

# Viewing and/or Updating Carrier Agreements

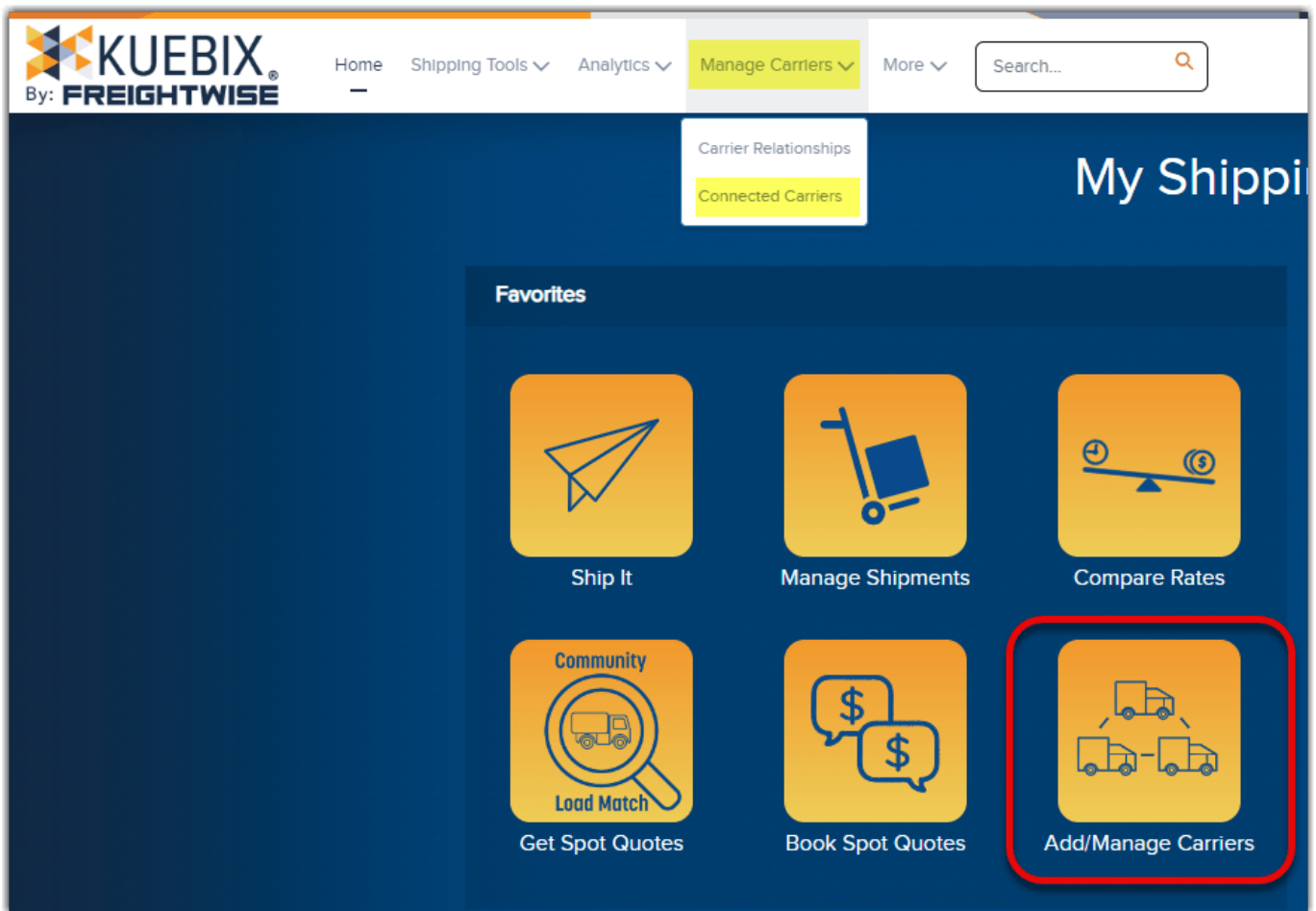
Table of Contents ☰

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

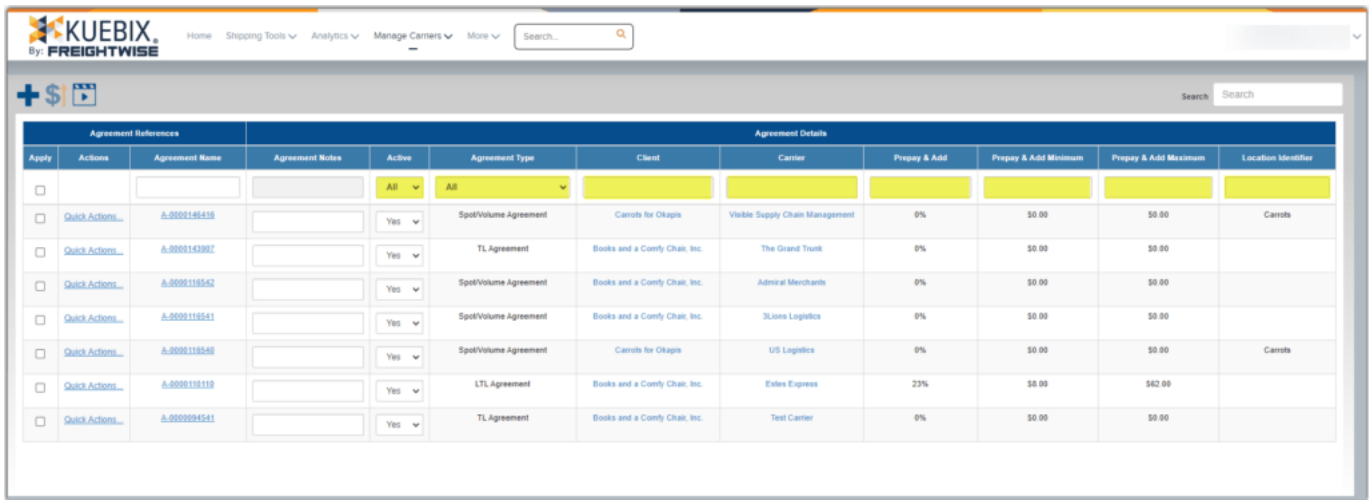
## Updating an LTL agreement.

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**.

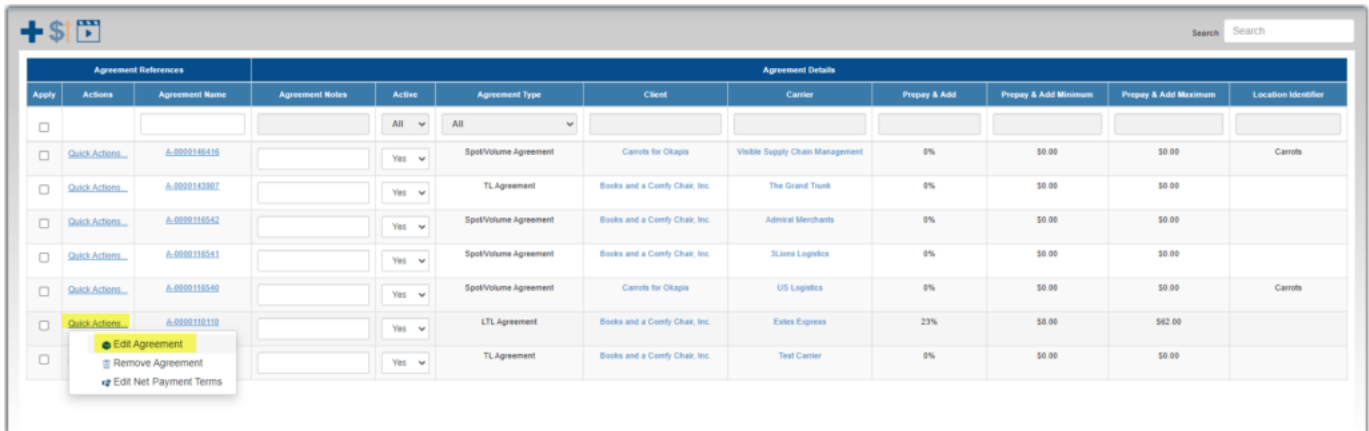


2. On the **Manage Carriers** page, you will find all of the carrier agreements you have entered. You can use the search fields at the top of each column to find the desired carrier.






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-0000196416		Yes	Spot/Volume Agreement	Carrots for Oikapis	Visible Supply Chain Management	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-0000143907		Yes	TL Agreement	Books and a Conely Chak, Inc.	The Grand Truck	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116542		Yes	Spot/Volume Agreement	Books and a Conely Chak, Inc.	Admiral Merchants	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116541		Yes	Spot/Volume Agreement	Books and a Conely Chak, Inc.	3Lions Logistics	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116540		Yes	Spot/Volume Agreement	Carrots for Oikapis	US Logistics	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-0000110110		Yes	LTL Agreement	Books and a Conely Chak, Inc.	Edies Express	23%	\$0.00	\$62.00	
<input type="checkbox"/>	Quick Actions...	A-0000094541		Yes	TL Agreement	Books and a Conely Chak, Inc.	Test Center	0%	\$0.00	\$0.00	

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



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-0000196416		Yes	Spot/Volume Agreement	Carrots for Oikapis	Visible Supply Chain Management	0%	\$0.00	\$0.00	Carrots
<input type="checkbox"/>	Quick Actions...	A-0000143907		Yes	TL Agreement	Books and a Conely Chak, Inc.	The Grand Truck	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116542		Yes	Spot/Volume Agreement	Books and a Conely Chak, Inc.	Admiral Merchants	0%	\$0.00	\$0.00	
<input type="checkbox"/>	Quick Actions...	A-0000116541		Yes	Spot/Volume Agreement	Books and a Conely Chak, Inc.	3Lions Logistics	0%	\$0.00	\$0.00	
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<input type="checkbox"/>	Quick Actions...	A-0000110110		Yes	LTL Agreement	Books and a Conely Chak, Inc.	Edies Express	23%	\$0.00	\$62.00	
<input type="checkbox"/>	Quick Actions...	A-0000094541		Yes	TL Agreement	Books and a Conely Chak, Inc.	Test Center	0%	\$0.00	\$0.00	

-  Edit Agreement
-  Remove Agreement
-  Edit Net Payment Terms

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 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.



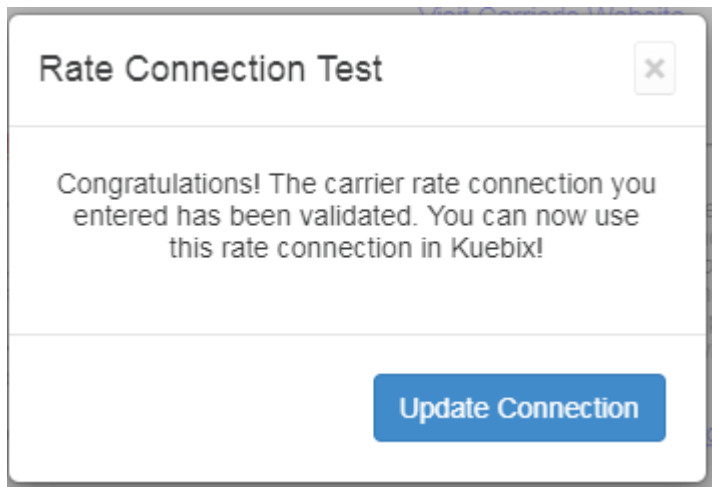
Please check the box to the left to confirm you have read the web service information for creating a Carrier Rate Connection with .

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** Books and a Comfy Chair, Inc. ▼

**Carrier** The Grand Trunk List All

[View Web Services by Carrier](#)

**Spot/Volume Request Email** support@kuebix.com ⓘ

**Carrier Account Number (Optional)**

Test Service Update Connection Cancel