Basics & Settings SOP: Seller Central Out of Stock Report

03/17/2025 8:26 am CDT

> ℹ️ Who is this for: Brand Team

> ✅ Objective: Out of stock report is created for the purchasing manager to review and update all skus that are out of stock for the week. This report is updated weekly.

Article information and steps.:

1. Open most recent OOS Report in Dropbox

a.   Level 2 > Brand Management > REPORTS > Out of Stock, sort by date to get most recent

2.   Save File As Todays Date

a.   Ex: oos_20240909_Provided

b.   The "Provided" is very important, Marisa has requested that items that are already on order, have shipped or are at all accounted for in terms of getting replenished be removed from the report so she knows action has been taken. This can make the report a bit tricky as all out-of-stock items may not need to be included if she has made note that they are on order in past weeks. Because of this, look at the report from two or three weeks ago to make sure this item has not already been purchased. If it has, there is no need to include it in the report. More examples to follow in Step ___

3.   Navigate to brand you would like to update; I start with Aunt Gussies and work my way across.

a.   Please note that each brand has their own Sheet in the excel file

4.   Sign into your AMC login

5.   Menu > Inventory > Manage Inventory (I recommend bookmarking this tab)

6.   Listing Status > Out of Stock

7.   Input SKU, ASIN, Name of out-of-stock product.

a.   Only input item if Available, Inbound and Reserved quantities are 0

b.   Only input item if not on past reports as already ordered, shipped or working. This report is utilized for purchasing purposes so if it has already been ordered, it does not need to be included.

c.   Input item if the item was ordered more than 4 weeks and is still showing as out of stock. Make note followed by your initials to tell Marisa that this item was ordered back on "date" but is still showing out of stock

8. Delete out items that are no longer showing out of stock or that Marisa has updated with purchasing info such as "100 units on order"

a. Marisa will note if something needs to be left on report so DO NOT delete these out

b. Always check if an item is in stock before deleting it out by searching the ASIN or SKU in Manage inventory with the listing status set to ALL

9. Special mentions for certain brands

a. Rufus is broken out by FBA and FBM, Sort "Fulfilled by" to FBA then FBM to get this breakdown.

b. Rufus is selling out of certain items that will not be replenished. These items are notated in the report and this note should always stay on the report

c. Effie's is not selling Ginger, leave this note on report

d. San-J is not selling Wakame soup, leave this note on report

e. If a brand ever stops selling something, make note on report