

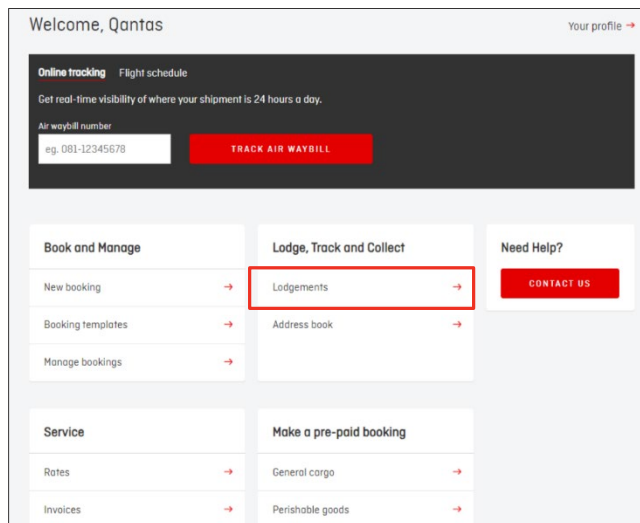
Domestic lodgements

Create, manage and delete lodgement lists online through the Qantas Freight website.



Finding existing lodgement lists

1. Log into your account on qantasfreight.com. Select the 'Lodgements' tab on the 'My Freight' page to search for a specific list.

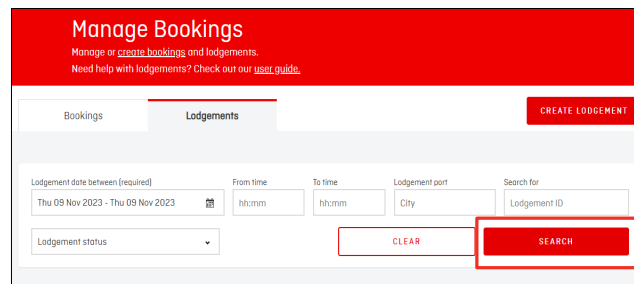


Welcome, Qantas Your profile →

Online tracking Flight schedule
Get real-time visibility of where your shipment is 24 hours a day.
Air waybill number
eg. 081-12345678 **TRACK AIR WAYBILL**

Book and Manage	Lodge, Track and Collect	Need Help?
New booking →	Lodgements →	CONTACT US
Booking templates →	Address book →	
Manage bookings →		
Service	Make a pre-paid booking	
Rates →	General cargo →	
Invoices →	Perishable goods →	

2. Find a lodgement by entering the date range, and any additional fields such as time and lodgement ID, then click 'Search'.



Manage Bookings
Manage or [create bookings](#) and lodgements.
Need help with lodgements? Check out our [user guide](#).

Bookings **Lodgements** **CREATE LODGEMENT**

Lodgement date between (required) From time To time Lodgement port Search for
Thu 09 Nov 2023 - Thu 09 Nov 2023 hh:mm hh:mm City Lodgement ID

Lodgement status

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

Viewing a lodgement

1. List view

Select a lodgement to see the expanded view, and navigate between the 'Lodgement details' tab and 'Driver' tab.

Manage Bookings
 Manage or [create bookings](#) and lodgements.
 Need help with lodgements? Check out our [user guide](#).

Bookings
Lodgements
CREATE LODGEMENT

Lodgement date between (required) From time To time Lodgement port Search for

Thu 09 Nov 2023 - Thu 09 Nov 2023 hh:mm hh:mm City Lodgement ID

Lodgement status CLEAR SEARCH

Sort by: Lodgement ID

Lodgement ID	No. of AWBs	Pcs/kg	Lodgement port	Latest acceptance	Status
231107SYD00001	1	10 10 kg	SYD	09 Nov 2023 11:42	New
231107SYD00002	2	20 20 kg	SYD	09 Nov 2023 11:41	New

Lodgement details
Driver

EDIT
DELETE LODGEMENT
PRINT LODGEMENT
ADD / EDIT CSD

08I-03253106 QF0445 SYD - MEL	 CSD	10 10 kg	GEN NSC DDM	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
08I-25538483 QF0445 SYD - MEL	 CSD	10 10 kg	GEN NSC DDM	QGO PRIORITY	Test booking	LOOSE	Qantas Freight

2. View lodgement details

Within the 'Lodgement details' tab, view all AWBs, and a summary of each booking.

Lodgement ID	No. of AWBs	Pcs/kg	Lodgement port	Latest acceptance	Status
231107SYD00001	1	10 10 kg	SYD	09 Nov 2023 11:42	New
231107SYD00002	2	20 20 kg	SYD	09 Nov 2023 11:41	New

Lodgement details
Driver

EDIT
DELETE LODGEMENT
PRINT LODGEMENT
ADD / EDIT CSD

08I-03253106 QF0445 SYD - MEL	 CSD	10 10 kg	GEN NSC DDM	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
08I-25538483 QF0445 SYD - MEL	 CSD	10 10 kg	GEN NSC DDM	QGO PRIORITY	Test booking	LOOSE	Qantas Freight

From this tab, you can also add/remove AWBs, add/edit CSD details, print lodgement details or delete the lodgement.

Creating a new lodgement

Before you start, check that the shipment details for your lodgement are correct. Once you've added an AWB to a lodgement list, you won't be able to amend or update the shipment details for that booking.

1. Log into your account on gantasfreight.com. Select the 'Lodgements' tab on the 'My Freight' page, then click 'Create lodgement'.

The screenshot shows the 'Manage Bookings' interface with the 'Lodgements' tab selected. A red box highlights the 'CREATE LODGEMENT' button in the top right corner. Below the tab, there are input fields for 'Lodgement date between (required)', 'From time', 'To time', 'Lodgement port', and 'Search for'. There are also 'CLEAR' and 'SEARCH' buttons.

2. Enter the filter information that matches your criteria and click 'Search' to display AWBs.

The screenshot shows the 'Create Lodgement' modal form. It has search filters for 'Lodgement date between (required)', 'From', 'To', and 'Search by'. There is a 'Service' dropdown and an 'AWBS I CREATED' toggle. A red box highlights the 'SAVE LODGEMENT' button at the bottom right.

3. If a CSD is to be added, the CSD required flag will display. Click 'Add CSD' to add the CSD. To edit an existing CSD, click on 'Edit CSD'.

The screenshot shows the 'Create Lodgement' modal with a table of 'Currently selected' AWBs. The table has columns for 'AWB', 'PIECES', 'WEIGHT', 'From', 'To', 'Flight', 'Est. Jct./kg', 'Commodity', 'Service', 'Description', 'ULD/Loose', and 'Booked by'. Two rows have red boxes around the 'Add CSD' and 'Edit CSD' buttons respectively.

AWB	PIECES	WEIGHT	From	To	Flight	Est. Jct./kg	Commodity	Service	Description	ULD/Loose	Booked by
081-03246698 Add CSD			SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
081-03293306 Edit CSD			SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
081-25538483 Add CSD			SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO PRIORITY	Test booking	LOOSE	Qantas Freight
081-02383673 Edit CSD			SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO EXPRESS	Test booking	LOOSE	Qantas Freight

Creating a new lodgement

Before you start, check that the shipment details for your lodgement are correct. Once you've added an AWB to a lodgement list, you won't be able to amend or update the shipment details for that booking.

4. Select the AWBs you'd like to add to the lodgement list by checking the corresponding box. Then, click 'Save lodgement'.

The screenshot shows the 'Create Lodgement' window. At the top, there are search filters for 'Lodgement date between (required)' (Thu 09 Nov 2023 - Thu 09 Nov 2023), 'From' and 'To' (City), and 'Search by' (AWB, description, flight no.). Below these are a 'Service' dropdown, an 'AWBS I CREATED' toggle, and 'CLEAR' and 'SEARCH' buttons. The 'Currently selected:' section shows a summary: 'AWBS 2', 'PIECES 20', and 'WEIGHT 20 kg'. Below this is a table of AWBs with checkboxes for selection. The table has columns for 'AWB', 'From', 'To', 'Flight', 'Est pcs/kg', 'Commodity', 'Service', 'Description', 'ULD/loose', and 'Booked by'. The third and fourth rows have their checkboxes checked. At the bottom right, a 'SAVE LODGEMENT' button is highlighted with a red box.

AWB	From	To	Flight	Est pcs/kg	Commodity	Service	Description	ULD/loose	Booked by
<input type="checkbox"/> 081-03248696 Add CSD	SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
<input type="checkbox"/> 081-02253106 Edit CSD	SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
<input checked="" type="checkbox"/> 081-25538483 Add CSD	SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO PRIORITY	Test booking	LOOSE	Qantas Freight
<input checked="" type="checkbox"/> 081-02383673 Edit CSD	SYD	MEL	QF0445	10 10 kg	GEN NSC DDH	QGO EXPRESS	Test booking	LOOSE	Qantas Freight

In order to be added to a lodgement list, an AWB must:

- Have the same origin as the lodgement port
- Have a ULD number if it is a ULD booking.



If an AWB doesn't meet these criteria, you won't be able to select the check box.

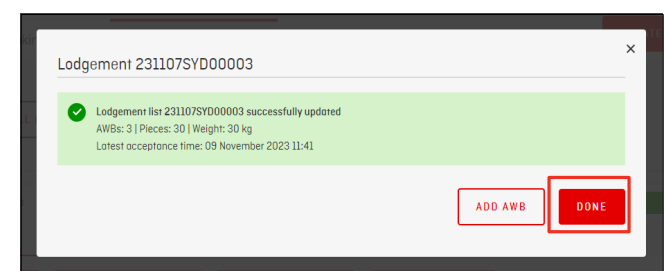
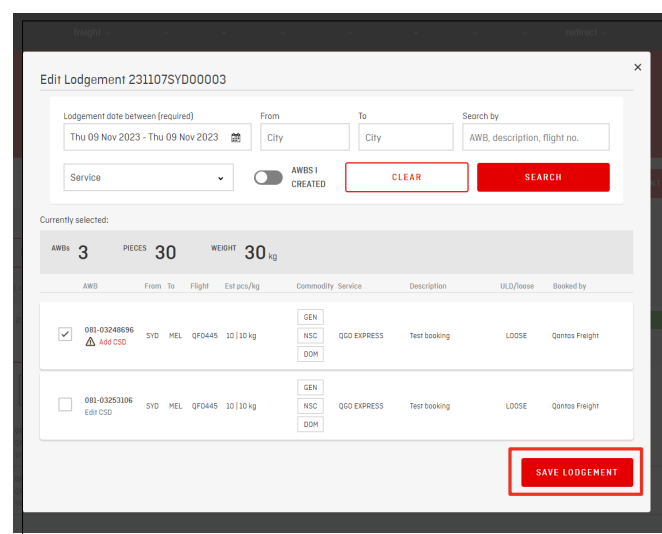
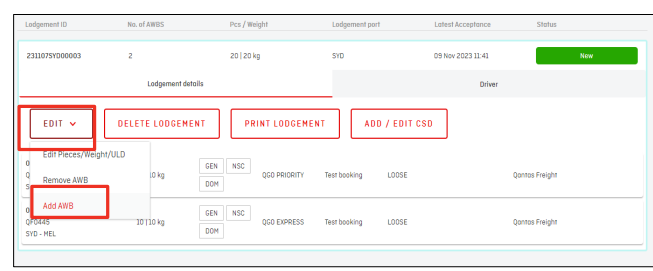
Editing a lodgement

Before you start, check that the shipment details for your lodgement are correct. Once you've added an AWB to a lodgement list, you won't be able to amend or update the shipment details for that booking.

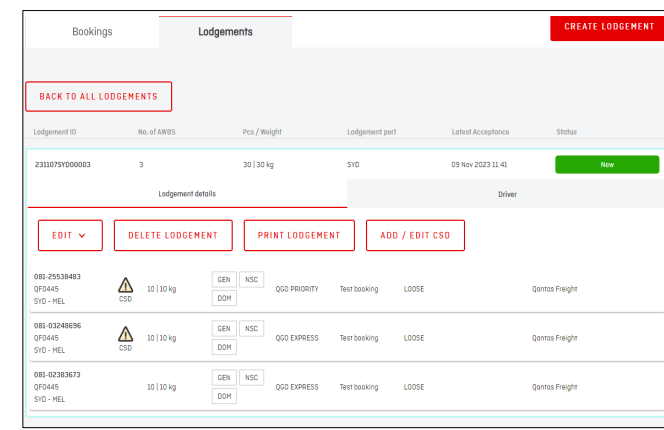
1. From the 'Lodgement details' tab, click 'Edit' then 'Add AWB'.

2. Enter the filter information that matches your criteria and select the AWBs you'd like to add to the existing lodgement. Then, click 'Save lodgement'.

3. When the confirmation box appears, click 'Done'.



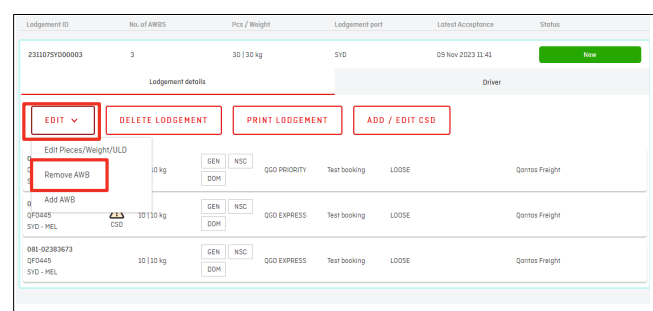
You'll then be taken back to the 'Lodgement details' tab.



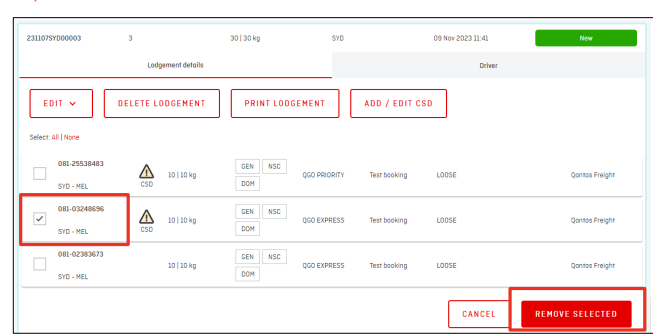
Editing a lodgement

4. Remove AWB

From the 'Lodgement details' tab, click 'Edit' then 'Remove AWB'.

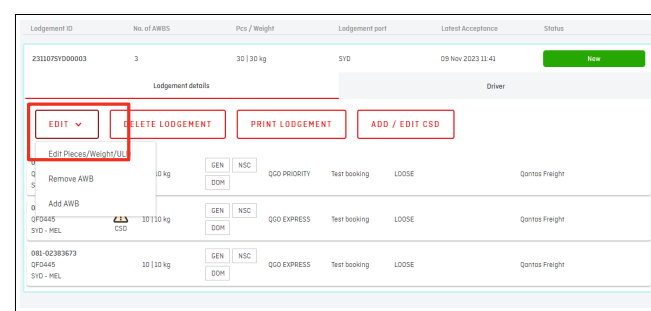


Select the AWBs you'd like to remove, then click 'Remove selected'.

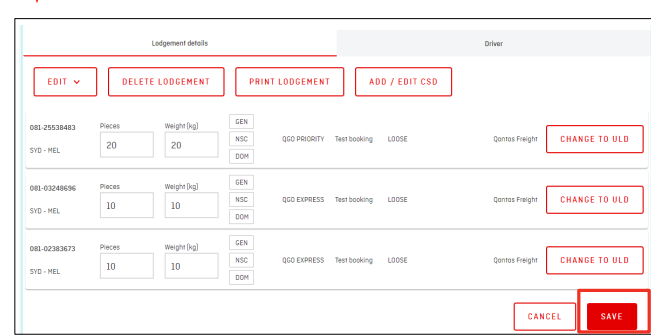


5. Editing pieces, weights and ULDs

From the 'Lodgement details' tab, click 'Edit' then 'Edit Pieces/Weight/ULD'.

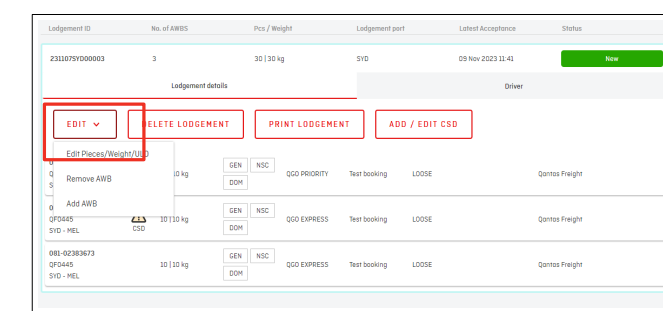


Update pieces, weight and ULD information for an AWB where applicable, then click 'Save'.

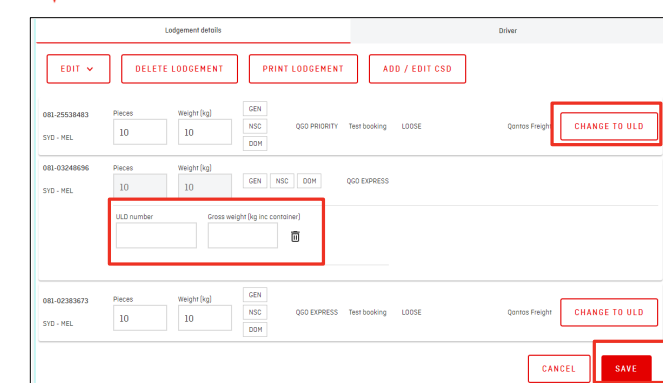


6. Change shipment from 'Loose' to 'ULD'

From the 'Lodgement details' tab, click 'Edit' then 'Edit Pieces/Weight/ULD'.



Select 'Change to ULD' for applicable AWB, add ULD number and gross weight, then click 'Save'.



Adding or editing CSD from a lodgement

1. From the 'Lodgement details' tab, click 'Add / Edit CSD' and the full list of AWBs in the lodgement will display.

The screenshot shows the 'Lodgement details' interface. At the top, there are buttons for 'EDIT', 'DELETE LODGEMENT', 'PRINT LODGEMENT', and 'ADD / EDIT CSD'. Below these buttons is a table of AWBs. The 'ADD / EDIT CSD' button is highlighted with a red box.

AWB	Origin	Destination	Weight	Category	Service	Booking	Priority	Carrier
081-25539483	SYD	MEL	10 10 kg	GEN	QGO PRIORITY	Test booking	LOOSE	Qantas Freight
081-03248696	SYD	MEL	10 10 kg	GEN	QGO EXPRESS	Test booking	LOOSE	Qantas Freight
081-02383673	SYD	MEL	10 10 kg	GEN	QGO EXPRESS	Test booking	LOOSE	Qantas Freight

2. Click either 'Shipment has screened/cleared' or 'Shipment is exempt' to add or edit CSD details.

The screenshot shows the 'Add / Edit CSD' modal for AWB 081-03248696. The 'Have you screened/cleared your shipment?' section has two radio buttons: 'Shipment has been screened/cleared' (selected) and 'Shipment is exempt'. There is also a toggle for 'Copy CSD details to all below AWBs' and a 'Remove CSD from list' link.

3. Add/edit CSD details for one or more than one of the AWBs in the list.

The screenshot shows the 'Add / Edit CSD' modal for AWB 081-03248696. The 'Issuing authority regulated entity no.' field is set to 'AU/'. The 'Screening method/s used' section has several checkboxes: XRY, EDS, FRD, MDE, PHS, PRT, RES, VCK, VPT, and ADH. The 'Issued by' field is empty, and the 'Issued date' is 'Tue 07 Nov 2023'. There is also a 'Remove CSD from list' link.

Adding or editing CSD from a lodgement

4. To copy CSD details to other AWBs in the lodgement, click 'Copy CSD details to all AWBs below'.

If you do not want an AWB to be updated when using 'Copy CSD details to all AWBs below', click 'Remove CSD from list'.

5. After completing or updating the CSD details, click 'Save' to save the updates or cancel to remove any changes.

The screenshot shows the 'Add / Edit CSD' form for AWB 081-02448686. At the bottom, a green toggle switch labeled 'Copy CSD details to all below AWBs' is highlighted with a red box. A red arrow points from this toggle to the next screenshot.

The screenshot shows the 'Add / Edit CSD' form for AWB 081-02383673. A red box highlights the 'Remove CSD from list' button located at the bottom right of the form.

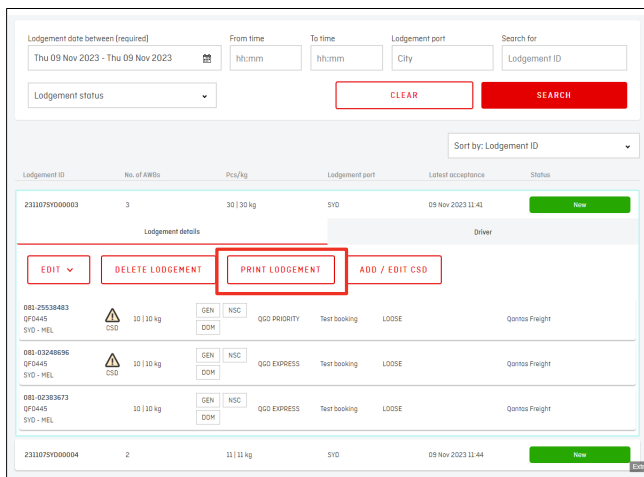
Helpful if an AWB already has CSD details that you do not want to update. This button will remove the AWB from the 'Add / Edit CSD' list temporarily.

The screenshot shows the 'Add / Edit CSD' form for AWB 081-02383673. The 'Save' button is highlighted with a red box at the bottom right of the form.

Completing a lodgement

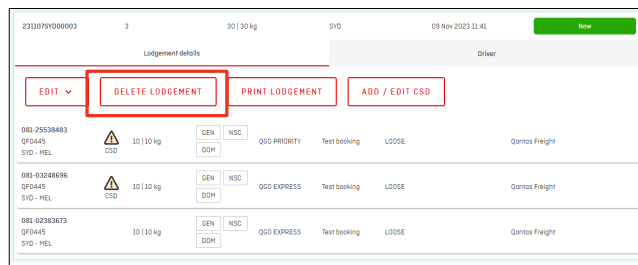
1. Printing a PDF lodgement

Search for the lodgement you'd like to print. From the 'Lodgement details' tab, click 'Print lodgement'.

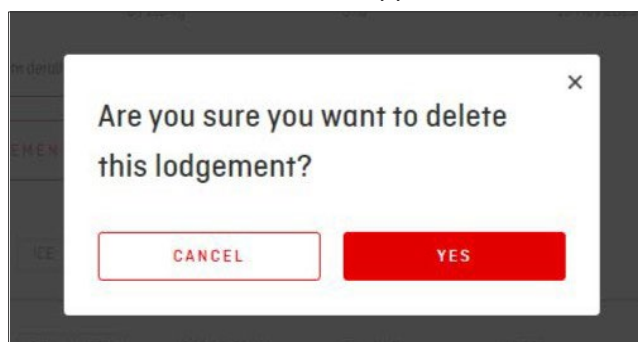


2. Deleting a lodgement

Search for the lodgement you'd like to delete. From the 'Lodgement details' tab, click 'Delete lodgement'.

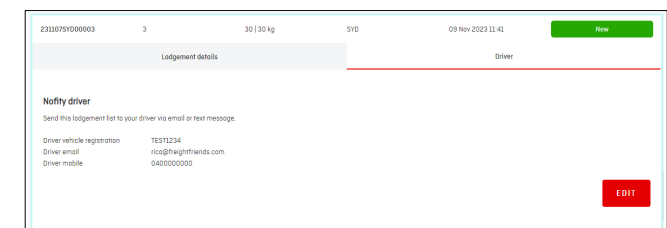
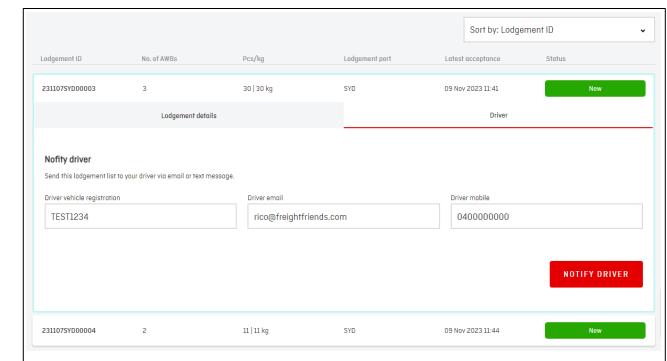


When the confirmation box appears, click 'Yes'.



3. Notifying truck drivers by email or SMS

Search for the lodgement, then from the 'Driver' tab, enter driver vehicle registration, email and mobile. Select 'Notify driver' to save details.



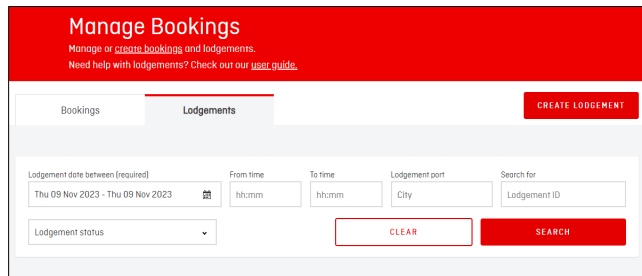
Making changes to your lodgement after lodgement activation

1. After lodgement activation, you can no longer edit your lodgement via the portal. The 'Edit', 'Delete Lodgement' and 'Add / Edit CSD' options will no longer be available to use from lodgement list view.

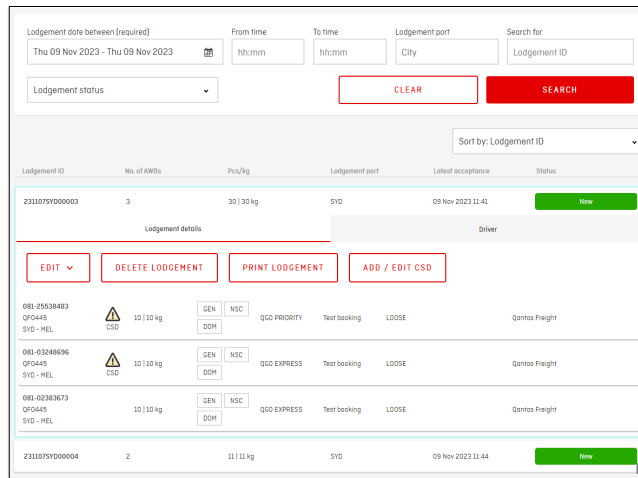
231120MEL00712		3	6 211 kg	MEL	20 Nov 2023 23:00	Completed
Lodgement details			Driver			
EDIT ▾ DELETE LODGEMENT PRINT LODGEMENT ADD / EDIT CSD						
081-25792675 JQ0472 MEL - NTL	1 5 kg	SPX DOM	GEN	QGO PRIORITY	PARTS	LOOSE Qantas Freight
081-01241214 QF7359 MEL - PER	2 164 kg	SPX DOM	GEN	QGO PRIORITY	PARTS	LOOSE Qantas Freight
081-00326384 QF7458 MEL - ADL	3 42 kg	SPX DOM	GEN	QGO PRIORITY	EQUIPMENT	LOOSE Qantas Freight

Cancelling a booking if associated with a lodgement

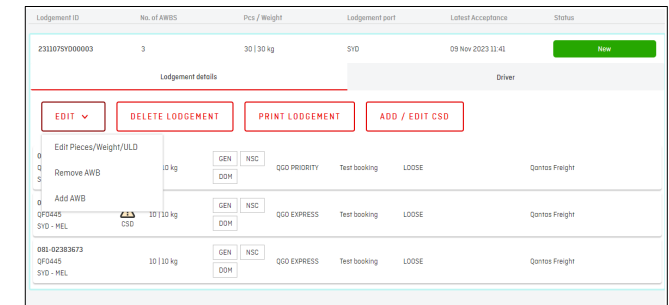
1. Enter the filter information that matches your criteria, and click 'Search'.



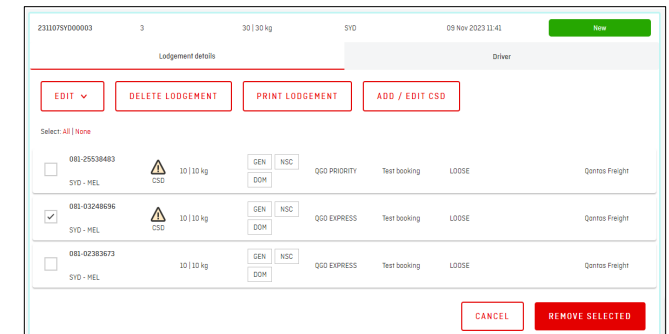
2. List view
Select a lodgement to see the expanded view.



3. Remove AWB
From the 'Lodgement details' tab, click 'Edit' then 'Remove AWB'.

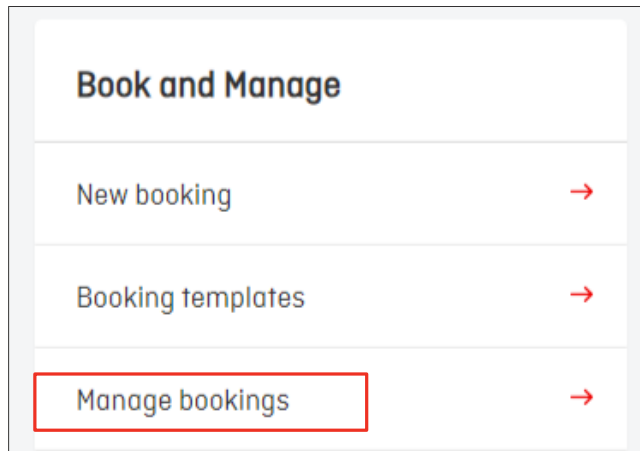


Select the AWBs you'd like to remove, then click 'Remove selected'.

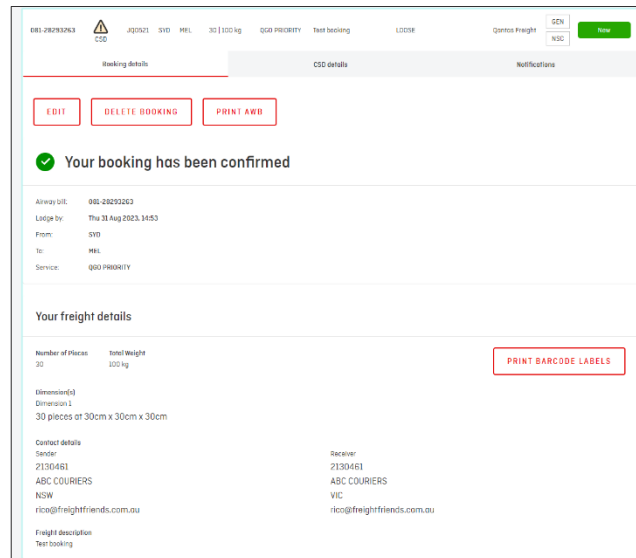


Cancelling a booking if associated with a lodgement

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

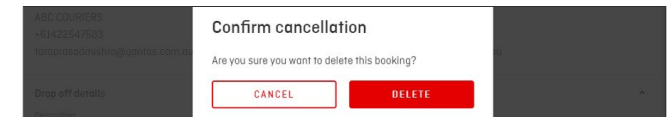


5. Select the AWB you removed from the lodgement to expand the view. Click on the 'Booking details' tab, then click 'Delete booking'.



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

6. 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.