Asellertool Amazon Shipment Tutorial

The Asellertool Amazon Shipment Software allows Amazon sellers to download orders, print a pick list, packing slips, and shipping labels, and submit shipment confirmation to Amazon.

Chapter 1: Setup

1.1: Install Endicia DAZzle

Asellertool Amazon Shipment uses Endicia DAZzle to print out shipping labels. Please visit http://www.endicia.com/ for more information. We recommend signing up for Endicia Premium, so the label printing and importing of tracking numbers can be automated in the program.

You need to open DAZzle and select the 'Design' tab in order for our program to print the label correctly.

If you have not used DAZzle before, please complete a test-print from DAZzle before using our program.

1.2: Zebra LP 2844 Printer

The program uses 4x6 labels and works with a Zebra LP 2844 label printer.

1.3: Digital Postal Scale (Recommended)

This program can read an item's weight directly from a digital postal scale so you do not need to enter the item's weight manually. We have tested the DYMO M25-US digital postal scale with this program.

1.4: Register Amazon MWS Key

If you have not registered your Amazon MWS key with any Asellertool software before, please read http://www.asellertool.com/doc/MwsRegister.pdf.

1.5: Install Asellertool Amazon Shipment Program

Download from http://www.asellertool.com/release/AmazonShipment.msi and double click it to start the installation.

1.6: Enter Your Account Information

When the program first runs, enter your account information as shown in Figure 1. If you are an Endicia Premium user, select Premium from the Endicia Service drop down list.
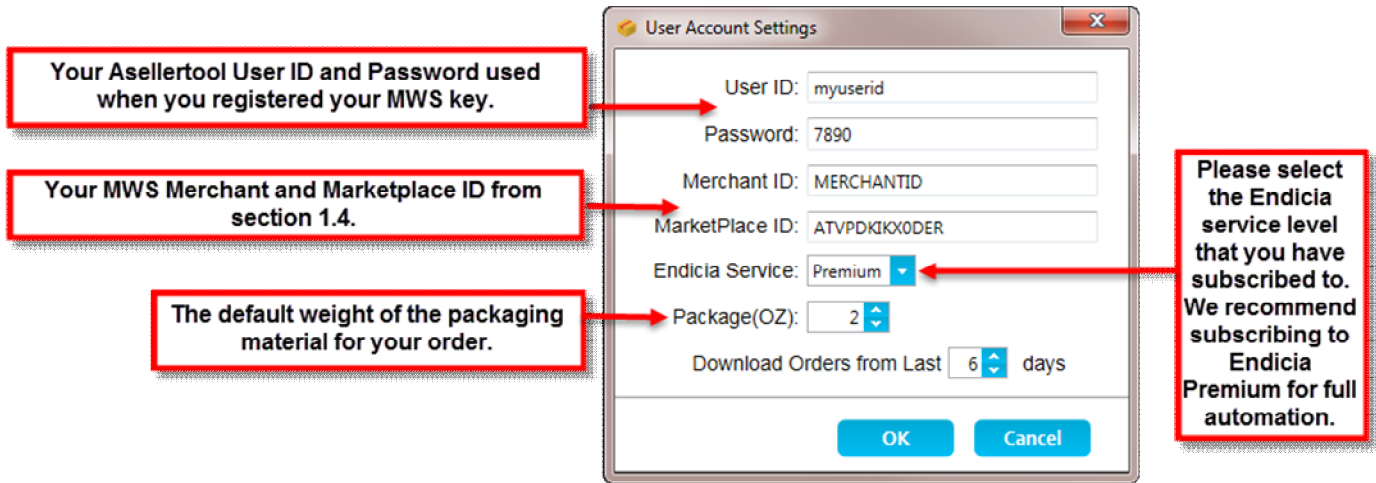
Figure 1

Chapter 2: Work Flow

If you are using this program for the first time, we recommend that you print out one shipping label by following sections 2.1 and 2.7.2.

2.1: Download Pending Orders

Figure 2

Click the Download button (A) to download pending orders that were placed within the number of days. You can specify the number of days on the 'User Account Settings' (Figure 1) screen by clicking the 'Account' button in the System section.

2.2: Address Verification (Requires Endicia Premium)

After the program downloads orders, it will automatically verify addresses. You can also click the Address Verification button (B) to verify.

2.3: Print Pick List

Click the Pick List button (C) to print out the pick list and use it to pick the correct items to fulfill the orders.

2.4: Print Pack Slip

Click the Pack Slip button (D) to print out the pack slip and place each pack slip next to its order.

2.5: Select Mail Class

Based on the shipping service required for each order, select a suitable mail class and package type from the drop down lists (Figure 3).
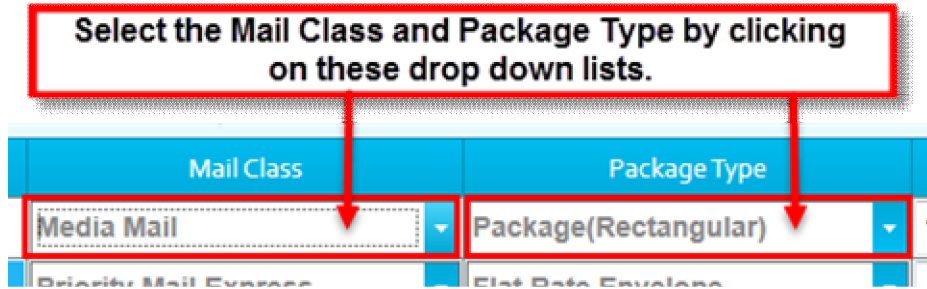

Figure 3

By default, the program uses Media Mail for standard service and Priority Mail (flat rate envelope) for expedited service.

2.6: Change Packaging Weight

The weight of your packaging material will be initially set to the value from 'Package(OZ)' in User Account Settings. You can enter a different value for an order in the 'Package(OZ)' field of that order (Figure 4).
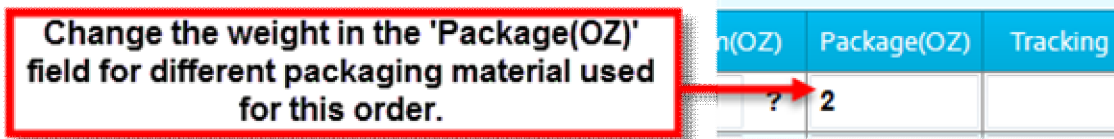

Figure 4

The program will use the outbound shipment weight (item weight plus package weight) when printing shipping labels.

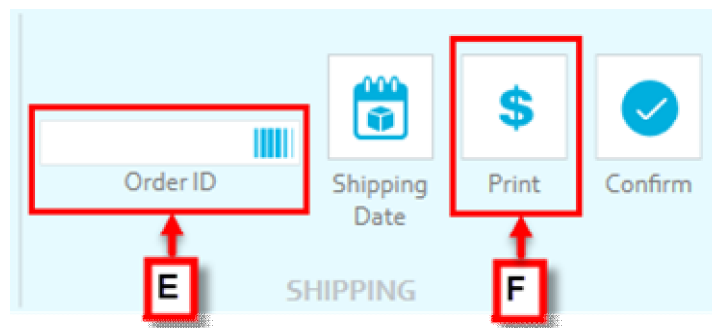## 2.7: Print Shipping Label (Requires Endicia Premium)

Figure 5

There are three ways to print shipping labels.

2.7.1: Scan and Print (Recommended)

If you have a digital postal scale and a barcode scanner, you can place the item on the scale, click Order ID in textbox (E) to place the cursor in that box, and scan the barcode from the pack slip for that order into the textbox. The program will automatically read the weight from the scale and print out the label.

NOTE: Scan and Print is ideal for minimal keyboard interaction. If you need to change the mail class and packaging type based on an item's weight, please use the following methods.

2.7.2: Single Printing

If you have a digital postal scale, place the item on scale, then click the '**?**' button (H) to let the program read the item's weight. You can also manually type the weight into the weight textbox (G).
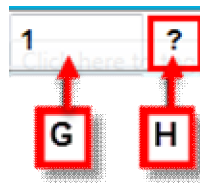

Figure 6

Click the 'Print' button (F) or right-click the order and select 'Print' from the popup menu to print the shipping label, as shown in Figure 7.
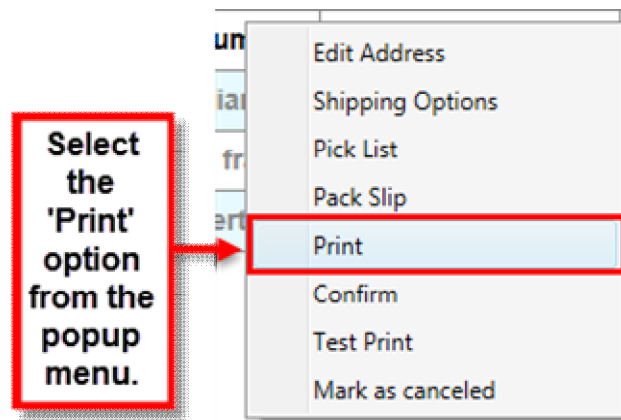

Figure 7

2.7.3: Batch Printing

Enter the weight information for all not shipped orders, and click the 'Print' button (F). The program will print shipping labels for these orders.

If you use this method, you need to use the pack slip to find the correct shipping label for that order.

2.8: Order Shipment Confirmation

After a label is printed out, the tracking number for that order will show up in the program.
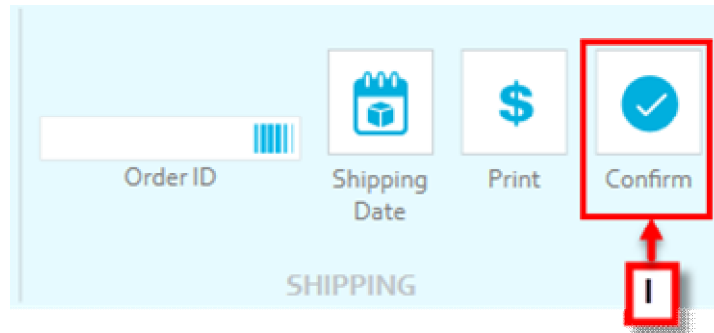

Figure 8

You can click the Confirm button (I) to confirm orders with tracking numbers to Amazon, and the program will change an order's status to 'shipped'.

After an order is confirmed, it will disappear from the current 'Not Shipped' view, and moved to the 'Shipped' view.

Chapter 3: Other Features

These features allow you to use this program more effectively.

3.1: Sorting Orders

3.1.1: Sort by SKU

This will make it easier for you to find items. Click on the SKU heading (Figure 9) to sort the SKU suffix or prefix in ascending or descending order.
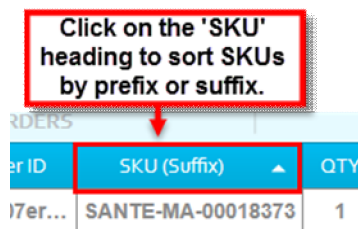

Figure 9

3.1.2: Sort by Shipping Service

This will make it easier for you to select a suitable mail class for the required shipping service. Click on the 'Shipping Service' heading (Figure 10) to sort the Shipping Services used in ascending or descending order.

Figure 10

3.1.3 Sort by Total Price

This will make it easer to locate which item is expensive, so you can add USPS Shipping Insurance or Signature Confirmation to this order. Click on the 'Total($)' heading (Figure 11) to sort the total paid in ascending or descending order.
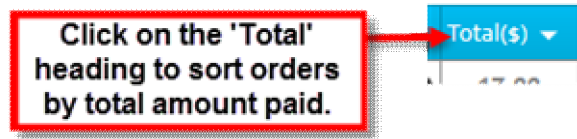

Figure 11

3.2: What You Can Do When Selecting One Order:

You can click on an order from the list to select it. You can apply operations to this order in two ways.

1. You can click the icons for Address Verification, pick list, pack slip, and confirm to have it apply to the selected order.

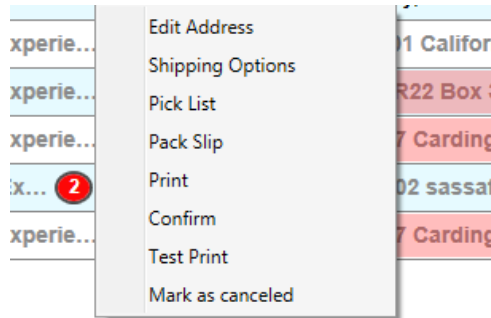2. You can right-click on this order. The program will show a popup menu of operations (Figure 12).

Figure 12

3.2.1: Edit Address

Click 'Edit Address' to modify the address for this order if the address cannot be verified or the buyer requests the address to be changed.
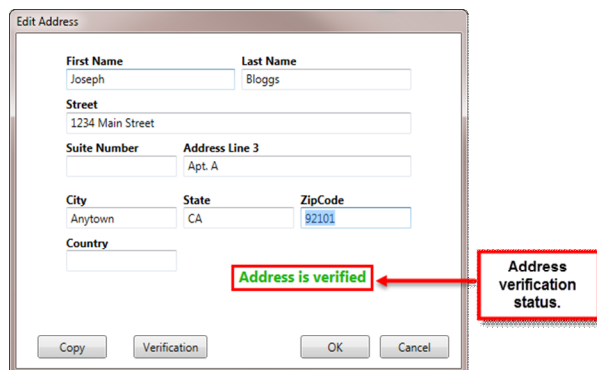

Figure 13

You can click the Copy button to copy and paste the address into DAZzle to lookup the correct address.

3.2.2: Shipping Options

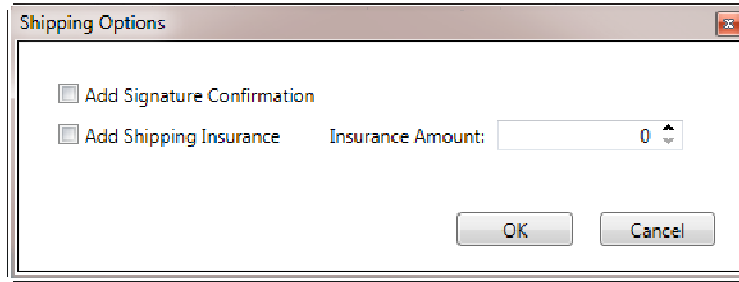You can add Signature Confirmation or USPS Shipping Insurance to this order.

Figure 14

3.2.3: Test Print

You can print out a test label for this order to verify the label is correctly printed out before you pay the postage to print the actual label.

3.2.4: Mark as Canceled

This will mark this order's status as Canceled and move this order to 'Canceled' view. You can view the 'Canceled' orders by clicking on the 'Canceled' button under the Display section (Figure 16).

3.3: What You Can Do When Selecting Multiple Orders:

Use Shift + Click to select a range of orders, or use Ctrl + Click to select multiple orders.

After multiple orders are selected, you can apply operations in two ways.

1. You can click the icons for Address Verification, pick list, pack slip, and confirm to have it apply to the selected orders.

2. You can right-click on a selected order. The program will show a popup menu of operations (Figure 15).
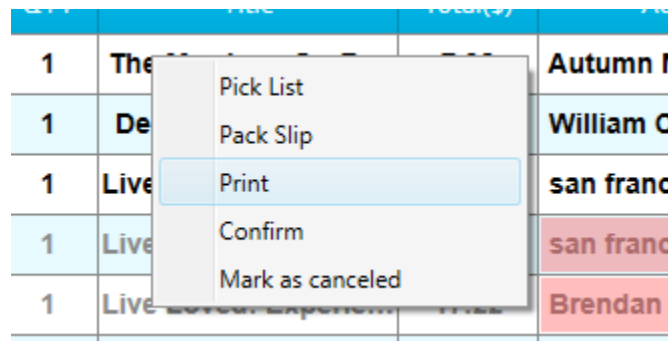

Figure 15

3.4: Display Filter

You can have the program display orders in not shipped, shipped, or canceled status by clicking the icons in Figure 16.
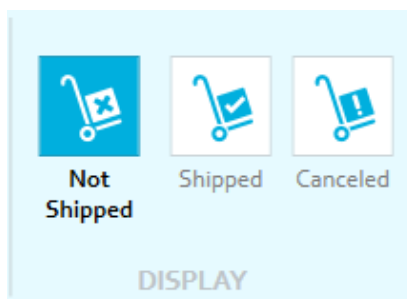
Figure 16

3.5: Change Order Status

3.5.1: Change Orders from 'Not Shipped' to 'Canceled'

In the Not Shipped view, right-click on selected orders, and click the 'Mark as canceled' menu item.

3.5.2: Change Orders from 'Canceled' to 'Not Shipped'

In the Canceled view, right-click on selected orders, and click the 'Mark as not shipped' menu item.

3.5.3: Change Orders from 'Shipped' to 'Not Shipped'

In the Shipped view, right-click on selected orders, and click the 'Mark as not shipped' menu item.

3.6 Customize Columns

You can hide certain columns in the shipment window by right clicking the heading bar and unchecking any items checked (Order ID, Title, and Total). You can also check any unchecked items to have them turn visible (Date).
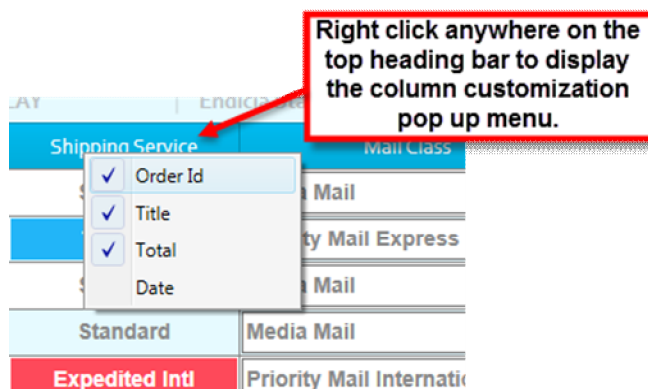

Figure 17

3.7: Endicia Standard

We highly recommend that you sign up for the Endicia Premium service to automatically print shipping labels and import tracking numbers. If you use the Endicia Standard service, please read the instructions at http://www.asellertool.com/doc/endiciastandard.pdf,