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**.

T	Add Item Details	What items will you t	be shipping?	Ţ.
	Handling Unit Type # HU's PKG Type Pallet(s) • Box(es) • # PKG's De	scription Order Reference Total Weight Ibs	▼ Class ▼ NMFC ▼ L (in) X W (in) X H (in) in ▼ No	Manage Handling Unit & Packages Estimated Class Density(PCP) 400 0
	Add More Handling Units			
	Add Total Cube			
	Total Shipping Weight: 0	Total Cubic Feet: 0.00	Total Handling Units: 1	Total Packages: 0

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.

Ac	tions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
1	\$		Handling Unit	Box(es)							Parcel, LTL, TL, Multistop TL
1	*		Package	Box(es)							Parcel, LTL, TL, Multistop TL
С	∠ ⊘		Handling Unit 🗸	Bundles of Carrots						2	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.



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.

0 ⊻ C		Handling Unit 🗸				Select Mode(s) 💙
Add New HU/PKG]					

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	
San P	*		Package	Box(es)	0	0	0	0			LTL,TL	
San P	☆		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 save the new item.

Actions	Active	Show As	Name
/ 📩		Package	Box(es)
Save		Package	Bucket(s)
⊃ <u>∠</u> ⊘		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
1 🙀		Package	Bale(s)							Parcel, LTL, TL, Multistop TL
Set as Default		Handling Unit	Box(es)							Parcel, LTL, TL, Multistop TL
1 \star	8	Package	Box(es)							Parcel, LTL, TL, Multistop TL
1 1	51	Package	Bucket(s)							Parcel, LTL, TL, Multistop TL

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