# **Lodge a Request for Export (REX) to obtain the NX188B or NX188M certificate**

The below guide shows how to lodge a Request for Export (REX) in NEXDOC for the NX188B or NX188M export certificates.   
  
This guide assumes that you have already registered as an Other Goods exporter in NEXDOC.

* If you have not yet registered as an NEXDOC exporter, please refer to the **Create a NEXDOC Exporter Account** [pdf](https://www.agriculture.gov.au/sites/default/files/documents/create-manage-your-account-nexdoc.pdf) or [docx](https://www.agriculture.gov.au/sites/default/files/documents/create-manage-your-account-nexdoc.docx) guide.
* If you are registered as a NEXDOC exporter, but need to add Other Goods to your exporter account, please refer to the **Add or Remove Exporter to Exporter Account** [pdf](https://www.agriculture.gov.au/sites/default/files/documents/nexdoc-portal-how-to-add-or-remove-user-to-exporter-account.pdf) or [docx](https://www.agriculture.gov.au/sites/default/files/documents/nexdoc-portal-how-to-add-or-remove-user-to-exporter-account.docx) guide.

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| Log in to the Online Services Portal | |
| Go to the [Online Services Portal](https://online.agriculture.gov.au/portal/#/) and click on the Login button. | Image of the online services portal log in page. The blue login buttondisplays under "Email or Client ID" and "Password" fields. |

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| NEXDOC Portal Homepage | |
| Click on the **Lodge a Request for Export (REX)**link. | Image of the Welcome to Agriculture Online Services page. Two service links are displayed at the bottom of the page: Go to NEXDOC Homepage and Lodge a request for Export (REX). |

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| Start a new request for export (REX) | |
| **Step 1**  Select **Other Goods** from the **Commodity type of your export**drop down menu | Image of the field to enter in the commodity you wish to export, via drop down mechanism |
| **Step 2**  Read the Other Goods product information now displaying.   If the product information does not apply to your goods, please check the [Manual of Importing Country Requirements](https://micor.agriculture.gov.au/Pages/default.aspx) (Micor) or contact the department for advice.  If the product information applies to your goods, continue to Step 3. | This is a screenshot of the Start a new request for export page. There are two red frames surrounding Other Goods product information. |
| **Step 3**  If you are exporting **imported goods**:   * Select the checkbox. * Refer to the **OTHER GOODS – How to lodge a Request for Export (REX) for NX418** on the [NEXDOC help page](https://www.agriculture.gov.au/biosecurity-trade/export/certification/nexdoc/help#daff-page-main).   If you are exporting goods that **have not** been imported to Australia:   * Leave the checkbox blank. * Click on the **Start** button. | Image shows selection of 'other goods' iin start a new REX application |

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| REX Section 1: Country | |
| Select the destination country from the **Country you wish to export to**drop down menu.  Click on the **Next**  button. | This screenshot shows the Request for Export Country to Export to tab with a country selected. The Next button displays ta the bottom of the screen. |

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| REX Section 2: Products | |
| **Step 1** In this step, you declare the number of product lines you have for export.  **Note**: The number of lines you have for export will affect the steps you need to follow.  If you have **less than 20 lines**:   * Select the **Less than 20 lines** radio button. * Click on the **Add a product to export** link. * Go to Step 4.   If you have **20 lines or more**:   * Select the **20 or more product lines** radio button. * Go to Step 2. | Image shows the products for export page. There are two radio buttons at the top of the screen to select the number of lines.  The middle part of the screen shows that no products have been added yet. The add a product to export hyperlink is at the bottom of the page. |
| **Step 2**  There are two options for supplying the product details for a REX of 20 or more lines.  **Option 1: Entering lines individually**  This option involves more data entry but allows you to use the Single Electronic Window (SEW) connection to obtain your export declaration number (EDN).  To enter lines individually:   * Click on the **Add a product to export** link * Go to Step 4.   **Option 2:** **The** **packing list** **function** The packing list involves entering product information into a table, and you can paste data in from your own spreadsheet. If you use the packing list, you **will not be** able to use SEW to obtain your EDN.  To use the packing list option:   * Click on the **Add multiple products using a packing list** link * Go to Step 3. | Image showing the options available to you if you select more than 20 product lines, including to add individual lines via the 'add a product to export mechanism' or adding bulk upload of lines via the 'add multiple products via a packing list' functionality' |
| **Step 3**  Enter your packing list information into the table by either:   * Entering the information directly into the table * Creating the packing list in your own spreadsheet software and then copying and pasting it into the table.   Once you have entered the information, click **Save and next**.  The system will return you to the **Products for Export** screen, where you have the option to view and edit the product list.  When your products are all entered correctly, proceed to [**REX Section 3: Exporter details**](#_REX_Section_3:) | Image showing the add multiple products via a packing list page |
| **Step 4**  Select the ***Product you wish to export*** drop down and choose the relevant product group type.  This is a mandatory field.  **Note**: There is information at the top of the screen on the different product groups within the Other Goods commodity. | Image showing the first stage of adding products via line by line, asking the user to select a broad category of goods that their export falls under |
| **Step 5**  Select a suitable option from the **What is the product category?** drop down menu.  **Note**: You can type in the box to narrow down the categories displayed.  This product category will appear on your export certificate as the *Description of Goods.*  This is a mandatory field. | Image showing user how to select their product category via a drop down box |
| **Step 6**  If you wish to provide a more specific description of your product, you can use the optional **Manual product description** field.  If provided, the text in this field will appear on your export certificate as the **Description of Goods***.*  This is an optional field and **will override** the product category description selected in step 5. | Image showing the manual product description field |
| **Step 7**  Select a suitable option from the **What is the product packed in?** drop down field.  This is a mandatory field. | Image showing drop down box of what the product is packed in |
| **Step 8**  Select the **Preservation** type for the product.  This is a mandatory field. | Image showing drop down box of the preservation field |
| **Step 9**  Select the relevant **AHECC** code for the product.  This is an optional field but becomes mandatory if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC. | Image showing drop down box to select AHECC code |
| **Step 10**  Provide the **Net metric weight amount** and the **Net metric weight unit*.***  These fields are mandatory.  The **Gross metric weight amount** and **Gross metric weight unit** are optional fields but become mandatory if you wish to use SEW to obtain your EDN.  All weight fields must equal more than zero. | Image showing where to enter net metric weight and gross metric weight |
| **Step 11**  Provide the **Batch Code*.*** This field is optional and will appear on your certificate, if provided.  This field has a limit of 30 characters. | Image showing where to enter batch code |
| **Step 12**  Provide the **Outer packaging** details.  The **Package type, Quantity, Individual package weight,** and **Weight** **unit** are mandatory fields.   These details will appear alongside the **Category type** and **Preservation type** on the certificate unless you provide a **Manual product description**. | *Image showing where to enter outer packaging, including package type, quantity, individual package weight and weight unit* |
| **Step 13**  Provide the **Shipping marks*.***  This field is optional and has a limit of 30 characters. | Image of where to enter shipping marks |
| The below information relates to the **Additional details of the product.** | |
| Details relating to **Containers** are optional.  **SEW** fields are optional. However, the **Net weight amount, Net weight unit and FOB amount**fieldsbecomemandatory if you are using SEW to obtain your EDN.  Details relating to the **Production processes** are mandatory.  **Additional details** are optional. In this tab, the **Product Source State** field becomes mandatory if you wish to use SEW and obtain your EDN. | Image showing additional details or the product including options to enter containers, Single Electronic Window information, production processes and additional details  **Mandatory if SEW is required.**  **Mandatory**  **Optional**  **Optional**  **Optional** |
| **Step 14**  Scroll down to **Add additional details for the product** and  click onthe **Production processes** link**.** | Image showing selection of production processes |
| **Step 15**  Provide the free text **Manufacturer name**and enter the **Manufacturer Address** details.  These are the only mandatory field for markets requiring the NX188B or NX188M certificate.  All other fields are optional. | Image showing where to enter manufacturer name which is the only mandatory field for manufacturers details |
| **Step 16**  Click the **Product** link to go back to the product screen | Image showing how to navigate back to the product line by clicking the 'products' link in the top right corner |
| **Step 17**  You will return to the **Product** screen. | Image showing the return to the product screen |
| **Step 18**  **Container details** areoptional.  **Note:** If you decide to provide container details for one product line, you must provide them against all product lines.   * If you wish to add container details, click on the **Containers** link. * If you do not wish to add containers, go to Step 22. | Image showing the selection of the 'containers' link at the top of the additional details section |
| **Step 19**  Select the relevant type of freight container then select **Add container**.  If your container is:   * air freight, go to Step 20. * sea freight, go to Step 21. | Image showing the options to add container details including air frieght check box and a sea freight check box |
| **Step 20**  Enter the air freight container number in the Container **number** field.  If seal numbers are available, select **Add seal number** and enter the **Start** and **End seal numbers**.  Select **Add** and go to Step 22.  Note: It is optional to provide air container number details. | Image showing how to enter in an airfrieght container, including container number field and seal start an ent numbers (if available) |
| **Step 21**  Enter the sea freight container number in the **Container number**field.  Select **Add seal number** and provide the details.  **Note**: It is optional to provide sea container number details. | Image showing how to enter product details via seafrieght |
| **Step 22**  SEW information is optional**.**   * If you wish to obtain your EDN through NEXDOC, select **SEW*.*** * If you do not wish to obtain your EDN through NEXDOC, go to Step 24. | Image showing how to enter in single electronic window details to obtain your EDN through the NEXDOC system if required |
| **Step 23**  To obtain your EDN through NEXDOC, you must provide the **Net weight amount**, **Net weight unit** and **FOB amount**.  Select **Save*.*** | Image showing how to enter in single electronic window details to obtain your EDN through the NEXDOC system if required |
| **Step 24**  Once you have provided all the necessary information, select **Save.** | Image showing how to select save to finalise line item |
| **Step 25**  You will return to the **Products for export** page.  If you need to add another product line, select either **Add another product to export** or **Copy a product line*.***  If you copy an existing product line, NEXDOC will copy all base information and allow you to amend any unique information, such as the batch number.  Once you have all product line information saved, select **Next.** | Image showing the line item detail on the page |

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| REX Section 3: Exporter Details | |
| Exporter details are prepopulated from your NEXDOC exporter registration.  If you need to update these details, select **Edit exporter details**.  Provide your**Exporter Reference*.*** This is a mandatory field and limited to 35 characters. This will assist you in identifying the REX. The exporter reference will also appear on your invoice.  Select **Save and next*.*** | Image showing exporter details |

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| REX Section 4: Consignee Details | |
| **Step 1**  Provide the consignee **Name**. This is a mandatory field.  Provide the consignee **Phone number**, if known.  This is an optional field.  Provide the **Consignee address**. This is a mandatory field.  Select **Save and next*.* Note**: While you can enter consignee details manually per consignment, you can also add consignee details to the consignee address book for future use.   If you wish to add an address to the consignee address book, go to **Step 2**. | Image showing consignee details field |
| **Step 2** To add a consignee, click the **Your consignee address book** link**.** | Image shows consignee address book |
| **Step 3**  Select A**dd consignee.**  Enter all relevant details and select **Save.** | Image shows add consignee |

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| REX Section 5: Transport Details | |
| **Step 1**  Enter the **Departure date*.*** This is a mandatory field.  Select the **Load port*.*** This is a mandatory field.  Select the**Discharge port**. This is a mandatory field.   The **Border inspection port** is an optional field   Provide the **Destination city**. This is a mandatory field. | Image showing transport details field including departure date, load port, discharge port border inspection port and destination city |
| **Step 2**  Select the **Transport mode**. It is mandatory to select one of **Sea**, **Air** or **Mail.**   * If you select **Mail**, go to Step 4. * If you select **Air**, go to Step 3. * If you select **Sea**, provide the **Vesselname** and **Voyage**. These are mandatory fields. Then go to Step 4. | Image showing the selection of the transport mode, including sea, air or mail check boxes. Image also shows what fields are required if you select the sea checkbox, including vessel name and voyage details |
| **Step 3**  If you select **Air**, you must provide the **Flight Number**. This is a mandatory field. | Image showing field that are required if you select the air freight field, including flight number |
| **Step 4**  Select **Save and next*.*** | Image showing save and next button |

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| REX Section 6: Templates and Endorsements | |
| **Step 1**  NEXDOC will automatically allocate you an appropriate template and endorsement, if applicable.  It is your responsibility to check that the template and endorsement combination is appropriate for your market.   * If you would like to change the template and endorsement for a line, go to step 2. * Otherwise, go to step 4 for information on free text endorsements. | Image showing the endorsements field |
| **Step 2**  If you would like to change the template and endorsement, click the **Select** link. | Image showing how to change your certificate and or/endorsement by hitting the 'select' link |
| **Step 3**  Select **Certificate Template** drop-down and the **Endorsement** drop down to view available options.  If you have selected a change,  press **Save*.*** | Image showing drop downs of certificate templates and endorsements |
| **Step 4**  NEXDOC will allocate negotiated and/or known endorsements. However, if you have evidence of the importing country requiring an endorsement not available in the system, you can provide this text via the **Add Free Text Endorsement** function.  This will generate a Free Text Endorsement request for the department to review and approve before it can appear on your export certificate.  If you wish to request a free text endorsement, go to Step 4. Otherwise, go to Step 6. | Image showing how to select a free text endorsement |
| **Step 5**  **Check that the free text endorsement you are requesting is applicable to all lines in your REX application.**  **Note:** The free text endorsement applies to the whole REX, meaning only one certificate will generate with all products listed against this endorsement.   * If the free text endorsement applies, then click on **Add Free Text Endorsement.**   **Note:** If a free text endorsement is included in the REX, you must also attach evidence of the endorsement in the[Attachments](#_REX_Section_9:)tab. | Image showing how to select a free text endorsement |
| **Step 6**  Once you have confirmed the template and/or endorsement combination, select **Next*.*** | Image showing the template and endorsement combination |

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| REX Section 7: Single Electronic Window (SEW) | |
| Should you wish to use Single Electronic Window (SEW) integration to obtain your EDN (Export Declaration Number), you will need to complete the details on this screen.  **Notes:**   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. 5. You cannot use SEW for requests for REXs that are using the packing list functionality. | Image showing Single Electronic Window Final integration |

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| REX Section 8: Additional Details | |
| **Step 1**  Select your **Certificate print indicator** value.  You must select **Automatic** or **Hold**.  This selection is mandatory.  **Note:**  If you select automatic, a print file will generate as soon as the certificate is ready to print. If you select hold, you can preview the certificate prior to finalising it.  Please refer to the **NEXDOC Printing FAQ** on the [NEXDOC Help Page](https://www.agriculture.gov.au/biosecurity-trade/export/certification/nexdoc/help#daff-page-main) for further information regarding these options. | Image showing print indicator with check boxes for automatic or hold |
| **Step 2**  Selecting the **Use your own printer**tick box will allow you to print your certificate remotely, rather than needing to collect it from a regional department office.   If you do not have the user your own printer option on screen, please request this permission via your registered NEXDOC exporter account. Refer to the **Manage Your Details** guide on the [NEXDOC help](https://www.agriculture.gov.au/biosecurity-trade/export/certification/nexdoc/help#daff-page-main) page. | Image showing printer selection options |
| **Step 3**  If you do not wish to print remotely, you must select an available regional office in the **Print to a departmental regional office**field**.**  You will need to submit a collection list to the department’s Assessment Services (Exports) team to collect the certificate/s. If you do not have a copy of the collection list form, please email [foodexports@aff.gov](mailto:foodexports@aff.gov) . | Image showing option to select printer in the region if required |
| **Step 4**  If you wish to include your **EDN** (not obtained through the SEW) in the Request for Export (REX), then you can enter it in the **Manual EDN** field under **Other details**. This is **not a** mandatory field. | Image showing field to enter free text endorsments |
| **Step 5**  Should you wish to save your import permit number and import permit date within your REX, select **Add an import permit*.***  This is an optional feature and will appear on your certificate, if provided. | Image showing where to add import permit details |
| **Step 6**  Provide your **Import permit number** and **Import permit date**.These are optional fields.  If provided, these details will appear on the export certificate. The import permit date must be in the past.  Select **Save**. | Image showing fields to enter for import permit details |
| **Step 7**  Select **Save and next*.*** | Image showing attachments page |

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| REX Section 9: Attachments | |
| **Step 1**  The department assesses each certificate request against importing country requirements. Provide all relevant documentation to support your request. Relevant documentation may include, but is not limited to, import permits and manufacturers declarations.  Select **Add attachment**. | Image showing attachments page |
| **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*.*** | Image showing fields to complete to add attachments, including document tpe, comments and choosing files to upload |
| **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**. | Image showing uploaded attachments and the save button |

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| REX Section 10: Submit | |
| **Step 1**  The Declaration will display. Please read this carefully.  If you wish to proceed with your lodgement, select **I agree*.*** | Image showing lodge rex page, including declarations |
| **Step 2**  The destination country and products will display. If there are no changes required, select **Lodge REX*.*** | Image showing product details market details in the final step before lodging |
| **Step 3**  A confirmation message will appear, alongside the Service ID associated with your application. Your REX is now awaiting assessment from a departmental officer.  You will receive a notification in the portal when the assessment is complete. | Image showing status messages recieved when lodging REXs |

**End**