

Invoice Settings

04/30/2025 3:16 pm CDT

Overview

Invoices typically contain essential details about your orders and the products they include. Sellercloud provides various options for generating invoices tailored to your needs, offering flexibility in displaying or concealing certain product and order information.

Invoice settings are configured at the company level and automatically apply to orders from all connected sales channels by default. You can choose from various formats, including Standard Invoice, Channel-Specific, Word to PDF, or custom plugin options.

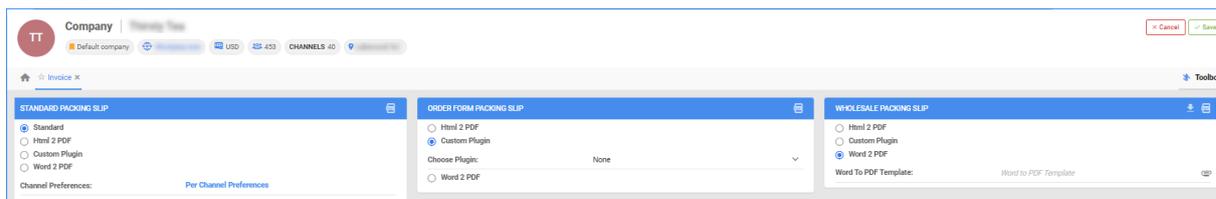
To apply different settings per channel, use the [Per Channel Preferences](#) configuration instead.

Invoice Types

There are a few different types of invoices in Sellercloud. You can customize your **Standard Invoice** settings, select a **Custom Plugin**, or design templates using **HTML2PDF** and **Word2PDF** formats. Once an **Invoice Type** type is selected, it automatically becomes the default format for all orders within the company unless different [Per Channel Preferences](#) are specified.

To select your preferred **Invoice Type**:

1. Go to **Settings > Companies > Manage Companies > Open a company**.
2. **Toolbox > Invoice Settings**.
3. In the **Invoice Type** field, select the type of invoice you want to apply.
4. Select or deselect settings in order to display or hide parameters on the invoice.
5. Click **Save**.



If you don't see the **Wholesale** and **Order Form Packing Slip** options, you must enable the **Enable Wholesale and Order Form Invoice Options** [Client Setting](#).

Standard Invoices

To gain a comprehensive understanding of the **Standard Invoice** settings and their intended use, refer to the descriptions

PACKING SLIP OPTIONS

Do Not Print Invoices
 Print 2 Invoice Copies When Shipping Orders
 Use Queue:
 Invoice Per Chunk:

Include Insurance Line
 Include Original Insurance Line Even When Insurance Is Disabled
 Include Handline Line
 Include Shipping Method Requested
 Include Order ID
 Include Discount Line
 Show Product Images
 Show Prices And \$ Total
 Show Customer Message
 Show Total Qty If > 1
 Show 'R' If Rush Order
 Show Gift Message
 Show Location Notes
 Show Company Address
 Print UPC
 Print Inventory Available Qty
 Print UPC For Kit Items
 Print Invoice Printed Date
 Print Shipped On Date
 Print Invoice Printed Count
 Print Order Promise Date
 Print Product Condition
 Print Shipping Packages
 Print Customer Email (For Amazon Orders)
 Print Customer Email (For Buy.Com Orders)
 Show Weight
 Hide Customer Email
 Use Bin Location
 Print Customer Service Notes
 Black Out UPS Footer On Invoice When Shipping With Non UPS Method
 Print Product Name In Multi-Line If Necessary (Don't Trim)
 Print Kit Item Names In Multi Line
 Print Lot Number
 Show Kit Component Name
 Include All Tracking Numbers
 Print Lot Expiry Date

Invoice Layout Type:

If Invoice Is Multi Pages:

Print Barcode On Invoice

Use Smaller Font For Barcode

Overstock Invoice Layout Type

Invoice Custom Message:

Invoice Custom Message Size:

below:

- **Do not print invoices** – Select this to prevent the automatic printing of invoices.
- **Print 2 invoice copies when shipping orders** – Select this to generate two copies of the invoice when fulfilling orders.
- **Use Queue: Invoice Per chunk:** This setting will hold invoices in a queue until the specified number is reached, then generate a PDF.
- **Include “Insurance” line** – Include an insurance line for the order on the invoice document.
- **Include “Original Insurance” line even when insurance is disabled** – This setting will include the Original Insurance line on the invoice, even if it’s disabled.
- **Include shipping service** – Displays the shipping service information on the invoice document.
- **Include “Handling” line** – This will include order handling information on the invoice document.
- **Include Shipping method requested** – Displays information about the requested shipping method.

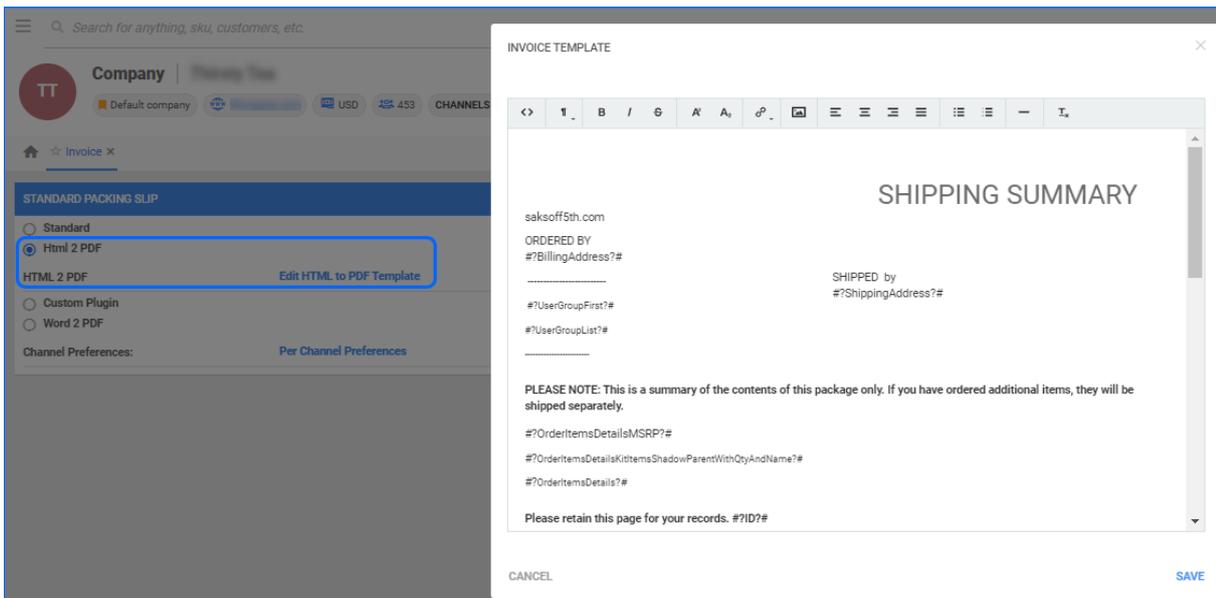
- **Include Order ID** – Displays Order ID on the invoice.
- **Include “Discount” line** – When enabled, this will include discount information on the invoice.
- **Show Product images** – Available Product Images will be printed on the invoice.
- **Show Prices and \$ total** – Include the prices and the total amount in dollars on the invoice.
- **Show Customer Message** – Display any messages from the customer on the printed document.
- **Show Total Qty if > 1** – Show the total quantity if it is greater than one.
- **Show ‘R’ if Rush order** – Indicate with ‘R’ if the order is marked as a rush order.
- **Show Gift Message** – Include the gift message on the printed material.
- **Show Location Notes** – Display notes related to the location on the printed document.
- **Show Company Address** – Include the company address on the invoice.
- **Print UPC** – Show the product UPC on the invoice.
- **Print UPC for Kit Items** – Select to show the UPC for [Kit Items](#).
- **Print Inventory Available Qty** – Display the available inventory quantity on the printed document.
- **Print Invoice Printed Date** – Show the date when the invoice was printed on the document.
- **Print Invoice Printed Count** – Include the count of how many times the invoice has been printed on the document.
- **Print Shipped On Date** – Display the date when the order was shipped.
- **Print Order Promise Date** – Include the promise date for the order, if such is available.
- **Print Product Condition** – Enable this to include selected product condition on the invoice
- **Print Shipping Packages** – Shows shipping packages count on the invoice document.
- **Print Customer Email (for Amazon Orders)** – Include the customer’s email for Amazon Orders.
- **Print Customer Email (for Buy.com Orders)** – Include the customer’s email for Buy.com Orders.
- **Show Weight** – Print Order Weight on the invoice document.
- **Hide Customer Email** – Do not show the customer’s email address on the invoice document.
- **Use Bin Location** – Select to show [Bin Location](#) on the invoice, if applicable.
- **Print customer service notes** – Select this to include any customer service notes, if applicable.
- **Black out UPS footer on invoice when shipping with non UPS method** – Hide UPS footer information if the order is shipped using a non-UPS method.
- **Print product name in multi-line if necessary (don’t trim)** – Display product names in multiple lines without trimming.
- **Print kit item names in multi line** – Show kit item names in multiple lines on the printed material.
- **Show Kit Component Name** – Include the name of kit components on the printed document.
- **Print Lot Number** – Display the lot number on the printed material.
- **Include all tracking numbers** – Include all tracking numbers associated with the order on the printed document.
- **Print Lot Expiry Date** – Show the expiry date of the lot on the invoice.
- **Invoice Layout Type** – Select between Default and Simplified
- **If invoice is multi pages** – Select which pages to be printed
- **Print Barcode on invoice** – Select either **Use Order ID** or **Use Order Source ID**
- **Use smaller font of barcode** – This setting reduces the size of the barcode by half.
- **Overstock Invoice Layout type** – Select between Barcode only and Barcode + picklist
- **Invoice Custom Message** – Enter Custom Message to be printed on the invoice document.
- **Invoice Custom Message Size** – Select the size of the message.

Word2PDF Invoices

With [Word2PDF Invoices](#) in Sellercloud, you have the flexibility to design your personalized invoice template using Microsoft Word and convert it into a PDF. Choose one of Sellercloud’s default [templates](#) or create your unique custom design.

HTML2PDF Invoices

You can select HTML2PDF invoice type to tailor specific fields in your document. Customize your template by incorporating various information using the placeholders provided on the right. Upon saving, these changes will be applied to orders within the specified company.



Wholesale Invoices

You can configure wholesale invoices:

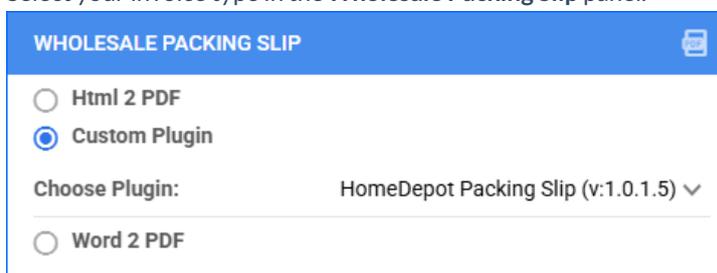
- For all [Wholesale Orders](#) under a specific company.
- For specific [Wholesale Customers](#) individually. This configuration takes priority over the company-level setting.

Wholesale channel order invoices include prices even when the setting **Show Prices and \$ Total** is disabled. To hide the prices on those invoices, go to [Client Settings](#) and enable **Allow To Hide Prices On Wholesale Order Invoice**.

Company-Wide

To configure invoices for all wholesale orders of a specific company:

1. Go to your [Company Settings](#).
2. Click **Toolbox** and select **Invoice Settings**.
3. Click **Edit**.
4. Select your invoice type in the **Wholesale Packing Slip** panel.



5. Click **Save**.

The [Client Setting Enable Wholesale and Order Form Invoice Options](#) is required for this setup.

Customer-Specific

To configure invoices for a specific wholesale customer:

1. Go to **Customers > Manage Customers**.
2. Search and click the customer's **ID** to open their details page.
3. Click **Edit**.
4. Click to expand the **Invoice Options** in the **Order Options** panel.
5. Select the **Order PDF Invoice Plugin**.

The screenshot shows the 'ORDER OPTIONS' panel with the following settings:

- Tax Exempt
- Tax Exempt Type: None
- Order Handling Fee: \$0.00
- Apply Shipping Charges To Order Total
- Allow Shipping Unpaid Orders
- Disable Ship Notifications
- ^ **Invoice Options** (indicated by a blue arrow)
- Invoice Notes: Order PDF Invoice Plugin (SS Per Customer Invoice (v:1.0.0.0)) (indicated by a blue box)
- Send Invoice With Shipping Notification Email
- ^ **Discounted Price Options**
- WholesalePrice-Based Discount: 0%
- Enable SitePrice-Based Discount
- Enable Cost-Based Pricing

6. Click **Save**.

Email Wholesale Invoices

If your [Company-Wide](#) configuration uses a **Plugin** to generate invoices for wholesale orders, you can email the invoices to your customers directly from Sellercloud.

To use this functionality, open a ticket with [Sellercloud Support](#) and request the **Generic Send Invoice Email To Customer** plugin.

Complete the following prerequisites:

1. Go to [Company Settings > Invoice Settings > Wholesale Packing Slip](#) and select a **Custom Plugin**. This plugin's invoices will be attached to the emails you send to your customers.
The **Generic Send Invoice Email To Customer** plugin bypasses [Customer-Specific](#) configurations and always uses the [Company-Wide](#) plugin configuration.
2. Add an [SMTP Profile](#) so Sellercloud can connect and send from your email address.
3. Create an [Email Template](#), which is the email message sent along with each invoice. You can add the [Email Placeholder #?OrderID?#](#) to your email template's **Subject** to show the order number. In addition, you can add the following placeholders to the **Message Body**:
 - a. **#?OrderID?#**

- b. #?GrandTotal?#
- c. #?TrackingNumber?#
- d. #?ShippedOn?#
- e. #?OrderSourceOrderId?#
- f. #?TrackingURL?#
- g. #?OrderItemsDetails?#
- h. #?FooterInfoCompany?#
- i. #?ShippingAddressHtml?#

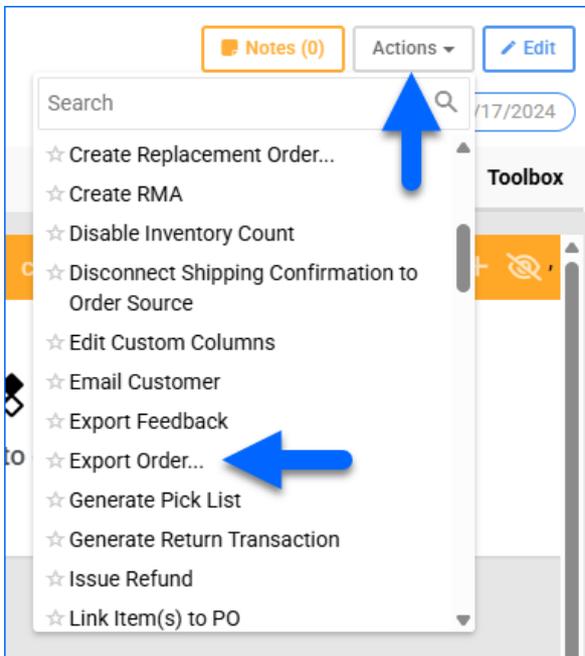
4. Create a new [Custom Company Setting](#) called **EmailTemplateFor_GenericSendInvoiceEmailToCustomer_Plugin** and enter your Email Template's name as the custom setting's value, indicating that the plugin should use that template.

Once you have completed the prerequisites, follow the steps below to email invoices.

Per Order

To email an invoice for a single order:

1. Open the [Order Details Page](#).
2. Click **Actions** and select **Export Order**.



3. Select **Plugin**, set it to **Generic Send Invoice Email To Customer**, and click **Export**.

EXPORT ORDER INFORMATION ✕

Standard Text

Plugin Generic Send Invoice Email To Customer (v:1.0 ▼)

Mapping Profile Select

Mark Orders As Exported

CANCEL EXPORT

4. When the [Queued Job](#) finishes, you will receive a [Notification](#).

For Multiple Orders

To email invoices for multiple orders:

1. Open the [Manage Orders Page](#).
2. **Search** and then **select** the orders.
3. Click the blue **Actions** icon at the bottom right and select **Export > More Options**.

<input type="checkbox"/>	ID	CHANNEL ORDER #	SKUS	ORDERED	GRAND TOTAL	QTY
<input checked="" type="checkbox"/>	5150384	78987087	W SC-Tees	Completed 12/15/2023 07:00 AM	\$125.00	5
<input checked="" type="checkbox"/>	5150383	6060770	W SC-Tees	Completed 12/15/2023 07:00 AM	\$125.00	5
<input checked="" type="checkbox"/>	5150382	73654568	W SC-Tees	Completed 12/15/2023 07:00 AM	\$125.00	5

3 selected

4. Select **Plugin**, set it to **Generic Send Invoice Email To Customer**, and click **Export**.

EXPORT ORDER INFORMATION ✕

Standard Text

Plugin Generic Send Invoice Email To Customer (v:1.0 ▼)

Mapping Profile Select

Mark Orders As Exported

CANCEL EXPORT

5. When the [Queued Job](#) finishes, you will receive a [Notification](#).

Automatically

To email invoices automatically:

1. Optionally, create a [Saved Search](#) targeting only those orders for which you want to email invoices.
2. [Create a Scheduled Task](#) and set the **Task Type** to **Export Orders**.
3. In the **Details** panel:

- a. Click the **User ID** menu and select your email.
 - b. Click the **Saved Search** menu and select the saved search you created earlier.
 - c. Set **Export Via** to **Generic Send Invoice Email To Customer**.
 - d. Optionally, check **Mark Orders As Exported**. If your Saved Search has the **Exported** filter set to **Not Exported**, this prevents orders from being processed more than once.
4. In the **Export Options** panel, set **Export To** to **None**.
 5. In the **Frequency** panel, specify the task frequency. For optimal performance, select a range between thirty minutes and one hour.
 6. In the **General** panel, click the **Enable** toggle button.
 7. Click **Save**.

The screenshot displays a task configuration interface with the following sections:

- GENERAL** (blue header):
 - Task Name: Email Invoices for Wholesale Orders
 - Task Type: Export_Orders
 - Company: Thirsty Tea
 - Priority: Normal
 - Note: (empty)
- DETAILS** (blue header):
 - User ID: [dropdown]
 - Saved Search: Order Search
 - Export Via: Generic Send Invoice Email To Customer
 - File Name: (empty)
 - Max Records To Export: All
 - Checkboxes:
 - Mark Orders As Exported
 - This Is Tracking Export
 - This Is Invoice Export
 - This Is Order Ack (Accept)
 - This Is Order Ack (Release)
 - This Is Dropship Export
 - Export File Without Extension
- EXPORT OPTIONS** (dark grey header):
 - Export To: None
- FREQUENCY** (orange header):
 - Start At: 04/24/2025 12:00 AM
 - Recurrence:
 - Minutes: Every 30 minute(s)
 - Hours: Every 1 hour(s)
 - Daily
 - Run on these day(s): Mo Tu We Thu Fri Sa Su
 - Monthly: Every 0 date of month Last Day Of Month
 - Custom
 - Run on these day(s): Mo Tu We Thu Fri Sa Su
 - Time of Day: Click here to select time
 - Existing Times: *
 - Expire Schedule: Never On Date
- EMAIL ALERTS** (pink header):
 - Send Email Alerts Upon Completion
 - Send Task Success Email To (Separate By Semicolon):
 - Send Task Failure Email To (Separate By Semicolon):
 - Send Task Failure Email Even If No Records Found

Per Channel Preferences

You can apply channel-specific adjustments on invoices. You can select between, **Standard Invoice**, **Channel Specific**, **Word to PDF**, or a plugin from the **Invoice Type** dropdown.

Client Setting **Enable Per Channel Based PDF Invoices** must be enabled for this workflow. To enable the setting navigate to **Settings > Client Settings > General Client Settings**.

1. Go to **Settings > Companies > Manage Companies > Open a company**.
2. **Toolbox > Invoice Settings**.
3. Click **Per Channel Preferences**.
4. Scroll down and navigate to the requested channel.

5. Select the **Invoice Type**.
 - a. **Standard Invoice** – Selecting this option will use the Standard Invoice configuration.
 - b. **Channel Specific** – Choose this option when the channel requires a printed packing slip to be inserted into the shipping package along with the order. This is usually used for fulfillment channels, such as Wayfair.
 - c. **Word2PDF** – Select the Arrow Icon to upload your invoice template.
 - d. **Plugin** – You can select the applicable invoice plugin from the dropdown.
6. Click **Save**.

Channel	Invoice Type	Plugin	Word to PDF Template
Amazon	Standard Invoice	Select	Choose File No file chosen
ATGStores	Channel Specific	Select	Choose File No file chosen
BackMarket	Word To PDF	Select	Choose File No file chosen
BedBathAndBeyond	Plugin	Select	Choose File No file chosen

Invoices in Shipbridge

Regardless of your **Invoice Settings** configuration in Sellercloud, you have the flexibility to tailor and customize your [Shipbridge Invoice Options](#) independently or apply the same set of settings uniformly. To configure your invoice settings in Shipbridge, go to **Menu > Options > Invoice**. Here, you can fine-tune various preferences and specifications within the dedicated Invoice tab.

If you choose any of the thermal invoice options, you can configure your invoice settings separately in Shipbridge.

Alternatively, if you choose the letter-sized format, the invoice settings as seen in the **Company > Toolbox > Invoice Settings** page will be applied, whether it's the standard type, generated through a plugin, or converted using Word2PDF.

Refer to the [Configure Shipbridge Options](#) article to read more about our General Invoice Options in Shipbridge.

Related Client Settings

The following Client Settings are available:

- **Enable Wholesale and Order Form Invoice Options** – Enables you to choose different invoice plugins for Order Forms and Wholesale Invoice Types.
- **Enable Per Channel Based PDF Invoices** – This client setting allows you to generate individual PDF invoices for each channel integrated under your company.
- **Allow to hide prices on Wholesale order Invoice** – When enabled, the price on Wholesale Orders will be hidden.

Overview

Invoices typically contain essential details about your orders and the products they include. Sellercloud provides various options for generating invoices tailored to your needs, offering flexibility in displaying or concealing certain product and order information.

Invoice settings are configured at the company level and automatically apply to orders from all connected sales channels by default. You can choose from various formats, including Standard Invoice, Channel-Specific, Word to PDF, or custom plugin options.

To apply different settings per channel, use the [Per Channel Preferences](#) configuration instead.

Invoice Types

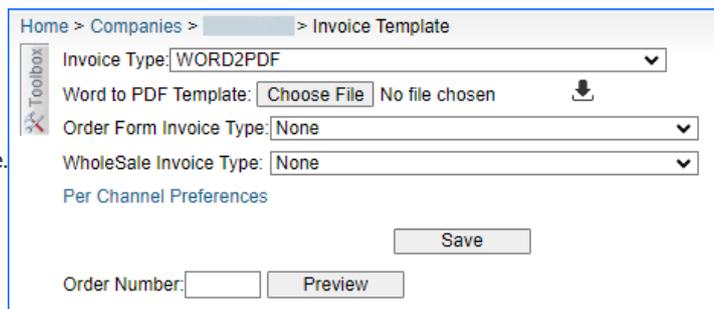
There are a few different types of invoices in Sellercloud. You can customize your **Standard Invoice** settings, select a

Custom Plugin, or design templates using **HTML2PDF** and **Word2PDF** formats. Once an **Invoice Type** type is selected, it automatically becomes the default format for all orders within the company unless different **Per Channel Preferences** are specified.

To select your preferred **Invoice Type**:

1. Go to **Settings > Companies > Open a company**.
2. **Toolbox > Invoice Settings**.
3. In the **Invoice Type** field, select the type of invoice you want to apply.
4. Select or deselect settings in order to display or hide parameters on the invoice.

5. Click **Save**.



The screenshot shows a web interface for configuring an invoice template. The breadcrumb navigation at the top reads "Home > Companies > [Company Name] > Invoice Template". On the left, there is a vertical "Toolbox" menu. The main content area contains the following fields and controls:

- Invoice Type:** A dropdown menu currently set to "WORD2PDF".
- Word to PDF Template:** A file selection area with a "Choose File" button, the text "No file chosen", and a download icon.
- Order Form Invoice Type:** A dropdown menu currently set to "None".
- WholeSale Invoice Type:** A dropdown menu currently set to "None".
- Per Channel Preferences:** A link in blue text.
- Save:** A button located below the dropdowns.
- Order Number:** A text input field followed by a "Preview" button.

Standard Invoices

To gain a comprehensive understanding of the **Standard Invoice** settings and their intended use, refer to the descriptions

below:

Invoice Type: Standard

Order Form Invoice Type: None

WholeSale Invoice Type: None

Per Channel Preferences

Do not print invoices

Print 2 invoice copies when shipping orders

Use Queue: Invoice Per chunk: 0

Include "Insurance" line

Include "Original Insurance" line even when insurance is disabled

Include shipping service

Include "Handline" line

Include Shipping method requested

Include Order ID

Include "Discount" line

Show Product images

Show Prices and \$ total

Show Customer Message

Show Total Qty if > 1

Show 'R' if Rush order

Show Gift Message

Show Location Notes

Show Company Address

Print UPC

Print Inventory Available Qty

Print Invoice Printed Date

Print Invoice Printed Count

Print Shipped On Date

Print Order Promise Date

Print Product Condition

Print Shipping Packages

Print Customer Email (for Amazon Orders)

Print Customer Email (for Buy.com Orders)

Show Weight

Hide Customer Email

Use Bin Location

Print customer service notes

Black out UPS footer on invoice when shipping with non UPS method

Print product name in multi-line if necessary (don't trim)

Print kit item names in multi line

Show Kit Component Name

Print Lot Number

Include all tracking numbers

Print Lot Expiry Date

Invoice layout type: Default

If invoice is multi pages: Print 1st page only

Print Barcode on invoice: Use Order ID

Use smaller font for barcode

Overstock invoice layout type: Barcode Only

Invoice Custom Message: (1000)

Invoice Custom Message Size: 5x

Save

- **Do not print invoices** – Select this to prevent the automatic printing of invoices.
- **Print 2 invoice copies when shipping orders** – Select this to generate two copies of the invoice when fulfilling orders.
- **Use Queue: Invoice Per chunk:** This setting will hold invoices in a queue until the specified number is reached, then generate a PDF.
- **Include "Insurance" line** – Include an insurance line for the order on the invoice document.
- **Include "Original Insurance" line even when insurance is disabled** – This setting will include the Original Insurance line on the invoice, even if it's disabled.
- **Include shipping service** – Displays the shipping service information on the invoice document.
- **Include "Handling" line** – This will include order handling information on the invoice document.
- **Include Shipping method requested** – Displays information about the requested shipping method.
- **Include Order ID** – Displays Order ID on the invoice.
- **Include "Discount" line** – When enabled, this will include discount information on the invoice.
- **Show Product images** – Available Product Images will be printed on the invoice.
- **Show Prices and \$ total** – Include the prices and the total amount in dollars on the invoice.
- **Show Customer Message** – Display any messages from the customer on the printed document.
- **Show Total Qty if > 1** – Show the total quantity if it is greater than one.
- **Show 'R' if Rush order** – Indicate with 'R' if the order is marked as a rush order.
- **Show Gift Message** – Include the gift message on the printed material.
- **Show Location Notes** – Display notes related to the location on the printed document.
- **Show Company Address** – Include the company address on the invoice.

- **Print UPC** – Show the product UPC on the invoice.
- **Print UPC for Kit Items** – Select to show the UPC for [Kit Items](#).
- **Print Inventory Available Qty** – Display the available inventory quantity on the printed document.
- **Print Invoice Printed Date** – Show the date when the invoice was printed on the document.
- **Print Invoice Printed Count** – Include the count of how many times the invoice has been printed on the document.
- **Print Shipped On Date** – Display the date when the order was shipped.
- **Print Order Promise Date** – Include the promise date for the order, if such is available.
- **Print Product Condition** – Enable this to include selected product condition on the invoice
- **Print Shipping Packages** – Shows shipping packages count on the invoice document.
- **Print Customer Email (for Amazon Orders)** – Include the customer’s email for Amazon Orders.
- **Print Customer Email (for Buy.com Orders)** – Include the customer’s email for Buy.com Orders.
- **Show Weight** – Print Order Weight on the invoice document.
- **Hide Customer Email** – Do not show the customer’s email address on the invoice document.
- **Use Bin Location** – Select to show [Bin Location](#) on the invoice, if applicable.
- **Print customer service notes** – Select this to include any customer service notes, if applicable.
- **Black out UPS footer on invoice when shipping with non UPS method** – Hide UPS footer information if the order is shipped using a non-UPS method.
- **Print product name in multi-line if necessary (don’t trim)** – Display product names in multiple lines without trimming.
- **Print kit item names in multi line** – Show kit item names in multiple lines on the printed material.
- **Show Kit Component Name** – Include the names of kit components on the printed document.
- **Print Lot Number** – Display the lot number on the printed material.
- **Include all tracking numbers** – Include all tracking numbers associated with the order on the printed document.
- **Print Lot Expiry Date** – Show the expiry date of the lot on the invoice.
- **Invoice Layout Type** – Select between Default and Simplified
- **If invoice is multi pages** – Select which pages to be printed
- **Print Barcode on invoice** – Select either **Use Order ID** or **Use Order Source ID**
- **Use smaller font of barcode** – This setting reduces the size of the barcode by half.
- **Overstock Invoice Layout type** – Select between Barcode only and Barcode + picklist
- **Invoice Custom Message** – Enter Custom Message to be printed on the invoice document.
- **Invoice Custom Message Size** – Select the size of the message.

Word2PDF Invoices

With [Word2PDF Invoices](#) in Sellercloud, you have the flexibility to design your personalized invoice template using Microsoft Word and convert it into a PDF. Choose one of Sellercloud’s default [templates](#) or create your unique custom

design.

Toolbox

Invoice Type: WORD2PDF

Word to PDF Template: Choose File No file chosen ↓

Order Form Invoice Type: None

WholeSale Invoice Type: None

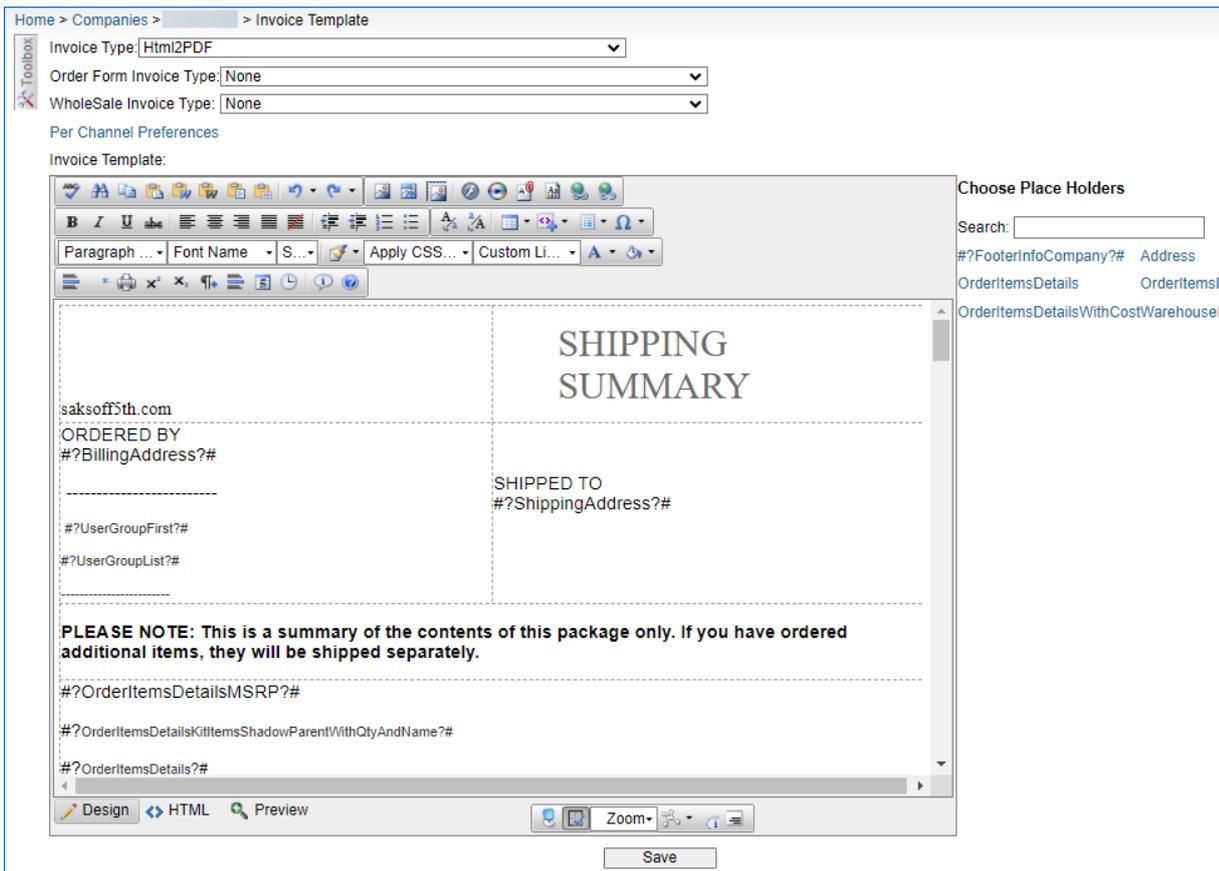
[Per Channel Preferences](#)

Save

Order Number:
Preview

HTML2PDF Invoices

You can select HTML2PDF invoice type to tailor specific fields in your document. Customize your template by incorporating various information using the placeholders provided on the right. Upon saving, these changes will be applied to orders within the specified company.



Wholesale Invoices

You can configure individual invoices for each wholesale customer or, alternatively, use a unified plugin for all Wholesale orders. Once the appropriate plugin is placed on your server, follow the steps below to set the Invoice Type per customer. Wholesale channel order invoices will always show prices even when the setting **Show Prices and \$ total** is disabled. To hide the price on those invoices, enable the [Client Setting Allow to hide prices on WholeSale order Invoice](#). To enable the setting go to **Settings > Client Settings > General Client Settings**.

Customer Wide

1. Go to **Customers > Open the customer**.
2. Scroll down and select the requested plugin in the **Order PDF Invoice Plugin** field.

3. Click **Save**.

Invoice Notes:	<input type="text"/>
Rating:	NotRated <input type="button" value="v"/>
Sales Man:	<input type="text"/>
Phone 1:	<input type="text"/> <input type="checkbox"/> Use with shipping
Phone 2:	<input type="text"/>
Phone 3:	<input type="text"/>
Mobile:	<input type="text"/> (Valid for US Phones only)
Fax Number:	<input type="text"/>
Order PDF Invoice Plugin:	SK Per Customer Invoice (v:1.0.0.0) <input type="button" value="v"/>
Order Handling Fee:	0
<input type="button" value="Save"/>	

Company Wide

To configure your invoice settings for all wholesale orders under a company, follow the steps described below.

1. Go to **Settings** > Open a **company**.
2. **Toolbox** > **Invoice Settings**.
3. Navigate to **WholeSale Invoice Type** > Select your desired format from the dropdown.

4. Click **Save**.

Per Channel Preferences

You can apply channel-specific adjustments on invoices. You can select between, **Standard Invoice**, **Channel Specific**, **Word to PDF**, or a plugin from the **Invoice Type** dropdown.

Client Setting **Enable Per Channel Based PDF Invoices** must be enabled for this workflow. To enable the setting navigate to **Settings** > **Client Settings** > **General Client Settings**.

1. Go to **Settings** > Open a **company**.
2. **Toolbox** > **Invoice Settings**.
3. Click **Per Channel Preferences**.
4. Scroll down and navigate to the requested channel.
5. Select the **Invoice Type**.
 - a. **Standard Invoice** – Selecting this option will use the Standard Invoice configuration.
 - b. **Channel Specific** – Choose this option when the channel requires a printed packing slip to be inserted into the shipping package along with the order. This is usually used for fulfillment channels, such as Wayfair.
 - c. **Word2PDF** – Select the Arrow Icon to upload your invoice template.
 - d. **Plugin** – You can select the applicable invoice plugin from the dropdown.

6. Click **Save**.

Wayfair	Plugin	Wayfair Packing Slip (v:1.0.0.2)	Choose File	No file chosen
Website	Plugin	C2C Custom Order PDF Invoice (v:1.0.0.0)	Choose File	No file chosen
WFS	Standard Invoice	Select	Choose File	No file chosen
Wholesale	Plugin	C2C Custom Order PDF Invoice (v:1.0.0.0)	Choose File	No file chosen
Wish	Standard Invoice	Select	Choose File	No file chosen
Yahoo	Standard Invoice	Select	Choose File	No file chosen

Save

Invoices in Shipbridge

Regardless of your **Invoice Settings** configuration in Sellercloud, you have the flexibility to tailor and customize your **Shipbridge Invoice Options** independently or apply the same set of settings uniformly. To configure your invoice settings in Shipbridge, go to **Menu > Options > Invoice**. Here, you can fine-tune various preferences and specifications within the dedicated Invoice tab.

If you choose any of the thermal invoice options, you can configure your invoice settings separately in Shipbridge. Alternatively, if you choose the letter-sized format, the invoice settings as seen in the **Company > Toolbox > Invoice Settings** page will be applied, whether it's the standard type, generated through a plugin, or converted using Word2PDF.

Refer to the [Configure Shipbridge Options](#) article to read more about our General Invoice Options in Shipbridge.

The screenshot shows the 'Options' dialog box with the 'Invoice' tab selected. The 'Invoice type' is set to 'Thermal (4x6 in)'. The printer is 'OneNote for Windows 10'. The 'Laser printer' is 'Snagit 2022'. The 'Adjustment (X / Y)' is set to 0.000. The 'Include "Handling" line' checkbox is checked. The 'Include product images' checkbox is checked. The 'Show Reference #' checkbox is checked. The 'Display Customer Email Address' checkbox is checked. The 'Include billing/shipping info' checkbox is checked. The 'Increase items text size by' is set to 0% (ZPL II only). The 'Run Configuration Wizard' button is visible at the bottom left. The 'Find setting...' dropdown is set to 'Find Next'. The 'Apply', 'Save', and 'Cancel' buttons are at the bottom right.

Related Client Settings

The following Client Settings are available:

- **Enable Wholesale and Order Form Invoice Options** – Enables you to choose different invoice plugins for Order Forms and Wholesale Invoice Types.
- **Enable Per Channel Based PDF Invoices** – This client setting allows you to generate individual PDF invoices for each channel integrated under your company.
- **Allow to hide prices on Wholesale order Invoice** – When enabled, the price on Wholesale Orders will be hidden.