



Creating a cross-border small parcel shipment with
the Amazon Partnered Carrier programme

What will this guide cover?

1. How to book a shipment with the Partnered Carrier programme on Seller Central

2. How to navigate the UPS process once you have booked your shipment

How to book a shipment

Go to 'Manage FBA shipments'

The screenshot shows the Amazon Seller Central interface. At the top, the navigation bar includes 'amazon seller central europe', a notification icon, and menu items: 'INVENTORY', 'ORDERS', 'ADVERTISING', 'STOREFRONT', 'REPORTS', and 'PERFORMANCE'. The current merchant is 'FBA Test 2' and the region is 'www.amazon.co.uk'. A dropdown menu is open under 'INVENTORY', with 'Manage FBA Shipments' highlighted by an orange arrow. Other options in the menu include 'Manage Inventory', 'Manage FBA Inventory', 'Add a Product', 'Add Products via Upload', 'Inventory Reports', 'Manage Promotions', and 'Manage FBA Shipments'. On the left, there is a 'Your Orders (Amazon.co.uk)' sidebar with a table of order statistics. The main content area features an 'Alert' about inactive listings, a 'Selling Coach' section with a '3 Listings to Fix or Complete' notification, and a 'Headlines' section with a tip about automating return requests.

amazon seller central europe

INVENTORY ORDERS ADVERTISING STOREFRONT REPORTS PERFORMANCE

www.amazon.co.uk

Merchant: FBA Test 2

Alert
Your listings are currently inactive in marketplace(s): www.amazon.co.uk, www.amazon.de, www.amazon.fr, www.amazon.it, www.amazon.es
At this time your self-fulfilled listings are not displayed for sale in your inactive market places. [Reactivate your listings.](#)

Selling Coach
3 Listings to Fix or Complete
Listings in your catalogue that are missing information.
[Tell us what you think of this feature](#)

Headlines
Christmas Selling Tip: Automate Your Return Requests
16 Dec 2013
Expedite the returns process by automating your return requests. Buyers will immediately receive a Return Merchandise Authorisation (RMA) number and a Return Mailing Label (RML) instead of waiting for you to authorise each individual request. You can also... [Learn more](#)

Your Orders (Amazon.co.uk)

Seller Fulfilled	
In last day:	0
In last 7 days:	0
Pending:	0
Unshipped:	0
Return requests:	0
Fulfilled by Amazon	
In last day:	0
In last 7 days:	0

[View your Orders](#)

Select 'Work on shipment'

The screenshot shows the Amazon Seller Central interface for a merchant named 'FBA Test 2'. The main navigation bar includes 'INVENTORY', 'ORDERS', 'ADVERTISING', 'STOREFRONT', 'REPORTS', and 'PERFORMANCE'. The current page is the 'Inbound Queue', which displays a list of shipments. The first shipment, 'FBA (18/12/2013 16:53) - 1', is in a 'WORKING' status. An orange arrow points to the 'Work on shipment' button for this shipment. Other shipments are in 'READY TO SHIP' or 'CLOSED' statuses.

Merchant: **FBA Test 2**

Shipping Queue | Inbound Performance Summary **NEW** | Scan & Ship | Upload Inbound Shipment File

You are participating in **Shipment creation workflow beta**. [Feedback](#) | [Exit Beta](#)

Inbound Queue [Learn more](#)

Shipments | Plans

Date Range: All

Show: All Working in transit At the fulfilment centre Closed Deleted/cancelled

1 to 100 of 353 shipments Search by shipment ID

Page 1 of 4 [Next >](#)

Name ▲	ID ▲	Plan ID	Last updated ▼	MSKUs	Shipped	Received	Destination* ▲	Status	
FBA (18/12/2013 16:53) - 1		PLN1GTHW	18 Dec 2013	1	20	0	EDI4	WORKING	Work on shipment Download pack list
FBA (02/12/2013 10:48) - 2 ✖ Shipment missing tracking number.		PLN14MWC	18 Dec 2013	5	50	0	BHX1	READY TO SHIP	Track shipment Download pack list
now now		PLNB02B	5 Dec 2013	2	10	0	EDI4	CLOSED	Track shipment Download pack list
now2		PLNB00Q	5 Dec 2013	2	10	0	EDI4	CLOSED	Track shipment

Select 'Small parcel delivery (SPD)' and 'Amazon Partnered Carrier'

Complete all required stages of the FBA shipment workflow (Set quantity > Prepare products > Label products > Review/view shipments), until you reach the Prepare shipment stage.

In step 2 of the Prepare shipment stage, Delivery service, select the **Small parcel delivery (SPD)** and the **Amazon Partnered Carrier** options.

1. Review shipment contents



You can review and modify your unit quantity here and can only change quantity by 5% or 6 units. If you want to add more or new products to your shipment, you must duplicate the shipment or create a new shipment. We recommend not packing and sealing your boxes until you have provided box content information in the **Prepare Shipment** step of the workflow. [Learn more](#)

[Download SKU list](#)

[Review and modify units](#)

2. Delivery service

Delivery method

- Small parcel delivery (SPD)**
I'm shipping individual boxes
- Less than Truckload (LTL)**
I'm shipping pallets

Which method should I choose?

Carrier

- Amazon-Partnered Carrier (UPS)**
Discounted ground shipping with easy tracking [Learn more](#)
- Other carrier:** ▼


Shipment packing for partnered SPD carriers

In step 3, Shipment packing, select how the shipment will be packed.

3. Shipment packing

i New tools for providing box information
Providing accurate box content information allows us to receive your shipments more efficiently and make your items available for sale faster. If you don't provide box content information, a manual processing fee will apply. [Learn more](#)





How will this shipment be packed?


Please select an option 
Please select an option
Everything in one box
Multiple boxes

Next, enter parcel information for your shipment.

- Use web form**
Enter box content information into a form on webpage
- Upload file**
Fill out a pack list and upload to Seller Central
- Skip box information and apply manual processing fee**
Amazon will manually process your box contents [Learn more](#)

i You can click the "Save for later" button to save your current progress and continue entering box content information later.

Shipment contents	Shipment quantity	Units per box configuration	Number of boxes	Total quantity	Box weight (kg.)	Box dimensions (cm.)
<input type="checkbox"/> Show ASIN/FNSKU				-	<input type="text"/>	<input type="text"/> x <input type="text"/> x <input type="text"/>
6G-9LMZ-54T0_FBA Sciatica Relief ** Super Nerve Power ** Nerve Pain Chronic Pain Syndrome - Natural Fibromyalgia Supplement Size: Standard-Size EAN: 0791943090363	20	<input type="text"/>	<input type="text" value="1"/> 	-	<input type="text"/>	<input type="text"/> x <input type="text"/> x <input type="text"/> 
		<input type="text"/>	<input type="text" value="1"/> 	-	<input type="text"/>	<input type="text"/> x <input type="text"/> x <input type="text"/>
		<input type="text"/>	<input type="text" value="1"/> 	-	<input type="text"/>	<input type="text"/> x <input type="text"/> x <input type="text"/>
Add another box configuration						

 Number of boxes left: 197

[Save for later](#) [Confirm](#)

Calculate delivery charges

In step 4, Delivery charges, click **Calculate**.

4. Delivery charges

Carrier	Number of Boxes	Shipment weight	Billable weight	Estimated Delivery Cost	
	1	13 kg.			Calculate

 To complete your shipment with UPS, visit UPS's website to [contact the carrier](#) or call 03457 877877. Please note that your shipment will not be collected until this step has been completed.

Select **I agree to the terms and conditions**, and then click **Accept charges**. The cost will be charged directly to your Seller Central account.

4. Delivery charges

Carrier	Number of Boxes	Shipment weight	Billable weight	Estimated Delivery Cost	
UNITED PARCEL SERVICE INC	1	13 kg.	13 kg.		£4.32
<input checked="" type="checkbox"/> I agree to the Amazon Partnered Carrier Terms and Conditions. I also agree to the Carrier Terms and Conditions. Terms and Conditions may be updated from time to time. In the case of a lost, damaged or delayed shipment, please notify Amazon. Important: Transporting dangerous goods and/or hazardous material is strictly prohibited.					
Accept charges					

 To complete your shipment with UPS, visit UPS's website to [contact the carrier](#) or call 03457 877877. Please note that your shipment will not be collected until this step has been completed.

Print labels

In step 5, Delivery labels, click **Print box labels**. These are the UPS shipping labels that you must stick to each box you are sending out.

Next, click Complete shipment.

5. Delivery labels

Number of Boxes Paper type Paper size

1

Print box labels



Each box label is unique. Make sure to print all box labels. [Learn more](#)

Instructions

Packing your Boxes

- **Printed packing slips do not need to be placed in your boxes.**
- Single cartons must not exceed 23 kg, unless it contains one single over-sized item that exceeds 23 kg. Cartons weighing more than 15 kg must have "Heavy Package" labels prominently displayed. Cartons weighing more than 23 kg must be broken down into smaller shipment weights.
- Use only approved packing material
- Please note that the Partner Carrier Program cannot be used for transporting hazardous (HAZMAT) products

Labelling your boxes

- **Print the full set of labels. Each label is unique: do not photocopy, reuse or modify labels for use on additional boxes.**
- The shipping label should be affixed to the outside of your sealed box, in addition to the carrier label.
- Place labels so they don't cover box seams.

[Learn more about shipping and routing requirements](#)

Work on another shipment

Delete shipment

Duplicate

Complete shipment

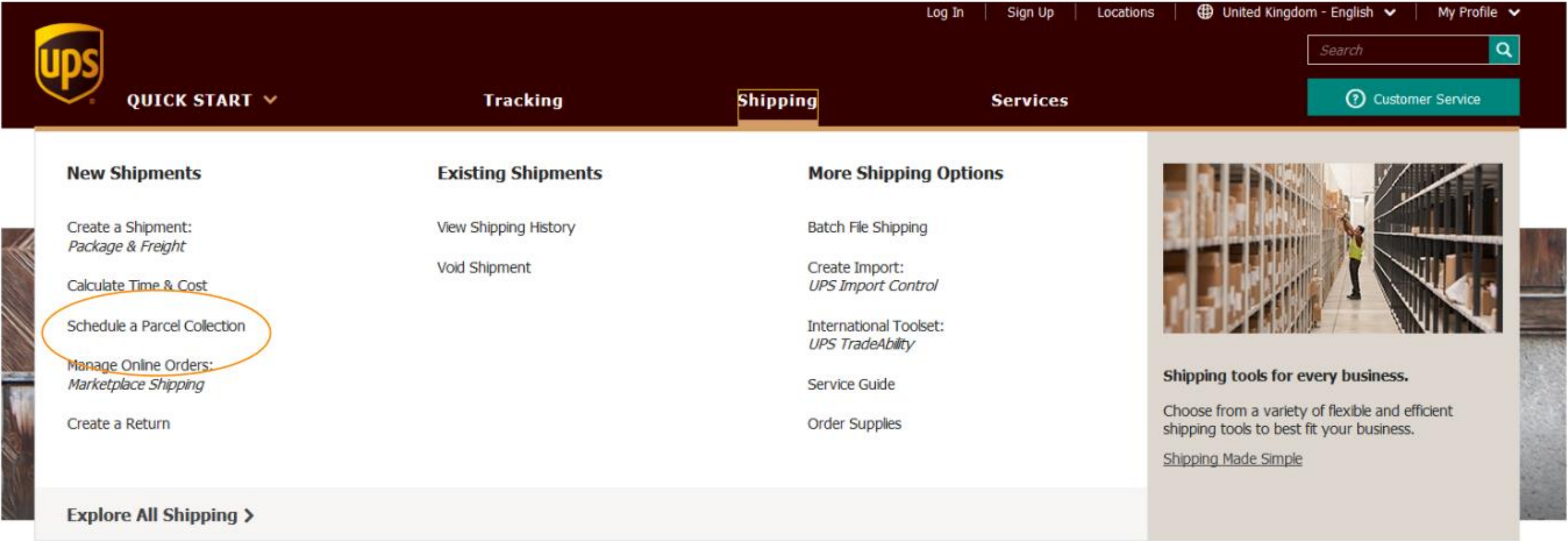


Apply the shipping labels on box that you are shipping.

Booking pickup with UPS

The next steps are managed off Amazon Seller Central

Once you have prepared your parcels, call UPS or go to www.ups.com to schedule pickup.



Customs clearance preparation

We recommend opening a deferment account with the UK government to simplify the customs process.

If you do not provide UPS with a deferment account, UPS or your chosen customs broker will typically pay the import VAT or duties on your behalf and invoice your business directly for those costs and an additional service fee retroactively.

Shipment pickup

You must provide these documents to the UPS driver at pickup:

- Commercial invoices (3 copies)
- Power of attorney (3 copies)

Shipment tracking

Open your shipment in Seller Central to view a summary page where you can find your UPS tracking number and follow your shipment in real time.

The screenshot displays the 'Shipment events' page in Seller Central. At the top, there are navigation tabs: 'Shipment events NEW!', 'Track shipment', 'Shipment contents', and 'Reconcile'. Below the tabs is an information banner with an 'i' icon, stating: 'Welcome to the new Shipment events page. The Shipment events page provides step-by-step updates about shipments from creation to closure, giving you better visibility into the status of your inventory. Find out more'. The main content is a vertical timeline of events:

- June 22, 2020 12:34 AM UTC** (with a blue checkmark icon): Shipment created
- June 24, 2020 8:03 AM UTC** (with a blue checkmark icon): In transit. See tracking details for all boxes
- Delivered**: Your shipment will enter **Delivered** status when Amazon gets information from the carrier that it has arrived at the fulfilment centre facility yard. Find out more
- Checked in**: Your shipment will enter **Checked-in** status when it has moved from the facility yard to the dock door and is ready to be unloaded
- Receiving**: Your shipment will enter **Receiving** status when Amazon scans your first shipment ID label. Received units are available for sale. Units may be transferred to other fulfilment centres closer to customers. Find out more
- Closed**: Your shipment will enter **Closed** status when Amazon has confirmed the actual number of units received in your shipment. If there is any issue with your shipment, it is now eligible for investigation.

Customer service

If you require support from UPS, contact them at <https://www.ups.com> or send an email to one of the following addresses:

Imports

Concerns in the UK: UKbrokerage@ups.com

Concerns at origin: CRGUK@UPS.COM

Clearance instructions: CCAclearance@ups.com

Exports

Concerns in the UK: gbexportqueries@ups.com

Concerns at destination: CRGUK@ups.com