**USER GUIDE**

**NEXDOC:**   
**Lodge a Request for Export (REX) for** **fish and fish products**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In this document**

This document contains the following topics.

[Purpose of this document 2](#_Toc177573249)

[Start a new Request for Export (REX) 2](#_Toc177573250)

[REX Section 1: Country details 4](#_Toc177573251)

[REX Section 2: Product Details 4](#_Toc177573252)

[REX Section 3: Exporter Details 17](#_Toc177573253)

[REX Section 4: Consignee Details 18](#_Toc177573254)

[REX Section 5: Transport Details 18](#_Toc177573255)

[REX Section 6: Authorisation 20](#_Toc177573256)

[REX Section 7: Endorsements 21](#_Toc177573257)

[REX Section 8: Single Electronic Window (SEW) 22](#_Toc177573258)

[REX Section 9: Additional Details 23](#_Toc177573259)

[REX Section 10: Attachments 25](#_Toc177573260)

[REX Section 11: Submit 26](#_Toc177573261)

[Contact the NEXDOC help desk 27](#_Toc177573262)

## Purpose of this document

The below information will guide you through lodging a Request for Export (REX) for fish.

Lodge your REX using the Next Export Documentation (NEXDOC) system.

The department will then:

* assess whether you have met all export requirements.
* issue an export certificate, if approved.

## Start a new Request for Export (REX)

|  |  |
| --- | --- |
| Step 1  **Log in** to the Online Services Portal. | A screenshot of a login screen  Description automatically generated |
| Step 2  Select **Lodge a Request for Export (REX)*.*** |  |
| Step 3  From the dropdown menu, select the **Commodity type of your export***.* You will need to select **Fish** for a fish REX.  Then select **Start*.*** | A screenshot of a login  Description automatically generated |

## REX Section 1: Country details

|  |  |
| --- | --- |
| Step 1  Type in the **Country you wish to export to** in thedrop down menu.  Select **Next*.*** |  |

## REX Section 2: Product Details

|  |  |
| --- | --- |
| Step 1  Select the **+** **Add a product to export** button. |  |
| Step 2  Select the **Product you wish to export or begin typing in the product in** the drop down menu.  Only valid product types will be displayed.  Scroll down the list or start typing in the product for it to display. | A screenshot of a computer  Description automatically generated |
| Step 3  Complete relevant fields within **Add details for the product.** |  |
| Step 4  Complete the relevant fields for **Outer packaging**. |  |
| To add additional information about your product: | |
| Step 5  Select **Additional packaging** tab**.** |  |
| Step 6  Complete relevant fields within **Packaging** for the product.  Select **Save**. |  |
| Step 7  Select **Containers** tab**.** |  |
| Step 8  Select the tick box for Air or Sea freight. |  |
| Step 9  If required, select **Add container.** |  |
| Step 10  Type the Container number.  Select **+ Add seal number.** |  |
| Step 11  Type the Seal number.  Select **Add**. |  |
| Step 12  Select **Product** |  |
|  |  |
| Step 13  Select **Documents** tab**.** |  |
| Step 14  Find the relevant document and select it.  Click Add to add the document to the REX.  Then Select **Product** |  |
| Step 15  Select **Production processes** tab. |  |
| Step 16  Select **+ Add Production process**. |  |
| Step 17  Select an Establishment Type and click Continue |  |
| Step 18  If you select  Registered establishment –  Complete the Registered establishment details  Click Add  If you select  Free text establishment –  Complete the details  Click Add  If you select  Harvest area –  Complete the details  Click **Add** |  |
| Step 19  Select **Product** |  |
| Step 20  Select the **Additional Details** tab. |  |
| Step 21  Complete required fields in **Additional details**.  Select **Save**.  Select **Product** | 0 |
| Step 22  Select **Save**. |  |
| Step 23  If you have more than one product repeat steps 1 – 25. | |
| Step 24  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 25  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 registrationfor 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.**  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.  Provide the **consignee Address**. This is a mandatory field.  Select **Save and next**. |  |

## 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 an optional field.   Select the **Border Inspection Port** from the drop-down menu**.**   Provide the **Destination City**. This is a mandatory field.  **Transit Countries** is an optional field.  Provide the **Transport Storage Temperature** (number only) and **Transport Storage Temperature Unit.** This is a mandatory field. |  |
| Step 2  Select the **Transport Mode**. It is mandatory to select either **Sea** or **Air.**  If you select **Sea**, you must provide the **Vessel Name** and **Voyage Number**. These are mandatory fields.  If you select **Sea**, you must provide the **Vessel Name** and **Voyage Number**. These are mandatory fields.  If you select **Air**, you must provide the **Flight Number**. This is a mandatory field.  If you select **Mail**,no additional information is required.  Select **Save and next**. |  |

## REX Section 6: Authorisation

|  |  |
| --- | --- |
| Step 1  Type the **Authorising Establishment Number**.  If you have AEPI permission, you will have the ability to select if you would like to authorise this REX for export?  If you select Yes, the below fields will display. You must insert an Authorisation Date for the REX to be authorised.  This date must be before or equal to today’s date. If you do not wish to authorise the REX yet, leave it blank. You can amend your REX and input the Authorisation Date after submitting.  If you select *No*, the department will review your REX for authorisation.  Select **Save and** **next.** |  |

## REX Section 7: Endorsements

|  |  |
| --- | --- |
| Step 1  The system will automatically allocate you the default certificate template and endorsement if applicable.  Select **Next.** |  |
| Step 2  If you would like to change the template or endorsement select the **Select** button. |  |
| Step 3  Use the drop-down menu to choose the appropriate **Certificate Template** and or **Endorsement**.  Select **Save**.  The SEW Integration tab will appear. |  |

## REX Section 8: Single Electronic Window (SEW)

|  |  |
| --- | --- |
| Step 1  If you are *not* using Single Electronic Window (SEW), deselect the box next to **Would you like to use SEW integration (ICS)?**    Select ***Save and next***.  Move to Rex Section 9: Additional details.  If you *are* using SEW you will need to complete the details on this screen.  Continue to Step 2. |  |
| Step 2  If you are using 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**.  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. | **Note:**  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. |

## REX Section 9: Additional Details

|  |  |
| --- | --- |
| Step 1  Select your **Certificate Print Indicator**  You must select **Automatic** or **Hold**.  This selection is mandatory.  The NEXDOC Printing FAQ on the NEXDOC Help Page has further information.  You must select an available printer or regional office from the **Print region**to print your certificate.  You can choose to:   * Add catching zone information in the Other details section and your EDN number * request extra certificates or add supporting documentation for this consignment * save your import permit number and import permit date within your REX, select **Add import permit.** This is an optional feature. See Step 2.   Select **Save and next**. |  |
| Step 2  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**. |  |

## REX Section 10: Attachments

|  |  |
| --- | --- |
| Step 1  Each REX is assessed against importing country requirements.  You must provide all relevant documentation to support your request for certification.  Please liaise with your importer and check MICOR for specific details.  If not required, select **Next**.  If required, select **Add attachment** and go to Step 2. |  |
| 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.** |  |

## REX Section 11: Submit

|  |  |
| --- | --- |
| Step 1  The Declaration will display. Please read this carefully.  If you wish to proceed with your lodgement, select **I agree.**  Step 2  After selecting I Agree, the screen will display details of the REX.  Select Lodge REX to complete the lodgement process. |  |
| Step 3  A confirmation message will appear, alongside the Service ID associated with your application. Your REX is now awaiting assessment from a departmental officer. |  |

## Contact the NEXDOC help desk

For more information or assistance, please contact [NEXDOC@aff.gov.au](mailto:NEXDOC@aff.gov.au)