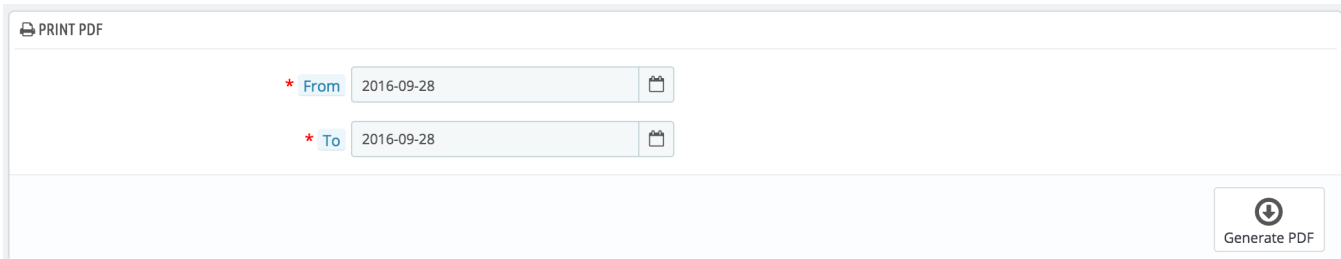


Delivery Slips

Delivery Slips

A delivery slip is a notification of delivery. It can also be called "delivery note" or "advice note". It is supposed to be put in the shipped package, along with the ordered products. It will have your shop's logo, and indicate the content. On receiving the package, the customer will be able to use the delivery slip in order to double-check the content of the package, see that nothing is missing from the order.

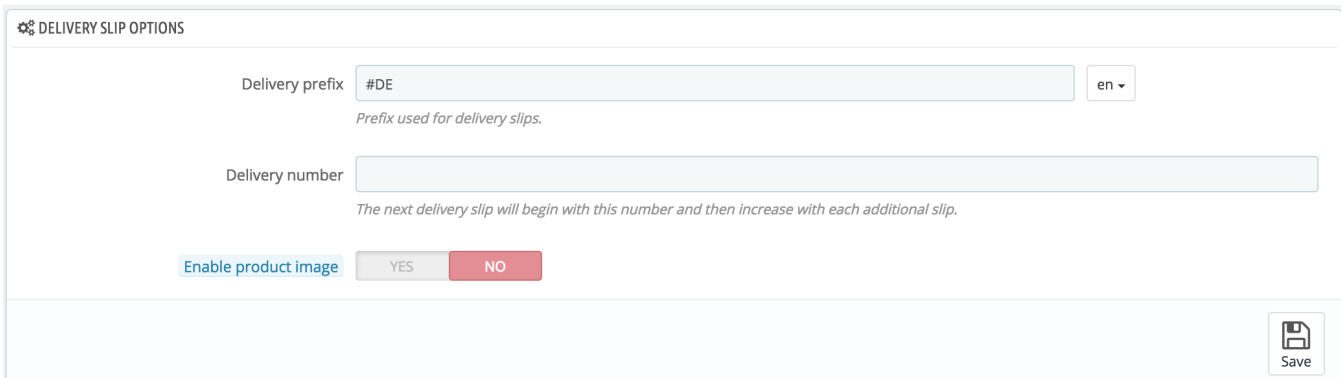


The screenshot shows a web interface for generating delivery slips. At the top left, there is a "PRINT PDF" link. Below it, there are two date selection fields: "From" and "To", both set to "2016-09-28". Each field has a calendar icon to its right. At the bottom right, there is a "Generate PDF" button with a download icon.

Getting a delivery slip is exactly like getting an invoice. Select the dates, as well as the options you would like, and then confirm them to create your documents.

You can get a PDF file of several delivery slips depending only by date, which is very useful when you need to print all delivery slips for a given day or a given quarter. Select the start and end date, and click on the "Generate PDF" button.

Delivery Slips Options



The screenshot shows the "DELIVERY SLIP OPTIONS" configuration page. It has three main sections: "Delivery prefix" with a text input field containing "#DE" and a language dropdown menu set to "en"; "Delivery number" with a text input field and a note below it stating "The next delivery slip will begin with this number and then increase with each additional slip."; and "Enable product image" with a toggle switch currently set to "NO". A "Save" button is located at the bottom right.

The three options are the same as for the invoice options:

- **Delivery prefix.** You might like to have language-tagged delivery slips: "DE" in English, "LI" in French (for "livraison"), "EN" in Spanish (for "entrega"), etc. Or you could directly choose to have language codes: "EN", "FR", "SP", etc. Of course, you can also choose to not have a prefix at all.
- **Delivery number.** If your business has already had orders and delivery slips before you started using PrestaShop, you can use this option to start your delivery slip number from a higher number.
- **Enable product image.** When enabled, it will display a product's image in front of the product name.

PrestaShop will then generate the delivery slips number according to your settings: "#DE000001", "#LI000002", etc.

Do not forget to save your changes.