

Link a WFS Shipment Plan to a PO

04/30/2025 3:23 pm CDT

Overview

Linking and Copying a **WFS Shipment Plan** to a **Purchase Order** is a convenient way to order quantity for WFS. Note that you can only link one WFS shipment plan to one purchase order.

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 to an existing PO if there are no items in that PO.

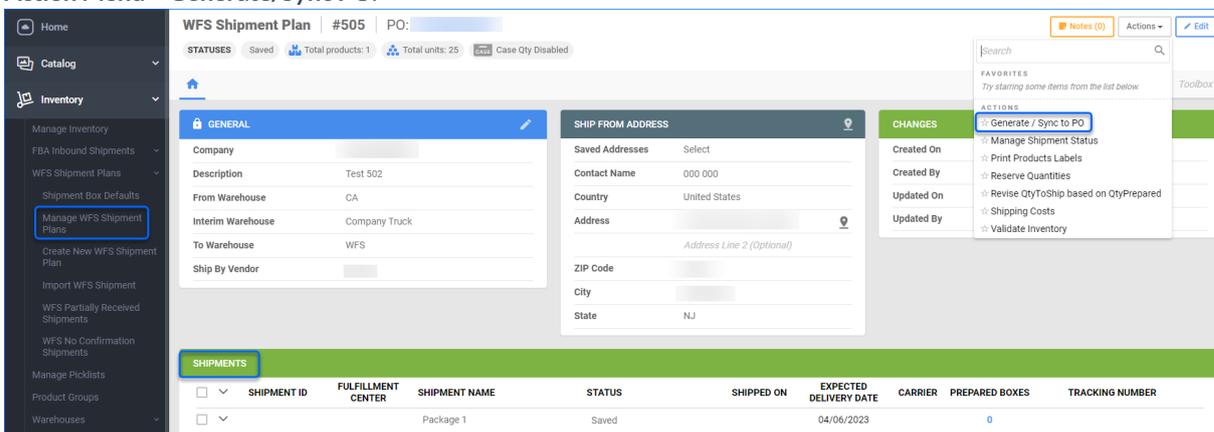
Link WFS Shipment Plan to a PO

There are four WFS Shipment Plans to PO Sync Options:

- **Link To New PO** and **Link To Existing PO**. These will copy this shipment's items to a PO and connect the WFS Shipment to the PO so that your vendor can ship directly to WFS.
- **Copy To New PO** and **Copy To Existing PO**. These will copy this shipment's items to a PO.

To associate a WFS Shipment Plan with a particular Purchase Order:

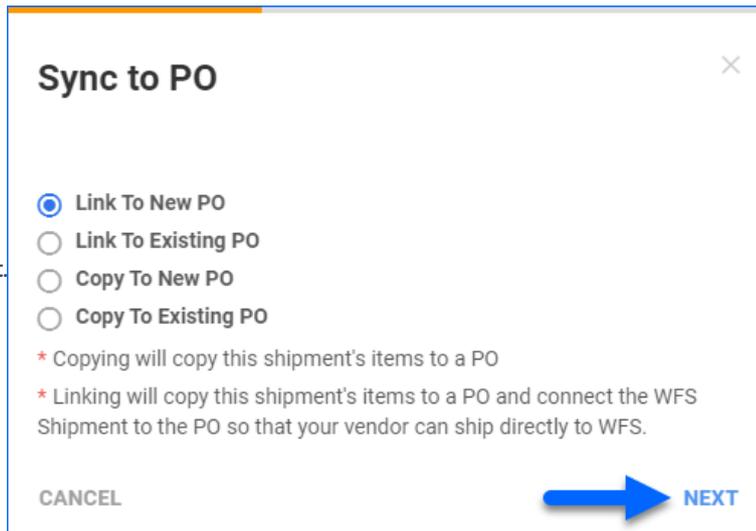
1. Navigate to **Inventory > WFS Shipment Plans > Manage WFS Shipment Plans**.
2. Search for a Shipment and open it.
3. Navigate to the **Shipments** Panel and select one.
4. **Action Menu > Generate/Sync PO**.



5. You will be redirected to a new page, where you will see:

- a. **Link to New PO**
- b. **Link to Existing PO**
- c. **Copy to New PO**
- d. **Copy to Existing PO**

6. Choose an option and click **Next**.



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 WFS Shipment to the PO so that your vendor can ship directly to WFS.

CANCEL  NEXT

7. You will need to enter a new/existing **PO Name** and a **Vendor** if you're linking/copying to a new PO.

8. Click **Finish**.

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

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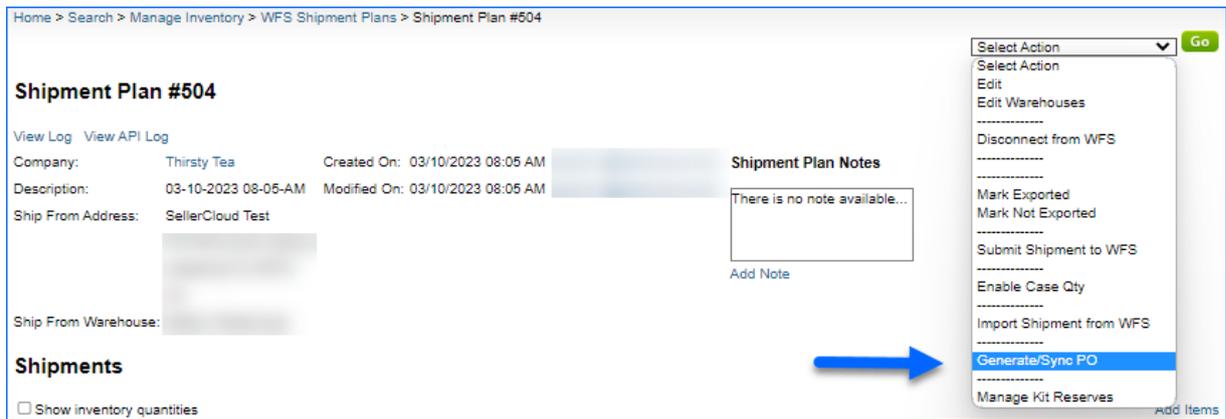
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To associate a PO with a particular WFS Shipment Plan:

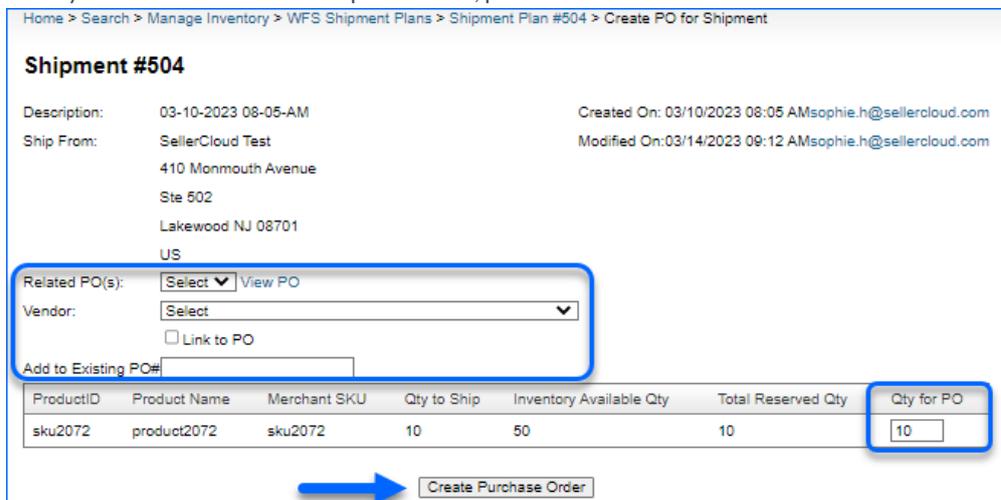
1. Navigate to **Inventory > WFS Shipment Plans**.
2. Search for a Shipment and open it.
3. Select a Shipment from the grid > open the **Action Menu > Generate/Sync PO > Go**.



4. You will be redirected to a new page, where you will see:

- Related POs** – a dropdown with any POs already linked to the Shipment Plan.
- Vendor** – select the vendor from who you will purchase the items for the Shipment.
- Link to PO** – depending on this checkbox, the items will either only be copied to the PO, or you will link the PO to the Shipment Plan.
- Add to Existing PO#** – if left empty, a new Purchase order will be created.
- Grid** – will display all the SKUs on the selected shipment with a field for the quantity you want to order from the vendor.

5. After you have filled in all the required fields, press **Create Purchase Order**.



Once you establish the link, you will see a new field on the WFS Shipment Plan called **Ship by Vendor**, as well as **Related PO(s)** with a hyperlink that can take you to the selected PO.

You can easily unlink a **WFS Shipment Plan** from a **PO**. Just open the **PO > Action Menu > Disconnect from WFS Shipment Plan**. The items that were copied over will remain, but the connection will be broken.