

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.

Table of Contents

- Adding Items Manually
 - Adding items via the Item Book (Classic)
 - Adding items via Ship It
- Adding Items via Data Upload

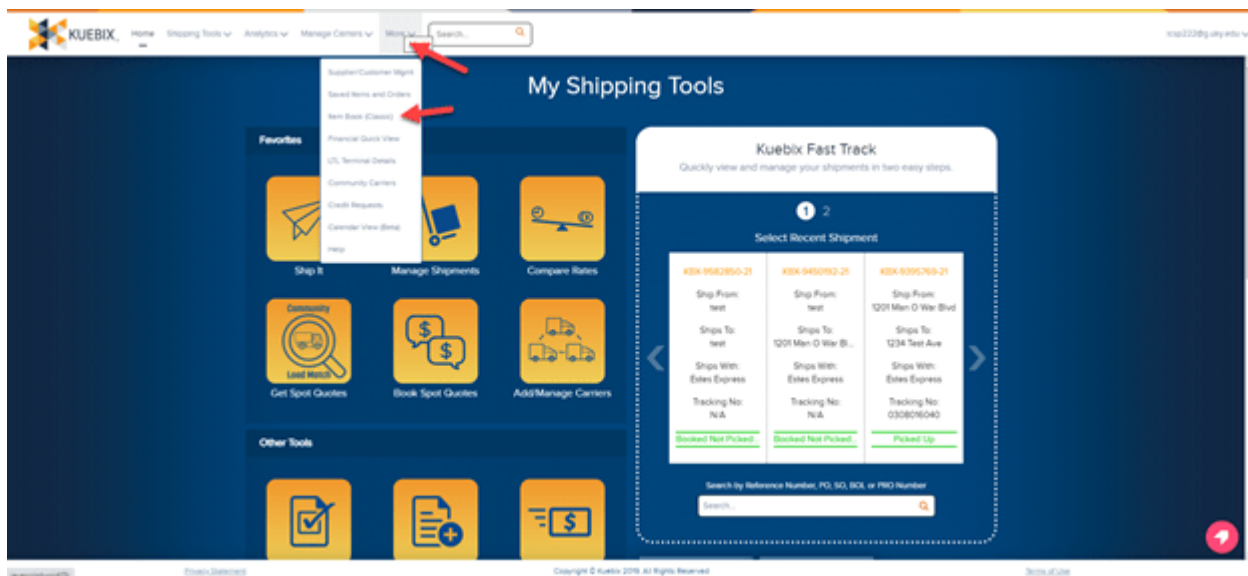
Adding Items Manually

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”.



Click on “Create New Item Book”.

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

Item Book Edit
New Item Book

Item Book Edit [Save] [Save & New] [Cancel]

Information

Item Name [] SKU / Item Name []
Package Type [Pallet] Item Stock []
Account [] NSFC []
Weight [] Class [None] [v]
Item Dimensions Weight Unit [Lb] Lead Time [7/23/2017 7:51 PM] [7/23/2017 7:51 PM]
Shipper Index [] Description []
Shipping Ref Num []

Description

Item Dimensions Length [] Normal Description []
Item Dimensions Width [] Unit Cost []
Item Dimensions Height []

Haz Mat

Hazardous? [] Hazard Type [None] [v]
Limited Quantity? [] UN Number []
Emergency Response [] Packaging Group (PG) [None] [v]

Advanced Haz Mat

Proper Shipping Name []
Technical Name []
Regulation [None] [v]
Container Type []
Subsidiary Class []
Hazardbook Title [None] [v]

Required Information

Adding items via Ship It

Under Shipping Tools, click on Ship It.

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

Shipping Tools

Ship It [] Appointment Required []
Manage Shipments [] Clear Address []
Compare Rates [] Default Contact []
Book Your Spot Quotes []
Approve Carrier Invoices []
Create Carrier Invoices []
Submit Carrier Payments []
Lookup Carrier Payments []
Manage Rate Exceptions []
Track Claims []
Manage Bill-To-Discrepancies 2015 []

Default Contact []
Clear Address []
Default Contact []

Need additional services for your shipment?

addEst Special Services []
Pickup Accessories []
Delivery Accessories []
Special Instructions []

What items will you be shipping?

Handling Unit Type	# of Units	Item No.	Item Name	Gross Weight	NSFC	Stockable
Pallet	1	0	0	0	0	No

Add Item Details

Add Item to Packages []
of Units [] Pkg Type []
Item Search [] PG Reference [] ISO Reference [] SKU / Item Name [] Description [] Net Weight [] Gross Weight [] Item Units [] Class [] NSFC [] Community Regulations []
Add More Handling Units [] Add More Items [] Add From Item Book []

Add Total Shipping Weight [] Add Total Tax Weight [] Add Total Cube []

Total Shipping Weight: 0.0000 [] Total Cubic Feet: 0.00 [] Total Handling Units: 1 [] Total Packages: 0 []

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.

Saved Items

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	<input type="checkbox"/>
	Up Boots	Boots	0	0	0	in/lbs	0				United States	<input type="checkbox"/>
	Right Boots	Right Boots	0	0	0	in/lbs	0				United States	<input type="checkbox"/>
	Left Boots	Left Boots	0	0	0	in/lbs	0				United States	<input type="checkbox"/>
	More Boots					in/lb					United States	<input type="checkbox"/>

Add New Item

Previous Next Item Search Page 1 of 1 10 View: 1 - 5 of 5

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!

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

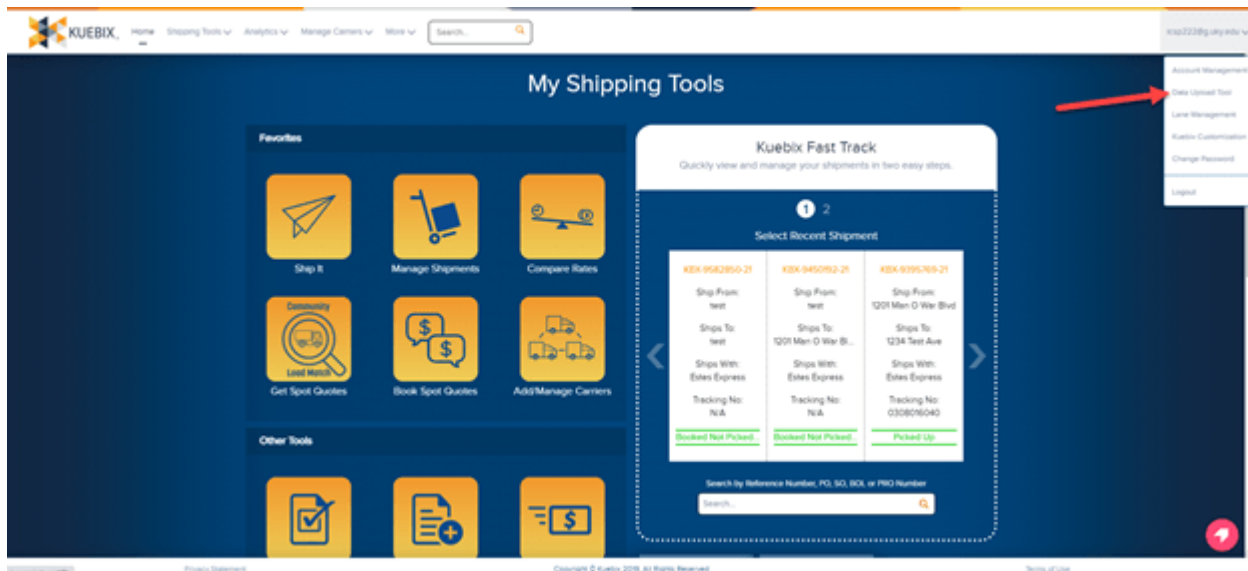
Ship It will only display up to 25 items in the Item Book, any more will be visible in More > Item Book (Classic).

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

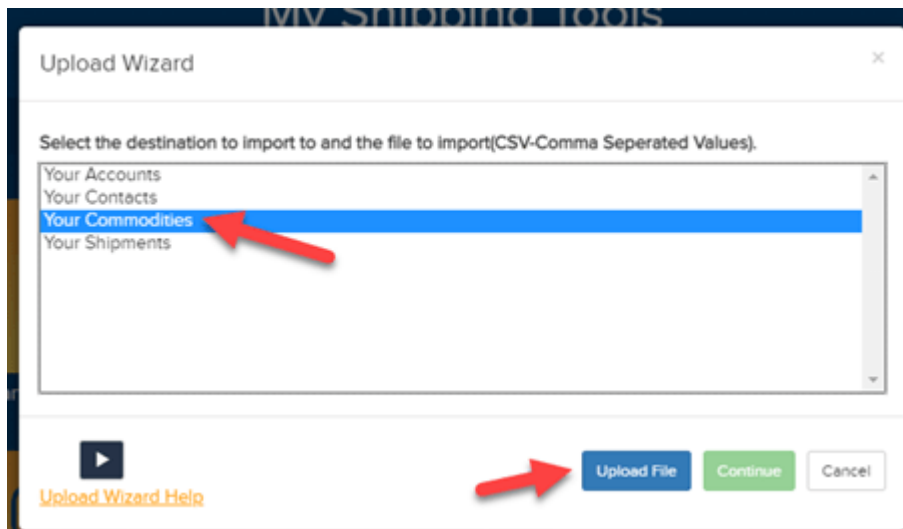
Adding Items via Data Upload

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”.



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".