

Catalog SOP: Scheduling a New Orders Report

10/11/2024 11:32 am CDT

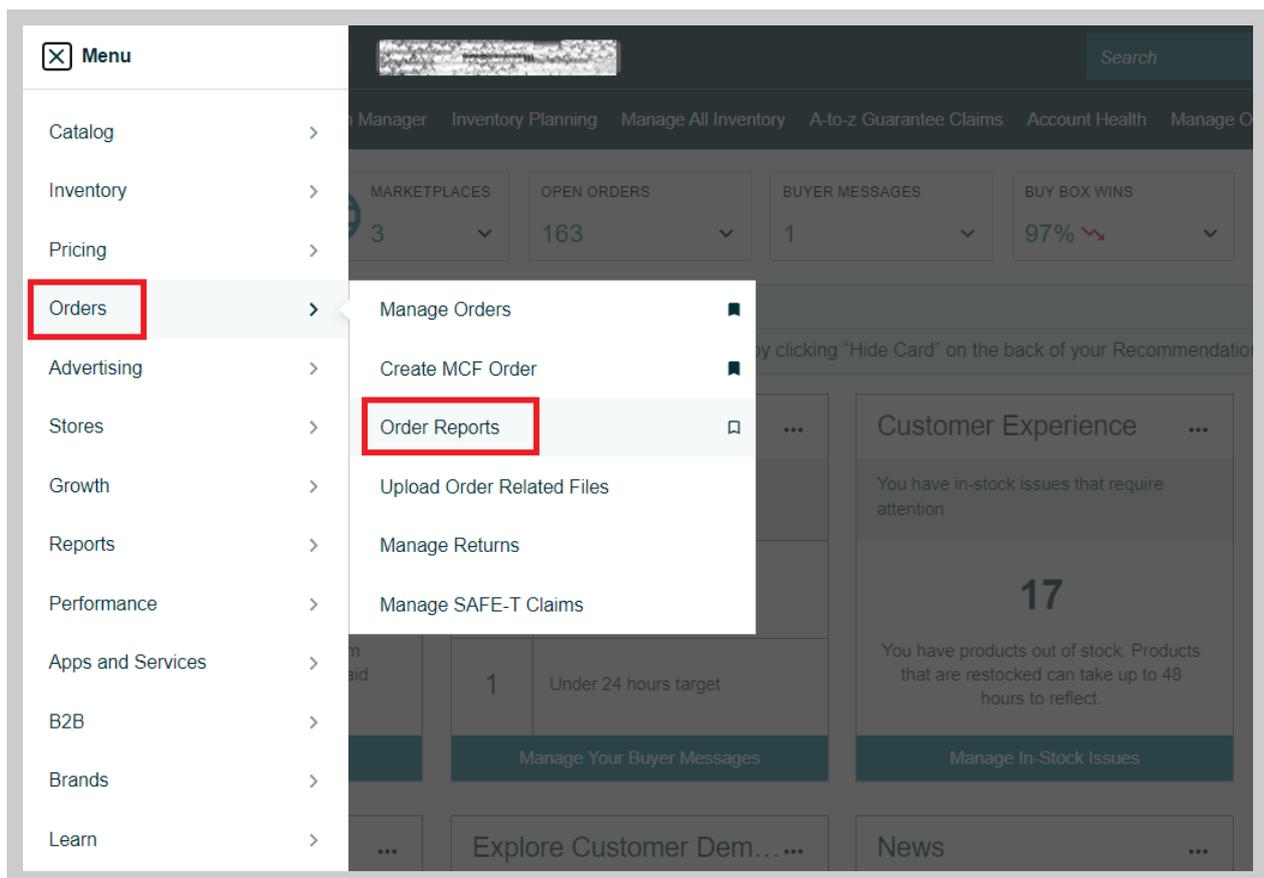


Who is this for? All individuals who need to schedule a new orders report.

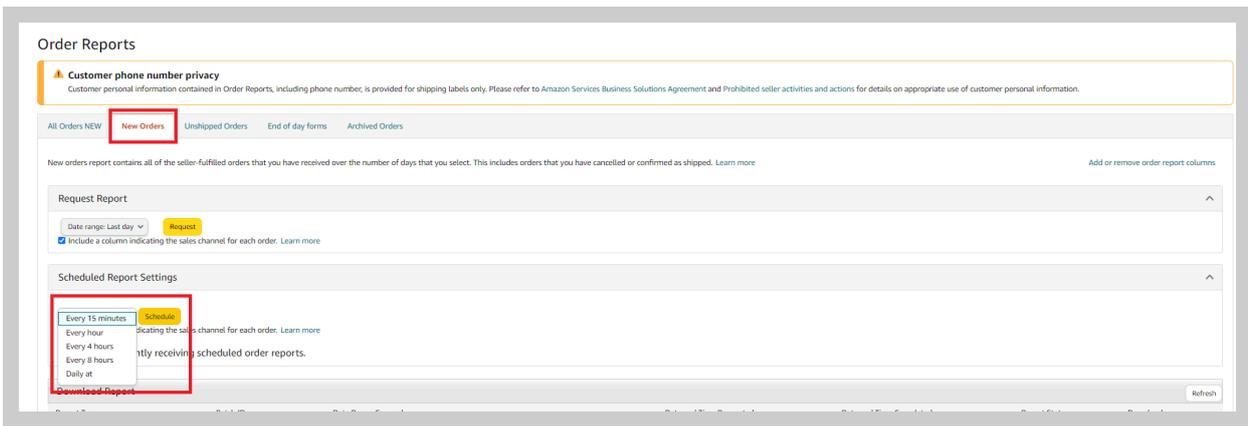


Objective: To schedule a new orders report that enables businesses to monitor new orders as they come in, which is essential for understanding demand, customer behavior, and sales trends.

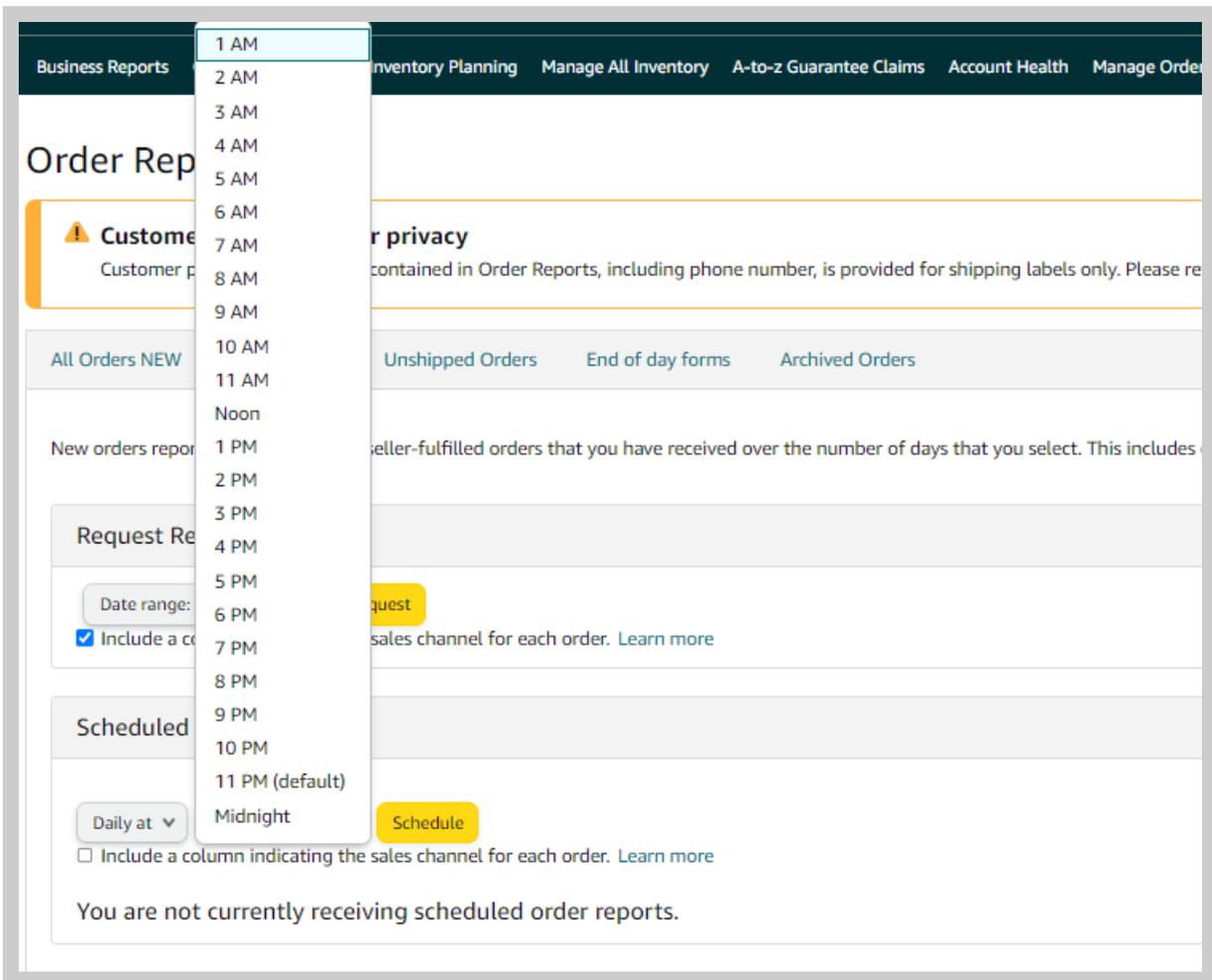
1. To schedule a New Orders Report, navigate to the "Orders" tab on the top menu of Seller Central and select "Order Reports" from the drop-down menu.



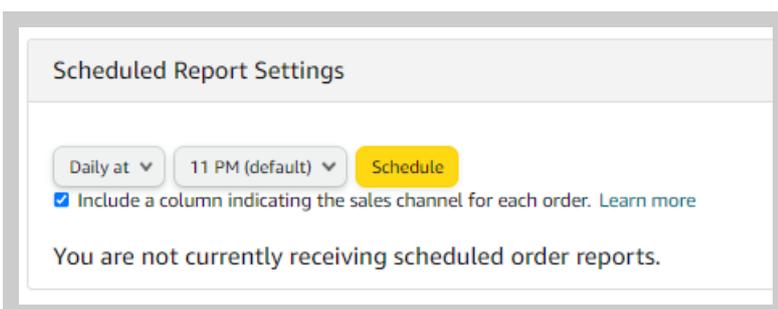
2. Under the "New Orders" tab, go to the "Scheduled Report Settings" heading and select the desired schedule for your report, then click the "Schedule" button.



3. If you choose the "Daily at" option, select a specific time from the available drop-down menu.



4. You can opt to include a column that indicates the sales channel for each order by ticking the corresponding box.



5. Before scheduling the report, you may also add or remove columns by clicking the "Add or remove order report columns" link in the page's top right corner and selecting the desired fields.

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](#)

Scheduled Report Settings

Daily at Schedule 11 PM (default)

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

You are not currently receiving scheduled order reports.

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

Add or remove order report columns

[Hide the column names](#)

After you save your changes, you will see your updates in all reports, including **New Orders, Unshipped Orders, All Orders, and All Orders via JML.**

The columns on this page will appear in at least one of the four report types above, but may not appear in all reports. [What do these columns mean?](#)

Required columns

Order ID	Order item ID	Purchase date
Payment date	Buyer email	Buyer's full name
SKU	Product name	Quantity purchased
Currency	Item price	Item tax
Shipping price	Ship service level	Recipient name
Ship address (5 columns)	Ship city	Ship state
Ship postal code	Ship country/region	Delivery instructions
Verge of cancellation	Verge of lateShipment	

Optional columns

<input type="checkbox"/> Ship service name	Ship service Name		
<input type="checkbox"/> Address Type	Address Type		
<input type="checkbox"/> Number of Items	Number of Items		
<input type="checkbox"/> Order channel	Order channel	Order channel instance	External order ID
<input type="checkbox"/> Gift wrap	Gift wrap price Gift message text	Gift wrap tax	Gift wrap type
<input type="checkbox"/> Promotions	Item promotion discount Ship promotion ID	Item promotion ID	Ship promotion discount
<input type="checkbox"/> Tax Collection Model	Tax Collection Model	Tax Collection Responsible Party	
<input type="checkbox"/> Cash on delivery	Payment method Payment method fee	COD collectible amount	Already paid
<input type="checkbox"/> Ship dates	Earliest ship date Latest delivery date	Latest ship date	Earliest delivery date
<input type="checkbox"/> Item extensions data	Item extensions data		