## 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:

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| 1. | Log onto [Online services](https://online.agriculture.gov.au/portal/#/) |
| 2a. | Select ‘**Lodge a Request for Export (REX)**’ from the Online services  Graphical user interface, text, application, email  Description automatically generated  Or |
| 2b. | Select **NEXDOC Homepage** |
| 3. | Select **Start new Request for Export** |
| 4. | Select the dropdown arrow icon in the **Commodity type** of your export.  Graphical user interface, text, application  Description automatically generated |
| 5. | Select the required commodity and select *Start*  Graphical user interface, text, application  Description automatically generated  Questions may appear after you have selected the commodity. (i.e. for Dairy you will see:   * Are you using a Quota for this request? * Do these products contain any imported dairy ingredients?   If these questions apply, please select the tick box next to the relevant question and fill in any additional information requested.  If not, continue to step 6. |
| 6. | Select the ‘**Start’** button.  Graphical user interface, text, application  Description automatically generated |
| 7. | The **Country to export** screen will display.  Type the country name you wish to export to.   1. Select ‘**Next’.** |
| 8. | Select ‘**Add a product for export**’. |
| 9. | Begin typing the product you wish to export. |
| 10. | Complete relevant fields within **Add details for the product**  Graphical user interface, website  Description automatically generated |
| 11. | Complete relevant fields within **Outer packaging** |
| 12. | Complete relevant fields within **Add additional details for the product.**  To update additional packaging details, select the ‘**Additional packaging’** tab**.**  Graphical user interface, email  Description automatically generated |
| 13. | The **Packaging screen** willdisplay**.**  Complete the relevant field and select ‘**Save**’. |
| 14. | The **Product for export** screen will display.  Select the ‘**Containers**’ tab. |
| 15. | The **Containers** screen will display.  Select the relevant freight container.    Select ‘**Add container**’ if required. |
| 16. | The **Containers** screen will display.  Add the container number and select ‘**Add seal number**’. |
| 17. | Type seal number and select ‘**Add**’. |
| 18. | The **Containers** screen will display.  Select ‘**Product**’ to go back. |
| 19. | The Product for export screen will display.  Select the ‘**Documents**’ tab. |
| 20. | The **Attach relevant supporting documents** screen will display.  To attach a document, select ‘**Add document’**.  Graphical user interface, text, application  Description automatically generated |
| 21. | The **Attach document** screen will display.  Type a description and attach the relevant file from your computer. |
| 22. | Select ‘**Add**’.  Graphical user interface, text, application, email  Description automatically generated |
| 23. | The **Attach relevant supporting documents** will display.  Select ‘**Product**’ to go back. |
| 24. | The **Product for export** screen will display.  Select the ‘**SEW**’ tab.  Graphical user interface, text, application, email  Description automatically generated |
| 25. | The **SEW information** screen will display.  Complete required fields and select ‘**Save**’. |
| 26. | The **Product for export** screen will display.  Select the ‘**Production processes**’ tab.  Graphical user interface, text, application, email  Description automatically generated |
| 27. | The **Processing Establishment Details** screen will display.  Select ‘**Add Production process**’.  Graphical user interface, text, application  Description automatically generated |
| 28. | The **Add Production processes** screen will display.  Complete the required fields at select ‘**Add**’.  Graphical user interface, application, Teams  Description automatically generated |
| 29. | The **Processing Establishment Details** screen will display.  Select ‘**Product**’ to go back.  Graphical user interface, text, application  Description automatically generated |
| 30. | The **Product for export** screen will display.  Select the ‘**Additional details**’ tab.  Graphical user interface, text, application, email  Description automatically generated |
| 31. | The Additional details screen will display.  Complete the required fields and select ‘**Save**’.  Graphical user interface, application  Description automatically generated |
| 32. | The **Product for export** screen will display.  Select ‘**Save’.**  Graphical user interface, application  Description automatically generated |
| 33. | This will take you back to the **Products for export** page.  If you have more than one product repeat **steps 8-33.** |
| 34. | Select ‘**Next’.**  Graphical user interface, application  Description automatically generated |
| 35. | The **Exporter details** screen will display.  At the top of this page, you will see your exporter details that are linked to your account.  *Confirm details are correct and edit where required*.  NOTE: If certain details are amended, this will generate a task to be approved by the department.  Select ‘**Save and** **Next’.**  A screenshot of a computer  Description automatically generated with medium confidence |
| 36. | The **Consignee** screen will display.  You can select **Your consignee address book** link at the top of the screen to select a consignee from your account or fill in the required fields.  Select ‘**Save and** **Next’.**  Graphical user interface, text, application  Description automatically generated |
| 37. | The **Transport** screen will display.  Fill in required fields.  Select ‘**Save and** **Next’.**  Graphical user interface, application  Description automatically generated |
| 38. | The **Authorisation** screen will display.  Fill in required fields.  Select ‘**Save and** **Next’.**  Graphical user interface, application  Description automatically generated  Note:  If you select *No*, the department will review your REX for authorisation. Select *Save and next.*  If you select *Yes*, the below fields will display. You must insert an Authorisation Date for the REX to be authorised.  Graphical user interface, application, Teams  Description automatically generated  This date must be before or equal to today’s date. If you do not wish to authorise the REX yet, leave it blank. You can amend your REX and input the Authorisation Date after submitting. Select *Save and next*. |
| 39. | The **Endorsement** screen will display.  If you need to update or amend the template or endorsement:  Select the product link.  A screenshot of a computer  Description automatically generated with medium confidence |
| 40. | Update fields as required. |
| 41. | Select **‘Save’.**  Graphical user interface, text, application  Description automatically generated |
| 42. | Select ‘**Next’.**  Graphical user interface  Description automatically generated |
| 43. | The **SEW Integration** screen will display.  Fill in required fields.  Select ‘**Save and** **Next’.**  A screenshot of a computer  Description automatically generated with medium confidence |
| 44. | The **Additional details** screen will display.  Fill in required fields.  Select ‘**Save and** **Next’.**  Graphical user interface, application  Description automatically generated  Note: For more information about your print indicator, please view the *NEXDOC Printing FAQ* on the NEXDOC help page. |
| 45. | The **Attachments** screen will display.  Select **Add attachment.**  Graphical user interface, website  Description automatically generated |
| 46. | Select or drag and drop the required attachment.  Graphical user interface, text, application  Description automatically generated |
| 47. | Select ‘**Save’**.  Graphical user interface, text, application, email  Description automatically generated |
| 48. | Select ‘**Next’.**  Graphical user interface, application  Description automatically generated |
| 49. | The **Declaration** screen will display.  Read the declaration.  If you agree, select **I agree.**  Graphical user interface, application  Description automatically generated |
| 50. | The **Lodge REX** screen will display. |
| 51. | Review details displayed.  If you confirm, select **Lodge REX** to submit your application**.**  Graphical user interface, application  Description automatically generated |
| 52. | **You can save and edit your REX until you submit it for approval.**  Graphical user interface, application  Description automatically generated |
|  | **End of process.** |