**Amazon Fine Upload Process**

1. Amazon will send a summary email with a spreadsheet of all weekly fines to compliance@advantus.com. One email per vendor number.



1. Navigate to the ComplianceFineImportTemplate-FINAL.xlsx spreadsheet. [ComplianceFineImportTemplate-FINAL.xlsx](https://advantus1.sharepoint.com/%3Ax%3A/s/AdvantusCompliance/EY6YD-nnNuRBgIzMjFTrM90BHess7BgHaPezTkTzXgwyqQ?e=MNdt9b) and create a copy with today’s date. Ex. ComplianceFineImportTEmplate-08.28.23.
2. Complete the following **Mandatory** fields on the template:
3. Debit memo # - This is the Issue ID on the Amazon Chargeback Excel spreadsheet.
4. Amount of Debit Memo
5. Purchase Order #
6. Vendor Code
7. Reason for Debit
8. Date of Debit Notification
9. Status – drop down box
10. Fine Responsibility – drop-down box that mirrors the same drop-down box in NS.
11. Violation Type – drop-down box that mirrors the same drop-down box in NS.
12. Amount Approved/Amount Disputed
13. Approved Date
14. Cost of Business – if the fine is due to Cost of Business then use the drop-down box to select *Yes.*
15. Guide to most common fines:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for Fine** | **Fine Responsibility** | **Violation Type** | **Fine Status** |
| PO On-Tiem Accuracy | Supply Chain | Fill Rate | Approved |
| Carton Content Accuracy | IT | ASN | Approved |
| No Carton/Pkg Content label | Shipping | Label Missing | Approved |
| Ship in Own Container | Cost of Business | Package | Approved |
| Prep – Bagging | Cost of Business | Package | Approved |
| Prep – External Bubble Wrapping | Cost of Business | Package | Approved |
| Prep – Barcode Labeling | Cost of Business | Package | Approved |
| Oversized Carton | Cost of Business | Package | Approved |
| Prep – Set Creation | Cost of Business | Package | Approved |
| ASN Accuracy | EDI | ASN | Researching |

1. Save the file as both an .xlsx and a .csv file in the following folder: [Amazon Completed Uploads](https://advantus1.sharepoint.com/sites/AdvantusCompliance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAdvantusCompliance%2FShared%20Documents%2FNoncompliance%2FNoncompliance%2FCUSTOMERS%2FPending%20Violations%2FAmazon%2FUpload%20Complete%202023&viewid=ba59ae0f%2D0762%2D4fa6%2D9379%2D3fe4f64d70d6). The .csv file will be used to import.
2. Copy the .csv file and paste it, or drag and drop it, into the *Drop* folder on the S drive: [NetSuite Compliance Fine Uploads](file:///%5C%5Cedi-2016.advantus.local%5CNetsuiteCSVImport%5CComplianceFine)



1. Email notification will be provided in the Compliance inbox on the status of the upload.



1. Any records that are not successful can be edited on the fine record or resubmitted using the process above.