

# 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 shows a software interface for managing client orders. The title bar reads 'Client order - DEMO - K10199'. The interface includes several tabs: 'Cargo', 'Sent e-mails', 'Attachment(s)', 'Prepared CMR', 'Sell cargo', and 'Status history'. The 'Cargo' tab is active, displaying various order details such as 'Order No.', 'Order date', 'Order type', 'Client order No.', 'Status', 'Company', 'Contract info', 'Agreed to load', 'Loading address', 'Agreed to deliver', 'Delivery address', 'Direction', 'Rules for carrier', 'Income from client', and 'Invoice'. A table at the bottom lists services with columns for 'Service', 'Income', 'Transport No.', 'Load date', 'Delivery d.', 'Invoice No.', 'Expense', 'POD', and 'Carrier'. A red box highlights the 'Add2' button, and a red circle highlights the 'Additional service' option in the dropdown menu.

Service	Income	Transport No.	Load date	Delivery d.	Invoice No.	Expense	POD	Carrier
S-1000, Brussels - LUX 2100, Stables	2000.00		01.06.2022	06.06.2022				

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.

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