

SOP: Fulfilling Merchant Fulfilled Orders via Seller Central

1. You will be notified of any unshipped orders on the Home Page of your Seller Central Account in the Top Left-Hand side of the page.
2. Select “Manage Orders” from the Drop-Down Menu of the “Orders” tab on the top Menu of Seller Central.
3. Under the “Unshipped” tab, you will be able to action the following:
4. Print the Packing Slip by clicking “Print Order Packing Slip” next to the order number at the top of the order page.
5. Click the “Buy Shipping” button next to the order on the Order Detail Page to purchase and print shipping labels.
6. Alternately, you can skip this optional step and manage your own shipping through your preferred carrier and print your own shipping labels.
7. 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.
8. 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 Email Notification](#)
- ▶ [SOP: Updating Tracking for your Merchant Fulfilled Orders via Seller Central](#)