Printing Package Labels

All packages arriving at the Amazon.com warehouse must be labeled with our package labels, as described below. Packages without these labels may result in delays or lost inventory.

Key information for printing Package Labels
- Labels currently supported measure 3(1/3)" x 4"
- Don’t place labels on a seam on the box where it will get cut by a box cutter
- Labels need to be scan-able and readable
- Each box you send in the shipment needs its own label

1. On the Shipping Queue page, on the same line as the Shipment Name is the option to Print Labels. Click this button and the Print Labels page will appear.

2. Click Print Package Labels to create an Adobe PDF file that you will use to print the labels.

Once your carrier has picked up your shipment, use the Mark as Shipped button to let Amazon.com know a shipment is on the way. Once Amazon.com receives and processes your shipment, it is marked as Completed and is moved to the Shipping Archive.

Please Note
The status of a confirmed shipment cannot be reversed. If for any reason you’ve made this update but can’t finalize the shipment, please contact Amazon.com Technical Account Management using the Contact Us form in Seller Central.

Your product listings will appear to customers on Amazon.com after your products are received into inventory.
**Additional Information**

**Creating Shipments** – Items and quantity shipped to Amazon must match exactly what is specified in the shipment you created.

**Labeling the Box / Carton** - Each box must have the correct shipping label in a location and condition that is easily visible and scan-able (e.g. next to the carrier-tracking label, not over the carton seam, on the side of the box). Shipping labels should be placed no closer than 1.25” from any natural edge and should not be covered by tape or anything that would cover any critical information. Limit one shipment per Box.

**Carton / Box Dunnage (void fill)** - Acceptable forms of dunnage include foam, air pillows and full sheets of paper. Unacceptable forms of dunnage include crinkle wrap, shredded paper and peanuts of any kind. No “gaylords” (pallet-sized cartons) or point of sale packaging may be used as cartons.

**Packing/Labeling Sets** - Separate items packaged together, that are intended to be sold together as a single set, must be clearly labeled as a set to prevent pieces of the set from being separated. The set must also have a single, unmistakable barcode that identifies the entire set. Barcodes on individual component pieces of the sets must not be visible.

**Pallets** - All shipments that are not small parcel (individual small package) must be well-palletized, securely stretch wrapped and labeled “Pallet #___ of ___”.

**Safety Requirements** - Cartons should not exceed 50 lbs. unless one single shippable unit exceeds 50 lbs itself. Cartons over 50 lbs must be clearly labeled “Heavy Weight” on the top and sides. Pallets must not exceed 50 inches in height including the height of the pallet itself nor exceed 1500 lbs in gross weight. Pallets must be free of damage that compromises usability or safety.

**Delivery Appointments** – For any shipment not being sent by Small Parcel carriers must schedule a delivery appointment no less than 24 hours before the intended delivery. In order to schedule a delivery appointment, the carrier must provide the PRO number, BOL number, all PO numbers contained in the shipment and total quantities of pallets, cartons and (when available) units.

**Common Errors** – The following errors will slow down the process by which Amazon.com can receive and offer your items available for sale:

- Cartons too heavy without proper warning label ( > 50 lbs)
- More items shipped than what is expected (overage)
- Shipment Carton has extraneous label from previous use (has multiple UPS tracking numbers, etc)
- Carton contains items from multiple shipments/POs

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**Shipping Labels**

Shipping labels must be consistently placed so they are easy to see, either on top or on the side of a carton, but not covering the seam of the carton so as to be damaged when the carton is opened or cause any barcodes to be distorted.

**DO NOT PLACE FBA LABEL OVER SEAMS**

**WRONG**

**CORRECT**