

# 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.

Details	Apply	Actions	BOL Number	Shipper	Carrier	Shipment Type	Payment Type	Order Number(s)	Client Order Number	Origin City
	<input type="checkbox"/>					All ▾	All ▾			
	<input type="checkbox"/>		KBX-0696213-20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard
	<input type="checkbox"/>		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 Up										
Details	Apply	Actions	Number	Shipper	Carrier	Shipment Type	Payment Type	Order Number(s)	Client Order Number	Origin City
	<input type="checkbox"/>					All	All			
+	<input type="checkbox"/>		KBX-0696213-20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard
+	<input type="checkbox"/>		KBX-0697042-20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard
+	<input type="checkbox"/>		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 Up										
Details	Apply	Actions	BOL Number	Shipper	Carrier	Shipment Type	Payment Type	Order Number(s)	Client Order Number	Origin City
	<input type="checkbox"/>					All	All	PO Ref 1		
+	<input type="checkbox"/>		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 Up

Details	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 Date
	<input type="checkbox"/>		KBX-0696213-20	Kuebix - Sloppy Joes	Test Trucking	TL	Outbound Prepaid			Maynard	MA	United States	Arlington Company	Arlington	TX	United States		07/09/2020	mm/dd/yyyy

  

Stop Sequence	Stop Type	Order Number(s)	Client Order(s)	Address	City	State	Weight	Pallets	Units	Actual Stop Date	Status
1	Pickup			7 Mill and Main	Maynard	MA	0	1	0	mm/dd/yyyy	Pickup Appt
2	Delivery			123 Main Street	Arlington	TX	0	1	0	mm/dd/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.

Update for Shipment KBX-0697049-20

**Shipment Updates**

BOL Number:

PRO Number:

Client BOL:

Trailer Number:

Broker Carrier:

**Driver Information**

Driver Name:

Driver Phone Number:

Driver License Number:

VIN:

**Carrier Shipment Notes**

**Carrier Dispatch Instructions**

  

Actions	Stop #	Stop Type	Company Name	Address	City	State	Contact	Status	Actual Stop Date	Time In	Time Out	Appt. Date	Appt. Time
	1	Pickup	Kuebix - Sloppy Joes	7 Mill and Main	Maynard	MA	Abby Palmer (978) 298-2100	Pickup Appt	mm/dd/yyyy	--:--	--:--	12/04/2020	01:00 PM
	2	Delivery	Another Test Company	95 Dresser Hill Road	Charlton	MA	(978) 298-2100	Picked Up	mm/dd/yyyy	--:--	--:--	12/08/2020	04:00 PM

Upload Attachments

View Tracking

- 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.

Shipment Updates

BOL Number: KBX-0697049-20

PRO Number:  1

Client BOL:

Trailer Number:

Broker Carrier:

Driver Name:

Driver Phone Number:

Driver License Number:

VIN:

Carrier Shipment Notes:

Carrier Dispatch Instructions:

Stop Updates

Actions	Stop #	Stop Type	Company Name	Address	City	State	Contact	Status	Actual Stop Date	Time In	Time Out	Appt. Date	Appt. Time
	1	Pickup	Kuebix - Sloppy Joes	7 Mill and Main	Maynard	MA	Abby Palmer (978) 298-2100	<input type="text"/>	mm/dd/yyyy	--:--	--:--	mm/dd/yyyy	01:00 PM
	2	Delivery	Another Test Company	95 Dresser Hill Road	Charlton	MA	(978) 298-2100	<input type="text"/>	mm/dd/yyyy	--:--	--:--	mm/dd/yyyy	--:--

Upload Attachments View Tracking Update Cancel

- 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.

Shipment Updates

BOL Number: KBX-0697049-20

PRO Number: 123456789

Client BOL:

Trailer Number:

Broker Carrier:

Driver Name:

Driver Phone Number:

Driver License Number:

VIN:

Carrier Shipment Notes:

Carrier Dispatch Instructions:

Stop Updates

Actions	Stop #	Stop Type	Company Name	Address	City	State	Contact	Status	Actual Stop Date	Time In	Time Out	Appt. Date	Appt. Time
	1	Pickup	Kuebix - Sloppy Joes	7 Mill and Main	Maynard	MA	Abby Palmer (978) 298-2100	Pickup Appt Arrived at Pickup <b>Picked Up</b> Pickup Appt Shipment Delayed Cancelled	mm/dd/yyyy	--:--	--:--	12/04/2020	01:00 PM
	2	Delivery	Another Test Company	95 Dresser Hill Road	Charlton	MA	(978) 298-2100		mm/dd/yyyy	--:--	--:--	12/08/2020	04:00 PM

Upload Attachments View Tracking Update Cancel

- 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.