



## EN-Shop Orders: Updating Settings for Print Invoice function

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The shop details displayed on the invoices are taken from the *Profile* (Account Settings) of your SF Cloud account.

In the ShopFactory Cloud interface, add a company logo in the Profile section and enter details in "My Store" section.

- Open your shop in ShopFactory -> at the left tree menu, select ShopFactory Central page
- > click on MY ORDERS -> you will be redirected to the SF Cloud interface.

Update your merchant details in Profile and My Store settings

**Profile:** <http://app.santu.com/buynow/profile>

**My Store settings:** <http://app.santu.com/buynow/store>

To update the Print Invoice feature, go to <https://app.santu.com/buynow/profile/checkout>

You can modify the Invoice Title, Invoice Date, and Invoice message when you print invoices for your customers -> click Save.

*(Or you can click on "Return to the Total Care interface" link on top of the page -> click SETTINGS -> ACCOUNT SETTINGS -> Scroll down the page and locate Shop Order: Print Invoice section -> change the settings and click SUBMIT to save changes.)*

### **How to Print an Invoice?**

- Go to ORDERS page, <https://app.santu.com/buynow/order/list>
- Click on an Order Number to view the order details
- Tick INVOICE checkbox from the toolbar and click the **Print** button

### **You can also print multiple invoices**

- Go to Orders page, <https://app.santu.com/buynow/order/list>
- Tick the orders you want to print
- Click the **Print** button and tick **Invoice** checkbox
- Click the Print button