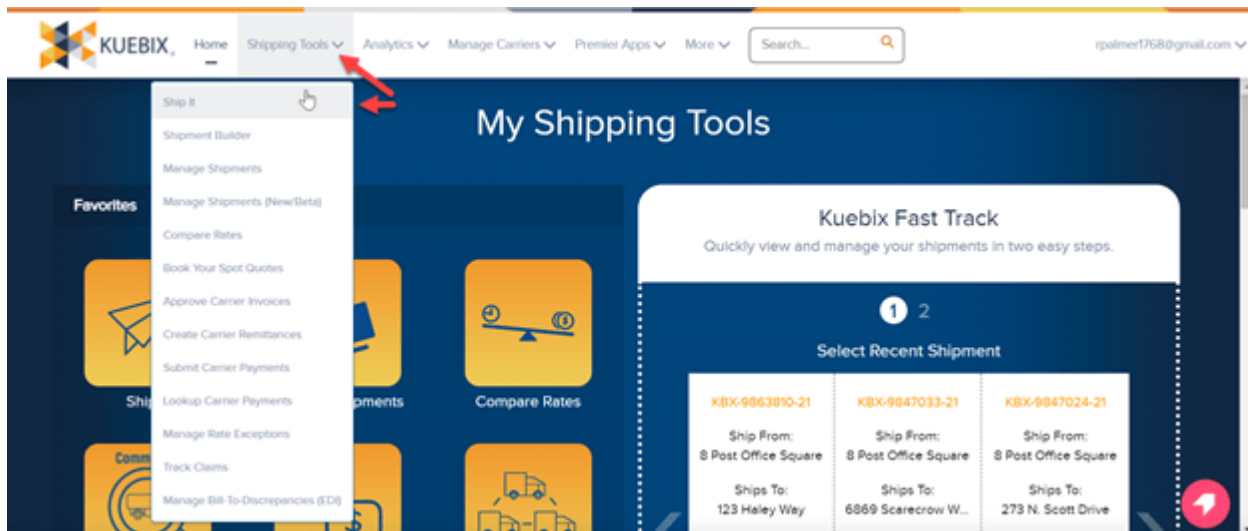


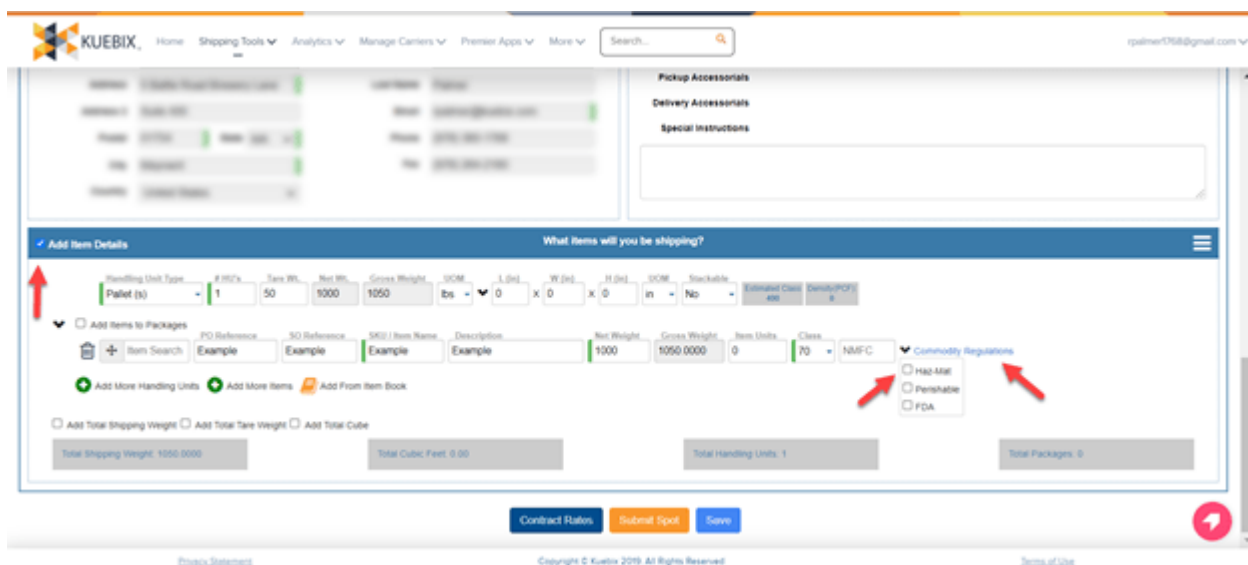
Creating Hazmat Shipments

To create a Hazmat shipment, first, hover your mouse over **Shipping Tools** and click **Ship It**.



On the **Ship It** page, after you fill out or adjust the necessary information, scroll down and click the check box next to **Add Item Details**.

From there, click **Commodity Regulations**. Check **Haz-mat** and a box will pop up requesting all of the details related to the item.



The image shows a software dialog box titled "Hazmat Information". It contains several input fields and checkboxes. The fields "Hazmat Type:", "Emergency Response:", and "UN Number:" are highlighted in yellow. The "Packaging Group:" field is also highlighted in yellow and shows "--" as its value. The "ERG Number:" field is empty. The "Limited Quantity:" and "Reportable Quantity:" checkboxes are unchecked. The "Hazmat Description:" and "BOL Preview:" fields are empty text boxes. At the bottom right, there are "Ok" and "Cancel" buttons.

Hazmat Information	
Hazmat Type:	[Yellow dropdown menu]
Emergency Response:	[Yellow dropdown menu]
UN Number:	[Yellow dropdown menu]
ERG Number:	[Empty text box]
Packaging Group:	[Yellow dropdown menu showing "--"]
Limited Quantity:	<input type="checkbox"/>
Reportable Quantity:	<input type="checkbox"/>
Hazmat Description:	[Empty text box]
BOL Preview:	[Empty text box]
[Ok] [Cancel]	

Once you click OK, the BOL description for the item will populate as a line item so that Haz-Mat is rated accordingly and captured on the BOL. This will need to be done for each item that is considered Haz-Mat.

To save the Haz-Mat details for future shipments, please use the item book. Instructions for adding items to the item book are available here: <https://help.kuebix.com/knowledge-base/adding-items-to-the-item-book/>