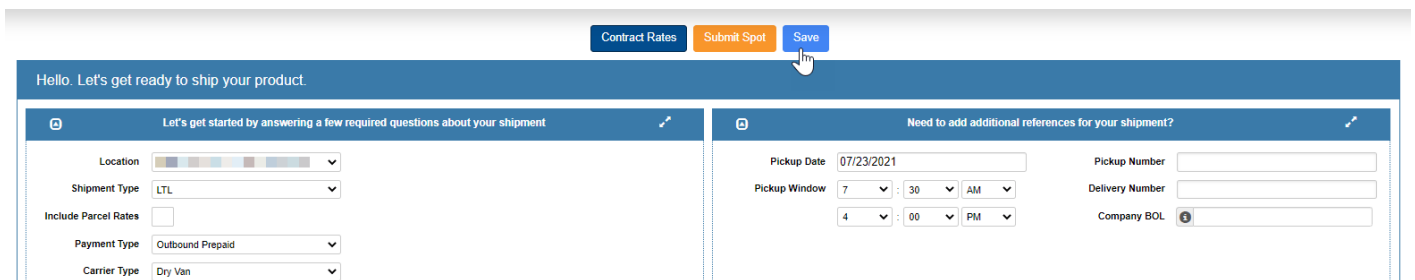


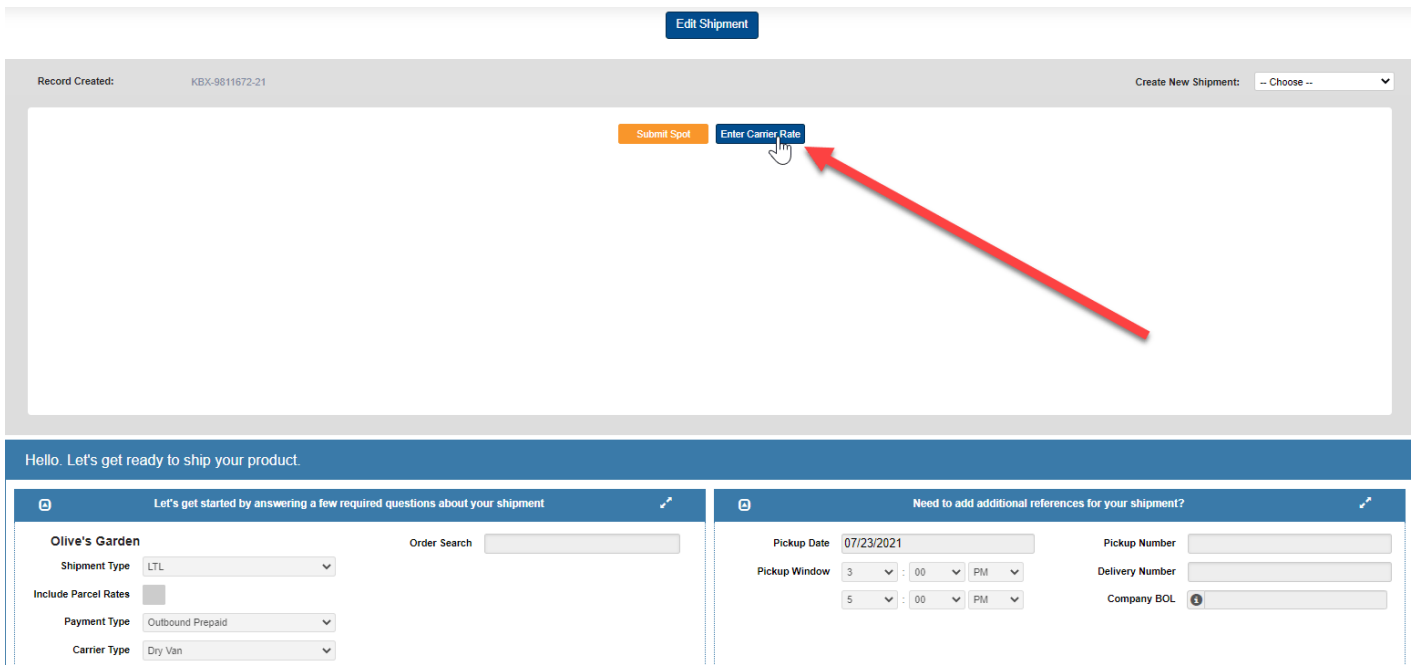
# Save a Shipment with Booked Carrier Rate

To save a shipment and manually enter a rate provided by a carrier outside of Kuebix, do the following.

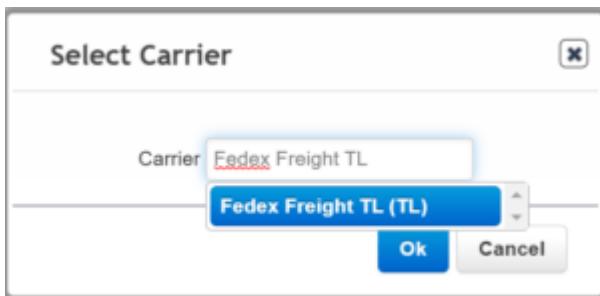
1. Go to **Ship It** and build your shipment as you normally would if running rates.
2. Fill in all required shipment information (marked in red).
3. Once you have all your shipment information entered, click **Save**. Your shipment has now been saved in the system.




4. Next, add the carrier to the shipment by clicking **Enter Carrier Rate** at the top of the page.



5. Search for and select the carrier you would like to add to the shipment and click **OK**.



6. Click the **pencil** icon that appears below the rate tile you just added.

[Submit Spot](#)[Enter Carrier Rate](#)

undefined  
Spot / Volume  
Quote  
\$0.00  
Service Days Vary  
---

Type Spot Rate


Service Days Quote Number 

Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value
\$0.00	\$0.00	\$0.00	Flat	\$0.00

[Book Shipment](#)

7. Enter in the rate that your carrier has provided. Click the **green check** to save the rate.

Submit Spot
Enter Carrier Rate



undefined

Spot / Volume Quote  
\$0.00

Service Days Vary  
---

(2) Click the check mark to save amounts

(1) Add carrier amounts in these editable fields

Type	Spot Rate	Service Days	Quote Number	Mileage	
	\$0.00	0		723.83	
Gross Rate	Linehaul	Surcharge	FSC Type	FSC Value	Total FSC
\$0.00	\$450.00	\$0.00	Flat	\$0.00	\$0.00

Book Shipment

Book your shipment as you normally would. This shipment and rate quote will now be available in your shipment history and for reporting purposes. Having all rates and shipments created in Kuebix allows a you to have accurate reports with all your shipment data and records available.