

# Using Standard Freight Terms

OMB has set up standard freight terms for the following:

*FOB DEST FREIGHT PREPAID = Freight charges paid by seller – title passes to buyer at destination. Seller – pays freight charges; Seller – bears freight charges; Seller – owns goods in transit; Seller – files claim (if any).*

Any buyer can add these Standard Comments to their PO header by following these steps:

1. Click on the 'Add Ship To Comments' link

**Purchase Order**

Unit: 11000 PO Status: Pend Appr ✖  
PO ID: 0000000177 Budget Status: Valid  
Copy From:

Hold From Further Processing

**Header**

\*PO Date: 01/26/2010  [Vendor Search](#)  
Vendor: B & B MOBI-001  [Vendor Details](#)  
\*Vendor ID: 0000065942  B&B MOBILE HOME TRANSPORT  
\*Buyer: BHAMAN@ND.GOV  Haman, Bev A.  
PO Reference:

Doc Tol Status: Valid  
Receipt Status: Not Recvd  
\*Dispatch Method: Print  [Dispatch](#)

**Amount Summary**

Merchandise:	250.00	
Freight/Tax/Misc.:	0.00	<a href="#">Calculate</a>
Total Amount:	250.00	USD

[Header Details](#) [PO Activities](#) [Add Ship To Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)

2. Click on 'Copy Standard Comments'

**PO Ship To Comments**

Unit: 11000 PO ID: 0000000177 Vendor: B & B MOBI-001  
 Retrieve Active Comments Only [Retrieve](#)  
\*Sort Method: Comment Time Stamp  \*Sort Sequence: Ascending  [Sort](#)

**Comments** Find | View All First  1 of 1 Last   
[Copy Standard Comments](#) Ship To:  Comment Status: Active [Inactivate](#)

Send to Vendor  Shown at Receipt  Shown at Voucher

**Associated Document**

Attachment	<a href="#">Attach</a>	<a href="#">View</a>	<a href="#">Delete</a>	<input type="checkbox"/> Email
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From -> PO 11000-0000000177

[OK](#) [Cancel](#) [Refresh](#)

3. On the Standard Comments page, you need to select a 'Comment Type' and a 'Comment ID.' Although you will see more than one option to select from when you click on the magnifying glass, only one item in each field works.

Select the fields circled below to choose the standard freight comments as recommended by the State Procurement Office. Then click “OK.”

**Standard Comments**

Comments

\*Action: Copy Comment

**Comment Type:** FRT **Comment ID:** FOB1

\*Effective Date: 02/10/2010 \*Status: Active

Description: FOB DEST FREIGHT PREPAID

Short Desc: FOB Destin

Comments:  
FOB DEST FRT PREPAID - Freight charges paid by seller - title passes to buyer at destination. Seller - pays freight charges; Seller - bears freight charges; Seller - owns goods in transit; Seller - files claim (if any)

OK Cancel Refresh

4. Before the Buyer can click “OK” on this screen, he or she must select the correct Ship To location in this field.

**PO Ship To Comments**

Unit: 11000 PO ID: 0000000177 Vendor: B & B MOBI-001

\*Sort Method: Comment Time Stamp \*Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Copy Standard Comments Ship To: 110002 Comment Status: Active Inactivate +

FOB DEST FRT PREPAID - Freight charges paid by seller - title passes to buyer at destination. Seller - pays freight charges; Seller - bears freight charges; Seller - owns goods in transit; Seller - files claim (if any)

Send to Vendor  Shown at Receipt  Shown at Voucher

Associated Document Attachment Attach View Delete Email

OK Cancel Refresh

5. Be sure to check these two boxes, especially ‘Send to Vendor.’ Without that, the comments will not print on the dispatched PO.

**NOW FOR THE REALLY GOOD NEWS:** If your agency wants most of your purchase orders to have these standard freight terms, please notify Vendor Registry and we will set them as a default for your business unit. Every PO will then fill in with them automatically. Only one set of standard comments is allowed per agency, however.

- Those steps set up the standard freight terms as Ship To Comments, but there is another step to make sure that the terms print on the purchase order. This screen is often overlooked, but it is still mandatory even if Vendor Registry sets up your business unit to have these comments added automatically.

On the Dispatch Purchase Orders screen, be sure to check the box next to "Print BU Comments":

Dispatch Purchase Orders

Run Control ID: Bev Report Manager Process Monitor Run

Language: English  Specified  Recipient's

<b>Process Request Parameters</b>		<b>Statuses to Include</b>	
Business Unit: 11000	To: 11000	<input type="checkbox"/> Approved	<input type="checkbox"/> Dispatched
PO ID: 0000000182	Select Purchase Order	<input type="checkbox"/> Pending Cancel	
PO Status: Dispatched		<b>Dispatch Methods to Include</b>	
Contract SetID:		<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> FAX
Contract ID:		<input checked="" type="checkbox"/> EDX	<input checked="" type="checkbox"/> E-Mail
Release:		<input checked="" type="checkbox"/> Phone	
From Date:		<b>Miscellaneous Options</b>	
Through Date:		*Chartfields: Valid Chartfields	
Vendor ID:		Change Orders: Changed and UnChanged Orders	
Buyer:		<input type="checkbox"/> Print Changes Only	<input checked="" type="checkbox"/> Print PO Item Description
Fax Cover Page:		<input type="checkbox"/> Test Dispatch	<input type="checkbox"/> Print Duplicate
		<input type="checkbox"/> Print Copy	<input checked="" type="checkbox"/> Print BU Comments
		Sort By: Line No.	

Save Return to Search Previous in List Next in List Notify Add Update/Display

IF YOUR AGENCY ELECTED TO HAVE THESE FREIGHT TERMS ENTER AUTOMATICALLY ON EVERY PO, all you have to do is remember to uncheck this box on a purchase order that you do not want to have those freight terms listed.

If these six steps are followed, you should receive a purchase order that shows these standard freight terms like the PO displayed here:

### Purchase Order

#### Office of Management and Bdgt

State of North Dakota  
Bismarck ND 58505  
United States

Vendor: 0000065942  
B&B MOBILE HOME TRANSPORT  
10852 40TH ST SW  
DICKINSON ND 58601

#### Dispatch via Print

Purchase Order	Date	Revision	Page
11000-0000000182	02/04/2010		1
Payment Terms	Freight Terms	Ship Via	
Now	FOB DEST, FRT PREPAID	Common	
Buyer	Phone	Currency	
Haman, Bev A.		USD	

Ship To: 110502  
Central Services Division-Admin  
14th Floor Capitol Tower  
600 E Boulevard Ave Dept 018  
Bismarck ND 58505-0501  
United States

Bill To: Office of Management & Budget  
600 E Boulevard Ave Dept 110  
Bismarck ND 58505-0400  
United States

Tax Exempt? Y Tax Exempt ID: E-2001

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	FOB DEST FRT COLLECT		1.00 EA	250.00	250.00	02/04/2010

Item Total 250.00

Total PO Amount 250.00

FOB DEST FRT PREPAID - Freight charges paid by seller - title passes to buyer at destination. Seller - pays freight charges; Seller - bears freight charges; Seller - owns goods in transit; Seller - files claim (if any)