

Export Orders

04/30/2025 3:17 pm CDT

Overview

Sellercloud allows you to **export order information** into files. This can be useful for multiple reasons – most commonly, syncing with third-party services or backing up your data. In this article, you will learn how to export orders and understand the different export options.

Export Options

There are different ways to export orders from Sellercloud. The table below describes each option:

Order Export Method	Exported Data	Supported File Formats	Additional Customization
Standard Format	This option exports a predefined set of the most commonly used Sellercloud order data. You can't determine which specific data to export.	<ul style="list-style-type: none">• .xlsx – Excel spreadsheets.• .csv – Comma-separated values files.• .txt – Tab-delimited text files.	Not possible.
Export Mapping Tool	This option exports a custom set of Sellercloud order data that is based on your selected Export Mapping Profile . For details about the order data you can export, see Export Mapping Columns .	<ul style="list-style-type: none">• .xlsx – Excel spreadsheets.• .csv – Comma-separated values files.• .txt – Tab-delimited text files.	Not possible.
Plugin	This is the most flexible option. When the above options are not sufficient, you can request a custom plugin that exports any order data of your choice. The file type of the export is based on your plugin. Building a new customization is considered a billable service. See Sellercloud Pricing for more information.		Open a ticket to Sellercloud Support with your requirements, and you will receive an estimate of the final cost.

With a custom plugin, you can also modify orders upon export, allowing for more complicated tasks, such as splitting an order, changing warehouses, and more, based on your desired conditions and actions. Open a ticket with [Sellercloud Support](#) to request such a plugin.

Standard Format Columns

The **Standard Format** export option uses a template that provides the following order information:
Standard Format Export Columns

Export Orders

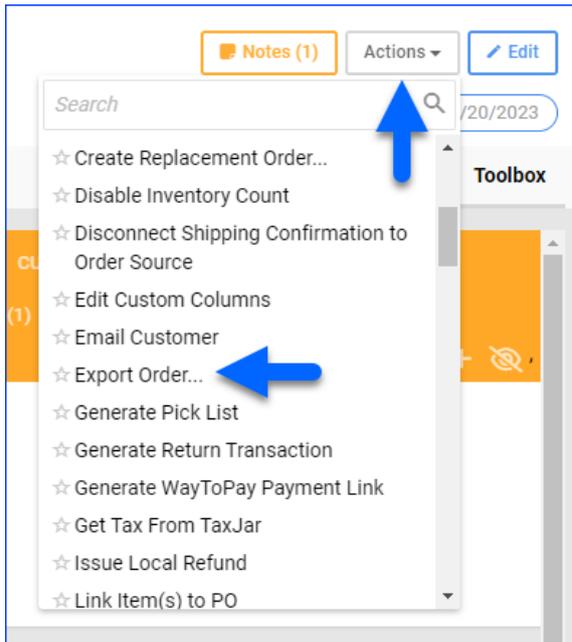
You can export orders manually with an action or automatically with a [Scheduled Task](#). Both options require you to select one of the [Export Options](#) described in the previous section.

Manually

To export a single order:

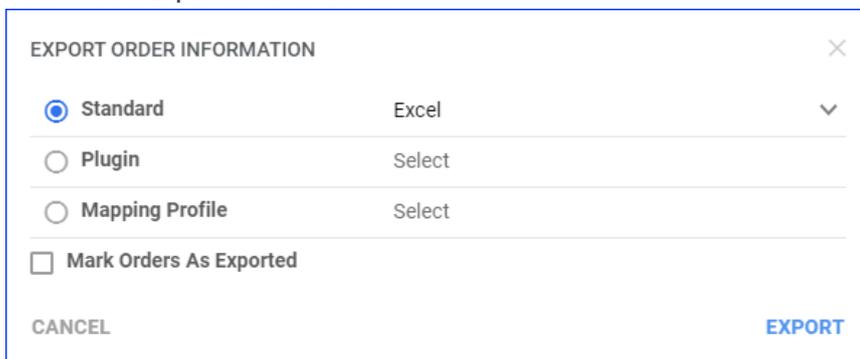
1. Go to the [Order Details Page](#).

2. Click **Actions** and select **Export Orders**.



3. Select from these options:

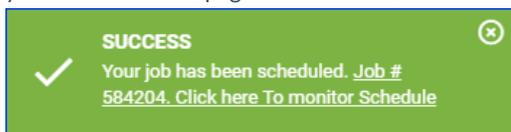
- a. **Standard:** For a standard export, select **Standard** and choose your desired file type.
- b. **Plugin:** For a plugin export, select **Plugin** and then choose the plugin.
- c. **Mapping Profile:** For a mapping profile export, select **Mapping Profile** and then choose the profile.
- d. Optionally, check **Mark Orders as Exported** if you need to track which orders have been exported. This changes the value of the **Is Exported** status to **True**.



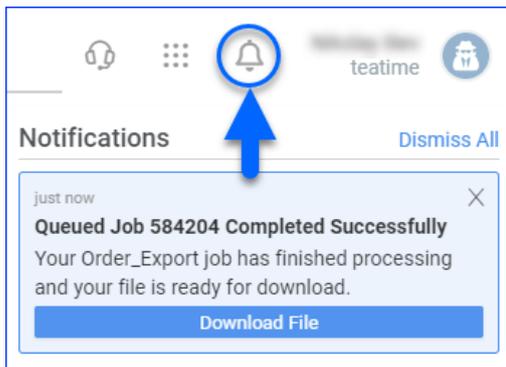
4. Click **Export**, and a **Queued Job** will be created.

5. Next, you have two options:

- a. Click the link in the success message at the bottom of the screen to access the Queued Job. Once the job finishes, you can refresh the page and click the **Download** icon to the right of the **Output File**.



- b. Wait for the **Notification**, which confirms that the job has been processed, and click **Download File**.



To export multiple orders:

1. Go to **Orders > Manage Orders**.
2. Find and select the orders.
3. Click the **Actions** button and select **Export Orders**.

<input type="checkbox"/>	ID	CHANNEL ORDER #	SKUS	ORDERED	GRAND TOTAL	QTY
<input checked="" type="checkbox"/>	5150384	78987087	W SC-Tees	Completed 12/15/2023 07:00 AM	\$125.00	5
<input checked="" type="checkbox"/>	5150383	6060770	W SC-Tees	Completed 12/15/2023 07:00 AM	\$125.00	5
<input checked="" type="checkbox"/>	5150382	73654568	W SC-Tees	Completed 12/15/2023 07:00 AM	\$125.00	5

3 selected 

4. Select from these options:

- a. **Standard:** For a standard export, select **Standard** and choose your desired file type.
- b. **Plugin:** For a plugin export, select **Plugin** and then choose the plugin.
- c. **Mapping Profile:** For a mapping profile export, select **Mapping Profile** and then choose the profile.
- d. Optionally, check **Mark Orders as Exported** if you need to track which orders have been exported. This changes the value of the **Is Exported** status to **True**.

EXPORT ORDER INFORMATION ✕

Standard Excel ▼

Plugin Select

Mapping Profile Select

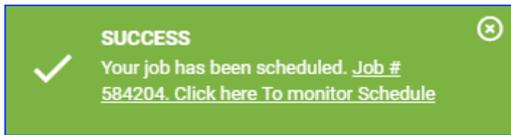
Mark Orders As Exported

CANCEL EXPORT

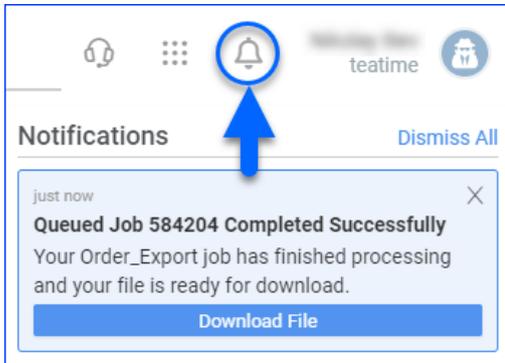
5. Click **Export**, and a **Queued Job** will be created.

6. Next, you have two options:

- a. Click the link in the success message at the bottom of the screen to access the **Queued Job**. Once the job finishes, you can refresh the page and click the **Download** icon to the right of the **Output File**.



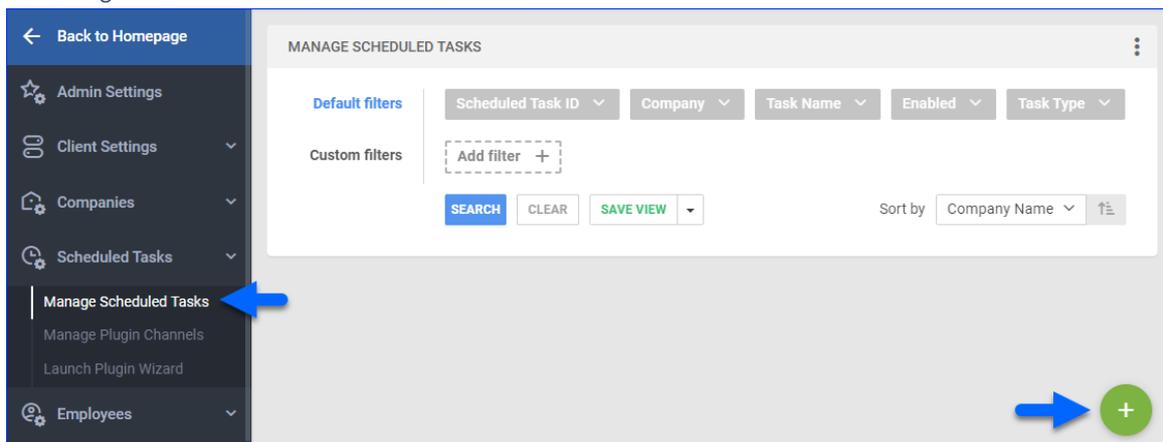
- b. Wait for the Notification, which confirms that the job has been processed, and click **Download File**.



Automatically

To automate an order export:

1. Navigate to **Settings > Scheduled Tasks > Manage Scheduled Tasks**.
2. Click the green + icon: **Create New Scheduled Task**.



3. Complete as follows:

- a. Click **Task Type** and select **Export Orders**.
- b. Set the **Task Name**.
- c. Select the **Company**.
- d. Select the **Start Time**.
- e. Click **CREATE**.

CREATE NEW SCHEDULED TASK ✕

Task Type * ➔ Export Orders ▼

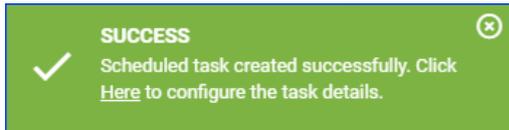
Task Name * Order Export Task

Company * Thirsty Tea ▼

Start Time * 05/10/2024 12:00 AM 📅 ⌚

CANCEL CREATE

4. Click the link in the success message at the bottom of the screen to configure the task details



5. Click the **Edit** button on the top right.

6. In the **Details** section:

- a. Click the **User ID** menu and select your username.
- b. Click the **Saved Search** menu and select a **Saved View** created to target specific orders.
- c. Click the **Export Via** menu and select **General Format** to export common order data to an Excel spreadsheet in .xlsx format. You can also select a **Plugin** or a **Mapping Profile**.
- d. Optionally, you can check **Mark Orders As Exported** if you need to track which orders have been exported. This will change the value of the orders' **Is Exported** status to **True**.

GENERAL

Task Name: Order Export Task

Task Type: Export_Orders

Company: Thirsty Tea

Priority: Normal

Note:

DETAILS

User ID: [dropdown]

Saved Search: Select

Export Via: General Format

File Name:

Max Records To Export: All

Mark Orders As Exported

This Is Tracking Export

This Is Invoice Export

This Is Order Ack (Accept)

This Is Order Ack (Release)

This Is Dropship Export

Export File Without Extension

EXPORT OPTIONS

Export To: None

FREQUENCY

Start At: 05/10/2024 12:00 AM

Recurrence:

Minutes Every 30 minute(s)

Hours Every 1 hour(s)

Daily Run on these day(s): Mo Tu We Thu Fri Sa Su

Monthly Every 0 date of month Last Day Of Month

Custom Run on these day(s): Mo Tu We Thu Fri Sa Su

Time of Day: [Click here to select time](#)

Existing Times *

Expire Schedule: Never On Date [Click here to select date](#)

EMAIL ALERTS

Send Email Alerts Upon Completion

Send Task Success Email To (Separate By Semicolon)

Send Task Failure Email To (Separate By Semicolon)

Send Task Failure Email Even If No Records Found

7. Configure the **Export Options** section per your preference.

8. In the **Frequency** section, specify the task frequency.

9. In the **General** section, click the **Enable** toggle button.

10. Click **Save** on the top right.

Related Client Settings

These [Client Settings](#) affect order exports:

- **Export Kit Parent Only When Exporting Orders** – When you export orders with [Kit Products](#), kit components will be excluded from the file, and only the kit parents will be included.
 - **Show Zero Price For Kit Items In Order Export** – When you export orders with kit products, the prices of the kit components in the exported file will be 0. This setting doesn't affect the prices of kit parents.
 - **Enable Order Exported Workflow** – Enable the **Is Exported** order status and its associated actions on the [Order Details Page](#) (**Set Exported** and **Set Not Exported**), the Manage Orders page, and the checkbox **Mark Orders As Exported** on the scheduled tasks page. This status can also be updated with the [Order Rule Engine](#).
 - **Always Mark Orders Exported After Generating Order Export File** – When you export orders to a file, the orders' **Is Exported** status will be set to **True**.
 - **Mark Orders As Expoted When Exported Via Scheduled Task** – When a [Scheduled Task](#) exports orders to a file, the orders' **Is Exported** status will be set to **True**.
 - **Default Order Export Plugin** – Set a default plugin that will be automatically preselected each time you export orders. You can still view your plugins list and manually select any other plugin from it.
 - **Enable Order Export In Yugster Format** – Enable the **Export in Yugster Format** action on the Manage Orders page, which exports orders in a .csv format with headers compatible with [UntilGone](#). See [UntilGone Account Integration](#) to learn how to fully integrate this channel.
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