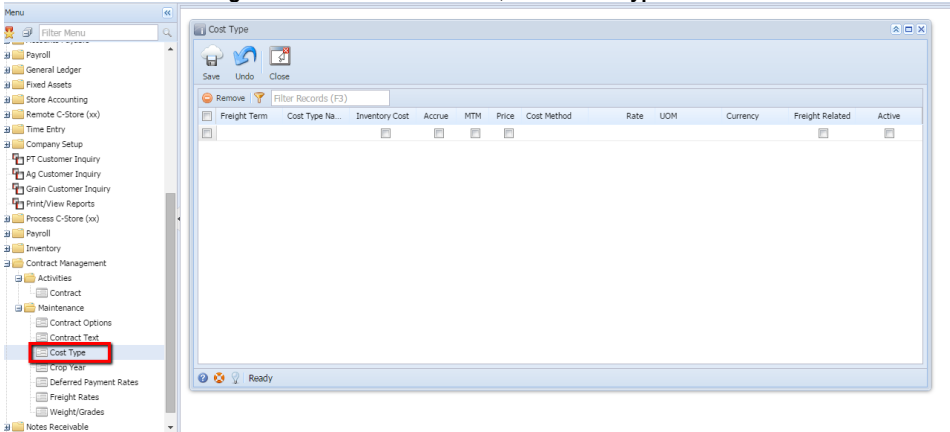


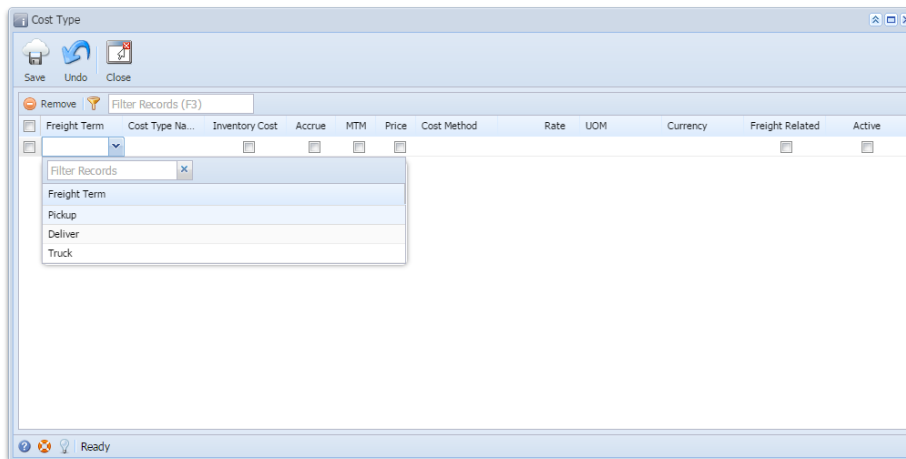
# How To Add New Cost Type

Here are the steps on how to create a Cost Type:

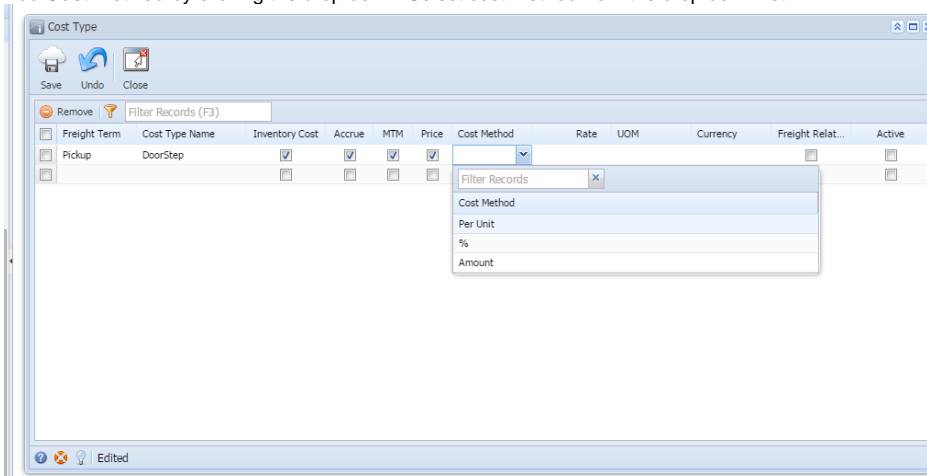
1. From the **Contract Management > Maintenance** menu, select **Cost Type**.



2. Add **Freight Term** by clicking the drop down. Select freight term from the drop down list.



3. Enter **Cost Type Name**.
4. Select/Deselect check box for **Inventory Cost, Accrue, MTM, Price** as desire.
5. Add **Cost Method** by clicking the drop down. Select cost method from the drop down list.

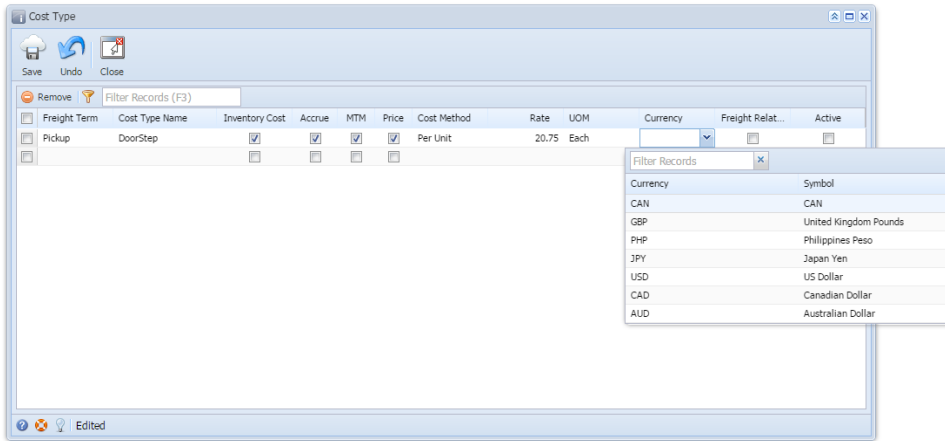


6. Enter **Rate**.
7. Add **UOM** by clicking the drop down. Select UOM from the drop down list.

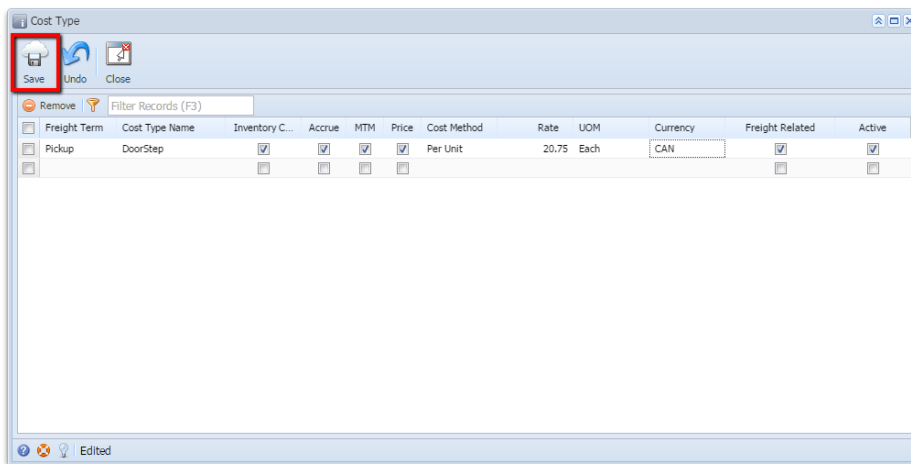


If Cost method is set as Per Unit then UOM field is mandatory.

8. Add **Currency** by clicking the drop down. Select currency from the drop down list.



9. Select/Deselect **Freight Related** check box as desire.  
10. Select **Active** check box to make the Cost type active. Deselect will make the cost type inactive.  
11. Click on **Save** button to save the record.



The record will not be saved if any of these are left blank- Freight Terms, Cost Type Name, Cost Method, Rate, Currency