



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

<p>Step 1</p> <p>In Section 2, when adding a product for export, you will need to ensure you have provided the AHECC and the Gross Weight.</p> <p>Note: The appropriate AHECC codes will be visible in the AHECC drop down field. Simply select the available option.</p>	<p>Add details for the product</p> <p>What is the product category? <input type="text"/></p> <p>What is the product packed in? <input type="text"/></p> <p>Can't find the product packed in the list?</p> <p>AHECC <input type="text"/></p> <p>Net metric weight amount <input type="text"/> Net metric weight unit <input type="text"/></p> <p>Gross metric weight amount <input type="text"/> Gross metric weight unit <input type="text"/></p> <p>Manual product description (optional) <small>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.</small> <input type="text"/></p> <p>Batch code <input type="text"/></p>
<p>Step 2</p> <p>Scroll down the Products and select the SEW tab.</p>	<p>Add additional details for the product.</p> <p>Containers <input type="text"/></p> <p>Production processes <input type="text"/></p> <p>Additional details <input type="text"/></p> <p><input type="button" value="Save"/></p>

Step 3

Insert the **Net Weight Amount, Net Weight Unit** and **FOB amount**.

Select **Save**.

[← Product](#)

SEW information

Net weight amount

Net weight unit

FOB amount

Enter the Free On Board sales value for this product line.

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 (e.g. 26/04/2024)

Save

Cancel

Step 4

Select the **Additional Details** tab.

Add additional details for the product.

[Containers](#)

[SEW](#)

FOB Amount 5000 Net weight 1000 KGM

[Production processes](#)

[Additional details](#)

Save

Step 5

Select the **Product Source State** drop down field and select the appropriate State or Territory.

Select **Save**.

[← Product](#)

Additional 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 date (e.g. 26/04/2024)

Durability end date (e.g. 26/04/2024)

EU Treatment type

Search or select

Product Source State

Search or select

Save

Cancel

Step 6
Select Save.

Request for Export
Product for export

Product you wish to export

Honey (SABH) ▼

Can't find the product in the list? ▼

Add details for the product

What is the product category?

Honey - Standard (HS0302) ▼

What is the product packed in?

SKB (A) ▼

Can't find the product packed in the list? ▼

Preservation

Select the type of preservation used for your product. If you select Frozen, Chilled or Unrefrigerated, this text will be in front of the product description on the export certificate. For example: 'Frozen juice' or 'Chilled juice'. If you make no selection the certificate will just show 'Juice'.

No preservation ▼

ANEC

Natural honey (940600) ▼

Net metric weight amount

1000

Net metric weight unit

kilogram ▼

Gross metric weight amount

1000

Gross metric weight unit

kilogram ▼

Manual product description (optional)

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 dependent 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.

Bunch code

10023

Outer packaging

Package type

Select the outer package type that the product is packed in. For example: Carton.

Cartons ▼

Quantity

Enter the number of outer packages for the product lot.

50

Individual package weight

Enter the weight of each item inside the outer package. For example, the individual package weight might be 10 KG.

50

Weight unit

kilogram ▼

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.

Test1234

Add additional details for the product.

[Comments](#)

[ETD](#)

FOB Amount 5000 Net weight 1000 kgM

[Production reference](#)

[Additional details](#)

Source state TAC

Save

Exporter tab

Step 1

Select the **Exporter** tab.

Progress

- 1 [Country](#)
- 2 [Products](#)
- 3 **In progress**
Exporter
- 4 [Consignee](#)
- 5 [Transport](#)
- 6 [Endorsements](#)
- 7 [SEW](#)
- 8 [Additional details](#)
- 9 [Attachments](#)
- 10 [Submit](#)

Request for Export Exporter details

[More Actions](#) ▾

• REX number: REX0000668970

Department of Agriculture,
Fisheries and Forestry

Address 70 Northbourne Ave Canberra ACT 2601

Phone 0262721234

Email Address User.Guide@aff.gov.au

[Change exporter](#)

[Edit exporter details](#)

[Request new exporter](#)

Your reference

This is your internal reference for this consignment. The reference must be unique and cannot be used in the next 2 years.

Save and next

Back

Step 2

Type your exporter reference in the **Your reference** field.

Select **Save and next**.

Progress

- 1 [Country](#)
- 2 [Products](#)
- 3 **In progress**
Exporter
- 4 [Consignee](#)
- 5 [Transport](#)
- 6 [Endorsements](#)
- 7 [SEW](#)
- 8 [Additional details](#)
- 9 [Attachments](#)
- 10 [Submit](#)

Request for Export Exporter details

[More Actions](#) ▾

• REX number: REX0000668970

Department of Agriculture,
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Address 70 Northbourne Ave Canberra ACT 2601

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[Edit exporter details](#)

[Request new exporter](#)

Your reference

This is your internal reference for this consignment. The reference must be unique and cannot be used in the next 2 years.

Save and next

Back

Consignee tab

Step 1

Select the **Consignee** tab

Progress

- [Create](#)
- [Details](#)
- [Consignee](#) (highlighted in red)
- [Documents](#)
- [Edit](#)
- [Additional details](#)
- [Attachments](#)
- [Submit](#)

Request for Export Consignee

[More Actions](#) ▾

• REX number: REX0000668970

[Your consignee address book](#) >

You can enter 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

Phone number (optional)

Consignee address

Address line 1

Address line 2

City

State

Postcode

Country

Additional information

This information is optional and will print on the certificate if provided in the 'Unsanctioned, commercial information' section below the government signature.

Lot number (optional)

[Save and next](#) [Back](#)

Step 2

Type the Consignee Name in the name field.

Request for Export Consignee

[More Actions](#) ▾

• REX number: REX0000668970

[Your consignee address book](#) >

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

Phone number (optional)

Consignee address

Address line 1

Address line 2

City

Step 3

Type the **Consignee Address** in the address field.

Select **Save and next**.

Consignee address

Address line 1

Lebuhraya Utara - Selatan

Address line 2

City

Jitra

State

Kedah

Postcode

Country

MALAYSIA

Additional information

This information is optional and will print on the certificate if provided in the 'Unendorsed, commercial information' section below the government signature.

Lot number (optional)

Save and next

Back

Transport tab

Step 1

Select the **Transport** tab

Progress

1 [Country](#)

2 [Products](#)

3 [Exporter](#)

4 [Consignee](#)

5 **In progress**

Transport

6 [Endorsements](#)

7 [SEW](#)

8 [Additional details](#)

9 [Attachments](#)

10 [Submit](#)

Request for Export Transport

[More Actions](#) ▾

• REX number: REX0000668970

Departure date (e.g. 26/04/2024)

Load port

This is the place where your goods will be loaded for export. Start typing to see results.

Discharge port

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.

Destination city

Transit countries

• Country 1

Step 2

Click on the **Departure date** field.

A pop-up calendar will appear.

Select a date from the calendar.

Request for Export Transport

[More Actions](#) ▾

• REX number: REX0000668970

Departure date (e.g. 26/04/2024)

< April 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Destination city

Transit countries

• Country 1

Step 3

Select the **Load port** field. Type the load port.

Request for Export Transport

[More Actions](#) ▾

• REX number: REX0000668970

Departure date (e.g. 26/04/2024)

10/05/2024 

Load port

This is the place where your goods will be loaded for export. Start typing to see results.

X

Discharge port

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.

Destination city

Step 4

Select the **Discharge port** field. Type the discharge port.

Request for Export Transport

[More Actions](#) ▾

• REX number: REX0000668970

Departure date (e.g. 26/04/2024)

10/05/2024 

Load port

This is the place where your goods will be loaded for export. Start typing to see results.

X

Discharge port

X

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.

Destination city

Transit countries

• Country 1

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.

Contact the NEXDOC help desk.

For more information or assistance, please contact NEXDOC@aff.gov.au