

# 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.

| 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-9000118418   |                 | Yes               | Spot/Volume Agreement | Carrots for Okapis            | Visible Supply Chain Management | 0%           | \$0.00               | \$0.00               | Carrots             |
| <input type="checkbox"/> | Quick Actions... | A-9000114302   |                 | Yes               | TL Agreement          | Books and a Comely Chak, Inc. | The Grand Trunk                 | 0%           | \$0.00               | \$0.00               |                     |
| <input type="checkbox"/> | Quick Actions... | A-9000118542   |                 | Yes               | Spot/Volume Agreement | Books and a Comely Chak, Inc. | Admiral Merchants               | 0%           | \$0.00               | \$0.00               |                     |
| <input type="checkbox"/> | Quick Actions... | A-9000118541   |                 | Yes               | Spot/Volume Agreement | Books and a Comely Chak, Inc. | 3Lions Logistics                | 0%           | \$0.00               | \$0.00               |                     |
| <input type="checkbox"/> | Quick Actions... | A-9000118540   |                 | Yes               | Spot/Volume Agreement | Carrots for Okapis            | US Logistics                    | 0%           | \$0.00               | \$0.00               | Carrots             |
| <input type="checkbox"/> | Quick Actions... | A-9000118119   |                 | Yes               | LTL Agreement         | Books and a Comely Chak, Inc. | Edes Express                    | 23%          | \$0.00               | \$62.00              |                     |
| <input type="checkbox"/> | Quick Actions... | A-9000094541   |                 | Yes               | TL Agreement          | Books and a Comely Chak, 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 with the text 'Search Search'. Below the search bar is a table with two main sections: 'Agreement References' and 'Agreement Details'. 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'. There are eight rows of data. The 'Quick Actions' dropdown menu is open for the first row, 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

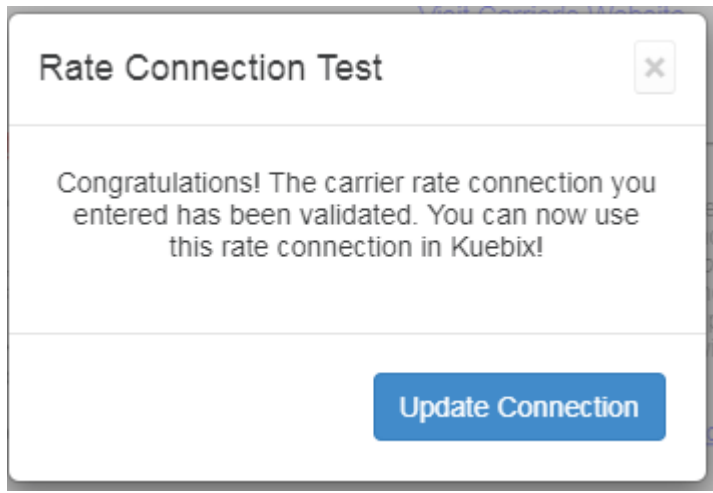
Enable Auto-PRO (Yes/No)

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](#)