

# Shipment Builder

Use the Load Builder to create LTL, truckload and Multi-stop truckload shipments. The user can plan one load at a time, or all loads for the day within a single screen. Once shipments have been created from the Load Builder, they can be tendered to carriers from **Manage Shipments- Saved Status**.

There are four main parts of the Shipment Builder.

The screenshot shows the KUEBIX Shipment Builder interface. It features a top navigation bar with links for Home, Shipping Tools, Analytics, Manage Carriers, and More. A search bar is also present. The main area is divided into several sections. On the left, there is a sidebar with a 'New Route' button and a 'Search Order #' field. The central area displays a table of orders with columns for Action, Order #, Status, PO Type, Incoterms, Cube, Temperature min, Temperature max, POLine Rollup Min Temp, POLine Rollup Max Temp, Weight, Pallets, Released By User, and Incoterm Location. A table of shipment legs is also visible, showing details like Stop #, Stop Date, Stop Type, Orders, Miles, Weight, Units, Account, and Location. The interface includes various filters and sorting options, and a 'Build Selected' button is prominently displayed. The bottom of the screen shows the 'ADDRESS' section with Origin, Destination, and Billing information.

1. The Sidebar

2. The Load Builder

3. The Shipment Building Area

4. The Load Builder

## 1. The Sidebar

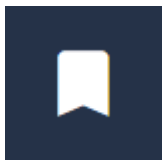


The Sidebar – from here Preplanned shipments can be revealed/hidden when in the Load Builder view.



The Load Builder – shows Preplanned loads, the Shipment Building Area, and the

Orders that have been sent to Kuebix.



Order Management - Displays the orders that have been sent to Kuebix. Orders can be filtered by temperature type.



Manage Shipments - quickly access the Manage Shipments Grid without leaving the Shipment Builder.



Load Match - currently in development, more info to come!

2. **Preplanned Loads** - Preplanned loads (preplans) are orders that have been built with but are not yet on a shipment. Orders on preplans can be created, deleted and edited.

3. **The Building Shipment Area** - From here you can add multiple orders to a single shipment, name a preplan, and update pickup/delivery dates.

4. **Orders** - The list of all orders that have been sent to Kuebix. Orders can be filtered by pickup dates, delivery dates, shipping location, etc.



Left to right - Recall recently removed orders, clear filters, sort shipments by hot temp, sort shipments by cool temp, sort shipments by cold temp, refresh the grid,

and choose columns. Hovering over the icon will also show the action.

## To create a shipment with a single order:

1. Locate the desired order by searching in the column headers, (e.g. order number, shipping address, pickup date).
2. Click the checkbox to the left of the correct order.
3. Click the green “Build Selected” button.
4. The built order will be visible with any other pre-planned loads in the left column.
5. Finalize the order by clicking the check box in the left column and selecting “Create Shipments” **or** you can wait until you finish building any other pre-planned loads, select all loads using the check boxes, and then click “Create Shipments”.

The screenshot displays the Kuebix interface for creating a shipment. On the left sidebar, there are filters for 'All Routes' and 'All Equipment Types', a 'Route Name' input field, and a 'New Route' button. Below these are icons for 'Create Shipment' (green) and 'Delete Preplan' (red). A 'Stop 1' section shows details for 'RT-0013147-21' (350 lbs, 2 Stops). The main area features a table of orders with columns: Action, Order #, Status, PO Type, Incoterms, Cube, Temperature min, Temperature max, POLine Rollup Min Temp, POLine Rollup Max Temp, Weight, Pallets, and Released By User. The table lists four orders: PO20756, PO20757, PO201028, and PO20759. Red callouts indicate the steps: 1. Search for 'PO' in the Order # column. 2. Check the checkbox for PO20757. 3. Click the 'Build Selected' button. 4. The built order appears in the left sidebar. 5. Click the 'Create Shipments' button in the sidebar.

Action	Order #	Status	PO Type	Incoterms	Cube	Temperature min	Temperature max	POLine Rollup Min Temp	POLine Rollup Max Temp	Weight	Pallets	Released By User
<input type="checkbox"/>	PO20756	Released	Normal		0					4	3	
<input checked="" type="checkbox"/>	PO20757	Released	Normal		0					4	3	
<input type="checkbox"/>	PO201028	Released	Normal		0					40500	0	
<input type="checkbox"/>	PO20759	Released	Normal		0					4	0	

Finalized loads can now be tendered and booked with a carrier, or spot quotes can be requested.

## Creating a Multi Order Shipment

1. Select the desired PO by searching the column headers, or by sorting.
2. Once located, click the check box to the left of the PO. Repeat steps 1 and 2

for any/all additional POs you'd like added to the shipment.

3. Once POs are all selected, click the blue "Add" button. This triggers the total weight to be calculated, and adds stops to the shipment.
4. If needed, re-order or sequence the stops as needed.
5. Orders can be removed by clicking the X next to the order number, in the order column.
6. Click "Build Plan", in the upper right corner.

Stops: 3 Pallets: 6 Cube: 0 Route Name: Edit Build Plan

Miles: 2,942 Weight: 700 Units: 240 View Map 6

Stop #	Stop Date	Stop Type	Orders	SKU	Account	Location
1		Pickup	PO20756 X		Books and a Comfy Chair, Inc.	Maynard, MA
2		Pickup	PO20757 X		Books and a Comfy Chair, Inc.	Maynard, MA
3		Delivery	PO20756 X More...		Prime Plastics	Mira Loma, CA

Remove All Orders

Orders

3 Add Build Selected

Selected: 3 Weight: 40,508 Pallets: 3 Cube: 0 Units: 120

Order #	Status	PO Type	Incoterms	Cube	Temperature min	Temperature max	POLine Rollup Min Temp	POLine Rollup Max Temp	Weight	Pallets	Released By User
PO20756	Released	Normal		0					4	3	
PO20757	Released	Normal		0					4	3	
PO201028	Released	Normal		0					40500	0	
PO20759	Released	Normal		0					4	0	

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Once built, select your shipment and "Create Shipment" from the preplanned loads in the left column, or continue building additional shipments, and select all shipments and "Create Shipments".

Using the "Build Selected" button will create a single shipment with a single order.

## Adding Orders to a Pre-Planned Load

1. Locate and select the pre-planned load.
2. After the pre-planned load is selected, it will appear in the load building section.
3. Search and select any orders you would like to add.
4. Click "Add"

5. If needed, re-order stops.
6. Click update to save your changes to the load.

The screenshot displays the KUEBIX web application interface for managing routes and orders. The interface is divided into several sections:

- Header:** Includes the KUEBIX logo, navigation links (Home, Shipping Tools, Analytics, Manage Carriers, More), a search bar, and a user profile icon with a dropdown arrow.
- Left Sidebar:** Contains navigation options like 'All Routes', 'All Equipment Types', 'Route Name', 'New Route', 'Search Order #', 'Create Shipment', 'Delete Preclear', and 'Stop 1' (highlighted with a red circle 1).
- Main Content Area:**
  - Route Summary:** Displays 'Stops: 2', 'Pallets: 3', 'Cube: 0', 'Route Name:', 'Miles: 2,940', 'Weight: 350', 'Units: 120', and buttons for 'Edit', 'Update', 'View Map', and 'Cancel Update'.
  - Route List:** A table showing stops with columns for Stop #, Stop Date, Stop Type, Orders, SKU, Account, and Location. Stop 1 is a Pickup for 'Books and a Comfy Chair, Inc.' in Maynard, MA. Stop 2 is a Delivery for 'Prime Plastics' in Mira Loma, CA. Stop order numbers (1 and 2) are highlighted with a red circle 5.
  - Orders Table:** A table with columns for Action, Order #, Status, PO Type, Incoterms, Cube, Temperature min, Temperature max, POLine Rollup Min Temp, POLine Rollup Max Temp, Weight, Pallets, and Released By User. It lists three orders: PO20756 (Released, Normal, 0 cube, 4 weight, 3 pallets), PO201028 (Released, Normal, 0 cube, 40500 weight, 0 pallets), and PO20759 (Released, Normal, 0 cube, 4 weight, 0 pallets). The 'Add' button is highlighted with a red circle 3, and the 'Build Selected' button is highlighted with a red circle 4.

Once the loads have been created and saved, they can be accessed via the Manage Shipments Grid.