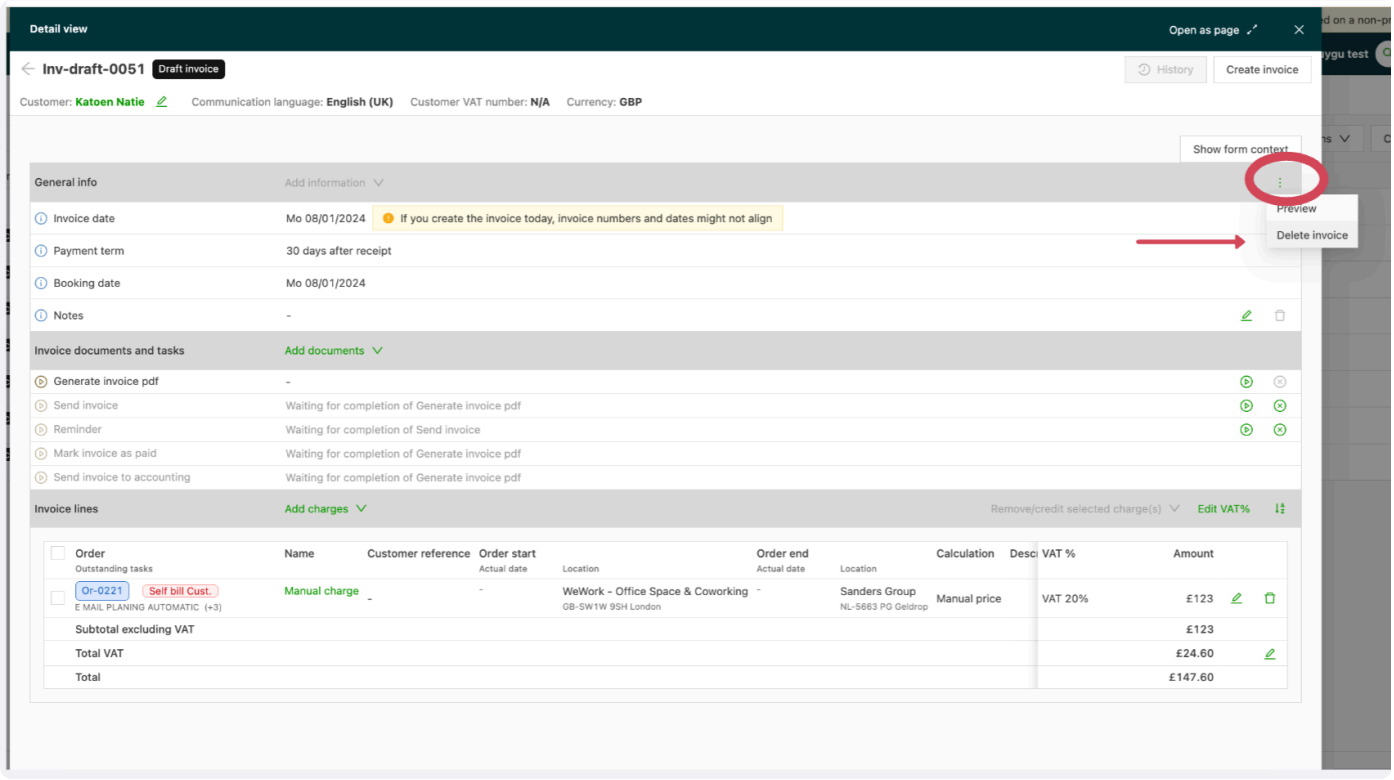
How to delete a draft invoice or cancel an existing invoice

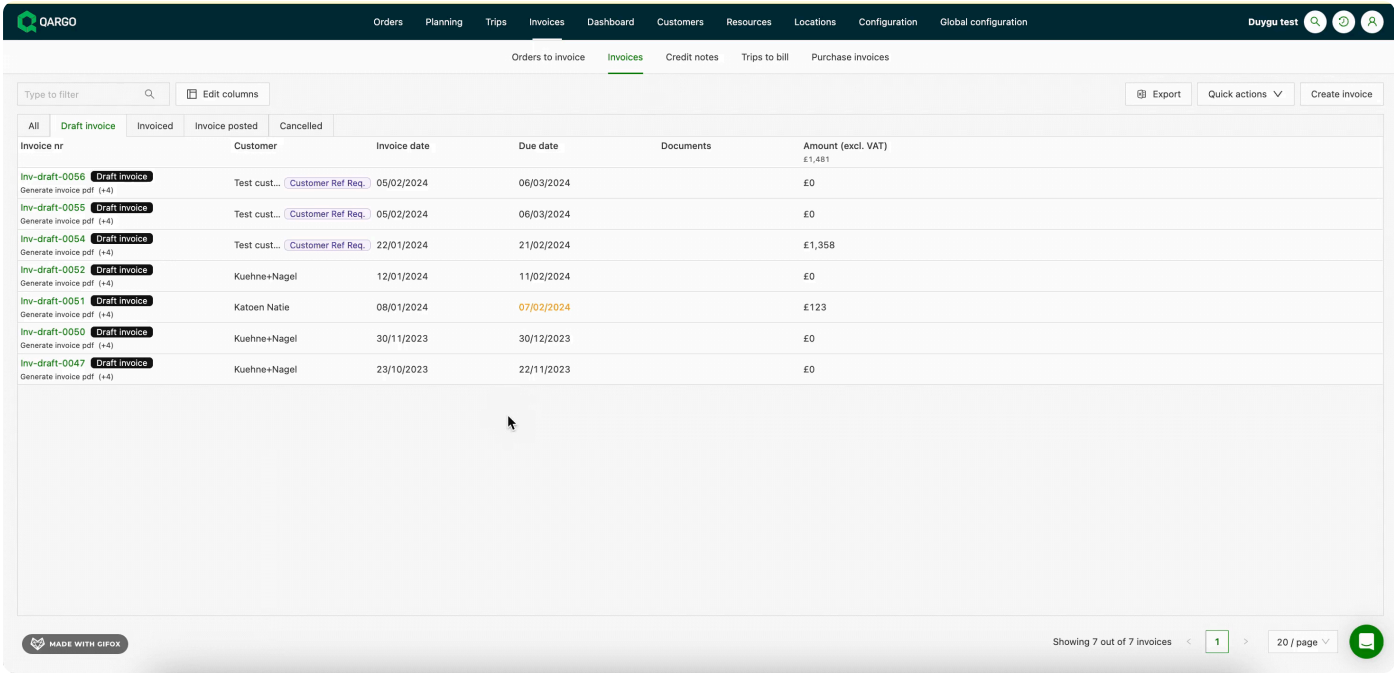
Updated October 24, 2024

Deleting a draft invoice

- Go to **Invoices > Draft invoices**.
- Open the invoice page and locate the 3 dots on the right side of the page.
- Click the 3 dots and select the **Delete invoice** option.

Any orders linked to the draft invoice are automatically removed from the invoice and get the status **Ready to invoice**.



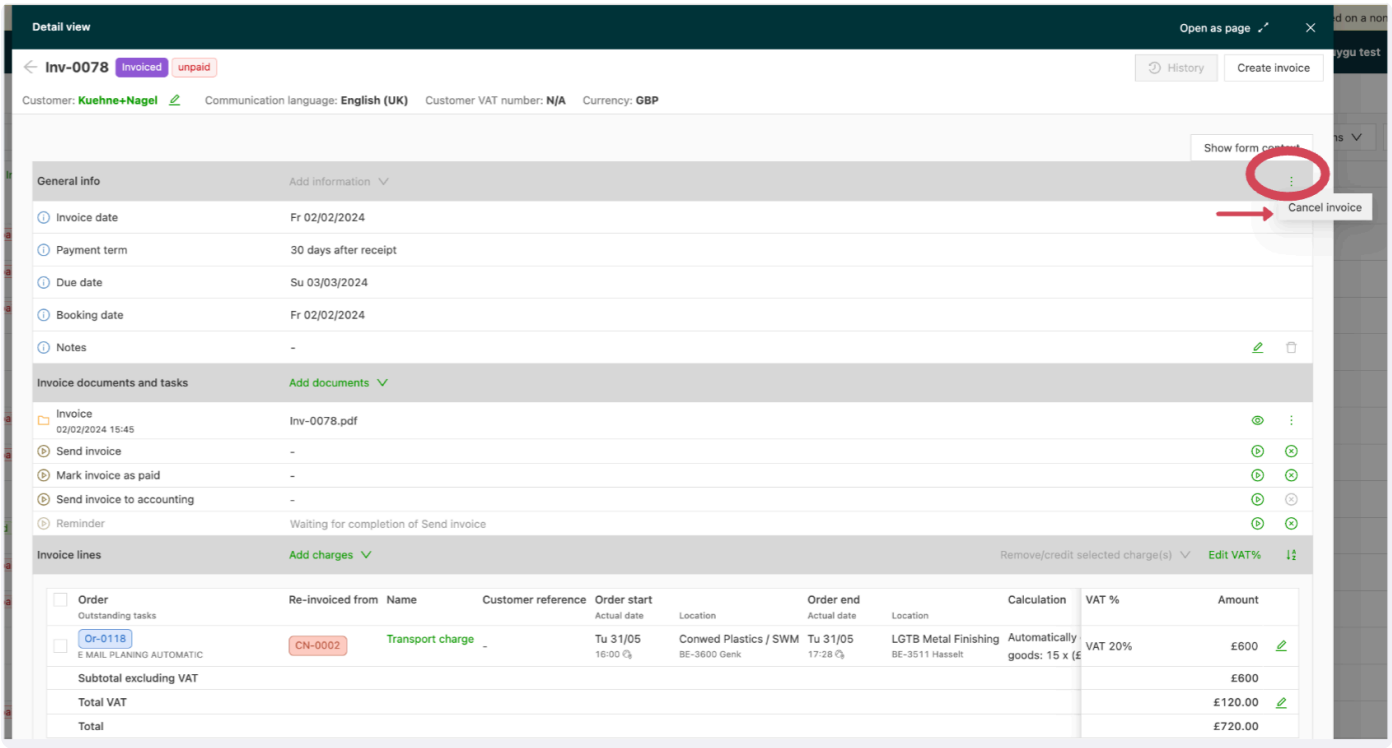


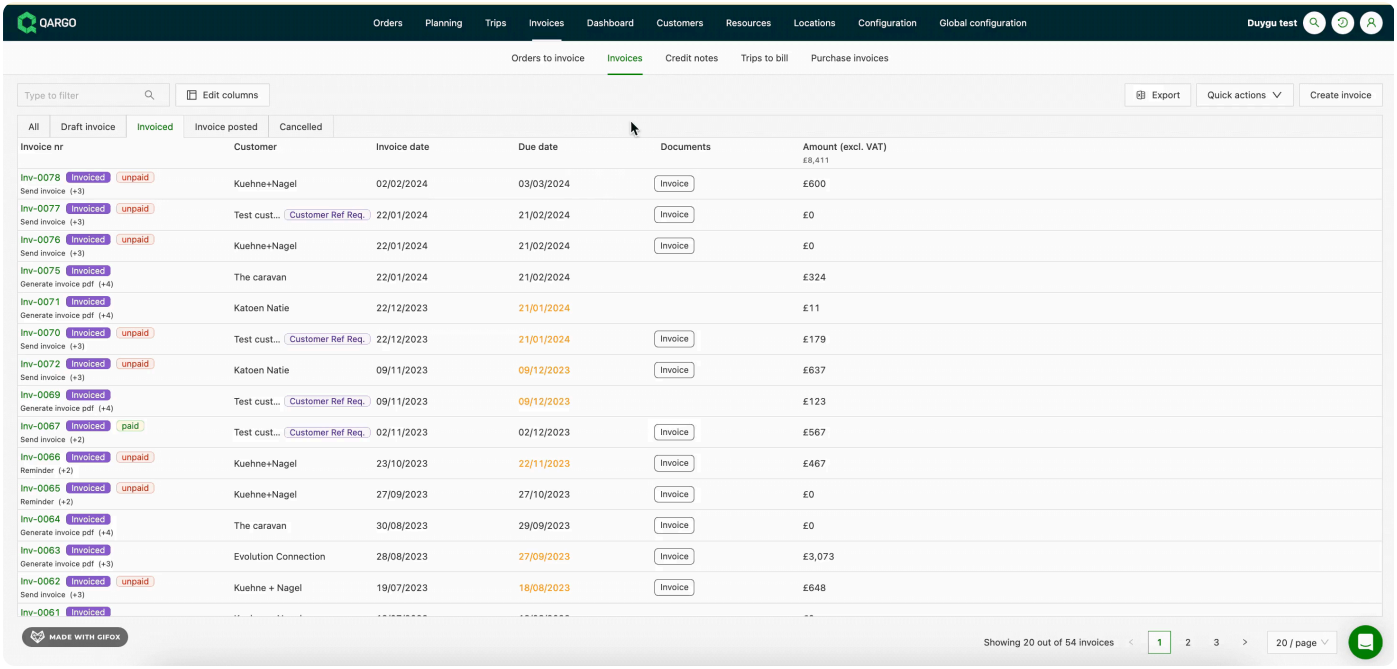
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Canceling an existing invoice {#h_fee2004c62}

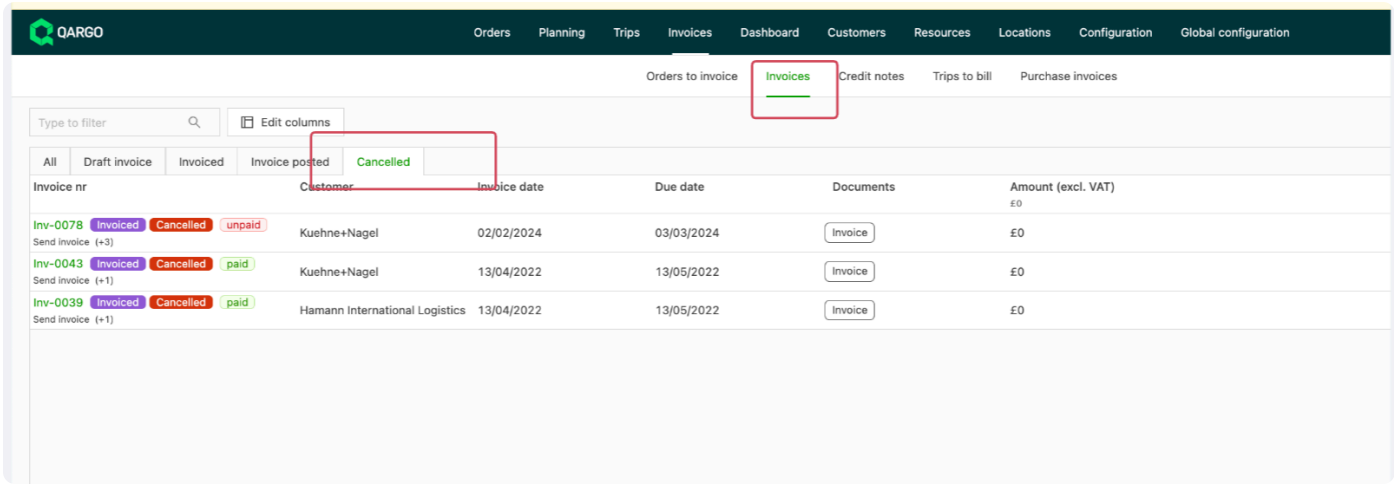
- Go to **Invoices > Invoices** and locate the invoice to cancel.
- Open the invoice page and locate the 3 dots on the right side of the page.
- Click the 3 dots and select the **Cancel invoice** option.

Any orders linked to the invoice are automatically removed from the invoice and get the status **Ready to invoice**.

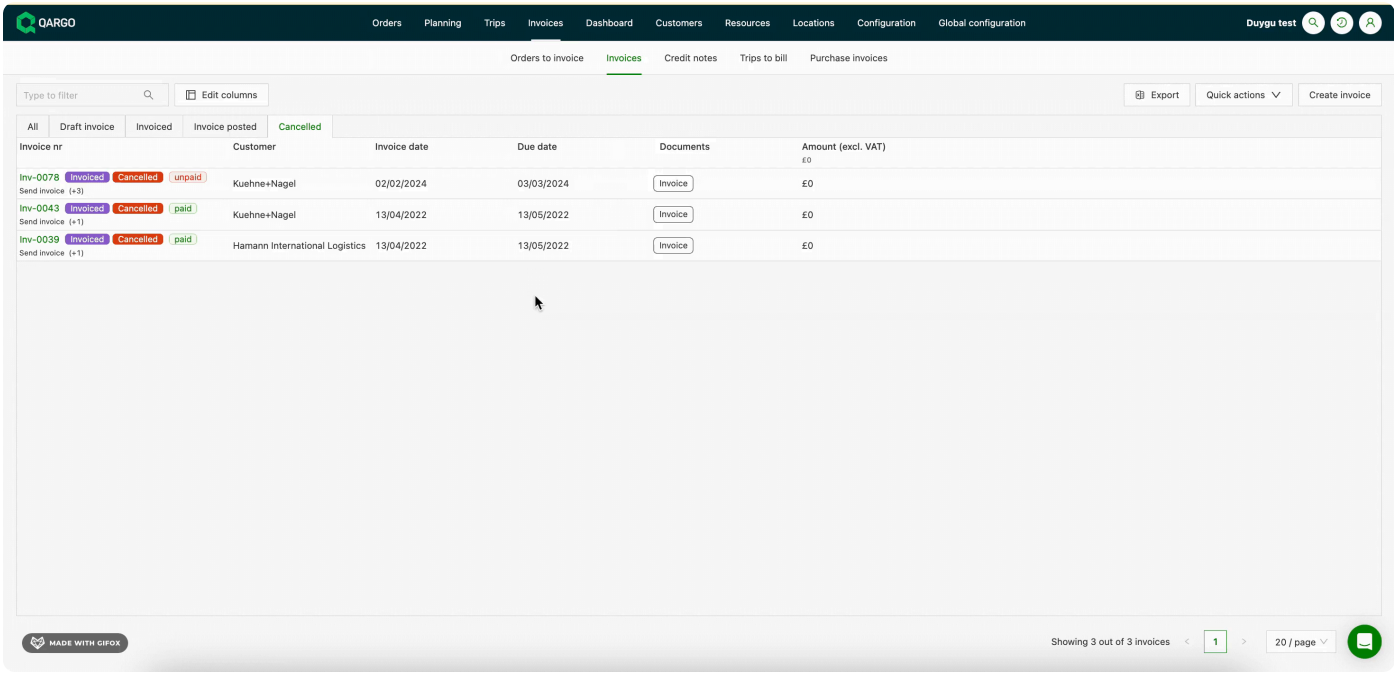




Canceled invoices are listed under the **Canceled** column.



To reuse the invoice (number), undo the cancellation and continue the billing process.


QARGO
Orders
Planning
Trips
Invoices
Dashboard
Customers
Resources
Locations
Configuration
Global configuration
Duygu test
Orders to invoice
Invoices
Credit notes
Trips to bill
Purchase invoices
Type to filter
Edit columns
Export
Quick actions
Create invoice
All
Draft invoice
Invoiced
Invoice posted
Cancelled
Invoice nr
Customer
Invoice date
Due date
Documents
Amount (excl. VAT)
£0
Inv-0078 Invoiced Cancelled unpaid
Send invoice (+3)
Kuehne+Nagel
02/02/2024
03/03/2024
Invoice
£0
Inv-0043 Invoiced Cancelled paid
Send invoice (+1)
Kuehne+Nagel
13/04/2022
13/05/2022
Invoice
£0
Inv-0039 Invoiced Cancelled paid
Send invoice (+1)
Hamann International Logistics
13/04/2022
13/05/2022
Invoice
£0
MADE WITH GIFOX
Showing 3 out of 3 invoices
1
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