

# One invoice for many orders

If necessary to issue one invoice for several Client orders, there are 2 approaches:

1. One invoice for several selected orders
2. [Add each order one by one to the outgoing invoice](#)

## 1. One invoice for several selected orders

1. Open **the Client order filter**;
2. Mark **Outgoing invoice - Not issued**;
3. Selects **the Client to whom invoices for orders must be issued**;
4. Confirm the filter.

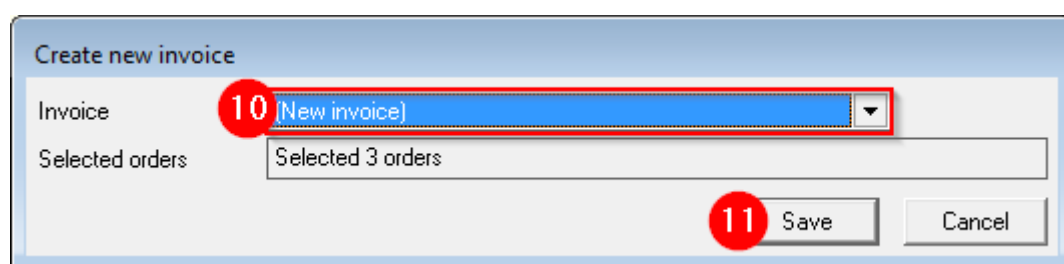
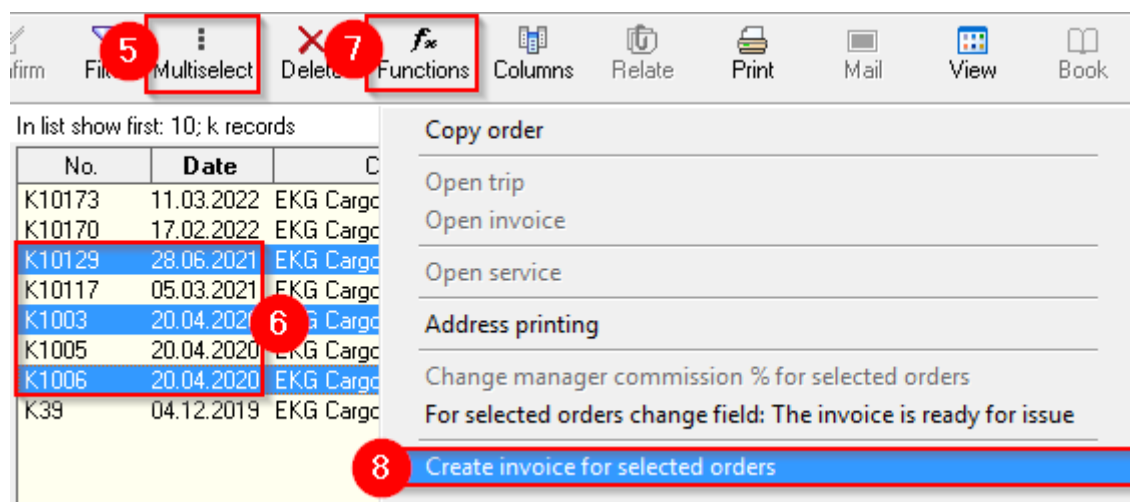
The screenshot shows the 'Client orders' filter dialog box. It contains various fields and checkboxes for filtering orders. Red circles with numbers 1 through 4 highlight specific elements:

- 1** points to the 'Client orders' title bar.
- 2** points to the 'Outgoing invoice' checkbox, which is checked, and the 'No invoice' dropdown menu.
- 3** points to the 'Client' checkbox, which is checked, and the 'EKG Cargo' dropdown menu.
- 4** points to the 'Prepare' button at the bottom right.

Other visible fields include: Template [None], Search No.(s) %10189, Search %ND3393, General status Offer, Transport type, Errors in data, Incoming invoice Not linked, Client manager, Carrier, Sender, Load.addr.postal code, Direction Export, Temp.regime, Canceled orders, POD Not, Date order This Year from 01.01.2022 to 31.12.2022, Trip type, In list show first 10 k records, and a 'Truck' checkbox.

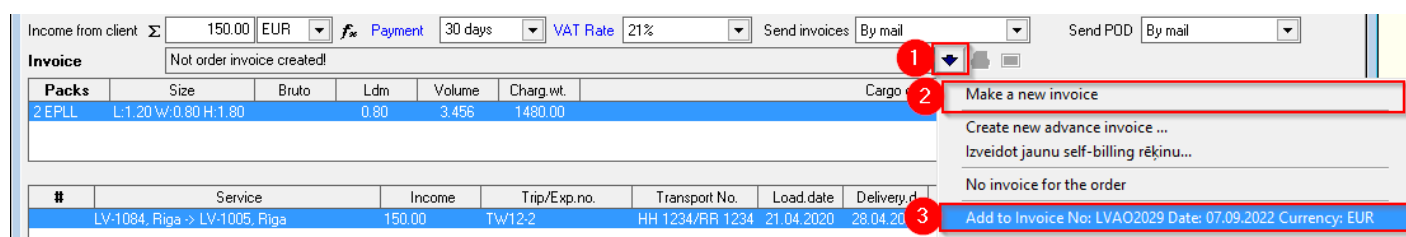
5. Press the **Muti select** button ;
6. While holding the **Ctrl key with the mouse**, mark the orders for which an invoice must be created;
7. Press the **Functions** button ;
8. Chooses to create an outgoing invoice for marked orders;
9. Selects **New invoice**, if a new invoice needs to be created, or selects an invoice **already created** for this **client**;
10. **Save** - a prepared invoice will open.

Read about further steps [here](#) .



## 2. Add each order one by one to the outgoing invoice

1. Open the **Client order** , which will be added as the first in the combined invoice to the Client.
2. Selects **Create a new invoice** and save.
3. Open the next **order of the same Customer** , which must be added to the combined invoice, and select Add to invoice no. .... (this time the invoice previously created for the Customer will be visible here).



Revision #4

Created Thu, Aug 25, 2022 3:36 PM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 9:09 AM by [Janis Veldre](#)