

# Shipment Setup

## Step-by-Step Guide

Get top savings from Middle Mile by following the steps below for new and existing shipments.

Before you get started, ensure you have [signed up](#) for Middle Mile and have linked your Amazon Seller Central account to the Middle Mile portal. This will enable us to manage your shipments efficiently.

### Shipments: Step-by-Step Instructions for Amazon Seller Central

#### Step 1: Choose inventory to send

- ➔ Log into the Middle Mile Hub and select the shipment you're ready to send to Pattern from the available list. This will sync with your Amazon Seller Central account to ensure everything is aligned.

When creating your FBA shipments, please ensure the "Ship From" address is set to the address of the Pattern warehouse to which you will be shipping your inventory. For example, if you are shipping your inventory to Pattern's Hebron, KY warehouse, enter your "Ship From" address as:

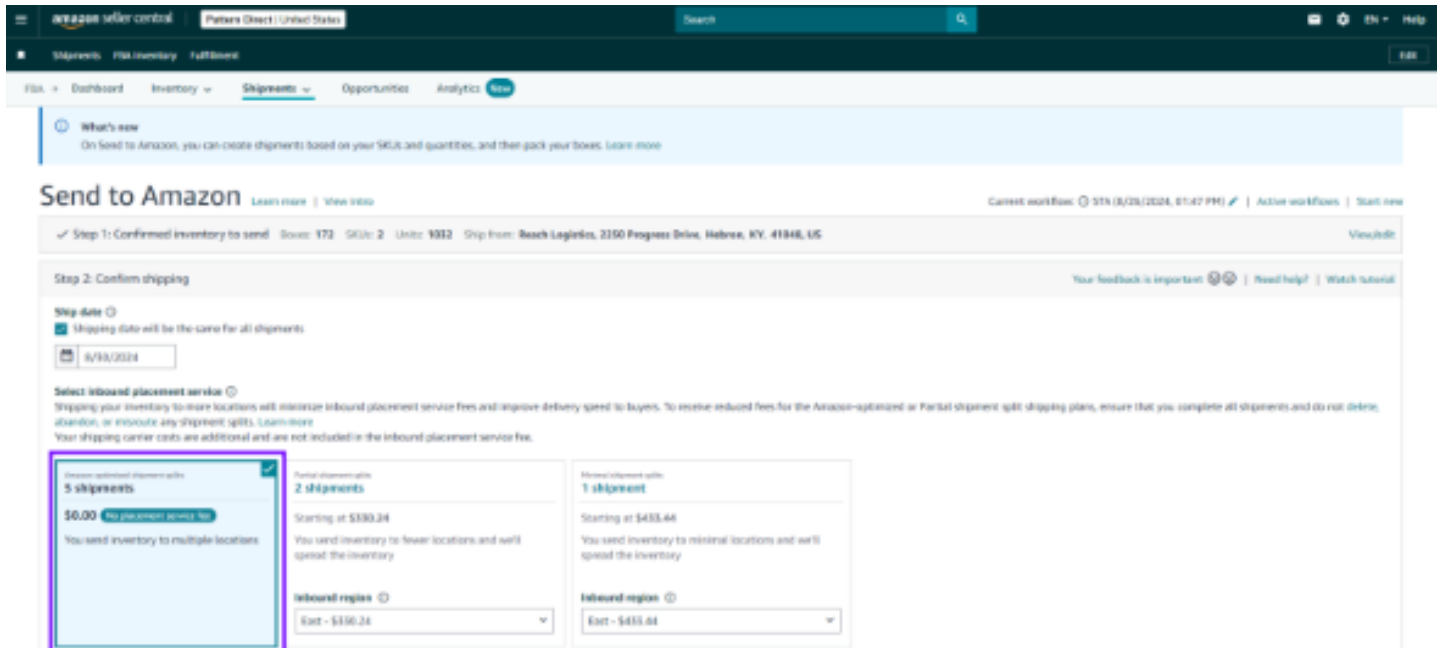
Reach Logistics Hebron  
2250 Progress Dr.  
Hebron, KY 41048

If you've already selected inventory in Amazon Seller Central, skip to Step 2.

#### Step 2: Confirm shipping

- ➔ **IMPORTANT:** In the "Select Inbound Placement Service" section, select the option that says "No placement service fee" in green in order to avoid extra charges from inbound placement fees.
- ➔ **Tip:** To ensure your shipment meets the minimum qualifications for no placement service fees, shipments must include at least five identical cartons or pallets per item.

- ➔ **IMPORTANT:** in the “Shipping Mode” section, select the **Less than Truckload and Full Truckload (LTL/FTL)** option, depending on your shipment size.
- ➔ Input your ship date (choose a date one week in advance for scheduling purposes).
- ➔ Click “Confirm Shipping Destinations.” The placement fees should show as \$0.00.



### Step 3: Schedule delivery via GoRamp

- ➔ Set up a delivery appointment via the [GoRamp](#) scheduling system. All freight deliveries (LTL, VLTL, and FTL) for Middle Mile shipments must have delivery appointments scheduled in our scheduling system, GoRamp.
- ➔ Please ensure that your carrier is made aware that delivery appointments are required at the time of booking your freight to Pattern. Unscheduled deliveries are subject to refusal and/or additional Middle Mile fees.
- ➔ For Small Parcel Shipments: No GoRamp appointment is needed for delivery. Please ensure that all cartons include your Middle Mile order number (e.g. MMO1234567890) as a reference field on your shipping labels to assist with receipt.

- ➔ In GoRamp, select the warehouse to which your Middle Mile order is assigned to proceed.

Company > Warehouse

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### Select Warehouse to enter reservations

Search...


- Reach Logistics - Hebron, KY (United States of America, Hebron, KY 41048, 2250 Progress Dr)
- Reach Logistics - Lindon, UT (United States of America, Lindon, 84042, 2612 West 400 North, Suite 300)
- Reach Logistics - Las Vegas, NV (United States of America, North Las Vegas, 89032, 2400 W Carey Ave.)
- Mississauga (Canada) (Canada, Mississauga, L5L 5Y6, 3250 Ridgeway Drive, Unit #15)
- Dubai (UAE) (United Arab Emirates, Warehouse 4, Street 59, Jebel Ali Industrial Area 1)
- Melbourne (Australia) (Australia, Dandenong South, 3175, 92-100 Monash Dr. Unit 5)


Transport type

Pattern Middle Mile

Load type

Pattern Middle Mile ONLY

 Log in / Register

 Save selection

- ➔ When prompted to select a Transport Type, select “Pattern Middle Mile” and a Load Type of “Pattern Middle Mile Only.”
- ➔ **Important: Once you have selected your preferred delivery appointment time, you will be prompted to provide details about your delivery. This includes your Middle Mile Order Number (MMO1234567890), which is provided when you create an order in the [Middle Mile Hub](#). This is a critical piece of information to ensure your delivery can be processed as soon as possible.**
- ➔ Freight deliveries must be made via dock-height trucks. Pattern does not accept freight deliveries via sprinter vans, low box trucks, etc.
- ➔ **Important: Please ensure your Bill of Lading (BOL) includes your Middle Mile Order Number (e.g. MMO123456A9BC) as a delivery reference number.**

## Step 4: Print box labels

- ➔ **IMPORTANT: Print box labels and apply them to your cartons. These labels are crucial for tracking and processing your shipment.**
- ➔ Ensure all cartons are prepped and labeled to Amazon's Requirements.
- ➔ Print box labels and affix them to your cartons.
- ➔ Label Size: Use the recommended label size (typically 4x6) for easy tracking and processing.
- ➔ Labeling Tip: Ensure all labels are legible and applied securely to avoid delays.

## Step 5: Confirm carrier and pallet information



- ➔ **Important: For each shipment, choose “Other.”**
- ➔ Input an estimated delivery date (typically 10 days from today).
- ➔ Enter a pallet count (at least one pallet is required to proceed). This helps in organizing the shipment.
- ➔ Printing pallet labels is optional but can help in tracking.

The image shows a screenshot of the 'Confirm shipment information' page in Amazon Seller Central. The page title is 'Confirm shipment information' and it states 'After you print pallet labels, the shipment will change to "Ready to ship" status.' The main section is 'Shipment #1' with a 'View or edit contents' link. Below this, there are several sections: 'Shipment name' (FBA STA (08/26/2024 19:52)-SCK4 Rename), 'Shipment ID' (FBA18C1P8MY), 'Amazon Reference ID' (—), 'Ship from' (Reach Logistics, 2250 Progress Drive, Hubron, KY, 41048, US), 'Ship to' (SCK4 - 6001 S AUSTIN RD 95215-8154 - STOCKTON, CA - United States), and 'Fulfillment capability' (Standard). The 'Shipment contents' section shows 'Boxes: 49, SKUs: 2, Units: 294'. The 'Carrier' section has a dropdown menu for 'Non-Amazon partnered carrier' set to 'Other'. The 'Delivery window' section shows a date of '09/06/2024' and a delivery window of 'Sep 6, 2024 - Sep 12, 2024'. The 'Pallet information' section has a field for 'How many pallets will you be shipping?' set to '2'. The 'Print pallet labels' section has a dropdown menu for 'Thermal printing - 4 x 6 inches' and a 'Print' button. At the bottom, it says 'The status of this shipment is Working'.

## Step 6: Tracking details

- ➔ **IMPORTANT:** Input the PRO/freight bill number associated with your shipment when it's being sent to Pattern. This helps us track and process your delivery.
- ➔ Ensure all labels are printed and affixed to the respective boxes and pallets.

Track shipment: Tracking details

Shipment #1 - Aug 18, 2024	Shipment #2 - Aug 19, 2024	Shipment #3 - Aug 19, 2024	Shipment #4 - Aug 20, 2024	Shipment #5 - Aug 20, 2024
Shipment ID: FBA19C38989F	Shipment ID: FBA19C38989G	Shipment ID: FBA19C38989H	Shipment ID: FBA19C38989I	Shipment ID: FBA19C38989J
Carrier: Other (Change carrier)	Carrier: Other	Carrier: Other	Carrier: Other	Carrier: Other
PRO/freight bill number not yet entered	PRO/freight bill number not yet entered	PRO/freight bill number not yet entered	PRO/freight bill number not yet entered	PRO/freight bill number not yet entered

Delivery window: Sep 5, 2024 - Sep 10, 2024 (2d) - adjusted  
This delivery window can be edited in the Track step up to Sep 5, 2024.

Enter PRO/freight bill number:  
Provide accurate tracking details from your carrier to help us resolve your shipments up to 30% faster and make your products available for sale sooner.

Track by Bill of Lading (BOL) Number:  
 Shipment ID (FBA19C38989F recommended)  
 Other

PRO/freight bill number:

Bill of Lading requirements:  
The Bill of Lading must include the Amazon Reference ID (PRO) for the shipment, as well as box and pallet counts.

Amazon reference ID:

Delivery appointment requirements:  
Your carrier will be required to schedule a delivery appointment. When scheduling the appointment, they must provide box and pallet counts, the Amazon Reference ID, and PRO numbers from the Bill of Lading. View detailed instructions.

Cost summary

Total prep and labeling fees	\$0.00
Total placement fees	\$0.00
Total estimated shipping fees	\$0.00
Total estimated prep, labeling, placement, and shipping fees (before fees may apply)	\$0.00

## Step 7: Prepare your items, cartons, and pallets for inbound shipping to Pattern.

- ➔ **IMPORTANT:** Please note that any inventory that is sent to Pattern and cannot be shipped due to missing labels or other issues will be disposed of after 30 days.
- ➔ Ensure all of your items are prepped to meet all FBA standards prior to shipment to Pattern. This includes, but is not limited to, ensuring that all items are properly polybagged, bubble wrapped, double sealed, and boxed according to [FBA policies](#) and [FBA Shipping and routing requirements](#).
  - ➔ All cartons should be six-sided boxes with flaps intact. Do not use point-of-sale containers, open-front boxes, or gaylords for packaging your products.
  - ➔ Matching Amazon's inbound packaging requirements, boxes should be either regular slotted cartons (RSC), B Flute, ECT-32 (edge crush test), or have 200 lb./sq. inch burst strength.
- ➔ Ensure each box (or single sellable unit contained in a manufacturer box) is labelled with an FBA Box ID label.
- ➔ **IMPORTANT:** To ensure the safety of Pattern's team members, and to ensure your shipments meet FBA standards:
  - ➔ Boxes must not exceed 50 lbs unless they contain one single oversized item that exceeds 50 lbs

- ➔ Boxes containing multiple FBA standard-size items must not exceed 25” on any side. A box may exceed the 25” limit if it contains one or several oversize units that measure longer than 25” on any side.
- ➔ Pallets must not exceed 72” in height, and must be properly shrink-wrapped with clear plastic to ensure the product cannot escape the pallet until the shrink wrap is cut or separated. Pallet contents must be firmly contained within the footprint of the pallet and must not exceed pallet length or width by more than an inch.
- ➔ **IMPORTANT: Failure to follow the above guidelines will lead to delays in processing your cartons, and may lead to an additional processing charge of \$40 per labor hour and/or the refusal of the delivery of your shipment at our warehouse.**

## Conclusion

By following these steps, you can ensure that your shipments are set up correctly and reach the Amazon end-point FCs without any issues and you get the most savings possible.

If you have any questions, please contact [middlemile@pattern.com](mailto:middlemile@pattern.com).