



USER GUIDE

NEXDOC: Lodge a Request for Export (REX) for Dairy

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Purpose of this document

The below information will guide you through lodging a Request for Export (REX) for dairy.

Lodge your REX using the Next Export Documentation (NEXDOC) system.

The department will then:

- assess whether you have met all export requirements.
- issue an export certificate, if approved.

Start a new Request for Export (REX)

Step 1

Log in to the Online Services Portal.

Online Services - Login

Australian Government
Department of Agriculture,
Fisheries and Forestry

Email or Client ID

Password [Forgot my password](#)

Login

Don't have an account?
[Create Account](#)

[Continue with Digital ID](#)

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Step 2

Select **Lodge a Request for Export**.

Home My Details Services Tasks Inbox UG User Guide

Welcome to Agriculture Online Services

This portal provides access to online services within the Department of Agriculture, Fisheries and Forestry.

Connect to a service to:

1. Register your company as an exporter
2. Register as a Client group administrator (external software users)
3. Request to be an AEP (Automated Export Permit Issuer)
4. Create web service users for your software

If your company is already registered as an exporter – the person in your company who manages your NEXDOC access will be able to add your online account to the exporter

If you want to update your personal details, go to the 'My Details' tab and update your contact details

My services

[Go to NEXDOC Homepage >](#)

[Lodge a Request for Export \(REX\) >](#)

[Manage Client Groups >](#)

[Manage web service users >](#)

[Connect to a new service](#)

Step 3

Select the **Commodity type of your export** drop down menu. You will need to select **Dairy** for a dairy REX.

Questions may appear after you have selected the dairy commodity.

- Are you using a Quota for this request?
- Do these products contain any imported dairy ingredients?

If these questions apply, please select the tick box next to the relevant question and fill in any additional information requested.

Then select **Start**.

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Start a new request for export

Commodity type of your export
Dairy
[Unsure of your commodity type?](#)

Are you using a Quota for this request?
Select this option if you have previously applied for and been approved for a Dairy Quota.

Do these products contain any imported dairy ingredients?
Has the product you are exporting, or any of the ingredients used in its manufacture, been imported into Australia?

Start

REX Section 1: Country details

Step 1

Type the **Country you wish to export to** drop down menu.

Select **Next**.

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Request for Export Country to export

Country you wish to export to

[Can't find the country in the list?](#)

Next

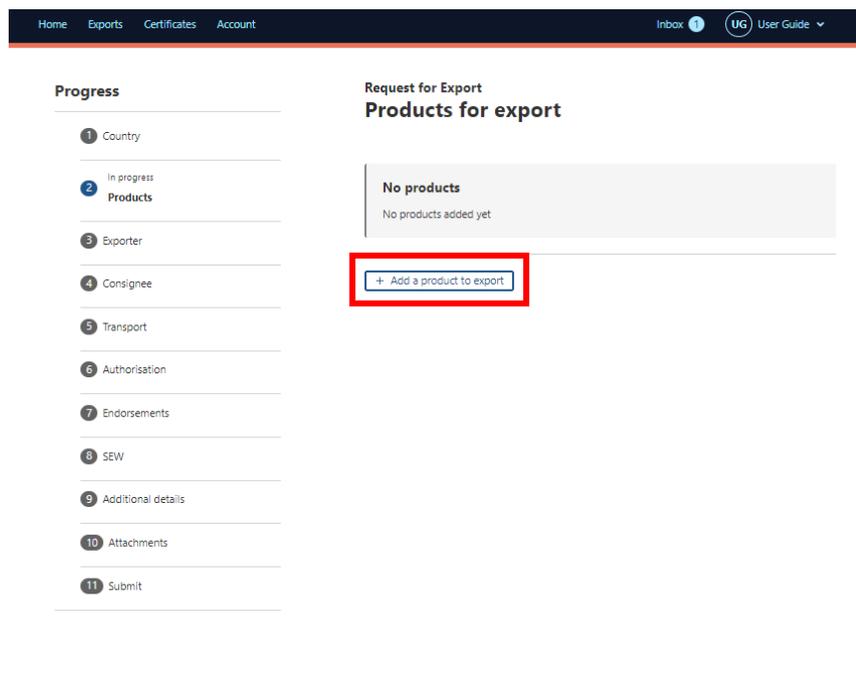
Progress

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REX Section 2: Product Details

Step 1

Select the + Add a product to export button.



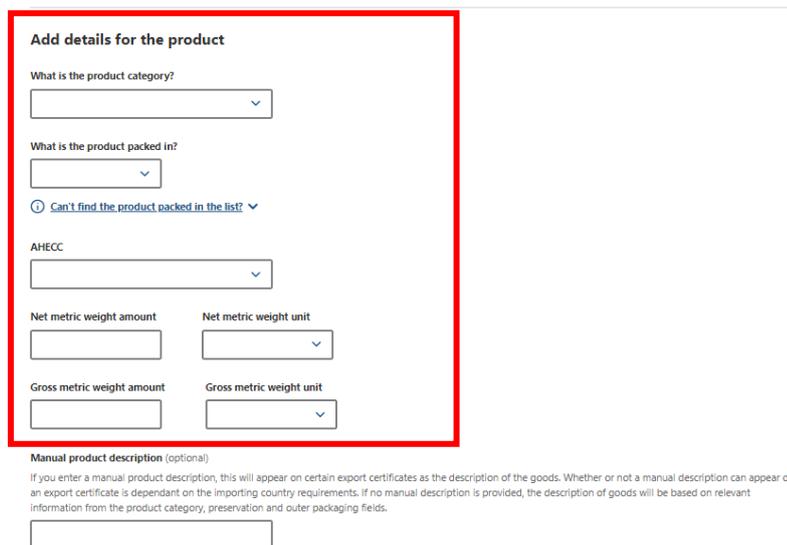
Step 2

Select Product you wish to export drop down menu.



Step 3

Complete relevant fields within Add details for the product.



Step 4

Select relevant fields within **Outer packaging**.

Outer packaging

Package type
Select the outer package type that the product is packed in. For example: Cartons.

Quantity
Enter the number of outer packages for the product line.

Individual package weight
Refers to the weight of each item inside the outer package. For example, the individual package weight might be 10 KGM.

Weight unit

Shipping marks
This information is optional. Shipping marks or port marks are used to mark the export cartons so they are easily identified by you (the exporter) and the shipping company. If provided, the shipping marks information will print on the certificate.

To add additional information about your product:

Step 5

Select **Additional packaging** tab.

Add additional details for the product.

[Additional packaging](#)

[Containers](#)

[Documents](#)

[SEW](#)

[Production processes](#)

[Additional details](#)

Step 6

Complete relevant fields within **Packaging** for the product.

Select **Save**.

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Product

Packaging

All additional packaging information is optional. Use these fields if you want your certificate to show various levels of packaging information.

Intermediate packaging

Package type
Select the intermediate package type that the product is packed in.

Quantity
Enter the number of intermediate packages for the product line.

Individual package weight
Refers to the weight of each intermediate package item inside the outer package. For example, the individual package weight might be 500gm. If you choose to provide this information, it will print on the certificate.

Weight unit
Select weight unit

Inner packaging

Package type
Select the inner package type that the product is packed in. For example: 2 Cartons Flour (12 X 1kg Bags).

Quantity
Enter the number of inner packages for the product line.

Individual package weight
Refers to the weight of each inner package item inside the intermediate package. For example, the individual package weight might be 50gm. If you choose to provide this information, it will print on the certificate.

Weight unit
Select weight unit

Save Cancel

Step 7

Select **Containers** tab.

Add additional details for the product.

Additional packaging

Containers

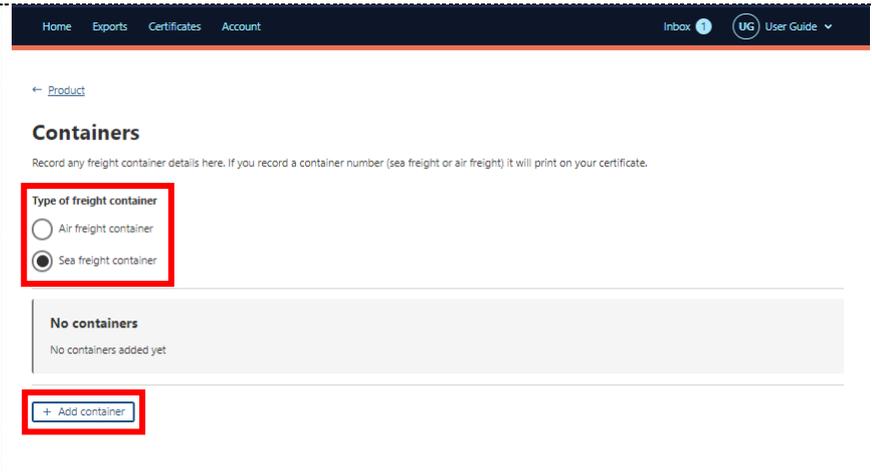
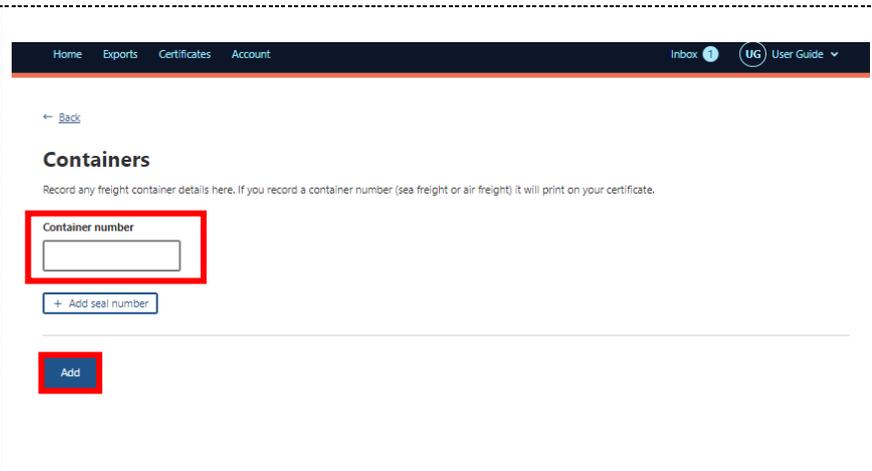
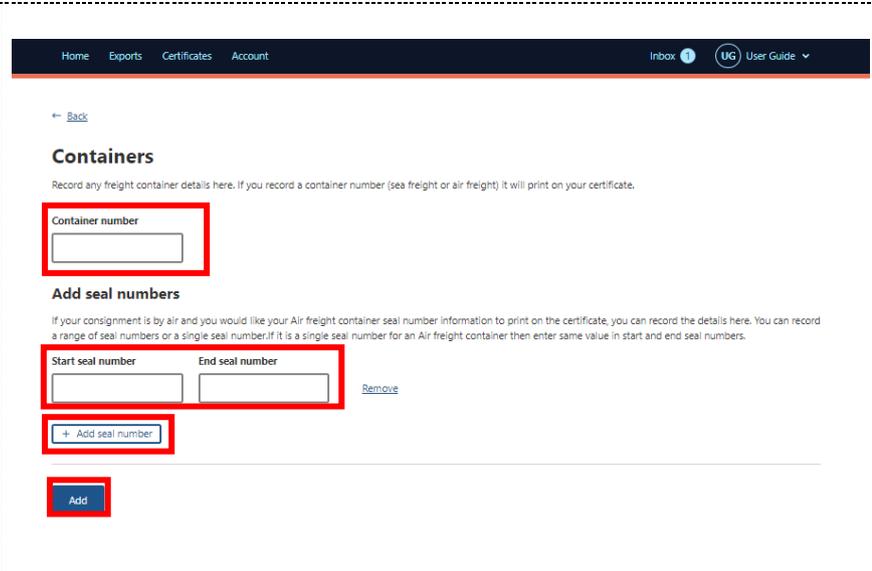
Documents

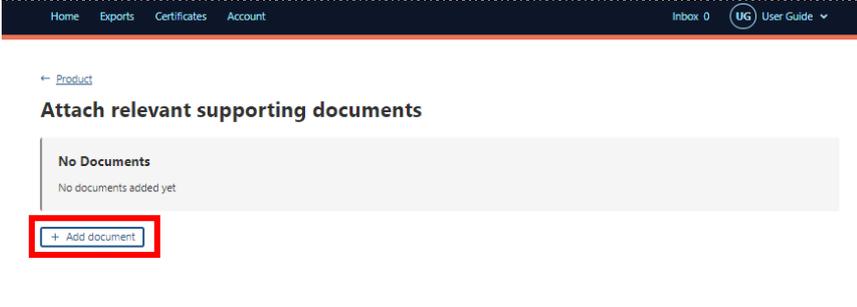
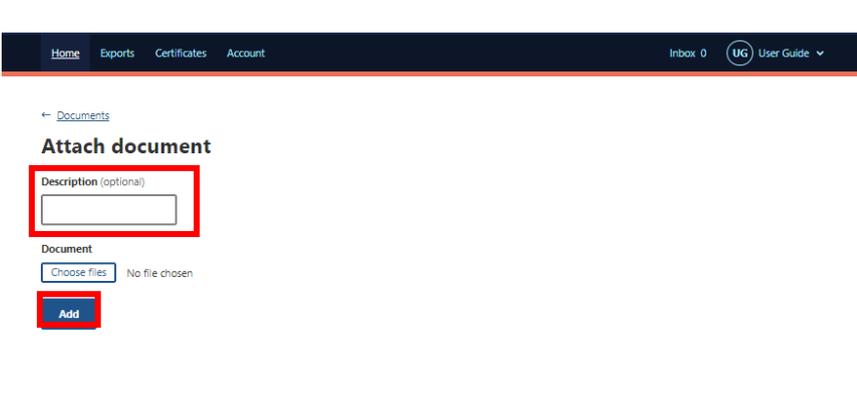
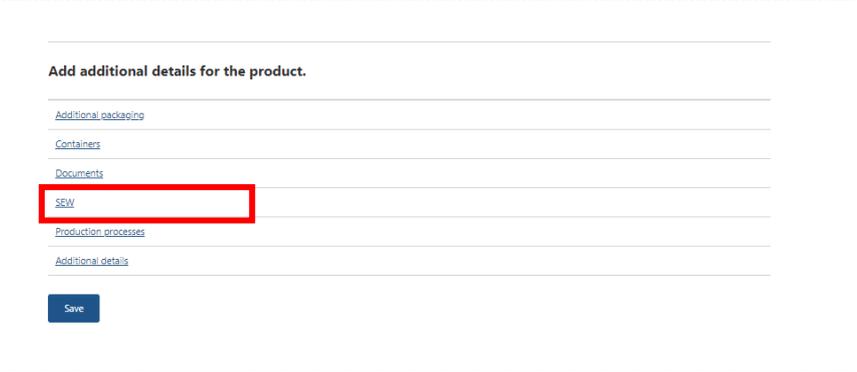
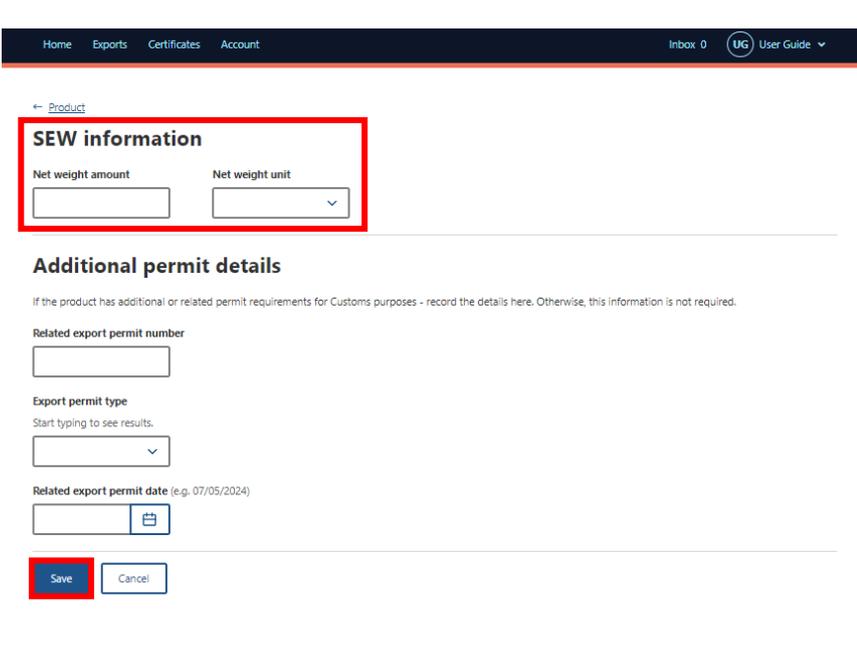
SEW

Production processes

Additional details

Save

<p>Step 8 Select the tick box for Air or Sea freight. Select + Add container.</p>	 <p>Home Exports Certificates Account Inbox 1 UG User Guide</p> <p>← Product</p> <h3>Containers</h3> <p>Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.</p> <p>Type of freight container</p> <p><input type="radio"/> Air freight container</p> <p><input checked="" type="radio"/> Sea freight container</p> <p>No containers</p> <p>No containers added yet</p> <p>+ Add container</p>
<p>Step 9 Type the Air or Sea freight container number. Select Add.</p>	 <p>Home Exports Certificates Account Inbox 1 UG User Guide</p> <p>← Back</p> <h3>Containers</h3> <p>Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.</p> <p>Container number</p> <p>+ Add seal number</p> <p>Add</p>
<p>Step 10 If Air Freight Provide the Container number for the Air Freight container. If seal numbers are available, select Add seal number and provide the Start seal number and End seal number. Select Add. Note: Optional fields.</p>	 <p>Home Exports Certificates Account Inbox 1 UG User Guide</p> <p>← Back</p> <h3>Containers</h3> <p>Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.</p> <p>Container number</p> <p>Add seal numbers</p> <p>If your consignment is by air and you would like your Air freight container seal number information to print on the certificate, you can record the details here. You can record a range of seal numbers or a single seal number. If it is a single seal number for an Air freight container then enter same value in start and end seal numbers.</p> <p>Start seal number End seal number Remove</p> <p>+ Add seal number</p> <p>Add</p>
<p>Step 11 Select Documents tab.</p>	 <p>Add additional details for the product.</p> <p>Additional packaging</p> <p>Containers</p> <p>Documents</p> <p>SEW</p> <p>Production processes</p> <p>Additional details</p> <p>Save</p>

<p>Step 12 Select + Add document</p>	
<p>Step 13 Type in the type of documentation in the Description field. Drag and drop the file. Select Add.</p>	
<p>Step 14 Select SEW tab.</p>	
<p>Step 15 SEW information is optional. This information becomes mandatory if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC. Complete relevant fields within SEW information for the product. Select Save to return to the product page.</p>	

<p>Step 16 Select Production Processes tab</p>	<p>Add additional details for the product.</p> <p>Additional packaging</p> <p>Containers</p> <p>Documents</p> <p>SEW Net weight 1000 KGM</p> <p>Production processes</p> <p>Additional details</p> <p>Save</p>								
<p>Step 17 Select Add Production process</p>	<p>Home Exports Certificates Account Inbox 0 UG User Guide</p> <p>Product</p> <p>Processing Establishment Details</p> <p>No processing establishments No processing establishments yet</p> <p>+ Add Production process</p>								
<p>Step 18 Complete the relevant fields. Select Add</p>	<p>Home Exports Certificates Account Inbox 0 UG User Guide</p> <p>Production processes</p> <p>Add Production processes</p> <p>Process date (e.g. 07/05/2024) <input type="text"/></p> <p>Process Establishment number <input type="text"/></p> <p>Establishment Indicator <input type="text"/></p> <p>Add</p>								
<p>Step 19 Select Product to go back to the product screen</p>	<p>Home Exports Certificates Account Inbox 0 UG User Guide</p> <p>Product</p> <p>Processing Establishment Details</p> <table border="1"><thead><tr><th>Establishment Number</th><th>Establishment Indicator</th><th>Process Date</th><th>Actions</th></tr></thead><tbody><tr><td>88</td><td>PC</td><td>05 May 2024</td><td>Select</td></tr></tbody></table> <p>+ Add Production process</p>	Establishment Number	Establishment Indicator	Process Date	Actions	88	PC	05 May 2024	Select
Establishment Number	Establishment Indicator	Process Date	Actions						
88	PC	05 May 2024	Select						

Step 20
Select the **Additional Details** tab.

Add additional details for the product.

[Additional packaging](#)

[Containers](#)

[Documents](#)

[SEW](#) Net weight: 1000 KGM

[Production processes](#) PC 88

[Additional details](#)

Save

Step 21
Complete the relevant fields.

Select **Save**.

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Product

Additional details

Import authority code

Nature of the commodity
Search or select

EU Treatment type
Search or select

Product Source State
Search or select

Save Cancel

Step 22
Select the **Save** button on the **Product for export** tab.

Add additional details for the product.

[Additional packaging](#)

[Containers](#)

[Documents](#)

[SEW](#) Net weight: 1000 KGM

[Production processes](#) PC 88

[Additional details](#)

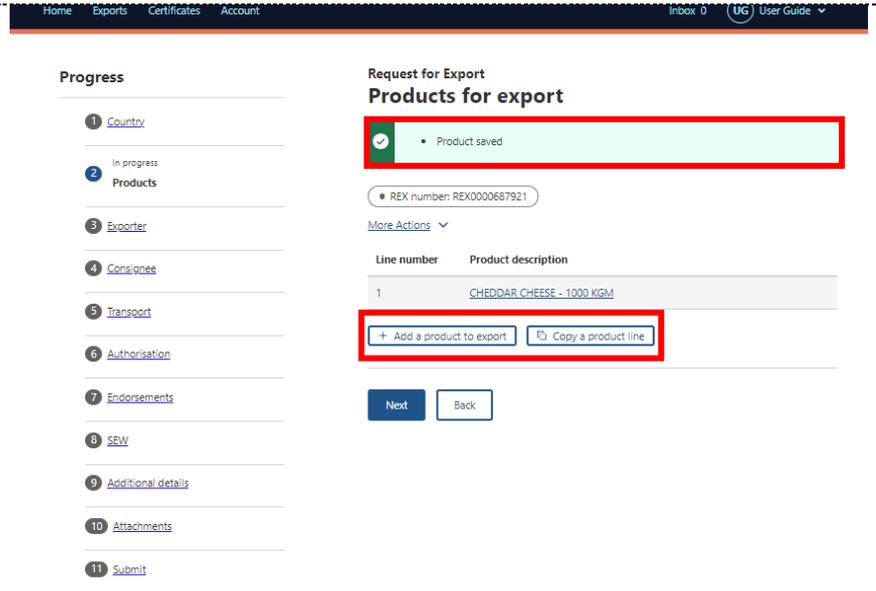
Save

Step 23

Your REX application has been saved and assigned a REX number.

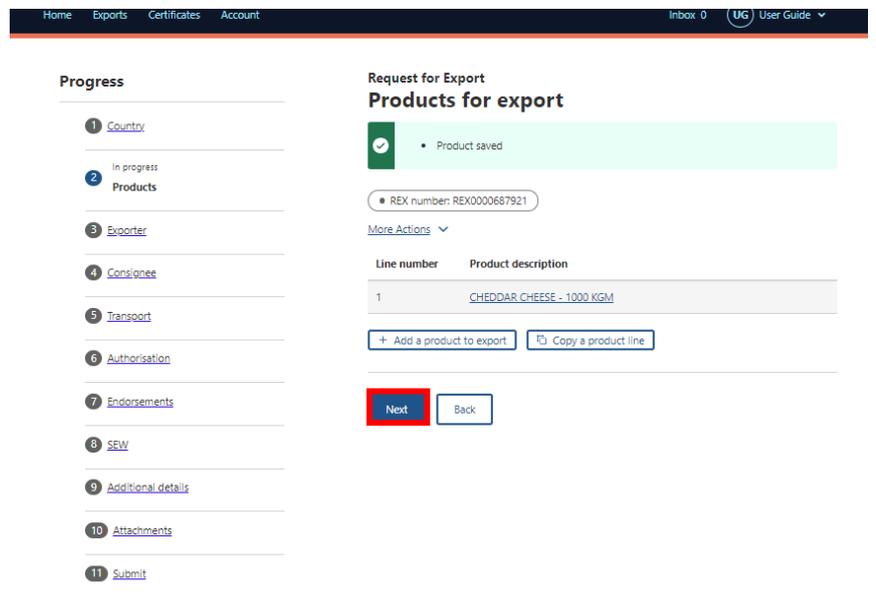
If desired, you may add additional product lines by selecting **Add a product to export** or **Copy a product line**.

This is an optional feature.



Step 24

Once all necessary products are added to the REX, select **Next**.



REX Section 3: Exporter Details

Step 1

Exporter details are prepopulated from your exporter registration for NEXDOC.

If you need to update these details, select **Edit exporter details**.

If you wish to use your other exporter details for the consignment, please select **Request new exporter**.

Provide your **Exporter Reference**.

This is a **mandatory** field.

Select **Save and next**.

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Request for Export

Exporter details

[More Actions](#) ▾

• REX number: REX0000687921

Department of Agriculture, Fisheries and Forestry

Address 70 Northbourne Ave Canberra ACT 2601

Phone 0262721234

Email Address User.Guide@aff.gov.au

[Change exporter](#)

[Edit exporter details](#)

[Request new exporter](#)

Your reference

This is your internal reference for this consignment. The reference must be unique and cannot be used in the next 2 years.

Are you using a Quota for this request?

Select this option if you have previously applied for and been approved for a Dairy Quota.

Do these products contain any imported dairy ingredients?

Has the product you are exporting, or any of the ingredients used in its manufacture, been imported into Australia?

[Save and next](#) [Back](#)

REX Section 4: Consignee Details

Step 1

Provide the consignee **Name**. This is a **mandatory** field.

Provide the consignee **Phone number**, if known. This is an **optional** field.

Provide the **consignee Address**. This is a **mandatory** field.

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Request for Export Consignee

More Actions

REX number: REX0000687921

Your consignee address book

You can select an existing consignee from your consignee address book, or add a new consignee to your consignee address book. You can also enter consignee details manually on your REX, however they will not be saved to your consignee address book.

Name

Phone number (optional)

Consignee address

Address line 1

Enter a location

Address line 2

City

State

Postcode

Country

Additional information

This information is optional and will print on the certificate if provided in the 'Unendorsed, commercial information' section below the government signature.

Additional information text (max 1 line of 350 characters) (optional)

Notify party text (max 8 lines of 55 characters) (optional)

Traces Approval ID (optional)

Enter the Importers 'Traces Approval ID' as registered in the European Union's EU TRACES system. This ID should be provided by the Exporter.

Save and next Back

Step 2

Provide the **Consignee's TRACES Approval ID**.

The consignee is issued this number by the European Union and should provide it to you. It will be validated in the EU TRACES NT system. This is a **mandatory** field.

Additional information

This information is optional and will print on the certificate if provided in the 'Unendorsed, commercial information' section below the government signature.

Additional information text (max 1 line of 350 characters) (optional)

Notify party text (max 8 lines of 55 characters) (optional)

Traces Approval ID (optional)

Enter the Importers 'Traces Approval ID' as registered in the European Union's EU TRACES system. This ID should be provided by the Exporter.

Save and next Back

Select **Save and next**.

The **Consignee's TRACES Approval ID** must be recorded in NEXDOC prior to lodging your REX, as well as in each REX application. Contact the NEXDOC Help Desk to request your **Consignee TRACES Approval ID** to be added to the system.

REX Section 5: Transport Details

Step 1

Enter the **Departure Date**. The date must be in the future and is a **mandatory** field.

Select the **Load Port** from the drop-down menu. This is a **mandatory** field.

Select the **Discharge Port** from the drop-down menu. This is an **optional** field.

Select the **Border Inspection Port** from the drop-down menu. This is a **mandatory** field and must be an EU port.

Provide the **Destination City**. This is a **mandatory** field.

Transit Countries is an **optional** field.

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Request for Export Transport

[More Actions](#) ▾

• REX number: REX0000687921

Departure date (e.g. 07/05/2024)

Load port

This is the place where your goods will be loaded for export. Start typing to see results.

Discharge port

Border inspection port

This is the overseas port where the consignment will be inspected. Optional field unless exporting to markets which require EU or UK model health certificates. Start typing to see results.

Destination city

Step 2

Enter the **Place of Destination** details.

Provide the **Approval Number** for the **Place of Destination**.

The EU issues this number to the establishment of destination.

It will be validated in the EU TRACES NT system. This is a **mandatory** field.

Provide the **Destination Business Name**.

This should reflect the business name per the EU TRACES NT records.

This is a **mandatory** field.

Enter the **Place of Destination Address**.

This is a **mandatory** field.

Place of Destination

Address line 1

Address line 2

City

State

Postcode

Country

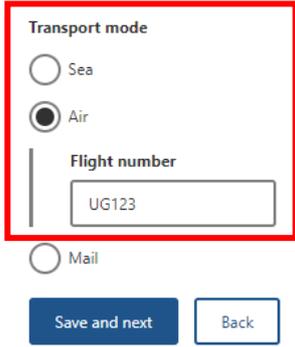
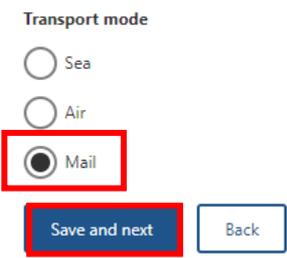
Transport storage temperature

Transport storage temperature unit

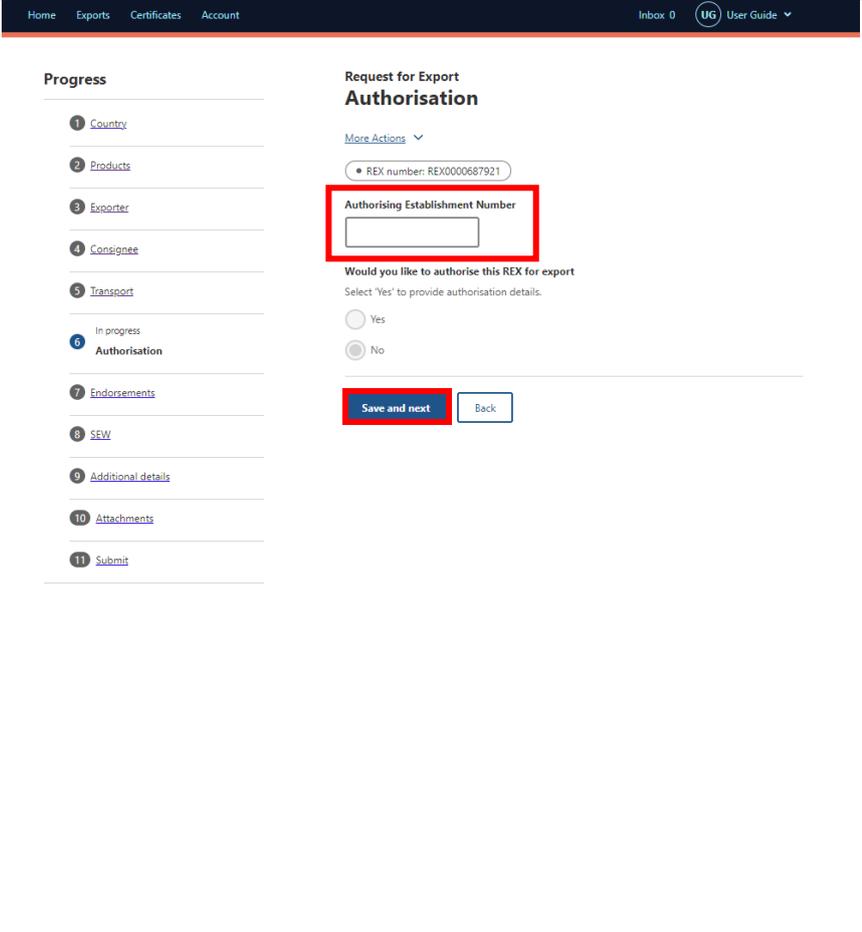
Transfer information

Transport mode
 Sea
 Air

<p>Step 3 Type Transport storage Temperature, Transport storage Temperature unit and Transfer Information.</p>	<p>Place of Destination</p> <p>Address line 1 <input type="text" value="Enter a location"/></p> <p>Address line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Country <input type="text" value="v"/></p> <p>Transport storage temperature <input type="text"/></p> <p>Transport storage temperature unit <input type="text" value="v"/></p> <p>Transfer information <input type="text"/></p> <p>Transport mode</p> <p><input type="radio"/> Sea <input type="radio"/> Air</p>
<p>Step 4 Select the Transport Mode. It is mandatory to select either Sea, Air or Mail.</p>	<p>Transport mode</p> <p><input type="radio"/> Sea <input type="radio"/> Air <input type="radio"/> Mail</p> <p><input type="button" value="Save and next"/> <input type="button" value="Back"/></p>
<p>Step 5 If you select Sea, you must provide the Vessel Name and Voyage Number. These are mandatory fields.</p>	<p>Transport mode</p> <p><input checked="" type="radio"/> Sea</p> <p>Vessel name <input type="text"/></p> <p>Voyage <input type="text"/></p> <p><input type="radio"/> Air <input type="radio"/> Mail</p> <p><input type="button" value="Save and next"/> <input type="button" value="Back"/></p>

<p>Step 6 If you select Air, you must provide the Flight Number. This is a mandatory field.</p>	
<p>Step 7 Select Mail if this is the transport mode. Select Save and next.</p>	

REX Section 6: Authorisation

<p>Step 1 Type the Authorising Establishment Number.</p> <p>If you have AEPI permission, you will have the ability to select if you would like to authorise this REX for export?</p> <p>If you select Yes, the below fields will display. You must insert an Authorisation Date for the REX to be authorised.</p> <p>This date must be before or equal to today's date. If you do not wish to authorise the REX yet, leave it blank. You can amend your REX and input the Authorisation Date after submitting.</p>	
--	--

If you select *No*, the department will review your REX for authorisation.

Select **Save and next**.

Would you like to authorise this REX for export? [Help](#)

Yes

No

Authorising Officer Comments

REX Section 7: Endorsements

Step 1

The system will automatically allocate you the default certificate template and endorsement if applicable.

If you would like to change the template or endorsement select the **Select** button.

Use the drop-down menu to choose the appropriate **Certificate Template** and or **Endorsement**.

Select **Next**.

Step 2

Update fields as required using the drop down options.

Select **Save**.

Step 3

Then Endorsement has been saved.

Select **Next**.

The screenshot shows the 'Request for Export Endorsements' page. On the left, a progress bar lists steps from 1 to 8. Step 7, 'Endorsements', is currently active and highlighted in blue. On the right, a green notification box with a checkmark icon states 'Endorsement saved'. Below this, there is a 'More Actions' dropdown and a field for the REX number: REX0000687921. A table displays product information:

Product	Certificate	Endorsement	Action
1. CHEDDAR CHEESE	ZD035	360 - DAIRY - GENERAL - Radioactivity, Foot and Mouth & Rinderpest statement.	Select

At the bottom, there are 'Next' and 'Back' buttons.

REX Section 8: Single Electronic Window (SEW)

Step 1

If you are *not* using Single Electronic Window (SEW), deselect the box next to **Would you like to use SEW integration (ICS)?**

Select **Save and next**. Move to Rex Section 9: Additional details.

If you *are* using SEW you will need to complete the details on this screen.

Continue to step 2.

The screenshot shows the 'Request for Export SEW Integration' page. On the left, a progress bar lists steps from 1 to 11. Step 8, 'SEW', is currently active and highlighted in blue. On the right, there is a 'More Actions' dropdown and a field for the REX number: REX0000687921. A checkbox labeled 'Would you like to use SEW integration (ICS)?' is checked and highlighted with a red box. Below this, there is a section for 'FOB total' showing '0' and a description: 'FOB total is the sum of all FOB amounts quoted for all products lines for this REX.' There is also a section for 'FOB currency (optional)' with a dropdown menu and a section for 'SEW consignee name' with a text input field. At the bottom, there are 'Save and next' and 'Back' buttons.

Step 2

If you are using SEW, you will need to complete the details on this screen.

Tick the box next to **Would you like to use SEW integration (ICS)?**

Complete the **FOB currency** and **SEW consignee name**.

Select **Save and Next**.

Note:

You must have requested access to SEW in your exporter registration for this to be available. Alternatively, you can update your account and request this permission.

If you wish to use the SEW connection, you must have provided the relevant details in each of your product lines.

These are **optional** fields.

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Request for Export SEW Integration

[More Actions](#)

• REX number: REX0000687921

Would you like to use SEW integration (ICS)?

FOB total
0
FOB total is the sum of all FOB amounts quoted for all products lines for this REX.

FOB currency (optional)
Select the FOB currency you have used to calculate all FOB amounts.

SEW consignee name
SEW consignee name is limited to 35 characters. This is the name that will be sent to the SEW.

Save and next

REX Section 9: Additional Details

Step 1

Select your Certificate Print Indicator

You must select **Automatic** or **Hold**.

This selection is **mandatory**.

Please view the NEXDOC Printing FAQ on the NEXDOC Help Page for further information regarding these options.

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Request for Export Additional details

[More Actions](#)

• REX number: REX0000687921

Certificate print indicator

The following options impact when your certificate(s) are generated. Select Automatic if you would like your certificate(s) to be issued after submission or Hold if you would like to preview your certificate before it is issued. Certificate Preview can be performed after submission on the REX details screen.

Automatic
 Hold
 None

Printer selection

You can select 'Use your own printer' if you have approval to print locally, or you can select a 'Print region' to print your certificate in one of the department's offices. Select the office closest to you.

Use your own printer

Print to a departmental regional office

If you select a 'Print region' your certificate will print to the nominated regional office and you will need to arrange collection. If you wish to print on your own premises, and can't see a 'Use your own printer' selection on screen, this may be due to importing country requirements or due to the fact you have not applied for the 'My Printer' permission within your NEXDOC Account.

Step 2

Selecting the **Use your own printer** tick box will allow you to print your eCert extract remotely rather than needing to collect it from a regional department office.

If you do not have this option on screen, please request this permission via your registered NEXDOC exporter account.

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Request for Export Additional details

[More Actions](#)

• REX number: REX0000687921

Certificate print indicator

The following options impact when your certificate(s) are generated. Select Automatic if you would like your certificate(s) to be issued after submission or Hold if you would like to preview your certificate before it is issued. Certificate Preview can be performed after submission on the REX details screen.

Automatic
 Hold
 None

Printer selection

You can select 'Use your own printer' if you have approval to print locally, or you can select a 'Print region' to print your certificate in one of the department's offices. Select the office closest to you.

Use your own printer

Print to a departmental regional office

If you select a 'Print region' your certificate will print to the nominated regional office and you will need to arrange collection. If you wish to print on your own premises, and can't see a 'Use your own printer' selection on screen, this may be due to importing country requirements or due to the fact you have not applied for the 'My Printer' permission within your NEXDOC Account.

Step 3

If you do not wish to print remotely, you must select an available regional office from the **Print region** to print your extract.

You will need to contact the department's Assessment Services (Exports) team to make arrangements to collect your eCert extract.

Home Exports Certificates Account Inbox 0 UG User Guide

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Authorisation
- Endorsements
- SEW
- In progress
- Additional details**
- Attachments
- Submit

Request for Export Additional details

[More Actions](#)

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[Dropdown menu]

Step 4

Should you wish to save your import permit number and import permit date within your REX, select **Add import permit**. This is an optional feature.

Request extra certificates

Submit a request to add extra certificates or supporting documents that you need for this consignment. Please note that there may be a charge associated with requesting additional documentation.

No extra certificate requests

No extra certificate requests added yet.

[+ Add extra certificate request](#)

Import permits

Record the import permit number and import permit date. You can list up to 6 import permits.

No import permits

No import permits added yet.

[+ Add an import permit](#)

[Save and next](#) [Back](#)

Step 5

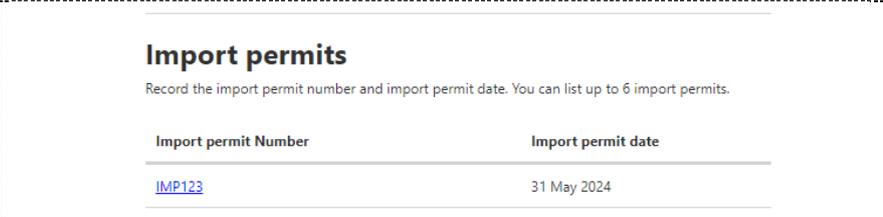
Provide your **Import permit number** and **Import permit date**. These are optional fields. If provided, the import permit date must be in the past.

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Add import permit

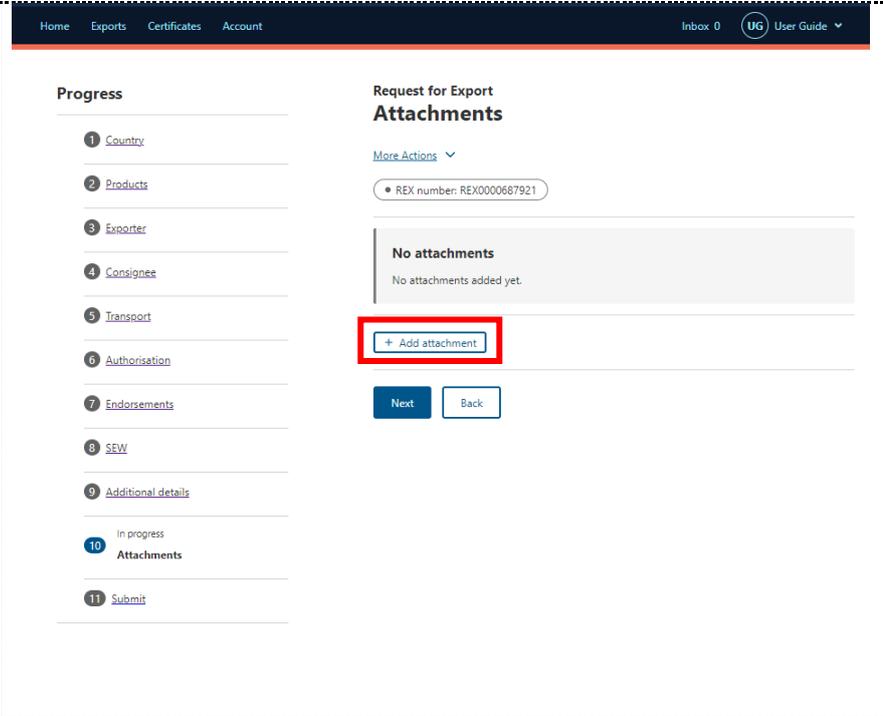
[Save](#)

<p>Select Save.</p>	
<p><u>Step 6</u> Your import permit has saved, and you will return to the Additional details page.</p>	
<p>Select Save and next.</p>	

REX Section 10: Attachments

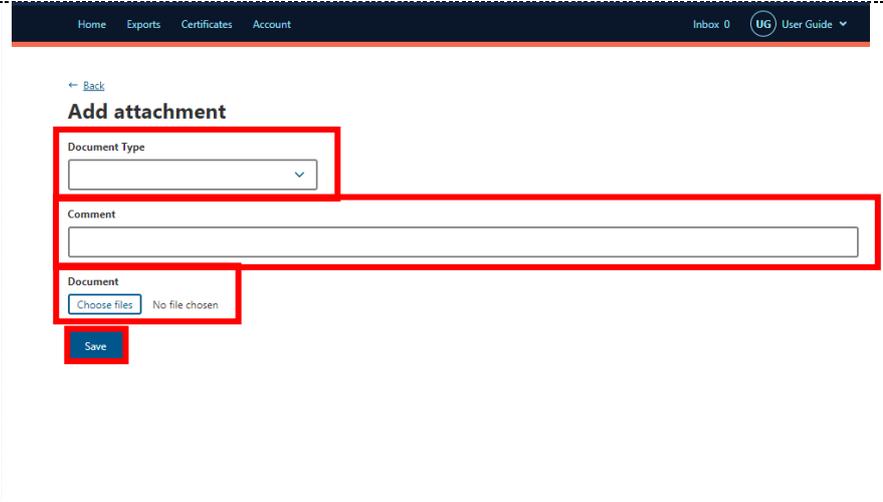
Step 1
Each REX is assessed against importing country requirements. You must provide all relevant documentation to support your request for certification. This may include, but is not limited to, an import permit and manufacturers declarations. Please liaise with your importer and check MICOR for specific details.

If required, select **Add attachment**.



Step 2
Select the drop-down menu and indicate the **Document type**. This is a **mandatory** field if you are attaching a document.

Provide a **Comment** in relation to your attachment, if applicable. This is an **optional** field.



Select **Choose files** in the Document field to attach.

Select **Save**.

Step 3

Attach all necessary documentation to support your application. A departmental officer will review these documents when assessing your REX.

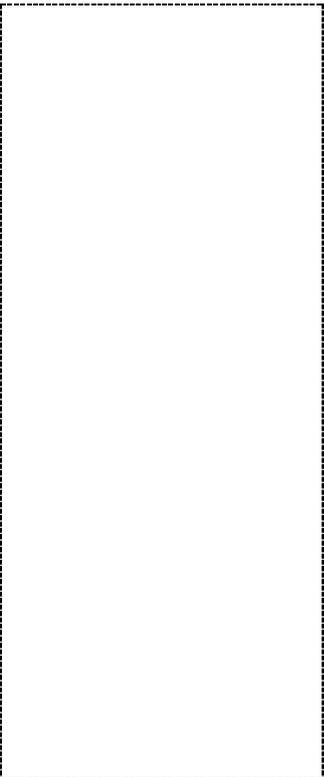
Select **Next**.

REX Section 11: Submit

Step 1

The Declaration will display. Please read this carefully.

If you wish to proceed with your lodgement, select **I agree**.



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Progress

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Request for Export Lodge REX

More Actions

REX number: REX000072343

Select ALL items

Is the product eligible for export to the European Union?

Does the consignment match the details of the request for export documentation (REX)?

[What kinds of details need to match?](#)

Contact Name

Contact Phone Number

Comments

Are testing results required (as per MICoR)?
Select Yes to attach test result as per MICoR

Yes

No

Next

Step 2

The destination country and products will display. If there are no changes required, select **Lodge REX**.

Home Exports Certificates Account Inbox 0 UG User Guide

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- In progress
- Submit

Request for Export Lodge REX

More Actions

REX number: REX0000687921

Country: CANADA

Products

Line number	Product description
1	CHEDDAR CHEESE - 1000 KGM

Lodge REX now.

Lodge REX

Step 3

A confirmation message will appear, alongside the Service ID associated with your application. Your REX is now awaiting assessment from a departmental officer.

Home Exports Certificates Account Inbox 0 UG User Guide

Request Id 02241131488884
REX lodged.

REX lodged

REX number: REX0000687921

Your REX has been lodged with the department, and is pending for Authorisation approval.

[Return to home](#)

Contact the NEXDOC Help Desk.

For more information or assistance, please contact NEXDOC@aff.gov.au