Viewing BOLs

Once a shipment has been booked, you can view the BOL a number of different ways.

Table of Contents \equiv

- 1. Using Fast Track
- 2. Using Universal Search
- 3. Using the Manage Shipments Grid three ways.
 - 1. View BOL Icon
 - 2. Shipment Details
 - 3. Shipment Screen

1. Using Fast Track

After signing in to Kuebix, enter the shipment number in the search bar, and then click on the shipment that pops up.



Click **Print BOL**, and click **GO**.



2. Using Universal Search

At the top of your screen, enter the shipment number in the search field and hit enter.

In the results, click on the shipment.

KUEBIX, Home Shipping To	ols 🗸 Analytics 🗸	Manage Carriers	∽ More ∽ (KBX-11349092-21	
Search Results	Shipments				
All	Incour				
Account Warehouses	BOL NUMBER	PRO #	CARRIER	CLIENT	
Account Waterlouses	KBX-11349092-21	1218034048		Books and a Comfy Chair, Inc.	
Accounts					
Accounts Payable (AP)					

In the upper right corner, click the down arrow, and then View BOL.

	user@	≩company.com ∨
Edit	Delete	Unbook 🚽
		Get Directions
		View BOL
		View Tender

3. Using the Manage Shipments Grid - three ways.

From the Shipping Tools menu at the top of your window, click Manage Shipments Grid.



BOLs can only be retrieved for shipments that have been at least booked.

1. View BOL Icon

Click the checkbox next to the desired shipment, and then the **View BOL** icon at the top.

Stati	us: Booked Not Picked U	Jp - Q		📑 📑 🗃 纪		
	Actions	BOL Number	Carrier	PRO Number 🥜	Client BOL 🥜	Pickup Date
		Q	Q	Q	Q	Q -
	🔹 🖉 🖹 🖉	KBX-11349092-21		1218034048		1/12/2022
	> 🥒 🖹 🛆 🛱	KBX-10309651-21		1218024324		9/15/2021
	> 🥒 🖹 🛆 🛱	KBX-10249528-21		1218024067		9/8/2021
	› 🖋 🗈 🛆 🛱	KBX-9752574-21		1218023527		7/30/2021

2. Shipment Details

Click on the BOL Number.

Statu	us: Booked Not Picked U	Jp 👻 📝				
	Actions	BOL Number	Carrier	PRO Number 🥠	Client BOL 🥜	Pickup Date
		Q	Q	Q	Q	Q -
	› 🖋 🖹 🛆 🛱	KBX-11349092-21		1218034048		1/12/2022
	› 🥒 🖹 🛆 🛱	KBX-10309651-21		1218024324		9/15/2021
	› 🥒 🖹 🛆 🛱	KBX-10249528-21		1218024067		9/8/2021
	> 🖋 🗈 🛆 🛱	KBX-9752574-21		1218023527		7/30/2021

Next, click the drop down menu in the upper left corner and View BOL.



3. Shipment Screen

Click on the edit shipment pencil.

s: Booked Not Picked L	Jp 👻 💽		📑 📑 🗃 纪		
Actions	BOL Number	Carrier	PRO Number 🥜	Client BOL 🥜	Pickup Date
	Q	Q	Q	Q	Q -
> 🥒 🖹 🧪	KBX-11349092-21		1218034048		1/12/2022
› 🖋 🖻 🛆 🛱	KBX-10309651-21		1218024324		9/15/2021
› 🖋 🖹 🛆 🛱	KBX-10249528-21		1218024067		9/8/2021
> 🖋 🗈 🖄 🛱	KBX-9752574-21		1218023527		7/30/2021
	 Booked Not Picked U Actions Actio	Second Not Picked Up BOL Number Actions BOL Number Q Q Image:	Booked Not Picked V BOL Number Carrier Actions BOL Number Carrier Q Q Q > ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇	Booked Not Picked U: BOL Number Carrier PRO Number PRO Number Actions BOL Number Q	Booked Not Picked Up Bol Number Carrier PRO Number Q

Once the shipment loads, click **View BOL**.

Carrier Booked:	Save Details	From Terminal			
Carrier PRO:	1218034048	SHREWSBURY, MA 01545	Auto	Schedule	
Call to Schedule Pickup:	1210034040	508-845-8230	View BOL	View Tender	
Carrier Notified?:		10736 CHERRY AVENUE FONTANA, CA 92337 United States	Email BOL	Ernail Tender	
Pickup Confirmation Number: Booking Reason:	Choose 🗸	909-427-9850	Print Label	View Packing List	
Shipment Notes:					