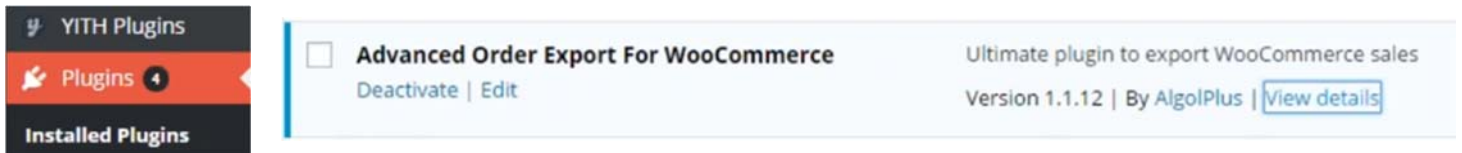


Woo Commerce does not provide full shopping cart details to PayPal at time of checkout. To provide a complete import record with all Woo sales details requires a separate plugin to your Woo service. The plugin is free and works quite nicely, please click on this link > <https://wordpress.org/plugins/woo-order-export-lite/> to download the plugin. Once you have the plugin saved to your computer, follow this WordPress Automatic Installation...

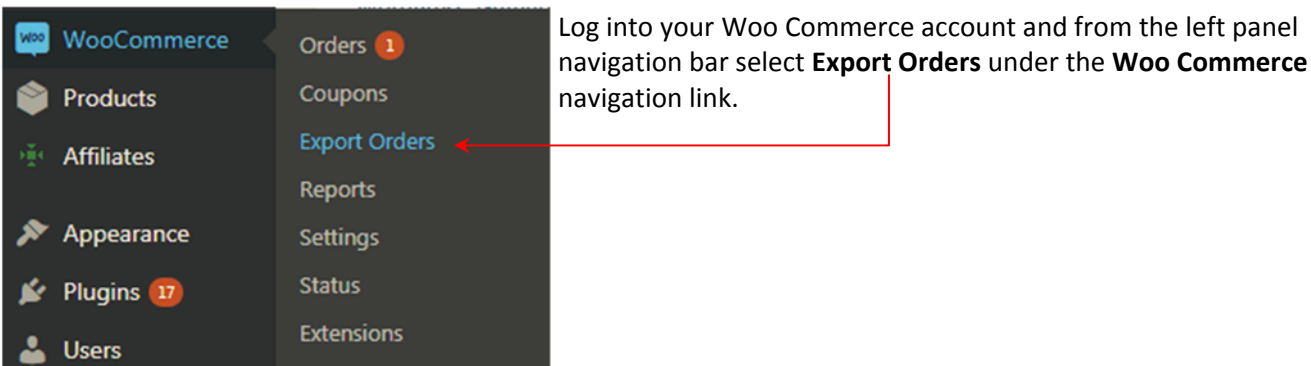
Go to WordPress dashboard, click Plugins / Add New, type 'order export lite' and hit Enter. Install and activate plugin, visit WooCommerce > Export Orders.

The Woo Plugins navigation link should show this plugin information

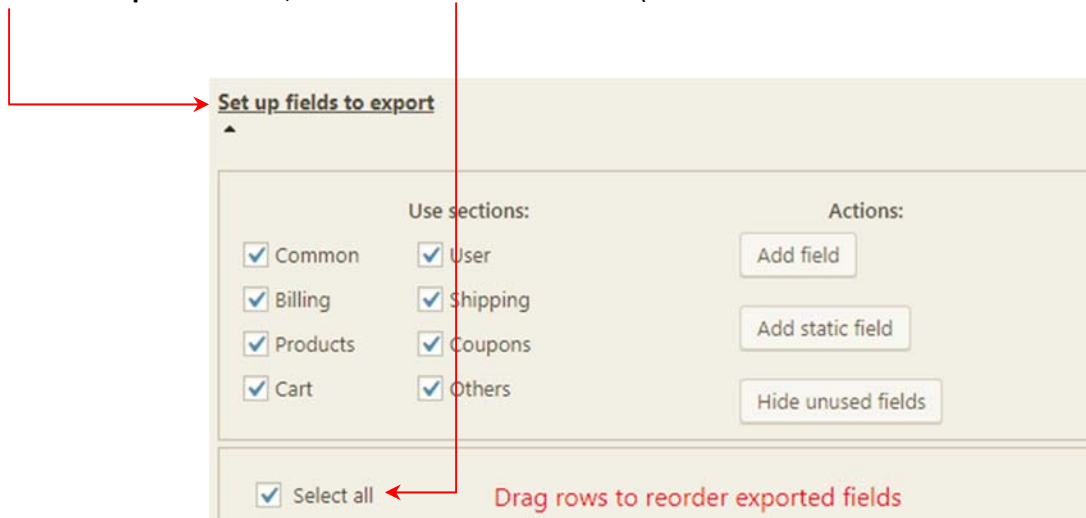


To establish your export settings (must be done first and once saved does not have to be done again) requires establishing your export fields in WOO. The export data directions begin on page four.

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



In the **Set up fields to export** window, click the **Select all** checkbox (we use the defaults for all sections and actions)



Scroll down to the **Products** section, click the **Set up fields to export** button

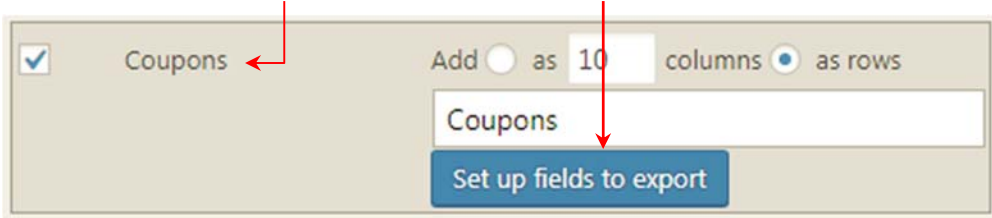
Check every checkbox

<input checked="" type="checkbox"/>	Item ID	Item ID
<input checked="" type="checkbox"/>	Item #	Item #
<input checked="" type="checkbox"/>	SKU	SKU
<input checked="" type="checkbox"/>	Name	Name
<input checked="" type="checkbox"/>	Product Variation	Product Variation
<input checked="" type="checkbox"/>	Item Seller	Item Seller
<input checked="" type="checkbox"/>	Quantity	Quantity
<input checked="" type="checkbox"/>	Quantity (- Refund)	Quantity (- Refund)
<input checked="" type="checkbox"/>	Item Cost	Item Cost
<input checked="" type="checkbox"/>	Product Current Price	Product Current Price
<input checked="" type="checkbox"/>	Order Line (w/o tax)	Order Line (w/o tax)
<input checked="" type="checkbox"/>	Order Line Tax	Order Line Tax
<input checked="" type="checkbox"/>	Order Line Tax Refunded	Order Line Tax Refunde
<input checked="" type="checkbox"/>	Order Line Tax (- Refund)	Order Line Tax (- Refun
<input checked="" type="checkbox"/>	Order Line Subtotal	Order Line Subtotal

<input checked="" type="checkbox"/>	Order Line Total	Order Line Total
<input checked="" type="checkbox"/>	Order Line Total (include tax)	Order Line Total (includ
<input checked="" type="checkbox"/>	Order Line Total Refunded	Order Line Total Refunc
<input checked="" type="checkbox"/>	Order Line Total (- Refund)	Order Line Total (- Refu
<input checked="" type="checkbox"/>	Item Discount Amount	Item Discount Amount
<input checked="" type="checkbox"/>	Item Tax Rate	Item Tax Rate
<input checked="" type="checkbox"/>	Type	Type
<input checked="" type="checkbox"/>	Category	Category
<input checked="" type="checkbox"/>	Tags	Tags
<input checked="" type="checkbox"/>	Width	Width
<input checked="" type="checkbox"/>	Length	Length
<input checked="" type="checkbox"/>	Height	Height
<input checked="" type="checkbox"/>	Weight	Weight
<input checked="" type="checkbox"/>	Product URL	Product URL
<input checked="" type="checkbox"/>	Download URL	Download URL
<input checked="" type="checkbox"/>	Image URL	Image URL
<input checked="" type="checkbox"/>	Product Shipping Class	Product Shipping Class
<input checked="" type="checkbox"/>	Description	Description
<input checked="" type="checkbox"/>	Short Description	Short Description
<input checked="" type="checkbox"/>	Full names for categories	Full names for categori



Scroll down to the **Coupons** section, click the **Set up fields to export** button

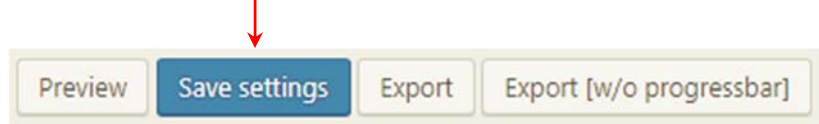


Check every checkbox



<input checked="" type="checkbox"/>	Coupon Code	Coupon Code
<input checked="" type="checkbox"/>	Discount Amount	Discount Amount
<input checked="" type="checkbox"/>	Discount Amount Tax	Discount Amount Tax
<input checked="" type="checkbox"/>	Discount Amount + Tax	Discount Amount + Tax
<input checked="" type="checkbox"/>	Coupon Description	Coupon Description
<input checked="" type="checkbox"/>	Coupon Type	Coupon Type
<input checked="" type="checkbox"/>	Coupon Amount	Coupon Amount

Scroll down to the **bottom of the set up** section, click the **Save settings** button



This completes the one-time setting set up for your data export from WOO Commerce. See the next page for the directions on exporting the data for use by SimplePort.



To export your data, use these directions:

In the **Filter Orders by:** section

select **Order Date** radio button

**Filter orders by:**

Order Date  Modification Date  Paid Date  Completed Date

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

**Date range** 2018-06-01 to 2018-06-11

Express export

Summary Report By Products

Use this format for the file name

**Export filename:**

WOO\_orders-%y-%m-%d.csv

Select CSV as the format

**Format**

XLS  CSV  XML  JSON  TSV

Default to the boxes as displayed here

**CSV options**

- Output UTF-8 BOM
- Output column titles as first line
- Populate other columns if products exported as rows
- Convert line breaks to literals
- Item rows start from new line

Enclosure " " Field Delimiter , Line Break \r\n

Character encoding UTF-8

**Date** 2018-06-12

**Time** 14:55

Use displayed Sort orders by setting

**Sort orders by** Order ID in Descending order

**Date range** 2018-05-01 to 2018-05-31 Express export

Summary

**Export filename:** orders-%y-%m-%d.csv

**Format**  XLS  CSV  XML  JSON  TSV

May 2018						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Date range** 2018-05-01 to 2018-05-31 Express export

Summary Report By Products

**Export filename:** orders-%y-%m-%d-%h-%i-%s.xlsx

**Format**  XLS  CSV  XML  JSON  TSV

May 2018						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

