


SOP: Creating an End of Day Form

1. In order to create an Unshipped 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 "End of Day Forms" tab, under the "Generate the End of Day Form" heading, choose the option USPS, select your relevant warehouse from the available Drop-Down Menu and then press 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 Archived Orders Report](#)