

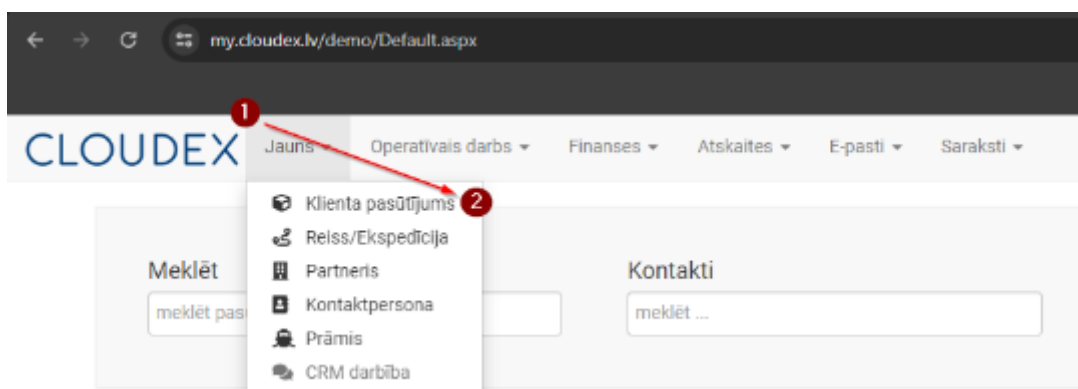
Order registration

1. Registering a new customer order
2. New order window
3. Adding a new customer
4. Filling in a new customer card with VAT number

1. Registering a New Customer Order

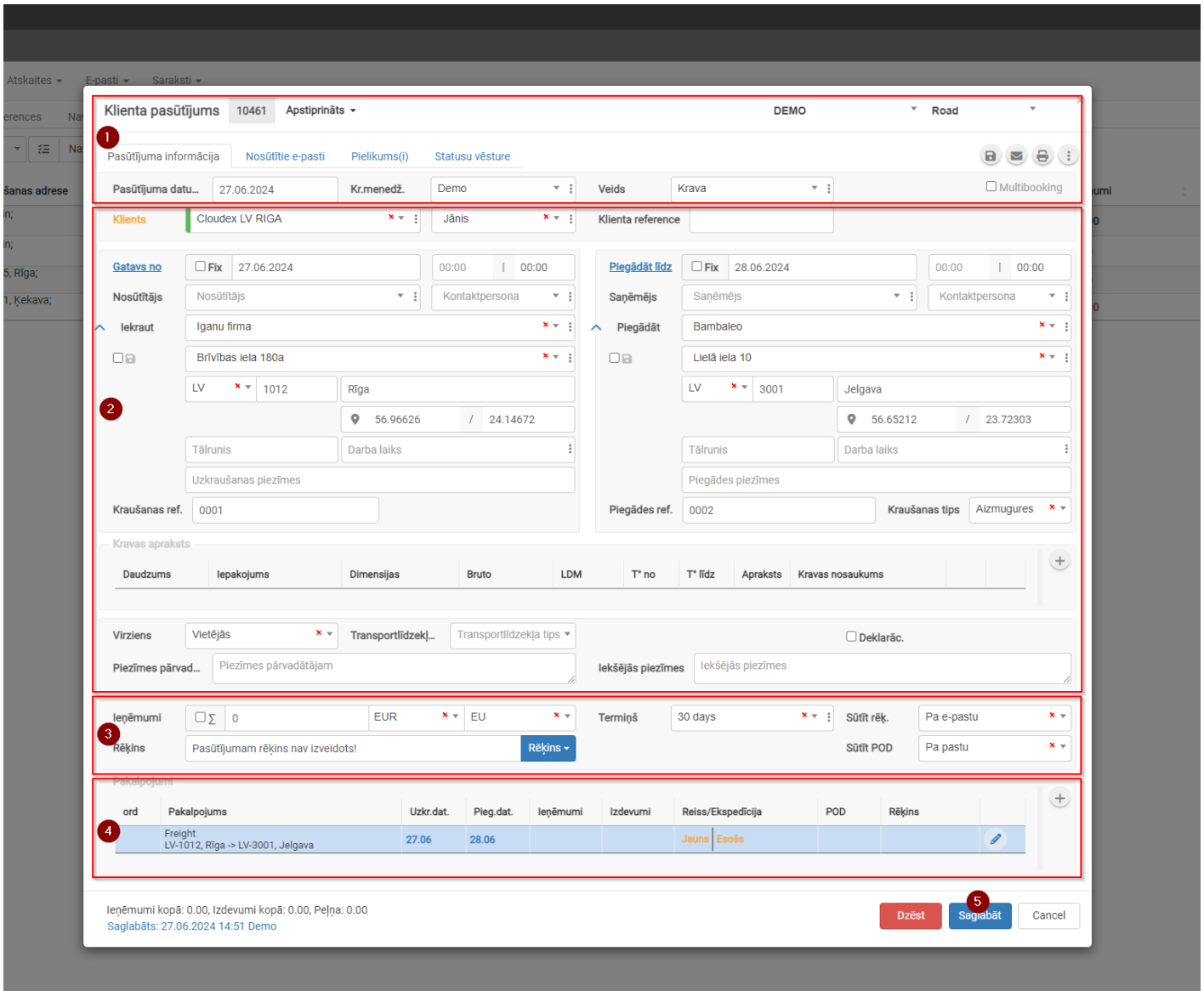
1. Click "**New**" in the top navigation bar.
2. From the additional functions, select "**Customer Order**".

Required sequence: **New** → **Customer Order**. A window will open where you need to enter the order information accordingly.



2. New Order Window

1. Customer order description
2. Customer order basic information
3. Revenue section
4. Services / Tasks
5. Save




3. Adding a New Customer

1. Click the three dots to open additional options.
2. Click "New" to open the "New Customer" card.



4. Filling in a New Customer Card with

VAT Number

1. Paste the VAT number.
2. Click the button  to automatically fill in the fields.

Reference link: <https://doc.ozols.lv/link/321#bkmrk--3>

Jauns partneris

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Pamatdati **Norēķini** Citi dati Paziņojumu iestatījumi Pielikums(i) Statistika

Nosaukums	<input type="text" value="Ozols Grupa"/>	Uzņēmuma veids	<input type="text"/>
Kods	<input type="text" value="Ozols Grupa"/>	Valoda	<input type="text" value="Latvian"/>
Reģ Nr.	<input type="text" value="40103345463"/>	PVN kods	<input type="text" value="LV40103345463"/>
Klienta statuss	<input type="text" value="Neitrāls"/>	Statusa info	<input type="text" value="Statusa info"/>
Pārvadātāja statuss	<input type="text" value="Neitrāls"/>	E-pasts rēķiniem	<input type="text" value="Rēķina e-pasts"/>
Rēķina nosūtīt	<input type="text" value="Pa e-pastu"/>	Nosūtīt POD	<input type="text" value="Pa e-pastu"/>
Piezīmes	<input type="text" value="Piezīmes"/>		

Vārds	Epasts	GSM	Tālrunis	Skype	Amats	Piezīmes	+

Adrese	Kontaktpersona	Darba laiks	Piezīmes	+

Dzēst

Saglabāt

Atcelt

Revision #5

Created Wed, May 6, 2026 5:37 AM by [Janis Veldre](#)

Updated Wed, May 6, 2026 9:20 AM by [Janis Veldre](#)