

ARequesty - SOP for your VAs

- Configure "Orders" page
- Request reviews for all orders in 1-click
- Request a single review
- Things to remember

Configure "Orders" page

1. Log in to <https://sellercentral.amazon.com> using your account.
2. Go to **Orders Manage Orders**
3. Click **View FBA Orders** (if you're not in that page).
4. You can only request reviews for orders that have been made more than 5 days ago, and less than 30. For effective review-requesting, use these filters together:
 - a. Date Range: Last 14 days
 - b. Order date (ascending)
 - c. Results per page: 100
5. You can also get to this page with these configuration directly using this link: https://sellercentral.amazon.com/orders-v3/fba/all?date-range=last-14&sort=order_date_asc&page=1

Request reviews for all orders in 1-click

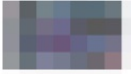
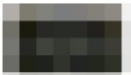
This is the preferred option for simplicity. ARequesty already filters out automatically ineligible orders for you, so you don't request reviews for them - refunded orders or ones outside the eligible window of time.

Simply click the **Request Reviews For Entire Store (1-click)** button:

The screenshot shows the Amazon Seller Central interface with the ARequesty extension. At the top, there is a button labeled "Request Reviews For Entire Store (1-click)". Below it, a summary box shows the status of all reviews: 89 to try, 0 ineligible time, but should try again, 9 invalid (ineligible time or refunded), and 2 success. A red arrow points to the "1-click and you're done for a month" text. Below the summary, there is a "Request reviews for entire page" button. A red arrow points to the "View MFN orders >" link. The main table shows a list of orders with columns for Order date, Order details, Image, Product name, Customer option, Order Status, and Action. The table contains three rows of orders, each with a "Request Review" button and a "Success" status. A red arrow points to the "Status of each review" text.

Order date	Order details	Image	Product name	Customer option	Order Status	Action
1 month ago 16/06/2020 00:26 BST	204- Buyer name: Fulfillment method: Amazon Sales channel: Amazon.co.uk Seller order ID:			Expedited	Payment Complete	Manage invoice Request Review Success More information ▾
1 month ago 16/06/2020 01:25 BST	406- Buyer name: Fulfillment method: Amazon Sales channel: Amazon.es Seller order ID:			Standard	Payment Complete	Manage invoice Request Review Success More information ▾
1 month ago 16/06/2020 03:03 BST	026- Buyer name: Fulfillment method: Amazon Sales channel: Amazon.co.uk Seller order ID:			Expedited	Payment Complete	Manage invoice Request Review More information ▾




Let the extension keep working until you get to orders that were made **7 days ago**, like this one:

<input type="checkbox"/> Order date	Order details	Image	Product name	Customer option
<input type="checkbox"/> 7 days ago 7/13/2020 9:42 AM PDT	[Redacted] Buyer name: Catherine Fulfillment method: Amazon Sales channel: Amazon.com Seller order ID: 112- [Redacted]		[Redacted]	Standard
<input type="checkbox"/> 7 days ago 7/13/2020 11:05 AM PDT	[Redacted] Buyer name: Alley Fulfillment method: Amazon Sales channel: Amazon.com Seller order ID: 112- [Redacted]		[Redacted]	Expedited

Repeat this click **once a week**.

Request a single review

You can request a review for a single order by clicking on the **Request review** button next to the specific order you want to request the review for:

<input type="checkbox"/> 4 days ago 11/21/2019 12:21 PM PST	112-5132582- Fulfillment method: Amazon Sales channel: Amazon.com Seller order ID: 112-5132582-		Pending	<input type="button" value="Skipped (Pending)"/>			
<input type="checkbox"/> 4 days ago 11/21/2019 1:14 PM PST	112-4477256- Buyer name: Fulfillment method: Amazon Sales channel: Amazon.com Seller order ID: 112-4477256-		Expedited	Payment complete	<input type="button" value="More information"/>	<input type="button" value="Refund Order"/>	<input type="button" value="Request Review"/>
<input type="checkbox"/> 4 days ago 11/21/2019 2:26 PM PST	111-8888313- Fulfillment method: Amazon Sales channel: Amazon.com Seller order ID: 111-8888313-		Second Day	Payment complete	<input type="button" value="More information"/>	<input type="button" value="Refund Order"/>	<input type="button" value="Date not within Range"/>

Skipping ineligible orders (like pending orders)

Request a review in one click!

Order was made less than 4 days ago, so button is disabled

Things to remember

- Only target reviews of 6+ days (1-2 shipping days + 4 days that Amazon requires to wait)
- Don't worry about requesting reviews that you've already requested, Amazon will let you know that you've already requested those.