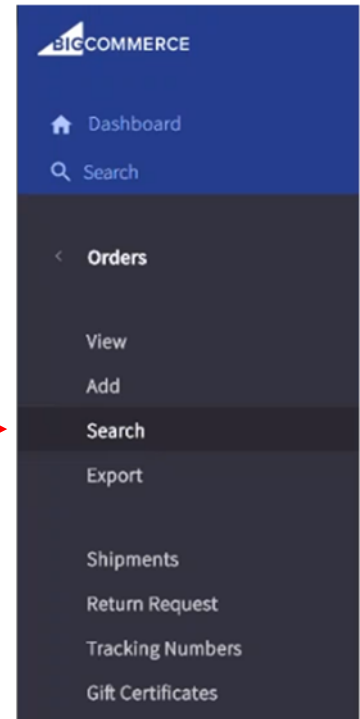simple
business systems
accounting, made simple

To download Big Commerce order details for merging with a PayPal data download…

1) Log into the Big Commerce management site, select **Search** from the **Orders** pick-list

BIGCOMMERCE

🏠 Dashboard

🔍 Search

‹ **Orders**

View

Add

Search

Export

Shipments

Return Request

Tracking Numbers

Gift Certificates

2) Use the **Search Orders, Advanced Search** default selections

Search Orders
Search for specific orders using the advanced search options below.

Advanced Search

Search Keywords [   ] ⊙

Order Status [-- Choose an Order Status -- ▼]

Payment Method [-- Choose a Payment Method -- ▼]

Order Type [-- Choose an Order Type -- ▼]

Shipping Method [-- Choose a Shipping Method -- ▼]

Coupon Code [   ] ⊙

Pre-Orders ☑ Include orders that do not contain pre-order products
☑ Include orders that contain pre-order products

Deleted Orders ⦿ Do not search deleted orders
○ Include deleted orders in search results
○ Only search for deleted orders

← Default Selections

3) In the **Search by Date** field Verify the **Date Type, Order Date** radio button is selected
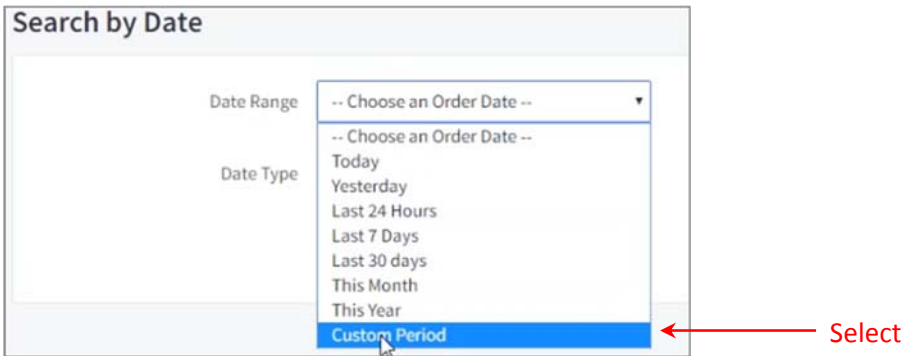
Search by Date

Date Range [-- Choose an Order Date -- ▼]

Date Type ⦿ Order Date   ← Select
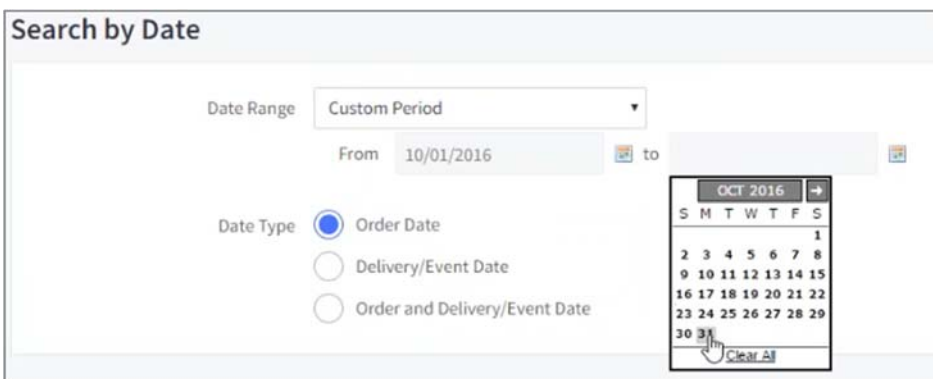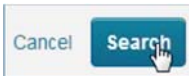○ Delivery/Event Date
○ Order and Delivery/Event Date

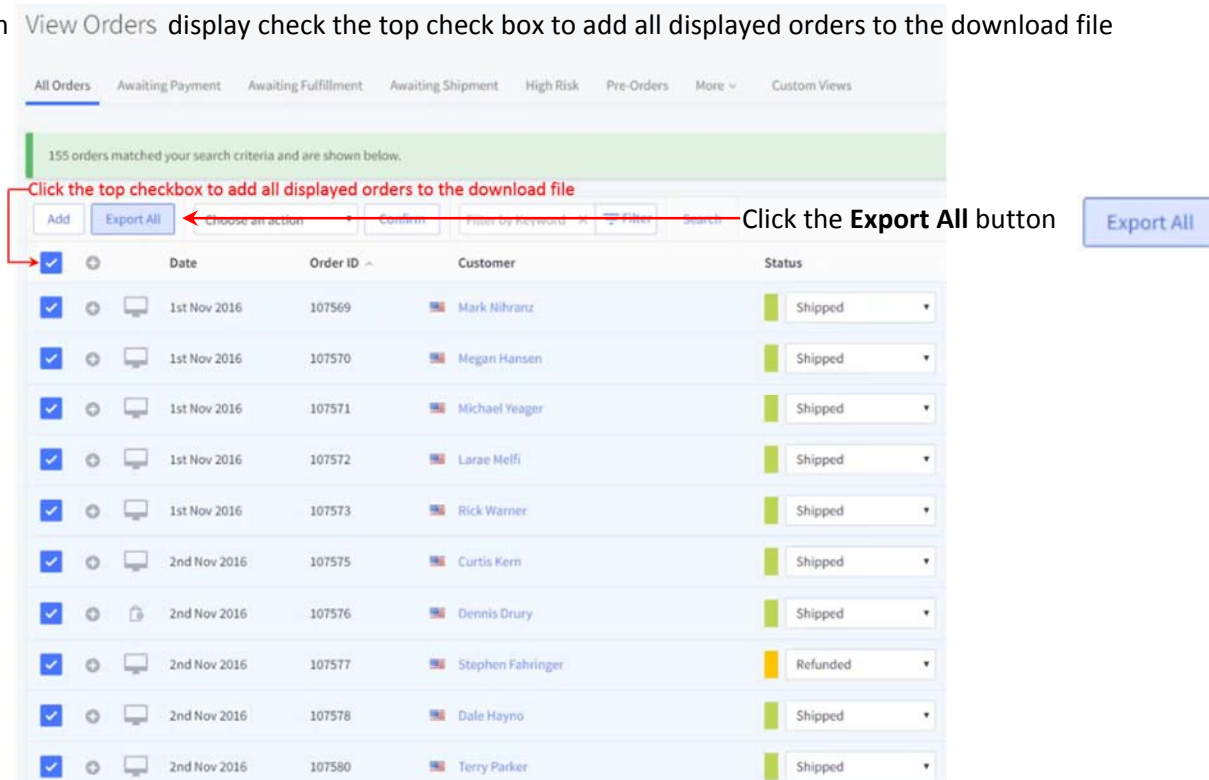Click the **Date Range** pick-list, select **Custom Period** in the **Search by Date** field

4) Use the **From** and **To** calendar display to select the From and To dates for the data download

Click the **Search** button

5) In View Orders display check the top check box to add all displayed orders to the download file

6) From the **Export Orders** display, **Export Options** tab, select **Default** from the template selections pick-list
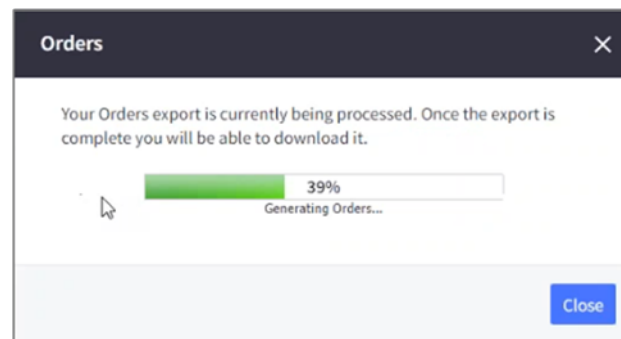

Verify the **File Format** radio button for **Export to Microsoft Excel (CSV)** is selected.

Click **Continue**

7) Click the **Export my orders to a CSV file** link in the **Orders** pop-up display
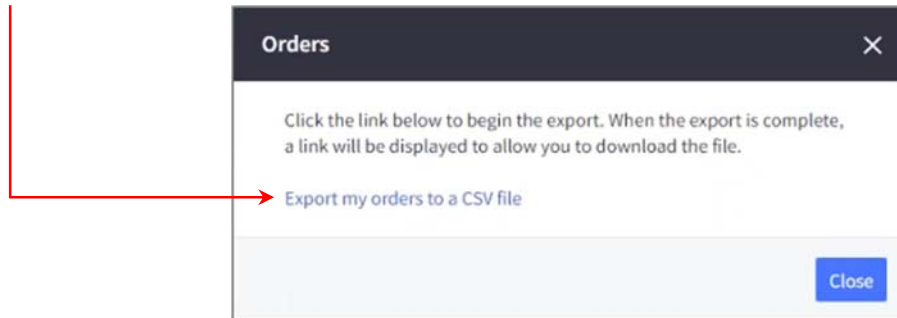
An export progress pop-up display will indicate the status of the export

8) Click **Download my Orders file** to complete the data export, save the file for uploading to the SimplePort process.