



## **Palletline Amazon Consolidation and Booking Service Vendor Instructions**

Thank you for choosing the Palletline / Amazon consolidation process. This service will facilitate a seamless and efficient delivery service to all eight Amazon UK Fulfilment Centres, (FC's), whilst reducing your local administration.

As the Vendor you play a vital part in helping us to make sure your goods are delivered according to the Amazon FC's requirements, and in turn to ensure your wish for a delivery, first time, in full. Please read the below, and pass a copy on to the relevant members of your staff.

### **BOOKINGS**

**You will no longer need to request a booking slot on the Amazon CARP system with the required FC.**

**Palletline will make the CARP bookings on your behalf**, as this is the only way to ensure that your goods are received as part of the agreed Daily Delivery schedule with the Amazon sites.

### **WHAT INFORMATION DO PALLETLINE REQUIRE FROM YOU TO MAKE THE BOOKING?**

#### **ASN / FBA/ BOL NUMBER**

As the Vendor / Seller, you must supply the **ASN, FBA or BOL** numbers relating to the purchase order being despatched. You **must** ensure that these numbers contain only CONFIRMED and OPEN purchase orders.

Purchase Orders and ASN / BOL management remains your, (the Vendor's), responsibility.

#### **UNIT AND CARTON COUNTS**

It is vital that each ASN / FBA / BOL number accompanied by a separate **Unit** and **Carton** count, and that this information is provided to the Palletline member collecting your goods.

#### **NUMBER OF PALLETS**

The Number of Pallets being despatched for each ASN / FBA / BOL must also be provided.

To ensure a smooth and successful delivery it is important that the above information is provided, and is accurate, in accordance with the Amazon Vendor Manual.

Neither Amazon nor Palletline will be responsible for a Non-Delivery caused as a result of wrong / incomplete information provided by the Vendor.

For further guidance Vendors should contact their Amazon Vendor Manager.

#### **REQUIRED DELIVERY DATE OF GOODS TO THE AMAZON FULFILMENT CENTRE**

As soon as you know the required delivery date please contact your local Palletline depot to request the collection of your goods. Your local Palletline member will agree a booking method that is suitable for your company.

## TRACKING

Palletline offer an online booking service for your shipments that will enable you to track your shipments to final delivery. Please contact your local Palletline member for more information.

## PALLET PRESENTATION TO AMAZON FULFILMENT CENTRES

It is important that your goods are presented to Amazon Fulfilment centres in accordance with the Amazon Vendor manual, the key points of which have been extracted and detailed below. Goods not presented in this way may be rejected at the Amazon FC. This may also result in the goods being returned to you at your cost.

Amazon does record incidents of Non-Compliance against Vendors and can also apply fines in relation to this. Palletline are committed to working with all Vendors to prevent any failure of delivery or unnecessary costs.

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### Pallet Presentation requirements, as per the Amazon Vendor Manual

#### Single-stacked Pallets

- Load Pallet dimensions and Weight
  - **Height: must not exceed 1.7m (including the height of the pallet)**
  - If total pallet height exceeds 1.7m, item must be laid horizontally on the pallet with **equal over hang on each side of the pallet**. Amazon must be able to remove the pallets from the rear of the vehicle
  - Weight must not exceed 1,000kg
- **Broken or damaged pallets will be rejected**
- **Pallets must be standard 4 way-access pallets**
  - Dimension: 1200mm x 1000mm x 150mm
- All pallets must be shrink-wrapped in **clear plastic** with security tape, **no black shrink wrapping**
- Shrink Wrapping must be sufficient to ensure that goods are secured and do not move in transit. Wrapping should be around the bottom of the pallet base.
- **No loose cartons** on top.
- Vendors must be label the pallets, on a minimum size of A4, with the following:
  - **To: (FC Address), From: (Vendor Address), Purchase Orders, Number of Cartons, Number of Units, Pallet Count**

#### Double-Stacked Pallets

- Height: **must not exceed 3m** (including the height of the pallets). **Each pallet must not exceed 1.5m**
- The combined weight must not exceed 2,000kg
- The top layer of the bottom pallet must be comprised of flat, full layers, to avoid unstable loads
- Double stacked pallets **must not be secured together by shrink wrapping**
- **No treble stacking.**