

Catalog SOP: How to download an Inactive Listings Report

10/11/2024 11:18 am CDT



Who is this for? An Amazon seller may request an Inactive Listings Report to gain a comprehensive list of their inactive listings, which can help them to manage their inventory, analyze sales performance, and meet Amazon's requirements.



Objective: To help Amazon sellers manage their inventory, analyze sales performance, meet Amazon's requirements, and optimize their product listings.

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

The screenshot shows the Amazon Seller Central interface. The top navigation bar includes 'Age of Sage | United States' and a search bar. Below the navigation bar, there are several tabs: 'Manager', 'Inventory Planning', 'Manage All Inventory', 'A-to-z Guarantee Claims', 'Account Health', 'Manage Orders', and 'Brand'. The 'Reports' tab is selected, and a dropdown menu is open, showing various report categories: 'Payments', 'Amazon Selling Coach', 'Business Reports', 'Fulfillment', 'Advertising Reports', 'Return Reports', 'Custom Reports', 'Inventory Reports', and 'Tax Document Library'. The 'Inventory Reports' option is highlighted with a yellow arrow. The background of the screenshot shows a dashboard with various metrics and cards, including 'Marketplaces', 'Open Orders', 'Buyer Messages', and 'Buy Box Wins'. The URL at the bottom of the screenshot is https://sellercentral.amazon.com/listing/reports/ref=xx_invreport_dnav_xx.

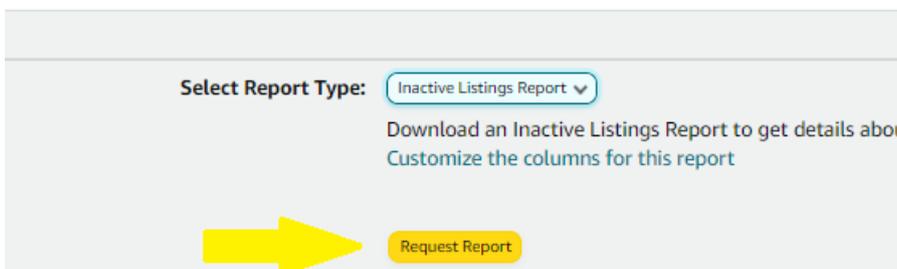
2. On the next page, select "Inactive Listings Report" from the "Select Report Type" Drop-Down.

Select Report Type:

- High Volume Listings Report
- Referral Fee Discounts Report
- Inventory Report (Custom)
- Active Listings Report (Custom)
- Category Listings Report
- Amazon-fulfilled Inventory Report
- Open Listings Report Lite
- Open Listings Report Liter
- Open Listings Report
- Inactive Listings Report
- All Listings Report (Custom)
- Cancelled Listings Report
- Sold Listings Report
- Seller-Fulfilled Exports Eligibility Report
- Referral Fee Preview Report

Batch ID	Date & Time Re	Date & Time Completed
474019490	5/13/2023 08:23:34 GMT+0800	08: 4:40 GMT+0800 (Irkutsk Standard T
467019490	5/13/2023 08:03:29 GMT+0800	08:03:46 GMT+0800 (Irkutsk Standard T
451019489	5/13/2023 06:02:39 GMT+0800	06:03:00 GMT+0800 (Irkutsk Standard T
433019489	5/13/2023 04:02:31 GMT+0800	04:02:51 GMT+0800 (Irkutsk Standard T
414019489	5/13/2023 02:22:58 GMT+0800	02:23:17 GMT+0800 (Irkutsk Standard T
408019489	5/13/2023 02:02:38 GMT+0800	02:02:59 GMT+0800 (Irkutsk Standard T

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.

Report Type: Inactive Listings Report

Group: All

Available Attributes

- Business Price
- Quantity Price Type
- Quantity Lower Bound 1
- Quantity Price 1
- Quantity Lower Bound 2
- Quantity Price 2
- Quantity Lower Bound 3
- Quantity Price 3
- Quantity Lower Bound 4
- Quantity Price 4
- Quantity Lower Bound 5
- Quantity Price 5
- optional-payment-type-exclusion
- scheduled-delivery-sku-set
- merchant-shipping-group



Add >

< Remove

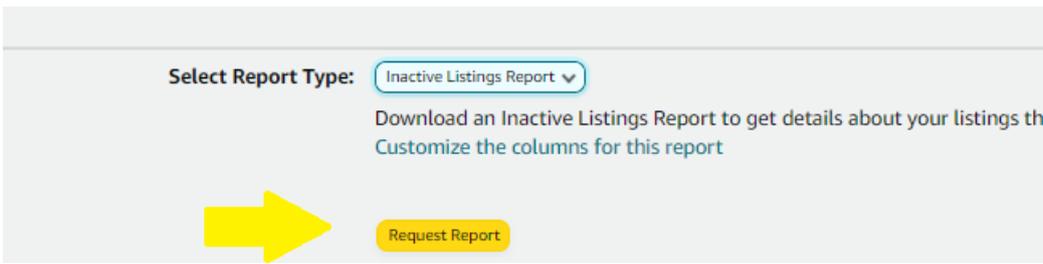
Add All >

Selected Attributes

- seller-sku
- asin1
- item-name
- item-description
- listing-id
- price
- quantity
- open-date
- product-id-type
- item-note
- item-condition
- will-ship-internationally
- expedited-shipping
- product-id
- pending-quantity

 Reset Save

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.



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](#)

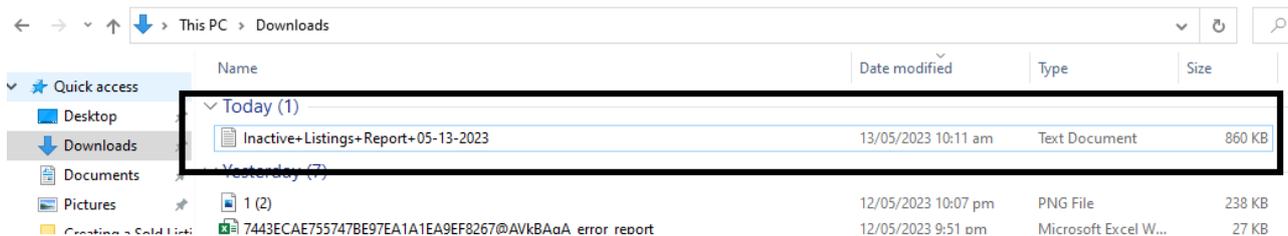
Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Inactive Listings Report	619553019490	5/13/2023 10:07:22 GMT+0800 (Irkutsk Standard Time)	Not Complete	Request Submitted	
Inactive Listings Report	619552019490	5/13/2023 10:05:52 GMT+0800 (Irkutsk Standard Time)	5/13/2023 10:06:10 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inventory Report	619551019490	5/13/2023 10:02:45 GMT+0800 (Irkutsk Standard Time)	5/13/2023 10:03:04 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inactive Listings Report	619474019490	5/13/2023 08:23:34 GMT+0800 (Irkutsk Standard Time)	5/13/2023 08:24:40 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](#)

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Inactive Listings Report	619553019490	5/13/2023 10:07:22 GMT+0800 (Irkutsk Standard Time)	5/13/2023 10:07:39 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inactive Listings Report	619552019490	5/13/2023 10:05:52 GMT+0800 (Irkutsk Standard Time)	5/13/2023 10:06:10 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inventory Report	619551019490	5/13/2023 10:02:45 GMT+0800 (Irkutsk Standard Time)	5/13/2023 10:03:04 GMT+0800 (Irkutsk Standard Time)	Ready	Download
Inactive Listings Report	619474019490	5/13/2023 08:23:34 GMT+0800 (Irkutsk Standard Time)	5/13/2023 08:24:40 GMT+0800 (Irkutsk Standard Time)	Ready	Download

8. The report will be available in text format.



9. It is advisable to open the report via Excel for easy audit. Sample of Inactive 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-type
2	Momstir Blue Tu	Blue Tumbler Ex	0321A81VHX4	2V-V3QM-A0JT	39.99	0	2023-03-21 10:3		y	1
3	Momstir Green T	Green Tumbler T	0321A7WJLD	8A-GP6S-F1NE	19.99	0	2023-03-21 10:5		y	3
4	Momstir Wide Iv	Dog Is Home Ste	0720YQHC5SF	ALONE8773	13.99		2021-07-20 09:4		y	3
5	Momstir Wide Iv		1211Z3HNJXE	ALONE8773-FBN	13.99	0	2022-12-11 09:5		y	1
6	Age of Sage Nat	The all-natural s	0407A0XVXS8	AOS-BLM-ATLAN	16.99		2023-04-07 08:2		y	3
7	Age of Sage Nat	The all-natural s	0407AP1MB27	AOS-BLM-ATLAN	16.99	0	2023-04-07 08:3		y	1
8	Age of Sage Nat	The all-natural s	1128Z5AUE1C	AOS-BLM-BLKSC	16.99	0	2022-11-28 07:5		y	1
9	Age of Sage Nat	The all-natural s	1128Z5BXMTY	AOS-BLM-CCMB	16.99	0	2022-11-28 07:5		y	1
10	Age of Sage Nat	The all-natural s	1128Z58PYTA	AOS-BLM-CDAR	16.99		2022-11-28 07:3		y	3
11	Age of Sage Nat	The all-natural s	1128Z5CE6N2	AOS-BLM-CDAR	16.99	0	2022-11-28 07:5		y	1
12	Age of Sage Nat	The all-natural s	1128Z5C9EB5	AOS-BLM-CHRC	16.99		2022-11-28 07:3		y	3
13	Age of Sage Nat	The all-natural s	1128Z5DQUUT	AOS-BLM-CHRC	16.99	0	2022-11-28 07:5		y	1
14	Age of Sage Nat	The all-natural s	1128Z5BTCSL	AOS-BLM-CHRR	16.99		2022-11-28 07:3		y	3
15	Age of Sage Nat	The all-natural s	1128Z58CEWO	AOS-BLM-CHRR	16.99	0	2022-11-28 07:5		y	1
16	Age of Sage Nat	The all-natural s	1128Z5BOYYP	AOS-BLM-CLWT	16.99		2022-11-28 07:3		y	3
17	Age of Sage Nat	The all-natural s	1128Z5DCRKM	AOS-BLM-CLWT	16.99	0	2022-11-28 07:5		y	1
18	Age of Sage Nat	The all-natural s	1128Z59NLYN	AOS-BLM-COOL	16.99	0	2022-11-28 07:5		y	1
19	Age of Sage Nat	The all-natural s	1128Z5BRX5N	AOS-BLM-CTTNF	16.99		2022-11-28 07:3		y	3