

# Catalog SOP: Download a New Order Report

10/11/2024 11:31 am CDT

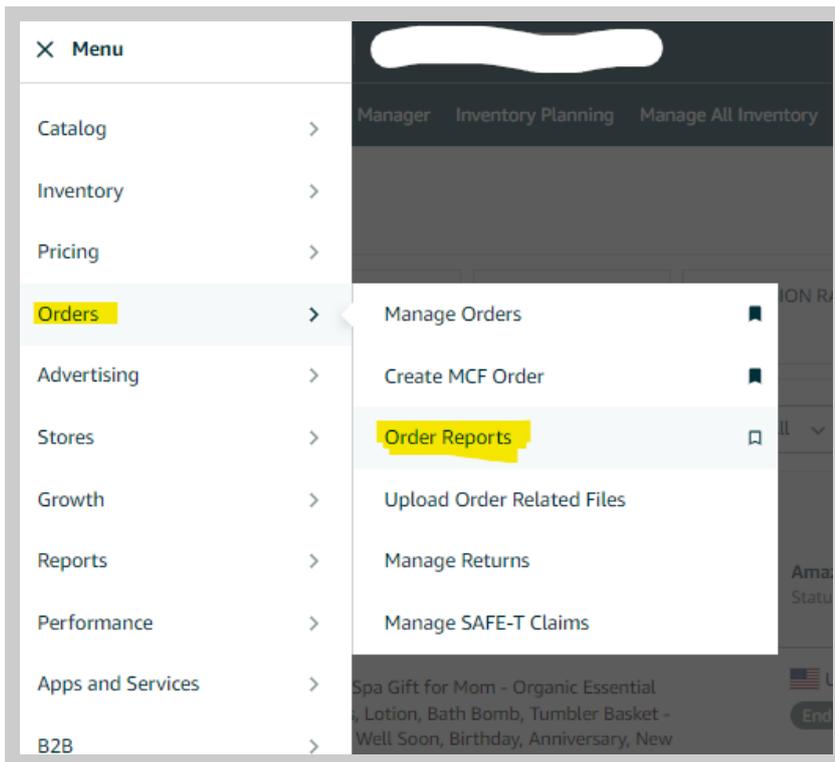


**Who is this for?** Intended for individuals who are responsible for order management and fulfillment within an e-commerce business. It can be used by order processors, inventory managers, or any personnel involved in processing and fulfilling customer orders.



**Objective:** The objective of the SOP for downloading a new orders report is to provide a step-by-step guide on how to retrieve the latest report containing new orders from an e-commerce platform. The SOP aims to ensure that the process of obtaining the new orders report is efficient, accurate, and accessible to relevant personnel for further order processing and fulfillment.

1. Navigate to the "Orders" Tab on the Top Menu of Seller Central and select "Order Reports" from the Drop-Down Menu.



2. From the Order Reports page, click the "New Orders" tab.

## Order Reports

### **i** XML File available through API

We do not support All Orders Report in XML format through the User Interface. You may request the All Orders Report XML file through API.

All Orders NEW **New Orders** Unshipped Orders End of day forms Archived Orders

This report provides order and order item information for both FBA and seller-fulfilled orders including order status, sales and fulfillment channel information, and item details. This report includes all orders since 2016, regardless of their order status. You may access older report data through the Archived Orders report. Each All Orders report download allows you to download data for a 30-day interval. You may retrieve data for multiple months through additional downloads. As both FBA and seller-fulfilled orders are included, this report enables you to monitor and analyze demand across fulfillment and sales channels. [Learn more](#)

3. Under the “New Orders” tab, select a date range from the available Drop-Down Menu under the “Request Report” heading and click the “Request” button.

All Orders NEW **New Orders** Unshipped Orders End of day forms Archived Orders

New orders report contains all of the seller-fulfilled orders that you have received over the number of days that you select. This includes orders that you have cancelled or confirmed as shipped. [Learn more](#)

### Request Report

Date range: Last day

Date range: Last 2 days

Date range: Last 7 days

Date range: Last 15 days

Date range: Last 30 days

Date range: Last 60 days

Date range: Last 90 days

Request

the sales channel for each order. [Learn more](#)

4. You can choose to include a sales channel column by ticking the relevant box. If you want to add or remove columns, click the “Add or remove order report columns” link in the top right side of the page.

All Orders NEW **New Orders** Unshipped Orders End of day forms Archived Orders

New orders report contains all of the seller-fulfilled orders that you have received over the number of days that you select. This includes orders that you have cancelled or confirmed as shipped. [Learn more](#)

[Add or remove order report columns](#)

### Request Report

Date range: Last day

Request

[Include a column indicating the sales channel for each order.](#) [Learn more](#)

5. Select or deselect the fields, and then click the “Save changes” button.

New Orders > Add or remove order report columns [Learn more](#)

## Add or remove order report columns

Required columns Show the column names

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Optional columns

Ship service name Ship service Name

---

Address Type Address Type

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Number of Items Number of Items

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Order channel Order channel      Order channel instance      External order ID

6. Your requested report will appear in the “Download Report” table below with a Report Status of “Request Submitted” and a Download Action of “Not Ready”.

Download Report							Refresh
Report Type	Batch ID	Date Range Covered	Date and Time Requested	Date and Time Completed	Report Status	Download	
Order Report (manual)					Request Submitted	Not Ready	

7. Keep refreshing the page by clicking the “Refresh” button and a clickable button appears in the Download Action column, allowing you to download the report in .csv format.

Download Report							Refresh
Report Type	Batch ID	Date Range Covered	Date and Time Requested	Date and Time Completed	Report Status	Download	
Order Report (manual)					Ready	Download	
Order Report (manual)	6255				Ready	Download	