Orders – Add goods details in an order

Add goods details when creating or after creating an order. Update freight details via the order view. Use preconfigured products for ease.

Updated October 9, 2026

There are two ways to add goods details to an order. They can be added:

- When creating an order
- After an order is created

Add details when creating an order

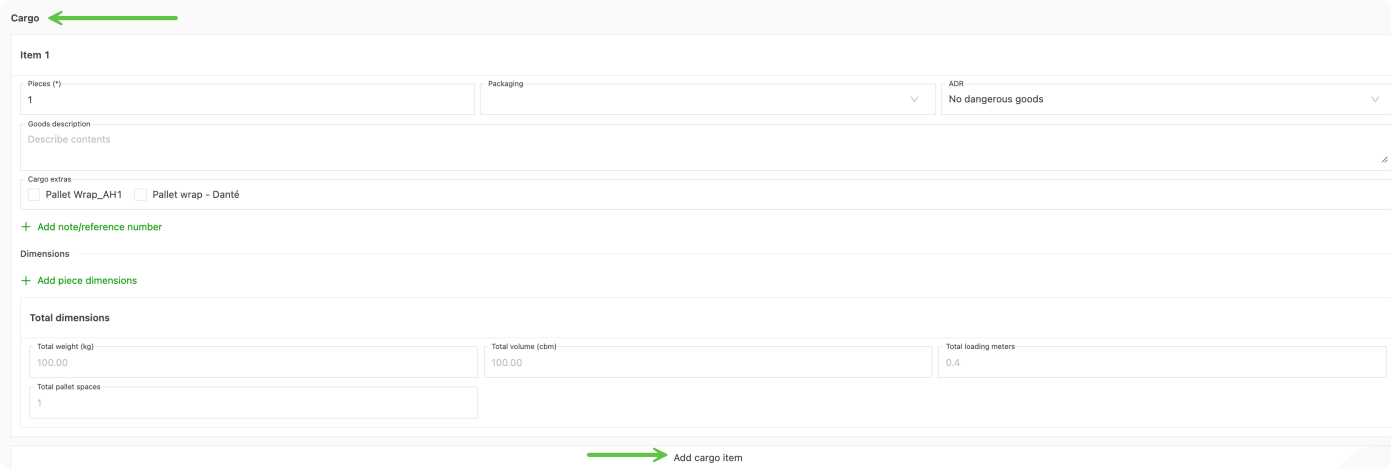
When creating an order, the **Freight** section is the last section before saving the order. This section covers the details of the freight or goods on the order and includes the following:

- Pieces
- Packaging
- Goods description
- Total dimensions (weight, volume, loading meters)
- Total pallet spaces

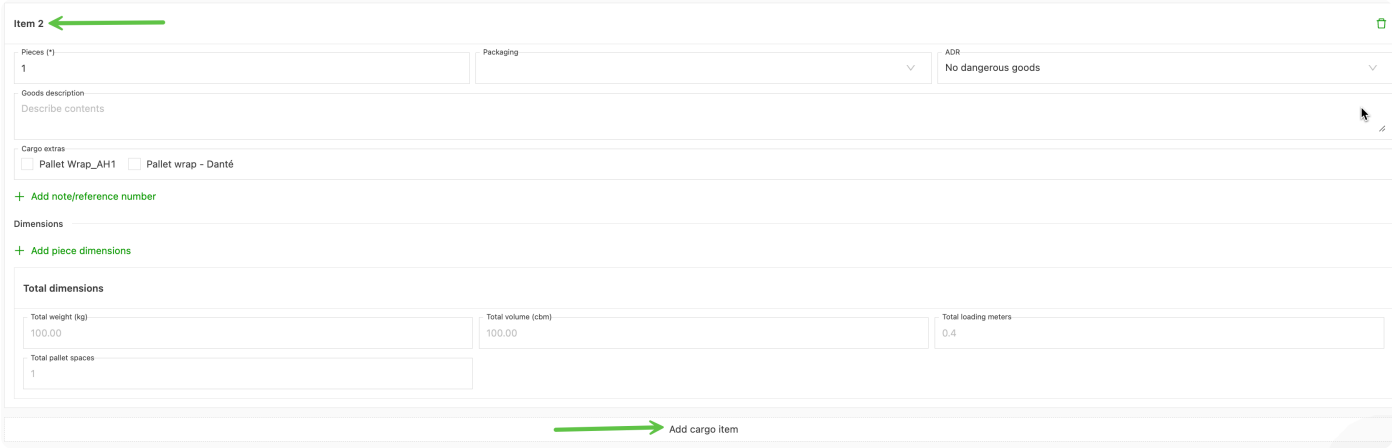
Other options might include:

- ADR
- Freight extras
- Note / reference numbers
- Piece dimensions

Once done, multiple items can also be added by using the **Add freight item** action to add another item.



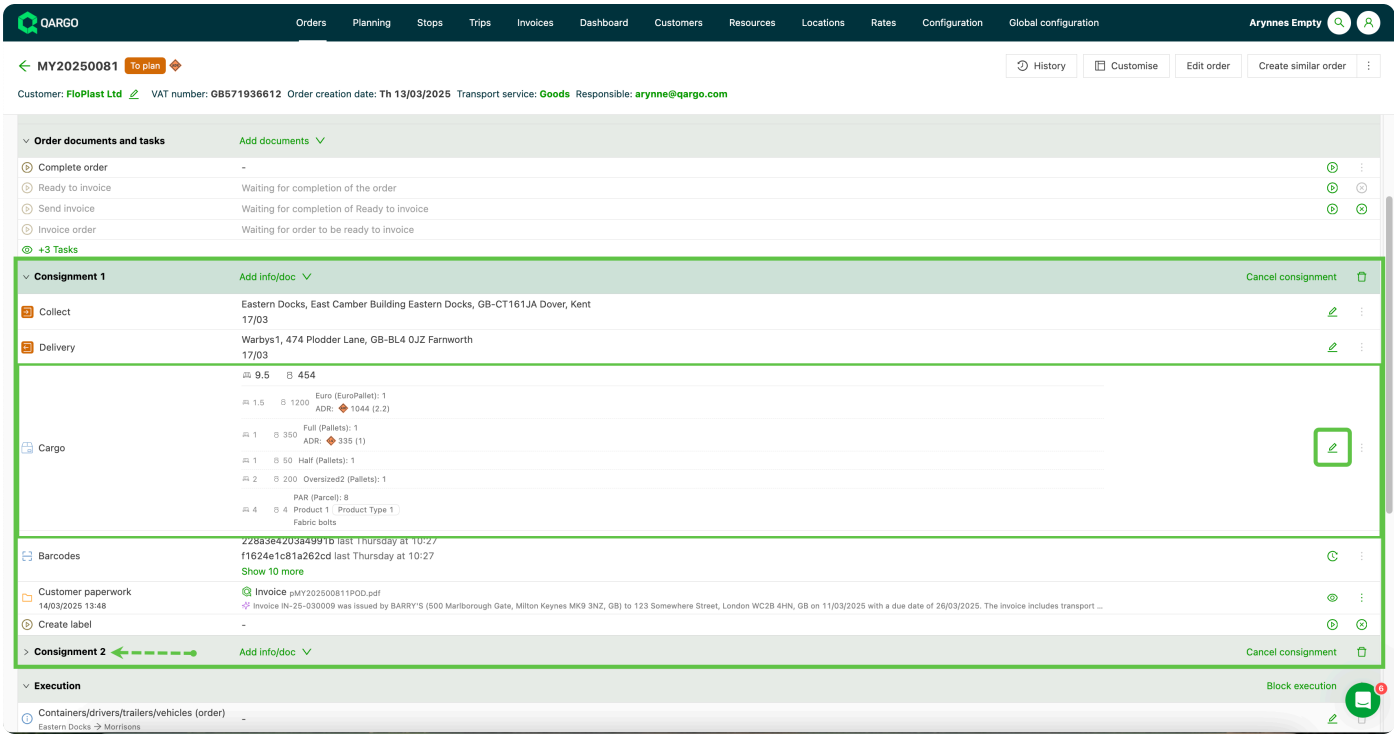
The section repeats with the title **Item 2** and with an option to add another freight item.



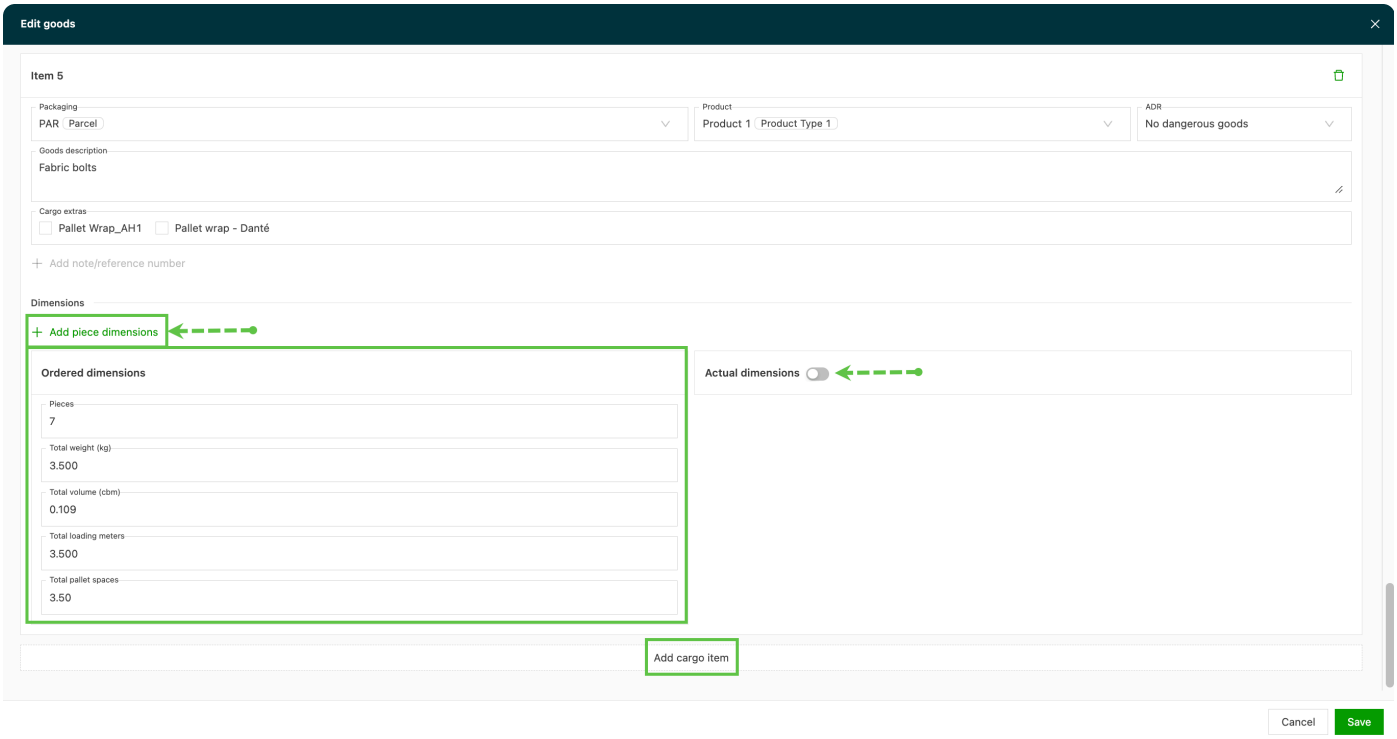
Add/update details after an order is created

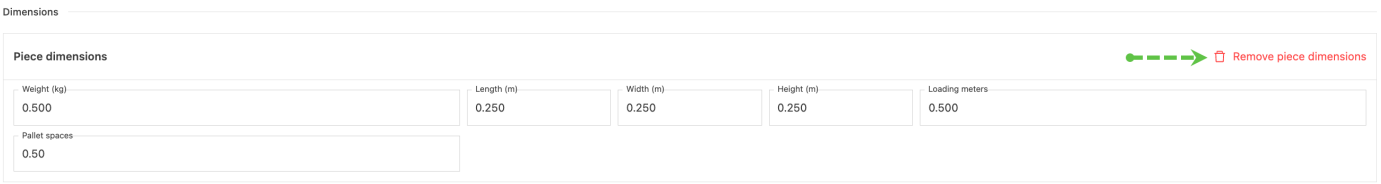
Once an order is created, it appears on the order list page.

- Navigate to the **Orders** main menu and click the **Orders** submenu.
- Click the order number to open the **Order details view**.
- Navigate to the **Shipment** section. These sections are collapsible; click the arrow to expand them if necessary.
- Freight details display information, including packaging, weight and any relevant ADR details. This level of transparency helps when planning or confirming loading details.

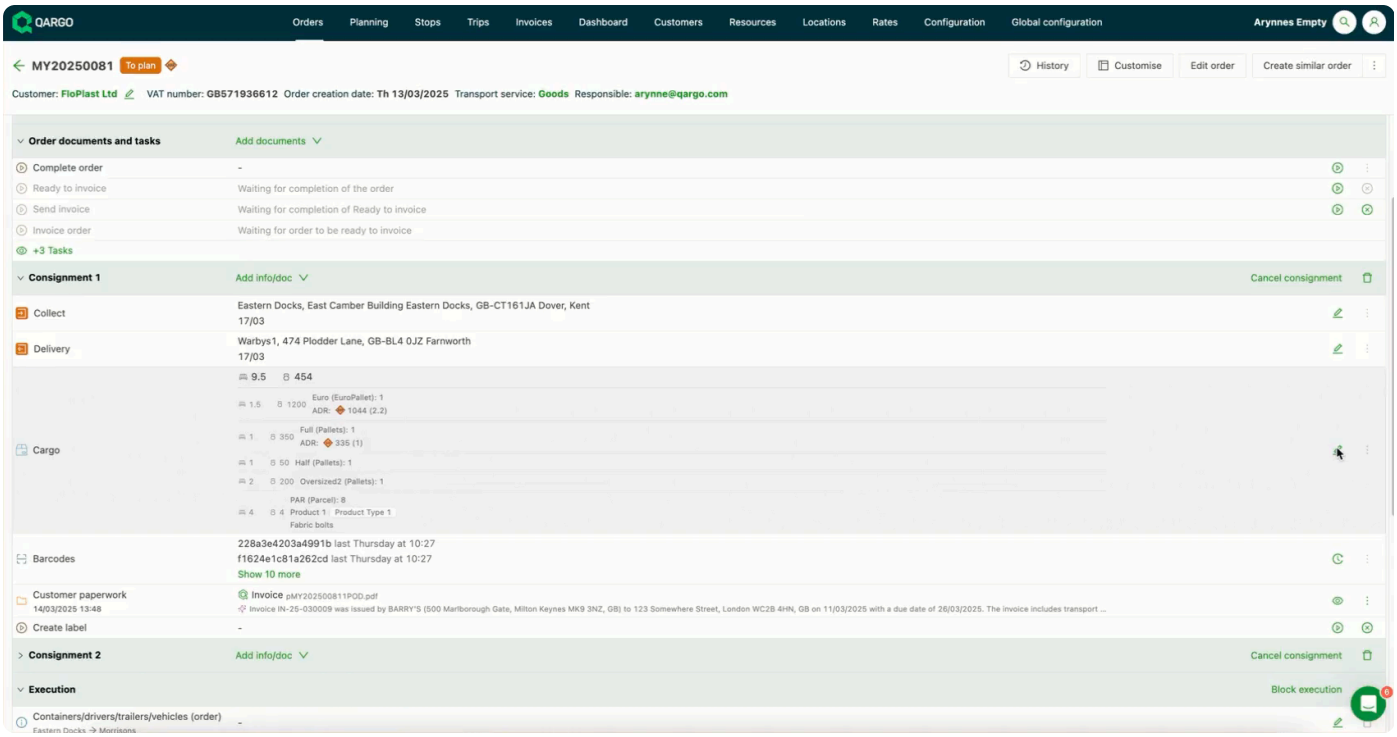


- Click the pencil icon on the row that mentions **Freight** to open the freight details for the particular shipment. Update order details and dimensions; toggle on/off to enter actual details.
- Click **Add piece dimensions** to open input fields. This opens the dimensional details (height, weight, loading meters, etc.).
- Click **Add freight item** if additional goods are added to the shipment.



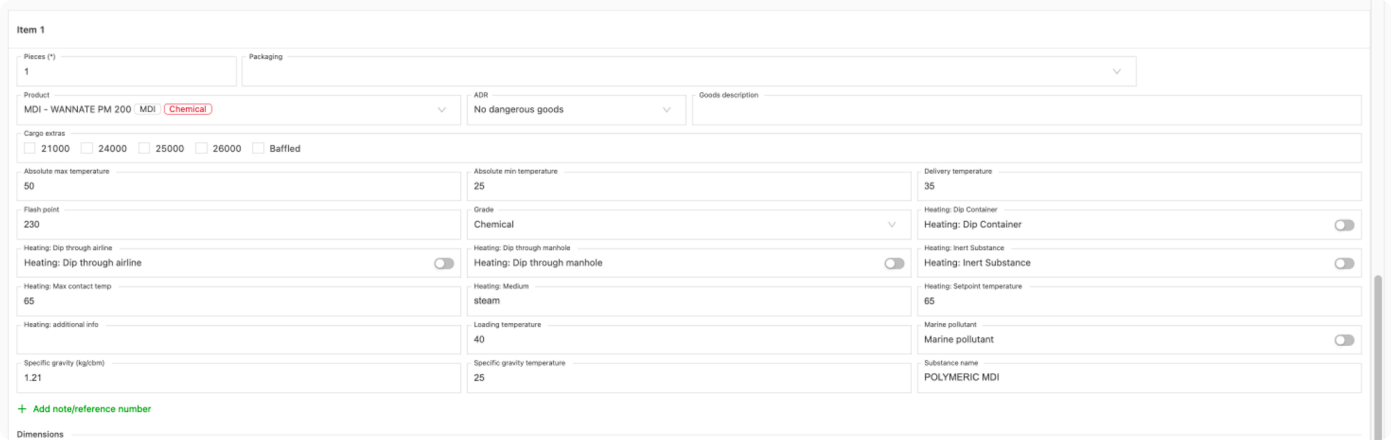


- To remove any piece dimension details, use the **Remove piece dimensions** link.



Pro tip: Fields can be completed automatically when creating an order, based on preconfigured products and packaging types. The **Products and packaging types** shown in the orders are added in Configuration, where it is possible to configure the products that should appear in the orders.

Example:
Goods details that appear in the order with multiple preconfigured selections completed.

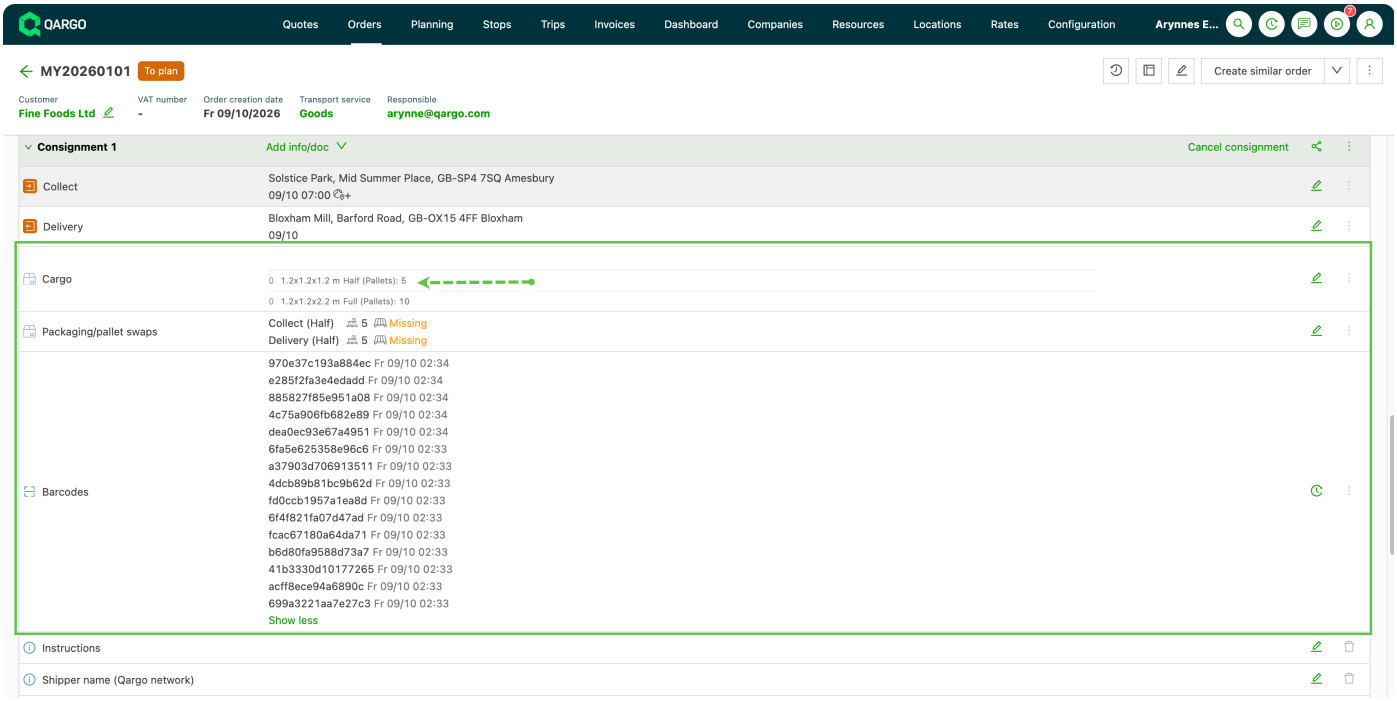


Split goods on a freight item

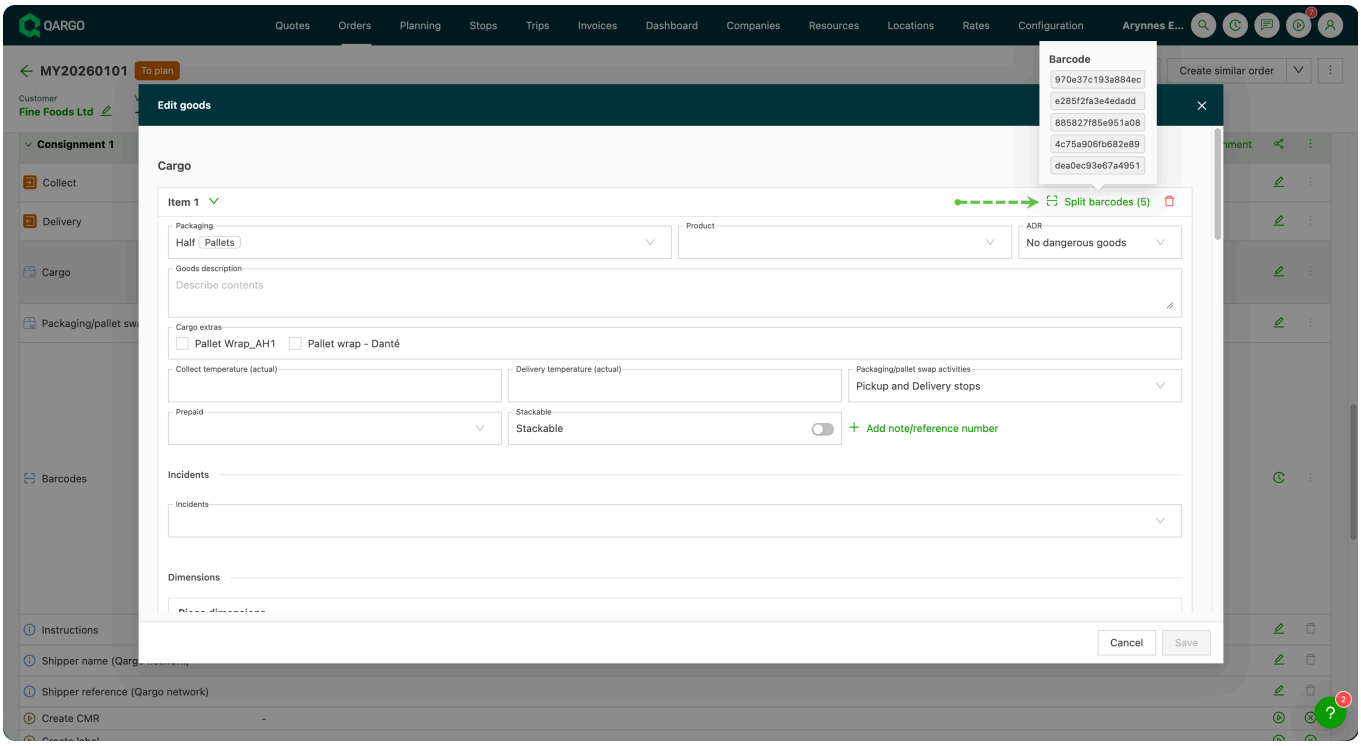
In Qargo, one freight line covers one set of goods: the same packaging, the same number of pieces and the same size for every piece. Qargo prints one barcode for each pallet on the freight line. If some pallets turn out to be different, for example 2 taller pallets out of 5, the 2 taller pallets need to move to a separate freight line. Lowering the pallet count on the original freight line deletes the old barcodes and creates new ones. Any pallets already labeled will then need new stickers.

The **Split goods** action avoids re-stickering. Split goods divides one freight line into two and moves the existing barcodes along with the pallets, so every pallet keeps its original label.

Split a freight item

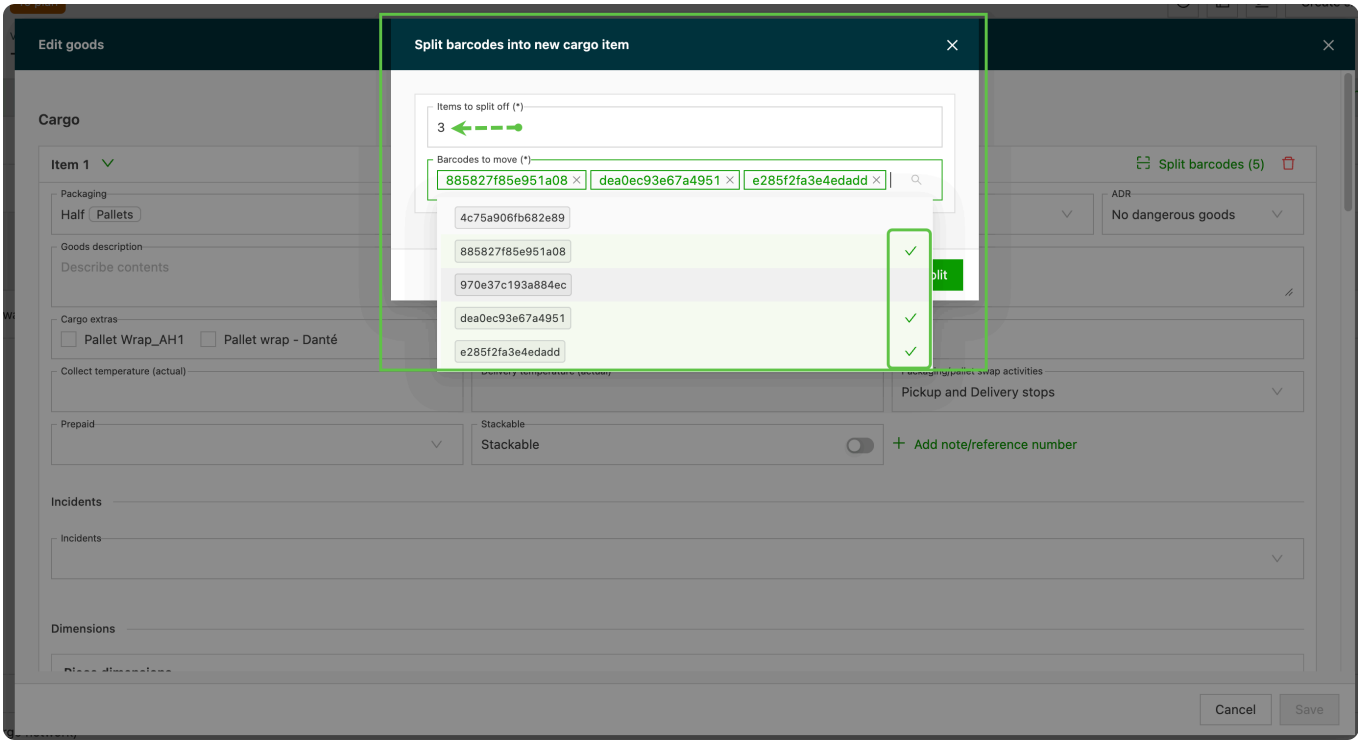


1. Navigate to **Orders** and open the order.
2. Expand the **Shipment** section and click the pencil icon on the **Freight** row to open **Edit goods**.
3. Click **Split barcodes** on the freight item to be split. The action sits next to the delete icon on the freight item and is available only when the quantity is greater than 1.



4. Enter the number of pallets to move onto the new freight item in **Pallets to split off**.

5. Select the barcodes that travel with those pallets. Nothing is preselected.

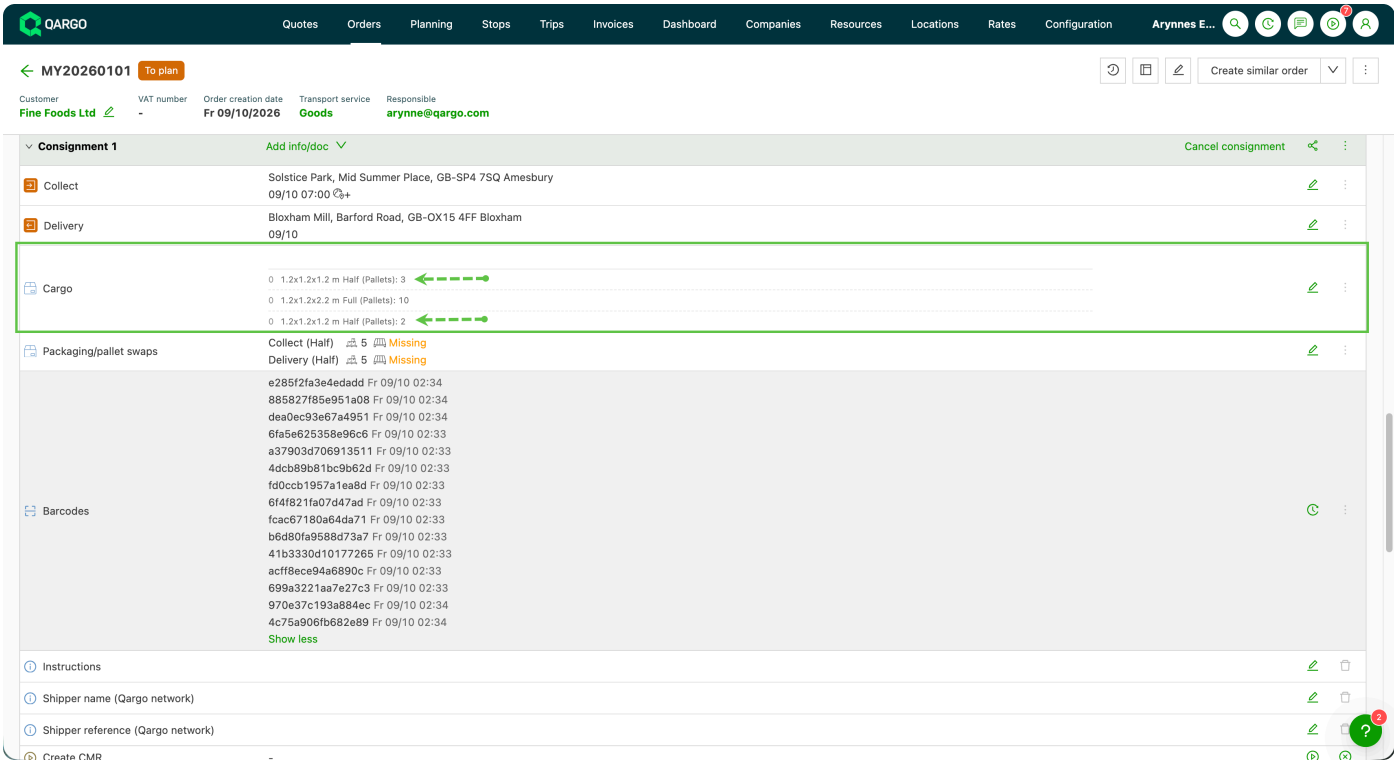


6. Click **Split**.

7. Edit the piece dimensions, and anything else that differs, on the new freight item.

8. Save the order.

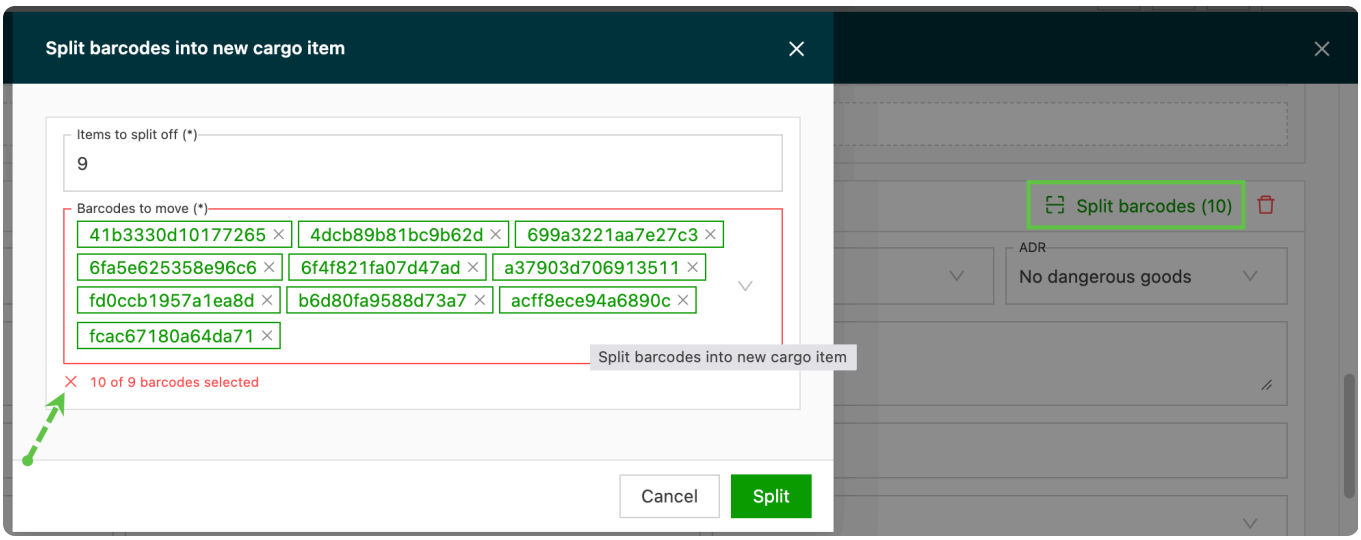
A freight item of 5 pallets becomes one freight item of 3 and one freight item of 2, and the group of 2 is then edited in a single step. Nothing is deleted or regenerated, so no pallet label has to be reprinted and the warehouse keeps working with the labels already on the pallets.



📚 **Split stays disabled until the counts match.** The number of barcodes selected has to equal the value in **Pallets to split off** before the split can be confirmed.

What the split does to the freight item values

- The original freight item keeps the remaining quantity and the barcodes that were not selected.
- The new freight item takes the split quantity and the selected barcodes, and carries over the packaging type, dimensions and goods description of the original.
- Total weight, total volume and total loading meters are calculated pro rata from the split quantity and can be overridden before the split is confirmed, the same as in the **Split leg** dialog.
- **Pallets to split off** accepts values from 1 up to the quantity of the freight item minus 1, **so at least one pallet always stays on the original freight item.** A higher number is rejected.



📚 **Piece dimensions for each pallet.** To record a different size for every pallet, split off one pallet at a time. A freight line with 5 pallets becomes 5 freight lines with 1 pallet each. Each freight line can then hold the size of one pallet.