

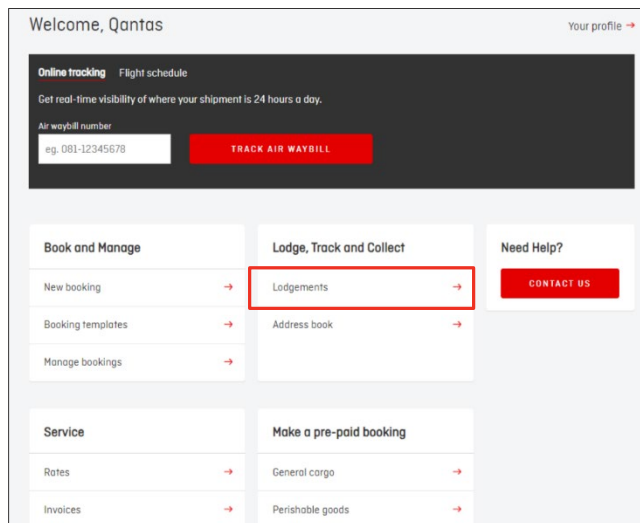
Domestic lodgements

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

- New booking →
- Booking templates →
- Manage bookings →

Lodge, Track and Collect

- Lodgements →**
- Address book →

Need Help?

CONTACT US

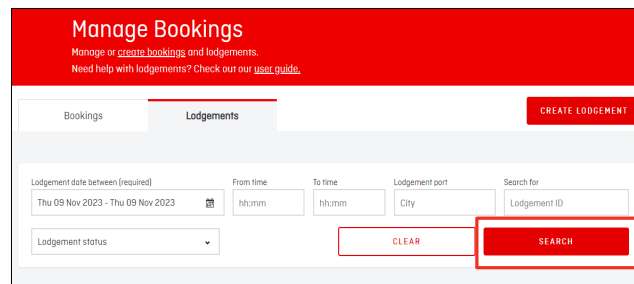
Service

- Rates →
- Invoices →

Make a pre-paid booking

- General cargo →
- 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

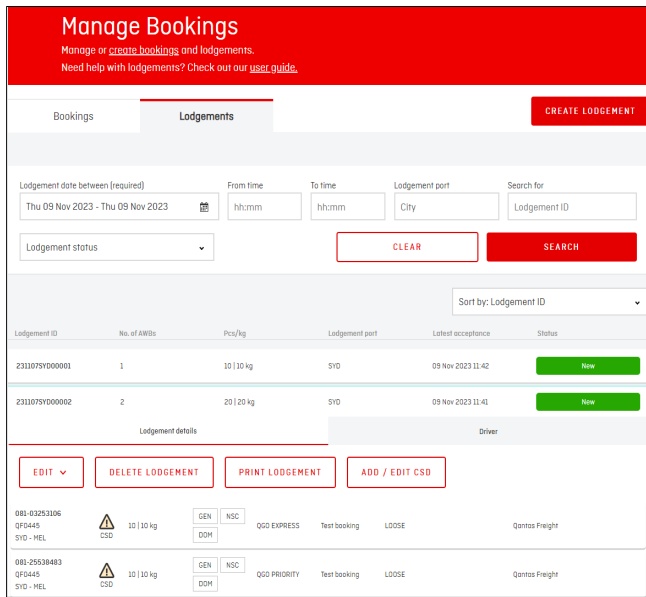
Lodgement status

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

Viewing a lodgement

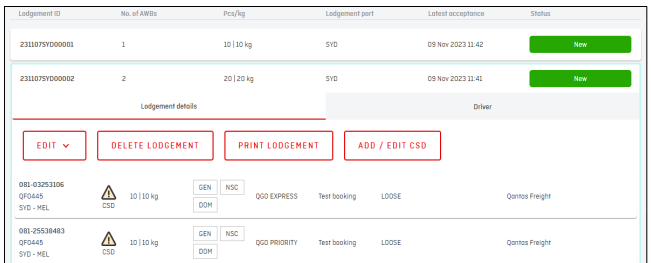
1. List view

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



2. View lodgement details

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



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 header, 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. pcs/kg', 'Commodity', 'Service', 'Description', 'ULD/loose', and 'Booked by'. Two rows are highlighted with red boxes: the first row has an 'Add CSD' button, and the second row has an 'Edit CSD' button. A 'SAVE LODGEMENT' button is at the bottom right.

AWB	PIECES	WEIGHT	From	To	Flight	Est. pcs/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 with the following details:

- Lodgement date between (required):** Thu 09 Nov 2023 - Thu 09 Nov 2023
- From:** City
- To:** City
- Search by:** AWB, description, flight no.
- Service:** (dropdown menu)
- AWBS I CREATED:** (toggle switch)
- Buttons:** CLEAR, SEARCH
- Currently selected:** AWBS 2, PIECES 20, WEIGHT 20 kg
- Table of AWBs:**

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	QGO EXPRESS Test booking	LOOSE	Qantas Freight
<input type="checkbox"/> 081-02253106 Edit CSD	SYD	MEL	QF0445	10 10 kg	GEN	NSC	QGO EXPRESS Test booking	LOOSE	Qantas Freight
<input checked="" type="checkbox"/> 081-25538483 Add CSD	SYD	MEL	QF0445	10 10 kg	GEN	NSC	QGO PRIORITY Test booking	LOOSE	Qantas Freight
<input checked="" type="checkbox"/> 081-02383673 Edit CSD	SYD	MEL	QF0445	10 10 kg	GEN	NSC	QGO EXPRESS Test booking	LOOSE	Qantas Freight
- Buttons:** SAVE LODGEMENT

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.

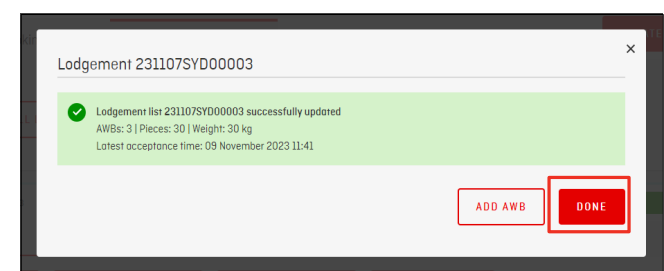
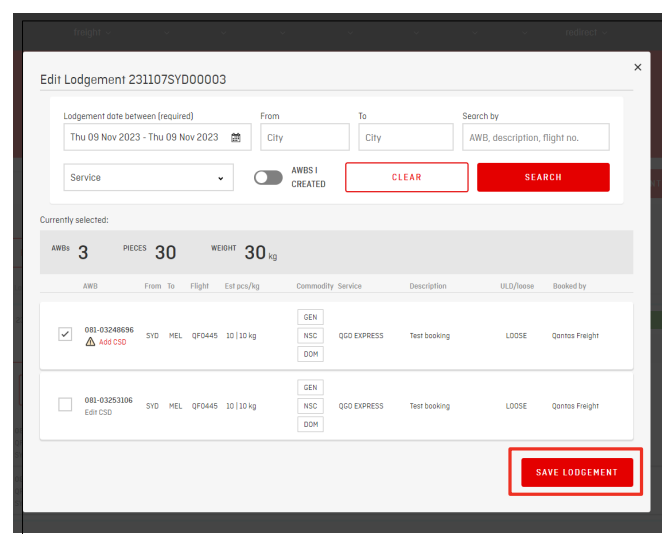
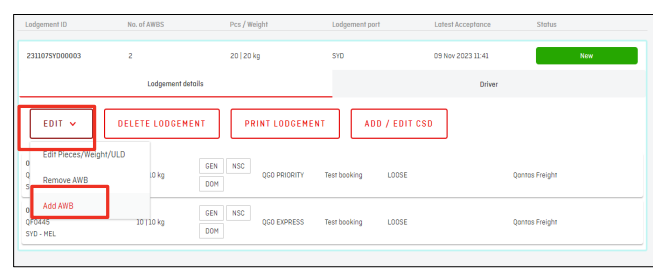
Editing a lodgement

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.

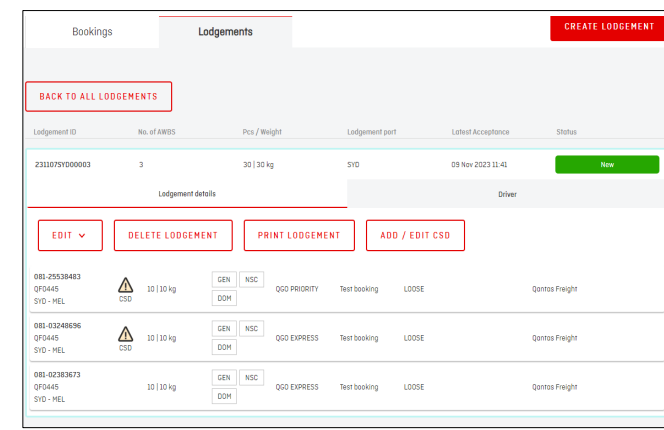
1. From the 'Lodgement details' tab, click 'Edit' then 'Add AWB'.

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'.



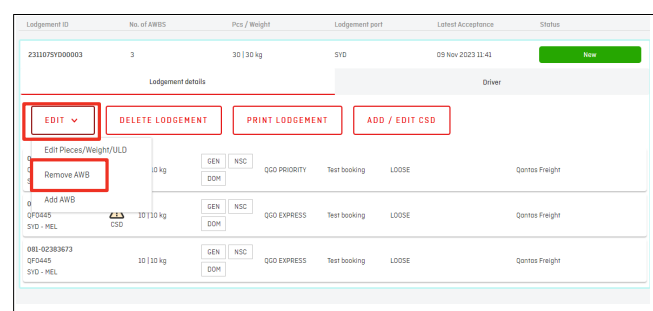
You'll then be taken back to the 'Lodgement details' tab.



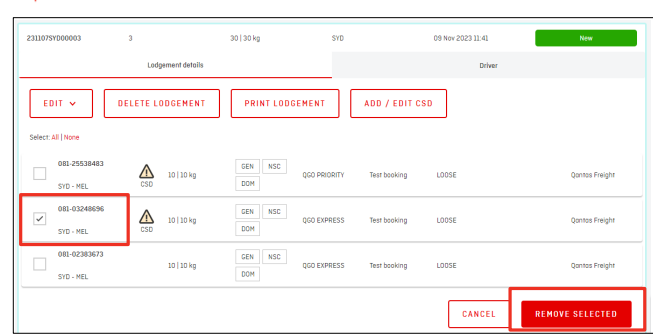
Editing a lodgement

4. Remove AWB

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

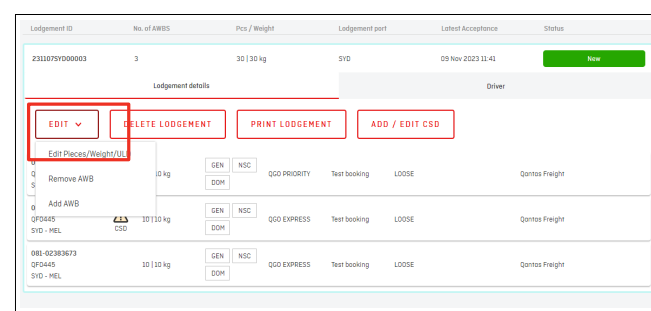


Select the AWBs you'd like to remove, then click 'Remove selected'.

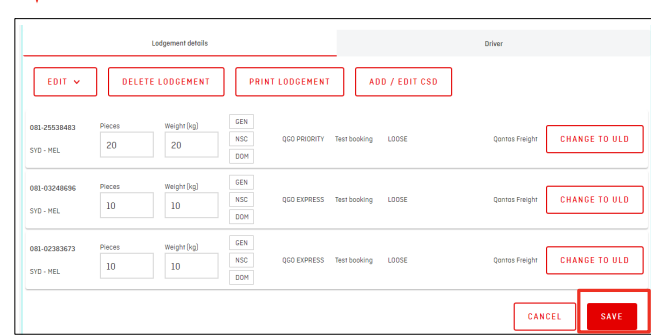


5. Editing pieces, weights and ULDs

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

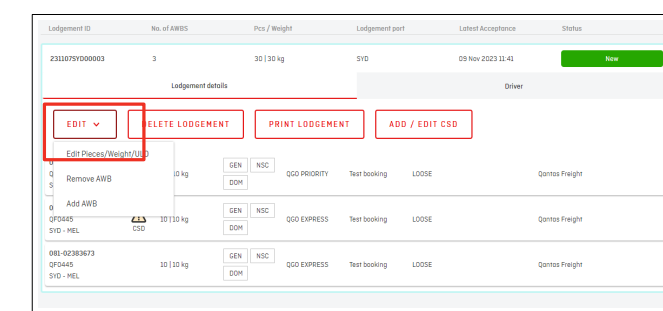


Update pieces, weight and ULD information for an AWB where applicable, then click 'Save'.

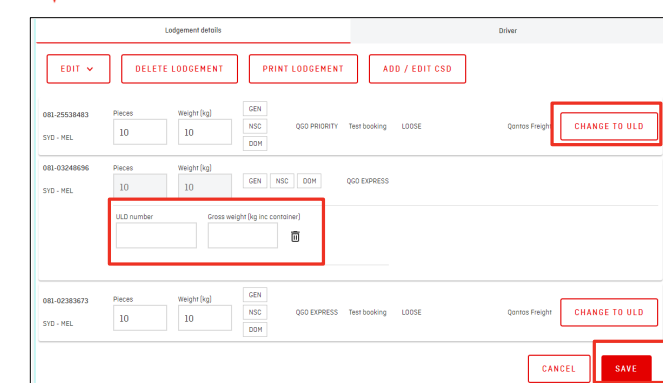


6. Change shipment from 'Loose' to 'ULD'

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'. The 'ADD / EDIT CSD' button is highlighted with a red box. Below the buttons, there is a table of AWBs with columns for AWB number, origin/destination, weight, and various status indicators.

AWB	Origin	Destination	Weight	GEN	NSC	DDM	QGO	EXPRESS	Test booking	LOOSE	Qantas Freight
081-25539483	SYD	MEL	10 10 kg	GEN	NSC	DDM	QGO	PRIORITY	Test booking	LOOSE	Qantas Freight
081-03248696	SYD	MEL	10 10 kg	GEN	NSC	DDM	QGO	EXPRESS	Test booking	LOOSE	Qantas Freight
081-02383673	SYD	MEL	10 10 kg	GEN	NSC	DDM	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. It includes a 'Have you screened/cleared your shipment?' section with radio buttons for 'Shipment has been screened/cleared' and 'Shipment is exempt'. There is also a 'Copy CSD details to all below AWBs.' toggle and a 'Remove CSD from list' link. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

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, displaying detailed screening information. It includes a 'Have you screened/cleared your shipment?' section with radio buttons for 'Shipment has been screened/cleared' (selected) and 'Shipment is exempt'. There is a 'Copy CSD details to all below AWBs.' toggle and a 'Remove CSD from list' link. The 'Issuing authority regulated entity no.' field is filled with 'AU/'. The 'Screening method/s used:' section includes checkboxes for XRY, EDS, FRD, MDE, PHS, PRT, RES, VCK, VPT, and ADH. The 'Issued by' and 'Issued date' fields are also visible. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

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.

081-0248696
SYD - MEL
10 110 kg
GEN
NSC
DDM
QGO EXPRESS Test booking LOOSE Qantas Freight

Have you screened/cleared your shipment?
 Shipment has been screened/cleared
 Shipment is exempt

Issuing authority regulated entity no. - e.g. AU/RA/00000-00
AU/

Screening method/s used:
 XRY EDS FRD MDE PHS PRT
 RES VCK VPT AOM

Issued by: [] Issued date: Tue 07 Nov 2023 Issued time: []

This has been accepted on behalf of Regulated Category Entity Category RA, KC or AD and identifier.
 I declare that this cargo has been examined and received clearance in accordance with Regulation 4.41J of the Aviation Transport Security Regulations 2005.

Copy CSD details to all below AWBs. Remove CSD from list

081-02383673
SYD - MEL
10 110 kg
GEN
NSC
DDM
QGO EXPRESS Test booking LOOSE Qantas Freight

Have you screened/cleared your shipment?
 Shipment has been screened/cleared
 Shipment is exempt

Remove CSD from list

CANCEL SAVE

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.

081-02383673
SYD - MEL
10 110 kg
GEN
NSC
DDM
QGO EXPRESS Test booking LOOSE Qantas Freight

Have you screened/cleared your shipment?
 Shipment has been screened/cleared
 Shipment is exempt

Issuing authority regulated entity no. - e.g. AU/RA/00000-00
AU/

Screening method/s used:
 XRY EDS FRD MDE PHS PRT
 RES VCK VPT AOM

Issued by: Qantas Freight Issued date: Tue 07 Nov 2023 Issued time: 09:00

This has been accepted on behalf of Regulated Category Entity Category RA, KC or AD and identifier.
 I declare that this cargo has been examined and received clearance in accordance with Regulation 4.41J of the Aviation Transport Security Regulations 2005.

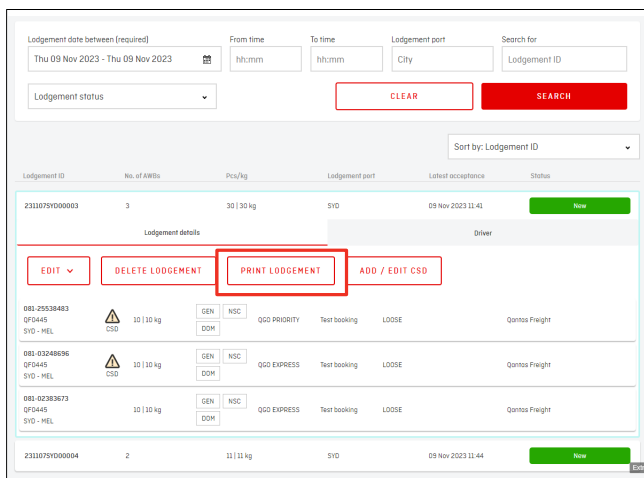
Copy CSD details to all below AWBs. Remove CSD from list

CANCEL SAVE

Completing a lodgement

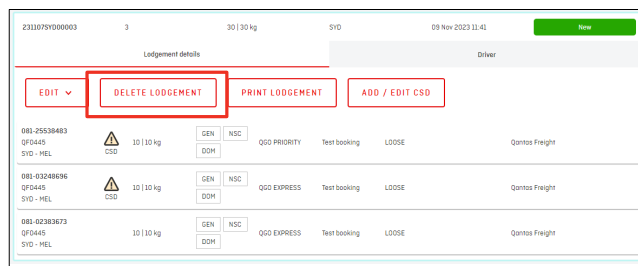
1. Printing a PDF lodgement

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

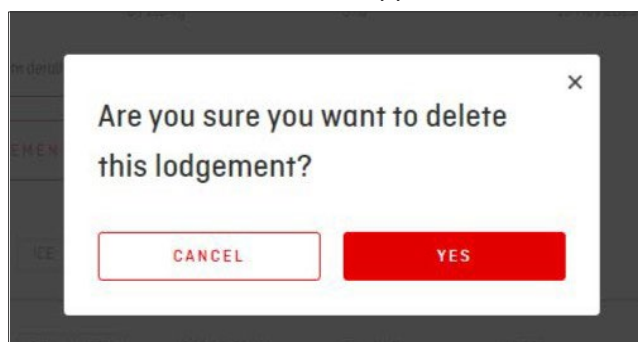


2. Deleting a lodgement

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

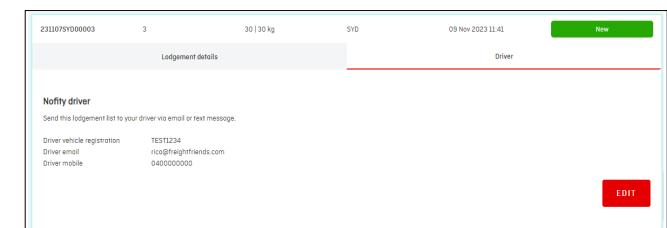
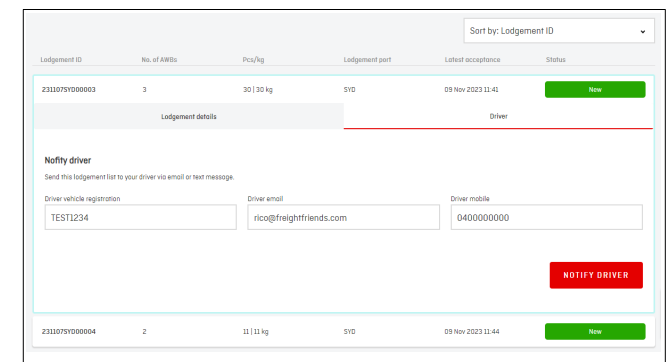


When the confirmation box appears, click 'Yes'.



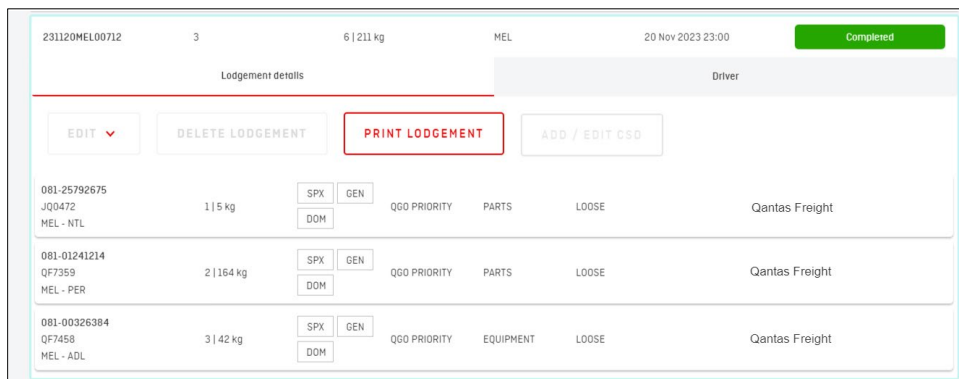
3. Notifying truck drivers by email or SMS

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.

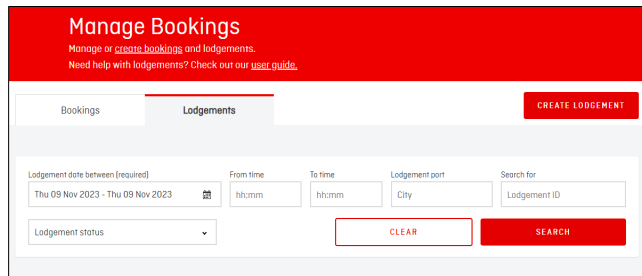


The screenshot displays a web interface for managing lodgements. At the top, there is a header with the following information: 231120MEL00712, 3, 6 | 211 kg, MEL, 20 Nov 2023 23:00, and a green 'Completed' status button. Below the header, there are two tabs: 'Lodgement details' (selected) and 'Driver'. Under the 'Lodgement details' tab, there are four buttons: 'EDIT' (with a dropdown arrow), 'DELETE LODGEMENT', 'PRINT LODGEMENT' (highlighted with a red border), and 'ADD / EDIT CSD'. The main content area shows a table of three lodgements, each with its own set of buttons (SPX, GEN, DOM) and a 'PRINT LODGEMENT' button.

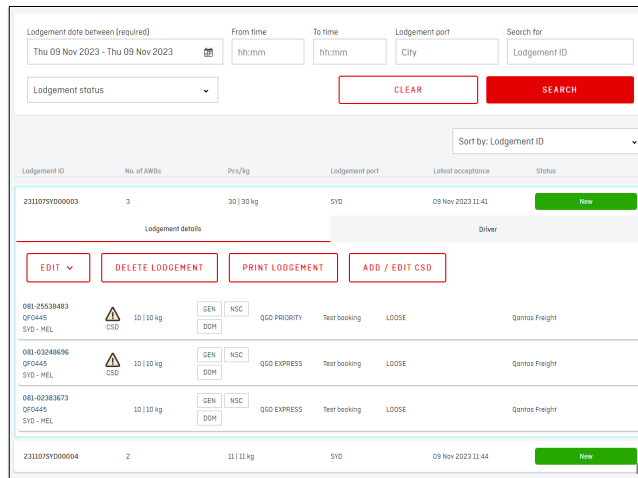
Lodgement details		Driver	
EDIT ▾ DELETE LODGEMENT PRINT LODGEMENT ADD / EDIT CSD			
081-25792675 JQ0472 MEL - NTL	1 5 kg	SPX GEN DOM	QGO PRIORITY PARTS LOOSE Qantas Freight
081-01241214 QF7359 MEL - PER	2 164 kg	SPX GEN DOM	QGO PRIORITY PARTS LOOSE Qantas Freight
081-00326384 QF7458 MEL - ADL	3 42 kg	SPX GEN DOM	QGO PRIORITY EQUIPMENT LOOSE Qantas Freight

Cancelling a booking if associated with a lodgement

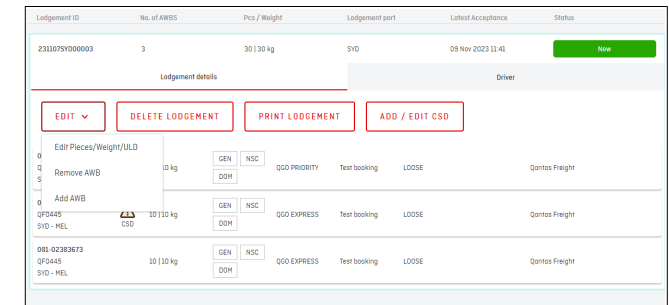
1. Enter the filter information that matches your criteria, and click 'Search'.



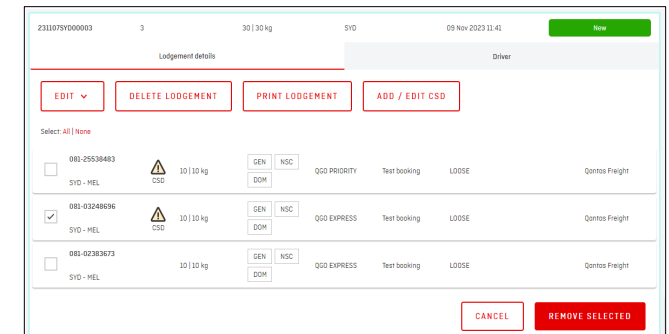
2. List view
Select a lodgement to see the expanded view.



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

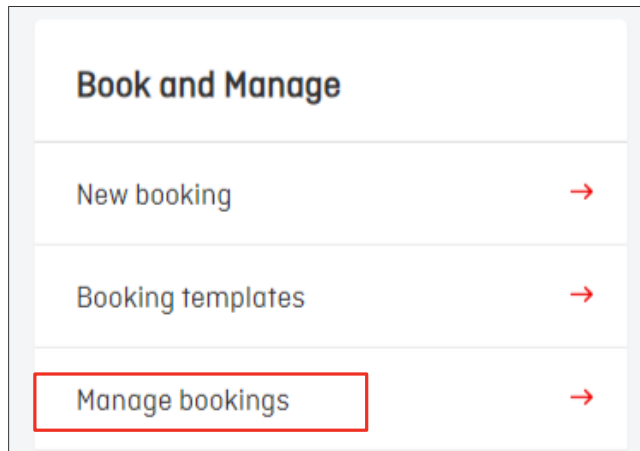


Select the AWBs you'd like to remove, then click 'Remove selected'.

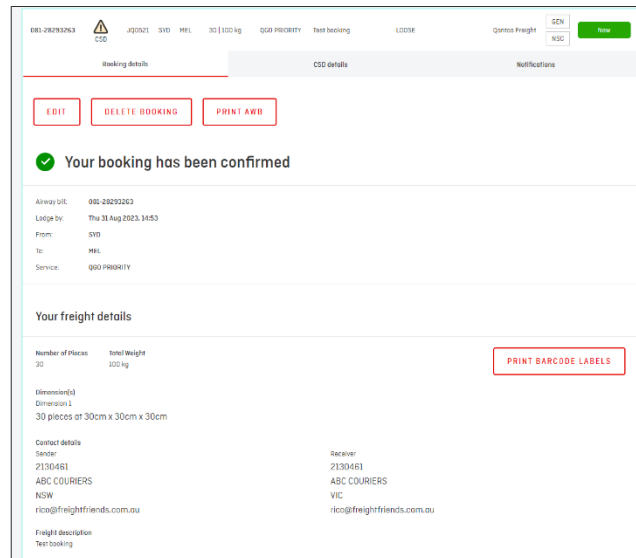


Cancelling a booking if associated with a lodgement

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

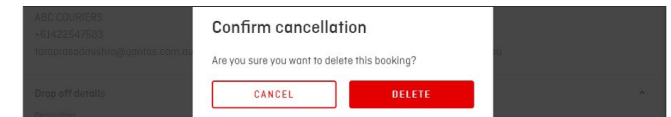


5. Select the AWB you removed from the lodgement to expand the view. Click on the 'Booking details' tab, then click 'Delete booking'.



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.