



# Freight Forwarder Job Booking

## Training Guide

THE NEW LEVEL OF  
DELIVERY SERVICE



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As the freight forwarding industry evolves and the landscape changes, we evolve with it. To ensure that we are offering you the best and most streamlined booking process and service possible we have changed the way online bookings will be entered. The below changes will allow us to integrate with the depots that have introduced new time slot booking technology and ensure this is fast, automated, accurate which will allow us to get on with what we do best... delivering your freight.

We have tried to keep the process as close to what we currently have. A lot of the screens will look familiar however there are now some details that are required as they are mandatory fields required for the automation at the depots.

Please note that if you book over the phone the same process will be followed so you can't avoid these fields by calling. We highly recommend all clients make use of the online facilities we have provided.


### **Our new online booking portal**

You will log into your account the same way you always have.

## CLIENT LOGIN



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Melbourne - VIC 

Company

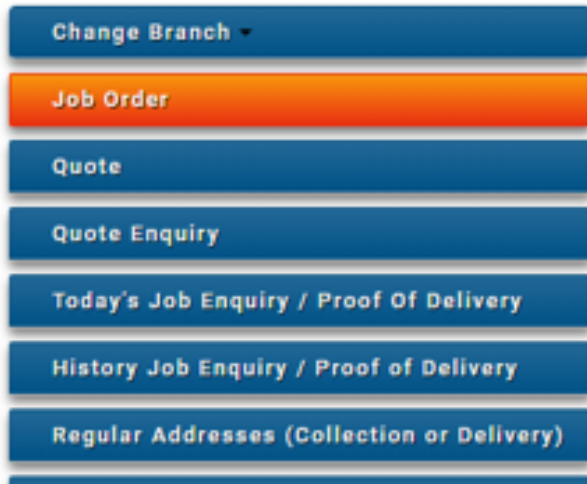
Username

Password

**LOGIN**

By Logging in it is understood that you agree to  
Direct Couriers [Terms and Conditions](#)

Click on job order the same way we would now to book a new job



If you have multiple accounts against your login you will be asked to select the account you would like.

ACCOUNT	NAME
M81733	ABC GENERAL HOUSE ACCOUNT
M81734	ABC FORWARDING ACCOUNT
M81735	ABC FORWARDING TULLAMARINE
M81736	ABC FORWARDING ADHOC
M81737	ABC COLLINGWOOD BRANCH
M81738	ABC FORWARDING PTY LTD

When you have selected the correct account (if you have multiple accounts) or after you press the job order button if you only have the 1 account, you will be presented with the below menu.

You cannot book import jobs on an export screen and vice versa.  
You cannot book sea freight jobs on an airfreight screen and vice versa.

General is for booking for freight that is not an import or export job.  
This will take you to the existing job booking screen. This screen will not have the functionality to allow us to integrate with the depots.

**Choose job type:**

Import-Air

Import-Sea

Export-Air

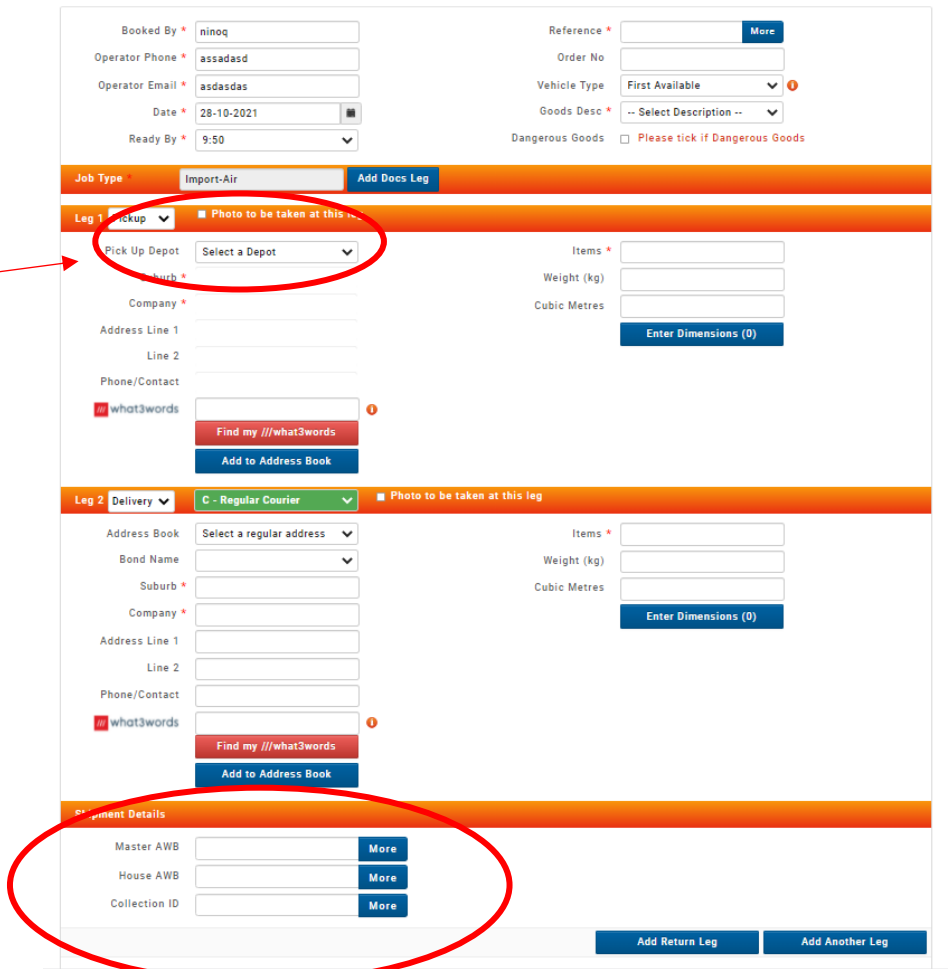
Export-Sea

General

The next screen will look familiar but does have changes. These changes give us access to data that we didn't have previously. This data will allow us to have a seamless integration with third party platforms like Inbound Connect.

**Import-Air**

On an Import job the select depot is on the first leg the client has to select a depot from our list as the depots have a code behind them that triggers the integration. If the depot is not on our list (the code is not needed) you can select "other" and manually type in the address. Selecting the depot address from the drop down box is essential to the system working correctly.



The screenshot shows a booking form with the following sections:

- Booking Details:** Booked By (ninoq), Operator Phone (assadasd), Operator Email (assadasd), Date (28-10-2021), Ready By (9:50), Reference, Order No, Vehicle Type (First Available), Goods Desc, and Dangerous Goods checkbox.
- Job Type:** Import-Air (with an Add Does Leg button).
- Leg 1 (Pickup):** Includes a dropdown for 'Pick Up Depot' (circled in red), a 'Photo to be taken at this leg' checkbox, and fields for Suburb, Company, Address Line 1, Line 2, and Phone/Contact. A 'what3words' search box is also present.
- Leg 2 (Delivery):** Includes a dropdown for 'Address Book' (set to 'Select a regular address'), Bond Name, Suburb, Company, Address Line 1, Line 2, and Phone/Contact. A 'what3words' search box is also present.
- Shipment Details:** A section at the bottom (circled in red) containing fields for Master AWB, House AWB, and Collection ID, each with a 'More' button.
- Footer:** Add Return Leg and Add Another Leg buttons.

**Import Air** – We have now included additional fields to provide the Master AWB, House AWB and the collection ID.

Fields are not mandatory, however these are details that we require to collect freight. Collection ID is for pickups such as Qantas.

**Import-Sea**

On an Import job the select depot is on the first leg. The client has to select a depot from our list as the depots have a code behind them that triggers the integration. If the depot is not on our list (the code is not needed) you can select "other" and manually type in the address. Selecting the depot address from the drop down box is essential to the system working correctly.

The screenshot displays the 'Import-Sea' job configuration interface. At the top, there are fields for 'Booked By', 'Operator Phone', 'Operator Email', 'Date', and 'Ready By'. To the right, there are fields for 'Reference', 'Order No', 'Vehicle Type', 'Goods Desc', and 'Dangerous Goods'. Below this is a 'Job Type' section set to 'Import-Sea'. The form is divided into 'Leg 1' (Pickup) and 'Leg 2' (Delivery). In the 'Leg 1' section, the 'Pick Up Depot' dropdown menu is circled in red, with an arrow pointing to it from the text on the left. Below it are fields for 'Suburb', 'Company', 'Address Line 1', 'Line 2', and 'Phone/Contact'. The 'Leg 2' section includes 'Address Book', 'Bond Name', 'Suburb', 'Company', 'Address Line 1', 'Line 2', and 'Phone/Contact'. At the bottom, the 'Shipment Details' section contains 'Container No' and 'House Bill' fields, both of which are circled in red, with an arrow pointing to them from the text on the left. Buttons for 'Add Return Leg' and 'Add Another Leg' are visible at the bottom right.

**Import SEA** – These fields are mandatory. All LCL shipments require these details and they need to be completed to allow our process to work.

**Export-Air**

On an Export job the select depot is on the second leg. The client has to select a depot from our list as the depots have a code behind them that triggers the integration. If the depot is not on our list (the code is not needed) you can select "other" and manually type in the address. Selecting the depot address from the drop down box is essential to the system working correctly.

**Export Air** – The master AWB is a new field that is not mandatory but helps when lodging the freight. This could become a mandatory field for lodgements at Qantas

**Export-Sea**

On an Export job the select depot is on the second leg. The client has to select a depot from our list as the depots have a code behind them that triggers the integration. If the depot is not on our list (the code is not needed) you can select "other" and manually type in the address. Selecting the depot address from the drop down box is essential to the system working correctly.

Booked By \* ninoq  
Operator Phone \* assadasd  
Operator Email \* asdasdas  
Date \* 28-10-2021  
Ready By \* 9:50

Reference \*  More  
Order No   
Vehicle Type First Available  
Goods Desc \* -- Select Description --  
Dangerous Goods  Please tick if Dangerous Goods

Job Type Export-Sea

Leg 1 Pickup Photo to be taken at this leg Remove Leg

Address Book Select a regular address  
Suburb \*  
Company \*  
Address Line 1  
Line 2  
Phone/Contact  
what3words  
Find my ///what3words  
Add to Address Book

Items \*  
Weight (kg)  
Cubic Metres  
Enter Dimensions (0)

Leg 2 Deliver LCL Seafreight Photo to be taken at this leg

Drop Off Depot Select a Depot  
Suburb \*  
Company \*  
Address Line 1  
Line 2  
Phone/Contact  
what3words  
Find my ///what3words  
Add to Address Book

Items \*  
Weight (kg)  
Cubic Metres  
Enter Dimensions (0)

Equipment Details

Shipper's Reference \*  
Port of Dischg Code \* e.g. NZAKL  
Consolidator \*

Add Return Leg Add Another Leg

**Export Sea** – These fields are Mandatory and required. If you are the consolidator of the container your company name will go in this field. The shippers reference is the number the consolidator will use to identify your shipment.



**General**

The general tab is the normal booking page you would use for all your adhoc work that are not import or export jobs.

Booked By *	<input type="text" value="paul"/>	Reference *	<input type="text"/> <a href="#">More</a>
Operator Phone *	<input type="text" value="+6128437777"/>	Order No	<input type="text"/>
Operator Email *	<input type="text"/>	Vehicle Type	First Available <input type="button" value="i"/>
Date *	<input type="text" value="28-10-2021"/>	Goods Desc *	<input type="text"/>
Ready By *	<input type="text" value="13:50"/>	Dangerous Goods	<input type="checkbox"/> Please tick if Dangerous Goods

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Leg 1	Pickup	Favourite Jobs	<input checked="" type="checkbox"/> Photo to be taken at this leg	Dimensions in	cm	Weight in	kg
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Address Book	1 : DIRECT COURIERS, UNIT	Export O/S Dest.	<input type="text"/>
Suburb *	BANKSMEADOW	Items *	<input type="text"/>
Company *	DIRECT COURIERS	Weight (kg)	<input type="text"/>
Address Line 1	UNIT A1,	Cubic Metres	<input type="text"/>
Line 2	2-8 MCPHERSON STREET	<input type="button" value="Enter Dimensions (0)"/> <input type="button" value="Pallet Transfer Details"/>	
Phone/Contact	<input type="text"/>		
what3words	<input type="text"/>	<input type="button" value="i"/>	
<input type="button" value="Find my ///what3words"/> <input type="button" value="Add to Address Book"/>			

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Leg 2	Delivery	Please select a service	<input type="checkbox"/> Photo to be taken at this leg
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Address Book	Select a regular address	Items *	<input type="text"/>
Bond Name	<input type="text"/>	Weight (kg)	<input type="text"/>
Suburb *	<input type="text"/>	Cubic Metres	<input type="text"/>
Company *	<input type="text"/>	<input type="button" value="Enter Dimensions (0)"/> <input type="button" value="Pallet Transfer Details"/>	
Address Line 1	<input type="text"/>		
Line 2	<input type="text"/>		
Phone/Contact	<input type="text"/>		
what3words	<input type="text"/>	<input type="button" value="i"/>	
<input type="button" value="Find my ///what3words"/> <input type="button" value="Add to Address Book"/>			

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<input type="button" value="Add Return Leg"/>		<input type="button" value="Add Another Leg"/>
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Special Instructions (max 500 chars)	<input type="text" value="MUST GET A SIGNATURE FROM"/>	Characters left: 473
Email and SMS Notifications		<input type="button" value="Save"/>
<input type="text" value="POD - At time of delivery"/> <input type="text" value="Select from drop box or type email/mobile in field below"/>		

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<input type="button" value="Cancel"/>	<input type="button" value="Submit This Job"/>
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**Attach Job Documents –**  
Once you have booked your import or export jobs, you can then select the attach job documents tab to upload your required documents.

Job Number :  
Service :  
Job Price :  
GST :  
Total Charge :

Attach Job Documents

Book Another Import-Air Job

All other features remain the same as the original booking screen. Once the booking is submitted you will get the option to attach docs as you have in the past. Attaching documents is vital to the process and we would really like them to be added at the end of the booking rather than being sent through later.