

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="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"/>	Quick Actions...		KBX-9763789-21

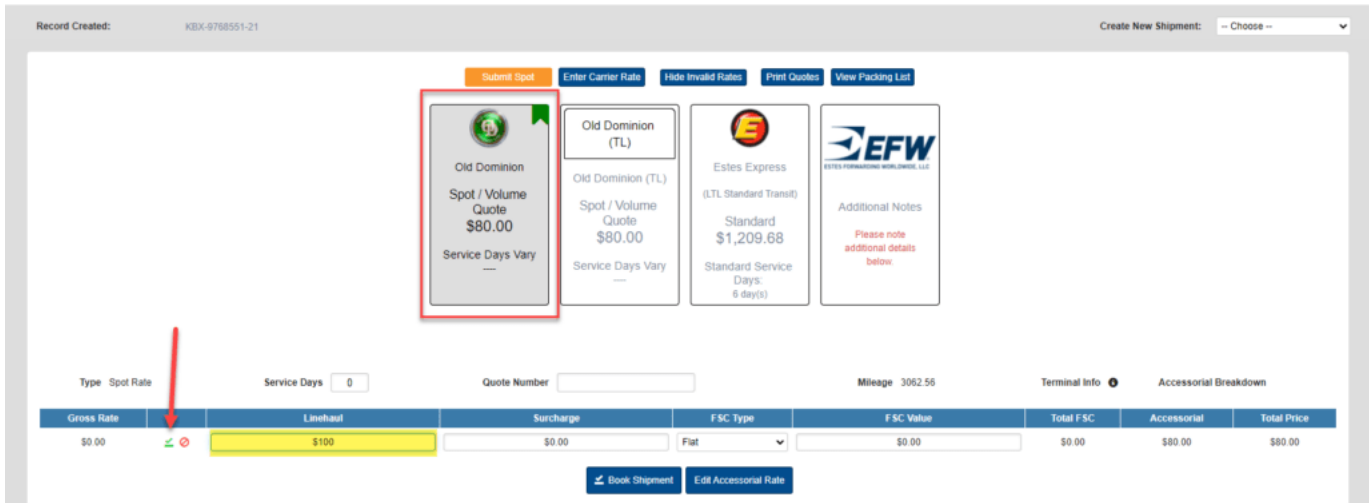
Edit Shipment

Quote Carrier Selection

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.

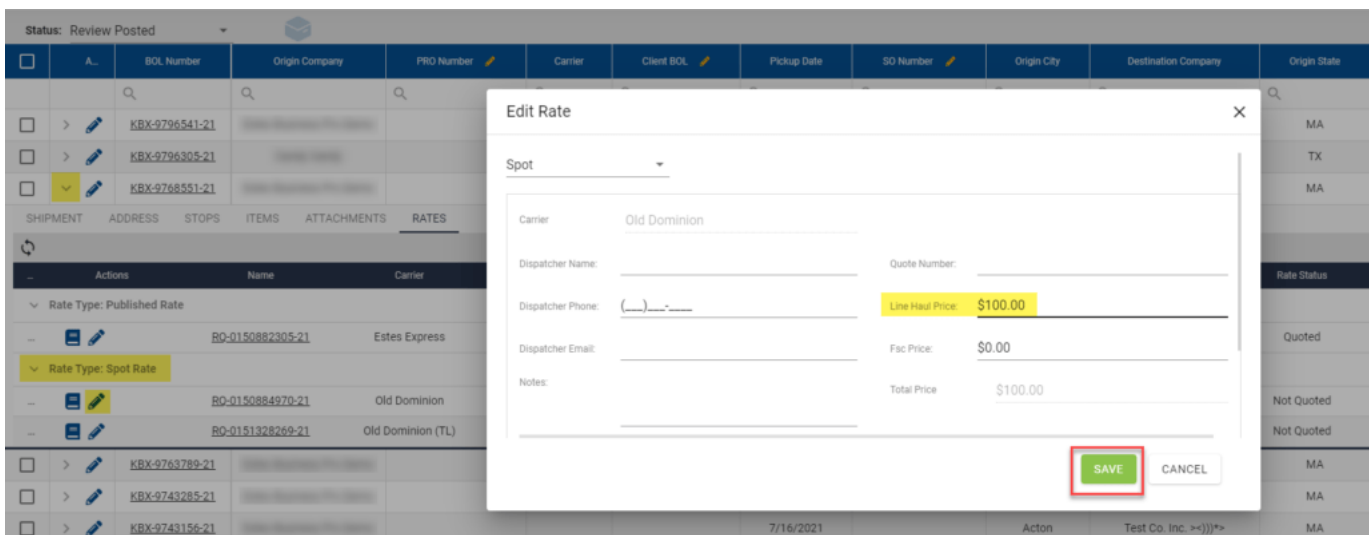
Click the pencil, found under “Linehaul” to enter the rate. After entering the rate, click the green check mark to save it.



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.”



***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.