Invoice & Packing slip

Order Management · https://multivendorx.com/docs/knowledgebase/invoice-packing-slip/

Brief Introduction

An invoice is a document you give to your customer on the sale of goods or services. This document keeps a record of the transaction that takes place between you and the customers, as evidence of the transaction. The MultiVendorX invoice module sends an automated invoice to both your sellers and customers. Sellers and customers both have the option to browse or download the invoice. Along with this, sellers can also download packaging slips for procurement purposes and craft separate invoices with the seller’s exclusive brand and logo.

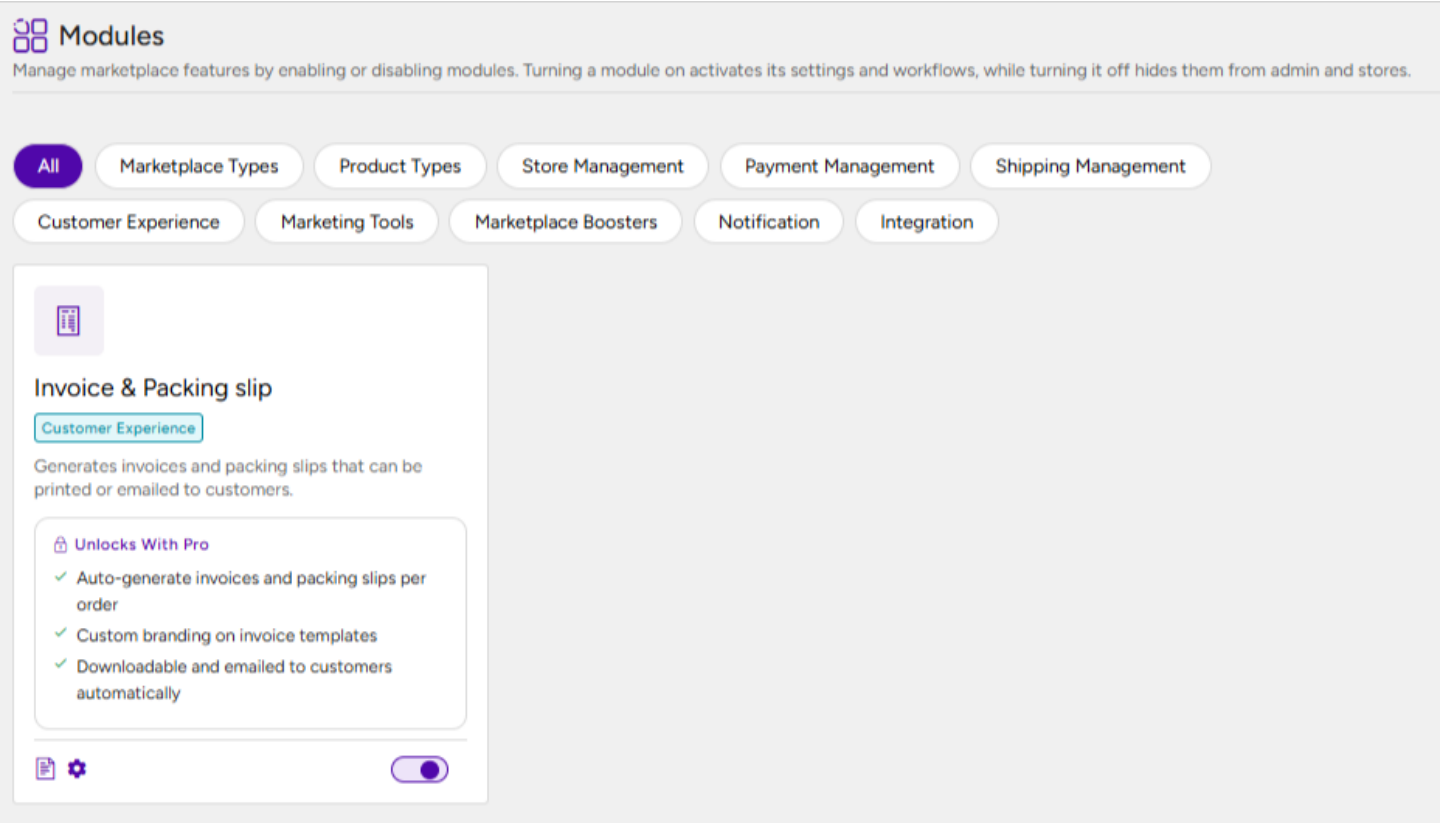
Requirement

- MultiVendorX Pro

Configure Invoice & Packing Slip

To get started with the **Invoice & Packing Slip** module, navigate to **MultiVendorX → Modules**.

Under the **Customer Experience** section, locate the **Invoice & Packing Slip** module and click **Enable** to activate it.



Once the **Invoice & Packing Slip** module is activated, you can configure its associated settings by navigating to **MultiVendorX → Settings → Finance → Invoices**.

The available settings are described below.

Invoice Preview

Under this section, the admin can configure how invoices will appear to customers and stores. You can either select from the predefined invoice layouts or create a custom layout based on your requirements.

Customer Invoice

This section allows the admin to define when customer invoices should be generated and how they should be made available to customers.

Here, you can:

- Choose whether invoices should be generated based on the **main order** or **sub-order**.
- Select the **order statuses** for which customers will have access to their invoices.

Packing Slip Generator

Under this section, the admin can configure which details should be included in the packing slips generated for orders.

Store Commission Invoices

This section allows the admin to configure how stores receive commission invoices from the marketplace.

You can choose whether commission invoices should be generated **for each order** or **on a monthly basis**.

Invoice Additional Notes

The admin can add additional information that will be displayed on invoices. You can add custom **invoice footer text** as well as **Terms & Conditions**.

Invoice Tax Details

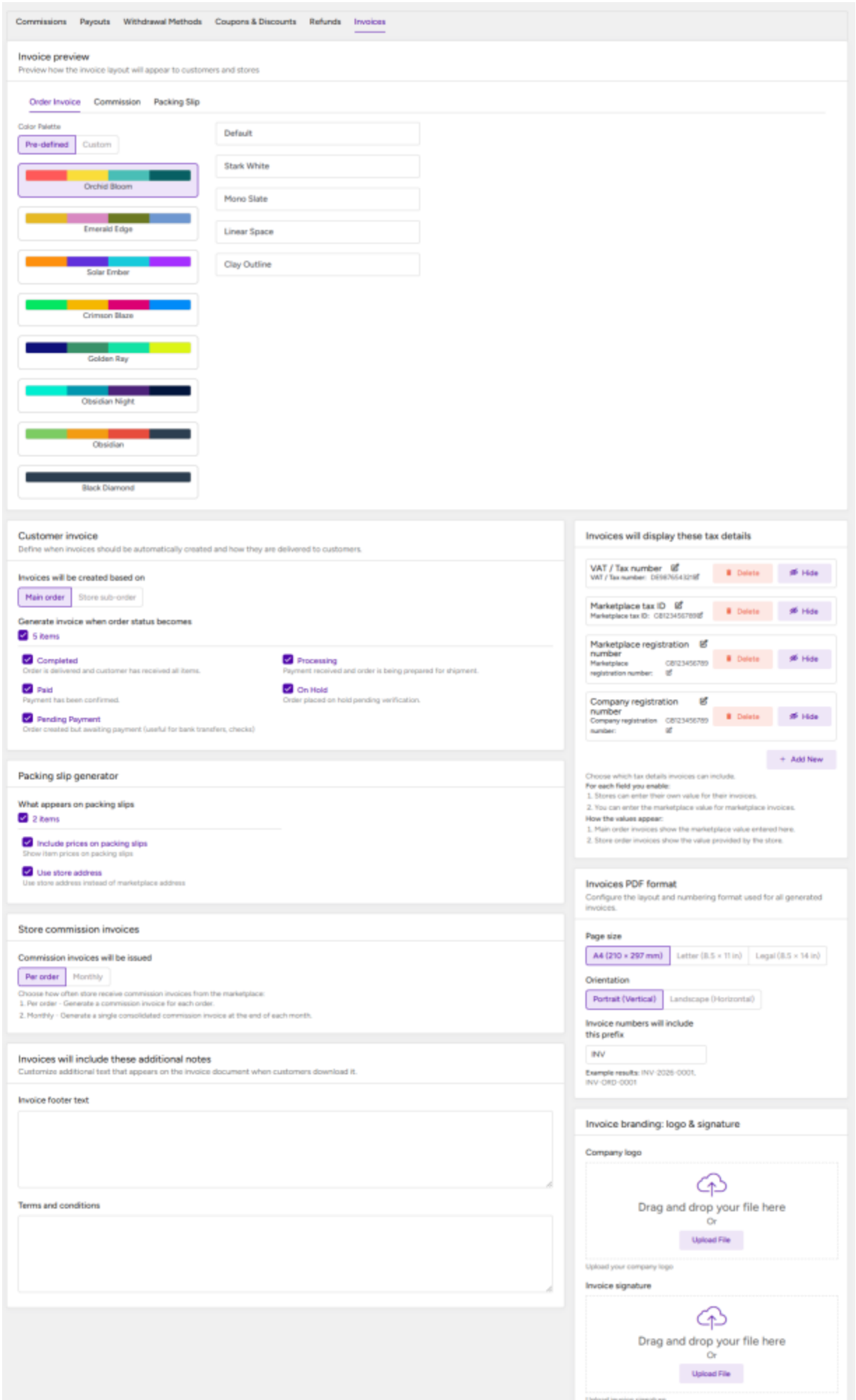
Under this section, the admin can choose which tax-related information should be displayed on invoices. You can configure the tax details that should be visible or hidden according to your requirements.

Invoice PDF Format

This section allows the admin to configure the **invoice layout** and **invoice numbering** for generated PDF invoices.

Invoice Branding

Under this section, the admin can customize the invoice branding. You can upload a **logo** that will appear on the invoice and add an **invoice signature** to further personalize the document.


Commissions
Payouts
Withdrawal Methods
Coupons & Discounts
Refunds
Invoices
Invoice preview
Preview how the invoice layout will appear to customers and stores
Order Invoice
Commission
Packing Slip
Color Palette
Pre-defined
Custom
Orchid Bloom
Emerald Edge
Solar Ember
Crimson Blaze
Golden Ray
Obsidian Night
Obsidian
Black Diamond
Default
Stark White
Mono Slate
Linear Space
Clay Outline
Customer invoice
Define when invoices should be automatically created and how they are delivered to customers.
Invoices will be created based on
Main order
Store sub-order
Generate invoice when order status becomes
5 items
Completed
Order is delivered and customer has received all items.
Processing
Payment received and order is being prepared for shipment.
Paid
Payment has been confirmed.
On Hold
Order placed on hold pending verification.
Pending Payment
Order created but awaiting payment (useful for bank transfers, checks)
Packing slip generator
What appears on packing slips
2 items
Include prices on packing slips
Show item prices on packing slips
Use store address
Use store address instead of marketplace address
Store commission invoices
Commission invoices will be issued
Per order
Monthly
Choose how often store receive commission invoices from the marketplace:
1. Per order - Generate a commission invoice for each order.
2. Monthly - Generate a single consolidated commission invoice at the end of each month.
Invoices will include these additional notes
Customize additional text that appears on the invoice document when customers download it.
Invoice footer text
Terms and conditions
Invoices will display these tax details
VAT / Tax number
Delete
Hide
Marketplace tax ID
Marketplace registration number
Company registration number
Add New
Choose which tax details invoices can include.
For each field you enable:
1. Stores can enter their own value for their invoices.
2. You can enter the marketplace value for marketplace invoices.
How the values appear:
1. Main order invoices show the marketplace value entered here.
2. Store order invoices show the value provided by the store.
Invoices PDF format
Configure the layout and numbering format used for all generated invoices.
Page size
A4 (210 × 297 mm)
Letter (8.5 × 11 in)
Legal (8.5 × 14 in)
Orientation
Portrait (Vertical)
Landscape (Horizontal)
Invoice numbers will include this prefix
INV
Example results: INV-2026-0001, INV-ORD-0001
Invoice branding: logo & signature
Company logo
Drag and drop your file here
Or
Upload File
Upload your company logo
Invoice signature
Drag and drop your file here
Or
Upload File

Configure Invoice Settings from the Store Dashboard

Once the admin has enabled and configured the **Invoice & Packing Slip** module, store owners can configure their invoice details directly from their **Store Dashboard**.

To access the invoice settings, the store owner needs to navigate to:

Store Dashboard → Settings → Invoice

The following settings are available:

Invoice

Under this section, the store owner can provide their basic business and contact information, such as:

- Store name
- Store address
- Contact number
- Email address

The information entered here will be displayed on the customer's invoice.

Legal & Tax Information

This section allows the store owner to provide their legal and tax-related business information, including:

- Tax number
- Tax ID
- Trade license
- Business registration number

This information can be displayed on invoices to provide the required legal and tax details.

Branding

Under this section, the store owner can customize the appearance of their invoices by uploading:

- Store logo
- Invoice signature

- Invoice footer

The branding information configured by the store owner will **override the corresponding branding details configured by the admin** and will be displayed on invoices generated for that store.

