SOP: Setting up a New Shipping Template for Seller Fulfilled Prime SKUs

1. Select "Shipping Settings" from the Drop-Down Menu of the "Settings" Tab in the top right-hand side of your Seller Central Dashboard.

2. On the next page, click "Create New Shipping Template".

3. Choose Template A if your Merchant Fulfilled SKU weighs less than 16oz.

4. Choose Template B if your Merchant Fulfilled SKU weighs more than 16oz.

5. Note that these templates were created with the premise that no side of your shipping package should be more than 12 inches and should not weight more than 70lbs.

6. In the Pop-Up Window, click the "Create a New Shipping Template" button at the top, or choose to select which Template you would like to copy from the Drop-Down Menu provided below this.

7. If you are creating a shipping template for the very first time, click the "Create a New Shipping Template" button and then click the "Ok" button.

8. Proceed to follow the steps for creating your new template by inserting the relevant information beneath each of the following sections:

   ▸ Shipping Template Name; - We would recommend naming this template something like "Prime" or "Seller Fulfilled Prime" so that you will recognize it immediately as your Seller Fulfilled Prime Shipping Template

   ▸ Rate Model;

   ▸ Shipping Region Automation, which can be on or off and, if on, you would need to select which warehouse these items are automatically shipped from in the Pop-Up Window that appears;

   ▸ Prime Settings, which must be selected and you would need to select which warehouse these items are automatically shipped from in the Pop-Up Window that appears;

   ▸ Shipping Options, Regions and Rates, and here you can choose "Free Shipping by selecting the "Free Economy" option, the Address Type, your transit time, and even add more regions or states by clicking the "Add New Shipping Rule" button and selecting these areas from the Pop-Up Window provided.

   ▸ You can also edit your shipping rates, transit times and Address Types for "Standard Shipping", "Expedited Shipping", "Two-Day Delivery" and "One-Day Shipping", all with the option to add more regions or states to the rule.

   ▸ You can also opt for "International Shipping Options" if applicable.

9. It is important to ensure that you use the below settings for your Seller-Fulfilled Prime Shipping Template when filling out the above fields:

   ▸ Free Shipping for Same-Day – Select Cities in the Continental US (0-1 Business Days);

- Free Shipping for Two-Day – Continental US (2-3 Business Days);

- Free Shipping for Standard – Continental US (3-5 Business Days);

- Free Shipping for Standard – Alaska, Hawaii, Puerto Rico (4-8 Business Days);

- Seller Set Rates for Shipping for Standard – US Protectorates, APO/FPO (2-28 Business Days);

- Free Shipping for Free Economy: (3-10 Business Days);

- Prime customers expect to receive a differentiated level of service as part of their membership, so Two-Day Shipping and Same-Day Delivery should not be free for non-Prime members;

- On Prime-enabled shipping templates, Two-Day Shipping options are only available for Prime-enabled regions. Regions that are not configured for Prime shipping benefits can't be enabled for Two-Day Shipping. Non-Prime regions in the continental United States are still required to offer free Standard Shipping;

- Seller Fulfilled Prime orders with Two-Day Delivery have a two-business day promise, which means orders placed before your cut-off time on Friday will be promised to arrive the following Tuesday; and

- These shipping and delivering options will differ slightly between marketplaces as the above refers to US Seller Fulfilled Prime Settings.

10. Click the "Save" button at the bottom of the page to save and create your new shipping template.

See Also:

- **SOP:** Eligibility Criteria for Seller Fulfilled Prime

- **SOP:** Creating Seller Fulfilled Prime SKUs for Your ASINs

- **SOP:** Setting the Available Quantity for Seller Fulfilled Prime SKUs

- **SOP:** Setting up Seller Fulfilled Prime on an Existing Shipping Template

- **SOP:** Enabling Seller Fulfilled Prime on Your account

- **SOP:** Assigning your Seller Fulfilled Prime SKUs to a Prime Shipping Template

- **SOP:** Setting up Return Settings for Seller Fulfilled Prime SKUs

- **SOP:** Setting up the Returns Policy for Your Seller Fulfilled Prime Orders

- **SOP:** Fulfilling Seller Fulfilled Prime Orders via Email Notification

- **SOP:** Fulfilling Seller Fulfilled Prime Orders via Seller Central

- **SOP:** Seller Fulfilled Prime Trial Period

- **SOP:** Checking Your Performance Metrics for Seller Fulfilled Prime

- **SOP:** Seller Fulfilled Prime Enabled