International booking & template guide

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



Permissions & Entry point

1. freight.qantas.com



to request access.

2. Your account



If you don't see this option, you have not been granted access. Please contact shrfreightcst@qantas.com.au

3. Create a new booking

	AnneMary Eid	
New to freight \sim $$ Freight services \sim $$ Pets \sim $$ Terminal locations \sim	Freight planning 🗸 Help 🗸	
International $ ightarrow$ e-Bookings		
e-Bookings		
Create or manage bookings		
Enter oir waybill		1
081-	GO	

• Enter a new AWB number.

Once a valid AWB is entered, the screen will redirect to the booking form. The form is segmented in five main sections:

- Service and freight description
- Shipment details
- Choose flights
- Contact details
- DG Declaration

Service & freight description

Shipment details – LOOSE/ULD

Flight selection – flight search

Please select	•	
Commodity		
Please select a C	ommodity	
SPL	SPL2 (optional) SPL3 (optional)	
Contains dang	erous goods	
CAO		
Contains dry ia	Ce	
Description of goods		
Tell us about the	goods being sent.	
Handling instructions	;	
	w your contact details and if your freight ndling (dangerous goods and/or dry ice	
Please let us kno needs special had information)		

freight contains dangerous goods or dry ice. If dangerous goods is selected, then an option to select CAO (Cargo Aircraft Only) option will be displayed.

Loose Hom(s)										
Loose item(s)				•						
No. pieces	Length		Width		Height		Weight (p	er piece)		
1	70	cm	80	cm	80	cm	35	kg	~	Tiltat
+ Add pieces wi	ith a differe	ent dimens	ion							
Est. total pieces 1 piece/s	Calculated v	rolume E	ist. total weight 35 kg	t (inc. packaging o	ind/or dry ice)					
lf each p	iece of	the dim freight	nensions is of the	s and weig same dir	ght per nensior	piece. 1s, then	informo	ation is	only	
If each p entered o If there is "+ Add pi This will o A "Tiltabl This info aircraft t	puis of iece of once ag s a piec eces wi display e" chec rmatior ype	the dim freight ainst th e of frei th a dif anothe kbox w n will be	nensions is of the ne total r ight that iferent d r row wh ill be pre used fo	s and weig same dir number o t has diffe limension here addit esent aga or loadabil	ght per nensior f pieces erent dir " is to b ional in inst eac ity chec	piece. ns, then mensior e select formation ch row fo cks and	informa is and/a ed. on can or the c display	ation is or weig oe ente ustome a com	only ht, the ered. er to s patib	en elect
If each p entered o If there is "+ Add pi This will o A "Tiltabl This info aircraft t	tails of fiece of force ag once ag once ag once ag once ag once ag once ag once of field once ag once of field once ag once of field once ag once ag onco once ag once ag once ag once ag once ag once ag once	the dim freight ainst th e of frei th a dif anothe kbox w a will be	nensions is of the ne total r ight that ferent d r row wh ill be pre- used fo	s and weig same dir number o t has diffe limension here addit esent aga or loadabil	ght per nensior f pieces erent dir ″ is to b ional in inst eac ity chec	piece. ns, then mensior e select formation ch row fo cks and	informa s and/a ed. on can l or the c display	ation is or weig oe ente ustomi a com	a only ht, the ered. er to s	en elect
If each p entered o If there is "+ Add pi This will o A "Tiltabl This infor aircraft t Shipment det	tails	the dim freight ainst th e of frei th a dif anothe kbox w a will be	nensions is of the ne total r ight that ferent d r row wh ill be pre- used fo	s and weig same dir number o t has diffe limension nere addit esent aga or loadabil	ght per nensior f pieces erent dir " is to b ional in inst eac ity chea	piece. 115, then 26 mensior e select formation ch row fo cks and	informa ed. on can or the c display	ation is or weig oe ente ustom a com	s only ht, th ered. er to s patib	elect le
If each p entered o If there is "+ Add pi This will A "Tiltabl This infor aircraft t Shipment def Shipment type ULD(s)	tails	the dim freight ainst th e of frei th a dif anothe kbox w a will be	nensions is of the ne total r ight that ferent d r row wh ill be pre- used fo	s and weig same dir number o t has diffe imension here addit esent aga or loadabil	ght per nensior f pieces rrent dir " is to b ional in inst eac ity chec	piece. ns, then mensior e select formatic ch row fo cks and	informa ed. on can l or the c display	ation is or weig oe ente ustomi a com	s only ht, th ered. er to s patib	en elec: le
If each p entered d If there is "+ Add pi This will a A "Tiltabl This infor aircraft t Shipment del Shipment ye ULD(s) ULD Type 1	tails	the dim freight a inst th e of frei th a dif anothe kbox w a will be	nensions is of the ne total r ight that ferent d r row wh ill be pre-	s and weig same dir number o t has diffe limension here addit asent aga or loadabil	ght per nensior f pieces rrent dir " is to b ional in inst eac ity chec	piece. is, then mensior e select formatic ch row fo cks and	informa ed. on can l or the c display	ation is pr weig pe ente ustome a com	only ht, the ered. er to s patib	elect le
If each p entered of If there is "+ Add pi This will A "Tiltabl This infor aircraft t Shipment det Shipment type ULD(s) ULD Type 1 No. of ULDs	tails	the dim freight ainst th e of frei th a dif anothe kbox w will be	nensions is of the ne total r ight that ferent d ferent d r row wh ill be pre-	s and weit same dir number o t has diffe limension here addit essent aga r loadabil	ght per nensior f pieces errent dir " is to b ional in inst eac ity chec	piece. is, then mensior e select formatic ch row fo cks and	informa s and/a ed. on can l or the c display	ation is or weig oe ente ustom a com	only ht, th ered. er to s	elec [.]
If each p entered of If there is "+ Add pi This will u A "Tiltabl This inform aircraft t Shipment det Shipment type ULD(s) ULD Type 1 No. of ULDS 1	tails	e e e e e e e e e e e	x	s and wei same dir number o t has diffé limension nere addit essent aga r loadabil	ght per nensior f pieces grent dir " is to b ional in inst eac ity chea ht (excl. cont	piece. is, then mensior e select formatic ch row fi cks and	informa s and/a ed. on can l or the c display	ation is or weig oe ente ustom a com	: only ht, th ered. er to s patib	elec:
If each p entered a If there is "+ Add pi This will A "Tiltabl This info aircraft t Shipment type ULD(s) ULD Type 1 No. of ULDS 1 + Add another URU	tails	e e q q q q F	x	s and weig same dir number o t has diffé limension nere addit sesent aga or loadabil	ght per nensior f pieces rrent dir " is to b ional in inst eac ity chec	piece. ns, then mensior e select formatic ch row fo cks and	informa s and/a ed. on can l or the ci display	ution is por weig pe ente ustomn a com	s only ht, th ered. er to s patib	elec: le

- List for type of ULD has been extended to include other ULD types that were previously missing.
- Additionally, "Type" is now a type-ahead search.
 Which means the customer can type in the unit type instead of manually searching the drop-down list.

Select your flights with our upgraded, user friendly functionality.

Choose flights Origin			Destination	
Sydney, Australia (SYD)	×	↓	Los Angeles, United States (LAX)	×
Date Sun 08 Mar 2020	<u>ش</u>		SEARCH FLIGHT	

Л

Choose flights

Sydney, Australia (SYD) to Los Angeles, United States (LAX) Sun 08 Mar 2020 📝 modify search

Best matche

Destinuiches				
CF0011 AIRBUS A380 -800PAX Possenger	SYD 10:10 Sun 08 Mar 2020 Scheduled departure	00	LAX 06:00 Sun 08 Mar 2020 Scheduled arrival	SELECT FLIGHT
QF6734 QF0015	SYD 16:00 Sun 08 Mar 2020 Scheduled departure	1 stop Show detail	LAX 06:10 Mon 09 Mar 2020 Scheduled arrival	SELECT FLICHT
QF6834 QF0015	SYD 18:30 Sun 08 Mar 2020 Scheduled departure	l stop Show detail	LAX 06:10 Mon 09 Mar 2020 Scheduled arrival	SELECT FLIGHT

Name

John Smith

Contact details

Your contact details will be automatically populated based on account details.

International bookings Contact details Confirmed booking \checkmark Please update your contact details so we can contact you about your booking Phone number Email addresss joeblogs@freightforwarder.com 0415 444 333 Freight summarv From Sydney 081-31558354 10 D-Go Priority Los Angeles 1200kg Booking status to show whether booking Commodity GEN Dote 2 July 2019 CBM 1450 is confirmed or pending (queued). ULD(s) ULD Type 1 High level summary view of the booking 1 x AKE at 200kg ULD Type 2 1 x AKF at 200kg Contact details Allows you to expand or collapse the view John Smith 0415 444 333 Joeblogs@freightforwarder.com Default notifications set up for the user Notification These notifications are automatically set up for you Confirmed booking Flight has departed Freight delivered Manage booking will direct to Edit booking screen Flight details Sydney to Los Angeles **Cancel booking** will present a pop-up confirming cancellation of the booking. If cancelled, you will be 🏊 QF11 Sydney 09:50 Los Angeles 06:42 Airbus A330-800 PAX Tue 25 Jun 2019 Scheduled dep Tue 25 Jun 2019 Scheduled orrival able to re-use the same AWB. Passenger MAKE NEW BOOKING MANAGE BOOKING CANCEL BOOKING Make new booking will direct to the screen where customer enters a AWB for stock validation.

Confirmation page

Explanation.

Cancellation

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

	International	Booking	
	Confirmed book	king Back to Manage Book	ings
	Preight details Ar motell 081-07447891 Service QCO FRESH SK. PER	From SYD NRT Date 11 August 2020	Number of ULDa 1 5 de actendade unigér 6601gs
	ULD(s) ULD hype 1 1 x AKE of 660kg		*
	Contact details Nicole Seager 000283378847 nicole.seager@ctfreight.com		•
	Notification These notifications are outomat Freight Accepted Flight has Departed Freight Checked-in	ically set up for you	
Select Cancel	Flight details		•
at the bottom of the	CF0021 Artibus A330-300 Pessenger	5YD 13:00	NRT 22:05 Confirmed Twe 11 Aug 2020
booking form.		CANCEL BODKING	EDIT BOOKING MAKE A NEW BOOKING

Select 'Cancel booking' to confirm cancellation. 'Back' will return to the booking. Please note, cancellation within 48 hours of departure may incur our CPP fee of up to 100% of the value of the booking.



e	Cancellation saved	Back to Manage Bookings	Canc in M

cellation appears lanage bookings

19 April 2020							
 SYD-LAX (QF123) 							DEPARTING SODN
081-40529163 (GEN)	Freesale	1 piece	300kg	5CBM	Loose	CANCELLED	See details \rightarrow

Booking template flow

1. Select International Booking Templates from My Freight Menu

Velcome, Greg			Your p
Online tracking Flight schedule			
Get real-time visibility of where your shi	pment is 24 hours a day.		
Air waybill number			
eg. 081-12345678	TRACK AIR WAYBILL		
our account functions		Out of the last	
Domestic Booking	→		
		Unline tracking	
Domestic Manage bookings	→	Contactus	
Admin notification settings	→	Barcade labels	
Notification settings	→		
QF Track	÷		
International Baoking	÷		
International Manage Bookings	÷		
International Booking Templates	→		
Allotment bookings	→		
Electronic MAWB Data Capture	\rightarrow		
Electronic HAWB Data Capture	→		
Imports	→		
Imports & Collections	→		

Select create to set up a new template
 OR
 Select an existing template

→

Q Search template name			SEARCI	н
	SHOV	N FILTERS 🗸		
Sort results by Template name 🔹	≣ , ≝		CREATE TEMP	PLATE
Template name	From	То	Service	
DGFSIN			QG0 CLASSIC	:
DHL	BNE	SIN	QGO CLASSIC	:
DHL DHL BNEHKG CH MEAT	BNE	SIN	QGO CLASSIC QGO FRESH	:
DHL DHL BNEHKG CH MEAT DHLBNELAXPERICARDIA	BNE	SIN	QGO CLASSIC QGO FRESH EXPRESS	:
DHL BNEHKS CH MEAT DHLENELASPERICARDIA DICK BILLSN	BNE BNE BNE	SIN LAX SIN	QCO CLASSIC QCO FRESH EXPRESS QCO FRESH	:
DHL BNEHKG DH MEAT DHLBNELAXPERICARDIA DICK BILL SN DICKY BILL HKG	BNE	SIN LAX SIN HRIG	QCO ELASSIO QCO PRESH EXPRESS QCO FRESH QCO FRESH	:

3. Where 'Create' is Selected this screen appears. Enter details and save

- to set to set Development	- Inter-	
nternational Booking Tem	nplates	
Create template		
Enter a template name		
Service and freight description		
Please select +		
Commodity		
Please select a Commodity		
SPL SPL2 (sptered) SPL3 (sptered)		
Contains dangerous goods		
Constraints of stands		
Tell us about the goods being sent.		
Hondling instructions		
Please let us know your contact details and if your freight needs special handling (dangerous goods and/or dry ice information)		
Alterna datalla		
Shipment type		
Loose Item(s) +		
No. pieces Length Width	Height Weight (per piece)	
1 cm cm	om kg Tilfable	
Add pieces with a different dimension		
Est. totol pieces 1 piece/s		
Search flights		
Origin	Destination	
Choose flights	Choose flights	
Contact details		
Please update your contact details so we can contact you abor	ut your booking	
Nome Phone number	L'ITON DODIFESS	
_		

Booking template flow

4. Templates can also be created from the booking flow. By selecting "save as template"

r waybill: 081-42065962				
	at a			
Service and freight descri Service	ption			
Please select	÷			
Commodity				
Please select a Commodity				
SPL SPL2 (opti	inal) SPL3 (optional)			
Contains dangerous goous				
L cultoins ary ice				
Description of goods				
ren us about the goods being	5611.			
Handling instructions	ort datails and it your freight			
needs special handling (dang	erous goods end/or dry ice			
Shipment details				
Shipment type				
Loose Item(s)	~			
No. pieces Length	Width	Height	Weight (per piece)	
1 0	n cm	cm	kp	Téroble
+ Add pieces with a different d	mension			
1 piece/s				
Course distant				
Search nights				
Choose flights		t Choo	se flights	
Dote			SEARCH FLIGHT	7
Thu 10 Per 2020	10		SCHOOL SCHOOL	
Thu 10 Sep 2020				
Thu 10 Sep 2020				
Thu 10 Sep 2020				
Thu 10 Sep 2020 Contact details	olle co un con contract unu able	wat unus bankling		
Thu 10 Sep 2020 Contact details Please update your contact det	olls so we can contact you ab	rout your booking	Erroll ofdraga	
Thu 10 Sep 2020 Contact details Please update your contact det Name Grea Kappar	oils so we can contoct you at Phone number 12345678	iout your booking	Email address onnemory, eld@nonfar	.com.ou