

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**.

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Agreement References				Agreement Details			
Apply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier
☐				All v	All v		
☐	Quick Actions...	A-0000116542		Yes v	Spot/Volume Agreement	Books and a Comfy Chair, Inc.	
☐	Quick Actions...	A-0000116541		Yes v	Spot/Volume Agreement	Books and a Comfy Chair, Inc.	
☐	Quick Actions...	A-0000116540		Yes v	Spot/Volume Agreement	Carrots for Okapis	
☐	Quick Actions...	A-0000110110		Yes v	LTL Agreement	Books and a Comfy Chair, Inc.	
☐	Quick Actions...			Yes v	TL Agreement	Books and a Comfy Chair, Inc.	

Edit Agreement

Remove Agreement

Edit Net Payment Terms

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

Account Description (Optional)

Spot/Volume Request Email

Kuebix Direct Carrier Connect Info

Username

Password

Account Number

Enable Auto-PRO (Yes/No)

Add PRO Range

Test Service

Cancel

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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.

Add PRO Range

Test Service

Cancel

This carrier supports Auto PRO Assignment. At the time of Shipment Booking a PRO Number will be automatically assigned, by the carrier, to your shipment. If you would like to enable Auto PRO assignment, please check box below:

☒ Enable Auto PRO Assignment

If Auto PRO Assignment is not available or if you prefer to use a carrier provided block of PRO numbers, you can input a block of carrier provided PRO numbers that will automatically be applied to your shipment. Each time a shipment is booked, the next available PRO number in the range will be applied to the shipment. Please note that if Auto PRO Assignment is enabled, any block of PRO numbers will be ignored.

Beginning PRO Number:

Last PRO Number:

Save Settings

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 Auto PRO Assignment is not available or if you prefer to use a carrier provided block of PRO numbers, you can input a block of carrier provided PRO numbers that will automatically be applied to your shipment. Each time a shipment is booked, the next available PRO number in the range will be applied to the shipment. Please note that if Auto PRO Assignment is enabled, any block of PRO numbers will be ignored.

Beginning PRO Number:

Last PRO Number:

Save Settings

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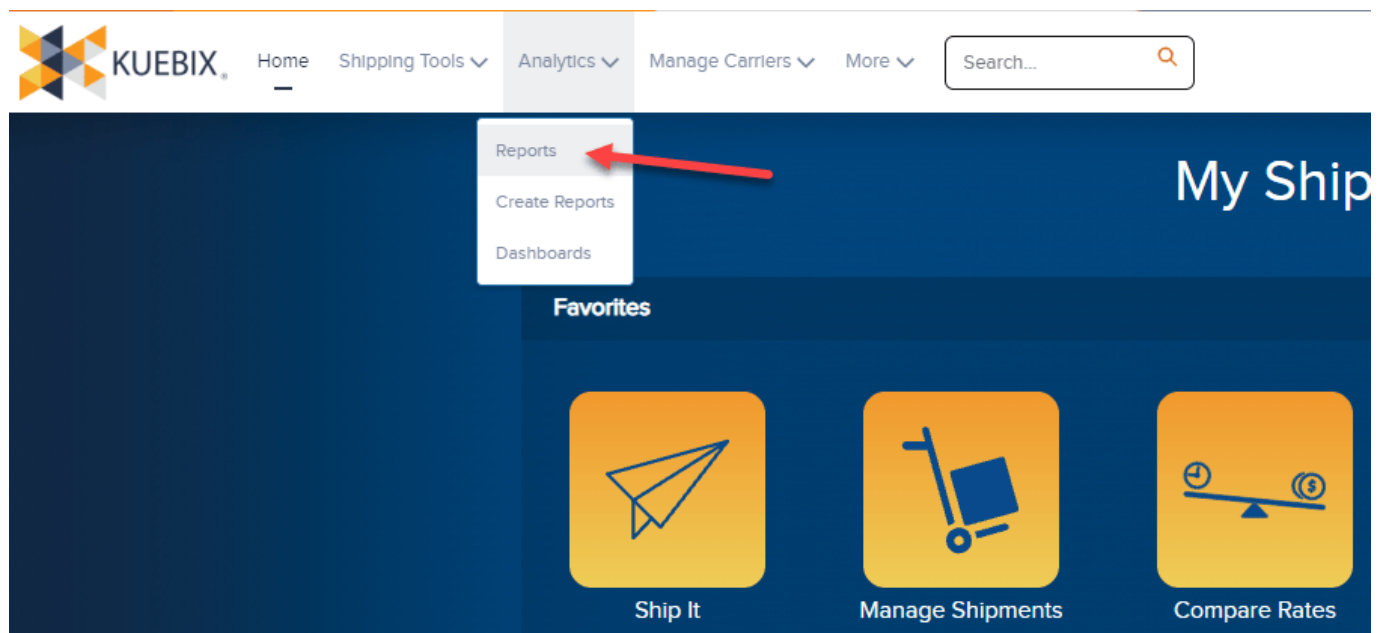
If the carrier has included instructions for figuring out the check digit, please know that Kuebix has the check digit algorithm saved and automatically applied to PRO numbers. You **do not** need to figure it out.

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...?**

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Reports		
All Reports		
97 items		
REPORTS	Report Name	Description 
Recent	DB Shipments by Class by Month	
Created by Me	DB YTD Shipment Report by Month	
Private Reports	Delivered Shipments	
All Reports	Destination terminal report	
FOLDERS		
All Folders	Digital PROs - How many are left...?	This report will show you how many PROs are left in the carrier provided range.
Created by Me	Freight Spent by Payment Type	Freight Spent by Payment Type
Shared with Me	Invoices Approved This Week	
FAVORITES		
All Favorites	Lane Performance	Lane Performance
		