



How do I Submit a New Lodgement for Returning Australian Defence Force (ADF) Cargo?

This task card demonstrates how to submit a new lodgement for returning military – Australian Defence Force (ADF) cargo via the Cargo Online Lodgement System (COLS). The new lodgement will include the document/s required to accompany your consignment for assessment by the department. This process allows you to create a request for assessment of your import documentation.

Submitting a New Lodgement

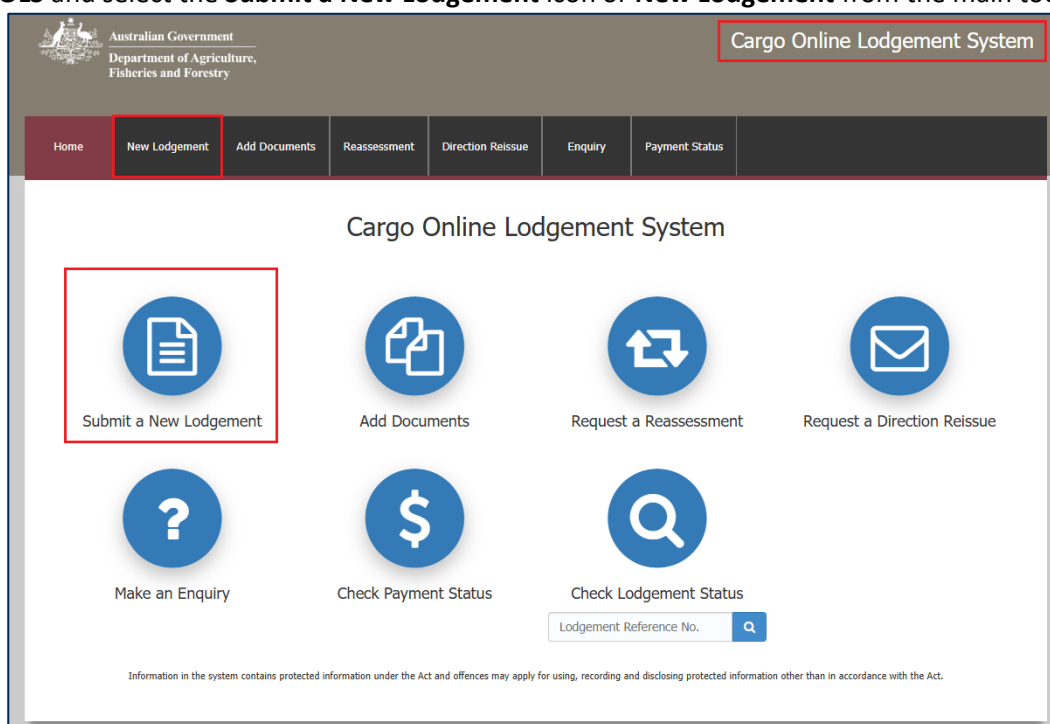
TIP: If you already have documents lodged and would like to add further documents to an existing lodgement, you can do so by following the add documents pathway found via the COLS home page. Refer to the task card: How do I add additional documents to my lodgement, for further guidance.

NOTE: This task card is relevant for those whose type of consignment is for Returning Military – Australian Defence Force (ADF) cargo.

If your type of consignment is for either of the below options, refer to the relevant task cards:

- *Commercial Goods – Full Import Declaration (FID)/Entry Number*
 - *Task Card: How do I submit a new lodgement for commercial goods*
- *Transshipment of Ship or Aircraft Stores*
 - *Task Card: How do I submit a new lodgement for the transshipment of ship or aircraft stores*
- *Temporary Importation - Carnet*
 - *Task Card: How do I submit a new lodgement for temporary importation – carnet*
- *Unaccompanied Personal Effects (UPE).*
- *Task Card: How do I submit a new lodgement for unaccompanied personal effects (UPE).*

Go to **COLS** and select the **Submit a New Lodgement** icon or **New Lodgement** from the main toolbar.





Declaration Screen

In this section you will need to determine the declaration type by specifying what type of consignment is being imported.

Select **Military Cargo** by selecting the wording or the radio button.

Select **Returning Military - Australian Defence Force (ADF) Cargo** by selecting the wording or the radio button.

*NOTE: The **Other Military Cargo - Full Import Declaration (FID)** radio button is for all foreign military consignments and those who have an entry number supplied by ICS and will follow the Commercial Goods - Full Import Declaration (FID) pathway.*

Select **Next**.

Submit a New Lodgement

Required fields denoted by *

Declaration

Search

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

Declaration Type

What type of consignment is being imported? Please select one *

☐ Commercial Goods - Full Import Declaration (FID)/Entry number

☐ Temporary Importation - Carnet

☐ Transhipment of Ship or Aircraft Stores

☐ Unaccompanied Personal Effects (UPE)

☒ Military Cargo

☒ Returning Military - Australian Defence Force (ADF) Cargo

☐ Other Military Cargo - Full Import Declaration (FID)

Cancel

Next

Cargo Screen

In this section you will need to specify the freight mode – **Air Freight** or **Sea Freight**.

*NOTE: Below is the section that is presented when selecting **Air Freight**. Refer to the next page of this task card for sea freight selection.*

You must fill out the mandatory fields: **Flight number/Call sign**, **Arrival date**, **Loading Port**, **First Arrival Portal** and the **Destination Port date**.

Select **Next**.



Declaration

Search

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

Carrier Information

Please indicate if your consignment is coming by Air or Sea

Freight mode ☒ Air Freight ☐ Sea Freight

Airline Details

Please enter the consignment details. This information should have been provided by the carrier.

Flight number/Call sign * Airforce

Arrival Details

Please indicate where the consignment is coming from?

Arrival date *	DD/MM/YYYY	Country of origin	Australia
Loading Port *		Loading Country	Select Loading Country
First Arrival Port *		Discharge Port	
Destination Port *			

Cancel

Previous

Next

NOTE: Below is the section that is presented when selecting Sea Freight.

You must fill out the mandatory fields: **Vessel name/IMO**, **Arrival date**, **Loading Port**, **First Arrival Portal** and the **Destination Port date**.

Select **Next**.

Declaration

Search

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

Carrier Information

Please indicate if your consignment is coming by Air or Sea

Freight mode ☐ Air Freight ☒ Sea Freight

Vessel Details

Please enter the consignment details. This information should have been provided by the carrier.

Vessel name/IMO * Container number

Arrival Details

Please indicate where the consignment is coming from?

Arrival date *	DD/MM/YYYY	Country of origin	Australia
Loading Port *		Loading Country	Select Loading Country
First Arrival Port *		Discharge Port	
Destination Port *			

Cancel

Previous

Next



Entry Screen

This section allows you to provide any additional information that may help the assessing officer with the assessment.

Information you may add include:

- **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.
- **Inspection Location:** Your consignment may need to be inspected before it can be cleared. Inspections are performed at an authorised location. Your carrier should have notified you where the consignment will or has been sent once it reaches Australia. Use the approved arrangement link provided to get the arrangement ID for the location to enter it. If you wish to, enter your AA number and select the **magnifying glass icon** to search. The system will automatically validate the entered number and will populate the name and address of the site, if validated.
- **Delivery / Unpack Details:** This 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.
- **Direction Request:** To request a direction to be applied, select the **+ icon** within the **Actions** column, then select your required direction from the drop-down menu and complete the other fields as required.
TIP: If an AA Number is not applicable for the requested direction, enter N/A into the field.
- **Additional Information:** If the inspection location is not a first point of entry for the goods being imported, e.g. RAAF Tindal, have you applied for permission from the department to land the goods at the location? This is a radio button and free text field that can be completed to assist with your assessment.
- Select **Next**.

Declaration

Search

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

BICON Declaration

Are you bringing the goods for Permit? If yes, enter Import permit number

BICON link

Import permit number

Inspection Location

Your consignment may need to be inspected before it can be cleared. Inspections are performed at an authorised location. Your carrier should have notified you where the consignment will or has been sent once it reaches Australia. Please enter below the Inspection location or Arrangement ID.

Inspection location/Arrangement ID

Q

Delivery / Unpack Details

Delivery postcode

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						+

Additional Information

If the inspection location is not a first point of entry for the goods being imported, e.g. RAAF Tindal, have you applied for permission from the department to land the goods at the location? ☐ Yes ☒ No

Additional information/comments - If required describe any additional information about the goods, how they will be moved, inspection requirements or people in charge of goods.

500 characters limit

Cancel

Previous

Next



Contact Details Screen

This section allows you to provide contact details for the person in charge of the goods, aircraft or vessel and details for the person submitting the documentation. The Department may need to contact you to obtain additional information or in the instance the assessment does not align with your expected outcome.

Enter the contact details for the **Military Force Information**.

- Mandatory fields: Unit

Enter the contact details for the **Person in charge of goods, aircraft or vessel**.

- Mandatory fields: Name, Phone number (incl country and area code) and email address

Enter the contact details for the **Person submitting documentation**.

- Mandatory fields: Name, Unit, Phone number (incl country and area code) and email address

TIP: If you are using the same details for future lodgements, select the save button at the top, and the information will be saved to your browser to load when making future lodgements.

Select **Next**.

Declaration

Search

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

Military Force Information

Load

Save

Branch of Armed Forces

Unit

*

Importer Code

Operation/exercise name

Person in charge of goods, aircraft or vessel

Rank/Title

Name

*

Position

Phone (incl country and area code)

*

Email address

*

Person submitting documentation

Rank/Title

Name

*

Military Force

Branch of Armed Forces

Unit

*

Phone (incl country and area code)

*

Email address

*

Cancel

Previous

Next



Documentation Screen

Military Cargo Information

This section allows you to provide information regarding your **Military Cargo**.

You must select **Type of cargo** out the mandatory fields: **Military cargo**, **Military vehicles/machinery** and **Explosive ordnance**. You can select multiple options bases on your consignment.

Other Information you may add include:

- Goods description to include quantity and type, not required if a cargo manifest or EDL is being provided
- Packaging
- Cargo Identifying Marks

Military Cargo Information

Type of cargo * ☐ Military cargo ☐ Military vehicles/machinery ☐ Explosive ordnance

Goods description to include quantity and type, not required if a cargo manifest or EDL is being provided

Packaging

Cargo Identifying Marks

Documents

This section allows you to upload documents required for your lodgement.

Select the **+** icon within the actions column to add documents to your lodgement.

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

TIP: You can upload as many files as required if the documents do not exceed 20MB in total.

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 *				+

- COLS supports the drag and drop feature meaning you can drag a file from your computer and drop it into the **Add Files** section.
- Alternatively, you can select the **Choose Files** option within the Add Files section to select a file to download.

Select **Save**.

Add Files

Choose Files No file chosen

Cancel

Save



Once your document is added, it will display in the documents section.

Select a **Document Type** from the drop down (choose 'other' if your document type is not listed). If you wish to, you can add any additional information in the **Document Reference** field against each document that will help department staff when interpreting the document.

If you would like to remove a document you have just uploaded, select the **bin** icon within the action's column against that document.

Documents

Please ensure documents do not exceed 20.0 MB in total.

Filename *	Document Type *	Document Reference	Size	Actions
Test upload .jpg .jpg			68.2 kB	+ bin

Additional Comments

You can provide any **Additional Comments** related to your lodgement that may help the department in assessing the documentation.

Additional Comments

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

500 of 500 characters remaining

1000 character limit

Declaration

The general declaration checkbox will need to be ticked to proceed, if you agree to the declaration, select the **General Declaration checkbox** to proceed. If you do not agree, you cannot continue.

Select **Submit**.

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.

The collection of 'protected information' including personal and sensitive information by the Department of Agriculture, Fisheries and Forestry in relation to this form is being collected under the Biosecurity Act 2015 for the purposes of assessing whether the consignment meets the import conditions and related purposes. If the relevant personal information requested in this form is not provided by you, you may be in contravention of your import conditions. Information collected by the department will only be used or disclosed as authorised under the Biosecurity Act 2015.

The personal information requested on this form may be disclosed to other Australian agencies including the Australian Border Force, and other persons or organisation where necessary for the above purposes.

It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act 2015.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

Less...

Cancel

Previous

Submit



Submitted Screen

You will be presented with a submission confirmation screen confirming the submission of your lodgement.

You will be provided with your **Lodgement Reference Number (LRN)**. This number is a unique number that identifies your lodgement when using other parts of COLS.

TIP: Please quote your LRN during your communications with the department.

An email confirming the lodgement has been received will be sent to the email you specified at the time of creating your lodgement.

- If you wish to complete another new lodgement, select **New Lodgement** and repeat the above steps.
- Alternatively, selecting **Finished** will take you back to the COLS home screen.

Submit a New Lodgement

Required fields denoted by *

Declaration

Informal

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

Submission Confirmation

Your lodgement has now been received by the Department of Agriculture, Fisheries and Forestry 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 XXXXXXXXXXXXXXXXXXXX.

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