

# Catalog SOP: Creating a Referral Fee Discounts Report

10/11/2024 11:22 am CDT

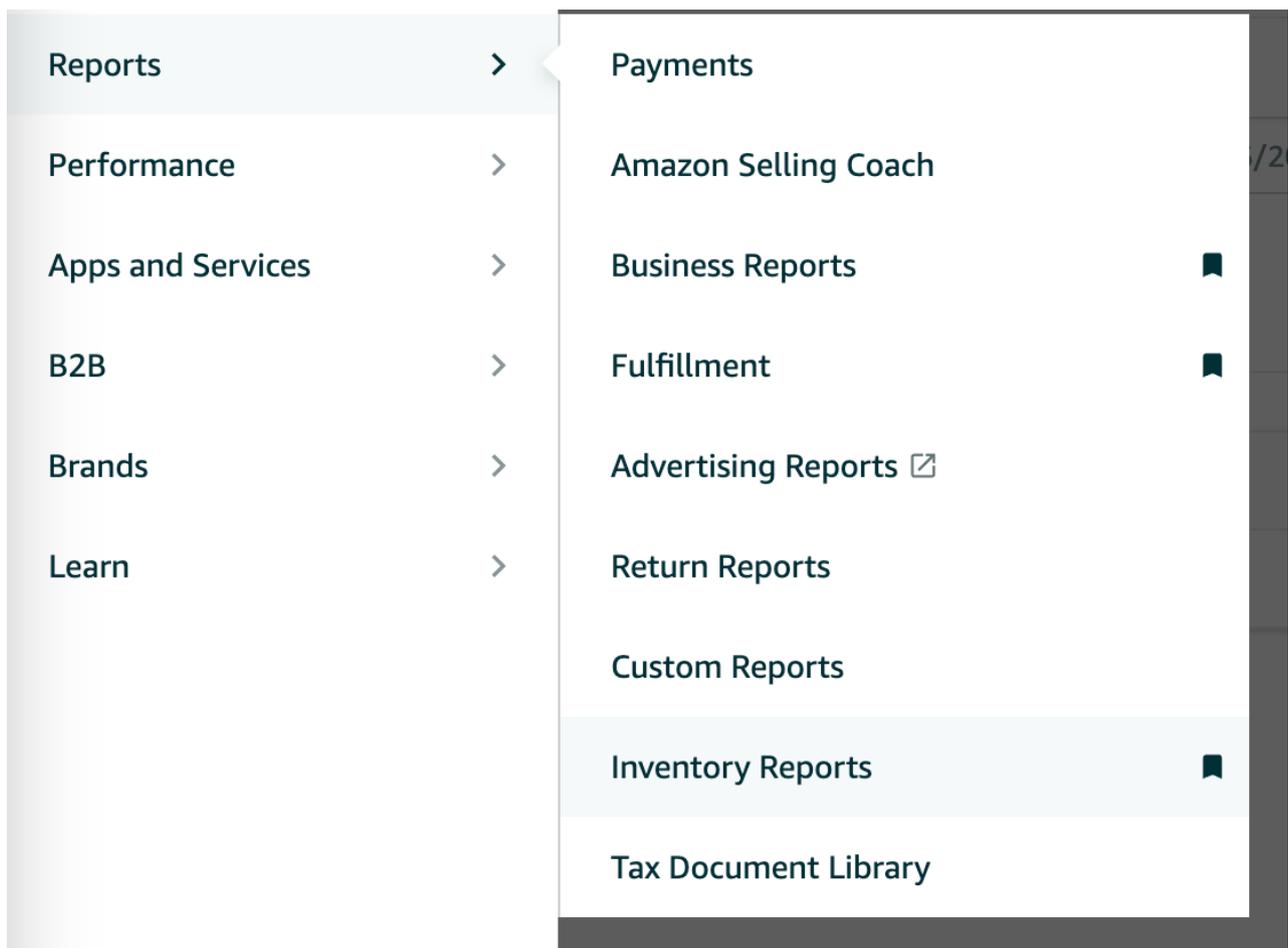


**Who is this for?:** This report is intended for the company's management team, including executives, marketing managers, and finance personnel. It provides them with valuable insights and data to assess the impact of referral fee discounts on the company's overall performance and make informed decisions regarding the referral program.



**Objective:** The objective of creating a Referral Fee Discounts Report is to track and analyze the referral fee discounts offered by a company in order to evaluate the effectiveness of its referral program and identify opportunities for improvement.

1. Go to the "Reports" tab on the top menu of Seller Central and select "Inventory Reports" from the Drop-Down Menu.



2. Choose "Referral Fee Discounts Report" from the "Select Report Type" Drop-Down Menu on the next page. Click on the "Request Report" button to start generating the report.

Select Report Type: Referral Fee Discounts Report ▾

Download the Referral Fee Discounts Report for a summary of your fee discounts. The information in this report may be up to 24 hours old. Please do not request a report more than once within a 24-hour period. [Learn more](#)

Request Report

3. Your report will appear in the table below with an "In Progress" status.

25 ▾		
Date & Time Completed	Report Status	Download
Not Complete	In Progress	

4. Once it is ready, the status will change to "Ready" and the "Download" link will become live.

25 ▾		
Date & Time Completed	Report Status	Download
5/26/2023 16:29:43 GMT-0400 (Eastern Daylight Time)	Ready	<a href="#">Download</a>

5. Download the report to your computer by clicking on the "Download" link as needed.

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