

# New Expedition

## 1. Open Client order window

**OZOLS > Freight transportation > Documents > Client orders > [Open the required Order]**

1. Select the **cargo** for which the trip/spedition is to be created.
2. Press **Add spedition**.
3. Select **New** if creating a new trip/spedition.
4. Select **Existing** if the trip/spedition has already been created > A window opens where you select the corresponding trip.

The screenshot shows the 'Client order - DEMO - K10187' window. The 'Cargo' tab is active. The 'Order No.' is 10187, 'Order date' is 05.04.2022, and 'Order type' is 'Cargo'. The 'Status' is 'Terminal (out)'. The 'Client' is 'Uzars Juris7' with email 'janis.veldre25@gmail.com'. The 'Agreed to load' and 'Agreed to deliver' dates are 12.04.2022. The 'Delivery address' is 'SE, Vasteras, SPM 364780 16 51586'. The 'Invoice' section shows 'Not order invoice created!'. The 'Packs' table lists 3 boxes and 5 EPLLs. The 'Trips/Expeditions' table shows a trip from SE, Vasteras to FI, Muuila on 12.04.2022. Red numbers 1 through 4 are overlaid on the screenshot to indicate the steps for adding a new expedition.

#	Service	Income	Trip/Exp. no.	Transport No.	Load date	Delivery d.	Invoice No.	Expence	POD	Carrier
10	SE, Vasteras -> FI, Muuila	140.00	-	-	12.04.2022	20.04.2022	9K-R	*	*	*

## 2. The window **New - Trip/spedition** opens

1. Choose the **type of carrier: Spedition** - classic expedition (cargo sale)

**You can also create Trip/spedition:**

- **Agreement** - Long-term contract with the carrier
- **Own trip** - Trip with own transport
- **Domestic** - Local transport

2. If the haulier's car has already carried cargo, entering its number will automatically fill in the Carrier name.
3. Enter the Carrier company name, if you have it. Double-click to enter a new Carrier.
4. If you know, enter Carrier Manager. Double-click to enter a new one.
5. Carrier Price: The amount that will be paid to the Carrier. Specify the VAT rate and

payment term

6. Mark the trailer type (For example - TENT)
7. Internal notes if needed
8. Save and close. With that, the Expedition is created.

The screenshot shows the 'New - Trip/Spedition' form with the following fields and values:

- Date:** 09.08.2022
- Type:** Spedition (1)
- Carrier:** Demo (3)
- Trailer type:** TENT (6)
- Transport type:** Road
- Status:** Transfer/Round trips
- Truck/Trailer:** HH 1234/RR 1234 (2)
- Price for carrier:** 500.00 EUR EU
- Payment term:** 30 days (5)
- Send documents on:** Company common e-mail
- Internal notes:** (7)
- Start planning from:** (Date field)
- Save button:** (8)

Next steps:

**Transport Order** to cargo carrier

**Invoice** to Client

Revision #20

Created Tue, Aug 9, 2022 8:17 AM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 1:56 PM by [Janis Veldre](#)