

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
- Product labels (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 labeling upon arriving at the fulfillment center may be delayed and may be subject to additional charges for any unplanned services.

Shipment Checklist

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?

- Use the “How to Prep Products” to determine if your items require additional prep.

Are your products properly labeled?

- If your products don't have a physical barcode, you must print and affix FBA labels to them.
- Every item sent to the Fulfillment Center must have a scannable barcode.

Are your shipping boxes properly packed?

- Each box must be limited to only one Shipment ID.
- Boxes containing multiple units must not exceed the standard weight limit of 15 kg.
- Individual items weighing more than 15kg must be palletised and clearly marked, with "heavy weight" viewable from both the top and sides of each heavy-weight container.
- All boxes (with Individual items) must adhere to the maximum weight of 40kgs that can be received in the Fulfillment Centre.
- All boxes must be standard shippable containers that will sufficiently protect the contents during transit and processing at Amazon's Fulfillment Centres. Examples of appropriate containers include an RSC (regular slotted carton), B flute, ECT-32 (edge crush test), 200BH (burst strength).

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 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
 - Whenever possible, place shipping labels no closer than 1.25" from any natural edge of the container and in such a way that the tape used in sealing the container does not cover any barcodes or other critical information.
 - Do not place small parcel labels over seams, edges, or corners