

Building an LTL Shipment

You can use the **Ship It** page to build a shipment, receive and compare rates, and then book your shipment.

1. There are two ways to access Ship It, from the Ship It tile on the Home screen, and in the Shipping Tools menu at the top of your screen. Use either one to begin building your shipment.
2. In the first area, you can select the location you want to use (if applicable), the shipment type (LTL, TL, etc), Payment Type, Carrier Type, and your desired Pickup date and times.

If you don't know which payment type to select, please see the article here: [Payment Types](#)

3. In the Ship From/Ship To areas, fill in all required information, indicated by the red bar on the field. We strongly recommend providing shipping contact info for every shipment.

The screenshot displays the 'Ship It' form, which is divided into four main sections:

- Let's get started by answering a few required questions about your shipment:** This section includes dropdowns for Location (Books and a Comfy Chair, Inc.), Shipment Type (LTL), Payment Type (Outbound Prepaid), and Carrier Type (Dry Van). It also has an 'Include Parcel Rates' checkbox and an 'Order Search' field.
- Need to add additional references for your shipment?:** This section includes fields for Pickup Date (02/22/2024), Pickup Window (1:00 PM to 4:00 PM), Pickup Number, Delivery Number, and Company BOL.
- Ship From: Edit and update your Ship From address and contacts:** This section includes a 'Search Company' field (Books and a Comfy Chair, Inc.), 'Company Name', 'Address' (123 Real Street), 'Address 2', 'Postal' (01754), 'State' (MA), 'City' (Maynard), 'Country' (United States), 'Residential Address' checkbox, 'Liftgate Required' checkbox, 'Blind Shipment' checkbox, 'Select Contact' (Chris Arbib), 'First Name' (Chris), 'Last Name' (Arbib), 'Email' (support@kuebix.com), 'Phone' ((555) 999-1235), 'Pickup Instructions' (Please bring chocolate coins for the bridge toll.), 'Save Instructions' checkbox, and 'Origin Tax ID/VAT' field.
- Ship To: Edit and update your Ship To address and contacts:** This section includes a 'Search Company' field (Company, address, state, or zip), 'Company Name', 'Address', 'Address 2', 'Postal', 'State' (dropdown), 'City', 'Country' (United States), 'Residential Address' checkbox, 'Liftgate Required' checkbox, 'Appointment Required' checkbox, 'Select Contact' (--New Contact--), 'First Name', 'Last Name', 'Email', 'Phone', 'Delivery Instructions' (Enter notes here...), and 'Destination Tax ID/VAT' field.

4. You can also select basic accessorials for either pickup or delivery - Residential Address, Liftgate Required, etc.
5. More accessorials can be entered in the **Need Additional Services** area by clicking on **Add Special Services**, selecting any applicable, and then clicking **Ok**.

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The screenshot shows a web application interface for building an LTL shipment. A modal dialog titled "Add Special Services" is open, overlaying the main interface. The dialog has a red box around the "Add Special Services" button in the background. The dialog is divided into three sections: "Special Pickup Services", "Special Delivery Services", and "Additional Special Services". The "Special Pickup Services" section includes checkboxes for Liftgate, Inside Pickup, Limited Access, Single Shipment, and Protect From Freezing Service, along with dropdowns for Residential, Secure Access, and Overlength. The "Special Delivery Services" section includes checkboxes for Liftgate, Secure Access, Inside Delivery, and Delivery Appointment, along with dropdowns for Residential, Limited Access, and Notify/Call Before. The "Additional Special Services" section includes a text input for "Accessorial", a dropdown for "Accessorial Type" (set to "Pickup"), and a text input for "Description". There is a "List Accessorials" button and an "Add Accessorial" button. At the bottom of the dialog is a disclaimer and "Ok" and "Cancel" buttons.

6. Enter your line item info in the **What items will you be shipping?** area at the bottom of the screen.

The screenshot shows the "What items will you be shipping?" section of the LTL shipment building interface. It features a table with columns for Handling Unit Type, # HU's, PKG Type, Description, Order Reference, Total Weight, UOM, Class, NMFC, L (in), W (in), H (in), UOM, Stackable, Estimated Class, and Density(PDF). The first row contains the following data: Pallet(s), 1, Box(es), Right Boots, (empty), 0, lbs, 70, NMFC, (empty), (empty), (empty), (empty), (empty), No, 400, 0. Below the table is a section for "Add More Handling Units" with an "Add Total Cube" checkbox. At the bottom, there are four summary boxes: "Total Shipping Weight: 0.0000", "Total Cubic Feet: 0.00", "Total Handling Units: 1", and "Total Packages: 0".

7. Once you've entered all of your shipment info, click **Contract Rates** at the bottom of the page to send the shipment info to all of your LTL carriers that are connected to the selected location.
8. Click the rate tile for the rate you would like to select and then click **Book Shipment**. Please note that getting a shipment picked up is a two-step process: You must first **Book** and then **Auto-Schedule**.
9. After clicking **Book Shipment** a message will pop up asking if you would like to auto-schedule the pickup. If you want Kuebix to notify the carrier of the pickup, click **OK**. If you click **Cancel**, the shipment will not be picked up since the carrier has not been notified.

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The screenshot shows a web interface for building an LTL shipment. At the top, there are buttons: [Submit Spot](#), [Enter Carrier Rate](#), [Print Quotes](#), [View Packing List](#), [Print Commercial Invoice](#), and [Email Commercial Invoice](#). A modal window titled "Auto - Schedule Pick-Up Available" is open, displaying text about auto-scheduling and buttons for "Ok" and "Cancel". Below the modal, a message states: "Your shipment qualifies for greater savings! [Click Here](#) to Post". A table below shows shipment details:

Type	Published Rate	Quote Number	LCHZNCS	Mileage	2413.49	Terminal Info	Accessorial Breakdown	Indirect Carrier	Disclaimer										
Gross Rate	\$6,538.01	Discount	88.30%	Linehaul	\$764.95	Surcharge	\$0.00	FSC Type	Percent	FSC Value	33.80%	Total FSC	\$258.55	Accessorial	\$75.00	Total Price	\$1,098.50	Prepay & Add	\$1,160.50

At the bottom, there are buttons: [Book Shipment](#) and [View Accessorial Charges](#).

10. If your shipment is booked and successfully scheduled for pickup, this is stated on the top right of the screen and the pickup confirmation number is populated. You can access all of your shipment documents from the buttons on the right.

The screenshot shows the "Record Created" screen for a shipment. The record ID is KBX-17406833-24. The "Carrier Booked" section shows the carrier name, a "Save Details" button, and the "Carrier PRO" field with the value 1234567891. The "Call to Schedule Pickup" field shows the phone number (866) 378-3748. The "Carrier Notified?" checkbox is unchecked. The "Pickup Confirmation Number" field is highlighted with a red box and contains the value 97787977. The "Booking Reason" dropdown menu is set to "-- Choose --". The "Shipment Notes" field is empty. On the right, there is a section titled "From Terminal" and "To Terminal", both with the note "No terminal information available." Below this, there is a box containing a message: "Your pickup request for this shipment has been successfully scheduled. Thank you for shipping with: Estes Express". To the right of this message are buttons for "View BOL", "View Tender", "Email BOL", "Email Tender", "View Commercial Invoice", "Email Commercial Invoice", "Print Label", and "View Packing List".