Seller Hub Reports Guide

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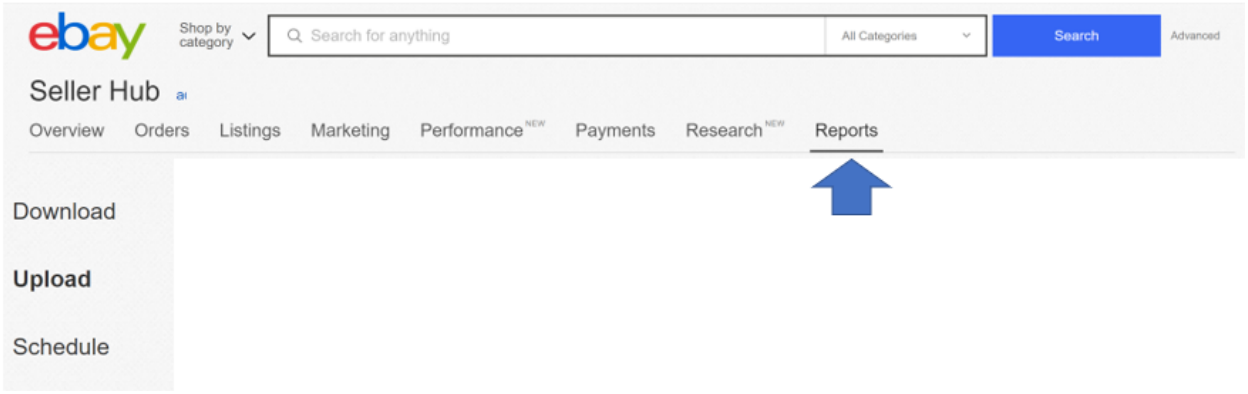
OVERVIEW

Seller Hub Reports can help your business



Managing your business with Seller Hub Reports provides you with helpful tools to use with multiple listings. If you plan to fulfill at scale, Seller Hub Reports offers capabilities to help increase your business efficiency.

Seller Hub Reports tab is designed to help you manage your entire business end to end, by streamlining common business activities that involve listings, sales/order fulfillment, record keeping, and auditing.

- With the downloadables feature, you will be able to learn more about your business by accessing your entire download history, if you have past sales.
- The schedule section of the Reports tab enables you to set-up, manage and automatically generate scheduled reports at your preferred date range & frequency, which enables you to download and keep track of new and relevant information about your orders and active listings.
- The uploadables feature provides you the ability to save various file templates to your local computer in order to easily update fields like price & quantity, revise listing variations and more. This allows you to upload, revise and list products in bulk and scale your business.

Benefits

Listing & Inventory Management

- Download Active Listings reports
- Add Fixed-Price and Auction Listings (Coming soon)
- Edit Price and Quantity
- Item Specifics, product identifiers, and more (Coming soon)
- Third Party Providers

Order Fulfillment

- Updating Tracking and shipping details
    - Mark orders as shipped
    - Provide carrier/tracking details
- Download Orders (Paid, Unpaid, Last 90 days look-back)

Auditing / Record Keeping

- Download Order Reports
- Download Listings reports

What is a template?

A template is a structured flat file that you can save locally & convert to CSV format with the intention of re-uploading it, after you have filled out the fields with pertinent information about your product listings.

What is a Report?

A report allows you to import data about sales to a bookkeeping program or manual audits to see the status and performance of your business.These are not meant to be uploaded. *These reports do not contain data about returns or refunds*.

What is a flat file?

Flat files are used to store and exchange product listing information in excel or CSV format. A flat file includes a table with one record per line delimited by a comma or tab to separate the fields.
Flat-file benefits includes:

- Platform independence: Create and use flat files on any operating system
- Software independence: Manage your inventory with almost any spreadsheet or database application
- Improved efficiency: Bulk list or update several listings simultaneously.
- Give you access to an uploadable template to add new or revised current active

Minimum Requirements for using file feeds

Seller Hub Reports requires that you have an eBay seller account. If you don't have an eBay seller account, visit Seller Hub (ebay.com) and follow the first set of instructions.

Seller Hub Reports is a cross-platform tool, meaning it can be used on Windows, Mac, or Linux systems, as long as the system has:

- An Internet connection
- A recent version of a standard Web browser such as Firefox, Safari, or Internet Explorer
- A text-editing software application that supports the comma-separated value (CSV) format.

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