

New Page

Registering an Incoming Invoice

If you need to register a single invoice for multiple trips at once, you can do so in one of the following ways:

- 1) Register an invoice from the Trip form.
- 2) Register an invoice from the Open Trips window.

1. Registering an Invoice from the Trip Form

1. Open the trip.
2. Click the **"Register Invoice"** button.

The screenshot shows a web application interface for a trip form. At the top, there are tabs for 'Trip/Spedition' (TA147), 'Delivered', 'DEMO', and 'SOUTH'. Below this, there are several sections for trip details:


- Trip details:** Includes tabs for Attachments, Price calculations, Finances, Route, Map, and Chat.
- Type:** Agreement (dropdown), Transport mana... (Veldre Janis, dropdown), Transport type (Road, dropdown), and a button labeled 'Create incoming invoice' (highlighted with a red box).
- Order date:** 17.07.2024, From (checked) 29.10.2024 | 11:55, till 05.11.2024 | 11:55.
- Truck:** CEC299 (dropdown), CEC299 (dropdown), Carrier (Parvadatajs X, dropdown), Expeditor (Carrier's expeditor, dropdown), Driver (Gods Jānis, dropdown).
- Trailer type:** TENT (dropdown).
- Carrier price:** 0, EUR (dropdown), EU (dropdown), Term (30 days, dropdown).
- Send documents...:** Transport manager email (dropdown).
- Income:** EUR 8280.00.
- Cargo description:** Load addr.: 6; Del.addr.: 4; 13.20 Idm (EXP:13.20).
- Export ferry:** Export ferry (dropdown), Import ferry (dropdown).

For an unconfirmed invoice, it is possible to add other customer orders.

2. Registering an Invoice from the Open Trips Window

Navigate to the **Open Trips** tab. Select the trips for which incoming invoices have been received and click the **"Register Incoming Invoice"** button.

1. Select the trips for which you want to register an incoming invoice.

- Click the invoice registration icon. 
- Complete the required fields and click **Save**.

Active trips: **Unclosed trip 12** | All trips: Expedited trucks

Veldre Janis | Selected all | 14.04.2024 | 15.04.2025 | Selected all

Trip No.	Carrier	Start date	End date	Truck/Trailer N	Transport manager	Status	Missing	Income	Planned cost	Actual cost	Planned profit	Actual profit	Planned fee	Actual fee	POD
TA147	Pnevadsija X	29.10.2024	05.11.2024	CEC299/CEC299	Jānis Veldre	Delivered	6R1P0D	8280.00	0	0.00	8280	8280	0	0.00	10
TA192	PEDRALI SPA	28.02.2025	28.02.2025	AA123/B123	Jānis Veldre	Invoices issued	1P0D	650.00	0	0.00	650	650	0	0.00	1
TS178	DDV Transport	09.12.2024	13.12.2024	BC1234/A1234	Jānis Veldre	Invoices issued	1P0D	1000.00	500	0.00	500	1000	0	0.00	1
TA128	Demo	11.06.2024	13.06.2024	HH 5678/TT 1234	Jānis Veldre	Invoices issued	1P0D	0.00	0	0.00	0	0	0	0.00	1
TA129	Demo	24.08.2019	11.07.2024	GG123/MZ522	Jānis Veldre	Invoices issued	1R,3P0D	370.00	-100	100.00	470	270	0	0.00	3
TS179	Cloudex LV RIGA	26.09.2024	13.12.2024	BB888/BB888	Jānis Veldre	Invoices issued	1P0D	5100.00	0	0.00	5100	5100	0	0.00	1
TH196	Cloudex LV RIGA	03.01.2025	04.01.2025	LIC 2025-Sveek-Nr	Jānis Veldre	Invoices issued	1P0D	100.00	22.51	180.08	77.49	-80.08	0	0.00	1
TS236	Bore	03.01.2025	09.04.2025	T1987/K909	Jānis Veldre	Invoices issued	4P0D	6100.00	300	0.00	5800	6100	0	0.00	4
TS180	bauroc	11.06.2024	14.06.2024	MK0000/82932	Jānis Veldre	Invoices issued	1P0D	2103.00	2000	2000.00	103	103	0	0.00	1
TS178	BAUHOW	15.12.2024	16.12.2024	ZX6666/Y6666	Jānis Veldre	Invoices issued	1P0D	33.00	15	0.00	18	33	0	0.00	1
TS196	Alkadakta	03.02.2025	03.02.2025	BT6666/Y090	Jānis Veldre	Invoices issued	1P0D	1000.00	500	0.00	500	1000	0	0.00	1
TS242	shs SA	11.04.2025	11.04.2025	LT5454/Y4343	Jānis Veldre	Invoices issued	1P0D	500.00	430	0.00	70	500	0	0.00	1

Incoming invoices: **44** | Draft

DEMO

Receival date * 04.06.2026 | Type Invoice

Invoice No. * **3** Invoice No. | Invoice Date * 04.06.2026

Supplier * Demo - LV44556677889

Bank account * LV27HABA0551028432947 | HABALV22 | A/s "Swedbank"

Payment terms 30 days | Due date * 04.07.2026

Description TA128

Search..

	N	Service type	Quantity	Price	Sum	VAT code	VAT sum	Order No.	Trip/Spedition	Truck/Trailer	Sum I	VAT sur	Total sum
<input type="checkbox"/>	1	Freight	1 gab.	0	0	EU	0		TA128	HH 5678	0	0	0
<input type="checkbox"/>	2	Freight * Planned trip cost: 0.00EUR	1 gab.	0	0	EU	0		TA129	GG123	0	0	0

Invoice data | Attachment(s)

Sum EUR | Exchange rate 1 | Reviewed by Veldre Janis

Notes

Not pay

Saved: 04.06.2026 11:24 cloudex Delete Save Cancel

Revision #6
 Created Thu, Jun 4, 2026 8:08 AM by Janis Veldre
 Updated Thu, Jun 4, 2026 8:27 AM by Janis Veldre