



USER GUIDE

NEXDOC: How to add a new commodity to my existing profile

In this document

This document contains the following topics.

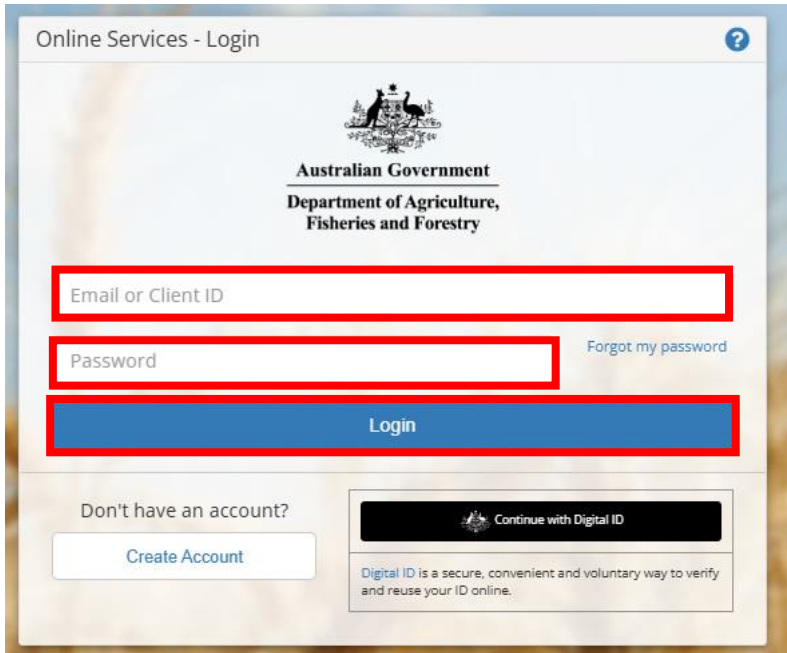
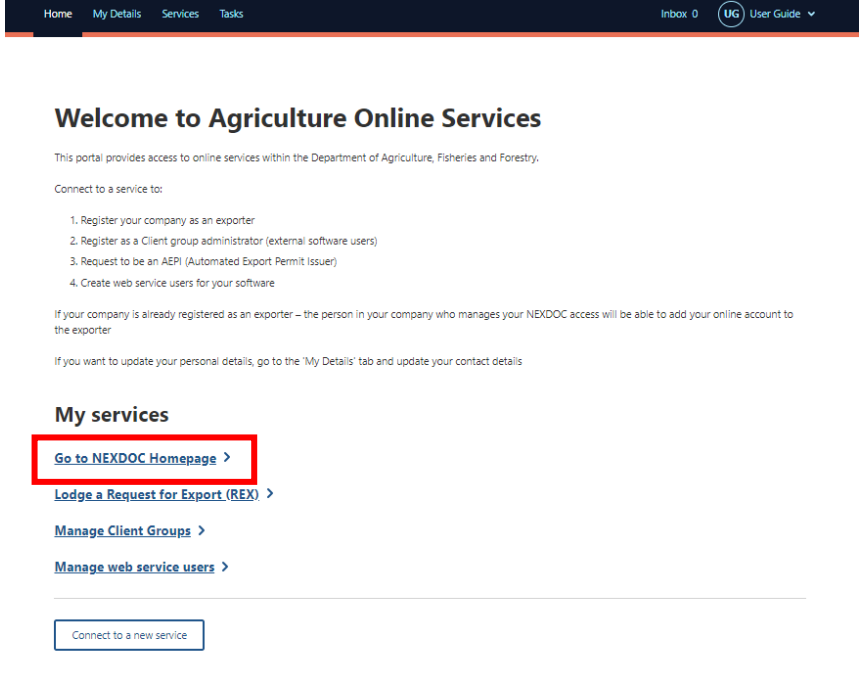
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Purpose of this document

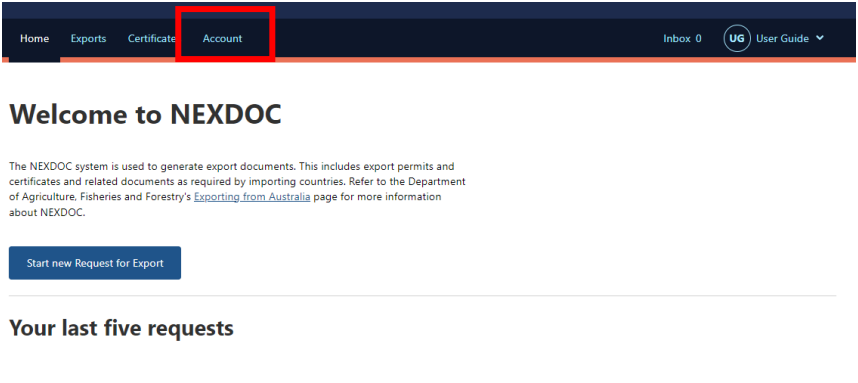
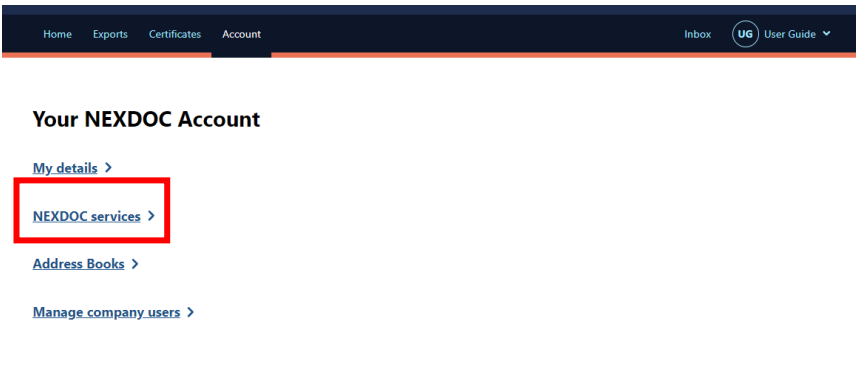
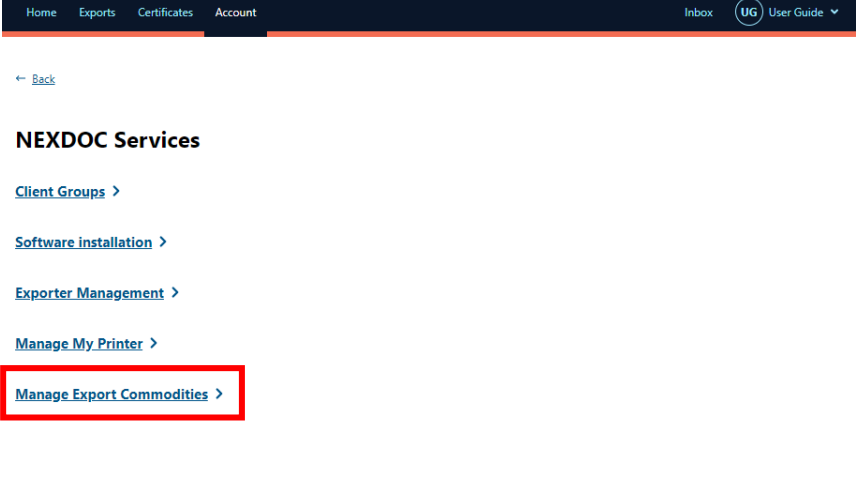
Exporters using the NEXDOC Portal can now add Alternate Trading names to their exporter account. This document will give you a step-by-step guide to adding an Alternate Trading name in the NEXDOC Portal.

How to add a new commodity to my existing exporter profile.

As more commodities are onboarded onto NEXDOC you can add a commodity onto your existing exporter profile.

| NEXDOC Portal Homepage | |
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| <p>Step 1 Log in to NEXDOC.</p> |  |
| <p>Step 2 Select Go to NEXDOC Homepage.</p> |  |

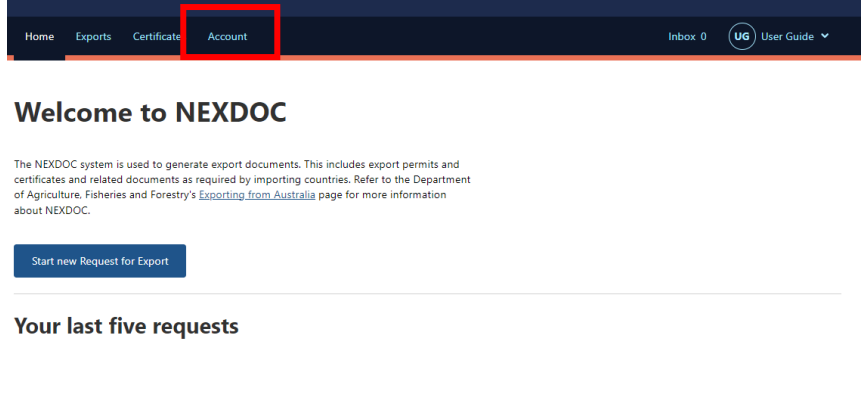
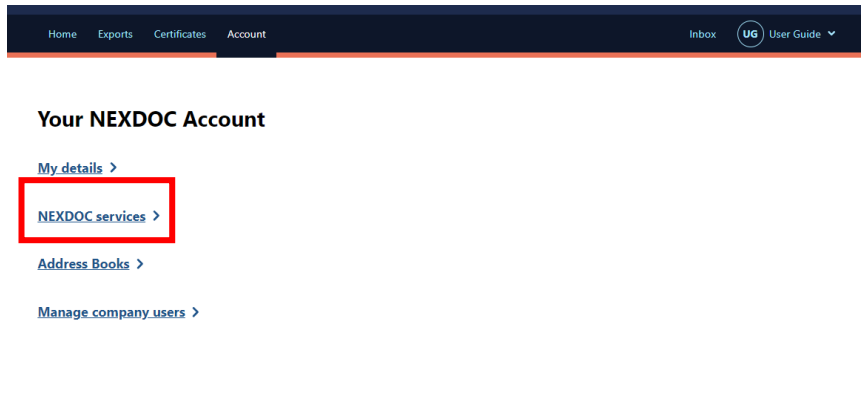
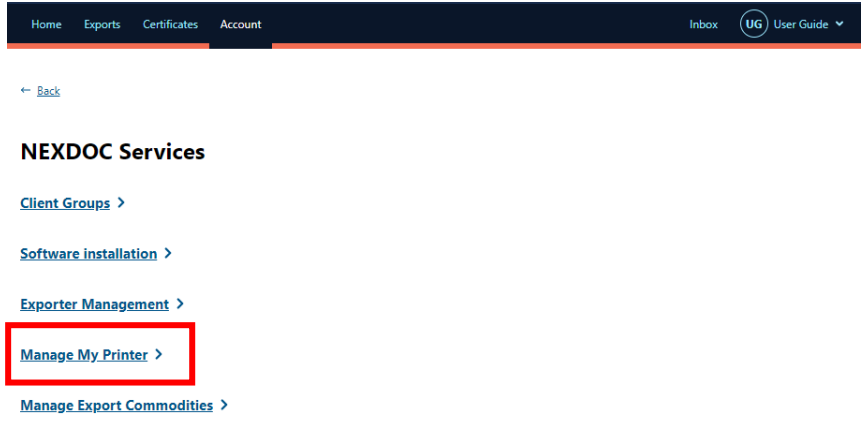
NEXDOC How to add a new commodity to my existing exporter profile.

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| <p>Step 3 Select Account tab.</p> |  <p>The screenshot shows the NEXDOC web application interface. At the top, there is a dark navigation bar with the following items: Home, Exports, Certificates, and Account. The 'Account' tab is highlighted with a red box. To the right of the navigation bar, there is an 'Inbox 0' indicator and a 'UG User Guide' dropdown menu. Below the navigation bar, the main content area displays 'Welcome to NEXDOC' followed by a brief description of the system and a 'Start new Request for Export' button. Below this, there is a section titled 'Your last five requests'.</p> |
| <p>Step 4 Select NEXDOC services.</p> |  <p>The screenshot shows the 'Your NEXDOC Account' page. It features a list of links: 'My details >', 'NEXDOC services >', 'Address Books >', and 'Manage company users >'. The 'NEXDOC services >' link is highlighted with a red box.</p> |
| <p>Step 5 Select Manage Export Commodities.</p> |  <p>The screenshot shows the 'NEXDOC Services' page. It includes a 'Back' link and a list of service links: 'Client Groups >', 'Software installation >', 'Exporter Management >', 'Manage My Printer >', and 'Manage Export Commodities >'. The 'Manage Export Commodities >' link is highlighted with a red box.</p> |
| <p>Step 6 Select the commodity you would like to export and select Save.</p> | <p>This cell is currently empty, representing the final step in the process.</p> |

| | <p>Home Exports Certificates Account Inbox UG User Guide</p> <p>← Back</p> <h3>Export Commodities</h3> <p>Select all commodities this exporter will be exporting</p> <p><input checked="" type="checkbox"/> Honey</p> <p><input checked="" type="checkbox"/> Dairy</p> <p><input checked="" type="checkbox"/> Eggs</p> <p>Dairy Australia</p> <p><input checked="" type="checkbox"/> Do you give approval for your export data to be provided to Dairy Australia?</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> | | | | | | | | |
|---|--|---|------------------------|---------|------|--------|---|---|------------------------|
| <p>Step 7 You will receive a notification your request has been submitted to the department.</p> | <p>Home Exports Certificates Account Inbox UG User Guide01</p> <p>← Back</p> <h3>Export Commodities</h3> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p><input checked="" type="checkbox"/> 02241120165279 Your request has been lodged with the department. The request identifier is available in the Services section of the client portal.</p> </div> <p>Return to Account</p> | | | | | | | | |
| <p>Step 8 You will receive a notification advising you application has been approved.</p> | <p>Home Exports Certificates Account Inbox 3 UG User Guide01</p> <p>← Back</p> <h3>Inbox</h3> <p><input type="checkbox"/> Show Archived</p> <p><input type="text" value=""/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">From</th> <th style="width: 40%;">Subject</th> <th style="width: 40%;">Message</th> <th style="width: 10%;">Sent</th> </tr> </thead> <tbody> <tr> <td>NEXDOC</td> <td>SRA:02241120165279 - Amend Client Group is approved</td> <td>Request ID: 02241120165279 Your request to Amend Client Group has been approved. We recommend you keep your details up to date and advise any changes as soon as practical.</td> <td>02/05/2024 04:05 pm</td> </tr> </tbody> </table> | From | Subject | Message | Sent | NEXDOC | SRA:02241120165279 - Amend Client Group is approved | Request ID: 02241120165279 Your request to Amend Client Group has been approved. We recommend you keep your details up to date and advise any changes as soon as practical. | 02/05/2024 04:05 pm |
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Once the department has approved your commodity request you will need to request My print.

How to request My print for a commodity.

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| <p><u>Step 1</u> Select Account.</p> |  <p>The screenshot shows the NEXDOC user interface. At the top, there is a dark navigation bar with 'Home', 'Exports', 'Certificates', and 'Account' (highlighted with a red box). To the right of the navigation bar, it says 'Inbox 0' and 'UG User Guide'. Below the navigation bar, the main heading is 'Welcome to NEXDOC'. A paragraph of text explains the system's purpose. Below that is a blue button labeled 'Start new Request for Export'. Further down, there is a section titled 'Your last five requests'.</p> |
| <p><u>Step 2</u> Select NEXDOC services.</p> |  <p>The screenshot shows the 'Your NEXDOC Account' page. The navigation bar is the same as in the previous step. Below the navigation bar, the heading is 'Your NEXDOC Account'. There are four links listed: 'My details >', 'NEXDOC services >' (highlighted with a red box), 'Address Books >', and 'Manage company users >'.</p> |
| <p><u>Step 3</u> Select Manage My Printer.</p> |  <p>The screenshot shows the 'NEXDOC Services' page. At the top left, there is a '← Back' link. Below that is the heading 'NEXDOC Services'. There are five links listed: 'Client Groups >', 'Software installation >', 'Exporter Management >', 'Manage My Printer >' (highlighted with a red box), and 'Manage Export Commodities >'.</p> |

NEXDOC How to add a new commodity to my existing exporter profile.

Step 4
Select the commodity you would like to allow My Printer permissions.

Home Comps Certificates Account 100 User: Galden1

[Back](#)

Update My Printer Permission

Do you still require access to my printer?

The Department allows some documents to be printed in locations outside of the Department's offices. In these cases, officers can print on their printers once they have been assessed and cleared to do so. Select the option if you would like to be assessed for My Printer.

My Printer

What is My Printer?

Requires My Printer

Yes
 No

My Printer available for following commodities

Select the commodities you wish to use with My Printer

Honey
 Dairy
 Eggs

By clicking the Next button below, I hereby agree to and accept the following:

- I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.
- I and/or the company which I am employed, may be asked by authorised department officers regarding my interaction I have had with NEXDOC, and as part of this process may be asked to provide evidence to substantiate any information I entered into the NEXDOC system.
- I have read and understood the Privacy Notice and Privacy Policy.
- I consent to the collection, use and disclosure of my personal information, including disclosure to contract authorities, as set out in the Privacy Notice.

Privacy Notice:
Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department collects your personal information (as defined in the Privacy Act 1988) in relation to this form for the purpose of issuing report permits and/or certificates in relation to goods to be exported from Australia where relevant requirements are met under the Export Control Act 2020, and related purposes. The Department may also use your personal information for the purposes of reporting on tariff rate quotas managed by the department. If you fail to provide some or all of the personal information requested in this form, the Department will be unable to issue certificates in relation to goods to be exported from Australia.

The Department may disclose your personal information to Australian Government agencies, including the Department of Home Affairs, other Australian agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

Your personal information may also be disclosed to overseas governments and relevant authorities in an importing country where this is required for importing country requirements. The Department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- overseas recipients may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction; and
- overseas recipients may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the Department's Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the Department on +612 6272 2613.

[Submit](#)

Step 5
Select Submit

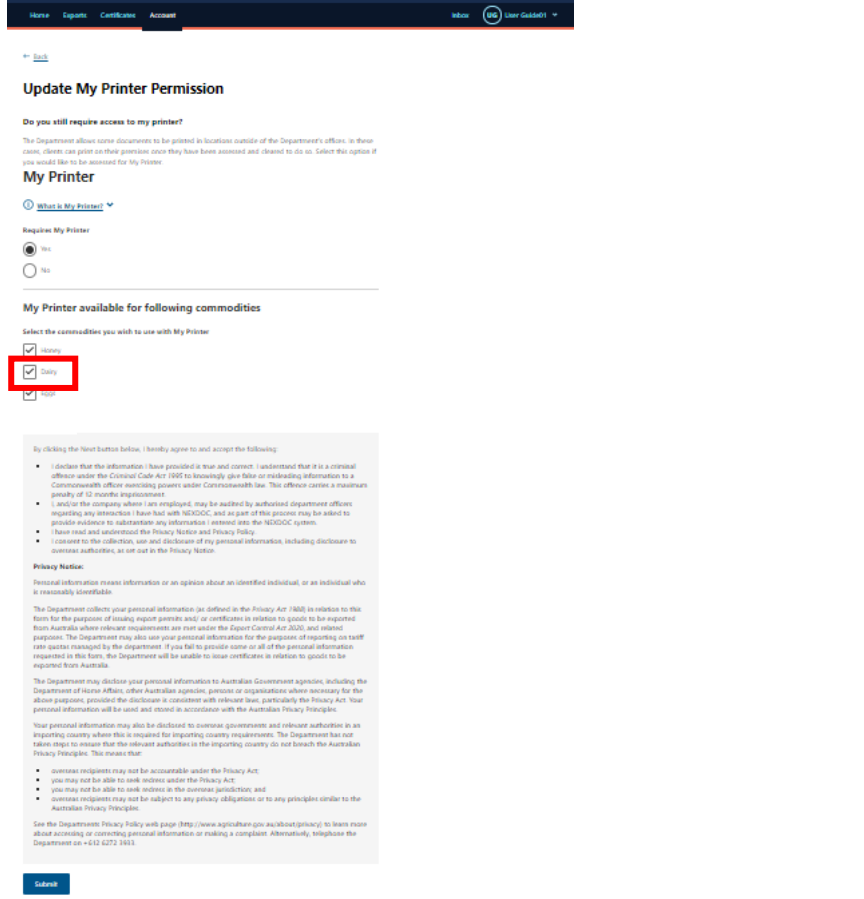
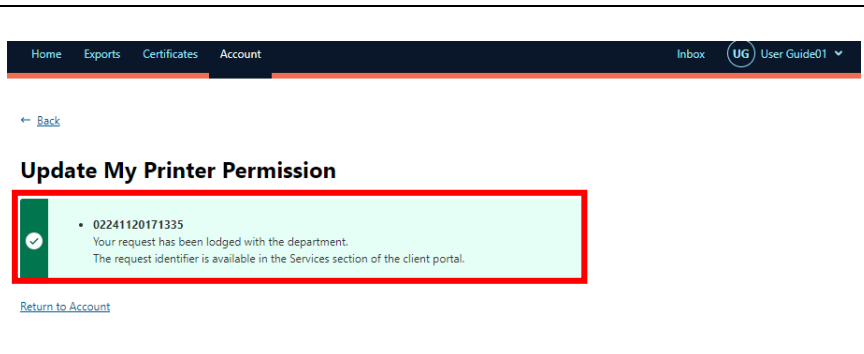
Requires My Printer

Yes
 No

My Printer available for following commodities

Select the commodities you wish to use with My Printer

Honey
 Dairy
 Eggs

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|--|---|
| |  <p>Home Exports Certificates Account Inbox UG User Guide01</p> <p>← Back</p> <h3>Update My Printer Permission</h3> <p>Do you still require access to my printer?</p> <p>The Department allows some documents to be printed in locations outside of the Department's offices. In these cases, clerks can print on their printers once they have been assessed and cleared to do so. Select this option if you would like to be accessed for My Printer.</p> <p>My Printer</p> <p>What is My Printer?</p> <p>Require My Printer</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>My Printer available for following commodities</p> <p>Select the commodities you wish to use with My Printer</p> <p><input checked="" type="checkbox"/> Wheat <input checked="" type="checkbox"/> Dairy <input checked="" type="checkbox"/> Beef</p> <p>By clicking the 'Next' button below, I hereby agree to and accept the following:</p> <ul style="list-style-type: none"> I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the Criminal Code Act 1985 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment. I and/or the company where I am employed, may be audited by authorised department officers regarding any information I have had with NEXDOC, and as part of this process may be asked to provide evidence to substantiate any information I entered into the NEXDOC system. I have read and understood the Privacy Notice and Privacy Policy. I consent to the collection, use and disclosure of my personal information, including disclosure to overseas authorities, as set out in the Privacy Notice. <p>Privacy Notice: Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.</p> <p>The Department collects your personal information (as defined in the Privacy Act 1988) in relation to this form for the purposes of issuing export permits and/or certificates in relation to goods to be exported from Australia where relevant requirements are met under the Export Control Act 2020 and related purposes. The Department may also use your personal information for the purposes of reporting on trade and sector managed by the department. If you fail to provide some or all of the personal information requested in this form, the Department will be unable to issue certificates in relation to goods to be exported from Australia.</p> <p>The Department may disclose your personal information to Australian Government agencies, including the Department of Home Affairs, other Australian agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.</p> <p>Your personal information may also be disclosed to overseas governments and relevant authorities in an importing country where this is required for importing country requirements. The Department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:</p> <ul style="list-style-type: none"> overseas recipients may not be accountable under the Privacy Act you may not be able to seek redress under the Privacy Act, you may not be able to seek redress in the overseas jurisdiction; and overseas recipients may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles. <p>See the Department's Privacy Policy web page (http://www.agriculture.gov.au/about/privacy/) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the Department on +61 2 7272 3633.</p> <p><input type="button" value="Submit"/></p> |
| <p>Step 6 A notification will appear confirming the action.</p> |  <p>Home Exports Certificates Account Inbox UG User Guide01</p> <p>← Back</p> <h3>Update My Printer Permission</h3> <div style="border: 2px solid red; padding: 5px;"> <p><input checked="" type="checkbox"/> 02241120171335 Your request has been lodged with the department. The request identifier is available in the Services section of the client portal.</p> </div> <p>Return to Account</p> |

Contact the NEXDOC help desk.

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

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