



How do I submit a new lodgement?

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

1. New lodgement

1.1 Home page

Go to the Cargo Online Lodgement System home page.

Select **Submit a New Lodgement**.

The screenshot shows the Cargo Online Lodgement System home page. At the top left is the Australian Government logo and name. At the top right is the system name 'Cargo Online Lodgement System'. Below this is a navigation menu with buttons for Home, New Lodgement, Add Documents, Reassessment, Direction Reissue, Enquiry, and Payment Status. The 'New Lodgement' button is highlighted with a red box. Below the navigation menu is a grid of seven circular icons representing different actions: Submit a New Lodgement (document icon), Add Documents (stack of papers icon), Request a Reassessment (refresh icon), Request a Direction Reissue (envelope icon), Make an Enquiry (question mark icon), Check Payment Status (dollar sign icon), and Check Lodgement Status (magnifying glass icon). Below the icons is a search bar labeled 'Lodgement Reference No.' with a search icon. At the bottom, there is a small disclaimer: '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.'

1.2 FID/Entry number

Enter your Full Import Declaration (FID)/ Entry number details along with your Broker/ Importer Branch ID.

Select **Retrieve Details**.

The screenshot shows the 'Submit a New Lodgement' form. At the top right, it says 'Required fields denoted by *'. Below this is a progress bar with steps: FID/Entry Number (highlighted with a red box), Entry, Contact Details, Documentation, Payment, and Submitted. The form contains two mandatory fields: 'Please enter the Full Import Declaration (FID)/Entry number' with a red box around the input field containing 'AC9FYR3LW', and 'Please enter your Broker/Importer Branch ID' with a red box around the input field containing 'AC44RT'. There is a 'Cancel' button on the left and a 'Retrieve Details' button on the right, which is highlighted with a red box.

NOTE: * denotes a mandatory field. When you select **Retrieve Details** the consignment details are automatically retrieved from AIMS and only additional information is required to be entered by you.


TIP: If you already have documents lodged against this entry number and would like to add further documents to an existing lodgement, select **Add Documents** from the home page. For further information, please refer to the quick reference guide: **How do I add additional documents to my lodgement?**




1.3 Entry

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

Information you may add includes:

- **BICON link:** The 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:** 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:** The site approved by the department, where the goods will be moved to. If you wish to add your Approved Arrangement (AA) site, enter your AA number and select . The system will automatically validate the entered number and will populate the name and address of the site, if validated.

- **Direction Request:** To request a direction to be applied to your entry, select  under **Actions**, then select your request from the drop down menu.

Note: If you select a direction request other than **Release on documents**, you will be required to enter an **AA number**. Enter "Not applicable" or "NA" in this field, if it is not applicable for the requested direction.

- **Lodgement Date:** (For sea freight only.) This field will only appear if your lodgement is being made less than two business days from the estimated date of arrival. Select one of the following reasons from the drop down menu.

Awaiting documentation from importer/supplier/manufacturer/treatment provider
 Awaiting importer payment
 Awaiting shipping details
 COLS error preventing timely lodgement
 Messaging delays in ICS/Delay in required information from ICS
 Voyage from the last overseas port is less than 96 hours
 Other

- Some options will require you to provide additional information in a free text field.

Select [Next](#).

Submit a New Lodgement Required fields denoted by *

FID/Entry Number
Entry
Contact Details
Documentation
Payment
Submitted

Entry Details

BICON link



Import permit number

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  button to add a new direction request						

Lodgement Date

This lodgement is being made less than two business days from the estimated date of arrival, please select one of the reason options below

Reason * Other

Provide Details * Provide details here

Delivery and Unpack Location

Delivery postcode **2212**

Postcode classification **Metropolitan**

Cancel
Previous
Next



1.4 Contact details

Enter the contact details for the responsible party.

NOTE: The department may contact you using the phone number provided here, in the instance the assessment does not align with your expected outcome.

If you are using the responsible party details for future lodgements, select Save and the information will be saved to your browser, to load again when making future lodgements.

If a third party requires assessment status notification, select the **Third Party Notification** check box and complete the email field.

Select .

Submit a New Lodgement Required fields denoted by *

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

Responsible Party

Branch ID: AC44RT

Company name: DHL GLOBAL FORWARDING (AUSTRALIA) PTY LTD

Contact name: * John Citizen

Phone number: * 0400000000

Email address: * JohnCitizen@email.com

Third Party Notification

A third party requires assessment status notification

Third party email: * Third.Party@email.com.au

We may contact you using the phone number you provide here, in the instance the assessment does not align with your expected outcome.

1.5 Documentation

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

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

Submit a New Lodgement Required fields denoted by *

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

Documents

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.

1.5.1 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 **Save** to upload your document(s).

NOTE: Documents may not exceed 20.0MB in total.

Select the required document type(s) from the drop down menu.

Documents

Please ensure documents do not exceed 20.0 MB in total.

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

1.5.2 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 here.

Additional Comments

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

1000 of 1000 characters remaining

1000 character limit

1.6 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**



1.7 Account clients

If you are an account client with the department and have credit in your AIMS account, or you have pre-paid against your entry through the Integrated Cargo System (ICS), you will not see the payment screen. Your account will be charged and you will be taken straight to the 'Submitted' screen.

1.7.1 Submitted

Once your payment has been processed, 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.

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

Submit a New Lodgement Required fields denoted by *

FID/Entry Number Entry Contact Details Documentation Payment **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 **AC9FYR3LW20210714091852600**.
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.

New Lodgement **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.

1.7.2 Account clients with insufficient credit

NOTE: If you are an account client with the department and you **do not** have enough credit in your AIMS account,, you will be taken to the payment screen.

1.7.3 Payment arrangement

Select **Yes**, enter your account number, then select **Continue to Payment**.

Make Payment

New Lodgement

Cargo Online Lodgement System - Payment Required fields denoted by *

Services **Payment Arrangement** Payment Details

Pre-Payment Arrangement

People who make frequent payments to the department, such as agents and brokers, may have an account number. The account number is located on your tax invoice or statement of account.

Do you have an Account Number? * **Yes** No

It is anticipated that account clients will pay for this transaction. If you would like this transaction to be recorded on your payment history please provide us with your account number.

Please enter your Account Number *

Cancel **Continue to Payment**



1.7.4 Payment details

You will need to pay for your assessment with your credit card.

Enter the card holder name, card number, expiry date and security code details.

Select **Pay Now**.

Make Payment

New Lodgement

Cargo Online Lodgement System - Payment Required fields denoted by *

Services
Payment Arrangement
Payment Details

i By clicking Pay Now you accept the [Privacy Statement](#) and [Terms and Conditions](#) of payment. This transaction will appear on your card statement under the name of "Dept of Agriculture".

You are paying an amount of \$30.00

Cardholder Name

Card Number

Expiry Date

Security Code

Pay Now

Cancel
Continue

Once you have received your payment confirmation, including your payment reference number, select **Continue**.

NOTE: You must select **Continue** to finalise this transaction.

Make Payment

New Lodgement

Cargo Online Lodgement System - Payment Required fields denoted by *

Services
Payment Arrangement
Payment Details

Please note: you must click the 'continue' button to finalise this transaction.

Payment Confirmation

Transaction Date	14 Jul 2021 09:18:09 AEST
Transaction Reference	20467391
Payment Reference Number	10001652696
Payment Amount	30.00
Credit Card Type	MasterCard

Cancel
Continue

Once your payment has been processed, you will receive confirmation that your lodgement has been submitted. Refer to section **1.8.1** on this quick reference guide for more details.



1.8 Non-account clients

1.8.1 Payment arrangement

If you are a non-account client, select No then select [Continue to Payment](#).

Make Payment

New Lodgement

Cargo Online Lodgement System - Payment Required fields denoted by *

Services **Payment Arrangement** Payment Details

Pre-Payment Arrangement

People who make frequent payments to the department, such as agents and brokers, may have an account number. The account number is located on your tax invoice or statement of account.

Do you have an Account Number? * Yes No

[Cancel](#) [Continue to Payment](#)

1.8.2 Payment details

You will need to pay for your assessment with your credit card.

Enter the card holder name, card number, expiry date and security code details.

Select [Pay Now](#).

Make Payment

New Lodgement

Cargo Online Lodgement System - Payment Required fields denoted by *

Services Payment Arrangement **Payment Details**

i By clicking Pay Now you accept the [Privacy Statement](#) and [Terms and Conditions](#) of payment. This transaction will appear on your card statement under the name of "Dept of Agriculture".

You are paying an amount of \$30.00

Cardholder Name

Card Number

Expiry Date Month Year

Security Code

[Pay Now](#)

[Cancel](#) [Continue](#)

Once you have received your payment confirmation, including your payment reference number, select [Continue](#).



NOTE: You must select [Continue](#) to finalise this transaction.

Make Payment

New Lodgement

Cargo Online Lodgement System - Payment

*Required fields denoted by **

Services Payment Arrangement **Payment Details**

Please note: you must click the 'continue' button to finalise this transaction.

Payment Confirmation

Transaction Date	14 Jul 2021 09:18:09 AEST
Transaction Reference	20467391
Payment Reference Number	10001652696
Payment Amount	30.00
Credit Card Type	MasterCard

[Cancel](#)
[Continue](#)

1.8.3 Submitted

Once your payment has been processed, 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.

If you would like to complete a new lodgement, select [New Lodgement](#). If you are finished, select [Finished](#).

Submit a New Lodgement

*Required fields denoted by **

FID/Entry Number Entry Contact Details Documentation Payment **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 **AC9FYR3LW20210714091852600**.

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.

[New Lodgement](#)
[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.