

Paperless Invoicing - User Guide

Getting Started (Quick)

1. Install and activate **Paperless Invoicing**
2. Go to `WooCommerce -> Paperless Invoicing`, enable sync, add API key, save.
3. Open each product and fill **Paperless Product ID**.
4. Mark an order as ****Completed**** to trigger invoice creation automatically.

1) Download and Install Plugin

1. Download the plugin folder `paperless-invoicing`.
2. Upload it to `wp-content/plugins/`.
3. Activate ****Paperless Invoicing**** from WordPress Plugins page.

Suggested screenshot:

- Plugin settings page open under `WooCommerce -> Paperless Invoicing`

2) Configure Plugin (Admin)

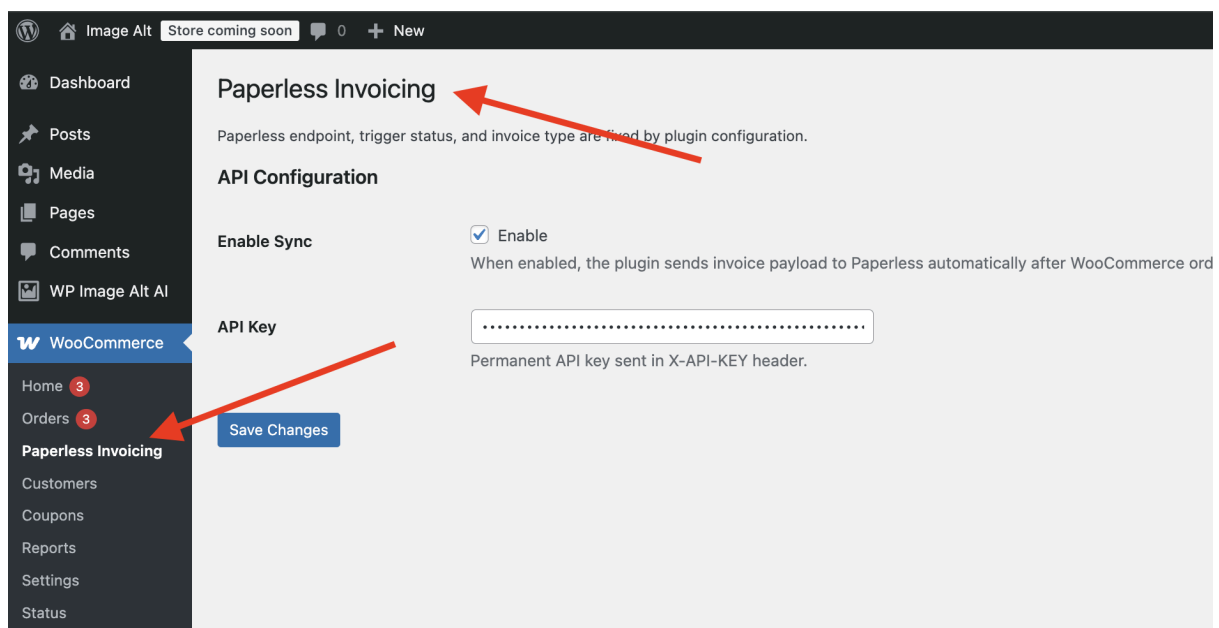
Go to `WooCommerce -> Paperless Invoicing`.

Fields

- **Enable Sync**: Turns automatic Paperless invoice creation ON/OFF.
- **API Key**: Permanent key sent in `X-API-KEY` header.

What **Enable Sync** does:

- If enabled, the plugin sends invoice data to Paperless automatically when order status becomes **Completed**.
- If disabled, no invoice request is sent.



3) Configure Products

Edit each product in WooCommerce Product Data.

Product fields

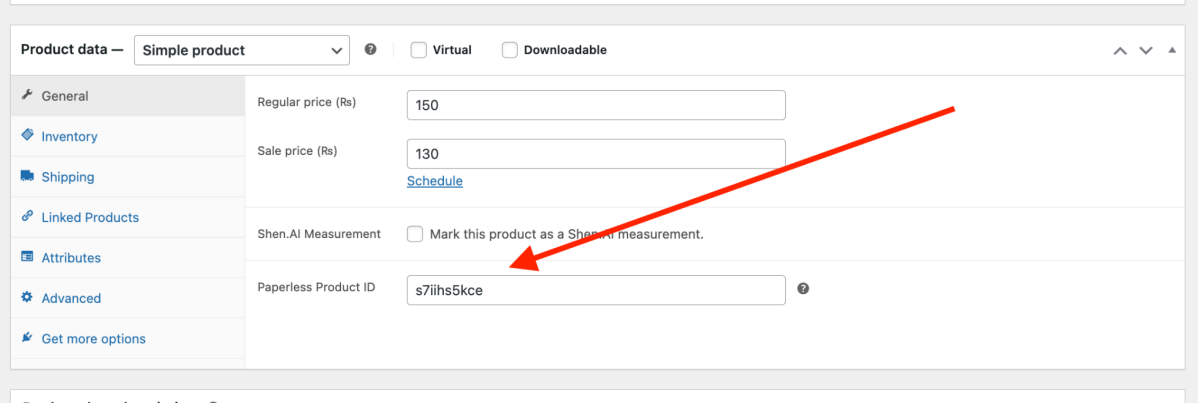
- **Paperless Product ID**: Required.

Important:

- Set **Paperless Product ID** for every product in completed orders.

Suggested screenshot:

- Product data section showing Paperless Product ID



The screenshot shows the 'Product data' section for a 'Simple product'. The 'Paperless Product ID' field is highlighted with a red arrow. The field contains the value 's7ihs5kce'. The 'Regular price (Rs)' is 150 and the 'Sale price (Rs)' is 130. The 'Shen.AI Measurement' checkbox is unchecked. The 'Paperless Product ID' field has a help icon (i) next to it.

4) Order Flow

1. Customer places order.
2. When order status changes to **Completed**, plugin sends data to Paperless.
3. On success, returned invoice URL is stored in order meta.

5) Customer Account / Thank You Page

What does **Download Invoice** do?

- It opens the invoice URL returned by Paperless API (`sURL`) so customer can view/download the generated invoice.

Where customer sees it:

- Thank You page
- My Account -> Order details

7) Troubleshooting

- If invoice was not created, check WooCommerce logs (`WooCommerce -> Status -> Logs`) with source `paperless-invoicing`.
- Ensure each ordered product has `Paperless Product ID` filled.