

# Shipping MCF units to Amazon

Learn how to ship your products to Amazon fulfillment centers in 5 simple steps:

**Step 1** – Choose inventory to send ([watch video](#))

**Step 1b** – Pack individual units ([watch video](#))

**Step 2** – Confirm shipping ([watch video](#))

**Step 3** – Print box labels ([watch video](#))

**Step 4** – Confirm carrier and pallet information (for pallet shipments only, [watch video](#))

**Step 5** – Print pallet labels (for pallet shipments with an Amazon partnered carrier only, [watch video](#))

# Shipment Checklist

## Getting ready

Make sure you have the supplies you need to prepare your shipment including:

- ❑ Product and shipment prep workstation
- ❑ Printer
- ❑ Scale for weighing boxes
- ❑ Measuring tape to measure boxes
- ❑ Amazon barcodes (printed from your account)
- ❑ Paper for packing slips
- ❑ Tape
- ❑ Packing materials
- ❑ Boxes
- ❑ Poly bags (at least 1.5 mils thick)
- ❑ Bubble wrap
- ❑ “Sold as Set” or “Ready to Ship” labels

**Important:** *Items that require additional preparation or barcodes upon arriving at the fulfillment center may be delayed and may be subjected to additional charges for any unplanned services.*

# Shipment Checklist

*After creating your online shipment, use this checklist to make sure you have completed the inventory requirements for your physical shipment:*

## **Are your products properly labeled?**

- ❑ Print and apply barcodes to all your products

## **Are your shipping boxes properly packed?**

- ❑ Boxes containing multiple standard-size items must not exceed 25" on any side
  - ❑ Boxes containing multiple items weigh less than or equal to 50 lbs (boxes containing a single item may exceed 50 lbs).
  - ❑ Boxes containing a single oversize item that weighs more than 50 lbs have "Team Lift" safety labels on the top and sides of the box
  - ❑ Boxes containing a single oversize item that weighs more than 100 lbs have "Mechanical Lift" safety labels on the top and sides of the box

# Shipment Checklist

## **Are items cushioned with approved packing materials?**

❑ Approved packing materials includes Polyethylene foam sheeting, inflatable air pillows, bubble wrap or full sheets of paper (heavy-weight kraft paper is best).

## **Are your shipping boxes properly labeled?**

- ❑ Shipment ID
- ❑ Scannable barcode
- ❑ Ship-from address
- ❑ Ship-to address

For small parcels

- ❑ Place labels on the side no less than 1 1/4" from the edge of the box
- ❑ Do not place small parcel labels over seams, edges, or corners
- ❑ Apply shipping labels to the top-center of each of the four sides of the pallet