

# Import of fixed costs (MTPL, CASCO, Leasing ...)

To simplify the entry of fixed costs into Ozols TMS, we recommend creating an Excel spreadsheet that can be imported into the database.

1. Create an Excel spreadsheet containing the required information. For example: MTPL, CASCO, leasing or other fixed costs.

- The data in the Excel file is grouped into 6 columns - according to the example below.
- The first row must contain the column names.
- There must be no other empty columns between these 6 columns.
- The type names must correspond exactly to the defined position names!
- Date must be in the format dd.mm.yyyy

	A	B	C	D	E	F
1	type	carNumber	documentNumber	startDate	endDate	sum
2	OCTA	AA111	AA15162	19.03.2019	18.06.2019	1 340.00
3	OCTA	EE222	BB12132	12.04.2019	12.07.2019	454.80
4	leasing	AA111	6516156	14.03.2019	15.03.2023	49 622.35
5	leasing	EE222	6516519	14.03.2019	15.03.2023	49 622.35
6	Technical inspection	AA111	WE18T066279981	21.11.2018	22.11.2019	319.52
7	Technical inspection	EE222	WE18T066280115	26.11.2018	27.11.2019	319.52
8	KASKO	AA111		20.03.2019	19.03.2020	1 164.96
9	KASKO	EE222		12.04.2019	11.04.2020	1 164.96
10	CMR insurance	AA111		14.03.2019	13.03.2020	254.55
11	CMR insurance	EE222		14.03.2019	13.03.2020	254.55
12	TAHO Certificate	AA111		12.02.2018	12.02.2020	49.00
13	TAHO Certificate	EE222				
14	Navigation	AA111				8.30
15	Navigation	EE222				8.30

2. The prepared Excel spreadsheet is sent to Ozols TMS specialists by e-mail: [info@clouDEX.lv](mailto:info@clouDEX.lv)

Revision #3

Created Mon, May 23, 2022 8:20 AM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 1:53 PM by [Janis Veldre](#)