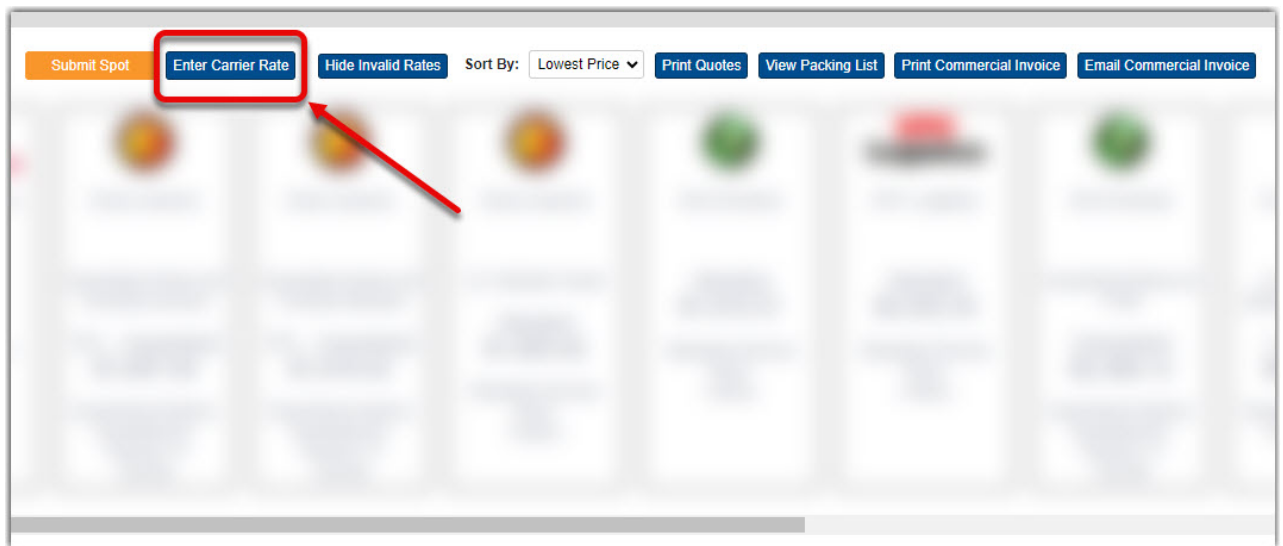


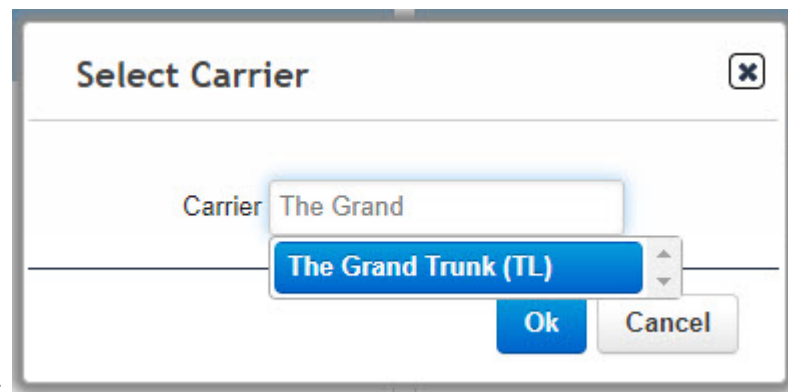
Adding a Carrier to a Shipment

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.

[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: Quote Number: Mileage: 2413.49 Terminal Info: ⓘ

Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessoriat	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: Quote Number: Mileage: 2413.49 Terminal Info: ⓘ

Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessoriat	Total Price
\$0.00	\$184.21	\$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.