

Additional Services to main order

Additional Services - services provided as part of the main client order, for example:

- Cargo **insurance** ,
- **Transshipment** services,
- Export **declaration** ,
- **Customs** services,
- **Downtime** ,
- Storage in **warehouse** , etc.

Additional services are added in the lower part of the Client's order window on the right side by pressing the command button **Add2** and choose **Additional service**

The screenshot displays a software interface for a client order. The window title is "Client order - DEMO - K10199". The interface includes a top navigation bar with buttons for "Copy Order", "SMS", "CMR", and "Publish". Below this, there are tabs for "Cargo", "Sent e-mails", "Attachment(s)", "Prepared CMR", "Sell cargo", and "Status history". The main area contains various input fields and dropdown menus for order details, such as "Order No.", "Order date", "Order type", "Cargo manager", "Company", "Contract info", "Loading address", "Delivery address", "Direction", "Notes for carrier", "Income from client", and "Invoice". A table at the bottom shows "Packing" and "Service" details. A red circle "1" highlights the "Add2" button in the "Carrier" column. A red circle "2" highlights the "Additional service" option in a dropdown menu that appears after clicking "Add2".

In addition, there are 2 information areas in the service window:

- 1) Information for the Service **recipient** ;
- 2) Information to **the service provider**, such as the carrier.

Customer Order: Summary of customer order information.

Sequence in order: Additional service sequence number from 10 upwards. Learn more [here](#) .

1) Information for the recipient of the service

Type of service: **You** must select a service from the classifier, which will be visible on the invoice. When adding a new service, it must be translated into the languages in which the invoice is issued, for translation see the point: [Translation of records](#).

Explanation of the service in the invoice: Additional text that must be included in the outgoing invoice

Service period from ... to ... : filled in if the Service is displayed in the invoice printout

Include the service in the outgoing invoice: mark if the service should be included in the customer's invoice.

Allocate service revenues and expenses to the main shipment of the cargo: Check here , if the service will be applied to the main voyage/expedition of the Customer's order. After the default, the service's revenues and expenses are attributed to the separately created Trip / Expedition.

Price to the customer; The amount; Revenue; VAT rate: filled in according to the amount of additional service

2) Information for the service provider

Trip/ spedition no.: Voyage/ Expedition number to which the service is applicable. If not known, do not fill in.

Sequence in Trip: The sequence of service on the Trip.

Carrier: If unknown, do not fill in.

Carrier manager: If not known, do not fill in.

There will be no incoming bill: if there will be no bill for the additional service.

Record expenses/carrier price: if checked, the carrier who also works in the OZOLS TMS system, when entering **the order reference** , will see the agreed price.

Price to the carrier: The price for which the Carrier has agreed to deliver the cargo.

Quantity: The amount of additional service.

Costs and VAT rate: Additional service costs.

Revision #5

Created Wed, Aug 10, 2022 11:38 AM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 1:54 PM by [Janis Veldre](#)