

If requiring complete Amazon details for the QB imported data, including full customer info for seller processed orders (Fulfilled by Merchant) and Amazon processed orders (Fulfilled by Amazon). SimplePort requires the Amazon transaction data, and either the FBA order data or the FBM 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**



Just click the **REPORTS** link, if the **Statement View** display (shown below) does not display, then click the **Payments** option to display that view



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

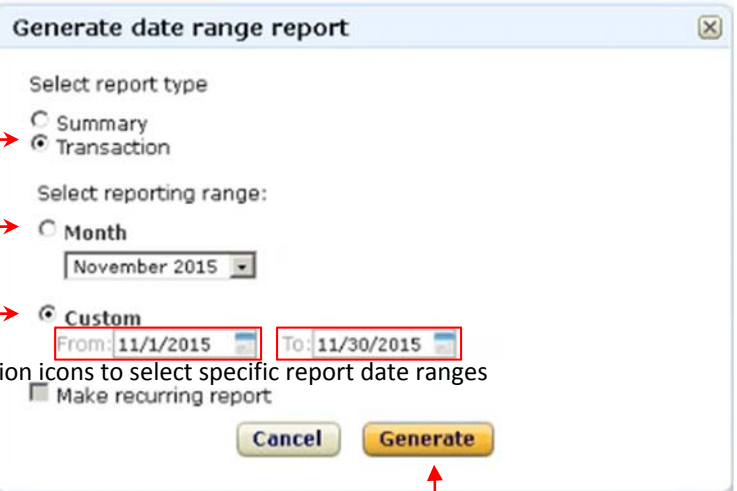


Click **Generate a Report** button

Not seeing the document you need?

Generate a report

In the options window click the **Transaction** radio button



Select either a **Month**

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

Use the **From** and **To** calendar option icons to select specific report date ranges

Click the **Generate** button

Once started, a pop-up will display, click **OK**



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

Document Name	Request date ▾	Date Range ▾	Action
Custom Transaction Report	Nov 1, 2015 - Nov 30, 2015	Dec 16, 2015	Nov 1, 2015 - Nov 30, 2015 In Progress Refresh

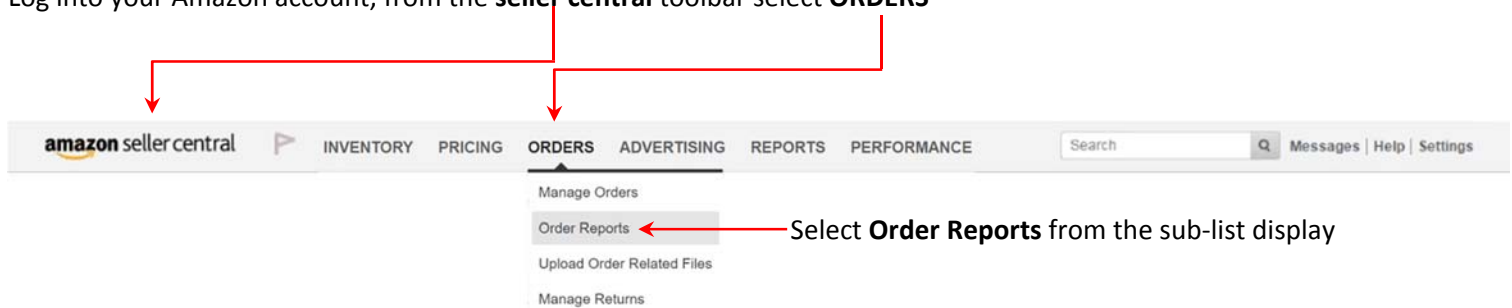
Click the Action **Refresh** link, when the report status changes to Download click the **Download** action button

Document Name	Request date ▾	Date Range ▾	Action
Custom Transaction Report	Nov 1, 2015 - Nov 30, 2015	Dec 16, 2015	Nov 1, 2015 - Nov 30, 2015 Download

Save the file with a unique name, something like AMZ_TXNS_2015_01-01-to-01-31 so you know what the file contains.

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) so 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.

Use the **Select Days** pick-list to select a date range for the report

Request an Order Report

Select Days: 1 ▾

check box → **Include Sales Channel Column?** Include a column indicating the sales channel for each order. [Learn more](#)

Request Report

Click **Request Report** button

Select Days: 120 ▾

Include Sales Channel Column? Include a column indicating the sales channel for each order. [Learn more](#)

Request Report



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

Check Report Status & Download							Refresh
Report Type	Batch ID	Date Range Covered	Date & Time Requested	Date & Time Completed	Report Status	Download	
Order Report (manual)	70808016636	3/22/15 8:23:56 AM PDT - 7/20/15 8:23:56 AM PDT	7/20/15 8:23:56 AM PDT	Not Complete	Request Submitted	Not Ready	

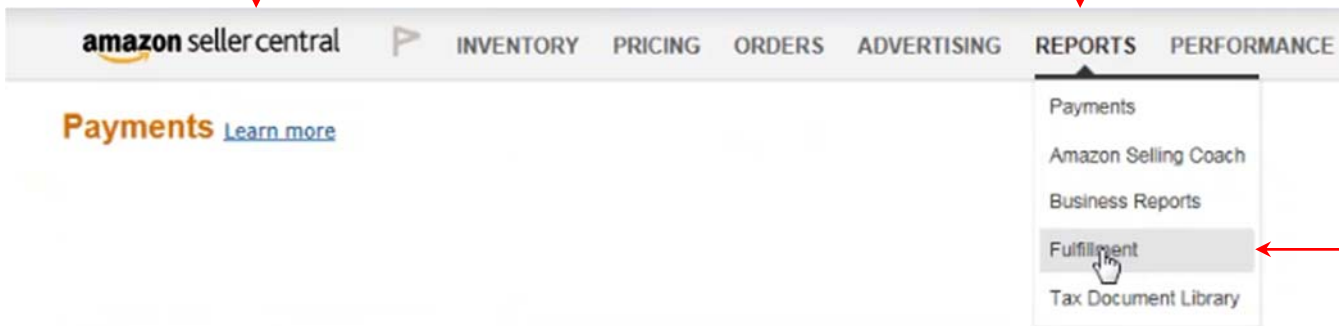
When the **Report Status** indicates “Ready” click the **Download** button to download and save the report to your computer

Check Report Status & Download							Refresh
Report Type	Batch ID	Date Range Covered	Date & Time Requested	Date & Time Completed	Report Status	Download	
Order Report (manual)	70808016636	3/22/15 8:23:56 AM PDT - 7/20/15 8:23:56 AM PDT	7/20/15 8:23:56 AM PDT	7/20/15 8:24:31 AM PDT	Ready	Download	

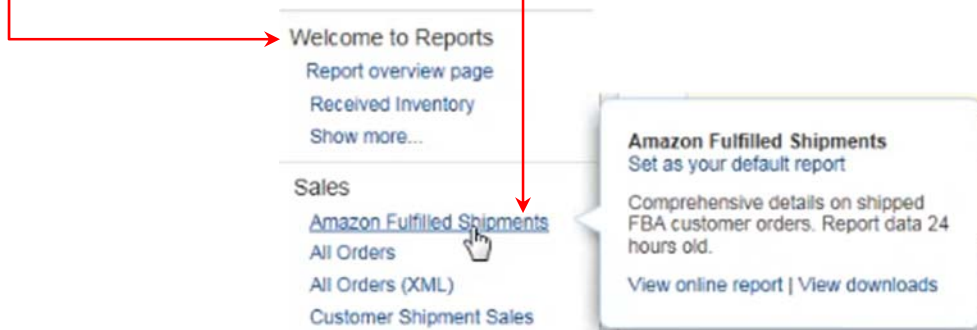
Save the file with a unique name, something like AMZ_FBM_2015 01-01-to-01-31 so you know what the file contains.

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

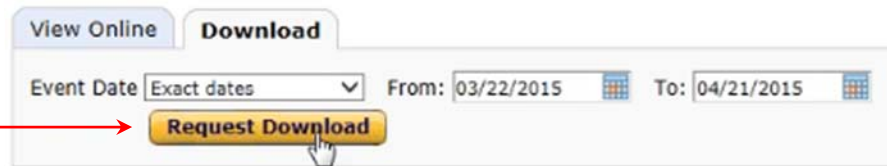


From the **Amazon Fulfilled Shipments** page select the **Download** tab and **Exact Dates** from the **Event Date** pick-list



(Amazon will only let you select 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	Download

Save the file with a unique name, something like AMZ_FBA_2015 01-01-to-01-31 so you know what the file contains.

