Shipment Track

To effectively track your shipments using the **Shipment Tracking** page in the carrier portal, follow along with this video or the steps below. Shipment Track is where updates are entered on all awarded shipments, including shipment status, PRO #, actual pickup date, and actual delivery date.

https://help.kuebix.com/wp-content/uploads/2020/12/Kuebix-Carrier-Portal-ShipmentTrack.mp4

1. If you have multiple customers that you ship freight for, select the customer whose record you want to update in the **Customer Filter** to the right of Tracked Booked Shipments.

Track B	ooked	Shipmen	its Kue	ebix - Sloppy e <mark>bix - Sloppy</mark>	Joes - NEW C Joes - NEW C	QA QA		Ť,		
Status:	Booked	Not Picked	i Up	~	TEN					
Details	Apply	Actions	BOL Number	Shipper	Carrier	Shipment Type	Payment Type	Order Number(s)	Client Order Number	Origin City
						All 🗸	All V			
0		* *	KBX- 0696213- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard
0		* *	KBX- 0697042- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard

2. Filter any shipments for which you have already applied tracking updates by using the **Delivery Status** dropdown. There are three options: Booked Not Picked Up, In Transit, and Delivered.

Status:	Booked	Not Picked	d Up	X	TEN					
	In Trans Delivere	it d	1 Up			Shipment	Payment	Order	Client Order	
Details	Apply	Actions	Number	Shipper	Carrier	Туре	Туре	Number(s)	Number	Origin City
						All 🗸	All 🗸			
0		* *	KBX- 0696213- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard
0		1	KBX- 0697042- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard
0		1	KBX- 0697046- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard

3. Each column also acts as a search field. To search for a specific shipment, you can type in the Kuebix BOL number in the BOL Number field, enter your customer's order number in the client Order Number field, or use any of the other columns to further narrow down your search.

Status:	Booked	Not Picked	l Up	~	TEN					
Details	Apply	Actions	BOL Number	Shipper	Carrier	Shipment Type	Payment Type	Order	Client Order Number	Origin City
						All 🗸	All v	PO Ref 1		
0		1	KBX- 0697049- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid	PO Ref 1		Maynard

4. To get an overview of the shipment information, click on the **Details** button, which will show the individual stop level details. This includes the pickup address and any additional pickup or delivery stops.

Status:	Booked	Not Picked	i Up	~	TEN															
Details	s Apply	Actions	BOL Number	Shipper	Carrier	Shipment Type	Payment Type	Order Number(s)	Client Order Number	Origin City	Origin State	Origin Country	Destination Company	Destination City	Destination State	Destination Country	Carrier PRO Number	Requested Pickup Date	Need By Da	ate
						All 🗸	All 🗸											mm/dd/yyyy	mm/dd/yyyy	
•		1	KBX- 0696213- 20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard	MA	United States	Arlington Company	Arlington	ТХ	United States		07/09/2020	mm/dd/yyyy	
Stop	Details																			
	Stop S	equence	*	Stop Type	Ord	ler Number(s)		Client Order(s)		Address		City	State	Weight	Pallets	Units	Ac	tual Stop Date	Status	
		1		Pickup						7 Mill and M	ain	Maynard	MA	0	1	0	mm/d	ld/yyyy	Pickup Appt	
		2		Delivery						123 Main Str	eet	Arlington	ТХ	0	1	0	mm/d	ld/yyyy	Delivery Appt	

5. To update the tracking status on a shipment, locate the shipment you want to update and click the **pencil** icon under Actions.

Undate for Chinmont KDV 0607040-20

	Updates						Carrier Shipme	ent Notes		Carrier	Dispatch Instruction	ns		
Nu	BOL	KBX-06970	49-20	Driver Name						A				
Nu	PRO	123456789		Driver Phone Number										
Client	BOL			Driver License Number										
Ti Nui	nailer mber			VIN						v				
B	roker													
Ca	arrier													
Ca p Upda tions	arrier ates Stop #	Stop Type	Company Name	Address	City	State	Contact	Status	Actual Stop Date	Time in	Time Out	Appt. Date	,	Appt. Tim
Ca p Upda tions	ates Stop #	Stop Type Pickup	Company Name Kuebix - Sloppy Joes	Address 7 Mill and Main	City Maynard	State MA	Contact Abby Palmer (978) 298-2100	Status Pickup Appt 🗸	Actual Stop Date	Time In	Time Out	Appt. Date		Appt. Tim 01:00 PM

- For a shipment to update, you must first enter the **PRO Number** of the shipment (this is a required field).
- To add a planned pickup appointment, change the status on the pickup stop to **Pickup Appt.** This will allow you to edit the appointment date and time field. To add a planned delivery appointment, change the status on the delivery stop to **Delivery Appt** and enter a date and time.

Update for Shipment KBX-0697049-20

	ent Update:	5					Carrier Shipm	ent Notes		Carrier Di	spatch Instructions		
N	BOL	KBX-06970	49-20	Driver Name						*			*
	PRO Number		1	Driver Phone Number									
Clie	ent BOL			Driver License Number									
N	Trailer Number			VIN						Ŧ			Ŧ
	Broker												
	ounier												
Stop Up	pdates							2					
A atlana								4					
Actions	Stop #	Stop Type	Company Name	Address	City	State	Contact	Z	Actual Stop Date	Time In	Time Out	Appt. Date	Appt. Time
Actions	Stop #	Stop Type Pickup	Company Name Kuebix - Sloppy Joes	Address 7 Mill and Main	City Maynard	State MA	Contact Abby Palmer (978) 298-2100	Z Status	Actual Stop Date	Time in	Time Out	Appt. Date	Appt. Time
Actions	 Stop # 1 2 	Stop Type Pickup Delivery	Company Name Kuebix - Sloppy Joes Another Test Company	Address 7 Mill and Main 95 Dresser Hill Road	City Maynard Charlton	State MA MA	Contact Abby Palmer (978) 298-2100 (978) 298-2100	Z Status	Actual Stop Date mm/dd/yyyy mm/dd/yyyy	Time In	Time Out	Appt. Date mm/dd/yyyy mm/dd/yyyy	Appt. Time 01:00 PM -:
/	Stop # 1 2	Stop Type Pickup Delivery	Company Name Kuebix - Sloppy Joes Another Test Company	Address 7 Mill and Main 95 Dresser Hill Road	City Maynard Charlton	State MA MA	Contact Abby Palmer (978) 298-2100 (978) 298-2100	Z Status	Actual Stop Date mm/dd/yyyy mm/dd/yyyy	Time in	Time Out	Appt. Date mm/dd/yyyy mm/dd/yyyy	Appt. Time 01:00 PM -:

 Once the shipment is picked up, you can change the status on the drop down to **Picked Up**. This will allow you to enter the **Actual Stop Date** and time in and out fields. The chosen time should reflect when the driver arrived. Click Update in the bottom right corner to save. Once you have updated the shipment to picked up, the shipment will move from Booked Not Picked Up status to In Transit.

							Carrier Shipme	ent Notes		Carrier	Dispatch Instruction	ns	
Nu	BOL	KBX-06970	049-20	Driver Name						•			^ ^
Nu	PRO	123456789	9	Driver Phone Number									
Client	t BOL			Number									
т	Trailer			VIN						Ŧ			Ψ
Nu	umber												
Nu B	umber Broker												
Nu B C	umber Broker Carrier												
Nu B C	umber Broker Carrier												
Nu B C: op Upd	umber Broker Carrier dates Stop #	Stop Type	Company Name	Address	City	State	Contact	Status	Actual Stop Date	Time In	Time Out	Appt. Date	Appt. Time
Dop Upda	amber Broker Carrier dates Stop #	Stop Type Pickup	Company Name Kuebix - Sloppy Joes	Address 7 Mill and Main	City Maynard	State MA	Contact Abby Palmer (978) 298-2100	Status Pickup Appt	Actual Stop Date	Time In	Time Out	Appt. Date	Appt. Time
op Updi	amber Broker Carrier dates Stop # 1 2	Stop Type Pickup Delivery	Company Name Kuebix - Sloppy Joes Another Test Company	Address 7 Mill and Main 95 Dresser Hill Road	City Maynard Charlton	State MA MA	Contact Abby Palmer (978) 298-2100 (978) 298-2100	Status Pickup Appt V Arrived at Pickup Picked Up	Actual Stop Date mm/dd/yyyy mm/dd/yyyy	Time In -: -:	Time Out : -:	Appt. Date 12/04/2020 12/08/2020	Appt. Time 01:00 PM G 04:00 PM G

Select In Transit from the status filter to further update the shipment. To update to delivered, click on the pencil icon again. Update the delivery status to Delivered and enter your stop date and in and out times as you did with the pickup stop. Once this has been completed, click Update. The shipment will now be in Delivered status. This will update all shipment details for the customer to see.