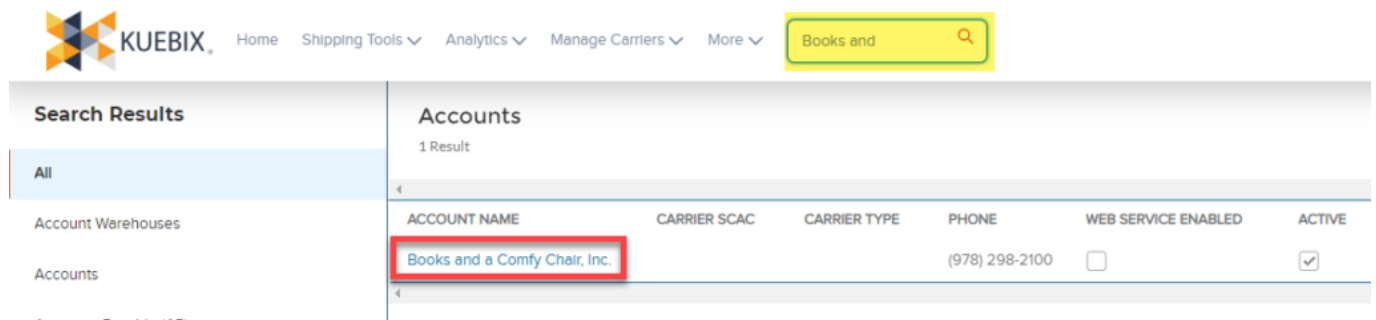


Default Settings

To make shipping easier, you can set up default information for your Account from the Account Details page.

There are two ways to open the Account Details page – the first way is by searching for the Account name in the search bar at the top of the screen.



The screenshot shows the KUEBIX application interface. At the top, there is a navigation bar with the KUEBIX logo and links for Home, Shipping Tools, Analytics, Manage Carriers, and More. A search bar on the right contains the text "Books and" and a magnifying glass icon. Below the navigation bar, the "Search Results" section is active, showing a list of "Accounts" with 1 result. The result is "Books and a Comfy Chair, Inc.", which is highlighted with a red box. The table columns are ACCOUNT NAME, CARRIER SCAC, CARRIER TYPE, PHONE, WEB SERVICE ENABLED, and ACTIVE.

ACCOUNT NAME	CARRIER SCAC	CARRIER TYPE	PHONE	WEB SERVICE ENABLED	ACTIVE
Books and a Comfy Chair, Inc.			(978) 298-2100	☐	☒

Or, you can click on the location name from your Manage Carriers screen.

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

Both methods will open up the Account Details – from here you can adjust the name, billing and shipping address, any contact information, and a number of shipment details.

Any field with a pencil can be edited.

Address and Contact info:

Default Settings

▼ Address Information

Billing Address
123 Real Street
Maynard, MA 01754
United States



Billing Contact ⓘ

Bill To Phone ⓘ

Bill To Email ⓘ

Pay To Contact ⓘ

Shipping Address
123 Real Street
Maynard, MA 01754
United States



Shipping Contact ⓘ

Chris Arbib

Shipping Phone ⓘ

(978) 298-2100

Shipping Email ⓘ

support@kuebix.com

Shipping Fax ⓘ

Shipping Instructions and Info:

Default Settings

▼ Shipping Instructions

Pickup Confirmation Email ⓘ

☒

Pickup Notice Enabled ⓘ

☐

BOL Type ⓘ

Standard

Default Pickup Instructions ⓘ

Default Delivery Instructions ⓘ

BOL Instruction ⓘ

▼ Operational Defaults

Default Shipment Type ⓘ

Parcel

Default Delivery Type ⓘ

CPU

Default Shipment Mode ⓘ

Dry Van

Default Payment Type

Outbound Prepaid

Default Pickup Ready ⓘ

Default Pickup Close ⓘ

Default Accessorials ⓘ

Disable Single Shipment ⓘ

☐

Default Class ⓘ

Default NMFC ⓘ

Default Package Type ⓘ

Default Pallet Units ⓘ

In

Default Pallet Length ⓘ

Default Pallet Width ⓘ

Default Pallet Height ⓘ

Default Hazmat Phone

Please be advised that the defaults added here will show up on every shipment from this location unless manually overwritten during the shipment building process. In addition, these defaults will be overwritten if you have an integration.

Once the information has been entered and saved – it will appear in Ship It.

Default Settings

The screenshot displays the 'Ship From' configuration interface. On the left, a sidebar contains three sections: 'Default Pickup Instructions' (with a text area containing 'The troll under the bridge will let you pass if you give them a chocolate coin.'), 'Default Delivery Instructions' (with an empty text area), and 'Default Class' (a dropdown menu set to '70'). The main area is titled 'Ship From: Edit and update your Ship From address and contacts'. It includes a 'Search Company' field with 'Books and a Comfy Chair, Inc.' selected, and a 'Select Contact' dropdown set to '--New Contact--'. The address fields show '123 Real Street', 'Postal: 01754', 'State: MA', 'City: Maynard', and 'Country: United States'. There are checkboxes for 'Residential Address', 'Liftgate Required', and 'Blind Shipment'. A 'Pickup Instructions' section contains a text area with the same troll instruction and a 'Save Instructions' checkbox. Below this is the 'Add Item Details' section, titled 'What Items will you be shipping?'. It features a table with columns for 'Handling Unit Type', '# PKG's', 'Tare Wt.', 'Net Wt.', 'Gross Weight', 'Item Units', and 'Class'. The first row shows 'Pallet(s)', '1', '0', '0', '0', and '70'. A red arrow points from the 'Default Class' dropdown in the sidebar to the 'Class' dropdown in the table, which is also highlighted with a red box. Another red arrow points from the 'Default Pickup Instructions' text area to the 'Pickup Instructions' text area. At the bottom of the table, there are links for 'Add More Handling Units', 'Add More Items', and 'Add From Item Book'.

If you have any issues, please email support@kuebix.com with any/all screenshots and details.

To add or update Handling Units and or Packages, please use the instructions here: [Adding Handling Units and Packages](#)