

When is the invoice “Date sent” field filled in automatically?

Cloudex TMS fills in the **Date sent** field automatically when both of the following conditions are met:

1. **Send by email only** is selected.
2. The invoice is sent by email from Cloudex TMS.

When the **Date sent** field contains a date, the invoice status changes automatically to **Invoice sent**.

Outgoing invoice No.: 26-048 - **Invoice sent** 4

SmartCargo Logistics

Date * 05.07.2026 Type Invoice Account group * [Default]
Client * M.o.n.t.a SIA Payment terms * 14 days Due date * 19.07.2026

Search..

		Service type	Quantity	Price	Sum	VAT	VAT sum	Order No.	Trip/Spedition	Truck/	Sum	VAT	Total sum
☐	1	Freight	1 pcs.	501	501	EU	0	8965	E2318		501	0	501
☐	2	Freight	1 pcs.	50	50	EU	0	8896/3	R2410-6	M9001	50	0	50
				551	551					551		551	

Invoice data Attachment(s)

Total sum 551 EUR

Notes

Manager Veldre Janis 3 Date sent 06.07.2026 1 Send by email only

Confirmed 13.07.2026 13:36 JanisV

Delete Save Cancel

The “**Send by email only**” checkbox value is set automatically when generating an invoice from an order.

The checkbox value depends on the “**Send invoices**” field value.

[image-1769069369331.png](#)

Send invoices values marked with “*” set the “**Send by email only**” checkbox value automatically:

Send invoices setting	“Send by email only” selected automatically
By e-mail (with POD)	Yes
By post (with POD)	No
By e-mail and post (with POD)	No
Don't send (Self-billing)	Yes
Download in Client Portal	Yes
By e-mail (invoice upon delivery, second time with POD)	No
By e-mail (without POD)	Yes
Upload to the Client Portal together with POD	No

When should I enter the “Date sent” manually?

Enter the **Date sent** manually if the invoice was sent outside Cloudex TMS or if the date was not filled in automatically.

For example, manual entry may be required when the invoice was sent directly from Outlook or another email application.