



## 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 <b>Retrieve</b> . |

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:

|                                                                                     |                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve</b>                                                                     | <a href="#">Retrieve data.</a><br>Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.                                                                                                                                                |
| <b>Print</b>                                                                        | <a href="#">Print the report.</a><br>Click to print the Freight Terms report.<br><a href="#">Review the report.</a>                                                                                                                                                                                 |
|  | <a href="#">Delete a row.</a><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 <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .<br><br>Click <b>Cancel</b> to not delete the row. |



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