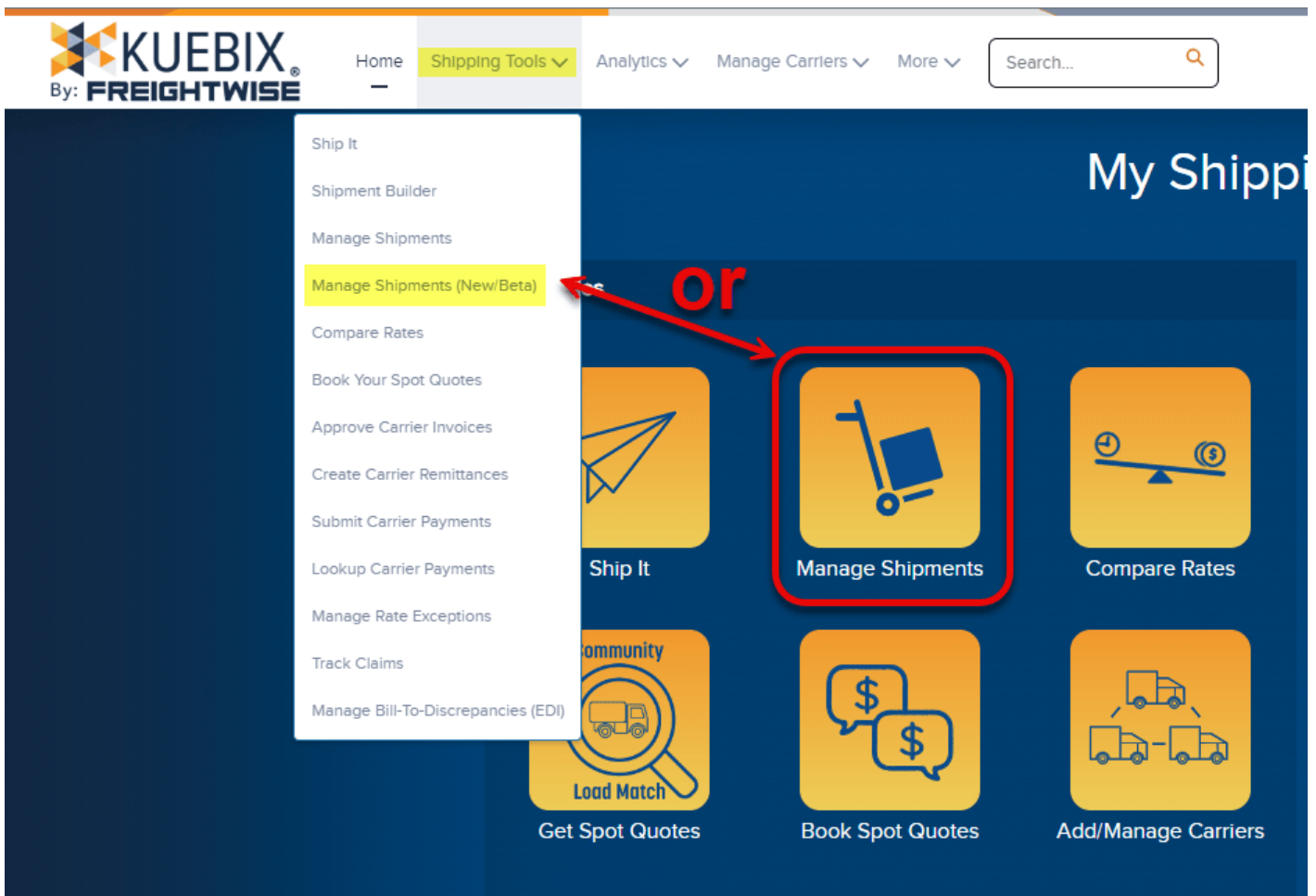


Editing Shipments

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.

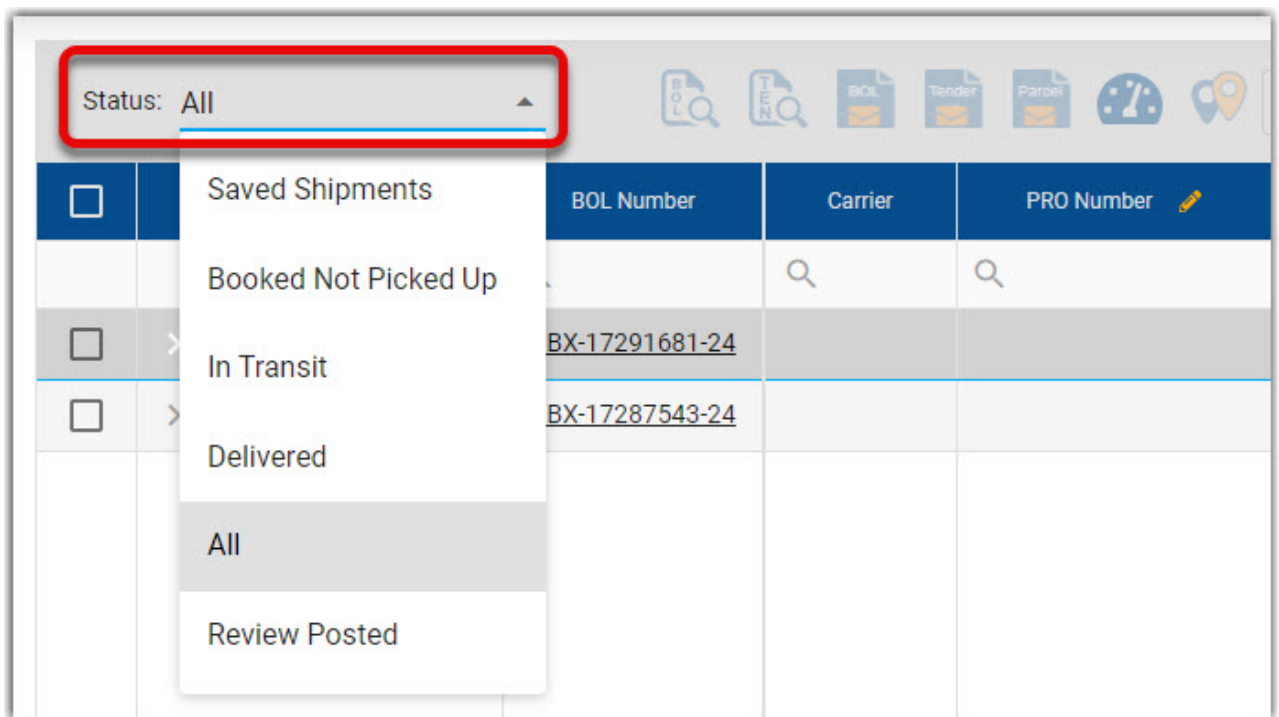
1. Click the **Manage Shipments** button located on the Home page.



The screenshot displays the Kuebix Freight Intelligence user interface. At the top, the navigation bar includes the Kuebix logo, a 'Home' link, a 'Shipping Tools' dropdown menu, and links for 'Analytics', 'Manage Carriers', and 'More'. A search bar is located on the right. The main content area features a grid of icons for various functions: 'Ship It', 'Manage Shipments', 'Compare Rates', 'Get Spot Quotes', 'Book Spot Quotes', and 'Add/Manage Carriers'. The 'Manage Shipments' icon, which depicts a hand truck, is highlighted with a red rectangular border. A white dropdown menu is open over the 'Shipping Tools' menu, listing several options, with 'Manage Shipments (New/Beta)' highlighted in yellow. A red arrow points from the highlighted menu item to the 'Manage Shipments' icon, with the word 'or' written in red above the arrow.

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**.

Status: <u>Saved Shipments</u>				
<input type="checkbox"/>	Actions	BOL Number	Carrier	PRO N
		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="button" value="Edit Shipment"/>	<u>KBX-17082739-23</u>		

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.

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)

Shipment Type:

Payment Type:

Carrier Type:

Order Search:

TL Lane Lookup:

Need to add additional references for your shipment?

Pickup Date:

Pickup Window:

Delivery Date:

Delivery Window:

Pickup Number:

Delivery Number:

Company BOL:

Seal Number:

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!

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