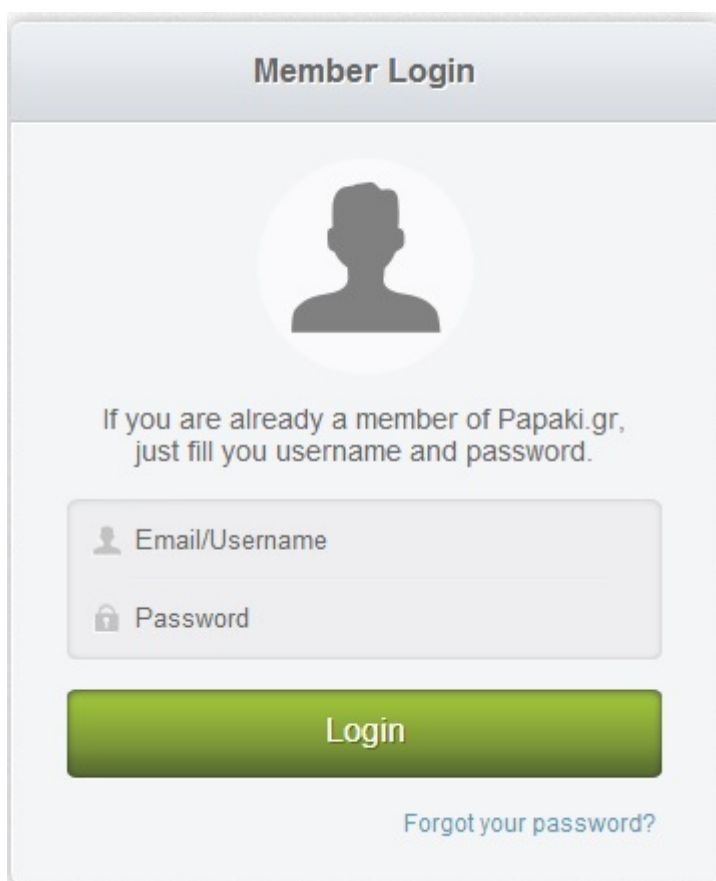


How can I change from invoice to receipt or the opposite?

- 2023-01-03 - Papaki Panel

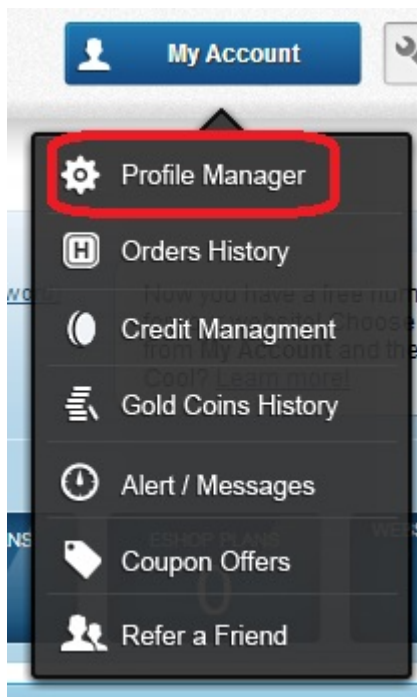
ou can change the billing document of your order, from Receipt to Invoice or the opposite, from your Control Panel at Papaki. Simply, follow the steps below:

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



The screenshot shows a 'Member Login' form. At the top, it says 'Member Login'. Below that is a circular icon representing a user profile. The text reads: 'If you are already a member of Papaki.gr, just fill you username and password.' There are two input fields: 'Email/Username' and 'Password'. Below the fields is a green 'Login' button. At the bottom right, there 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".