



How do I Submit a New Lodgement for Unaccompanied Personal Effects (UPE)

This task card demonstrates how to submit a new lodgement for unaccompanied personal effects (UPE) 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 unaccompanied personal effects (UPE).

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*

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

Australian Government
Department of Agriculture,
Fisheries and Forestry

Cargo Online Lodgement System

Home New Lodgement Add Documents Reassessment Direction Reissue Enquiry Payment Status

Cargo Online Lodgement System

Submit a New Lodgement Add Documents Request a Reassessment Request a Direction Reissue

Make an Enquiry Check Payment Status Check Lodgement Status

Lodgement Reference No.

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.



Declaration Screen

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

Select **Unaccompanied Personal Effects (UPE)** by selecting the wording or the radio button.

Select **Next**.

Submit a New Lodgement Required fields denoted by *

DeclarationSearchCargoFIDEntryContact DetailsDocumentationPaymentSubmitted

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)

CancelNext

Search Screen

In this section you can add in UPE entry number details and/or broker/importer Branch ID if appropriate.

- If you have a UPE entry number and/or broker/importer Branch ID:
When the documentation for the consignment was lodged with the Australian Border Force, an Entry Number should have been issued.
 - Enter the UPE Entry Number in the required field and select **Retrieve Details**.
 - If you are an account client, failure to enter Broker/Importer ID will result in an initial document assessment being charged at time of lodgement in COLS.
 - If your entry number is accepted, you will be taken to the Entry screen (page 5).
- If you do not have a UPE entry number and/or broker/importer Branch ID:
Select **Next** and proceed to the below steps, we will collect more information to identify your consignment.

Submit a New Lodgement Required fields denoted by *

DeclarationSearchCargoFIDEntryContact DetailsDocumentationPaymentSubmitted

Broker/Importer

If you are a Broker/Importer, please enter your Broker/Importer Branch ID

Entry Number

When the documentation for the consignment was lodged with Australian Border Force an Entry number should have been provided.

Please enter the UPE Entry Number

If you don't have the Entry Number please click "Next" and we will collect more information to identify your consignment.

CancelPreviousRetrieve DetailsNext



Cargo Screen

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

*NOTE: Below is the page 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 **Master Airway Bill** and the **Arrival date**.

Fill in other sections where appropriate and select **Retrieve Details**. The information you provide will search the Import Management System (IMS) for your entry. If the information matches the data within IMS, you will be presented with the Entry screen (page 5).

Submit a New Lodgement Required fields denoted by *

DeclarationSearchCargoFIDEntryContact DetailsDocumentationPaymentSubmitted

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.

Master Airway Bill *	<input type="text"/>	Airline	Select Airline ▼
House Airway Bill	<input type="text"/>	Flight number	<input type="text"/>

Arrival Details

Please indicate where the consignment is coming from?

Arrival date *	<input type="text" value="DD/MM/YYYY"/>	Country of origin	Select Country Of Origin ▼
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CancelPreviousRetrieve Details



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

You must select a **Container Type** (by selecting the wording or the radio button).

You must fill out the mandatory fields within the **Vessel Details** section, and the **Arrival date**.

Fill in other sections where appropriate and select **Retrieve Details**. The information you provide will search the Import Management System (IMS) for your entry. If the information matches the data within IMS, you will be presented with the Entry screen.

Submit a New Lodgement Required fields denoted by *

DeclarationSearchCargoFIDEntryContact DetailsDocumentationPaymentSubmitted

Carrier Information

Please indicate if your consignment is coming by Air or Sea

Freight mode * Air Freight Sea Freight

Container Type

Please select the type of consignment:

- * A full container - Full container load (FCL)
- Shared with others – Less than Container Load (LCL)
- Not in a container - Break bulk (BB)

Vessel Details

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

Ocean Bill of Lading <input type="text"/>	House Bill of Lading <input type="text"/>
Vessel name <input type="text" value="Start Typing to Search ..."/>	Voyage number <input type="text"/>
Container number <input type="text"/>	

Arrival Details

Please indicate where the consignment is coming from?

Arrival date * <input type="text" value="DD/MM/YYYY"/>	Country of origin <input type="text" value="Select Country Of Origin"/>
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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.

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.

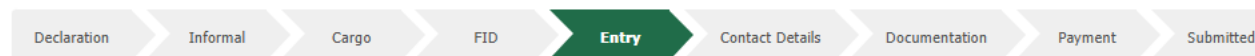
- **Lodgement Date:** (For sea freight only), this field will only appear if your lodgement is being made less than two business days from the estimated date of arrival. Select one of the following reasons from the drop-down menu.

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



Submit a New Lodgement

Required fields denoted by *



BICON Declaration

Your consignment may contain goods which are subject to Biosecurity Import Conditions (BICON). This should have been confirmed at the time the initial paperwork was submitted. If a BICON permit was required please enter the details here. If this information is not provided the clearance of your consignment may be delayed.

BICON link Import permit number

Inspection Location

Your consignment may need to be inspected before it can be cleared. Inspection 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 use the Approved Arrangement link provided to get the Arrangement ID for the location and enter it below.

Information on [Approved Arrangement Sites](#)

Inspection location/Arrangement ID

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

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 *	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

This section allows you to provide contact details for the responsible party for the consignment. 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 **Responsible Party**.

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 when making future lodgements.

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

If this is a Diplomatic consignment, select the **Yes** radio button. It will be automatically selected as No.

Select **Next**.

Submit a New Lodgement Required fields denoted by *

DeclarationSearchCargoFIDEntryContact DetailsDocumentationPaymentSubmitted

Responsible Party Load Save

We may need to contact you to obtain additional information or to provide directions. The Responsible party is the entity accountable for the goods and designated to receive all directions and notices, as well as to manage any fees and charges associated for this entry.

Branch ID XXXXXX

Company name

Contact name *

Phone number *

Email address *

Is this a Diplomatic consignment? *

Yes No

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

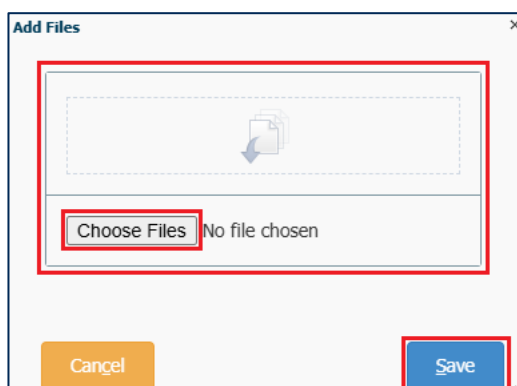
Documents

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 within 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.

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. For inspection or possible inspection [include company name and business address], this is generally where your goods are currently being held.

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 **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.

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.



- If you are a diplomatic client or an approved AIMS account client holder with the department, or you have pre-paid against your entry through the Integrated Cargo System (ICS), you will not be presented with the payment screen. **AIMS Account holder** accounts will be charged **later**, and you will be taken straight to the submitted screen as seen below.
- If you are not an account client with the department and have not done pre-payment through ICS, proceed to page 11 for the next steps, under the services screen – making payment section in this task card.
- If you are not an account client with the department and have done partial pre-payment (less than assessment fees) through ICS, you will be fully charged for assessment fees from COLS. Proceed to page 11 for the next steps, under the services screen – making payment section in this task card.
- If you have an account with the department but your account is not tagged as an AIMS account, you will be charged for assessment fees from COLS depending upon the entry balance.
- If you are required to make a payment and the system does not prompt you to make payment, a payment direction will be issued to you when your documents are assessed.

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 XXXXXXXXXXXXXXXXXXXXX.

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 Integrated Cargo Container Platform (ICCP) or AIMS entry number.
- 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:

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

Service Description	Qty	Unit Price	Unit GST	Total
Doc Assessment In-Office QHR - Cargo	1	\$42.00	\$0.00	\$42.00

Total (excl. GST): AUD 42.00

Total GST: AUD 0.00

Total (incl. GST): AUD 42.00

NOTE: Please note that the fees shown are correct as of 1 July 2026 and are subject to change



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 *



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 **\$42.00**

Fields marked with an asterisk (*) are required.

Card number*

Cardholder's name*

Expiry month* Expiry year*

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	03 Jul 2026 11:54:08 AEST
Transaction Reference	
Payment Reference Number	
Payment Amount	\$42.00
Credit Card Type	Visa

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 XXXXXXXXXXXXXXXXXXXXX.

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