# Nautaes Captain Guide — Pay an Invoice

## Overview

After you accept a quotation (for a service) or place an order (for parts), you may need to pay an invoice from **Invoices**. This guide shows the Captain flow to find invoices that need payment and confirm when they're paid.

**Important:** Valeria is an AI assistant and can make mistakes. Always verify critical information (supplier, invoice number, amounts, VAT, due date, and what the invoice is linked to) before paying.

## Step-by-step: Pay an invoice

1. From the left menu, open **Invoices**.
2. In the top summary cards, check **Invoices to pay**.
3. Use the filters/tabs to find the right invoice:
    - **Issued** (new invoices)
    - **Paid** (already paid)
    - **Overdue** (past due)
    - **Refunded** (refunded invoices)
4. Locate the invoice in the list and confirm:
    - **Supplier name**
    - **Issue & due date**
    - **Total amount**
    - **Status** (should show it needs payment)
5. Open the invoice to review the details (items, VAT, totals, and what it's linked to).
6. Proceed to payment and complete the payment step.
7. Return to **Invoices** and confirm the invoice status updates to **PAID**.

## What to check before paying (Captain checklist)

- Correct supplier and invoice number
- Correct linked job/order (so you're paying the right thing)
- Amounts make sense (subtotal, VAT, total)
- Due date and any late-payment conditions
- Any required approvals internally (if you manage multiple vessels/crew)

## Troubleshooting

- If you can't find the invoice: use the search bar and filter by **Issued** or **Overdue**.
- If the invoice shows paid but you think it isn't: confirm with your payment method/bank and check the invoice details.

- If something looks wrong: contact support before paying.