

FBA Shipment Checklist

At Seller's Premise:

Seller Name:
Shipment ID:
Date:
Boxes:

Tick the following after checking every point:

<input type="checkbox"/> MRP labels must be there on all units and it should be pasted on the outermost package of each unit
<input type="checkbox"/> Count the number of units packed
<input type="checkbox"/> Double count the number of units per ASIN through another associate and make sure the quantity of units matches the units for that ASIN in the shipment.
<input type="checkbox"/> Create shipment as per the bill of material/invoice
<input type="checkbox"/> Physically check the units' availability
<input type="checkbox"/> Quality check for every item received from source/ manufacturer
<input type="checkbox"/> Items labelled and prepped (if applicable)
<input type="checkbox"/> All labels are scannable and correct
<input type="checkbox"/> Title/Image/Product Description should be matched for every ASIN against the Detail Page
<input type="checkbox"/> Expiry date/Production date should be mentioned on the products (if applicable)
<input type="checkbox"/> Process single shipment at a time
<input type="checkbox"/> Packing boxes are not tampered from any side for all units
<input type="checkbox"/> Each shipment label should be printed from seller central and pasted to every carton (No photocopy of shipment labels)
<input type="checkbox"/> No over-weight of boxes and over-height of trailer
<input type="checkbox"/> Weigh each carton and mention it on STN/POD

Seller's Signature:
