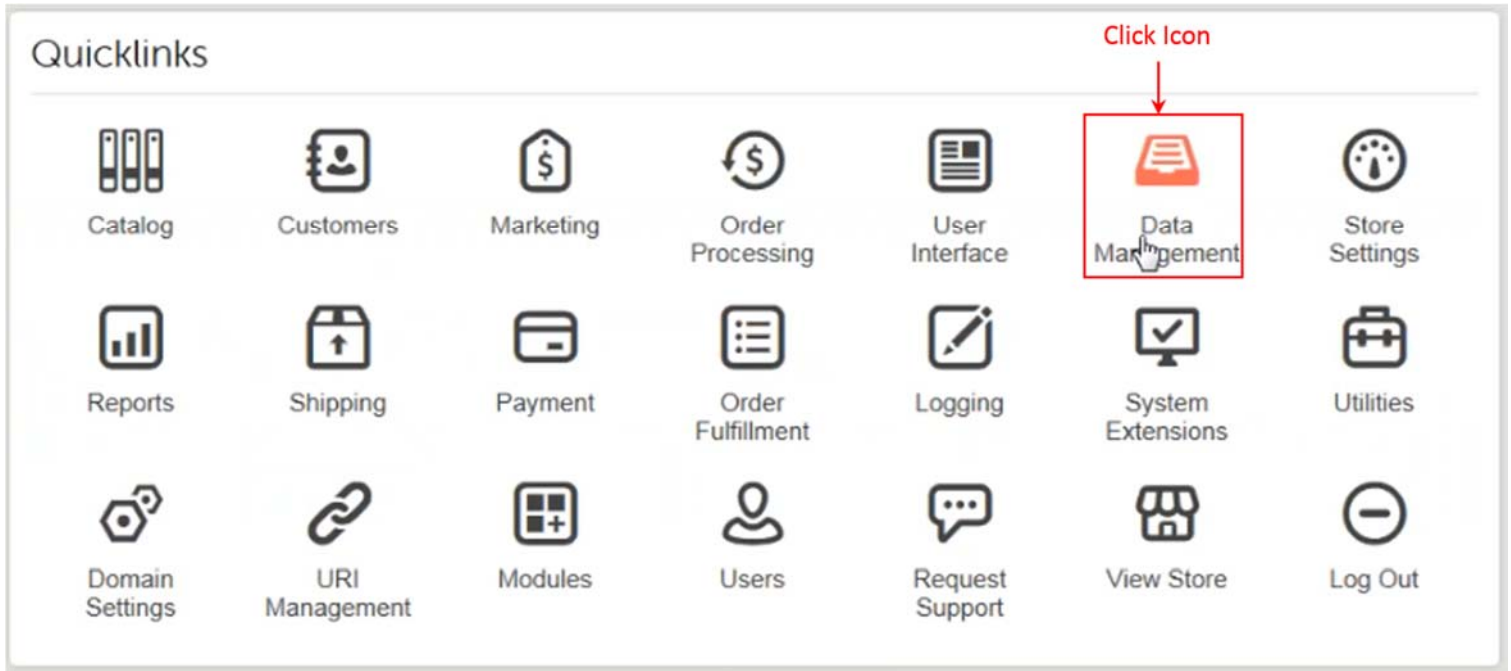


To download the MIVA order details, log into your MIVA account and from the **Quicklinks** display click **Data Management**



From the Data Management Import/Export tab click on **Export Orders to Flat File** under **Export Orders**

Data Management

Import/Export | Import Settings | Database Tools

Export Data

- Export Attributes to XML File
- Export Affiliates To Flat File
- Export Customers to Flat File
- Export Categories to Flat File
- Export Orders to Flat File ← Click this link
- Export Products to Flat File
- Export Shipment Information to Flat File
- Export URIs to Flat File
- Export User Data to XML File



Export Orders To Flat File

From the **Export Orders to Flat File** form **Destination** block, click the **Replace File** radio button and click the email address radio button, enter an email address for MIVA to send the file

Destination

Export Orders to File:

If File Exists: Append To File
Click radio button **Replace File**

Email File To: Do Not Email
Click radio button

In the **Export Settings** block select the desired date for the data download from the displayed pick-list

Export Settings


Batch to Export:
Select data download date

In the **Export Format** block click the radio button for **Tab Delimiter** and check the **Export Field Names as Header** check box

Export Format

Delimiter: Tab **Click radio button**
 Other:

Check Box Export Field Names as Header

Click the **Export** button  **Click button**

MIVA will display an **Exporting Orders to Flat File** progress pop-up and email the file to the address entered in the Destination block.

Exporting Orders to Flat File

Save the file that was emailed and use it as an options file upload to the SimplePort service.

