

Standard Operating Procedure for Testing and Enrolment of Fragile ASINs at the Amazon Packaging Lab

We have created a new enrolment process in order to streamline and simplify the enrolment experience for our Vendors. This new enrolment process grants you access to the Amazon Packaging Lab to test, enrol and certify your **FRAGILE ASINs** under 22.5 kg. This will be free of charge, subject to the availability of lab capacity.

Changes

Vendors may now submit **FRAGILE ASINs** for testing at the Amazon Packaging Lab.

What is a fragile item?

Fragile ASIN definition: Any item that could easily leak or break during the fulfilment process, this includes materials such as:

1. Glass
2. Ceramics
3. Porcelain
4. Clay
5. Liquids, semi-liquids or materials that liquefy at temperatures > 21 degrees Celsius

If 50% or greater of a product's total pieces contain fragile material, the product will be deemed fragile and 5 complete samples will be needed for testing.

For example: 4-piece pot/pan set: 4 pots/pans, 4 glass lids - the sample would be deemed fragile (50% of total, or 4 of 8 are fragile). 4 pots, 2 glass lids- the sample would not be deemed fragile as only 2 of the 6 pieces are fragile (less than 50%).

Amazon Packaging Lab: Testing and Enrolment

Vendors will have the ability to submit their **FRAGILE ASINs** to the Amazon Packaging Lab for testing, enrolment and certification. Amazon retains the ability to specify or limit the number of Primary ASINs that Vendors may submit. Amazon may withdraw approval for testing ASINs at the Amazon Packaging Lab and require a 3rd party lab report subject to the availability of Lab capacity.

Vendor Enrolment Procedure

Vendors must follow the below procedure for enrolling their Primary and Secondary ASINs.

What is a Primary ASIN? A Primary ASIN refers to a product with unique dimensions and packaging design that requires its own ISTA-6 packaging test or Vendor self-test to be completed. The Amazon Packaging Lab will perform this packaging test for approved Vendors.

What is a Secondary ASIN? A Secondary ASIN refers to a product that is identical to the Primary ASIN in terms of dimensions, form and packaging design. A Secondary ASIN may only differ from the Primary ASIN in terms of non-dimensional qualities such as colour, formulation, scent or flavour, or it may be sold in identical packaging in a different Marketplace. A Secondary ASIN is a true ASIN variation of the Primary ASIN and does not require its own ISTA6 packaging test to be completed but may be submitted for certification against the Primary ASIN.

Vendors must follow these steps to complete the submission, testing, enrolment and certification process:

Step 1. Vendor must complete the **Amazon Packaging Lab Vendor Enrolment Template** provided by Amazon for each Primary ASIN being submitted. Secondary ASINs being submitted for bulk certification against the Primary ASIN may also be included in this Enrolment Template. Each Primary ASIN being submitted requires a new Enrolment Template to be completed and its own separate email submission. Instructions to complete the Enrolment Template are listed in the Appendix below.

Step 2. Vendor must send the required number of physical samples for the Primary ASIN being submitted to the Amazon Packaging Lab. Please print a copy of the Packing List (provided with the Enrolment Template completed in step 2 for the Primary ASIN) and include in the parcel. For more information on testing requirements, please visit Amazon's packaging website: <https://www.aboutamazon.co.uk/packaging/get-started/test-certify>

Step 3. Vendor must email the Amazon Packaging Lab Enrolment Template, making sure that all tabs are properly completed (Excel document completed in Step 2), to the Amazon Packaging Lab at cpex-test-enroll-na@amazon.com. Please note that this email address may be used only for lab testing submissions to Amazon. Vendor must include the courier tracking number from Step 3 in the emailed Enrolment Template. Please make the subject of this email the Primary ASIN number being certified.

Please note that each Primary ASIN being submitted to the Amazon Packaging Lab requires its own Enrolment Template and must be submitted in a separate email.

Appendix: Amazon Packaging Lab Vendor Enrolment Template Instructions

Please complete all columns as described in this section:

1. **ASIN to Certify**: ASIN that will be tested for certification.
2. **Vendor Code**: Please enter the Vendor Code to be certified against the ASIN listed in the 'ASIN to certify' column. Each Vendor Code must be entered on a new row. If several Vendor Codes are being requested for enrolment against the Primary ASIN or any Secondary ASIN(s), each Vendor Code must be entered on a new row in the Enrolment Template.
3. **Region**: Select the appropriate Marketplace from the menu.
4. **ASIN Type**: Please enter the appropriate ASIN(s) in this column. As described earlier, this column in each Enrolment Template must contain only one Primary ASIN and any related Secondary ASINs being submitted for bulk certification against the Primary ASIN. To submit a new Primary ASIN, the Vendor must complete and submit a new Enrolment Template.
5. **Secondary ASIN Type (if applicable)**: For each row, if the corresponding entry in the ASIN Type column is Primary ASIN, then select 'N/A - Primary ASIN'. If the ASIN Type column entry is Secondary ASIN, then select the required variation type. Secondary ASINs being enrolled will be bulk certified against the Primary ASIN.
6. **Certification Requested**: Please enter the type of certification desired: Tier 1 - FFP, Tier 2 - SIOC or Tier 3 - PFP. Refer to Amazon's packaging website for the requirements and more information.
7. **Courier**: Please provide the name of the courier used to send samples to the Amazon Packaging Lab.
8. **Tracking Number**: Please provide the tracking number for the Primary ASIN sample(s) sent to the Amazon Packaging Lab in the emailed Enrolment Template.
Number of Samples Sent: Enter the number of samples sent to the Amazon Packaging Lab. For more information, please refer to the testing requirements on the Amazon packaging website.
9. **Future Certification Date**: The Future Certification Date column provides Vendors with the opportunity to let Amazon know the earliest future date that Vendors would like their new packaging certification, subject to approval by Amazon, to go into effect. This feature is intended to help Vendors provide Amazon with the date that Vendors expect their newly packaged stock to be available to send from Amazon's fulfilment centres. If the product being enrolled is identical from a packaging standpoint to the stock that is currently in Amazon's fulfilment network, then you may enter today's date (day of submission) in this column and we will begin dispatching your products under the new certification as soon as it becomes approved.

FAQs

1. Can I email the Amazon Packaging Lab Vendor Enrolment Template to the Amazon Packaging Lab before I send out the required number of samples to Amazon?

No, the Vendor must include the courier tracking number in the Enrolment Template being submitted by email; therefore, the Vendor must confirm the tracking number from the courier and include this in the Enrolment Template to be emailed to Amazon.

2. Can I include multiple Primary ASINs for certification in the same Enrolment Template and email submission to Amazon?

No, each Primary ASIN being submitted to the Amazon Packaging Lab for testing requires its own Enrolment Template to be completed and its own separate email submission. Secondary ASINs that are being submitted for bulk certification against a Primary ASIN may be included in the same Enrolment Template as the Primary ASIN.

3. In the future, may I submit additional ASIN Variations (Secondary ASINs) to be certified against the Primary ASIN tested and certified by the Amazon Packaging Lab?

You may submit additional ASIN Variations by going to Vendor Central and submitting an Enrolment Template. Please use the Standard Operating Procedure provided on our packaging website located at <https://www.aboutamazon.co.uk/packaging/get-started/enrol>

4. Am I required to use the Amazon Packaging Lab to test and certify my packaging? Can I use another lab?

The use of the Amazon Packaging Lab is being granted to Vendors for < 22.5 kg FRAGILE ASIN testing. However, you may choose you use any ISTA-6 certified lab to test your product samples.

5. Do I need to submit samples of Secondary ASIN variations to the Amazon Packaging Lab?

No, Secondary ASINs must be true ASIN variations of the Primary ASIN and identical to the Primary ASIN in all dimensional and packaging aspects. For example, two products that are identical in all aspects except for their colour would be considered true ASIN variations.

Secondary ASINs will be bulk certified against the Primary ASIN. Do not send any physical samples of Secondary ASIN(s) to the Amazon Packaging Lab.

6. Where must I send the required packaging samples?

You may send 5 samples of the Primary ASIN(s) being tested to the Amazon Packaging Lab at the following address:

1800 140th Ave. East, Attn. Amazon Packaging Lab, Sumner, WA 98390

Please ensure that you include a printed copy of Packing List provided with the Enrolment

Template with your parcel. The Packing List will be auto-filled when you complete the Enrolment Template. The lab will not return any products. All products will be disposed of accordingly.

7. Where can I find more information on Amazon's packaging certification programmes?

Please refer to our packaging programme that describes our Frustration-Free Packaging programmes and enrolment methods. This information is located at

<https://www.aboutamazon.co.uk/packaging>

8. How can I get help if I have a problem?

Please refer to Amazon's packaging website located at

<https://www.aboutamazon.co.uk/packaging> for a wealth of information on design, testing and certification. If your question is still unresolved, please submit it using the Vendor Central

'Contact Us' functionality. You can access Vendor Central at

<https://vendorcentral.amazon.com/>