Australian Government
Department of Agriculture, Fisheries and Forestry

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*
- *Transhipment of Ship or Aircraft Stores*
    - *Task Card: How do I submit a new lodgement for the transhipment of ship or aircraft stores*

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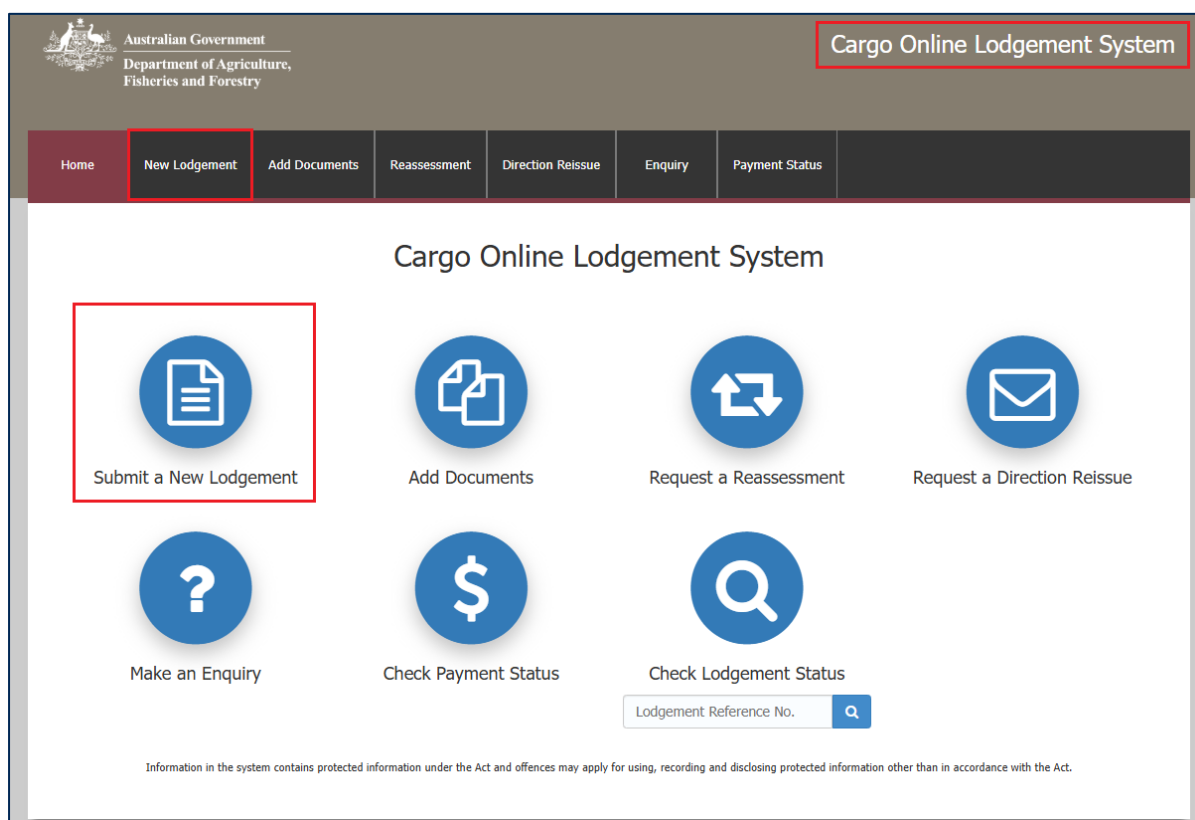
Declaration Screen

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**.

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.

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						✚

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
						✚ 🗑

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**.

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.

- 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**.

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.

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.

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.**

- If you <u>are an account client</u> 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 <u>are an account client with the department and you do not have enough </u>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 <u>not an account client</u> 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 XXXXXXXXXXXXXXXXXXX.

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**.

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	**XXXXXXXXXXXXXXXXX**
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.