



PHOENIIX

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

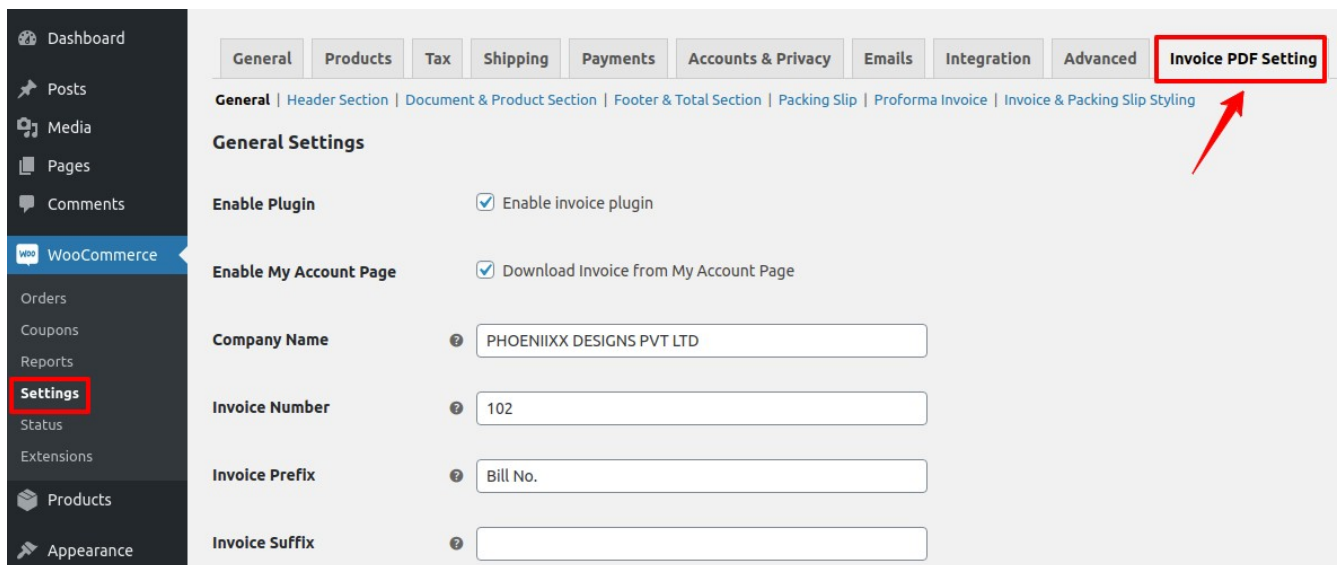
Installation of PDF Invoices, Packing Slip and Shipping Label for Woocommerce

Installation

- ◆ 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.
- ◆ For the plugin to work as it should, WooCommerce plugin has to be installed and enabled.

Activation

- ◆ Once you have uploaded the plugin, activate your plugin in Plugins → Installed plugins.
- ◆ If it has been activated correctly, plugin control panel is available in the tab **Woocommerce** → **Settings** → **Invoice PDF Setting**

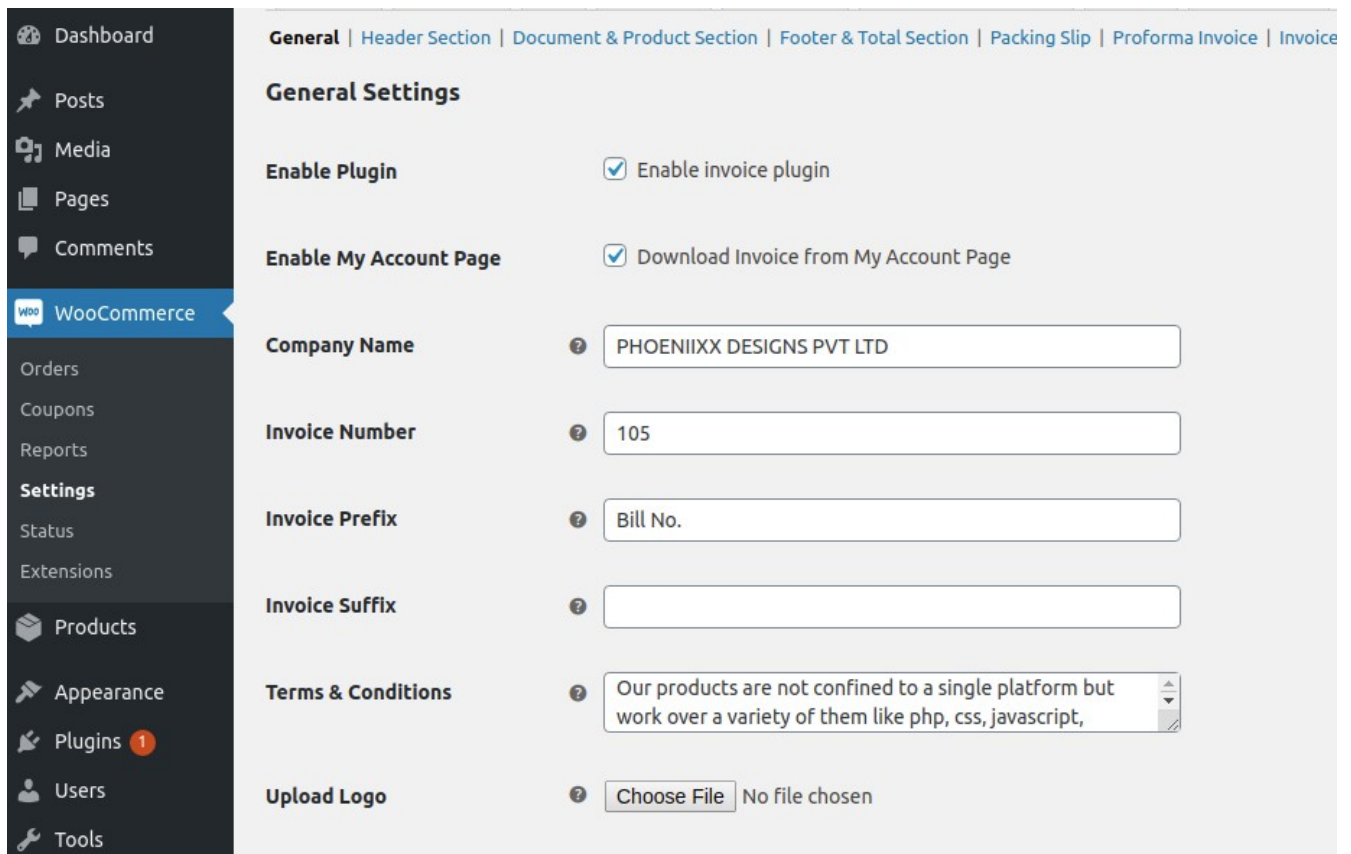


The screenshot displays the WordPress dashboard with the WooCommerce settings page open. The left sidebar menu is visible, with 'Settings' highlighted under the 'WooCommerce' section. The main content area shows the 'Invoice PDF Setting' tab selected, which is highlighted with a red box and a red arrow. Below the tabs, the 'General Settings' section is visible, containing several configuration options:

- Enable Plugin:** Enable invoice plugin
- Enable My Account Page:** Download Invoice from My Account Page
- Company Name:** PHOENIIXX DESIGNS PVT LTD
- Invoice Number:** 102
- Invoice Prefix:** Bill No.
- Invoice Suffix:** (empty field)

General Settings

- ◆ Customer can download the invoice from the my account.
- ◆ Can upload your logo on the PDF.
- ◆ Set the initial invoice number for the beginning. If you set initial invoice number 100 then it will show the invoice number 101 on the PDF. Also, it will show updated invoice number on the backend also.
- ◆ Show your terms and conditions on the PDF. If you do not want to show then you can simply left the textbox blank.
- ◆ Set invoice prefix and invoice suffix text according to you.

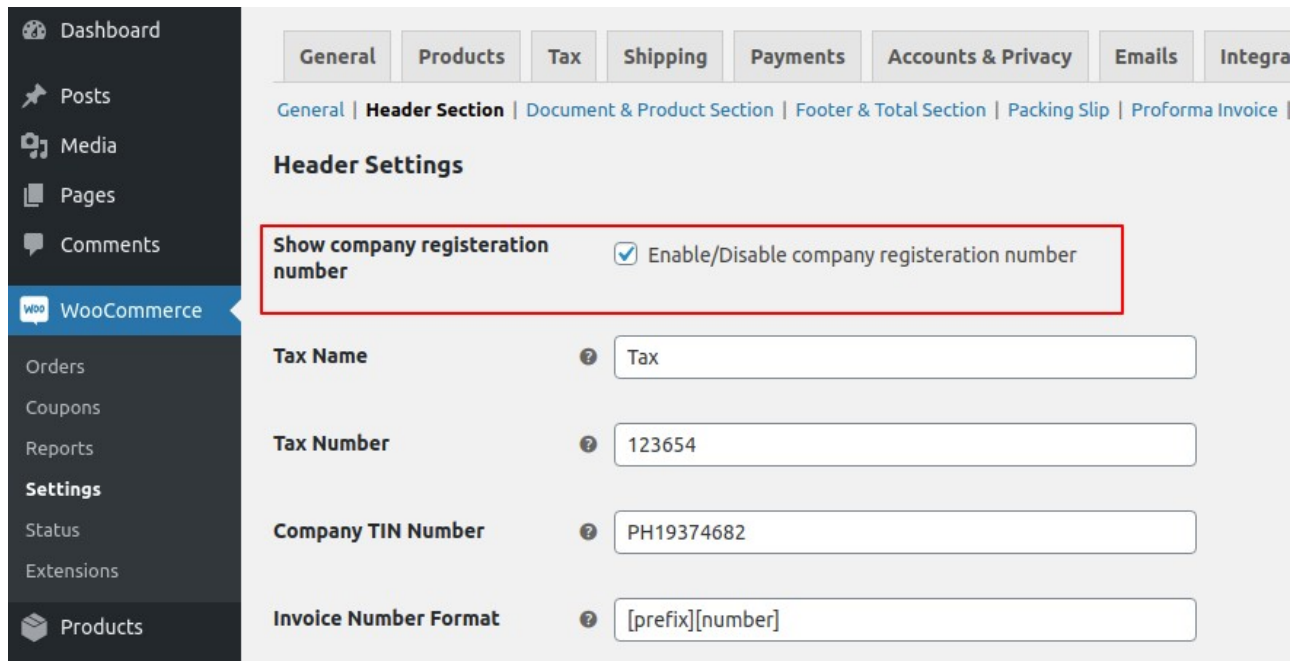


The screenshot shows the WooCommerce 'General Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, WooCommerce (highlighted), Orders, Coupons, Reports, Settings, Status, Extensions, Products, Appearance, Plugins (with a red notification badge), Users, and Tools. The main content area has a breadcrumb trail: General | Header Section | Document & Product Section | Footer & Total Section | Packing Slip | Proforma Invoice | Invoice. Below this is the 'General Settings' section with the following options:

- Enable Plugin:** Enable invoice plugin
- Enable My Account Page:** Download Invoice from My Account Page
- Company Name:**
- Invoice Number:**
- Invoice Prefix:**
- Invoice Suffix:**
- Terms & Conditions:** (with a small dropdown arrow on the right)
- Upload Logo:** No file chosen

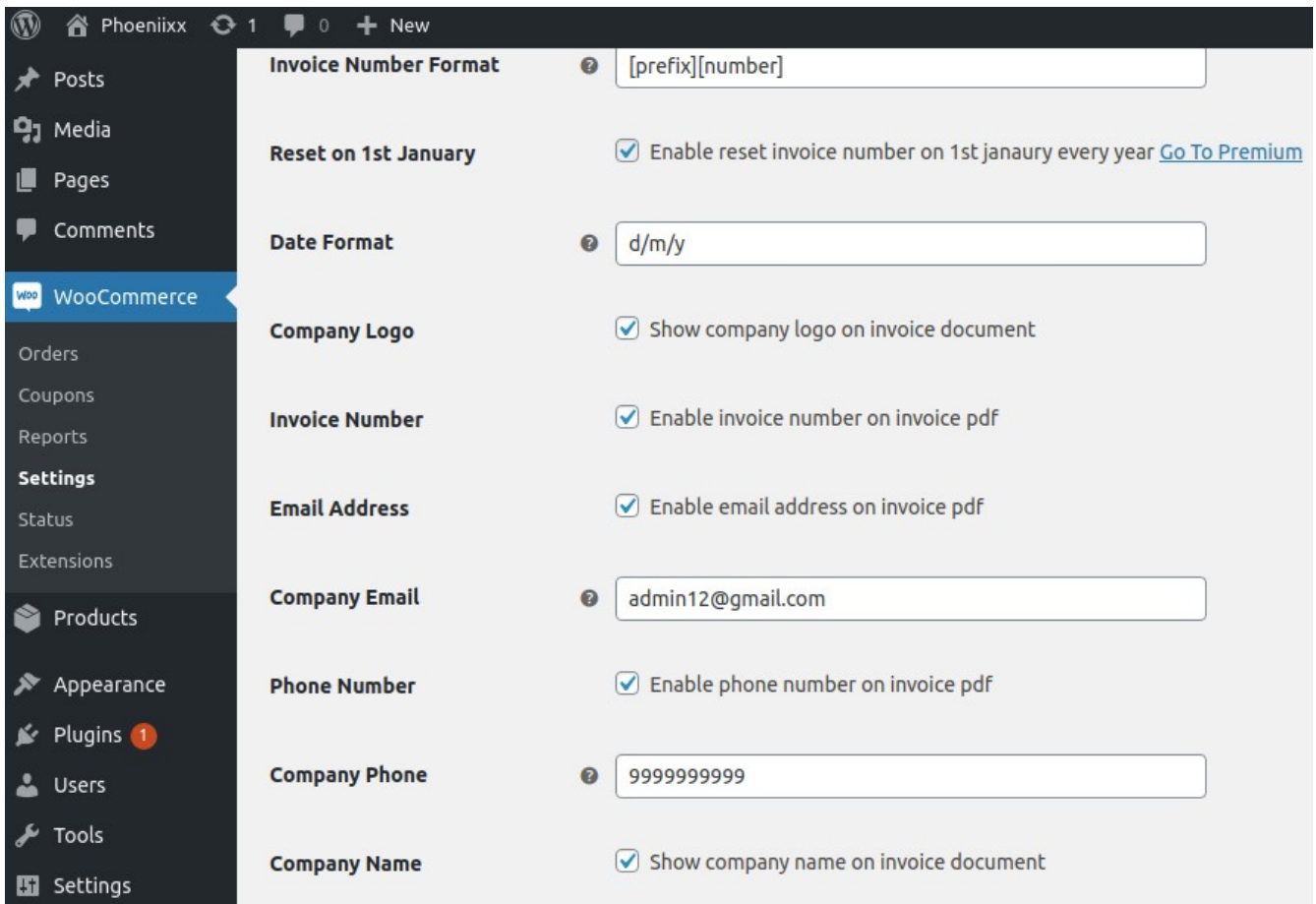
Header Section

- ◆ Show or Hide Company registration details like tax number, tax name, company tin number.
- ◆ Also, can set the invoice number format.



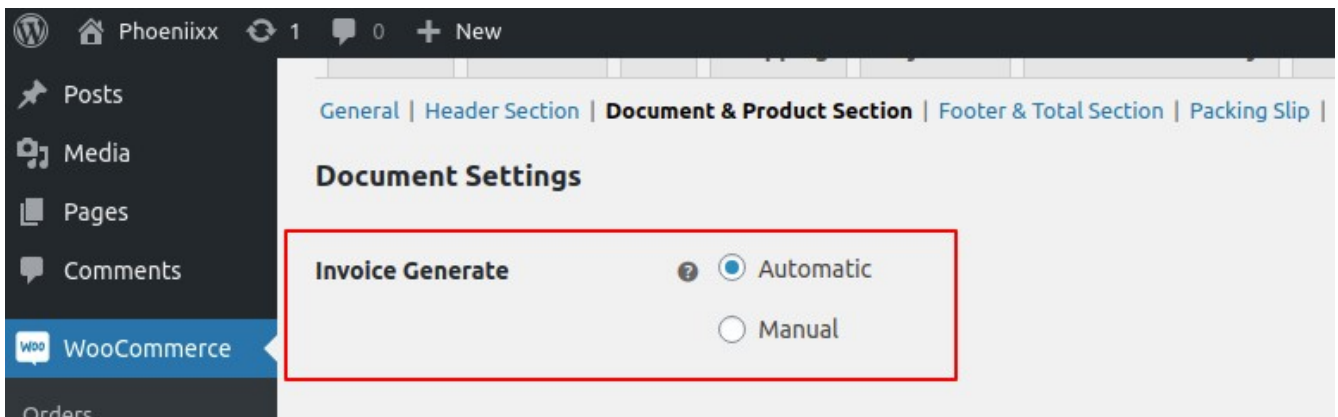
The screenshot shows the WooCommerce 'Header Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, WooCommerce (highlighted), Orders, Coupons, Reports, Settings, Status, Extensions, and Products. The main content area has tabs for General, Products, Tax, Shipping, Payments, Accounts & Privacy, Emails, and Integra. Below the tabs are links for General, Header Section (active), Document & Product Section, Footer & Total Section, Packing Slip, and Proforma Invoice. The 'Header Settings' section includes a checkbox for 'Show company registration number' which is checked and labeled 'Enable/Disable company registration number'. Below this are four input fields: 'Tax Name' with the value 'Tax', 'Tax Number' with the value '123654', 'Company TIN Number' with the value 'PH19374682', and 'Invoice Number Format' with the value '[prefix][number]'.

- ◆ There are other options by which you can customize the header like show or hide company name, email address, company phone number etc.
- ◆ Other options are there like show or hide store address, billing, shipping address, order number, invoice date, and order date..



Document and Product Section

- ◆ Can send the invoice attached as PDF automatically or manually.



- ◆ In this section you can also either download the PDF or open the PDF on the browser. When you set **“Download PDF”** then it will simply download it whereas on the other option you can open up in a browser, check all the details and then download it.
- ◆ Set the invoice file name format. So when any user download the PDF then it will show the file name format which you have set.

PDF Invoice Behavior

- Download PDF
- Open PDF On Browser

Invoice file name format

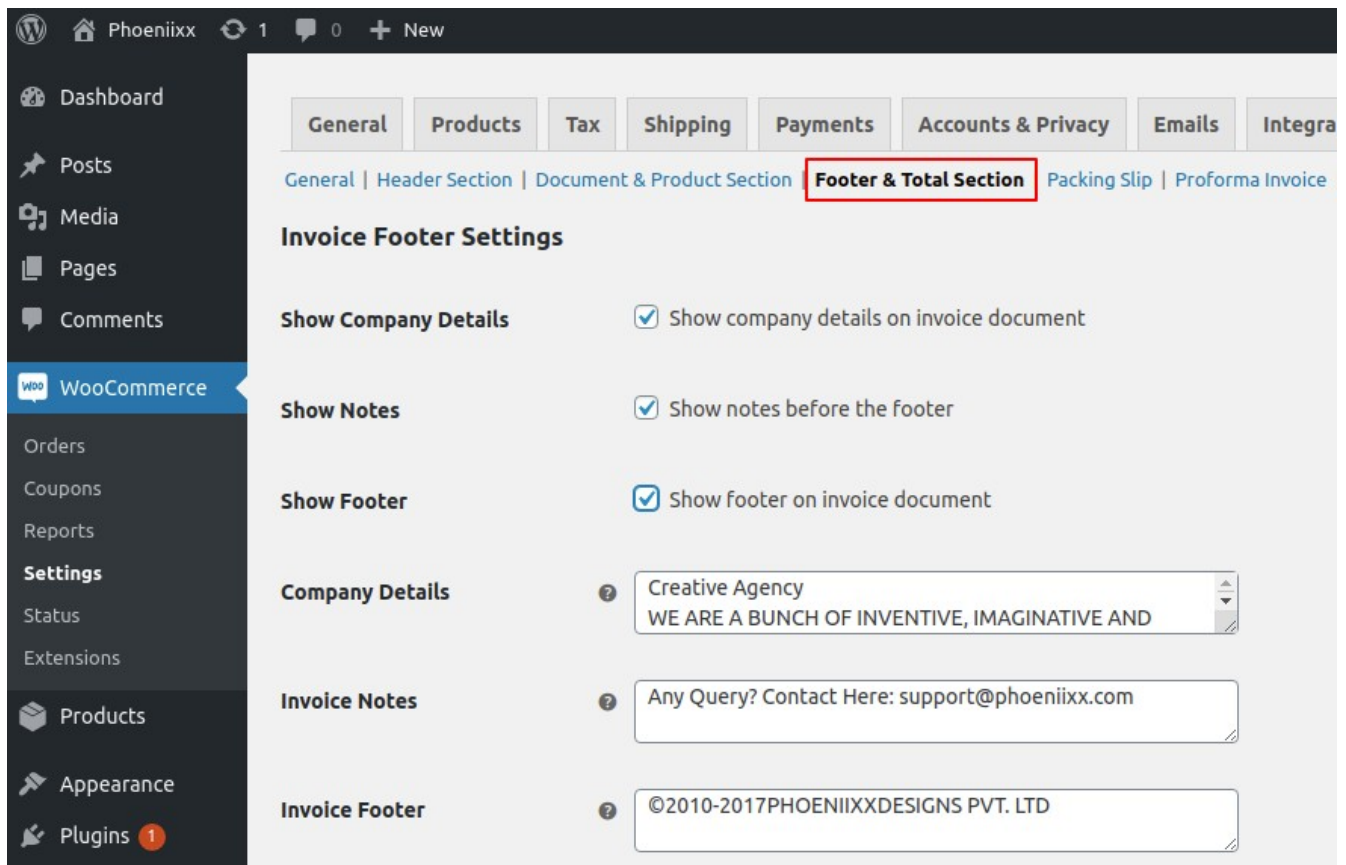
Product List settings

- ◆ In this you can show or hide product image, description, quantity, price, variations on the invoice. You can simply show or hide these as per your choice.

Product List Settings	
Product Image	<input checked="" type="checkbox"/> Enable product image on invoice pdf
Product SKU	<input type="checkbox"/> Enable product sku on invoice pdf Go To Premium
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 Go To Premium
Regular Price	<input type="checkbox"/> Enable regular price on invoice pdf Go To Premium
Product Quantity	<input checked="" type="checkbox"/> Enable product quantity on invoice pdf
Line Total	<input type="checkbox"/> Enable line total on invoice pdf

Footer Section

- ◆ On the footer section you can show or hide company details, footer notes or show some notes before the footer. You have the full control over the footer.
- ◆ Fields are given for customize the text.



The screenshot shows the WordPress dashboard for a site named 'Phoenixx'. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, WooCommerce (highlighted), Orders, Coupons, Reports, Settings, Status, Extensions, Products, Appearance, and Plugins (with 1 update). The main content area is the 'Invoice Footer Settings' page, which is part of the 'Footer & Total Section' of the settings. The page has a breadcrumb trail: General | Header Section | Document & Product Section | Footer & Total Section | Packing Slip | Proforma Invoice. The settings are organized into sections:

- Show Company Details:** Show company details on invoice document
- Show Notes:** Show notes before the footer
- Show Footer:** Show footer on invoice document
- Company Details:** A text field containing 'Creative Agency' and 'WE ARE A BUNCH OF INVENTIVE, IMAGINATIVE AND'.
- Invoice Notes:** A text field containing 'Any Query? Contact Here: support@phoeniix.com'.
- Invoice Footer:** A text field containing '©2010-2017PHOENIIXDESIGNS PVT. LTD'.

Invoice Settings

The screenshot shows the WordPress admin dashboard with the WooCommerce settings page open. The left sidebar contains navigation links for Pages, Comments, WooCommerce (highlighted), Orders, Coupons, Reports, Settings, Status, Extensions, Products, Appearance, Plugins (with a notification badge), Users, and Tools. The main content area is titled "Invoice Total Settings" and lists several options with checkboxes:

Setting	Enabled
Show Discount	<input type="checkbox"/>
Total Tax	<input checked="" type="checkbox"/>
Total Shipping	<input checked="" type="checkbox"/>
Shipping Method	<input checked="" type="checkbox"/>
Payment Method	<input checked="" type="checkbox"/>
Subtotal	<input checked="" type="checkbox"/>
Invoice Total	<input checked="" type="checkbox"/>

Styling Settings

The screenshot shows the WooCommerce settings interface. The top navigation bar includes the WordPress logo, the site name 'Phoenixx', a refresh icon, a notification count of '0', and a '+ New' button. The user's name 'Howdy' is visible in the top right corner. The left sidebar contains a menu with categories: Posts, Media, Pages, Comments, WooCommerce (highlighted), Orders, Coupons, Reports, Settings (with sub-items: Status, Extensions), Products, Appearance, Plugins (with a '1' notification), Users, Tools, and Settings. The main content area is titled 'Invoice & Packing Slip Styling' and features a breadcrumb trail: 'General | Header Section | Document & Product Section | Footer & Total Section | Packing Slip | Proforma Invoice | Invoice & Packing Slip Styling'. The settings are organized into three sections: 'Header Styling' with 'Header Background Color' (orange) and 'Header Text Color' (red); 'Product List Styling' with 'Product List Header Background Color' (green) and 'Product List Text Color' (blue); and 'Price Total Styling' with 'Price Total Background Color' (orange) and 'Price Total Text Color' (red). Each setting includes a question mark icon and a 'Select Color' button.