

# Catalog SOP: Download a Referral Fee Preview Report

10/11/2024 11:21 am CDT

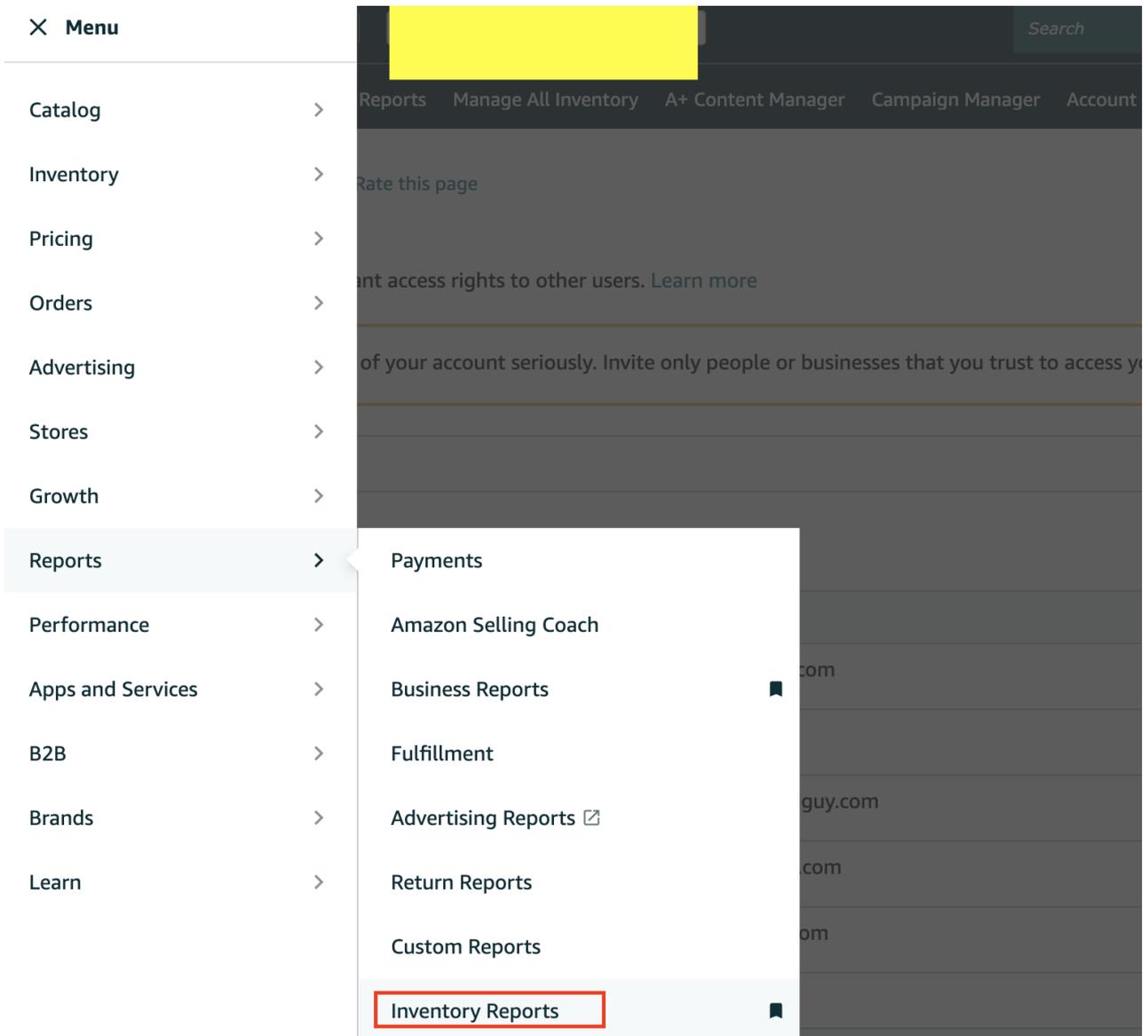


**Who is this for?** It is for individuals or teams actively involved in online selling, enabling them to estimate referral fees based on listed item prices and make informed pricing decisions within the Amazon marketplace.

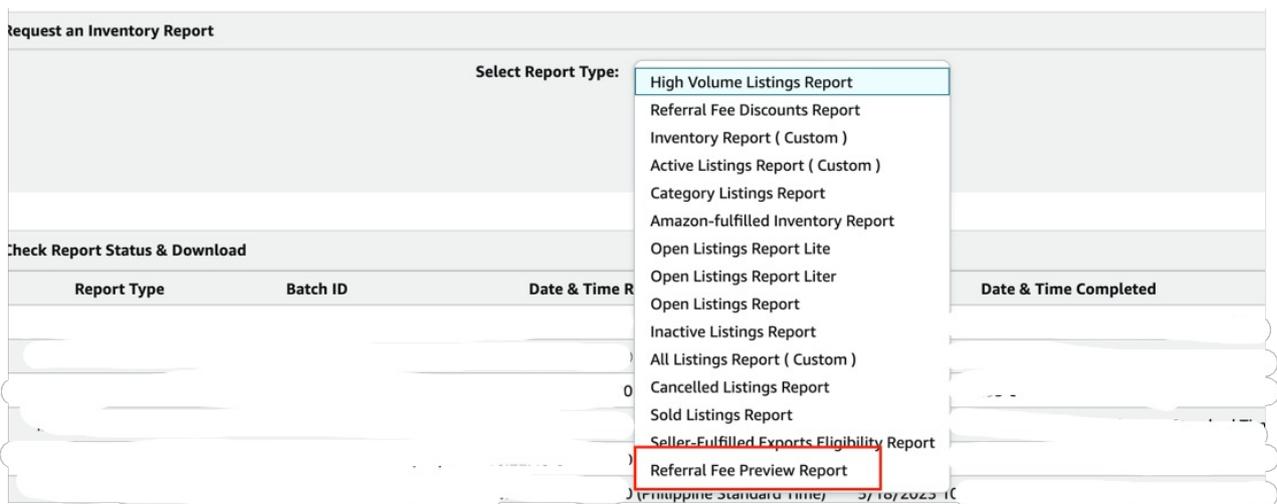


**Objective:** The objective of this SOP is to guide users in creating a Referral Fee Preview Report that estimates the referral fee based on the listed item price, excluding shipping or gift wrap charges at the time of purchase. By following this SOP, users can assess estimated referral fees for better cost management and informed pricing strategies.

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. On the next page, choose "Referral Fee Preview Report" from the provided drop-down menu for "Select Report Type".



3. Click on the "Request Report" button to generate the report. The report will appear in the table below with a "Request Submitted" status.

**Request an Inventory Report**

Select Report Type: Referral Fee Preview Report

Download the Referral Fee Preview Report for a summary of your open listings and the price and estimated referral fees for each SKU. The information in this report may be up to 24 hours old. Please do not request a report more than once per 24 hour period.

[Request Report](#)

**Check Report Status & Download** 25

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Referral Fee Preview Report			Not Complete	<a href="#">Request Submitted</a>	

4. Once the report is ready to be downloaded, click on the "Download" link to save the report to your computer as needed.

**Check Report Status & Download** 100

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Referral Fee Preview Report				Canceled	
Referral Fee Preview Report				Ready	<a href="#">Download</a>
Open Listings Report Lite				Ready	<a href="#">Download</a>