

Catalog SOP: How to download an Open Listings Report Lite

10/09/2024 3:25 pm CDT

How to download an Open Listings Report Lite

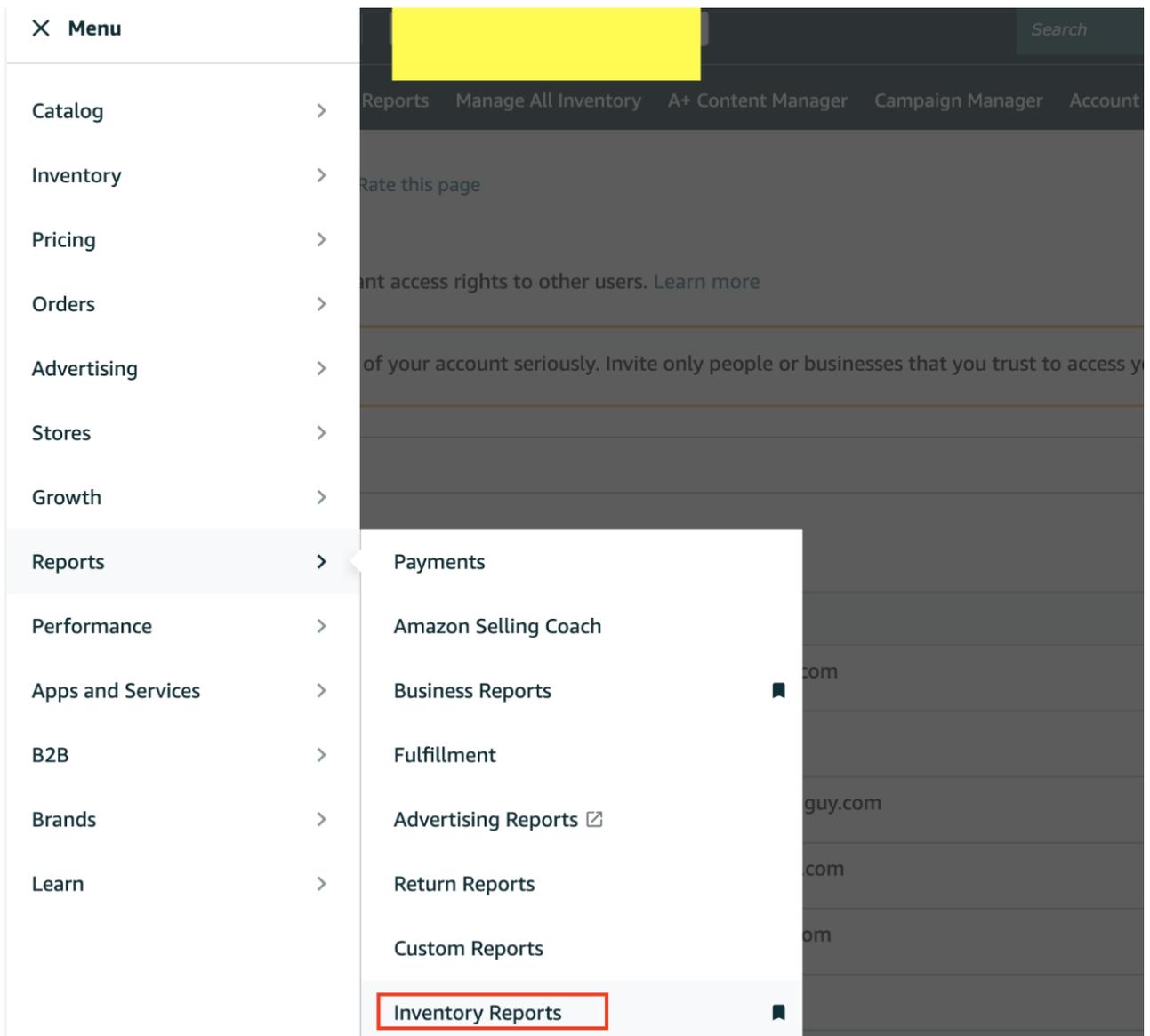


Who is this for? This SOP is for individuals or teams involved in inventory management and those who rely on up-to-date inventory information for decision-making, such as warehouse managers, stockroom supervisors, and sales/purchasing personnel.

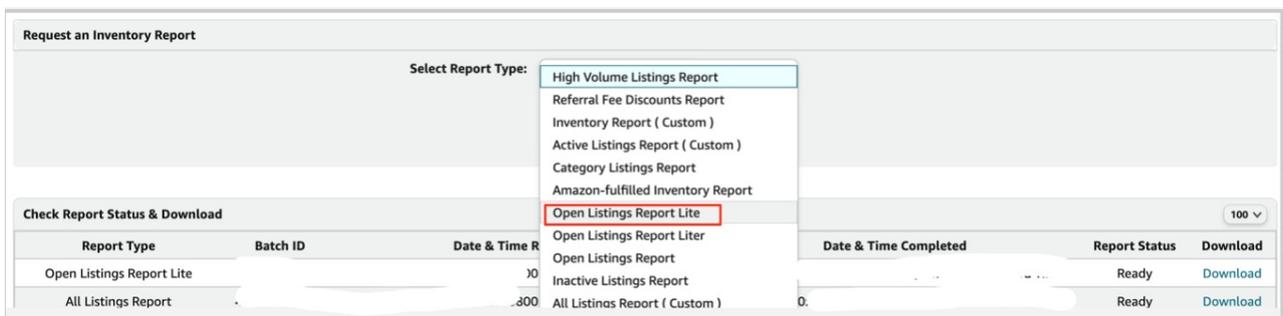


Objective: This SOP aims to facilitate efficient inventory management and timely updates by providing users with the necessary steps to download the Open Listings Report, ensuring the accurate reflection of the current status of available listings.

1. Log in to Amazon Seller Central. Click on the three-line bar located on the top left side, then select "Reports," and choose "Inventory Reports."



2. On the next page, choose “Open Listings Report Lite” from the provided drop-down menu for the report type.



3. Click on the "Request Report" button to initiate the report generation. The report will appear in the table below with a “Request Submitted” status.

Request an Inventory Report

Select Report Type: Open Listings Report Lite

Download an Open Listings Reports Lite for a summary of price, quantity, and ASIN of each SKU with available inventory. [Learn more](#)

Request Report

Check Report Status & Download 25

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Open Listings Report Lite			Not Complete	Request Submitted	

4. Once the report is ready to be downloaded, click on the "Download" link to save the report to your computer.

Check Report Status & Download 25

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Open Listings Report Lite		5/25/2023 08:58:53 GMT-0400 (Eastern Daylight Time)	5/25/2023 08:59:09 GMT-0400 (Eastern Daylight Time)	Ready	Download
Open Listings Report Lite		5/25/2023 08:57:46 GMT-0400 (Eastern Daylight Time)	5/25/2023 08:58:04 GMT-0400 (Eastern Daylight Time)	Ready	Download