

Auto Invoice & Shipment

# Auto Invoice & Shipment for Magento 2

**User Guide** 

Version 1.0



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### I) Introduction

Auto Invoice & Shipment for Magento 2 is a set of powerful tools that allows you to create invoices and shipments of orders automatically once your orders are completed. With its amazing features, you can speed up your payment process and enhance the purchasing experience of your customers.

- Create invoices and shipments of orders automatically
- Apply for multiple payment methods
- Apply for multiple customer groups
- Keep track of your auto invoices and shipments in the invoice and shipment grid
- Send invoice and shipment emails automatically
- Fully compatible with Admin Payment Method extension



#### II) Configuration

After installing the extension, navigate to **Stores > Settings > Configuration**:

Ŵ	Stores	×								💄 demo 👻
\$ SALES	Settings								Creat	e New Order
STORES	Configuration	records	Q ▼ Filters O Default View ☆ Columns ▲ Expr   records found 20 • per page  1 of 1							
		ıt	Purchase Date 1	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources
		e Store re	Sep 7, 2020 1:12:50 AM	Veronica Costello	Veronica Costello	\$39.64	\$39.64	Closed	View	Default Source
		e Store re	Sep 7, 2020 1:12:48 AM	Veronica Costello	Veronica Costello	\$36.39	\$36.39	Processing	View	Default Source

In the left panel, span **Magezon Extensions**, you will find **Auto Invoice & Shipment**, like this:

Ŵ	Configuration					Save Config
\$ SALES	O MAGEZON EXTENSIONS	^	General Settings			$\odot$
STORES	Auto Invoice Shipment		Current Version [store view]			
SYSTEM	SALES	~	Enable Auto Invoice & Shipment [store view]	Yes		



Then, configure as the following instructions:

Ŵ	С	onfiguration			Save Config
SALES		Auto Invoice Shipment	Current Version (store view) Enable Auto Invoice & Shipment (store view)		-
SYSTEM		SALES ~	Invoice auto creation [store view]	Yes	•
			Shipment auto creation [store view]	Yes	•
			Generate for Payment Methods [store wew]	Offline No Payment Information Required Check / Money order Purchase Order Bank Transfer Payment Cash On Delivery Authorizenet Credit Card Direct Post (Authorize.Net) Paypal PayPal Express Checkout	
			Generate for Customer Group [store view]	NOT LOGGED IN General Wholesale Retailer	

- Invoice auto creation: Choose Yes/No to enable/disable the invoice auto-creation function.
- Shipment auto creation: Choose Yes/No to enable/disable the invoice auto-creation function.
- Note: If you disable both of the above 2 fields, the extension will be considered as being disabled. Besides, these 2 fields are independent of each other. That means you can enable shipment auto-creation without having to enable invoice auto-creation, and vice versa.
- **Generate for Payment Methods**: You can allow a specific payment method or various payment methods to apply Auto Invoice & Shipment just by clicking them.
- **Generate for Customer Group**: You can allow a specific customer group or various customer groups to apply Auto Invoice & Shipment just by clicking them.



#### III) Support

If you have any questions or need any support, feel free to contact us in the following ways. We will get back to you within 24 hours since you submit your support request.

- Submit contact form.
- Email us at support@magezon.com.
- Submit a ticket.
- Contact us through Skype: support@magezon.com.
- Contact us via live chat on our website: magezon.com.