

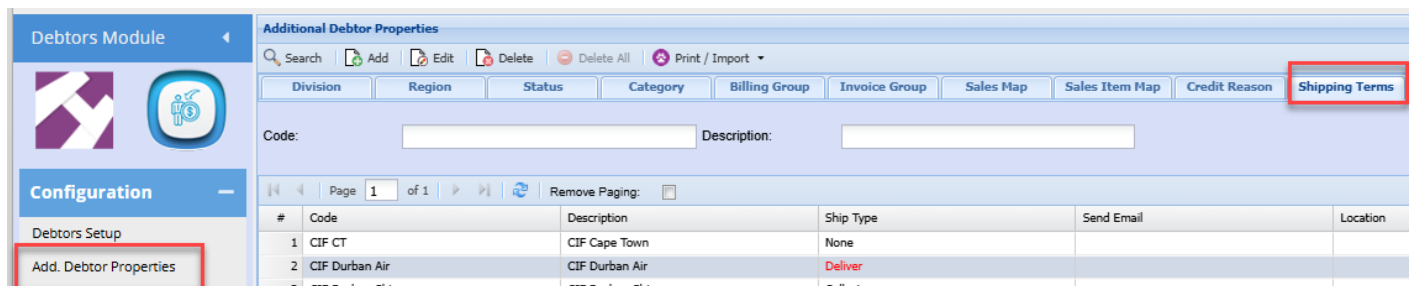
Shipping Terms

To be able to select shipping terms on sales documents, the respective options need to be setup

To add or edit a shipping term go to:

Debtors module > Configuration > Add. Debtor Properties

Click the tab Shipping Terms



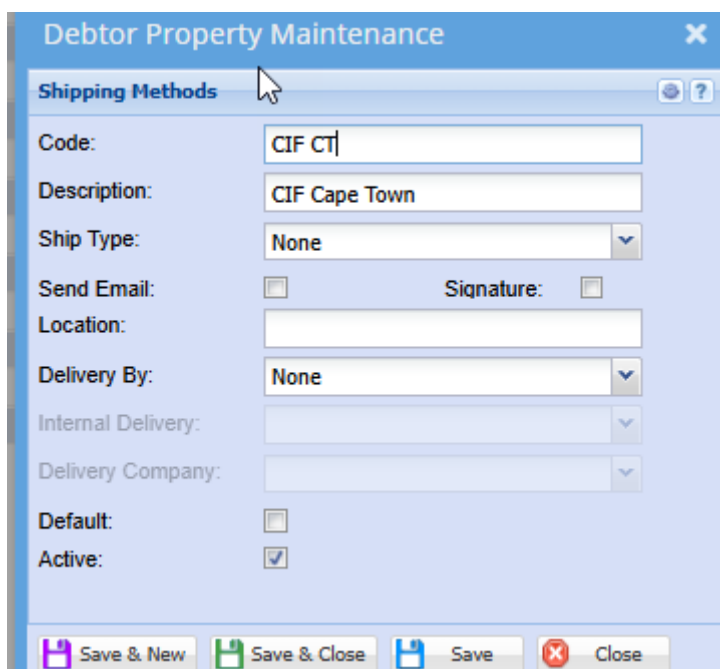
#	Code	Description	Ship Type	Send Email	Location
1	CIF CT	CIF Cape Town	None		
2	CIF Durban Air	CIF Durban Air	Deliver		
3	CIF Durban Ship	CIF Durban Ship	Collect		

Click Add To create a new Shipping term

Enter a Code and Description

Click Save and Close or,

Save and New to add another Shipping Term



if you have a particular shipping term that is used majority of the time, you can set this term as a default. The default shipping term will then pre-populate on sales documents

The shipping term is found on sales documents > Shipping tab

AttachmentsMemoCreate ReminderCheck Stock QtyFunctionsImportOrder History

Invoice

DetailAddressExtrasLinkShippingActionScan

Shipping Terms: CIF Cape Town

Collect / Ship Date: 2024-10-07Time: 08:00

Shipping Options: ☐ Email ☐ Signature ☐ Saturday

Location:

Internal Delivery:

Pickup Instructions:

Delivery Instructions:

Delivery Company:

Address Type: Delivery

Parcel Dimensions:

Service Type:

Tracking No:

Delivery Status:

Courier APIDetailsSave Shipping

Auto:

Save

Close

View Quote

Print Invoice

Process

T & Cs

Payments

Revision #2

Created 6 November 2024 07:12:57 by Imraan

Updated 6 November 2024 07:22:49 by Imraan