



How to create an invoice in Stripe

Step: 01

Welcome

In this guide, we will learn to create an invoice in Stripe

The screenshot displays the Stripe dashboard interface. On the left is a navigation sidebar with options like Home, Payments, Balances, Customers, Reports, Radar, Billing, Connect, Orders, Developers, and Settings. The main content area shows a 'Welcome, Aishwarya' message and a 'Start now' button to activate the Stripe account. Below this are sections for 'Get your test API keys' and 'Get your live API keys'. A 'Today' summary card shows 'Gross volume' of ₹0.00 and 'INR Balance' of ₹0.00. A 'Reports overview' section is visible at the bottom. A 'Welcome' tooltip is overlaid on the screen, containing the text: 'Welcome. In this guide, we will learn to create an invoice in Stripe.'

Step: 02

Click on "Billing"

The screenshot displays the Stripe dashboard interface. On the left-hand side, there is a vertical navigation menu with several options: Home, Activate your account, Payments, Balances, Customers, Reports, Radar, Billing, Connect, Orders, Developers, Viewing test data, and Settings. The 'Billing' option is highlighted with a blue selection bar. A callout box with a pointer to this bar contains the text 'Click on "Billing"'. The main content area of the dashboard shows a welcome message for 'Aishwarya' and a section titled 'Activate your Stripe account' with a 'Start now' button. Below this, there is a 'Today' summary section featuring a bar chart for 'Gross volume' and 'Yesterday' (both showing ₹0.00), and summary cards for 'INR Balance' (₹0.00) and 'Payouts'. The bottom of the dashboard shows a 'Reports overview' section.

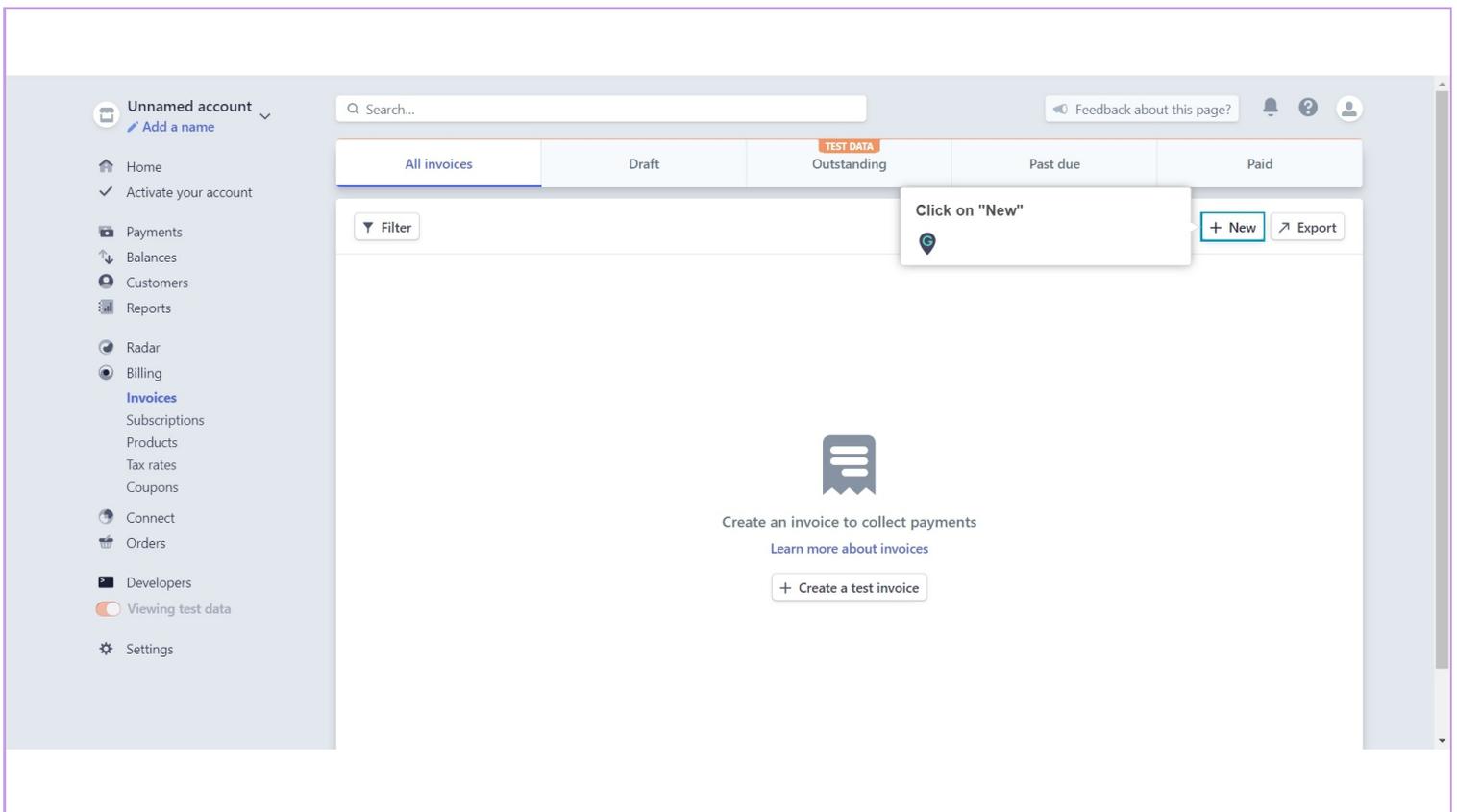
Step: 03

Click on "Invoices"

The screenshot shows a web dashboard for a billing system. On the left is a navigation sidebar with the following items: Unnamed account (with a dropdown arrow and 'Add a name' link), Home, Activate your account, Payments, Balances, Customers, Reports, Radar, Billing (highlighted with a blue circle), Invoices (highlighted with a blue box and a callout box), Subscriptions, Products, Tax rates, Coupons, Connect, Orders, Developers, Viewing test data (with a toggle switch), and Settings. The main content area is titled 'BILLING' and features a 'TEST DATA' badge. Below the title is the heading 'Get started with Billing' and the text 'Bill your customers ad hoc with invoices, or bill them on a recurring basis with subscriptions.' A button labeled 'Read the quickstart guide ->' is present. A note states 'Analytics will become available within 1 day of creating your first invoice or subscription.' The dashboard includes four charts: 'MRR' (line chart), 'Net volume' (line chart), 'MRR growth' (bar chart), and 'New subscribers' (line chart). A callout box with a location pin icon points to the 'Invoices' menu item in the sidebar, containing the text 'Click on "Invoices"'. The top right of the dashboard has a search bar, a 'Feedback about this page?' link, and user profile icons.

Step: 04

Click on "New"



Step: 05

Enter a name or email

TEST DATA

× | Create an invoice Preview Send invoice ...

Customer

Find or add a customer...

Enter a name or email

You haven't added any customers yet. Enter a name or email to get started.

Items

ITEM	QTY	PRICE	TOTAL
	1	₹ 0.00	₹0.00 ...

Add item

Subtotal ₹0.00

Add coupon

Add default tax

Total ₹0.00

Memo

Step: 06

Add item

× | Create an invoice TEST DATA Draft saved 3 seconds ago Preview Send invoice ...

Items

Add item

ITEM	QTY	PRICE	TOTAL
<input style="width: 95%;" type="text"/>	1	₹ 0.00	₹0.00 ...
Add item		Subtotal	₹0.00
		Add coupon	
		Add default tax	
		Total	₹0.00

Memo

Thanks for your business!

Payment method

Step: 07

Add memo

The screenshot shows the Stripe 'Create an invoice' interface. At the top, there is a header with a close button, the text 'Create an invoice', a 'TEST DATA' indicator, and a 'Draft saved 3 seconds ago' message. On the right side of the header are buttons for 'Preview', 'Send invoice', and a menu icon. The main content area is titled 'Memo' and contains a text input field with the placeholder text 'Thanks for your business!'. To the right of this field is a floating 'Add memo' button with a location pin icon. Below the memo section is the 'Payment method' section, which includes two radio button options: 'Automatically charge a payment method on file' (unselected) and 'Email invoices to the customer to pay manually' (selected). The selected option has a sub-label 'Set your payment preferences, and we'll take care of the rest.' Below this, there are three sub-sections: 'Payment due' with a dropdown set to '30 days after invoice is sent', 'Invoice payment page' with a checked checkbox for 'Include a Stripe-hosted link to an invoice payment page in the invoice email', and 'Payment methods' with a 'Manage' button.

Step: 08

Select a payment method

× | Create an invoice TEST DATA Draft saved 3 seconds ago Preview Send invoice ...

Memo

Thanks for your business!

Payment method

- Automatically charge a payment method on file
[+ Add a payment method](#)
- Email invoices to the customer to pay manually**
Set your payment preferences, and we'll take care of the rest.

Payment due
30 days after invoice is sent

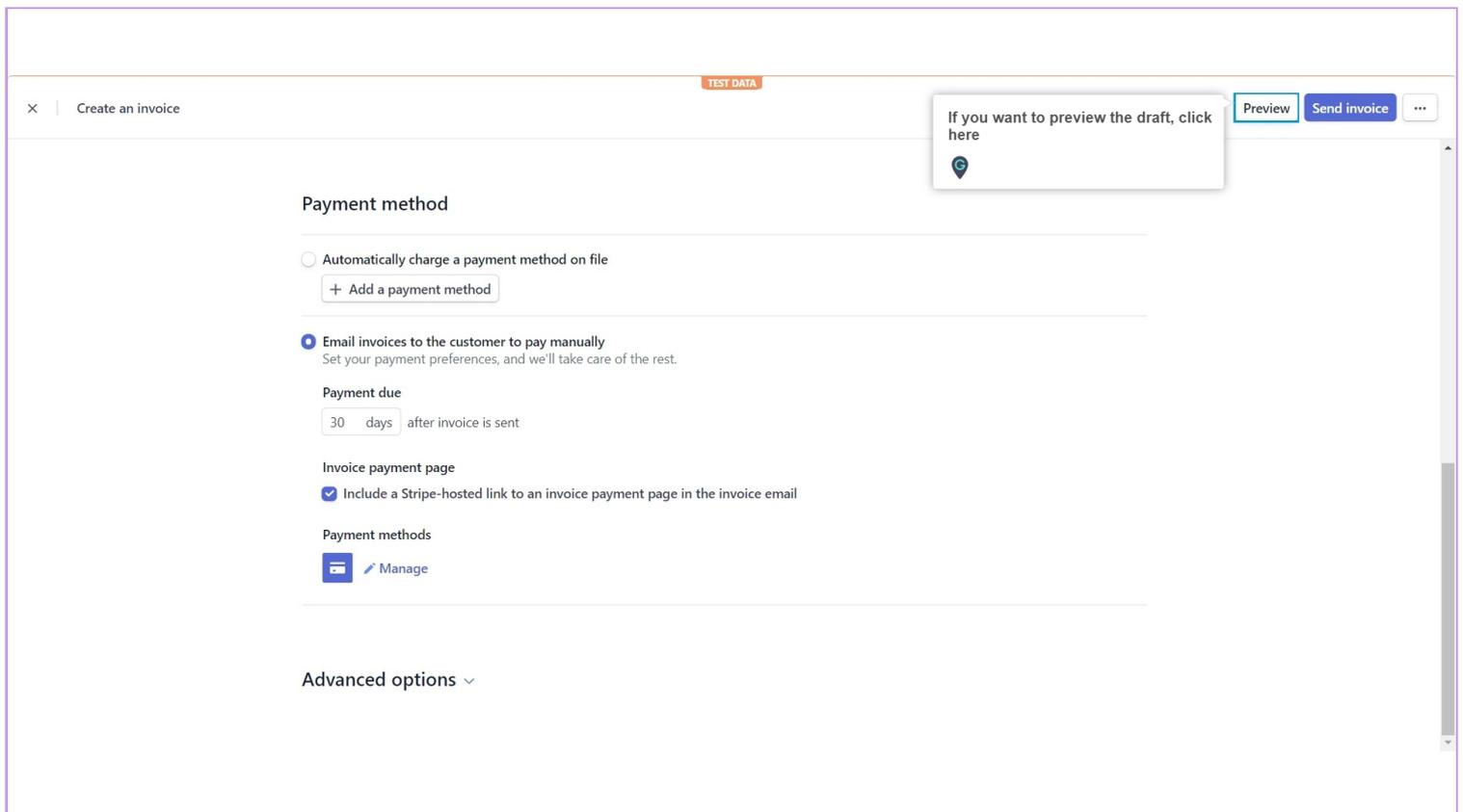
Invoice payment page
 Include a Stripe-hosted link to an invoice payment page in the invoice email

Payment methods
 [Manage](#)

Select a payment method

Step: 09

If you want to preview the draft, click here



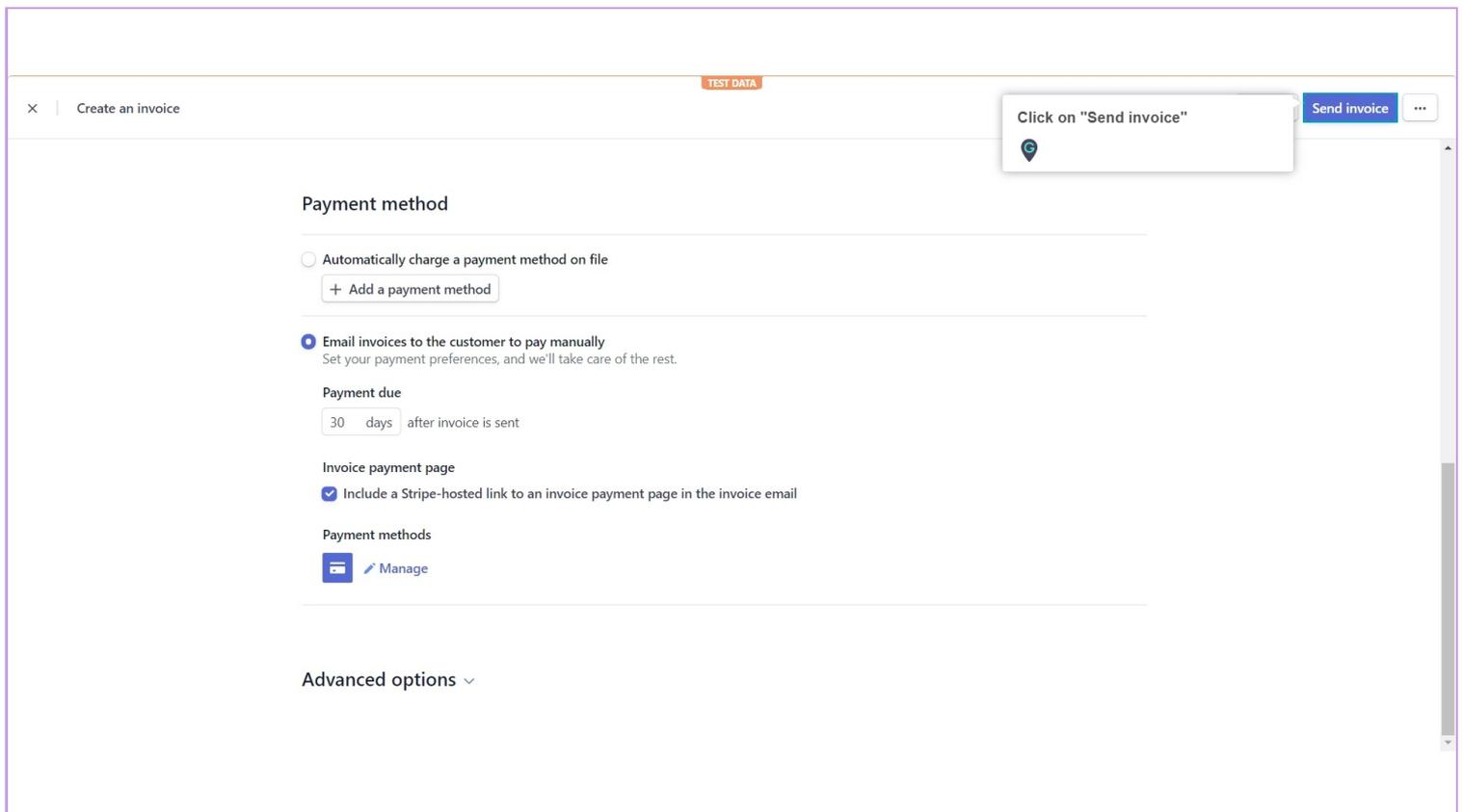
The screenshot shows the 'Create an invoice' page in Stripe. At the top right, there is a 'TEST DATA' label and a callout box that says 'If you want to preview the draft, click here' with a location pin icon. Below this, there are buttons for 'Preview', 'Send invoice', and a three-dot menu. The main content area is titled 'Payment method' and contains the following options:

- Automatically charge a payment method on file
 - + Add a payment method
- Email invoices to the customer to pay manually
 - Set your payment preferences, and we'll take care of the rest.
 - Payment due**
 - 30 days after invoice is sent
 - Invoice payment page**
 - Include a Stripe-hosted link to an invoice payment page in the invoice email
 - Payment methods**
 -  [Manage](#)

At the bottom of the 'Payment method' section, there is an 'Advanced options' section with a downward arrow.

Step: 10

Click on "Send invoice"



× | Create an invoice TEST DATA

Send invoice ...

Click on "Send invoice"

Payment method

Automatically charge a payment method on file
+ Add a payment method

Email invoices to the customer to pay manually
Set your payment preferences, and we'll take care of the rest.

Payment due
30 days after invoice is sent

Invoice payment page
 Include a Stripe-hosted link to an invoice payment page in the invoice email

Payment methods
Manage

Advanced options ▾

Thank You!

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