

# International Import Collections

Dock Direct unlocks a new digital freight management platform, making it easy to manage your international freight import shipments.



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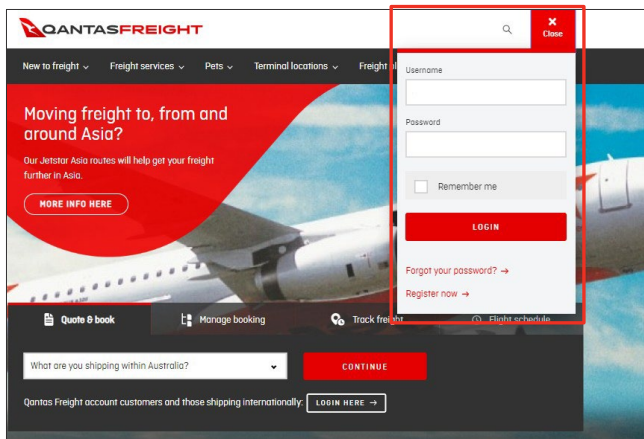
## Dock Direct

Dock Direct is the new digital freight management platform that provides Freight Forwarders with a fast and simple way to assign import collections digitally, via online and our app.

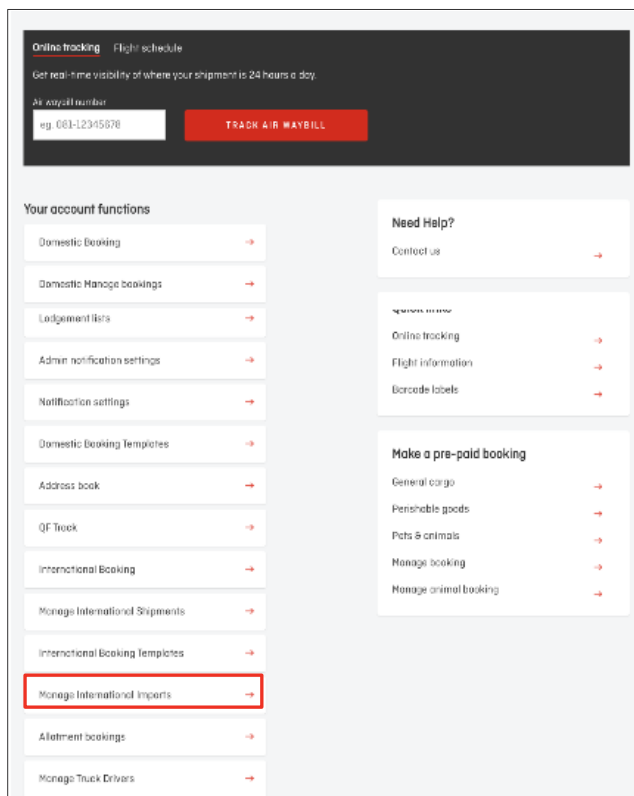
Designed to provide more control over driver management, making it easier to create Collection IDs for drivers to streamline pick up at our Qantas Freight International Terminals.

# Log in and Manage International Imports

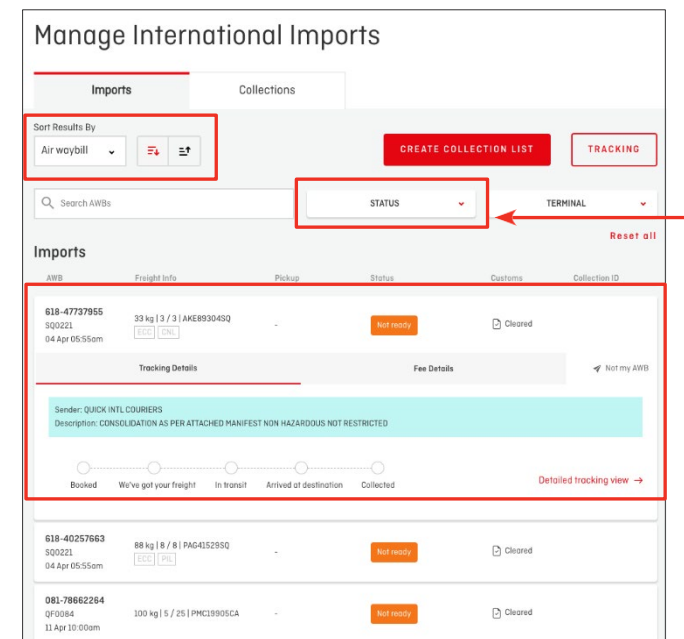
1. Log in to your Qantas Freight account.



2. Select 'Manage International Imports' from the options to view all imports and status.



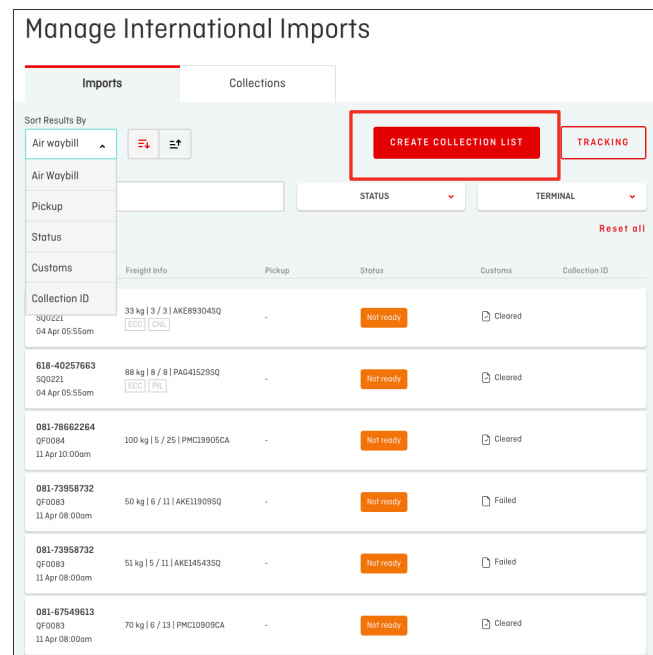
3. Select 'Imports' tab to view all shipments which are available for collection. Select an AWB to view tracking and fee details. Sort results by AWB, Pickup, Status, Customs, Collection ID.



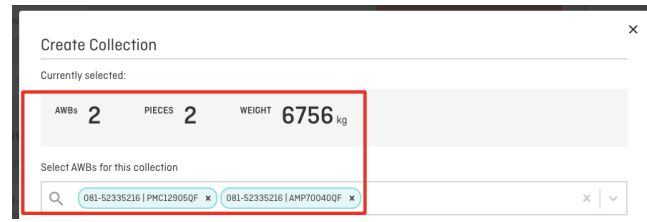
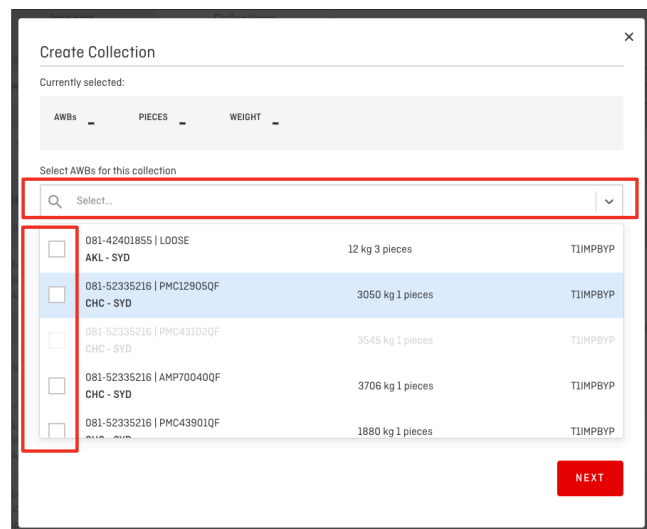
Filter by 'Status' to view freight awaiting collection.

## Log in and Manage International Imports

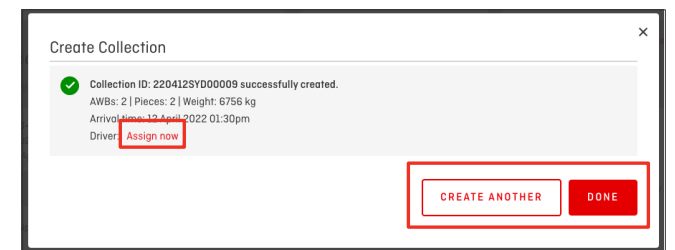
4. Select 'Create a Collection List' link to combine AWBs for collection.



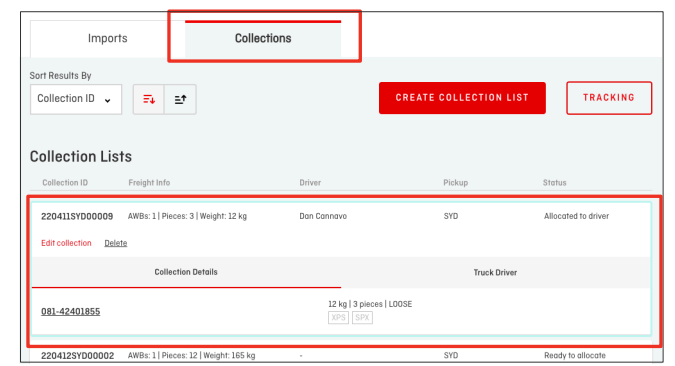
5. Type AWB details and tick to add to Collection List. Added shipments will appear as you go.



6. Assign a driver or transport company or create another collection. Or, to finalise a Collection List, select 'Done'.

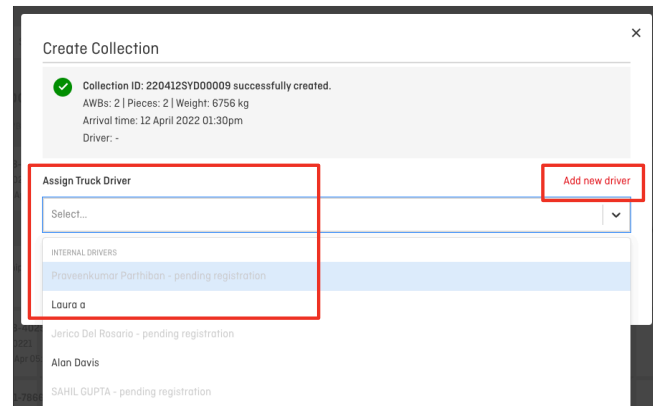


Collection Lists will appear in the 'Collections' tab. Select a Collection ID to view shipment and assigned driver details.

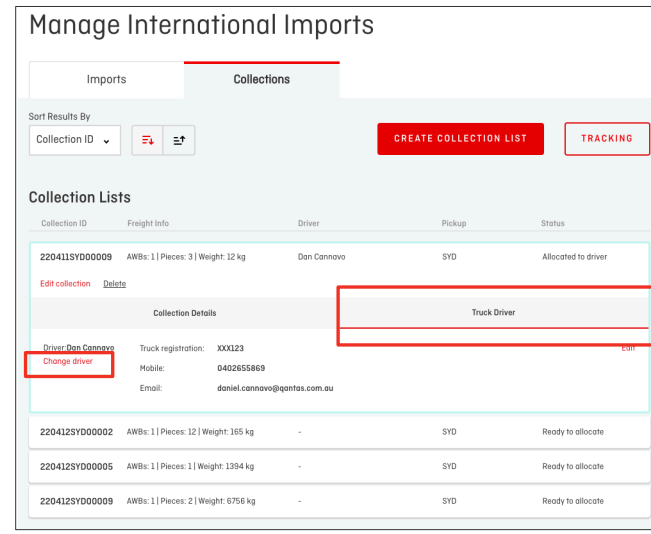


## Assigning a Driver to a Collection

1. Assign a driver from registered drivers, or select 'Add new driver' if required. Note: Drivers listed but greyed out have not downloaded the app to complete their registration.



2. To select a new driver, select 'Change driver'. The new driver will receive a notification with the Collection ID and the Collection will no longer be visible to the previous driver.



To update driver details, go to the 'Digital Truck Drive Registration' tab. Refer to section 6 and 7 for more details.

## Assigning a Third-Party to a Collection

1. To select a Third-Party Transport Company from the list, scroll to the bottom on the list.

Collection ID RJQ74G successfully created  
AWBs: 3 | Pieces: 92 | kg: 1400  
Collection time: 03 March 2022 12:30PM

### Assign Truck Driver

Q Barry Tait X

Sean Baxter	BVK 52ZT
Dan Buckman	BVK 52ZT
Mehul Singh	BVK 52ZT
Barry Tait	BVK 52ZT
3rd Party Trucking Companies	
Wymap Pty Ltd	
Brownways Pty Ltd	

[CANCEL](#) [SAVE](#)

2. Driver details are updated by the Third-Party Transport Company and on this tab, the forwarder can manage drivers (approve or delete).

Collection ID	Freight Info	Driver	Pickup	Status
220411SYD00009	AWBs: 1   Pieces: 3   Weight: 12 kg	Don Cannova	SYD	Allocated to driver
220412SYD00002	AWBs: 1   Pieces: 12   Weight: 165 kg	WYMAP GROUP PTY LTD	SYD	Ready to allocate

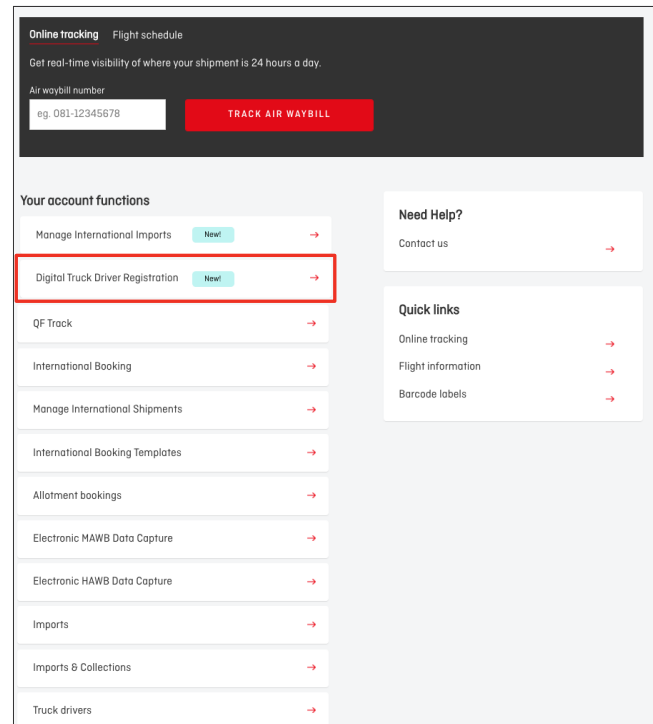
[Edit collection](#) [Delete](#)

Collection Details	Truck Driver
Driver: WYMAP GROUP PTY LTD - Driver not assigned <a href="#">Change driver</a>	

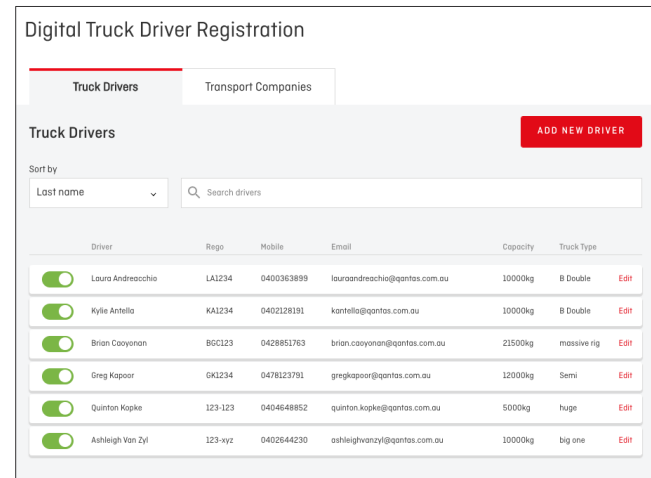
To authorise a Third-Party Transport Company to collect on your behalf, please contact [directdock@qantas.com.au](mailto:directdock@qantas.com.au).

## Driver management and authorisation

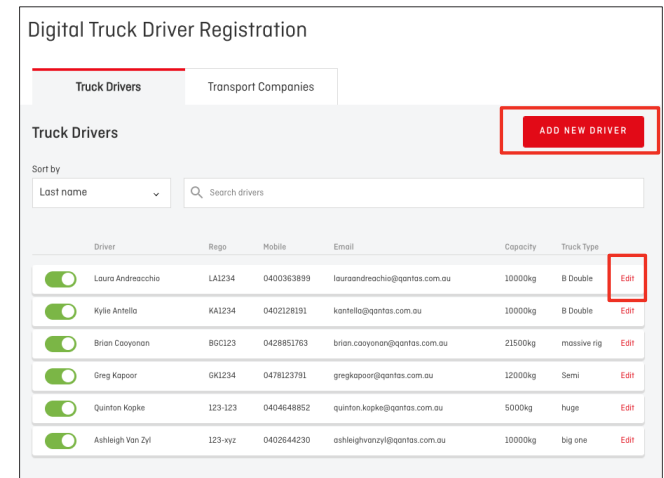
1. Select the new 'Digital Truck Driver Registration' under your account functions to set up and manage drivers.



2. View a list of all truck drivers associated to your company in the 'Truck Drivers' tab. View Third-Party drivers in the 'Transport Companies' tab.



3. Driver details can be edited or a new driver added.



## Driver management and authorisation

4. To add a new driver, enter their details in the pop up, select the consent confirmation box and click 'Add.' The driver will be sent an SMS notification to download and register the app.

**Add new driver**

First name:  Last name:

Mobile number:  Email address:

Truck rego:  Truck type:

Payload capacity:

Qantas protects the privacy of personal information. The [Qantas Privacy Policy](#) applies to personal information provided in this form.

I confirm that the driver has provided consent for the disclosure of their personal information to Qantas.

5. To edit an existing driver, amend their details in the pop up, select the consent confirmation box and click 'Update.'

**Update driver details**

First name:  Last name:

Mobile number:  Email address:

Truck rego:  Truck type:

Payload capacity:

Qantas protects the privacy of personal information. The [Qantas Privacy Policy](#) applies to personal information provided in this form.

I confirm that the driver has provided consent for the disclosure of their personal information to Qantas.

6. To delete the driver, click 'Delete Driver', then 'Delete' in the confirmation pop up. Driver will be removed from the available driver list and de-authorised from viewing any details.

**Are you sure you want to delete this driver?**

All collections/lodgements will be unassigned and if you wish to use driver again, the driver will need to be registered again.

Once registered, their name will appear on the list.