

Retrieving Amazon Order History Reports Using the Data Request Function

1. Go to the Help page on Placing an Order:
https://www.amazon.com/gp/help/customer/display.html/ref=hp_gt3_oths_placeo?no_deld=201889510

If this link does not work, you can find the correct page by going to the Help page. Under “Browse Help Topics”, select “Other Topics & Help Sites”, then click on “Placing an Order”.

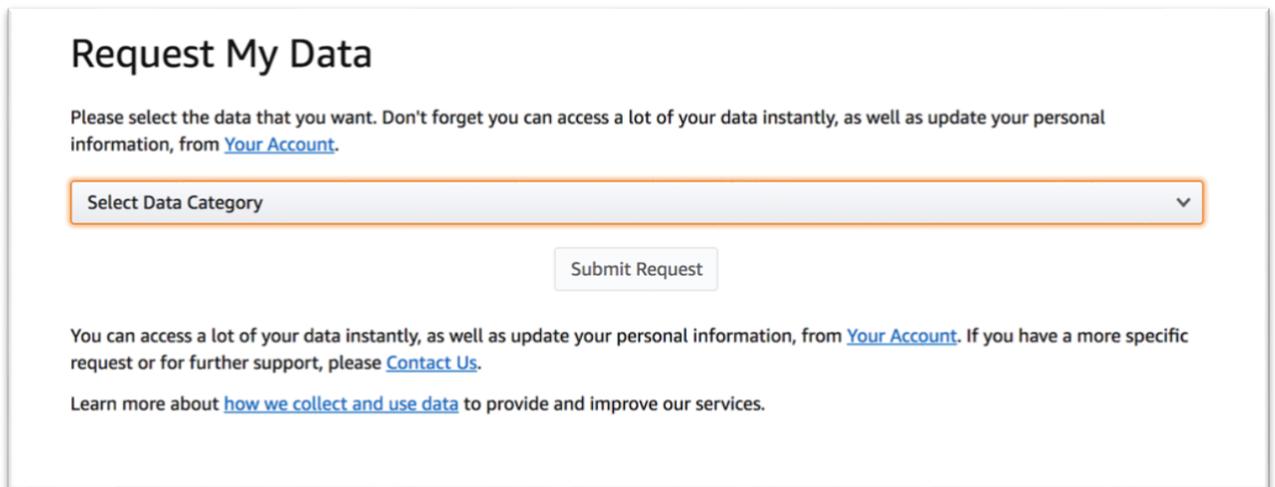
2. Click on “**Submit a Data Request**”.

The screenshot shows the Amazon Help & Customer Service page. The main heading is "Help & Customer Service". On the left, there is a navigation menu with "All Help Topics" and a list of categories under "Ordering", including "Placing an Order". The main content area is titled "Placing an Order" and contains several sections: "Getting Started" with links like "Search & Browse for Items" and "Proceed to Checkout"; "Tools, Features & Guidelines" with a list of links, where "Submit a Data Request" is circled in red; and "Quick solutions" at the bottom.

3. You will be prompted to log into your Amazon account. Be sure you are logged into your dedicated Zip Books Amazon account.

Note that you will need to have a phone number associated with your account to download your reports. Be sure that you have access to the phone number saved. You should NOT use a NorthNet phone number. You can find this info or set-up a number under “Your Account” > “Login & Security”. If no number is saved, you will be prompted to set one up when your reports are ready to download.

4. On the “Request My Data” page, click on the drop-down menu to select “**Your Orders**”. It is the first option listed.



Request My Data

Please select the data that you want. Don't forget you can access a lot of your data instantly, as well as update your personal information, from [Your Account](#).

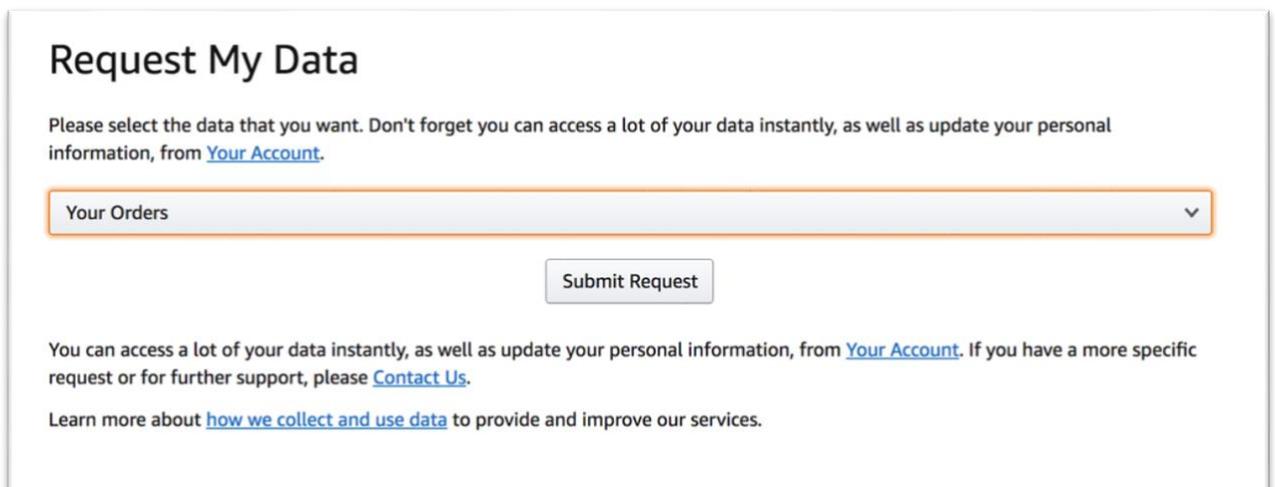
Select Data Category ▼

Submit Request

You can access a lot of your data instantly, as well as update your personal information, from [Your Account](#). If you have a more specific request or for further support, please [Contact Us](#).

Learn more about [how we collect and use data](#) to provide and improve our services.

5. After selecting “**Your Orders**”, click on “**Submit Request**”.



Request My Data

Please select the data that you want. Don't forget you can access a lot of your data instantly, as well as update your personal information, from [Your Account](#).

Your Orders ▼

Submit Request

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6. You will receive notification of your “**Data Request Creation**”. A confirmation email will also be sent to you with a link to “**Confirm Data Request**”.

Data Request Creation



Thank You. You're almost done...

Protecting your privacy and the security of your data is and always has been a top priority for Amazon. We've sent a confirmation link to your email which you will need to click in order to verify your request. Please note, this link will expire in 5 days. If you have any queries on this request, please [Contact Us](#).

You can access a lot of your data instantly, as well as update your personal information, from [Your Account](#). If you have a more specific request or for further support, please [Contact Us](#).

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Your Data Request Confirmation



We've received a request for your
personal data

Hello,

Protecting your privacy and the security of your data is and has always been a top priority for Amazon, therefore click the **confirm** button below to verify your request.

Once we receive your confirmation, we will process your request.

Confirm Data Request

This link will be active for 5 days

7. You will receive a “**Data Request Confirmation**”. Note that they indicate the process can take up to a month to complete, but our reports were received in a few days.

Data Request Confirmation

✓ **We've received and are processing your request to access your personal data.**
We will provide your information to you as soon as we can. Usually, this should not take more than a month. In exceptional cases, for example if a request is more complex or if we are processing a high volume of requests, it might take longer, but if so we will notify you that there will be a delay.

You can access a lot of your data instantly, as well as update your personal information, from [Your Account](#). If you have a more specific request or for further support, please [Contact Us](#).

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8. Amazon will send you an email when your reports are ready to download. To download your reports, click on the provided “**Download Data**” link and log into your Zip Books dedicated Amazon account.

For security purposes, you will need to have a phone number associated with your account to download your reports. If you don't currently have a phone number associated with your account, you will be asked to add one after you sign into your account. If you don't want Amazon to retain this phone number, you can delete it from your account once you have accessed your data.

Your personal data is ready to download

Hello,

We are happy to confirm that we have completed your data request. Your data will be available to download for the **next 90 days**.

[Download Data](#)



Authentication required

Protecting privacy and security of your data is and has always been a top priority for Amazon. To get access to your data, authentication with e-mail and password is required and to validate your identity a One Time Password (OTP) will be sent to your phone number via SMS or phone call.

If you don't currently have a phone number associated with your account, you will be asked to add one after your sign into your account.

If you don't want us to retain this phone number, you can delete it from your account once you have accessed your data. If you are experiencing any difficulties, please respond to this email.

9. Once you have gained access to your account, you will be given various file options to download. The “Retail.OrderHistory.zip” file is the Order History report needed. However, there are also reports for returns, if needed for your own tracking purposes.

The reports will look different than the old order history reports and will include all orders going back to the start of your account. You will need to filter and sort the file to find your most recent orders. If you’re submitting an Order History report to the Fiscal Dept for review, we ask that you send only the data for the period requested.

Download your Amazon data

Here are the files that you requested. The links will be available for 90 days, after which they will expire. Do not download your data on public computers or devices, or upload them where others can see them. For more information on the data provided, please visit the [Amazon & My Data Help page](#).

| Files created on August 31, 2020 | | |
|------------------------------------------------|--------------|--------------------------|
| Digital.Borrows.1.zip | 3.83 KB | Download |
| Retail.CustomerReturns.1.zip | 662.00 bytes | Download |
| Retail.OrderHistory.zip | 36.24 KB | Download |
| Retail.OrdersReturned.Payments.zip | 584.00 bytes | Download |
| Retail.OrdersReturned.zip | 633.00 bytes | Download |
| Subscriptions and Digital Order History_na.zip | 10.08 KB | Download |
| YourOrders.AmazonDeals.zip | 484.00 bytes | Download |

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