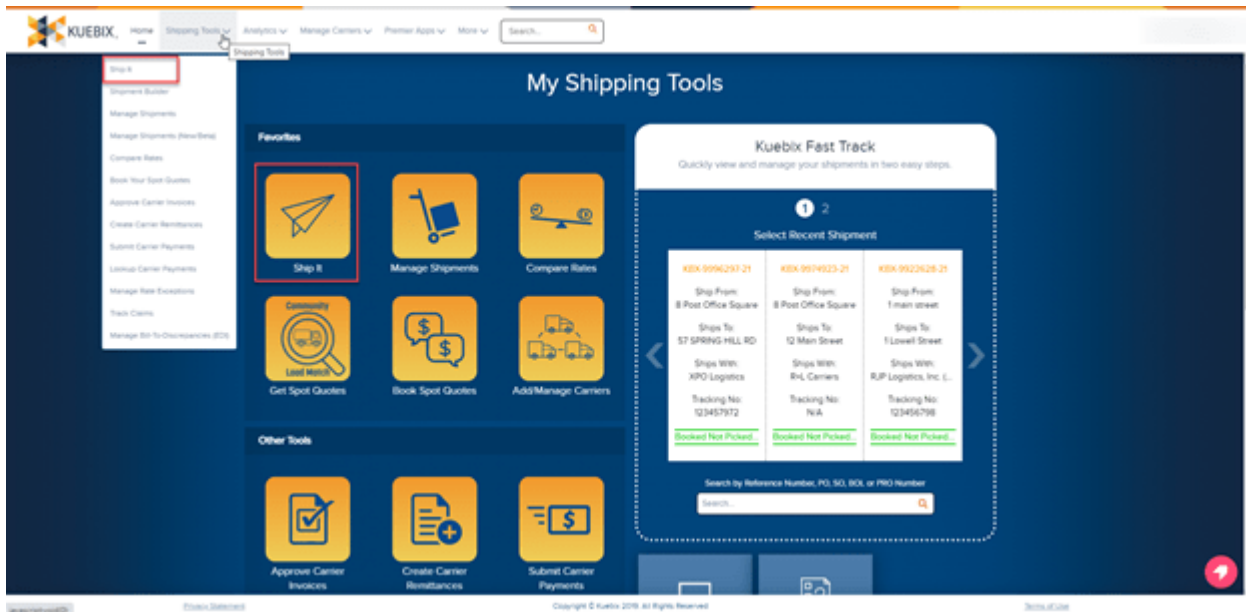
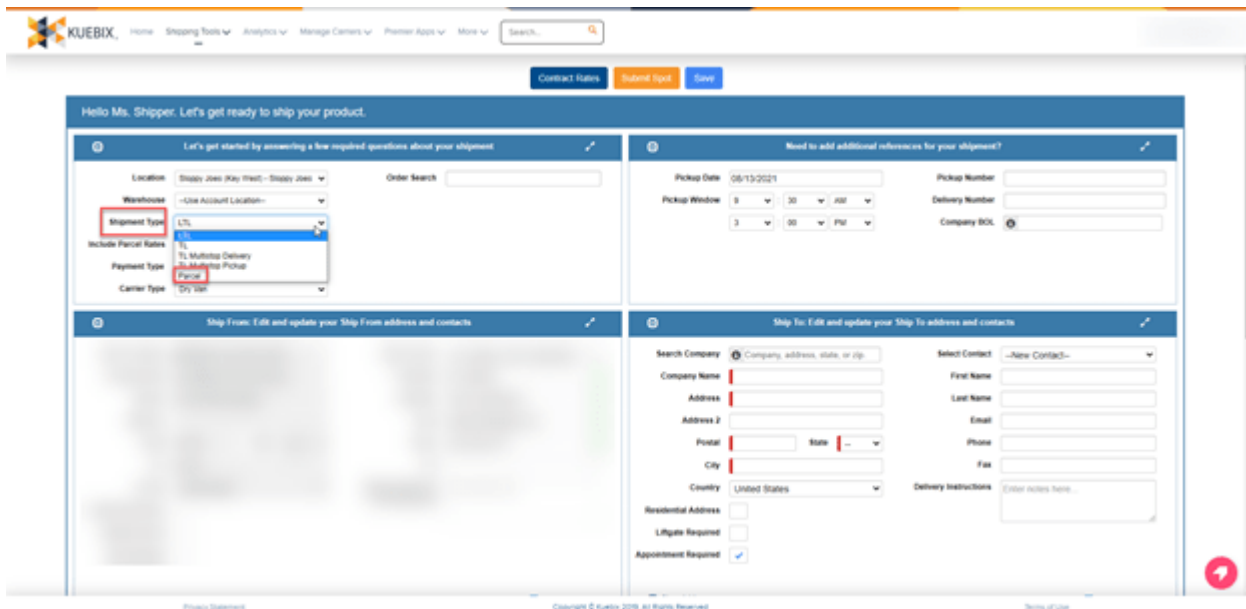


Creating Parcel Shipments

First hover your mouse to **Shipping Tools** and click **Ship It** or click the **Ship It** icon on the **Favorites**.



On the Ship It page please change the **Shipment Type** to **Parcel**.



Creating Parcel Shipments

We suggest for **Select carrier** and **Select Level** should be **All** and **-Shop-**.

The screenshot shows the KUEBIX shipping creation interface. The form is divided into four main sections:

- Let's get started by answering a few required questions about your shipment:** This section contains fields for Location, Warehouse, Shipment Type, Include LTL Rates, Payment Type, Order Search, Select Carrier (set to 'All'), Account Number, Service Level (set to '-Shop-'), and Signature Options.
- Need to add a pickup request or any special services?:** This section contains fields for Pickup Date, Pickup Window, Saturday Delivery, and a checkbox for Saturday Delivery.
- Ship From: Edit and update your Ship From address and contacts:** This section is currently blank.
- Ship To: Edit and update your Ship To address and contacts:** This section contains fields for Search Company, Company Name, Address, Address 2, Postal, State, City, Country, Residential Address, Select Contact, First Name, Last Name, Email, Phone, Fax, and Delivery Instructions.

The 'Contract Rates' button is highlighted in orange at the top of the form.

After filling in the rest of the shipment information, click **Contract Rates** to see your results.

Once you select the desired carrier rate, please reach out to the Carrier to schedule pickup if you do not already have regularly scheduled pickups.