



How do I add additional documents to my lodgement?

This quick reference guide demonstrates how to submit additional documents to a previously submitted lodgement in the Cargo Online Lodgement System. These may be documents requested by the department to complete the document assessment, or additional ones that need to be added after the initial lodgement.

1. Add a document to my lodgement

1.1 Home Page

Go to the Home page of the Cargo Online Lodgement System.

Select **Add Documents**.

The screenshot shows the Cargo Online Lodgement System Home Page. At the top, there is a navigation menu with the following items: Home, New Lodgement, Add Documents, Reassessment, Direction Reissue, Enquiry, and Payment Status. The 'Add Documents' button is highlighted with a red box. Below the navigation menu, there are several icons representing different actions: Submit a New Lodgement, Add Documents (highlighted with a red box), Request a Reassessment, Request a Direction Reissue, Make an Enquiry, Check Payment Status, and Check Lodgement Status. At the bottom, there is a search bar for the Lodgement Reference No.

1.2 Enter your LRN

Enter the 26 digit Lodgement Reference Number (LRN) of your original lodgement.

NOTE: You can copy and paste the LRN from the email notification you received at the time of initial lodgement.

Select **Search**.

The screenshot shows the 'Add Additional Documents' form. The navigation menu at the top has 'Add Documents' highlighted. The form has a progress bar with three steps: Reference (highlighted in green), Documentation, and Submitted. Below the progress bar, there is a text input field for the Lodgement Reference (LRN) of your original lodgement, which is marked as a required field with an asterisk. The input field contains a redacted value 'XXXXXXXXXXXXXXXXXXXXXXXXXXXX'. There are 'Cancel' and 'Search' buttons at the bottom of the form.



1.3 Add additional documents

Select  under **Actions** to add additional documents to your lodgement.

These are the required documents, as mandated by the import conditions in BICON.

Add Additional Documents Required fields denoted by *

Reference
Documentation
Submitted

Please ensure documents do not exceed 20.0 MB in total.

Filename *	Document Type *	Document Reference	Size	Actions
Click the  button to add a new document *				

This action will open a new window.

1.3.1 Add Files

Select **Browse** to locate your file to upload.

Alternatively, select a number of files and drag and drop them into the file box at the top of the window.

Select  to upload your document(s).

NOTE: Documents may not exceed 20.0MB in total.

Add Files

Manufacturer_de...	11.68 kB	Done	×
treatment-certi...	291.83 kB	Done	×

Browse...

Cancel
Save

1.3.2 Document Type

Select the required **Document Type** field(s) from the drop down menu. This is a mandatory field.

Choose 'other' if your document type is not listed.

Documents

Please ensure documents do not exceed 20.0 MB in total.

Filename *	Document Type *	Document Reference	Size	Actions
Manufacturer_declaration.pdf	<input type="text" value="Manufacturer declaration"/>	<input type="text"/>	12.0 kB	 
Phytosanitary Certificate.docx	<input checked="" type="checkbox"/> Manufacturer declaration <input type="checkbox"/> Exporter declaration	<input type="text"/>	114.7 kB	 

1.3.3 Document Reference

Document Reference is any additional information that will help department staff who are interpreting this document.

Repeat for each document as necessary.



1.3.4 Additional Comments

Add any additional information that may help the department in assessing the documentation in the **Additional Comments** field. E.g. If you have multiple import permit numbers relating to the lodgement, add them in the **Additional Comments** field.

Additional Comments

Is there any additional information that may help the department in assessing the documentation?

1000 of 1000 characters remaining

1000 character limit

1.4 Declaration

Select the General Declaration check box to declare that the information provided in this form is true and correct. Read the Privacy statement.

Select Next.

Declaration

General Declaration * By selecting the checkbox you declare that the information provided in this form is true and correct .
Providing false or misleading statements, information or documents to the Commonwealth, or to any other person in purported compliance with the law of the Commonwealth, is a serious offence under the Criminal Code Act 1995 (Cth) and is punishable by up to 12 months imprisonment.
Information in the system contains protected information under the Act and offences may apply for using, recording and disclosing protected information other than in accordance with the Act.

Privacy Statement 'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the Biosecurity Act 2015 is also 'protected information' under the Biosecurity Act. More...

Cancel Previous Next

1.5 Submitted

You will receive confirmation that your lodgement has been submitted. Record your **Lodgement Reference Number(LRN)** for future reference.

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

Select Finished.

Add Additional Documents

Required fields denoted by *

Reference
Documentation
Submitted

Submission Confirmation

Your lodgement has now been received by the Department of Agriculture, Water and the Environment 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 AC9FYR93A20210722075930104.

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.

Finished

NOTE: You will receive an email confirmation from DoNotReply@agriculture.gov.au. This should be kept as a receipt of your lodgement.

Your documents are now with the department for assessment.