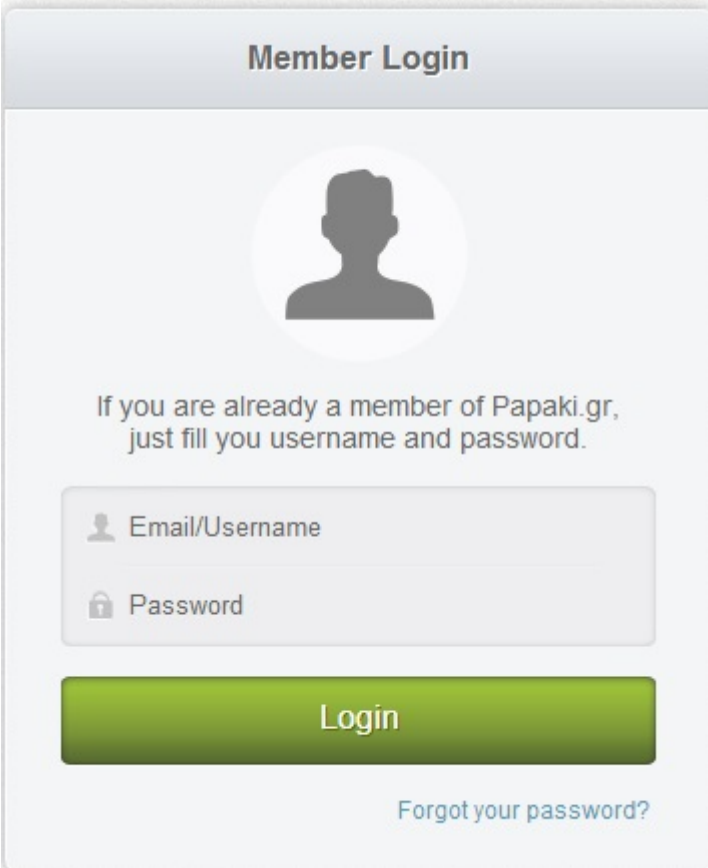


How can I change from invoice to receipt or the opposite?

- 2023-01-03 - Papaki Panel

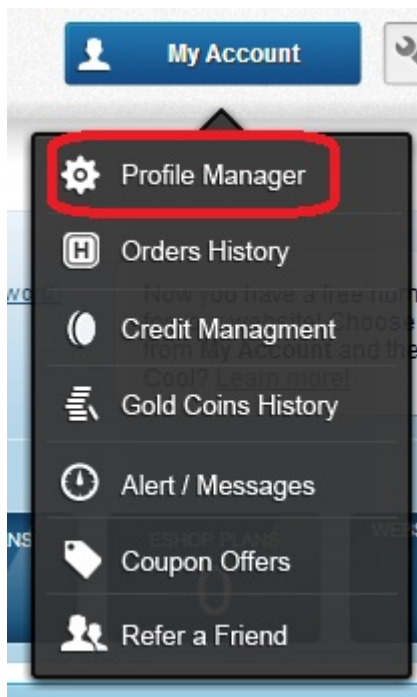
ou can change the billing document of your order, from Receipt to Invoice or the opposite, from your Control Panel at Papaki. Simply, follow the steps below:

1. [Log In](#) to Papaki Control Panel



The image shows a 'Member Login' form. At the top, there is a header 'Member Login'. Below it is a circular placeholder for a user profile picture. Underneath the picture, the text reads: 'If you are already a member of Papaki.gr, just fill you username and password.' Below this text are two input fields: 'Email/Username' and 'Password'. The 'Password' field has a lock icon. At the bottom of the form is a large green 'Login' button. Below the button is a link that says 'Forgot your password?'.

2. Click on "My Account" > "Profile Manager"



3. Click on the "Billing Contacts" tab and choose Receipt or Invoice. If you haven't entered any invoice details, click on "Add New Billing Contact", fill in all the necessary fields and click "Save".