How to Attach PDF Invoices to WooCommerce Emails

How to · https://wpfactory.com/docs/attach-pdf-invoices-to-woocommerce-emails/

To attach PDF invoices to WooCommerce emails with PDF Invoices & Packing Slips Generator for WooCommerce, go to WPFactory > PDF Invoicing, open Doc: Invoice, select each email in the Emails option (for example Completed order), and save. No emails are selected by default, and the document must already exist when the email is sent.

Before you start

- The document must be created before or at the time the email is sent. If you attach the invoice to the "Processing order" email, make sure the document's **Create** trigger also fires by then (for example **On new order** or **On checkout order processed**). An email cannot attach a document that does not exist yet.

Steps

1. Go to **WPFactory > PDF Invoicing** (also reachable at **WooCommerce > Settings > PDF Invoicing**) and open the **Doc: Invoice** section.
2. Find the **Emails** option (`emails`). It is a multi-select listing every WooCommerce email.
3. Select each email that should carry the PDF, for example **Completed order**.
4. Save changes.

The **Emails** list also includes a plugin-provided entry, **Partially refunded order**, so you can attach a document to that notification too.

> **Note:** by default no emails are selected, so the invoice is not attached anywhere until you choose at least one. The attached file is named after the document number, for example `INV-000001.pdf`.

Use cases

- Send the invoice with the **Completed order** email so customers get it when the order ships.
- Attach a packing slip to an internal admin email (Pro, requires a second document type).



PDF INVOICING

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