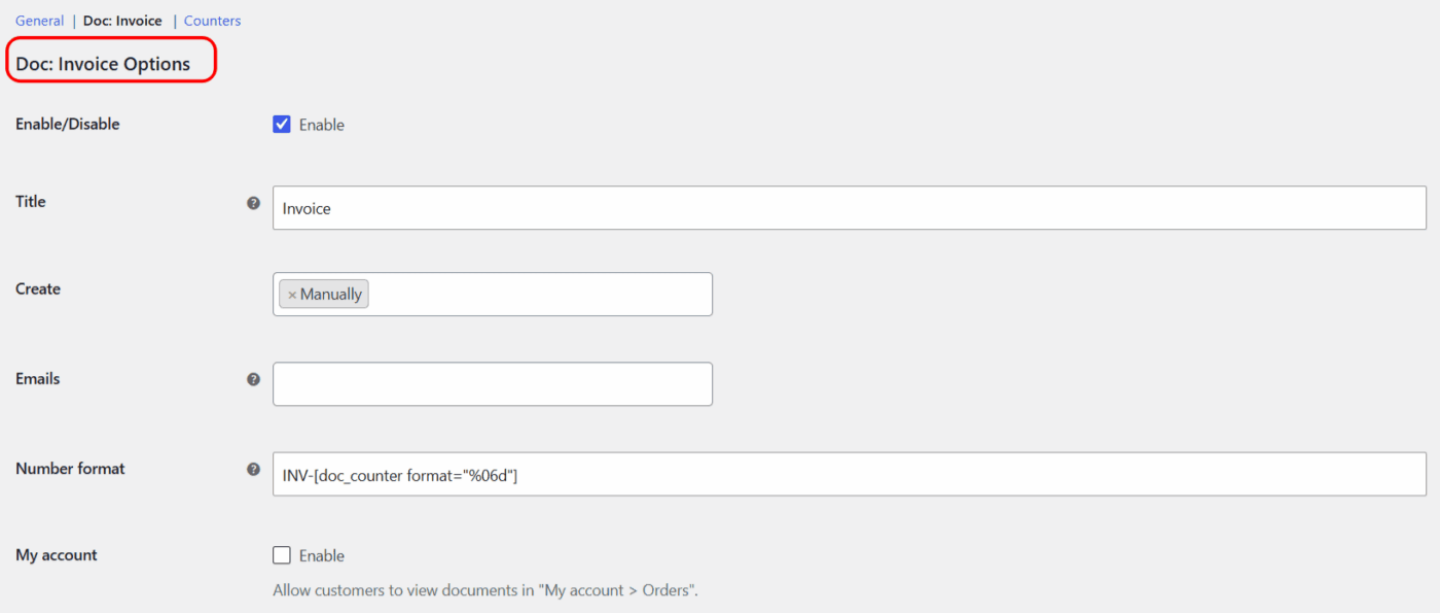
Document-Specific Configuration

How to · https://wpfactory.com/docs/document-specific-configuration/

Configure a PDF document (Invoice) in WooCommerce

To configure the Invoice document in PDF Invoices & Packing Slips Generator for WooCommerce, go to WPFactory > PDF Invoicing (also reachable at WooCommerce > Settings > PDF Invoicing) and open the Doc: Invoice section. There you control when the document is created, how it is numbered, and where customers and staff can reach it.

Go to **WPFactory > PDF Invoicing** (also reachable at **WooCommerce > Settings > PDF Invoicing**) and open the **Doc: Invoice** section.



General options

Label	Option ID (array key)	Default
Enable/Disable	`enable`	Yes

Label	Option ID (array key)	Default
Title (used in admin and My Account)	`admin_title`	Invoice
Create (trigger)	`hooks`	Manually
Emails (attach to)	`emails`	(none)
Number format	`number_format`	`INV-[doc_counter format="%06d"]`
My account	`my_account_orders`	No
Bulk actions	`order_bulk_actions`	Download PDFs

Document creation triggers

The **Create** option decides when the document is generated. It is a multi-select, so you can choose more than one trigger.

Trigger	When it fires
Manually	Only when you click Create on the order edit screen or in the orders list.
On new order	As soon as the order is created.
On payment complete	After the order payment is completed.
On checkout order processed	When the checkout finishes processing the order.
On order partially refunded	When a partial refund is recorded on the order.
On order status ...	When the order reaches a chosen status (one entry per status, for example Processing or Completed).

A document is created only once per order per document, so re-firing a trigger will not produce duplicates.

Numbering and format

The **Number format** field builds the document number using shortcodes. The default is:

```
INV-[doc_counter format="%06d"]
```

This yields numbers like `INV-000001`. The `[doc_counter]` shortcode returns the per-document counter and increments it, and `format="%06d"` pads it with leading zeros to six digits.

To reset the sequence each year, add the year with a date shortcode rather than a bare `[Y]` (there is no `[Y]` shortcode, so it would print literally). Use `[current_time]` or `[doc_formatted_date]` with a `datetime_format` attribute:

```
INV-[current_time datetime_format="Y"]-[doc_counter format="%04d"]
```

This produces a number like `INV-2026-0001`. Keep in mind that the counter itself does not reset automatically; adjust it in the **Counters** section at the start of a new fiscal year. See WooCommerce Invoice Number Format and Counters for the full walkthrough.

> **Note:** you cannot use the `doc_nr` property inside **Number format**, because the number is what this field defines.

Customer access and bulk actions

- **Emails:** choose which WooCommerce email notifications carry the document as an attachment. By default none are selected.
- **My account:** when enabled, customers can open the document from **My Account > Orders**. Off by default.
- **Bulk actions:** adds **View PDFs** and/or **Download PDFs** to the orders list bulk-action menu. Only **Download PDFs** is enabled by default.

For step-by-step guides, see Attach PDF Invoices to WooCommerce Emails, WooCommerce PDF Invoices in My Account, and Bulk View and Download PDF Invoices.



PDF INVOICING

Configuring one document is free. PDF Invoices & Packing Slips Generator for WooCommerce Pro lets you add more document types, each with its own triggers, numbering, and emails.

See what Pro unlocks →

Related articles

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- How to Add Multiple Document Types (Packing Slip, Credit Note)
- Advanced TCPDF Configuration and Barcodes
- Let Customers Download PDF Invoices from My Account
- How to Set the WooCommerce Invoice Number Format and Counters