

# Reference number (PO) or CIF/NIF number on your invoice

## Question

How to add a reference number or PO number on the monthly invoice?

## Answer

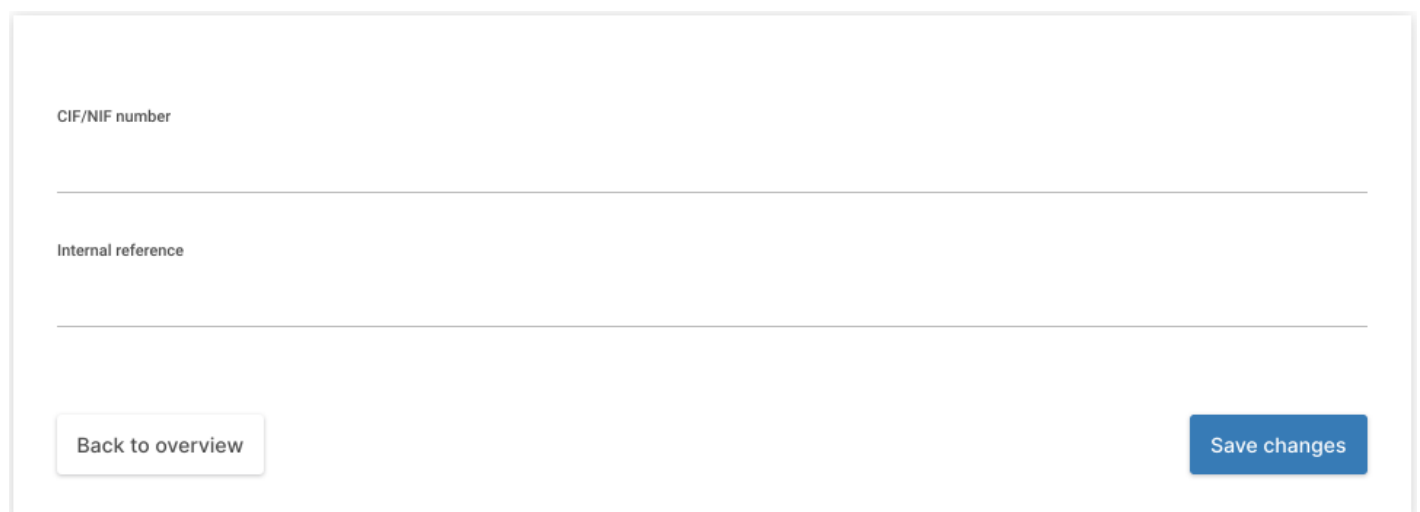
It is possible to add a reference number (PO number) or a CIF/NIF number on the invoice.

This option is available via the control panel:

**Account > Financial > Custom invoice information fields**

Or via this direct link:

[Invoice Settings](#)



CIF/NIF number

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Internal reference

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Save changes

After adding the information and clicking **Save changes**, these numbers will be present on all future invoices. In case the next invoice needs to contain a new / updated number, make sure the

information is updated in the control panel before the new invoice is generated (1st of the month)

Please note that we are **not** able to re-generate past invoices to include these numbers.

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Revision #2

Created 2026-08-07 14:51:14 UTC by Sarath

Updated 2026-08-07 16:00:31 UTC by Sarath