CODE CRAFT
Build. Launch. Grow.

WOOCOMMERCE PLUGIN · USER GUIDE

BahiBill — GST PDF Invoices & Packing Slips for WooCommerce

Version 1.0.0 · Installation, licence activation, every setting explained, FAQ and troubleshooting.

BahiBill — GST PDF Invoices & Packing Slips for WooCommerce

User guide · version 1.0.0 · by Code Craft (coodecraft.com)

BahiBill turns every WooCommerce order into a proper tax invoice PDF and a packing slip. Indian stores get a GST invoice (GSTIN, HSN/SAC, place of supply, CGST + SGST or IGST). Stores elsewhere get an international VAT / sales-tax invoice. Pro adds the template designer, credit notes, proforma invoices, a GSTIN field at checkout, multi-currency totals and exports.

---

1. Requirements

- WordPress 6.4 or newer, PHP 7.4 or newer (PHP 8.x recommended).
- WooCommerce 8.0 or newer. Works with HPOS (custom order tables) and with the classic and block checkout.
- PHP extensions `dom` and `mbstring` (standard on almost every host). `zip` is needed only for the Pro ZIP exports.
- No external services: PDFs are produced on your own server by the bundled dompdf library.

---

2. Installation

1. In WordPress go to **Plugins → Add New → Upload Plugin** and upload `woo-pdf-invoices-free.zip` (Free) or `woo-pdf-invoices.zip` (Pro).
2. Click **Activate**.
3. Open **WooCommerce → PDF Invoices**.

Upgrading from Free to Pro

Upload the Pro zip over the Free one (WordPress offers "Replace current with uploaded"). Your settings, invoice numbers and order data are kept. Do **not** tick "Delete all plugin data" before switching.

Activating your licence (Pro)

1. Go to **WooCommerce → Licence**.
2. Paste the key from your Code Craft purchase email and click **Activate licence**.
3. Pro tabs and features unlock immediately. When a monthly or yearly licence ends, the Pro features switch off (the free features and all your settings are kept) and switch back on as soon as you renew; use **I have paid — check again** on the licence screen after paying. Lifetime licences never end. Use **Deactivate on this site** to move the key to another site.

3. Before you start: WooCommerce tax set-up

BahiBill prints the tax WooCommerce charged — it never recalculates it — so tax rates must be set up in WooCommerce first.

1. **WooCommerce → Settings → General**: store address, **country / state** (e.g. India — Uttar Pradesh) and currency (INR).
2. **WooCommerce → Settings → General → Enable tax rates and calculations**: on.
3. **WooCommerce → Settings → Tax → Standard rates**, for example for an 18% product in Uttar Pradesh:

Country	State	Rate %	Tax name	Priority	Shipping
IN	UP	9	CGST	1	✓
IN	UP	9	SGST	2	✓
IN	*(blank)*	18	IGST	1	✓

Rates named **CGST**, **SGST/UTGST** and **IGST** are printed exactly as named. If you prefer one rate (e.g. "GST 18%"), BahiBill splits it into two equal halves (CGST + SGST) for same-state orders and prints it as IGST for other states. Use other tax classes (Reduced rate, Zero rate…) for 5%, 12%, 28% products the same way.

4. Settings

All settings are under **WooCommerce → PDF Invoices**. Each tab has its own **Save changes** button. The sidebar explains how tax is printed.

4.1 Store & GST tab — `pro-07-settings-store-gst.png`

The **Your store** card shows the seller block as it will appear on documents, the detected format and whether your GSTIN is valid.

Setting	What it does
Legal business name	Seller name on every document. Empty = site title.
GSTIN / VAT number	Your GSTIN (checked for format, state code and check digit; the first two digits must match your store state) or VAT number.
Extra seller lines	Optional lines under the address: PAN, CIN, phone, email.
Invoice format	*Automatic* (GST in India, international elsewhere), *India GST*, or *International (VAT / sales tax)*.

Setting	What it does
Default HSN / SAC code	Used for products without their own code. Must be 4, 6 or 8 digits.
Shipping SAC code	Printed on shipping lines (996812 = courier services).
Paper size	A4 or US Letter.
Delete all plugin data…	Only when ticked does deleting the plugin remove settings, the numbering table and BahiBill order meta.

Preview with latest order opens a sample PDF of your newest order without assigning a number.

4.2 Numbering & emails tab — `pro-08-settings-numbering-emails.png`

Setting	What it does
Invoice number prefix / suffix	Text around the number. Placeholders: `{fy}` → 2026-27, `{fy_short}` → 26-27, `{year}`, `{yy}`, `{month}`. Example: `INV/{fy_short}/` gives INV/26-27/0001. Keep the whole number within 16 characters for GST.
Number padding	Minimum digits (4 → 0001).
Start numbering at	The next invoice gets at least this number — use it when moving from another system. Numbers are never reused.
Reset numbering	Never, every calendar year, or every financial year (1 April).
Create the invoice automatically when an order becomes	Processing / Completed / On hold. Invoices can always be created manually from the order screen.
Attach the invoice PDF to	Processing order, Completed order, Customer invoice / order details, and New order (admin) emails.
Attach the packing slip PDF to	The admin New order email.
Let customers download their invoice from My Account	Shows an **Invoice** button on My Account → Orders and on the order details page.

How numbering works: each number is reserved in a small database table with unique keys, so two orders placed at the same moment can never get the same number and an order can never get two numbers. The invoice date is the moment the number was issued. HSN codes are frozen onto the order when the invoice is issued, so later product edits do not change old invoices.

4.3 Product HSN / SAC codes — `pro-10-product-hsn-field.png`

Edit a product → **Product data** → **General** → **HSN / SAC code**. Variations have their own field (empty = same as parent). Empty everywhere = the store default.

4.4 Template designer tab (Pro) — `pro-09-settings-template-designer.png`

Setting	What it does
Logo	PNG or JPG from the media library, shown top left (about 400 × 120 px works well).
Accent colour	Title, table header and total bar colour.
Show on documents	Product SKU, customer email, customer phone, shipping address, payment method, customer note, HSN-wise tax summary.
Terms & conditions	Printed at the bottom of invoices and proformas.
Bank / payment details	Bank account, IFSC, UPI ID etc.
Signatory label	Text under the signature line ("Authorised Signatory").
Footer text	Small centred line at the bottom.

In Free the tab is visible but locked; documents use the default look.

4.5 Checkout, credit notes & proforma tab (Pro) — `pro-04-settings-pro.png`

Setting	What it does
GSTIN field at checkout	Off / Optional / Required. Adds "GSTIN (for business purchases)" to the classic checkout (billing section) and the block checkout (contact section). Values are validated for format, state code and check digit; the order is not placed with an invalid GSTIN.
Create a credit note for every refund	Each refund gets a credit-note number in its own series, referencing the original invoice.
Credit note prefix	Same placeholders as invoices.
Attach the credit note to the refund email	Adds the PDF to the Refunded order email.
Enable proforma invoices	Adds a Proforma button on the order screen; customers can download a proforma for on-hold / pending orders.
Proforma prefix	Own number series.
Attach the proforma to the on-hold order email	Useful for bank-transfer orders.
Show base-currency equivalent…	For orders in another currency, prints the exchange rate and INR (store currency) taxable value, tax and total. Enter the rate in the order's **Invoice & documents** box, or provide it from a currency plugin with the `ikpi_exchange_rate` filter.

5. Working with orders

Order screen — `pro-13-order-documents-box.png`

The **Invoice & documents** box (right column) shows the invoice number and date and buttons for **Invoice PDF** (or **Create invoice**), **Packing slip** and, in Pro, **Proforma** and the list of **Credit notes**. The buyer's GSTIN can be edited in the billing address section (field "GSTIN").

Orders list — `pro-15-orders-list-invoice-column.png`

An **Invoice** column shows each order's number and date (click to open the PDF). Quick buttons for the invoice and packing slip appear in the Actions column (enable it under Screen Options). Select orders and choose **Print invoices (PDF)** or **Print packing slips (PDF)** from Bulk actions to get one merged PDF (up to 200 orders).

What the invoice contains — `pro-14-pdf-invoice-igst.png` , `pro-16-pdf-invoice-cgst-sgst.png`

- Seller name, address, extra lines and GSTIN; buyer billing / shipping address, email, phone and GSTIN.
- Invoice number and date, order number and date, payment method, **place of supply** (state code + name) and reverse charge.
- One row per product, shipping and fee: HSN/SAC, quantity, rate, discount, taxable value, GST %, CGST + SGST or IGST, amount.
- Totals: taxable value, each tax with its rate, and the grand total — always equal to the WooCommerce order total; amount in words (rupees and paise); optional HSN-wise summary.

CGST + SGST or IGST? The place of supply is the shipping state (billing state if there is no shipping address). Same state as your store → CGST + SGST (UTGST in union territories without a legislature). Other state or another country → IGST.

Credit notes (Pro) — `pro-17-pdf-credit-note.png`

Refund an order as usual (Order → Refund). A credit note is numbered automatically, lists the refunded items with their CGST/SGST or IGST and references the original invoice. A refund entered as an amount only (no items) is shown as a single "refund amount" line without a tax split, because WooCommerce records no tax for it.

Customer downloads — `pro-18-my-account-invoice-button.png`

Logged-in customers see an **Invoice** button in My Account → Orders and on the order page (plus credit notes and proformas in Pro). Links only work for the customer who owns the order or for shop managers, and every link carries a security token bound to the user — a link cannot be guessed or shared with someone else. Guest customers receive the invoice by email.

Checkout GSTIN (Pro) — `pro-11-checkout-gstin-validation.png`

Business buyers enter their GSTIN at checkout. An invalid number shows an error and the order is not placed. The GSTIN is printed on the invoice under "Bill to" and used for the B2B section of the GSTR-1 export.

---

6. Exports (Pro) — `pro-19-exports.png`

Bulk export (ZIP of PDFs): choose Invoices, Credit notes or Packing slips and a date range (invoice / credit-note date; order date for packing slips) and download a ZIP with one PDF per document. Up to 300 documents per ZIP — use shorter ranges for more.

GSTR-1 sales export (CSV): choose a month to download a ZIP with:

File	Contents
b2b.csv	Invoices to buyers with a valid GSTIN, one row per tax rate.
b2cl.csv	Inter-state invoices to unregistered buyers above ₹1,00,000 (threshold adjustable with the `ikpi_b2cl_threshold` filter).
b2cs.csv	Other B2C sales grouped by place of supply and rate, net of B2C credit notes.
cdnr.csv	Credit notes to registered buyers.
hsn.csv	HSN-wise summary (quantity, value, taxable value, IGST, CGST, SGST, cess), net of credit notes.
sales-register.csv	Every invoice and credit note, one row per tax rate.

Column headers follow the GST offline tool. Always review the figures with your accountant before filing. E-invoicing (IRP JSON) is not included.

---

7. FAQ

The invoice shows IGST but the customer is in my state. Check the order's shipping state; the place of supply follows the shipping address. Also check your tax rates in WooCommerce — BahiBill prints what WooCommerce charged.

Can I change an invoice number? No — numbers are issued once and never changed or reused, as GST requires. To skip ahead, raise "Start numbering at".

Do invoices change if I edit settings later? PDFs are generated when opened, so seller details and the template follow the current settings. Numbers, dates, amounts and HSN codes stay as issued.

Is the ₹ sign supported? Yes, the bundled DejaVu Sans font includes it.

Does it work on the block checkout? Yes. All documents work with any checkout; the Pro GSTIN field supports both classic and block checkout.

Another plugin also includes dompdf. BahiBill uses an already-loaded copy if one exists, otherwise its own.

---

8. Troubleshooting

Problem	Fix
"This download link is invalid or has expired"	Links expire after about a day; reload the order or My Account page and click again.
Customer cannot see an Invoice button	The order needs an invoice (status Processing/Completed by default) and "Let customers download..." must be on. Guests have no My Account — they get the invoice by email.
No PDF attached to emails	Check "Attach the invoice PDF to" and that the order reached an auto-create status.
"The PDF engine could not be loaded"	Your PHP is missing the `dom` or `mbstring` extension — ask your host to enable them.
ZIP export says the Zip extension is missing	Ask your host to enable PHP `zip`. The GSTR-1 export then falls back to a single sales-register CSV.
GSTIN shown as invalid	Re-check the number; the 15th character is a check digit and the first two digits are the state code.

---

9. Developer hooks

- `ikpi_document_data` (array, IKPI_Document) — change anything printed.
- `ikpi_document_number` (string, int, type, order) — customise numbers.
- `ikpi_item_hsn` (string, item) — provide HSN codes from elsewhere.
- `ikpi_buyer_gstin` (string, order) — read the buyer GSTIN from another field.
- `ikpi_exchange_rate` (float, order) — supply exchange rates (Pro).
- `ikpi_amount_in_words` (string, amount, currency) — words for non-INR currencies.
- `ikpi_email_documents` (array, email id, order, email) — attach other documents.
- `ikpi_b2cl_threshold` (int) — B2CL limit for the GSTR-1 export.

---

10. Support

Support and updates: https://coodecraft.com/market/product/woo-pdf-invoices