



Freight Terms - DA1210

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This page is used to create freight terms indicating the transport/carrier type and payment responsibility. The freight term codes are used in the Purchasing bid process.

Create a freight term:

A list of existing freight terms is displayed in the grid.


Field	Description
Starting Code	Type the starting freight code to narrow the results displayed on the page, and click Retrieve .

☐ Click **+Add** to add a row.

Freight Term Code	Type a freight term code. The code can be a maximum of six digits.
Freight Term Description	Type the freight term code description.

☐ Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost.
Print	Click to print the Freight Terms report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . A message is displayed asking if you want to delete the row. Click OK . Click Cancel to not delete the row.