

Catalog SOP: How to download an Inventory Report

10/11/2024 11:17 am CDT



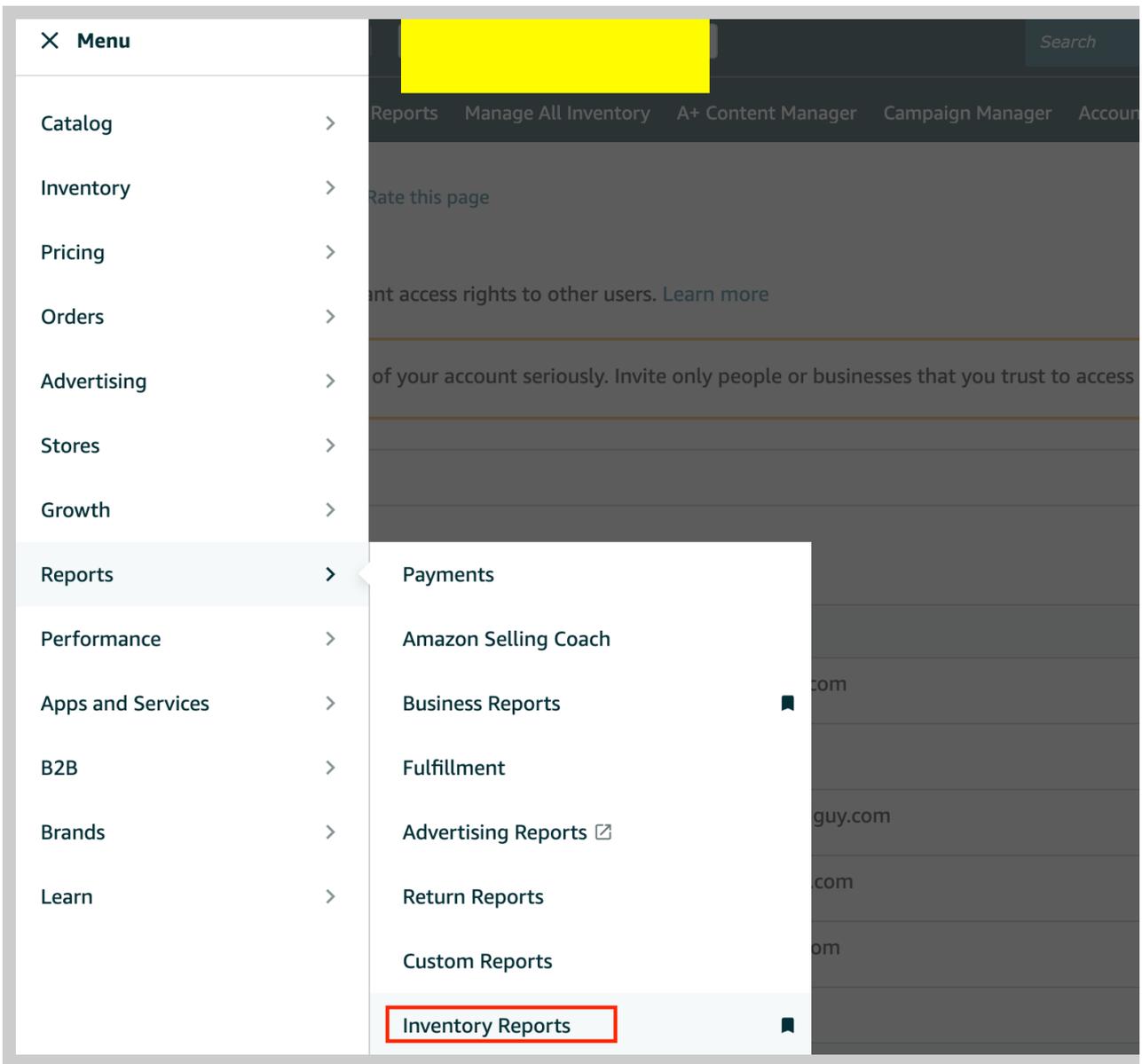
Who is this for? Applies to all employees involved in the inventory management process using Amazon Seller Central.



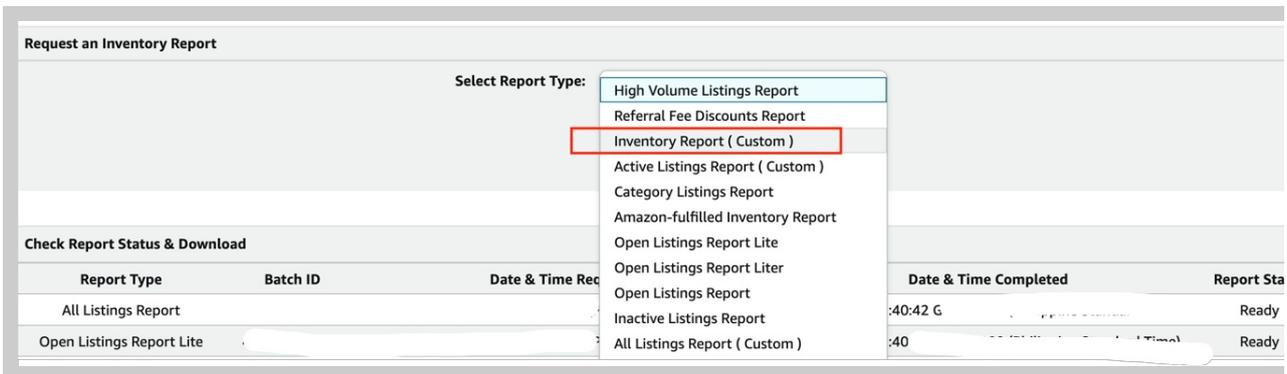
Objective: This SOP outlines the process for creating an inventory report using Amazon Seller Central to ensure accurate tracking of inventory levels and to inform decision-making about inventory management.

Determine the frequency of inventory reporting. Inventory reports should be generated regularly to ensure that inventory levels are accurately tracked. Determine the frequency of inventory reporting based on the needs of the organization, but at minimum, reports should be generated monthly.

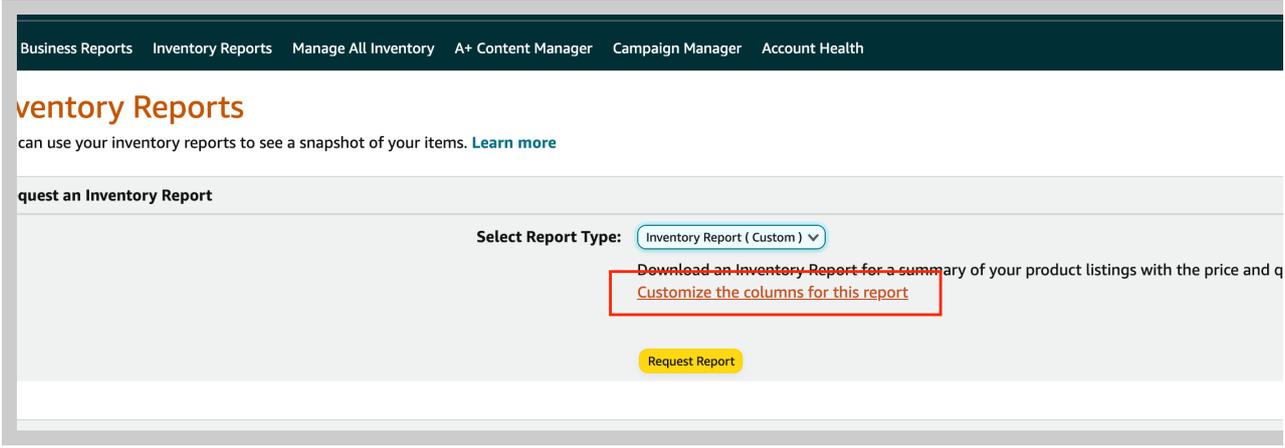
1. Log in to Amazon Seller Central. Click on the three-line bar located on the top left side, then select "Reports," and choose "Inventory Reports."



2. From the Inventory reports page, select the “Inventory Report” from the “Select Report Type” drop-down menu.



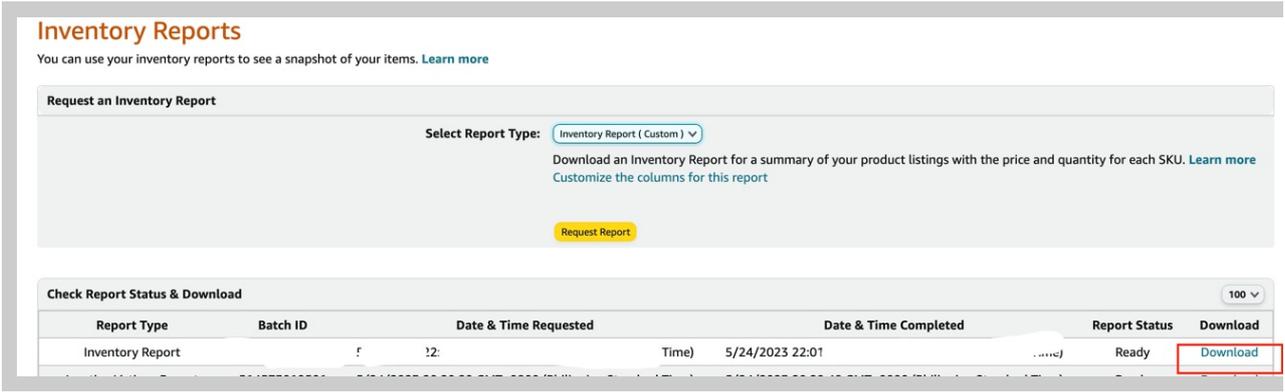
3. If you wish to customize your report, click the “Customize the columns for this report” link and follow the steps on the next page.



4. Click the “Request Report” button to generate your inventory report. The report will appear in the table below with a “Request Submitted” status.

Check Report Status & Download					
Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Inventory Report (Custom)	62		Not Complete	Request Submitted	

5. Once the report is ready, click on the “Download” link and download the report to your computer as needed.



Review the inventory report to ensure that inventory levels are accurate and up-to-date. Utilize the data to make informed decisions regarding inventory management. Based on the findings of the inventory report, update inventory levels and locations as necessary. Repeat this process regularly to maintain accurate inventory tracking and to inform ongoing decisions regarding inventory management.