Australian Government
Department of Agriculture, Fisheries and Forestry

Agricultural Trade Reform

USER GUIDE

NEXDOC:
Lodge a Request for Export (REX) for Skins and Hides

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Purpose of this document

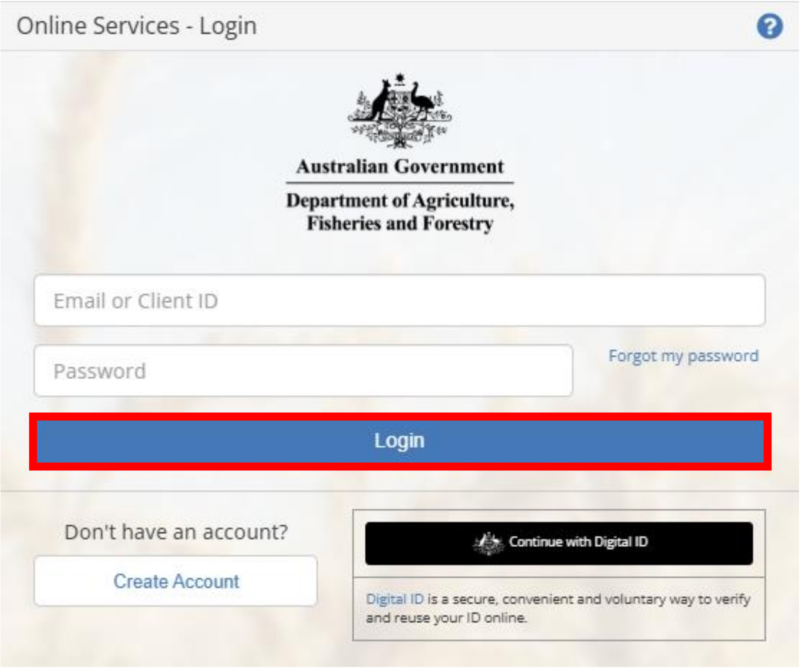
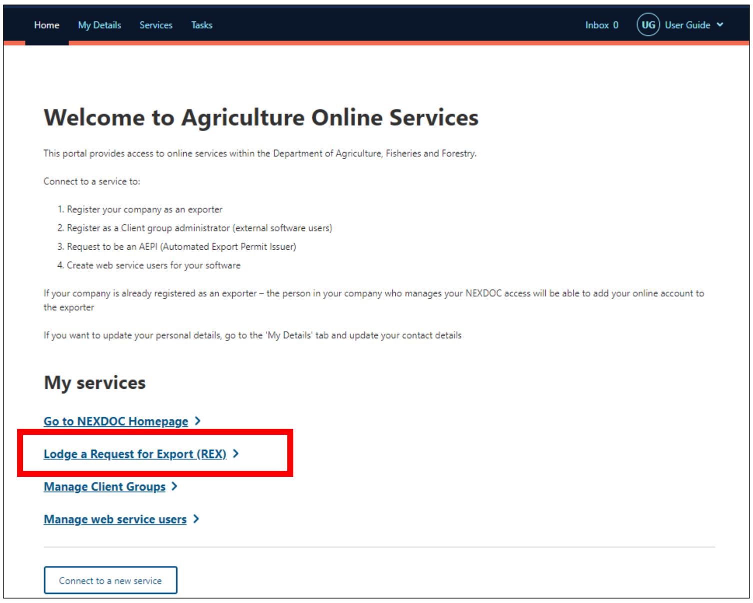
The below information will guide you through lodging a Request for Export (REX) for skins and hides.

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.

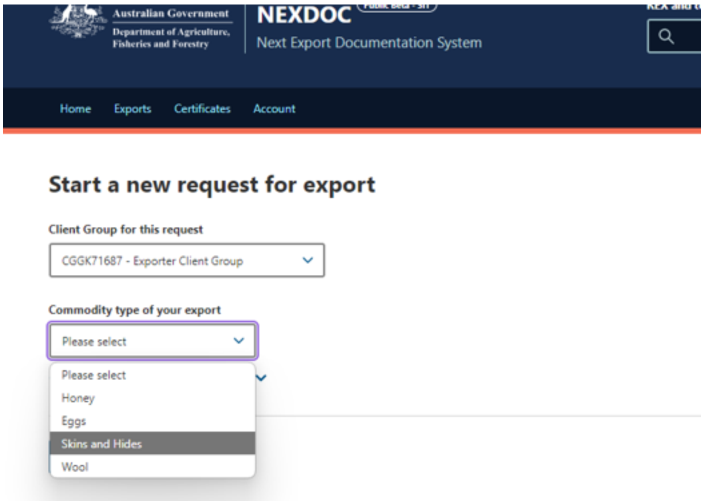
Start a new Request for Export (REX)

Step 1 **Log in** to the Online Services Portal.	 Online Services - Login Australian Government Department of Agriculture, Fisheries and Forestry Email or Client ID Password Forgot my password Login Don't have an account? Create Account Continue with Digital ID Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.
Step 2 Select **Lodge a Request for Export (REX).**	 Home My Details Services Tasks Inbox 0 UG User Guide **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 > Lodge a Request for Export (REX) > Manage Client Groups > Manage web service users > Connect to a new service

Step 3

From the dropdown menu, select the **Commodity type of your export**. You will need to select **skins and hides** for a skins and hides REX.

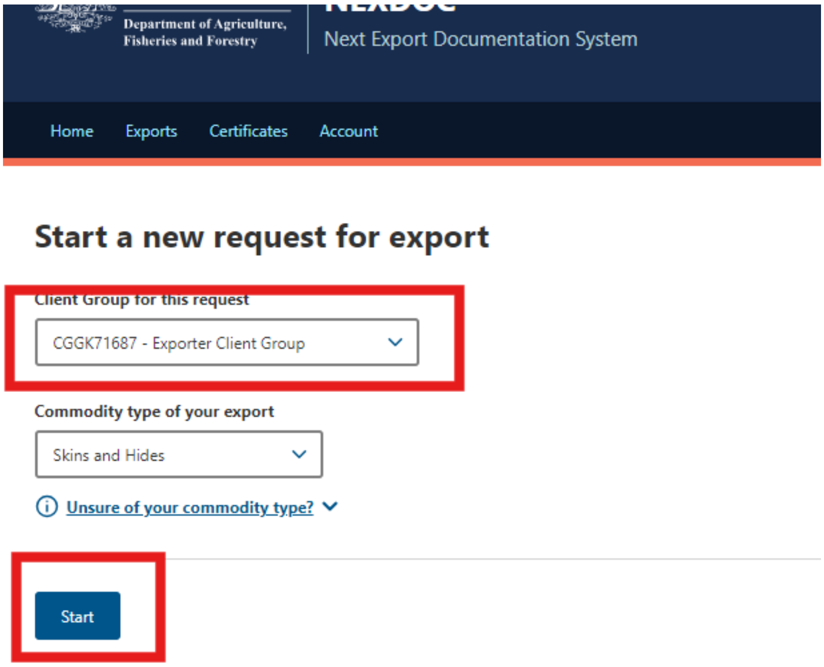
Then select **Start.**


Australian Government
Department of Agriculture, Fisheries and Forestry
NEXDOC
Next Export Documentation System
Home
Exports
Certificates
Account
Please select
Honey
Eggs
Skins and Hides
Wool

Start a new request for export

Client Group for this request: CGGK71687 - Exporter Client Group

Commodity type of your export: Please select


Department of Agriculture, Fisheries and Forestry
Next Export Documentation System
Home
Exports
Certificates
Account
Unsure of your commodity type?
Start

Start a new request for export

Client Group for this request: CGGK71687 - Exporter Client Group

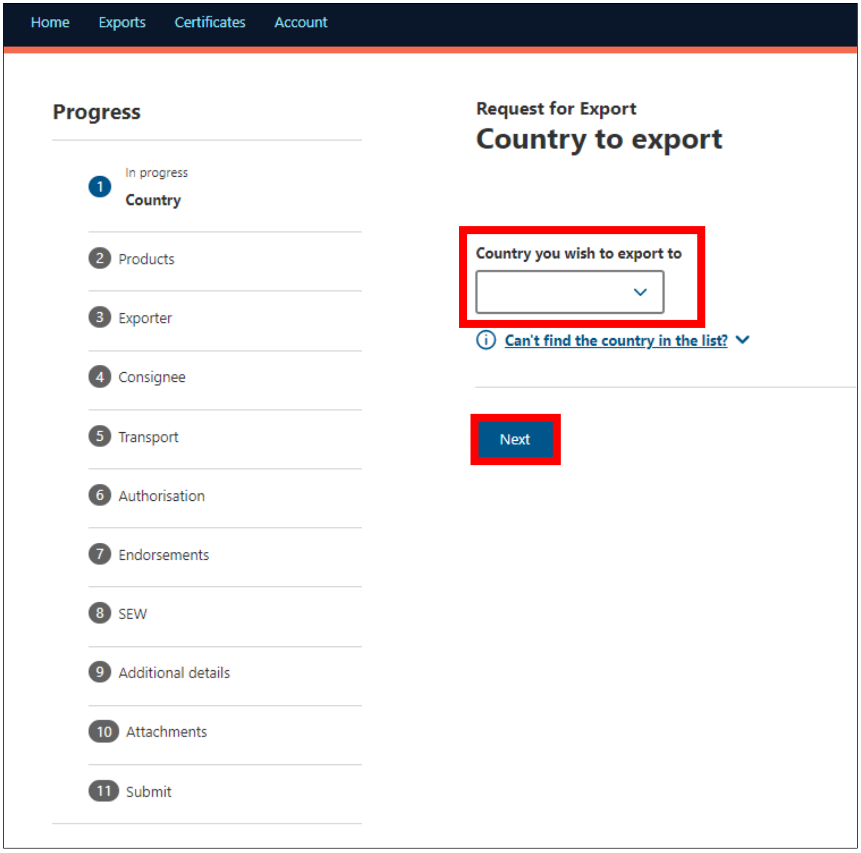
Commodity type of your export: Skins and Hides

REX Section 1: Country details

Step 1

Type in the **Country you wish to export to** in the drop down menu.

Select **Next.**


Home
Exports
Certificates
Account
Progress
In progress
1 Country
2 Products
3 Exporter
4 Consignee
5 Transport
6 Authorisation
7 Endorsements
8 SEW
9 Additional details
10 Attachments
11 Submit
Can't find the country in the list?
Next

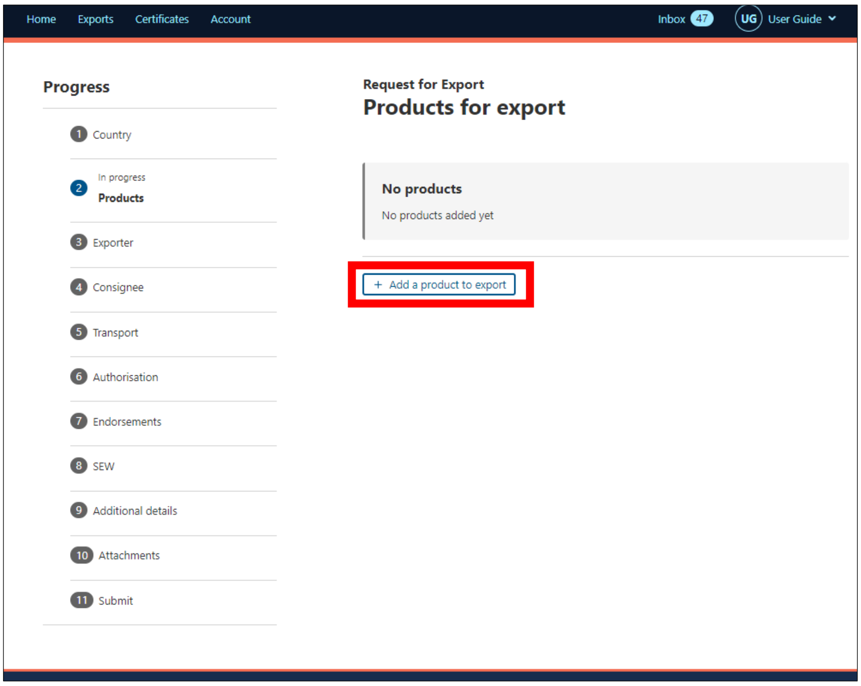
Request for Export
Country to export

Country you wish to export to

REX Section 2: Product Details

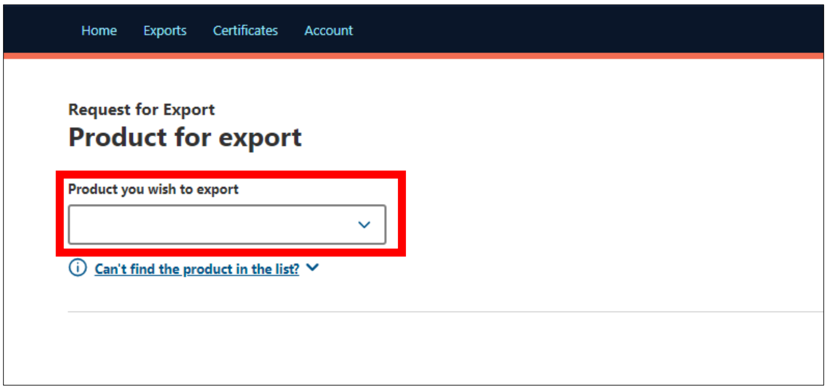
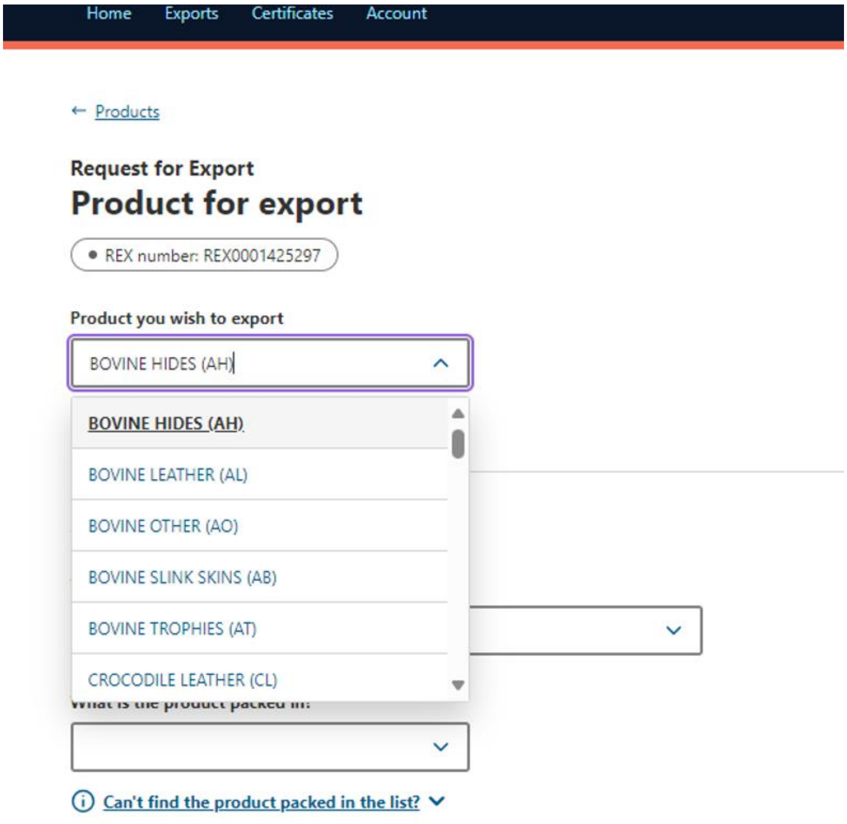
Step 1

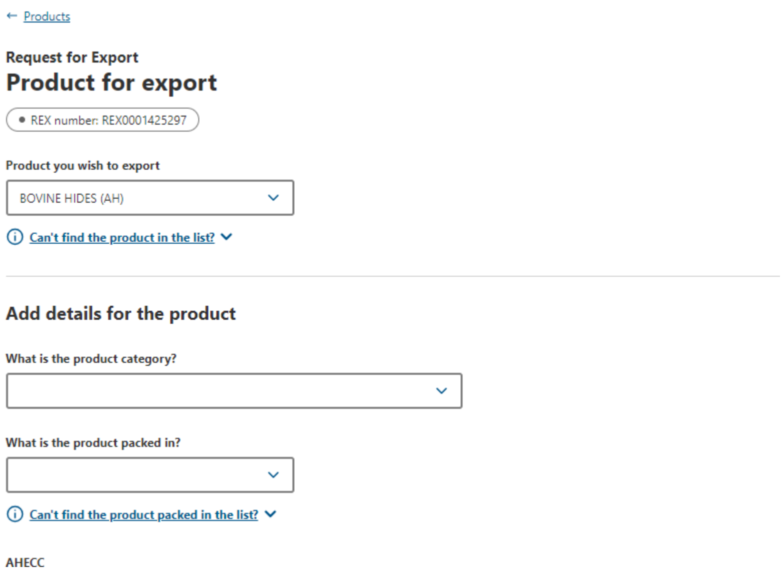
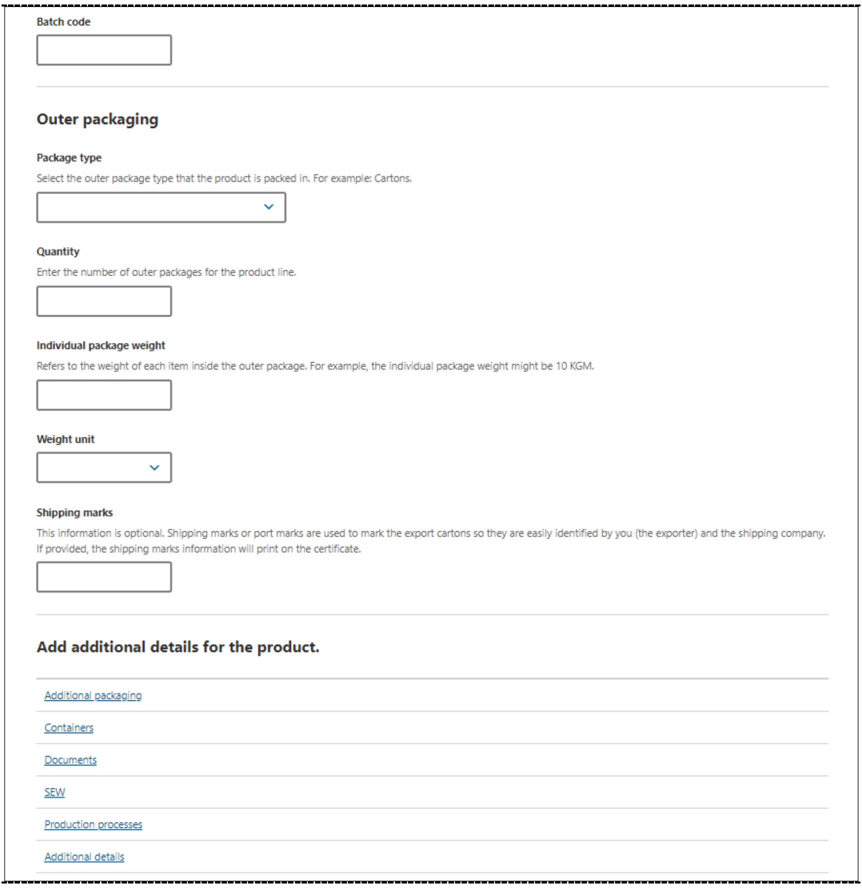
Select the **+ Add a product to export** button.


Home
Exports
Certificates
Account
Inbox 47
UG User Guide
Progress
1 Country
In progress
2 Products
3 Exporter
4 Consignee
5 Transport
6 Authorisation
7 Endorsements
8 SEW
9 Additional details
10 Attachments
11 Submit
+ Add a product to export

Request for Export
Products for export

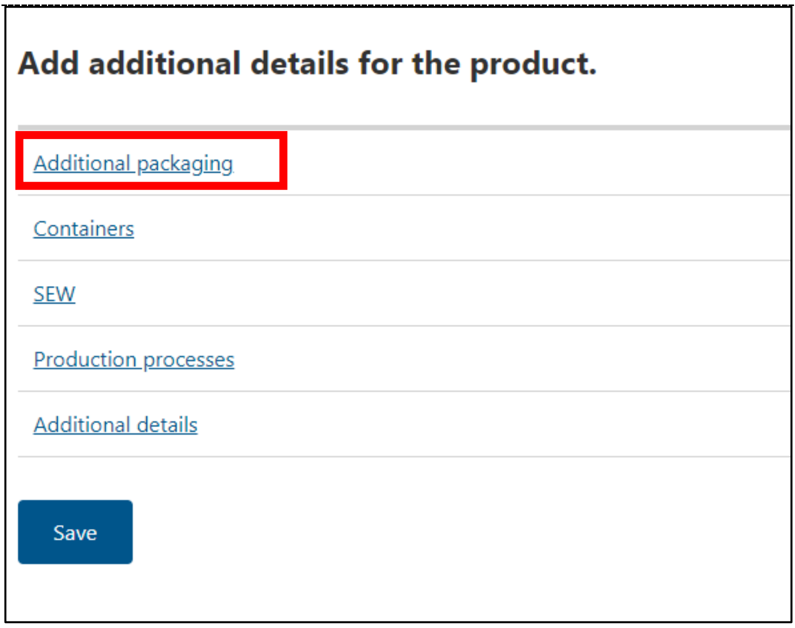
No products
No products added yet

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.	 Home Exports Certificates Account Request for Export **Product for export** Product you wish to export Can't find the product in the list?  Home Exports Certificates Account ← Products Request for Export **Product for export** REX number: REX0001425297 Product you wish to export: BOVINE HIDES (AH) BOVINE HIDES (AH) BOVINE LEATHER (AL) BOVINE OTHER (AO) BOVINE SLINK SKINS (AB) BOVINE TROPHIES (AT) CROCODILE LEATHER (CL) What is the product packed in? Can't find the product packed in the list?

Step 3 Complete relevant fields within **Add details for the product.**	 ← Products Request for Export **Product for export** ● REX number: REX0001425297 Product you wish to export BOVINE HIDES (AH) ⓘ Can't find the product in the list? **Add details for the product** What is the product category? What is the product packed in? ⓘ Can't find the product packed in the list? AHECC
Step 4 Complete the relevant fields for **Outer packaging**.	 Batch code **Outer packaging** Package type Select the outer package type that the product is packed in. For example: Cartons. Quantity Enter the number of outer packages for the product line. Individual package weight Refers to the weight of each item inside the outer package. For example, the individual package weight might be 10 KGM. Weight unit 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. **Add additional details for the product.** Additional packaging Containers Documents SEW Production processes Additional details
To add additional information about your product:	

Step 5

Select **Additional packaging** tab**.**



Add additional details for the product.

Additional packaging

Containers

SEW

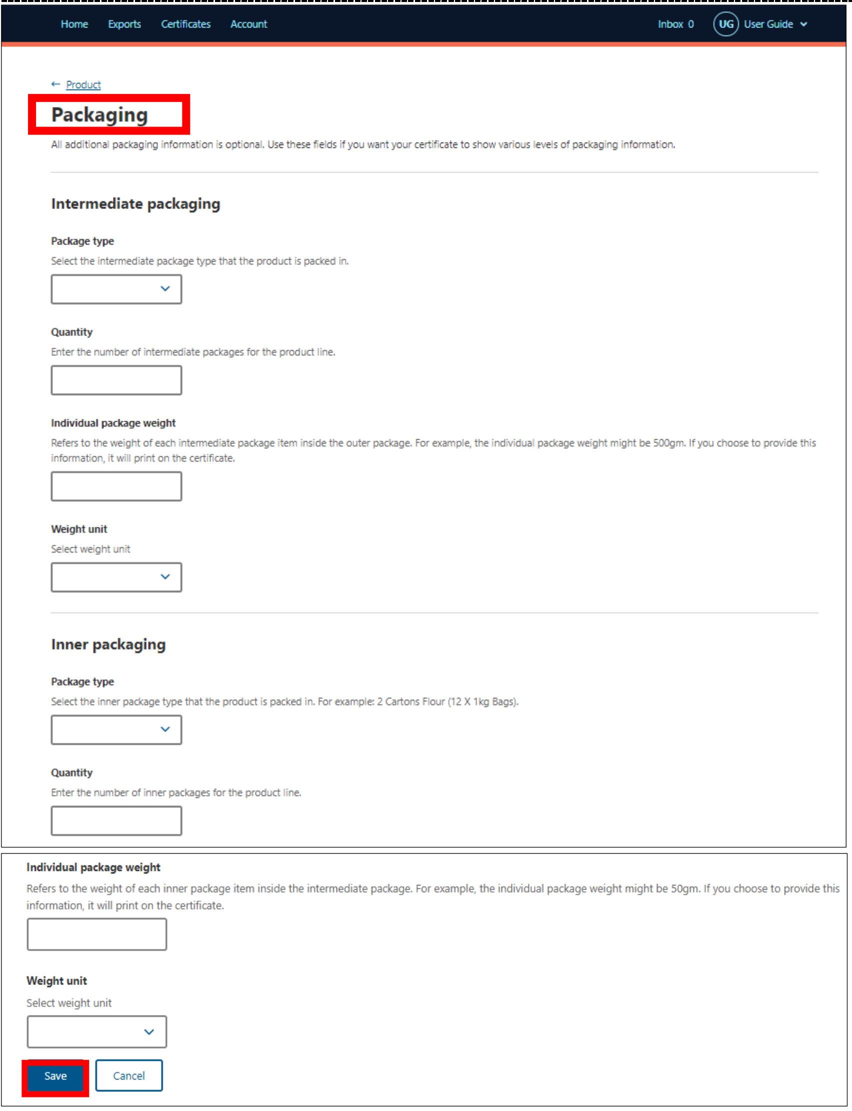
Production processes

Additional details

Step 6

Complete relevant fields within **Packaging** for the product.

Select **Save**.



Packaging

All additional packaging information is optional. Use these fields if you want your certificate to show various levels of packaging information.

Intermediate packaging

Package type
Select the intermediate package type that the product is packed in.

Quantity
Enter the number of intermediate packages for the product line.

Individual package weight
Refers to the weight of each intermediate package item inside the outer package. For example, the individual package weight might be 500gm. If you choose to provide this information, it will print on the certificate.

Weight unit
Select weight unit

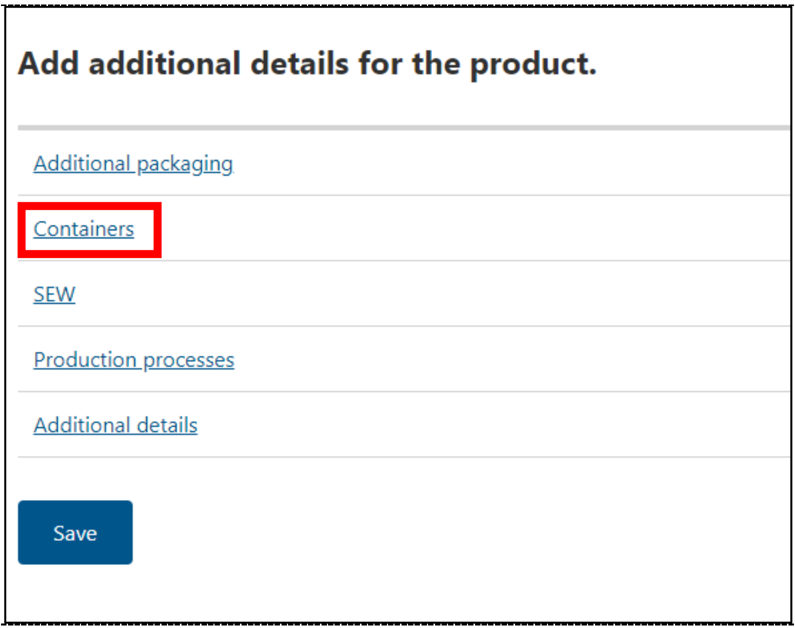
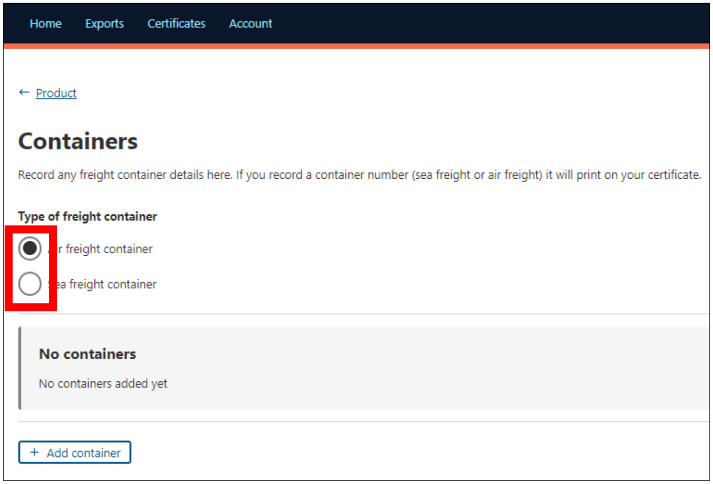
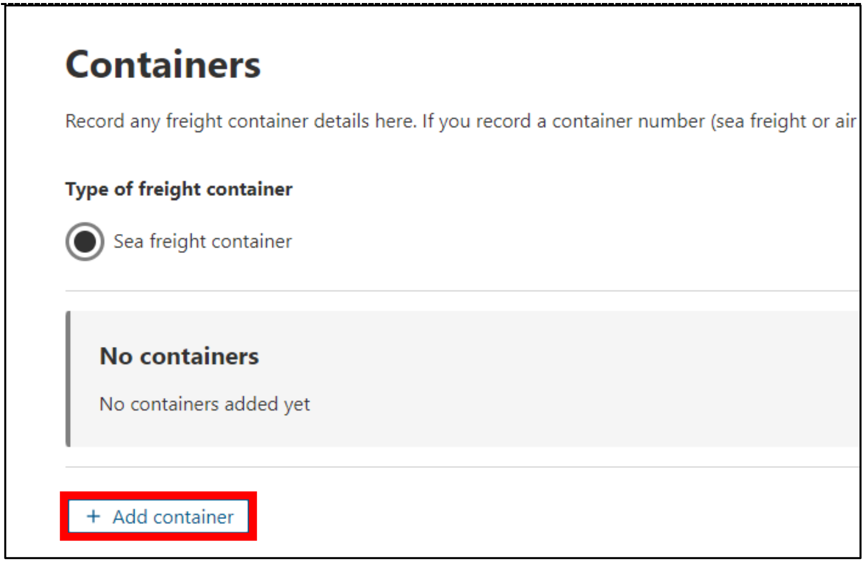
Inner packaging

Package type
Select the inner package type that the product is packed in. For example: 2 Cartons Flour (12 X 1kg Bags).

Quantity
Enter the number of inner packages for the product line.

Individual package weight
Refers to the weight of each inner package item inside the intermediate package. For example, the individual package weight might be 50gm. If you choose to provide this information, it will print on the certificate.

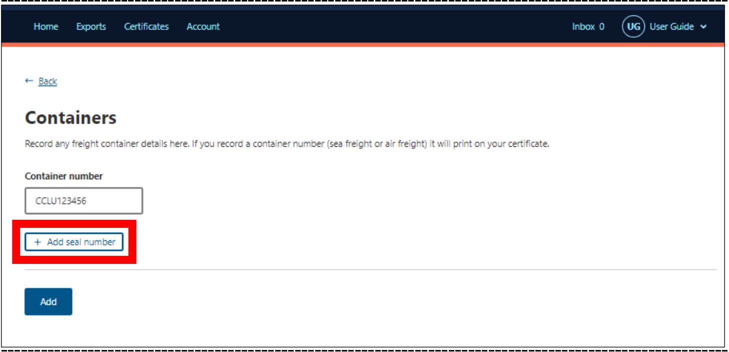
Weight unit
Select weight unit

Step 7 Select **Containers** tab.	 Add additional details for the product. Additional packaging Containers SEW Production processes Additional details Save
Step 8 Select the tick box for Air or Sea freight.	 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. Type of freight container ● r freight container ○ a freight container No containers No containers added yet + Add container
Step 9 If required, select **Add container.**	 Containers Record any freight container details here. If you record a container number (sea freight or air Type of freight container ● Sea freight container No containers No containers added yet + Add container

Step 10

Type the Container number.

Select **+ Add seal number.**


Home
Exports
Certificates
Account
Inbox 0
UG
User Guide
← Back
+ Add seal number
Add

Containers

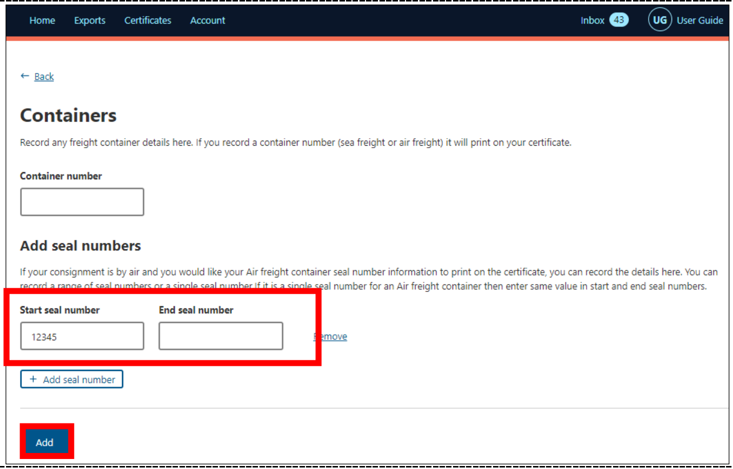
Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Container number: CCLU123456

Step 11

Type the Seal number.

Select **Add**.


Home
Exports
Certificates
Account
Inbox 43
UG
User Guide
← Back
emove
+ Add seal number
Add

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:

Add seal numbers

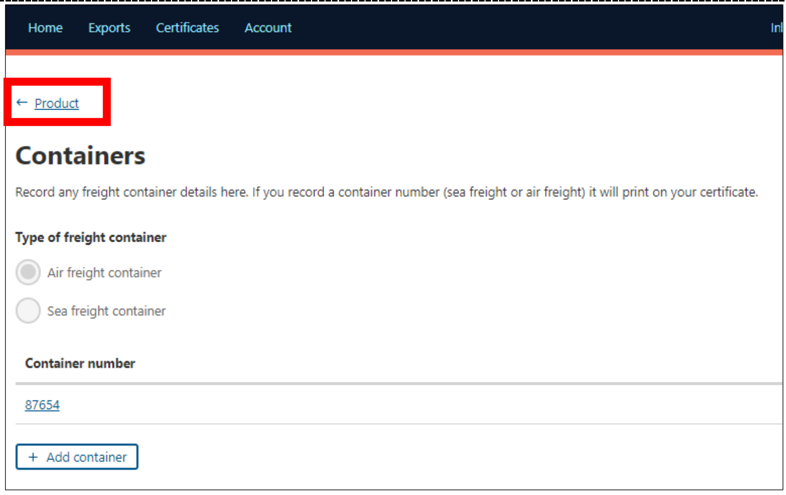
If your consignment is by air and you would like your Air freight container seal number information to print on the certificate, you can record the details here. You can record a range of seal numbers or a single seal number If it is a single seal number for an Air freight container then enter same value in start and end seal numbers.

Start seal number: 12345

End seal number:

Step 12

Select ⬅ **Product**


Home
Exports
Certificates
Account
← Product
+ Add container

Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Type of freight container

○ Air freight container

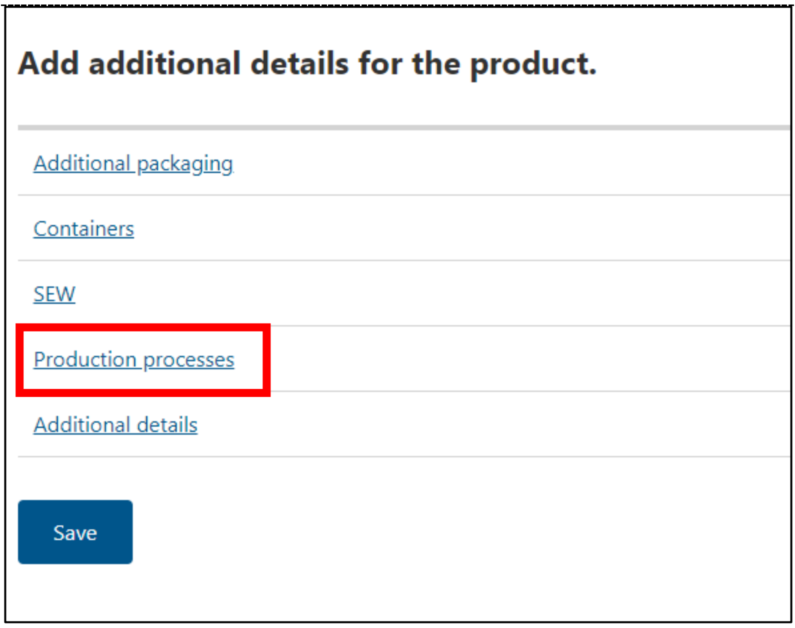
○ Sea freight container

Container number

87654

Step 13

Select **Production processes** tab.



Add additional details for the product.

Additional packaging

Containers

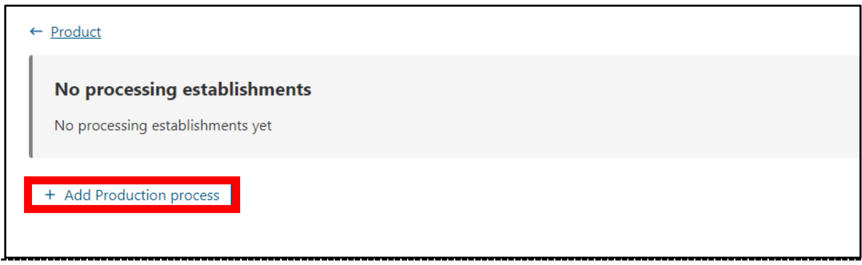
SEW

Production processes

Additional details

Step 14

If required, select **+ Add Production process**.



← Product

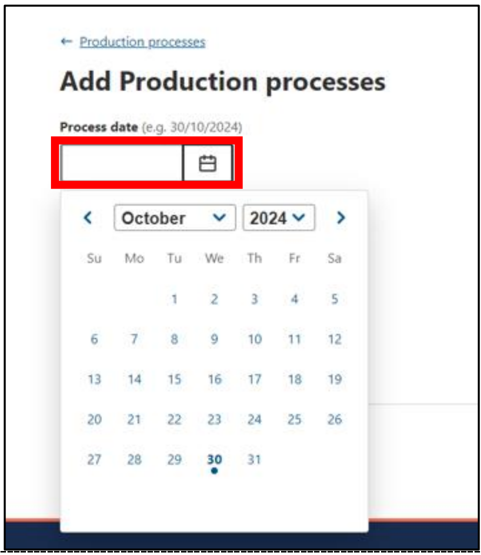
No processing establishments

No processing establishments yet

+ Add Production process

Step 15

Enter a process date, Continue



← Production processes

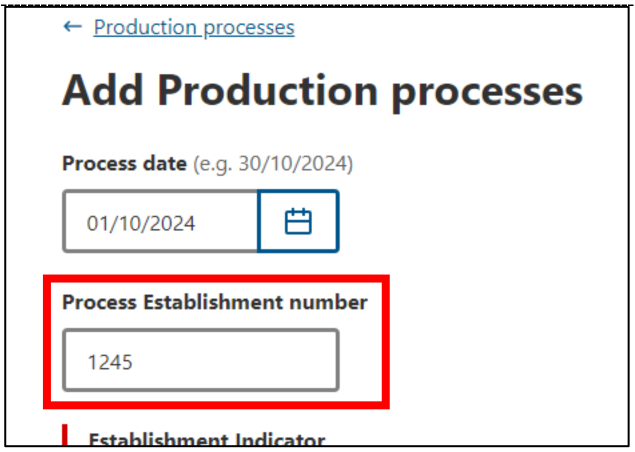
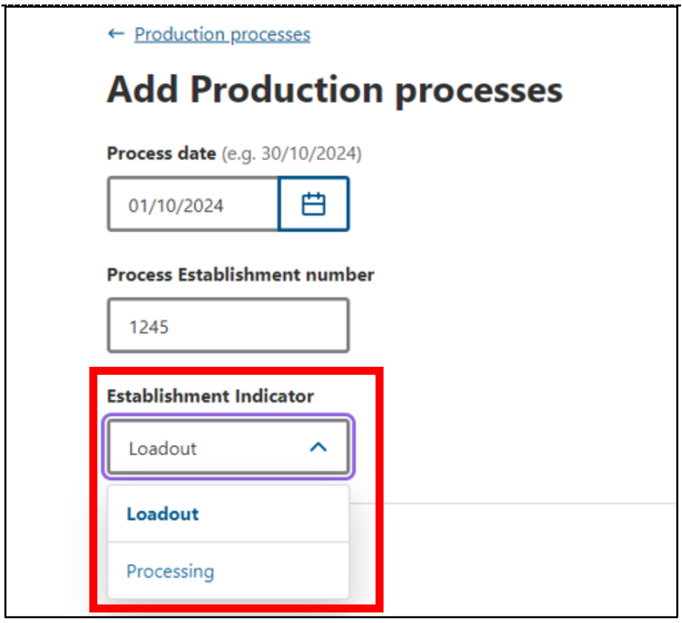
Add Production processes

Process date (e.g. 30/10/2024)

October
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 31

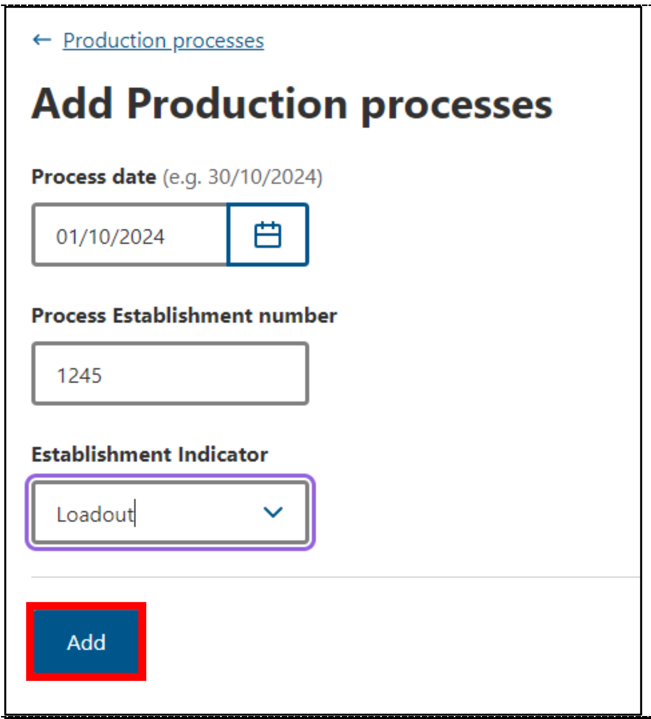
Step 16

Enter an establishment number

	 ← Production processes Add Production processes **Process date** (e.g. 30/10/2024) 01/10/2024 **Process Establishment number** 1245 **Establishment Indicator**
Step 17 Select an **establishment indicator**	 ← Production processes Add Production processes **Process date** (e.g. 30/10/2024) 01/10/2024 **Process Establishment number** 1245 **Establishment Indicator** Loadout **Loadout** Processing

Step 18

Select **add**


← Production processes

Add Production processes

Process date (e.g. 30/10/2024)

01/10/2024

Process Establishment number

1245

Establishment Indicator

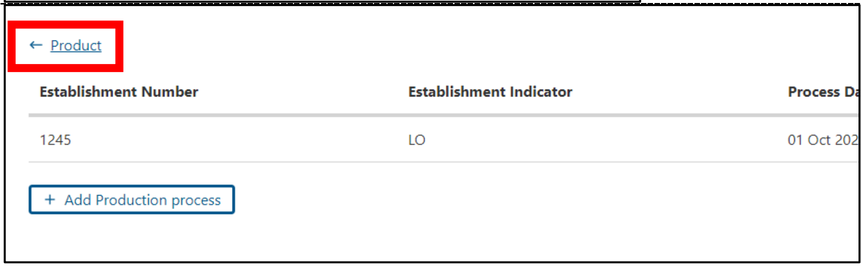
Loadout

Add

Step 19

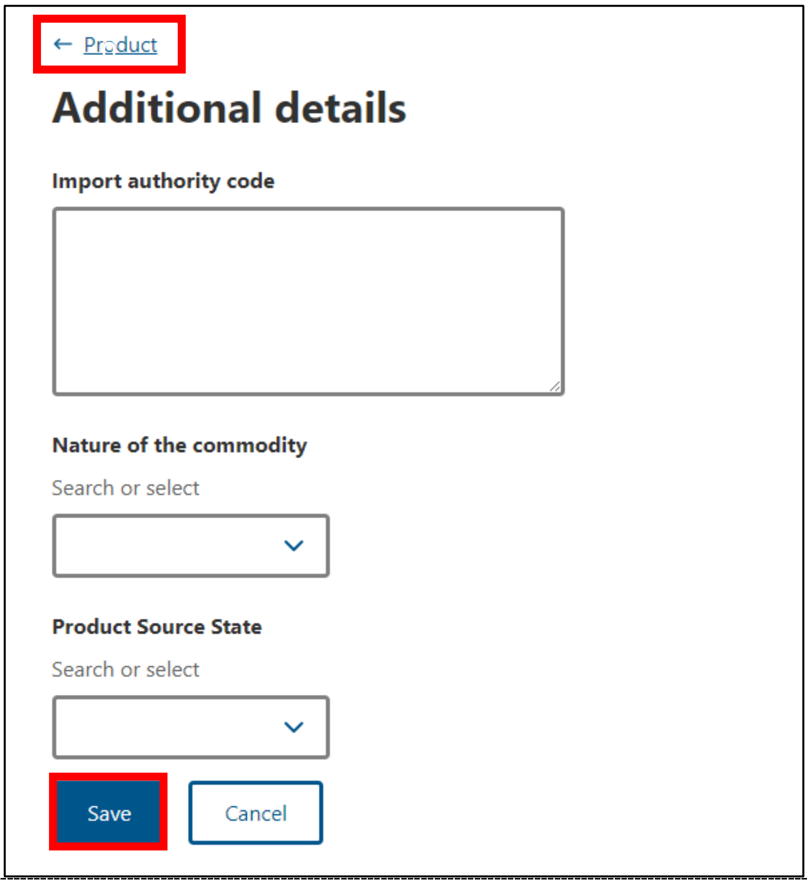
Once all relevant production processes are entered,

Select ⬅ **Product**


← Product

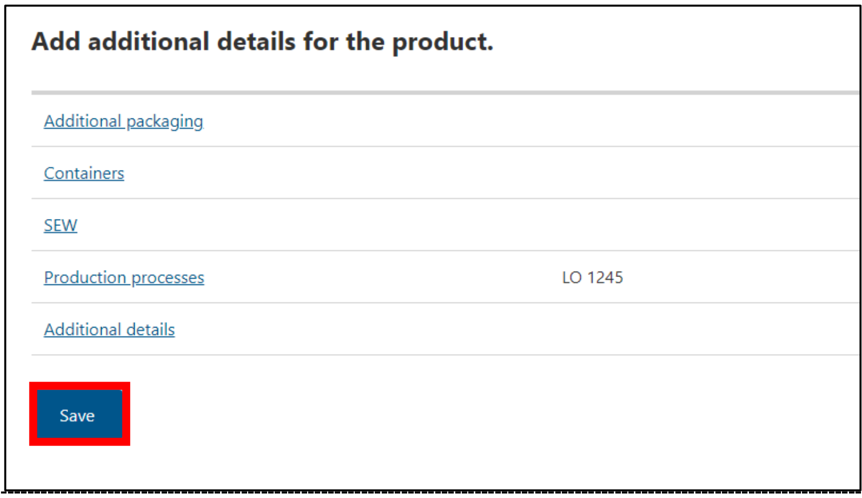
Establishment Number	Establishment Indicator	Process Da
1245	LO	01 Oct 202

+ Add Production process

Step 20 Complete required fields in **Additional details**. Select **Save**. Select ⬅ **Product**	 ← Product Additional details Import authority code Nature of the commodity Search or select Product Source State Search or select Save Cancel

Step 21.

Select **Save**.



Add additional details for the product.

Additional packaging	
Containers	
SEW	
Production processes	LO 1245
Additional details	

Step 22

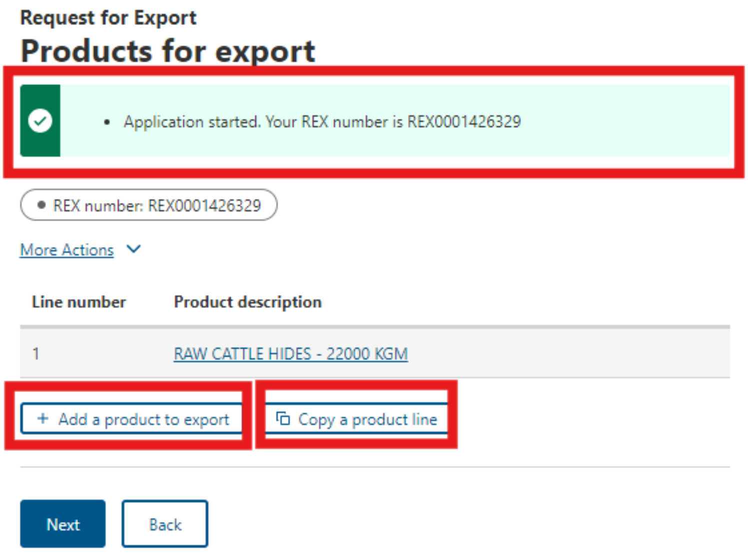
If you have more than one product repeat steps 1 – 24.

Step 23

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.



Request for Export

Products for export

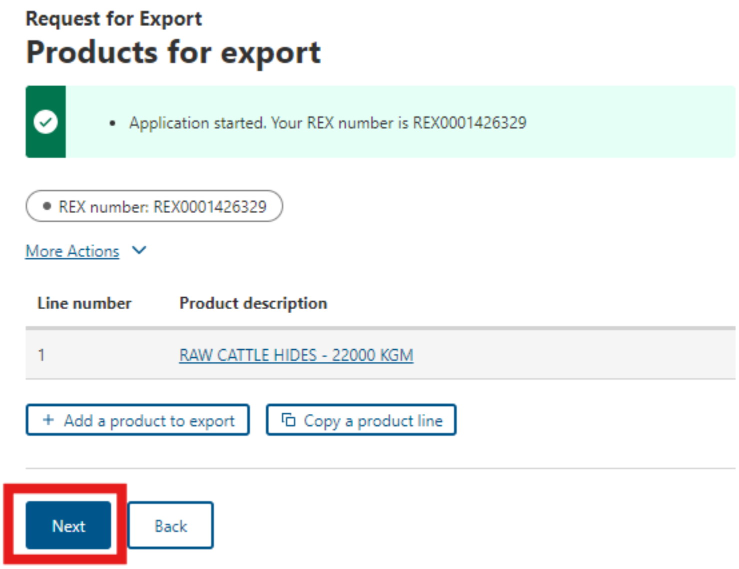
- Application started. Your REX number is REX0001426329

REX number: REX0001426329

Line number	Product description
1	RAW CATTLE HIDES - 22000 KGM

Step 24

Once all necessary products are added to the REX, select **Next**.



Request for Export

Products for export

- Application started. Your REX number is REX0001426329

REX number: REX0001426329

Line number	Product description
1	RAW CATTLE HIDES - 22000 KGM

More Actions
+ Add a product to export
Copy a product line
Next
Back

REX Section 3: Exporter Details

Step 1

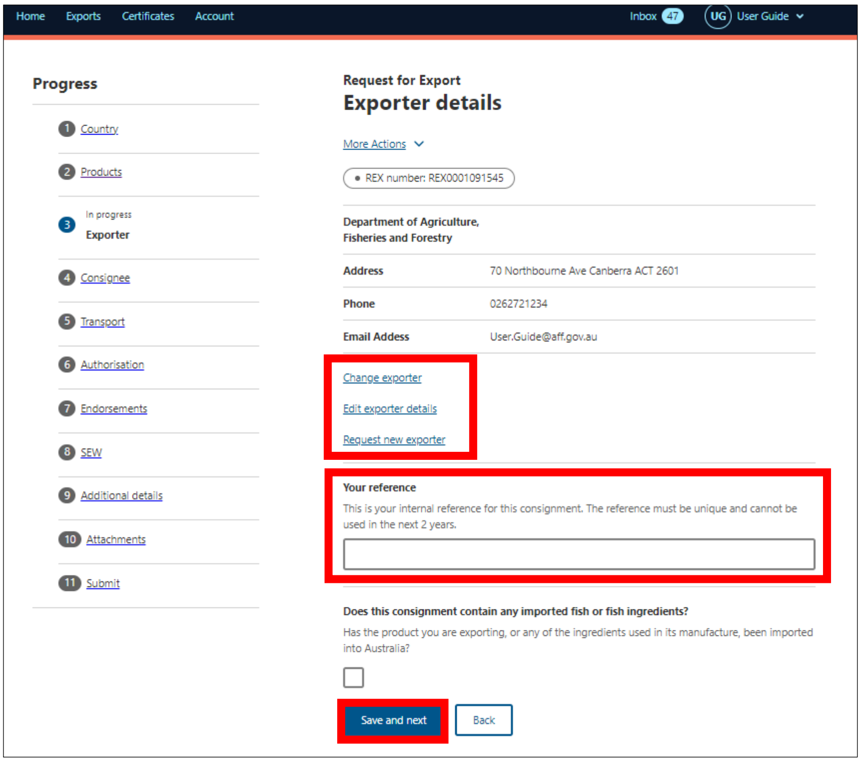
Exporter details are prepopulated from your exporter registration for NEXDOC.

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.**

Select **Save and next.**


Home
Exports
Certificates
Account
Inbox 47
UG User Guide
Progress
1 Country
2 Products
In progress
3 Exporter
4 Consignee
5 Transport
6 Authorisation
7 Endorsements
8 SEW
9 Additional details
10 Attachments
11 Submit
More Actions
Change exporter
Edit exporter details
Request new exporter
Save and next
Back

Request for Export

Exporter details

REX number: REX0001091545

Department of Agriculture, Fisheries and Forestry

Address	70 Northbourne Ave Canberra ACT 2601
Phone	0262721234
Email Addess	User.Guide@aff.gov.au

Your reference

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

Does this consignment contain any imported fish or fish ingredients?

Has the product you are exporting, or any of the ingredients used in its manufacture, been imported into Australia?

☐

REX Section 4: Consignee Details

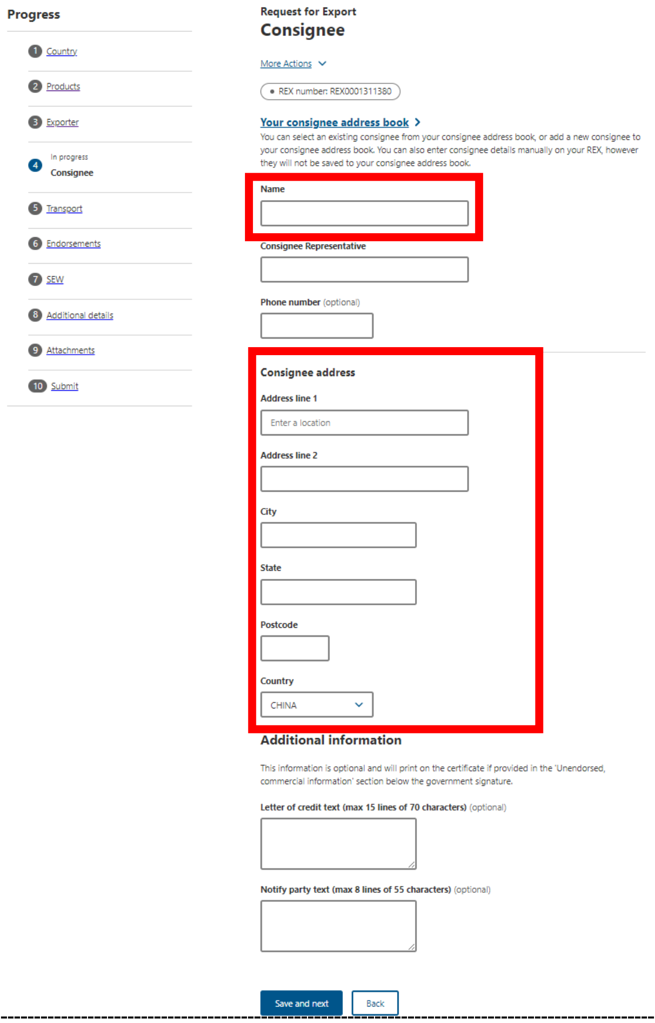
Step 1

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**.


Progress
1 Country
2 Products
3 Exporter
4 In progress Consignee
5 Transport
6 Endorsements
7 SEW
8 Additional details
9 Attachments
10 Submit
More Actions
Save and next
Back

Request for Export

Consignee

REX number: REX0001311380

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

Consignee Representative

Phone number (optional)

Consignee address

Address line 1: Enter a location

Address line 2

City

State

Postcode

Country: CHINA

Additional information

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

Letter of credit text (max 15 lines of 70 characters) (optional)

Notify party text (max 8 lines of 55 characters) (optional)

REX Section 5: Transport Details

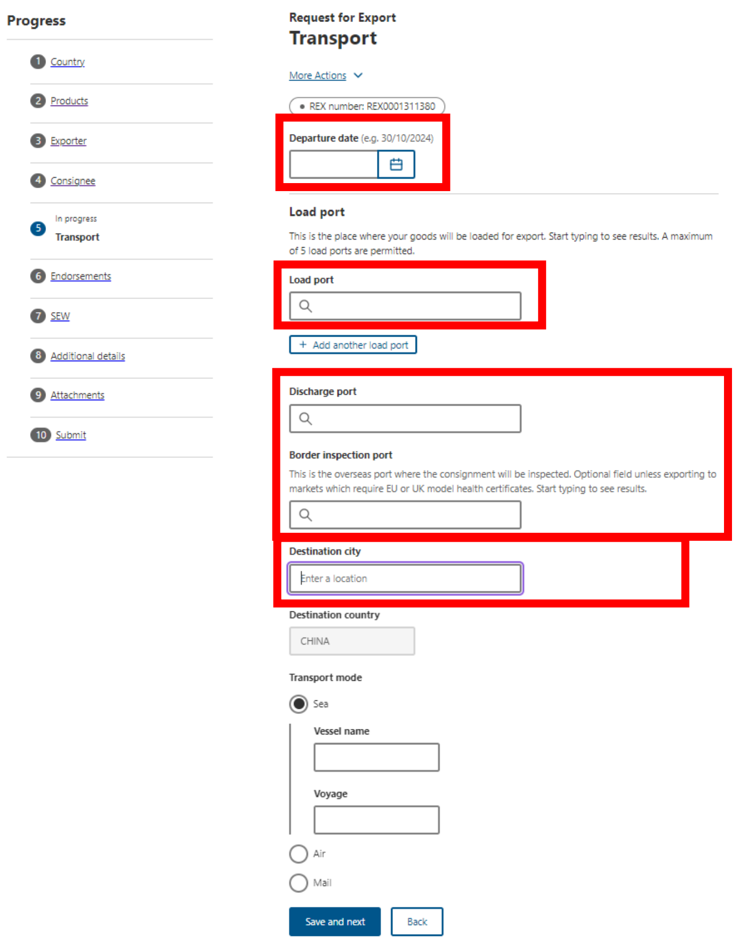
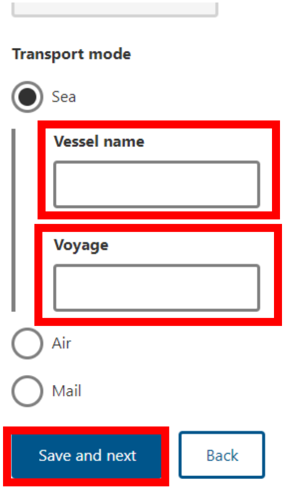
Step 1

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 an optional field.

Select the **Border**

Inspection Port, if required Provide the **Destination City**. This is a mandatory field.	 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: REX0001311380 **Departure date** (e.g. 30/10/2024) **Load port** This is the place where your goods will be loaded for export. Start typing to see results. A maximum of 5 load ports are permitted. **Load port** + Add another load port **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** Enter a location **Destination country** CHINA **Transport mode** ● Sea **Vessel name** **Voyage** ○ Air ○ Mail Save and next Back
Step 2 Select the **Transport Mode**. It is mandatory to select either **Sea**, **Air or Mail.** 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.	 **Transport mode** ● Sea **Vessel name** **Voyage** ○ Air ○ Mail Save and next Back

If you select **Mail**, no additional information is required.

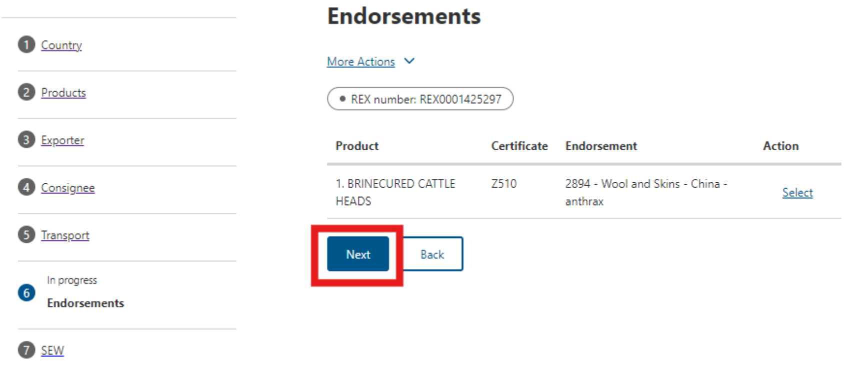
Select **Save and next**.

REX Section 6: Endorsements

Step 1

The system will automatically allocate you the default certificate template and endorsement if applicable.

Select **Next.**


1 Country
2 Products
3 Exporter
4 Consignee
5 Transport
6 In progress Endorsements
7 SEW
More Actions
Next
Back

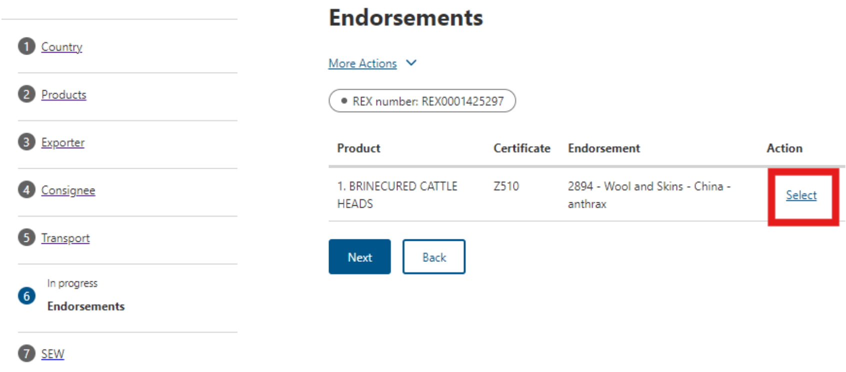
Endorsements

● REX number: REX0001425297

Product	Certificate	Endorsement	Action
1. BRINECURED CATTLE HEADS	Z510	2894 - Wool and Skins - China - anthrax	Select

Step 2

If you would like to change the template or endorsement select the **Select** button.


1 Country
2 Products
3 Exporter
4 Consignee
5 Transport
6 In progress Endorsements
7 SEW
More Actions
Next
Back

Endorsements

● REX number: REX0001425297

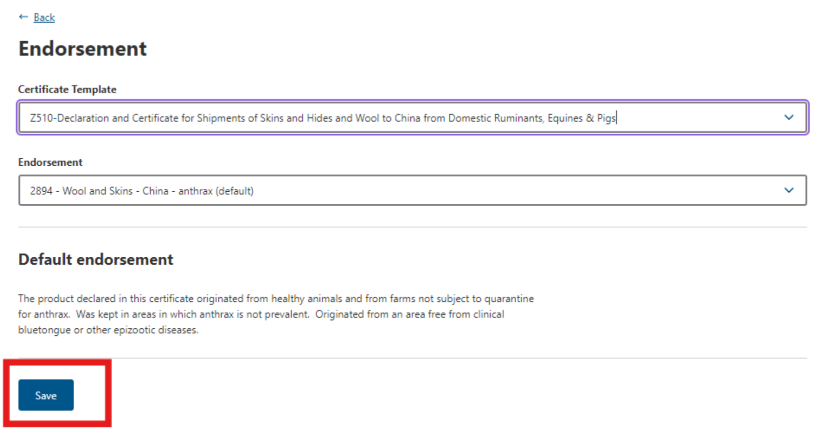
Product	Certificate	Endorsement	Action
1. BRINECURED CATTLE HEADS	Z510	2894 - Wool and Skins - China - anthrax	Select

Step 3

Use the drop-down menu to choose the appropriate **Certificate Template** and or **Endorsement**.

Select **Save**.

The SEW Integration tab will appear.



Endorsement

Certificate Template: Z510-Declaration and Certificate for Shipments of Skins and Hides and Wool to China from Domestic Ruminants, Equines & Pigs

Endorsement: 2894 - Wool and Skins - China - anthrax (default)

Default endorsement

The product declared in this certificate originated from healthy animals and from farms not subject to quarantine for anthrax. Was kept in areas in which anthrax is not prevalent. Originated from an area free from clinical bluetongue or other epizootic diseases.

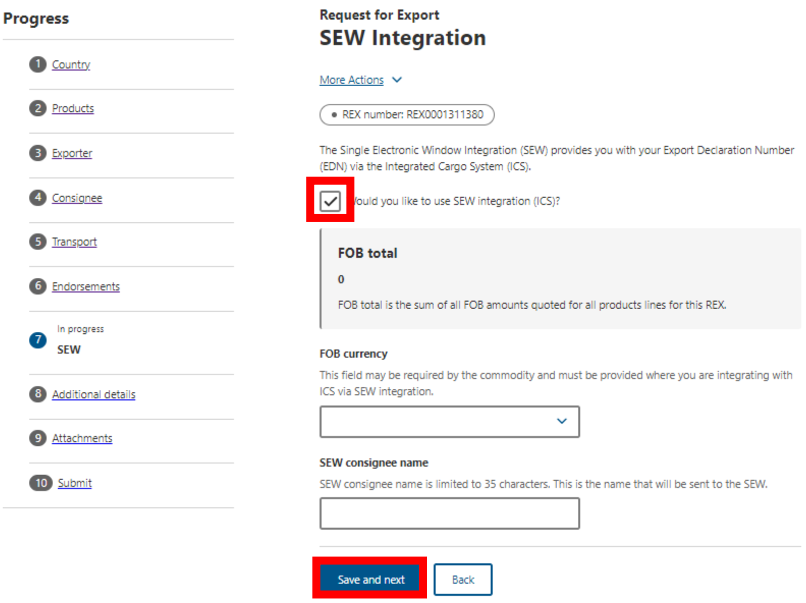
REX Section 7: Single Electronic Window (SEW)

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.



Progress

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

Request for Export

SEW Integration

More Actions

• REX number: REX0001311380

The Single Electronic Window Integration (SEW) provides you with your Export Declaration Number (EDN) via the Integrated Cargo System (ICS).

☑ ould 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

This field may be required by the commodity and must be provided where you are integrating with ICS via SEW integration.

SEW consignee name

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

Step 2

If you are using SEW, you will need to complete the details on this screen.

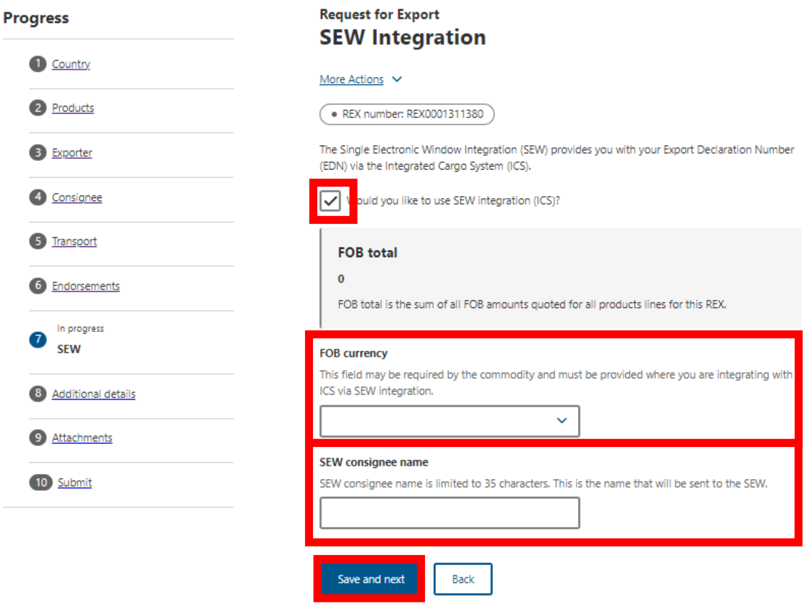
Tick the box next to **Would you like to use SEW integration (ICS)?**

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.



Progress

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

Request for Export

SEW Integration

More Actions

• REX number: REX0001311380

The Single Electronic Window Integration (SEW) provides you with your Export Declaration Number (EDN) via the Integrated Cargo System (ICS).

☑ ould 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

This field may be required by the commodity and must be provided where you are integrating with ICS via SEW integration.

SEW consignee name

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

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 8: Additional Details

Step 1

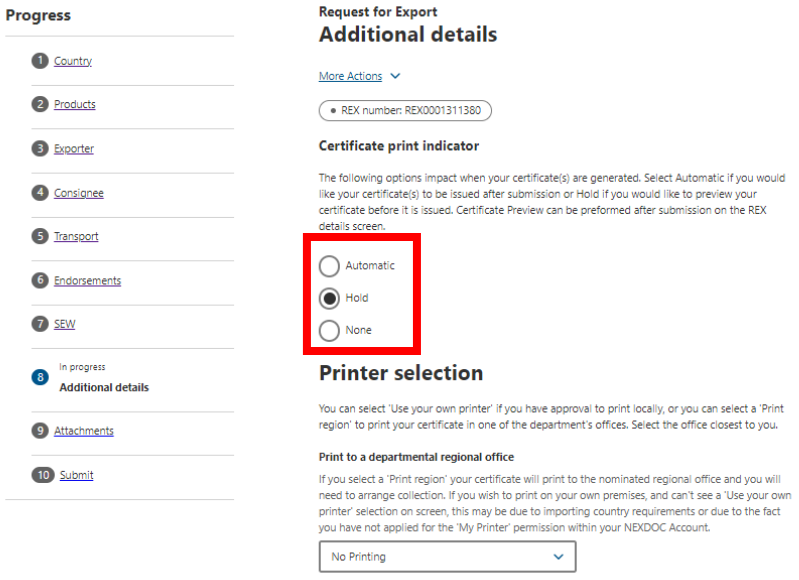
Select your **Certificate Print Indicator**

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.



Request for Export

Additional details

• REX number: REX0001311380

Certificate print indicator

The following options impact when your certificate(s) are generated. Select Automatic if you would like your certificate(s) to be issued after submission or Hold if you would like to preview your certificate before it is issued. Certificate Preview can be preformed after submission on the REX details screen.

○ Automatic
● Hold
○ None

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.

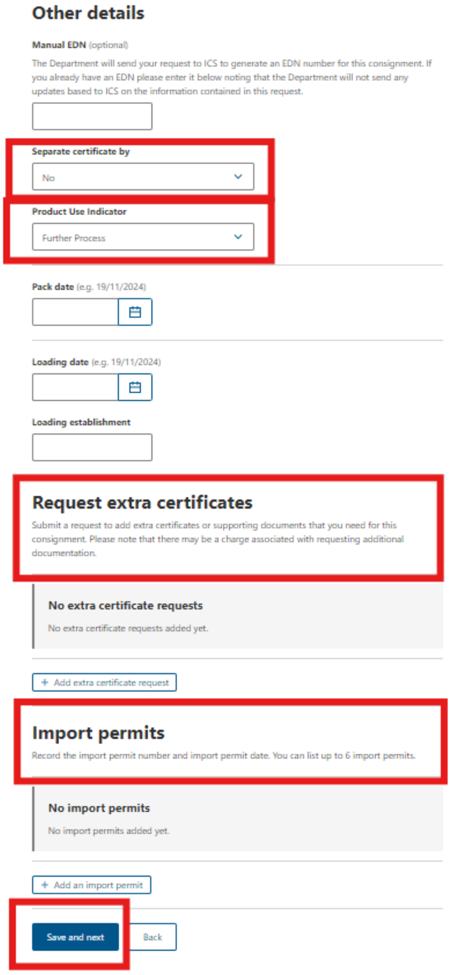
No Printing

Step 2

enter any **other details** required:

You can choose to:

- Enter in a manual EDN for consignment if obtained prior to lodgement
- Separate the certificates by categories including by packer, ship marks and containers
- Enter in the product use indicator
- Add import permit details
- Request extra certificates or add supporting



Other details

Manual EDN (optional)

The Department will send your request to ICS to generate an EDN number for this consignment. If you already have an EDN please enter it below noting that the Department will not send any updates based to ICS on the information contained in this request.

Separate certificate by: No

Product Use Indicator: Further Process

Pack date (e.g. 19/11/2024)

Loading date (e.g. 19/11/2024)

Loading establishment

Request extra certificates

Submit a request to add extra certificates or supporting documents that you need for this consignment. Please note that there may be a charge associated with requesting additional documentation.

No extra certificate requests

No extra certificate requests added yet.

Import permits

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

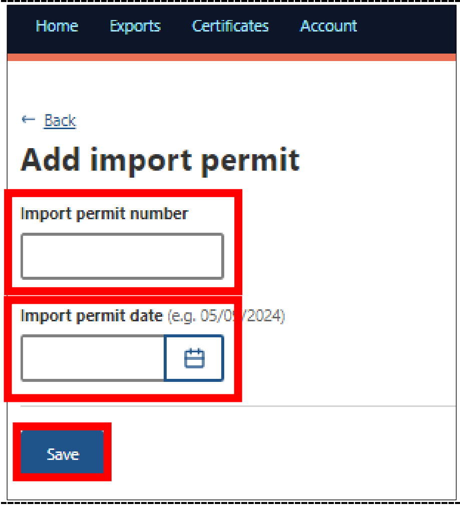
No import permits

No import permits added yet.

<table>
<tr><td>documentation for this consignment

Select save and next</td><td></td></tr>
<tr><td>Step 3
If required, 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.</td><td>
Home
Exports
Certificates
Account
← Back
Add import permit
Import permit number
Import permit date (e.g. 05/0 /2024)
Save

</td></tr>
</table>

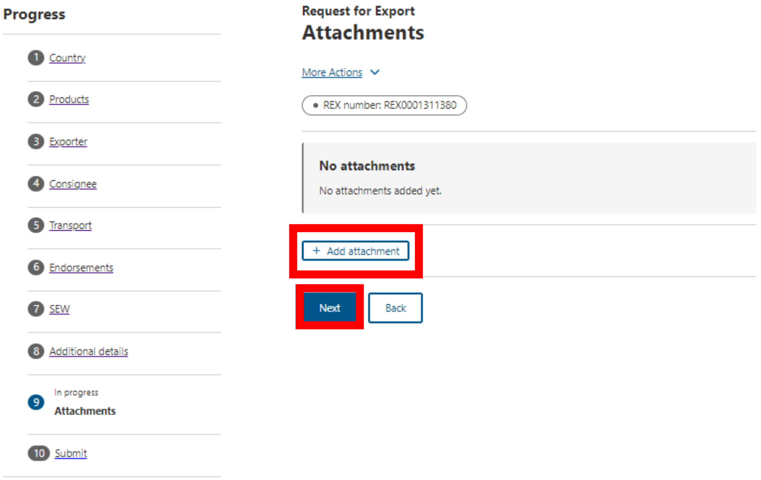
REX Section 9: Attachments

<table>
<tr><td>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.</td><td>
Progress
1 Country
2 Products
3 Exporter
4 Consignee
5 Transport
6 Endorsements
7 SEW
8 Additional details
9 In progress Attachments
10 Submit
Request for Export
Attachments
More Actions
+ Add attachment
Next
Back
REX number: REX0001311380
No attachments
No attachments added yet.</td></tr>
</table>

Step 2

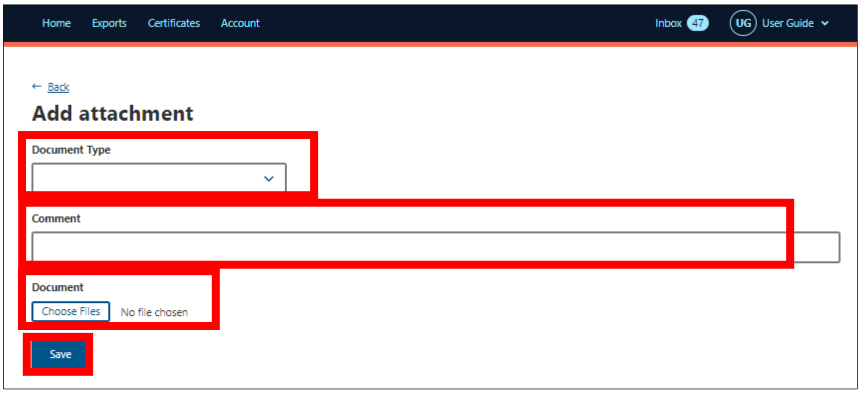
Select the drop-down menu and indicate the **Document type**.

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.**


Home
Exports
Certificates
Account
Inbox 47
UG User Guide
← Back
Save

Add attachment

Document Type

Comment

Document

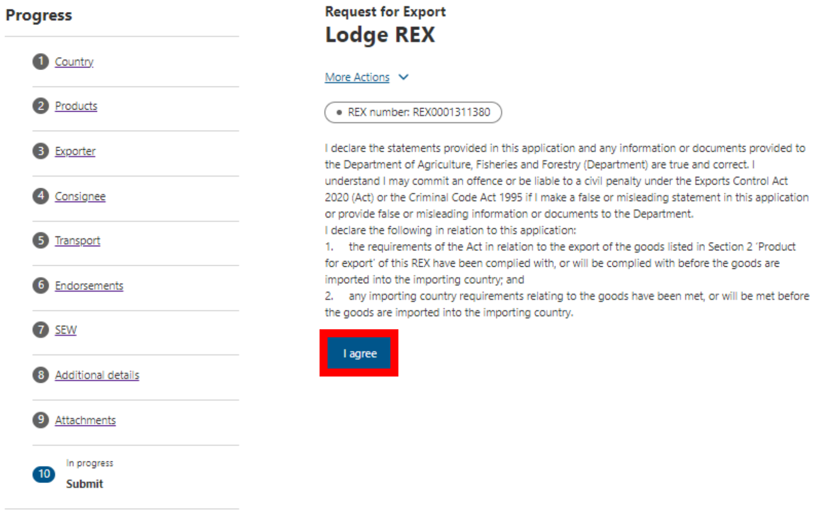
Choose Files No file chosen

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.**


Progress
1 Country
2 Products
3 Exporter
4 Consignee
5 Transport
6 Endorsements
7 SEW
8 Additional details
9 Attachments
In progress
10 Submit
More Actions
I agree

Request for Export

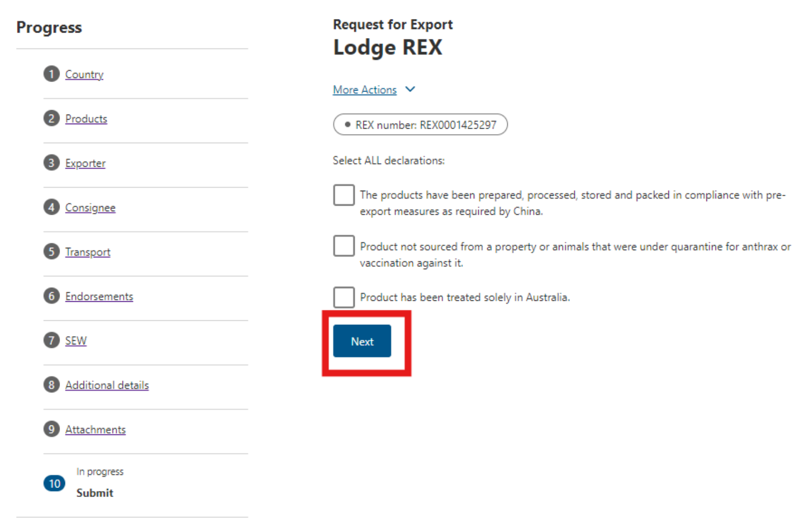
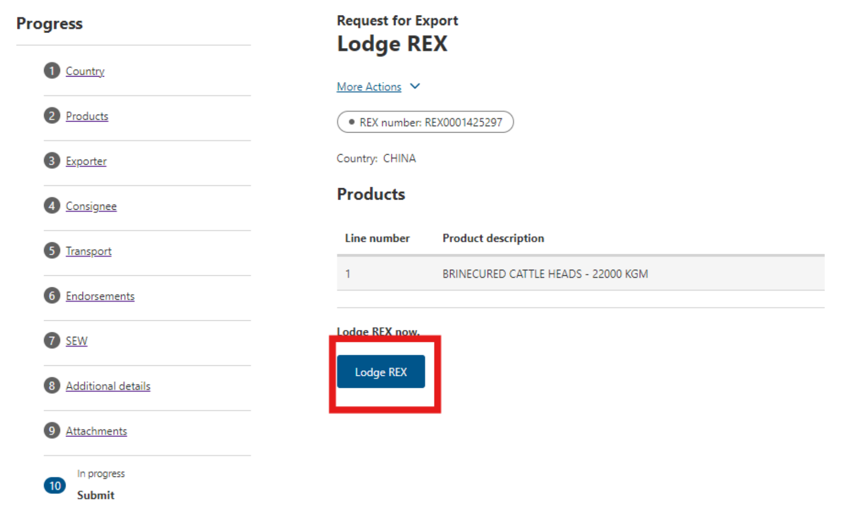
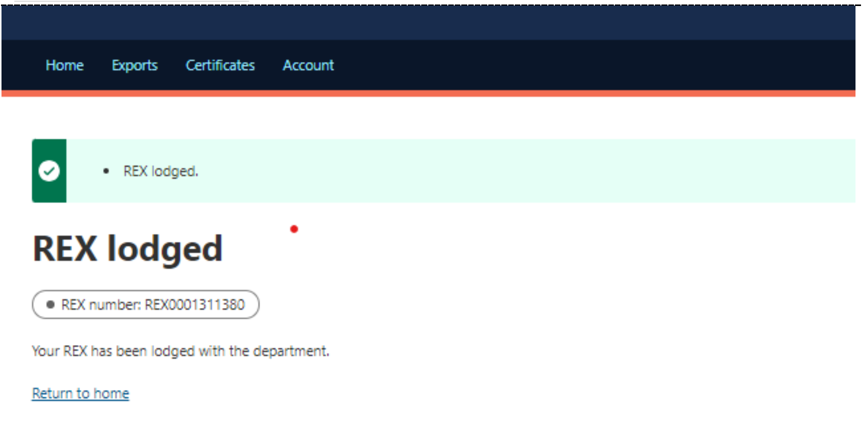
Lodge REX

REX number: REX0001311380

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.

Step 2 After selecting I Agree, the screen will relevant declarations Make declarations in the REX to proceed to lodgement Select **next**	 Progress 1 Country 2 Products 3 Exporter 4 Consignee 5 Transport 6 Endorsements 7 SEW 8 Additional details 9 Attachments 10 In progress Submit More Actions Next Request for Export **Lodge REX** ● REX number: REX0001425297 Select ALL declarations: ☐ The products have been prepared, processed, stored and packed in compliance with pre-export measures as required by China. ☐ Product not sourced from a property or animals that were under quarantine for anthrax or vaccination against it. ☐ Product has been treated solely in Australia.
Step 3 After selecting next, the screen will display with details of the REX, select **Lodge REX** to complete the lodgement process	 Progress 1 Country 2 Products 3 Exporter 4 Consignee 5 Transport 6 Endorsements 7 SEW 8 Additional details 9 Attachments 10 In progress Submit More Actions Lodge REX Request for Export **Lodge REX** ● REX number: REX0001425297 Country: CHINA **Products** Line number: 1 — Product description: BRINECURED CATTLE HEADS - 22000 KGM Lodge REX now.
Step 3 A confirmation message will appear, alongside the Service ID associated with your application.	 Home Exports Certificates Account Return to home • REX lodged. **REX lodged** ● REX number: REX0001311380 Your REX has been lodged with the department.

Contact the NEXDOC help desk

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