How to Import WooCommerce Orders from Excel

How to · https://wpfactory.com/docs/import-woocommerce-orders-excel/

To import WooCommerce orders from Excel with All In One WooCommerce Migration: Import & Export to Excel, go to **WPFactory > Store Migration > Orders > Import Orders**, upload an .xlsx file, map its columns, choose whether products are found by ID, SKU or title, and click **Upload**. Each row creates one new order.

Before you start

- Import or create the products first. Order import never creates products.
- Set up tax classes on the products and the payment gateways you will reference. Tax is calculated when the order totals are calculated.
- Download the **Orders Excel Sample** from the Import Orders screen.

Steps

1. Go to **WPFactory > Store Migration** and open **Orders > Import Orders**.
2. Choose your .xlsx file and click **Upload**.
3. Choose **Product to Orders by**: **ID**, **SKU** or **TITLE**. This is required.
4. Tick **Shipping same as Billing address** if the sheet has only one address.
5. Keep **Create user if not exist** ticked (default) to create a customer account from the order email, or untick it to create guest orders for unknown emails.
6. Drag your columns onto the ORDERS FIELDS, or tick **Auto Match Columns**. PRODUCT ID, TITLE OR SKU and QUANTITIES are required.
7. Click **Upload** and keep the page open until **JOB DONE!**.

Order fields

Field	What to put in the cell
ORDER DATE / ORDER PAY DATE	A date Excel or PHP can read, for example `2025-07-15 14:30`. Parsed with `strtotime`.
ORDER STATUS	A WooCommerce status slug such as `completed`, `processing` or `on-hold`.
PRODUCT ID, TITLE OR SKU	One or more products, comma separated, matching the **Product to Orders by** choice.
QUANTITIES	Comma separated quantities in the same order as the products.
FIRST NAME ... POSTCODE	Billing details: first name, last name, company, email, phone, address 1, address 2, city, state, postcode.
COUNTRY	A 2-letter code (`US`) or the English country name (`United States`).
SHIPPING METHOD / SHIPPING AMOUNT	The shipping line title and its total cost.
PAYMENT METHOD	The gateway ID, for example `bacs`, `cod` or `cheque`.
COUPON CODE	An existing coupon code to apply to the order.

> **Note:** periods in PRODUCT IDS and QUANTITIES are treated as separators, the same as commas. Do not use SKUs that contain a period when products are matched by SKU.

FAQ

Can I update existing orders from Excel?

No. Every row creates a new order through `wc_create_order`. Re-importing the same sheet creates duplicate orders, so test with a few rows first.

Which address is used when the customer already exists?

When the email belongs to an existing user, the billing details saved on that user profile are used first; the sheet values only fill fields that are empty on the profile.

What password do customers created by order import get?

A random password generated by WordPress. The username is the email address. Customers can use Lost your password to set their own.

Are order emails sent to customers during import?

The plugin changes the status with a note "Imported order", which runs the normal WooCommerce status transition, so status emails you have enabled in WooCommerce may be sent. Disable them temporarily if you do not want customers notified.



STORE MIGRATION

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- How to Migrate WooCommerce Products and Orders to Another Store with Excel