

# DC Amazon Vendor Integration User's Guide

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## Despatch Cloud Amazon Vendor User's Guide

### 1. Create Amazon Vendor Channel

- Log in to <https://production.channelapi.co.uk/login> or if you do not already have an account, create one on here <https://production.channelapi.co.uk/register>
- Click "**Stores**" in the left menu.
- Add a new store or click the ( [image.1622805831634.png](#) ) edit icon next to the store you have added before.
- Here you will see the list of channels belonging to the store. Click the **+ Add** button in the upper right. And click on the **Amazon Vendor** logo.

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- Enter your Amazon Vendor **Credentials**. And check "**Is Active**", then click the "**Save**" button.

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#### How to Get Amazon Vendor Credentials?

Please review the file "**Registering Your Selling Partner API Application**" to be provided by your account manager and complete the steps in accordance with the file.

### 2. List of Confirmation Orders

- Click the Purchase Orders menu to see your purchase orders.

**Note:** If the list is empty, it means that new confirmation orders have not been sent to the system yet.

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### 3. Acknowledgement Management of Confirmation Orders

- Click on the **edit icon** next to any Confirmation Order.
- Then, in the confirmation order detail, under the Confirmation Order Items section, the acknowledgement information for each item is available. The default status of each item is Pending.

You should mark each item as **Accept** or **Reject**.

**Note:** You can also **backorder** the item marked as **Accept**.

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### **Marking as "Accept"**

If you are going to accept the entire item as in the example below, please enter the "**Accepted Item Quantity**" value as the total item quantity.

Then, enter the "**Accepted Scheduled Ship Date**" date and click the "Save" button.

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### **Marking as “Accept” and “Backorder”**

As in the example below, please fill in the **Accepted and Backordered Item** quantity fields so that it does not exceed the total item quantity. Then, enter the **Accepted and Backordered Scheduled Ship Dates** and click the “Save” button.

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### **Marking as “Reject”**

As in the example below, select the **rejected reason** and click the “Save” button.

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#### 4. Confirm and Submit Acknowledgements

Finally, click on the "**Confirm and Submit Acknowledgments**" button as in the image below.

**Note:** Make sure that all items are marked with acknowledgement info.

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**Review the marked items** and click the **“Submit”** button.

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