

# 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.

Client order - DEMO - K10187

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

Order No. 10187 | Order date 05.04.2022 | Order type Cargo | Multibooking

Cargo manager: None | Client order No. 10187 | Status: Terminal (out) f\*

Client: PAKS LOGISTICS | Contact Info: Uzars Juris7 | janis.veldre25@gmail.com

Agreed to load:  FIX | 12.04.2022 | from 00:00 | To 00:00

Sender: PAKS LOGISTICS | Loading ref.:

Loading address: PAKS LOGISTICS | SE, Vasteras, SPS, SE-221 80, S-1916

Agreed to deliver:  FIX | 20.04.2022 | from 00:00 | To 00:00 | Delivered: . . | 00:00 | Took out No.:

Receiver: None? | Delivery ref.:

Delivery address: None? | SE, Vasteras, SPS, SE-221 80, S-1916

Direction: Transfer | Trailer type: | Loading type: | With declaration

Notes for carrier: | Internal notes: |

Income from client: 150.00 EUR | f\* Payment 30 days | VAT Rate 21% | Send invoices By e-mail | Send POD By e-mail

Invoice: Not order invoice created!

Packs	Size	Bruto	Ldm	Volume	Charg.wt.	Cargo description
3 Box	L:1.00 w:0.80 H:0.70	1.00	1.680	1850.00		
5 EPLL	L:1.20 w:0.80 H:1.80	2.00	8.640	3700.00		

8pcs: 3.00ldm; 0.00kg; 10.32m3; Chargeable weight: 5550.00kg:

#	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	*	*	

POD No. |  POD received | Total Income: 150.00, Total costs: 0.00, Profit: 150.00 | Price/LDM: 50.00, Profit/LDM: 50.00

Saved: 09.08.2022 12:24 demo

Buttons: Add1, Open, Delete, Add2, Open, Delete, Add spedition, New, Existing, Save

## 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' window with the following fields and values:

- Date: 09.08.2022
- Type: Spedition (1)
- No.: S 33
- Truck/Trailer: HH 1234/RR 1234 (2)
- Carrier: Demo (3)
- Transp.manager: Demo
- Carriers manager: Ozolnieks Edgar (4)
- Trailer type: TENT (6)
- 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)
- Buttons: Save (8), Cancel

At the bottom, there is a summary bar with '0 records' and several numerical values (0.00).

Next steps:

**Transport Order** to cargo carrier

**Invoice** to Client

Revision #20

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