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#### Cataloguing data

Brown, A, De Costa, C & Guo, F 2013, *Our food future: trends and opportunities*, Department of Agriculture, Canberra, November.

ISBN XXX-X-XXXXX-XXX-X (printed)

ISBN XXX-X-XXXXX-XXX-X (online)

This publication is available at

agriculture.gov.au/publications.

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#### Acknowledgements

The authors thank interview and survey participants for their input. Thanks also to Harold Inglewood and Jerzy Kaminski for their support during the project and in preparing this report.

# **Table of Contents**

| Post Entry Biosecurity System user guide5  |
|--|
| PEBS overview  |
| Initiating a booking into PEQ facility5  |
| What information do I need prior to initiating a booking into the PEQ facility?5 |
| When can I initiate a booking into PEQ facility for my plant?5                   |
| How do I initiate a booking online for plants?6                                  |
| PEBS Main Screen6  |
| Creating a reservation using PEBS7   |
| Client Details Screen7   |
| Commodity Type: Plant8   |
| Authorising 3rd party to provide service9  |
| Edit, delete or adding additional authorisation10                                |
| Notification11   |
| Edit, delete or adding additional notification12                                 |
| Declaration13  |
| Pay for your initial booking13   |
| Success Screen15   |
| Confirming a booking into PEQ facility16   |
| Confirming your booking16  |
| When am I expected to confirm my booking?16                                      |
| What information do I need prior to confirming a booking?16                      |
| Main screen16  |
| Confirming a reservation17   |
| Uploading documentation17  |
| Transport Details  |
| Declaration  |
| Pay for confirming your booking19  |
| Success Screen   |
| Modifying your booking22   |
| Main Screen22  |
| Uploading Documents  |
| Authorisation23  |
|  |

| 24 |
|----|
| 24 |
| 25 |
| 25 |
| 26 |
| 26 |
| 27 |
| 28 |
| 29 |
| 29 |
| 34 |
|    |

The Post Entry Biosecurity System (PEBS) enables you to reserve a space for seven different Post Entry Quarantine (PEQ) commodity in the new Quarantine facility at Mickleham Victoria. The commodity that you can reserve into the Quarantine facility at Mickleham Victoria includes:

- 1. Cat and/or Dog
- 2. Plants

There are two stages required in the reservation process. The first stage is initiating a new reservation. This stage allows you to provide:

- Your personal details (or the owner of the commodity if you are an agent acting on behalf of them)
- Commodity details
- Anticipated commodity arrival date in Australia
- Option to nominate a 3<sup>rd</sup> party vendor to provide services on your commodity during its stay at the PEQ facility as outlined in the *Biosecurity Act 2015*.
- Option to nominate a 3<sup>rd</sup> party to receive system notifications
- Pay fees for assessing your application.

Once the Department receives your application, it will be assessed if it meets Quarantine criteria, and if PEQ facility can hold your commodity for the defined quarantine period as outlined in the *Biosecurity Act 2015*, you will receive an email notification from the Department to proceed to the next stage.

The second stage is to confirm your reservation. This stage allows you to provide:

- Additional and supporting information about your reservation
- Flight details into Melbourne airport
- Pay upfront fees for services provided during quarantine period

Based on the commodity you are importing, you will require an import permit prior to initiating a booking in the PEBS system. The table below outlines commodity type and if a permit is required:

There are no restricted timelines on when to initiate a booking to the PEQ Quarantine facility, provided that you have all information required to conclude the initiate a booking stage.

You are expected to confirm your reservation online seven days prior to your commodity declared arrival date in Australia at the initiate a booking stage. Your reservation will be canceled if it is not confirmed seven days from anticipated arrival in Australia.

## **PEBS overview**

## Initiating a booking into PEQ facility

This step allows you to notify the Department of your intention to reserve a space for your commodity in the PEQ facility at Mickleham Victoria.

The following sections takes you through the information you will need prior to initiating a booking process, timeline to initiate a booking, and a step-by-step guide for the online screens.

## What information do I need prior to initiating a booking into the PEQ facility?

This section outlines information and steps required prior to initiating an online booking into the PEQ facility.

## When can I initiate a booking into PEQ facility for my plant?

You should initiate a booking after you have obtained an <u>import permit</u> and prior to the expiry of the permit. You are also advised to initiate a booking at least seven days prior to your commodity arrival date in Department of Agriculture and Water Resources Australia.

## How do I initiate a booking online for plants?

This section provides step-by-step explanation on how to initiate a booking into the PEQ facility online. At the end of this step you will be issued with a PEQ Reference Number (PRN). This number is a unique 14 digit number that identifies your reservation. This number will be active throughout the life-cycle of managing your commodity till its release from quarantine.

## **PEBS Main Screen**

The main entry point to the Post Entry Biosecurity System (PEBS) system allows you to perform five main actions:

- 1. Initiate a booking (New reservation)
- 2. Confirm a booking (Confirm Reservation)
- 3. Change a reservation
- 4. Cancel a reservation
- 5. Book a Release appointment



To initiate a booking; from the home page select 'PLANT' button under the 'New Reservation' box.

| Home                           | Animal<br>Reservation                | Plant<br>Reservation                                  | Confirm<br>Reservation      | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status |                                       |
|--------------------------------|--------------------------------------|---|-----------------------------|-----------------------|------------------------|-----------------------|-----------------|---------------------------------------|
| Department of                  | of Agriculture and W                 | ater Resources / P                                    | ost Entry Quarantine        | / New Reservatio      | n - Plant              |                       |                 |                                       |
| New                            | Reserva                              | ition - Pl  | ant                         |                       |                        |                       |                 | Required fields indicated by *        |
| Importer                       | Plant                                | Author  | risation No                 | tification            | Declaration            | Payment               | Success         |                                       |
| Your I                         | Details                              |   |                             | 1 Load                | Save Aus               | stralian Phy          | sical Addre     | 255                                   |
| Your Ac                        | count Number                         | *   |                             |                       | Unit/                  | Street No             | *               |                                       |
| You w                          | vill need to provi                   | de an account n                                       | umber to procee             | d with this book      | ing. Stree             | et Name               | *               |                                       |
| accou<br>a tax                 | int. If you do alre                  | account number<br>ady have an ac<br>ur statement of a | count, the numb<br>account. | er can be found       | on                     |                       |                 |                                       |
|                                |                                      |   |                             |                       | Sub                    | urb                   | *               |                                       |
| Are you<br>acting o<br>owner/c | an agent<br>n behalf of an<br>lient? | ○ Yes ○<br>*  | No                          |                       | State                  | e/Territory           | *               | $\checkmark$                          |
| Compar                         | ny name                              |   |                             |                       | Post                   | code                  | *               |                                       |
|                                |                                      |   |                             |                       | Aus                    | stralian Pos          | tal Address     | Same as Physical Address              |
| Title                          |                                      | *   | V                           |                       | Unit/                  | Street No             | *               |                                       |
| First nar                      | me                                   | *   |                             |                       | Stree                  | et Name               | *               |                                       |
| Last nar                       | ne                                   | *   |                             |                       |                        |                       |                 |                                       |
| Phone                          |                                      | *   |                             |                       | Sub                    | urb                   | *               |                                       |
| Mobile                         |                                      | * 5   |                             |                       | State                  | e/Territory           | *               |                                       |
| Email                          |                                      | *   |                             |                       | Post                   | code                  | *               |                                       |
| Confirm                        | email                                | *   |                             |                       |                        |                       |                 |                                       |
| Declarat                       | tion                                 | * 🗆 By progre<br>reservation                          | essing with the re          | eservation you v      | vill allow the Dep     | partment of Agric     | culture and Wat | er Resources to contact you about the |
| Can <u>c</u> el                |                                      |   |                             |                       |                        |                       |                 | Next                                  |

## **Creating a reservation using PEBS**

#### **Client Details Screen**

The new reservation screen allows you to enter your personal details if you are the owner of the commodity or the agent details if you are an agent acting on behalf of the owner.

This screen allows you to enter your personal details.

\* denotes a mandatory field.

The table below outlines expected value for each field appearing on the screen.

#### Saving client details into your browser cache

After filling the client details, you can click on the save button at the top of the main view.



This will save details entered in the view into your browsers cache. Please ensure that you have enabled caching on your browser.

## **Commodity Type: Plant**

This view allows you to enter multiple Plant Details.

| Home          | Animal<br>Reservation | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status   |                            |                              |
|---------------|-----------------------|----------------------|------------------------|-----------------------|------------------------|-----------------------|-------------------|----------------------------|------------------------------|
| Department of | of Agriculture and Wa | ater Resources / P   | ost Entry Quarantin    | e / New Reservatio    | on - Plant             |                       |                   |                            |                              |
| New           | Reserva               | ition - Pl           | ant                    |                       |                        |                       |                   | Red                        | quired fields indicated by * |
| Importer      | Plant                 | Author               | risation No            | otification           | Declaration            | Payment               | Success           |                            |                              |
|               |                       |                      |                        |                       |                        |                       |                   |                            |                              |
| Plant         | Details               |                      |                        |                       |                        |                       |                   |                            |                              |
| Genus         | Count                 | ry of Origin         | F                      | Permit Number         |                        | Permit Expiry         | F                 | PEQ Arrival                | Actions                      |
| Click th      | e 🕂 button to a       | dd a new Plant D     | etails to the rese     | vation record         |                        |                       |                   |                            | +                            |
|               |                       |                      |                        |                       |                        |                       |                   |                            |                              |
| Cancel        | Previous              |                      |                        |                       |                        |                       |                   |                            | <u>N</u> ext                 |
|               |                       |                      |                        |                       |                        |                       | Version: v01b1011 | ; Build Date: 2016-10-17_1 | 3-32-27; Environment: UAT    |
|               |                       |                      |                        |                       |                        |                       |                   |                            |                              |

## Select the + button under Actions to start entering your plant details. The view below will popup.

| Genus                                    | *                  | Permit number as it appears on import perm | IP1    | 2345678 or 01234567 |
|--|--------------------|--|--------|---------------------|
| PEQ Arrival                              | * DD/MM/YYYY       | Permit expiry                              |        | DD/MM/YYYY          |
| Country of origin                        | *                  |  |        |                     |
|  |                    |  |        |                     |
| Species (Variety<br><sub>Species</sub> * | ( or Line) Details | Qua  | ntity* | Actions             |

Complete the details.

Enter the Species (Variety or Line) Details

Select the + button under Actions to add the species information for your consignment.

| Species* | Please provide correct species name, if known | Quantity* | Actions |
|----------|---|-----------|---------|
| 1        |   |           |         |

#### Authorising 3rd party to provide service

This section allows you to provide information of either company or personnel who will be providing services to the commodity while at the PEQ Quarantine facility.

This step is **optional** so you can click 'Next' without providing any details.

| Quarantine Acces             | as Authorisation Details   |  |             |                 |   |
|------------------------------|--|--|-------------|-----------------|---|
| Authorisatic                 | n Details  |  |             |                 |   |
| Authorised<br>representative | *  | Authorisation<br>type                                      | *           |                 | ¥   |
| Authorisation<br>sought      | *  | Duration from  | *           |                 | DD/MM/YYYY  |
|                              |  | to   | *           |                 | DD/MM/YYYY  |
| Authorised                   | Representative's Details   |  |             |                 |   |
| Title                        |  |  |             |                 |   |
| Given name                   |  |  |             |                 |   |
| Last name                    |  |  |             |                 |   |
| Mobile                       | ٩.   |  |             |                 |   |
| Phone                        | 2  |  |             |                 |   |
| Email                        | * 🖾  |  |             |                 |   |
| Confirm email                | * 🖾  |  |             |                 |   |
| Declaration                  | <ul> <li>By providing contact details you are<br/>necessary, regarding access to the<br/>to the biosecurity entry and exit required</li> </ul> | authorising the dep<br>PEQ facility. Authori<br>uirements. | artm<br>sed | ent to<br>perso | o contact the individual, when<br>on coming on site must adhere |
| Cancel                       |  |  |             |                 | Save  |

Based on the 'Authorisation Type' the details required will vary. The screen below is for company authorisation type.

| Authorisatio                 | on D | etails   |  |  |                |                  |   |
|------------------------------|------|--|--|--|----------------|------------------|---|
| Authorised<br>representative | *    | Company  | ~  | Authorisation type                                       | *              |                  | ×   |
| Authorisation<br>sought      | *    |  | Y  | Duration from  | *              |                  | DD/MM/YYYY  |
|                              |      |  |  | to   | *              |                  | DD/MM/YYYY  |
| Authorised                   | Rep  | oresentative's D   | Details  |  |                |                  |   |
| Company name                 | *    |  |  |  |                |                  |   |
|                              |      |  |  |  |                |                  |   |
| ADN                          |      |  |  |  |                |                  |   |
| Title                        |      |  | ~  |  |                |                  |   |
| Given name                   |      |  |  |  |                |                  |   |
| Last name                    |      |  |  |  |                |                  |   |
| Mobile                       |      | ٩.   |  |  |                |                  |   |
| Phone                        |      |  |  |  |                |                  |   |
| Email                        | *    |  |  |  |                |                  |   |
| Confirm email                | *    | ⊠  |  |  |                |                  |   |
| Declaration                  | *    | By providing cont<br>necessary, regard<br>to the biosecurity | act details you are<br>ling access to the l<br>entry and exit requ | authorising the dep<br>PEQ facility. Author<br>irements. | oartm<br>rised | ient to<br>perso | contact the individual, when<br>in coming on site must adhere |

Post Entry Biosecurity System user guide The below screen is for individual authorisation type:

| Authorisatio                 | n D   | etails   |  |   |              |                 |  |         |
|------------------------------|-------|--|--|---|--------------|-----------------|--|---------|
| Authorised<br>representative | * (   | Individual   | •  | Authorisation<br>type                                     | *            |                 |  | ~       |
| Authorisation<br>sought      | *     |  | ~  | Duration from   | *            | Ħ               | DD/MM/YYYY   |         |
| -                            |       |  |  | to  | *            |                 | DD/MM/YYYY   |         |
| Authorised                   | Rep   | resentative's De   | tails  |   |              |                 |  |         |
| Title                        | * (   |  | V  |   |              |                 |  |         |
| Given name                   | * (   |  |  |   |              |                 |  |         |
| Last name                    | * (   |  |  |   |              |                 |  |         |
| Please enter a number.       | a Pho | ne number and/or a M   | obile  |   |              |                 |  |         |
| Mobile                       |       | ٤  |  |   |              |                 |  |         |
| Phone                        |       | 2  |  |   |              |                 |  |         |
| Email                        | *     |  |  |   |              |                 |  |         |
| Confirm email                | * (   |  |  |   |              |                 |  |         |
| Declaration                  | *     | By providing contact<br>necessary, regardin<br>to the biosecurity er | t details you are<br>g access to the l<br>htry and exit requ | authorising the dep<br>PEQ facility. Author<br>iirements. | artm<br>ised | ent to<br>perso | contact the individual, wher<br>n coming on site must adhe | n<br>re |

## Edit, delete or adding additional authorisation

Once you complete filling in the authorisation details, they will appear on the view as per below.

| New Reservation - Plar  | nt   |  |  |   | Required fields indicated by*                    |
|---|--|--|--|---|--|
| Importer Plant Authorisa  | tion Notification  | Declaration Payme  | ent Success  |   |  |
| Quarantine Access Authorisatio  | on Details   |  |  |   |  |
| This section is optional. It is used to seek<br>Department staff will assess all requests a<br>You do not need to request authorisation<br>them, e.g. couriers, family, or friends. Age<br>Less | authorisation for a third party<br>and determine whether autho<br>to collect your own plant(s) fr<br>ents should nominate owners | to act on behalf of the<br>risation may be granted<br>om PEQ but if someone<br>who wish to collect their | client and to collect p<br>l.<br>e else will collect the<br>ir own plants. | plants at the end of plant(s), you must | the quarantine period.<br>seek authorisation for |
| Authorised representative   | Company Name   | Given Name   | Last Name  | Reason                                  | Actions  |
| INDIVIDUAL  |  | Grace  | Kelly  | SERVICE                                 | +  |
| Cancel Previous   |  |  |  |   | Next   |

button.

Ŵ

button.

button.

You can edit authorisation details by selecting the

You can remove the authorisation details by selecting the \_\_\_\_

You can add another authorisation detail by selecting the

## Notification

This section allows you to nominate other parties to receive notification about this reservation. The system generates automatic notifications at various stages of the reservation life-cycle.

This step is **optional** so you can click '<u>N</u>ext' without providing any details.

| Home   | Animal<br>Reservation  | Plant<br>Reservation  | Confirm<br>Reservation | Update<br>Reservation                 | Release<br>Appointment | Cancel<br>Reservation                  | Check<br>Status        |                            |                         |
|--|--|---|------------------------|---------------------------------------|------------------------|--|------------------------|----------------------------|-------------------------|
| Department (                                 | of Agriculture and W   | ater Resources / P  | ost Entry Quarantin    | Vew Reservation                       | n - Plant              |  |                        |                            |                         |
| New  | Reserva  | ation - Pl  | ant                    |                                       |                        |  |                        | Require                    | d fields indicated by * |
| Importer                                     | Plant  | Autho   | risation No            | tification                            | Declaration            | Payment                                | Success                |                            |                         |
| Notific<br>This s<br>the po<br>The p<br>Less | cations - oth<br>section is optiona<br>set entry quarant<br>erson who initial<br>s | ner party<br>al. It is used to n<br>tine facility.<br>tes the reservati | ominate addition       | nal parties to rec<br>receives all no | ceive email notific    | cations as your r<br>I don't need to n | reservation progres    | sses and after your pla    | nt(s) arrive at         |
| Compa  | any Name   |   | Give                   | n Name                                |                        | Last Name                              |                        | Email                      | Actions                 |
| Click th                                     | e 🕂 button to a  | dd a new notifica   | tion recipient to th   | e reservation rec                     | cord                   |  |                        |                            | +                       |
| Can <u>c</u> el                              | Previous   |   |                        |                                       |                        | ,                                      | Version: v01b1011; Bui | ld Date: 2016-10-17_13-32- | Next                    |

Select the + button under Actions to start entering the notification details. The below view will display.

| Notification    | Recipient            |                        |            |                       |        |                                    |
|-----------------|----------------------|------------------------|------------|-----------------------|--------|------------------------------------|
| Company name    | ¢                    |                        |            | Please enter          | a Pho  | one number and/or a Mobile         |
| Title           | *                    |                        | ~          |                       |        |                                    |
| Given Name      | *                    |                        |            | Phone                 |        |                                    |
| Last name       | *                    |                        |            | Mobile                |        | \$                                 |
|                 |                      |                        |            | Email                 | *      |                                    |
|                 |                      |                        |            | Confirm email         | *      |                                    |
| Limit this rec  | ipient's notificatio | ons to those about the | e reservat | tion and confirmation | ation. |                                    |
| Note: By pro    | viding an email a    | ddress in this section | i, you are | authorising the o     | depar  | tment to contact this recipient in |
| relation to thi | s booking.           |                        |            |                       |        |                                    |

## Edit, delete or adding additional notification

Once you complete filling in the notification details, they will appear on the view.

| Home            | Animal<br>Reservation   | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status |      |                           |      |  |
|-----------------|---|----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|------|---------------------------|------|--|
| Department      | of Agriculture and W  | ater Resources / P   | ost Entry Quarantine   | e / New Reservatio    | n - Plant              |                       |                 |      |                           |      |  |
| New             | Reserva   | ition - Pl           | ant                    |                       |                        |                       |                 |      | Required fields indicated | by * |  |
| Importer        | Importer Plant Authorisation Notification Declaration Payment Success   |                      |                        |                       |                        |                       |                 |      |                           |      |  |
| Notifie         | Notifications - other party   |                      |                        |                       |                        |                       |                 |      |                           |      |  |
| This s<br>the p | This section is optional. It is used to nominate additional parties to receive email notifications as your reservation progresses and after your plant(s) arrive at the post entry quarantine facility. |                      |                        |                       |                        |                       |                 |      |                           |      |  |
| The p<br>Les    | The person who initiates the reservation automatically receives all notifications, so you don't need to nominate yourself. Less   |                      |                        |                       |                        |                       |                 |      |                           |      |  |
| Compa           | any Name  | G                    | iven Name              | Las                   | st Name                | Email                 |                 |      | Actions                   |      |  |
|                 |   | Já                   | ames                   | Bro                   | wn                     | james@bi              | own.com         |      | + 🥒 🛍                     |      |  |
| Can <u>c</u> e  | Previous  |                      |                        |                       |                        |                       |                 |      | <u>N</u> ext              |      |  |
| ou can          | edit noti   | fication             | details b              | y selecti             | ng the                 | ي<br>ەر               | utton.          |      |                           |      |  |
| ou can r        | emove t   | he notifi            | cation d               | etails by             | selectin               | g the                 | but             | ton. |                           |      |  |
| ou can a        | add anot  | her notif            | fication of            | detail by             | selecting              | g the                 | + but           | ton. |                           |      |  |

## **Declaration**

The last step of the initiate booking information is to provide additional information related to the reservation, if required.

| Home Animal Plant<br>Reservation Reservatio   | Confirm<br>Reservation Re  | Update Release<br>servation Appointment  | Cancel<br>Reservation   | Check<br>Status  |  |
|---|--|--|---|--|--|
| Department of Agriculture and Water Resources   | / Post Entry Quarantine / N  | ew Reservation - Plant   |   |  |  |
| New Reservation -   | Plant  |  |   |  | Required fields indicated by *   |
| Importer Plant Au   | thorisation Notifica   | tion Declaration   | Payment   | Success  |  |
| Additional Information  |  |  |   |  |  |
| Is there any additional information<br>that may help the department in<br>booking or conducting the<br>reservation? | 500 character limi   | t  |   |  |  |
| 500 of 500 characters remaining   |  |  |   |  |  |
| You will also have the opportunity information to be added at this sta  | to add additional informa<br>ge.   | ation when you confirm or u  | pdate your reser  | vation. Most re  | servations do not require any additional   |
| Declaration   |  |  |   |  |  |
| General Declaration   | ∗ □ By selecting the   | checkbox you declare that  | the information p   | provided in this   | form is true and correct.  |
|   | Providing false<br>purported comp<br>and is punishab   | or misleading statements, ir<br>liance with the law of the C<br>le by up to 12 months impri  | nformation or doc<br>ommonwealth, is<br>sonment.  | cuments to the<br>a serious offer  | Commonwealth, or to any other person in<br>nce under the Criminal Code Act 1995 (Cth)  |
| Privacy Statement   | 'Personal informati<br>identifiable. 'Person<br>information' under   | on' means information or an<br>nal information' that is colle<br>the Biosecurity Act.  | n opinion about a<br>sted under or in a   | n identified indi<br>accordance with   | ividual, or an individual who is reasonably<br>h the <i>Biosecurity Act 2015</i> is also 'protected  |
|   | The collection of 'p<br>and Water Resourd<br>of assessing wheth<br>form is not provided<br>department will onl | rotected information' includ<br>ces in relation to this consig<br>er the consignment meets<br>d by you, you may be in con<br>y be used or disclosed as a | ing personal and<br>nment is being c<br>the import condit<br>ntravention of you<br>withorised under | sensitive inform<br>ollected under<br>ions. If the relev<br>ur import condit<br>the <i>Biosecurity</i> | nation by the Department of Agriculture<br>the <i>Biosecurity Act 2015</i> for the purposes<br>vant personal information requested in this<br>tions. Information collected by the<br><i>Act 2015</i> . |
|   | See our Privacy Po<br>complaint. Alternat  | blicy web page to learn mor<br>ively, telephone the departr  | e about accessin<br>nent on +61 2 62  | g or correcting<br>272 3933.   | personal information or making a   |
| Please note, in the following scree   | ens you may be required  | to make a payment. The a   | mount invoiced is   | s not the total c  | cost of post entry quarantine.   |
| For more information about post e   | ntry quarantine fees and   | levies please visit fees and   | <u>l charges</u> .  |  |  |
|   |  |  |   |  |  |
| Can <u>c</u> el Previous  |  |  |   |  | Next   |

## Pay for your initial booking

You will be expected to make an initial booking payment. The system will present you with a payment summary screen. The payment summary contains:

- 1. *Service Reference Number:* This number identifies the services that charges are being paid for.
- 2. *Description of your commodity*: This section includes your commodity type, what pathway is applicable to your commodity, how many of your commodity types you are bringing to Australia and any additional comments.
- 3. *Service Description*: This section outlines services to be performed on your booking and outlines pricing.

| Post Entr | / Biosecurity | System | user guide |
|-----------|---------------|--------|------------|
|-----------|---------------|--------|------------|

| Home Animal Reservation Plant   | Confirm Update<br>Reservation Reservation Ap | Release<br>opointment | Cancel<br>Reservation | Check<br>Status |                 |             |  |  |  |  |  |  |
|---|--|-----------------------|-----------------------|-----------------|-----------------|-------------|--|--|--|--|--|--|
| partment of Agriculture / Post Entry Quarantine / New Reservation - Plant - Payment |  |                       |                       |                 |                 |             |  |  |  |  |  |  |
| New Reservation - Plant - Payment   |  |                       |                       |                 |                 |             |  |  |  |  |  |  |
| Services Payment Arrangement Payment Details  |  |                       |                       |                 |                 |             |  |  |  |  |  |  |
| Service Summary   |  |                       |                       |                 |                 |             |  |  |  |  |  |  |
| Reference: 01161005307806   | Reference: 01161005307806                    |                       |                       |                 |                 |             |  |  |  |  |  |  |
| Biosecurity Description   | Pathway                                      |                       |                       | Qty             | Additional Inf  | formation   |  |  |  |  |  |  |
| Plant   | Post Entry Quarantine Booking -              | Plant                 |                       | 1               | Initial Booking |             |  |  |  |  |  |  |
| Service Description   |  | Qty                   | Unit Price            | Unit GST        |                 | Total       |  |  |  |  |  |  |
| PEQ monthly husbandry fee - Plant m2 #  |  | 1                     | \$20.00               | \$0.0           | 00              | \$20.00     |  |  |  |  |  |  |
|   |  |                       |                       | Total (e        | xcl. GST):      | AUD \$20.00 |  |  |  |  |  |  |
|   | ,<br>8Т·                                     | AUD \$0.00            |                       |                 |                 |             |  |  |  |  |  |  |
|   |  |                       |                       | Total (ir       | ncl. GST):      | AUD \$20.00 |  |  |  |  |  |  |
|   |  |                       |                       |                 |                 |             |  |  |  |  |  |  |

| Home         | Animal<br>Reservation | Plant<br>Reservation     | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status |   |
|--------------|-----------------------|--------------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|---|
| Department o | f Agriculture / Post  | Entry Quarantine /       | New Reservation -      | Plant - Payment       |                        |                       |                 |   |
| New          | Reserva               | tion - Pl                | ant - Pa               | yment                 |                        |                       |                 | Required fields denoted by *  |
| Services     | Payme                 | ent Arrangement          | Payment                | Details               |                        |                       |                 |   |
| Pre-P        | avment Arra           | angement                 |                        |                       |                        |                       |                 |   |
| It is anti   | cipated that account  | t clients will pay for t | his transaction. This  | transaction will be   | recorded on your pa    | yment history.        | - Peop<br>depa  | ble who make frequent payments to the<br>rtment, such as agents and brokers, may            |
| Your A       | Account Number        | is                       | *                      | 102040216354          | ł                      |                       | numb            | an account number. The account<br>per is located on your tax invoice or<br>ment of account. |
|              |                       |                          |                        |                       |                        |                       |                 |   |
| Cancel       |                       |                          |                        |                       |                        |                       |                 | Continue to Payment   |

Check your account number.

Select Continue to Payment.

Once you select 'Continue to Payment' the system will present you with the payment screen. The screen will prompt you for your card details.

| Post Entry | Biosecurity | System | user guide |
|------------|-------------|--------|------------|
|------------|-------------|--------|------------|

| Make Payment         |                               |                  |                               |                  |
|----------------------|-------------------------------|------------------|-------------------------------|------------------|
| By clicking Pay N    | ow you accept the Privacy Sta | tement and Terr  | ns and Conditions of payment. |                  |
| You are pa           | iying an amount of \$20       | ).00             |                               |                  |
| Cardholder<br>Name   |                               |                  |                               |                  |
| Card<br>Number       | VISA Correction               |                  |                               |                  |
| Expiry Date          | Month                         | ~                | Year                          | $\checkmark$     |
| Security<br>Code     |                               |                  |                               |                  |
|                      | Pay Now                       |                  |                               |                  |
|                      |                               |                  |                               |                  |
| This transaction wil | appear on your card statement | nt under the nam | ne of "Dept of Agriculture".  |                  |
|                      |                               |                  |                               |                  |
| Cancel               |                               |                  |                               | <u>C</u> ontinue |

Once the payment is successful, you will be presented with the success screen.

#### **Success Screen**

The system will generate a successful screen below. This screen contains your PEQ Reference Number (PRN). You will receive an email via the address you provided in the PEBS system.

PRN is used throughout your booking lifecycle. Please quote your PRN during your communications with PEQ Services Group.

| pontor               | Plant                                  | Authorisation                                   | Notification                             | Declaration                           | Payment                           | Success                            |                  |  |
|----------------------|--|---|--|---------------------------------------|-----------------------------------|------------------------------------|------------------|--|
| ✓ Suce               | cess!                                  |   |  |                                       |                                   |                                    |                  |  |
| Your sub<br>Confirma | omission has bee<br>ation of our recei | en received by the De<br>pt of this enquiry has | epartment of Agric<br>s been sent to the | ulture and Water<br>email address you | Resources and<br>u nominated in t | will be acted on as so<br>ne form. | oon as possible. |  |
| Please k             | ceep the email as                      | receipt of your lodg                            | iement.                                  |                                       |                                   |                                    |                  |  |
|                      | O Deference Nu                         | mbor(s) aro 011610                              | 05307806 These (                         | numbors aro unig                      |                                   |                                    |                  |  |

The system will send you an automatic email containing a proof Tax Invoice / Receipt for this transaction. If you are an account client the email will be sent to your finance nominated email address. Otherwise you will receive the email on the address you provided in the (PEBS) system.

## Confirming a booking into PEQ facility

The next step after initiating a booking is to confirm your booking. In this step you are expected to provide finalised information about your commodity's transport into Australia and finalised commodity details. You are also required to pay for the services that will be provided during the minimum quarantine duration, as per the import conditions for your commodity.

## **Confirming your booking**

This section outlines the details for you to confirm your booking to the PEQ facility.

## When am I expected to confirm my booking?

Once you receive an email from the Department confirming that the facility can house your commodity, you will be able to confirm your booking online. Regardless of your commodity type, you are advised to confirm your booking at least seven days prior to your commodity arrival into Australia. Your booking will expire if you have not successfully confirmed your booking within the given timeline.

## What information do I need prior to confirming a booking?

This section outlines information required for you prior to confirming your booking online.

## Main screen

You will be able to confirm your booking by selecting 'Confirm Reservation' option in the main screen below.



The screen below will appear. You will be expected to enter your PEQ Reservation Number (PRN) and the email address that was used in the initiate a booking stage.

| Post | Entry | Biosecurity | System | user | guide |
|------|-------|-------------|--------|------|-------|
|------|-------|-------------|--------|------|-------|

| Home            | Animal<br>Reservation | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status    | Admin <del>v</del>                                 |   | HOADLEY<br>KYMME <del>-</del> |
|-----------------|-----------------------|----------------------|------------------------|-----------------------|------------------------|-----------------------|--------------------|--|---|-------------------------------|
| )epartment o    | of Agriculture and W  | ater Resources / P   | ost Entry Quarantin    | e / Confirm Reserv    | /ation                 |                       |                    |  |   |                               |
| Confi           | rm Rese               | ervation             |                        |                       |                        |                       |                    |  | Required fields                         | indicated by *                |
| Referenc        | e Reserv              | vation Doo           | cumentation            | Transport             | Declaration            | Payment               | Success            |  |   |                               |
| PEQ Re<br>(PRN) | Reservation           | * #                  |                        |                       |                        |                       | The<br>can<br>cons | PRN is unique to<br>be used to identi<br>signment. | o your PEQ reserv<br>fy your reservatio | vation. It<br>n and           |
| Reserva         | tion email            | * 🗵                  |                        |                       |                        |                       | This<br>with       | is the email add<br>in the PEQ reser               | ress you nominate<br>vation request.    | ed                            |
| Cancel          |                       |                      |                        |                       |                        |                       |                    |  |   | Next                          |

## **Confirming a reservation**

The system will display a summary of your reservation.

| Home            | Animal<br>Reservation                        | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation   | Check<br>Status | Admin <del>v</del> |  | HOADLEY<br>KYMME <del>▼</del> |  |  |
|-----------------|--|----------------------|------------------------|-----------------------|------------------------|---|-----------------|--------------------|--|-------------------------------|--|--|
| Department of   | of Agriculture and W                         | ater Resources / P   | ost Entry Quarantin    | e / Confirm Reserv    | ation                  |   |                 |                    |  |                               |  |  |
| Confi           | Confirm Reservation Required fields indicate |                      |                        |                       |                        |   |                 |                    |  |                               |  |  |
| Reference       | e Reser                                      | vation Do            | cumentation            | Payment               | Success                |   |                 |                    |  |                               |  |  |
|                 |  |                      |                        |                       |                        |   |                 |                    |  |                               |  |  |
| Reser           | vation Sum                                   | mary                 |                        |                       | Re                     | Reservation Details   |                 |                    |  |                               |  |  |
| Referen         | ce number                                    | 01161005307          | 7806                   |                       | Perr                   | nit expiry  | *               | DD/MM/YYYY         |  |                               |  |  |
| Permit n        | umber as it<br>on import                     | * IP1234567          | 8 or 0123456789        |                       | PEG                    | PEQ arrival 31/10/2016  |                 |                    |  |                               |  |  |
| permit<br>Genus |  | Celery (Apiu         | m spp.)                |                       | Ye<br>Ar               | You can update your reservation <u>here</u> to change your PEQ arrival date.<br>Any changes must be re-approved by Biosecurity officer which may take<br>up to seven days |                 |                    |  |                               |  |  |
| Country         | of origin                                    | CANADA               |                        |                       |                        |   |                 |                    |  |                               |  |  |
| Can <u>c</u> el | Previous                                     |                      |                        |                       |                        |   |                 |                    |  | <u>N</u> ext                  |  |  |

Enter the Permit number as it appears on import permit and the Permit expiry date.

## **Uploading documentation**

This section allows you to upload documents required for your reservation. You are able to upload as many files are required. However, each file is limited to 8MB. Additionally, you will be able to upload an image (JPG or JPEG) or a PDF document. It is recommended that you upload readable images (e.g. 100dpi). PEBS supports select and drop feature; you can select a file from your computer and drop it into the File Upload area. Alternatively, you can select the 'Browse' option in the File Upload view.

| Home  | Animal<br>Reservation   | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status | Admin <del>v</del> |                    | HOADLEY<br>KYMME≁ |  |
|---|---|----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|--------------------|--------------------|-------------------|--|
| Department of   | of Agriculture and W  | ater Resources / P   | ost Entry Quarantin    | e / Confirm Reserv    | ation                  |                       |                 |                    |                    |                   |  |
| Confi   | rm Rese   | ervation             |                        |                       |                        |                       |                 |                    | Required fields in | ndicated by *     |  |
| Reference   | e Resen   | vation Doo           | umentation             | Transport             | Declaration            | Payment               | Success         |                    |                    |                   |  |
| <ul> <li>Upl</li> <li>The</li> <li>The</li> <li>that u</li> </ul> | <ul> <li>Upload any documents required for this reservation, such as phytosanitary certificates.</li> <li>The maximum filesize for attachments is <u>8.0 MB</u>.</li> <li>The system supports the uploading of files and images with extensions of TIF, JPG, JPEG, PDF, DOC, DOCX, PNG, MSG, PST, and OST. Please ensure that uploaded files are readable (e.g. 100dpi).</li> </ul> |                      |                        |                       |                        |                       |                 |                    |                    |                   |  |
|   |   |                      |                        |                       |                        |                       |                 |                    |                    |                   |  |
|   |   |                      |                        | Filename              | Туре                   | Additiona             | I Information   | Size               | Acti               | ons               |  |
|   |   |                      |                        | Click the Brows       | e button or drag a     | nd drop to add a      | new Document    |                    |                    |                   |  |
|   | Browse  |                      |                        |                       |                        |                       |                 |                    |                    |                   |  |
| Can <u>c</u> el   | Previous  |                      |                        |                       |                        |                       |                 |                    |                    | Next              |  |

## **Transport Details**

This section allows you to provide transport details for your commodity.

| Home                              | Animal<br>Reservation                 | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status | Admin <del>~</del> |                   | HOADLEY<br>KYMME <i>▼</i> |
|-----------------------------------|---------------------------------------|----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|--------------------|-------------------|---------------------------|
| Department o                      | f Agriculture and Wa                  | ater Resources / P   | ost Entry Quarantin    | e / Confirm Reserv    | ation                  |                       |                 |                    |                   |                           |
| Confi                             | rm Rese                               | ervation             |                        |                       |                        |                       |                 |                    | Required fields i | ndicated by*              |
| Reference                         | e Reserv                              | vation Doc           | cumentation            | Transport             | Declaration            | Payment               | Success         |                    |                   |                           |
| Trans<br>Flight nu<br>Arrival tin | p <b>ort Details</b><br>mber<br>me in | *<br>* © 2:00        | PM                     |                       |                        |                       |                 |                    |                   |                           |
| Air wayb                          | ill (AWB)                             | * nnn-nnnnn          | nnn                    |                       |                        |                       |                 |                    |                   | Next                      |

## **Declaration**

The last step of the initiate booking information gather steps is to provide additional information related to the reservation.

| lome   | Animal<br>Reservation  | Plant<br>Reservation       | Confirm<br>Reservation  | Update<br>Reservation   | Release<br>Appointment  | Cancel<br>Reservation   | Check<br>Status   | Admin <del>v</del>   |   | HOADLEY<br>KYMME <del>▼</del>   |
|--|--|----------------------------|---|---|---|---|---|--|---|---------------------------------|
| )epartment o                                   | of Agriculture and Wa  | ater Resources / P         | ost Entry Quarantine  | Confirm Reserv  | vation  |   |   | '  | '   |                                 |
| Confi  | rm Rese  | ervation                   |   |   |   |   |   |  | Required fields in  | ndicated by *                   |
| Reference                                      | e Reserv   | vation Doc                 | cumentation   | Transport   | Declaration   | Payment   | Success   |  |   |                                 |
| Additio  | onal Informa   | ation                      |   |   |   |   |   |  |   |                                 |
| Is there a<br>that may<br>booking<br>reservati | any additional in<br>help the depart<br>or conducting th<br>ion? | formation<br>ment in<br>ne | 500 characte  | r limit   |   |   |   |  |   |                                 |
| 500 01 5                                       |  | andaning                   |   |   |   |   |   |  |   |                                 |
| If you   | wish to provide  | additional inform          | nation in the futu  | re, you can do  | so by updating y  | our reservation.  |   |  |   |                                 |
| Decla  | ration   |                            |   |   |   |   |   |  |   |                                 |
| General  | Declaration  | k                          | <ul> <li>By selecting<br/>Providing fa<br/>purported c<br/>and is punis</li> </ul>    | the checkbox<br>lise or misleadi<br>ompliance with<br>shable by up to                       | you declare that<br>ing statements, in<br>the law of the C<br>12 months impri                       | the information p<br>formation or doc<br>ommonwealth, is<br>sonment.                              | corovided in this<br>cuments to the<br>a serious offer  | form is true and<br>Commonwealth<br>nce under the C  | d correct.<br>, or to any other p<br>riminal Code Act 1                               | erson in<br>995 (Cth)           |
| Privacy  | Statement  |                            | 'Personal infor<br>identifiable. 'Pe<br>information' un                               | mation' means<br>ersonal informa<br>der the Biosec  | information or ar<br>ation' that is colle<br>urity Act.   | opinion about a<br>ted under or in a  | n identified indi<br>accordance with  | ividual, or an inc<br>n the <i>Biosecurit</i> y  | dividual who is rea<br>y Act 2015 is also   | sonably<br>'protected           |
|  |  |                            | The collection<br>and Water Res<br>of assessing w<br>form is not pro<br>department wi | of 'protected in<br>sources in relat<br>hether the con<br>vided by you, y<br>I only be used | formation' includ<br>ion to this consig<br>signment meets<br>rou may be in con<br>or disclosed as a | ng personal and<br>nment is being c<br>the import conditi<br>travention of you<br>uthorised under | sensitive inforr<br>ollected under<br>ions. If the rele<br>ur import condit<br>the <i>Biosecurity</i> | nation by the De<br>the <i>Biosecurity</i> ,<br>vant personal in<br>tions. Informatio<br><i>Act 2015</i> . | epartment of Agric<br>Act 2015 for the p<br>nformation request<br>on collected by the | ulture<br>urposes<br>ed in this |
|  |  |                            | See our Privac<br>complaint. Alte   | y Policy web p<br>rnatively, telep  | age to learn mor<br>hone the departr  | about accessin<br>nent on +61 2 62  | g or correcting<br>72 3933.   | personal inform  | nation or making a  |                                 |
| Pleas  | e note, in the fo  | llowing screens            | you may be req  | uired to make a   | a payment. The a  | mount invoiced is   | s not the total c   | ost of post entry  | y quarantine.   |                                 |
| For m  | ore information a  | about post entry           | / quarantine fees   | and levies plea   | ase visit <u>fees an</u> d  | charges.  |   |  |   |                                 |
|  |  |                            |   |   |   |   |   |  |   |                                 |
| Can <u>c</u> el                                | Previous   |                            |   |   |   |   |   |  |   | Next                            |

#### Pay for confirming your booking

You will be expected to make an initial booking payment. The system will present you with a payment summary screen. The payment summary contains:

- 1. *Service Reference Number:* This number identifies the services that charges are being paid for.
- 2. *Description of your commodity*: This section includes your commodity type, what pathway is applicable to your commodity, how many of your commodity types are you bringing to Australia and additional comments.
- 3. *Service Description:* This section outlines services to be performed on your booking and outlines pricing.

| Home              | Animal<br>Reservation                       | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status         | ,                             | Admin <del>v</del> |  | HOADLEY<br>KYMME ▼ |  |  |
|-------------------|---|----------------------|------------------------|-----------------------|------------------------|-----------------------|-------------------------|-------------------------------|--------------------|--|--------------------|--|--|
| Department of     | of Agriculture / Post                       | Entry Quarantine     | / Confirm Reservati    | on - Payment          |                        |                       |                         |                               |                    |  |                    |  |  |
| Confi<br>Services | ervices Payment Arrangement Payment Details |                      |                        |                       |                        |                       |                         |                               |                    |  |                    |  |  |
| Servic            | ce Summary                                  | 07806                |                        |                       |                        |                       |                         |                               |                    |  |                    |  |  |
| Biosec            | urity Description                           | ı                    | Pathway                |                       |                        |                       |                         | Qty                           | Addition           | al Information                             |                    |  |  |
| PLANT             |   |                      | Post Entry Quar        | antine Booking C      | onfirmation - Plar     | t                     |                         | 1                             | Booking            | Confirmation                               |                    |  |  |
| Service           | e Description                               |                      |                        |                       | Qty                    | Unit Price            | 1                       | Unit GST Total                |                    | Total                                      |                    |  |  |
| PEQ In            | nportation Charge                           | - Plants m2 per      | m                      |                       | 1                      | \$105.00              | :                       | \$0.00                        |                    | \$105.00                                   |                    |  |  |
|                   |   |                      |                        |                       |                        |                       | Total<br>Total<br>Total | (excl. G<br>GST:<br>(incl. GS | ST):<br>ST):       | AUD \$105.00<br>AUD \$0.00<br>AUD \$105.00 |                    |  |  |
| Cancel            |   |                      |                        |                       |                        |                       |                         |                               |                    |  | Next               |  |  |

## Select <u>N</u>ext

Enter your credit card details and select Pay Now

| Make Payment        |                               |                    |                              |                  |
|---------------------|-------------------------------|--------------------|------------------------------|------------------|
| By clicking Pay N   | low you accept the Privacy S  | Statement and Terr | ns and Conditions of paymer  | nt.              |
| You are pa          | aying an amount of \$         | 105.00             |                              |                  |
| Cardholder<br>Name  |                               |                    |                              |                  |
| Card<br>Number      | VISA 🗪                        |                    |                              |                  |
| Expiry Date         | Month                         | •                  | Year                         | $\checkmark$     |
| Security<br>Code    |                               |                    |                              |                  |
|                     | Pay Now                       |                    |                              |                  |
|                     |                               |                    |                              |                  |
| This transaction wi | ll appear on your card statem | nent under the nam | ne of "Dept of Agriculture". |                  |
| Cancel              |                               |                    |                              | <u>C</u> ontinue |

Once the payment is successful, you will be presented with the screen below.

| Payment                          |  |                  |
|----------------------------------|--|------------------|
|                                  |  |                  |
|                                  |  |                  |
| Please note: you must click the  | 'continue' button to finalise this transaction.              |                  |
|                                  |  |                  |
| Payment Confirmation             |  |                  |
| Transaction Data                 | 40 0-4 2046 44.45-00 557                                     |                  |
| Transaction Date                 | 19 Oct 2016 14:10:09 EST                                     |                  |
| Transaction Reference            | 90037977   |                  |
| Payment Reference Number         | 30020293707  |                  |
| Doumont Amount                   | 405.00   |                  |
| Payment Amount                   | 105.00   |                  |
| Credit Card Type                 | MasterCard   |                  |
|                                  |  |                  |
|                                  |  |                  |
|                                  |  |                  |
|                                  |  |                  |
|                                  |  |                  |
| I his transaction will appear on | your card statement under the name of "Dept of Agriculture". |                  |
|                                  |  |                  |
|                                  |  |                  |
| Cancel                           |  | <u>C</u> ontinue |

The system will automatically send you an email containing a Tax Invoice / Receipt for this transaction. If you are an account client the email will be sent to your finance nominated email address. Otherwise, you will receive the email on the address you provided in the PEBS system.

## **Success Screen**

The screen below will appear to confirm submission of your information.

| Home    | Animal<br>Reservatio  | Plant<br>Reservation                   | Confirm<br>Reservation                   | Update<br>Reservation            | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status | Admin <del>v</del> |                   | HOADLEY<br>KYMME <del>-</del> |  |  |
|---------|---|--|--|----------------------------------|------------------------|-----------------------|-----------------|--------------------|-------------------|-------------------------------|--|--|
| Departr | partment of Agriculture and Water Resources / Post Entry Quarantine / Confirm Reservation |  |  |                                  |                        |                       |                 |                    |                   |                               |  |  |
| Co      | Confirm Reservation   |  |  |                                  |                        |                       |                 |                    |                   |                               |  |  |
| Refe    | erence Re   | servation Do                           | ocumentation                             | Transport                        | Declaration            | Payment               | Success         |                    |                   |                               |  |  |
| •       | ✓ Success!  |  |  |                                  |                        |                       |                 |                    |                   |                               |  |  |
| Y<br>T  | our reservation c   | onfirmation has be<br>r payment has be | een received by th<br>en sent to your er | ne Department o<br>mail address. | of Agriculture and     | I Water Resourc       | es.             |                    |                   |                               |  |  |
| Y       | our PEQ Referer   | ce Number (PRN)                        | ) is <b>01161005307</b>                  | <b>806</b> . This numb           | er is unique to th     | is PEQ reservati      | ion and can be  | used to access     | and manage it onl | ine.                          |  |  |
|         |   |  |  |                                  |                        |                       |                 |                    | E                 | inished                       |  |  |

## **Modifying your booking**

You are able to modify your commodity's arrival date prior to you confirming your booking. Once you confirm your booking you will not be able to modify your commodity's arrival date. If you wish to change after confirmation you will need to contact the Department directly on 1800 900 090 or <u>PEQservices@agriculture.gov.au</u>.

This section outlines steps required to change your commodity's arrival date online via PEBS system.

#### **Main Screen**

You update your commodity's arrival date by selecting 'Update Reservation' from the main heading, or selecting 'UPDATE' from the 'Change Reservation' box.



This screen displays. Enter your PEQ Reference Number (PRN) and your Reservation email. This is the email that you registered with.

| Home  | Animal<br>Reservation   | Plant<br>Reservation   | Confirm<br>Reservation                                     | Update<br>Reservation                                      | Release<br>Appointment                                      | Cancel<br>Reservation                                   | Check<br>Status                                     |   |
|---|---|--|--|--|---|---|---|---|
| Department o  | f Agriculture and Wa  | iter Resources / F   | ost Entry Quarantin  | e / Update Reserva   | ition   |   |   |   |
| Upda  | te Rese   | rvation  |  |  |   |   |   | Required fields indicated by *  |
| Referenc  | e Reserv  | ation Do   | cumentation  | Authorisation  | Declaration   | Success   |   |   |
| If anythin<br>infection<br>provide the<br>Please the<br>PEQ F | ng changes that<br>, might behave the<br>the best possible<br>be aware that if y<br>Reservation | might affect yo<br>imidly or aggre:<br>a care.<br>You change the | ur animal's beha<br>ssively when it a<br>arrival date, PE0 | wour or health, j<br>rrvies in PEQ. L<br>Q staff will need | please update yo<br>etting our staff kr<br>to reassess your | ur reservation. A<br>low beforehand<br>reservation to m | An animal suffe<br>helps keep ou<br>nake sure space | ring from a minor illness, such as an ear<br>r staff and the animal safe and allows us to<br>ce is available. |
| PEQ Re<br>(PRN)   | ference Number  | * #  |  |  |   |   | can t<br>cons                                       | ignment.  |
| Reserva   | tion email  | *  |  |  |   |   | This<br>within                                      | is the email address you nominated<br>n the PEQ reservation request.  |
| Can <u>c</u> el   |   |  |  |  |   |   |   | Next  |

| Home                          | Animal<br>Reservation                     | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointmen | Cancel<br>Reservation | Check<br>Status |                               |
|-------------------------------|---|----------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-------------------------------|
| Department                    | of Agriculture and Wa                     | ater Resources / P   | ost Entry Quarantine   | e / Update Reserva    | ation                 |                       |                 |                               |
| Upda                          | ite Rese                                  | rvation              |                        |                       |                       |                       |                 | Required fields indicated by* |
| Referenc                      | e Reser                                   | vation Do            | cumentation            | Authorisation         | Transpo               | nt Declaration        | n Success       |                               |
| Reser                         | vation Sum                                | mary                 |                        |                       | R                     | eservation D          | etails          |                               |
| Referen                       | rence number 01161005307806               |                      |                        |                       |                       | ermit expiry          | 31/10/20        | 17                            |
| Permit r<br>appears<br>permit | t number as it IP12345679<br>rs on import |                      |                        |                       |                       | EQ arrival            | 31/10/20        | 16                            |
| Genus                         |   | Celery (Apiu         | m spp.)                |                       |                       |                       |                 |                               |
| Country                       | of origin                                 | CANADA               |                        |                       |                       |                       |                 |                               |
| Can <u>c</u> e                | Previous                                  |                      |                        |                       |                       |                       |                 | Next                          |

#### **Uploading Documents**

This section allows you to upload documents required for your reservation. This section could also be used to upload documents throughout your reservation life-cycle till your commodity is released from quarantine. You are able to upload as many files as required. However, each file is limited to 8MB. Additionally, you will be able to upload an image (JPG or JPEG) or a PDF document. It is recommended that you upload readable images (e.g. 100dpi). PEBS supports select and drop feature; you can select a file from your computer and drop it into the File Upload area. Alternatively you can select the 'Browse' option in the File Upload view.

| eference Reservation Documenta   | tion Authorisation   | Transport   | Declaration Success          |               |                  |
|--|--|---|------------------------------|---------------|------------------|
| <ul> <li>Upload any documents required for this res</li> <li>The maximum filesize for attachments is 8.1</li> <li>The system supports the uploading of files at that uploaded files are readable (e.g. 100dpi).</li> </ul> | ervation, such as phytosa<br><u>0 MB</u> .<br>and images with extensio<br>Document D | anitary certificates.<br>ns of TIF, JPG, JF<br>etails | EG, PDF, DOC, DOCX, PNG, MSG | , PST, and OS | T. Please ensure |
|  |  | ctalls  |                              |               |                  |
|  | Filename   | Туре  | Additional Information       | Size          | Actions          |
|  | Click the Browse   | button or drag and                                    | drop to add a new Document   |               |                  |
| Browse   |  |   |                              |               |                  |
|  |  |   |                              |               |                  |
|  |  |   |                              |               |                  |
| Describer Description  |  |   |                              |               | Next             |

If you want to remove a file you have uploaded, you can press on the \_\_\_\_\_\_ under 'Actions'.

#### **Authorisation**

This section allows you to update your authourisation of either company or personnel who will be providing services to the commodity while at the PEQ Quarantine facility.

| Department of Agricultu<br>Update R<br>Reference<br>Quarantine<br>This section is | Reservation Access Author   | Post Entry Quarantine / Update Re  Documentation Authorisa  isation Details        | tion Transport  | Declaration   | success                           | Required fields indicated by      |
|---|---|--|---|---|-----------------------------------|-----------------------------------|
| Update R<br>Reference<br>Quarantine<br>This section is                            | Reservation   | Documentation Authorisa  | tion Transport  | Declaration   | iuccess                           | Required fields indicated by      |
| Reference Quarantine This section is  | Reservation Access Author   | Documentation Authorisa  | tion Transport  | Declaration   | Buccess                           |                                   |
| Quarantine<br>This section is   | Access Author   | isation Details  |   |   |                                   |                                   |
| Department st   | s optional. It is used to<br>taff will assess all req<br>presentative | o seek authorisation for a third<br>quests and determine whether a<br>Company Name | party to act on behalf of<br>authorisation may be gra<br>Given Name | f the client and to colle<br>anted. More<br>Last Name | ct plants at the end of<br>Reason | the quarantine period.<br>Actions |
| INDIVIDUAL  |   |  | Grace   | Kelly   | SERVICE                           | + /                               |
| Can <u>c</u> el Pre   | vious   |  |   |   |                                   | Next                              |

If you want to remove a person or company you can press on the \_\_\_\_\_\_ under 'Actions'. You can add a

person or company here by selecting

## **Transport**

Here you can update the Transport Details for your consignment.

| Home                   | Animal<br>Reservation | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status |                                |
|------------------------|-----------------------|----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|--------------------------------|
| Department o           | of Agriculture and W  | ater Resources / P   | ost Entry Quarantir    | ne / Update Reserva   | ation                  |                       |                 |                                |
| Upda                   | te Rese               | rvation              |                        |                       |                        |                       |                 | Required fields indicated by * |
| Reference              | e Reser               | vation Doc           | cumentation            | Authorisation         | Transport              | Declaration           | Success         |                                |
| Trans                  | port Details          | i                    |                        |                       |                        |                       |                 |                                |
| Flight nu              | Imber                 | * QF 06              |                        |                       |                        |                       |                 |                                |
| Arrival ti<br>Melbouri | me in<br>ne           | <b>*</b> ② 2:00      | PM                     |                       |                        |                       |                 |                                |
| Air wayb               | ill (AWB)             | * 08181140           | 743                    |                       |                        |                       |                 |                                |
| Cancel                 | Previous              |                      |                        |                       |                        |                       |                 | Next                           |

## **Declaration**

You will then be asked to optionally provide additional information to be recorded against your record.

| Home                             | Animal<br>Reservation                     | Confirm<br>Reservation             | Update<br>Reservation                                | Cancel<br>Reservation   | Check<br>Status  |   |  |
|----------------------------------|---|------------------------------------|--|---|--|---|--|
| Department of                    | of Agriculture / Pos                      | t Entry Quarantine /               | Update Reservatio                                    | n   |  |   |  |
| Upda                             | te Rese                                   | rvation                            |  |   |  | Required fields denoted by*   |  |
| Reference                        | e Reser                                   | vation Do                          | cumentation  | Declaration   | Success  |   |  |
| Additio                          | onal Inform                               | ation                              |  |   |  |   |  |
| Is there<br>the depa<br>reservat | any additional<br>artment in book<br>ion? | information tha<br>ing or conducti | t may help<br>ng the                                 | 500 character   | limit  |   |  |
| 500 of 5                         | 00 characters i                           | remaining                          |  |   |  | li li   |  |
| Decla                            | ration                                    |                                    |  |   |  |   |  |
| General                          | Declaration                               | :                                  | Is selecting<br>Providing<br>person in<br>Act 1995 ( | ng the checkbo<br>false or misleac<br>purported comp<br>Cth) and is pur | x you declare t<br>ling statements<br>bliance with the<br>hishable by up | that the information provided in this form is true and correct.<br>ts, information or documents to the Commonwealth, or to any other<br>e law of the Commonwealth, is a serious offence under the Criminal Code<br>to 12 months imprisonment. |  |
| Privacy                          | Statement                                 |                                    | The collection the Quarantin                         | n of personal in<br>ne Act for the p                                    | formation by th<br>urposes of pro  | he Department of Agriculture in relation to this form is authorised under<br>occessing the consignment for which you are submitting information.  |  |
| Can <u>c</u> el                  | Previous                                  |                                    |  |   |  | Next  |  |

#### **Success Screen**

A success screen will be displayed as below.

| Home          | Animal<br>Reservation   | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status |                                      |  |  |
|---------------|---|----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|--------------------------------------|--|--|
| Department of | epartment of Agriculture and Water Resources / Post Entry Quarantine / Update Reservation |                      |                        |                       |                        |                       |                 |                                      |  |  |
| Upda          | Jpdate Reservation  |                      |                        |                       |                        |                       |                 |                                      |  |  |
| Reference     | e Resen   | vation Doc           | umentation             | Authorisation         | Transport              | Declaration           | Success         |                                      |  |  |
| ✓ St          | ✓ Success!  |                      |                        |                       |                        |                       |                 |                                      |  |  |
| Your          | changes have be   | een received by      | the Department         | of Agriculture a      | nd Water Resour        | rces.                 |                 |                                      |  |  |
| Your          | PEQ Reference   | Number (PRN) i       | s <b>01161005307</b>   | 806. This numbe       | er is unique to thi    | is PEQ reservati      | on and can be u | used to access and manage it online. |  |  |
|               |   |                      |                        |                       |                        |                       |                 | Einished                             |  |  |

## Checking the status of your reservation

After you have successfully initiated a booking you will be able to check the status of your reservation online.

You can enquire the status of your reservation using the PEQ Reservation Number (PRN).

Select 'Check Status' from the main toolbar or 'STATUS' from the 'Enquiry' box.



| Australian Government<br>Pepartment of Agriculture<br>and Water Resources                             |   | Post E                             | Entry Biosecurity System   |
|---|---|------------------------------------|--|
| Home Animal Plant<br>Reservation Reservation  | In Reservation Update Release Appointment                   | Cancel Check<br>Reservation Status |  |
| <section-header><image/><image/><text><text><text><text></text></text></text></text></section-header> | Check Reservation Status PEQ Reference Number Close CONFIRM | X<br>Check Status<br>UPDATE CANCEL | <image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header> |

You will be able to enter the PRN and check the status of your reservation.

|      | Australian Govern<br>Department of Agr<br>and Water Resourc   | nment<br>iculture<br>ves                        |  |   |  |   |   | Post Entry Biosecurity System   |
|------|---|---|--|---|--|---|---|---|
|      | Animal<br>Reservation   | Plant<br>Reservation                            | Confirm<br>Reservation   | Update<br>Reservation   | Release<br>Appointment                                   | Cancel<br>Reservation                                   | Check<br>Status                               |   |
| Post | E Entry<br>E Entry<br>New<br>Reservation<br>e a new Post Entry Or<br>rivation for an animal<br>ANIMAL PLA | Biosec<br>C<br>D<br>D<br>Nuarantine<br>or plant | Urity S<br>heck Reserva<br>The status of th<br>Your reservati<br>is normal for th<br>Melbourne.<br>PEQ Reference Nu<br>Close | ystem<br>ation Status<br>is reservation is<br>on is confirme<br>his status to d | s Pending arriva<br>d but has not bu<br>isplay for up to | el on 31 Oct 201<br>een admitted in<br>24 hours after a | 6<br>to quarantine<br>rrriving in<br>Check St | e. It<br>B. It |

## How do I enquire about my reservation?

You can log in to your account in PEBS to check the status of your commodity. You can update or change your reservation at the Post Entry Quarantine.

## **Cancelling a reservation**

You will be able to cancel your reservation online prior to your commodity's arrival date.

You can select 'Cancel' in the 'Change Reservation' box or 'Cancel Reservation' from the main toolbar.





You will then be prompted to enter and the email address you specified at the time of initiating a booking and your PEQ Reservation Number (PRN), which was emailed to you at the time of initiating a booking.

| Home            | Animal<br>Reservation   | Pla<br>Reser | ant<br>vation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Ch<br>Sta | eck<br>Itus             |   |
|-----------------|---|--------------|---------------|------------------------|-----------------------|------------------------|-----------------------|-----------|-------------------------|---|
| Department o    | artment of Agriculture and Water Resources / Post Entry Quarantine / Cancel Reservation |              |               |                        |                       |                        |                       |           |                         |   |
| Canc            | ancel Reservation Required fields indicated by*   |              |               |                        |                       |                        |                       |           |                         |   |
| Referenc        | e Reserv  | ation        | Car           | ncel Suc               | ccess                 |                        |                       |           |                         |   |
| PEQ Re<br>(PRN) | Reservation   | *            | #             |                        |                       |                        |                       |           | The F<br>can b<br>consi | PRN is unique to your PEQ reservation. It<br>e used to identify your reservation and<br>gnment. |
| Reserva         | tion email  | *            |               |                        |                       |                        |                       |           | This i<br>withir        | s the email address you nominated<br>the PEQ reservation request.                               |
| Can <u>c</u> el |   |              |               |                        |                       |                        |                       |           |                         | Next  |

#### **Summary Screen**

A summary of your reservation will be displayed to you.

| Home            | Animal<br>Reservation  | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation   | Check<br>Status     |                                |  |  |  |
|-----------------|--|----------------------|------------------------|-----------------------|------------------------|---|---------------------|--------------------------------|--|--|--|
| Department o    | partment of Agriculture and Water Resources / Post Entry Quarantine / Cancel Reservation |                      |                        |                       |                        |   |                     |                                |  |  |  |
| Canc            | el Rese  | rvation              |                        |                       |                        |   |                     | Required fields indicated by * |  |  |  |
| Reference       | Reference Reservation Cancel Success   |                      |                        |                       |                        |   |                     |                                |  |  |  |
| Reser           | Reservation Summary  |                      |                        |                       |                        |   | Reservation Details |                                |  |  |  |
| Reference       | ce number  | 01161005307          | 7806                   |                       | Pen                    | nit expiry  | 31/10/20            | 17                             |  |  |  |
| Permit n        | umber as it  | IP12345679           |                        |                       | PEC                    | ) arrival   | 31/10/20            | 16                             |  |  |  |
| permit<br>Genus | pears on import<br>rmit<br>enus <b>Celery (Apium spp.)</b>                               |                      |                        |                       |                        | You can update your reservation <u>here</u> to change your PEQ arrival date.<br>Any changes must be re-approved by Biosecurity officer which may take<br>up to seven days |                     |                                |  |  |  |
| Country         | of origin  | CANADA               |                        |                       |                        |   |                     |                                |  |  |  |
| Can <u>c</u> el | Previous   |                      |                        |                       |                        |   |                     | Next                           |  |  |  |

## **Declaration**

You will then be presented with the option to provide additional information to be recorded against your record.

| Home               | Animal<br>Reservation                 | Plant<br>Reservation     | Confirm<br>Reservation  | Update<br>Reservation   | Release<br>Appointment   | Cancel<br>Reservation   | Check<br>Status   |  |  |  |
|--------------------|---------------------------------------|--------------------------|---|---|--|---|---|--|--|--|
| Department of      | of Agriculture and Wa                 | ater Resources / P       | ost Entry Quarantin   | e / Cancel Reserva  | ation  |   |   |  |  |  |
| Canc               | el Reser                              | vation                   |   |   |  |   |   | Required fields indicated by *   |  |  |
| Referenc           | e Reserv                              | vation Car               | ncel Suc  | cess  |  |   |   |  |  |  |
| Additi             | onal Comme                            | ents                     |   |   |  |   |   |  |  |  |
| Reason<br>500 of 5 | for reservation c<br>00 characters re | ancellation ,<br>maining | 500 characte  | r limit   |  |   |   |  |  |  |
| Decla              | ration                                |                          |   |   |  |   |   |  |  |  |
| General            | Declaration                           | ×                        | By selecting  | g the checkbox  | you declare that   | the information p   | provided in this  | form is true and correct.  |  |  |
|                    |                                       |                          | Providing fa<br>purported c<br>and is puni  | alse or misleadii<br>compliance with<br>shable by up to   | ng statements, in<br>the law of the Co<br>12 months impris   | formation or doc<br>ommonwealth, is<br>sonment.   | cuments to the<br>a serious offer   | Commonwealth, or to any other person in<br>ice under the Criminal Code Act 1995 (Cth)  |  |  |
| 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 <i>Biosecurity Act 2015</i> is also 'protected information' under the Biosecurity Act. |   |  |   |   |  |  |  |
|                    |                                       |                          | The collection<br>and Water Re<br>of assessing v<br>form is not pro<br>department wi  | of 'protected inf<br>sources in relati<br>whether the cons<br>wided by you, y<br>Il only be used of | formation' includi<br>on to this consig<br>signment meets t<br>ou may be in cor<br>or disclosed as a | ng personal and<br>nment is being c<br>he import condit<br>travention of you<br>uthorised under | sensitive inforr<br>ollected under<br>ions. If the rele<br>ur import condit<br>the <i>Biosecurity</i> | nation by the Department of Agriculture<br>the <i>Biosecurity Act</i> 2015 for the purposes<br>vant personal information requested in this<br>ions. Information collected by the<br><i>Act</i> 2015. |  |  |
|                    |                                       |                          | See our Privac<br>complaint. Alte   | cy Policy web pa<br>ernatively, telep   | age to learn more<br>hone the departn  | about accessin<br>nent on +61 2 62  | g or correcting<br>272 3933.  | personal information or making a   |  |  |
| Can <u>c</u> el    | Previous                              |                          |   |   |  |   |   | Next   |  |  |

#### **Success Screen**

A success message will be displayed for your reference.

| Cancel F   | Reservatior          | ı                     |                          | Required fields denoted by * |
|------------|----------------------|-----------------------|--------------------------|------------------------------|
| Reference  | Reservation          | Cancel                | Success                  |                              |
| Your PEQ R | Reference Number (PF | RN) <b>0115100024</b> | 5994 has been cancelled. |                              |
|            |                      |                       |                          | Enished                      |

## **Booking a release appointment**

You will be able to book a release appointment online for your commodity.

You can select 'RELEASE' for the Release Appointment box or 'Release Appointment' from the main toolbar.



You will then be prompted to enter the email address you specified at the time of initiating a booking and your PEQ Reservation Number (PRN), which was emailed to you at the time of initiating a booking.

| lome             | Animal<br>Reservation  | Plant<br>Reservation | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status |  |  |  |
|------------------|--|----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|--|--|--|
| epartment o      | artment of Agriculture and Water Resources / Post Entry Quarantine / Confirm Release Appointment |                      |                        |                       |                        |                       |                 |  |  |  |
| Confi            | onfirm Release Appointment Required fields indicated by*   |                      |                        |                       |                        |                       |                 |  |  |  |
| Reference        | e Appoir<br>Reservation  | tment Pa             | yments Su              | iccess                |                        |                       | The             | PRN is unique to your PEQ reservation. It                            |  |  |
| PEQ Ret<br>(PRN) | ference Number   | * #                  |                        |                       |                        |                       | can b<br>cons   | be used to identify your reservation and<br>ignment.                 |  |  |
| Reserva          | tion email   | * 🗵                  |                        |                       |                        |                       | This<br>within  | is the email address you nominated<br>n the PEQ reservation request. |  |  |
| Can <u>c</u> el  |  |                      |                        |                       |                        |                       |                 | Next   |  |  |

If there are any outstanding invoices these will need to be paid before the commodity can be released.

| Home                 | Animal<br>Reservation                 | Plant<br>Reservation           | Confirm<br>Reservation | Update<br>Reservation | Release<br>Appointment | Cancel<br>Reservation | Check<br>Status | Admin <del>v</del>                            |                                      | HOADLEY<br>KYMME <del>-</del> |  |  |
|----------------------|---------------------------------------|--------------------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------|---|--------------------------------------|-------------------------------|--|--|
| Department o         | f Agriculture and Wa                  | ater Resources / P             | ost Entry Quarantin    | e / Confirm Releas    | e Appointment          |                       |                 |   |                                      |                               |  |  |
| Confi                | rm Rele                               | ase App                        | ointmer                | nt                    |                        |                       |                 |   | Required fields i                    | ndicated by*                  |  |  |
| Reference            | eference Appointment Payments Success |                                |                        |                       |                        |                       |                 |   |                                      |                               |  |  |
|                      |                                       |                                |                        |                       |                        |                       |                 |   |                                      |                               |  |  |
| Please of All invoid | correct the follo                     | wing errors:<br>vation must be | paid before a re       | lease appointme       | ent can be sched       | uled. To make a       | payment or ch   | eck the status o                              | of an invoice, visit                 | online                        |  |  |
| payment              | . Selvice.                            |                                |                        |                       |                        |                       |                 |   |                                      |                               |  |  |
| PEQ F                | Reservation                           |                                |                        |                       |                        |                       | The F           | The PRN is unique to your PEQ reservation. It |                                      |                               |  |  |
| PEQ Ret<br>(PRN)     | ference Number                        | * #                            | 01161005269220         | )                     |                        |                       | can b<br>consi  | e used to identi<br>gnment.                   | ry your reservation                  | n and                         |  |  |
| Reserva              | tion email                            | *                              | sdmuat1@agricu         | ulture.gov.au         |                        |                       | This is within  | s the email add<br>i the PEQ reser            | ress you nominate<br>vation request. | bd                            |  |  |
|                      |                                       |                                |                        |                       |                        |                       |                 |   |                                      |                               |  |  |
| Can <u>c</u> el      |                                       |                                |                        |                       |                        |                       |                 |   |                                      | <u>N</u> ext                  |  |  |

If there are outstanding invoices these can be paid online.

| Make Payment                 | Required fields denoted by *  |
|------------------------------|---|
| Payment Enquiry Make Payment |   |
| Payment                      |   |
| Reference Number *           | S You can check your payment status and make the following payments by antoning the appropriate reference number in |
| \$ Make Paym                 | the field to the left:  |
|                              | <ul> <li>Tax Invoices – enter your numerical Invoice Number</li> </ul>  |

Enter the invoice number that you wish to pay. Select Make Payment.

The payment screen will display.

| Make Payment        |                           |                        |                              |                  |
|---------------------|---------------------------|------------------------|------------------------------|------------------|
| By clicking Pay No  | ow you accept the Privac  | cy Statement and Term  | s and Conditions of payment  |                  |
| You are p           | aying an amount o         | of \$500.00            |                              |                  |
| Cardholder<br>Name  |                           |                        |                              |                  |
| Card<br>Number      |                           | 70                     |                              |                  |
| Expiry Date         | Month                     |                        | Year                         |                  |
| Security<br>Code    |                           |                        |                              |                  |
|                     | Pay Now                   |                        |                              |                  |
|                     |                           |                        |                              |                  |
|                     |                           |                        |                              |                  |
| This transaction wi | ll appear on your card st | tatement under the nam | ne of "Dept of Agriculture". |                  |
|                     |                           |                        |                              |                  |
| Cancel              |                           |                        |                              | <u>C</u> ontinue |

Enter your credit card details and select Pay Now Payment Confirmation will display.

| Make Payment                    |   |                  |
|---------------------------------|---|------------------|
| Please note: you must click th  | e 'continue' button to finalise this transaction.       |                  |
| Payment Confirmation            |   |                  |
| Transaction Date                | 25 Oct 2016 10:04:36 EST                                |                  |
| Transaction Reference           | 90048711  |                  |
| Payment Reference Number        | 30020293863   |                  |
| Payment Amount                  | 500.00  |                  |
| Credit Card Type                | MasterCard  |                  |
|                                 |   |                  |
|                                 |   |                  |
|                                 |   |                  |
|                                 |   |                  |
| This transaction will appear on | your card statement under the name of"Dept of Agricultu | ıre".            |
|                                 |   |                  |
| Cancel                          |   | <u>C</u> ontinue |

Select <u>Continue to finalise the transaction</u>.

You will now be able to complete the Release Appoinment booking.

Select your preferred Pickup Time, who will pick up the commodity and Commodity Name.

| ome                  | Animal<br>Reservatio                                      | on Res  | Plant<br>ervation                            | Confirm<br>Reservation                     | Update<br>Reservation   | Release<br>Appointmen          | Cancel<br>Reservation       | Check<br>Status                                 | Admin <del>v</del>        |   | HOADLEY<br>KYMME <del>-</del> |
|----------------------|---|---|--|--|---|--------------------------------|-----------------------------|---|---------------------------|---|-------------------------------|
| epartment o          | of Agriculture a  | nd Water Re                                     | sources / Po                                 | st Entry Quarantine                        | Confirm Release   | e Appointment                  |                             |   |                           |   |                               |
| Confi                | rm Re   | lease   | ә Арр  | ointmen                                    | it  |                                |                             |   |                           | Required field                                | ts indicated by *             |
| Reference            |   | ppointmen                                       | t Pa   | yments S                                   | uccess  |                                |                             |   |                           |   |                               |
| Relea                | se Appo   | intment   | :  |  |   |                                |                             |   |                           |   |                               |
| Please<br>For<br>Mor | e book your<br>Cats and Da<br>nday to Suna<br>many releas | release ap<br>ogs:<br>day 10:00/<br>se appointr | ppointment<br>AM - 12:00<br>ments are s      | within the follo<br>PM<br>scheduled at the | wing hours:<br>For Horses:<br>Monday to Sur<br>e same time, you | nday 6:30AM -<br>u may receive | - 10:00AM<br>an email propo | For Plants<br>Monday to<br>sing a different tim | s:<br>o Friday 9:0<br>ie. | 0am — 2:30pm                                  |                               |
| Propo:<br>Pickup     | sed Release   | 9:00 AM<br>9:30 AM                              | 9/10/2016<br>to 9:30 AM<br>to 10:00 AM       | 1  | Who will picku<br>the commodity                                 | ip <sub>*</sub> Mys<br>/?      | elf                         | Comn<br>Name                                    | nodity *                  | Add to release appo<br>All<br>2108 - Elms - L | intment ?                     |
|                      |   | 10:00 AN<br>10:30 AN<br>11:00 AN                | 1 to 10:30 A<br>1 to 11:00 A<br>1 to 11:30 A | м<br>м<br>м                                |   |                                |                             |   |                           |   |                               |
| Pickup               | Time  |   | Who will                                     | pickup the com                             | modity?   |                                |                             | Commodity Name                                  | Ð                         | A   | ctions                        |
| Click the            | e Add to rel  | ease appo                                       | intment bu                                   | tton to add curre                          | nt selection of pic   | kup time, auth                 | orised person an            | d commodity name                                | to the releas             | e appointment.                                |                               |
| Can <u>c</u> el      | Previou   | s   |  |  |   |                                |                             |   |                           |   | Next                          |

Then select + Add to release appointment. Select <u>N</u>ext

#### Make the necessary payments.

| Confirm Release                 | Appointment - Payment                     | t   |            |     |                                  |              |      |
|---------------------------------|---|---|------------|-----|----------------------------------|--------------|------|
| Services Payment Arran          | ngement Payment Details                   |   |            |     |                                  |              |      |
| Service Summary                 |   |   |            |     |                                  |              |      |
| Reference: 01161005269220       |   |   |            |     |                                  |              |      |
| Biosecurity Description Pathway |   |   | Qty Add    |     | Additional Information           |              |      |
| Plant                           | Post Entry Quarantine Release Appointment | Post Entry Quarantine Release Appointment - Plant |            |     | Release Appointment Confirmation |              |      |
| Plant                           | Post Entry Quarantine Release Appointment | Post Entry Quarantine Release Appointment - Plant |            |     | Release Appointment Confirmation |              |      |
| Service Description             |   | Qty   | Unit Price |     | Unit GST                         | Total        |      |
| PEQ Importation Charge - Plants | s m2 per m                                | 4   | \$105.00   |     | \$0.00                           | \$420.00     |      |
| PEQ monthly husbandry fee - PI  | ant m2 #                                  | 4   | \$20.00    |     | \$0.00                           | \$80.00      |      |
|                                 |   |   |            | T-4 |                                  | AUD \$500.00 |      |
|                                 |   |   |            | Iot | ai (excl. GST):                  | AUD \$500.00 |      |
|                                 |   |   |            | Tot | al GST:                          | AUD \$0.00   |      |
|                                 |   |   |            | Tot | al (incl. GST):                  | AUD \$500.00 |      |
|                                 |   |   |            |     |                                  |              |      |
| Cancel                          |   |   |            |     |                                  |              | Next |
| Canger                          |   |   |            |     |                                  |              | Next |

Select Make Payment.

The payment screen will display.

| Make Payment        |                           |                        |                              |                  |
|---------------------|---------------------------|------------------------|------------------------------|------------------|
| By clicking Pay No  | ow you accept the Privac  | cy Statement and Term  | s and Conditions of payment  |                  |
| You are p           | aying an amount o         | of \$500.00            |                              |                  |
| Cardholder<br>Name  |                           |                        |                              |                  |
| Card<br>Number      |                           | 70                     |                              |                  |
| Expiry Date         | Month                     |                        | Year                         |                  |
| Security<br>Code    |                           |                        |                              |                  |
|                     | Pay Now                   |                        |                              |                  |
|                     |                           |                        |                              |                  |
|                     |                           |                        |                              |                  |
| This transaction wi | ll appear on your card st | tatement under the nam | ne of "Dept of Agriculture". |                  |
|                     |                           |                        |                              |                  |
| Cancel              |                           |                        |                              | <u>C</u> ontinue |

Enter your credit card details and select Pay Now Payment Confirmation will display.

| /lake Payment                   |  |          |  |  |  |  |  |  |
|---------------------------------|--|----------|--|--|--|--|--|--|
| Please note: you must click the | Please note: you must click the 'continue' button to finalise this transaction.              |          |  |  |  |  |  |  |
| Payment Confirmation            | Payment Confirmation   |          |  |  |  |  |  |  |
| Transaction Date                | 25 Oct 2016 10:04:36 EST   |          |  |  |  |  |  |  |
| Transaction Reference           | 90048711   |          |  |  |  |  |  |  |
| Payment Reference Number        | 30020293863  |          |  |  |  |  |  |  |
| Payment Amount                  | 500.00   |          |  |  |  |  |  |  |
| Credit Card Type                | MasterCard   |          |  |  |  |  |  |  |
|                                 |  |          |  |  |  |  |  |  |
|                                 |  |          |  |  |  |  |  |  |
|                                 |  |          |  |  |  |  |  |  |
|                                 |  |          |  |  |  |  |  |  |
| This transaction will appear on | This transaction will appear on your card statement under the name of "Dept of Agriculture". |          |  |  |  |  |  |  |
|                                 |  |          |  |  |  |  |  |  |
| Cancel                          |  | Continue |  |  |  |  |  |  |

Select <u>Continue to finalise the transaction</u>.

## **Support**

Visit our website for additional help using PEBS:

- Visit Post entry quarantine facility
- Visit <u>PEQ reservations frequently asked questions</u>

If you require further assistance, please <u>email PEQ Services</u> or phone 1800 900 090 or +61 0 8318 6700 if outside Australia.

Hours: Monday – Friday (8.00am - 4.00pm) Weekends and Australian Public Holidays – Closed.