Fulfillment by Amazon

Shipment Checklist

Getting ready

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

- ❑ Product and shipment prep workstation
- ❑ 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
- ❑ Product labels (printed from your account, if applicable)
- ❑ Paper for packing slips
- ❑ Tape
- ❑ Dunnage (packing materials)
- ❑ Boxes
- ❑ Poly bags (at least 1.5 mils thick)
- ❑ Opaque bags (adult products only)
- ❑ Bubble wrap
- ❑ "Sold as Set" or "Ready to Ship" labels

Important: Items that require additional preparation or labeling upon arriving at the fulfillment center 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?

- ❑ Use the "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 if your inventory qualifies for stickerless, commingled inventory, your items require a physical barcode (for example, a UPC, EAN, ISBN, JAN, or GTIN). If your products don't have a physical barcode, you must print and affix FBA labels to them.
- ❑ For products you label yourself, you must print and affix FBA labels to them.

Are your shipping boxes properly packed?

- ❑ Boxes containing multiple standard-size items must not exceed 25" on any side.
- ❑ Boxes containing multiple items weigh less than or equal to 50 lbs. (boxes containing a single item may exceed 50 lbs.)
- ❑ Boxes containing a single oversize item that weighs more than 50 lbs. have "Team Lift" safety labels on the top and sides of the box
- ❑ Boxes containing a single oversize item that weighs more than 100 lbs. have "Mechanical Lift" safety labels on the top and sides of the box

Are items cushioned with approved dunnage (packing materials)?

- ❑ Approved dunnage includes foam, air pillows, bubble wrap, or full sheets of paper.

Are your shipping boxes properly labeled?

- ❑ All 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 small parcel labels on the side no less than 1¼" from the edge of the box
  - ❑ Do not place small parcel labels over seams, edges, or corners)
- ❑ For truckloads, there are four (4) FBA shipping labels
- ❑ Affix truckload labels to the top-center of each of the four sides of the pallet