



USER GUIDE

NEXDOC: Lodge a Request for Export (REX) for honey and apiculture products for human consumption to the European Union (EU)

In this document

This document contains the following topics.

Purpose of this document.....	2
Start a new Request for Export (REX)	2
REX Section 1: Country details.....	4
REX Section 2: Product Details.....	5
REX Section 3: Exporter Details.....	17
REX Section 4: Consignee Details.....	18
REX Section 5: Transport Details.....	19
REX Section 6: Templates and Endorsements	21
REX Section 7: Single Electronic Window (SEW).....	21
REX Section 8: Additional Details.....	24
REX Section 9: Attachments.....	29
REX Section 10: Submit	30
Contact the NEXDOC help desk.....	31

Purpose of this document

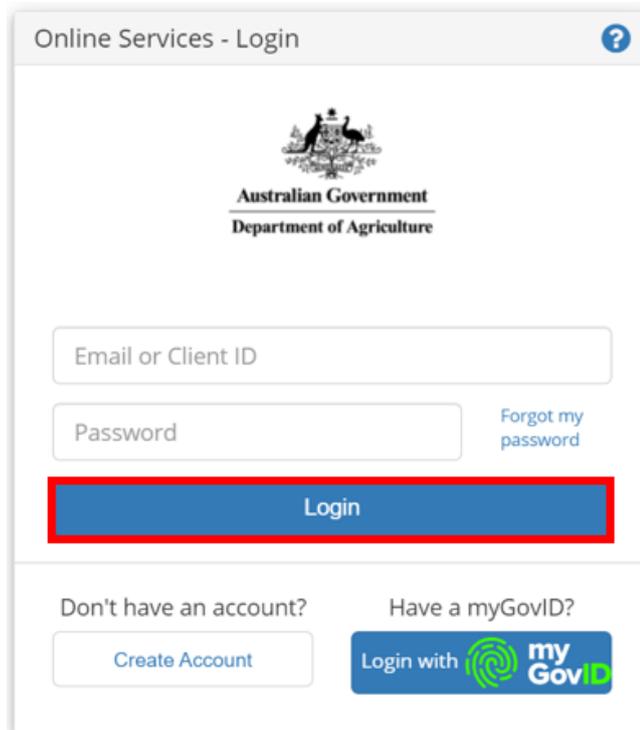
The below information will guide you through lodging a Request for Export (REX) and obtaining an eCert.

Certification for honey and apiculture products for human consumption to the EU is electronically exchanged between NEXDOC and the EU's platform, TRACES NT. This government-to-government exchange, referred to as eCert, eliminates the need for paper export certificates.

Start a new Request for Export (REX)

Step 1

Log in to the Online Services Portal.



Online Services - Login

Australian Government
Department of Agriculture

Email or Client ID

Password [Forgot my password](#)

Login

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

Have a myGovID? [Login with myGovID](#)

Lodge a Request for Export (REX) for honey and apiculture products for human consumption to the European Union (EU)

Step 2

Select **Go to NEXDOC Homepage**.

Home My Details Services Inbox Tasks

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 >
- Manage web service users >

[Connect to a new service >](#)

Step 3

Select **Start new Request for Export**.

Home Exports Certificates Account

Welcome to NEXDOC

The NEXDOC system is used to generate export documents. This includes export permits and certificates and related documents as required by importing countries. Refer to the Department of Agriculture, Fisheries and Forestry's [Exporting from Australia](#) page for more information about NEXDOC.

[Start new Request for Export >](#)

Step 4

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

This is a **mandatory** field.

Then select **Start**.

Home Exports Certificates Account

Start a new request for export

Commodity type of your export

[Help](#)

Start

REX Section 1: Country details

Step 1

Type the **Country you wish to export to** drop down menu. You will need to select your final destination country, then select **Next**.

This is a **mandatory** field.

Note: You will need to select a country that is part of the EU TRACES NT group.

Home Exports Certificates Account

Country to export

Country to export

NETHERLANDS

Select the country you wish to export to. If you cannot find the country in the list please contact the [Department](#)

Next

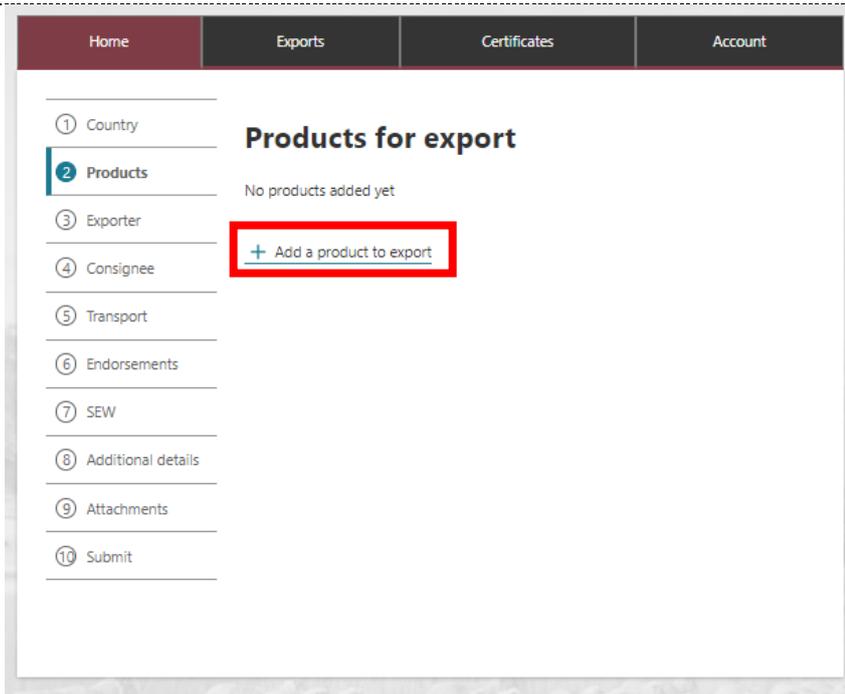
The department is currently onboarding the certification requirements for honey and apiculture products to several of our trading partners. Please note that some importing countries are not yet available on NEXDOC, or may not require export certification. Visit MICOR for further information.

- 1 Country
- 2 Products
- 3 Exporter
- 4 Consignee
- 5 Transport
- 6 Endorsements
- 7 SEW
- 8 Additional details
- 9 Attachments
- 10 Submit

REX Section 2: Product Details

Step 1

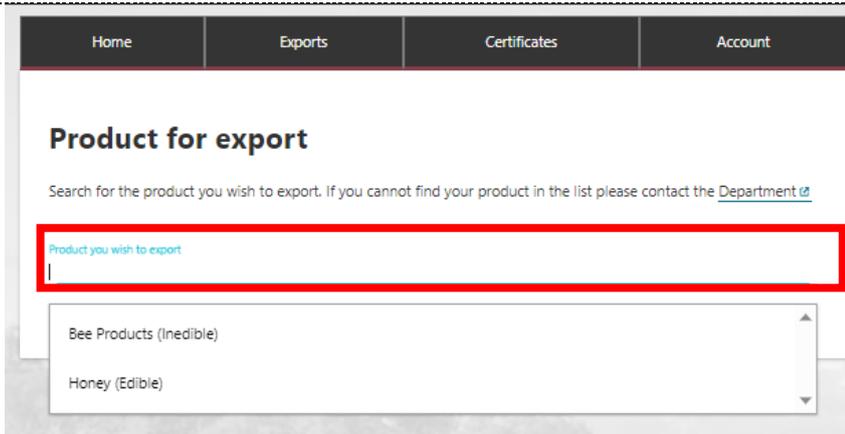
Select the **Add a product for export** button.



The screenshot shows the 'Products for export' page. At the top, there are navigation tabs: Home, Exports, Certificates, and Account. Below the tabs is a vertical list of steps from 1 to 10: 1 Country, 2 Products, 3 Exporter, 4 Consignee, 5 Transport, 6 Endorsements, 7 SEW, 8 Additional details, 9 Attachments, and 10 Submit. The 'Products' step (2) is currently selected. To the right of the list, the text 'Products for export' is displayed, followed by 'No products added yet'. A red box highlights a blue button with a plus sign and the text '+ Add a product to export'.

Step 2

Select **Product you wish to export** drop down menu. You will need to select **Honey (Edible)**. This is a **mandatory** field.



The screenshot shows the 'Product for export' page. At the top, there are navigation tabs: Home, Exports, Certificates, and Account. Below the tabs, the text 'Product for export' is displayed. Underneath, there is a search instruction: 'Search for the product you wish to export. If you cannot find your product in the list please contact the [Department](#)'. A red box highlights a dropdown menu with the placeholder text 'Product you wish to export'. The dropdown menu is open, showing two options: 'Bee Products (Inedible)' and 'Honey (Edible)'. The 'Honey (Edible)' option is selected.

Step 3

Select a suitable option from the **What is the product category?** drop down menu.

This is a **mandatory** field.

The screenshot shows the 'Product for export' form. At the top, there are navigation tabs: Home, Exports, Certificates, and Account. Below the title, there is a search instruction: 'Search for the product you wish to export. If you cannot find your product in the list please contact the [Department](#)'. The 'Product you wish to export' field contains 'Honey (Edible)'. The section 'Add details for the product' contains a dropdown menu labeled 'What is the product category?' which is highlighted with a red box. The dropdown list includes 'Beeswax - Edible', 'Honey', 'Honey - Blended', and 'Honeycomb'. Below the dropdown are radio buttons for 'Yes' and 'No'. Further down are input fields for 'Net metric weight amount' and 'Net metric weight unit', 'Gross metric weight amount' and 'Gross metric weight unit', a 'Manual product description' field with a 'Help' link, and a 'Batch code' field.

Step 4

Select a suitable option from the **What is the product packed in?** drop down menu.

This is a **mandatory** field.

This screenshot shows the same 'Product for export' form, but with the 'What is the product packed in?' dropdown menu highlighted with a red box. The dropdown list includes 'BAGS (BG)', 'BOX (BX)', 'BULK PACK (BP)', 'CANS (CA)', and 'CARTONS (CT)'. A 'Help' link is visible to the right of the dropdown. Below the dropdown, the 'Net metric weight amount' and 'Net metric weight unit' fields are partially visible.

Step 5

Select a suitable option from the **Preservation** drop down menu
This is a **mandatory** field.

Product for export

Search for the product you wish to export. If you cannot find your product in the list please contact the [Department](#)

Product you wish to export
Honey (Edible)

Add details for the product

What is the product category?
Honey

What is the product packed in?
JARS (JA) [Help](#)

Preservation [Help](#)

- Chilled
- Frozen
- No preservation
- Unrefrigerated

Step 6

Select the relevant **AHECC** code for the product.
This is only a **mandatory** field if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC.

Product for export

Search for the product you wish to export. If you cannot find your product in the list please contact the [Department](#)

Product you wish to export
Honey (Edible)

Add details for the product

What is the product category?
Honey

What is the product packed in?
JARS (JA) [Help](#)

Preservation
Unrefrigerated [Help](#)

AHECC hon|

- Natural honey (04090020)

Step 7

Select the **CN Code (Combined Nomenclature)** for the product.
This is a **mandatory** field.

Product for export

Search for the product you wish to export. If you cannot find your product in the list please contact the [Department](#)

Product you wish to export
Honey (Edible)

Add details for the product

What is the product category?
Honey

What is the product packed in?
JARS (JA)

[Help](#)

Preservation
Unrefrigerated

[Help](#)

AHECC
Natural honey (04090020)

CN Code

04

[Help](#)

- 0401 (CN Code for Honey Test1)
- 04090000 (DAIRY PRODUCT; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED -Natural honey -Natural honey -Natural honey)
- 04100000 (Edible products of animal origin, not elsewhere specified or included -Edible products of animal origin, not elsewhere specified or included)

Step 8

Indicate if the product is packaged for the **Final Consumer**.
This is a **mandatory** field.

Add details for the product

What is the product category?
Honey

What is the product packed in?
JARS (JA)

[H](#)

Preservation
Unrefrigerated

[H](#)

AHECC
Natural honey (04090020)

CN Code

04090000 (DAIRY PRODUCT; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, N

[H](#)

Are products packaged for final consumer? [Help](#)

Yes

No

Step 9

Provide the **Net metric weight amount** and the **Gross metric weight amount**. You will need to provide the **Unit of measure** for both these fields.
These fields are **mandatory**.

Net metric weight amount 1000	Net metric weight unit Kilogram
Gross metric weight amount 1000	Gross metric weight unit Kilogram

Manual product description

[Help](#)

Batch code

Note: You **do not** need to provide a manual description for EU markets. The manual product description information is not used for EU certification.

Step 10
Provide the **Batch Code**.
This field is **mandatory**.

This field has limit of 30 characters.

Net metric weight amount	1000	Net metric weight unit	Kilogram
Gross metric weight amount	1000	Gross metric weight unit	Kilogram
Manual product description			
Batch code	HON123		

Step 11
Provide the **Outer Packaging** details.
The **Package Type**, **Quantity**, **Individual Package Weight**, and **Weight Unit** are **mandatory** fields.

Shipping marks are **optional**.
This field has limit of 30 characters.

Outer packaging

Package type	CARTONS	Help
Quantity	50	Help
Individual package weight	20	Help
Weight unit	Kilogram	
Shipping marks		Help

Step 12
The below information relates to **Additional details for the product**.

For this market, details relating to the **Production processes** are **mandatory**.

Details for **Additional Details** are **mandatory**.

Details relating to **Containers** are **optional**.

Add additional details for the product

Containers	>
SEW	>
Production processes	>
Additional details	>

[Save](#)

Details relating to **SEW** are **optional**. However, if you wish to use SEW and obtain your EDN, then in this tab the **Net weight amount, Net weight unit and FOB amount** fields become **mandatory**.

Step 13
Select **Production processes**

Add additional details for the product

- Containers >
- SEW >
- Production processes >**
- Additional details >

Save

Step 14
Select **Add production process**.

Home Exports Certificates Account

← Product

Production processes

No processing establishments added yet

+ Add Production process

Step 15

Provide the **Process start date** and **Process end date**.

These are **mandatory** fields.

Select **Add**.

Note: The manufacturing plant must be export listed for this market at the time of both the Process Start and End Dates.

Home Exports Certificates Account

← Production processes

Add Production processes

Process start and end dates

The process dates refer to the duration of product processing.

Process start date: 05 Jun 2023

Process end date: 06 Jun 2023

Manufacturer details

This is a free text field, and is not validated against the Department's Establishment Register. This information will only render on certificates that do not require listing details at the product line level.

Manufacturer name

Address

[I can't find my address](#)

[Your manufacturer address book](#) [Help](#)

Export Listed Establishment Number

The below fields are validated against the Department's Establishment Register. This information is required for markets and certificates that require export listed establishment details at the product line level. Please check Micor for details.

Process Establishment number

Establishment Indicator

Add

Step 16

Select **Product** to go back to the product screen

Home Exports Certificates Account

← Product

Establishment Number: 123
Process Start Date: 05 Jun 2023
Process End Date: 06 Jun 2023

Step 17

Select the **Additional Details** tab.

Add additional details for the product

Containers >

SEW >

Production processes 2023-06-06 >

Additional details >

Save

Step 18

Select the relevant **EU Treatment Type**.

This is a **mandatory** field.

The other fields on this screen are **optional** for this market.

Home

Exports

Certificates

Account

+ Product

Additional details

Durability start date X

Durability end date X

About Durability start and end dates

EU Treatment type

NO THERMAL TREATMENT

Product Source State

Save

Step 19

Select **Save**.

You will return to the **Product** screen.

Home

Exports

Certificates

Account

+ Product

Additional details

Durability start date X

Durability end date X

About Durability start and end dates

EU Treatment type

NO THERMAL TREATMENT

Product Source State

Save

Step 20

If you wish to add container details, select the **Containers** tab.

Container details are **optional** for this market.

Add additional details for the product

Containers >

SEW >

Production processes 2023-06-06 >

Additional details EU treatment type: NTT >

Save

Step 21

Select the relevant type of freight container then select **Add container**.

Note: If provided for one product line, they must be provided against all product lines.

Home Exports Certificates Account

+ Product

Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Air freight container

Sea freight container

No containers added yet

+ Add container

Step 22

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.

Home Exports Certificates Account

+ Back

Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Container number

Start seal number Help End seal number Remove

+ Add seal number

Add

Step 23

If Sea Freight
Provide the **Container number** for the Sea Freight container.

Select **Add seal number** and provide the seal number.

Select **Add**.

Note: **Optional** fields.

Home Exports Certificates Account

[+ Back](#)

Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Container number

Seal number [Help](#) [Remove](#)

[+ Add seal number](#)

Add

Step 24

Select **Product**.

Home Exports Certificates Account

[+ Product](#)

Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Air freight container

Sea freight container

11111111111111111111 >

[+ Add container](#)

Step 25

If you wish to use SEW,
select the SEW tab.

Information in this tab
is **optional**.

Add additional details for the product

Containers 11111111111111111111 >

SEW >

Production processes 2023-06-06 >

Additional details EU treatment type: NTT >

Save

Step 26

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.

Select **Save** to return to the product page

The screenshot shows a web application interface with a dark navigation bar at the top containing 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a '+ Product' link. The main content area is titled 'SEW information' and contains several input fields: 'Net weight amount', 'Net weight unit', and 'FOB amount' (with a 'Help' link to its right). Below these fields is a section titled 'Additional permit details' with a descriptive paragraph: 'If the product has additional or related permit requirements for Customs purposes - record the details here. Otherwise, this information is not required.' This section includes input fields for 'Related export permit number', 'Export permit type', and 'Related export permit date' (with a clear 'X' button). At the bottom of the form is a blue 'Save' button highlighted with a red border.

Step 27

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

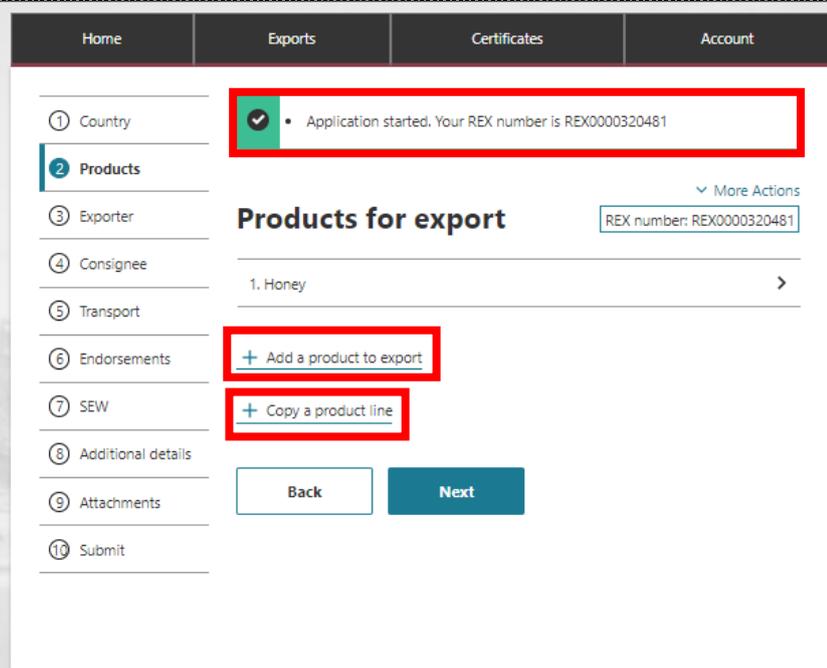
The screenshot shows a section titled 'Add additional details for the product'. It contains a list of details with expandable arrows on the right: 'Containers' with the value '11111111111111111111', 'SEW', 'Production processes' with the value '2023-06-06', and 'Additional details' with the value 'EU treatment type: NTT'. At the bottom of this section is a blue 'Save' button highlighted with a red border.

Step 28

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

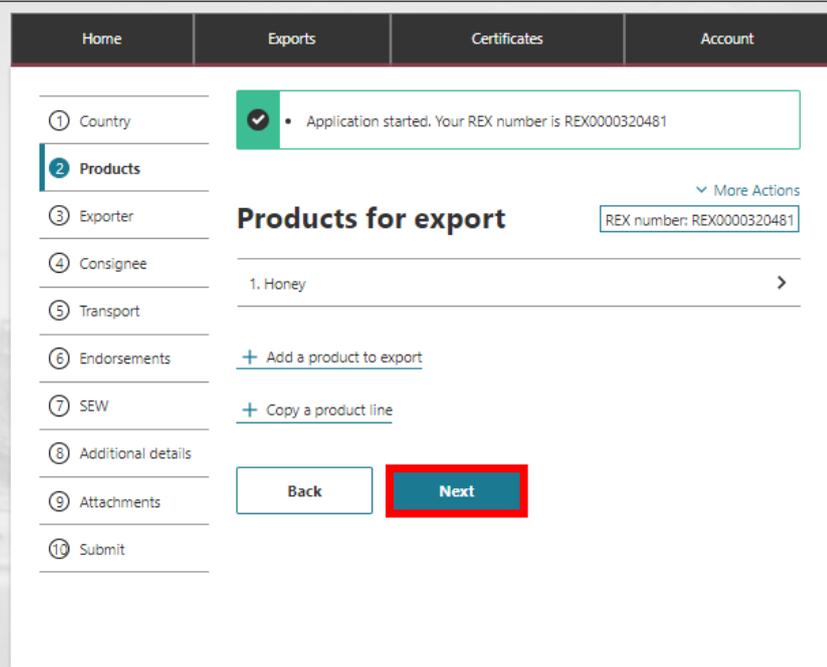
If desired, you may add additional product lines by selecting **Add a product to export** or **Copy a product line**.

This is an optional feature.



Step 29

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**.

Home Exports Certificates Account

More Actions
REX number: REX0000320481

Exporter details

Department of Agriculture, Fisheries and Forestry
70 Northbourne Ave. Canberra ACT 2601
0262721234
User.Guide@aff.gov.au

[Edit exporter details](#)

[Request new exporter](#)

Your reference
User Guide1 [Help](#)

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

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.

Home Exports Certificates Account

① Country ② Products ③ Exporter ④ **Consignee** ⑤ Transport ⑥ Endorsements ⑦ SEW ⑧ Additional details ⑨ Attachments ⑩ Submit

Consignee

REX number: REX0000320481

More Actions

Your consignee address book Help

Name

Phone number (optional)

Address

I can't find my address

Additional information

Lot number

Traces Approval ID Help

Back Save and next

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.

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**

Attachments Submit

Additional information

Lot number

Traces Approval ID 1234 Help

Back Save and next

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.

The screenshot shows the 'Transport' section of the REX system. The 'Transport' tab is selected in the left-hand menu. The 'Departure date' field is set to '05 Aug 2023'. The 'Load port' is 'Sydney (AUSYD), AUSTRALIA'. The 'Discharge port' is 'Hoek van Holland (NLHVH), NETHERLANDS'. The 'Border inspection port' is 'Amsterdam (NLAMS), NETHERLANDS'. The 'Destination city' is 'Amsterdam'. The 'Destination country' is 'NETHERLANDS'. The 'Transit countries' section is empty. The 'Place of Destination Details' section is also visible.

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

The screenshot shows the 'Place of Destination Details' section. The 'Approval Number' is '2134'. The 'Destination Business Name' is 'EU Honey Test'. The 'Place of Destination' is '123 Amsterdamstraat, Heerlen LI 6415 BW, NETHERLANDS'. There is a link for 'I can't find my address'.

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.

Step 3

Select the **Transport Mode**. It is **mandatory** to select either **Sea** or **Air**

Transport mode

Sea

Air

Flight number

Back Save and next

Step 4

If you select **Sea**, you must provide the **Vessel Name** and **Voyage Number**. These are **mandatory** fields.

Transport mode

Sea

Air

Vessel name

TEST USER GUIDE

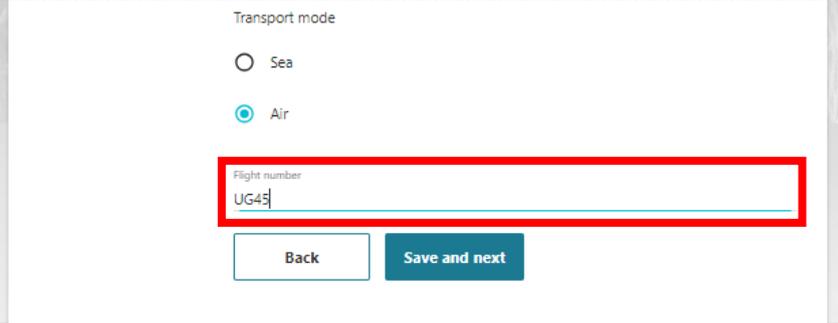
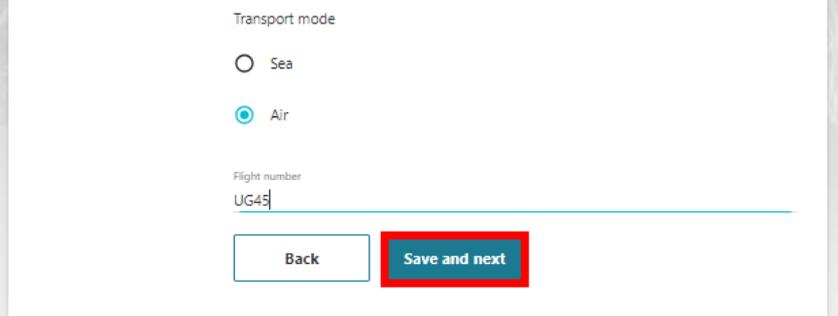
Voyage

TEST45

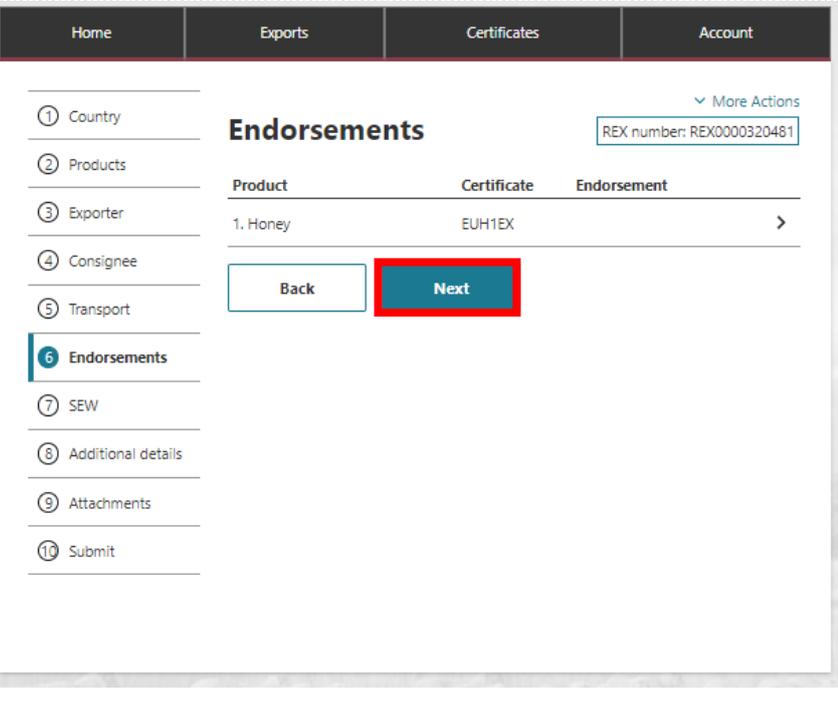
Back Save and next

Step 4

If you select **Air**, you must provide the **Flight Number**. This is a **mandatory** field.

	
<p>Step 5 Select Save and next.</p>	

REX Section 6: Templates and Endorsements

<p>Step 1 No paper certificate will be issued for this market, and consequently you will be provided an 'extract' of the information that was sent to EU TRACES NT via NEXDOC. The system will automatically allocate you the appropriate extract template, which you will receive when your REX reaches the status of Complete. No action is required on this screen. Select Next.</p>	
--	---

REX Section 7: Single Electronic Window (SEW)

<p>Step 1 If you are <i>not</i> using SEW, then select Save and Next.</p>	
---	--

Move to Rex Section 8:
Additional details.

If you *are* using Single
Electronic Window
(SEW) you will need to
complete the details on
this screen.

Continue to step 2.

The screenshot shows the 'SEW Integration' screen for REX number REX0000320481. The navigation tabs are Home, Exports, Certificates, and Account. A sidebar on the left lists steps 1 through 10, with step 7 'SEW' highlighted. The main content area includes a 'More Actions' dropdown, a 'Would you like to use SEW integration (ICS)?' checkbox, 'FOB total: 0' with a description, 'FOB currency' and 'SEW consignee name' input fields, and 'Back' and 'Save and next' buttons.

Step 2

If you are using Single
Electronic Window
(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:

1. 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.

This screenshot is identical to the one above but highlights the 'Would you like to use SEW integration (ICS)?' checkbox, the 'FOB currency' input field, and the 'SEW consignee name' input field with red boxes to indicate where the user should interact.

2. 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.

REX Section 8: 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.

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.

Step 3

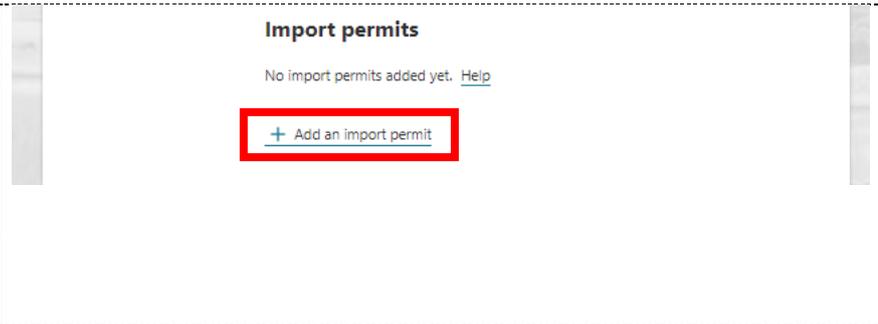
If you do not wish to print remotely, you must select an available regional office from the **Print region** to print your extract.

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

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.



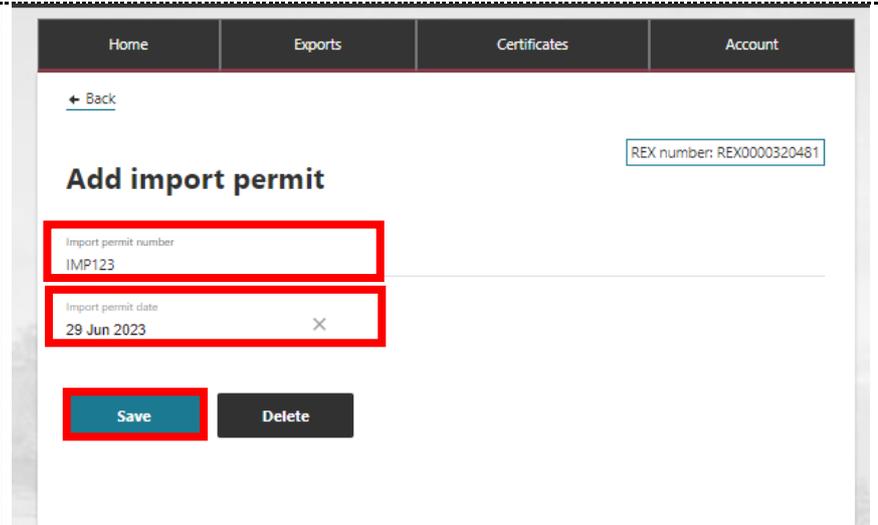
Step 5

Provide your **Import permit number** and **Import permit date**.

These are optional fields.

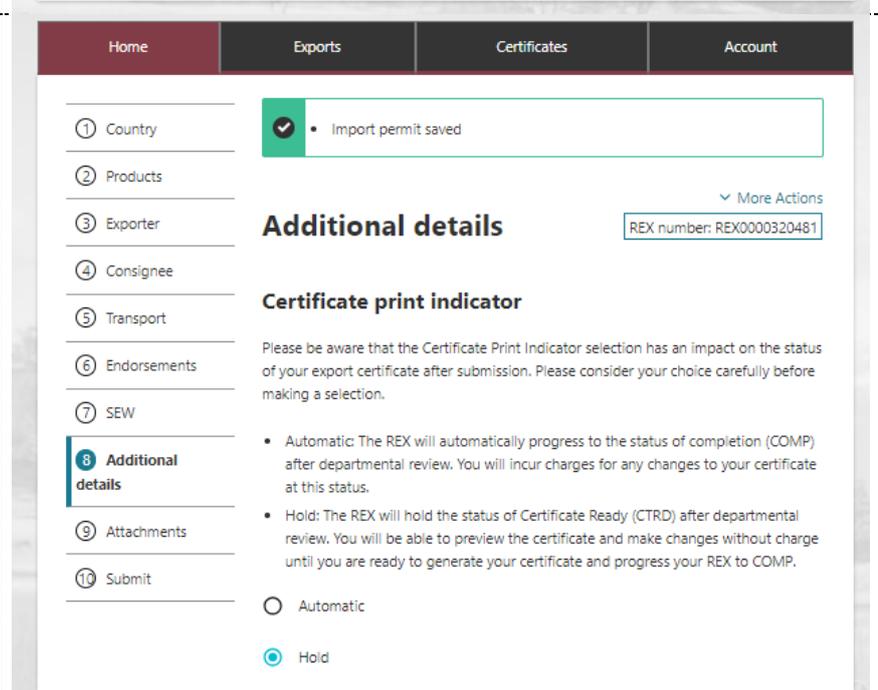
If provided, the import permit date must be in the past.

Select **Save**.



Step 6

Your import permit has saved, and you will return to the Additional details page.



Step 7

Place of Dispatch

Enter the export establishment number for the **Place of Dispatch**. The establishment must be export listed for this market.

This number is issued by the department and validated against the department’s Establishment Register.

This is a **mandatory** field.

The screenshot shows the 'Place of Dispatch' section of a form. At the top, there is a section for 'Import permits' with a dropdown menu showing 'IMP123' and a right-pointing arrow. Below this is a link '+ Add an import permit'. The main section is titled 'Place of dispatch' and contains a single text input field labeled 'Place of dispatch registration number (required)'. This field is highlighted with a red rectangular border.

Step 8

Primary Manufacturing Plant Details

Enter the export establishment number for the **Manufacturing Plant** that produced the goods. The establishment must be export listed for this market.

This number is issued by the department and validated against the department’s Establishment Register.

This is a **mandatory** field.

If only one manufacturer was involved in manufacturing the goods, please skip Steps 9-12 and select **Save and next**.

The screenshot shows the 'Primary Manufacturing Plant Details' section of a form. It starts with a section titled 'Place of dispatch' containing a text input field with the label 'Place of dispatch registration number (required)' and the value '123'. Below this is a section titled 'Manufacturing plant' with a text input field labeled 'Manufacturing plant approval number (required)'. This field is highlighted with a red rectangular border. To the right of this field is a 'Help' link. Below the input field is a checkbox labeled 'Was another manufacturer involved in production? (optional)'. At the bottom of the form are two buttons: 'Back' and 'Save and next'. The 'Save and next' button is highlighted with a red rectangular border.

Step 9

**Secondary
Manufacturer Details
(if applicable)**

The below information is only applicable if a secondary manufacturer was involved in the production of the goods.

If there was another manufacturer involved in the production of the products, tick the **Secondary Manufacturing plant** tick box.

If you select the **Secondary Manufacturer** tick box, indicate if the other manufacturer that contributed to the production of the goods is **Australian** or **Overseas**.

This is a **mandatory** field if you indicated there is a secondary manufacturer.

Manufacturing plant

Manufacturing plant approval number (required)

1160

[Help](#)

Was another manufacturer involved in production? (optional)

Location of other manufacturer

Australia

Overseas

Secondary manufacturing plant approval number (required)

[Help](#)

Back

Save and next

Step 10

Australian manufacturer

If you indicated that there is a second Australian manufacturer, enter the manufacturer's export establishment number. This number is issued by the department and validated against the department's Establishment Register. The establishment must

Manufacturing plant

Manufacturing plant approval number (required)

1160

[Help](#)

Was another manufacturer involved in production? (optional)

Location of other manufacturer

Australia

Overseas

Secondary manufacturing plant approval number (required)

123

[Help](#)

Back

Save and next

be export listed for this market.

This is a **mandatory** field.

Step 11

Overseas manufacturer
If you indicated that there is an **Overseas** manufacturer involved:

Enter the manufacturer's operator activity identification (that they hold in EU TRACES NT) into the **Secondary Manufacturing Approval Number** field. This number is validated in the system.

This is a **mandatory** field.

Enter the **Name** of the manufacturer
This is a **mandatory** field.

Select the manufacturer's **Country** from the drop-down list.

This is a **mandatory** field.

Step 12

Select **Save and next**.

Manufacturing plant

Manufacturing plant approval number (required)
1160 [Help](#)

Was another manufacturer involved in production? (optional)

Location of other manufacturer

Australia

Overseas

Secondary manufacturing plant approval number (required)
456 [Help](#)

Name of secondary manufacturing plant
UGHoneyTest

Country
NEW ZEALAND

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

1160 [Help](#)

Was another manufacturer involved in production? (optional)

Location of other manufacturer

Australia

Overseas

Secondary manufacturing plant approval number (required)
456 [Help](#)

Name of secondary manufacturing plant
UGHoneyTest

Country
NEW ZEALAND

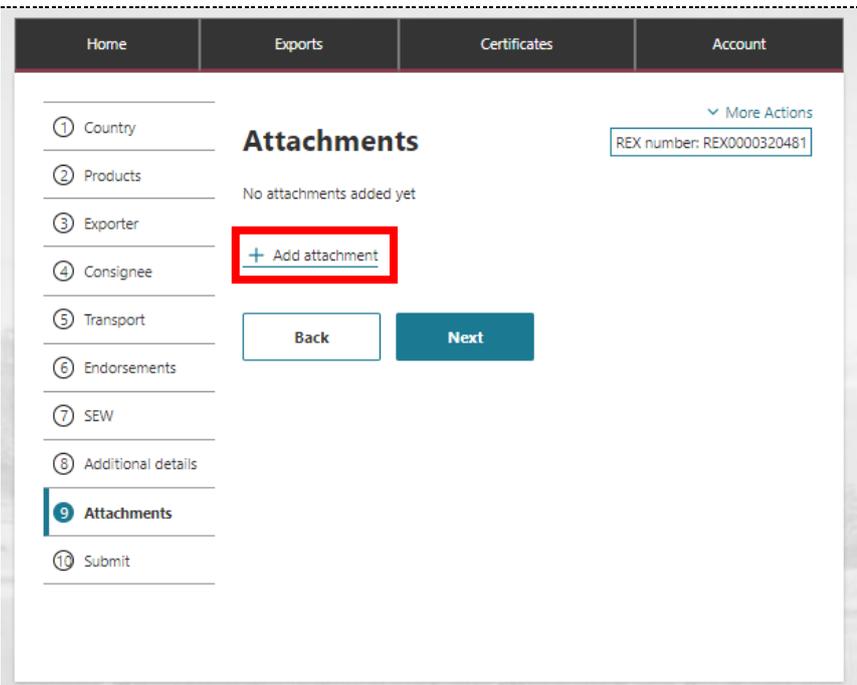
[Back](#) [Save and next](#)

REX Section 9: 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**.



The screenshot shows the 'Attachments' page in a web application. At the top, there are navigation tabs for 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation, a sidebar on the left contains a numbered list of steps from 1 to 10. Step 9, 'Attachments', is currently selected and highlighted. The main content area is titled 'Attachments' and displays 'No attachments added yet'. A red box highlights a '+ Add attachment' button. Below this button are 'Back' and 'Next' buttons. In the top right corner, there is a 'More Actions' dropdown menu and a text box containing 'REX number: REX0000320481'.

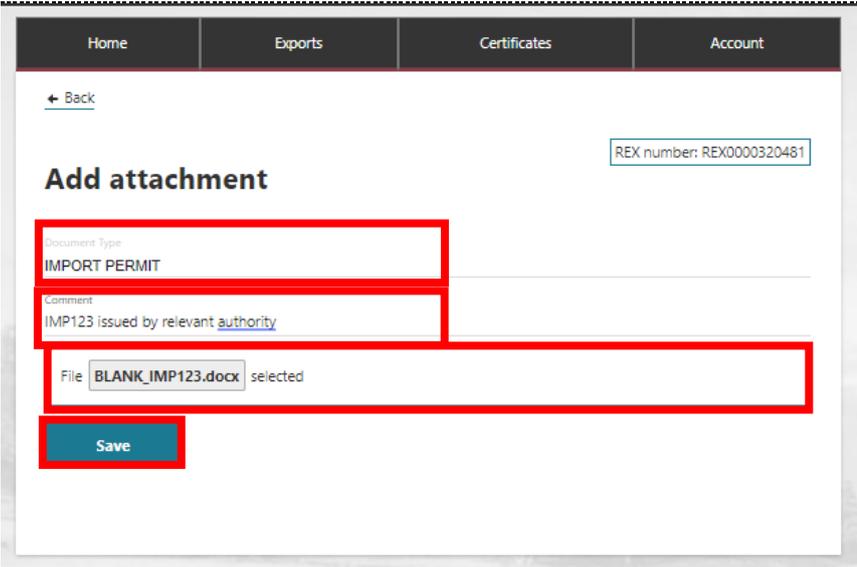
Step 2

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 or drag and drop the file to attach.

Select **Save**.

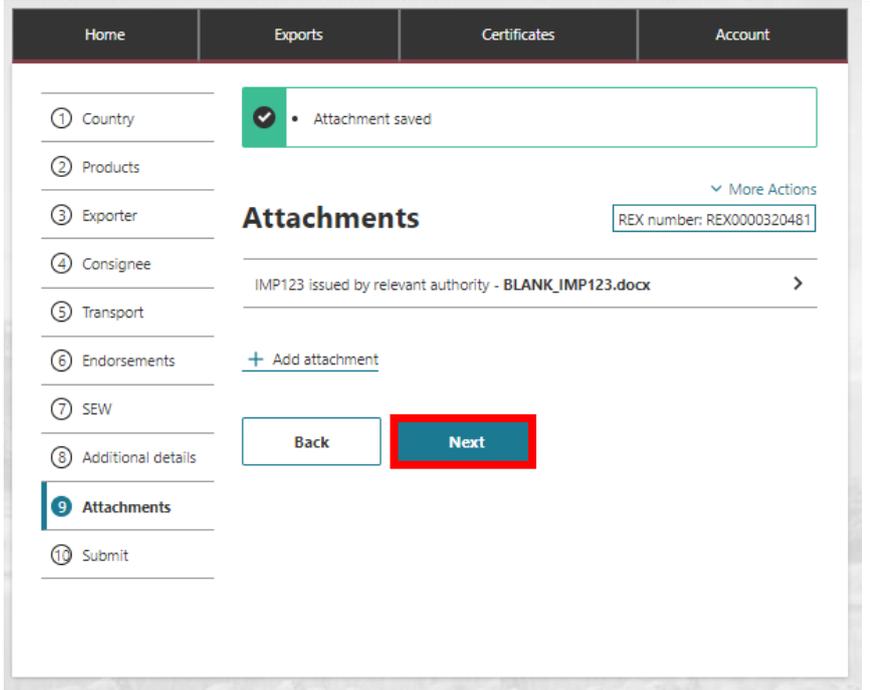


The screenshot shows the 'Add attachment' page in a web application. At the top, there are navigation tabs for 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation, there is a '+ Back' link. The main content area is titled 'Add attachment' and displays 'REX number: REX0000320481' in the top right corner. The form contains three fields: 'Document Type' with the value 'IMPORT PERMIT', 'Comment' with the value 'IMP123 issued by relevant authority', and 'File' with the value 'BLANK_IMP123.docx selected'. A red box highlights the 'Document Type' field, the 'Comment' field, the 'File' field, and a 'Save' button at the bottom.

Step 3

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

Select **Next**.



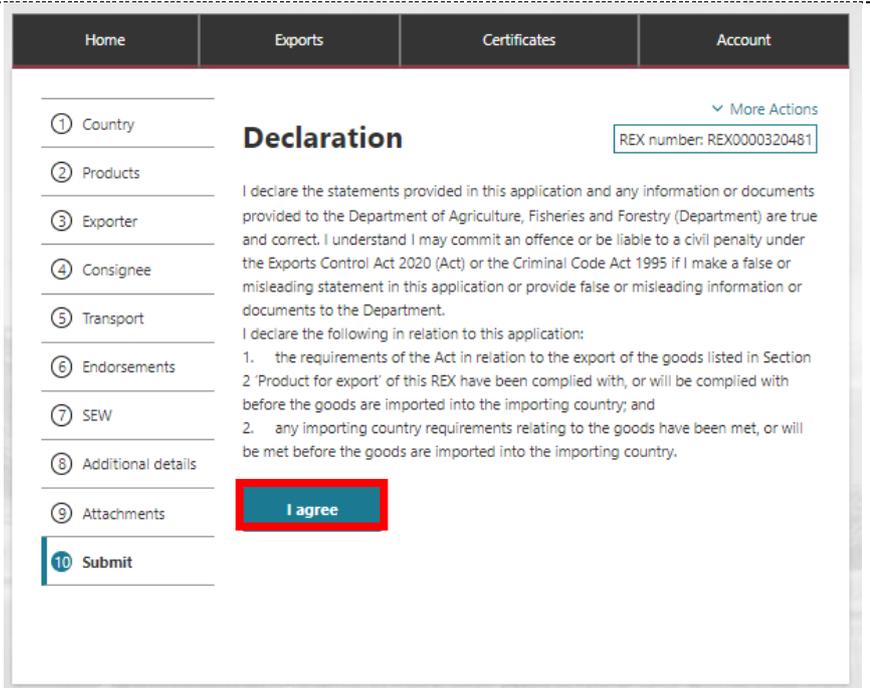
The screenshot shows the 'Attachments' page in a web application. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a progress indicator with 10 steps: 1. Country, 2. Products, 3. Exporter, 4. Consignee, 5. Transport, 6. Endorsements, 7. SEW, 8. Additional details, 9. Attachments (highlighted), and 10. Submit. A green notification box at the top right says 'Attachment saved'. The main content area is titled 'Attachments' and shows a list of attachments with the REX number 'REX0000320481'. One attachment is listed: 'IMP123 issued by relevant authority - BLANK_IMP123.docx'. Below the list is a '+ Add attachment' link. At the bottom, there are two buttons: 'Back' and 'Next' (highlighted with a red border).

REX Section 10: Submit

Step 1

The Declaration will display. Please read this carefully.

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



The screenshot shows the 'Declaration' page in a web application. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a progress indicator with 10 steps: 1. Country, 2. Products, 3. Exporter, 4. Consignee, 5. Transport, 6. Endorsements, 7. SEW, 8. Additional details, 9. Attachments, and 10. Submit (highlighted). A green notification box at the top right says 'Attachment saved'. The main content area is titled 'Declaration' and shows the REX number 'REX0000320481'. The declaration text reads: 'I declare the statements provided in this application and any information or documents provided to the Department of Agriculture, Fisheries and Forestry (Department) are true and correct. I understand I may commit an offence or be liable to a civil penalty under the Exports Control Act 2020 (Act) or the Criminal Code Act 1995 if I make a false or misleading statement in this application or provide false or misleading information or documents to the Department. I declare the following in relation to this application: 1. the requirements of the Act in relation to the export of the goods listed in Section 2 'Product for export' of this REX have been complied with, or will be complied with before the goods are imported into the importing country; and 2. any importing country requirements relating to the goods have been met, or will be met before the goods are imported into the importing country.' Below the declaration text is a red button labeled 'I agree'.

Lodge a Request for Export (REX) for honey and apiculture products for human consumption to the European Union (EU)

Step 2

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

The screenshot shows the 'Lodge REX' form in the NEXDOC system. The navigation bar at the top includes 'Home', 'Exports', 'Certificates', and 'Account'. The form is divided into a left-hand menu with numbered steps (1-10) and a main content area. The steps are: 1. Country, 2. Products, 3. Exporter, 4. Consignee, 5. Transport, 6. Endorsements, 7. SEW, 8. Additional details, 9. Attachments, and 10. Submit. The main content area displays 'Lodge REX' with a 'More Actions' dropdown and a 'REX number: REX0000320481'. Below this, it shows 'Country: NETHERLANDS' and 'Products: 1. Honey'. Under the 'Transport' section, it says 'Lodge REX now.' and a red 'Lodge REX' button is highlighted. The 'Submit' button at the bottom of the menu is also highlighted.

Step 3

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

The screenshot shows the 'REX lodged' confirmation page in the NEXDOC system. The navigation bar at the top includes 'Home', 'Exports', 'Certificates', and 'Account'. The page features two notification boxes: a blue one with an information icon stating 'Your request for export REX0000320481 is under review. A notification will be sent when your Certificate is ready.' and a green one with a checkmark icon stating 'Request Id 02231063324777 REX lodged.' Below these, the heading 'REX lodged' is displayed, followed by the text 'Your REX has been lodged with the department, and is pending for review.' and a 'Return to home' link. A 'REX number: REX0000320481' is shown in a box at the bottom right.

Contact the NEXDOC help desk.

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