

How to Create Invoice for Fulfillment by Amazon



Note & Requirements

<Note>

Please be advised that Amazon cannot serve as an ‘Importer of Record’ for goods sent to Japan.

You will need to arrange for an importer of record in Japan.

<Requirements>

If you would like to send your products directly to Amazon’s Fulfillment Center (FC), please make sure you fulfill the following requirements.

- You need to arrange for an Importer of Record. (Amazon cannot serve as an Importer of Record. You must arrange for an Importer of Record or contact an agent that could help you with custom issues.)
- You need to append the importer to the shipping address (C/O + “importer name”) on the shipping slip.
- You need to write down your Importer of Record on your Invoice.
- You need to write down the PO number on the shipping slip and invoice. (PO number can be found on your FBA Shipment Record in Seller Central.)
- You cannot set the receiver(= Amazon) as the “destination duties/taxes”. Amazon(=receiver) cannot pay any custom duties or taxes on your behalf.

***If you cannot arrange for an Importer of Record or agency for customs, you cannot export your products into Japan.**

As mentioned...

AMAZON CANNOT BE YOUR IMPORTER

If your item arrives without having an importer, your shipment will either be returned or disposed at customs.

Please carefully review from the next page on **HOW TO LIST YOUR INVOICE AND AIRWAY BILL when you ship directly to Amazon’s Fulfillment Center(FC) from overseas.**

We will introduce **INVOICE AND AWB (AIR WAY BILL) SAMPLES** on the next page followed by instructions.

Example of Airway bill

1 Recipient's Name / Company Name

2 Payments (Transportation and Duty/Taxes)

3 Payments (Transportation and Duty/Taxes)

4 Sender's Internal Billing Reference

Commodity Description	Net Weight	Net Volume	Declared Value	Country of Origin	Value for Customs
Drills, Portable, Electric Serial# 1123	8508.10			China	\$50.00
Drill Bits, 1/4 HSS Serial No. 3345	8207.90			China	\$500.00
Total Packages					
Declared Value			\$550.00		
Special Services			USD		
Total Package Value					\$550.00

1 Recipient's Name / Company Name

Add the importer (third party) name/company as the C/O following Amazon FC's address.

→If you don't add the detail, your shipment will get stuck at customs and your shipment will either end up getting returned or disposed.

2 & 3 Payments (Transportation and Duty/Taxes) NEVER CHOOSE RECIENT

→If you select Recipient instead of Sender or Third Party, that means you are choosing Amazon to pay for the Transportation cost and Duty/Taxes. However, because Amazon cannot be your importer and cannot cover any cost for transit, your shipment will either get stuck at Customs or Amazon FC will refuse to receive.

Please check your incoterms (transportation agreement), and select the most appropriate party within the checkbox to be billed.

4 Sender's Internal Billing Reference WRITE YOUR PO NUMBER

*You can find your PO information on Seller Central's Shipment Record.

→If anything happens to your shipment, the carrier and Amazon might be able to track your shipment if you write your PO for our reference.

Restricted Products

As a seller on the Amazon platform, it is your responsibility to comply with all laws and regulations and with Amazon policies. You are responsible for conducting proper research to ensure that your products can be exported to Japan and Amazon. You may be required pre-approval from each authority prior to exporting products to Amazon. We encourage you to consult with your legal counsel if you have questions about the laws and regulations concerning your products. You can also find some information from following:

JETRO

<http://www.jetro.go.jp/>

Japan Customs

<http://www.customs.go.jp/english/index.htm>

METI

<http://www.meti.go.jp/english/index.html>