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## Customize Sales Document Numbers

Matt G - 2019-06-10 - in Orders

You can update the default document number for Invoices, Quotes and Orders.

Open the document and hover over the document number at the top of the screen. Click the pencil icon to edit.

The document number must be unique and contain no more than 30 characters, including numbers, letters and dashes ("-").

Once your changes are made, click "Save" to update the number or "Cancel" to leave the edit mode without making changes.

The screenshot shows the top of an order page. A dark blue header bar contains the 'eesp' logo on the left and 'Order #201923688' on the right. Below the header, there is a 'Customer' section with a dropdown menu currently showing 'All' and 'ABC Company'. To the right of the dropdown is a blue link that says 'View CRM Record' with a small icon.

A document number can be edited until the document is sent or linked. For example, if you create an Order from a Quote, the Quote number can't be edited. However, you can edit the Order number until you send an Order or create an Invoice.

This screenshot is similar to the previous one but shows the order number as 'Order #ABC-12345'. A blue arrow points upwards from the 'Customer' dropdown menu towards the order number, indicating that the number is being edited or is about to be edited.

Editing the Order number *will* change the Purchase Order number, but *will not* change numbers for newly created linked transactions. Those document numbers are generated based on your standard Document Number settings.