Catalog SOP: Download an All Orders Report

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> **i** **Who is this for?:** For individuals who are responsible for monitoring and analyzing inventory levels, tracking order fulfillment, and making informed business decisions based on inventory data.

> ✓ **Objective:** To provide instructions on how to download an All Orders Report for effective inventory management and analysis.

1. From the Seller Central home page, click the 3-line bars located on the left side. Then, select "Reports" and choose "Fulfillment.

2. Under the "Sales" header on the left of the page, click on the "All Orders" link.

3. Choose the type of report you want based on either Order Date or Last Updated Date. Select the date from the drop-down menu or choose "Exact Dates" and enter the "From" and "To" dates using the calendar icon.

4. Click the "Request Download" button.

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

6. Once the report is ready, the status will change to "Download".

7. Click the "Download" button in the "Report Status" column to download your report.