

Using the Excel Pack List



Instructions for filling out an Excel pack list

Using the Excel Pack List

For shipments with individual products:

Expected QTY	Boxed QTY	Box 1 - QTY	Box 2 - QTY	Box 3 - QTY
20	10	5	5	
		Box 1	Box 2	Box 3

As seen in the sample above, each product will appear in a row on the worksheet. Each box in the shipment is identified with a number (Box 1, Box 2, and so on), which appear in the columns at the end of the sheet.

For each box, enter the number of units of each product that will be packed in the given box. The **Boxed QTY** field shows the current number of units you have entered. It will remain red until the units entered match the expected unit quantity of this shipment.

If you are sending a small parcel shipment using an Amazon Partnered Carrier, you will need to enter the weights for each box. Entering box weights and dimensions are optional for other shipment types.

If any products in your shipment have expiration dates, refer to the **For shipments with expiration-dated products** section later in this guide.

Once you have filled out the Excel sheet, you can upload the file into Seller Central. You can upload the .xlsx file directly; you do not need to convert the file into another format.

Using the Excel Pack List

For shipments with case-packed products:

Expected QTY	Units per Case	Number of Cases	Boxed Case QTY	Box 1 - Case QTY	Box 2 - Case QTY	Box 3 - Case QTY
20	4	5	4	2	2	
				Box 1	Box 2	Box 3
			Weight of box (lbs.)			
			Box length (in.)			
			Box width (in.)			
			Box height (in.)			

As seen in the sample above, each product will appear in a row on the worksheet. Each box in the shipment is identified with a number (Box 1, Box 2, and so on), which appear in the columns at the end of the sheet.

For each box, enter the number of **case packs** for each product that will be packed in the given box. The **Boxed Case QTY** field shows the current number of case packs you have entered. It will remain red until the case packs entered match the expected case pack quantity of this shipment.

Note: If you are shipping case packs without placing them into a box, each case pack will be considered a box with a case quantity of 1.

If you are sending a small parcel shipment using an Amazon Partnered Carrier, you will need to enter the weights for each box. Entering box weights and dimensions are optional for other shipment types.

If any products in your shipment have expiration dates, refer to the **For shipments with expiration-dated products** section later in this guide.

Once you have filled out the Excel sheet, you can upload the file into Seller Central. You can upload the .xlsx file directly; you do not need to convert the file into another format.

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For shipments with expiration-dated products:

Expected QTY	Boxed QTY	Box 1 - QTY	Box 1 - Exp. Date	Box 2 - QTY	Box 2 - Exp. Date
10	10	10	10/30/2018		
10	10			10	9/25/2017
10	0				
		Box 1		Box 2	
		Weight of box (lbs.)			
		Box length (in.)			
		Box width (in.)			
		Box height (in.)			

For shipments with expiration-dated products, first fill out the worksheet using the appropriate instructions above, based on whether your shipment contains individual products or case-packed products.

If any of your products have expiration dates, you'll notice an additional column next to each box labeled **Box X – Exp. Date**, where the x is the number of the box. In this column, enter the expiration date of the product.

Note: A product can only have one expiration date per box. If you have a product with multiple expiration dates, those units will need to be packed in separate boxes, one for each date. If a product does not require an expiration date, you will see **Not Needed** in the field for that product.



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