

# Prepare FBA Qty

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## Overview

**Preparing FBA (Fulfillment by Amazon) Quantity** allows you to maximize your FBA inventory utilization and maintain optimal stock levels. It helps you ensure that your products are correctly prepared and compliant with Amazon's requirements.

**Client Setting Enable FBA Prepare Guidance** must be enabled for this workflow. To enable the setting, navigate to **Settings > Client Settings > General Client Settings**.

Skustack users can also [Print FBA Prep labels](#) directly from their devices.

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## Get Prepare Instructions

Proper preparation, packaging, and labeling can help ensure your products get transported safely and securely to the fulfillment center and made available quickly to customers. For more information, see [Packaging and Prep requirements](#) and Shipping and Routing requirements.

To get Amazon prepare instructions, including any special package or label requirements, follow the steps below:

1. Go to **Inventory > FBA Inbound Shipments > Create New FBA Inbound Shipment**.
2. Fill in the **Shipment** and **Product Details**.
3. On step 3 – **Prep. Guidance**, you will see a few actions in the upper right corner.
4. Click on **Get Prepare Instructions**.
  - a. Prepare Instructions are pulled from Amazon only for products that do not have them in Sellercloud. The prep guidance may sometimes come in as **ConsultHelpDocuments**. Some of the SKUs may have the **TSI\_50811** Code, indicating that Amazon is currently unable to determine preparation instructions for them. Amazon might be able to provide guidance at a future date, after evaluating the item.
  - b. If you receive an error message, select the SKU from the products grid, and click on **Get Prepare Instructions**.

Sellercloud will only send prep info in the preview request to Amazon when the client setting **Enable FBA Prepare Mixup by Seller and Amazon** is enabled.

5. When ready, move forward to the other steps. Read more about [FBA Inbound Shipment Wizard > Tab 3: Prep Guidance](#).

If you have specific label requirements, such as including only SKUs or additional information about shipping services, you can reach out to Sellercloud support to request this customization. Building any type of customization is billable.

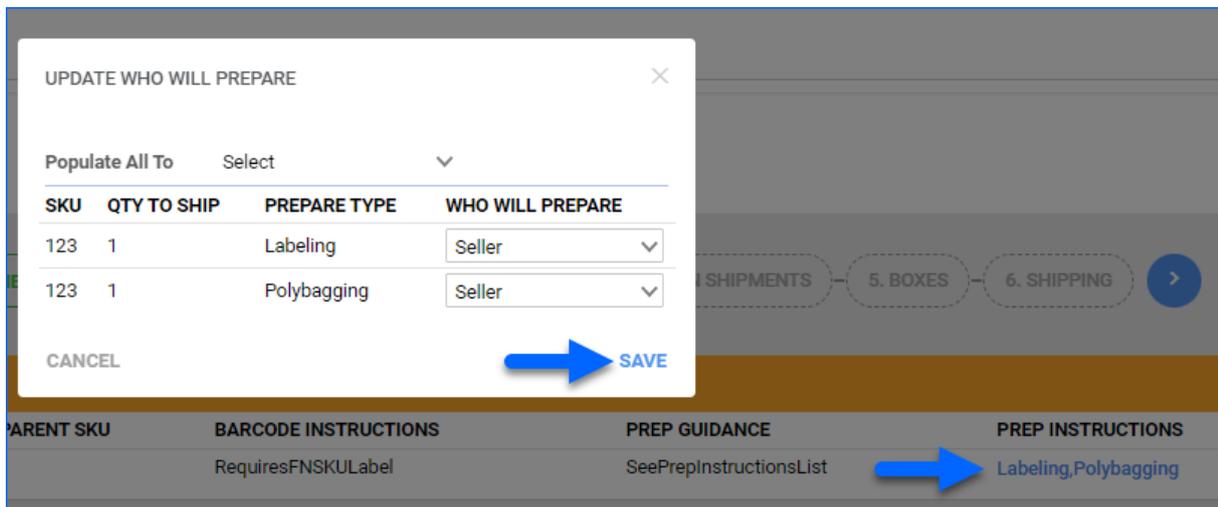
## Update Who Prepares

To update who prepares navigate to:

1. **Inventory > FBA Inbound Shipments > Open a package**.
2. Click **Go to Creation Wizard**.
3. On Step 3 **Prep. Guidance**, click on the **Prep Instructions**.

4. This will lead you to a new page to choose between **Amazon** and **Seller**.

5. Click **Save**.



## Action Menu

The Action menu is displayed in the upper-right corner on every FBA Inbound Shipment. You have the following options:

- **Print Product Labels**
  - Once you set a prepared quantity, the action **Print Labels** will download a pdf file of the labels for the number of items in the package
- **Revise Dimensions and Weight**
  - Once you select a SKU and execute this action, it will send a dimension revision request to Amazon. You will need to have dimensions and weight set for your product.
- **Get Prepare Instructions**
  - This action will show you the instructions or guidelines on preparing your shipment before sending it to the Amazon FBA.

## Relevant Client Settings

- **Enable FBA Prepare Mixup By Seller And Amazon**
  - This client setting allows the mixing of products prepared by both the seller and Amazon within the FBA process. This means that when fulfilling orders, items prepared by you and items prepared by Amazon can be combined and shipped together to customers. In order for Sellercloud to be able to send prepare info in the preview request to Amazon, this client setting has to be enabled.
- **Enable FBA Prepare Guidance**
  - This setting enables the option to receive detailed prepare guidelines from Amazon on the packaging, labeling, and other prepare requirements specific to FBA.
- **Allow to prepare FBA and WFS shipment at any stage**
  - This setting enables you to see the Prep Guidance for Items in FBA and WFS shipments at any point in the process.
- **Allow Over Prepare FBA And WFS Shipment**
  - If enabled, you will be able to Prepare more FBA Quantity for a Product in an FBA Shipment than you actually have available. For example, if you have to prepare two units for a shipment but only have one in your warehouse, your product inventory will go down to -1 but it will still be possible to prepare both units.

## Overview

**Preparing FBA (Fulfillment by Amazon) Quantity** allows you to maximize your FBA inventory utilization and maintain optimal stock levels. It helps you ensure that your products are correctly prepared and compliant with Amazon's requirements.

[Client Setting Enable FBA Prepare Guidance](#) must be enabled for this workflow. To enable the setting, navigate to **Settings > Client Settings > General Client Settings**.

Skustack users can also [Print FBA Prep labels](#) directly from their devices.

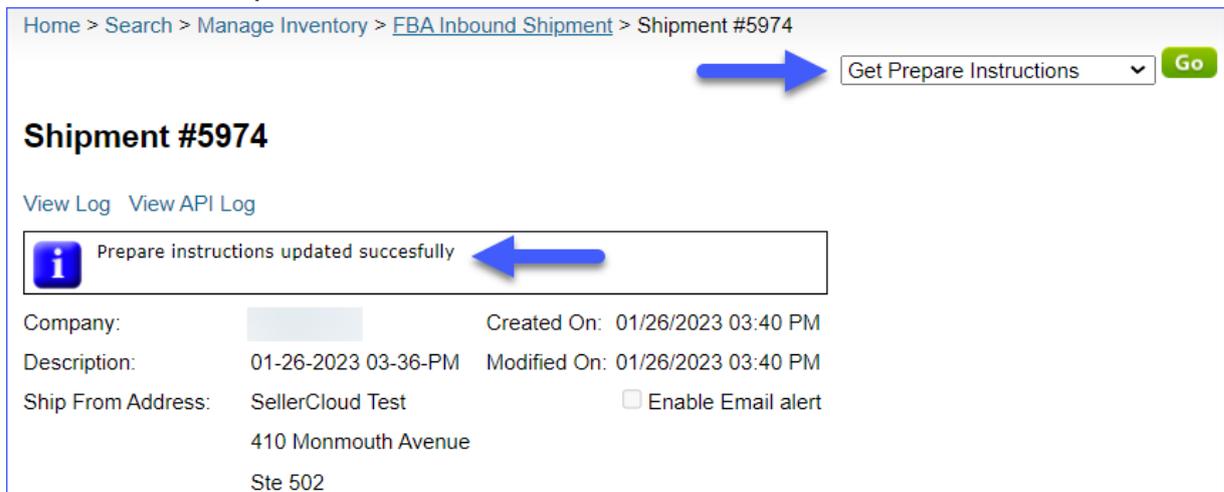
## Prepare FBA Qty

Proper preparation, packaging, and labeling can help ensure your products get transported safely and securely to the fulfillment center and made available quickly to customers. For more information, see [Packaging and Prep requirements](#) and [Shipping and Routing requirements](#).

## Get Prepare Instructions

To get prepare instructions navigate to:

1. Go to **Inventory > FBA Inbound Shipments** > Open a package.
2. Select **SKUs** from the package.
3. **Action Menu > Get Prepare Instructions** > Click **Go**.



The screenshot shows a web interface for managing inventory. At the top, there is a breadcrumb trail: Home > Search > Manage Inventory > FBA Inbound Shipment > Shipment #5974. Below this, there is a dropdown menu labeled 'Get Prepare Instructions' with a 'Go' button next to it. A blue arrow points to this button. Below the dropdown, the title 'Shipment #5974' is displayed, followed by links for 'View Log' and 'View API Log'. A message box with an information icon and the text 'Prepare instructions updated successfully' is shown, with a blue arrow pointing to it. Below the message, there is a table of details for the shipment, including Company, Description, Ship From Address, and a checkbox for 'Enable Email alert'.

Company:		Created On:	01/26/2023 03:40 PM
Description:	01-26-2023 03-36-PM	Modified On:	01/26/2023 03:40 PM
Ship From Address:	SellerCloud Test	<input type="checkbox"/>	Enable Email alert
	410 Monmouth Avenue		
	Ste 502		

Prepare Instructions are pulled from Amazon only for products that do not have them in Sellercloud. The prep guidance can sometimes come in as **ConsultHelpDocuments**. Some of the SKUs may have the **TSI\_50811** Code, indicating that Amazon is currently unable to determine preparation instructions for them. Amazon might be able to provide guidance at a future date, after evaluating the item.

Sellercloud will only send prep info in the preview request to Amazon when the client setting **Enable FBA Prepare Mixup by Seller and Amazon** is enabled.

## Update Who Prepares

To update who prepares navigate to:

1. **Inventory > FBA Inbound Shipments** > Open a package.
2. Select **SKUs** from the package.

3. **Action Menu > Update Who Prepares**> Click **Go**.
4. This will lead you to a new page to choose between **Amazon** and **Seller**.
5. Click **Update**.

Home > Search > Manage Inventory > FBA Inbound Shipment > Shipment #5974 > Update Who Prepare

Populate All to **Amazon**

ProductID	Qty to Ship	PrepareType	Who Prepare
No records to display.			

## Prepare Items

To prepare quantity for your items, navigate to:

1. **Inventory > FBA Inbound Shipments** > Open a package.
2. **Action Menu > Prepare Quantity** > Click **Go**.
3. **Prepare your products:** On the following screen, you can enter the **SKU** or **UPC** of an item in the shipment or click **Find** to do a general search of items in the shipment.
4. Click on the item's **SKU**. The screen will refresh to display the **SKU** in a grid.
5. By default, products that are fully prepared will not display upon selection. Check the **Show already prepared products** to display them if desired. Packages that have already been shipped will not display. However, this can be controlled by a [Client Setting](#) **Allow to prepare FBA shipment at any stage**.
6. Navigate to the **Action Menu** and click **Get prepare Instructions** to prepare the items as they are packed.
7. Enter the units picked and packed into the **Prepared Qty Now** field.
8. Enter the number of boxes prepared in the **Prepared Boxes Now** field.
9. Click **Save**.
10. The **Qty Prepared** field will populate.
11. You can also print the **FBA Labels** for the product by selecting the label type and pressing **Save and Print**. The number of labels printed will default to the qty prepared.
12. Click **Prepare Other** to select another SKU in the Shipment.
13. To delete a prepared qty, select a package and press **Delete Prepared**, or use the **Delete Prepared** action in the Prepare Qty **Action Menu**.

If you have specific label requirements, such as including only **SKUs** or additional information about shipping services, you can reach out to Sellercloud support to request a plugin. Building any type of customization is billable.

## Upload FBA Prepared Qty

You can upload FBA-prepared quantity in bulk.

1. **Inventory > FBA Inbound Shipments > Open a package.**
2. **Action Menu > Prepare Quantity > Click Go.**
3. You can choose a file or download a sample from Sellercloud.
4. Populate the needed fields.
5. Go back to Sellercloud.
6. Select **Choose file** then click **Upload Prepared**.
7. The qty prepared will display on the FBA inbound shipment.

□ When you prepare qty, if you realize you have less or more to ship, the **Qty to Ship** can be changed to match the **Qty Prepared** using the action **Revise QtyToShip based on QtyPrepared** in the FBA Inbound shipment action menu.

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## Action Menu

On the prepared quantity details page, there are a few actions you can perform:

- **Print Labels**
  - Once you set a prepared quantity, the action **Print Labels** will download a pdf file of the labels for the number of items in the package
- **Delete Prepared**
  - This action will delete the prepared quantity you set for the items in the package.
- **Manage Serials**
  - Once you perform this action a pop-up window will appear prompting you to upload serial numbers if needed. You can download the sample provided by Sellercloud. You are required to enter the **Shipment number**, **Product ID**, and **Box**.
- **Get Prepare Instructions**
  - This action will show you the instructions or guidelines for preparing your shipment before sending it to the Amazon FBA.

## Relevant Client Settings

- **Enable FBA Prepare Mixup By Seller And Amazon**
  - This client setting allows the mixing of products prepared by both the seller and Amazon within the FBA process. This means that when fulfilling orders, items prepared by you and items prepared by Amazon can be combined and shipped together to customers. In order for Sellercloud to be able to send prepare info in the preview request to Amazon, this client setting has to be enabled.
- **Enable FBA Inbound Shipment Box Copy Content**
  - The client setting Enable FBA Inbound Shipment Box Copy Content in refers to an option that allows you to copy the content of a box within an FBA Inbound Shipment. You can create a copy of the box content within the same shipment when this setting is enabled.
- **Enable FBA Prepare Guidance**
  - This setting enables the option to receive detailed prepare guidelines from Amazon on the packaging, labeling, and other prepare requirements specific to FBA.
- **Allow to prepare FBA and WFS shipment at any stage**
  - This setting enables you to see the Prep Guidance for Items in FBA and WFS shipments at any point in the

process.

- **Allow Over Prepare FBA And WFS Shipment**

- If enabled, you will be able to Prepare more FBA Quantity for a Product in an FBA Shipment than you actually have available. For example, if you have to prepare two units for a shipment but only have one in your warehouse, your product inventory will go down to -1 but it will still be possible to prepare both units.
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