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Seller Hub Reports

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The Reports tab in Seller Hub makes it easier to for high-volume sellers to manage their eBay business in bulk.

Using templates, sellers can create and upload files to add, revise, relist, and end listings.

[Go to Seller Hub Reports](#)

Seller Hub Reports features

Here are some of the many things you can do with Seller Hub Reports:

- Create listings in bulk
- Upload, download, and schedule reports
- Fulfill orders
- Mark items as dispatched
- Find items that have been paid or posted
- Manage feedback
- Identify and fix errors in your listings in bulk

If you're a first time user of Reports, all you need to get started is an eBay account with access to Seller Hub. Business sellers are automatically opted in to Seller Hub. Private sellers just need to have made at least one sale to get access.

Tip

For detailed guides on using Seller Hub Reports, see our [Resources section](#).

Getting started

Whether you're listing inventory for the first time or editing existing listings, you should start by creating templates in the Upload section. Here's how:

[How to create templates to bulk list your inventory on eBay](#)

How to create templates to bulk edit and manage existing listings and orders

How to create draft templates

Tip

Templates and reports created or scheduled in the legacy File Exchange tool will not be carried over to the new Reports tool. To generate new templates and reports in Seller Hub, follow the instructions above.

Uploading templates

Once you've added information to the template, the process for uploading it is the same whether you're listing new inventory or editing existing listings in bulk. Here's how to do it:

1. Go back to the Upload section of the [Reports tab](#).
2. Select the **Upload template** button.
3. Choose .xlsx file type if you plan to use Excel, otherwise choose .csv file type.
4. Select the template type you're uploading.
5. Select **Upload**.

Once you hit **Upload**, your file will be processed and all the actions you requested will be run. This usually takes less than 15 minutes, though very large files can take longer. When the upload is finished, you'll see a message saying **Your upload is complete** and a downloadable report of all the actions taken will be generated.

Downloading and scheduling reports

You can generate, download, and keep track of reports on your orders and listings from the Download section. Reports are very useful for a number of reasons, including record-keeping, auditing and order fulfillment. For example, you can create a scheduled order fulfillment report to automatically update shipping details at a frequency that suits you, saving you a lot of manual work.

How to download reports

How to schedule automated reports

Merchant Integration Platform

Sellers who have a stock-keeping unit (SKU) or custom label-based inventory may prefer to use eBay's Merchant Integration Platform – another bulk management tool for high-volume sellers.

The service makes it easy to turn your inventory into eBay listings. Just upload a CSV or XML file to list your products, manage your eBay inventory, and fulfill orders.

Managing your inventory with SKUs can make it even easier to sell across eBay's international marketplaces. MIP can upload over 50,000 SKUs in under 30 minutes.

To subscribe, go to the [Merchant Integration Platform page](#) and select **Get started**.

Top Takeaway

Using templates, you can create and upload files to add, revise, relist, and end listings.

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3 min article

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