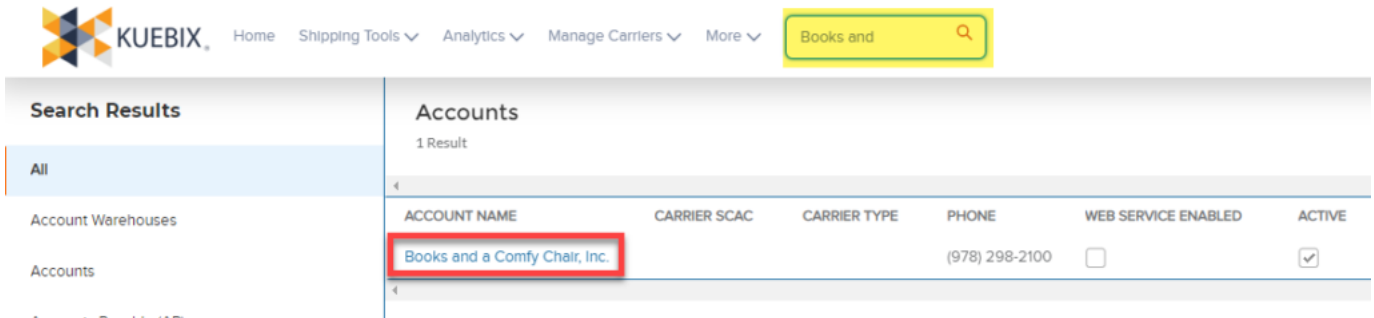# Default Settings

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.

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:

Shipping Instructions and Info:

KUEBIX
Freight Intelligence™

∨ Shipping Instructions

Pickup Confirmation Email ⓘ ☑	Default Pickup Instructions ⓘ
Pickup Notice Enabled ⓘ ☐	Default Delivery Instructions ⓘ
BOL Type ⓘ Standard	BOL Instruction ⓘ

∨ Operational Defaults

Default Shipment Type ⓘ Parcel	Default Class ⓘ
Default Delivery Type ⓘ CPU	Default NMFC ⓘ
Default Shipment Mode ⓘ Dry Van	Default Package Type ⓘ
Default Payment Type Outbound Prepaid	Default Pallet Units ⓘ In
Default Pickup Ready ⓘ	Default Pallet Length ⓘ
Default Pickup Close ⓘ	Default Pallet Width ⓘ
Default Accessorials ⓘ	Default Pallet Height ⓘ
Disable Single Shipment ⓘ ☐	Default Hazmat Phone
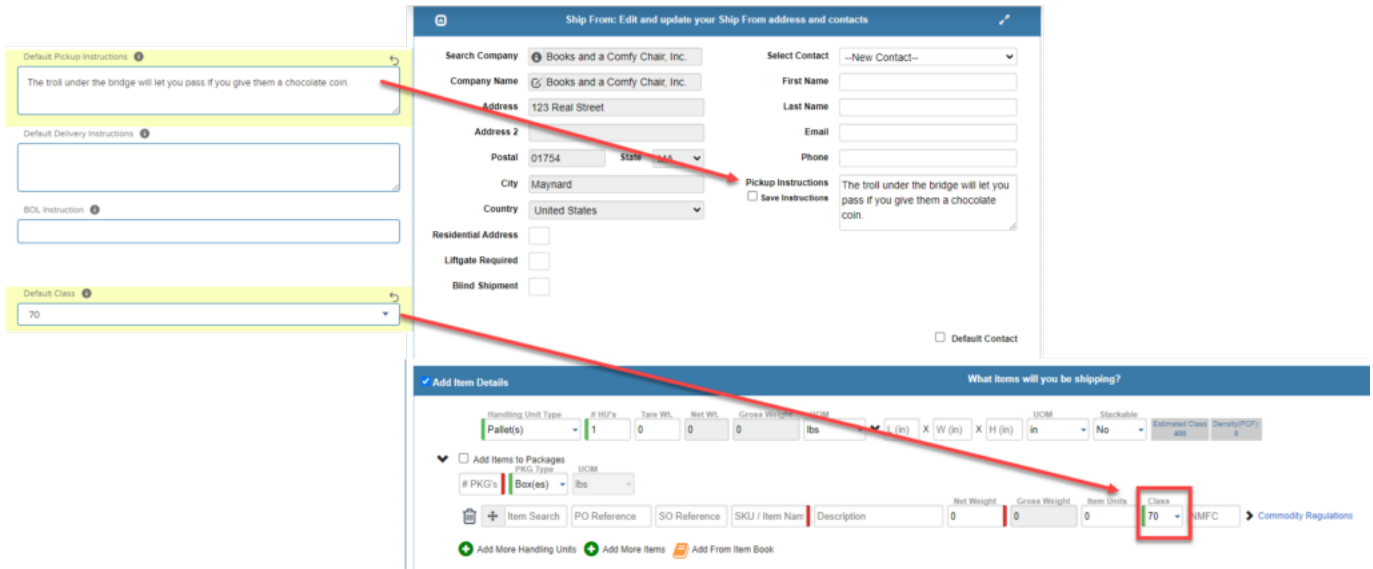
Please be advised that the defaults added here will show up on every shipment from this location unless manually overwritten during the shipment building process. In addition, these defaults will be overwritten if you have an integration.

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

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