Invoices: upload carrier invoice

Carrier invoices can be uploaded in several ways, with automated scanning that extracts key data, matches existing orders, and highlights discrepancies.

Updated January 23, 2026

Overview

- Multiple upload methods:
    - Manual upload directly in Qargo
    - Through the Outlook add-in
    - Upload through the task system

When a carrier invoice is uploaded to an existing billing proposal, the system automatically scans the invoice and updates its details.

Automated scanning:
Qargo automatically scans uploaded documents to extract and pre-fill key information. The key data extracted includes:

- Carrier invoice number
- Contract carrier company name
    - Matched based on the tax ID, which must be in both the document and the profile.
- Invoice date
- Load charges
    - Matched based on reference numbers.
- Invoice amount totals

To improve matching, contract carrier invoices should include Qargo order or load references. Other data used for matching:

- Contract carrier tax ID
- Order / load reference number
- Billed status = Loads to bill ‘Not completed’ & ‘Completed’ (Status = Not yet billed)

If there are any discrepancies between the uploaded invoice and the amounts in Qargo, the system highlights these differences for review.

The fields below are all included in the scan and match function: load name

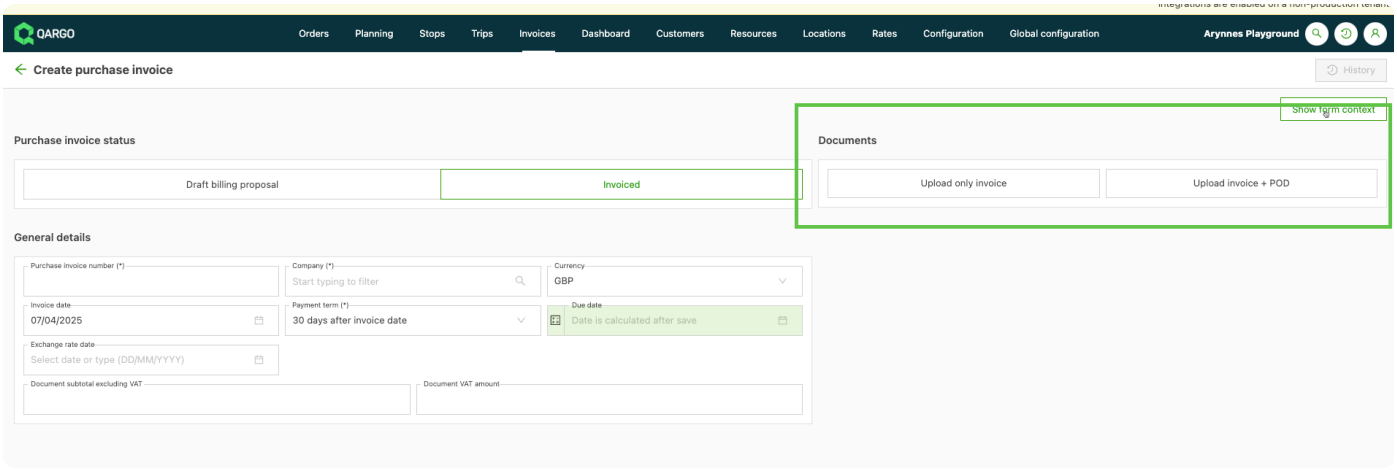
- load name
- order name
- intermodal booking reference
- container no.
- CMR reference
- shipment reference
- Pallex shipment number
- Hazchem shipment number
- Palletforce shipment number
- Palletways shipment number
- Palletways tracking ID

- TPN shipment number
- UPN shipment barcode

For more details on carrier invoices:
Create carrier invoice from existing self-bill
Create carrier invoice from contract carrier invoice
Create carrier invoice from loads

Manual upload directly in Qargo

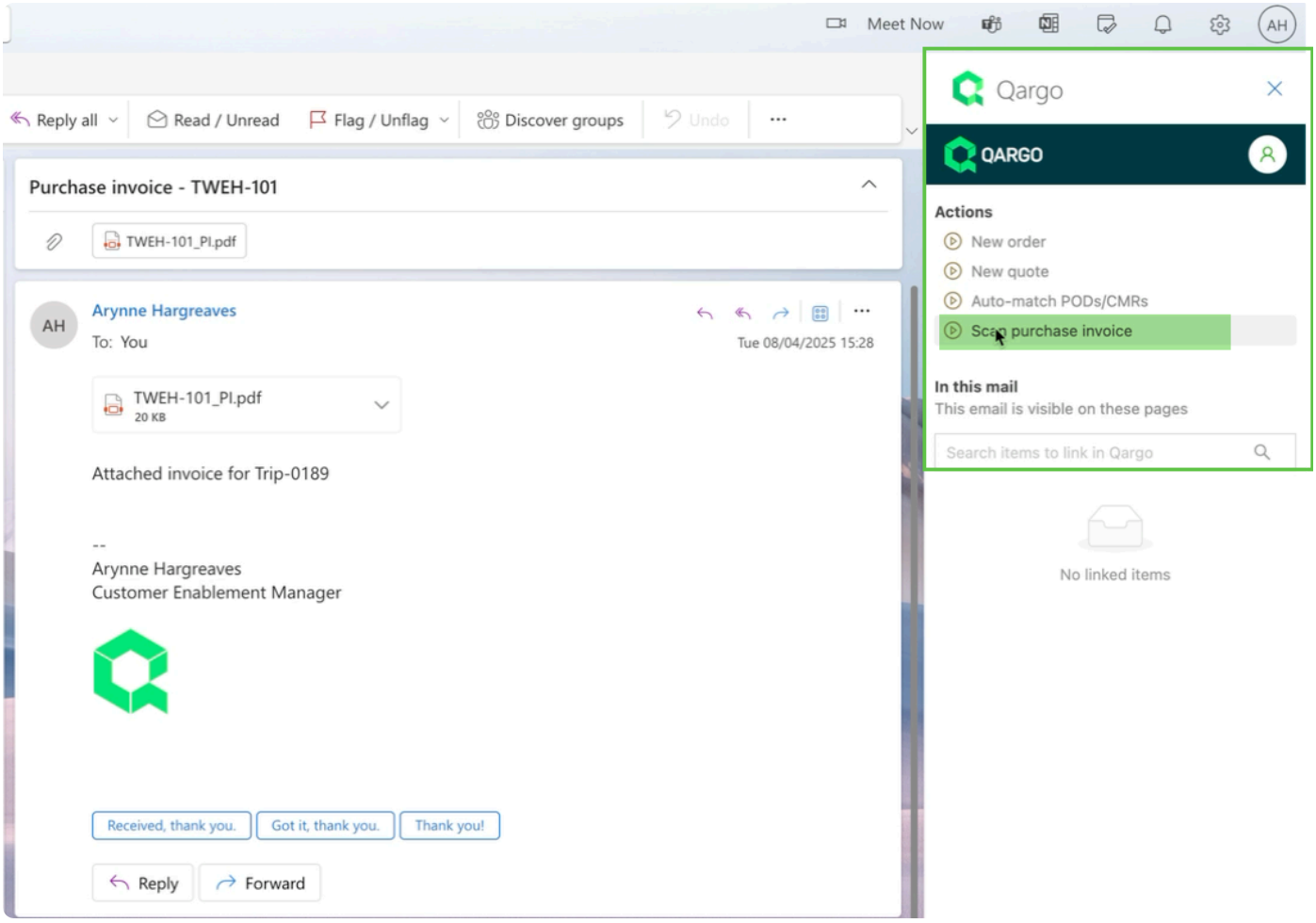
Either of these options starts scanning the invoice and matching the available data to create the invoice.



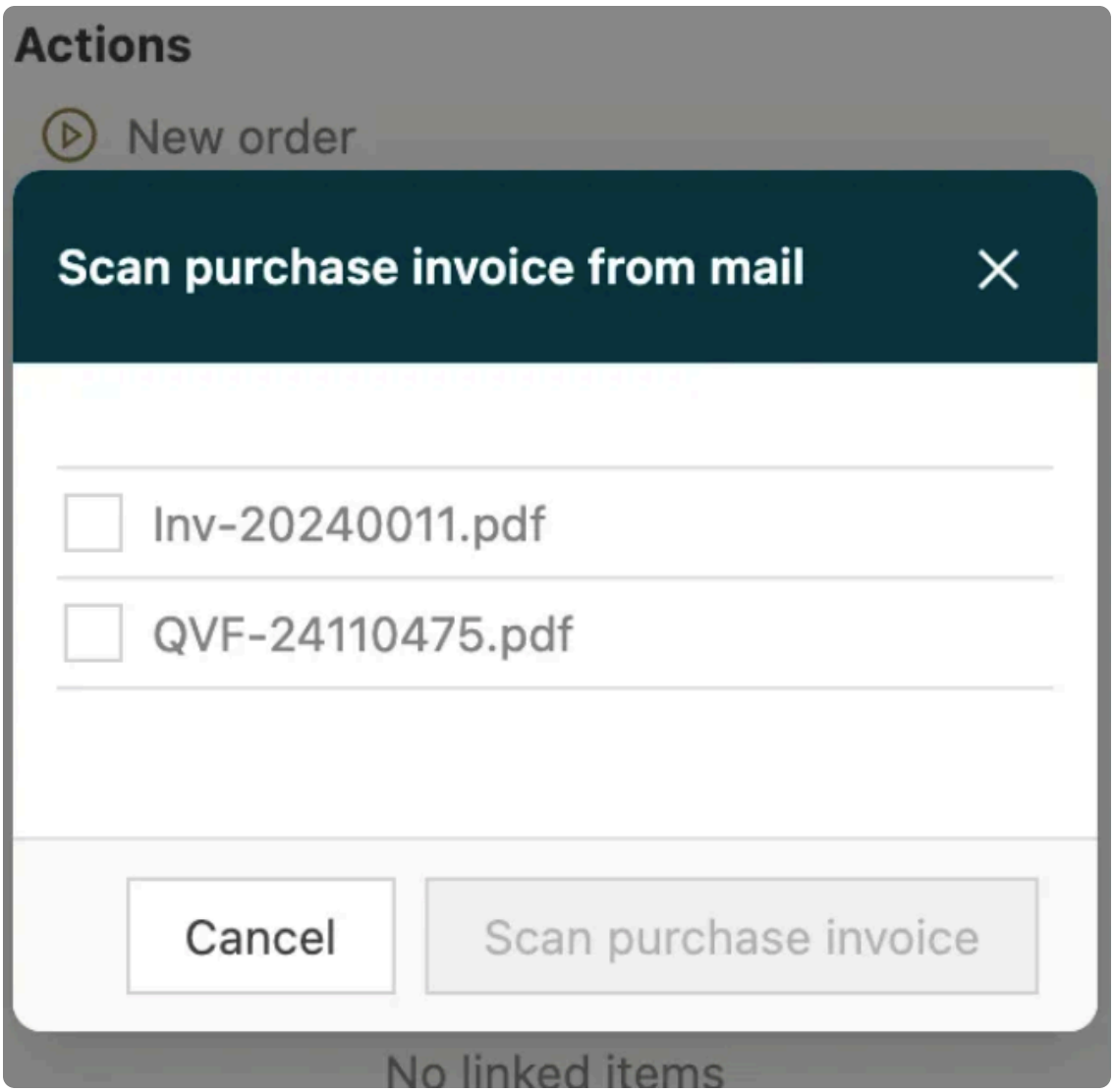


Through the Outlook add-in

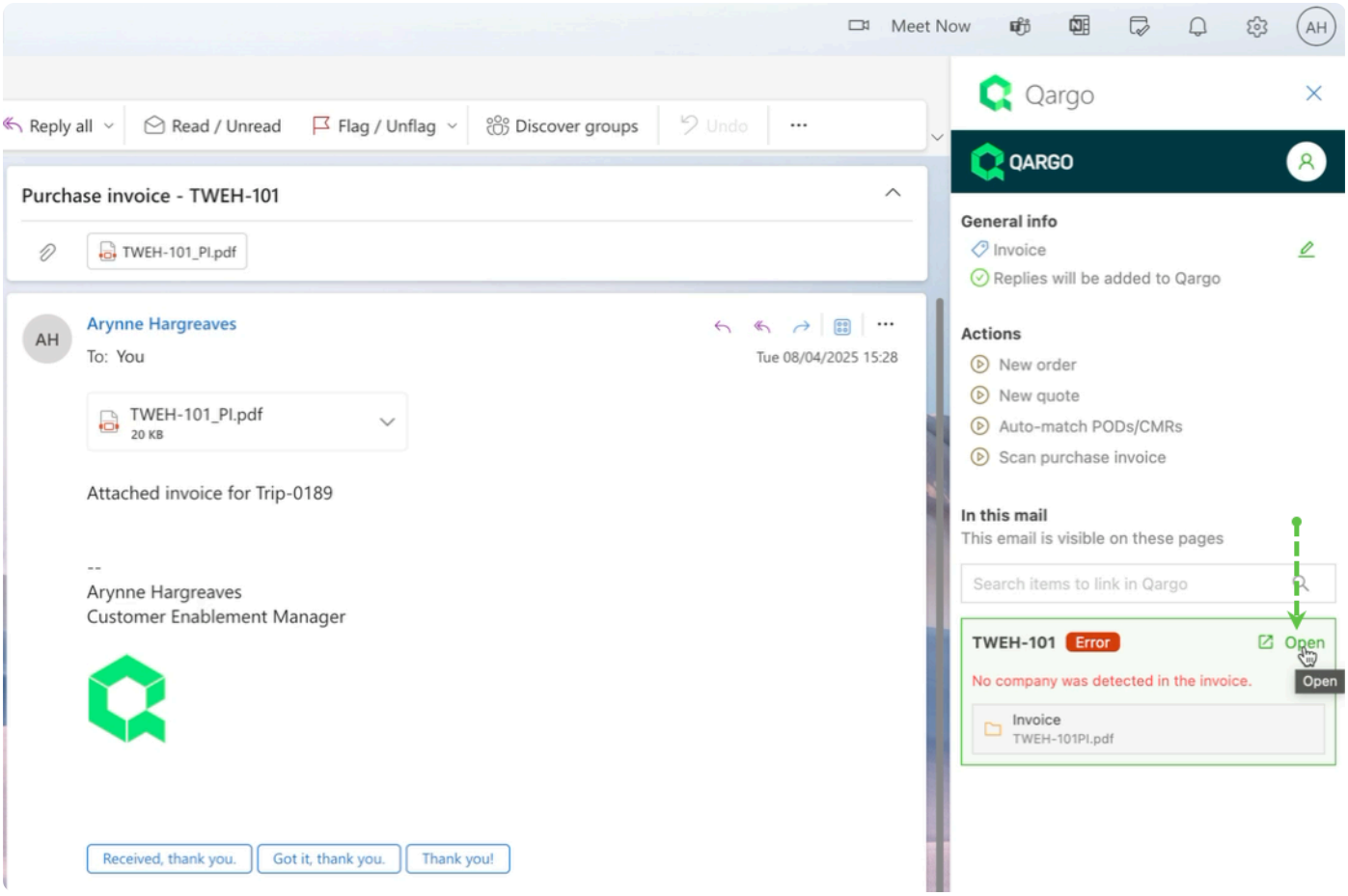
- Scan carrier invoices to upload them directly from email attachments, using the Qargo email intelligence add-in. Open the email and select the action ***'Scan carrier invoice'***.



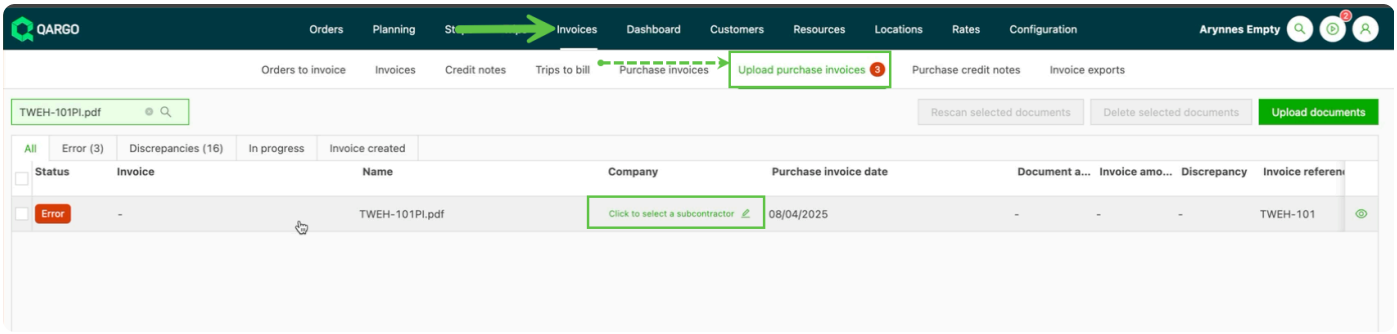
- If more than one attachment is linked to the email, this action opens a pop-up where the user can choose which document(s) to scan as a carrier invoice.

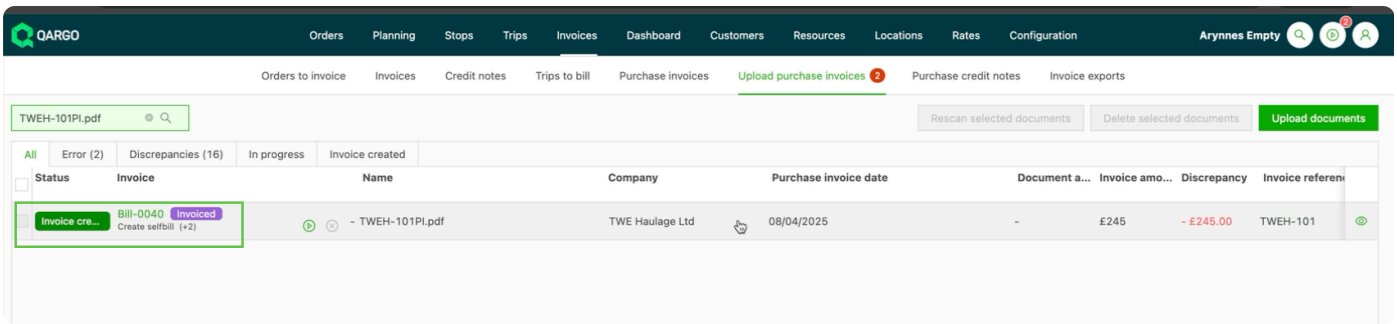


- If there is a problem with the upload, an error is shown. Click the ***'Open'*** link to open the interface with the TMS and resolve the error.

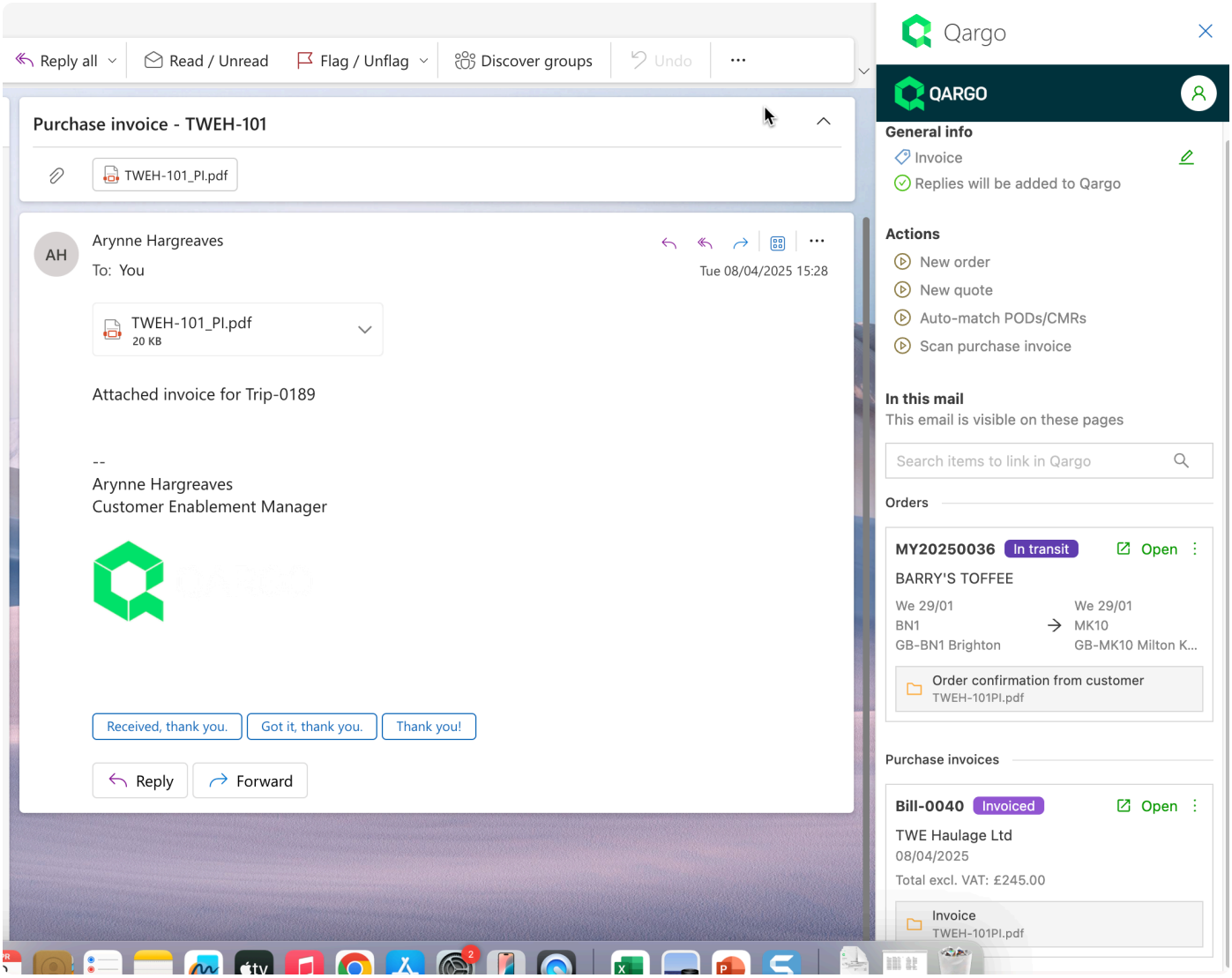


- The system opens on the **Upload carrier invoice** page. Once the error is resolved, the invoice is created.

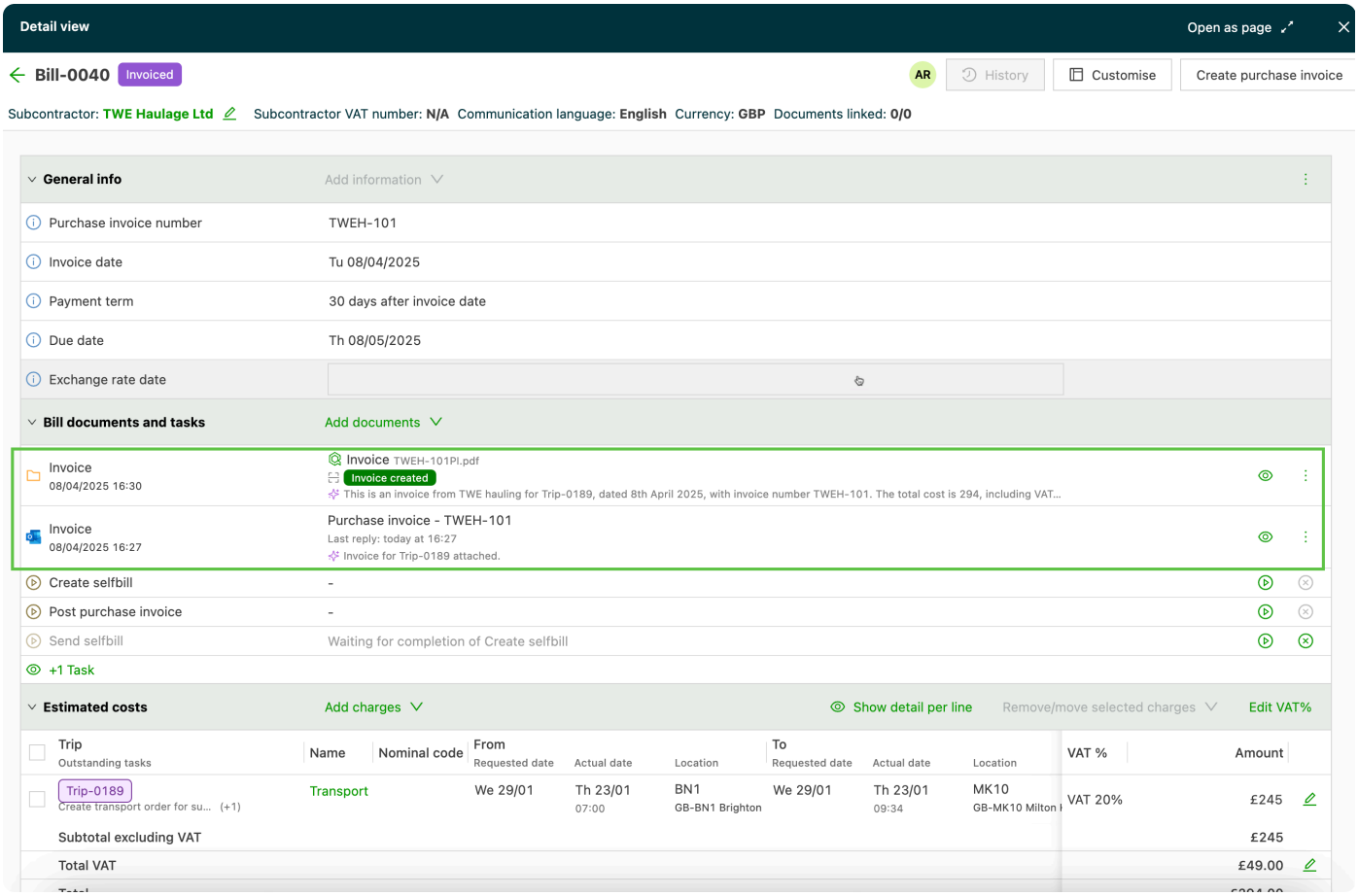




The Qargo add-in also updates to show the new status. It consolidates any threads for associated emails, with links to open the TMS.



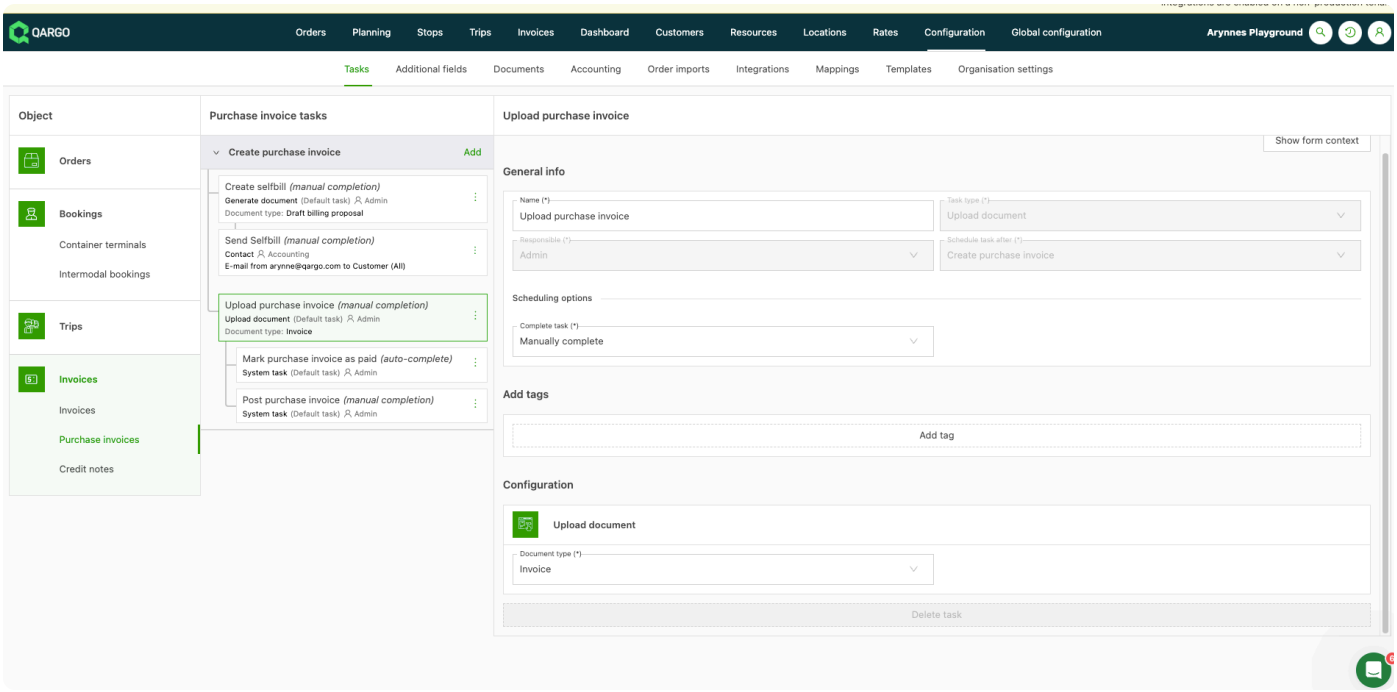
Qargo Intelligence also provides a summary on the details pages, including an indication of document quality through the color-coded 'Q'. The summary line expands to show a summary of the document. When the document is uploaded through the add-in, the email is shown next to the Outlook icon, along with the summary.



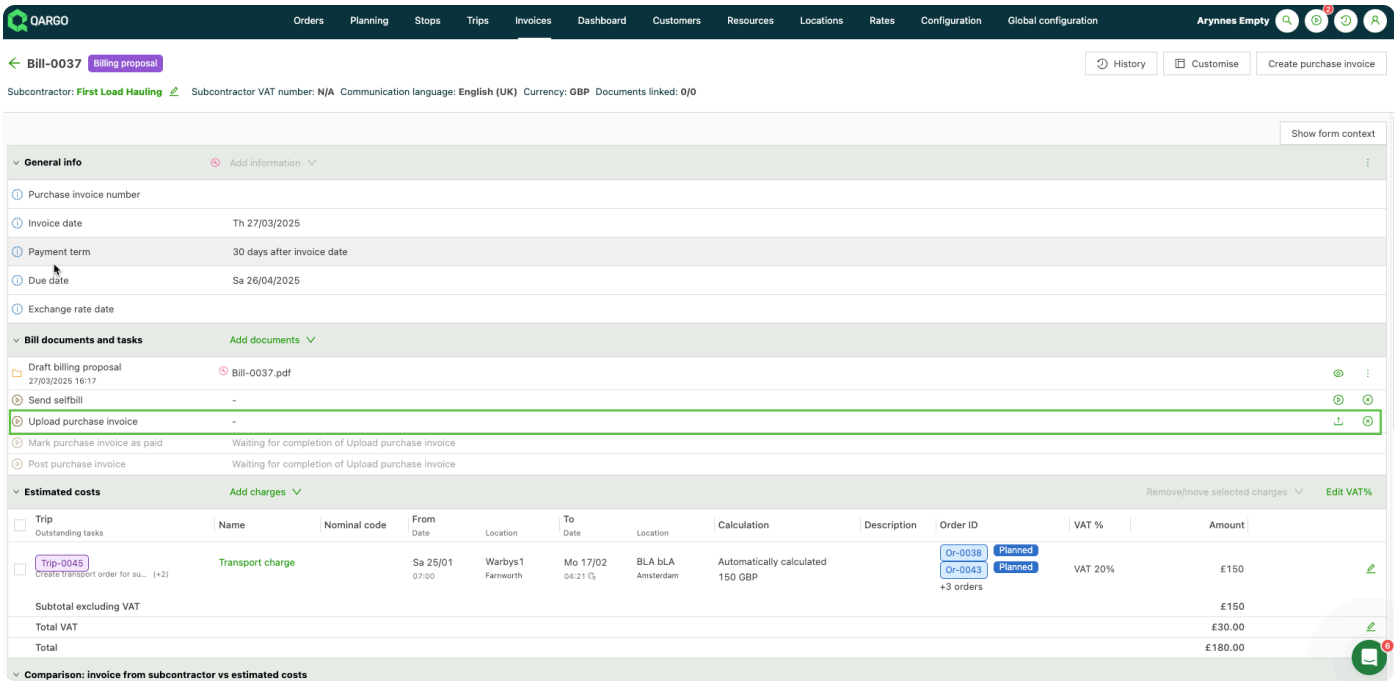


Upload through the task system

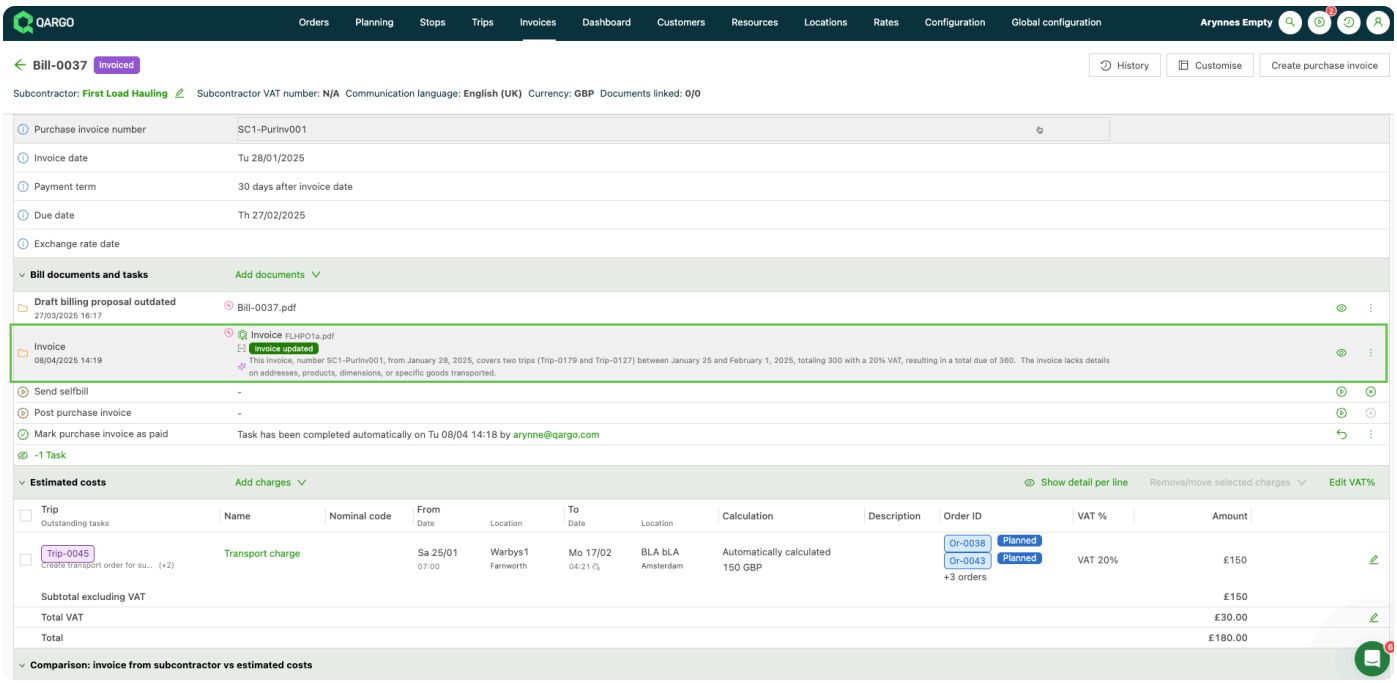
With task configuration, the task ‘Upload carrier invoice’ can be added and configured manually. This task is added to the carrier invoice workflow to make sure the required document is associated with the bill.



When a carrier invoice is created, the task is automatically added to the workflow. To upload the document manually, click the icon; the user is redirected to the ‘Upload’ window.



Once the invoice is uploaded, Qargo Intelligence scans the document and generates a summary.


QARGO
Orders
Planning
Stops
Trips
Invoices
Dashboard
Customers
Resources
Locations
Rates
Configuration
Global configuration
Arynnes Empty
Bill-0037
Invoiced
History
Customise
Create purchase invoice
Subcontractor: First Load Hauling
Subcontractor VAT number: N/A
Communication language: English (UK)
Currency: GBP
Documents linked: 0/0
Purchase invoice number
SC1-PurInv001
Invoice date
Tu 28/01/2025
Payment term
30 days after invoice date
Due date
Th 27/02/2025
Exchange rate date
Bill documents and tasks
Add documents
Draft billing proposal outdated
27/03/2025 16:17
Bill-0037.pdf
Invoice
08/04/2025 14:19
Invoice FLHPO1a.pdf
Invoice updated
This invoice, number SC1-PurInv001, from January 28, 2025, covers two trips (Trip-0179 and Trip-0127) between January 25 and February 1, 2025, totaling 300 with a 20% VAT, resulting in a total due of 360. The invoice lacks details on addresses, products, dimensions, or specific goods transported.
Send selfbill
Post purchase invoice
Mark purchase invoice as paid
Task has been completed automatically on Tu 08/04 14:18 by arynne@qargo.com
-1 Task
Estimated costs
Add charges
Show detail per line
Remove/move selected charges
Edit VAT%
Trip
Outstanding tasks
Name
Nominal code
From
Date
Location
To
Date
Location
Calculation
Description
Order ID
VAT %
Amount
Trip-0045
Create transport order for su... (+2)
Transport charge
Sa 25/01
07:00
Warbys1
Farnworth
Mo 17/02
04:21
BLA bLA
Amsterdam
Automatically calculated
150 GBP
Or-0038
Planned
Or-0043
Planned
+3 orders
VAT 20%
£150
Subtotal excluding VAT
£150
Total VAT
£30.00
Total
£180.00
Comparison: invoice from subcontractor vs estimated costs