# Dock Direct lodgements

Quick reference guide for transport drivers.
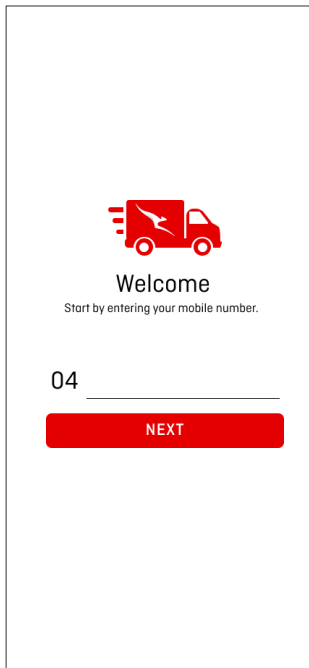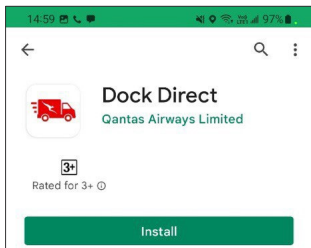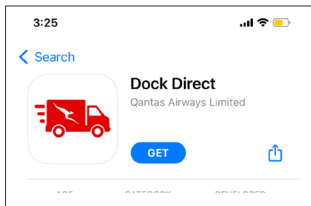
**QANTASFREIGHT**

## Dock Direct

Dock Direct is the new digital freight management platform that provides transport drivers with a fast, simple and digital way to complete export lodgements at the Qantas Freight Terminal.

By downloading the Dock Direct App for eligible shipments, you will no longer have to lodge export paperwork at the Qantas Front Counter. Freight forwarders and transport companies will assign lodgements to drivers with details being available at your fingertips — you won't even have to leave your truck.

# Download the Dock Direct app and log in

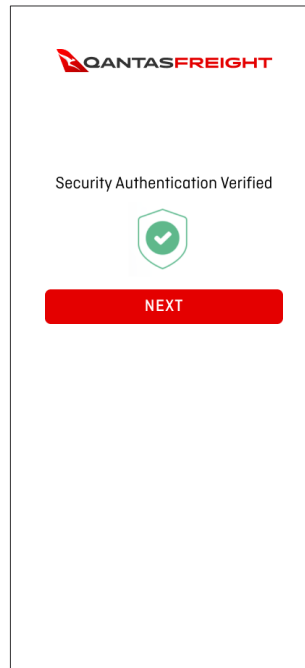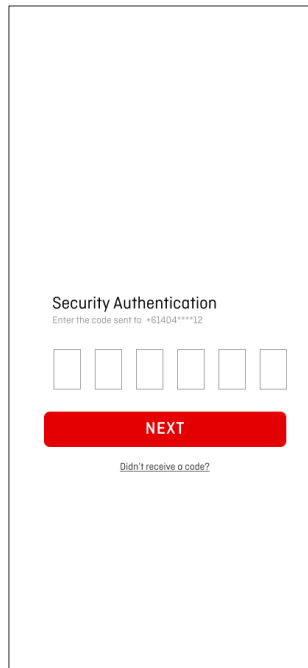**1.** Download and register
Download the app from the Apple App Store or Google Store. Enter your mobile phone number to receive your security code via SMS.
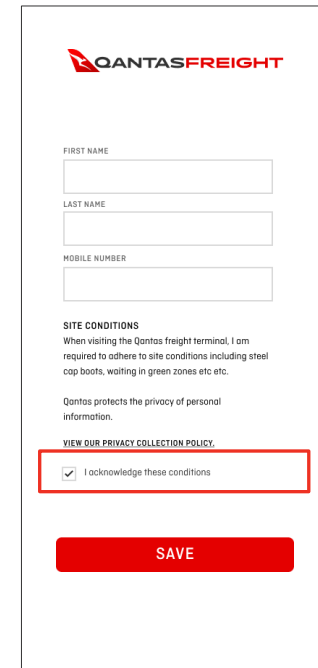
**2.** Get authenticated
Once successfully verified, you'll see a confirmation message.

**3.** Confirm driver profile
Enter your details and acknowledge the site conditions for entry into the Qantas Freight terminals and docks by ticking the box.



You must be registered as a Driver by your Freight Forwarder or Transport Company in the Qantas Freight online portal.
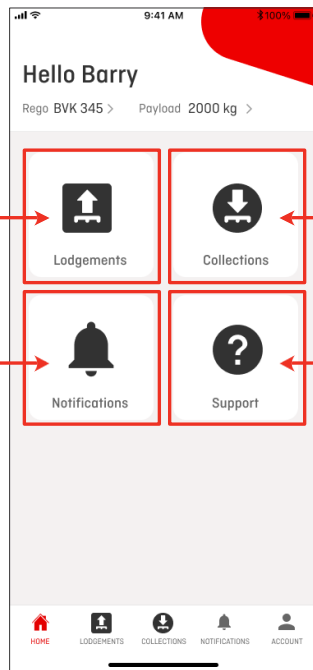
# Inside the app

**1.** Home screen features
The home screen features 4 tiles – Lodgements, Collections, Notifications and Support.

**2.** Viewing notifications
To view a history of notifications sent, navigate to the home screen and select the 'Notifications' tab.

Shows list of export lodgements assigned to driver

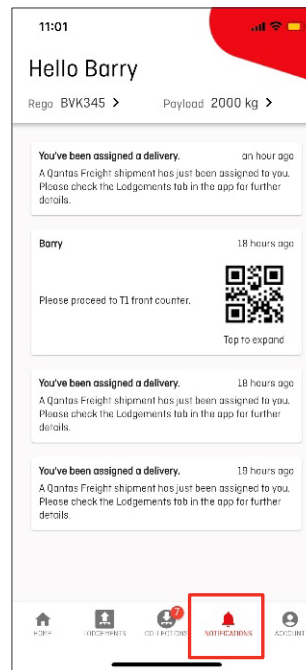All the notifications sent to the driver will be listed



Shows list of import collections assigned to driver

Select for assistance. Directs to Contact Us page

# Managing assigned lodgements
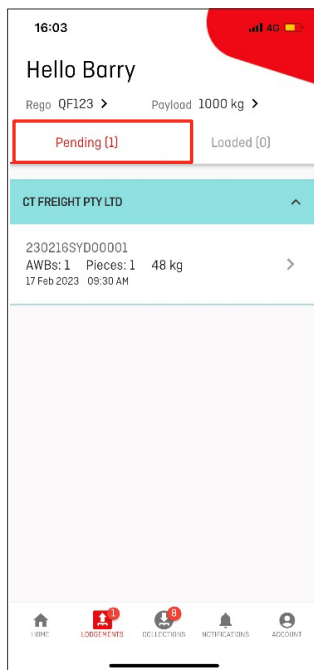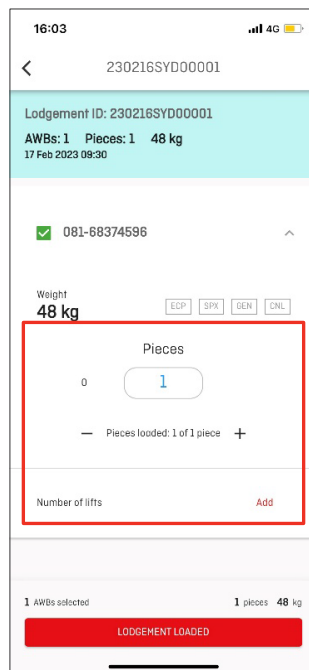
**1.** Lodgement assigned
When a lodgement has been assigned by the freight forwarder, a notification will be sent to your mobile.  Open your app to view 'Pending' the tab.
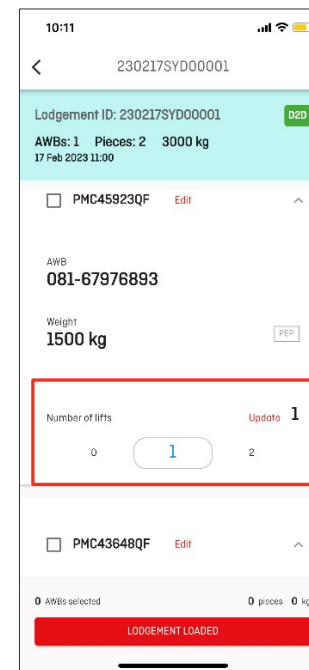
**2.** Select Lodgement ID - loose shipment
Use the – or + to confirm the number of pieces and add the number of lifts, then click 'Lodgement Loaded'.
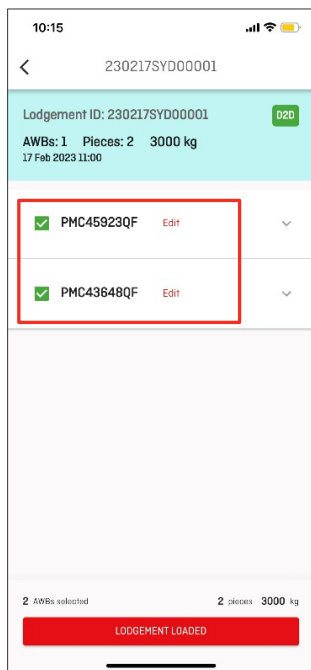
**3.** Select Lodgement ID - ULD shipment
Confirm unit numbers and the number of lifts. Use the – or + to confirm the number of pieces, then click 'Lodgement Loaded'.
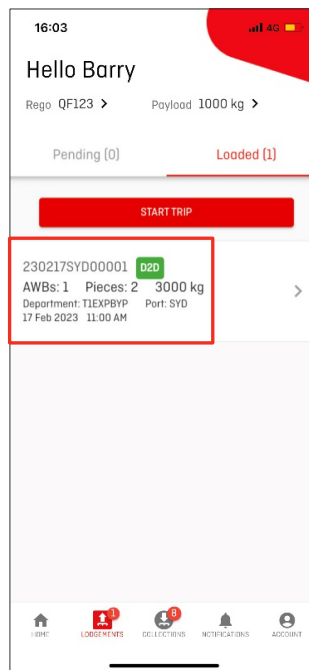
# Managing assigned lodgements

**4.** Update unit number
Click 'Edit' to update. If unit numbers are incorrect upon unloading, freight will not be accepted and the driver will be directed to the front counter.

**5.** Grouping Dock Direct eligible lodgements with non-eligible lodgements
Shipments eligible for Dock Direct lodgement can be identified by a green 'D2D' flag.

**6.** Adding an Import Collection to your trip
If import collections are available, you can create a Collection. Click 'Yes' to view available AWBs list, or 'No' to continue your export lodgement.

If a non-D2D lodgement is grouped with a D2D flagged lodgement, proceed to the front counter for service. Separate trips must be created for units and loose freight.
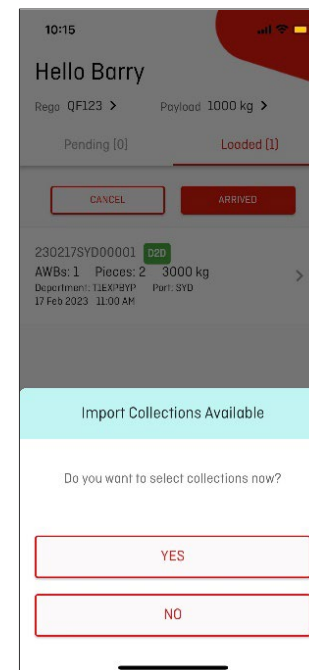
Export Lodgement must be completed prior to finalising your Import Collections trip.
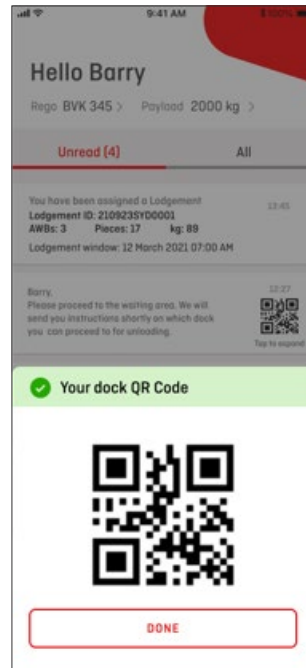
# Arrival at Qantas Freight Terminal

**1.** Starting a trip
Once all Lodgement IDs are loaded and AWB pieces and weight validated, click 'Start Trip'. Click 'Arrive' once you've arrived at the terminal.
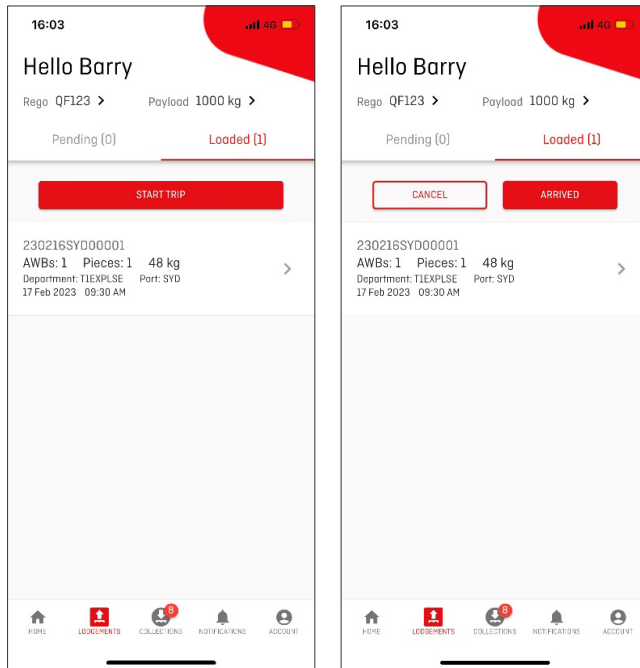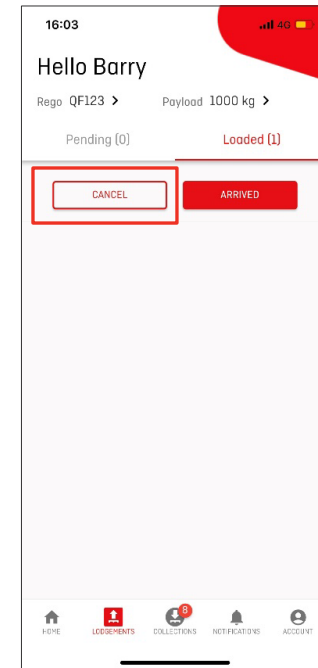
**2.** Arriving at the Dock
A notification of dock assignment will be sent to your app. Show the QR Code to the warehouse operator to commence unloading.

**3.** Cancelling a trip
Click 'Cancel' prior to arrival at the freight terminal. This will remove the Lodgement from the 'Loaded' tab and the job will then be unassigned to you.



A notification will be sent to you once all lodgements have been unloaded.