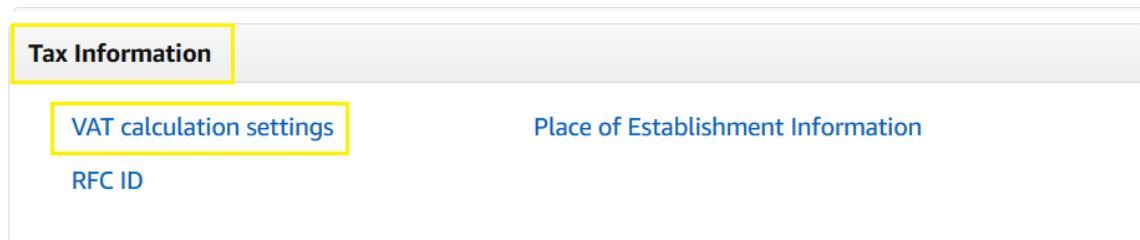
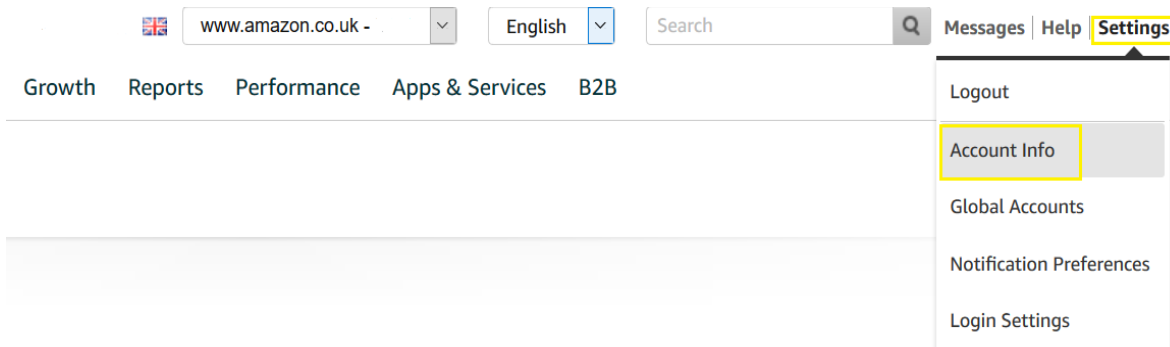


SELLER HANDBOOK

In the following pages, you will find the steps on how to locate and download the most common reports and information requested by the tax authorities

List all VAT/GST registration numbers you have

Log in to Seller Central, [Settings] → [Account Info] → on the bottom Tax Information click [VAT calculation settings]. In this page, you can check all the VAT numbers with the relevant status and if you have Active the Amazon Tax Calculation Service.



VAT calculation settings

Active tax calculation

VAT invoices are being sent for your orders.

Deactivate

Primary VAT

United Kingdom GB: Verified

Other VAT numbers

Germany DE: Verified

Product tax codes

Default tax code Always taxable at the standard rate

A_GEN_STANDARD

Shipping tax rate Follow the item

Gift wrap tax rate Follow the item

Data reports

You can download some data reports through Amazon Seller Central: Amazon sales data report: Log in to Seller Central, click [Data Report] → [Payment], use the navigation bar [Date Range Report], click [Generate Report], select [Summary] and check the corresponding report through [Custom] Date range, click [OK] to generate the report, and then click [Download] to get the report.

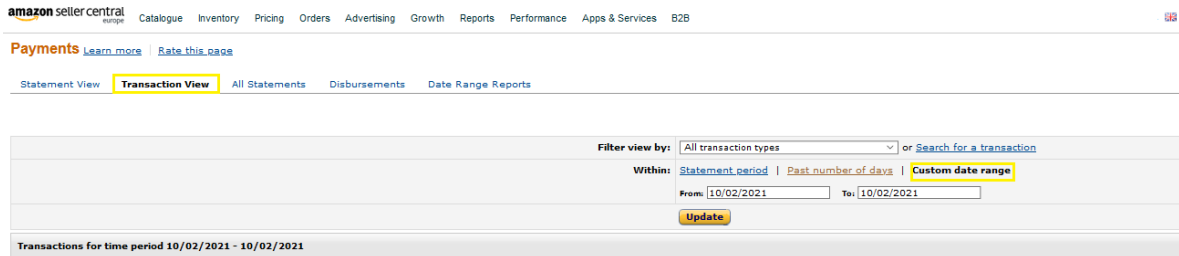
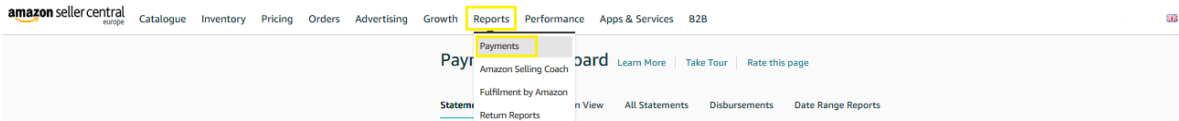
Help Page: **Date Range Reports** - <https://sellercentral.amazon.co.uk/gp/help/200989190>

The screenshot shows the Amazon Seller Central interface. The top navigation bar includes 'Catalogue', 'Inventory', 'Pricing', 'Orders', 'Advertising', 'Stores', 'Growth', 'Reports', 'Performance', 'Apps & Services', and 'B2B'. The 'Reports' menu is open, showing options like 'Payments', 'Amazon Selling Coach', 'Business Reports', 'Return Reports', 'Tax Document Library', and 'Manage your VAT'. The 'Date Range Reports' option is highlighted. Below the navigation, the 'Payments Dashboard' is visible, showing 'Statement View' and 'Transaction View' tabs. The dashboard includes a table with columns for 'Total Balance', 'Funds Available', and 'Recent payouts'. The 'Total Balance' and 'Funds Available' sections show a balance of £0.00 for 'Standard orders' and 'All Accounts'. The 'Recent payouts' section shows a payout of £36.94 on 28/11/2020.

Payments Report

Log in to Seller Central, click [Data Report] → [Payment], use the navigation bar [Date Range Report], click [Generate Report], select [Transaction] and check the corresponding report date through [Custom] Range, click [OK] to generate the report, and then click [Download] to get the report.

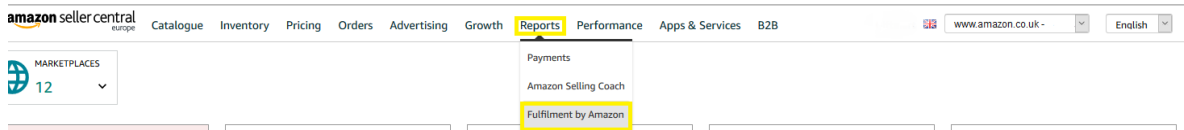
Help Page: **Date Range Reports** - <https://sellercentral.amazon.co.uk/gp/help/200989190>



Amazon VAT Transaction Report

Log in to Seller Central, click [Data Report]→[Inventory and Sales Report], click [Amazon VAT Transaction Report] through the left sidebar [Tax], and select the corresponding action month through the [Download] button, Click [Request.csv download] to export the data report you need through the following.

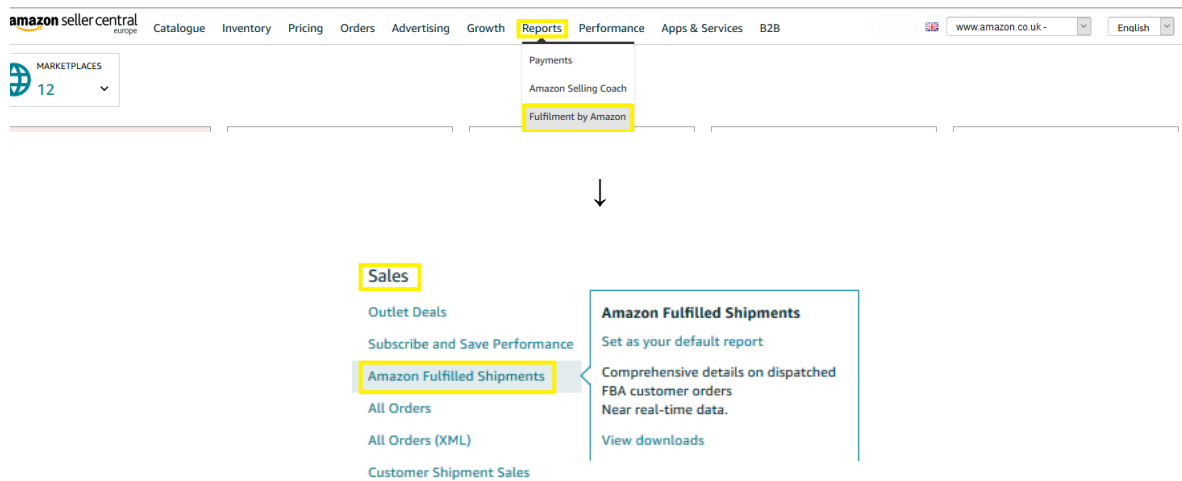
Help Page: **Amazon VAT Transactions Report** - <http://sellercentral.amazon.co.uk/gp/help/202098630>



FBA data report

Log in to Seller Central, click [Data Report] → [Inventory and Sales Report], click [Sales] on the left sidebar, click [Amazon Fulfilled Shipments], download [Button], select the corresponding event date, Click [Request.csv download] to export the data report you need through the following.

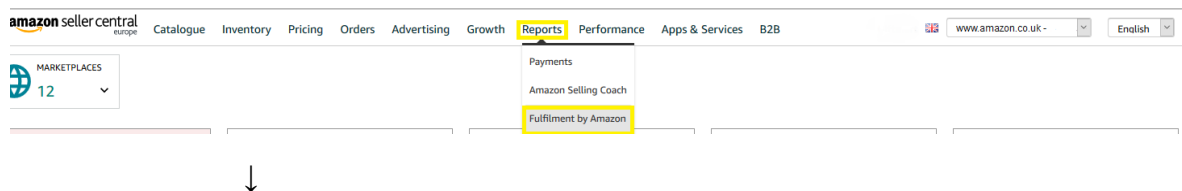
Help Page: **Amazon-Fulfilled Shipments Report** -
<https://sellercentral.amazon.co.uk/gp/help/200453120>



How to find in which countries you have FBA stock

Log in to Seller Central, click [Report] → [Fulfilment by Amazon] → on the left Inventory; click [Daily Inventory History], download [Button], select the corresponding event date, Click [Request.csv download] to export the data report you need. In the Excel file downloaded, you will find the relevant information in the column Country.

Please Note: un-enrolling to the FBA program, remove stocks from a country or stopping your sales in a given marketplace does not remove any historical obligations you may have for VAT in that country.



Inventory

- Dangerous Goods (DG) Status
- Restock Inventory
- Stranded Inventory
- Pan-European Eligibility: FBA ASINs
- Pan-European Eligibility: Self-fulfilled ASINs
- Reserved Inventory
- Subscribe and Save Forecasting
- Inventory Reconciliation
- Small & Light Inventory
- Amazon Fulfilled Inventory
- Multi-Country Inventory
- Daily Inventory History**
- Monthly Inventory History
- Received Inventory

Useful Reporting Tips

Downloading reports
You can download reports as comma-separated values (CSV). If you require the leading zeros, you can choose to download reports in Excel format.

Replenishing inventory
Making a decision about replenishing in a timely manner can help you calculate your inventory coverage before it runs out.

Suggested reports:
Inventory Health Report (which contains information about your inventory levels and location)

Best practices:

- Try to keep your weeks of cover between 4 and 6 weeks.
- Review your weeks of cover based on your sales velocity.

Daily Inventory History
Set as your default report
Daily inventory quantity, location and disposition (state)
Near real-time data.
View online report | View downloads

Daily Inventory History [Learn more](#) | [Rate this page](#)
Daily inventory quantity, location and disposition (state)

View Online **Download**

Event Date
last day (yesterday) ▾

Request .csv Download Request .txt Download

Use .csv to open the report in a spreadsheet. Opening the report in .csv format will open the report in a spreadsheet. [Learn more](#)

Pan-European FBA

To check if you are enrolled or not in the FBA Pan – European program, log in to Seller Central, click [Settings] → [Fulfilment by Amazon] → in the section Cross – Border Fulfilment Settings shows if you are enrolled or not in the program and in which countries is enable the inventory storage.

www.amazon.co.uk - English Search Messages | Help **Settings**

services B2B

Invoiced order payment settings
Charge Method for Advertising

Transfer Account
Language for feed processing report
Display Name

FAQ

- [I signed up for an account anymore. How do I close it?](#)
- [I am taking time off \(holiday\) deactivate my listings?](#)
- [Why are my items no longer available?](#)
- [Why did my credit card have a charge?](#)

Account management **Fulfilment by Amazon**

Notification Preferences

Logout
Account Info
Notification Preferences
Login Settings
PeekNow
Gift Options
Shipping Settings
Tax Settings
User Permissions
User Permissions History
Your Info & Policies

For specific FBA assistance, e.g. [removal order](#), please contact directly with a case from Seller Central the Amazon Logistic team.

Seller Central → Help → Get Support → Selling on Amazon → Fulfillment by Amazon:
<https://sellercentral-europe.amazon.com/help/hub/support/SOA>

Further Services:

VAT Service on Amazon

VAT services on Amazon is a VAT compliance solution that allows you to manage your European VAT registration and filing obligations.

For more information about VAT services on Amazon, please refer to our Help Page:
<https://sellercentral.amazon.co.uk/gp/help/202098490>

Service Provider Network

Amazon offer to the sellers the possibility to connect with trusted local providers to sell globally. Choose a service provider based on your needs, location and preferred language.

In this list you will find tax providers that can help you with the steps need to unblock your account:

Help Page:

https://sellercentral.amazon.co.uk/tsba/searchpage/Taxes?ref =xx_spn_tax_help&sellFrom=UK&sellIn=UK