Catalog SOP: How to download an Open Listings Report

10/11/2024 11:17 am CDT

> **ℹ** **Who is this for?** An Amazon seller may request an Open Listings Report to gain to obtain detailed data and insights about the open listings on Amazon.

> **✓** **Objective:** To analyze a wide range of data related to their open listings, such as sales performance, customer feedback, pricing information, inventory levels, and advertising metrics. This analysis can help identify patterns, trends, and areas for improvement.

Instructions:

1. Access the "Report" tab from the top menu of Seller Central and select "Inventory Reports" from the selection Menu.

2. On the next page, select "Open Listings Report" from the "Select Report Type" Drop-Down.

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. You can customize the report and just select the attributes that you want or you need. Click "Save" once done with the customization.

5. Return to your Inventory Reports page by clicking the "Inventory Reports" link at the top left of the page. Click the "Request Report" button.

Select Report Type: Open Listings Report ▾

Download an Open Listings Report for details about your shipping settings. **Learn more**
Customize the columns for this report
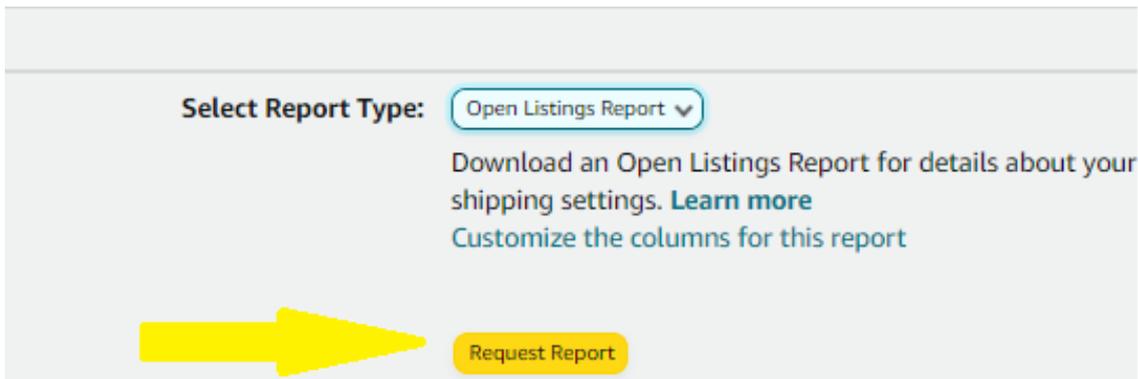
Request Report

6. The report will appear in the table below, with a "Request Submitted" status. It usually takes only a minute or two to have the report ready.

Request Report

Check Report Status & Download   25 ▾

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Open Listings Report	620265019492	5/15/2023 16:24:55 GMT+0800 (Irkutsk Standard Time)	Not Complete	Request Submitted	
Inventory Report	620263019492	5/15/2023 16:02:43 GMT+0800 (Irkutsk Standard Time)	5/15/2023 16:03:04 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inactive Listings Report	620245019492	5/15/2023 14:22:47 GMT+0800 (Irkutsk Standard Time)	5/15/2023 14:23:05 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inventory Report	620237019492	5/15/2023 14:02:40 GMT+0800 (Irkutsk Standard Time)	5/15/2023 14:03:01 GMT+0800 (Irkutsk Standard Time)	Ready	Download

7. Once the report is ready for download, the status will change to "Ready," and a "Download" link will appear. Click the "Download" link to download the report.
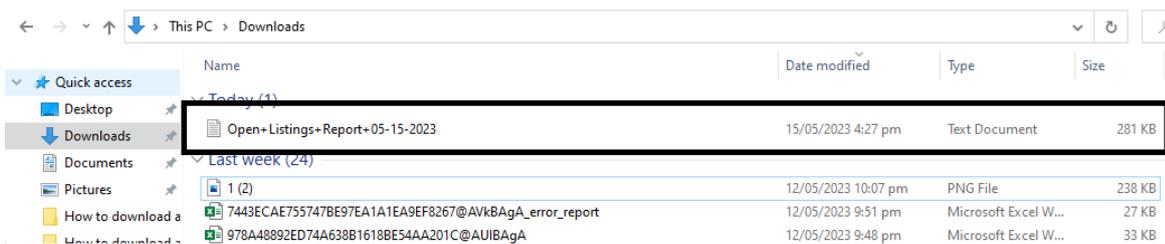
Request Report

Check Report Status & Download

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Open Listings Report	620265019492	5/15/2023 16:24:55 GMT+0800 (Irkutsk Standard Time)	5/15/2023 16:25:14 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inventory Report	620263019492	5/15/2023 16:02:43 GMT+0800 (Irkutsk Standard Time)	5/15/2023 16:03:04 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inactive Listings Report	620245019492	5/15/2023 14:22:47 GMT+0800 (Irkutsk Standard Time)	5/15/2023 14:23:05 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inventory Report	620237019492	5/15/2023 14:02:40 GMT+0800 (Irkutsk Standard Time)	5/15/2023 14:03:01 GMT+0800 (Irkutsk Standard Time)	Ready	Download

8. The report will be available in text format.

This PC > Downloads

Name	Date modified	Type	Size
Open+Listings+Report+05-15-2023	15/05/2023 4:27 pm	Text Document	281 KB
1 (2)	12/05/2023 10:07 pm	PNG File	238 KB
7443ECAE755747BE97EA1A1EA9EF8267@AVkBAgA_error_report	12/05/2023 9:51 pm	Microsoft Excel W...	27 KB
978A48892ED74A638B1618BE54AA201C@AUIBAgA	12/05/2023 9:48 pm	Microsoft Excel W...	33 KB

Quick access: Desktop, Downloads, Documents, Pictures, How to download a, How to download a

9. It is advisable to open the report via Excel for easy audit. Sample of Sold Listings Report below is in Excel format.

	A	B	C	D	E	F	G	H	I	J
1	item-name	item-description	listing-id	seller-sku	price	quantity	open-date	image-url	item-is-marketpl	product-id
2			0124ABIDAF1	42005 BOX 7324	34.99	1000	2023-01-04 12:1		y	1
3				-F	9.99	95	2023-02-27 00:2		y	1
4				A	16.99	45	2022-12-01 11:0		y	1
5				RI	16.99	42	2022-12-01 11:0		y	1
6				V	16.98	46	2022-12-01 11:0		y	1
7				-8	16.99	47	2022-12-01 11:0		y	1
8				A	16.99	47	2022-12-01 11:0		y	1
9				-	16.99	40	2022-12-01 11:0		y	1
10				P	16.99	41	2022-12-01 11:0		y	1
11				LI	16.99	50	2023-01-10 08:4		y	1
12				EI	18.99	21	2022-12-01 11:0		y	1
13				S	16.99	47	2022-12-01 11:0		y	1
14				L	16.99	44	2022-12-01 11:0		y	1
15				-	18.99	38	2022-12-01 11:0		y	1
16				T	18.99	156	2022-12-01 11:0		y	1
17				T	16.99	47	2022-12-01 11:0		y	1
18				N	16.99	49	2022-12-01 11:0		y	1
19				K	16.99	45	2022-12-01 11:0		y	1
20				L	16.99	44	2022-12-01 11:0		y	1
21				D	18.99	612	2022-12-01 11:0		y	1

	A	B	C	D	E	F	G	H	I	J
1	item-name	item-description	listing-id	seller-sku	price	quantity	open-date	image-url	item-is-marketpl	product-id