



Freight Types

SOP 119

Revision A, 10/30/2020

Approved by: Don Stanton

PURPOSE:

Freight Types define the freight terms that will be used for both purchase orders and sales orders in DEACOM. The purpose of these terms is to identify the party responsible for the payment of freight costs. In DEACOM, customer and vendor records are assigned a freight type that acts as the default during order entry. The default may be overridden by the user if necessary.

PROCESS STEPS:

1. Navigate to Purchasing > Maintenance > Freight Types
2. Click New
3. Enter Name
4. Choose if this Freight Type applies to AP, AR, or Both
5. If you want to have this type as a default for AP or AR, click the appropriate box.

REVISIONS

Rev	Date	Change
I/R	01/10/18	New
A	10/30/20	Change to v.16