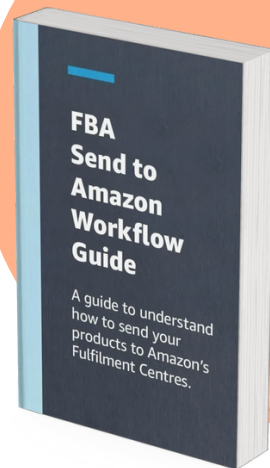


The Beginner's guide to Send to Amazon



Send to Amazon is a streamlined shipment creation workflow that requires fewer steps to replenish your Fulfilment by Amazon (FBA) inventory.

With Send to Amazon, you can do the following:

- Save time creating shipments with simplified process steps.
- Follow steps best suited to your operations by packing boxes ahead of shipment creation OR packing boxes after shipment creation.
- Create reusable case pack templates to provide box content information, box weight and dimensions and prep and labelling details for shipments of single-SKU boxes. The templates are ideal when you use the same box configuration for a SKU because you won't have to re-enter the details each time you replenish inventory.
- Pack single-SKU and mixed-SKU boxes before you create shipments and update quantities as you pack, before you confirm your shipment destinations.
- Choose the best option to ship your inventory as individual boxes (small parcel delivery) or pallets (less than truckload delivery).



Convert existing inventory to Fulfilment by Amazon

If you're already an Amazon seller, you can convert existing inventory to Fulfilment by Amazon. If you are not already registered, enable Fulfilment by Amazon services on My services.

1. On the [Manage inventory](#) page, select the products that you want to sell through Fulfilment by Amazon.
2. Select **Change to Fulfilled by Amazon** from the **Actions** pull-down menu.
3. If you want to continue creating your shipment, click Convert and send inventory. If you want to keep adding inventory before creating your shipment, click Convert only.

Convert individual units

The screenshot shows the 'Manage Inventory' interface. At the top, there are columns for 'Fulfilled By', 'Your Minimum Price', 'Your Maximum Price', and 'UPC/EAN'. Below these are input fields for 'Merchant' and a 'Save all' button. A dropdown menu is open for the 'Actions' column, showing options like 'Edit', 'Manage Images', 'Copy listing', 'Add another condition', 'Convert to Fulfilled by Amazon' (highlighted with an orange box), 'Match Low Price', 'Close Listing', 'Delete product and listing', 'Advertise listing', and 'Change shipping template'.

Convert in bulk

The screenshot shows the 'Add Products via Upload' page. At the top, there are links for 'Learn more', 'Seller University', 'Selling application status', 'Variation Wizard', and 'Add a single product'. Below these are buttons for 'Download spreadsheet' (highlighted with an orange box), 'Spreadsheet download history', 'Upload your spreadsheet', and 'Spreadsheet upload status'. The main section is titled 'Choose a template to get started' and contains three cards: 'List products already in Amazon's catalogue' (with an 'updated' badge), 'List products that are not currently in Amazon's catalogue', and 'Update price & quantity'. Each card has a 'Download' button at the bottom.

Get started with Send to Amazon

To start using the workflow, go to your Shipping Queue and click Send to Amazon in the dropdown menu under Shipments near the top of the page to display the list of your FBA SKUs.

Next, follow the steps in the workflow to create your shipment:

Step 1: Choose inventory to send

Step 1b: Pack individual units

Step 2: Confirm shipping

Step 3: Print box labels

Step 4: Confirm carrier and pallet information (for pallet shipments only)

Final step- Tracking details

You can also visit the site navigation training.

To learn how to change or cancel your shipment, go to Send to Amazon: Change or cancel your shipment.

1) Choose Inventory to send

Step-by-step instructions - Choose inventory to send

Send to Amazon [Learn more](#) | [View intro](#) Current workflow STA (14/12/2023, 01:48 pm) | Active workflows | Start new

✓ Step 1: Confirmed inventory to send Your feedback is important 🗣️ | Need help? | Close

All FBA SKUs SKUs ready to send (1)

SKU selection method ☒ Select from list ☐ File upload

Ship from

Marketplace destination Filter ☐ Only show SKUs with case pack template

Learn how to create a PARTNERED CARRIER PROGRAM shipment step by step in this tutorial video

Please ensure that your pickup city (suburb) and postcode correspond with the pickup address you have selected. Otherwise, the partnered carrier will not be able to pick up your shipment. Note: parcel locker addresses, PO Box addresses and parcel collect addresses are not eligible for PCP.

Search by title Search

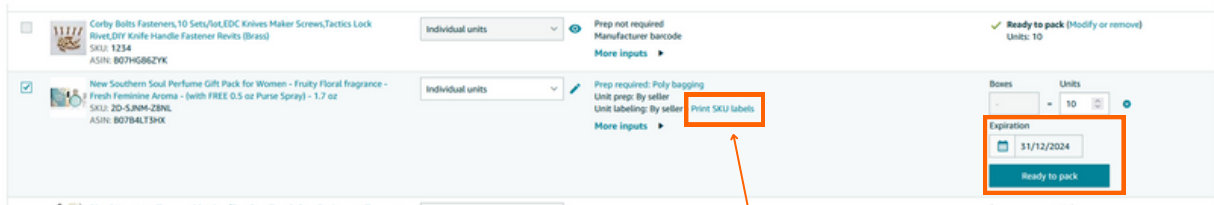
Bulk edit 2 SKUs [Set prep category](#) [Set prep and label owner](#)

SKU details	Packing details	Information/action	Quantity to send
☒ GRK RSS-185 10 by 3-1/8-Inch Structural Screws, 50 Screws per Package - 772691121370 SKU: 101screw ASIN: B001SFVDIY	Individual units	Error: Open packing details to view the error message More inputs	Boxes Units
☒ Corby Bolts Fasteners, 10 Sets/lot, EDC Knives Maker Screws, Tactics Lock Rivet, DIY Knife Handle Fastener Revits (Brass) SKU: 1234 ASIN: B07HG6ZVYK	Individual units	Prep not required Manufacturer barcode More inputs	Boxes Units

Set prep & label in bulk

Input your Ship-from address

2) Select the Marketplace destination. This is the Amazon store to which your inventory will be sent.

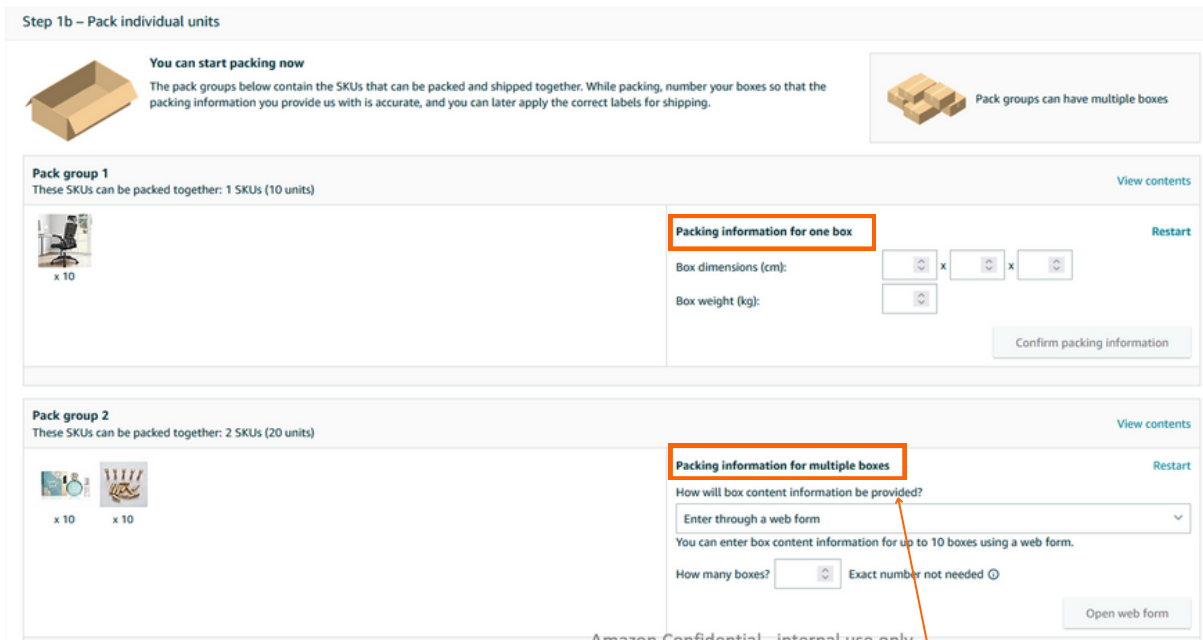


Print Amazon Label
for required products

Add Expiration
date & insert
units per box >>>
Ready to Pack

1b) Pack individual units

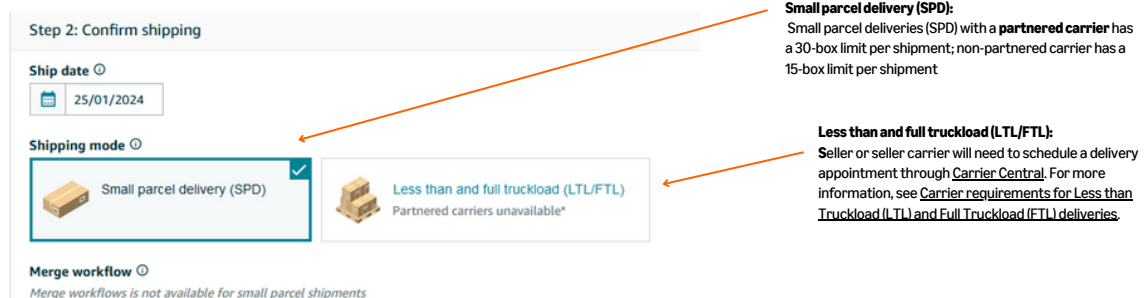
Step-by-step instructions - Pack individual units



Seller can choose either:
1) Pack all in one box
2) Pack in multiple boxes

2) Confirm shipping

Step-by-step instructions - Confirm shipping



Small parcel delivery (SPD):
Small parcel deliveries (SPD) with a **partnered carrier** has a 30-box limit per shipment; non-partnered carrier has a 15-box limit per shipment

Less than and full truckload (LTL/FTL):
Seller or seller carrier will need to schedule a delivery appointment through **Carrier Central**. For more information, see **Carrier requirements for Less than Truckload (LTL) and Full Truckload (FTL) deliveries**.



Select shipping carrier

PCP (Amazon Partnered Carrier) Recommended*
Available Carriers: Aramex
A\$4.99

Non-Amazon partnered carrier
Select carrier

* The Amazon Partnered Carrier program offers discounted delivery rates, the convenience of buying and printing delivery labels when you create shipments, shipment collection and automated tracking. Before creating your Amazon Partnered Carrier shipment, please ensure that your shipment is eligible for this service, you can comply with the collection schedule and your shipment does not contain any dangerous ("hazard") items or restricted products. [Learn more](#)

Number of shipments: 1

Shipment no. 1

Ship from: **Mr Test, 2 market street, level 8, Sydney, NSW, 2000, AU** [Change](#)
Ship to: **BWU2 - 13 Emporium Avenue 2178 - Kemps Creek, NSW - Australia**

Shipment contents

Boxes: **1**
SKUs: **1**
Units: **10**

[View contents](#)

Estimated shipping charges: **A\$4.99**

Ready to continue?

Do not select the Amazon Partnered Carrier until your shipment is ready for pickup. **The carrier will pick up the shipment between 9:00 am and 5:00 pm local time within the following two working days after you created the shipment.** If the carrier is unable to pick the shipment or if the shipment is not ready for dispatch on the first pickup attempt, then the Amazon Partnered Carrier will attempt to pickup on the following working day. [Learn more.](#) Before you generate your shipping labels, please check that all information is correct. Ensure that you do not self-ship any shipment confirmed using the Amazon Partnered Carrier option. Note: If you are using a 3PL provider in Australia to dispatch your shipments, please notify your 3PL provider to hand these shipments to the Amazon Partnered Carrier.

Total FBA Prep and Labelling fees: **A\$0.00**
Total estimated shipping fees: **A\$4.99**

Total estimated FBA prep, FBA labelling and delivery fees (excl. applicable taxes and duties): **A\$4.99**

By clicking "Accept charges and confirm shipping", you agree to the Amazon Partnered Carrier Program Policy and agree to be charged the above fee.

[Accept estimated shipping cost and confirm shipping](#)

③ When using an Amazon Partnered Carrier, you can cancel your shipment without charge up to 1 hour after accepting shipping charges. Ensure you do not self-ship any confirmed

PCP carrier will come to pick up in 2 business days between 9 AM-5PM. So sellers need to get the products ready once they submit the shipment.

3) Print box labels

Step-by-step instructions - Print box labels

Step 3: Print box labels Your feedback is important [Need help?](#)

Ship from: **Mr Test, 2 market street, level 8, Sydney, NSW, 2000, AU**
Ship date: **Thursday, 25 January 2024** [Change ship date](#)

1 confirmed shipments

After you print box labels, the shipment will change to "Ready to ship" status.

Shipment no. 1 [View or edit contents](#)

Shipment name: **FBA STA (25/01/2024 06:54)-BWU2 Rename**
Shipment ID: **FBA15DQQMGTG5**
Amazon Reference ID: --
Ship from: **Mr Test, 2 market street, level 8, Sydney, NSW, 2000, AU**
Ship to: **BWU2 - 13 Emporium Avenue 2178 - Kemps Creek, NSW - Australia**

Shipment contents: Boxes: 1, SKUs: 1, Units: 10

Print box and shipping labels

Thermal Printing - 102 x 152 mm (4 x 6 in) [Print](#)

The status of this shipment is **Working**

What's next?

1. Apply the correct FBA box ID label and carrier label to each box.
2. The carrier will pickup the shipment between 9 a.m. to 5 p.m. local time within the next two business days after you created the shipment. If the carrier is unable to pick the shipment or if the shipment is not ready for dispatch on the first pickup attempt, then the Amazon Partnered Carrier will attempt to pickup on the following business day. If your shipment is not ready to be picked up at this time, cancel the shipment immediately. You can cancel your Amazon Partnered Carrier shipment without charge up to 1 hour after accepting the shipping charges.
3. Track your shipments by clicking on the FBA shipment ID at the bottom of the page.

For more information, visit the [Amazon Partnered Carrier program](#) and [FAQ](#) help pages.

Cost summary

Total FBA Prep and Labelling fees: **A\$0.00**
Total estimated shipping fees: **A\$4.99**

Total estimated FBA prep, FBA labelling and delivery fees (excl. applicable taxes and duties): **A\$4.99**

[View tracking details](#)

By default, Amazon assigns the destination fulfilment centre automatically in Seller Central during the FBA shipment creation process.

Print box label

4) Tracking details

Step-by-step instructions - Tracking details

Final step: Tracking details

Shipment #1 - 25 Jan 2024 [View or edit contents](#)

Shipment ID: **FBA15DQQMGTG5**
Tracking IDs
Carrier: **Aramex**

Box #	FBA box label #	Tracking ID #	Status	Weight (kg)	Dimensions (cm)
1	FBA15DQQMGTG5U00001	MP9015686038	Confirmed	1	20 x 20 x 20

Final step: Tracking details Your feedback is important [Need help?](#)

Shipment #1 - 25 Jan 2024 [View or edit contents](#)

Shipment ID: **FBA15DQQMGTG5**
Carrier: **Aramex**
PCP/Flight ID number: --
Enter PCP/Flight ID number:

Provide accurate tracking details from your carrier to help us resolve your shipments up to 30% faster and make your products available for sale sooner.

Track by bill of lading (BOL) Number:

Shipment ID: **FBA15DQQMGTG5** (Recommended)
Other:

PCP/Flight ID number:

[Save](#)

BOL of lading requirements

The bill of lading must include the Amazon Reference ID (RFID) for the shipment, as well as box and pallet counts.

Amazon reference ID: --

Delivery appointment requirements

Your carrier will be required to schedule a delivery appointment. When scheduling the appointment, they must provide box and pallet counts, the Amazon reference ID, and RFID numbers from the bill of lading. [View detailed instructions](#)

Upload your tracking ID for SPD

Upload your BOL for LTL/FTL. Carrier can use the shipment ID & reference ID to book an appointment in Carrier Central



Useful Help Pages:

- [FBA help page](#)
- [How Fulfilment by Amazon works](#)
- [Fulfillment Fees](#)
- [Storage Fees](#)
- [FBA Fee Calculator](#)
- [STA – How to prepare a shipment](#)
- [Send FBA Inventory to Amazon](#)
- [Set quantity for shipments to Amazon](#)
- [Prepare your products for FBA Shipping](#)
- [Prep and Label Defaults](#)
- [Label Products](#)
- [Prepare a shipment to Amazon](#)
- [Create a shipping plan in bulk](#)
- [Review shipments to Amazon](#)
- [FBA New Selection Incentive](#)
- [Seller University](#)
- [Carrier Manual](#)
- [FBA Best Practices](#)