

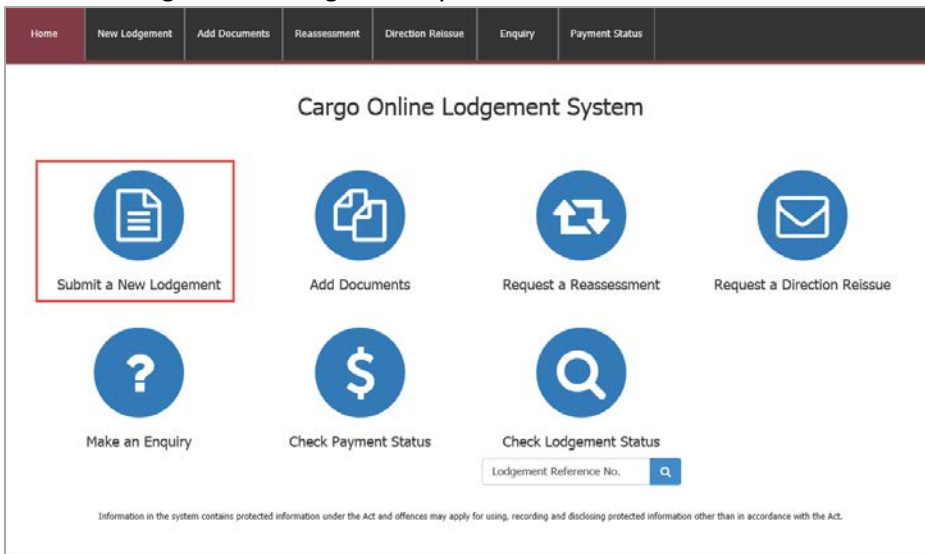
How do I submit a new lodgement?

This task card demonstrates how to submit a new lodgement in the Cargo Online Lodgement System. The new lodgement will include the document/s to accompany your consignment for assessment by the department. The **Submit a New Lodgement** allows you to create a request for the assessment of your import documentation.

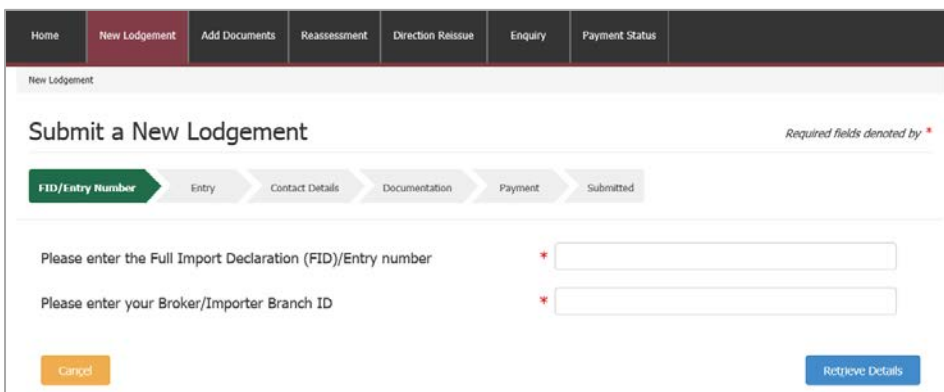
1. New lodgement

1.1 Home page

Go to the Cargo Online Lodgement System



Select **Submit a New Lodgement**



* denotes a mandatory field

Enter your details.

If you already have documents lodged against this entry number and would like to add documents to an existing lodgement use Add documents feature.

Select [Retrieve Details](#)

When you select Retrieve Details the consignment details are automatically retrieved from AIMS and only additional information is required to be entered by you.

1.2 Entry

Here, you can provide the assessing officer additional information that may help with the assessment.

Submit a New Lodgement Required fields denoted by *

FID/Entry Number → **Entry** → Contact Details → Documentation → Payment → Submitted

Entry Details

BICON link:

Import permit number:

Delivery and Unpack Location

Delivery postcode: 3003

Postcode classification: Metropolitan

Approved Arrangement Site Location

Information on [Approved Arrangement Sites](#)

Approved Arrangement Number:

Direction Request

| Direction | Direction/Line/Container | Treatment/Destruction Type | Nominated Site | AA Name | AA Number | Actions |
|--|--------------------------|----------------------------|----------------|---------|-----------|----------------------------------|
| Click the <input type="button" value="+"/> button to add a new direction request | | | | | | <input type="button" value="+"/> |

Information you may add include:

- **BICON link.** This is url reference for the BICON import case relevant to your consignment.
- **Import permit number** if your consignment requires an import permit, record the number in this field
- **Delivery and Unpack Location** is the final destination for the consignment. If it is a rural destination you will be required to provide the Unpack Location details for the consignment.
- **Approved Arrangement Site Location** is a site approved by the department where the goods will be moved to. If you wish to add your Approved Arrangement site enter your AA number. The system will automatically validate the entered number and populate the name and address of the site if validated.
- **Direction Request.** If you choose to request a direction to be applied to your entry you can make the request here. **Note:** if you select a direction other than Release on documents you will be required to enter an **AA number**. Enter "NA" or "Not Applicable" in this field if an approved arrangement is not applicable for the requested direction.

Select

1.3 Contact Details

Submit a New Lodgement Required fields denoted by *

FID/Entry Number → Entry → **Contact Details** → Documentation → Payment → Submitted

Responsible Party

Branch ID: AC99HT

Company name: THE TRUSTEE FOR S Y MACDONALD UNIT TRUST

Contact name: *

Phone number: *

Email address: *

A third party requires assessment status notification

You may select to have a third party notified of the lodgement and subsequent actions for this consignment. If you wish to have a **Third Party Notification** check the box and complete the email field.

Select

* denotes a mandatory field


Enter the contact details for the **Responsible Party**.

If you are using the Responsible Party for future lodgements you can select **Save** and the information will be stored.

1.4 Documentation

Here you attach the required documentation for your consignment.

These are the documents that the import conditions in BICON mandate accompany your consignment.

Select the  to add documents to your lodgement.

You will be presented with a new window.

Select **Choose Files** to browse your file to upload.

Alternatively you may select a number of files and drop them in the file box.

Select **Save** to upload the chosen document(s)

You will be asked to identify the **Document Type**. This is a mandatory field. Select your document type from the dropdown list. Choose **Other** if your document type is not listed.

Documents may not exceed 10.0MB in total

If you have multiple permit numbers to communicate with the department. Add the import permit numbers in the Additional Comments field.

Select the General Declaration box.

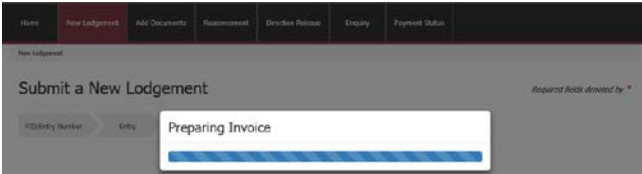
Read the Privacy statement

Select 

1.5 Payment

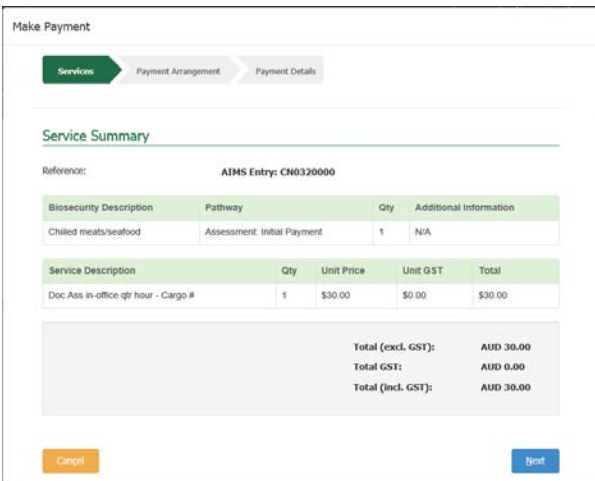
If you are an account client with the department or have credit in your AIMS account you will not see the payment screen. You will proceed directly to the Submission Confirmation screen and your account will be charged.

If you are a non-account client you will need to pay for your assessment with your credit card.



The screenshot shows the 'Submit a New Lodgement' page with a progress bar indicating 'Preparing Invoice' is in progress. The page includes a navigation menu at the top and a 'Required fields denoted by *' note.

Your invoice will be generated



The 'Make Payment' screen displays a 'Service Summary' table with the following data:

| Bioresecurity Description | Pathway | Qty | Additional Information |
|---------------------------|-----------------------------|-----|------------------------|
| Chilled meats/seafood | Assessment: Initial Payment | 1 | N/A |

| Service Description | Qty | Unit Price | Unit GST | Total |
|--------------------------------------|-----|------------|----------|---------|
| Doc Ass in-office qtr hour - Cargo # | 1 | \$30.00 | \$0.00 | \$30.00 |

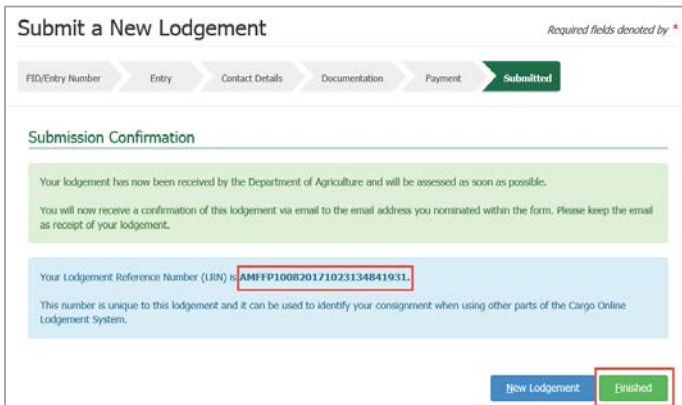
| | |
|--------------------|-----------|
| Total (excl. GST): | AUD 30.00 |
| Total GST: | AUD 0.00 |
| Total (incl. GST): | AUD 30.00 |

Buttons for 'Cancel' and 'Next' are visible at the bottom.

Select **Next** to complete your credit card details and pay for your assessment. Remember to select "Continue" after successfully completing the payment in order to submit your lodgement.

1.6 Submitted

Once your payment has been processed you will receive notification that your lodgement has been submitted.



The 'Submit a New Lodgement' screen shows the 'Submitted' status. The progress bar includes 'Submitted' as the final step. A 'Submission Confirmation' message states: 'Your lodgement has now been received by the Department of Agriculture and will be assessed as soon as possible. You will now receive a confirmation of this lodgement via email to the email address you nominated within the form. Please keep the email as receipt of your lodgement.'

Your Lodgement Reference Number (LRN) is **AMFFP100820171023134841931**. This number is unique to this lodgement and it can be used to identify your consignment when using other parts of the Cargo Online Lodgement System.

Buttons for 'New Lodgement' and 'Finished' are visible at the bottom.

Record your Lodgement Reference Number(LRN) for future reference.

This is your unique number that can be used to identify your consignment when using other parts of the Cargo Online Lodgement System.

If you would like to complete a new lodgement you can select **New Lodgement**. If you are finished select **Finished**.

You will receive an email confirmation. This should be kept as a receipt of your lodgement.

Your documents are now with the department for assessment.