

# 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
- Amazon barcodes (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 barcodes upon arriving at the fulfillment center may be delayed and may be subject to additional charges for any unplanned services.

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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?

- See 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 you track your inventory with a manufacturer barcode, 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 apply Amazon barcodes to them.
- For products you label yourself, you must print and apply Amazon barcodes 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 shipping 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 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
- Apply shipping labels to the top-center of each of the four sides of the pallet