

# 6 Steps to FedEx your inventory to Wayfair FCs

## **Step 1: Receive your Replenishment Recommendations from Wayfair**

We'll email you when you have new Replenishment Recommendations waiting for you in Partner Home.

Follow the instructions listed here to use the Inbound Orders Entry Tool to manage your Replenishment Recommendations: [About Inventory Replenishment Recommendations](#)

## **Step 2: Generate an SPO for what you plan to ship via FedEx**

You can consolidate multiple casepacks inside a master carton that maximizes the FedEx Ground Shipping weights and dimensions. Each one of your master cartons must adhere to [FedEx's weight and dimensions guidelines](#).

### **Self-Manage Your Inbound Shipment**

Since you will be shipping your boxes via FedEx to us, we won't make arrangements to get your boxes picked up. All the information you need on Supplier-Managed Transportation is here: [About Supplier Managed Transportation](#)

You do not need to make delivery appointments for these shipments.

## **Step 3: Print FedEx label through your platform of choice**

You can use any platform you wish to print your FedEx Ground label; Fedex software or website, your own shipping software, etc.

Print a label for each box you are shipping; one label per outer box whether it is a sellable unit, a casepack, or a master carton.

**Only use FedEx Ground** Services, and only ship packages up to 140 lbs, up to 108" in length, and 165" in length plus girth. You can find more information on what you can ship here: [FedEx General Packaging Guidelines](#)

Details on box sizes:

- Do not exceed 140 lbs., as this risks incurring a large fine from FedEx!
- If using smaller boxes, aim for 30-50 lbs. per box. Under 30, the cost economics deteriorate, and at 50 lbs., FedEx applies an Additional Handling Surcharge (AHS)
- If using larger boxes, avoid a max. dimension > 48", and a 2nd longest > 30", as exceeding these also incurs an AHS charge.
- Finally, avoid a length + girth of > 130" (girth = 2 x [2nd longest + 3rd longest dim]), as this incurs a heftier LPS surcharge. Example max. box sizes would be: 48" x 30" x 10", 36" x 30" x 24", 30" x 24" x 24"

Also note:

- Your FedEx label must feature **both of these references**:
  1. The SPO# for the box you are shipping
  2. "Supplier Inbound to CG"
- You **must use this FedEx 3rd party billing account** when shipping inventory to CG for replenishment: 200856905.

Your FedEx label must be affixed to every Shippable Unit in your shipment.

## **Step 4: Update your SPO with FedEx tracking numbers in Partner Home**

- Enter your tracking numbers in the “Truckload Number” field. You can enter up to 18 tracking numbers separated by commas.
- Select “Approved CG IB via Fx” from the Carrier dropdown.

Make sure you enter the correct tracking numbers under each SPO, and select the right carrier. We match the FedEx tracking numbers you entered with your SPOs when we receive your shipment. Mismatching references may result in your shipment being rejected and returned to you.

#### **Step 5: Print your UCC label through Partner Home**

There are no changes to how you use UCC labels. We have all the information you need about using UCC labels here: [Labeling Guidelines](#)

[Click here for more information on UCC labels: Why we need them, how to generate them, correct label placement, and more.](#)

#### **Step 6: FedEx will ship your inventory to Wayfair FC and we will bill you for the cost of shipping**

During the pilot period, we will bill you based on the rates we identified for the pilot. When we are ready to scale, we'll share a rate card with you for your future shipments.

#### **Appendix**

**SPO:** Can contain up to 10 master cartons. Its unique reference is SPO Number.

**Master Carton:** Contains multiple casepacks. Each master carton needs its own FedEx Tracking Number.

**Casepack:** Contains multiple sellable units. Each casepack needs its own UCC label.

**Sellable Unit:** Each individual unit your customers can order. Each sellable unit need its own UPC label.

**Shippable Unit:** Refers to each box you are shipping separately. This can be a sellable unit, a casepack, or a master carton.