EN-Shop Orders: Updating Settings for Print Invoice function

Elenor A. - 2021-11-16 - Order Management
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