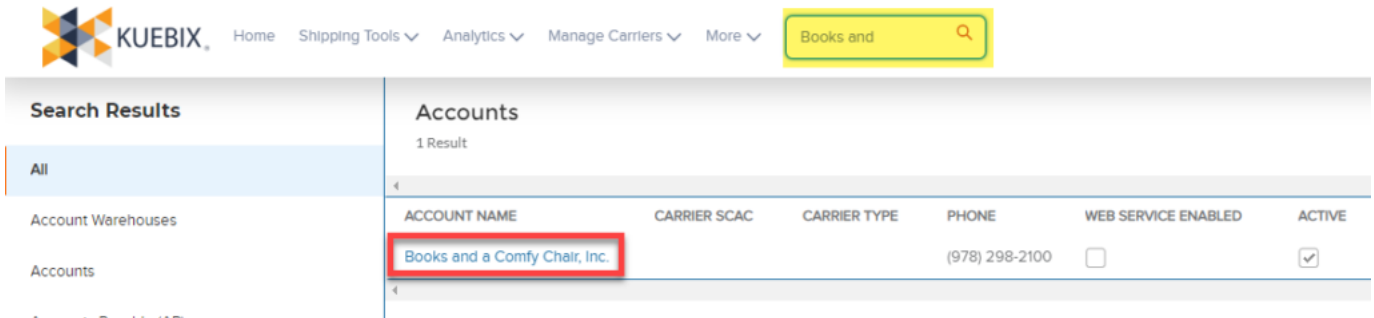


# Default Settings

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 ▾	All ▾	<input type="text"/>
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000116542</a>	<input type="text"/>	Yes ▾	Spot/Volume Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000116541</a>	<input type="text"/>	Yes ▾	Spot/Volume Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000116540</a>	<input type="text"/>	Yes ▾	Spot/Volume Agreement	Carrots for Okapis
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000110110</a>	<input type="text"/>	Yes ▾	LTL Agreement	Books and a Comfy Chair, Inc.
<input type="checkbox"/>	<a href="#">Quick Actions...</a>	<a href="#">A-0000094541</a>	<input type="text"/>	Yes ▾	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 ⓘ

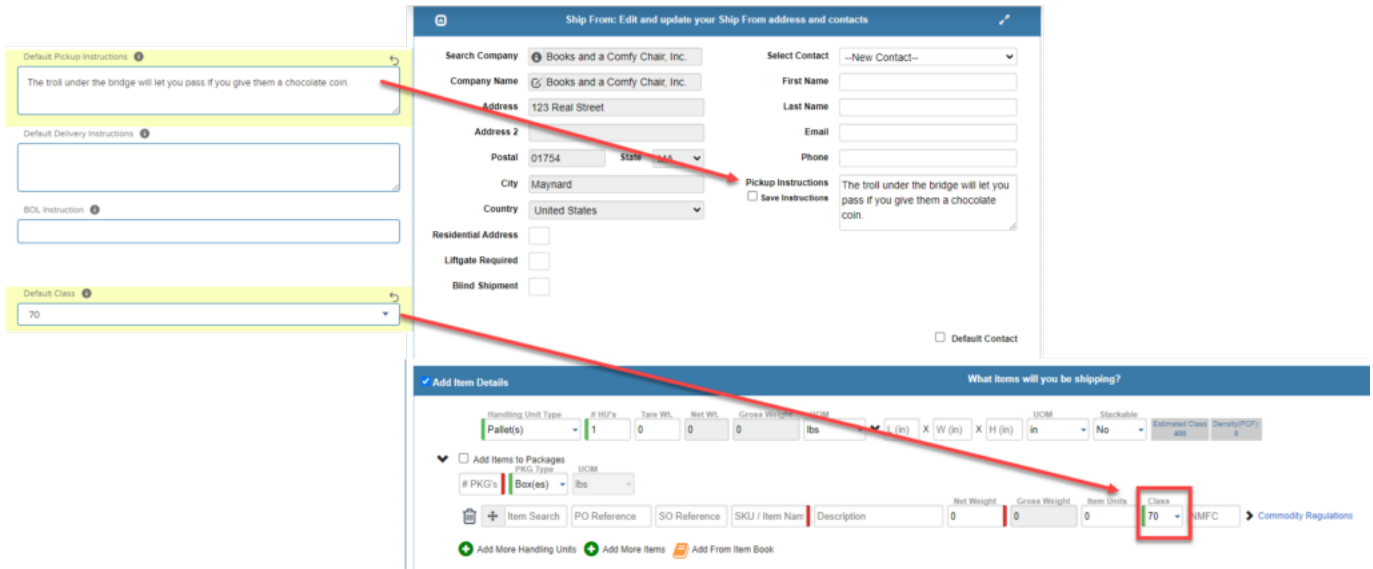
Default Pallet Width ⓘ

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 shows the 'Ship From' form in the KUEBIX system. On the left, three callout boxes are highlighted in yellow: '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'). Red arrows point from these callouts to the corresponding fields in the main form. The main form is titled 'Ship From: Edit and update your Ship From address and contacts'. It includes fields for 'Search Company' (Books and a Comfy Chair, Inc.), 'Company Name', 'Address' (123 Real Street), 'Postal' (01754), 'State' (MA), 'City' (Maynard), and 'Country' (United States). There are also fields for 'Select Contact' (set to '--New Contact--'), 'First Name', 'Last Name', 'Email', and 'Phone'. A 'Pickup Instructions' field is also present, containing the same text as the callout. Below these are checkboxes for 'Residential Address', 'Liftgate Required', and 'Blind Shipment'. The bottom section is titled 'Add Item Details' and 'What items will you be shipping?'. It features a table with columns for 'Handling Unit Type', '# PKG's', 'Tare Wt.', 'Net Wt.', 'Gross Weight', 'DIM', 'UCOM', 'Stackable', 'Estimated Class', and 'Density/PF'. The first row shows 'Pallet(s)' with a value of 1. Below the table, there are options to 'Add Items to Packages' and a table with columns for '# PKG's', 'PKG Type', 'UCOM', 'Item Search', 'PO Reference', 'SO Reference', 'SKU / Item Nam', 'Description', 'Net Weight', 'Gross Weight', 'Item Units', 'Class', and 'Commodity Regulations'. The 'Class' column has a dropdown menu set to '70', which is highlighted with a red box. A red arrow points from the 'Default Class' callout to this dropdown menu.

If you have any issues, please email [support@kuebix.com](mailto: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](#)