SOP: Adding Existing Amazon ASINs Manually

1. If you already know that the product or products you wish to sell on Amazon are already being sold by other sellers on Amazon, you can choose to add these existing ASINs to your catalog manually or via File Template.

2. To begin with, select the "Add a Product" Item from the "Inventory" Drop Down Menu on the Top Menu of Seller Central.

3. On the next page, you can type in the product Name, UPC, EAN, ISBN or ASIN in the cell provided to search for the product on Amazon and click the search icon.

4. On the next page, the product will show up for you to add to your catalog.

5. In some instances, there may appear to be listing limitations which will show at the bottom of the block containing the ASIN.

6. In this case, you can click on the drop down menu and select which option you would like to sell.

7. In most cases, you are selling new products and not used products.

8. Once you have selected how you wish to add your product, the next page will show you a number of fields that need to be completed.

9. Those with their cells bordered in red and with a red asterisk alongside are compulsory and must be filled in, this being your price.

10. You can also enter your SKU number for this product and note that, should you not enter a SKU, Amazon will automatically assign one for you.

11. You can select the condition from the Drop Down Menu provided and which Fulfillment Channel you would like to use for this product.

12. We advise that you click the "Advanced View" button to the right of your product listing box so that you can enter further information such as:

‣ Manufacturer's Suggested Retail Price

‣ Sale Price

‣ Sale Start Date

‣ Sale End Date

‣ Handling Time

‣ Product Tax Code

‣ Max Order Quantity - This is for customers, that is, how many they can order in a single order.

‣ Offering Can Be Gift Messaged

‣ Is Gift Wrap Available

- Shipping-Template
- Offering Release Date – If this is not entered, the date the item is added will be the release date. This is primarily used if you intend releasing the product to Amazon at a later date to what you add it to your catalog.

14. Once you have entered everything you need to into this section, you can click the yellow "Save and Finish" button at the bottom of the page.

See Also:

- [SOP: Adding Existing Amazon ASINs via File Template](#)
- [SOP: Creating New ASINs (Not Listed on Amazon) Manually](#)
- [SOP: Creating New ASINs (Not Listed on Amazon) via File Template](#)
- [SOP: Using the Lister Loader Template](#)
- [SOP: Editing ASINs Manually](#)
- [SOP: Editing ASINs via File Template](#)
- [SOP: Editing Pricing](#)
- [SOP: Removing or Deleting ASINs](#)
- [SOP: Changing from FBA to FBM and Vice Versa](#)
- [SOP: Adding, Editing and Removing Videos](#)
- [SOP: Creating Variations Manually](#)
- [SOP: Creating Variations via File Template](#)
- [SOP: Editing Variations Manually](#)
- [SOP: Editing Variations via File Template](#)
- [SOP: Removing an ASIN as a Variation](#)
- [SOP: Splitting Variations](#)
- [SOP: Adding a Stand-Alone ASIN to an Existing Variation Family](#)
- [SOP: Creating a New Variation Family by Combining Existing Stand-Alone ASINs](#)
- [SOP: Merging Variations](#)
- [SOP: Locating Style Guides](#)
- [SOP: Locating Browse Tree](#)
- [SOP: Managing Pricing](#)
- [SOP: Managing Inactive Inventory](#)
- [SOP: Managing Inventory Amazon Fulfills](#)
- [SOP: Managing Listing Enhancements](#)
- [SOP: Managing Suppressed Inventory](#)

- ▸ [SOP: Fixing Stranded Inventory](#)
- ▸ [SOP: Removing Unfillable Inventory](#)