FBA Inbound Shipments Workflow

Overview

FBA Inbound Shipments are a key part of ensuring your stock remains replenished in Amazon's fulfillment centers at all times. You can create, process, and fulfill your FBA Shipments from Sellercloud by following the workflow described below.

For more information on how to prepare your account, refer to the FBA – Getting Started article.

Amazon is deprecating their old FBA Shipments API as of January 22, 2025. If you have any open **FBA Inbound Shipments** from the previous API in Sellercloud, you must complete them in Seller Central. This article details the new **FBA Inbound Shipment** workflow and **Creation Wizard**, which are compliant with Amazon's new API.
You can create and manage **FBA Inbound Shipments** only in the **Delta** interface.

Prerequisites

Before you can start sending your inventory to Amazon Fulfillment Centers, you must complete the following requirements:
- Enroll in the FBA program.
- Configure Warehouses and Products for FBA.
- Enable the FBA workflow in Sellercloud.

Ensure your **Ship From Warehouse** is configured to **Allow To Use Qty For FBA and WFS Shipments**.

FBA Inbound Shipment Wizard

The **FBA Inbound Shipment Wizard** is our user-friendly tool for processing shipments. It guides you through the entire workflow in seven tabs:

1. Shipment Details

2. Products

3. Prep. Guidance

4. Boxing

5. Placement

6. Carriers

7. Labels & Shipping

FBA Inbound Shipments Workflow

The sections below outline the typical life cycle of an **FBA Inbound Shipment** in Sellercloud.
Amazon does not allow an **Inbound Shipment** to be managed both on Seller Central and via API. If you create the Shipment in Sellercloud, you cannot complete the process on Seller Central. Once you've completed the Inbound

Shipment from Sellercloud, you will be able to view and manage the completed Shipment in Seller Central.

Create a Shipment

Sellercloud offers several ways to create a new **FBA Inbound Shipment**:

- From **Inventory** > **FBA Inbound Shipments** > **Create New FBA Inbound Shipment**.
- From **Inventory** > **FBA Inbound Shipment**. This leads you to the Manage FBA Shipments page, where you can click the green + icon to add a new shipment.
- From a **Purchase Order**. This is part of the dropshipping workflow, which allows you to Link a PO to an FBA Inbound Shipment so that the vendor ships the items directly to the FBA fulfillment center.
- Import shipment from Amazon.

First, configure the fields in **Step 1: Shipment Details**:

- **Company** – This is the company from which we will pull the API credentials to send the shipment information to Amazon.
- **Description** – By default, this will be the date and time of creating the new shipment. You can also edit this later.
- **Ship From Warehouse** – This should be a type **Normal** warehouse from which we will reserve and later deduct the inventory you are sending to Amazon.
- **Interim Warehouse** – This should be the **Interim** warehouse where the inventory will be kept until Amazon confirms they have received the Shipment.
- **Ship to Warehouse** – This should be a type **FBA** warehouse where the inventory will be received. Corresponds to an Amazon Fulfillment Center.
- **Box Content** – Determines how the Shipment's box contents will be communicated to Amazon. Select **2D-BARCODE**, **FEED**, or **NONE**.

You can configure default values for the above details. The fields will be auto-populated each time you initiate the process.

Once you finalize the first step, a new **FBA Inbound Shipment** will be created locally in Sellercloud. It will have a status **Saved** and will not be sent to Amazon yet. At this stage, you can still make any changes to the Shipment and its contents. Once the Shipment reaches Amazon, limitations will apply.
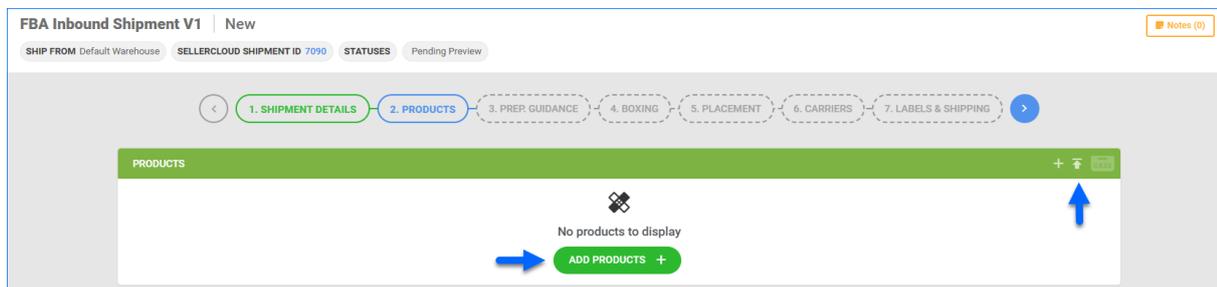
Add Products

In Step 2: Products, add the products and quantities you intend to send to an Amazon Fulfillment Center.

To be able to add products to FBA Shipments, your SKUs must be listed on Seller Central and meet the following requirements in Sellercloud:

- **Amazon-Enabled**
- **Fulfilled by Amazon**
- **FNSKU**

- If you are sending Kit Products, ensure they are configured as **Independent**.

Click **Add Products** or **Upload** via file to add SKUs and quantities to your Shipment. This can be referred to as the Shipment Plan, as Amazon may split up your SKUs into several shipments.


During this step, you can enable Case Quantity Mode.

You can also adjust the products and their quantities from the FBA Inbound Shipment Details page. However, this is only possible while the shipment status is **Saved**.

Prepare the Shipment

This section outlines the **Prep. Guidance** and **Boxing** steps of the FBA creation wizard.

In **Step 3**: **Prep. Guidance**, you can review the product information and any special instructions received from Amazon related to packaging and labels. During this stage, you can still return to the previous tab and edit the products and their quantities.
If you are sending Expirable products to Amazon, you must include the **Expiration Date**. Amazon requires that the date be at least 105 days in the future, which is counted from the shipment creation date. You can do this individually for each product from the grid or in bulk via a file upload. Additionally, you can delete items from the shipment during this step by clicking the **bin** icon.
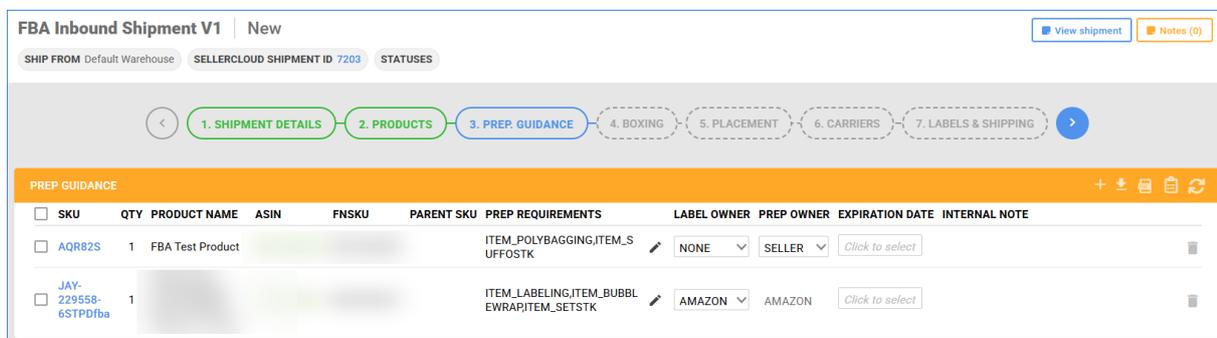
Here, you can also print product labels and revise dimensions if you have made any manual adjustments. The **Label Owner** and **Prep Owner** fields allow you to configure who is responsible for printing and applying product labels and completing the Prep. Requirements.

When sending an item to FBA fulfillment centers for the first time, you must ensure they have the necessary **Prep. Requirements**. You can configure those by clicking the pencil icon in the relevant row. This will open a pop-up modal where you can set the **Category** and **Prep Type**. They will be sent to Amazon when you click **Next Step** in the shipment wizard. Alternatively, you can update them directly in Seller Central, and we will retrieve them via API.

EDIT PREP REQUIREMENTS

Category *	FRAGILE
Description	Glass or otherwise fragile, or a liquid in a glass container.
Prep Types *	ITEM_BUBBLEWRAP, ITEM_LABELING

CANCEL   CONFIRM

Once you move to **Step 4: Boxing**, the **FBA Inbound Shipment** is sent to Amazon for confirmation, and the status becomes **Previewed**. You will no longer be able to adjust the products or their quantities. If you need to update this information, you must cancel the current Shipment and create a new one.

You cannot regenerate a preview once a shipment has reached **Step 4: Boxing**. After a shipment is marked as **Previewed**, the items and quantities can no longer be modified.

In Sellercloud, you must box your items before Amazon provides **Placement options (FCs)**. If you need to box your items after confirming the **Placement**, you must click the **Skip, I Want To Do Boxing Later** button. Shipments using this **Box Later** flow are restricted to **LTL** shipping methods only.

The **Boxing** tab lets you create boxes, add products to them, and print labels. You can also view your **Pack Groups**, determined by Amazon, which affects how you prepare your boxes. Items within a **Pack Group** can be packed together, but one box cannot contain SKUs from two different groups.

Click

on a **Pack Group** to view the items in that group. To add a product to a box, you can drag and drop the SKU from the **Item Quantities** panel or click the pencil icon on a specific box. The latter allows you to make additional changes, such as adjusting the shipping dimensions, recalculating the weight, and adding all remaining unboxed units to the current box.

EDIT BOX

Box Name *	Pack Group 1 - Box# 1
Weight	1 lbs 0 oz
Dimensions (L/W/H)	1 in 1 in 1 in
Box Defaults	Load Default ⌄

Add all Remaining Items to Box

SKU	QTY IN BOX	REMAINING
79	5	0

CANCEL   SAVE

Once you've boxed all the

Pack Groups, click **Next step**. We will send the box information to Amazon and retrieve **Placement** options and fee estimates. You can go back to the **Boxing** step to adjust your boxes before you confirm the **Placement Option**, but once you have reached **Step 4**, Amazon does not allow adjusting products and quantities.

Box Later

The **Skip, I Want To Do Boxing Later** button on **Step 4**: **Boxing** allows you to view and select **Placement Options** before preparing boxes. When you click it, you will be redirected to the next step of the **Creation Wizard**, where you can see the suggested shipments and fulfillment centers. Once you select an option, you will be prompted to return to Step 4 and prepare your **Boxes** and **Pallets**. Clicking next will redirect you to **Step 6: Carriers,** where the **Shipping Type** will be pre-selected as LTL/FTL.


Shipments prepared with the **Box Later** workflow must be shipped with LTL/FTL. Per Amazon's requirements, such shipments cannot be shipped Small Parcel.

With the **Box Late**r workflow, Amazon does not accept Product Case Quantity information via API. Cases may be split between different **Shipments** and **Fulfillment Centers**.

Placement Options

Amazon determines **Placement Options** based on the **Box Contents** you have prepared. Each option describes the destination FCs to which your items can be sent. You can view the fees and shipment splits associated with each **Placement** option here.
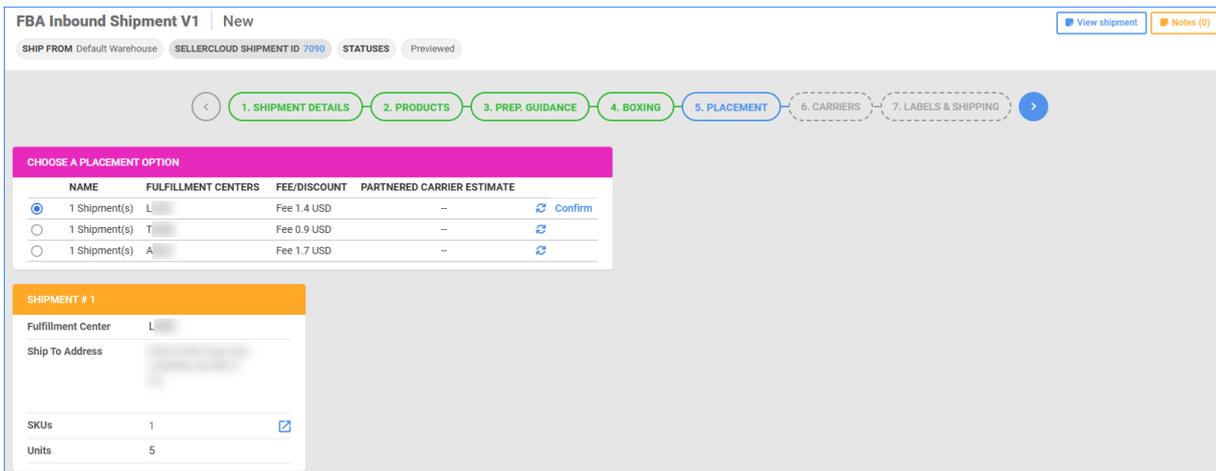
This workflow allows you to choose between different sets of **Fulfillment Centers**, but you cannot change how the boxes are distributed. If needed, you can still go back to **Step 4** to modify your box contents and then regenerate new placement options.

Once you have chosen the preferred placement for each Shipment, click **Confirm**. This action will create the **Amazon Shipments** and retrieve the **Shipment IDs**. The Shipment's status will be updated to **Working**.

Amazon does not allow shipping only some **Shipments** once **Placement Options** are confirmed. If you prefer to drop one or more of the **Shipments**, you must cancel the whole plan and create a new one.

Carriers and Shipping

This section outlines the **Carriers** and **Labels & Shipping** steps of the FBA creation wizard.

In **Step 6 – Carriers**, you can review the Items, Boxes, and Amazon Shipments. By default, the **Shipping Type** will be set to **Small Parcel**, but you can change it to **LTL** and enter pallet and freight information. Enter a **Ship Ready** date for each Shipment. If everything is correct, click **Get Carrier Options** in the **Amazon Shipments** panel header. We will fetch carrier options and fees for all shipments. Click **Choose Carrier** next to an **Amazon Shipment** to review and select an option.
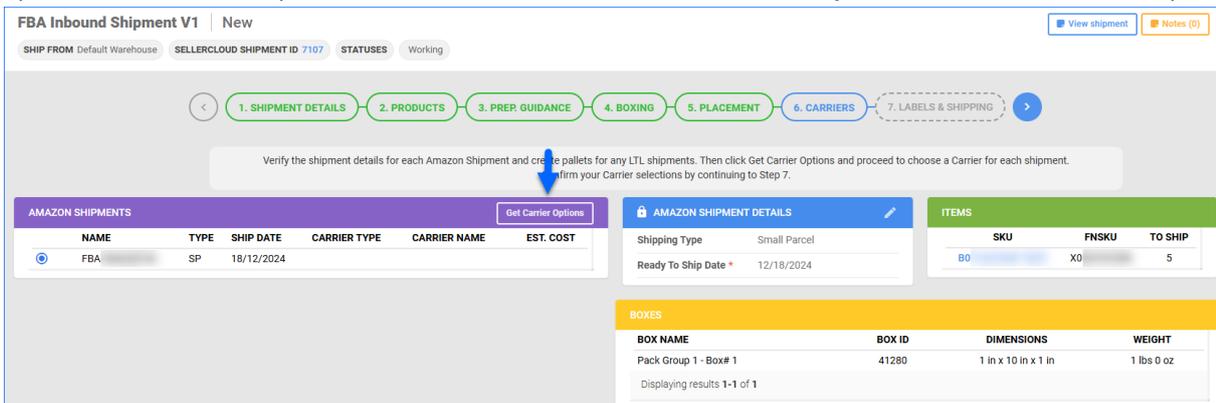
In the pop-up modal, you can filter the available options. If you select a non-partnered carrier, you must provide an **Estimated Delivery Window**. Once you have chosen a carrier, click **Select**.

All **Small Parcel** shipments in a shipment plan must be sent with the same carrier.

You must select a carrier and service for all shipments within a plan. Amazon does not allow partial shipping.

In the FBA Shipment wizard, the **Amazon Shipments** panel will be updated to display the selected carrier and estimated cost for each Shipment. To reverse the selections, click on the rotating arrows icon. This will allow you to modify your shipment details, fetch carrier information again, and choose different options. When done, click **Next Step**. Amazon allows editing quantities within an **FBA Inbound Shipment** after you have confirmed carrier information but before the status becomes **Receiving**. You can adjust the quantity of a product by 6 units or 5% of the overall quantity (whichever is higher). However, you can only do this directly in Seller Central. To bring the change into Sellercloud, perform the **Query Status** action on the FBA Inbound Shipment Details page.

In **Step 7 – Labels & Shipping**, you can print **Box** and **Pallet** labels. Click on the printer icon to download all the necessary labels in PDF format. For non-partner carriers, supply the necessary tracking information. Click the **Flag** button to complete the Shipment and set its status to **Shipped**.

Once you have moved on to **Step 7**, the **Carrier** selection is confirmed, and you can no longer change it.

LTL Shipments

If you plan to ship your items **LTL/FTL**, you can configure the **Shipping Type** in the **Amazon Shipment Details** panel of the **Placements** tab. Then, you can regenerate the **Carrier options**. While providing **Declared Value** and **Freight Class** is not required, we recommend filling in the fields to use a partner carrier.

Then, click the + icon in the **Pallets** panel header to add a new

Pallet. In the pop-up modal, fill in the dimension and click **Create**.

After configuring the necessary

Pallets, select a **Carrier Option** and click **Next step** to proceed to the **Labels & Shipping** tab.

Received by Amazon

Amazon will notify us via API when they have started receiving the items from your **FBA Inbound Shipment**. During this period, the internal Shipment will have the status **Receiving**, and you will no longer be able to edit any item quantities in Sellercloud or Seller Central. We will retrieve the received quantities and deduct the units from the **Interim** warehouse.
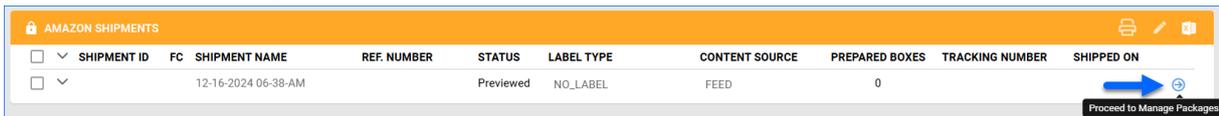
Manage FBA Inbound Shipments

You can view all your existing **FBA Inbound Shipments** on the Manage FBA Shipments page. You can also toggle between the FBA Details page and the Shipment creation wizard anytime during the process.

- Click the **View Shipment** button at the top of the page while in the creation wizard.

- Click the **Go to Creation wizard** in the FBA Inbound Shipment Details page while it has the status **Saved.**

After the Shipment's status has been updated to **Previewed**, you can return to the **Wizard** by clicking the **Proceed to...**

button in the **Amazon Shipments** panel.

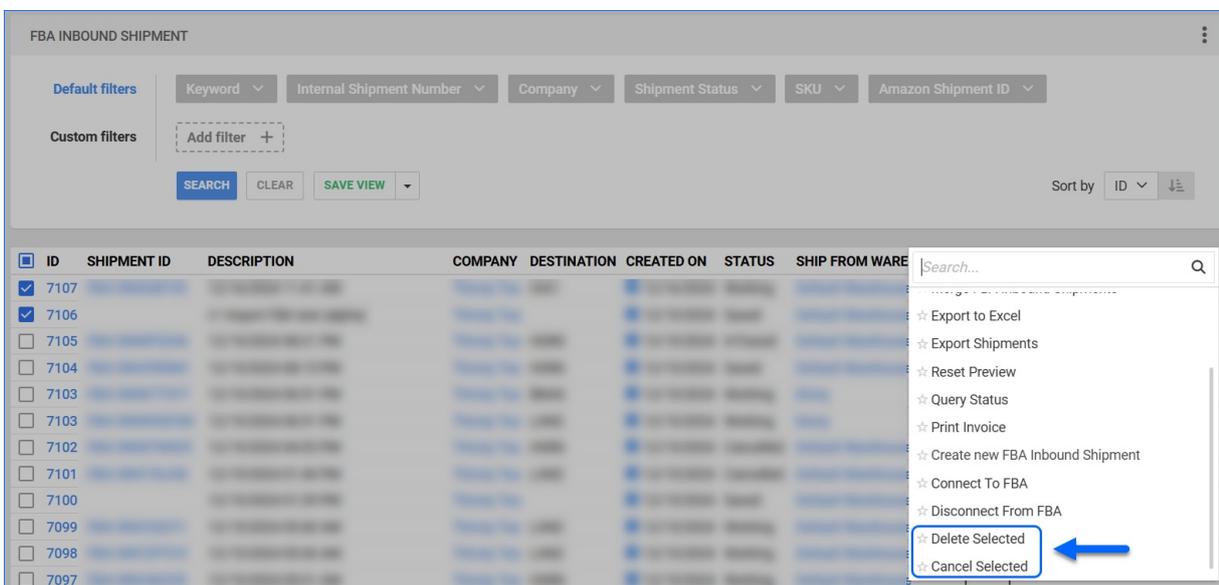## Delete FBA Inbound Shipments

To delete FBA Inbound Shipments:

1. Navigate to **Inventory** > **FBA Inbound Shipment** > Manage FBA Shipments.

2. **Search** and select the **Shipment** from the results grid.

3. From the **Actions** menu > click **Delete Selected**.

To cancel an **FBA Inbound Shipment** on Amazon, use the **Cancel Selected** action.

Additional Settings

The following is not an exhaustive list of all FBA-related client settings. For more information, see our FBA – General Channel Client Settings article.

- **Enable Validate Inventory For FBA And WFS Shipments** – If enabled, we will check whether you have sufficient inventory across all warehouses when you try to add a product to an **FBA Inbound Shipment**. If we do not find any available quantity, we will return an error message. This setting can help you optimize your inventory tracking, and the recommended status is **Enabled**.
- **Default FBA and WFS Ship From Warehouse** – If you select a warehouse from the dropdown of this setting, we will assign it as the default **Ship From Warehouse** for any new **FBA Inbound Shipment** you create and use it as a reference point for your available inventory.
- **Default FBA Shipment Interim Warehouse** – If you select a warehouse from the dropdown of this setting, we will automatically assign it as the **Interim Warehouse** for any new **FBA Inbound Shipment** you create.
- **Default FBA Shipment Content Source** – If you choose a value from the dropdown of this setting, we will automatically assign this **Content Source** option for any new **FBA Inbound Shipments** in Sellercloud. You can choose between **None**, **Feed**, and **2D_Barcode**. If you leave the value as **Select…**, you must manually assign the content source for each new Shipment.
- **Auto Reserve When Adding Product To FBA And WFS Shipment** – If enabled and you add a product to an **FBA**

Inbound Shipment, we will automatically generate an **Inventory Reserve**.

- **Enable Case Quantity For New FBA Shipments** – If enabled, you must enter a **Case Quantity** for each product in new **FBA Inbound Shipments**. You can set a default case quantity to automate your workflow.

Attachments:

- 2D Barcode Requirements PDF