

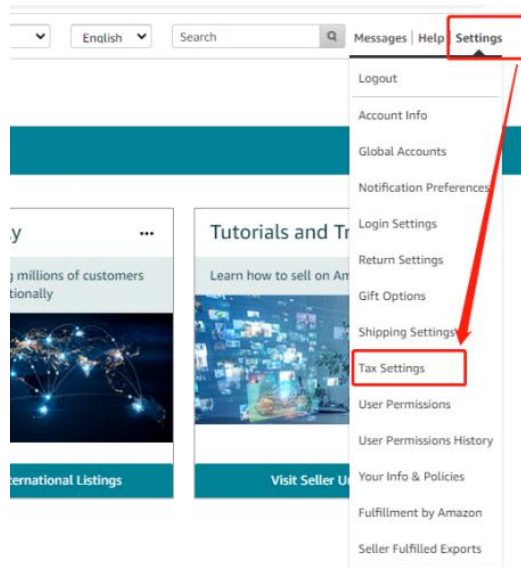
AK VCS Lite Uploads Invoice Guidelines

一: Matters needing attention

1. VAT invoice is automatically uploaded only to sellers on the European site, and VAT invoice is uploaded within 24 hours after the order marks are shipped;
2. The premise for VAT invoice automatic upload is that the VCS Lite service must be opened in the background of Amazon and the billing enterprise information of the store must be improved on the AK ERP;
3. Automatic invoice uploading is started. The amazon background has been shipped and is synchronized to THE FBA and FBM orders of AK ERP.

二: Amazon launches VCS Lite process

1. Log into the seller background of amazon and select Settings—>Tax Settings.



2. Click the "VAT Calculation Settings" button.

Tax settings

Review your settings and ensure you comply with your EU tax obligations.*

1. Value Added Tax (VAT)

VAT stands for Value Added Tax. It is a tax that VAT-registered traders in the EU add to the price of the goods they sell, and pass on to the national tax authorities when they file their tax returns. If you sell goods in any EU country, it is likely you may be required to register for VAT in each country you sell in and it is your responsibility to ensure you are VAT-compliant.

Add VAT numbers

If you are already VAT registered, please add your VAT registration numbers directly in Seller Central. If you need help with VAT registration, learn more below.

Why add your VAT registration numbers?

2. VAT calculation and invoicing

Once you added your VAT registration numbers, complete your VAT calculation settings and select a date for Amazon's free VAT Calculation Service to start calculating the VAT included on your orders, and apply the right VAT rate on your Amazon orders.

Based on the calculations, VAT invoices will be issued on your behalf and made available for you and your customers to download.

How do we perform VAT calculations?

Is VAT invoicing mandatory in EU?

VAT calculation settings

3. Click the "Change Your VAT Settings" button.

VAT calculation settings

Active tax calculation

VAT invoices are being sent for your orders. [Deactivate](#)

Primary VAT

United Kingdom	<input type="text"/>	Verified
----------------	----------------------	----------

Other VAT numbers

Czech Republic	<input type="text"/>	Verified
France	<input type="text"/>	Verified
Germany	<input type="text"/>	Verified
Italy	<input type="text"/>	Verified
Poland	<input type="text"/>	Verified

[Change your VAT settings](#)

4. Click the option "I will Upload my own VAT Invoices" and click "Save" to save. After activation, the VAT invoice can be obtained and uploaded by AK after 4-7 natural days.

Invoice Generation (i)

I want Amazon to automatically generate VAT invoices. Recommended

It is that easy. Invoices generated by Amazon will be available to your customers immediately after shipment. You will also be able to download these invoices for your records.

Tax receipts or simplified invoices will be issued for Italian or Spanish purchases where the buyer has not provided a taxpayer identification number.

I will upload my own VAT invoices.

It is your responsibility to upload VAT invoices within one business day after shipment. If you do not upload VAT invoices within one business day after shipment, Amazon may remove you from VAT calculation service.

[How to upload invoices](#)

i Your VAT calculation settings were activated on . The VAT calculation service can be stopped from the Summary page.

Enable Amazon Business to buy-sell my products to all Amazon Business customers.

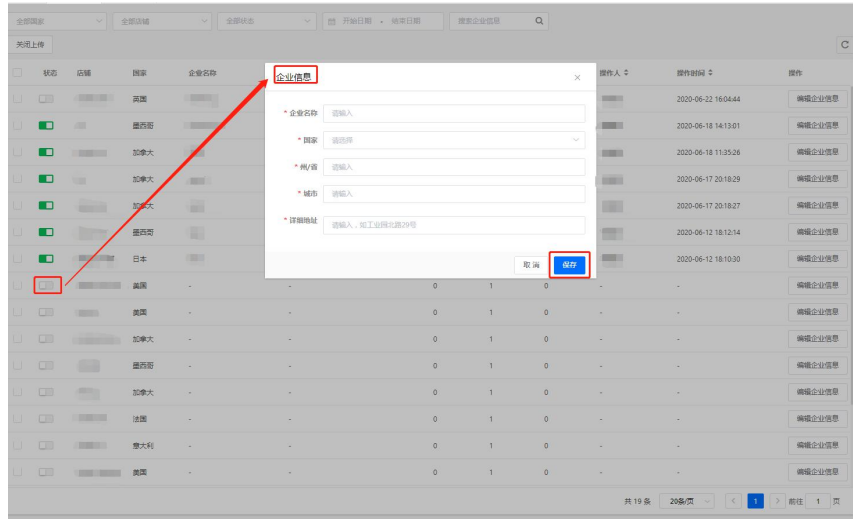
Detail page will show: "Dispatched, sold, and invoiced by Amazon. Sourced from <Seller>."

When you 'Agree & Activate', you agree to [Amazon Business Supplier Program Terms and Conditions](#)

[Save](#) [Cancel](#)

三：AK uploads invoice operation process

1. Enter the email -- >VAT management, open the automatic invoice uploading function of corresponding stores, improve the enterprise name and address information (country, state/province, city and detailed address), and click save.



2. The system will automatically detect the opening of the European site store, obtain the report of the invoice to be uploaded, and automatically upload the VAT invoice to the Background of Amazon.

订单号	发货单号	店铺	国家	买家	发货时间	上传时间	发票类型	发票状态	操作
			GB		2020/6/18 2:30	2020-06-19	发票	上传失败	
			DE		2020/6/18 1:08	2020-06-19	发票	未上传	
			DE		2020/6/18 1:07	2020-06-19	发票	已上传	查看发票
			DE		2020/6/18 1:07	2020-06-19	发票	已上传	查看发票
			GB		2020/6/18 0:53	2020-06-19	发票	上传失败	
			GB		2020/6/18 0:46	2020-06-19	发票	已上传	查看发票
			GB		2020/6/18 0:36	2020-06-19	发票	未上传	
			GB		2020/6/17 23:27	2020-06-18	发票	未上传	