Catalog SOP: Download a Manage FBA Inventory Report

10/11/2024 11:22 am CDT

> ℹ️ **Who is this for?** Intended for individuals within an organization who are responsible for managing inventory through the FBA program on Amazon.

> ✅ **Objective:** To provide clear instructions on how to download and manage the FBA (Fulfillment by Amazon) inventory report. This SOP aims to ensure accurate and up-to-date inventory information, streamline inventory management processes, and facilitate effective decision-making for the designated individuals or teams responsible for managing FBA inventory.

1. Go to the "Reports" tab on the top menu of Seller Central and select "Fulfillment" from the drop-down menu.

2. Under the "Inventory" header on the left-hand side of the page, click on the "Manage FBA Inventory" link.

3. On the following page, choose the "Request .csv Download" button to download the report in an Excel format or the "Request .txt Download" button to download it in a text format.

4. In the table below, the "Report Status" column will initially show the status as "In Progress".

5. Once the report is ready for download, click the "Download" button located in the "Report Status" column to download your report.