

SimplePort requires the Amazon transaction data, and either the FBA (Fulfilled by Amazon) order data or the FBM (Fulfilled by Amazon) order data, or both, if you are selling through both Amazon services. If no customer data is needed, then only the Amazon transaction data is required.

To get Amazon **transaction data** download...

Log into your Amazon account, from the **seller central** toolbar select **REPORTS**



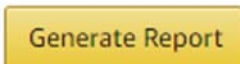
Click the **Payments** option



Select **Date Range Reports** from the **Payments** toolbar



Click **Generate a Report** button



In the **Generate date range report** window

click the **Transaction** radio button

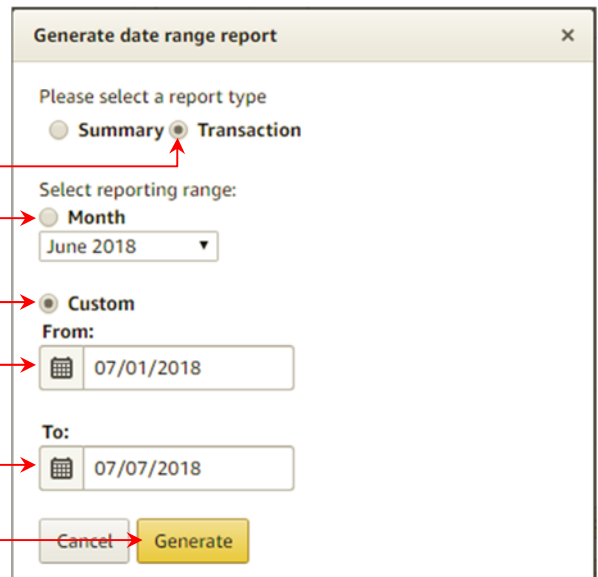
Select either a **Month**

**Or** use the **Custom** button to select a specific date range

To select specific report date ranges

Use the **From** and **To** calendar option icons

Click the **Generate** button



The Document view will show the **Action** status as **In Progress**

Document Name	Request date	Date Range	Action
Custom Transaction Report for Jul 1, 2018 00:00 PDT - Jul 7, 2018 23:59 PDT	Jul 18, 2018	Jul 1, 2018 - Jul 7, 2018	In Progress Refresh

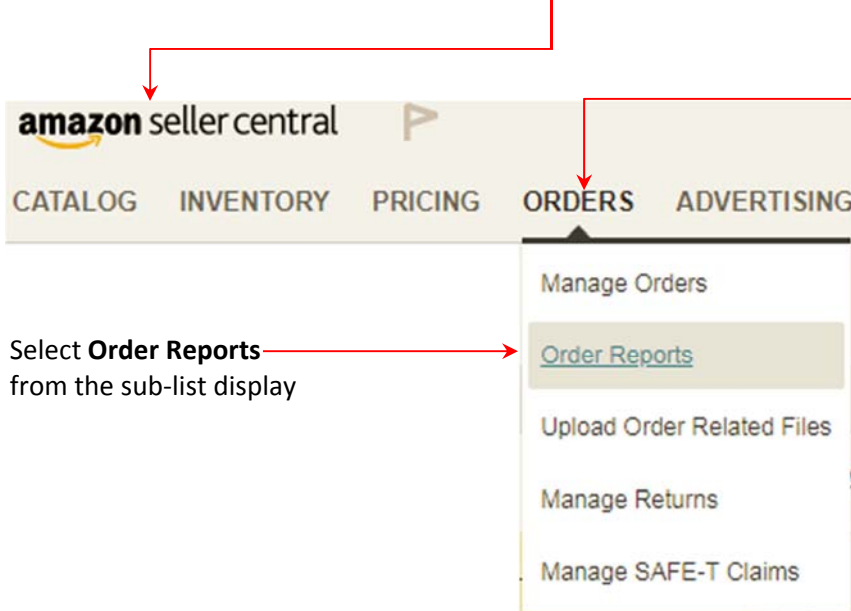
Click the Action **Refresh** link, when the report status changes to Download click the **Download** action button

Document Name	Request date	Date Range	Action
Custom Transaction Report for Jul 1, 2018 00:00 PDT - Jul 7, 2018 23:59 PDT	Jul 18, 2018	Jul 1, 2018 - Jul 7, 2018	Download

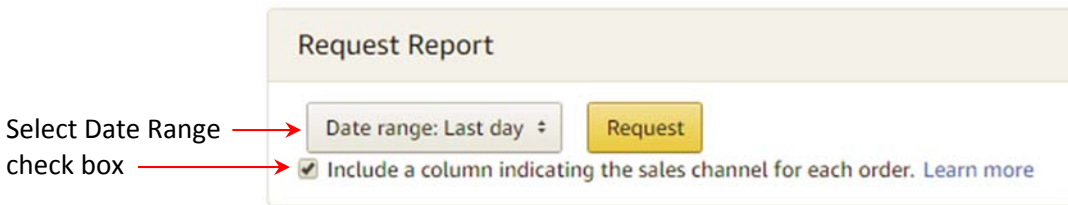
Save the file with a unique name, something like AMZ\_TXNS\_2018\_07-01-to-07-07 to know file contents.

To get **Amazon Fulfilled by Merchant FBM** (aka fulfilled by the seller) customer details data...

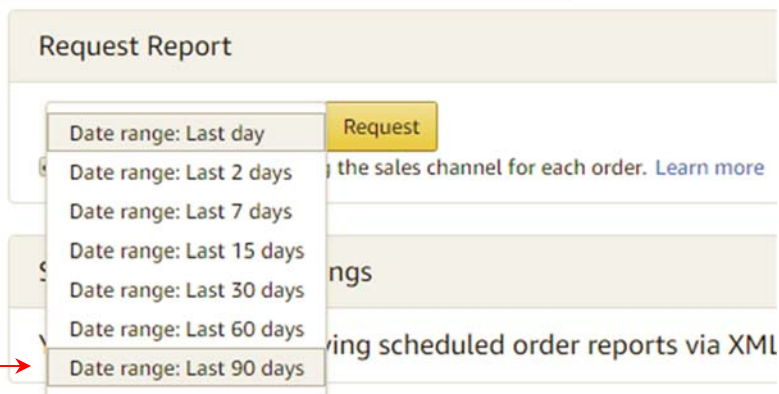
Log into your Amazon account, from the **seller central** toolbar select **ORDERS**



Amazon does not provide a month or custom date range report for the FBM data (not too smart) select the days that best match the transaction order report. We map the customer details to the actual transaction data, so any customer data that does not match will be skipped. Better to have too much data than not enough. If today were April 10 and you downloaded all of March transaction data, select the 60 days option and all your customer info will be included in the imported data. Verify the **Include Sales Channel Column** check box is checked in the **Request Report** window.



Use the **Date Range** pick-list to select a date range for the report



Click **Request** button

The report will run, to see the status of the report process click the **Refresh** button

Download Report							Refresh
Report Type	Batch ID	Date Range Covered	Date and Time Requested	Date and Time Completed	Report Status	Download	
Order Report (manual)	193976017730	4/19/18, 10:40:06 AM Pacific Daylight Time - 7/18/18, 10:40:06 AM Pacific Daylight Time	7/18/18, 10:40:06 AM Pacific Daylight Time	Not Complete	Request Submitted	Not Ready	

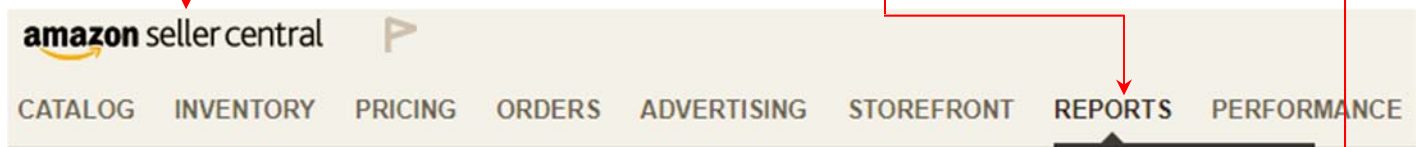
When the **Report Status** indicates “Ready” click the **Download** button to download and save the report to your computer

Download Report							Refresh
Report Type	Batch ID	Date Range Covered	Date and Time Requested	Date and Time Completed	Report Status	Download	
Order Report (manual)	193976017730	4/19/18, 10:40:06 AM Pacific Daylight Time - 7/18/18, 10:40:06 AM Pacific Daylight Time	7/18/18, 10:40:06 AM Pacific Daylight Time	7/18/18, 10:40:34 AM Pacific Daylight Time	Ready	Download	

Save the file with a unique name, something like AMZ\_FBM\_2018 01-01-to-01-31 to know file contents.

To get **Amazon Fulfilled by Amazon (FBA)** customer details data...

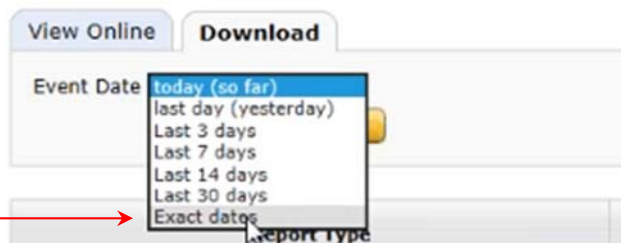
Log into your Amazon account, from the **seller central** toolbar select **REPORTS** and **Fulfillment** from the pick-list



From the **Welcome to Reports** navigation panel select **Amazon Fulfilled Shipments** from the **Sales** group



From the **Amazon Fulfilled Shipments** page select **Exact Dates** from the **Event Date** pick-list



(Amazon only allows selecting 30 days data at a time). Select the date ranges for the required report (should match the transaction data date ranges).

To run the report click the **Request Download** button

The **Report Status** indicator will show **In Progress**

Report Type	Date Range Covered	Date Requested	Report Status
Amazon Fulfilled Shipments	3/22/15 12:00 AM - 4/21/15 11:59 PM	July 21, 2015	In Progress

When the report is completed click the **Download** button under **Report Status**

Report Type	Date Range Covered	Date Requested	Report Status
Amazon Fulfilled Shipments	3/22/15 12:00 AM - 4/21/15 11:59 PM	July 21, 2015	<a href="#">Download</a>

Save the file with a unique name, something like AMZ\_FBA\_2018 01-01-to-01-31 to know file contents.

