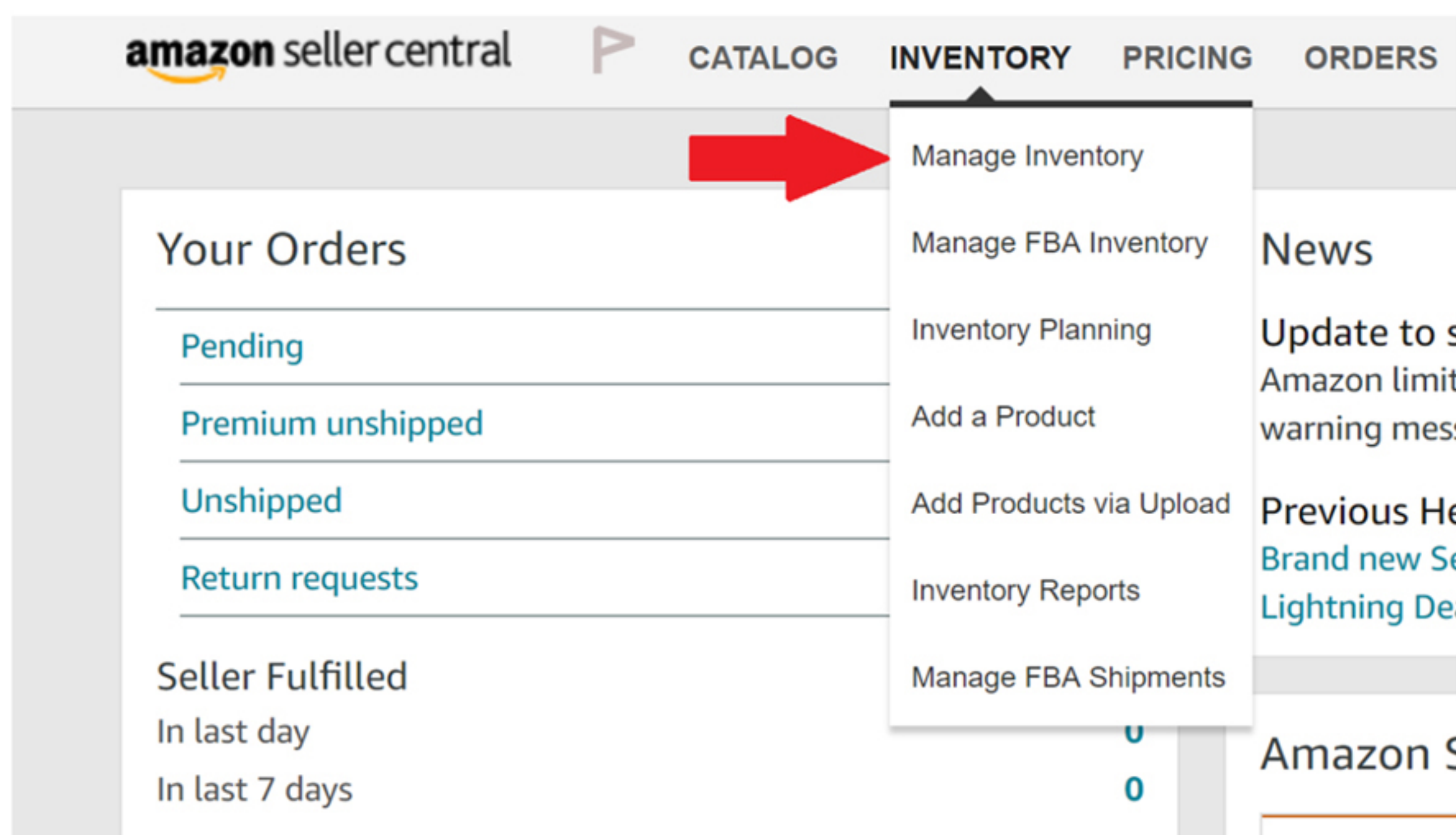




## AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

✓ Actionable steps for sending products from the prep center to Amazon

1. Click "Inventory" -> "Manage Inventory".

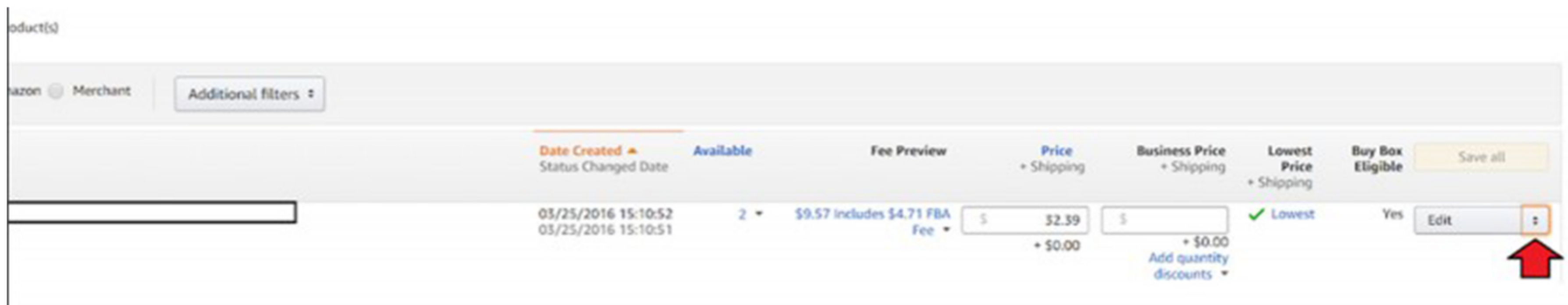


2. Open manage inventory and select the product you want to create a shipment for by clicking on the small square on the left side, near the Active/Inactive tag.

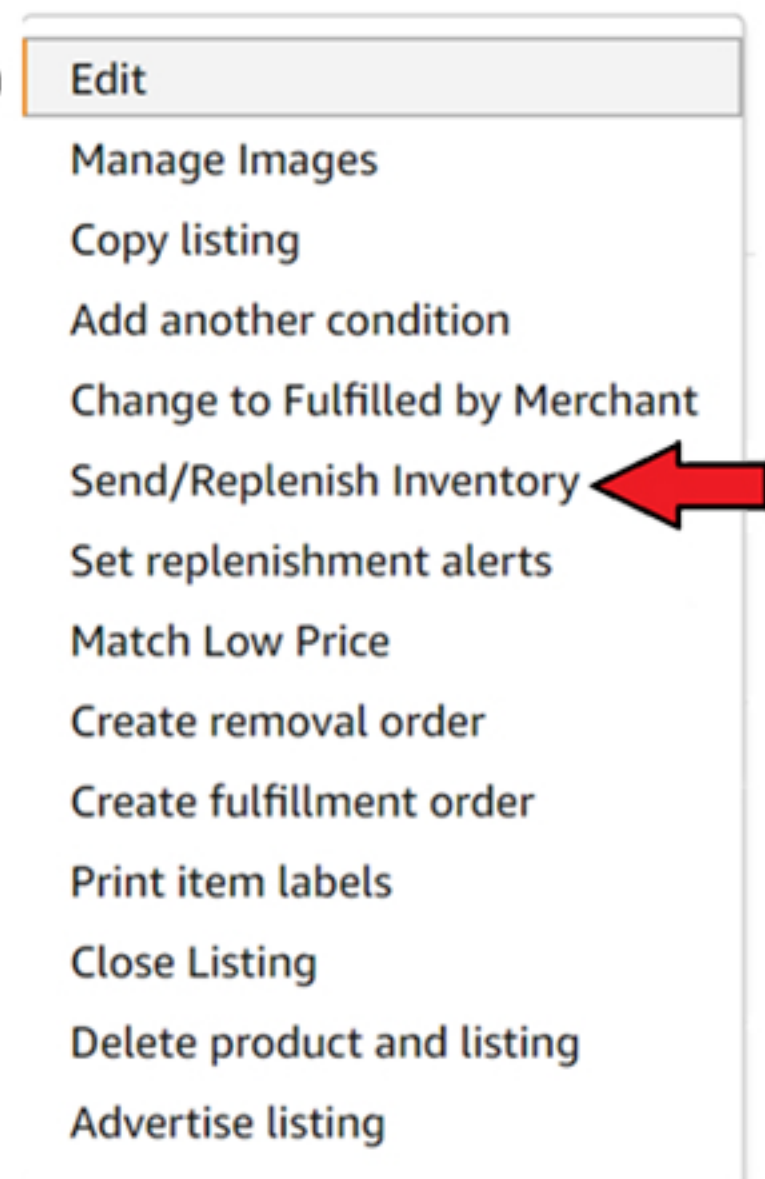


## AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

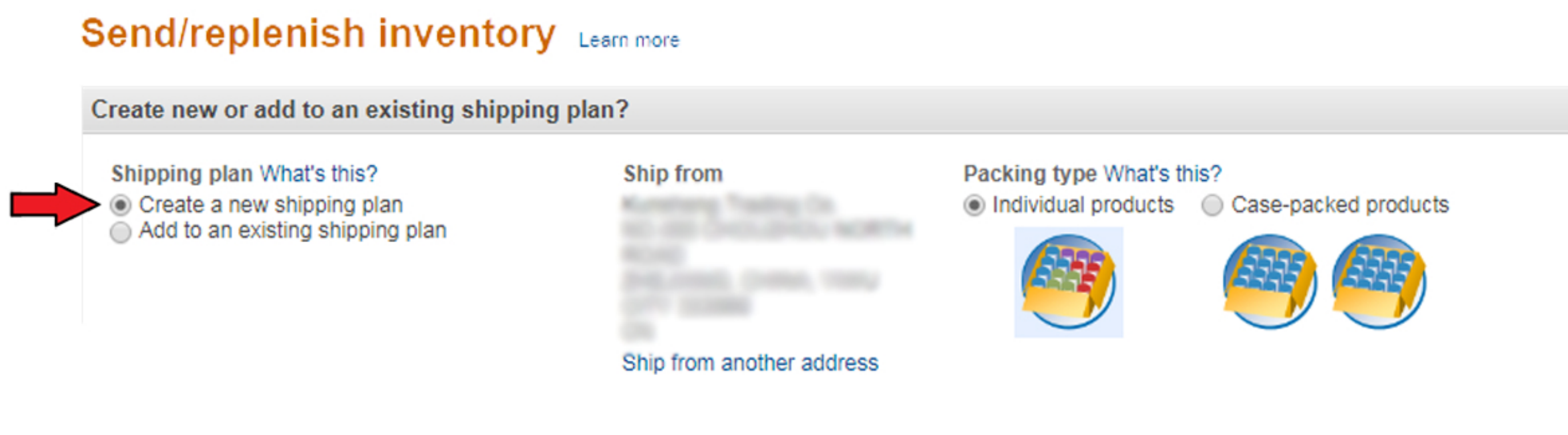
3. Click on the dropdown menu from the right side of the product.



4. Click “Send/Replenish Inventory” to the item you want to create Shipping Labels for.



5. Select the “Create a new shipping plan”.



## AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

6. Add the address of the prep center.

\*If you don't have our address by default, click on "Ship from another address" , where you enter Inspector Control's address information.

Create new or add to an existing shipping plan?




Shipping plan What's this?


Create a new shipping plan

Add to an existing shipping plan

Ship from

Individual products  Case-packed products

 [Ship from another address](#)

7. Fill out the address tab.

Ship from this address

Ship from this address

Ship from this address

Be sure to click "Ship from this address" when done. Note: Fields with an \* are required.

Country/Region: \* United States

Name: \* Inspector Control

Address Line 1: \* 6215A W.Howard St.  
Street Address, P.O. Box, Company Name

Address Line 2: Apartment, suite, unit, building, floor, etc.

City: \* Niles

State/Province/Region: \* IL - Illinois

ZIP/Postal Code: \* 60714

Phone: 7738142134

[Ship from this address](#)

**Address Accuracy**  
Make sure you get your stuff to the right place! If the address is not entered correctly, your shipment may be sent to the wrong Amazon Fulfillment Center. Save time and avoid frustration by entering the address information in the appropriate boxes and double-checking for typos and other errors. Need Help? Click for address tips: [General Address Tips](#).

**Importing Product**  
If you are importing your product from another country and not shipping directly to the destination warehouse address, it is a good idea to set the 'Ship From' address to be the import address. This will provide better routing of your products to the closest Amazon fulfillment center.

\*Please remember to ask us what is the correct shipping address, because we have 2 warehouses.



# AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

## 8. Select

- individual products, if you have several FNSKUs in the same box
- Case-packed products, if you have 1 FNSKU in each box

\* IMPORTANT: The following example is for the most common version - CASE PACKED.

Create new or add to an existing shipping plan?

Shipping plan What's this?

Create a new shipping plan

Add to an existing shipping plan

Ship from

Inspector Control  
6215A W Howard St  
Niles, IL 60714  
US

[Ship from another address](#)

Packing type What's this?

Individual products

Case-packed products

## 9. Fill in the number of units/case and the number of cases

**Send/replenish inventory** Learn more

PLN (8/13/19 7:45 AM) [Rename](#)

[Set Quantity](#) [Prepare Products](#) [Label Products](#) [Review Shipments](#) [Prepare Shipment](#) [Summary](#)

---

Ship from: Inspector Control, 6215A W Howard St, Niles, IL 60714, US. Ship from another address.

Marketplace destination: US

Packing type: Case-packed products. [Change to individual products](#)

All products ⚠ Information required ✖ Removal required [Add Products](#)

Provide missing information, remove ineligible products, and specify the quantity for each product you want to include in this shipping plan.

1 to 1 of 1 product

Merchant SKU	Product name	Condition	Information / action required	Units per Case	Number of Cases	Total Units	Remove
MyS-01-HB	<div style="border: 2px solid black; width: 150px; height: 20px;"></div>		This item is eligible for manufacturer barcode tracking. Convert the item to use manufacturer barcode tracking.	20	10	200	<input checked="" type="checkbox"/>
<b>Totals</b>						200	

1 to 1 of 1 product

[Delete plan](#) [Duplicate](#) [Continue](#)





# AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

10. Click on the dropdown below “Who Preps” and select Merchant

**Send/replenish inventory** [Learn more](#)  
 PLN (8/13/19 7:45 AM) [Rename](#)

Set Quantity **Prepare Products** Label Products Review Shipments Prepare Shipment Summary

Ship from: Inspector Control, 8215A W. Howard St., Niles, IL 60714, US  
 Marketplace destination: US  
 Packing type: Case-packed products  
 Contents: 1 MSKUs

Ship from another address

All products | Prep required | Prep may be required [Seller University Video](#) [View prep help](#)

Review prep guidance, choose a product type when prep guidance is unknown, and select who preps. Amazon can provide prep services for a fee.

Need packaging and prep materials? Check out the Amazon Preferred Product Prep and Shipping Supplies Store to learn more about how Amazon can help with your shipping supply needs.

1 to 1 of 1 product

Merchant SKU	Product name	Condition	Prep guidance	Who preps?	Units	Prep cost	Remove
<input type="text"/>	<input type="text"/>		Apply to all	Merchant	200	--	<input type="checkbox"/>
				Choose category			
<b>Totals</b>					200	\$0.00	

1 to 1 of 1 product

[Back](#) [Delete plan](#) [Duplicate](#) [Continue](#)

11. Click on the dropdown below “Who labels” and select Merchant. Make sure that you have the Apply to all box checked.

**Send/replenish inventory** [Learn more](#)  
 PLN (8/13/19 7:45 AM) [Rename](#)

Set Quantity **Prepare Products** **Label Products** Review Shipments Prepare Shipment Summary

Ship from: Inspector Control, 8215A W. Howard St., Niles, IL 60714, US  
 Marketplace destination: US  
 Packing type: Case-packed products  
 Contents: 1 MSKUs

Ship from another address

Labeling required | All products [Seller University Video](#)

All products must have a barcode. If your product is eligible for tracking with the manufacturer barcode, you don't need to print and apply Amazon labels to your items. If your product is not eligible, then it must have an Amazon barcode. To print and apply Amazon barcode labels yourself, select "Merchant" in the "Who labels?" dropdown menu and click "Print labels for this page". Or, you can choose to have Amazon do this for a fee by selecting "Amazon" under "Who labels?"

1 to 1 of 1 product

Merchant SKU	Product name	Condition	Units	Who labels?	# of labels to print	Label cost	Remove
<input type="text"/>	<input type="text"/>	New	200	Merchant	200	--	<input type="checkbox"/>

**Do not change this**

Note that this SKU is eligible for tracking by Manufacturer barcode. Get details on all of your eligible SKUs.

12. Click on “Continue”.

\*Ignore the Print labels button. Those are only if you need FNSKU labels again.





# AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

Now your shipment is ready, click on “Approve and continue” after naming it.

**Send/replenish inventory** [Learn more](#)  
 PLN (8/13/19 7:45 AM) [Rename](#)

[Set Quantity](#) [Prepare Products](#) [Label Products](#) [Review Shipments](#) [Prepare Shipment](#) [Summary](#)

Ship from Inspector Control 6215A W-Howard St. Niles, IL 60714 US	Packing type <a href="#">What's this?</a> Case-packed products	Contents 1 MSKUs	Optional service fees (estimated) Prep: \$0.00 Label: \$0.00 Placement: No fee Total: \$0.00
---	---	---------------------	--

The inventory you send to Amazon may be split at the Merchant SKU (MSKU) level into multiple shipments. We will assign each shipment to a specific fulfillment center based on several factors including the size and category of the product, your address, and other fulfillment network factors. [Learn more](#)

Shipment name	MSKUs	Cases	Units	Ship to
<input type="radio"/> Create new <input type="text" value="Name of shipment"/>	1	10	200	MDW2 Joliet, IL <a href="#">View shipment contents</a>

[Why don't I see my shipment? Learn more](#)

[Back](#) [Delete plan](#) [Approve & continue](#)

12. Click on “Work on shipment”.

[Shipping Queue](#) | [Inbound Performance Summary](#) | [Scan & Label](#) | [Upload Shipping Plan File](#)

**Send/replenish inventory**

[Set Quantity](#) [Prepare Products](#) [Label Products](#) [View Shipments](#) [Prepare Shipment](#) [Summary](#)

Ship from Inspector Control 6215A W-Howard St. Niles, IL 60714 US	Packing type <a href="#">What's this?</a> Case-packed products	Contents 1 MSKUs	Optional service fees (estimated) Prep: \$0.00 Label: \$0.00 Placement: No fee Total: \$0.00
---	---	---------------------	--

Shipment name	Shipment ID	MSKUs	Cases	Units	Ship to
Name of shipment	FBA15HMZYFMB	1	10	200	MDW2 Joliet, IL <a href="#">Work on shipment</a> <a href="#">View shipment contents</a>   <a href="#">Download SKU list</a>

13. A new window with 5 steps will open.

- Step 1 - ignore
- Step 2 - make sure you have the SPD box checked and UPS

## 2. Shipping service

**Shipping method**

- Small parcel delivery (SPD)**  
I'm shipping individual boxes
- Less than truckload (LTL)**  
I'm shipping pallets; shipment at least 150 lb.

Which method should I choose?

**Shipping carrier**

**Amazon-Partnered Carrier**  
Deeply-discounted shipping with easy tracking [Learn more](#)

- UPS**
- FedEx**  
FedEx is no longer a carrier in the Partnered Carrier program. [Learn more](#)

I'd like to use my own

- Other carrier:**

**Share shipment with your Supplier**

If you choose to share your shipment, please confirm your shipping method and carrier before selecting your Supplier. Only shipments between 1 and 1000 boxes are eligible to be shared at this time.

[Share Shipment](#) **Do not click**





# AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

- Step 3 - Select “Multiple Boxes” and Fill in all the info that we will provide for you, in the boxes marked. (units/case, number of cases, weight of box, measurements)

### 3. Shipment packing

**Box content information**  
Providing accurate box content information allows us to receive your shipments more efficiently and make your items available for sale faster. If you don't provide box content information, a manual processing fee will apply. [Learn more](#)

How will this shipment be packed?

**Multiple boxes**  
 Please select an option  
 Everything in one box  
 Multiple boxes  
 Use web form  
 Enter box information into a form on webpage

**Select multiple boxes**

Upload file  
 Fill out a pack list and upload to Seller Central

Skip box information and apply manual processing fee  
 Amazon will manually process your box contents [Learn more](#)

[Learn about or enable 2D barcodes](#)

You can click the "Save for later" button to save your current progress and continue entering box information later.

Shipment contents	Shipment quantity	Units per box configuration	Number of boxes	Total quantity	Box weight (lb.)	Box dimensions (in.)
<input type="checkbox"/> Show ASIN/FNSKU My S-01-HB My Sport Booty Bands, Elastic Resistance Bands for Legs and Butt Size: Standard-Size EAN: 6422906004601	200	20	10	200	15	15 x 15 x 15

Number of boxes left: 190

Let us know what you think

Click “confirm”.

- Step 4 - Shipping charges - Click Calculate and then Accept charges.  
 - Step 5 - Click on Print box labels - Select US Letter and Then click on Print labels -this means download them to PDF and then send them to US.

### 4. Shipping charges

You are responsible for providing accurate shipment information and for the actual cost of the shipment. Providing inaccurate information may result in the blocking of future shipments to the fulfillment center, or an additional charge for noncompliance.

Shipping carrier	# of boxes	Shipment weight	Billable weight	Estimated shipping cost
	10	150 lb.		

### 5. Shipping labels

# of boxes: 10 Paper type:

[Learn more about shipping and routing requirements.](#)

**Instructions**

**Packing your Boxes**

- Printed packing slips do not need to be placed in your boxes.
- For safety reasons, boxes containing more than one unit must not exceed 50 lb. A box containing one unit weighing over 50 lb. must be marked "Team Lift" on the top and sides.
- Use only approved packing material.

**Labeling your boxes**

- Print the full set of labels. Because each label is unique, do not photocopy, reuse, or modify labels for use on additional boxes.
- For each box, affix a shipping label and its accompanying carrier label.
- Place labels so they don't cover box seams.

[Learn more about shipping and routing requirements.](#)



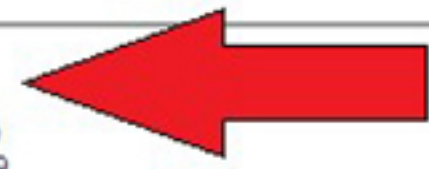


# AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

Click on Complete Shipment

Then go up on the screen and click on Mark as shipped from under Shipment status tab.

Send/replenish inventory <a href="#">Learn more</a>					
Name of shipment <a href="#">Rename</a>					
Set Quantity	Prepare Products	Label Products	View Shipments	Prepare Shipment	Summary
Shipment name/ID Name: Name of shipment ID: FBA15HMZYFMB Amazon Reference ID: --	Ship from Inspector Control 8215A W.Howard St. Niles, IL 60714 US <a href="#">Ship from another address</a>	Ship to MDW2 250 EMERALD DR. Joliet, IL 60433-3280 US (MDW2)	Shipment contents 1 MSKJs 200 Units	Optional service fees (estimated) FBA Manual Processing Fee: \$0.00 Amazon Partnered Carrier shipping cost: To be calculated Labeling & Prep: Calculated for overall shipping plan	Shipment status WORKING Created: Aug 13, 2019 Updated: Aug 13, 2019



You're All Done!

