

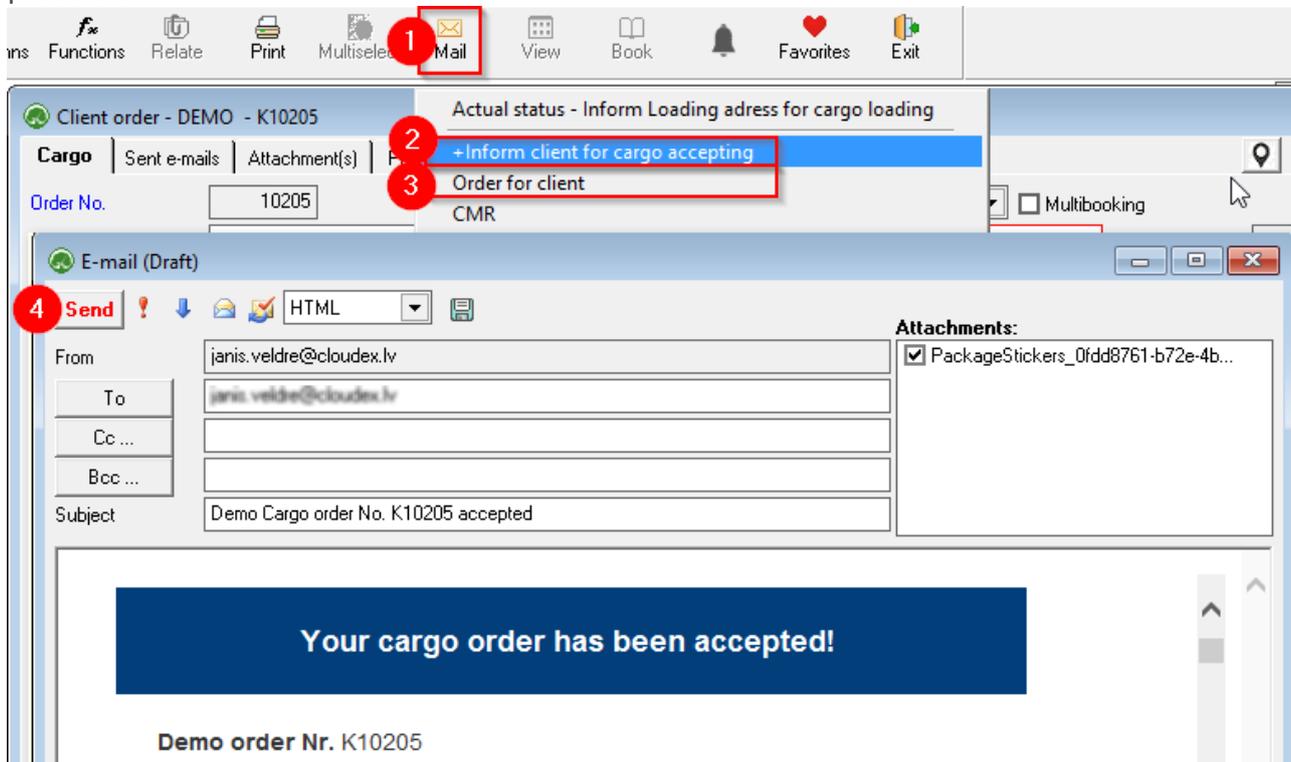
# Info to Client - order accepted

Once the order is registered in OZOLS TMS, you must send the Client a Shipping Order Confirmation or a TRANSPORT ORDER - AGREEMENT confirming that the order has been accepted.

OZOLS TMS prepares these documents automatically, based on the information entered in the order and the information defined by your company. It is possible to add your signature and company seal to the contract ( [instructions here](#) ).

To send confirmation, open the specific customer's order, then:

1. **press Mail**  on the toolbar
2. **Order to client or**
3. **Inform Client for cargo acceptance**
4. Make sure that the automatically generated e-mail contains the desired information and press **Send**.



The screenshot displays the OZOLS TMS interface. At the top, a toolbar contains icons for Functions, Relate, Print, Multiselection, Mail (1), View, Book, Favorites, and Exit. Below the toolbar, the main window shows a client order for 'DEMO - K10205'. The 'Actual status' is 'Inform Loading address for cargo loading'. A list of actions is visible, with '+Inform client for cargo accepting' (2) and 'Order for client' (3) highlighted. The 'Order No.' is 10205 and the 'CMR' checkbox is checked. An 'E-mail (Draft)' window is open, showing the 'Send' button (4) and the following details:

- From: janis.veldre@cloudex.lv
- To: janis.veldre@cloudex.lv
- Cc: ...
- Bcc: ...
- Subject: Demo Cargo order No. K10205 accepted

The 'Attachments' section shows a checked item: 'PackageStickers\_0fdd8761-b72e-4b...'. At the bottom of the interface, a large blue banner displays the message: 'Your cargo order has been accepted!' and 'Demo order Nr. K10205'.

**The sender's signature and stamp can be automatically added to the customer's order - contract. Instructions for adding a signature and seal [here](#).**

---

Revision #5

Created Tue, Aug 9, 2022 1:26 PM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 1:55 PM by [Janis Veldre](#)