

# 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 [Empty] Client order No. [Empty] Status Terminal (out)

Client [Empty] Contact Info Uzars Juris7 janis.veldre25@gmail.com

Agreed to load [Empty] 12.04.2022 from 00:00 To 00:00

Sender [Empty] Loading ref. [Empty]

Loading address [Empty] SE, Vasteras, SVE 201700 16 5150

Agreed to deliver [Empty] 20.04.2022 from 00:00 To 00:00 Delivered [Empty] Took out No. [Empty]

Receiver [Empty] Delivery ref. [Empty]

Delivery address [Empty] SE, Vasteras, SVE 201700 16 5150

Direction [Empty] Trailer type [Empty] Loading type [Empty] [Empty] With declaration

Notes for carrier [Empty] Internal notes [Empty]

Income from client 150.00 EUR 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. [Empty] [Empty] 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

Save

1 2 3 4

Add1  
Open  
Delete  
Add2  
Open  
Delete  
Add spedition  
New  
Existing

## 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 actions highlighted by red circles:

- 1: Type dropdown menu (set to 'Spedition')
- 2: Truck/Trailer text field (set to 'HH 1234/RR 1234')
- 3: Carrier dropdown menu (set to 'Demo')
- 4: Carriers manager dropdown menu (set to 'Ozolnieks Edgar')
- 5: Payment term dropdown menu (set to '30 days')
- 6: Trailer type dropdown menu (set to 'TENT')
- 7: Internal notes text field
- 8: Save button

The window also displays the Date (09.08.2022), Transport type (Road), Status (Transfer/Round trips), Price for carrier (500.00 EUR), and Send documents on (Company common e-mail).

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](#)