

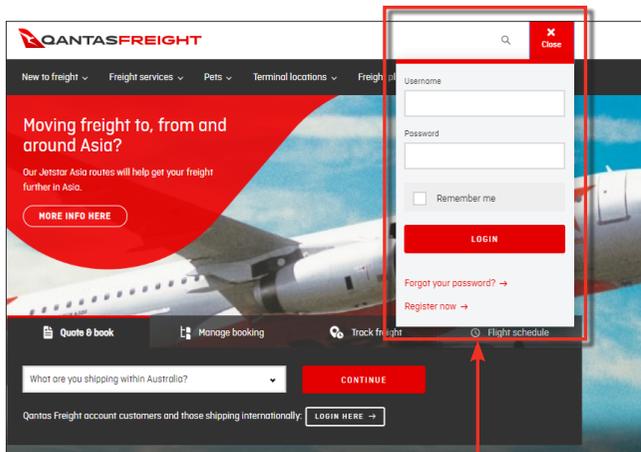
International allotment booking guide

Adding functionality to create a better online experience.



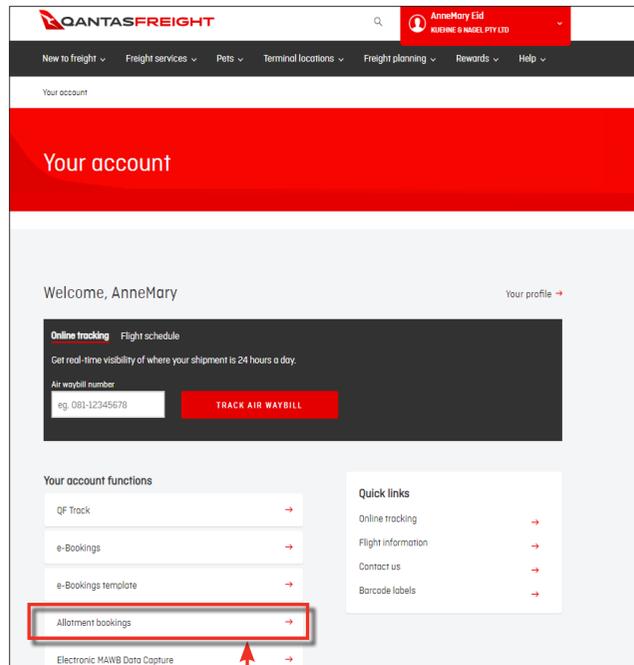
Allotment bookings

1. Login



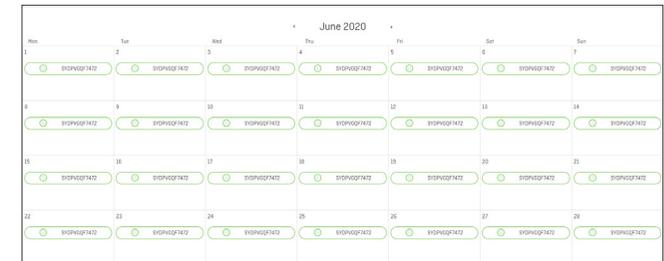
To make an international booking, you must have login privileges. Contact shrfreightcst@qantas.com.au to request access.

2. In My Freight, select Allotment Bookings



If your company has access to allotment bookings and you don't see this option, you have not been granted access. Please contact shrfreightcst@qantas.com.au

3. A monthly calendar of your allotments will be displayed



Allotment key:



- An empty green symbol indicates allotments that are completely available for booking.
- A partially-filled green symbol indicates allotments that are partially booked.
- A grey symbol indicates allotments that are fully booked and are not available for additional bookings.
- A red strikethrough circle symbol indicates your previously booked allotment is unused and has been released based on the agreed release time. Contact your Account Manager for further information.

New allotment bookings

1. View allotment allocation

Select date for allotment booking. View allotments for a 45 day period. Create a new allotment booking within your agreed release time. Any unused allotment allocation will be released based on the agreed time. Contact your Account Manager for further information.



Enter booking details

SYDHKGQF7473
QF7473 SYD-HKG Depart 31 May 2020 16:00 – Arrive 31 May 2020 23:30

Allowance: 500kg, 30CBM total PHC-1, 14CBM
AKE-2, 8.4CBM
Loose, 7.6CBM

PHC Booking						
AWB	Commodity	Weight	Volume	Pieces	No. ULDs	
081-	GEN	kg	1.4 CBM	0	1	

AKE Booking						
AWB	Commodity	Weight	Volume	Pieces	No. ULDs	
081-	GEN	kg	8.4 CBM	0	2	

Contact details
Please update your contact details so we can contact you about your booking

Name: tom Phone number: 12334556 Email address: tom@qantas.com.au

Complete booking details

Allotment allowance and breakdown highlighted

2. Book allotment

Allotments can also be booked through the 'quick booking' option

Allotment bookings

CALENDAR VIEW **QUICK BOOKING** SUMMARY REPORT

SHOW FILTERS

1 June 2020

SYDPVGGF7472
QF7472 SYD-PVG Depart 01 Jun 2020 10:00 – Arrive 01 Jun 2020 21:00

Allowance: 500kg, 4.2CBM total AKE-1, 4.2CBM
AKE-1, 4.2CBM

AKE Booking

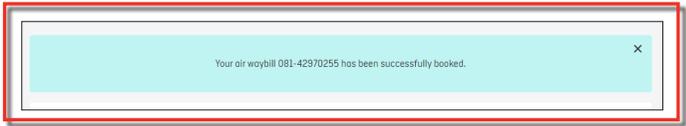
AWB	Commodity	Weight	Volume	Pieces	No. ULDs
081-	GEN	kg	4.2 CBM	0	1

• Add co-loaded AWB

I agree to the conditions and terms of the booking and to the cancellation policy. I understand that my booking is subject to change or cancellation at any time without notice. I acknowledge that I am responsible for ensuring that my booking is valid and that I have provided all necessary information. I agree to the terms and conditions of the booking and to the cancellation policy.

Agree to the conditions and click 'Book'

3. Confirmation with AWB details

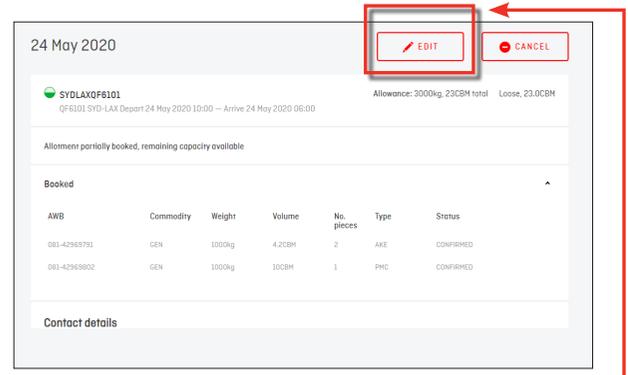


Calendar also appears for more allotment bookings



Amend allotment bookings

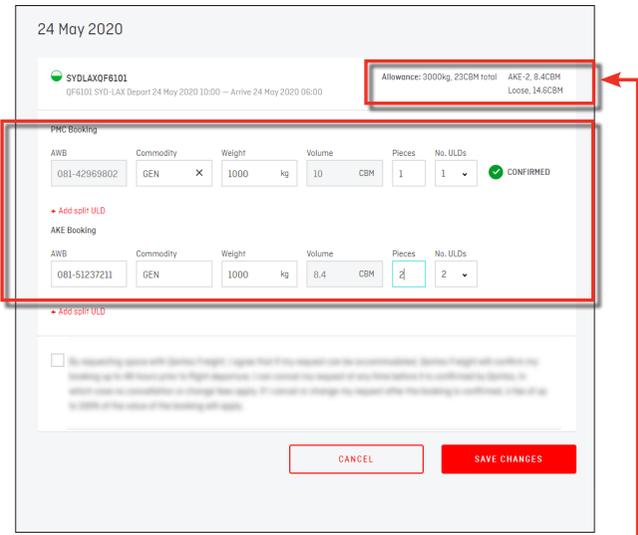
1. Select allotment booking to amend



Select 'Edit' to amend booking

2. Amend allotment as required

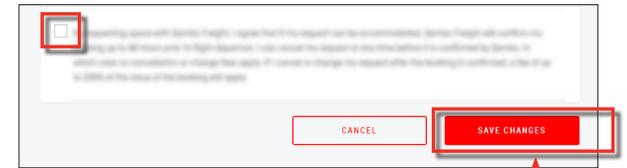
Update Weight or Pieces



Total allocation featured

3. Confirm changes

Agree to the conditions and save changes



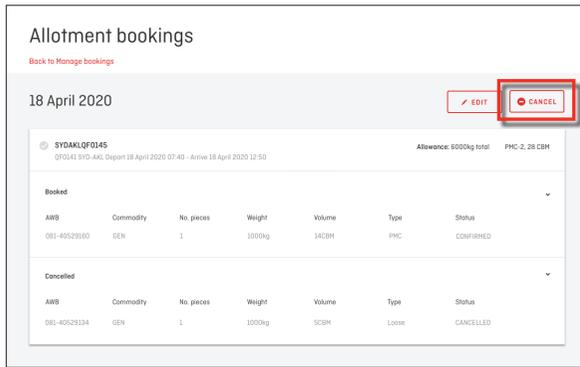
Select 'Save Changes' to confirm or 'Cancel' to return to the booking



Cancel allotment bookings

1. After logging in, navigate to Manage Bookings page and click on pencil icon of booking that is to be cancelled.

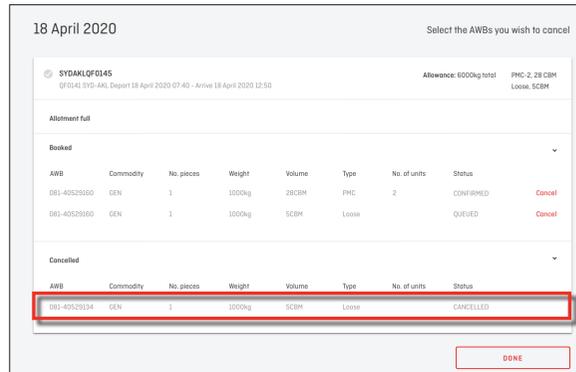
2. Select Cancel



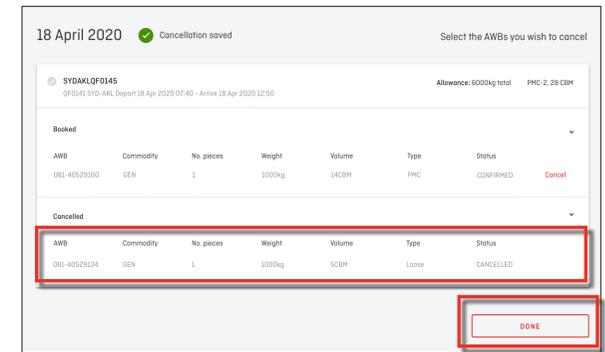
Select 'Cancel' to progress to next step

3. Select AWB

If there are multiple AWBs within allotment, select AWB to be cancelled



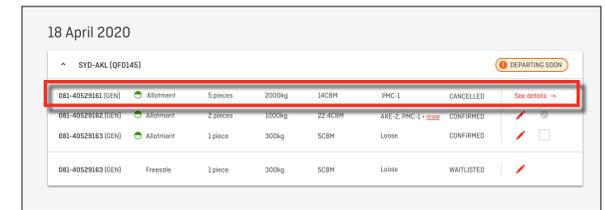
4. Cancellation saved



Click 'Done' to finalise cancellation



Cancellation displayed in Manage Bookings



Select 'Cancel Booking' to confirm cancellation or 'Back' to return to booking. Please note, cancelling an allotment within 73 hours of departure will result in the capacity being released without charge, but bookings cancelled within 48 hours of departure may be liable for our CPP fee of up to 100% of the value of the booking.

