

SOP: Fulfilling Merchant Fulfilled Orders via Email Notification

1. You will receive an email when an order has been placed for one of your Merchant Fulfilled items.
2. Click the links at the bottom of the email to go to Seller Central and:
3. Print the Packing Slip by clicking “Print Order Packing Slip” next to the order number at the top of the order page.
4. Click the “Buy Shipping” button next to the order on the Order Detail Page to purchase and print shipping labels.
5. Alternately, you can skip this optional step and manage your own shipping through your preferred carrier and print your own shipping labels.
6. Once you have packed the order, you can then select the order on the Order Details page and click the “Confirm Shipment” button at the top of the Order Detail Page and enter shipping and tracking details.
7. After you have confirmed the shipment, Amazon will charge the buyer, notify that the order has shipped and transfer the order payment to your Seller Central account.

See Also:

- ▶ [SOP: How to Create Fulfilled by Merchant SKUs for your ASINs](#)
- ▶ [SOP: How to Set the Available Quantity for Merchant Fulfilled SKUs](#)
- ▶ [SOP: Assigning your Fulfilled by Merchant SKUs to an existing Shipping Template](#)
- ▶ [SOP: Setting up Shipping Templates for Fulfilled by Merchant SKUs](#)
- ▶ [SOP: Setting up Return Settings for Merchant Fulfilled SKUs](#)
- ▶ [SOP: Setting up the Returns Policy for your Merchant Fulfilled Orders](#)
- ▶ [SOP: Fulfilling Merchant Fulfilled Orders via Seller Central](#)
- ▶ [SOP: Updating Tracking for your Merchant Fulfilled Orders via Seller Central](#)