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**.

	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					
Payment Type	TL Multistop Delivery 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.

۵	Ship To: Edit and update	your Ship To address and cont	acts 🦨
Search Company	Test Test Inc	Select Contact	Dr. Eliza Doolittle
Company Name	Test Test Inc	First Name	Dr. Eliza
Address	5 Mill and Main	Last Name	Doolittle
Address 2		Email	test@test.com
Postal	43215 State OH	✓ Phone	(413) 511-1234
City	Columbus	Delivery Instructions Save Instructions	Test 54321ABC
Country	United States		
Residential Address		Destination Tax ID/VAT	
Liftgate Required			
Appointment Required			
Clear Address	Update Address		Default Contact
Delivery Dat	e 02/29/2024	Delivery Window	7 V : 00 V AM V
Delivery Numbe	er 1		4 • : 00 • PM • Add Delivery

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 Detai	ails		Ad	ld Your Line It	ems to your Deliv	ery Stops			
	1	Deliveries: 2		Har	dling Units: 5				Packages: 24
				Sto	op Information				
Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1	🔸 💊 🏛	Test Test Inc	Columbus	ОН	43215	1000	1	8	02/29/2024 7:00 AM - 4:00 PM
2	ተ 🗞 🛍	Archery and Roller Skates	Bozeman	MT	59719	5000	4	16	03/04/2024 10:30 AM - 4:00 PM
Stop # 1 -	andling Unit Type F allet(s) 1 More Handling Units	HU's PKG Type # PKG's Description Box(es) - 8 Atom Poison 84A 4p	k whee	Total Weight	UOM Ibs -	 ✓ 48 × 48 	n) H (in) X 40 ii	UOM Stackabi n → No	3
Add Total Lir Total Shipping	inear Feet	Total Cubic Fr	eet 53.33			Total Handling) Units: 5		Total Packages: 24

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

	De	liveries: 2		Har	idling Units: 5				Packages: 24
				Sto	op Information				
Stops	Actions	Company	City	State	Postal	Weight	# HU's	# PKG's	Delivery Date & Time
1	🔸 💊 🛍	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
# 2 -				Enter Your (Commodity Informa	ltion			
# 2 Pal Add M	dling Unit Type # HU let(s)	 PKG Type # PKG's Description Box(es) - 16 Body Armor 	Order Referen	Total Weight	UOM Ibs v	✓ 48 X 48	in) x 42 ir	JOM Stackab	α

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 Inc				
2	Move this lin	Move this line detail down a stop. hery and Roller Skates				
Stops	Actions	Company				
1	*	Test Test Inc				
2	Edit deta	ails about this stop. rchery and Roller Skates				
Stops	Actions	Company				
1	Û	Test Test Inc				
2	Ren	nove this stop from the shipment. ler Skates				

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

time.

Addross In	formation			
Address In	in or mation	_		
Company	Test Test Inc	First	Dr. Eliza Last Doolittle	J
Address 5 Mill and Main	Email	test@test.com	J	
		Phone	(413) 511-1234	1
City	Columbus	Fax		1
State	OH 🗸 Zip 43215	٦.		
Country	United States	•		
Stop Dotai	ile.			
Stop Detai				
Deliver	y Date 02/29/2024	De	elivery Window 7 🗸 : 00 🗸 AM 🗸	
Delivery N	lumber 1		4 ✔ : 00 ✔ PM ✔	
	Test 54321ABC			
	Notes			

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