



Order CSV Export for Magento 2

Online Version

An online version of this user manual can be found [here](#).

Quick Links

This User Manual is structured in the following sections:

[Install + Set Up \(User Manual\)](#)

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Install + Set Up (User Manual)

Once you have configured the content columns in the configuration head to **Sales > Orders** to generate your spreadsheet files.

Select the orders you would like to include by ticking the checkbox next to the order and / or use the Select / Deselect actions to adjust your selection. Choose one of the following actions from the Actions dropdown menu:

- Create Order .csv
- Create Order .xlsx
- Combined Order Items .csv
- Single Items .csv



DASHBOARD



SALES



CATALOG



CUSTOMERS



MARKETING



CONTENT



REPORTS



STORES



SYSTEM



FIND PARTNERS
& EXTENSIONS

Orders

Search by keyword



Actions



Cancel

Hold

Unhold

Print Invoices

Print Packing Slips

Print Credit Memos

Print All

Print Shipping Labels

Create Order .csv

Combined Order Items .csv

Single Items .csv

Create Order .xlsx

81 records found (4 selected)

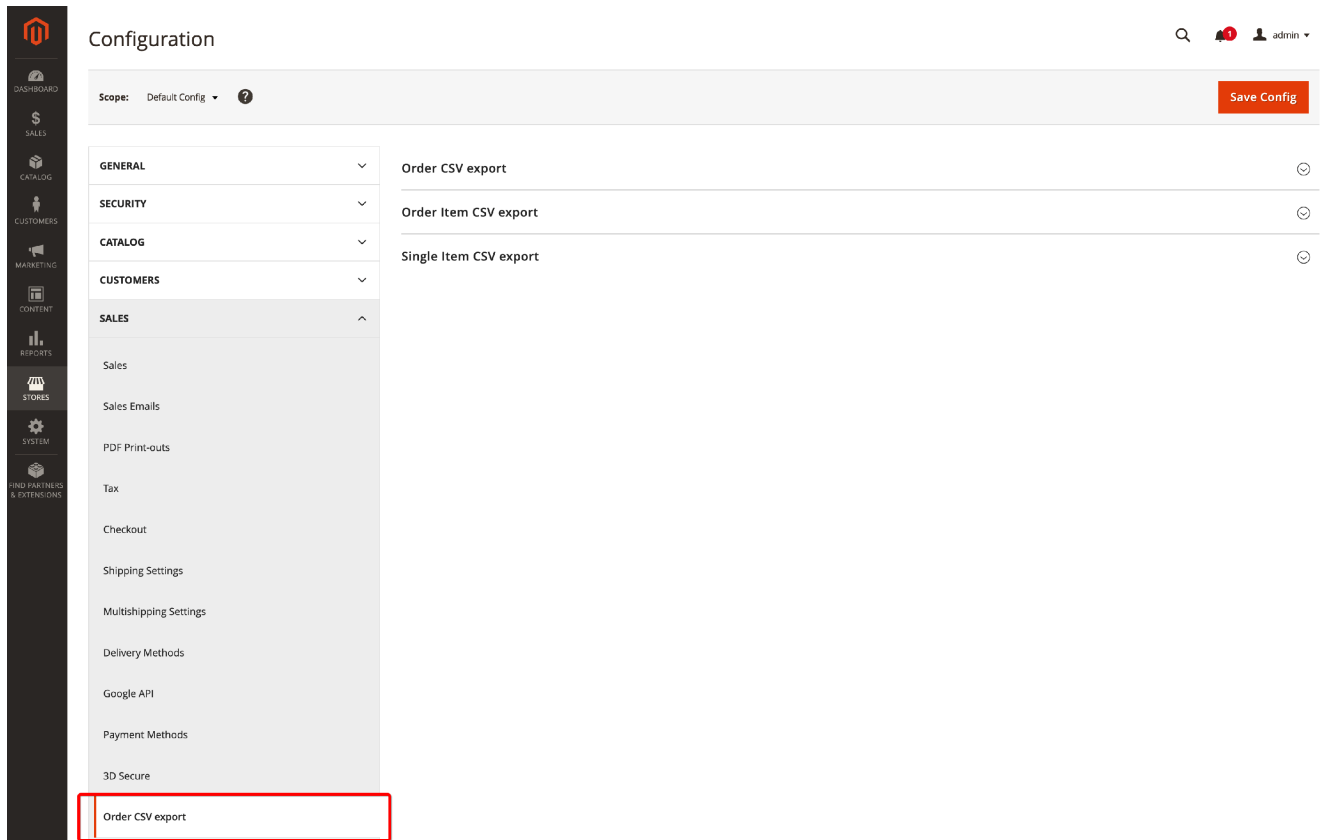
			Purchase Date ↑
		Store e View	Apr 13, 2025 5:48:18 PM
		Store e View	Apr 9, 2025 2:29:19 AM
		Store e View	Apr 9, 2025 2:29:19 AM
		Store e View	Apr 9, 2025 2:29:19 AM
		Store e View	Apr 9, 2025 2:29:18 AM
☒	100000080	Main Website Main Website Store Default Store View	Apr 9, 2025 2:29:19 AM
☒	100000001	Main Website Main Website Store Default Store View	Apr 9, 2025 2:29:18 AM

Set up in the Magento backend

Head to Stores > Configuration > Sales > Order CSV Export to configure the options for your generated files.

There are 3 types of Picking Lists you can configure:

- Order CSV export
- Order Item CSV export
- Single Item CSV export



Order CSV Export

The Order CSV Export generates one line per exported order, all fields that are related to order items will be displayed in one cell.

First Name	Last Name	Company	Post Code	Street Line 1	Telephone	Email	Price	Name
First Name	Last Name	Company	11111	Address	911	order_76@example.com	\$9.99 \$5.00	Simple Product 1 Simple Product 2
First Name	Last Name	Company	11111	Address	911	order_77@example.com	\$9.99 \$5.00	Simple Product 1 Simple Product 2

Order CSV export

Columns
[store view]

Field	Header	Action
Shipping Address First Name	First Name	
Shipping Address Last Name	Last Name	
Shipping Address Company	Company	
Shipping Address Post Code	Post Code	
Shipping Address Street Line 1	Street Line 1	
Shipping Address Telephone	Telephone	
Shipping Address Email	Email	
Price	Price	
Add Column		

☐ Use system value

Remove Html Tags
[store view]

No

☐ Use system value

Columns (v1.0+)

Select the columns you would like to display in your exported files. Provide a header name which will get displayed as the first row. Product related information will get summarily displayed in a single cell with a linebreak for each product.

Remove Html Tags (v1.0+)

By default html tags will be included if present in the source field data in Magento. Enable this setting to strip these tags.

Order Item CSV Export

The Order Item CSV Export combines the quantity of multiple orders into one list for download. Useful for example if you need to send off orders to production or further processing before fulfilling the order.

Order Item Qty	Name	Sku
4	Simple Product 1	product_dynamic_1
3	Simple Product 2	product_dynamic_2

Order Item CSV export

Columns
[store view]

Field	Header	Action
Ordered Quantity		
Product Name		
SKU		
Add Column		

☐ Use system value

Remove Html Tags
[store view]

No

☐ Use system value

Columns (v1.0+)

Select the columns you would like to display in your exported files. Provide a header name which will get displayed as the first row.

Remove Html Tags (v1.0+)

By default html tags will be included if present in the source field data in Magento. Enable this setting to strip these tags.

Single Item CSV Export

The Single Item CSV Export combines the ordered items of the selected orders, printing one line each ordered product. Useful for example if you need to generate something for each ordered item

Name	Sku
Simple Product 1	product_dynamic_1
Simple Product 1	product_dynamic_1
Simple Product 1	product_dynamic_1
Simple Product 1	product_dynamic_1
Simple Product 2	product_dynamic_2
Simple Product 2	product_dynamic_2
Simple Product 2	product_dynamic_2

Single Item CSV export

Columns
[store view]

Field	Header	Action
Product Name		
SKU		
Add Column		

?

Remove Html Tags
[store view]

No

☒ Use system value

Columns (v1.0+)

Select the columns you would like to display in your exported files. Provide a header name which will get displayed as the first row.

Remove Html Tags (v1.0+)

By default html tags will be included if present in the source field data in Magento. Enable this setting to strip these tags.

Reporting Any Issues/Bugs

We are proud of our quality extension code - it's been widely tested and we stand by it 100%. If something does happen and you think you might be experiencing an issue or bug, please contact us via support@fooman.co.nz and we will help you out.