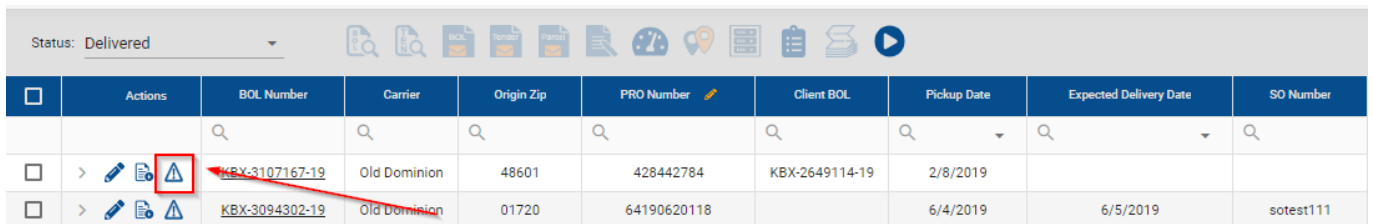








Creating and Managing Carrier Claims

Kuebix Claims Management allows you to keep a record of every carrier claim submitted by your company. Recording claims in Kuebix allows you to report on all of this information and determine crucial details regarding carriers and current shipping processes.

*Note: the Claims Management page will not notify carriers when a claim is entered. You will be responsible for notifying carriers of the claim and then recording any communication from the carrier in Kuebix. You can use the **Email Claim** page to email the claim document to your carrier.

1. Locate the shipment you would like to create a claim for by going to the **Manage Shipments** page. Click the **Create Claim** icon.



Status: Delivered									
	Actions	BOL Number	Carrier	Origin Zip	PRO Number	Client BOL	Pickup Date	Expected Delivery Date	SO Number
<input type="checkbox"/>	>   	KBX-3107167-19	Old Dominion	48601	428442784	KBX-2649114-19	2/8/2019		
<input type="checkbox"/>	>   	KBX-3094302-19	Old Dominion	01720	64190620118		6/4/2019	6/5/2019	sotest111

2. Fill in the claim details and click **Submit**.

Creating and Managing Carrier Claims

Carrier Claims



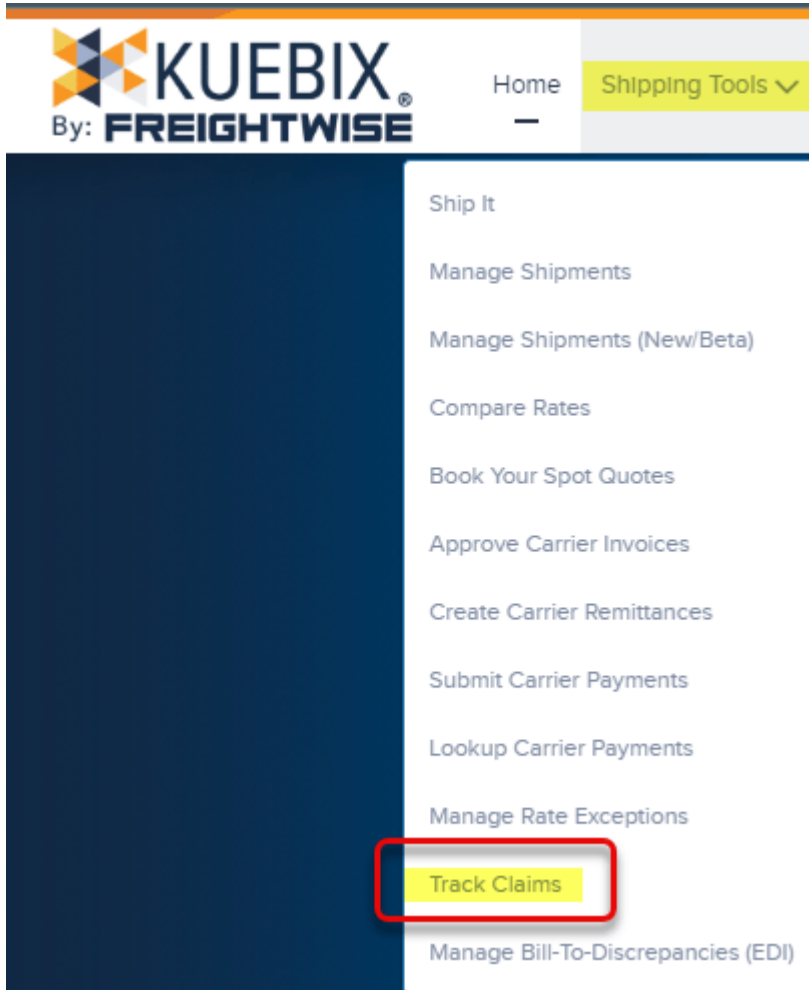
Shipment Details		Claim Details	
Shipment Reference	KBX-3107167-19	Claim Status:	New
Client	Olive's Garden	Claim Type:	Select... ▼
Account Number		Claim #:	123456
Shipment Type	TL	Filed Date:	▼
Shipment Mode	Dry Van	Claim Weight:	1,000.00
Carrier	Old Dominion	Claim Quantity:	25
Support Carrier		Po Numbers:	
Shipment Date	2019-02-08 00:00:00	Commodities:	
Carrier PRO #	428442784	Claim Amount:	
Shipper Name	Olive's Garden		
Shipper Postal	48601		
Consignee Name	ABC 123		

SUBMIT

CANCEL

- To Track and Manage Claims, go to **Shipping Tools > Track Claims**. This page contains all claims submitted in Kuebix.

Creating and Managing Carrier Claims



4. To further edit a claim or add additional details, click **Quick Actions** and then click **Edit Claim**.

Claim References				Filed Date	Claim Type	Claim Number	Submitted Amount	Amount Received	Claim Weight (Affected)
Claim Number	Actions	Status	Shipment						
00078594	Quick Actions...	New	KBX-3107167-19			123456	\$0.00	\$0.00	1000
00068627	View/Edit Claim	Submitted	KBX-2357900-19	03/18/2019	Damage	1200	\$25.00	\$0.00	50
00065568	Quick Actions...	Submitted	KBX-2368863-19	02/14/2019	Damage	123456	\$452.39	\$0.00	50
00059831	Quick Actions...	New	KBX-2150984-18	12/11/2018	Damage		\$0.00	\$0.00	100
00058128	Quick Actions...	New	KBX-2046896-18		Damage		\$100.00	\$0.00	1000
00055839	Quick Actions...	New	KBX-1918279-18		Damage		\$0.00	\$0.00	0

Creating and Managing Carrier Claims

5. You can update the claim with information you received from the carrier. You can also **Upload Pictures and Documents**, **View Claim**, or **Email Claim** to your carrier rep. Click **Save** to save all updates to the claim.

Creating and Managing Carrier Claims

Creating and Managing Carrier Claims

Shipment type	IL
Shipment Mode	Dry Van
Carrier	Old Dominion
Support Carrier	
Shipment Date	02/08/2019
Carrier PRO #	428442784
Shipper Name	Olive's Garden
Shipper Postal	48601
Consignee Name	ABC 123
Consignee Postal	19365
Shipment Weight	474.00
Shipment QTY	1.00
Freight Charges	\$600.00
PO Numbers	
SKU Numbers	

Claim Weight (affected)	1,000.00
Claim Quantity (affected)	25.00
PO #'s (affected)	
Commodity/SKU	
Claim Amount	\$
Include Freight Charges	<input type="checkbox"/>
Salvage Returned	<input type="checkbox"/>
Concealed Damage/Loss	<input type="checkbox"/>
Additional Comments	

AR & AP Details



KUEBIX
Carrier Reconciliation

Claim Rejected	<input type="checkbox"/>
Carrier Claim Amount	\$
Carrier Check #	<input type="text"/>
Carrier Paid Amount	\$
Balance Due	\$0.00
Paid Date	06/27/2019

[Close](#) [Upload Pictures and Documents](#) [View Claim](#) [Email Claim](#) [Save](#)

Creating and Managing Carrier Claims