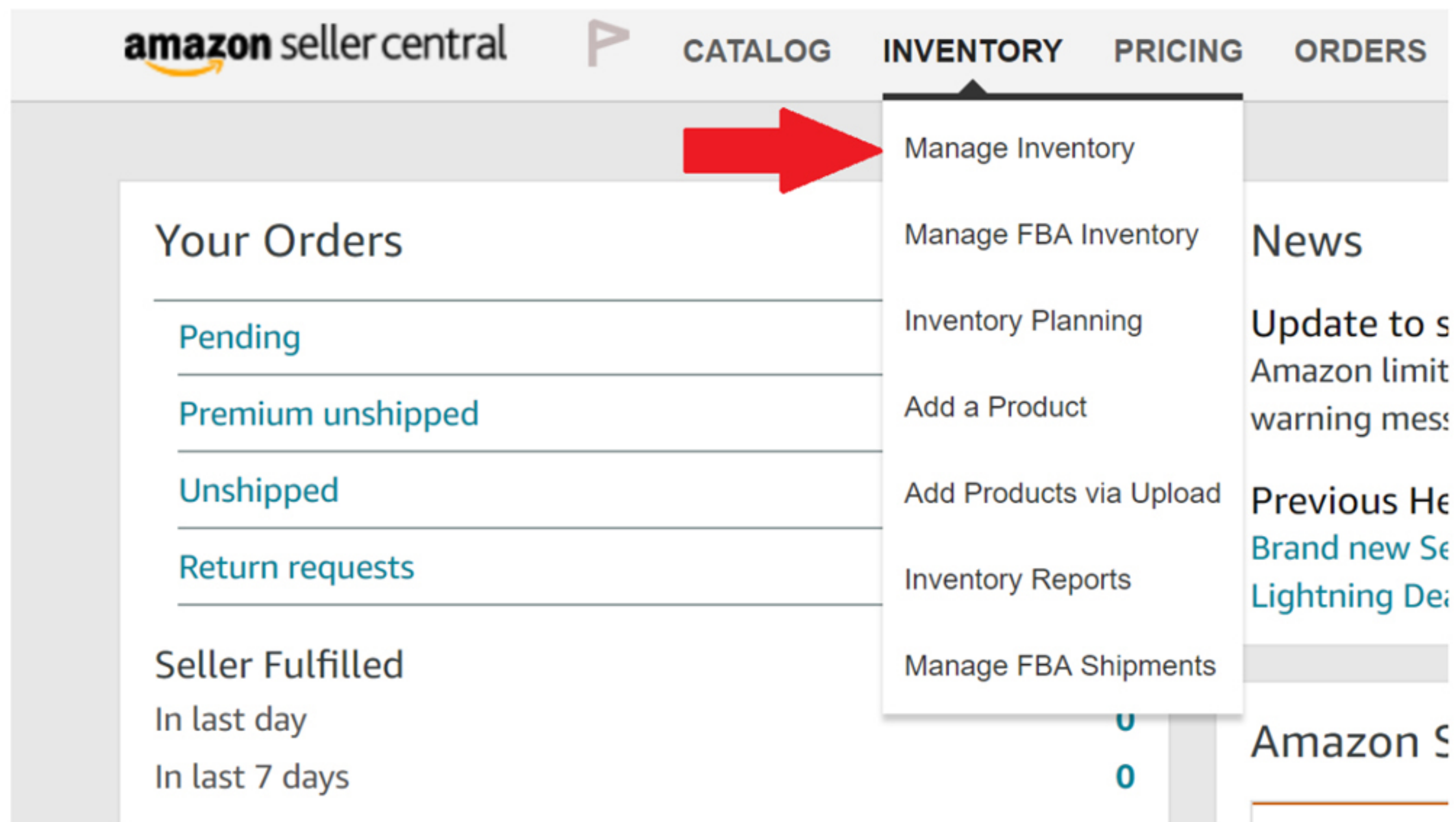


AMAZON REMOVAL ORDER - STEP BY STEP

✓ Creating a Quick Removal Order

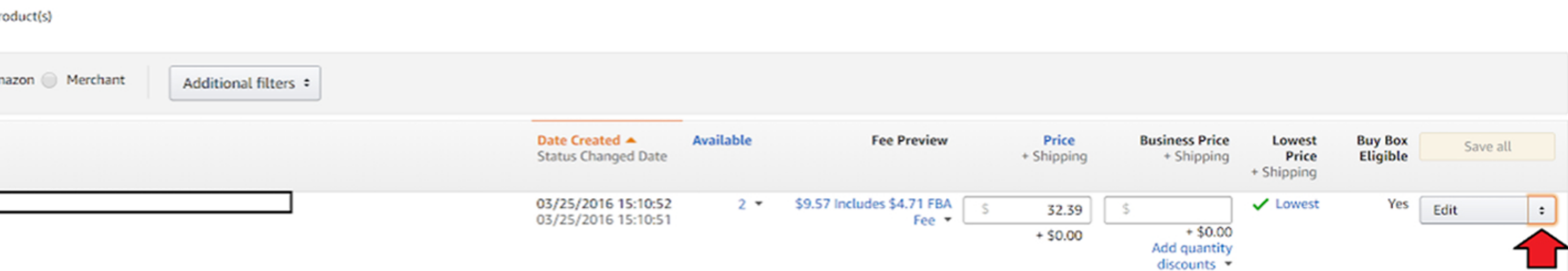
1. Click on Inventory -> Manage Inventory





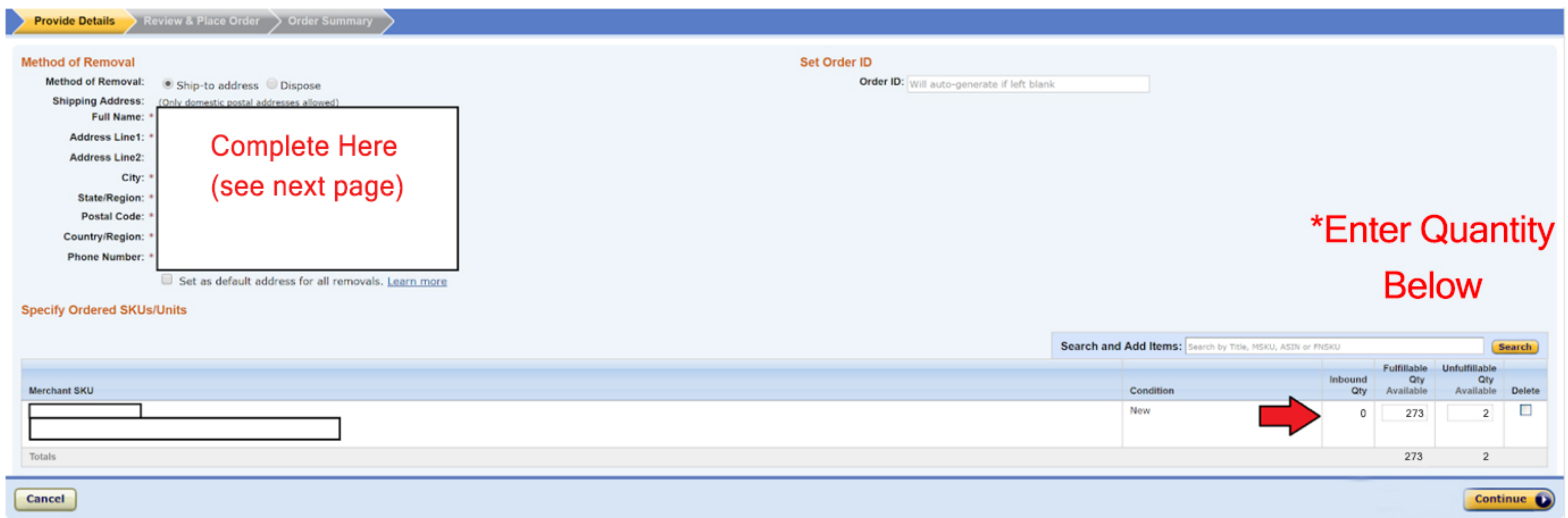
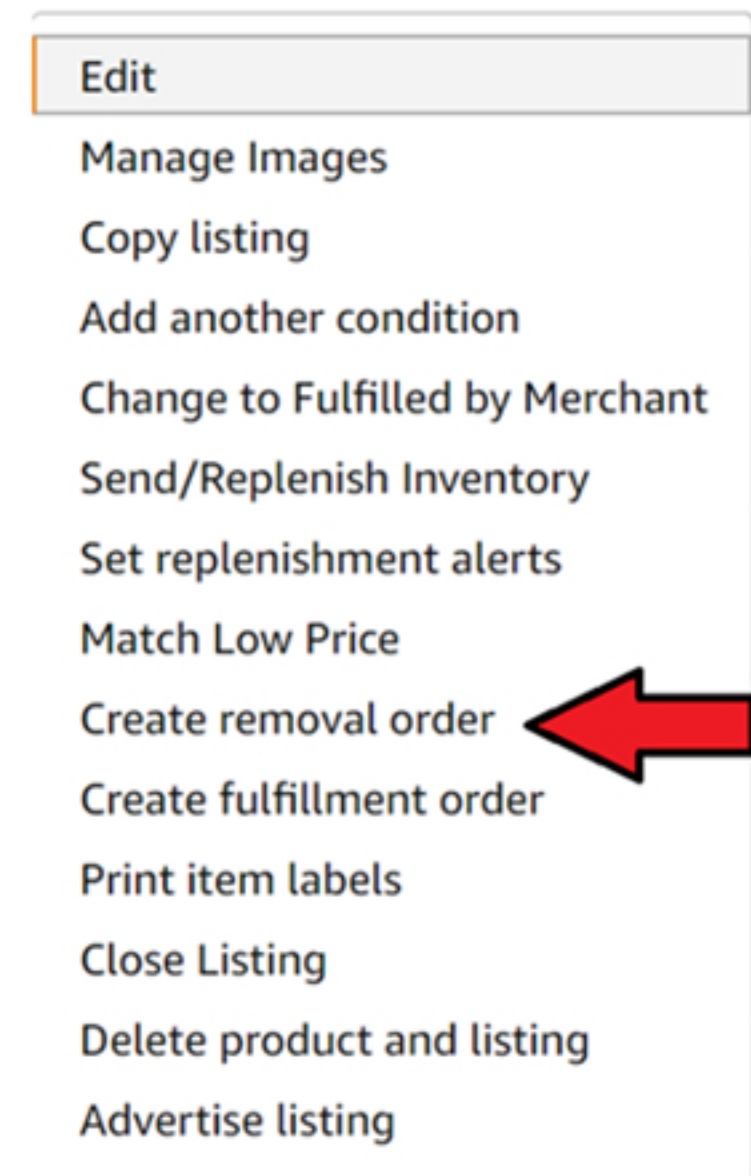
AMAZON REMOVAL ORDER STEP BY STEP GUIDE

2. Find the product you want to do Removal Order for. After you locate the item, select the arrows nearby the “Edit” button to open a drop down menu as shown in the screenshot below.



3. Select, “Create removal order”.

This will take you to the removal screen as shown below. Make sure to enter in the correct quantities for fulfillable and unfulfillable (if any) and the warehouse address (see next page for details).



*You’ll see on the next page how to complete this.





AMAZON REMOVAL ORDER STEP BY STEP GUIDE

4. Add the address where your goods will be sent, which is our warehouse. In the next picture you can see the table that Amazon requires you to complete. Below are our complete details of our warehouse. Complete as below:

*Note: This address is one of the 2 Inspector Control Locations

Provide Details | Review & Place Order | Order Summary

Method of Removal

Method of Removal: Ship-to address Dispose

Shipping Address: (Only domestic postal addresses allowed)

Full Name: * INSPECTOR CONTROL

Address Line1: * 5031 W Gunnison St

Address Line2: *YOUR NAME - to identify the owner of the goods

City: * Chicago

State/Region: * Please select... IL (Illinois)

Postal Code: * 60630

Country/Region: * US

Phone Number: * 7738142134

Set as default address for all removals. [Learn more](#)

Specify Ordered SKUs/Units

5. The Quantity you want to remove. You might have fulfillable or unfulfillable quantities available. Enter in each box the number of units you would want to remove. If you dont have any unfulfillable or any fulfillable just leave it at 0 (zero).

Inbound Qty	Fulfillable Qty Available	Unfulfillable Qty Available	Delete
0	273	2	<input type="checkbox"/>
	273	2	





AMAZON REMOVAL ORDER STEP BY STEP GUIDE

6. The last step is to confirm the selection. Make sure to double check the “Method of Removal” and make sure that it says “Ship-to address” and not “Dispose” (unless you mean to destroy the items).

Create Removal Order
Review the order details, and then click Place Order to complete your request. To modify your order, click Back.

Provide Details | **Review & Place Order** | Order Summary

Items that will be removed Change Units or Items

Product Description	Fulfillable Qty	Unfulfillable Qty
<p>INSPECTOR CONTROL 5031 West Gunnison Street Chicago, IL 60630 United States Phone: 7738142134</p> <p>ASIN: B01L3L3L3L FNSKU: B01L3L3L3L</p>	2	--

Order Summary Change

Order ID: 1908029PM
Method of Removal: Ship-to address

Shipping To Change

INSPECTOR CONTROL
 5031 West Gunnison Street
 Real Name: *YOUR NAME
 Chicago, IL 60630
 United States
 Phone: 7738142134

Shipping Summary

Shipping Speed: Standard Shipping

Estimated Fees

You will be charged the per-unit fee shown in Fees for the Return and Disposal of FBA Inventory. Removals can take 10 to 14 business days to pick, pack and ship. You will be billed within 45 days of the removal.

Place Order

Then select the “Place order” button and you’re done!

That’s it!

You’re all set and Amazon will start to ship the items from your removal order to the address you gave.

Also, you can see your Removal Orders in Orders > Manage Orders. Removal Orders will have totally different order ID’s than normal orders.

Removal Order Example: 4WGSKKGAS

Orders Advertising

- Manage Orders**
- Order Reports
- Upload Order Related Files
- Manage Returns
- Manage SAFE-T Claims

You’re All Done!

