



How do I add additional documents to my lodgement?

This quick reference guide demonstrates how to submit additional documents to a previously submitted lodgement in the Cargo Online Lodgement System. These may be documents requested by the department to complete the document assessment, or additional ones that need to be added after the initial lodgement.

1. Add a document to my lodgement

1.1 Home Page

Go to the Home page of the Cargo Online Lodgement System.

Select **Add Documents**.

The screenshot shows the Cargo Online Lodgement System Home Page. At the top, there is a navigation bar with the Australian Government logo and the text 'Department of Agriculture, Water and the Environment' on the left, and 'Cargo Online Lodgement System' on the right. Below the navigation bar is a menu with the following items: Home, New Lodgement, Add Documents, Reassessment, Direction Reissue, Enquiry, and Payment Status. The 'Add Documents' item is highlighted with a red box. Below the menu is a grid of seven circular icons with labels: 'Submit a New Lodgement' (document icon), 'Add Documents' (document with plus icon, highlighted with a red box), '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). At the bottom of the grid is a search bar labeled 'Lodgement Reference No.' with a search button.

1.2 Enter your LRN

Enter the 26 digit Lodgement Reference Number (LRN) of your original lodgement.


NOTE: You can copy and paste the LRN from the email notification you received at the time of initial lodgement.

Select .

The screenshot shows the 'Add Additional Documents' form. At the top, there is a navigation bar with the following items: Home, New Lodgement, Add Documents, Reassessment, Direction Reissue, Enquiry, and Payment Status. The 'Add Documents' item is highlighted with a red box. Below the navigation bar is a header with the text 'Add Documents' and 'Required fields denoted by *'. Below the header is a progress bar with three steps: 'Reference' (highlighted with a green box), 'Documentation', and 'Submitted'. Below the progress bar is a form with the label 'Please enter the Lodgement Reference (LRN) of your original lodgement' and a search button. The search button is highlighted with a red box. The form also includes a 'Cancel' button and a search input field with a red box around it.



1.3 Add additional documents

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

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

This action will open a new window.

1.3.1 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  to upload your document(s).

NOTE: Documents may not exceed 10.0MB in total.

1.3.2 Document Type

Select the required **Document Type** field(s) from the drop down menu. This is a mandatory field.

Choose 'other' if your document type is not listed.

Documents				
Please ensure documents do not exceed 10.0 MB in total.				
Filename *	Document Type *	Document Reference	Size	Actions
Manufacturer_declaration.pdf	Manufacturer declaration		12.0 kB	 
treatment_certificate.pdf	<input checked="" type="checkbox"/> Manufacturer declaration		298.8 kB	 
	<input type="checkbox"/> Cleanliness declaration			
	<input type="checkbox"/> Exporter declaration			

1.3.3 Document Reference

Document Reference is any additional information that will help department staff who are interpreting this document.

Repeat for each document as necessary.



1.3.4 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 in the **Additional Comments** field.

Additional Comments

Is there any additional information that may help the department in assessing the documentation?
1000 of 1000 characters remaining

1000 character limit

1.4 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](#)

1.5 Submitted

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.*

Select [Finished](#).

Add Additional Documents Required fields denoted by *

Reference

Documentation

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 **AC9FYR93A20210722075930104.**

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.

[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.