

# Listing with FBA Tutorial Part 2: FBA Shipment

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## Chapter 1: Upload items as FBA to Amazon

Please read our Listing with FBA tutorial, Part 1, Chapter 3

([http://www.asellertool.com/doc/Listing\\_Tutorial.pdf](http://www.asellertool.com/doc/Listing_Tutorial.pdf)) to understand how to set items as 'FBA' and upload them to Amazon.

After the feed report appears showing your FBA items have been successfully uploaded, you can begin creating a shipment for your FBA items.

## Chapter 2: Create FBA Shipment Work Flow

Click 'Menu', then 'Start FBA Shipment' to bring up the FBA shipment window (Figure 1). It will take some time to display your FBA items. Follow step 1 to step 4 to create an FBA shipment for these FBA items.

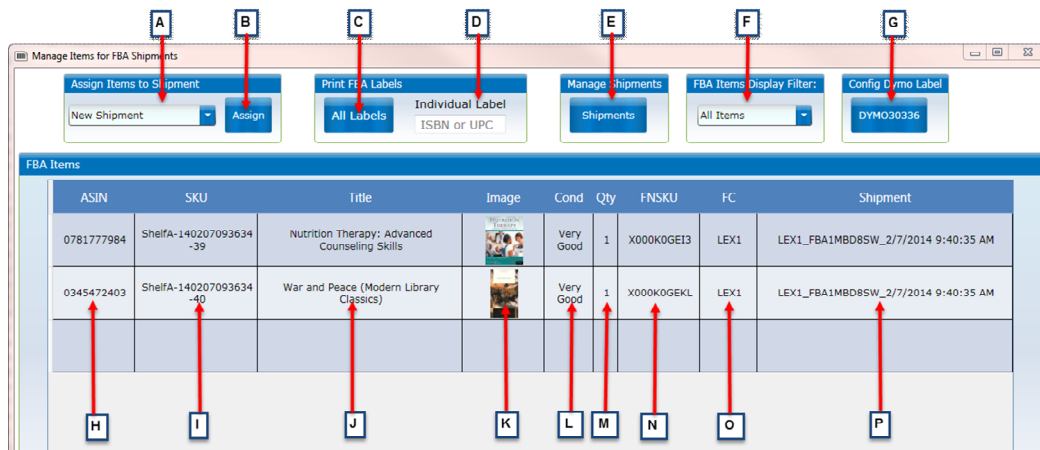


Figure 1

### Step 1: Assign Items to a Shipment

You can choose to assign all items to a new shipment, add them to an existing shipment, or select certain items to add to an existing shipment.

Assign to New Shipment: Click the 'Assign Items to Shipment' list (A). Select 'New Shipment' from the list, then click the 'Assign' button (B). All items without a shipment will be assigned to a new shipment.

Add to Existing Shipment: Click the 'Assign Items to Shipment' list (A). Select an existing shipment from the list, then click the 'Assign' button (B). All items without a shipment will attempt to be added to this existing shipment. For items that cannot be added to this shipment, you need to add them to other existing shipments, or assign them to a new shipment. It is a good practice to include as many items as possible in one single shipment, so you can save on shipping cost.

Assign Selected Items to Shipment: You can select a single item by clicking on it, or select multiple items by holding down the 'Ctrl' key while clicking. After selection, right-click one of the selected items to bring up the menu, then assign the selected items to a new shipment, or add to an existing shipment.

Remove Selected Items from Shipment: If you decide to remove items from a shipment, you can select them, then right click to bring up the menu, and click 'Unassign'. This will remove those items from that shipment.

## Step 2: Select a Shipment to Work on

It is very important that you always work on just one shipment at a time to avoid mistakes. To do so, you click 'FBA Items Display Filter' (F), and select a single shipment you plan to work on (Figure 2). This will allow you to print FNSKU labels for items only from this shipment.

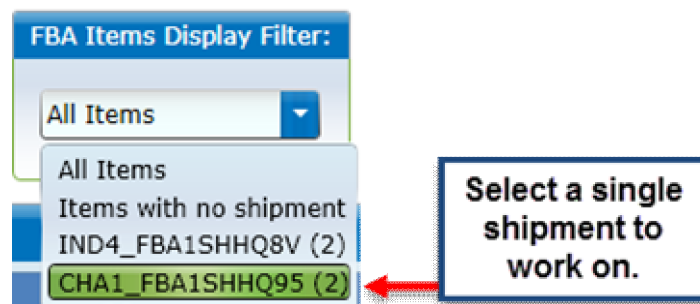


Figure 2

## Step 3: Print FNSKU Labels for Shipment

After an item is assigned to a shipment, it will receive a FNSKU number from Amazon to identify this item in the FBA system.

You need to print out this FNSKU label and use it to cover the item's original barcode. Our program supports DYMO 450 or 450 Turbo label printers, and you can use DYMO 30336, 30252, 30334, or 30334-R labels.

There are several ways to print out FNSKU labels.

Scan and Print Individual FNSKU Label (Recommended): With a USB desktop scanner, you can scan an item's barcode into the 'Individual Label' input box (D). If the scanned item belongs to the shipment you are working on, it will print out the FNSKU label for this item. We recommend this method, as you can attach the FNSKU label to the item you just scanned. This will prevent you from attaching an FNSKU label to the wrong item.

Print All FNSKU Labels (Not Recommend): Click the 'All Labels' (C) button to print out all FNSKU labels for the shipment you are working on. We do not recommend this method, as it increases the risk of attaching an FNSKU label to the wrong item.

Print FNSKU Labels for Selected Items: You can print labels for a single item by clicking on it, or select multiple items by holding down the 'Ctrl' key while clicking, then right-clicking to bring up the menu. You select 'Print Labels' to print the FNSKU labels for these selected items.

#### **Notes:**

Same item has Multiple FNSKU labels: If there are multiple FNSKUs for the same item (for example, an item has copies in different conditions) in one shipment, the program will print an FNSKU label for each FNSKU. You will also hear a voice prompt indicating that multiple FNSKU labels have been printed out for the same item.

Item has Multiple Labels of Same FNSKU: If there is an item with multiple quantities, the program will print out multiple labels for the same FNSKU equal to the number of quantity for that item. You will also hear a voice prompt indicating that multiple labels for the same FNSKU have been printed out.

### **Step 4: Print out UPS Shipping Label**

1. After covering the item's original barcode with an FNSKU label, and putting all items from this shipment into a shipping box, you can print out a UPS shipping label for this shipment. Log into your Amazon seller account and click 'Inventory' (A), then 'Manage FBA Shipments' (B).

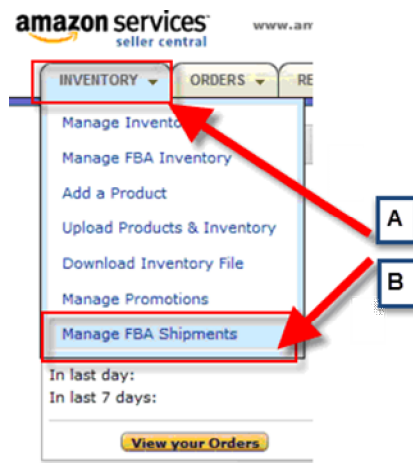


Figure 3

2. In the 'Shipping Queue' (C) section, find the shipment you are working on, and click 'Work on Shipment' (D).

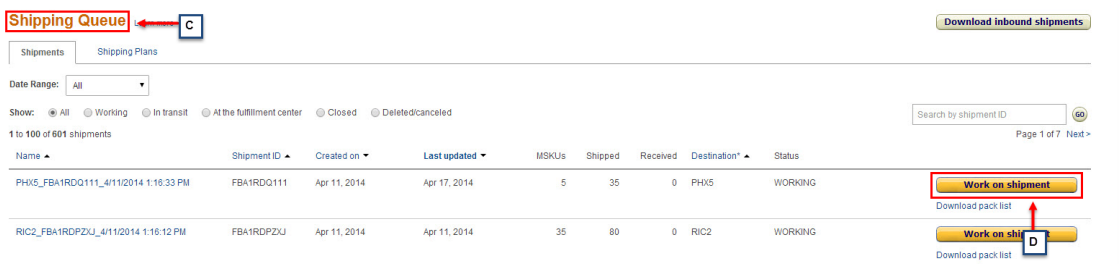


Figure 4

3. Under '1. Review shipment contents' (E), click 'Review and modify units' (F).

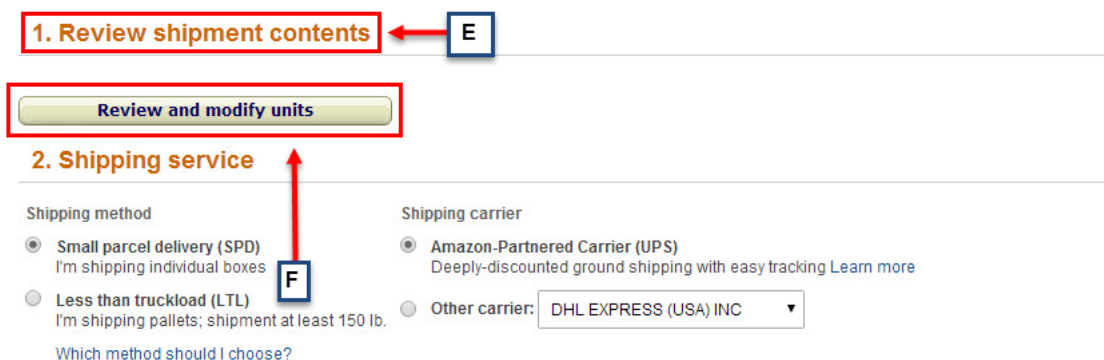


Figure 5

4. Under '1. Review shipment contents' (G), the quantities should have already been populated. Review the quantities for each item, and, if you are not using our program to print FNSKU labels, you can click the 'print labels for this page button (H)'. Otherwise, scroll down to the next section.

1. Review shipment contents G

Hide units Download pack list

1 to 5 of 5 products

MSKU	Title	Condition	Shipped
<input type="checkbox"/> Show ASIN/FNSKU			
Shell#A1-140411010507-477	War and Peace (Modern Library Classics) Size: Standard-Size ISBN: 0345472403	Used - Acceptable	7 <input type="checkbox"/>
Shell#A1-140411010507-478	Moby-Dick (Second Edition) (Horton Critical Editions) Size: Standard-Size ISBN: 0393972836	Used - Acceptable	7 <input type="checkbox"/>
Shell#A1-140411010507-479	Great Expectations (Penguin Readers, Level 6) Size: Standard-Size ISBN: 0582419476	Used - Acceptable	7 <input type="checkbox"/>
Shell#A1-140411010507-480	The Count of Monte Cristo Size: Standard-Size ISBN: 1853267333	Used - Acceptable	7 <input type="checkbox"/>
Shell#A1-140411010507-481	The Lord of the Rings Vol 1: The Fellowship of the Ring (Collins Modern Classics) Size: Standard-Size ISBN: 000712870X	Used - Acceptable	7 <input type="checkbox"/>
Totals			35

30-up labels 1" x 2-5/8" on US Letter Print labels for this page  
Total labels: 35

1 to 5 of 5 products

2. Shipping service

Shipping method Shipping carrier

Storage Monitor Standard-Size Storage Oversize Storage

What's this? 305/5000 42/500

Figure 6

5. Review the information in '3. Shipment packing' (I) is correct, then, under '4. Shipping Charges' (J), click 'Calculate' (K).

3. Shipment packing I

Box #	Box weight (lb.)	Box dimensions (in.)	Remove
1	30	8 x 12 x 10	<input type="checkbox"/>
Totals:		30	

Add another box Copy last box K

4. Shipping charges J

Shipping carrier	# of boxes	Shipment weight	Billable weight	Estimated shipping cost
	1	30 lb.		<span style="border: 1px solid black; padding: 2px;">Calculate</span>

Figure 7

6. Under '5. Shipping label' (L) section, click 'Print box labels' (M) to print UPS labels.

5. Shipping labels L

# of boxes Paper type

1 8.5" X 5.5" (US Letter) Print box labels M

i Each box label is unique. Make sure to print all box labels. [Learn more](#)

Figure 8

- Finally, attach the UPS shipping label to the shipping box. The FBA shipment is now ready to be shipped to Amazon. An example shipping label is below.



Figure 9

## Step 5: Mark Shipment as Shipped

After you are done with a shipment, go back to the listing tool and click the 'Shipments' (E) button in the 'Manage Shipments' section (Figure 1).

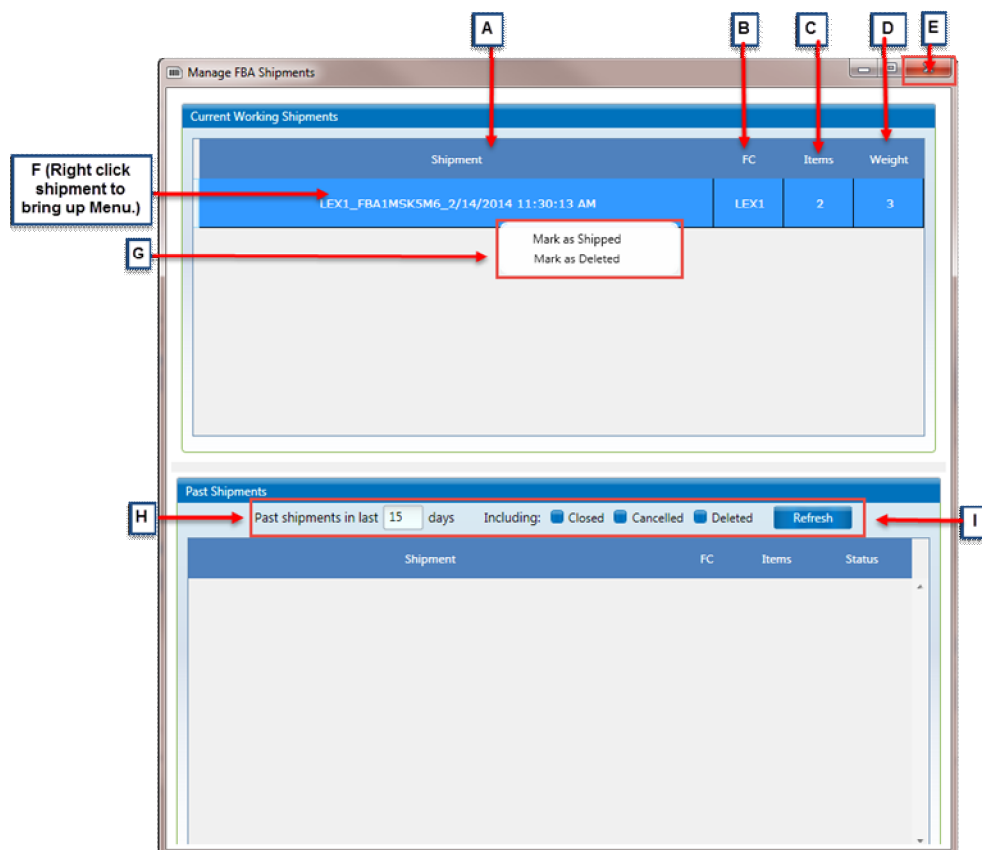


Figure 10

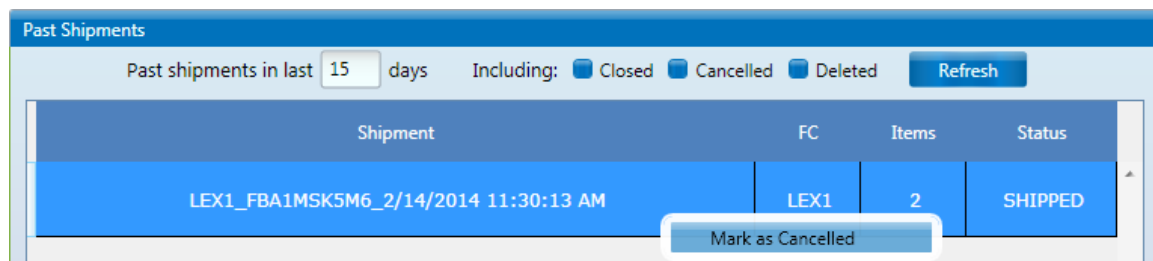
You can right click on the shipment in the Current Working Shipments section to bring up the menu and select 'Mark as Shipped' (G). This will notify Amazon that this shipment is ready to be shipped.

If you change your mind on a working shipment, right click on the shipment to bring up the menu and select 'Mark as Deleted' (G). This will remove all items from that shipment. You can reassign to another shipment by following the instructions in Step 1.

The fields in the 'Current Working Shipments section' are explained below:

- A)** This shows the current working shipment name.
- B)** This is the Fulfillment Center that this shipment will be shipped to.
- C)** This is the total number of items in this shipment.
- D)** This is the estimated total weight of this shipment in pounds.

If you want to cancel a shipment that is already marked as shipped, first click 'Refresh' (I) in the 'Past Shipments' section (H). Right click the completed shipment to bring up the menu and click 'Mark as Cancelled' (Figure 11). This will cancel this shipment. All items in this shipment will be unassigned. You can reassign them to another shipment by following the instructions in Step 1.



**Figure 11**

You can close the 'Manage FBA Shipments' window by pressing the 'X' button on the top right hand side (E).

## Chapter 3: DYMO Printer

The program uses the DYMO 450 or 450 Turbo thermal printers for FNSKU labels. You need to install the driver at <http://download.dymo.com/dymo/Software/Win/DLS8Setup.8.5.1.exe> before using it.

The program supports 4 labels: 30336, 30252, 30334, and 30334-R. Click 'Config Dymo Label' button (G, on Figure 1) to choose the correct label.