

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. 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.


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