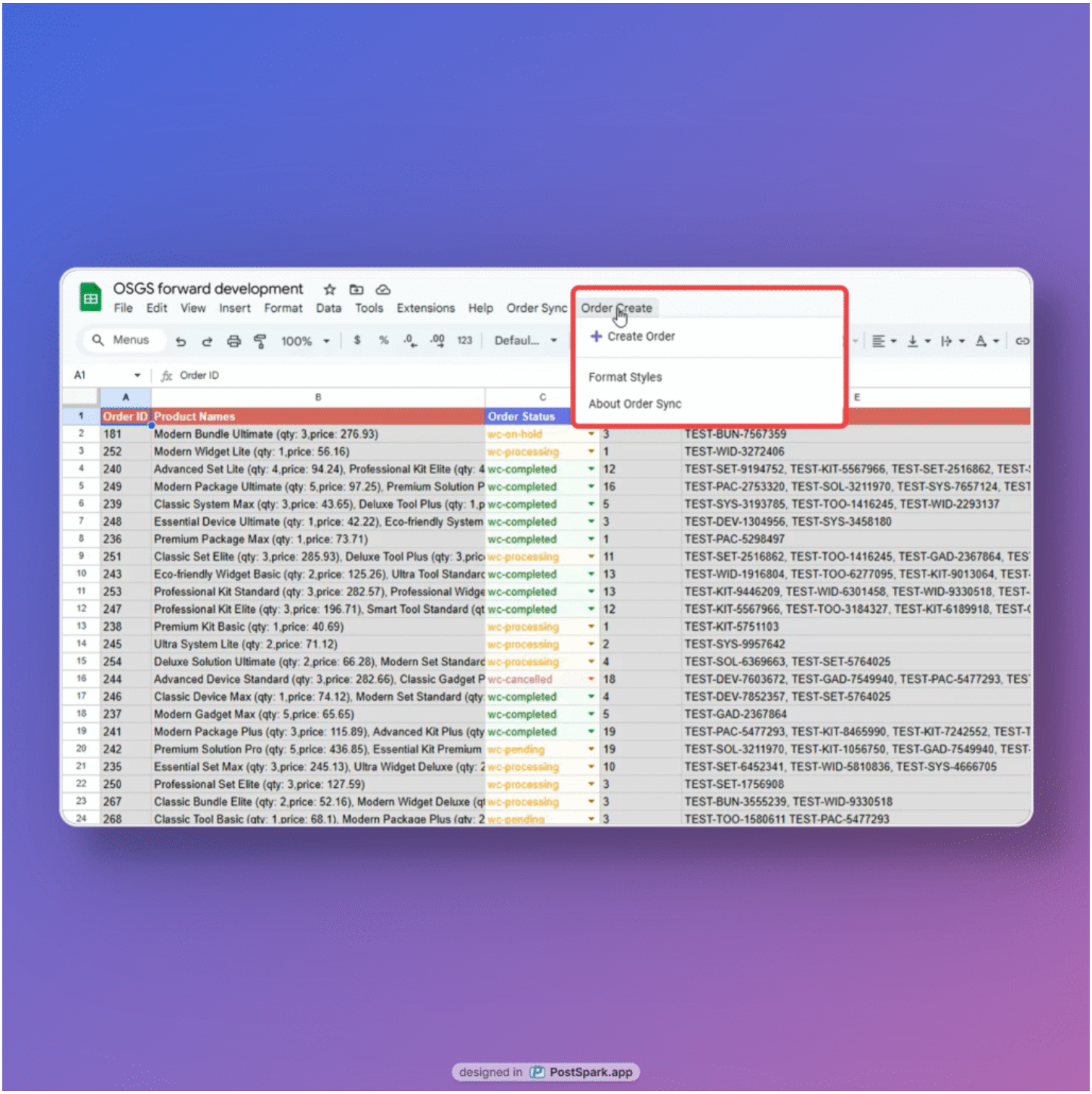
How to create WooCommerce orders from Google Sheets

FlexOrder - Order Sync with Google Sheets for WooCommerce · https://wppool.dev/docs/how-to-create-woocommerce-orders-from-google-sheets/

***Note**: This is an **Ultimate** feature.*

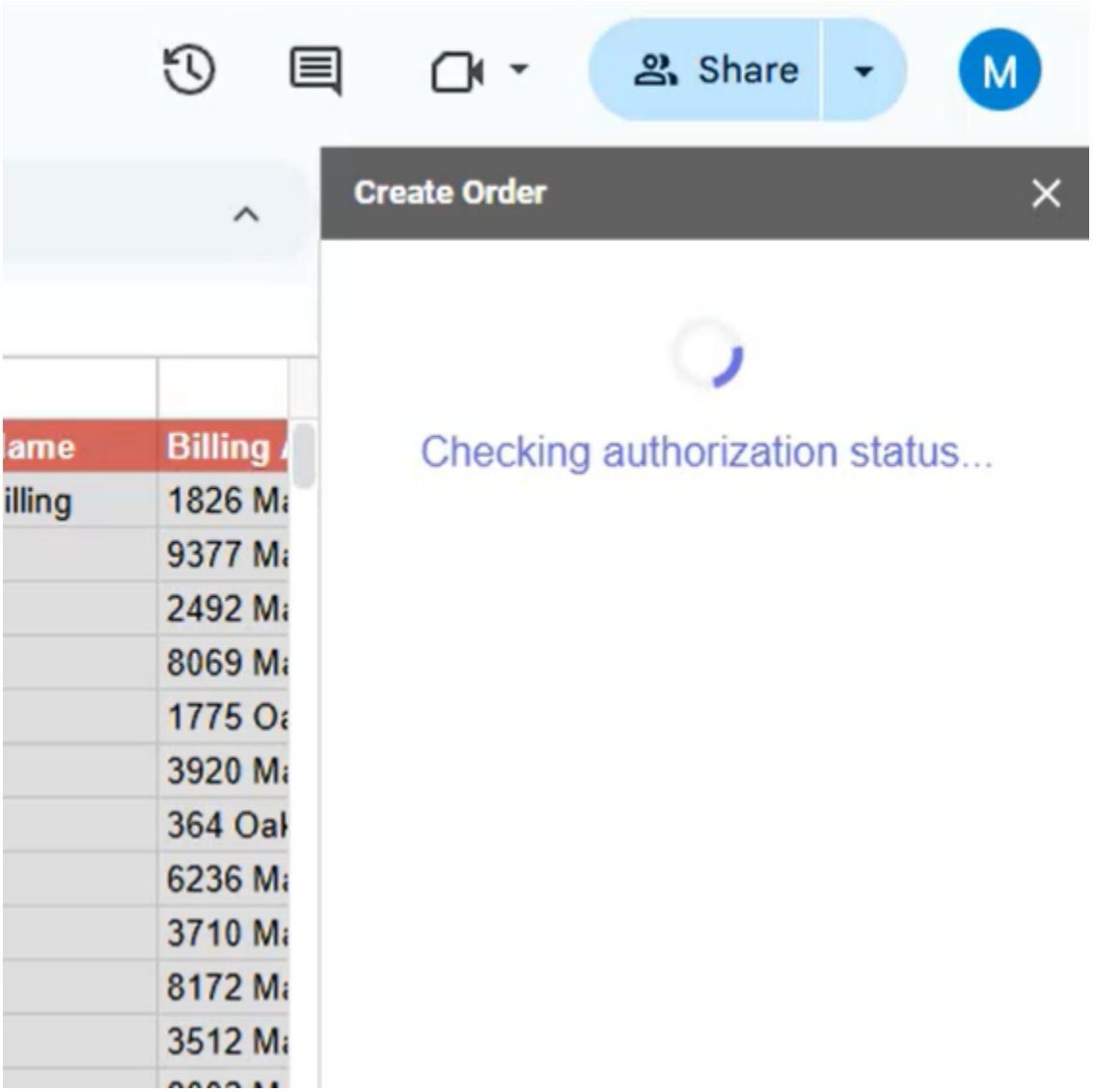
Step 1 - Open Your Connected Google Sheet

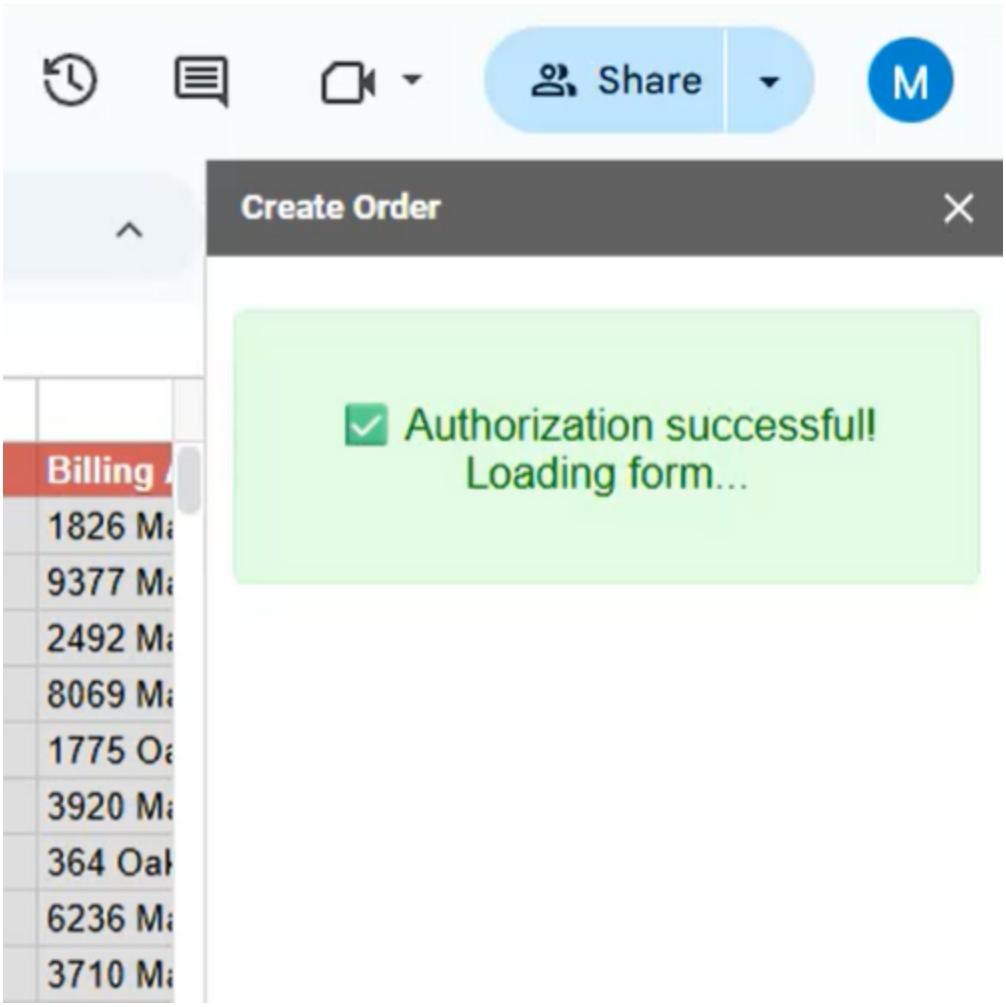
Click on the **“Order Create”** menu option. This will:



- Trigger authentication for your connected WooCommerce store.
- If authentication is successful, a sidebar will appear with the order creation form
- If you face authentication issues (e.g. nothing loads, shows error, or remains stuck), try the following:
  - Log out of all Google accounts except the one with access to the Sheet.

- Clear browser cache or try Incognito Mode.
- Reconnect the plugin following the steps in the video linked below.



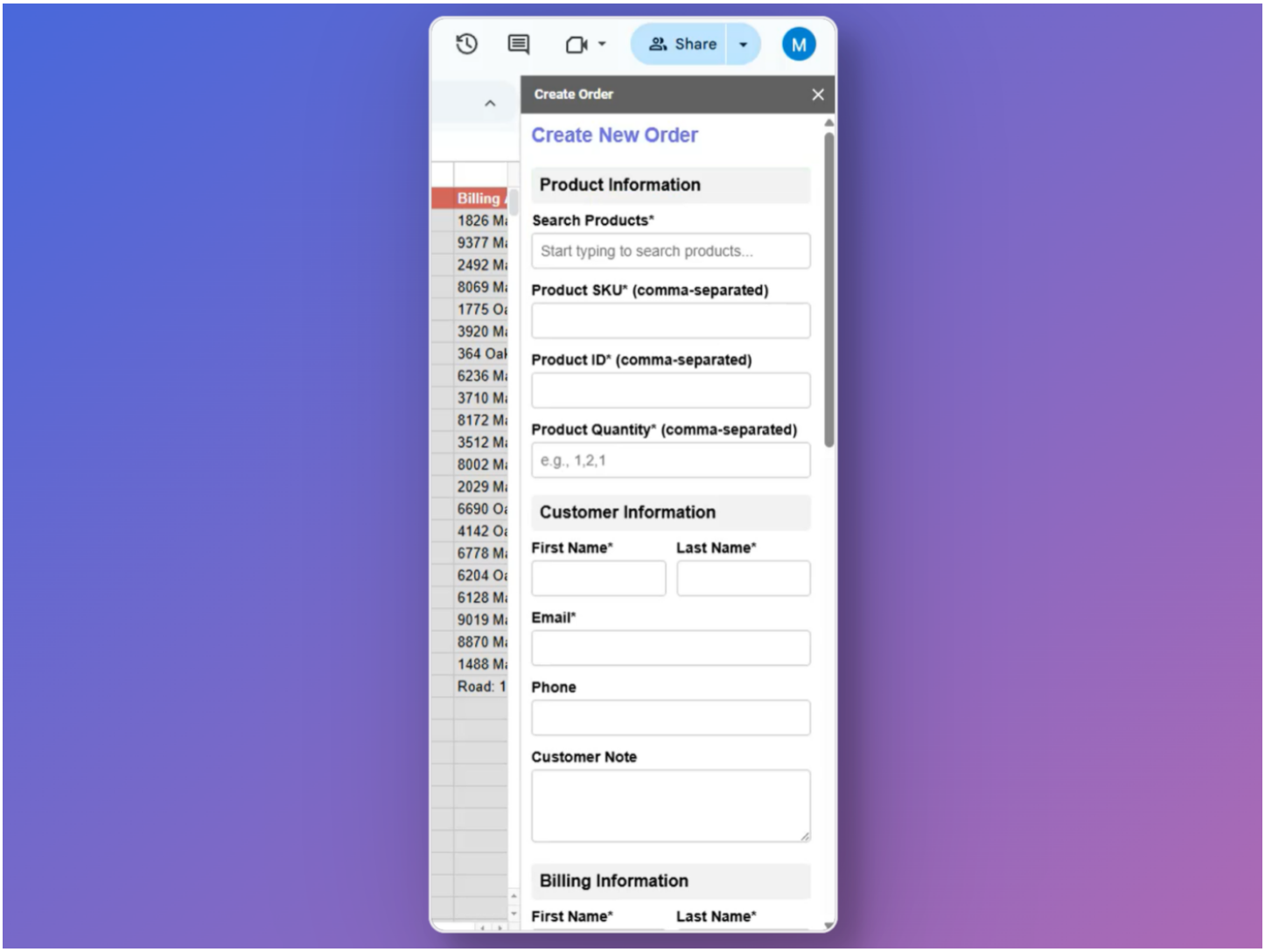


Note: If you face authentication issues, please follow the steps in the video below:

Embedded media: https://www.youtube.com/embed/EhjS6mz9ezc?feature=oembed

Step 2 - Fill Out the Order Details Form

Once the sidebar opens, you'll see a form similar to WooCommerce's native order creation screen.



Required Fields:

- **Customer Details:** Name, email, phone (used for billing & shipping)
- **Billing & Shipping Address:** All key fields supported including address, city, postcode, country
- **Search Product Field:** Start typing to search for products in your store. It uses smart search and displays matching results instantly.

> **Note:** The product SKU, product ID fields can’t be edited. It will be populated automatically based on the selected product in the search product field.

> **Note:** You can add **multiple products**. The sequence of selection matters, or the quantity may get altered.

How Product Selection & Quantity Works

When adding products, keep the following in mind:

- **SKU and Product ID are automatically filled** based on your selected products. These fields cannot be edited manually.
- ⚠ **Quantity fields must follow the product selection order.**
  - Example:
    - Selected Products: T-shirt, Shoe, Watch
    - Entered Quantities: 2, 5, 7
    - This will create: 2 T-shirts, 5 Shoes, and 7 Watches.
  - If you enter quantities out of order, the product-quantity pairing may mismatch.

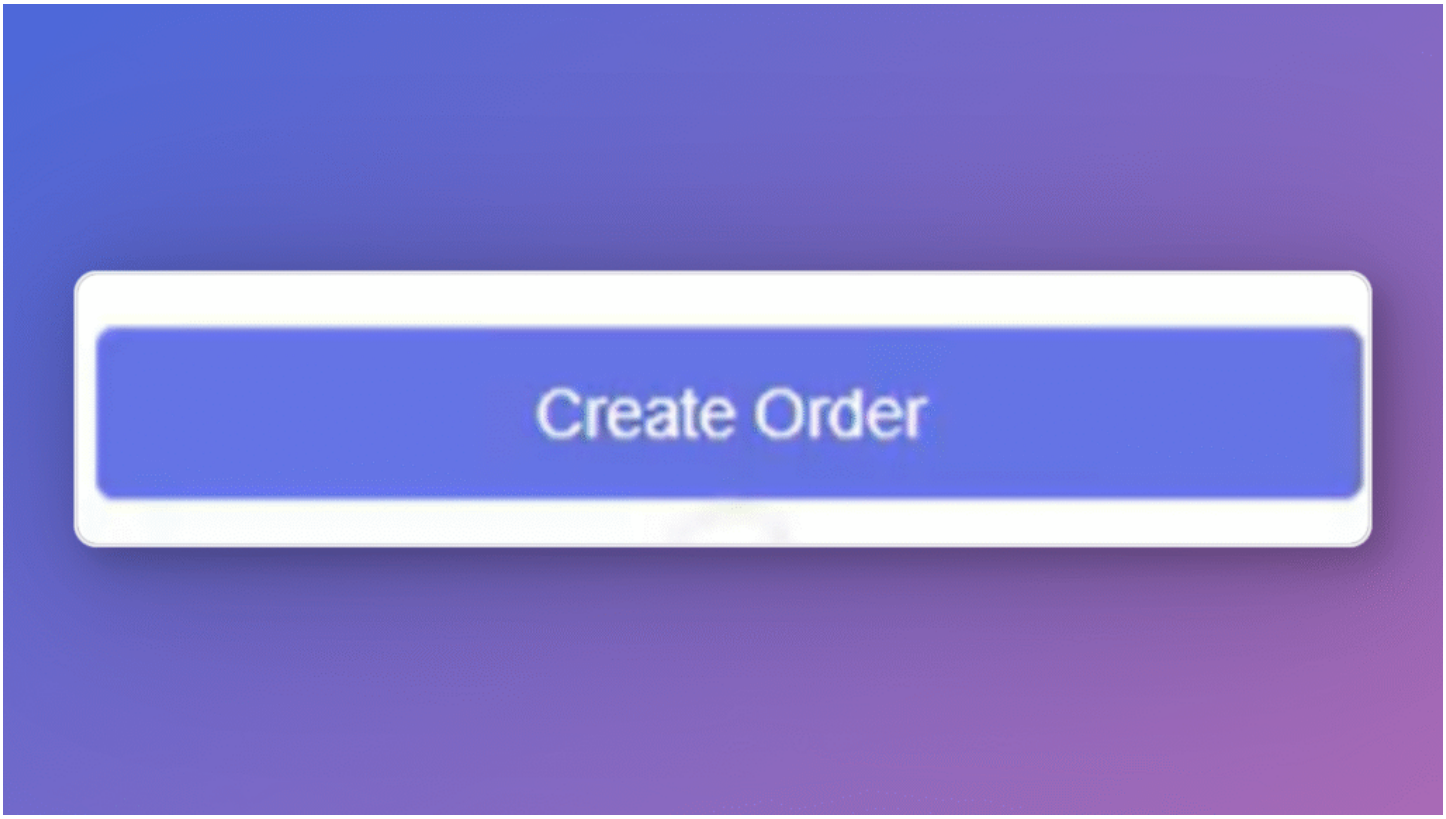
To avoid confusion:

- Always double-check the product sequence.
- Keep quantity inputs in the same order as product selection.

Payment Method Selection

- Available WooCommerce payment methods (e.g., Direct Bank Transfer, Cash on Delivery) are fetched dynamically.
- Select any valid method from the dropdown. These are pulled from your WooCommerce payment settings.

Step 3 – Click “Create Order”



Once all fields are filled:

- Click the **“Create Order”** button at the bottom.
- The system will validate your input and send the order data to WooCommerce.
- On success, the form will reset, and the new order will appear:
  - In your WooCommerce Orders dashboard
  - In your connected Google Sheet (including order ID, status, and synced fields)

Final Tips

- Orders are created under guest checkout unless customer email already exists in WooCommerce.
- You can revisit and update the order via your standard WooCommerce interface.
- This feature works seamlessly with your existing FlexOrder sync settings.