

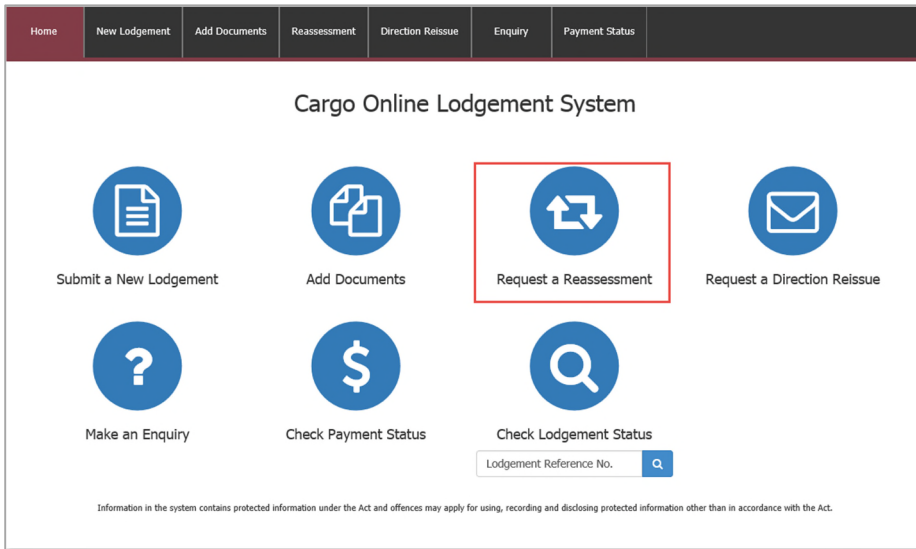
# How do I request a reassessment?

This task card demonstrates how to request a reassessment of documents submitted against your consignment. Your consignment will have been assessed and you may wish for it to be reviewed.

## 1. Request a reassessment

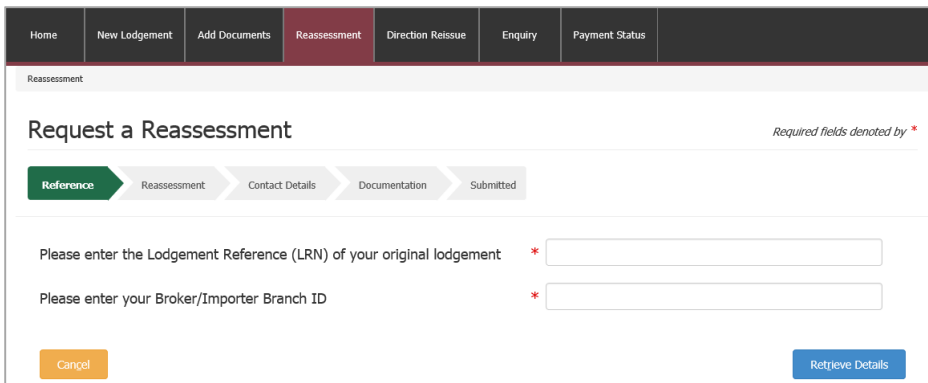
### 1.1 Home page

Go to the Cargo Online Lodgement System



Select **Request a Reassessment**

### 1.2 Enter the LRN and Broker /Importer Branch ID



Enter your Lodgement Reference Number (LRN)

The LRN will be the number given at the time of the original lodgement.

It is a 26 digit number.

*You can copy and paste the LRN from your email notification that you received at the time of initial lodgement.*

Enter your **Broker/ Importer Branch ID**

Select [Retrieve Details](#)

*When you select Retrieve Details the consignment details are automatically retrieved from AIMS and only additional information is required to be entered by you.*

### 1.3 Reassessment Reason

Enter the specific reason for requesting a reassessment.

The screenshot shows the 'Request a Reassessment' form. At the top, there are navigation tabs: Reference, Reassessment (active), Documentation, and Submitted. Below this is the 'Reassessment Reason' section with a text input field and a '1000 of 10000 characters remaining' indicator. Below that is the 'Direction Request' section, which contains a table with columns: Direction, Direction/Line/Container, Treatment/Destruction Type, Nominated Site, AA Name, AA #, and Actions. A '+' button is visible in the Actions column, and a note below the table says 'Click the + button to add a new direction request'.

*You have a 1000 character limit.*

Use the  to add a **Direction Request** for your consignment.

This screenshot shows the 'Request a Reassessment' form with the 'Direction' dropdown menu open. The menu lists several options: Release on Documents, Rural Tailgate Inspection, Tailgate Inspection, Inspection of Goods, Movement Only, Export from Australia (incl. transhipment), Detainment (e.g. at Quarantine Station), Destruction (e.g. deep burial, incineration), and Treatment. A 'Next' button is highlighted in the bottom right corner of the form.

Select the **Direction** required.

Complete the other required fields.

*The AA# field is mandatory when a direction other than Release on Documents is requested.*

*If an AA# is not applicable, enter NA in the field*

Select 

### 1.4 Contact Details

Here you can update your contact details or add a third party email for receiving the notification.

The screenshot shows the 'Request a Reassessment' form with the 'Contact Details' tab selected. It features two sections: 'Responsible Party' and 'Third Party Notification'. The 'Responsible Party' section includes fields for Branch ID (AA33XE), Company name (THE TRUSTEE FOR THE GLOBAL FORWARDING TRUST), Contact name (Bill), Phone number (0296895632), and Email address (nationalcargobcpcordinator@agriculture.gi). There are 'Load' and 'Save' buttons above the 'Responsible Party' section. The 'Third Party Notification' section has a checkbox for 'A third party requires assessment status notification'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

You can **Load** your details.

## 1.5 Documentation

**Request a Reassessment** Required fields denoted by \*

Reference > Reassessment > Contact Details > **Documentation** > Submitted

**Documents**

Please ensure documents do not exceed 10.0 MB in total.

Filename	Document Type	Document Reference	Size	Actions
Click the + button to add a new document or drag-and-drop files into the area above				
				<input style="border: 2px solid red;" type="button" value="+"/>

**Additional Comments**

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

**Declaration**

General Declaration  By selecting the checkbox you declare that the information provided in this form is true and correct and acknowledge that further charges may apply.

Providing false or misleading statements, information or documents to the Commonwealth, or to any other person in purported compliance with the law of the Commonwealth, is a serious offence under the Criminal Code Act 1995 (Cth) and is punishable by up to 12 months imprisonment.

Information in the system contains protected information under the Act and offences may apply for using, recording and disclosing protected information other than in accordance with the Act.

Privacy Statement 'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the Biosecurity Act 2015 is also 'protected information' under the Biosecurity Act. [More...](#)

Select the  to add documents to your lodgement.  
You will be presented with a new window.

**Add Files**

No file chosen

Select **Choose Files** to browse your file to upload.

Alternatively you may select a number of files and drop them in the file box.

Select **Save** to upload the chosen

You will be asked to identify the **Document Type**. This is a mandatory field. Select your document type from the dropdown list. Choose **Other** if your document type is not listed.

**Request a Reassessment** Required fields denoted by \*

Reference > Reassessment > Contact Details > **Documentation** > Submitted

**Documents**

Please ensure documents do not exceed 10.0 MB in total.

Filename	Document Type	Document Reference	Size	Actions
Manufacturers declaration.pdf	<input type="checkbox"/> Line report/Invoice to line <input type="checkbox"/> Lab nomination form <input type="checkbox"/> Treatment certificate <input type="checkbox"/> Phytosanitary certificate <input type="checkbox"/> Health certificate <input type="checkbox"/> Import permit <input type="checkbox"/> Other		12.0 kB	<input type="button" value="+"/> <input type="button" value="🗑"/>

**Additional Comments**

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

**Declaration**

General Declaration  By selecting the checkbox you declare that the information provided in this form is true and correct and acknowledge that further charges may apply.

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*Documents may not exceed 10.0MB in total*

Select the General Declaration box.

Read the Privacy statement

Select

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

Repeat as necessary.

Add any **Additional Comments** that may help with the assessment of the documentation.

Select the **General Declaration** box.

*By selecting the checkbox you declare that the information provided on your form is true and correct.*

Read the Privacy statement.

Select

## 1.5 Submitted

You will receive notification that your lodgement has been submitted.

### Request a Reassessment Required fields denoted by \*

Reference → Reassessment → Documentation → **Submitted**

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#### Submission Confirmation

Your reassessment has now been received by the Department of Agriculture and Water Resources and will be assessed as soon as possible.

You will now receive a confirmation of this lodgement via email to the email address you nominated within the form. Please keep the email as receipt of your lodgement.

Your Lodgement Reference Number (LRN) is **CN028000020171102082758196**.

This number is unique to this lodgement and it can be used to identify your consignment when using other parts of the Cargo Online Lodgement System.

*You will receive an email confirmation from [DoNotReply@agriculture.gov.au](mailto:DoNotReply@agriculture.gov.au).*

*This should be kept as a receipt of your lodgement.*

Your request for a reassessment is with the department for assessment.