

SOP: Creating Shipments for Fulfillment by Amazon (FBA)

1. Go to the “Inventory” tab on the top menu of Seller Central and select “Inventory Planning” from the Drop Down Menu.
2. On the Inventory Planning page, stay on the “Dashboard” tab on the top row.
3. Scroll down to the section on the right side of the page that says “Restock Inventory” and click the “View All” link to the right of this.
4. Alternately, you can go to the “Restock Inventory” tab on the top row of the “Inventory Planning” page as before.
5. On the Drop Down Menu provided under the “View Details” button to the right of each line item, select “Create Shipping Plan”.
6. To create a shipping plan for multiple SKUs, check the box to the left of each SKU in question.
7. Next, click on the “Actions on” button at the top left of the page and select “Create Shipping Plan” from the Drop Down Menu.
8. On the next page, under the “All Product” tab, you can enter your quantity you wish to ship.
9. Check whether there is any yellow exclamation mark triangle alongside the “Information Required” tab to see whether you need to do anything regarding labelling, et cetera.
10. Once you are happy with your shipping plan, you can click the “Continue” button at the bottom right side of the page to move to the next page.
11. If you wish to delete your shipping plan, you can click the “Delete Plan” button to the bottom left of the page.
12. You can also opt to duplicate your plan by clicking the “Duplicate” button in the bottom left of the page.
13. You can also add additional products to the shipping plan by clicking the “Add Products” button in the top right side of the page and choosing to search or add product from the table presented by clicking the yellow “Add Product” button to the right of each SKU presented.
14. On the “Prepare Products” tab after clicking the “Continue” button, you can then check whether any preparation is or may be required by clicking on the relevant tabs at the top of the table.
15. You can then also choose your category on the “All Products” tab for preparation activities.
16. Under the “Who Preps” column, you can select “Amazon” or the “Merchant” if any preparation is required.
17. Once you are happy with all the information you have provided on this page, you can then click the “Continue” button in the bottom right side of the page.
18. Under the “Label Products” tab, you can choose “Who Labels” the product either for all products or per product.
19. You can also then print the Amazon preferred labels on this page itself to ensure that you comply fully with Amazon’s labelling requirements by clicking the “Print Labels for this Page” button at the bottom of the table.

20. Once you are happy with all the information you have provided on this page, you can then click the "Continue" button in the bottom right side of the page.
21. Under the "Review Shipments" tab, Amazon will indicate which Fulfillment Center they will be shipping your products to.
22. They will also show you optional service fees that will be charged to you at the top of the page.
23. If you are happy with this information on this page, you can then select the "Approve and Continue" button at the bottom of the page.
24. On the "Prepare Shipment" tab, you can then choose to review and modify your units if you need to by clicking on the "Review and Modify Units" button.
25. You can select which shipping service you would like for this shipment.
26. You can fill in your "Shipment Packing" information, including box labels, pallet information, and print pallet labels.
27. Once you have finished all of this information, you can then click the "Continue" button at the bottom of the page to go to the "Summary" tab.
28. Under the "Tracking Events" tab at the top you will be able to print your BOL for this shipment.

See Also:

- ▶ [SOP: Forecasting for Fulfillment by Amazon \(FBA\) Shipments](#)
- ▶ [SOP: Reconciling Inbound FBA Shipments](#)
- ▶ [SOP: Creating Cases for Inbound FBA Shipment Discrepancies](#)
- ▶ [SOP: Reconciling the FBA Inventory Report](#)
- ▶ [SOP: Creating Cases for Reimbursements from FBA Inventory](#)
- ▶ [SOP: Reconciling FBA Customer Returns Reimbursements](#)
- ▶ [SOP: Creating Cases for FBA Customer Returns not Refunded](#)