Adding and Editing Locations

Adding additional locations is an option for Business Pro customers.

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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.



2. Click New Location.

our Kuebix Configur	ration	New	Location	
GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING
Company Name *		1 Active		
Street *		Company To add yo	• Logo: our company logo you can either use the	"LOGO UPLOAD" function to
City *		select a fi below. Th Lading, A	le from your computer or drag and drop e uploaded image will be displayed in do ddress Labels, and Tender Documents.	your image file into the box ocuments such as Bills of
State *	Select	PLEASE Maccepted	VOTE: The ideal aspect ratio is 190 pixel: jpg, .png, .gif, .bmp	s by 70 pixels. File types
Postal Code *		LOG	O UPLOAD Or Drop the Image He	ere
Country *	United States	•		
Location Order				
Copy Commodity Book				

- 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.

ur Kuebix Configuration		Configuration Books and a Comfy Chair, Inc.		✓ NEW LOCATION	
GENERAL	SHIPMENT	RATI	NG	DOCUMENTS	BILLING
Shipment Type	ITL	*	Pickup Open	Select	•
Shipment Mode	Dry Van	*	Pickup Close	Select	*
Payment Type	Outbound Prepaid		Pickup Instructions	Please bring choc toll.	olate coins for the bridge
Shipment Temp	None	•	Delivery Instructions	Consignee Signat	ure: Date
Min Temp	0			Received://	
Max Temp	0		Hazmat Phone	()	
			Disable Single Shipn	nent	
			Pickup Confirmation	i Email 🔽	
					SAVE

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

Your Kuebix Configuration	Books and a Com	Books and a Comfy Chair, Inc.				
GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING		
Limit To Direct Rates		Pickup Accessorials		Select		
LTL Parcel Compare		Delivery Accessorials		2nd Man		
Over Length Accessorial Threshold	0	Other Accessorials		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		

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

Your Kuebix Configur	ation	Books an	id a Comfy Chair, Inc.	NEW LOCATION
GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING
BOL Type BOL Signature	Standard	BOL Instructio	Consignee Signature: Received://	Date
Show Abbreviated Bill To				
				SAVE

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

Your Kuebix Configurati	on	Books and	l a Comfy Chair, In	с.	• NEW LOCATION
GENERAL	SHIPMENT	RATING	DOCUME	NTS	BILLING
Company Name	Books and a Comfy Chair Billing	Invoice Amoun	t Threshold \$	3	
Street	123 Real Street	Invoice Amoun	t Threshold %	0	
City	Maynard	Rate Quote Val	idation Threshold	0	
State	МА	*			
Postal Code	01754				
Country	United States	•			
					SAVE

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.

	Books and a Comfy Chair, Inc.	NEW LOCATION
	Books and a Comfy Chair, Inc.	
	Carrots for Okapis	BILLING
	Fiona's Apples	
Acti	Okapi Imports	
Com	nonu Logo:	

- 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.

Home	Shipping Tools 🗸	Analytics 🗸	Manage Carriers 🗸	More 🗸	Carrots	٩	
	Accounts 1 Result						
	ACCOUNT NAME	PARENT	ACCOUNT	ACCO	UNT SITE	KUEBIX COMMUN	NITY CARRIER
	Carrots for Okapis	Books ar	nd a Comfy Chair, Inc.	Mayna	ard, 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		Shipping Address	
Maynard MA 01754	and the second sec	Maypard MA 01754	and the second sec
United States		United States	

Enter the desired information, and then click Save.

 Address Information 				
Billing Address		Shipping Address		
Q Search Address	Q Search Address			
Billing Street		Shipping Street		
135 This Street Is Real		135 This Street is Real		
Billing City	Billing State/Province	Shipping City		Shipping State/Province
Maynard	MA	Maynard		MA
Billing Zip/Postal Code	Billing Country	Shipping Zip/Postal Code		Shipping Country
01754	United States	01754		United States
Billing Contact		Shipping Contact		
Search Contacts	Q	Search Contacts		Q
Bill To Phone		Shipping Phone		
Bill To Email		Shipping Email		
Pay To Contact		Shipping Fax		
Search Contacts	Q			

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



If you have any questions or issues, please reach out to support@kuebix.com.