



FAQ

Registration scenarios for NEXDOC

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Purpose of this document

This document provides information on different ways to register your organisation and its members in NEXDOC to support your business model and provides scenarios to help inform your decision.

When it comes to registering for NEXDOC there are a few options to choose from. To support you in choosing the best way to register for NEXDOC for your business. Below are a few scenarios we've put together for you to choose which one works best for your business model..

As a first step, to be able to register your business in NEXDOC, every business will need to register in the department's online portal.

Online services portal

- This is an entry point for a number of the department's export and import services.
- Once you have registered in the Online Services Portal, chose the NEXDOC service option.
- When the registration request is actioned by the department, a client ID is generated (Example: AG001193500)
- This registration does **not** provide the ability to export or obtain any export documentation. This registration provides a gateway to apply for access to NEXDOC.

Types of registration in NEXDOC

The following options are available for you to register your business in NEXDOC:

Exporter registration

- This application registers an exporter/business that is legally liable for the goods being exported.
- When you register as an exporter you will receive an Exporter ID. Example AA1234.
- This registration allows you to obtain export documentation within the NEXDOC portal.

Client Group Administrator

- This registration is for clients who use third party software. This permission will generate a Client Group ID – e.g. CGAA12345 and a Client Group Token
- The Client Group ID and the relevant tokens are used to connect third party software to the NEXDOC system.
- When you have this access you can create Client groups, which you can administer and add and/or remove members from your Client groups.
- Client groups are for members of your team. Each member of the Client group will have a unique member token. You may want to have a client group for each state team, for example.
- Individuals or businesses who use third party software to export or work on behalf of export businesses will require this registration. i.e. export agents or freight forwarders.



Client Group Member

- This option is only available for the commodities that have moved to NEXDOC (dairy, eggs).
- You will need to be a client group member (see above) if you are using third party software to:
 - submit export requests on an exporter's behalf
 - approve export permits as an automated export permits issuer (AEPI).
- To undertake activities such as raising export requests or approving export documentation, you need to be added as a client group member to the client group.
- A Client group administrator can add you directly to their Client Group. In this instance you don't need to register for NEXDOC.

Automated Export Permit Issuer (AEPI)

- This is an additional registration, following registration in NEXDOC, as per the options above. It is a registration for a permission level in NEXDOC.
- This registration does not grant access to NEXDOC or allow you to obtain export documentation.
- In EXDOC this permission is known as AQA. If you are registered for AQA in EXDOC, you will need to apply for export issuer status in NEXDOC. This is called AEPI in NEXDOC.
- This registration enables you to authorise certain REX (request for export) applications. Generally, REXs are authorised by the department.
- With this permission, you can bypass this and complete the authorisation yourself.

Scenarios for registering your business

Scenario 1. I own an export business. I do not use third party software.

I own an export business and I wish to use the NEXDOC portal. I do not use third party software.
<p>Registration required:</p> <p>Online Service portal</p> <ul style="list-style-type: none">• Online Service Portal Access with a client ID. E.g.: AG001193500.• This registration does not provide the ability to export. <p>Export Registration</p> <ul style="list-style-type: none">• NEXDOC portal access will be granted.• This registration generates an Exporter ID. E.g.: AA2416.• This registration allows the user to obtain export documentation.



Scenario 2. I own an export business and I use third party software.

I own an export business and I use third party software to export. I have a web service token, but none of the other requirements.
Registrations required: Online Services Portal <ul style="list-style-type: none">• Online Service Portal Access with a client ID. E.g.: AG001193500• This registration does not provide the ability to export. Exporter registration <ul style="list-style-type: none">• NEXDOC portal access will be granted.• This registration generates an Exporter ID. E.g.: AA2416• This registration allows the user to obtain export documentation. Client Group Administrator <ul style="list-style-type: none">• A client group is created. This generates a unique Client Group ID and Client Group Token.• Client group members can be added which automatically generates Member Tokens.• These tokens are used to connect to third party software.

Scenario 3. I am an export agent. I assist my clients to export their goods.

I'm an export agent. I assist my clients export their goods to their international business partners. I use third party software and already have my web service token.
Registrations required: Online Services Portal <ul style="list-style-type: none">• Online Service Portal Access with a client ID. E.g.: AG001193500• This registration does not provide the ability to export. Client Group Administrator <ul style="list-style-type: none">• A client group is created. This generates a unique Client Group ID and Client Group Token.• Client group members can be added which automatically generates Member Tokens.• These tokens are used to connect to third party software.



Scenario 4. I work for a business that exports and uses third party software.

I work for a business that exports and uses third party software and I need to lodge export documentation.
Registrations required: Online Services Portal <ul style="list-style-type: none">• Online Service Portal Access with a client ID. E.g.: AG001193500• This registration does not provide the ability to export. Client Group Member <ul style="list-style-type: none">• You need to ensure that you are added as a client group member to the client group.• A client group administrator for the company can add you to their client group in NEXDOC.• This registration allows you to obtain export documentation on behalf of the business.

Scenario 5. My software has not provided me with a web service token.

I own an export business and I use third party software to export. My software has not provided me with a web service token.
Registrations required: Online Services Portal <ul style="list-style-type: none">• Online Service Portal Access with a client ID. E.g.: AG001193500• This registration does not provide the ability to export. Exporter registration <ul style="list-style-type: none">• NEXDOC portal access will be granted.• This registration generates an Exporter ID. E.g.: AA2416• This registration allows the user to obtain export documentation. Client Group Administrator <ul style="list-style-type: none">• A client group is created. This generates a unique Client Group ID and Client Group Token.• Client group members can be added which automatically generates Member Tokens.• These tokens are used to connect to third party software. Web Service Token <ul style="list-style-type: none">• This permission will grant the client access to create a web service token to connect with their previously obtained tokens.



Scenario 6. I own an export business and need to authorise my own documentation.

I own an export business and I use third party software to export. My software has not provided me with a web service token. I would like to authorise my own export documentation.

Registrations required:

Online Services Portal

- Online Service Portal Access with a client ID. E.g.: AG001193500
- This registration does **not** provide the ability to export.

Exporter registration

- NEXDOC portal access will be granted.
- This registration generates an Exporter ID. E.g.: AA2416
- This registration **allows** the user to obtain export documentation.

Client Group Administrator

- A client group is created. This generates a unique Client Group ID and Client Group Token.
- Client group members can be added which automatically generates Member Tokens.
- These tokens are used to connect to third party software.

Automated Export Permit Issuer (AEPI)

- Once approved, this will grant the user the ability to **self-authorise** their REXs. There are some circumstances where this permission won't be actionable, such as if a product requires departmental authorisation due to being listed in the prohibited goods table.

Scenario 7. I work for an export business and need to lodge export documentation.

I work for a business that exports and uses third party software and I need to lodge export documentation.

Registrations required:

Online Services Portal

- Online Service Portal Access with a client ID. E.g.: AG001193500
- This registration does **not** provide the ability to export.

Client Group Member

- You need to ensure that you are added as a client group member to the client group.
- A client group administrator for the company can add you to their client group in NEXDOC.
- This registration **allows** you to obtain export documentation on behalf of the business.



Scenario 8. I work for an export business and need to authorise export documentation.

I work for a business that exports and uses third party software. I need to approve export documentation.

Registrations required:

Online Services Portal

- Online Service Portal Access with a client ID. E.g.: AG001193500
- This registration does **not** provide the ability to export.

Client Group Member

- You need to ensure that you are added as a client group member to the client group.
- A client group administrator for the company can add you to their client group in NEXDOC.
- This registration **allows** you to obtain export documentation on behalf of the business.

Automated Export Permit Issuer (AEP)

- Once approved, this will grant the user the ability to **self-authorise** their REXs. There are some circumstances where this permission won't be actionable, such as if a product requires departmental authorisation due to being listed in the prohibited goods table.

More information

Learn more about [NEXDOC](#).

Email NEXDOC@aff.gov.au

Web: agriculture.gov.au/biosecurity-trade/export/certification/nexdoc