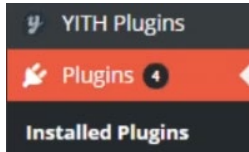
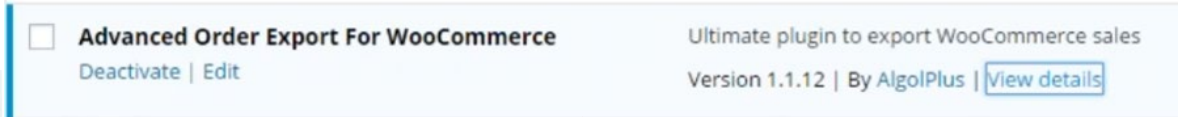


Woo Commerce does not provide full shopping cart details to PayPal, or other payment service providers, at time of checkout. To provide a complete import record with all Woo sales details requires a separate plugin to your Woo service.

The plugin is free and works quite nicely, please click on this link > <https://wordpress.org/plugins/woo-order-export-lite/> to download the plugin. Once you have the plugin saved to your computer, follow this WordPress Automatic Installation...



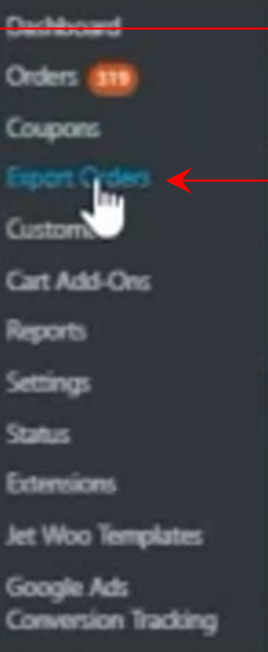
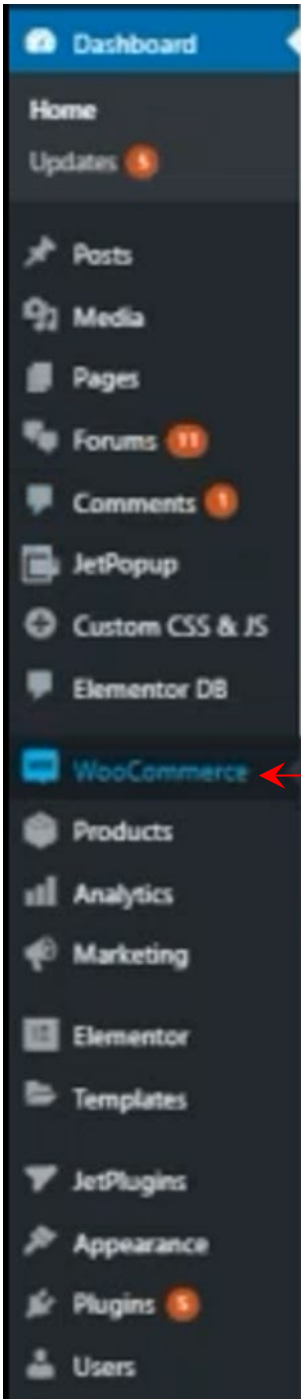
Go to WordPress dashboard, click Plugins / Add New, type 'order export lite' and hit Enter. Install and activate plugin, visit WooCommerce > Export Orders.



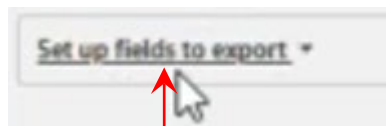
The Woo Plugins navigation link should show this plugin information

To establish your export settings (must be done first and once saved, does not have to be done again) requires establishing your export fields in WOO. The export data directions begin on page four.

From your Woo Commerce management interface, you will need to set the export parameters, this is a one-time set-up.



Log into your Woo Commerce account and under the **Woo Commerce** navigation (from the left panel navigation bar) link select **Export Orders**



Click the **Set up fields to export** link



Verify the **Add products as rows** and **Add coupons as rows** are selected and check the **Fill order columns for all rows** radio button. If there are current selections in the fields, then click the **Remove all fields** button.



Start with the **Common** fields selections in the available fields section (right side of display)

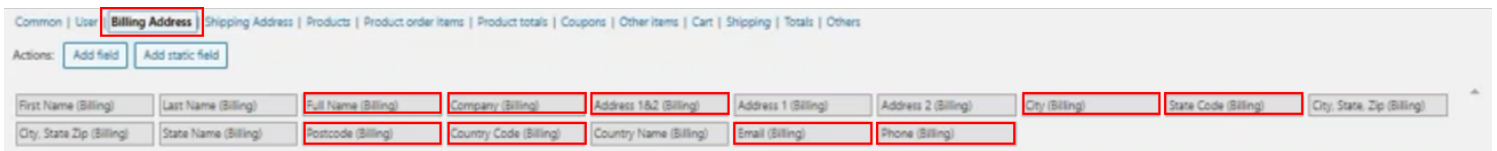
(Mouse over selection, hold left mouse button down and slide selection under the Drag rows to reorder display (left side of display). Select... **Order Number** **Order Status** **Order Date** and **Currency**



Selections must be done individually, slide field selections to the left display and release left mouse button to add field.

Select **Billing Address** fields

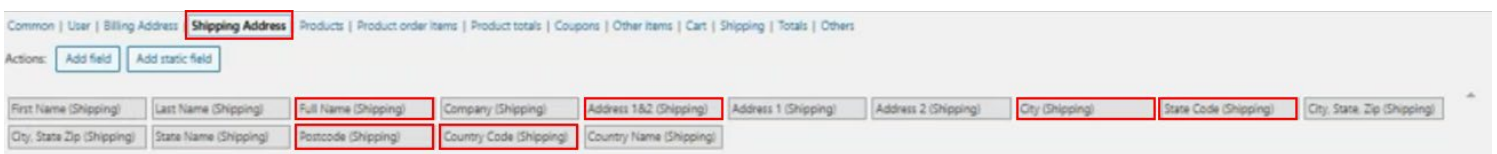
Select **Full Name (Billing)** | **Company Name (Billing)** | **Address 1&2 (Billing)** | **City (Billing)** | **State Code (Billing)**
Post Code (Billing) | **Country Code (Billing)** | **Email (Billing)** | **Phone (Billing)**



Drag each field selection to the left display window.

Select **Shipping Address** fields

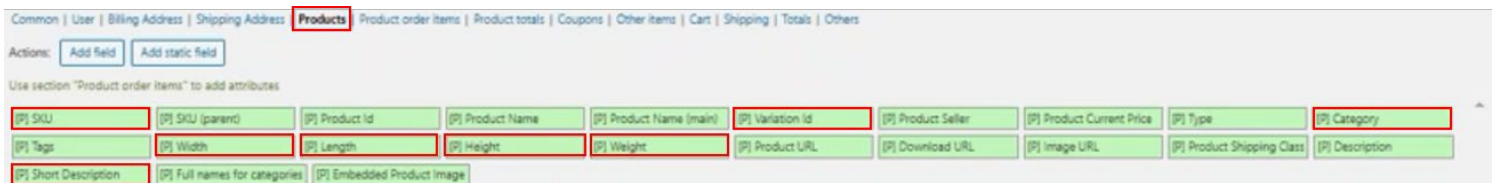
Select **Full Name (Shipping)** | **Address 1&2 (Shipping)** | **City (Shipping)** | **State Code (Shipping)** | **Post Code (Shipping)**
Country Code (Shipping)



Drag each field selection to the left display window.

Select **Products** fields

Select **[P] SKU** | *Optional fields based on your products...* **[P] Variation Id** | **[P] Category** | **[P] Width** | **[P] Length**
[P] Height | **[P] Weight** | **[P] Short Description**



Drag each field selection to the left display window.



Select **Product order items** fields

Select **[P] Item Name | [P] Quantity | [P] Item Cost | [P] Item Cost Before Discount**



Common | User | Billing Address | Shipping Address | Products | **Product order items** | Product totals | Coupons | Other items | Cart | Shipping | Totals | Others

Actions:

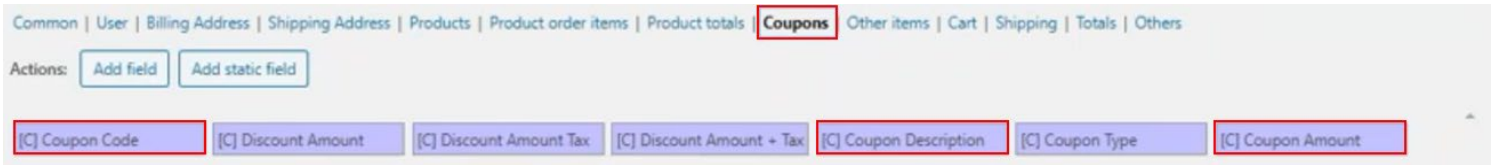
Use "Add field" to export specific product attribute

[P] Item ID | [P] Item # | [P] Item Name | [P] Quantity | [P] Quantity (- Refund) | [P] Item Cost | [P] Item Cost Before Discount | [P] Order Line (w/o tax) | [P] Order Line Tax | [P] Order Line Tax Refunded | [P] Order Line Tax (- Refund) | [P] Order Line Subtotal | [P] Order Line Subtotal Tax | [P] Order Line Total | [P] Order Line Total (include tax) | [P] Order Line Total Refunded | [P] Order Line Total (- Refund) | [P] Item Discount Amount | [P] Item Tax Rate | [P] Item download URL | [P] Order Item Metadata | [P] Item Discount Tax | [P] Item Discount Amount + Tax

Drag each field selection to the left display window.

Select **Coupons** fields

Select **[C] Coupon Code | [C] Coupon Description | [C] Coupon Amount**



Common | User | Billing Address | Shipping Address | Products | Product order items | Product totals | **Coupons** | Other items | Cart | Shipping | Totals | Others

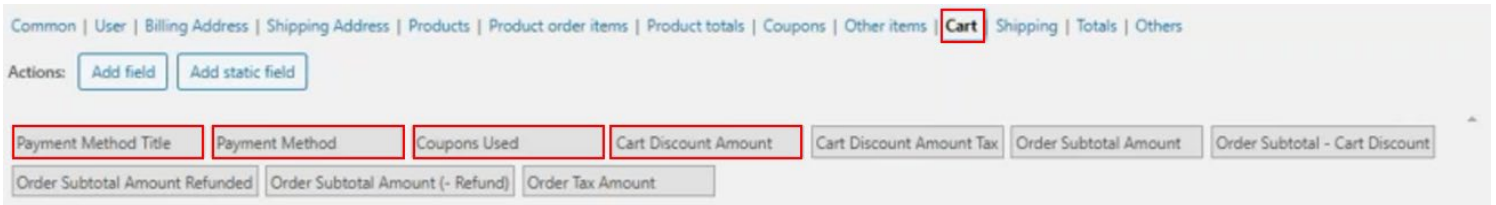
Actions:

[C] Coupon Code | [C] Discount Amount | [C] Discount Amount Tax | [C] Discount Amount + Tax | [C] Coupon Description | [C] Coupon Type | [C] Coupon Amount

Drag each field selection to the left display window.

Select **Cart** fields

Select **Payment Method Title | Payment Method | Coupons Used | Cart Discount Amount**



Common | User | Billing Address | Shipping Address | Products | Product order items | Product totals | Coupons | Other items | **Cart** | Shipping | Totals | Others

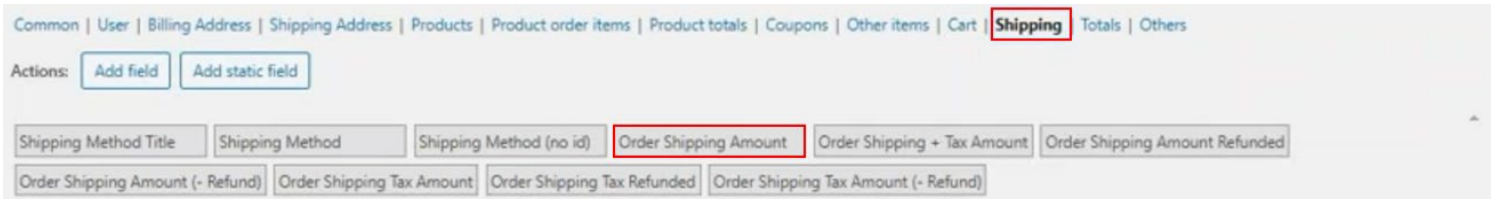
Actions:

Payment Method Title | Payment Method | Coupons Used | Cart Discount Amount | Cart Discount Amount Tax | Order Subtotal Amount | Order Subtotal - Cart Discount | Order Subtotal Amount Refunded | Order Subtotal Amount (- Refund) | Order Tax Amount

Drag each field selection to the left display window.

Select **Shipping** fields

Select **Order Shipping Amount**



Common | User | Billing Address | Shipping Address | Products | Product order items | Product totals | Coupons | Other items | Cart | **Shipping** | Totals | Others

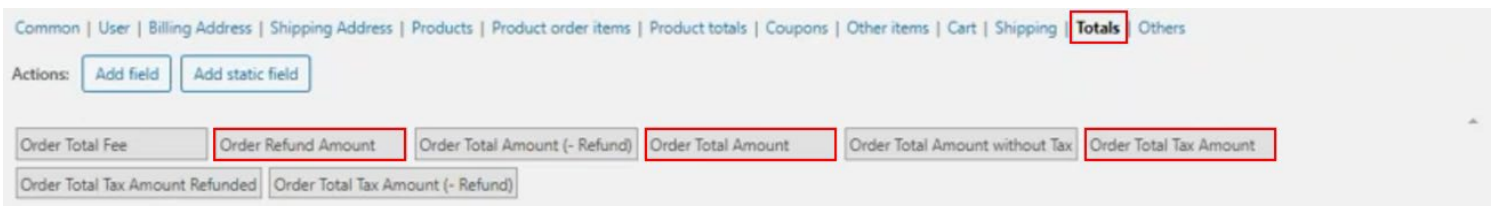
Actions:

Shipping Method Title | Shipping Method | Shipping Method (no id) | Order Shipping Amount | Order Shipping + Tax Amount | Order Shipping Amount Refunded | Order Shipping Amount (- Refund) | Order Shipping Tax Amount | Order Shipping Tax Refunded | Order Shipping Tax Amount (- Refund)

Drag each field selection to the left display window.

Select **Totals** fields

Select **Order Refund Amount | Order Total Amount | Order Total Tax Amount**



Common | User | Billing Address | Shipping Address | Products | Product order items | Product totals | Coupons | Other items | Cart | Shipping | **Totals** | Others

Actions:

Order Total Fee | Order Refund Amount | Order Total Amount (- Refund) | Order Total Amount | Order Total Amount without Tax | Order Total Tax Amount | Order Total Tax Amount Refunded | Order Total Tax Amount (- Refund)

Drag each field selection to the left display window.

Click the button. This completes the one-time field settings set up for your data export from WOO Commerce.



See this page for the directions on exporting the data for use by SimplePort.

In the **Filter Orders by:** section

select **Order Date** radio button

Use the **Date Range** calendar option to select a starting and ending date for the export

Use this format for the file name

Select CSV as the format

Use displayed Sort orders by setting

Filter orders by:
 Order Date Modification Date Paid Date Completed Date

Date range 2020-01-01 to 2020-04-15
Orders range [] to [] **Express export**
 Summary Report By Products
 Summary Report By Customers

Export filename:
WOO_Orders-%y-%m-%d-%h-%i-%s.csv

Format
 XLS CSV XML JSON TSV
 PDF HTML

Date 2020-05-13 **Time** 12:32

Sort orders by Order Date in Descending order



Click the **Export** button in the date range section. Save the file for upload to your SimplePort process.

