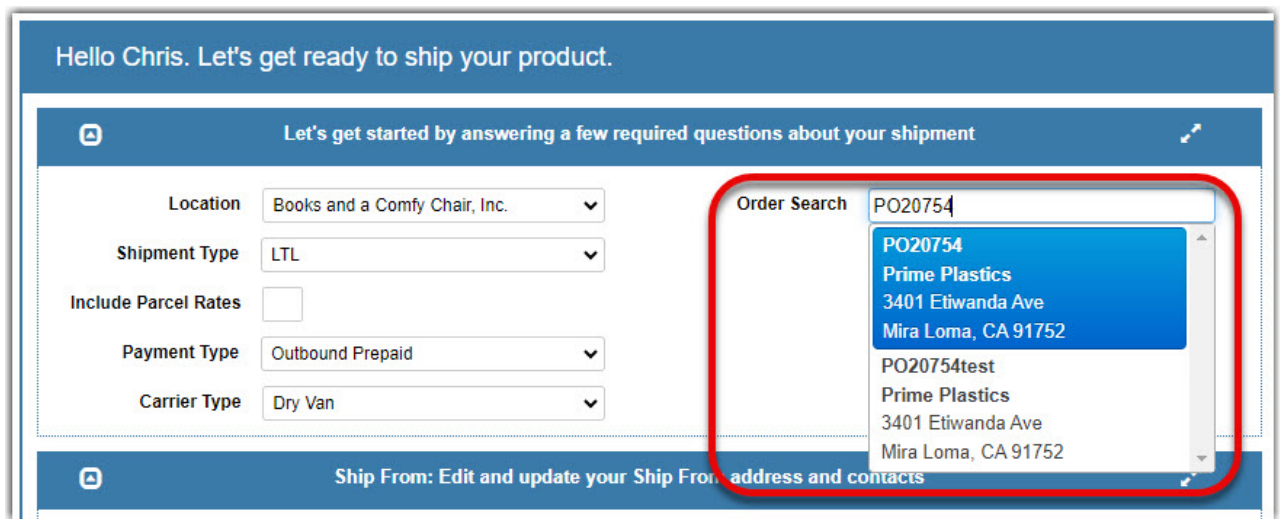


Building a Shipment (Order Integration)

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' interface. At the top, a blue banner says 'Hello Chris. Let's get ready to ship your product.' Below this, a section titled 'Let's get started by answering a few required questions about your shipment' contains several dropdown menus: 'Location' (Books and a Comfy Chair, Inc.), 'Shipment Type' (LTL), 'Payment Type' (Outbound Prepaid), and 'Carrier Type' (Dry Van). There is also an 'Include Parcel Rates' checkbox. To the right of these fields is the 'Order Search' field, which has 'PO20754' entered. A dropdown menu is open, showing two results: 'PO20754 Prime Plastics 3401 Etiwanda Ave Mira Loma, CA 91752' and 'PO20754test Prime Plastics 3401 Etiwanda Ave Mira Loma, CA 91752'. The first result is highlighted in blue. A red rectangle highlights the 'Order Search' field and its dropdown menu. At the bottom, a blue bar says '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.

Ship From: Edit and update your Ship From address and contacts

Search Company

Books and a Comfy Chair, Inc.

Company Name

Books and a Comfy Chair, Inc.

Address

123 Real Street

Address 2

Postal

01754

State

MA

City

Maynard

Country

United States

Residential Address

☐

Liftgate Required

☒

Blind Shipment

☐

Select Contact

--New Contact--

First Name

Jamie

Last Name

Eisenburg

Email

support@kuebix.com

Phone

(555) 999-1234

Pickup Instructions

☐ Save Instructions

Third door on the right

Origin Tax ID/VAT

☒ Default Contact

☒ Save Contact

Ship To: Edit and update your Ship To address and contacts

Search Company

Prime Plastics

Company Name

Prime Plastics

Address

3401 Eltwanda Ave

Address 2

Suite# 931C

Postal

91752

State

CA

City

Mira Loma

Country

United States

Residential Address

☐

Liftgate Required

☐

Appointment Required

☐

Select Contact

--New Contact--

First Name

Primo

Last Name

Milly

Email

Phone

(999) 555-1234

Delivery Instructions

☐ Save Instructions

Destination Tax ID/VAT

☐ 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

Use All Line Items

Select the Orders you will be shipping

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
<input type="checkbox"/>	PO20754	SF20215124	Recycling Ser...	4	4
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	8	8
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	12	12
<input type="checkbox"/>	PO20754	SF20215124	Recycling Ser...	4	4
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	8	8
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	12	12
<input type="checkbox"/>	PO20754	SF20215124	Recycling Ser...	4	4
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	8	8
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	12	12
<input type="checkbox"/>	PO20754	SF20215124	Recycling Ser...	4	4
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	8	8
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	12	12
<input type="checkbox"/>	PO20754	SF20215124	Recycling Ser...	4	4

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.

Use All Line Items

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Units To Ship
<input checked="" type="checkbox"/>	PO20754	SF20215124	Recycling Ser...	4	4
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	8	8
<input type="checkbox"/>	PO20754	SF20215124	Sailing Service	12	12

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

PO Reference

PO20754

SO Reference

SF20215124

SKU / Item Name

Recycling Servi

Description

Recycling service, processin

Net Weight

48

Item Units

0

Class

77.5

NMFC

Commodity Regulations

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

- 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.

Add Items to Packages Select the Orders you will be shipping

Manage Handling Unit & Packages
Manage Orders

Handling Units

Handling Unit Type	# HU's	Total Weight	lbs	Class	NMFC	L (in)	W (in)	H (in)	UOM	Stackable	Estimated Class	Density(PCF)
Pallet(s)	15	1000	lbs	Class	NMFC	40	48	48	in	Yes	300	1.25
Box(es)	0	1000	lbs	Class	NMFC	40	48	48	in	Yes	125	6.25

Add More Handling Units

Line Items

PO Reference	SO Reference	SKU / Item Name	Description	Item Units	Commodity Regulations
PO20754	SF20215124	Recycling Serv	Recycling service, processin	4	Commodity Regulations
PO20754	SF20215124	Sailing Service	Sailing, It takes my breath av	8	Commodity Regulations
PO20754	SF20215124	Sking Service	Tuck and go	12	Commodity Regulations

- 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.












Manage Your Orders





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		

Close

- 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.

Status: Booked Not Picked Up

<input checked="" type="checkbox"/>	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date
<input checked="" type="checkbox"/>	   	<u>KBX-17399935-24</u>	The Grand Trunk			2/21/2024