Link PO to WFS Shipment Plan

04/30/2025 3:23 pm CDT

Overview

Sellercloud allows you to link a **Purchase Order** to a new or existing **WFS Shipment Plan.** This is a convenient way to streamline the process of purchasing inventory and sending it to Walmart's Fulfillment Centers. You can choose the options that best accommodate your workflow.

App Setting **EnablePOAndWFSWorkFlow** must be enabled for this workflow. Open a ticket with Sellercloud Support to ensure that this is configured. You must also ensure that the Client Setting **Enable FBA and WFS Shipment to be Shipped by Vendor** is enabled for your account.

You can only link one WFS shipment plan to one purchase order.

You also have the option to Link a WFS Shipment Plan to a PO.

Link PO to WFS Shipment Plan

There are four PO to WFS Shipment plan Sync Options:

- **Link To New WFS Shipment** and **Link To Existing WFS Shipment**. These will copy all the PO products to the WFS Shipment and will connect the two.

  This feature is used when the Shipment Plan is fulfilled directly by the Vendor.

- **Copy To New WFS Shipment** and **Copy To Existing WFS Shipment**. These will only copy the Products from the PO to the WFS Shipment Plan. No other connection will be established.

To associate a Purchase Order with a particular Shipment Plan:

1. Navigate to **Purchasing** > **Manage POs** > Open a **Purchase Order**.

2. From the **Actions** menu, select **Sync to WFS Shipment Plan**.

3. A pop-up window will appear. Select the Sync option of your choice. Below is an example of a **Copy to New WFS Shipment.**

   a. Choose a **Company** and fill in a **Shipment Name**.

   b. Select the **SKUs** you want to be copied over to the Shipment.

   c. Add **Qty for WFS**

d. Select a WFS Shipment SKU. If the PO SKU is not Enabled for WFS, the dropdown will display its WFS-Enabled Shadows.

When you create a **WFS Shipment Plan** from a **Purchase order**, the system will automatically set the **Expected Delivery Date** to 7 days in the future.

Once synced, you can easily unlink a **PO** from a **WFS Shipment Plan**. Just open the **PO** > **Actions** > **Unlink from WFS Shipment Plan**. The items that were copied over will remain, but the connection will be broken.

For more information on managing **WFS Shipment Plans,** you can read our Walmart Fulfillment Service (WFS) Workflow article.

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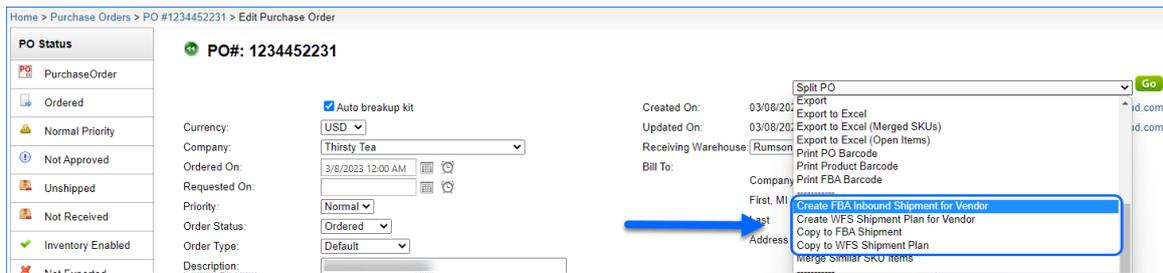There are four PO to WFS Shipment plan Sync Options:

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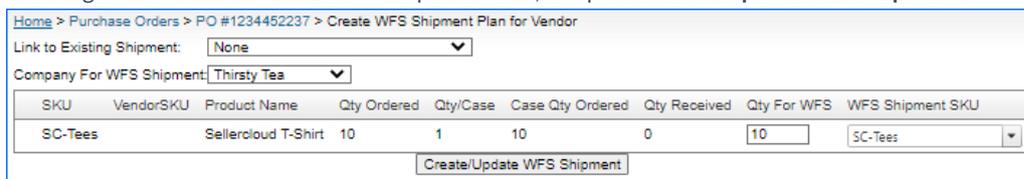
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To associate a Purchase Order with a particular Shipment Plan:

1. Go to **Purchasing** > **Manage POs** > Open a **Purchase Order**.

2. From the **Action Menu,** select your preferred action:

   a. Create WFS Shipment Plan for Vendor

   b. Copy to WFS Shipment Plan

3. Click **Go**.

4. For either option, you will be taken to a new page where you can choose to perform the action for an existing Shipment Plan or generate a new one. Fill in the required fields, and press **Create/Update WFS Shipment**.

5. Once processed, the **WFS Shipment** will contain a dropdown for **Related PO(s)** where you can access the linked PO via a hyperlink.

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