

Lodge a Request for Export (REX) for Inedible Meat

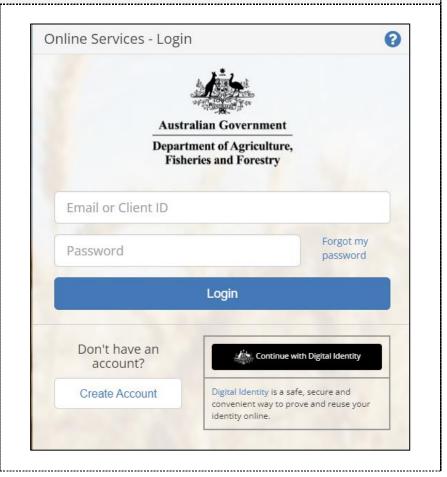
The below guide shows how to lodge a Request for Export (REX) in NEXDOC for Inedible Meat.

This guide assumes that you have already registered as an Inedible Meat exporter in NEXDOC.

- If you have not yet registered as an NEXDOC exporter, please refer to the **Create a NEXDOC Exporter Account** pdf or docx guide.
- If you are registered as a NEXDOC exporter but need to add Inedible Meat to your exporter
 account, please refer to the Add or Remove Exporter to Exporter Account pdf or docx
 guide.

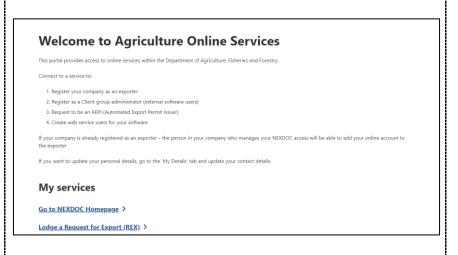
Log in to the Online Services Portal

Go to the Online
Services Portal and click
on the Login button.



NEXDOC Portal Homepage

Click on the Lodge a Request for Export (REX) link.

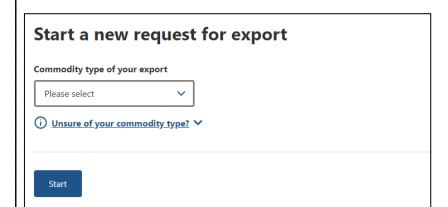


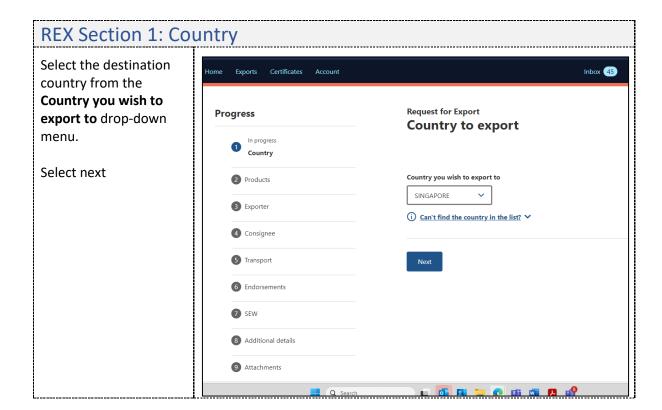
Start a new request for export (REX)

Step 1

Select Inedible Meat from the Commodity type of your export drop-down menu.

Click on the **Start** button.





REX Section 2: Products Step 1 NEXDOC Public Beta - VND Q Select + Add a product to Inbox 13 LU Liza Uat • export button to add your export products. Progress Request for Export Products for export 1 Country Note: Repeat this step to add multiple products. No products No products added yet 3 Exporter + Add a product to export 4 Consignee 5 Transport 6 Endorsements 7 SEW 8 Additional details 10 Submit Step 2 Request for Export Product for export Select the product from the Product you wish to export Product you wish to export drop-down list. Note: Start typing to see a (i) Can't find the product in the list? > smaller group of relevant products. Step 3 Add details for the product Select product details from the drop-down boxes for: What is the product category? - mandatory What is the product packed in?-mandatory **Preservation** -mandatory **AHECC** -optional Net metric weight amount mandatory Net metric weight unitmandatory Gross metric weight amountoptional

Gross metric weight unit- optional	
Note: Optional fields may be mandatory in certain cases, such as when using SEW, specific pack types (e.g., BP), or for some transit/destination countries.	
Step 4	Manual product description (optional)
Enter <i>optional</i> product details for:	If you enter a manual product description, this will appear on certain export certificates as the description of the goods. Whether or not a manual description can appear on an export certificate is dependant on the importing country requirements. If no manual description is provided, the description of goods will be based on relevant information from the product category, preservation and outer packaging fields.
Manual product description	Additional description This is only allowed for certain markets and if allowed the text will appear on the export certificate alongside the product
Additional description	description.
Batch code	Batch code
Note:	
These additional details may display on the export certificate.	
If a Manual product description is supplied, the REX will go to the department for review.	
Step 5	Outer markening
Select the Outer packaging details from the drop-down boxes for:	Outer packaging Package type Select the outer package type that the product is packed in. For example: Cartons.
Package type -mandatory Quantity - mandatory Individual package weight - optional Weight unit - optional	Quantity Enter the number of outer packages for the product line. 1000 Individual package weight Refers to the weight of each item inside the outer package. For example, the individual package weight might be 10 KGM.
Note:	10
Individual package weight and weight unit may be mandatory in some cases	Weight unit Kilogram
These details may appear on the export certificate unless	

Shipping marks This information is optional. Shipping marks or port marks are used to mark the export cartons so they are easily identified by you (the exporter) and the shipping company. If provided, the shipping marks information will print on the certificate. SHIPPINGMARK345		
The below information relates to the Add Additional details for the product.		
Add additional details for the product. Additional packaging		
Treatments Containers SEW Production processes Additional details		

Step 8 Intermediate packaging If required, enter Additional Package type packaging details for: Intermediate packaging **Package Type** Quantity Refers to the weight of each intermediat information, it will print on the certificate Individual package weight Weight unit Weight unit Inner packaging Package type Inner packaging Quantity Individual package weight Weight unit Click Save Individual package weight Refers to the weight of each inn information, it will print on the **Note:** These details are optional, may be required by some importing country requirements. Step 9 Add treatment If required, enter **Treatments**. Add any treatments undertaken for the product. You can add more than one treatment if required. Click + Add Treatment and enter details for: Treatment details **Treatment type** Record the details of the treatment undertaken. Include the name of any chemicals used and their con **Treatment details Treatment start date** Treatment start date (e.g. 27/05/2025) **Treatment end date** Required when treatment information is included. This is the date that the treatment started $\stackrel{red}{=}$ Click Add Treatment end date (e.g. 27/05/2025) $\stackrel{\boldsymbol{\Box}}{=}$ **Note:** These details are optional but may be required by some importing country requirements.

Step 10 If required, enter Containers **Containers** details for: Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate. Type of freight container Type of freight container -Air freight container choose Air or Sea Sea freight container No containers Click + Add Container No containers added yet **Enter Container number** + Add container Click + Seal number **Enter Seal number** Click Add ← Back Note: Containers These details are optional but Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate may be required by some Container number importing country requirements. Seal number(s) (optional) Seal numbers can only be added if container numbers have been recorded. If provided, the information example: MKUK9229966/132520 If you provide container details for one product line, you must provide containers against all product lines. Seal number can only be added if there are container numbers. Step 11 **SEW information** If required, enter **SEW** details Enter the Free On Board sales value for this product line **FOB** amount Additional permit details 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** Start typing to see results Related export permit date Related export permit date (e.g. 27/05/2025) Click Save $\stackrel{\text{\tiny }}{=}$ Note: SEW will need to be Cancel selected and completed if you wish to obtain your EDN through NEXDOC. Not all

products require additional permit details		
These details are optional but may be required by some		
importing country		
requirements		
Step 12 If required, enter Production	← <u>Production processes</u> Add production processes	
processes details.	Establishment type	
Click + Add Production process	Registered or Listed establishment	
Select the Establishment type:	Free text establishment	
Registered or Listed establishment – for	Continue	
markets that require		
an establishment be registered or listed		
with the department. • Free text		
establishment – for		
markets that require production details but		
do not require the establishment to be		
registered or listed with the department.		
Select relevant establishment		
type and click continue		
If adding Registered or Listed		
establishment continue to step 13		
If adding free text		
establishment continue to step		
14		
Note: production details are conditional. Some markets may		
not require them		
L		

Step 13 (Registered or Listed establishment) ← <u>Production processes</u> **Add Production processes** Complete the fields for Process start and end dates Registered or Listed The process dates refer to the duration of product processing. establishments including End date (e.g. 27/05/2025) **Start date** (e.g. 27/05/2025) $\stackrel{\text{\tiny }}{\boxminus}$ **Process Start and End dates Process Establishment number Establishment Indicator** Process Establishment number Select Add. Establishment Indicator **Note:** Click + Add Production **process** to add more than one process details. These details are optional but may be required by some importing country requirements

← Add production processes Step 14 (Free text Free text establishment details establishment) Provide details about the free text establishment. This is not validated against the establishment register, but is required by some importing markets. Establishment indicator Complete fields for free text establishment including Establishment name **Establishment indicator Establishment name** Establishment address **Establishment address Process start and end dates** Address line 1 Enter a location Address line 2 Party identification code optional City Select Add. State **Note:** Click + Add Production Postcode **process** to add more than one process details. Country Process start and end dates **Start date** (e.g. 21/10/2025) **End date** (e.g. 21/10/2025) \Box \rightleftharpoons Party identification details If required

Step 15 If required, enter Additional **Additional details** details. **Durability start and end dates** Information about product durability is optional and refers to 'use by' or 'best before dates' on the product. **Durability start and end dates** Durability start date (e.g. 21/10/2025) Durability end date (e.g. 21/10/2025) Import authority code $\stackrel{\Box}{=}$ \Box **Product Source State** Import authority code Click Save **Note:** These details are optional but may be required Product Source State by some importing country Search or select requirements Step 16 Once you have provided all Add additional details for the product. necessary information for the Additional packaging product line, select Save. <u>Treatments</u> Containers Production processes Additional details Step 17 **Progress Products for export** Once saved you will return to 1 Country the Products for exports page Application started. Your REX number is REX0001025915 2 Products REX number: REX0001025915 If you need to add another <u>Exporter</u> More Actions 🗸 product line, select either Add Line number Product description 4 Consignee another product to export or Cooking Sauce - Pasta Sauce Copy a product line. 5 Transport 6 Endorsements If you copy an existing product line, NEXDOC will copy all basic information and allow you to amend any unique information, such as the batch number, weights, packaging

Once you have all product line information saved, select **Next.**

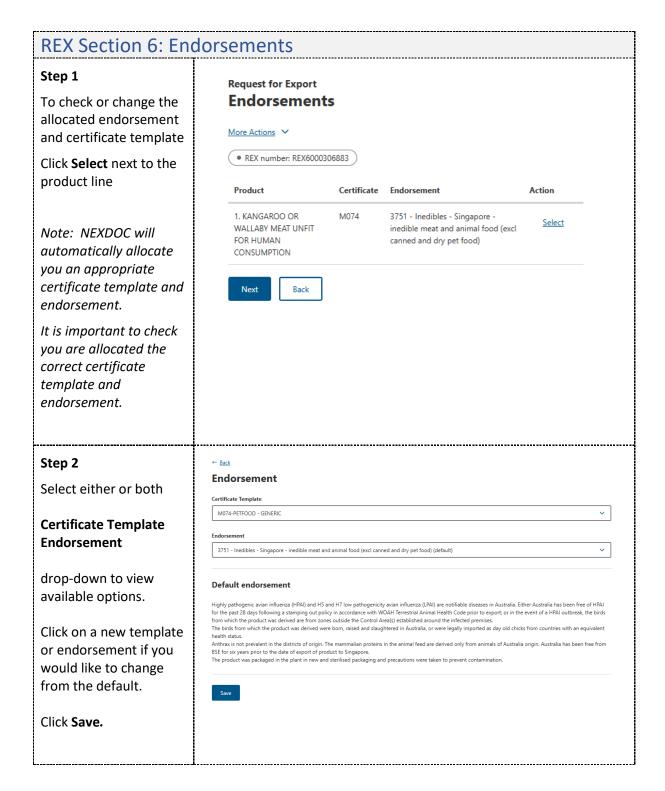
REX Section 3: Exporter Details Step 1 **Request for Export Exporter details** Exporter details are prepopulated from your More Actions ✓ **NEXDOC** exporter REX number: REX6000306883 registration. If you need to update Address 18 Marcus Clarke St Canberra ACT 2601 these details, select Phone 02 62725584 Lkuat@aff.gov.au **Email Addess** Edit exporter details or Request new exporter Edit exporter details Request new exporter Provide your Your reference Your reference. This is your internal reference for this consignment. The reference must be unique and cannot be used in the next 2 years Note: This is a mandatory field and *limited to 35 characters.* Save and next Back This will assist you in identifying the REX. The exporter reference will also appear on your invoice. Select Save and next.

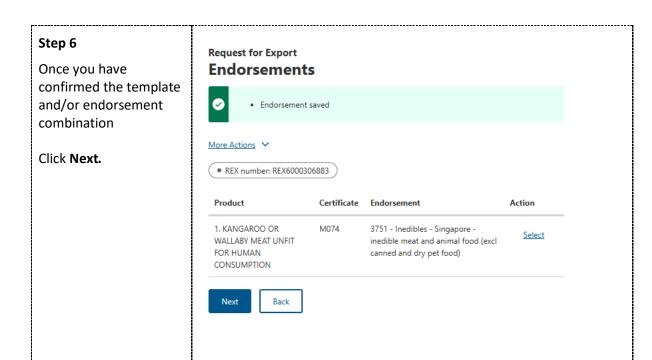
REX Section 4: Consignee Details	
Step 1	Request for Export Consignee
Enter the consignee details:	More Actions ◆ REX number: REX6000306883
Name - mandatory	Your consignee address book >
Consignee Representative – mandatory for Japan	You can select an existing consignee from your consignee address book, or add a new consignee to your consignee address book. You can also enter consignee details manually on your REX, however they will not be saved to your consignee address book. Name
and Korea	
Phone number optional Consignee address - mandatory	Consignee Representative Required for exports to Japan or Korea - please refer to MICOR for more information.
Note: While you can enter consignee details manually per consignment, you can also add consignee details to the consignee address book for future use.	Consignee address Address line 1 Enter a location Address line 2
If you wish to add an address to the consignee address book, go to Step 2 .	City State Postcode
	Country

Step 2 To add a consignee, More Actions > click the Your consignee address book link. • REX number: REX0002061794 Your consignee address book > You can select an existing consignee from your consignee address book, or add to your consignee address book. You can also enter consignee details manually however they will not be saved to your consignee address book. Step 3 Select Add consignee. **Consignee address book** Select a consignee Consignee Name Phone **Address** Agent number Reference Number Enter all relevant details and select Save. + Add consignee Step 2 Additional information If required, enter This information is optional and will print on the certificate if provided in the 'Unendorsed, commercial information' section below the government signature. Additional information. Additional information text (max 1 line of 350 characters) (optional) **Additional information** text **Notify party text** Notify party text (max 8 lines of 55 characters) (optional) Click Save and Next **Note:** These details are optional but may be Save and next required by some importing country requirements

REX Section 5: Transport Details	
Step 1 Enter the following details.	Request for Export Transport More Actions
Departure date - mandatory Load port - mandatory Discharge port - mandatory Border inspection port - optional Destination city - mandatory Transit countries - optional Note: Fields that are optional may be required by some importing countries	REX number: REX6000306883 Departure date (e.g. 03/07/2025) Load port This is the place where your goods will be loaded for export. Start typing to see results. Q Discharge port Q Border inspection port This is the overseas port where the consignment will be inspected. Optional field unless exporting to markets which require EU or UK model health certificates. Start typing to see results. Q Manually enter destination city name Destination city Transit countries Country 1
Step 2 Enter the transport details: Transport storage temperature – optional Transport Storage	Transport storage temperature Transport storage minimum temperature Transport storage temperature unit
minimum temperature – optional Transport storage temperature unit – optional Transport information -	Transfer information Transport mode Sea Air Mail
optional Transport mode - mandatory select one Sea - go to Step 3	Save and next Back

Air - go to Step 4	
Mail - go to Step 5	
Note: Fields that are optional may be required by some importing countries	
Step 3	Transport mode
Enter transport mode	Sea
for Sea.	Vessel name
Vessel name -	
mandatory	Voyage
Voyage - mandatory	
, , ,	Air
	Mail
Click Save and Next	Save and next Back
	i i
Step 4	Transport mode
Step 4 Enter transport mode	Transport mode Sea
-	
Enter transport mode	Sea
Enter transport mode for Air.	Sea Air
Enter transport mode for Air. Flight number -	Sea Air
Enter transport mode for Air. Flight number -	Sea Air Flight number
Enter transport mode for Air. Flight number - mandatory	Sea Air Flight number Mail
Enter transport mode for Air. Flight number - mandatory Click Save and Next	Sea Air Flight number Mail
Enter transport mode for Air. Flight number - mandatory Click Save and Next Step 5	Sea Air Flight number Mail Save and next Back
Enter transport mode for Air. Flight number - mandatory Click Save and Next Step 5 Enter transport mode	Sea Air Flight number Mail Save and next Back Transport mode
Enter transport mode for Air. Flight number - mandatory Click Save and Next Step 5	Sea Air Flight number Mail Save and next Back Transport mode Sea
Enter transport mode for Air. Flight number - mandatory Click Save and Next Step 5 Enter transport mode	Sea Air Flight number Mail Save and next Back Transport mode Sea Air





REX Section 7: Single Electronic Window (SEW) Step 1 **Request for Export SEW Integration** Should you wish to use Single Electronic More Actions 🗸 Window (SEW) integration to obtain REX number: REX6000306883 your EDN (Export The Single Electronic Window Integration (SEW) provides you with your Export Declaration Number Declaration Number), (EDN) via the Integrated Cargo System (ICS). tick - Would you like to ✓ Would you like to use SEW integration (ICS)? use SEW integration (ICS)? Note: 1. You must have requested access to SEW in your exporter registration for this to be available. 2. If you wish to use the SEW connection, you must have SEW details in each of your product lines. 3. The FOB total is calculated from the information in the

SEW tab of each product line. 4. An EDN can only have a consignee name of 35 characters. If the consignee name you provided to appear in the certificate is greater than 35 characters, supply a shorter version here so that you can obtain an EDN.	
Step 2 Enter the below details: FOB currency SEW consignee name Click Save and Next Note: The FOB total is drawn from the total amount in the product lines.	FOB total O FOB total is the sum of all FOB amounts quoted for all products lines for this REX. FOB currency This field may be required by the commodity and must be provided where you are integrating with ICS via SEW integration. SEW consignee name SEW consignee name is limited to 35 characters. This is the name that will be sent to the SEW.

REX Section 8: Additional Details	
Step 1 Select one Certificate	Request for Export Additional details
print indicator value. Automatic Hold	More Actions • REX number: REX6000306883
None	Certificate print indicator The following options impact when your certificate(s) are generated. Select Automatic if you would
This selection is mandatory.	like your certificate(s) to be issued after submission or Hold if you would like to preview your certificate before it is issued. Certificate Preview can be preformed after submission on the REX details screen.
Note: If you select Automatic, a print file will generate as soon as the certificate is ready to print.	Automatic Hold None
If you select Hold , you can preview the certificate prior to finalising it.	
If you select None , a certificate will not generate.	
Please refer to the NEXDOC Printing FAQ on the NEXDOC Help Page for further information regarding these options.	
Step 2	Printer selection
Select either	You can select 'Use your own printer' if you have approval to print locally, or you can select a 'Print
Use your own printer	region' to print your certificate in one of the department's offices. Select the office closest to you. Use your own printer
Print to a departmental regional office	Print to a departmental regional office If you select a 'Print region' your certificate will print to the nominated regional office and you will need to arrange collection. If you wish to print on your own premises, and can't see a 'Use your own printer' selection on screen, this may be due to importing country requirements or due to the fact you have not applied for the 'My Printer' permission within your NEYDOC Account.
This selection is mandatory.	you have not applied for the 'My Printer' permission within your NEXDOC Account.
Note:	
Use your own printer	

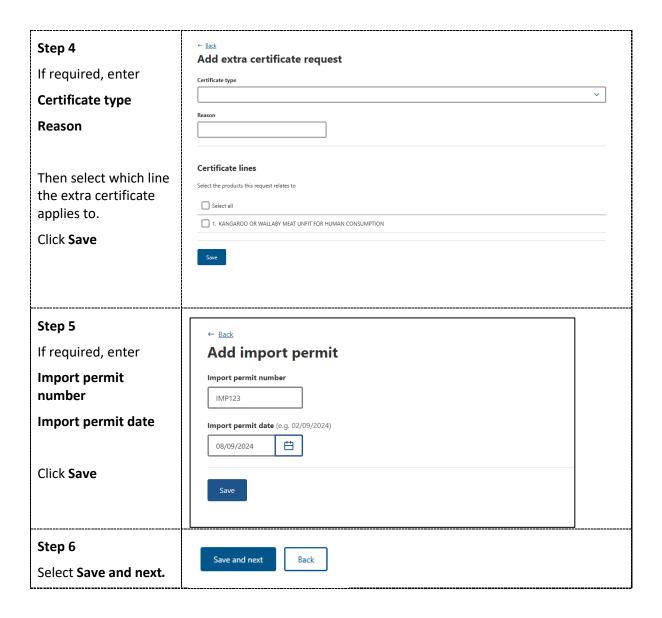
certificate remotely eg in your own office. However this it not available for all certification and will depend on the importing country requirements.

Print to a
departmental
regional office will
print the certificate to
the nominated
regional department
office, where you will
need to collect.

If you do not have the user your own printer option on screen, it may be that this particular certificate cannot be remote printed or that you do not have this option set up on your account.

Please request this permission via your registered NEXDOC exporter account.
Refer to the Manage Your Details guide on the NEXDOC help page.

Step 3 Other details If required, enter Manual EDN (optional) Other details The Department will send your request to ICS to generate an EDN number for this consignment. If you already have an EDN please enter it below noting that the Department will not send any updates based to ICS on the information contained in this request. **Manual EDN** Separate certificate Separate certificate by **Header Storage Establishment** Header Storage Establishment Number Number **Product Use Indicator** Product Use Indicator Manufacture of Petfood **Note:** These details are optional but may be required by some importing country requirements If required, under Request extra certificates Request extra Submit a request to add extra certificates or supporting documents that you need for this certificates, click consignment. Please note that there may be a charge associated with requesting additional documentation. + Add extra certificate request – go to Step 4 No extra certificate requests And/Or No extra certificate requests added yet. + Add an import permit – go to Step 5 + Add extra certificate request Import permits Record the import permit number and import permit date. You can list up to 6 import permits. No import permits No import permits added yet. + Add an import permit Save and next Back



REX Section 9: Attachments

Step 1

Each certificate must comply with importing country requirements. Where required, provide all relevant documentation to support your request. Relevant documentation may include, but is not limited to, import permits and manufacturers declarations.

Request for Export **Progress** Attachments 1 Country More Actions 🗸 2 Products REX number: REX0001025915 3 Exporter No attachments 4 Consignee No attachments added yet 5 <u>Transport</u> 6 Endorsements 8 Additional details 9 Attachments 10 Submit

Select + Add attachment.

Step 2

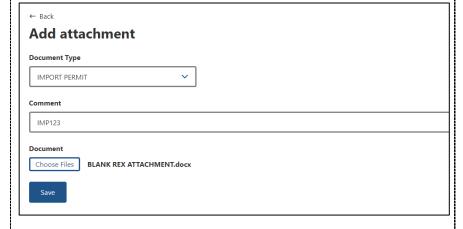
Select the **Document Type** drop-down menu and select the type of attachment. Supported file types include: jpg, tiff, gif, rtf, jfif, png, docx, tif, txt, pdf, xml, jpeg, doc, and jpe.

The Document Type field is mandatory if you are attaching a document.

Provide a **Comment** in relation to your attachment, if applicable.
The Comment field is optional.

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

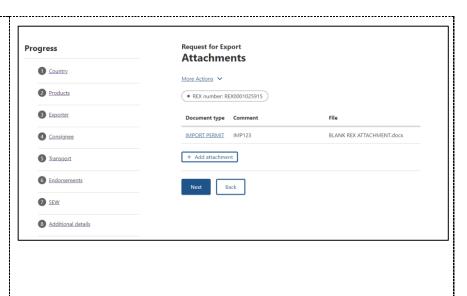
Select Save.



Step 3

Repeat Step 2 until you have attached all necessary documentation to support your application. You must attach all required documents so that the departmental officer has them available to review when assessing your REX.

Select Next.



REX Section 10: Submit Step 1 Progress Lodge REX The Declaration will 1 Country display. Products • REX number: REX0001025915 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 undestrand I may commit an offence or be liable to a civil penalty under the Exports Control Act 2020 (Act) or the Climinal Code Act 1993 if I make a later or midleading statement in this application or provide laise or midleading information or documents to the Department. 1. 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 Rick have been compiled with, or will be compiled with before the goods are imported into the importing country, and 2. any importung country requirements relating to the goods have been met or will be met before the goods are imported into the importing country. If you wish to proceed Consignee with your lodgement, Transport click I agree. 6 Endorsements 7 SEW Step 2 **Request for Export** If displayed, select Lodge REX declarations. More Actions V REX number: REX6000306883 Click Next Select ALL declarations: The products comply with the avian influenza importing country requirements and all **Note:** Not all REXs will attestations on the certificate. This declaration is supported by records. have declarations, these The mammalian proteins in the animal feed are derived from animals of Australian origin are determined by importing country requirements.

Step 3 Request for Export Progress Lodge REX The destination country 1 Country More Actions 🗸 and products will 2 Products • REX number: REX6000339876 display. If there are no Country: GERMANY 3 Exporter changes required, Products Consignee 5 Transport Click Lodge REX. LUNGS - FROZEN OVINE LUNG - PETFOOD MATERIAL ONLY 6 Endorsements Lodge REX now. 7 SEW Lodge REX 9 Attachments 10 In progress Submit Step 4 • Request Id 02241154677512 A confirmation message REX lodged. will appear, alongside the Service ID • Your request for export REX0001025915 is under review. A notification will be sent when your Certificate is ready. associated with your application. Your REX **REX lodged** may require assessment • REX number: REX0001025915 from a departmental Your REX has been lodged with the department, and is pending for review officer prior to approval.

End