

# How to create records in Bulk Plant Freight

The following are the steps in creating a freight record :-

1. Open the **Transport** | **Bulk Plant Freight**. If there is no existing record yet, this will open a new Bulk Plant Freight screen.
2. If there are existing records, it will display all records and you can make new entry either by clicking insert button or directly clicking on fields.
3. Enter the grid details. Refer to [Bulk Plant Freight](#) | Field Description | Grid Details to help you in filling out the fields.

Bulk Plant Freight

Save Undo Close

Details

✕ Remove

Export ▾

View ▾

Filter (F3)

<input type="checkbox"/>	Tariff Type	Company Lo	Zip Code *	Category *	Freight Type	Fixed Ship	Freight An	Freight-In	Freight-Of	Freight Mi	Minimum	Minimum	Surcharge
<input type="checkbox"/>	Intrastate	0002 - Ind...	47305	TR-Categ...	Rate		0.00000	10.00	0.0	0.00	0.00	0.00	0.00
<input type="checkbox"/>	Intrastate	0001 - For...	47305	TR-Categ...	Miles		0.00000	0.00	0.0	30.00	0.00	0.00	0.00
<input type="checkbox"/>	IN Only	0000 - Ho...	46815	GAS	Rate		0.00000	0.00	0.05	0.00	0.00	0.00	0.00
<input type="checkbox"/>	Intrastate	0004 - So...	46815	GAS	Miles		0.00000	0.00	0.00	100.00	0.00	0.00	0.00
<input type="checkbox"/>	Multi-State	0001 - For...	46815	GAS	Rate		0.00000	1.25	1.5	0.00	0.00	0.00	0.00
<input type="checkbox"/>							0.00000	0.00	0.0	0.00	0.00	0.00	0.00

?

0.52s

Ready

Refresh

4. Click save button.