Manuals+ — User Manuals Simplified.

amazon Global Logistics Software

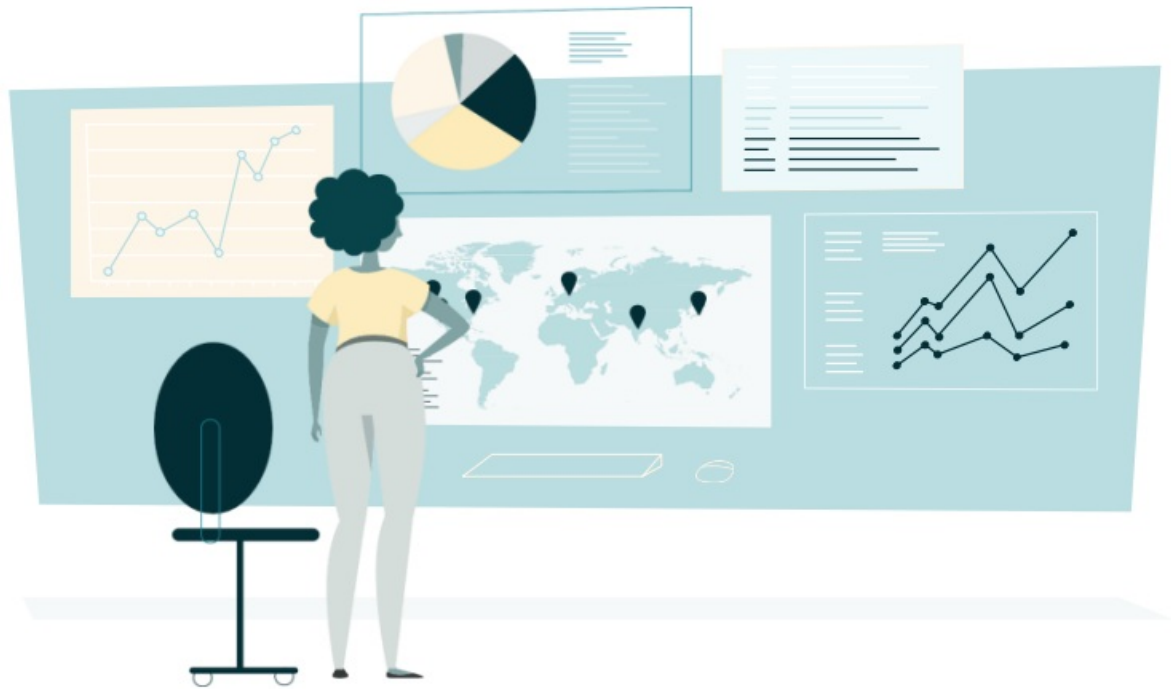# amazon Global Logistics Software User Guide

Contents

amazon Global Logistics Software

Product Information

Specifications

- Product Name: Amazon Global Logistics
- Supported Countries: US, EU, UK
- Payment Methods: Euro (EU), GBP (UK)
- Shipping Modes: Multiple options available
- Shipping Speed: Varies based on selected mode
- Onboarding Time: Approximately 30 minutes
- Approval Time: Three business days

Overview

Amazon Global Logistics is a service that allows you to book transportation from China directly to an Amazon fulfillment centerin the US, EU, and UK. By using Seller Central, you can compare shipping modes and speeds to select the best option for your needs.

Before you can start booking transportation, you need to onboard with Amazon Global Logistics. This involves setting up a payment method and creating an Importer of Record (IOR) profile. The onboarding process usually takes around 30 minutes to complete, and Amazon will review and approve your profile within three business days.

Onboarding with Amazon Global Logistics on Seller Central

Step 1: Navigate to the Amazon Global Logistics Seller Central Portal

To set up your profile, visit the Amazon Global Logistics Seller Central Portal and log in using your existing credentials. Then, select "Set up profile" to proceed with the onboarding process.

Step 2: Choose your payment method

Depending on the import country, you can pay in Euro for the EU or GBP for the UK. To choose your payment method, go to the "Payment method" tab on the setup page. Click on the currency you want to pay in (Euro or GBP), and no further action is required. Your account will be set up to pay through your Seller Central disbursement account in the chosen currency.

Step 3: Set up your Importer of Record profile

A dedicated Importer of Record (IOR) profile is required for shipments to specific destination countries. EU-based entities can ship to the United Kingdom, Germany, France, Italy, and Spain. Non-EU based entities can ship to the United Kingdom and Germany with Indirect Representation. After selecting your payment method, click on the "Importer of Record" tab and then select "Add New IOR" to set up your profile.

Step 3.1: Add the Importer Entity Contact

In this section, you need to add the details of your company as the Importer of Entity contact. Click on "Add a new importer entity contact" and fill in the required fields with your company details in English. Once done, click "Add Contact" to save the information and return to your Amazon Global Logistics profile.

FAQ

Q: What is Amazon Global Logistics?

A: Amazon Global Logistics is a service that allows you to book transportation from China directly to an Amazon fulfillment center in the US, EU, and UK.

Q: How long does the onboarding process take?

A: The onboarding process usually takes approximately 30 minutes to complete. After that, Amazon will review and approve your profile within three business days.

Q: What payment methods are supported?

A: You can pay in Euro for the EU or GBP for the UK.

Q: Can Non-CN based entities pay in CNY?

A: No, Non-CN based entities cannot pay in CNY.

GUIDE
Onboarding to Amazon Global Logistics on Seller Central – EU/UK Guide

User Guid e with Demo Videos (EU/UK)

This guide will walk you through onboarding to Amazon Global Logistics on Seller Central for the EU and UK step by step with demo videos and FAQs

Amazon Global Shipping Services

Overview

Amazon Global Logistics helps you book transportation from China directly to an Amazon fulfilment center in the US, EU and UK. By booking transportation on Seller Central, you can compare and select the best shipping mode and shipping speed.

But first, you must onboard with Amazon Global Logistics which requires you to setup a payment method and create an Importer of Record (IOR) profile to become eligible to book shipments on Seller Central. This should take approximately 30 minutes to complete and three business days for Amazon to review and approve.

What you'll need before you begin

- **Contact information for your Importer of Record (IOR)**

  An IOR refers to an importer (an entity or an individual) who is responsible for ensuring that legal goods are imported following the laws and regulations of the importing country. You will act the Importer of Record for inventory. This will require you to create an Importer of Record (IOR) profile using the details of your company including the company name, primary contact name, company address and contact details as the Importer entity contact.

- **For EU IOR: Economic Operators Registration and Identification (EORI) number and Value Added Tax Identification (VAT) Number**

  If you are importing to an EU country, you will need an EU country EORI number and the domestic VAT number for the EU country of Import. For example, if you are importing to DE, you will need an EU EORI and a DE VAT number.

- **For UK IOR: UK Economic Operators Registration and Identification (EORI) number and Value Added Tax Identification (VAT) Number if VAT Registered**

  If you are importing to the UK, you will need a UK EORI number and if VAT registered, a UK VAT number. A VAT number is not mandatory to onboard with Amazon Global Logistics, however please note that you will not be able to use Post-Poned VAT accounting unless you provide a VAT number.

- **Power of Attorney (POA) Signatory Contact Information**

  The POA signatory can be any officer in your company who can authorize Amazon to conduct customs related business for the importer. They will need to sign the power of attorney through email.

Onboarding with Amazon Global Logistics on Seller Central

To book transportation with Amazon Global Logistics, you will need to setup your payment method and create an Importer of Record (IOR) profile on Seller Central.

Step 1: Navigate to the Amazon Global Logistics Seller Central Portal

To setup your profile, go to the Amazon Global Logistics Seller Central Portal (Portal Link: UK, DE, FR, IT, ES) and log in using your existing credentials. Select Set up profile to choose your payment method and create an Importer of Record profile.

From the setup page, select Create new account

Step 2: Choose your payment method: Click here for Video Guide
Depending on the Import country, you can either pay in Euro for the EU or GBP for the UK. To choose your payment method, select the Payment method tab which can be located in the Set-up page. From here, you will simply need to click on the currency (Euro for the EU and GBP for the UK) you want to pay in and no further action is required. Your account will now be setup to pay through your Seller Central disbursement account in the chosen currency.

NOTE: If you are a Non-CN based entity, you will not be able to pay in CNY.

Step 3: Set up your Importer of Record profile
A dedicated IOR is required for shipments to each of the following destination countries: The United Kingdom, Germany, France, Italy, and Spain.
EU-based entities can ship to the United Kingdom, Germany, France, Italy, and Spain. Non-EU based entities can ship to the United Kingdom and Germany where we are able to provide Indirect Representation.

After you have chosen your payment method, select the Importer of Record tab, then select the Add New IOR button.

Step 3.1 Add the Importer Entity Contact: Click here for Video Guide
Your company will act as the Importer of Record for inventory. In this section, you will need to add the details of your Company as the Importer of Entity contact. To do this, Select the Add a new importer entity contact link.

Select Add contact.

A form below will appear. Enter all the data fields with your company details in English, then select Add Contact to return to your Amazon Global Logistics profile.

Importer entity contact

Country

United Kingdom

Company name

Test Account - UK

Primary contact name

Staff Test

Street address

1 Principal Place

Worship Street

City

London

State/Province/Region

Greater London

Zip Code

EC2A 2FA

Phone number

07812345678

Email address

test@amazon.com

Cancel   Add contact   SAMPLE REFERENCE

Data	Definition
Country	The country where the Importer Entity is legally registered.
Primary contact name	The name of the primary point of contact for the Importer Entity.
Company name	The legal registered company for the Importer Entity. (Note: Use Latin characters only.)
Street address	The street address of the Importer Entity
City	The city of the Importer Entity.
State/Province/Region	The state/province/region of the Importer Entity.
Phone number	The phone number of the primary point of contact for the Importer Entity.
Email address	The email address of the primary point of contact for the Importer Entity.

Your Importer entity contact should now appear in the drop-down list. Select the newly added contact and confirm the company name is correct and select the appropriate IOR business type. Once all information has been confirmed, select Next.

Importer Details

Importer entity contact

Test Account - UK, 1 Principal Place, Worship Street, London, Greater L ⌄

Import entity contact must be unique for each IOR.Select a contact that has not been used by other IORs, orAdd a new importer entity contact

IOR company name (as it appears on the business licence)

Test Account - UK

IOR business type

Corporation ⌄

Cancel   Save draft   **Next**

SAMPLE REFERENCE

Step 3.2 – Enter Power of Attorney (POA) Signatory Details: Click here for Video Guide

A Power of Attorney authorizing a party to act as your agent for customs brokerage related matters must be e-signed by a representative of the company. To enable electronic signing of this document, fill out the data fields, then select Next.

Officer Entry

IOR power of attorney details ⓘ

POA signer's role

President ⌄

POA signer's name

Staff Test

The electronic signature here needs to be in English or Pinyin, please follow the example: Zhang Wei or Zhang Weiwei. And please note: Your subsequent electronic signature needs to be consistent with the "POA Signer's name" entered here.

POA signer's email address ⓘ

test@gmail.com

Previous   Save draft   **Next**

SAMPLE REFERENCE

Data	Definition
POA signer's role	Select the POA signatory's role from the drop-down list. Please ensure that the role you select in this section matches the signatory role inputted in the E-signature form.
POA signers name	Name of the POA signatory

Do you have a duty and tax account?	Select Yes or No to inform Amazon if you hold a duty and tax account. A duty and tax account is an account that the customs authorities in this country directly deduct funds from, for duties, taxes and fees for imports. If you are paying a broker for duties, taxes and fees, and the customs authorities are not directly deducting funds from an account, please select No.
POA signers email address	The MPOA E-signature form will be sent to this email address.

Step 3.3 – Enter Customs-related information: Click here for Video Guide

After you've filled out all the data fields, select Next

NOTE: If you are Importing to the UK, you will need to download and review the HMRC importers responsibilities document and select the checkbox to confirm. You will also need to provide the UK EORI number and if VAT registered, provide a UK VAT number. If you are not VAT registered, you can input the VAT number as "GB000000000" to proceed.

Data	Definition
Import Country	The country that you will import into
VAT number	VAT is a Value Added Tax number. Businesses are required to register for a VAT number when importing into an EU country. Every EU country issues its own VAT number. This means that for businesses supplying goods or services in several EU countries, a VAT number may be required in each of these countries. For more information, visit our VAT Services Help Page.
EORI number	An EORI is the Economic Operators Registration and Identification number. If your business entity is in the EU, request your EORI number from the customs authorities in the country where your business is located. If your business entity is not in the EU, request your EORI number from the EU country where you intend to import your goods. For more information, visit the European Commission's EORI page.
Have you imported before?	Select Yes or No to inform Amazon whether you have imported into this country before (with any company, not just Amazon).
Entry Summary Email	When you use this importer of record (IOR) for a shipment, we will send them a final entry summary that shows the finalized declaration that was submitted to customs authorities. Enter the email address for the IOR that we should send the entry summary to.

Step 3.4 – Review and Confirm your details

To submit your IOR, you will need to review and confirm the IOR details ensuring all information is correct and up to date. Once this is done, you can select the Confirm Details button.

If you are importing to the UK:
Before your IOR can be submitted for review, you will need to download, sign and upload the Postponed VAT accounting form. Your IOR will remain in a draft status until you upload this form. Once you upload and submit this form, you will then receive the MPOA E-signature form.

Step 3.5 – E-signing the Master Power of Attorney document: Click here for Video Guide
After confirming your details, you will receive an email with the Master Power of Attorney (MPOA) E-Signature form that must sign. The POA authorizes a party to act as your agent for brokerage related matters, including clearing shipments being imported into the EU and UK. The E-signature form will be sent to the POA signatory email. You will need to sign this form within 30 days in order for your IOR to be reviewed.

The designated POA signatory should receive an email link within several minutes requesting for e-signature of the document. The signatory should select "Sign a customs POA" within the email and will be navigated to an e-signature webpage.

The POA signatory should input their legal name and job title, matching what was submitted in the Officer Entry section earlier.

The POA signatory should then select Click here to sign and create a signature using the Draw, Type or Upload method, and then select Submit.

Click here to sign

Simon Cowell   12/1/22
PRESIDENT

Submit

Draw   Type   Upload   ⊗

Sign

What happens after you sign the Master Power of Attorney (MPOA) E-Signature form? Click here for Video Guide

Depending on the location of your business entity and the Import country of the IOR, you may need to sign additional documents required to facilitate customs clearance before your IOR can be approved. Below is a list of additional documents required by Import country:

Import Country: Germany (Netherlands POA):

For German importers, we included Rotterdam in the Netherlands on the list of destination ports for ocean freight. This is designed to help our sellers ship products to Germany. Therefore, in addition to the MPOA E-signature form, a POA for the Netherlands is required for those shipping to Germany with Amazon Global Logistics. You will use your German Economic Operators Registration and Identification (EORI) and value-added tax number (VAT) when you clear customs for imports to the Netherlands. You will receive a separate email with the POA required for NL customs clearance, this POA will vary depending on the location of your business entity:

- For EU based importer contacts: In addition to the MPOA E-signature form, you will be sent a Direct Representation Power of Attorney form that you must sign before your IOR can be approved.

- For non-EU based importer contacts: In addition to the MPOA E-signature form, you will be sent an Indirect Representation Power of Attorney form that you must sign before your IOR can be approved.

Import Country: France:

In addition to the MPOA E-signature form, you will be sent a Direct Representation Power of Attorney form for France that you must sign before your IOR can be approved.

Import Country: Italy:

In addition to the MPOA E-signature form, you will be sent a Direct Representation Power of Attorney form for Italy that you must sign before you IOR can be approved.

We will review your IOR submission once you have signed the MPOA E-Signature form and any additional required documents. We will notify you to let you know if your Importer of Record is approved and when you can use the Importer of Record for your shipments. If your IOR is rejected, you'll receive an email from **AGL-Compliance-Onboarding@amazon.com** with further information on why the IOR was rejected and what is required for it to be approved.

Step 3.6: Add an additional country:

Once your Master Importer of Record profile has been approved, you will then have the option of adding an additional country. If you need to create another IOR for a different marketplace, you're able to do so by following these steps.

In the Importer of Record tab, select the 'Add an additional country' option.

Confirm the Import country for the new IOR and Verify your company details. Select Next to proceed.

If you are using your existing Importer contact details, you can select the Use the following entity address option. If you are using different Import details, select the Use importer details from another country.

Enter the customs related information for the new Import country.

Data	Definition
VAT number	VAT is a Value Added Tax number. Businesses are required to register for a VAT number when importing into an EU country. Every EU country issues its own VAT number. This means that for businesses supplying goods or services in several EU countries, a VAT number may be required in each of these countries. For more information, visit our VAT Services Help Page.
EORI number	An EORI is the Economic Operators Registration and Identification number. If your business entity is in the EU, request your EORI number from the customs authorities in the country where your business is located. If your business entity is not in the EU, request your EORI number from the EU country where you intend to import your goods. For more information, visit the European Commission's EORI page.
Have you imported before?	Select Yes or No to inform Amazon whether you have imported into this country before (with any company, not just Amazon).
Entry Summary Email	When you use this importer of record (IOR) for a shipment, we will send them a final entry summary that shows the finalized declaration that was submitted to customs authorities. Enter the email address for the IOR that we should send the entry summary to.

You will now need to review and confirm the IOR details ensuring all information is correct and up to date. Once this is done, you can select the Confirm Details button.

Step 4: Create a shipment
Once you complete your Amazon Global Logistics profile and your IOR is approved, you can start to book transportation.
Use the Send to Amazon workflow and make sure you select I want to ship with Amazon Global Logistics.

Onboarding terms

Before you onboard with Amazon Global Logistics on Shipper Central, make sure that you understand these terms.

Importer of record (IOR)
An importer of record (IOR) is usually required when shipments of your inventory enter another country. You must act as the importer of record (IOR) or declarant for inventory

Value Added Tax (VAT) ID
The Value Added Tax (VAT) ID number is a unique number that identifies a taxable person (business) or non-taxable legal entity that is registered for VAT. A VAT number is required to import goods into the EU or UK with AGL.

Economic Operators Registration and Identification (EORI) number
An EORI number is a unique identifier for business entities in the EU. All businesses wishing to import into the EU must use the EORI number as an identification number in all customs procedures when exchanging information with Customs administrations.

Power of Attorney (POA)
A customs POA authorizes a party to act as your agent for brokerage related matters, including clearing shipments being imported into the EU.

Frequently asked questions

Who will act as the Importer of Record (IOR)?

You will act as the Importer of record (IOR) or declarant for inventory. When you sign up to Amazon Global Logistics, you will need to create an Importer of Record (IOR) profile using the details of your company. You will be required to sign a Power of Attorney (POA) form as part of the IOR setup. This POA form gives Amazon the authorization to assign Customs Brokers, to handle customs clearance on your behalf. Whilst you will be the Importer of Record for the inventory, Amazon Global Logistics will coordinate inspections, loading, and transfer from your warehouse to the destination fulfilment center and handle the export and import customs clearance through the assigned customs brokers.

Why has my POA been rejected?

When creating the importer of record profile please makes sure that the details provided are correct and up to date. Moreover, please make sure to sign the electronic MPOA that you will receive via email. Check your mailbox and also the spam folder as the link will expire if not signed on time.

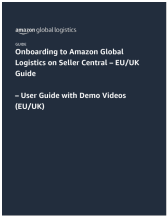How much does it cost to get started with Amazon Global Logistics?

There are no costs involved in signing up with Amazon Global Logistics. There a no subscription fees either, you just pay the transportation fees when using the service.

Does Amazon Global Logistics offer shipping services from other countries besides China, or to countries besides the US, UK, France, Germany, Italy, and Spain?

Currently, Amazon Global Logistics only provides shipping services from China to the US, UK, France, Germany, Italy, and Spain. We offer Ocean LCL and FCL services.

Documents / Resources

amazon global logistics Onboarding to Amazon Global Logistics on Seller Central – EU/UK Guide – User Guide with Demo Videos (EU/UK)	**amazon Global Logistics Software** [pdf] User Guide Global Logistics Software, Logistics Software, Software

References

- 🌐 **Amazon Sign In**
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