

# Adding and Editing Locations

Adding additional locations is an option for Business Pro customers.

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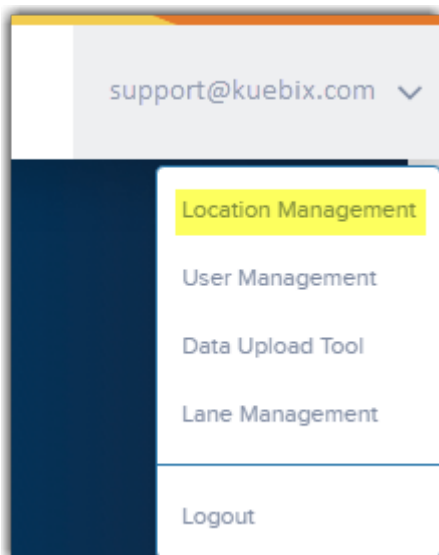
- [To add a new location](#)
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**IMPORTANT NOTE:** If you have an integration, please reach out to support@kuebix.com before updating any existing locations. Updating the information without notifying support risks issues with your integration.

## To add a new location

Follow these steps to add a new location to your account:

1. In the drop-down list in the upper-right corner, select **Location Management**.



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## 2. Click **New Location**.

**Your Kuebix Configuration** New Location **NEW LOCATION**

**GENERAL** SHIPMENT RATING DOCUMENTS BILLING

Company Name \*  ! Active

Street \*  !

City \*  !

State \*  !

Postal Code \*  !

Country \*

Location Order

Copy Commodity Book

**Company Logo:**  
To add your company logo you can either use the "LOGO UPLOAD" function to select a file from your computer or drag and drop your image file into the box below. The uploaded image will be displayed in documents such as Bills of Lading, Address Labels, and Tender Documents.  
**PLEASE NOTE:** The ideal aspect ratio is 190 pixels by 70 pixels. File types accepted: .jpg, .png, .gif, .bmp

Or Drop the Image Here

3. Complete the required fields (indicated with red exclamation mark icons) to identify the new location.

4. Click **Save**.

**Optional: Set the billing address and desired default information.**

To set the shipment, rating, and/or document (BOL) defaults, click on the corresponding tabs.

General shipment information, such as pickup/delivery instructions, pickup open and close times, and if you'd like a pickup confirmation email sent are on the **Shipment** tab.

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**Your Kuebix Configuration** Books and a Comfy Chair, Inc. NEW LOCATION

GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING
Shipment Type	LTL	Pickup Open	Select...	
Shipment Mode	Dry Van	Pickup Close	Select...	
Payment Type	Outbound Prepaid	Pickup Instructions	Please bring chocolate coins for the bridge toll.	
Shipment Temp	None	Delivery Instructions	Consignee Signature: _____ Date Received: __/__/____	
Min Temp	0	Hazmat Phone	(__)-__-____	
Max Temp	0	Disable Single Shipment	<input type="checkbox"/>	
		Pickup Confirmation Email	<input checked="" type="checkbox"/>	

SAVE

Any default pickup or delivery accessories can be set on the **Rating** tab. More than one accessory can be added if needed.

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**Your Kuebix Configuration** Books and a Comfy Chair, Inc. NEW LOCATION

GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING
Limit To Direct Rates	<input type="checkbox"/>	Pickup Accessorials	Select...	
LTL Parcel Compare	<input type="checkbox"/>	Delivery Accessorials		
Over Length Accessorial Threshold	0	Other Accessorials		

- 2nd Man
- Additional Stairs
- After Hours (Pickup/Delivery)
- Airport Pickup/Delivery
- Blind Shipment
- Bulk?
- Convention/Hotel (Pickup/Deliver...
- Cross Border Fee
- Customs Clearance
- Dangerous Goods Fee
- Detention Charges

SAVE

BOL instructions can be set on the **Documents** tab.

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**Your Kuebix Configuration** Books and a Comfy Chair, Inc. [NEW LOCATION](#)

GENERAL SHIPMENT RATING DOCUMENTS BILLING

BOL Type Standard BOL Instructions Consignee Signature: \_\_\_\_\_ Date  
Received: \_\_/\_\_/\_\_

BOL Signature \_\_\_\_\_

Show Abbreviated Bill To

[SAVE](#)

To set the billing address, click on the **Billing** tab.

# Adding and Editing Locations

The screenshot shows a web interface for configuring a location. At the top, it says 'Your Kuebix Configuration' and 'Books and a Comfy Chair, Inc.' with a dropdown arrow and a 'NEW LOCATION' button. Below this is a tabbed interface with 'BILLING' selected. The form contains the following fields:

GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING
Company Name	Books and a Comfy Chair Billing	Invoice Amount Threshold \$	3	
Street	123 Real Street	Invoice Amount Threshold %	0	
City	Maynard	Rate Quote Validation Threshold	0	
State	MA			
Postal Code	01754			
Country	United States			

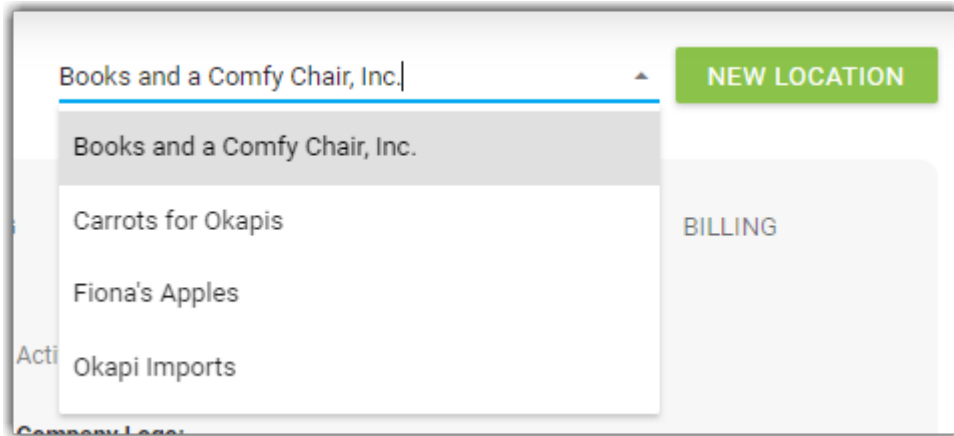
A 'SAVE' button is located at the bottom right of the form.

**Once the new location is created, your carrier connections will need to be added. Please see the [Adding Carrier Agreements](#) guide for helpful instructions: [Adding Carrier Agreements](#)**

## To edit an existing location

1. Navigate to the same Location Management screen described above for adding a location.
2. Using the drop down menu, select the desired location to adjust.

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3. If you'd like to make the location inactive, uncheck the Active box.
4. Adjust the information as needed, and click Save.

### To update a billing address or contact

There are two methods:

The first is to use **Location Management**, select the desired location from the drop down menu, and then click on the **Billing** tab as described in greater detail in the section **To add a new location**.

The second is by searching the location name in the search field at the top the screen and then selecting the Account Name. You can set the billing contact using this method.

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ACCOUNT NAME	PARENT ACCOUNT	ACCOUNT SITE	KUEBIX COMMUNITY CARRIER
Carrots for Okapis	Books and a Comfy Chair, Inc.	Maynard, MA	

After clicking on the Account Name, scroll down and find the address you'd like to update. Click on the pencil icon.

You can also use this page to update your [Default Information](#).

**Address Information**

Billing Address  
135 This Street Is Real  
Maynard, MA 01754  
United States

Shipping Address  
135 This Street Is Real  
Maynard, MA 01754  
United States

Enter the desired information, and then click Save.

# Adding and Editing Locations



▼ Address Information

Billing Address		Shipping Address	
<input type="text" value="Search Address"/>		<input type="text" value="Search Address"/>	
Billing Street		Shipping Street	
<input type="text" value="135 This Street Is Real"/>		<input type="text" value="135 This Street Is Real"/>	
Billing City	Billing State/Province	Shipping City	Shipping State/Province
<input type="text" value="Maynard"/>	<input type="text" value="MA"/>	<input type="text" value="Maynard"/>	<input type="text" value="MA"/>
Billing Zip/Postal Code	Billing Country	Shipping Zip/Postal Code	Shipping Country
<input type="text" value="01754"/>	<input type="text" value="United States"/>	<input type="text" value="01754"/>	<input type="text" value="United States"/>
Billing Contact ⓘ	Shipping Contact ⓘ		
<input type="text" value="Search Contacts..."/>	<input type="text" value="Search Contacts..."/>		
Bill To Phone ⓘ	Shipping Phone ⓘ		
Bill To Email ⓘ	Shipping Email ⓘ		
Pay To Contact ⓘ	Shipping Fax ⓘ		
<input type="text" value="Search Contacts..."/>			

The fields for a billing or shipping contact are here as well.

# Adding and Editing Locations

▼ Address Information

<p>Billing Address</p> <p>135 This Street Is Real Maynard, MA 01754 United States</p> 	<p>Shipping Address</p> <p>135 This Street Is Real Maynard, MA 01754 United States</p> 
<p>Billing Contact ⓘ</p>	<p>Shipping Contact ⓘ</p>
<p>Bill To Phone ⓘ</p> <hr/>	<p>Shipping Phone ⓘ</p> <hr/>
<p>Bill To Email ⓘ</p> <hr/>	<p>Shipping Email ⓘ</p> <hr/>
<p>Pay To Contact ⓘ</p> <hr/>	<p>Shipping Fax ⓘ</p> <hr/>

If you have any questions or issues, please reach out to [support@kuebix.com](mailto:support@kuebix.com).