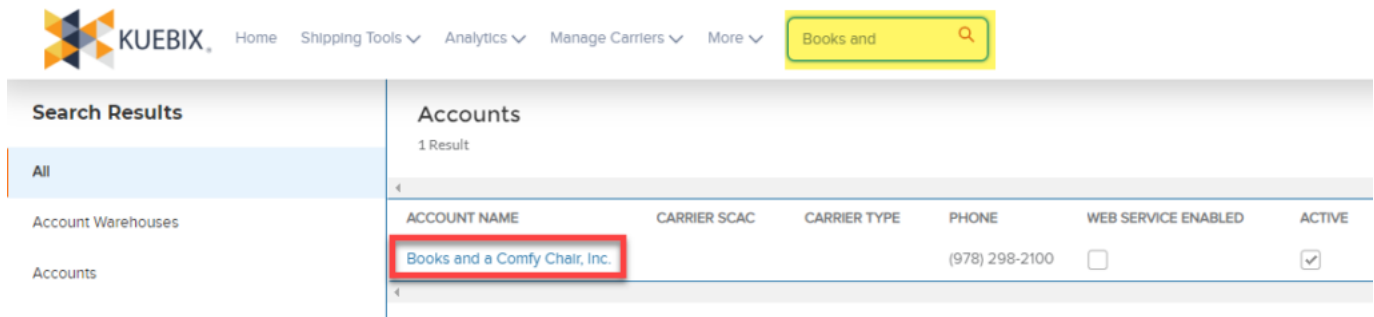


Default Settings

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@kueblx.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.

Ship From: Edit and update your Ship From address and contacts

Search Company: Books and a Comfy Chair, Inc. Select Contact: --New Contact--

Company Name: Books and a Comfy Chair, Inc. First Name: Last Name: Email: Phone:

Address: 123 Real Street Address 2: Postal: 01754 State: MA City: Maynard Country: United States

Pickup Instructions: The troll under the bridge will let you pass if you give them a chocolate coin. Save Instructions: ☐

Residential Address: ☐ Liftgate Required: ☐ Blind Shipment: ☐

☐ Default Contact

Add Item Details What Items will you be shipping?

Handling Unit Type: Pallet(s) # PKG's: 1 Tare Wt: 0 Net Wt: 0 Gross Wt: 0 UOM: L (in) X W (in) X H (in) in Stackable: No Estimated Class: 400 Dimensionality: 3

☐ Add Items to Packages PKG Type: UOM: # PKG's: 1 Box(es) lbs

Item Search: PO Reference: SO Reference: SKU / Item Name: Description: Net Weight: 0 Gross Weight: 0 Item Units: 0 Class: 70 NMFC > Commodity Regulations

+ Add More Handling Units + Add More Items + 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