SOP: Fulfilling Seller Fulfilled Prime 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:** 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 a New Shipping Template 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:** Seller Fulfilled Prime Trial Period
- **SOP:** Checking Your Performance Metrics for Seller Fulfilled Prime

▸ **SOP:** Seller Fulfilled Prime Enabled