

## Onboard with Amazon (Direct Fulfillment)

This guide will walk suppliers through the steps needed to go live with Overstock.

See the link below for general information, documents, troubleshooting, and more.

[Amazon Direct Fulfillment](#)

### Before you get started

Before you begin onboarding, make sure you have completed the 2 steps below:



#### 1: CREATE A RELATIONSHIP WITH THE TRADING PARTNER

Reach out to the partner you wish to onboard to sign your supplier agreement and set up your assortment.



#### 2: SIGN UP WITH LOGICBROKER

You'll need to be a Logicbroker customer to trade with this partner.

[Become a Logicbroker Customer](#)

## 1. LB – Send New Retailer Integration Form

Let us know when you want to add a trading partner with Logicbroker so we can send you our **New Retailer Integration Form**. *\*If you are a new supplier, you may have already received this form*

## 2. Supplier – Submit New Retailer Integration Form

Complete the form with your retailer-specific details. *\*If you are a new supplier, you may have already completed this form*

## 3. LB – General account setup

We will add the new trading partner relationship to your account.

## 4. LB – Send New Retailer Onboarding Next Steps

We will send you a Next Steps email that will provide you with a link to this Quick Start Guide so you can move forward with your onboarding tasks.

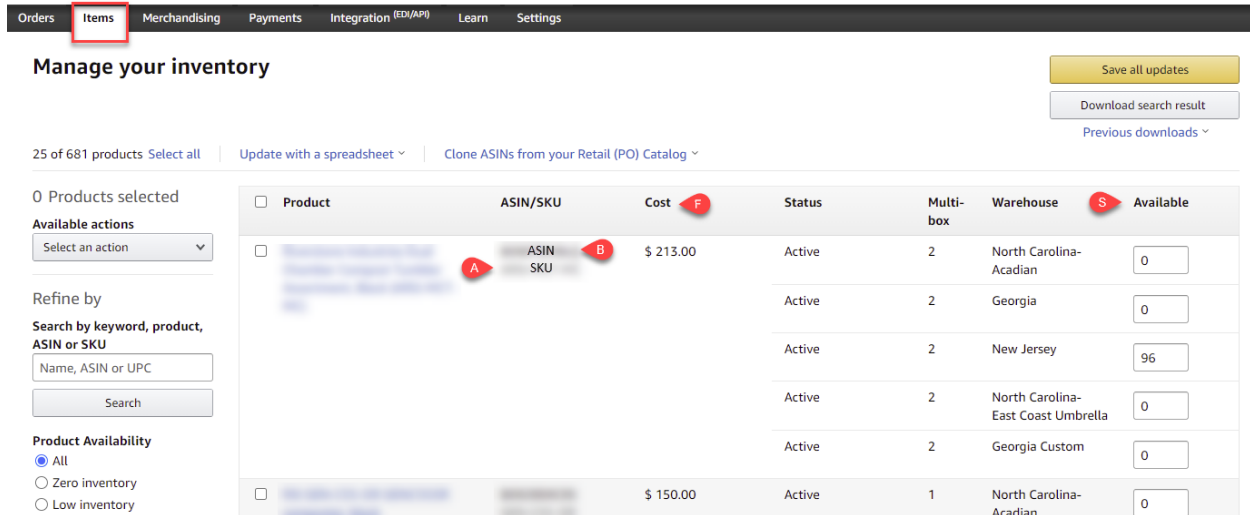
## 5. Supplier/LB – Feed setup

In this step, you will send us an inventory file with your Direct Fulfillment items.

1. Download our inventory template by going to the portal > **Products** > **Inventory Feeds** > **Download Files** > download the **Standard Feed**
2. Fill out the following fields. *\*This file should only include direct fulfillment SKUs that have been **enabled** and **added** to Amazon.*

CSV Field	Column	Description	Required
Supplier SKU	A	Your SKU	Yes
Merchant SKU	B	Amazon's ASIN # <i>*once you're in production, you can use either Amazon's ASIN # or the vendor number (VN)</i>	Yes
Quantity	E	Add up all individual warehouse quantities	Yes
Cost	F		Yes
Warehouse	O	5 digit alphanumeric Vendor Code found in Amazon - <i>*not the warehouse location</i>	Yes
Warehouse Quantity	S	Must match <b>Quantity</b> if there is only 1 warehouse	Yes
Vendor Number	BE	Assigned to the supplier by Amazon <i>*may be the same as the Warehouse ID if there is only 1 warehouse</i>	Yes

Some of these values can be found in Vendor Central  
> Items > Direct Fulfillment Inventory



**Manage your inventory**

25 of 681 products [Select all](#) | [Update with a spreadsheet](#) | [Clone ASINs from your Retail \(PO\) Catalog](#)

0 Products selected

**Available actions**  
Select an action

**Refine by**  
Search by keyword, product, ASIN or SKU  
Name, ASIN or UPC  
Search

**Product Availability**  
 All  
 Zero inventory  
 Low inventory

Product	ASIN/SKU	Cost	Status	Multi-box	Warehouse	Available
	ASIN SKU	\$ 213.00	Active	2	North Carolina-Acadian	0
			Active	2	Georgia	0
			Active	2	New Jersey	96
			Active	2	North Carolina-East Coast Umbrella	0
			Active	2	Georgia Custom	0
		\$ 150.00	Active	1	North Carolina-Acadian	0

3. Send it back to us using the existing email thread

## 6. Supplier/LB – Send Amazon invitation to LB

You will need to send an Amazon account invitation to us so we can configure the connection and go through testing. Once you are live, you can delete the user if you would like.

1. From Vendor Central, go to **Settings** > **User Permissions** > enter the contact information for the new user > click **Send invitation** *\*make sure full permissions are on*

## 7. LB – Create a test AS2 connection in Vendor Central

We will set up the AS2 connection between Logicbroker and Amazon.

## 8. LB – Retailer-specific account setup

We will add retailer-specific configurations to your account.

## 9. LB – Global Settings setup

We will set up account and connection details in Vendor Central.

## 10. LB - Inventory

We will upload test inventory into Logicbroker and send it to Amazon.

## 11. LB – Testing

You should see a few test orders in LB's stage portal. **Do not process these** in Logicbroker or in your system– we will take care of processing test orders to verify complete and correct end-to-end testing.

We will reach back out once order testing is complete.

## 12. LB/Supplier – Confirm go-live

Once testing is complete, we will reach out to you.

1. Let us know when you would like to go live.

## 13. LB – Production account setup

We will enable your account into production in Vendor Central and in our portal.

## 14. Supplier – Production account setup

On the go-live date, go through the following list of items to ensure you are ready to start processing live orders:

1. **Suppliers using another system:** Disable your stage connection *\*unless you are actively testing with another retailer* and set it up in the production portal.
2. Reconfigure any settings from stage into the production portal as these do not carry over.

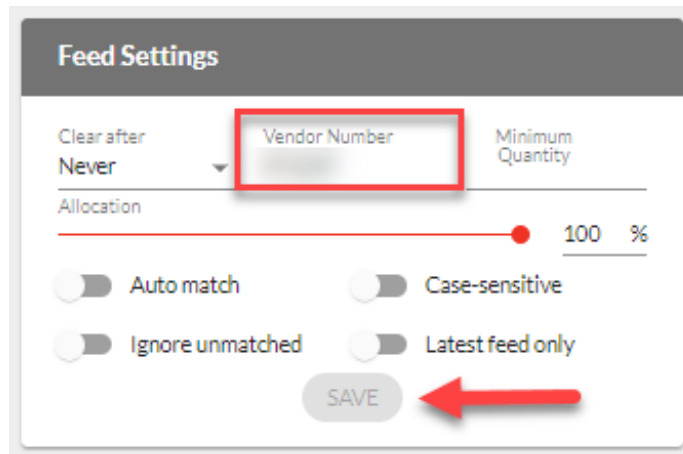
**Retailer-specific configurations:** inventory vendor number

## 15. Supplier – Send live inventory

In this step, you will manually upload your inventory to the production portal and send it out to the retailer as an 846 file.

## Production Portal

1. In the production portal, go to **Products > Inventory Feeds > Partner: Amazon (Direct Fulfillment) > Feed Settings** > add your vendor number > **Save**



**Feed Settings**

Clear after: Never

Vendor Number: [Red Box]

Minimum Quantity: [Redacted]

Allocation: 100 %

Auto match

Case-sensitive

Ignore unmatched

Latest feed only

**SAVE** ←

2. Review the inventory file from **Step 5**. Update any SKUs, quantities, and anything else that might have changed since sending this file to us.  
*\*Only include direct fulfillment SKUs that have been **enabled** and **added** to Amazon*
3. On the go-live date, go to the production portal > **Products > Inventory Feeds > Upload Files** > drop in the file
4. Select **Matching File** once prompted
5. Reupload the same file and select **Standard Feed** once prompted



### Confirm your upload worked

Under Events > Summary look for Inventory Imported and Matching File Imported

6. Go to Settings > Scheduled Tasks > EDI Inventory Exporter: Amazon (Direct Fulfillment) job that runs once per day ex. 12:00AM
7. Click Go Faster

Scheduled Tasks						
Task Name	Partner	Schedule	Last Started	Last Ended	Last Succeeded	
EDI Inventory Exporter	Overstock.com	At 12:00 AM	08/17/2021 08:00 PM	08/17/2021 08:00 PM	08/17/2021 08:00 PM	GO FASTER
EDI Inventory Exporter	Overstock.com	Every hour	08/18/2021 03:00 PM	08/18/2021 03:00 PM	08/18/2021 03:00 PM	GO FASTER

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## 16. LB – Confirm inventory was sent/received

We will confirm that the retailer successfully received the 846 inventory file and sent back a 997 functional acknowledgment confirmation.

## 17. Send Live in Production email

We will send out a live in production email notification. Your account is officially live in production! Going forward, you will use the production portal to process live orders.



## Need more information?

Visit our [Knowledge Base](#) or log into [Learn Logicbroker](#) for more details on how to optimize your Logicbroker experience.

## Helpful Links

[Amazon Direct Fulfillment](#)



### Support

Reach out to [support@logicbroker.com](mailto:support@logicbroker.com)