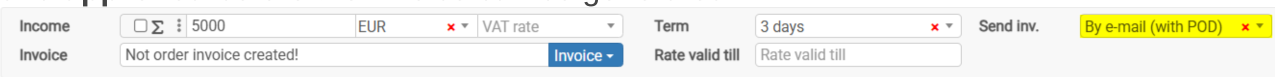
How to send outgoing invoices automatically

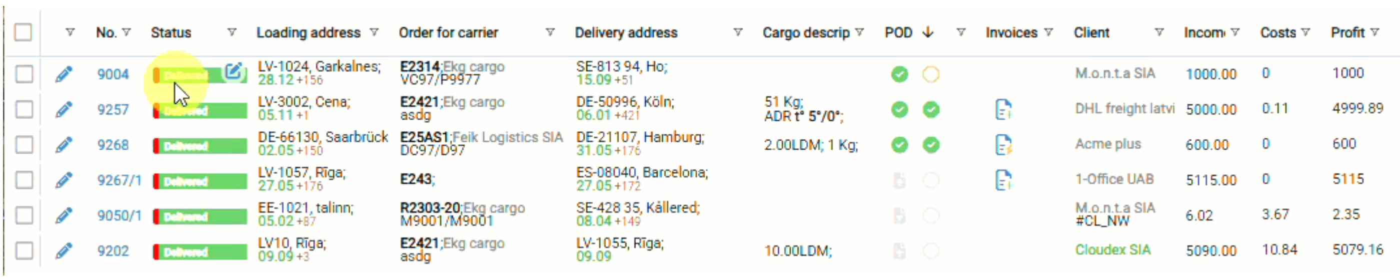
To generate an invoice automatically, the following criteria must be met:

1. In the client card Invoices tab has to be mark ☑ Generate invoice automatically
2. Order must be in status "**Delivered**" Delivered
3. Depending on the selected **"Send inv."** option, a POD/CMR may need to be **uploaded** and **approved** before the invoice can be generated.



Ready to invoice	POD is uploaded	POD is approved
By e-mail (with POD)	Yes	Yes
By e-mail (without POD)	No	No
By e-mail (invoice upon delivery, second time with POD)	No	No
By e-mail and post (with POD)	Yes	Yes
By post (with POD)	Yes	Yes
Don't send (Self-billing)	No	No
Upload to the Client Portal together with POD	Yes	Yes
Download in Client Portal	Yes	Yes

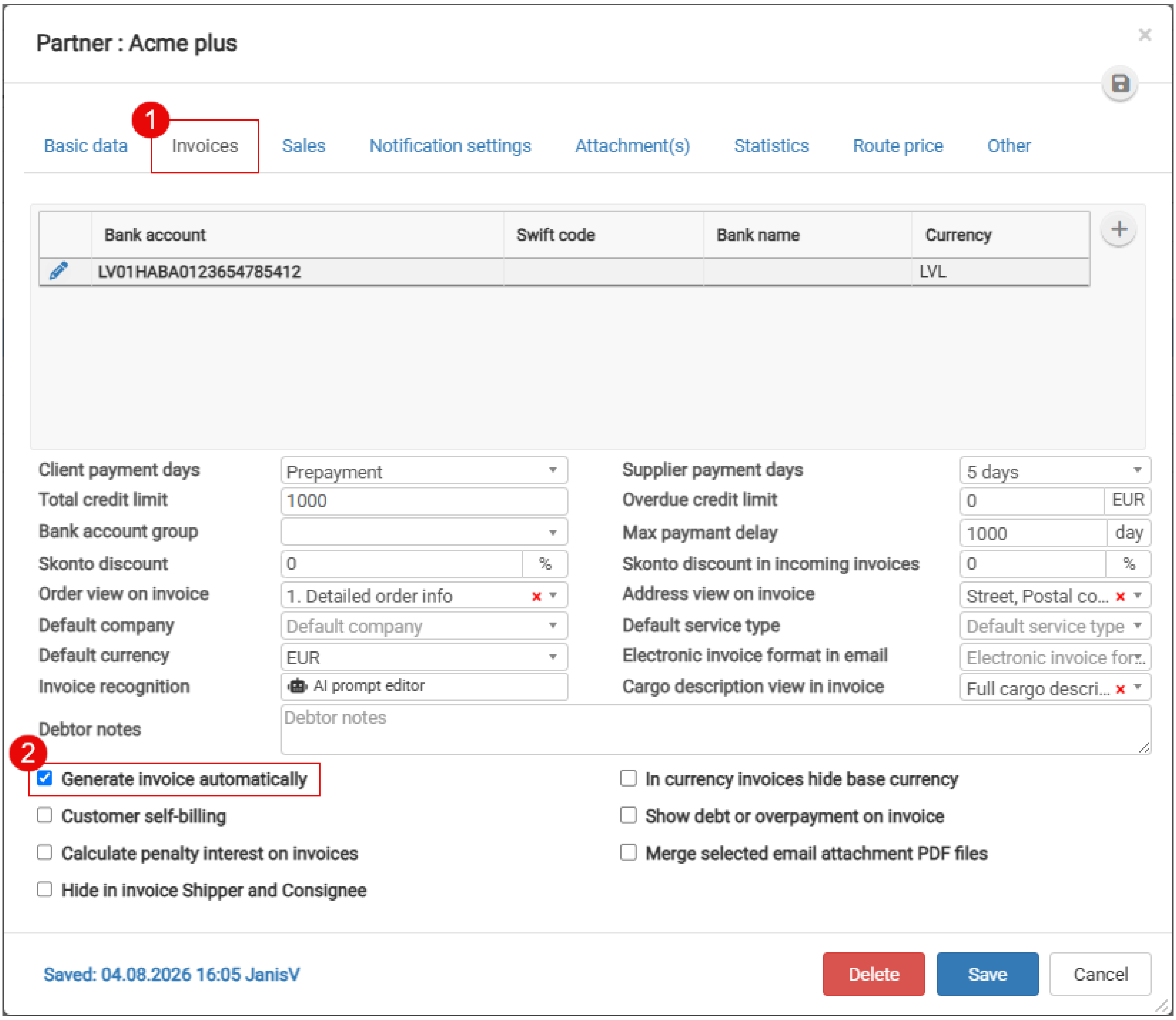
Active orders



No.	Status	Loading address	Order for carrier	Delivery address	Cargo descrip	POD	Invoices	Client	Incom	Costs	Profit
9004	Delivered	LV-1024, Garkalnes; 28.12 +156	E2314;Ekg cargo VC97/P9977	SE-813 94, Ho; 15.09 +51				M.o.n.t.a SIA	1000.00	0	1000
9257	Delivered	LV-3002, Cena; 05.11 +1	E2421;Ekg cargo asdg	DE-50996, Köln; 06.01 +421	51 Kg; ADR t° 5°/0°;			DHL freight latvi	5000.00	0.11	4999.89
9268	Delivered	DE-66130, Saarbrück 02.05 +150	E25AS1;Feik Logistics SIA DC97/D97	DE-21107, Hamburg; 31.05 +176	2.00LDM; 1 Kg;			Acme plus	600.00	0	600
9267/1	Delivered	LV-1057, Rīga; 27.05 +176	E243;	ES-08040, Barcelona; 27.05 +172				1-Office UAB	5115.00	0	5115
9050/1	Delivered	EE-1021, talinn; 05.02 +87	R2303-20;Ekg cargo M9001/M9001	SE-428 35, Kållered; 08.04 +149				M.o.n.t.a SIA #CL_NW	6.02	3.67	2.35
9202	Delivered	LV10, Rīga; 09.09 +3	E2421;Ekg cargo asdg	LV-1055, Rīga; 09.09	10.00LDM;			Cloudex SIA	5090.00	10.84	5079.16

Second orange empty circle means **POD/CMR approval is expected**,
icon indicates that the invoice is ready to be generated **manually,**
icon indicates that the invoice will be generated **automatically.**

Whre to find checkbox "Generate invoice automatically"



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