

Viewing and/or Updating Carrier Agreements

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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.

The screenshot shows the 'Manage Carriers' page with a table of carrier agreements. The table has columns for 'Apply', 'Actions', 'Agreement Name', 'Agreement Notes', 'Active', 'Agreement Type', 'Client', 'Carrier', 'Prepay & Add', 'Prepay & Add Minimum', 'Prepay & Add Maximum', and 'Location Identifier'. The table contains several rows of data, including agreements for Carrots, Books and a Conely Chalk, Inc., Adrenal Merchants, 3Lions Logistics, US Logistics, Edes Express, and Test Carrier.

Agreement References				Agreement Details							
Apply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier	Prepay & Add	Prepay & Add Minimum	Prepay & Add Maximum	Location Identifier
<input type="checkbox"/>				All	All						
<input type="checkbox"/>	Quick Actions...	A-9000118419		Yes	Spot/Volume Agreement	Carrots for Oikapis	Visible Supply Chain Management	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-90001143007		Yes	TL Agreement	Books and a Conely Chalk, Inc.	The Grand Trunk	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-9000118542		Yes	Spot/Volume Agreement	Books and a Conely Chalk, Inc.	Adrenal Merchants	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-9000118541		Yes	Spot/Volume Agreement	Books and a Conely Chalk, Inc.	3Lions Logistics	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-9000118540		Yes	Spot/Volume Agreement	Carrots for Oikapis	US Logistics	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-9000118119		Yes	LTL Agreement	Books and a Conely Chalk, Inc.	Edes Express	23%	\$0.00	\$62.00	
<input type="checkbox"/>	Quick Actions...	A-9000094541		Yes	TL Agreement	Books and a Conely Chalk, Inc.	Test Carrier	0%	\$0.00	\$0.00	

- To view a carrier agreement, in the **Actions** column, click **Quick Actions > Edit Agreement**.

The screenshot shows a web application interface for managing carrier agreements. At the top, there is a search bar and a toolbar with icons for adding, deleting, and refreshing. The main content is a table with columns for 'Apply', 'Actions', 'Agreement Name', 'Agreement Notes', 'Active', 'Agreement Type', 'Client', 'Carrier', 'Prepay & Add', 'Prepay & Add Minimum', 'Prepay & Add Maximum', and 'Location Identifier'. A dropdown menu is open over the 'Quick Actions' column, showing options: 'Edit Agreement', 'Remove Agreement', and 'Edit Net Payment Terms'.

Agreement References			Agreement Details								
Apply	Actions	Agreement Name	Agreement Notes	Active	Agreement Type	Client	Carrier	Prepay & Add	Prepay & Add Minimum	Prepay & Add Maximum	Location Identifier
<input type="checkbox"/>				All	All						
<input type="checkbox"/>	Quick Actions...	A-0000186118		Yes	Spot/Volume Agreement	Carrots for Okapi	Visible Supply Chain Management	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-0000143067		Yes	TL Agreement	Books and a Confy Chair, Inc.	The Grand Trust	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116542		Yes	Spot/Volume Agreement	Books and a Confy Chair, Inc.	Admiral Merchants	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116541		Yes	Spot/Volume Agreement	Books and a Confy Chair, Inc.	Slone Logistics	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116540		Yes	Spot/Volume Agreement	Carrots for Okapi	US Logistics	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-0000116118		Yes	LTL Agreement	Books and a Confy Chair, Inc.	Exels Express	23%	\$0.00	\$62.00	
<input type="checkbox"/>				Yes	TL Agreement	Books and a Confy Chair, Inc.	Test Carrier	0%	\$0.00	\$0.00	

- 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.
- In the carrier rate connection pop-up window, update the necessary information associated with that specific carrier.
- Click **Test Service**.

Carrier Rate Connection:



Select Carrier Agreement Type

- Less than Truckload (LTL)
- Truckload (TL)
- Parcel
- Spot/Volume

Location

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 .

Account Description (Optional)

Spot/Volume Request Email 

Kuebix Direct Carrier Connect Info

Username

Password

Account Number

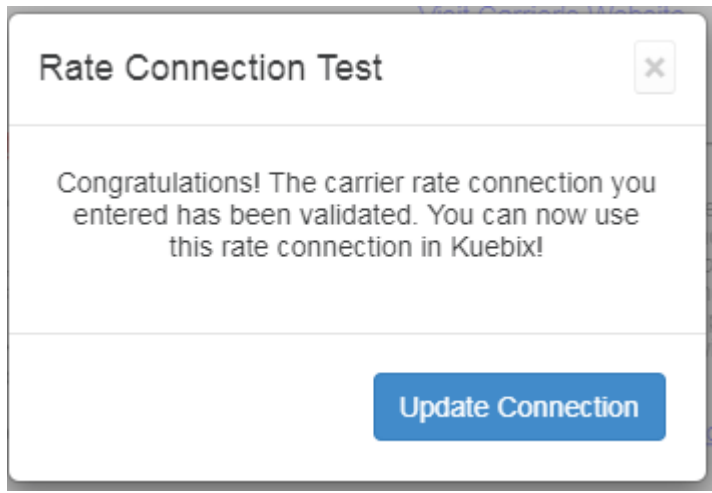
Enable Auto-PRO (Yes/No)

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.



7. 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

- Less than Truckload (LTL)
- Truckload (TL)
- Parcel
- Spot/Volume

Location

Carrier

[List All](#)

[View Web Services by Carrier](#)

Spot/Volume Request Email 

Carrier Account Number (Optional)

[Test Service](#)

[Update Connection](#)

[Cancel](#)