

If using SHOPIFY as a cart and payment provider (even with PayPal processed transactions) requires the Shopify Fee, Refunds and Bank transfers information as well as Shopify Order Details. See page to for Payouts and three for specific Refunds data download directions.

Retrieve Shopify order details download from the Shopify "Orders" page.

Log into your Shopify cart and select "Orders" from the left panel navigation links

| A Home | Orders | | | | | | Ex | port Create o |
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| Abandoned checkouts | | | | 2401 | | | | |



From the Export Orders pop-up select the radio button for Orders by date...

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| Curre | nt page | е | | | | | | | | | | | | |
| All or | iers | | | | | | | | | | | | | |
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Shopify will send the resulting order detail download CSV file to the user's email address that was logged into the account and display this message...

Your export will be delivered by email to username@emailservice.com

Use these directions to download the Shopify Payouts data for processing by SimplePort...

From the navigation panel links select the Payouts like under Finances

| Home Orders Products | 199 | Payouts | | | | Export Documents Transactions |
|--|-----|---|----------------------|--|----------------------|--|
| Customers Content Finances Credit Payouts | • | Previous payout \$19.16 USD View transactions | Sep 28, 2023 Paid | Next payout \$219.12 View transactions | Est. on Sep 29, 2023 | Balance \$371.54 USD View transactions |

From the Export Payouts pop-up select the radio button for All payouts by date

| Export payouts | × | | | | | | | | | | | | | | | |
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| | Start Date | - | | | | | → | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| | End Date for the download | - | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |
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| | Click the CSV for Excel radio button — | → 0 0 | SV fo | r Exce | l, Num | bers, d | or othe | r spre | adshee | t progra | ms | | | | | |
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| | Click the Export payouts button | | | | | | | | | | | Ca | ancel | Exp | ort pa | youts |
| See page three f | for specific Refunds data download directions. | | | | | | | | | | | | | | | |

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Use these directions to download the Shopify Refunds data for processing by SimplePort...

From the navigation panel links select the Reports link under Analytics

| A Home | | Reports | | | | |
|---------------|-----|--------------------------|----------------------|---------------|-----------|------------|
| G Orders | 199 | | | | | |
| Products | | O Eilter reports | | | | ŤL |
| 2 Customers | | C. The reports | | | | • |
| Content | | Authors 1 - Categories - | Benchmarks available | | | 83 results |
| Finances | | Name | Category | Last viewed Q | Author | |
| all Analytics | | Part and | | | | |
| Insights | | Returns | Finances | Apr 13, 2023 | Shopity | 삭 |
| - Reports | • | Summary | Finances | Jun 23, 2022 | G Shopify | |
| Live View | | Sessions by location | Acquisition | | G Shopify | |

To select a specific date range for the report select Last month

| | Today | | Aug | just 1, | , 2023 | 3 | | | | → S | epterr | iber 1 | 0, 20 | 23 | | |
|---|----------------|---|-----|---------|--------|-------|-----|----|-----|-----|--------|--------|-------|------------------|----|-------|
| | Yesterday | | _ | | Aug | uct 2 | 023 | | | | | Sente | mber | 202 | 3 | |
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| | Last 90 days | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Last 365 days | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | Last month | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | Last 12 months | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Then use the from and to date range calendar options to select the starting and ending dates for the report | Last year | - | | | | | | | | | | | | | | |
| Click the Apply button | | | | | | | | | | | | | Ce | meel) | | Apply |

Verify the starting and ending report dates and click the Export button

| | | Print | Export |
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| 023 All channels |) | | |

