Link an FBA Inbound Shipment to a PO

04/30/2025 3:19 pm CDT

Overview

Sellercloud allows you to sync an **FBA Inbound Shipment** to a new or existing **Purchase Order (PO)**. This is a convenient way to streamline the process of purchasing inventory and sending it to Amazon's Fulfillment Centers.

There are two ways to sync an FBA inbound shipment to a PO:
- **Link:** Use an FBA shipment to create a new PO or update an existing PO with items that the vendor will dropship to the Amazon fulfillment center. This option connects the shipment to the PO.
- **Copy**: Use an FBA shipment to create a new PO or update an existing PO with items that the vendor will ship to your warehouse. After you receive the items, you will ship them to the Amazon fulfillment center. This option doesn't connect the shipment to the PO.
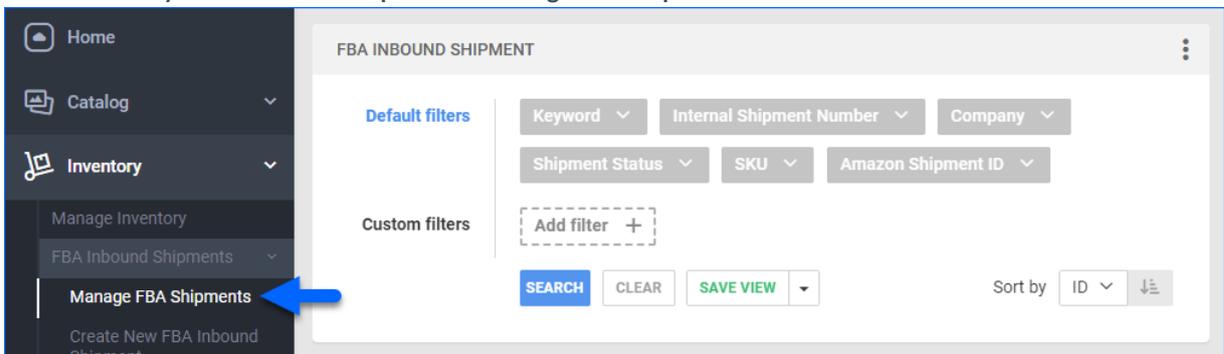
You can also do the reverse and Link a PO to an FBA Shipment.
You can only link an FBA inbound shipment to a single PO. Once the link is established, you are restricted from deleting items from the Purchase Order.
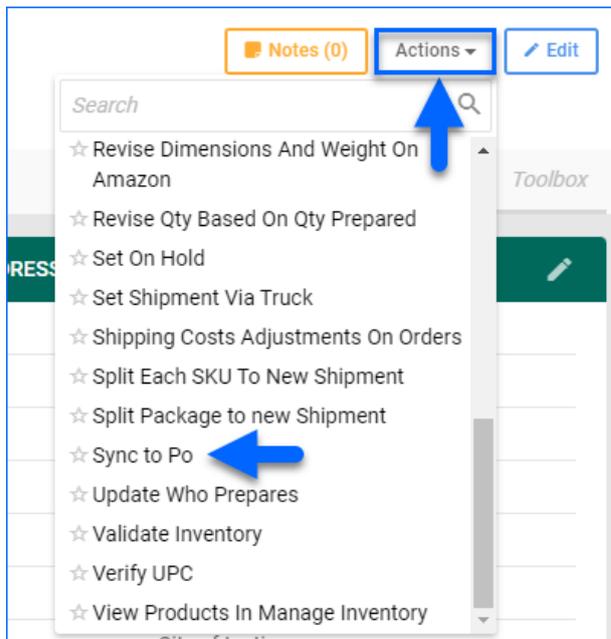
Sync an FBA Inbound Shipment to a PO

To sync an FBA inbound shipment to a PO:

1. Go to **Inventory** > **FBA Inbound Shipments** > **Manage FBA Shipments**.

2. Search to find shipments, then click the ID of the shipment you want to link.

3. On the FBA Inbound Shipment page, click **Actions** and select **Sync to PO**.

4. Four options appear; continue below based on your choice:

    a. **Link To New PO**

    b. **Link To Existing PO**

    c. **Copy To New PO**
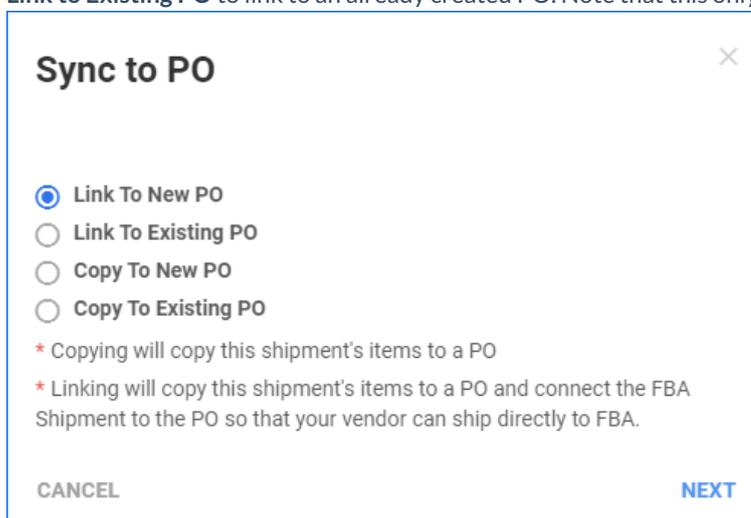
    d. **Copy To Existing PO**

Link to PO

This option allows you to create a new PO or update an existing one with an FBA inbound shipment's items and quantity so that your vendor can ship directly to Amazon.
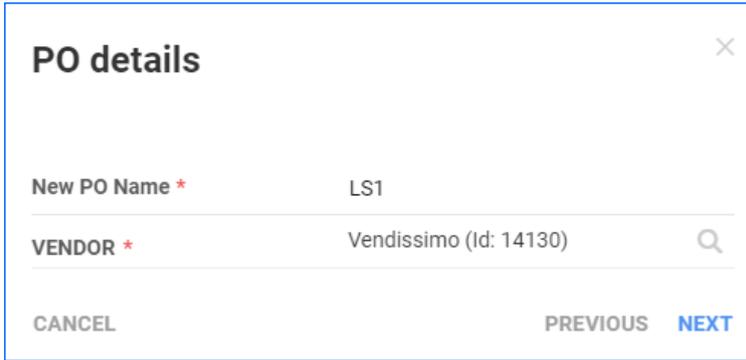
This feature is used when the shipment is fulfilled directly by the vendor. You must ensure that the Client Setting **Enable FBA and WFS Shipment to be Shipped by Vendor** is enabled for your account.

1. In the **Sync to PO** dialogue, choose:

    a. **Link to New PO** to create a new PO in Sellercloud.

    b. **Link to Existing PO** to link to an already created PO. Note that this only works if there are no items in that PO.
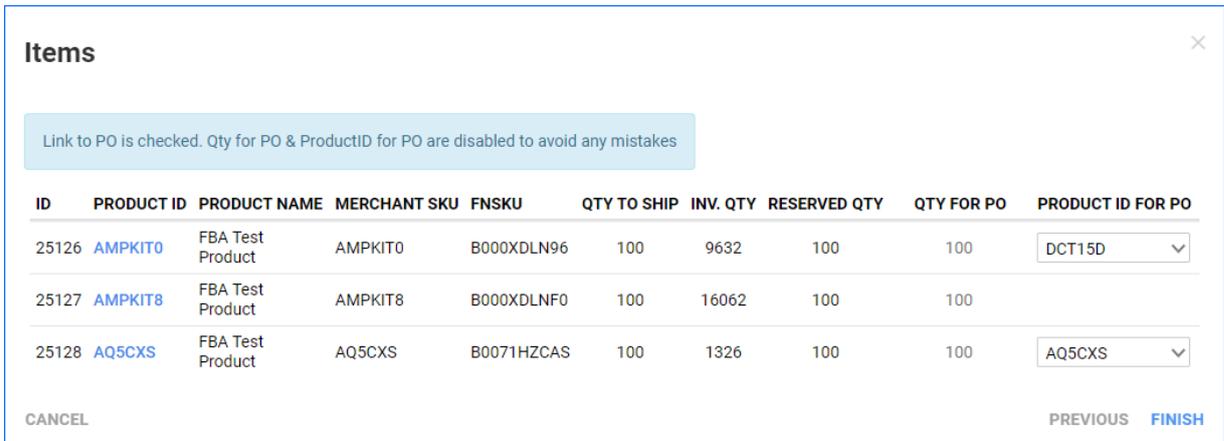
2. Enter the **PO Name**, choose the **Vendor**, and click **Next**.

3. Click **Finish**.

The FBA inbound shipment is now linked to a PO that you can send to the vendor.

The PO's inventory count will be disabled and will have an **Inventory Disabled** status.

After the FBA inbound shipment has been previewed, the **Ship To** address on the PO will be set to the Amazon Fulfillment Center where the shipment is being sent. The address will only populate if the entire PO is being shipped to a single Fulfillment Center. The FBA inbound shipment's **Ship From** address will be updated to the vendor's shipping address. If Amazon splits your shipment between multiple centers, you can attempt to Consolidate FBA Inbound Shipments.

Copy to PO

Similar to the **Link** option, the **Copy** option also allows you to create a new PO or update an existing one with an FBA inbound shipment's items and quantity. However, you should use this option when you plan to receive the items yourself and then ship the inventory to Amazon's fulfillment center. This option doesn't connect the shipment to the PO.

To copy an FBA shipment to a PO:

1. In the **Sync to PO** dialogue, choose:

   a. **Copy to New PO** to create a new PO in Sellercloud.

   b. **Copy to Existing PO** to link to an already created PO.

Sync to PO

○ Link To New PO
○ Link To Existing PO
◉ Copy To New PO
○ Copy To Existing PO

* Copying will copy this shipment's items to a PO

* Linking will copy this shipment's items to a PO and connect the FBA Shipment to the PO so that your vendor can ship directly to FBA.

CANCEL   NEXT

2. Enter the **PO Name**, choose the **Vendor**, and click **Next**.

PO details

| New PO Name * | LS1 |
| VENDOR * | Vendissimo (Id: 14130) 🔍 |

CANCEL   PREVIOUS   NEXT

3. In the **Items** box, review/update the **Qty For PO** and **Product ID For PO** and click **Finish**.

Items

ID	PRODUCT ID	PRODUCT NAME	MERCHANT SKU	FNSKU	QTY TO SHIP	INV. QTY	RESERVED QTY	QTY FOR PO	PRODUCT ID FOR PO
25137	02550081122-FBA	Folgers Coffee Singles Cl...Single Serve Coffee Bags	02550081122-FBA	X001NYWSWL	12	6304	12	12	
25138	(1) 2086 6IN RANDOM PALM AIR SNDER	ZHONG AN 5-6 inch Air Pal...matic Sander(5inch 6inch)	00001-Black-12-oz1	X003L6B6K9	3	2808	3	3	(1) 2086 6IN RAN ⌄

CANCEL   PREVIOUS   FINISH

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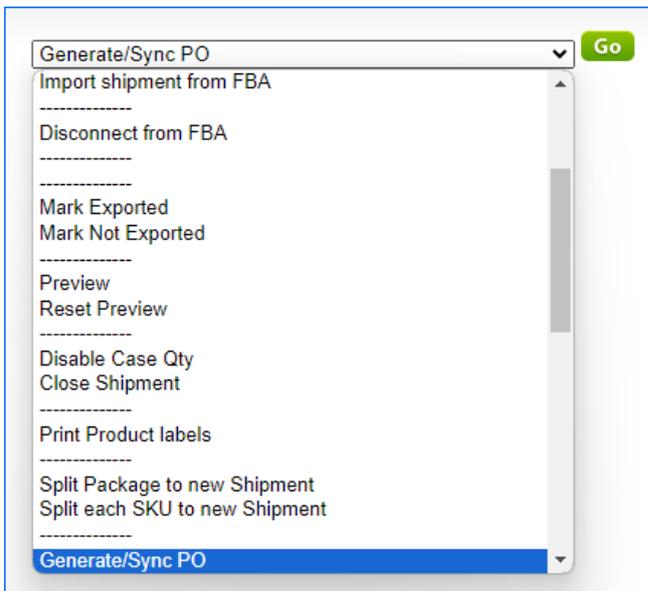
Sync an FBA Inbound Shipment to a PO

To sync an FBA inbound shipment to a PO:

1. Go to **Inventory** > **FBA Inbound Shipments**.

2. Search to find shipments, then click the ID of the shipment you want to link.

3. On the shipment page, click **Select action**, select **Generate/Sync PO,** and click **Go.**

Link to PO

This option allows you to create a new PO or update an existing one with an FBA inbound shipment's items and quantity so that your vendor can ship directly to Amazon.
This feature is used when the shipment is fulfilled directly by the vendor.

1. On the next page:

    a. To link to an already created PO, type a PO number into the **Add to Existing PO#** field.

    b. To create a new PO in Sellercloud, leave the **Add to Existing PO#** field blank.

2. Check the **Link to PO for direct vendor fulfillment (dropship)** box.

3. Select the **Vendor**.

4. Click **Create Purchase Order**.

The FBA inbound shipment is now linked to a PO that you can send to the vendor.
The PO's inventory count will be disabled and will have an **Inventory Disabled** status.

After the FBA inbound shipment has been previewed, the **Ship To** address on the PO will be set to the Amazon Fulfillment Center where the shipment is being sent. The address will only populate if the entire PO is being shipped to a single Fulfillment Center. The FBA inbound shipment's **Ship From** address will be updated to the vendor's shipping address. If Amazon splits your shipment between multiple centers, you can attempt to Consolidate FBA Inbound Shipments.

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To copy an FBA shipment to a PO:

1. On the next page:

   a. To link to an already created PO, type a PO number into the **Add to Existing PO#** field.

   b. To create a new PO in Sellercloud, leave the **Add to Existing PO#** field blank.

2. Select the **Vendor**.

3. Click **Create Purchase Order**.

<table>
<tr><td colspan="9">Home > Search > Manage Inventory > FBA Inbound Shipment > Shipment #6452 > Create PO for Shipment</td></tr>
</table>

Shipment #6452

Description:	08-10-2023 03-18-AM				Created On: 08/10/2023 03:19 AM mariela.m@sellercloud.com
Ship From:	SellerCloud Test				Modified On: 08/10/2023 03:19 AM mariela.m@sellercloud.com
	410 Monmouth Avenue				
	Ste 502				
	Lakewood NJ 08701				
	US				

Related PO(s): Select ▾ View PO

Vendor: Select ▾

☐ Link to PO for direct vendor fulfillment (dropship)

Add to Existing PO# [   ]

ProductID	Product Name	Merchant SKU	FNSKU	Qty to Ship	Inventory Available Qty	Total Reserved Qty	Qty for PO	ProductID for PO
123	Demo Product	123		3	306	3	3	123 ▾
2828	demo product 28	2828		2	774	2	2	

Create Purchase Order