Palletline: self bill and billing comparison

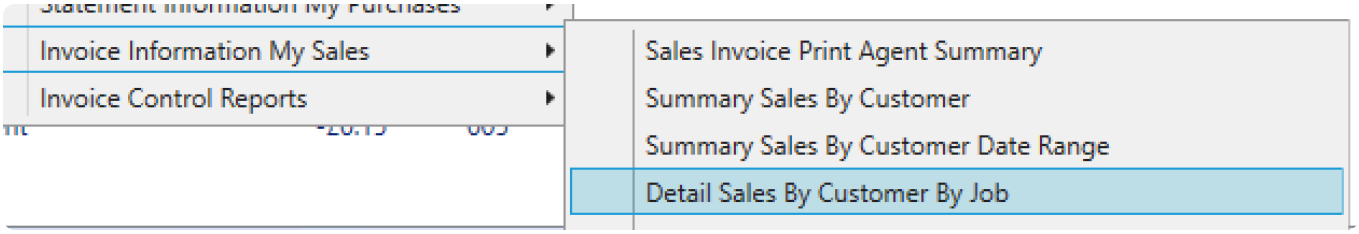
How to import sales and purchase self bills from Palletline and compare the costs

Updated October 24, 2024

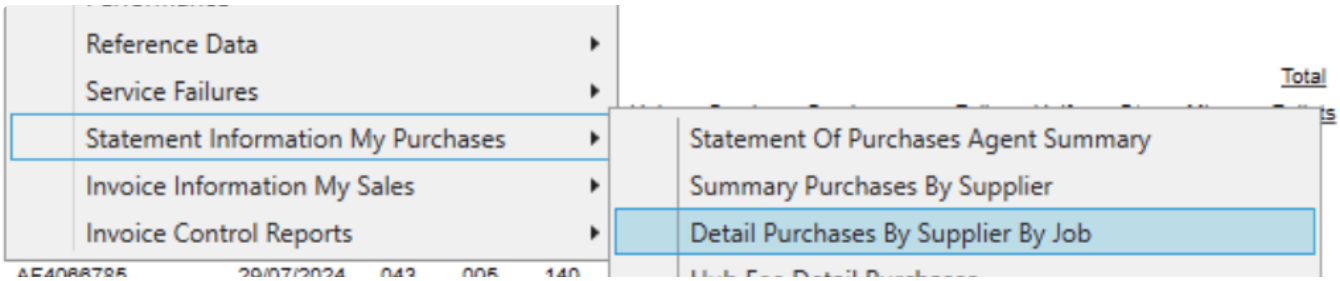
Introduction

Both of the following can be downloaded from Contrado:

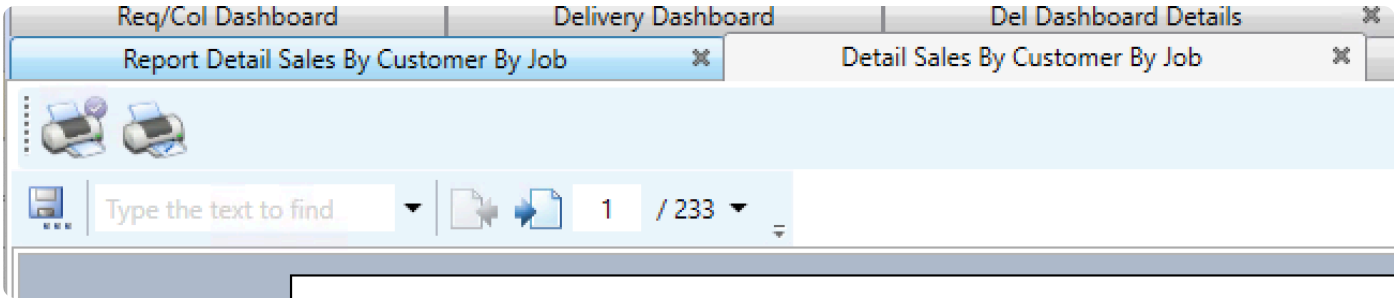
- Sales self bill

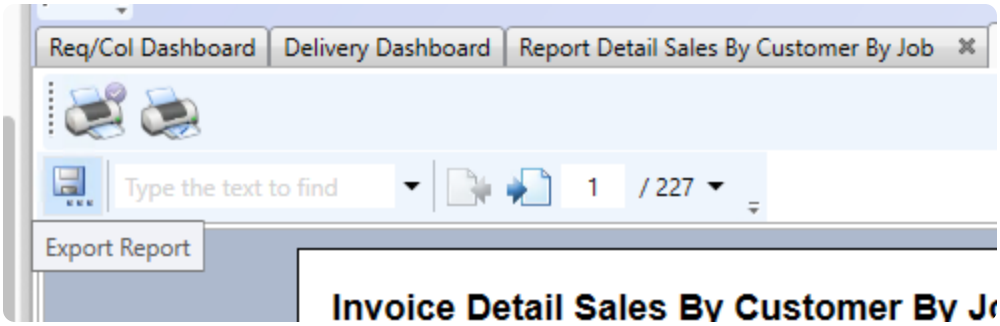


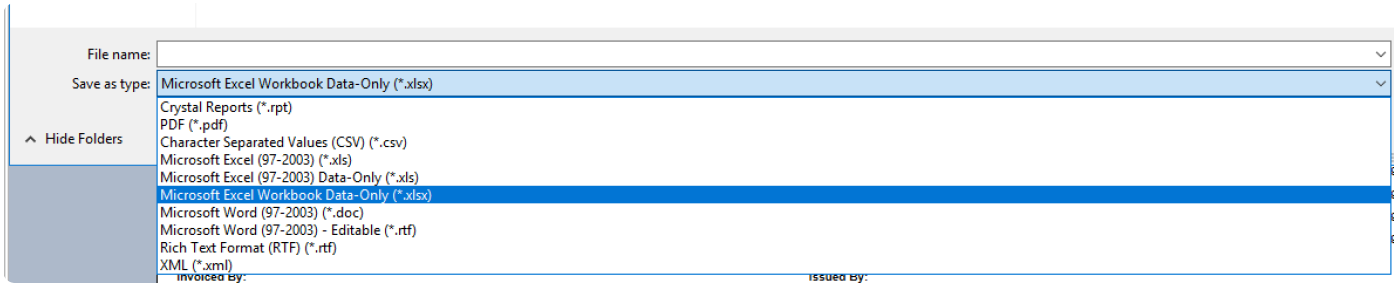
- Purchase self bill



Next, download the self bill by clicking the save button and selecting the Excel format (make sure to select **xlsx**):







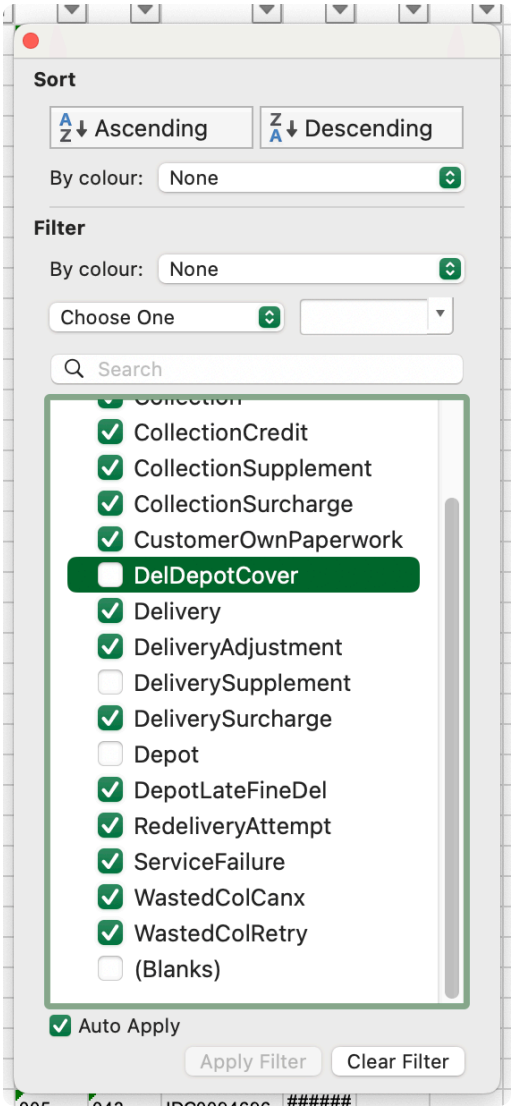
Sales self bill

Open the Excel file and click filter:

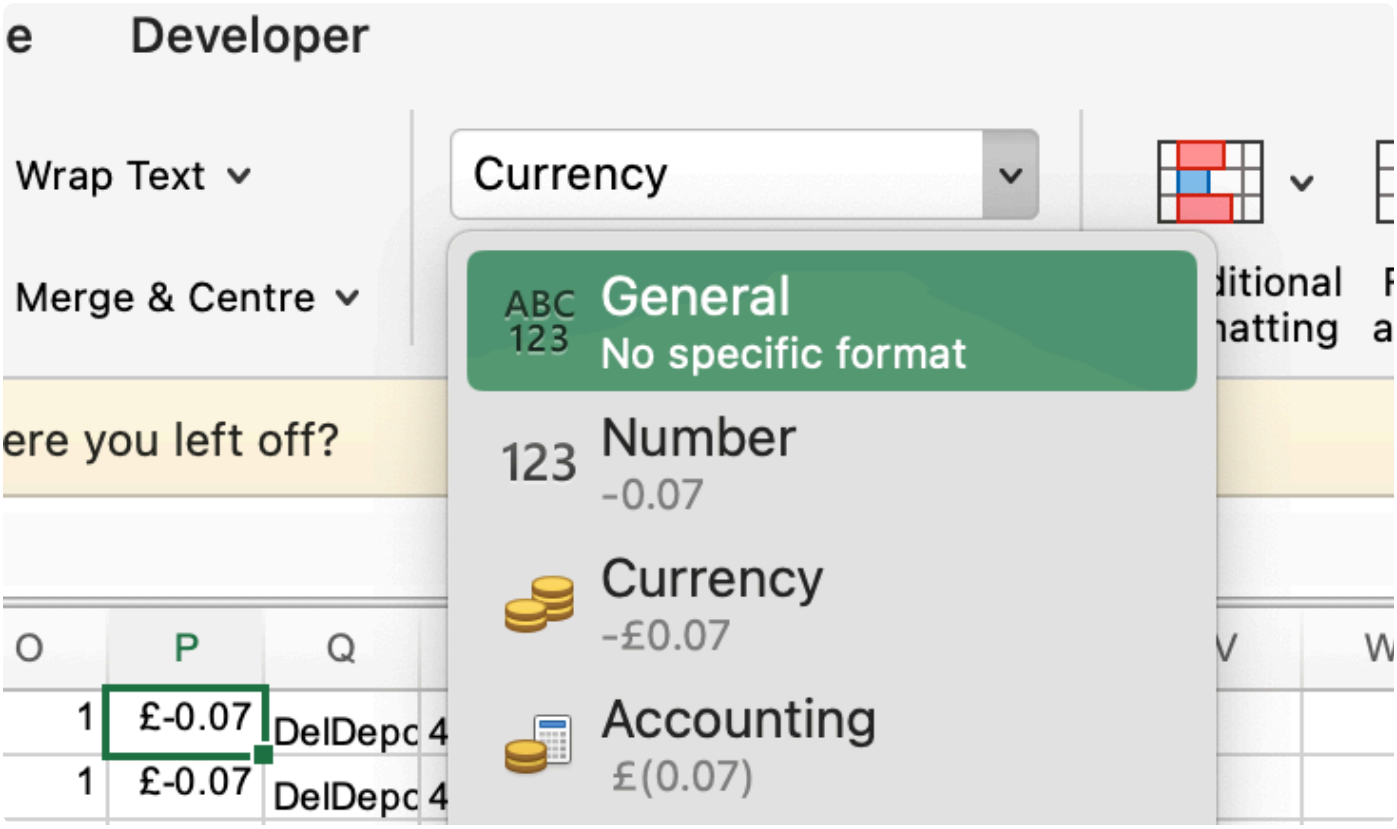


Then filter on column Q and make sure to **deselect** the following:

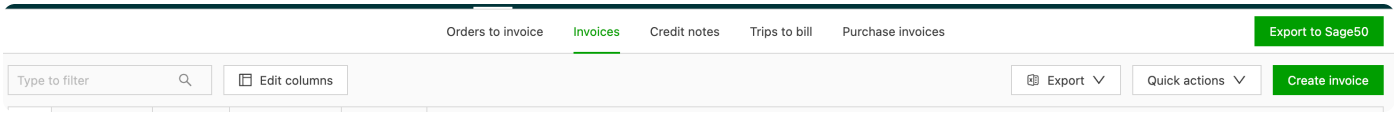
- Depot
- (Blanks)
- DeliverySupplement
- DeliveryDepotCover



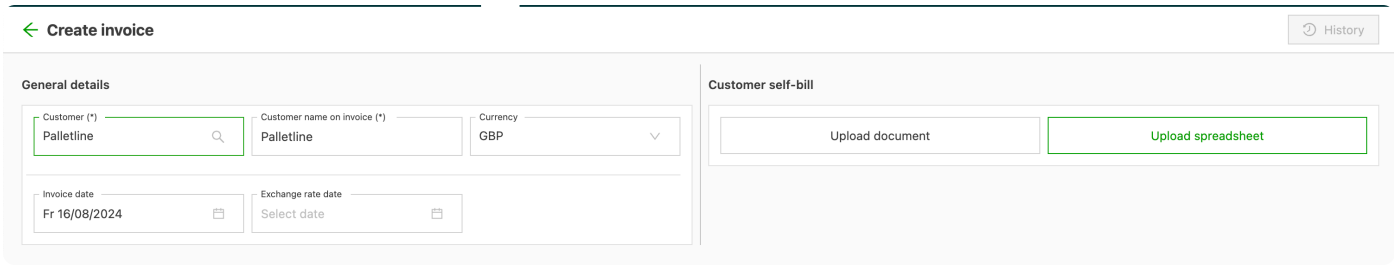
Next, select all the charges in column P and make sure to change the format to **General**:



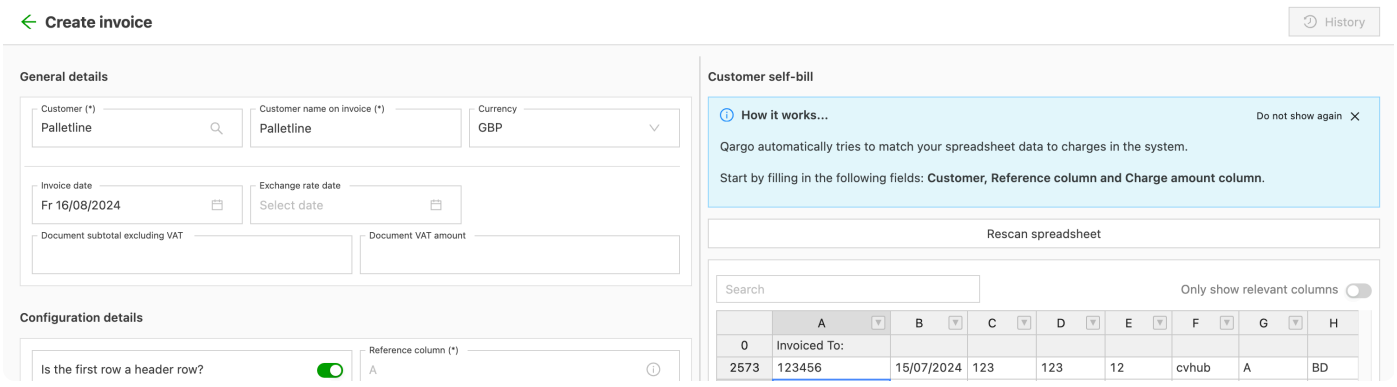
Then create a new invoice in Qargo by clicking **Create invoice:**



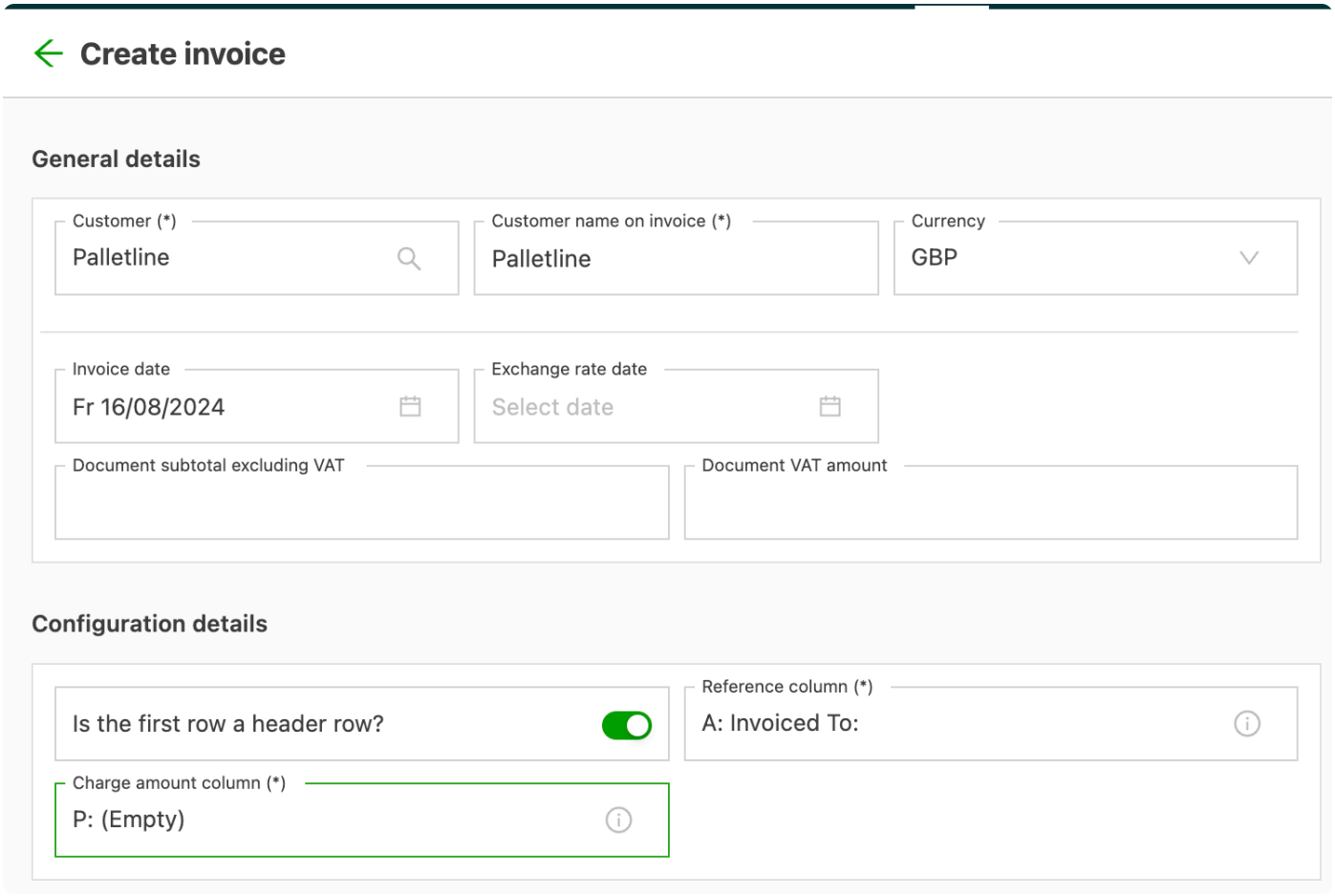
Select **Palletline** as the customer and click **Upload spreadsheet:**



Select everything in the Excel sheet (after filtering!), copy it and then paste it into Qargo:



Then select reference column: A and charge amount column: P



Finally, click save. Qargo automatically compares the self bill with the amounts in Qargo.