

A guide to managing your international bookings

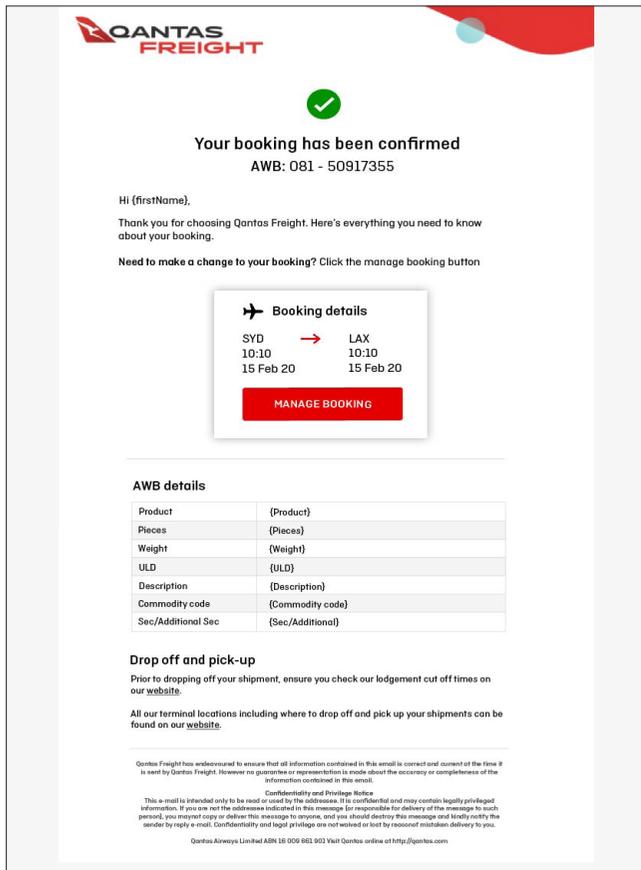
A simpler and more effective way to manage your bookings prior to departure.



Manage bookings

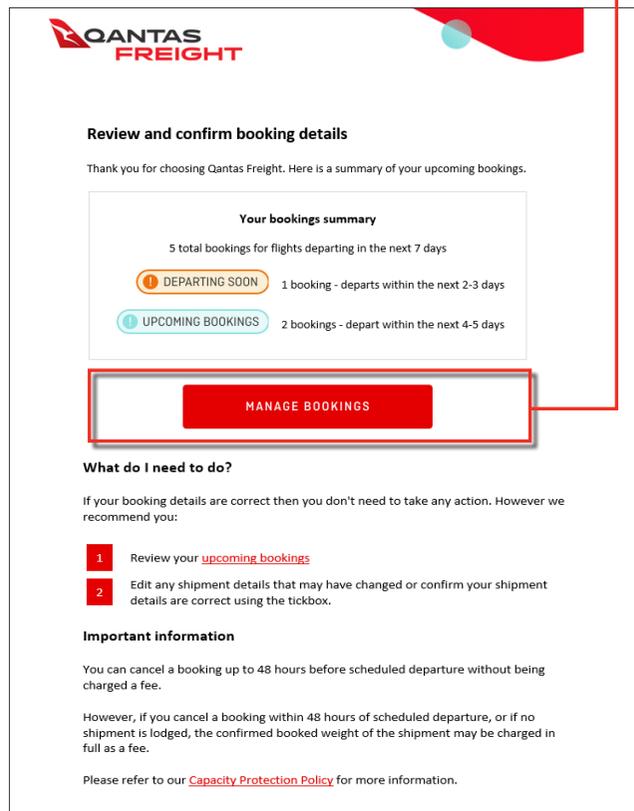
1. Confirmation email notification

Confirmed bookings will be notified via email



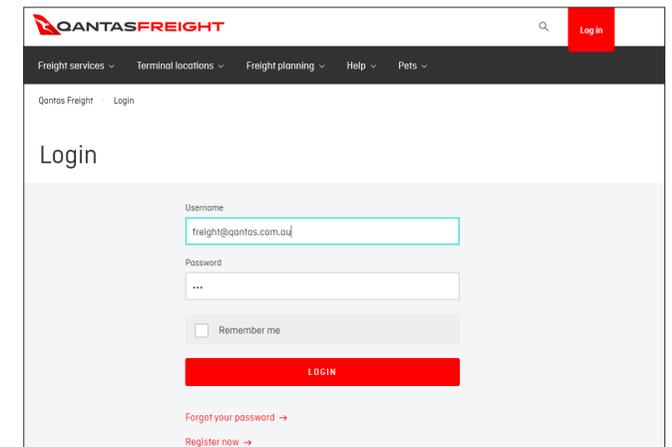
2. Manage booking email notification

You'll receive a daily email at 0600 summarising all upcoming bookings within days.

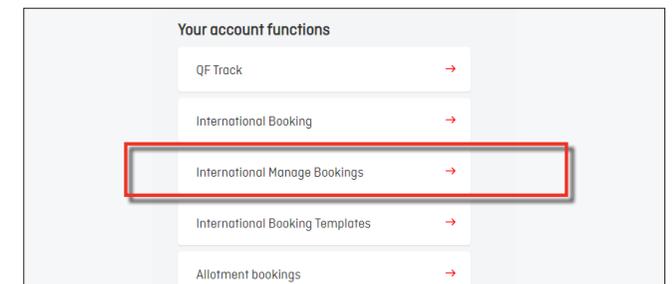


3. Login to manage your booking

Click on 'MANAGE BOOKINGS' from email and log in to view all upcoming bookings



Or log in and select Manage International Bookings from your account home page



Sort and edit bookings

1. Sorting bookings

Bookings can be sorted using the options at the top of the screen.

The screenshot shows the 'International Manage Bookings' interface. At the top, there are sorting filters: FLIGHT DATES, BOOKING TYPE, ORIGIN, DESTINATION, and BOOKING STATUS, along with a 'Reset all' button. Below the filters, there are three sections for different dates: 9th July 2020, 11th July 2020, and 12th July 2020. Each section contains a table of bookings with columns for flight details and status. A red box highlights the sorting filters at the top.

2. Edit or Confirm bookings

Edit:
Select pencil icon to edit a booking

A close-up of a booking entry for 11th July 2020. The booking details are: SYD-SIN (QF3330), 081-50612586 (GEN), Freesale, 2 pieces, 50kg, 0.001CBM, Loose, CONFIRMED. A red box highlights the pencil icon next to the 'CONFIRMED' status, which is used to edit the booking.

Clicking on EDIT (pencil) takes you to this screen

Confirm:
Validate a confirmed booking by clicking on the grey box

A close-up of a booking entry for 12th July 2020. The booking details are: SYD-SIN (QF3330), 081-50612844 (GEN), Freesale, 1 piece, 1400kg, 4.2CBM, AKE-1, CONFIRMED. A red box highlights the grey confirm icon next to the 'CONFIRMED' status, which is used to validate the booking.

The screenshot shows the 'International Booking' details page for a confirmed booking. At the top, it says 'Confirmed booking' with a green checkmark and a 'Back to Manage Bookings' link. Below this is a 'Freight details' section with a dark background, showing: Air waybill 081-50612586, From SYD, To SIN, Service QGO CLASSIC, SPL GEN, Date 11 July 2020, Total estimated pieces 2, Total estimated weight 50kgs, and CBM 0.00. Below this are sections for 'Dimension(s)', 'Contact details' (Greg Kapoor, 12345678, annemary.eld@qantas.com.au), and 'Notification'. At the bottom, there is a 'Flight details' section showing a route from SYD to SIN on QF3330 (AIRBUS A330-300) on 11 Jul 2020, with a 'Confirmed' status. A red box highlights the 'EDIT BOOKING' button at the bottom right of the flight details section.

Sort and edit bookings continued...

Once booking has been amended, confirm contact details

International Booking

[Edit booking](#) [Back to Manage Bookings](#)

Air waybill: 081-50612586

Service and freight description

Service: Q60 CLASSIC
Commodity: GENERAL
SPL: GEN
Description of goods: GENERAL
Handling instructions: N/A

Shipment details

Shipment type: Loose Item[s]

Est. total pieces	Est. total weight (inc. packaging and/or dry ice)	Calculated volume
2	50	0.00 CBM

Dimension 1: 1 piece/s at 10cm x 10cm x 10cm

Search flights

Sydney, Australia [SYD] to Singapore /Changi Apt., Singapore [SIN] [modify search](#)
Sat 11 Jul 2020

QF3330	SYD	SIN
AIRBUS A330-300 Passenger	12:00 Sat 11 Jul 2020	18:00 Sat 11 Jul 2020

[CHANGE FLIGHT](#)

Contact details

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

Name	Phone number	Email address
Greg Kapoor	12345678	annemary.aid@qantas.com.au

Save booking as template

Agree to the terms and click 'confirm booking' or leave without update to return to original booking

By requesting space with Qantas Freight, I agree that if my request can be accommodated, Qantas Freight will confirm my booking up to 48 hours prior to flight departure. I can cancel my request at any time before it is confirmed by Qantas, in which case no cancellation or change fees apply. If I cancel or change my request after the booking is confirmed, a fee of up to 100% of the value of the booking will apply.

[← Leave without update](#) [UPDATE BOOKING](#)

At 48 hours prior to departure, booking will automatically move to validated status if no action has been taken to ensure capacity is protected

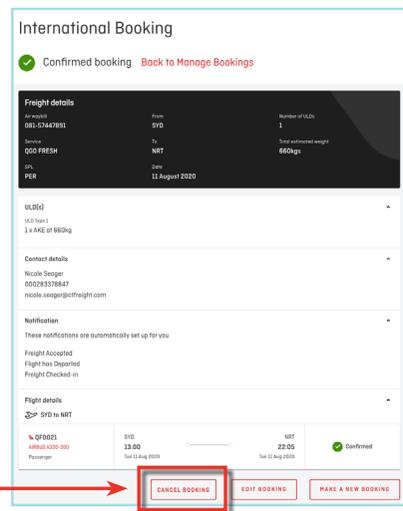
^ SYD-SIN (QF3330)

081-50612660 (GEN)	Freesale	1 piece	500kg	10CBM	PMC-1	CONFIRMED	edit	close
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Cancellation

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

Select 'Cancel booking' located at the bottom of the booking form.



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.



Cancellation appears in Manage bookings

