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://phoeniixx.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**
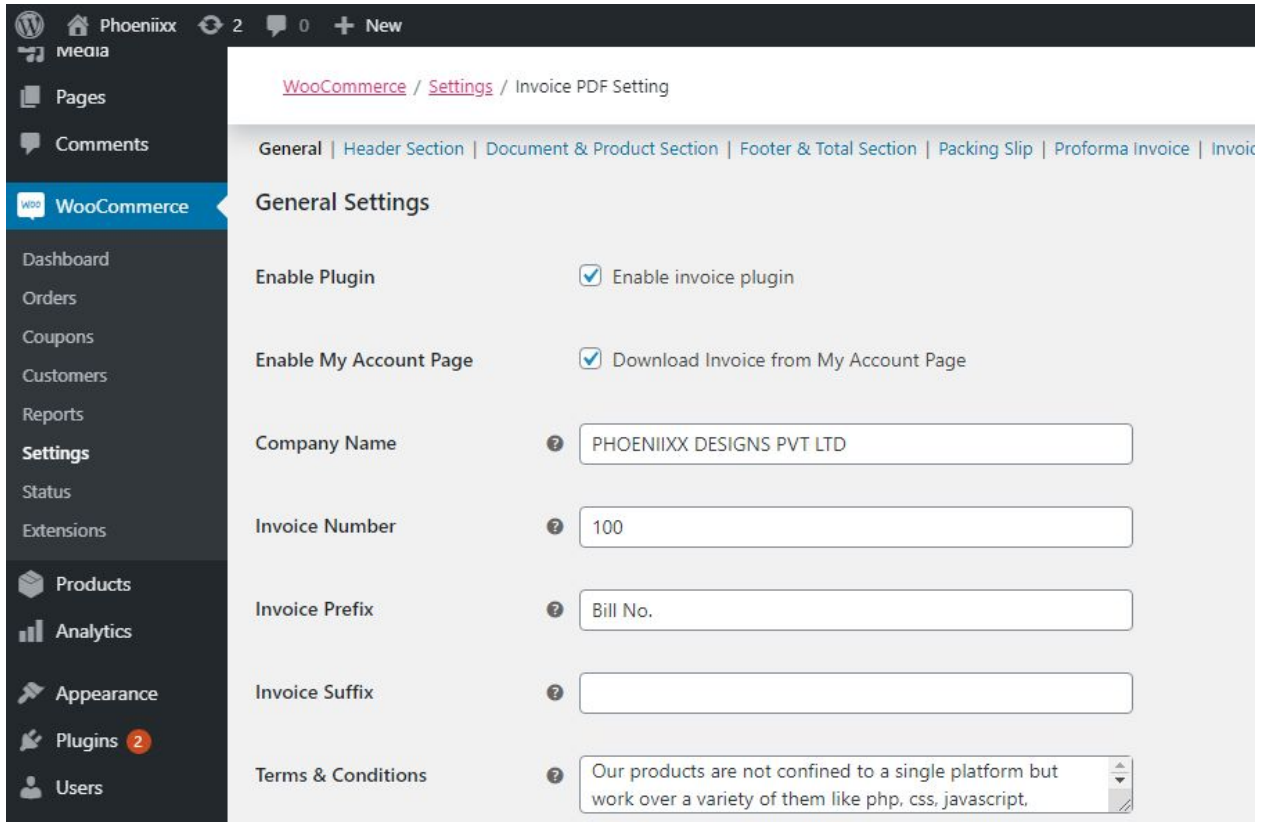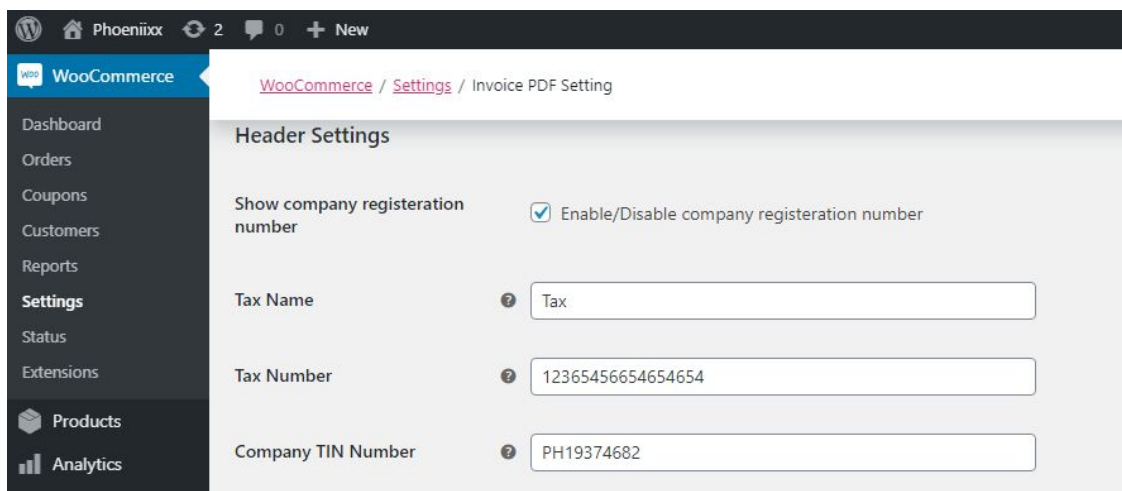
General Settings

- 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.
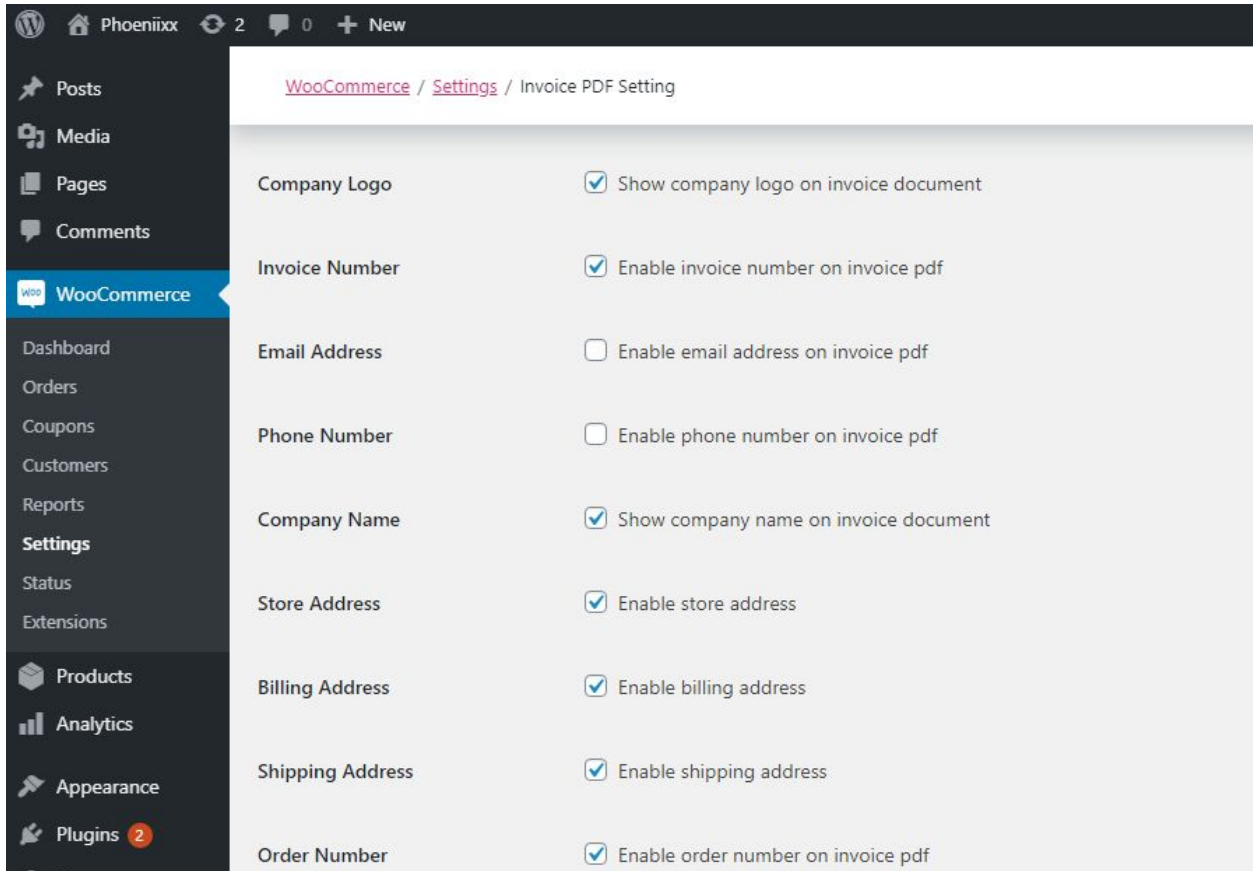- There is an option to write the company name.

Header Settings

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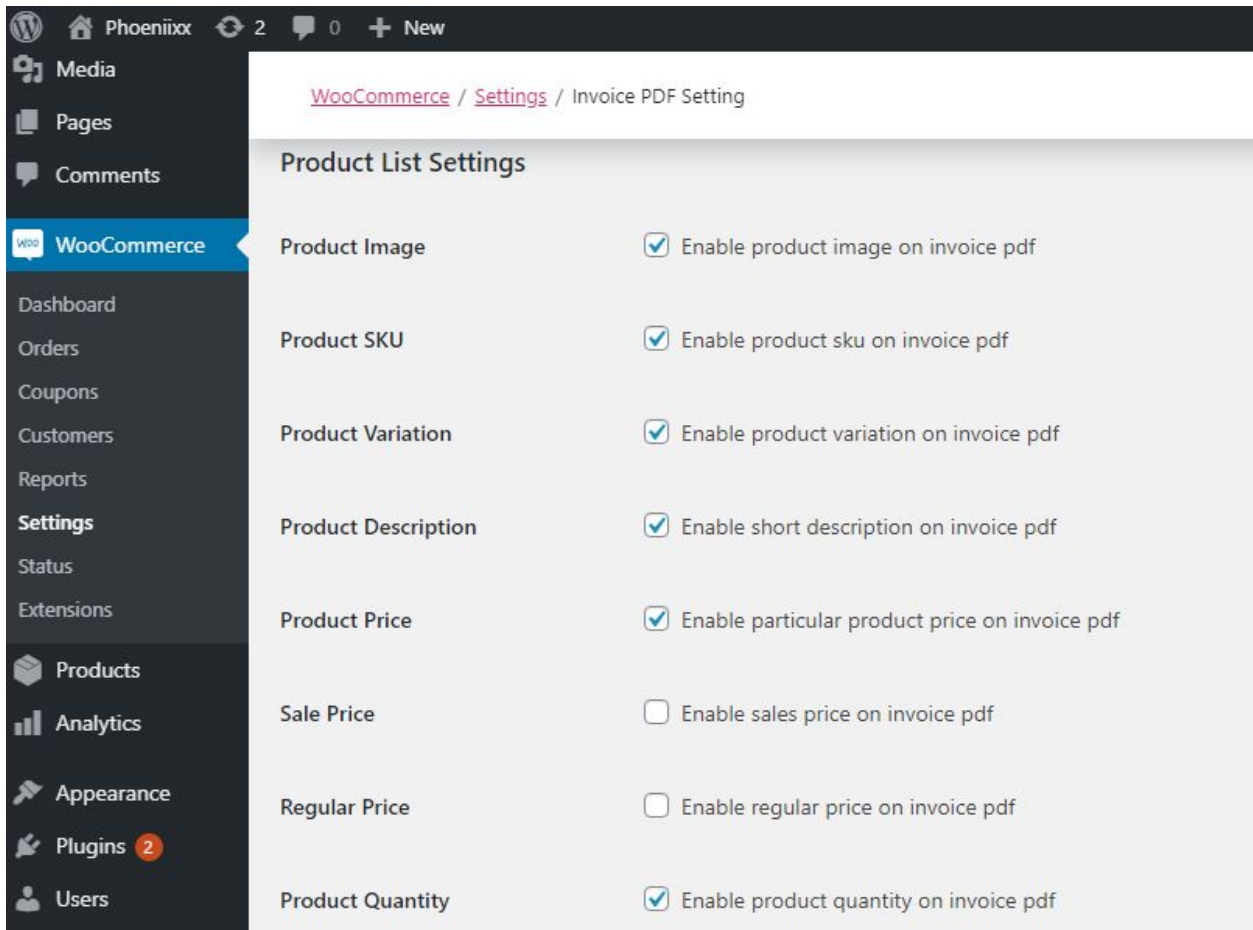
- Can show or hide store, billing and shipping address on the invoice.
- Option to enable / disable order number, invoice date and order date.
- Can show or hide comapny logo, company name, and company email address.
- There are 6 date format options like - **d/m/y, dd/mm/yy, m/d/y, mm/dd/yy, y/m/d and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

Product Section

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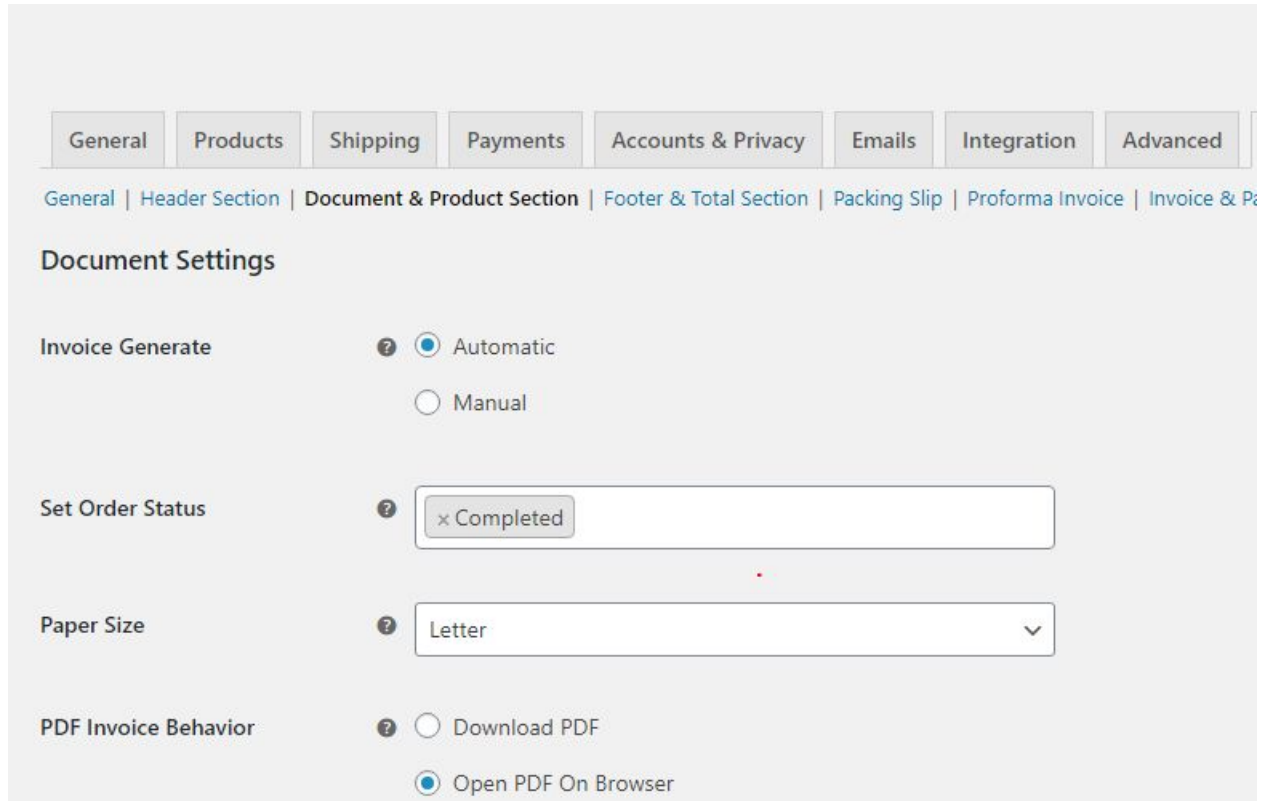- It includes product image, sku, description, line tax, quantity, sale prie, regular price etc.

Invoice Generation

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

General	Products	Shipping	Payments	Accounts & Privacy	Emails	Integration	Advanced

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

Document Settings

Invoice Generate ❓ ● Automatic
⚪ Manual

Set Order Status ❓ [× Completed   ]

Paper Size ❓ [Letter   ⌄]

PDF Invoice Behavior ❓ ⚪ Download PDF
● Open PDF On Browser

Packing Slip

- Can enable the packing slip document from the settings.
- You can enable packing slip notes and footer content b 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.

Packing Slip Document

Company Name
PHOENIIXX DESIGNS PVT LTD

Tax:
1236545

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

Phone Number
9999999999

TIN:
PH193

Email Address:
admin12@gmail.com

Billed To:
MOHAMMAD AZAM

453
delhi,DL,IN110050

Shipping To:
MOHAMMAD AZAM

453
delhi,DL,IN110050

Phone Number:
5555455

Email Address:
sakshi@webiixx.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-licensesphp

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	✓ Enable proforma invoice
Enable My Account Page	✓ Download Invoice from My Account Page
Enable proforma notes	✓ Enable proforma notes
Proforma Notes ❓	This is your Proforma Invoice. Once you approved then we will send the Invoice.
Set Order Status ❓	× Processing × On Hold