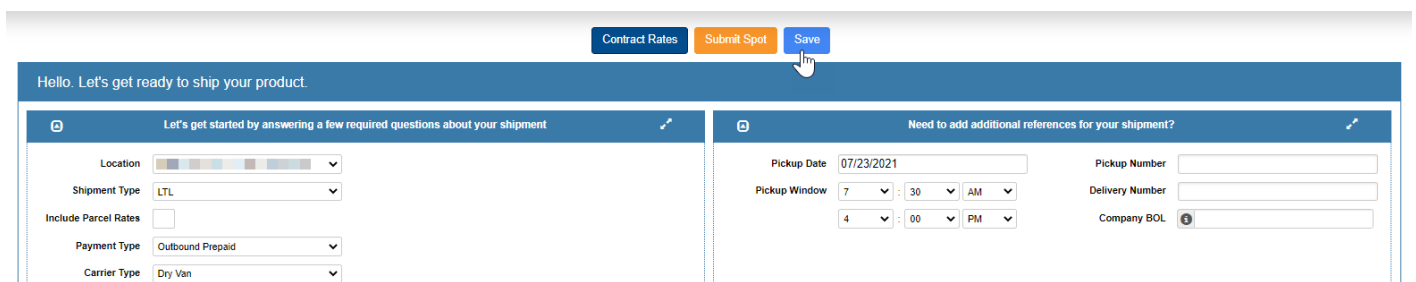


Save a Shipment with Booked Carrier Rate

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.



The screenshot shows the Kuebix shipment creation interface. At the top, there are three buttons: "Contract Rates", "Submit Spot", and "Save". A mouse cursor is pointing at the "Save" button. Below the buttons, there is a blue header bar with the text "Hello. Let's get ready to ship your product." The main content area is divided into two panels. The left panel is titled "Let's get started by answering a few required questions about your shipment" and contains the following fields: "Location" (a dropdown menu), "Shipment Type" (a dropdown menu set to "LTL"), "Include Parcel Rates" (a checkbox), "Payment Type" (a dropdown menu set to "Outbound Prepaid"), and "Carrier Type" (a dropdown menu set to "Dry Van"). The right panel is titled "Need to add additional references for your shipment?" and contains the following fields: "Pickup Date" (a date field set to "07/23/2021"), "Pickup Window" (a time field set to "7:30 AM"), "Pickup Number" (a text field), "Delivery Number" (a text field), and "Company BOL" (a text field with a help icon).

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 --

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

Hello. Let's get ready to ship your product.

Let's get started by answering a few required questions about your shipment

Olive's Garden Order Search

Shipment Type

Include Parcel Rates

Payment Type

Carrier Type

Need to add additional references for your shipment?

Pickup Date Pickup Number

Pickup Window Delivery Number

Company BOL


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

Select Carrier ✕

Carrier

Fedex Freight TL (TL)

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



undefined


Spot / Volume Quote
\$0.00

Service Days Vary

Type Service Days Quote Number

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

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



undefined

Spot / Volume Quote
\$0.00

Service Days Vary

Type Service Days Quote Number Mileage 723.83

| Gross Rate | Linehaul | Surcharge | FSC Type | FSC Value | Total FSC |
|------------|----------|-----------|----------|-----------|-----------|
| \$0.00 | \$450.00 | \$0.00 | Flat | \$0.00 | \$0.00 |

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.