

For an Amazon business account:

At the Hello message drop down to the right of your screen, select: **"Your Account"**

Which brings you to this screen where you will select: **"Download order reports"**

**Your Account**

- Your Orders**  
Track, return, or buy things again
- Login & security**  
Edit login, name, and mobile number
- Business Prime**  
Learn more or manage your membership
- Gift cards**  
View balance or redeem a card
- Your Payments**  
Manage payment methods and settings, view balances and offers
- All things Alexa**  
Get the most out of your Alexa-enabled devices
- Your devices and content**  
Manage your Amazon devices and digital content

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**Ordering and shopping preferences**

- Your addresses
- Your Payments
- Your Amazon profile
- Archived orders
- Manage your lists
- Download order reports**
- 1-Click settings
- Amazon Fresh settings
- Language preferences
- Manage saved IDs
- Coupons
- Product Vouchers
- VAT registration number

**Digital content and devices**

- Manage content and devices
- Your apps
- Prime Video settings
- Amazon Music settings
- Manage Amazon Drive and photos
- Digital games and software
- Twitch settings
- Audible settings
- Amazon Coins
- Digital gifts you've received
- Digital and device forum

**Memberships and subscriptions**

- Kindle Unlimited
- Prime Video Channels
- Music Unlimited
- Subscribe & Save
- FreeTime Unlimited
- Audible membership
- Your Essentials
- Magazine subscriptions
- Other subscriptions

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**Communication and content**    **Shopping programs and rentals**    **Other programs**

Click on **"Orders"**

**Business Analytics**

Home    Reports

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**Reports**

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.

- Reconciliation**  
Compare order and payment history to your records.
- Shipments** New  
Get detailed shipping, product and seller info on an order.
- Refunds**  
Track the payment, product, and status of a refund.
- Orders**  
Get detailed payment, product and seller info on an order.
- Returns**  
Monitor what items are being returned and the reasons why.
- Related offers**  
See what other offers were available at the time of an order.

**Spend Visibility**

Run an analysis of employee spending patterns for insights that can help inform your budgeting decisions and buying policies. [Learn more](#)

**Evaluate category savings**

Discover the value of making Amazon Business a primary supplier by evaluating your savings potential for different product categories.

[Get started](#)

**Provide feedback**

Let us know what you think of the Business Analytics experience. Your feedback will go directly towards making a better product for everyone.

[Give us your feedback](#)

Select the **Time period** you need to capture the orders in a specific time frame:

Business Analytics

Home Reports

Orders report Add title and save to your templates Get detailed payment, product, and seller info on an order. Can't find what you need? See our help page Time period: Month to date Download CSV

Filter: There are no records for the selected time period and/or applied filters

Time period dropdown menu:

- 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

Once you have selected that, your past orders will appear.

Business Analytics

Home Reports

Orders report Add title and save to your templates Get detailed payment, product, and seller info on an order. Can't find what you need? See our help page Time period: Past 12 months Download CSV

Order Date	Order ID	Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling	Order Promotion	Order Tax	Order Net Total	Order
09/24/2020	113-4731895-0755402	IFLS Library System (Indianhead Federal Library)	Shared Services ME	1	\$27.97	\$7.15	-\$7.15	\$0.00	\$27.97	Close

Previous page Next page

Be sure that order info and product info are checked. You can uncheck all the other filters. See example below.

Business Analytics

Add title and save to your templates Download CSV

Show: Orders Time Period: Past 7 days Organized by: Account Groups For these Account Groups (Up to 4):  Show more filters

Table Bar chart

Order Info  Customer Info  Invoice Info  Payment Info  Shipment Info  Product Info  Organization Specific Info  Seller Info Show more table filters

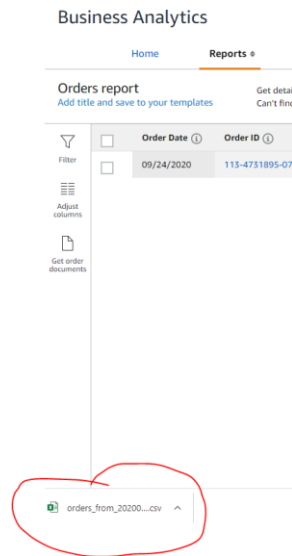
Manage columns Results per page: 15

Select all orders Previous page Next page

	Order Date	Order ID	Account Group	PO Number	Order Quantity	Order Subtotal	Order Shipping & Handling
<input type="checkbox"/>	01/03/2018	111-8942347-1018611	Balsam Lake Public Library	314	1	\$10.01	\$0.00
<input type="checkbox"/>	01/03/2018	111-8291624-1201039	Balsam Lake Public Library	magazines	6	\$112.49	\$0.00

Click on the **"Download CSV"** -wait

The excel document will appear at the bottom left of the screen-



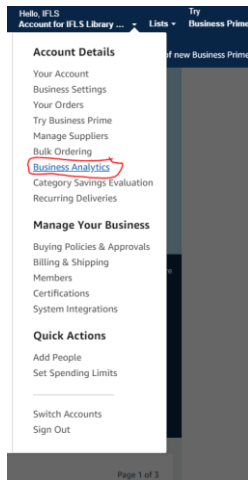
Click the arrow- choose "OPEN" and you will have your Excel spreadsheet- Save it with a name that helps identify it -example: **IFLS.2.12.to2.17.2021**

Send it as an attachment to the CABS email address: [cabs@ifls.lib.wi.us](mailto:cabs@ifls.lib.wi.us)

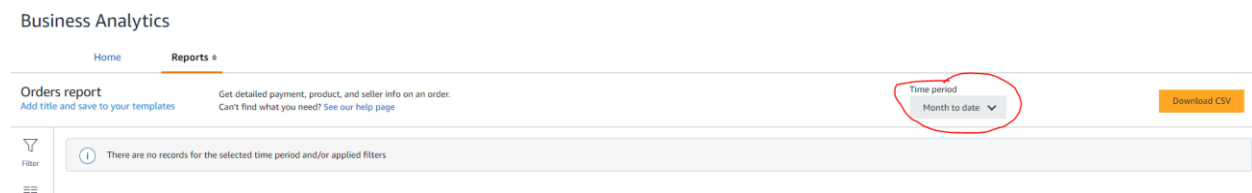
OR

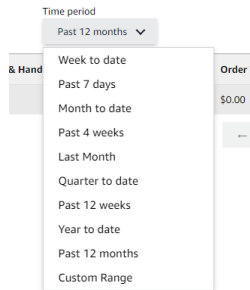
From the drop down in you Hello, --- menu on the right side of the screen-

Select "Business Analytics"



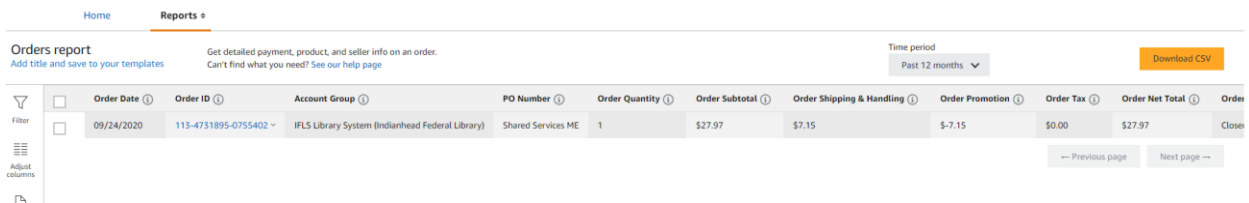
Click "Orders" Select the **Time period** you need to capture the orders in a specific time frame:





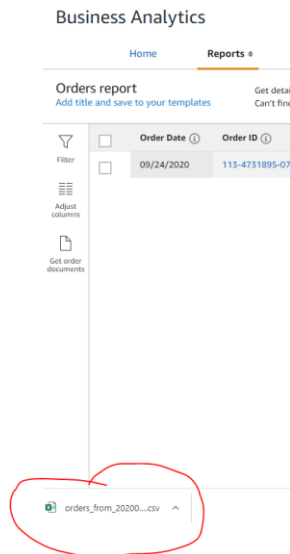
Once you select that your orders will appear- check the appropriate orders- you may select several within a time frame.

### Business Analytics



Click on the **"Download CSV"**

The excel document will appear at the bottom left of the screen-



Click the arrow- choose "OPEN" and you will have your Excel spreadsheet- Save it with a name to help identify -example: **IPLS2.12.2021to2.17.2021**

Select the orders that you want to download.

Click on the Download CSV button on the top right. Your report should appear in the download area at the bottom of the screen when completed. It should be an Excel spreadsheet. Open the file and please rename the report with an identifiable name- example: **IFLS2.12.2021to2.17.2021**

Send it as an attachment to the CABS email address: [cabs@ifls.lib.wi.us](mailto:cabs@ifls.lib.wi.us)