



Managing Supplemental Invoices

You can add additional revenue charges to a shipment that has already been billed or invoiced.

If the existing invoice has not yet been paid for by the client, then you have the option to modify the existing invoice or create a supplemental invoice.

To create the supplemental invoice:

1. Go into the Revenue tab and enter the revenue charge, as normally done.
2. You will be prompted to either append the new charge to an existing invoice, or to create a supplemental invoice.

CREATE SUPPLEMENTAL INVOICE Close

Please select from the following: Create a New Revenue Line Append to an existing invoice Create a Supplemental Invoice

[Save Revenue Item](#)

***** Please Note ***** By selecting "Append to an existing", the new revenue line item will append to the most current invoice for the billing party. The invoice date will change to the current date.

Invoice Summary

Inv Number	MAWB	Invoice Date	Billing Party	Bill To Party	Amount	InvoiceStatus	Commission	Date Created
207006034		11/13/2024	131800 -- 0Freescale Semiconductor	131800 -- 0Freescale Semiconductor	220.00	BILLED	UN-PAID	11/13/2024

If you choose the option of appending to an existing invoice, no supplemental invoice will be created.

If you choose the option to create a supplemental invoice, you will see this:

Description	Terms	Billing Party	Credit Status	Weight	Price Per	Amount	Notes	Invoice Number
Freight Charges				1	\$0.00	\$100.00		207006034
Handling Fee				1	\$0.00	\$50.00		207006034
Regular Pickup				1	\$0.00	\$20.00		207006034
2 Men Delivery				1	\$0.00	\$50.00		207006034
2nd Pickup				1	\$0.00	\$20.00		207006034A
Total Revenue: \$240.00								

If you wish to add other revenue items later, the system will prompt you with the same options of adding to an existing invoice or creating a supplemental invoice. If you decide to append the new charge to an

existing invoice, the new revenue line will be added to the last invoice you created. You will now have the original invoice, and the supplemental invoice will be adjusted with the additional charge.

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**** Please note ****

By selecting 'Append to an existing', the new revenue line item will append to the most current invoice for the billing party and the invoice date will change to the current date.

Are you sure you want to proceed?

OK Cancel

Freight Charges				1	\$0.00	\$100.00		207006034
Handling Fee				1	\$0.00	\$50.00		207006034
Regular Pickup				1	\$0.00	\$20.00		207006034
2 Men Delivery				1	\$0.00	\$50.00		207006034
2nd Pickup				1	\$0.00	\$20.00		207006034A
Airline Fee				1	\$0.00	\$25.00		207006034A
Total Revenue: \$265.00								

If, instead, you decide to create a new supplemental invoice, the system will create a new invoice with a new invoice number. (See below ... A letter is added to each supplemental invoice in the order it was created.)

Description	Terms	Billing Party	Credit Status	Weight	Price Per	Amount	Notes	Invoice Number	Auth
Freight Charges				1	\$0.00	\$100.00		207006034	
Handling Fee				1	\$0.00	\$50.00		207006034	
Regular Pickup				1	\$0.00	\$20.00		207006034	
2 Men Delivery				1	\$0.00	\$50.00		207006034	
2nd Pickup				1	\$0.00	\$20.00		207006034A	
Airline Fee				1	\$0.00	\$25.00		207006034A	
AWB Fee				1	\$0.00	\$15.00		207006034B	
Total Revenue: \$280.00									

Note that if you attempt to add revenue items to an invoice that is already paid, creating the supplemental invoice will be your only option. You cannot amend an invoice that has already been paid.