





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.

Log in to the Online Services Portal	
<p>Step 1 Select Lodge a Request for Export (REX)</p>	<div data-bbox="528 674 1399 1516"><p>Online Services - Login ?</p><div data-bbox="528 728 1399 1265"><p>Australian Government Department of Agriculture, Fisheries and Forestry</p><input data-bbox="574 1003 1252 1070" type="text" value="Email or Client ID"/> <input data-bbox="574 1093 1066 1160" type="password" value="Password"/> Forgot my password</div><div data-bbox="574 1176 1252 1243"><p>Login</p></div><div data-bbox="574 1288 829 1444"><p>Don't have an account?</p><p>Create Account</p></div><div data-bbox="874 1288 1252 1478"><p> Continue with Digital Identity</p><p>Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.</p></div></div>

NEXDOC Portal Homepage

Step 1

Select **Lodge a Request for Export (REX)**

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 \(REX\) >](#)

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.

Start a new request for export

Commodity type of your export

[Unsure of your commodity type?](#)

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

Start a new request for export

Commodity type of your export

[Unsure of your commodity type?](#)

NEXDOC Other Goods covers non-prescribed goods that require department issued export certification:

- edible non-prescribed goods excluding honey and apiculture products;
- inedible non-prescribed goods excluding products derived from animal materials;
- shells, animal remains and other specific non-prescribed goods if outlined on Micor.

The department is incrementally transitioning markets onto NEXDOC Other Goods and some product-country combinations are not yet available on this system. Manual certification may instead be available for these markets or the importing country may not require certification. Visit [Micor](#) for further information.

Non-prescribed goods with electronic certification via EXDOC or another NEXDOC commodity are not included.

The goods have been legally imported into Australia

Select this tick box if the products you are exporting have been imported into Australia with no further manipulation occurring before re-export.

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.

Home Exports Certificates Account Inbox 45

Progress

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

Request for Export Country to export

Country you wish to export to

SINGAPORE

[Can't find the country in the list?](#)

Next

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.

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Progress

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

Request for Export
Products for export

How many product lines do you intend to include in this consignment?

Less than 20 product lines
 20 or more product lines

No products
No products added yet

[+ Add a product to export](#)

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.

Home Exports Certificates Account Inbox 45 UG User Guide

Request for Export
Product for export

<p>Processed foods, beverages and ingredients</p> <p>Processed foods and grocery items that are not classified as a prescribed good</p>	<p>Edible animal fats & oils</p> <p>Rendered fats and oils of animal origin intended for human consumption. e.g. edible tallow, bulk processed animal fat and oil.</p>	<p>Vitamins & supplements</p> <p>Human dietary supplement products e.g. edible collagen and gelatine, and finished products such as fish oil capsules and multi-vitamins</p>
<p>Animal feed & feed additives</p> <p>Mineral and/or plant-based products intended for consumption by animals.</p>	<p>Animal & human remains</p> <p>Remains (e.g. ashes) of animals or humans.</p>	<p>Fertilisers</p> <p>Mineral and/or plant-based products intended to supplement plant growth.</p>
<p>Shells</p> <p>Durable exoskeletons of marine animals primarily for ornamental purposes. e.g: sea shells.</p>	<p>Other</p> <p>For non-prescribed goods that do not fit an existing category, please refer to the Non-Prescribed Goods support page</p>	

Product you wish to export

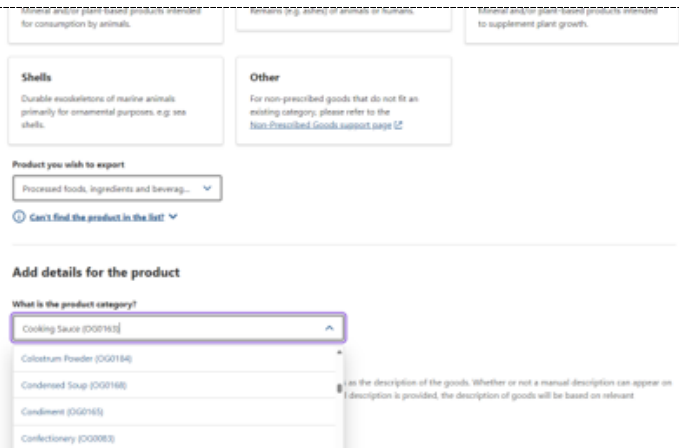
[Can't find the product in the list?](#)

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.

Add details for the product

What is the product category?

Cooking Sauce (OG0163)

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.

Pasta Sauce

What is the product packed in?

Can't find the product packed in the list?

Step 5

Select a suitable option from the **What is the product packed in?** drop down field.

This is a **mandatory** field.

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.

Pasta Sauce

What is the product packed in?

BAG IN A BOX (BB)
BAGS (BG)
BOTTLES (BO)
BOX (BX)
BULK PACK (BP)
CANS (CA)

Weight unit

<p>Step 6 Select the Preservation type for the product.</p> <p>This is a mandatory field.</p>	
<p>Step 7 Select the relevant AHECC code for the product.</p> <p>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.</p>	
<p>Step 8 Provide the Net metric weight amount and the net metric weight amount.</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 wish to use SEW to obtain your EDN.</p> <p>All weight fields must equal more than zero.</p>	
<p>Step 10 Provide the Batch Code. This field is optional and will appear on your certificate, if provided.</p> <p>This field has a limit of 30 characters.</p>	

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.

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

Step 12.

Provide the **Shipping marks**. This field is **optional** and has limit of 30 characters.

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.

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** fields become **mandatory** 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.

Add additional details for the product

Containers	Optional	>
SEW	Optional	Mandatory if SEW is required. >
Production processes	Mandatory	>
Additional details	Optional	>

eg

<p>Step 12 Scroll down to Add additional details for the product and select Production Processes.</p>	<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>				
<p>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.</p>	<p>Add Production processes</p> <p>Process start and end dates The process dates refer to the duration of product processing.</p> <p>Start date (e.g. 02/09/2024) End date (e.g. 02/09/2024)</p> <p><input type="text"/> <input type="calendar"/> <input type="text"/> <input type="calendar"/></p> <hr/> <p>Manufacturer details This is a free text field, and is not validated against the Department's Establishment Register. This information will only render on certificates that do not require listing details at the product line level.</p> <p>Manufacturer name</p> <p><input type="text" value="Sauce Manufacturer Pty"/></p> <p>Manufacturer Address</p>				
<p>Step 14 Select Product to go back to the product screen</p>	<p>← Product</p> <p>Production processes</p> <table border="1"> <thead> <tr> <th>Establishment Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Sauce Manufacturer Pty Ltd</td> <td>Edit</td> </tr> </tbody> </table>	Establishment Name	Actions	Sauce Manufacturer Pty Ltd	Edit
Establishment Name	Actions				
Sauce Manufacturer Pty Ltd	Edit				
<p>Step 15 You will return to the Product screen.</p>	<p>Add additional details for the product.</p> <hr/> <p>Containers</p> <hr/> <p>SEW</p> <hr/> <p>Production processes Sauce Manufacturer Pty Ltd</p> <hr/> <p>Additional details</p> <hr/> <p><input type="button" value="Save"/></p>				
<p>Step 16 If you wish to add container details, select the Containers tab. Container details are optional.</p>	<p>Add additional details for the product.</p> <hr/> <p>Containers</p> <hr/> <p>SEW</p> <hr/> <p>Production processes Sauce Manufacturer Pty Ltd</p> <hr/> <p>Additional details</p> <hr/> <p><input type="button" value="Save"/></p>				

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.

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

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.

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

ALLU0000013

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 End seal number

1234 5678 [Remove](#)

[+ Add seal number](#)

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.

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

BLLU0000020

Seal number(s) (optional)

Seal numbers can only be added if container numbers have been recorded. If provided, the information will print on your certificate as part of the Container information for example: MKUK9229966/132520

ACB123 [Remove](#)

Step 20

If you wish to obtain your EDN through NEXDOC, select **SEW**

SEW information is **optional**.

Add additional details for the product.

[Containers](#)

SEW

[Production processes](#) Sauce Manufacturer Pty Ltd

[Additional details](#)

[Save](#)

<p>Step 21 If you wish to obtain your EDN through NEXDOC, you must provide the Net weight amount, Net weight unit and FOB amount.</p> <p>Select Save.</p>	<p>← Product</p> <p>SEW information</p> <p>Net weight amount: <input type="text" value="1000"/> Net weight unit: <input type="text" value="Kilogram"/></p> <p>FOB amount: <input type="text" value="5000"/></p> <p>Enter the Free On Board sales value for this product line.</p> <p>Additional permit details</p> <p>If the product has additional or related permit requirements for Customs purposes - record the details here. Otherwise, this information is not required.</p>				
<p>Step 22 Once all necessary is provided, select Save</p>	<p>Add additional details for the product.</p> <p>Containers</p> <p>SEW</p> <p>Production processes Sauce manufacturer</p> <p>Additional details</p> <p><input type="button" value="Save"/></p>				
<p>Step 23 You will be taken back to the Products for Export page.</p> <p>You can either Add another product to export or Copy a product line.</p> <p>If you copy an existing product line, NEXDOC will copy all base information and allow you to amend any unique information, such as the <i>batch number</i>.</p> <p>Once you have all product line information saved, select Next</p>	<p>Progress</p> <ol style="list-style-type: none"> Country In progress Products Exporter Consignee Transport Endorsements <p>Request for Export Products for export</p> <p>Application started. Your REX number is REX0001025915</p> <p>REX number: REX0001025915</p> <p>More Actions</p> <table border="1"> <thead> <tr> <th>Line number</th> <th>Product description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Cooking Sauce - Pasta Sauce</td> </tr> </tbody> </table> <p><input type="button" value="+ Add a product to export"/> <input type="button" value="Copy a product line"/></p>	Line number	Product description	1	Cooking Sauce - Pasta Sauce
Line number	Product description				
1	Cooking Sauce - Pasta Sauce				

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 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**.

Progress

1 Country

2 Products

3 In progress
Exporter

4 Consignee

5 Transport

6 Endorsements

7 SEW

Request for Export

Exporter details

[More Actions](#) ▾

● REX number: REX0001025915

User Guide

Address 70 Northbourne Ave Canberra ACT 2601

Phone 0262722222

Email Address User.Guide01@aff.gov.au

[Change exporter](#)

[Edit exporter details](#)

[Request new exporter](#)

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**.

[More Actions](#) ▾

• REX number: REX0001025915

[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

Importer name

Phone number (optional)

04562361212

Consignee address

Address line 1

10 Bayfront Ave

Address line 2

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.

Progress

1 Country

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Transport

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10 Submit

Request for Export

Transport

More Actions ▾

• REX number: REX0001025915

Departure date (e.g. 02/09/2024)

16/09/2024



Load port

This is the place where your goods will be loaded for export. Start typing to

Homebush/Sydney (AUHBS), AUSTRALIA... X

Discharge port

Singapore Container Terminal (SGSCT)... X

Border inspection port

This is the overseas port where the consignment will be inspected. Options markets which require EU or UK model health certificates. Start typing to se

X

Destination city

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.

Transport mode

Sea

Vessel name

Blueship44

Voyage

NPG123

Air

Mail

Save and next

Back

Step 3

If you select **Air**, you must provide the **Flight Number**. This is a **mandatory** field.

Transport mode

Sea

Air

Flight number

FLY123

Mail

<p>Step 4 Select Save and next.</p>	<div style="text-align: center;"> Save and next </div>
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REX Section 6: Templates and Endorsements

NEXDOC will automatically allocate you an appropriate template and endorsement if applicable

Progress

- 1 Country
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Request for Export Endorsements

[More Actions](#) ▾

• REX number: REX0001025915

The NEXDOC system will automatically assign you the relevant certificate template and endorsement, based on the product information you have supplied in the Product tab. Some products may have alternative template and/or endorsement options, which will be visible if you select the product line.

Product	Certificate	Endorsement	Action
1. Cooking Sauce - Pasta Sauce	NX188B		Select

Free Text Endorsement

If the importing country requires a specific attestation that applies to all product lines in the application, please provide the text below.

You must attach evidence of the importing country requirement for the declaration/s and appropriate evidence/manufacturing records to support these declarations in the attachment section of this REX.

If approved by the department, this text will appear on your export certificate.

+ Add Free Text Endorsement

<p>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.</p> <p>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.</p>	<div data-bbox="528 210 778 730"> <p>Progress</p> <ol style="list-style-type: none"> 1 Country 2 Products 3 Exporter 4 Consignee 5 Transport 6 In progress Endorsements 7 SEW 8 Additional details 9 Attachments 10 Submit </div> <div data-bbox="863 210 1021 255"> <p>Request for Export Endorsements</p> </div> <div data-bbox="863 277 957 297"> <p>More Actions ▾</p> </div> <div data-bbox="863 315 1048 336"> <p>• REX number: REX0001025915</p> </div> <div data-bbox="863 351 1356 423"> <p>The NEXDOC system will automatically assign you the relevant certificate template and endorsement, based on the product information you have supplied in the Product tab. Some products may have alternative template and/or endorsement options, which will be visible if you select the product line.</p> </div> <div data-bbox="863 443 1374 526"> <table border="1"> <thead> <tr> <th>Product</th> <th>Certificate</th> <th>Endorsement</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1. Cooking Sauce - Pasta Sauce</td> <td>NX188B</td> <td></td> <td style="text-align: center;">Select</td> </tr> </tbody> </table> </div> <div data-bbox="863 546 1053 566"> <p>Free Text Endorsement</p> </div> <div data-bbox="863 584 1334 618"> <p>If the importing country requires a specific attestation that applies to all product lines in the application, please provide the text below.</p> </div> <div data-bbox="863 633 1340 685"> <p>You must attach evidence of the importing country requirement for the declaration/s and appropriate evidence/manufacturing records to support these declarations in the attachment section of this REX.</p> </div> <div data-bbox="863 701 1260 721"> <p>If approved by the department, this text will appear on your export certificate.</p> </div> <div data-bbox="863 736 1042 757"> <p>+ Add Free Text Endorsement</p> </div>	Product	Certificate	Endorsement	Action	1. Cooking Sauce - Pasta Sauce	NX188B		Select
Product	Certificate	Endorsement	Action						
1. Cooking Sauce - Pasta Sauce	NX188B		Select						

You can select **Certificate Template** drop down and the **Endorsement** drop down to view available options.

If a change is required, press **Save**

[← Back](#)

Endorsement

Certificate Template

NX188B-DECLARATION AND CERTIFICATE AS TO CONDITION - AUTHORISED OFFICER SIGNATURE ▼

+ Add Free Text Endorsement

Endorsement

▼

If the endorsement you need is not displayed in the available default endorsements list, please contact the [Department](#)

If a Free Text Endorsement is added, attach evidence of the importing country requirement for additional declarations and appropriate evidence/manufacturing records to support these declarations. Free Text Endorsement requests will not be approved if a default endorsement is available.

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Request for Export Endorsements

[More Actions](#) ▼

• REX number: REX0001025915

The NEXDOC system will automatically assign you the relevant certificate template and endorsement, based on the product information you have supplied in the Product tab. Some products may have alternative template and/or endorsement options, which will be visible if you select the product line.

Product	Certificate	Endorsement	Action
1. Cooking Sauce - Pasta Sauce	NX188B		Select

Free Text Endorsement

If the importing country requires a specific attestation that applies to all product lines in the application, please provide the text below.

You must attach evidence of the importing country requirement for the declaration/s and appropriate evidence/manufacturing records to support these declarations in the attachment section of this REX.

If approved by the department, this text will appear on your export certificate.

+ Add Free Text Endorsement

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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

Progress

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Request for Export SEW Integration

[More Actions](#) ▼

• REX number: REX0001025915

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

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Lodge a Request for Export (REX) – NX188B and NX188M export certificates.
Department of Agriculture, Fisheries and Forestry

OFFICIAL

<p>account and request this permission.</p> <ol style="list-style-type: none"> If you wish to use the SEW connection, you must have provided the relevant details in each of your product lines. The FOB total will be calculated based on the information saved in the SEW tab of each product line. <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>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Progress</p> <ol style="list-style-type: none"> 1 Country 2 Products 3 Exporter 4 Consignee 5 Transport 6 Endorsements 7 SEW <li style="background-color: #e0e0e0;">8 In progress Additional details 9 Attachments 10 Submit </div> <div style="width: 50%;"> <p>Request for Export Additional details</p> <p>More Actions ▾</p> <p>• REX number: REX0001025915</p> <p>Certificate print indicator</p> <p>Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection.</p> <ul style="list-style-type: none"> Automatic: The REX will automatically progress to the status of completion (COMP) after departmental review. You will incur charges for any changes to your certificate at this status. Hold: The REX will hold the status of Certificate Ready (CTRD) after departmental review. You will be able to preview the certificate and make changes without charge until you are ready to generate your certificate and progress your REX to COMP. <p> <input type="radio"/> Automatic <input checked="" type="radio"/> Hold </p> <p>Printer selection</p> <p>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.</p> <p>Print to a departmental regional office</p> <p>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> </div> </div>
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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.

Progress

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

Request for Export Additional details

[More Actions](#) ▾

• REX number: REX0001029545

Certificate print indicator

Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection.

- Automatic: The REX will automatically progress to the status of completion (COMP) after departmental review. You will incur charges for any changes to your certificate at this status.
- Hold: The REX will hold the status of Certificate Ready (CTRD) after departmental review. You will be able to preview the certificate and make changes without charge until you are ready to generate your certificate and progress your REX to COMP.

- Automatic
- 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.

Use your own printer

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.

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.

Progress

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

Request for Export Additional details

[More Actions](#) ▾

• REX number: REX0001029545

Certificate print indicator

Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection.

- Automatic: The REX will automatically progress to the status of completion (COMP) after departmental review. You will incur charges for any changes to your certificate at this status.
- Hold: The REX will hold the status of Certificate Ready (CTRD) after departmental review. You will be able to preview the certificate and make changes without charge until you are ready to generate your certificate and progress your REX to COMP.

- Automatic
- 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.

Use your own printer

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.

 ▾

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.

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](#)

<p>Step 5 Provide your Import permit number and Import permit date. These are optional fields.</p> <p>If provided, these details will appear on the export certificate. The import permit date must be in the past.</p> <p>Select Save.</p>	<p>← Back</p> <h3>Add import permit</h3> <p>Import permit number</p> <input type="text" value="IMP123"/> <p>Import permit date (e.g. 02/09/2024)</p> <input style="border: 1px solid #0070C0;" type="text" value="08/09/2024"/> <input type="button" value="📅"/> <hr/> <input type="button" value="Save"/>
<p>Step 6 Select Save and next.</p>	<p>① Country <input checked="" type="checkbox"/> Import permit saved</p> <p>② Products</p> <p>③ Exporter</p> <p>④ Consignee</p> <p>⑤ Transport</p> <p>⑥ Endorsements</p> <p>⑦ SEW</p> <p>⑧ Additional details</p> <p>⑨ Attachments</p> <p>⑩ Submit</p> <h3>Additional details</h3> <p>REX number: REX0000305706 More Actions</p> <h4>Certificate print indicator</h4> <p>Please be aware that the Certificate Print Indicator selection has an impact on the status of your export certificate after submission. Please consider your choice carefully before making a selection.</p> <ul style="list-style-type: none">Automatic: The REX will automatically progress to the status of completion (COMP) after departmental review. You will incur charges for any changes to your certificate at this status.Hold: The REX will hold the status of Certificate Ready (CTRD) after departmental review. You will be able to make changes without charge until you are ready to generate your certificate and progress your REX to COMP. <p><input type="radio"/> Automatic</p> <p><input checked="" type="radio"/> Hold</p> <p><input checked="" type="checkbox"/> Use your own printer Help</p> <p>Manual EDN Help</p> <h4>Import permits</h4> <p>IMPORTPERMIT12345 ></p> <p>+ Add an import permit</p> <p><input type="button" value="Back"/> <input type="button" value="Save and next"/></p>
<p>Step 7 Select Save and next.</p>	<p><input type="button" value="Save and next"/></p>

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**.

Progress

- 1 Country
- 2 Products
- 3 Exporter
- 4 Consignee
- 5 Transport
- 6 Endorsements
- 7 SEW
- 8 Additional details

Request for Export Attachments

[More Actions](#) ▾

• REX number: REX0001025915

Document type	Comment	File
IMPORT PERMIT	IMP123	BLANK REX ATTACHMENT.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**.

Progress

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

Request for Export Lodge REX

[More Actions](#) ▾

• REX number: REX0001025915

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.

[I agree](#)

Step 2
The destination country and products will display. If there are no changes required, select **Lodge REX**.

Progress

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

Request for Export Lodge REX

[More Actions](#) ▾

• REX number: REX0001025915

Country: SINGAPORE

Products

Line number	Product description
1	Cooking Sauce - Pasta Sauce

Lodge REX now.

[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.

• Request Id 02241154677512
REX lodged.

• Your request for export REX0001025915 is under review. A notification will be sent when your Certificate is ready.

REX lodged

• REX number: REX0001025915

Your REX has been lodged with the department, and is pending for review.

[Return to home](#)

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Lodge a Request for Export (REX) – NX188B and NX188M export certificates.
Department of Agriculture, Fisheries and Forestry

OFFICIAL

End