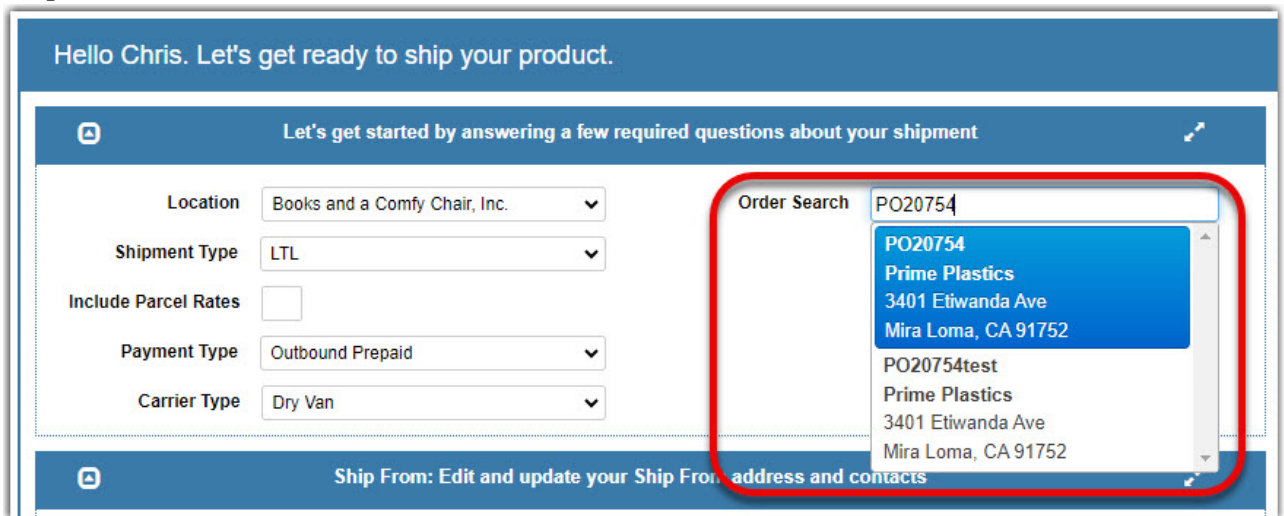


Building a Shipment (Order Integration)

You can use the **Ship It** page to locate an order that was passed to Kuebix from your ERP system. You can then build a shipment for that order, as well as retrieve and compare rates and book your shipment.

1. Go to **Ship It** to begin creating your shipment.
2. In the **Order Search** field, search for the order for which you would like to create a shipment.



The screenshot shows the 'Ship It' page with a blue header that says 'Hello Chris. Let's get ready to ship your product.' Below the header is a section titled 'Let's get started by answering a few required questions about your shipment'. This section contains several dropdown menus and checkboxes: 'Location' (Books and a Comfy Chair, Inc.), 'Shipment Type' (LTL), 'Include Parcel Rates' (checkbox), 'Payment Type' (Outbound Prepaid), and 'Carrier Type' (Dry Van). To the right of these fields is an 'Order Search' field with the text 'PO20754' entered. A dropdown menu is open below the search field, showing two results. The first result is highlighted in blue and contains the text: 'PO20754', 'Prime Plastics', '3401 Etiwanda Ave', and 'Mira Loma, CA 91752'. The second result is 'PO20754test', 'Prime Plastics', '3401 Etiwanda Ave', and 'Mira Loma, CA 91752'. A red rectangle highlights the 'Order Search' field and the dropdown menu. At the bottom of the form is a blue bar with the text 'Ship From: Edit and update your Ship From address and contacts'.

3. Select the order that drops down after searching.
4. Once you select your order, all of the order and shipment details populate into the appropriate fields.

Please Note: Only information passed to Kuebix from your ERP system will be included on this Order.

Building a Shipment (Order Integration)

Ship From: Edit and update your Ship From address and contacts		Ship To: Edit and update your Ship To address and contacts	
Search Company	Books and a Comfy Chair, Inc.	Select Contact	--New Contact--
Company Name	Books and a Comfy Chair, Inc.	First Name	Jamie
Address	123 Real Street	Last Name	Eisenburg
Address 2		Email	support@kuebix.com
Postal	01754 State MA	Phone	(555) 999-1234
City	Maynard	Pickup Instructions	Third door on the right
Country	United States	☐ Save Instructions	
Residential Address	☐	Origin Tax ID/VAT	
Liftgate Required	☒		
Blind Shipment	☐		
	☒ Default Contact ☒ Save Contact		
Search Company	Prime Plastics	Select Contact	--New Contact--
Company Name	Prime Plastics	First Name	Primo
Address	3401 Etlwanda Ave	Last Name	Milly
Address 2	Suite# 931C	Email	
Postal	91752 State CA	Phone	(999) 555-1234
City	Mira Loma	Delivery Instructions	
Country	United States	☐ Save Instructions	
Residential Address	☐	Destination Tax ID/VAT	
Liftgate Required	☐		
Appointment Required	☐		
	☒ Clear Address ☒ Save Address ☒ Default Contact		

- At the bottom of the page, you can select which line items to add to your shipment. If you do not see the option, make sure **Add Items to Packages** is checked in the upper left of the area.

Add Items to Packages

Select the Orders you will be shipping

Use All Line Items

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
+ PO20754	SF20215124	Recycling Ser.	Recycling serv.	4	4
+ PO20754	SF20215124	Sailing Service	Sailing, it takes...	8	8
+ PO20754	SF20215124	Skating Service	Tuck and go	12	12
+ PO20754	SF20215124	Recycling Ser.	Recycling serv.	4	4
+ PO20754	SF20215124	Sailing Service	Sailing, it takes...	8	8
+ PO20754	SF20215124	Skating Service	Tuck and go	12	12
+ PO20754	SF20215124	Recycling Ser.	Recycling serv.	4	4
+ PO20754	SF20215124	Sailing Service	Sailing, it takes...	8	8
+ PO20754	SF20215124	Skating Service	Tuck and go	12	12
+ PO20754	SF20215124	Recycling Ser.	Recycling serv.	4	4

Handling Unit Type: Pallet(s) # HU's: 6 Tare Wt.: 0 Net Wt.: 1790 Gross Weight: 1790 UOM: lbs L (in): 40 X 48 H (in): 48 Stackable: Yes Estimated Class: 175 Density: 0.50

Pkg Type: Box(es) # PKG's: 240 Net Wt.: 1790 UOM: lbs Display Dimensions

PO Reference	SO Reference	SKU / Item Name	Description	Net Weight	Item Units	Class	Commodity Regulations
+ PO20754	SF20215124	Recycling Servi	Recycling service, processin	48	0	77.5	NMFC Commodity Regulations
+ PO20754	SF20215124	Sailing Service	Sailing, it takes my breath aw	96	0	70	NMFC Commodity Regulations
+ PO20754	SF20215124	Skating Service	Tuck and go	144	0	55	NMFC Commodity Regulations
+ PO20754	SF20215124	Recycling Servi	Recycling service, processin	48	0	77.5	NMFC Commodity Regulations
+ PO20754	SF20215124	Sailing Service	Sailing, it takes my breath aw	96	0	70	NMFC Commodity Regulations
+ PO20754	SF20215124	Skating Service	Tuck and go	144	0	55	NMFC Commodity Regulations
+ PO20754	SF20215124	Recycling Servi	Recycling service, processin	48	0	77.5	NMFC Commodity Regulations
+ PO20754	SF20215124	Sailing Service	Sailing, it takes my breath aw	96	0	70	NMFC Commodity Regulations

Drag & Drop Feature

To add specific line items, you can drag and drop by clicking and holding the arrows icon, and dropping it in either of the indicated areas on the right.

The screenshot displays the 'Billing Document Item Overview' for document number 7000000001. It lists three items:

	PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
	PO20754	SF20215124	Recycling Ser...	Recycling serv...	4	4
	PO20754	SF20215124	Sailing Service	Sailing, it take...	8	8
	PO20754	SF20215124	Skiing Service	Tuck and go	12	12

Below the table, there are two sections for additional details:

- Handling Unit Type:** Pallet(s), # HU's: 6, Tare Wt.: 0, Net Wt.: 1790, Gross Weight: 1790, UOM: lbs.
- PKG Type:** Box(es), # PKG's: 240, Net Wt.: 1790, UOM: lbs.

At the bottom, there are fields for PO Reference (PO20754) and SO Reference (SF20215124), followed by a table of SKUs and their descriptions.

To easily add all of the available line items to the shipment, click the **Use All Line Items** button.

6. If you need to add additional orders to ship on this current shipment, click the 3 horizontal lines on the top right corner of the item entry page. This will pull up all of the orders that are also assigned to ship to this customer and address.

Building a Shipment (Order Integration)

- Click **Add** next to the orders you would like to add to the current shipment. These new orders will appear on the left column next to the item entry page. You can then repeat step 5 and get these orders added to the shipment.

Action	PO #	SO #	Line Items	Units Ordered	Units Shipped	Units Remaining	Pickup Date	Del. Date
Remove	PO20756	SF20215126	15	120	0	120		
Add	PO20754	SF20215124	15	120	0	120		

- Once your shipment is built, click **Get Rates**. This pulls all of your carrier rates and displays them side by side.
- After viewing and selecting the rate you would like to choose, click **Book Shipment**.

Once you click Book Shipment, Kuebix writes back to your ERP system, marking this PO as Filled. This allows your team to determine which orders have been filled and which orders still need to be shipped out.

- Once you book your shipment, you will see the below pop up asking if you would like to have Kuebix schedule your pickup. If you would like Kuebix to schedule the pickup, click **OK**. If not, click **Cancel**.
- Your shipment is now booked. You can access your shipment documents on this page. You can also access all of these documents on the **Manage Shipments** page.

Building a Shipment (Order Integration)

[illegible]