



USER GUIDE

NEXDOC: How to add a new commodity to my existing profile

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Purpose of this document

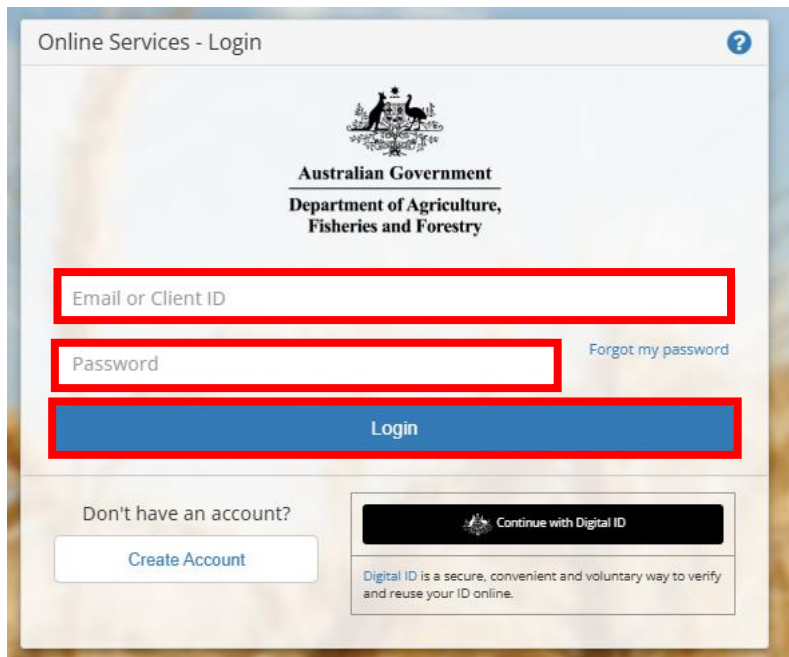
This document will give you a step-by-step guide to adding a commodity to your Exporter or Client Group profile in the NEXDOC Portal.

How to add a new commodity to my existing profile

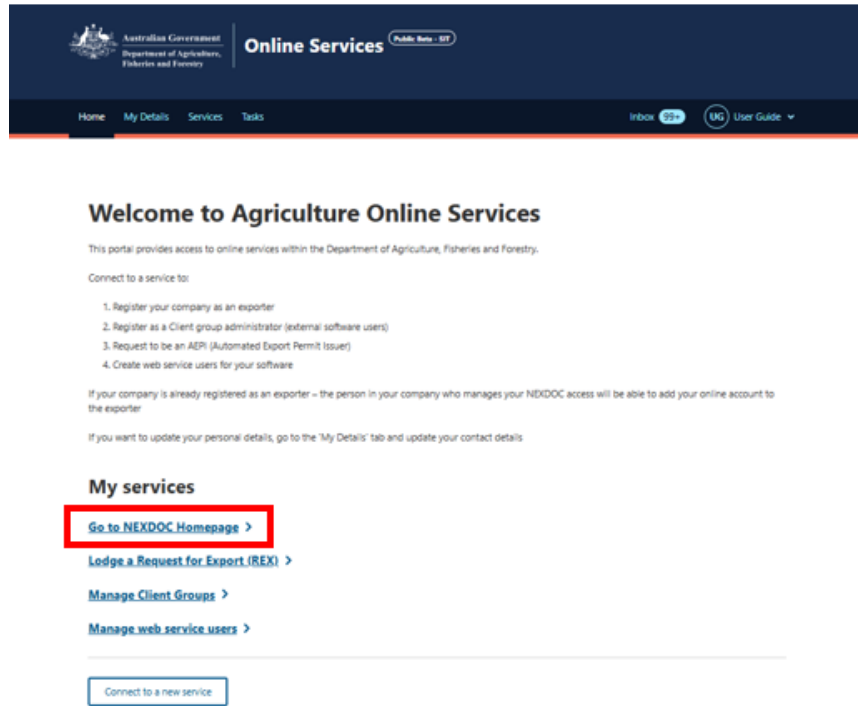
As more commodities are onboarded onto NEXDOC you can add a commodity onto your existing Exporter or Client profile.

Mange commodities for Exporter profile

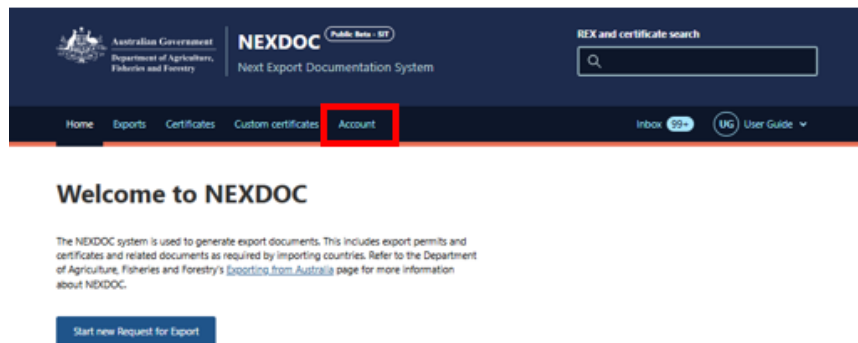
To update your **Exporter profile** follow the steps below.

NEXDOC Portal Homepage	
<p><u>Step 1</u> Log in to NEXDOC.</p>	

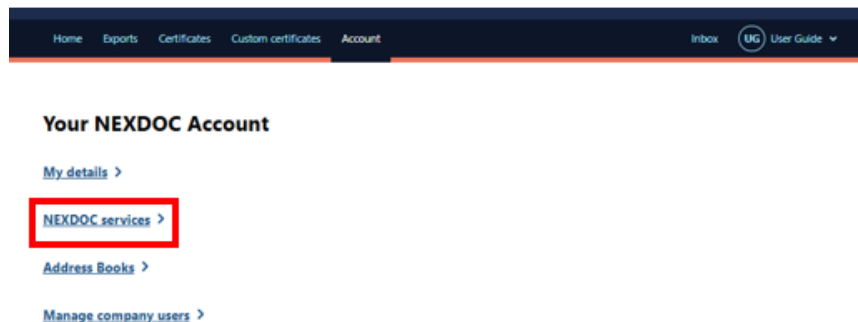
Step 2
Select **Go to NEXDOC Homepage**.



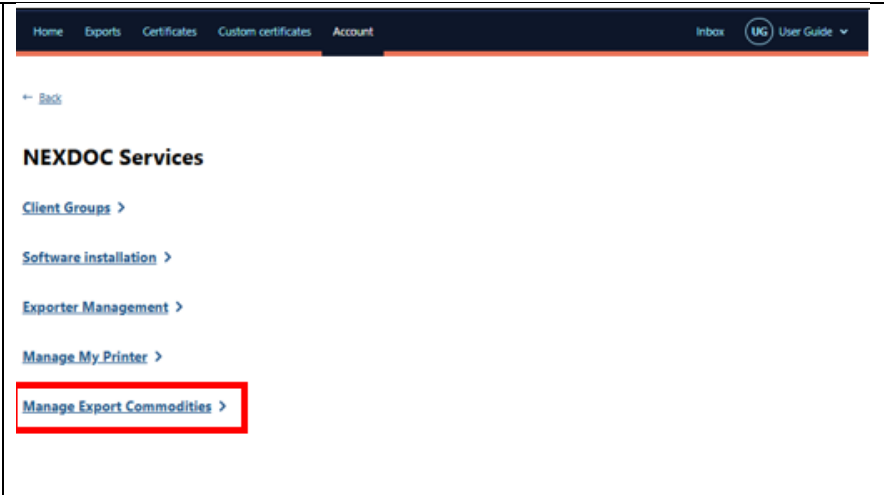
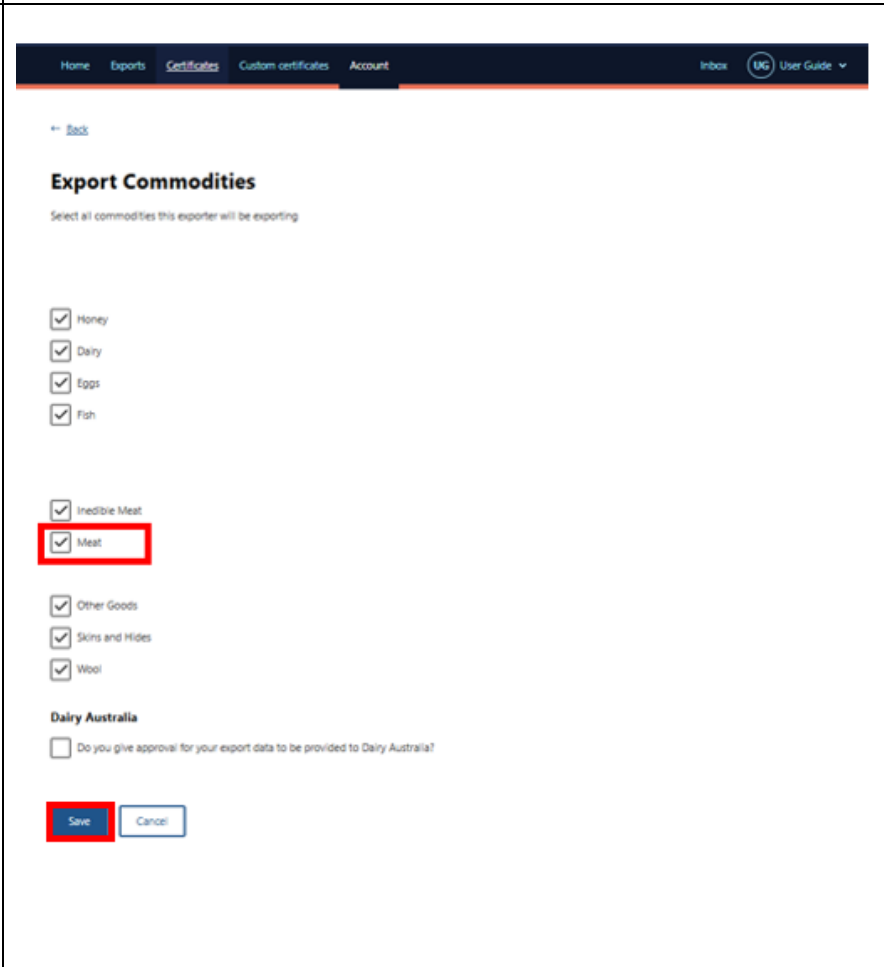
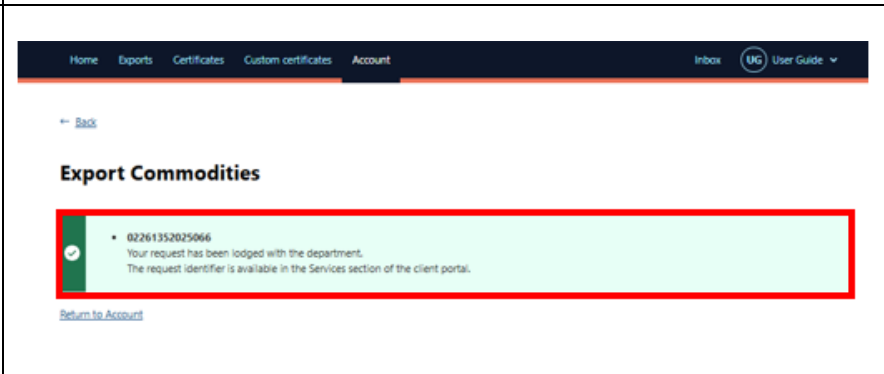
Step 3
Select **Account** tab.



Step 4
Select **NEXDOC services**.

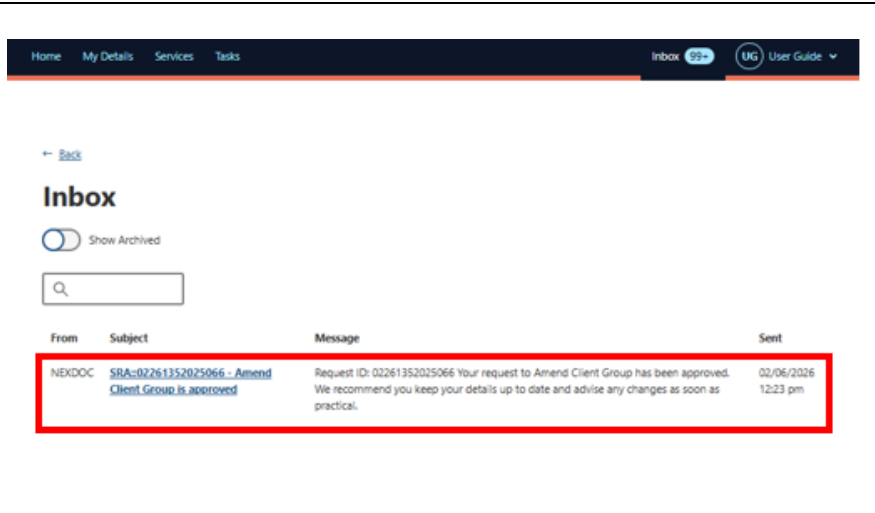


NEXDOC How to add a new commodity to my existing profile.

<p>Step 5 Select Manage Export Commodities.</p>	 <p>The screenshot shows the NEXDOC Services page. The navigation bar includes Home, Exports, Certificates, Custom certificates, and Account. The main content area lists several services: Client Groups, Software installation, Exporter Management, Manage My Printer, and Manage Export Commodities. The 'Manage Export Commodities' link is highlighted with a red box.</p>
<p>Step 6 Select the commodity you would like to export and select Save.</p>	 <p>The screenshot shows the 'Export Commodities' selection screen. It lists various commodity categories with checkboxes: Honey, Dairy, Eggs, Fish, Inedible Meat, Meat, Other Goods, Skins and Hides, and Wool. The 'Meat' checkbox is checked and highlighted with a red box. Below the list is a 'Dairy Australia' section with an unchecked checkbox for approval. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted in red.</p>
<p>Step 7 You will receive a notification your request has been submitted to the department.</p>	 <p>The screenshot shows a confirmation message in a light green box. The message reads: '02261352025066 Your request has been lodged with the department. The request identifier is available in the Services section of the client portal.' A 'Return to Account' link is visible below the message. The entire message box is highlighted with a red border.</p>

Step 8

You will receive a notification advising you application has been approved.



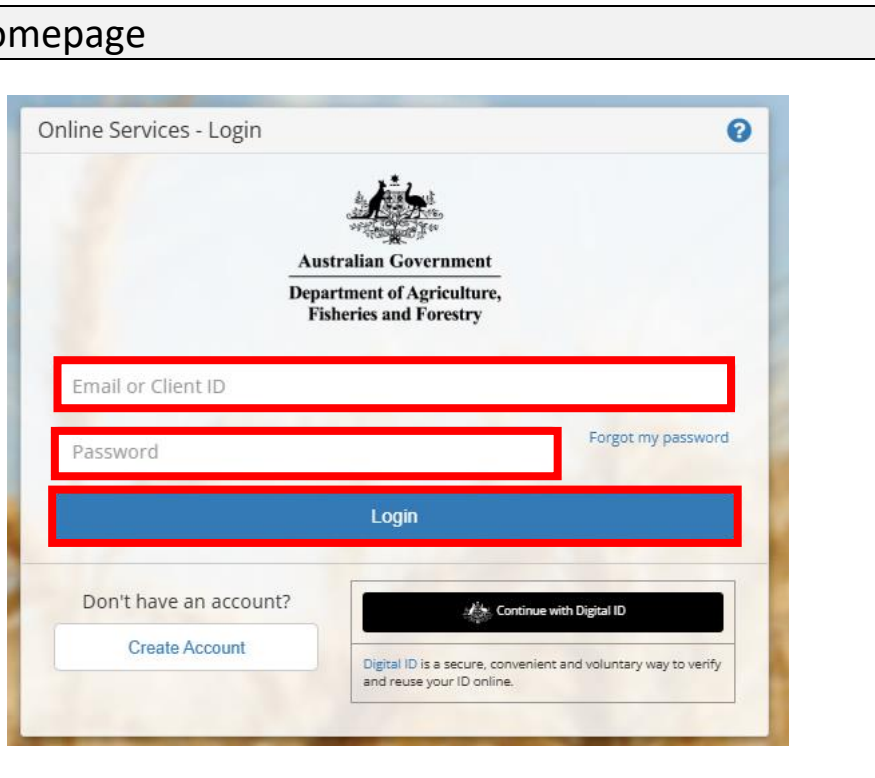
Mange commodities for Client Group profile

To update your **Client Group profile** follow the steps below.

NEXDOC Portal Homepage

Step 1

Log in to NEXDOC.



Step 2
Select Manage Client Groups.

Home My Details Services Tasks Inbox 99+ 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 AEPI (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
A list of all your Client Groups will appear.

Select the relevant Client Group/s.

Home Exports Certificates Custom certificates Account Inbox UG User Guide

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Manage enabled client group

View disabled client group

[Exporter Client Group](#)
Status: enabled
Client group token: 31303731343532313932313637393631

[Monday](#)
Status: enabled
Client group token: 2d323139333833313830363939353437

[test_meat_client_group](#)
Status: enabled
Client group token: 2d37343011333437373911363353034
Samantha

[+ Add client group](#)

Step 4

Select **Change** under Export commodities.

The screenshot shows a web interface for a 'test meat client group'. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', 'Custom certificates', and 'Account'. A 'Back' link is visible. The main heading is 'test meat client group' with a sub-heading 'Update client group details and manage member list'. A 'Disable client group' button is present. Below this is a 'test meat client group detail' section with fields for Status (enabled), Client group token, Business name (Test exporter account), ABN (34190894983), Phone (0411819936), and Address (18 Marcus Clarke St). A 'Change' link is below this section. The 'Contact person' section has a 'Change' link. The 'My printer' section has a 'Change' link. The 'Export commodities' section shows a 'Change' button highlighted with a red box. The 'Manage members' section has a 'Change' link.

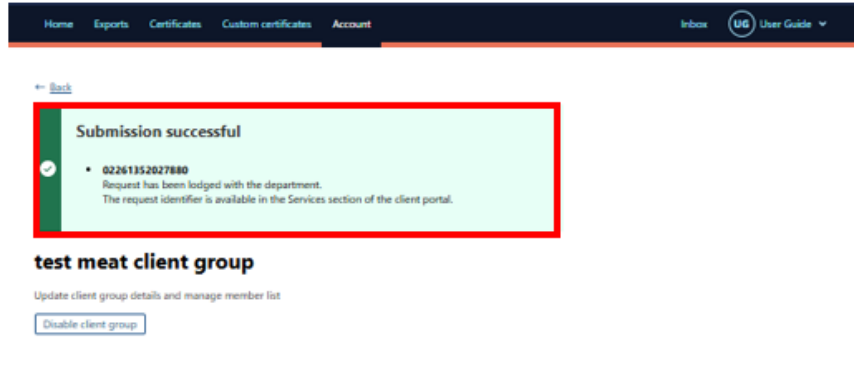
Step 5

Select the commodity you would like to export and select **Save**.

The screenshot shows the 'Export commodities' selection page. It has a navigation bar with 'Home', 'Exports', 'Certificates', 'Custom certificates', and 'Account'. A 'Back' link is visible. The heading is 'Export commodities' with a sub-heading 'Please choose all commodities you are exporting'. There is a list of checkboxes: Dairy, Eggs, Fish, Inedible Meat, Meat (highlighted with a red box), Skins and Hides, and Wool. Below this is a 'Dairy Australia' section with a question 'Do you give approval for your export data to be provided to Dairy Australia? (optional)'. There are radio buttons for 'Yes' (selected) and 'No'. At the bottom, there are 'Save' and 'Cancel' buttons.

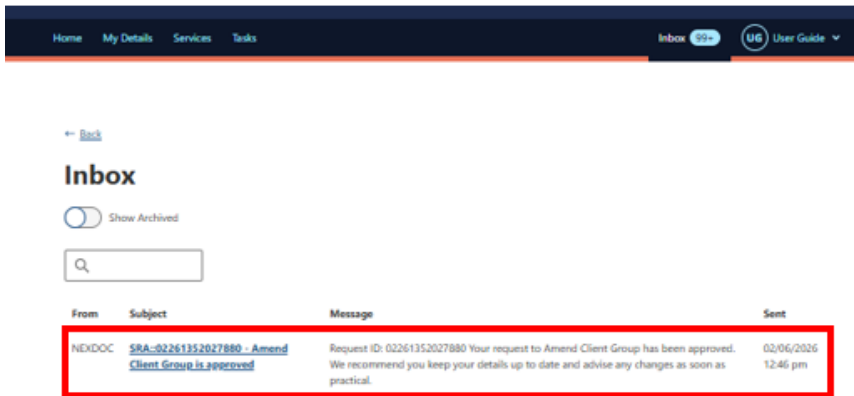
Step 6

You will receive a notification your request has been submitted to the department.



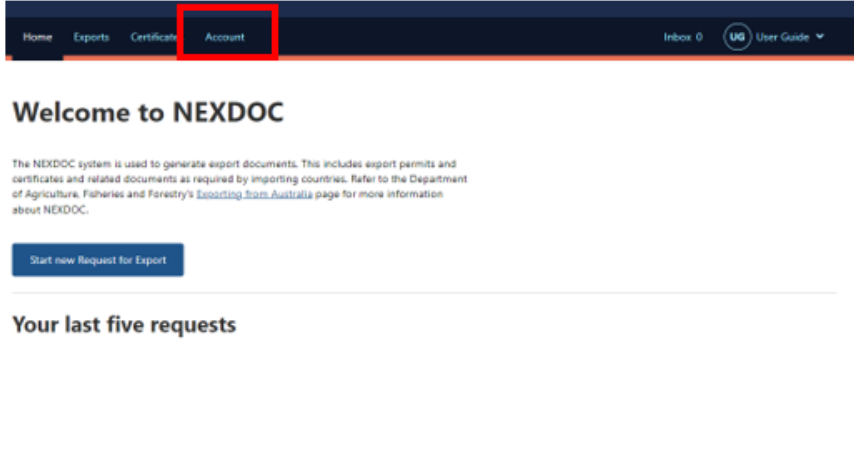
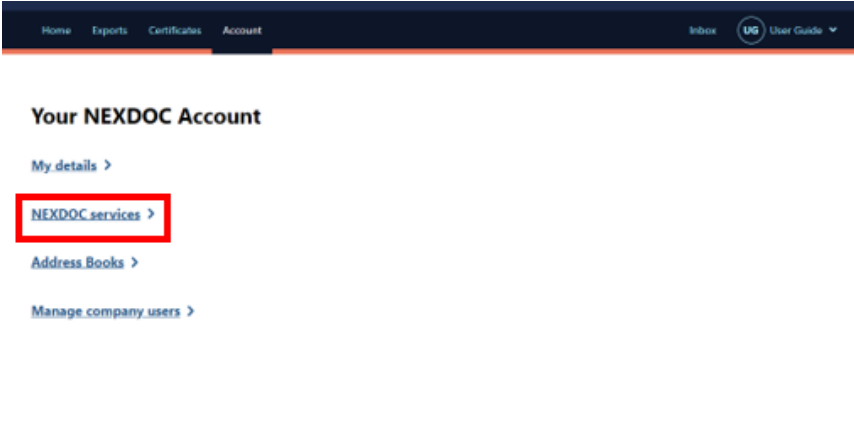
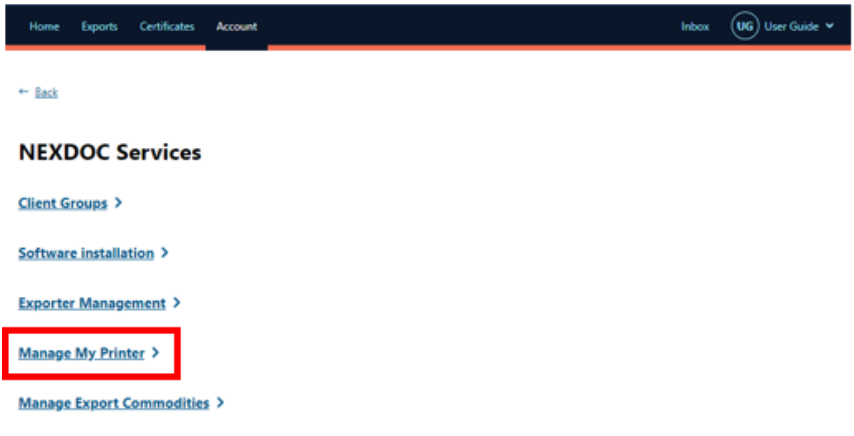
Step 7

You will receive a notification advising you application has been approved.



Once the department has approved your commodity request you will need to request My print.

How to request My print for a commodity.

<p><u>Step 1</u> Select Account.</p>	 <p>The screenshot shows the NEXDOC 'Account' page. The 'Account' menu item in the top navigation bar is highlighted with a red box. Below the navigation bar, the page title is 'Welcome to NEXDOC'. A paragraph of text explains the system's purpose. A blue button labeled 'Start new Request for Export' is visible. Below this, the section 'Your last five requests' is shown.</p>
<p><u>Step 2</u> Select NEXDOC services.</p>	 <p>The screenshot shows the 'Your NEXDOC Account' page. The 'NEXDOC services >' link is highlighted with a red box. Other links include 'My details >', 'Address Books >', and 'Manage company users >'.</p>
<p><u>Step 3</u> Select Manage My Printer.</p>	 <p>The screenshot shows the 'NEXDOC Services' page. The 'Manage My Printer >' link is highlighted with a red box. Other links include 'Client Groups >', 'Software installation >', 'Exporter Management >', and 'Manage Export Commodities >'.</p>

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Step 4

Select the commodity you would like to allow My Printer permissions.

Home Equine Certificates Custom certificates Account

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Update My Printer Permission

Do you still require access to my printer?

The Department allows some documents to be printed in locations outside of the Department's offices. In these cases, officers can print on their personal computers that have been assessed and cleared to do so. Select the option if you would like to be assessed for My Printer.

My Printer

What is My Printer?

Require My Printer

Yes

No

My Printer available for following commodities

Select the commodities you wish to use with My Printer

- Honey
- Dairy
- Eggs
- Fish
- Inedible Meat
- Meat**
- Other Goods
- Skins and Hides
- Wool

By clicking the Next button below, I hereby agree to and accept the following:

- I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.
- I, and/or the company where I am employed, may be audited by authorised department officers regarding any transaction I have had with NEXDOC, and as part of this process may be asked to provide evidence to substantiate any information I entered into the NEXDOC system.
- I have read and understood the Privacy Notice and Privacy Policy.
- I consent to the collection, use and disclosure of my personal information, including disclosure to overseas authorities, as set out in the Privacy Notice.

Privacy Notice:

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department collects your personal information (as defined in the Privacy Act 1988) in relation to this form for the purposes of issuing export permits and/or certificates in relation to goods to be exported from Australia where relevant requirements are met under the Export Control Act 2020, and related purposes. The Department may also use your personal information for the purposes of reporting on trade rate quotas managed by the department. If you fail to provide some or all of the personal information requested in this form, the Department will be unable to issue certificates in relation to goods to be exported from Australia.

The Department may disclose your personal information to Australian Government agencies, including the Department of Home Affairs, other Australian agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

Your personal information may also be disclosed to overseas governments and relevant authorities in an exporting country where this is required for importing country requirements. The Department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- overseas recipients may not be accountable under the Privacy Act;
- you may not be able to seek redress under the Privacy Act;
- you may not be able to seek redress in the common law jurisdiction; and
- overseas recipients may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the Department's Privacy Policy web page (<http://www.agriculture.gov.au/next/private>), to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the Department on +61 2 272 3403.

Submit

Step 5
Select Submit.

Home Export Certificates Custom certificates Account Home User Guide

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Update My Printer Permission

Do you still require access to my printer?

The Department allows some documents to be printed in locations outside of the Department's offices. In these cases, clients can print on their printers once they have been assessed and cleared to do so. Select the option if you would like to be assessed for My Printer.

My Printer

[What is My Printer?](#)

Require My Printer:

Yes
 No

My Printer available for following commodities

Select the commodities you wish to use with My Printer

- Honey
- Dairy
- Eggs
- Fish
- Insects
- Meat
- Other Goods
- Wine and Spirits
- Wool

By clicking the Next button below, I hereby agree to and accept the following:

- I declare that the information I have provided is true and correct. I understand that if it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.
- I, and/or the company where I am employed, may be audited by authorised department officers regarding any interaction I have had with NEXDOC, and as part of the process may be asked to provide evidence to substantiate any information I entered into the NEXDOC system.
- I have read and understood the Privacy Notice and Privacy Policy.
- I consent to the collection, use and disclosure of my personal information, including disclosure to overseas authorities, as set out in the Privacy Notice.

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Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

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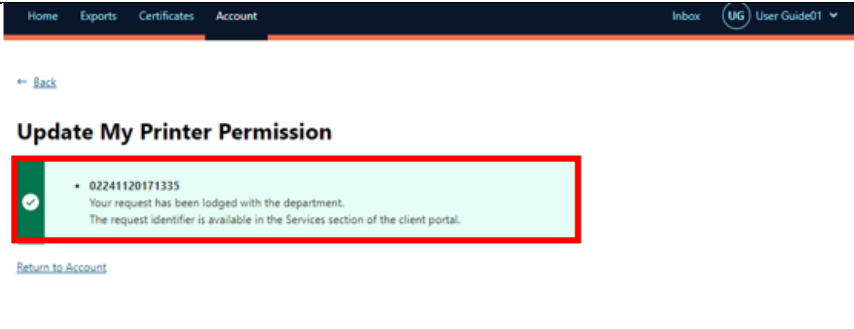
The Department may disclose your personal information to Australian Government agencies, including the Department of Home Affairs, other Australian agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

Your personal information may also be disclosed to overseas governments and relevant authorities in an importing country where this is required for importing country requirements. The Department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- overseas recipients may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the Australian jurisdiction, and
- overseas recipients may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the Department Privacy Policy web page (<http://www.agriculture.gov.au/food/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the Department on +61 2 7272 1001.

NEXDOC How to add a new commodity to my existing profile.

<p>Step 6 A notification will appear confirming the action.</p>	 <p>The screenshot shows a web portal interface. At the top, there is a navigation bar with links for 'Home', 'Exports', 'Certificates', and 'Account'. On the right side of the navigation bar, there are links for 'Inbox', 'UG', and 'User Guide01'. Below the navigation bar, there is a 'Back' link. The main heading is 'Update My Printer Permission'. A green notification box with a checkmark icon contains the following text: '02241120171335', 'Your request has been lodged with the department.', and 'The request identifier is available in the Services section of the client portal.' Below the notification box, there is a 'Return to Account' link.</p>
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Contact the NEXDOC help desk.

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