



Freight Terms - DA1210

Table of Contents

| | |
|-------------------------------------|----------|
| Freight Terms - DA1210 | i |
| Freight Terms - DA1210 | 1 |

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

Click **+Add**. A row is added to the grid.

| | |
|--------------------------|--|
| 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 | Retrieve data. Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
| Print | Print the report. Click to print the Freight Terms report. Review the report. |
|  | Delete a row. 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. |