

Incoming Invoices (Creditors)

- [How to register an Incoming Invoice?](#)
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How to register an Incoming Invoice?

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

- [How to register an Invoice from the Trip Form?](#)
- [How to Register an Invoice from the Open Trips window?](#)

How to register an Invoice from the Trip Form?

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

[image-1780561081176.png](#)

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

How to Register 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 [image-1780561317768.png](#)
3. Complete the required fields and click **Save**.

[image-1780561219944.png](#)

[image-1780561499887.png](#)

How to apply a discount (Skonto) to an incoming invoice?

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

[image-1780901854138.png](#)

How to find carrier orders or trips for which an incoming invoice has not been received?

How to pay Incoming invoices?

- [1. How to prepare payments for incoming invoices?](#)
- [2. How to export payments to the Internet bank?](#)
- [Tips and tricks](#)

How to pay incoming invoices?

Use this function when you want to prepare payments for supplier or carrier invoices registered in Cloudex TMS.

The payment process consists of two steps:

1. Create **Outgoing payments** from the incoming invoices.
2. Export the prepared payments to your Internet bank.

“ **Important:** Creating an outgoing payment in Cloudex TMS does not transfer money from your bank account. The payment must still be exported to the Internet bank and processed there.

1. How to prepare payments for incoming invoices?

1. Open **Finances → Incoming invoices**.
2. In the **Payment term** filter, select the date up to which invoices should be paid.
Cloudex TMS will show incoming invoices with a payment due date up to the selected date.
3. Select the invoices you want to pay using the checkboxes.
4. Click **Make outgoing payments** in the toolbar.

1. Finances

2. Incoming invoices

3. Payment term

4. Make "Outgoing payments" for selected incoming invoices

Num	Invoice No.	Supplier	Status	Invoice date	Receipt	Payment term	Total	Debt	Payment date
592	FD-62263	Fast delivery Ltd	Overdue payment	16.10.2025	16.10.2025	19.07.2026	1573	1573	
75	IN6293	Last mail	Overdue payment	05.07.2026	05.07.2026	10.07.2026	1500	1500	
							3 073	3 073	

5. In the **Make outgoing payments for selected incoming invoices** window, select the bank account from which the payments will be made.

6. Click **Make outgoing payments**.

Make payments for selected incoming invoices

Information

Selected invoices for payment: 2
Total sum for the selected invoices 3073.00 EUR
Debt: 3073.00 EUR

Bank account

SCL Luminor Eur LT833250079185635556 EUR

☒ Set invoice due date as payment date

5. Bank account

6. Make outgoing payments

Cancel

The created payments can be found under: **Finances → Outgoing payments**

By default, newly created payments are prepared for bank export and have the status **Marked for export**.

2. How to export payments to the Internet bank?

Navigation path: **Finances → Outgoing payments**

1. Open **Finances → Outgoing payments**.
2. Review the payments that have the status **Marked for export**.
3. Click **Export payments** in the toolbar.

Cloudex TMS will create the bank payment export file for the payments marked for export.

Upload the generated payment file to your Internet bank and complete the payment according to your bank's workflow.

	Num	Date	Status	Bank account from	Approved in bank	Recipient coc	Recipient name	Type	Transferred sum	Unrelated	Currenc	Payment purpose	Bank account
☐	9	21.07.2026	Marked for export	SCL Luminor Eur		Fast delivery Ltd	Fast delivery Ltd	BIZ	1573	1573	EUR	Invoice No. FD-62263	LV60HABA0001408033975
☐	10	21.07.2026	Marked for export	SCL Luminor Eur		Last mail	Last mail	BIZ	1500	1500	EUR	Invoice No. IN6293	LV81UNLA00050005810856

Tips and tricks

How to exclude a payment from bank export?

When an outgoing payment is created from an incoming invoice, the **Export to Internetbank** checkbox is selected by default.

You may want to clear this checkbox if, for example:

- the invoice has already been paid manually;
- you do not want to include this payment in the next bank export;
- the payment will be processed in another way.

To remove a payment from bank export, go to: **Finances → Outgoing payments**

1. Find the required outgoing payment.
2. Click **Edit**.
3. Clear the **Export to Internetbank** checkbox.
4. Click **Save**.

The outgoing payment will remain in Cloudex TMS, but it will no longer be included in the bank payment export.

Bank outgoing payment - Draft

Payment type * Payment order (BIZ) x

Payment No. 213213213 Payment date * 07.04.2026

Bank account from * BALT RUR LV55CBBR1120001000010 RUB

Receiver * ENERGIJA Rezekne Rezekne x Receiver country x

Receiver name * ENERGIJA Rezekne Rezekne

Bank account to * LV04LHQB4600084385001 LHZBLV22 MORTGAGE AND LAND I

Sum * 5000 EUR Exchange rate 0

Sum 0 RUB

Payment purpose * par transporta pakalpojumiem

Payment Standard Commission Divided

Notes

☒ Export to internetbank

Saved: 07.04.2026 09:09 JanisV

Delete Save Cancel

How to mark a payment for export again?

If an outgoing payment should be included in the next bank export:

Navigation path:

Finances → Outgoing payments

1. Open the outgoing payment.
2. Select **Export to Internetbank**.
3. Click **Save**.

Or see picture below if you want to mark more than one payment for export again

The payment will again be marked for export.

How to review AI-generated Incoming invoices and POD/CMR documents?

Incoming invoices created automatically from emails processed by the Cloudex TMS AI mailbox must be reviewed before they are confirmed.

During the review, check:

- the information read from the supplier invoice;
- whether the invoice is related to the correct Trip/Spedition;
- whether the invoice amounts are correct;
- whether POD/CMR documents are attached to the correct Client order.

When to use

Use this procedure when an Incoming invoice has been automatically created from an email received in your **AI incoming-invoice-reading email**.

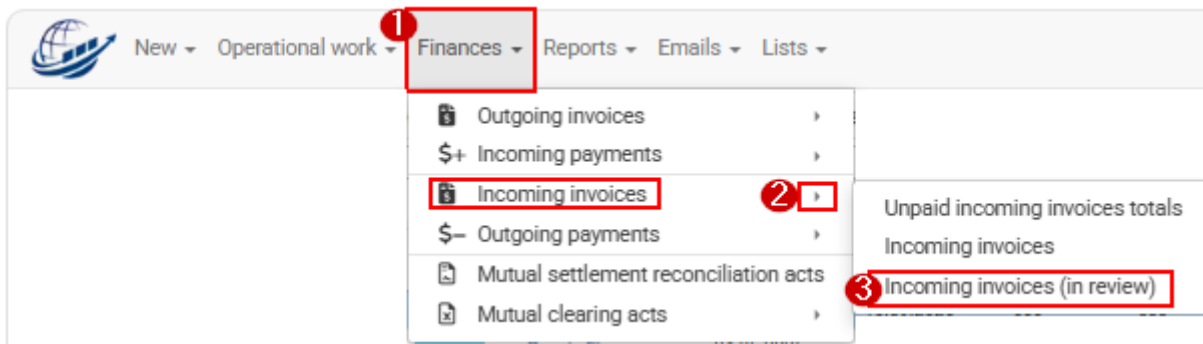
All invoices created by AI that still require user validation can be found under:

Finances → Incoming invoices → Incoming invoices (in review)

How to review an AI-generated Incoming invoice

1. Open the invoice

Go to: **Finances → Incoming invoices → Incoming invoices (in review)**



You will see Incoming invoices created by AI that still need to be reviewed.
Open the invoice you want to review.

New ▾ Operational work ▾ Finances ▾ Reports ▾ Emails ▾ Lists ▾												
Unpaid incoming invoices totals Incoming invoices Incoming invoices (in review) 4												
Q Search Selected all Selected all												
	Number ▾	Invoice No. ▾	Status ▾	Supplier ▾	Invoice date ▾	Received date ▾	Total [bc] ▾	Sum [bc] ▾	VAT sum [bc] ▾	Description ▾	Reviewed by ▾	Notes ▾
☒	645	19031	In review	Cloudex SIA	09.09.2026	10.09.2026	605	500	105	TL26-005	Harper Daniel	Payment term: 16.1 10.09.2026
☐	634AE	4384004	In review	Scania Finans	04.05.2026	07.08.2026	103349.56	88135.27	15214.29		Harper Daniel	*(AI) 07.08.2026
☐	635AE	70440145	In review	Stena Line Baltic A/S	02.05.2026	07.08.2026	644.62	644.62	0	[244448]	Harper Daniel	*(AI) 07.08.2026
☐	558	0qweqwe	In review	Ito latvia	28.02.2025	28.02.2025	0	0	0	E102	šurika Māreks	28.02.2025

2. Open the invoice attachments

In the upper-right corner of the Incoming invoice, click the **Attachments** icon.

Incoming invoices: 645 In review

SmartCargo L...
Show/Hide attachmetns

Received date * 10.09.2026 Type Invoice
Invoice No. * 19031 Invoice Date * 09.09.2026

The attachments received with the original email will be displayed.

Usually, the email contains:

- the supplier's invoice PDF;
- one or more POD/CMR documents related to the shipments included in the invoice.

3. Compare the AI-generated invoice with the original invoice

Select the original invoice attachment.

Cloudex TMS allows you to review the information side by side:

- the Incoming invoice created by AI;
- the original invoice received from the supplier.

Check that the information read by AI is correct.

Pay particular attention to:

- supplier;
- invoice number and date;
- currency;
- invoice amounts and VAT;
- payment information;
- related Trip/Spedition.

Correct any information if necessary.

“ **Important:** AI helps automate invoice data entry, but the user is responsible for reviewing the information before confirming the invoice.

The screenshot displays the SmartCargo interface for reviewing an incoming invoice. On the left, the 'Incoming invoices: 645' section shows the invoice details in a form. On the right, the PDF of the invoice is displayed, with a red arrow pointing from the 'TL26-005' entry in the table to the corresponding line item in the PDF.

Incoming invoice details:

- Received date: 10.09.2026
- Invoice No.: 19031
- Supplier: Cloudex SIA - LV401
- Bank account: LV27HABA05 HABALV22 Swedbank AS
- Payment terms: 35 days
- Due date: 16.09.2026
- Description: TL26-005

No.	Service type	Quantity	Price	Sum	VAT code	VAT sum	Trip/Spedition
1	Freight Order	1 pcs.	500	500	21%	105	TL26-005
			500	500		105	

Invoice PDF details:

Invoice Nr. 19031
09.09.2026

SmartCargo Logistics GmbH
VAT No: DE00000010016
Legal address: Albert street 18, Berlin, 106767, GERMANY
Bank account: ..

Payment term: 16.09.2026

No.	Item description	Price	Quantit y	Unit	Sum, EUR
1	Freight Order No. TL26-005	500,00	1,00	gab.	500,00
Total					500,00
V.A.T. 0%					0,00
Total amount					500,00
					Five hundred euro and 0 cent

Supplier requisites:
Cloudex SIA
Address: Dīdžozolu iela 33/1, Ozolnieku novads, LV-3018
ID No. 40103294171 VAT No. LV40103294171
Bank account: LV27HABA0551028432947, a/s Swedbank, HABALV22

In the purpose of payment point Invoice No. 19031

Invoice is made electronically and is valid without signature.

Review POD/CMR attachments

After checking the invoice, review the POD/CMR documents received with the email.

The invoice PDF should remain attached to the **Incoming invoice**.

POD/CMR documents should normally be attached to the corresponding **Client order**.

4. Check where the POD/CMR is attached

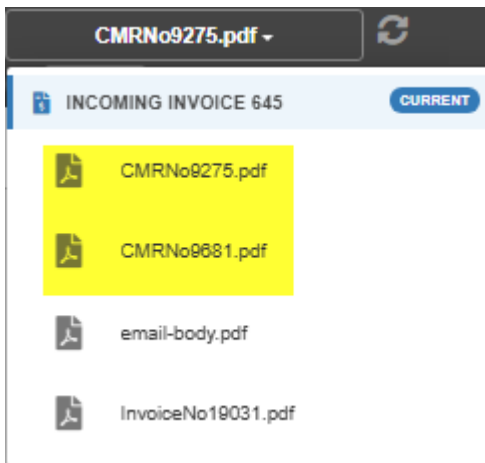
In the attachment list, check whether the POD/CMR file is shown under:

Incoming invoice or **Client order**

If the POD/CMR is already attached to the correct Client order, no action is required.

If the POD/CMR is shown under **Incoming invoice**, Cloudex TMS or AI was not able to determine the correct Client order automatically and the document must be moved manually.

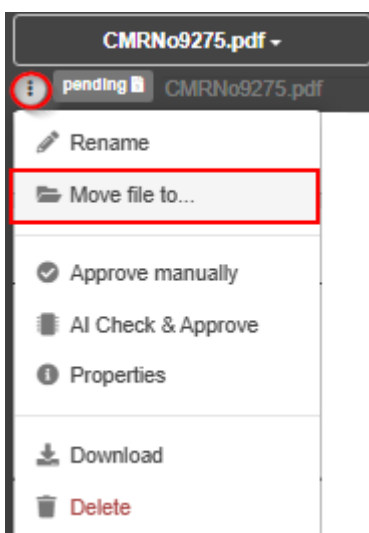
This can happen, for example, when one carrier invoice contains costs for several shipments.



5. Move the POD/CMR to the correct Client order

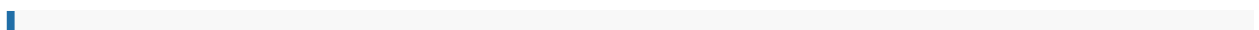
Find the POD/CMR attachment.

Click the **three-dot (...)** menu next to the file and select: **Move file to**



Select the appropriate **Client order**.

After moving the file, it will be displayed in the attachments list as a **Client order attachment**.



Important: Make sure you select the correct Client order before moving the document, especially when the Trip/Spedition contains several shipments.

CMRNo9275.pdf

UPLOAD

+ Browse .. or drop

pending CMRNo9275.pdf

1 of 1

1. Absender (Name, Anschrift, Land)
Sender (Name, Address, Country)
La systems GmbH
LetteStrasse 30
DE-5202, Berlin, VÄCIJA

International Consignment Note
This carriage is subject, notwithstanding any clause to the contrary to the Convention on the Contract for the International Carriage of goods by road (CMR).
CMR No. 9275

2. Empfänger (Name, Anschrift, Land)
Consignee (Name, Address, Country)
Honda SIA
Rue Charles Fridrich
FR-54500, Vandoeuvre-l?s-Nancy, FRANCIJA

16. Frachtführer(Name, Anschrift, Land)
Carrier (Name, Address, Country)
SmartCargo Logistics
Albert street 18
DE-106767, Berlin, VÄCIJA
+371 2933 1270; www.ozols.lv

Move attachment - CMRNo9275.pdf

Move from

Incoming invoice 645 (#19031) 10.09.2026 Cloudex SIA
Document type Document No. Date Supplier

Move to Order Search

1 9275 Nordic Freight AB La systems GmbH DE-5202 02.09.2026 Honda SIA FR-54500 06.09.2026 16EPLL; 6.40LDM;

9681 Ekg cargo LV-2101 06.09.2026 Ab medical group rig LV-1073 06.09.2026 1EPLL; 0.40LDM;

The attachment will be removed from the current document and attached to the selected destination.

2 Move attachment Cancel

After you move POD/CMR to appropriate Client order in Invoice attachment list it will show as Client order attachment

CMRNo9275.p

UPLOAD ▾

INCOMING INVOICE 645

CURRENT

CMRNo9681.pdf

email-body.pdf

InvoiceNo19031.pdf

CLIENT ORDER 9275

CMRNo9275.pdf

6. Review and approve the POD/CMR

Open the POD/CMR document and check that it belongs to the selected Client order.

Approve the POD/CMR if the document is correct.

An approved POD/CMR can then be used in the Client order invoicing process and, when automatic invoice sending is configured, can be included with the outgoing invoice.

CMRNo9275.p

UPLOAD ▾

+ Browse

.. or drop

pending

CMRNo9275.pdf

1 /

Status: Pending

Click to approve manually

1. Absender (Name, Anschrift, Land) Sender (Name, Address, Country) La systems GmbH LetteStrasse 30 DE-5202, Berlin, VÄCIJA	International Consignment No This carriage is subject, notwithstanding any clause to the contrary to the Convention on the Contract for the International Carriage of goods by road (CMR).
2. Empfänger (Name, Anschrift, Land) Consignee (Name, Address, Country) Honda SIA Rue Charles Fridrich FR-54500, Vandoeuvre-l?s-Nancy, FRANCIJA	16. Frachtführer(Name, Anschrift, Land) Carrier (Name, Address, Country) SmartCargo Logistics Albert street 18 DE-106767, Berlin, VÄCIJA +371 2933 1270; www.ozols.lv
3. Auslieferungsort des Gutes Place of delivery of the goods Honda SIA Rue Charles Fridrich, FR-54500 Vandoeuvre-l?s-Nancy GPS: 48.6604, 6.1905	17. Nachfolende frachtführer (Name, Anschrift, L Successive carriers (name, address, country) Cloudex SIA Dižozolu iela 33 LV-3018, Iecēni, Cenu pag., Jel

Confirm the Incoming invoice

After you have:

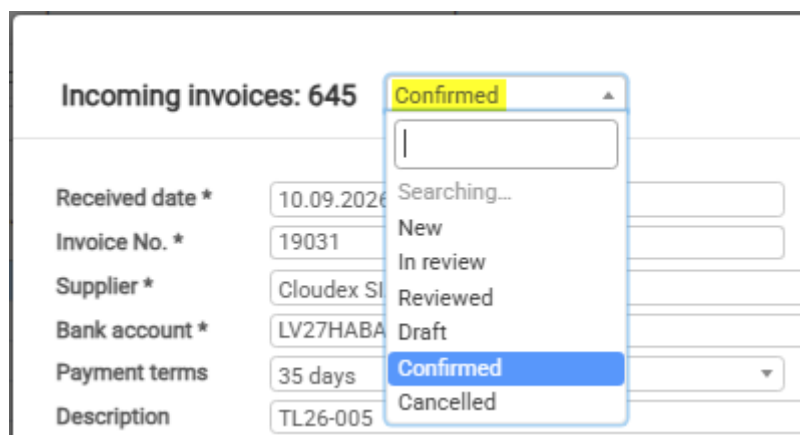
- checked the invoice information;
- verified the related Trip/Spedition;
- checked the invoice amounts;
- moved POD/CMR documents to the correct Client orders where necessary;
- reviewed and approved the POD/CMR documents;

change the Incoming invoice status from:

In review → Confirmed

Click **Save**.

The AI-generated Incoming invoice has now been reviewed and confirmed.



The screenshot shows a web interface for managing incoming invoices. At the top, it says "Incoming invoices: 645". Below this is a form with several fields: "Received date *" (10.09.2026), "Invoice No. *" (19031), "Supplier *" (Cloudex SL), "Bank account *" (LV27HABA), "Payment terms" (35 days), and "Description" (TL26-005). To the right of these fields is a dropdown menu for the invoice status. The current status is "Confirmed", which is highlighted in yellow. The dropdown menu is open, showing a search bar and a list of status options: "Searching...", "New", "In review", "Reviewed", "Draft", "Confirmed" (highlighted in blue), and "Cancelled".

Related topics

- [How to set up an AI mailbox for incoming invoice reading](#)
- [How to pay Incoming invoices?](#)
- [How to send outgoing invoices automatically](#)