

Seller Hub Reports

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

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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.

For detailed guides on using Seller Hub Reports, see our [Resources section](https://www.ebay.com/sh/resources/reports) - opens in new window or tab.

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

- Go to the [Reports tab](https://ebay.com/sh/reports) - opens in new window or tab in Seller Hub.
- Select Upload on the left-hand side.
- Select the Get template button.
- Select Listings from the Source options.
- Select Create new listings template as the template

Type.

- Select Download.

If Reports is new to you, we recommend that you try listing a single product first to familiarize yourself with the tool.

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

- Go to the [Reports](https://ebay.com/sh/reports) tab - opens in new window or tab in Seller Hub.
- Select Upload on the left-hand side.
- Select the Get template button.
- Choose Orders or Listings from the Source options.
- Select the template Type. (e.g. Edit price, quantity or delete listings, Add order tracking and feedback).

If you choose Orders as the template source, select the Date Range for the report (from 1-90 days).

- Select Download.

How to create draft templates

Creating new listings through the reports tab generally requires image hosting. However, if you use the Create Drafts template, you can just leave the image URL column blank. Then add images later when you're converting draft to listings.

- Go to the [Reports](https://ebay.com/sh/reports) tab - opens in new window or tab in Seller Hub.
- Select Upload on the left-hand side.
- Select the Get template button.
- Select Listings from the Source options.
- Select Create drafts template as the template Type.
- Select Download.

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:

- Go back to the Upload section of the [Reports](https://ebay.com/sh/reports) tab - opens in new window or

Select the Upload template button. Choose .xlsx file type if you plan to use Excel, otherwise choose .csv file type. Select the template type you're uploading. 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

Go to the [Reports tab](https://ebay.com/sh/reports) - opens in new window or tab in Seller Hub. Select Download on the left-hand side. Select the Download report button. Choose Orders or Listings from the Source options. Select the Type of report you want to schedule (e.g. All orders, Awaiting Shipment, etc.). Select the Date Range for the report (from 1-90 days). Select Download. To download a previously existing report: Find the report you want to download in the "Recent downloads" section. Select Download.

How to schedule automated reports

Go to the [Reports tab](https://ebay.com/sh/reports) - opens in new window or tab in Seller Hub. Select Schedule on the left-hand side. Select the Create download schedule button. Choose Orders from

Select the Type of report you want to schedule (e.g. All orders, Awaiting Shipment, etc.).

Select the Frequency of your reports (Hourly, Daily, Weekly or Monthly).

Select a Run Time.

Select an Ends on date of the report or select No end date.

Select Save.

Updating existing scheduled reports:

Find the report you want to edit in the "Scheduled reports" section.

Select Modify then Edit (or Delete if you want to remove it completely).

Make your edits then select Save.

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](https://www.mip.ebay.com/nglanding) - opens in new window or tab; and select Get started;

eBay File Exchange

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