Enabling or Adding PRO Numbers

PRO Numbers enable Kuebix to update the tracking status of all your shipments by carrier in one convenient place.

When it comes to assigning PRO numbers, you have the option of manually adding them yourself **or** letting the system automatically assign them via a block of PROs. The PROs can be added from either a block of PROs manually provided, or from the carrier automatically (if supported).

To take advantage of using preassigned PRO numbers, you will first need to request a range of digital PROs from your carrier account executive(s). To simplify that process, we suggest sending a version of the message below to your carriers to request PRO numbers. Please copy support@kuebix.com on your message.

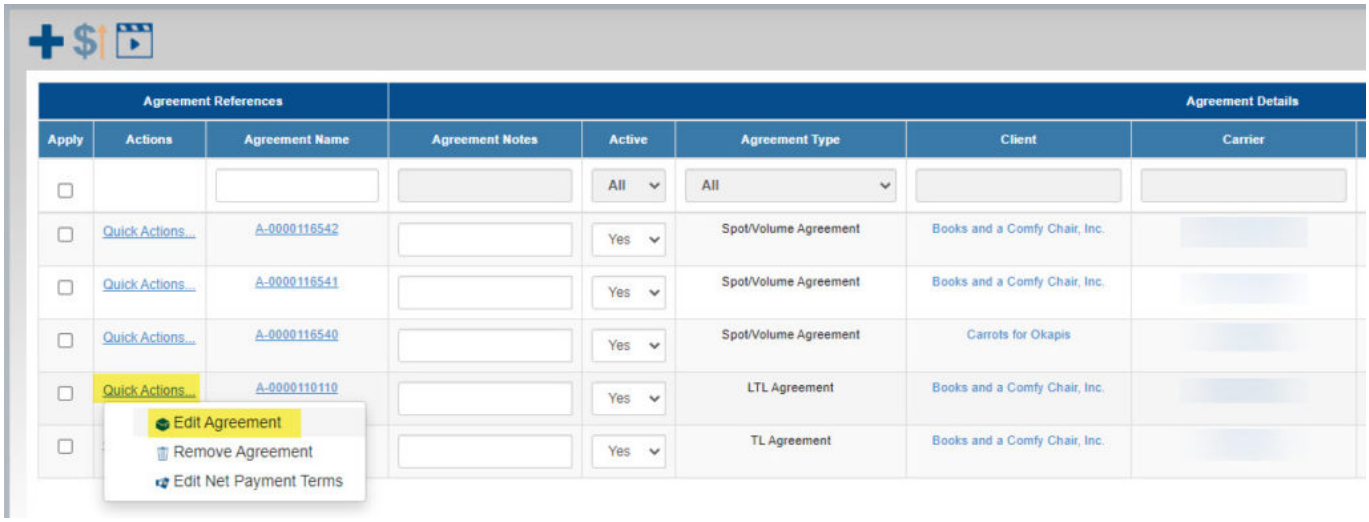
(Company Name) is now using the Kuebix TMS to rate, book and schedule shipments. One of the features that the system provides is the ability to assign PRO numbers when a shipment is created. In order to support that, could you please help us by supplying a block of electronic PRO numbers (preferably a range of a 1000 numbers)? If you have the option of providing PRO numbers that employ a check digit, that would be the preferred option.

IMPORTANT NOTE: Once the PROs have been added to Kuebix, it’s important to make sure your shipping personnel instruct the drivers ***NOT*** to place their own PRO sticker on the BOL.

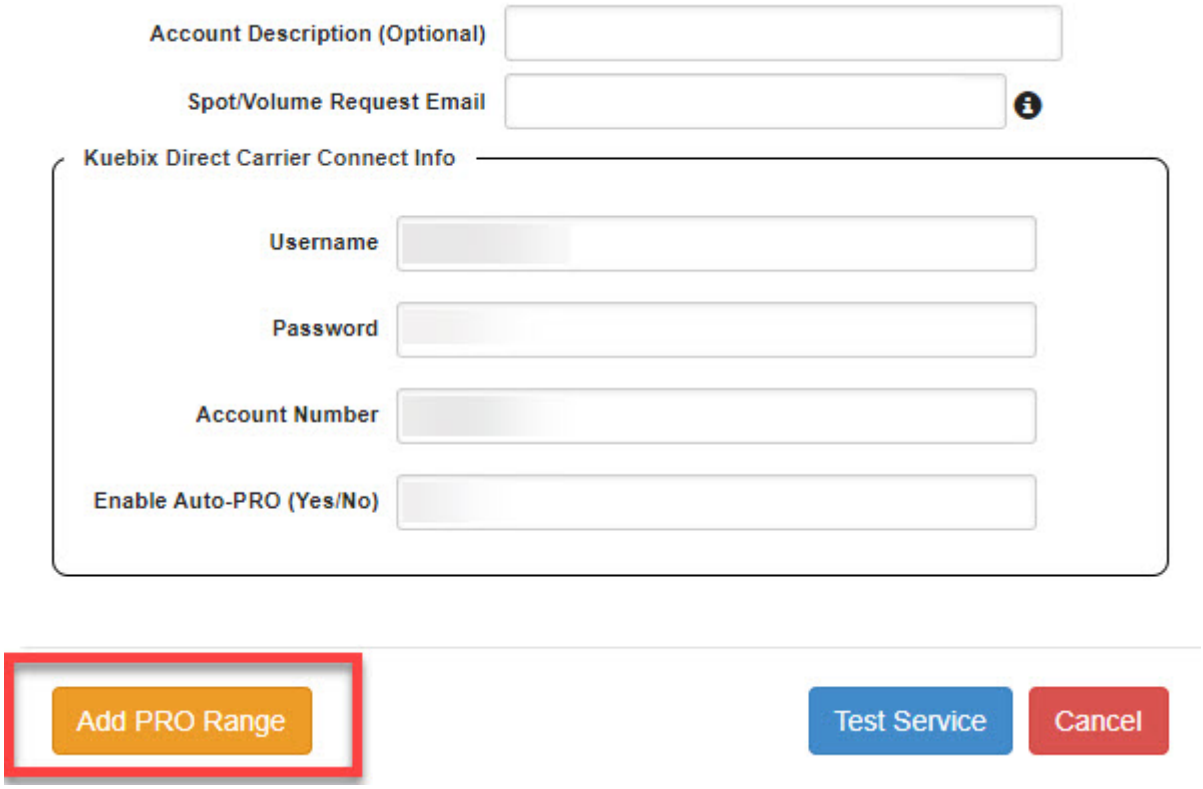
Follow these steps to set up your Kuebix account to automatically assign PRO numbers from a block of carrier provided PROs.

1. Select **Manage Carriers > Connected Carriers**.

2. For the carrier agreement you want to update, click **Quick Actions** and then select **Edit Agreement**.

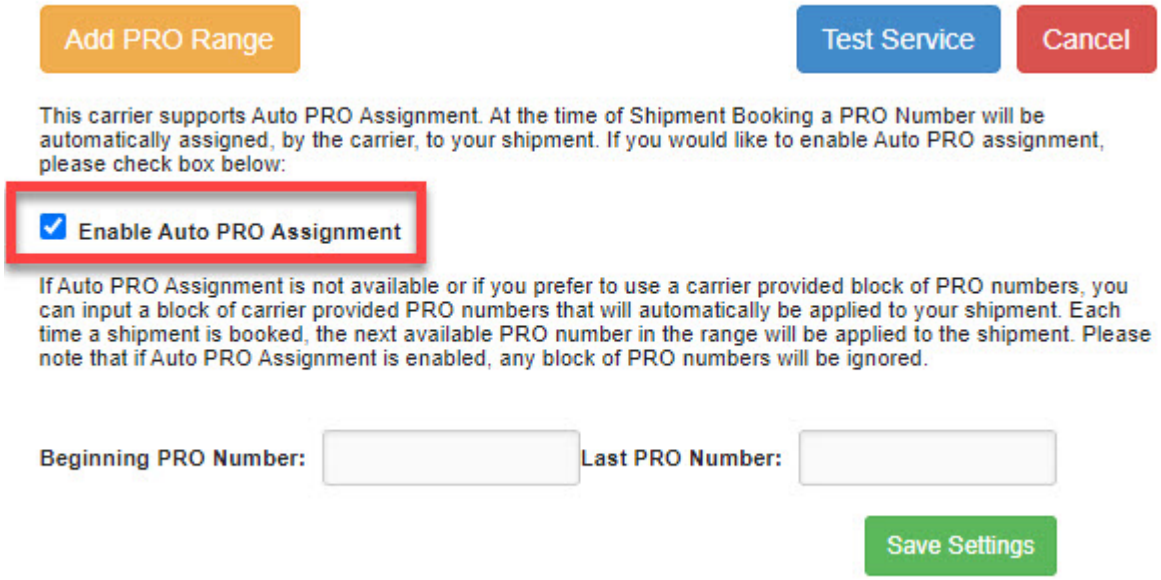


3. In the Carrier Rate Connection window, scroll to the bottom and click **Add PRO Range**.

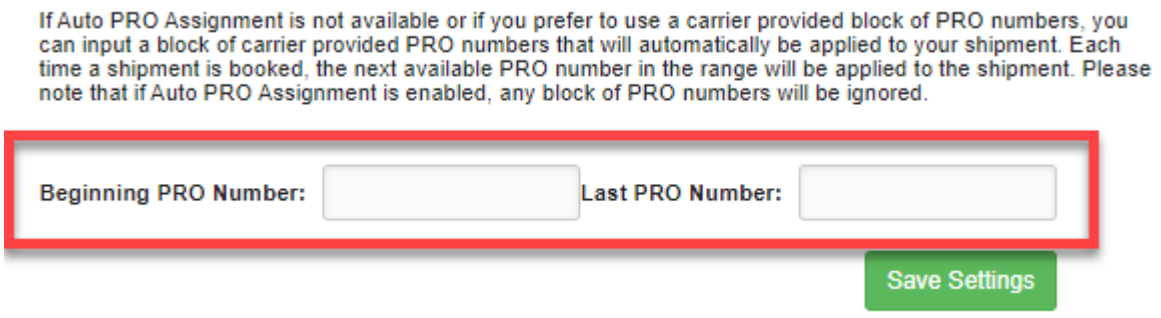


4. When the PRO Range Acknowledgment pop up appears, click **Acknowledge**.

5. If the carrier supports Auto PRO Assignment, you can enable it using the check box.



If the carrier does not support Auto PRO Assignment or if you wish to use a block of PRO numbers instead, please enter your PRO numbers into the **Current PRO Number** and **Last PRO Number** fields. Click **Save Settings**.



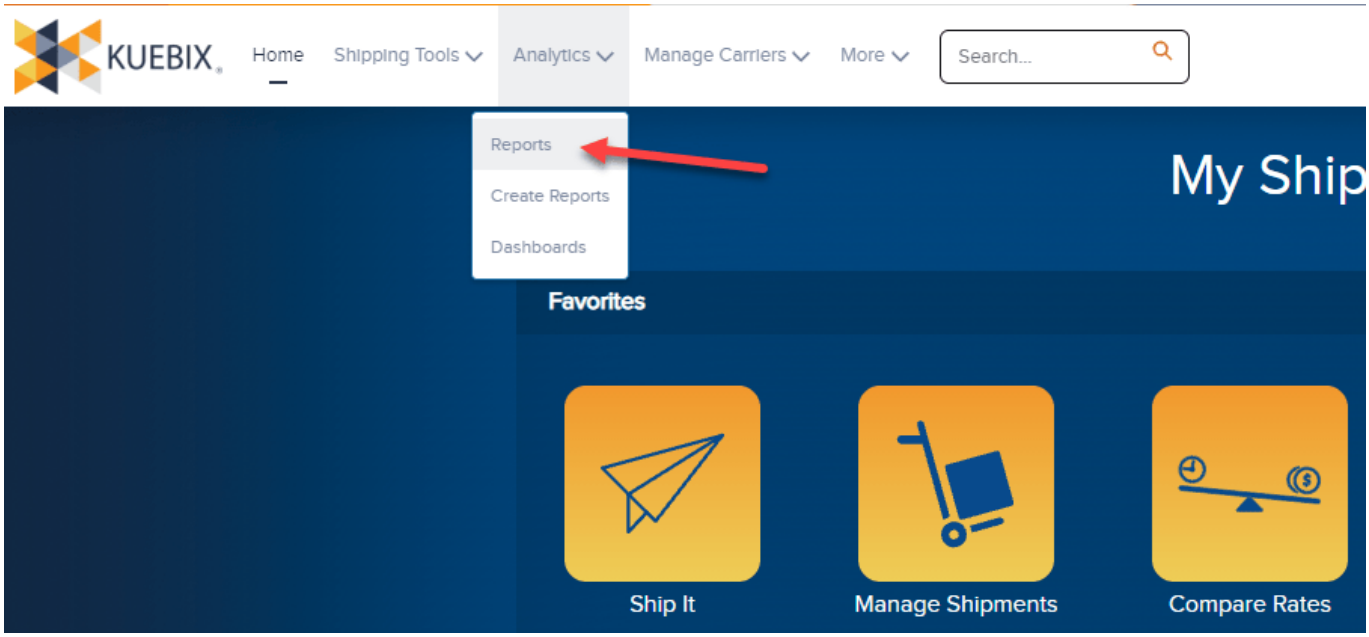
If the carrier has included instructions for figuring out the check digit, please know that Kuebix has the check digit algorithm saved and automatically applied to PRO numbers. You **do not** need to figure it out.

6. Please be advised that you can either use a block of PROs **OR**, if carrier supported, Auto PRO assignment. Using both methods will result in a missing PRO.

7. Click “Save Settings”.

*For blocks of PROs, our Business Pro customers have a helpful report available.

Select **Reports** from the Analytics option in the tool bar.



Under **All Reports**, click on the report titled **Digital PROs – How many are left…?**

Enabling or Adding PRO Numbers

