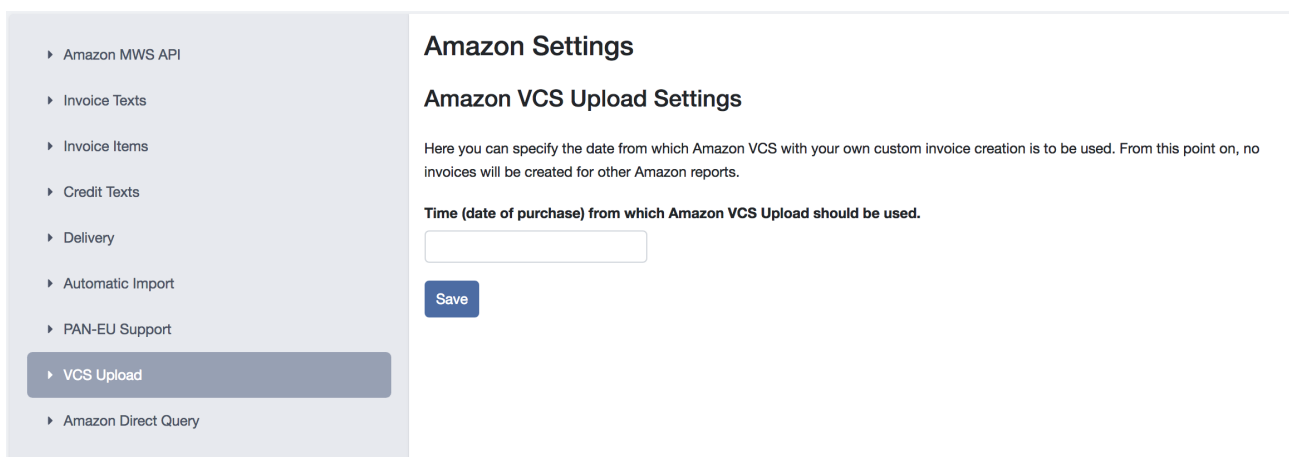


Advance notice: Upload your invoices to Amazon using the Amazon VAT calculation service and Amazon Business.

If you use Amazon's **VAT calculation service (VCS)**, you have the option to refrain from Amazon writing your invoices and use easybill to do so. easybill would then upload the file to Amazon so the customer can download it from his Amazon account. This document describes the most important steps to activate the function. A detailed and continuously updated manual can be found in our [FAQs](#) (German language).

To enable this feature, you need to contact the **Amazon Support**. Amazon will activate the feature from a certain date. This date needs to be set in the **Import Manager** by going to **Settings > Amazon > VCS Upload**.

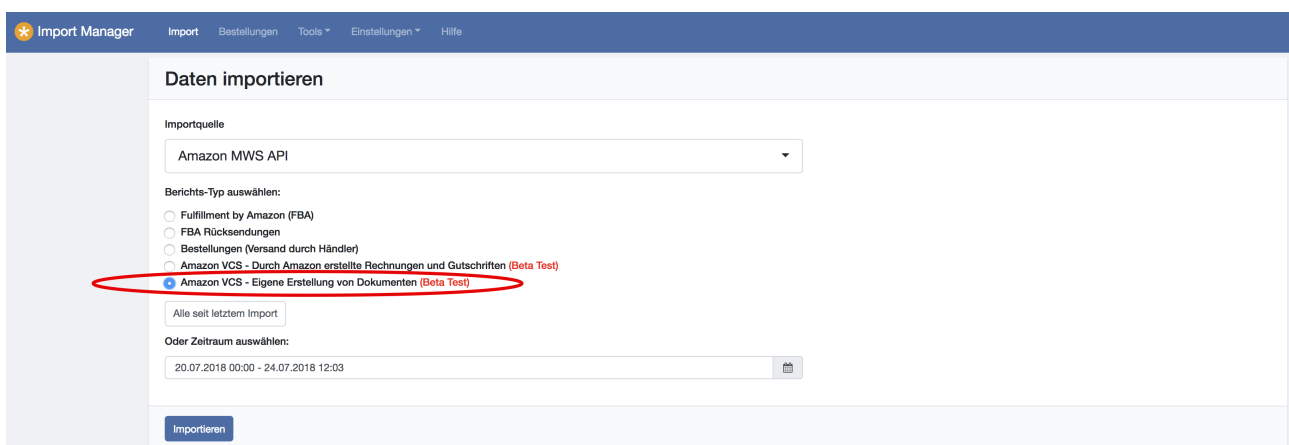


The screenshot shows the 'Amazon Settings' interface. On the left is a sidebar menu with options: Amazon MWS API, Invoice Texts, Invoice Items, Credit Texts, Delivery, Automatic Import, PAN-EU Support, **VCS Upload** (highlighted), and Amazon Direct Query. The main content area is titled 'Amazon VCS Upload Settings'. It contains a text box for 'Time (date of purchase) from which Amazon VCS Upload should be used.' and a 'Save' button.

From this moment on, the orders will be imported automatically and the invoices will be generated as well as uploaded to Amazon. Any other import type for Amazon orders will not generate invoices anymore.

If in addition to the automated imports, manual imports should be required, proceed as follows:

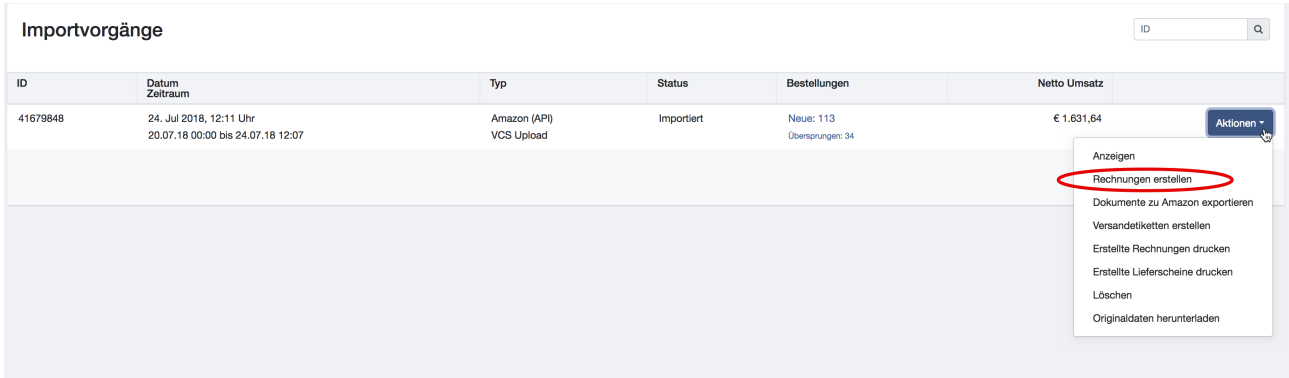
1. Select **Amazon MWS API** as import source
2. Select the report type **Amazon VCS - Custom document creation**
3. Define the **period** to be imported
4. Click on **Import**



The screenshot shows the 'Import Manager' interface with the 'Daten importieren' (Import Data) form. The 'Importquelle' (Import Source) is set to 'Amazon MWS API'. Under 'Berichts-Typ auswählen:' (Select report type), the option 'Amazon VCS - Eigene Erstellung von Dokumenten (Beta Test)' is selected and circled in red. Other options include 'Fulfillment by Amazon (FBA)', 'FBA Rücksendungen', and 'Bestellungen (Versand durch Händler)'. The 'Oder Zeitraum auswählen:' (Select period) field shows the date range '20.07.2018 00:00 - 24.07.2018 12:03'. An 'Importieren' button is at the bottom.

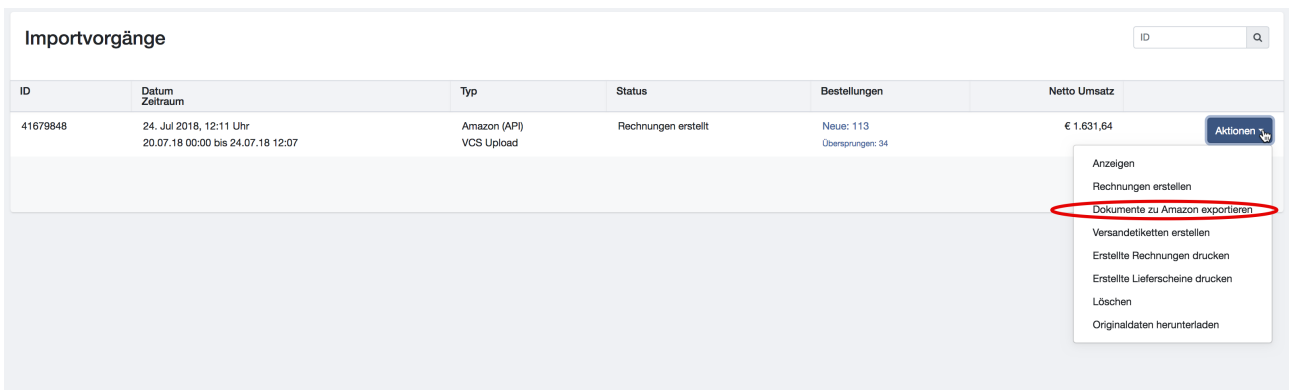
Underneath **Import processes** you do now see your import.

1. Click on **Actions**
2. Click on **Create invoices**



ID	Datum Zeitraum	Typ	Status	Bestellungen	Netto Umsatz	
41679848	24. Jul 2018, 12:11 Uhr 20.07.18 00:00 bis 24.07.18 12:07	Amazon (API) VCS Upload	Importiert	Neue: 113 Übersprungen: 34	€ 1.631,64	Aktionen ▾ Anzeigen Rechnungen erstellen Dokumente zu Amazon exportieren Versandetiketten erstellen Erstellte Rechnungen drucken Erstellte Lieferscheine drucken Löschen Originaldaten herunterladen

You can now initiate the upload to Amazon.



ID	Datum Zeitraum	Typ	Status	Bestellungen	Netto Umsatz	
41679848	24. Jul 2018, 12:11 Uhr 20.07.18 00:00 bis 24.07.18 12:07	Amazon (API) VCS Upload	Rechnungen erstellt	Neue: 113 Übersprungen: 34	€ 1.631,64	Aktionen ▾ Anzeigen Rechnungen erstellen Dokumente zu Amazon exportieren Versandetiketten erstellen Erstellte Rechnungen drucken Erstellte Lieferscheine drucken Löschen Originaldaten herunterladen

1. Click on **Actions**
2. Click on **Export documents to Amazon**

The overview of your **orders** shows you whether the upload to Amazon was successful or whether an error occurred.