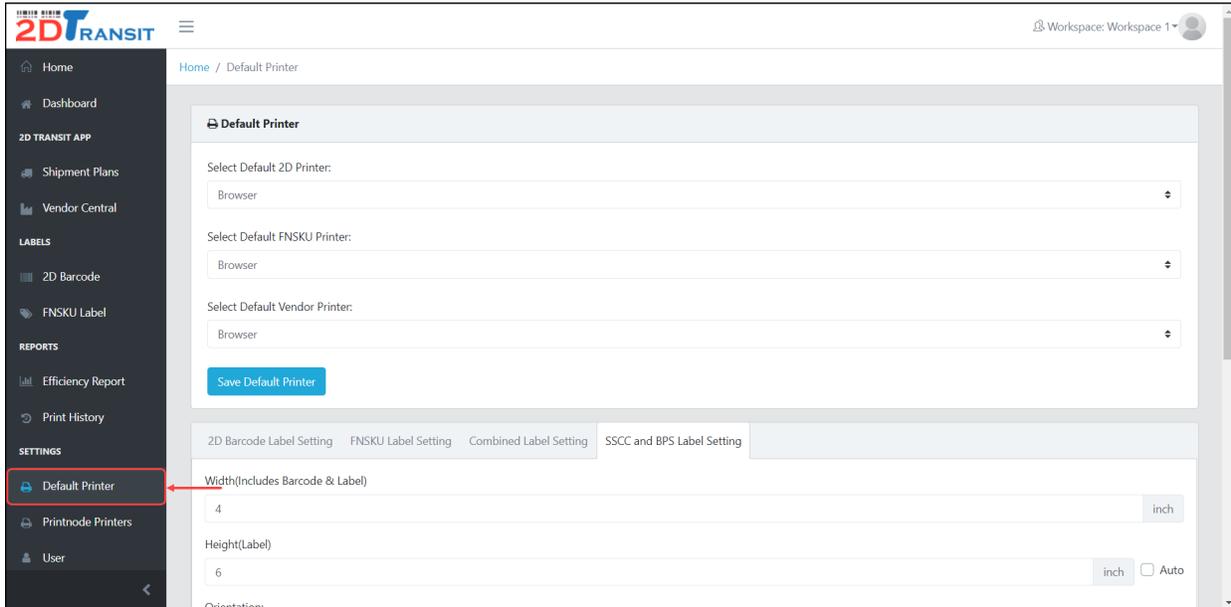


Vendor Central

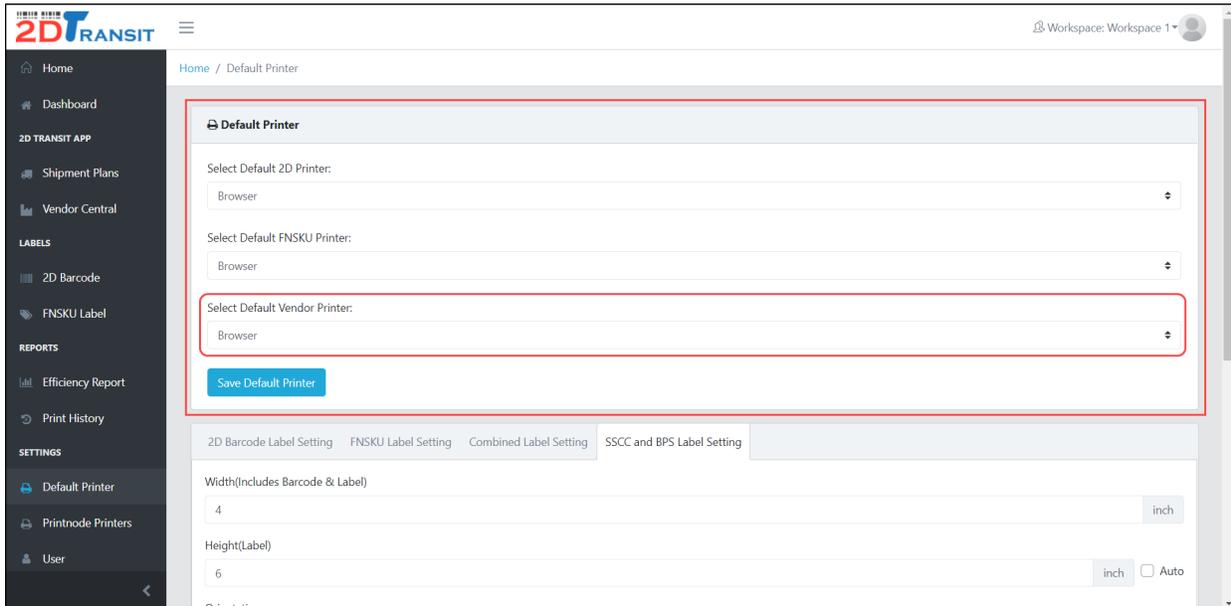
This feature will be used for vendor merchants as they are also required to provide an identification label on every carton shipped to Amazon.

Setup Default Printer & Label Settings

- To set up default printing for Vendor Central, click the “**Default Printer**” menu in the sidebar.

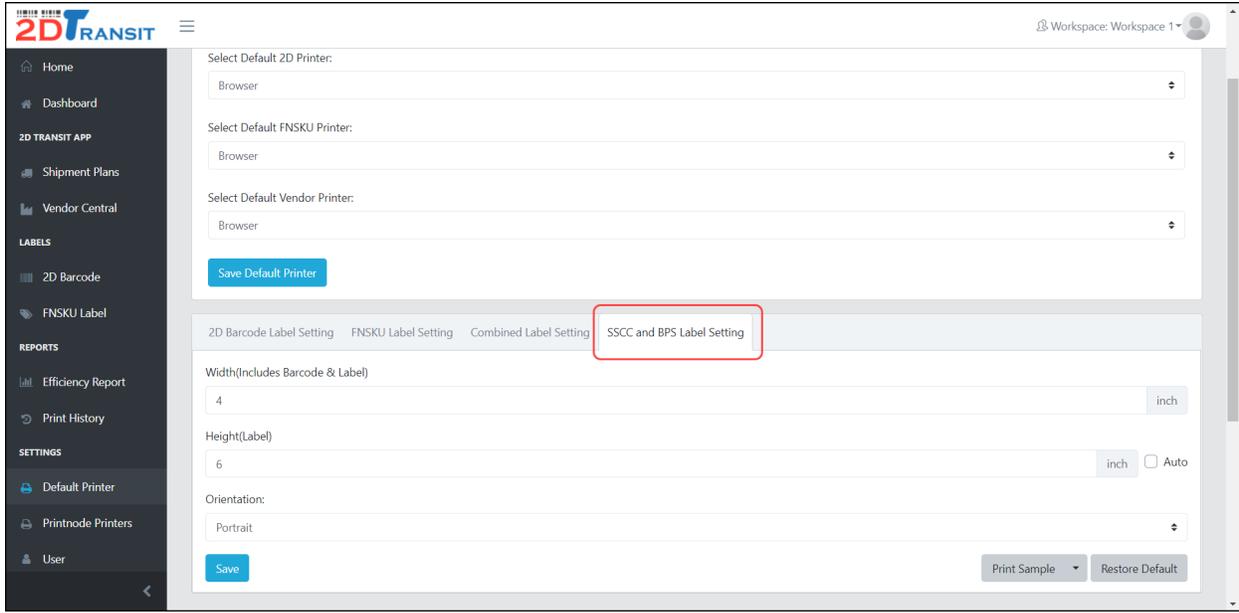


- Go to the **Default Printer** section and find the “**Select Default Vendor Printer**” dropdown selection.

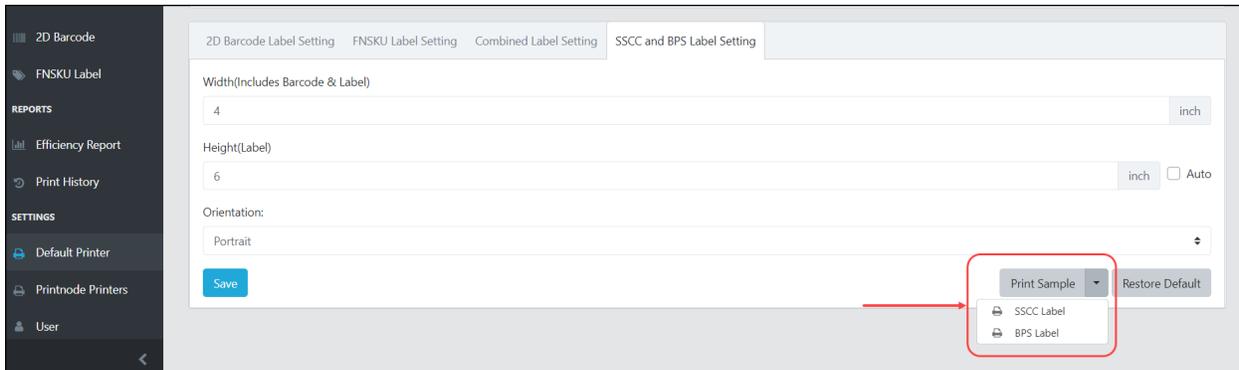


- By default, it was currently set to “**Browser**” type in printing. If you want to use a remote type of printing, enable the “**Printnode**”. To know more about Printnode, check the tutorials [here](#).

- To change SSCC & BPS Label settings, go to the next section then click the “SSCC & BPS Label Setting” tab. There are already default values but you can update it depending on your printer.



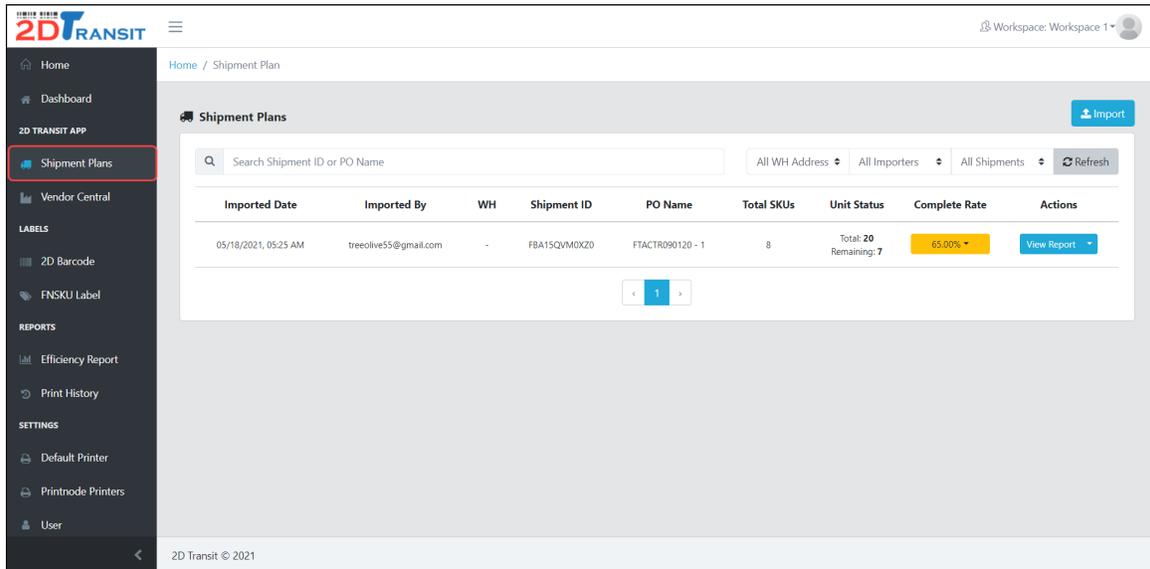
- You can print a sample SSCC & BPS label as well. Just click the “Print Sample” dropdown and select either SSCC Label or BPS Label.



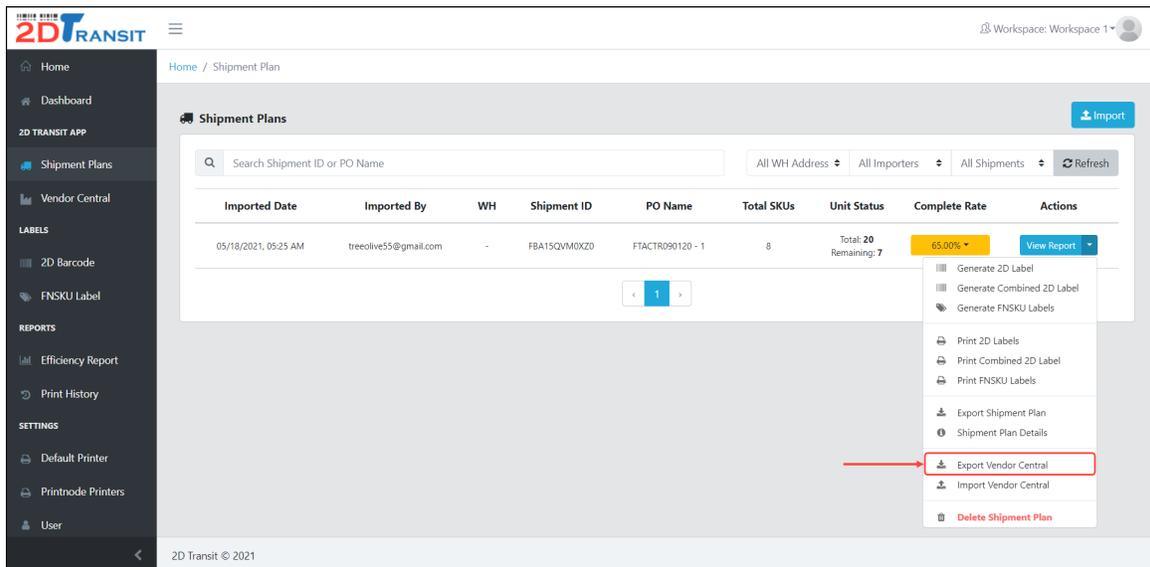
Exporting Vendor Central template from Shipment Plan

If you have shipment plans that you want to import in Vendor Central, you can use this feature to export a template file that contains the items that will be used in importing Vendor Centrals.

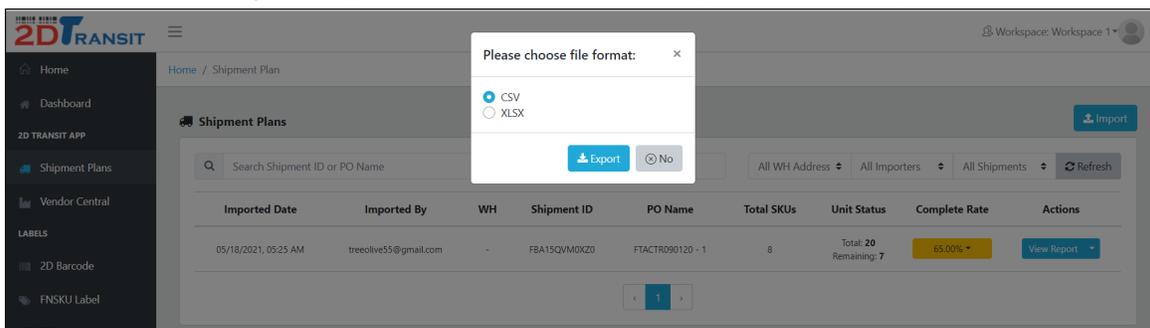
- To export the vendor central template, go to the Shipment **Plan** Page.



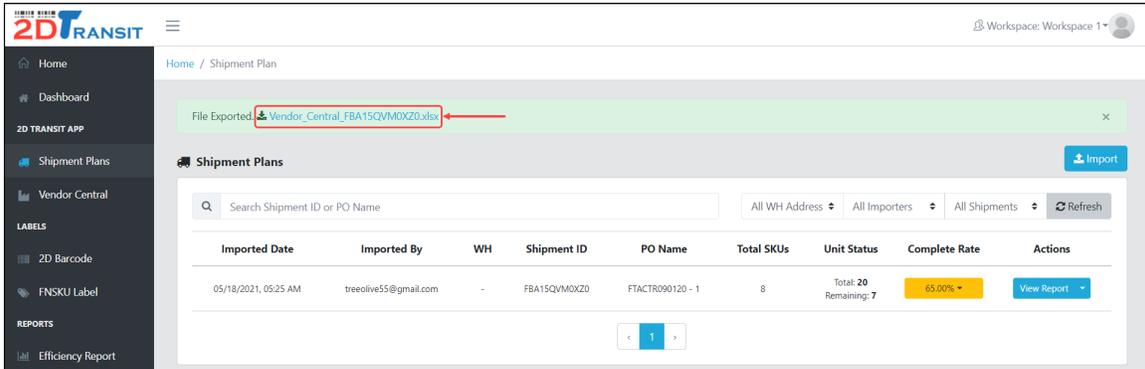
- Select any shipment plan and click the dropdown button beside the “**View Report**” button then click “**Export Vendor Central**” option.



- Select a file format for your exported file and click the “**Export**” button to proceed.



- Wait until the export process is done and it will automatically download to your computer. You can also re-download the exported file by clicking the link on the export status.



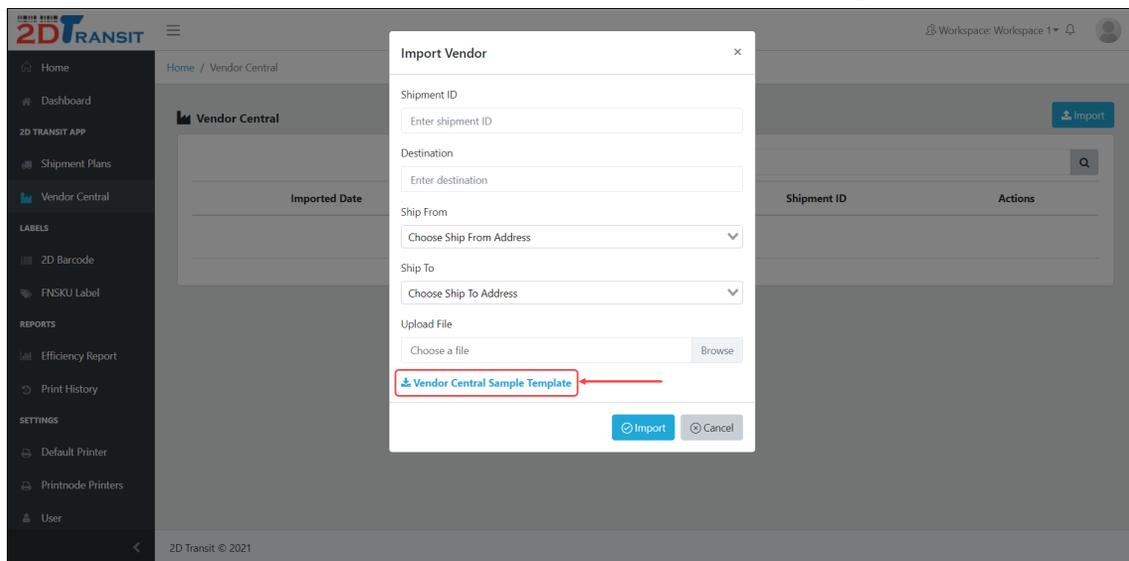
- This would be the sample exported file. All you have to do is fill-in the remaining column before you can import it to the Vendor Central Page.

	A	B	C	D	E	F	G	H	I	J	K	L
1	PO NUMBER	BOL NUMBER	PRO NUMBER	LOT ID	CARTON NUMBER	TOTAL CARTONS	PRODUCT ID	PRODUCT CODE	QUANTITY	NOTE	SSCC CODE	CARRIER NAME
2	FTACTR090120 - 1				1	1	1 EAN	0684541200206	3			
3	FTACTR090120 - 1				1	1	1 EAN	0684541200268	2			
4	FTACTR090120 - 1				1	1	1 EAN	0684541184674	4			
5	FTACTR090120 - 1				1	1	1 EAN	0684541184476	2			
6	FTACTR090120 - 1				1	1	1 EAN	0684541184551	2			
7												

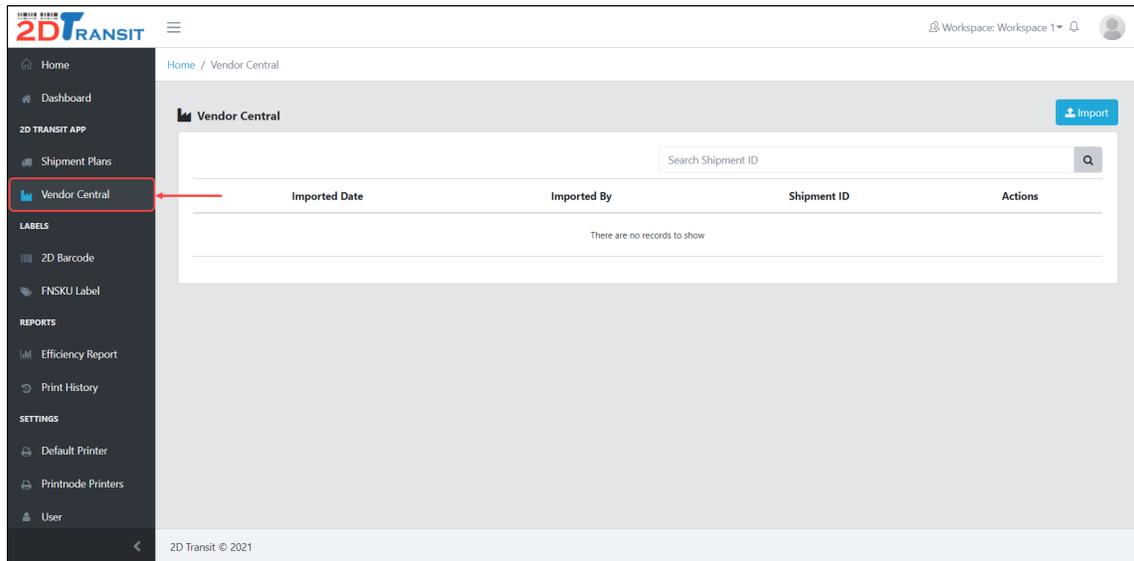
Importing Vendor Central Templates

Before you can import in Vendor Central, make sure you already have a template filled-in with the needed information.

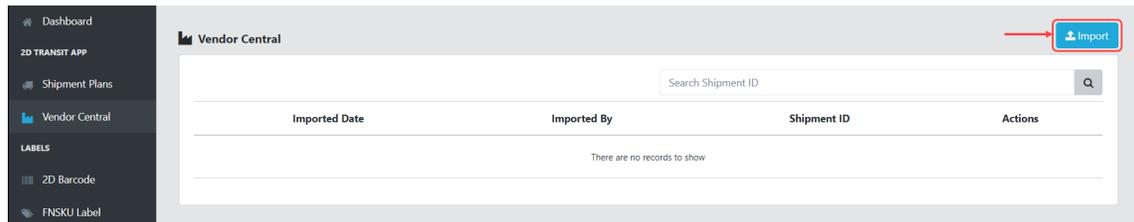
- If you want to use the template from the shipment plan page, follow the tutorial above. You can also download a blank template from the Import UI in the vendor central page.



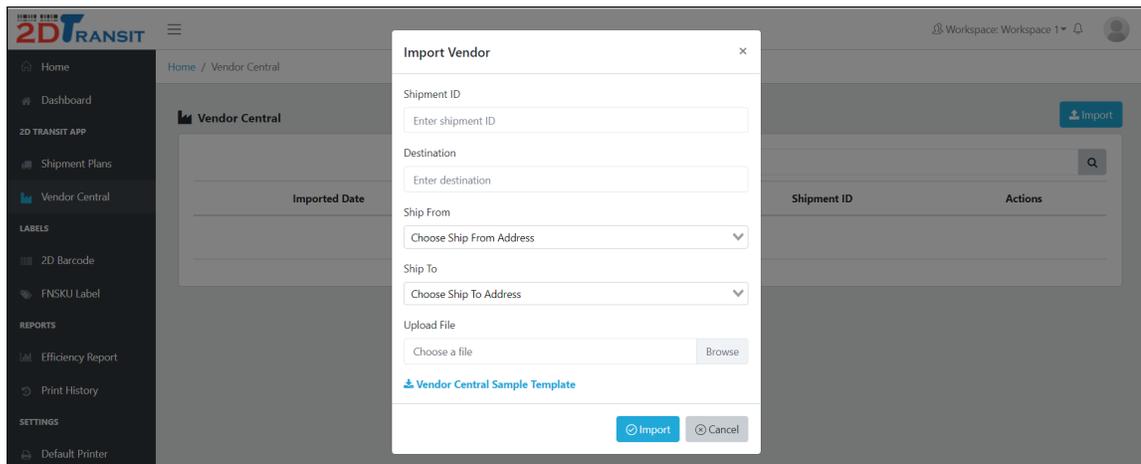
- To start Importing, go to Vendor Central Page.



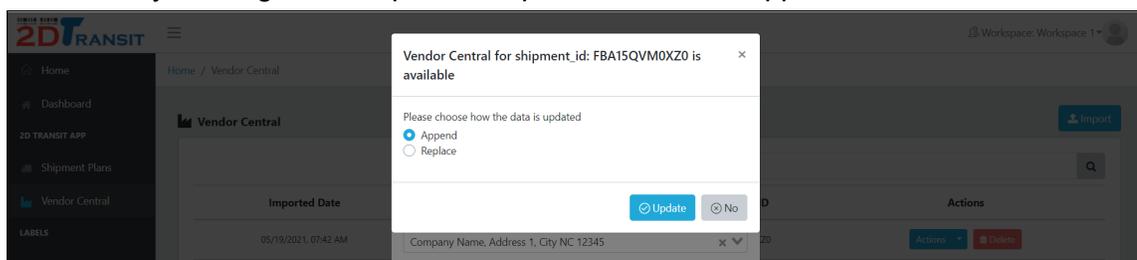
- Click the “Import” button.



- Fill-in all the information and upload your template. With regards to the **Ship From** and **Ship To** information, you may follow this [tutorial](#) on how to manage custom shipping addresses.

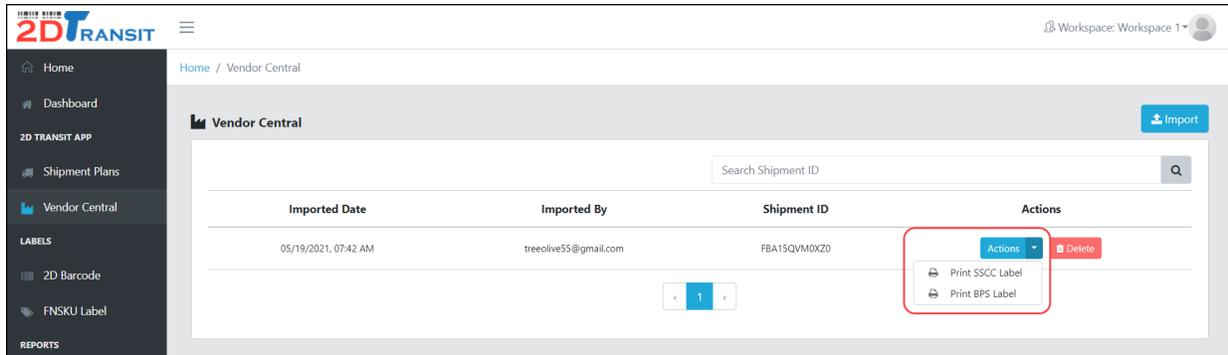


- If you're done, just click the “Import” button to proceed. In case your shipment id already exists in the vendor central list, you are given an option to replace all items or append items.

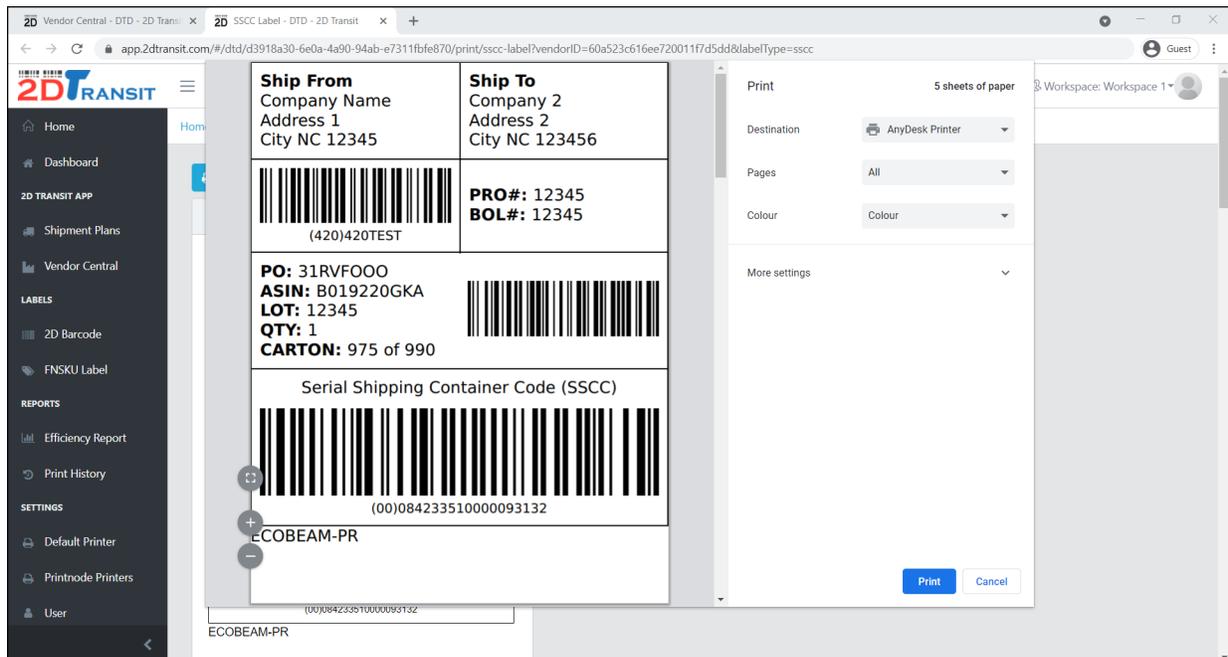


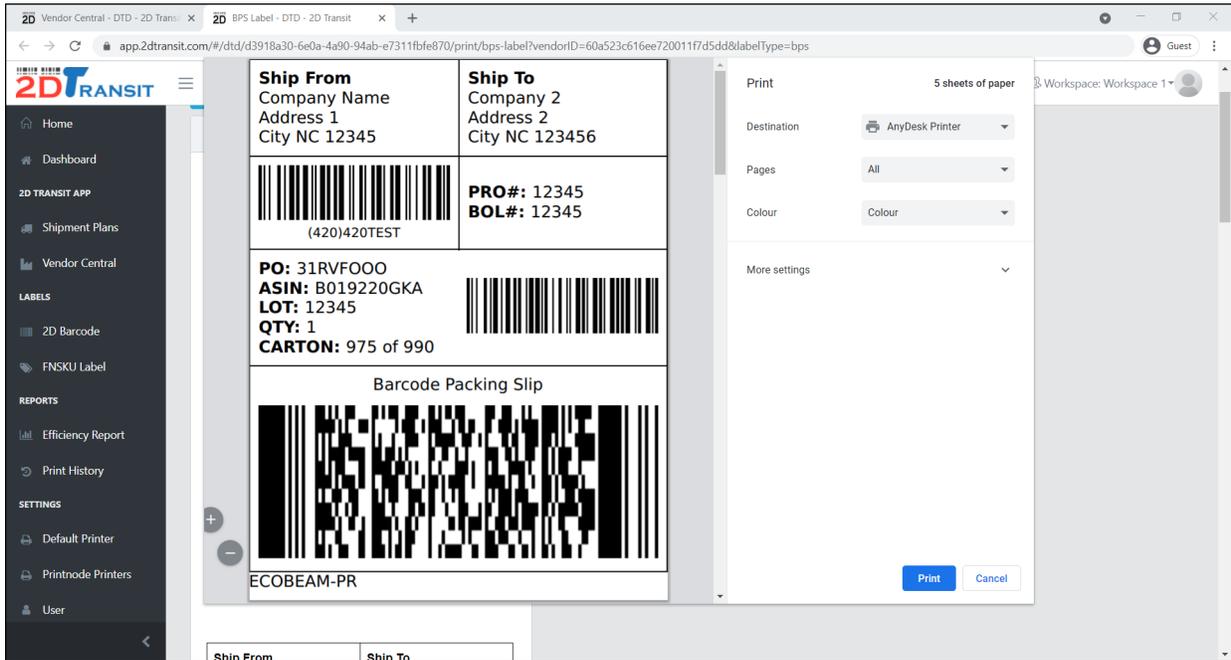
Printing SSCC & BPS Labels

- Before printing SSCC & BPS Labels, make sure you already have set up the default printer. For more information on how to set up a default printer, follow these steps [here](#).
- To start printing, select any shipment from the vendor central list then click the Action dropdown button and select either SSCC Label or BPS Label.



- You will be redirected to a new tab where it loads and prints automatically the label you selected. For example, when we print the SSCC Label or BPS Label.





- In case you want to reprint the labels. Just click the **Print** button to print again.

