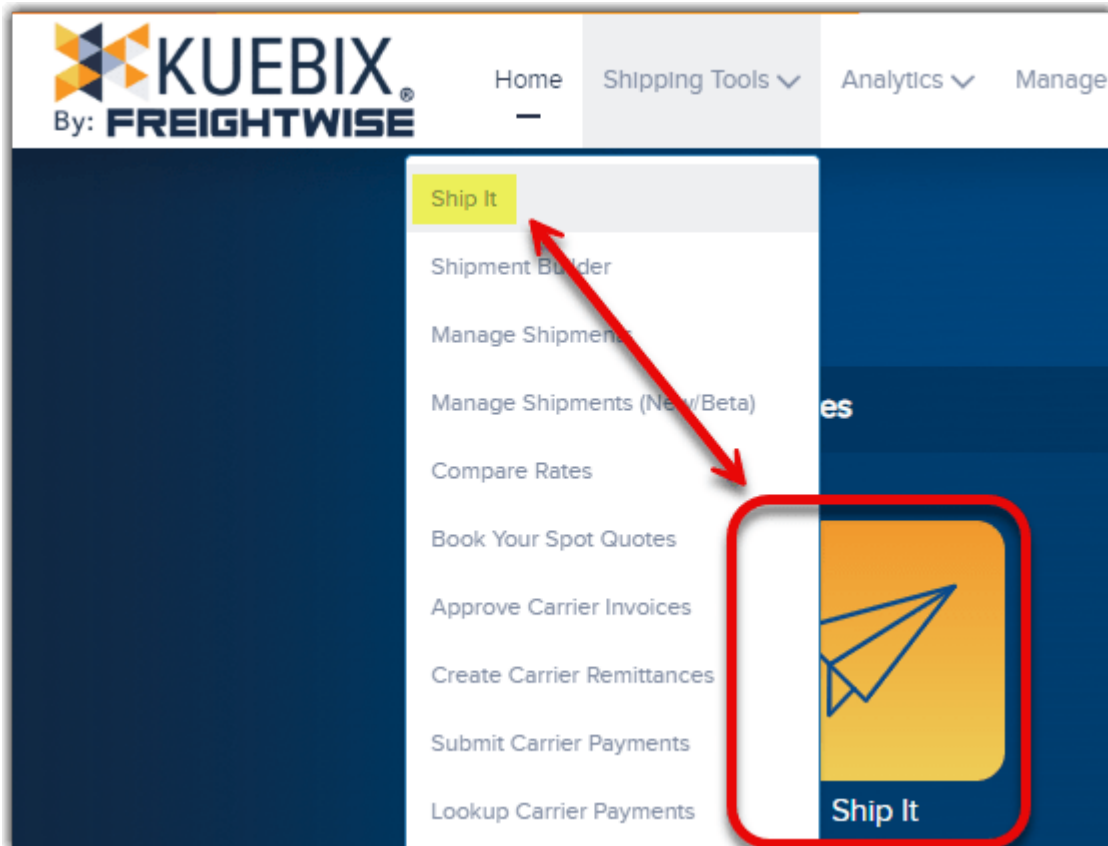


# Creating a Multistop TL shipment in Ship It.

To create a Multistop shipment, navigate to **Ship it** via Ship It tile on the home page or from the drop down **Shipping Tools** menu at the top of your screen.



Next, select the applicable Multistop type from the **Shipment Type** options. For this example, I am using **Multistop Delivery**.

Hello. Let's get ready to ship your product.



Let's get started by answering a few required questions about your shipment

Location	Carrots for Okapis - Carrots	▼
Shipment Type	LTL	▼
Include Parcel Rates	LTL TL TL Multistop Delivery	
Payment Type	TL Multistop Pickup Parcel	
Carrier Type	Dry Van	▼

Enter the Address and Contact information as you would normally.

The **Delivery Date**, **Delivery Number**, and **Delivery Window** information will need to be entered for each specific Stop.

The first desired stop should be 1, the second 2, etc.

Once the Address, Contact, and Delivery information are entered, click **Add Delivery** in the bottom right corner of the section.

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

**Search Company**  **Select Contact**

**Company Name**  **First Name**

**Address**  **Last Name**

**Address 2**

**Postal**  **State**  **Email**

**City**  **Phone**

**Country**  **Delivery Instructions**   
 Save Instructions

**Residential Address**  **Destination Tax ID/VAT**

**Liftgate Required**

**Appointment Required**

**Default Contact**

**Delivery Date**  **Delivery Window**  :

**Delivery Number**   :

Repeat the process with each additional desired stop location.

Once you've entered all stops, we can now add the Line Items.

Scrolling down to the Line Item area, we can see basic information for each entered stop, including the set Delivery Date and Window.

The blue highlighted line indicates which stop has been selected.

Enter the Handling Unit and Line Item information for the stop you've selected.

**Add Item Details** Add Your Line Items to your Delivery Stops

Deliveries: 2 Handling Units: 5 Packages: 24

Stop Information									
Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1	↓	Test Test Test Inc	Columbus	OH	43215	1000	1	8	02/29/2024 7:00 AM - 4:00 PM
2	↑	Archery and Roller Skates	Bozeman	MT	59719	5000	4	16	03/04/2024 10:30 AM - 4:00 PM

Enter Your Commodity Information

Stop # 1

Handling Unit Type	# HU's	PKG Type	# PKG's	Description	Order Reference	Total Weight	UOM	L (in)	W (in)	H (in)	UOM	Stackable
Pallet(s)	1	Box(es)	8	Atom Poison 84A 4pk wheel		1000	lbs	48	48	40	in	No

Add Total Linear Feet

Total Shipping Weight: 6000.0000 Total Cubic Feet: 53.33 Total Handling Units: 5 Total Packages: 24

Either click on the next stop, or select it from the drop down **Stop #** menu.

**Add Item Details** Add Your Line Items to your Delivery Stops

Deliveries: 2 Handling Units: 5 Packages: 24

Stop Information									
Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1	↓	Test Test Test Inc	Columbus	OH	43215	1000	1	8	02/29/2024 7:00 AM - 4:00 PM
2	↑	Archery and Roller Skates	Bozeman	MT	59719	5000	4	16	03/04/2024 10:30 AM - 4:00 PM

Enter Your Commodity Information

Stop # 2

Handling Unit Type	# HU's	PKG Type	# PKG's	Description	Order Reference	Total Weight	UOM	L (in)	W (in)	H (in)	UOM	Stackable
Pallet(s)	4	Box(es)	16	Body Armor		5000	lbs	48	48	42	in	No

Add Total Linear Feet

Total Shipping Weight: 6000.0000 Total Cubic Feet: 0.00 Total Handling Units: 5 Total Packages: 24

The Handling Unit and Line Item information can now be entered for the next Stop.

The icons in the Action column will let you move the shipment in the stop order, adjust the shipment stop, or delete the stop all together.

Stops	Actions	Company
1	↓	Test Test Test Inc
2	↕	Archery and Roller Skates

Move this line detail down a stop.

Stops	Actions	Company
1	✎	Test Test Test Inc
2	↕	Archery and Roller Skates

Edit details about this stop.

Stops	Actions	Company
1	🗑️	Test Test Test Inc
2	↕	Archery and Roller Skates

Remove this stop from the shipment.

Clicking on the Edit details will bring up a window to adjust the address and date +

time.

### Stop ✕

**Address Information**

Company  First  Last

Address  Email

Phone

City  Fax

State  Zip

Country

**Stop Details**

Delivery Date  Delivery Window  :

Delivery Number   :

Notes

Once the stops and line items are setup correctly, click the **Contract Rates** button.