How to Add Multiple Document Types (Packing Slip, Credit Note)

Pro Features · https://wpfactory.com/docs/multiple-pdf-document-types/

The free version of PDF Invoices & Packing Slips Generator for WooCommerce generates only the Invoice. To add packing slips or credit notes, install PDF Invoicing Pro, go to WPFactory > PDF Invoicing, open the General section, set Total documents to the number you need, and save. A new settings section then appears for each additional document.

Before you start

- PDF Invoices & Packing Slips Generator for WooCommerce Pro, installed and activated (this is a Pro feature).
- WooCommerce, active.

Steps

1. Go to **WPFactory > PDF Invoicing** (also reachable at **WooCommerce > Settings > PDF Invoicing**) and open the **General** section.
2. Set **Total documents** (`alg_wc_pdf_invoicing_total_docs`) to the number of document types you need, for example `3`. In the free version this field is read-only; Pro makes it editable.
3. Save changes. A new settings section appears for each additional document (for example **Doc: Doc 1**, **Doc: Doc 2**), plus a counter for each in the **Counters** section.
4. Open each new document section and configure it independently: set its **Title** (for example "Packing Slip" or "Credit Note"), its **Create** triggers, its **Number format**, and its layout and content.

> **Note:** each document is fully separate. It has its own enable switch, triggers, emails, My Account visibility, bulk actions, numbering counter, and template. A packing slip, for instance, typically omits prices and uses a different order status trigger from the invoice.

Typical setup

- **Invoice:** created on payment complete, attached to the Completed order email.
- **Packing slip:** created on processing, printed in bulk before shipping, no prices in the template.
- **Credit note:** created on partial refund, listing refunds with `[each_refund]`.



PDF INVOICING

Multiple document types are a Pro feature of PDF Invoicing. If you are still on the free version, upgrading takes a couple of minutes and unlocks this along with the rest of the toolkit.

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