

Adding Items to the Item Book

One of the features available to Business Pro customers is to add items to their item book. There are different methods to do this.

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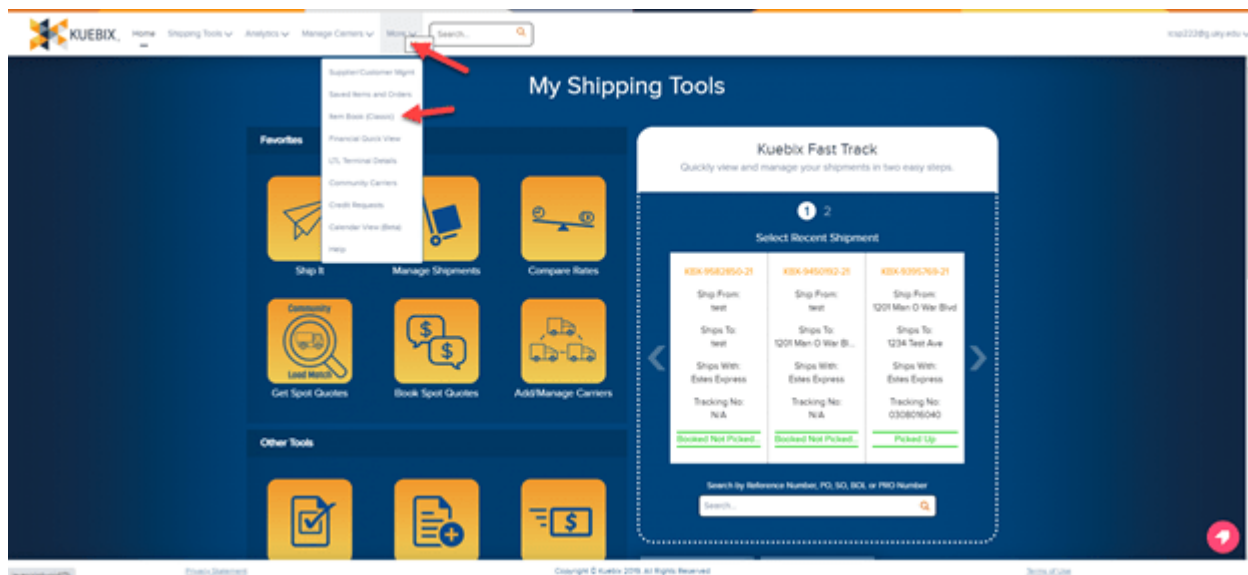
Adding Items Manually

If you want to add items as needed or don't have that many, adding them manually will be the easiest method.

Adding items via the Item Book (Classic)

To do this: Log into your Kuebix account.

Go to the “More” dropdown tab and select “Item Book”.



Adding Items to the Item Book

Click on “Create New Item Book”.

Enter the Item Name, Account name, SKU/Item Name, Class, and any other necessary fields.

The screenshot shows the 'New Item Book' form in the KUEBIX system. The form is titled 'Item Book Edit' and 'New Item Book'. It contains several sections for data entry:

- Information:** Includes fields for Item Name, Package Type (set to 'Pallet'), Account, Weight, Item Dimensions Weight Unit (set to 'Lb'), Unique Index, Shipping Ref Num, SKI Item Name, Item Stock, NMF, Class (set to 'None'), Last Used (set to '7/23/2021 7:51 PM'), and Description.
- Description:** Includes fields for Item Dimensions Length, Item Dimensions Width, Item Dimensions Height, Item Description, and Unit Cost.
- Haz Mat:** Includes checkboxes for Hazmat?, Limited Quantity, and Emergency Response, along with fields for Hazmat Type (set to 'None'), UN Number, and Packaging Group (PG) (set to 'None').
- Advanced Haz Mat:** Includes fields for Proper Shipping Name, Technical Name, Regulation (set to 'None'), Container Type, Secondary Class, and Hazardous Units (set to 'None').

At the top of the form, there are buttons for 'Save', 'Save & New', and 'Cancel'. A red icon with a plus sign and the text '+ Required Information' is visible in the top right corner of the form area. The footer of the page includes 'Privacy Statement', 'Copyright © Kuebix 2018. All Rights Reserved', and 'Terms of Use'.

Adding items via Ship It

Under Shipping Tools, click on Ship It.

Select “Add Item Details”, and then “Add From Item Book”

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Select “Add New Item”, and enter the details. If the item is Haz-mat, click the check box, fill out all required fields indicated by the red bar, and click Ok.

Actions	SKU / Item Name	Description	Length	Width	Height	UOM	Weight	NMFC #	Freight Class	HS Code	Country of Origin	Hazmat?
	Down Boots	Boots	0	0	0	in/lbs	0				United States	☐
	Up Boots	Boots	0	0	0	in/lbs	0				United States	☐
	Right Boots	Right Boots	0	0	0	in/lbs	0				United States	☐
	Left Boots	Left Boots	0	0	0	in/lbs	0				United States	☐
	More Boots					in/lb					United States	☐

Add New Item

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Close

To save the entered data, click on the green check mark.

***Note:** Previously entered Items can also be edited from this screen, just click the pencil!

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The SKU/Item name can now be entered into the “Item Search” field to bring up the newly saved information.

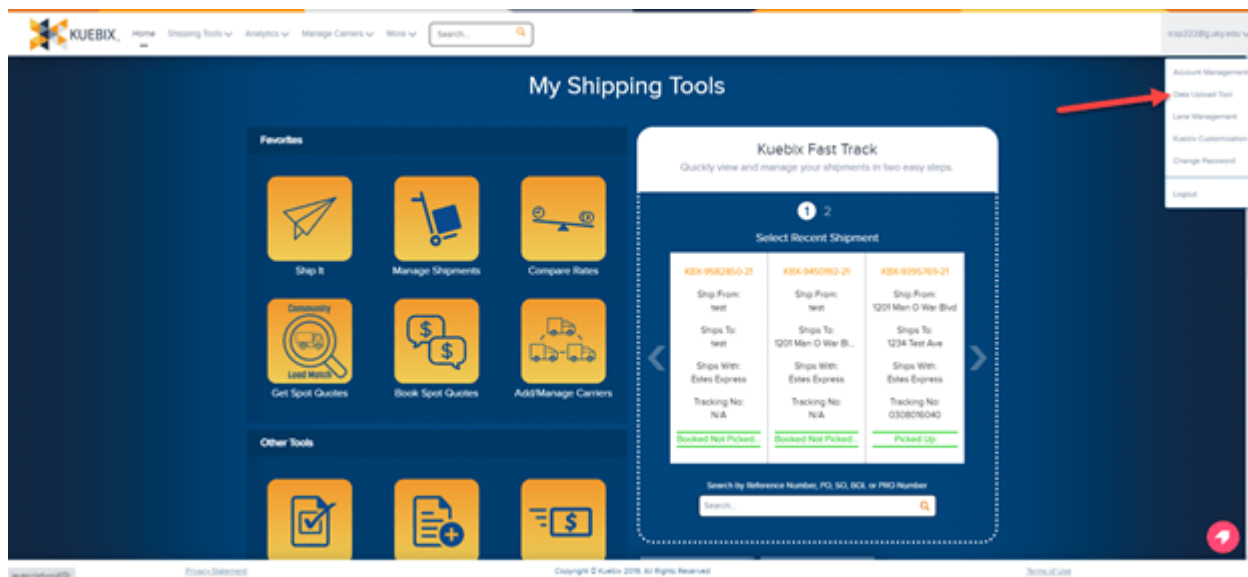
Ship It will only display up to 25 items in the Item Book, any more will be visible in More > Item Book (Classic).

If you have many items to add, Items can be added via a Data Upload.

Adding Items via Data Upload

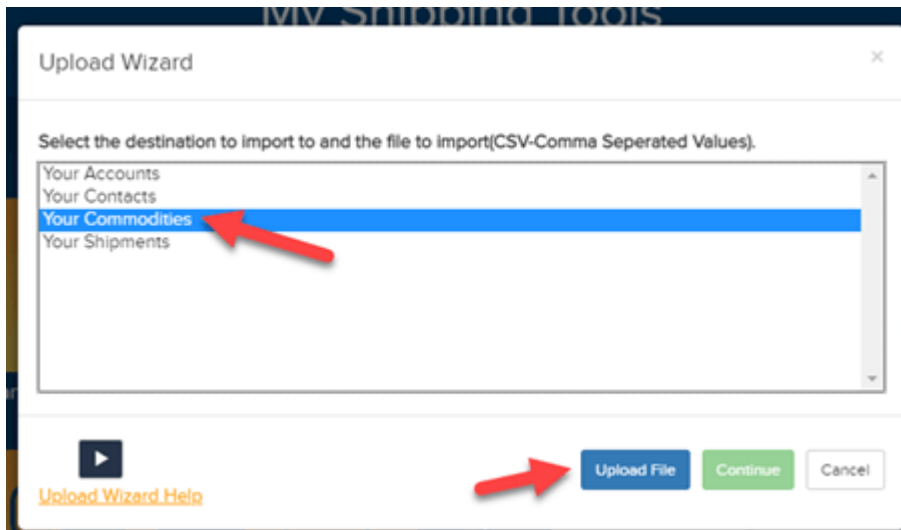
Using the Data Upload method allows you to upload your item book from a saved .csv file using the attached template, found at the bottom of the page under **Article Attachments**.

After signing into your Kuebix account, hover over your username in the top right-hand corner and select “Data Upload Tool” from the dropdown.



A list of options pops up, select “Your Commodities” and then “Upload File”.

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Navigate to where your CSV file is saved (it MUST be saved as a .CSV file) and click “Continue”

Click “Create Template”, name and create the template.

In the Template Editor, click on a Spreadsheet Field and the matching Import field and then “Map Fields”.

You can also select “Auto Map Fields” to have the system do this for you - for this to succeed the Spreadsheet Fields need to match the wording on the Import Fields.

Once everything is matched, click “Save Template”.

Select your newly created template, and click “Import”.