



PrintNinja

AMAZON

FULFILLMENT PROCESS

So! You are planning to ship your order to Amazon for fulfillment.

Excellent! We have lots of experience with the logistics of shipping to Amazon and are happy to provide a step-by-step guide on what to expect moving forward.

Is This Your First Time Fulfilling with Amazon?

If this is your first time sending goods to Amazon to be stored for distribution there are some basics you'll need to know. While PrintNinja may not have all the answers to every Amazon question, we'll do our best to assist you in whatever manner needed so shipping your goods to Amazon is as easy as possible.

1. You will need to contact Amazon and set up a seller account before your PrintNinja order is finished with production.
 - There is a lot of setup and information to take in as a new seller on Amazon's platform. Be sure to give yourself ample time to get started and understand all that is required on their end.
 - Amazon typically has initial limits of how much product they will store for you; keep this in mind for shipping quotes/requests.
2. Amazon will provide all the shipping labels necessary for their receiving departments.
3. PrintNinja does not have an Amazon account and has limited ability to help provide assistance in setting up accounts. For Amazon Account related issues, it's usually best to contact Amazon first.
4. Amazon and other warehousing/distribution services are convenient, but not always best for your bottom line. Like anything else, there are pros and cons for outsourcing fulfillment and storage.
5. Amazon will require you to "Create a shipment" before they provide a delivery address, which requires some information from PrintNinja.

Things to be Aware of Before Placing Your Order

1. It's important to note that Amazon does not provide the shipping address for an order upfront. To provide the shipping address, Amazon will require details from you that we cannot provide until approx. 1-week into production. Given this, you will not receive your finalized shipping cost until you send along the address Amazon provides. So be prepared to make an additional payment during production of your order for the shipping cost portion of the order - the order WILL NOT SHIP until we receive the shipping cost payment.
2. We will need to provide you some information and you will be responsible for providing us with some information. Luckily! This is detailed in this document.
3. We can only ship to a maximum of three addresses.
4. We will not be able to assist with troubleshooting issues/questions with the Amazon back-end.

Placing Your Order

Step 1

1. Save a quote via our online calculator here: <https://printninja.com/custom-offset-printing>
2. When you get to the shipping destination page, please enter your **residential address**. THIS WILL PROVIDE A SHIPPING COST THAT IS NOT ACCURATE, but it is necessary to enter a shipping address to be able to save a quote with us.
3. Click "Save this quote for 90 Days". In the additional information field, please enter, "Shipping order to Amazon".

If you would like us to apply Amazon barcode labels to your project, please include a note in the additional information field as well.

If you are planning to only ship a portion of the order to Amazon and the remaining units to the address you entered on the shipping page please include:

- The quantity shipping to Amazon
- The shipping speed (standard or expedited)

Step 2

1. Your account manager will reach out and introduce themselves!

Along with the introduction, they will adjust the quote you saved to remove shipping costs and the saved address. They will send an adjusted quote that includes production cost only and no listed shipping address. This new quote PDF will include a note regarding how shipping costs will be sent along to you via additional payment link once the time comes.

Again, BE PREPARED TO MAKE AN ADDITIONAL PAYMENT once you are able to send your account manager the Amazon shipping address.

Step 3

1. Make payment on the new "Amazon" quote sent along to you by your account manager and upload your print-ready artwork!

See below for an example Amazon Quote PDF



1603 Orrington Ave. Suite 1500 Evanston, IL 60201 877-396-4652

Printing Quote

Turnaround Times: www.printninja.com/turnaroundtimes

Amazon Fulfillment

Orders with Amazon fulfillment require payment on production costs upfront to begin prepress and to move forward with hard-copy proofing/production. As Amazon will not provide the shipping destination until later on in the process, we will need to send along shipping costs and any applicable sales tax costs once the shipping destination is provided. Please be prepared to make two separate payments: the production cost on this quote and shipping cost/applicable tax cost at a later time. **PLEASE NOTE: We will require payment in full on shipping/tax costs before the order can ship.**

This quote and the associated payment link only represent the product cost of your quote. Your account manager will provide an additional payment link for the shipping/tax portion of your order once the shipping address is provided.

Shipping/tax costs included in the additional payment link presume normal delivery conditions. If your destination requires special instructions or equipment to make delivery, additional charges may apply. Please contact your account manager to detail any special requirements for non-standard delivery.

Turnaround Times

Pre-Press: Electronic proofs take one full business day to generate after you submit your files. If you need to make changes to your files after that time, it will take us another business day each time you submit new files to generate a new proof. *For orders with physical proofing, proofs take approx. 2-3 weeks for delivery. Premium expedited shipping is included in your proof cost, which is our fastest shipping option. There is no way to expedite the production process on hard-copy proofs. Production begins once we have your approval on your electronic proof.

**Custom proofing options will add additional production time. Please reach out to your account manager for your proof turnaround estimate.*

Production Time: Production time varies according to binding type, specialty options, and quantity:
Saddle Stitched – 1-2 weeks
Perfect Bound – 2-3 weeks
Casebound – 3-4 weeks
Wire or Spiral – 3-4 weeks
Board Books – 3-4 weeks

Please Note: All production times are **estimates**. Many variables affect turnaround time including quantity, specialty options, holidays, weather conditions, etc. Always contact your account manager concerning your deadline.

Standard Shipping: Standard-speed ocean shipping to the USA and Canada takes approximately 6 weeks from the time production is finished. Please note guaranteed delivery dates are not available as random customs inspections, international and domestic holidays, weather, and unpredictable port conditions can cause delays that are out of our control. For commercial/business address delivery, inside-delivery may be available for an additional fee - please reach out to your account manager if you would like to investigate this option.

Expedited Shipping: Expedited shipping takes approximately 1 week from the time production is finished. Premium Expedited service is available for an extra charge and can shorten delivery from 1 week to 2-3 days. Please speak to an account manager about adding in this service. Please note guaranteed delivery dates are not available as random customs inspections, international and domestic holidays, and severe weather can cause delays that are out of our control. For commercial/business address delivery, inside-delivery may be available for an additional fee - please reach out to your account manager if you would like to investigate this option.

Quote Information

Job Number	GEN-2004-001234	Contact Name	Sample Text
Quote Number	GEN-2004-001234	Email	sarah.sample@company.com
Quote Name	Sample Text	Phone	1-415-555-1212
Quote Created	2/5/2021	Ship To	ADDRESS
Quote Valid Until	2/5/2021		

Information We Can Provide Upfront

Ship-from Address

Country: China

Name: 511 Capital LLC

Address Line 1: 23A, Jiangxi Building, No. 6029 Shennan Road, Che Kung Temple

Address Line 2 (optional): Futian District

City: ShenZhen

State/Province/Region: GuangDong

Zip/Postal Code: 518040

Phone (optional): +86 755 82771055

Information We Can Only Provide DURING PRODUCTION

1. Size/weight of each carton
2. Number of items per carton
3. Number of pallets in shipment (if any)

We can, however, provide ESTIMATES for the above if needed.

What We Will Need From You for Packaging/Labeling Your Order

1. Addresses of each warehouse, the number of copies going to each warehouse, and the shipped speed (expedited or standard)
2. Box labels (.pdf file) - *See PDF. pg 7 for an example box label PDF.*
3. Pallet labels - if applicable (.pdf file). Your account manager will be able to let you know if your order will be delivered via pallet or Small Package. *See PDF. pg 8 for an example pallet label PDF.*
4. Shipment packing list (.txt file) ****Not required for Small Package Deliveries****

This also contains the Amazon Reference ID (required for the delivery driver to schedule delivery with Amazon) *See PDF. pg 9 for an example packing list.*

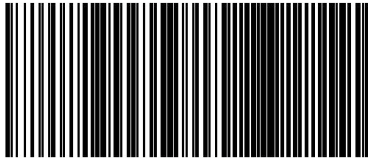
5. Amazon Reference ID (China needs to provide this to UPS so they can set up delivery to Amazon) **** This is on the Shipment Packing List****

FBA

目的地:
FBA: COMPANY NAME
LAS1
12300 Bermuda Road
HENDERSON, NV 89044-8746美
国

发货地:
PrintNinja
Che Kung Temple - Shenzhen - 518040
6029 Shennan Avenue23A, Jiangxi Building
中国

PRN2012-44007 - Couples 198



FBA15WGQZBG8U000001



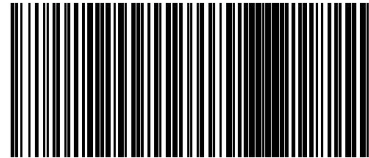
Single SKU
2X-T6PZ-TTU6
数量 50

FBA

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12300 Bermuda Road
HENDERSON, NV 89044-8746美
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6029 Shennan Avenue23A, Jiangxi Building
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FBA15WGQZBG8U000004



Single SKU
2X-T6PZ-TTU6
数量 50

FBA

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PRN2012-44007 - Couples 198



FBA15WGQZBG8U000002



Single SKU
2X-T6PZ-TTU6
数量 50

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FBA15WGQZBG8U000005



Single SKU
2X-T6PZ-TTU6
数量 50

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FBA15WGQZBG8U000003



Single SKU
2X-T6PZ-TTU6
数量 50

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FBA15WGQZBG8U000006



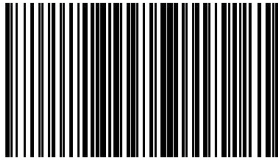
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数量 50

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FBA15WGQZBG8



FBA-NEW / Stickerless

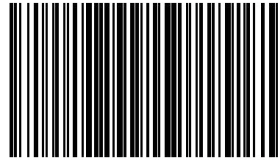
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FBA-NEW / Stickerless

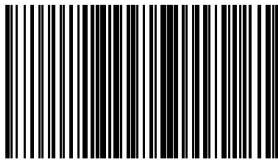
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FBA15WGQZBG8



FBA-NEW / Stickerless

Single SKU

Shipment ID FBA680GQZBG8
Name PRN2012-45816 - PRODUCT TITLE
Plan ID PLN8YDJJ1P
Ship To "SHIPPING ADDRESS"
Total SKUs 1
Total Units 9900
shipment-total-cases 198
Pack list 1 of 1

Merchant SKU	Title	ASIN	FNSKU	external-id	Condition
Case	Who will prep?	Prep Type	Who will label?	Units per	
	Number of Cases	Shipped			
2X-T6PZ-DDU2	YOUR PRODUCT TITLE			B0799PDNFSC	B0799PDNFSC
EAN : 0664979115782		New		-- --	-- 50
198	9900				