Catalog SOP: Download Return Reports

10/11/2024 11:31 am CDT

> **i** **Who is this for?** Intended for individuals who are responsible for tracking and analyzing returns within a company or organization. It is designed for personnel who require access to the system or application that generates return reports and need to download the reports for further analysis, reporting, or decision-making purposes.

> ✓ **Objective:** To outline the process for downloading and generating return reports for a specific system or application. This SOP provides a step-by-step guide for authorized personnel to access the necessary reports and retrieve relevant data related to returns.

1. Navigate to the "Reports" tab on the top menu of Seller Central and select "Return Reports" from the drop-down menu.
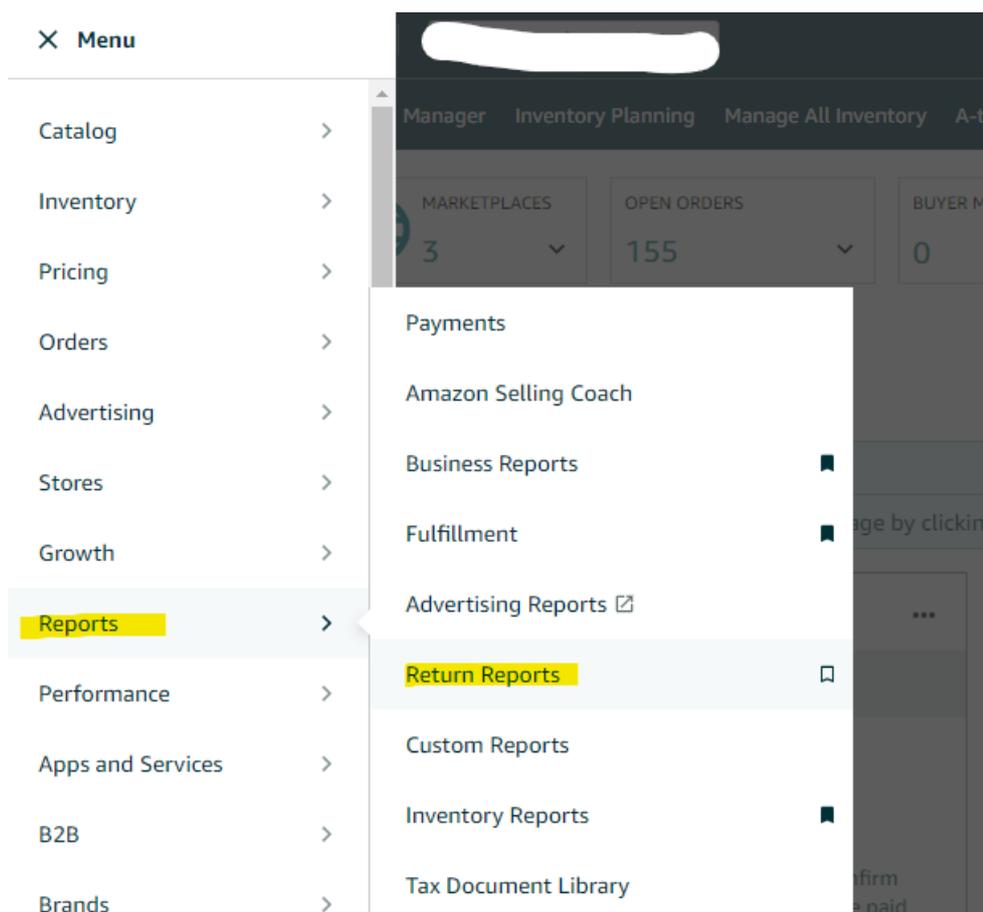
2. On the next page, choose the type of returns you want to include in the report from the provided drop-down menu, such as "All Returns" or "Prime Returns".

Return reports View FBA Reports

Use this page to request and download Return reports.

Generate one-time report

| All Returns | for | last day ▾ | Request |
| Prime returns | | | |

3. Select the date range for the report from the next drop-down menu, which includes options like "Last 1 Day", "Last 7 Days", "Last 30 Days", or "Exact Dates".

Return reports View FBA Reports

Use this page to request and download Return reports.

Generate one-time report

All Returns ▾	for	last day	Request
		last 7 days	
		last 30 days	
		Exact dates	

4. If you select "Exact Dates", enter the "From" and "To" dates in the pop-up text boxes.

Return reports View FBA Reports

Use this page to request and download Return reports.

Generate one-time report

All Returns ▾ for Exact dates ▾ From [📅   ] To [📅   ] Request

5. Click the "Request" button to generate the report. In the "Generated Reports" table below, click the "Refresh" button located at the top right corner of the table.

Return reports View FBA Reports

Use this page to request and download Return reports.

Generate one-time report   Schedule report generation ›

All Returns ▾ for last day ▾ Request **1.** ⇐

Generated reports   ⇒ Refresh **2.**

Type	Date range covered	Requested On	XML	TSV
All Returns [manual request]	Apr 26, 2023 to May 26, 2023	May 26, 2023 9:14:33 AM	In progress	In progress

6. Once the report is generated, it will appear in the table, and you can download it as a .xml or .tsv file.

Generated reports					Refresh
Type	**Date range covered**	**Requested On**		XML	TSV
All Returns [manual request]	Apr 26, 2023 to May 26, 2023	May 26, 2023 9:14:33 AM		Download	Download