

# Transparency SOP: FBA Shipment Printing

02/27/2025 6:29 am CST



Who is this for: Anyone printing FBA Shipments



Objective: To understand how to print an FBA Shipment

Step 1: Navigate to Asana and find the shipments to print under the "FBA Shipment Tracking" List under the "New Shipment" status

Task name	Assignee	Due date	Collaborators	Created on	Status	Priority	Last modified on	Completed on
<b>New Shipment</b>								
FBA STA (09/17/2024 15:59) Chemex Hazle Township	Tiffany McComas	Today	Tiffany McComas	Yesterday	New Shipment	Low	Today	
Add task...								
<b>Printing</b>								
FBA STA (09/17/2024 15:59) Chemex Dallas	Tiffany McComas	Today	Tiffany McComas	Yesterday	Printing	Low	Today	
Add task...								
<b>Printing Complete</b>								
FBA STA (09/09/2024 18:34) San-J Clarksville	Tiffany McComas	Sep 10	Tiffany McComas	Sep 9	Printing Complete	Low	Sep 11	
FBA STA (09/10/2024 19:00) Warheads Clarksville 0025	Tiffany McComas	Sep 11	Tiffany McComas	Sep 10	Printing Complete	Low	Sep 11	
FBA STA (09/12/2024 16:06) Van Holtens Clarksville	Tiffany McComas	Sep 12	Tiffany McComas	Sep 12	Printing Complete	Low	Sep 12	
FBA STA (09/11/2024 16:22) Aloha Shoyu Clarksville	Tiffany McComas	Sep 12	Tiffany McComas	Sep 11	Printing Complete	Low	Sep 12	
FBA STA (09/11/2024 16:22) Aloha Shoyu Clarksville AAS16000115	Tiffany McComas	Sep 12	Tiffany McComas	Sep 11	Printing Complete	Low	Sep 12	
FBA STA (09/16/2024 14:42) Hampton Farms Edgerton	Tiffany McComas	Sep 16	Tiffany McComas	Sep 16	Printing Complete	Low	Sep 16	
FBA STA (09/16/2024 14:42) Hampton Farms Stockton	Tiffany McComas	Sep 16	Tiffany McComas	Sep 16	Printing Complete	Low	Sep 16	
FBA STA (09/16/2024 14:42) Hampton Farms Florence	Tiffany McComas	Sep 16	Tiffany McComas	Sep 16	Printing Complete	Low	Sep 16	
FBA STA (09/16/2024 14:42) Hampton Farms Memphis	Alexander Agu	Sep 16	Alexander Agu	Sep 16	Printing Complete	Low	Sep 16	
FBA STA (09/16/2024 14:42) Hampton Farms Aurora	Tiffany McComas	Sep 16	Tiffany McComas	Sep 16	Printing Complete	Low	Sep 16	
FBA STA (09/16/2024 14:42) Hampton Farms Hazle Township	Alexander Agu	Sep 16	Alexander Agu	Sep 16	Printing Complete	Low	Sep 16	
FBA STA (09/16/2024 14:42) Hampton Farms Kernersville	Tiffany McComas	Sep 16	Tiffany McComas	Sep 16	Printing Complete	Low	Sep 16	

Step 2: Navigate to the corresponding Amazon Seller Central account - shipments tab - and find the shipment with the same name as what was in Asana.

Step 3: Find the "Shipment ID" for that shipment just below the shipment name. Copy it.

Step 4: Paste the "Shipment ID" to the "Create FBA Shipment Manifest" tool located on their desktop and press "Enter" The Shipment manifest will be created and is ready to be printed.

[FBA](#) → [Dashboard](#) [Inventory](#) **Shipments** [Opportunities](#) [Analytics](#)

What's new: **Send It Again** feature is launched! Send It Again enables you to duplicate SKU(s) and Quantities from a previously created shipment in one click. This feature is available in the dropdown menu of "Next Steps" column of this page.

All shipments cancelled on or after Monday, August 28th, 2023 will have "Units expected" on Shipping Queue and Shipment Contents pages set to 0.

**Shipping Queue** [Learn more](#) | [Tell us how we're doing](#) | [Inventory Ledger](#)

This page provides details on all the shipments you are working on and those you have sent to Amazon.

[Change country/region](#) New Disabled

[Fulfillment center shipments](#) [Amazon distribution center shipments](#)

Filters  Missing tracking information only [Last updated](#) [Status](#) [Export table data](#)

Shipment name	Created	Last updated	Ship to	SKUs	Units expected	Status	Next steps
FBA STA (06/12/2024 20:36) Van Holten Misc Fort Wayne FBA1831CGWVGC RV3BNKJTJ	Jun 12, 2024 3:35 PM	Sep 17, 2024 8:47 PM	FWA4	18	1,162 1,084	Closed	Track shipment
FBA STA (09/04/2024 16:15) Van Holten Joliet FBA18DQWMS37_5F9A7WVCT	Sep 4, 2024 11:15 AM	Sep 17, 2024 4:29 PM	MDW2	15	1,376 1,130	Receiving	Track shipment
FBA STA (06/27/2024 19:17) Van Hollens Joliet FBA1851NWK3Z_1X7NKBGCG	Jun 27, 2024 2:17 PM	Sep 17, 2024 3:13 PM	MDW2	12	339 345	Closed	Track shipment
FBA STA (06/27/2024 19:17) Van Hollens Huntley FBA1851P02NT_4F4C28IG	Jun 27, 2024 2:17 PM	Sep 15, 2024 7:33 PM	RFD2	12	637 626	Closed	Track shipment

Step 5: Fill in locations and quantities from Skuvault to complete each line item on the shipment manifest. Find corresponding product photos from the photo library to go with each line item.

Step 6: Navigate to Amazon Seller Central - Shipments tab - find your shipment - Under Step 3 in the "Send to Amazon" process, click "Print" to print the box labels for the shipment. These labels have to be cut out separately and joined with each line item in the shipment manifest using the Amazon SKU.

✓ 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 Destinations: 1 Method: Less than and full truckload (LTL/FTL)

**Step 3: Print box labels** Your feedback is important

You can now print your box labels and start packing your pallets. Pallet labels will be confirmed and provided in the next step.

 Box labels only in this step
  Pallet labels will be available later

Ship from: Van Holten's, 4020 Will Rogers Parkway, Suite 900, Oklahoma City, OK, 73108, US  
 Ship date: Tuesday, September 17, 2024 [Change ship date](#)

**1 confirmed shipments**

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

Shipment name: FBA STA (09/12/2024 16:06) Van Hollens Clarksville Rename  
 Shipment ID: FBA18DV2VDB5  
 Amazon Reference ID: 4KWJYW7W  
 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

**Print box labels**  
 Print action  
 Boxes: 1 - 1000  
 3-1/3" X 4" (US Letter) [Print](#)

[Cont](#)

Step 4: Confirm carrier and pallet information [Learn more](#)

Step 7a: From there, it is time to print the "Item labels" for the shipment. Most shipments require transparency labels. This is the first thing we should look at when we are printing shipment item labels. Log into the Amazon transparency portal using your Amazon Brand Registry credentials. Navigate to the "Code Requests" tab and enter your sku into the search feature. If your sku appears, select the dropdown arrow on the right side and enter the quantity you want to request. Once you click "Request Codes", navigate to the "Code History" link at the top of the page and download your codes from there to be printed. Combine your transparency labels with the corresponding line item on the shipment manifest.

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YOUR PRODUCTS | **CODE REQUESTS** | REPORTS | INVOICES

See the latest Transparency updates and offers  
Check out our new API and Bulk Code Ordering Features [Learn More](#)

🔔 New! You can now request codes for up to 1,000 products via bulk ordering. [Learn More.](#)

Code requests | Bulk ordering | Code history | Serial number upload history

### Code Requests

🔔 You may be billed for these codes per your Transparency agreement.  
If you want to print your codes in-house, please enroll your products in-house printing and use a thermal transfer printer. [Learn More.](#)

All brands | All status | In-house printing

Search by product name, GTIN, ASIN, or SKU

Download products (76) | Request codes

Showing 1 - 10 of 76

Product	Product status	GTIN	SKU	ASIN	In-house printing
 <p><b>BRIANNAS - Home Style Creamy Cilantro Lime Dressing – Fine Salad Dressing made with Premium Ingredients – Gluten Free, Kosher, &amp; Low Sugar - 12 oz. Bottle</b></p> <p>Product status: In OPR   GTIN: 20027271121368   SKU: ADS15000180   ASIN: B0788C1JKP   Label type: 4   Label call-to-action: Scan with the Transparency app</p> <p>Quantity (Max limit: 100,000)</p> <p>Request codes</p>					

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Check out our new API and Bulk Code Ordering Features [Learn More](#)

Code requests | Bulk ordering | **Code history** | Serial number upload history

### Code History

🔔 If you're printing your labels in house you can download your codes in PDF format. If you don't see the option to print in a PDF format, try a different internet browser (Chrome/Firefox/Edge) and if it still doesn't work please contact us. As a reminder, please use a thermal transfer printer to print your labels.

All brands | Successful

Search product, GTIN, Bulk Request ID, or Job ID

Showing 1 - 10 of 75

Request Time	Bulk Request ID	Job ID	GTIN	Product Name	Code Quantity	Download
08/23/2024 19:16:46 (UTC)	PID6613433671680116495	CG4722484977015580889	00027271410246	Del Sol Foods - Brianna's - Creamy Blue Cheese Dressing - 12 fl oz - 2 pack	24	<a href="#">PDF</a>   <a href="#">CSV</a>
08/23/2024 18:25:25 (UTC)	PID8106195612322467415	CG5076213549620485569	00027271410222	Del Sol Foods - Brianna's - Marinade 3 pack variety - Roasted Garlic Herb, Classic Steak, Citrus Mediterranean - 12 fl oz	24	<a href="#">PDF</a>   <a href="#">CSV</a>
08/23/2024 18:24:44 (UTC)	PID8557608903814356676	CG8110316072565534563	00027271116285	Del Sol Foods - Brianna's - Creamy Blue Cheese Dressing - 12 fl oz	24	<a href="#">PDF</a>   <a href="#">CSV</a>
08/23/2024 15:26:47 (UTC)	PID4844125025718416513	CG8998443135988557220	00027271121449	Del Sol Foods - Brianna's - Avocado Oil Caesar Dressing - 10 oz	24	<a href="#">PDF</a>   <a href="#">CSV</a>
08/21/2024 13:56:01 (UTC)	PID5053447354774898316	CG8367542069926813513	00027271161018	Del Sol Foods - Café Mexicano - Oaxaca Reserve Ground Coffee - 12 oz.	24	<a href="#">PDF</a>   <a href="#">CSV</a>
08/21/2024 13:55:55 (UTC)	PID7732876167314779211	CG8683684911718004690	00027271160028	Del Sol Foods - Café Mexicano - Veracruz Reserve Ground Coffee - 12 oz.	24	<a href="#">PDF</a>   <a href="#">CSV</a>

Step 7b: If your sku does not require transparency labels, navigate to "Manage All Inventory" in Seller Central and select the product you want to print item labels for. The menu will appear and you will select the " Print Item Labels" option. Enter your quantity and following the printing steps.

[Add Products](#) | [Business Reports](#) | [Manage All Inventory](#) | [Shipments](#) | [A+ Content Manager](#)

[Listing Tools](#): [All Inventory](#) | [Search Suppressed and Inactive Listings \(1\)](#) | [Improve Listing Quality in bulk](#) | [Potential Duplicates](#)

[FBA Inventory Tools](#): [FBA Dashboard](#) | [FBA Inventory](#) | [Remove Unfulfillable Inventory \(38\)](#) | [Shipments](#) | [FBA Opportunities](#) | [FBA Analytics NEW](#)

## Manage All Inventory

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

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:
 

1. Add/edit your min and max price for a product, without additional click, under the 'Price and shipping cost' column.
2. Find your product variations as a single expandable group among the list of your products.
3. Search for multiple products at once by inputting their SKUs separated by ',' in search box and choosing SKUs option in the Search dropdown.
4. 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:  [All filters](#) [Settings](#)

1 - 17 of 17 | Sort by:

Listing status	Product details	Performance	Inventory	Price and shipping cost	Estimated fees
Next step	Image, Title, ASIN, and SKU	Last 30 days	Fulfilled by and quantity	Pricing details	per unit sold
<input checked="" type="checkbox"/> <b>Active</b> Mar 4, 2024, 01:36 AM	 Van Holten's Pickles - Jumbo Hot Pickle-In-A-Pouch - 12 Pack ASIN: B01FKG9JRW SKU: AVH13300103.2 FNSKU: X0036BS3Z5	<b>\$1,117</b> Units sold: 2 Page views: 1.9k Sales Rank: 6.2k (Grocery & Gourmet Food)	Fulfilled by: Merchant Change to Fulfilled by Merchant Send or replenish inventory Set replenishment alerts Create removal order Create fulfillment order <b>Print item labels</b>	<b>Price</b> USD: 26.99 Minimum price: USD Maximum price: USD Featured Offer: \$26.99 + \$0.00 View reference and business prices	<b>Total fees</b> FBA fee: \$8 Calculate revenue
<input type="checkbox"/> <b>Active</b> Oct 16, 2023, 10:01 AM	 Van Holten's Pickles - Jumbo Hot Pickle-In-A-Pouch - 12 Pack ASIN: B01FKG9JRW SKU: AVH13300103.4 FNSKU: X0036C03LB	<b>\$7.2</b> Units sold: 2 Page views: 1.9k Sales Rank: 6.2k (Grocery & Gourmet Food)	Close listing Delete listing Advertise listing Change shipping template	<b>Price</b> USD: 26.99 Minimum price: USD Maximum price: USD Shared Offer: \$26.99 + \$0.00 View reference and business prices	<b>Total fees</b> FBA fee: \$8 Calculate revenue

1 SKU was selected Cancel Select group action

Step 8: Once each line item has been complete with case labels and item labels on the shipment manifest, your shipment is completed and can be delivered to Matt's Office.