



## SOP: Creating an Inactive Listings Report

1. To download the report, select “Inventory Reports” from the Drop-Down Menu of the “Inventory” tab on the top menu of Seller Central.
2. On the next page, select “Inactive Listings Report” from the “Select Report Type” Drop-Down Menu provided.
3. Should you wish to customize your report first, click the “Customize the columns for this report” link and follow the steps on the next page.
4. Return to your Inventory Reports page by clicking the “Inventory Reports” link at the top left of the page.
5. Here you will now see the word “Custom” in brackets alongside your “Inactive Listings Report” from the Drop-Down Menu alongside the Report Type.
6. You can now click the “Request Report” button.
7. Your report will appear in the table below with a “Pending” status.
8. Once it is ready to be downloaded, the status will change to “Ready” and you will see the “Download” link has become live.
9. Click on this “Download” link and download your report to your computer as needed.

### See Also:

- ▶ [SOP: Creating an Inventory Report](#) 
- ▶ [SOP: Creating an Active Listings Report](#) 
- ▶ [SOP: Creating an Open Listings Report Lite](#)
- ▶ [SOP: Creating an Open Listings Report Liter](#)
- ▶ [SOP: Creating an Open Listings Report](#)
- ▶ [SOP: Creating a Cancelled Listings Report](#)
- ▶ [SOP: Creating an All Listings Report](#)
- ▶ [SOP: Creating a Sold Listings Report](#)
- ▶ [SOP: Creating a Category Listing Report](#)
- ▶ [SOP: Creating a Listing Quality and Suppressed Listings Report](#)
- ▶ [SOP: Creating a Referral Fee Preview Report](#)
- ▶ [SOP: Creating an Amazon Fulfilled Inventory Report](#)
- ▶ [SOP: Creating a High Volumes Listing Report](#)

- ▶ [SOP: Creating a Referral Fee Discounts Report](#)