

# 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 sellercentral', a search bar, and links for 'Messages | Help | Settings'. Below this, the 'Orders' menu is highlighted. The main content area is titled 'Order Reports' and features a prominent message: '\* Please ensure that the Customized-URL Column is selected'. Below this is a warning about 'Customer phone number privacy'. The 'Request Report' section is highlighted with a yellow box, showing a 'Date range: Last day' dropdown and a 'Request' button. The 'Download Report' section at the bottom contains a table with report details.

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