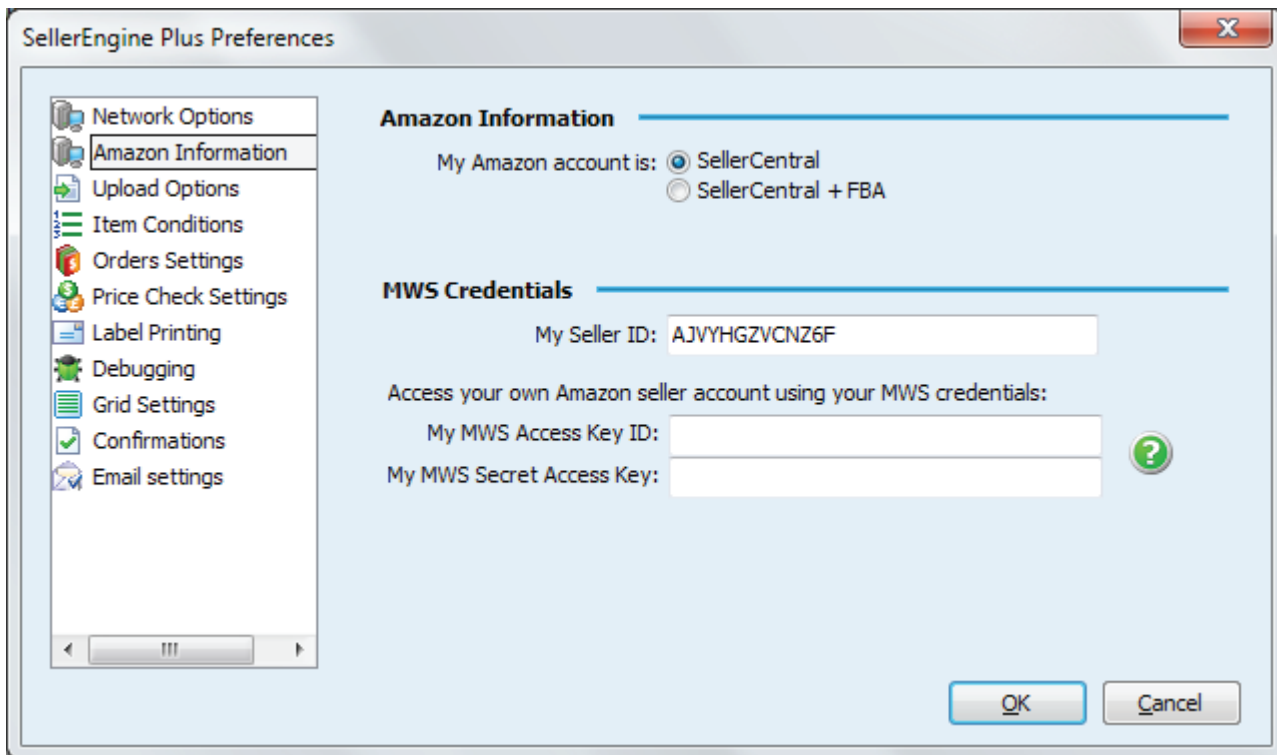


# Getting Started With SellerEngine Plus for FBA

New SellerEngine Plus users, please visit the [Getting Started Guide](#) for a quick start guide to logging in and getting familiar with SellerEngine Plus.

If you're currently a SellerEngine Plus user, please confirm you are subscribed to a SellerEngine Plus license with FBA by logging in on sellerengine.com. Scroll down to 'SellerEngine Plus licenses' to confirm that your License type is: SellerEngine Plus for Amazon US,UK or DE + FBA.

- Start SellerEngine Plus
- Log into SellerEngine Plus
- Click File > Preferences > Amazon Information to Fill in the details of your Amazon account



The screenshot shows the 'SellerEngine Plus Preferences' window. On the left is a sidebar with various settings categories: Network Options, Amazon Information (selected), Upload Options, Item Conditions, Orders Settings, Price Check Settings, Label Printing, Debugging, Grid Settings, Confirmations, and Email settings. The main area is divided into two sections. The 'Amazon Information' section has a label 'My Amazon account is:' followed by two radio buttons: 'SellerCentral' (which is selected) and 'SellerCentral + FBA'. The 'MWS Credentials' section has a label 'My Seller ID:' followed by a text box containing 'AJVYHGZVCNZ6F'. Below this is a label 'Access your own Amazon seller account using your MWS credentials:' followed by two text boxes: 'My MWS Access Key ID:' and 'My MWS Secret Access Key:'. A green question mark icon is positioned to the right of these two text boxes. At the bottom right of the window are 'OK' and 'Cancel' buttons.

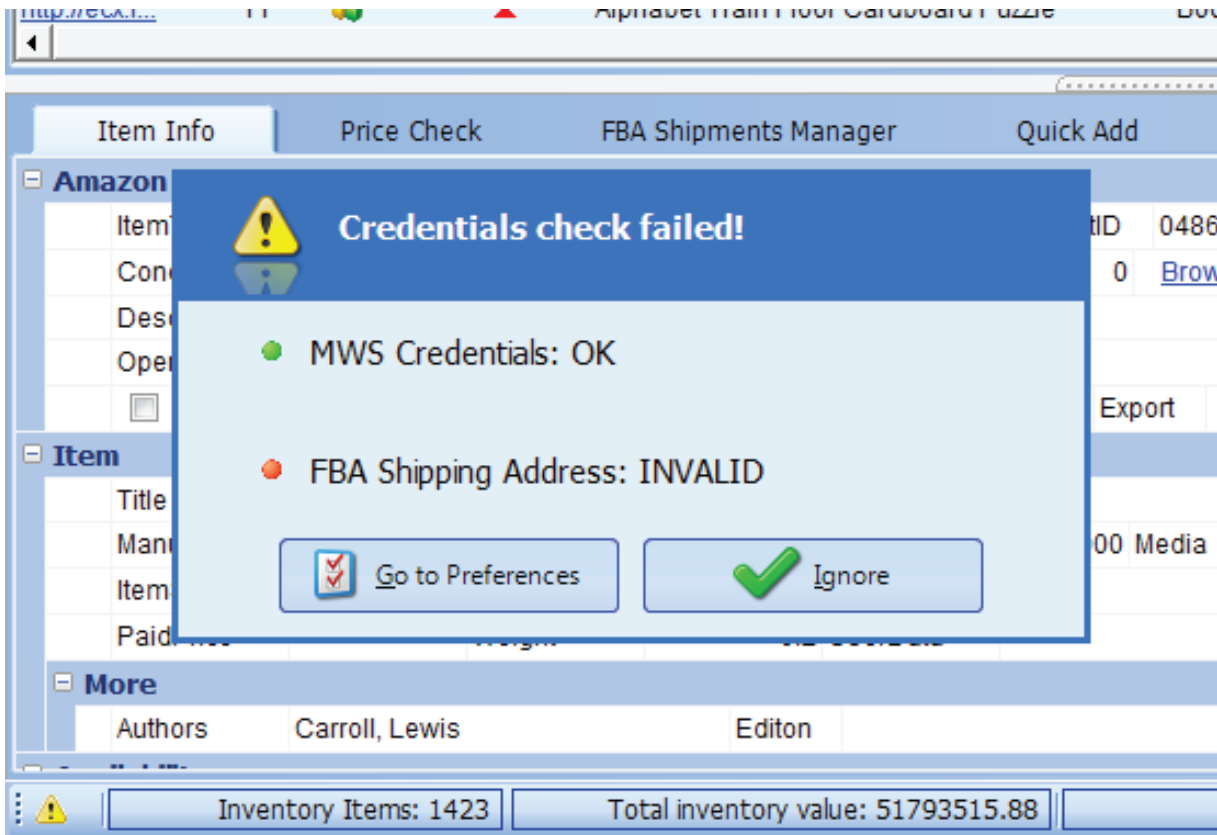
This information is used by SellerEngine Plus to generate and download reports, as well as to upload listings. It is never submitted to any website except Amazon.

If the **Access Key ID** and **Secret Access Key** fields do not populate, you will need to sign up for a free MWS account from Amazon; you may click the green question mark button or go directly to <http://mws.amazon.com/> to sign up.



Confirm you have selected the '**SellerCentral + FBA account**' option.

Some users may still receive errors when logging into SellerEngine Plus for the first time. If you see a 'Credentials Check Failed' error, there are issues that need to be addressed.



**MWS Credentials** - Confirm that you are signed up for the MWS services.

**FBA Shipping address** - Confirm your address is entered. Click the 'Go to Preferences' button and input your shipping address.

In the lower left corner you will see the yellow exclamation point icon if these issues have not been addressed. **You will be unable to send a shipment until these are fixed.**

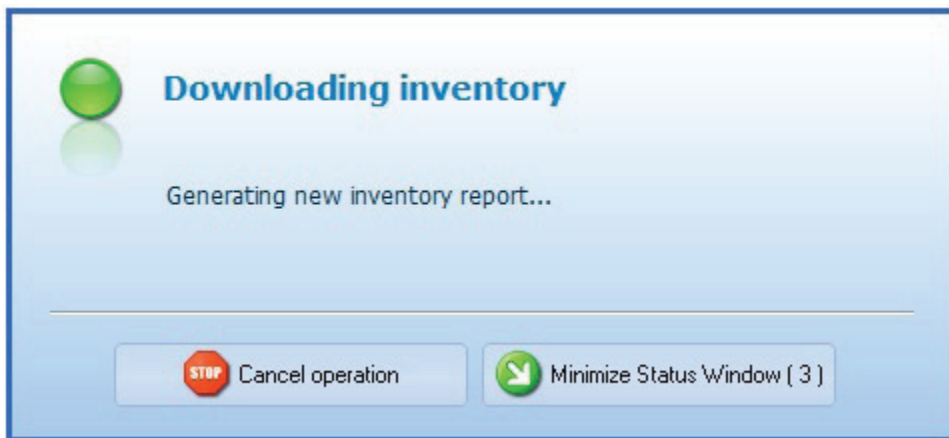
## Download and import open listings from Amazon

Download an Open Listings Report from Amazon so that your items (and their prices and quantities) currently for sale on Amazon are accurately reflected in the local database in SellerEngine.

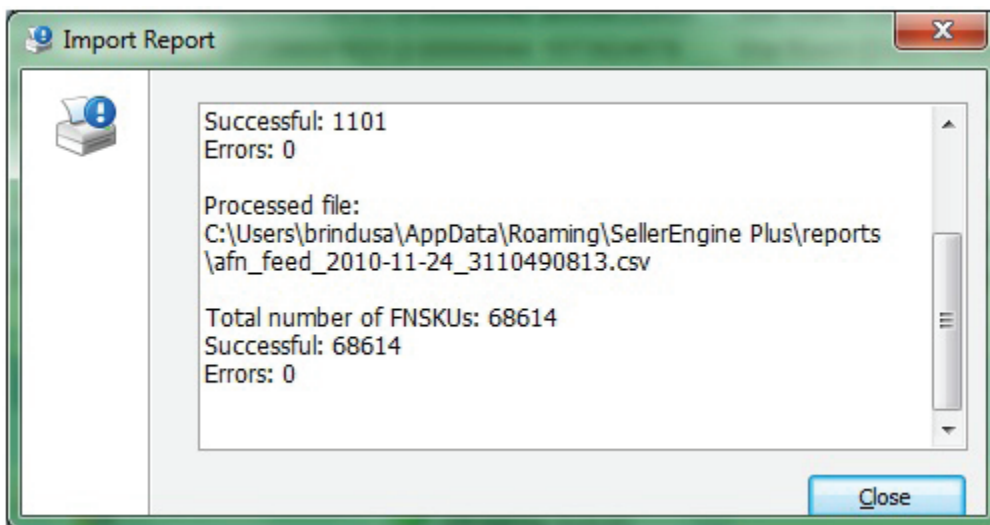
Import->Download and Import Active Listings from Amazon (Active Listings+AFN)

- The **Open Listings Report** for FBA users includes both the afn\_feed and the full\_inventory reports.
- The **full\_inventory** report includes all your inventory whether Amazon Fulfilled or Merchant Fulfilled. This information is indicated in the ListedState inventory field value.
- The **afn\_feed** report includes the Amazon Fulfilled inventory only. It shows all the relationships between listings and inventory items (FNSKUs) regardless of whether the listing still exists or even if the listing is now currently related to a different listing. This allows users to review existing inventory in Amazon fulfillment centers, set up new shipments to replenish inventory, migrate listings back to Merchant Fulfilled or create online orders for buyers.

SellerEngine Plus logs into your account and waits for Amazon to prepare your listings report. During the import, the following windows will notify you of its status.



... and display the final results:

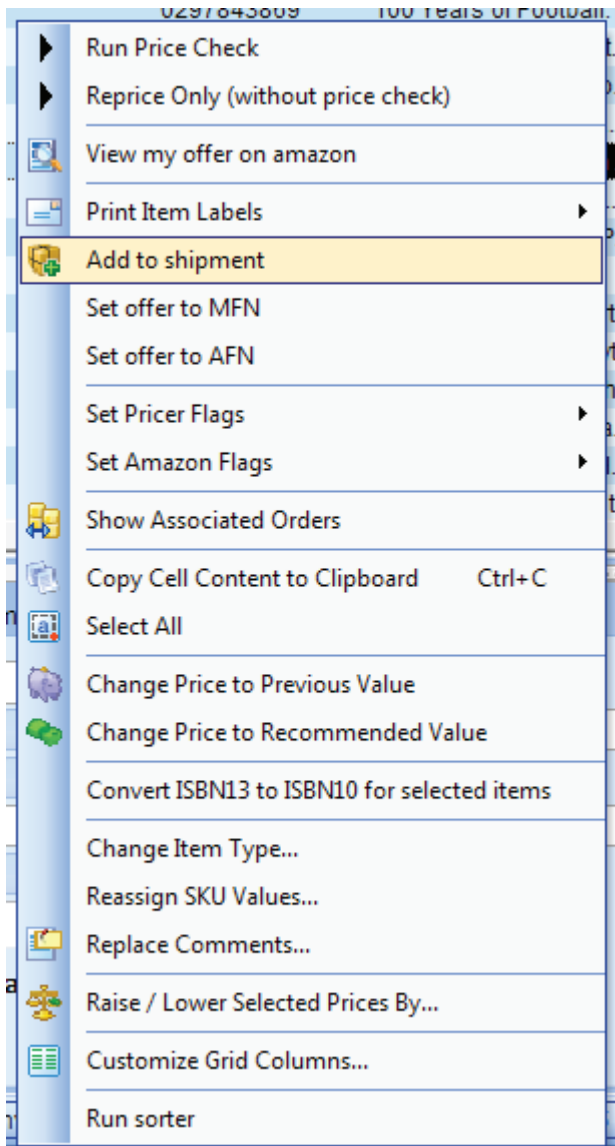


Note: This may take longer if your inventory is very large or if Amazon is exceptionally busy. Once Amazon has finished compiling the report, your listings will be visible in your inventory list.

## Create Shipments

### From your current inventory:

New shipments are automatically created and named when you select one or more items from Inventory, right-click on selection and click 'Add to shipment'



## To add NEW inventory items to populate your FBA shipment:

We recommend using Quick Add for fastest new item entry. Quick Add is located in the lower window to the right of the **FBA Shipments Manager** tab and allows users to enter FBA items using a customized template.

 A screenshot of the 'Quick Add' window in the FBA Shipments Manager. The window has a light blue background and contains several input fields and buttons. On the left, under 'Product Id', there are fields for 'Merchant SKU' (containing 'OLE2641'), 'Local SKU', 'Condition' (set to 'New'), 'Custom Condition' (set to 'None'), and 'Quantity' (set to '1'). There is also a 'Price' field set to '0' and a 'Print label' button. In the center, there are two dropdown menus: 'Sorter' (set to 'None') and 'Reprice schema' (set to 'None'). On the right, there is a large text area for 'Description'. At the bottom right, there is a yellow button with a green plus icon and the text 'Add item (in inventory and shipment)'. At the bottom of the window, there is a status bar with three sections: 'Inventory Items: 4804', 'Total inventory value: 127426.34', and 'Orders: 585'.

1. Switch from the FBA Shipments Manager tab to **Quick Add**.
2. Add a **description** or select one from the predefined conditions drop-down list available when clicking the yellow book icon in the right corner.
3. Select a **reprice schema** to assign a price to your item instantly. You may leave the price field empty if a repricing rule is assigned.
4. Add a **sorter** if you want to filter items as you add them and confirm the sorter result field is visible in your inventory while listing.
5. Under **Product Data**, make sure you have configured the SKU and entered the quantity.
6. If the **Print Labels** box is checked you will print label items as you enter items. If the **Product Group** is filled in, SellerEngine Plus will take less time to retrieve the info and populate all the fields.

If your account is not stickerless you are required to label all of your items. Make sure the label printer is connected to your machine while FNSKUs are generated and the **t** in the Product Data checkbox is marked:

Attach the label to your item, being sure to cover all barcodes if there is more than one. If the labels have not printed or you want to reprint a label, you can always select the item(s) and click the Print Label action in the Shipment Toolbar:

ns for: Selected Items				
Get New Price Data and Reprice Reprice with Existing Data Stop				
Print Label	Print Box Label	Print Packing Slips	Print Shipping Report	Remove item Retrieve FNSKUs
Shipment: test_send_shipment				
Print one label				
Print labels for quantities in shipments				
Title	SKU	FNSKU		
0743228286 PHX6 The Bob Dylan Scrap...	test_FBA_send_shpmts-001	X0003L3V0D		
1842367285 PHX6 Human Body Poster ...	test_FBA_send_shpmts-002	X0003L3W89		

If there are errors when adding items to a shipment, the item is highlighted on the screen.

**red** - always followed by an error message, see the error column for more details.

**pink** - no FNSKU has been generated. Try retrieving the FNSKU again by clicking the 'Retrieve FNSKU button.

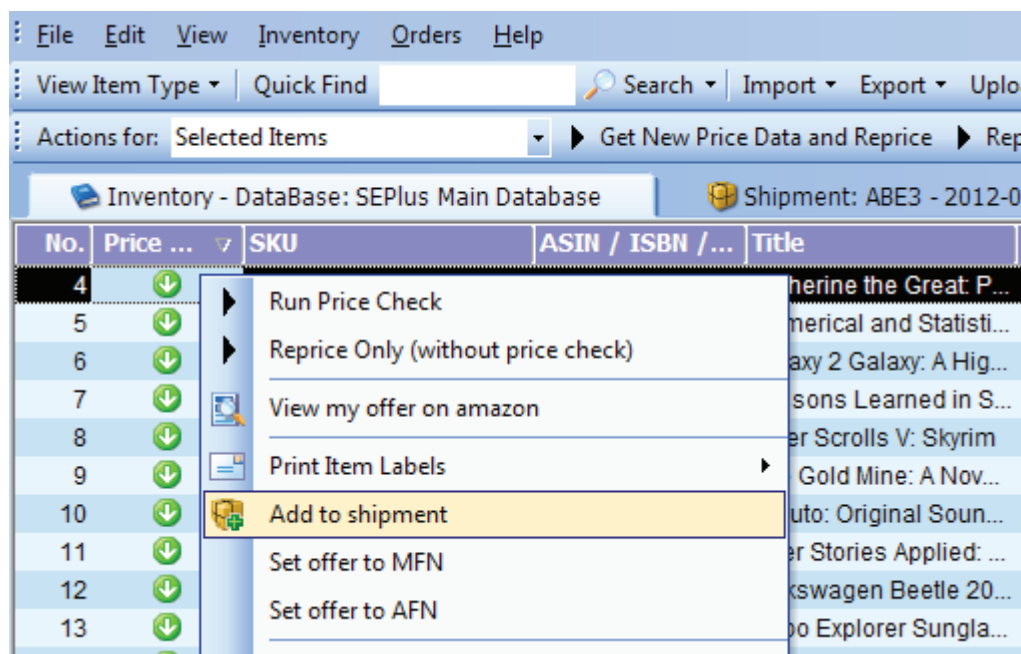
**grey** - no warehouse has been assigned to the item. Try removing the item and adding it again.

**yellow** -the item has been assigned to a different warehouse and the shipment needs to be split.

To add items to the shipment, scan items into the **Product ID** column, if your scanner is configured to add a carriage return you can continue to scan items in. If it is not, click the Add Item button.

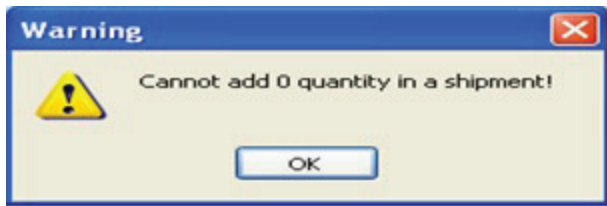
## To add **CURRENT** inventory items to populate your new FBA shipment

Select the items in the inventory, right click, select Add to shipment. They will be automatically assigned either to already existing 'Open' shipments or to new shipment/s that will be generated as per Amazon distribution criteria.



Switch to the **Inventory Database** tab in the top bar and select the item to add to the shipment. If the listing has 0 quantity assigned to it, you will be prompted:





Update your inventory on hand quantity on the grid before trying to add the item to a shipment.

## Split Shipments

Sometimes Amazon assigns different destination warehouses for FBA items. These decisions are made by Amazon and will sometimes include sending one SKU with multiple quantities to several different Fulfillment Centers.

## Send Shipments to Amazon

We have added two listings to the following shipment. Notice the 0 Inventory quantities while the quantity is now displayed under the Shipment Quantity field.

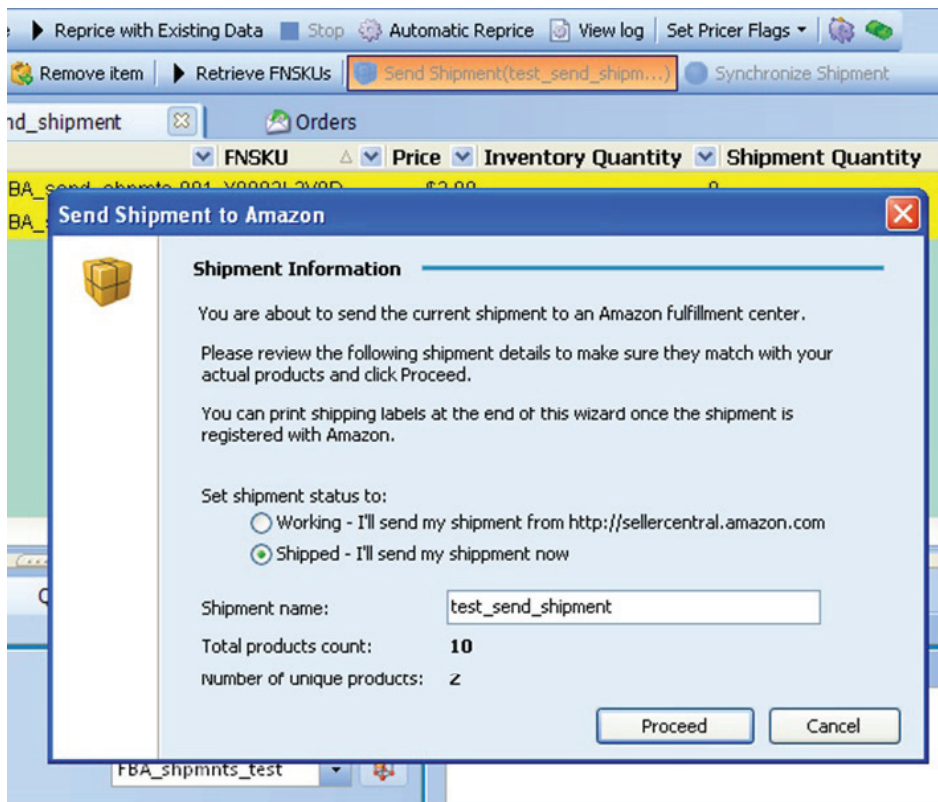
Search ▾   Import ▾   Export ▾   Upload ▾   Add ▾   Edit ✕   Delete ✕   Set Amazon Flags ▾   Clone Item   Selection ▾							
Get New Price Data and Reprice ▶ Reprice with Existing Data ■ Stop Automatic Reprice View log Set Pricer Flags ▾							
Shipping Slips Print Shipping Report Remove item Retrieve FNSKUs Send Shipment(test) Synchronize Shipment							
Shipment: test Orders							
P..	Title	SKU	FNSKU	Price	Inventory Q...	Shipment Quantity	Sales Rank
✓	Bach: The Goldberg Variations	pbandj-1-sku-FG-...	X0003OZWWP	\$48.88	0	4	245026
✓	Bill Haley and the Comets	pbandj-1-sku-FG-...	X0003OZWXJ	\$95.00	0	6	502790

If you need a shipment report for your records or for stock checking purposes, click the **Print Shipping Report** *before sending the shipment* and the list of the shipment contents as will be generated.

Or you may simply use the **Print Preview** to double check the quantities before registering/sending out the shipment as shown below:

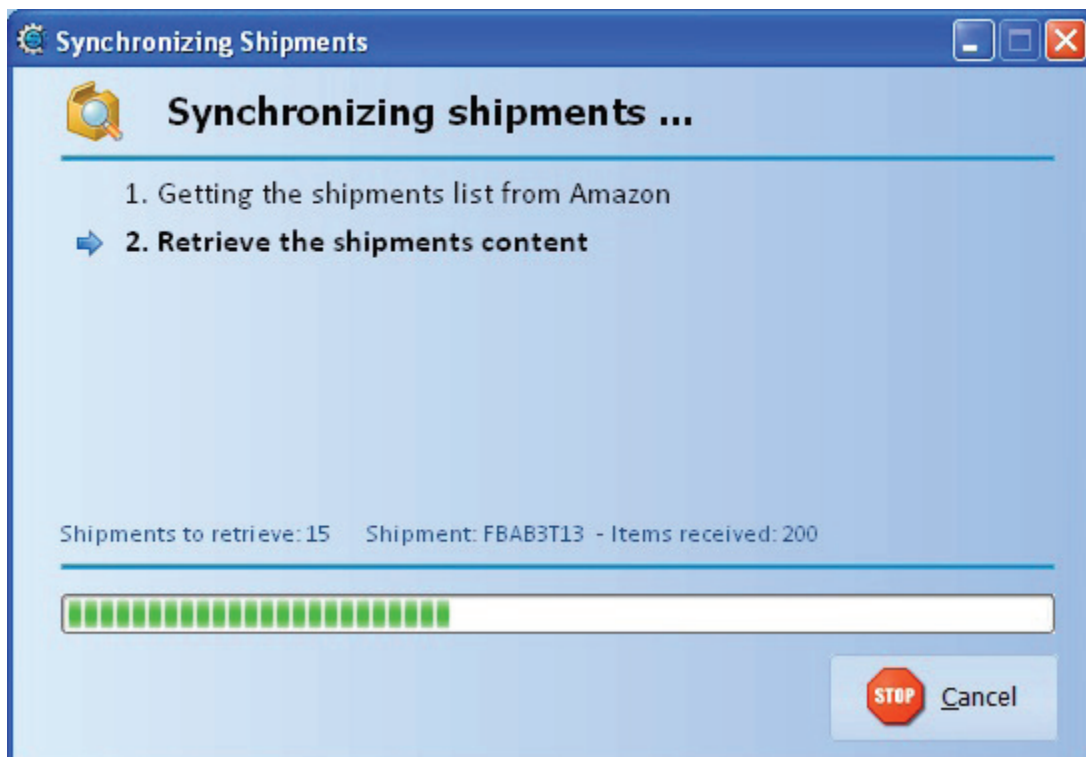




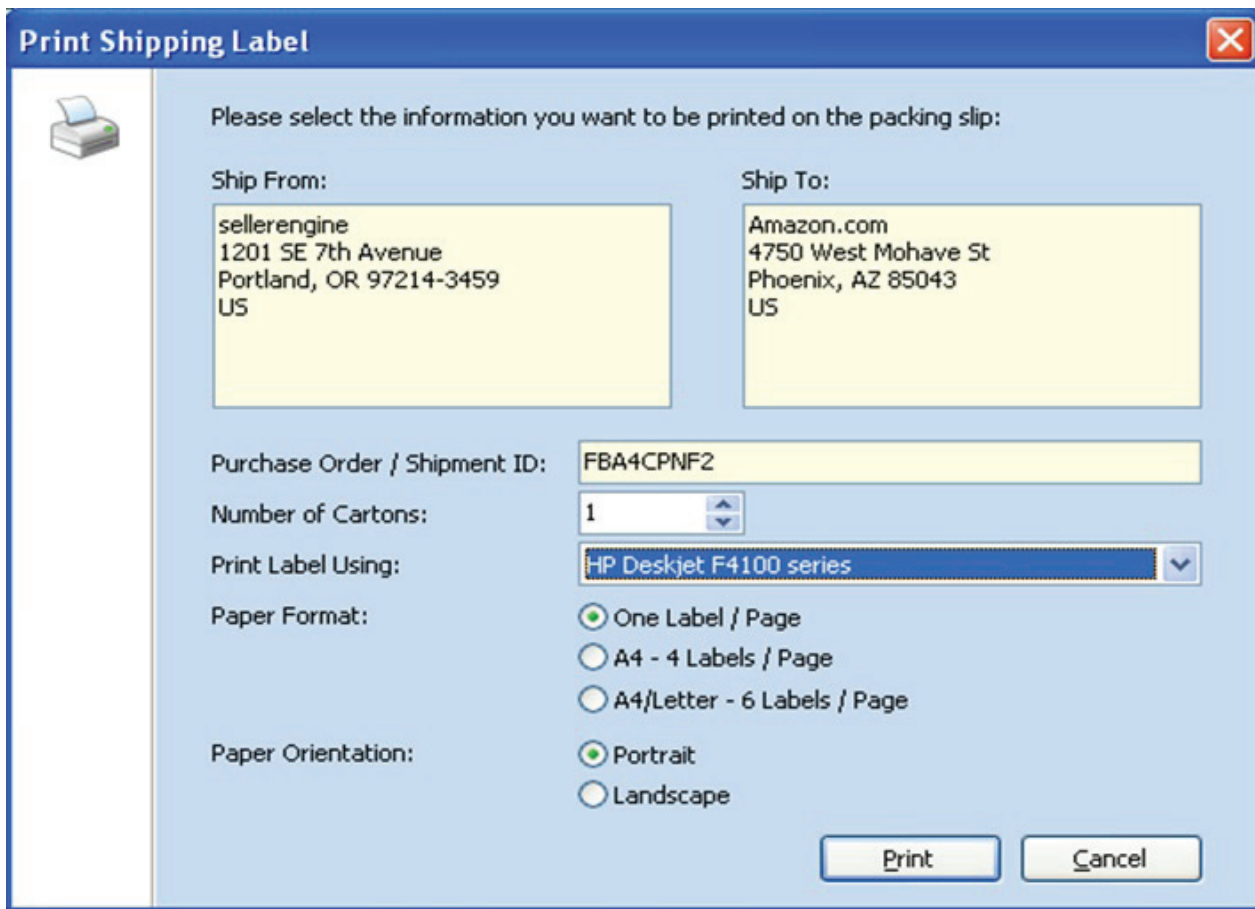


Alternately - To receive the best rate on shipping your inventory to Amazon by using Amazon-Partnered Carrier (UPS), set your shipment to Working and finish sending your shipment directly through Amazon.

The sending shipment status bar will show up on the screen:



...followed by the printing settings dialogue:



The image shows a 'Print Shipping Label' dialog box with a blue title bar and a close button in the top right corner. On the left side, there is a printer icon. The main area is light blue and contains the following fields and options:

- Please select the information you want to be printed on the packing slip:**
- Ship From:** sellerengine, 1201 SE 7th Avenue, Portland, OR 97214-3459, US
- Ship To:** Amazon.com, 4750 West Mohave St, Phoenix, AZ 85043, US
- Purchase Order / Shipment ID:** FBA4CPNF2
- Number of Cartons:** 1 (with up/down arrows)
- Print Label Using:** HP Deskjet F4100 series (with a dropdown arrow)
- Paper Format:** ☒ One Label / Page, ☐ A4 - 4 Labels / Page, ☐ A4/Letter - 6 Labels / Page
- Paper Orientation:** ☒ Portrait, ☐ Landscape
- Buttons:** Print, Cancel

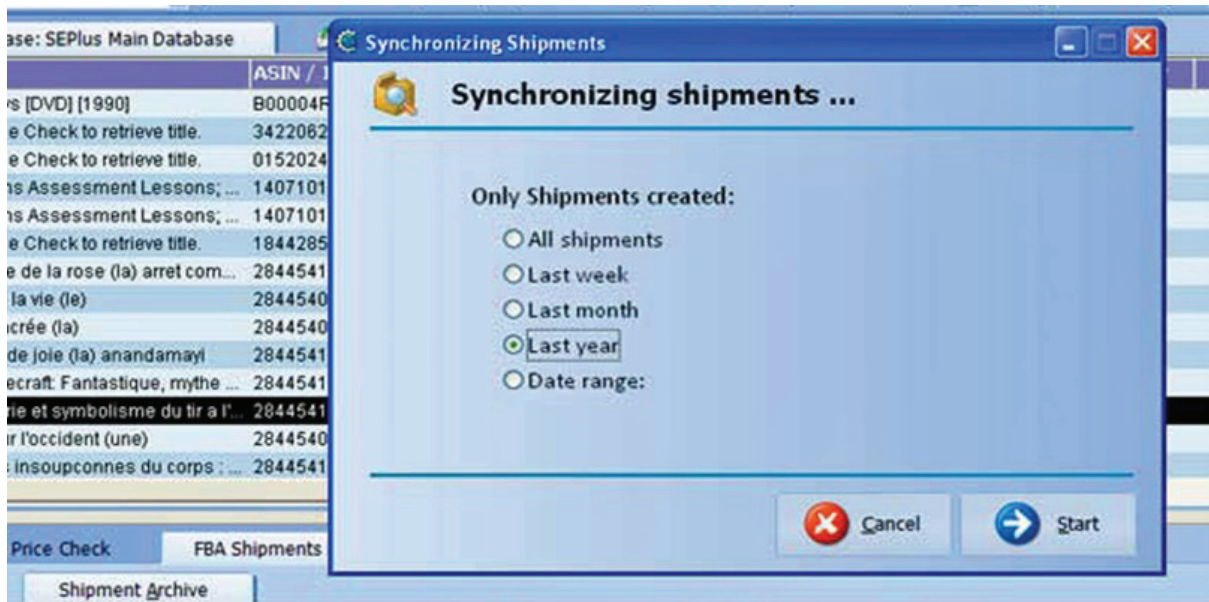
Check and input the correct settings, and number of cartons and click **Print**. Add a **packing slip** inside each box. Print the **shipping labels** and stick them on to the box(es) and you're ready to hand them over to the carrier!

**Make sure you upload the listings so your items are available for sale when they are received. A pop up reminds you to do this after sending.**

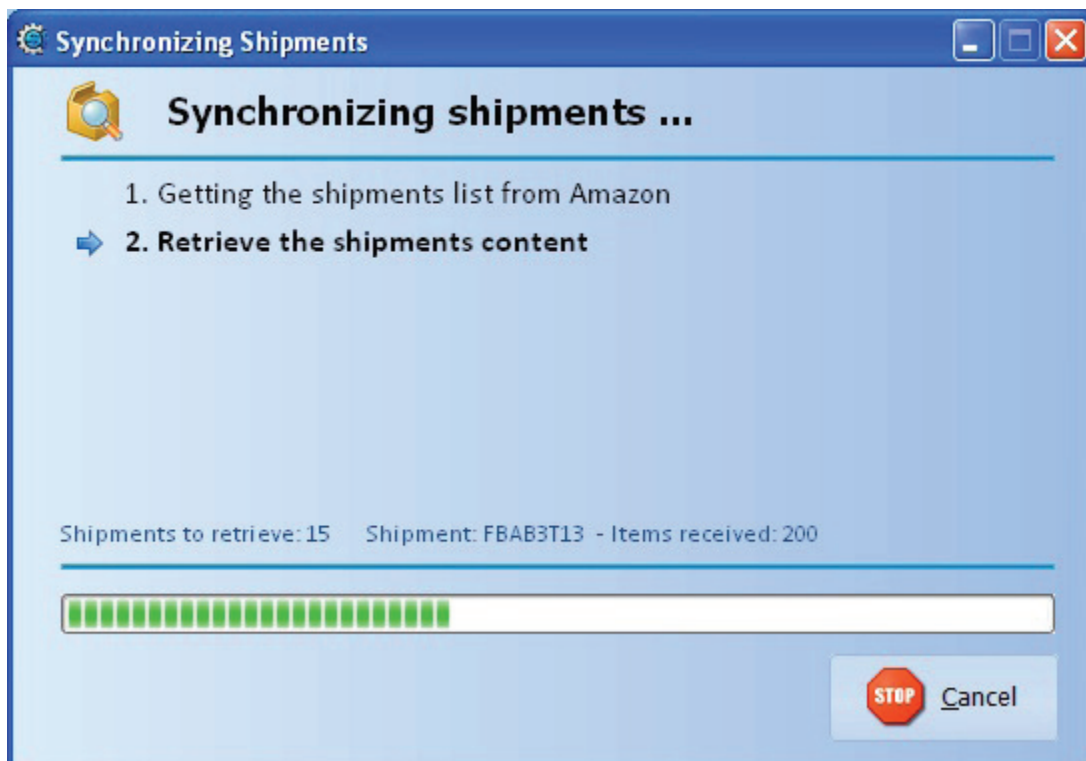
To do this, select all the items in the shipment then go to **Upload>Add new items and update existing listings**.

While you are waiting for your items to be received at the Amazon warehouse, you can get started writing repricing rules and continuously repricing your items based on the competition. Then, when Amazon sets your listings to 'live' Sellerengine Plus will already be pricing your items based on your own custom strategy. To learn more about custom pricing rules and automatic repricing, head [here](#).

To check whether a shipment has been received at the Amazon warehouse, go to the **Shipment Archive** tab in the **Shipment Manager** and click **Synchronize with Amazon**. The **Synchronizing Shipments** pop up will appear and you need to select the period to be included in the report generated by Amazon.



The download pop-up will appear showing the status and contents of each shipment as they download:



When the download has finished, the Shipments Archive will be populated in the lower part of the screen.

Info

Price Check

FBA Shipments Manager

Quick Add

Shipping Queue

Shipment Archive

New Shipment

View Selected

Delete Selected

Set Shipment Status

Synchronize with Amazon (Shipment Archive)

Shipment Name	Shipment Id	Shipment Status	Item Qty		Updated	Destination	Created Date
			Shipped	Received			
10.18.10 R2	FBA3V5RAW	Closed	125	125		PHX3	10/18/2010
10.26.10 Rebecca	FBA410RQ1	Cancelled	85	0		PHX3	10/27/2010
7.30 Rebecca FBA used stuff	FBA3GHJFN	Closed	465	493		RNO1	8/4/2010
8.18.10 Rebecca	FBA3J0X52	Closed	114	114		RNO1	8/18/2010
8.30 Rebecca	FBA3MKVY6	Closed	386	379		RNO1	9/2/2010
8.6 Disney Fan & Gold Mine	FBA3HNEPS	Closed	45	44		RNO1	8/11/2010
9.3.10 Rebecca	FBA3Q7V2C	Closed	1	1		PHX3	9/16/2010
9.3.10 Rebecca-RNO1	FBA3Q7V67	Closed	929	920		RNO1	9/16/2010
August 9-2010 RZC sitting around shipment	FBA3HT6JV	Closed	186	185		RNO1	8/11/2010
oras	FBA2VC5CK	Closed	4	0		IND1	3/2/2010

Shipment Information

Name : 10.18.10 R2

Items : 1

Quantities : 125

Value : \$0

Item Information

Shipment name: test\_split\_shipment

At this point, Amazon has set your listings associated with the inventory they received as 'live.' If you have already set up your repricing rules and enabled Continuous Automatic Repricing then all you need to do is wait for the sales to roll in. Amazon will pick, pack and ship your items to buyers on your behalf.

## Information that's good to know: FBA Specific Inventory Fields

### In Inventory View:

**FNSKU:** if you add your listing through the main **Add Item** window, the FNSKU can be generated only after the listing has been added to a shipment. Right click on the selected listing(s) and select **Add to Shipment** from the dropdown menu.

**Listed State:** it will indicate whether the listing is MFN or AFN

### Inventory Quantity vs. Amazon Quantity (FBA) vs. Shipment Quantity.

These value fields show:

- \*the qty added to the shipment
- \*the qty available at Amazon and stored in their warehouse
- \*the qty in the shipment

**FBA Warehouse Condition:** it shows the condition of your item if already stored in the Amazon warehouse

### In Shipment View:

- \*Shipment Quantity: The number of copies added to the shipment.
- \*Destination Warehouse: The warehouse assigned by Amazon to the item after the FNSKU has been generated.
- \*Shipment Preparation Status: The status of the shipment preparation as
- \*Sorter: The sorter associated with the entry. Sorters can only be assigned to items as they are added to shipments. In the current release, a sorter cannot be added to an entry in the Edit window.
- \*Sorter Result: Value triggered after running the sorter for the item
- \*Labels Printed so Far: Number of labels already printed for the respective item.