



PRICE POINT PREP

PRICE POINT PREP: NEW CLIENT LAUNCH CHECKLIST

To ensure a seamless first shipment, please complete the following steps in order.

Phase 1: Service Agreement

Phase 2: Seller Central Setup

Phase 3: Slack & Communication

Phase 4: First Shipment

Phase 5: Billing & Payments

Phase 1: Admin & Compliance

Finalize Service Agreement: Ensure the digital SOP/Contract is signed and returned.

~~**Complete New Customer Questionnaire:** This tells us what is coming so we can reserve your warehouse lane.~~

Phase 2 (select 1 of 2 ways):

With Amazon Seller Central Access

To print your FNSKU labels and create shipping plans, we require "Limited Permissions" access.

Invite User: Go to **Settings > User Permissions** and invite:
support@pricepointprep.com

Accept Invitation: Once you send the invite, please notify us. We will accept within 2 hours (during business hours).

Assign Permissions: Once we are added, please grant "**View & Edit**" permissions for:

- *Manage FBA Shipments / Inventory*
- *Manage FBA Labels*

Seller Central "Limited Access": If you prefer the manual route, please invite support@pricepointprep.com with "View & Edit" access to *Manage FBA Shipments* and *FBA Inventory*.

➔ With 2D Workflow

[] **Partner Invite Link will be provided in a separate email.** This securely links your store to our prep station software without sharing sensitive login data.

Phase 3: Communication & Real-Time Logistics

Receiving & Operations Hours

Standard receiving and prep operations are conducted during normal business hours:

Monday – Friday

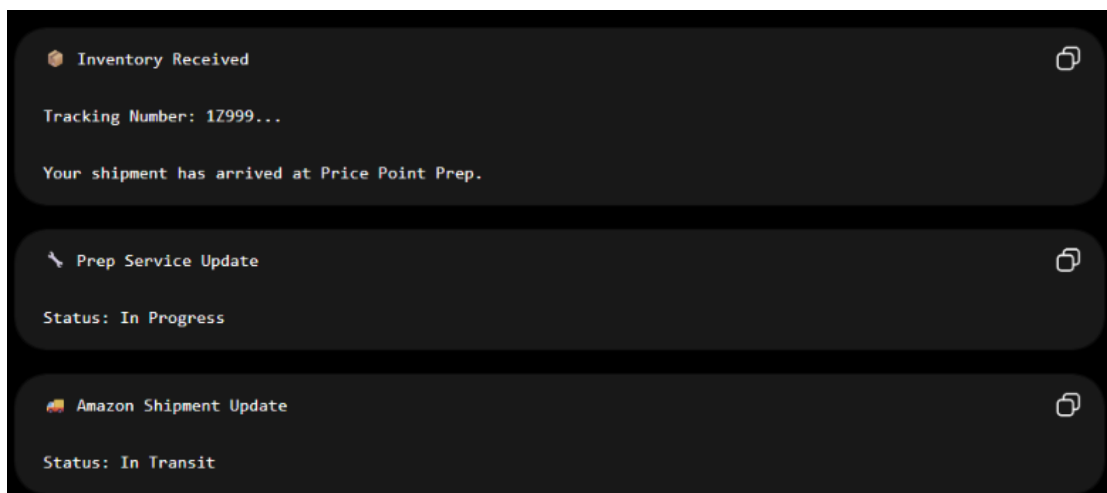
8:30 AM – 5:00 PM CST

Carrier deliveries received after business hours, weekends, or holidays will be processed on the next business day.

To provide the highest level of transparency for your inventory, we utilize a dual-channel communication system:

[] **Administrative Support (Email):** All formal documentation, quotes, and billing inquiries are managed via email.

[] **Real-Time Operations (Slack):** Slack is utilized for time-sensitive operational communication regarding inventory, receiving, prep status, discrepancies, and shipment updates. Download Slack. Upon onboarding, we will create a private dedicated Slack channel specifically for your account. Your dedicated Slack channel will serve as the primary communication hub for your account. All shipment notifications, inventory updates, prep status changes, discrepancies, shipment tracking information, and photo documentation will be delivered directly to this channel in real time.



Price Point Prep clients: Use this form to submit inbound shipment notifications for our Garland facility. Include tracking, item descriptions, and prep requirements (FNSKU, Polybag, etc.) for efficient processing.

Inbound Shipment Notification

Garland Facility Receiving & Prep

Client Information

<input type="text" value="Full Name"/>	<input type="text" value="Account Number (e.g. ABC-123)"/>
<input type="text" value="Email Address"/>	<input type="text" value="Storefront Name"/>

Shipment #1

<p>Supplier / Retailer</p> <input type="text" value="e.g. Walmart, Target, Wholesale Co"/>	<p>Shipment Type</p> <input type="text" value="Direct Ship (Prep immediately)"/>	
<p>Tracking Number</p> <input type="text"/>	<p>Carrier</p> <input type="text"/>	<p>Box Qty</p> <input type="text"/>

Phase 5: Billing & Payments

To keep our processing efficient and secure, we utilize **Novo Bank** for all digital invoicing.

[] **Review Payment Process:** All invoices are sent via email from **lawrence@lawrence-price-consulting.com** upon completion of prep work.

[] **Select Preferred Payment Method:** When you receive your digital invoice, you can pay via:

- **Bank Transfer (ACH):** Securely link your bank to pay with no additional fees.
- **Credit/Debit Card:** Fast processing for immediate inventory release (standard processing fees apply).
- **Mailed Check:** Must include **Account Number** in the memo and be mailed to the Fountain Hills Drive address.

[] **Confirm Billing Terms:**

- **Wholesale Clients:** Payment is due upon receipt before inventory is released to the carrier.

- **Online Arbitrage (OA) Clients:** Net-15 terms apply from the date of invoice.

Links:

pricepointprep.com/fba-shipment-notification

pricepointprep.com/contact