USER GUIDE

# NEXDOC: Obtaining an Export Declaration Number (EDN) through the Single Electronic Window (SEW) connection with the Integrated Cargo System (ICS)

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## Purpose of this document

The purpose of this document is to highlight the fields within the Request for Export (REX) application that must be populated to obtain an Export Declaration Number (EDN) via Single Electronic Window (SEW). These fields are provided to the Integrated Cargo System (ICS), via SEW, and return an EDN to the exporter.

With these fields populated, on lodging the REX you will receive a notification in your NEXDOC inbox confirming the ICS connection and your EDN.

The fields below need to be populated before lodging your REX.

Note: This guide will not outline how to lodge a REX. It will show the fields within the workflow that are necessary for an EDN.

## How to ensure an Exporter ID is created for my products in the NEXDOC portal

## Products tab

|  |  |
| --- | --- |
| Step 1  In Section 2, when adding a product for export, you will need to ensure you have provided the **AHECC** and the **Gross Weight.**  Note: The appropriate AHECC codes will be visible in the AHECC drop down field. Simply select the available option. |  |
| Step 2  Scroll down the Products and select the **SEW** tab. |  |
| Step 3  Insert the **Net Weight Amount**, **Net Weight Unit** and **FOB amount**.  Select **Save**. |  |
| Step 4  Select the **Additional Details** tab. |  |
| Step 5  Select the **Product Source State** drop down field and select the appropriate State or Territory.  Select **Save**. |  |
| Step 6  Select **Save**. |  |

## Exporter tab

|  |  |
| --- | --- |
| Step 1  Select the **Exporter** tab. |  |
| Step 2  Type your exporter reference in the **Your reference** field.  Select **Save and next**. |  |

## Consignee tab

|  |  |
| --- | --- |
| Step 1  Select the **Consignee** tab |  |
| Step 2  Type the Consignee Name in the name field. |  |
| Step 3  Type the **Consignee Address** in the address field.  Select **Save and next**. |  |

## Transport tab

|  |  |
| --- | --- |
| Step 1  Select the **Transport** tab |  |
| Step 2  Click on the **Departure date** field.  A pop-up calendar will appear.  Select a date from the calendar. |  |
| Step 3  Select the **Load port** field. Type the load port. |  |
| Step 4  Select the **Discharge port** field. Type the discharge port. |  |

## SEW tab

|  |  |
| --- | --- |
| Step 1  Select the **SEW** tab |  |
| Step 2  Select the SEW integration box is ticked. |  |
| Step 3  Select the FOB currency.  Select **Save and next**. |  |
| The above fields are required to be populated before lodging your REX.  Once lodged you will receive a notification in your NEXDOC inbox confirming the ICS connection and your EDN.  Please note, this notification can take 5-10 minutes to generate in your NEXDOC inbox. | |

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## Contact the NEXDOC help desk.

For more information or assistance, please contact [NEXDOC@aff.gov.au](mailto:NEXDOC@aff.gov.au)