Sell on Amazon Vendor Central Overview

Note: The instructions here are for *Vendor Central (US)*.

Vendor Central is an Amazon program for qualified vendors to become suppliers of merchandise to Amazon. You, as the supplier, will ship the order to Amazon.

SellerCloud integrates with Vendor Central for Order Download and the Order Acknowledgement. Information on requesting routing and shipping orders can be found here: Vendor Central Shipping Workflow (https://help.sellercloud.com/article/mfr6wxpn4x-vendor-central-shipping-workflow)

> Amazon's EDI Self-Service Setup Guide (https://www.dropbox.com/s/h4es2g8sveo5sz4/Amazon_EDI_X12_Self_Service_Setup_Overview_in_Vendor_Central%20%281%29.pdf?dl=1)has more information about Vendor Central self-service setup. This is a good reference to use if you have issues during your setup.

After signing into Vendor Central here (http://vendorcentral.amazon.com), go to the 'EDI' tab on the top menu, and then click on 'Self Service Setup.' If you have not started your EDI integration, you must complete the Basic Setup Survey. If so, click the "Get Started Here" button under the "Welcome..." message.

Basic setup survey

1 Welcome

- Read the page and click continue.

2 External IDs and Measurement Code Types

- Product Identification Code: Vendor SKU
- Measurement Type: EA

3 Identifiers

- Sender/Receiver Identifier type: X12 Sender/Receiver Identifier
- Your Production Identifiers:

- Assuming you do not have EDI Identifiers already, ISA ID Qualifier should be "ZZ."
- ISA ID and GS ID can be your phone number. If you have already gotten EDI identifiers for another purpose, you can use those here.

- In SellerCloud, click Settings > "Company" > Toolbox > Vendor Central Settings > General Settings from dropdown > complete both your company's and Amazon's qualifiers and identifiers.
- On this same SellerCloud page, select the appropriate **Freight Type** that your Vendor Central account uses: Collect or Prepaid.
- Back in Vendor Central, leave "Use different sender/receiver identifiers in test documents" unchecked.

4 Test Items

- Complete the first "In Stock Item" row. VendorSKU should be your SellerCloud SKU. You can use any existing SellerCloud SKU or create a new SKU in SellerCloud for this purpose. Complete the Net Cost (with a number of your choice) and leave the optional fields blank.
- Repeat for the Discontinued Item. When confirming orders during testing, you must reject any Discontinued item.
- Leave the Invalid Items rows blank.
- Fill in one backorder item (Vendor SKU and Net Cost only). When confirming orders during testing, you will be asked to confirm these orders as backordered items.

5   Review

- Review and click Finish

The next step is setting up a Test Connection - a test **and** a production connection endpoint. A connection endpoint is the communication path that is used to exchange EDI transactions. We will be using the SFTP protocol for our connection endpoints.

Setting up a test (or production) connection

1   After logging into Vendor Central, go to the 'EDI' tab on the top menu, and then click on 'Self Service Setup.'

2   Under the "Connection Endpoints" section, click "Add Test Connection." (Or, in the case of a production connection, click "Add Production Connection.")

3   Under 'How do you want to connect to Amazon?," select "Connect directly to Amazon (AS2, SFTP)."

4   As the Connection Protocol, select SFTP (secure server maintained by Amazon)

5   .You can edit the last part of the Connection Name or leave it as is. The system uses a date/timestamp as the name by default.

Receiving Account

- Download the public key attached to this article "VS SSH PublicKey.ssh." In Vendor Central, browse for the file and upload it under "Your Public Key."
- In SellerCloud, click Settings > "Company" > Toolbox > Vendor Central Settings > General Settings from dropdown.
- Select the **Use Secure FTP** box at the top and click **Save**.
- Copy the "Directory for receiving files..." from Vendor Central into the **FTP Download Directory** field.
- In Vendor Central, click Save and Continue.

Receiving Information

- Copy the host (usually, sftp.amazonsedi.com) into the **FTP Download Server** field in SellerCloud.
- Copy the port number (usually, "2222") into the **FTP Download Port** field in SellerCloud Vendor Central Settings.
- Copy the UserName into the **FTP Download User Name** field in SellerCloud Vendor Central Settings.
- Select the **Delete FTP files after processing** box in SellerCloud Vendor Central Settings.
- Click Continue.

Sending Account

- Under "Your Public Key", upload the same public key as before.
- Copy the "Directory..." to the "FTP Upload Directory" textbox on your SellerCloud Vendor Central settings.
- Click Continue.

Sending Information

- Copy the host (ordinarily sftp.amazonsedi.com) into the **FTP Upload Server**" field in SellerCloud Vendor Central settings.
- Copy the port number (usually "2222") into the **FTP Upload Port** field in SellerCloud Vendor Central settings.
- Copy the UserName into the **FTP Upload User Name** field in SellerCloud Vendor Central settings.
- Click Continue, and then click continue again. This will bring you to the "Connectivity Testing" section.

Connectivity testing for your test (or production) connection

1. Click "Send Test File." This message appears: "*A sample PO test file has been generated and will be delivered to your selected endpoint within the next 15 minutes.*"

2. In SellerCloud, click Settings > "Company" > Toolbox > Vendor Central Settings > General Settings from dropdown. In the Action Menu, select **Test FTP Download Server Credentials and Delete files** and click **Go**. The message should read "Download Server Credentials tested successfully. 1 files found, downloaded and deleted. Settings Saved successfully." If not, please verify that you entered your Vendor Central settings correctly. If the problem persists, contact SellerCloud Support (https://help.sellercloud.com/article/be0hc5h280-seller-cloud-support).

3. In Vendor Central, click "Check File Status." The page refreshes with a new row under "Receiving Test Summary." The status of that row should be "Passed." Click Continue.

4. You do not need to download the test file. In SellerCloud, click Settings > "Company" > Toolbox > Vendor Central Settings > General Settings from dropdown. In the Action Menu, select **Test FTP Upload Server Credentials** and click Go. The message should read "Upload Server Credentials tested and file uploaded successfully. Settings Saved successfully." If not, contact SellerCloud Support (https://help.sellercloud.com/article/be0hc5h280-seller-cloud-support).

5. Back in Vendor Central, click "Check for Test File." **Note**: If the status does not display, wait several minutes before reclicking "Check For Test File." There may be a short delay before Vendor Central shows the result successfully. The page should refresh with a new row under "Sending Test Summary." The status of that row should be "Passed." **Note**: If the status does not display, wait several minutes before reclicking "Check For Test File.". There may be a short delay before Vendor Central shows the result successfully. Click Continue.

6. Select "Apply to All" on the top of the grid and click the Save button. Click "Continue in the pop-up window. In the "Schedule to Go Live" window, click "Close," and then click "Dashboard" to exit the connectivity testing wizard.

Each EDI Message, including the Purchase Order (850), Purchase Order Acknowledgement (855), Advance Shipment Notification (856), and Invoice (810), must be configured as a 3-step process. The first step of this process is to complete the survey; the second is to do the actual testing of the message import or export (AKA Integration Testing); and the third is to go live with that message.

Purchase order message (EDI Transaction 850)

· In Vendor Central, go to EDI > Self Service Setup. After you complete the above steps, you should have a test connection with a "Ready" status.

· **Complete the Survey**: Under the EDI Message Configuration Status section, next to "Purchase Order," click the Action dropdown and select "Edit Survey."

1. Purchase Order (PO-850) Requirements

   - Read the requirements, check the checkbox, and press "Next"

2. Item Identification

   - (This assumes you selected "Vendor SKU" when completing your basic survey, as instructed)

3   Line Item Limit

- Select No.

4   Ship To Codes

- Select No.

5   Review Survey.

- Click submit. You will be brought back to the EDI Dashboard.

Integration Testing: Under the EDI Message Configuration Status Section, next to "Purchase Order", click on the Action dropdown and select "Integration Testing".You will be brought to a page with a header of "**Purchase Orders: Validating support...**". There are 3 steps on this page that you must complete.

1   Click the Create Documents button. The creation of the documents can take up to 30 minutes, but usually takes less. Once the documents are created, proceed to Step 2.

2   Download each of the documents. For each one, perform the following steps:

- In SellerCloud, click Settings > "Company" > Toolbox > Vendor Central Settings > General Settings from dropdown. Enable the "Enable Order Download" checkbox and press "Save".
- Navigate to Orders > Import Orders.
- Choose VendorCentral as the Channel, and browse for the file you downloaded.
- After the order imports, go to the order detail page to make sure that the address and items have imported correctly.
- From the order detail page, go to "Check Availability" in the Action Menu.
- Verify that the Delivery/Ship Window and the "Allow Backorder" display correctly.
- Once you have verified the above for all 3 documents, please return to Vendor Central to continue.

3   Select "Yes" and click Submit.

- You can then click "Return to Summary." The Purchase Order message should have a Status of "Ready to Go Live."

Going live with the EDI 850

IMPORTANT NOTE: Before going live with the Purchase Order (EDI 850), you must create a Production Connection. Please refer to the "Going Live Process" section below. After completing the setting up and testing of your production connection, proceed below.

1   In Vendor Central, navigate to the 'EDI' tab on the top menu, and then click on 'Self Service Setup'. Under the EDI Message Configuration Status section, on the "Purchase Order" row, select "Go Live" from the Action menu. You will see a page similar to the following:

2   You can either choose the going live date that Amazon suggest, or select another date, and then click "Submit."

3   Click "Return to Summary". The status of the "Purchase Order" message should be "Scheduled to Go Live."

4   **IMPORTANT**: In SellerCloud, go to Settings > "Company" > Toolbox > Vendor Central Settings > General Settings from dropdown. Select the **Enable Order Download** and click **Save**. The **Delete FTP Files after processing** must also be enabled, so please do that now if you have not done so already.

Purchase order acknowledgement (EDI Transaction 855)

· **Complete the Survey**: Under the EDI Message Configuration Status section, next to "Purchase Order Acknowledgement," click on the Action dropdown and select "Edit Survey."

1. Step 1: Purchase Order Response (POA-855) Requirements

   - Read the requirements, check the checkbox, and press "Next"

2. Step 2:

   - "Amazon requires that all purchase orders be confirmed..." - Select Yes.
   - "To provide the best possible item availability..." - Select "Within one business day of receipt of a purchase order."
   - "In order for a purchase order to confirm..." - Select Yes.

3. Step 3:

   - "Amazon prefers to receive a response for all items on the PO-850..." - Select Yes.
   - "All valid items must be acknowledge in your POA-855..." - Select Yes.

4. Step 4: Price/Cost Information

   - Select "Yes" for all 3 options.

5. Step 5: Estimated Shipping/Delivery Dates

   - Select "Yes" for all 3 options.

6. Accepted Items Acknowledgement Codes

   - "Will you send an ANSI X12 accepted code when accepting an item..." - Select Yes
   - "Will you send any non ANSI X12 standard codes..." - Select No

7. Step 7: Backorder Items

   - "If your company receives a backorder indicator..." - Select Yes
   - "Is your system capable of providing the estimated ship date..." - Select Yes
   - "Is your system capable of providing the estimated delivery date..." - Select Yes
   - "Will you send an ANSI X12 backorder code..." - Select Yes
   - "Will you send any non ANSI X12 standard codes..." - Select No.

8. Step 8: Cancelled, Rejected, or Obsolete Items

   - "If valid items in the PO-850 will not be fulfilled..." - Select Yes.
   - "Do you support the ANSI X12 codes for rejecting items?" - Select Yes.
   - "Will you send any non ANSI X12 standard codes..." - Select No.
   - "There are certain acknowledgment codes for obsolete items..." - Select No.
   - "Amazon systems will not accept the following codes..." - Select Yes.

9. Step 9:

   - "Amazon prefers to receive a single POA-855 for each PO-850...". Select Yes, and click "Submit Survey."

10 Review, and click "Submit."

11 A page should display with a message stating that "Survey Submission Successful." Click "Return to Summary."

Integration testing

Under the EDI Message Configuration Status Section, next to "Purchase Order Acknowledgment," click on the Action dropdown and select "Integration Testing."

1 The page appears with a header of "**X12 855: Test the following scenarios.**" Here, you will be required to upload a test 855 file for each of the POs that you imported in the 850 integration test.

2 For each PO:

- Find the order in SellerCloud. You can search in Manage Orders using the PO Number, which is the OrderSourceOrderID in SellerCloud.
- Select **Check Availability** from the Action Menu on the Order Detail page > Go.
- On the next page, you must confirm, backorder, or reject each of the items on each PO according to the "Expected Action" from VendorCentral.

3

   1

- To confirm the item, enter the appropriate quantity into the "Qty to Confirm" field of that item's row, and set the "Ship Date" (or "Delivery Date," in some cases) to the appropriate date.
  It is highly recommended to ensure that the ship/delivery date chosen is within the window provided by Vendor Central, although they will accept a later date.
- To reject, enter 0 in the Qty to Confirm field, and select a Reject Reason for the dropdown. (IR, R2, and CA are all soft reject codes. R3 is a hard reject.)
- To backorder, enter the appropriate backorder quantity in the "Qty to Backorder" field, and the set the "Backorder Date".
- You can also choose to backorder only part of an item (and confirm or reject the rest). This will cause the order to split, and the Qty to Backorder of that item will be put into a new order.

4

- Click the "Save and Split Order" button, then return to the Order Details page.
- There, go to **Download Order ACK Accept File(855)** on the Action Menu > Go. A file will download to your computer.
- Back in Vendor Central, under the section for the appropriate PO, browse for the file that just downloaded and upload it.
- The page will refresh with a message next to the PO "*We are in the process of validating this document.*" You must wait several minutes to see if your upload passed. To refresh the status of the page and see if the tests were successful, click "[Click here to refresh this page (https://vendorcentral.amazon.com/gp/vendor/members/edi-selfservice/message-test/upload?ie=UTF8&documentType=X12_810&partnerCode=CELOO)](https://vendorcentral.amazon.com/gp/vendor/members/edi-selfservice/message-test/upload?ie=UTF8&documentType=X12_810&partnerCode=CELOO)" on the top. You can continue with the other POs as you wait.

After you passed the test for all the POs, you can click the "Return to Summary" button on the bottom of the page. The Status of the Purchase Order Acknowledgement should now be "Ready to Go Live."

Going live with the EDI 855

> **IMPORTANT!** Before going live with Purchase Order Acknowledgement (EDI 855), you must create a Production Connection; see the "Going Live Process" section below.

1. After completing the setup and test of your production connection, proceed below.

2. In Vendor Central, navigate to the 'EDI' tab on the top menu, and then click on 'Self Service Setup'. Under the EDI Message Configuration Status section, on the "Purchase Order Acknowledgement" row, select "Go Live" from the Action menu. You will see a page similar to the following:

3. You can either choose the going live date that Amazon suggests, or select another date, and then click "Submit."

4. Click "Return to Summary." The status of the "Purchase Order" message should be "Scheduled to Go Live."

Going live process

1. **Set Up and Test a Production Connection -** You must set up a production connection before going live with any EDI messages. You can do this by following the instructions in the sections above:

   • **Setting Up a Test (<u>or Production</u>) Connection**
   • **Connectivity Testing for your Test (<u>or Production</u>) Connection**

2. After you have completed the setup and testing of your production connection, you must go live with each EDI message, one by one.

3. To go live with the Purchase Order (X12 850) Message, refer to the "Going Live with the EDI 850" section under the **Purchase Order Message (EDI Transaction 850)**, above.

4. To go live with the Purchase Order Acknowledgement (X12 855) Message, please refer to the "Going Live with the EDI 855" section under the **The Purchase Order Acknowledgement (EDI Transaction 855)** section, above.

Setting up Vendor Central - Orders and Acknowledgements.docx (https://www.dropbox.com/s/60lj38sssjnq3su/Setting%20up%20Vendor%20Central%20-%20Orders%20and%20Acknowledgements%20%281%29.docx?dl=1)

VS SSH PublicKey.ssh (https://www.dropbox.com/s/f44e4r2fsdpmwfm/VC%20SSH%20PublicKey.ssh?dl=1)

sellercloud Help