Amazon Today and Shopify Order Management
integration by InfiPlex

amazon today

Order Fulfillment Process:

Step 1) Filter on Open Orders
- Look for the customer Amazon Today
- Fulfillment Status is Unfulfilled
- **REFRESH** the order page to see new orders

	Order		Date	Customer	Total	Payment status	Fulfillment status	Items	Delivery method
☐	#1037	🗋	~~Friday at 11:33 am~~	~~No customer~~	~~$25.67~~	● Paid	O Unfulfilled	~~1 item~~	~~AMZL_US_SP_PICK~~
☐	#1036	🗋	Friday at 11:31 am	No customer	$25.67	● Paid	O Unfulfilled	1 item	AMZL_US_SP_RUS
☐	#1039	🗋	Friday at 11:30 am	No customer	$25.67	● Paid	O Unfulfilled	1 item	AMZL_US_SP_RUS
☐	#1034	🗋	Friday at 10:57 am	No customer	$25.67	● Paid	O Unfulfilled	1 item	AMZL_US_SP_RUS
☐	#1038	🗋	~~Friday at 10:55 am~~	~~No customer~~	~~$67.14~~	● Paid	O Unfulfilled	~~1 item~~	~~AMZL_US_SP_RUS~~
☐	#1031	🗋	Thursday at 02:14 pm	No customer	$53.45	● Paid	● Fulfilled	1 item	AMZL_US_SP_PICK
☐	#1032	🗋	Thursday at 01:11 pm	No customer	$40.39	● Paid	● Fulfilled	1 item	AMZL_US_SP_RUS
☐	#1033	🗋	Thursday at 12:15 pm	No customer	$67.14	● Paid	● Fulfilled	1 item	AMZL_US_SP_RUS
☐	#1035	🗋	Feb 20 at 3:37 pm	No customer	$64.15	● Paid	O Unfulfilled	1 item	AMZL_US_SP_RUS
☐	#1030	🗋	~~Feb 14 at 8:18 pm~~	~~Amazon Today~~	~~$25.67~~	● Paid	O Unfulfilled	~~1 item~~	~~AMZL_US_SP_RUS~~
☐	#1029	🗋	Feb 14 at 8:18 pm	Amazon Today	$25.67	● Paid	O Unfulfilled	1 item	AMZL_US_SP_RUS
☐	#1028	🗋	Feb 14 at 8:18 pm	No customer	$25.67	● Paid	O Unfulfilled	1 item	AMZL_US_SP_RUS

Step 2) CLICK an Order to start fulfillment process
- Delivery Methods
  - RUSH = Amazon Delivery Pick-up
  - PICKUP = In-Store Pick-up by customer

Step 3) CLICK the **Fulfill Item** button
- From Shopify's Order Detail page
- Amazon Today orders will NOT have an address

> ← **#1036** ● Paid O Unfulfilled
>
> February 24, 2023 at 11:31 am from Amazon Today / InfiPlex (via import)
>
> ⊙ Unfulfilled (1)   •••
>
> 📍 Location
>   Amazon Today - Boca Raton, FL
>
> 🖼 ① YS-M524-YU8I $23.99 × 1 $23.99
>   SKU: YS-M524-YU8I
>
> **Fulfill item**

Step 4) CLICK the **Fulfill Item** button to CONFIRM the fulfillment
- This is the Confirm Fulfillment page
- Amazon Today orders will NOT have an address

> ← Fulfill item   Print packing slip
>
> #1036 O Unfulfilled   Amazon Today - Boca Raton, FL
>
> Items   Shipping address   Edit
> 🖼 YS-M524-YU8I   136.08 g   1 of 1   ⚠ This order doesn't have a shipping address.
>   SKU: YS-M524-YU8I
>
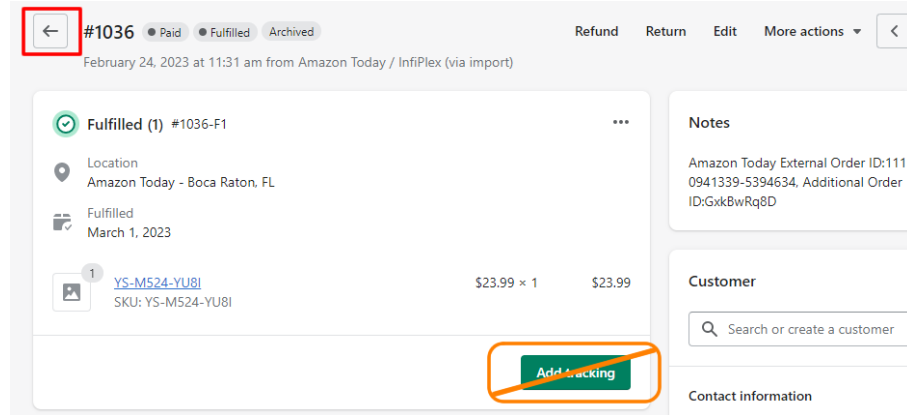>   Summary
>   Fulfilling from Amazon Today - Boca Raton, FL
>   1 of 1 item
>   **Fulfill item**

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Step 5a) RELOAD the Order Detail page
CLICK the **Back Arrow** button next to the Order Number
- It takes a few seconds for InfiPlex to pull the label from Amazon Today and load it into the order

← #1036 ● Paid ● Fulfilled Archived   Refund   Return   Edit   More actions ▼ ‹

February 24, 2023 at 11:31 am from Amazon Today / InfiPlex (via import)

✓ Fulfilled (1) #1036-F1   ...

Location
Amazon Today - Boca Raton, FL

Fulfilled
March 1, 2023

1 YS-M524-YU8I $23.99 × 1 $23.99
   SKU: YS-M524-YU8I

Add Tracking

Notes
Amazon Today External Order ID:111
0941339-5394634, Additional Order
ID:GxkBwRq8D

Customer
🔍 Search or create a customer
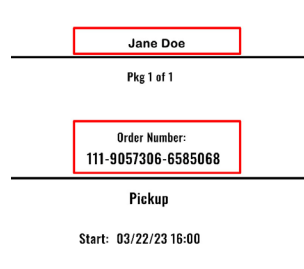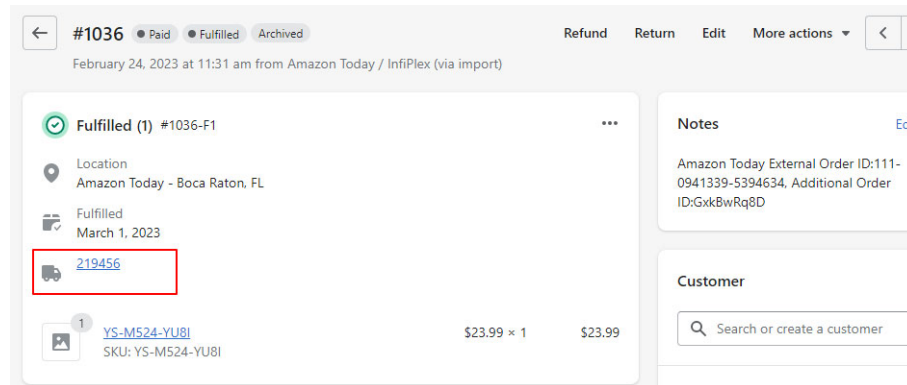
Contact information

Step 5b) From the Order List page click back into the same order to view the tracking number and label
- It takes a few seconds for InfiPlex to pull the label from Amazon Today and load it into the order

	Order	Date ⬍	Customer	Total	Payment status	Fulfillment status	Items	Delivery method
	#1037	Friday at 11:33 am	No customer	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_PICK
	#1036	Friday at 11:31 am	No customer	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_PICK
	#1039	Friday at 11:30 am	No customer	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS
	#1034	Friday at 10:57 am	No customer	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS
	#1038	Friday at 10:55 am	No customer	$67.14	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS
	#1031	Thursday at 02:14 pm	No customer	$53.45	● Paid	● Fulfilled	1 item	AMZL_US_SP_PICK
	#1032	Thursday at 01:11 pm	No customer	$40.39	● Paid	● Fulfilled	1 item	AMZL_US_SP_RUS
	#1033	Thursday at 12:15 pm	No customer	$67.14	● Paid	● Fulfilled	1 item	AMZL_US_SP_RUS
	#1035	Feb 20 at 3:37 pm	No customer	$64.15	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS
	#1030	Feb 14 at 8:18 pm	Amazon Today	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS
	#1029	Feb 14 at 8:18 pm	Amazon Today	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS
	#1028	Feb 14 at 8:18 pm	No customer	$25.67	● Paid	⊙ Unfulfilled	1 item	AMZL_US_SP_RUS

All Unfulfilled Unpaid Open Closed Amazon Today ▼ +

Step 6a) PRINT the **Label**
- **CLICK** the **Tracking Number** to print the label

← #1036 ● Paid ● Fulfilled Archived   Refund   Return   Edit   More actions ▼ ‹

February 24, 2023 at 11:31 am from Amazon Today / InfiPlex (via import)

✓ Fulfilled (1) #1036-F1   ...

Location
Amazon Today - Boca Raton, FL

Fulfilled
March 1, 2023

🚚 219456

1 YS-M524-YU8I $23.99 × 1 $23.99
   SKU: YS-M524-YU8I

Notes
Amazon Today External Order ID:111-
0941339-5394634, Additional Order
ID:GxkBwRq8D

Customer
🔍 Search or create a customer

Jane Doe

Pkg 1 of 1

Order Number:
111-9057306-6585068

Pickup

Start: 03/22/23 16:00

Consumer Order Label

SHIP FROM:
SPS2 The Inspiration Co BOCA TOWN C-
ENTER FLL
6060 Glades Rd
Boca Raton FL 33431-7208
United States

Pkg 1 of 1
0.07 pounds   R
02/21 23:00
18:00

111-9621374-1216211

TOWN CENTER AT BOCA RATON
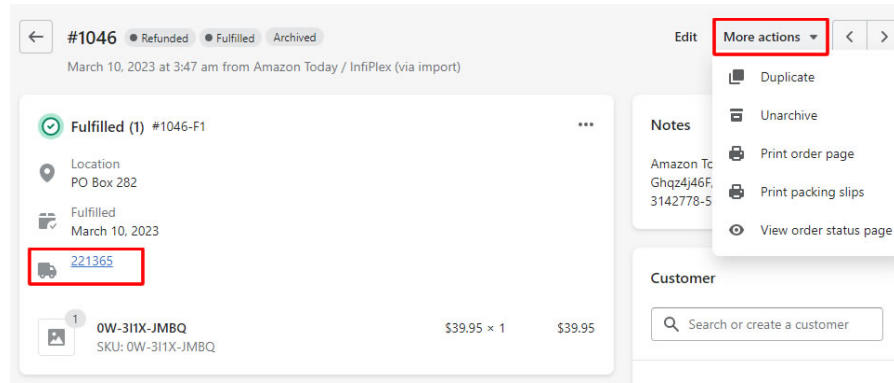2761 NW TIMBERCREEK CIR
BOCA RATON FL 33431-4043
UNITED STATES

TBA000341677

Amazon Delivery Label

Step 6b) PRINT the **Packing Slip**

- **CLICK More actions** to print the Packing Slip
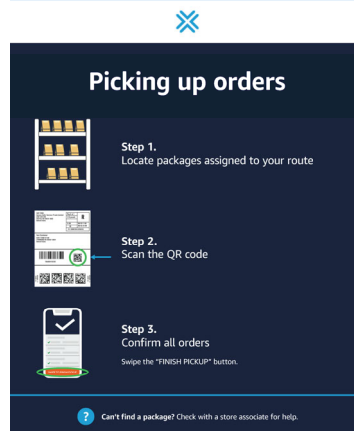- The Packing Slip downloads as a .pdf

Step 7) Place Package in Pick-up Area

- There should be separate areas for Consumer Pick-up and Amazon Delivery Pick-up
- Signage is available to download and print in the Amazon Today – Shopify Support area
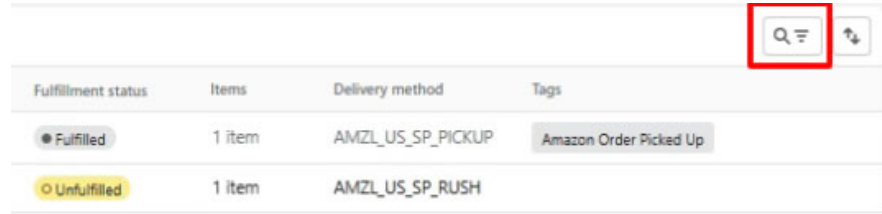
Buy Online, Pick Up in Store Sign
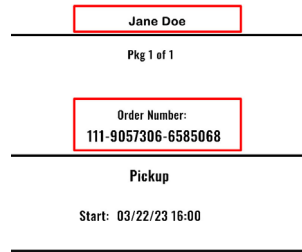

Amazon Driver Pick-up Sign

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Consumer Pick-up Process:

Step 1) Confirm Consumer Order # and Name
- Consumer will show you the Order Pick-up page from their Amazon App or paper print out
- Search for the Amazon Order Number using the Order Search icon on the Order List page

Fulfillment status	Items	Delivery method	Tags
● Fulfilled	1 item	AMZL_US_SP_PICKUP	Amazon Order Picked Up
○ Unfulfilled	1 item	AMZL_US_SP_RUSH	

Jane Doe

Pkg 1 of 1

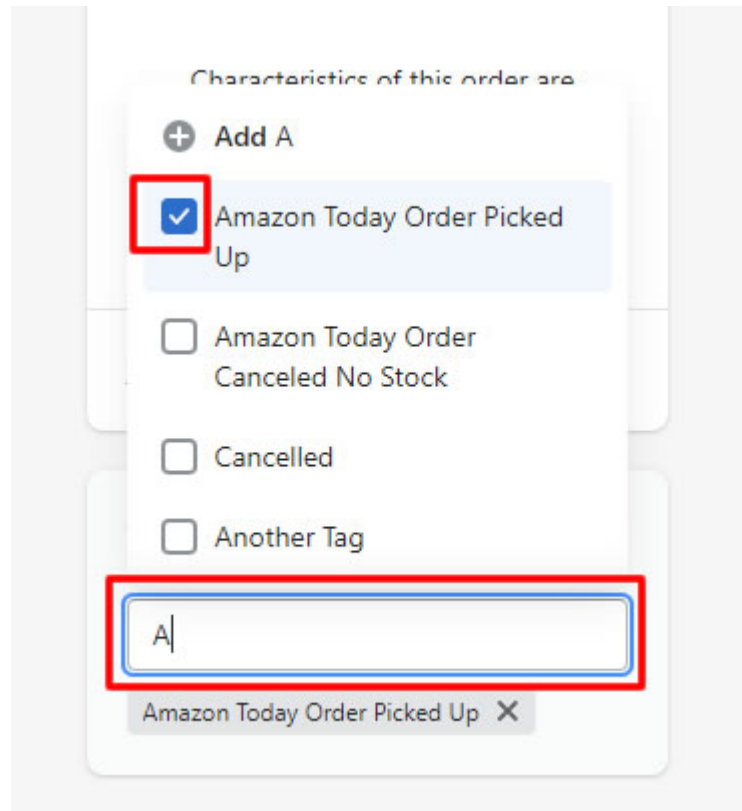Order Number:
111-9057306-6585068

Pickup

Start: 03/22/23 16:00

Consumer Label shows the Name and Order Number

Step 2) Confirm Consumer Pick-up
- After pick-up, UPDATE the order with the order tag
  Amazon Today Order Picked Up
- Tags are added on the Order Detail page bottom right
- This will notify Amazon Today that the order has been picked-up by the buyer

Characteristics of this order are

⊕ Add A

☑ Amazon Today Order Picked Up

☐ Amazon Today Order Canceled No Stock

☐ Cancelled

☐ Another Tag

A|

Amazon Today Order Picked Up ✕

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Amazon Delivery Orders:

Amazon Delivery Orders
- Driver Picks-up Packages
- Driver Scans Label
- Package Pick-up is tracked by Amazon Today

SHIP FROM:
SPS2 The Inspiration Co BOCA TOWN C-ENTER FLL
6000 Glades Rd
Boca Raton FL 33431-7208
United States

Pkg 1 of 1
0.07 pounds
02/21 23:00
18:00

R

111-9621374-1216211

TOWN CENTER AT BOCA RATON
2761 NW TIMBERCREEK CIR
BOCA RATON FL 33431-4043
UNITED STATES

TBA000341677

Delivery Label includes bar code and Order Number

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