



User Guide: Tobacco Reporting Service - View, manage and submit tobacco reports

20 July 2026

In this Guide:

- [Before you start](#)
- [To submit reports on your organisation's behalf](#)
- [To edit an existing draft submission](#)
- [To view a submission outcome](#)

Before you start

To submit reports on your organisation's behalf, you must:

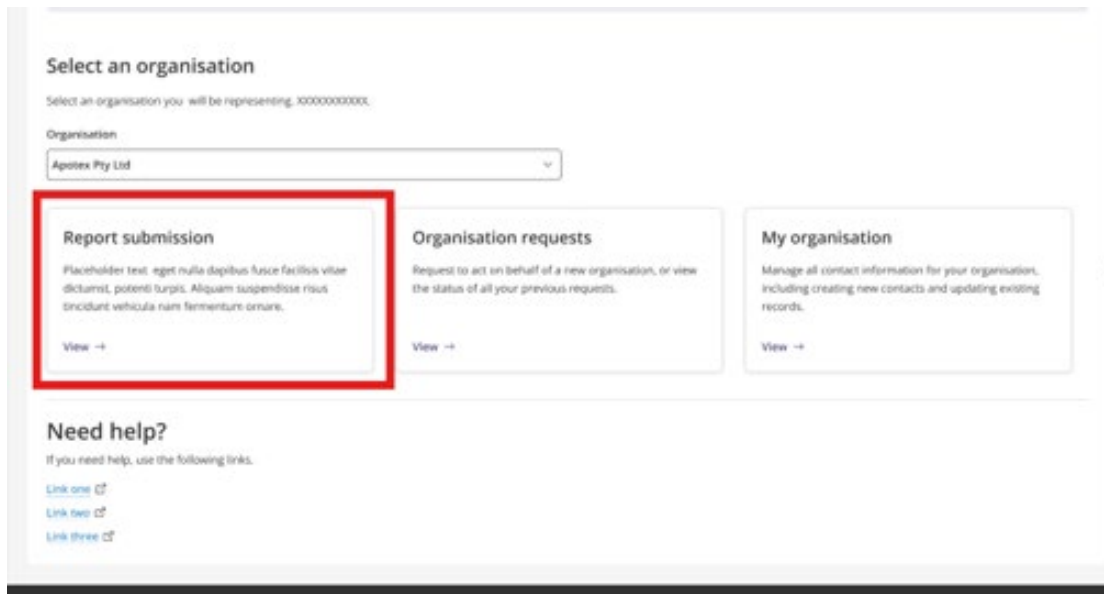
- be a registered HBS portal user
- already be linked to the Tobacco Reporting Service.
- be linked to the organisation.
- have permission to upload and submit reports.

Tobacco Reporting Templates can be found here to download and complete for your organisation:

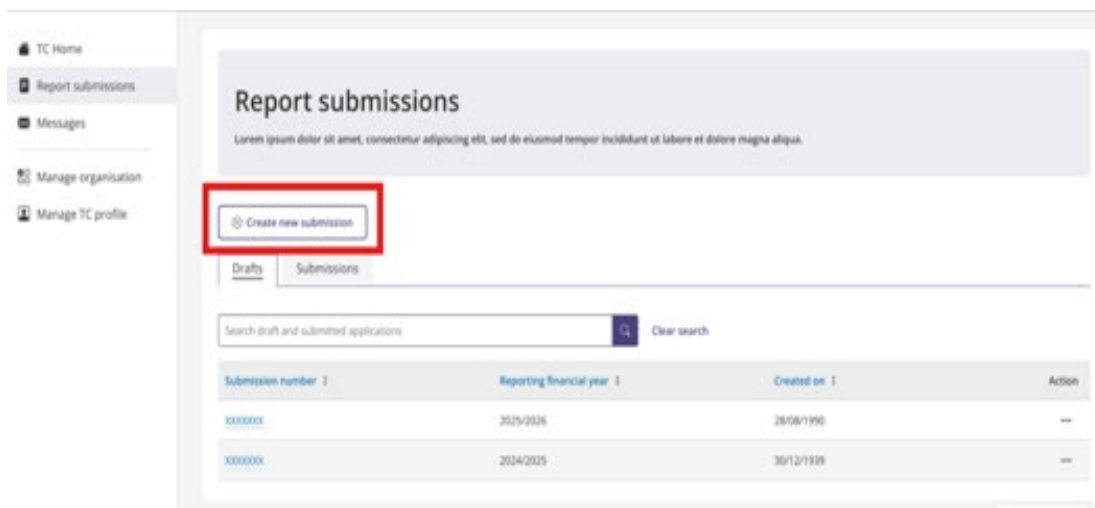
- [Tobacco product ingredients report](#)
- [Tobacco product volumes report](#)
- [Tobacco product marketing and promotional expenditure report](#)
- [Tobacco product consolidated report](#).

To submit reports on your organisation's behalf.

1. On the Tobacco Reporting Service homepage, select your organisation from the drop-down menu.
2. Once you have selected your organisation, select the Report submission card on the Tobacco Reporting Service homepage.
3. Selecting the Report submission card will navigate you to the Report submissions page.



4. On this page, select the Create new submission button.



5. After selecting Create new submission, you will be navigated to the Create New Submission page.

- You will see a dropdown menu for “Which financial year is this report for?”.
- Select the appropriate financial year.
- Select the Start submission button.

Note: The Start submission button will be enabled once the financial year has been selected

Tobacco Reporting **BETA**

TR Home

Report submissions

My organisation

Request to create a new organisation

< Exit

Create new submission

You are about to start a submission for tobacco reporting.

The Australian Government Department of Health, Disability and Ageing (the department) is responsible for administering the Public Health (Tobacco and Other Products) Act 2023 (the Act) and the Public Health (Tobacco and Other Products) Regulations 2024 (the Regulations). Under section 130 of the Act, a 'reporting entity' is defined as a manufacturer or importer of tobacco products that are sold or supplied, or offered for sale or supply, in Australia.

The Act and Regulations require reporting entities to submit the following reports to the Secretary of the department in relation to tobacco products that are sold or supplied, or offered for sale or supply, in Australia by the reporting entity during each financial year:

- a report identifying the ingredients used in manufacturing tobacco products;
- a report providing information relating to the volume of tobacco products imported into, sold or supplied in Australia (including information specified by the Regulations); and
- a report providing information about the entity's marketing and promotional expenditure.

Each report must be given to the Secretary of the department within 30 days after the end of the financial year (unless an extension of time is granted).

Further information on tobacco reporting requirements is available on the department's website at [tobacco reporting](#).

Which financial year is this report for? (mandatory)

5 items

- 2025/2026
- 2024/2025
- 2023/2024
- 2022/2023
- 2021/2022

Start submission

6. After selecting Start submission, you will be directed to the Company Details page.

New report submission

Submission ID: xxx-xxx-xxx

Item 1 > Item 2 > Item 3

Progress

0 of 3 steps completed

Company details

In progress

Upload files

Cannot start yet

Review and submit

Cannot start yet

Company details

Company name: Lorem ipsum

ABN: 999999999999

Primary contact: Jane Smith

Email: jane.smith@organisation.com

Address line 1: Sed ut perspiciatis

Address line 2: Sed ut perspiciatis

Address line 3: Sed ut perspiciatis

Suburb: XXXX

Postcode: Sed ut perspiciatis

State: Sed ut perspiciatis

Country: Sed ut perspiciatis

Details sourced from the selected organisation profile.

Continue Save for later Cancel

7. Review the company details. This is a read-only section and no edits can be made to organisation details here.

8. Choose one of the following:

- a. Continue to progress to the next step, Upload files.
- b. Save for later to save the draft submission and navigate back to the Report submissions page.
- c. Cancel to navigate back to the Report submissions page without saving any changes.

9. If you choose to continue you will be navigated to the Upload files page.

- a. Select the Add file button to upload files.
- b. Select the file or files you wish to upload.
- c. Uploaded files will be listed once you select the Continue or Save for later buttons.

Tobacco Reporting Templates can be found here on the department's website:

- [Tobacco product ingredients report](#)
- [Tobacco product volumes report](#)
- [Tobacco product marketing and promotional expenditure report](#)
- [Tobacco product consolidated report.](#)

Note: You can upload a maximum of 3 files.

10. If you choose to Continue you will be navigated to the Review and submit page.

- Review the proposed submission.
- Review the Declaration section and tick the declaration checkbox. You must tick this checkbox before submission is allowed.
- Select Submit or Save for later.

New report submission

Submission ID: xxx-xxx-xxx

Item 1 > Item 2 > Item 3

Progress

2 of 3 steps completed

- Company details
Complete
- Upload files
Complete
- Review and submit**
In progress

< Back

Review and submit

Reporting financial year

2025/2026

Company details

Company name Lorem Ipsum	Address line 1 Sed ut perspiciatis	Edit
ABN 999999999999	Address line 2 Current	
Primary contact Jane Smith	Suburb Sed ut perspiciatis	
Email jane.smith@organisation.com	Postcode XXXX	
	State Sed ut perspiciatis	

Upload files

Files uploaded in this submission [Edit](#)

[File_name.xlsx \[3kb\]](#)

[File_name.xlsx \[3kb\]](#)

[File_name.xlsx \[3kb\]](#)

Declaration

I declare that this submission contains a report, or reports, made in accordance with the requirements for reporting entities under Chapter 5 of the *Public Health (Tobacco and Other Products) Act 2023*. The information contained within this submission is true and correct to the best of my knowledge.

Note – Knowingly providing information that is false or misleading to a Commonwealth entity, or to a person performing functions in connection with a Commonwealth law, is a serious offence subject to criminal penalties under the *Criminal Code Act 1995*. Further information on tobacco reporting requirements can be found at: health.gov.au/tobacco-reporting

☐ I make the above declaration and agree to the Terms of Use (mandatory)

[Submit](#) [Save for later](#) [Cancel](#)

11. If you choose Submit, a message will be displayed confirming that the form has been submitted successfully and providing information outlining the next steps.

- a. You will receive an email confirming the outcome of the submission.
- b. Processing may take several hours. Please wait for the response email before resubmitting.

The screenshot displays the 'Health Business Services' portal. At the top, there is a navigation bar with the 'Disability and Ageing' logo and a 'Back to Portal Home' button. Below this, a purple header bar indicates the user is 'Acting on behalf of Pfizer - (Overseas: xxxxxxxx)'. The main content area is titled 'New report submission' and shows a 'Submission ID: xxx-xxx-xxx'. A breadcrumb trail reads 'Item 1 > Item 2 > Item 3'. The central message is 'Form submitted successfully' with a green success icon and the text 'Success! The report has been submitted.' Below this, a 'Next steps' section lists two points: 'You will receive an email confirming the outcome of the submission.' and 'Please note that this may take some hours to process. You do not need to resubmit prior to receiving the response email.' A blue button labeled 'Continue to Report submissions' is positioned below the list. The footer contains two columns: 'Using our portal' with links for 'About our portal', 'Contact us', and 'Terms of use'; and 'Help us improve' with a 'Provide feedback' button. A disclaimer about Traditional Owners and Custodians of Country is also present, followed by the copyright notice '© Commonwealth of Australia | Department of Health, Disability and Ageing'.

To edit an existing draft submission

1. On the Report submissions page, select the Draft tab.
2. Find the draft submission you want to continue.
3. In the Actions column, select Edit.

To view a submission outcome

1. On the Report submissions page, select the Submissions tab.
2. Find the submitted report you want to view.
3. In the Actions column, select View.
4. The submission will open in view-only mode.

Note: Submitted reports are view only and cannot be edited or deleted.
