



## Meat registrations and tokens for NEXDOC

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### Purpose of this document

This document provides information on NEXDOC meat registrations and NEXDOC tokens.

### Types of registrations

#### Online Services account

- Every individual who requires access to NEXDOC and is involved with a Request for Export (REX) needs to create an Online Services account. This is necessary whether you use the portal or third-party software.
- When the registration request is completed, an AgID is generated (Example: AG001193500). The email address used to register on the Online Services portal is what will be used to identify you in the NEXDOC system.
- Once you have completed this registration, you can be added into a Client Group.
- For most individuals, this is the only registration you need to complete.
- If you need to register an export business or manage/create client groups, you will be able to do so once your Online Service account is created. Not every individual within an export business is required to do this. To assist with these additional registrations, [HERE](#) are meat specific guides and [HERE](#) are general NEXDOC guides.
- If you require the Approved Export Permit Declarant (AEPD) permission, it will be applied to this registration.
- This registration provides a gateway to register an export business, create and manage a client group, or be added to an existing client group.

#### Exporter registration

- This application registers an exporter/business that is legally liable for the goods being exported. The exporter details provided in this registration will appear on the export certificate.
- When you register an exporter/export business you will receive an Exporter ID - e.g. AA1234.
- This registration allows you to use the NEXDOC portal, or alternatively, use of an Exporter ID in NEXDOC third-party software for REX lodgements. You may use your own Exporter ID or provide this to a third-party to complete REX activities on your behalf.
- This registration does not provide third-party software connectivity.



## Client Group Administrator and Client Groups

- This application is for an individual who wishes to manage their business' client group/s and is wanting to use third party software. The person who lodges this registration will become the Client Group Administrator. In addition, it will generate a Client Group ID – e.g. CGAA12345 and a Client Group token.
- A Client Group replicates the function of an EDI user in EXDOC.
- The Client Group ID and Client Group token are used to connect with NEXDOC third party software.
- Client Group Administrators can create client groups and add and/or remove members.
- Once a Client Group is created, the Administrator can add anyone who has an Online Services account as a member.
- A Client Group (and its members) undertake work on behalf of an Exporter. For some businesses, they may maintain both the Exporter role and Client Group functions. This is the case for export companies who legally own and export the goods while also managing their own documentation.

## Client Group Member

- A Client Group Member is an individual person who has been added to a Client Group.
- You will need to be a Client Group Member to undertake any activity in NEXDOC third-party software.
- A Client Group Administrator can add you to a Client Group. You only need an Online Services account for this to occur. You will be added via the email address used to register on the Online Services portal.
- An individual can be a Client Group Member within multiple Client Groups.

## Automated Export Permit Declarant (AEPD)

- There is a manual registration form that needs to be completed: [approved-export-permit-declarant-application-nexdoc-v1.0.pdf](#). This form needs to be completed for each establishment you will be validating on behalf of. You will find more information [HERE](#).
- Once this application is approved, the AEPD permission will be granted to the individual.
- You must be registered on the Online Services portal and then added into a Client Group for the department to technically apply this permission.



## Tokens explained

There are three types of NEXDOC tokens. Tokens allow businesses to connect with third-party NEXDOC software packages. They also enable the identification of software providers, businesses and individuals operating within the NEXDOC system.

The [NEXDOC helpdesk](#) can assist you with obtaining NEXDOC tokens and your software vendor will advise you how to use them within your software package.

### Web Service token

Depending on the software being used, a business will either apply to create their own Web Service token or they will be given this token from their software provider. Please check with your software provider as to whether you need to obtain this web service token yourself. This token request can be found on the Online Services request page where the other NEXDOC registration options are. Please do not request this token unless advised by your software vendor.

### Client Group token

This token is generated when a Client Group is created by a Client Group Administrator and uniquely identifies the business. A Client Group Administrator/business may have multiple Client Groups, but every Client Group has their own unique token.

### Client Group Member token

This token is generated for an individual when they are added and become a member within a Client Group. An individual is added to a Client Group via their Online Services email. This token uniquely identifies an individual and is connected to this email address. Once a member token is generated for an individual, it does not change. An individual and their associated member token can be added to multiple Client Groups. For those who receive the AEPD permission, it is associated with this unique token.