

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 a text field for Order Search.
- Need to add additional references for your shipment?:** This section includes a 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 (Books and a Comfy Chair, Inc.), Company Name, Address (123 Real Street), Address 2, Postal (01754), State (MA), City (Maynard), Country (United States), and a Select Contact (Chris Arbib). It also includes fields for First Name, Last Name, Email, and Phone.
- Ship To: Edit and update your Ship To address and contacts:** This section includes a Search Company (Company, address, state, or zip), Company Name, Address, Address 2, Postal, State, City, Country (United States), and a Select Contact (--New Contact--). It also includes fields for First Name, Last Name, Email, and Phone.

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**.

Add Accessories

Special Pickup Services

☐ Liftgate ☐ Residential

☐ Inside Pickup ☐ Secure Access

☐ Limited Access

☐ Single Shipment ☐ Overlength

☐ Protect From Freezing Service

Special Delivery Services

☐ Liftgate ☐ Residential

☐ Secure Access ☐ Limited Access

☐ Inside Delivery ☐ Notify/Call Before

☐ Delivery Appointment

Additional Special Services

Accessorial: [List Accessories](#)

Accessorial Type:

Description:

[Add Accessorial](#)

DISCLAIMER: Please be aware that some accessories added from the Additional Special Services section may not be rated through the carrier's web service. They will however be reflected on your carrier's invoice. All charges will be based on your negotiated rules tariff.

[Ok](#) [Cancel](#)

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

What items will you be shipping?

Handling Unit Type: # H/U's: PKG Type: Description: Order Reference: Total Weight: UOM: Class: NMFC: L (in): W (in): H (in): UOM: Stackable: Estimated Class: Density (PCF):

[Add More Handling Units](#)

☐ Add Total Cube

Total Shipping Weight: 0.0000 Total Cubic Feet: 0.00 Total Handling Units: 1 Total Packages: 0

- 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.
- 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**.
- 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.

Submit Spot Enter Carrier Rate Print Quotes View Packing List Print Commercial Invoice Email Commercial Invoice

A

Auto - Schedule Pick-Up Available

This carrier supports auto-scheduling of the pickup. If you would like to take advantage of this please autoschedule the pick up now or you can schedule it later by selecting the "Auto Schedule" button. You can also call the carrier to schedule the pick up.

C Ok Cancel

Your shipment qualifies for greater savings! [Click Here](#) to Post

Kuebix will find you the best rate and service level you need!

Type Published Rate Quote Number LCHZNCS Mileage 2413.49 Terminal Info Accessorial Breakdown Indirect Carrier Disclaimer

Gross Rate	Discount	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessorial	Total Price	Prepay & Add
\$6,538.01	88.30%	\$764.95	\$0.00	Percent	33.80%	\$258.55	\$75.00	\$1,098.50	\$1,160.50

B Book Shipment 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.

Record Created: KBX-17406833-24 Create New Shipment: -- Choose --

Carrier Booked: Save Details

Carrier PRO: 1234567891

Call to Schedule Pickup: (866) 378-3748

Carrier Notified?: ☐

Pickup Confirmation Number: 97787977

Booking Reason: -- Choose --

Shipment Notes:

From Terminal
No terminal information available.

To Terminal
No terminal information available.

Your pickup request for this shipment has been successfully scheduled. Thank you for shipping with Estes Express

View BOL View Tender

Email BOL Email Tender

View Commercial Invoice Email Commercial Invoice

Print Label View Packing List