

# Viewing BOLs

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

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## 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.

# Kuebix Fast Track

Quickly view and manage your shipments in two easy steps.

1 2

## Select Recent Shipment

<b>KBX-11349092-21</b>	<b>KBX-10309651-21</b>	<b>KBX-10375129-21</b>
Ship From: 123 Real Street	Ship From: 123 Real Street	Ship From: 123 Real Street
Ships To: 3401 Etiwanda Ave...	Ships To: 3401 Etiwanda Ave...	Ships To: test
Ships With:	Ships With:	Ships With:
Tracking No: 1218034048	Tracking No: 1218024324	Tracking No: 1218024283
<u>Booked Not Picked...</u>	<u>Booked Not Picked...</u>	<u>Delivered</u>

Search by Reference Number, PO, SO, BOL or PRO Number

KBX-11349092-21



Shipment Name: KBX-11349092-21

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

KBX-11349092-21  
 3401 Etiwanda Ave Suite# 931C  
 Mira Loma, CA, 91752  
 United States

PRO: 1218034048  
 Booked Date: 12/23/2021  
 Expected Delivery Date: 01/20/2022  
 Status: **Booked Not Picked Up**

- Print BOL
- Print Labels
- Quick Track
- Get POD (BOL/DR)
- Assign PRO

[BACK](#) [GO](#)

## 2. Using Universal Search

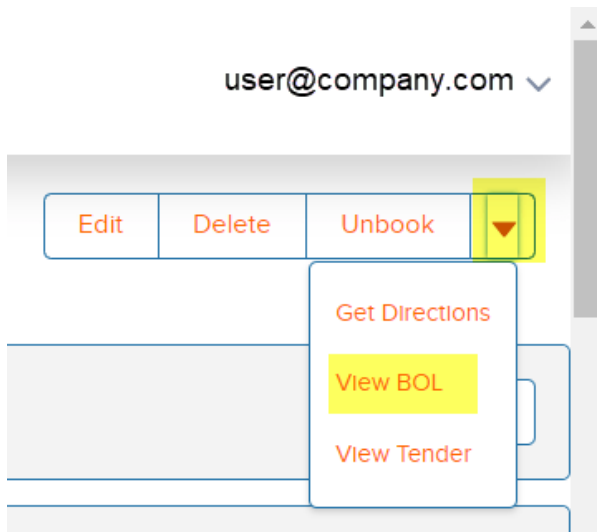
At the top of your screen, enter the shipment number in the search field and hit enter.

In the results, click on the shipment.

The screenshot shows the KUEBIX search interface. At the top, there is a search bar containing the shipment number 'KBX-11349092-21'. Below the search bar, the 'Search Results' section is active, showing a list of categories: 'All', 'Account Warehouses', 'Accounts', and 'Accounts Payable (AP)'. The 'Shipments' section displays '1 Result' in a table format:

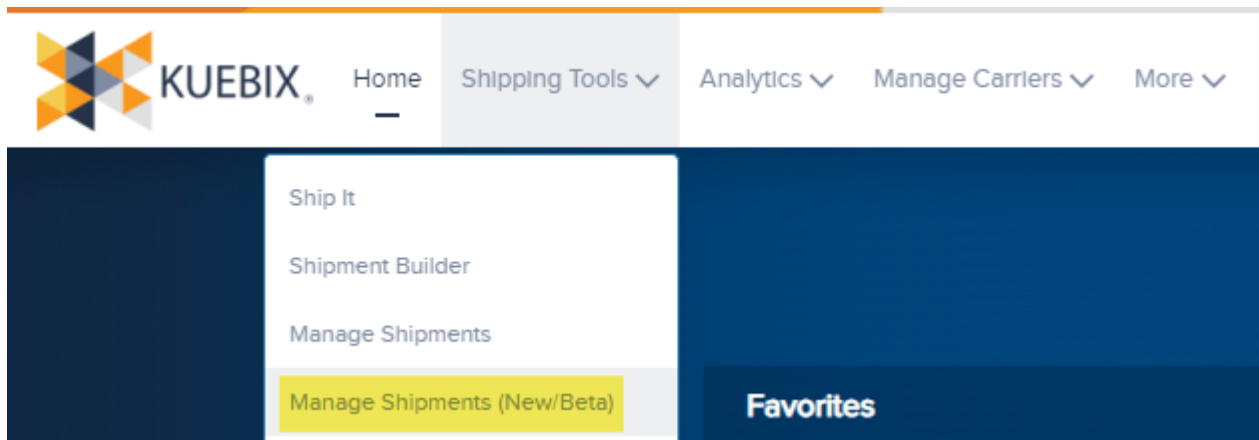
BOL NUMBER	PRO #	CARRIER	CLIENT
KBX-11349092-21	1218034048		Books and a Comfy Chair, Inc.

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



### 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.

Status: Booked Not Picked Up ▾

	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date
<input checked="" type="checkbox"/>	>	<a href="#">KBX-11349092-21</a>		1218034048		1/12/2022
<input type="checkbox"/>	>	<a href="#">KBX-10309651-21</a>		1218024324		9/15/2021
<input type="checkbox"/>	>	<a href="#">KBX-10249528-21</a>		1218024067		9/8/2021
<input type="checkbox"/>	>	<a href="#">KBX-9752574-21</a>		1218023527		7/30/2021

## 2. Shipment Details

Click on the BOL Number.

Status: Booked Not Picked Up ▾

	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date
<input type="checkbox"/>	>	<b>KBX-11349092-21</b>		1218034048		1/12/2022
<input type="checkbox"/>	>	<a href="#">KBX-10309651-21</a>		1218024324		9/15/2021
<input type="checkbox"/>	>	<a href="#">KBX-10249528-21</a>		1218024067		9/8/2021
<input type="checkbox"/>	>	<a href="#">KBX-9752574-21</a>		1218023527		7/30/2021

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

user@company.com ▾

Edit Delete Unbook ▾


- Get Directions
- View BOL**
- View Tender

New

### 3. Shipment Screen

Click on the edit shipment pencil.

Status: **Booked Not Picked Up**



<input type="checkbox"/>	Actions	BOL Number	Carrier	PRO Number	Client BOL	Pickup Date
<input type="checkbox"/>	>	<a href="#">KBX-11349092-21</a>		1218034048		1/12/2022
<input type="checkbox"/>	>	<a href="#">KBX-10309651-21</a>		1218024324		9/15/2021
<input type="checkbox"/>	>	<a href="#">KBX-10249528-21</a>		1218024067		9/8/2021
<input type="checkbox"/>	>	<a href="#">KBX-9752574-21</a>		1218023527		7/30/2021

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

Record Created: KBX-11349092-21 Create New Shipment: -- Choose --

Carrier Booked:  Save Details

Carrier PRO:

Call to Schedule Pickup:

Carrier Notified?:

Pickup Confirmation Number:

Booking Reason: -- Choose --

Shipment Notes:

**From Terminal**  
539 HARTFORD TURNPIKE  
SHREWSBURY, MA 01545  
United States  
508-845-8230

**To Terminal**  
10736 CHERRY AVENUE  
FONTANA, CA 92337  
United States  
909-427-9850

**Auto Schedule**

**View BOL** **View Tender**

**Email BOL** **Email Tender**

**Print Label** **View Packing List**