

The Manage Shipments Grid

The Manage Shipments Grid is a great place to check on shipment statuses and update shipments in a number of ways. To help you utilize this capability we've written these guidelines.

Once you've logged in to your Kuebix account, go to the "Shipping Tools" tab and select "Manage Shipments".

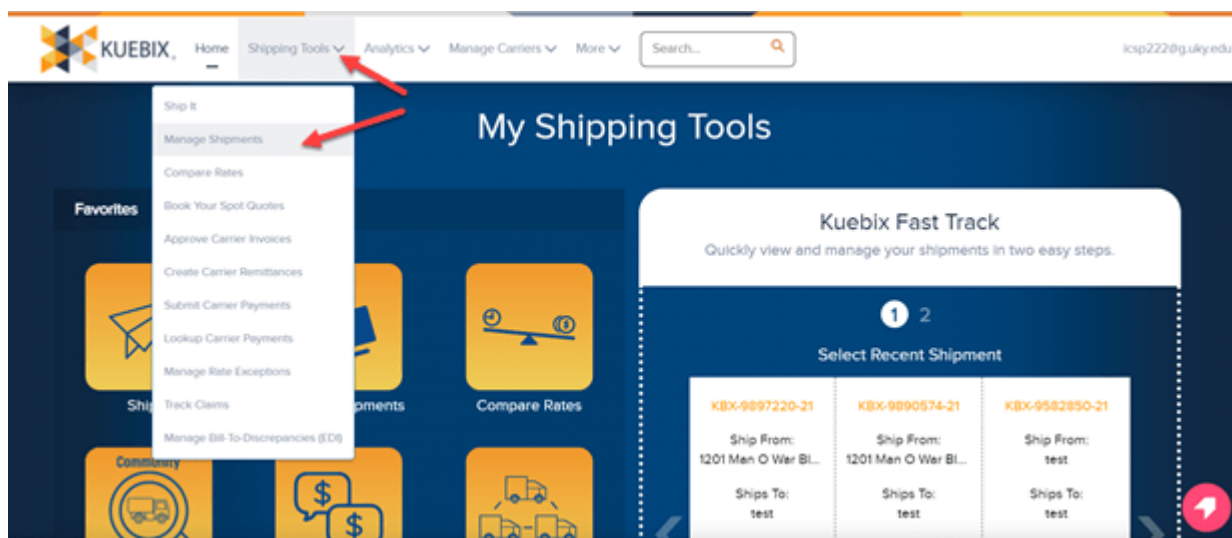


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Statuses

Select the Status option to change which shipments you see, and each status has different icons available.

- Saved Shipments: shipments that are in the process of being created, that have not been Booked, and/or do not have Spot/Volume rates requested.
- Booked Not Picked Up: shipments that have been Booked through Kuebix, and may or may not have been scheduled.
- In Transit: the carrier has picked up the shipment and is in route.
- Delivered: shipments the carrier has marked as delivered.
- All: All of the shipments that have been created, regardless of status.
- Review Posted: If you have requested any Spot/Volume quotes, they will be visible here. For more information on booking Spot quotes from the Manage Shipments Grid please see the article [Getting and Booking Spot Quotes](#).

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Status: Saved Shipments



☐	Saved Shipments		Client BOL 	PRO Number 	Destination State	M
	Booked Not Picked Up		123a		PA	
☐	> In Transit	21			CA	
☐	> Delivered	21			TX	
☐	> All	21			IL	
☐	> Review Posted	21			GA	
☐	> 	KBX-10213435-21			CA	
☐	> 	KBX-10211790-21			CA	

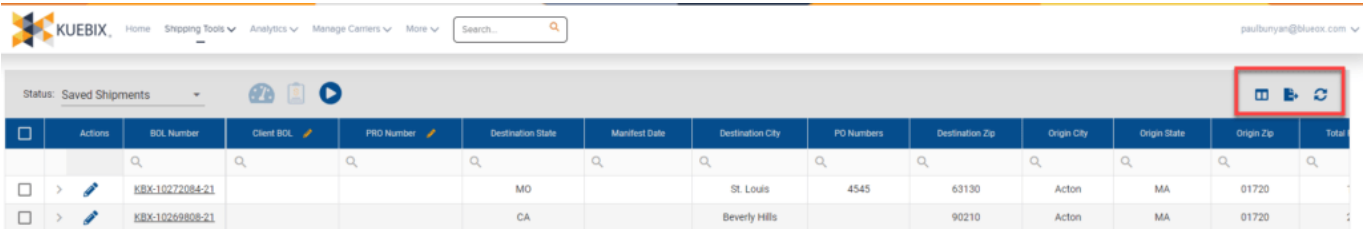
Shipments will stay in the Manage Shipments Grid for 90 days. After 90 days the shipment can still be located using the search field in the menu bar.

Icons

All statuses will have icons along the top of the grid, as well as additional icons in line with the shipment itself.

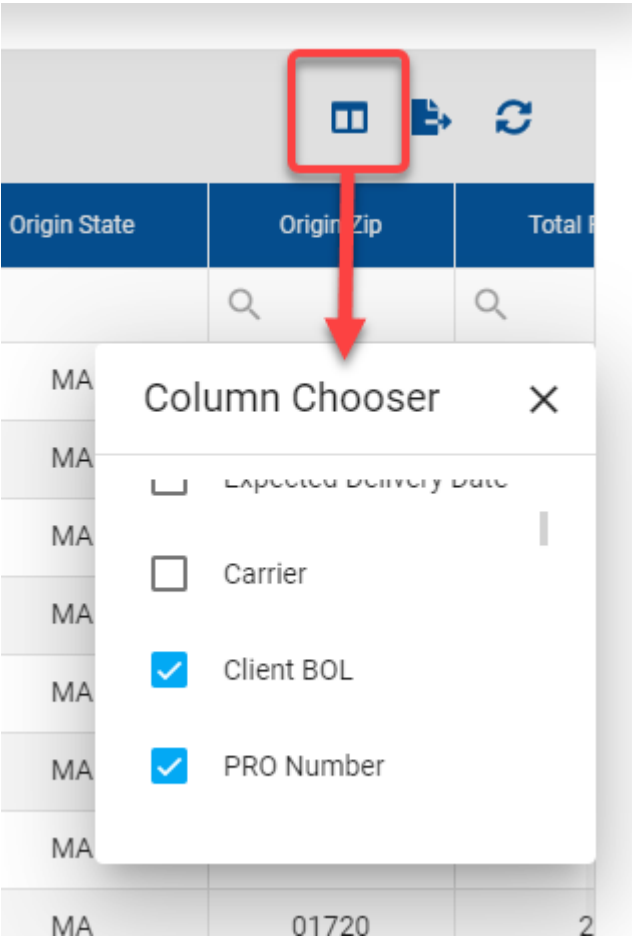
There are icons on the far right side of the grid that are standard and do not change with the status.

The Manage Shipments Grid



	Actions	BOL Number	Client BOL	PRO Number	Destination State	Manifest Date	Destination City	PO Numbers	Destination Zip	Origin City	Origin State	Origin Zip	Total
☐	> 🔍	KBX-10272084-21			MO		St. Louis	4545	63130	Acton	MA	01720	
☐	> 🔍	KBX-10269808-21			CA		Beverly Hills		90210	Acton	MA	01720	

Left to right, the first Icon brings up options available for which columns to include.



Clicking the check box next to the subject will add that column. Once the column is visible in your view, you can click on the column title and drag it to your desired position. The column width can also be adjusted.

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The view is user specific and will persist until it is changed again.

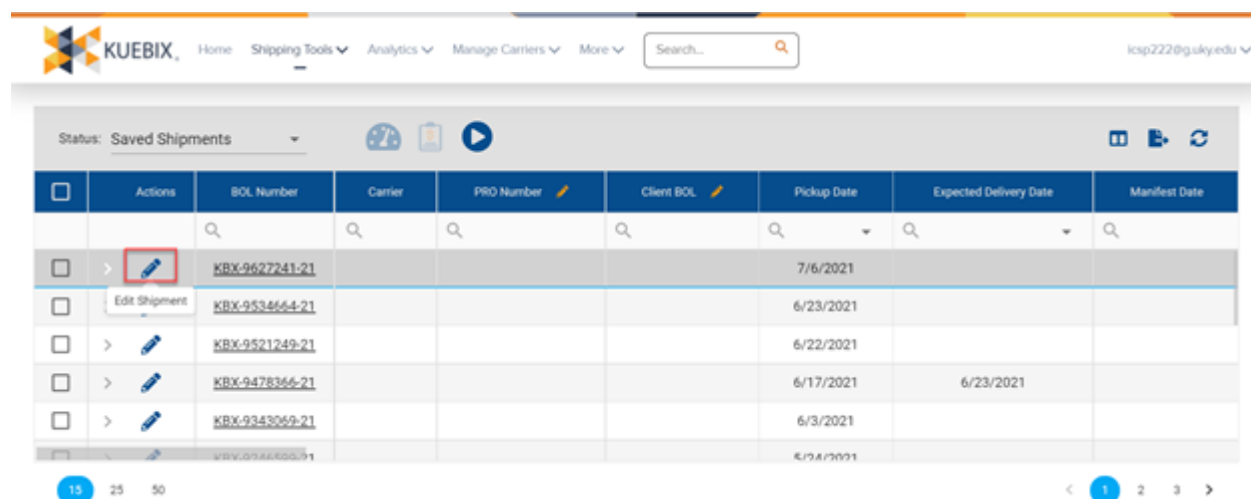
The center icon exports all of the information in the current status screen as a .csv file.

The rightmost icon refreshes your manage shipments grid without reloading the entire page.

Saved Shipment Icons

To edit a shipment, click on the pencil icon next to the BOL number that you would like to edit.

This will open the shipment in a new tab in your browser.



☐	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date	Expected Delivery Date	Manifest Date
☐	> 	KBX-9627241-21				7/6/2021		
☐	> 	KBX-9534664-21				6/23/2021		
☐	> 	KBX-9521249-21				6/22/2021		
☐	> 	KBX-9478366-21				6/17/2021	6/23/2021	
☐	> 	KBX-9343069-21				6/3/2021		

Shipment Specific Menu Bar Icons

Clicking the check box will enable the icons at the top, allowing you to perform additional functions.

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Status: Saved Shipments

Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date	Expected Delivery Date	Manifest Date
☒	KBX-9627241-21				7/6/2021		
☐	KBX-9534664-21				6/23/2021		
☐	KBX-9521249-21				6/22/2021		
☐	KBX-9478366-21				6/17/2021	6/23/2021	
☐	KBX-9343069-21				6/3/2021		
					5/24/2021		

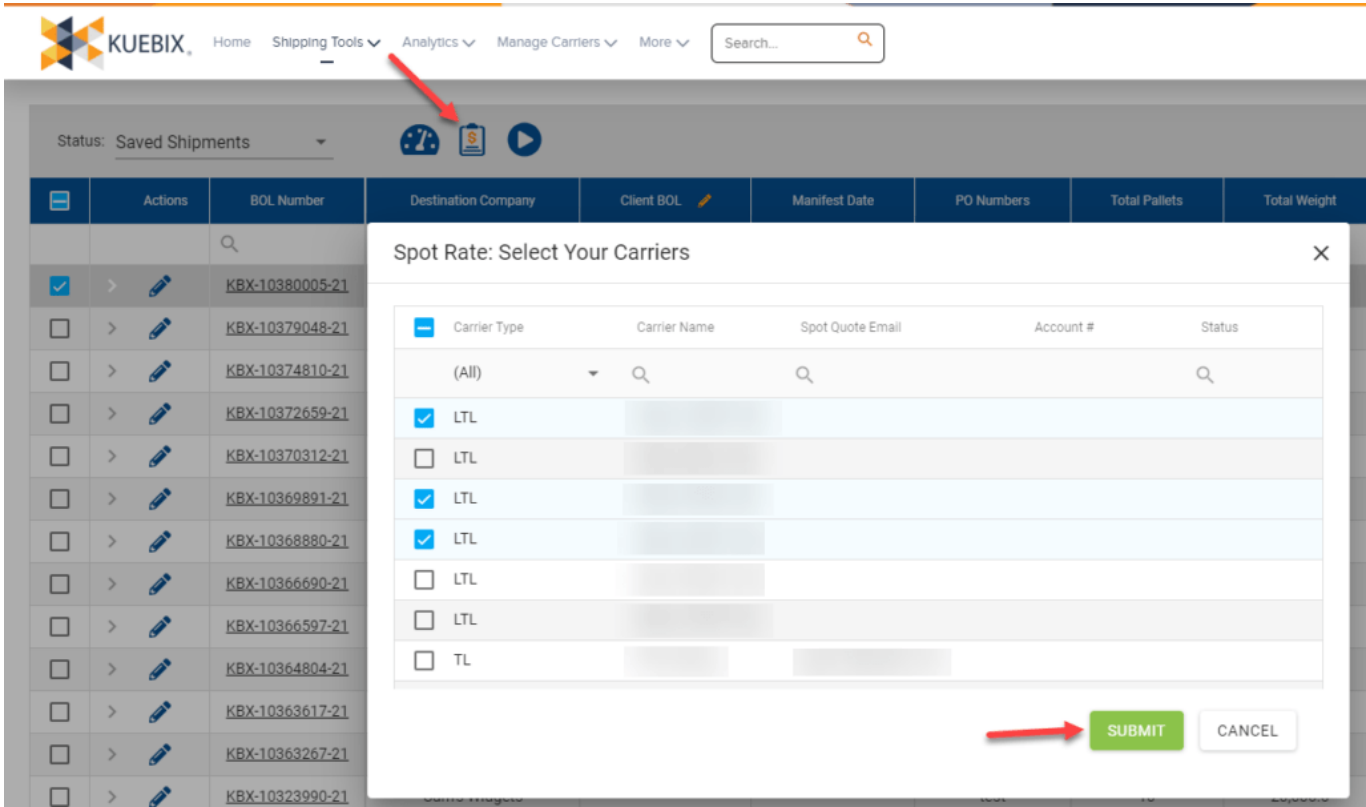
15 25 50

< 1 2 3 >

On the left, the speedometer icon automatically updates the mileage when clicked.

In the center, the clipboard icon lets you create spot rates for the selected shipment, and opens a pop up to add information.

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On the right, the play icon links to the Manage Shipment Grid tutorial video.

Booked Not Picked Up Icons



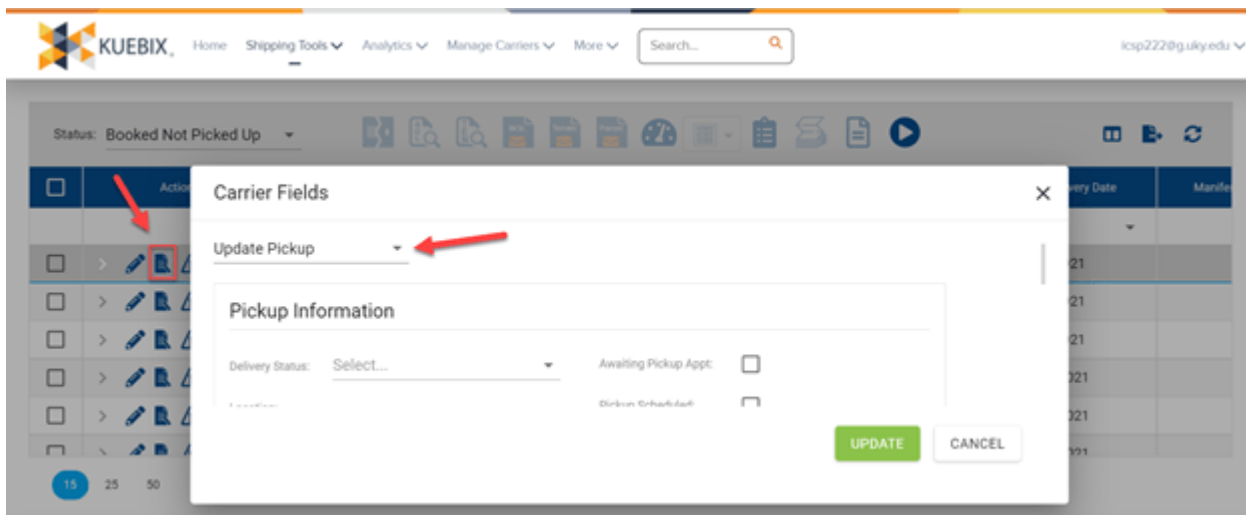
Similar to the Saved Shipments status, the Pencil Icon in the left column allows you to edit the shipment. If any edits/updates are necessary after booking, please reach out to the

The Manage Shipments Grid

carrier directly to let them know.

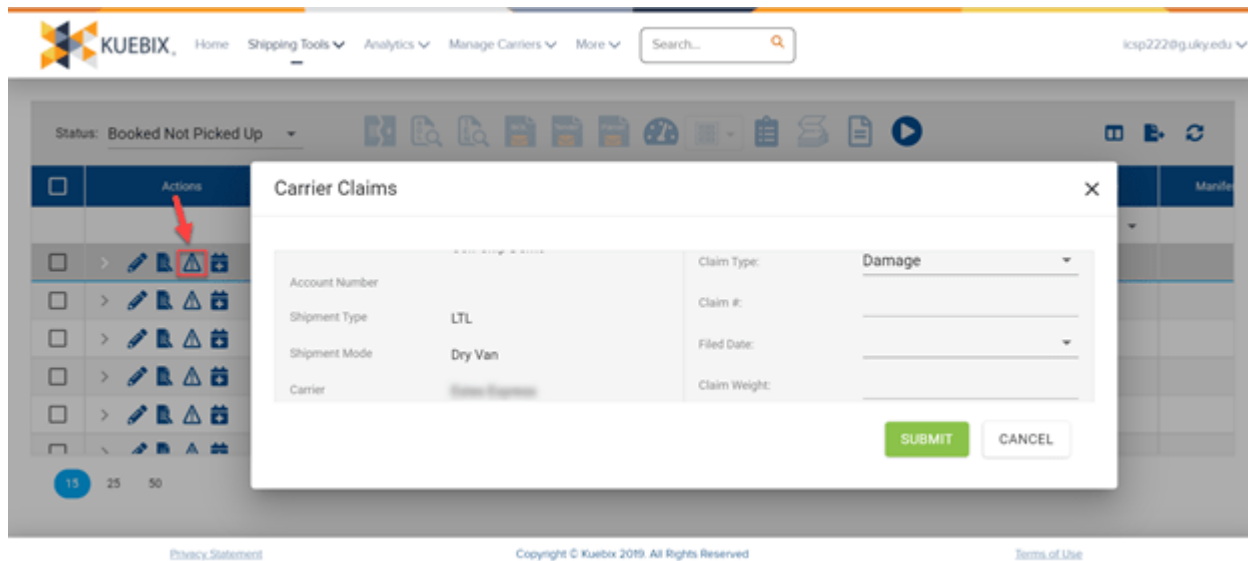


The next icon (going left to right) is the Edit Carrier Fields, enabling you to manually update the pickup and delivery information for that selected shipment. Once the information is filled in, click Update to submit the changes.



The third icon is to submit carrier claims, and opens a pop up to fill out all necessary information.

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The right most icon is the Calendar icon, and will auto-schedule the shipment. Please note that once the icon is clicked, the shipment will be sent to the previously booked carrier.

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Status: Booked Not Picked Up

☐	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date	Expected Delivery Date
☐	>    	KBX-10377098-21		1718011612		9/21/2021	9/22/2021
☐	>     Auto Schedule Shipment(s)	0372431-21		1718011602		9/21/2021	9/24/2021
☐	>    	KBX-10370333-21		8000000001		9/21/2021	9/22/2021
☐	>    	KBX-10366046-21		1718011586		9/21/2021	9/23/2021
☐	>    	KBX-10363038-21		1718011584		9/20/2021	9/24/2021
☐	>    	KBX-10362045-21		1718011579		9/20/2021	9/22/2021
☐	>    	KBX-10356808-21				9/20/2021	9/21/2021

Shipment Specific Menu Bar Icons

Selecting the check box to the left of any shipment will highlight the icons at the top, enabling additional functions related to the selected shipment. *Certain buttons will only be available for a specific shipment type, e.g. LTL, TL, Multileg, or Parcel.

Home Shipping Tools Analytics Manage Carriers More

Status: Booked Not Picked Up

☐	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date	Expected Delivery Date
☒	>    	KBX-10377098-21		1718011612		9/21/2021	9/22/2021
☐	>    	KBX-10372431-21		1718011602		9/21/2021	9/24/2021
☐	>    	KBX-10370333-21		8000000001		9/21/2021	9/22/2021
☐	>    	KBX-10366046-21		1718011586		9/21/2021	9/23/2021
☐	>    	KBX-10363038-21		1718011584		9/20/2021	9/24/2021
☐	>    	KBX-10362045-21		1718011579		9/20/2021	9/22/2021

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Unbooks the selected shipment, clicking the icon brings up unbooking reasons. Select the corresponding reason and click “Unbook” to complete.



View the BOL – opens as a PDF in your browser or default pdf viewer.



View the tender – opens as a PDF in your browser or default pdf viewer.



Email the BOL from the Manage Shipments Grid.

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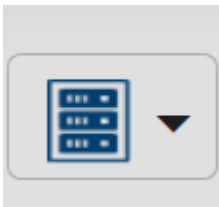
Email the tender from the Manage Shipments Grid.



*This becomes a clickable option if the shipment selected is a parcel shipment, and allows you to email the Parcel labels.



Automatically updates the shipment mileage when clicked.



Either print or email the shipping labels.



View the packing list.

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*This is actionable after selecting Parcel shipments, and lets you View and Print the Shipping Label for the selected Parcel shipment(s).



*Get the Manifest for the selected shipment.



Play the Manage Shipments Grid tutorial video.

In Transit, Delivered, and All Icons

The icons are the same as those for the Booked Not Picked Up screen, save that since the shipment has already been scheduled, the Calendar icon is swapped for the View Documents icon.



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Clicking on the View Documents icon allows you to either see the existing Delivery Receipt and/or Bill of Lading, or request the documents from the carrier.

Shipment Specific Menu Bar Icons

These are the same as those offered on the Booked Not Picked Up screen, and have the same functions.

Review Posted Icons

Once spot rates are returned by the carrier, the Book icon becomes available. Clicking the Book icon notifies the carrier that their quote has been accepted.

Status: Review Posted

Actions

BOL Number

KBK-10690400-21

Origin Company

PRO Number

Carrier

Client BOL

Pickup Date

10/14/2021

SO Number

Origin City

Action

Destination Company

Austin's golf Store

Origin State

MA

PO Numbers

AS400, Br549

SHIPMENT

ADDRESS

STOPS

ITEMS

ATTACHMENTS

RATES

Actions

Name

Carrier

Service Level

Linehaul Charge

FSC Charge

Accessorial Charge

Total Price ↑

Rate Status

Created By

Rate Type: Spot Rate (Continued from the previous page. Continues on the next page)

BO-0164905238-21

Standard

\$637.20

\$0.00

\$0.00

\$0.00

Quoted

BO-0164905239-21

Standard

\$443.99

\$117.66

\$110.99

\$0.00

Quoted

BO-0164905240-21

Standard

\$684.40

\$0.00

\$0.00

\$0.00

Quoted

BO-0164905241-21

Standard

\$443.99

\$117.66

\$155.39

\$0.00

Quoted

BO-0164905242-21

Standard

\$1,795.00

\$0.00

\$0.00

\$0.00

Quoted

BO-0164905243-21

Standard

\$472.00

\$0.00

\$0.00

\$472.00

Quoted

BO-0164905244-21

Standard

\$443.99

\$117.66

\$0.00

\$561.65

Quoted

15

25

50

1

2

3

4

5

6

7

8

Actions and Tabs

In the Actions column, to the left of the BOL number, is a little chevron that points to the right. Clicking on the chevron opens up the shipment fields, allowing you to see and edit most information quickly, without having to reopen the Ship It page.

The chevron is available on all Manage Shipment pages, and has the consistent options of Shipment, Address, Stops, Items, Attachments, and Rates.

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	Actions	BOL Number	Destination Company	Client BOL	Manifest Date	PO Numbers	Total Pallets	Total Weight	Shipment Notes
☐	>	KRX-10380005-21	123 Haz mat co			67	20	20,000.0	
☐	>	KRX-10379048-21	XYZ	1234A		1212C	3	2,500.0	
☐	>	KRX-10374810-21	ABC Supply				1	800.0	
☒	>	KRX-10372659-21	Jason's Donuts				1	1,000.0	
SHIPMENT ADDRESS STOPS ITEMS ATTACHMENTS RATES									
Delivery Status		Pickup Number		Total Weight		Total Handling Units		Total Packages	
				1,000.0		1		20	
								0	
								\$0.00	

Shipment

The Shipment tab shows the basic information for the shipment - the delivery status, pick up number, total weight, handling units, packages, units, the shipment rate, and the Client BOL.

SHIPMENT	ADDRESS	STOPS	ITEMS	ATTACHMENTS	RATES
Delivery Status					
Pickup Number					
Total Weight					
Total Handling Units					
Total Packages					
Total Units					
Shipment Rate					
Client BOL					
1,000.0					
1					
20					
0					
\$0.00					

Address

The Address tab shows the origin, destination, and bill to details that were provided when the shipment was created.

SHIPMENT	ADDRESS	STOPS	ITEMS	ATTACHMENTS	RATES
Origin Details					
Test Account Company					
*** TEST ACCOUNT*** 798 Not Real Road					
Acton, MA - 01720, United States					
Destination Details					
Jason's Donuts					
123 Main St					
Clear Lake, IA - 50428, United States					
Bill To Details					
Test Account Company					
PO Box 12345					
Acton, MA - 01720, United States					

Stops

The Stops tab shows basic pickup and delivery information. Also, you can easily update the status (using the pencil + paper icon), or add accessorials (using the wrench).

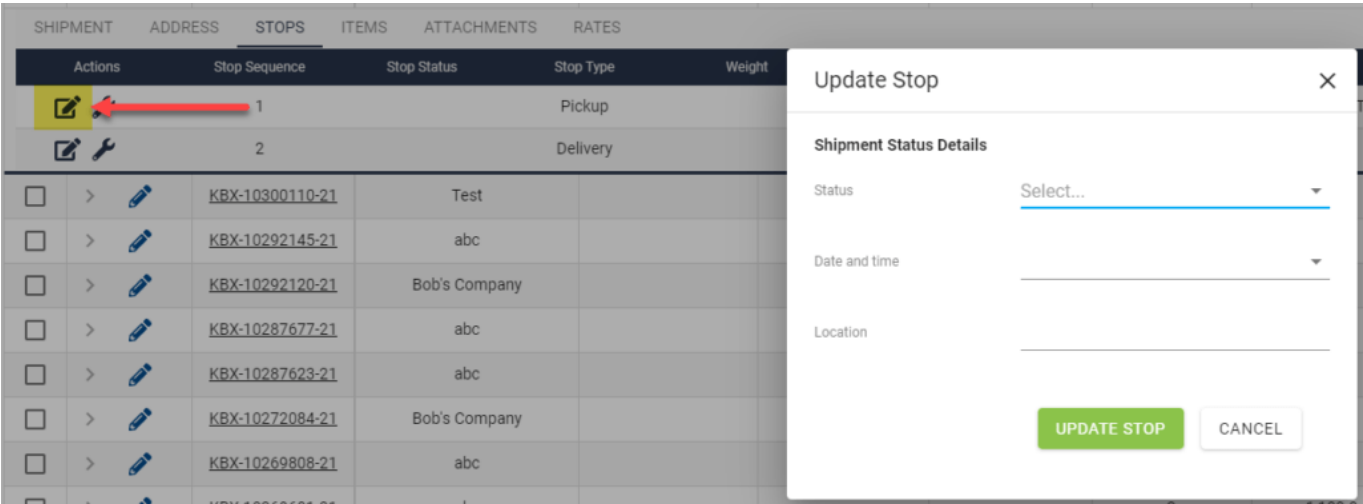
SHIPMENT	ADDRESS	STOPS	ITEMS	ATTACHMENTS	RATES
Actions					
Stop Sequence					
Stop Status					
Stop Type					
Weight					
Pallets					
Units					
Stop Company					
Address					
Stop City					
Stop State					
Postal					
Country					
1					
Pickup					
Origin Company					
*** TEST ACCOU...					
Acton					
MA					
01720					
United States					
2					
Delivery					
Jason's Donuts					
123 Main St					
Clear Lake					
IA					
50428					
United States					

Shipment Status

To manually update the shipment status, click the pencil + paper icon, enter the desired

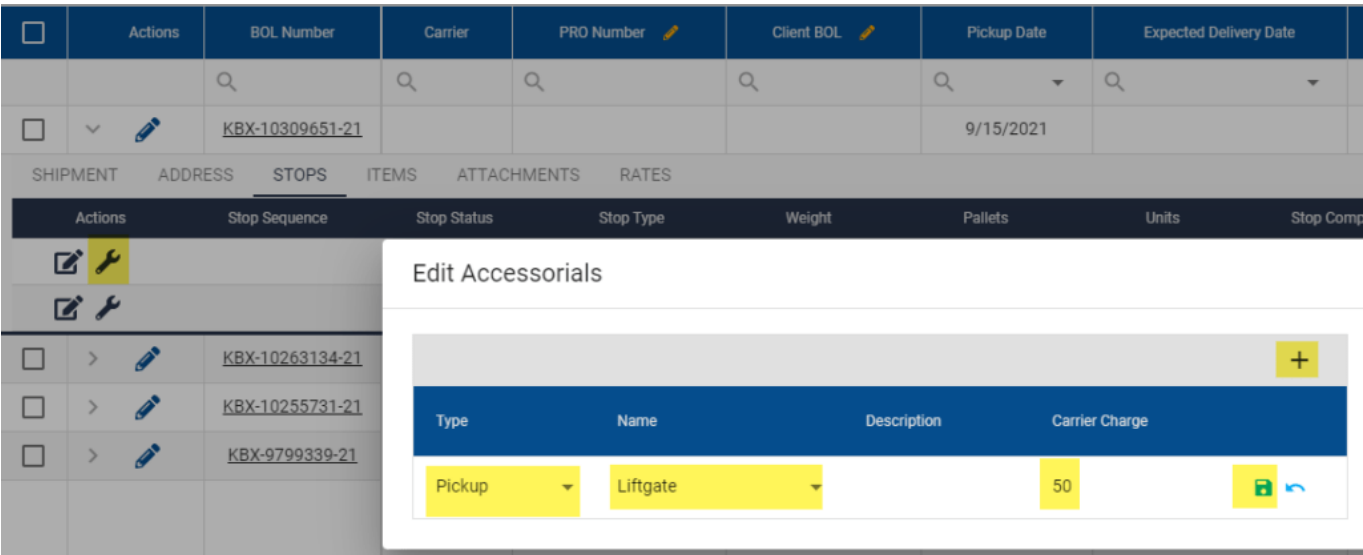
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information, and click “Update Stop”.



Accessorial

To add an accessorial, click the wrench for the corresponding origin or destination to which the accessorial should apply. This opens a popup window, select the + to add a new accessorial. Once you choose Pickup or Delivery, there will be a list of accessorial types to select. Enter the price in just numbers and click the save icon.



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Items

See any line items at a glance.

SHIPMENT	ADDRESS	STOPS	ITEMS	ATTACHMENTS	RATES					
Delivery Stop #	SKU #	Description	PO #	SO #	Order Quantity	Pallets	Item Weight	Shipment Qty	Origin Quantity	Destination Quantity
		885					1,000.0	0		

Attachments

Any documentation that you'd like associated with the shipment can be uploaded here.

SHIPMENTADDRESSSTOPSITEMSATTACHMENTS

RATES

SELECT FILE

or Drop file here

Attachments:

No Attachments Found.

UPLOAD FILE

Rates and Booking

Shipments can be booked right from your Manage Shipments Grid.

Rates are sorted by Rate Type, and will have additional pages if needed. Clicking on any of the column titles will sort the results by that column, in either ascending or descending values.

SHIPMENT	ADDRESS	STOPS	ITEMS	ATTACHMENTS	RATES					

To book a shipment, click the book icon on the left. Once successful, the shipment will move from the Saved Shipments screen, to the Booked Not Picked Up screen, and the Book icon will become red.

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[illegible]

Now you can either click the Calendar icon to autoschedule the shipment, or you can unbook by clicking the red Book icon.

Selecting the pencil icon opens a new window so you can edit the quote number, add notes, or add/edit accessories.

	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date	Expected Delivery Date	Delivery Appointment Time
☐		KBX-10375129-21						
☐		SHIPMENT	ADDRESS	STOPS	ITEMS	AT		
Actions		Name						
Rate Type: Published Rate								
		RO-0161024039-21						
☐	>	KBX-10309651-21						
☐	>	KBX-10249528-21						
☐	>	KBX-9752574-21						
☐	>	KBX-9281282-21						
☐	>	KBX-9279040-21						

Edit Rate

Dispatch Phone: Line Haul Price:
 Dispatcher Email: Fsc Price:
 Notes: Total Price:

Add/Edit Accessorials				+
Type	Name	Description	Carrier Charge	
Other	Blind Shipment		\$80.00	
Delivery	Liftgate		\$75.00	