



## Freight Terms - DA1210



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# Freight Terms - DA1210

## District Administration > Tables > Freight Terms

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
<b>Starting Code</b>	Type the starting freight code to narrow the results displayed on the page, and click <b>Retrieve</b> .

Click **+Add** to add a row.

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

Click **Save**.

### Other functions and features:

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