Scan & Ship Tutorial
INTRODUCTION

Welcome to the Scan & Ship tutorial. The purpose of this tutorial is to explain how sellers can create their Fulfilment by Amazon (FBA) shipments more easily using the Scan & Ship tool in Seller Central.

Please note that Scan & Ship is only available for stickered inventory; commingled inventory items cannot be added to Scan & Ship shipments. To find out if your items need labels, see this seller Help page.

STEP 1: LOCATING THE SCAN & SHIP FUNCTION

To get started, you need to go inside Seller Central. Click here to sign in to your Seller Central account or click here to register for one.

Once you have signed in to your Seller Central account, hover your mouse over the “Inventory” tab in the main menu bar. You will see the “Manage FBA Shipments” link at the bottom of the drop-down menu. Click this link to go directly to the FBA shipments page.

You’ll see the “Scan & Ship” link in the middle of the page (see Figure 2).

When you click the link, the Scan & Ship page appears. The “Home” tab gives an overview of the other two tabs, “Label Items” and “Build Shipment”, so you can switch easily to creating a new shipment or labelling items.
STEP 2: CONFIGURING THE LABEL PRINTER AND LABEL SCANNER

If this is the first time you’ve used the Scan & Ship function, you will have to select a label printer. Search for a label printer that can print labels between 25mm and 100mm wide and high. Make sure it is a label printer and NOT a label maker.

Once you have enabled a label printer, it will appear in the “Printer name” section (see Figure 5). You can access the printer by clicking “Select a printer” on the right-hand side of the page.

Make sure your label printer or network printer is switched on so that your computer is able to detect it. Also make sure the correct drivers are installed for the printer you’re using. Consult the printer manufacturer’s website for more information, if necessary.
Next, choose a (label) printer that is plugged in and visible on your computer, then click the printer name. Fill in the width and height of the labels required for your (label) printer – that is, between 25mm and 100mm. In our example we are using the Brother QL-580N label printer, which has a label width of 62mm and a height of 29mm. For the exact label measurements, see the package description on the label itself.

When you have added the width and height of the labels, click “Test Print”. If the label clearly shows the barcode, FNSKU, name and condition of the item, the test print was successful and you can safely click the “Save” button; otherwise, you’ll need to review all printer settings above and try again.

You also have the option to use a label scanner to scan items that you want to add to the shipment. Label scanning devices should work when connected to your computer via USB.

**STEP 3: LABELLING A PRODUCT**

You will now be taken to the Scan & Ship page (Figure 3).

To create a new shipment with items that are already in your inventory, simply scan the barcode of the item you want to add to the shipment using your scanner. All the available information about the item will be displayed, as shown in Figure 6.

You can print the label for this particular item by clicking the “Print Label” button (see Figure 7). Make sure you first specify the exact quantity of labels that need to be printed.
The label printer will print the number of labels you need. If this does not happen, go back to step 2, CONFIGURING THE LABEL PRINTER AND LABEL SCANNER.

You also need to cover the existing barcode for your item or items with the barcode you just printed so that Amazon can receive your items in the fulfilment centre.

Your items are now ready to be put in a shipment!

**STEP 4: CREATING A SHIPMENT**

To create a new shipment, click the “Build Shipment” tab on the Scan & Ship page (see Figure 8).

You can choose between creating a new shipment or opening an existing shipment. You can also scan the barcode of the box you are currently working on so that you can quickly add other items to the box.

To build a new shipment, just fill in the name of the shipment you want to create and click “Go”.

You’ll be taken to a page where you’ll be able to create new boxes. To do this, click the “Start a new box” button on the left side of the page (see Figure 9). Make sure your label printer is still switched on, as it will automatically create a new label that you can stick on the outside of the box. Both the box and the items inside the box have to be labelled; even though these are different labels, the same label printer can be used.
From this point on, you can easily scan the products you want to add to the box. If every product in the box is the same, you only need to scan one of the products and then fill in the quantity, as shown in Figure 10.

Once you’ve added all the desired items to the box, select a carrier by clicking the “Select Carrier” button, as shown in Figure 11.
STEP 5: GENERAL SHIPMENT WORKFLOW

Continue as you normally would when sending items to an Amazon fulfilment centre (see Figure 12). We will start with the third step in the shipment workflow: Select Carrier.

Because we’re dealing with individual boxes in this example, we will select “Small Parcel Delivery” in the “Select Shipping Method”. If you wish to send a whole pallet or more, you need to select “Less Than Truckload (LTL) / Full Truckload (FTL)”.

In the “Select SPD Carrier” section, select the carrier you’re using to send your shipment to Amazon. If your carrier is not in the list, select “Other”.

When you have made the required selections, click the “Save & Continue” button. On the following tab, “Prepare Shipment”, you’ll see that you need to print packing slips for each box you created. Without this step, Amazon cannot tell which seller sent these particular items.

**Note:** Packing slips must not be printed with a label printer. Use a printer that can print A4 format paper. Click “Print Packing Slips” and then follow the on-screen instructions (Figure 13 and Figure 14).

Click the “Continue” button on the right-hand side of the page to continue creating the shipment.
The “Provide details” tab allows you to track where your shipment is at any time after it is sent to Amazon. If you want to use this functionality, fill in the tracking number provided by your carrier and click the “Save & Continue” button. If the tracking number is not to hand, simply click “Save” and continue entering your details, as shown in Figure 15.

![Figure 15: Provide Details tab in the general shipment workflow](image)

The “Label Shipment” tab is used for labelling the outer box of the shipment. We previously labelled every box in this shipment, and we now have to label the box that contains all the smaller boxes we created. If your shipment consists of only one box, the label should be placed on that box.

![Figure 16: Label shipment tab in the general shipment workflow](image)

In this tutorial we used only one small box. Shipments can differ from seller to seller and therefore different quantities of boxes can be used. When you click “Print Box Labels”, (Figure 16), you’ll need a regular A4 paper printer and a set of labels with a width of 99.1mm and a height of 139 mm (standard size). Make sure you put the printed label on the outside of the box so that it is clearly visible. Also, make sure you match the barcode on the large box label to the small box label. When you click “Continue & Complete Shipment”, the shipment is created. Click “Return to Shipping Queue” to see an overall view of the shipments you’ve created so far.

You are now ready to deliver the box to the carrier!

If you have any questions, feel free to contact our seller support team using the contact form on this page.