

Logistics SOP: FBA Shipment Creation Process

10/11/2024 1:01 pm CDT



Who is this for: Someone who is creating a shipment to go to an Amazon facility.



Objective: Creating an FBA Shipment to go to Amazon.

Step 1: Navigate to "FBA Shipment Plan Items" in Salesforce - from the "received" status dropdown menu, select the products that you want to include on your shipment to Amazon.

Action	SKU Image	FBA Shipment Plan Item No.	ASIN	FBA Shipment Plan	FNSKU	SKU Title	CB PO No.	Last Modified Date	CB Supplier	Case Qty	Quantity	CB PO Status	External Id
<input checked="" type="checkbox"/>		ASIN10000100		FBA Shipment Plan Packets		BRIANNAS - Home Style G...	4837	7/30/2024	0		24	Received	
<input type="checkbox"/>		ASIN10000110	B00V9HPIU	FBA Shipment Plan Packets		BRIANNAS - Home Style A...	4837	7/30/2024	0	1,200		Received	
<input type="checkbox"/>		ASIN10000115	B0D19AUFJL	FBA Shipment Plan Packets		BRIANNAS - Home Style A...	4837	7/30/2024	0		24	Received	
<input type="checkbox"/>		ASIN10000120	B0CWBZCYZ	FBA Shipment Plan Packets		BRIANNAS - Home Style B...	4837	7/30/2024	0		24	Received	
<input type="checkbox"/>		ASIN10000150	B080919V0	FBA Shipment Plan Packets		BRIANNAS Classic Buttern...	4837	7/30/2024	0		48	Received	

Step 2: Navigate to Amazon Seller Central - under "Manage all inventory" - select the same products that were selected in Salesforce and click the "Send or Replenish Inventory" option from the menu.

Manage All Inventory

Manage your inventory across marketplaces from a single place. [Learn more](#) | [View Product Tour](#) | [Use previous version](#)

Welcome to Manage All Inventory. Please share your feedback.
Analyze SKU-level performance metrics and address listing issues on the same page via the side panel. Find the old Manage Your Inventory page by clicking the Use previous version tab.

Based on the feedback we received, we have made a few updates to this experience. You can now:

- Add/edit your min and max price for a product, without additional click, under the "Price and shipping cost" column.
- Find your product variations as a single expandable group among the list of your products.
- Search for multiple products at once by inputting their SKUs separated by ',' in search box and choosing SKUs option in the Search dropdown.
- See default sort that is modified to match previous experience - by 'Date Created: New to Old'. You can change this sort order under 'Sort by' or by adjusting the default sort in preferences.

Search: Listing status: Fulfilled by:

1 - 17 of 17 | Sort by:

Listing status	Product details	Performance	Inventory	Price and shipping cost
Next step	Image, Title, ASIN, and SKU	Last 30 days	Fulfilled by and quantity	Pricing details
<input checked="" type="checkbox"/> Active Mar 4, 2024, 01:36 AM	 Van Holten's Pickles - Jumbo Hot Pickle-In-A-Pouch - 12 Pack ASIN B01FKG9URW SKU AVH13300103.2 FNSKU X0036BS3Z5	Sales Units sold 1,9 Page views 6,2 Sales Rank (Grocery & Gourmet Food)	\$11.17 Change to Fulfilled by Merchant Send or replenish inventory Set replenishment alerts Create removal order Create fulfillment order Print item labels	Price USD 26.99 Minimum price Maximum price Featured Offer View reference and business prices \$26.99 + \$0.00
<input type="checkbox"/> Active Oct 16, 2023, 10:01 AM	 Van Holten's Pickles - Jumbo Hot Pickle-In-A-Pouch - 12 Pack ASIN B01FKG9URW SKU AVH13300103.4 FNSKU X0036C03LB	Sales Units sold 2 Page views 1,9 Sales Rank (Grocery & Gourmet Food)	\$7.2 Close listing Delete listing Advertise listing Change shipping template	Price USD 26.99 Minimum price Maximum price Featured Offer View reference and business prices \$26.99 + \$0.00

1 SKU was selected | Cancel | Select group action

Step 3: Follow the prompts until you reach step 1 of the "Send to Amazon" process on Amazon. From there, enter the "case pack templates" for each sku, the case quantity for each sku (making sure the total units match the number in Salesforce), and the expiration date for each sku (expiration dates can be found in Skuvault). Hit "Confirm and Continue" to proceed to Step 2 in the "Send to Amazon" process.

Step 4: Proceed to Step 2 of the "Send to Amazon" process and choose how you want the shipment to be sent to Amazon. Enter your "Ship Date", the number of shipments you want to send (Based on the cost to ship), and select "Less than Truckload" as your shipping option. Complete Step 2 and your shipment has been created in seller central.

Step 5: Once you have confirmed your shipments in Step 2, click "View or Edit Contents" and download the Excel file for each shipment that was created. Upload the excel file to the "FBAShipmentsToImport" tool in Dropbox. It can be found under "Charlie Bean Dropbox - Software - FBAShipmentsToImport". The tool runs every 5 minutes. Refresh the tool, once the folder is empty, your shipment has been created in Salesforce.

Send to Amazon [Learn more](#) | [View intro](#)

✓ Step 1: Confirmed inventory to send Boxes: **2169** SKUs: **10** Units: **2789** Ship from: **Van Holten's, 4020 Will Rogers Parkway, Suite 900, Oklahoma City, OK, 73108, US**

✓ Step 2: Confirmed shipping

Ship date: 9/17/2024
Method: **Less than and full truckload (LTL/FTL)**

Number of shipments: 1

Shipment #1 [View or edit contents](#)

Shipment name: **FBA STA (09/12/2024 16:06) Van Holtens Clarksville Rename**
Ship from: **Van Holten's, 4020 Will Rogers Parkway, Suite 900, Oklahoma City, OK, 73108, US**
Ship to: **BNA6 - 3875 GUTHRIE HWY 37040-5502 - CLARKSVILLE, TN - United States**
Fulfillment capability: Standard

Shipment contents

Boxes: **2169**
SKUs: **10**
Units: **2789**
Weight: **16,462.65 lb**
SKUs that need labeling by seller: **10** (2789 units)
SKUs that need prepping by seller: **3** (1450 units)

Pallet estimates

Pallets: **12**
Value: --
Freight class: **Class 55**
Total weight: **16,462.65 lb**
Total volume: **1,264,320 inch³**

Carrier

AACT
Pick up: **Sep 17, 2:00 AM** Estimated at **\$606.29**

Step 6: Navigate back to Salesforce and change the status of your FBA Shipment Plan Items from "Received" to "On Shipment" - Change the "FBA Shipment Plan" to be one of the shipments you created using the "FBAShipmentsToImport" tool.

The screenshot shows the Salesforce interface for FBA Shipment Plan Items. The table has the following columns: Action, SKU Image, FBA Shipment Plan Item No., ASIN, FBA Shipment Plan, FN SKU, SKU Title, CB PO No, Last Modified Date, CB Supplier Case Qty, Quantity, CB PO Status, and External Id. A single row is visible with the following data: Action (checkbox), SKU Image (bottle), FBA Shipment Plan Item No. (AD515000100), ASIN (AD515000100), FBA Shipment Plan (FBA Shipment Plan Pending), FN SKU (BRIANNAS - Home Style...), SKU Title (BRIANNAS - Home Style...), CB PO No (4837), Last Modified Date (7/30/2024), CB Supplier Case Qty (6), Quantity (24), CB PO Status (Received), and External Id.