## Viewing and/or Updating Carrier Agreements

Table of Contents  $\equiv$ 

- Updating an LTL agreement.
- Updating a TL or Spot/Volume agreement

## **Updating an LTL agreement.**

To view your carrier account information or update a carrier agreement.

1. On the Kuebix TMS home page, click the Add/Manage Carriers button. From any other page you can go to the Manage Carriers menu and select Connected Carriers.



2. On the **Manage Carriers** page, you will find all of the carrier agreements you have entered. You can use the search fields at the top of each column to find the desired carrier.

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	Agreemen	References	Agreenend Defenis									
Apply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier	Prepay & Add	Prepay & Add Minimum	Prepay & Add Maximum	Location Identifier	
0				All 👻	All 🗸							
	Quick Actions	A-0000146416		Yes 👻	Spot/Volume Agreement	Carrots for Okapis	Visible Supply Chain Management	0%	\$0.00	50.00	Carrots	
	Quick Actions	A-0000143907		Yes 🛩	TL Agreement	Books and a Comfy Chair, Inc.	The Grand Trunk	0%	\$0.00	\$0.00		
	Quick Actions	A-0000116542		Yes 🛩	Spot/Volume Agreement	Books and a Comfy Chair, Inc.	Admiral Merchants	0%	\$0.00	\$0.00		
	Quick Actions	A-0000116541		Yes 🗸	Spot/Volume Agreement	Books and a Comly Chair, Inc.	3Lions Logistics	0%	\$0.00	\$0.00		
	Quick Actions	A-0000116540		Yes 🛩	Spol/Volume Agreement	Carrots for Okapis	US Logistics	0%	\$0.00	\$0.00	Carrots	
0	Quick Actions	A-0000110110		Yes 🗸	LTL Agreement	Books and a Comfy Chair, Inc.	Esles Express	23%	\$8.00	\$62.00		
	Quick Actions	A-0000094541		Yes 🛩	TL Agreement	Books and a Comly Chair, Inc.	Test Carrier	0%	\$0.00	50.00		
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3. To view a carrier agreement, in the Actions column, click Quick Actions > Edit Agreement.

	Agreement References		Agreenent Details								
lepty	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier	Prepay & Add	Prepay & Add Minimum	Prepay & Add Maximum	Location Identifier
				All 🗸	All 🗸						
	Quick Actions	A-0000146416		Yes 👻	Spot/Volume Agreement	Carrots for Okapis	Visible Supply Chain Management	0%	\$0.00	50.00	Carrots
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	Quick Actions	A-0010116542		Yes 🛩	Spot/Volume Agreement	Books and a Comfy Chair, Inc.	Admiral Merchants	0%	50.00	50.00	
	Quick Actions	A-0010116541		Yes 👻	Spot/Volume Agreement	Books and a Comfy Chair, Inc.	SLions Logistics	0%	50.00	50.00	
0	Quick Actions	A-0000116540		Yes 🛩	Spot/Volume Agreement	Carrots for Okapis	US Logistics	0%	50.00	50.00	Carrots
0	Quick Actions	A-0000110110		Yes 👻	LTL Agreement	Books and a Comfy Chair, Inc.	Esles Express	23%	58.00	562.00	
	Con Agreement     Control of the control of th			Yes 🛩	TL Agreement	Books and a Comfy Chair, Inc.	Test Carrier	0%	\$0.00	\$0.00	

- 4. Once viewed, the agreement can be closed by clicking on the Cancel button, or the X in the upper right window corner. If you need to adjust the carrier information, please proceed to the next steps.
- 5. In the carrier rate connection pop-up window, update the necessary information associated with that specific carrier.
- 6. Click **Test Service**.

Carrier Rate Connectior	:							
Select Carrier Agreement Type <ul> <li>Less than Truckload (LTL)</li> <li>Truckload (TL)</li> <li>Parcel</li> <li>Spot/Volume</li> </ul>	Location Books and a Comfy Chair, Inc. ✓ Carrier List All Visit Carrier's Website							
Critical Instructions         To connect your       negotiated rates in Kuebix, you will first need to know your account number. You can find it by logging into your account here. Once logged in, hover over the       dropdown, located in the top right hand corner. Your Account Number is located under your Company Name.         Additionally, indicate whether you would like to utilize Auto Pro number generation by entering True or False in the appropriate field. If you have any problems with the above process please contact your local account representative for assistance.								
Please check the box to the left to confirm you have read the web service information for creating a Carrier Rate Connection with								
Spot/Volume Request Email								
Kuebix Direct Carrier Connect Info								
Username	KUBX1245							
Password	•••••							
Account Number	7950286							
Enable Auto-PRO (Yes/No)	Yes							
Show/Edit PRO Range	Test Service Cancel							

6. If the information entered is correct, you will receive the following pop-up message. Click **Update Connection** to update your carrier agreement.



 Once you have successfully updated the agreement, you can visit the Compare Rates page to verify that the new/updated credentials are working.

## **Updating a TL or Spot/Volume agreement**

The steps are the same as those to update an LTL agreement, except you do not need to test the connection. Instead of clicking **Test Service**, please click **Update Connection** to save the new information.

Carrier Rate Connection	×
Select Carrier Agreement Type       Location         Less than Truckload (LTL)       Carrier         Truckload (TL)       Parcel         Spot/Volume       Spot/Volume	Books and a Comfy Chair, Inc. ▼         The Grand Trunk         List All         View Web Services by Carrier
Spot/Volume Request Email Carrier Account Number (Optional)	support@kuebix.com
Test S	ervice Update Connection Cancel