


SOP: Creating an Archived Orders Report

1. In order to create an Archived 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 “Archived Orders” tab, under the “Request Report” heading, select the month and year from the available Drop-Down Menus and then click the “Request” button.
3. 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”.
4. 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: Creating a New Orders Report](#) 
- ▶ [SOP: Scheduling a New Orders Report](#)
- ▶ [SOP: Creating an Unshipped Orders Report](#)
- ▶ [SOP: Creating an End of Day Form](#)