Listing Creation & Management SOP: How to Delete a Listing

03/17/2025 8:55 am CDT

> ℹ️ **Who is this for?** This is intended for Amazon sellers and other individuals who need to remove or delete a listing from an Amazon account.
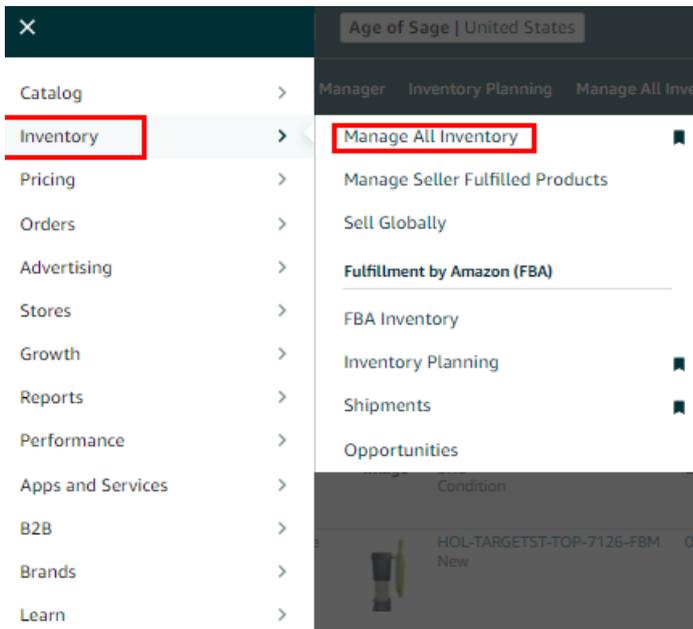
> ✅ **Objective:** This SOP aims to provide detailed steps to correctly remove a listing from an Amazon account.

1. Backup data:

Before deleting a listing, ensure that you download the latest Category Listings Report (CLR). You can view the **SOP here** for reference.

2. Delete the listing **Manually**

a. Open the Inventory tab and select Manage All Inventory.

b. Locate the SKU you wish to remove and choose the Edit drop-down menu. There are times that it can be found on the far-right side of the listing.

	Save all	Status	Image	SKU Condition	Listing ID	Custom	Product Name ASIN	Date Created ▼ Status Changed Date	A
Edit ⌄		Inactive (Out of Stock)		HOL-TARGETST-TOP-7126-FBM New	0216ANXRP9F	Disabled	HOLSTIT 2x4 Tar get Stand Toppe r B0BW21CSVF	02/16/2023 14:18:54 02/16/2023 15:24:05	
Edit ⌄		Inactive (Out of Stock)		HOL-TARGETST-TOP-7126 New	0216AO0B4YL	Disabled	HOLSTIT 2x4 Tar get Stand Toppe r B0BW21CSVF	02/16/2023 14:11:05 02/16/2023 15:09:55	

c. Select Delete Product and Listing.

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- Click on the Ok button when Amazon asks if you really want to delete the listing to complete the process.

3. via Flat File

NOTE: You can use the reuse **Category Listings Report** or generate a **Category Specific Template** flat file in deleting the listing.

a. Input only the bare minimum information - these are your SKUs and the update_delete column.

Here is a sample of how your flat file would look like:

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4. Wait for 10-15 minutes and go back to the Manage Inventory page to verify if the SKU was successfully deleted.

IMPORTANT NOTE: While the listing may disappear from your product catalog, the product detail page may still exist on Amazon. If you wish to sell the same item in the future, add the product ASIN to 'reclaim' the listing.