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.

Edit Shipment			
Record Created:	KBX-9811672-21	Create New Shipment: - Choose	~
Stont Spot			
Hello. Let's get ready to ship your product.			
۵	Let's get started by answering a few required questions about your shipment	Need to add additional references for your shipment?	1
Olive's Garder	Order Search	Pickup Date 07/23/2021 Pickup Number	
snipment Type Include Parcel Rates	LIL V	Pickup Window 3 V : 00 V PM V Delivery Number	
Payment Type	Outbound Prepaid V		
Carrier Type	Dry Van 🗸		

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.



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



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.