

A guide to shipping products into CastleGate using FedEx

Starting December 2nd, we are codifying the below requirements:

1. Suppliers are required to use only the Wayfair FedEx account number provided to ship goods into CastleGate / Wayfair stores via FedEx. This enables us to track the shipments coming into CastleGate or our stores to ensure they are received within SLAs (You must use this FedEx 3rd party billing account when shipping inventory to CG for replenishment: 200856905)
2. Suppliers are required to add the FedEx master tracking number to the SPO within the tracking number field in Partner Home.
3. Suppliers are required to add the SPO number to the FedEx labels in the reference field
4. Suppliers are required to include "Wayfair - CG FedEx Inbound " in the Recipient Name on the FedEx labels to ensure we can identify the packages at the FC or store

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

Navigate to Inventory -> Inbound Orders -> Create Inbound Order to create an inbound SPO for CastleGate based on the recommended quantity and what you have in stock.

Important Callout: The Fedex to FC program is currently live only at our **Cranbury SP, Perris, Romeoville and Port Wentworth FCs**. If you receive destination guidance for the SPO outside of any of these 4 locations, work with your Inventory Planner to determine the best location for these products.

Step 3: Print FedEx labels 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.

You need to generate master tracking number and the below information is **mandatory** to ensure we can receive the packages at our FCs

To: Wayfair - CG FedEx Inbound

Address: 1040 W Renwick Rd, Romeoville, IL 60446 (Example, replace with relevant FC address noted at the bottom of the document)

Reference: WHS-XXXX-YYYYY

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.

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](#). You are required to affix a UCC label to each of your casepack/individual items depending on how they are set up.

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:
 - The SPO# for the box you are shipping
 - "Wayfair - CG Fedex Inbound"
- 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

Within the SPO in the [inbound orders page](#) in partner home, In the *Shipment* Tab:

- Click on the [Submit tracking information](#) button
- Select “**Approved CG IB via Fx**” from the **Carrier dropdown**.
- Enter **only your master tracking number** in the “**Tracking Number**” field.

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

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 will see this charge in Partner Home associated to the SPO number as long as you have provided the master tracking number

Appendix

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

Master Tracking number: A FedEx master tracking number is the first tracking number in a multiple-piece shipment (MPS) and associates all of the tracking numbers in the shipment. It can be used to track the status of one shipment and all of the associated shipments

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.

FC Addresses

Cranbury SP:

46 Station Road
Cranbury, NJ 08512

Perris SP:

3300 Indian Ave.
Perris, CA 92571

Romeoville:

1040 W. Renwick Rd
Romeoville, IL 60446

Port Wentworth:

310 International Trade Pkwy
Port Wentworth, GA 31407