

How to Create a Shipping Plan for Flat Rate Prep

When you're ready to have FRP send your inventory to Amazon, you begin by creating a shipping plan. A shipping plan specifies:

- The products you want sent to Amazon
- The quantity of each product

To begin, select the products that you want FRP to send to Amazon:

On the [Manage Inventory](#) page, select each product that you want shipped. Then **select Send/Replenish Inventory** from the **Action on Selected** drop-down menu.

On the **Send/Replenish Inventory** page, select one of the following:

- **Create a new shipping plan** to create a new shipping plan.
- **Add to an Existing Shipping plan** to add products to an open shipping plan. Select an open plan from the **Add to shipping plan** drop-down list.

Confirm your ship-from address. You should select or enter **313 W Beltline Hwy STE 39, Madison WI 53713** as this is the location where your shipment will be picked up. To change the ship-from address, click Ship from another address.

Confirm the packing type of the products you are shipping to Amazon. **Individual products** are single products of varying quantities and conditions. **Case-packed products** are multiples of the same product packaged by the manufacturer, each case containing the same quantity in the same condition. If you are not sure, select **Individual products** as this is typically

Click **Continue to shipping plan** to enter the shipment creation workflow.

At the top left, you'll see the shipping plan name defaults to PLN (MM/DD/YY HH:MM). Click **Rename** and title your shipment **FRP MM/DD/YY** so that we can locate it quickly in Seller Central if you have many open shipping plans)

The All products tab displays a list of all the products that you have selected to include in your shipping plan.

To add products to your shipping plan:

Click **Add Products** at the right of the page.

Type the product name, ASIN, or SKU in the text box, and click **Search my inventory**.

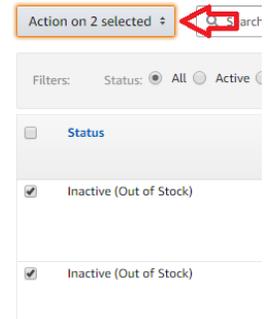
Important: You can only search for inventory that is fulfilled by Amazon. Inventory you fulfill yourself is not searchable. Click [here](#) for instructions on converting listings to Fulfilled by Amazon

For each product in the list that you want to add, click **Add Product**.

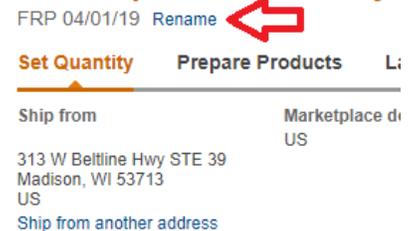
To set the quantity of each product that you want to send, in the **Units** column, type the total number.

When you have added all your products, click **Continue**.

Manage Inventory



Send/replenish inventory



Important: Do not create shipping plans for items that have not been marked received on your Google Sheet, as FRP cannot ship items that have not been received. Plans submitted with units not yet received may be deleted.

The **Prepare Products** screen displays prep guidance. Flat Rate Prep will perform all required prep for your products, so leave all **Who preps?** options set to Merchant and click **Continue**.

The **Label Products** screen allows Flat Rate Prep to print Amazon labels (FNSKU) for your items. Make sure all **Who labels?** options are set to Merchant and click **Continue**.

The **Review Shipments** screen shows where Amazon is routing your products. Take note of the [total # of units](#) in your shipment and the [# of MSKUs](#).

You may now submit the shipping plan to Flat Rate Prep using the [Shipping Plan Submission Form](#)! You do not need to click **Approve & continue** – FRP will do so on your behalf.

If you have any questions, please email us: service@flatrateprep.com

Units	Who labels?
	Apply to all
2	Merchant

Why does this product need to be labeled? [Learn more](#)

If some **Who labels?** rows are blank (shows just two dashes), those listings are set to Manufacturer Barcode (commingled). FRP does not accept commingled listings- please see [here](#) to disable.

Tip for textbook sellers: On average, 12 textbooks will fill a box, so you may wish to keep this in mind when submitting shipping plans. FRP will ship any qty you wish (no minimums) but your inbound freight costs will be optimized by having us send boxes with 10-12 books. (40-50lbs)