



USER GUIDE

NEXDOC: Lodge a Request for Export (REX) for honey and apiculture products for human consumption to Great Britain

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Purpose of this document

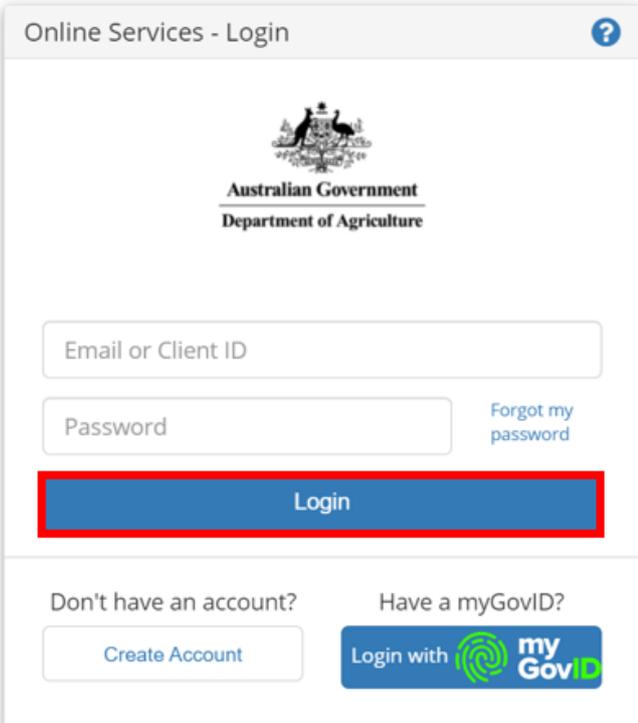
The below information will guide you through lodging a Request for Export (REX) and acquiring a digital NEXDOC certificate for Great Britain.

Certification for honey and apiculture products for human consumption to Great Britain (England, Scotland, Wales) is digitally provided through NEXDOC, with certificates printed on plain paper and featuring a unique QR code. These certificates still require a manual signature and seal from regional offices before being accepted by competent authorities.

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](#)

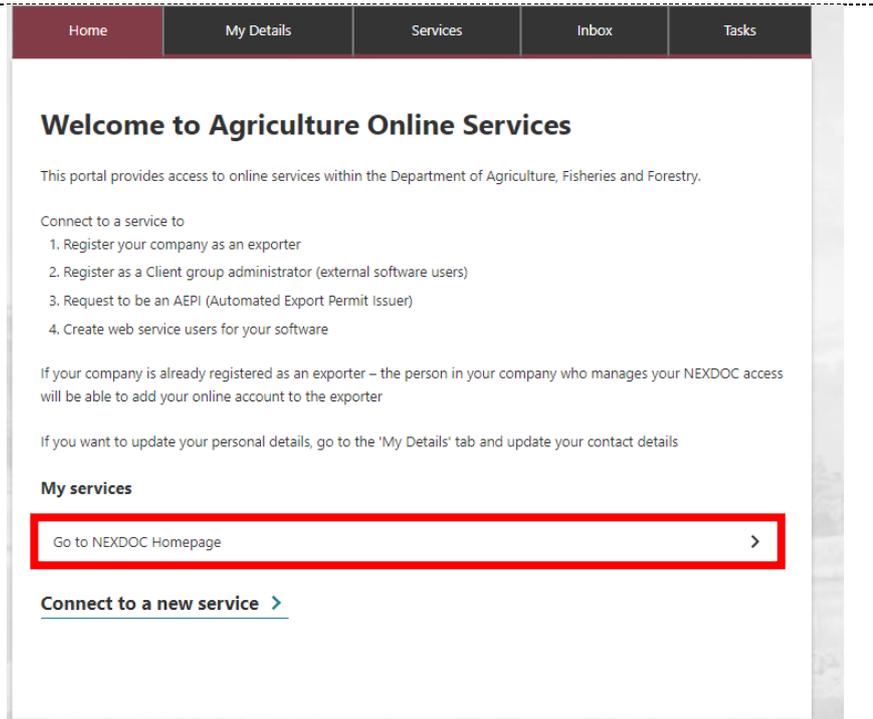
Login

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

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

Step 2

Select **Go to NEXDOC Homepage**.



Step 3

Select **Start new Request for Export**.

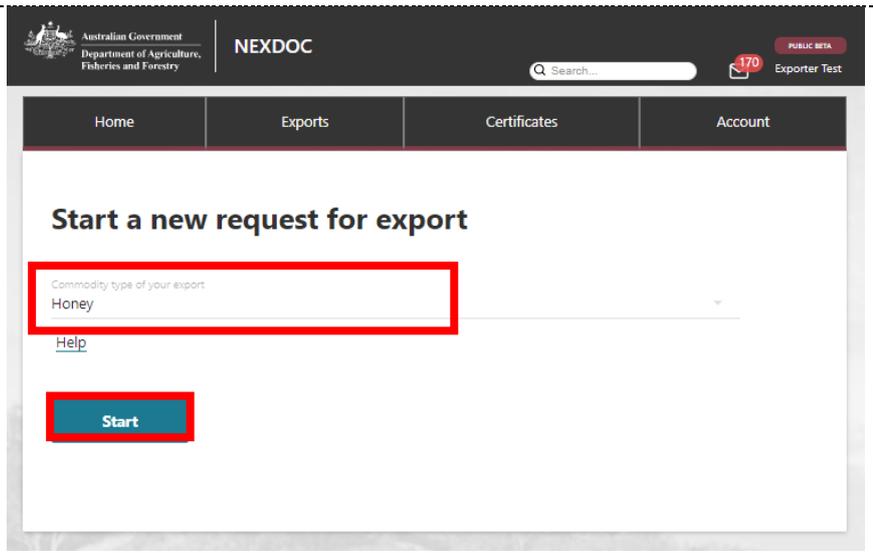


Step 4

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**.



REX Section 1: Country details

Step 1

Select the **Country you wish to export to** drop down menu. You will need to select **United Kingdom**, for Great Britain (England, Scotland and Wales) then select **Next**.

This is a **mandatory** field.

Note: Northern Ireland does not adopt United Kingdom import requirements. Please visit Micor for further information.

The screenshot shows the NEXDOC interface for the 'Country to export' step. The page header includes the Australian Government logo, 'NEXDOC', a search bar, and a 'PUBLIC BETA' badge. The navigation menu has 'Home', 'Exports', 'Certificates', and 'Account'. A sidebar on the left lists steps 1 through 9, with 'Country' selected. The main content area is titled 'Country to export' and features a dropdown menu with 'UNITED KINGDOM' selected. Below the dropdown is a 'Next' button. A red box highlights the dropdown menu and the 'Next' button. A message below the dropdown states: '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.'

REX Section 2: Product Details

Step 1

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

The screenshot shows the NEXDOC interface for the 'Products for export' step. The page header includes the Australian Government logo, 'NEXDOC', a search bar, and a 'PUBLIC BETA' badge. The navigation menu has 'Home', 'Exports', 'Certificates', and 'Account'. A sidebar on the left lists steps 1 through 9, with 'Products' selected. The main content area is titled 'Products for export' and displays 'No products added yet'. Below this is a button labeled '+ Add a product to export'. A red box highlights this button. The 'Country' step is also visible in the sidebar.

NEXDOC: Lodge a Request for Export (REX) for honey and apiculture products for human consumption to Great Britain

Step 2

Select **Product you wish to export** drop down menu.

You will need to select **Honey (Edible)**.

This is a **mandatory** field.

Australian Government
Department of Agriculture,
Fisheries and Forestry

NEXDOC

Search...

SIT PUBLIC BETA
130 Honey Test

Home Exports Certificates Account

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

Bee Products (Inedible)

Honey (Edible)

Step 3

Select a suitable option from the **What is the product category?** 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

Honey - Blended

Honeycomb

Step 4

Select a suitable option from the **What is the product packed in?** 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?

BAGS (BG)

BOX (BX)

BULK PACK (BP)

CANS (CA)

CARTONS (CT)

Step 5

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

For the **United Kingdom**, this must be the same for all product lines.

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. For the **United Kingdom**, this must be the same for all product lines.

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)

Preservation
Unrefrigerated

AHECC
Natural honey (04090020)

CN Code
04

- 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. For the **United Kingdom**, this must be the same response for all product lines.

Add details for the product

What is the product category?
Honey

What is the product packed in?
JARS (JA)

Preservation
Unrefrigerated

AHECC
Natural honey (04090020)

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

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

Gross metric weight amount
1000

Net metric weight unit
Kilogram

Gross metric weight unit
Kilogram

Manual product description

Batch code
HON123

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

Provide the **Inner package type** via the dropdown.

This field is **mandatory**.

Inner packaging

Package type JARS	Help
----------------------	------

Step 13

Provide the **Inner package quantity** via the free text field.

This field is **mandatory**.

Inner packaging

Package type JARS	Help
Quantity 50	Help

Step 14

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

Information for **Containers, Production processes** and **Additional details** is **mandatory** for this market. Details explained below.

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.

Add additional details for the product

Containers	>
SEW	>
Production processes	>
Additional details	>

Save

Step 15

Select **Production Processes** tab.

Information in this tab is **mandatory**.

Add additional details for the product

Containers	>
SEW	>
Production processes	>
Additional details	>

Save

Step 16

Select **Add production process**.

Home Exports Certificates Account

← Product

Production processes

No processing establishments added yet

+ Add Production process

Step 17

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

These are **mandatory** fields.

The establishment recorded in the Process establishment number field must be export listed for this market at the time of both the Process Start and End Dates.

The screenshot shows a web interface with a navigation bar containing 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a breadcrumb trail 'Production processes'. The main heading is 'Add Production processes'. Underneath is the section 'Process start and end dates' with a sub-heading 'Process start and end dates'. A descriptive text reads: 'The process dates refer to the duration of product processing. If provided, these will print on the certificate.' Below this text are two input fields: 'Process start date' and 'Process end date'. Both fields are currently empty and have a red rectangular highlight around them. Each field has a small 'X' icon to its right.

Step 18

Provide the **Process Establishment Number** in the free text field.

This is a **mandatory** field.

This needs to be the export listed establishment number issued by the department.

This screenshot shows the same 'Add Production processes' form as in Step 17, but with more content. The 'Process start date' field is now filled with '05 Jun 2023' and the 'Process end date' field is filled with '06 Jun 2023'. Below the date fields is the 'Manufacturer details' section, which includes a text input field for 'Manufacturer name', an 'Address' field, and a link 'I can't find my address'. There are also links for 'Your manufacturer address book' and 'Help'. The 'Export Listed Establishment Number' section follows, with a text input field for 'Process Establishment number' containing the value '123'. This field is highlighted with a red rectangle. Below it is an 'Establishment indicator' field with the label 'Manufacturer'. At the bottom of the form is a blue 'Add' button.

Step 19

Click the **Establishment indicator** dropdown field.

Select **Manufacturer**.

Then select **Add**.

This is a **mandatory** field.

Add Production processes

REX number: REX0000311266

Process start and end dates

The process dates refer to the duration of product processing.

Process start date

01 Jun 2023



Process end date

02 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

Freezing

Inspection

Manufacturer

Packing

Processing

Establishment Indicator

Add

Step 20

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

Home

Exports

Certificates

Account

< Product

Production processes

Establishment Number: 123

Establishment Indicator: M

Process Start Date: 01 Mar 2023

Process End Date: 03 Mar 2023



Step 21

Select the **Additional Details** tab.

Information in this tab is **mandatory**.

Add additional details for the product

- Containers >
- SEW >
- Production processes 123 >
- Additional details >**

Save

Step 22

Select the relevant **EU Treatment Type**.

This is a **mandatory** field.

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

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

- Home
- Exports
- Certificates
- Account

← Product

REX number: REX0000311266

Additional details

Durability start date × Durability end date ×

[About Durability start and end dates](#)

EU Treatment type

Product Source State

Save

Step 23

Select **Containers** tab.

Information in this tab is **mandatory**.

Add additional details for the product

- Containers >**
- SEW >
- Production processes 2023-03-10 >
- Additional details EU treatment type: NTT >

Save

Step 24

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

Container details are optional for this market if **Air** is the mode of transport.

Container details are mandatory for this market if **Sea** is the mode of transport.

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

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 25

If you select **Air Freight**, then 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**.

Reminder: Container numbers and seals are optional for airfreight

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
ABC123

Start seal number
XXXX [Help](#)

End seal number
YYYY [Remove](#)

[+ Add seal number](#)

Step 26

If you select **Sea Freight**, then provide the **Container number** for the Sea Freight container. This is mandatory if sea is the mode of transport.

Select **Add seal number**.

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
ABCD1234567

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

[+ Add seal number](#)

Provide the seal number. This is **mandatory** if sea is the mode of transport.

A maximum of two unique container numbers can be saved per REX.

Step 27

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

← Product

REX number: REX0000311266

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

_____ >

+ Add container

Step 28

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

Information in this tab is **optional**.

Add additional details for the product

Containers >

SEW >

Production processes 2023-03-10 >

Additional details EU treatment type: NTT >

Save

Step 29

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

[← Product](#)

REX number: REX0000311266

SEW information

Net weight amount

Net weight unit

FOB amount

[Help](#)

Additional permit details

If the product has additional or related permit requirements for Customs purposes - record the details here. Otherwise, this information is not required.

Related export permit number

Export permit type

Related export permit date

×

Save

Step 30

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

Add additional details for the product

Containers

>

SEW

>

Production processes

2023-03-10

>

Additional details

EU treatment type: NTT

>

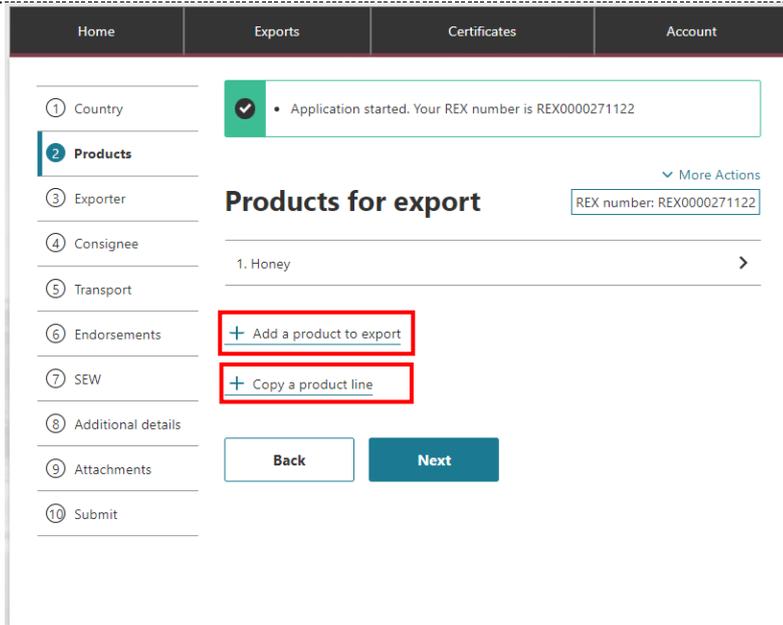
Save

Step 31

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

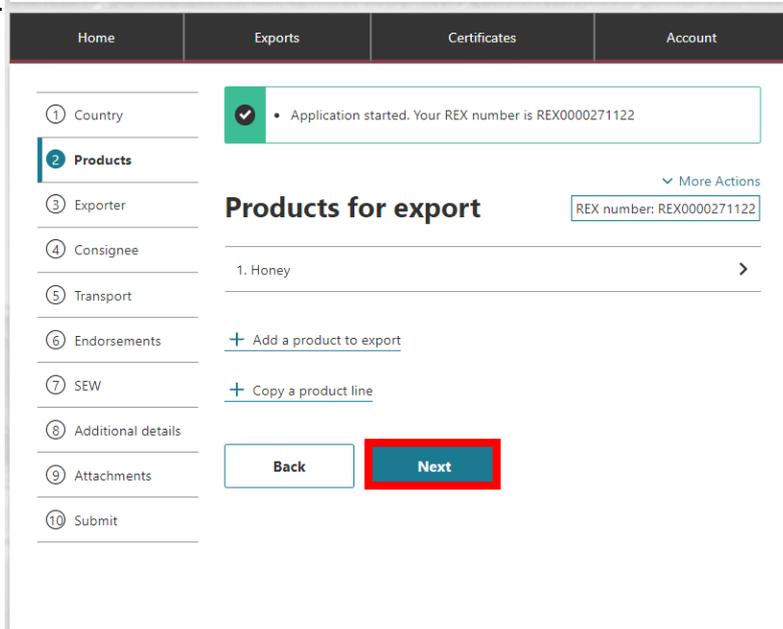
If desired, you may add additional product lines by selecting **Add a product to export** or **Copy a product line**.

This is an optional feature.



Step 32

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 **Change exporter**.

Provide your **Exporter Reference**.

This is a **mandatory** field.

Select **Save and next**.

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

More Actions
REX number: REX0000277160

Exporter details

Honey Exportera
7 London Cct Canberra ACT 2601
0414123123
ltest@awe.gov.au

Change exporter

Edit exporter details

Request new exporter

Your reference
UKHoneyREXexample 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.

Provide a **Lot number** if desired. This is an **optional** field.

Step 2

Provide details for the **Operator responsible for consignment**. These are **optional** fields.

If the operator responsible is the same as the consignee, select the tick box.

OR

If the operator responsible is *not* the same as the consignee, then complete the **Name**, **phone number** and **address field**.

These are **optional** fields.

Step 3

Select **Save and next**.

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 More Actions
REX number: REX0000306654

Your consignee address book [Help](#)

Name
Test honey

Phone number (optional)

Address
London England, UNITED KINGDOM
[I can't find my address](#)

Operator Responsible for the Consignment

The information is optional, but if provided will print on the certificate.
 Same as consignee details above

Additional information

Lot number

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

REX Section 5: Transport Details

Step 1

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

Departure date cannot be in the past. The certificate must be issued on or before departure date.

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

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

Transport More Actions
REX number: REX0000306654

Departure date
28 Jul 2023

Load port
Alexandria (AUALX), AUSTRALIA [Help](#)

Discharge port
Highgate/London (GBHGG), UNITED KINGDOM [Help](#)

Border inspection port
Barking/London (GBBKG), UNITED KINGDOM [Help](#)

Destination city
London

Destination country: UNITED KINGDOM

Transit countries

Country 1 [Remove](#)

mandatory field.

Select the **Border inspection port** from the drop down menu. This is a mandatory field and must be a UK port.

Provide the **Destination City**. This is an optional field.

Provide the **Transit Countries**. This is an optional field.

Step 2

Provide your **Destination Business Name** and **Place of Destination**. These are optional fields.

Place of Destination Details

[Help](#)

Destination Business Name

Laura's Honey London

Place of Destination

10 London St, London England W2 1HL, UNITED KINGDOM

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

Step 3

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

Transport mode

Sea

Air

Vessel name

Honey Ship

Voyage

[Back](#)

[Save and next](#)

Step 4

If you select **Sea**, you must provide the **Vessel Name**. This is mandatory field.

Voyage number is an optional field and will not appear on the certificate for this market.

Transport mode

Sea

Air

Vessel name

Honey Ship

Voyage

[Back](#)

[Save and next](#)

Step 5

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

Transport mode

Sea

Air

Flight number

Step 6

Select **Save and next**.

Transport mode

Sea

Air

Vessel name
Honey Ship

Voyage

REX Section 6: Templates and Endorsements

Step 1

A certificate will be issued for this market, pre-populated based on the details you have provided.

Select **Next**.

Home Exports Certificates Account

① Country

② Products

③ Exporter

④ Consignee

⑤ Transport

⑥ Endorsements

More Actions

REX number: REX0000261677

Endorsements

Product	Certificate	Endorsement
1. Honeycomb	NGBA	>

REX Section 7: Single Electronic Window (SEW)

Step 1

If you are *not* using SEW, then select **Save and Next**.

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 with a sidebar on the left containing steps 1 through 10. Step 7, 'SEW', is highlighted. The main content area includes a 'More Actions' dropdown, a 'REX number' field, a checkbox for 'Would you like to use SEW integration (ICS)?', 'FOB total' information, 'FOB currency' and 'SEW consignee name' fields with 'Help' links, and 'Back' and 'Save and next' buttons. The 'Save and next' button is highlighted with a red box.

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

This screenshot is identical to the one above but highlights the 'Would you like to use SEW integration (ICS)?' checkbox, the 'FOB currency' field, and the 'SEW consignee name' field with red boxes, indicating they need to be completed.

- 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.

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.

The screenshot shows the 'Additional details' section of the REX system. On the left is a vertical navigation menu with items 1-10: Country, Products, Exporter, Consignee, Transport, Endorsements, SEW, **Additional details** (highlighted), Attachments, and Submit. The main content area is titled 'Additional details' and includes a 'More Actions' dropdown and a 'REX number: REX0000306654' box. Below this is the 'Certificate print indicator' section, which contains a warning: 'Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection.' Two options are listed: 'Automatic' (with an unselected radio button) and 'Hold' (with a selected radio button, highlighted by a red box). At the bottom, the 'Print region' is set to 'CQ2- Canberra Level 11' and there is a 'Help' link.

Step 2

You must select an available regional office from the **Print region** to print your certificate.

You will need to contact the department's Assessment Services (Exports) team to arrange collection of your certificate.

The screenshot shows the 'Print region' selection area. The left navigation menu is partially visible with items 9 (Attachments) and 10 (Submit). The main content area shows two radio button options: 'Automatic' (unselected) and 'Hold' (selected). Below these options, the 'Print region' is set to 'CQ2- Canberra Level 11', which is highlighted by a red box. A 'Help' link is visible at the bottom right.

Step 3

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.

Submit

Import permits

No import permits added yet. [Help](#)

[+ Add an import permit](#)

Step 4

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**.

You will return to the **Additional Details** page.

Home

Exports

Certificates

Account

[← Back](#)

REX number: REX0000271122

Add import permit

Import permit number

IMP123

Import permit date

01 Mar 2023

×

Save

Step 5

Enter the export listed 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 (ER).

This is a **mandatory** field. The **Name** and **Address** registered with this establishment will automatically render on your certificate.

Print region

CQ2- Canberra Level 11

[Help](#)

Import permits

No import permits added yet. [Help](#)

[+ Add an import permit](#)

Place of dispatch

Place of dispatch registration number (required)

1234

Back

Save and next

Step 6

Select **Save and next**.

Place of dispatch

Place of dispatch registration number (required)
1234

REX Section 9: Attachments

Each REX is assessed against importing country requirements. 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.

A departmental officer will review these documents when assessing your REX.

Step 1

Select **Add attachment**.

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

Attachments

More Actions
REX number: REX0000271122

No attachments added yet

+ Add attachment

Back Next

Step 2

Select the drop down menu and indicate the type of attachment.

If you are attaching a document, this is a **mandatory** field.

Select or **drag and drop** the file to attach.

Provide a unique reference number for the attached document in the **Comment** field, if applicable.

This is an **optional** field.

If you wish for your certificate to reference this attachment and its unique reference number, select the **Reference** tick box.

This is **optional**.

Select **Save**.

The screenshot shows the 'Add attachment' form. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a 'Back' link and a 'REX number: REX0000277749' field. The main heading is 'Add attachment'. There are three red boxes highlighting specific fields: 1. 'Document Type' dropdown menu with 'IMPORT PERMIT' selected. 2. 'File' input field with 'Import Permit No 12345.pdf' selected. 3. A checked checkbox with the text 'Reference the Type and Number of this accompanying document on my certificate. Only one attachment can be referenced.' Below the checkbox is a 'View file' link. At the bottom, there are 'Save' and 'Delete' buttons.

Step 3

Select **Next**.

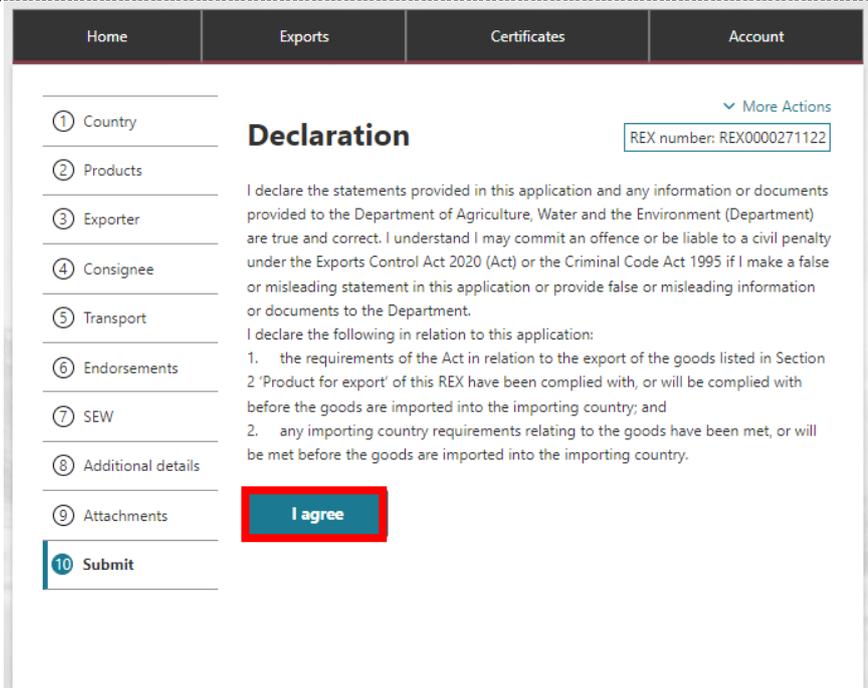
The screenshot shows the 'Attachments' page. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a 'Back' link and a 'REX number: REX0000277749' field. The main heading is 'Attachments'. There is a green notification box with a checkmark and the text 'Attachment saved'. Below the notification box is a 'More Actions' dropdown menu. The main content area shows the attachment details: 'No. 12345 - Import Permit No 12345.pdf' with a right arrow. Below the details is a green checkmark and the text 'This attachment will be referenced on your certificate'. Below the details is a '+ Add attachment' link. At the bottom, there are 'Back' and 'Next' buttons.

REX Section 10: Submit

Step 1

The Declaration will display. Please read this carefully.

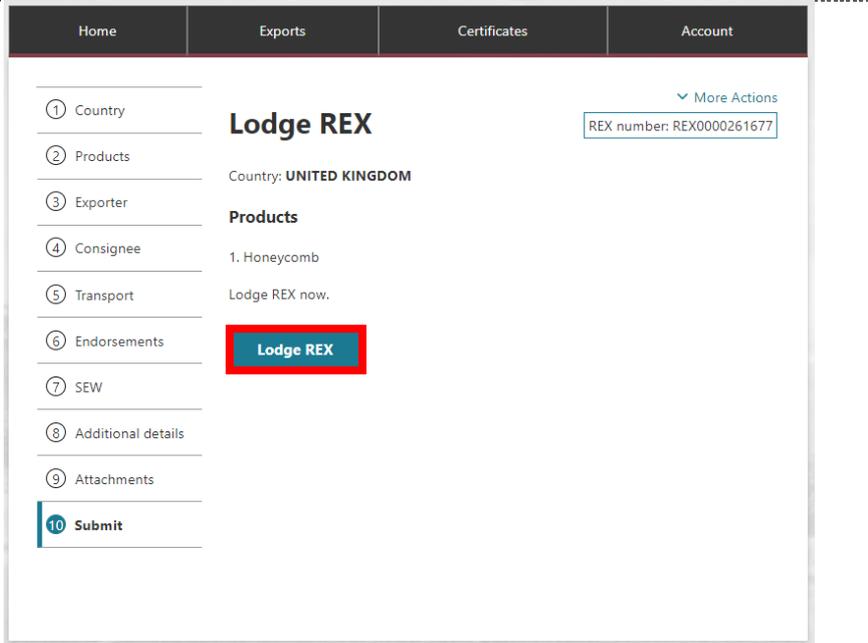
If you wish to proceed with your lodgement, select **I agree**.



The screenshot shows the 'Declaration' page in the REX system. The navigation bar at the top includes 'Home', 'Exports', 'Certificates', and 'Account'. On the left, a vertical list of steps from 1 to 10 is shown, with '10 Submit' highlighted. The main content area is titled 'Declaration' and includes a 'More Actions' dropdown and a 'REX number: REX0000271122'. The text of the declaration states: 'I declare the statements provided in this application and any information or documents provided to the Department of Agriculture, Water and the Environment (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.' A red box highlights the 'I agree' button.

Step 2

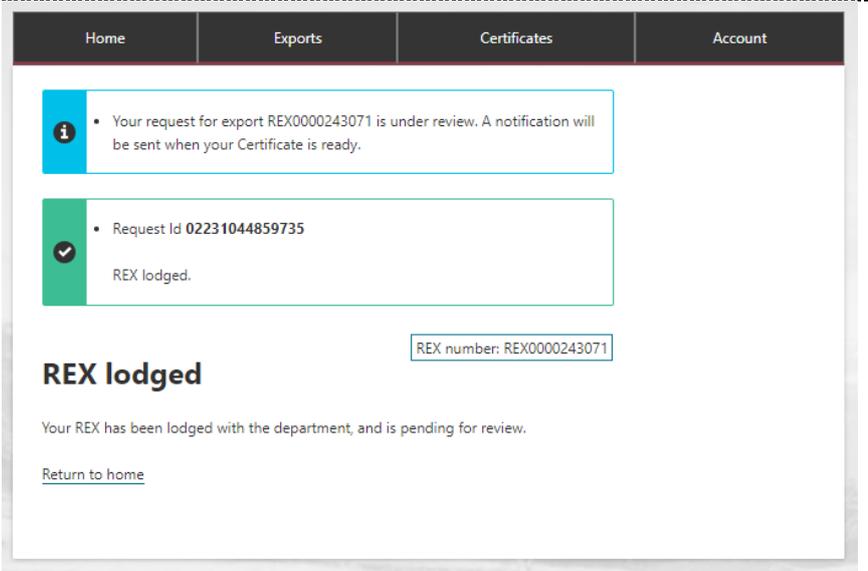
The destination country and products will display. If there are no changes required, select **Lodge REX**.



The screenshot shows the 'Lodge REX' page in the REX system. The navigation bar at the top includes 'Home', 'Exports', 'Certificates', and 'Account'. On the left, a vertical list of steps from 1 to 10 is shown, with '10 Submit' highlighted. The main content area is titled 'Lodge REX' and includes a 'More Actions' dropdown and a 'REX number: REX0000261677'. The text of the page shows: 'Country: UNITED KINGDOM' and 'Products: 1. Honeycomb'. Below this, it says 'Lodge REX now.' A red box highlights the 'Lodge REX' button.

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.



The screenshot displays a web interface with a dark navigation bar at the top containing the links: Home, Exports, Certificates, and Account. Below the navigation bar, there are two notification boxes. The first is a blue box with an information icon (i) and the text: "Your request for export REX0000243071 is under review. A notification will be sent when your Certificate is ready." The second is a green box with a checkmark icon and the text: "Request Id 02231044859735 REX lodged." Below these boxes, the text "REX lodged" is prominently displayed in bold. To the right of this text, a small box contains the text "REX number: REX0000243071". Underneath, a message states: "Your REX has been lodged with the department, and is pending for review." At the bottom left, there is a link labeled "Return to home".

Contact the NEXDOC help desk

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