

# Catalog SOP: Download a Listing Quality and Suppressed Listing Report

10/11/2024 11:19 am CDT

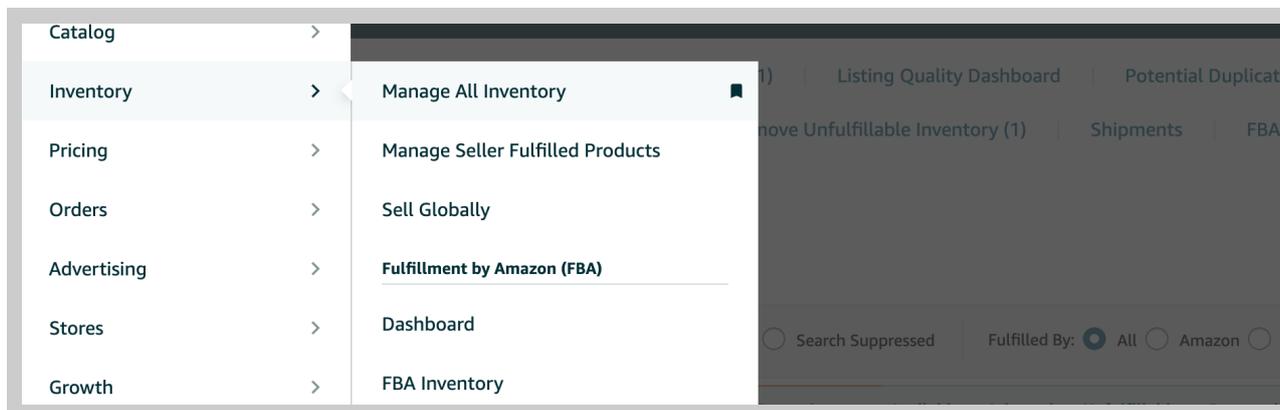


**Who is this for?** This SOP is intended for sellers using an online marketplace platform who want to assess and improve the quality of their product listings. It is suitable for sellers who wish to identify and rectify any listing quality issues or suppressed listings that may be hindering their visibility and sales.

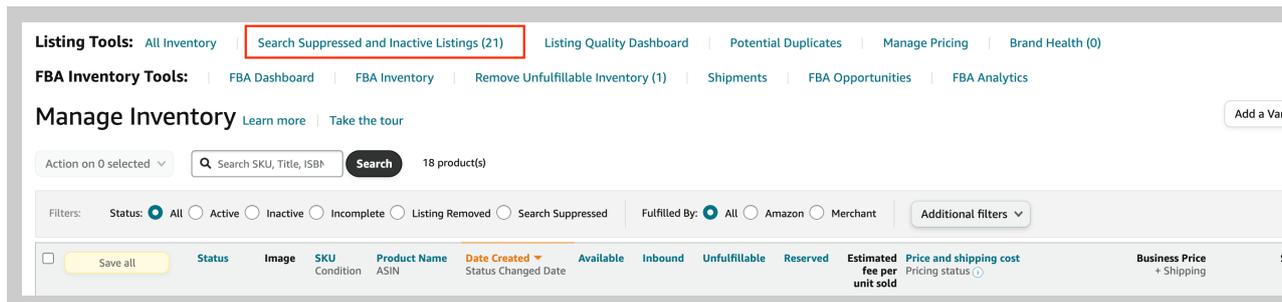


**Objective:** To guide sellers on the process of accessing the report in Seller Central. By generating these reports, sellers can improve the quality of their listings, increase visibility, and resolve any problems causing listings to be suppressed.

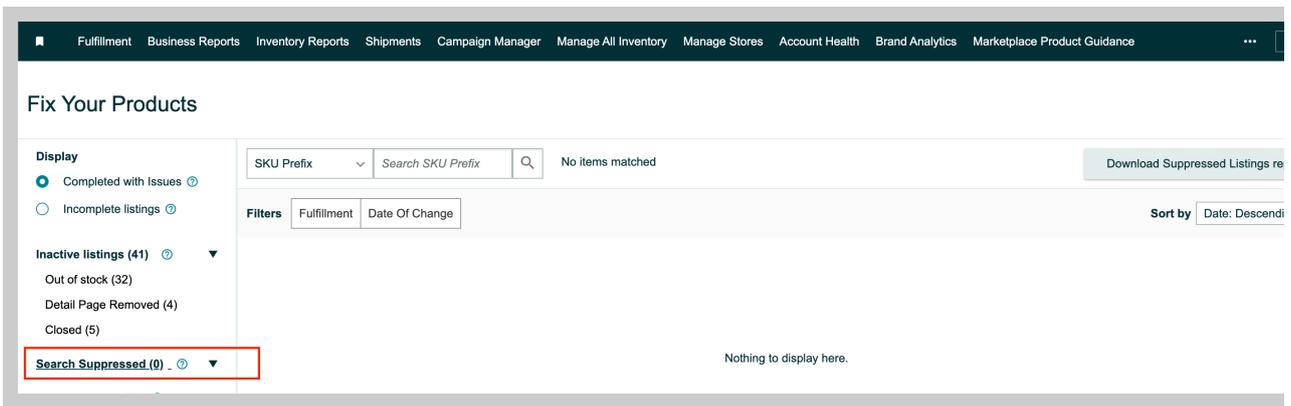
1. Access the "Inventory" tab from the top menu of Seller Central and select "Manage All Inventory" from the Drop-Down Menu.



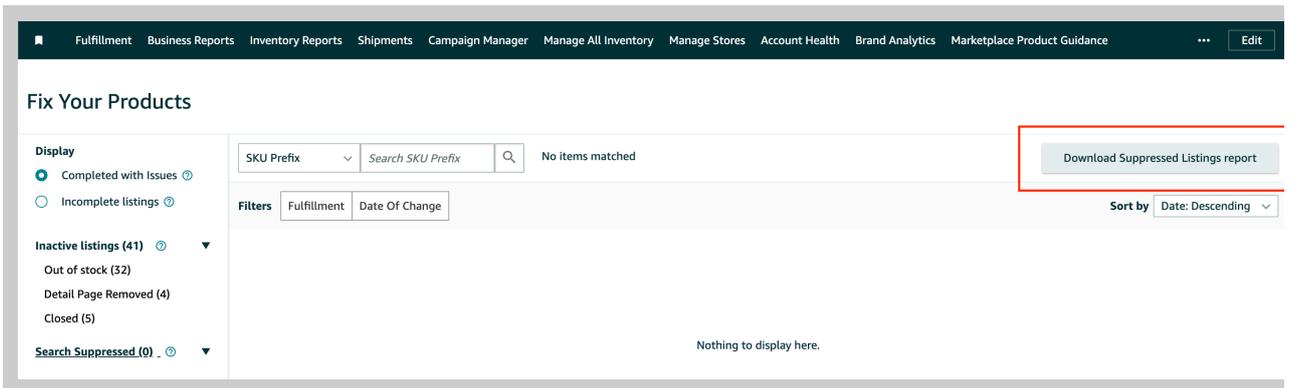
2. In the Manage Inventory page, choose "Search Suppressed and Inactive Listings".



3. On the next page, click "Search Suppressed" to filter the report to only include suppressed ASINS.

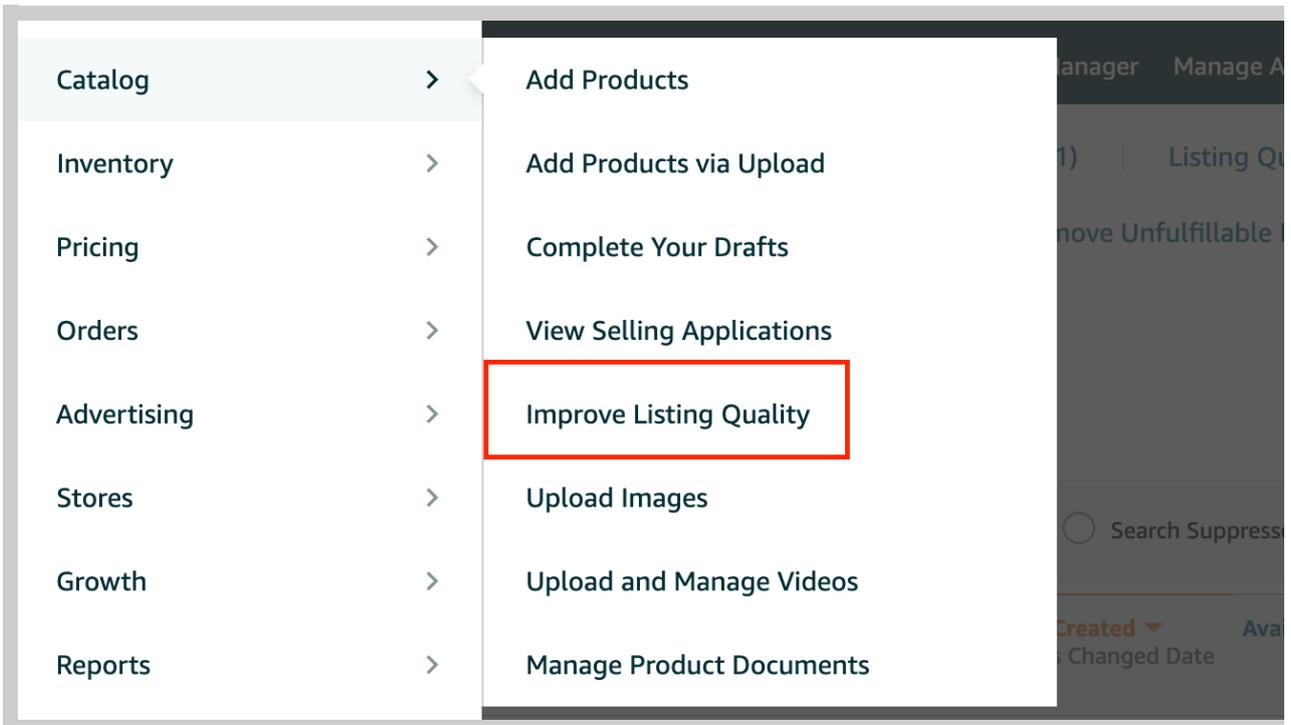


4. Click "Download Suppressed Listings Report" on the top right corner of the page.



## Listing Quality

1. Access the "Catalog" tab from the top menu of Seller Central and select "Improve Listing Quality" from the Drop-Down Menu.



2. In the Listing Quality Dashboard, choose "Add missing Attributes in Bulk"

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## Listing Quality Dashboard

Identify and fix listing issues affecting discoverability, detail page experience, and customer returns [Learn more](#) | [Watch video](#)

**All improvements (8)**

- Improvement opportunities
- Resolve search suppressions (0)
- Reduce customer returns (0)
- Review listing accuracy (3)
- Optimize traffic and conversion (6)
- Optimize for advertising (4)
- Enable Brand Protection (0)

Search

Search box:

Showing 1 to 8 out of 8 SKUs | Sort by: **Amazon prioritized** ▾

Listing status

All ▾

[Add missing attributes in bulk](#)

| Product  | Metrics      | Recommendations  |
|--|--------------|--|
| Product name, ASIN, SKU  | Last 30 days |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>SKU: lav-roll</p> <p>Product Type: Essential Oils</p> </div> <div style="width: 35%;"> <p>Sales: \$7,987.00</p> <p>Available to sell: 1,095</p> <p>Page Views: 4,047</p> </div> </div> |              | <p>Enter Generic Keyword example: Water sport shoes; Der</p> <p><a href="#">View all 2 improvements</a></p> <ul style="list-style-type: none"> <li>Attribute not applicable for product</li> <li>Attribute description not clear</li> <li>Attribute value not in dropdown</li> </ul> |

3. On the next page, click "Generate Report".

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[Business Reports](#)
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[Listing Quality Dashboard](#) > [Add missing attributes in bulk](#)

## Add missing attributes in bulk

Download and upload a file to make bulk changes to your listings with missing attributes

**Step 1: Download your product level listings which have missing attributes**

[Download report](#) generated on May 24, 11:47 AM GMT+8

[Generate Report](#)

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**Step 2: Open file in a spreadsheet program and add in missing attributes for your ASINs**

Please don't change the file format and fill only the highlighted column. After you have edited the file, upload using the upload file button. [Learn more](#)

[Upload file](#)

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**Step 3: Review upload status**

Last 25 records are displayed