

# PDF Invoice User Guide

Thank you for purchasing our extension. If you have any questions that are beyond the scope of this document, do not hesitate to leave us an email via our email [support@magenest.com](mailto:support@magenest.com).

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## Introduction

PDF Invoice for Magento 2 enables merchants to create beautiful and professional invoices that replace the default template in Magento. The extension comes with GrapeJS, the user-friendly template editor so that admin can simply drag and drop to add multiple elements such as text, image, shape, discount code, etc.

## Feature

### For Admin

- Create a custom template in HTML and convert it to PDF with the order information.
- Choose PDF templates for Order, Invoice, Shipment and Credit memo details.
- Allows customers to print a PDF order details from the store-front.
- Easily create a template with the builder tool.

### For Customer

- Print the PDF for their own order details from My Account page.

## System requirement

- Your store should be running on Magento Community Edition version 2.2.x or 2.3.x.



## 1. Configuration

+ On Admin sidebar, go to **Marketing > PDF Invoice > Settings**.

+ On **Configuration** page

**General Configuration**

### General Configuration

Enable PDF Invoice [store view] Yes

Allow printing PDF from backend [store view] Yes

Allow customer to print the PDF [store view] Yes

- **Enable PDF Invoice:** choose Yes to activate the extension.
- **Allow printing PDF from backend:** If choose **Yes**, it will allow admin to print the PDF from the backend.
- **Allow customer to print the PDF:** If choose **Yes**, it will allow the customer to print the PDF from the frontend.

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### Set configuration for the PDF

Allow attaching PDF to email [store view] Yes

Select PDF Template [store view] tests

There are four types of PDF: **PDF for Order**, **PDF for Invoice**, **PDF for Shipment** and **PDF for Credit Memos**. Expand the sections to configure for each PDF.

- **Allow attaching PDF to email:** choose Yes to attach the PDF files to the transaction emails.
- **Select PDF Template:** choose a template on the drop-down list for the attached PDF.

## 2. Manage PDF Template

This section allows editing the available PDF template or creating new template.

- + On the Admin sidebar, go to **Marketing > PDF Invoice > Manage PDF Template**.
- + On **Manage PDF Template** page, click on **Add New Template** button to create a new one.
- + On **New Template** page:

### General Configuration

- **Template Name:** enter the name for the new template.
- **Type:** choose the type of email that the PDF is attached with. There are four default types of email: order, invoice, shipment, credit memo.

#### General Information

Template Name \*

Type

## PDF Configuration

In this section, the admin can configure the layout for the PDF template.

- Select the **Page Size** and **Orientation** for the template.
- Set the margins for the template on the **Top Margin**, **Right Margin**, **Bottom Margin** and **Left Margin** field.

PDF Configuration

Page Size    
Size in pixels: 3508 x 2480 px

Page Orientation

Top Margin \*   
**▲** Value must less than the page size. Default unit: px

Right Margin \*   
**▲** Value must less than the page size. Default unit: px

Bottom Margin \*   
**▲** Value must less than the page size. Default unit: px

Left Margin \*   
**▲** Value must less than the page size. Default unit: px

## PDF Content

Admin can build a new template or create a new template base on an available template.

PDF Content

Default template

HTML Content \*

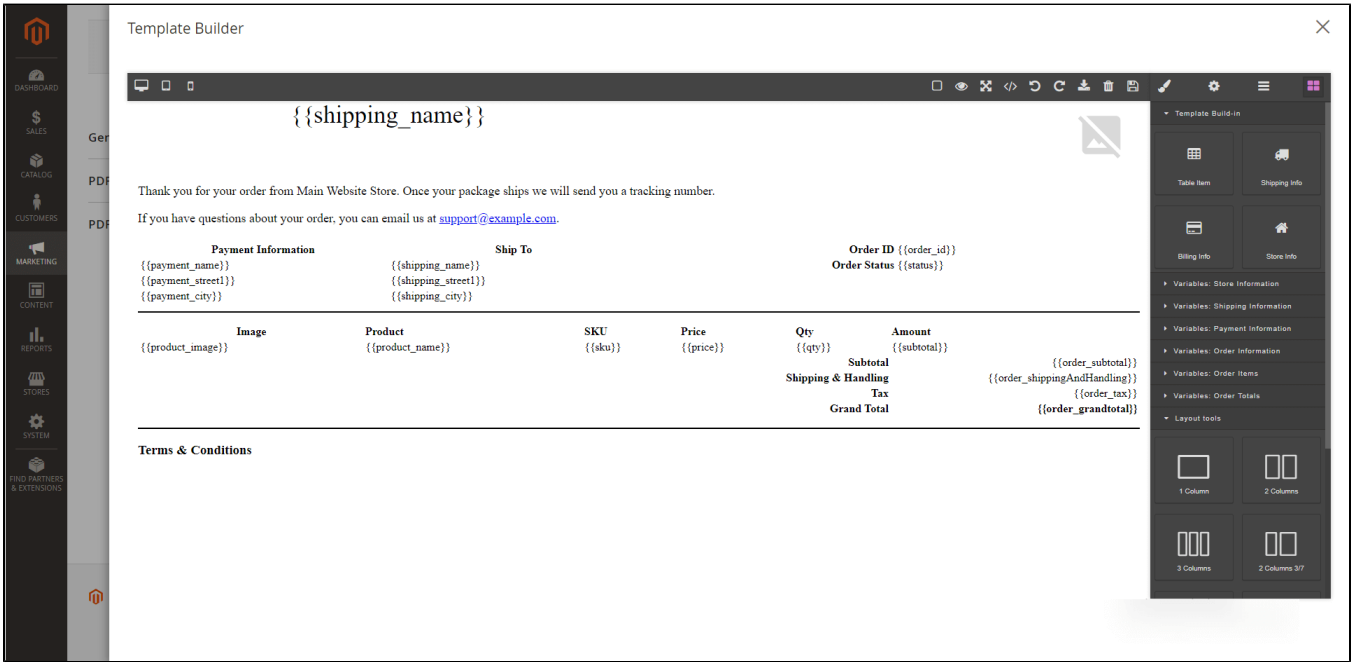
Css Content \*

### + To create a template base on the available templates

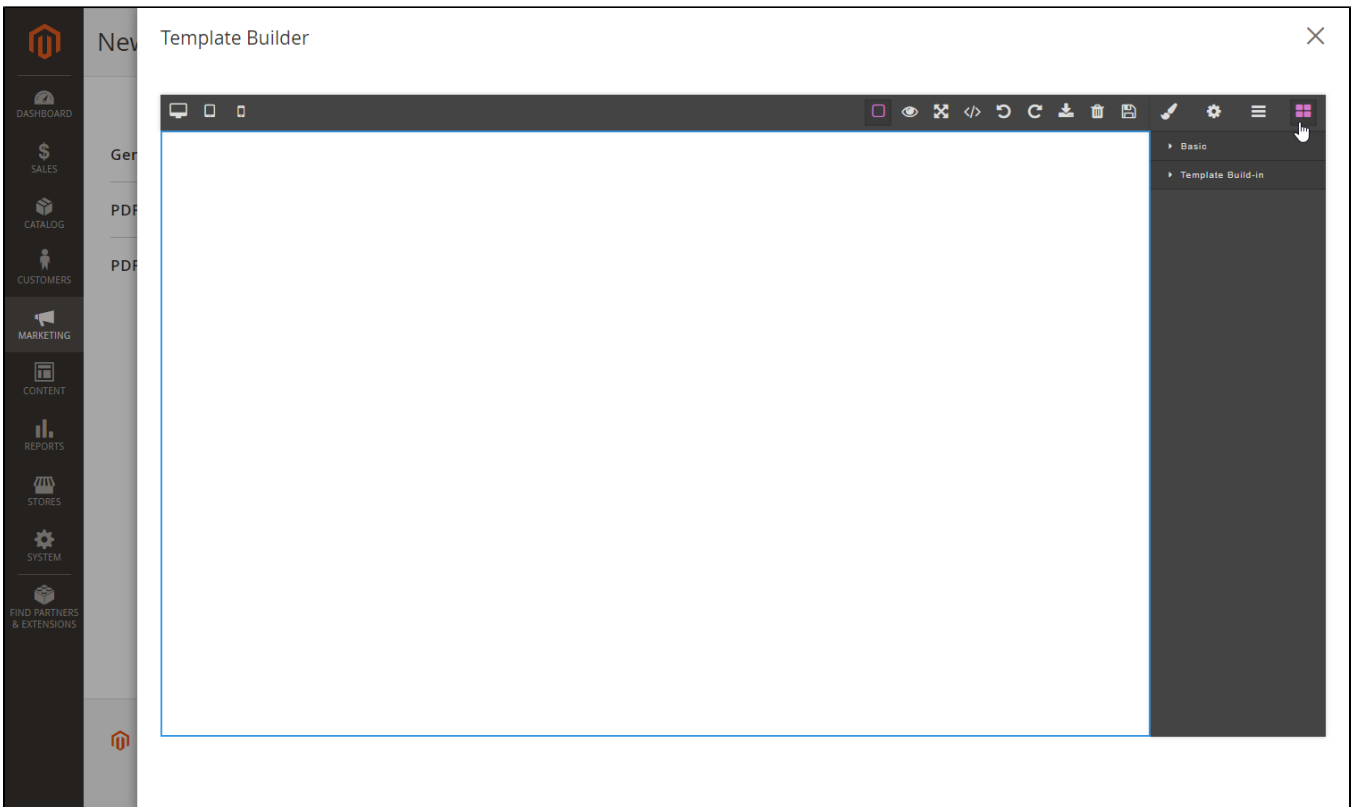
- On **Default template** section, choose one template on the drop-down list
- Click on **Load Template** button.
- Then click on **Show Editor** button to open the **Template Builder** area and set a new template base on the available one.

### + To build a new template, on **HTML Content**, click on **Show Editor** button. Then create your content from scratch.

- On the **Template Builder** section, drag and drop the items on the right column to the template area to build a new template.



- Click on the last icon on the toolbar and expand the **Basic** and **Template Build-in** section. Then drag and drop the items in these sections to the building section.



- Click on each item and set the display for it with the edit table on the right.

Classes - State - ▾

☑ order-information ✕ +

Selected `.order-information`

▾ General

Float

noneleftright

Display

block ▾

Position

staticrelativeabsolutefixed

Top

0 px ▾

Right

0 px ▾

Left

0 px ▾

Bottom

0 px ▾

▶ Layout

▶ Typography

▶ Decorations

▶ Extra

**⚠ Note:** Do not change the template during the building process otherwise your template will disappear.

## Create PDF template using HTML and CSS code

+ You can design your own custom template with HTML and CSS. For more details about all supported HTML tags and supported CSS, please refer to this site <https://mpdf.github.io/html-support/html-tags.html>.

+ To insert a shortcode, which will replace by specific information of the order, you can use this format `<shortcode>{{key}}</shortcode>`.


**Note:**

- To load all items of the order, you have to use the `<table>` tag and mark the `<tr>`, which shows the order item value, with `id="row_items"`. Besides, the shortcode can be used in the "order item" section only.
- To insert product image, please use this format ``
- To insert Store Logo, you can use this format `` or use the `<img>` with the direct link image.


+ Shortcode list

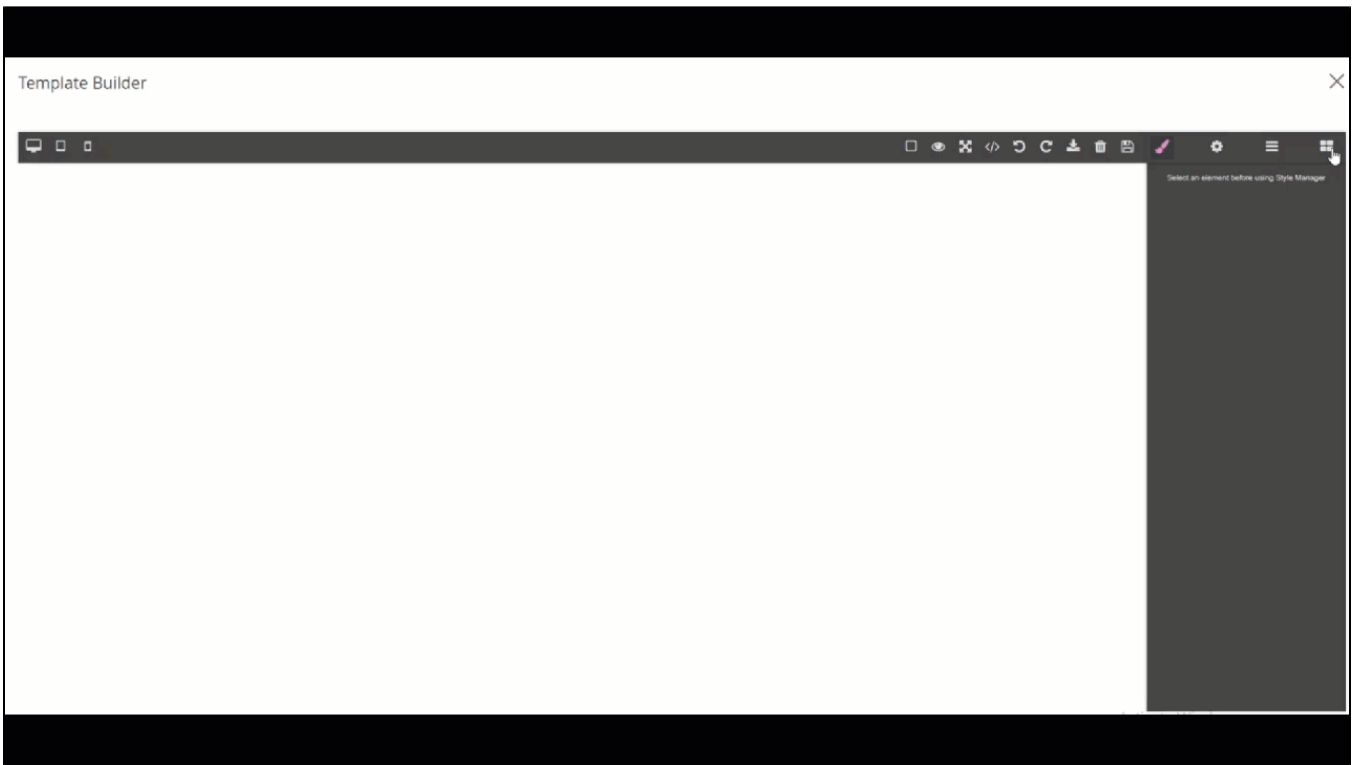
Store Information	<code>{{store_name}}</code> <code>{{store_phone}}</code> <code>{{store_hours}}</code> <code>{{store_street_line1}}</code> <code>{{store_street_line2}}</code> <code>{{store_postcode}}</code> <code>{{store_city}}</code> <code>{{store_country}}</code> <code>{{store_region}}</code> <code>{{vat_number}}</code>
Shipping Information	<code>{{shipping_method}}</code> <code>{{shipping_name}}</code> <code>{{shipping_first_name}}</code> <code>{{shipping_last_name}}</code> <code>{{shipping_street1}}</code> <code>{{shipping_street2}}</code> <code>{{shipping_company}}</code> <code>{{shipping_region}}</code> <code>{{shipping_phone_number}}</code> <code>{{shipping_post_code}}</code> <code>{{shipping_country}}</code> <code>{{shipping_city}}</code>

Payment Information	<p> {{payment_method}}  {{payment_name}}  {{payment_first_name}}  {{payment_last_name}}  {{payment_street1}}  {{payment_street2}}  {{payment_company}}  {{payment_region}}  {{payment_phone_number}}  {{payment_post_code}}  {{payment_country}}  {{payment_city}} </p>
Order Information	<p> {{order_id}}  {{status}}  {{invoice_id}}  {{shipment_id}}  {{creditmemo_id}} </p>
Order Items	<p> {{product_name}}  {{sku}}  {{qty}}  {{price}}  {{subtotal}}  {{discount_amount}}  {{rowtotal}} </p>
Order Totals	<p> {{order_subtotal}}  {{order_shippingAndHandling}}  {{order_tax}}  {{order_grandtotal}}  {{order_discount_amount}} </p>

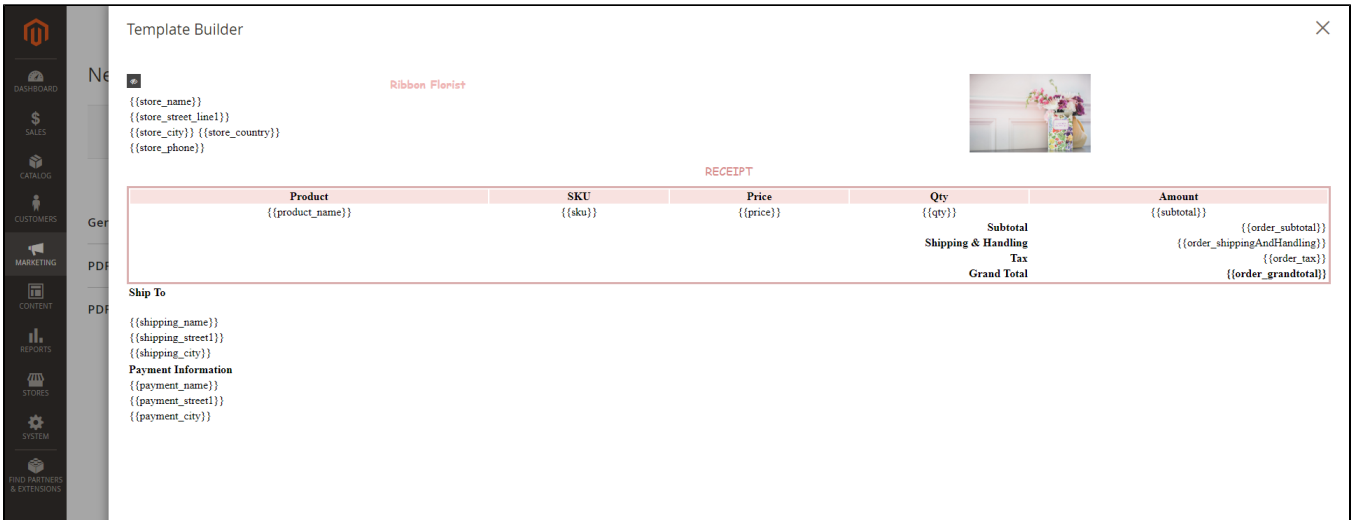
 After finish, click on **Save** button to save the new template.

## Main Function

 Drag and drop the items on the tool tab to build the PDF template.



+ Preview the template directly on the building section.



+ Preview the template after finishing it.



Store Name  
Magenest United Kingdom  
1234123



RECEIPT

Product	SKU	Price	Qty	Amount
<b>Hero Hoodie</b>				
Size				
L	MH07-L-Green	54.00	2	108.00
Color				
Green				
			<b>Subtotal</b>	108.00
			<b>Shipping &amp; Handling</b>	20.00
			<b>Tax</b>	15.68
			<b>Grand Total</b>	<b>143.68</b>

**Ship To**

Veronica Costello  
6146 Honey Bluff Parkway  
Calder

**Payment Information**

Veronica Costello  
6146 Honey Bluff Parkway  
Calder

+ From the back-end, admin can:

- Print the PDF for the order/invoice by clicking **Print PDF** button.
- Send the order/invoice PDF to the customer via email by clicking on **Send Email** button.

The screenshot displays the Magento back-end admin interface for viewing an order. The top navigation bar includes a search icon, a notification bell with '11' alerts, and a user profile for 'admin'. The main content area shows the order details for order #000000015. A horizontal toolbar at the top of the order view contains buttons for 'Back', 'Edit', 'Cancel', 'Send Email', 'Hold', 'Ship', 'Reorder', 'Print PDF', and 'Invoice'. The 'Print PDF' button is highlighted with a red box. Below the toolbar, the 'ORDER VIEW' section is divided into 'Information' and 'Comments History'. The 'Information' section is further divided into 'Order & Account Information' and 'Address Information'. The 'Order & Account Information' section includes details such as 'Order # 000000015 (The order confirmation email was sent)', 'Order Date' (Aug 2, 2019, 9:45:55 AM), 'Order Status' (Pending), 'Purchased From' (Main Website), and 'Placed from IP' (27.72.103.14). The 'Address Information' section is divided into 'Billing Address' and 'Shipping Address', both of which are identical: 'Thao Tran', '1', '1', '1', '1, Alabama, 12345-6789', 'United States'. The 'Account Information' section includes 'Customer Name' (Thao Tran), 'Email' (@magenest.com), and 'Customer Group' (General).

+ From the store-front, customers can print the PDF for their own order on **My Account** page.

What's New Women ▾ Men ▾ Gear ▾ Training ▾ Sale

My Account  
**My Orders**  
My Downloadable Products  
My Wish List

Address Book  
Account Information  
Stored Payment Methods  
Billing Agreements

My Product Reviews  
Newsletter Subscriptions

Order # 000000005 PENDING

October 28, 2019

[Reorder](#) [Print Order](#)

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Proteus Fitness Jackshirt	MJ12-XL-Black	<b>\$45.00</b>	Ordered: 2	<b>\$90.00</b>
<b>Size</b> XL				
<b>Color</b> Black				

## Update

- When a new update is available, we will provide you with a new package containing our updated extension.
- You will have to delete the module directory and repeat the installing steps above.
- Flush the config cache. Your store and newly installed module should be working as expected.

## Support

- We will reply to support requests within **2 business days**.
- We will offer **lifetime free update and 6-month free support for all of our paid products**. Support includes answering questions related to our products, bug/error fixing to make sure our products fit well in your site exactly like our demo.
- Support **DOES NOT** include other services such as customizing our products, installation and uninstallation service.

Once again, thank you for purchasing our extension. If you have any questions relating to this extension, please do not hesitate to contact us for support.