

# Link PO to FBA Shipment

04/30/2025 3:22 pm CDT

## Overview

Sellercloud allows you to sync a **Purchase Order (PO)** to a new or existing **FBA Inbound Shipment**. 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 a PO to an FBA inbound shipment:

- **Link** – Use a PO to create a new FBA shipment or update an existing FBA Shipment with items that the vendor will dropship to the Amazon fulfillment center. This option connects the PO to the shipment.
- **Copy** – Use a PO to create a new FBA shipment or update an existing FBA Shipment 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 PO to the shipment.

You can also do the reverse and [Link an FBA Inbound Shipment to a PO](#).

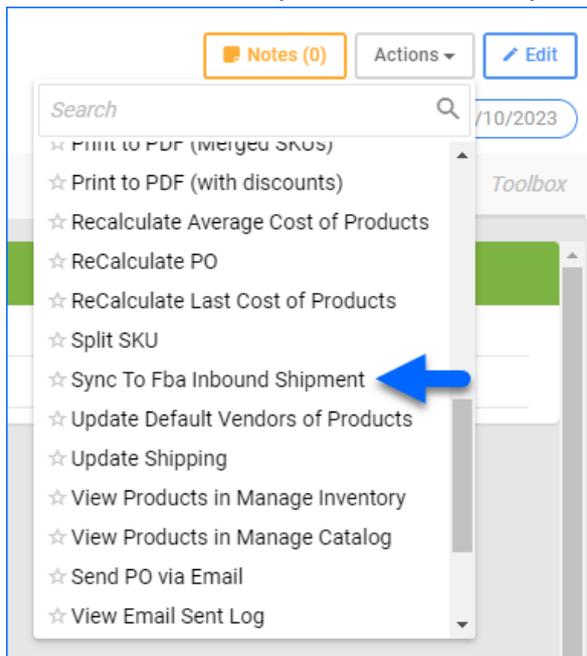
You must enable the [Client Setting Enable Copy PO To FBA Shipment](#) for this workflow.

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 PO to FBA Shipment

To associate a PO with a particular FBA Shipment:

1. Go to **Purchasing > Manage POs**.
2. Search for POs and click the **PO#** to open a PO.
3. Click **Actions** and select **Sync to FBA Inbound Shipment**.



4. Four options will appear; continue below based on your choice. **Linking** will copy the PO's items to an FBA Shipment and connect the FBA Shipment to this PO so that your vendor can ship directly to FBA. **Copying** will only copy this PO's items to an FBA Shipment.

- a. Link to New FBA Shipment
- b. Link to Existing FBA Shipment
- c. Copy to New FBA Shipment
- d. Copy to Existing FBA Shipment

## Link to Shipment

Linking a PO to an FBA shipment connects the two and copies the PO items over to the shipment. Then you can send the PO to your vendor so that they can ship directly to FBA.

This feature is used when the shipment is fulfilled directly by the vendor. The Client Setting **Enable FBA and WFS Shipment to be Shipped by Vendor** must be enabled for your account.

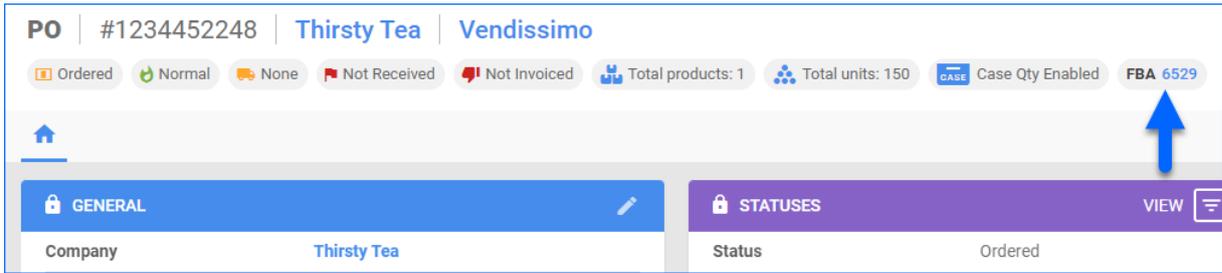
1. In the **Sync to FBA Inbound Shipment** dialogue, choose:
  - a. **Link To New Fba Shipment** to create a new FBA shipment in Sellercloud.
  - b. **Link To Existing Fba Shipment** to link to an already created FBA shipment.

2. Select the **Company**.
3. Either set the **Shipment Name** or search for an existing **FBA Shipment**.
4. Check the boxes next to the products you want to add to the shipment. Note that for products' **FBA Shipment SKU** and **FNSKU** identifiers to appear, they must be **Amazon-enabled**.

<input checked="" type="checkbox"/>	SKU	VENDOR SKU	PRODUCT NAME	QTY ORDERED	QTY/CASE	QTY CASES	QTY RECEIVED	QTY FOR FBA	FBA SHIPMENT SKU	FNSKU
<input checked="" type="checkbox"/>	SC-Tees	SC-TEE	Sellercloud T-Shirt	150	30	5	0	150	SC-Tees	

5. Click **Finish**. The PO is now linked to an FBA inbound shipment, and the associated FBA link will appear at the top of

the PO page. You can go through the rest of the [FBA Shipments Workflow](#).



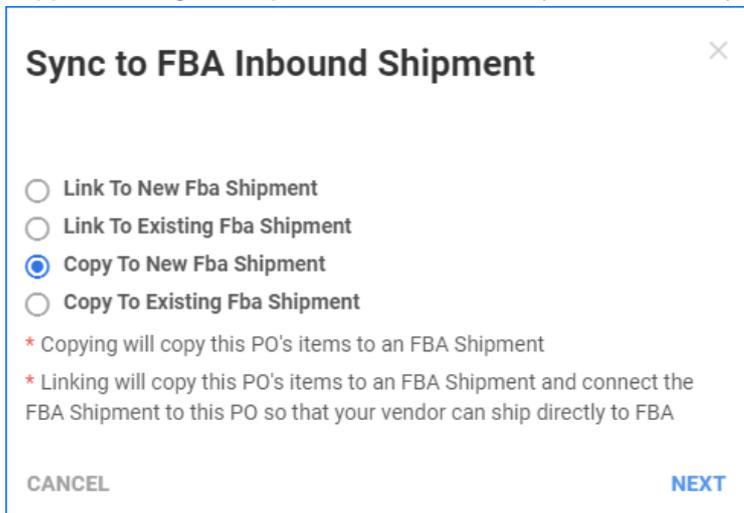
The PO's inventory count will be disabled and will have an **Inventory Disabled** status.

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 Shipment

Copying only copies the PO's items to an FBA Shipment without linking them together. Use this option if you plan to receive the PO yourself and then ship the items to FBA.

1. In the **Sync to FBA Inbound Shipment** dialogue, choose:
  - a. **Copy To New Fba Shipment** to create a new FBA shipment in Sellercloud.
  - b. **Copy To Existing Fba Shipment** to link to an already created FBA shipment.



2. Select the **Company**.
3. Either set the **Shipment Name** or search for an existing **FBA Shipment**.
4. Check the boxes next to the products you want to add to the shipment. Optionally, you can update the **Qty For FBA** and **FBA Shipment SKU**. Note that for products' **FBA Shipment SKU** and **FNSKU** identifiers to appear, they must be [Amazon-enabled](#).

### Sync to FBA Inbound Shipment ✕

Company \* Thirsty Tea ▼

Shipment Name \* FBA Test Shipment

\* Select products with QTY for FBA and FBA Shipment SKU

<input checked="" type="checkbox"/>	SKU	VENDOR SKU	PRODUCT NAME	PACKAGE SIZE	QTY ORDERED	QTY/CASE	QTY CASES	QTY RECEIVED	QTY FOR FBA	FBA SHIPMENT SKU
<input checked="" type="checkbox"/>	SC-Tees	SC-TEE	Sellercloud T-Shirt	Unknown	150	30	5	0	150	SC-Tees ▼

CANCEL
PREVIOUS **FINISH**

5. Click **Finish**. The items are now copied over to the FBA inbound shipment.

## Overview

Sellercloud allows you to sync a **Purchase Order (PO)** to a new or existing **FBA Inbound Shipment**. 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 a PO to an FBA inbound shipment:

- **Link** – Use a PO to create a new FBA shipment or update an existing FBA Shipment with items that the vendor will dropship to the Amazon fulfillment center. This option connects the PO to the shipment.
- **Copy** – Use a PO to create a new FBA shipment or update an existing FBA Shipment 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 PO to the shipment.

You can also do the reverse and [Link an FBA Inbound Shipment to a PO](#).

You must enable the [Client Setting Enable Copy PO To FBA Shipment](#) for this workflow.

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 PO to FBA Shipment

To associate a PO with a particular FBA Shipment:

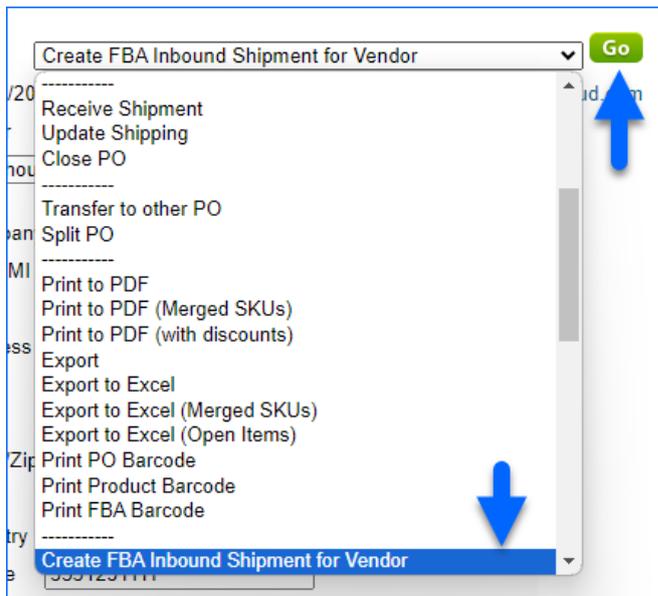
1. Go to **Inventory > Purchasing**.
2. Search for POs and click the **PO#** to open a PO.

## Link to Shipment

Linking a PO to an FBA shipment connects the two and copies the PO items over to the shipment. Then you can send the PO to your vendor so that they can ship directly to FBA.

This feature is used when the shipment is fulfilled directly by the vendor.

1. Set your FBA warehouse as the **Receiving Warehouse** for this PO.
2. Click **Select action**, select **Create FBA Inbound Shipment for Vendor**, and click **Go**.



3. To create a new shipment, don't pick anything from the **Link to Existing Shipment** menu. Alternatively, to link to an existing shipment, select it there.
4. Select the **Company For FBA Shipment**.
5. Optionally, you can update the **FBA Shipment SKU**. If a product on the PO is set as merchant-fulfilled, you can select an Amazon-fulfilled shadow/parent product. This will set the Product ID on the shipment to the SKU recognized by Amazon while keeping the Product ID recognized by the vendor on the PO.

Home > Purchase Orders > PO #1397 > Create FBA Inbound Shipment for Vendor

Link to Existing Shipment:

Company For FBA Shipment:

SKU	VendorSKU	Product Name	Qty Ordered	Qty Received	Qty For FBA	FBA Shipment SKU	FNSKU
Hanes Black		Hanes Men's Graphic Tee-Americana Collection, Black/White Flag/Black, Medium	100	0	<input type="text" value="100"/>	<input type="text" value="Hanes Black"/>	

6. Click **Create/Update FBA Shipment**. The PO is now linked to an FBA inbound shipment, and you can go through the rest of the [FBA Shipments Workflow](#).

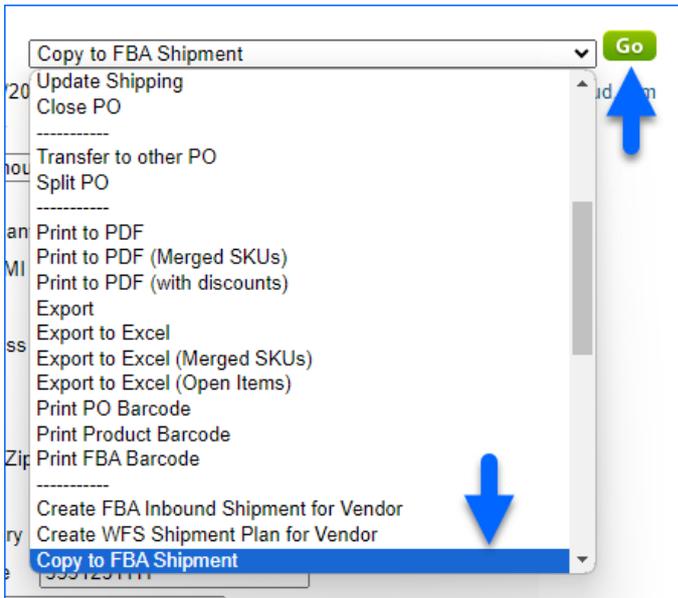
The PO's inventory count will be disabled and will have an **Inventory Disabled** status.

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 Shipment

Copying only copies the PO's items to an FBA Shipment without linking them together. Use this option if you plan to receive the PO yourself and then ship the items to FBA.

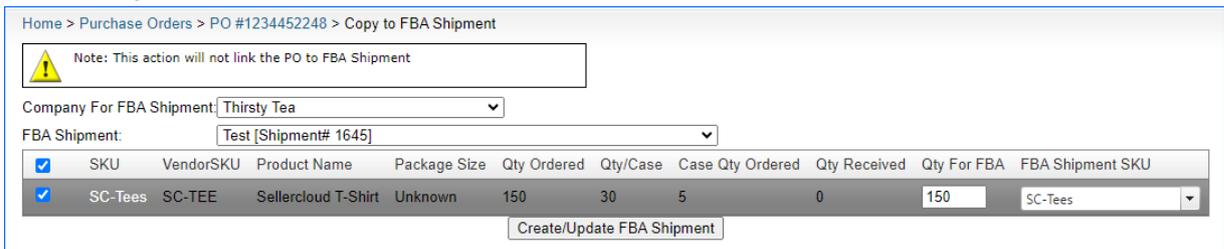
1. Click **Select action**, select **Copy to FBA Shipment**, and click **Go**.



2. Select the **Company For FBA Shipment**.

3. To create a new shipment, don't pick an existing shipment from the **FBA Shipment** dropdown. Otherwise, you can select an existing **FBA Shipment** to update it.

4. Check the boxes next to the products you want to add to the shipment. Optionally, you can update the **Qty For FBA** and **FBA Shipment SKU**.



5. Click **Create/Update FBA Shipment**. The items are now copied over to the FBA shipment.