



February 2026

NEXDOC Exporter Registration Fact Sheet

Purpose

This fact sheet provides detailed guidance on what an Exporter registration is in NEXDOC, why it is required, and how to register.

Exporter Registration:

- Exporter registration identifies your business as the legal owner of goods for export. It ensures your details (ABN, trading name) are correctly linked to and printed on export documentation.
- Those who are registered as exporters of meat in the EXDOC system and are active must complete Exporter registration in NEXDOC prior to the NEXDOC transition.
- Exporter registration also enables you to lodge requests via the NEXDOC portal if you choose to do so.

Who needs to apply

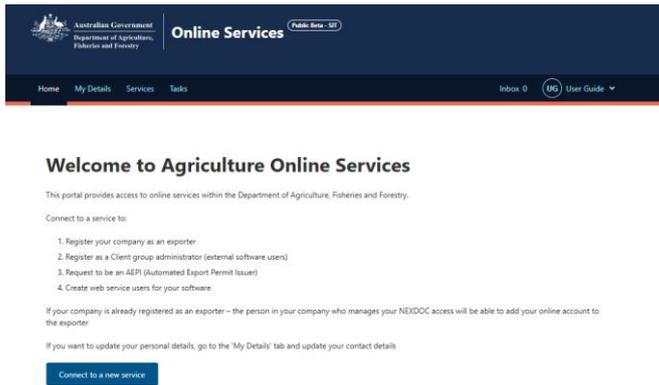
All businesses that need to be identified as the owner of the goods on meat export documentation.

Step-by-step process

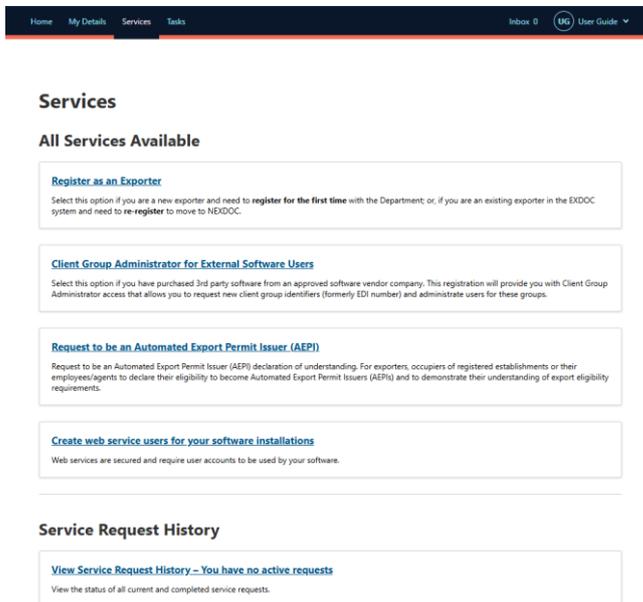
1. Create an [Online Services](#) account.

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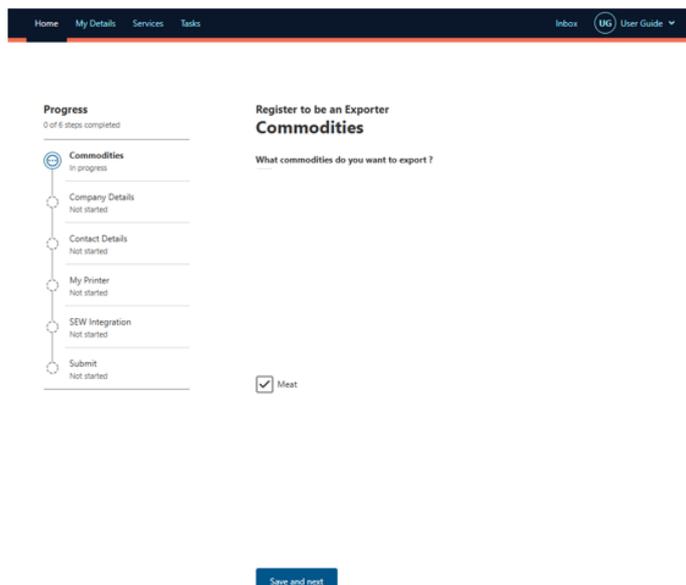
2. Log in and access the NEXDOC portal.



3. Register as an [exporter](#).



4. Register for meat commodity



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5. Add your business details such as by providing ABN, trading name and address.

Progress
1 of 6 steps completed

- Commodities Completed
- Company Details** In progress
- Contact Details Not started
- My Printer Not started
- SEW Integration Not started
- Submit Not started

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Register to be an Exporter Company Details

Exporter ABN (optional)
You are not required to have an ABN to register as an exporter, however, you do require an ABN or equivalent if you wish to integrate with the Single Electronic Window (SEW) as part of the customs clearance. If you intend to integrate with SEW and don't have an ABN, the NEXDOC Help Desk will be in contact to discuss once you have submitted this registration.

Company name you wish to register

Company email

Company phone

Company physical address

Address line 1
Enter a location

Address line 2

City

State

Postcode

Country

Exporter number (optional)
If you are currently registered in EXDOC, provide your exporter number

TRACES exporter number (optional)
This is only required if you are planning on exporting to the EU

Meat licence number (optional)
Complete this section if you are exporting edible meat from sheep, cattle or goats.

Postal Address

Same as physical address.

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6. Add your contact details

Progress
2 of 6 steps completed

- Commodities Completed
- Company Details Completed
- Contact Details** In progress
- My Printer Not started
- SEW Integration Not started
- Submit Not started

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Register to be an Exporter Contact Details

Who should we contact in relation to this exporter registration? (Required)

I am the contact person

Someone else is the contact person

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Progress
2 of 6 steps completed

- Commodities Completed
- Company Details Completed
- Contact Details** In progress
- My Printer Not started
- SEW Integration Not started
- Submit Not started

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Register to be an Exporter Contact Details

Who should we contact in relation to this exporter registration? (Required)

I am the contact person

Someone else is the contact person

Contact person email or Client ID

7. Request your My Print permission to print certificates in your own office where applicable.

Progress
3 of 6 steps completed

- Commodities Completed
- Company Details Completed
- Contact Details Completed
- My Printer** In progress
- SEW Integration Not started
- Submit Not started

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Register to be an Exporter My Printer

[? What is My Printer?](#)

Requires My Printer

Yes

No

My Printer available for following commodities

Select the commodities you wish to use with My Printer

Meat

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 interaction 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 tariff 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.

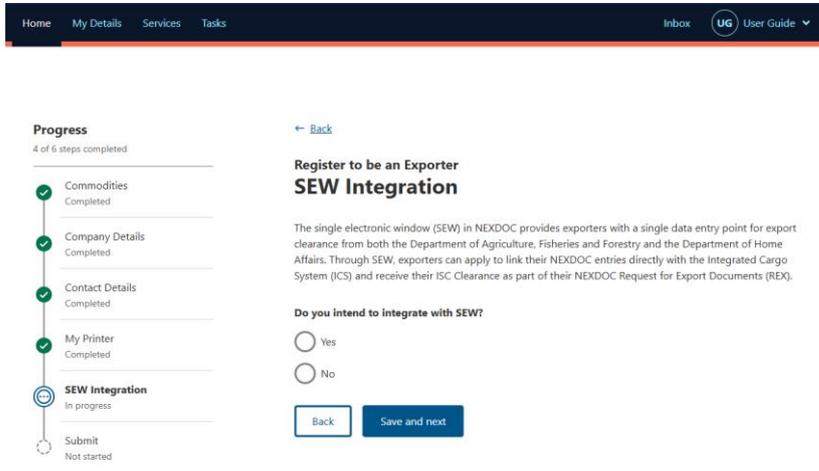
Your personal information may also be disclosed to overseas governments and relevant authorities in an importing country where this is required for importing country requirements. The Department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian 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 overseas jurisdiction; and
- overseas recipients may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

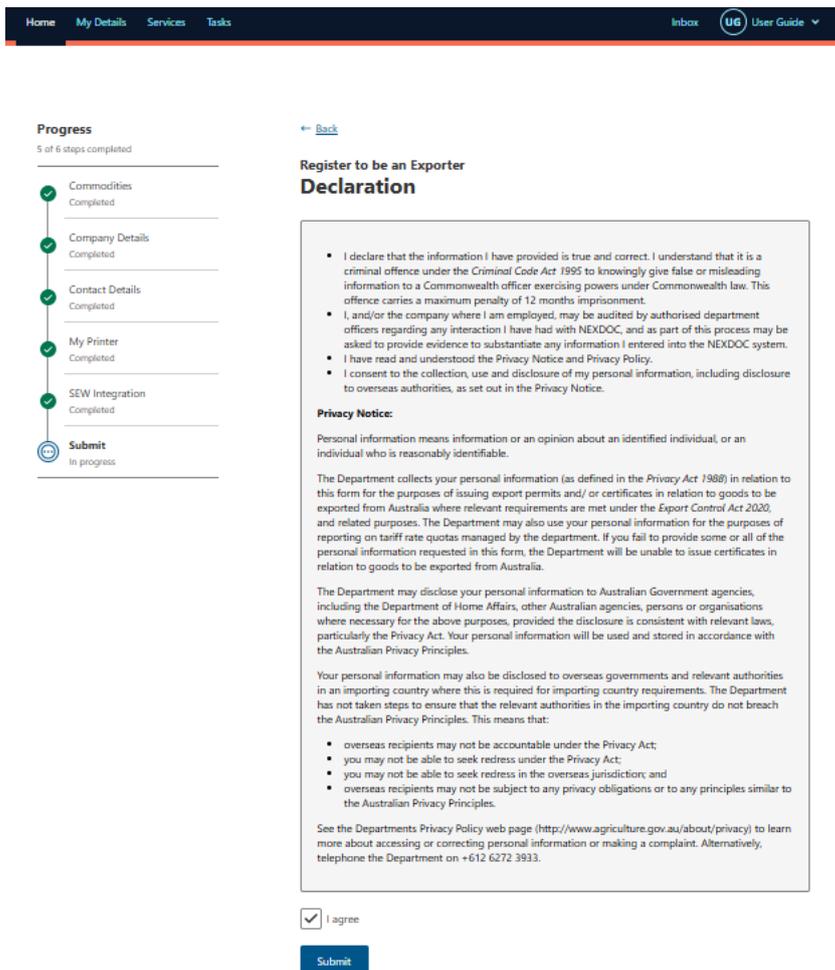
See the Departments Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the Department on +612 6272 3933.

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- Request integration with the single electronic window (SEW) in NEXDOC which provides exporters with a single data entry for export clearance from both the Department of Agriculture, Fisheries and Forestry and the Department of Home Affairs.



- Register to be an exporter. Read the declaration and privacy notice and if you agree select I agree and submit.



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10. Your request is now lodged with the department, who will review your application and advise of an outcome to finalise your registration. Only once this request is finalised will you be able to add other users to your exporter registration.
11. Add other users to the exporter registration once they have created their own Online Services accounts.

Please be advised that the department will soon transition from [Online Services](#) to the [Export Service](#). We strongly recommend verifying your identity with myID when registering for Online Services. This will assist in a smoother transition when the time comes to register on the Export Service to connect to NEXDOC.

Important notes

- Early registration is essential to and ensure you can keep exporting meat and meat products.
- If you raise documentation via third party software, you must also register as a [client group](#).

FAQs

Q1. Why do I need to register as an exporter in NEXDOC?

Exporter registration identifies your business as the legal owner of goods and ensures your details appear correctly on export documentation.

Q2. What happens if I don't register as an exporter?

Export documentation will not be able to be generated with your business name. This includes if you obtain documentation via a third party such as an agent. This means that from 20 April 2026 you will not be able to export meat and meat products. EXDOC will be available for in-flight RFP's which will need to be completed closely after 20 April 2026.

Q3. What is the NEXDOC portal and how do I access it?

The NEXDOC portal is the Department of Agriculture, Fisheries and Forestry's new online platform for managing export documentation. It allows exporters to lodge Requests for Export (REX) directly with the department, generate certificates, track consignments, and manage user access.

Note: The NEXDOC portal is available to all exporters but will not contain all of the functionality available via third party software including the ability to transfer or forward REXs.

Q4. When should I apply?

As soon as possible. Late applications will mean that you risk not being able to export. The registration process can take time including for the department to manually confirm your registration. Do not wait to register.

Q5. Can I add multiple users to my exporter account?

Yes. NEXDOC allows exporter registrations to have multiple users. Once people have registered for online services, you can add them as users to your exporter account. All users who have been added to the exporter account can raise and view REXs in the NEXDOC portal for that exporter.

Q6. I lodge via third party software, do I only register as an Exporter?

No, if you are an exporter and need to lodge via third party software, you must register as both an exporter and a client group. See the client group registration fact sheet for more details.

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Q7. I would like more support in registering?

For information on how to register in NEXDOC or attend a webinar, please go to the [NEXDOC help webpage](#).

Q8. I cant register my users what do I do?

There is information available on [NEXDOC help webpage](#). Ensure the users you want to add have set up their Online Service account. If you require further assistance email NEXDOC@aff.gov.au

More information

Learn more about NEXDOC on our website

Email NEXDOC@aff.gov.au

Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

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