



GETTING STARTED

Using Amazon Global Logistics in Seller Central



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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.

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

GHY company
test address line 1
test address line 2
Beijing, Chaoyang, Beijing
100025
CN
[Ship from another address](#)

Packing type What's this?

Individual products Case-packed products

New Amazon Global Logistics 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 Amazon Global Logistics profile](#)

While all products can be shipped to our fulfillment centers, we are temporarily limiting the quantity you can send. [Learn more.](#)

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STEP 1.2

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

amazon seller central Catalog Inventory Pricing Orders Advertising Stores Growth Reports Performance Apps & Services www.amazon.com English Search Messages | Help | Settings

Amazon Global Logistics profile [About the program](#)

Setup Payment method Importer of Record (IOR)

To use Amazon Global Logistics, you must set up your shipping account.
If you are an existing Amazon Global Logistics (AGL) user, you can complete setup by linking to your AGL shipper account.

[Create new account.](#) [Link Amazon Global Logistics account](#)

SAMPLE REFERENCE

Help | Program Policies | English | © 1999-2020, Amazon.com, Inc. or its affiliates



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**.

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Amazon Global Logistics profile [About the program](#)

Setup Payment method Importer of Record (IOR)

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 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**.

Amazon Global Logistics profile [About the program](#)

Setup **Payment method** Importer of Record (IOR)

Payment method

Preferred payment method [Learn more](#)

[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.

Payment method setup status : Not submitted

Step 1 - General information

Company profile

Legal company name Uniform social credit code Country **China**

Company address

Address line 1 Address line 2 District

City Province Postal code

Phone number

Contract signatory details

Signatory name Signatory position Signatory email

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

SAMPLE REFERENCE

File must be a PDF or JPG that is less than 2 MB

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**.

Payment method

Preferred payment method Pay in USD Pay in CNY

Payment method setup status : Not submitted

Step 1 - General information

Step 2 - Tax information

Invoice details

Tax entity bank name Tax entity bank account number

Tax entity address 16-18th floor of Fortune Financial Center, 5 East Third Ring , 6174802828 Choose another address

Fapiao type: Common Fapiao Special request

Invoice delivery

Recipient name Recipient phone Recipient email

Recipient address 16-18th floor of Fortune Financial Center, 5 East Third Ring Choose another address

Billing contact name

Payment contact name Phone number Payment contact email

SAMPLE REFERENCE



STEP 2.5

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

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Amazon Global Logistics profile [About the program](#)

Setup **Payment method** Importer of Record (IOR)

Payment method

Preferred payment method [Learn more](#)

Pay in USD Pay in CNY

Payment method setup status : Pending
The information is under review.

Step 1 - General information

Step 2 - Tax information

Help Program Policies English **SAMPLE REFERENCE** © 1999-2020, Amazon.com, Inc. or its affiliate

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)**.

amazon seller central internal_Gamma_Test_OR... www.amazon.com English Search

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

Amazon Global Logistics profile [About the program](#)

Setup Payment method **Importer of Record (IOR)**

New Importer of Record (IOR)

To import and clear your goods with customs authorities, you must set up an importer of record. Once approved you will see all of your importers of record below.

Add new importer of record (IOR) Learn more Download step-by-step instructions. **SAMPLE REFERENCE**

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.

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Amazon Global Logistics profile [About the program](#)

Setup Payment method **Importer of Record (IOR)**

New Importer of Record (IOR)

To import and clear your goods with customs authorities, you must set up an importer of record. Once approved you will see all of your importers of record below.

[Add new importer of record \(IOR\)](#) [Learn more](#) [Download step-by-step instructions.](#) [SAMPLE REFERENCE](#)

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)**.

amazon seller central internal_Gamma_Test_OR... www.amazon.com English Search

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

Amazon Global Logistics profile [About the program](#)

Setup Payment method **Importer of Record (IOR)**

New Importer of Record (IOR)

To import and clear your goods with customs authorities, you must set up an importer of record. Once approved you will see all of your importers of record below.

Add new importer of record (IOR) [Learn more](#) [Download step-by-step instructions.](#) [SAMPLE REFERENCE](#)



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.**

amazon seller central internal_Gamma_Test_OR... www.amazon.com English Search

Setup Payment method **Importer of Record (IOR)**

New Importer of Record (IOR)

To import and clear your goods with customs authorities, you must set up an importer of record. Once approved you will see all of your importers of record below.

Add new importer of record (IOR) Learn more Download step-by-step instructions.

Add new importer of record (IOR)

Enter importer number Importer Details Officer Entry Customs related information Review and confirm

Does this importer have an Employer Identification Number (EIN) or Customs Assigned Importer Number (CAIN)? If you have neither, we will request a CAIN for you.

The EIN or CAIN can be found on a previous customs entry in block 23. See an example below.

No, the importer does not have CAIN. Request one for me

Yes, the importer has an EIN or CAIN

I'm sure I want Amazon to request a CAIN for me

Cancel Save draft **Next** SAMPLE REFERENCE

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.

The screenshot displays the Amazon Seller Central interface for adding a new Importer of Record (IOR). The main window shows the 'New Importer of Record (IOR)' section with a progress bar indicating the current step: 'Importer Details'. A blue arrow points from the 'Add a new importer of record (IOR)' link in the 'Importer entity contact' section to a larger, detailed view of the 'Importer entity contact' form. The form includes the following fields:

- Country/Region: China
- Importer company name: Coffle old
- Street address: 123 A Street # 234, Shanghai, Chaoyang District
- City: Shanghai
- Zip Code: 11025
- Importer primary contact name: Amauy
- Importer phone number: 16282739202
- Importer email address: Amauy@163.com

At the bottom of the form, there are three buttons: 'SAMPLE REFERENCE' (orange), 'Cancel', and 'Submit' (highlighted with a black box).

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**.

How often will the IOR import in one year, including both Amazon and non-Amazon imports? ⓘ
1-4 times per year

Does the IOR have a continuous customs bond? ⓘ
 Yes No **Buy bond**

Enter the email address to which the IOR would like final customs declarations (entry summaries) sent. ⓘ
 SAMPLE REFERENCE

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**.

Purchase continuous customs bond ⓘ [Learn more](#) ✕

You are required to have a continuous customs bond to use Global Shipping Services. You may purchase one now by providing the information below.

Product descriptions ⓘ
Medical Supplies

Primary country your company imports from
China

Expected import duties, taxes, and fees to be paid in next calendar year ⓘ
 Less than \$500,000 USD More than \$500,000 USD

Are any of your commodities subject to anti-dumping duties or countervailing duties? ⓘ
Not sure

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.

SAMPLE REFERENCE

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.

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 3.11

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.

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 3.12

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**.

Add new importer of record (IOR)

Enter importer number Importer Details Officer Entry **Customs related information** Review and Confirm

Has the IOR imported before?

Yes No

Does the IOR have a continuous customs bond? ⓘ

Yes No ✓ **Customs bond bought**

Does the IOR have an automated clearing house (ACH) account that customs authorities charge directly for duties, taxes, and fees for imports? ⓘ

Duty and tax account number

Yes No

Enter the email address to which the IOR would like final customs declarations (entry summaries) sent. ⓘ

SAMPLE REFERENCE

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.

Amazon Global Logistics profile [About the program](#)

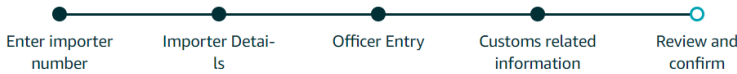
Setup Payment method **Importer of Record (IOR)**

New Importer of Record (IOR)

To import and clear your goods with customs authorities, you must set up an importer of record. Once approved you will see all of your importers of record below.

[Add new importer of record \(IOR\)](#) [Learn more](#)

Add new importer of record (IOR)



Review and confirm the importer of record (IOR) details below

IOR details [Edit](#)

Company name: **Testing Company IV**
 Company address: **123 Street Address, Beijing, Chaoyang District, CN, 100025, CN**
 Primary contact name: **Thomas Tester**
 Phone number: **555555555555**
 Email address: **noemail@amazon.com**
 Have registered trading name: **No**
 Mail address: **123 Street Address, Beijing, Chaoyang District, 100025**

Officer entry [Edit](#)

Power of attorney details: **President, Thomas Tester, test@amazon.com**
 Non-Resident Corporate Certification details: **Vice-president, John Support, secondtest@amazon.com**

SAMPLE REFERENCE

Customs-related information [Edit](#)

Does the IOR have a continuous customs bond? **Yes**
 Email address for receipt of entry summary: **emailsummary@amazon.com**

Cancel Save draft Previous **Confirm details**

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,



.jpg, .xlsx, .xls, .bmp, .pdf, .csv, and .png.

Manage Importer Contact Filter by status: All Draft Pending Approved Denied

i An e-signature request will be sent to the POA signer once you submit the below documents. We will review the submission within 5 business days after receipt of all completed documentation. Once approved, you will be able to use this IOR for your shipments.

Importer Testing Company 345, No.56 East 4th Ring Road, Beijing, Chaoyang District, CN, 100025, CN Email: no@email.com Phone: 5555555555	State of incorporation Chaoyang District	Business type Corporation	Status Draft	View
---	---	------------------------------	-----------------	----------------------

Document type	Document name	Date of upload	Status	Actions
Business license or other document i			Upload document	<input type="button" value="Upload"/>

File must be less than 2 MB

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.

Manage Importer Contact Filter by status: All Draft Pending Approved Denied

i **Your IOR has been submitted.**
We will notify you about any further updates within five business days.

Importer Testing Company 345, No.56 East 4th Ring Road, Beijing, Chaoyang District, CN, 100025, CN Email: no@email.com Phone: 5555555555	State of incorporation Chaoyang District	Business type Corporation	Status Pending	View
---	---	------------------------------	-------------------	----------------------



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**.

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

GHY company
test address line 1
test address line 2
Beijing, Chaoyang, Beijing
100025
CN
[Ship from another address](#)

Packing type What's this?

- Individual products
- Case-packed products



New Amazon Global Logistics 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 Amazon Global Logistics profile](#)



While all products can be shipped to our fulfillment centers, we are temporarily limiting the quantity you can send. [Learn more.](#)

SAMPLE REFERENCE