

Manually Updating Spot Quotes

Manually updating a spot quote allows you to enter a rate for a specific shipment provided by a carrier outside of Kuebix. After booking and receiving your spot quote, there are two ways to manually update the quote.

The First Way

Navigate to the “Book Your Spot Quote” page - found as a tile on the Kuebix homepage or under the “Shipping Tools” header in the toolbar.

On the “Book Your Spot Quote” page locate the desired shipment and select “Quick Actions,” then select “Edit Shipment.”

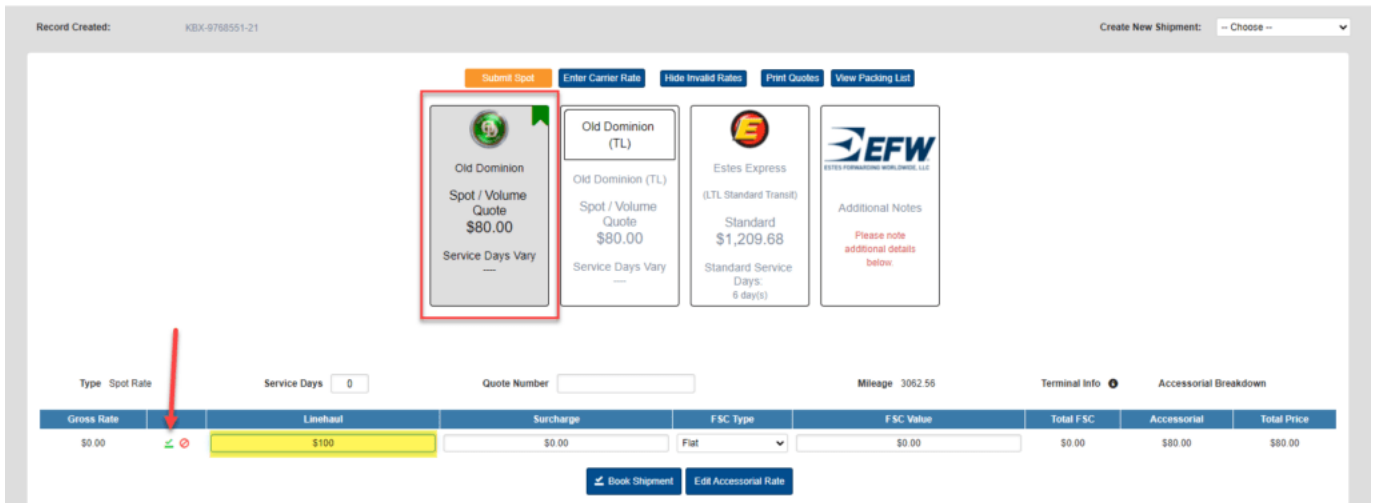
Shipping References				
Details	Apply	Actions	SO Numbers	BOL Number
	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Quick Actions...		KBX-9796541-21
	<input type="checkbox"/>	Quick Actions...		KBX-9796305-21
	<input type="checkbox"/>	Quick Actions...		KBX-9768551-21
	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px;"> Edit Shipment Quote Carrier Selection </div>		KBX-9763789-21

This opens the Edit Shipment page and allows you to select the rate tile from the carrier you’d like to adjust.

***Note:** if the carrier does not have a tile, click the “Enter Carrier Rate” button


located above the tiles and type in the carrier name. This will create a tile that can then be selected for editing.


Click the pencil, found under “Linehaul” to enter the rate. After entering the rate, click the green check mark to save it.




Record Created: KBX-9788551-21 Create New Shipment: -- Choose --

[Submit Spot](#) [Enter Carrier Rate](#) [Hide Invalid Rates](#) [Print Quotes](#) [View Packing List](#)


 Old Dominion
 Spot / Volume
 Quote
\$80.00
 Service Days Vary
 —


 Old Dominion (TL)
 Spot / Volume
 Quote
\$80.00
 Service Days Vary
 —


 Estes Express
 (ITL Standard Transit)
 Standard
 \$1,209.68
 Standard Service
 Days:
 6 day(s)

Additional Notes
 Please note
 additional details
 below:

Type: Spot Rate Service Days: 0 Quote Number: Mileage: 3062.56 Terminal Info: ● Accessorials Breakdown

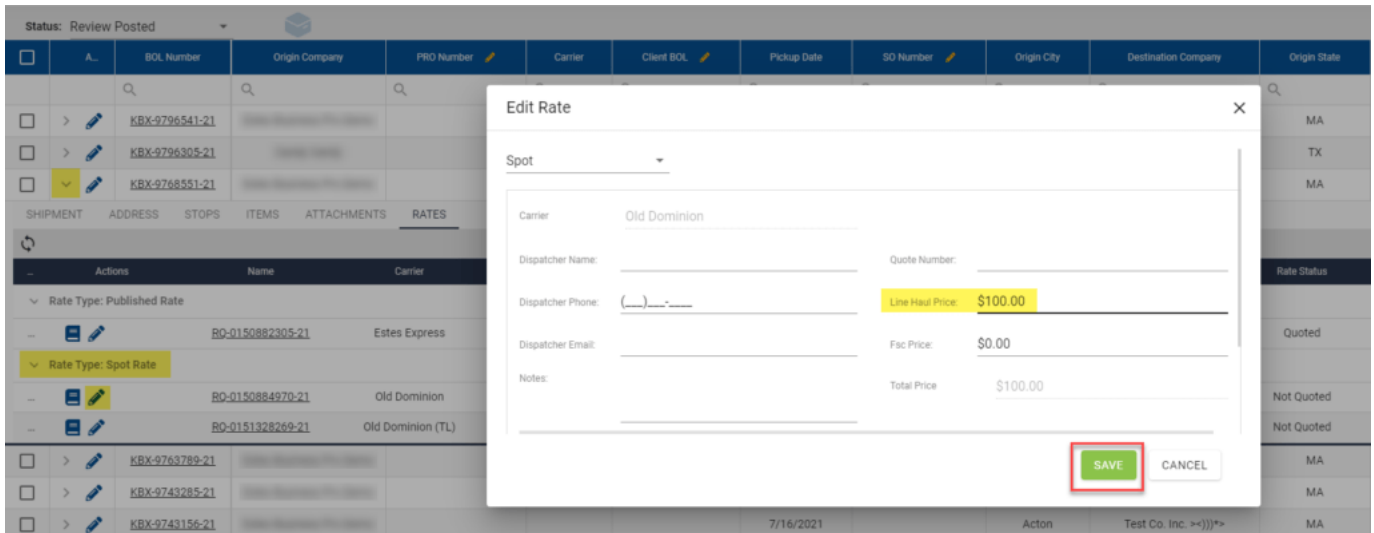
Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC	Accessorials	Total Price
\$0.00	\$100	\$0.00	Flat	\$0.00	\$0.00	\$80.00	\$80.00

[Book Shipment](#) [Edit Accessorial Rate](#)

The Second Way

Navigate to “Manage Shipments” from the “Shipping Tools” header, and toggle the status to “Review Posted.”

Click on the down arrow for the desired shipment, then click on the pencil icon. Enter the rate for the Line Haul Price, and then click “Save.”



The screenshot displays the 'Edit Rate' modal window in the KUEBIX system. The modal is titled 'Edit Rate' and has a close button (X) in the top right corner. It is set to 'Spot' rate type. The carrier is 'Old Dominion'. The modal contains the following fields and values:

- Carrier: Old Dominion
- Dispatcher Name: _____
- Dispatcher Phone: (____)____-____
- Dispatcher Email: _____
- Quote Number: _____
- Line Haul Price: \$100.00
- Fsc Price: \$0.00
- Total Price: \$100.00
- Notes: _____

At the bottom right of the modal, there are two buttons: 'SAVE' (highlighted with a red box) and 'CANCEL'.

The background shows a table of rates with columns: A., BOL Number, Origin Company, PRO Number, Carrier, Client BOL, Pickup Date, SO Number, Origin City, Destination Company, and Origin State. The table is filtered by 'Rate Type: Spot Rate'.

***Note:** You will only be able to update Spot Rates. Published Rates cannot be adjusted.

To learn how to receive and book spot quotes, please reference this Knowledge Base article.