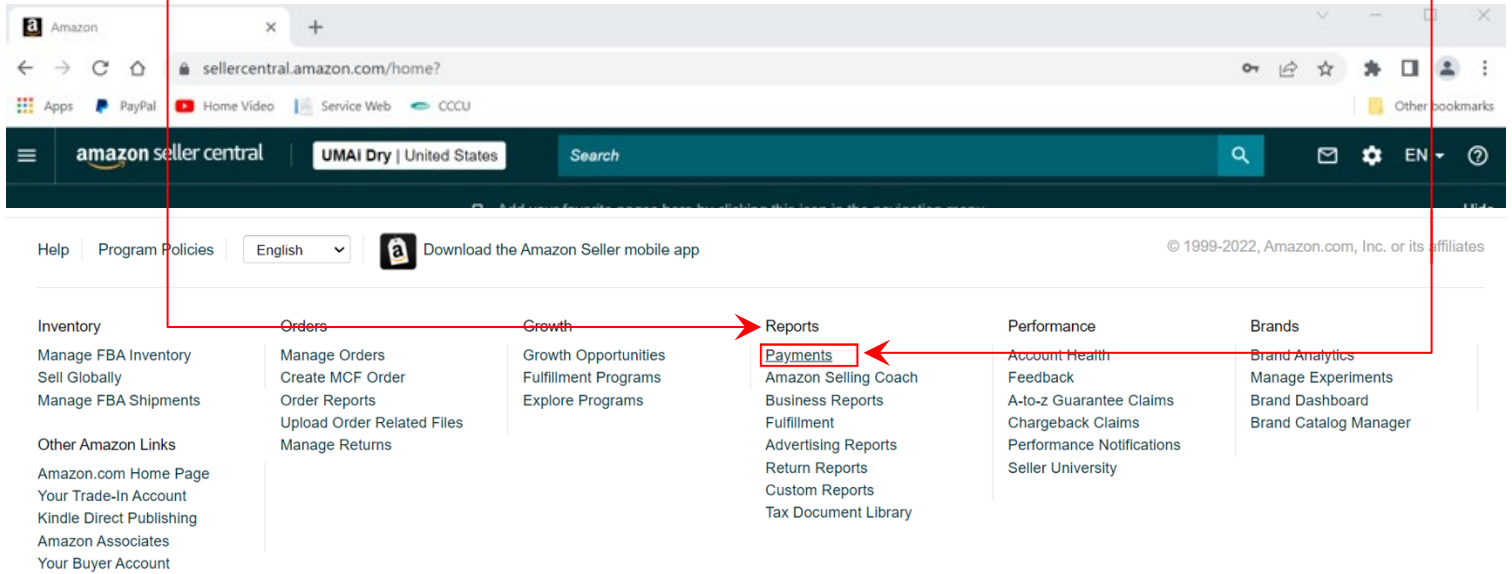SimplePort requires the Amazon transaction data, and either the FBA (Fulfilled by Amazon) order data or the FBM (Fulfilled by Merchant) order data, or both, if you are selling through both Amazon services. If no customer data is needed, then only the Amazon transaction data is required.
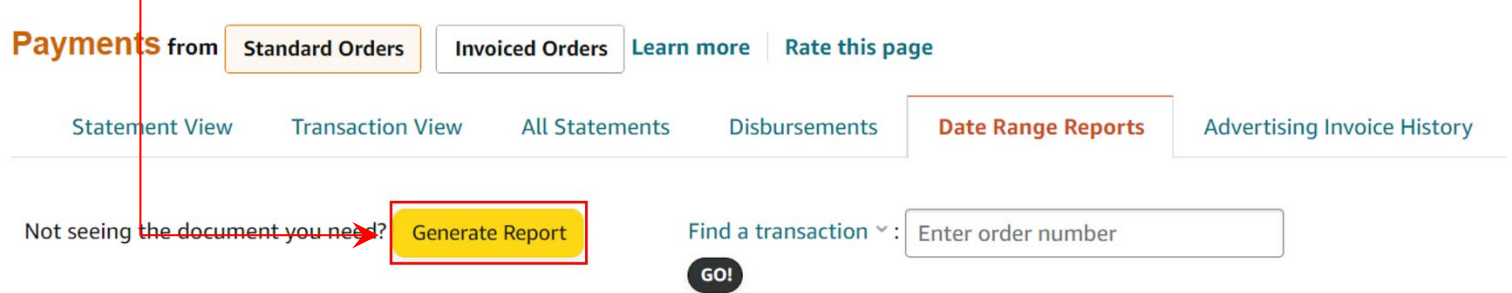
To get Amazon **transaction data** download…

Log into your AMZ Seller Central = https://sellercentral.amazon.com account, from the **seller central** toolbar select **Payments** from the **Reports** pick-list

From the **Payments Dashboard** select **Date Range Reports**

Click **Generate Report** button

From the **Generate date range report** window

Generate date range report   ×

Please select a report type
○ Summary   ● Transaction

Click the **Transaction** radio button

Select account type to include:
All

Select either the **Month** for download
Or

Select reporting range:
● Month
January 2022

The **Custom** selection to use a wider date range for the report

○ Custom
From:
MM/DD/YYYY

To:
MM/DD/YYYY

Click the **Generate** button

Cancel   Generate

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
Monthly Unified Transaction Report for Jan 1, 2022 00:00 PST - Jan 31, 2022 23:59 PST	Feb 17, 2022	Jan 1, 2022 - Jan 31, 2022	Download

Save the file to your computer, name it AMZ_TXNS_2022_01 (as an example). Upload this file to your SimplePort AMAZON conversion process

See next page for how to download the FBM (Fulfilled By Merchant) additional information for the data conversion process.

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**

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Inventory	Orders	Growth	Reports	Performance	Brands
Manage FBA Inventory	Manage Orders	Growth Opportunities	Payments	Account Health	Brand Analytics
Sell Globally	Create MCF Order	Fulfillment Programs	Amazon Selling Coach	Feedback	Manage Experiments
Manage FBA Shipments	Order Reports	Explore Programs	Business Reports	A-to-z Guarantee Claims	Brand Dashboard
	Upload Order Related Files		Fulfillment	Chargeback Claims	Brand Catalog Manager
Other Amazon Links	Manage Returns		Advertising Reports	Performance Notifications	
Amazon.com Home Page			Return Reports	Seller University	
Your Trade-In Account			Custom Reports		
Kindle Direct Publishing			Tax Document Library		
Amazon Associates					
Your Buyer Account					

Select **Order Reports**
from the sub-list display

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. Always select the Last 90 Days option for the report. Verify the **Include Sales Channel Column** check box is checked in the **Request Report** window.

Request Report

Select Date Range → [Date range: Last day ↕] [Request]
check box → ☑ Include a column indicating the sales channel for each order. Learn more

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

Request Report

Date range: Last day	Request
Date range: Last 2 days	the sales channel for each order. Learn more
Date range: Last 7 days	
Date range: Last 15 days	ngs
Date range: Last 30 days	
Date range: Last 60 days	ving scheduled order reports via XML
Date range: Last 90 days	

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_2022_01-31 LAST 90 DAYS to know file contents.