

Section 1 – Pre-Arrival Documentation

#	Task	Why It Matters
1	Create an accurate ASN (Advance Shipment Notice)	Amazon appointments auto-match pallets; errors cause rejection.
2	Verify FNSKU vs. SKU map	Ensures each unit scans into the correct ASIN.
3	Send carton contents list (CCL) to 3PL	Helps schedule labor and space.
4	Attach commercial invoice + packing list outside carton	Customs and 3PL intake need instant access.
5	Book delivery slot (if Amazon FC) or GRN slot (3PL)	Avoids detention fees and refused trucks.

Section 2 – Transport & Pallet Specs

#	Task	Why It Matters
6	Use heat-treated EUR or 4-way pallets	Non-compliant pallets are destroyed at FCs.
7	Shrink-wrap to top deck only (no pallet overhang)	Forklifts need clear entry; overhang increases damage.
8	Keep pallet height ≤ 1.8 m and weight ≤ 500 kg	Exceeding limits triggers re-palletizing fees.
9	Label pallet with pallet ID + ASN barcode on two sides	Fast inbound scanning.
10	Stack cartons by SKU, not mixed	Reduces mis-picks and speeds cycle count.

Section 3 – Carton Compliance

#	Task	Why It Matters
11	Double-wall cartons for fragile or > 15 kg items	Prevents crush during LTL moves.
12	Limit carton weight to 23 kg (Amazon heavy	OSHA & Amazon policy; overweight =

label at 15 kg)

penalty.

13 **Apply FNSKU label on flat face, not seams**

Prevents scan errors at FC receive.

14 **Remove legacy barcodes or cover fully**

Dual barcodes confuse conveyer scanners.

15 **Use H-tape pattern with 2-inch tape**

Amazon requires fully sealed seams.

Section 4 – Quality Control on Arrival

Task

Why It Matters

16 **Count cartons vs. ASN** before unloading

Immediate discrepancy reporting.

17 **Inspect for visible damage**; photograph any dents / tears

Proof for freight claims.

18 **Weigh random sample carton** to validate declared weight

Detects pick/pack errors.

19 **Verify barcode legibility with handheld scanner**

Confirms no print or placement issues.

20 **Check expiration or manufactured dates** (if applicable)

Amazon requires ≥ 105 days shelf life.

Section 5 – System Intake & Put-Away

Task

Why It Matters

21 **Receive against ASN in WMS within 24 h**

Real-time stock accuracy; prevents overselling.

22 **Capture lot / batch numbers** for regulated products

Enables FEFO picking and recalls.

23 **Print internal license plate label (LPN)**

Traces location instantly inside 3PL.

24 **Assign products to proper pick faces** (fast movers eye-level)

Maximizes outbound speed.

25 **Update Shopify / Amazon Seller Central**

Live stock prevents overselling

inventory via API

penalties.