



Australian Government

Department of Climate Change, Energy, the Environment and Water

Australian Antarctic Division



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## 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 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;
- 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.

*Note: For people with AAD computer accounts, use your AAD computer account username and password.*

Username or Email

Password

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.
- 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
- **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-AAAD staff.



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### 1.1.3 Econ Menu

On the econ menu select 'New Consignment'

**Antarctic Applications Online**  
**ECON - Electronic Consignment System**

Welcome to the external Econ system

**Australian Antarctic Division - Electronic Consignment System (Econ)**

The Econ system is used for the creation and reporting of Australian Antarctic Program cargo. Cargo is classified AAP cargo and relies on the consignment information entered in the Econ system to meet our regulatory and requirements.

For the purposes of import and export, cargo is broken down into different categories and must be consigned by you will need to create separate consignments for these categories of cargo. If you require further information please contact the Australian Antarctic Division.

As soon as you know you have a requirement to send cargo, we recommend you create and enter (save) your consignment. The mandatory fields in a consignment and select "save & next" you have the option to submit your consignment.

- Home
- New Consignment**
- My Consignments
- Group Consignments
- Consignment Template
- Cargo Operations

### 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).

Consignment Information	
* Consignment/Cargo Type	<input type="radio"/> General <input type="radio"/> Samples <input checked="" type="radio"/> Personal Effects <input type="radio"/> Mail <input type="radio"/> Alcohol <input type="radio"/> Bond <input type="radio"/> Plant <input type="radio"/> Rubbish <input type="radio"/> Recycling
* Shipping From	<input type="text"/>
* Shipping To	<input type="text"/>
* Delivery Point	<input type="text"/>
* Shipping Group	Unaccompanied Personal Effects
* Consignment Description	UPE for ***** (Short Description for printing on cargo label)
* Transport	<input type="text"/>
* Delivery Date	<input type="text"/> (Expected delivery date to Australian Antarctic Division Cargo Biosecurity Centre)
* Project	<input type="text"/> My projects 2023/24 Projects

**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

* Delivery Point	Living Quarters
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**Note:** Do not change the delivery point of your Personal Effects as they are required to be delivered 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
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**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

* Delivery Date	<input type="text"/>	<input type="checkbox"/> Request Late Cargo (Expected delivery date to Australian Antarctic Division)
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Alternatively, click the calendar symbol  and choose a date from the calendar

* Delivery Date	<input type="text"/>	<input type="checkbox"/> Request Late Cargo (Expected delivery date to Australian Antarctic Division)
* Project	<input type="text"/>	
Goods Declaration	Does this consign <input type="radio"/> No Dangerous G	
Storage Conditions	<input checked="" type="radio"/> Ambient	

Aug		2023				
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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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* Delivery Date	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
* Cargo Information	Including weights, dimensions and any special handling or storage requirements * 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	<input type="text"/>		My projects	2023/24 Projects
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**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.

Cargo Requirements	
* Dangerous Goods Declaration	Does this consignment contain any items that are classified as dangerous goods for transport? <input type="radio"/> No Dangerous Goods <input type="radio"/> Yes, this consignment is for Dangerous Goods ONLY <b>Failure to declare dangerous goods can result in fines or imprisonment.</b>
* Storage Conditions	<input checked="" type="radio"/> Ambient <input type="radio"/> Do Not Freeze <input type="radio"/> Refrigerate (4 deg) <input type="radio"/> Freeze (-18 deg) <input type="radio"/> Freeze (-80 deg)
Consignment exempt from fumigation?	Do Not Fumigate - Defined as cargo that needs to be exempt from fumigation. <input checked="" type="radio"/> No, Fumigate as required. <input type="radio"/> Yes, DO NOT FUMIGATE.
* Shipping Purpose	<input type="text"/>
* Intended Usage Timeframe	<input type="text"/>

#### 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	Current 23/24 Season

### 1.1.12 Sender Information

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

Sender Information	
* Name	CLARKE, Mr Michael (Mick) <input type="button" value="Search by Email"/> Set Person to: <input type="button" value="Mick Clarke"/>
* Phone	<input type="text"/>
* Email	mick.clarke@aad.gov.au <input type="button" value="Add to notification list"/>
Sender Reference	<input type="text"/> (Maximo Work Order or other reference for printing on cargo label.)

**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

Receiver Information	
* <sub>1</sub> Person Name	CLARKE, Mr Michael (Mick) <input type="button" value="Search by Email"/> Set Person to: <input type="button" value="Mick Clarke"/> <input type="button" value="Sender Details"/>
* <sub>1</sub> Phone	<input type="text"/>
* <sub>1</sub> Email	mick.clarke@aad.gov.au <input type="button" value="Add to notification list"/>

\* indicates information is mandatory. \*<sub>1</sub> 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	
<input type="button" value="Notification Email(s)"/>	<input type="text"/>



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### 1.1.15 Biosecurity Declaration and Fumigation Notice

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

**Biosecurity Declaration and Fumigation Notice**

It is the responsibility of cargo consignors to ensure that cargo is presented for transport clean and free of **biosecurity risk material**, this includes goods delivered directly from suppliers. Cargo that does not meet the **delivery requirements** may be turned away. Please contact **Supply Chain Operations** ahead of your delivery arriving if you will need to conduct biosecurity cleaning of cargo prior to processing for transport.

Southbound cargo will undergo additional biosecurity screening and control processes including, but not limited to, inspection by Supply Chain Operations staff and Biosecurity Tasmania detection dogs, as well as insecticide treatment by means of fumigation/fogging.

By submitting this consignment, you declare that you will follow the AAD's cargo delivery requirements, present the cargo clean and free from biosecurity risk material and consent to your cargo undergoing biosecurity inspection and treatment (except where specific exemptions have been agreed).

\* indicates information is mandatory.

Save & Next (Enter items)    Save & Show Summary (Skip item entry)

**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

Personal consignment E-126185J - UPE for Jane Citizen

Save    Save & Next    Upload Spreadsheet    Edit Header

Add    Del    Copy    Add    Del    Copy    Move    Add    Del    Copy    Move

Outer Package/Box List				Inner Package List for 21435267		Unpackaged/Loose Items List			
<input type="checkbox"/>	No.	Package Description	Item Count	<input type="checkbox"/>	No.	Item Description	<input type="checkbox"/>	No.	Package Description

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.

**Create Outer Package**

\* Description: Large Red Duffle Bag

Add Inner Package:

Apply    Cancel



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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

Create Inner Package	
* Description	Shirts

### 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

* Quantity	4	UOM	Each
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### 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)
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### 1.1.20 Country

Leave this field as the default 'Australia – Tasmania'

* Country	Australia - Tasmania
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**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

Add More Items	<input checked="" type="checkbox"/>
<p><b>NOTE:</b> When Entering value for the item, The value should represent the re</p>	
Apply	<input type="button" value=""/>

### 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 item  
The value should represent 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

Add Del Copy

Outer Package/Box List			
<input type="checkbox"/>	No.	Package Description	Item Count
<input type="checkbox"/>	21435267	JC1 - shirts, pants and hoddie	3
<input type="checkbox"/>	21435283	JC2 - Shoes	2
<input type="checkbox"/>	21435284	JC3 - Miscellaneous	3

Add Del Copy Move

Inner Package List for 21435267		
<input type="checkbox"/>	No.	Item Description
<input type="checkbox"/>	21435268	Shirts
<input type="checkbox"/>	21435269	Long pants
<input type="checkbox"/>	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 copy.



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### Consignment Details

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

Personal consignment E-152752H - \*\*\*TEST\*\*\* UPE for \*\*\*\*\* \*\*\*\*\*

Submit for Packing

Edit Consignment Details

Edit Packages/Items

Email Consignment

Create PDF for Print

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