A guide to managing your international bookings

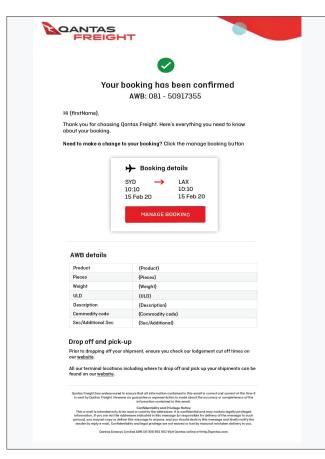
A simpler and more effective way to manage your bookings prior to departure.



Manage bookings

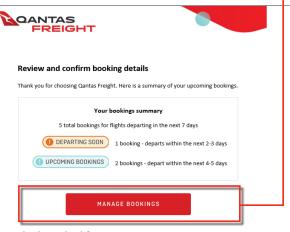
1. Confirmation email notification

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.



What do I need to do?

If your booking details are correct then you don't need to take any action. However we recommend you:



You can cancel a booking up to 48 hours before scheduled departure without being charged a fee.

However, if you cancel a booking within 48 hours of scheduled departure, or if no shipment is lodged, the confirmed booked weight of the shipment may be charged in full as a fee.

Please refer to our Capacity Protection Policy for more information.

3. Login to manage your booking

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

	EIGHT	Q	Log in	
Freight services 🗸 Termina	l locations 🗸 Freight planning 🤟 Help 🗸 Pets 🗸			
Qantas Freight > 🛛 Lagin				
Login				
	Usernome			
	freight@qantas.com.au			
	Password			
	Remember me			
	LOGIN			
	Forgot your password →			
	Register now →			

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

	Your account functions		
	QF Track	→	
	International Booking	÷	
	International Manage Bookings	→	
_	International Booking Templates	→	
	Allotment bookings	→	

Sort and edit bookings

1. Sorting bookings

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

Internatior	nal Mo	inage	e Book	kings				
FLIGHT DATES 👻	BOOKING TYPE	•	ORIGIN	• DES	FINATION 👻	BOOKING STATUS	•	Reset all
9th July 2020								
 SYD-SIN (QF3330) 								
081-50612660 (GEN)	Freesale	1 piece	500kg	10CBM	PMC-1	CONFIRMED	/	0
11th July 2020								
• SYD-SIN (QF3330)							DEPAR	TING SOON
081-50612586 (GEN)	Freesole	2 pieces	50kg	0.001CBM	Loose	CONFIRMED	1	0
12th July 2020								
 SYD-SIN (QF3330) 						UPC	OMING	BODKINGS
081-50612844 (GEN)	Freesale	1 piece	1400kg	4.2CBM	AKE-1	CONFIRMED	1	0

2. Edit or Confirm bookings

Edit:

Select penci	l icon	to edit	a bo	oking <mark>—</mark>]
11th July 2020						
• SYD-SIN (QF3330)						DEPARTING SOON
081-50612586 (GEN)	Freesale	2 pieces	50kg	0.001CBM	Loose	

Clicking on EDIT (pencil) takes you to this screen

Confirm:

Validate a confirmed booking by clicking on the grey box

12th July 2020						
 SYD-SIN (QF3330) 						
081-50612844 (GEN)	Freesale	1 piece	1400kg	4.2CBM	AKE-1	

081-50612596 Service OGO CLASSIC SPL GEN	SYD To SIN Date 11 July 2020	2 Total esti 50kgs CBM 0.00	mated weight
Dimension(s) Dimension 1 1 piece of 10cm x 10cm x 10	0cm		
Contact details Greg Kapoor 12345678 annemary.eld@qantas.com	n.au		
Notification These notifications are out Freight Accepted Filght has Departed Freight Checked-in	omatically set up for you		
Flight details			
CF3330 AIRBUS A330-300 Passenger	SYD 12:00 Sor 11 Jul 2020	SIN 18:00 Sor 11 Jul 2020	Confirmed
	;	EDIT BOOKING	MAKE A NEW BOOKI

Sort and edit bookings continued...

