

Catalog SOP: Download an Inbound Performance Report

10/11/2024 11:23 am CDT

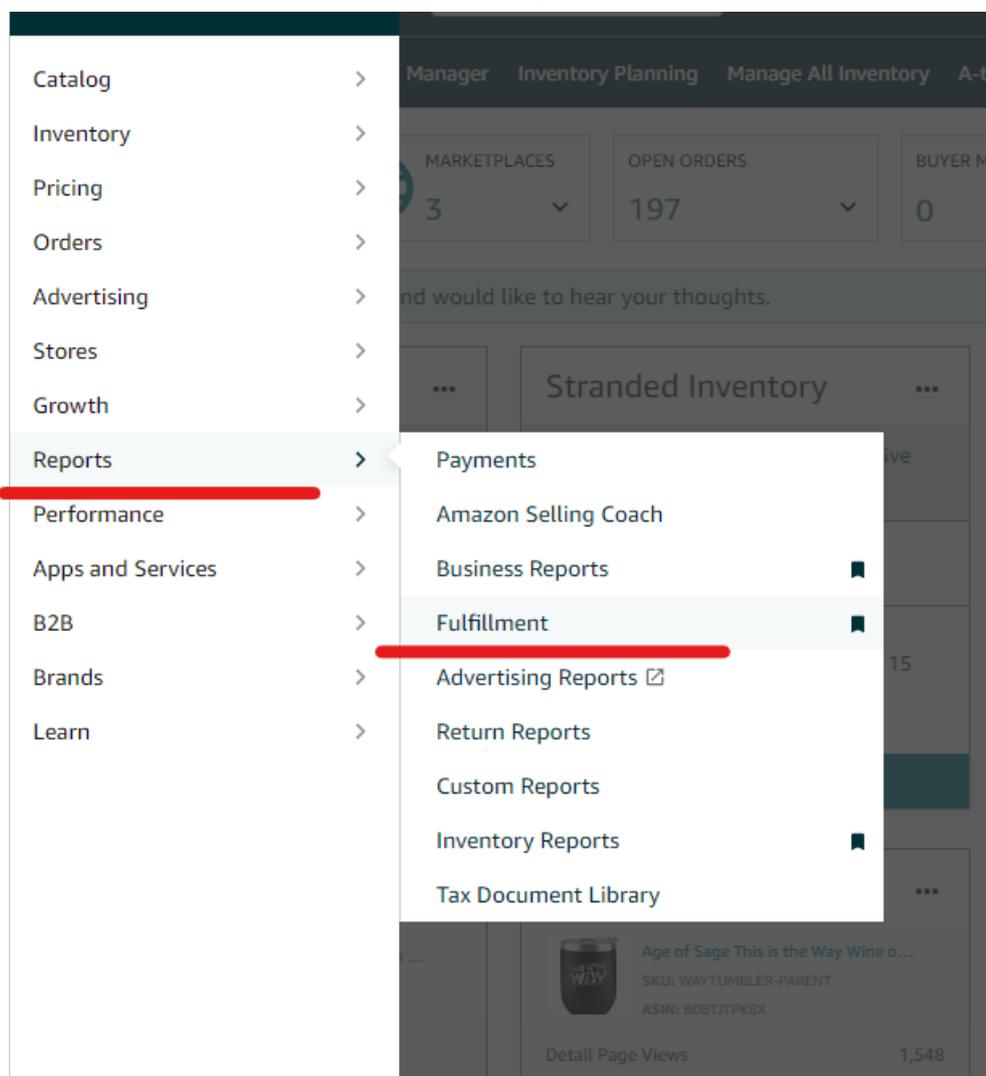


Who is this for? For individuals who are responsible for monitoring and analyzing inbound performance metrics.

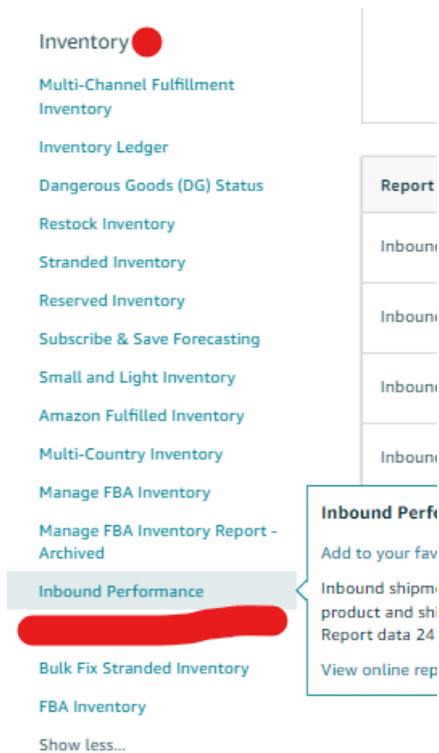


Objective: To provide clear guidelines and instructions for downloading an Inbound Performance Report. The SOP aims to ensure consistency and accuracy in the process of retrieving performance data, enabling stakeholders to make informed decisions and evaluate the effectiveness of inbound operations.

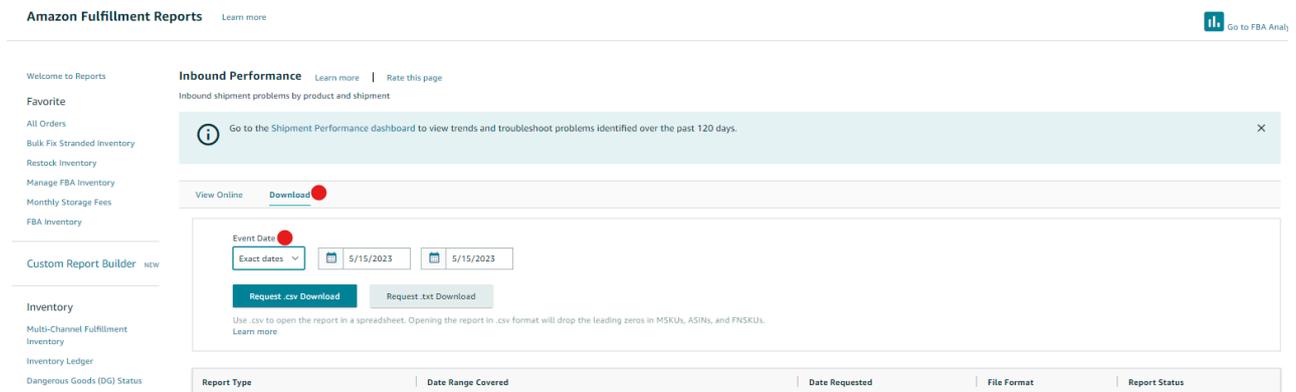
1. To generate an Inbound Performance Report, go to the "Reports" and then select "Fulfillment".



2. From the Fulfillment reports page, go to Inventory → Inbound Performance



3. On the next page, select the Download tab. Choose the "Event Date" from the available drop-down menu. Select "Exact Dates" and enter the "From" and "To" dates respectively using the calendar icon next to each field.



4. Click on the "Request .csv Download" button, if you want to download the report in an Excel format, and click on the "Request.txt Download" button, for a text format.



5. The "Report Status" column in the table below will initially show the status as "In Progress".

View Online **Download**

Event Date
 Exact dates

Request .csv Download Request .txt Download

Use .csv to open the report in a spreadsheet. Opening the report in .csv format will drop the leading zeros in MSKUs, ASINs, and FNSKUs.
[Learn more](#)

Report Type	Date Range Covered	Date Requested	File Format	Report Status
Inbound Performance	1/1/22, 12:00 AM - 5/15/23, 11:59 PM	May 15, 2023	.csv	In Progress <input type="button" value="Cancel"/> 

6. Once the report is ready, download your report by clicking the download button.

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Event Date
 Exact dates

Request .csv Download Request .txt Download

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