SOP: Creating a New Orders Report

1. In order to create a New Orders Report, select “Order Reports” from the Drop-Down Menu of the “Orders” Tab on the Top Menu of Seller Central.
2. On the next page, under the “New Orders” tab, under the “Request Report” heading, select the date range from the available Drop-Down Menu and then click the “Request” button.
3. You can tick the “Include a column indicating the sales channel for each order” box if you wish to include this column.
4. You also have the option to add or remove columns from your report before selecting the date range and clicking the “Request” button by clicking the “Add or remove order report columns” link in the top right side of the page and selecting or deselecting the relevant fields that appear on the next page.
5. Under the “Download Reports” heading further down the page, your requested report will show up at the top of the table with a Report Status of “Request Submitted” and a Download Action of “Not Ready”.
6. Click the “Refresh” button at the top right of the table until the Report Status reads “Processing Complete” and the Download Action has a clickable link for you to download the report from.

See Also:

- **SOP:** Scheduling a New Orders Report
- **SOP:** Creating an Unshipped Orders Report
- **SOP:** Creating an End of Day Form
- **SOP:** Creating an Archived Orders Report