



USER GUIDE

NEXDOC: Lodge a Request for Export (REX) for honey and apiculture products requiring the EX188B certificate

In this document

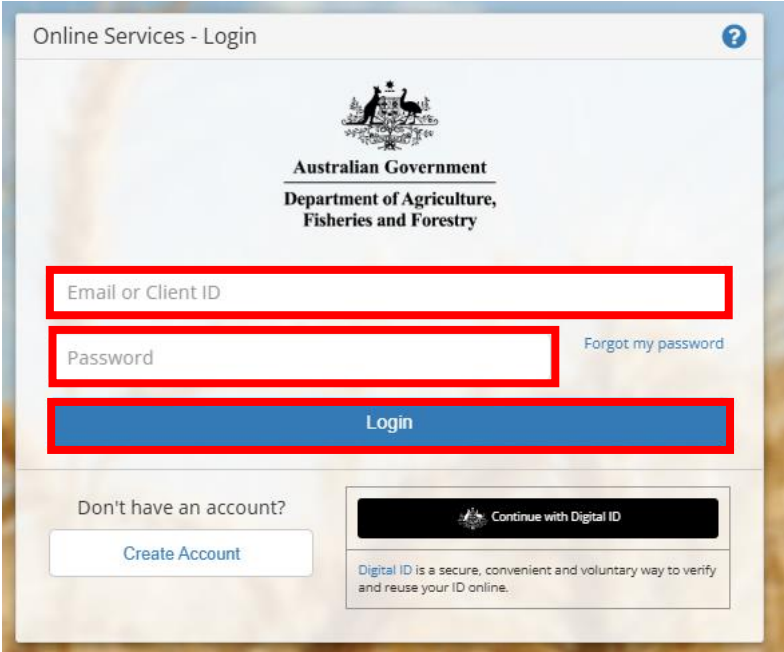
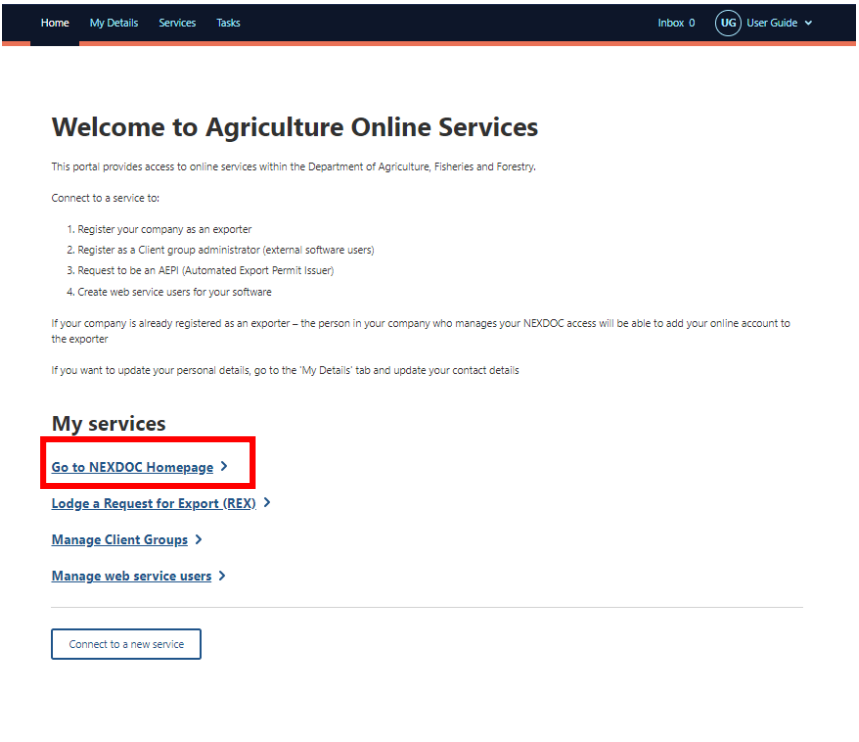
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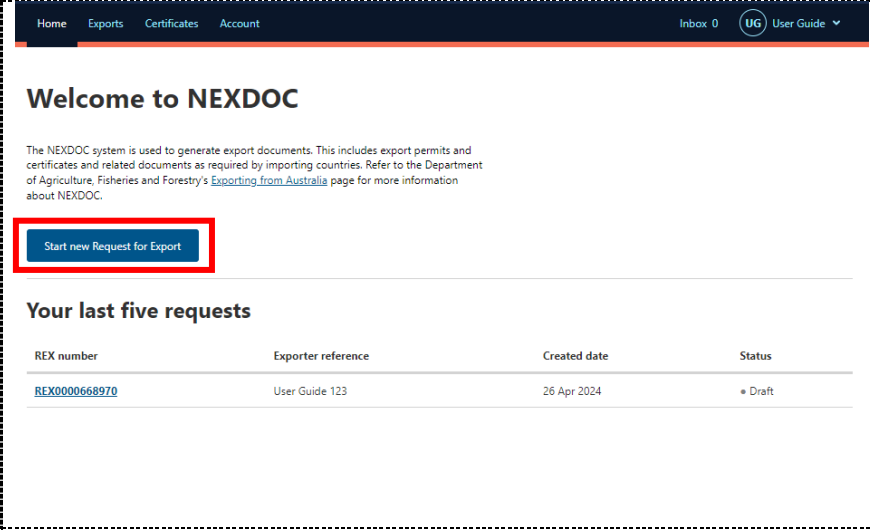
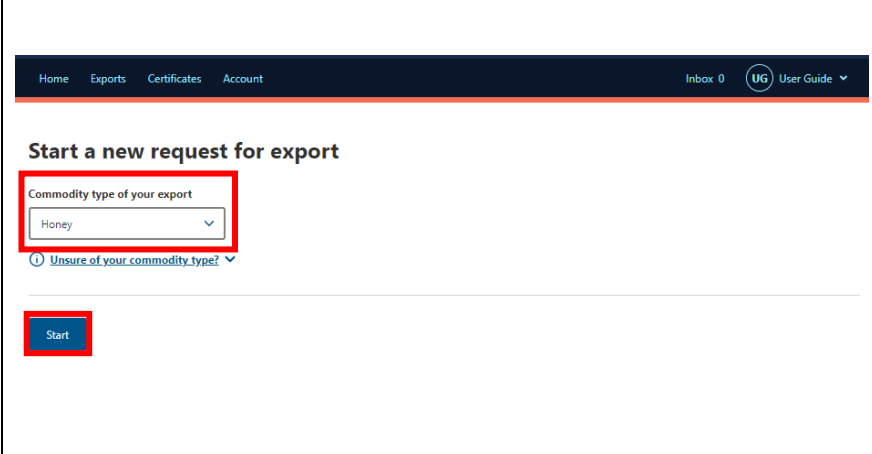
Purpose of this document

The below information will guide you through lodging a Request for Export (REX) and obtaining the EX188B export certificate.

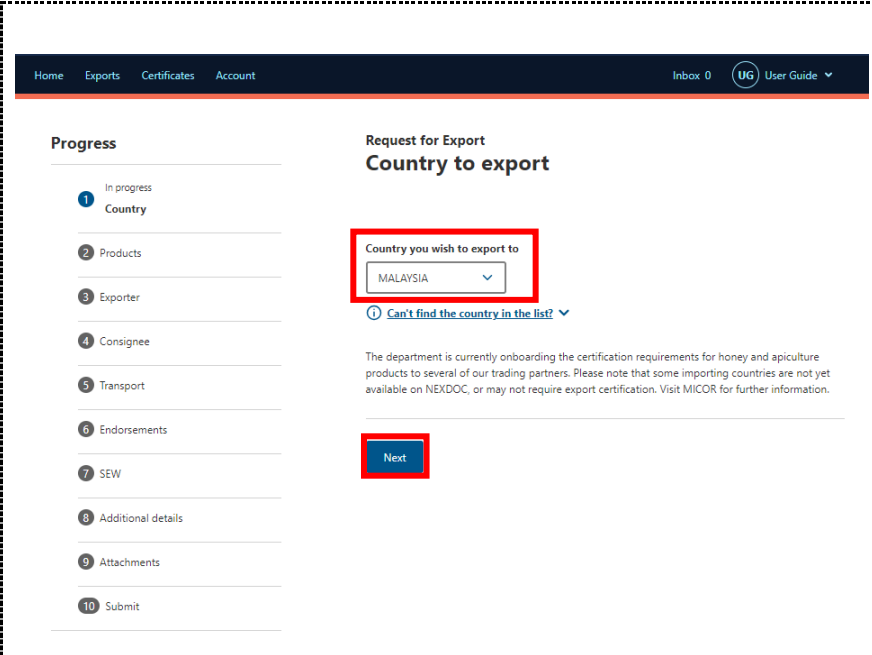
Start a new Request for Export (REX)

<p><u>Step 1</u></p> <p>Log in to the Online Services Portal.</p>	
<p><u>Step 2</u></p> <p>Select Go to NEXDOC Homepage.</p>	
<p><u>Step 3</u></p> <p>Select Start new Request for Export.</p>	

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

	 <p>The screenshot shows the NEXDOC home page. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', and 'Account'. On the right, it says 'Inbox 0' and 'UG User Guide'. The main heading is 'Welcome to NEXDOC'. Below it, a paragraph explains the system's purpose. A blue button labeled 'Start new Request for Export' is highlighted with a red box. Below this is a section titled 'Your last five requests' with a table containing one row of data.</p> <table border="1"><thead><tr><th>REX number</th><th>Exporter reference</th><th>Created date</th><th>Status</th></tr></thead><tbody><tr><td>REX0000668970</td><td>User Guide 123</td><td>26 Apr 2024</td><td>Draft</td></tr></tbody></table>	REX number	Exporter reference	Created date	Status	REX0000668970	User Guide 123	26 Apr 2024	Draft
REX number	Exporter reference	Created date	Status						
REX0000668970	User Guide 123	26 Apr 2024	Draft						
<p>Step 4</p> <p>Select the Commodity type of your export drop down menu. You will need to select Honey for a Honey REX.</p> <p>This is a mandatory field.</p> <p>Then select Start.</p>	 <p>The screenshot shows the 'Start a new request for export' form. The navigation bar is the same as the previous page. The heading is 'Start a new request for export'. A dropdown menu for 'Commodity type of your export' is highlighted with a red box and has 'Honey' selected. Below it is a link 'Unsure of your commodity type?'. A blue 'Start' button is also highlighted with a red box.</p>								

REX section 1: Country Details

<p>Step 1</p> <p>Select the Country you wish to export to drop down menu. You will need to select your destination country, then select Next.</p> <p>This is a mandatory field.</p>	 <p>The screenshot shows the 'Request for Export Country to export' form. On the left is a 'Progress' sidebar with 10 steps, where step 1 'Country' is highlighted. The main form has a dropdown menu for 'Country you wish to export to' with 'MALAYSIA' selected, highlighted by a red box. Below it is a link 'Can't find the country in the list?'. A blue 'Next' button is also highlighted with a red box.</p>
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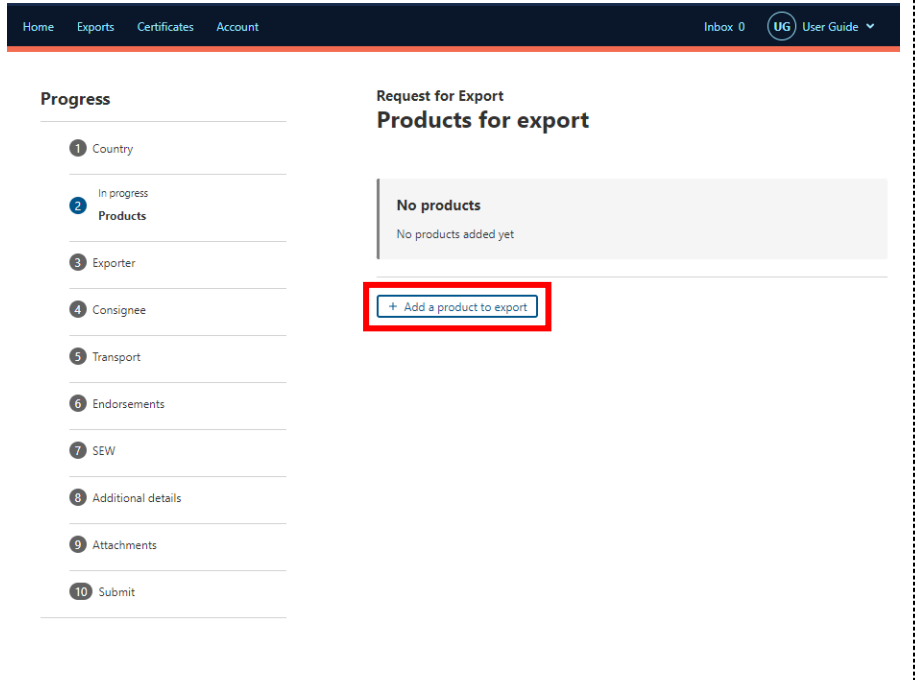
Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.



REX Section 2: Product Details

Step 1

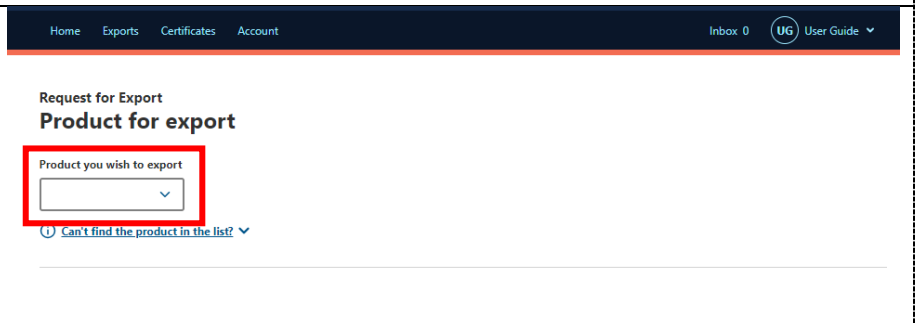
Select the **Add a product for export** button.



Step 2

Select **Product you wish to export** from the drop-down menu.

This is a **mandatory** field.

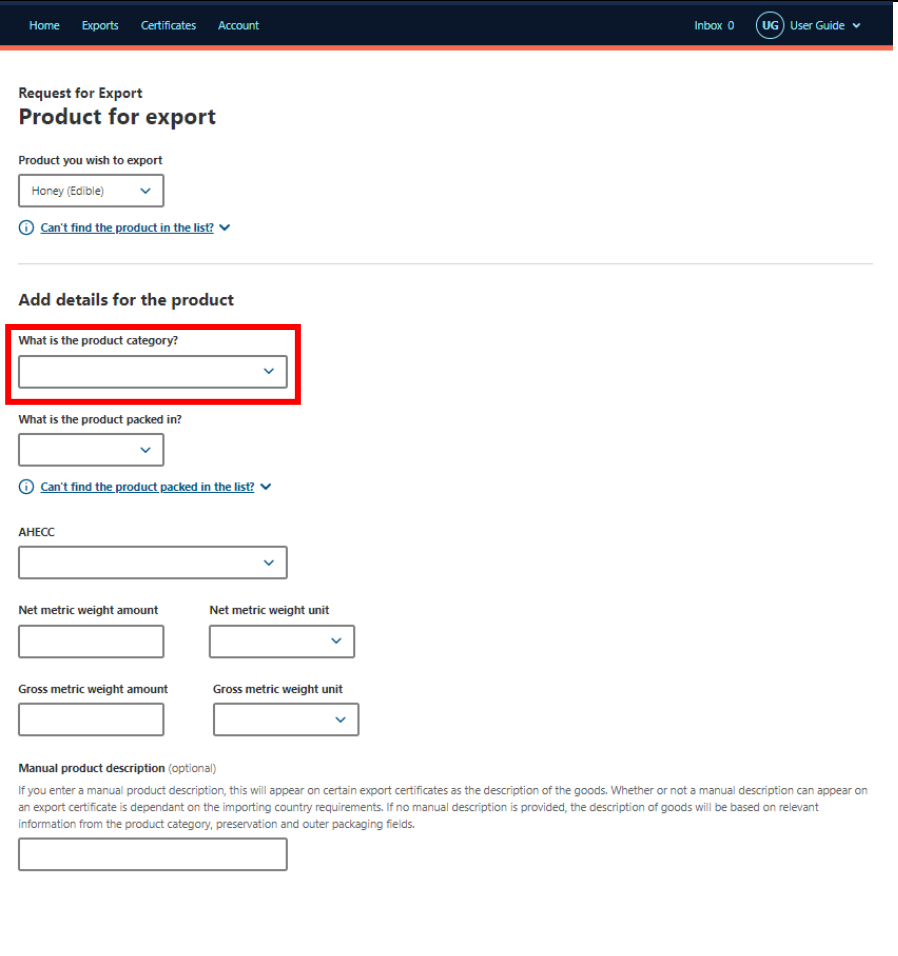
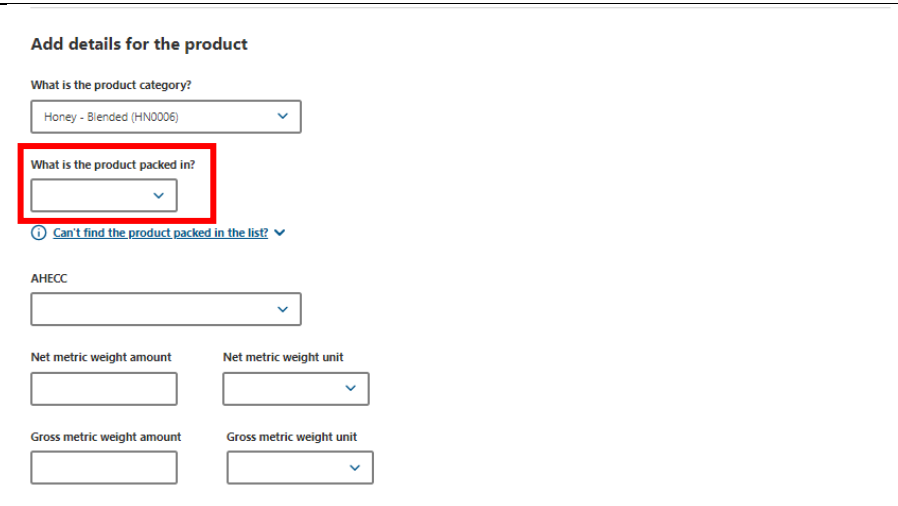


Step 3

Select a suitable option from the **What is the product category?** drop down menu.

This is a **mandatory** field.

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

	 <p>Home Exports Certificates Account Inbox 0 UG User Guide</p> <h3>Request for Export</h3> <h4>Product for export</h4> <p>Product you wish to export Honey (Edible) <input type="button" value="v"/> Can't find the product in the list?</p> <hr/> <h4>Add details for the product</h4> <p>What is the product category? <input type="button" value="v"/></p> <p>What is the product packed in? <input type="button" value="v"/> Can't find the product packed in the list?</p> <p>AHECC <input type="button" value="v"/></p> <p>Net metric weight amount <input type="text"/> Net metric weight unit <input type="button" value="v"/></p> <p>Gross metric weight amount <input type="text"/> Gross metric weight unit <input type="button" value="v"/></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>Step 4 Select a suitable option from the What is the product packed in? drop down menu.</p> <p>This is a mandatory field.</p>	 <p>Add details for the product</p> <p>What is the product category? Honey - Blended (HN0006) <input type="button" value="v"/></p> <p>What is the product packed in? <input type="button" value="v"/> Can't find the product packed in the list?</p> <p>AHECC <input type="button" value="v"/></p> <p>Net metric weight amount <input type="text"/> Net metric weight unit <input type="button" value="v"/></p> <p>Gross metric weight amount <input type="text"/> Gross metric weight unit <input type="button" value="v"/></p>
<p>Step 5 Select a suitable option from the Preservation drop down menu.</p> <p>This is a mandatory field.</p>	

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

	<p>Add details for the product</p> <p>What is the product category? <input type="text" value="Honey - Blended (HN0006)"/></p> <p>What is the product packed in? <input type="text" value="JARS (JA)"/></p> <p>Can't find the product packed in the list?</p> <p>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 pies' or 'Chilled pies'. If you make no selection the certificate will just show 'Pies'. <input type="text"/></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>Step 6 Select the relevant AHECC code for the product.</p> <p>This is an optional field but it becomes a mandatory field if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC.</p>	<p>Add details for the product</p> <p>What is the product category? <input type="text" value="Honey - Blended (HN0006)"/></p> <p>What is the product packed in? <input type="text" value="JARS (JA)"/></p> <p>Can't find the product packed in the list?</p> <p>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 pies' or 'Chilled pies'. If you make no selection the certificate will just show 'Pies'. <input type="text" value="Unrefrigerated"/></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>Step 7 Provide the Net metric weight amount and the net metric weight unit drop down menu.</p> <p>These fields are mandatory.</p> <p>The Gross metric weight amount and Gross metric weight unit are optional fields but become mandatory if you</p>	<p>AHECC <input type="text" value="Natural honey (04090020)"/></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>

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

<p>wish to use SEW to obtain your EDN.</p>	
<p>Step 8 You can provide a Manual product description which will appear on your certificate, if provided. The product description will replace the category code, preservation type and outer package details. This is an optional field.</p>	<p>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 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.</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <input type="text"/> </div> <p>Batch code</p> <input type="text"/>
<p>Step 9 Provide the Batch Code. This field is optional. This field has limit of 30 characters.</p>	<p>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 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.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> Orange Blossom & Jasmine Honey </div> <div style="border: 2px solid red; padding: 5px;"> <p>Batch code</p> <input type="text"/> </div>
<p>Step 10 Provide the Outer Packaging details.</p> <p>The Package Type, Quantity, Individual Package Weight, and Weight Unit are mandatory fields.</p> <p>Shipping marks are optional. This field has limit of 30 characters.</p>	<p>Outer packaging</p> <div style="border: 2px solid red; padding: 10px;"> <p>Package type Select the outer package type that the product is packed in. For example: Cartons.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>Quantity Enter the number of outer packages for the product line.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>Individual package weight Refers to the weight of each item inside the outer package. For example, the individual package weight might be 10 KGM.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>Weight unit</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>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.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> </div>
<p>The below information relates to the Additional details of the product.</p>	
<p>Step 11 Details relating to Containers are optional.</p> <p>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.</p>	<div style="border: 2px solid red; padding: 10px;"> <p>Add additional details for the product.</p> <hr/> <p>Containers</p> <hr/> <p>SEW</p> <hr/> <p>Production processes</p> <hr/> <p>Additional details</p> <hr/> <p style="text-align: center;">Save</p> </div>

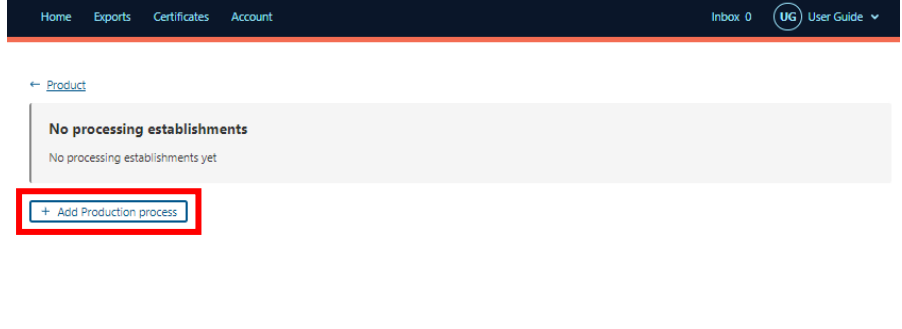
Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

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.

Step 12

Open the **Production Processes** tab and select **Add production process**.



Step 13

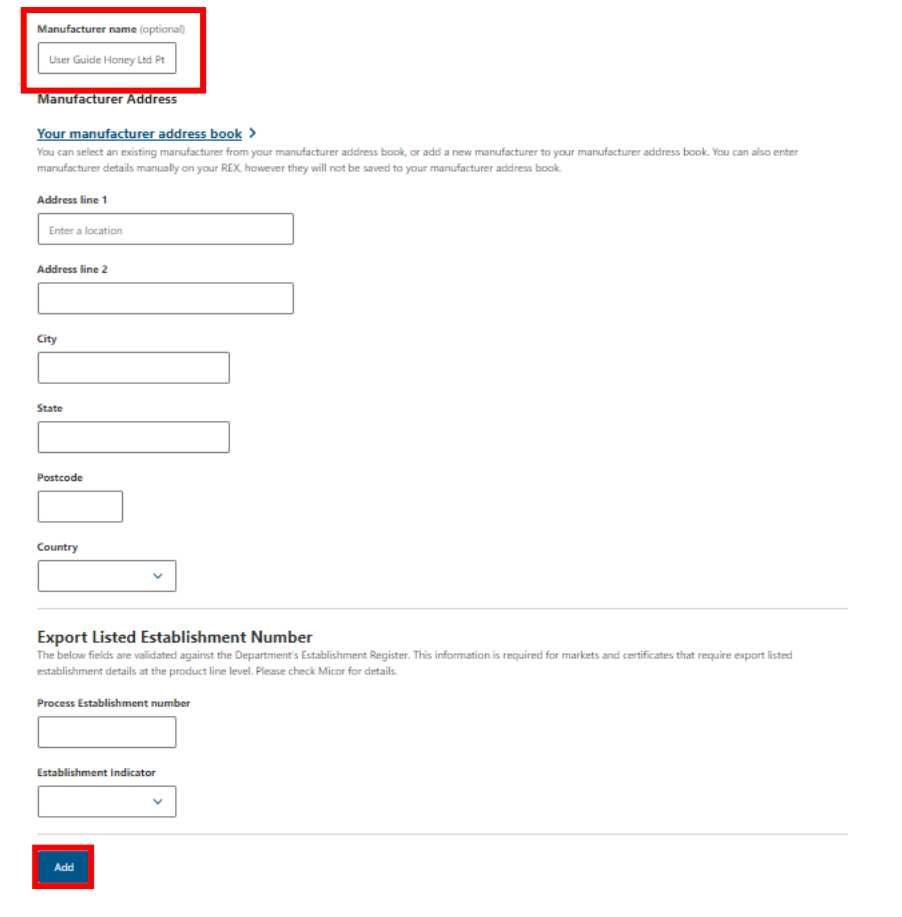
Provide the free text **Manufacturer Name**.

This is a **mandatory** field for markets requiring the EX188B certificate.

All other fields are **optional**.

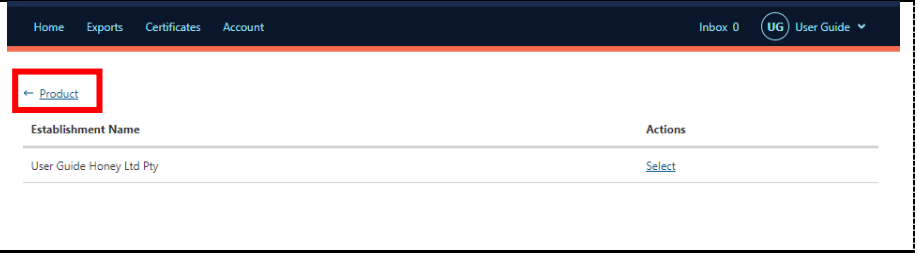
Note: Export Listed Establishment Details are not required for most markets needing the EX188B certificate. These fields are only necessary for markets that require export listed establishments recorded against the Department's Establishment Register.

Select **Add**.



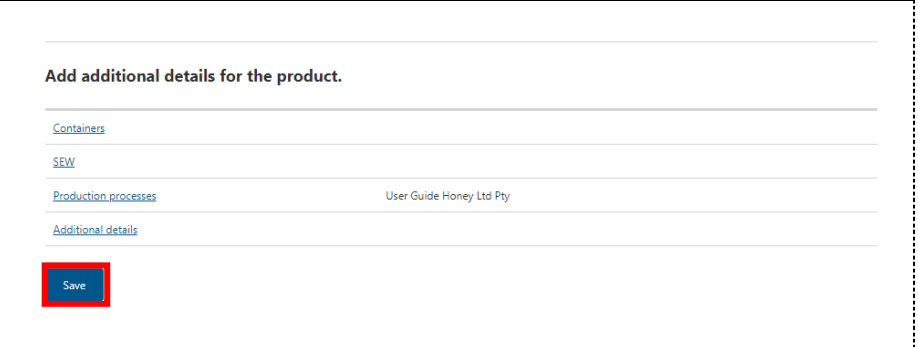
Step 14

Select **Product** to go back to the product screen.



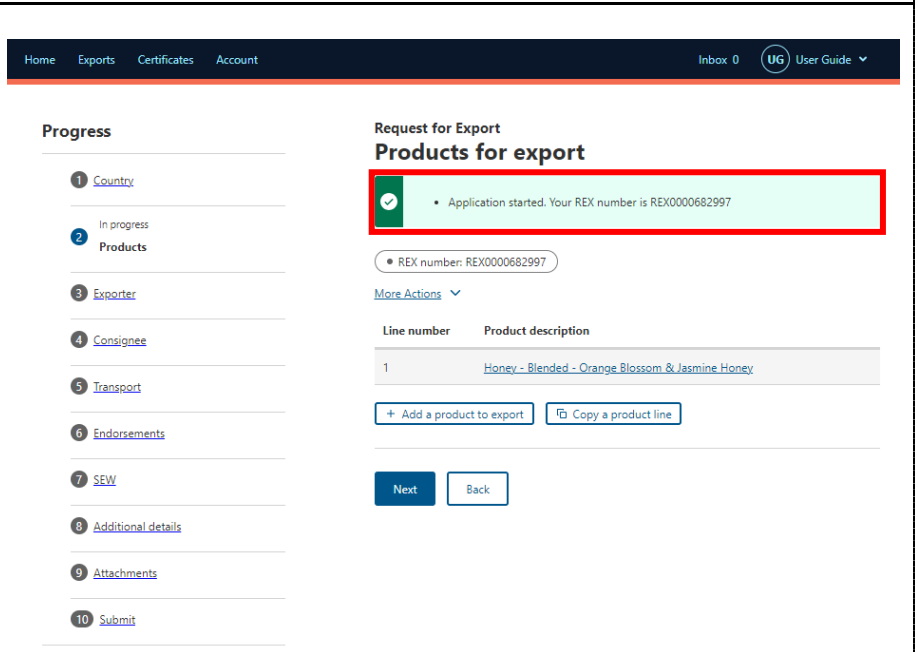
Step 15

Once you have provided the necessary information, select **Save**.



Step 16

Your REX application has been saved and assigned a REX number.

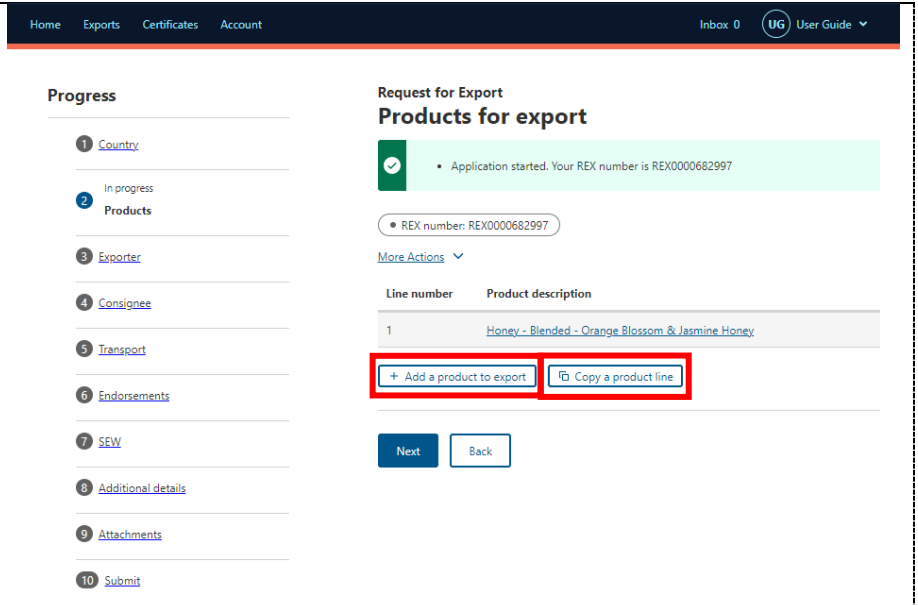


Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

Step 17

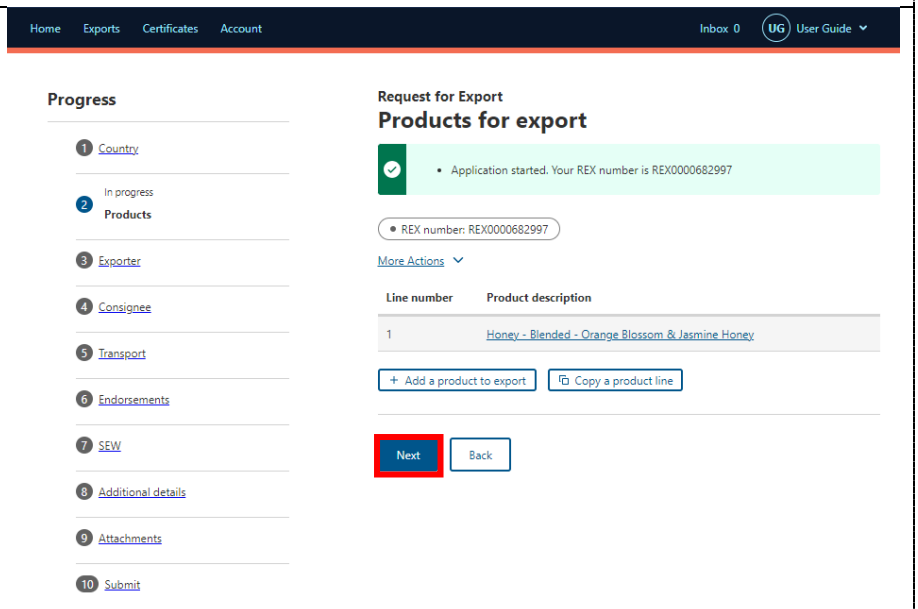
If required, add additional product lines by selecting **Add a product to export** or **Copy a product line**.

This is an **optional** feature.



Step 18

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 **Change exporter**.

Provide your **Exporter Reference**.

This is a **mandatory** field.

Select **Save and next**.

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Progress

- Country
- Products
- In progress Exporter**
- Consignee
- Transport
- Endorsements
- SEW
- Additional details
- Attachments
- Submit

Request for Export Exporter details

[More Actions](#) ▼

• REX number: REX0000682997

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](#)

REX Section 4: Consignee Details

Step 1

Provide the consignee **Name**. This is a **mandatory** field.

The consignee **Phone number**, if known. This is an **optional** field.

Provide the consignee **Address**. This is a **mandatory** field.

Provide a **Lot number** if desired. This is an **optional** field.

Select **Save and next**.

Progress

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

Request for Export Consignee

[More Actions](#) ▾

REX number: REX0000682997

[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

State

Postcode

Country

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)

REX Section 5: Transport Details

Step 1

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 a **mandatory** field.

The **Border Inspection Port** is an **optional** field

Provide the **Destination City**. This is a **mandatory** field.

Transit Countries is an **optional** field

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Progress

- Country
- Products
- Exporter
- Consignee
- In progress
Transport
- Endorsements
- SEW
- Additional details
- Attachments
- Submit

Request for Export Transport

More Actions

• REX number: REX0000682997

Departure date (e.g. 03/05/2024)

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

Select the **Transport Mode**. It is **mandatory** to select either **Sea**, **Air** or **Mail**

Transport mode

Sea

Air

Mail

Save and next Back

Step 3

If you select **Sea**, you must provide the **Vessel Name** and **Voyage Number**. These are **mandatory** fields.

Transport mode

Sea

Vessel name

User Guide Ship

Voyage

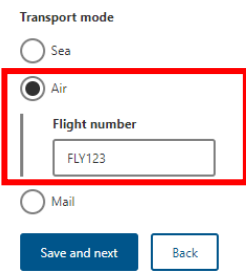
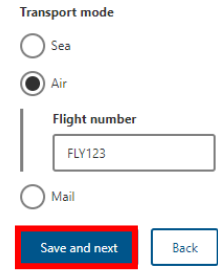
123456

Air

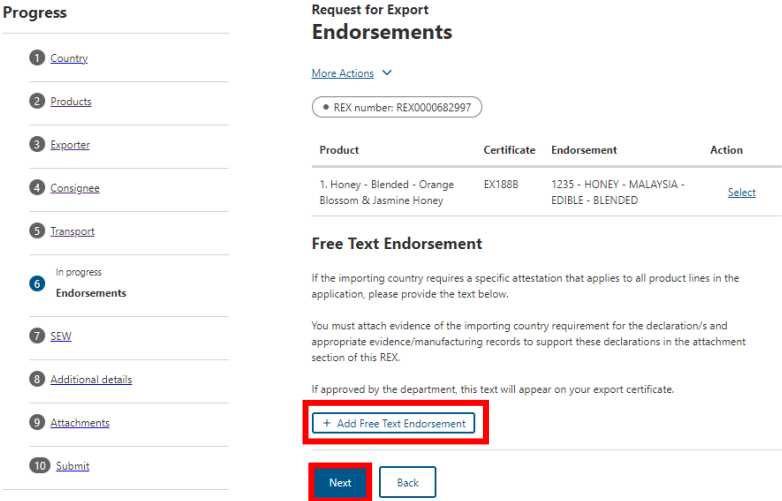
Mail

Save and next Back

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

<p>Step 4 If you select Air, you must provide the Flight Number. This is a mandatory field.</p>	
<p>Step 5 Select Save and next.</p>	

REX Section 6: Templates and Endorsements

<p>Step 1 NEXDOC will automatically allocate you the appropriate template and endorsement, based on the information provided throughout your application.</p> <p>To view the allocated template/endorsement for each product line, select the respective product line.</p> <p>The system will allocate negotiated and/or known endorsements. if you have evidence of the importing country requiring an alternative endorsement, you can provide this text via the + Add Free Text Endorsement function. This request will be reviewed by the</p>	
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Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

department prior to appearing on your export certificate.

Select **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 step 2.

Home Exports Certificates Account Inbox 0 **UG** User Guide

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Endorsements
- In progress SEW**
- Additional details
- Attachments
- Submit

Request for Export SEW Integration

[More Actions](#)

• REX number: REX0000682997

Would you like to use SEW integration (ICS)?

FOB total
0
FOB total is the sum of all FOB amounts quoted for all products lines for this REX.

FOB currency (optional)
Select the FOB currency you have used to calculate all FOB amounts.

SEW consignee name
SEW consignee name is limited to 35 characters. This is the name that will be sent to the SEW.

Save and next

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:

- You must have requested access to SEW in your

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Endorsements
- In progress SEW**
- Additional details
- Attachments
- Submit

Request for Export SEW Integration

[More Actions](#)

• REX number: REX0000682997

Would you like to use SEW integration (ICS)?

FOB total
0
FOB total is the sum of all FOB amounts quoted for all products lines for this REX.

FOB currency (optional)
Select the FOB currency you have used to calculate all FOB amounts.

SEW consignee name
SEW consignee name is limited to 35 characters. This is the name that will be sent to the SEW.

Save and next

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

<p>exporter registration for this to be available. Alternatively, you can update your account and request this permission.</p> <p>2. If you wish to use the SEW connection, you must have provided the relevant details in each of your product lines.</p> <p>These are optional fields.</p>	
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REX Section 8: Additional Details

<p>Step 1 Select your Certificate Print Indicator</p> <p>You must select Automatic or Hold.</p> <p>This selection is mandatory.</p> <p>Please view the NEXDOC Printing FAQ on the NEXDOC Help Page for further information regarding these options.</p>	<p>The screenshot shows the 'Request for Export Additional details' page. On the left is a 'Progress' bar with 10 steps. Step 8, 'Additional details', is currently active. The 'Certificate print indicator' section contains two radio buttons: 'Automatic' and 'Hold'. The 'Hold' option is selected and highlighted with a red box. Below this is the 'Printer selection' section, which includes a dropdown menu for selecting a printer or regional office.</p>
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Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

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 this option on screen, please request this permission via your registered NEXDOC exporter account.

⑨ Attachments ○ Automatic
⑩ Submit ● Hold
 Use your own printer [Help](#)

Step 3

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 collect the certificate/s.

8 In progress Additional details
9 Attachments
10 Submit

● Hold
Printer selection
You can select 'Use your own printer' if you have approval to print locally, or you can select a 'Print region' to print your certificate in one of the department's offices. Select the office closest to you.
Print to a departmental regional office
If you select a 'Print region' your certificate will print to the nominated regional office and you will need to arrange collection. If you wish to print on your own premises, and can't see a 'Use your own printer' selection on screen, this may be due to importing country requirements or due to the fact you have not applied for the 'My Printer' permission within your NEXDOC Account.

Test Print Region

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.

Other details

Import permits
Record the import permit number and import permit date. You can list up to 6 import permits.

No import permits
No import permits added yet.

+ Add an import permit

Save and next Back

Step 5

Provide your **Import permit number** and **Import permit date**. These are optional fields.

If provided, these details will appear on the export certificate.

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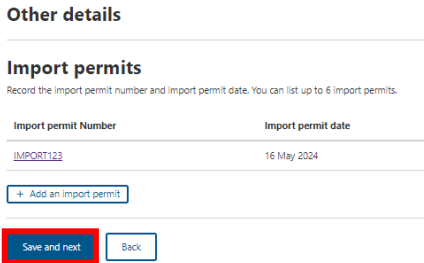
Add import permit

Import permit number
[Input field]

Import permit date (e.g. 03/05/2024)
[Input field] [Calendar icon]

Save

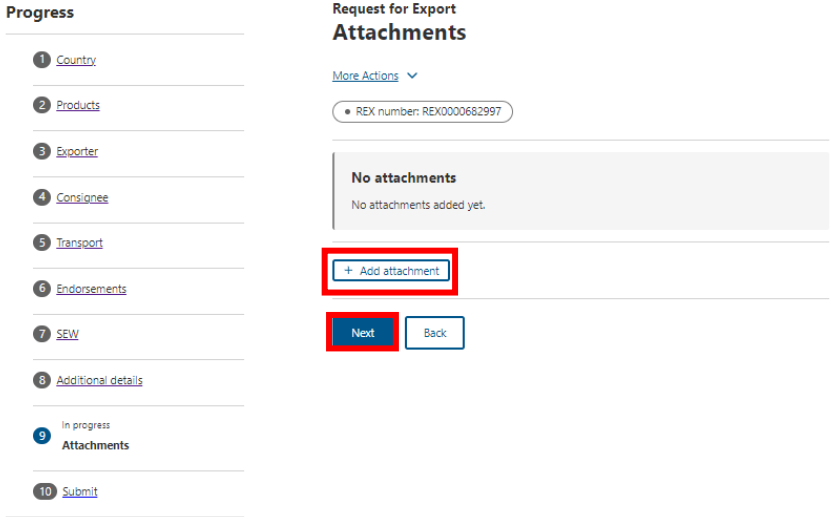
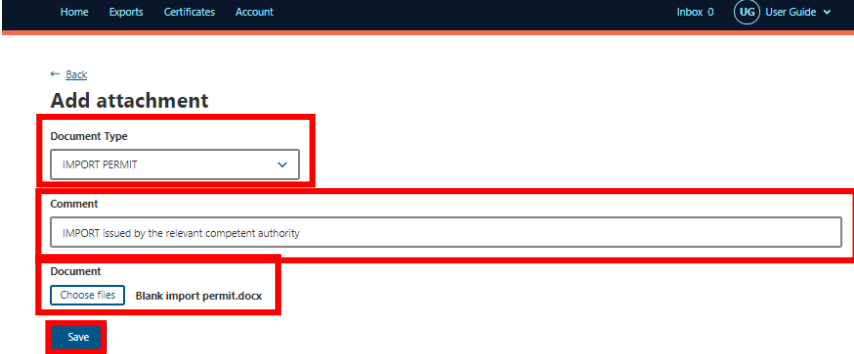
Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

<p>The import permit date must be in the past.</p> <p>Select Save.</p>	
<p>Step 6</p> <p>Select Save and next.</p>	

REX Section 9: Attachments

Each REX is assessed against importing country requirements. Provide all relevant documentation to support your request for certification. This may include, but is not limited to, an import permit and manufacturer’s declarations.

A departmental officer will review these documents when assessing your REX.

<p>Step 1</p> <p>Select Add attachment.</p>	
<p>Step 2</p> <p>Select the drop-down menu and indicate the type of attachment. 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.</p>	

Lodge a Request for Export (REX) for honey and apiculture requiring the EX188B export certificate.

Select or drag and drop the file to attach.

Select **Save**.

Step 3

Select **Next**.

Home Exports Certificates Account Inbox 0 UG User Guide

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Endorsements
- SEW
- Additional details
- In progress: Attachments
- Submit

Request for Export Attachments

More Actions

• REX number: REX0000682997

Document type	Comment	File
Other	IMPORT issued by the relevant competent authority	Blank import permit.docx

+ Add attachment

Next Back

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 Inbox 0 UG User Guide

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Endorsements
- SEW
- Additional details
- Attachments
- In progress: Submit

Request for Export Lodge REX

More Actions

• REX number: REX0000682997

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.

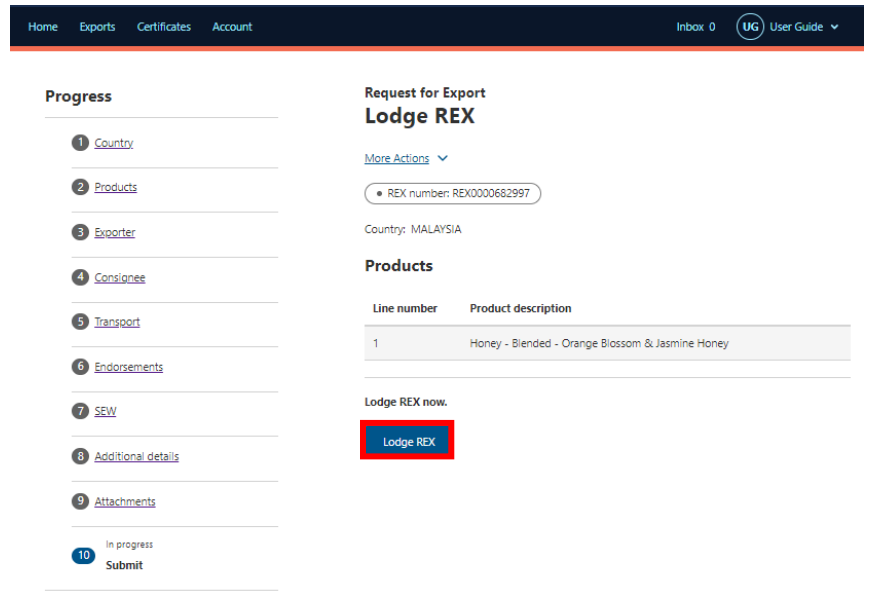
I declare the following in relation to this application:

- 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
- 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

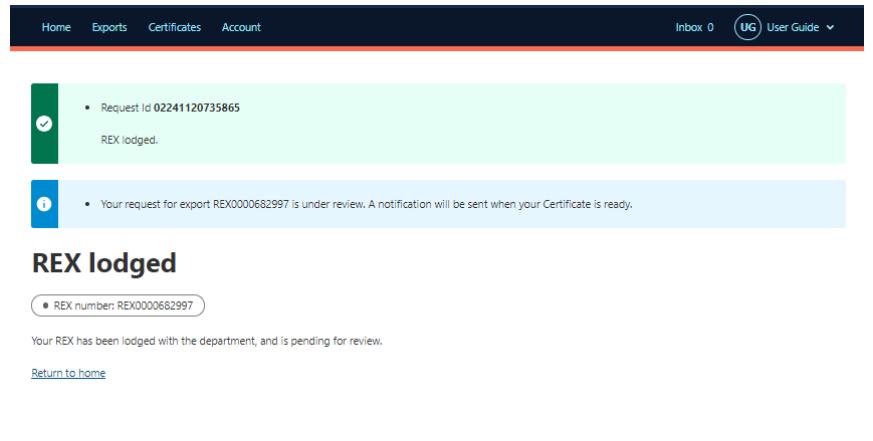
Step 2

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