

# Migrating to ShipMonk

From a Prior Fulfillment Partner

ShipMonk



# We Get It!

Migrating to a new fulfillment partner can feel like a monumental task, especially while maintaining uninterrupted service to your customers. Rest assured, the Onboarding and Client Experience teams at ShipMonk are deeply experienced with this process and can successfully guide you through it.

## Table of Contents

**How Are You Switching? . . . . . 3**

    Strategy 1: “Hard Switching” from Your Previous Fulfillment Provider . . . . . 4

    Strategy 2: Sending Inventory to Cover a Transition Period . . . . . 7

    Strategy 3: Shipping New Inventory Directly from Suppliers to ShipMonk . . . . 10

**Steps to Switch . . . . . 14**

    1. Sending Inventory to ShipMonk . . . . . 15

    2. Managing Inventory Locations in Your Ecommerce Platform. . . . . 16

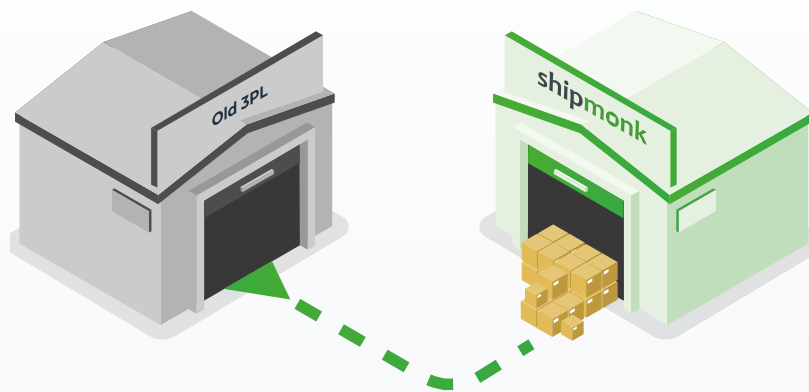
    3. Managing Orders from Multiple Fulfillment Centers . . . . . 17

    4. Managing Existing Agreements and Exiting Your Current Provide . . . . . 18

    Ready To Get Started? . . . . . 19



# How Are You Switching?



## STRATEGY 1

# “Hard Switching” from Your Previous 3PL

With this approach, you remove all of your inventory from your previous fulfillment provider and ship it to ShipMonk’s fulfillment centers as your first receiving. There is some downtime while inventory is shipped from your previous fulfillment provider and goes through the receiving and setup processes at ShipMonk. The length of downtime is impacted by SKU count, and whether products are labeled and packaged properly.

The receiving and setup processes are crucial to ShipMonk’s quality control procedures, where all new SKUs are photographed, weighed, and measured. This process ensures we confirm the characteristics of your products within our inventory management system, guaranteeing high accuracy and optimized shipping, resulting in lower fulfillment costs! This first migration strategy often works best for merchants with lower SKU counts and order volumes that allow for quick, simple receivings.



## “Hard Switching” from Your Previous 3PL



### **Best For:**

- Brands with broken relationships with a current or previous fulfillment provider, who need action quickly.
- Brands with smaller inventory levels or SKU count.



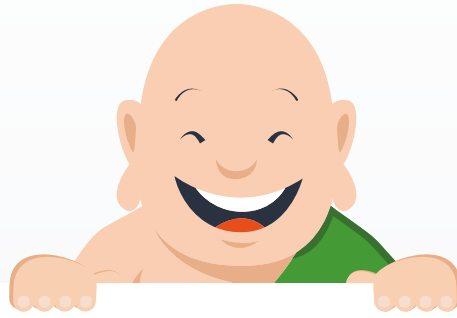
### **Pros:**

- Requires the least amount of coordination between the previous fulfillment provider and ShipMonk.



### **Cons:**

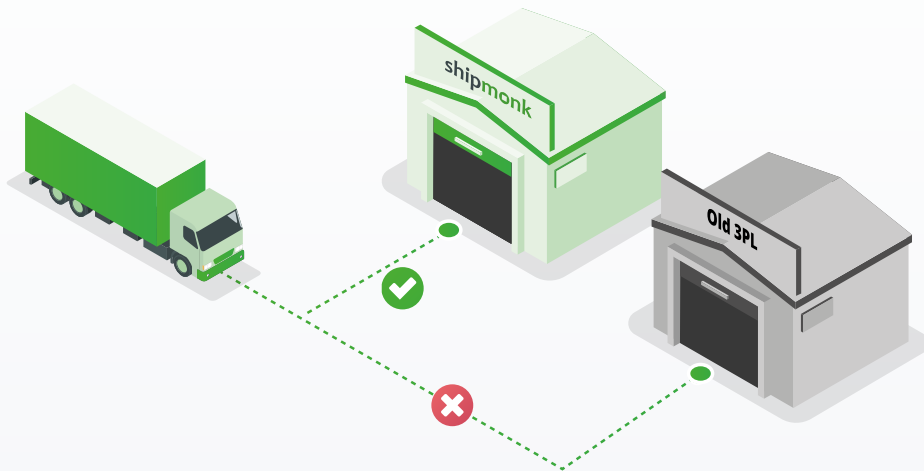
- Complete pause in fulfillment as inventory is collected at the previous fulfillment provider, shipped to ShipMonk, and then received into our inventory.



### **Pro Tip #1**

#### **Tips to Ensure a Smooth Transition:**

Make sure your team is familiar with **ShipMonk's Receiving Guidelines**. To reduce costs and avoid downtime, we recommend that you give these guidelines to your previous fulfillment provider so they can ship out your inventory in the most compliant way possible. ShipMonk can assist in arranging inventory pick-up from your previous fulfillment provider. Lastly, make sure to review your timeline expectations with your contact at ShipMonk, so we can help manage your receiving and account setup against your schedule.



## STRATEGY 2

# Sending Inventory to Cover a Transition Period

In this approach, you ship us some of the inventory from your previous fulfillment provider to cover a transitional period. For example, you might ship us 50% of each SKU quantity, or a specific group of products. In the meantime, you'll continue to fulfill orders from your previous fulfillment center(s). Once you have enough inventory at ShipMonk to ensure uninterrupted service, you can ship us the remaining inventory.

This is a great approach if you're looking to minimize downtime by providing fulfillment wind-down and ramp-up paths. The downside of this approach is that managing and paying multiple fulfillment and storage providers can be costly.

## Sending Inventory to Cover a Transition Period



### Best For:

- Brands fulfilling from multiple locations, allowing the transition to take place one warehouse at a time.
- Brands with high inventory levels or SKU count.
- Brands with a subset of SKUs that represent a high volume of orders.



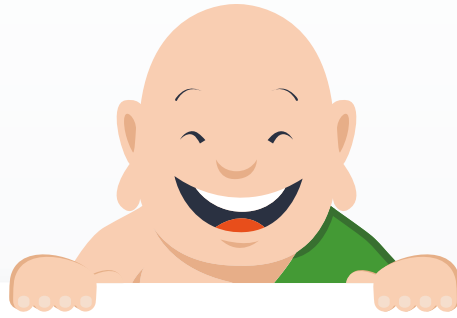
### Pros:

- Minimizes or eliminates fulfillment delays as you continue to fulfill from your previous fulfillment provider until ShipMonk has inventory in stock.



### Cons:

- Managing inventory and orders from multiple fulfillment providers can be complicated and expensive.



## **Pro Tip #2**

### **Tips to Ensure a Smooth Transition:**

If you choose to send ShipMonk a subset of your inventory and continue fulfilling out of your previous fulfillment provider, you'll need to determine logic surrounding which provider is responsible for fulfilling which specific orders.

Again, make sure your team reviews and follows **ShipMonk's Receiving Guidelines**. We also strongly encourage forwarding the guidelines to your previous fulfillment provider so they're aware of any receiving requirements when removing your inventory from their facilities. This will help you avoid additional downtime and costs. Remember, ShipMonk can assist in arranging inventory pick-up from your previous fulfillment provider.



### STRATEGY 3

## Shipping New Inventory from Suppliers to ShipMonk

With this option you can continue to fulfill orders with your previous fulfillment provider to fully deplete your existing inventory. When new inventory becomes available, whether through stock replenishment or new product launches, you'll ship it directly to ShipMonk's fulfillment centers for receiving.

If you already have inventory on its way to your previous fulfillment provider and opt to divert it to ShipMonk, please make sure the ASN/Receiving has been updated for compliance with [ShipMonk's Receiving Guidelines](#). We recommend discussing this with your ShipMonk contact to ensure smooth onboarding before we receive your inventory.

Migration strategy 3 is a great approach for brands that want to save money on transitioning with no expected downtime. It can be a more difficult option for brands with a high number of SKUs or brands that need to switch their fulfillment providers under strict timelines.

## Shipping New Inventory from Suppliers to ShipMonk



### **Best For:**

- Brands that will soon be restocking from their supplier or manufacturer.
- Brands that are looking to transition at a minimal cost.



### **Pros:**

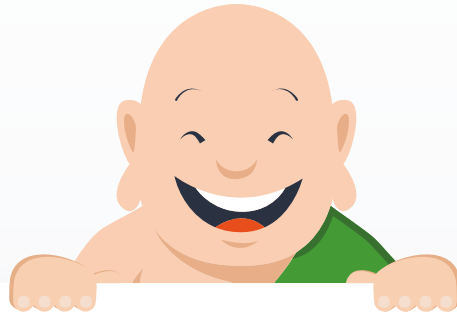
- Minimizes or eliminates fulfillment delays as you continue to fulfill from your previous fulfillment provider until ShipMonk has inventory in stock.
- Often the least-expensive option of the various migration strategies.



### **Cons:**

- Managing inventory and orders from multiple fulfillment providers can be complicated and expensive.
- This migration strategy often takes the longest to transition completely.








### **Pro Tip #3**

#### **Tips to Ensure a Smooth Transition:**

If you choose to send ShipMonk a subset of your inventory and continue fulfilling with your previous fulfillment provider, you'll need to determine logic surrounding which provider is responsible for fulfilling which specific orders.

Make sure your team reviews and follows **ShipMonk's Receiving Guidelines**. We also strongly encourage forwarding the guidelines to your previous fulfillment provider so they are aware of any receiving requirements when removing your inventory from their facilities. This will help you avoid additional downtime and costs.

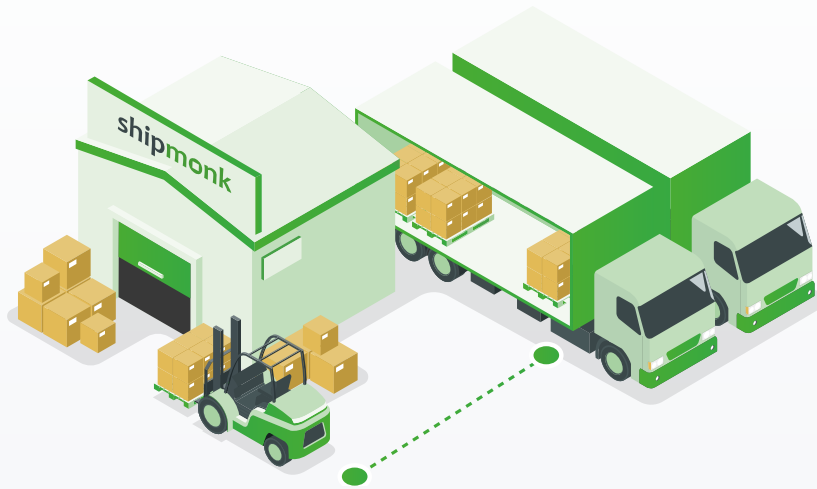
Beyond specific migration options, we'd like to make you aware of a few other considerations before you migrate to ShipMonk.

	<b>STRATEGY 1</b> <b>"Hard Switching"</b> <b>from Your Previous 3PL</b>	<b>STRATEGY 2</b> <b>Sending Inventory to</b> <b>Cover a Transition Period</b>	<b>STRATEGY 3</b> <b>Shipping New Inventory</b> <b>from Suppliers to Shipmonk</b>
<b>Best For</b> 	<ul style="list-style-type: none"> <li>• Brands with broken relationships with a current or previous fulfillment provider, who need action quickly.</li> <li>• Brands with smaller inventory levels or SKU count.</li> </ul>	<ul style="list-style-type: none"> <li>• Brands fulfilling from multiple locations, allowing the transition to take place one warehouse at a time.</li> <li>• Brands with high inventory levels or SKU count.</li> <li>• Brands with a subset of SKUs that represent a high volume of orders.</li> </ul>	<ul style="list-style-type: none"> <li>• Brands that will soon be restocking from their supplier or manufacturer.</li> <li>• Brands that are looking to transition at a minimal cost.</li> </ul>
<b>Pros</b> 	<ul style="list-style-type: none"> <li>• Requires the least amount of coordination between the previous fulfillment provider and ShipMonk.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimizes or eliminates fulfillment delays as you continue to fulfill from your previous fulfillment provider until Shipmonk has inventory in stock.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimizes or eliminates fulfillment delays as you continue to fulfill from your previous fulfillment provider until Shipmonk has inventory in stock.</li> <li>• Often the least-expensive option of the various migration strategies.</li> </ul>
<b>Cons</b> 	<ul style="list-style-type: none"> <li>• Complete pause in fulfillment as inventory is collected at the previous fulfillment provider, shipped to ShipMonk, and then received into our inventory.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing inventory and orders from multiple fulfillment providers can be complicated and expensive.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing inventory and orders from multiple fulfillment providers can be complicated and expensive.</li> <li>• This migration strategy often take the longest to transition completely.</li> </ul>



# Steps to Switch

Once you've decided on the best option to transition your inventory, our teams will work with you to ensure a smooth setup and configuration to the ShipMonk platform.



## Step 1

# Sending Inventory to ShipMonk

Relocating your inventory is the first step in the migration process. First, you'll **create your products in the ShipMonk app**, and then you'll **create a receiving** in your account, giving us visibility into what you're shipping us. Ensure your team reviews and follows **ShipMonk's Receiving Guidelines** to prevent delays and avoid fees related to non-conforming receivings.



## Step 2

# Managing Inventory Locations in Your Ecommerce Platform

If you opt to fulfill orders from multiple locations, your ecommerce platform or related marketplaces might have a function to assist you with product assignments. Product assignments, if available, allow you to designate specific products to specific fulfillment locations so you can route orders to the correct facilities.



### Step 3

## Managing Orders from Multiple Fulfillment Centers

If your business opts to fulfill orders with us and your previous fulfillment provider simultaneously, be sure the orders being fulfilled by other providers (or in-house) are marked as “fulfilled” before ShipMonk’s app syncs with your store and imports your orders. This signals to ShipMonk that you won’t need us to fulfill those specific orders.



## Step 4

# Managing Existing Agreements and Exiting Your Current 3PL/ Fulfillment Provider

It may seem obvious, but be sure to review your previous fulfillment provider's contract and closing agreement terms. This will help you better estimate the timeline and costs involved with transitioning your business away from the current provider.

As always, we're here to help you with this process! Contact your ShipMonk Onboarding associate and we'll be happy to answer any questions to help guide you through this critical period for your business.





ship**monk**

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**Stress Less, **Grow More.****