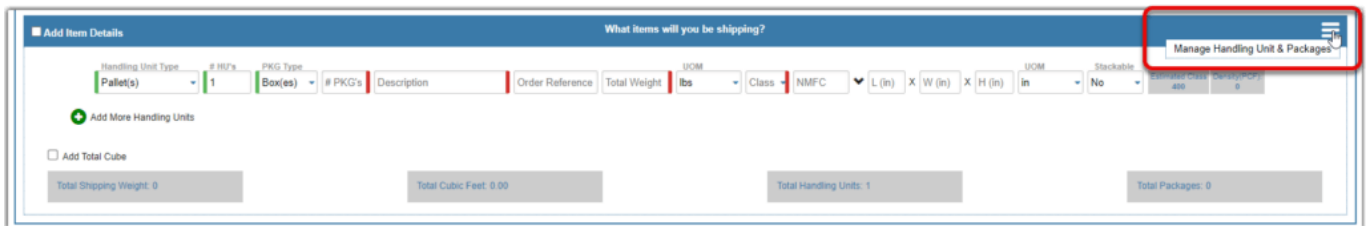


Adding Handling Units and Packages

On the **Ship It** page, Kuebix allows you to edit the Handling Units and Packages drop-down lists by activating additional items and by adding your own items.

1. On the **Ship It** page, scroll to the **What items will you be shipping?** section at the bottom of the page.
Click the **triple bar icon** in the top right of the section and select **Manage Handling Unit & Packages**.



2. The **Saved Handling Units and Packages** window appears.
To edit an existing item, click the **pencil icon** in the **Actions** column, next to the desired handling unit or package.

Actions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
	☒	Handling Unit	Box(es)						☐	Parcel,LTL,TL,Multistop TL
	☒	Package	Box(es)						☐	Parcel,LTL,TL,Multistop TL
	☒	Handling Unit	Bundles of Carrots						☒	Parcel,LTL,TL,Multistop TL

3. Once the item is editable, you can turn it on/off (using the **Active** box), change the name, if packages are required, etc. After any edits have been made, click the **green check mark** to save your changes. This item should now be available on the **Ship It** page.

Adding Handling Units and Packages

The screenshot shows the 'Add Item Details' form. The 'Handling Unit Type' dropdown is open, showing a list of options: Pallet(s), Box(es), Bundles of Carrots (highlighted), Bundle(s), Carton(s), Container(s), Crate(s), Cylinder(s), Drum(s), Pallet(s), Roll(s), Skid(s), Tank(s), and Tube(s). The '# HU's' field is set to 1, and the 'PKG Type' dropdown is set to Box(es). The '# PKG's' field is empty. The 'Description' field is also empty. A 'Total Shipping' button is visible on the left, and a 'Total Cubic Feet: 0.00' label is on the right.

Add your own Handling Unit and/or Package Type.

You can add a new Handling Unit and/or Package Type using the same process as above, and then click **Add New HU/PKG**.

1. Enter in the specifics of your package type including dimensions and tare weight.

The screenshot shows the 'Add New HU/PKG' form. The 'Handling Unit' dropdown is open, showing a list of options: Pallet(s), Box(es), Bundles of Carrots (highlighted), Bundle(s), Carton(s), Container(s), Crate(s), Cylinder(s), Drum(s), Pallet(s), Roll(s), Skid(s), Tank(s), and Tube(s). The '# HU's' field is set to 1, and the 'PKG Type' dropdown is set to Box(es). The '# PKG's' field is empty. The 'Description' field is also empty. A 'Total Shipping' button is visible on the left, and a 'Total Cubic Feet: 0.00' label is on the right.

2. Select the check box "Must Enter PKGs" for the package count to be required when creating line items.

Saved Handling Units and Packages										
Actions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
	☒	Package	Box(es)	0	0	0	0		☒	LTL, TL
	☒	Handling Unit	pallet						☒	Parcel, LTL, TL, Multistop TL

3. Select the **Active** box and then click the **green check mark** in the **Actions** column to

Adding Handling Units and Packages

save the new item.

Actions	Active	Show As	Name
 	☒	Package	Box(es)
 	☒	Package	Bucket(s)
  	☒	Handling Unit 	Bundles of Carrots

You can also set your default Handling Unit and/or Packages from this same window, by clicking on the Star in the left column.

Saved Handling Units and Packages										
Actions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
 	☒	Package	Bale(s)						☐	Parcel,LTL,TL,Multistop TL
 	☒	Handling Unit	Box(es)						☐	Parcel,LTL,TL,Multistop TL
 	☒	Package	Box(es)						☐	Parcel,LTL,TL,Multistop TL
 	☒	Package	Bucket(s)						☐	Parcel,LTL,TL,Multistop TL

4. Once you've completed any updates, click the red **Close** button.