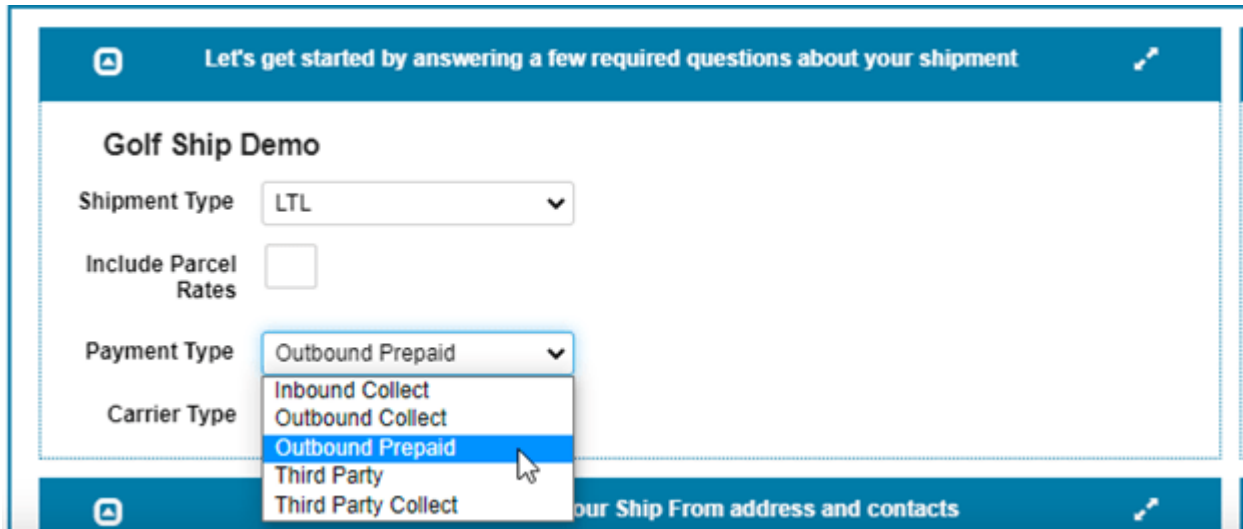


# Payment Types

There are five types of Payment options when creating a shipment in Ship It.

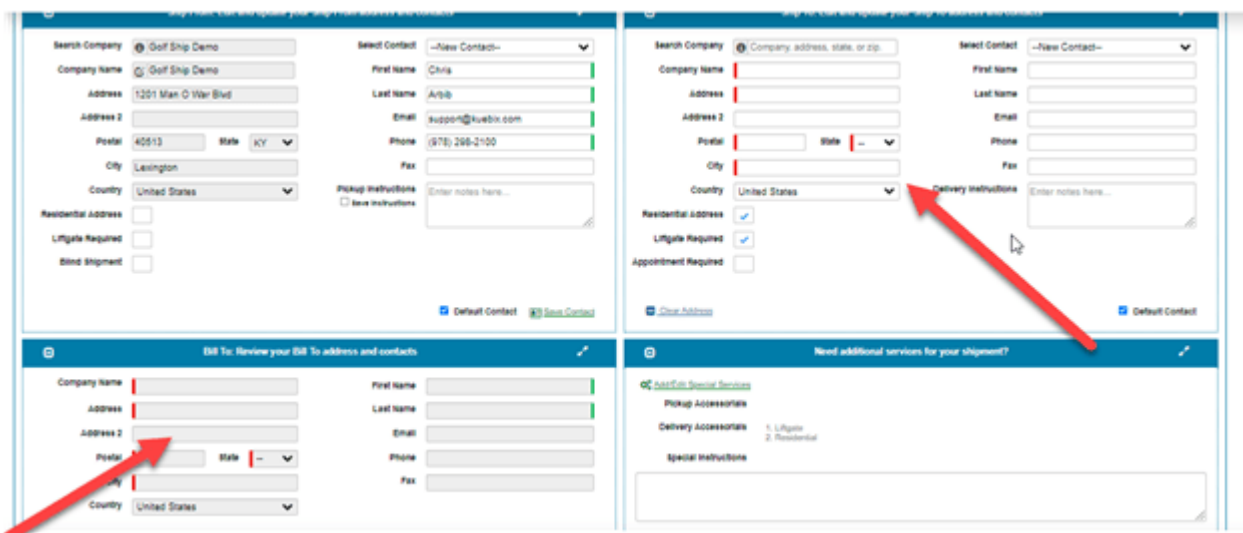


The screenshot shows a form titled "Golf Ship Demo" with the heading "Let's get started by answering a few required questions about your shipment". The form includes fields for "Shipment Type" (set to "LTL"), "Include Parcel Rates" (checkbox), "Payment Type" (dropdown menu), and "Carrier Type". The "Payment Type" dropdown menu is open, showing five options: "Outbound Prepaid", "Inbound Collect", "Outbound Collect", "Outbound Prepaid" (highlighted), "Third Party", and "Third Party Collect". A mouse cursor is pointing at the highlighted "Outbound Prepaid" option.

The Payment Type selected will effect the Ship To, Ship From, and Bill To fields.

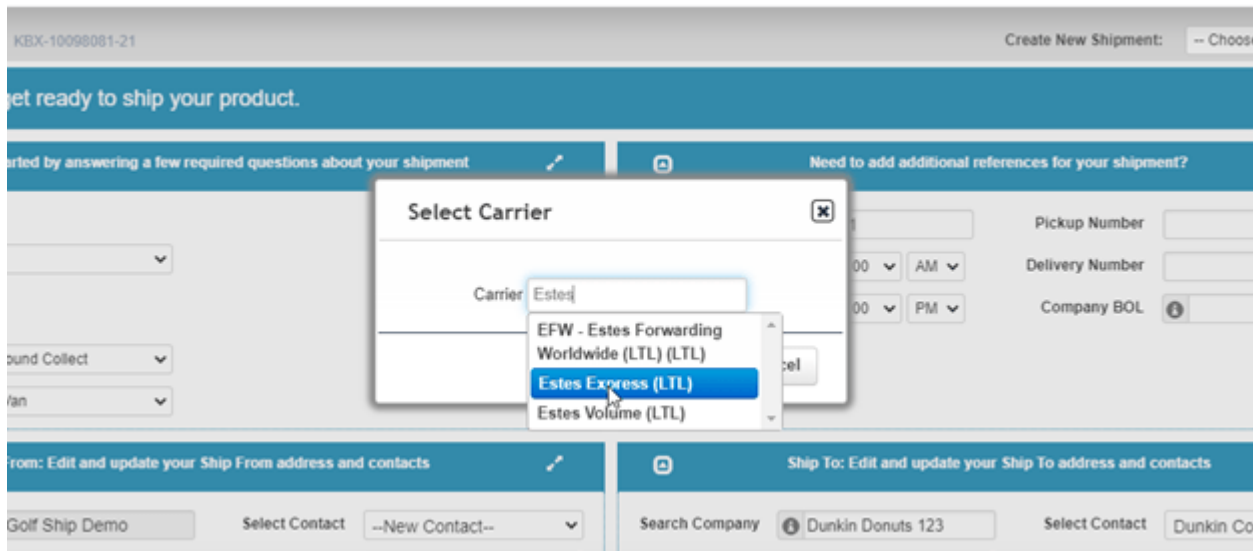
**Outbound Prepaid** – The shipment is being picked up at your location, and you are paying for it. The only available field to edit is the Ship To. Autoscheduling and Pro numbers are options.

**Outbound Collect** – The recipient will be billed/is paying for the shipment. The Bill To section is blank and cannot be edited – this information will auto fill after the Ship To information is provided.



The screenshot shows two panels of the "Golf Ship Demo" form. The top panel is titled "Ship From" and contains fields for "Search Company", "Company Name", "Address", "Address 2", "Postal", "State", "City", "Country", "Residential Address", "Liftgate Required", "Appointment Required", "Select Contact", "First Name", "Last Name", "Email", "Phone", "Fax", "Pickup Instructions", and "Delivery Instructions". A red arrow points to the "Delivery Instructions" field. The bottom panel is titled "Ship To" and contains fields for "Company Name", "Address", "Address 2", "Postal", "State", "City", "Country", "Residential Address", "Liftgate Required", "Appointment Required", "Select Contact", "First Name", "Last Name", "Email", "Phone", "Fax", "Pickup Instructions", and "Delivery Instructions". A red arrow points to the "Address 2" field.

After creating the shipment, select “Save and Assign Carrier” and a small popup window will appear. Type the name of the carrier here, and select the corresponding name.



Autoscheduling and Pro numbers are possible.

**Inbound Collect** - You are receiving the shipment and are paying for the shipment. The Ship To and Bill To information is filled in and cannot be edited. The Ship From information is required.

Autoscheduling and Pro numbers are possible.

**Third Party** - You are paying for a shipment that is being picked up somewhere else and being delivered to the customer.

The Bill To section cannot be edited, and the Ship To, Ship From sections will require information.

Search Company  Select Contact

Company Name  First Name

Address  Last Name

Address 2  Email

Postal  State  Phone

City  Fax

Country  Pickup Instructions

Residential Address ☐

Liftgate Required ☐

Blind Shipment ☐

[Clear Address](#) ☒ Default Contact

Privacy Statement Copyright © Kuebix 2019. All Rights Reserved Terms of Use

Autoscheduling is possible , Pro numbers are not.

**Third Party Collect** – The shipment is being picked up from you, and neither you nor the recipient is paying for the shipment. The Ship From information cannot be edited, the Ship To and Bill To information will need to be provided.

Ship From: Edit and update your Ship From address and contacts

Search Company  Select Contact

Company Name  First Name

Address  Last Name

Address 2  Email

Postal  State  Phone

City  Fax

Country  Pickup Instructions

Residential Address ☐ ☐ Save Instructions

Liftgate Required ☐

Blind Shipment ☐

☒ Default Contact [Update Contact](#)

Ship To: Edit and update your Ship To address and contacts

Search Company  Select Contact

Company Name  First Name

Address  Last Name

Address 2  Email

Postal  State  Phone

City  Fax

Country  Delivery Instructions

Residential Address ☐ ☐ Save Instructions

Liftgate Required ☐

Appointment Required ☐

[Clear Address](#) [Update Address](#) ☐ Default Contact

Bill To: Review your Bill To address and contacts

Search Company  Select Contact

Company Name  First Name

Address  Last Name

Address 2  Email

Postal  State  Phone

City  Fax

Country  ☐ Default Contact

Need additional services for your shipment?

[Add Special Services](#)

Pickup Accessories

Delivery Accessories

Special Instructions

Autoscheduling and Pro numbers are possible.