Walk through Guide for downloading order history
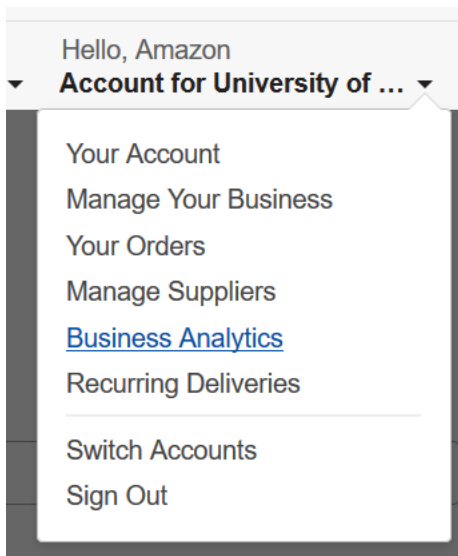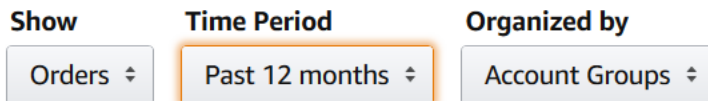
Step 1: Login to Amazon with your Email/Password and go to Business Analytics

Hello, Amazon
▾ **Account for University of ...** ▾

Your Account
Manage Your Business
Your Orders
Manage Suppliers
Business Analytics
Recurring Deliveries
─────────────
Switch Accounts
Sign Out

Step 2: There are several reports you have access to download. You can switch between them by using the drop down titled 'Show'. The two key reports you'll want to download are Reconciliation and Orders and select the last 12 months.

Show	**Time Period**	**Organized by**
Orders ⇕	Past 12 months ⇕	Account Groups ⇕

Step 3: Select Download CSV

Business Analytics
Add title and save to your templates

Download CSV

Show	**Time Period**	**Organized by**	**For these Account Groups** (Up to 4)	
Orders ⇕	Past 12 months ⇕	Account Groups ⇕		Show more filters

Step 4: You will be prompted to download the CSV with a link when the file is ready

Download CSV

Type	**Status**
Orders	**Download CSV**