



3PLprep
- we know logistics -

FBA Prep Instructions

- Login to Amazon Seller Central and start a new Send to Amazon Workflow
 - Add a new Ship From address:
 - Company name: *3PLprep.com*
 - Full Name: (ENTER YOUR 6 CHARACTER CUSTOMER ID HERE)
 - Street Address: *1432 Randolph Ave*
 - City: *Avenel*
 - State: *NJ*
 - Zip/Postal Code: *07001*
 - Phone Number: *(833) 375-7737*
 - Select the SKUs you want to send along with the quantities of each SKU (It is more cost effective to add as many units as you can to a single workflow)
 - Once you've added all the SKUs, select "Pack Individual Units"
 - Amazon may separate your shipments into different Pack Groups
- Under Pack Group 1, select "Multiple boxes will be needed" and click "Confirm"
 - Select "Upload Excel file" from the dropdown menu and input 11 for the number of boxes, then click "Generate Excel File"
 - Download the file and save it somewhere that you will be able to find it later (Do NOT rename the file – it will include "pack-group-1" in the name)
 - Above the Pack Group Box information, click "View Contents"
 - Select "Thermal Printing" from the "Choose printing format" dropdown.
 - Enter 75 for the Width and 25 for the Height
 - Click "Print all SKU Labels"
 - Locate the "Labels" PDF that is downloaded and rename it "Pack Group 1"
 - ***Repeat these steps for each Pack Group in the workflow and replace "Pack Group 1" with the number of the current Pack Group**
 - Copy the Current Workflow Name to your clipboard for the next step:
 - ex: **STA (01/01/2000, 12:00 AM)**

- Login to the Warehouse Management System (WMS) at **3PLprep.com > Sign in**
 - Click **Orders > Create Order**
 - For Customer, select your Customer ID
 - In the Reference Number field, paste the Workflow name copied from the previous step and then click **Save**
 - Scroll down to **Order Contact Details > Contact Information**
 - Company Name: Paste the Workflow name here
 - For all other required fields marked with a *, enter “FBA”
 - Address 1: *FBA*
 - Country: *United States*
 - City/Township: *FBA*
 - Postal Code: *FBA*
 - Scroll down to “**Order Line Items**”
 - Click “**+ Mass Add**”
 - Search the list, looking at the “Lot / Reference No.” column to find the items that are being shipped on this Workflow. (You can filter the list by entering the reference number you are looking for in the “**Lot Number**” field on the left side of the pop-up window)
 - Select all of the relevant lines and click “**+ Add All Selected**”
 - Once all items have been added, click “**Close**”
 - At the top right corner of the screen click “☒ **Mark as Complete**”
 - At the top right corner of the screen click “**Documents**” > “**Attach Files**”
 - Click “**Browse**”
 - Locate the first Excel file downloaded from Amazon and click “**Open**”
 - Click “**Attach**” and you will see the file appear under the “Currently Attached Files”
 - Locate the “Pack Group 1” PDF with the item labels and attach it
 - ***Repeat these steps for each Pack Group on the Workflow**
- 3PLprep will process your order and you will receive email updates with its status
 - Once your order is complete, you will receive an email update with the order number and “STATUS: Waiting on shipping labels”
 - Login to the WMS and Click **Orders > Find Orders** - highlight the completed Order
 - At the top right corner of the screen click “**Documents**” > “**Attach Files**”
 - You will see the completed Pack Group templates along with the invoice for the order. Click on the file name to download each file.

- Return to Amazon and open the Amazon STA Workflow
 - Under each Pack Group, select “Multiple boxes will be needed” and click “Confirm”
 - Select “Upload Excel file” from the dropdown menu and input 1 for the number of boxes, then click “Generate Excel File”
 - Click on the link that appears and a new button will appear. Click on “**Upload and validate file**”
 - Select the completed file that was uploaded by 3PLprep and upload it
 - Click “**Confirm and Continue**” to generate shipping labels.
 - Enter Today’s date as the Ship Date and select “Small parcel delivery”
 - Select UPS (Amazon partnered carrier) * and then “**Accept charges and confirm shipping**”
 - Under “Print box and shipping labels”, select “Thermal printing – 4 x 6 inches”
 - Click “**Print**” to generate the PDF with shipping labels and save it
 - Login to the WMS and Click **Orders > Find Orders** - highlight the relevant Order
 - At the top right corner of the screen click “**Documents**” > “**Attach Files**”
 - Click “**Browse**”
 - Locate the shipping labels and Attach them to the order.
 - 3PLprep will print out and attach the labels to your boxes and they will be shipped out that day, or the following business day.

Thank you for your business!