



GETTING STARTED

Using Global Shipping Services in Seller Central



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Setting your Global Shipping Services account

You can start using Global Shipping Services in Seller Central by 1) creating an account or 2) linking your existing [Amazon Global Logistics](#) account (step 1.3 below).

STEP 1.0

In Seller Central, select **Inventory**, then **Manage FBA Inventory**. Select your ASIN and then **Send/Replenish Inventory** in the drop-down menu to the right.

STEP 1.1

Under **Global Shipping Services Freight**, click **Manage Global Shipping Services profile**. You will be taken to the Global Shipping Services profile page.

STEP 1.2

If you don't have an **Amazon Global Logistics** account, click **Create new account**.

STEP 1.3

If you have an **Amazon Global Logistics** account, click **Link Amazon Global Logistics account** to start booking with Amazon. Go back to the **Send/replenish inventory** page and click **Continue to shipping plan**. **Note:** Sellers with an Amazon Global Logistics account can skip **Choosing your payment method** and go to **Importer of record (IOR)** and **customs bond setup** further below.



Choosing your payment method

USD is the default payment method for your Seller Central account. To pay in CNY, follow the steps further below to receive a Chinese tax bureau invoice.

STEP 2.0

After clicking [Create a new account](#), click [Set up payment method](#).

amazon seller central

Catalog Inventory Pricing Orders Advertising Reports Performance Apps & Services Stores B2B Programs

Global Shipping Service Profile

Introduction **Payment method** Importer of record

If you are an existing Amazon Global Logistics (AGL) user, you can complete setup by linking to your AGL shipper account.

[Link Amazon Global Logistics account](#)

Payment method setup

If you choose to pay in CNY to receive a Chinese tax bureau invoice (fapiao), you must provide your company information.

[Set up payment method](#)

Importer of record setup

Your power of attorney, importer of record, and customs bond information is used to clear customs.

[Set up importer of record](#)

[SAMPLE REFERENCE](#)

STEP 2.1

If you want to pay with USD, you're ready to use your Seller Central disbursement account. No additional information is required. Go to **Importer of record (IOR) and customs bond setup** further below to continue setting up your Global Shipping Services profile.

STEP 2.2

If you want to pay with CNY and receive a Chinese tax bureau invoice, click [Pay in CNY](#).

amazon seller central

Catalog Inventory Orders Advertising Stores Programs Reports Performance

Global Shipping Service Profile

Introduction **Payment method** Importer of record

Payment method

Preferred payment method ⓘ

[Pay in USD](#) [Pay in CNY](#)

[SAMPLE REFERENCE](#)



STEP 2.3

Enter your company's information, upload your business license, and click **Next**. Make sure that your information is correct. Once your payment method is approved, your invoicing information cannot be changed.

The screenshot shows the 'Payment method setup' page with a status of 'Not submitted'. It is divided into two main sections: 'Step 1 - General information' and 'Step 2 - Tax information'. The 'General information' section includes fields for 'Company profile' (Legal company name, Uniform social credit code, Country), 'Company address' (Address line 1, Address line 2, District, City, Province, Postal code, Phone number), and 'Contract signatory details' (Signatory name, Signatory position, Signatory email). Below these is a table for document uploads:

Document type	Document name	Date of upload	Status	Actions
Business license			Upload document	<button>Upload</button>

A note at the bottom right states: 'File must be a PDF or JPG that is less than 2 MB'. A 'Next' button is at the bottom left, and a 'FEEDBACK' link is at the bottom left corner.

SAMPLE REFERENCE

STEP 2.4

The Chinese tax bureau requires a fapiao, a legal receipt that provides proof of purchase for goods and services. To obtain a fapiao, provide your tax information and click **Submit**.

The screenshot shows the 'Payment method setup' page with a status of 'Not submitted'. It is divided into two main sections: 'Step 1 - General information' and 'Step 2 - Tax information'. The 'Tax information' section includes fields for 'Invoice details' (Tax entity bank name, Tax entity bank account number, Tax entity address, Fapiao type, Special request), 'Invoice delivery' (Recipient name, Recipient phone, Recipient email, Recipient address), and 'Billing contact name' (Payment contact name, Phone number, Payment contact email). A 'Submit' button is at the bottom left.

SAMPLE REFERENCE



STEP 2.5

After you submit your payment information, a message will confirm the pending status of your payment method.

The screenshot shows the 'Global Shipping Service Profile' page in Amazon Seller Central. The 'Payment method' tab is selected. Under 'Preferred payment method', there are buttons for 'Pay in USD' and 'Pay in CNY'. A light blue banner displays a message: 'Payment method setup status: Pending. The information is under review.' Below this, there are expandable sections for 'Step 1 - General information' and 'Step 2 - Tax information'. The footer includes 'Get support', 'Program Policies', a language dropdown set to 'English', and a copyright notice for 2020. A red 'SAMPLE REFERENCE' button is overlaid on the bottom right.

ADDITIONAL INFORMATION

1. You can place orders and pay shipping charges in CNY only after your payment method is approved.
2. After approval, you can change these fields from step 2.4: **Invoice details**, **Invoice delivery**, and **Billing contact name**. (Changes will not affect orders already in the system.) After updating any fields, click **Submit**.

STEP 2.6

After completing your general and tax information, select **Importer of record**.

The screenshot shows the 'Global Shipping Service Profile' page with the 'Importer of record' tab selected. The page title is 'Importer of record'. Below the title, it says: 'To use Global Shipping Services, provide your importer of record and required documents. You will be notified e'. At the bottom, there are buttons for 'Add new importer' and 'Learn more'. A red 'SAMPLE REFERENCE' button is overlaid on the bottom right. The top navigation bar includes 'Catalog', 'Inventory', 'Orders', 'Advertising', 'Stores', 'Programs', 'Reports', and 'Performance'.



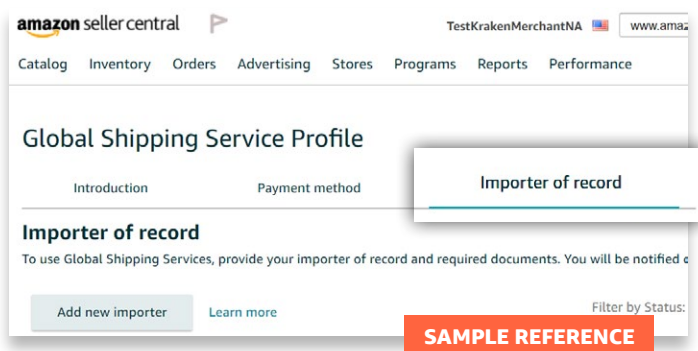
Importer of record (IOR) and customs bond setup

To submit shipments, an IOR and continuous bond are required for cross-border customs clearance.

STEP 3.0

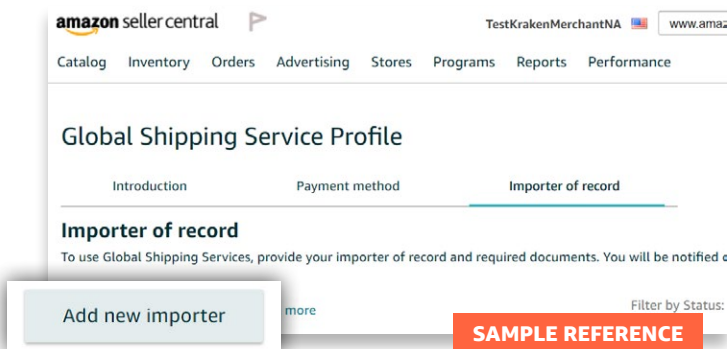
Whether your invoice is issued in CNY or you've set up a payment method, an IOR is required for submitting a shipment.

Start by selecting **Importer of record**. If desired, you can also link your existing Amazon Global Logistics account. **Note:** If you link your Amazon Global Logistics account, it will overwrite the information in Seller Central.



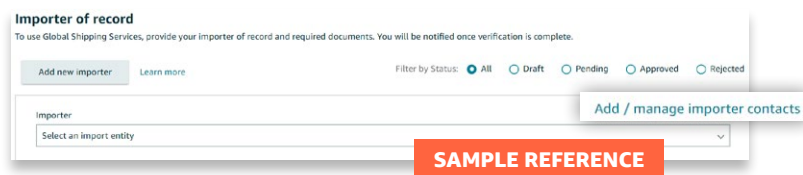
STEP 3.1

Click **Add new importer**.



STEP 3.2

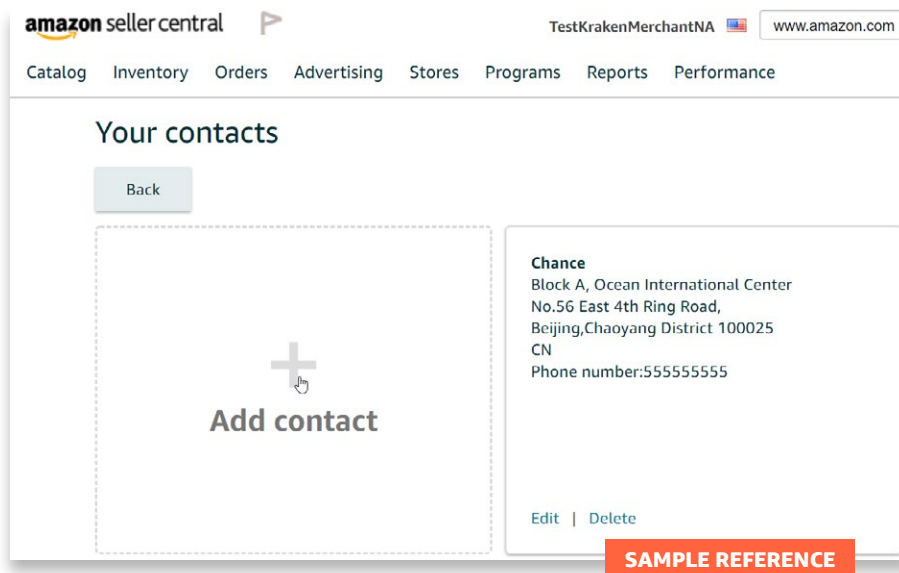
Click **Add/manage importer contacts**. To edit a previously added importer, click **Add/manage importer contacts**. **Note:** Once an importer has been approved, no changes can be made to the IOR.





STEP 3.3

Select **Add contact** to add a new IOR contact. To edit or delete an existing contact card, click **Edit** or **Delete**.



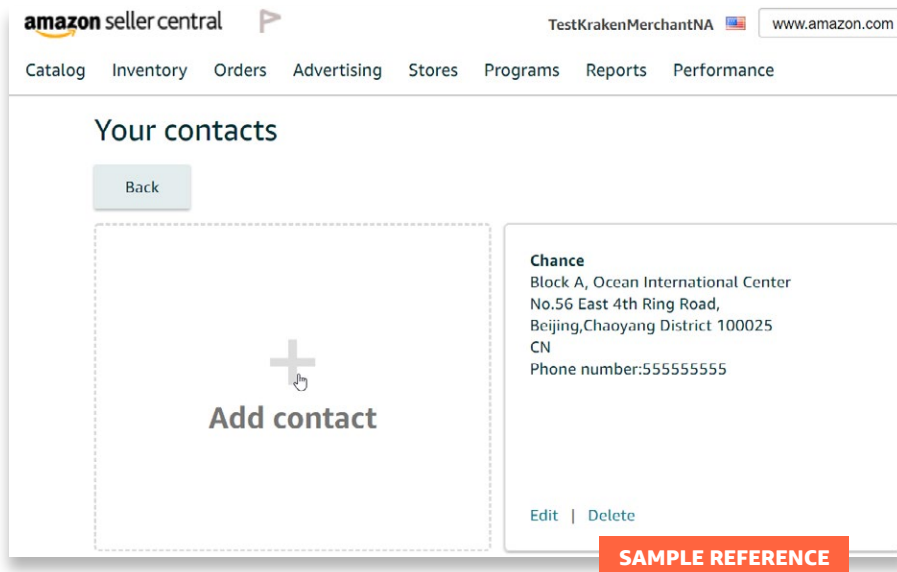
STEP 3.4

Enter the details of your IOR in English. The company name must 1) be the full legal name of the company and 2) match your business license.



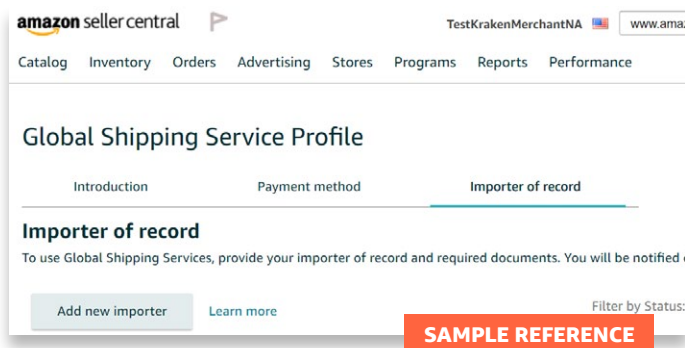
STEP 3.5

After making any changes, click **Back** to return to your Global Shipping Services profile.



STEP 3.6

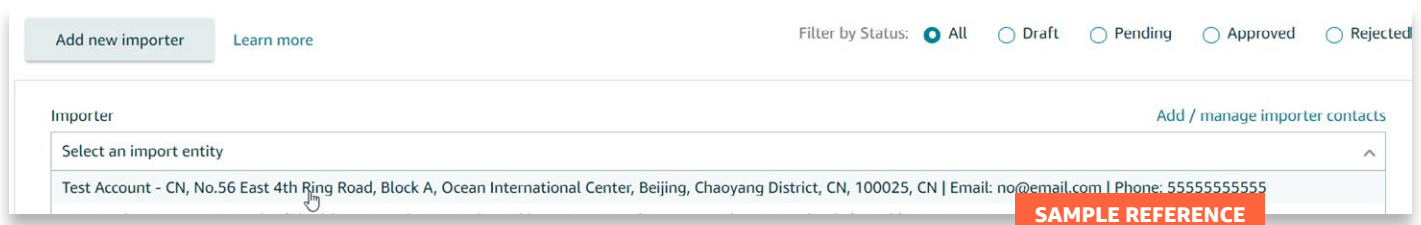
Click **Add new importer**.



STEP 3.7

The IOR that you added will appear in the drop-down menu. After selecting the IOR, complete the questions that appear for the IOR. When you're finished, click **Next**.

**In the example below, the applicant is a company in mainland China with no Customs Assigned Importer Number (or CAIN, sometimes called an importer number) and has never imported goods into the US under the name of the IOR.*





STEP 3.8

Select the number of times per year that the IOR entity will be importing into the US. This is not only Amazon-related imports for the company, but all imports throughout the year. Then answer whether there is an existing bond for the IOR and click **Next**.

In the example from above, the importer does not have a bond and asks Amazon to purchase one. If you already have a bond, select **Yes.*

STEP 3.9

If the IOR does not have a bond, select **No** to request a bond purchase. Then click **Purchase bond**.

The screenshot shows a form with the following elements:

- A checkbox labeled "Do you have a registered trading name for your business?" which is unchecked.
- A dropdown menu labeled "How often do you plan to ship to the US?" with the selected option "5 - 24 times per year".
- A button labeled "Purchase bond".
- A dropdown menu labeled "Do you have a customs bond?" with options "No", "Yes", and "No" (highlighted by a mouse cursor).
- A red button labeled "SAMPLE REFERENCE".

STEP 3.10

A bond purchase pop-up window will appear. Fill in brief product descriptions for the types of goods imported into the US and select the primary country of origin. Then select the expected import duty, taxes, and fees for the next year. Next, tell us whether the product is subject to anti-dumping. If you don't know, select **Not sure**.

After you're finished, click **Quote**.

The screenshot shows a pop-up window titled "Purchase continuous customs bond" with a "Learn more" link and a close button. The window contains the following fields and options:

- A text box for "Product descriptions" with the value "Medical Supplies".
- A dropdown menu for "Primary country your company imports from" with the value "China".
- Two radio buttons for "Expected import duties, taxes, and fees to be paid in next calendar year": "Less than \$500,000 USD" (selected) and "More than \$500,000 USD".
- A dropdown menu for "Are any of your commodities subject to anti-dumping duties or countervailing duties?" with the value "Not sure".
- Two buttons at the bottom: "Cancel" and "Quote".
- A red button labeled "SAMPLE REFERENCE" at the bottom right.

A dark teal tooltip is visible over the "Expected import duties, taxes, and fees" section, containing the text: "Provide the estimated amount of duties that you expect to pay in the US over the next 12 months. This amount is based on the average duty rate of your products multiplied by the total value of the products that you will import over the next 12 months. We use your estimate to determine the amount of your customs bond."



STEP 3.11

A quote for a one-year continuous bond will appear. The purchase will be completed at the time of your first booking.

Are any of your commodities subject to anti-dumping duties or countervailing duties? ⓘ

No ▾

Cancel Quote

Continuous bond price 350.00 USD*

Payment terms Billed with first shipment

*Your payment will be in the currency that you choose for your first booking.

Standard processing may require up to three days to process your first booking. Bond applications for certain products may take longer.

SAMPLE REFERENCE

STEP 3.12

Click **Confirm purchase**. Once Amazon has a copy of your bond (about five business days after the application is submitted), you will receive the bond details via email.

Cancel Quote

Continuous bond price 350.00 USD*

Payment terms Billed with first shipment

*Your payment will be in the currency that you choose for your first booking.

Standard processing may require up to three days to process your first booking. Bond applications for certain products may take longer.

Cancel **Confirm purchase**

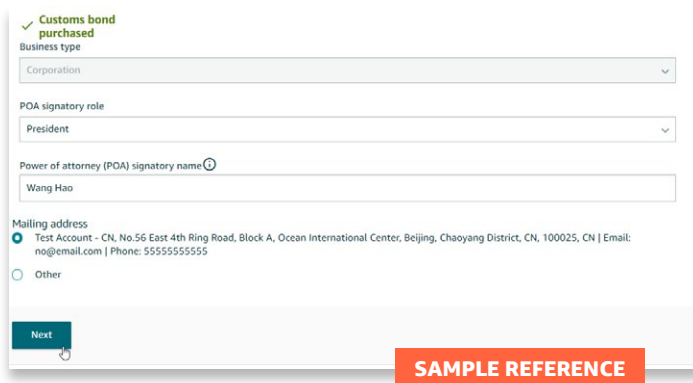
SAMPLE REFERENCE

STEP 3.13

Select the title of the person who will sign the power of attorney (POA) from the **POA signatory role** drop-down menu. Enter the person's name in the signatory name field. For the business type, **Corporation** will show up for non-resident sellers. If you are a US resident seller, select your business type.

The mailing address is only for sellers with US entities. For Chinese sellers, choose the default address in the system.

Click **Next**.



STEP 3.14

1. Next to **Importer power of attorney**, click **Download and sign** and have the POA endorsed and dated by the person signing the POA. Once the POA is completed, scan the document and re-upload it.
2. *(The following document is for non-US resident importers only.)* For the non-resident corporate certification (NRCC), click **Download template**. Complete the NRCC and have it endorsed by the second officer. **Note:** The NRCC signer is a second officer of the company and must be different from the POA signer. If there is only one officer in the company, note this on the NRCC and have another employee endorse the NRCC.
3. If you already have a bond, the company address on the bond, POA, and NRCC must be the same. If you don't have a bond, the company address in the IOR information must be the same as that in the POA and NRCC that you signed.
4. If the company name on the business license is not in English, enter the company name in English. This can be either printed or handwritten. A business license is preferred. If a business license isn't readily available, upload documentation that includes the company name (for example, a utility bill).
5. Depending on your business type, we will display supporting documents that may be required to complete your IOR submission. After uploading all required documents, click **Submit**. To change the IOR information, click **Edit**. **Note:** Only files smaller than 2 MB can be uploaded, in these formats: .docx, .doc, .xml, .jpg, .xlsx, .xls, .bmp, .pdf, .csv, and .png.



Importer Test Account - CN, No.56 East 4th Ring Road, Block A, Ocean International Center, Beijing, Chaoyang District, CN, 100025, CN Email: no@email.com Phone: 5555555555	State of incorporation Chaoyang District	Business type Corporation	Status Draft	Edit
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Document type	Document name	Date of upload	Status	Actions
Non-resident corporate certification ⓘ			Upload document	Download template Upload
Government pre-printed name/address document			Upload document	Upload
Import power of attorney			Sign and upload the document	Download and sign Upload

File must be less than 2 MB

[Submit](#)

SAMPLE REFERENCE

We will notify you after reviewing your IOR submission. To create a shipment, see the instructions further below.

**Your importer of record has been submitted.**
We will notify you about any further updates.

Importer 325 LB Testing Company, Rm 101, No. 1, Testing Street, Shanghai, Shanghai, null, 20001, CN Email: test@test.com Phone: 861234567	State of incorporation Shanghai	Business type Corporation	Status Pending	View
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SAMPLE REFERENCE



Creating a shipment

Once you complete your Global Shipping Services profile and receive approvals for your IOR and bond, you're ready to start shipping!

Use the **Send/Replenish Inventory** workflow and make sure that **Yes, I want to ship freight with Amazon** is selected. Click **Continue to shipping plan**.

Catalog
Inventory
Pricing
Orders
Advertising
Stores
Reports
Performance
Apps & Services

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[Shipping Queue](#)
[Inbound Performance Summary](#)
[Scan & Label](#)
[Upload Shipping Plan File](#)

Send/replenish inventory [Learn more](#)

Create new or add to an existing shipping plan?

Shipping plan What's this?
☒ Create a new shipping plan
☐ Add to an existing shipping plan

Ship from
ShivamGammaTestMerchant
street, Po box
chinese building
Shanghai, Shanghai, Shanghai
2343333
CN
[Ship from another address](#)

Packing type What's this?
☒ Individual products
☐ Case-packed products

New Global Shipping Service Freight What's this?
You can ship your inventory overseas via ocean or air freight with Amazon. If you wish to change this selection later, please delete and recreate your shipping plan.

☒ Yes, I want to ship freight with Amazon.
[Manage Global Shipping Services profile](#)

i We are temporarily prioritizing household staples, medical supplies, and other high-demand products coming into our fulfillment centers so that we can more quickly receive, restock, and deliver these products to customers. For products other than these, we have temporarily disabled shipment creation. We are taking a similar approach with retail vendors. [Learn more.](#)

[Continue to shipping plan](#)

SAMPLE REFERENCE