

# Catalog SOP: Shipping Template for FBM Listings

03/03/2025 10:53 am CST



**Who is this for?** Individuals who are involved in managing merchant listings.



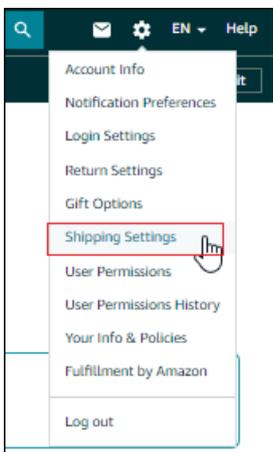
**Objective:** To provide a clear understanding of the process of setting up and updating shipping templates and applying them manually or in bulk to items in the inventory.

**Shipping templates** are pre-made shipping settings that you can use to update and customize your shipping preferences. This streamlines the fulfillment process and makes it easier for sellers to accurately and efficiently ship their products to customers. You can use them for various items and set the following:

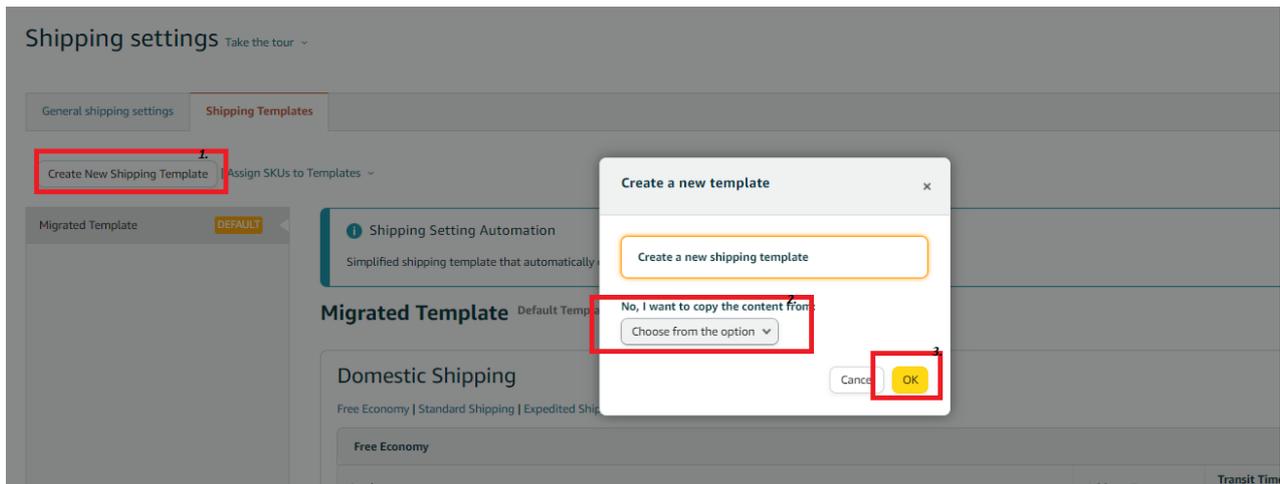
- Shipping cost and how you charge it (by weight, order, or sales price)
- Transit time, excluding handling time
- Regions you ship
- Address type (Street or PO Box)

## To Create a New Shipping Template:

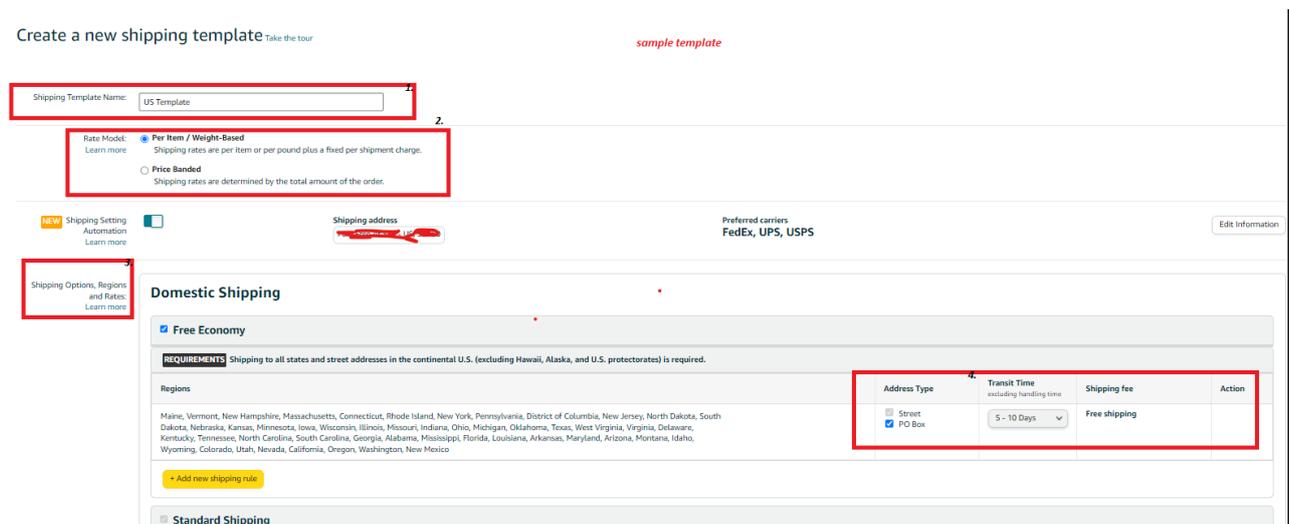
1. Click the gear button on the upper right-hand side of the page and choose **"Shipping Settings."**



2. You can create a brand new template from scratch or duplicate a pre-existing one and adjust specific settings according to your needs. In this example, we will use the latter. On the Shipping Templates tab: **Click Create New Shipping Template** and choose an option that matches the closest to the settings you have in mind under the **"No, I want to copy the content from"** dropdown. Then Click **OK**.



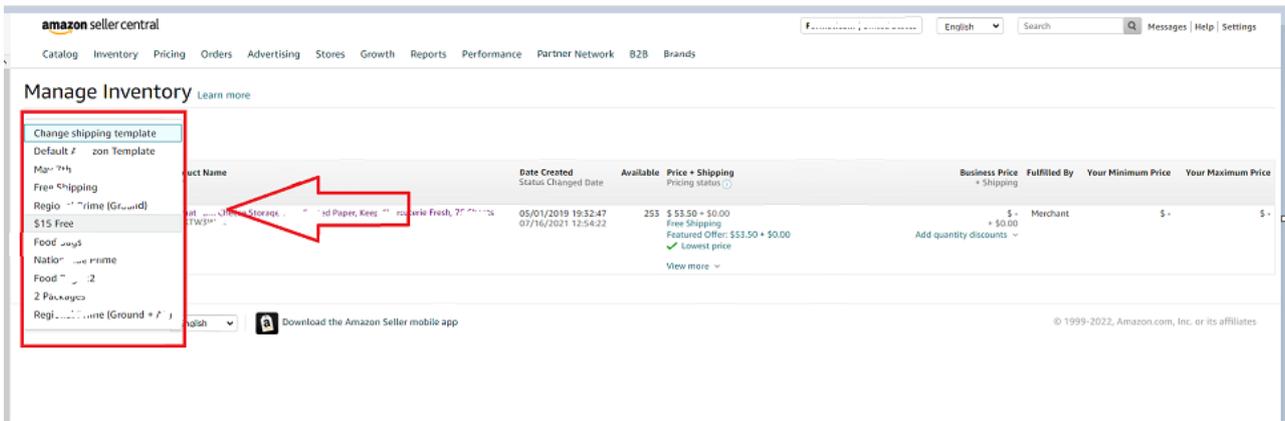
3. Enter the template name (for example, "Free Shipping").
4. Choose the **rate model** for your shipping rates: **Per item/weight-based**, or **Price banded**
5. Enable or disable Prime delivery as required.
6. Select or deselect Same Day for Handling Time Settings.
7. Edit **Shipping Options, Regions, and Rates** as applicable. Then click **OK**
  - Enable **Domestic** or **International** shipping options (such as Expedited) by selecting the checkbox next to the shipping option name.
  - Select the regions by clicking either **Edit** or **Add New Region**.
  - Within the **Select Deliverable Regions** pop-up window, select or deselect the region(s) you want to use for the same transit time and shipping cost.
8. Select the **Address Type** for the region(s)
9. Set your **Shipping Time** (in business days) for the region(s).
10. **Set your shipping rates**. Click **Save**.



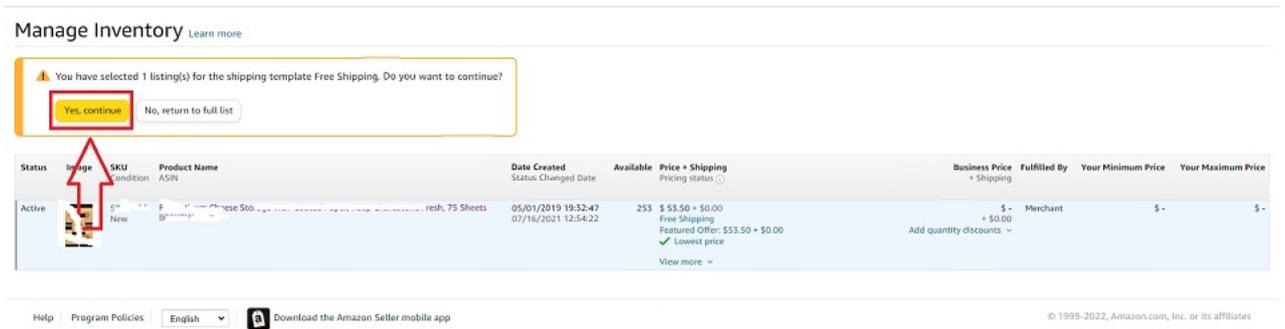
## How to apply a shipping template to an item in the Inventory:



4. On the landing page, you will find a **“Change shipping template”** button on the upper right side of the page. Click it and select what shipping template to use.



5. Click the **“Yes, continue”** yellow button.



*Sometimes, the updates take 15 minutes or less or hours to reflect on the product detail page. Just monitor this and report once complete.*

## FEED FILE/BULK UPDATE:

1. Download a fresh flat-file template specific to the types of products you need to update. On the feed file, fill out the SKU column, press **Ctrl “F”** on your keyboard, and search for **“Shipping-Template.”**
2. Click the cell below **“merchant\_shipping\_group\_name”** on row 4 and then click on the drop-down option, which will give you what shipping template to use.

The screenshot shows an Excel spreadsheet with a table of product data. The columns are labeled with two-letter codes: NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB. The rows are numbered 1 through 36. A dropdown menu is open over the NP column, showing options: Free Shipping, Default Amazon Template, Regional Prime (Ground), \$15 Free Food Bags, Nationwide Prime, and Food Bags x2. The 'Free Shipping' option is selected, and the value '4' is visible in the OB column for row 4.

	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NU	NV	NW	NX	NY	NZ	OA	OB	
1						Offer													
2	Ingredients	Ingredients	Ingredients	Allergen Information	Liquid Contents Description	Shipping Template	List Price	Minimum Advertised Price	Launch Date	Release Date	Restock Date	Handling Time	Offer Condition Note	Product Tax Code	Sale Price	Sale Start Date	Sale End Date	Package Quantity	Max Ag
3	Ingredients	Ingredients	Ingredients	allergen_information	liquid_contents_description	merchant_shipping	list_price	map_price	product_site	merchant_rel	restock_date	fulfillment_lead	condition_note	product_tax_code	sale_price	sale_from_date	sale_end_date	item_package_quantity	max_ag
4						Free Shipping												4	
5						Default Amazon Template													
6						Regional Prime (Ground)													
7						\$15 Free Food Bags													
8						Nationwide Prime													
9						Food Bags x2													
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3. Locate the "update\_delete" column, input **"Partial Update"** into each row with an SKU filled in, and save the file.
4. Refresh Seller Central twice to ensure that you're on the correct account, then upload your saved file to the **Add Products via the Upload page**.
5. Download and open the processing report. Check if the upload was successful, and troubleshoot as needed.