



How do I Submit a New Lodgement for Commercial Goods?

This task card demonstrates how to submit a new lodgement for commercial goods 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

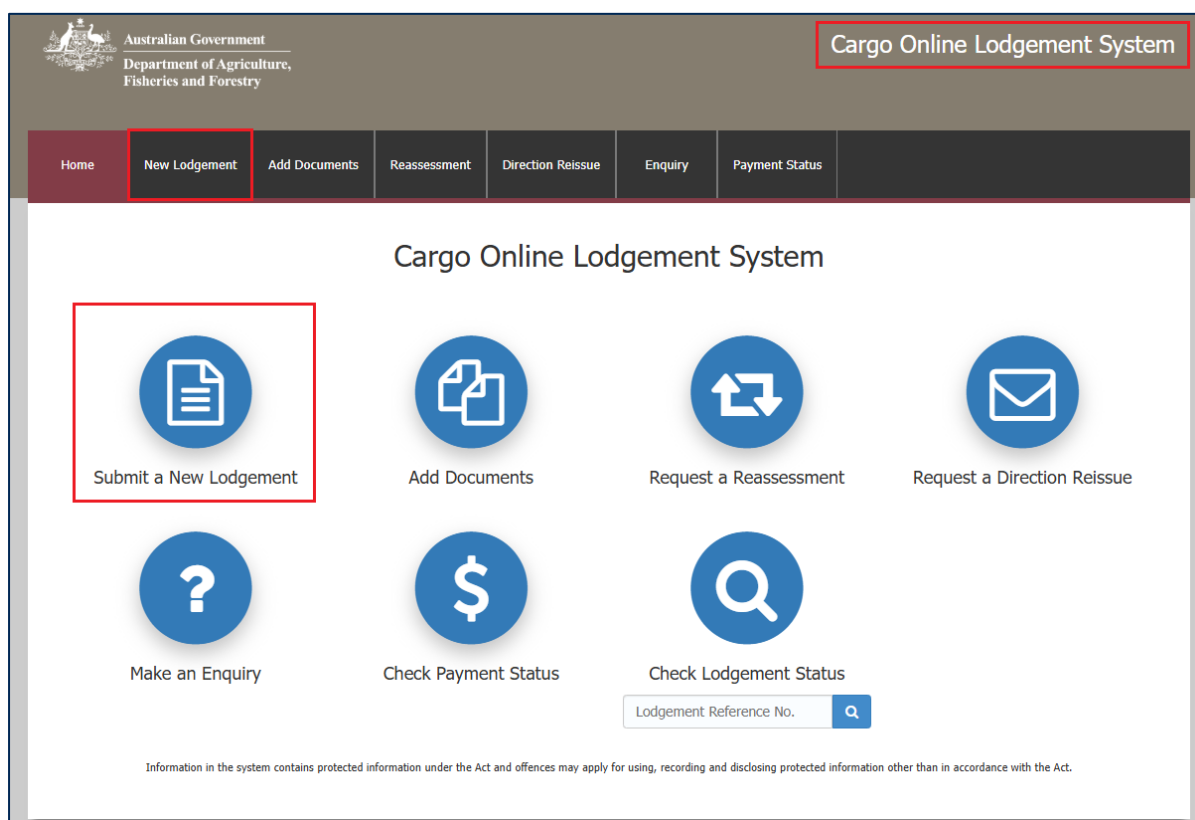
TIP: If you already have documents lodged against an entry number and would like to add further documents to an existing lodgement, you can do so by following the add documents pathway found via the COLS home page. Refer to the task card: How do I add additional documents to my lodgement, for further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

NOTE: This task card is relevant for those whose type of consignment is for Commercial Goods and will be providing a Full Import Declaration (FID)/Entry number.

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

- *Temporary Importation – Carnet*
 - *Task Card: How do I submit a new lodgement for temporary importation - carnet*
- *Transshipment of Ship or Aircraft Stores*
 - *Task Card: How do I submit a new lodgement for the transshipment of ship or aircraft stores*

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 **Commercial Goods - Full Import Declaration (FID)/Entry number** by selecting the wording or the radio button.

Select **Next**.

Submit a New Lodgement

Required fields denoted by *

Declaration

Informal

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

Cancel

Next

FID Screen

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

Select **Retrieve Details**.

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

Submit a New Lodgement

Required fields denoted by *

Declaration

Informal

Cargo

FID

Entry

Contact Details

Documentation

Payment

Submitted

Please enter the Full Import Declaration (FID)/Entry number *

Please enter your Broker/Importer Branch ID *

Cancel

Previous

Retrieve Details



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.
- **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 is 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 **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.
- **Direction Request:** To request a direction to be applied to your entry, select the **+ icon** under the **Actions** column, then select your required direction from the drop-down menu and complete the other fields as required.

NOTE: The AA Number field becomes mandatory when a direction other than release on documents is selected.

TIP: If an AA Number is not applicable for the requested direction, enter N/A into the field.

- **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.

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



Submit a New Lodgement

Required fields denoted by *

Declaration Informal Cargo FID **Entry** Contact Details Documentation Payment Submitted

Entry Details

BICON link

Import permit number

Delivery and Unpack Location

Delivery postcode

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						<input type="button" value="+"/>

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 *

Cancel

Previous

Next

If you wish to remove a direction request you have just added, select the **bin** icon within the action's column against that direction request.

Select the **+** icon within the action's column to add another direction request.

Select **Next**.

Direction Request

Direction *	Direction/Line/Container	Treatment/Destruction Type	Nominated Site	AA Name	AA Number	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="bin"/>



Contact Details Screen

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.

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

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

Select **Next**.

Submit a New Lodgement

Required fields denoted by *

Declaration Informal Cargo FID Entry **Contact Details** Documentation Payment Submitted

Responsible Party

Load Save

Branch IDXXXXXX

Company nameTest

Contact name*

Phone number*

Email address*

Third Party Notification

☒ A third party requires assessment status notification

Third party email*

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

CancelPreviousNext



Documentation Screen

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.

Submit a New Lodgement

Required fields denoted by *

Declaration

Informal

Cargo

FID

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 *				+

- 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 in the **Add Files** section to select a file to download.

Select **Save**.

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.

Filename *	Document Type *	Document Reference	Size	Actions
Test upload.jpg.jpg	<input type="text"/>	<input type="text"/>	68.2 kB	<input type="button" value="+"/> <input type="button" value="bin"/>

Additional Comments

You can provide any **Additional Comments** related to your lodgement that may help the department in assessing the documentation, e.g. If you have multiple import permit numbers relating to the lodgement.

Additional Comments
<p>Is there any additional information that may help the department in assessing the documentation?</p> <p>500 of 500 characters remaining</p> <div>1000 character limit</div>

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 **Next**.

Declaration
<p>General Declaration <input type="checkbox"/> By selecting the checkbox you declare that the information provided in this form is true and correct .</p>
<p>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.</p> <p>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.</p> <p>Privacy Statement</p> <p>'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.</p> <p>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.</p> <p>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.</p> <p>It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act 2015.</p> <p>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.</p> <p><input type="button" value="Less..."/></p>
<div><input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Next"/></div>



- 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, you will not see the payment screen. Your account will be charged, and you will be taken straight to the submitted screen as seen below.
- 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. See the next steps below, under the services screen – making payment section in this task card.
- If you are not an account client with the department, see the next steps below, under the services screen – making payment section in this task card.

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



Services Screen – Making Payment

You will be expected to make a lodgement payment. The system will present you with a service summary screen containing:

- The **reference** which is the AIMS entry number you entered at the start of this lodgement creation.
- The **description** which includes your consignment type, what pathway is applicable to your consignment, the quantity, and the additional information which is based on what pathway is applicable to your consignment.
- The **service description** which outlines the services for the lodgement that the charges are for, the quantity and pricing.

Select **Next**.

Make Payment

Cargo Online Lodgement System - Payment

Required fields denoted by *

Services

Payment Arrangement

Pay

Service Summary

Reference: AIMS Entry: XXXXXX

Biosecurity Description	Pathway	Qty	Additional Information
Test	Assessment: Initial Payment	1	N/A

Service Description	Qty	Unit Price	Unit GST	Total
Doc Assessment In-Office QHR - Cargo	1	\$40.00	\$0.00	\$40.00

Total (excl. GST):

AUD 40.00

Total GST:

AUD 0.00

Total (incl. GST):

AUD 40.00

Cancel

Next



Payment Arrangement Screen

This section allows you to enter an account number if you have one.

NOTE: If you are an AIMS account client with the Department of Agriculture, Fisheries and Forestry, your invoice will be sent to the email address nominated against your account number. Questions regarding account clients can be directed to ARhelpdesk@aff.gov.au.

- If you have an account number, select **Yes**, provide the account number, and select **Continue to Payment**.
- If you do not have an account number, select **No** and select **Continue to Payment**.

Make Payment

Cargo Online Lodgement System - Payment

Required fields denoted by *

Services

Payment Arrangement

Pay

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



Pay Screen

Upon selecting continue to payment, you will be presented with the payment screen. You will be prompted for your card details.

Fill in the details as required and select **Pay Now**.

Make Payment

Cargo Online Lodgement System - Payment

Required fields denoted by *

Services

Payment Arrangement

Pay

By clicking **Pay Now** you accept the [Privacy Statement](#) and [Terms and Conditions](#) of payment.
Visa, Mastercard and American Express are accepted.

Payment Amount

\$40.00

Card number*

Cardholder's name*

Expiry date*

01

▼

2025

▼

Card verification code*

Cardholder's email*

Pay Now

Cancel

Continue



Upon selecting pay now, you will be presented with a payment confirmation screen.
Select **Continue**.

Make Payment

Cargo Online Lodgement System - Payment

Required fields denoted by *

Services

Payment Arrangement

Pay

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

Payment Confirmation

Transaction Date	25 Sep 2025 07:55:30 AEST
Transaction Reference	XXXXXXXXXXXXXXXXXXXX
Payment Reference Number	XXXXXXXXXX
Payment Amount	\$40.00
Credit Card Type	Mastercard

Continue



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.

The system will send you an automatic email containing a Tax Invoice / Receipt for this transaction.

- If you are an account client, the email will be sent to the email nominated against the account number.
- If you are not an account client, the email 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