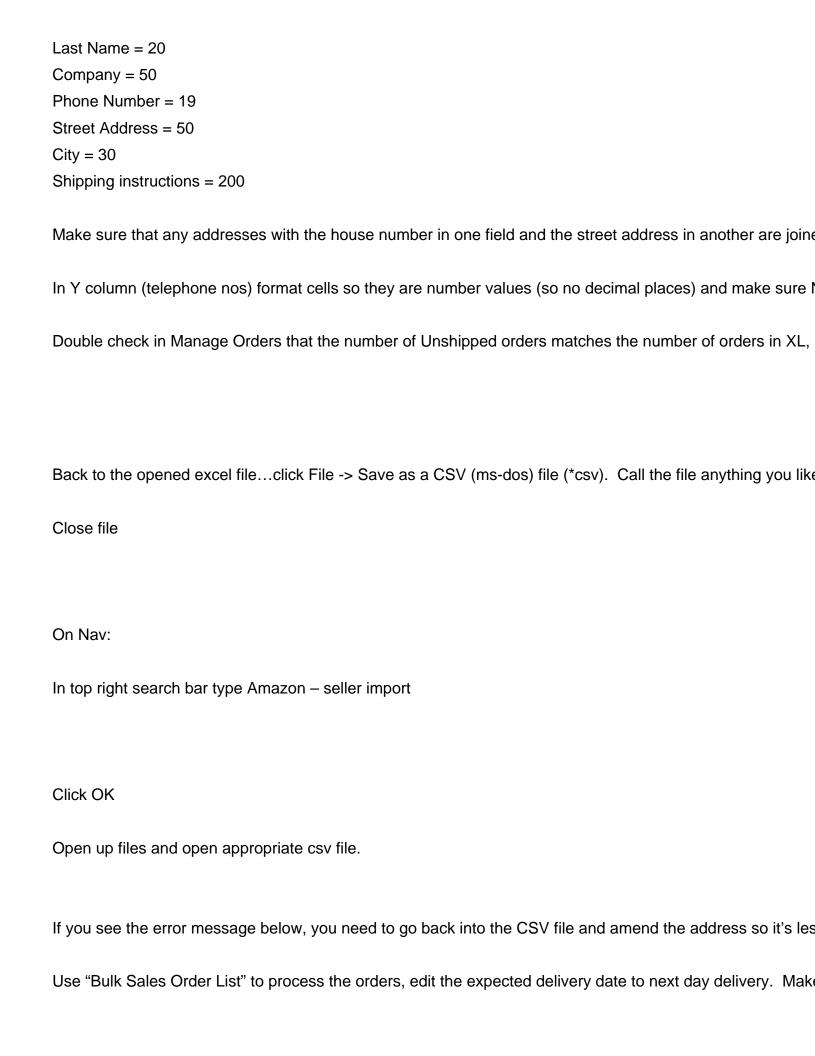How to process an order on AMAZON Seller Central

https://sellercentral.amazon.co.uk/ (click on login)
AMAZON@PEACOCKSALT.CO.UK
Am4z0n3040*

Enter authentication app for OTP code

FBA orders automatically pull through to Nav so you don't need to bother with those.

MFN orders:
On top bar click on 'Order Reports' then 'New Orders'

On the 'Request Report' section, click the "Date Range…" drop down arrow and chose the date range you r

 Wait until the Download Report Status us 'Ready'. Clicking 'Refresh' usually speeds it up.

Click 'Download' and a text file will appear on Notepad.

Save to Desktop as a text document (*.text) with Amazon and todays date as file name.

Close file

Open Excel and click 'Open'. Select the saved text file.
The Wizard will appear; click 'Next', 'Next', 'Finish' and the spreadsheet will appear.

Check through all the orders

Make sure info in any field isn't too long.
First Name = 20

Last Name = 20

Company = 50

Phone Number = 19

Street Address = 50

City = 30

Shipping instructions = 200

Make sure that any addresses with the house number in one field and the street address in another are joine

In Y column (telephone nos) format cells so they are number values (so no decimal places) and make sure N

Double check in Manage Orders that the number of Unshipped orders matches the number of orders in XL,

Back to the opened excel file…click File -> Save as a CSV (ms-dos) file (*csv). Call the file anything you like

Close file

On Nav:

In top right search bar type Amazon – seller import

Click OK

Open up files and open appropriate csv file.

If you see the error message below, you need to go back into the CSV file and amend the address so it's les

Use "Bulk Sales Order List" to process the orders, edit the expected delivery date to next day delivery. Make

Check the total cost on the Sales Order matches the price on Amazon.

There is no extra charge for deliveries to Isle of Wight or Inner Hebrides but if you are unsure put on query a
Outer Hebrides, Shetland, Orkney, IOM etc are chargeable and Amazon should have included a £10 deliver

To Ship Order:

Once orders have been despatched they need to be updated on the Amazon portal as soon as possible.

On Amazon Seller Central portal click on 'Manage Orders'.

Make sure you are looking at MFN orders not FBA orders.

Click on order waiting to be shipped.

Click on 'Confirm Shipment'

Select correct Carrier & Delivery Service

For Parcel Carriers Tracking ID is required. This is the Consignment No for the order which can be found or

Confirm dispatch.