



Order Manager: Exporting and Invoicing

- Order Status: Export Orders
- Export Orders Button
- Export Orders .TXT File
- Mass Invoice File
- Creating a Single Invoice File
- Shipping Invoice



Order Status: Export Orders

- After an order has been processed and is “out for shipping” place the order under the “Export Label” status
- After the export button has been selected, orders under the “Export Label” status will:
 - If just the **Order Manager** is in use, the whole order will be included in the export file
 - If the **Inventory Add-on** has been purchased, only the “inhouse” selected items will be included in the export file
- After the “Export Label” button has been selected, all orders under the “Export label” status will be moved to “Complete”

results shown: 25

Order List

Order Status	Order Date	Ship Date	
Export Labels	2013-03-17	2013-03-18	H
		2013-03-18	H
		2013-03-18	H
		2013-03-18	H
		2013-03-18	H
		2013-03-18	H
Export Labels	2013-03-20	2013-03-21	H
		2013-03-21	H
		2013-03-21	H
		2013-03-21	H
Export Labels	2013-03-29		H
Export Labels	2013-03-30		H
Export Labels	2013-03-16	2013-03-18	H
Export Labels	2013-03-18	2013-03-19	H
Export Labels	2013-03-26	2013-03-26	H
Export Labels	2013-03-29	2013-03-29	H
Export Labels	2013-03-21	2013-03-22	H
Export Labels	2013-03-17	2013-03-18	H
Export Labels	2013-03-17	2013-03-20	H
Export Labels	2013-03-27	2013-03-28	H
Export Labels	2013-03-21	2013-03-22	H

Additional Details for: ebay user 754

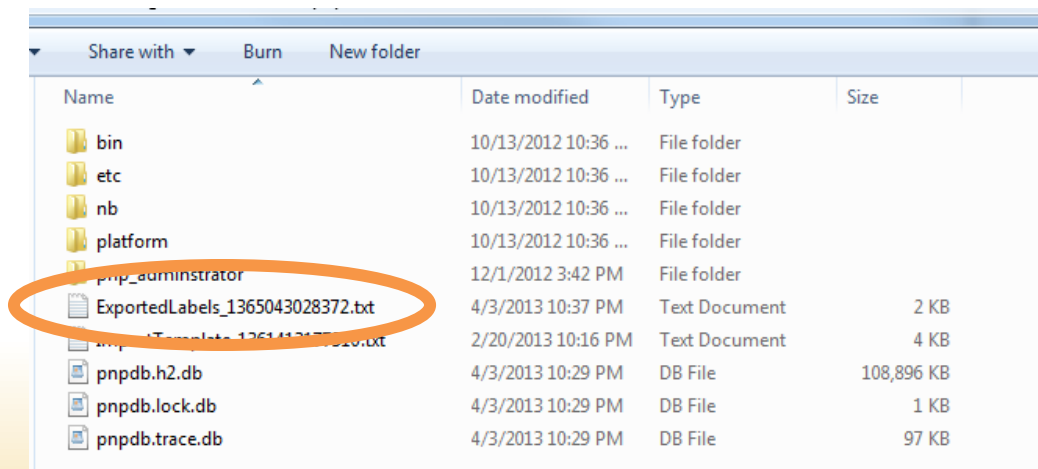
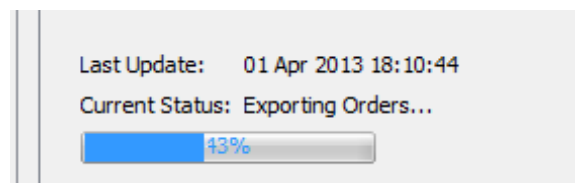
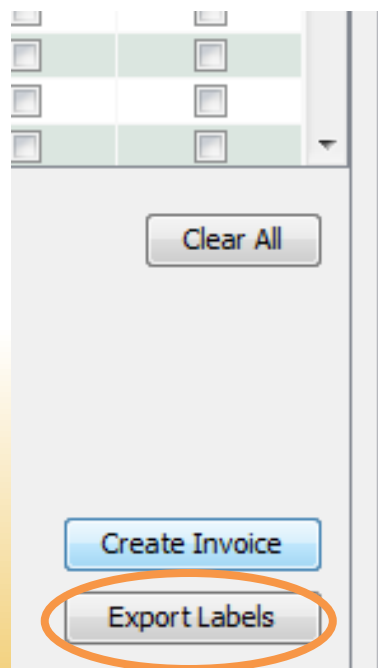
Cost Breakdown (Estimates Only)

Wholesale Cost:	\$1.35	Tot
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Export Orders Button

Export Labels Button moves all orders which are under the “Export Labels” Status into an “ExportedLabels.txt” file, which can be opened in excel





Export Orders .TXT File

Export Labels File – Can be used to match customer names with the items which were ordered along with locations of those items.

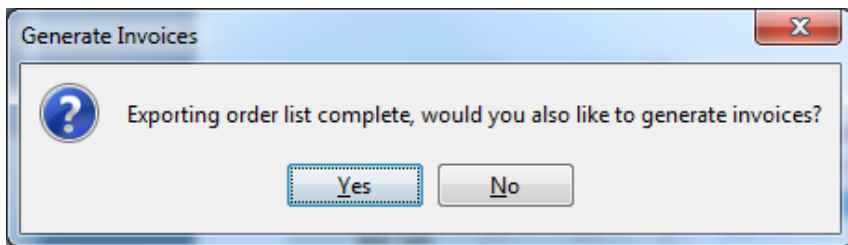
- Open the .txt file in Excel
- Includes:
 - Location
 - Item ID
 - Item Name
 - Customer Name
 - State
 - Order Comments

	A	B	C	D	E	F	G
1	Location	Item ID	Item Name	CustomerName	State	Comments	
2		sku_2314	EBAY_AUCTION_TITLE3587	Anita StJohn	TX		
3		sku_5325	EBAY_AUCTION_TITLE8898	Brian Zitnik	FL		
4		sku_752	EBAY_AUCTION_TITLE9639	Chantel Johnson	NY		
5		sku_9822	EBAY_AUCTION_TITLE1693				
6		sku_7084	EBAY_AUCTION_TITLE9425				
7		sku_727	EBAY_AUCTION_TITLE1116				
8		sku_4155	EBAY_AUCTION_TITLE6587				
9		sku_6656	EBAY_AUCTION_TITLE3484				
10		sku_9561	EBAY_AUCTION_TITLE7184	Colin Baker		Wants Pink	
11		sku_4750	EBAY_AUCTION_TITLE2814	Elizabeth Aceves	WA		
12		sku_5872	EBAY_AUCTION_TITLE4199	John Williams	FL		
13		sku_3166	EBAY_AUCTION_TITLE8937	John Kissell	HI	refunded \$1.56 extra shipping charge	
14		sku_4632	EBAY_AUCTION_TITLE4254				
15		sku_647	EBAY_AUCTION_TITLE8380				
16		sku_241	EBAY_AUCTION_TITLE1628				
17		sku_6125	EBAY_AUCTION_TITLE4597	John R. Van Horn	CA		
18		sku_7311	EBAY_AUCTION_TITLE7100	John Richardson	KS	ordered med, customer wanted large	
19		sku_1360	EBAY_AUCTION_TITLE7757	John Richmond	CA		
20		sku_9911	EBAY_AUCTION_TITLE7354	John de Vries	PA		
21		sku_8048	EBAY_AUCTION_TITLE5442	Natalie Degnan	MA		
22		sku_663	EBAY_AUCTION_TITLE7312	Taylor Johnson	TX		
23		sku_9141	EBAY_AUCTION_TITLE1494	john osullivan	NV		
24		sku_6018	EBAY_AUCTION_TITLE4935	john smyth	PR	e-check cleared 3/20/2013-3/22/2013.	
25		sku_2118	EBAY_AUCTION_TITLE859	kile bay	NC		
26		sku_7007	EBAY_AUCTION_TITLE7475	stephanie franklin	CA		
27							



Mass Invoice File

- Additionally you can create invoice files for each order under the “Export Labels” status
- When you create an “Export Labels” .txt file, you will also be prompted with the option to create an invoice file for each order



Gamut Invoice No.: 135845
<http://www.handsupsolutions.com/gamut>

Ship To
Laura Kinser
Box 3642
New Lexington, Victoria 30349

Ref. Number	Product SKU	Description	Quantity	Unit Price	Total Price
1 EBAY_ITEM_I D8908	sku_920	EBAY_AUCTION_TITLE681	1	\$ 12.99	\$ 12.99

Sub Total:\$ 12.99
Shipping Cost:\$ 2.41
Total: \$ 15.40

Thank you for your business



Creating a Single Invoice File

Order Status	Order Date	Account Name	Ref. Number	Item SKU	Item Name	Customer ID	Email	Name	Country	Address	City	State	Zipcode	Retail \$	S/H Paid	Wholes...	S/H Cost	Weight	Location	Inhouse	Backordered
Export Labels	2013-03-29	HandsUpSolutions	EBAY_ITEM_ID1304	sku_7007	EBAY_AUCTION_TITLE7475	ebay_user_5388	ebay_...	stepha...	United S...	5901 W ...	Hannibal	CA	76022-...	23.5	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-03-30	HandsUpSolutions	EBAY_ITEM_ID820	sku_5325	EBAY_AUCTION_TITLE8898	ebay_user_2546	ebay_...	Brian Z...	Canada	603 S Be...	Milledg...	FL	E3B 2A5	14.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID6708	sku_588	EBAY_AUCTION_TITLE1641	ebay_user_658	ebay_...	bill k. d...	United S...	2828 S ...	Stanton	WA	26554-...	15.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-03-30	HandsUpSolutions	EBAY_ITEM_ID7537	sku_1644	EBAY_AUCTION_TITLE847	ebay_user_8927	ebay_...	karina ...	United S...	19 mcde...	Quebec	CA	44410	16.99	0.0	6.09	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID4092	sku_2478	EBAY_AUCTION_TITLE3713	ebay_user_10...	ebay_...	ROBER...	United S...	5446 An...	Crestv...	NY	91320-...	34.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID8908	sku_920	EBAY_AUCTION_TITLE681	ebay_user_998	ebay_...	Laura ...	United S...	Box 3642	New L...	Victoria	30349	12.99	2.41	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID7643	sku_3273	EBAY_AUCTION_TITLE9256	ebay_user_15...	ebay_...	Steven...	United S...	113 Lan...	new le...	SC	77024-...	22.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID8269	sku_6015	EBAY_AUCTION_TITLE1889	ebay_user_14...	ebay_...	tracy s...	United S...	1939 Da...	Miami	WY	92782-...	6.75	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-03-30	HandsUpSolutions	EBAY_ITEM_ID4751	sku_4512	EBAY_AUCTION_TITLE1121	ebay_user_9158	ebay_...	tameka	United S...	2135 Jar...	hillsboro	ME	97504-...	12.95	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID8386	sku_3526	EBAY_AUCTION_TITLE2864	ebay_user_6127	ebay_...	Mike D...	United S...	4415 Me...	Carlsbad	WI	94544-...	31.99	5.6	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID8539	sku_1042	EBAY_AUCTION_TITLE1059	ebay_user_16...	ebay_...	THOM...	United S...	2450 Ma...	CRON...	GA	61554-...	11.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID803	sku_9528	EBAY_AUCTION_TITLE5211	ebay_user_15...	ebay_...	Zara g...	United S...	1057 ha...	philad...	PR	28518-...	8.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID9349	sku_3862	EBAY_AUCTION_TITLE9523	ebay_user_18...	ebay_...	Brittan...	United S...	7224 St...	Kalispell	WA	32066	10.95	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-03-29	HandsUpSolutions	EBAY_ITEM_ID9956	sku_3525	EBAY_AUCTION_TITLE1536	ebay_user_6088	ebay_...	Laura ...	United S...	4501 Nel...	new le...	CT	85015	10.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-04-01	HandsUpSolutions	EBAY_ITEM_ID7228	sku_3052	EBAY_AUCTION_TITLE7986	ebay_user_9301	ebay_...	Richar...	United S...	12122 Vi...	ROSE...	VA	60564-...	109.99	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>
Export Labels	2013-03-31	HandsUpSolutions	EBAY_ITEM_ID8862	sku_7034	EBAY_AUCTION_TITLE2265	ebay_user_16...	ebay_...	cory br...	United S...	Gidropar...	hialeah	TX	55105-...	10.5	0.0	0.0	0.0	0.0		<input type="checkbox"/>	<input type="checkbox"/>

Additional Details for: ebay_user_5388

Items in order: 1

Custom Fee/...	Fee Amount	Profit
EBay Standard	\$2.12	\$20.64
EBay TRS 20%	\$1.69	\$21.06

Cost Breakdown (Estimates Only)

Wholesale Cost:	\$0.00	Total:	\$23.50
S/H Cost:	\$0.00	Subtotal:	\$22.75
PayPal Fees:	\$0.75		

Customer Comments:

Order Comments:

Submit

Submit

Clear All

Create Invoice

Export Labels

- To create an invoice for specific orders, select the order(s) you want an invoice created for and then select the “Create Invoice” button.



Shipping Invoice

Gamut

Invoice No.: 135845

<http://www.handsupsolutions.com/gamut>

Ship To

Laura Kinser
Box 3642
New Lexington, Victoria 30349

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Sub Total:\$ 12.99

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Total: \$ 15.40

Thank you for your business



Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
 - Order Manager Tutorials:
 - Order Manager Overview
 - Importing eBay sales and tracking
 - Search and Filter Orders
 - Manually Create Orders
 - Merge, Un-Merge, and Split
 - Add-on Tutorials:
 - General Inventory Management
 - General Financial Overview