

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 the 'Trip/Spedition' form for trip TA147. The form includes tabs for Trip details, Attachments, Price calculations, Finances, Route, Map, and Chat. A red box highlights the 'Create incoming invoice' button in the top right corner. The form fields include:

- Type: Agreement
- Transport manager: Veldre Janis
- Transport type: Road
- Order date: 17.07.2024
- From: 29.10.2024 11:55
- till: 05.11.2024 11:55
- Truck: CEC299
- Carrier: Parvadats X
- Expeditor: Carrier's expeditor
- Driver: Gods Jānis
- Trailer type: TENT
- Carrier price: 0 EUR
- EU: EU
- Term: 30 days
- Send documents...: Transport manager email
- Income: EUR 8280.00
- Cargo description: Load addr.: 6; Del.addr.: 4; 13.20 ldm (EXP:13.20,

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 tripsUnclosed trip 12All tripsExpedited trucksVeldre Janis14.04.202415.04.2025Selected all

	Trip No.	Center	Start date	End date	Truck/Trailer N	Transport manager	Status	Missing	Income	Planned co	Actual cost	Planned pr	Actual profit	Planned fee	Actual ferry	POD
	TA147	Pavedatija X	29.10.2024	05.11.2024	CEC299/CEC299	Jānis Veldre	Delivered	6R10POD	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	1PCD	650.00	0	0.00	650	650	0	0.00	1
	TS175	DGV Transport	09.12.2024	13.12.2024	BC123/A1234	Jānis Veldre	Invoices issued	1PCD	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	1PCD	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	1R3PCD	370.00	-100	100.00	470	270	0	0.00	3
	TS179	Cloudae LV RIGA	26.09.2024	13.12.2024	BBB88/BBB	Jānis Veldre	Invoices issued	1PCD	9100.00	0	0.00	9100	9100	0	0.00	1
	TH086	Cloudae LV RIGA	03.01.2025	06.01.2025	LIC 2025-Zveek Nr	Jānis Veldre	Invoices issued		100.00	22.51	180.08	77.49	80.08	0	0.00	
	TS236	Bone	03.01.2025	09.04.2025	T6987/K909	Jānis Veldre	Invoices issued	4PCD	6100.00	300	0.00	5800	6100	0	0.00	4
	TS180	Isauric	11.06.2024	14.06.2024	MG0000/02932	Jānis Veldre	Invoices issued	1PCD	2100.00	2000	2000.00	103	103	0	0.00	1
	TS178	BAU-HOW	15.12.2024	16.12.2024	ZX6666/X6666	Jānis Veldre	Invoices issued	1PCD	33.00	15	0.00	18	33	0	0.00	1
	TS196	Alkadakta	03.02.2025	03.02.2025	BT5565/X090	Jānis Veldre	Invoices issued	1PCD	1000.00	500	0.00	500	1000	0	0.00	1
	TS242	also ISA	11.04.2025	11.04.2025	LT5454/34343	Jānis Veldre	Invoices issued	1PCD	500.00	430	0.00	70	500	0	0.00	1

Incoming invoices: 44

Draft

DEMO

Receival date *04.06.2026TypeInvoiceInvoice No. *3 Invoice No. Invoice Date *04.06.2026Supplier *Demo - LV44556677889Bank account *LV27HABA0551028432947HABALV22A/s "Swedbank"Payment terms30 daysDue date *04.07.2026DescriptionTA128

Search..

	N	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 * Planned trip cost: 0.00EUR	1 gab.	0	0	EU	0		TA129	GG123	0	0	0

Invoice dataAttachment(s)

Sum0EURExchange rate1Reviewed byVeldre Janis

Notes

Not pay

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Updated 2026-06-26 12:42:56 UTC by Janis Veldre