

Rocket Cloud FBA Manual



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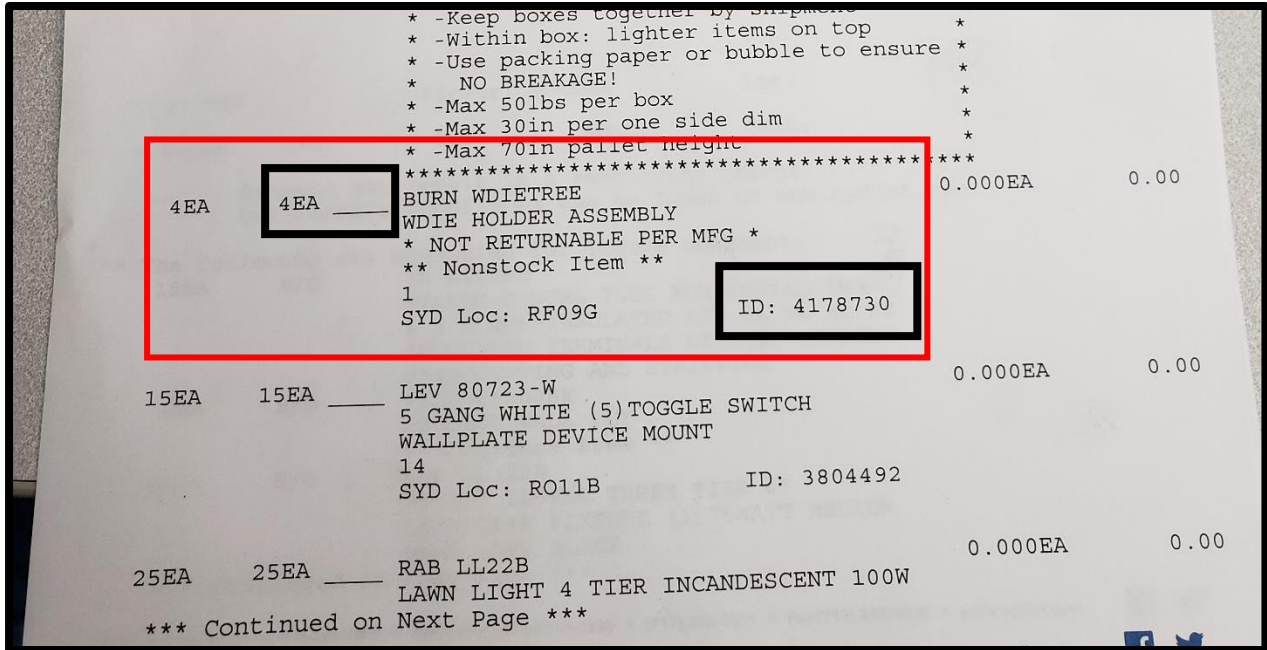
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FBA Process

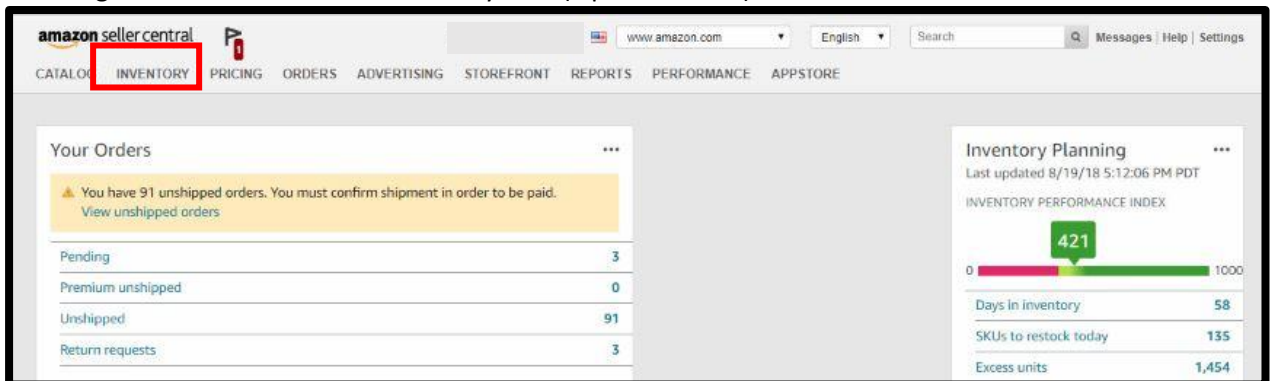
Adding a Product/Quantity into Seller Central to Send to Amazon

- 1) Product that you are going to send to Amazon fulfillment centers is going to be picked from inventory. On top of each pallet of product that has been picked, there is going to be a pick sheet similar to the one below.



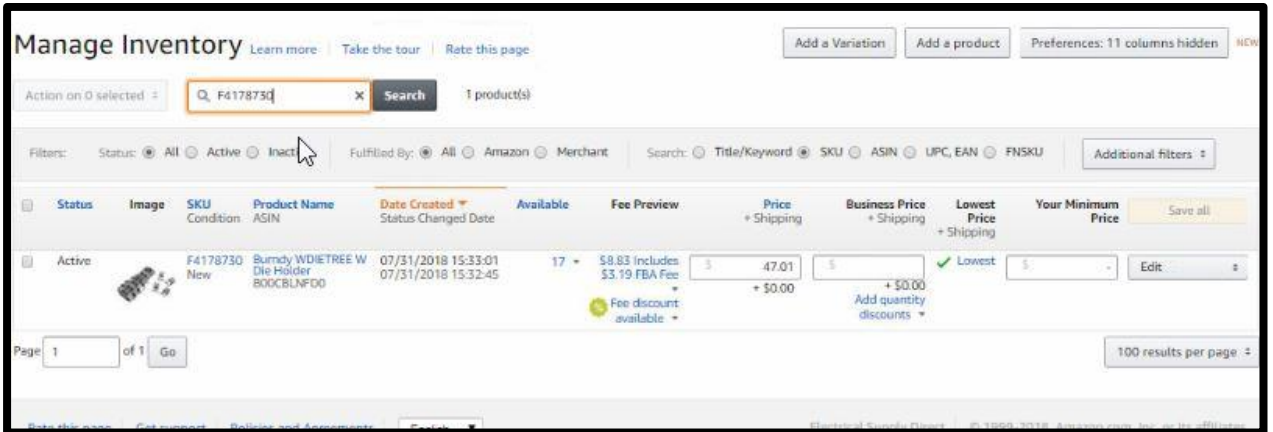
There are going to be a couple of key parts to this sheet that we need to identify before we start. First let's identify the products/line items that we are going to be sending to Amazon. As we can see the first line item is squared in red. The quantity that we will be sending of this product is qty 4 (squared in black, always the number in the right column), and the eclipse ID for this product is 4178730 (also squared in black).

- 2) Next, we need to go into Amazon Seller Central. The homepage is going to look something like the image below. Click on the "Inventory" tab (squared in red).

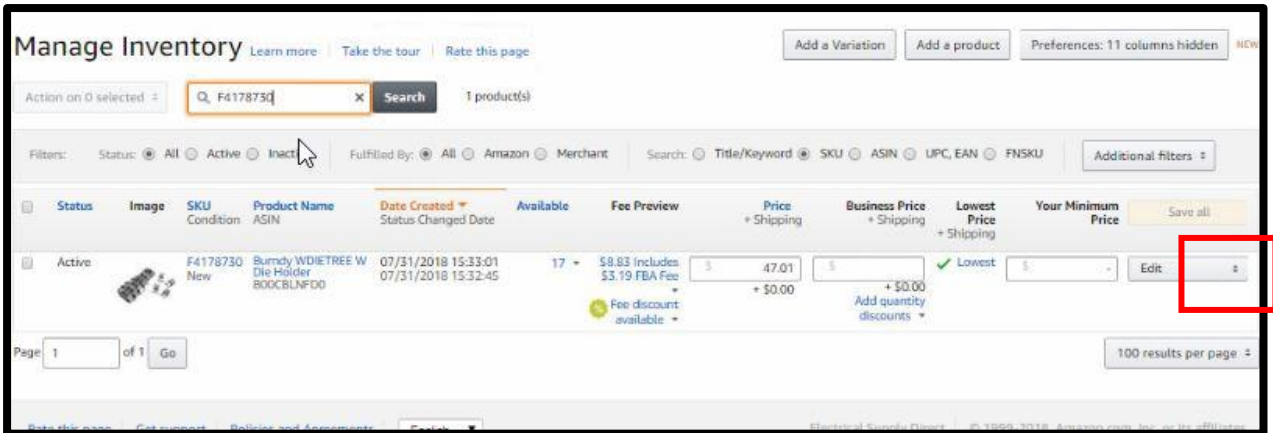


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- 3) In the search bar on the “Manage Inventory” page, search the eclipse ID for the product that you want to send to Amazon. You will need to put an “F” in front of the eclipse id. See image below.



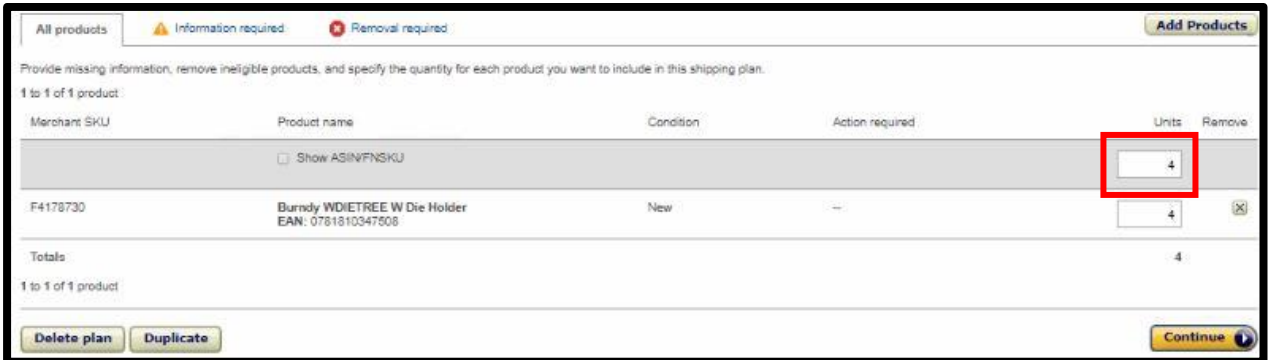
- 4) Once you find that particular product, in this case eclipse id 4178730, you are going to want to click on the arrows to the right of the edit button (squared in red). See image below.



- 5) Once you see the drop-down menu, click on “send and replenish inventory”.
- 6) Always have the “create a new shipping plan” option selected, as well as the “individual products” option (both squared in red). Click “continue to shipping plan”. See image below.



- 7) In the top box on the right (squared in red), below where it says “units”, enter the quantity in that you want to send. In this case we would be sending quantity 4. Click “continue”. See image below.



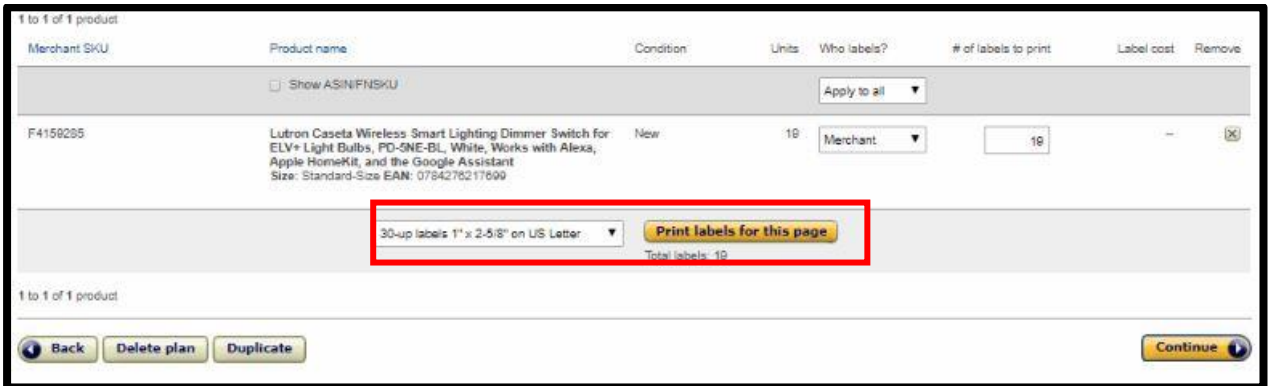
- 8) On the next window, you are going to tell Amazon who is going to do the prep for this product. (“Prepping” a product means printing and applying Amazon product labels to each product that you are sending. Not every product requires Amazon product labels) You have a couple of options, you can have Amazon do the prep, or we (merchant) can do the prep. ALWAYS select “merchant” prep. You can select this option by clicking the drop-down menu in the “who preps” column (squared in red). Click “continue”. See image below.



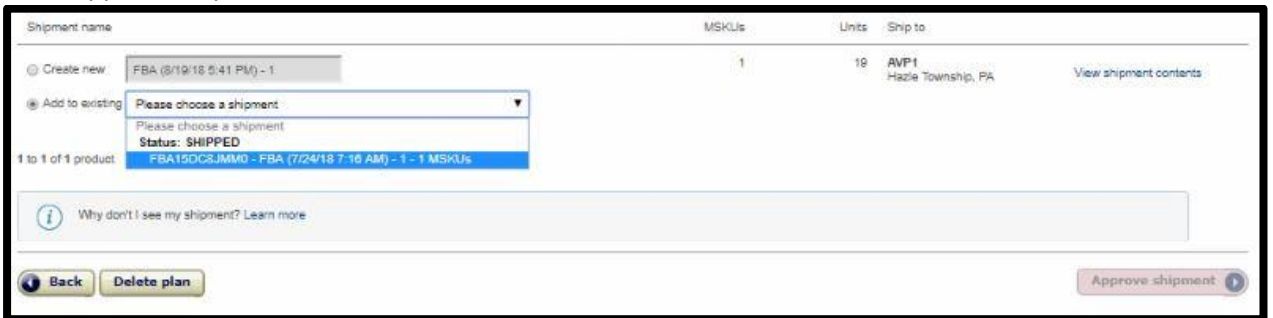
- 9) If no “prep” (Amazon product labels) is required, the next page will look like this. See image below.



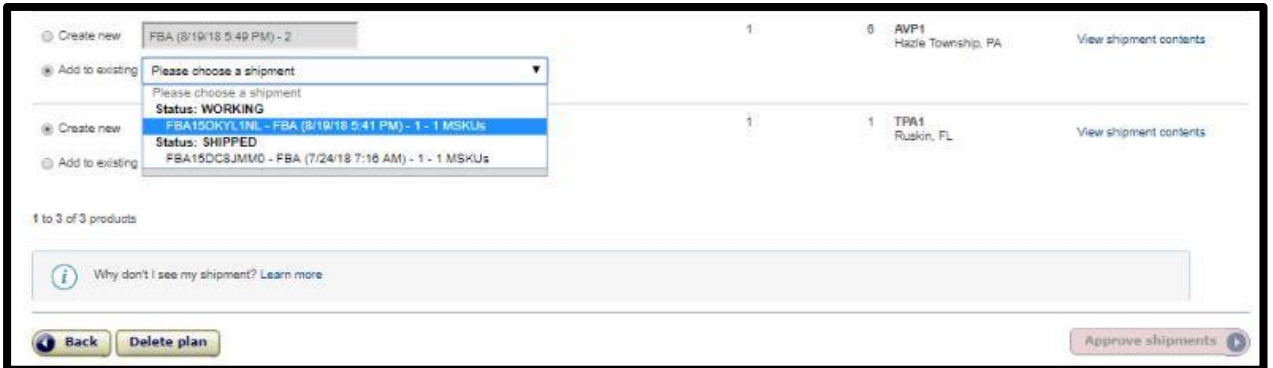
If there is “prep” (Amazon product labels) required, then the next page will look like this. You will need to click on the “print labels for this page” button (squared in red) to download the Amazon product labels. Go ahead and put the 30/page label sheet in the printer, and print the necessary labels. Put sheet of Amazon product labels to the side to save for later. Click the “continue” button. See image below.



- 10) On the next window this is where we will either create a brand new shipment for this product/quantity, or we will combine this product/quantity to a shipment that is already working in the system. ALWAYS check to if we can add this product/quantity to an already working shipment. You can do this by selecting the “add to existing” option, and then clicking the drop-down menu. If you do not see any shipments in “working” status the drop-down menu will look like the image below. In this case, go ahead and select the “create new” bubble, and click “approve shipment”.



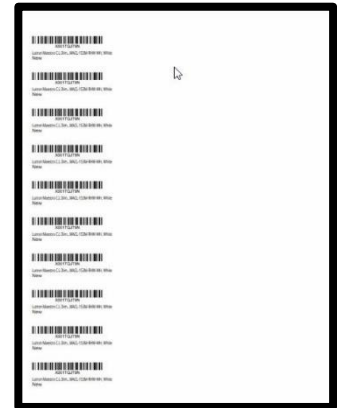
If there is a shipment in “working” status that you can add this product/quantity to, the drop-down menu will look like the image below. Go ahead and select the “working” shipment that you see, and then click “approve shipment”.



11) Once you hit “approve shipments” you are done with this product, and you can go to the next product on your “pick sheet”.

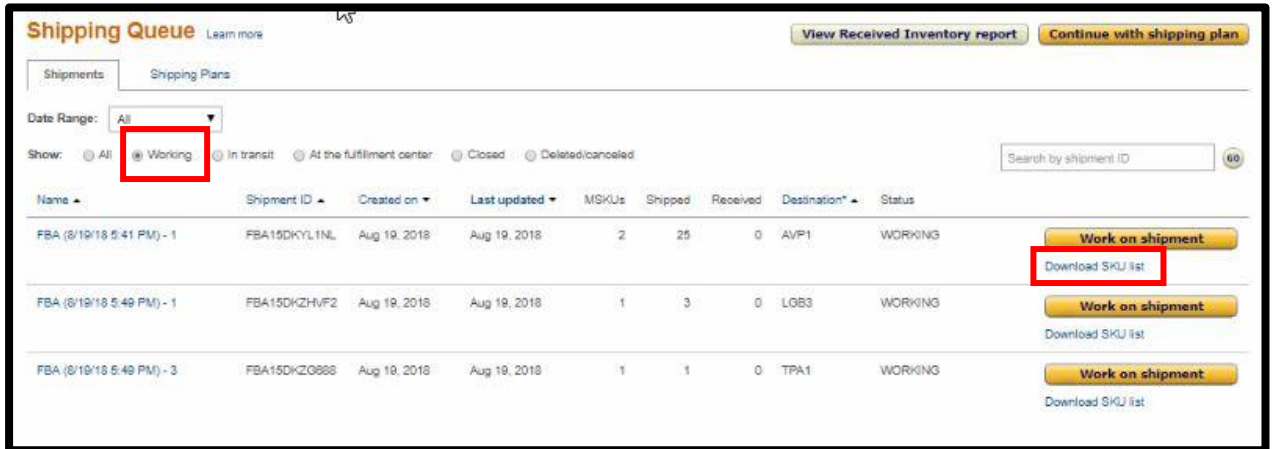
Applying the 30/page Amazon Product Labels

You should have set aside all of the 30/page Amazon Product Labels that you were required to print on the “prep” stage while you were adding products/quantities into Seller Central. The Amazon Product Label sheets will look something like the image to the right. Go ahead and apply these labels to all necessary products. These labels must be applied perfectly over the barcode that is on the manufacturer box.

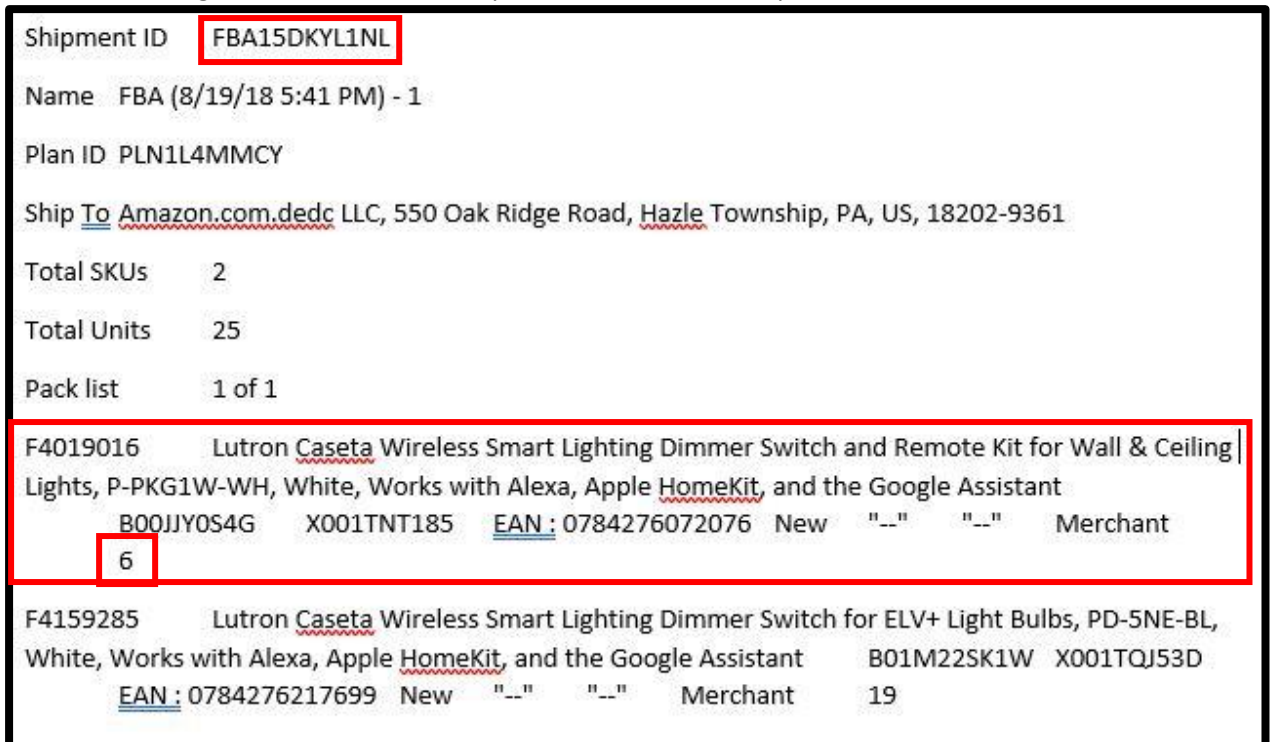


Printing “FBA Shipment Sheets”

- 1) Go to the Seller Central homepage. Hover over the “inventory” tab, and then all the way at the bottom of that drop-down menu, you will want to select “manage fba shipments”. This will take you to the “shipping queue” page. See image below.



- 2) Select the “working” shipments option (squared in red in the image above) to find all of the shipments that you just created.
- 3) To print the “shipment sheet” for this shipment, select the “download sku list” option (squared in red in the image above) on the right-hand side. This will download a txt file, go ahead and print this txt file, and put to the side. Proceed to print all of the “working” sku lists or shipment sheets. See image below to see an example of a “sku list” or “shipment sheet”.



Notice the first red square at the top is your shipment ID, the second square in the middle is the product that you are going to be sending to Amazon, and the third red square will be the quantity for that product that you will be sending to Amazon.

- 4) Proceed to print "sku lists" or "shipment sheets" for all shipments in "working status".

Packing Up Working Shipments to Send to Amazon

- 1) Pull your first shipment sheet and decide whether you want to send the shipment parcel, or you want to send it LTL. General rule of thumb is you have small products or low quantities in the shipment it will ship parcel. If you have large products or higher quantities in the shipment it will ship LTL.

Parcel Shipment

- 2) Start packaging the products into appropriate boxes and fill out the box information either on the bottom or back of the "sku list" or "shipment sheet". As you can see you want to go ahead and number your shipment (see red squared # in top right), you also want to number the boxes within the shipment accordingly. We will need to record the products and quantities that we have in each box as well as the weight and dimensions of each box. See image below

1

Shipment ID FBA15DKYL1NL
 Name FBA (8/19/18 5:41 PM) - 1
 Plan ID PLN1L4MMCY
 Ship To [Amazon.com dedc](#) LLC, 550 Oak Ridge Road, [Hazle](#) Township, PA, US, 18202-9361
 Total SKUs 2
 Total Units 25
 Pack list 1 of 1

F4019016 [Lutron Caseta](#) Wireless Smart Lighting Dimmer Switch and Remote Kit for Wall & Ceiling | Lights, P-PKG1W-WH, White, Works with Alexa, Apple [HomeKit](#), and the Google Assistant
 B00JJY0S4G X001TNT185 EAN : 0784276072076 New "-" "-" Merchant 6

F4159285 [Lutron Caseta](#) Wireless Smart Lighting Dimmer Switch for ELV+ Light Bulbs, PD-5NE-BL, White, Works with Alexa, Apple [HomeKit](#), and the Google Assistant B01M22SK1W X001TQJ53D
 EAN : 0784276217699 New "-" "-" Merchant 19

Shipment#/Box#	F ID	Qty	Box Weight	Box Dimensions
1/1	F4019016	6	8lb	14 x 10 x 8
1/2	F4159285	19	12lb	20 x 10 x 10

- 3) Once the above shipment has been all boxed up, you have weight and dimensions of each box in the shipment, and all boxes have been numbered in the shipment, go ahead and put this completed "sku list" or "shipment sheet" aside and proceed to the next printed sheet/shipment and fill out the same information.

LTL Shipment

- See image below on how to fill out the “sku list” or “shipment sheet” for an LTL shipment. Again notice the shipment has been numbered (squared red in the top right), also notice the pallet weight and dimensions table at the bottom (squared red).

3

Shipment ID FBA15DKYL1NL
Name FBA (8/19/18 5:41 PM) - 1
Plan ID PLN1L4MMCY
Ship To [Amazon.com.dedc](#) LLC, 550 Oak Ridge Road, [Hazle Township, PA, US, 18202-9361](#)

Total SKUs 2
Total Units 25
Pack list 1 of 1

F4019016 Lutron [Caseta](#) Wireless Smart Lighting Dimmer Switch and Remote Kit for Wall & Ceiling Lights, P-PKG1W-WH, White, Works with Alexa, Apple [HomeKit](#), and the Google Assistant
B00JJY0S4G X001TNT185 EAN: 0784276072076 New "-" "-" Merchant 6

F4159285 Lutron [Caseta](#) Wireless Smart Lighting Dimmer Switch for ELV+ Light Bulbs, PD-5NE-BL, White, Works with Alexa, Apple [HomeKit](#), and the Google Assistant B01M22SK1W X001TQJ53D
EAN: 0784276217699 New "-" "-" Merchant 19

Pallet #	Pallet Weight	Pallet Dimensions
1	350	48 x 40 x 45
2	450	48 x 40 x 55

- Finish packaging/prepping all “sku lists” or “shipment sheets” before we move to the next step.

Entering Shipment Data into Seller Central

- Gather up all of your complete “shipment sheets” that have all of the written box/pallet data on them.
- Go to the Seller Central homepage, hover over the “inventory” tab, go all the way to the bottom of the drop-down menu, and select “manage fba shipments”.
- Select the “working” shipments option (squared red). See image below.

Shipping Queue Learn more

[View Received Inventory report](#) [Continue with shipping plan](#)

Shipments Shipping Plans

Date Range: All

Show: All Working In transit At the fulfillment center Closed Deleted/canceled

60

Name	Shipment ID	Created on	Last updated	MSKUs	Shipped	Received	Destination	Status	
FBA (8/19/18 5:41 PM) - 1	FBA15DKYL1NL	Aug 19, 2018	Aug 19, 2018	2	25	0	AVP1	WORKING	Work on shipment Download SKU list
FBA (8/19/18 5:48 PM) - 1	FBA15DKZHVF2	Aug 19, 2018	Aug 19, 2018	1	3	0	LOB3	WORKING	Work on shipment Download SKU list
FBA (8/19/18 5:49 PM) - 3	FBA15DKZO888	Aug 19, 2018	Aug 19, 2018	1	1	0	TPA1	WORKING	Work on shipment Download SKU list

- 4) Grab your first finished “shipment sheet”, locate the shipment id at the top of the sheet (squared red). See image below.

1

Shipment ID FBA15DKYL1NL

Name FBA (8/19/18 5:41 PM) - 1

Plan ID PLN1L4MMCY

Ship To [Amazon.com.dedc](#) LLC, 550 Oak Ridge Road, [Hazle](#) Township, PA, US, 18202-9361

Total SKUs 2

Total Units 25

Pack list 1 of 1

F4019016 Lutron [Caseta](#) Wireless Smart Lighting Dimmer Switch and Remote Kit for Wall & Ceiling | Lights, P-PKG1W-WH, White, Works with Alexa, Apple [HomeKit](#), and the Google Assistant
 B00JJY0S4G X001TNT185 EAN : 0784276072076 New "-" "-" Merchant 6

F4159285 Lutron [Caseta](#) Wireless Smart Lighting Dimmer Switch for ELV+ Light Bulbs, PD-5NE-BL, White, Works with Alexa, Apple [HomeKit](#), and the Google Assistant B01M22SK1W X001TQJ53D
 EAN : 0784276217699 New "-" "-" Merchant 19

Shipment#/Box#	F ID	Qty	Box Weight	Box Dimensions
1/1	F4019016	6	8lb	14 x 10 x 8
1/2	F4159285	19	12lb	20 x 10 x 10

- 5) Take that shipment id, go back to the Seller Central “working” shipments page, hit “Ctrl + F”, type in the shipment id in the search bar to locate the shipment, then open the shipment by clicking the blue link (squared red). See image below.

Show: All Working In transit At the fulfillment center Closed Deleted/canceled

Search by shipment ID

Name	Shipment ID	Created on	Last updated	MSKUs	Shipped	Received	Destination	Status	
FBA (8/19/18 5:41 PM) - 1	FBA15DKYL1NL	Aug 19, 2018	Aug 19, 2018	2	25	0	AVP1	WORKING	Work on shipment Download SKU list
FBA (8/19/18 5:49 PM) - 1	FBA15DKZHVF2	Aug 19, 2018	Aug 19, 2018	1	3	0	LOB3	WORKING	Work on shipment Download SKU list
FBA (8/19/18 5:49 PM) - 3	FBA15DKZQ668	Aug 19, 2018	Aug 19, 2018	1	1	0	TPA1	WORKING	Work on shipment

Parcel Shipment

- 6) Once you have the correct shipment open, you will go right to “step 2”. If this is a parcel shipment (which for this example it is), select the option “small parcel delivery (spd)”, if this is an LTL shipment, select the option “less than truckload (ltl)”. See image below.

The screenshot shows the '2. Shipping service' section. On the left, under 'Shipping method', there are two radio button options: 'Small parcel delivery (SPD) I'm shipping individual boxes' (selected) and 'Less than truckload (LTL) I'm shipping pallets: shipment at least 150 lb. Which method should I choose?'. On the right, under 'Shipping carrier', there is a section for 'Amazon-Partnered Carrier' with a description and a 'Learn more' link. Below that are radio button options for 'UPS' (selected), 'FedEx', and 'Other carrier: DHL EXPRESS (USA) INC' (with a dropdown arrow).

- 7) You are now on Step 3. Select the correct option from the drop-down menu (squared red). See image below. If you choose the “more than 15 boxes” option, you will need to download an excel file, fill it out, and import it back into Seller Central (see page 13).

The screenshot shows the '3. Shipment packing' section. It includes an information icon and text: 'New tools for providing box information. By providing us with the contents of your boxes, we are able to receive your shipments more efficiently and improve y...'. Below this is the question 'How will this shipment be packed?'. A dropdown menu is open, showing options: 'One SKU per box' (selected), 'Please select an option', 'Everything in one box', 'One SKU per box', 'More than one SKU per box (total 15 boxes or less)', and 'More than one SKU per box (more than 15 boxes)'. To the right, there is a 'Download file' link and text: 'Download a pack list and upload to Seller Central'.

- 8) Finish Step 3 by entering all of the box data into necessary fields. Click “confirm” once you are done entering. If you have entered in the correct data, you will get a green confirmation check. See image below.

The screenshot shows a table with shipment contents and a confirmation screen. The table has columns: 'Shipment contents', 'Shipment quantity', 'Units per box configuration', 'Number of boxes', 'Total quantity', 'Box weight (lb.)', and 'Box dimensions (in.)'. There are two rows of data for Lutron Caseta products. Below the table, there is a warning icon and text: 'Number of boxes left: 198'. At the bottom right, there is a green checkmark and text: 'Your box information has been successfully submitted.' and two buttons: 'Save for later' and 'Confirm'.

Shipment contents	Shipment quantity	Units per box configuration	Number of boxes	Total quantity	Box weight (lb.)	Box dimensions (in.)
<input type="checkbox"/> Show ASIN/FNSKU						
F4019016 Lutron Caseta Wireless Smart Lighting Dimmer Switch and Remote Kit for Wall & Ceiling Lights, P-PKG11, White, Works with Alexa, Apple HomeKit, and the Google Assistant Size: Standard-Size EAN: 0784276072076	6	6 1	6	6	8	14 x 10 x 8
F4159285 Lutron Caseta Wireless Smart Lighting Dimmer Switch for ELV+ Light Bulbs, PD-5NE-BL, White, Works with Alexa, Apple HomeKit, and the Google Assistant Size: Standard-Size EAN: 0784276217699	19	19 1	19	19	12	20 x 10 x 10

- 9) Move to step 4, click calculate, click the check box that says, "I agree to the terms and conditions", click "accept charges", move to step 5.
- 10) Click "print box labels". A pdf file will download that contains all of the box and amazon shipment labels for this shipment. Go ahead and put the correct amount of 2/sheet labels in the printer and proceed to print all labels. Then, take the "sku list" or "shipment sheet", put the labels that just printed right behind it, and set those aside.
- 11) Once all box labels have been printed, and you put them aside with the corresponding "shipment sheet", go ahead and hit the "complete" button (squared red). See image below.

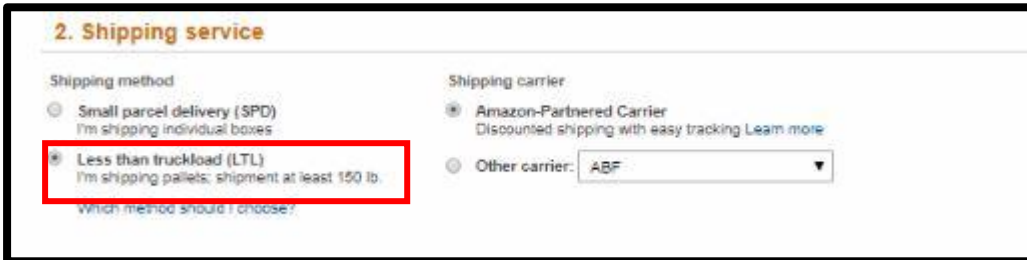


- 12) Click the "mark as shipped" button (squared red) and move to next "shipment sheet". See image below.



LTL Shipment

- 13) Once you have the correct shipment opened up in Seller Central, and you have the completed LTL "shipment Sheet" in front of you, go to step 2 and select the LTL option (squared red). See image below.



14) Fill out step 3 accordingly, and hit the “confirm” button. See image below.

How will this shipment be packed?
 One SKU per box

How will you provide box content information? [Learn more](#) [Learn about or enable 2D barcodes](#)

Use web form
 Enter box information into a form on webpage

Upload file
 Fill out a pack list and upload to Seller Central

Skip box information and apply manual processing fee
 Amazon will manually process your box contents [Learn more](#)

You can click the "Save for later" button to save your current progress and continue entering box information later.

Shipment contents	Shipment quantity	Units per box configuration	Number of boxes	Total quantity
<input type="checkbox"/> Show ASIN/FNSKU				-
F4019016 Lutron Caseta Wireless Smart Lighting Dimmer Switch and Remote Kit for Wall & Ceiling Lights, P-PKG1W-WH, White, Works with Alexa, Apple HomeKit, and the Google Assistant Size: Standard-Size EAN: 0784276072076	8	1	8	8
F4159285 Lutron Caseta Wireless Smart Lighting Dimmer Switch for ELV+ Light Bulbs, PD-5NE-BL, White, Works with Alexa, Apple HomeKit, and the Google Assistant Size: Standard-Size EAN: 0784276217699	19	1	19	19

Number of boxes left: 4975

Your box information has been successfully submitted.

[Save for later](#) [Confirm](#)

15) Select “plain paper” (squared red) from the drop-down menu, and click “generate box labels” (squared red). See image below.

Box labels

From: 1 To: 25

Paper type: Plain Paper

[Generate box labels](#)

16) Once the “box label” file downloads, print all of the box labels using the Zebra printer. Apply all box labels to boxes.

17) Complete step 3 by filling out the pallet information that you wrote on the “shipment sheet”. See image below.

Pallet information

For multiple pallets we do not need to know where the boxes are placed. Please ensure that all boxes on pallets have their correct labels.

Dimensions (in.)	Weight (lb.)	# of pallets	Total weight (lb.)	Stackable pallets	Remove
48 x 40 x 50	400	1	400	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Totals:		1	400		

- 18) Move to step 4. Always choose the “freight ready date” as today. Always select “estimate my freight class, and then put in the estimate dollar value for each pallet. Click the “calculate” button. Select the “I agree to terms and conditions” check box, and then hit “accept charges”. See image below.

4. Shipping charges

Freight ready date* 08/19/2018
Any day within the next two weeks

Contact person* Terry Foltz
tfoltz@sydist.com
Phone: 7179480578
Change contact

Freight class Estimate my freight class

Declared value \$ 2000
If not provided, declared value will be calculated at \$1.00/lb.

Fields marked with * are required

You are responsible for providing accurate shipment information and for the actual cost of the shipment. Providing inaccurate information may result in the blocking of future shipments to the fulfillment center charge for noncompliance.

Estimated shipping carrier	# of boxes	# of stackable pallets	# of unstackable pallets	Shipment weight	Estimated pick-up date	Freight class	Declared value	Estimated shipping cost
UPS FREIGHT	25	0	1	400 lb.	Aug 21, 2018	125	\$2,000.00	\$94.46

I agree to the terms and conditions **Accept charges**

- 19) Move to step 5. In the drop-down select “plain paper”, then click “print pallet labels”. A pdf file will download. Go ahead and print all pallet labels on the Zebra printer. There should be 4 labels per pallet. Click “complete shipment” and then click “mark as shipped”.
- 20) Go ahead and shrink wrap the pallet(s), apply all pallet labels to the 4 corners of the pallet, then you are done with this LTL Shipment.
- 21) To complete your parcel shipments, grab all of the parcel “shipment papers” and the box labels to go along with them, and apply all box labels neatly. You are now done with all parcel shipments.
- 22) Before you go back to the “adding a product/qty into seller central to send to amazon” step, all “working status” shipments must be completed and in “in transit” status.

“More than one sku per box (more than 15 boxes)”

- 1) In step 3 of the shipment, where it says “How will this shipment be packed?”, click the dropdown menu and select “More than one sku per box (more than 15 boxes). See image below.

3. Shipment packing

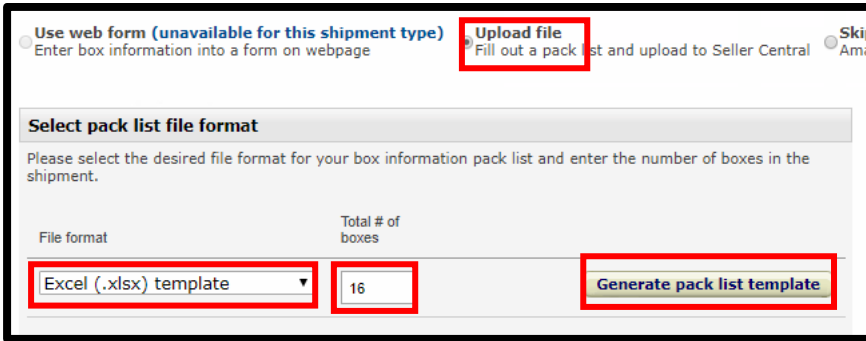
i New tools for providing box information
By providing us with the contents of your boxes, we are able to receive your shipments more efficiently.

How will this shipment be packed?

Please select an option

- Please select an option
- Everything in one box
- One SKU per box
- More than one SKU per box (total 15 boxes or less)
- More than one SKU per box (more than 15 boxes)

- 2) Select the "Upload File" option. Click the "File Format" dropdown menu and select "Excel (.xlsx) template", and then enter in the number of boxes for this shipment. Finally, click "Generate pack list template". See image below.



Use web form (unavailable for this shipment type) Upload file Skip Amazon

Enter box information into a form on webpage Fill out a pack list and upload to Seller Central

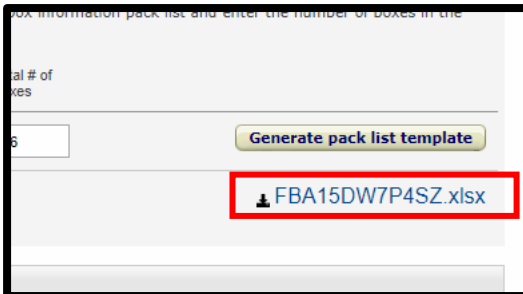
Select pack list file format

Please select the desired file format for your box information pack list and enter the number of boxes in the shipment.

File format	Total # of boxes
Excel (.xlsx) template	16

Generate pack list template

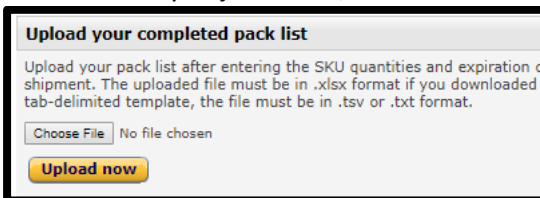
- 3) Below the "Generate pack list template" button, you will see a template file appear. Select that file to open up the Excel template for this shipment. See image below.



Generate pack list template

[FBA15DW7P4SZ.xlsx](#)

- 4) Fill out the Excel template with all of the box information for this shipment, and then save the file to your computer. Go back to the shipment in Seller Central, select "Choose File", find the Excel file that you just saved, and then click the "Upload Now" button. See image below.



Upload your completed pack list

Upload your pack list after entering the SKU quantities and expiration of shipment. The uploaded file must be in .xlsx format if you downloaded a tab-delimited template, the file must be in .tsv or .txt format.

Choose File No file chosen

Upload now

- 5) Once the file is done uploading, you can then proceed to the "Shipping Charges" section of the shipment.