


# Freight Terms - DA1210

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


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