ShipitSmarter Tips and Tricks
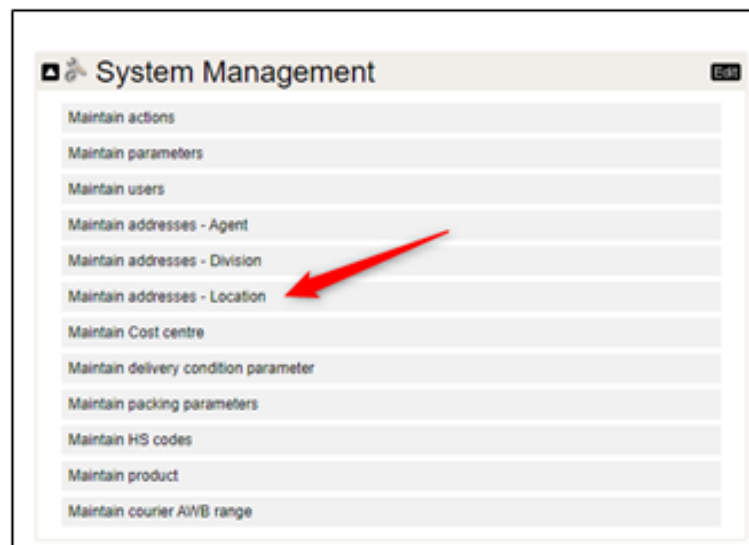**Adding Carrier accounts to locations**

To support you, as a ShipitSmarter user, we share tips and tricks based on frequently asked questions. Do you have any tips to share too? Any questions you would like to have us make a tips & tricks document for? We are glad to help. Please let us know!

Want to add carrier accounts to locations? Here's what to do.

As a ShipitSmarter user you will most likely face the fact that you will have to add an account to a specific address of a customer, 3rd party or importer. This is a small change, but sometimes requires some help from our customer service desk. But… you can do this all by yourself! You will probably ask yourself how am I able to do this!? Well, this article will give you a brief explanation on linking carrier accounts to your address sets in ShipitSmarter.

The first step of the process is to go to the "Maintain addresses- Location" menu item. This is where you can maintain all the addresses that are used during the booking process. Think about the addresses of the buyer, receiver or for example the importer.

When you have pressed the "Maintain addresses- location" you will be led to the screen in where you are able to search for a specific address. Once you have found the address that you were looking for, simply click on the address to go the maintenance screen as to be seen below.

On the right side of the screen you will see the "Account" button, which allows you to add the correct carrier accounts to a specific address. Once you have clicked the "Account" button, the screen below will open. On the left side it will show a list with all the carriers that have been setup in ShipitSmarter.

*Note that the above screen could look different per customer environment. The above screenshots are from our demo environment.

Fill in the required account number in the column "CARRIER ACCOUNT NUMBER" and do not forgot to press the "change" button on the bottom left of the page.

Now that you have followed the above steps, you have successfully added the carrier account number to a specific address. We hope that this article has helped you in getting more convenient with ShipitSmarter and improves your expertise with us.