# **Lodge a Request for Export (REX) for to obtain the NX188B or NX188M certificate.**

The below information will guide you through the NEXDOC system and demonstrate how to lodge a Request for Export (REX) to obtain the NX188B or NX188M export certificate.

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| Log in to the Online Services Portal | |
| Step 1  Select ***Lodge a Request for Export (REX)*** |  |

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| NEXDOC Portal Homepage | |
| Step 1  Select ***Lodge a Request for Export (REX)*** |  |

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| Start a new request for export (REX) | |
| Step 1  Select the ***Commodity type of your export***drop down menu*.* You will need to select ***Other Goods*.**  This is a mandatory field. |  |
| Step 2  Guidance relating to Other Goods products will display below the commodity selection  Select ***Start***  Note: *If you are exporting imported goods, you will need to obtain manual certification for these goods. Contact foodexports@aff.gov.au* |  |

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| REX Section 1: Country details | |
| Step 1  Select the ***Country you wish to export to***drop down menu. You will need to select your destination country, then select ***Next.***  This is a mandatory field. |  |

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| REX Section 2: Product Details | |
| Step 1  Select ***Select how many product lines you are exporting.***  Note: Additional functionality will be available soon to allow the upload of packing lists to certain markets rather than line by line entering of products. |  |
| Step 2  NEXDOC will provide guidance on the different product groups within the Other Goods commodity.   Select the ***Product you wish to export*** drop down and choose the relevant product type.  This is a mandatory field. |  |
| Step 3  Select a suitable option from the ***What is the product category?*** drop down menu.  This product category will appear on your export certificate as the *Description of Goods.*  This is a mandatory field. |  |
| Step 4  If you wish to provide a more specific description of your product, you can use the optional ***Manual Description*** field.  If provided, the text in this field will appear on your export certificate as the *Description of Goods.*  This is an optional field and will override the product category description selected in step 3. |  |
| Step 5  Select a suitable option from the ***What is the product packed in?*** drop down field.  This is a mandatory field. |  |
| Step 6  Select the ***Preservation*** type for the product.  This is a mandatory field. |  |
| Step 7  Select the relevant ***AHECC*** code for the product.  This is an optional field but becomes mandatory field if you are using the Single Electronic Window (SEW) connection to obtain an Export Declaration Number (EDN) via NEXDOC. |  |
| Step 8  Provide the ***Net metric weight amount*** and the ***net metric weight amount.***  These fields are mandatory.  The ***Gross metric weight amount*** and ***Gross metric weight unit*** are optional fields but become mandatory if you wish to use SEW to obtain your EDN.  All weight fields must equal more than zero. |  |
| Step 10  Provide the ***Batch Code.*** This field is optional and will appear on your certificate, if provided.  This field has a limit of 30 characters. |  |
| Step 11  Provide the ***Outer Packaging*** details.  The ***Package Type, Quantity, Individual Package Weight,*** and ***Weight*** ***Unit*** are mandatory fields.   These details will appear alongside the ***Category type*** and ***Preservation type*** on the certificate unless a ***Manual Description*** is provided.   ***Shipping marks*** are optional. *This field has limit of 30 characters.* |  |
| Step 12.  Provide the ***Shipping marks.*** This field is optional and has limit of 30 characters. |  |
| The below information relates to the **Additional details of the product.** | |
| Details relating to **Containers** are optional.  Details relating to **SEW** are optional. In this tab, the ***Net weight amount, Net weight unit and FOB amount*** fieldsbecomemandatory if you wish to use SEW and obtain your EDN.  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. | Graphical user interface, text, application, email  Description automatically generatedeg  **Mandatory if SEW is required.**  **Mandatory**  **Optional**  **Optional**  **Optional** |
| Step 12  Scroll down to **Add additional details for the product** and  select **Production Processes.** |  |
| Step 13  Provide the free text ***Manufacturer Name.***  This is the only mandatory field for markets requiring the NX188B or NX188M certificate.  All other fields are optional. |  |
| Step 14  Select ***Product*** to go back to the product screen |  |
| Step 15  You will return to the ***Product*** screen. |  |
| Step 16  If you wish to add container details, select the ***Containers*** tab.  **Container details** areoptional. |  |
| Step 17  Select the relevant type of freight container then select ***Add container***.  If you decide to provide container details for one product line, you must provide them against all product lines. |  |
| Step 18  ***If* *Air Freight***  Provide the ***Container number*** for the Air Freight container.  If seal numbers are available, select ***Add seal number*** and provide the ***Start*** and ***End seal number***.  Select ***Add***  Note: It is optional to provide these details. |  |
| Step 19  ***If Sea Freight***  Provide the ***Container number*** for the Sea Freight container.  Select ***Add seal number*** and provide the details.  Note: It is optional to provide these details. |  |
| Step 20  If you wish to obtain your EDN through NEXDOC, select ***SEW***  SEW information is optional**.** |  |
| Step 21  If you wish to obtain your EDN through NEXDOC, you must provide the ***Net weight amount***, ***Net weight unit*** and ***FOB amount***.  Select ***Save.*** |  |
| Step 22  Once all necessary is provided, select ***Save*** |  |
| Step 23  You will be taken back to the **Products for Export** page.  You can either ***Add another product to export*** or ***Copy a product line.***  If you copy an existing product line, NEXDOC will copy all base information and allow you to amend any unique information, such as the *batch number*.  Once you have all product line information saved, select ***Next*** |  |

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| 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 ***Change exporter.***  Provide your ***Exporter Reference.*** This is a mandatory field and limited to 35 characters. This will assist you identifying your REX in your account. This will also appear on your invoice.  Select ***Save and next.*** |  |

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| 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.  Select ***Save and next.*** |  |

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| REX Section 5: Transport Details | |
| Step 1  Enter the ***Departure Date.*** This is a mandatory field.  Select the ***Load Port.*** This is a mandatory field.  Select the ***Discharge Port***. This is an mandatory field.   The ***Border Inspection Port*** is an optional field   Provide the ***Destination City***. 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. |  |
| Step 3  If you select ***Air***, you must provide the ***Flight Number***. This is a mandatory field. |  |
| Step 4  Select ***Save and next.*** |  |

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| REX Section 6: Templates and Endorsements | |
| NEXDOC will automatically allocate you an appropriate template and endorsement if applicable |  |
| The system will allocate negotiated and/or known endorsements, however if you have evidence of the importing country requiring an endorsement not available in the system, you can provide this text via the ***+ Add Free Text Endorsement*** function. This request will be reviewed by the department prior to appearing on your export certificate.  **This *REX level Free Text Endorsement* must be applicable to all products in your REX application. One certificate will generate with all products listed against this endorsement.** |  |
| If you would like to change the template and endorsement, click the Select button. |  |
| You can select ***Certificate Template*** drop down and the ***Endorsement*** drop down to view available options.  If a change is required,  press ***Save*** |  |
| Once you have confirmed the template and/or endorsement combination, select ***Next.*** |  |

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| REX Section 7: Single Electronic Window (SEW) | |
| Step 1  Should you wish to use Single Electronic Window (SEW) integration to obtain your EDN (Export Declaration Number) you will need to complete the details on this screen.  **Note:**   1. You must have requested access to SEW in your exporter registration for this to be available. Alternatively, you can update your account and request this permission. 2. If you wish to use the SEW connection, you must have provided the relevant details in each of your product lines. 3. The FOB total will be calculated based on the information saved in the SEW tab of each product line.   These are optional fields. |  |

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| REX Section 8: Additional Details | |
| Step 1  Select your ***Certificate Print Indicator***  You must select ***Automatic*** or ***Hold***.  This selection is mandatory.  Please view the *NEXDOC Printing FAQ* on the NEXDOC Help Page for further information regarding these options. |  |
| 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. |  |
| 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. |  |
| 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 and will appear on your certificate, if provided. |  |
| 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. The import permit date must be in the past.  Select ***Save***. |  |
| Step 6  Select ***Save and next.*** |  |
| Step 7  Select ***Save and next.*** |  |

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| REX Section 9: Attachments | |
| Step 1  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 manufacturers declarations.  Select ***Add attachment***. |  |
| Step 2  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.  ***Select*** or ***drag and drop*** the file to attach.  Select ***Save.*** |  |
| Step 3  Attach all necessary documentation to support your application. A departmental officer will review these documents when assessing your REX.  Select ***Next***. |  |

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| 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.*** |  |
| 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 Service ID associated with your application. Your REX is now awaiting assessment from a departmental officer. |  |

**End**