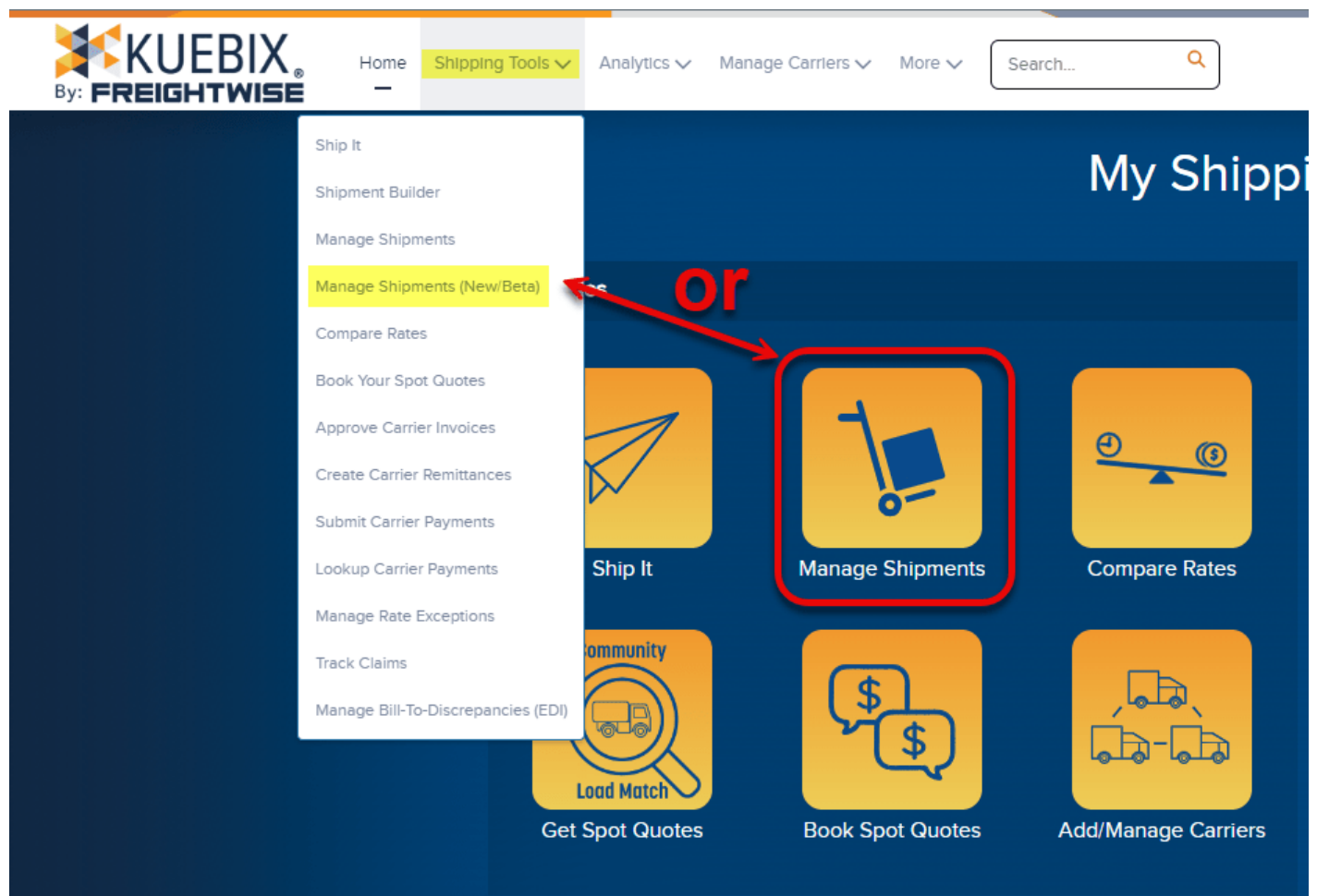


Editing Shipments

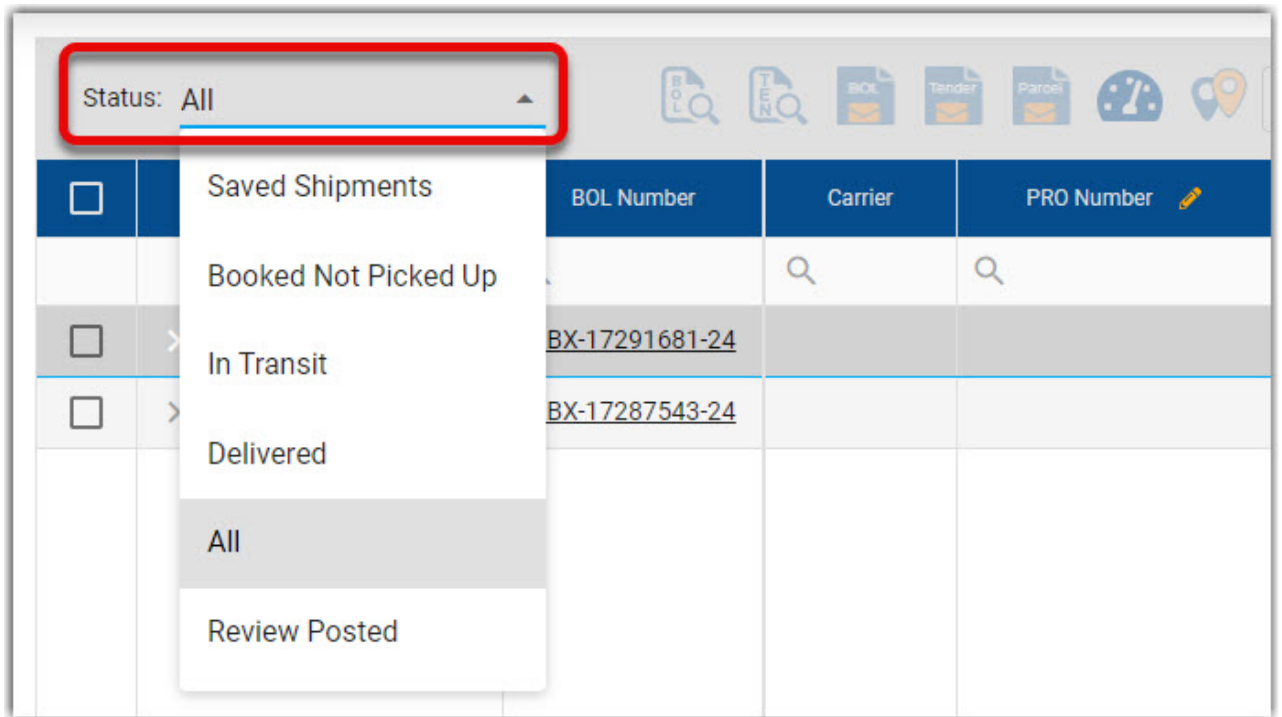
The Manage Shipments grid stores all shipments created in Kuebix. All shipments created in the Ship It tool, whether saved or booked, will appear in this grid. A shipment will save in Ship It after you select the **Get Rates** button. A shipment will only save if you do not book the shipment.

1. Click the **Manage Shipments** button located on the Home page.

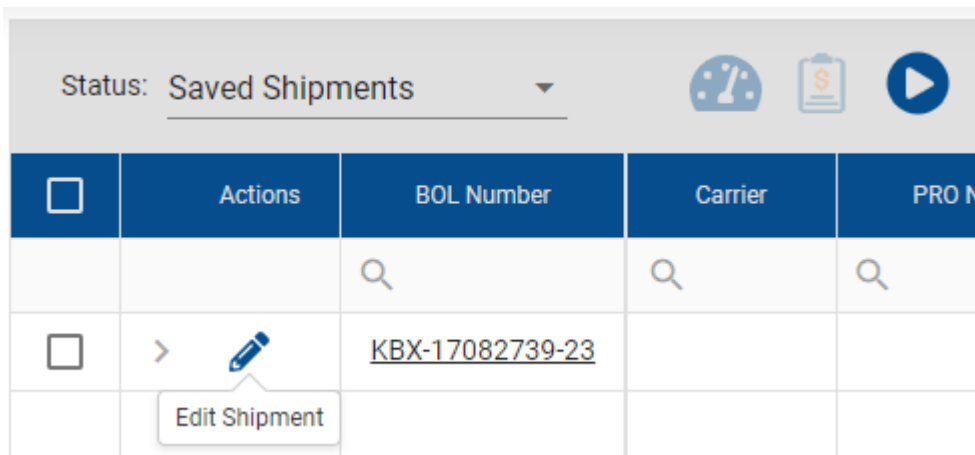


2. On the **Manage Shipments** page, locate your shipment in the table. *Note:* If you do not see your shipment, click on the **Status** filter to change the status of the shipments you are currently viewing.

Please be advised, if your shipment is currently Booked, to edit the shipment it will need to be unbooked and you will need to re-request rates to rebook.



3. Once you find your shipment, click on the **Actions** link and select **Edit Shipment**.



5. You should now be taken to the **Shipment Entry** page, click the **Edit Shipment** button. If your shipment is currently booked, you will need to unbook in order to edit the information.

[Edit Shipment](#)

Record Created: KBX-17291681-24 Create New Shipment: -- Choose --

Let's get started by answering a few required questions about your shipment

Chips and Dip - 95330 (Roth)

Order Search

Shipment Type: TL TL Lane Lookup: Lane lookup for TL

Payment Type: Outbound Prepaid

Carrier Type: Air

Need to add additional references for your shipment?

Pickup Date: 03/15/2024 Pickup Number: CON-161279-24

Pickup Window: 6 : 00 AM Delivery Number:

10 : 00 PM Company BOL:

Delivery Date: 03/15/2024 Seal Number:

Delivery Window: -- : -- AM

-- : -- AM

6. Scroll to the field(s) you wish to edit and make the desired changes. Once the edits are made, click **Contract Rates** to resubmit your updated shipment!