



USER GUIDE

NEXDOC: Lodge a Request for Export (REX) for Wool

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Purpose of this document

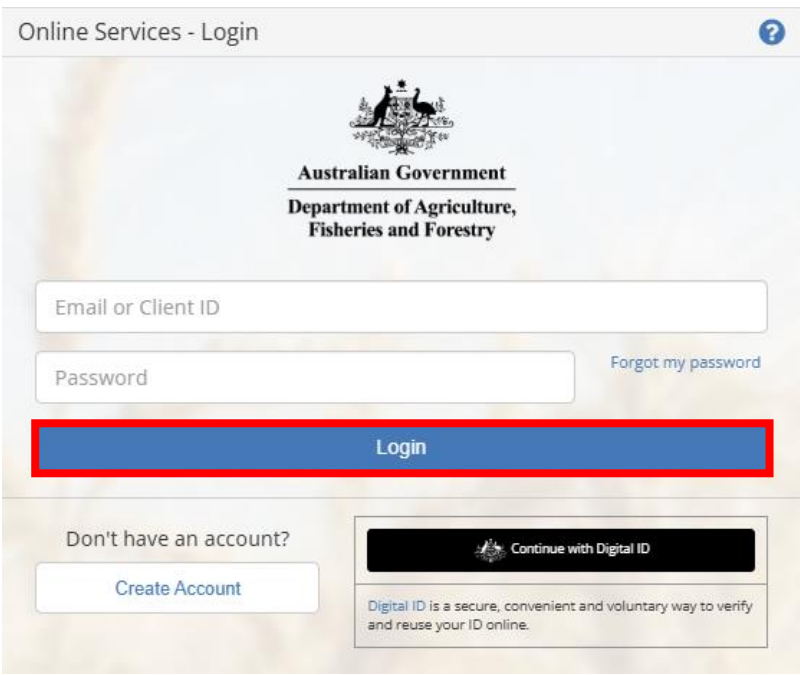
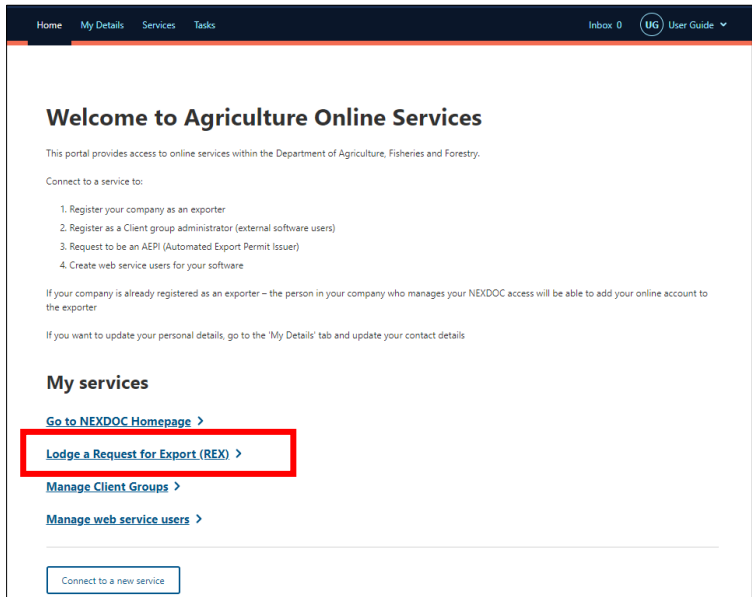
The below information will guide you through lodging a Request for Export (REX) for wool.

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)

<p><u>Step 1</u></p> <p>Log in to the Online Services Portal.</p>	
<p><u>Step 2</u></p> <p>Select Lodge a Request for Export (REX).</p>	

Step 3

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

Then select **Start**.

Start a new request for export

Client Group for this request
CGGK71687 - Exporter Client Group

Commodity type of your export
Please select
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
Wool

[i Unsure of your commodity type?](#)

Start

REX Section 1: Country details

Step 1

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

Select **Next**.

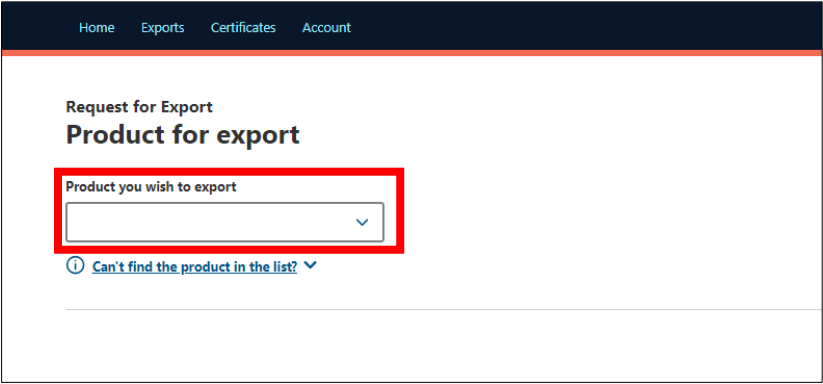
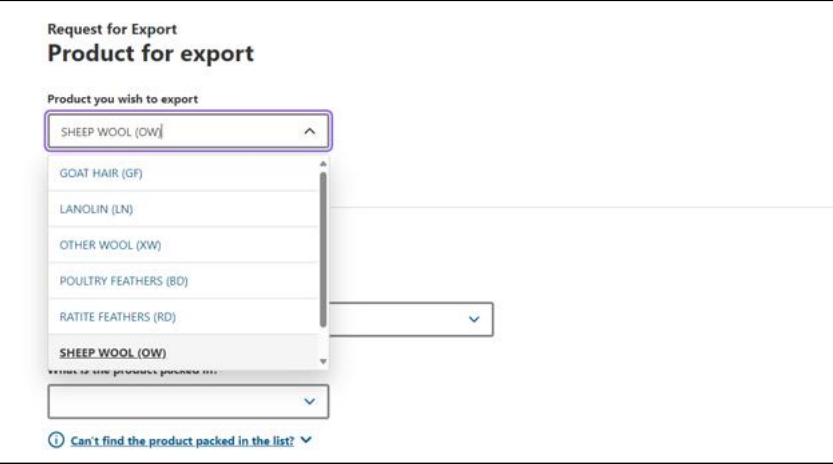
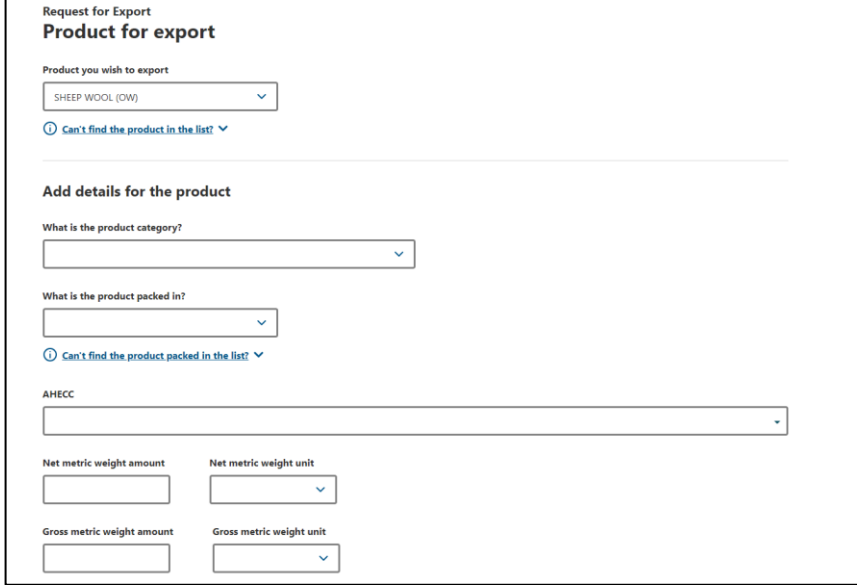
The screenshot shows the 'Request for Export' interface. On the left, a 'Progress' bar lists 11 steps: 1. Country (In progress), 2. Products, 3. Exporter, 4. Consignee, 5. Transport, 6. Authorisation, 7. Endorsements, 8. SEW, 9. Additional details, 10. Attachments, and 11. Submit. The main content area is titled 'Request for Export Country to export'. It features a dropdown menu labeled 'Country you wish to export to' which is highlighted with a red box. Below the dropdown is a link that says 'Can't find the country in the list?'. At the bottom right of the main content area, a blue 'Next' button is also highlighted with a red box. The top navigation bar includes 'Home', 'Exports', 'Certificates', and 'Account'.

REX Section 2: Product Details

Step 1

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

The screenshot shows the 'Request for Export' interface. The 'Progress' bar on the left now highlights step 2, 'Products', as 'In progress'. The main content area is titled 'Request for Export Products for export'. It displays a grey box with the text 'No products' and 'No products added yet'. Below this box, a blue button labeled '+ Add a product to export' is highlighted with a red box. The top navigation bar includes 'Home', 'Exports', 'Certificates', 'Account', 'Inbox 47', 'UG', and 'User Guide'.

<p>Step 2</p> <p>Select the Product you wish to export or begin typing in the product in the drop down menu.</p> <p>Only valid product types will be displayed.</p> <p>Scroll down the list and start typing in the product for it to display.</p>	 
<p>Step 3</p> <p>Complete relevant fields within Add details for the product.</p>	

<p>Step 4</p> <p>Complete the relevant fields for Outer packaging.</p>	<p>Batch code <input type="text"/></p> <hr/> <p>Outer packaging</p> <p>Package type Select the outer package type that the product is packed in. For example: Cartons. <input type="text"/></p> <p>Quantity Enter the number of outer packages for the product line. <input type="text"/></p> <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. <input type="text"/></p> <p>Weight unit <input type="text"/></p> <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. <input type="text"/></p> <hr/> <p>Add additional details for the product.</p> <p>Additional packaging</p> <p>Containers</p> <p>Documents</p> <p>SEW</p> <p>Production processes</p> <p>Additional details</p>
--	--

To add additional information about your product:

<p>Step 5</p> <p>Select Additional packaging tab.</p>	<p>Add additional details for the product.</p> <p>Additional packaging</p> <p>Containers</p> <p>SEW</p> <p>Production processes</p> <p>Additional details</p> <p><input type="button" value="Save"/></p>
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Step 6

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

Select **Save**.

Home Exports Certificates Account Inbox 0 UG User Guide

← Product

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

Save **Cancel**

Step 7

Select **Containers** tab.

Add additional details for the product.

[Additional packaging](#)

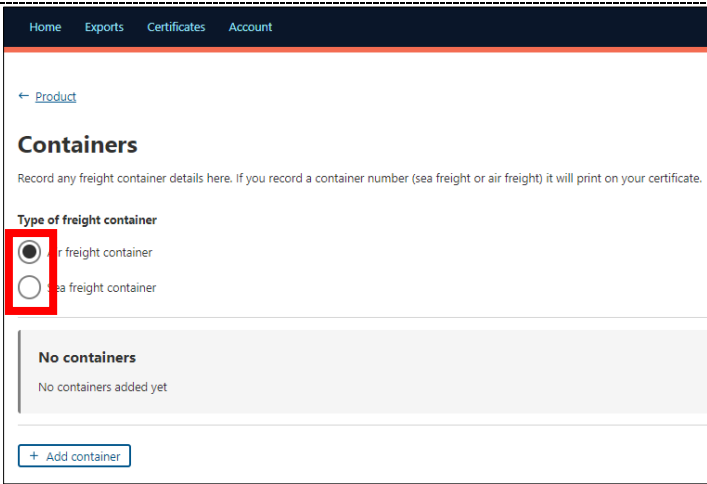
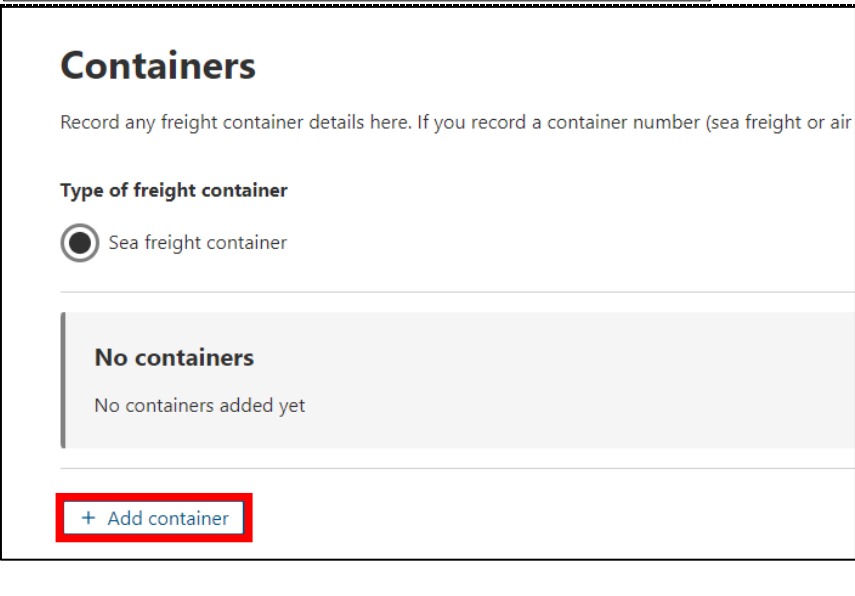
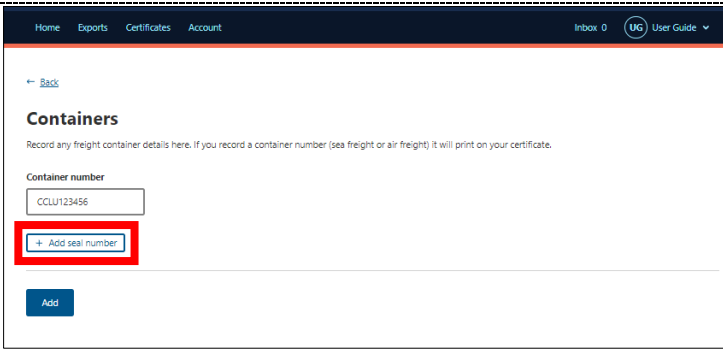
Containers

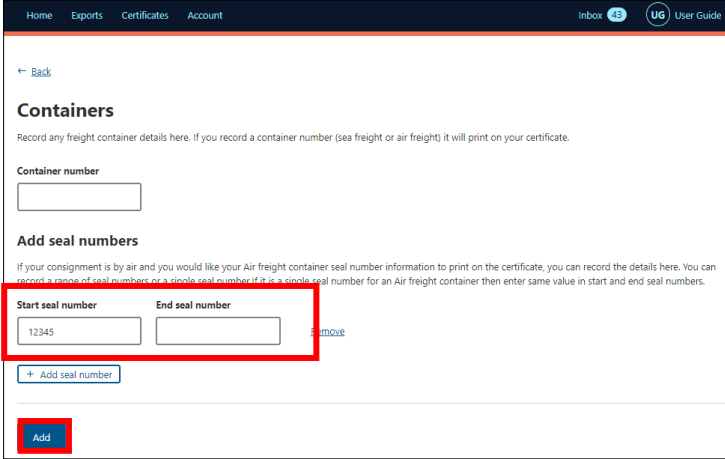
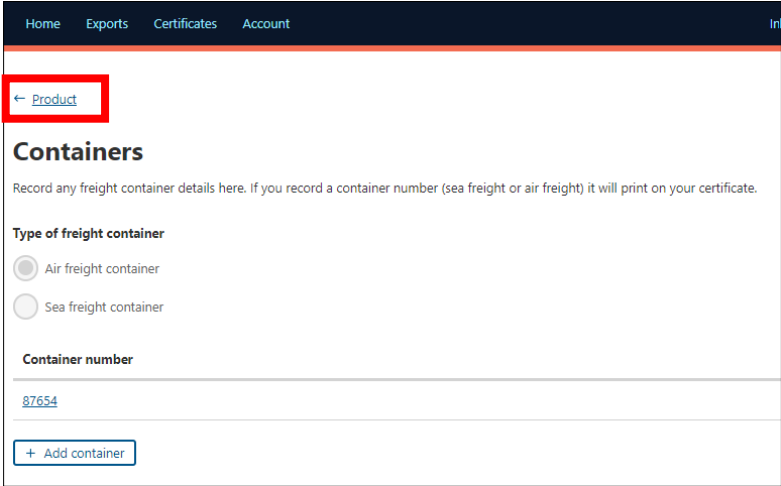
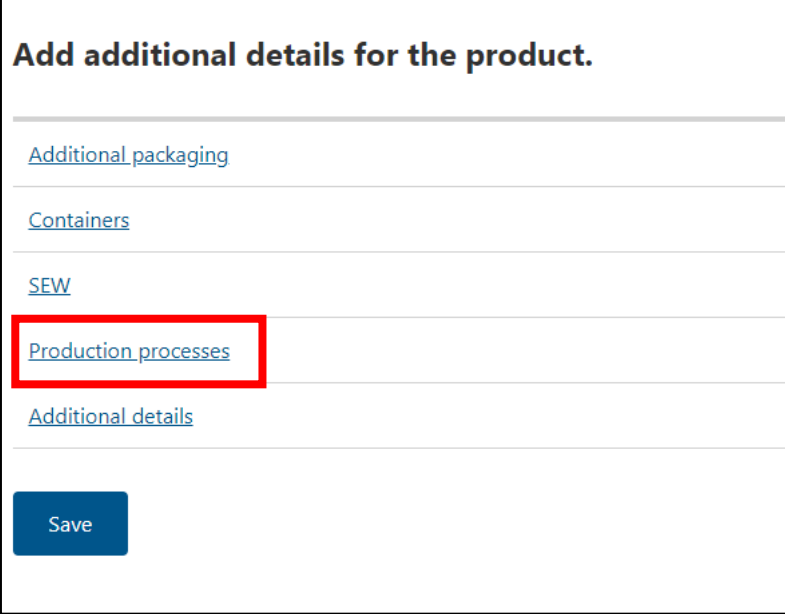
[SEW](#)

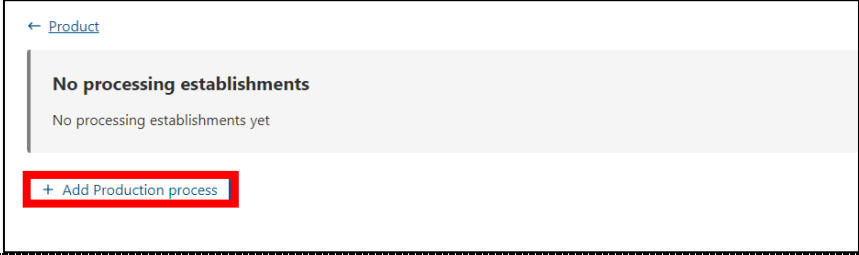
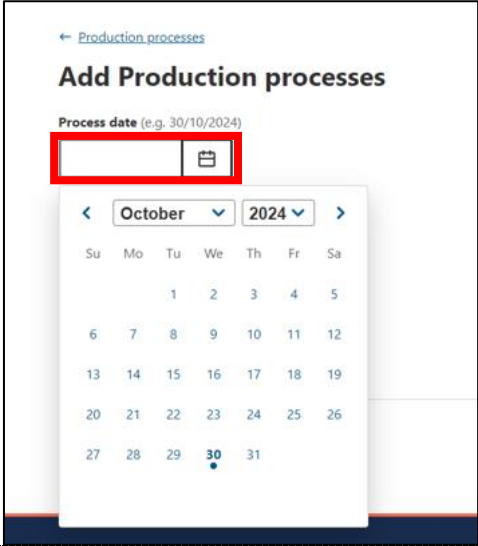
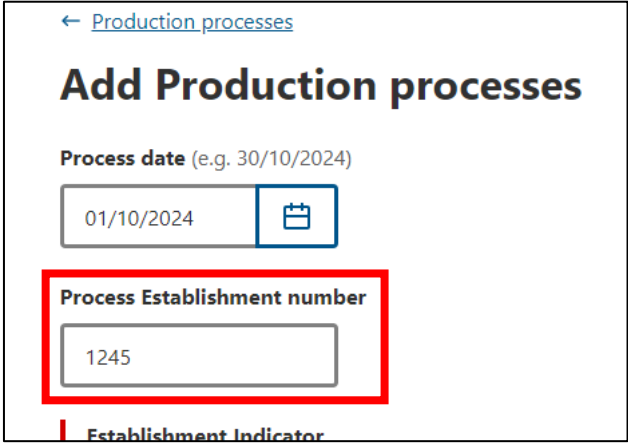
[Production processes](#)

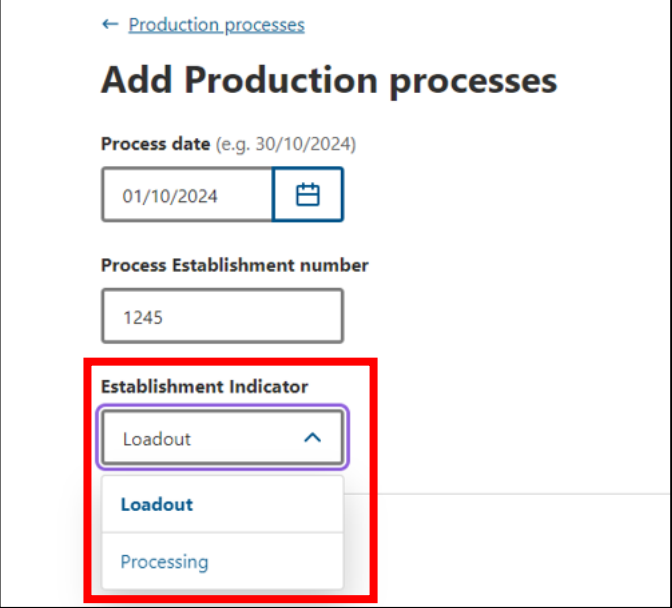
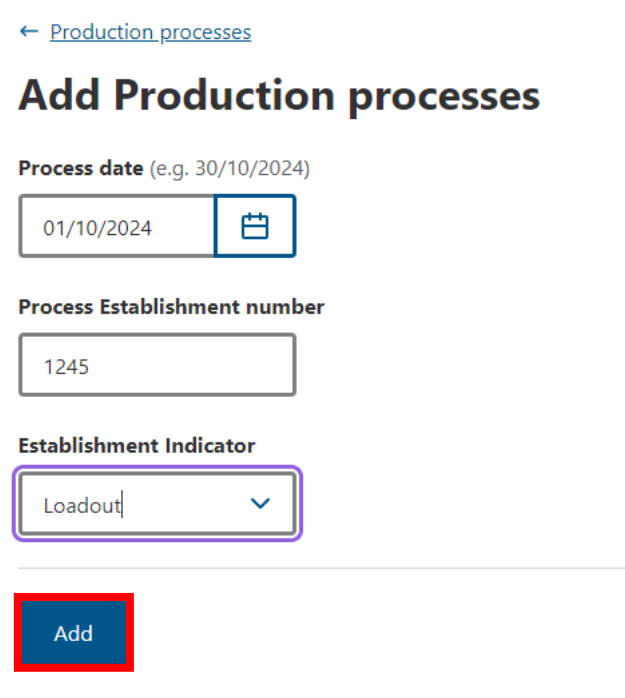
[Additional details](#)

Save

<p>Step 8 Select the tick box for Air or Sea freight.</p>	 <p>Home Exports Certificates Account</p> <p>← Product</p> <h3>Containers</h3> <p>Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.</p> <p>Type of freight container</p> <p><input checked="" type="radio"/> Air freight container</p> <p><input type="radio"/> Sea freight container</p> <p>No containers</p> <p>No containers added yet</p> <p>+ Add container</p>
<p>Step 9 If required, select Add container.</p>	 <h3>Containers</h3> <p>Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.</p> <p>Type of freight container</p> <p><input checked="" type="radio"/> Sea freight container</p> <p>No containers</p> <p>No containers added yet</p> <p>+ Add container</p>
<p>Step 10 Type the Container number.</p> <p>Select + Add seal number.</p>	 <p>Home Exports Certificates Account Inbox 0 UG User Guide</p> <p>← Back</p> <h3>Containers</h3> <p>Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.</p> <p>Container number</p> <p>CCLU123456</p> <p>+ Add seal number</p> <p>Add</p>

<p>Step 11</p> <p>Type the Seal number.</p> <p>Select Add.</p>	
<p>Step 12</p> <p>Select ← Product</p>	
<p>Step 13</p> <p>Select Production processes tab.</p>	

<p><u>Step 14</u></p> <p>If required, select + Add Production process.</p>	 <p>← Product</p> <p>No processing establishments No processing establishments yet</p> <p>+ Add Production process</p>																																										
<p><u>Step 15</u></p> <p>Enter a process date, Continue</p>	 <p>← Production processes</p> <p>Add Production processes</p> <p>Process date (e.g. 30/10/2024)</p> <p><input type="text" value=""/> </p> <p>< October 2024 ></p> <table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></tbody></table>	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		
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20	21	22	23	24	25	26																																					
27	28	29	30	31																																							
<p><u>Step 16</u></p> <p>Enter an establishment number</p>	 <p>← Production processes</p> <p>Add Production processes</p> <p>Process date (e.g. 30/10/2024)</p> <p><input type="text" value="01/10/2024"/> </p> <p>Process Establishment number</p> <p><input type="text" value="1245"/></p> <p>Establishment Indicator</p>																																										

<p><u>Step 17</u> Select an establishment indicator</p>	
<p><u>Step 18</u> Select add</p>	

Step 19

Once all relevant production processes are entered,

Select **← Product**

← Product

Establishment Number	Establishment Indicator	Process Date
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](#)

Save

Step 22

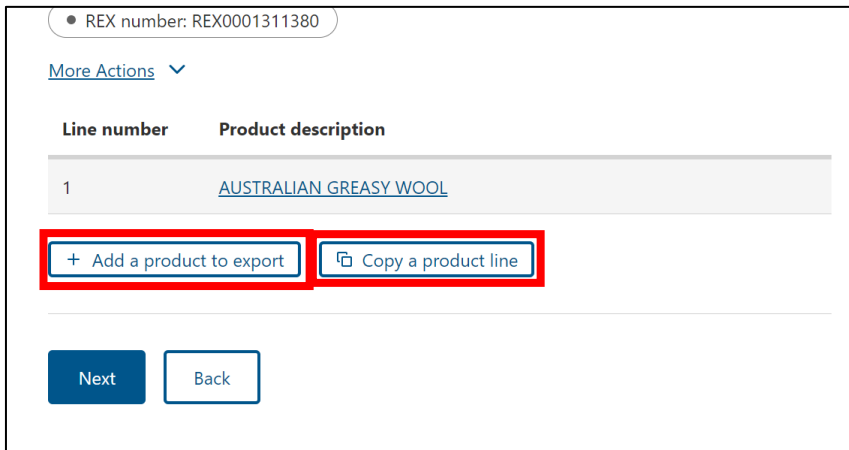
If you have more than one product repeat steps 1 – 24.

Step 23

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

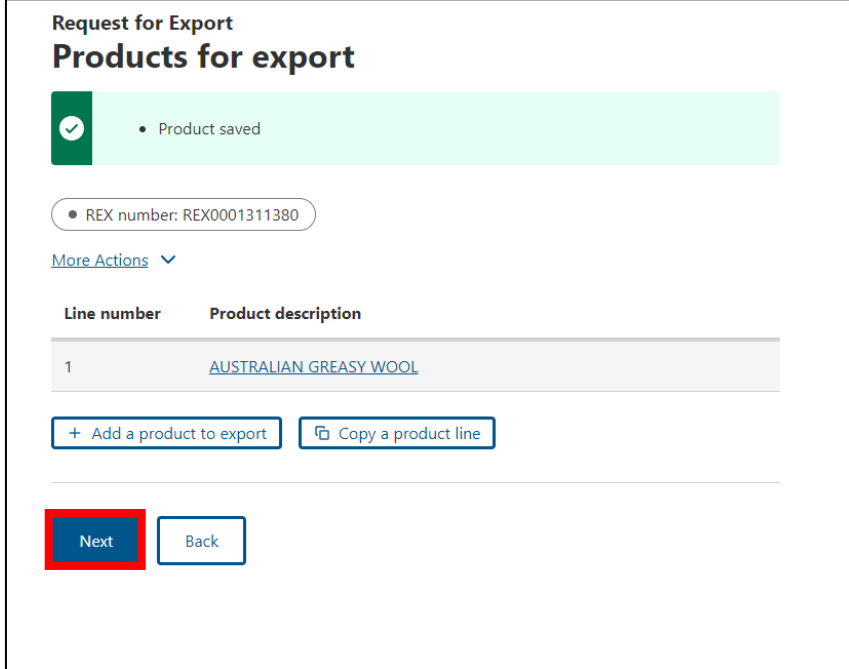
If desired, you may add additional product lines by selecting **Add a product to export** or **Copy a product line**.

This is an optional feature.



Step 24

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**.

Select **Save and next**.

Home Exports Certificates Account Inbox 47 UG User Guide

Progress

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

Request for Export Exporter details

[More Actions](#) ▾

• REX number: REX0001091545

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.

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?

[Save and next](#) [Back](#)

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

Request for Export

Consignee

[More Actions](#) ▾

• 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

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.

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
- In progress
- 5 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

Discharge port

Border inspection port

Destination city

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.

Transport mode

Sea

Vessel name

Voyage

Air

Mail

Save and next Back

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: Endorsements

Step 1

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

Select **Next**.

Progress

- 1 Country
- 2 Products
- 3 Exporter
- 4 Consignee
- 5 Transport
- 6 **In progress**
Endorsements

Request for Export Endorsements

[More Actions](#) ▾

• REX number: REX0001311380

Product	Certificate	Endorsement	Action
1. AUSTRALIAN GREASY WOOL	Z510	2894 - Wool and Skins - China - anthrax	Select

Next

Back

Step 2

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

Progress

- 1 Country
- 2 Products
- 3 Exporter
- 4 Consignee
- 5 Transport
- 6 **In progress**
Endorsements

Request for Export Endorsements

[More Actions](#) ▾

• REX number: REX0001311380

Product	Certificate	Endorsement	Action
1. AUSTRALIAN GREASY WOOL	Z510	2894 - Wool and Skins - China - anthrax	Select

Next

Back

Step 3

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

Select **Save**.

The SEW Integration tab will appear.

← Back

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.

Save

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

- Country
- Products
- Exporter
- Consignee
- Transport
- Endorsements
- SEW**
- Additional details
- Attachments
- 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).

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
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.

Save and next Back

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).

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

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.

Save and next

Back

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.

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 Additional details

[More Actions](#) ▼

• 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 performed after submission on the REX details screen.

Automatic

Hold

None

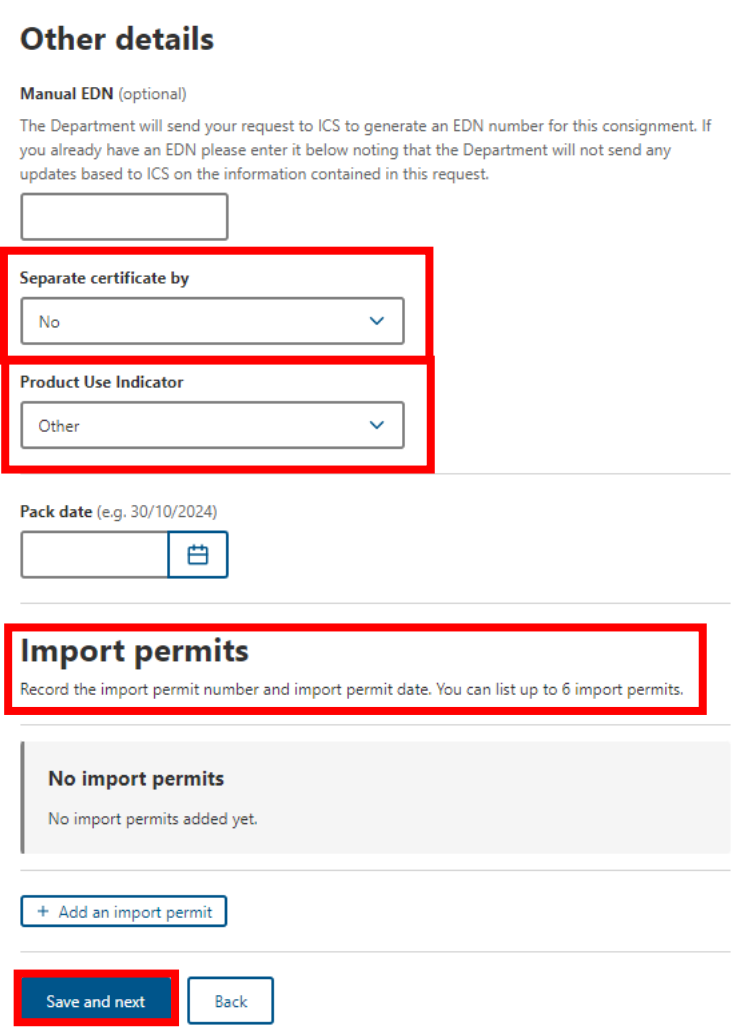
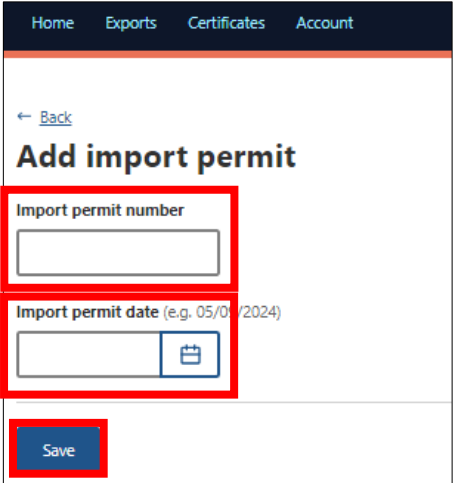
Printer selection

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.

▼

<p>Step 2 enter any other details required: You can choose to:</p> <ul style="list-style-type: none">• 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 <p><u>Select save and next</u></p>	 <p>Other details</p> <p>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.</p> <p><input type="text"/></p> <p>Separate certificate by <input type="text" value="No"/></p> <p>Product Use Indicator <input type="text" value="Other"/></p> <p>Pack date (e.g. 30/10/2024) <input type="text"/> <input type="button" value="📅"/></p> <p>Import permits Record the import permit number and import permit date. You can list up to 6 import permits.</p> <p>No import permits No import permits added yet.</p> <p><input type="button" value="+ Add an import permit"/></p> <p><input type="button" value="Save and next"/> <input type="button" value="Back"/></p>
<p>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.</p>	 <p>Home Exports Certificates Account</p> <p>← Back</p> <p>Add import permit</p> <p>Import permit number <input type="text"/></p> <p>Import permit date (e.g. 05/01/2024) <input type="text"/> <input type="button" value="📅"/></p> <p><input type="button" value="Save"/></p>

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.

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 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
- 10 In progress Submit

Request for Export Lodge REX

[More Actions](#) ▾

• 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:

- 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

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

Request for Export Lodge REX

[More Actions](#) ▾

• REX number: REX0001311380

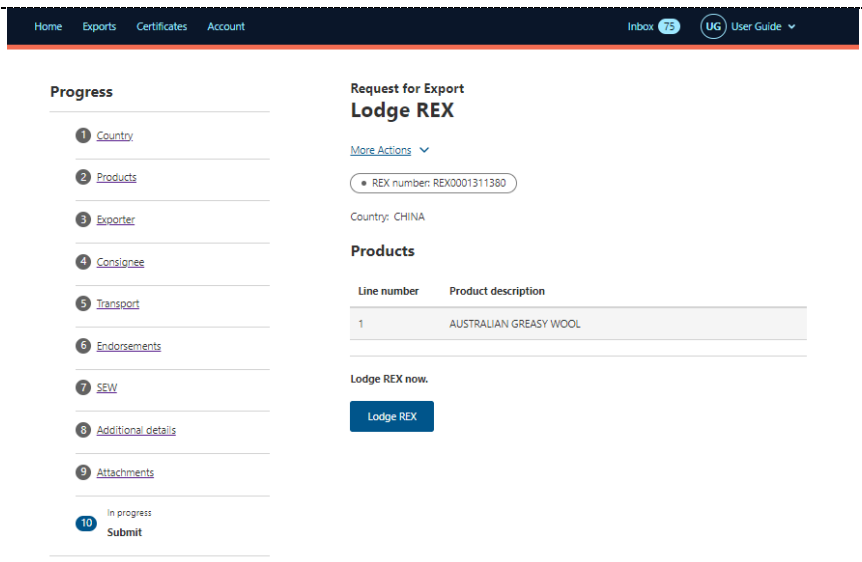
Select ALL declarations:

- Product has been treated solely in Australia.
- Product not sourced from a property or animals that were under quarantine for anthrax or vaccination against it.

Next

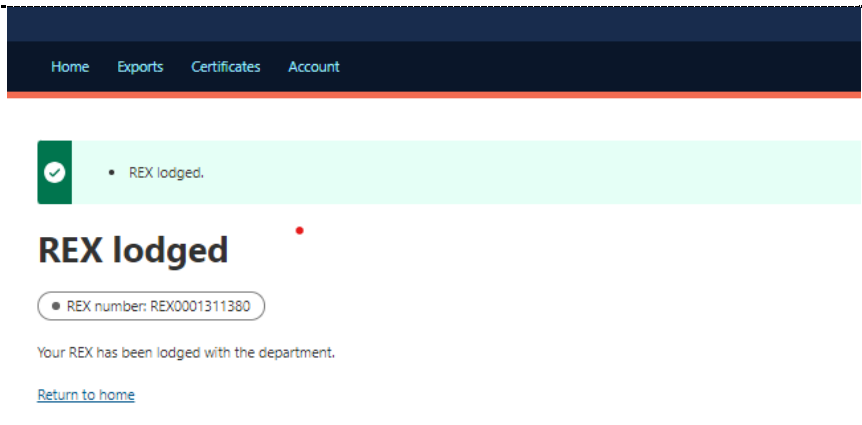
Step 3

After selecting next, the screen will display with 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.



Contact the NEXDOC help desk

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