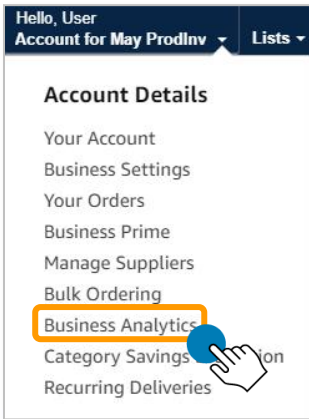


Generating a Business Analytics Report

When joining an Amazon Business account, it is recommended that one download their order history in the event that it does not transfer when merging one's account into the official organization's business account.

1. Hover over "Hello, NAME" in the upper right hand corner of your home page and select **Business Analytics**.



2. Select the report type that you would like to generate.

A screenshot of the Amazon Business Reports page. The page has a header "Reports" with a grid icon. Below the header is a description: "Use our reports to get line-item details about your organization's orders and access important documents like invoices. Start with one of our curated reports, then customize it to your needs." There are two columns of report options. The first column includes "Reconciliation", "Shipments" (with a "New" badge), "Refunds", and "Savings" (with a "New" badge). The second column includes "Orders" (with a hand cursor icon pointing to it), "Returns", "Related offers", and "Credentials" (with a "New" badge). Each report option has a brief description below it.

3. Select a **Time Period** for your order report. This report will be downloaded to ensure your order history is saved.

Business Analytics

Home **Reports**

Orders report Get detailed payment, product, and seller info on an order. Can't find what you need? [See our help page](#)

[Add title and save to your templates](#)

Time period **Download CSV**

- Month to date
- Week to date
- Past 7 days
- Month to date
- Past 4 weeks
- Last Month
- Quarter to date
- Past 12 weeks
- Year to date
- Past 12 months**
- Custom Range

4. Add any relevant order Filters to your report and click **Submit**.

Filter

Account Groups

equals

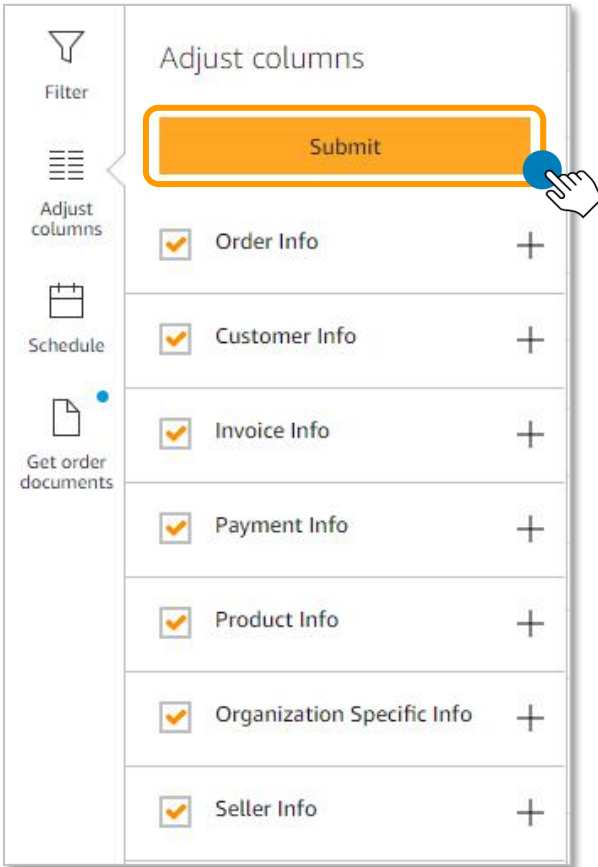
Add new filter

Submit

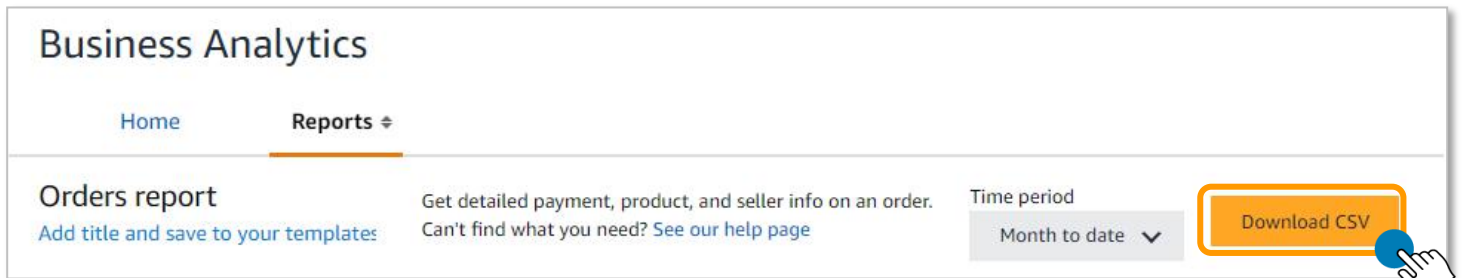
Remove all filters x

- Account Groups
- Account Users
- Product Categories
- Seller Credentials
- Order Date
- Order Status
- Order Type
- PO Number
- ASIN
- Company Compliance
- Discount Program
- Invoice Status
- Order ID
- Seller Name
- Title

5. Adjust columns of order data that you wish to include or remove from your report and click **Submit**. Clicking **+** will expand the selection you are able to choose from.



6. When the report has loaded, click **Download CSV**.



7. Save the downloaded Excel CSV file to your computer.