

FULFILMENT BY AMAZON

Shipment Checklist

Getting Ready

Make sure you have the supplies you need to prepare your shipment, including:

-  Product and shipment prep station
-  Printer (Amazon uses Zebra GX430t model printers with a direct thermal setting)
-  Scale for weighing boxes
-  Measuring tape to measure boxes
-  Printed copies of the Prep Matrix and Shipping Matrix
-  Amazon barcodes (printed from your account, if possible)
-  Paper for packing slips
-  Tape
-  Packing materials
-  Boxes
-  Poly bags (at least 1.5 mils thick)
-  Opaque bags (adult products only)
-  Printed copies of the Prep Matrix and Shipping Matrix
-  Bubble wrap
-  "Sold as Set" or "Ready to Ship" labels

Important: Items that require additional preparation or barcodes upon arriving at the fulfilment centre may be delayed and may be subject to additional charges for any unplanned services.



After creating your online shipment, use this checklist to make sure that you have completed the inventory requirements for your physical shipment

Are your products properly prepped?



See how to prep products to determine if your items require additional prep

Are your products properly labeled?



If you've signed up for the FBA Label Service or to track your inventory with a manufacturer barcode, your items require a physical barcode (for example, a UPC, EAN, JAN, or GTIN). If your product don't have a physical barcode, you must print and apply Amazon barcodes to them.



For products you label yourself, you must print and apply Amazon barcodes to them

Are your shipping boxes properly packed?



Single oversized box unit must not exceed 105cm on its longest side, 70cm on its median side, and 70cm on its shortest side



Multiple standard-sized boxed items must not exceed 63.5cm on its longest side



Boxes containing multiple items weigh less than or equal to 22.6 kg (boxes containing a single item may exceed 22.6 kg)



Boxes containing a single oversize item that weighs more than 22.6 kg have "Team Lift" safety labels on the top and sides of the box

Are items cushioned with approved packing materials?



Approved packing material includes foam, air pillows, bubble wrap, or full sheets of paper

Are your shipping boxes properly labeled?



All shipping labels must include:

- Shipment ID
- Scannable barcode
- Ship-from address
- Ship-to address



For small parcels, there are two labels per box: one FBA and one shipping

- Place labels on the side no less than 3cm from the edge of the box
- Do not place small parcel labels over seams, edges, or corners)



Each box you include in the shipment must have its own FBA shipping label printed from your Shipping Queue. Each pallet you send needs four labels, one in the top centre of each side.



Apply shipping labels to the top-centre of each of the four sides of the pallet

