

## Manually Assigning or Updating a PRO Number.

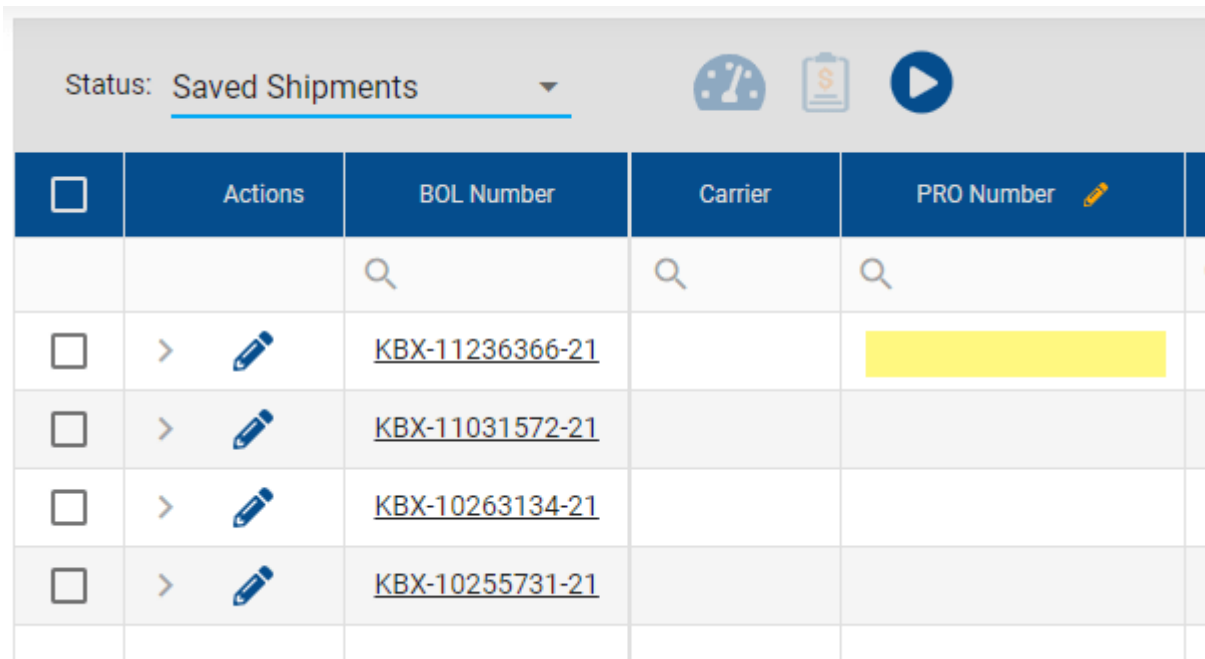
There are three ways a PRO will be assigned to a shipment.

1. The customer has a block of PROs, and the shipment is either an outbound prepaid or outbound collect.
2. The carrier supports Auto-PRO assignment and the PRO is automatically assigned when the shipment is booked via API.
3. The customer manually assigns a PRO number.






You can easily manually assign or update a PRO number using one of the following methods.

Using the **Manage Shipments Grid** as the starting point for all options below:

In either **Saved** or **Booked Not Picked Up** status, the PRO can be added or edited directly in the PRO Number column.



The screenshot shows a web interface for managing shipments. At the top, there is a status filter set to "Saved Shipments" and three icons: a clock, a document with a dollar sign, and a play button. Below this is a table with the following columns: a checkbox, "Actions", "BOL Number", "Carrier", and "PRO Number" (with a pencil icon). The first row of data has a yellow highlight in the "PRO Number" column. The "BOL Number" column contains values like "KBX-11236366-21".

| <input type="checkbox"/> | Actions   | BOL Number                      | Carrier | PRO Number  |
|--------------------------|---|---------------------------------|---------|--|
| <input type="checkbox"/> | >  | <a href="#">KBX-11236366-21</a> |         |  |
| <input type="checkbox"/> | >  | <a href="#">KBX-11031572-21</a> |         |  |
| <input type="checkbox"/> | >  | <a href="#">KBX-10263134-21</a> |         |  |
| <input type="checkbox"/> | >  | <a href="#">KBX-10255731-21</a> |         |  |

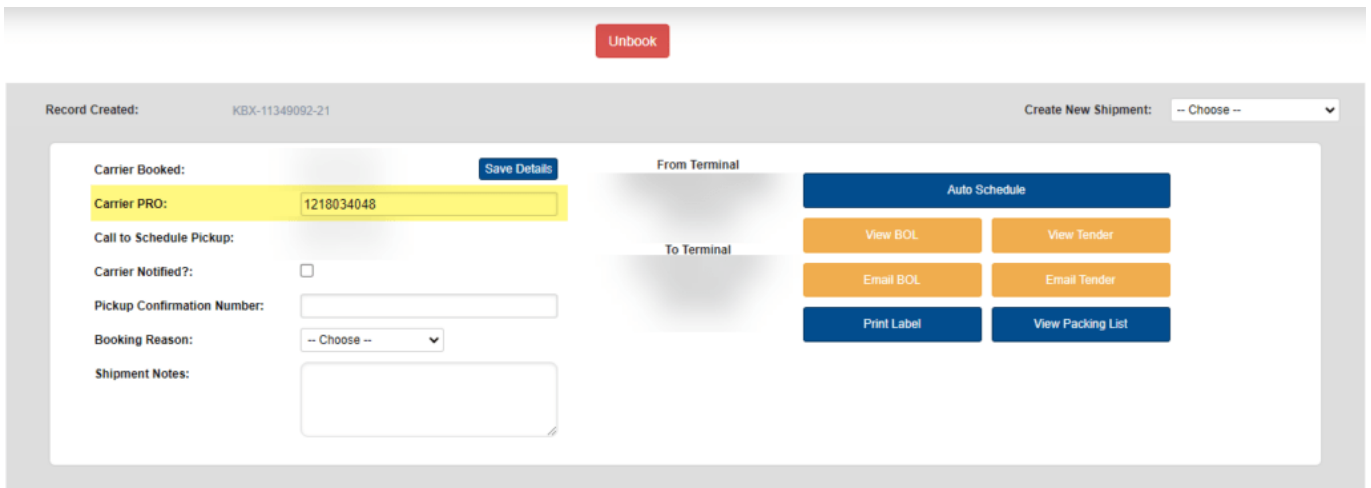
Double clicking in the empty field will let you add or edit the information.

Another option is to edit the shipment by clicking on the Pencil icon on the left and opening the shipment.

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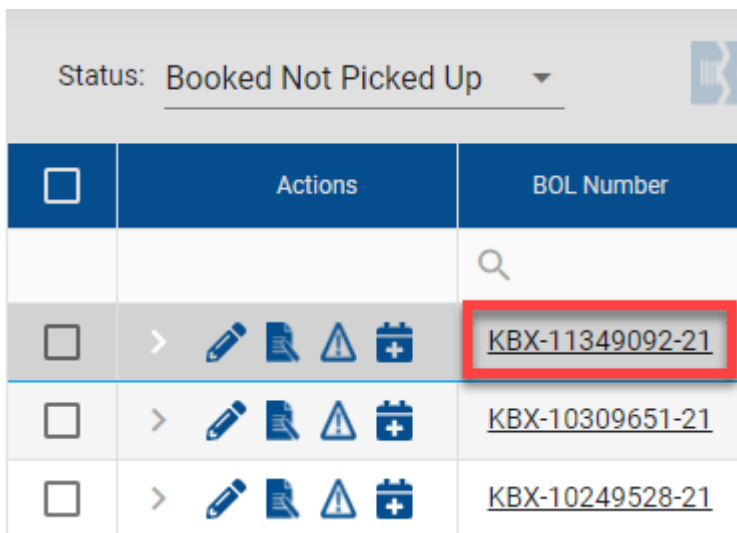
\*The shipment must be booked in order to use this method.\*

The PRO number can be entered in the Carrier PRO field:















The screenshot shows a web interface for managing a shipment. At the top, there is a red 'Unbook' button. Below it, the record ID 'KBX-11349092-21' is displayed. The main form area is divided into two sections. On the left, under 'Carrier Booked:', there is a 'Carrier PRO' field with the value '1218034048' highlighted in yellow. Other fields include 'Call to Schedule Pickup:', 'Carrier Notified?' (checkbox), 'Pickup Confirmation Number:', 'Booking Reason:' (dropdown), and 'Shipment Notes:'. On the right, under 'From Terminal' and 'To Terminal', there are buttons for 'Auto Schedule', 'View BOL', 'View Tender', 'Email BOL', 'Email Tender', 'Print Label', and 'View Packing List'. A 'Save Details' button is also present.

A third option is to click on the shipment BOL Number, which opens the shipment detail in a new tab.



The screenshot shows a table with a status filter 'Booked Not Picked Up'. The table has three columns: a checkbox, 'Actions', and 'BOL Number'. The first row is highlighted, and the 'BOL Number' 'KBX-11349092-21' is circled in red. The other rows show 'KBX-10309651-21' and 'KBX-10249528-21'.

| <input type="checkbox"/> | Actions   | BOL Number                      |
|--------------------------|---|---------------------------------|
| <input type="checkbox"/> |   | <input type="text" value=""/>   |
| <input type="checkbox"/> | >     | <a href="#">KBX-11349092-21</a> |
| <input type="checkbox"/> | >     | <a href="#">KBX-10309651-21</a> |
| <input type="checkbox"/> | >     | <a href="#">KBX-10249528-21</a> |


Double clicking either the pencil or anywhere in the section highlighted will enable manual entry.

## Manually Assigning or Updating a PRO Number.

### ▼ Shipment Detail

BOL Number

KBX-11349092-21


TL Published Shipment 

Web Service BOL


KBX1134909221

Client 

[Books and a Comfy Chair, Inc.](#)

Delivery Status 

Booked Not Picked Up

PRO # 

1218034048



You can also use Kuebix Fast Track.

### **From the Kuebix Fast Track on your landing page:**

You can either click on a shipment, or search by entering the Reference Number, PO, SO, BOL, or PRO Number.

# Manually Assigning or Updating a PRO Number.

The screenshot displays the 'Kuebix Fast Track' interface. At the top, it says 'Quickly view and manage your shipments in two easy steps.' Below this, there are two numbered steps: '1' and '2'. Step 1 is 'Select Recent Shipment'. The main area shows three shipment cards. The first card is highlighted with a red box. Each card displays the following information:

| Reference Number | Ship From       | Ships To             | Ships With | Tracking No. | Status               |
|------------------|-----------------|----------------------|------------|--------------|----------------------|
| KBX-11349092-21  | 123 Real Street | 3401 Etiwanda Ave... | [Redacted] | 1218034048   | Booked Not Picked... |
| KBX-10309651-21  | 123 Real Street | 3401 Etiwanda Ave... | [Redacted] | 1218024324   | Booked Not Picked... |
| KBX-10375129-21  | 123 Real Street | test                 | [Redacted] | 1218024283   | Delivered            |

Below the shipment cards is a search bar with the text 'Search by Reference Number, PO, SO, BOL or PRO Number' and a search input field with a magnifying glass icon. The search bar is also highlighted with a red box.

Enter/update the PRO in the **Assign PRO** field and click **GO**.

## Manually Assigning or Updating a PRO Number.

1 2

### Selected Shipment

KBX-11349092-21  
3401 Etiwanda Ave Suite# 931C  
Mira Loma, CA, 91752  
United States

PRO: 1218034048  
Booked Date: 12/23/2021  
Expected Delivery Date: 01/20/2022  
Status: **Booked Not Picked Up**

- Print BOL
- Print Labels
- Quick Track
- Get POD (BOL/DR)
- Assign PRO

Success! ×

PRO Number successfully updated.

Instructions on adding a block of PROs to a carrier agreement can be found here: [Adding a range of PRO Numbers](#)

## Manually Assigning or Updating a PRO Number.

If you have any issues, please reach out to Support by emailing [support@kuebix.com](mailto:support@kuebix.com) and we will happily assist.