Print Book fulfillment via Amazon.ca

helpful instructions brought to you by TRIMATRIX Management Consulting Inc.
Online retailer, Amazon.ca, can be a key facilitator in making your books available to a world-wide audience. But they have certain criteria that must be met by individual sellers – one of which is timely fulfillment of orders. If you don’t wish to take this task on, you have to option of having Amazon.ca fulfill the orders for you. After creating your account with Amazon.ca’s Seller Central: https://sellercentral.amazon.ca/, provide TRIMATRIX with your account details. We will then set your book up as an inactive product under your account inventory. Once the product has been added, you will be advised to set up the fulfillment details with Amazon.

Note: As part of the setup of your Seller Account be sure to enter your bank account details, so that Amazon.ca can deposit proceeds from book sales:
Start by signing into your Seller Central account:

[NOTE: The screen shots shown in this guide are as of the time of writing and are simply provided for example purposes. They may be modified/changed/removed by the source site at any time. Always follow instructions provided by the site.]
Click on ‘Inventory’/ ‘Manage Inventory’
On the far right, click on the [EDIT] button (if you have more than one product, make sure you are on the line of the item to be fulfilled). On the drop down menu, select ‘Change to Fulfilled by Amazon’:
A message screen may appear – review and select [Convert & Send Inventory]:

![Amazon Seller Central inventory management interface](image-url)

The screen shows the option to convert listings to 'Fulfilled by Amazon' and highlights important messages about transitioning listings to FBA. It also mentions not to ship any FBA Excluded Products.
Enter your address (where shipment is originating from) and click [Ship from this Address] button:
Click [Continue to Shipping Plan]:

[Image of Amazon Seller Central interface with Send/replenish Inventory section highlighted]
Enter quantity being shipped, size of individual book, click [Continue]:
On the Prepare Products screen, select ‘No Prep Required’ and click [Continue]:
On the Label Products screen, click the toggle button beside ‘Apply to All’ and select ‘Amazon’ (this will ask Amazon to label each item – if required* – prior to shipping to customer) – confirm by hitting [Save] in pop-up menu:
*Recently, they have indicated that some books do not require additional labels as barcode exists. To be safe, still indicate to have Amazon label. Click [Continue].
### Inventory Management

#### Send/replenish inventory

**Amazon Seller Central**

**Set Quantity** | **Prepare Products** | **Label Products** | **Review Shipments** | **Prepare Shipment** | **Summary**

**Marketplace destination**: CA

**Packing type**: What's this? Individual products

**Contents**: 1 MIS02

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**Labeling required**: All products

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**Who labels**: Amazon

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** condition | Units | # of labels to print | Label estimate | Remove**

| Merchant SKU | Product name | New | 10 | 0 | --- | --- |

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**Totals**: CanCOD $3.00

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| | 3-Up labels 1" x 2-3/8" on US Letter | Print labels for this page | Total labels: 0 |

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**Continue**
Review the Shipment details to ensure all is as it should be:
Click on [Work on Shipment]:

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Enter Shipping info → Carrier, # boxes (Weight/Size is optional), and click [Print box labels]. A pdf of the label will be created, Click ‘Save As’ and save to a folder on your desktop. When ready to print label – open pdf from the folder it was saved to and print to appropriate label stock on your local printer. Affix to shipping box and take to your carrier** for shipping. You can log out at this point.

**Be sure to note Tracking #
### 3. Shipment packing

**Total # of boxes**

<table>
<thead>
<tr>
<th>Box</th>
<th>Box weight (kg)</th>
<th>Box dimensions (l.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

0

- [Add another box](#)
- [Copy last box](#)

**Number of boxes left: 406**

### 4. Shipping labels

**# of boxes**
- 1
- 3

**Paper type**
- 3-1/2" x 4" (US Letter)

- [Print box labels](#)

**Instructions**

- **Packing your Boxes**
  - Printed packing slips do not need to be placed in your boxes.
  - Boxes may not exceed 68 kg. Boxes over 31.5 kg must be clearly labeled “Heavy Weight” on the top and sides.
  - Use only approved packing material.
- **Labeling your Boxes**
  - Print the full set of labels. Because each label is unique, do not photocopy, re-use, or modify labels for use on additional boxes.
  - The shipping label should be affixed to the outside of your sealed box, in addition to the carrier label.
  - Place labels so they don’t cover box seams.

- Learn more about shipping and packing guidelines.

*The ship package label.pdf download has completed.*

[Open](#)  [Open folder](#)  [View downloads](#)
IMPORTANT NOTE: The following tips are from Amazon regarding preparing your shipment. (Damaged products are not accepted.)

**Packing:**

Printed packing slips do not need to be placed in your boxes.

Boxes may not exceed 68 kg. Boxes over 31.5 kg must be clearly labeled "Heavy Weight" on the top and sides.

Use appropriate packing material to keep your product(s) secure from movement and external damage while in transit. (Do not reuse boxes in which books are shipped to you as these are for hand delivery only and may not be sturdy enough for general package deliveries.)

**Labelling:**

Print the label that is provided with each fulfilment setup and/or replenish order. If shipping more than one product/box, print the full set of labels. (Note: each label is unique, do not photocopy, reuse, or modify labels for use on additional boxes and/or shipments.)

The shipping label should be affixed to the outside of your sealed box, in addition to the carrier label. Place labels so they don’t cover box seams.

All small parcel delivery boxes must have shipment labels only – and shipment labels must not include other messaging. If reusing a box from a previous shipment be sure to remove any old shipping labels or markings.
We hope that this has helped you to set up your fulfillment distribution via Amazon.ca*

Join us at trimatrix4books.net for more publishing-related information, how-tos, industry news and more!

*Please note: Information here is a general guide. Amazon.ca forms may change from time to time, so screen may not appear exactly as shown.

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