Show VAT Numbers in Admin Orders and Reports

How to · https://wpfactory.com/docs/show-vat-in-admin-orders-and-reports/

To see each order's VAT number in the WooCommerce orders list, turn on **Column** in EU/UK VAT Manager for WooCommerce at **WPFactory > EU VAT** (also reachable at **WooCommerce > Settings > EU VAT**) > **Admin**. The same free sub-tab adds an order meta box, admin email details and an EU VAT report.

EU/UK VAT Manager can surface each order's VAT number in the admin, add it to admin emails, and give you an EU VAT tax report. All of this is free and lives on the **Admin** sub-tab.

Order meta box and column

Label	Option ID	Default	What it adds
Meta box	`alg_wc_eu_vat_add_order_edit_metabox`	No	A VAT summary box on the order edit page.
Column	`alg_wc_eu_vat_add_order_list_column`	No	A VAT number column in the orders list.
Admin new order email	`alg_wc_eu_vat_admin_new_order_email`	No	The VAT summary in the admin new-order email.
VAT validation for admin-created orders	`alg_wc_eu_vat_validate_vat_admin_side`	No	Validation on orders you create by hand in the admin.

EU VAT report

The plugin adds an EU VAT tax report at **WooCommerce > Reports > Taxes > EU VAT**. Use it to review VAT collected and exempted across your orders.

Add standard EU VAT rates

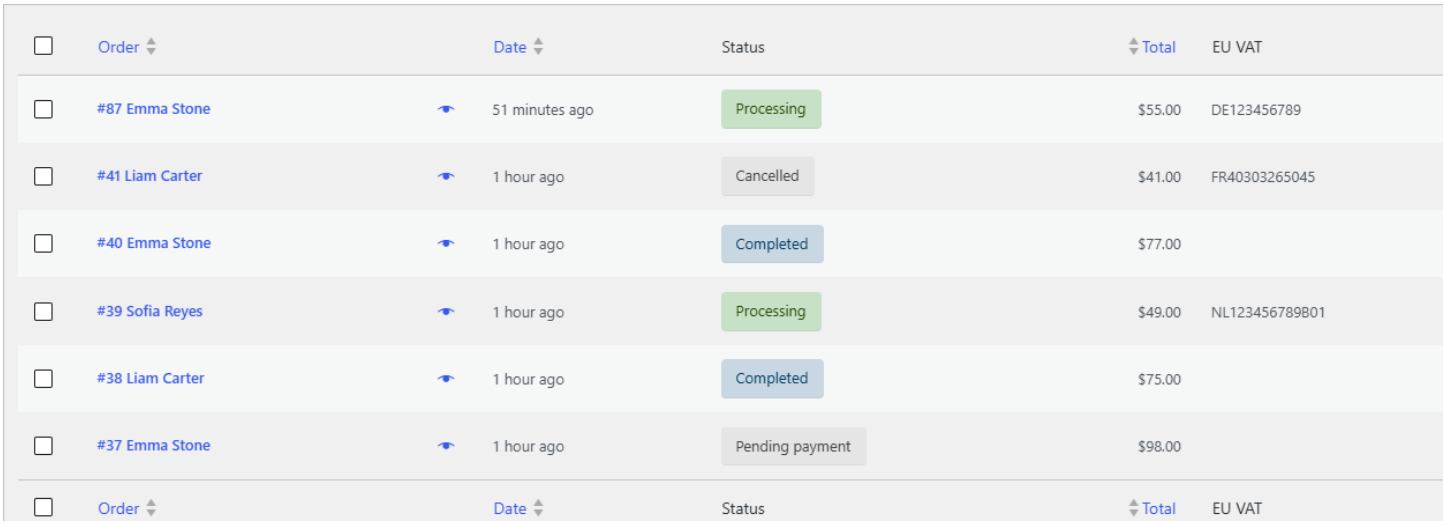
To set up the standard VAT rate for each EU country in one step, open **Tools > EU country VAT Rates** (the plugin links to it from the Admin sub-tab). It populates the WooCommerce tax rates so you do not have to enter each country by hand.

The stored field

Every order and customer stores the VAT number in the meta key `_billing_eu_vat_number`, which is what the meta box and the column read from.

If the column or the report looks empty

- **The EU VAT column is missing from the orders list. Column** is off by default, and updates do not turn it on. Enable it on the **Admin** sub-tab and save. It works on both the classic orders screen and the high-performance order storage (HPOS) screen. The column shows the VAT number, followed by a check mark when the order was VAT exempt.
- **The filter by VAT number is gone.** The **Select Filter EU VAT...** dropdown above the orders list, with its **Orders with EU VAT numbers** choice, is added together with the column. Turn on **Column** to get it back.
- **The EU VAT report shows "No taxes found in this period".** The report only counts orders with a paid status (by default Processing and Completed) and a billing country in the EU, placed within the selected range (Year, Last month, This month, or a custom range). Pick a range that contains such orders. Developers can change the counted statuses with the `alg_wc_eu_vat_report_order_statuses` filter.
- **The report does not list VAT numbers.** It is a per-country summary: number of orders, total sales, total sales with zero tax, and total tax. Use **Export CSV** on the report to download that table. To see individual VAT numbers, use the orders list column and its filter.





EU/UK VAT MANAGER FOR WOOCOMMERCE

These admin tools are free. See the full feature set of EU/UK VAT Manager for WooCommerce.

See what Pro unlocks →

Need a hand? Our team answers every ticket on the EU/UK VAT Manager support forum.

Related articles

- Validate UK and Non-EU VAT Numbers with VATSense
- Keep VAT Instead of Exempting for Certain Orders
- Add the VAT Number to PDF Invoices
- How to Add and Validate a VAT Number Field in WooCommerce Checkout
- Payment Methods Based on EU VAT Numbers