

SOP: Creating Return Reports

1. In order to create a Returns Report, select “Return Reports” from the Drop-Down Menu of the “Reports” Tab on the Top Menu of Seller Central.
2. On the next page, which returns you would like to generate the report for from the Drop-Down Menu provided, i.e. “All Returns” or “Prime Returns”.
3. Select which dates or days you would like to run the report for from the next Drop-Down Menu provided, that being for the “Last 1 Day”, “Last 7 Days”, “Last 30 Days” or the “Exact Dates”.
4. If you have selected the “Exact Dates”, enter the “From” Date and the “To” Date in the pop-up text boxes.
5. Click the “Request” button.
6. In the “Generated Reports” table below, click the “Refresh” button in the top right side of the table.
7. Your report will show up in the table below and you can select to download it as .xml or .tsv.