GETTING STARTED

Using Amazon Global Logistics in Seller Central
TABLE OF CONTENTS

Set up your Amazon Global Logistics account 3

Choose your payment method 5

Set up your importer of record (IOR) and customs bond 8

Create a shipment 18

Amazon Global Logistics
Copyright © 2020 Amazon. All rights reserved.
Set up your Amazon Global Logistics account

You can start using Amazon Global Logistics in Seller Central by creating an account or 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 Amazon Global Logistics freight, click Manage Amazon Global Logistics profile. You will be taken to the Amazon Global Logistics 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.
Choose 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 you click **Create new account**, click **Set up payment method**.

**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 Amazon Global Logistics profile.

**STEP 2.2**

If you want to pay with CNY and receive a Chinese tax bureau invoice, click **Pay in CNY**.
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.

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.
STEP 2.5
After you submit your payment information, a message will confirm the pending status of your payment method.

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 you update any fields, click Submit.

STEP 2.6
After you complete your general and tax information, click Importer of record (IOR).
Set up importer of record (IOR) and customs bond

To submit shipments, you must have an IOR and continuous bond 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 clicking **Importer of record (IOR)**. 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 of record (IOR)**.
STEP 3.2
If you don’t have an importer number (either an Employer Identification Number or a Customs Assigned Importer Number), select No, the importer does not have a CAIN. Request one for me. If you do have one of these numbers, select Yes, the importer has an EIN or CAIN.

*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 3.3
After you select No, the importer does not have a CAIN. Request one for me, make sure to check the box next to I'm sure I want Amazon to request a CAIN for me to proceed. These steps will allow Amazon to request a CAIN for the importer. When you're finished, click Next.
**STEP 3.4**

Click **Add a new importer of record (IOR)** to add a new IOR contact. Enter the details of your IOR in English. The company name must be the full legal name of the company and match your business license.

After you're finished, click **Submit** to return to your Amazon Global Logistics profile.
**STEP 3.5**

The IOR that you added will appear in the drop-down menu. After you select the appropriate contact, complete the questions that appear for the IOR. Ensure that the company name is complete, add a registered trading name if you have one, and make sure the correct mailing address is chosen. If your company is a US resident company, select the business type. For non-US resident companies, the business type will default to **Corporation**. When you’re finished, click **Next**.
STEP 3.6
Select the title of the person who will sign the power of attorney (POA) from the **POA Signer role** drop-down menu. Enter the person's name in the **POA signer's name** field, and enter the email address of the signer in the **POA signatory email address** field. The email address will be used to send the POA to the signer for their e-signature.

For non-US resident companies, enter **Importer Non-resident Corporate Certification Details** for a second officer. This is required for the completion of an NRCC.

**Note**: The second officer must be a different person than the POA signer. If you have only one officer in your company as a non-US resident business, check the box next to **I only have one officer**. This step will allow you to enter another employee for the completion of the NRCC. When you’re finished, click **Next**.

STEP 3.7
Select the number of times per year that the IOR entity will be importing into the US. This information involves not only Amazon-related imports for the company, but all imports throughout the year. Answer whether there is an existing bond for the IOR.
*In the example above, the importer does not have a bond and asks Amazon to buy one. If you already have a bond, select Yes.

**STEP 3.8**

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

**STEP 3.9**

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 regulations. If you don’t know, select **Not sure**.

After you’re finished, click **Quote**.
STEP 3.10

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

STEP 3.11

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.
STEP 3.12

If you select Yes to the question Has the IOR imported before?, there will be an option to have duties, taxes, and fees for shipments charged against an automated clearing house (ACH) account. This account will have been previously set up with US Customs and Border Protection, which would have provided a Payer Unit Number (PUN) for the account. If you want to use this account, select Yes and then enter your PUN in the Duty and tax account number field. Finally, enter an email address for the IOR where final entry summaries for the shipment should be sent. Then click Next.

STEP 3.13

Review the information for the IOR. If anything is incorrect, you can go back and correct it via the progress bar at the top of the screen or the Previous button at the bottom of the screen. If correct, click Confirm details.

Note: Once you confirm the details, you won’t be able to change the IOR details until the IOR is reviewed by Amazon.
STEP 3.14

1. Depending on your business type, we will show supporting documents that may be required to complete your IOR submission. Upload any supporting documents that are required for the IOR you submitted.

2. For a company **Business license or other document**, if the company name is not in English, enter the company name in English. It 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).

3. After you upload 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,
Once submitted, the POA and NRCC will be sent to the signers for their e-signature. Once the signatures are received, Amazon will review the IOR submission for approval. We will notify you after reviewing the submission. To create a shipment, see the instructions further below.
Create a shipment

Once you complete your Amazon Global Logistics profile and receive approvals for your IOR, 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.