


# 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"/>

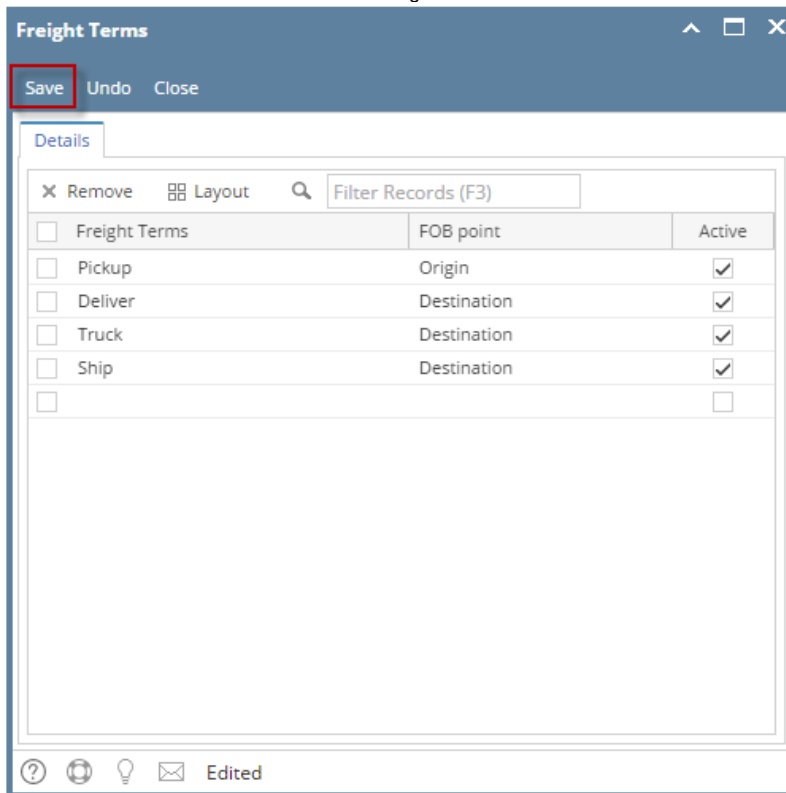
3. Select an **FOB Point**

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"/>

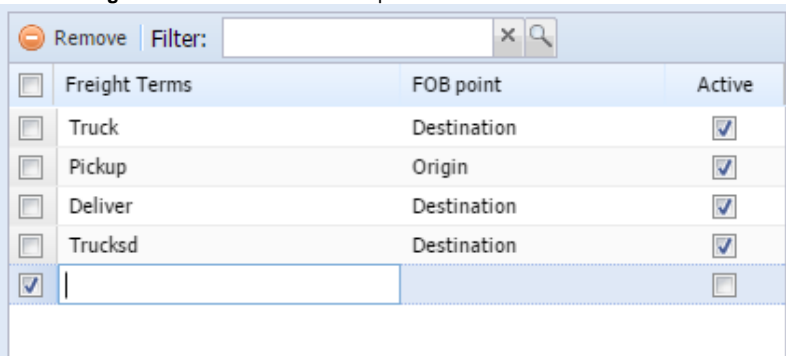
4. Check **Active** check box so that it can be used

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

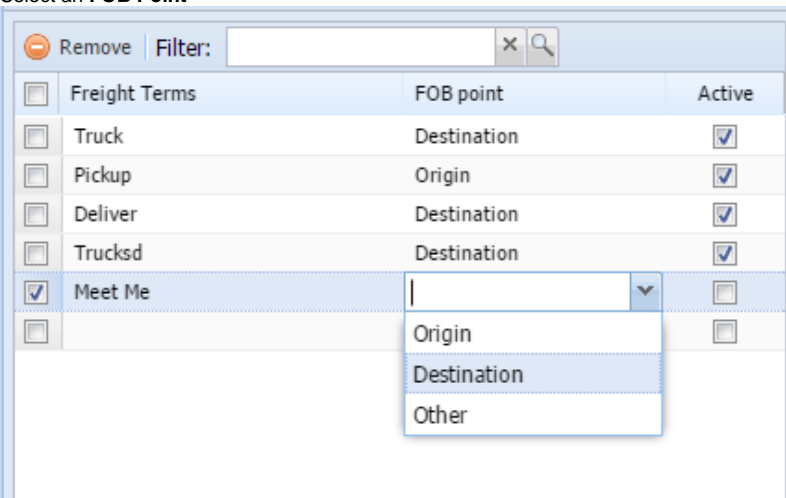


Here are the steps to add a Freight term:

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

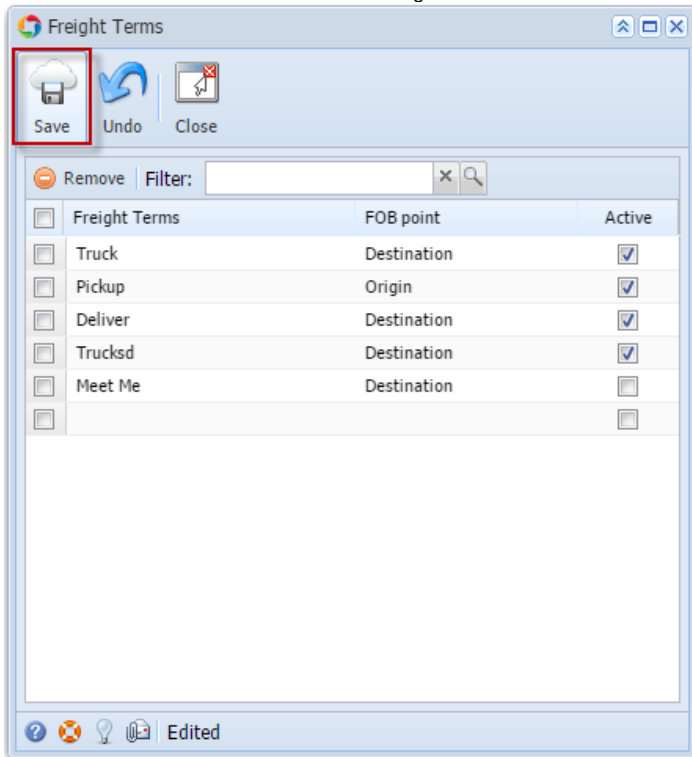


- Select an **FOB Point**



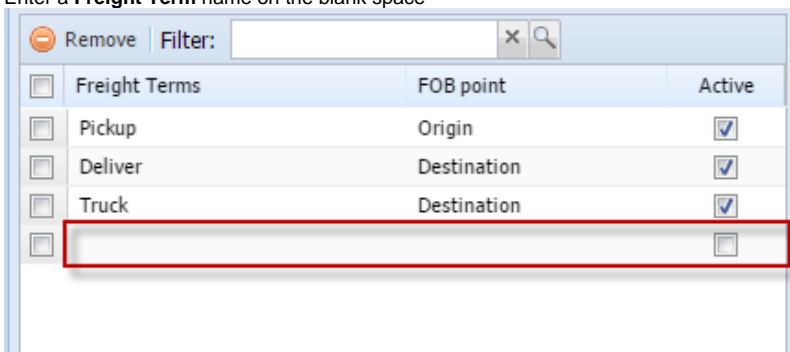
- Check **Active** check box so that it can be used

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

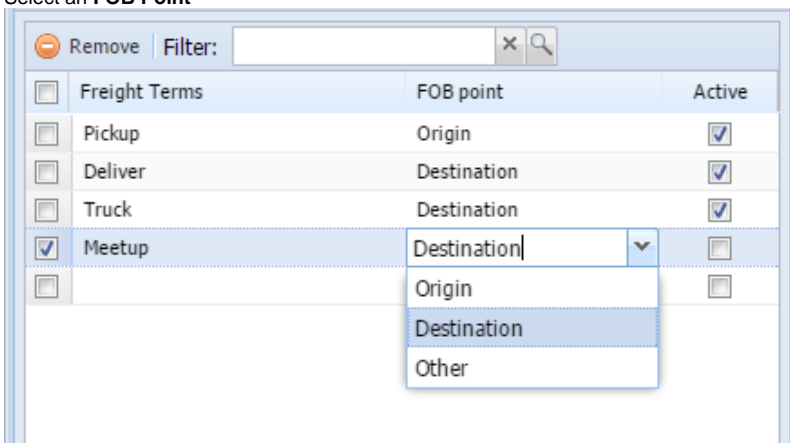


Here are the steps to add a Freight term:

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

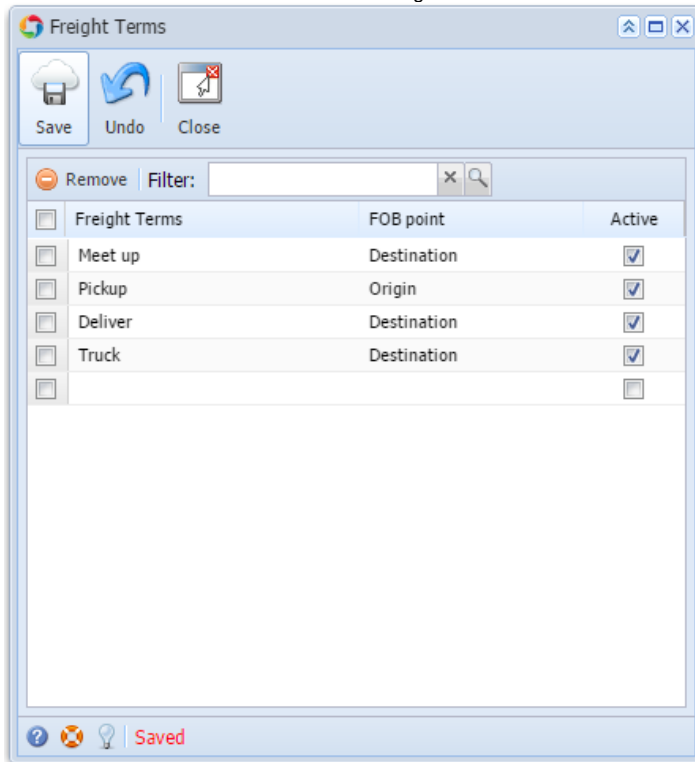


3. Select an **FOB Point**



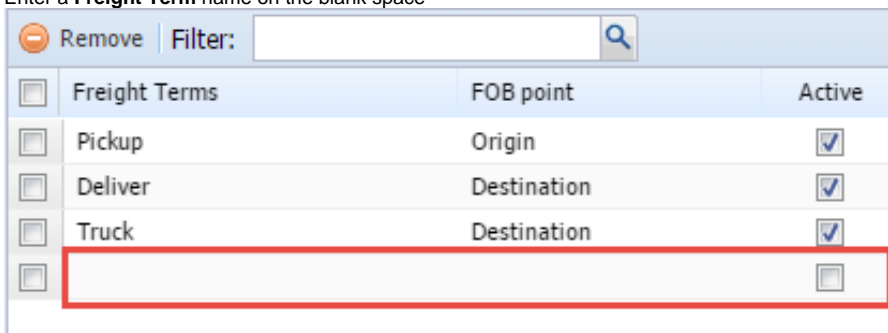
4. Check **Active** check box so that it can be used

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

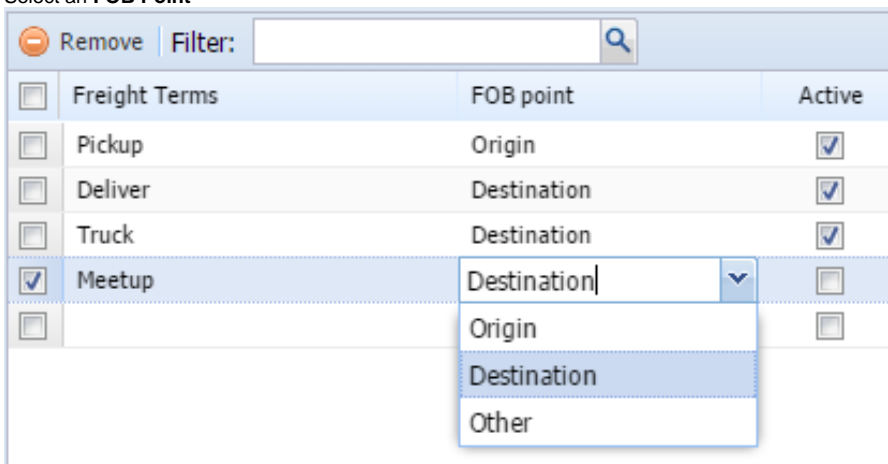


Here are the steps to add a Freight term:

- 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



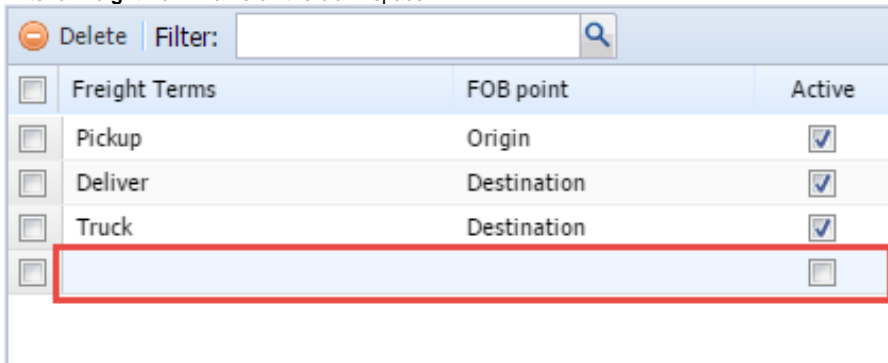
- Select an **FOB Point**



- 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:

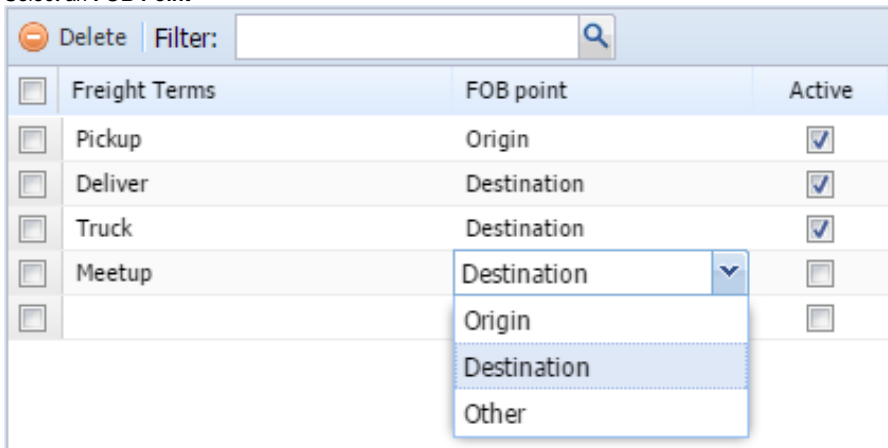
1. On the user's menu panel go to **Common Info** folder then double click **Freight Terms**
2. Enter a **Freight Term** name on the blank space



A screenshot of a web application interface showing a table with the following columns: Freight Terms, FOB point, and Active. The table contains four rows: Pickup (Origin, checked), Deliver (Destination, checked), Truck (Destination, checked), and a new empty row (highlighted with a red border). Above the table is a 'Delete' button and a 'Filter:' search bar.

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"/>

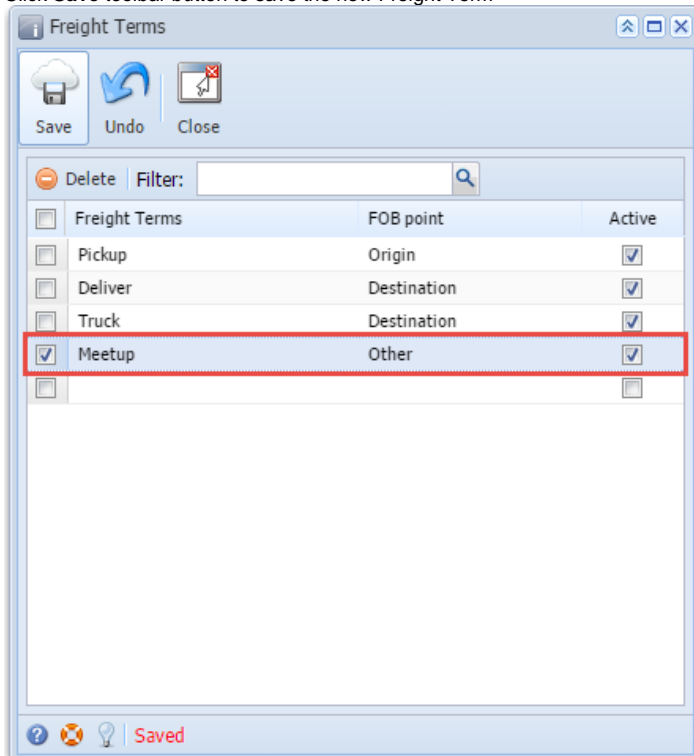
3. Select an **FOB Point**



A screenshot of the same web application interface, but now the new row in the table has a dropdown menu open for the 'FOB point' column. The dropdown menu shows four options: Destination (selected), Origin, Destination, and Other. The 'Active' column for this row is currently unchecked.

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



A screenshot of a 'Freight Terms' window. At the top, there is a toolbar with 'Save', 'Undo', and 'Close' buttons. Below the toolbar is the same table as in the previous screenshots. The new row, 'Meetup', now has 'Other' selected in the 'FOB point' column and the 'Active' checkbox is checked. The 'Save' button in the toolbar is highlighted with a red border. At the bottom of the window, there is a status bar with a question mark icon, a lightbulb icon, and the text 'Saved'.

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