



Econ System How to Guide #2 – Create new consignment – Personal Effects

For further information regarding personal effects, please refer to the Personal Effects webpage.

1.1 Create a New Consignment in Econ

1.1.1 Open Econ

Open Econ using the external Econ link

| Antarctic Applications Online AAO home - login or register |
|--|
| |
| Welcome to AAO, the Australian Antarctic Division's Antarctic Applications Online system. |
| Use AAO: |
| Register your interest or apply for Jobs in Antarctica; Register your interest for Towards in Visionals and Indiana. |
| Register your interest for Temporary Employment in Kingston or Hobart; To apply to undertake Science and AAP related projects in Australia's Antarctic program (AAP); |
| If approved to go south, to enter or update your personal profile information; |
| When invited, to become a member or Assessor of an existing Antarctic project; The applicaments for the transport of ages of the insurant of AAA (Food). |
| Enter consignments for the transport of cargo south in support of AAP (Econ). |
| LOGIN |
| If you are already a registered user, please enter your AAO username or AAO registered email address and your password to log in. Passwords are case sensitive. |
| <u>Note</u> : For people with AAD computer accounts, use your AAD computer account username and password. |
| Username or Email |
| Password |
| rassworu [|
| Log In > |
| Forgotten your login details? |
| REGISTER |
| |
| New to AAO? Not registered? You need to register with AAO to access the Australian Antarctic Division's external systems. |
| How to Register |
| First - Ensure you have a valid email address. Next - Click the 'Register Now' button below to commence the registration process. |
| Next - Click the Register Now button below to commence the registration process. Then - Read and agree to the AAD privacy statement, enter and save your profile details. |
| Finally - You will receive an email with instructions on how to complete the registration process. |
| Register Now > |

1.1.2 Open eCon

On the Home Page, click eCon at the bottom of the menu

Antarctic Applications Online Home Page Welcome to the Australian Antarctic Division's Antarctic Application Online (AAO) system. • Profile Start here and complete your personal profile, also to apply for a Job in Antarctica, Expression of Interest for Antarctic Employment or register for the Temporary Employment Register for work at AAD I • Projects If you are a Science Chief Investigator, Co-Investigator or Project Leader, access your list of projects here. • Create New Science Application for the 2018/19 round. • eCon consign goods to Antarctica for non-AAD staff.



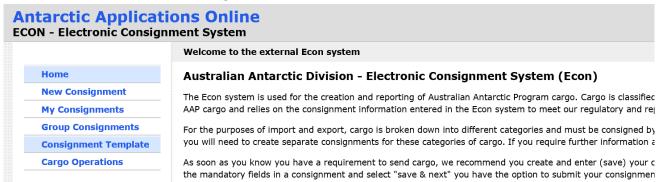


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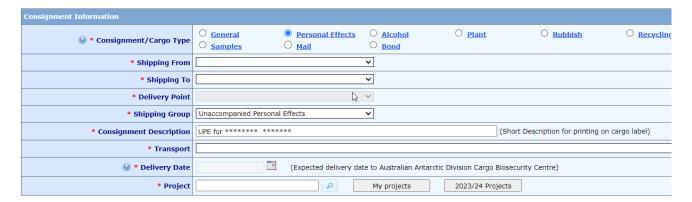
1.1.3 Econ Menu

On the econ menu select 'New Consignment'



1.1.4 Consignment Details

In the 'Consignment Information' section, select 'Personal Effects' as the consignment/cargo type and other fields will populate with other information. (If you are consigning your personal alcohol allocation, please select the 'Alcohol' consignment type in this step instead).



Note: The pre-populated UPE description in the 'Consignment Description' can be edited. If you have multiple UPE consignments, you may wish to add further information in the 'Consignment Description' for each UPE consignment e.g. "UPE for Jan Citizen – Haberdashery" For ease of continuity and tracking, please leave the UPE for (name of receiver) as is, then add anything after this.

Note: The information in the 'Consignment Description' will print on the Econ cargo label. The Econ cargo label will be printed at the AAD after you 'submit' your consignment and the cargo label is used to help identify your consignment until it reaches its intended destination.

1.1.5 Shipping From and Shipping To

In the 'Shipping From' field, choose the 'Cargo and Biosecurity Centre' from the drop-down list. In the 'Shipping To' field, select the station that you are travelling to as your **final destination**





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| * Shipping From | Cargo Biosecurity Centre |
|-----------------|--------------------------|
| * Shipping To | Casey |

1.1.6 Delivery Point

In the 'Delivery Point' select 'Living Quarters' from the drop-down menu



Note: Do not change the delivery point of your Personal Effects as they are required to be de; livered directly to the Living Quarters only.

1.1.7 Shipping Group

The Unaccompanied Personal Effects group is automatically filled and should not be changed at all.

Note: Do not change this group as this is a prerequisite for packing of cargo for it to be delivered to the living quarters.

1.1.8 Transport

Select required transport from the drop-down menu

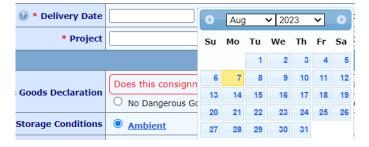
* Transport V2 Casey Resupply and Refuel (03-Dec-2023 to 06-Jan-2024, Cargo closes 16-Oct-2023)
Cargo Cutoff is 16-Oct-2023, Departure date is 03-Dec-2023, Return date is 06-Jan-2024

Note: After you select the required transport, the cargo cut-off date will appear below the transport field. This is the date that your personal effects should be delivered to the AAD by.

1.1.9 Delivery Date

In the Delivery Date field, manually type the date that you expect your personal effects will arrive at AAD. E.g. As above, V2's cargo cut-off is 16 Oct 2023, so you should aim to deliver your personal effects before this date





If the delivery date is after cargo cut-off date, select a later date. After you select a later date additional boxes will appear. Now provide a reason for late delivery as well as any measurements weights and special requirements.





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| | 17-Oct-2023 (Expected delivery date to Australian Antarctic Division Cargo Biosecurity Centre) |
|---|--|
| * Why is this cargo being delivered late? | * Provide justification |
| | 500 characters remaining |
| | Including weights, dimensions and any special handling or storage requirements |
| * Cargo Information | * Provide information |
| | 500 characters remaining |

Note: Once a date after cargo cut-off is selected, your personal effects consignment is now considered a 'late consignment'. All late delivery requests will require approvals from the AAD. After your consignment is submitted, the approval process is automated through the Supply Chain Organisation at the AAD.

1.1.10 Project Number

Enter your project number into the project number field and hit the 'tab' button. This four-digit number is linked to your project and all cargo should be sent using this number.

| * Project | ρ | My projects | 2023/24 Projects |
|-----------|---|-------------|------------------|
| | | | |

Note: If you cannot locate your project number, contact your trade, or supervisor. You may also find it in the My project button, or under the yearly projects button.

1.1.11 Cargo Requirements

Nominate the relevant requirements for your personal effects consignment. Do Not Fumigate is a requirement for Scientific equipment only, and must be verified and approved.



Notes:

- If your personal effects contain any dangerous goods, select 'Yes' for the DG declaration. If you are unsure, click here to find out more information.
- If your personal effects include Dangerous Goods (DG) (e.g. toiletries, aerosols), create a separate consignment for the DG items. In the separate DG consignment remember to select 'Yes' in the dangerous goods declaration section on the consignment details page (the first page). After you select 'Yes', your personal effects are now a 'DG' consignment.
- All DG consignments must travel with a relevant Safety Data Sheet (SDS) and a copy of the SDS should be added to the consignment prior to submitting.





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For Personal Effects, select the following Purpose and Timeframes. This will allow packing and tracking by the Cargo section.

| * Shipping Purpose | Sustainment Essential for sustaining life, including critical infrastructure |
|----------------------------|---|
| * Intended Usage Timeframe | |

1.1.12 Sender Information

Select yourself from the pre-populated tab on the right-hand side, by clicking on your name



Note: If you wish to notify someone else about the consignment, then enter their email address into the notification bar.

1.1.13 Receiver Information

Select yourself from the pre-populated tab on the right-hand side, by clicking your name



* indicates information is mandatory. *1 indicates information is mandatory for personal effects or RTA cargo

Note:

- your contact details will pre-populate from your AAO profile. If any of these details are not relevant for your personal effects consignment, update your contact details for the consignment now.
- The phone number must be a valid and current number. It must also be one that you or an agent can be contacted on.

1.1.14 Notifications

This field can be used to notify other users about the consignment i.e., when it is accepted (weighed and measured), and when it is packed, and any editing changes that have occurred

| Notifications | |
|--------------------------------|--|
| ◎ Notification Email(s) | |





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1.1.15 Biosecurity Declaration and Fumigation Notice

After reading this information, select 'Save & Next (Enter Items)' button



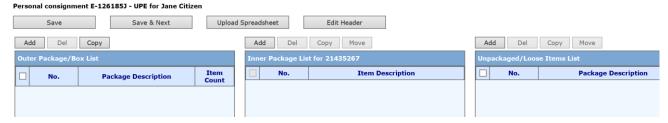
Note: After you click 'Save & Next (Enter Items)' button at the bottom of the page, the consignment will automatically generate to the next page known as the contents page. The contents page is where you will enter in the packages and contents of your personal effects into the personal effects consignment (Econ).

Note: The consignment type, econ number and description will appear at the top of the contents page

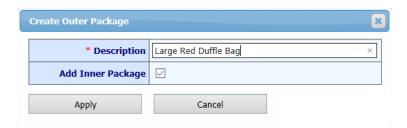
Personal consignment E-126177C - UPE for Jane Citizen

1.1.16 Consignment Contents - Outer Packages/Items Description or Unpackaged Items

Select 'Add' in the 'Outer Package/Box List' section on the left-hand side



Enter in the description of your outer package, leave the tick in the box and select 'Apply'. The description is only for the package, not contents of the package.







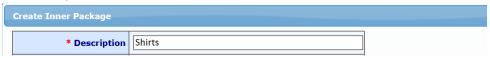
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Note: If you have multiple packages with the same physical description it is helpful to number them, e.g. Carton 1, Carton 2. Etc. Please make sure these numbers are written on the outside of your packages so they can be easily identified.

Note: The text in the description field of the Outer Package/Box List will print on the Econ label. The Econ cargo label will be attached to your personal effects at the AAD and used to identify your personal effects until they reach their intended destination at station.

1.1.17 Inner Package Details (contents) - Description of your personal effects items

In the 'Description' field for the 'Inner Package', enter a description for the items in the package. E.g. if you have multiple shirts, list 'Shirts' in this field



1.1.18 Quantity and Unit of Measure (UOM)

Enter the quantity of the contents and the relevant unit of measure (UOM) e.g. 4 each



1.1.19 Value (replacement value)

Enter the replacement cost for **each** item, inclusive of GST. This value is multiplied by the entered quantity, so be sure it is the value per unit, and not for the entire lot. e.g. \$15 for **each** shirt.

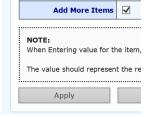
| * Value | 15.00 (\$ AUD per unit replacement value) |
|---------|---|
| | |

1.1.20 Country

Leave this field as the default 'Australia - Tasmania'

| * Country | Australia - Tasmania | |
|-----------|----------------------|---|
| | | 1 |

Note: If you have other items (contents) in the same package leave the 'Add More Items' box ticked, select 'Apply' and repeat steps 1.1.25 onwards to 1.1.28



1.1.21 Items (contents) complete

After you have finished adding your personal effects items (contents) to the package, untick the 'Add More Items' box and select 'Apply'





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| Add More Items | |
|--------------------------------------|-----------|
| NOTE: When Entering value for | the iten |
| The value should represe | ent the r |
| Apply | |

Note: If you have other packages you wish to add to the personal effects consignment, repeat steps 1.1.24 onwards to 1.1.29 until your personal effects consignment reflects your personal effects shipment. E.g. you have three cartons for the one delivery to AAD, your personal effects consignment should have three outer packages with contents in each package

1.1.22 View Consignment Packages and Items (contents)

You can now view your packages and items (contents) by selecting the item number (highlighted in blue) for either option



| A | dd Del | Copy Move | | |
|-----|---------------------------------|------------------|--|--|
| Inn | Inner Package List for 21435267 | | | |
| | No. | Item Description | | |
| | 21435268 | Shirts | | |
| | 21435269 | Long pants | | |
| | 21435288 | Hoodie | | |
| | | | | |

1.1.23 Save Consignment

After viewing the packages and items (contents) select 'Save & Next' to finish the consignment Personal consignment E-126185J - UPE for Jane Citizen - Clothing and Footwear

| Save | Save & Next | Upload Spreadsheet | Edit Header |
|------|-------------|--------------------|-------------|
|------|-------------|--------------------|-------------|

Note: If you would like to make any changes to the consignment select 'Save' instead. When you log back into Econ, you can view your consignments by selecting the 'My Consignments' option on the Econ menu. If you want to edit a consignment, select 'Edit'. Edit Header will take you back to the front page and you can amend anything on this page

1.1.24 Review Consignment

Click on 'Display Consignment' at the top of the screen to view your personal effects consignment in its entirety.

Submit for Packing
Use this button to finalise the consignment. Once submitted, you will be unable to edit any information





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| Edit Consignment Details | Use this button to change any details within the consignment front page |
|---------------------------------|---|
| (Header) before submitting | |
| Edit Packages/Items | Use this button to change descriptions of any items or package descriptions |
| Email Consignment | Create PDF for Print Use these buttons to email a copy to |
| someone else or printout a hard | t conv |



Department of Climate Change, Energy, the Environment and Water



Australian Antarctic Division

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Consignment Details

| Consignment No. | E-126185J | Status Entered | | | |
|------------------|---|--------------------------------------|--------------------------------|--|--|
| Trip | V2 2018/19 Casey Resupply | Season | 2018/19 | | |
| From | Cargo Biosecurity Centre | То | Casey | | |
| Delivery Point | Living Quarters | Shipping Group | Personal Effects | | |
| Dangerous Goods | No | Cargo Flags | | | |
| Consignment Type | Personal | Storage Conditions Ambient | | | |
| Sender Name | CITIZEN, Jane Ms | Sender Phone | 0360020000 / 0400 000 000 | | |
| Sender Email | citizenj@email.com | Sender Reference (Work Order etc) | Haberdashery and Wool | | |
| Receiver Name | CITIZEN, Jane Ms | Receiver Phone | 0360020000 / 0400 000 000 | | |
| Receiver Email | citizenj@email.com | Required By | 23-Aug-2018 | | |
| Created By | CITIZEN, Jane Ms | Date Created | 21-Aug-2018 16:32 | | |
| Owned By | CITIZEN, Jane Ms | Last Change | 22-Aug-2018 10:10 by sarah_rig | | |
| Source | Copy Consignment Consignment 126177 | | | | |
| Description | UPE for Jane Citizen - Clothing and Footwear | | | | |
| Project | 5071 Operational Support at Stations (SLs, FTOs, Ops Coord etc) | | | | |

Packages

| Package Sequence | | Description | | | | |
|------------------|--------|--------------------------------|--|--|--|--|
| B-21435267F | 1 of 3 | JC1 - shirts, pants and hoddie | | | | |

| Item | Description | Quantity | UoM | Value | Country of Origin | UN No. | Sample |
|-------------|-------------|----------|------|-------|----------------------|--------|--------|
| I-21435268G | Shirts | 5.00 | Each | 65.00 | Australia - Tasmania | | |
| I-21435269H | Long pants | 3.00 | Each | 50.00 | Australia - Tasmania | | |
| I-21435288X | Hoodie | 2.00 | Each | 80.00 | Australia - Tasmania | | |

| Package | Sequence | Description | | |
|-------------|----------|-------------|--|--|
| B-21435283H | 2 of 3 | JC2 - Shoes | | |

| Item | Description | Quantity | UoM | Value | Country of Origin | UN No. | Sample |
|-------------|--------------|----------|------|--------|----------------------|--------|--------|
| I-21435270X | Sports Shoes | 2.00 | Each | 100.00 | Australia - Tasmania | | |
| I-21435289T | Thongs | 2.00 | Each | 30.00 | Australia - Tasmania | | |

| Package | Sequence | Description | | |
|-------------|----------|---------------------|--|--|
| B-21435284G | 3 of 3 | JC3 - Miscellaneous | | |

| Item | Description | Quantity | UoM | Value | Country of Origin | UN No. | Sample |
|-------------|---------------------|----------|------|--------|----------------------|--------|--------|
| I-21435285A | Watch | 1.00 | Each | 250.00 | Australia - Tasmania | | |
| I-21435286E | Camera Bag | 1.00 | Each | 80.00 | Australia - Tasmania | | |
| I-21435287C | Presription glasses | 1.00 | Each | 380.00 | Australia - Tasmania | | |





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1.1.25 Submit consignment

If your consignment is ready to be submitted for processing, select 'Submit for Packing'

The final 'Submit consignment' screen will appear. Select 'Yes' to submit the consignment.

| Submit Consignment E-126118F for processing? The cargo will be processed when delivered. | | | | |
|--|--|--|--|--|
| Yes This econ will be submitted for processing. You will not be able to edit once submitted. | | | | |
| No This econ will remain in 'My Consignments" and available for editing by you. | | | | |
| | | | | |

Note:

- If the border is green, then the consignment is ok to proceed
- If the border is yellow, then there may be an issue within the consignment, but it does not stop the consignment from proceeding
- If the border is red, then the consignment is unable to be processed and the error requires correcting first.
- Once you select 'Yes' you can **no** longer edit the consignment. All consignments should be submitted **before** cargo required by date for the nominated transport option.

Helpful Hints for UPE consignments

- There is no limit to how many personal effects consignments you can create in Econ.
- Personal Effects consignments should reflect the personal effects deliveries to the AAD. E.g. if you have multiple personal effects deliveries to AAD, create a separate personal effects consignment for each delivery instance.
- Dangerous Goods and alcohol require separate consignments