URTRAVELPRO

TRIPS

Supplier Invoices (track due dates and payments)

How Supplier Invoices work in Trips: a track-only invoice for what your client owes a tour operator, cruise line, or hotel. How to create one, add line items, schedule the deposit and final, share with the client, and post commission to Books when the supplier remits.

Prepared by System Generated · June 10, 2026

On this page

A **Supplier Invoice** is a track-only invoice — Trips records what the client owes a tour operator, cruise line, hotel, or other supplier, but the money is paid directly to that supplier, not through Trips. The other kind, **Direct Invoice**, is for billing your own planning fees on a card.

ADVISOR TIP

Trips does not process the payment on a Supplier Invoice. The client pays the supplier directly — card on file with the supplier, ACH, check, whatever the supplier accepts. The Supplier tile shows a **"Secure credit card authorization coming soon"** badge; that is roadmap, not live yet.

What a Supplier Invoice is for

Use one any time the client is buying from a third party — a cruise, a tour, a hotel, a rail pass. You're the agent of record; the supplier is the merchant. Trips holds the schedule, the line items, the commission math, and a clean document the client can save or print. Your own planning or change fees go on Direct Invoices instead.

Supplier Invoice

- Client owes a **supplier**
- Payment **outside Trips**
- Tracks deposit + final
- Commission per line
- Posts to Books when received

Direct Invoice

- Client owes **your agency**
- Paid inside the portal on a card
- Funds settle to your Stripe
- No commission tracking
- Requires Stripe Connect

Creating one

From any trip detail page, click **+ Create → Invoice**. A modal opens asking which kind. Pick the **Supplier Invoice** tile and you land on the builder — a **Draft** with the trip name as title, the primary traveler pre-filled in **Bill to**, a sequential invoice number (INV-000123), and today's issue date.

> ADVISOR TIP
>
> **The Supplier tile is always available.** Unlike Direct, which needs Stripe Connect, Supplier works the moment you're entitled to Trips.

Adding line items per supplier

Each row is one bookable thing — a cruise, a flight, a hotel, a tour package, a transfer. You can mix any number of suppliers on one invoice; many trips are a cruise plus a pre-cruise hotel plus airport transfers.

1. Click **Add line item** and pick a **type** (cruise, flight, hotel, rail, rental car, transfer, tour package, activity, meal, other). The type drives a few type-specific fields.
2. Type the **supplier name** — the combobox pulls from your shared suppliers list. Type a new name to add one on the fly.
3. Enter quantity, unit price, and (if applicable) tax rate. The line total fills in automatically.
4. Fill in **commission** — gross commission as a dollar amount or as a percentage of the subtotal, plus your agency share if it differs from your org default.

Commission fields are internal — they don't show on the client's copy.

Setting the payment schedule

Travel agencies don't bill net-30; they bill a deposit now and the final closer to departure. Trips supports three modes: **Due on receipt** (one balance), **Deposit and final** (a deposit amount and date plus a final balance date — both milestones show on the client's copy), and **Custom schedule** (three or more milestones). See the payment schedule article for the editor in depth.

> ADVISOR TIP
>
> **Payments you log here are records, not charges.** Marking a milestone paid just notes that the client paid the supplier. No card is charged. The status reflects what's happened in the real world.

Sharing with the client

Click **Share** to mint a tokenized link on your branded portal — your custom domain if you have one, otherwise `your-agency.urtravelpro.com`. Copy and text it, or use **Send** to email it from your connected Gmail. The client sees the invoice rendered with your logo and brand color: bill-to, line items by supplier, totals, schedule, terms and conditions, and a **Print / Save as PDF** option. There's no Pay button — Supplier Invoices are read-only from the client's side.

> ADVISOR TIP
>
> **Get a binding terms signature.** If you fill in **Terms & conditions**, the client's view includes a signature block. Once they sign, the terms text locks.

Commission received → posts to Books

Suppliers usually remit commission weeks or months after the client travels. When the check or ACH lands, open the invoice (or **Commission Manager** for a bulk view) and set the line's **Commission received date**. If your agency uses the Books connection, the line auto-posts to Books as a commission income transaction tagged with the trip, the client, and the supplier; the post timestamp is recorded so a re-post can't double-book. Without the Books connection, marking received still drives Trips' reporting. See the Books integration article for details.

Status flow

Supplier Invoices move through **Draft** → **Sent** → **Viewed** → **Paid** (or **Partially paid**, or **Canceled**). Trips reconciles status automatically when you log payments or edit line items — a back-dated payment covering the full balance flips it to Paid; an edit that pushes the total above paid drops it back.

Frequently asked

Can the client pay a Supplier Invoice through Trips?

Not today. Supplier Invoices are track-only. The **"Secure credit card authorization coming soon"** badge points to a future capability for forwarding a card on file to the supplier; it is on the roadmap, not live yet. Use a Direct Invoice for your own fees — but not for the price of the cruise.

How do I record that the client paid their deposit to the cruise line?

Open the invoice, find **Payments**, and add a payment against the deposit milestone — amount, date, method. Record-only; the status updates to **Partially paid**.

Can one invoice have line items from multiple suppliers?

Yes. Mix as many as you want — each line carries its own supplier and commission, and the client sees one tidy document.

The supplier short-paid the commission. How do I record that?

Mark the line's commission received with the partial amount you actually got. Commission Manager surfaces lines where received differs from expected. See the commission article.

Related

- Direct Invoices (charge planning fees via Stripe)
- Invoice line items
- Invoice payment schedule
- Commission Manager
- Books integration