Catalog SOP: How to Generate a Fee Preview Report
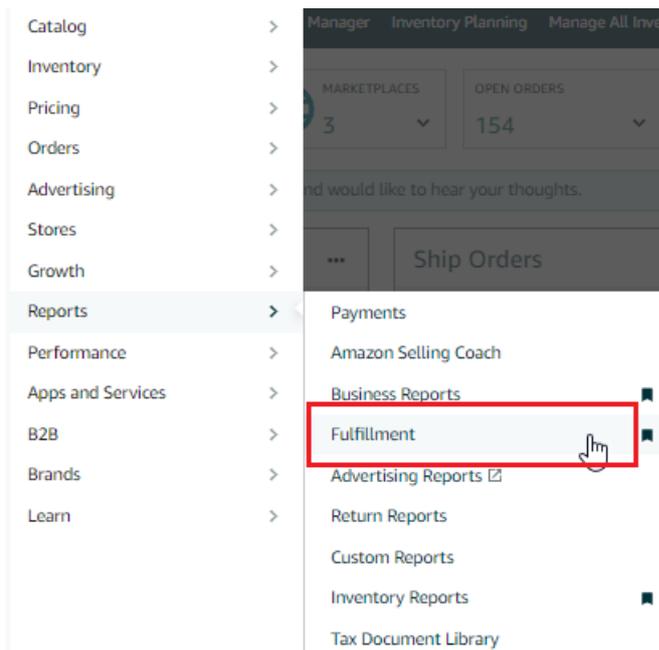
10/11/2024 11:26 am CDT

> **Who is this for?** This is intended for individuals or teams involved in financial planning, cost analysis, or budgeting for selling activities on Seller Central. It is suitable for users who have access to Seller Central and need to generate a Fee Preview Report to estimate the fees and charges associated with their product listings. This SOP will assist users in navigating to the appropriate section, selecting the desired report format, and downloading the report for further analysis and decision-making processes.

> **Objective:** To provide instructions for generating a Fee Preview Report. This SOP aims to guide users in accessing the necessary information related to fees and charges on Seller Central and generating a preview report to evaluate and analyze potential costs associated with their selling activities.

1. To generate a Fee Preview Report, navigate to the "Reports" tab on the top menu of Seller Central and select "Fulfillment" from the drop-down menu.

2. Under the "Payments" header on the left-hand side of the page, click on "Fee Preview".

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Fee Preview

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View estimated Amazon selling and fulfillment fees for your current FBA inventory, as well as upcoming fee changes, if any, on your seller-fulfilled and FBA offers. FBA fee estimates for seller-fulfilled offers are for your information only and are not charged to your account.

Report data 72 hours old.

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3. On the next page, select the desired report format by clicking the "Request .csv Download" or "Request .txt Download" button.

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

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Report Type	Date Range Covered	Date Requested	File Format	Report Status
Fee Preview	5/11/23, 12:00 AM - 5/17/23, 11:59 PM	May 16, 2023	.csv	In Progress Cancel

5. Once the report is ready for download, the status will change to "Download". Click the "Download" button in the "Report Status" column to download the report.

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