Shipment Attributes

Shipment attributes enable you to uniquely describe an aspect of a shipment with custom values entered by fulfillment users. These attributes allow you to capture business-specific information that goes beyond the standard shipment fields like tracking number, carrier, and ship date. For example, you might want to flag shipments containing fragile items that require special handling, or track whether a shipment contains perishable goods that need temperature-controlled delivery.

Shipment attributes are designed for fulfillment operations and are only available to admin users in the fulfillment interface. When a shipment is created, it automatically receives all enabled shipment attributes, allowing fulfillment teams to populate values as needed during the fulfillment process.

Shipment Attributes Homepage

View existing shipment attributes on the Shipment Attributes page located at **System > Schema > Shipment Attributes**. You can change the columns displayed in the table by expanding the dropdown menu on the far right of the table headers, which allows you to toggle on additional columns or toggle certain columns off.
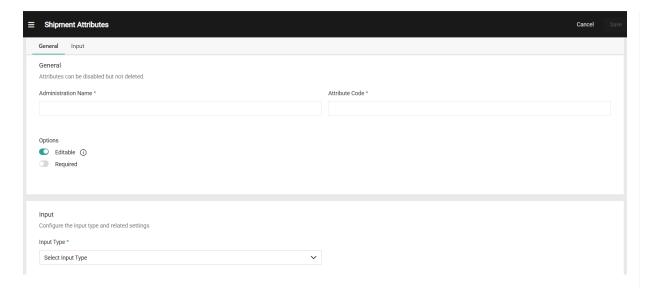

To edit an existing attribute or enable one that is currently disabled, expand the dropdown menu on the far right of that attribute and click **Edit** or **Enable**. Alternatively, you can click an attribute in the table and be taken to its settings which includes a toggle to enable/disable it.

Create Shipment Attributes

The attribute definition determines how the attribute displays in the fulfillment interface, whether it's required for shipment processing, and whether fulfillment users can edit its value. To define a new shipment attribute:

1. Go to **System > Schema > Shipment Attributes**.
2. Click **Create New Shipment Attribute**.
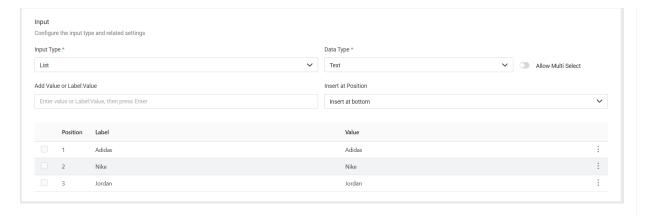3. In the **General** section, complete the following:

- Enter an **Attribute Name**.
- Enter an **Attribute Code** (if not provided, the system will generate one automatically).

4. Select values for each of the following attribute **Options**:
   - **Required**: If enabled, the attribute requires a value on all shipments, and shipments cannot be fulfilled until a value is provided. The default is disabled (not required).
   - **Editable**: If enabled (which is the default), the attribute value can be edited after a user provides a value. When this option is disabled, the attribute becomes read-only after the initial value is set, which is useful for attributes that should be populated during shipment creation but not modified afterward.

5. In the **Input** section, use the **Input Type** drop-down menu to specify the input type for the attribute. You can choose:
   - **List**: Create a dropdown with predefined options. For list types, you can enable multi-select to allow multiple values to be selected.
   - **Text Box**: Single-line text input for short text values.
   - **Text Area**: Multi-line text input for longer text entries.
   - **Yes/No**: Boolean checkbox input. The value defaults to No if a user does not explicitly set the value.
   - **Date**: Date picker input for date values.

   Depending on the input type you select, additional configuration fields may appear.

   > ℹ️ If you select a **Yes/No** type for the attribute, the value defaults to **No** if a user does not explicitly set the value.

6. Click **Save**.

Disable Shipment Attributes

Kibo eCommerce prevents you from deleting shipment attributes through the user interface; however, if you no longer wish for a shipment attribute to be used, you can disable it.

Disabling a shipment attribute prevents it from being added to new shipments. When you disable a shipment attribute that's already in use, the system prompts you to confirm disabling the in-use attribute.

When you disable a previously used shipment attribute, the attribute value is still displayed on existing shipments, but you cannot edit the attribute value on those shipments.

To disable a shipment attribute:

1. Go to **System > Schema > Shipment Attributes**.
2. Expand the actions menu next to the applicable attribute and select **Disable**.
3. If prompted, confirm to disable the attribute.

Permissions

Shipment attribute management follows the existing extensible attributes permission model:

- Shipment Attribute Schema Visibility: Users with Order read behavior will be able to view shipment attribute schema under **System > Schema > Shipment Attributes**
- Schema Management: Users with extensible attributes permissions can create, read, update, and manage shipment attribute definitions.