Seller Hub Reports

<h2>GUIDE.SUMMARY General information on the following: Seller Hub Reports Related links Seller Information Center and Help pages; CSKB content for selling tools Talking points General FAQs about Seller Hub Reports
 PDF Guides to give out to members Instructions / Steps to resolve Steps to begin using these tools   </h2><h2>GUIDE.RELATED_LINKS Related eBay Pages <ul> Seller Information Center: Seller Hub Reports
 https://www.ebay.com/help/selling/selling-tools/seller-hub-reports?id=4096
   eBay Seller Center Bulk Listing Tools
 https://pages.ebay.com/seller-center/listing-and-marketing/ebay-bulk-listing-tools.html Related articles <ul> All Listing Queries guides Seller best practices - developing an eBay business   </h2><h2>GUIDE.TALKING_POINTS Important note Internal Information - What to transfer <ul> Any questions that can be answered using this article should be handled by the teammate taking the call and should not be transferred.
       Seller Hub Reports questions What is Seller Hub Reports? Seller Hub Reports is for new and high volume sellers (25+ listings and or at least 5 orders a week) where they can obtain reports and upload their listings in bulk using a flat file. A flat file is a plain text file which usually contains one record per line. Within such a record, the single fields can be separated by delimiters, e.g., commas, like on an Excel

spreadsheet. Seller Hub Reports does not have a Graphic User Interface (GUI). The GUI is the visual component of most computer programs, with buttons and other parts for users to interact with.   Since it does not have a Graphic User Interface, sellers can't see the results of the action they are taking until after the information has been loaded to the site. Because of this, to use the program it is recommended that only users who are familiar with using flat files (like spreadsheet programs) and how selling works on eBay try to use the program.   NOTE: If you have been using the advanced feature via the URL link in a programmatic way be aware that this is no longer available. To integrate programmatically, you will have to migrate to the Feeds API. (Teammates can give out this link) What are its advantages? Seller Hub Reports is great for listing and revising a large number of listings (200+) as well as updating orders with tracking. Seller Hub Reports is free to use. eBay listing fees are charged accordingly. Listing instructions are included in a pop up window on seller's downloaded template and there is an instruction guide on Learning Resources, Creating listings in bulk. <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/shreports1.png"> <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/shreports2.png"> How to access Seller Hub Reports: <ul> Sign in to eBay Seller Hub Overview and click on the Reports tab. Where can I get my Order and Active listings Reports? Sign in to eBay Seller Hub Overview and click on the Reports tab. Click Download Report button
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src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/1guide1060.png"> Select your source (Orders)
 <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/2guide1060.png"> Select the report type Select Date range Click Download button
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 The report will download according to the process of the browser type you are using, or you can click the Download link for your order.
 <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/4guide1060.png"> These reports are meant to give the seller a broad view of their business both for their orders and current inventory. These Reports are not meant to be uploaded again on our site but as CSV files could be compatible with most accounting programs. Learn more about these Reports from our Seller Hub Reports Learning Resources page > Downloadable reports Where can I get the templates? Sellers can download a Create new listings, Create new drafts and an Edit price and quantity template as well as an Add order tracking update template. To download one of the above templates: <ul> Sign in to eBay seller Hub Overview and click on the Reports tab Choose Upload and click on the Get template button Choose template source > Listings > Select template type Download the template   How do I fill out the templates? Create new listings template in XLSX format has in-file instructions for each column. Simply mouse over the column header to see the pop-up instructions. Also please refer to a more in-depth guide, Creating new listings at our Seller Hub Reports Learning Resources page. CSV format is available for more advanced flat file or legacy File Exchange users.
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src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/shreports3.png"> Create new drafts template is a CSV formatted file with pre-filled sample information to help sellers get started. Action and Category ID columns are the minimum required columns. When a seller has set at least that minimum information on the file, save the file as CSV, and upload at Seller Hub Reports Upload page. Seller will be redirected to their Drafts folder on their eBay account to finish off the listings and activate them there.
 <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/shreports4.png">
 To look up the eBay category ID for the Drafts template, seller will download the CSV version of this file, Download the new category structure after May 2021 (US), from this page. Edit price and quantity template will also be a CSV formatted file. After this file is opened, the first thing to do is format the Item number column to a number with -0- decimals before the file is saved: <ol> Highlight the entire column by clicking on letter B Right-click inside that column and choose Format Cells. Choose Number on the left and to the right change to -0- decimals. Click OK. Make any other necessary edits to price and quantity, then save the file, once again as CSV.
 <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/shreports5.png">
 <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/shreports6.png">   How can I upload my new listings, drafts or revisions templates? Sign in to eBay Seller Hub Overview and click on Reports tab Choose Upload template on the left Click Start Upload Choose the template you are uploading and click Upload
 <img alt="" src="https://cskb.qa.ebay.com/library/EBAY/Images/1000%20-%203000/1060/GUIDE1060%20image.png">

 If Reports is new to you, we recommend that you try listing a

single product first to familiarize yourself with the tool.

 Note: Upload template button is hidden from view for all GCX teammates who piggyback, but the button is clearly visible to members. How do I revise items in bulk other than price or quantity? A new Revise items template is available to edit more listing information such as Business Policies, picture URLS, best offer, buyer requirements, etc. How do I end items in bulk? This feature is available in Seller Hub Reports. How large can a file be? Seller Hub Reports cannot process a file that contains more than 150,000 rows. Also it cannot process a file that is more than 14.9 megabytes in size. If necessary, you can split your file up into several smaller files that fit within this limit.   How do I locate the category ID numbers? Sellers can access Category ID numbers here. How do I display Strikethrough pricing? Seller Hub remains the recommended way to display Strikethrough pricing (Marketing tab > Promotions > Create a Promotion - Sales Event + Markdown). Reference: GUIDE1148. Important: remind sellers that they are responsible for pricing compliance. Our tools are designed to help them comply, but it's their responsibility to do it.   Further instructions and help for Seller Hub Reports <ul> Sellers can learn more about Seller Hub Reports here. Seller Hub Reports Learning Resources. Are there limits in Seller Hub Reports? We have an upper limit set to ensure all sellers have the best experience and to protect our systems from abuse. Our daily limit is set to be high on purpose and subject to change, however most sellers wont reach the limit.

If a seller believes they have reached the limit, please contact the advanced apps team to assist. (NOTE: Non- US teammates use the offline SR process) What is the final migration date for Legacy File Exchange? Legacy File Exchange was deprecated in 2021. Where can I find the Seller Hub Reports Guide? US guide: https://ir.ebaystatic.com/cr/v/c1/rsc/feeds/v1/guide-inventory-onboarding.pdf   </h2><h2>GUIDE.INSTRUCTIONSSTEPS_TO_RESOLVE   </h2>