



## **Processing and Shipping Your Orders – Amazon Marketing**

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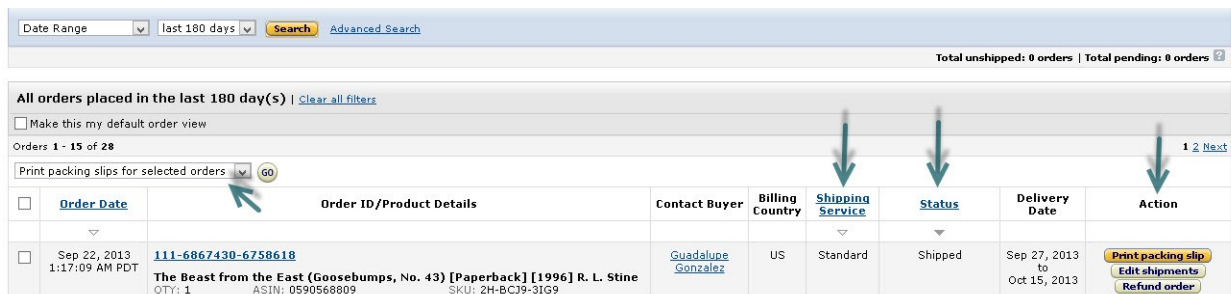
# Processing and Shipping Your Orders – Amazon Marketing

So you've listed your item on Amazon.com and it sold. Now what? This is where you will need to process and ship the package. Here we explain the methods of processing and shipping available to you. You can do the work yourself or have Amazon do it. You simply send your products to Amazon and they fulfill the order.

## Processing orders

Once your order sells, you will receive an email from Amazon saying "Sold, Ship now" as well as an entry in your seller account to manage your orders.

Log in to your seller account. Here you can print shipping labels and packing slips, confirm shipment, cancel or edit orders.



Order Date	Order ID/Product Details	Contact Buyer	Billing Country	Shipping Service	Status	Delivery Date	Action
Sep 22, 2013 1:17:09 AM PDT	<b>111-6867430-6758618</b> The Beast from the East (Goosebumps, No. 43) [Paperback] [1996] R. L. Stine QTY: 1 ASIN: 0590568809 SKU: 2H-BCJ9-3IG9	Guadalupe Gonzalez	US	Standard	Shipped	Sep 27, 2013 to Oct 15, 2013	<a href="#">Print packing slip</a> <a href="#">Edit shipments</a> <a href="#">Refund order</a>

To print the packing slip click on the print packing slip button of product that has sold. A new window opens that includes the address of the buyer, the order number and product details. Print this.



Package your products in professional packing supplies and include the packing slip.

You must process and ship your order within a specified time. This is the handling time that you specify when you list your product.

The shipment must be confirmed within 30 days.

## Getting Paid

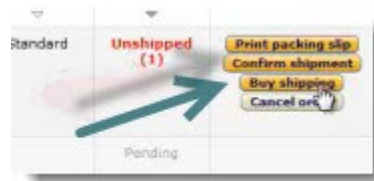
Once your order sells, Amazon transfers the money from the buyer into your seller account. To have the money transferred automatically to your bank account, you need to have your bank settings tab.

Under Deposit Method section, click on Edit. Select your country and accept the terms. Enter your information and click submit.

This will be the account all future payments are sent to.

## Shipping orders yourself

If you are shipping the product yourself you need to print shipping labels. Click on the “buy shipping” button. Enter your package details including size and weight and shipping service. Click continue.



Choose your printer settings. Click continue.

On confirm shipping page, print a test page. When you are ready to purchase the label, click the buy shipping services and confirm shipment button. Click the print with selected printer button to print shipping label.

Confirm shipment by clicking on the button.

## Amazon fulfillment

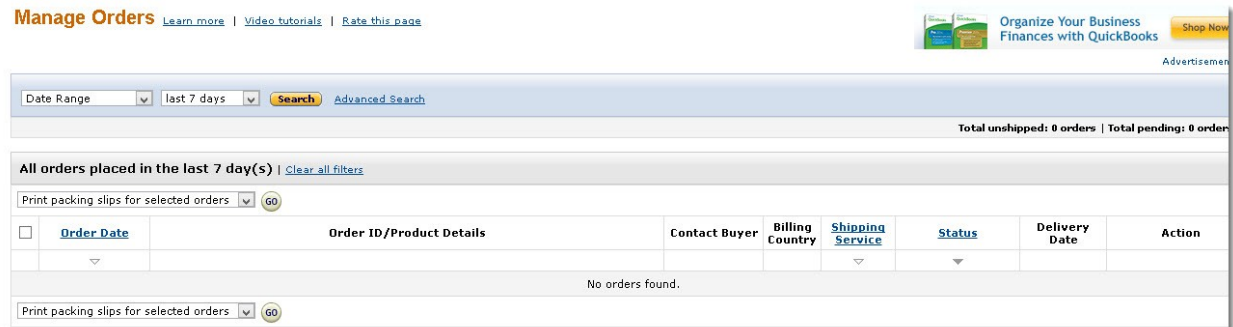
A big benefit of having Amazon fulfill your order is you can qualify to offer free shipping to your buyers and once Amazon receives your products at their distribution center they take care of shipping the product once it is sold.

Adding Fulfillment by Amazon to your selling account can be done quickly and easily in just a few steps.

First you need to register your account by going to [www.amazon.com/fba](http://www.amazon.com/fba) and clicking on the Get started button and then the add FBA or register button.

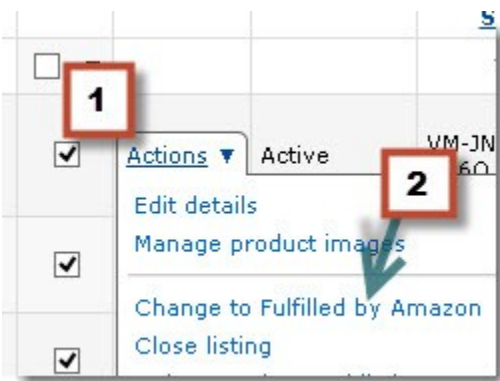


Agree to the terms. You are taken to a Thank you page. Click on the sign into seller account button to go to your seller page.



Here is where you manage your inventory and set up what you want to be fulfilled by Amazon.

Select the checkbox by the products you want to include as FBA. In the actions drop down menu, chose Change to Fulfilled by Amazon. Here I have selected two books to be sent to Amazon.



You are taken to the Label Preference page. Here you will need to accept or decline the service.

Every product is required to have a scanable barcode so it can be tracked in Amazon's fulfillment center. Read through the terms to determine if you want to accept or decline the service. Basically, if you accept you're agreeing to allow Amazon to label your items according to their terms. There is a fee of twenty cents for this service so you will need to take that into consideration when you set your pricing.



Click Review selections. Click confirm selections. Click on the convert button.

Note: You can modify your preferences at any time by going to Settings > Fulfillment by Amazon.

Now it's time to get your products ready to send to Amazon.

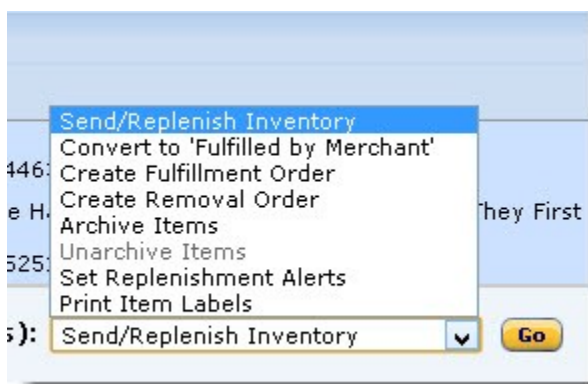
In the Inventory>Manage Inventory panel>Fulfillment by Amazon select the box next to the items you want to send to Amazon. Click send and replenish invent from the drop down box. Click continue.



Now you need to choose your plan. The shipping plan is the set of products you're sending to Amazon's fulfillment centers. It consists of choosing your products, the quantity and preparing them for shipment and storage.



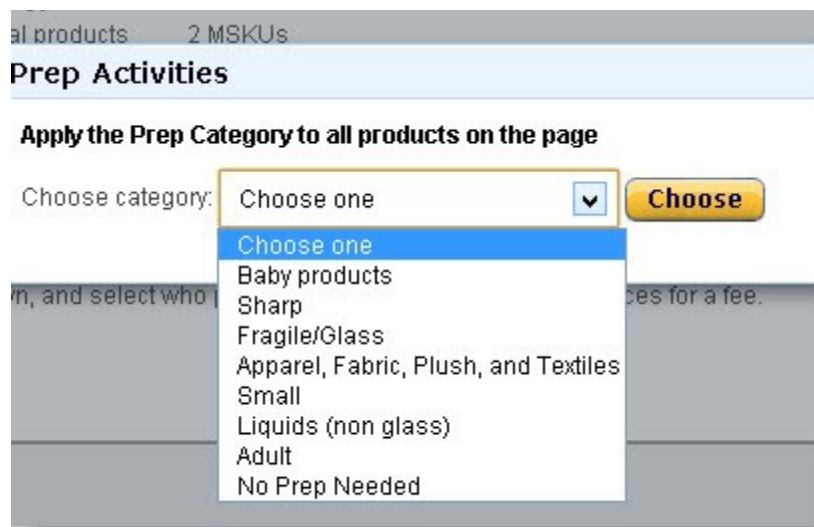
Add your ship from address and whether it is individual products or case-packed items. Click continue to add quantity.



On the next page, enter the quantity of each product. Click continue. Now you need to prepare your products for shipment.

Under the Prep may be required tab, choose who you want to prep the products and the prep guidance choice. Each type of product has a different way of being prepped.

Click apply all button (or individual products), to choose your category. Since my items are books, I won't need any extra preparation. Hit choose, and then continue. Click the print labels for this page and then continue. You are then taken to the preview shipments page where the plan is validated.



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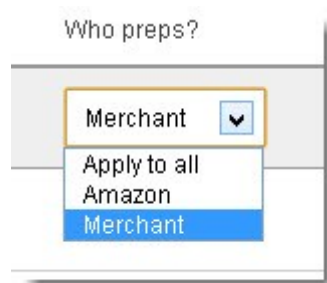
### Prep Activities

**Apply the Prep Category to all products on the page**

Choose category: Choose one ▼ **Choose**

- Choose one
- Baby products
- Sharp
- Fragile/Glass
- Apparel, Fabric, Plush, and Textiles
- Small
- Liquids (non glass)
- Adult
- No Prep Needed

Note: You can have Amazon prep your product for a fee. To have Amazon prep your products, select "Amazon" from the "Who preps?" column. FBA will only prep products with UPC codes.



Who preps?

Merchant ▼

- Apply to all
- Amazon
- Merchant

Affix your labels to your products over the original barcode or on the outside of the bag or bubble wrap. Click the Approve shipment button. Click on work on shipment button.

Work on shipment

[View shipment contents](#) | [Download pack list](#)

Choose your shipping service and enter the box size into the form.

Print the packing list. Click calculate shipping. Agree to the terms and accept charges.

Review and modify units

2. Shipping service

Shipping method

☒ **Small parcel delivery (SPD)**  
I'm shipping individual boxes
 ☐ **Less than truckload (LTL)**  
I'm shipping pallets; shipment at least 150 lb.
 [Which method should I choose?](#)

Shipping carrier

☒ **Amazon-Partnered Carrier (UPS)**  
Deeply-discounted ground shipping with easy tracking L
 ☐ **Other carrier:**

3. Shipment packing

# of packing slips

Paper type

1

Plain paper

Print packing slips

Box #	Box weight (lb.)	Box dimensions (in.)	Remove
1		<div></div> <div></div> <div></div> <div></div>	<div></div>
Totals:		0	

Now you are ready to pack and label your shipment to Amazon.

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Print a shipment label from the shipment creation workflow or from the Shipping Queue if you have already created your shipment.

Place the label in the center of the package, but not over a seam where a box cutter will cut it. Every box and pallet needs its own label.

Ship the box. Be sure to mark your shipment as shipped in the Shipment summary of your manage inventory page. Allow 3 to 5 days for when your shipment arrives at the fulfillment center to show in your inventory for sale. Once your product sells, Amazon pulls the inventory from their shelves and processes the order.

Processing and shipping your orders can be done manually or through Amazon's fulfillment center. Either way the process is easy and quick.

## **Amazon Marketing Info Products**

[\*\*Gaz Cooper's Amz Training Academy\*\*](#) - The #1 Amazon Training Online Perfect For Beginners, Simple Easy Step By Step Training Free Hosting Free Theme 6 Courses Full Support And Coaching. Massive Value.

[\*\*Kindle Money Mastery\*\*](#) - Amazon Kindle Program

[\*\*Amazon Treasure Chest\*\*](#) - Over 3 Million Amazon Keywords Plus Amazon Site Setup Tutorials For Amazon Affiliates. This Is The Proven Step By Step System To Build Profitable Amazon Affiliate Sites.

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