**Amazon Fine Upload Process**

1. Amazon will send a summary email with a spreadsheet of all weekly fines to [compliance@advantus.com](mailto:compliance@advantus.com). One email per vendor number.

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1. Navigate to the ComplianceFineImportTemplate-FINAL.xlsx spreadsheet. [ComplianceFineImportTemplate-FINAL.xlsx](https://advantus1.sharepoint.com/:x:/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:///\\edi-2016.advantus.local\NetsuiteCSVImport\ComplianceFine)

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

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