

Registering an Incoming Invoice

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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 software interface for trip management. At the top, there are tabs for 'Trip details', 'Attachments', 'Price calculations', 'Finances', 'Route', 'Map', and 'Chat'. Below these are various input fields and dropdown menus for trip details, including 'Type' (Agreement), 'Transport mana...' (Veldre Janis), 'Transport type' (Road), 'Order date' (17.07.2024), 'From' (29.10.2024), 'till' (05.11.2024), 'Truck' (CEC299), 'Carrier' (Parvadatajs X), 'Expeditor' (Carrier's expeditor), 'Driver' (Gods Jānis), 'Trailer type' (TENT), 'Carrier price' (0 EUR), 'Term' (30 days), and 'Send documents...' (Transport manager email). A red box highlights the 'Create incoming invoice' button. On the right side, there is a summary box showing 'Income: EUR 8280.00' and 'Cargo description: Load addr.: 6; Del.addr.: 4; 13.20 ldm (EXP:13.20)'. At the bottom, there are 'Export ferry' and 'Import ferry' options.

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

Active trips	Unclosed trip	All trips	Expedited trucks												
Q Search	Veldre Janis	Selected all	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	Purvedstaja X	29.10.2024	05.11.2024	CEC299/CEC99	Jānis Veldre	Delivered	6R1POD;	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	1POD;	650.00	0	0.00	650	650	0	0.00	1
TS175	DDV Transport	09.12.2024	13.12.2024	BC1234/A1234	Jānis Veldre	Invoices issued	1POD;	1000.00	500	0.00	500	1000	0	0.00	1
TA128	Demo	11.06.2024	13.06.2024	HH 6678/TT 1234	Jānis Veldre	Invoices issued	1POD;	0.00	0	0.00	0	0	0	0.00	1
TA129	Demo	24.08.2019	11.07.2024	GG123/MZ52	Jānis Veldre	Invoices issued	1R,3POD;	370.00	-100	100.00	470	270	0	0.00	3
TS179	Cloudes LV RIGA	26.09.2024	13.12.2024	BB888/BB888	Jānis Veldre	Invoices issued	1POD;	5100.00	0	0.00	5100	5100	0	0.00	1
TH186	Cloudes LV RIGA	03.01.2025	06.01.2025	LIC 2025-Sveek-Nc	Jānis Veldre	Invoices issued		100.00	22.51	180.08	77.49	-80.08	0	0.00	1
TS236	Bare	02.01.2025	09.04.2025	T1687/K009	Jānis Veldre	Invoices issued	4POD;	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	1POD;	2103.00	2000	2000.00	103	103	0	0.00	1
TS178	BAU+HOW	15.12.2024	16.12.2024	ZX6666/X6666	Jānis Veldre	Invoices issued	1POD;	33.00	15	0.00	18	33	0	0.00	1
TS196	Alvabūka	03.02.2025	03.02.2025	BT6666/Y0900	Jānis Veldre	Invoices issued	1POD;	1000.00	500	0.00	500	1000	0	0.00	1
TS242	shs SA	11.04.2025	11.04.2025	LT5454/X4343	Jānis Veldre	Invoices issued	1POD;	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

	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 #9

Created Thu, Jun 4, 2026 8:08 AM by Janis Veldre

Updated Mon, Jun 8, 2026 6:43 AM by Janis Veldre