

Logistics SOP: Updating Tracking for your Merchant Fulfilled Orders via Seller Central

03/03/2025 11:22 am CST

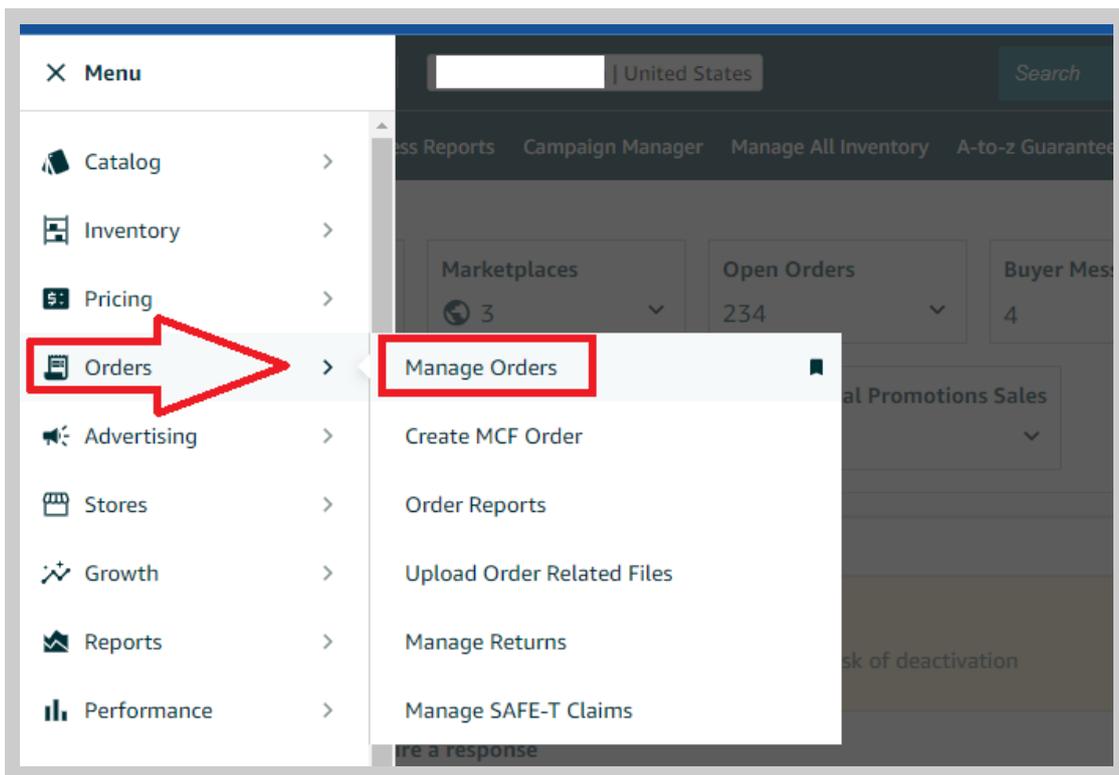


Who is this for? Intended for Amazon sellers who need to update the order shipment or tracking details for Merchant Fulfilled Orders to ensure that the shipment is delivered on time and that the tracking information is accurate and up-to-date.



Objective: Updating tracking information for your merchant-fulfilled orders is an important part of ensuring timely delivery and customer satisfaction. By keeping the buyer informed and updated, you can help avoid any misunderstandings or disputes and ensure a positive customer experience.

1. Go to the "Orders" tab on the top menu of Seller Central and select "Manage Orders" from the dropdown menu.



2. Search for the Order ID that needs tracking information updated.

Learn more | Video tutorials

Order ID

1

i2

Search

Canceled

View Seller Fulfilled orders >

Hide Filters

650 orders Last 7 days

Ship-by date (ascending)

Results per page: 100

Set Table Preferences

Refresh

Date Range: Last 7 days

3. Click "Edit Shipment."

Order details

Order ID: # 1 i2 | Your Seller Order ID: # Edit

[Go back to order list](#) [Print packing slip](#) [Refund Order](#) [Request a Review](#)

Order summary

Ship by:	Thu, Apr 13, 2023	Shipping service:	Standard
Deliver by:	Wed, Apr 19, 2023	Fulfillment:	Seller
Purchase date:	Wed, Apr 12, 2023, 4:58 AM PDT	Sales channel:	Amazon.com

Shipping Service used to calculate Delivery Promise

Carrier: USPS Shipping Service: USPS First Class

More details

Tax Collection Model: MarketplaceFacilitator Tax Collection Responsible Party: Amazon Services LLC

Order contents

Status	Image	Product name	More information	Quantity	Unit price	Proceeds
Shipped		Mario Travel Coffee Mug - 30 oz Stainless Steel Insulated Travel Tumbler, Bros Kids Tumbler, Stainless Steel Wine Tumbler, Stainless Steel Sippy Cup, Mario Collectibles Metal Cup, Mushroom Design, Red ASIN: B0BYQ6K9JG SKU: SM-MSHRM-RED30-6853-FBM	Condition: New Order Item ID: 76	1	\$29.99	Item subtotal: \$29.99 Tax: \$2.66 Item total: \$32.65

Package 1

Action on package 1 [Edit shipment](#) [Print packing slip](#)

Ship date	Wed, Apr 12, 2023	Tracking ID	94
Carrier	USPS	Ship from	...
Shipping service	USPS Priority Mail		

Image	Product name	More information	Quantity	Proceeds
	Mario Travel Coffee Mug - 30 oz Stainless Steel Insulated Travel Tumbler, Bros Kids Tumbler, Stainless Steel Wine Tumbler, Stainless Steel Sippy Cup, Mario Collectibles Metal Cup, Mushroom Design, Red ASIN: B0BYQ6K9JG SKU: SM-MSHRM-RED30-6853-FBM	Condition: New Order Item ID: 76	1	Item subtotal: \$29.99 Tax: \$2.66 Item total: \$32.65

Sales proceeds

Payment methods: Standard

Items total:	\$29.99
Tax total:	\$2.66
Grand total:	\$32.65

Seller Notes

For your records only, will not be displayed to the buyer.

Manage Feedback

Patricia has not left you feedback for this order yet.

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FEEDBACK

4. Update with the preferred Ship Date, Carrier, and Shipping Service, enter the Tracking ID, and click Re-confirm Shipment.

Package 1



ASIN : B0BYQ6K9JG
SKU : SM-MSHRM-RED30-6853-FBM
Order Item ID : 7 :1

Qty: 1 ▼

Edit shipment

Ship Date:

Wed, Apr 12, 2023 ▼

Ship From:

▼

Carrier:

USPS ▼

Shipping Service:

USPS Priority Mail ▼

Tracking ID:

9. i4

Use this as my default shipping method

Cancel

Re-confirm Shipment