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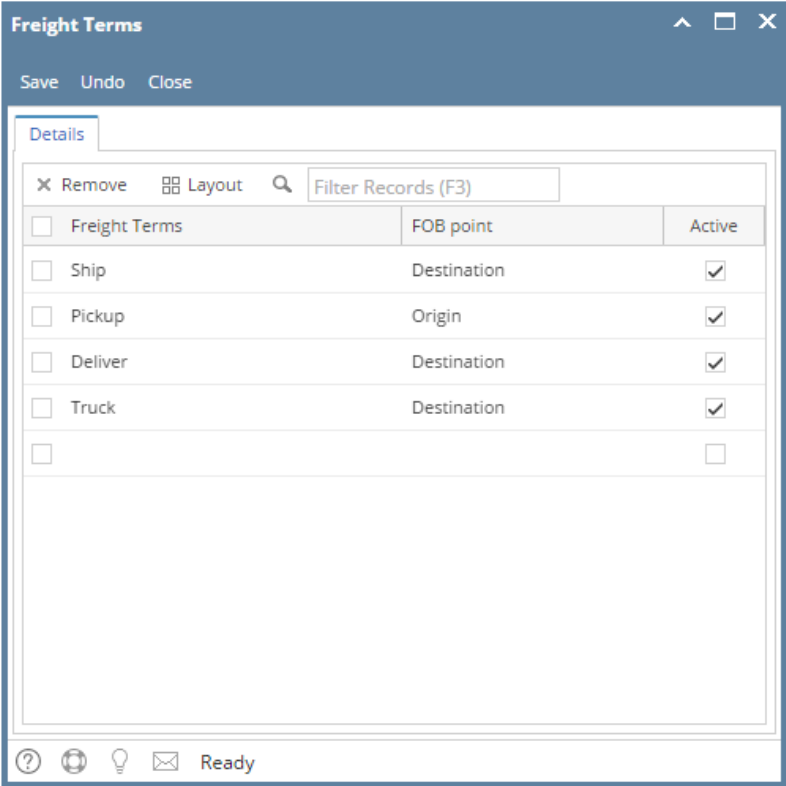
1. On the user's menu panel go to **Common Info** folder then click **Freight Terms**

Freight Terms

Save   Undo   Close

Details

✕ Remove   Layout   🔍 Filter Records (F3)

☐	Freight Terms	FOB point	Active
☐	Ship	Destination	✔
☐	Pickup	Origin	✔
☐	Deliver	Destination	✔
☐	Truck	Destination	✔
☐			☐

Ready

2. Select a record from the list by clicking on it or the check box besides it.

✕ Remove   Layout   🔍 Filter Records (F3)

☐	Freight Terms	FOB point	Active
✔	Ship	Destination	✔
☐	Pickup	Origin	✔
☐	Deliver	Destination	✔
☐	Truck	Destination	✔
☐			☐

3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
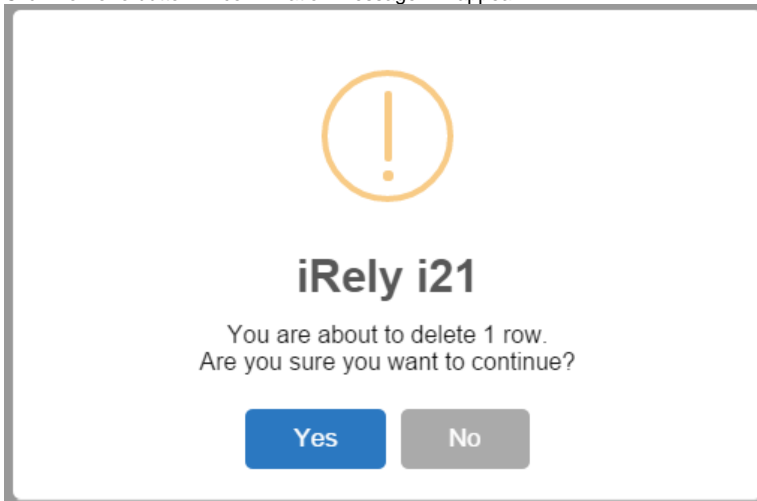5. Click **Save** toolbar button.

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

2. Select a record from the list by clicking on it or the check box besides it.
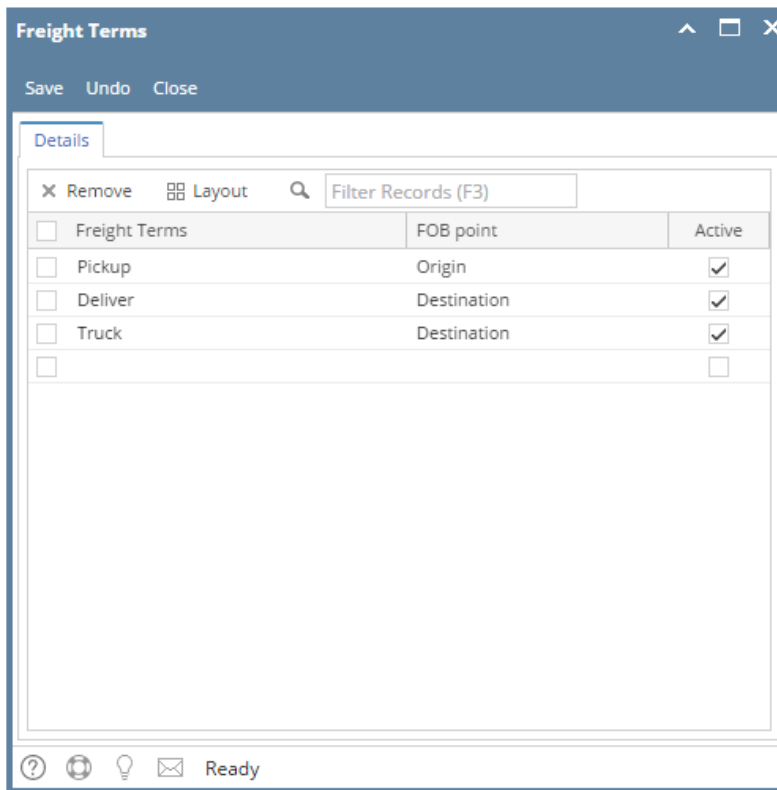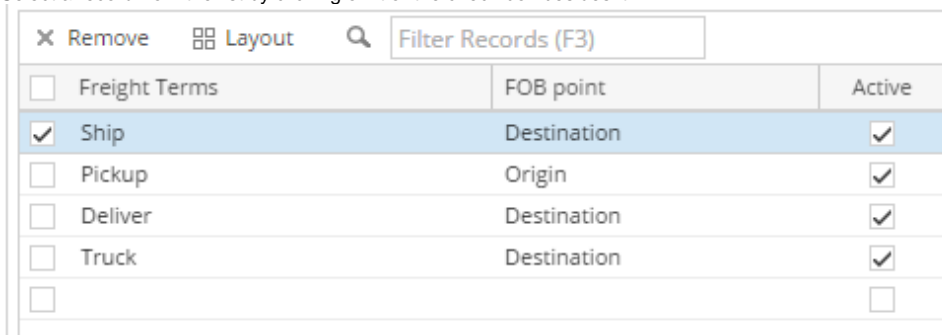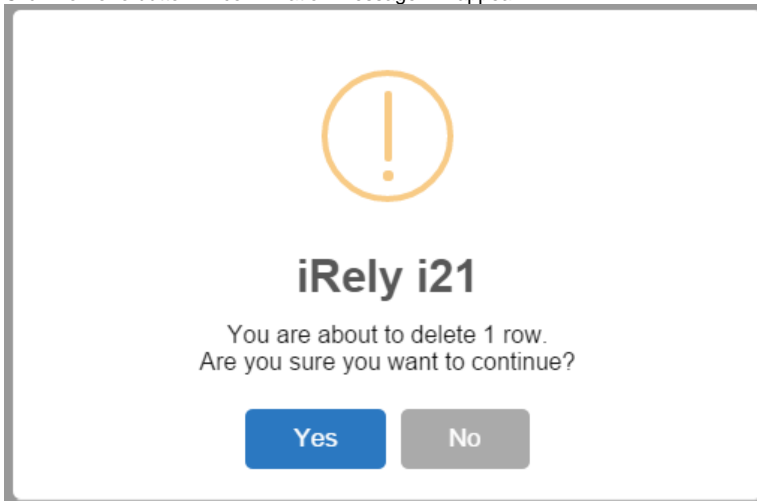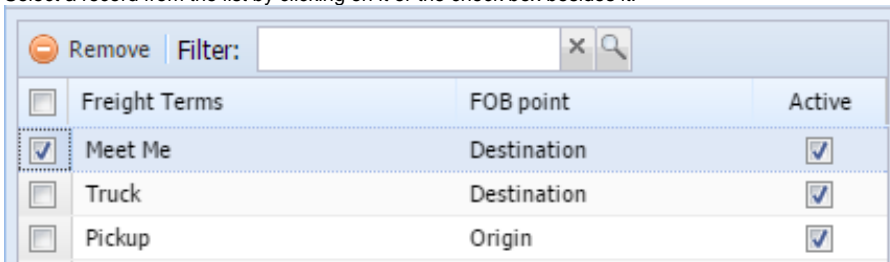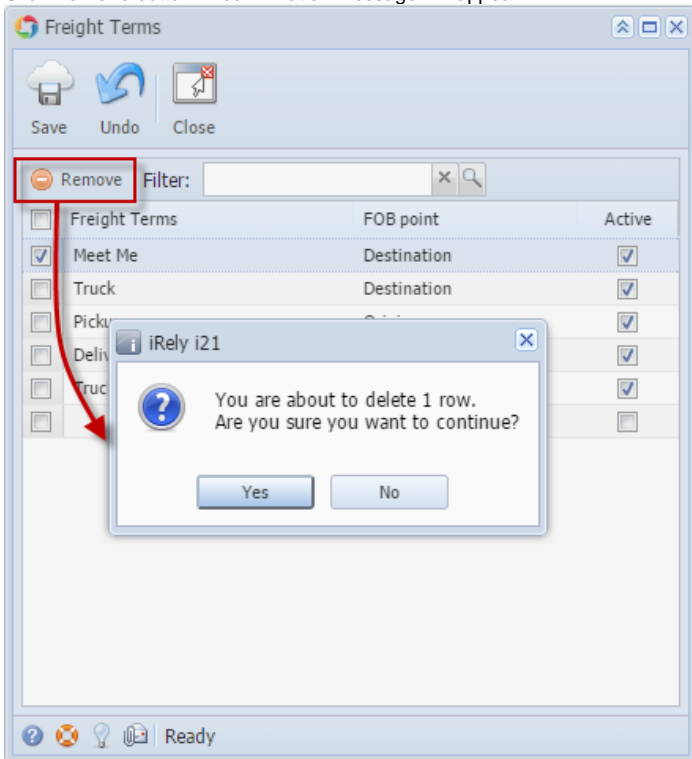
3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then click **Freight Terms**
2. Select a record from the list by clicking on it or the check box besides it.

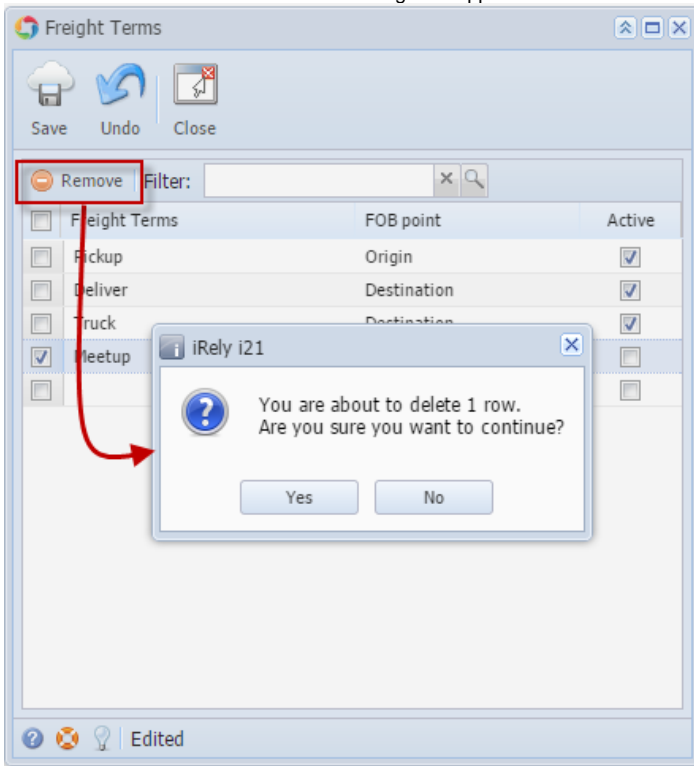3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

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

2. Select a record from the list by clicking on it or the check box besides it.

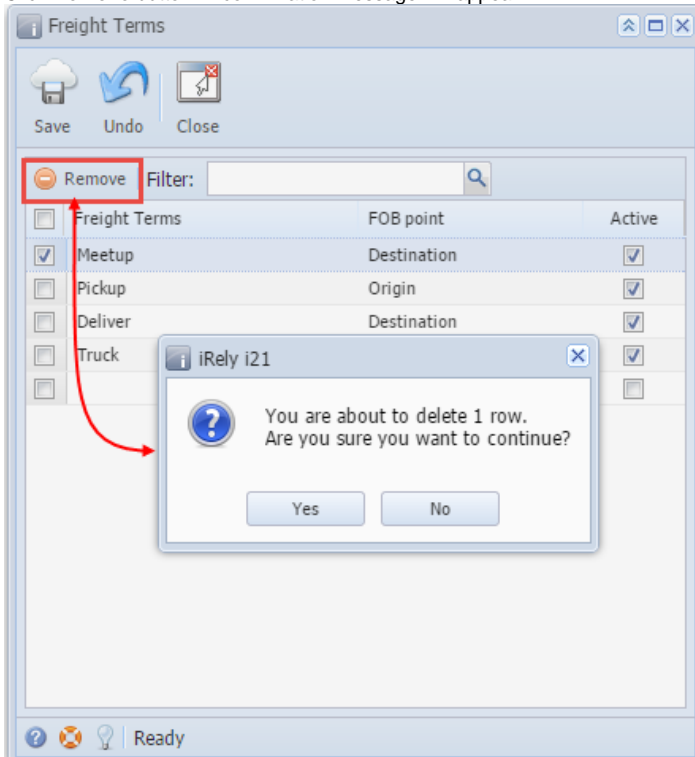|	Freight Terms	FOB point	Active
☐	Freight Terms	FOB point	Active
☑	Meetup	Destination	☑
☐	Pickup	Origin	☑
☐	Deliver	Destination	☑

3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Freight Terms**
2. Select a record from the list by clicking on it or the check box besides it.

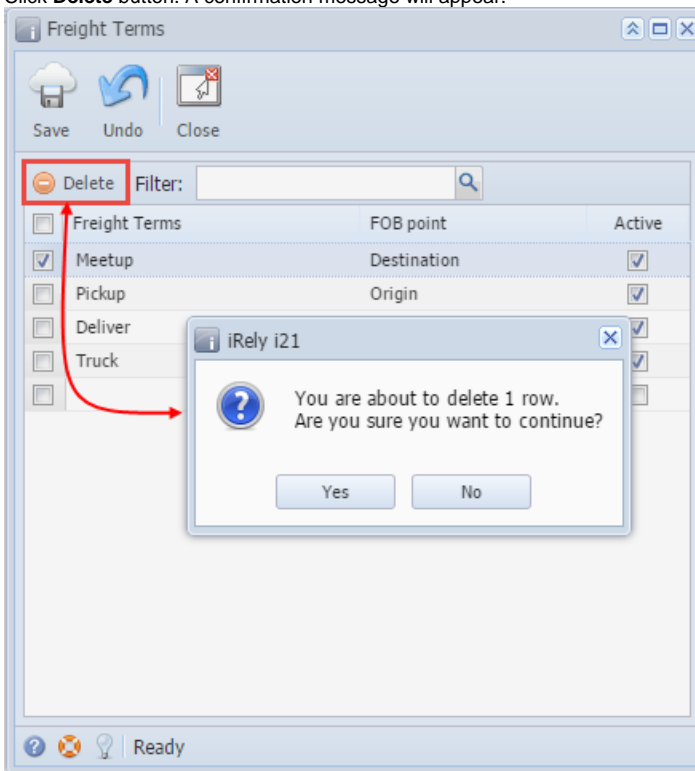|	Freight Terms	FOB point	Active
☐	Freight Terms	FOB point	Active
☑	Meetup	Destination	☑
☐	Pickup	Origin	☑
☐	Deliver	Destination	☑

3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Freight Terms**
2. Select a record from the list by clicking on it or the check box besides it.

3. Click **Delete** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.