

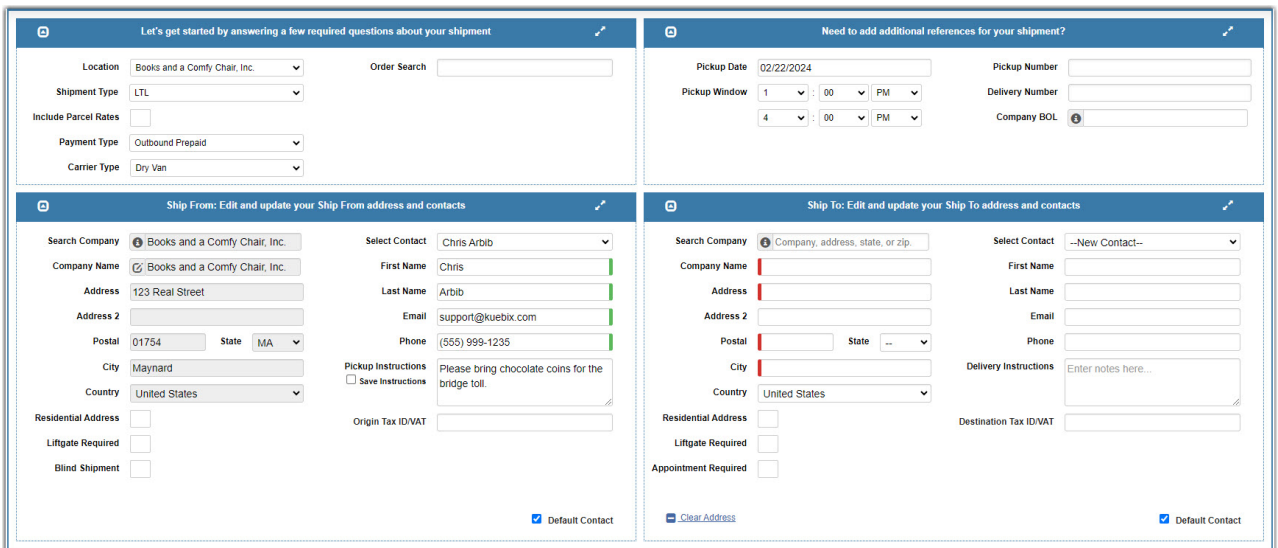
Building an LTL Shipment

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](#)

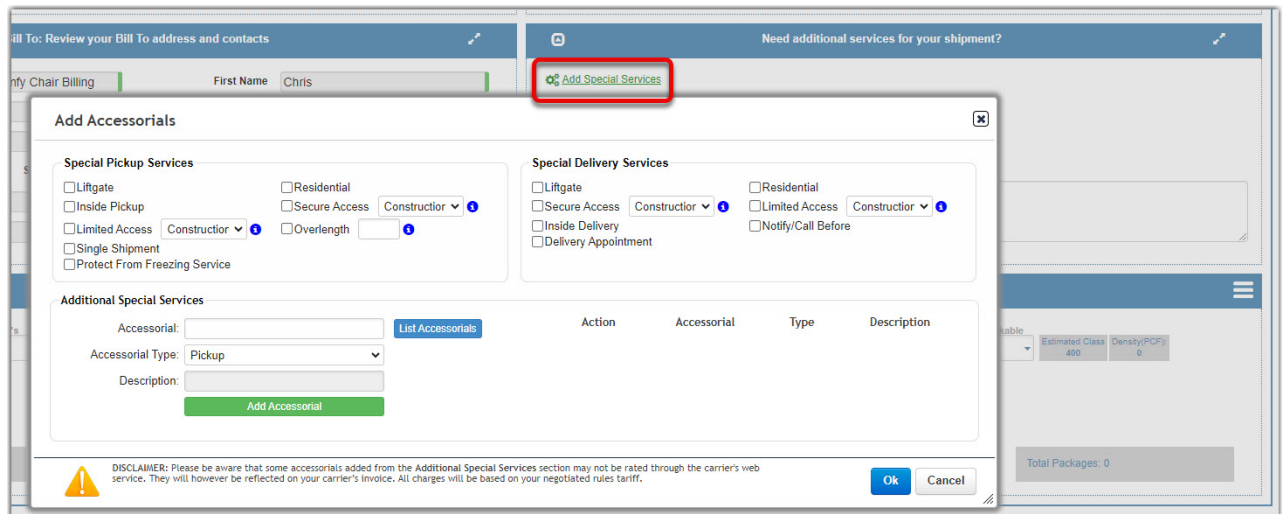
3. In the Ship From/Ship To areas, fill in all required information, indicated by the red bar on the field. We strongly recommend providing shipping contact info for every shipment.



The screenshot displays a multi-section form for creating an LTL shipment. The top-left section, titled "Let's get started by answering a few required questions about your shipment", includes dropdowns for Location (Books and a Comfy Chair, Inc.), Shipment Type (LTL), Payment Type (Outbound Prepaid), and Carrier Type (Dry Van), along with checkboxes for "Include Parcel Rates" and an "Order Search" field. The top-right section, "Need to add additional references for your shipment?", features fields for Pickup Date (02/22/2024), Pickup Window (1:00 PM to 4:00 PM), Pickup Number, Delivery Number, and Company BOL. The bottom-left section, "Ship From: Edit and update your Ship From address and contacts", is populated with details for "Books and a Comfy Chair, Inc." at 123 Real Street, Maynard, MA 01754, with contact information for Chris Arbib. The bottom-right section, "Ship To: Edit and update your Ship To address and contacts", is currently empty, showing red error bars on the Company Name, Address, Postal, and City fields. A "Clear Address" button is visible at the bottom of this section.

4. You can also select basic accessories 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**.



Bill To: Review your Bill To address and contacts

Need additional services for your shipment?

First Name: Chris

Add Special Services

Add Accessorials

Special Pickup Services

- Liftgate
- Inside Pickup
- Limited Access
- Single Shipment
- Protect From Freezing Service

Special Delivery Services

- Liftgate
- Secure Access
- Inside Delivery
- Delivery Appointment

Additional Special Services

Accessorial:

Accessorial Type:

Description:

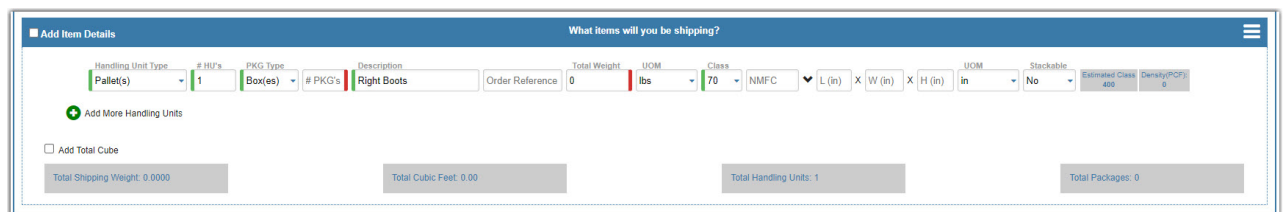
List Accessorials

Add Accessorial

DISCLAIMER: Please be aware that some accessorials 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**

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



Add Item Details

What items will you be shipping?

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	Density(PCF)
Pallet(s)	1	Box(es)	Right Boots		0	lbs	70	NMFC	L (in)	X	H (in)	in	No	400	0

Add More Handling Units

Add Total Cube

Total Shipping Weight: 0.0000

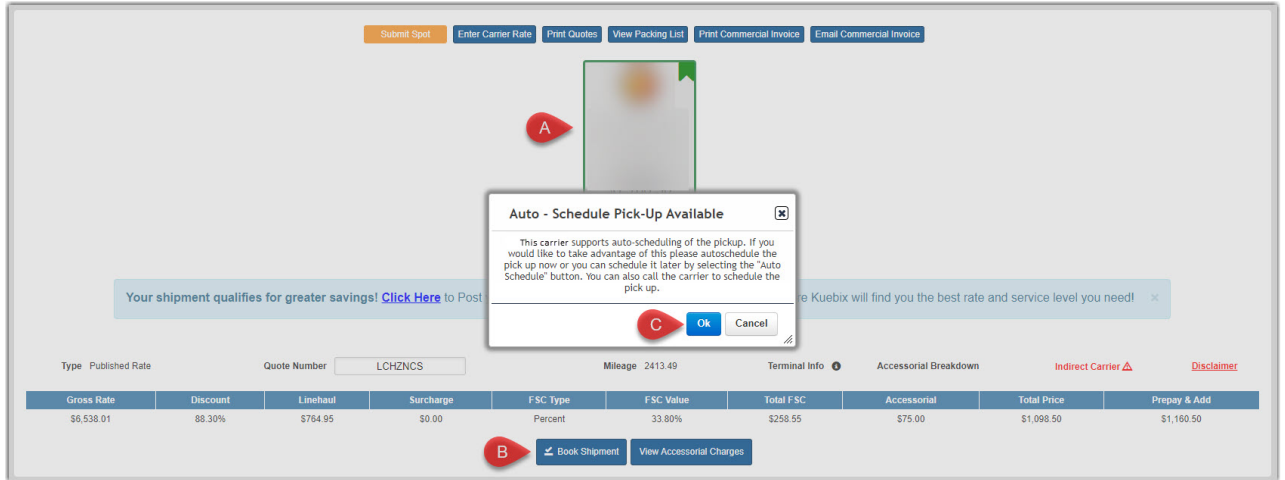
Total Cubic Feet: 0.00

Total Handling Units: 1

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

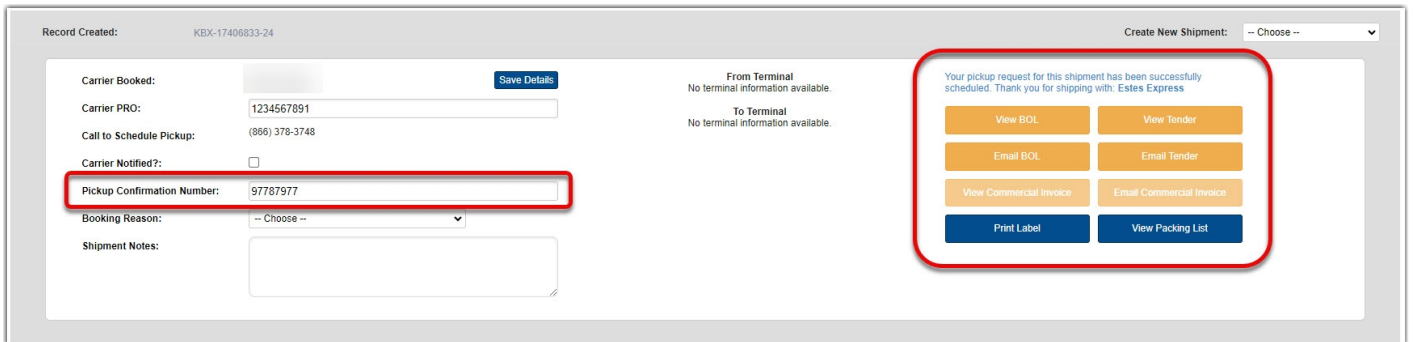
since the carrier has not been notified.



The screenshot shows a web application interface with a modal dialog box titled "Auto - Schedule Pick-Up Available". The dialog contains the following text: "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." Below the text are "Ok" and "Cancel" buttons. The background interface includes a navigation bar with buttons like "Submit Spot", "Enter Carrier Rate", "Print Quotes", "View Packing List", "Print Commercial Invoice", and "Email Commercial Invoice". A table below the dialog displays shipping details:

Type	Published Rate	Quote Number	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessorial	Total Price	Prepay & Adid
	\$6,538.01	LCHZNCS	\$764.95	\$0.00	Percent	33.80%	\$258.55	\$75.00	\$1,098.50	\$1,160.50

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 a web application interface for a shipment booking form. The form includes fields for "Carrier Booked:", "Carrier PRO:" (1234567891), "Call to Schedule Pickup:" ((866) 378-3748), "Carrier Notified?:" (checkbox), "Pickup Confirmation Number:" (97787977), "Booking Reason:" (dropdown menu), and "Shipment Notes:". A "Save Details" button is present. To the right, there is a "From Terminal" and "To Terminal" section, both indicating "No terminal information available." A "Create New Shipment:" dropdown menu is set to "-- Choose --". A red box highlights a confirmation message: "Your pickup request for this shipment has been successfully scheduled. Thank you for shipping with: Estes Express". Below the message are buttons for "View BOL", "View Tender", "Email BOL", "Email Tender", "View Commercial Invoice", "Email Commercial Invoice", "Print Label", and "View Packing List".