

# CLOUDEX TMS - ENGLISH

- Driver app "Cloudex drive"
  - Clear Storage
- Settings
  - E-mail settings
- Order for carrier
  - Transport order for Carrier, CMR and invoice upload
- 6. Outgoing invoices (debtors)
  - Outgoing invoice payments

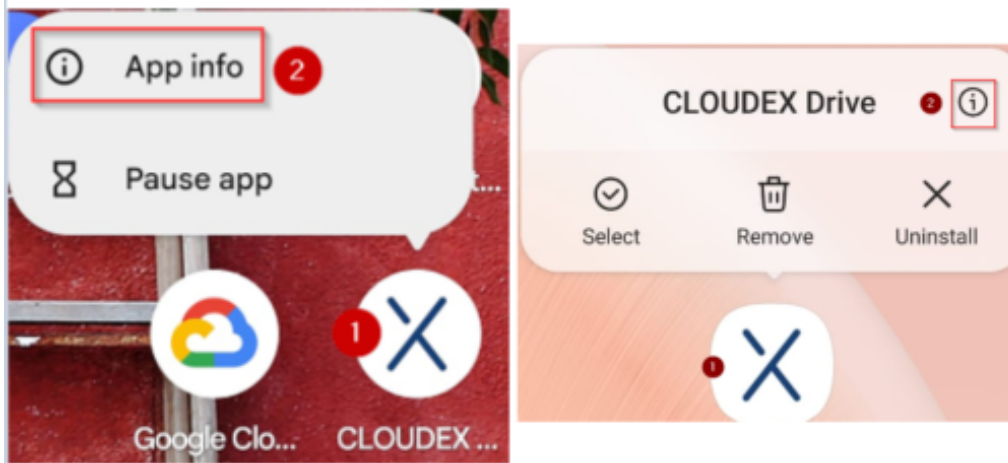
Driver app "Cloudex drive"

Driver app "Cloudex drive"

# Clear Storeage

(1) Finger press the "CLOUDEX drive" icon for 1 second (2) and then select "App info"

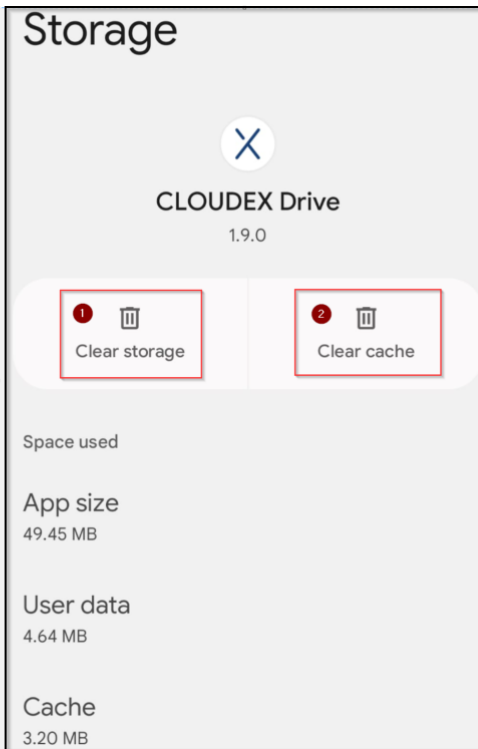
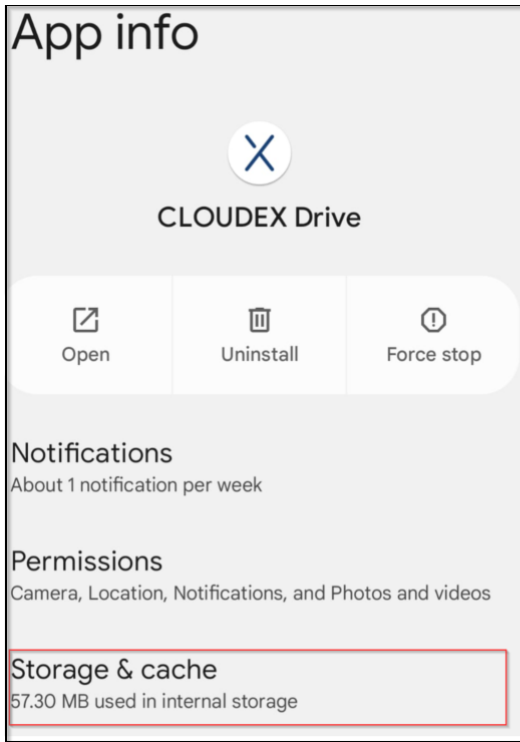
Options for how it could look



(1) Click on storage and cache

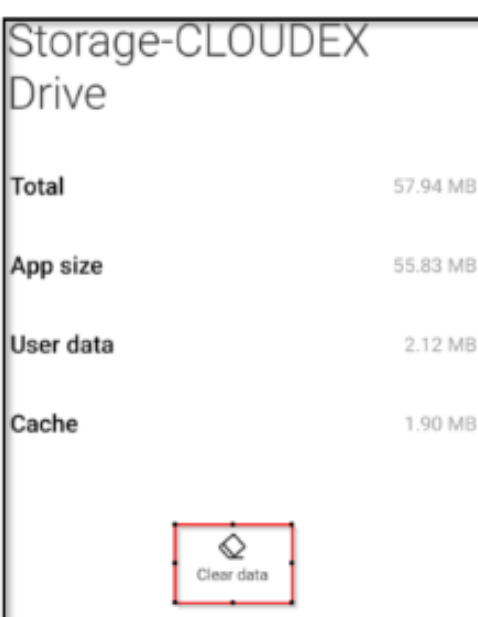
Options for how it could look

(2) Clear storage (2) Clear cache



(1) Click on storage

(2) Click clear data



(1) Click on storage

(2) Click clear data

## < App info

Privacy

### Notifications

Allowed

### Permissions

Camera, Location, Notifications, and Photos and videos

### Screen time

Remove permissions if app is unused



Defaults

### Set as default

In this app

Usage

### Mobile data

No data used

### Battery

1% used since last fully charged

### Storage

49.35 MB used in Internal storage

## < Storage



CLOUDEX Drive

1.9.0

Space used

App

47.44 MB

Data

193 kB

Cache

1.72 MB

Total

49.35 MB



Clear data



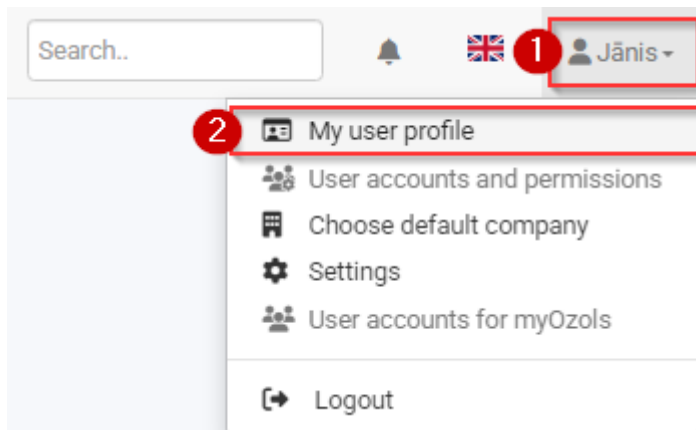
Clear cache

# Settings

# E-mail settings

**To send emails** from Cloudex TMS:

- 1) Click on the Your User Name icon
- 2) Select the "My Profile" menu



**In the "Email password" field:**

- 1) Enter your email password
- 2) Click the "Save" button

A screenshot of the 'My user profile' form. The form has a title bar with 'My user profile' and a close button. It contains several input fields: 'Name' (Jānis), 'Surname' (Veldre), 'Position' (Position), 'GSM' (+37129489925), 'Phone' (+37163050199), 'Email' (info@cloudex.lv), and 'Email password' (masked with dots). A red circle with the number '1' is placed over the 'Email password' field. At the bottom of the form, there is a 'Saved: 20.03.2025 11:22 webuser' message, a 'Save' button, and a 'Cancel' button. A red circle with the number '2' is placed over the 'Save' button.

# Order for carrier



# Transport order for Carrier, CMR and invoice upload

When you send order for carrier in e-mail is unique link on which Carrier manager need to click in order to mark loading/delivery dates and upload CMR and Invoice.

The screenshot displays a web application interface for managing transport orders. The top navigation bar includes 'Trip/Spedition' (highlighted with a red box and number 1), 'Import', 'DEMO', and 'NORTH'. Below this, a sidebar contains tabs for 'Order details', 'Attachments', 'Price calculations', 'Finances', 'Route', 'Map', and 'Chat'. The main form area includes fields for 'Type' (Agreement), 'Transport mana...' (Demo), 'Transport type' (Road), 'Trip date' (06.02.2025), 'Truck' (EA789, E777), 'Trailer type' (TENT), 'Carrier price' (0 EUR), and 'Send documents...' (Transport manager email). A table below shows a list of orders with columns for 'Numbe', 'Loading address', and 'Delivery address'. The email draft window is open, showing a 'Draft' email from 'info@cloudex.lv' to 'info@cloudex.lv'. The subject is 'Demo SIA Order No. TA197 - EA789/E777'. The email body contains a blue header 'Cargo transportation order - agreement!', followed by 'Order No. TA197', a paragraph about setting loading and delivery dates using a link (highlighted with a red box and number 4), and a section titled '1. DELIVERY' with details for 'Demo order Nr.: 10295' and 'Planned delivery: 25.05.2025 till 14:32'. The bottom status bar indicates 'Saved: 19.05.2025 14:32 NT SERVICE\SQLSERVERAGENT'.

1. Click to open the page
2. Upload CMR
3. Confirm loading
4. Upload invoice PDF file

TA197

EA789/E777

☐ Show all cargos

Transport manager

☐ Show map

Edgars Linge

+37120000000

4

Add invoice (drop or browse)

TOTAL: 1 d, 15 h, 30 min 3093.8km

LOADING

23.05.2025 till

14:32

LATVIJAS FINIERIS A/S

LV-1004, Rīga, Bauskas iela 164

, 1.00 ldm

1 h, 2 min 22.7 km

DELIVERY

25.05.2025 till

14:32

Baltic Container Terminal // SIA Baltic Container Terminal

LV-1005, Rīga, Uriekstes iela 32

, 1.00 ldm

1 h, 0 min 31.5 km

LOADING

23.05.2025 till

14:32

DHL Latvia 1

LV-2167, Mārupe, Plieņciema iela 35

, 5.00 ldm

1 d, 13 h, 28 min 3039.7 km

DELIVERY

25.05.2025 till

14:32

DHL Freight Barcelon // DHL KOLN GmbH

ES-08040, Barcelona, Carrer de l'Atl?ntic 21

, 5.00 ldm

LOADING

Navigation

LATVIJAS FINIERIS A/S

LV-1004, Rīga, Bauskas iela 164

GPS: 56.9160601,24.1386542

08:00-14:00

Planned loading date: May 23 till 14:32

Order No

10295

Sender

LATVIJAS FINIERIS A/S

Loading address

Bauskas iela 164 LV-1004 Rīga

Consignee

SIA Baltic Container Terminal

Delivery address

Baltic Container Terminal

Uriekstes iela 32 LV-1005 Rīga

Loading ref

Iva008833

Cargo

0 EPLL

1.00 ldm

Info

ierasties laikā

Add photo

Add CMR

Confirm loading

2

3

Add invoice date

Add invoice number

TA197

EA789/E777

☐ Show all cargos

☐ Show map

**Transport manager**  
Edgars Linge  
+37120000000

Add invoice (drop or browse)

Please provide additional information about the invoice



Date DD.MM.YYYY

Number

Submit

Cancel

## 6. Outgoing invoices (debtors)

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# Outgoing invoice payments

1. Payment of Outgoing invoices - automated data Import from the Bank
2. Linking Incoming Bank payments with Outgoing invoices
3. Outgoing invoice payment - manual data entry

Important! CLOUDEX TMS provides two options - automated and manual outgoing invoice.


Only one of options can be used for the accounting period!

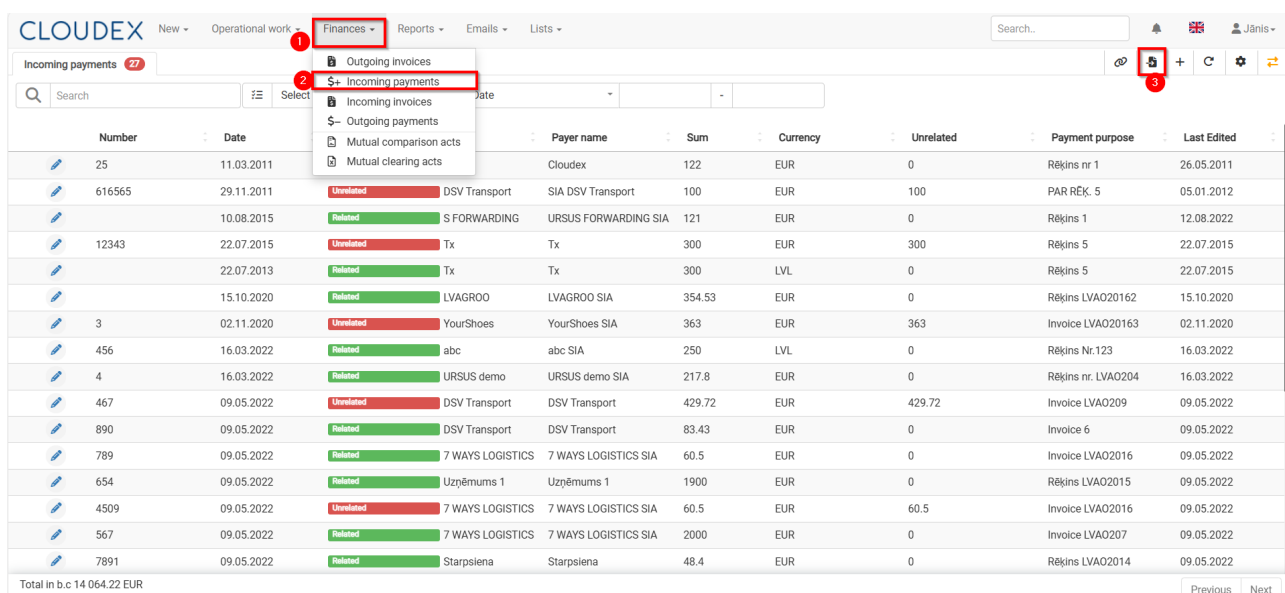
## 1. Payment of Outgoing invoices - automated data Import from the Bank

### 1.1. Export Account report from your Bank

Open your company's **Internet Bank** > prepare **the Bank Account report** for the desired period > **Export it in ISO format.** > **Save this document to your computer.**

### 1.2. Open CLOUDEX TMS

1. **Finance > Incoming payments**
2. **Import payments from the Bank** (using symbol "  ")



Number	Date		Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011		Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	Unrelated	DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
	10.08.2015	Related	URSUS FORWARDING	121	EUR	0	Rēķins 1	12.08.2022
12343	22.07.2015	Unrelated	Tx	300	EUR	300	Rēķins 5	22.07.2015
	22.07.2013	Related	Tx	300	LVL	0	Rēķins 5	22.07.2015
	15.10.2020	Related	LVAGROO	354.53	EUR	0	Rēķins LVAO20162	15.10.2020
3	02.11.2020	Unrelated	YourShoes	363	EUR	363	Invoice LVAO20163	02.11.2020
456	16.03.2022	Related	abc	250	LVL	0	Rēķins Nr.123	16.03.2022
4	16.03.2022	Related	URSUS demo	217.8	EUR	0	Rēķins nr. LVAO204	16.03.2022
467	09.05.2022	Unrelated	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
890	09.05.2022	Related	DSV Transport	83.43	EUR	0	Invoice 6	09.05.2022
789	09.05.2022	Related	7 WAYS LOGISTICS	60.5	EUR	0	Invoice LVAO2016	09.05.2022
654	09.05.2022	Related	Uzņēmums 1	1900	EUR	0	Rēķins LVAO2015	09.05.2022
4509	09.05.2022	Unrelated	7 WAYS LOGISTICS	60.5	EUR	60.5	Invoice LVAO2016	09.05.2022
567	09.05.2022	Related	7 WAYS LOGISTICS	2000	EUR	0	Invoice LVAO207	09.05.2022
7891	09.05.2022	Related	Starpsiena	48.4	EUR	0	Rēķins LVAO2014	09.05.2022

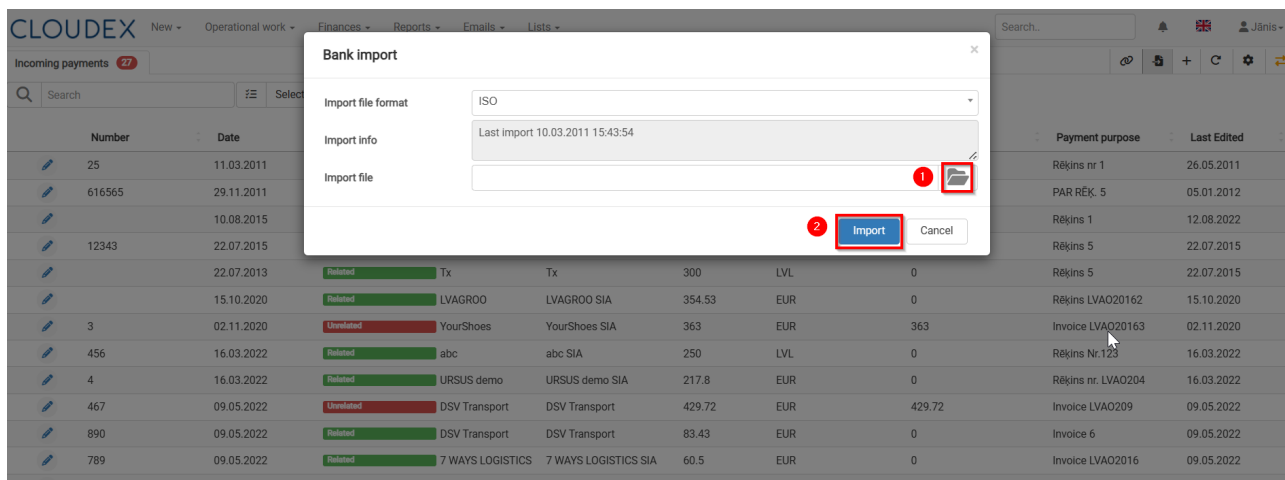
Total in b.c 14 064.22 EUR

Previous Next

### 1.3. Import Bank payments

1) Choose **the file** which you imported from **Internet Bank**

2) Press **Import**

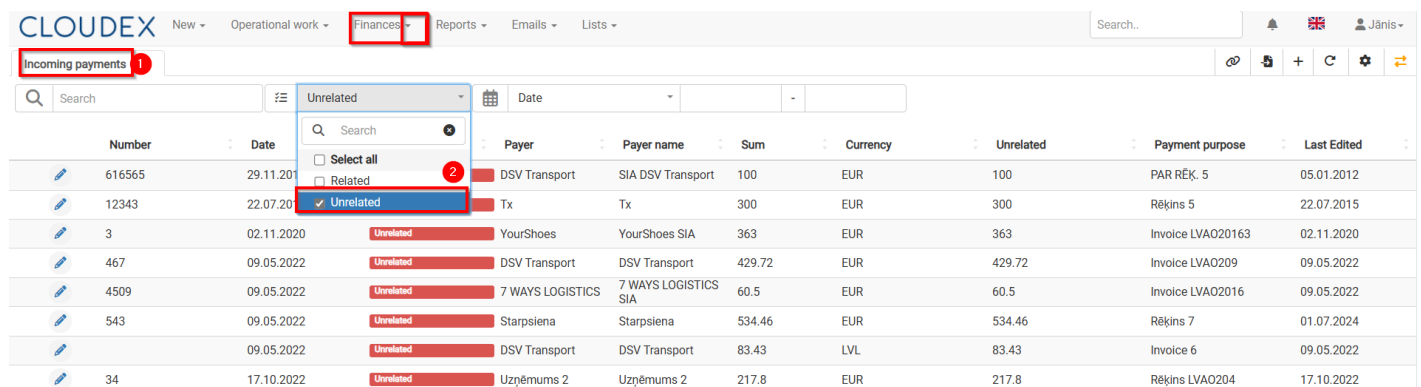


## 2. Linking "Incoming Bank payments" with "Outgoing invoices"

When importing payments from the Internet bank, CLOUDEX TMS creates attachment of invoices, but if the invoices are not attached to the payment amount, then do the attachment according to the instructions bellow.

1) **CLOUDEX TMS > Finances > Incoming payments**

2) **Filter > show only Unrelated payments "Unrelated" (payments which are not related to invoices)**



3) **Select Incoming Payment** which to "Relate" with Invoice

4) Press the button "Relate invoices" 

<div> <div>CLOUDEX</div> <div> <div>New</div> <div>Operational work</div> <div>Finances</div> <div>Reports</div> <div>Emails</div> <div>Lists</div> </div> <div>Search..</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>Jānis</div> </div>										
<div> <div>Incoming payments</div> <div> <div>4</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>										
<div> <div>Q Search</div> <div>Unrelated</div> <div>Date</div> <div></div> <div></div> </div>										
	Number	Date	Status	Payer	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
	616565	29.11.2011	Unrelated	DSV Transport	SIA DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
	12343	22.07.2015	Unrelated	Tx	Tx	300	EUR	300	Rēķins 5	22.07.2015
	3	02.11.2020	Unrelated	YourShoes	YourShoes SIA	363	EUR	363	Invoice LVAO20163	02.11.2020
3	467	09.05.2022	Unrelated	DSV Transport	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
	4509	09.05.2022	Unrelated	7 WAYS LOGISTICS	7 WAYS LOGISTICS SIA	60.5	EUR	60.5	Invoice LVAO2016	09.05.2022
	543	09.05.2022	Unrelated	Starpsiena	Starpsiena	534.46	EUR	534.46	Rēķins 7	01.07.2024
		09.05.2022	Unrelated	DSV Transport	DSV Transport	83.43	LVL	83.43	Invoice 6	09.05.2022
	34	17.10.2022	Unrelated	Uzņēmums 2	Uzņēmums 2	217.8	EUR	217.8	Rēķins LVAO204	17.10.2022

5) In the list of Invoices, select the appropriate invoice/invoices for which payment has been made, mark them.

6) Selecting "the up arrow" you will be able to relate the invoice to payment.

7) Confirm with the button "Close".

8) With "the green arrows" it is possible to switch to another "Unlinked" payment.

CLOUDEX

New

Operational work

Finances

Reports

Emails

Lists

Search..

Jānis

Incoming payments

4

Q Search

Unrelated

Date

Number	Date	Status	Payer	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
616565	29.11.2011	Unrelated	DSV Transport	SIA DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
12343	22.07.2015	Unrelated	Tx	Tx	300	EUR	300	Rēķins 5	22.07.2015
3	02.11.2020	Unrelated	YourShoes	YourShoes SIA	363	EUR	363	Invoice LVAO20163	02.11.2020
467	09.05.2022	Unrelated	DSV Transport	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
4509	09.05.2022	Unrelated	7 WAYS LOGISTICS	7 WAYS LOGISTICS SIA	60.5	EUR	60.5	Invoice LVAO2016	09.05.2022
543	09.05.2022	Unrelated	Starpsiena	Starpsiena	534.46	EUR	534.46	Rēķins 7	01.07.2024
	09.05.2022	Unrelated	DSV Transport	DSV Transport	83.43	LVL	83.43	Invoice 6	09.05.2022
34	17.10.2022	Unrelated	Uzņēmums 2	Uzņēmums 2	217.8	EUR	217.8	Rēķins LVAO204	17.10.2022

Relate payments with invoices

Date

02.11.2020

Document No.

3

←

→

Partner

YourShoes SIA

Sum

363

Currency

EUR

Unrelated

363

Description

Invoice LVAO20163

Date	Number	Type	Document No.	Sum	Debt	Related sum	Currency	Description

Related sum

0,00

EUR

↑

↓

Q Search

Date	Number	Type	Document No.	Debt	Total	Currency	Description
01.11.2020	LVAO20163	RRD		363	363	EUR	W107-11002620-1981
28.10.2021	LVAO203	RRD		423.5	423.5	EUR	S207-11014689313
02.11.2020	LVAO20166	RRD		96.8	96.8	EUR	W107-41003020-1113
01.11.2020	LVAO20164	RRD		63.53	63.53	EUR	S105-21002720-8931
23.01.2024	LVAO2055	RRD		100	100	EUR	TW93-1; K10280

Close

9) With the filter, you can quickly find the required invoice by number, amount, etc.

CLOUDEX									
New Operational work Finances Reports Emails Lists									
Incoming payments 27									
Search Select all (2) Date									
Number	Date	Status	Payer	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011	Related	Demo	Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	Unrelated	DSV Transport	SIA DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
	10.08.2015	Related	S FORWARDING	URSUS FORWARDING SIA	121	EUR	0	Rēķins 1	12.08.2022
12343	22.07.2015	Unrelated	Tx	Tx	300	EUR	300	Rēķins 5	22.07.2015
	22.07.2013	Related	Tx	Tx	300	LVL	0	Rēķins 5	22.07.2015
	15.10.2020	Related	LVAGROO	LVAGROO SIA	354.53	EUR	0	Rēķins LVAO20162	15.10.2020
3	02.11.2020	Unrelated	YourShoes	YourShoes SIA	363	EUR	363	Invoice LVAO20163	02.11.2020
456	16.03.2022	Related	abc	abc SIA	250	LVL	0	Rēķins Nr.123	16.03.2022
4	16.03.2022	Related	URSUS demo	URSUS demo SIA	217.8	EUR	0	Rēķins nr. LVAO204	16.03.2022
467	09.05.2022	Unrelated	DSV Transport	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
890	09.05.2022	Related	DSV Transport	DSV Transport	83.43	EUR	0	Invoice 6	09.05.2022

When the Incoming Payment is linked to the corresponding invoice, the amount in the "Unrelated" column in the Bank incomings list will be zero.

### 3. Outgoing invoice payment - manual data entry

1. Go to **Finances >Outgoing Invoices**
2. Mark **Outgoing Invoices** which are **paid**
3. Choose function "Make Incoming payments for selected outgoing invoice"
4. Choose appropriate Bank account, if you have more than one account
5. Enter the Payment date.
6. Save

Outgoing invoices 1

Unpaid outgoing invoices totals

Search None selected 3 selected Rēķina 01.01.2024

Make "Incoming payments" for selected outgoing invoices

Information Selected invoices for payment: 3  
Total sum for the selected invoices 1400.00 EUR

Bank account 4

Payment date DD.MM.YYYY 5

Save 6 Cancel



