USER GUIDE

NEXDOC:
Lodge a Request for Export (REX) for honey and apiculture products for human consumption to the European Union (EU)

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In this document

This document contains the following topics.

Purpose of this document

The below information will guide you through lodging a Request for Export (REX) and obtaining an eCert.

Certification for honey and apiculture products for human consumption to the EU is electronically exchanged between NEXDOC and the EU's platform, TRACES NT. This government-to-government exchange, referred to as eCert, eliminates the need for paper export certificates.

Start a new Request for Export (REX)

Step 1	
Log in to the Online Services Portal.	
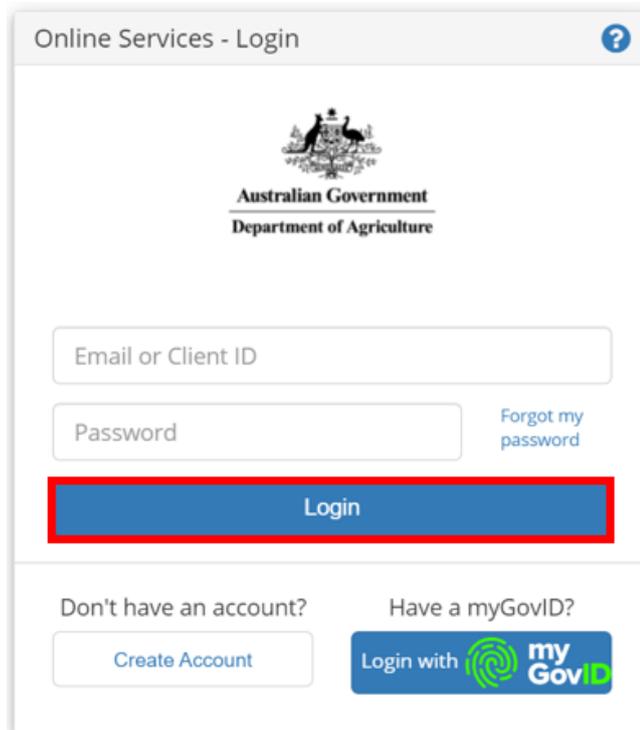
<u>Step 2</u> Select **Go to NEXDOC Homepage.**	**Home** My Details Services Inbox Tasks ## Welcome to Agriculture Online Services This portal provides access to online services within the Department of Agriculture, Fisheries and Forestry. Connect to a service to 1. Register your company as an exporter 2. Register as a Client group administrator (external software users) 3. Request to be an AEPI (Automated Export Permit Issuer) 4. Create web service users for your software If your company is already registered as an exporter – the person in your company who manages your NEXDOC access will be able to add your online account to the exporter If you want to update your personal details, go to the 'My Details' tab and update your contact details **My services** Go to NEXDOC Homepage › Manage web service users › **Connect to a new service ›**
<u>Step 3</u> Select **Start new Request for Export.**	**Home** Exports Certificates Account ## Welcome to NEXDOC The NEXDOC system is used to generate export documents. This includes export permits and certificates and related documents as required by importing countries. Refer to the Department of Agriculture, Fisheries and Forestry's Exporting from Australia page for more information about NEXDOC. **Start new Request for Export ›**

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<u>Step 4</u> Select the **Commodity type of your export** drop down menu. You will need to select **Honey** for a Honey REX. This is a mandatory field. Then select **Start**.	**Start a new request for export** Commodity type of your export Help **Start**

REX Section 1: Country details

<u>Step 1</u> Type the **Country you wish to export to** drop down menu. You will need to select your final destination country, then select **Next**. This is a mandatory field. Note: You will need to select a country that is part of the EU TRACES NT group.	**Country to export** Country you wish to export to NETHERLANDS Select the country you wish to export to. If you cannot find the country in the list please contact the Department **Next** The department is currently onboarding the certification requirements for honey and apiculture products to several of our trading partners. Please note that some importing countries are not yet available on NEXDOC, or may not require export certification. Visit MICOR for further information.

REX Section 2: Product Details

Step 1 Select the **Add a product for export** button.	
Step 2 Select **Product you wish to export** drop down menu. You will need to select **Honey (Edible).** This is a mandatory field.	
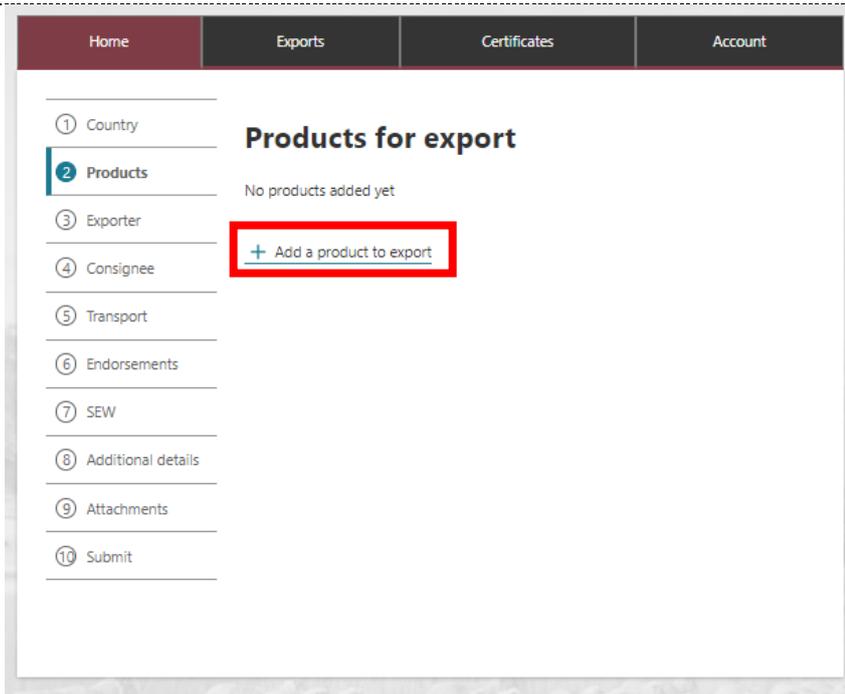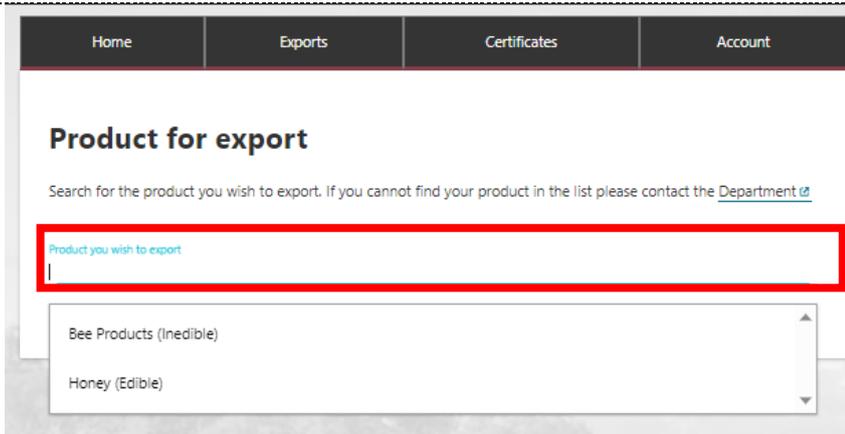
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Step 3 Select a suitable option from the **What is the product category?** drop down menu. This is a mandatory field.	**Product for export** Search for the product you wish to export. If you cannot find your product in the list please contact the Department Product you wish to export Honey (Edible) **Add details for the product** What is the product category? Beeswax - Edible Honey Honey - Blended Honeycomb ◯ Yes ◯ No Net metric weight amount Net metric weight unit Gross metric weight amount Gross metric weight unit Manual product description Help Batch code
Step 4 Select a suitable option from the **What is the product packed in?** drop down menu. This is a mandatory field.	**Add details for the product** What is the product category? Honey What is the product packed in? Help BAGS (BG) BOX (BX) Help BULK PACK (BP) CANS (CA) CARTONS (CT) Net metric weight amount Net metric weight unit

<u>Step 5</u> Select a suitable option from the **Preservation** drop down menu This is a mandatory field.	**Product for export** Search for the product you wish to export. If you cannot find your product in the list please contact the Department ⬈ Product you wish to export Honey (Edible) **Add details for the product** What is the product category? Honey What is the product packed in? JARS (JA) Help Preservation | Help Chilled Frozen No preservation Unrefrigerated
<u>Step 6</u> Select the relevant **AHECC** code for the product. This is only a mandatory field if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC.	**Product for export** Search for the product you wish to export. If you cannot find your product in the list please contact the Department ⬈ Product you wish to export Honey (Edible) **Add details for the product** What is the product category? Honey What is the product packed in? JARS (JA) Help Preservation Unrefrigerated Help AHECC hon Natural honey (04090020)

Step 7 Select the **CN Code (Combined Nomenclature)** for the product. This is a mandatory field.	**Product for export** Search for the product you wish to export. If you cannot find your product in the list please contact the Department ⧉ Product you wish to export Honey (Edible) **Add details for the product** What is the product category? Honey What is the product packed in? JARS (JA)　　　　　　　　　　　　　　　　　Help Preservation Unrefrigerated　　　　　　　　　　　　　　　Help AHECC Natural honey (04090020) CN Code 04｜　　　　　　　　　　　　　　　　　　　Help 0401 (CN Code for Honey Test1) 04090000 (DAIRY PRODUCT; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED -Natural honey -Natural honey -Natural honey) 04100000 (Edible products of animal origin, not elsewhere specified or included -Edible products of animal origin, not elsewhere specified or included)
Step 8 Indicate if the product is packaged for the **Final Consumer.** This is a mandatory field.	**Add details for the product** What is the product category? Honey What is the product packed in? JARS (JA)　　　　　　　　　　　　　　　　　H Preservation Unrefrigerated　　　　　　　　　　　　　　　H AHECC Natural honey (04090020) CN Code 04090000 (DAIRY PRODUCT; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, N　H Are products packaged for final consumer? Help ◉ Yes ○ No
Step 9 Provide the **Net metric weight amount** and the **Gross metric weight amount**. You will need to provide the **Unit of measure** for both these fields. These fields are mandatory.	Net metric weight amount 1000　　　　　　　　　　Net metric weight unit 　　　　　　　　　　　　Kilogram Gross metric weight amount 1000　　　　　　　　　　Gross metric weight unit 　　　　　　　　　　　　Kilogram Manual product description　　　　　　　　　　Help Batch code

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Note: You **do not** need to provide a manual description for EU markets. The manual product description information is not used for EU certification.	
Step 10 Provide the **Batch Code.** This field is mandatory. *This field has limit of 30 characters.*	Net metric weight amount 1000 Net metric weight unit Kilogram Gross metric weight amount 1000 Gross metric weight unit Kilogram Manual product description Batch code HON123
Step 11 Provide the **Outer Packaging** details. The **Package Type, Quantity, Individual Package Weight,** and **Weight Unit** are mandatory fields. **Shipping marks** are optional. This field has limit of 30 characters.	**Outer packaging** Package type CARTONS Help Quantity 50 Help Individual package weight 20 Help Weight unit Kilogram Shipping marks Help
Step 12 The below information relates to **Additional details for the product.** For this market, details relating to the **Production processes** are mandatory. Details for **Additional Details** are mandatory. Details relating to **Containers** are optional.	**Add additional details for the product** Containers > SEW > Production processes > Additional details > **Save**

Details relating to **SEW** are optional. However, if you wish to use SEW and obtain your EDN, then in this tab the **Net weight amount, Net weight unit and FOB amount** fields become mandatory.	
Step 13 Select **Production processes**	**Add additional details for the product** Containers › SEW › Production processes › Additional details › **Save**
Step 14 Select **Add production process.**	Home Exports Certificates Account ← Product **Production processes** No processing establishments added yet + Add Production process

Step 15 Provide the **Process start date** and **Process end date.** These are mandatory fields. Select **Add**. Note: The manufacturing plant must be export listed for this market at the time of both the Process Start and End Dates.	**Add Production processes** **Process start and end dates** The process dates refer to the duration of product processing. Process start date: 05 Jun 2023 ✕ Process end date: 06 Jun 2023 ✕ **Manufacturer details** This is a free text field, and is not validated against the Department's Establishment Register. This information will only render on certificates that do not require listing details at the product line level. Manufacturer name Address I can't find my address ▢ Your manufacturer address book Help **Export Listed Establishment Number** The below fields are validated against the Department's Establishment Register. This information is required for markets and certificates that require export listed establishment details at the product line level. Please check Micor for details. Process Establishment number Establishment Indicator **Add**
Step 16 Select **Product** to go back to the product screen	← Product **Establishment Number:** 123 **Process Start Date:** 05 Jun 2023 **Process End Date:** 06 Jun 2023 ›

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Step 17 Select the **Additional Details** tab.	**Add additional details for the product** Containers › SEW › Production processes 2023-06-06 › Additional details › **Save**
Step 18 Select the relevant **EU Treatment Type**. This is a mandatory field. The other fields on this screen are optional for this market.	Home Exports Certificates Account ← Product **Additional details** Durability start date ✕ Durability end date ✕ About Durability start and end dates EU Treatment type NO THERMAL TREATMENT Product Source State **Save**
Step 19 Select **Save.** You will return to the **Product** screen.	Home Exports Certificates Account ← Product **Additional details** Durability start date ✕ Durability end date ✕ About Durability start and end dates EU Treatment type NO THERMAL TREATMENT Product Source State **Save**

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Step 20 If you wish to add container details, select the **Containers** tab. **Container details** are optional for this market.	**Add additional details for the product** Containers › SEW › Production processes 2023-06-06 › Additional details *EU treatment type: NTT* › **Save**
Step 21 Select the relevant type of freight container then select **Add container**. Note: If provided for one product line, they must be provided against all product lines.	Home Exports Certificates Account ← Product **Containers** Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate. ◉ Air freight container ○ Sea freight container No containers added yet + Add container
Step 22 If Air Freight Provide the **Container number** for the Air Freight container. If seal numbers are available, select **Add seal number** and provide the **Start seal number** and End seal number. Select **Add.** Note: Optional fields.	Home Exports Certificates Account ← Back **Containers** Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate. Container number Start seal number Help End seal number Remove + Add seal number **Add**

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Step 23 If Sea Freight Provide the **Container number** for the Sea Freight container. Select **Add seal number** and provide the seal number. Select **Add.** Note: Optional fields.	
Step 24 Select **Product**.	
Step 25 If you wish to use SEW, select the SEW tab. Information in this tab is optional.	

Step 26 SEW information is optional. This information becomes mandatory if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC. Select **Save** to return to the product page	<table><tr><td>Home</td><td>Exports</td><td>Certificates</td><td>Account</td></tr></table> ← Product **SEW information** Net weight amount Net weight unit FOB amount Help **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 Related export permit date ✕ **Save**
Step 27 Select the **Save** button on the **Product for export** tab.	**Add additional details for the product** Containers 1111111111111111111 › SEW › Production processes 2023-06-06 › Additional details EU treatment type: NTT › **Save**

Step 28 Your REX application has been saved and assigned a REX number. If desired, you may add additional product lines by selecting **Add a product to export** or **Copy a product line**. This is an optional feature.	
Step 29 Once all necessary products are added to the REX, select **Next**.	
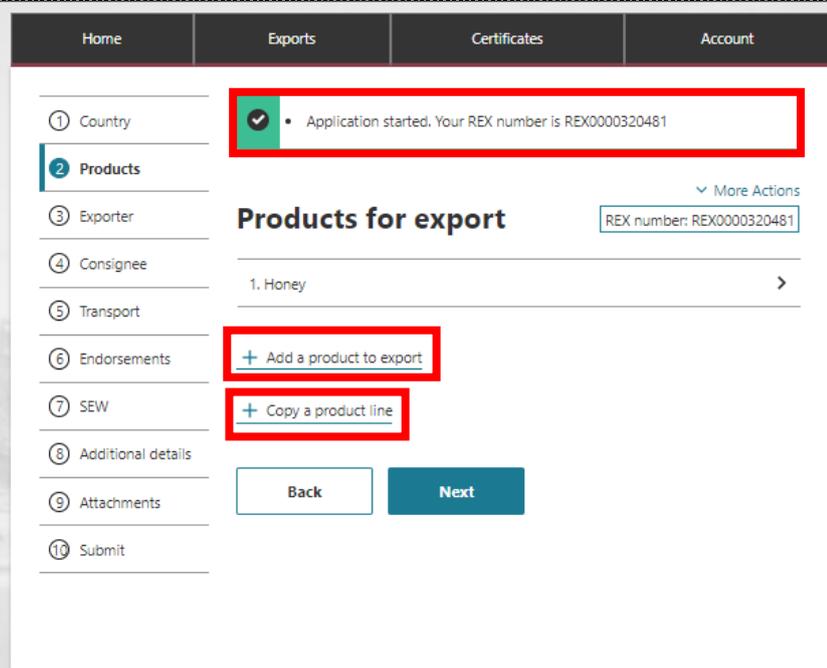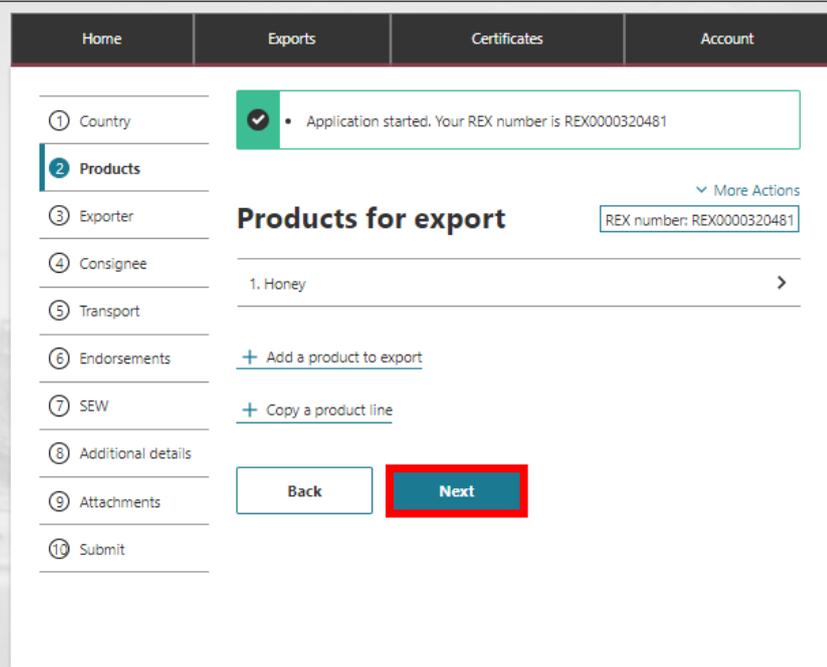
REX Section 3: Exporter Details

Step 1

Exporter details are prepopulated from your exporter registration for NEXDOC.

If you need to update these details, select **Edit exporter details**.

If you wish to use your other exporter details for the consignment, please select **Request new exporter.**

Provide your **Exporter Reference.**
This is a mandatory field.

Select **Save and next.**

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.	
Step 2	
Provide the **Consignee's TRACES Approval ID.** The consignee is issued this number by the European Union and should provide it to you. It will be validated in the EU TRACES NT system. This is a mandatory field. Select **Save and next.** The **Consignee's TRACES Approval ID** must be recorded in NEXDOC prior to lodging your REX, as well as in each REX application. Contact the NEXDOC Help Desk to request your **Consignee**	

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TRACES Approval ID to be added to the system.	

REX Section 5: Transport Details

<u>Step 1</u> Enter the **Departure Date.** The date must be in the future and is a mandatory field. Select the **Load Port** from the drop-down menu**.** This is a mandatory field. Select the **Discharge Port** from the drop-down menu. This is an optional field. Select the **Border Inspection Port** from the drop-down menu**.** This is a mandatory field and must be an EU port. Provide the **Destination City**. This is a mandatory field. **Transit Countries** is an optional field.	① Country ② Products ③ Exporter ④ Consignee ⑤ Transport ⑥ Endorsements ⑦ SEW ⑧ Additional details ⑨ Attachments ⑩ Submit **Transport** ˅ More Actions REX number: REX0000320481 Departure date 05 Aug 2023 ✕ Load port Sydney (AUSYD), AUSTRALIA Help Discharge port Hoek van Holland (NLHVH), NETHERLANDS Help Border inspection port Amsterdam (NLAMS), NETHERLANDS Help Destination city Amsterdam **Destination country:** NETHERLANDS **Transit countries** Country 1 Remove **Place of Destination Details**
<u>Step 2</u> Enter the **Place of Destination** details. Provide the **Approval Number** for the **Place of Destination.** The EU issues this number to the establishment of destination. It will be validated in the EU TRACES NT system. This is a	**Place of Destination Details** Help Approval Number 2134 Help Destination Business Name EU Honey Test Place of Destination 123 Amsterdamstraat, Heerlen LI 6415 BW, NETHERLANDS I can't find my address

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mandatory field. Provide the **Destination Business Name.** This should reflect the business name per the EU TRACES NT records. This is a mandatory field. Enter the **Place of Destination Address.** This is a mandatory field.	
<u>Step 3</u> Select the **Transport Mode**. It is mandatory to select either **Sea** or **Air**	Transport mode ○ Sea ◉ Air Flight number Back Save and next
<u>Step 4</u> If you select **Sea**, you must provide the **Vessel Name** and **Voyage Number**. These are mandatory fields.	Transport mode ◉ Sea ○ Air Vessel name TEST USER GUIDE Voyage TEST45 Back Save and next
<u>Step 4</u> If you select **Air**, you must provide the **Flight Number**. This is a mandatory field.	
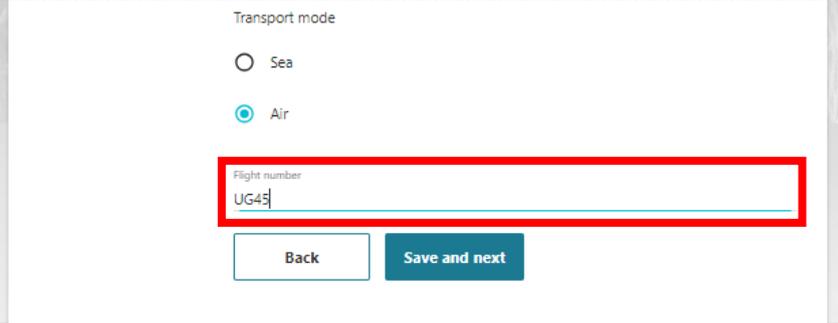
	Transport mode ○ Sea ● Air Flight number UG45 [Back] [Save and next]
Step 5 Select **Save and next.**	Transport mode ○ Sea ● Air Flight number UG45 [Back] [Save and next]
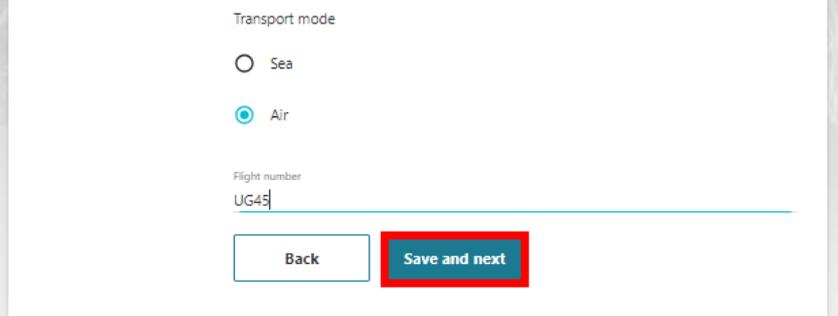
REX Section 6: Templates and Endorsements

Step 1 No paper certificate will be issued for this market, and consequently you will be provided an 'extract' of the information that was sent to EU TRACES NT via NEXDOC. The system will automatically allocate you the appropriate extract template, which you will receive when your REX reaches the status of **Complete.** **No action is required on this screen.** Select **Next.**	Home · Exports · Certificates · Account ① Country ② Products ③ Exporter ④ Consignee ⑤ Transport ⑥ Endorsements ⑦ SEW ⑧ Additional details ⑨ Attachments ⑩ Submit ∨ More Actions **Endorsements** REX number: REX0000320481 **Product** **Certificate** **Endorsement** 1. Honey EUH1EX › [Back] [Next]
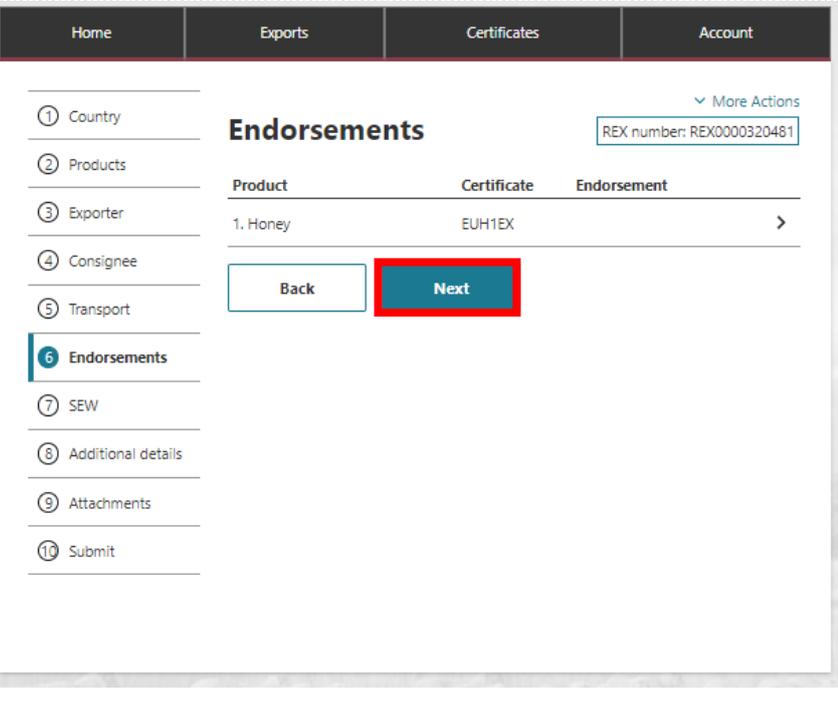
REX Section 7: Single Electronic Window (SEW)

Step 1 If you are *not* using SEW, then select ***Save and Next***.	

Move to Rex Section 8: Additional details. If you *are* using Single Electronic Window (SEW) you will need to complete the details on this screen. Continue to <u>step 2</u>.	
Step 2 If you are using Single Electronic Window (SEW) you will need to complete the details on this screen. Tick the box next to **Would you like to use SEW integration (ICS)?** Complete the **FOB currency** and **SEW consignee name.** Select **Save and Next**. **Note:** 1. You must have requested access to SEW in your exporter registration for this to be available. Alternatively, you can update your account and request this permission.	

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2. If you wish to use the SEW connection, you must have provided the relevant details in each of your product lines. These are optional fields.	

REX Section 8: Additional Details

<u>Step 1</u> Select your **Certificate Print Indicator** You must select **Automatic** or **Hold**. This selection is mandatory. Please view the NEXDOC Printing FAQ on the NEXDOC Help Page for further information regarding these options.	**Additional details** REX number: REX0000320481 **Certificate print indicator** Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection. • Automatic: The REX will automatically progress to the status of completion (COMP) after departmental review. You will incur charges for any changes to your certificate at this status. • Hold: The REX will hold the status of Certificate Ready (CTRD) after departmental review. You will be able to preview the certificate and make changes without charge until you are ready to generate your certificate and progress your REX to COMP. ○ Automatic ◉ Hold
<u>Step 2</u> Selecting the **Use your own printer** tick box will allow you to print your eCert extract remotely rather than needing to collect it from a regional department office. If you do not have this option on screen, please request this permission via your registered NEXDOC exporter account.	◉ Automatic ○ Hold ☑ Use your own printer Help
<u>Step 3</u> If you do not wish to print remotely, you must select an available regional office from the **Print region** to print your extract. You will need to contact the department's Assessment Services (Exports) team to make arrangements to collect your eCert extract.	**Printer selection** Print to a departmental regional office Print region Sydney Office - NEXDOC Help **Other details** Manual EDN Help

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Step 4 Should you wish to save your import permit number and import permit date within your REX, select **Add import permit.** This is an optional feature.	**Import permits** No import permits added yet. Help + Add an import permit
Step 5 Provide your **Import permit number** and **Import permit date**. These are optional fields. If provided, the import permit date must be in the past. Select **Save**.	Home　Exports　Certificates　Account ← Back REX number: REX0000320481 **Add import permit** Import permit number IMP123 Import permit date 29 Jun 2023　✕ **Save**　**Delete**
Step 6 Your import permit has saved, and you will return to the Additional details page.	Home　Exports　Certificates　Account ① Country ② Products ③ Exporter ④ Consignee ⑤ Transport ⑥ Endorsements ⑦ SEW **⑧ Additional details** ⑨ Attachments ⑩ Submit ✓ • Import permit saved ⌄ More Actions **Additional details**　REX number: REX0000320481 **Certificate print indicator** Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection. • Automatic: The REX will automatically progress to the status of completion (COMP) after departmental review. You will incur charges for any changes to your certificate at this status. • Hold: The REX will hold the status of Certificate Ready (CTRD) after departmental review. You will be able to preview the certificate and make changes without charge until you are ready to generate your certificate and progress your REX to COMP. ○ Automatic ● Hold
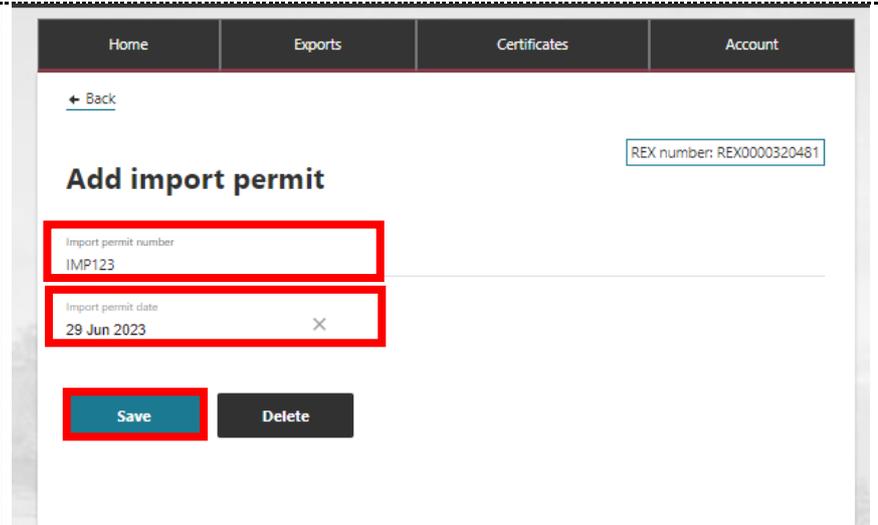
Step 7 **Place of Dispatch** Enter the export establishment number for the **Place of Dispatch.** The establishment must be export listed for this market. This number is issued by the department and validated against the department's Establishment Register. This is a mandatory field.	**Import permits** IMP123 › + Add an import permit **Place of dispatch** Place of dispatch registration number (required)
Step 8 Primary **Manufacturing Plant Details** Enter the export establishment number for the **Manufacturing Plant** that produced the goods. The establishment must be export listed for this market. This number is issued by the department and validated against the department's Establishment Register. This is a mandatory field. If only one manufacturer was involved in manufacturing the goods, please skip Steps 9-12 and select **Save and next.**	**Place of dispatch** Place of dispatch registration number (required) 123 **Manufacturing plant** Manufacturing plant approval number (required) Help Was another manufacturer involved in production? (optional) ☐ **Back** **Save and next**

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Step 9 **Secondary Manufacturer Details (if applicable)** The below information is only applicable if a secondary manufacturer was involved in the production of the goods. If there was another manufacturer involved in the production of the products, tick the **Secondary Manufacturing plant** tick box. If you select the **Secondary Manufacturer** tick box, indicate if the other manufacturer that contributed to the production of the goods is **Australian** or **Overseas.** This is a mandatory field if you indicated there is a secondary manufacturer.	**Manufacturing plant** Manufacturing plant approval number (required) 1160 Help Was another manufacturer involved in production? (optional) ☑ Location of other manufacturer ○ Australia ○ Overseas Secondary manufacturing plant approval number (required) Help [Back] [Save and next]
Step 10 Australian manufacturer If you indicated that there is a second Australian manufacturer, enter the manufacturer's export establishment number. This number is issued by the department and validated against the department's Establishment Register. The establishment must	**Manufacturing plant** Manufacturing plant approval number (required) 1160 Help Was another manufacturer involved in production? (optional) ☑ Location of other manufacturer ◉ Australia ○ Overseas Secondary manufacturing plant approval number (required) 123 Help [Back] [Save and next]

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be export listed for this market. This is a mandatory field.	
Step 11 Overseas manufacturer If you indicated that there is an **Overseas** manufacturer involved: Enter the manufacturer's operator activity identification (that they hold in EU TRACES NT) into the **Secondary Manufacturing Approval Number** field. This number is validated in the system. This is a mandatory field. Enter the **Name** of the manufacturer This is a mandatory field. Select the manufacturer's **Country** from the drop-down list. This is a mandatory field.	**Manufacturing plant** Manufacturing plant approval number (required) 1160 Help Was another manufacturer involved in production? (optional) ☑ Location of other manufacturer ○ Australia ◉ Overseas Secondary manufacturing plant approval number (required) 456 Help Name of secondary manufacturing plant UGHoneyTest Country NEW ZEALAND [Back] [Save and next]
Step 12 Select **Save and next.**	1160 Help Was another manufacturer involved in production? (optional) ☑ Location of other manufacturer ○ Australia ◉ Overseas Secondary manufacturing plant approval number (required) 456 Help Name of secondary manufacturing plant UGHoneyTest Country NEW ZEALAND [Back] [Save and next]

REX Section 9: Attachments

Step 1 Each REX is assessed against importing country requirements. You must provide all relevant documentation to support your request for certification. This may include, but is not limited to, an import permit and manufacturers declarations. Please liaise with your importer and check MICOR for specific details. If required, select ***Add attachment***.	
Step 2 Select the drop-down menu and indicate the **Document type**. This is a mandatory field if you are attaching a document. Provide a **Comment** in relation to your attachment, if applicable. This is an optional field. **Select** or **drag and drop** the file to attach. Select **Save.**	
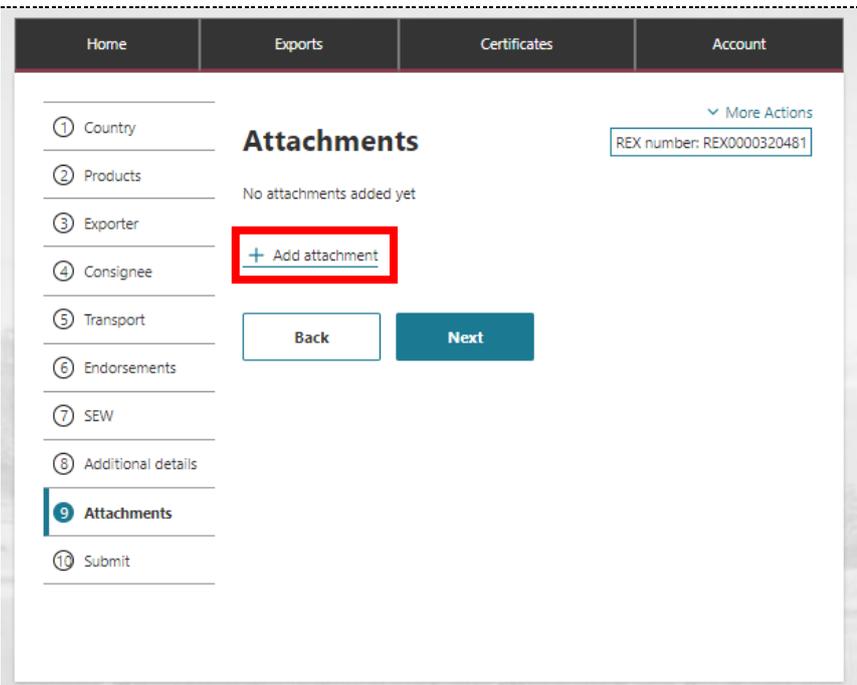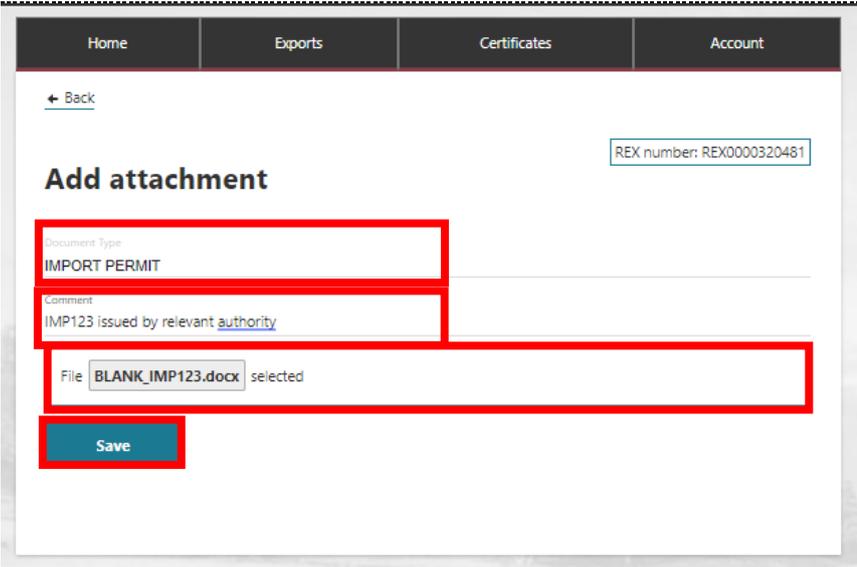
Lodge a Request for Export (REX) for honey and apiculture products for human consumption to the European Union (EU)

Step 3
Attach all necessary documentation to support your application. A departmental officer will review these documents when assessing your REX.

Select **Next**.
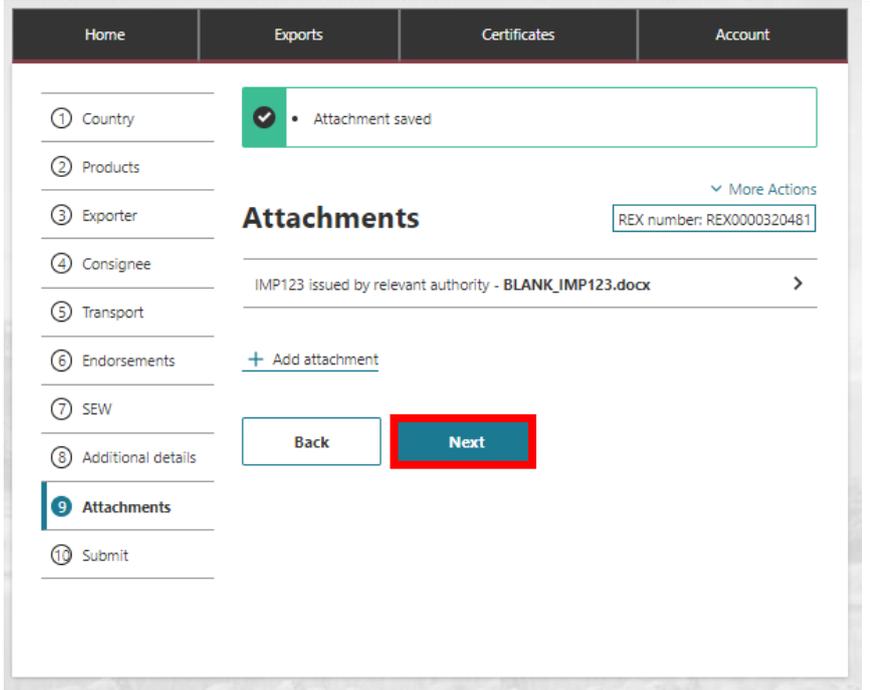
Home	Exports	Certificates	Account

① Country
② Products
③ Exporter
④ Consignee
⑤ Transport
⑥ Endorsements
⑦ SEW
⑧ Additional details
⑨ **Attachments**
⑩ Submit

✔ • Attachment saved

⌄ More Actions

Attachments   REX number: REX0000320481

IMP123 issued by relevant authority - BLANK_IMP123.docx   ❯

+ Add attachment

Back   **Next**

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.**
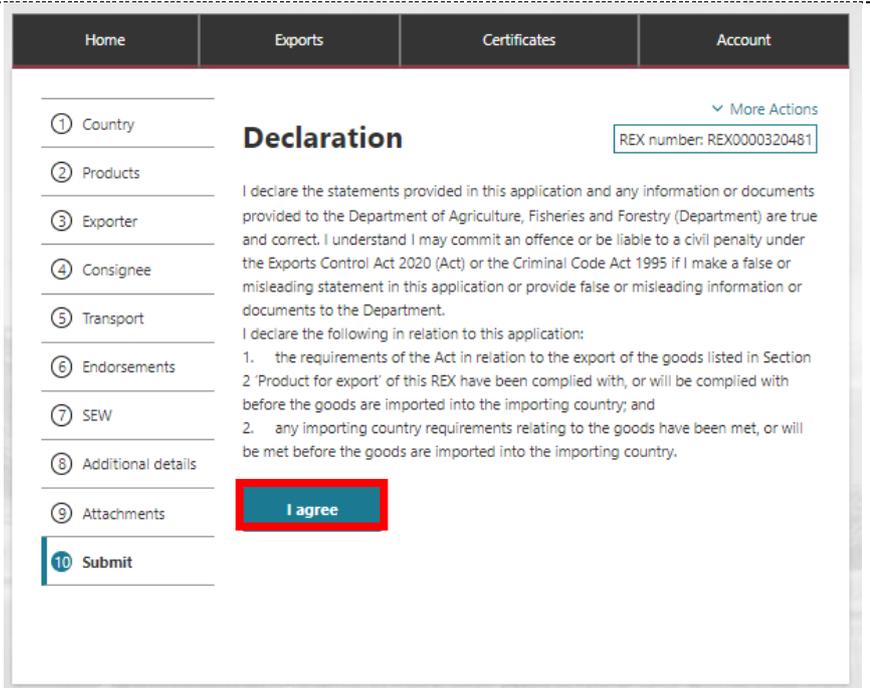
Home	Exports	Certificates	Account

① Country
② Products
③ Exporter
④ Consignee
⑤ Transport
⑥ Endorsements
⑦ SEW
⑧ Additional details
⑨ Attachments
⑩ **Submit**

⌄ More Actions

Declaration   REX number: REX0000320481

I declare the statements provided in this application and any information or documents provided to the Department of Agriculture, Fisheries and Forestry (Department) are true and correct. I understand I may commit an offence or be liable to a civil penalty under the Exports Control Act 2020 (Act) or the Criminal Code Act 1995 if I make a false or misleading statement in this application or provide false or misleading information or documents to the Department.
I declare the following in relation to this application:
1.   the requirements of the Act in relation to the export of the goods listed in Section 2 'Product for export' of this REX have been complied with, or will be complied with before the goods are imported into the importing country; and
2.   any importing country requirements relating to the goods have been met, or will be met before the goods are imported into the importing country.

I agree

Step 2 The destination country and products will display. If there are no changes required, select **Lodge REX.**	
Step 3 A confirmation message will appear, alongside the Request Id associated with your application. Your REX is now awaiting assessment from a departmental officer.	

Contact the NEXDOC help desk.

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