How to Add Freight Terms

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



- Pick Up Origin
 Deliver Destination
 Truck Destination

Here are the steps to add a Freight term:

Pickup

Deliver

Truck

Ship

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

Details			
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Deliver		Destination	\checkmark
Truck		Destination	\checkmark
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Origin

Destination

Destination

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3. Select an FOB Point

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					Origin		
					Destination		
					Other		

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

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Here are the steps to add a Freight term:

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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

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Here are the steps to add a Freight term:

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

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3. Select an FOB Point

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

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

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Here are the steps to add a Freight term:

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

Remove Filter:	×Q	
Freight Terms	FOB point	Active
Pickup	Origin	V
Deliver	Destination	V
Truck	Destination	1

3. Select an FOB Point

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

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

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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

Remove Filter:	٩	
Freight Terms	FOB point	Active
Pickup	Origin	\checkmark
Deliver	Destination	\checkmark
Truck	Destination	1

3. Select an FOB Point

Remove Filter:	Q	
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Pickup	Origin	V
Deliver	Destination	\checkmark
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Check Active check box so that it can be used
 Click Save toolbar button to save the new 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

Delete Filter:	Q	
Freight Terms	FOB point	Active
Pickup	Origin	
Deliver	Destination	V
Truck	Destination	V

3. Select an FOB Point

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

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