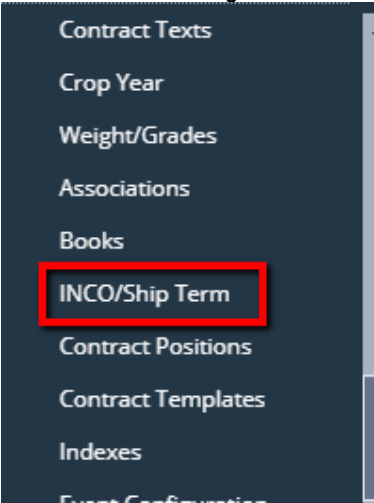


# How To Add INCO/Ship Term

Here are the steps on how to create INCO/Ship Rate:

1. From the **Contract Management > Maintenance** menu, select **INCO/Ship Term**




2. Click on the **ContractBasis** grid to enter INCO/Ship term name.  
3. Check the **Default** grid check box to make it default, else leave it blank  
4. Click on the **Insurance By** grid to enter insurance by value.  
5. Click on the **Invoice Type** grid to enter invoice type.  
6. Add **Position** by clicking the drop down. Select Position from the drop down list.

A screenshot of a web application window titled 'INCO/Ship Term'. It has a header bar with 'Save', 'Undo', and 'Close' buttons. Below the header is a toolbar with '+ Insert', 'X Remove', and a 'View' icon. A search bar labeled 'Filter (F3)' is also present. The main area contains a table with the following columns: 'ContractBasis\*', 'Description\*', 'Default', 'InsuranceBy', 'InvoiceType', 'Position', 'INCO Location', and 'Active'. The first row is selected and highlighted in blue, showing 'INW' in 'ContractBasis' and 'INW' in 'Description'. The 'Default' checkbox is unchecked. The 'Position' column has a dropdown menu open showing 'Del...' and 'City'. The 'Active' checkbox is checked. Other rows include 'UN' (Not Free), 'NA' (Not Applica...), 'INS' (In Store), and 'FOT' (Free on Truck, Seller).

7. Add **Position** by clicking the drop down. Select Position from the drop down list.

A screenshot of the same 'INCO/Ship Term' form, but with the 'Position' dropdown menu open. The dropdown shows three options: 'City', 'Port', and 'Warehouse'. The 'City' option is highlighted. The 'Active' checkbox for the first row is still checked.

8. Check the **Active** grid check box to make it active, else leave it blank  
9. Click on Save.

 The record will not be saved if any of these are left blank –ContractBasis, Description, INCO Location