

# Advertising SOP: How to Download Advertising Invoice

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## How to Download Advertising Invoice



**Who is this for?** This is for individuals who would like to know how to download their advertising invoice on Amazon Seller Central



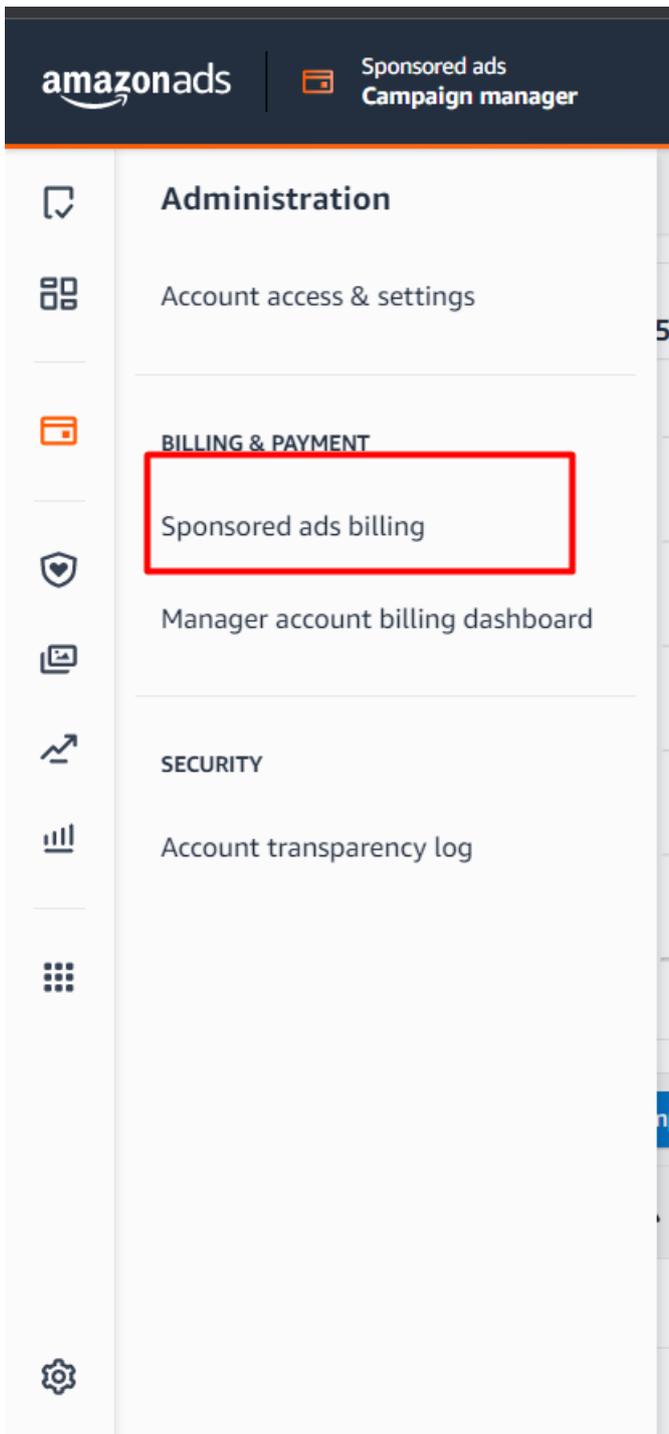
**Objective:** This SOP aims to provide a step-by-step guide on how to download your Advertising Invoice to your Amazon Seller Central Account

### How It Works:

Step 1: To download an Advertising Invoice, On your Seller Central Home Page click the "Campaign Manager" tab

The screenshot shows the Amazon Seller Central interface. At the top, there is a navigation bar with the Amazon Seller Central logo, the account name "Age of Sage | United States", and a search bar. Below the navigation bar, there is a menu with several tabs: "Business Reports", "Campaign Manager", "Inventory Planning", "Manage All Inventory", and "A-to-z Guarantee Claims". The "Campaign Manager" tab is highlighted with a red box. Below the menu, there are several widgets displaying key metrics: "TODAY'S SALES" (\$880.51), "MARKETPLACES" (3), "OPEN ORDERS" (132), and "BUYER MESSAGES" (3). There is also a "GLOBAL PROMOTIONS SALES" widget showing "--". At the bottom of the screenshot, there is a notification banner that says "We've updated the experience and would like to hear your thoughts."

Step 2: Once you are on the Campaign Manager click the "Administration" icon and select "Sponsored Ads Billing"



Once you click the "**Sponsored Ads Billing**" you will be directed to the Sponsored Ads Billing Dashboard. Sponsored Ads Billing Dashboard will show your statement balance, Current billing period, your Payment methods, and your Billing Activities.

Billing Activity will show you a table of your advertising invoices sorted from the most recent to the oldest. If you want to change the date range or period for the invoice you are looking for, click on the "Custom" button located at the top right of the table.

**Statement balance**  
Includes all unpaid and outstanding charges  
Total: **\$0.00** [Pay now](#)

**Payment methods**  
Active promotions  
[View all promotions](#)  
Default payment method: Credit Card America  
[Manage payment settings](#)

**Current billing period**  
Mar 31, 2023 - Present  
Accumulating charges: **\$264.05**

**Billing activity** [Download all invoices \(Last 90 days\)](#)

Unpaid [Custom Apr 20, 2022 - Apr 20, 2023](#)

Invoice issued date	Invoice	Status	Amount billed	Payment method	Due date
No unpaid invoices					

Paid

Step 3: To view the details of a specific invoice, click on the invoice number link under the "Invoice" column.

**Billing activity** [Download all invoices \(Last 90 days\)](#)

Unpaid [Custom Apr 20, 2022 - Apr 20, 2023](#)

Invoice issued date	Invoice	Status	Amount billed	Payment method	Due date
No unpaid invoices					

Paid

Invoice issued date	Invoice	Status	Amount billed	Payment method	Due date
Apr 19, 2023	<a href="#">[Redacted]</a>	↓ Paid In Full <a href="#">Details</a>	\$500.45	Credit Card	Apr 19, 2023
Apr 18, 2023	<a href="#">[Redacted]</a>	↓ Paid In Full <a href="#">Details</a>	\$501.04	Credit Card	Apr 18, 2023
Apr 17, 2023	<a href="#">[Redacted]</a>	↓ Paid In Full <a href="#">Details</a>	\$501.62	Credit Card	Apr 17, 2023
Apr 16, 2023	<a href="#">[Redacted]</a>	↓ Paid In Full <a href="#">Details</a>	\$500.13	Credit Card	Apr 16, 2023

Once you click the invoice number you will be directed to a page that shows a detailed breakdown of your advertising invoice. This will show you the advertising charge for each portfolio and also for each campaign.

Step 4: Download the advertising invoice. To download the invoice, click on the download icon located to the right of the invoice number. Once you download the file, you will receive a detailed PDF copy of your Sponsored Ads Invoice.

