

# Exchanging the cargo information in OZOLS TMS

Companies that use OZOLS TMS can exchange order information automatically using reference number.

## 1) Sending cargo information to partner

1. Press **Mail** or **Print**
2. Choose - **Order for carrier**
3. The system will prepare e-mail, with attached CARGO TRANSPORTATION ORDER - AGREEMENT

The screenshot displays the OZOLS TMS interface. At the top, a toolbar contains icons for Columns, Functions, Relate, Print, Mail, Multiselect, View, Book, and Favorites. The 'Mail' icon is highlighted with a red circle and the number 2. Below the toolbar, a table lists client orders with columns for Client, Status, and a third column. The table contains three rows: 'City C' (Delivered, S-11), 'Antena7' (Delivered, LV-2), and 'uznemums01' (Is invoice, LV-1). The 'Antena7' row is selected. Below the table, a form titled 'Client order - DEMO - K10207' is visible. The form has tabs for 'Cargo', 'Sent e-mails', and 'Attachment(s)'. The 'Cargo' tab is active, showing fields for Order No. (10207), Cargo manager (Demo), Client (Antena7), Agreed to load (checkbox, 10.08.2022), Sender (EKG Cargo), Loading address (DEMO terminal), Agreed to deliver (checkbox, 15.08.2022), Receiver (Jelgavnieks), Delivery address (Peab Sverige), Direction (Export), and Notes for carrier (plīstoša krava). A dropdown menu is open over the 'Mail' button, showing various options. The 'Order for carrier' option is highlighted with a red circle and the number 3. Other options include 'Inform client for cargo accepting', 'Order for client', 'CMR', 'Package stickers A6', 'Package stickers A5', 'Package stickers A4', 'Confirmation request to shipper', 'Inform cargo manager for putting cargo in trip', 'Info for cargo sender', 'Inform Loading adress for cargo loading', 'Cargo status/tracking email', 'Inform client for cargo loading', 'Planned delivery information', 'Inform client for cargo delivery', 'Send order attachments to client', 'Invoice', 'Confirmation receipt of invoice', and 'Invoice payment reminder'.

Client	Status	
City C	Delivered	S-11
Antena7	Delivered	LV-2
uznemums01	Is invoice	LV-1

Client order - DEMO - K10207

**Cargo** | Sent e-mails | Attachment(s)

Order No. 10207

Cargo manager Demo

Client Antena7

Agreed to load ☐ FIX 10.08.2022

Sender EKG Cargo

Loading address DEMO terminal

Agreed to deliver ☐ FIX 15.08.2022

Receiver Jelgavnieks

Delivery address Peab Sverige

Direction Export

Notes for carrier plīstoša krava

- Inform client for cargo accepting
- Order for client
- CMR
- Package stickers A6
- Package stickers A5
- Package stickers A4
- Confirmation request to shipper
- Order for carrier**
- Inform cargo manager for putting cargo in trip
- Info for cargo sender
- Inform Loading adress for cargo loading
- Cargo status/tracking email
- Inform client for cargo loading
- Planned delivery information
- Inform client for cargo delivery
- Send order attachments to client
- Invoice
- Confirmation receipt of invoice
- Invoice payment reminder

4. The **number** of CARGO TRANSPORTATION ORDER - AGREEMENT is the **cargo reference number**

LOGO

Demo SIA, VAT Number: LV40000077000, legal address: Dzirnavu iela 26, LV-1000 Rīga  
Postal address: Lielā iela 2, LV-1010 Lielā  
Demo SIA, DEMO - LV40000077000, Phone: +371 66666666, jana.ozols@ozols.lv, Fax: +371 66666666

**CARGO TRANSPORTATION ORDER - AGREEMENT** **5** **FW30-K10207**

Number of this agreement is the **reference number for the cargo information**

## 2) Receiving of cargo information from partner

1. When creating **new client order**,
2. Enter the name of the **Client**,
3. Enter the number of Cargo Transport order - agreement = **Client order No**
4. OZOLS TMS will offer you to fill the information from Partner automatically.

1 Client order - DEMO - K10207

Cargo | Sent e-mails | Attachment(s) | Prepared CMR | Sell cargo | Status history |

Order No. 10207 Order date 02.08.2022 Order type Cargo Multibooking

Cargo manager Demo Client order No. 3 FW30-K10207 Status Draft

Client 2 Antena7 Contact Info Anlāvs

Agreed to load ☐ Fix 10.08.2022 from 00:00 To 00:00 Brought 10.08.2022 00:00 Brought No.

Sender EKG Cargo Loading ref.

Loading address DEMO terminal

Agreed to deliver ☐ Fix 15.08.2022 from 00:00 To 00:00

Receiver Jelgavnieks Delivery ref.

Delivery address Peab Sverige

Direction Export Trailer type REF Loading type

Notes for carrier plīstoša krava Internal notes

Income from client EUR Payment 30 days VAT Rate T1/EX1 Send invoices By mail Send POD By mail

Invoice Not order invoice created!

ATTENTION! Some OZOLS TMS user companies have disabled this option.

## 3) To check the status of Cargo information exchange:

Delete

Columns

2

Functions

Relate

Print

Mail

Multiselect

View

Book

Favorites

Exit

1

Client order - DE

Cargo

Sent e-mail

Order No.

Cargo manager

Client

Agreed to load

Sender

Loading address

3

Agreed to deliver

Receiver

Copy Client order

Create CMR

Show cargo route on map

Open cargo track & trace page

Send SMS to driver with loading info

Send SMS to driver with delivery info

Send SMS to driver with loading and delivery info

Put loading info on "Clipboard"

Put delivery info on "Clipboard"

Put loading and delivery info on "Clipboard"

Additional fields

4

Order export status

PLL exchange report

Open client gift cards

address

Cargo manager

Income

Expenses

Profit

Dept of Invoice

Copy

Cargo import/export status

1. Order exported to HUB

16.08.2022 12:17

2. Demo company order No.

A3970

3. Cargo company SIA has not imported an order from HUB

Revision #16

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