



Creating a Shipment and Printing Labels

Hey, guys. Mario here with a new video for you on how to create a shipment and print out labels or send a PDF of a label for your supplier so they can print it out. All right?

Basically you're going to go to the inventory tab. You're going to click manage inventory to get to your inventory. All right? You'll find your product. You go all the way to the right. You'll hit that little arrow there with a dropdown menu and you'll click send and replenish inventory.

Okay? We'll start with that. Once you get here, you're going to be clicking create a new shipping plan, which should be clicked for you already. All right.

Now the ship from warehouse is where you're shipping from.

If you're going to have your supplier in China ship it directly to FBA for you, you're going to need to put that address in here. All right? You can click here ship from another address. Put your supplier in China's address in there.

This way you have that address in there as well.

Now as far as packing type, I mean I'm assuming that since we're all doing private label products here, we're going to go with case pack products. Okay?

Now make sure when you're ordering from the manufacturer, you have them put the same amount of items in each box. If you have 25 per box and you're ordering a hundred, you're going to have four cases. Okay? That's really important.

You don't want each case to have different amounts in them or else you're not going to be able to do case pack products. You're going to have to do individual products. It's kind of a little tricky. You want to keep everything even and the same.

Also make sure depending on what you're ordering, make sure that no box or case is over 45 kilos. All right? We don't want it to be over 50 pounds or else Amazon's going to get a little upset with you. All right? Sometimes if you screw up the shipments and you screw up the weights and the dimensions, they won't allow you to ship to them anymore. You really got to make sure that everything's on point and everything's pretty accurate. Okay?

We're going to go with case pack products. We'll hit continue. Okay? Then it's going to take you to the set quantity page. All right.

Here's my product here. Please enter the units. My particular unit I have 20 per case. All right? I'm going to put the number 20 there and I'll put one case. That's how much I'm sending in. All right? I got 20 per case. I have one case. The total units are 20.

We'll hit continue. All right. Now this is the prepare products page or tab I should say. Basically what it's asking you is who's going to prep this. Okay? You're going to put

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merchant because you're going to have your supplier put the labels on it before you send it in.

If you don't have the supplier put the labels on it, you're going to have Amazon put the labels on it for you when they receive it, but it's going to cost you about a dollar per piece to do that. If you have a hundred pieces, they're going to charge you \$100 pretty much in that range.

You want to always have your merchant label your products for you. I mean that's why we have them. Let's click continue. All right.

That's going to take you to the label products page. Basically you don't really need to do anything here because you're going to have your supplier do it. You're not doing it. All right? Next thing is the review shipment. Okay.

Create new. Under create new here, obviously you're creating a new shipment, but you can name this whatever you like. I mean if you have a particular product or category, you want to kind of set it up so when you look at it you kind of know what it is, you can change this around a little bit. All right?

Once you do that, you approve the shipment. Okay? Let the page load. Here we go. All right. Fine. We have our shipment here. All right?

Now we're going to work on the shipment. All right? All right. Now it's going to be asking you for how the shipment be packed. In my case, everything is going to be in one box. I don't have multiple boxes. Okay?

Everything's going to be in one box. If you have multiple boxes, you're going to have to click multiple boxes and you're going to have to put the weights and the dimensions of those boxes in the proper section down here. All right? In my case, I'm only sending one box with 20, so I'm going to click that. All right? N

ow my box weight happens to be six pounds. All right. My dimensions are 10 inches by 7 inches by 3 inches. Okay? We're going to confirm. Wait for it to load. All right. That's great.

Now it's going to ask you to calculate the shipping charges. Okay? This particular shipment for me is going to Pennsylvania. I live in New York and this is going to Pennsylvania. This is going to be relatively cheap to ship.

Sometimes Amazon's going to have you ship it to different warehouses depending on what they need and what section of the United States needs what, but sometimes you get lucky and get it all to one.

Let's hit the calculate button here. All right. It's going to cost me \$4.19 to ship this to Pennsylvania. Okay? I'm going to accept the charges. Okay. We'll hit print box labels. Okay.

Let's go to my folder there. That's okay. All right. There's my labels. We'll print those out. All right. Just hit complete shipment. There you go. Now it's going to ask you to work on another shipment.

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Now in order to get the PDF of the label to your supplier, you're going to have to go back to manage inventory.

Go back to your item like we did in the beginning. You're going to hit the down arrow. You're going to click print item labels. Okay? Then you pick the size of the label, right?

This is pretty standard, so you probably won't have to change that. You just hit print item label. You'll save this PDF on your computer, and there's your PDF of your label.

You're now going to email that to your supplier and they will put all these barcodes, which is your ASIN or your FNSKU on the back of the box. When Amazon receives your shipment, they will know that it's yours and what it is.

That's how you do a basic shipment from Amazon or from your supplier to Amazon FBA. All right. I'll see you in the next video guys.

