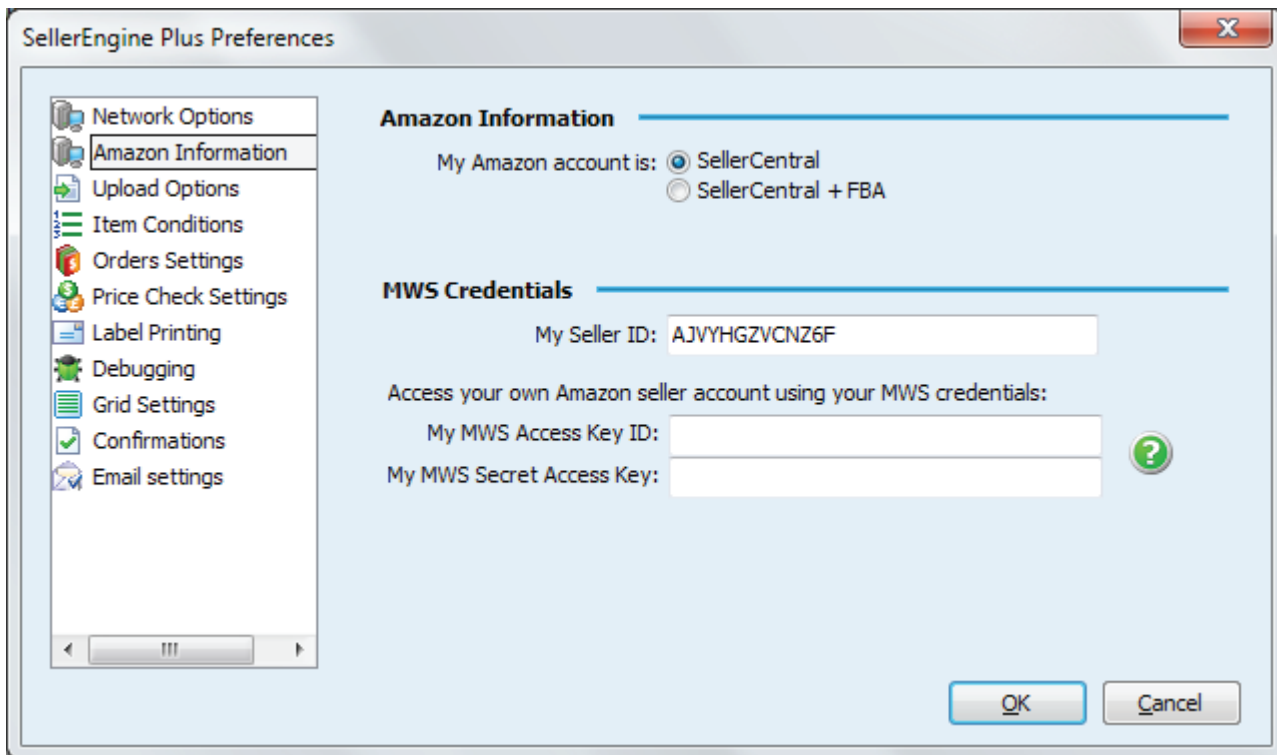# Getting Started With SellerEngine Plus for FBA

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


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.
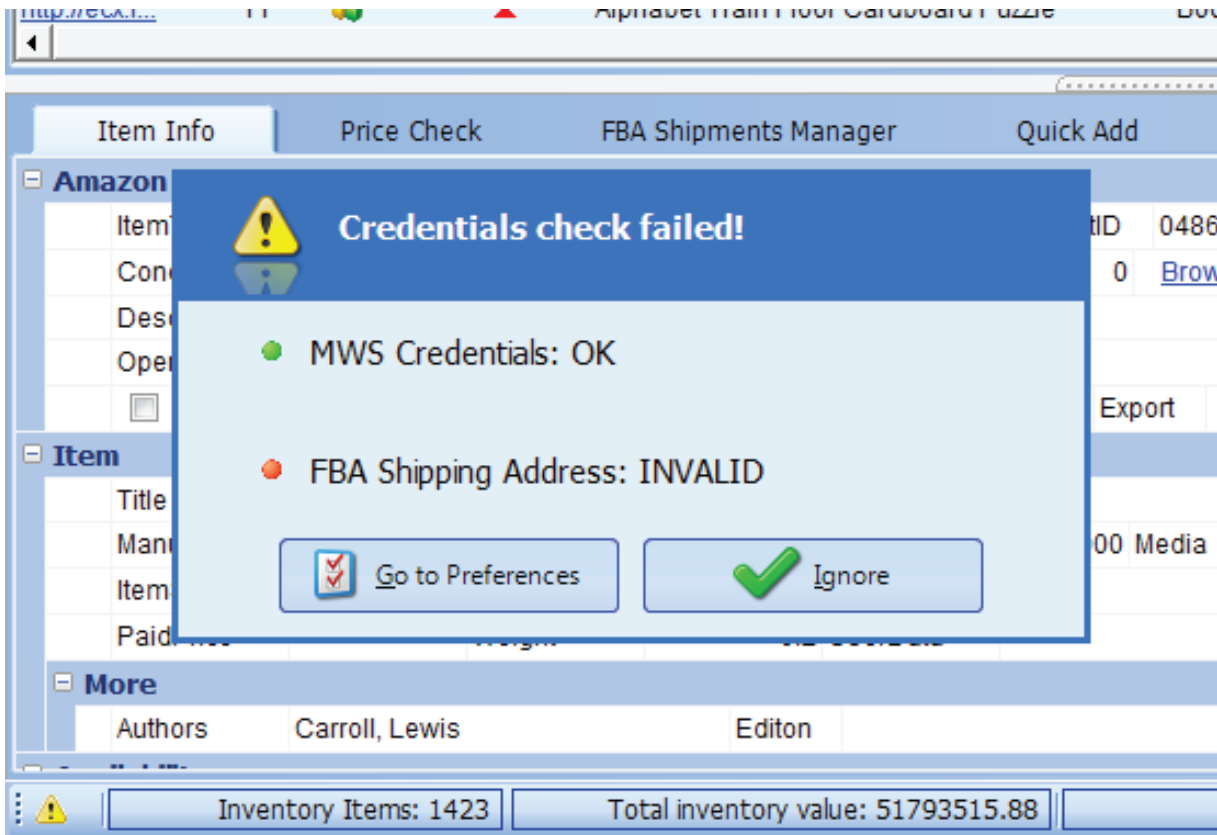
MWS Credentials - Confirm that you are signed up for the MWS services.
FBA Shipping address - Confirm your address is entered. Click the 'Go to Preferences' button and input your shipping address.

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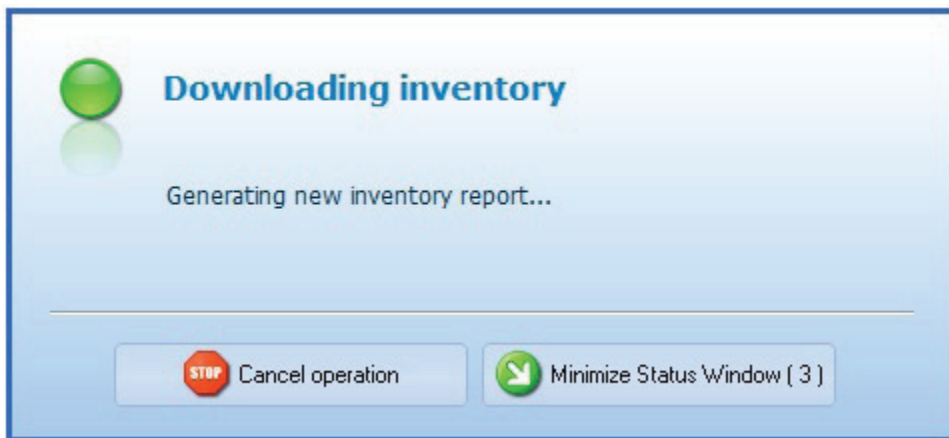
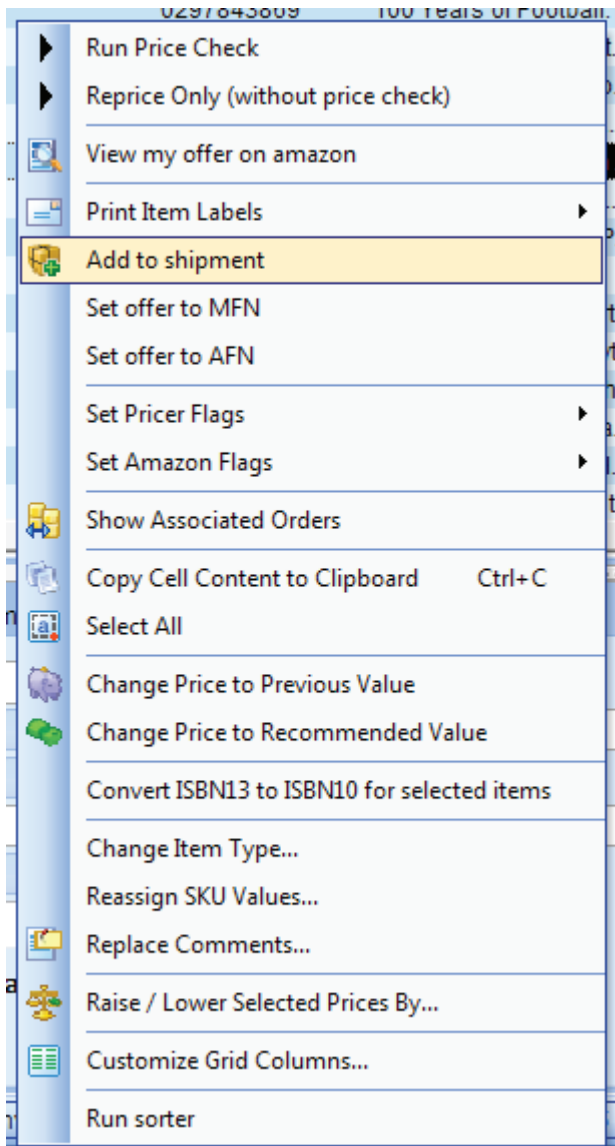... and display the final results:
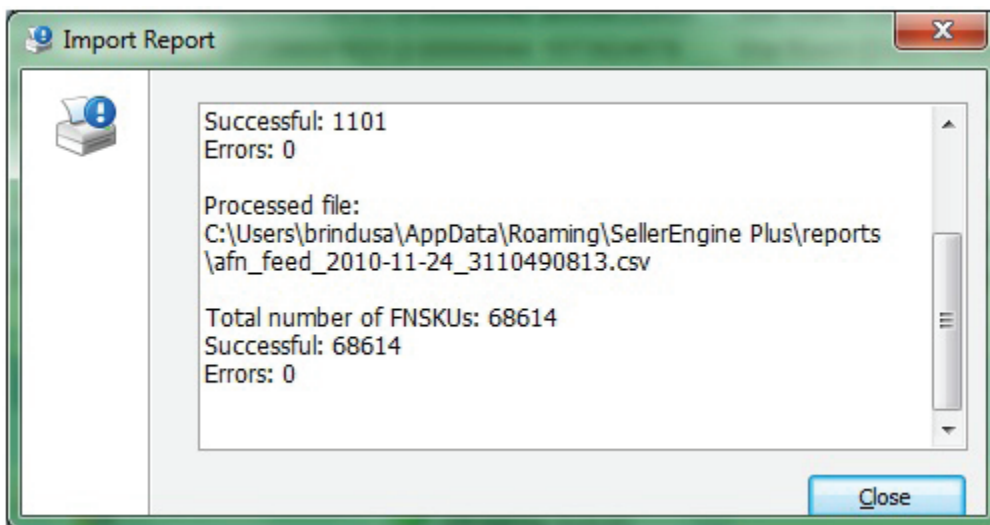
Note: This may take longer if your inventory is very large or if Amazon is exceptionally busy. Once Amazon has finished compiling the report, your listings will be visible in your inventory list.

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'

▶	Run Price Check	
▶	Reprice Only (without price check)	
🔍	View my offer on amazon	
📧	Print Item Labels	▶
📦	**Add to shipment**	
	Set offer to MFN	
	Set offer to AFN	
	Set Pricer Flags	▶
	Set Amazon Flags	▶
🔀	Show Associated Orders	
📋	Copy Cell Content to Clipboard	Ctrl+C
[a]	Select All	
🐘	Change Price to Previous Value	
💰	Change Price to Recommended Value	
	Convert ISBN13 to ISBN10 for selected items	
	Change Item Type...	
	Reassign SKU Values...	
📝	Replace Comments...	
🔧	Raise / Lower Selected Prices By...	
▦	Customize Grid Columns...	
	Run sorter	

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.

Item Info	Price Check	FBA Shipments Manager	Quick Add

Product Id [   ]

Merchant SKU [OLE2641   ] 📦

Local SKU [   ] 📦

Condition [New   ▼]

Custom Condition [None   ▼] 🔧

Quantity [1 ▲▼]   Price: [0 ▼]

🖨 ☐ **Print label**

🔧 Sorter [None   ▼] 🔧

💰 Reprice schema [None   ▼]

Description 📋
[▲

                     ▼]

📁 Add item (in inventory and shipment)

Inventory Items: 4804	Total inventory value: 127426.34	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:

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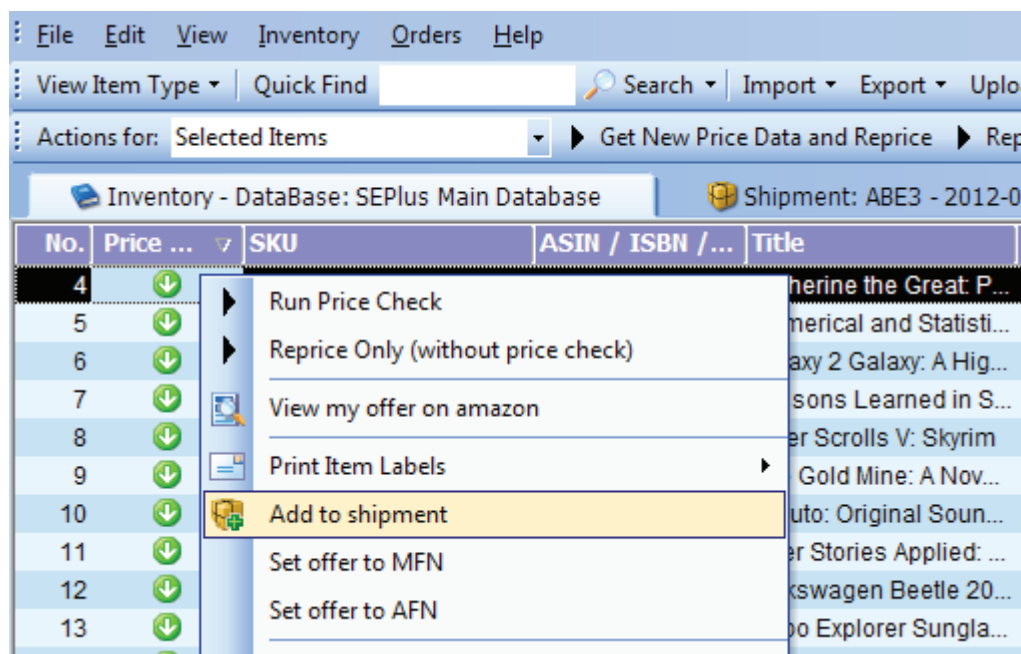
Switch to the **Inventory Database** tab in the top bar and select the item to add to the shipment. If the listing has 0 quantity assigned to it, you will be prompted:

Warning

⚠ Cannot add 0 quantity in a shipment!

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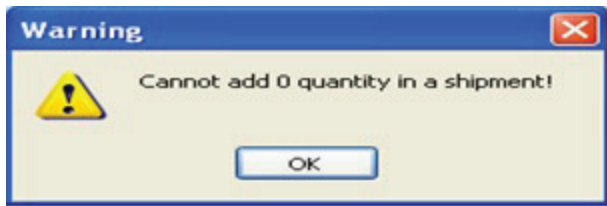
Update your inventory on hand quantity on the grid before trying to add the item to a shipment.

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.

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:

Note: The **Box Labels** and **Packing Slips** will be printed after the shipment has been registered with Amazon.

Now, send the shipment by clicking Send Shipment in the shipment toolbar. The Send Shipment pop up window appears:
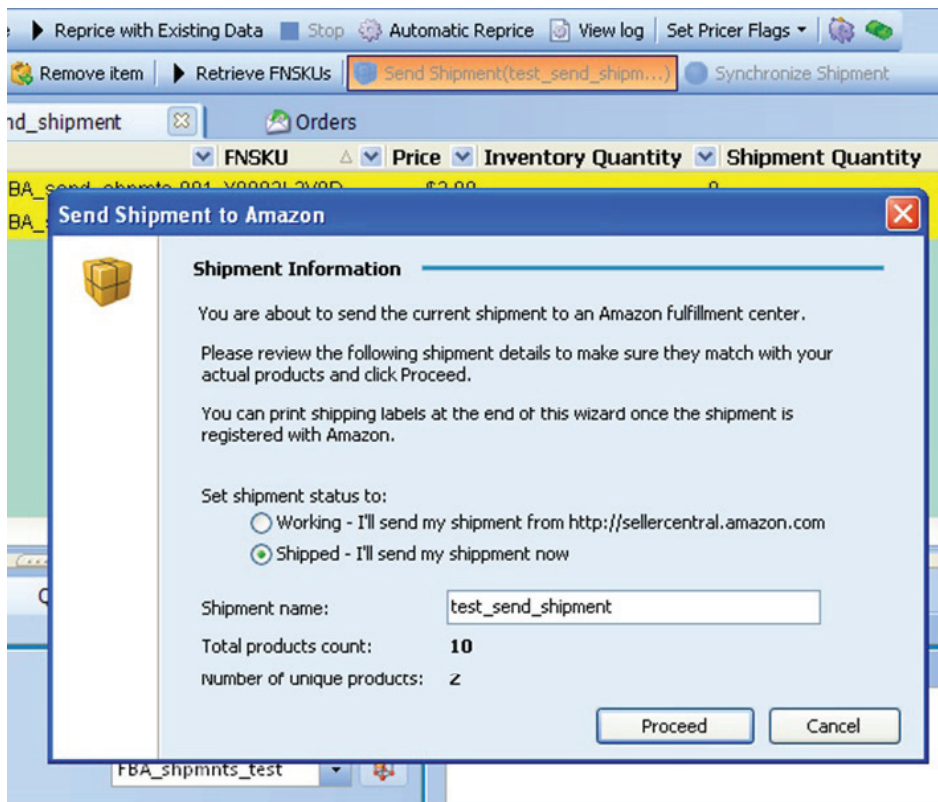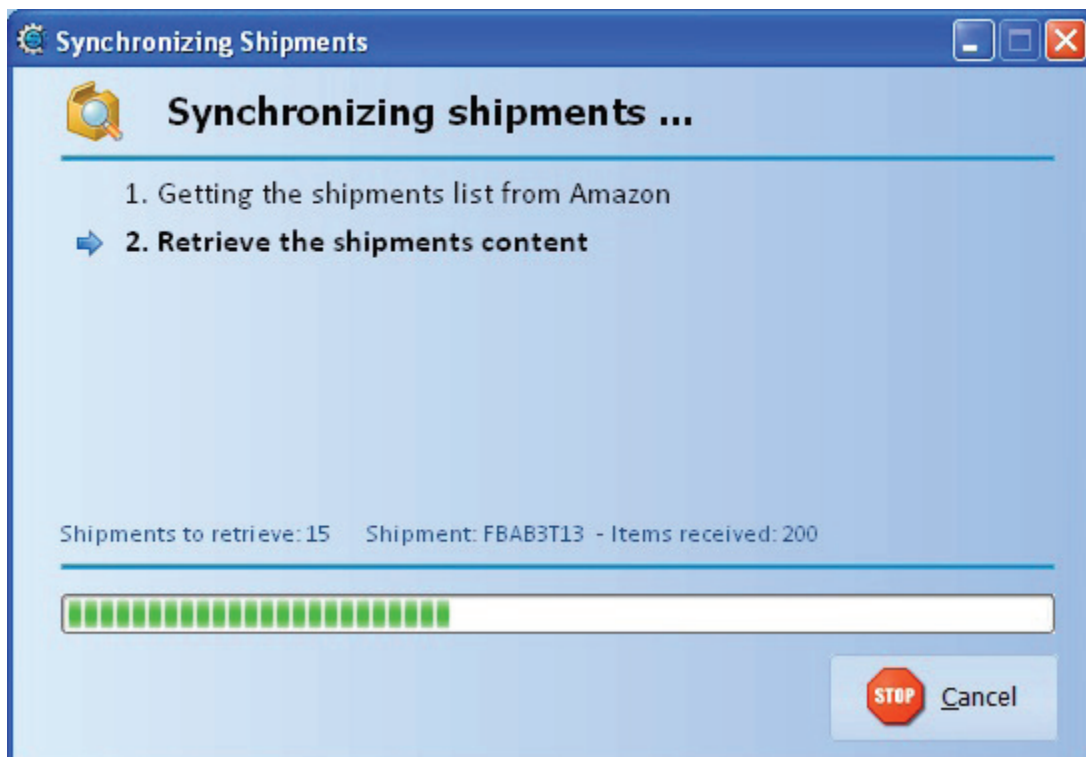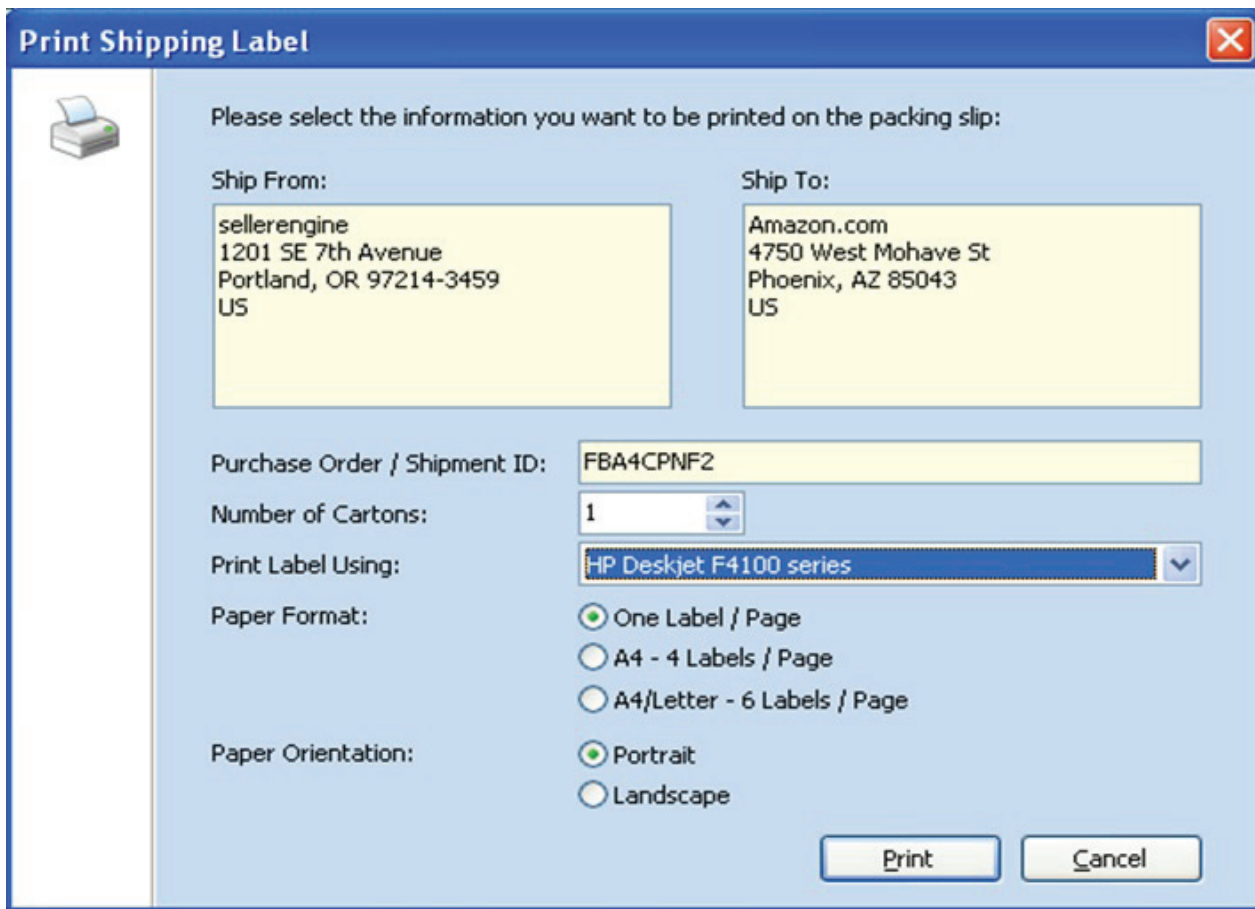
Alternately - To receive the best rate on shipping your inventory to Amazon by using Amazon-Partnered Carrier (UPS), set your shipment to Working and finish sending your shipment directly through Amazon.

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


...followed by the printing settings dialogue:

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.
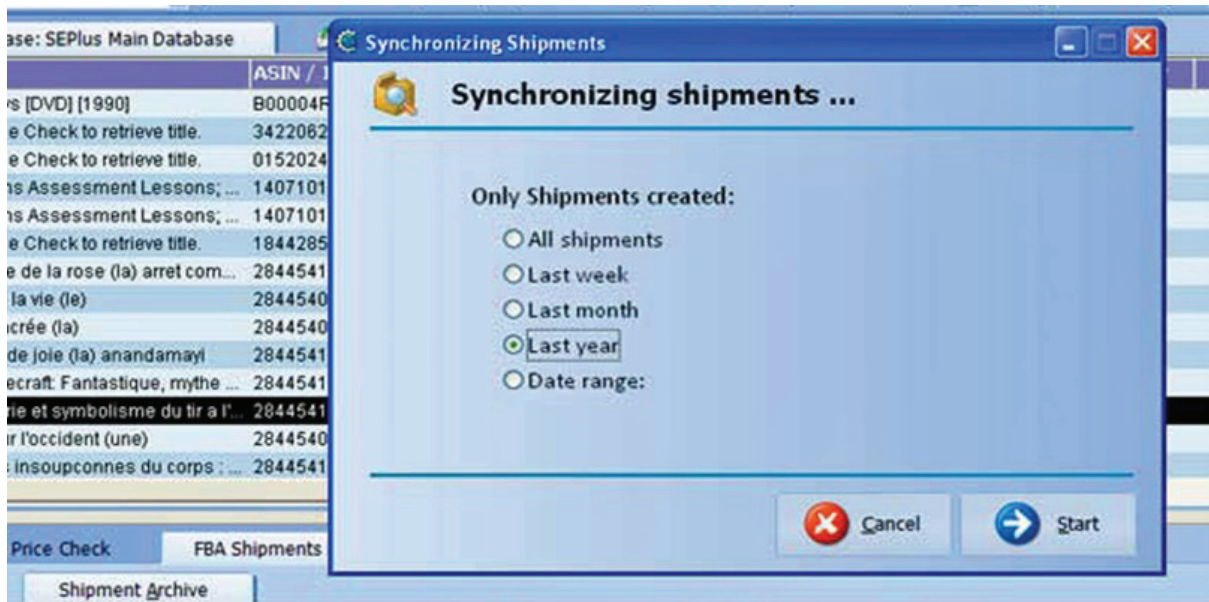
The download pop-up will appear showing the status and contents of each shipment as they download:
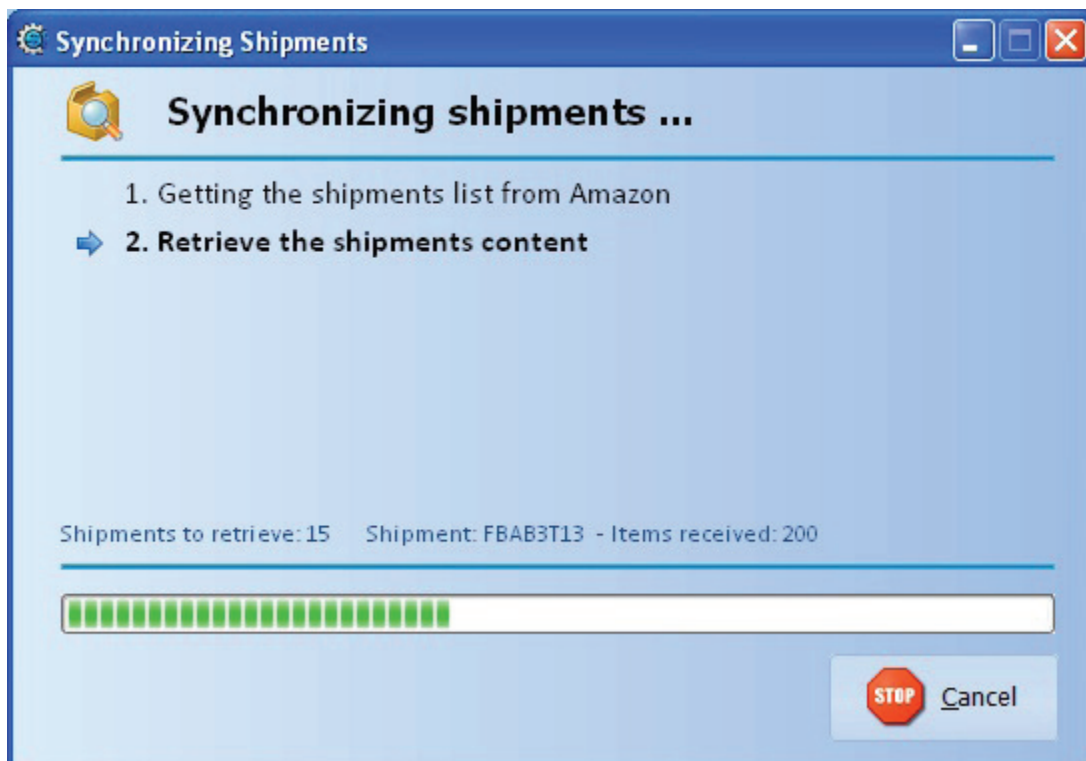
When the download has finished, the Shipments Archive will be populated in the lower part of the screen.

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.