

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.

Status: <u>Saved Shipments</u>   				
☐	Actions	BOL Number	Carrier	PRO Number 
				
☐	> 	KBX-11236366-21		
☐	> 	KBX-11031572-21		
☐	> 	KBX-10263134-21		
☐	> 	KBX-10255731-21		

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.

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 shipments. At the top, there is a red 'Unbook' button. Below it, a header bar displays 'Record Created: KBX-11349092-21' and a 'Create New Shipment:' dropdown menu set to '-- Choose --'. The main content area is divided into two columns. The left column contains a form with the following fields: 'Carrier Booked:' with a 'Save Details' button; 'Carrier PRO:' with a text input field containing '1218034048'; 'Call to Schedule Pickup:'; 'Carrier Notified?:' with a checkbox; 'Pickup Confirmation Number:' with a text input field; 'Booking Reason:' with a dropdown menu set to '-- Choose --'; and 'Shipment Notes:' with a text area. The right column contains a 'From Terminal' section with a 'To Terminal' section below it, and a vertical stack of buttons: 'Auto Schedule', 'View BOL', 'View Tender', 'Email BOL', 'Email Tender', 'Print Label', and 'View Packing List'.

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 at the top. The status is 'Booked Not Picked Up'. The table has three columns: a checkbox column, an 'Actions' column, and a 'BOL Number' column. The first row of the table is highlighted with a red border. The 'BOL Number' for this row is 'KBX-11349092-21'. The 'Actions' column for this row contains a right arrow, a pencil icon, a document icon, a warning triangle icon, and a calendar icon. The other two rows of the table have 'BOL Number' values 'KBX-10309651-21' and 'KBX-10249528-21'.

Status: Booked Not Picked Up		
☐	Actions	BOL Number
☐	>	<u>KBX-11349092-21</u>
☐	>	<u>KBX-10309651-21</u>
☐	>	<u>KBX-10249528-21</u>

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

▼ 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.

Kuebix Fast Track

Quickly view and manage your shipments in two easy steps.

1 2

Select Recent Shipment

KBX-11349092-21

Ship From:
123 Real Street

Ships To:
3401 Etiwanda Ave...

Ships With:

Tracking No:
1218034048

Booked Not Picked...

KBX-10309651-21

Ship From:
123 Real Street

Ships To:
3401 Etiwanda Ave...

Ships With:

Tracking No:
1218024324

Booked Not Picked...

KBX-10375129-21

Ship From:
123 Real Street

Ships To:
test

Ships With:

Tracking No:
1218024283

Delivered

Search by Reference Number, PO, SO, BOL or PRO Number

Search...



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

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

BACK

GO

Success!

PRO Number successfully updated.

Ok

Instructions on adding a block of PROs to a carrier agreement can be found here:
Adding a range of PRO Numbers

If you have any issues, please reach out to Support by emailing support@kuebix.com and we will happily assist.