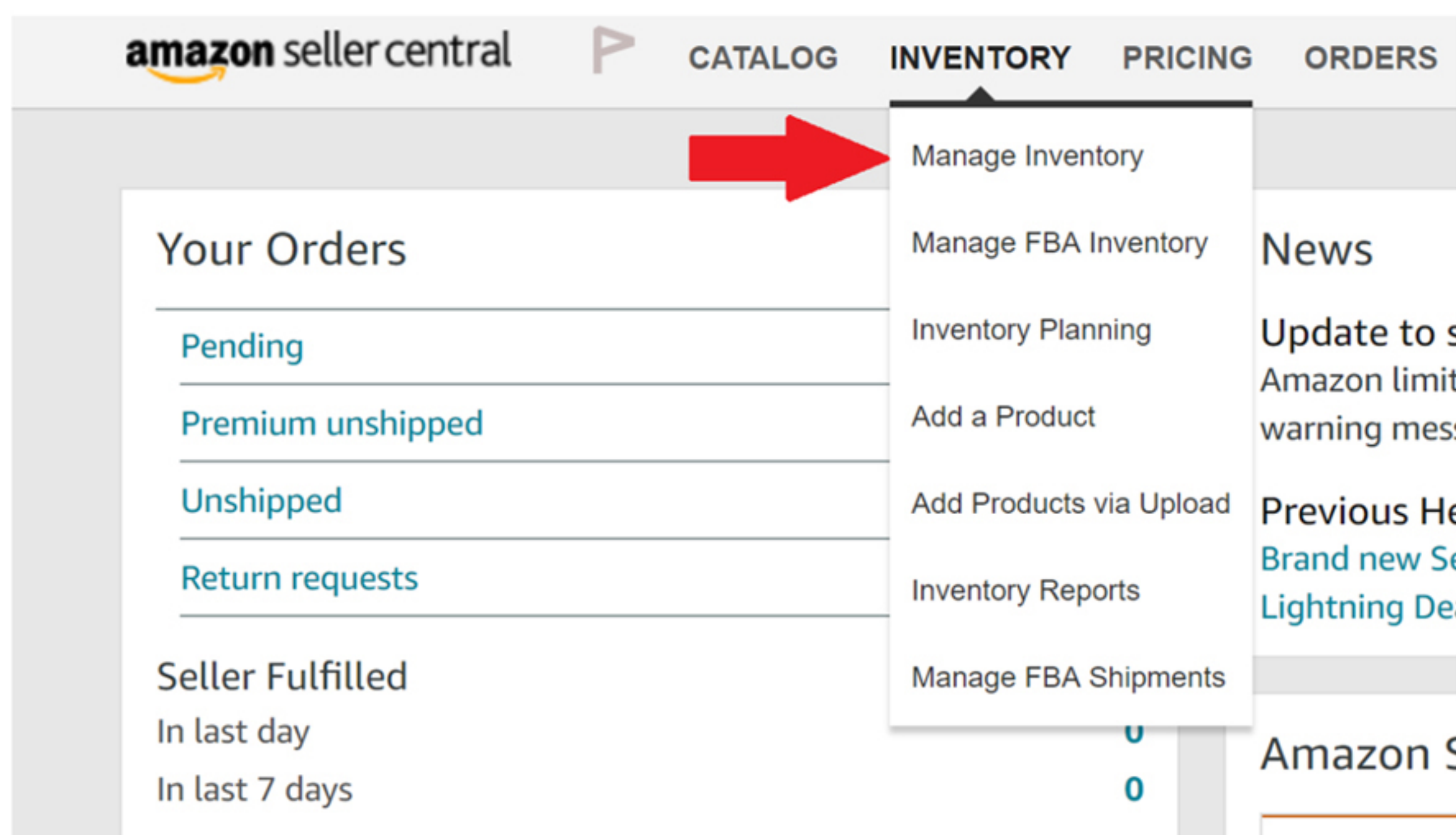**Inspector Control**
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AMAZON SHIPPING LABELS - STEP BY STEP GUIDE

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

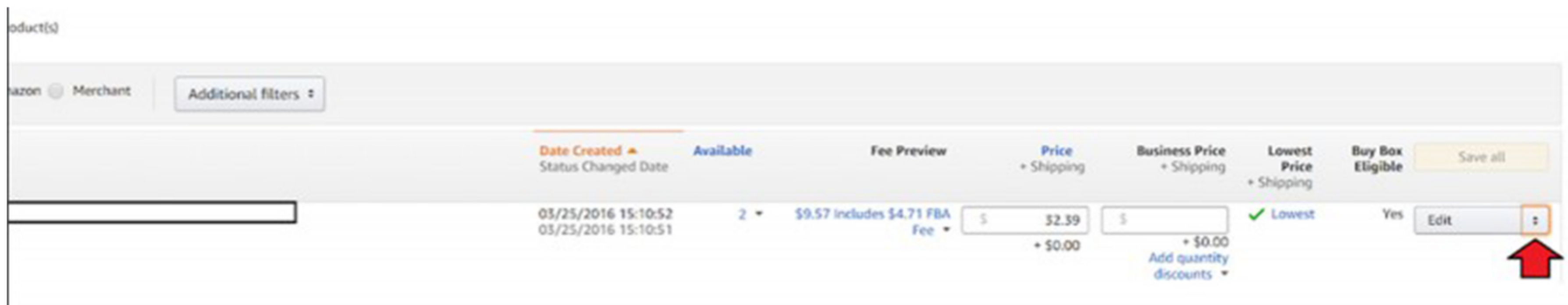1. Click "Inventory" -> "Manage Inventory".

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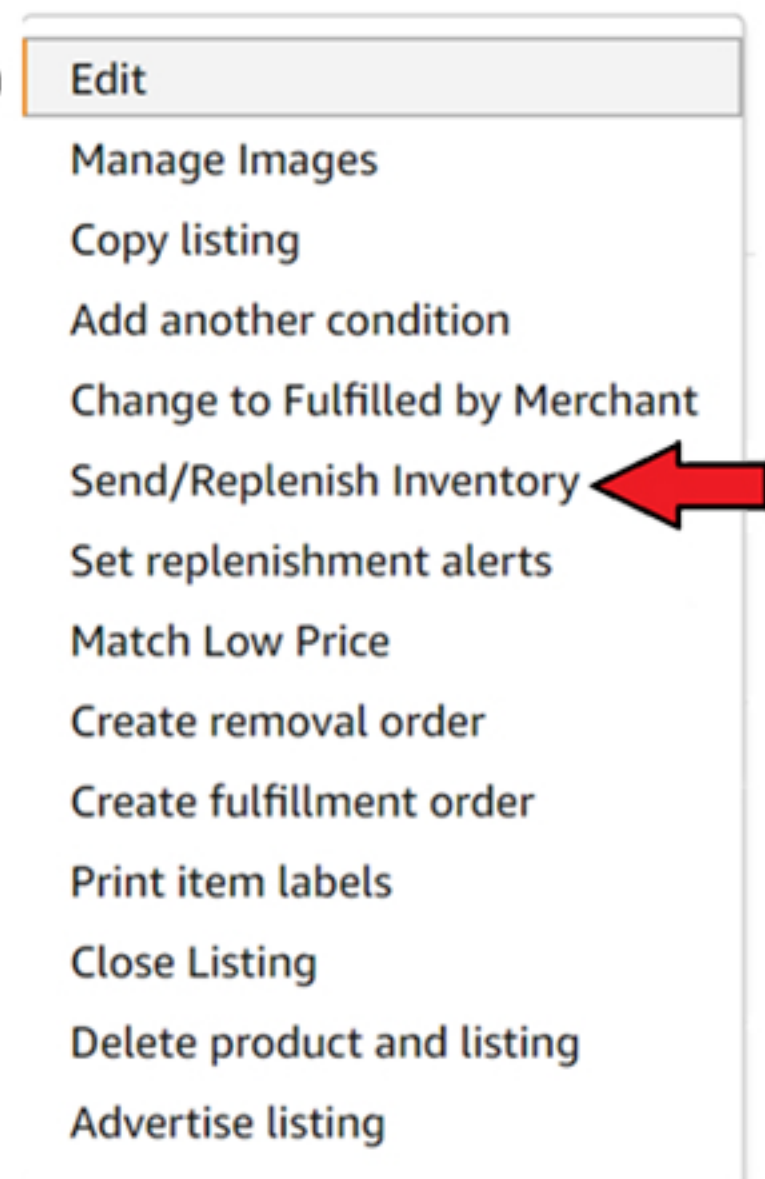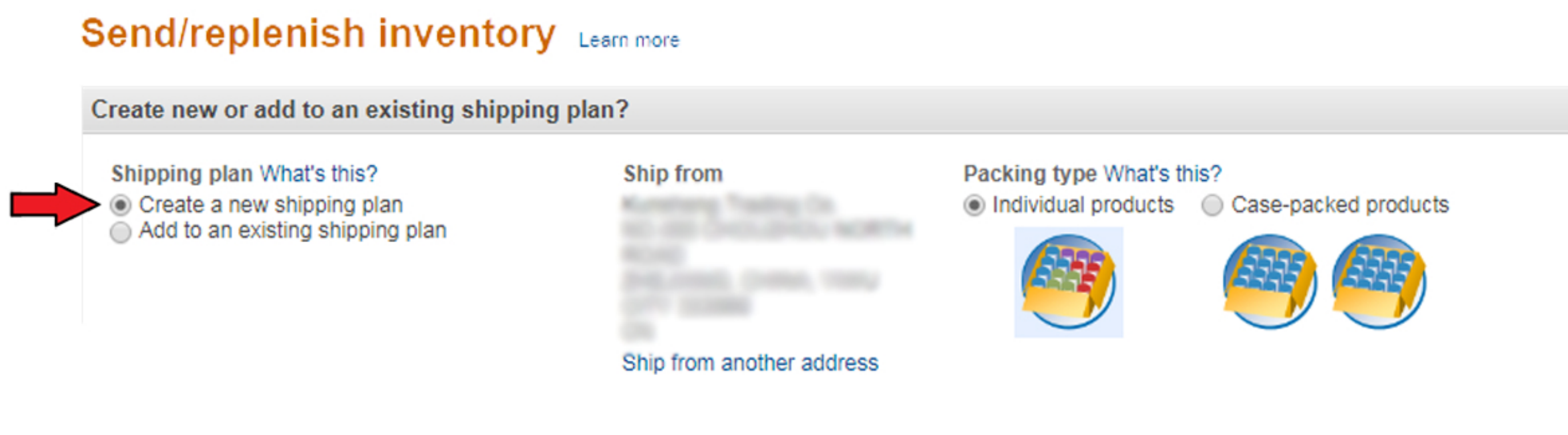
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3. Click on the dropdown menu from the right side of the product.

4. Click "Send/Replenish Inventory" to the item you want to create Shiping Labels for.

Edit
Manage Images
Copy listing
Add another condition
Change to Fulfilled by Merchant
Send/Replenish Inventory ←
Set replenishment alerts
Match Low Price
Create removal order
Create fulfillment order
Print item labels
Close Listing
Delete product and listing
Advertise listing

5. Select the "Create a new shipping plan".

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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.

7. Fill out the address tab.

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

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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.

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

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

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

12. Click on "Continue".

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

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

12. Click on "Work on shipment".

13. A new window with 5 steps will open.

- Step 1 - ignore

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

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

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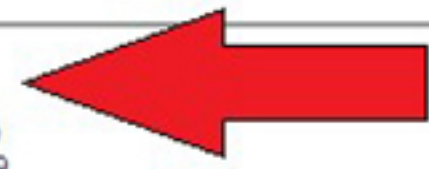
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Click on Complete Shipment
Then go up on the screen and click on Mark as shipped from under
Shipment status tab.

✔ You're All Done!