

# Delivery via TERMINAL

## 1) How to create Terminal

**The Cooperation Partner** who provides terminal/warehouse services must have the **"Terminal" mark** in the Partner's card.

**OZOLS > Contacts > Lists > All partners > Partner card**

1. In the partner card
2. Open Other data
3. Mark the group "Terminal"

The screenshot shows the 'Partner' card window in the OZOLS software. The 'Other Data' tab is selected. The 'Bank' section is visible, showing fields for Bank, Bank Account, SWIFT, and Currency. Below this, there is a list of checkboxes for various roles and services. The 'Termināls' checkbox is checked, indicating that the partner provides terminal services.

Bank		Bank Account	SWIFT	Currency

☐ ADR ☐ Carrier ☐ End customer ☐ Pārbaudīts ☐ Saliktās kr... ☒ Termināls

☐ Advance pers... ☐ Client. ☐ Expeditor ☐ Pilnās kravas ☐ Sender ☐ Use myShipm...

☒ Agreement ter... ☐ Down trader ☐ Muiņas punkts ☐ Receiver ☐ Supplier

## 2) Delivery via terminal

1. Open the **Client's order**, which must be sent through the terminal
2. In the list of services, select the command button Add2 ( 1 ) > **Delivery through the terminal** (2)



### The numbers of the Services included in the order

- 1) The number of the main Trip/spedition, is " 0 " and is not shown (Its field is empty) ;
- 2) Additional **transportation before the main** trip is with **minus** sign;
  - Delivery from the loading address to the terminal (**pick up**) # -1; #-2
- 3) Additional **shipments after the main** trip are positive numbers
  - Delivery from the terminal to the delivery address (**domestic**) # 1; # 2
- 4) Additional **services** , such as customs, insurance, etc. are numbered from ten #10; #11...

### 3. Choose at which part of delivery the terminal will be used:

- A. Delivery from the loading address **to the terminal** (1)
- B. Delivery from the terminal **to the delivery address** (2)

### 4. For the terminal:

- **Terminal:** Name and address;
- **Planned delivery to the terminal:** Date, time;
- **Revenue** : the amount that is diverted from the main trip revenue to this local trip.
- **Local delivery expenses:** If the expenses are not yet known, then this amount can be entered later.

### 5. Trip/sped. no.: If possible, add the Cargo to a new or existing local Trip/Expedition.[here](#) .

### How to simultaneously mark several loads for delivery through the terminal?

- A. In the **Trip/spedition window** > Hold the Ctrl key with the mouse to mark the loads that will go through one terminal > Add > Delivery through the terminal
- B. **Expeditor's desktop** (F8) > "General planning" page > Right mouse button on the selected load > Delivery through the terminal