



## DOWNLOAD ORDER AS A PDF

### USER GUIDE

## Description

This extension of Magento will save a lot of your time by printing order details directly from your admin panel easily.

The Order Download PDF will have "Billing address", "Shipping Address", "Payment Method", "Shipping Method" and "Totals".

## User Manual

The below User Manual will explain you how this extension works

To download an Order as PDF, go to Sales → Orders

The screenshot shows the Magento Admin Panel interface. On the left, the 'Sales' menu is open, and 'Orders' is highlighted. The main content area displays a summary of sales data. A table shows the following values:

Revenue	Tax	Shipping	Quantity
\$0.00	\$0.00	\$0.00	0

Below the table, there are tabs for 'Bestsellers', 'Most Viewed Products', 'New Customers', and 'Customers'. A 'Reload Data' button is visible in the top right corner of the summary section.

Click on the "View" link of the Order

Orders

Search by keyword  Filters Default View Columns Export

Actions 3 records found 20 per page 1 of 1

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
000000012	Main Website Main Website Store Default Store View	Jan 8, 2019 5:13:23 AM	vanchi nathan	vanchi nathan	\$105.00	\$105.00	Pending	<a href="#">View</a>	
000000011	Main Website Main Website Store Default Store View	Jan 7, 2019 11:00:29 AM	vanchi nathan	vanchi nathan	\$105.00	\$105.00	Pending	<a href="#">View</a>	

#000000012

← Back Cancel Send Email Hold Invoice Ship Reorder PDF Download Edit

**ORDER VIEW**

Information

Invoices

Credit Memos

Shipments

Comments History

**Order & Account Information**

Order # 000000012 (The order confirmation email was sent)

Order Date: Jan 8, 2019, 5:13:23 AM

Order Status: Pending

Purchased From: Main Website  
Main Website Store  
Default Store View

Placed from IP: 192.9.200.51

**Account Information** [Edit Customer](#)

Customer Name: vanchi nathan

Email: [vanchi.nathan@vanchi.com](#)

Customer Group: General

**Address Information**

In the Order detail page, you will see the link “PDF Download”

#00000012

← Back Cancel Send Email Hold Invoice Ship Reorder **PDF Download** Edit

**ORDER VIEW**

Order & Account Information

Order # 00000012 (The order confirmation email was sent)

Order Date: Jan 8, 2019, 5:13:23 AM

Order Status: Pending

Purchased From: Main Website  
Main Website Store  
Default Store View

Placed from IP: 192.9.200.51

Account Information [Edit Customer](#)

Customer Name: vanchi nathan

Email: vanchinathan.v@openwavecomp.in

Customer Group: General

order20190110\_09...pdf

Show all

Order # 00000012  
Order Date: Jan 8, 2019

Sold to:	Ship to:
vanchi nathan Chennai chennai, Tamil Nadu, 666660 India T: 09999999978	vanchi nathan Chennai chennai, Tamil Nadu, 666660 India T: 09999999978

Payment Method	Shipping Method:
Check / Money order	Flat Rate - Fixed (Total Shipping Charges \$5.00)

Products	SKU	Price	Qty	Tax	Subtotal
Test	Test	\$100.00	1	\$0.00	\$100.00
<b>Subtotal:</b>					<b>\$100.00</b>
<b>Shipping &amp; Handling:</b>					<b>\$5.00</b>
<b>Grand Total:</b>					<b>\$105.00</b>

## Features

- Easy to Install
- Compatible with Magento 2.2.x
- Open Source

## Support and Discussion

If you have any query/concern/issues you can contact us anytime at [info@openwavecomp.com](mailto:info@openwavecomp.com), [abdulcader.s@openwavecomp.in](mailto:abdulcader.s@openwavecomp.in)