

Adding and Editing Locations

Adding additional locations is an option for Business Pro customers.

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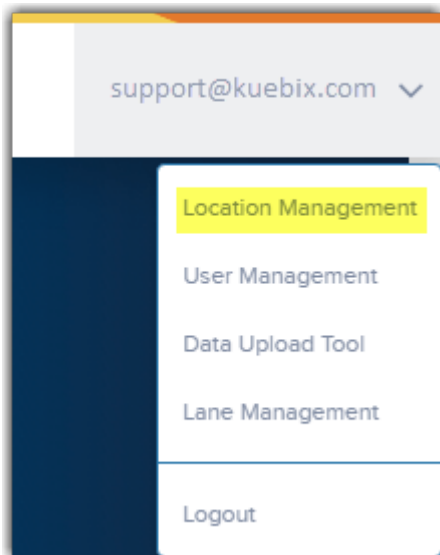
- To add a new location
 - Optional: Set the billing address and desired default information.
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IMPORTANT NOTE: If you have an integration, please reach out to support@kuebix.com before updating any existing locations. Updating the information without 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**.

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.

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 accessorials can be set on the **Rating** tab. More than one accessorial can be added if needed.

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	<ul style="list-style-type: none"> 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 	
Over Length Accessorial Threshold	0	Other Accessorials		

SAVE

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

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.

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

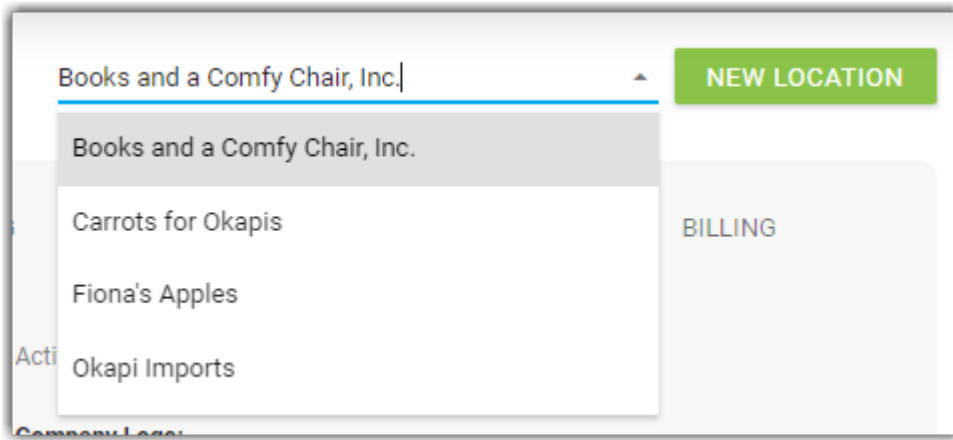
GENERAL	SHIPMENT	RATING	DOCUMENTS	BILLING
Company Name	<u>Books and a Comfy Chair Billing</u>	Invoice Amount Threshold \$	<u>3</u>	
Street	<u>123 Real Street</u>	Invoice Amount Threshold %	<u>0</u>	
City	<u>Maynard</u>	Rate Quote Validation Threshold	<u>0</u>	
State	<u>MA</u> ▼			
Postal Code	<u>01754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

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.



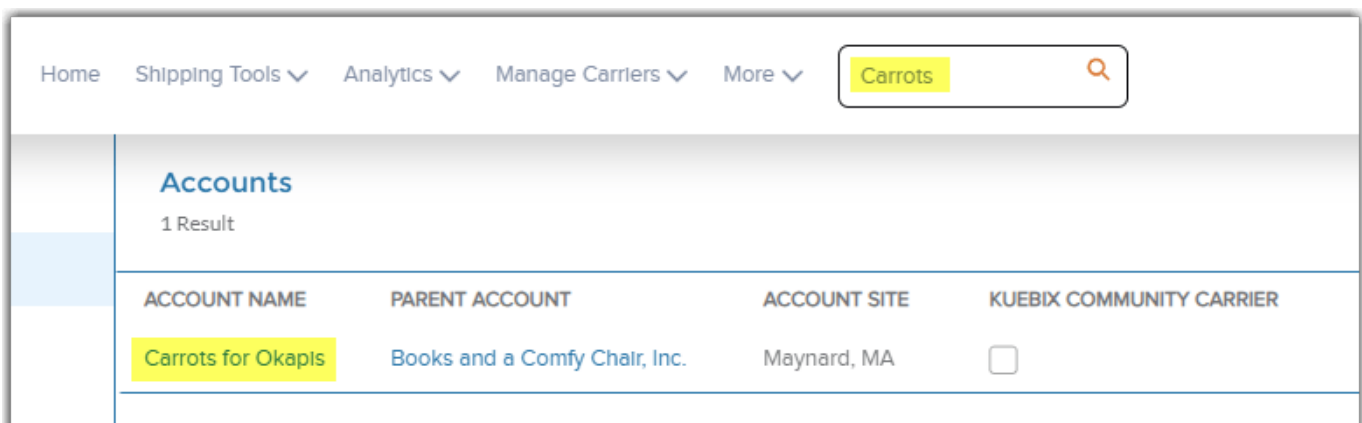
3. If you'd like to make the location inactive, uncheck the Active box.
4. Adjust the information as needed, and click Save.

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.



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



Enter the desired information, and then click Save.

▼ **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 ⓘ	
<input type="text"/>		<input type="text"/>	
Bill To Email ⓘ		Shipping Email ⓘ	
<input type="text"/>		<input type="text"/>	
Pay To Contact ⓘ		Shipping Fax ⓘ	
<input type="text" value="Search Contacts..."/>		<input type="text"/>	

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

▼ Address Information

<p>Billing Address</p> <p>135 This Street Is Real Maynard, MA 01754 United States</p>  <p>Google Map data ©2024 Google</p>	<p>Shipping Address</p> <p>135 This Street Is Real Maynard, MA 01754 United States</p>  <p>Google Map data ©2024 Google</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.