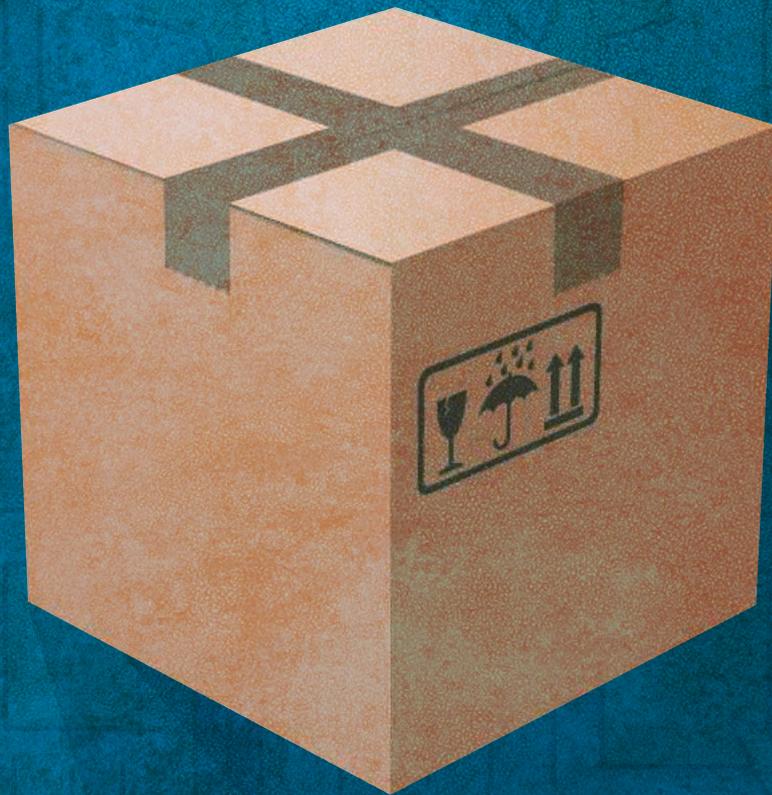


FBA WORKFLOW SOP

The Ultimate Standard Operating
Procedure to Automate FBA Work-
flow From Your Supplier Direct to
Your Amazon FBA Distribution
Center



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AMAZON FBA WORKFLOW SOP

Importing from China and sending products to Amazon FBA without reaching your warehouse first may sound impossible to the majority of Amazon sellers. But the reality is doing so will reduce your overhead and headaches. Plus, it will help you replenish, purchase, and sell better on Amazon FBA.

So, the big question here is how do we do it? I'll walk you through the whole process step-by-step.

Follow the procedure below to learn how to import and send to FBA without hitting your own doorstep first.



1

SOURCE AND FIND YOUR SUPPLIER IN CHINA

After you find a supplier in China or another overseas country, place an order for your products. For example: Nintendo Switch:



2

FBA LABELING

Tell your supplier that you want each product to be labeled with a Sticker FNSKU label or UPC code depending if you sticker your FBA products or not.

In Amazon, there is an option for Stickerless Products. Basically, you have your supplier put UPC codes on each product and Amazon will scan the UPC code and keep track of inventory and so forth with your UPC code. In these cases, you won't need a FNSKU Label.



2

FBA LABELING

If the product needs a suffocation warning, then ask your supplier to add those labels as well. The price of doing it in China is a fraction of what it would cost you here in the USA.



2

FBA LABELING

FOR BUNDLES (2/4/6 PACKS) & KITS (2+ DIFFERENT ITEMS)

If you have product bundles that are a “Hot Sellers” you should make the bundles in China to save labor cost fees and get your product faster into Amazon’s FBA Distribution Center. Just give your supplier full instructions how to kit or bundle and label the items.



2 Pack Sample

How your supplier should create a Bundle (2/4/6-pack, etc) & Kits (2+ different items)

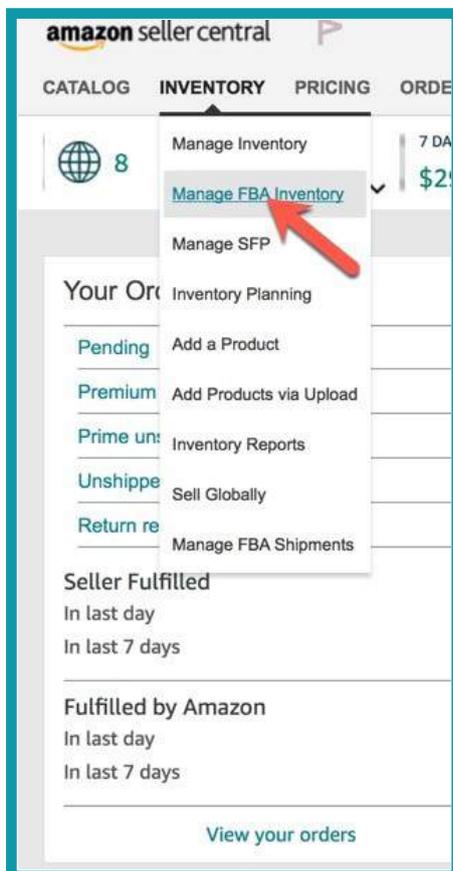
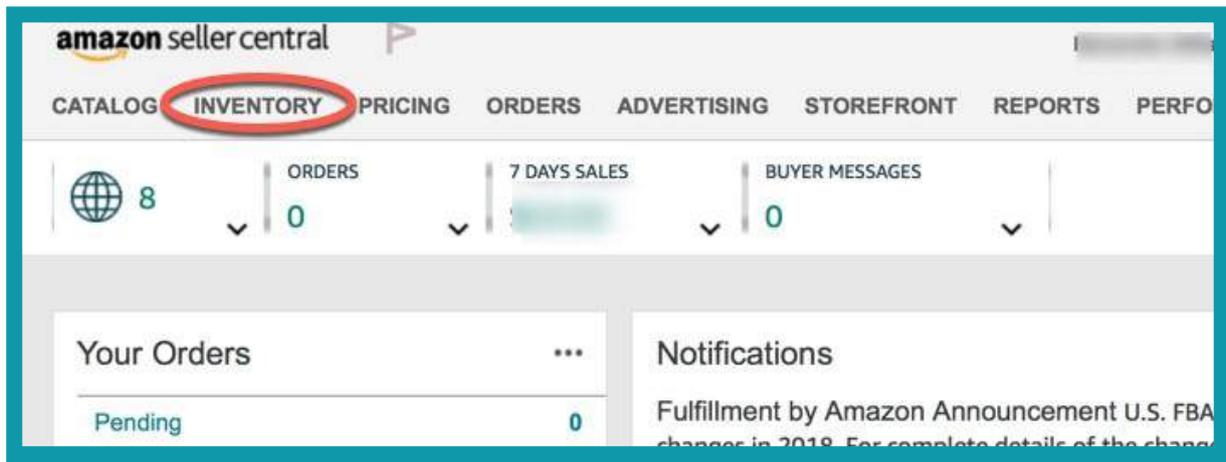
Ask your supplier in China to heat seal your kits/bundles using a strong poly bag and make sure it’s tightly sealed.

2

FBA LABELING

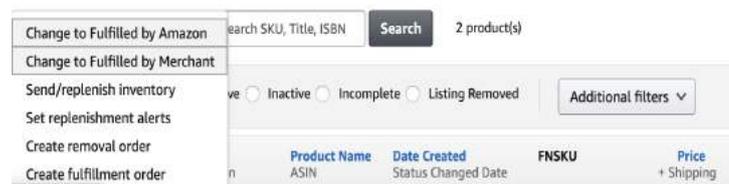
HOW TO CREATE & DOWNLOAD YOUR FNSKU LABELS & CREATE FBA SHIPMENTS TO DOWNLOAD THE FBA LABELS FOR YOUR SUPPLIER

Step 1: Log into sellercentral.amazon.com and click on Inventory.



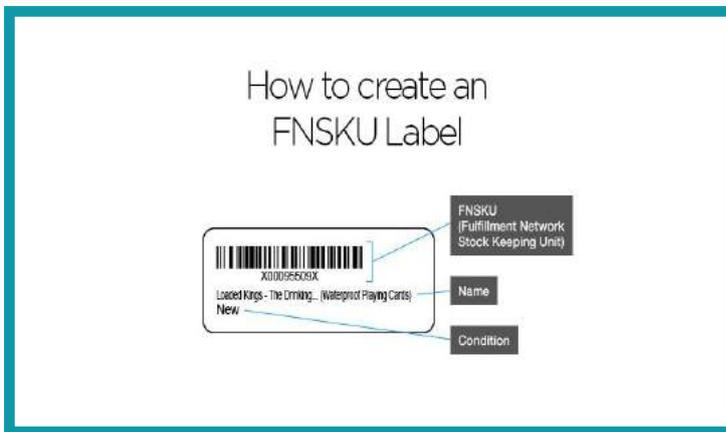
Step 2: Search for your product that this supplier is manufacturing for you and Change it to FBA. Or, if it's converted already, just choose Print Item Labels.

Inventory Amazon Fulfills



2

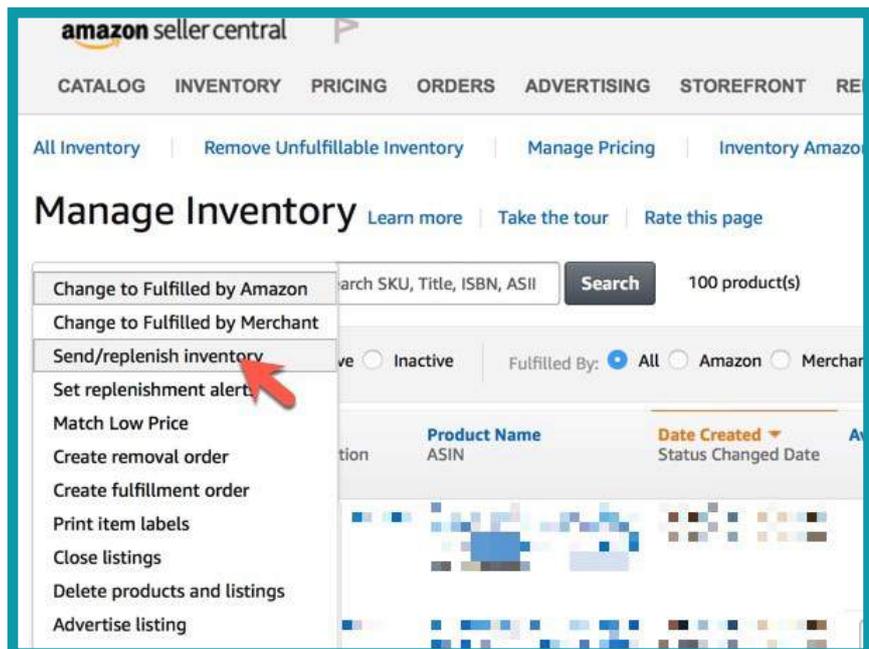
FBA LABELING



FNSKU label

Step 3: If you are just printing labels, put in the QTY of the labels and click Print Item Labels. You will then be prompted to download a PDF that contains your FNSKU, which can then provide to your supplier.

Step 4: If you want to print FBA labels, you would need to create a FBA Shipment. You already converted to FBA at this point, so choose your product and click on Send/replenish inventory.

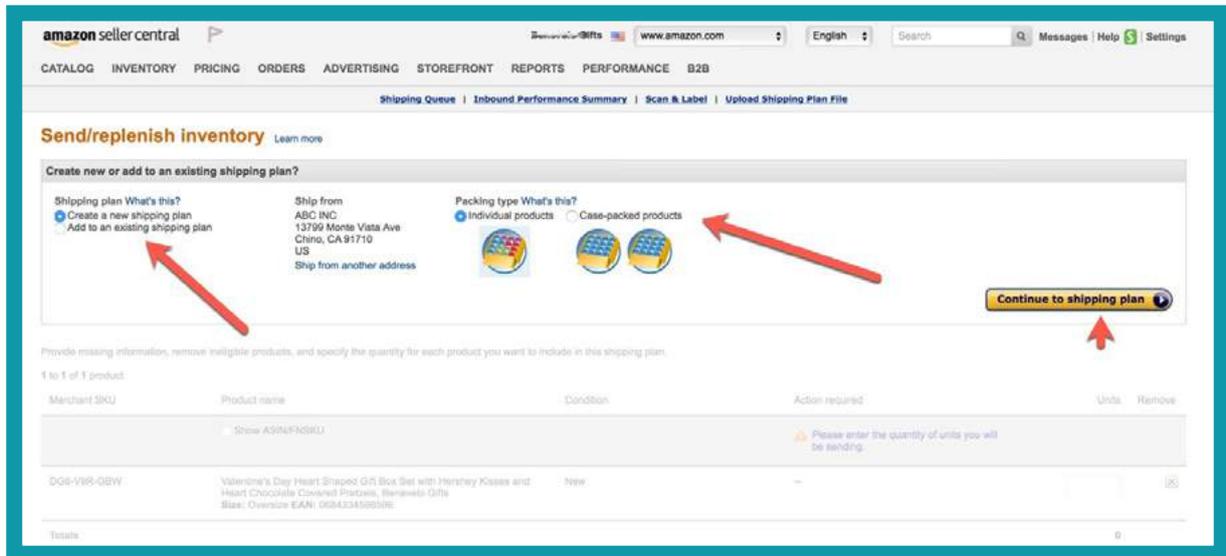


2

FBA LABELING

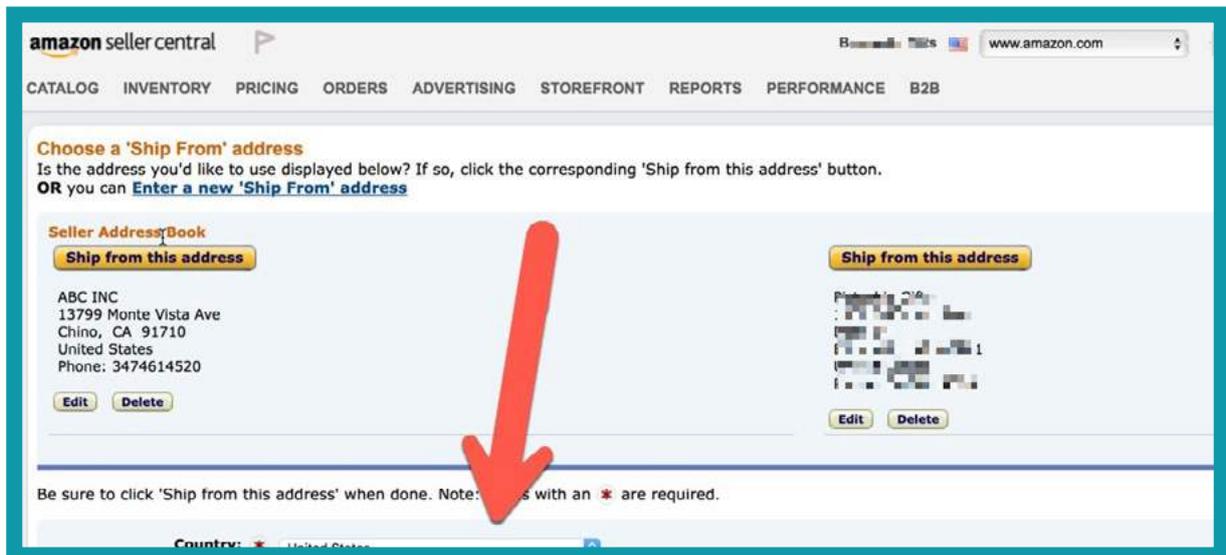
Step 5 : Select if this is a new shipment or an existing one and then select if you are shipping by Individual products or Case-packed products.

Note: Remember to properly name this shipment: FBA Shipment ID.



Step 6: After you choose the status of your shipment, please change address listed under Ship from this address to Tactical's address:

Tactical Logistic Solutions
13799 Monte Vista Ave
Chino, CA 91710



2

FBA LABELING

Important Note: China Direct to FBA WORKFLOW offers ONLY standard-sized items.

A standard-sized item is one that, when fully packaged, weighs 20 lb. or less and does not exceed:

- 18" on its longest side
- 14" on its median side
- 8" on its shortest side

**IF OVERSIZE Package:

Any item exceeding standard-sized item dimensions is considered oversized. If oversized, please contact your Tactical representative immediately.

Step 7: After you've finished putting in the ship from information, input the quantity under Units; this should match how much you ordered from your supplier. Click Continue.

Shipping Queue | Inbound Performance Summary | Scan & Label | Upload Shipping Plan File

Send/replenish inventory

PLN (3/4/18 1:41 PM) Rename

Set Quantity | Prepare Products | Label Products | Review Shipments | Prepare Shipment | Summary

Ship from: ABC INC, 13799 Monte Vista Ave, Chino, CA 91710, US
Marketplace destination: US
Packing type: Individual products

1 to 1 of 1 product

Merchant SKU	Product name	Condition	Action required	Units	Remove
				575	

Totals: 1 to 1 of 1 product

Buttons: Delete plan, Duplicate, Continue

2

FBA LABELING

Step 8: If your product would need prep, you can choose Merchant. This means you the seller or Amazon needs to prep it for you. Click Continue.

Send/replenish inventory Learn more
PLN (3/4/18 1:41 PM) Rename

Set Quantity **Prepare Products** Label Products Review Shipments Prepare Shipment Summary

Ship from: ABC INC, 13799 Monte Vista Ave, Chino, CA 91710, US
Marketplace destination: US
Packing type: Individual products
Contents: 1 MSKUs

Prep required: All products
Prep may be required: All products

Need packaging and prep materials? Check out the Amazon Preferred Product Prep and Shipping Supplies Store to learn more about how Amazon can help with your shipping supply needs.

Merchant SKU	Product name	Condition	Prep guidance	Who preps?	Units	Prep cost	Remove
<input type="checkbox"/> Show ASIN/FNSKU			Apply to all	Apply to all			
			No Prep Needed	Merchant	575	--	
Totals					575	\$0.00	

Buttons: Back, Delete plan, Duplicate, Continue

Step 9 : You will next have the option to print your FNSKU labels if you didn't print them yet.

Send/replenish inventory Learn more
PLN (3/4/18 1:41 PM) Rename

Set Quantity Prepare Products **Label Products** Review Shipments Prepare Shipment Summary

Labeling required: All products

All products must have a scannable barcode. For non-commingled products, an Amazon Product Label will need to be affixed to each unit. You can print and apply the labels from this page, or you can have Amazon apply the labels for you for a fee.

Merchant SKU	Product name	Condition	Units	Who labels?	# of labels to print	Label cost	Remove
<input type="checkbox"/> Show ASIN/FNSKU				Apply to all			
			575	Merchant	575	--	

30-up labels 1" x 2-5/8" on US Letter **Print labels for this page**
Total labels: 575

Buttons: Back, Delete plan, Duplicate, Continue

2

FBA LABELING

Click Continue and Approve shipment if you are all set with making adjustments and you're ready to get to the FBA labels options.

Send/replenish inventory Learn more
PLN (3/4/18 1:41 PM) [Rename](#)

Set Quantity **Prepare Products** **Label Products** **Review Shipments** **Prepare Shipment** **Summary**

Ship from ABC INC 13799 Monte Vista Ave Chino, CA 91710 US	Packing type What's this? Individual products	Contents 1 MSKUs	Prep fees Prep: \$0.00 Label: \$0.00 Total: \$0.00
--	--	---------------------	---

The inventory you send to Amazon may be split at the Merchant SKU (MSKU) level into multiple shipments. We will assign each shipment to a specific fulfillment center based on several factors including the size and category of the product, your address, and other fulfillment network factors. [Learn more](#)

1 to 1 of 1 product

Shipment name	MSKUs	Units	Ship to	
<input checked="" type="radio"/> Create new <input type="text" value="Product Via Tactical Shipment 33"/>	1	575	ONT8 Moreno Valley, CA	View shipment contents
<input type="radio"/> Add to existing <input type="text" value="(Please choose a shipment)"/>				

1 to 1 of 1 product

[Why don't I see my shipment? Learn more](#)

[Back](#) [Delete plan](#) [Approve shipment](#)

Step 10: Click Work on shipment.

Send/replenish inventory Learn more
PLN (3/4/18 1:41 PM) [Rename](#)

Set Quantity **Prepare Products** **Label Products** **View Shipments** **Prepare Shipment** **Summary**

Ship from ABC INC 13799 Monte Vista Ave Chino, CA 91710 US	Packing type What's this? Individual products	Contents 1 MSKUs	Prep fees Prep: \$0.00 Label: \$0.00 Total: \$0.00
--	--	---------------------	---

1 to 1 of 1 product

Shipment name	Shipment ID	MSKUs	Ship to	
Product Via Tactical Shipment 33	FBA15CON5Y4V	1	ONT8 Moreno Valley, CA	Work on shipment View shipment contents Download SKU list

1 to 1 of 1 product

2

FBA LABELING

Step 11: Choose LTL and Other carrier

Send/replenish inventory Learn more
Product Via Tactical Shipment 33 Rename

Set Quantity Prepare Products Label Products View Shipments **Prepare Shipment** Summary

Shipment name/ID: Product Via Tactical
Ship from: ABC INC
Ship to: Golden State FC LLC
Shipment contents: 1 MDKUs
Service Fees: FBA Manual Processing Fee: \$0.00
Shipment status: WORKING

1. Review shipment contents

Review and modify units

2. Shipping service

Shipping method: Less than truckload (LTL)
Shipping carrier: Other carrier: Other

Step 12: Make sure Use web form is selected then input the Units per box configuration and the desired Number of boxes. Then click Confirm

Following this, you can make adjustments to the number of required FBA carton labels. Input how many cartons you're sending and click Generate box labels. Then, download the PDF and send it to your supplier.

How will this shipment be packed?

Multiple boxes

How will you provide box content information? Learn more

Use web form
 Upload file
 Skip box information and apply manual processing fee

Shipment contents	Shipment quantity	Units per box configuration	Number of boxes	Total quantity
Show ASIN/FNSKU	575	25	23	575

Number of boxes left: 4977

Let us know what you think

Box labels

From: 1 To: 23 Paper type: Plain Paper

Generate box labels

Confirm

2

FBA LABELING

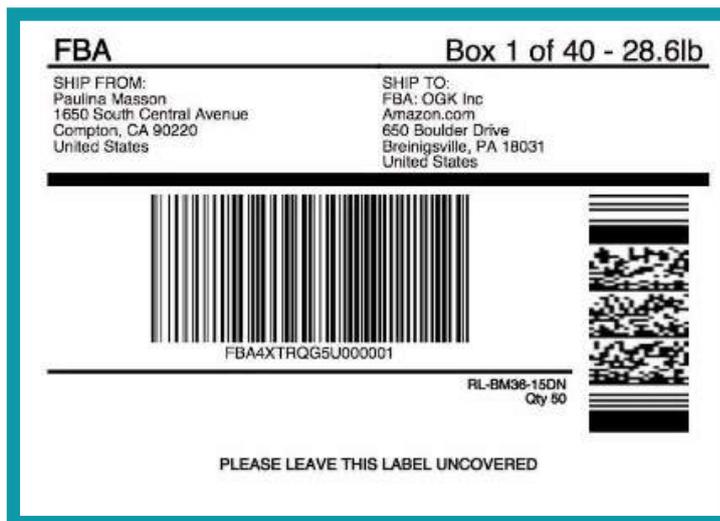
Have your supplier apply FBA Carton Labels on each master carton. Make sure you have them send you a photo to ENSURE they put the FBA label on the correct SKU carton.

We would suggest you send your supplier the FBA Carton label per SKU per email. This way the supplier does not label the cartons incorrectly.

The name of the file should be standardized. The following file format naming convention we suggest is SKU-QTY-Date-FBA for each file.

Another option to ensure accuracy is to make sure the filename of the FBA Carton Label contains the UPC code or FNSKU number. Again, you want to make sure there are no mistakes.

The FBA carton label will look like the following:



FBA Box Label

Step 13: Now the last part of the FBA workflow is to create pallet labels for your product. This is only required if your items are palletized in China. We DO NOT suggest this option as you lose 20% of your precious space on the container.

When you send it to the supplier, FBA pallet labels can be applied to mixed pallets as long as the cartons are labeled correctly with the correct FBA Carton Label.

Have the supplier palletize up to 72" Inches high (including the pallet) and have them apply a FBA pallet label on each side of the pallet for a total 4 FBA Pallet Labels per pallet.

2

FBA LABELING

PREFERRED Method: Floor-loaded shipments from your overseas supplier to FBA (NOT Palletized) Have your supplier apply the FBA carton labels on each and every carton. The supplier will then put it into the container.

If floor-loaded, you must advise Tactical of the following:

- Container number
- Size of container
- # of cartons by SKU
- Dimensions of each Carton by SKU

Tactical will advise you of how many pallets your container equates to and will request the pallet labels when the goods are in the USA.

Remember your FBA Shipment ID as you will need to go back onto Amazon to print FBA Pallet labels and send to them Tactical when your shipment hits the port.

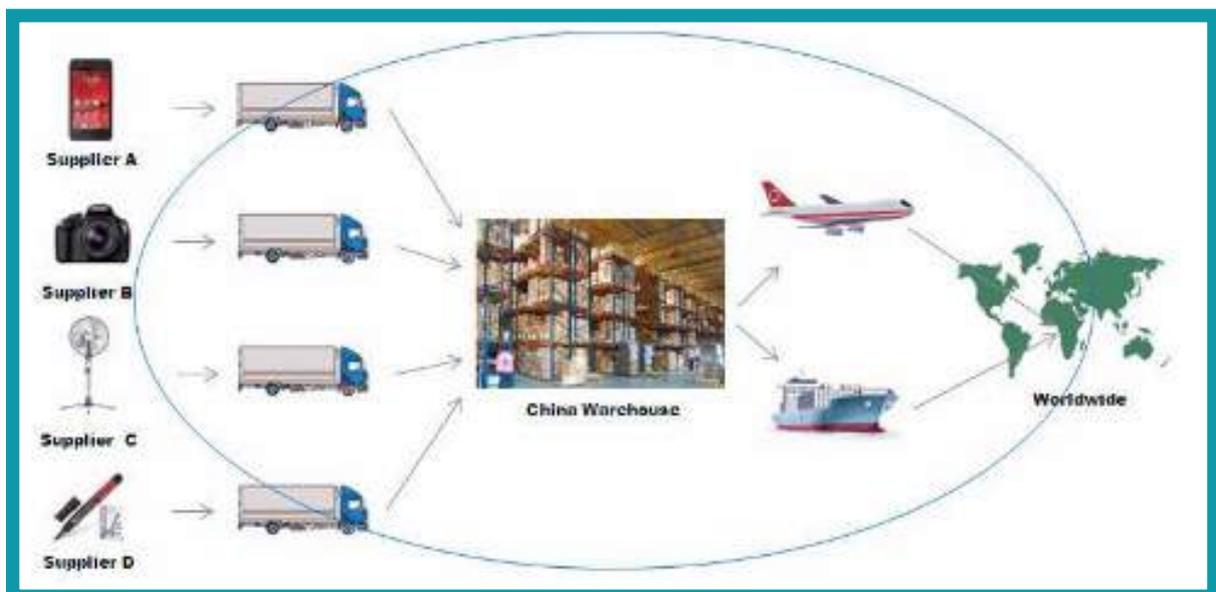
3

CONSOLIDATING MULTIPLE SUPPLIERS IN CHINA TO 1 CONTAINER OR MORE

When consolidating multiple suppliers we suggest asking one of our customer service reps to ask the warehouse to put together your TOP SELLERS. What does this mean, exactly? This refers to a situation when you sell 2,000 different SKUs on Amazon and you have some that sell fast and some sell slow. You would replenish to FBA the hot sellers way more often than the slow SKUs.

So, in these situations we would suggest to consolidate the products that sell more volume at a faster rate to one container. This makes it more efficient and cheaper to deliver your goods to Amazon FBA as we would not need to separate them while receiving and we can deliver your full container to FBA right away.

If you have multiple suppliers and you want to bundle them in China or your suppliers facility to save on US labor or you want to consolidate your goods Tactical's Warehouses, please contact us. We will get in touch with your suppliers and have them deliver the goods to Tactical China and we will fill your container for a small cost.



Consolidation Warehouse

4

HOW TO PREP A CONTAINER FLOOR-LOADED OR PALLETIZED FOR A DIRECT DELIVERY TO AMAZON



Container with Pallets

Amazon indicates the BEST way to load a container is palletizing it and labeling it with 4 pallet labels. You can double stack or have it up to 72" high as per Amazon's requirements as you would truck any LTL or TL to Amazon FBA. To ensure your floor loaded containers are not rejected by Amazon, make sure they are not oversized boxes or over 50LB. Also make sure to follow the guidelines below:

All shipments should be properly secured using load bars/straps. It is the shipper's and the carrier's responsibility to ensure that shipments are loaded into a trailer in a manner that prevents the load from shifting during transit.

When using Intermodal transportation (COFC), always use a load strap, never a load bar to secure loads. Floor-loaded freight should only be loaded into containers that are at least 243.84 cm tall and make sure that the overall height of the carton stack allows 3 inches of clearance from the top of the stack to the roof of the container. Ensure that all boxes (regardless of weight) comply with clamp truck instructions.

4

HOW TO PREP A CONTAINER FLOOR-LOADED OR PALLETIZED FOR A DIRECT DELIVERY TO AMAZON

Use these instructions to accommodate forklifts with hydraulic attachments that open and close around a load to squeeze and pick it up:

- When loading the trailer, maintain at least 3 inches between stacks and container walls. Make sure that the overall height of stack allows 6 inches of clearance from the top of the stack to the roof of the container.
- Arrange each tier to be uniform and aligned relative to the other tiers on the footprint so that all four sides of the freight stack can be safely accessed by a clamp truck. Tier heights may vary.
- Use spacers between stacks to prevent them from shifting during transit. All shipments should be properly secured using load bars/straps. It is the shipper's and carrier's responsibility to ensure that shipments are loaded into the trailer in a manner that prevents the load from shifting during transit.

Below is an image of a Clamp Truck:



6

CUSTOMS CLEARANCE

Tactical will clear your customs for you before entry to the USA. We will handle the whole process of clearing your customs and will research your best possible duty rate. We will pay your duties and will bill you after your container reaches Tactical Warehouse



Custom Clearance Sample

7

DELIVERY DIRECT TO FBA



Container Drayage

When your container arrives to the Los Angeles or Long Beach Port in California, Tactical will work on an appointment to deliver your container to Amazon FBA. After the container gets discharged (2-3 Days after arrival) we will pick it up and deliver to Amazon. Then, you can watch your product go LIVE on Amazon headache-free without any hands-on involvement from you.



Amazon ONTB

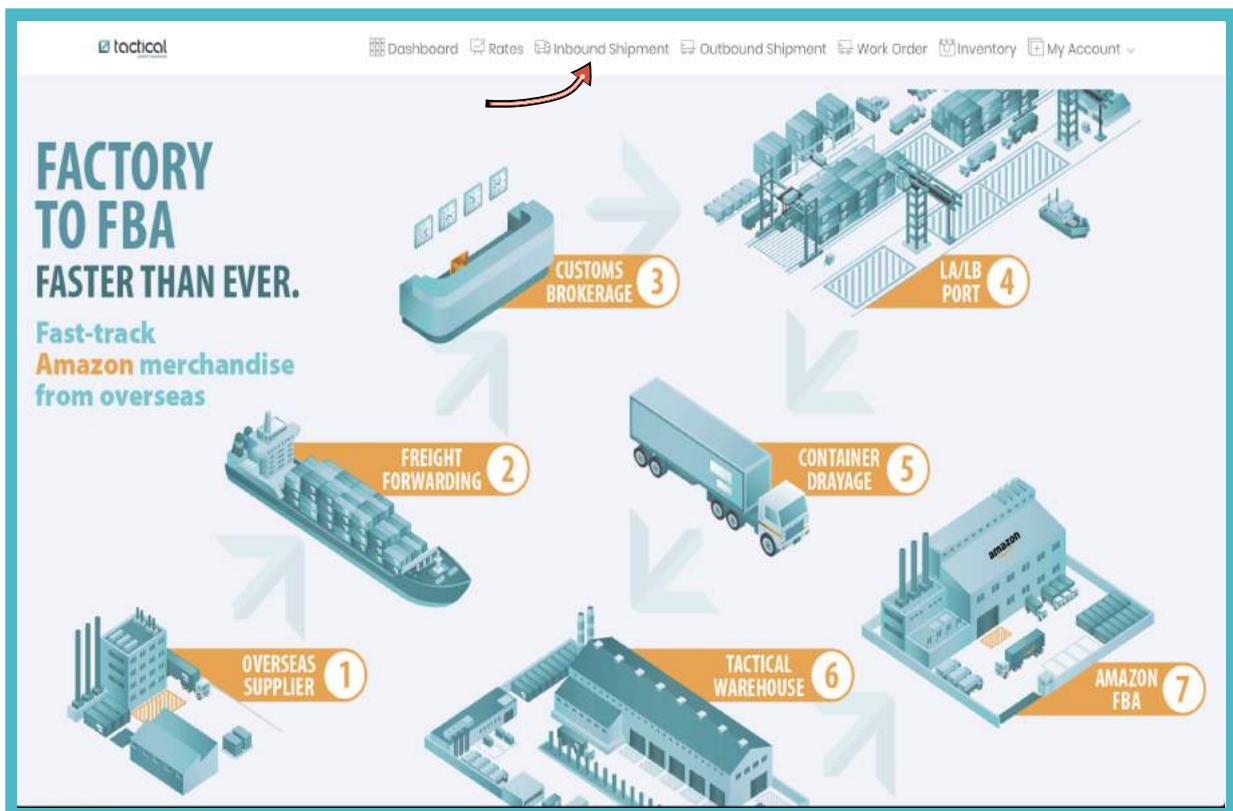
8

DELIVERY TO TACTICAL WAREHOUSE, PREP, STORAGE AND FBA DELIVERY

This option is useful if you didn't prepare your container to Amazon FBA direct as described in the Amazon guidelines and you would like to store some goods. It's also helpful if you need to apply FBA carton labels. It's recommended by Tactical as these shipments will never get rejected as we comply with all Amazon rules for delivery.

Prior to picking up from port, Tactical will give you a portal to sign up and you can fill in all the information shown in the image below. You will create an Inbound order.

- 1) Container Number
- 2) Container ETA
- 3) Container Size 20 or 40 or 45
- 4) Cartons need to be labeled
- 5) Any Special Notes we should be aware of



8

DELIVERY TO TACTICAL WAREHOUSE, PREP, STORAGE AND FBA DELIVERY

After you add the information about your container, we will need Carton Information to make sure we have everything documented and we can ship your goods accurately

1. Fill in the SKU names that are printed on the cartons.
2. Total Cartons Per SKU.
3. Dimensions. It will calculate automatically how many pallets you have.
4. Cartons to ship to Amazon if you are not shipping all at the same time.
5. Notes if you have any

The rest will calculate automatically.

The screenshot shows the 'Create Inbound Shipment' interface. The 'Items' step is highlighted with a red arrow. The 'Summary' panel on the right displays the following information:

Category	Amount
Drayage Warehouse Rate	\$750.00
Total Number of Pallets	0
Delivery to Amazon Rate	\$0.00
Total Charge	\$750.00
\$0 per Every SKU count > 10	\$0

After submitting your order, you will see an Upload button. Click it and you can upload your carton's labels and pallet labels and we will ask you for your FBA ID and Amazon reference ID for Tactical to schedule deliveries with Amazon.

The screenshot shows the 'Send/replenish inventory' page. The 'Prepare Shipment' step is active. The summary table includes the following information:

Field	Value
Shipment name/ID	Name: Product Via Tactical Shipment 33 ID: FBA15CON5Y4V Amazon Reference ID: 183SJO2X
Ship from	ABC INC. 13799 Monte Vista Ave Chino, CA 91710 US
Ship to	Golden State FC LLC 24300 Nandina Ave Moreno Valley, CA 92551 US (ONTR)
Shipment contents	1 MSKUs 575 Units
Service Fees	FBA Manual Processing Fee: \$0.00 Labeling & Prep: Calculated for overall shipping plan
Shipment status	WORKING Created: Mar 4, 2018 Updated: Mar 4, 2018

9

PICKING UP FROM PORT

When your container gets discharged we will pick it up and deliver it to the Tactical warehouse the same day or the day after discharge depending on port congestion. We will already know your plan of action prior to receiving your goods from the portal information you input, including how many SKUs are staying in storage, if the whole container is getting transloaded into Amazon FBA, and so forth. Tactical will schedule an Amazon FBA appointment to deliver your goods. They will arrive within 2-3 days of receipt in our warehouse.



Tactical Warehouse California

When we receive your container, we will unload separate SKUs, put them on pallets, and stage them in our receiving area. We will apply pallet labels and load them onto the truck that will then deliver to Amazon FBA.



Tactical Receiving Area

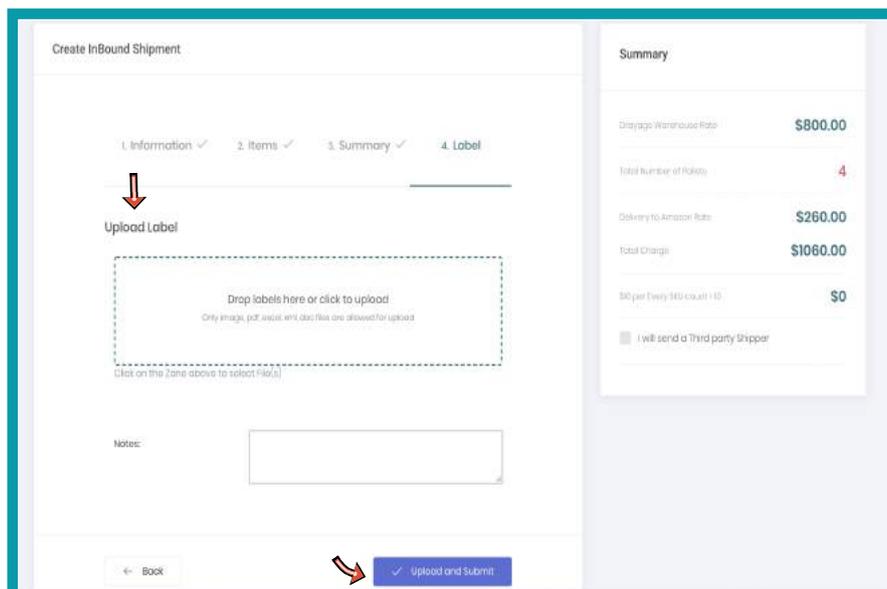
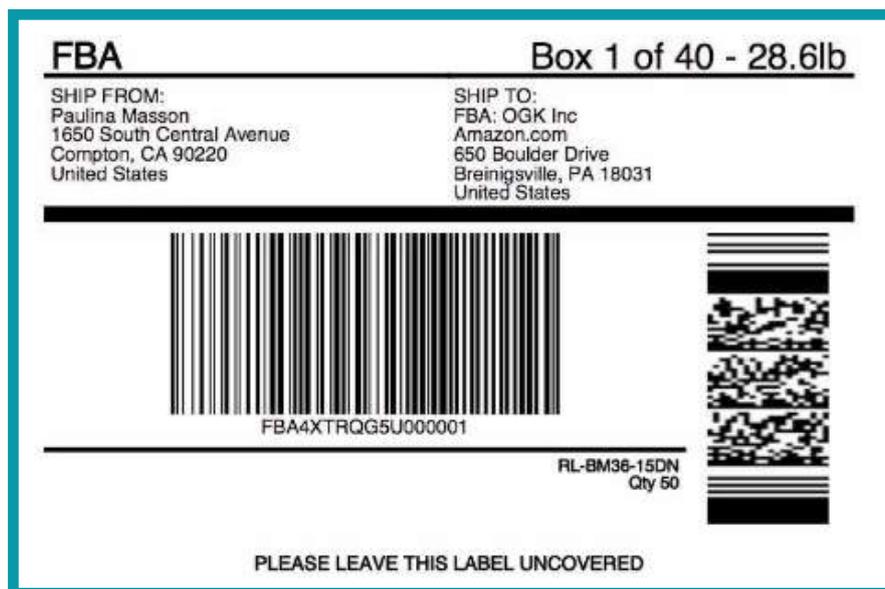


Truck Loaded to FBA

9

PICKING UP FROM PORT

Some sellers will not want China to apply their FBA labels on each carton so Tactical may label it with a USA touch, palletize it, and then ship it out. Just choose the label option you prefer in the portal.



10

SHIPPING TO FBA AFTER STORAGE IN TACTICAL WAREHOUSE VIA PORTAL

1. Login in to the portal and go to Outbound Shipment.
2. Choose a ship date and then click on Choose a SKU. All your pallets we have in storage on that SKU will be listed by Order #.
3. Select the pallet you want (or, if you want less than a pallet just write in how many cartons you want to ship) then hit Submit.
4. After submitting your order, you will see an Upload button. Click it and you can upload your carton labels and pallet labels and we will ask you for your FBA ID and Amazon reference ID so Tactical can schedule deliveries with Amazon.

Cartons To Amazon

Select	Item #	Pallets	Carton per Pallets	Total Cartons	Date Received	Cartons	Full Pallets	Add. Cartons	Stays in Inventory	Dimension		
										L	W	H
<input type="checkbox"/>	Zuma Transforming 804590	2	98	145	1/21/2019	0	0	0	145	13.5	13.5	8
<input checked="" type="checkbox"/>	803505 - PAW VHC Mini vehicle w/fig	10	128	1280	8/2/2019	128	1	0	105	12	10	8
<input checked="" type="checkbox"/>	802954	7	64	407	12/8/2019	0	0	0	407	23	9	8
<input checked="" type="checkbox"/>	Zuma 804590B	1	104	104	1/21/2020	0	0	0	104	10	8	8
<input type="checkbox"/>	8063000	4	209	737	1/27/2020	0	0	0	737	15	9.5	8
<input type="checkbox"/>	802939	9	140	126	1/27/2020	0	0	0	126	8	8.2	10.7
<input type="checkbox"/>	Boxer Robot Blue 804280	27	270	734	1/28/2020	0	0	0	734	27.43	13.87	18.29
<input type="checkbox"/>	Boxer Robot Black 804590	6	68	402	1/28/2020	0	0	0	402	40.2	27.79	14.81
<input type="checkbox"/>	Boxer Robot Black 804395	21	279	5862	1/28/2020	0	0	0	5862	27.43	13.87	18.29
<input type="checkbox"/>	8054030 frozen moonlight	14	20	2785	2/1/2020	0	0	0	2785	8	8	10.7
<input type="checkbox"/>	8053389 - Tracker Jungle	13	64	788	2/18/2020	0	0	0	788	23	9	5
<input type="checkbox"/>	PAW VHC SKYE A/R DIGG ONLY GBL/PC 9/D PAW 802409	4	84	304	1/19/2020	0	0	0	304	23	9	8
<input type="checkbox"/>	ivoclar snow 802860	1	98	2	5/27/2020	0	0	0	2	13.5	13.5	8

11

USING TACTICAL'S SOFTWARE: OUTBOUND SHIPMENTS

After creating your outbound shipment you will be prompted to a summary page. Here you can input your Amazon Reference ID so that we can schedule pick up with one of our truckers. If you want to use your own trucking service than you can select "I will send a third party shipper". From there you can input the details of your own trucking service.

Items #	Cartons To Amazon	Stays in Inventory
60223564	0	417
6035038 - PAW VHC Mini Vehicle w/Eg	138	655
6052669	0	737
Surplus 00458806	0	126

Total Pallets: 1 Picking Charge (Boxes): \$25.6

Delivery to Amazon Rate: \$65 Total Charge: \$90.6

Carton Labels Needed: 138 Pallet Labels Needed: 4

Amazon Reference Id: FBA Id:

I will send a third party shipper

[Back](#) [Save & Continue](#)

If you are shipping with Tactical's truckers, you will be prompted to upload any labels we may need to finalize your shipment.

Create Outbound Shipment

1. Information ✓ 2. Cartons ✓ 3. Summary ✓ 4. Label

Upload Label

Drop labels here or click to upload
(Only images and files with .doc files are allowed to upload)

[Back](#) [Upload and Submit](#)

12

USING TACTICAL'S SOFTWARE: WORK ORDERS

You can create a work order for any shipment that will be processed for Amazon in our warehouse. All you need to do plug in the Order date, select the shipment that needs to be prepped, and any notes on how to prep, pick, or pack your inventory.

The screenshot shows the 'Work Order' page in the Tactical software. At the top, there is a navigation bar with links for Dashboard, Rates, Inbound Shipment, Outbound Shipment, Work Order, Inventory, and My Account. The main content area is titled 'Work Order' and features an 'Order Date' input field, an 'Export To CSV' button, and a 'Create Work Order' button. Below this is a table with columns for Order#, Order Date, Need To Be Labeled, Total Cartons, and Carton To Ship To Amazon. The table contains four rows of data. A search bar is located to the right of the table. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Order#	Order Date	Need To Be Labeled	Total Cartons	Carton To Ship To Amazon
1547	5/25/2020	125	125	125
1519	5/20/2020	125	125	125
1449	5/12/2020	114	114	114
1409	5/7/2020	333	333	333

From there, you will have the option input your own Third Party Shippers at the Summary Page. If you select to ship with Tactical, you will be prompted to upload your labels so we can get them ready to ship to Amazon.

The screenshot shows the 'Create Work Order' page in the Tactical software, specifically the 'Summary' step. The page has a progress bar with four steps: 1. Information, 2. Cartons, 3. Summary, and 4. Label. The 'Summary' section contains a table with columns for Item #, Cartons To Amazon, and Stays in Inventory. Below the table are several input fields: Total Pallets, Charges, Carton Labels Needed, Pallet Labels Needed, Amazon Reference Id, and FBA Id. There is also a large text area for 'Work Order Instruction'. At the bottom, there is a checkbox labeled 'I will send a Third party Shipper'.

Item #	Cartons To Amazon	Stays in Inventory
63239036	0	125

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SHIPMENT ISSUES

If you have an issue with your products going to multiple locations, please call Tactical and we can help with that as well.



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REVIEW

The key to scaling your business on Amazon and other channels is to automate and outsource anything that is a distraction, headache, or strain on your daily workflow. To educate your suppliers and have your FBA shipments delivered to Amazon directly – or even have a 3PL do it -- is way easier, cheaper, faster, and more efficient to replenish and keep your costs low while you grow in the e-commerce world.

