

Amazon Integration Guide

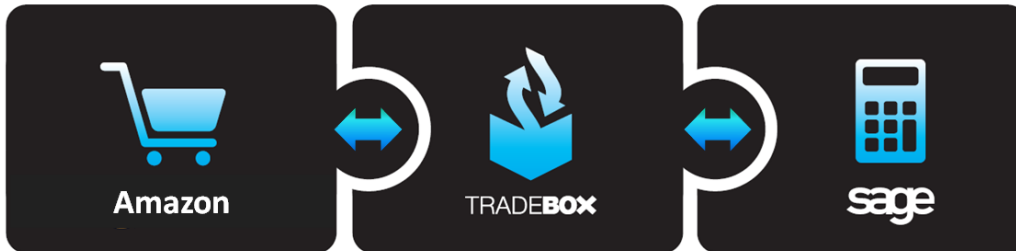


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Amazon Integration Overview

Integration with Amazon is achieved via Amazon **Marketplaces Web Services (MWS)** and allows users to electronically:

- Download completed sales from Amazon into Sage Accounts
- Confirm items as shipped on the Amazon marketplace
- Upload Sage **free** stock levels to Amazon inventory
- Upload Sage Sales Prices to Amazon inventory

Tradebox Finance Manager can import sales from:

- Amazon UK (UK)
- Amazon France (FR)
- Amazon Germany (DE)
- Amazon United States (US)
- Amazon Canada (CA)
- Amazon Italy (IT)
- Amazon Spain (ES)
- Amazon Webstores

Although all sales are downloaded electronically via MWS, they are delivered by Amazon in a text file. The creation and download of these files can be automatically scheduled by Tradebox to happen in the background for the following files:

- Standard Amazon Order File
- Amazon European Order File

Amazon FBA orders and Amazon Fees files currently need to be collected manually from the Amazon marketplace and manually saved into the Amazon IN folder, prior to import.

Tradebox only works with **Amazon Pro Merchant** or **Amazon Seller Central** accounts.

A connection needs to be established in Tradebox for each of the above marketplaces. If you utilise the Amazon European Order File you will need to create a connection in Tradebox for each Amazon marketplace you list on.



Sage Accounts set up

1. Install and configure **Sage Instant** or **Sage 50 Accounts** on your pc. Finance Manager is compatible with Sage Instant Accounts version 15 onwards and Sage 50 Accounts version 12 onwards.
2. **IMPORTANT:** If you use **Sage 50 Accounts 2008**, you **MUST** download and install the [Sage SDO Hotfix](#) prior to using Tradebox
3. Enable Sage Accounts **to connect to a third party application**. This can be achieved within Sage Accounts by clicking on **Tools – Activation – Enable 3rd Party Integration**. This will take you to a screen with a full set of instructions of how to gain the required enable keys from Sage.
4. Create a Sage Username specifically for Tradebox, to prevent logon issues. This does not require a multi user Sage licence as the username Tradebox utilises does not count against your Sage user allocation. This can be done in Sage by selecting **Settings – Access Rights**.
5. If you wish to gain stock control establish Product Records in Sage. An overview of how to do this is available by clicking [here](#).

Action	Verify
Compatible version of Sage installed and registered	
3rd party integration activated in Sage Accounts*	
Set up Sage user specifically for Tradebox**	
Nominal codes created for sales	
Nominal codes created for expenses/fees	
Departments created, if required	
Generic customer accounts created, if required	
Bank Accounts set up, as required	
Suppliers created, as required	
Products created, if required	
Stock levels adjusted against existing products, if required	

PC set up for Amazon Data

On your PC or network create the following folder(s) for each Amazon Marketplace, i.e.:

- Amazon UK Sales
 - Amazon UK In
 - Amazon UK Out
 - Amazon UK Shipped
- Amazon FR Sales
 - Amazon FR In
 - Amazon FR Out
 - Amazon FR Shipped

Amazon FBA and Fees

Amazon FBA orders and Fees need to be collected manually from Amazon and manually saved into the **Amazon IN** folder, prior to import

Fulfilled By Amazon (FBA) Orders

- a) In Amazon, select **Reports**
- b) Select the **Fulfilment by Amazon** tab
- c) Choose **Amazon Fulfilled Shipments** from the Report drop down box
- d) Determine how many days worth of data you wish to have in the report
- e) Click on the **Request Download** button
- f) When the report is ready it will appear in the report grid below. Choose **Download** and save the file into the **Amazon In** Folder.

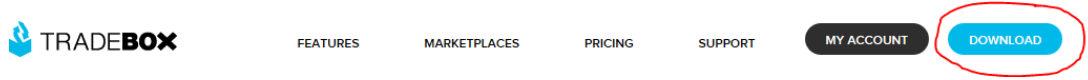
Amazon Fees Report

- a) In Amazon, Select **Reports** and then **Payments**
- b) Select the **All Statements** tab
- c) Select **Request Report** for the **Settlement Period** required
- d) When available, select **Download Flat File** and save in the **Amazon In** folder



Installing Tradebox Finance Manager

Tradebox Finance Manager can be downloaded from the [Tradebox website](#) by clicking on the **Download** button at the top of the web page.



This will generate the download page:

A screenshot of the "Download Tradebox" form. The title "Download Tradebox" is centered at the top. Below it is a sub-header: "Whether you wish to evaluate Tradebox for the first time, install on a new PC or simply upgrade your existing version, fill out the form and we will email you the instructions." The form contains four input fields: "First Name:" with the text "Edwar", "Last Name:", "Company:", and "Email Address:". A blue "DOWNLOAD" button is located at the bottom right of the form.

Simply fill out the form and select **Download** button at the bottom of the form. Tradebox will send you an automated email (to the email provided in the form) with a full set of download and installation instructions.



Creating and configuring an Amazon connection in Tradebox

1. In Finance Manager, select **New Sales Channel** from the **Configuration** menu, select **Amazon** from the drop down menu and click on **OK**.
2. This will display the **Sales Channel Setup Wizard** which is designed to guide the user through all of the configuration settings. The first screen is the **Introduction page**. Select **Next**.
3. The second screen is entitled **Amazon Account** and enables the user to specify:
 - a. The **Account Name** of the Amazon connection. This is simply a label and can be called anything the user wishes. Every connection to an online marketplace in Tradebox Finance Manager is given an Account Name. These must be unique.

Sales Channel Setup Wizard

Introduction ✓
Amazon Account
Company Selection
Sage Posting Accounts
Sage Postings
Synchronisation
Finish

Amazon Account

Setup your Amazon account defaults.

Amazon Account Selection

Enter the name of the Amazon account you want to setup below.

Account Name: * Amazon UK Sales

Input/Output Folders

Input Folder: c:\online sales\amazon uk\amazon in

Output Folder: c:\online sales\amazon uk\amazon out

Shipping File Folder: c:\online sales\amazon uk\amazon shipped

Marketplace Details

Amazon Marketplace: United Kingdom

Webstore Name:

Currency: Pounds Sterling

Download webstore orders only

Post transactions in this currency

Choose Next to continue...

Cancel Back Next Finish

- b. The location of:
 - i. The **Input Folder** (Amazon In). This is where Tradebox will collect the Amazon Order file from.

- ii. The **Output Folder** (Amazon Out). This is the location where Tradebox will move the imported file to when the data import has been completed. The purpose of the Output folder is to simply act as an archive for imported files.

 - iii. The **Shipping File Folder** (Amazon Shipped). This is where the Amazon Shipping Confirmation File (ASCF) is saved, prior to being uploaded to the Amazon Marketplace.

 - c. The **Amazon Marketplace**. Choosing the Amazon Marketplace you wish to import sales from **dictates the currency of the connection**. If you are using the Amazon European Order File, this selection also applies a filter on which sales to import from the file. Users have the option to post transactions to Sage in the downloaded currency or, if the currency is other than GBP, to convert the foreign currency to GBP. Creating financial entries in Sage in a currency other than GBP requires Sage 50 Accounts Professional.

 - d. **Webstore Name:** If you have an Amazon Webstore, you can use the Amazon connection in Tradebox to download the Webstore sales by entering the name of the Webstore. This needs to be spelled exactly and be in the correct case as shown in the Amazon order file. If you wish to only download sales from the Amazon Webstore and omit any Amazon Marketplace sales, tick the '**Download Webstore Orders Only**' box.
4. Click **Next**.



The third screen in the wizard is entitled **Company Selection** and enables the user to decide which company in Sage they wish to pass their sales into. Tradebox automatically detects where Sage is installed on the user's PC and displays this information in the Sage Folder field.

- From the Company field select the Sage Company you wish to pass your sales data into. Please note that Tradebox enables you to pass data into the Sage Demo and Practice companies.
- Provide an existing Sage username in the logon field for Tradebox to use. Please note that providing Tradebox with the MANAGER username often leads to logon conflicts. Tradebox highly recommends creating an additional user in Sage specifically for Tradebox's use.

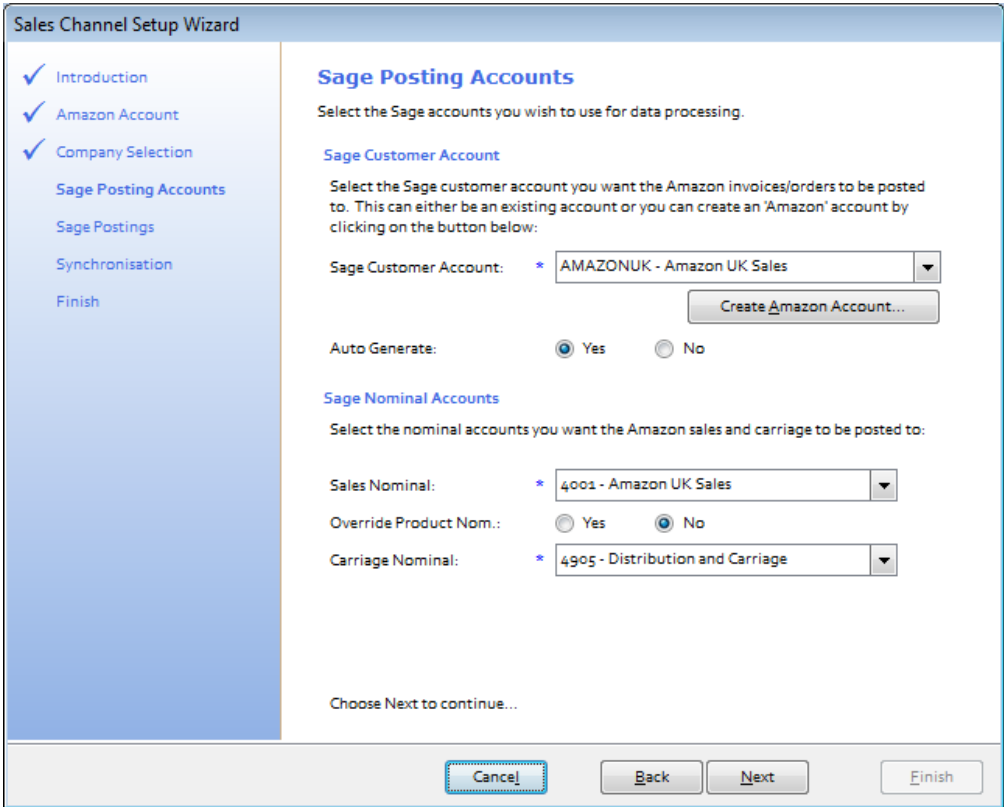
- Click on **Next**.



The fourth screen in the wizard is entitled **Sage Posting Accounts** and enables the user to decide how to manage Customer Accounts in Sage and also to establish global nominal settings to report sales and carriage income to.

- 8. Users can choose to use a **single generic customer** account in Sage to report all Amazon sales to, or, **to create individual customer** accounts in Sage for every unique buyer. **Regardless of this choice, a Generic Default Customer is always required.**
 - a. To use a **single generic customer account** in Sage, either select a pre-existing Sage account from the drop down list, or choose the Create Amazon Account button for Tradebox to create the Account. Ensure the Auto Generate option is turned to **NO**.
 - b. To create **individual customer accounts** in Sage you initially still need to select a pre-existing Sage account from the drop down list, or choose the Create Amazon Account button. Then ensure the Auto Generate option is turned to **YES**.

Sage only accepts the following characters; **1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ! " \$ % & () - _ ' # . /**. Where a customer name on an order contains any character other than the accepted characters, Tradebox will allocate the Sage invoice to the default customer.





9. From the **Sales Nominal** field choose a Sales Nominal Code from Sage to report your Amazon Sales to. This is a global setting. If you elect to create Product Invoices or Sales Orders (in the next page of the wizard) Tradebox will, by default, report the sales to the nominal code held within the **Sage Product Record**. If you wish to override this default and simply report sales income to the single global nominal code select the **YES** option next to **Override Product Nom.**

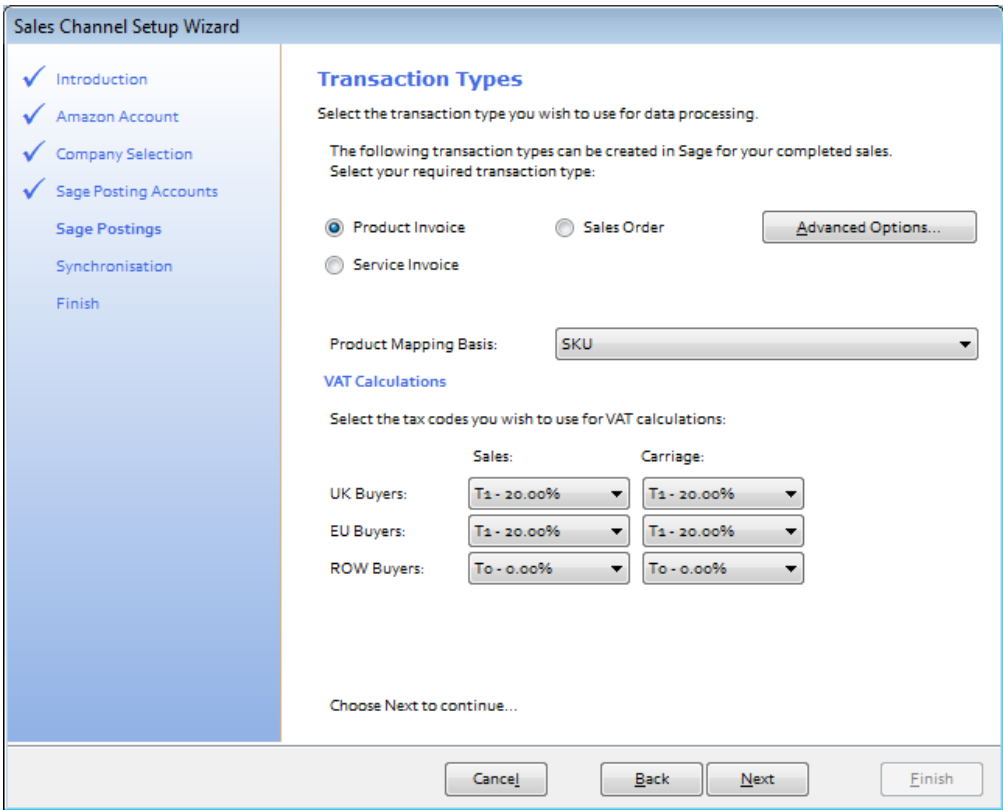
10. From the **Carriage Nominal** field choose a Sales Nominal Code from Sage to report your carriage income to. Again, this is a global setting. Different shipping options can be mapped to separate sales nominal codes after the connection has been established.

11. Click on **Next**.

The fifth screen in the wizard is entitled **Transaction Types** and enables the user to choose what type of transaction they wish to create in Sage Accounts:

- Service Invoice – No Stock Control
- Product Invoice – Stock Control (Recommended for stock control)
- Sales Order – Stock Control (requires Sage 50 Professional)

If you are unsure of the best transaction type to create, please refer to the **online retailer's guide to Sage Accounts** which can be downloaded by clicking [here](#).



Sales Channel Setup Wizard

- Introduction
- Amazon Account
- Company Selection
- Sage Posting Accounts
- Sage Postings
- Synchronisation
- Finish

Transaction Types

Select the transaction type you wish to use for data processing.

The following transaction types can be created in Sage for your completed sales. Select your required transaction type:

Product Invoice Sales Order [Advanced Options...](#)
 Service Invoice

Product Mapping Basis:

VAT Calculations

Select the tax codes you wish to use for VAT calculations:

	Sales:	Carriage:
UK Buyers:	<input type="text" value="T1 - 20.00%"/>	<input type="text" value="T1 - 20.00%"/>
EU Buyers:	<input type="text" value="T1 - 20.00%"/>	<input type="text" value="T1 - 20.00%"/>
ROW Buyers:	<input type="text" value="T0 - 0.00%"/>	<input type="text" value="T0 - 0.00%"/>

Choose Next to continue...

Where Product Invoices or Sales Orders have been chosen, a **Product Mapping Basis** needs to be selected to enable Tradebox to match the product sold online to a Product in Sage. Using SKU as the mapping basis is recommended. Where SKU is chosen, Tradebox will attempt to automatically match the online SKU to an existing Sage Product Code where both identifiers are identical. If Tradebox cannot find an exact match it will invite the user to manually map the SKU to a Sage Product Code in Error Corrections and will save this relationship for future use in the **Product Mapping** table.



12. The VAT calculations grid enables Tradebox to establish rules on calculating VAT on overseas sales. By default UK and EU sales are set to the Sage T1 tax code and Rest of World Sales (ROW) are set to T0. The tax rates for these codes are picked up directly from Sage.

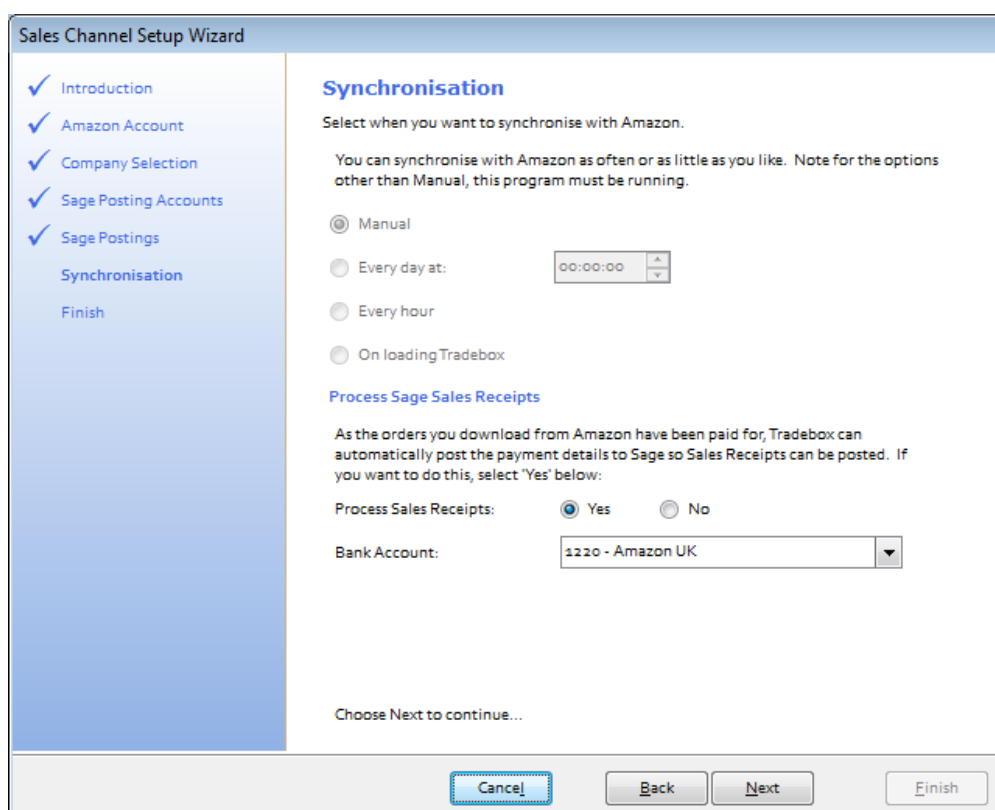
If the user has chosen to create Product Invoices or Sales Orders, Tradebox will initially read the Tax code from the Sage Product Record and use this as the default for UK and EU sales.

13. Click on **Next**.

The sixth screen in the wizard is entitled **Synchronisation** and enables the user to choose when to import sales and also how to handle Sales receipts in Sage.

14. The user has 4 **Synchronisation** options:
- Manual – every time they select the Synchronise button
 - Every day at a specified time
 - Every hour (Tradebox must be closed and re-opened for this setting to take effect).
 - On loading Tradebox

The synchronisation method is a global setting so will apply to all connections. This option may appear 'greyed out' if another connection already exists. A manual synchronise can always be ran even if an automated option has been chosen.



Sales Channel Setup Wizard

- Introduction
- Amazon Account
- Company Selection
- Sage Posting Accounts
- Sage Postings
- Synchronisation**
- Finish

Synchronisation

Select when you want to synchronise with Amazon.

You can synchronise with Amazon as often or as little as you like. Note for the options other than Manual, this program must be running.

Manual
 Every day at:
 Every hour
 On loading Tradebox

Process Sage Sales Receipts

As the orders you download from Amazon have been paid for, Tradebox can automatically post the payment details to Sage so Sales Receipts can be posted. If you want to do this, select 'Yes' below:

Process Sales Receipts: Yes No

Bank Account:

Choose Next to continue...

15. Under the **Process Sage Sales Receipts** area of the wizard screen, the user can choose whether or not to automatically pay an individual sales receipts (SR) into a nominated bank account in Sage. All invoices created by Tradebox in Sage are **unposted**. If you choose to process the sales receipt then this will be automatically paid into a nominated Sage bank account when the invoice is updated/posted to the ledgers.



Creating 'notional' banks in Sage to reflect and contain activity for a given payment method is a widely used approach by many online retailers. Doing this allows large volumes of individual transactions from a given payment method to be isolated away from the businesses other transactions, assisting in the reconciliation process.

The above is **NOT applicable** if Sales Orders (SO) have been chosen as the transaction type for Tradebox to create.

Sales Orders

If **Sales Orders** (SO) are chosen as the transaction type for Tradebox to create, Sales Receipts (SR) will NOT be paid into a bank, as illustrated above. This is because Sales Orders operate in a different way in Sage, as follows:

1. Sales Order is created in Sage by Tradebox automatically creating a Sales Receipt on Account (SA), against the Sage Customer Account. Effectively this credits the Sage Customer Account as a payment taken in advance of an invoice being raised.
2. Once the SO has been marked as dispatched, Sage will automatically create a Product Invoice. When the Invoice is updated to the ledgers a Sales Invoice (SI) is created against the Sage Customer Account. Generally this will contra off the SA leaving a balance on the Customer Account of zero.
3. However, both transactions will still be outstanding and will need to be allocated against each within a bank. To do this the user needs select the relevant bank within Sage, click on the Customer button and choose the Customer Account from the drop down list. Both transactions (SA and SI) will appear. Marking both as paid in full will allocate the transactions together.

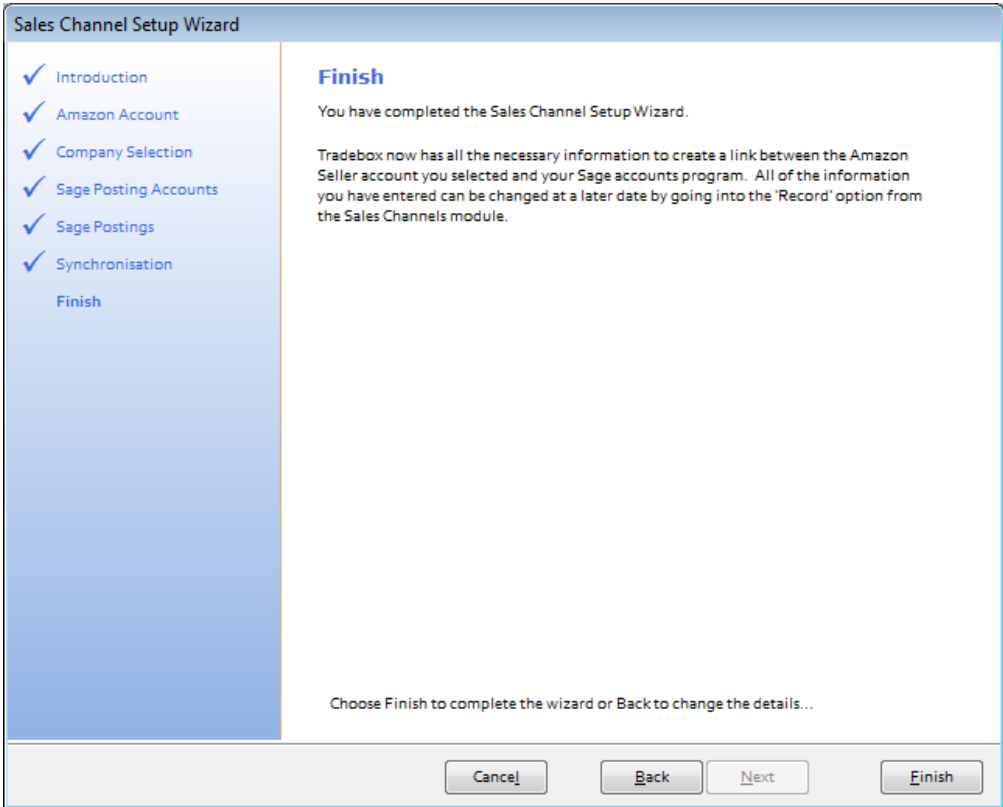
Where the user has chosen to create individual customer accounts in Sage, the task of allocating the transactions together in the bank will become significantly time consuming, especially if they conduct many online transactions.

A work around does exist for this is Tradebox, which prevents the creation of an SA to the Customer Account and allocates a Sales Receipt against the invoice, as described for Service and Product invoicing. However, this only works where the SO is fully dispatched and should not be used if SO's are partially dispatched.



The work around can only be applied after the set up wizard is complete and the connection has been set up. Once done, select the Sales Channel List and double click on the connection. In the screen displayed, untick the **Post Sales Receipts** tick box and then re-tick it. A dialog box will be displayed to confirm this setting. Click on **OK**.

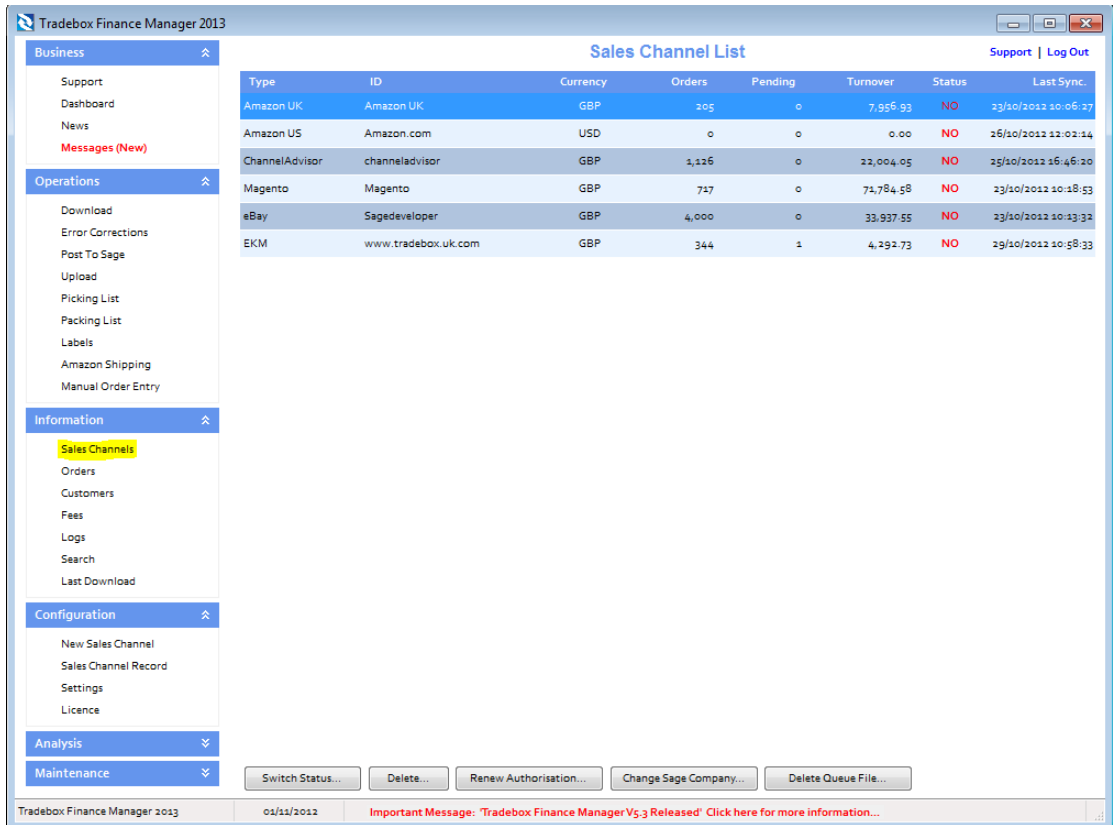
16. Click **Next** and on the final page of the wizard select **Finish**.



Applying and refining additional settings

Sales Channel List

Upon completion of the **Sales Channel Setup Wizard**, a connection to Amazon will be established in the **Sales Channel List**. This is the working screen of the software and contains an overview of every marketplace/website a connection has been created for. To access the Sales Channel List, select the **Sales Channels** option from the **Information** menu.



Type	ID	Currency	Orders	Pending	Turnover	Status	Last Sync
Amazon UK	Amazon UK	GBP	205	0	7,956.93	NO	23/10/2012 10:06:37
Amazon US	Amazon.com	USD	0	0	0.00	NO	26/10/2012 12:02:14
ChannelAdvisor	channeladvisor	GBP	1,126	0	22,004.05	NO	25/10/2012 16:46:20
Magento	Magento	GBP	717	0	71,784.58	NO	23/10/2012 10:18:53
eBay	Sagedeveloper	GBP	4,000	0	33,937.55	NO	23/10/2012 10:13:32
EKM	www.tradebox.uk.com	GBP	344	1	4,292.73	NO	29/10/2012 10:58:33

The command buttons at the bottom of the Sales Channel List affect the connection selected in the list at the time of selection.

Double clicking on the connection in the Sales Channel List opens the **Sales Channel Record** which contains all of the settings and configuration for that specific connection. The Sales Channel Record also holds all of the **mapping tables** for the connection which record and store the relationships between the data downloaded from the online marketplace/website and the entries in Sage.



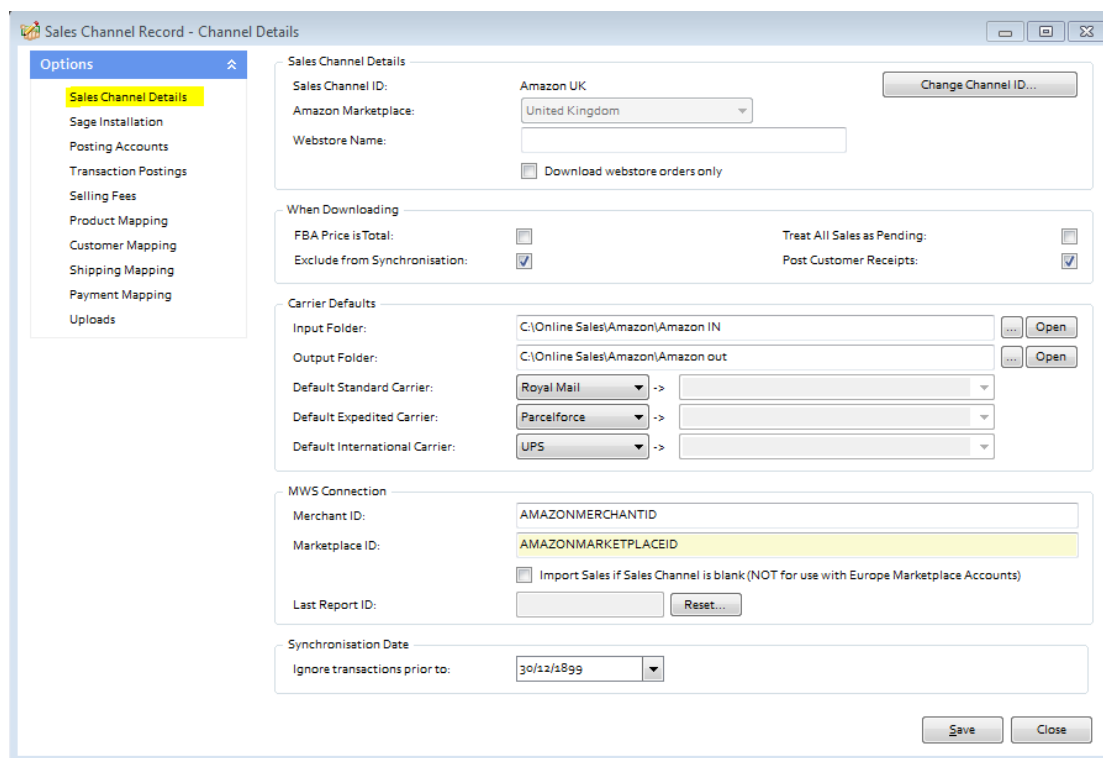
These tables cover mappings for:

- Customers
- Products
- Shipping Methods
- Payment Methods

The following pages will cover additional features and settings not explained in the previous wizard walkthrough.

Sales Channel Details

The first page of the Sales Channel record is the **Sales Channel Details** page. This page holds a variety of additional settings that can be applied and/or changed.



The **'Change Channel ID'** button allows the user to rename the connection. Simply click on this button and enter a new name. All sales channel names must be unique.

The **'Webstore Name'** field is used ONLY where the user has an Amazon Webstore and wishes to import sales from this Webstore. If this field is filled in where there is no Amazon Webstore, the import will not work. If the user wishes to import sales from the Amazon Webstore only, then the **'Download Webstore orders only'** check box should be ticked.

The **'FBA Price is Total'** tick box is used where the product price in the FBA file is the total sum of the product sale, rather than the unit product price sale. This varies for different FBA accounts and should only be used where the FBA file contains the total product price.

Exclude from Synchronisation suspends the connection and excludes it from the download or upload process.



Treat all Sales as Pending places all sales imported from the connection directly into the **Pending Folder**.

'Post Customer Receipts' ensures that a Sales Receipt is paid into a nominated Sage bank upon updating the Sage invoice created by Tradebox.

The **Input Folder** field provides the path to the location of the Amazon IN folder, where the Amazon Order Report is downloaded by Tradebox. This can be changed by clicking on the [...] button to the right of the field.

The **Output Folder** field provides the path to the location of the Amazon OUT folder, where the Amazon Order Report is moved after it is successfully imported by Tradebox. This can be changed by clicking on the [...] button to the right of the field.

The **Default Standard Carrier** field allows the user to choose a default carrier for standard shipping methods from a definitive drop down list provided by Amazon. If the carrier used does not exist in the list the user should choose 'Other'. If the user wishes to utilise Tradebox to mark items as shipped on Amazon then this field needs to be filled in.

The **Default Expedited Carrier** field allows the user to choose a default carrier for expedited shipping methods from a definitive drop down list provided by Amazon. If the carrier used does not exist in the list the user should choose 'Other'. If the user wishes to utilise Tradebox to mark items as shipped on Amazon then this field needs to be filled in.

The **Default International Carrier** field allows the user to choose a default carrier for international shipping methods from a definitive drop down list provided by Amazon. If the carrier used does not exist in the list the user should choose 'Other'. If the user wishes to utilise Tradebox to mark items as shipped on Amazon then this field needs to be filled in.



MWS Connection Settings

MWS Connection

Merchant ID:

Marketplace ID:

Import Sales if Sales Channel is blank (NOT for use with Europe Marketplace Accounts)

Last Report ID:

MWS Connection: This section contains 2 boxes prompting the user for the **Merchant ID** and the **Marketplace ID**. Tradebox uses this information to download and upload information from and to the Amazon Marketplace using Amazon Marketplace Web Service (MWS). To use Amazon MWS, you must have an Amazon MWS-eligible seller account. To obtain the **Merchant ID** and the **Marketplace ID** you must sign up for Amazon MWS by clicking on one of the links below and then selecting the **Sign up for MWS** button.

Amazon Marketplace	Application Name	Developer Account No
Amazon.co.uk	Tradebox	2269-3644-0136
Amazon.de	Tradebox	2269-3644-0136
Amazon.fr	Tradebox	2269-3644-0136
Amazon.es	Tradebox	2269-3644-0136
Amazon.it	Tradebox	2269-3644-0136
Amazon.com	Tradebox	8511-8541-5489
Amazon.ca	Tradebox	8511-8541-5489
Amazon Europe Marketplace Account	Use Amazon.co.uk connection details	

The resulting page will present you with 3 options. Select, ***“I want to use an application to access my Amazon seller account with MWS”***



amazon services

Amazon Marketplace Web Service (Amazon MWS)

I want to access my own Amazon seller account with MWS.

I want to use an application to access my Amazon seller account with MWS.

Application Name:

Application's Developer Account Number: For example: 1234-1234-1234 or 123412341234

I want to give a developer access to my Amazon seller account with MWS.

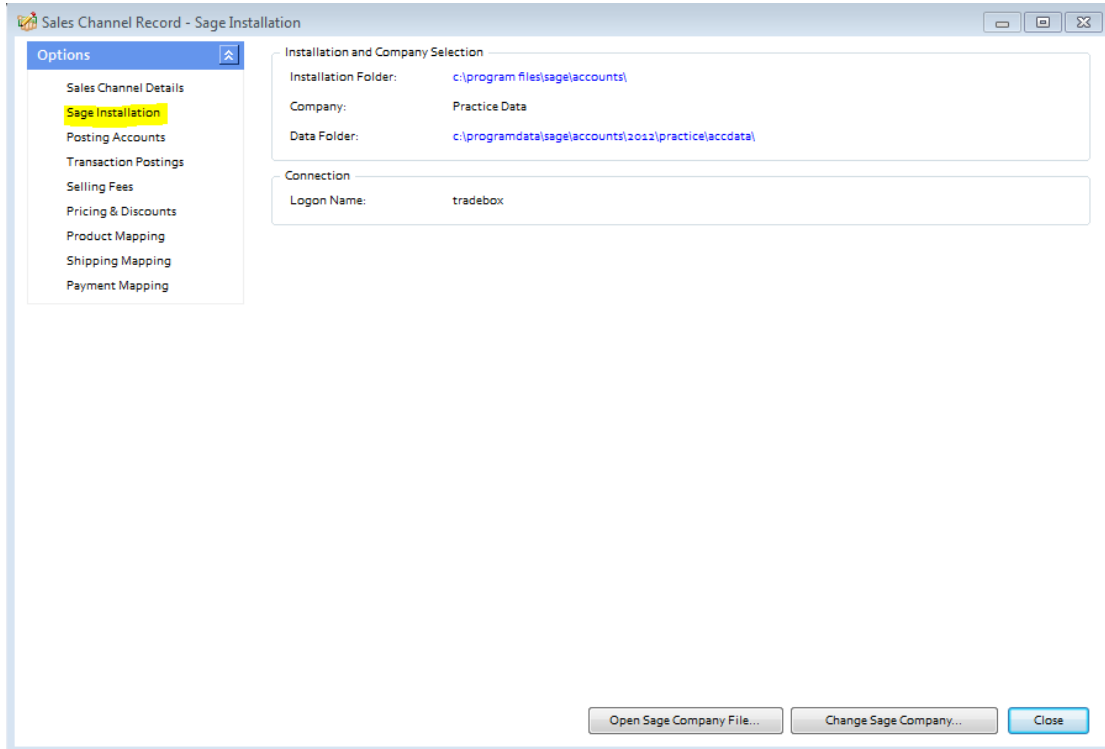
Enter the **Application Name** which is **Tradebox** and the **Developer's Account Number** which can be found in the above table. This will generate you **Merchant ID** and **Marketplace ID** which needs to be copied and pasted into the MWS Connection Details fields in Tradebox.

The **Synchronisation Date** option allows the user to establish a rule for Tradebox to **ignore sales prior to a specified date**.

The **Save** button must be selected to record any changes made.



Sage Installation



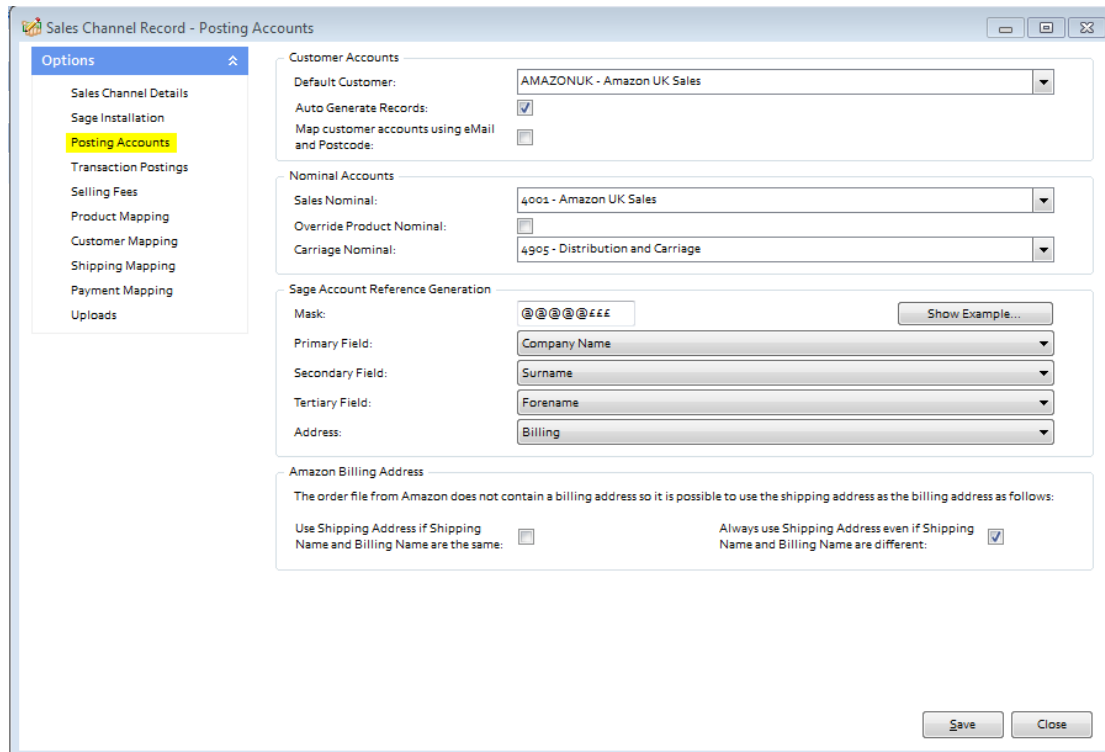
The Sage Installation screen shows the user which Sage Company Tradebox is pointing to and where the Amazon Sales downloaded will be created.

This screen also shows the Sage user name that has been provided by the user to enable Tradebox to log into Sage. Tradebox highly recommends creating a unique Sage user name specifically for Tradebox. Providing Tradebox with the standard Sage 'Manager' username, often leads to login conflicts.

These details can be changed by selecting the **'Change Sage Company'** button.

Open Sage Company File opens the local Sage Company file (in Notepad) containing a list of all Sage companies in the user's data set. This feature should only be used when directed by Tradebox support.

Posting Accounts



Map Customer Accounts using email and Postcode is only applicable if the option to **auto generate individual customer** records in Sage has been chosen. Ticking this option instructs Tradebox to search through existing customer records in Sage and determine if a customer already exists based upon the email and postcode in the imported order. If there is a **match for both criteria** then Tradebox will link the order to the existing customer account. If there is not match Tradebox will create a new customer record. This feature will slow the import routine and requires that the Sage user name provided to Tradebox has Full Access.

Sage Account Reference Generation: This feature allows the user to determine how the **Sage Customer Account Reference (SCAR)** should be configured and is only applicable if the option to create individual customer records has been chosen. Customer Account References in Sage have a maximum of 8 characters. The tools in this section allow the user to determine:

- a. What information the SCAR should be based upon
 - i. Company Name
 - ii. Surname
 - iii. Forename



- b. The priority the data upon which the SCAR is based should be in
- c. Which address information to base the SCAR upon (billing address or shipping address)
- d. The format of the SCAR in terms of letter and numbers through the use of a Mask.

The 3 pieces of information upon which the Sage Customer Account Reference can be based are the buyer's company name, surname or forename. The priority of this information is established in the primary, secondary and tertiary fields. Where information on the highest priority field may not exist in the feed, Tradebox will move to the second priority and then the third. So, in the above example the highest priority is the company name. If this exists in the feed it will be used. If this field is blank, Tradebox will move to the second priority, which in the above example is the buyer's surname.

Mask: The mask allows the user to establish how many letters and/or number to use in the creation of the Sage Customer Account Reference (SCAR). In the mask:

@ equals a letter

£ equals a number

Using the above example (@@@@£££) Tradebox would create the SCAR using the first 5 characters of the data followed by 3 numbers. The numbers are incremental to allow separation of different customers with similar information. For example, if John Smith and Adam Smith made purchases Tradebox would create SMITH001 and SMITH002 Customer Account References in Sage.

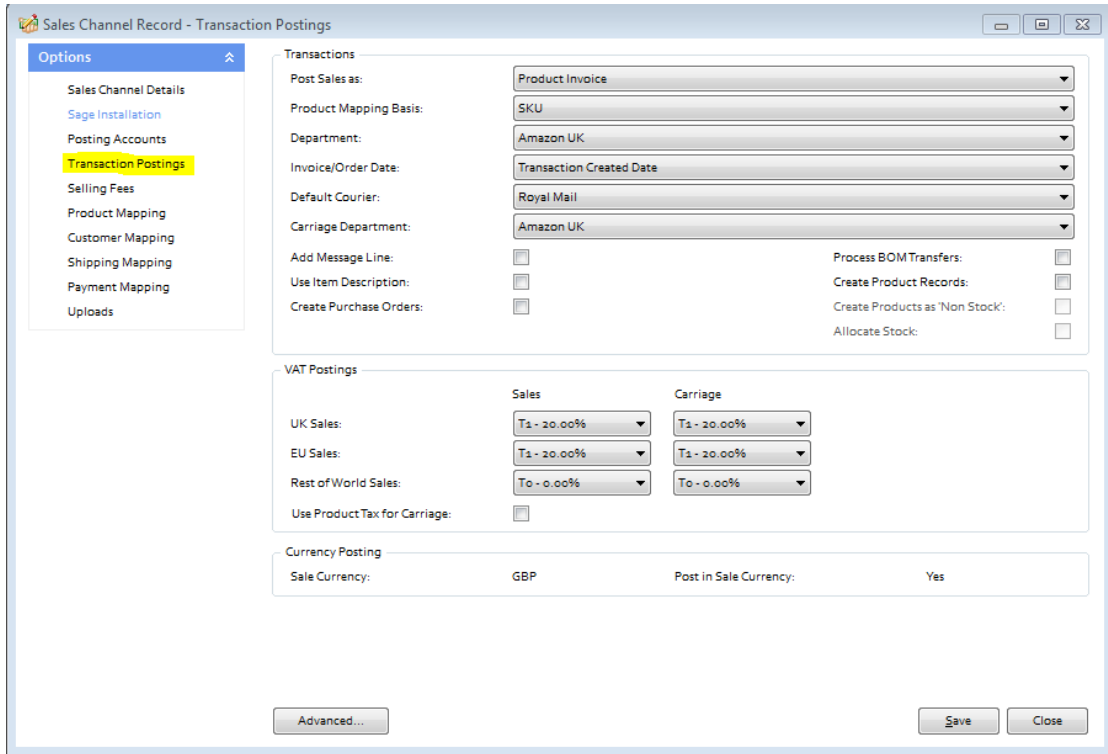
The mask can also contain prefixes. So, if you wished to prefix the SCAR with an 'A' (for Amazon) then you would simply type the letter into the mask as follows:

A@@@@£££

The mask will always be limited to 8 characters, which is the maximum Sage allows.

Amazon Billing Address: The Amazon Order File only contains a single address, which is the Shipping Address. However, the Amazon Order File does contain the buyer name and the recipient name. Users can choose to use the shipping address as the billing address on the Sage invoice if the buyer and recipient names match, or, to use the shipping address as the billing address on the Sage invoice regardless of a match.

Transaction Postings



The Transaction Postings screen enables a number of additional settings to be applied, as follows:

Department: allows the user to allocate sales income from imported Amazon sales to an established department in Sage. This is useful to isolate sales income in Sage from a given marketplace.

Invoice/Order date: This is the date used on the Sage invoice. By default this is set to the date the transaction occurred. However this can be changed to the **Paid Date** or the **Downloaded Date**.

Default Courier: allows an existing default courier from Sage to be added to the order details on the Sage invoice

Carriage Department: allows carriage income to be allocated to an established department in Sage. This is useful to isolate carriage income in Sage from a given marketplace.

Add Message Line: allows the user to add any message left by the customers onto the invoice in Sage.



Use Item Description: uses the item title from Amazon on the Sage invoice, as opposed to using the description from the Sage Product record.

Create Purchase Orders: Automatically creates **Purchase Orders** in Sage to the supplier of the product, at the established cost price, for delivery to the buyer. Product needs to be specifically marked as a dropship item in the **Product Mapping** Screen first. **Requires Sage 50 Accounts Professional.**

Process BOM Transfer: Instructs Tradebox to transfer component parts into a pre-existing Bill of Materials (BOM) in Sage, as and when an order containing a BOM product is downloaded. Requires Sage 50 Accounts Plus or Professional.

Create Product Records: Instructs Tradebox to automatically create a new product record in Sage for any Amazon product it cannot automatically match to an existing Product in Sage. Products created in Sage by Tradebox only contain a Product Code, Description, the Sage default tax code and the Sage default nominal code. All other information that can be entered against a Sage product, such as location, supplier, cost price, sales price, quantity in stock etc., will need to be added manually. Generally this function is used as an initial option to get stock records set up in Sage. **It is NOT recommended to have this function permanently turned on.**

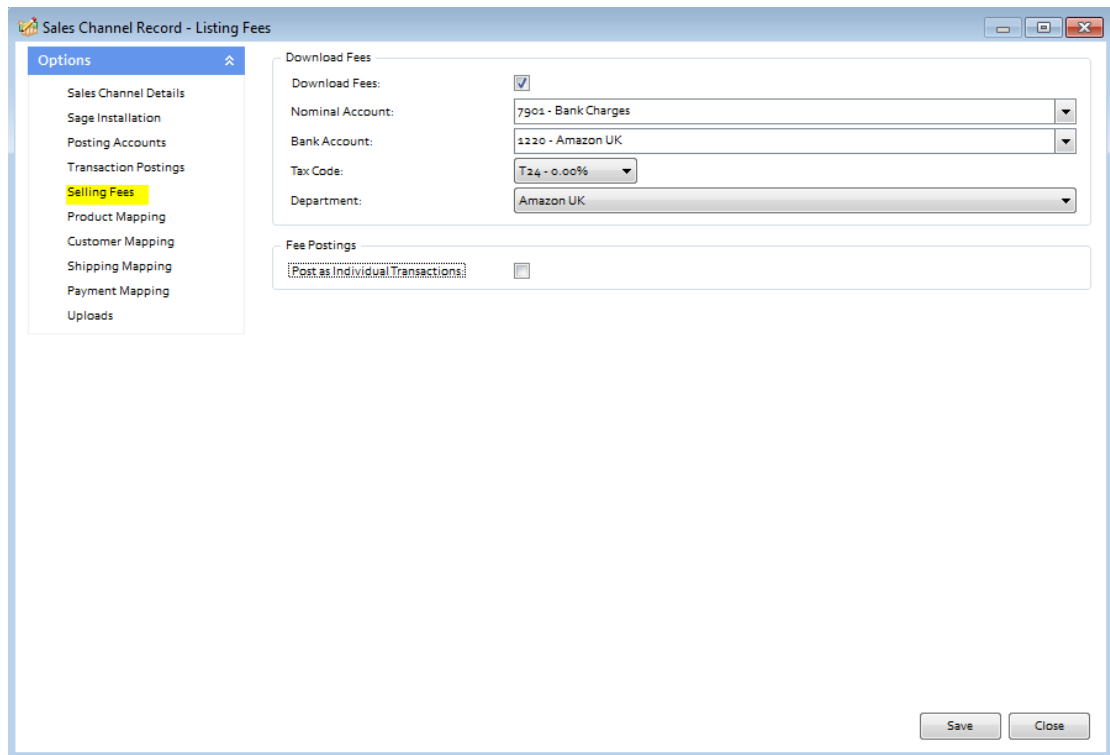
Create Products as Non Stock: If the user has chosen to auto create products in Sage then this setting allows them to specify the creation of Non Stock products, i.e. product records that do NOT carry a quantity.

Allocate Stock: Where Sales Orders have been chosen as the transaction type to be created, Tradebox will automatically allocate stock to the Sales Order upon creation. **Requires Sage 50 Accounts Professional**

Use Product Tax for Carriage: Where Product Invoices or Sales Orders have been chosen as the transaction type in Tradebox, the software has the ability to amend the VAT liability on Carriage in line with the first product in the order.

Selling Fees

Tradebox can be configured to import the Amazon Selling fees in the form of **the Amazon Settlement report**. This should be manually downloaded and saved into the Amazon IN folder.



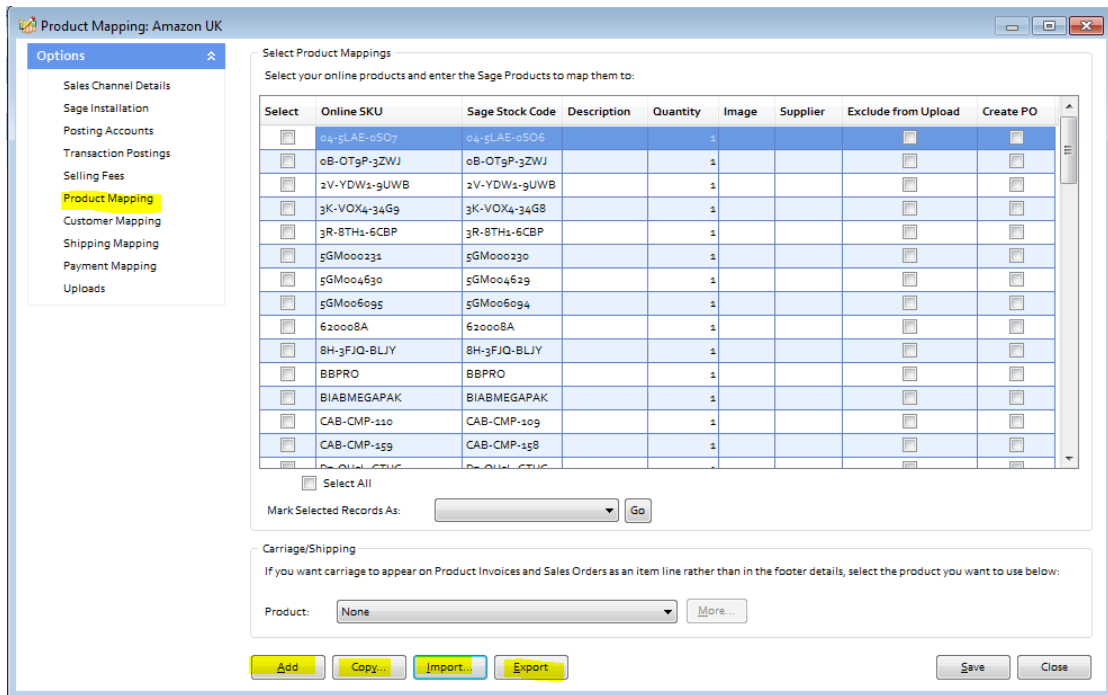
To enable fees to be imported the **Download Fees** tick box needs to be ticked. Fees need to be allocated to a Sage nominal code, bank account and tax code. As an option, the fees can also be allocated against a department.

Fees are NOT automatically posted to Sage but captured and placed within the Selling Fees section of the programme. Fees can then be sorted and filtered and passed into the established Sage Bank Account as Bank Payments. By default Tradebox will gather and combine all selected fees together and post to Sage as a single transaction. If the Post as individual Transactions option is selected, Tradebox will post every fee to Sage as an individual Bank Payment.

Product Mapping

The Product Mapping screen holds the relationship between the online product and the corresponding Sage Product Code. This relationship or mapping can be either **Online SKU** mapped to **Sage Product Code**, or, **Online Product Title** mapped to **Sage Product Code**

In both instances the online product identifier is always mapped to the **Sage Product Code**. This choice is established during the sales channel set up wizard.



In most cases the product mappings in the table are created **automatically** as sales are imported into Tradebox. Online product SKU's are mapped automatically when the online SKU and the Sage Stock Code are an exact match. If the online SKU imported does not match an existing Sage Stock Code, Tradebox alerts the user and invites them to manually allocate the non-matching online SKU to an existing Sage Stock Code.

Product Mappings can be added one at a time by clicking on the **Add** button.

Product Mappings can be copied from another existing connection by selecting the **Copy** button.



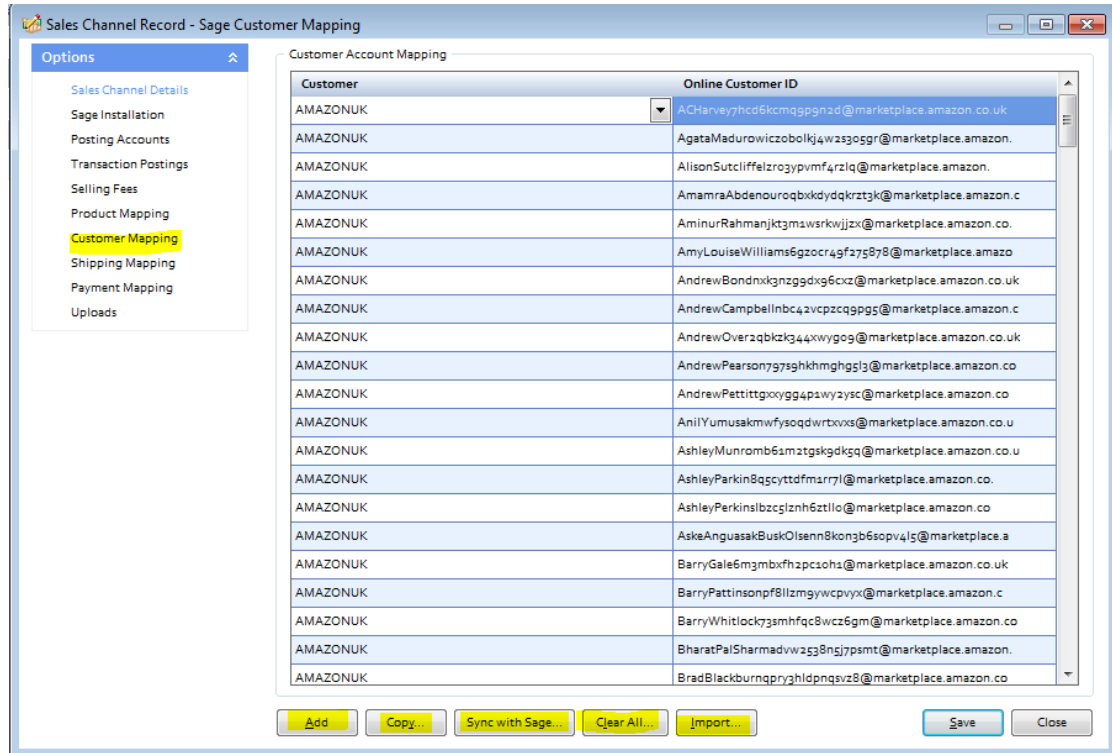
Alternatively, Product Mappings can be imported in a csv file in advance of using Tradebox by utilising the **Import** button. The csv template can be obtained by selecting **Export** button and saving the csv file locally.

Where the user wishes to automatically create Purchases Orders in Sage for given products these need to be identified in this screen by ticking the **Create PO** box next to the relevant product. The **Create Purchase Orders** box also needs to be ticked in the **Transaction Postings** section of the Account record. When Tradebox imports an order with a product that has been marked as **Create PO**, it will automatically raise a Purchase Order (PO) in Sage, with the Product Suppliers name and billing address, at the last cost price with the buyers shipping address. For this to work seamlessly, the Sage Product Record needs to have a supplier allocated to it and have cost prices recorded against it. **Requires Sage 50 Accounts Professional.**

If the user wishes the **shipping method to appear on the body of the Sage invoice/order** as a product line, rather than in the footer of the invoice, then a default carriage product needs to be selected from the drop down menu under the **Carriage/Shipping** section. Further settings need to be established in the **Shipping Mapping** section.

Customer Mapping

The Customer Mapping screen holds the relationship between the **Sage Customer Account** and the unique buyer details in Tradebox and enables Tradebox to recognise which existing Sage Account to use for a returning buyer.



Customer Mappings are created automatically by Tradebox when importing orders. However, Customer Mappings can be added by clicking on the **Add** button.

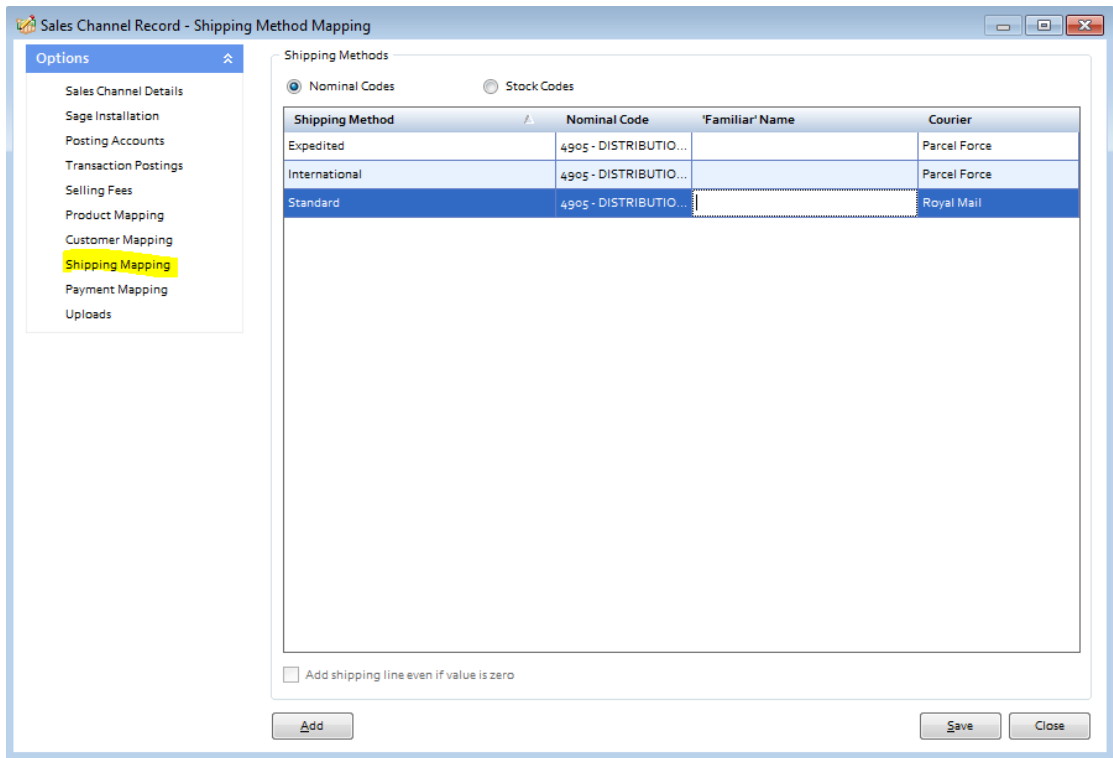
Customer Mappings can be copied from another existing connection by selecting the **Copy** button. Alternatively, Customer Mappings can be imported in a csv file in advance of using Tradebox by utilising the **Import** button.

A common mapping error results when Sage Customer accounts, that have been created by Tradebox, are deleted from Sage. The error results because the Sage Customer Account Reference (SCAR) held in the Tradebox database no longer exists in Sage. Selecting the **Sync with Sage** button will recreate any missing Sage Customer Accounts in Sage that are held in the customer mapping table. This can take some time depending upon the amount of customer records held in Tradebox and sage Accounts.

Shipping Mapping

The Shipping Mapping screen shows how carriage is reported onto a Sage invoice and also how the income from carriage is reported into Sage.

By default Tradebox displays the carriage amount on the carriage footer of the Sage invoice and reports the carriage income to the default carriage nominal code, as established in the Sales Channel Setup Wizard. Nominal code reporting can be amended in this screen so different shipping methods are reported to different nominal codes.



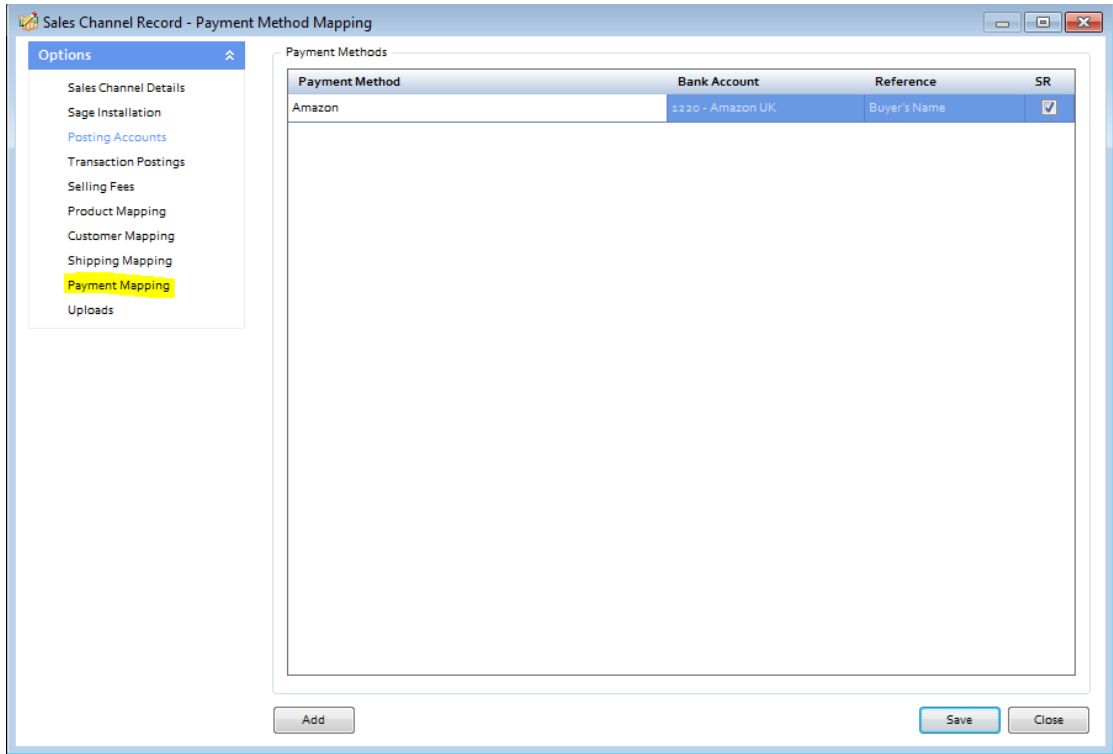
Alternatively, carriage can be displayed as a product line on an invoice. To do this a default carriage product needs to be selected from the drop down menu under the Carriage/Shipping section of the **Product Mapping screen**. Once done, the shipping method will appear as Stock Codes at the top of the Shipping Mapping screen. Each shipping method can then be allocated against an established carriage stock code in Sage.

Add shipping line even if value is zero allows the shipping method to still be included on the body of the invoice even if it is a free item.

Payment Mapping

The Payment Mapping table allows the user to determine:

- Which Sage Bank Account the Sales Receipt (SR) for an Amazon sale should be paid into
- If the Sales Receipt (SR) should be paid into the Sage bank upon posting the invoice
- Which reference to use against the Sales Receipt (SR)





Optimising Tradebox and Sage Accounts for reporting

Before downloading sales from Amazon there are a couple of final tweaks that will be greatly beneficial for reporting purposes.

Tradebox Settings

In Tradebox select the **Settings** option from the **Configuration** menu which will generate the Settings Screen. This is split into multiple tabs.

Downloads Tab

If you wish to download sales manually (i.e. on demand), tick the '**Always prompt for days/date to download from**' tick box. Every time a download is ran, Tradebox will always prompt the user to provide the number of days to go back.

If you wish to download automatically, choose the **Interval** option and from the dropdown list choose the download interval; every 30 minutes, 1 hour, 2 hours, 4 hours, 8 hours or 12 hours.

Dashboard Tab

Configure the settings to display the data as you wish to see it on the Tradebox Dashboard. The Group by Sage Code tick box groups products sold by the Sage Product Code, rather than the online SKU. This provides a more accurate overview of products sold where the same product has multiple online SKU's.

Sage Field Mapping Tab

This section shows which data is reported onto the Sage customer account record and the Sage invoice/order. For the invoice/order settings the following mappings are recommended:

- Order ID = Cust_Order_Number
- Order Taken By = Sales Channel Name
- Payment Method = Notes 1
- Shipping Method = Notes 2



Sage Invoice/Order List

The invoice/sales order list in Sage can be configured to provide useful ‘at a glance’ data by including certain columns. Right click on the column headers to reveal all of the available columns. Tradebox recommend including the following additional columns:

- A/C
- Customer Order No
- Order Taken By

Based upon the changes suggested in the Tradebox settings, the invoice list could look as follows:

No.	Type	Date	Name	Amount £	Printed	Posted	A/C	Customer Order No	Order Taken By
5284	Srv	17/06/2012	Jennifer Obrien	35.00			AMAZONUK	203-3318124-7965140	Amazon
5285	Srv	17/06/2012	Matthew Paul Donovan	28.99			AMAZONUK	203-4324862-3228357	Amazon
5286	Srv	17/06/2012	Jorge Traquete	176.49			AMAZONUK	203-7390169-8321919	Amazon
5287	Srv	18/06/2012	Michael Peter Holder	69.99			AMAZONUK	026-6239100-0936367	Amazon
5288	Srv	18/06/2012	Jane Steele	59.00			AMAZONUK	026-8504405-4968341	Amazon
5289	Srv	18/06/2012	Clive Smith	22.49			AMAZONUK	202-9056293-1052361	Amazon
5290	Srv	19/06/2012	Charles Taylor	104.99			AMAZONUK	026-4373275-8021919	Amazon
5291	Srv	19/06/2012	Mark Bainbridge	55.00			AMAZONUK	026-4380674-3921928	Amazon
5292	Srv	19/06/2012	James William Evans	39.99			AMAZONUK	026-4952857-0836300	Amazon
5293	Srv	19/06/2012	Christopher Collins	104.99			AMAZONUK	203-0528307-5473924	Amazon
5294	Srv	20/06/2012	Mr Jussi Kalkkinen	349.00			AMAZONUK	026-1391175-6145938	Amazon
5295	Srv	20/06/2012	Doushiant Mohah	109.00			AMAZONUK	026-1766547-1782719	Amazon
5296	Srv	20/06/2012	Westerhoff	361.50			AMAZONUK	202-0697927-6271523	Amazon

Where Tradebox has created the invoice/order, the user will be able to quickly ascertain:

- The marketplace each invoice originated on
- The Amazon order number
- Which Sage Customer Account the invoice relates to
- Who the invoice is for
- The date of the order
- Whether it has been printed and/or updated

Setting up the Amazon Download Scheduler

Tradebox Finance Manager includes an **Amazon Download Scheduler** that allows the programme to routinely:

- Connect with the Amazon Marketplace and request the creation of a 14 day Amazon Order Report.
- Whilst connected, download the latest Amazon Order File available into the local Amazon IN folder.

The Amazon Download Scheduler CANNOT download the Amazon Order Report it has requested because Amazon has a delay in generating the report. For this reason it takes the latest report available.

This routine download **does not** automatically import the Amazon sales into Tradebox but downloads the Amazon Order File into the local IN folder. However, Tradebox can be configured to routinely check the IN folder and import any new sales. To do this, select the **Settings** option from the **Configuration** menu and in the **Download Tab** apply a download schedule.

Opening and configuring the scheduler

The scheduler will automatically open when Tradebox is opened and will sit in the PC system tray. If the Amazon connection has just been created, Tradebox will need to be closed and re-opened to activate the Download Scheduler.



To change the frequency of the Amazon order file creation and download simply right click on the icon in the system tray, select **Settings**, establish the frequency in minutes and select **OK**. To see when the download schedule is set to run, right click on the icon and select **Open Scheduler**.

The Download Scheduler will run independently of the Tradebox Finance Manager programme. This means that the Download Scheduler will run even if Finance Manager has been closed. To close the scheduler, right click on the icon and choose **Exit Scheduler**.

Importing Orders from Amazon

Once the set up is complete, orders from Amazon can be imported. To prevent common errors, ensure that:

- The Regional and Keyboard settings on the PC are configured for the UK.
- The time/date on the PC is configured for the UK

Select the **Download** option from the **Operations** menu. This instructs Tradebox to look into the local Amazon IN folder and import any available Amazon Order Files that have been downloaded by the scheduler. Only sales that have NOT previously been imported into Tradebox will be imported.

Running a download takes place in the **Operations Log** which will show a script of the download procedure, detailing how many transactions have been downloaded and how many invoices/orders have been created in Sage. If Tradebox encounters any issues during the download or posting to Sage. It will generate the following message:

**There may have been errors during the synchronisation for Sales Channel: XXXXXX.
Check the Error Log for details**

Alongside the Operations Log are the **Process Log** and the **Error Log**. Click onto the Error Log to see details of each issue Tradebox has encountered. Generally errors are generated because of mapping issues. The most common of these are Product Mapping errors where Tradebox cannot match the SKU in the downloaded order to an existing Product Code in Sage. Select the **Error Corrections** button to generate a grid where the mappings can be done manually. To see an explanation of the common errors, select the **Common Errors** button.



Orders

To view a list of orders imported into Tradebox click on the **Orders** option under the **Information** menu. This will generate the 'Imported Orders Criteria' dialog box, with options to choose:

- Orders from all connections, or, orders from a specified connection
- The type of order you wish to see; Posted to Sage, Unposted or Pending.

Select	Sales Channel ID	Billing Name	Sale Date	Order Status	Payment Method	Transaction Status	Qty	Stock Code	Title
<input type="checkbox"/>	www.tradebox.uk.com	Kinril Kondraashin	18/10/2012	Processing	PayPal Express Checkout	SUCCESS: BF613393MM6B6...	1	B0081-0021-0007	iPhone 5 skin - Rossi wh
<input type="checkbox"/>	www.tradebox.uk.com	Pascal Redpath	18/10/2012	Processing	PayPal Express Checkout	SUCCESS: 2CU47081FY91314...	1	H0026-0076-0016	iPhone 4/4S Case - Play
<input type="checkbox"/>	www.tradebox.uk.com	Stephen Johnson	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:007202	1	B0037-0043-0008	Kindle Keyboard skins -
<input type="checkbox"/>	www.tradebox.uk.com	Jonathan Gell	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:831426	1	B0037-0026-0003	Kindle Keyboard skins -
<input type="checkbox"/>	www.tradebox.uk.com	Biljana Lelic-Parier	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:018246	1	B0026-0028-0020	iPhone 4/4S skins - Sur
<input type="checkbox"/>	www.tradebox.uk.com	Biljana Lelic-Parier	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:018246	1	B0026-0028-0008	iPhone 4/4S skins - Shar
<input type="checkbox"/>	www.tradebox.uk.com	Christine Longham	18/10/2012	Processing	PayPal Express Checkout	SUCCESS: 75724289M32320...	1	B0026-0028-0004	iPhone 4/4S skins - Hen
<input type="checkbox"/>	www.tradebox.uk.com	Edson Biapo Dos Santos	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:029640	1	B0079-0028-0015	Samsung Galaxy S III ski
<input type="checkbox"/>	www.tradebox.uk.com	Edson Biapo Dos Santos	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:029640	1	B0079-0028-0016	Samsung Galaxy S III ski
<input type="checkbox"/>	www.tradebox.uk.com	Edson Biapo Dos Santos	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:029640	1	B0079-0024-0035	Samsung Galaxy S III ski
<input type="checkbox"/>	www.tradebox.uk.com	Gordon Malier	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:057307	1	B0040-0057-0002	iPod Touch (Gen 4) skin
<input type="checkbox"/>	www.tradebox.uk.com	Gordon Malier	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:059213	1	B0040-0057-0006	iPod Touch (Gen 4) skin
<input type="checkbox"/>	www.tradebox.uk.com	Gordon Malier	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:015506	1	B0066-0021-0013	BlackBerry Curve 9300
<input type="checkbox"/>	www.tradebox.uk.com	Gordon Malier	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:012203	1	B0023-0024-0004	BlackBerry Bold 9700 st
<input type="checkbox"/>	www.tradebox.uk.com	William Smart	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:006355	1	B0029-0023-0002	HTC HD2 skins - Raven
<input type="checkbox"/>	www.tradebox.uk.com	Ji Su Oh	18/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:018765	1	B0074-0057-0023	iPad 3 skins - Police Bo
<input type="checkbox"/>	www.tradebox.uk.com	Stephen Johnson	19/10/2012	Processing	Secure Trading	SUCCESS: AUTH CODE:005077	1	B0003-0057-0023	iPhone 3 skins - Police E
<input type="checkbox"/>	www.tradebox.uk.com	Jinath Bhatt	19/10/2012	Processing	PayPal Express Checkout	SUCCESS: gJL11864G1737714	1	H0081-0057-0023	iPhone 5 Case - The Doc
<input type="checkbox"/>	www.tradebox.uk.com	Lizbeth Bhatt	18/10/2012	Processing	PayPal Express Checkout	SUCCESS: 1111111111111111	1	H0081-0057-0023	iPhone 5 Case - The Doc

The imported orders chosen in the dialog box are presented in a configurable grid. Columns can be added, removed and sorted into the order required by the user. To move the columns, simply click on the column headers and drag the column into the required position. To add or remove columns, right click on the column headers and from the drop down menu choose the **Select Columns** option. Data in the grids can be sorted in ascending or descending order by clicking on the column headers. Hovering the mouse above the columns will reveal a filter control . Clicking on the control allows the user to filter the grid by data in the column, for example showing all sales between 2 dates.



Amazon Shipping Confirmation File

Tradebox can create an **Amazon Shipping Confirmation File** which can then be uploaded back to Amazon to confirm each order has been shipped. After the Amazon Orders have been imported, the user selects the **Amazon Shipping** option from the **Operations** menu. This will generate the following grid:

Order ID	Trans. ID	Date	Buyer	Qty. Sold	Qty. to Ship	Ship Date	Carrier Code	Carrier Name	Tracking No.	Ship Method
026-7297017-6856532	45014466958899	08/06/2011	Stuart Brodie	1	1	13/06/2012	Royal Mail			
026-1885956-4143508	33147783270867	09/06/2011	Reuben John Taylor	1	1	13/06/2012	Royal Mail		123456789	
202-7215562-2321939	69905838306859	09/06/2011	Keith Manhood	1	1	13/06/2012	Parcelforce			
203-5053322-3201156	00489721077531	09/06/2011	Mr Peter Cliff	1	1	13/06/2012	Royal Mail			
026-8203124-5014764	16333118991915	09/06/2011	Joshua Fay	1	1	13/06/2012	Royal Mail			
026-4741856-0065101	60776082892179	09/06/2011	David Fagg	1	1	13/06/2012	Royal Mail			
202-3842553-5570734	33104662342075	09/06/2011	Tom Kynkal	1	1	13/06/2012	Parcelforce			
202-3647209-1894752	03171423488163	09/06/2011	Vaun Turner	1	1	13/06/2012	Royal Mail			
203-1091052-5521130	09892397947747	09/06/2011	John Scott Kirk	1	1	13/06/2012	Royal Mail			
026-2161058-9398755	14240928685763	10/06/2011	Gareth Lennard	1	1	13/06/2012	Royal Mail			
026-0668456-5673108	28070335352755	10/06/2011	Steve Baker	1	1	13/06/2012	Parcelforce			
203-8615543-7138727	64643198780803	11/06/2011	Greg Hadden	1	1	13/06/2012	Parcelforce			
202-9180446-4887554	14280585863803	11/06/2011	Giselle Moore	1	1	13/06/2012	Royal Mail			
026-5394550-9967522	24926421798499	12/06/2011	Bharat Pal Sharma	1	1	13/06/2012	Royal Mail			
026-0981138-4025961	55793871881547	12/06/2011	Melissa Okusanya	1	1	13/06/2012	Royal Mail			
203-7500284-0609944	15603817004499	12/06/2011	Simon Offord	1	1	13/06/2012	Royal Mail			
202-7272383-6015544	57943255361795	12/06/2011	Aske Anguask Busk Ol...	1	1	13/06/2012	UPS			
026-0047329-1984333	1364663389793	12/06/2011	Nikhil Limbu	1	1	13/06/2012	Royal Mail			
026-0622366-1371558	11630690709003	12/06/2011	Sean Longfield	1	1	13/06/2012	Parcelforce			
203-8981536-2035528	49947151007619	12/06/2011	Mr Neil Guest	1	1	13/06/2012	Royal Mail			
026-6331243-4458729	55963254497003	12/06/2011	Violette Aubry	1	1	13/06/2012	Royal Mail			
203-9696315-4805942	55000788600043	12/06/2011	David Hill	1	1	13/06/2012	Royal Mail			
026-9073760-3423502	4196445445203	12/06/2011	Tamara Cooper	1	1	13/06/2012	Royal Mail			
203-6426609-9267533	07543278353891	12/06/2011	Steven Mowforth	1	1	13/06/2012	Royal Mail			
203-0931008-3161164	42279521107691	12/06/2011	Debbie Fluin	1	1	13/06/2012	Royal Mail			
202-7824125-0271519	44016622506923	12/06/2011	Steven Frew	1	1	13/06/2012	Royal Mail			
203-3437085-4449950	61603491289707	12/06/2011	Matt Wasser	1	1	13/06/2012	Royal Mail			
026-6605635-3412365	23820757605107	13/06/2011	Luis Figueroa	1	1	13/06/2012	Royal Mail			
026-6378102-4833100	40416141024051	13/06/2011	Mr I Buckingham Elevati...	1	1	13/06/2012	Parcelforce			
026-3191989-6262721	15789515753731	13/06/2011	Louise Morlidge	1	1	13/06/2012	Royal Mail			
026-5642628-7199532	2578388465339	13/06/2011	Douglas Richmond	1	1	13/06/2012	Royal Mail			
203-1144641-1237105	25774366458051	13/06/2011	Ross Trigwell	1	1	13/06/2012	Royal Mail			
203-0522984-9789123	12483393881635	13/06/2011	Dr J Mays	1	1	13/06/2012	Parcelforce			
202-6165583-4715511	49616862232083	13/06/2011	Deirdre Smith	1	1	13/06/2012	Royal Mail			
202-5306187-8861153	68133268060995	13/06/2011	Johannes Bergreen	1	1	13/06/2012	UPS			
026-3175311-6869914	43433882753739	13/06/2011	Jonathan Finney	1	1	13/06/2012	Royal Mail			
				94	94					


The grid contains all imported Amazon orders. Against each order Tradebox automatically creates a Quantity to Ship value that matches the Quantity Sold. The Shipping Date is populated with today's date. The Carrier Code is populated by the default carrier established in the connection settings for standard, expedited and international shipping. There also exists a Tracking Number field. This can be filled in manually or completed using a standard hand held scanner.

Once complete the user selects **Upload Shipping File** and the shipping confirmation is passed directly to the Amazon Marketplace. Alternatively, the user can select **Save Shipping File** which will allow the user to create a local copy of the Amazon Shipping Confirmation File in the Amazon Shipping Folder. Once a file is created the grid in Tradebox is reset.



Customers

Regardless of whether you choose to create individual customer accounts in Sage or simply use a single generic Sage customer account, Tradebox will always hold comprehensive details of every individual customer that is processed through the software. To access the customer list simply click on the **Customers** option in the **Information** menu.

This will provide a configurable grid of customers that can sorted into the order required by the user. Data in the grids can be sorted in ascending or descending order by clicking on the column headers. Hovering the mouse above the columns will reveal a filter control . Clicking on the control allows the user to filter the grid by data in the column.

Double clicking into a customer will generate a customer details screen containing more in-depth information on the customer, as well as a history of purchases.

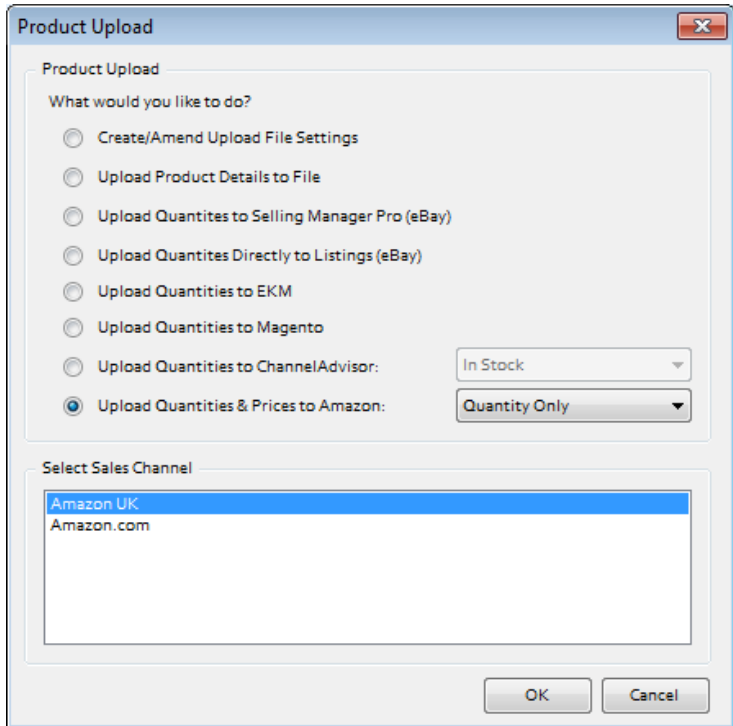


Name	Address 1	Address 2	Address 3	Address 4	Postcode	Country
821970BH, Flt Lt, Luke Bhatia						United Kingdom
A Thompson	6023, Long Border Road Lon...		Stansted	Essex	CM24 2RL	United Kingdom
A Boyd	Railway Court		Doncaster	South Yorkshire	DN4 5FB	United Kingdom
A C Harvey	9 Overmoor View		Tibshalf	Derbyshire	DE55 5LG	United Kingdom
A Deadman	Unit 3 Willow Lane Ind Est, W...		Mitcham	Surrey	CR4 4NB	United Kingdom
A Leil	21 Henderson Drive		Inverness	Inverness-Shire	IV1 1TR	United Kingdom
A Mott	Ryder Close		Swadlincote	Derbyshire	DE55 9EU	United Kingdom
A Oliver	6 The Approach		Enfield	Middlesex	EN1 3PY	United Kingdom
A P Jones						United Kingdom
A Pitchford	Pilot Works, Holyhead Road, ...		Telford	Shropshire	TF1 6BB	United Kingdom
A R Timmins						United Kingdom
A. Undrill	8 Bruce Grove		Wickford	Essex	SS11 8QN	United Kingdom
Aaron McCormack	505 Gardenia Ln.		Marietta	Georgia	30 068	United States
Abby Glennie	14/5 Roseburn Maltings	Roseburn	Edinburgh	Edinburgh City	EH12 5LJ	United Kingdom
Adam Knight	7 Midlem Drive		Glasgow	North Lanarkshire	G52 2DR	United Kingdom
Adam Noble	33 Gravel Walk		Tewkesbury	Gloucestershire	GL20 5NH	United Kingdom
Adam Sharp	Braehad Manse		Westray	Orkney	KW17 2DB	United Kingdom
Adam Spacey	8 The Stables	Wynyard	Billingham	Durham	TS22 5QQ	United Kingdom
Adrian Forman	57 Sadler Road		Lincoln	Lincolnshire	LN6 3RS	United Kingdom
Adrian Hadfield	Spittlegate Level		Grantham	Lincolnshire	NG31 7UH	United Kingdom
Adrian Rees	Bleasau Dwr	Francysyllte	Llangollen	Wrexham	LL20 7RY	United Kingdom
Adrian Rodley	6 Springside Rise, Golcar		Huddersfield	Yorkshire	HD7 4RW	United Kingdom
Adrian Veale	Unit 25 Kestral Court Harbour...		Bristol		BS20 7AN	United Kingdom
Agata Madurowicz	26 Thorpedale Road		London		N4 3BL	United Kingdom
Ahmed Saleh	Aramex House		Slough		SL3 0NS	United Kingdom
Alan Balcomb	2 Croft Road		Newmarket	Suffolk	CB8 0AQ	United Kingdom
Alan Field						United Kingdom
Alan Gibson	106 Broadway		Loughborough	Leicestershire	LE11 2JG	United Kingdom
Alan Stephenson	Unit 4, Cranswick Industrial E...		Driffield	Yorkshire	YO21 9QE	United Kingdom
Alan Thomas						United Kingdom
Alan Wells	Unit 103, Barton Dock Road, ...		Manchester		M32 0YQ	United Kingdom
Alan Yeung	3 Gibb St		North Ryde	New South Wales	2113	Australia

All customer details held in Tradebox can be exported into Excel by selecting the **Export** button.

Uploading Prices and/or Stock Quantities back to Amazon

Tradebox enables users to upload Product Prices, Stock Quantities or both Prices and Quantities back to Amazon. To do this, select the **Upload** option from the **Operations** menu. This will generate the following screen:



- Choose Upload Quantities and Prices to Amazon
- Select Quantity & Price, Quantity Only or Price Only
- Choose the relevant Amazon Sales Channel and select OK.

Pressing OK will upload the quantities and/or prices to the Amazon Marketplace.

Quantities are taken directly from the current Free Sage Stock positions. Only those Amazon products mapped in the Product Mapping table can be included in the upload. Prices are taken directly from the Sales Price in the mapped Sage Product Record. VAT is added depending upon the Tax Code in the Sage Product Record.

Amazon advise that this data upload can take up to 2 hours to propagate across the marketplace.

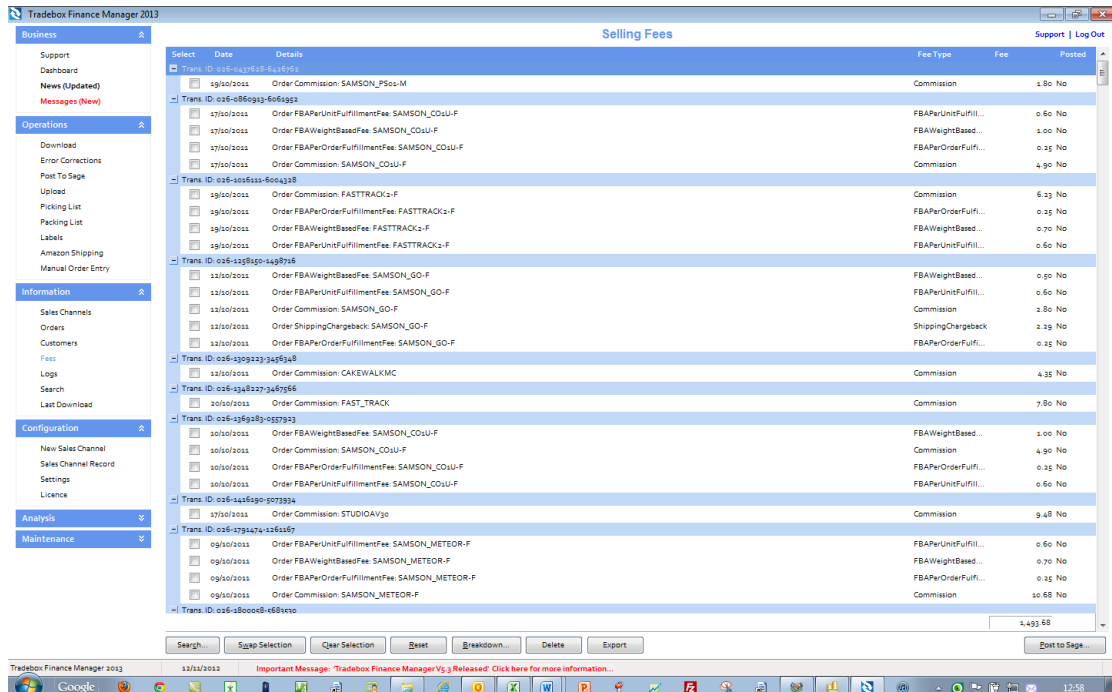


Amazon Fees

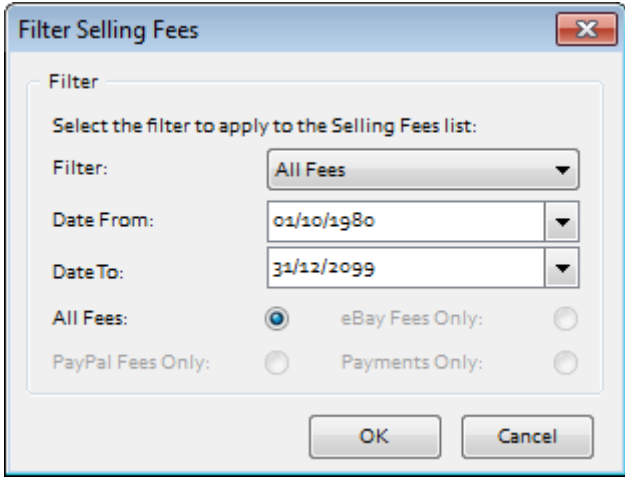
Amazon Fees can be imported into Tradebox by manually downloading and saving the **Amazon Settlement Report** into the Amazon IN folder. To obtain the Amazon Settlement Report from Amazon:

- e) Select **Reports**
- f) Select the **Payments** tab
- g) Select Past **Settlements**
- h) Select **Request Report** for required settlement period
- i) When available select the **Download Flat File** button
- j) Download file and save in the **Amazon In** folder

When Tradebox is instructed to download, the Amazon Fees will be imported and trapped in the Tradebox database. Fees are NOT automatically posted to Sage. To access, sort and filter fees, ensure the **Amazon connection** is selected in the **Sales Channel List** and then select the **Fees** option from the **Information** menu. This will generate a screen containing all fees imported.

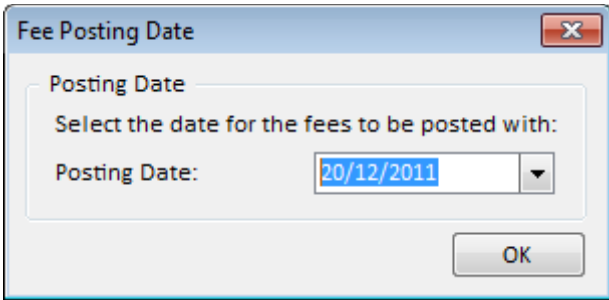


Filters can be applied on the fees grid by selecting the **Search** button, which generates the following dialogue box:



The Filter dropdown menu allows you to select All Fees, Posted Fees or Unposted Fees. A date range can then be applied on the selected fees. Upon clicking **OK** the previous screen will appear but will only contain fees that fit the applied filters.

To select all fees in the grid choose **Clear Selection** then **Swap Selection**. To create the fees as Bank Payments in Sage select the **Post to Sage** button. If you have chosen to post fees as a summary entry and the fees in the list have a variety of dates, Tradebox will prompt the user for a single date to apply to the summary Bank Payment in Sage:





Menu Options

Business	
Support	Contains serial number, version number, licence type, expiry date, Tradebox contact details, installation path, data path, logs path, videos, guides, send/receive database function, remote support link and repair & compact utility.
Dashboard	Link to dashboard overview of sales processed by Tradebox
News	Indicates new Tradebox news when emboldened . Clicks through to news page on Tradebox website
Messages	Indicates new message from Tradebox when emboldened and red. Clicks through to message page on Tradebox website
Operations	
Download	Runs the download function to connect to online sales platform and import new sales before automatically posting to Sage Accounts. Sales Channel must be turned on (status of YES) in the Sales Channel List for download to occur.
Error Corrections	Loads Error Corrections grid, where sales that cannot be automatically posted to Sage (usually because of mapping issues) can be manually corrected and then posted to Sage.
Post to Sage	Runs the function to send any unposted sales in the Tradebox database to Sage without connecting to the online sales platform first. If there are any errors at the end of the Post to Sage routine, an alert will be displayed in the Operations Log. Full details of each issue encountered during the Post to Sage will be displayed in the Error Log.
Upload	Runs the Upload function to pass Sage 'free' stock quantities back to the



	inventory on the selected sales platform.
Picking List	Generates a Picking List of products and quantities for the criteria provided in the dialog box.
Packing List	Generates a Packing List for each individual order containing SKU's, quantities, delivery information etc.
Labels	Generates Avery Standard label sheets (either 3 x 7 or 2 x 7) of delivery addresses
Amazon Shipping	Generates the Amazon Shipping confirmation grid from where Amazon orders can be marked as despatched and this information passed back to the Amazon marketplace.
Manual Order Entry	Opens the Manual Order Entry form, if a manual entry sales channel has been established in the Sales Channel List.
Information	
Sales Channels	Opens the Sales Channel List which contains an overview of each sales channel established in the software. Double clicking on a sales channel opens the configuration settings for that sales channel and allows the configuration to be amended as required.
Orders	Opens a list of orders downloaded or imported into the Tradebox database. Users can choose to see all orders or orders from a specified sales channel.
Customers	Opens a list of customers.
Fees	Accesses the list of fees imported from specific marketplaces, such as eBay and Amazon.



Logs	Opens the Process and error logs for each day
Search	Generates a search utility.
Last Download	Opens the Operations log for the last download. From here the user can also access the Process and error log for the last download.
Configuration	
New Sales Channel	Click on New Sales Channel to generate the Sales Channel Setup Wizard to create a new sales channel in Tradebox
Sales Channel Record	Opens the configuration settings for the Sales Channel selected in the Sales Channel List.
Settings	Opens the generic settings for the application which include download options, dashboard options, exchange rates, address/labels, countries table, Sage field mapping and the feedback screen.
Licence	Accesses the Programme Activation screen to enter serial numbers and activation keys to activate, renew or upgrade the software licence.
Analysis	
Reports	Access the reports section
Sales Channels	Provides analysis graph comparing sales channels in Tradebox by turnover or units sold in the last 12 months. By default all products sold are included but graph can be refined to compare specific products by sales channels.
Units	Provides a Calendar 3 year graph overview of units sold across all sales channels. Can be refined to drill down to units from a specified sales channel.

Turnover	Provides a Calendar 3 year graph overview of turnover across all sales channels. Can be refined to drill down to turnover from a specified sales channel.
Products	Provides a Calendar 12 month graph illustrating the performance of a specified product. Performance can be changed between units, turnover and average selling price.
Products (All)	Provides a Calendar 12 month grid of all units sold. The grid can include all sales channels or a single specified sales channel. Product performance can be presented as units or turnover.
Countries	Provides an 'all time' graph of countries sold to. Graph can display all countries or be grouped into UK, EU and rest of World Sales. By default sales from all sales channels are included, albeit this can be refined to present country sales from a specific sales channel.
Sales v Fees	Presents a line graph illustrating a Calendar year of sales against fees. Only applicable for Amazon and eBay where fees are downloaded.
Fees	Presents a graph of fees, broken down into specific types. Only applicable for Amazon and eBay where fees are downloaded.
Time of Day	Provides and 'all time' graph of the time of day sales are made from eBay only.
Day of Week	Provides and 'all time' graph of the day of the week sales are made from all sales channels. This graph can be configured for time frames, sales channels and swapped between units and turnover.
Day of Month	Provides and 'all time' graph of the day of the month sales are made from all sales channels. This graph can be configured for time frames, sales channels and swapped between units and turnover.



Amazon Margins	Exports Amazon sales and fees data into an Excel spread sheet, comparing income against fees for each products sold
eBay Margins	Exports eBay sales and fees data into an Excel spread sheet, comparing income against fees for each products sold
Maintenance	
Backup	Enables the Tradebox data to be backed up. Includes options to automate the back up on closing the programme.
Export Data	Where an Export File Format has been created (see below) this function exports the data from a given date range into the existing template which can then be saved.
Relocate Database	Allows the user to export the Tradebox database off the client PC to a shared network drive. Also enables users to point additional installations of Tradebox at the existing database on a shared network drive.
Rebuild Data	Allows users to rebuild data in the Tradebox database. This can be for all channels or for specified channels. Data that can be rebuilt (deleted) includes sales information as well as mappings.
Rebuild Sales Figures	All the data in the Tradebox database to be rebuilt and all analysis and reporting to be recreated.
Archive Order History	Allows Tradebox data, older than 30 days, to be archived to improve performance.
Export File Formats	Allows users to create an export template of specified fields in a given order into a csv or excel spread sheet. Once the template is created and saved, the chosen data is exported using the Export Data option (see above).



Clear Order History	Deletes data from the Tradebox database prior to a given date.
Reset Sage Postings	Allows invoices to be recreated in Sage a second time by resetting the internal sage invoice number in Tradebox prior to a given date or invoice number. Once rebuilt, Tradebox can repost the invoices into Sage.
Restore	Restores previous backups.
Security	Allows a password to be added to the program or an existing password to be deleted or changed.