

# To download your orders txt. File.

Step 1.....Open your Amazon Seller Central

Step 2.....Click “Orders” on the top navbar

Step 3.....Scroll down until you find “Request Report”

Step 4.....Select Date Range in the drop down

Step 5.....Click “Request Button”

When the most recent **report** is ready, click **Download** in the **Download** column.

The screenshot shows the Amazon Seller Central interface. At the top, the navigation bar includes 'amazon seller central', user information 'Chef's Arsenal/Market Wa...', and various settings like 'www.amazon.com', 'English', and a search bar. The main navigation menu has 'Orders' highlighted. Below this is the 'Order Reports' section, which includes a notification about choosing columns and a warning about customer phone number privacy. The 'New Orders' tab is active, showing options for 'Unshipped Orders', 'End of day forms', and 'Archived Orders'. A description of the 'New orders report' is provided. The 'Request Report' section features a 'Date range: Last day' dropdown and a 'Request' button. Below this is the 'Scheduled Report Settings' section, which states that XML reports are currently received via XML. At the bottom, the 'Download Report' section contains a table with one report entry ready for download.

Report Type	Batch ID	Date Range Covered	Date and Time Requested	Date and Time Completed	Report Status	Download
Order Report (manual)	135790017997	4/9/19, 12:10:22 PM Pacific Daylight Time - 4/11/19, 12:10:22 PM Pacific Daylight Time	4/11/19, 12:10:22 PM Pacific Daylight Time	4/11/19, 12:10:35 PM Pacific Daylight Time	Ready	Download