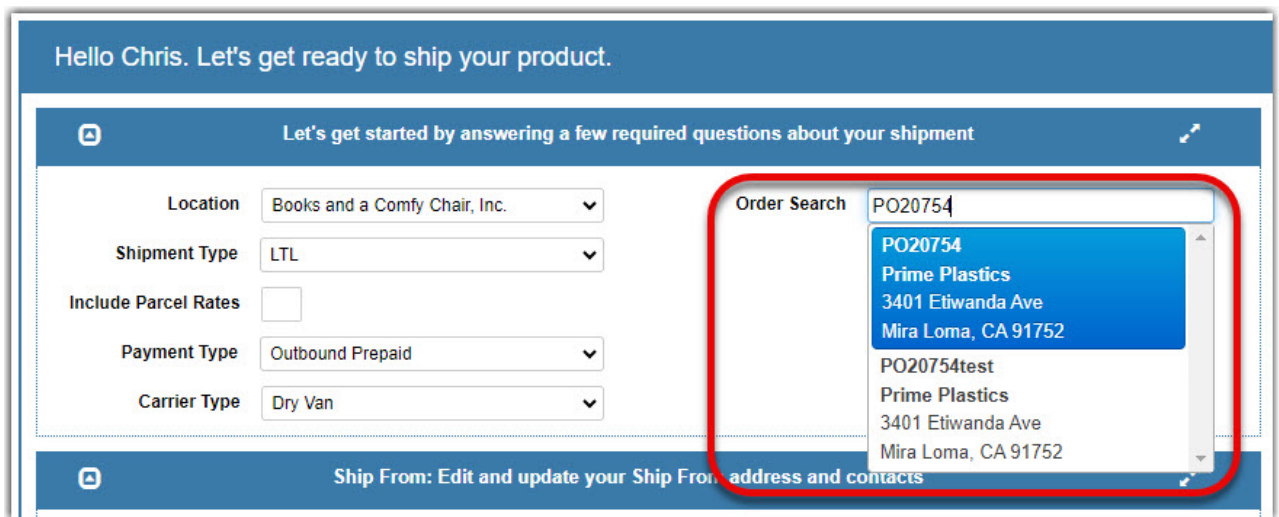


# Building a Shipment (Order Integration)

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, it says 'Hello Chris. Let's get ready to ship your product.' Below that, a blue header reads 'Let's get started by answering a few required questions about your shipment'. The form contains several fields: 'Location' (Books and a Comfy Chair, Inc.), 'Shipment Type' (LTL), 'Include Parcel Rates' (checkbox), 'Payment Type' (Outbound Prepaid), and 'Carrier Type' (Dry Van). On the right, the 'Order Search' field contains 'PO20754'. A dropdown menu is open, showing two results: 'PO20754 Prime Plastics 3401 Etiwanda Ave Mira Loma, CA 91752' (highlighted in blue) and 'PO20754test Prime Plastics 3401 Etiwanda Ave Mira Loma, CA 91752'. A red box highlights the search field and the dropdown menu. At the bottom, there is a 'Ship From' section with a link to '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. | 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 |

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

Search Company: Prime Plastics | Select Contact: --New Contact--

Company Name: Prime Plastics | First Name: Primo

Address: 3401 Etowanda Ave | Last Name: Mitty

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:  |

|  |  Default Contact

5. 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

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	Sking 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	Sking 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	Sking 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	Sking 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	Sking 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	Sking Service	12	12

### 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	Sking 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

Drop Line Items Here

Drop Line Items & Packages Here

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.

- 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
<a href="#">Remove</a>	PO20756	SF20215126	15	120	0	120		
<a href="#">Add</a>	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.

Status: **Booked Not Picked Up** ▾

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