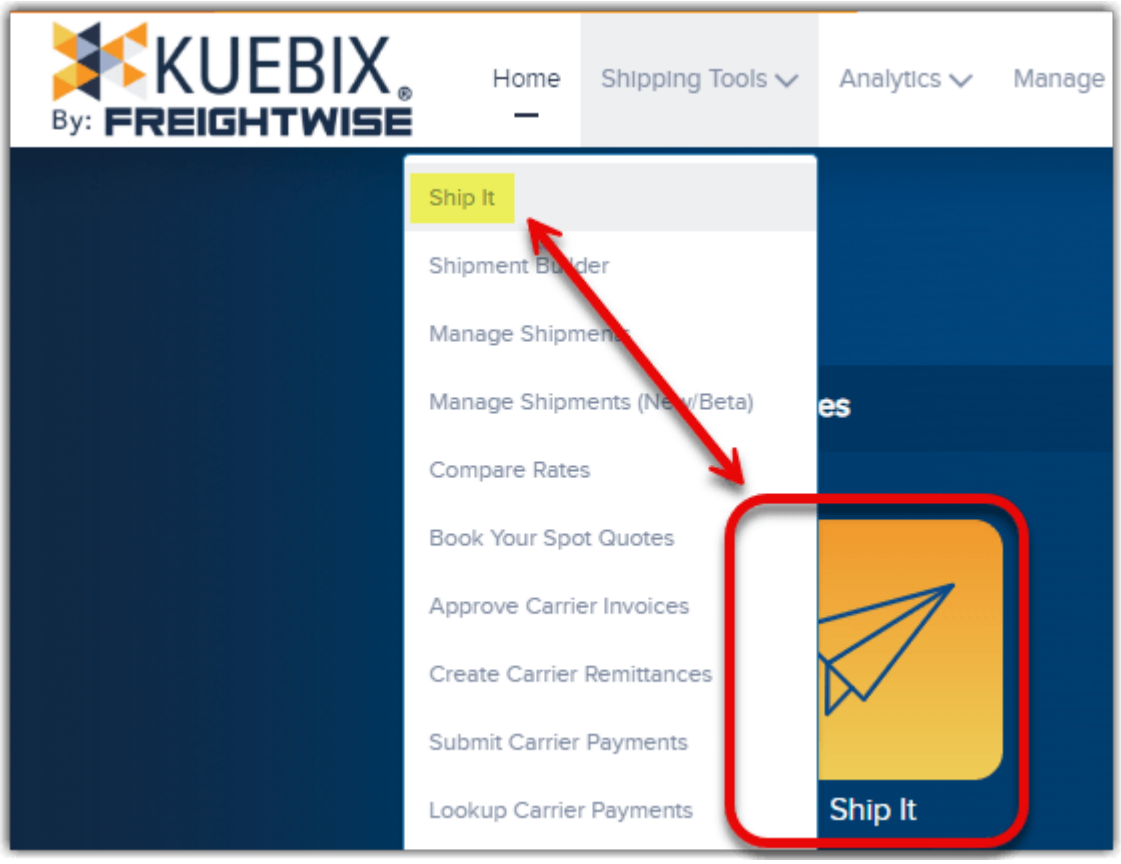
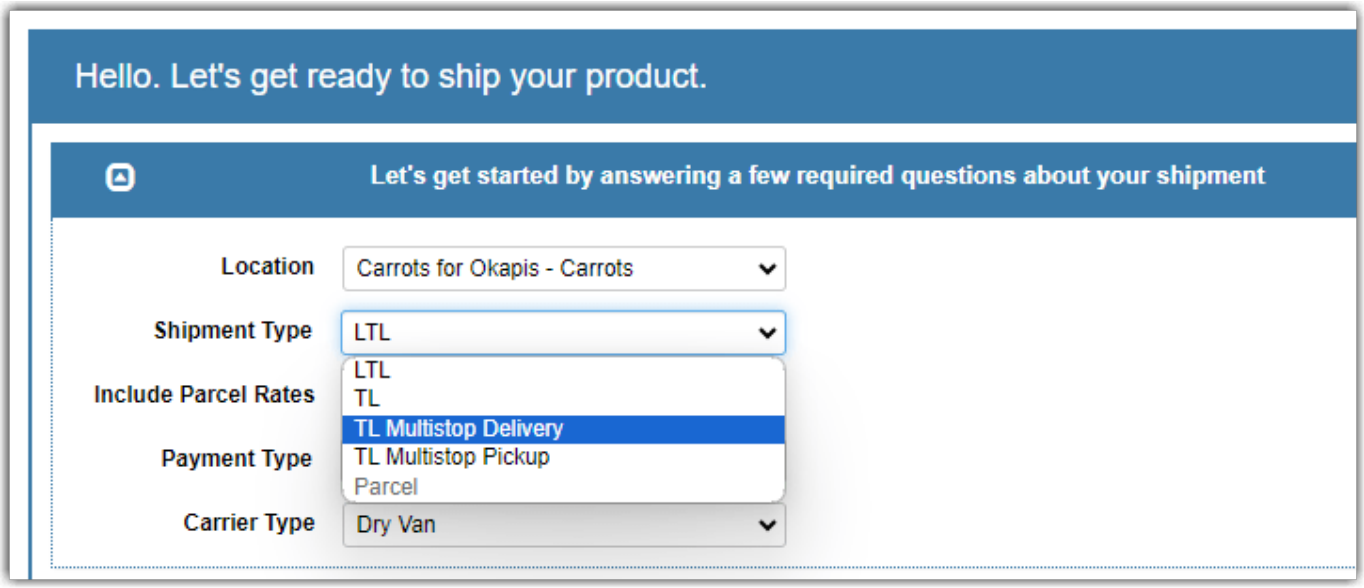
Creating a Multistop TL shipment in Ship It.

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.



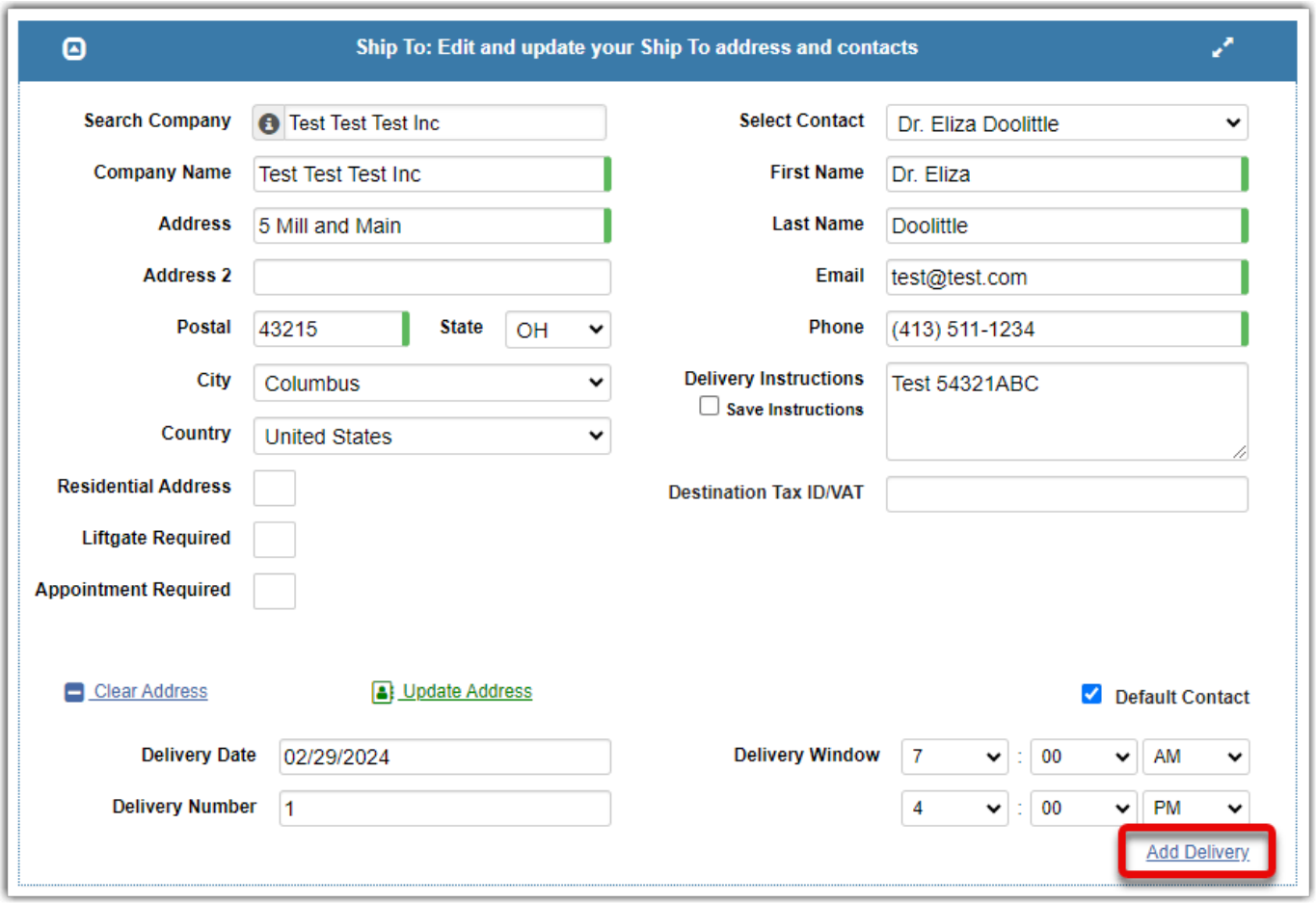
Next, select the applicable Multistop type from the **Shipment Type** options.
For this example, I am using **Multistop Delivery**.



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.

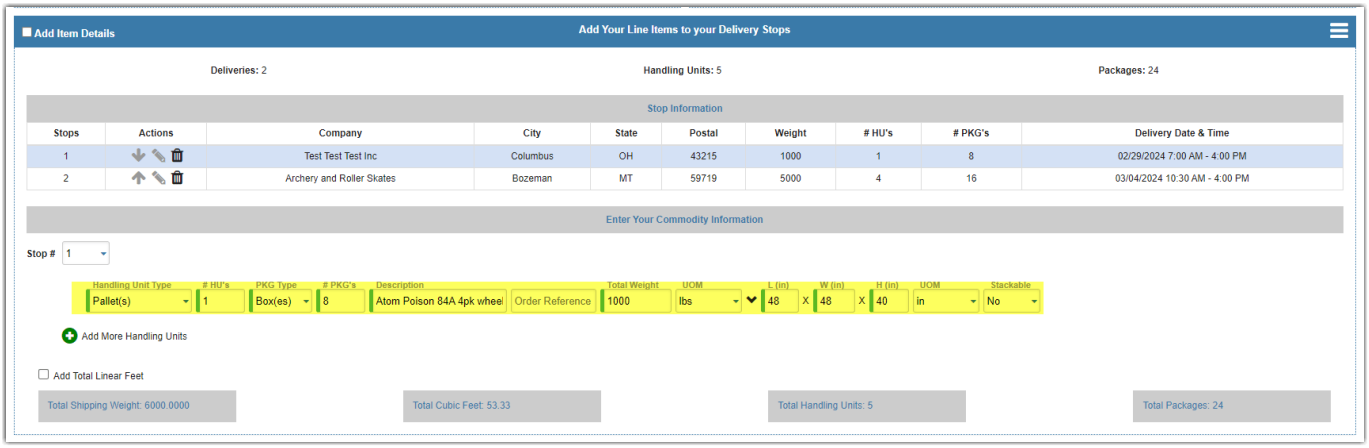


Repeat the process with each additional desired stop location.

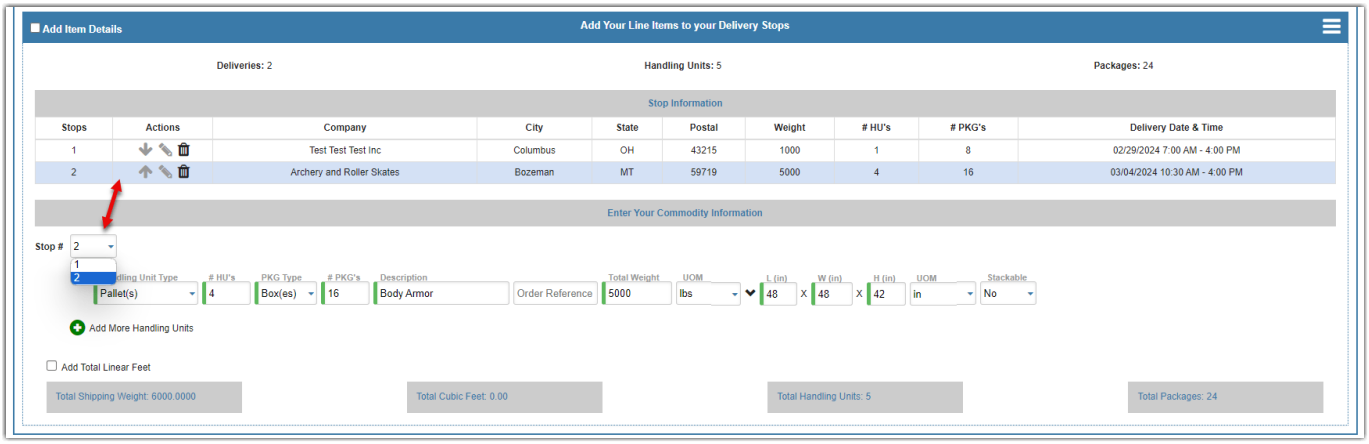
Once you've entered all stops, we can now add the Line Items.

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.

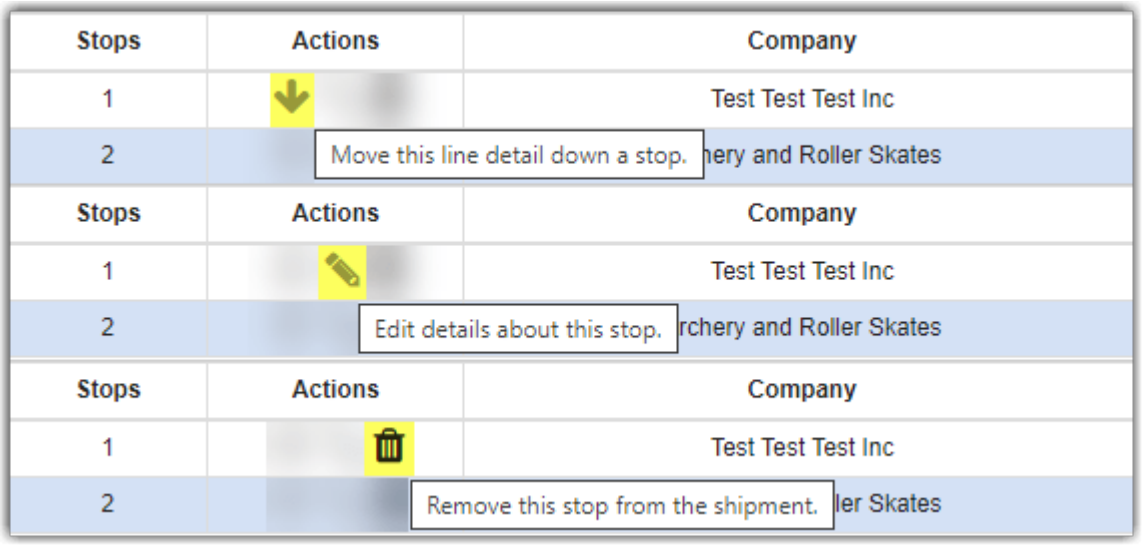


Either click on the next stop, or select it from the drop down **Stop #** menu.

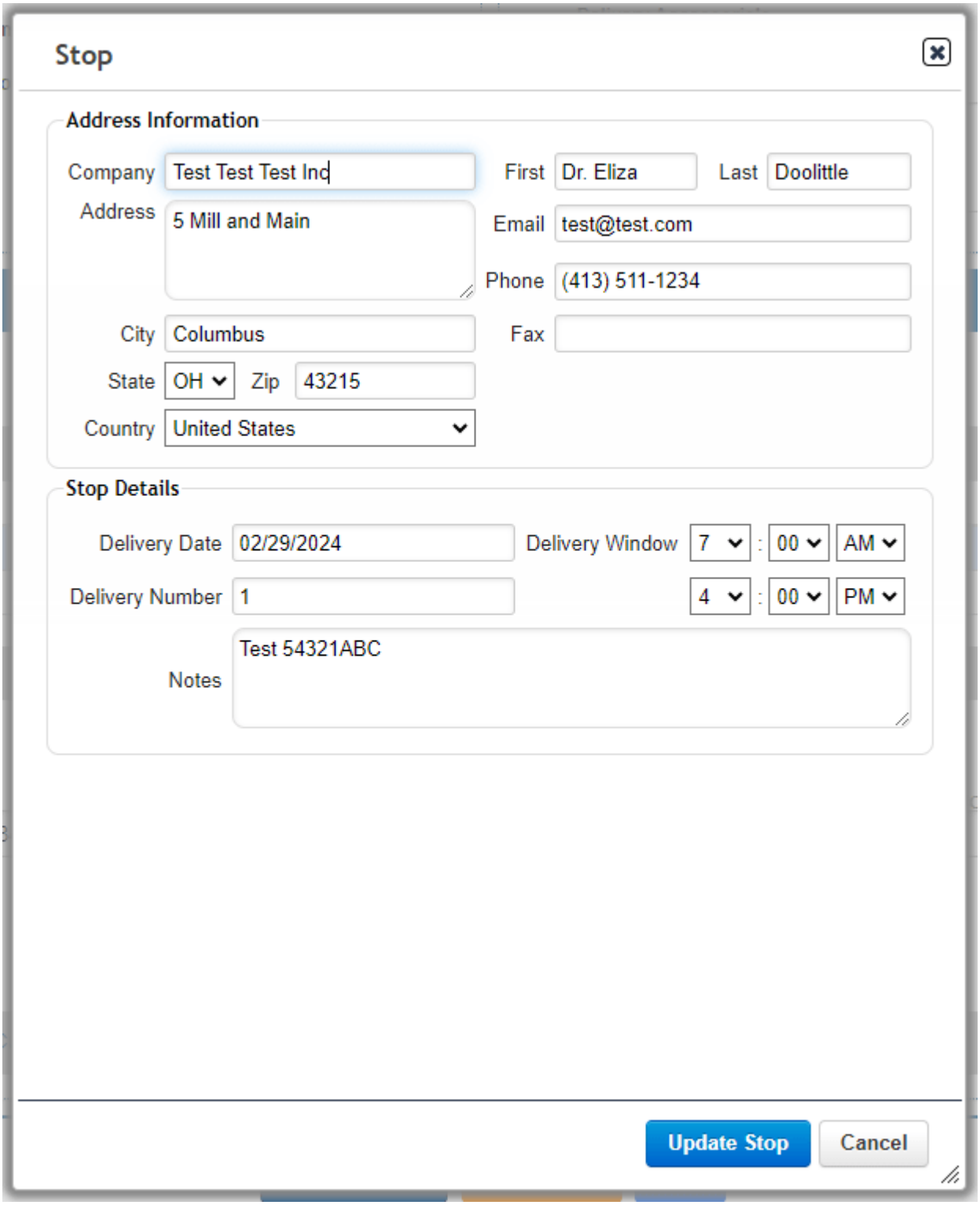


The Handling Unit and Line Item information can now be entered for the next Stop.

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.



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


Stop
Address Information
Company
Test Test Test Inc
First
Dr. Eliza
Last
Doolittle
Address
5 Mill and Main
Email
test@test.com
Phone
(413) 511-1234
City
Columbus
Fax
State
OH
Zip
43215
Country
United States
Stop Details
Delivery Date
02/29/2024
Delivery Window
7
00
AM
Delivery Number
1
4
00
PM
Notes
Test 54321ABC
Update Stop
Cancel

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