Deactivating/Activating a Carrier Agreement

Follow these steps to deactivate or activate a carrier agreement in your Kuebix account.

1. On the Home page, click the **Manage Carriers Icon** or select **Connected Carriers** from the dropdown list by hovering over **Manage Carriers** in the top menu.



2. On the Manage Carriers page, you'll find all of the carrier agreements you have entered. Use the Search fields at the top of each column to help you find the carrier you want to inactivate or reactivate.

| | Agreement | References | | | | |
|-------|---------------|---------------------|-----------------|--------|-----------------------|-------------------------------|
| Apply | Actions | Agreement Name | Agreement Notes | Active | Agreement Type | Client |
| | | | | All 🗸 | All | |
| | Quick Actions | <u>A-0000116542</u> | | Yes 🗸 | Spot/Volume Agreement | Books and a Comfy Chair, Inc. |
| | Quick Actions | <u>A-0000116541</u> | | Yes | Spot/Volume Agreement | Books and a Comfy Chair, Inc. |
| | Quick Actions | <u>A-0000116540</u> | | Yes 🗸 | Spot/Volume Agreement | Carrots for Okapis |
| | Quick Actions | <u>A-0000110110</u> | | Yes 🗸 | LTL Agreement | Books and a Comfy Chair, Inc. |
| | Quick Actions | <u>A-0000094541</u> | | Yes 🗸 | TL Agreement | Books and a Comfy Chair, Inc. |

3. To deactivate a carrier, in the Active column, select **No**, then click the **green check mark** to save your changes. To reactivate a carrier, in the Active column, select **Yes**, then click the **green check mark** to save your changes.

| | Active | | | | | |
|---|--------|---|---|--|--|--|
| 1 | All | * | | | | |
| [| No | ~ | • | | | |