

Marketplace Superheroes:

Module #8 – Getting Products to Amazon

Jay Boyer

© Copyright 2015 J.J. Fast Publishing. All Rights Reserved. This guide may not be reproduced or transmitted in any form without the written permission of the publisher. Every effort has been made to make this guide as complete and accurate as possible. Although the author and publisher have prepared this guide with the greatest of care, and have made every effort to ensure the accuracy, we assume no responsibility or liability for errors, inaccuracies or omissions. Before you begin, check with the appropriate authorities to insure compliance with all laws and regulations.

Every effort has been made to make this report as complete and accurate as possible. However, there may be mistakes in typography or content. Also, this report contains information on online marketing and technology only up to the publishing date. Therefore, this report should be used as a guide – not as the ultimate source of Internet marketing information.

The purpose of this report is to educate. The author and publisher does not warrant that the information contained in this report is fully complete and shall not be responsible for any errors or omissions. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by this report, nor do we make any claims or promises of your ability to generate income by using any of this information.

Table of Contents

Completing Your Import Process.....	4
Shipping Products from the Hub to Amazon	5
Arranging a Box Delivery	7
Arranging a Pallet Delivery	10
How Your Order Gets Received by Amazon	12
Uploading the Information to Xcellerator	14

Completing Your Import Process



In this lesson, you'll be completing the tasks that you started in the previous lessons. These processes will overlap slightly with the previous lesson, depending on how and where you are shipping your goods to and from. So, you might have to go back and forth in reviewing the information from these two lessons in order to get it all right.

In the last lesson, you created your preliminary Amazon listing, and you also created your initial FBA order. By now, you should know if you're sending in pallets or boxes as well as the number of these pallets or boxes. You should have had a number of conversations with your freight forwarder by now too.

Your goods should now be ready to go into the Amazon fulfillment centers, and you should have already been told which fulfillment centers they will be going into. Now you're ready to arrange the final FBA delivery of your pallets or boxes. In this lesson, you'll learn how to go about doing this.

Shipping Products from the Hub to Amazon

30 SECOND RECAP



1. Your items have been delivered to Hub
2. You have contacted the Hub and informed them of the requirements
3. They have been in contact with you and you now know how many boxes/pallets are going where
4. You know how you are sending the goods

Next Step >>

Now it's time to arrange the delivery of your goods so that they can be shipped from your hub to the Amazon fulfillment center. It is important to note that all tasks must be completed for each inward FBA order that Amazon has asked you to process. In other words, which each delivery for each fulfillment center, you must complete each process.

At this point in the process, your goods have been delivered into their destination country, they've cleared customs, and they have been delivered to the hub or your location. If they've been sent to the hub, then you need to have contacted the hub and informed them of your requirements. They will need to know how your items should be split up for delivery into the various fulfillment centers. The hub should also have gotten back in contact with you in order to confirm details such as how many boxes or pallets they have received and quite possibly with details about the dimensions of your shipment.

By now, you should also know how you will be sending your goods out to the various fulfillment centers. You might be sending them in boxes using the Amazon-preferred carrier system. You may also be delivering them as pallets if the order's physical size is large enough to warrant this. In any case, before you can complete the delivery, there are a few final details that you'll need to finalize.

As far as completing the tasks from the last lesson, there may have been some details that you weren't aware of before, such as how many boxes or pallets were going to need to be sent out

in total or what the exact dimensions or weights of these were. Your goods may not have been ready yet either. These need to be labeled correctly with your FBA labels and maybe even the courier label for Amazon collection.

You will need to contact the hub as consistently as necessary to complete all of these final steps. It is advised that you take a step-by-step approach, confirming each part of the process as you go along. Do not print or sign courier labels before you know for sure how many boxes each shipment has, and to do so, you will need to know the dimensions and weight of each box. The Amazon system will not allow you to print any labels without entering in these details. That's a good thing because it forces you into completing this process one step at a time.

Do not try to race forward in this process. You want to get to the point where the hub has completed their tasks, you have inputted the details into the Amazon system, and have sent any labels that are required for boxes or pallets to your freight forwarder. After that, your goods will be ready to be delivered into the Amazon fulfillment centers which are relevant to each inward FBA order. In conclusion, you'll want to confirm all the required details with your freight forwarding hub. If you are shipping your product out yourself, be sure that you have all the correct information at hand.

Arranging a Box Delivery

WHAT YOU KNOW



- The Number of Boxes in each of your shipments
- The weight of each box
- The dimensions of each box
- How you are sending them ? Own Courier / PCS

Moving forward, it's time for you to learn how to finalize the delivery process from your hub or location to the Amazon fulfillment centers that you have been advised to send your goods to by Amazon Seller Central. Your order may be going to various centers, and the process that you are about to be shown will need to be repeated for each and every inward order. In this portion of the lesson, you are going to learn how to finalize a shipment.

Now that you have confirmed all of the details with your hub and inputted all the relevant information into Amazon, you can arrange for final delivery. If you are completing this yourself, you know the final pieces that are required to put together for this jigsaw. In either case, you should know the number of boxes that are going out to each fulfillment center as well as the weight and dimensions for each.

You also know what courier or hauler will be delivering them. In terms of shipping your goods to fulfillment centers in Europe, you will want to organize these shipments through the freight forwarder connections that you have. Amazon's partnered courier is not really an option in this case.

So, where do you need to go in order to input these final details and get this inward FBA order moving? You'll need to begin by signing into your Amazon Seller Central account. On the homepage, at the top-left, you'll find the 'Inventory' menu. Click on this and a number of different options will drop down. You're going to want to click on 'Manage FBA Shipments'.

When you do, a page titled 'Shipping Queue' will appear. This page will contain the details of your inward FBA order. Depending on how far you got with this order, you may have more to do here. Don't worry; these steps will be covered again.

The first thing that you'll want to do when you get to the Shipping Queue page is click on the button marked 'Work on shipment'. This is located at the bottom-right of the page. Next, you'll be brought to the main area of the inward FBA order, which is where you can add your finishing touches.

As you are sending a shipment of boxes, your delivery method will be 'Small parcel delivery (SPD)', and the 'Carrier' that you have chosen will depend on whether you are using Amazon's partnered carrier or your own. Be sure that you have the appropriate 'Carrier' selected. After that, you'll need to input your weight and box dimensions for each box that you're shipping out within this particular order.

You'll need to be careful of what you enter in when you are shipping within certain countries. For example, in the UK Amazon system, it's setup for metric measurements. So, you'll need to enter your weight in kilograms as opposed to pounds and vice versa on the US site. You can add more boxes to your shipment from this screen if you need to. Don't forget that if your boxes are uniform, you can copy the detail from the last box by using the buttons provided. In other words, if your boxes have the same dimensions and weight, you can simply copy the info from the last instead of typing everything out again.

When you are done entering in the required information, you can move on to printing out your outer box labels. You'll also need to use the system to get a price quote if you are using Amazon's partnered carrier. When you are done with all of this, the side of things involving Amazon will be complete. The next step will be to send any remaining documentation to your hub, if you are using one, in order for them to send out the boxes. This includes sending them the labels that need to be put on the boxes. If you are sending them out, you print the labels out yourself and apply them to the boxes being sent out.

Once you have completed these tasks, it will be time to arrange the collection of your goods. If you are using a hub, make sure to check that they are ready for collection and open within the time slots that you are considering. Always allow for one day of breathing space. In other words, don't try arranging for delivery on the same day.

If you are using Amazon's partnered carrier, which is currently UPS, you'll want to go to UPS.com. From there, you can select the UPS site for the United States or the United Kingdom, depending on where your collection is from. The process is pretty much the same for both. On the top menu, you'll see the word 'Shipping'. Click on this and a dropdown menu will appear.

Within this menu, you'll find the option to 'Schedule a Pickup'. Click on this option in order to reach the form for doing so.

The first thing that the 'Schedule a Pickup' form will ask is whether or not you have preprinted pickup labels, and of course you do, so you would choose 'Yes'. You can put in the tracking numbers from these labels if you wish. This is an optional feature, and it's up to you whether you use it or not. The next field calls for your UPS account number. You will need to leave this blank as this delivery has already been prepaid by the Amazon Seller Central system.

Scroll down the page a bit more, and you will be able to put in the address from which the parcels of your order will be collected. Don't put in your address unless that's where your items will be collected from. Robert advises that you put a name that's related to the telephone number that you're providing. If you are using a hub, then you should type in the name of your primary contact at the hub, as well as their contact phone number, as opposed to your own contact details.

Next, you'll be asked to select the number of packages that you'll need picked up. If you have multiple FBA orders going out of the same hub, you can include the numbers for all the shipments combined. This is the only part of the process that can be. When it comes to the outer box labels and courier labels, these must be done order by order. After you are done inputting how many boxes you want picked up and delivered, you'll want to select 'Domestic Services' and 'Ground Freight' for your next two options. None of your boxes should weigh over 70 pounds or 32 kilos, so the final question within this section, which asks about the weight, should be marked 'No'.

At the bottom of the form you'll find the options for selecting a pickup date and time. Any special instructions can also be included here. When you are done, click the 'Next' button to move onto the last part of this process. There is a small charge for arranging a pickup in the US. In the UK, you don't have to worry about this because there currently isn't one. Also, after clicking 'Next', you'll get the details and references that pertain to this order. You can send these details to your hub contact; that is, of course, if you are using a hub to receive your deliveries.

Arranging a Pallet Delivery

WHAT YOU KNOW



- The Number of Boxes in each of your shipments
- The Number of Pallets in each of your shipments
- The weight of each pallet
- The dimensions of each pallet
- How you are sending them ? Own Hauler / PCS

This section of the training is very similar to the last, but it's very important to cover the differences between shipping pallets and boxes. Now that you've confirmed all of the details with your hub, or if you're shipping your goods yourself, you know the final details that are required. You know the number of boxes and the number of pallets that are being sent within your FBA orders to each fulfillment center. You also should know the weights of these pallets and the dimensions of each.

Furthermore, you should know by now whether you are going to use your own hauler to send these pallets or if you're using Amazon's partner carrier. The former option does require you to arrange the collection of your goods with Amazon's carrier, which you will soon be shown how to do. In terms of arranging shipments in Europe, you'll want to organize your shipments through your freight forwarder. Amazon's partner carrier isn't available in Europe for pallets.

You'll want to log into your Seller Central account in order to input these final details, and then you'll want to click on 'Inventory' and choose 'Manage FBA Shipments' from the dropdown menu that appears. This will bring you into the 'Shipping Queue' interface, and you may have more to do here, depending on how far you got with your order. Once you have found your order, click on the 'Work on Shipment' button, which is over to the lower right of your order.

After you click through, you're going to be brought into the main area, where you can add your finishing touches. The delivery method for a shipment of pallets will be 'Less than Truckload

(LTL)'. So, you're going to want to select that. The 'Carrier' that you choose is going to depend on whether you are using the partnered carrier service or another carrier.

If you are using Amazon's partnered carrier, then select that. If you're using your own hauler, choose the 'Other Carrier' option. You can use the dropdown menu beside this option to select the carrier that you plan on using. If you are shipping to fulfillment centers in Europe, the option to use Amazon's partnered carrier will not be there. In this case, you'll need to speak to your freight forwarder about how to get your pallets moved and then select the hauler that you will be using from the dropdown menu.

Next, you'll move on to enter in the weight and dimensions of your pallets, and again, be careful that you are using the right metrics for the right country as the UK uses the metric system and the US uses the imperial system. So, in the US, you are going to use pounds and inches and on some of the other sites, you'll be using kilograms and centimeters. Just like with boxes, you can add in more pallets on this page, and you can use the buttons provided to add identical pallets quickly and easily.

When you are done putting in all the relevant information, you can move on to print your box labels. If you are shipping within the US, you can go ahead and get a price quote for Amazon's partnered carrier on this page as well; that is, if that's what you have decided to use. Once you accept these charges, Amazon will provide you with a collection date and the name of the company that's collecting the pallets. If you are using a hub, be sure to send this information to them so that they know what's happening ahead of time.

Once you have completed everything above, everything that you need to do within your Amazon account will be finished aside from one final detail. This will be covered in just a moment. For now, know that you need to send any pertinent documentation to your hub so that they can send off your pallets. Of course, if you're getting these hauled yourself, you'll need to apply the labels that need to go on your pallets. Remember, you'll need to send your hub all the details concerning the collection date or the collection company.

The only thing left to do in your Seller Central account is to print out the 'BOL'. This is something that's completed by Amazon, so it won't be ready directly after your order is complete. It generally takes a few days, and you'll be informed by email when it is ready. Alternately, you can go back into the 'Shipping Queue' and click on 'Work on Shipment' again. Under the 'Tracking Events' section, you'll find the 'BOL' listed if it's ready to print. Once ready, this documentation should also be sent to your hub.

How Your Order Gets Received by Amazon

Shipping Queue [Learn more](#)

[Download inbound shipments](#) [Continue with shipping plan](#)

Shipments [Shipping Plans](#)

Date Range: All [Working](#) [In transit](#) [At the fulfillment center](#) [Closed](#) [Delivered/Cancelled](#)

Search by shipment ID [Go](#)

Page 1 of 1 [Next >](#)

Name	Shipment ID	Created on	Last updated	MSKU	Shipped	Received	Destination	Status	
SATT Scherz	FBASBMMKX	Nov 4, 2011	Dec 14, 2011	1	500	500	SATT	CLOSED	Track shipment Download pack list
EARTH Roadside	FBASBMMKY	Nov 4, 2011	Dec 13, 2011	8	1680	1626	EXR4	RECEIVING	Track shipment Download pack list LTL Pick-Up Dec 9, 2014
BNA3 Mufredson	FBASBMMKX	Nov 4, 2011	Dec 13, 2011	8	1980	1979	BNA3	RECEIVING	Track shipment Download pack list LTL Pick-Up Dec 9, 2014
August Shipment - 1 QNT2 PALLETS	FBATYMFVK	Jul 18, 2011	Dec 12, 2011	4	1040	841	QNT2	CLOSED	Track shipment Download pack list
PH48 Phoenix	FBASBMMKZ	Nov 4, 2011	Dec 5, 2011	8	1080	0	PH48	SHIPPED	Track shipment Download pack list LTL Pick-Up Dec 9, 2014
6 PH4.7 PALLETS	FBATYMFVY	Jul 18, 2011	Nov 28, 2011	4	1270	1270	PH4.7	CLOSED	Track shipment Download pack list
2 PH4.7 BOXES	FBATYMFVZ	Jul 19, 2011	Nov 28, 2011	2	180	180	PH4.7	CLOSED	Track shipment Download pack list

At this point you might be wondering how Amazon goes about receiving your items, and how long does it take them to take your goods into inventory so that they are ready to sell and get shipped out to customers who buy. Well, shipments can take 5-7 days to reach the fulfillment center they were sent to. The further away the fulfillment center is the longer it can take. That's an obvious point, but one worth noting. Once a shipment is received by a fulfillment center, the stocking process could take up to three days. So, please bear that in mind before starting to wonder when your goods will be available.

Inside of your Seller Central account, you can choose 'Inventory' and then 'FBA Shipments' to reach the screen shown above. This page gives you an overview of any and all of your FBA orders. Down the left-hand column, you'll find the names that you have given to your orders listed, and then in the next column over the 'Shipment ID' for each order is listed. A shipment ID always starts with the letter 'FBA'. You'll also see the dates that you created each order and the date of the last update for each order.

This page also shows the different SKUs that you have within each order, the total amounts of units in the order, and the number of units Amazon has received into stock. The nickname for the fulfillment center that received the items is also shown on this summary. Each of the fulfillment centers is nicknamed with a three letter code, and they are listed in the 'Destination' column.

Most importantly, this page allows you to look at the current status of your orders. The status will be marked 'Working' when you are in the middle of getting your FBA order ready, and then it will change to 'Shipped' when you have completed the order and gotten it shipped to Amazon. From there it will change to 'Checked In', meaning that Amazon has received the shipment from your transport company.

After your order has been checked in, your goods will be brought into stock. At this point, the status will change to 'Receiving'. Finally, when all the items have been received and reconciled, the status will be changed to 'Closed'. Aside from checking the status of an order, you can use this page to track the current whereabouts of a shipment by clicking on the 'Track Shipment' button which is in line with the order you want to inquire about.

Once your goods have arrived in all of the destination fulfillment centers, you should add this information into the Xcellerator software. In other words, whenever you have created a shipment for your goods, and let's say that Amazon has split that into three shipments, after all of those shipments have arrived you'll want to enter that information into the Xcellerator software. Wait until all of your shipments have arrived though; that way, you'll know exactly how many items, in total, have been received. In the section to come, you'll learn why completing this task each and every time is extremely beneficial to you.

Uploading the Information to Xcellerator

XCELLERATOR
by Marketplace Superheroes

User -

Orders

Create a new order

SKU	Description	FOB	TOQ	TOV	Factory	
CB-42-1-B	PRODUCT A	<input type="text" value="2.04"/>	<input type="text" value="500"/>	1,020.00	TRIALA	<button>Add to Order</button>
LT-GLS-100-2	PRODUCT B	<input type="text" value="2.54"/>	<input type="text" value="0"/>	0.00	TRIALA	<button>Add to Order</button>
LT-PPL-100	PRODUCT E	<input type="text" value="1.95"/>	<input type="text" value="250"/>	487.50	TRIALC	<button>Add to Order</button>
LT-SSS-35-B-1	PRODUCT C	<input type="text" value="7.45"/>	<input type="text" value="200"/>	1,490.00	TRIALB	<button>Add to Order</button>
LT-WTC-20-3	PRODUCT D	<input type="text" value="3.00"/>	<input type="text" value="500"/>	1,500.00	<input type="text" value="Select"/>	<button>Add to Order</button>

Order Details:

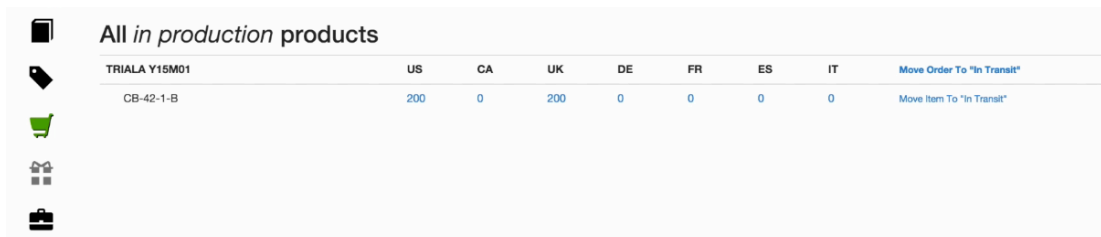
Total Items: 0 Total Value: 0 Start Order →

Now it's time to look at uploading your arrival information to the Xcellerator software. Why should you go to the trouble of doing this? First of all, if you do, your Xcellerator software will then know your stock inventory and it can start to predict when you need to reorder. It will also be able to begin working out values pertaining to the cash flow that you can expect, which will help you on down the line in terms of reordering and such.

You will be uploading data related to the sales that you are making inside of this software, and as you update your information, Xcellerator will become a more and more powerful tool for you to use for calculating your profitability, your sales rates, your reorder times, and much more. So, let's jump in now and see how to add in the information related to your FBA inventory to the software.

You'll begin, of course, by logging into the Xcellerator software, and then you'll move into the 'Orders' tab. This screen is shown above. You probably recall putting your order into Xcellerator in the first place. At the bottom of the screen, you'll find the option to add new orders, and here you will also find an option titled 'In Production'. Click on this and the section shown below will open up. You'll see the order listed as you left it the last time when the order was placed and put into production.

Once the production of an order has finished, you'll want to move this order into the transit area. Generally speaking, the orders will be organized by the country of jurisdiction. For example, you'll have orders for US and Canada placed in one shipment and the goods that are to go to the European countries will be shipped together as well.

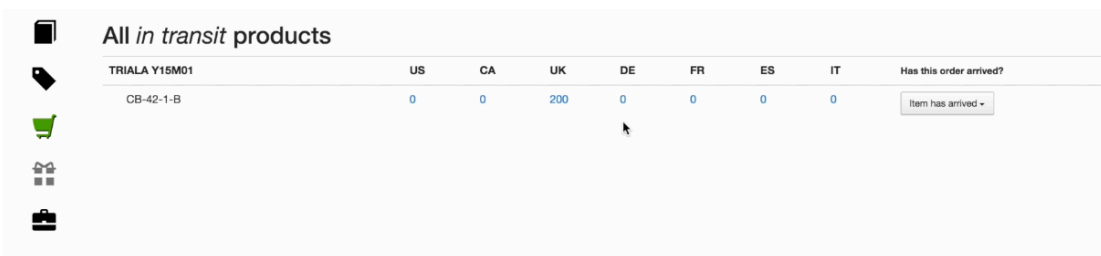


The screenshot shows a table titled 'All in production products'. On the left, there is a vertical sidebar with icons: a document, a tag, a shopping cart, a gift box, and a briefcase. The table has columns for product codes and quantities for various countries. The first row is a header for 'TRIALA Y15M01'. The second row shows data for 'CB-42-1-B'.

	US	CA	UK	DE	FR	ES	IT	
TRIALA Y15M01								Move Order To 'In Transit'
CB-42-1-B	200	0	200	0	0	0	0	Move Item To 'In Transit'

Also, as an order comes out of 'In Production', it will move into 'In Transit' at the same time. If you have more than one item inside an order, and you want to move it out of 'In Production' and into 'In Transit' on its own, you can do that by moving the item. In most cases, however, you'll want to move the entire order. You can do that simply by clicking on the 'Move to In Transit' link that's located at the top-right of the page shown above.

When you click on the link, a window will appear asking you to confirm your decision. Once you do, your order will no longer be listed in the 'In Production' area. At the bottom of the page, you'll find the option to go into the 'In Transit' area, however. You can go there to view the order if you need to. It will be the exact same as it is before, it's just listed under a different stage within the software now. As the different quantities of your goods land in their destination countries, you'll want to tell Xcellerator that the correct quantity has arrived in the correct country.



The screenshot shows a table titled 'All in transit products'. It has a similar layout to the first table, with a sidebar on the left and a table with columns for product codes and quantities for various countries. The first row is a header for 'TRIALA Y15M01'. The second row shows data for 'CB-42-1-B'. A new column 'Has this order arrived?' is added at the end, containing a dropdown menu.

	US	CA	UK	DE	FR	ES	IT	Has this order arrived?
TRIALA Y15M01								
CB-42-1-B	0	0	200	0	0	0	0	Item has arrived ▾

As you can see in the screenshot above, the question is asked "Has this order arrived?" Then, if you were to click on the dropdown menu below this, you will see that the destination countries are listed. You can simply select the country that has received your shipment. When you do, the shipment will be marked as 'Arrived' under the country that you have chosen. In the picture, you can see that the 'US' order has shown to have arrived, but under the 'UK' column, the quantity is still being shown, which means that the order for that country has not yet arrived.

The option to check on your 'Arrived Orders' can be found at the bottom of the screen. If you click on this, you'll be brought to a page that lists all of the orders that have 'arrived'. The one that you just marked as arriving will be the last one listed on the 'Arrived Orders' page. Now, let's say that your order finally arrived in the UK. You would go back to the 'In Transit' screen and mark that as having arrived now too.

Now, let's say that only 199 of your order of 200 actually arrived for some reason. You can click on the quantity value on the screen to change the number prior to telling the system that it has arrived. Doing so will help you, and the system, to keep your records straight. Once all of your items have arrived, your order will disappear from the 'In Transit' screen.

Please take note that you don't want to mark these items as 'Arrived' before they have actually been received by the country of destination. Keeping your records straight is going to allow Xcellerator to do its job optimally, and it can be a very powerful tool for your business if you use it correctly. After Xcellerator has been informed that your inventory has arrived, your order will be moved to the 'Management' area of the software.