

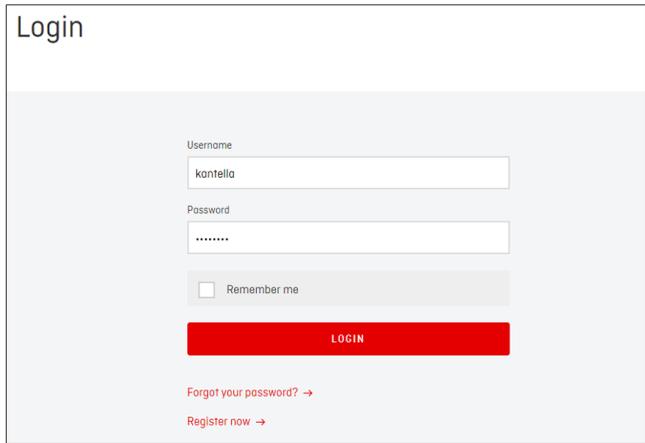
# Domestic booking & template guide

Making domestic bookings online has never been easier thanks to our online functionality that puts you in control.

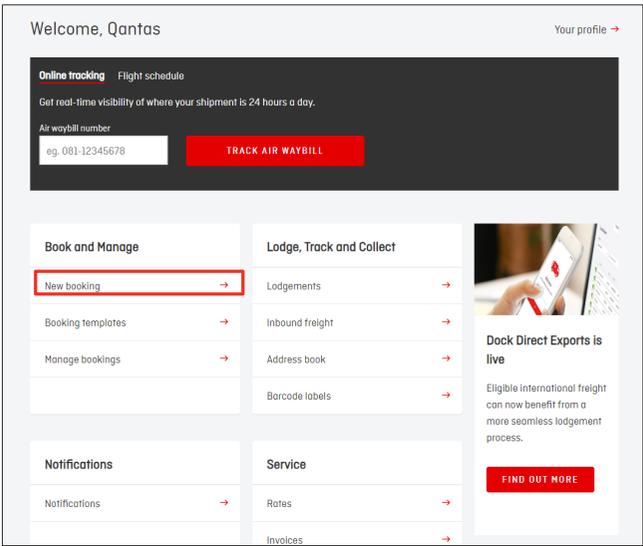


# Creating a new booking

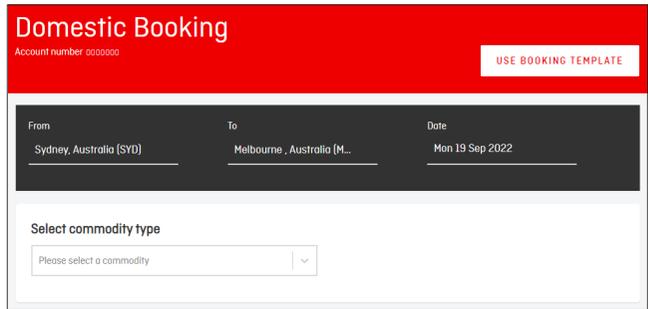
1. Log into your account on [qantasfreight.com](https://qantasfreight.com).



2. Select the 'New booking' tab on the 'My Freight' page.



3. Enter shipment origin and destination details, and select a commodity type.



## Creating a new booking

4. Select whether the shipment contains any of the following and provide a description.

**Does your shipment contain any of the following?**

Dangerous goods - with accompanying DGD

Dry ice - as refrigerant

Radioactive goods

**Please provide a description of the goods** **Do you have a reference number? (optional)**

Tell us about the goods being sent.

5. Provide shipment details.

**How will your shipment be packed?**

Total number of pieces  Total weight in kg

No. pieces  Length  Width  Height

+ Add different size piece

For loose shipments, state total pieces, weight and dimension information. For shipper-loaded ULD shipments, provide ULD number, pieces and weight.

6. If booking an animal movement, provide animal crate size and details.

**Animal crate size and details**

**Crate 1**

Animal type

Crate size  No. of animals in crate  Total weight (exc. crate)

Crates for this size & animal type

+ Add another animal crate

Note: Information provided in these fields are important for aircraft preparation and safe loading. Ensure details are as accurate as possible. Updates can be made at any time prior to lodgement.

## Creating a new booking

7. Select option for CSD submission. If yes, CSD details will be entered at step 11.

Are you submitting a Consignment Security Declaration (CSD)?

Select 'Yes' if freight is pre-screened or exempt, or 'No' if screening is required at the airport.

8. Select shipping type via 'Drop-off time', 'Search flights' or 'Nominate flights', then select a service.

Select shipping type

Drop-off time
Search flights
Nominate flights

Sydney to Brisbane  
Thursday, Sep 8 [change date](#)

Lodgement time:

[NEXT](#)

Select shipping type

Drop-off time
Search flights
Nominate flights

Sydney to Brisbane  
Thursday, Sep 8 [change date](#)

Lodgement time:

[NEXT](#)

OUR HIGHEST PRIORITY SERVICE

	QGO PRIORITY <small>For time critical deliveries</small>	QGO EXPRESS <small>For fast-tracked handling</small>	QGO CLASSIC <small>For general shipments</small>
SYD • ————— • BNE	Lodge by 08:20 Thursday  Collect within 8 hours	Lodge by 08:10 Thursday  Collect within 12 hours	Lodge by 08:00 Thursday  Collect within 48 hours
	<a href="#" style="color: #e67e22; text-decoration: none;">SELECT</a>	<a href="#" style="color: #e67e22; text-decoration: none;">SELECT</a>	<a href="#" style="color: #e67e22; text-decoration: none;">SELECT</a>

[SHOW MORE LODGE BY TIMES](#)

9. If your company has a blocked space agreement, you can book to an allotment.

Flight Options

<p><b>Allotment</b></p> <p><small>Big available</small></p> <p>QF7345</p>	<p>Lodge by Thursday, Sep 22 20:59</p> <p>.....</p>	<p>Departure Arrival Thu, Sep 22 Thu, Sep 22 22:15 23:40</p> <p>SYD — MEL</p>	<p style="background-color: #f1c40f; padding: 5px; border: 1px solid #f1c40f;">Shipment exceeds allotment</p> <p style="color: #e67e22; font-weight: bold; font-size: 1.2em;">Waitlist</p>
<p><b>Allotment</b></p> <p><small>100kg available</small></p> <p>QF7405</p>	<p>Lodge by Thursday, Sep 22 20:59</p> <p>.....</p>	<p>Departure Arrival Fri, Sep 23 Thu, Sep 23 00:45 02:20</p> <p>SYD — MEL</p>	<p>Lodge by <b>20:59</b></p> <p><a href="#" style="color: #e67e22; text-decoration: none;">SELECT</a></p>
<p><b>Allotment</b></p> <p><small>100kg available</small></p> <p>QF401 <small>AIRBUS A330-300</small></p>	<p>Lodge by Friday, Sep 23 05:00</p> <p>.....</p>	<p>Departure Arrival Fri, Sep 23 Fri, Sep 23 06:00 07:35</p> <p>SYD — MEL</p>	<p>Lodge by <b>05:00</b></p> <p><a href="#" style="color: #e67e22; text-decoration: none;">SELECT</a></p>

If there is not enough capacity left on your flight of choice, you can choose to waitlist to that flight.

## Creating a new booking

10. Complete contact details and Dangerous Goods declaration.

**Contact details**

**Sender**

Name: FREIGHT FRIENDS X Phone number: 0400000000 Email address: rico@freightfriends.com.au

**Receiver**

Same as sender

**Dangerous goods statement**

I acknowledge that this consignment/package/parcel/envelope does not contain any items that may be considered Dangerous Goods. These can be identified by the presence of any of the following labels.



Some dangerous goods do not always display a hazard label e.g. petrol/fuel or residue in car parts, chainsaws, generators, engines, whipper snippers, etc.

Failure to declare Dangerous Goods or to misrepresent the contents of any package, is a criminal offence under Australian Civil Aviation Act, Regulations and Orders and you may be subject to prosecution.

Does this consignment contain dangerous goods?

No  Yes

Note: sender details will be pre-populated based on your account details.

11. Input CSD information as required or complete details for **exempt freight**.

**Consignment Security Declaration**

Have you screened/cleared your shipment?

Shipment has been screened/cleared  Shipment is exempt

Issuing authority regulated entity no. - e.g. AU/RA/00000-00

AU/

Screening method/s used:

XRY  EDS  FRD  MDE  PHS  PRT

RES  VCK  VPT  AOM

Issued by: Issued date: Mon 05 Sep 2022 Issued time:

This has been accepted on behalf of Regulated Category Entity Category RA, KC or AO and Identifier.

I declare that this cargo has been examined and received clearance in accordance with Regulation 4.41J of the Aviation Transport Security Regulations 2005.

**Consignment Security Declaration**

Have you screened/cleared your shipment?

Shipment has been screened/cleared  Shipment is exempt

Issuing authority regulated entity no. - e.g. AU/RA/00000-00

AU/

Why is it exempt?

Select a reason

Issued by: Issued date: Mon 05 Sep 2022 Issued time:

This has been accepted on behalf of Regulated Category Entity Category RA, KC or AO and Identifier.

I declare that this cargo has been cleared without examination in accordance with Section 44B(2)(b)(i) of the Aviation Transport Security Act 2004.

12. Accept terms and conditions, then click 'Book' to complete the booking.

**Please read the following before booking**

I agree to the terms and conditions for freight lodged for transportation as per [Qantas Freight's Condition of Carriage](#).

I agree to the terms and conditions of the [Qantas Privacy Collection Notice](#).

This consignment does not contain an unauthorized explosive or incendiary device and I understand may be subject to security screening by Explosive Trace Detection, X-Ray and/or physical search.

I accept that this consignment may be subject to mandatory screening at the terminal prior to uplift.

If this consignment is sensitive to/damaged by x-ray screening, I agree to advise staff at lodgement so that an alternative screening method can be arranged.

I understand that I am personally responsible for the above statements and that a false or misleading statement made knowingly or recklessly is a statutory offence punishable by imprisonment and/or a fine and may render me liable in damages for breach of contract.

I have read and agree to the above terms and conditions

**BOOK**

# Finalising a booking

13. Once processed, you will be presented with a confirmation page and sent an email.

Domestic Booking  
Account number 0000000
USE BOOKING TEMPLATE

EDIT BOOKING
↓

✔ **Your booking has been confirmed**

Airway bill: 081-28293263  
Lodge by: Thu 31 Aug 2023, 14:53  
From: SYD  
To: MEL  
Service: QGO PRIORITY

**Your freight details**

<small>Number of Pieces</small> 30	<small>Total Weight</small> 100 kg
---------------------------------------	---------------------------------------

PRINT BARCODE LABELS

Dimension(s)  
Dimension 1  
 30 pieces of 30cm x 30cm x 30cm

<small>Contract details</small>	<small>Receiver</small>
<small>Sender</small> 0000000 FREIGHT FRIENDS NSW rico@freightfriends.com.au	<small>Receiver</small> 0000000 FREIGHT FRIENDS VIC rico@freightfriends.com.au

DELETE BOOKING
MANAGE BOOKING
MAKE A NEW BOOKING

14. View and download the AWB by clicking on the down arrow.

Domestic Booking  
Account number 0000000
USE BOOKING TEMPLATE

✔ **Your booking has been confirmed**

QGO PRIORITY

<small>Shipper's Name and Address</small> FREIGHT FRIENDS SYD NSW AU 040000000	<small>Shipper's Account Number</small> 28293263	<small>Not negotiable</small> <b>Air Waybill</b> Issued by Qantas Freight <small>Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity</small>
<small>Consignee's Name and Address</small> FREIGHT FRIENDS MEL VIC AU 040000000	<small>Consignee's Account Number</small>	<small>All freight subject for transportation with Qantas Freight are subject to Qantas Freight Service conditions. Please review these conditions at www.qantasfreight.com.au. It is agreed that the goods described herein are accepted in accordance with the order and conditions (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF AND THE QANTAS FREIGHT CONDITIONS OF CARRIAGE FOR DOMESTIC CARGO (CONDITIONS OF CARRIAGE) AVAILABLE AT www.qantasfreight.com.au. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE CARRIER AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED ON INTERMEDIATE STOPPING PLACES (INCL. THE CARRIER DEEM) APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.</small>
<small>Issuing Carrier's Agent Name and City</small> FREIGHT FRIENDS	<small>Agents IATA Code</small> 0000000	<small>Account No.</small>
<small>Airport of Departure (Addr. of first Carrier) and requested routing</small> SYDNEY		
<small>To</small> MEL QF	<small>Routing and Destination</small> to by to by	<small>Currency</small> AUD
<small>Amount of Insurance</small> 0.00	<small>Insurance - If carrier offers insurance and such insurance is requested in accordance with conditions an inverse benefit indicate amount to be insured in figures in box marked Amount of Insurance</small>	
<small>Requested flight(s)</small> JQ0521 31-Aug-2023/		

No of Pieces RCP	Gross Weight	K g	Rate Class	Commodity Item No.	Chargeable Weight	Rate/Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
30	100.00	K			100.00		As Agreed	Test booking 30.0 x 30.0 x 30.0T30
							As Agreed	

15. Keep a record of your booking confirmation email.

✔

**Your booking has been confirmed**  
**AWB:081-24191156**

**Thank you for choosing Qantas Freight. Here's everything you need to know about your booking.**

**Need to change your request? Click the 'Manage booking' button.**

**Confirmed booking details**

Confirmed

<small>Flight number</small>	→	<small>QF7398</small>
<small>PER</small>		<small>MEL</small>
<small>14-Sep-2022</small>		<small>14-Sep-2022</small>
<small>05:35</small>		<small>11:05</small>

MANAGE BOOKING

## Creating booking templates

Set up and use booking templates to speed up regular and repeated bookings.

1. Select the 'Booking templates' tab on the 'My Freight' page, then select 'Create template'.

Book and Manage

- New booking →
- Booking templates** →
- Manage bookings →

Booking templates

Search template name  **SEARCH**

SHOW FILTERS ▾

Sort results by  
Template name ▾

**CREATE TEMPLATE**

2. Create a template name and complete shipment details for your new template.

From  To

Type to search city

Service and freight description

Select commodity type

Does your shipment contain any of the following?

- Dangerous goods - with accompanying DGD
- Dry ice - as refrigerant
- Radioactive goods

Shipment details

**Loose** ULD

Total number of pieces:  Total weight in kg:  kg

No. pieces:  Length:  cm Width:  cm Height:  cm

➔ Add different size piece

Drop-off time  Nominate flights

Monday, Sep 19  Lodgement time

Contact details

Sender

Name  Phone number  Email address

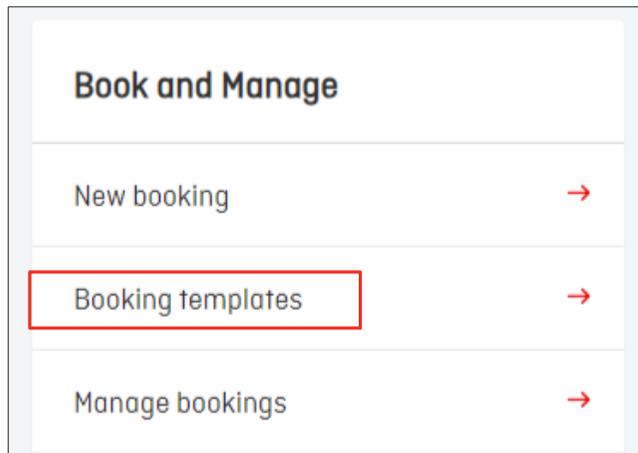
Receiver

Same as sender

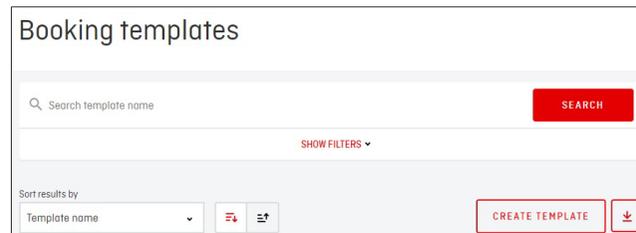
Name  Phone number  Email address

## Using booking templates

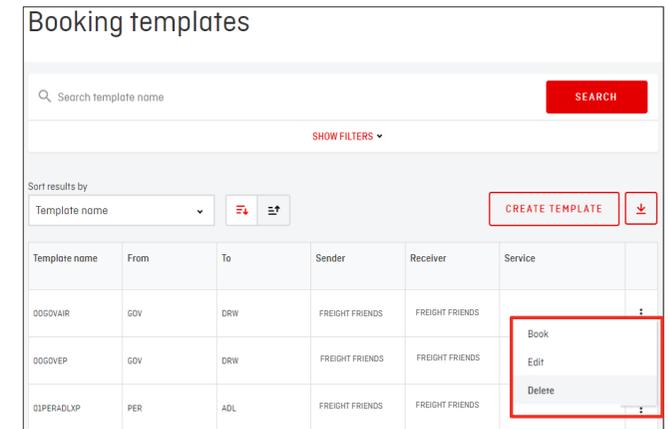
1. Select the 'Booking templates' tab on the 'My Freight' page.



2. Enter template name and select 'Search' or select from the template list.

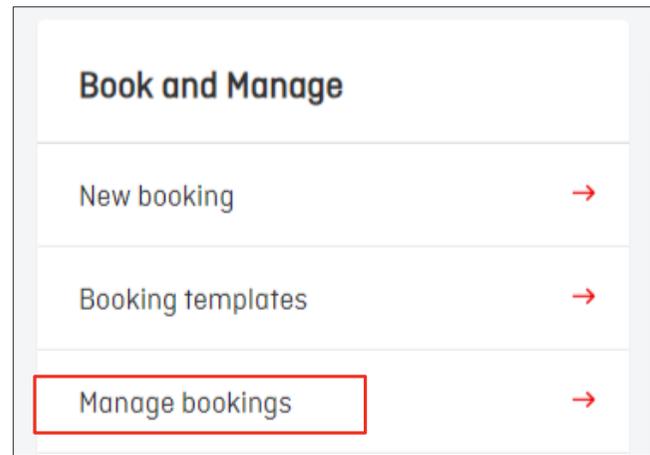


3. Click on the options and choose 'Book', 'Edit' or 'Delete'.

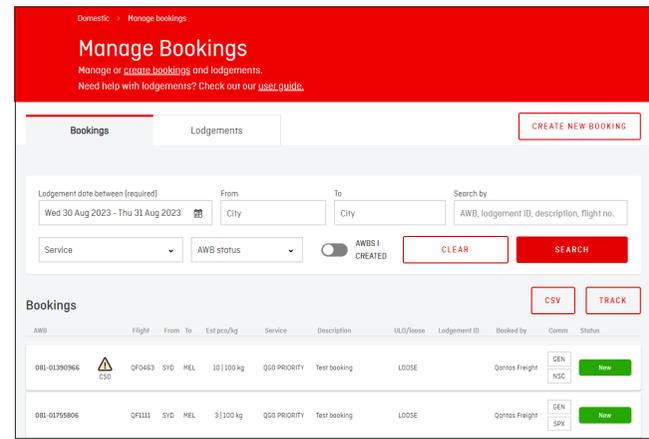


## Managing an existing booking

1. Select the 'Manage Bookings' tab on the 'My Freight' page.

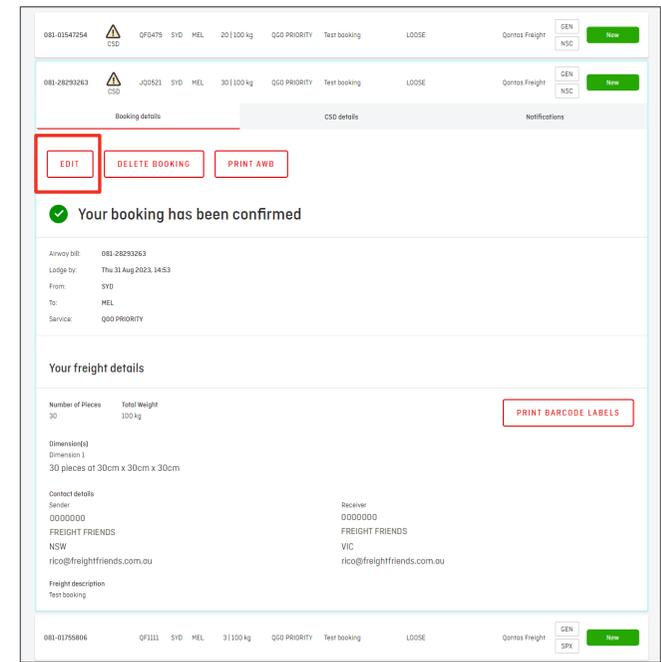


2. Find a booking by entering the lodgement date range and any additional fields, then click 'Search'.



The lodgement date range is mandatory, while others are optional.

3. Edit booking by selecting the AWB to expand the view, then click 'Edit'.



## Managing an existing booking

4. In the 'Booking details' tab, you can edit or delete the booking, or print your AWB or barcode labels.

081-28293263 CSD JQ0521 SYD MEL 30 | 100 kg QGO PRIORITY Test booking L05E Qantas Freight GEN New NSC

Booking details CSD details Notifications

EDIT DELETE BOOKING PRINT AWB

✔ Your booking has been confirmed

Airway bill: 081-28293263  
Lodge by: Thu 31 Aug 2023, 14:53  
From: SYD  
To: MEL  
Service: QGO PRIORITY

**Your freight details**

Number of Pieces: 30  
Total Weight: 100 kg

PRINT BARCODE LABELS

Dimensions (L)  
Dimensions (I)  
30 pieces at 30cm x 30cm x 30cm

Contact details  
Sender: 0000000 FREIGHT FRIENDS NSW rico@freightfriends.com.au  
Receiver: 0000000 FREIGHT FRIENDS VIC rico@freightfriends.com.au

Freight description: Test booking

5. In the 'CSD details' tab, you can edit the CSD, or print your CSD.

081-28293263 CSD JQ0521 SYD MEL 30 | 100 kg QGO PRIORITY Test booking L05E Qantas Freight GEN New NSC

Booking details CSD details Notifications

Have you screened/cleared your shipment?  
 Shipment has been screened/cleared  
 Shipment is exempt

Issuing authority regulated entity no. - e.g. AU/RA/0000-00

Screening method/s used:  
 XRY  EDS  FRD  MDE  PHS  PRT  
 RES  VCK  VPT  ADM

Issued by: RT  
 Issued date: Wed 23 Aug 2023  
 Issued time: 13:00

This has been accepted on behalf of Regulated Category Entity Category RA, KC or AD and Identifier.  
 I declare that this cargo has been examined and received clearance in accordance with Regulation 4.41J of the Aviation Transport Security Regulations 2005.

CANCEL SAVE

6. In the 'Notifications' tab, you can update your default notifications for an AWB.

081-28293263 CSD JQ0521 SYD MEL 30 | 100 kg QGO PRIORITY Test booking L05E Qantas Freight GEN New NSC

Booking details CSD details Notifications

Choose which notifications to receive for this booking  
 Departed  
 Available for collection

Persons who will receive notifications for this booking:

Email: rico@freightfriends.com.au  
 SMS: 0400000000

Maximum 5 email addresses  
 Maximum 5 mobile numbers

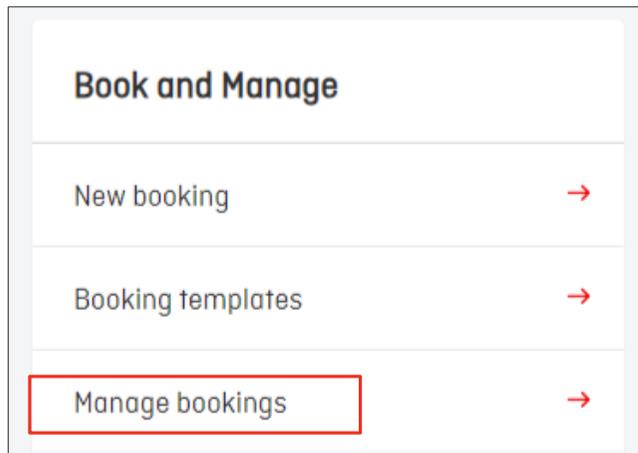
Qantas protects the privacy of your personal information. View our Privacy Statement  
 I have read and agree to Qantas's Privacy Statement and give consent to Qantas to use my personal information.

CANCEL SAVE

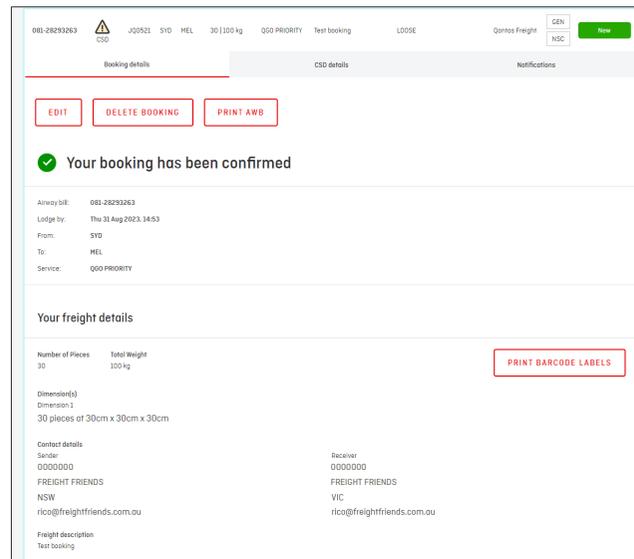
If making changes to your booking, ensure weight and dimensions are updated.

## Cancelling a booking

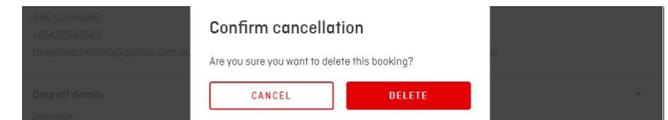
1. Select the 'Manage Bookings' tab on the 'My Freight' page.



2. Select an AWB to expand the view, click on the 'Booking details' tab, then click 'Delete booking'.



3. Confirm the cancellation by clicking 'Delete'. Your booking will then be cancelled.



Cancelling bookings that are no longer required will improve your access to urgent or last minute freight capacity.

Alternatively you can select 'Edit', then click 'Delete booking'.