Exporting Search Results

Ever need to export information out of HokieMart and in to Excel? Follow the steps below to do so. Navigate to the search feature for the document type you would like to export to excel.

â	Home	VIRGINIA TECH. Hokie Mart			
E	Shop	Home			
6	Orders	Orders	Quick search Q		
æ	Contracts	Search >	All Orders		
	Contracts	My Orders	Requisitions		
血	Accounts Pavable	Approvals	Purchase Orders		Unis
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		Uncoming HokieMart Enhancements			

Apply any filters needed. For more information on searching using filters, view our <u>Saved Searches</u> <u>Guide</u>. Once you have your desired search results displayed, click on **Export All**.

VZ YIRGINIA HOKIE MART						All ▼	Search (Alt+0)) Q	11,000.00 USD	1	> ▶ 18 ↓ 175
Orders > Search > Invoices										_	4D Locout
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Search											
Quick Filters My Searches	Crea	ated Date: Last 90 da	ys 🔻 Quick search					Q 🗇 Ad	d Filter 🔹 Clear All	Filters	?
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Amazon.com 414	<	> Page 1	of 5 1-200 of 818 Results							•	🔅 200 Per Page 🔻
Fisher Scientific Company 89		Invoice Number 🔻	Supplier	PO Number	Invoice Status 🔻		Created Date/ Time	Due Date 💌	Submitted Date 🔻	Invoice Type	Total Amount 🔻
Sigma-Aldrich Inc 48							-				
VWR International LLC 38 Digi-Key Electronics 31		E1021500	Amazon.com ()	P4605213	Pending		4/30/2025 11:25:59 AM	5/30/2025	4/30/2025 11:26:01 AM	PO Invoice	77.99 USD
See More Show More		E1021497	Amazon.com ()	P4608762	Pending		4/30/2025 11:22:38 AM	5/30/2025	4/30/2025 11:22:38 AM	PO Invoice	56.99 USD
Pending 818		E1021495	Amazon.com (j)	P4601052	Pending		4/30/2025 11:17:35 AM	5/30/2025	4/30/2025 11:17:35 AM	P0 Invoice	11.37 USD
Invoice Type		E1021494	Amazon.com (j)	P4606989	Pending		4/30/2025 11:15:26 AM	5/30/2025	4/30/2025 11:15:27 AM	P0 Invoice	38.31 USD
Invoice Source		E1021489	Amazon.com (i)	P4606470	Pending		4/30/2025 11:04:41 AM	5/30/2025	4/30/2025 11:04:41 AM	PO Invoice	27.52 USD
Electronic (Supplier System) 804 Supplier Portal 13		E1021466	Dell Marketing LP ①	P4603006	Pending		4/30/2025 9:41:05 AM	5/30/2025	4/30/2025 9:41:05 AM	PO Invoice	2,433.23 USD
Automated 1 Show More		E1021462	Integrated DNA Technologies Inc ()	P4608296	Pending		4/30/2025 9:35:35 AM	5/19/2025	4/30/2025 9:35:35 AM	PO Invoice	21.48 USD

You may name your export or leave it defaulted to the existing title.

Export Invoices			×
Export Request Options (Step 1 of 1)		
Title ★	Export request for Invoice		li.
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Format	Excel		
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Select the desired amount of information you would like to receive in your export by selecting the Type.



Export request for Invoice		1.
Export request for Invoice		11.
4 characters remaining		////
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Click	Submit
CIICK	Submit.

You will see a success message pop up at the top of the page. To view the export, click on **Manage Search Exports** in the success message.



If you want to view your search exports after navigating away from the page with the success message, click on your **user profile icon** and then select **Manage Search Exports**.

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Here you will be able to download your files until the designated **Available Until** date.

TECH. Hor	kie Mart		All	 Search (Alt- 	Q) Q	11,000.00 USD	₩ ♥ ¹²	1,190			
Manage Search Exports								- 1 Logout			
Manage Exports								?			
Export Requests Export Schedules Export Templates											
Click to Filter							Refres	h this Page			
Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions			
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	4/30/2025 3:18:53 PM	4/30/2025 3:18:57 PM	5/7/2025	Total Records: 775	Delete			