How to Sync Order Notes from Google Sheets

FlexOrder - Order Sync with Google Sheets for WooCommerce · https://wppool.dev/docs/how-to-sync-order-notes-from-google-sheets/

Overview:

The **Display Order Notes** feature lets you view WooCommerce order notes directly in your Google Spreadsheet. Instead of opening each order individually in your WooCommerce dashboard, you can see important customer notes at a glance, making order management faster and more efficient.

To enjoy this feature, you will need to activate **FlexOrder** - **Order Sync with Google Sheets** for the **WooCommerce Ultimate version**. Activate the version first if you haven't done so yet

Why Use This Feature?

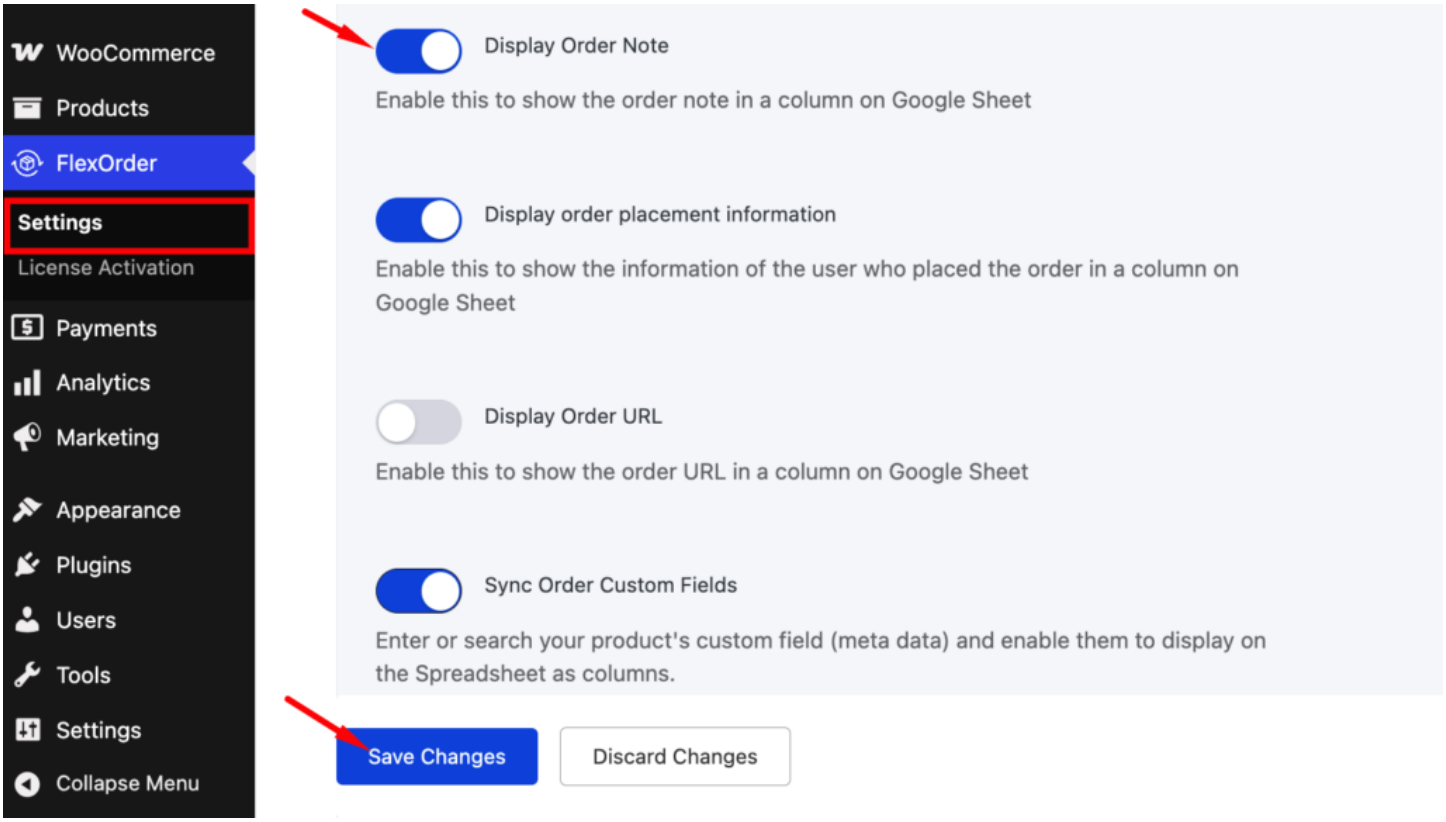
Managing orders often requires checking customer notes for special requests, delivery instructions, or internal updates. Without this feature, you need to open every order individually to read its notes.

By enabling **Display Order Notes**, FlexOrder automatically adds an **Order Notes** column to your connected Google Sheet, allowing you to review notes without leaving your spreadsheet.

How to Enable Display Order Notes

Follow these steps to enable the feature:

1. Navigate to **FlexOrder → Settings**.
2. Scroll down to the **Google Sheet Columns** section.
3. Locate the **Display Order Notes** option.
4. Toggle the setting **on**.
5. Save your changes.



Once enabled, FlexOrder will display an **Order Notes** column in your connected Google Spreadsheet. Existing and newly synced orders will show their associated order notes, allowing you to review them without opening WooCommerce.

Verify Sync with Google Sheets

- Open the **Google Sheet** connected to FlexOrder.
- The order note will automatically sync and appear in the sheet.

A	B	C	D	E	F	G	H
Order ID	Product Names	Order Status	Total Items	Product SKU	Total Price	Order Date	Order Note
68	Advanced Device Basic	wc-processing	1	TEST-DEV-2616558	13.35	2026-06-29	made upon delivery. Order status changed from Pending payment to Processing.
69	Ultra Solution Premium	wc-pending	1	TEST-SOL-9703919	40.52	2026-06-29	Deliver this order within 2 days Added line items: Ultra Solution Premium (TEST-SOL-9703919)
70	Professional Gadget Pro	wc-pending	1	TEST-GAD-4956415	38.88	2026-06-29	Please wrap the order using the customized box as instructed. Ensure the packaging follows the specified customization requirements before dispatch.

Use Cases

1. Process Delivery Instructions Faster

Customers often leave notes such as:

- "Deliver after 6 PM"
- "Call before delivery"
- "Leave at the front desk"

With order notes visible in your spreadsheet, your fulfillment team can immediately see these instructions while processing orders.

2. Handle Customized Orders

If customers request product customizations, gift messages, or packaging instructions, your team can review these notes directly from Google Sheets without opening every order.

3. Improve Team Collaboration

When multiple team members manage orders, everyone can access customer notes from the shared spreadsheet, reducing communication gaps and minimizing mistakes.