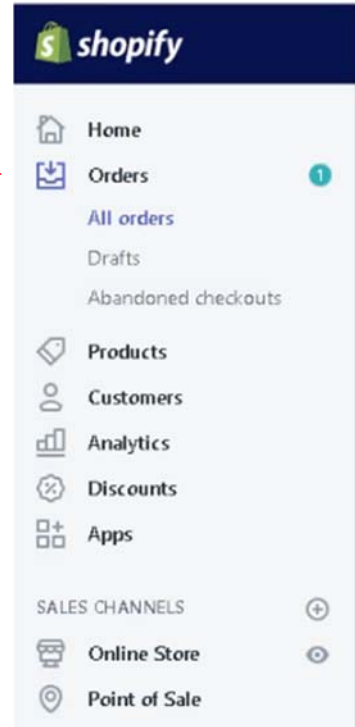
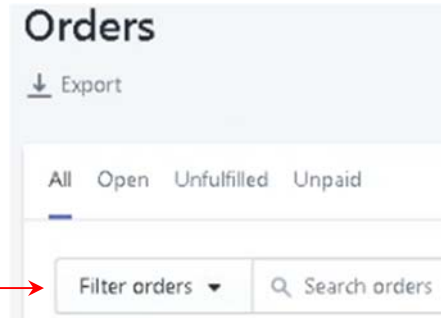


Retrieving Shopify order details for SimplePort processing, is done from the Shopify "Orders" page.

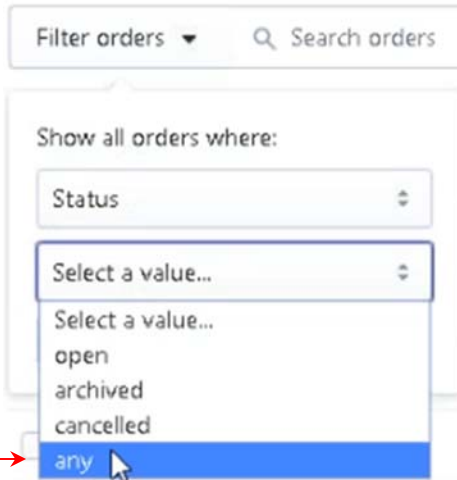
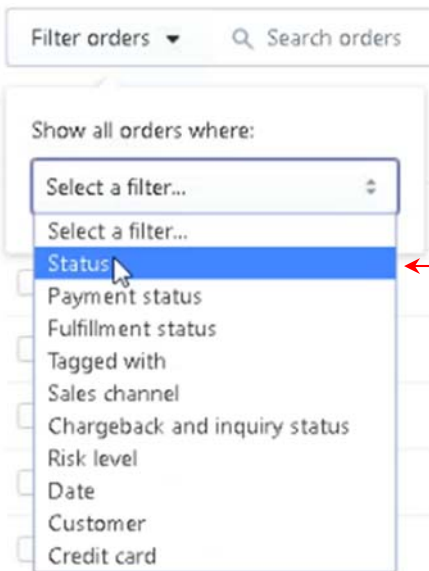
Log into your Shopify cart and select "Orders" from the left panel navigation links



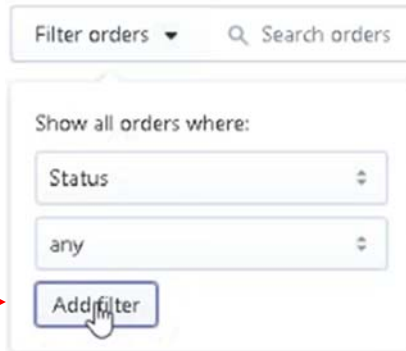
From the **Orders** window select "Filter Orders"



From the **Select a Filter** pick-list select "Status"



From the **Select a value** pick-list, select "any"



Click the "Add filter" button

From the **Orders** page header click "Export"



From the **Export Orders** box select the radio button for **Orders by date...**

Use the calendar option pick-list, enter a **Start Date** and **End Date** for the order detail download

Verify the **CSV of Excel, Numbers, or other spreadsheet programs** radio button is selected

Click the **Export orders** button

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**

Save the file and use it as the optional upload to the SimplePort service.

