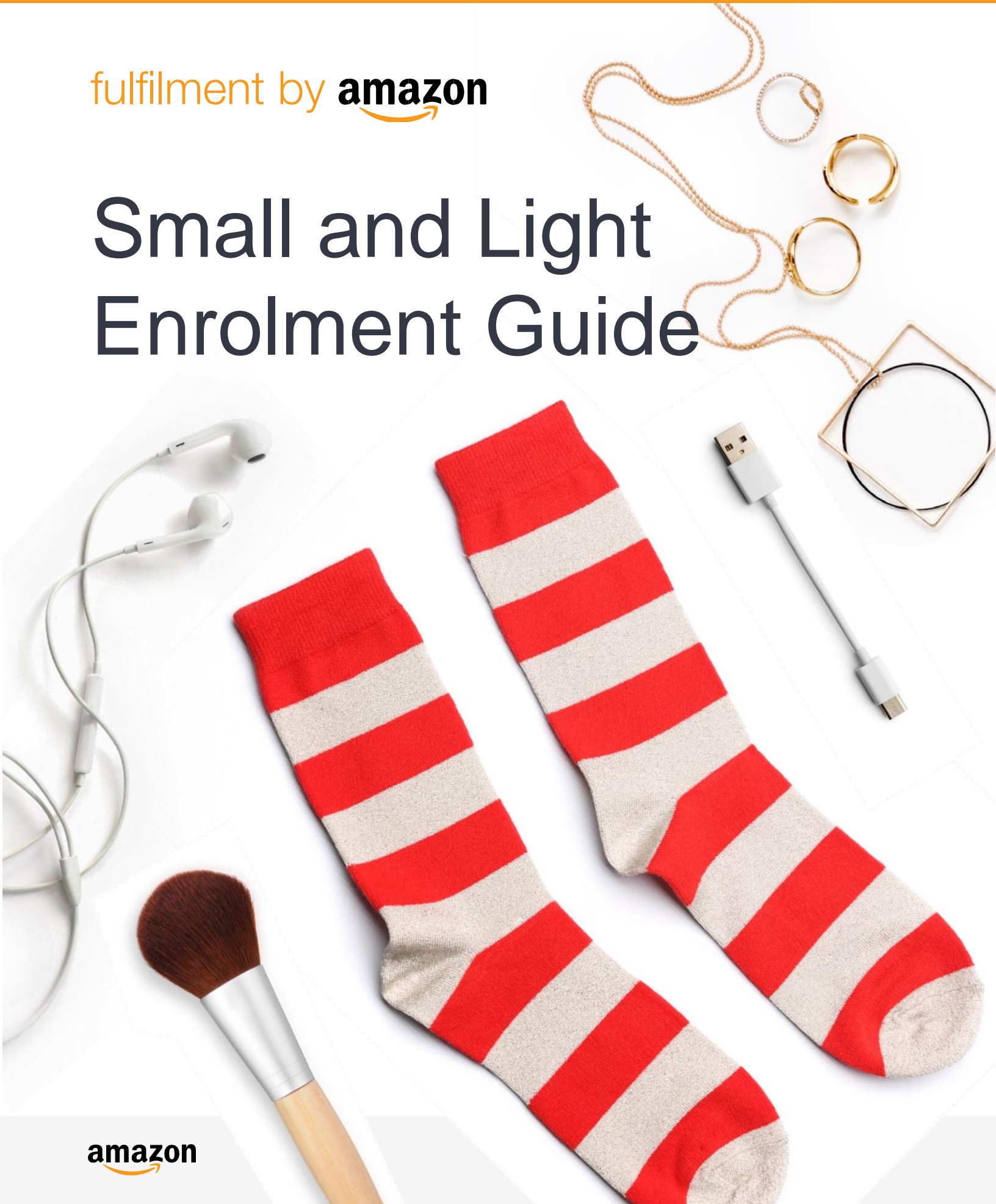


fulfilment by **amazon**

Small and Light Enrolment Guide



Fulfilment by Amazon (FBA) Small and Light (SnL) is an **additional fulfilment solution** with FBA for your **fast-moving, small and light products** that are priced **under €10**.

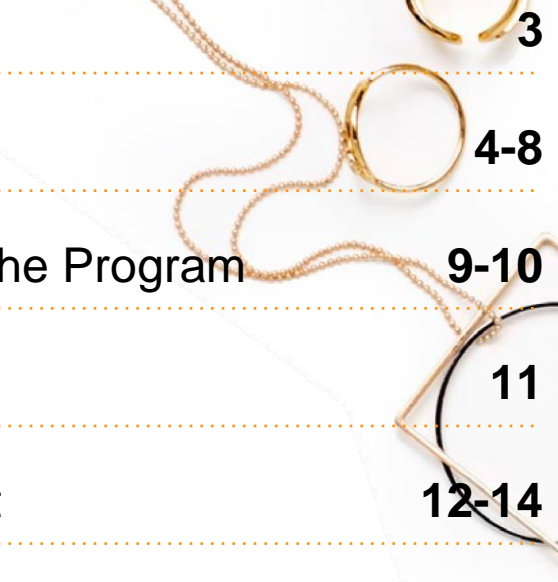
The aim of this document is to help you enrol eligible ASINs onto the Program, and prepare them for inbound to our dedicated SnL Fulfilment Centre (FC), DTM3. Before getting started, please check that your ASINs meet our eligibility criteria outlined below:

- weigh less than 225 g (excluding packaging weight, see [Help Page](#) more details);
- have dimensions less than 33.5 x 23 x 4.6 cm;
- are priced under €10 (including German Value Added Tax);
- have sold in the trailing 4 weeks (or are expected to sell in the upcoming 4 weeks if ASIN created within the last 90 days) more than or equal to 10 units;
- are listed on Amazon.de;
- are in new condition;
- are not Hazardous products (for more information, please refer to [Dangerous goods identification guide](#));
- are not adult;
- are not [e-cigarettes or related products](#) (whether or not they contain nicotine);
- are not classified as [FBA Prohibited Products](#);

Please note: Inbounding any shipment containing ineligible ASINs or any shipment that does not follow the packaging and prep policies applicable to the Programme may result in your stock being moved to unfulfillable and will require a removal/disposal order where standard FBA removal/disposal fees apply.

This document will take you through the 7 steps outlined below, from enrolling your SnL products to inbound to our dedicated FC.

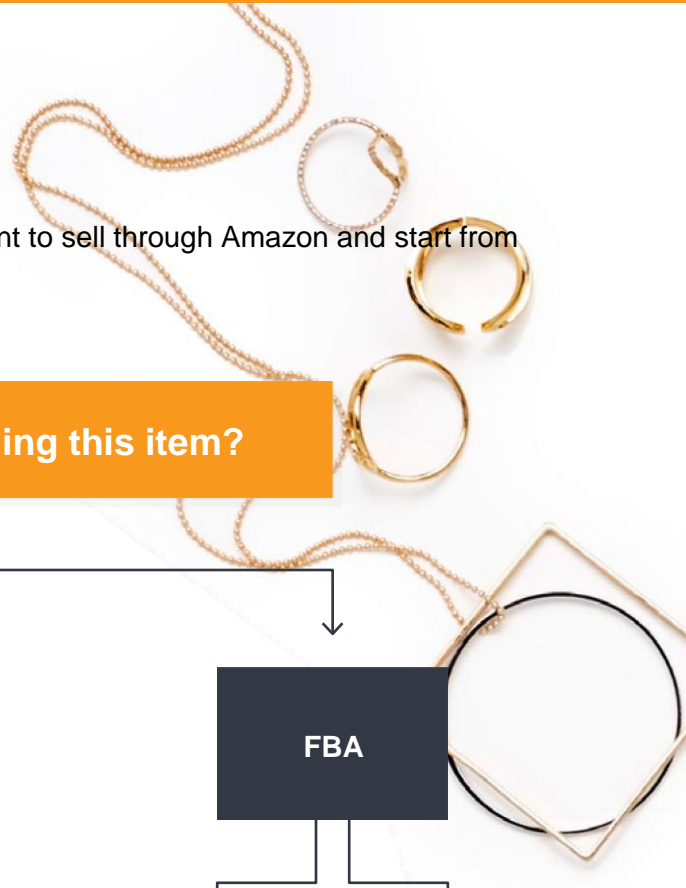
Contents



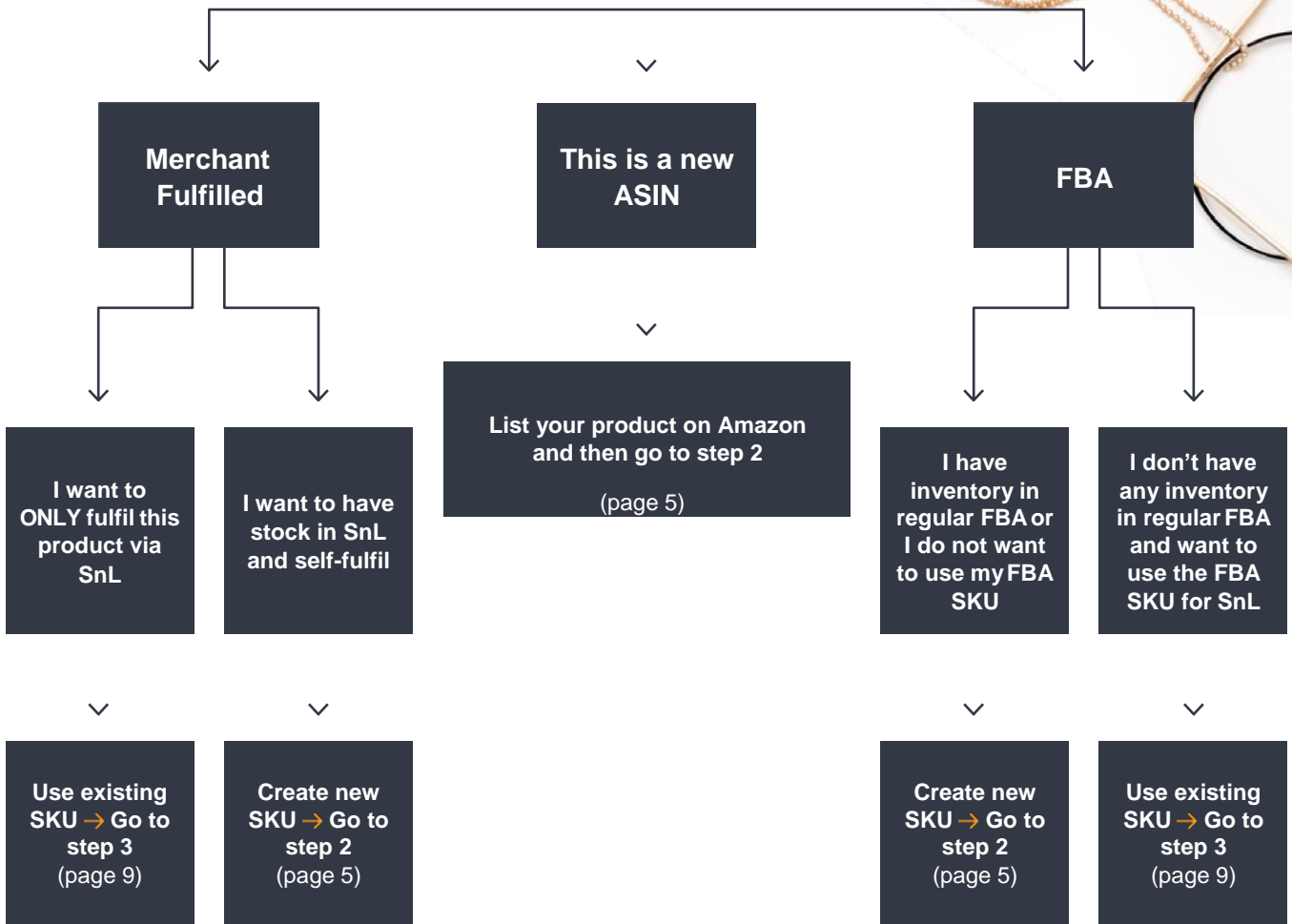
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Step 1: Pick an enrolment option

Before enrolling your ASINs onto SnL, decide on how you want to sell through Amazon and start from the relevant step:



How are you currently fulfilling this item?



Step 2: Create a new SnL listing

Disable commingling on an account level

You can create listings either manually or in bulk, but before enrolling the SKU, you need to disable commingling on an account level. The SnL fulfilment centre does not allow commingling, therefore this setting must be disabled before proceeding with enrolment. To do this, please follow the below steps:

1. Go to **Settings** → [Fulfilment by Amazon](#).
2. Click on **Edit** and change function FBA Product Barcode Preference to disabled.

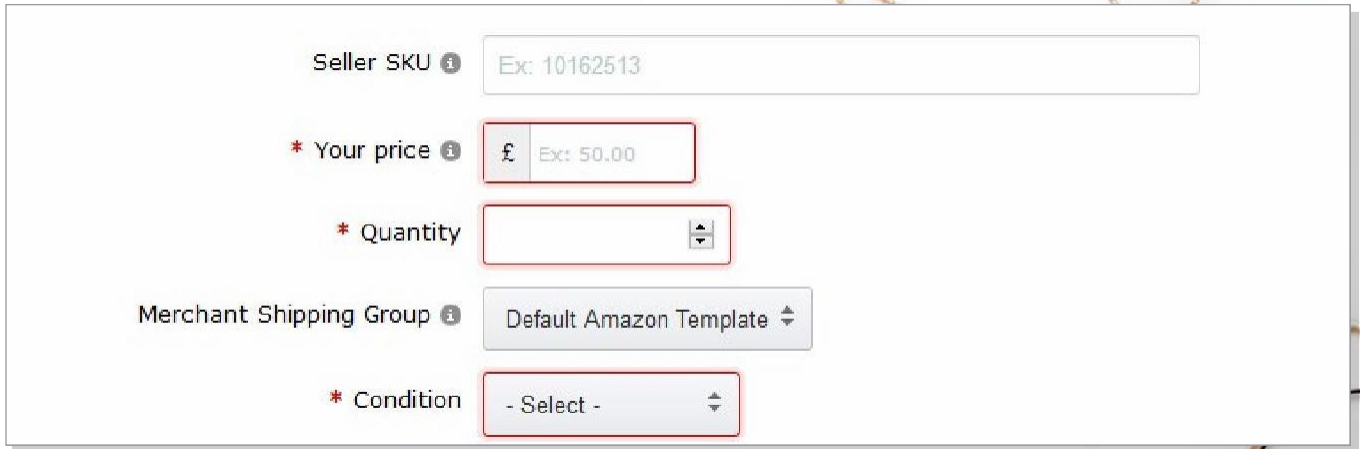


Please note, after enrolling the ASINs onto SnL make sure to enable commingling again if you have commingled stock in regular FBA.

Now that you have disabled commingling on an account level, please follow the below steps:

Creating new listings manually

1. Go to **Inventory** → [Add a product](#) and search for the ASIN. Please note, if this is a new ASIN, you need to list it on Amazon before this step.
2. Click on **Sell yours**, add offer info (quantity and price) and new SKU name (for example: SNL_DE_ [Original SKU name]). Creating new SKU names with SnL prefixes can help you to identify your SnL SKUs. Please ensure that your SnL SKU is a DE-only SKU as SnL products are not eligible for FBA export, European Fulfilment Network, or Pan-European.



Seller SKU ⓘ Ex: 10162513

* Your price ⓘ £ Ex: 50.00

* Quantity

Merchant Shipping Group ⓘ Default Amazon Template ▾

* Condition

Step 2: Create a new SnL listing (continued...)

Creating new Listings in bulk

1. Go to **Inventory** → [Add Product via Upload](#).
2. Click on [Download an Inventory File](#) option to the left, scroll down on page to **Inventory Files** and press on arrow to expand list.

STEP 1: SELECT THE TYPES OF PRODUCTS YOU WANT TO SELL

Search tool: Variation Wizard

OR

Product Classifier:

Automotive	>	
Baby Products	>	
Beauty	>	
Beer, Wine & Spirits	>	
Books	>	
Business, Industry & Science	>	
Clothing	>	
Computer & Accessories	>	

STEP 2: SELECT THE TYPE OF TEMPLATE

NEW Please select a mode

The Lite option contains "Required" attributes associated with the above selected products. "Required" attributes are the minimum values necessary to create your product in the Amazon catalogue (e.g., item_sku)

INVENTORY FILES

Step 2: Create a new SnL listing (continued...)

3. Scroll down the list and select **Inventory Loader**.

File Type	Use Case	File Name	More Info
Product creation and matching	<ul style="list-style-type: none"> Page does not exist in Amazon catalogue. You have full product information. 	Category-specific inventory files	UIEE files can also be used for Books.
Product matching only	<ul style="list-style-type: none"> Page exists in Amazon catalogue. You do not have full product information. 	Inventory Loader	The Listing Loader can also be used.
Inventory updates	For updates to price or quantity only.	Price & Quantity	7-column format.
	Update listing data only.	Category-specific inventory files	For non-BMVD files, use the PartialUpdate feature.
Shipping options	Update BMVD shipping service options per listing or by using batch file settings.	Inventory Loader or Category-specific inventory files	The Listing Loader can also be used.
	Change shipping amounts for specific products.	Inventory Loader, Book Loader, Music Loader or Video Loader	UIEE files allow batch updates only.
Product data changes	Update data contributions to product pages.	Shipping Override	Shipping Override are not available for BMVD products.
	Delete product and catalogue contributions.	Category-specific inventory files	For single products, use the Add a product tool.
		Inventory Loader	Use "Delete" Use "x"

4. Fill in the **Inventory Loader Template** tab with the below information and leave the rest blank:

- SKU: the new SnL SKU you want to create in column A
- Product ID: Matching ASIN to SKU in column B
- Product-Type: Select **1** in column C
- Price: The price you want to sell it for (no more than €10) in column D
- Item-conditions: Select **11** in column G
- Fulfilment-centre-id: Select option **Amazon_EU** in column M

A	B	C	D	E	F	G	H	I	J	K	L	M	N
sku	product-id	product-id-type	price	minim	maxim	item-condition	quantity	add-delete	will-ship-internationally	expedited-shipping	item-note	fulfillment-center-id	merchant-shipping-group-name
		1				11						AMAZON_EU	

5. Save the file, selecting **Text (Tab delimited)** from the 'Save as type' dropdown.

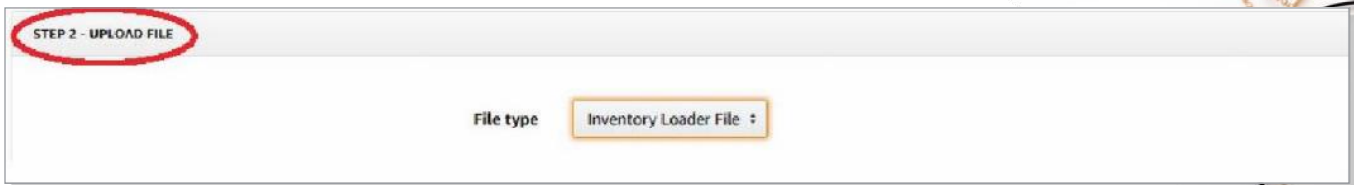
File name:	Inventory Loader
Save as type:	Text (Tab delimited)

Step 2: Create a new SnL listing (continued...)

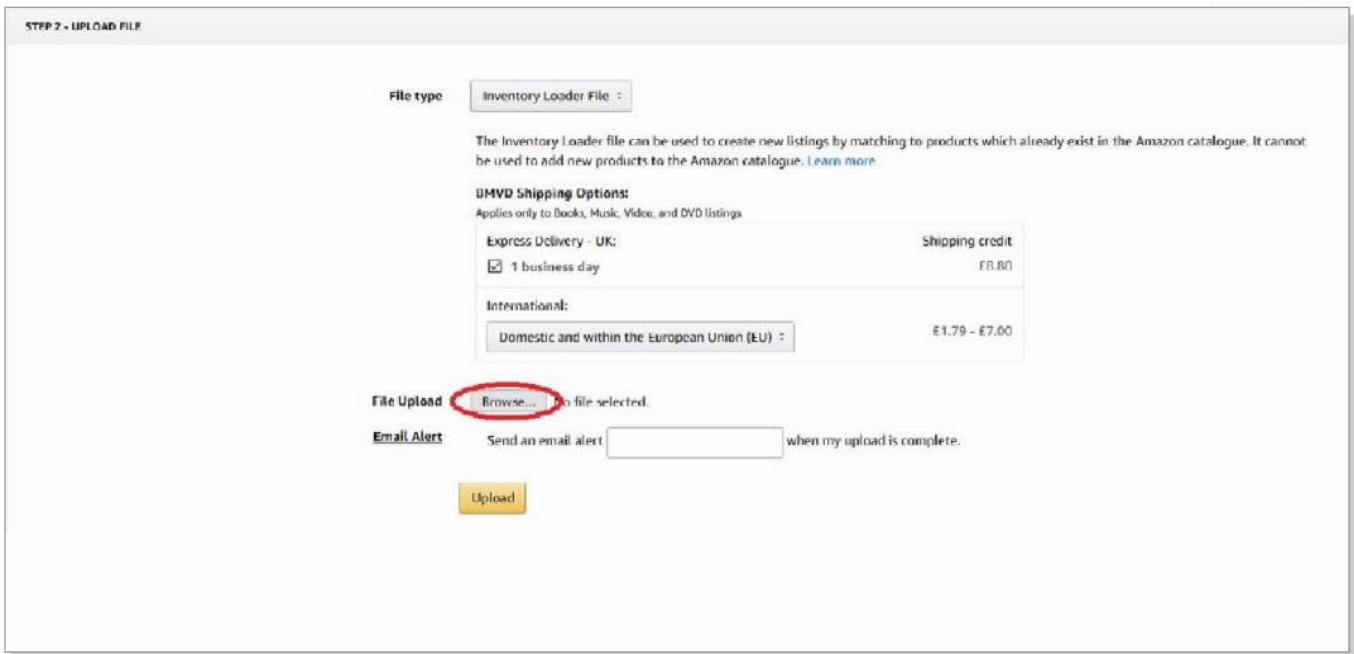
- Go back to Inventory → [Add Products via Upload](#) to upload the file and select **Upload Your Inventory File**.



- Scroll down to Step 2 – Upload file then select File type **Inventory Loader File**.



- Select your file using the browse button and press on **Upload**.



Step 3: Enrol your SnL listings onto the Program

Download the enrolment template from the SnL help page

1. Input “**FBA Small and Light**” in the help search bar in Seller Central, or follow this [link](#).
2. Scroll down and click on the **Small and Light product enrolment** [link](#) on the page, which will direct you to the enrolment page.
3. Download the template from section 1. **Download and Fill out Template.**
 - In the excel file, enter the SnL SKUs into the yellow **Upload** tab, starting in cell A4 (ensure format is Text). If copy & pasting, remove any extra spaces before and after your SKUs to prevent upload errors.
 - Ensure cell **B1** accurately reflects the appropriate marketplace (DE).

A	B
COUNTRY	DE
MSKU	

4. Save the file, selecting **Text (Tab delimited)** from the Save as type dropdown.

File name:	Whitelist	▼
Save as type:	Text (Tab delimited)	▼

Step 3: Enrol your SnL listings onto the Program (continued...)

- To upload the file, scroll to **2. Upload Your FBA Small and Light Enrolment File** on the enrolment page and click the **Browse** button.



1. Download and Fill out Template
To submit products for enrolment into the FBA Small and Light programs, download and fill out the template file: [Link to download](#)
Note: Your use of the FBA Small and Light programme is subject to the Programme Policies, which you can [view here](#).

[Download Template](#)

2. Upload Your FBA Small and Light Enrolment File
Upload the tab-delimited FBA Small and Light Enrolment File you created from your FBA Small and Light Enrolment File Template.

Locate File to Upload [Browse](#) 0 file selected.

Select this box to confirm that you are enrolling products with package dimensions less than or equal to 30 x 22.4 x 2.4 centimetres and weighing less than or equal to 220 grams.

[Upload Now](#)

- Select your newly created 'Text tab delimited' file, check that your items meet the Program requirements and confirm by ticking the box under the browse button and click the **Upload Now** button.

Please note: Inbounding any shipment containing ineligible ASINs or any shipment that does not follow the packaging and prep policies applicable to the Program may result in your stock being moved to unfulfillable and will require a removal/disposal order where standard FBA removal/disposal fees apply.

Step 4: Review upload status

View the Processing Report

1. Upload processing time depends on file size. Monitor the **3. Review File Status and History** 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.
2. Once a report has been published, under the status/results section the Status shows as *Done*, a summary of the results is shown. Click on **View Processing Report** to the far right to see the full report.

2. Upload Your FBA Small and Light Enrolment File

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

Locate File to Upload: No file selected.

Select this box to confirm that you are enrolling products with package dimensions less than or equal to 30 x 22.6 x 2.4 centimetres and weighing less than or equal to 220 grams.

3. Review File Status and History

View the status of your last 10 uploads. If the processing report indicates any errors, modify your FBA Small and Light Enrolment File and return to step 2 above. [Learn more](#)

Date & Time	Batch ID	Status/Results	Actions
22/08/2017 11:35:19 EDT	61072017400	Status: Done Number of records processed from this upload: 11 Number of records that were activated: 4 Number of records with errors: 7	View Processing Report

3. Open the file in notepad and copy and paste the report into Excel for improved readability to check the report for any errors. Successfully enrolled ASINs will also be confirmed in the report.

Common enrolment errors include the below

- **Sales velocity:**
 - » **Error message:** *This product does not meet the sales velocity requirement for the Small and Light Program.*
 - » **Solution:** If your offer has sold 10 or more units in the trailing four weeks or the ASIN was created within the last 90 days, please contact Seller Support.
- **Hazmat:**
 - » **Error message:** *This product is categorized as a Hazardous Material.*
 - » **Solution:** Convert the listing to FBA which will trigger a Hazmat review process, wait 4 business days, and try enrolling it to Small and Light again through the enrolment [link](#). If you still get this error and believe ASIN is not hazardous, then please contact Seller Support. Please note we do not allow any hazardous items in SnL, including lithium batteries and magnetized materials.
- **Commingling:**
 - » **Error message:** We currently do not allow commingling in the Small and Light Program.
 - » **Solution:** Disable commingling before creating a new SKU for the Program. Please refer to Step 2a in the enrolment and prep guide for further information.

Step 5: Preparing your SnL Shipment

When inbounding products that have successfully been enrolled onto SnL and are being routed to the specified SnL FC (DTM3), please follow the below guidelines when prepping your shipment:

- Same ASINs must be bundled together using a clear plastic bag or manufacturer/seller case pack (i.e. boxed or shrink-wrapped).
 - Any product made of cloth or fabric that can be damaged by tearing, dirt, dust or liquid during the fulfilment process must be individually wrapped in shrink-wrap or placed in a sealed poly bag (for more information, please refer to the [textile packaging guidelines](#)).
- On the outside of each bag, the total quantity of sellable units must be clearly stated
- On the outside of each bag/pack, a unique, scannable FBA Label which contains the FNSKU must be applied. To find out more about printing FBA labels, please refer to the following links: [Guidelines for Printing Package Labels](#) and [How to Print Item Labels from the Manage Inventory Page](#).
- Provided that you have followed the above labelling requirements, you do not need to label individual units with FBA labels, even if the item has no EAN/UPC, or has an EAN/UPC which doesn't match the catalogue.
- Each ASIN to be shipped must have at least 24 units.
- In the event of you inbounding any shipment containing ineligible ASINs or any shipment that does not follow the packaging and prep policies applicable to the Program may result in your stock being moved to unfulfillable and will require a removal/destruction order where standard FBA removal/destruction fees apply.

The above prep requirements are specific to SnL and may not be applicable to other FBA shipments. We do not offer any preparation or labelling services in this fulfilment solution. Eligible units prepped according to the SnL prep requirements will typically be received within 5 days of delivery to the FC.

Step 5: Preparing your SnL Shipment (continued...)



30 units of same ASIN are poly bagged with **one FNSKU barcode** and **quantity** attached on each bag. Units are not labelled with FNSKUs individually.



100 units of same ASIN are poly bagged with one **FNSKU barcode** and **quantity** attached on each bag. Units are not labelled with FNSKUs individually.

Step 5: Preparing your SnL Shipment (continued...)



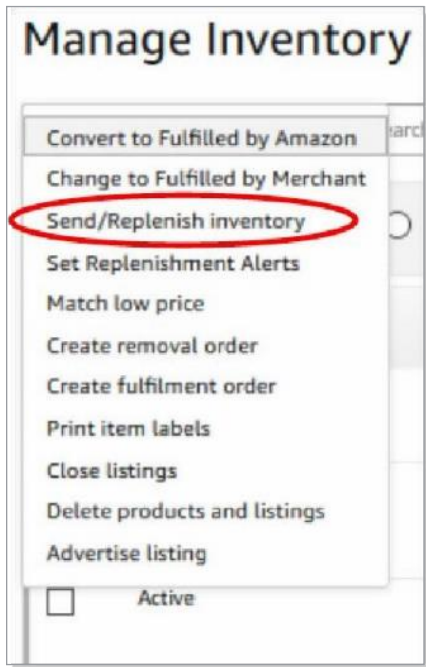
50 units of same ASIN are boxed with one **FNSKU barcode** and **quantity** attached.

Step 6: Creating your SnL shipment in Seller Central

You can create your shipment either manually or in bulk.

Create your shipment manually

1. Go to **Inventory** → [Manage Inventory](#) and search for the SnL SKUs that you wish to create a shipment for.
2. Next to the SKU status on the left there is a tick box. Click the box and search for next SKU until you have selected all required SKUs.
3. From the dropdown Action menu above the listings select **Send/replenish inventory**.



4. On the second page select the option **Send Inventory**. This will redirect you to Send/Replenish inventory page. Click on **Continue to shipping plan**.
5. Enter the quantities you want to send to the FC. Make sure there are no fewer than 24 units per ASIN.
6. You don't need to take any action if any alerts come up under **Action Required** column.

Merchant SKU	Product name	Condition	Action required	Units	Remove
	<input type="checkbox"/> Show ASIN/FCSKU		Please enter the quantity of units you will be sending.	<input type="text"/>	
		New	FBA Small and Light requires a minimum shipment quantity of 24 units per product. Please increase the number of units being shipped or remove this product from your shipment. For more information about FBA Small and Light, please refer to our help page.	<input type="text"/>	

Step 6: Creating your SnL shipment in Seller Central (continued...)

7. Continue on **Approve the shipment**.

Merchant SKU	Product name	Condition	Action required	Units	Remove
<input type="checkbox"/> SHOW ASB/FHDKU		New	<p>Please enter the quantity of units you will be sending.</p> <p>FBA Small and Light requires a minimum shipment quantity of 20 units per product. Please increase the number of units being shipped or remove this product from this shipment. For more information about FBA Small and Light, please refer to our help page.</p>	<input type="text"/>	<input type="text"/>

8. Select continue on the following three pages and then approve the shipment. Make sure the shipment is confirmed to **EDEA** (the name of our SnL FC).

Shipment name	MSKUs	Units	Ship to	
<input checked="" type="radio"/> Create new <input type="text" value="FBA (13/09/2017 10:10) - 1"/>	1	24	EUKA Orton Southgate	View Shipment Contents

Create your shipment in bulk

1. Go to **Inventory** → [Manage FBA Shipments](#).
2. Select **Upload Shipping Plan File**.
3. Click on **Download template**.
4. Fill in the tab **Create Shipping Plan Template** following the **Create Shipping Plan Example**. The ship to country and country code should be DE as in the example.
5. Save the file, selecting **Text (Tab delimited)** from the Save as type dropdown.
6. You can then find the shipping plan on the same page, under **Shipping Queue**.

Shipping Queue		Inbound Performance Summary	Scan & Ship	Inbound Shipping Plan File
Shipping Queue Learn more Continue with shipping plan				
Shipments	Shipping Plans			

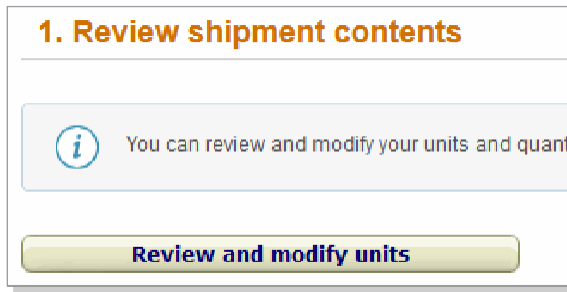
7. From here, click **'Work on Shipment'**.

Step 6: Creating your SnL shipment in Seller Central (continued...)

Work on Shipment

1. Click on **Review and modify units** under **1. Review shipment contents** if you want to make any changes in quantity on the current selected ASINs or delete any ASINs from Shipping.

Please note you CANNOT add any additional ASINs to the created shipment.



2. Confirm shipment courier and packaging type to get your delivery charges calculated. [Click here](#) for more information on our Partner Carrier Program.
3. Print delivery labels and stick on the outside of box and click on **Complete Shipment**. Your SnL shipment is ready to dispatch.

Step 7: What happens next?

Congratulations! You have now completed your first shipment to the SnL Program. Here is a useful checklist to help you get going and manage your sales on the Program:

- Once your shipment has reached the SnL FC after the units were successfully enrolled you will see the shipment status as “Closed” under **Inventory** [Manage FBA shipments](#), this means they are also ready to sell.
- You can review your successfully enrolled SnL offers by downloading the SnL inventory under **Reports** → [Fulfilment](#). Search for [Small and Light Inventory](#) under the **Inventory** tab and click on **Request download**.
- Set [Replenishment Alerts](#) to receive notifications when you are running low on stock to ensure you do not miss out on sales.
- You can also gain exposure and increase sales rankings by creating promotions for free on the [Today's Deals](#) page. Submit your SnL ASINs for deals [here](#). For questions about deals, please email eba-snl-deals@amazon.de.
- Use [Sponsored Products](#) to maximize sales.