

Documentation of PDF Invoices, Packing Slip and Shipping Label for Woocommerce

Installation of PDF Invoices, Packing Slip and Shipping Label for Woocommerce

Installation

- Visit our website: <https://phoeniix.com/my-account>.
- Login in to your account.
- From your account area, you can download the plugin zip file.
- After downloading the plugin, Go to your WordPress admin panel, and then to Plugins. Click on "Add New" and then upload the zip file of the plugin using the "Upload Plugin" button you can find on top of the screen.

NOTE: If you are using a free version then kindly deactivate it and then activate the premium version.

Activation

Once you have uploaded the plugin, activate your plugin in Plugins → Installed plugins.

If it has been activated correctly, the plugin control panel is available in the tab Woocommerce → Settings → **Invoice PDF Setting**

WooCommerce / Settings / Invoice PDF Setting

General | Products | Shipping | Payments | Accounts & Privacy | Emails | Integration | Advanced | **Invoice PDF Setting**

General | Header Section | Document & Product Section | Footer & Total Section | Packing Slip | Proforma Invoice | Invoice & Packing Slip Styling

General Settings

Enable Plugin Enable invoice plugin

Enable My Account Page Download Invoice from My Account Page

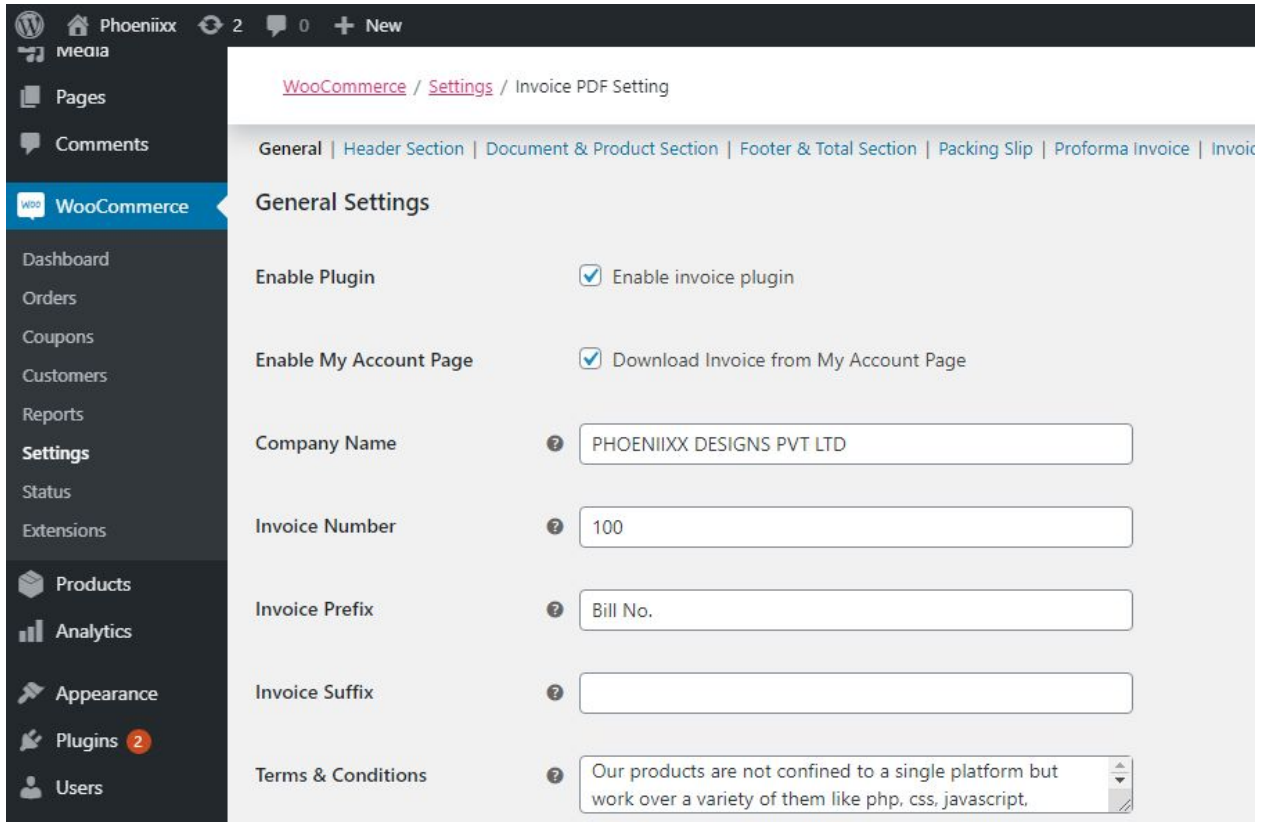
Company Name

Invoice Number

Invoice Prefix

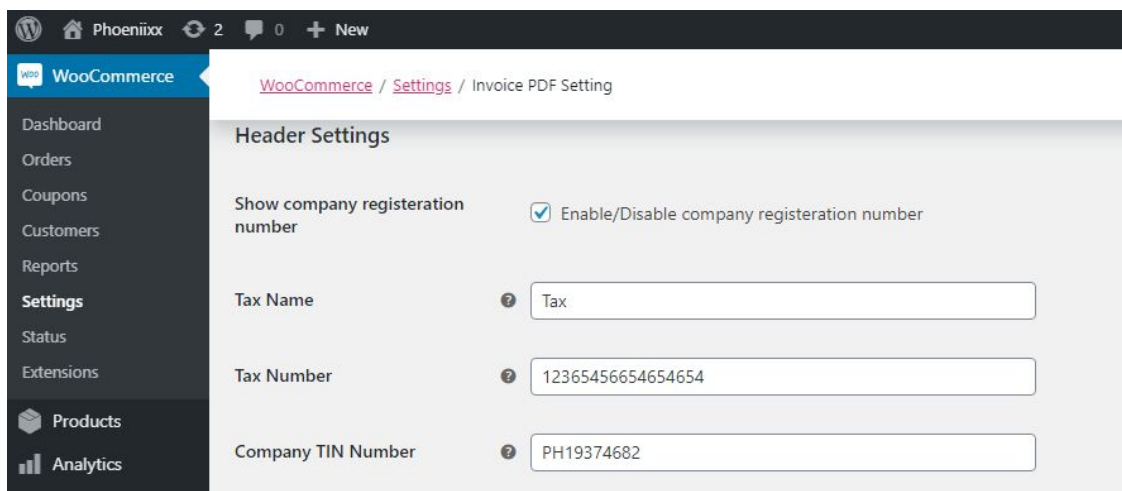
General Settings

- User can download the invoice PDF from the my account. Admin can show or hide this option
- Can add invoice suffix and prefix text.
- Can add company terms and conditions. You can leave it blank if you want to disable this option.
- Can upload the company logo to show in the invoice.
- There is an option to write the company name.

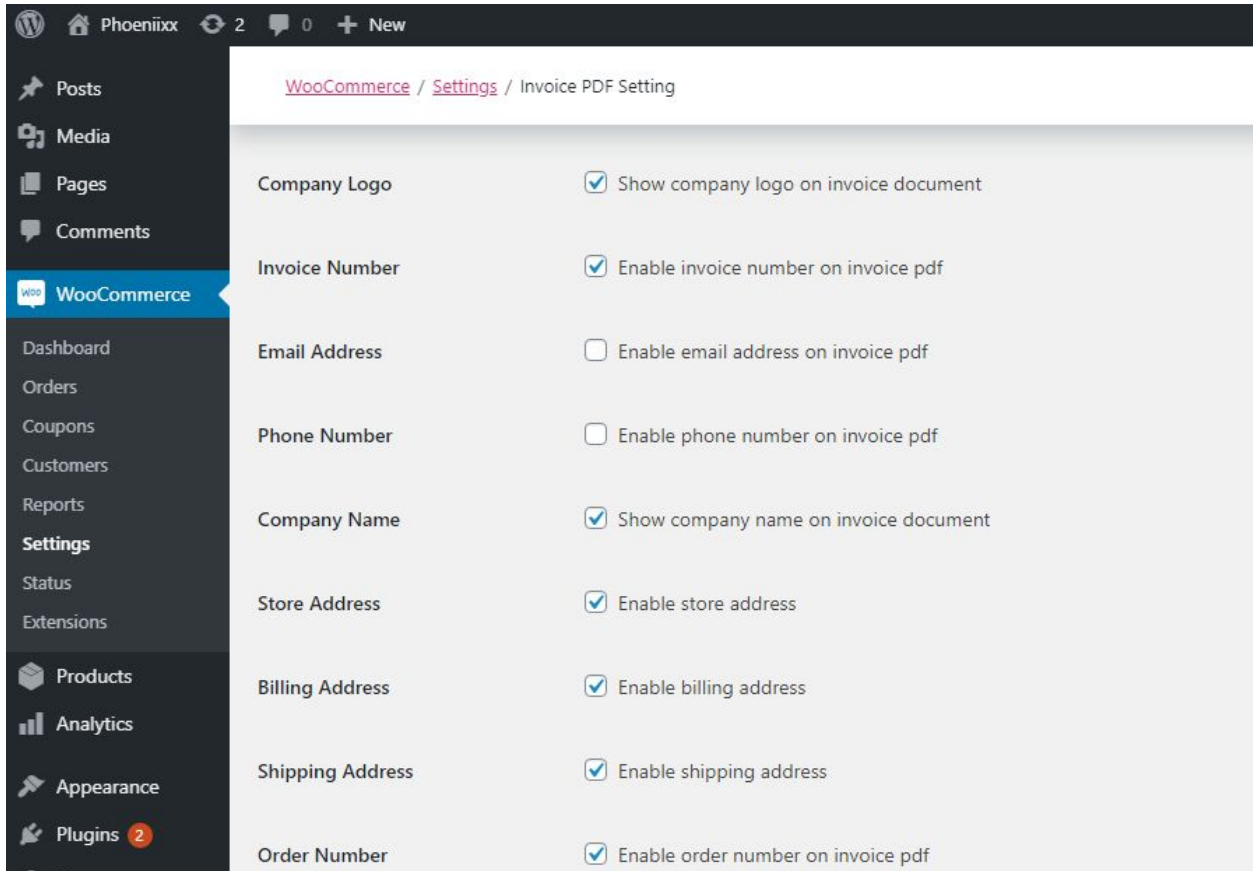


Header Settings

- Can show or hide company registration details like tax number, tin number and tax name.

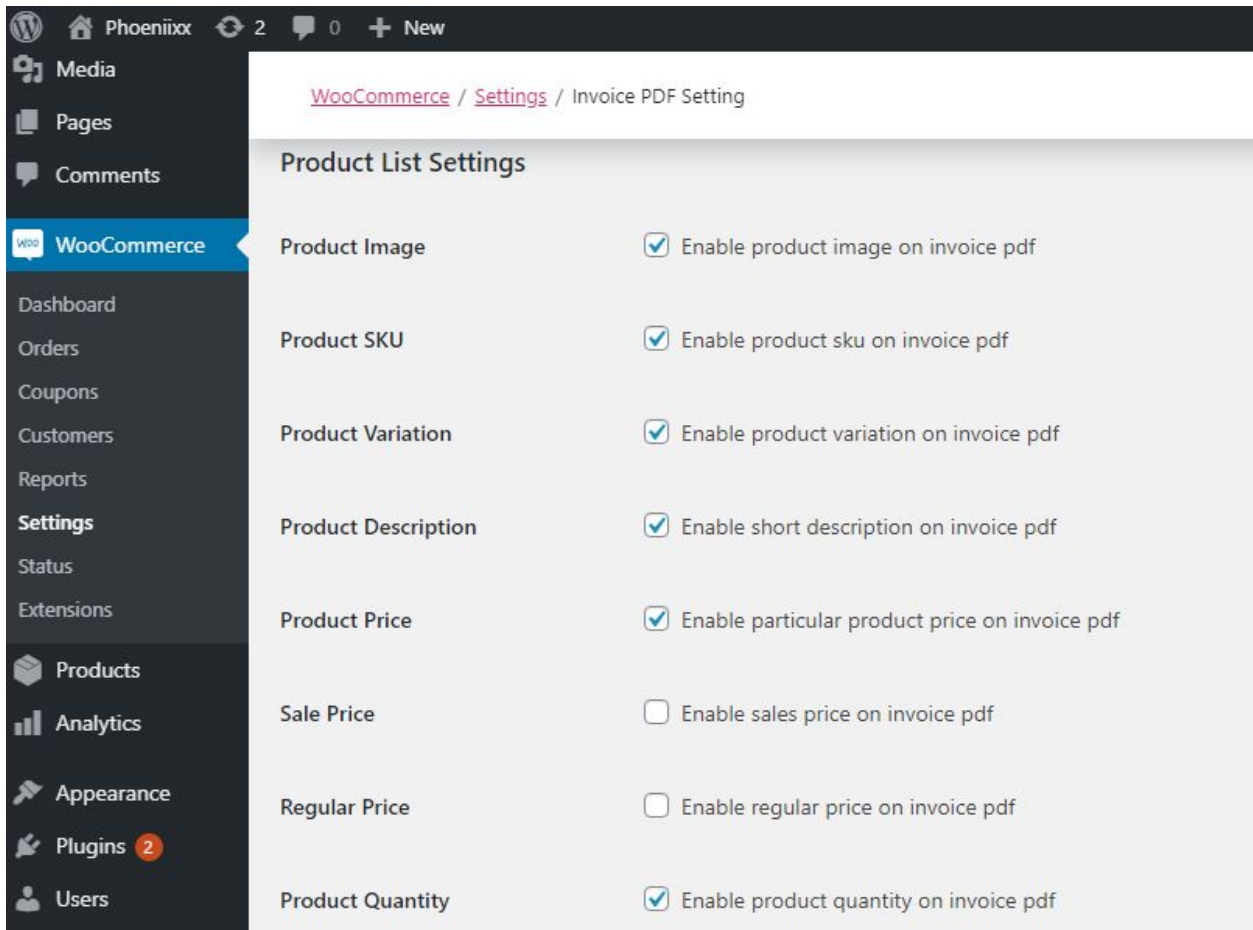


- Can show or hide store, billing and shipping address on the invoice.
- Option to enable / disable order number, invoice date and order date.
- Can show or hide company logo, company name, and company email address.
- There are 6 date format options like - **d/m/y, dd/mm/yy, m/d/y, mm/dd/yy, y/m/d and yy/mm/dd.**
- Can reset the invoice number every year.



Product Section

- In this section, you can show what product data will show on the invoice.
- It includes product image, sku, description, line tax, quantity, sale price, regular price etc.

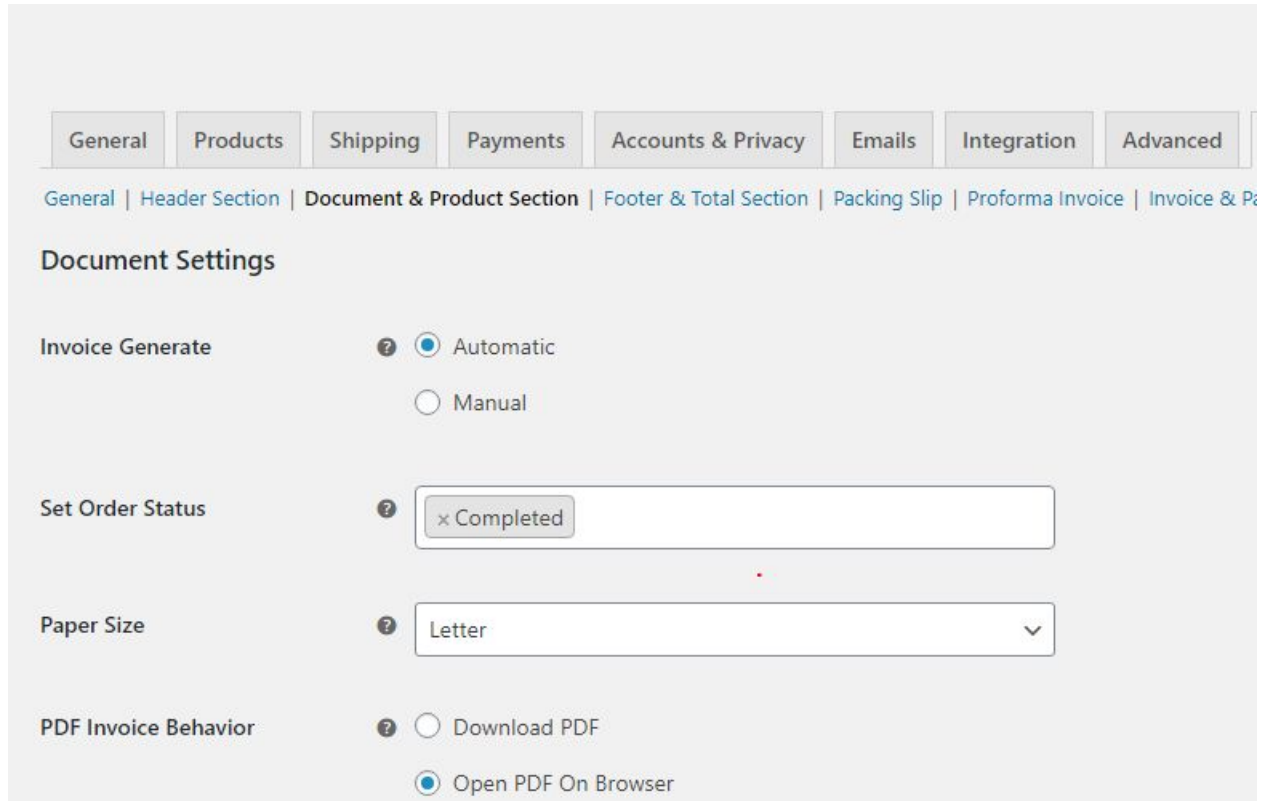


The screenshot shows the WooCommerce settings interface. The left sidebar contains navigation options: Media, Pages, Comments, WooCommerce (highlighted), Dashboard, Orders, Coupons, Customers, Reports, Settings, Status, Extensions, Products, Analytics, Appearance, Plugins (with a red notification badge showing '2'), and Users. The main content area is titled 'WooCommerce / Settings / Invoice PDF Setting' and displays 'Product List Settings'. This section contains a list of product data fields with checkboxes to enable or disable their display on the invoice PDF.

Product Data Field	Enable on Invoice PDF
Product Image	<input checked="" type="checkbox"/> Enable product image on invoice pdf
Product SKU	<input checked="" type="checkbox"/> Enable product sku on invoice pdf
Product Variation	<input checked="" type="checkbox"/> Enable product variation on invoice pdf
Product Description	<input checked="" type="checkbox"/> Enable short description on invoice pdf
Product Price	<input checked="" type="checkbox"/> Enable particular product price on invoice pdf
Sale Price	<input type="checkbox"/> Enable sales price on invoice pdf
Regular Price	<input type="checkbox"/> Enable regular price on invoice pdf
Product Quantity	<input checked="" type="checkbox"/> Enable product quantity on invoice pdf

Invoice Generation

- Can generate PDF invoices automatically or manually.
- Users can receive invoice PDF attachment in the mail automatically.
- Can set the order status to send the PDF invoice in the mail.
- Can download PDF or open the PDF on browser.



The screenshot shows a settings interface with a top navigation bar containing tabs: General, Products, Shipping, Payments, Accounts & Privacy, Emails, Integration, and Advanced. Below this is a breadcrumb trail: General | Header Section | Document & Product Section | Footer & Total Section | Packing Slip | Proforma Invoice | Invoice & P... The main section is titled 'Document Settings' and contains four settings:

- Invoice Generate:** A radio button selection with 'Automatic' selected (indicated by a blue dot) and 'Manual' as an alternative option.
- Set Order Status:** A text input field containing the value 'x Completed'.
- Paper Size:** A dropdown menu currently set to 'Letter'.
- PDF Invoice Behavior:** A radio button selection with 'Open PDF On Browser' selected (indicated by a blue dot) and 'Download PDF' as an alternative option.

Packing Slip

- Can enable the packing slip document from the settings.
- You can enable packing slip notes and footer content by enabling these options from the settings.
- You can control the header settings of the packing slip.
- You can also control the product settings to show on the packing slip.

General | Products | Shipping | Payments | Accounts & Privacy | Emails | Integration | Advanced

General | Header Section | Document & Product Section | Footer & Total Section | **Packing Slip** | Proforma Invoice | Invoice & P

Document Settings

Packing Slip	<input checked="" type="checkbox"/> Enable Packing Slip
Packing Notes	<input checked="" type="checkbox"/> Enable notes before the footer
Packing Footer	<input checked="" type="checkbox"/> Enable Packing Footer
Packing Notes	<input type="text" value="Put here packing slip notes"/>
Packing Footer	<input type="text" value="This is your packing slip"/>

Packing Slip Document



Company Name
PHOENIIXX DESIGNS PVT LTD
Phone Number
9999999999
Email Address:
admin12@gmail.com

Tax:
1236545
TIN:
PH193

Address:
G-187,Noida,new delhi,,DL,IN

Billed To:
MOHAMMAD AZAM
453
delhi,DL,IN110050

Shipping To:
MOHAMMAD AZAM
453
delhi,DL,IN110050

Phone Number:
5555455
Email Address:
sakshi@webiix.com

Order Number:
7569

Order Date:
1919/0303/2020

Product	Unit Cost	Regular Price	Qty	Tax	Amount
 Happy Ninja (HOODIE-HAPPY-NINJA)	₹35.00	₹35.00	1	0.00	₹35.00
Subtotal					₹35.00

Invoice Note: Put here packing slip notes

Company Details: Creative Agency WE ARE A BUNCH OF INVENTIVE, IMAGINATIVE AND EXPERIMENTAL SOULS AND WE MAKE PRETTY AWESOME DESIGNS.

Terms & Conditions: Our products are not confined to a single platform but work over a variety of them like php, css, javascript, wordpress along with several image types examples : gif, jpg and png. Php and js files are released under the GPL license. Only the specified files are licensed under the mit license www.opensource.com/licenses/mit-licenses.php

Proforma Invoice

- Can send the proforma invoice to your customers. Enable the option from the plugin settings.
- User can download the proforma invoice from their my account.
- Can show notes in the proforma invoice.
- Can send the proforma invoice to your customers automatically based on the order status you set.

[General](#) | [Header Section](#) | [Document & Product Section](#) | [Footer & Total Section](#) | [Packing Slip](#) | **Proforma Invoice**

Proforma Invoice Settings

Enable Proforma	<input checked="" type="checkbox"/> Enable proforma invoice
Enable My Account Page	<input checked="" type="checkbox"/> Download Invoice from My Account Page
Enable proforma notes	<input checked="" type="checkbox"/> Enable proforma notes
Proforma Notes	<input type="text" value="This is your Proforma Invoice. Once you approved then we will send the Invoice."/>
Set Order Status	<input type="text" value="x Processing x On Hold"/>