

Viewing BOLs

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

Table of Contents 

- 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.

Kuebix Fast Track

Quickly view and manage your shipments in two easy steps.

1 2

Select Recent Shipment

KBX-11349092-21	KBX-10309651-21	KBX-10375129-21
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.

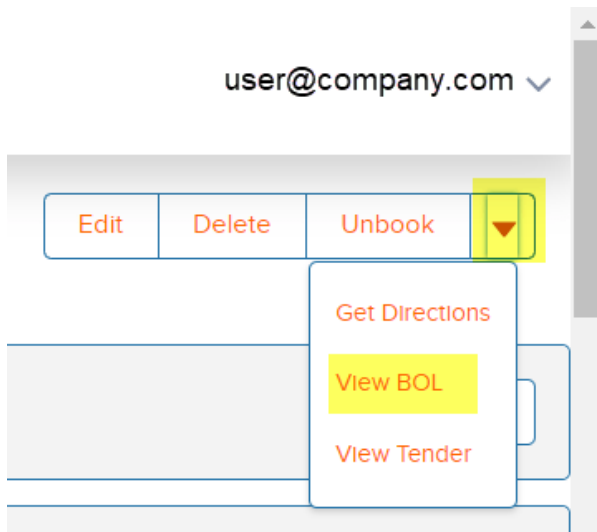
In the results, click on the shipment.

KUEBIX Home Shipping Tools Analytics Manage Carriers More

KBX-11349092-21

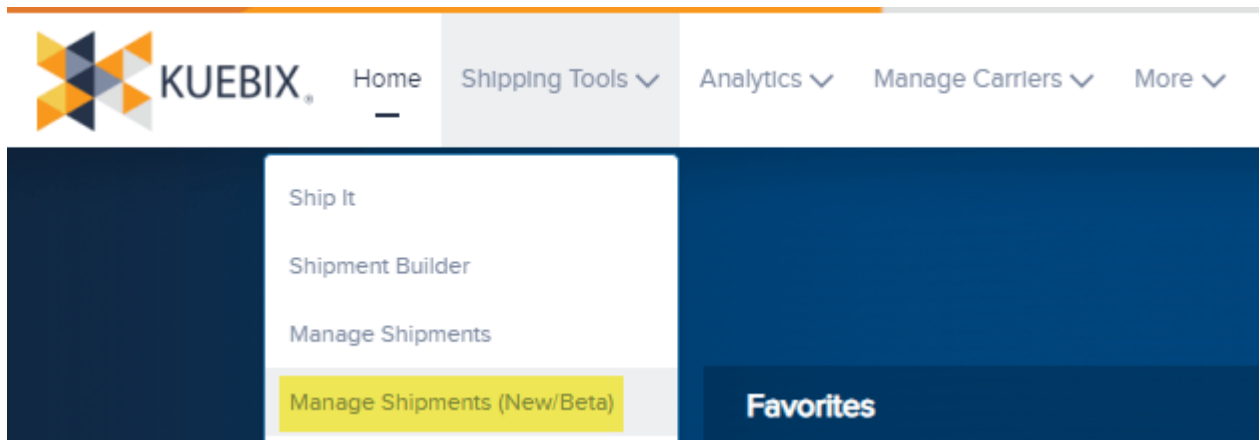
Search Results		Shipments	
All		1 Result	
Account Warehouses			
Accounts			
Accounts Payable (AP)			
		BOL NUMBER	PRO #
		KBX-11349092-21	1218034048
		CARRIER	CLIENT
			Books and a Comfy Chair, Inc.

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"/>	>	KBX-11349092-21		1218034048		1/12/2022
<input type="checkbox"/>	>	KBX-10309651-21		1218024324		9/15/2021
<input type="checkbox"/>	>	KBX-10249528-21		1218024067		9/8/2021
<input type="checkbox"/>	>	KBX-9752574-21		1218023527		7/30/2021

2. Shipment Details

Click on the BOL Number.

Status: Booked Not Picked Up ▾

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