



How do I submit a new lodgement?

This task card demonstrates how to submit a lodgement for Approved Arrangement Class 14.4 rural tailgate and external container inspection outcomes in the Biosecurity Portal.

NOTE: Refer to "How do I login to the Biosecurity Portal?" on how to register and login to the Portal.

NOTE: The Portal works best with the latest version of Google Chrome, Safari and Microsoft Edge. Internet Explorer and Mozilla Firefox are not supported.

You must allow pop-ups on your browser before proceeding.

New lodgement

Biosecurity Portal Landing Page

Browse to the Biosecurity Portal landing page – <https://biosecurity.awe.gov.au/>

Login using your digital identity. If you have not registered, refer to "How do I register to use the Biosecurity Portal?" task card.

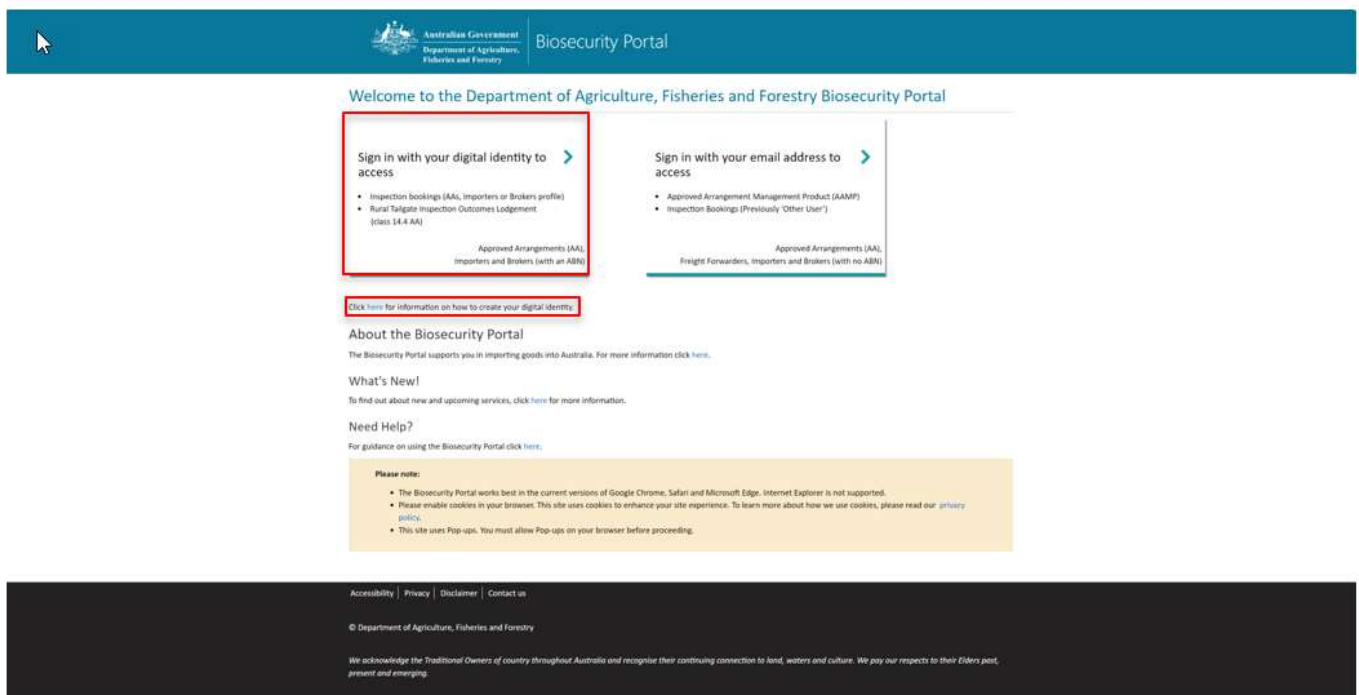


Figure 1: Biosecurity Portal Landing Page



Biosecurity Portal Home Page

Select **Approved Arrangement outcomes**.

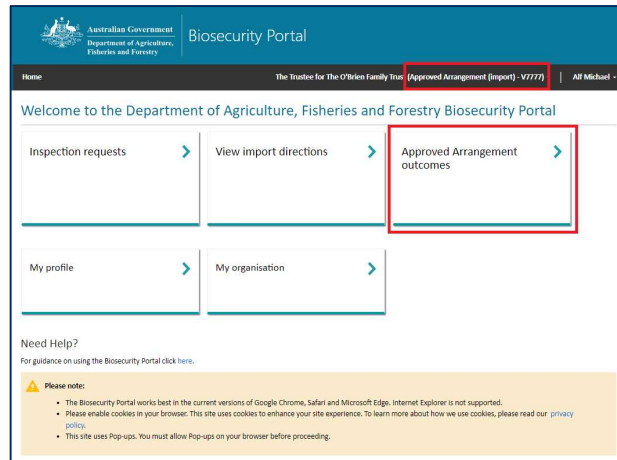


Figure 2: Biosecurity Portal Home Page

Note: This tile will only be visible if you are logged in as an Approved Arrangement. Refer to “How do I set up my organisation profile in the Biosecurity Portal?”

Select **Class 14.4 inspection outcomes**

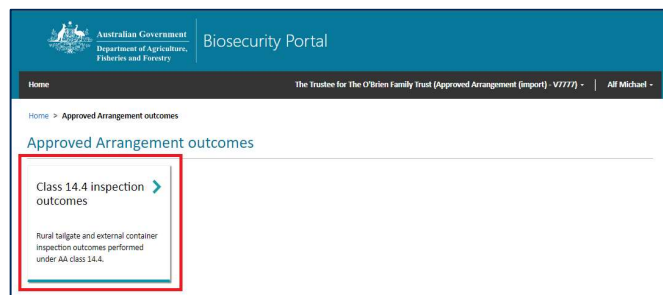


Figure 3: Approved Arrangement outcomes

Entry Id

Select an **Entry ID** or use the search option to find your Entry ID.

Home > Approved Arrangement ... > Class 14.4 Inspection Outcomes

Class 14.4 Inspection Outcomes

Select an Entry Id from the list below or use the search option to find your Entry ID to begin lodging an inspection outcome. If your Entry cannot be found, please contact the department at 1800 900 090.

Filter by Entry ID ...

Entry ID	Date created	Broker	Importer
AC79L3NMX	12/09/2019	SCHENKER AUSTRALIA PTY LTD	Test Importer - Automation Anywhere
RURALA491	05/05/2022	EDI INTERNATIONAL FREIGHT MANAGEMENT PTY LTD	JACINTA RAVENS
SW1233001	05/01/2023	N02 SWIMS BROKERAGE SERVICE PTY LTD	JANE EXAMPLE
SW1233002	05/01/2023	N02 SWIMS BROKERAGE SERVICE PTY LTD	JANE EXAMPLE

Figure 4: Select an Entry Id to view lines



Note: Only active Entry IDs with an open direction ie: AA Rural Tailgate Inspection and the location specified for that direction matching your AA number in AIMS will be visible for selection.

Outcome selection

Select the required **Line** and click **Start** to begin your outcome submission.

Select	Line	Description	Country	Status
<input checked="" type="radio"/>	6000	REGC0501231 Non-Commodity	HONG KONG	Open
<input type="radio"/>	6001	REGC0501232 Non-Commodity	HONG KONG	Open
<input type="radio"/>	6002	REGC0501233 Non-Commodity	HONG KONG	Open

Figure 5: Select a line to commence your outcome submission

Note: Only lines with the status of “Open” can be selected. If a line has a status of “Submitted”, an outcome for this line has already been submitted to the department.

Completing the Outcome Form

The outcome form will display the Entry ID, Line and Container number.

The form is dynamic, with questions displayed dependant on selections made by you. For example, if you select “Nil BRM” to the Inspection outcome question then the BRM section of the form will not appear.

Outcome information

Please complete the required outcome information below and then select the "submit" button to proceed.
Entry id SW1233002 | Line 6000 | Description REGC0501231 Non-Commodity

Container type *

Date inspected *

Hazardous goods detected *

Inspection type *

Inspection outcome *

Container Management

Bioresecurity outcome *

Date of notification or release *

Declaration

Figure 6: Outcome information – dynamic form selection



Tip: In the Date inspected field, you can only enter a date in the past.

If you select “BRM detected”, the BRM Details section will appear for you to record all relevant biosecurity risk material detected.

The screenshot shows a web form for reporting BRM detected. At the top, under 'Inspection outcome', there are two radio buttons: 'No BRM' and 'BRM detected'. The 'BRM detected' option is selected. Below this is the 'BRM Details' section, which includes a heading 'BRM Details' and a sub-heading 'Add all relevant biosecurity risk material that were detected.' There are four main categories: 'Animal', 'Invertebrates', 'Contamination', and 'Other BRM'. Each category has a text input field and an 'Add' button. The 'Animal' category is currently selected, showing '1 of 1' items. Below the 'Animal' category, there are three more categories: 'Invertebrates', 'Contamination', and 'Other BRM', each with an 'Add' button. At the bottom, there is a category for 'Unacceptable packaging' with an 'Add' button. The 'Add' button for the 'Animal' category is highlighted with a red box.

Figure 7: Outcome information – Reporting BRM detected

Tip: You can add multiple categories to report all BRM detected by simply selecting the “Add” button for each occurrence.

NOTE: Mandatory questions are indicated by an Asterix (*) after the question. You must enter a response to each mandatory question, if not, you will be unable to submit the form. An error message will be displayed noting the mandatory question to be answered.

The screenshot shows a web page titled 'Outcome information'. At the top, there is a breadcrumb trail: 'Home > Approved Arrangement... > Class 14.4 Inspection... > Outcome information'. Below the breadcrumb trail, the page title 'Outcome information' is displayed. A message reads: 'Please complete the required outcome information below and then select the "submit" button to proceed.' Below this message, there is a red error message box with a blue information icon and the text: 'The form could not be submitted for the following reasons: Hazardous goods detected is a required field.'

Figure 8: Outcome information – mandatory field error message

After you have completed all mandatory questions, lodge the form by clicking “Submit”. By submitting the form you are acknowledging your agreement to the declaration and that you have read and understood the privacy notice and the privacy policy. A summary page with a lodgement reference number is displayed. The summary page contains a unique reference number for each lodgement.



NOTE: You can only submit one lodgement at a time. After clicking "Submit" select "Lodge another inspection outcome" or navigate back to the "Class 14.4 Inspections Outcomes".

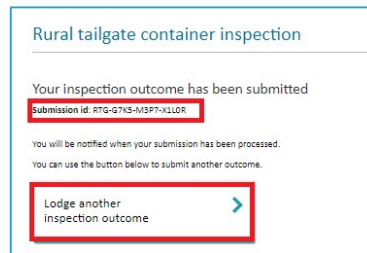


Figure 9: Outcome summary page