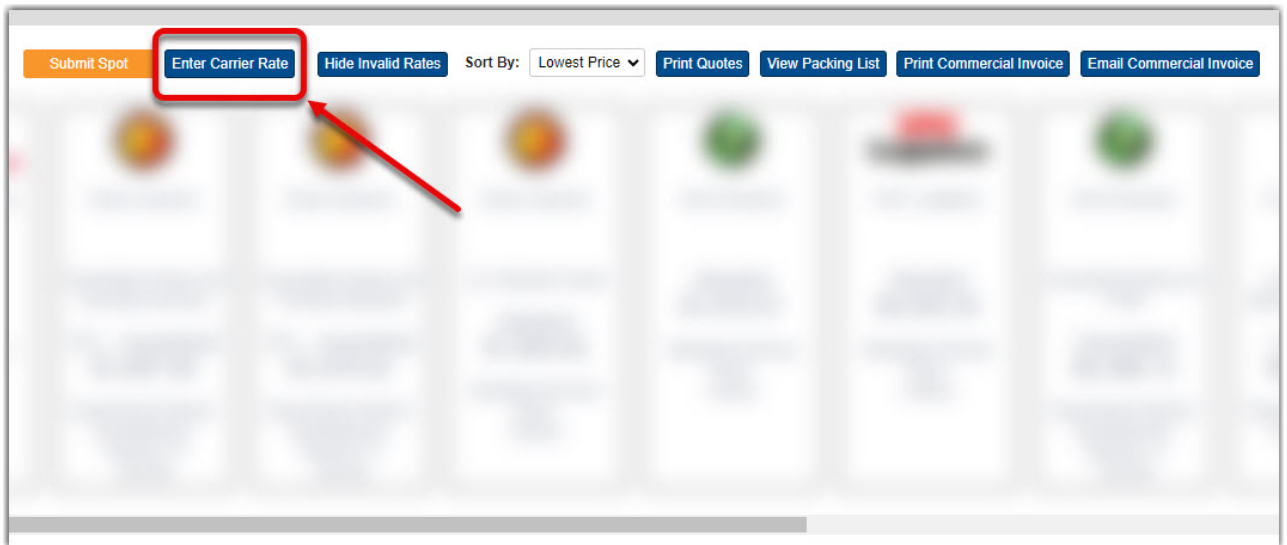


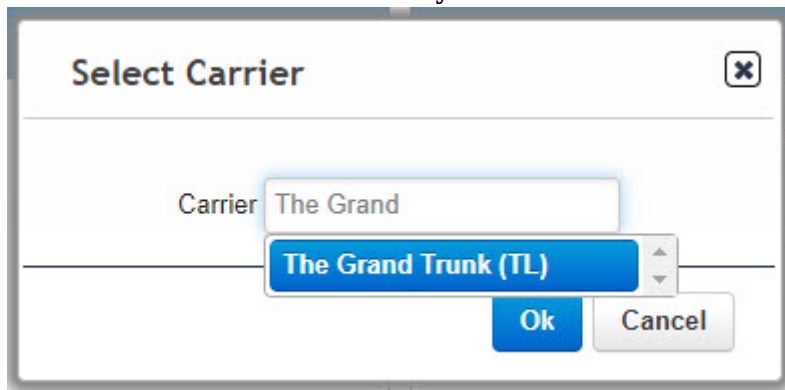
Adding a Carrier to a Shipment

Adding a carrier to a shipment allows the Kuebix user to manually enter a rate provided by a carrier outside of Kuebix. Having all rates and shipments created in Kuebix allows a Kuebix user to have accurate reports with all their shipment data and records available.

1. On the **Ship It** page, after entering your shipment details and contracting rates, click **Enter Carrier Rate**.



2. Search for and select the carrier you would like to add to your available rates and click



OK.

3. Select the rate tile for the carrier you just added and click the **pencil** icon.

Adding a Carrier to a Shipment

Submit Spot Enter Carrier Rate Print Commercial Invoice Email Commercial Invoice

The Grand Trunk
The Grand Trunk
Spot / Volume Quote
\$0.00
Service Days Vary

Type Spot Rate Service Days 0 Quote Number Mileage 2413.49 Terminal Info

Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessorail	Total Price
\$0.00	\$0.00	\$0.00	Flat	\$0.00	\$0.00	\$0.00	\$0.00

Book Shipment

4. Enter in the rate and any other info that your carrier has provided. The highlighted fields are all available. Click the **green check** to save the rate.

Type Spot Rate Service Days 1 Quote Number 02/21/2024 Mileage 2413.49 Terminal Info

Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessorail	Total Price
\$0.00	\$194.21	\$0.00	Flat	\$35.00	\$0.00	\$0.00	\$0.00

Book Shipment

5. Book your shipment as you normally would. This shipment and rate quote will now be available in your shipment history and available for reporting purposes.