

Catalog SOP: How to download an Active Listings Report

10/11/2024 11:41 am CDT

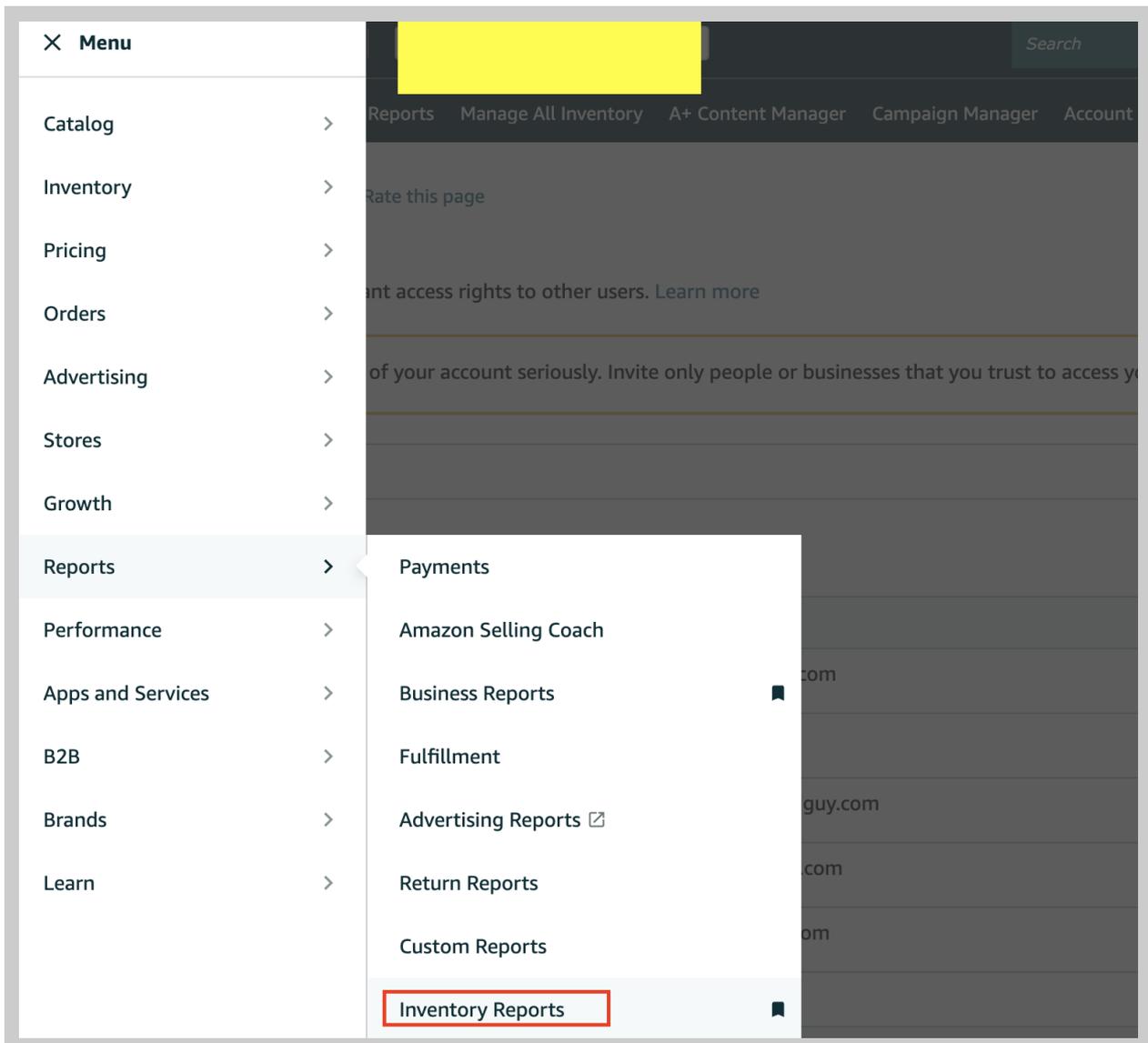


Who is this for? This SOP applies to all employees involved in the inventory management process using Amazon Seller Central.

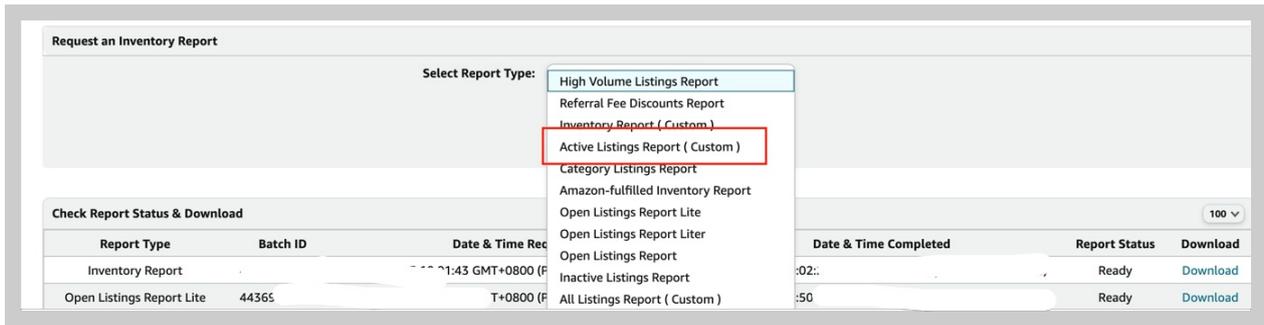


Objective: This SOP aims to guide users to generate the Active Listings Report, allowing them to make informed decisions, conduct analysis, and develop strategic plans using up-to-date and comprehensive listing data.

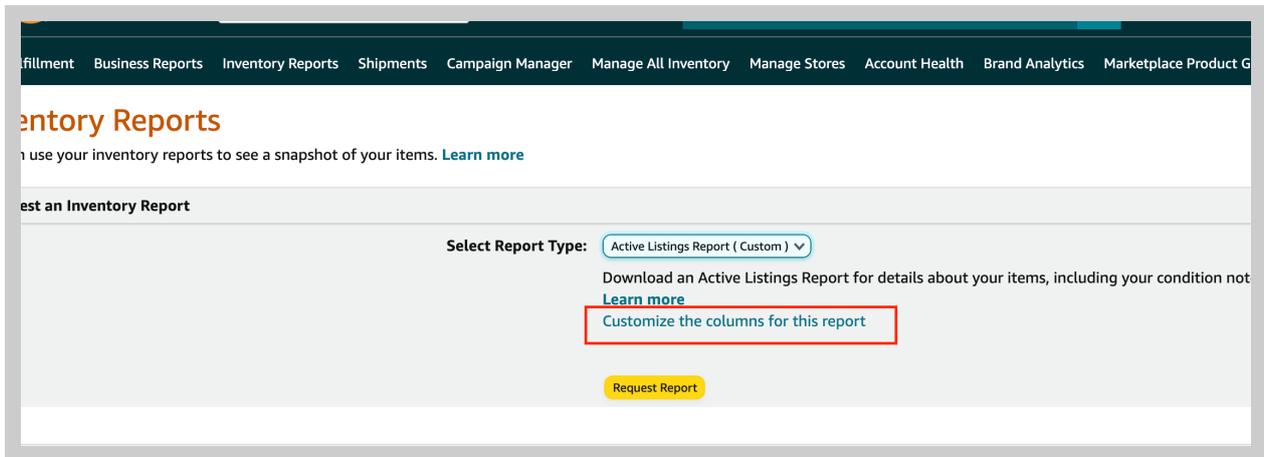
1. Log in to Amazon Seller Central. Click on the three-line bar located on the top left side, then select "Reports," and choose "Inventory Reports."



2. On the next page, choose "Active Listings Report" from the provided "Select Report Type" Drop-Down Menu.

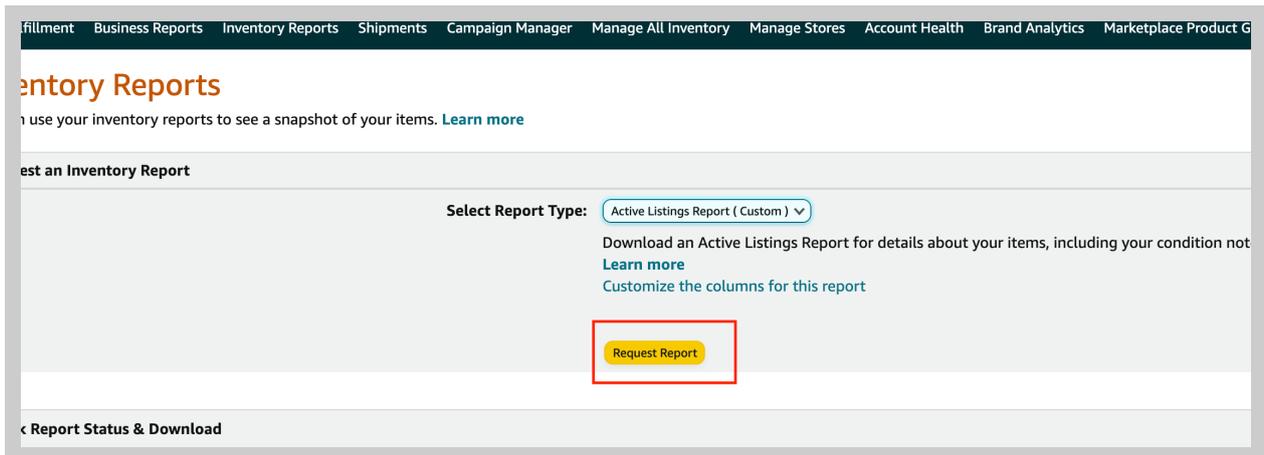


3. If you want to customize your report, click on the "Customize the columns for this report" link and follow the steps on the subsequent page.



4. Return to the Inventory Reports page by clicking the "Inventory Reports" link at the top left of the page. The Drop-Down Menu alongside the Report Type will now display "Active Listings Report (Custom)" in brackets.

5. Click the "Request Report" button.



6. The report will appear in the table below with a "Request Submitted" status.

[Request Report](#)

Check Report Status & Download 25 ▾

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Active Listings Report (Custom)	6		Not Complete	Request Submitted	

7. Once the report is ready, click on the "Download" link to save the report to your computer.

Request an Inventory Report

Select Report Type: High Volume Listings Report ▾
High-Volume Listings Report

[Request Report](#)

Check Report Status & Download 100 ▾

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Active Listings Report (Custom)	15			Ready	Download
Inventory Report	4			Ready	Download