

Etsy Order Export for Vervante

This guide provides step-by-step instructions for Etsy sellers to export their order data, which can then be imported into the Vervante system for processing.

1. Accessing Etsy Shop Manager

- From your Etsy account, navigate to Shop Manager.
- Choose Settings.
- Choose Options.
- Choose Download Data tab.

2. Downloading Order Data

- Under the "Orders" section:
 - Under "What type of CSV would you like to download," choose "Order Items."
 - Choose the desired month and year.
- **Click on Download CSV.**

This will trigger Etsy to begin creating the download. Monitor the email associated with your Etsy account, as Etsy will send a link to your CSV once it's complete.

Important Considerations:

- **Note:** Only orders that have been marked as complete will show up in this export. This is a limitation of Etsy, and it will not show pending or canceled orders.
- Another Etsy limitation is that you can only specify orders on a monthly level. Therefore, it's important to plan how you retrieve your orders, and subsequently submit them to Vervante.

3. Processing Your Export File

- Once you receive that email with a link, you can follow the link to download your file.
- Open your file with Excel or another spreadsheet program.
- Examine your file to ensure it only contains order lines that have NOT been previously submitted to Vervante. We are not responsible for duplicate orders.
- Once you are sure the file contains only new and legitimate orders, save it as an XLS or XLSX.

4. Sending the File to Vervante

- Send the file to myorders@vervante.com.

Once we receive your spreadsheet, we will insert it into our system. We will not review the file; we assume you have done that. You will be charged for all orders created by the upload.

The screenshot shows the Etsy Shop Manager interface for downloading shop data. The browser address bar displays `https://www.etsy.com/your/shops/me/download`. The left sidebar contains the 'Shop Manager' menu with options like Search, Dashboard, Listings, Messages, Orders, and Settings. The 'Options' sub-menu is expanded, showing 'Shipping settings', 'Policy settings', and 'Partners you work with'. The main content area is titled 'Download Shop Data' and includes a green status bar stating: 'We're generating your download and will email you a link to it when it's ready.' Below this, there are sections for 'Currently for Sale Listings' and 'Orders'. The 'Orders' section contains a dropdown menu for 'What type of CSV would you like to download?' with 'Order Items' selected. Below the dropdown, there are date range selectors for '09 - September' and '2025', and a 'Download CSV' button. Green arrows point to the 'Download Data' tab, the status bar, the 'Order Items' dropdown, the date range selectors, and the 'Download CSV' button.

Shop Manager

Options Vacation Mode Web Analytics **Download Data** Close Shop

Download Shop Data

You can open CSV files with most spreadsheet applications, including Excel, Numbers, and Google Spreadsheets.

We're generating your download and will email you a link to it when it's ready.

Currently for Sale Listings

CSV file includes the listing title, description, price, currency code, quantity, tags, materials, and image URLs for all of your Currently for Sale listings.

Download CSV

Orders

The **Order Item** CSV is a report of your sales at an individual item level.

The **Order** CSV is a report of your sales at the order level. This report includes payment method for each order, along with card processing fees and bank deposit amounts for Etsy Payments orders.

The **Etsy Payments Sales** CSV is a report of all of your payments received through Etsy Payments sales. If you've received an IRS form 1099-K from us this report can be used for reconciliation.

The **Etsy Payments Deposits** CSV is a report of all Etsy Payments deposits made to your bank account.

What type of CSV would you like to download?

Order Items

To download all orders in a year, leave month unselected and choose a year.

09 - September 2025

Download CSV