8. Incoming Invoices (Creditors)

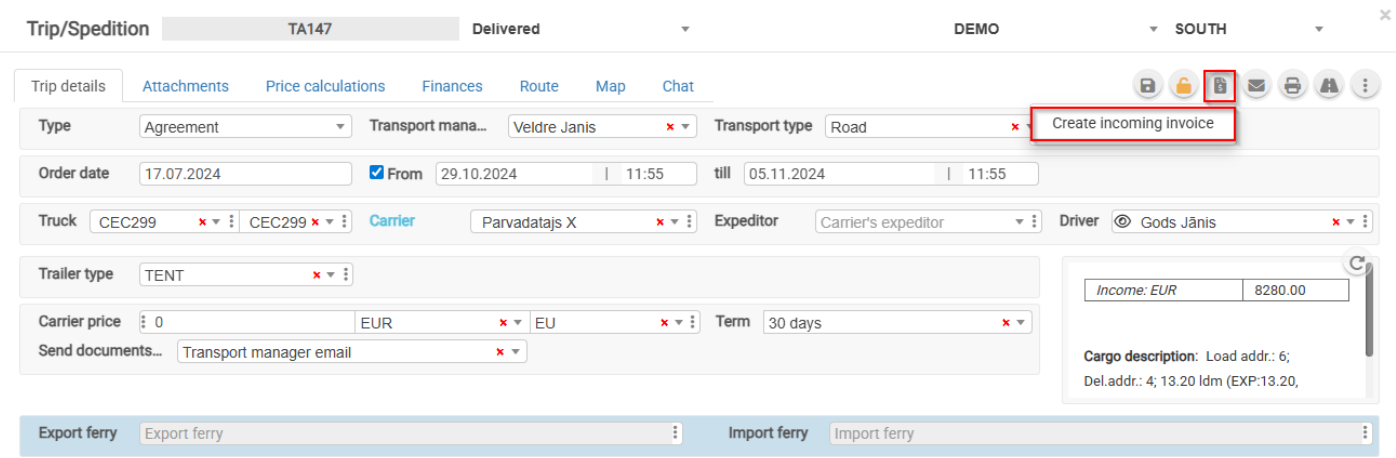
Registering an Incoming Invoice

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.

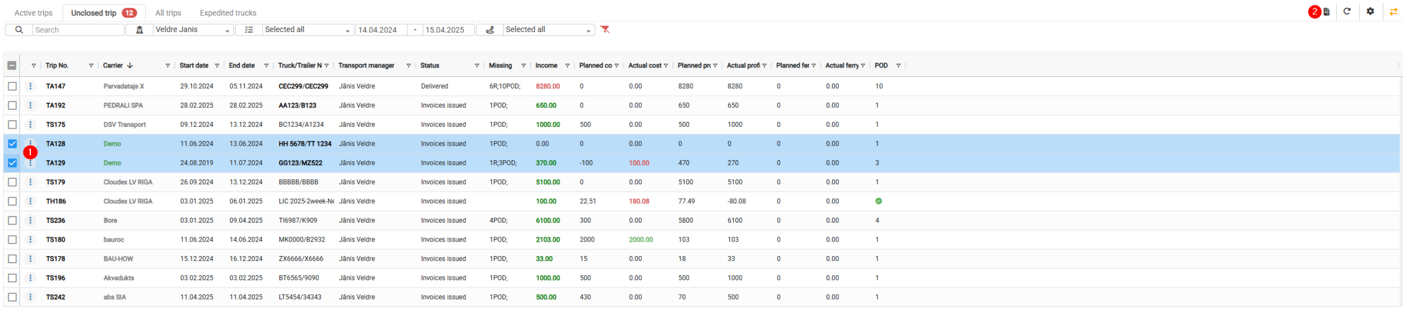


For an unconfirmed invoice, it is possible to add other customer orders.

2. Registering an Invoice from the Open Trips Window

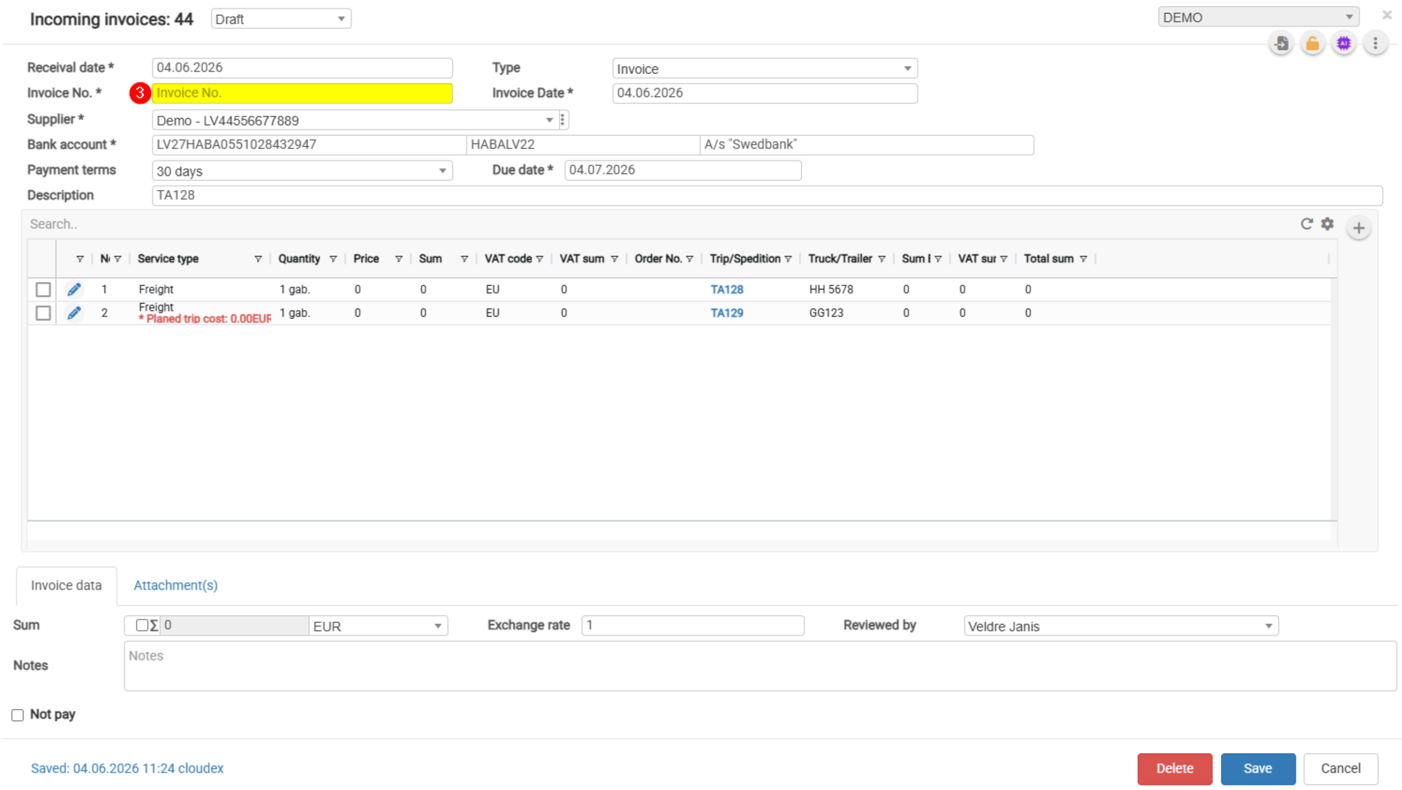
Navigate to the **Open Trips** tab. Select the trips for which incoming invoices have been received and click the **"Register Incoming Invoice"** button.

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 12 | All trips | Expedited trucks

Search | 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 co	Actual cost	Planned pr	Actual profi	Planned fer	Actual ferry	POD
TA147	Parvadatajs X	29.10.2024	05.11.2024	CEC299/CEC299	Jānis Veldre	Delivered	6R;10POD;	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	DSV 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 5678/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/MZ522	Jānis Veldre	Invoices issued	1R;3POD;	370.00	-100	100.00	470	270	0	0.00	3
TS179	Cloudex LV RIGA	26.09.2024	13.12.2024	BBBBB/BBBB	Jānis Veldre	Invoices issued	1POD;	5100.00	0	0.00	5100	5100	0	0.00	1
TH186	Cloudex LV RIGA	03.01.2025	06.01.2025	LIC 2025-2week-Ne	Jānis Veldre	Invoices issued		100.00	22.51	180.08	77.49	-80.08	0	0.00	
TS236	Bore	03.01.2025	09.04.2025	TI6987/K909	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/B2932	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	Akvadukts	03.02.2025	03.02.2025	BT6565/9090	Jānis Veldre	Invoices issued	1POD;	1000.00	500	0.00	500	1000	0	0.00	1
TS242	abs SIA	11.04.2025	11.04.2025	LT5454/34343	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. *	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..

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

Invoice data | Attachment(s)

Sum	Σ 0 EUR	Exchange rate	1	Reviewed by	Veldre Janis
Notes	Notes				

Not pay

Saved: 04.06.2026 11:24 cloudex

Delete | Save | Cancel

Applying a Cash Discount (Skonto) to an Incoming Invoice

1) In the Partner List, find the relevant partner.
2) Open the "Settlements" section and enter the discount.