How To Remove INCO/Ship Term

Here are the steps on how to remove INCO/Ship Terms:

- 1. From the Contract Management > Maintenance menu, select INCO/Ship Term.
- 2. Select INCO term you want to delete. You can select multiple Terms.

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- 3. Click on **Remove** button.
- 4. A warning message will prompt telling that you are about to delete the selected record. Click Yes to continue.

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5. Selected Terms will be deleted.