

Fulfillment by Amazon

During the process of creating an Amazon business account, Fulfillment by Amazon (FBA) is a transaction when you select “I want Amazon to ship and provide customer service for my items if they sell” as your shipping method. Selecting this option will allow you to leverage Amazon fulfillment networks and expertise so that your customers and your business benefits. This option enables you to simply send all your products to Amazon fulfillment centers and they will pack and ship the item, in addition to providing customer service. This will allow your customers to get free shipping through qualifying orders and Amazon Prime, as well as trusted customer service including merchandise returns. However, there will be some fees associated with these services such as:

- **Order Fulfillment Service Features** - the fees include the order handling fee, pick & pack and also weight handling
- **Inventory Management Features**
 - o **Inventory Storage** – monthly inventory storage
 - o **Inventory Shipping** – which is optional to get Amazon partnered carriers services or Inventory Placement service (to set replenishment alerts)
 - o **Product Preparation** – which is optional if you would like to use FBA Label Service, FBA Prep Service and Unplanned Prep Service
 - o **Inventory Removal** – which is optional when the product is able to return and request Amazon to dispose
- **Customer Service Features** – fees charged when the item required return service

Please refer to this link for a complete information of the FBA Fees:

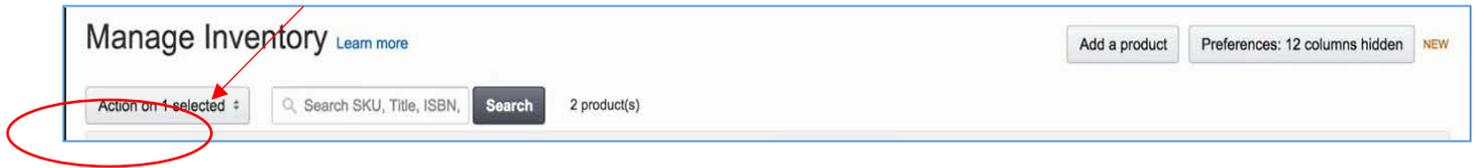
https://www.amazon.com/gp/help/customer/display.html/ref=hp_left_ac?ie=UTF8&nodeId=201100920

In addition, you will get free additional tools and educational assistance (Business Guidance Features) when you choose FBA, which will help you to manage your online business.

How to ship your product to Amazon Fulfillment Centers

First, you need to log in into the company account and go to inventory. You must have a product in inventory that you are ready to ship. Next, go to Manage Inventory where you will be able to see your active product and select the product(s) you want to ship.

Once you have selected the product, it will show **Action on 1 selected** as shown below:



Click the button and select **Send/Replenish inventory**.

Here you need to add a new shipping plan, add the ship from information (complete address and phone number where the package will ship from) and select the packing type (Individual or Case-packed products). Be sure to check the packaging guideline <https://www.amazon.com/gp/help/customer/display.html?nodeId=200243250> because each product will have different requirements to follow. You also can monitor your storage on the bottom of the page which tells you how much more space you can have based on your account limitation for each standard-size storage and oversize storage. When you complete these steps, click continue to shipping plan.

1. Set Quantity

- Add how many **units per case** (every product will have different limitation on how many items are allowed in one case, if you have more than that, then you have to pack them in another case; refer to the packaging requirements based on your product) and how **many number of cases** you would like to ship.

2. Prepare Products

3. Label Products

- Every unit must have a ASIN (Amazon Standard Identification Number) /FNSKU so that Amazon can track the product and identify the seller. The number must be place on the sticker that attaches to each item. If you do not have one, you can buy one from Amazon which will cost you about \$0.20 each. You just need to print the label and place it on the package.
- Click **work on shipment** to continue, and you will prompt to the shipping information
 1. **Review shipment contents** – you can modify the quantity here
 2. **Shipping Service** – select which carriers you would like to use to ship your product
 3. **Shipment Packing** – set number of boxes including box weight and box dimension
 4. **Shipping Charges** – here you will be able to see your shipping charges, click accept charges to continue
 5. **Shipping Labels** – you can generate the labels here and print it. You will need to place the printed labels on your package and it will be ready for shipment.