

Customers will create New Batch ID in IL before AW can receive in items. (AW can create Bach IDs if needed)
Items will be added by American Warehouse to an Inventory Lab batch as they are received, and the shipment info will be entered into a simplified version of the shared Google Sheet. (see below)

RECEIVE NEW ITEMS

ENTER SHIPMENT INFORMATION IN SHARED GOOGLE SHEET

We will set up a new simplified shared Google Sheet with “Inventory” tab.

1. **Inventory/Receiving Tab** - This tab will be filled in as shipments are received by American Warehouse.
 - a. AW will scan Carrier Tracking Number for each shipment.
 - b. AW will scan all UPCs in each shipment.

If a UPC is not found in IL, AW will mark “Not in IL” in the Notes field.

If an item is damaged AW will note it in Notes.

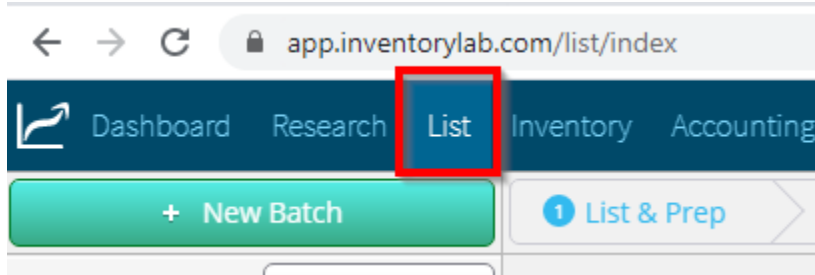
<u>TRACKING#</u>	<u>UPC</u>	<u>Notes</u>
1Z98656X0319934929	678769266239	
420030639500114000000000000000	673459207737	
420030639400128000000000000000	673469291828	
420030639400128000000000000000	673419236550	
420030639400111000000000000000	673415630070	
420030639505516000000000000000	673409265997	
	998419265997	
	673269291828	
420030639405503000000000000000	673410910126	
1ZY2368Y0301725127	673419245197	

ADD ITEM TO BATCH IN INVENTORY LAB

Link to Creating and Managing a Sub Account:

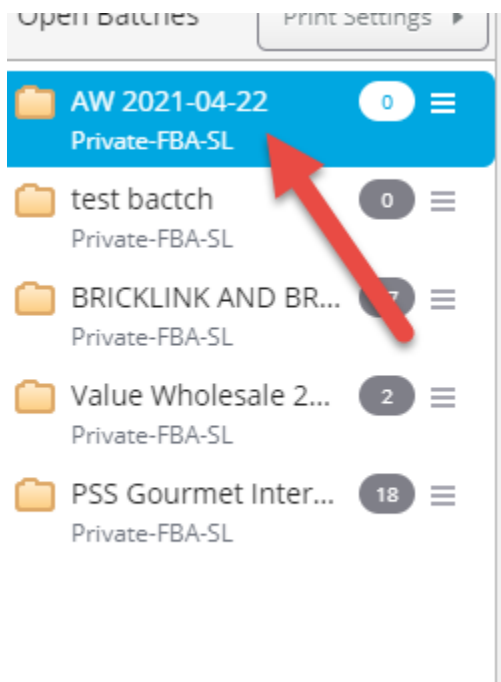
<https://support.inventorylab.com/hc/en-us/articles/360058540154-Creating-and-Managing-a-Sub-Account>

- **Log in to Inventory Lab** - Customer will assign AW a new sub-account for to log in to Inventory Lab.
- **Click on the “List” button on the top menu to get to the “List & Prep” screen**

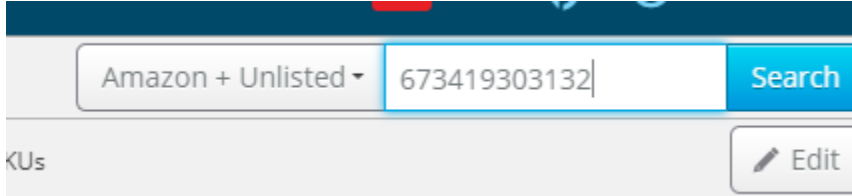


- **Locate the open batch that is within the current date.** Example if today's date were 4/21/2020 you would open the batch labeled. **Batches End Each Thursday to ship out Friday.**

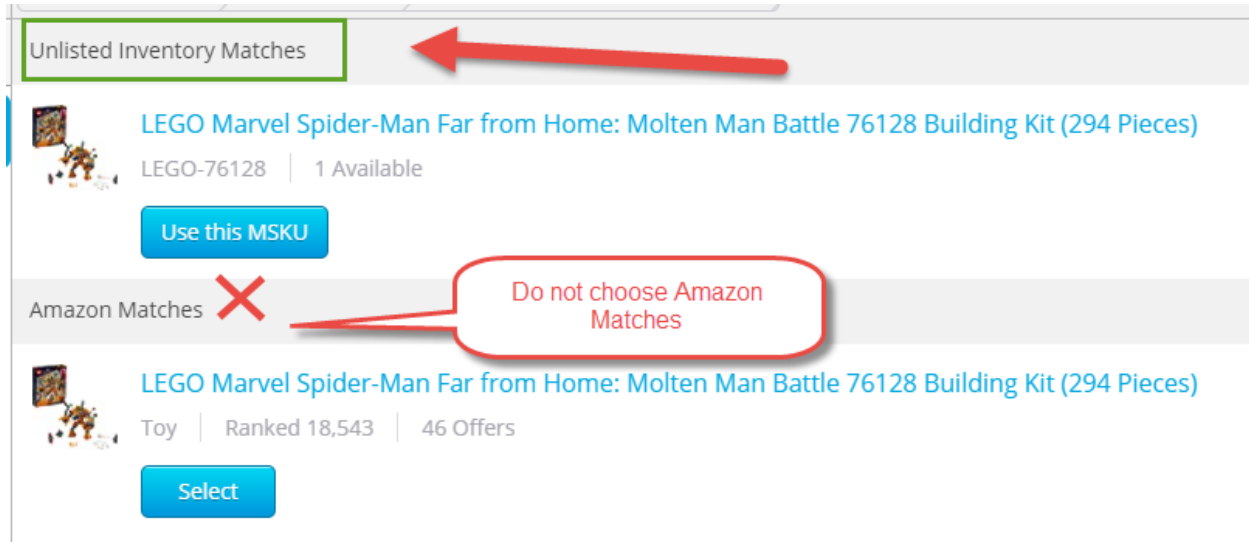
AW-2021-04-22.



- **Scan Item UPC in search box** - The default search option is Amazon + Unlisted if it has been set to any other option... Change it back.



- **If unable to find the item from the unlisted using the UPC** from the actual box, please proceed to this step. Find the item using the LEGO set number.
- **Find matching search result** - The Search results are organized under two headings. Please choose the matching search result from under the “Unlisted Inventory Matches” heading. Click on the “Use this MSKU” button to select the matching result.



Note: If there are no results for the item’s scanned UPC under the “Unlisted Inventory Matches” heading, then you will need to search for the item by LEGO Set Number.

Step 1. You will need to open a new tab and go to <https://inventory.inventorylab.com/unlistedinventory/index>.

Step 2. Identify the LEGO set number. This is the number you can find normally in the front side of the box. See samples below:



In the above photo, the set number is 76110.



In the above photo, the set number is 42074.



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\$2

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Day:

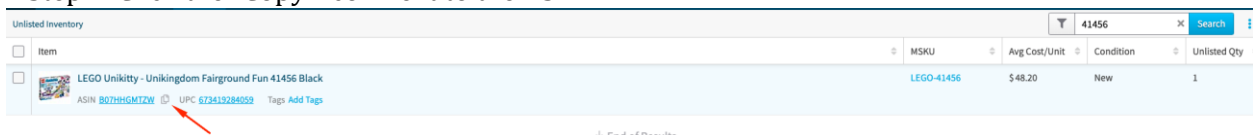
☆☆

In the above photo, the set number is 41456.

Step 3. After identifying the set number, enter the LEGO Set Number into the search box as shown below. Then hit enter or click "Search" to search for the item.



Step 4. Click the "Copy" icon next to the ASIN.

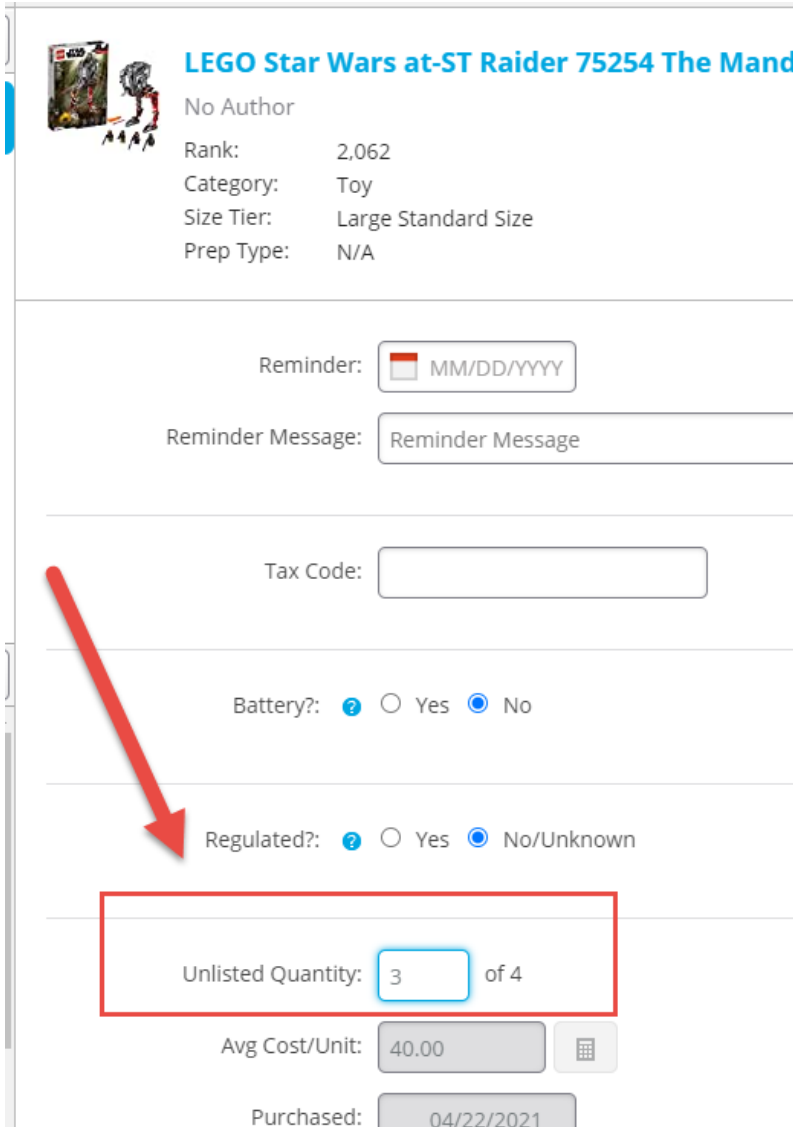



Step 5. This ASIN should replace the UPC that you have used to initially search for the item.

You can now go back to the batch and search by ASIN.

● **Adding Items to Batch**

- **Adding multiple units of the same ASIN** - When adding an ASIN with a quantity greater than 1 unit, enter the unit in the “Unlisted Quantity” field. Then hit the “Add to Batch” button.



 **LEGO Star Wars at-ST Raider 75254 The Mand**
No Author
Rank: 2,062
Category: Toy
Size Tier: Large Standard Size
Prep Type: N/A

Reminder:

Reminder Message:

Tax Code:

Battery?: Yes No

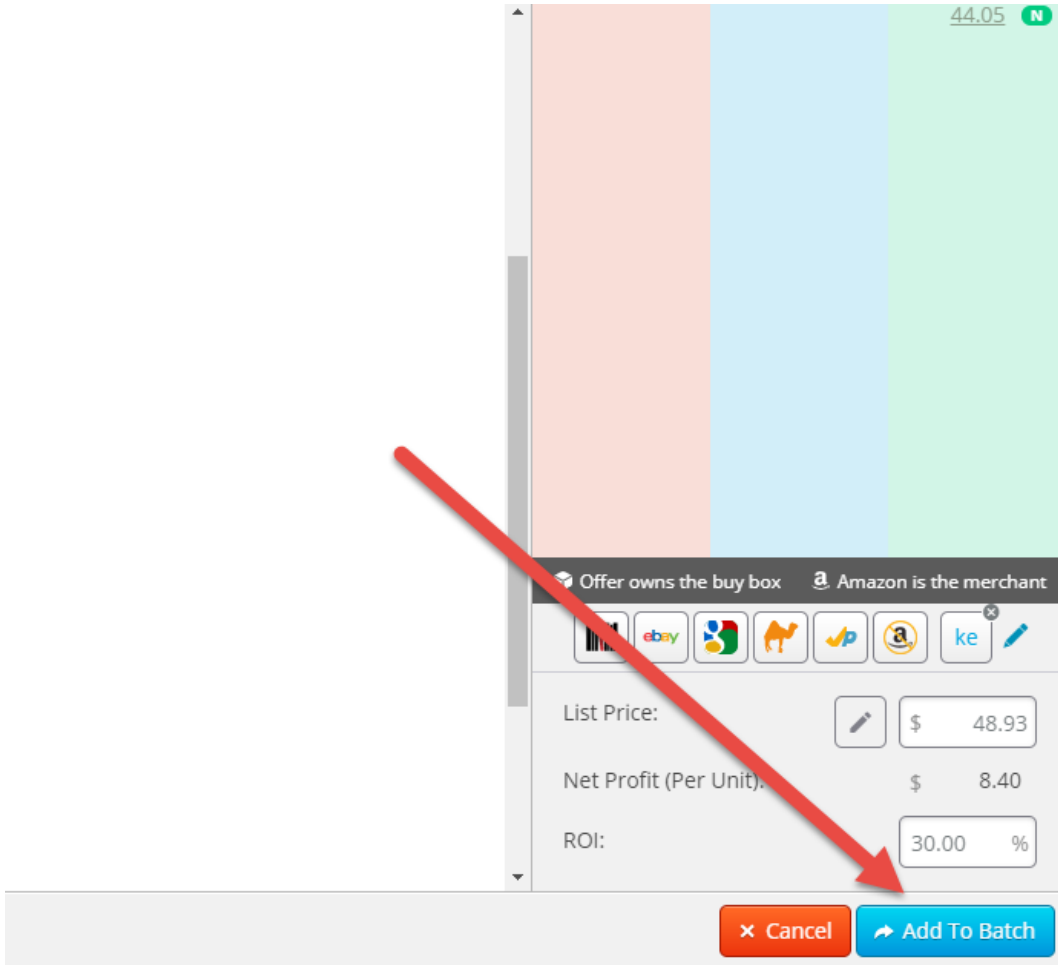
Regulated?: Yes No/Unknown

Unlisted Quantity: of 4

Avg Cost/Unit:

Purchased:

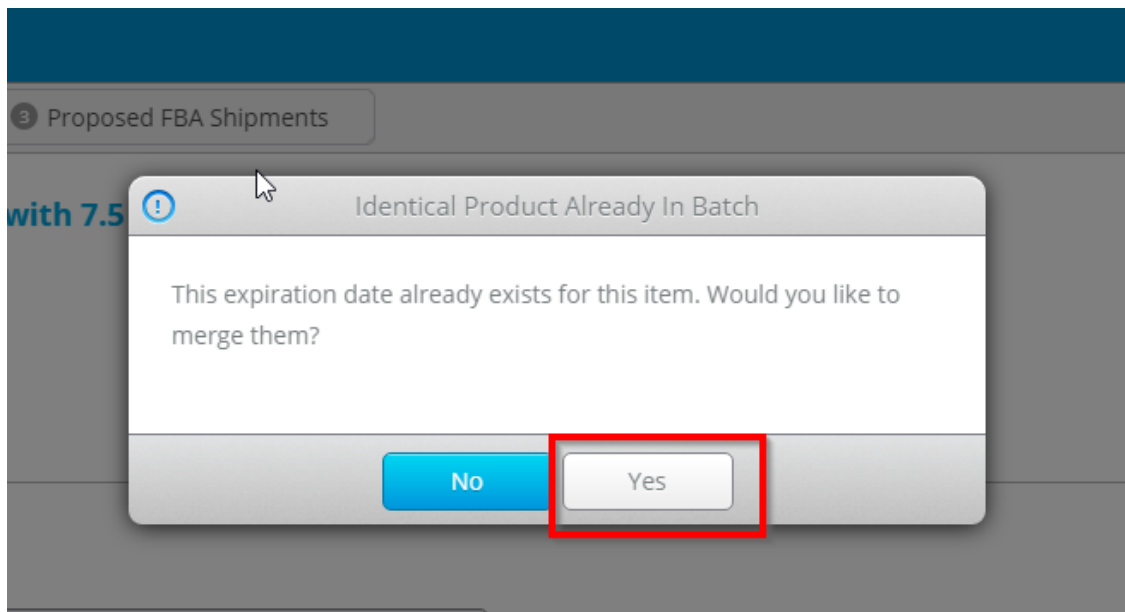
- **Scenario 1: ASIN has not yet been added to the current batch** - When the ASIN has not yet been added to the current batch, you will go directly to the add item screen. You will just need to click on the “Add to Batch” button to add the item to the batch.



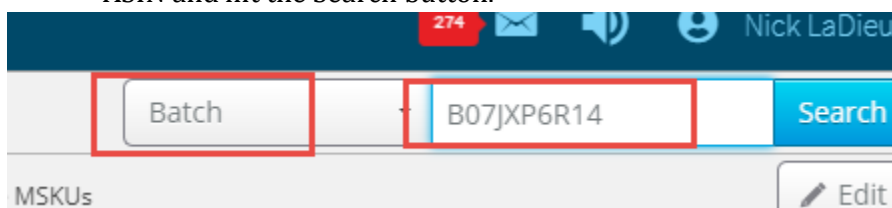
The screenshot displays a software interface for product management. At the top right, the price "44.05" is shown next to a green "N" icon. Below this, a dark grey bar contains the text "Offer owns the buy box" and "Amazon is the merchant". A row of icons for various marketplaces (eBay, Google, Camel, JP, Amazon, ke) is visible. The main section shows three input fields: "List Price:" with a value of "\$ 48.93", "Net Profit (Per Unit):" with a value of "\$ 8.40", and "ROI:" with a value of "30.00 %". A red arrow points from the left side of the screen towards the ROI field. At the bottom right, there are two buttons: "Cancel" (orange) and "Add To Batch" (blue).

- **Scenario 2: ASIN has already been added to the batch from another order, and you are adding additional units with the same ASIN**

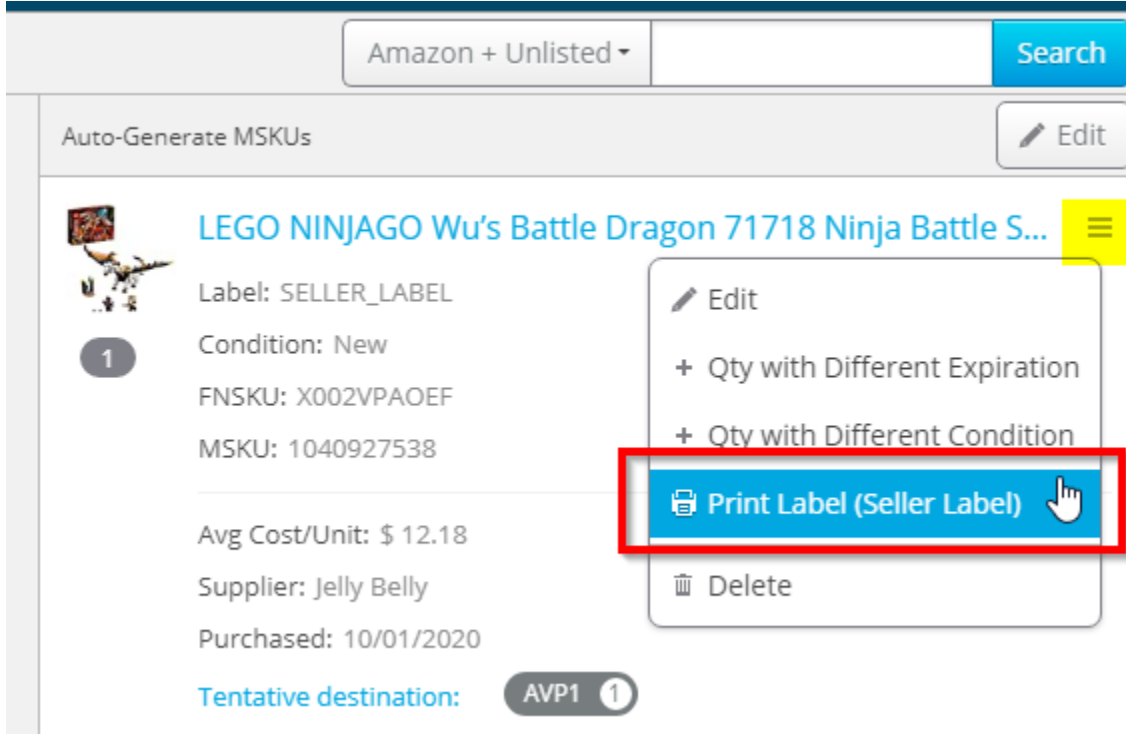
After hitting the “Add to Batch” button, if you see the message below, click on “Yes” to “merge expiration dates”.



- **Item not found in Unlisted Inventory.** Alert us and we will fix and provide the ASIN.
- **Once the item has been Added to the batch the label will print automatically**
- **How to print a label Manually**
 - From the main list and prep screen select “Batch” from the pulldown next to the search. Input the ASIN and hit the Search button.



- From the “Hamburger” menu select “Print seller label”. Input the quantity of labels desired and hit “Print Label (Seller Label)”



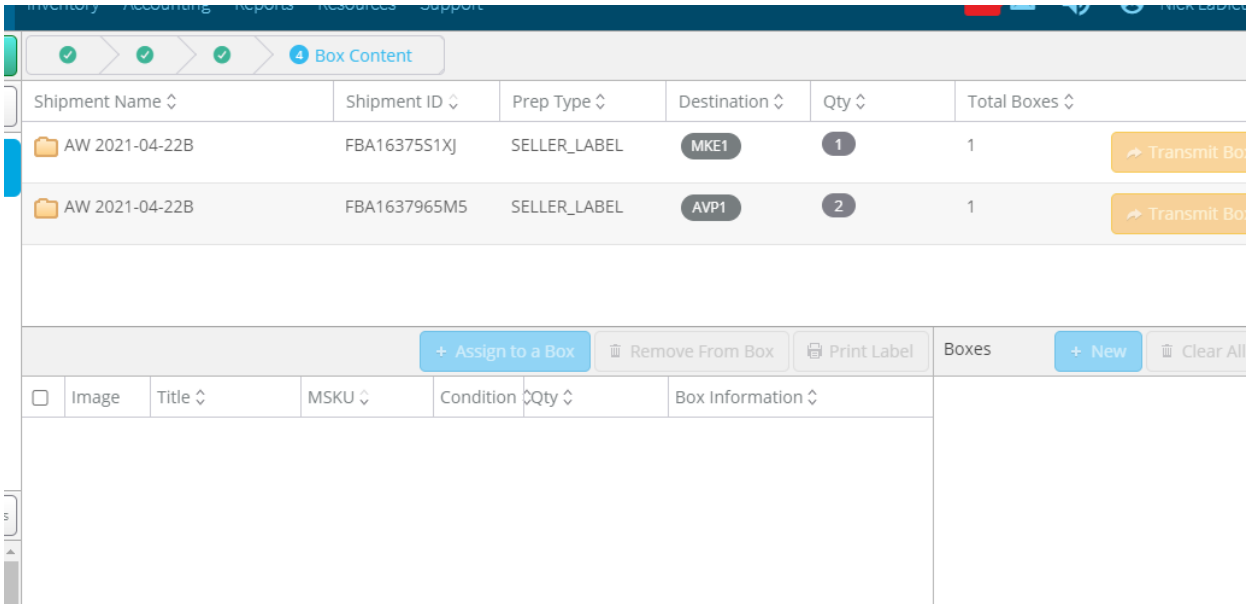
The screenshot shows a web interface for managing inventory. At the top, there is a search bar with a dropdown menu set to "Amazon + Unlisted" and a "Search" button. Below the search bar is a section titled "Auto-Generate MSKUs" with an "Edit" button. The main content area displays a product listing for "LEGO NINJAGO Wu's Battle Dragon 71718 Ninja Battle S...". The product details include: Label: SELLER_LABEL, Condition: New, FNSKU: X002VPAOEF, MSKU: 1040927538, Avg Cost/Unit: \$ 12.18, Supplier: Jelly Belly, and Purchased: 10/01/2020. A "Tentative destination" is listed as "AVP1" with a notification icon. A context menu is open over the product, showing options: Edit, + Qty with Different Expiration, + Qty with Different Condition, Print Label (Seller Label) (highlighted with a red box and a hand cursor), and Delete.

LABEL ITEM AND SHELVE IT FOR SHIPMENT IN NEXT BATCH

After applying the FNSKU label(s), shelve the item(s) until Friday, when they will be shipped with that week's shipment.

FBA SHIPMENT

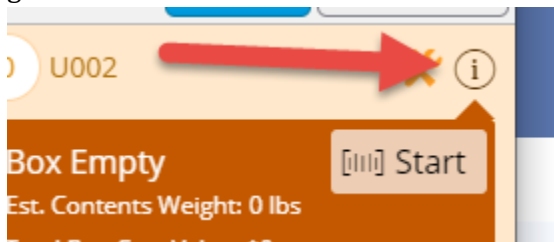
- **Log in to Inventory Lab.**
- **Click on the “List” button on the top menu to get to the “List & Prep” screen**
- **Select the open batch from the week that has just ended - Under “Open Batches”, click on the batch which ended on Thursday of the current week. For example, on Friday April 23rd, open the April 22 batch with the name **AW 2021-04-22**.**



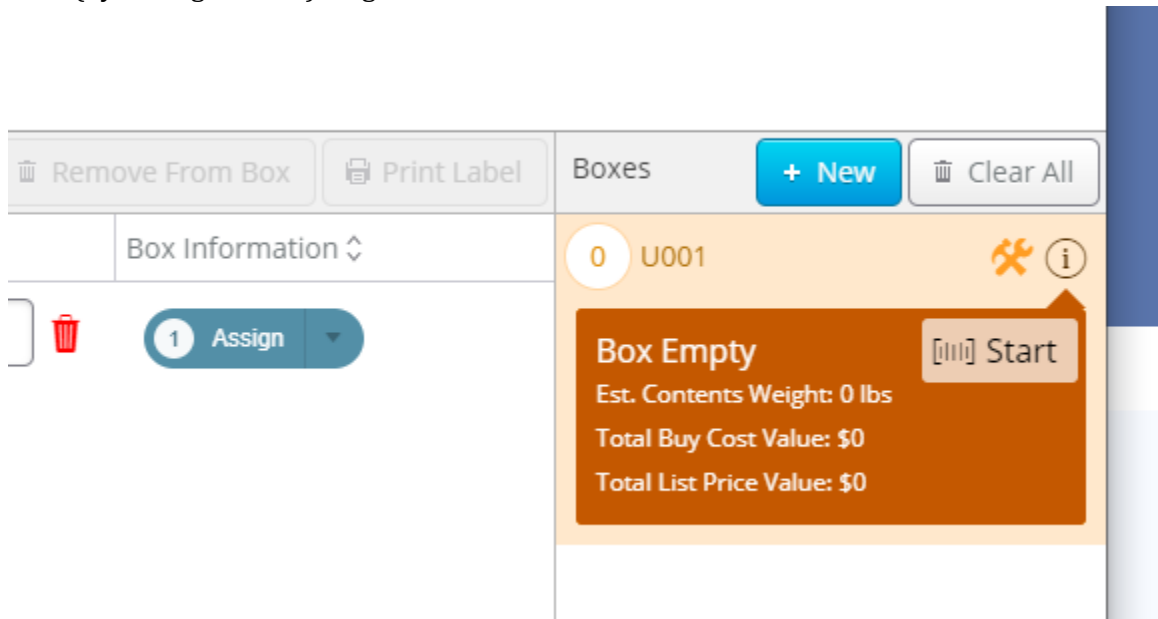
- **Select the Shipment you wish to work on by clicking on the row from the shipments.**

ENTER BOX CONTENTS - SCAN GUN WORKFLOW

- **Select the (I) icon on the box list and hit the “Start” button to begin capturing box contents from the scan gun**

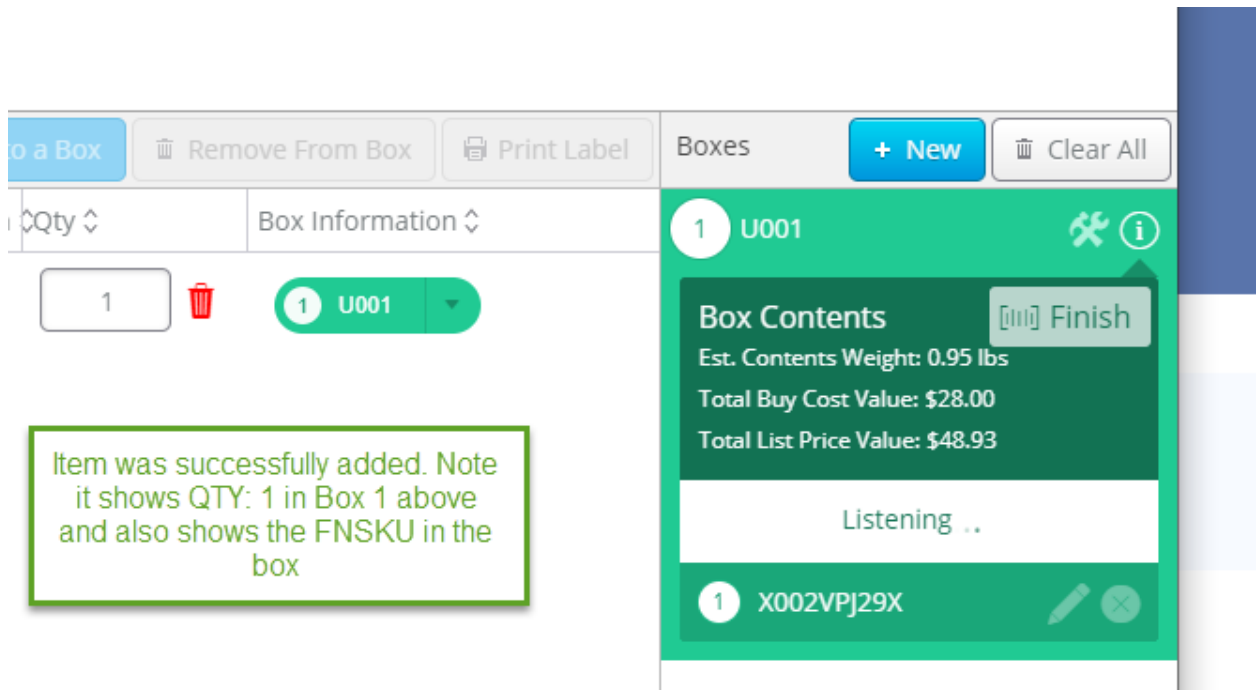


- **NOTE:** Using any other function on the computer will pause the scan gun. You will be required to start (by hitting resume) it again.



● **Scan each FNSKU label and add it to your current box.**

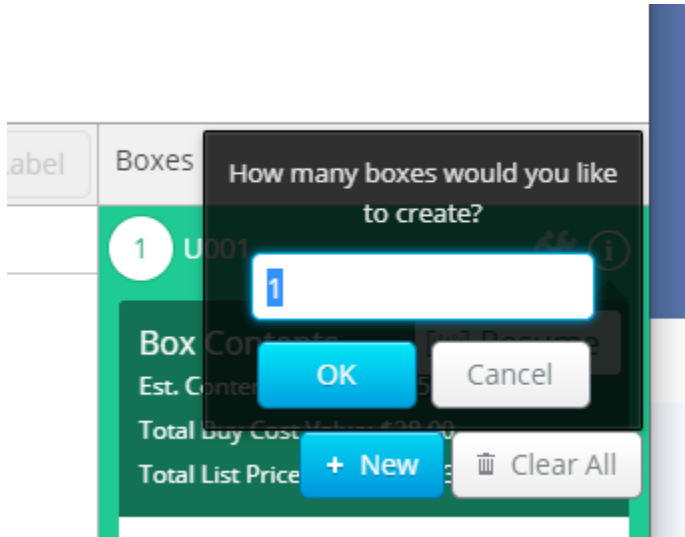
- You will hear a standard “beep” if the item belongs in the currently selected shipment. You will also see the item going into the box visually.
- You will hear a “gong” if the item is not in the shipment. You will also see a red error message on the screen



● **Make a new box.**

- When the box is full, make a note of its weight and dimensions somewhere. (I usually write it on the box with a sharpie) All weights/dims will be entered at the end of the process.

- Select the “New” button in the boxes column to create a new box.



- Go back to the (I) icon and hit “start” on the new box to resume packing.

[ENTER BOX CONTENTS - MANUAL WORKFLOW](#)

- Locate the ASIN from the list (CTRL+F) and paste in the ASIN for your browser to find it

Facebook | B07JXP6R14 | 1/1

Inventory Accounting Reports Resources Support

4 Box Content

Item Name	Shipment ID	Prep Type
W 2021-04-22B	FBA16375S1XJ	SELLER_LABEL
W 2021-04-22B	FBA1637965M5	SELLER_LABEL

2021-04-22B + Assign to a Box

Image	Title	MSKU	Condition	Qty
	LEGO Marvel Spider-Man Far from Home: Molten Man Battle 76128 Building Kit (294 Pieces)	LEGO-76128	New Expires N/A	1

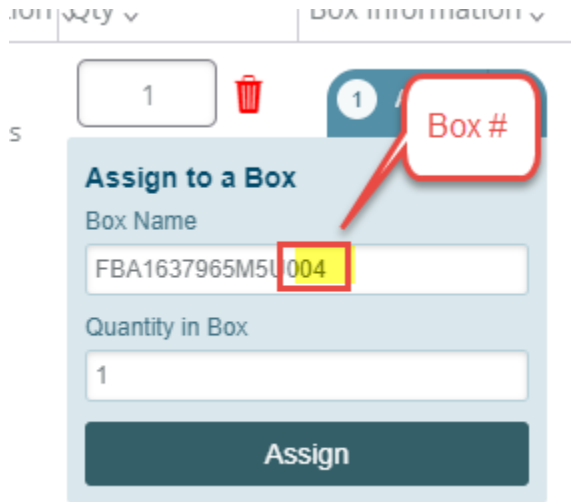
ASIN: **B07JXP6R14**
FNSKU: X002VPJ29X

- Hit the Assign button next to the item

es

1 1 Assign

- Select the correct box number from the box number pull down, adjust the quantity, and hit assign



This same workflow can be used to remove items from boxes in the event you make mistakes by adjusting the assigned quantity in the assign pulldown menu.

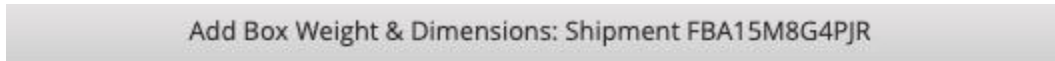
TRANSMIT BOX CONTENTS TO AMAZON AND ENTER WEIGHTS/DIMENSIONS

- When a shipment is fully packed the transmit boxes button will become active



Note: Sometimes it fails to refresh. If this happens simply refresh your browser and it will become active if all items in the box are packed

- Enter Box weights/dims



Send your box weight and dimensions to Seller Central or "Skip This Step" to enter them there



- Select "Submit All"



- In a minute or two, you will see a pop-up indicating that the Box Contents were successfully transmitted.



Note: If you see a red "Error" pop-up instead, please screenshot it and e-mail it to us, and we will resolve the error.

OPEN THE SHIPMENT IN SELLER CENTRAL, PURCHASE SHIPPING LABELS AND COMPLETE THE SHIPMENT.

- **Note:** It can take up to 10 minutes for box weights/dims to transmit to seller central. If you plan to purchase shipping immediately skip the step in Inventory Lab for entering weights/dims and enter them directly into seller central instead by clicking on the "Skip this step" button. Then you will need to enter weights/dimensions in Seller Central
- This step will follow the same process that you normally use.

INVENTORY LAB HELP LINKS

- **Setting up a Rollo Printer for use with Inventory Lab**
<https://support.inventorylab.com/hc/en-us/articles/360060514113--New-Set-Up-a-Rollo-Printer-Using-IL-Print>
- **Box Content Scanning - Private Workflow (we will always use Private Workflow)**
<https://support.inventorylab.com/hc/en-us/articles/360000110934-Box-Content-Scanning-Private-Workflow>
- **Manual Entry of Box Content**
<https://support.inventorylab.com/hc/en-us/articles/360000099753-Providing-Box-Content-Private-Workflow>
- **Editing Quantity of an Item in a working shipment (after Box Contents and Weights/Dimensions have already been transmitted)**
<https://support.inventorylab.com/hc/en-us/articles/115002491433-Editing-Quantity-of-an-Item-in-a-Working-Shipment>