


# How to Add Freight Terms

Freight Terms screen allows the user to define the freight terms and Transportation Modes.



By default, there are already 3 freight terms defined

1. **Pick Up** - Origin

2. **Deliver** - Destination

3. **Truck** - Destination

Here are the steps to add a Freight term:

1. On the user's menu panel go to **Common Info** folder then click **Freight Terms**

Freight Terms

Save Undo Close

Details

Remove

Layout

Filter Records (F3)

<input type="checkbox"/> Freight Terms	FOB point	Active
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Ready

2. Enter a **Freight Term** name on the blank space

Remove

Layout

Filter Records (F3)

<input type="checkbox"/> Freight Terms	FOB point	Active
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ship		<input type="checkbox"/>

3. Select an **FOB Point**

<input type="checkbox"/> Freight Terms	FOB point	Active
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ship	Destination	<input type="checkbox"/>
<input type="checkbox"/>	FOB Point	
	Origin	
	Destination	
	Other	

4. Check **Active** check box so that it can be used

5. Click **Save** toolbar button to save the new Freight Term

**Freight Terms** ^ □ ×

Save Undo Close

Details

<input type="checkbox"/> Freight Terms	FOB point	Active
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ship	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

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Here are the steps to add a Freight term:

1. On the user's menu panel go to **Common Info** folder then click **Freight Terms**

Freight Terms

Save Undo Close

Details

Remove Layout Filter Records (F3)

Freight Terms	FOB point	Active
Pickup	Origin	<input checked="" type="checkbox"/>
Deliver	Destination	<input checked="" type="checkbox"/>
Truck	Destination	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Ready

2. Enter a **Freight Term** name on the blank space

Remove Layout Filter Records (F3)

Freight Terms	FOB point	Active
Pickup	Origin	<input checked="" type="checkbox"/>
Deliver	Destination	<input checked="" type="checkbox"/>
Truck	Destination	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="checkbox"/>

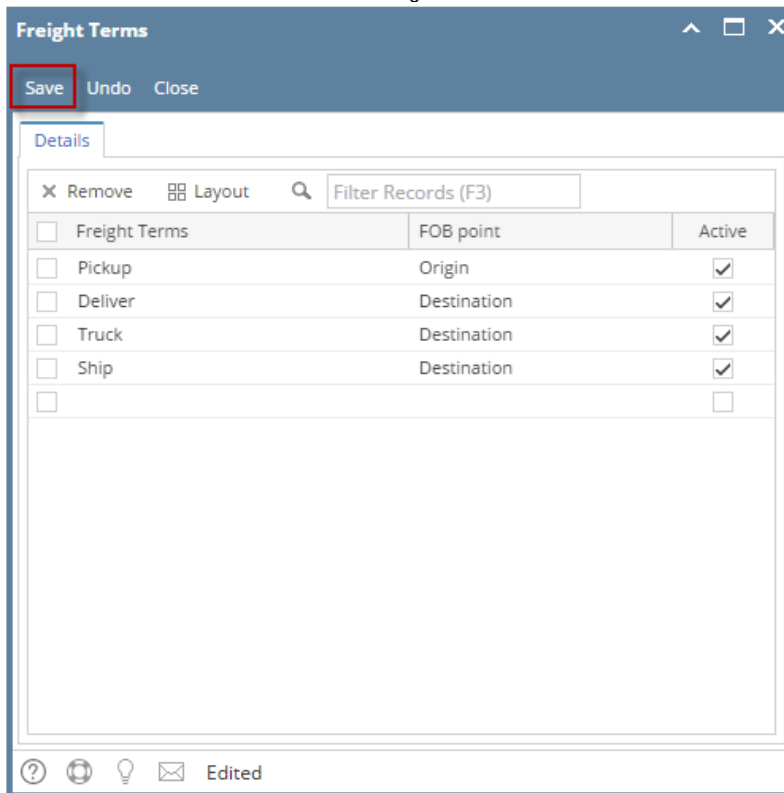
3. Select an **FOB Point**

Remove Layout Filter Records (F3)

Freight Terms	FOB point	Active
Pickup	Origin	<input checked="" type="checkbox"/>
Deliver	Destination	<input checked="" type="checkbox"/>
Truck	Destination	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ship	<input type="text" value="Ship"/>	<input type="checkbox"/>
	Origin	<input type="checkbox"/>
	Destination	<input type="checkbox"/>
	Other	<input type="checkbox"/>

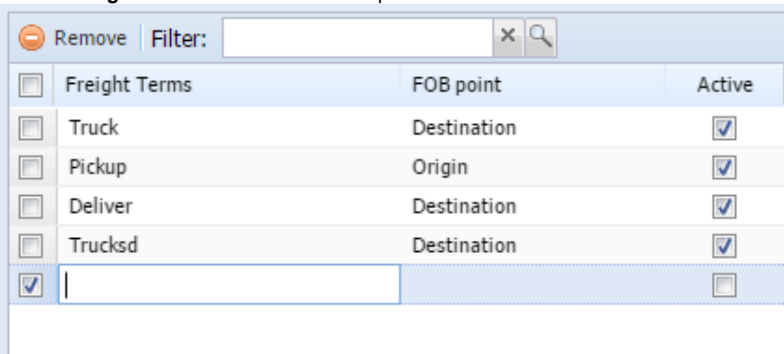
4. Check **Active** check box so that it can be used

5. Click **Save** toolbar button to save the new Freight Term

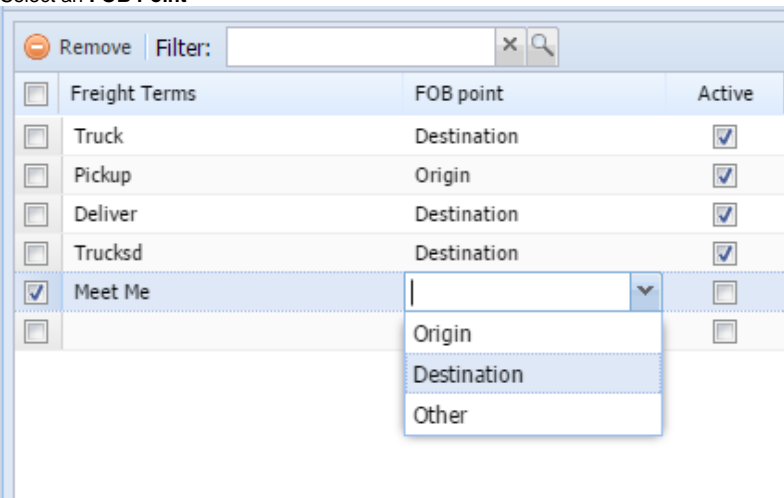


Here are the steps to add a Freight term:

1. On the user's menu panel go to **Common Info** folder then click **Freight Terms**
2. Enter a **Freight Term** name on the blank space

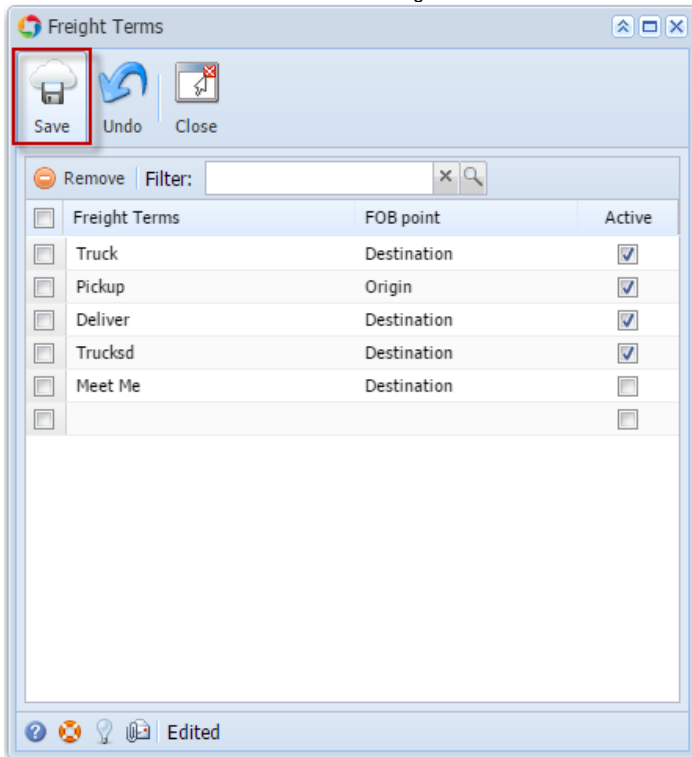


3. Select an **FOB Point**



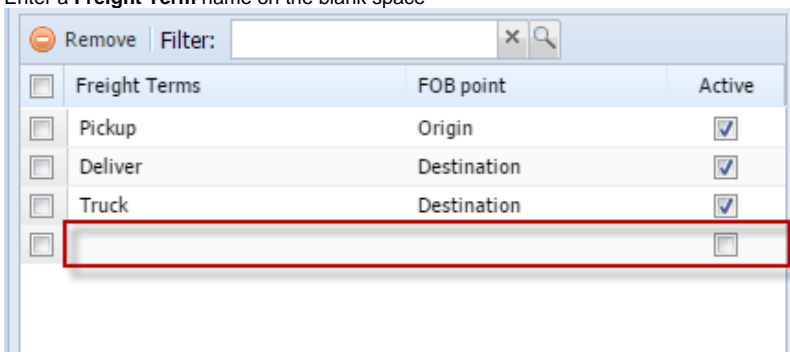
4. Check **Active** check box so that it can be used

5. Click **Save** toolbar button to save the new Freight Term

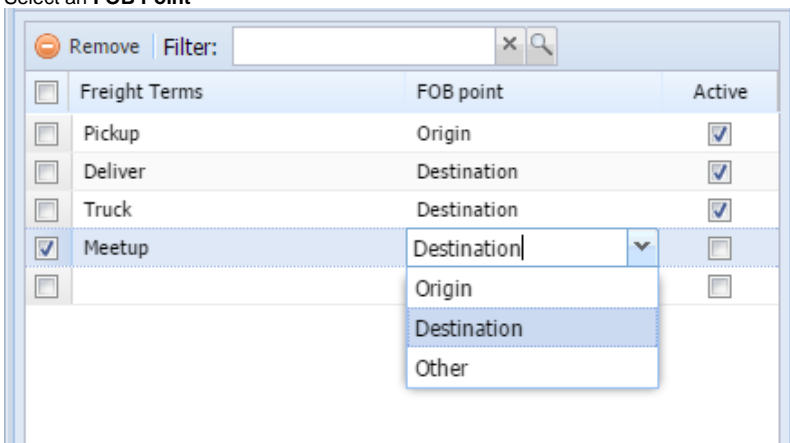


Here are the steps to add a Freight term:

1. On the user's menu panel go to **Common Info** folder then click **Freight Terms**
2. Enter a **Freight Term** name on the blank space

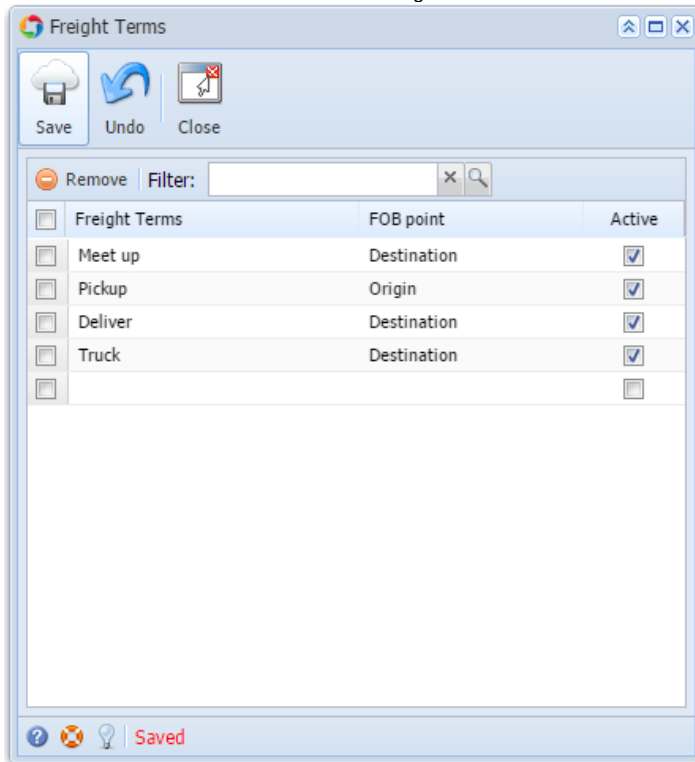


3. Select an **FOB Point**



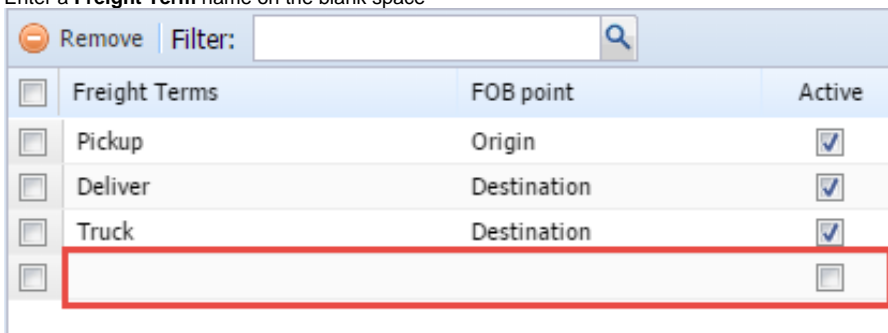
4. Check **Active** check box so that it can be used

- Click **Save** toolbar button to save the new Freight Term

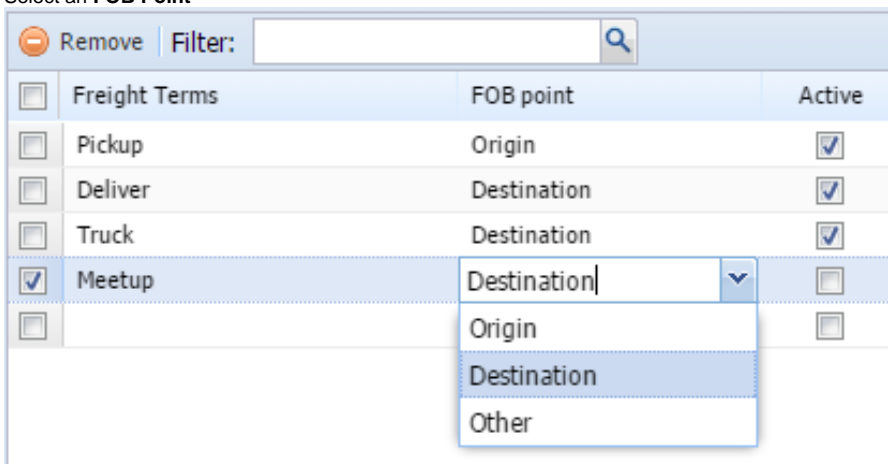


Here are the steps to add a Freight term:

- On the user's menu panel go to **Common Info** folder then double click **Freight Terms**
- Enter a **Freight Term** name on the blank space



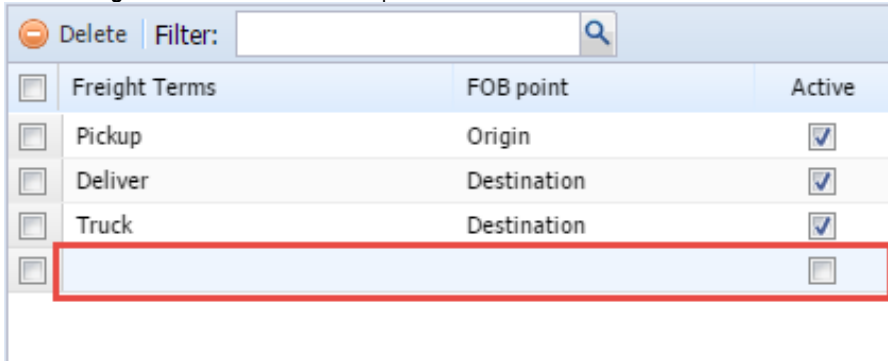
- Select an **FOB Point**



- Check **Active** check box so that it can be used
- Click **Save** toolbar button to save the new Freight Term

Here are the steps to add a Freight term:

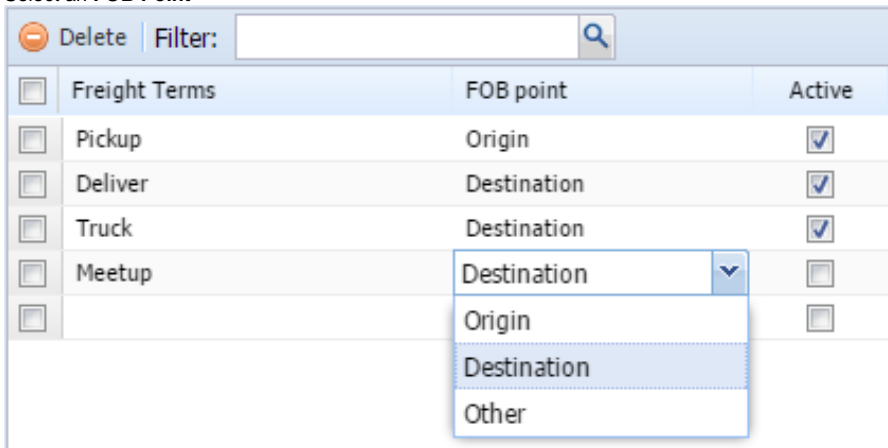
1. On the user's menu panel go to **Common Info** folder then double click **Freight Terms**
2. Enter a **Freight Term** name on the blank space



The screenshot shows a table with the following columns: Freight Terms, FOB point, and Active. The first four rows are: Freight Terms (checkbox), Pickup (checkbox), Deliver (checkbox), and Truck (checkbox). The fifth row is highlighted with a red border and contains a blank space in the Freight Terms column, a blank space in the FOB point column, and a checkbox in the Active column.

Freight Terms	FOB point	Active
<input type="checkbox"/>		
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

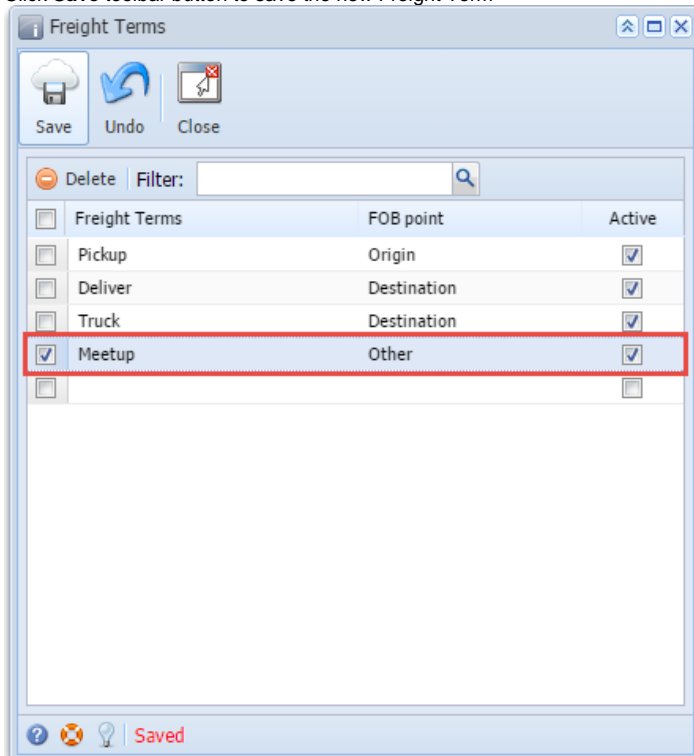
3. Select an **FOB Point**



The screenshot shows the same table as before, but with a dropdown menu open for the 'Meetup' row in the FOB point column. The dropdown menu has four options: Destination (selected), Origin, Destination, and Other.

Freight Terms	FOB point	Active
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Meetup	Destination	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

4. Check **Active** check box so that it can be used
5. Click **Save** toolbar button to save the new Freight Term



The screenshot shows the 'Freight Terms' window. The 'Meetup' row is highlighted with a red border, and its 'Active' checkbox is checked. The 'Save' button is highlighted in the toolbar. The window also shows a 'Filter' search bar and a 'Delete' button.

Freight Terms	FOB point	Active
<input type="checkbox"/> Pickup	Origin	<input checked="" type="checkbox"/>
<input type="checkbox"/> Deliver	Destination	<input checked="" type="checkbox"/>
<input type="checkbox"/> Truck	Destination	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Meetup	Other	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>