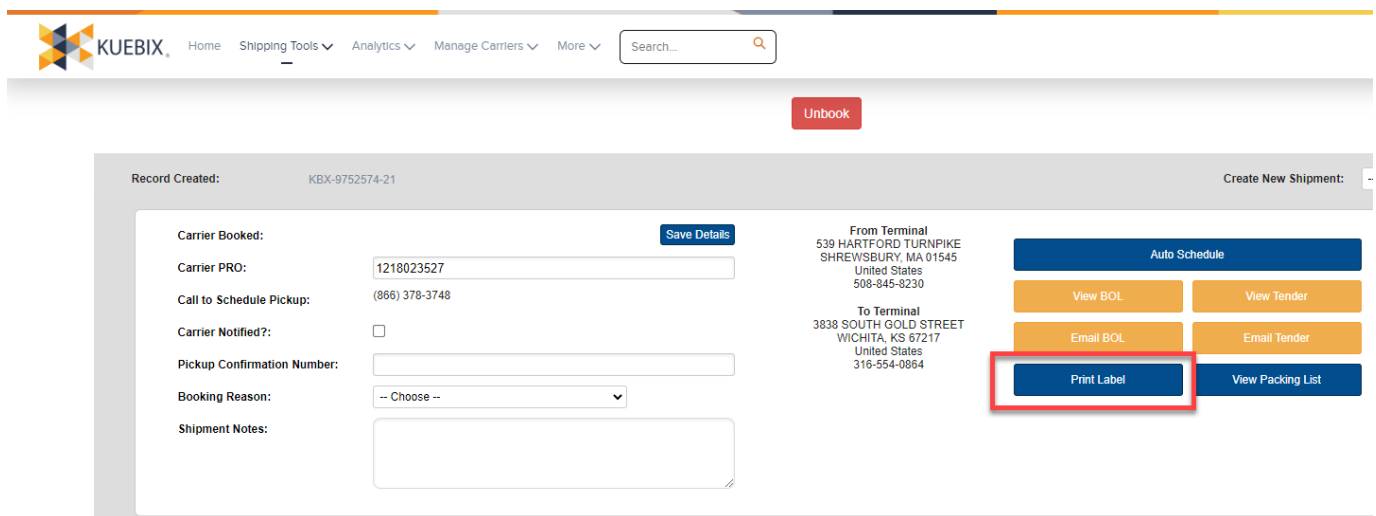


# Printing, Emailing, or Saving Labels

Once you've created, booked, and scheduled your shipment you'll need to add a label.

There are two ways to do this - while in the shipment itself, or from the Manage Shipments Grid.

**From the shipment screen itself**, on the right side of the screen there is a Print Labels button.





The screenshot shows the KUEBIX web interface for a shipment. At the top, there is a navigation bar with the KUEBIX logo, a search bar, and menu items: Home, Shipping Tools, Analytics, Manage Carriers, and More. Below the navigation bar, there is a red 'Unbook' button. The main content area is titled 'Record Created: KBX-9752574-21' and 'Create New Shipment:'. On the left, there is a form with the following fields: 'Carrier Booked:' with a 'Save Details' button; 'Carrier PRO:' with the value '1218023527'; 'Call to Schedule Pickup:' with the value '(866) 378-3748'; 'Carrier Notified?:' with a checkbox; 'Pickup Confirmation Number:' with an empty text field; 'Booking Reason:' with a dropdown menu showing '-- Choose --'; and 'Shipment Notes:' with a text area. On the right, there is a section for terminal information: 'From Terminal 539 HARTFORD TURNPIKE SHREWSBURY, MA 01545 United States 508-845-8230' and 'To Terminal 3838 SOUTH GOLD STREET WICHITA, KS 67217 United States 316-554-0864'. Below this information is a grid of buttons: 'Auto Schedule', 'View BOL', 'View Tender', 'Email BOL', 'Email Tender', 'Print Label' (highlighted with a red box), and 'View Packing List'.


Clicking the button opens a new window to allow you to select the size and layout of the label.


### Print Shipping Labels

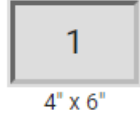
Click the image below and select the desired handling unit label template for printing.

 3.33" x 4"

 3.75" x 4.75"

 5.46" x 8.42"

 11" x 8.5"

 4" x 6"

Start Position

Label Count

Labels Per Handling Unit


If you prefer to use a printer/paper template, hovering the mouse over each image will display the compatible label templates.

Clicking the green Submit button in the lower right corner will use your browser and system print settings to send the information to your printer.











### To Print from the Manage Shipments Grid -





































Select the checkbox to the left of the shipment for which you'd like to print a label.

Click the Print/Email Label icon along the top icon bar.


[Home](#)
[Shipping Tools](#)
[Analytics](#)
[Manage Carriers](#)
[More](#)

Status: All














	Actions	BOL Number	Carrier	PRO Number	Order	Pickup Date	Expected Delivery Date
<input type="checkbox"/>	>    	<a href="#">KBX-10375129-21</a>		1218024283		9/21/2021	9/22/2021
<input type="checkbox"/>	>    	<a href="#">KBX-10309651-21</a>		1218024324		9/15/2021	9/30/2021
<input type="checkbox"/>	>    	<a href="#">KBX-10263134-21</a>				9/9/2021	
<input type="checkbox"/>	>    	<a href="#">KBX-10255731-21</a>				9/29/2021	9/30/2021
<input type="checkbox"/>	>    	<a href="#">KBX-10249528-21</a>		1218024067		9/8/2021	9/14/2021
<input type="checkbox"/>	>    	<a href="#">KBX-9799339-21</a>				7/22/2021	7/23/2021
<input checked="" type="checkbox"/>	>    	<a href="#">KBX-9752574-21</a>		1218023527		7/30/2021	8/5/2021
<input type="checkbox"/>	>    	<a href="#">KBX-9281282-21</a>		1218020997		5/27/2021	6/3/2021
<input type="checkbox"/>	>    	<a href="#">KBX-9279040-21</a>		1218023270		5/27/2021	6/3/2021


Select the size and layout you would like, along with the starting position, label count, and labels per handling unit.


### Print Shipping Labels

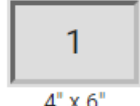
Click the image below and select the desired handling unit label template for printing.

 3.33" x 4"

 3.75" x 4.75"

 5.46" x 8.42"

 11" x 8.5"

 4" x 6"

Start Position

Label Count

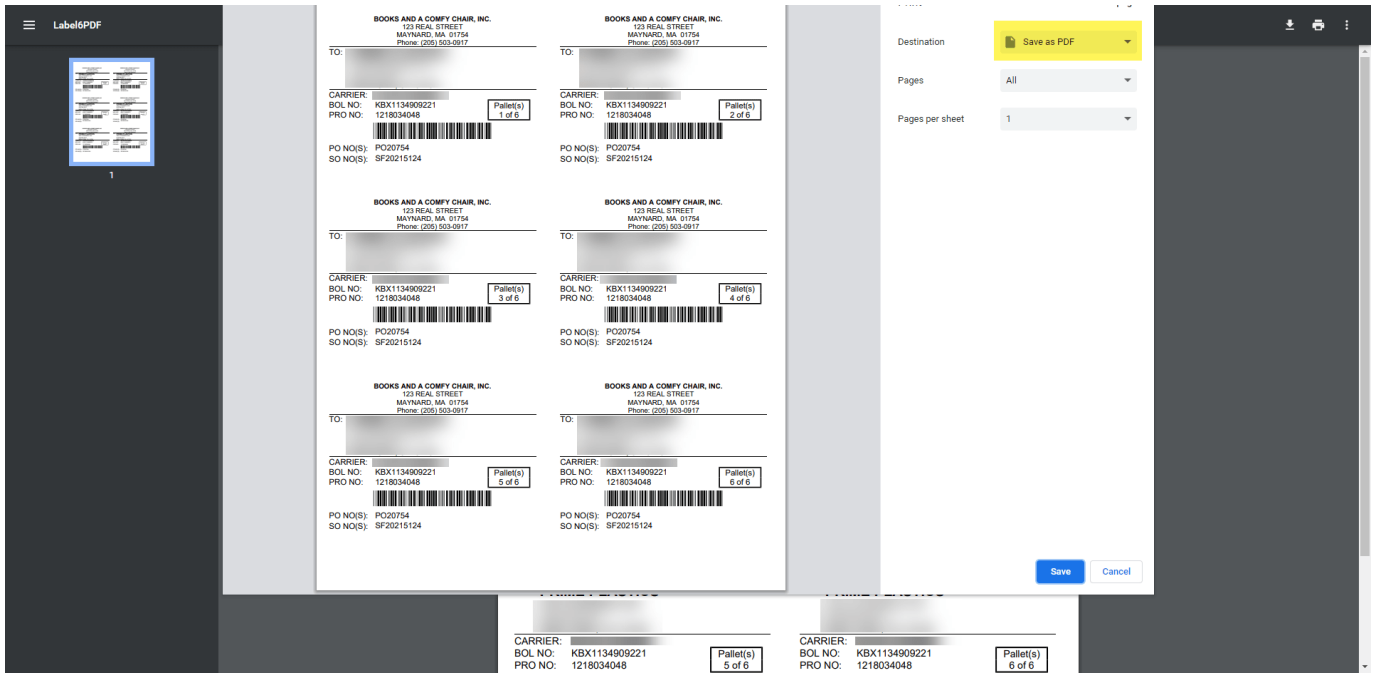
Labels Per Handling Unit

Clicking the green Submit button in the lower right corner will use your browser and system print settings to send the information to your printer.

## Saving Labels

You can also save the labels to your computer and email them using your preferred email client.

After following the above directions, instead of selecting the printer you would like to use, you may have the option to "Save as PDF".



Selecting “Save as PDF” and then clicking on the blue “Save” button at the bottom will bring up a window so you can choose where the label will be saved on your computer.

### To Email from the Manage Shipments Grid -

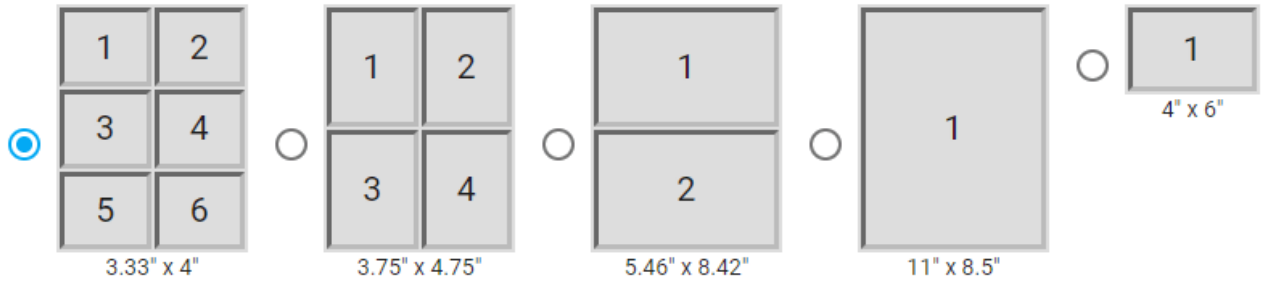
Instead of selecting Print Labels, choose Email Labels.

The same window will appear, asking you to select which size you prefer, however instead of a green Submit button, it will say Next.

## Email Shipping Labels



Click the image below and select the desired handling unit label template for printing.



Start Position

Label Count

Labels Per Handling Unit

NEXT

CANCEL

Type the recipient email address, click Add Email Address, and then click Submit.

PRO Number	Client PO#	Pickup Date	Expected Delivery Date	Delivery Appointment Time
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### Email Shipping Labels

1

2 ADD EMAIL ADDRESS

Email Addresses to Send to

support@kuebix.com

Attached please find the Labels for the following shipment(s):

KBX1134909221 originating at Books and a Comfy Chair, Inc. and delivering to Prime Plastics with [REDACTED]

Email Message

Please contact us should you have any questions.

3

BACK SUBMIT CANCEL

If you have more than one email address, simply repeat steps 1 and 2.