

This **Removal Order Action Plan** is designed as a simple to-do list to effectively look-up and manually create a removal, disposal or liquidation order.

- Important Links
- Create Removal Order
- Shipping Removal Order
- Disposal Removal Order
- Tracking The Removal

1. IMPORTANT LINKS

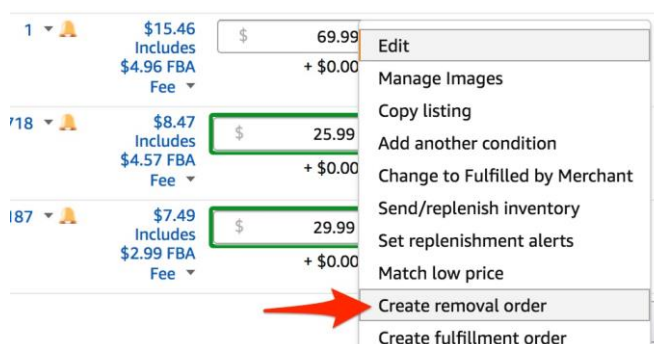
Overview: Please watch the following instructional video by clicking the link.

- <https://www.dropbox.com/s/lowrbq1o5yv51be/Video%2026%20-%20Creating%20Removal%20Order%20.mp4?dl=0>

2. CREATE REMOVAL ORDER

Overview: When you no longer want to sell your products - you need to dispose them/liquidate or send them back to a different place than Amazon warehouse.

- Get approval from your superior to decide which removal option is appropriate: shipping, disposing or liquidation.
- Go to sellercentral.amazon.com.
- Go to Inventory > Manage inventory in the main menu.
- Find your product that you want to remove, It is typically easiest to use the Child ASIN as a search type to locate the product.
- On the right side of the row that your item is on, click on the arrow next to the edit button and choose the “Create removal order” option.



- Ask the employer which removal option they want to use: shipping, disposing or liquidation.

3. SHIPPING REMOVAL ORDER

- Enter the quantity of items to be shipped

	Condition	Inbound Qty	Fulfillable Qty Available	Unfulfillable Qty Available	Delete
	New	0	64	0	<input type="checkbox"/>
			64	0	
			64	0	

- Click Continue
- Click “Confirm” button in the next page (record the order number to track it)

4. DISPOSAL REMOVAL ORDER

- Enter the quantity of items to be shipped
- Choose “dispose” for removal method

Method of Removal

Method of Removal: Ship-to address Dispose Liquidate

- Enter the quantity of items to “Dispose” (see pic above).
- Click continue.
- Click “Confirm” button in the next page (record the order number to track it).

5. TRACKING THE REMOVAL ORDER

- Track removal order by:
 - Go to Orders > Manage orders or
 - Reports > Fulfillment - find “Removals” on the bottom of the left side column.
 - Click on the Removal Order Detail option.

FBM customer returns

Replacements

Removals

[Recommended Removal](#)

[Removal Order Detail](#)

[Removal Shipment Detail](#)

Please note the following:

Removal Order Detail
Set as your default report

Removal order status and product details. Near real-time data.

[View online report](#) | [View downloads](#)