

FBA and WFS Work Orders

04/09/2025 12:47 pm CDT

Overview

Skustack's **FBA** and **WFS Work Orders** enable you to effectively manage products that you intend to ship to either FBA or WFS fulfillment centers. With such tasks, you can methodically organize inventory designated for FBA/WFS by consolidating items into a dedicated destination bin. This approach streamlines your warehouse processes and helps you prepare inventory for your fulfillment partners.

FBA and WFS Work Orders can be created and managed both from the Admin portal and the Skustack app.

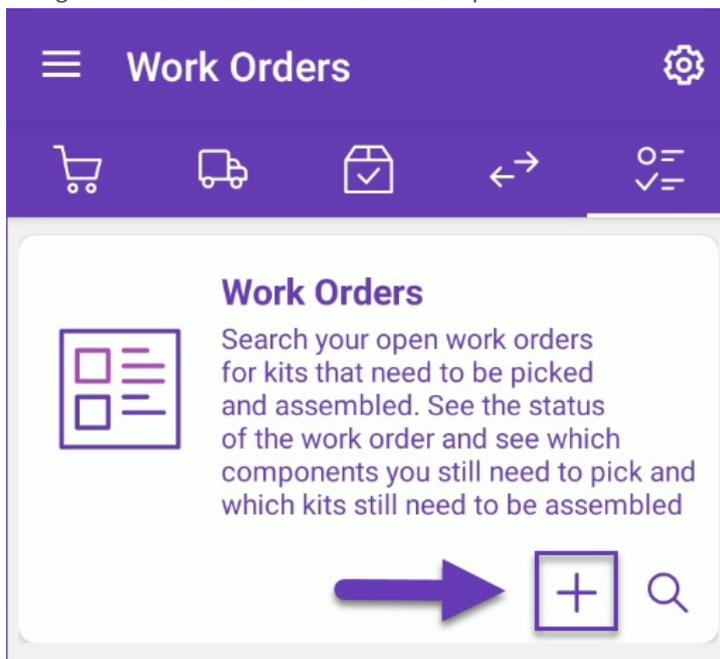
FBA and WFS Work Orders

The **Work Orders** module is located within Skustack's **Work Orders** tab and allows you to create and manage your **FBA** and **WFS Work Orders** on the go directly through the Skustack app.

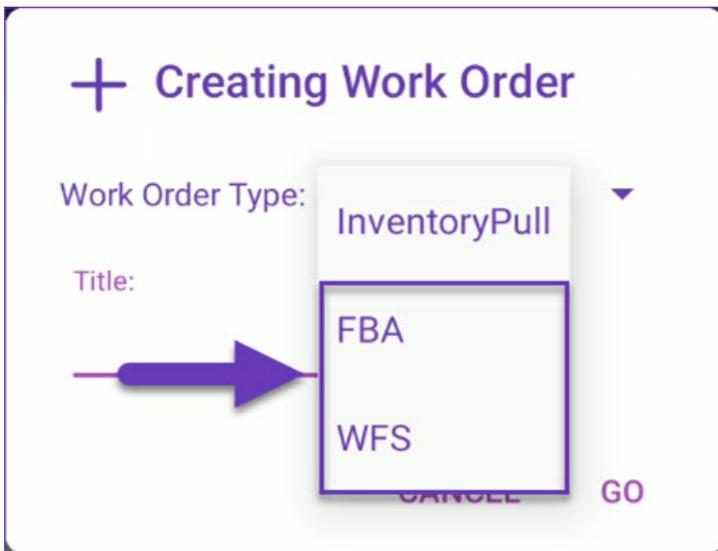
Create Work Orders

To create FBA and WFS Work Orders via the Skustack app:

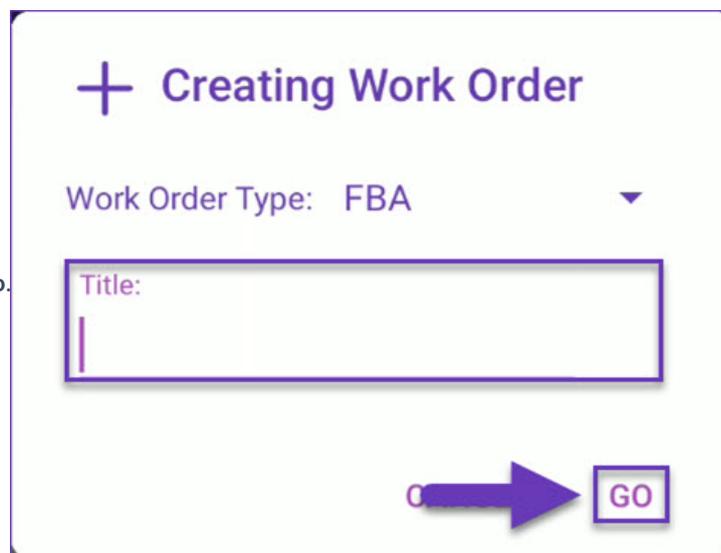
1. Navigate to the **Work Orders** module and tap the + icon.



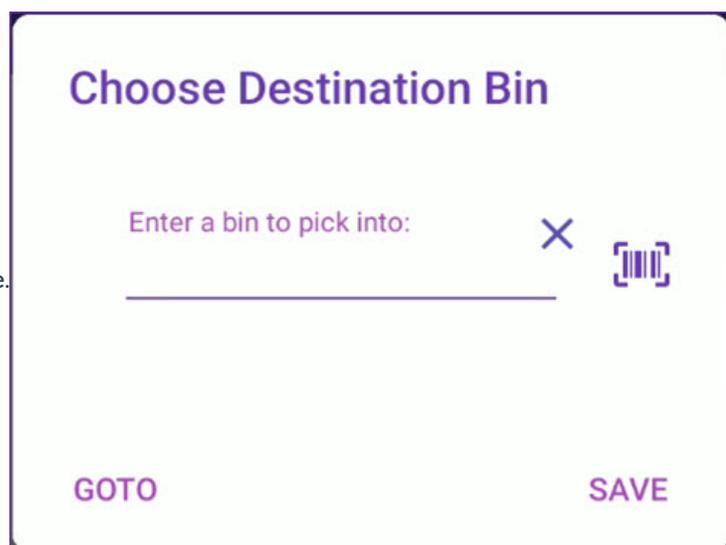
2. From the **Work Order Type** dropdown, select **FBA** or **WFS**.



3. Enter the desired **Title** and tap **Go**.



4. Scan/enter a **Destination Bin** and tap **Save**.



5. Scan the ProductID/UPC to add items to the work order and tap **Set Qty** to specify how many units you intend to pull.

6. Scan units to add to the picked qty or enable the **Set Quantity and Pick** box to adjust the number manually and pick the units directly.

By default, the estimated completion date of a Work Order generated via the Skustack app will be its creation date.

Search Work Orders

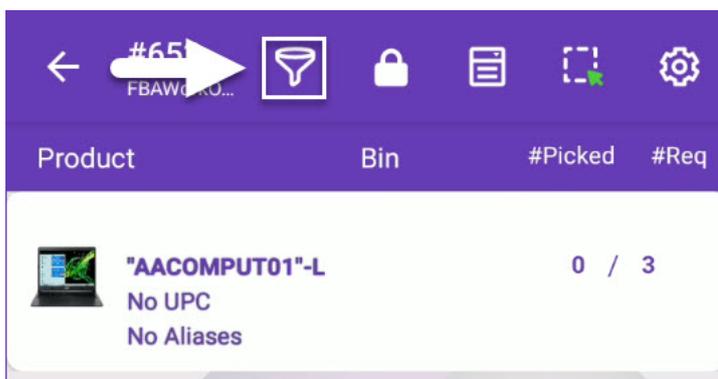
You can search for existing FBA and WFS Work Orders by using one of the available search modes:

1. **Search By Work Order ID** – Opens a single Work Order using the internal Sellercloud ID.
2. **Search By Title** – Opens a single Work Order using its title.
3. **Search All** – By default, this mode searches for all Work Orders. Filter by **Type** – **FBA** or **WFS**. Optionally, narrow down the search results even further by searching for a specific **SKU/UPC** or **Pick Status**:
 - All
 - Zero Picked
 - Zero or Partial Picked
 - Partial Picked
 - Fully Picked

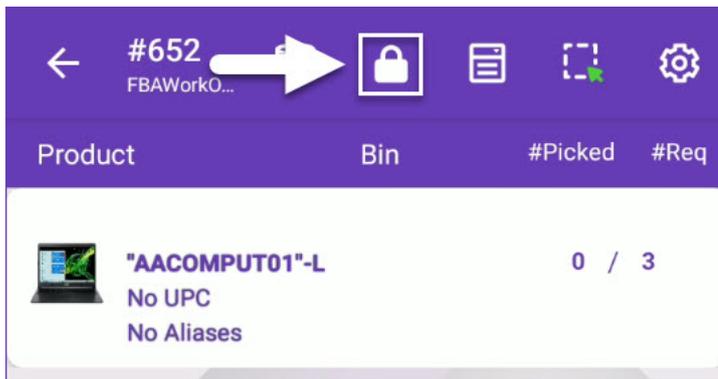
Manage Work Orders

To work on an open FBA/WFS request, navigate to the desired Work Order:

1. Choose a **Destination** bin.
2. Next to the task ID, you'll find several icons that allow you to:
 - **Filter** – Tap on this icon to refine the list of displayed products by:
 - **Status** – Filter by product's picked status.
 - **Region** – If your warehouse is organized by [Regions](#), you can choose one from the dropdown list.

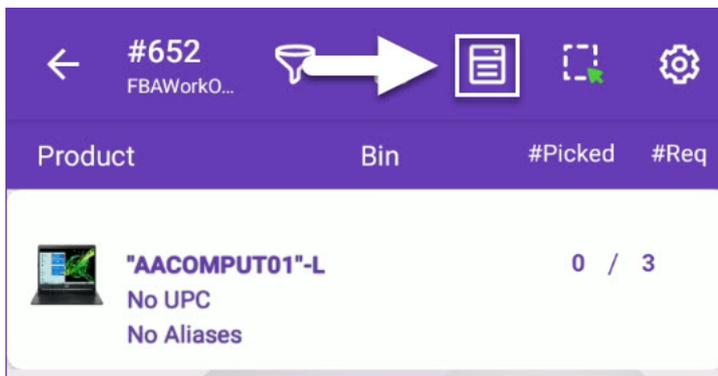


- **Lock/Unlock Order** – When Skustack's [Warehouse Management](#) setting **Allow Unlock Work Order** is enabled, you can tap this icon to unlock the Work Order and add products to it.

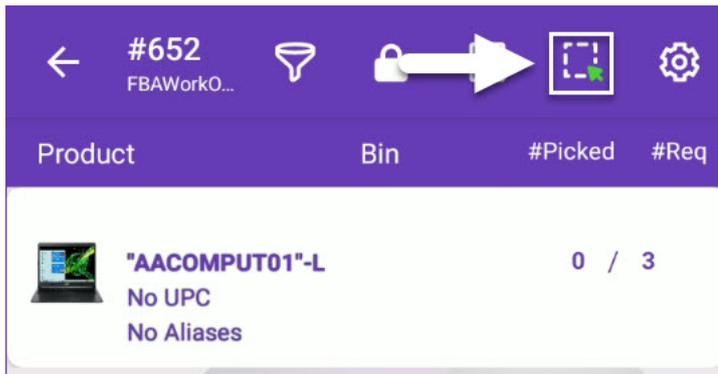


- **Select Product Identifiers to Display** – Tap and choose the product identifiers to be displayed in the work order:

- UPC
- Aliases
- Product Name



- **Destination Bin** – Tap on this icon to select a destination bin for the gathered products.

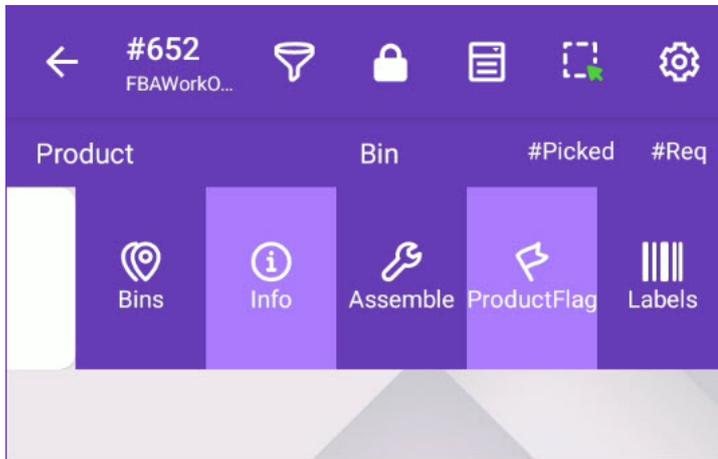


3. Swipe the header down to see the total number of items and view/add notes.

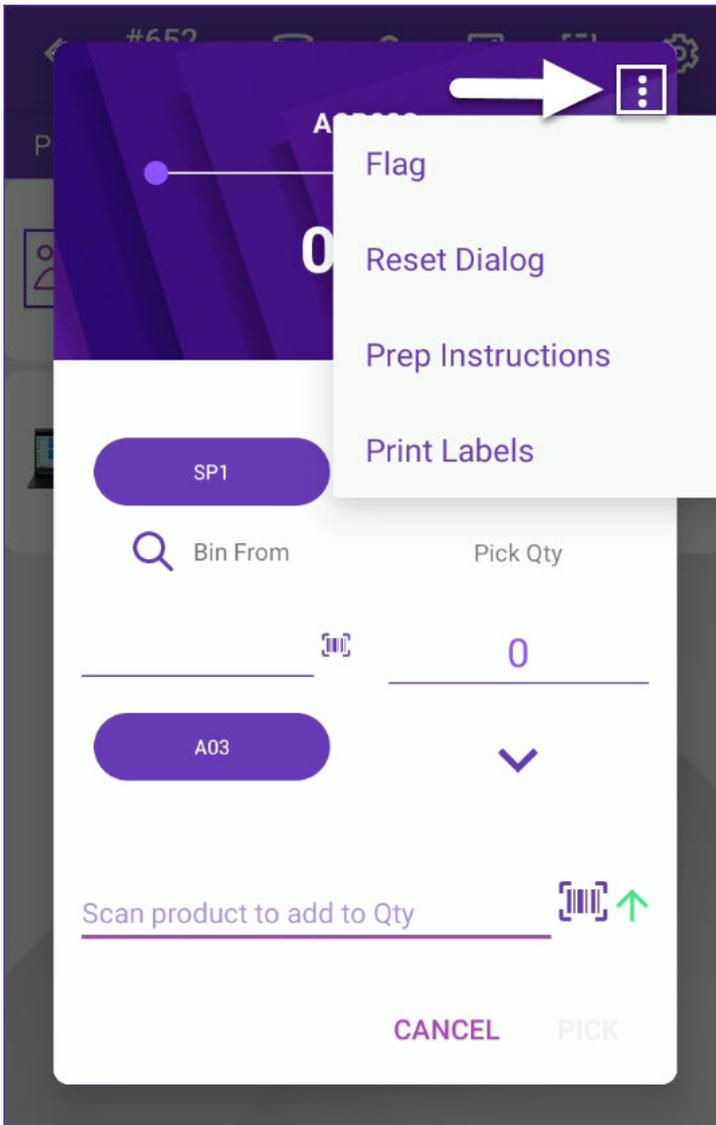
4. Swipe a product to the left to reveal shortcuts to other actions:

- **Bins** – Tap the icon to see all bins where the product is stored (bins will show only if you're logged into a bin-enabled warehouse).
- **Info** – Tap to be directed to the [Product Info](#) module.
- **Product Flag** – Tap on this icon to add a [Product Flag](#).

- **Labels** – Tap on this action to print product labels for each item. If the work order is of type FBA, the printed labels will contain the Sellercloud SKU and the FNSKU. If the required items are shadow products, the label will contain the shadow SKU and the FNSKU.
- **Assemble** – If the product is a kit, this action allows you to initiate a kit assembly.



5. Scan the **ProductID/UPC**, or select the item on the screen. The product will open.
6. Scan/enter a bin, or select one of the suggested bins. The suggestion is based on the following factors:
 - The bin is sellable.
 - The bin type is Normal or Temp.
 - Primary bins will always be suggested first.
 - The bin with the most or least quantity will be suggested based on the client setting **PickList Bin suggestion sort qty by ASC Order**.
7. Scan units to add to the picked qty or adjust the number manually. To auto-populate the total quantity available for the scanned product in that bin, enable Skustack's [Warehouse Management setting Auto populate progress quantity when bin is selected](#).
8. Tap on the three dots menu in the upper right-hand corner to:
 - **Flag** – Use this option to **Flag** the item and indicate specific concerns.
 - **Reset Dialog** – Use this option to remove selected data from the picking dialog.
 - **Prep Instructions** – Tap on this option to view the product's [FBA preparation instructions](#).
 - **Print Labels** – Tap to print a custom number of product labels with the product's Barcode. Use the up and down arrows, or simply add the required number of labels. Check the **Include Product Name** box, to include the product name in the labels. Once done, tap **Print**.



9. If the **Lot Number** workflow is enabled for your company and the product is set as expirable you must select a Lot Number before being able to pick it.

10. Tap **Pick**.

Related Settings

SETTING	DESCRIPTION
Validate serial globally	Client setting . Enables serial number validation in Skustack. Learn more about serial number validation and relevant client settings here .
Auto Close After Fully Assembled	Skustack's Warehouse Management setting . When enabled, the work order status will be automatically updated to Completed.
Allow Unlock Work Order	Skustack's Warehouse Management setting . When enabled, this setting allows you to edit/add products to Work Orders.
Auto populate progress quantity when bin is selected	Skustack's Warehouse Management setting . When a bin is selected, the Pick Qty field will automatically be set to the total quantity available in that bin, up to the quantity required.

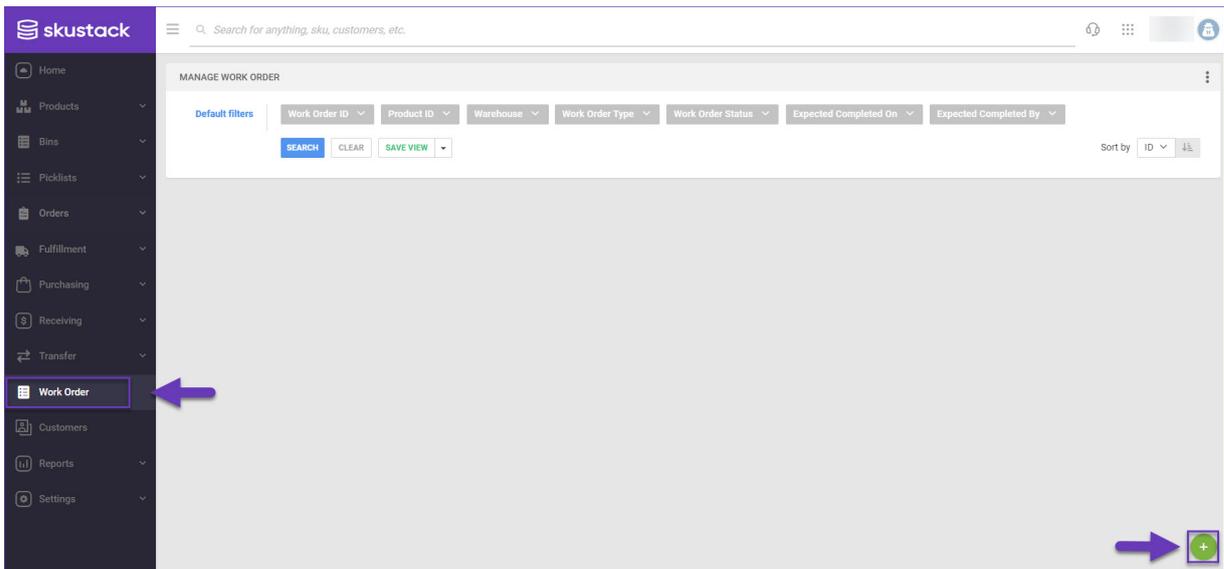
FBA and WFS Work Orders

The Skustack Admin portal lets you easily create new **FBA** and **WFS Work Orders**, as well as manage existing ones.

Create Work Orders

To create a new FBA/WFS Work Order:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace "xx" with your **server ID** or **team name**).
2. Enter your login credentials.
3. On the left, select **Work Order** and click on the **+** icon.



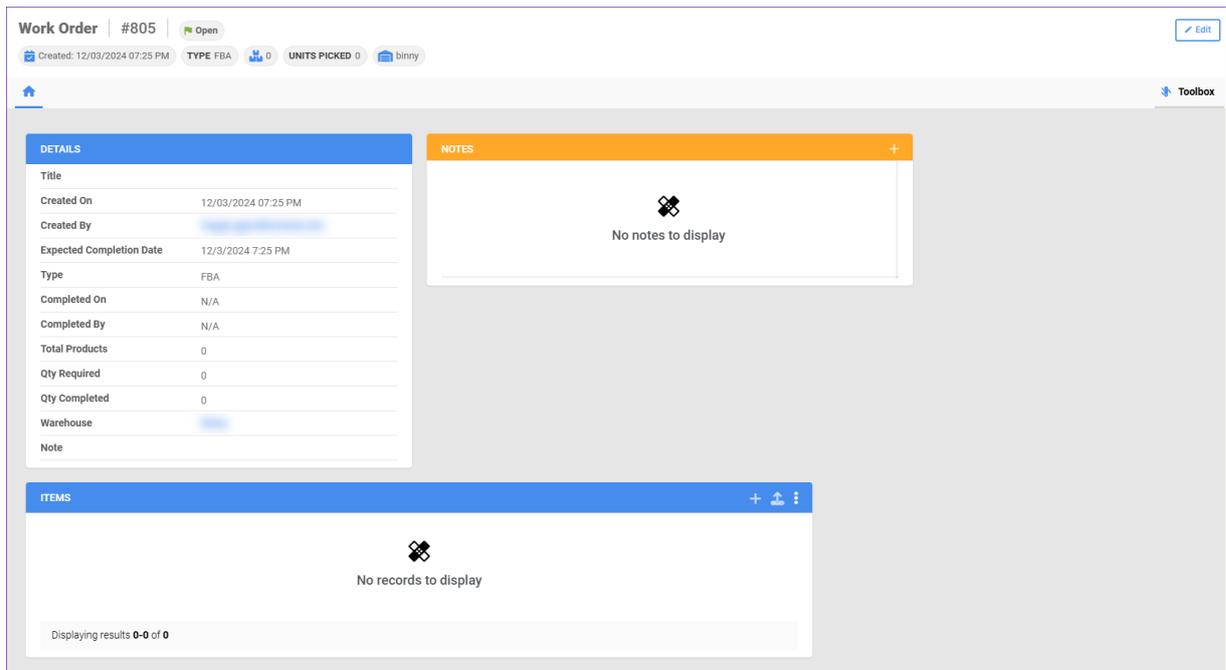
4. Enter the following details:
 - a. **Work Order Title**
 - b. **Work Order Type – FBA or WFS.**
 - c. **Warehouse**
 - d. **Expected Completion Date**

The screenshot shows a modal window titled 'ADD WORK ORDER' with a close button (X) in the top right. The form contains the following fields:

Work Order Title	FTBS20031
Work Order Type *	FBA
Warehouse *	
Expected Completion Date *	03/27/2024 12:00 AM

At the bottom left is a 'CANCEL' button, and at the bottom right is an 'ADD' button. A blue arrow points to the 'ADD' button.

5. Click **Add**, and the new Work Order will load on your screen.



6. (Optional) Add **Notes** with any custom requirements or additional information. Users you tag will receive the note as a [notification](#) in the Admin Portal and in Sellercloud's Delta interface.

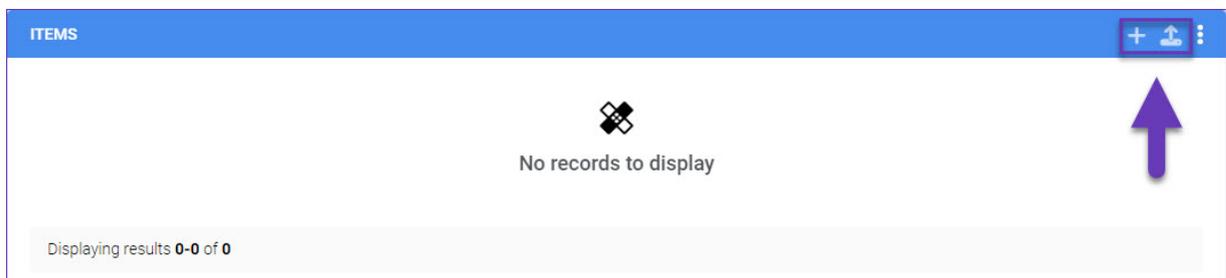
NEW NOTE
✕

Add A Note * Example Note

Users To Notify testshipper@sellercloud.com ✕ | ✕ | ▼

CANCEL
ADD

7. In the **Items** panel, you'll find two methods to add products to the Work Order:
- a. By searching and adding specific products
 - b. Via a Bulk Import.

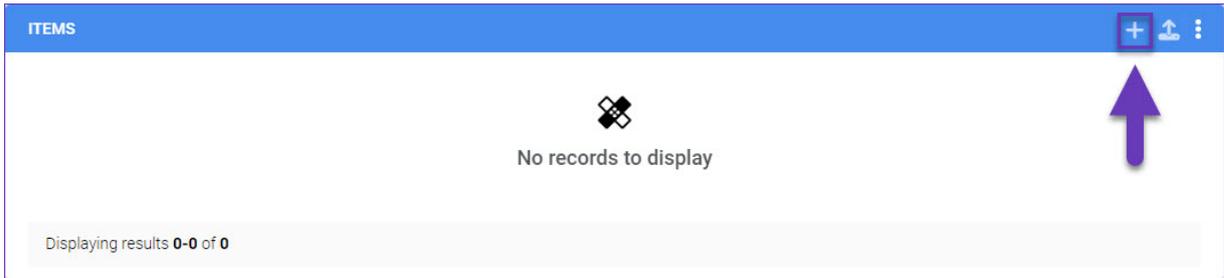


Add Items

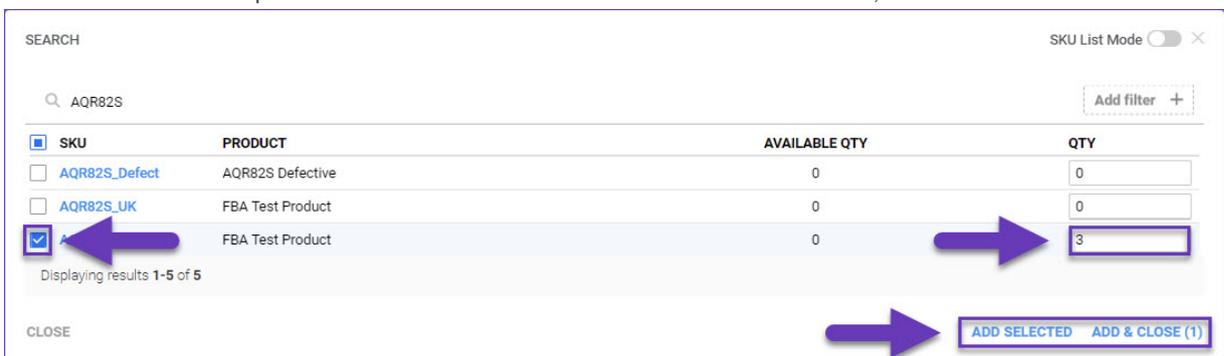
Next, proceed to add items to the new task. You can do that either individually or in bulk.

Individually

1. In the **Items** panel, click on the + icon.



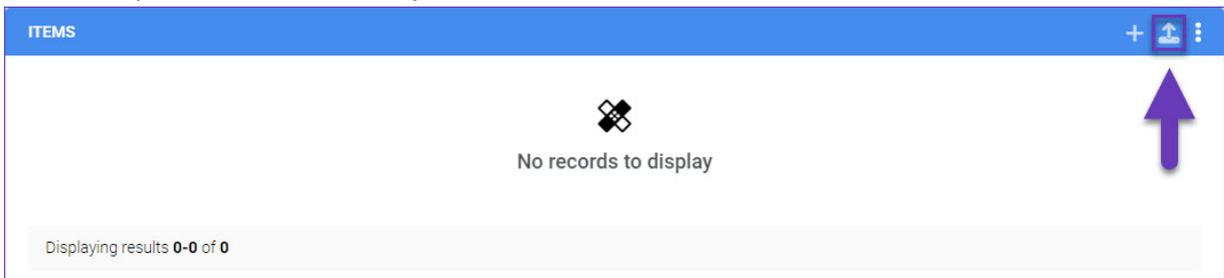
2. Search for products by entering the required SKUs, separated by commas.
3. Select one or multiple products from your search results by checking the respective checkbox and populating the required quantity in the **Qty** field.
4. Click **Add Selected** and proceed with the selection or click **Add Selected and Close**, if done.



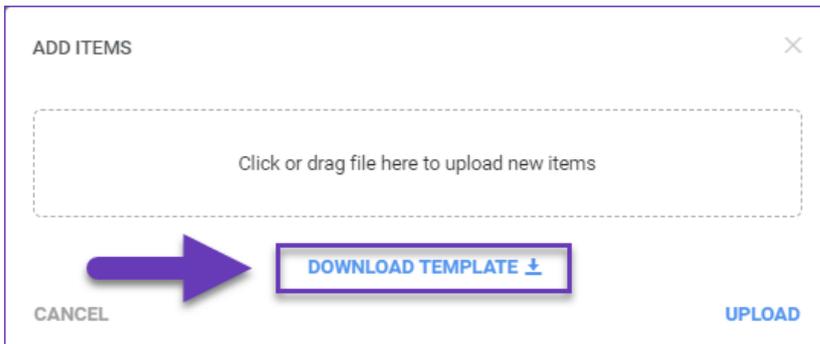
5. The chosen products will appear in the **Items** panel.

In Bulk

1. In the **Items** panel, click on the **Bulk Import** icon.



2. Click **Download Template** and select a location to save the file.

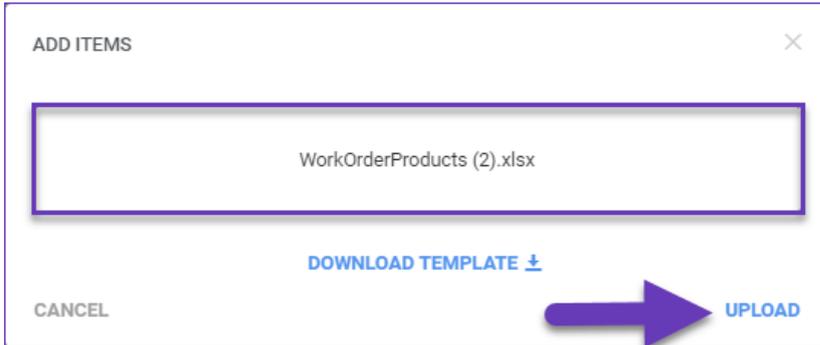


3. Open and populate the Excel file:
 - a. **ProductID** - Enter the SKU of the product that you intend to add.

- b. **WarehouseName** – Enter the name of the warehouse, for which the work order applies.
- c. **TotalQtyRequired** – Insert the number of items to add.

	A	B	C
1	ProductID	WarehouseName	TotalQtyRequired
2			
3			

- 4. Once all required products have been added, save the file and return to the Bulk Upload prompt.
- 5. Add the saved file and click **Upload** and the products will appear in the **Items** panel.



Manage Work Orders

In this section, you will learn how to manage your existing work orders in the Skustack Admin. In addition to creating new work orders, you can also:

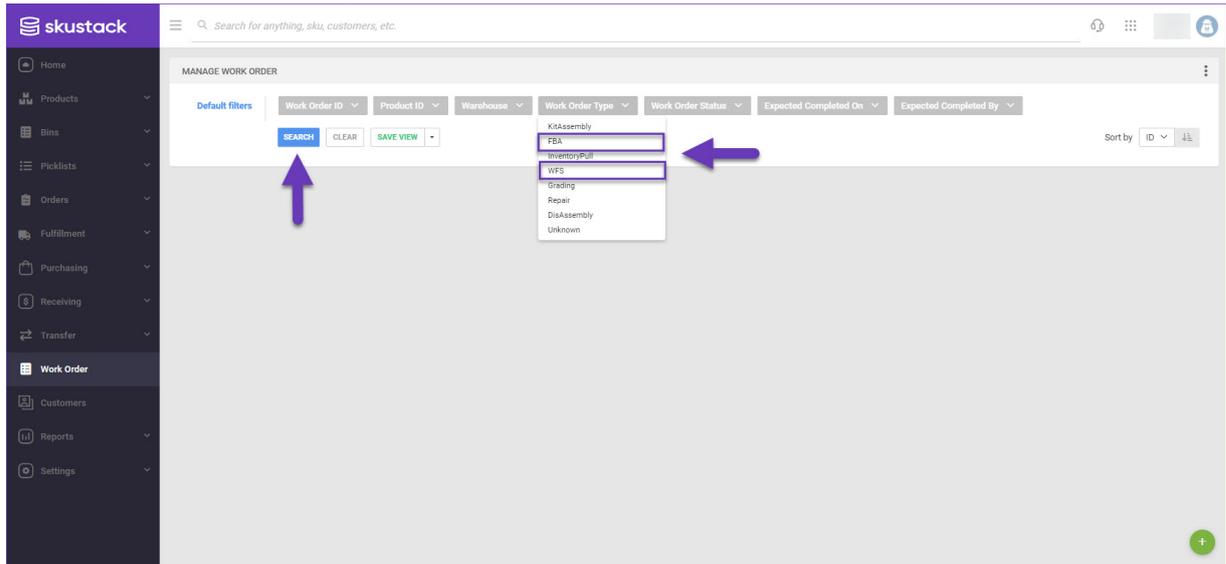
- **Search** – By work order number, type, and status.
- **Edit Items** – Add new products to the work order or delete existing ones.
- **Delete** – Permanently delete work orders.
- **Close** – Move Completed work orders into a Closed status.
- **Export** – To either Excel or PDF format.

Search Work Orders

To search for existing Kit Assembly tasks in the Skustack Admin:

1. Navigate to the **Work Order** menu.
2. Configure your **Default filters** to ensure that the results display exactly what you need and select **FBA** or **WFS** as the **Work Order Type**.
3. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.
4. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;
 - c. Add columns by clicking **Add column**.
5. To arrange the data in a different order, use the **Sort by** menu.

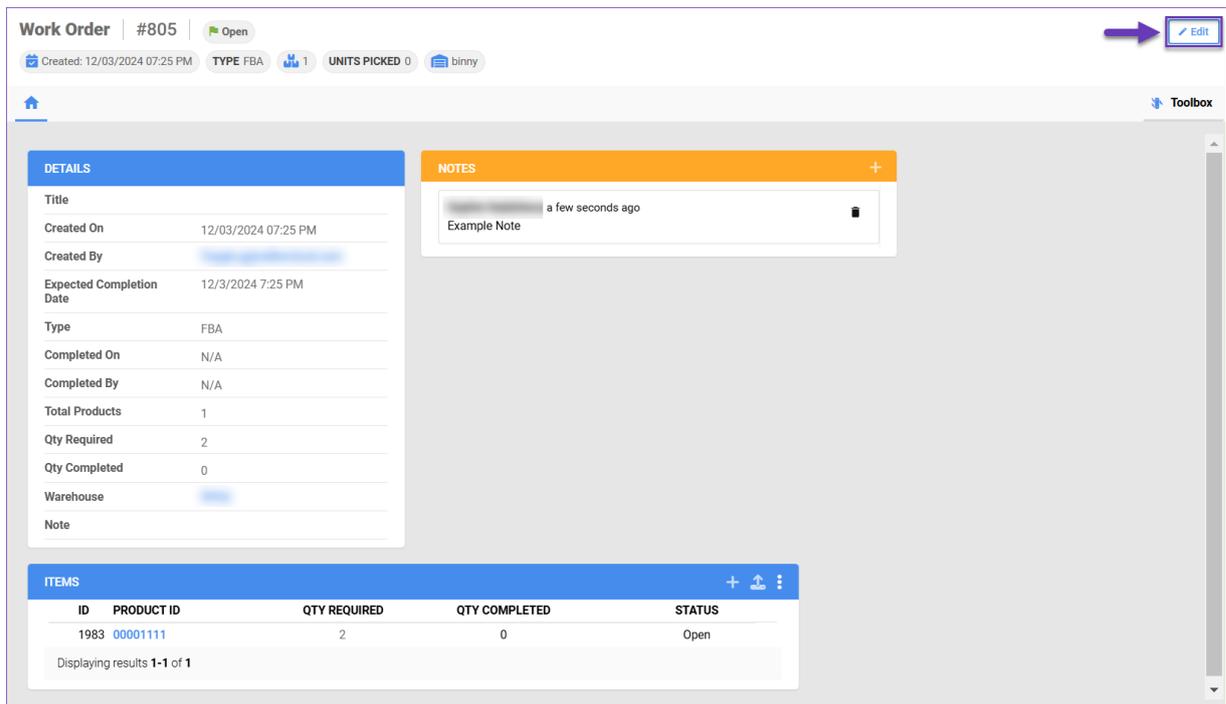
6. To save your filtering and sorting options, click **Save view**, enter a **Name**, and click **Save**.



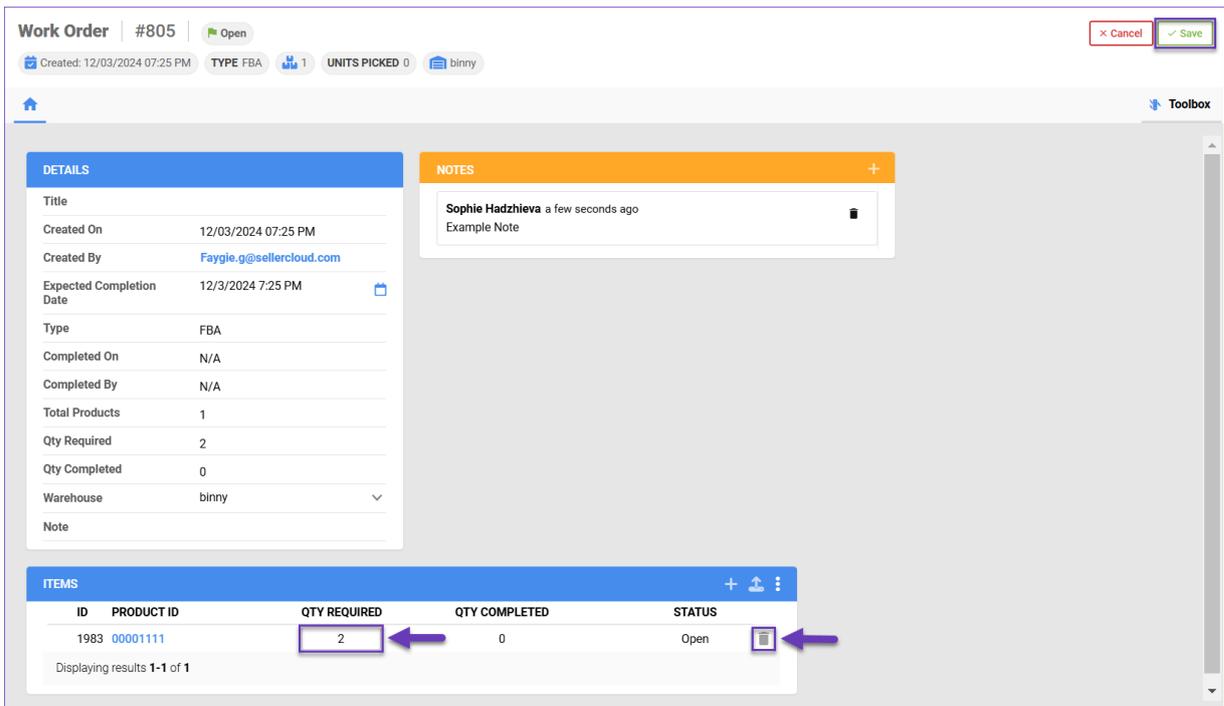
Edit Items

To edit items on a work order, follow these steps:

1. Open your desired work order.
2. Click **Edit**.



3. In the **Items** panel, you can update the **Qty Required** or use the trash can icon to delete an item.

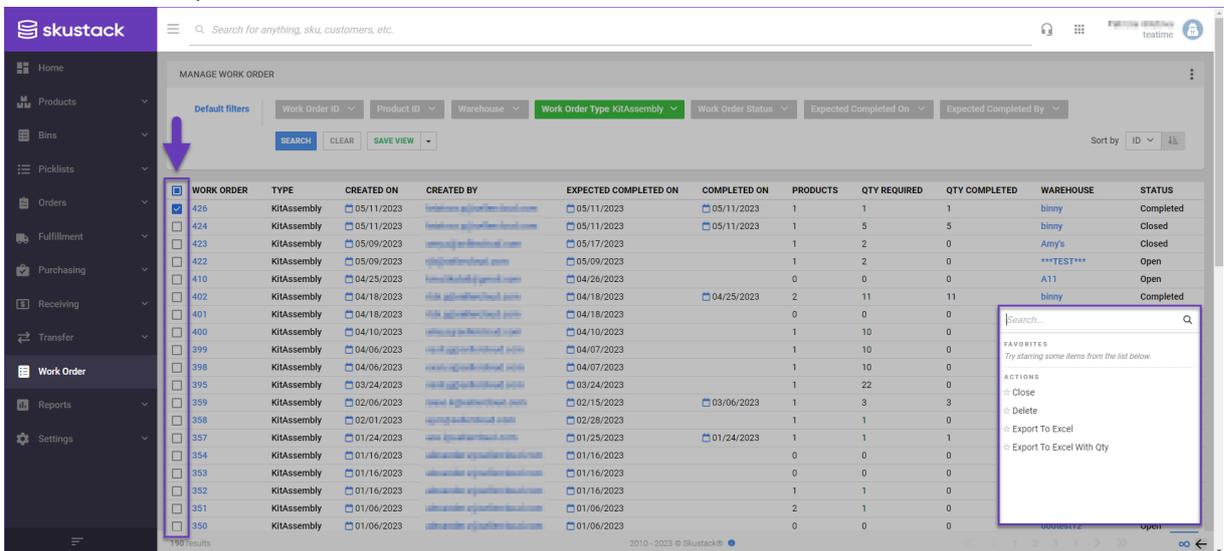


4. Once done, click **Save**.

Close or Delete Work Orders

To close or delete work orders, follow these steps:

1. Navigate to the **Work order** grid.
2. Search and select your desired work orders.



3. Access the **Actions** menu.

4. Click **Close** to update the status to **Closed** or **Delete*** to delete work orders.

*This action is irreversible and will delete the work order/s permanently.

Export Work Orders

Generating a work order document that includes the ID and item details of the work order can help ensure that the instructions are

clear and easy to read. This can simplify the process of distributing the task to Skustack users within your warehouse. Work orders can be exported either in a PDF or Excel format. Note that exporting in a PDF format can only be done through the three dots menu on the Items panel of an individual work order. ([Show me where!](#))

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