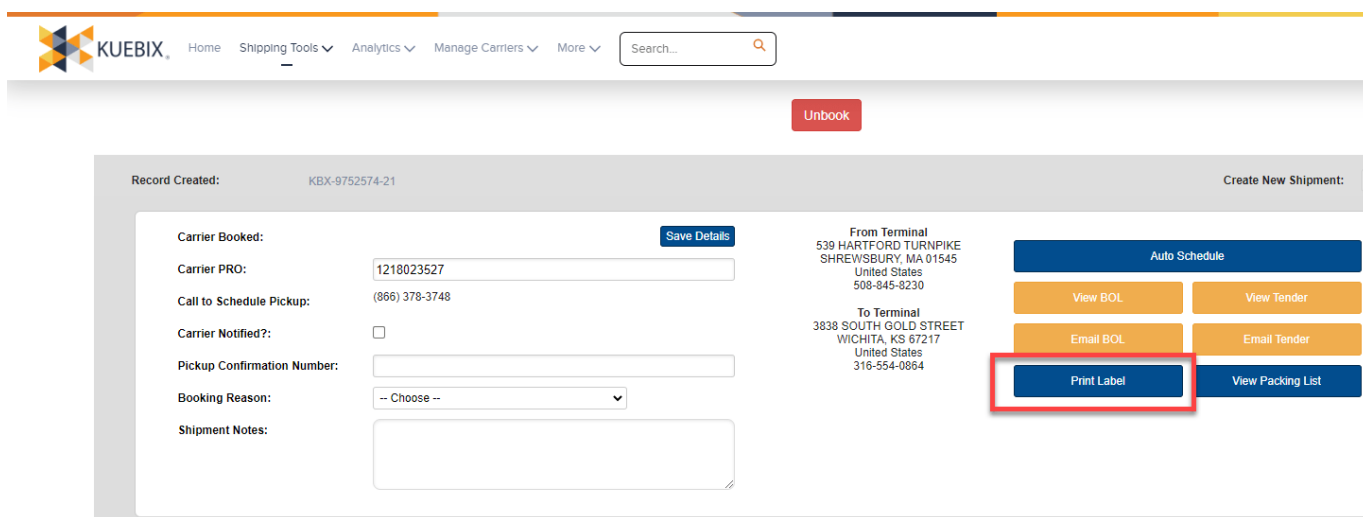


Printing, Emailing, or Saving Labels

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 application interface. At the top, there is a navigation bar with the KUEBIX logo, a search bar, and several 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:'. The interface is divided into several sections:


- Carrier Information:** Includes fields for 'Carrier Booked:', 'Carrier PRO:' (with value 1218023527), 'Call to Schedule Pickup:' (with value (866) 378-3748), 'Carrier Notified?' (checkbox), 'Pickup Confirmation Number:', 'Booking Reason:' (dropdown menu with '-- Choose --'), and 'Shipment Notes:' (text area).
- Terminal Information:** Displays '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).
- Action Buttons:** A grid of buttons on the right side includes 'Auto Schedule', 'View BOL', 'View Tender', 'Email BOL', 'Email Tender', 'Print Label' (highlighted with a red box), and 'View Packing List'. There is also a 'Save Details' button near the carrier information.


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.

Status: All








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

Print Labels
Email Labels

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

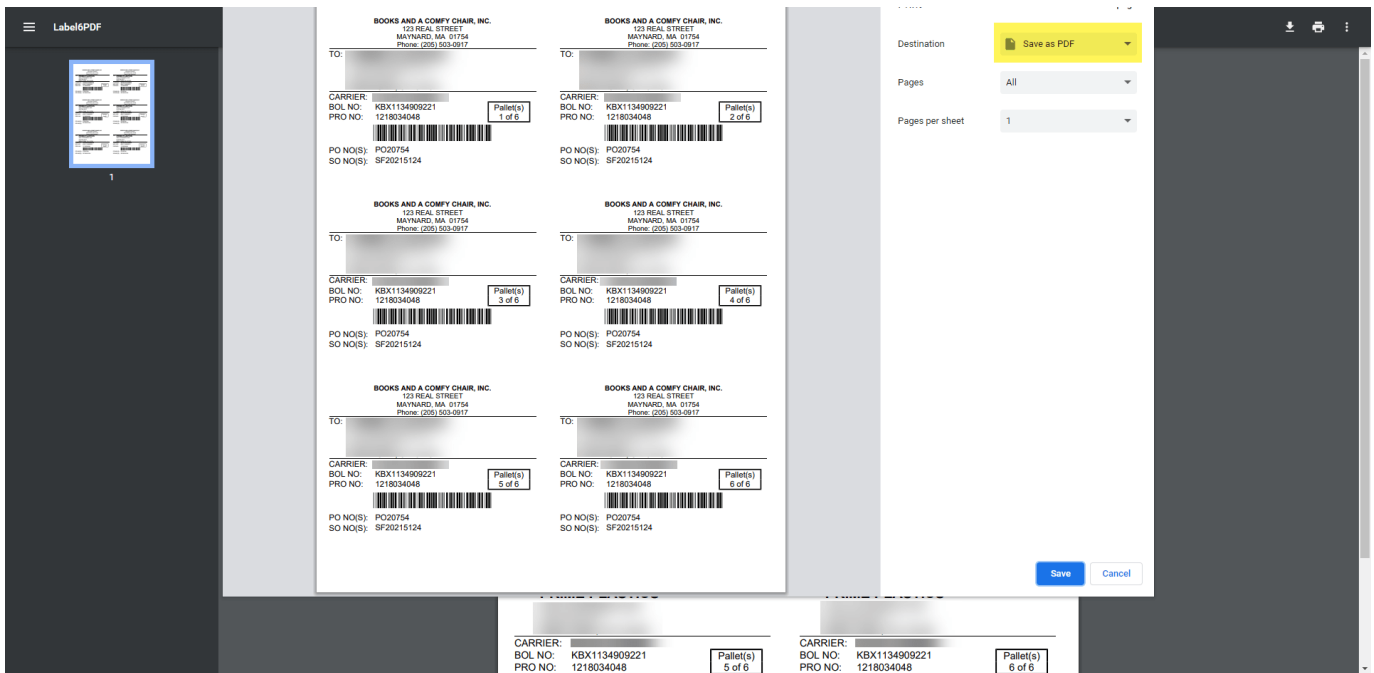
Labels Per Handling Unit

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 -

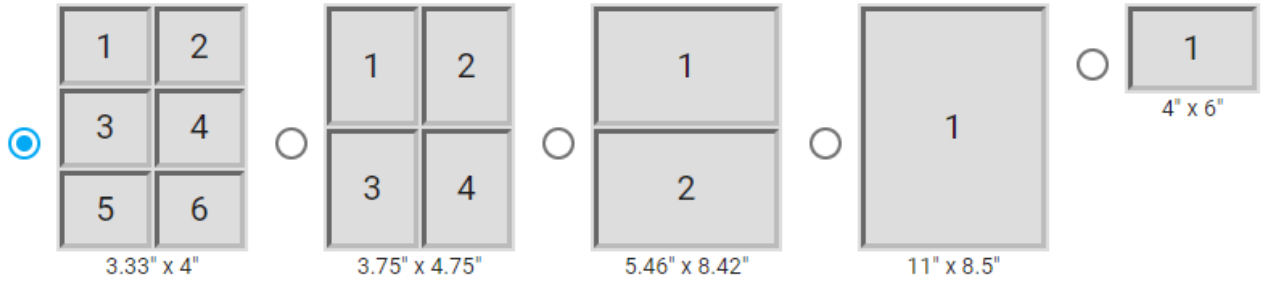
Instead of selecting Print Labels, choose Email Labels.

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

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.