



Enrolling New ASINs into FBA Small and Light

A Step-by-Step Guide

amazonservices

> FBA Small and Light

1 Enrollment Prep

- Prior to enrolling MSKUs into the program, decide on one of the following options:

<u>ASIN Type</u>	<u>MSKU Enrollment Method</u>	<u>Recommendation</u>
Enrolling a self-fulfilled ASIN into FBA Small and Light	Use existing MSKU.	Recommended if you wish to fulfill this product via Amazon.
	Create a brand new MSKU.	Recommended, if you also plan to self-fulfill (e.g. in case you run out of stock with FBA).
Converting a FBA ASIN to FBA Small and Light	Use existing MSKU for non-commingled ASIN.	Recommended if you currently do not have any inventory in Amazon warehouses and your MSKU is tracked with an Amazon barcode (non-commingled).
	Create a brand new MSKU for commingled ASIN.	To help keep our fees low, we <u>currently do not allow commingling</u> in the Small and Light Program. Therefore, you are unable to enroll existing FBA offers that are tracked with manufacturer barcodes (i.e. commingled). Please create a new self-fulfilled MSKU that you will then convert to FBA after enrollment into Small and Light.
Enrolling a new to Amazon ASIN into FBA Small and Light	Create a brand new MSKU.	Recommended if you wish to fulfill this product via Amazon.

- If you need help in creating new MSKUs, please refer our guide: [How to Create a New Offer in Seller Central](#)
- In Seller Central, input **package** dimensions and weights for all MSKUs you plan on submitting for enrollment.

> FBA Small and Light

2 Getting Started

- Log in to Seller Central.
 - <https://sellercentral.amazon.com>
- Click this link to access the enrollment page:
 - <https://sellercentral.amazon.com/gp/ssof/workflow/upload/upload-uno-offer-enrollment.html>

3 Download and Update the Enrollment Template

- Download the template.

1. Download and Fill out Template

To submit products for enrollment into the Small and Light program, download and fill out the template file. [Learn more](#)

Note: Your use of the Small and Light program is subject to the Program Policies, which you can [view here](#).

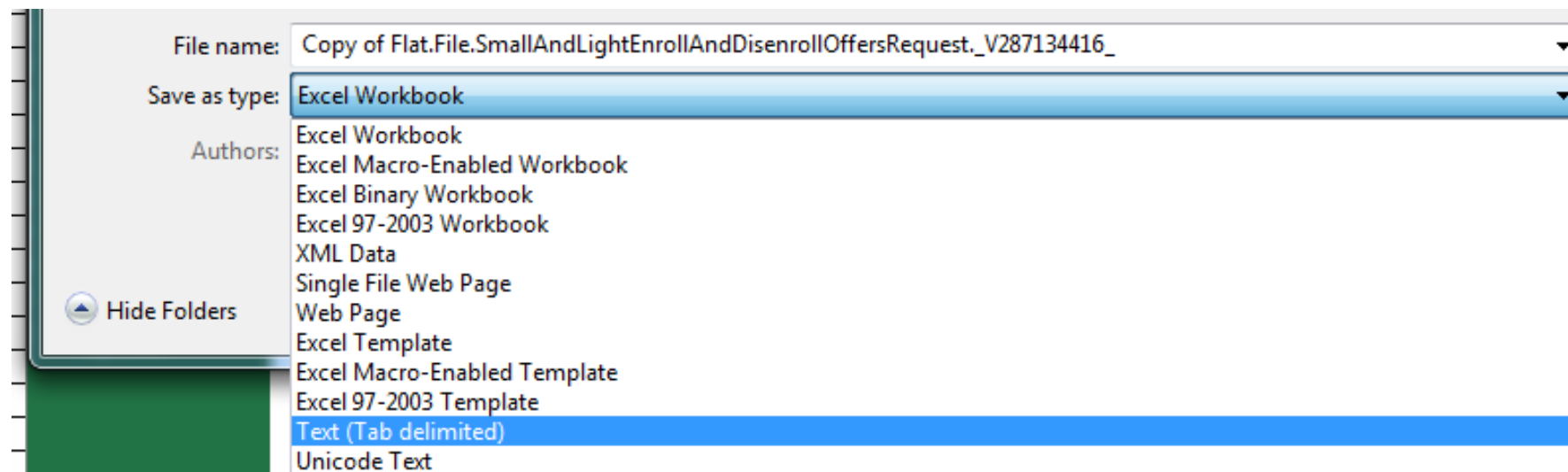
[Download Template](#)

- Copy and paste MSKUs into the yellow **Upload tab**, starting in cell **A4** (paste as Text). Remove extra spaces before and after your MSKUs to prevent upload errors.
- Ensure cell **B1** accurately reflects the appropriate marketplace.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	COUNTRY	US											
2													
3	MSKU												
4													
5													
6													
7													
8													
9													
10													

4 Save and Upload Your MSKUs Into Seller Central

- Save the **Upload tab** as a **Text (tab delimited)** file.



- Click the **Browse** button on the enrollment page and select your newly created **Text (tab delimited)** file.
- Click the **Upload Now** button.

2. Upload Your Small and Light Enrollment File

Upload the tab-delimited Small and Light Enrollment File you created from your Small and Light Enrollment File Template.

Locate File to Upload: No file selected.

5 Review Upload Status

- Upload processing time depends on file size. Monitor the **Status/Results** section and click **Refresh** for updates.
 - Small files generally take a few minutes, large files (greater than 5 MB) may take up to 8 hours

3. Review File Status and History			Refresh
View the status of your last 10 uploads. If the processing report indicates any errors, modify your Small and Light Enrollment File and return to step 2 above. Learn more			
Date & Time	Batch ID	Status/Results	Actions
3/8/16 11:43:06 AM PST	153611016868	Status: Done Number of records processed from this upload: 1 Number of records that were activated: 1 Number of records with errors: 0	View Processing Report

- View the **Processing Report** (within the **Actions** section) upon availability. Copy and paste the report into Excel for improved readability. Check the report for errors:

<u>Common Enrollment Errors:</u>	<u>Remedy:</u>
The product's package dimensions do not meet the required criteria.	Product must fit with 16x9x4 inches. Please check and update listing if possible.
The product's package weight does not meet the required criteria.	Product must weigh less than or equal to 15 oz. Please check and update listing if possible.
The provided MSKU did not match any existing offers.	Please check MSKU was created and no spaces exist before or after the MSKU on template.
The product does not meet the program requirements for projected sales velocity.	Sales velocity may increase in the future. Continue to seek enrollment weekly.
We are temporarily unable to enroll this product into the Small and Light program. Please try enrolling this product again later.	Occurs during system error. Please try enrolling this product again later.
The product is categorized as Hazmat.	You may submit to standard FBA.
The product is missing package dimensions in the selected marketplace.	Submit a feed as a partial update under the correct item category, fill in the correct dimensions and upload.
To help keep fees low, we currently do not allow commingling in the Small and Light program. Please create a new seller-fulfilled MSKU and enroll that MSKU into the program. Once successfully enrolled, our system will automatically convert your MSKU into a non-commingled Small and Light offer. Please refer to our help page (https://sellercentral.amazon.com/gp/help/201706140) for more information.	Please create a new seller-fulfilled MSKU and enroll it into the Small and Light program using the enrollment page.
Existing inventory for this offer needs to be sold through or removed before enrollment. You may also create a new FNSKU and resubmit the product.	The Small and Light program does not allow you to enroll MSKUS that have existing inventory in another fulfillment center. Please either create a removal for the units (removal fees apply), OR create a seller-fulfilled MSKU and enroll it into the Small and Light program using the enrollment page.

6 Final Steps: Ship Your Items to IVSA

- Create inbound shipments for MSKUs that were successfully enrolled into the Small and Light Program.
 - Select your Small and Light MSKU(s) from the **Manage Inventory** page.
 - Using the dropdown menu, select **Change to Fulfilled by Amazon**.
 - Click the yellow **Convert & Send Inventory** button.



- Prepare your Small & Light units and ship them to the specified Amazon fulfillment center (IVSA).
 - Prep Guide: <https://images-na.ssl-images-amazon.com/images/G/01/fba-help/FBASnLPrepGuide.pdf>
 - Shipping Requirements: <https://sellercentral.amazon.com/gp/help/200141510>
 - 60 days of coverage inventory are recommended
 - Each unit must have a scannable barcode (UPC/EAN/FNSKU) or be individually stickered (if no barcode is available or if the barcode applies to more than one ASIN).
- Set **Replenishment Alerts** to receive notifications when fulfillable units or weeks of coverage are low.
 - <https://sellercentral.amazon.com/gp/help/200285580>

7 Small and Light Questions?

- Visit <https://sellercentral.amazon.com/gp/help/201706140> for FAQs and policies.
- Need to **remove** Small and Light ASINs? Visit the removal page and follow the instructions.
 - <https://sellercentral.amazon.com/gp/ssof/workflow/upload/upload-uno-offer-disenrollment.html>
- How to get the best results with FBA Small and Light:
 - Enroll products that you self-fulfill.
 - Ensure that you are priced competitively.
 - Use Replenishment Alerts to avoid lost sales from going out of stock.