



**amazon**services

**FBA Pre-shipment Preparation Guide**  
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The purpose of this guide is to give you a step by step guidance\* on what you need to prepare before creating your Fulfillment by Amazon (FBA) shipment on Seller Central. The content in this guide is specifically for international sellers that are sending in FBA shipments from outside of Japan.

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\*This guide does not cover steps on Seller Central.

# Step 1. Understand Importer of Record

To send in your FBA shipment, you will need an *Importer of Record for your goods*.

Please note: This page is not intended to constitute customs or legal advice. We recommend that you consult with a customs broker or legal adviser before importing into Japan.

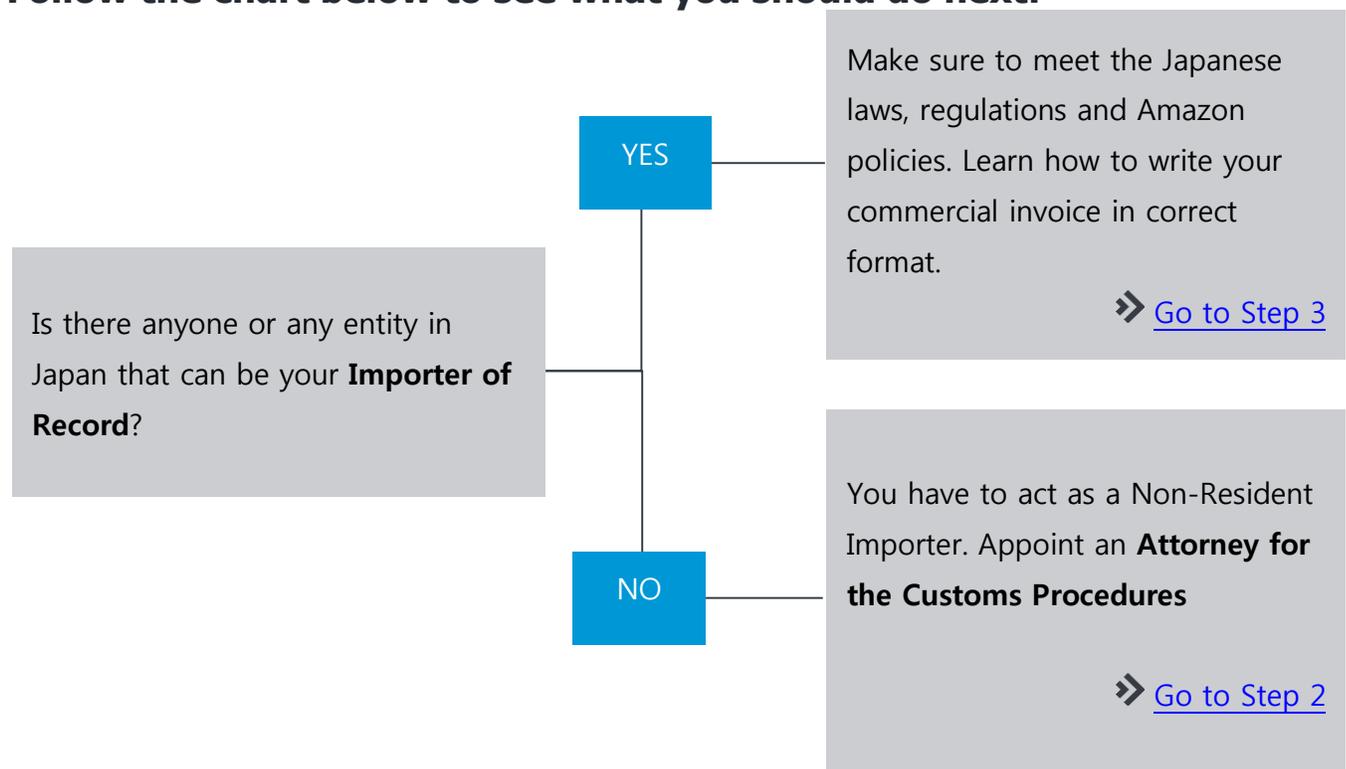
## 🔍 What is the Importer of Record (IOR)?

Importer of Record is a term for the entity responsible for ensuring your imported goods comply with local laws and regulations as well as payment of applicable import duties and taxes.



Please note that Amazon and its fulfillment centers will not serve as the importer of record (IOR) for any shipment of Fulfillment by Amazon (FBA) inventory.

## 🔍 Follow the chart below to see what you should do next:



## 🔍 What is the Non-Resident Importer and the Attorney for the Customs Procedures (ACP)?

Learn more on the next page

## Step 2. Appoint an Attorney for the Customs Procedures

If you are not a Japanese entity, or do not have a Japanese entity to act as the importer of record in Japan, you must appoint a service provider as your *Attorney for Customs Procedures*.

### Q **What is the Attorney for the Customs Procedures (ACP)?**

The Attorney for the Customs Procedures (ACP) is a term used for an entity or person that can pay duties and taxes, which may be incurred at the time of import, on your behalf. Once ACP is granted, it is valid permanently unless the attorney is dismissed.

### Q **Why do I need an ACP? Is it mandatory?**

When shipping goods into Japan, there must be an Importer of Record who will be responsible for duties and taxes that may be charged upon import. The importer is also responsible for ensuring the imported goods comply with local laws and regulations.

If you do not have a Japanese entity to act as the importer of record, it is mandatory that you appoint an ACP who can pay duties and taxes on your behalf.

Please note ACP does not fully take over the responsibility of an importer in that it is only responsible for duties and taxes. You must ensure that your goods comply with the local laws and regulations as a part of your responsibility. For more details on the laws and regulations, [Go to Step 3](#)

### Q **How do I find an ACP?**

Once you confirm your products comply with Japanese Law and are eligible for FBA, you can refer to the list of service providers that offer FBA shipment support on our website. Amazon has established a directory of External Service Providers that can act as ACP and support you with FBA shipments. It takes 3 to 8 weeks for a service provider to be registered at customs. Please make sure that you start contacting service providers early enough if you are not a Japanese entity or you do not have a Japanese entity to act as the importer of record.

Please be advised that the customs territory of Japan is divided into regional areas that do not share information regarding ACP registration. This means you can only rely on your ACP in the region(s) where the application is received. You have to appoint an ACP in each region if necessary. Once you find out the destination FC for your goods, please ensure that your ACP is registered in all required regions.

[SERVICE PROVIDERS](#) (See FBA Shipment Support column)

# Step 3. Comply with Laws and Regulations

Products prohibited by Japanese laws and regulations, or by Amazon policy cannot be sent Amazon FCs.

You are responsible for obtaining any necessary license, permit or other authorization and for complying with all import and customs requirements.

## 🔍 Which goods require license or authorization?

You are responsible for determining whether or not your goods require a license, permit or other authorization. The Japan Customs website has provided an [outline of relevant laws and ordinances](#).

Additionally, all imported products must meet Japanese regulations and product labeling obligations. Please also review [our website](#).

You are responsible for ensuring that your products comply with all applicable laws and Amazon policy. There are external service providers on our website that can offer additional advice.

[SERVICE PROVIDERS](#) (See Legal advisory column)

# Step 4. Prepare the Commercial Invoice & Shipment Waybill

A Commercial Invoice and Shipment Waybill are required for import shipments. The Commercial Invoice must be in the correct format and all information must be accurate. Missing or incorrect information may result in delays or seizures.

## 🔍 What do I need to include in the invoice?

1. Shipper / Exporter information (usually seller information)

SHIPPER / EXPORTER  
(Company name) [XYZ Corporation](#)  
(Address) [123 Guangdong Shenzhen, China](#)

2. Case 1) Consignee/Importer of Record when there is an Importer of Record in Japan

CONSIGNEE / IMPORTER OF RECORD  
(Company name) [ABC Company](#)  
(Address) [1-2-3 Kojimachi Chiyoda-ku, Tokyo, Japan](#)  
(Name) [ABC Taro](#) (Telephone) [+81-3-1234-5678](#)

**OR**

Case 2) Attorney for the Customs Procedures (ACP) as a Non-Resident importer of record

Attorney for the Customs Procedures  
(Company name) [EFG Inc.](#)  
(Address) [1-2-3 Shinjuku Shinjuku-ku, Tokyo, Japan](#)  
(Name) [EFG Hanako](#) (Telephone) [+81-3-8765-4321](#)



Do not leave this information blank



Do not indicate Amazon as your Consignee/Importer of record/ACP

3. Destination/Ship to (Amazon FC address)

Ship to  
[Amazon co.jp FSZ1 FBA](#)  
[4-5-1 Ougicho,](#)  
[Odawara-shi, Kanagawa Japan, 250-0001](#)

4. The date of the invoice
5. The PO number
6. Shipment tracking number
7. Country of origin
8. The terms of the sale: incoterms. Note that correct terms must be Delivered Duty Paid (DDP).
  - DDP will allow you, the seller, to pay all applicable duty and taxes and be responsible for clearing customs before delivery to the Amazon fulfillment center.
9. Detailed description of the goods being invoiced  
Include the following:
  - Customs Harmonized Codes, if known
  - Number of units
  - Total value for each item: fair-market value must be stated for customs purposes
10. The type of currency of the transaction
11. Signature

[See full view of the Invoice Samples](#)

[Download Invoice Formats](#)

## 🔍 What do I need to include in the shipment waybill?

The image shows a DHL Shipment Waybill form with several sections highlighted by callouts:

- Section 1: Payer account number and insurance details/ 顧客番号・保険**
  - Callout: "Select 'Shipper'" points to the "Shipper" radio button under "Charge to" (運送料金請求先).
- Section 2: From (Shipper/荷送人)**
  - Callout: "Fill out your FBA PO number" points to the "Shipper's reference (up to 35 characters)" field.
  - Callout: "Fill out your information" points to the "Company name/会社名" and "Address/住所" fields.
- Section 3: To (Receiver/荷受人)**
  - Callout: "Fill out your Importer of Record or ACP followed by C/O Amazon and FC information" points to the "Delivery address/住所" field.
  - Callout: "Fill out the contact information of your Importer of Record or ACP" points to the "Contact person/担当者名" and "Phone, Fax or E-mail(required)" fields.

Expiry 01/13

2 3 2 7 8 4 3 8 3 6

ORIGIN

DESTINATION CODE



**4 Shipment details** Billed weight is calculated from total weight and dimensions

Total number of packages 総個数	Total Weight 総重量	Pieces 枚数	Length 長さ	Width 幅	Height 高さ
1	2.0 kg	1 @	10	x 15	x 15
		@		x	x
		@		x	x

**5 Full description of contents/貨物明細**

Give content and quantity/品名・数量 The shipper confirms that this shipment does not contain any dangerous goods as defined under IATA regulations.

3pieces of book  
Details as per attached invoice

発送人は、貨物にはIATA規則で定める危険物がいっさい含まれていないことを確認するものとします。

**6 Non-Document Shipments only (Customs Requirement)**

Attach the original and two copies of a Proforma or Commercial invoice

Shipper's VAT/GST number ABC1234	Receiver's VAT/GST or Shipper's EIN/SSN DEF5678
Declared Value for Customs/税関申告価値 (as on commercial/proforma invoice) US\$10.00	Harmonised Commodity Code if applicable 税関品目番号 4901.10

TYPE OF EXPORT  
 Permanent 常設輸出  
 Repair / Return 修理・再輸出  
 Temporary 一時輸出

Destination duties/taxes if left blank receiver pays duties/taxes /輸入関税等請求先

Receiver  荷受人     Shipper 荷送人     Other 第三者

**7 Products & Services**

Domestic     International Document  
 International Non-Document

Products (not all are available in and from all locations)  
 EXPRESS 9:00  
 EXPRESS 10:30  
 EXPRESS 12:00  
 EXPRESS / WORLDWIDE  
 ECONOMY SELECT  
 EXPRESS ENVELOPE  
 OTHER.....

Optional Services (extra charges may apply)  
 Saturday Delivery     Non-standard Pickup  
 Delivery Validation     Priority Packages  
 Non-standard Shipment     Other.....

Global Business  
 Priority     Standard     Other

DIMENSIONAL/CHARGEABLE WEIGHT/容積重量  
 kg 2.0 gr

**Notice/注意**

裏面の記入方法を参考に、各項目はできるだけ詳しくお記入ください。

Please refer to the instructions for preparing Waybill on reverse side of this Shipper's copy and enter the detailed information in all appropriate columns. 上記記入後、1枚目はお客様控えとしてお取りいただき、残りを貨物とともにお渡しく下さい。

Please detach this shipper's copy and deliver the rest of this Waybill to us with this shipment. この貨物の運送に関する弊社の責任は、弊社の約款またはワルソー条約その他の国際条約により制限される場合があります。 DHL's liability in connection with the carriage of this shipment shall be limited in accordance with our Conditions of Carriage and/or the Warsaw Convention or other conventions. 荷送人は、運送料金や関税、その他の税金に對し、支払責任を負うものとします。 The shipper is responsible for all charges include and 1. お客様控え、2. 荷主控え

Select "Shipper"

NOTE: This is just an example to show how to complete a shipment waybill. If you choose to use DHL express, the contract for the service and applicable Terms and Conditions shall be exchanged between DHL Express and the seller. By showing the DHL shipment waybill hereby Amazon, does not make any guarantee for the service and assumes no responsibility. In addition, Amazon does not provide any support for the service. Please contact DHL Express directly for this service.

1. Payer account number and insurance details
  - a) Select "Shipper" so that you, the seller, will be able to pay the shipping fee
2. From
  - a) Fill out your information
  - b) Write your FBA PO number in Shipper's reference
3. To
  - a) Fill out your Importer of Record or ACP followed by C/O (care of) Amazon and FC information
  - b) Fill out the contact information of your Importer of Record or ACP
4. Non-Document Shipments only (Customs requirement)
  - a) Select "Shipper" so that you, the seller, will be charged for the duties and taxes

# Step 5. Select a shipping carrier

Delivered Duty Paid (DDP) are the required incoterms when shipping your goods to an Amazon FC in Japan from abroad. Confirm with your shipping carrier that they accept DDP shipment.

## 🔍 What is Delivered Duty Paid (DDP)?

Delivered Duty Paid (DDP) is an incoterm that means you as a shipper/exporter will cover all the costs of transport including duties and taxes.

## 🔍 Why is this important? Is it mandatory?

DDP is the mandatory incoterms – Amazon will not cover duties and taxes for FBA shipments.

💡 If you use a shipping carrier that does not allow DDP, your shipment will be rejected by Amazon and held at Japan Customs. You would then need to request their return at your expense.

## 🔍 What do I need to do?

1. Confirm with your shipping carrier that they allow DDP.
2. Indicate DDP on both the Commercial Invoice and the shipment waybill under Incoterms.

💡 **EMS** and **DHL Paket** operated by postal service do not allow DDP. Therefore, international shipments through these carriers will be rejected.

# Checklist

- Do you have an importer of record in Japan or ACP?
  - Do your products comply with all legal requirements and Amazon policy?
  - Have you obtained all necessary licenses, permits or other authorizations?
- Is your commercial invoice ready in correct format and information is accurate?
- Is your shipment waybill ready in correct format and information is accurate?
- Does your shipping carrier allow DDP?