

How to send an Invoice to your customers from Printrove?

As a Store Owner, it is always a **good practice** to send Invoices to your customers for the orders they place with you. It shows that you're a **legitimate business** and serves as an **official record** of the sale.

By the end of this article, you would have a complete understanding of the **methods** available (**E-invoice or Physical copy**) to send invoices to your customers.

Please Note:

If you're here to learn about the invoices **billed to you** as a Merchant, you can refer to this article about [Printrove's GST Invoices](#) and how can you download the same from your Merchant Panel.

So let's get started!

Send an E-Invoice to your Customers:-

We highly recommend sending an **e-invoice (soft copy)** to your Customers via e-mail.

You help **reduce the use of paper** and in turn, save trees from being cut. Also, for your **COD Orders**, the E-Invoice serves as a reminder to your customers about the **payment** they need to make to the delivery executive.

Recommended Apps/Plug-Ins for your Stores:-

- **For Shopify** , we recommend **GST Invoice India** by **WebPlanex**.

No need to import your Order Data into third-party software. This App fetches your Order Data and generates **GST-ready Invoices**. Once generated, this App will send automated customer emails in a **PDF** format.

You can find the App [here](#) .

- **For WooCommerce/WordPress**, we recommend **Invoices for WooCommerce**.

This Plug-In automates the Invoicing process by generating and sending it to your customers. You can also decide **when** to share the Invoice with your customer, for instance, emails can be triggered when an Order has been marked as completed.

You can find the Plug-In [here](#).

- For Merchants selling on Platforms like Instagram, Facebook etc, we recommend **Zoho Invoice**.

This software helps in crafting accurate invoices, enabling easy payments, and tracking and following up on transactions hassle free. The app version is also available on Google Play, Apple Store and Microsoft App Store for the sellers always on the move.

You can find the Plug-In [here](#)

Send a Physical Copy of the Invoice with your Orders:-

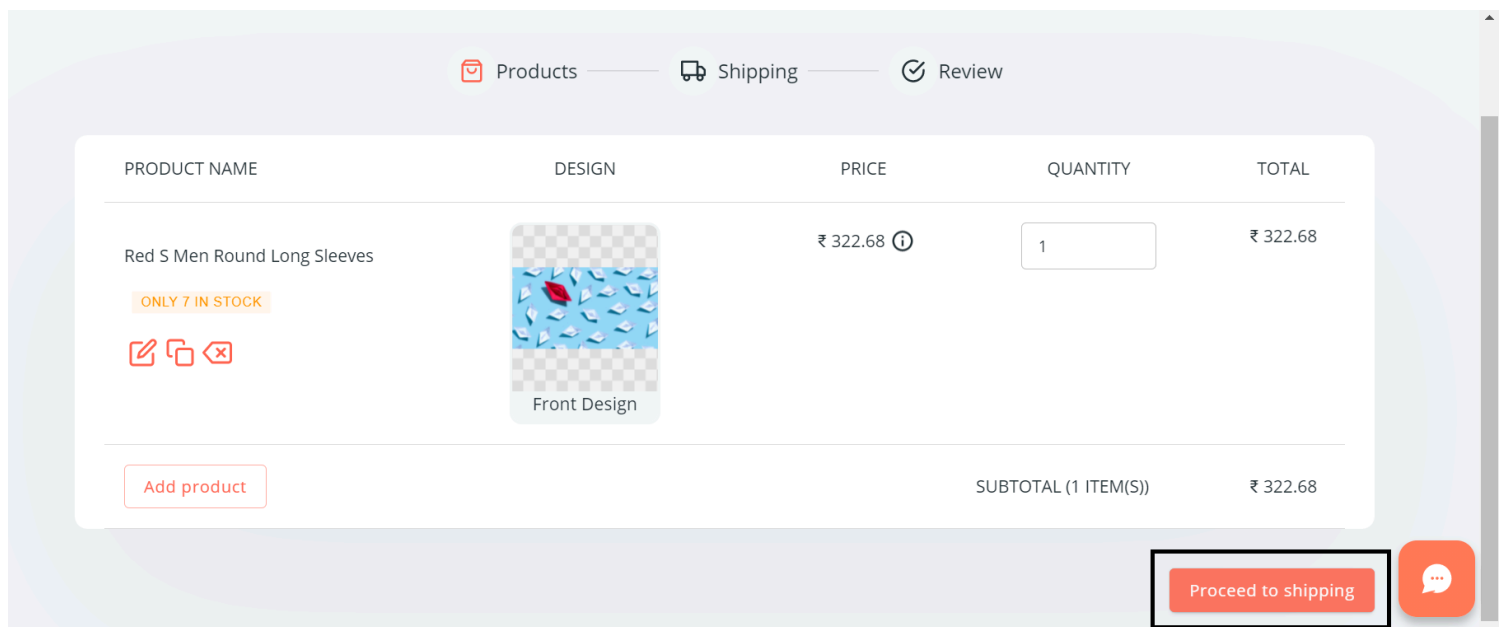
If you'd like to still send a physical copy of the Invoices along with your Orders, you can follow the steps below to Upload an Invoice copy to your Order on Printrove.

Scenario 1: How to Upload an Invoice *while* Placing your Order?

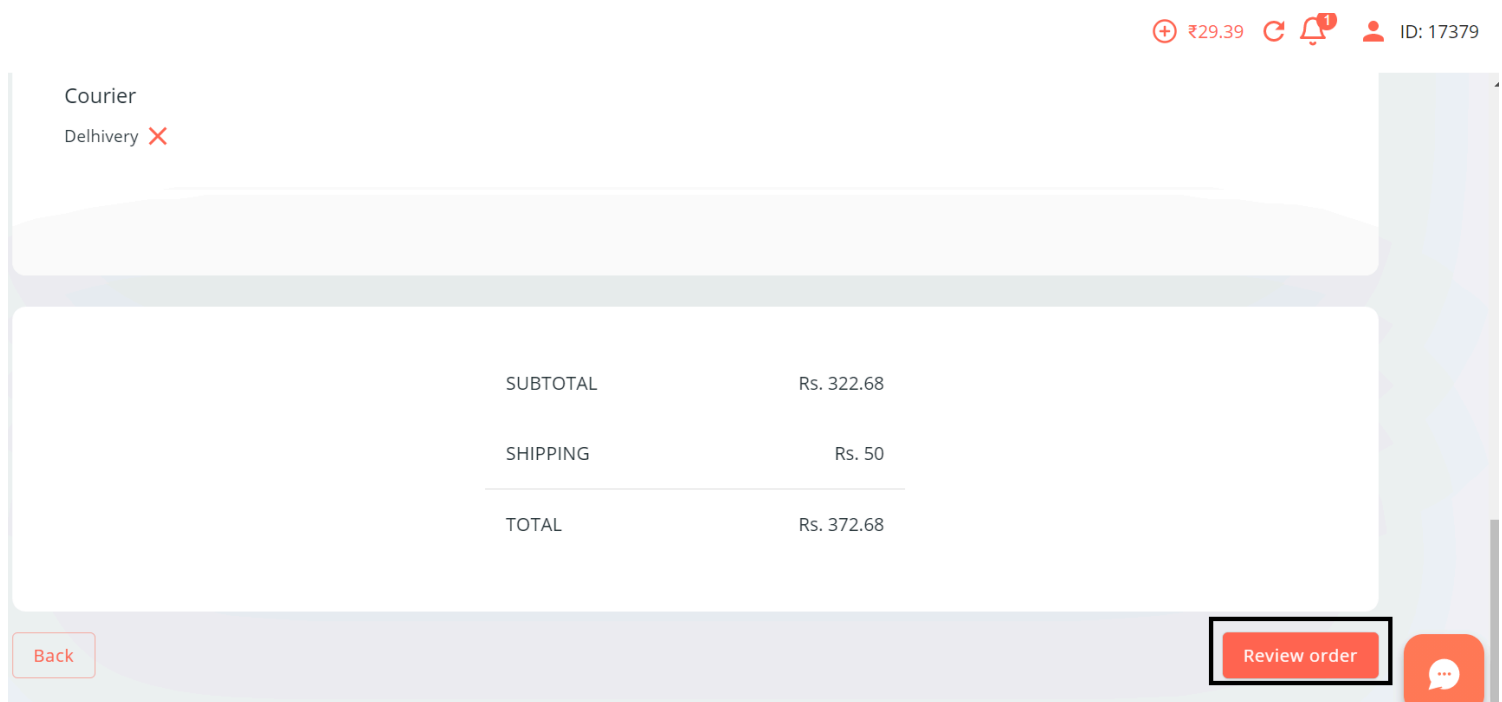
Step 1 : Log in to your [Printrove Account](#).

Step 2 : Create a **New Order** from the Dashboard.

Step 3 : After you have updated the Design, Click on **Proceed to Shipping**.



Step 4 : Click on **Review Order** at the bottom of the Page.



Step 5 : You will find the **Upload Invoice** option after the Shipping Details. Click on the button and proceed to Upload Invoice.

Shipping Details

Ship to

Khushboo Lalwani

Plot no 35-36 "yashoda" near dhanvantari medical store
Swagat nagar, Nagpur 440013
Chennai Tamil Nadu - 600001
India
7028365506
khushboolalwani14@gmail.com

Shipped by Printrove

Delhivery
Rs. 50

Upload invoice

That's it! Once Uploaded, we automatically take a printout of your **U ploaded Invoice** and attach it to your Order for your Customers to see.

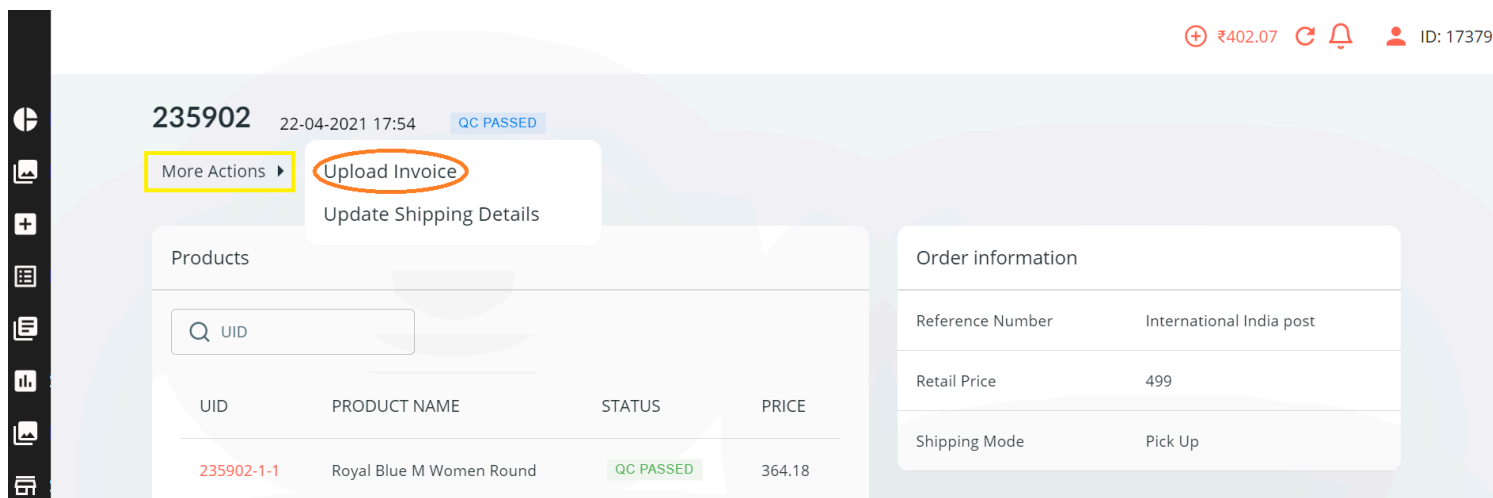
Scenario 2: How to Upload an Invoice *after* the Order is placed?

Step 1: Log in to your [Printrove Account](#) .

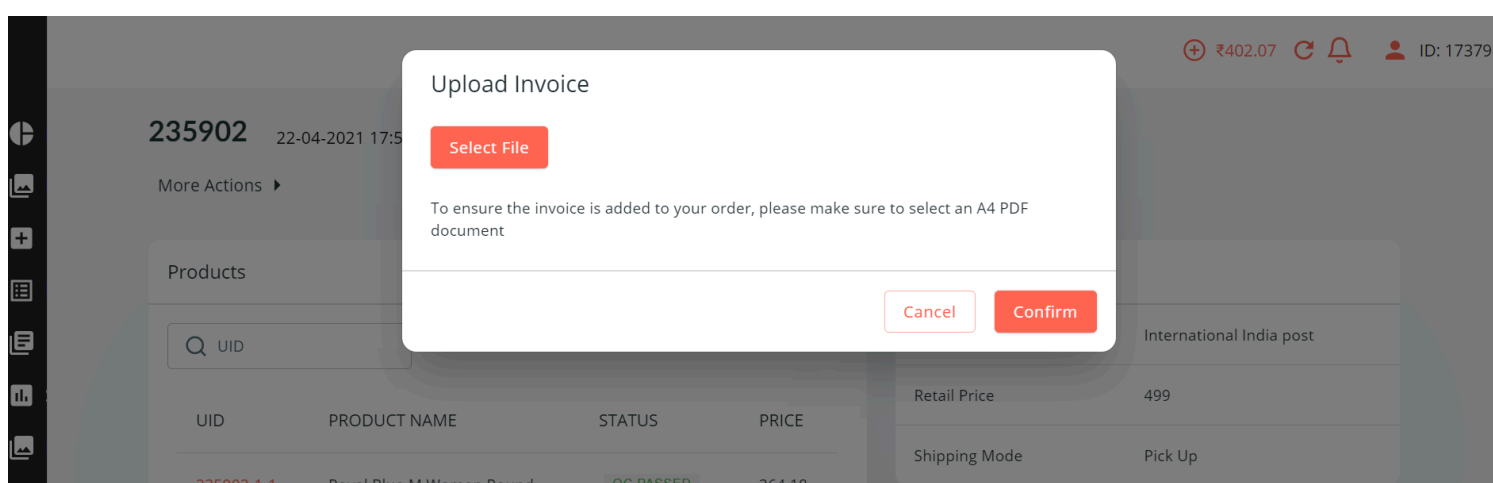
Step 2 : Hover to the **Manage Orders** section. Click on the Order ID you want to **Upload the Invoice** for.

PLACED ON ↓	ORDER ID	CUSTOMER NAME	REFERENCE	COURIER	TRACKING ID	STATUS
06-05-2021 16:38	239685	Khushboo Lalwani	11234	Delhivery	1091108646903	CANCELLED
23-04-2021 16:22	236109	Khushboo Lalwani	167	Delhivery	1091106049295	CANCELLED
22-04-2021 17:54	235902	Khushboo Lalwani	International India post		CT254163254IN	SHIPPED

Step 3 : You will see a **More Actions** tab as shown below.



Step 4 : Upload the **Invoice PDF**.



That's it! Your Invoice is now ready to go with your Order!

However, if you wish to upload a **New Invoice** due to inaccurate information/wrong invoice, you will also find an option to **Remove Invoice** in the **More Actions** menu.

Important Note:

i. When can the invoice be uploaded on the Printrove Merchant Panel?

The invoices can be uploaded only **before** the Order has passed the **Quality Check** stage. This is because after the Quality Check stage, the Tracking Number is generated and the products are packed. You can learn about the processing stages [here](#).

ii. Does Printrove automatically add any invoice to your orders?

By default, Printrove does not add the invoices for any of your Orders.

Hope now you can upload the Invoice to your Orders smoothly!