

Creating Amazon Shipping Labels

You may decide to create and print out your own shipping labels, rather than having Amazon do it for you. This lesson teaches you exactly how to do that.

Purpose

To teach you how to create Amazon shipping labels.

Procedure

1. Create Amazon Shipping Labels

Take the following steps to create your Amazon shipping labels:

1. Log in to your account by going to <https://sellercentral.amazon.com/>.
2. Enter your email and password to access your account details.

Sign in

Email (phone for mobile accounts)

Password [Forgot your password?](#)

Keep me signed in. [Details](#) ▾

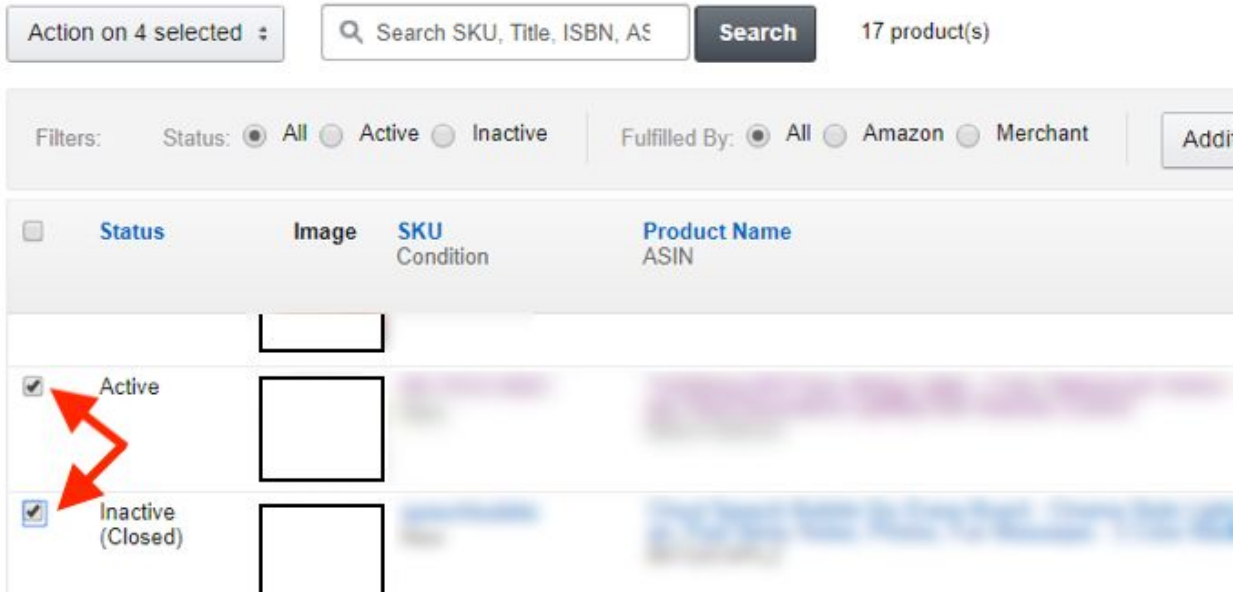
3. Click “Inventory” at the top of the page:



4. Click the up/down arrows next to the “Edit” button for the product you wish to create a shipping label for. Select “Send/replenish inventory.”

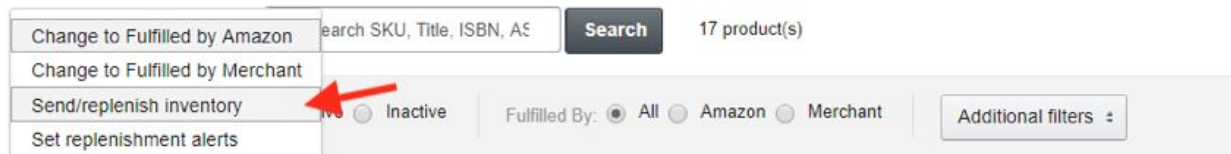


5. **Alternate:** If you have multiple products to ship, select more than one. At the top left you will see “Action on # selected.”



The screenshot shows a product management interface. At the top, there is a dropdown menu that says "Action on 4 selected". Below this is a search bar with the text "Search SKU, Title, ISBN, AS" and a "Search" button. To the right of the search bar, it says "17 product(s)". Below the search bar, there are filters for "Status" (All, Active, Inactive) and "Fulfilled By" (All, Amazon, Merchant). Below the filters is a table with columns for "Status", "Image", "SKU Condition", and "Product Name ASIN". The table contains three rows. The first row is partially visible. The second row has a checked checkbox and the status "Active". The third row has a checked checkbox and the status "Inactive (Closed)". Red arrows point to the checkboxes in the second and third rows. Below the table, a dropdown menu is open, showing options: "Change to Fulfilled by Amazon", "Change to Fulfilled by Merchant", "Send/replenish inventory", and "Set replenishment alerts". A red arrow points to the "Send/replenish inventory" option.

6. Click “Action on # selected” and select “Send/replenish inventory.”



The screenshot shows the same product management interface as above. The dropdown menu is open, and the "Send/replenish inventory" option is selected. A red arrow points to this option. The other options in the dropdown are "Change to Fulfilled by Amazon", "Change to Fulfilled by Merchant", and "Set replenishment alerts".

7. Make sure “Create a new shipping plan” is selected, then select your “Shipping from” address.

Send/replenish inventory [Learn more](#)

Create new or add to an existing shipping plan?

Shipping plan What's this?

Create a new shipping plan

Add to an existing shipping plan

[Ship from another address](#)

8. Select “Case packed products,” then click “Continue to shipping plan.”

Packing type What's this?

Individual products Case packed products

[Continue to shipping plan](#)

product you want to include in this shipping plan

9. Click “Rename” in order to rename your shipment, so you can find it easily later.

Send/replenish inventory [Learn more](#)

PLN (6/11/18 9:23 AM) [Rename](#)

10. Click the “Add products” button to the far right (if you have not done so previously) to add more than one ASIN.

[Add Products](#)

Action required	Units per Case	Number of Cases	Total Units	Remove
 Please enter the quantity of units you will be sending.	<input type="text"/>	<input type="text"/>		
--	<input type="text"/>	<input type="text"/>	0	

- Enter the units per case/carton and the total number of cartons, to calculate your unit total. Double-check that this is correct, before proceeding.

Send/replenish inventory Learn more
 PLN (6/11/18 9:23 AM) Rename

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

Ship from: Marketplace destination US Packing type (What's this?) Case-packed products
Change to individual products

Ship from another address

All products Information required Removal required **Add Products**

Provide missing information, remove ineligible products, and specify the quantity for each product you want to include in this shipping plan.
 1 to 1 of 1 product

Merchant SKU	Product name	Condition	Action required	Units per Case	Number of Cases	Total Units	Remove
	<input type="checkbox"/> Shear ASINFNSKU		<small>Please enter the quantity of units you will be sending.</small>	<input type="text"/>	<input type="text"/>		
		New		<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
Totals						0	

1 to 1 of 1 product

Delete plan **Duplicate** **Continue**

Please review the Information required and Removal required tabs to correct any issues with your inventory.

12. **Note:** The max number of units per carton is 150.

Add Products

Units per Case	Number of Cases	Total Units	Remove
<input type="text"/>	<input type="text"/>		
<input type="text" value="151"/>	<input type="text" value="50"/>	7550	<input type="checkbox"/>
		7550	

✖ The quantity you entered is above the accepted limit for units per case. Please refer to the definition of Case-Packed Items

[Get support](#)

Continue

Please review the Information required and Removal required tabs to correct any issues with your inventory.

13. Select “Merchant” underneath “Who preps?” This means that your cartons will be labelled and sealed properly by **you or your warehouse** (if you have this before shipping). Click “Continue.”

Condition	Prep guidance	Who preps?	Units	Prep cost	Remove
	Apply to all	Merchant			
New	Choose category	--	7500	--	ⓧ
			7500	\$0.00	

[Continue](#)

14. Make sure your products have the FNSKU barcode on **each**. If not, you will have to pay Amazon \$.20 per unit to label them for you.

15. Select “Merchant” if you already have the FNSKU on your product, or print the labels and put them on before sending your inventory to Amazon (cost \$0).

16. **OR** select “Amazon” and pay \$.20 per unit to have the label put on.

17. Click “Continue.”

Send/replenish inventory Learn more
 PLN (0/11/18 2:07 PM) Rename

[Set Quantity](#)
[Prepare Products](#)
[Label Products](#)
[Review Shipments](#)
[Prepare Shipment](#)
[Summary](#)

Skip from: Four Home and Yard 1/2 Ram International
 1311 N. Michael Drive
 Suite C
 Wood Dale, IL 60191
 US
 Ship from another address

Labeling required: All products [Sales Inventory Video](#)

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.

1 to 1 of 1 product

Merchant SKU	Product name	Condition	Units	Who labels?	# of labels to print	Label cost	Remove
	<input type="checkbox"/> Show ASIN/FNSKU			Apply to all			
		New	7500	Merchant	7500	--	ⓧ

Total labels: 7500

1 to 1 of 1 product

[Back](#)
[Delete plan](#)
[Duplicate](#)
[Continue](#)

18. Verify that the info is correct, then click “Approve Shipment” at the bottom right.

Send/replenish inventory [Learn more](#)

PLN (6/11/18 2:07 PM) [Rename](#)

[Set Quantity](#) [Prepare Products](#) [Label Products](#) [Review Shipments](#) [Prepare Shipment](#) [Summary](#)

Ship from: [FBA \(S1118 2:07 PM\) - 1](#)
Packing type: What's this? Case-packed 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	Cases	Units	Ship to
Create new <input type="text" value="FBA (S1118 2:18 PM) - 1"/>	1	50	7500	MDW2 Joliet, IL View shipment contents

1 to 1 of 1 product

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

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

[Approve shipment](#)

19. You will be taken to a summary of your shipment so far.

20. Click “Work on shipment” to continue.

Send/replenish inventory

[Set Quantity](#) [Prepare Products](#) [Label Products](#) [View Shipments](#) [Prepare Shipment](#) [Summary](#)

Ship from: [FBA \(S1118 2:18 PM\) - 1](#)
Packing type: What's this? Case-packed 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	Cases	Units	Ship to
FBA (S1118 2:18 PM) - 1	FBA15CYTDVBM	0	0	0	MDW2 Joliet, IL Work on shipment

[View shipment contents](#)
There are 0 SKU lists for this shipment. [Learn more](#)

1 to 1 of 1 product

21. **Special Note:** Your shipment is now saved. Click “Inventory,” then select “Shipping Queue” to view it and finish it at a later time.

Shipping Queue [Learn more](#)

[View Received Inventory report](#) [Continue with shipping plan](#)

[Shipments](#) [Shipping Plans](#)

Date Range: [All](#)

Show: All Working In transit At the fulfillment center Closed Deleted/canceled

Search by shipment ID

Page 1 Next >

Name	Shipment ID	Created	Last updated	MSKUs	Shipped	Received	Destination	Status
FBA (S1118 2:18 PM) - 1	FBA15CYTDVBM	Jun 11, 2018	Jun 11, 2018	1	7500	0	MDW2	WORKING
FBA (S2518 11:22 AM) - 1	FBA15CT749VL	May 25, 2018	Jun 2, 2018	1	1520	1514	MDW2	CLOSED

[Work on shipment](#)
[Download SKU list](#)

[Track shipment](#)
[Download SKU list](#)

22. The next page has five steps:

- a. **Review shipment contents:** Check that your information is accurate—you should not have to change this area, but do review it.

1. Review shipment contents cancel review

You can review and modify your unit quantity here and can only change quantity by 5% or 6 units. If you want to add more or new products to your shipment, you must duplicate the shipment or create a new shipment. Any quantities entered beyond the allowed range may be subject to additional placement fees. [Learn more](#)

[Download SKU list](#)

Hide units

We recommend not packing and sealing your boxes until you have provided box content information in the Prepare Shipment step of the workflow.

MSKU	Title	Condition	Units per Case	Number of Cases	Shipped
Show ASIN/FNSKU					
		New	550	50	7500
Totals					7500

30 up labels 1" x 2.58" on US Letter [Print labels for this page](#)
Total labels: 7500

- b. **Shipping Service:** Depending on how many cartons you have, you can choose small parcel delivery or **LTL** (less than a truckload), which costs less. If you choose LTL, make sure you get a warehouse to set the pallets according to Amazon's specifications.
 - i. For LTL you need: Pallet height, weight, and total number of pallets.
 - ii. For small parcel delivery you need: Carton weight and dimensions.

2. Shipping service

Shipping method

- Small parcel delivery (SPD)**
I'm shipping individual boxes
- Less than truckload (LTL)**
I'm shipping pallets; shipment at least 150 lb.
- [Which method should I choose?](#)

Shipping carrier

Amazon-Partnered Carrier
Deeply-discounted shipping with easy tracking [Learn more](#)

- UPS**
- FedEx**

I'd like to use my own

- Other carrier:**

- c. **Shipment Packing:** Select Multiple boxes, and enter your carton info:
- i. Units per carton
 - ii. Number of cartons
 - iii. Carton weight
 - iv. Carton Dimensions
 - v. Note: Your carton cannot exceed 25 lbs or 25 inches on any side.

3. Shipment packing

New tools for providing box information
By providing us with the contents of your boxes, we are able to receive your shipments more efficiently and improve your inventory accuracy. [Learn more](#)

How will this shipment be packed?
Multiple boxes

How will you provide box content information? [Learn more](#)

Use web form
Enter box information into a form on webpage
 Upload file
Fill out a pack list and upload to Seller Central
 Skip box information and apply manual processing fee
Amazon will manually process your box contents. [Learn more](#)

You can click the "save for later" button to save your current progress and continue entering box information later.

Shipment contents	Shipment quantity	Units per box configuration	Number of boxes	Total quantity	Box weight (lb.)	Box dimensions (in.)
Show ASN/FNSKU	7500	150	50	7500	20	10 10 10

Number of boxes left: 150

Your box information has been successfully submitted. [Save for later](#) [Confirm](#)

- d. **Shipping Charges:** Check the box to agree to the terms and conditions and accept the charges. Note: You have 24 hours to cancel small parcel deliveries by going into the shipment and voiding charges, in case of an issue. For LTL shipments, you have 1 hour.

Let us know what you think

4. Shipping charges

You are responsible for providing accurate shipment information and for the actual cost of the shipment. Providing inaccurate information may result in the blocking of future shipments to the fulfillment center, or an additional charge for noncompliance.

Shipping carrier	# of boxes	Shipment weight	Billable weight	Estimated shipping cost
UNITED PARCEL SERVICE INC	50	1000 lb.	1000 lb.	\$206.97

I agree to the terms and conditions [Accept charges](#)

- e. **Shipping Labels:** Print the box labels, send them to your warehouse or attach to your cartons, and click “Complete Shipment.”