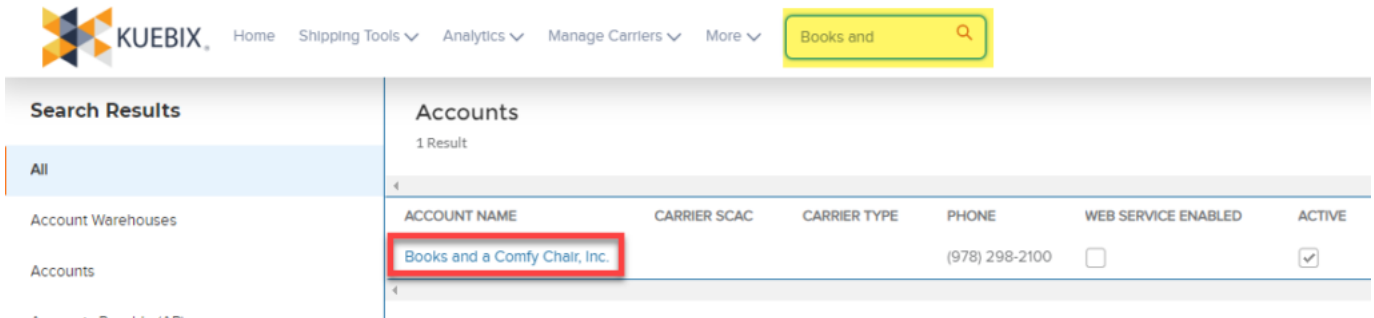


Default Settings

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.



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
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Quick Actions...	A-0000116542	<input type="text"/>	Yes <input type="button" value="v"/>	Spot/Volume Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	Quick Actions...	A-0000116541	<input type="text"/>	Yes <input type="button" value="v"/>	Spot/Volume Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	Quick Actions...	A-0000116540	<input type="text"/>	Yes <input type="button" value="v"/>	Spot/Volume Agreement	Carrots for Okapis
<input type="checkbox"/>	Quick Actions...	A-0000110110	<input type="text"/>	Yes <input type="button" value="v"/>	LTL Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	Quick Actions...	A-0000094541	<input type="text"/>	Yes <input type="button" value="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, a full list of available settings is available here: Default Shipment Information.

Address and Contact info:

▼ 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

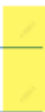
Shipping Fax ⓘ



Shipping Instructions and Info:

▼ 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.

The screenshot displays the 'Ship From' configuration interface. On the left, there are three yellow-highlighted sections: 'Default Pickup Instructions' containing the text 'The troll under the bridge will let you pass if you give them a chocolate coin.', 'Default Delivery Instructions' (empty), and 'Default Class' set to '70'. The main form area includes 'Search Company' (Books and a Comfy Chair, Inc.), 'Company Name', 'Address' (123 Real Street), 'Postal' (01754), 'State' (MA), 'City' (Maynard), and 'Country' (United States). A 'Pickup Instructions' field on the right contains the same text as the default pickup instructions. Below this is the 'Add Item Details' section, which includes a table for handling units and packages. The table has columns for '# HUs', '# PKG's', 'Net Wt', and 'Gross Wt'. A row is shown with 'Pallet(s)' as the unit type, 1 HUs, 0 PKG's, and 0 lbs. Below the table, there are fields for 'Item Search', 'PO Reference', 'SO Reference', 'SKU / Item Name', 'Description', 'Net Weight', 'Gross Weight', 'Item Units', and 'Class' (set to 70). A red box highlights the 'Class' dropdown menu, and a red arrow points from the 'Default Class' field on the left to this dropdown.

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