



Lodge a Request for Export

You must lodge a Request for Export (REX) if you need export documentation issued by the department.

Lodge your REX using the Next Export Documentation (NEXDOC) system.

The department will then:

- assess whether you have met all export requirements
- issue an export certificate, if approved.

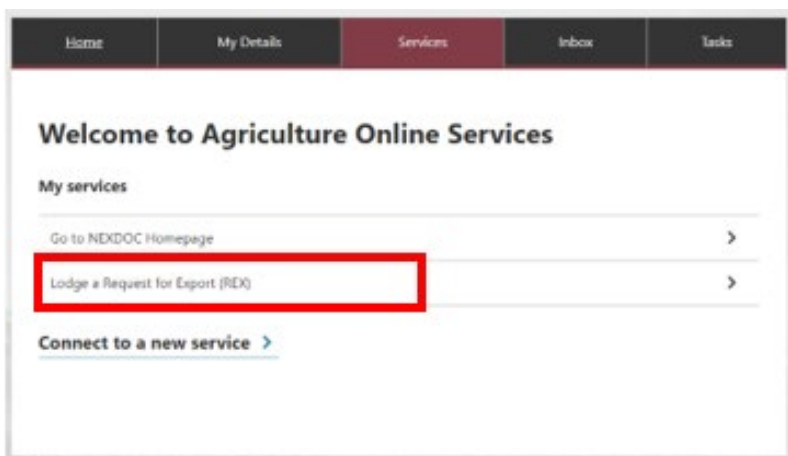
Application workflow

When you start a request, you will be guided through the application workflow. The workflow will be different depending on the commodity you are exporting.

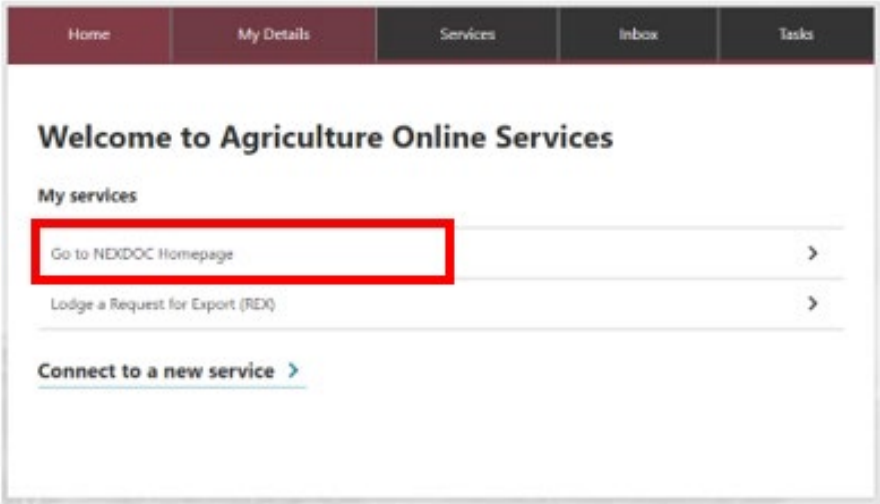
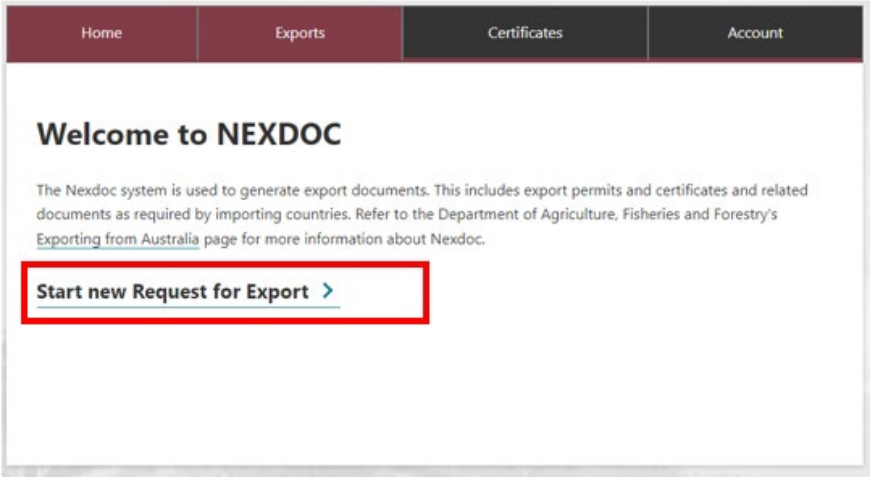
Start a new request

There are two options in which you can lodge a REX.

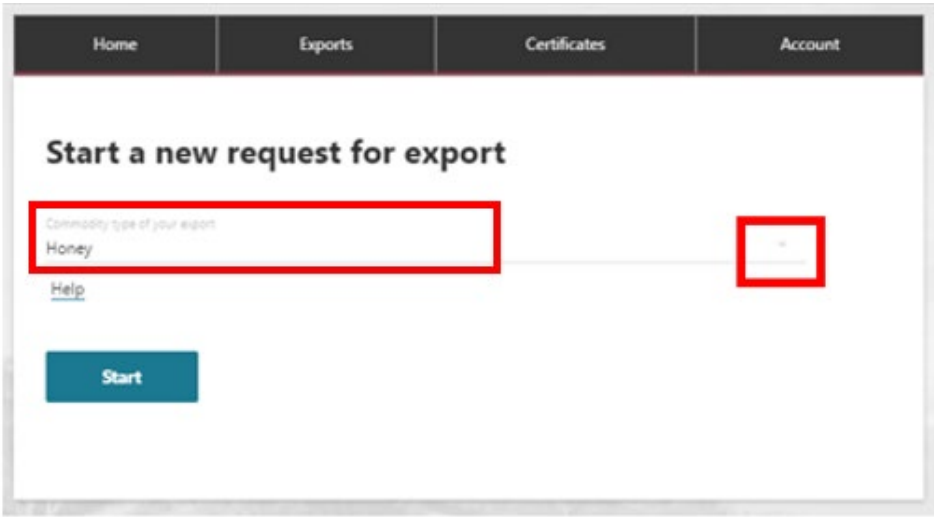
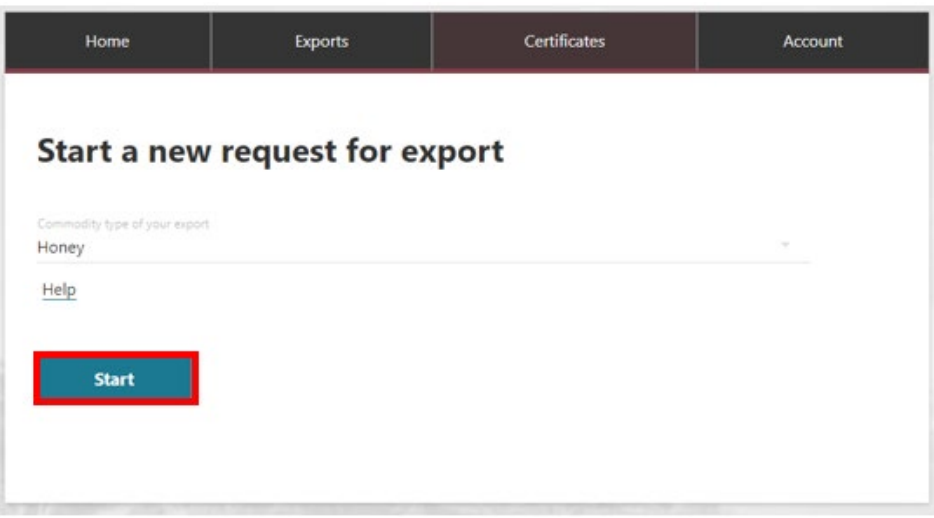
You can start a new Request for Export through:

1.	Log onto Online services
2a.	<div>Select 'Lodge a Request for Export (REX)' from the Online services</div> <div></div> <div>Or</div>



2b.	<p>Select NEXDOC Homepage</p>  <p>The screenshot shows the 'Agriculture Online Services' homepage. At the top is a navigation bar with 'Home', 'My Details', 'Services', 'Inbox', and 'Tasks'. Below the header, the main heading is 'Welcome to Agriculture Online Services'. Under 'My services', there is a list of links: 'Go to NEXDOC Homepage' (highlighted with a red box), 'Lodge a Request for Export (REX)', and 'Connect to a new service'.</p>
3.	<p>Select Start new Request for Export</p>  <p>The screenshot shows the 'Welcome to NEXDOC' page. The navigation bar at the top includes 'Home', 'Exports', 'Certificates', and 'Account'. The main heading is 'Welcome to NEXDOC'. Below this, a paragraph explains the system's purpose. At the bottom, the link 'Start new Request for Export' is highlighted with a red box.</p>



4.	<p>Select the dropdown arrow icon in the Commodity type of your export.</p> 
5.	<p>Select the required commodity and select <i>Start</i></p> 



6. The **Country to export** screen will display.
Type the country name you wish to export to.
Select '**Next**'.

Home Exports Certificates Account

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

Country to export

Country you wish to export to
MALAYSIA

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.

8. Select '**Add a product for export**'.

Home Exports Certificates Account

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

Products for export

No products added yet

[+ Add a product to export](#)



9. Begin typing the product you wish to export.

10. Complete relevant fields within **Add details for the product**

Once your product information is inserted, you can input information into the below tabs.



11.

Complete relevant fields within **Outer packaging**

Outer packaging

Package type
CONTAINER [Help](#)

Quantity
50 [Help](#)

Individual package weight
20 [Help](#) Weight unit Kilogram

Shipping marks
SHIP123 [Help](#)

Add additional details for the product

- Additional packaging >
- Containers >
- Documents >
- SEW >
- Production processes >
- Additional details >

[Save](#)

12.

You are required to fill in the manufacturer details within the *Production Processes* tab.

Add additional details for the product

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

[Save](#)



13.

To add your manufacturer details, go into the **Production Process** tab and select *Add Production process*.

14.

Enter the manufacturer name into the free text field and then select *Add*.

15.

The Production porcesses screen will display. To return to your product line, select *< Product*.



16.

You will notice that once details are saved in each tab, they appear on the product screen. This will give you an indication of which fields you have completed.

Add additional details for the product

Additional packaging	>
Containers	>
Documents	>
SEW	>
Production processes	NEXDOC Honey >
Additional details	>

Save

17.

If you wish to insert a manual description for your product, this is found in the *Additional Details* tab.

Add additional details for the product

Additional packaging	>
Containers	>
Documents	>
SEW	>
Production processes	NEXDOC Honey >
Additional details	>

Save



18.

Type your manual description in the *Manual product description* field. Once completed select *Save*.

Home Exports Certificates Account

Product

Additional details

Durability start date X Durability end date X

[About Durability start and end dates](#)

Import authority code No values found

Batch code

Manual product description

Additional description

Product Source State

Save

19.

Complete the relevant information for your REX. Select *Save*.

Add additional details for the product

Additional packaging >

Containers >

Documents >

SEW >

Production processes *NEXDOC Honey* >

Additional details >

Save



20.

You will receive a notification that your REX application has started.

You have two options:

add another product for export (repeat steps 8 – 19) or

select *Next*.

The screenshot shows the 'Products for export' step in the REX application. The left sidebar lists steps 1 through 10, with 'Products' (step 2) selected. The main content area shows a confirmation message: 'Application started. Your REX number is REX0000166504'. Below this, the 'Products for export' section displays '1. Honey - Australian'. A red box highlights the '+ Add a product to export' button. At the bottom, the 'Next' button is highlighted with a red box.

21.

The third tab holds information pertaining to the exporter. The exporter details in the blue box will render on the certificate. It is mandatory to provide a reference for the REX.

Your reference will display what appears on your invoice from the department.

Once completed select *Save and next*.

The screenshot shows the 'Exporter details' step in the REX application. The left sidebar lists steps 1 through 10, with 'Exporter' (step 3) selected. The main content area shows the 'Exporter details' section, which is highlighted with a red box. It contains the following information: NEXDOC Training, 18 Marcus Clarke St Canberra ACT 2601, 0123456789, and NEXDOC.Training@aff.gov.au. Below this, there are links for 'Edit exporter details' and 'Request new exporter'. The 'Your reference' field is highlighted with a red box and contains the text 'NEXDOC test'. At the bottom, the 'Save and next' button is highlighted with a red box.



22.

The fourth tab displays consignee details. Once the necessary details are added, select *Save and next*.

The screenshot displays the 'Consignee' tab in a web application. The top navigation bar includes 'Home', 'Exports', 'Certificates', and 'Account'. The left sidebar lists steps 1 through 10, with 'Consignee' (step 4) selected. The main content area is titled 'Consignee' and includes a 'More Actions' dropdown and a 'REX number: REX0000166504' field. Below this, there are links for 'Your consignee address book' and 'Help'. The form fields are as follows:

- Name:** Honey Importer
- Phone number (optional):** 0123456789
- Address:** Lebuhraya Hubungan Kedua Malaysia - Singapura, Johor Bahru Johor, MALAYSIA
- Additional details:** I can't find my address

Below the form is the 'Additional information' section, which states: 'This information is optional and will print on the certificate if provided in the 'Unendorsed, commercial information' section below the government signature.' There is a 'Lot number' field. At the bottom, there are two buttons: 'Back' and 'Save and next'.



23.

The fifth tab displays Transport details. Once the necessary details are added, select *Save and next*.

The screenshot shows the 'Transport' tab in the NEXDOC system. The form includes the following fields and options:

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

Transport Details:

- Departure date:** 30 Jul 2022
- Local port:** Sydney (AUSYD), AUSTRALIA
- Discharge port:** Kuala Baram (MYKBA), MALAYSIA
- Border inspection port:** Kuala Baram (MYKBA), MALAYSIA
- Destination city:** Kuala Lumpur
- Destination country:** MALAYSIA
- Transit countries:** Country 1 (Remove)
- Transport mode:** Sea (Selected), Air, Mail
- Vessel name:** NEXDOC Ships
- Voyage:** 1234

Buttons: Back, Save and next (Highlighted)



24.

The Country Defaults table has been set up to allocate the appropriate template and endorsement for your product type and category code. If it is the correct endorsement you can select *Next*.

Product	Certificate	Endorsement
1. Honey - Australian	EX188B	1234 - HONEY - MALAYSIA - EDIBLE - AUSTRALIAN PURE

25.

If it is not the correct endorsement you can add one.

Select the product line.



26.

The Endorsement screen will display.

Select + Add Fre Text Endorsement.

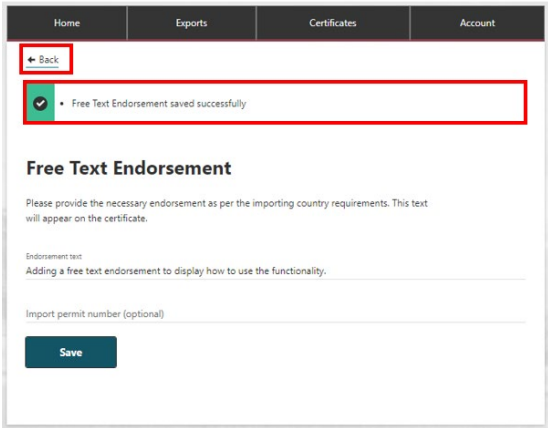
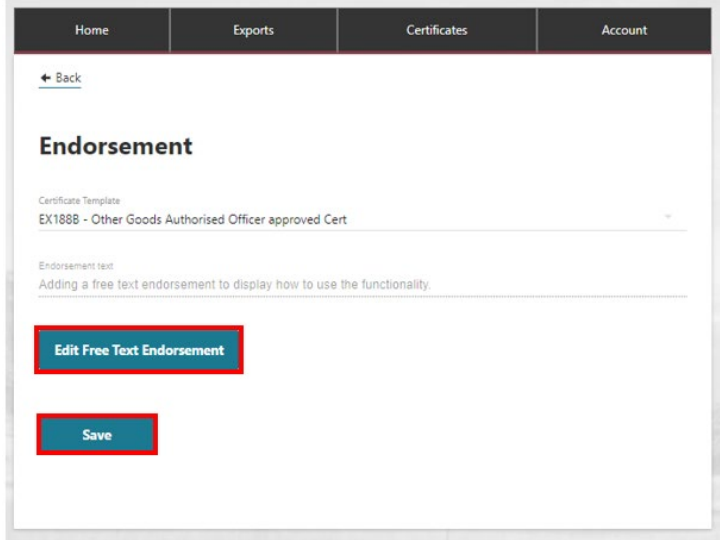
Note: If a Free Text Endorsement is added, attach evidence of the importing country requirement for additional declarations and appropriate evidence/manufacturing records to support these declarations. Free Text Endorsement requests will not be approved if a default endorsement is available.

27.

The Free Text Endorsement screen will display.

Type in the endorsement you require. This will appear on the certificate. Once completed select **Save**.



28.	<p>You will receive a message advising the endorsement has been saved.</p> <p>Select < Back.</p> 
29.	<p>The Endorsement screen will display. You will see the certificate template and the new endorsement.</p> <p>If this is correct select Save.</p> <p>If you need to amend select Edit Free Text Endorsesment.</p> 



30.

The Endorsements screen will display, select *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

✓ Endorsement saved

More Actions REX number: REX0000166504

Product	Certificate	Endorsement
1. Honey - Australian	EX188B	Free text endorsement added

Back Next

31.

Select if you would like to use the Single Electronic Window (SEW) in the Intergrated Cargo System (ICS).

Please note you have a choice to select this with every REX lodgement. You can refer to NEXDOC_Obtain your EDN through SEW user guide.

Fill in the required fields and 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: REX6000178894

Would you like to use SEW integration (ICS)? ☐

FOB total: 0
FOB total is the sum of all FOB amounts quoted for all products lines for this REX.

FOB currency [Help](#)

SEW consignee name [Help](#)

Back Save and next



32.

The Additional details screen displays. This screen contains the additional details associated with your REX such as your print indication.

Fill in the required fields and once completed select *Save and next*.

33.

This screen displays the Attachments tab. If you would like to add an attachment Select *Add attachment* otherwise select *Next*.

Note: If you have added a Free Text Endorsement you will need to attach supporting documentation.



34.

You will select your type of attachment from a list of drop-down options.

The screenshot shows the 'Add attachment' form with a navigation bar at the top containing 'Home', 'Exports', 'Certificates', and 'Account'. Below the navigation bar is a 'Back' link. The main heading is 'Add attachment'. A red box highlights the 'Document Type' dropdown menu, which is open and shows a list of options: 'CERTIFICATE OF ANALYSIS', 'EXPORTER'S DECLARATION', 'IMPORT PERMIT', 'MANUFACTURER'S DECLARATION', and 'OTHER'.

Select the file you want to attach.

The screenshot shows the 'Add attachment' form with the 'Document Type' dropdown menu set to 'MANUFACTURER'S DECLARATION'. A red box highlights the 'Comment' field, which contains the text 'File NEXDOC Honey test.docx selected'. Below the comment field is a 'Save' button.

Select *Save*.

The screenshot shows the 'Add attachment' form with the 'Document Type' dropdown menu set to 'MANUFACTURER'S DECLARATION' and the 'Comment' field containing 'File NEXDOC Honey test.docx selected'. A red box highlights the 'Save' button at the bottom of the form.



35.

A message will appear advising the attachment has been saved successfully.

If you want to attach more documentation repeat step 32 – 34.

Once the necessary documentation is attached, select *Next*.

36.

The declaration screen will display. You will need to read the declaration. If you agree select *I agree*.



37.

If you would like to lodge your REX with the department, Select *Lodge REX*.

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**

Lodge REX

Country: MALAYSIA

Products

1. Honey - Australian

Lodge REX now.

REX number: REX0000166504

More Actions

38.

You will receive confirmation that your REX has been lodged, and if applicable, notification that your REX is being reviewed by the department.

Home Exports Certificates Account

• Your request for export REX0000166504 is under review. A notification will be sent when your Certificate is ready.

• Request Id 02221024092266
REX lodged.

REX lodged

REX number: REX0000166504

Your REX has been lodged with the department, and is pending for review.

[Return to home](#)



39.

Once approved, your certificate will progress to *Certificate Ready* or *Complete*. This will depend upon your print indicator.

Home Exports Certificates Account

Welcome to NEXDOC

[Start new Request for Export >](#)

Your last five REX requests

REX Number: REX0000166504 Created 19 Jul 2022 Exporter reference NEXDOC test	CERTIFICATE READY >
REX Number: REX0000166447 Created 19 Jul 2022	DRAFT >

[View all REX applications ➔](#)