



**Australian Government**

**Department of Agriculture,  
Water and the Environment**

# **NEXDOC**

## **VIP01 - Registration Processes**



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# 1. Introduction

This document describes the process by which Software Vendors and related participants register for use of the NEXDOC system. As it has been written predominately with the Software Vendor in mind, most of the content is focused on the process and roles for Vendor registration.

As there are several different models for engagement with NEXDOC, this process is described in more detail for each of the different types of Vendor.

If a Vendor is unsure about which process they should follow, please contact the Department on [ICTEnhancedTraceabilityProject@agriculture.gov.au](mailto:ICTEnhancedTraceabilityProject@agriculture.gov.au).

The registration process assumes that a Vendor has created an account using <https://online.agriculture.gov.au/portal>.

## 2. Key participants in NEXDOC Registration

To help provide context and understanding of the registration process, the following describes the participants in NEXDOC and outlines key aspects of their role and considerations for the registration process.

Refer to Section 3 below for specific details on the processes for registering specific participants.

### 2.1 Client

A **Client** is a person who uses NEXDOC to lodge and manage export documentation, e.g. REXs, either via third party software or the NEXDOC web portal.

A Client registering for NEXDOC through the NEXDOC web portal will access these services via the Department's Online Services Portal (<https://online.agriculture.gov.au/portal>).

A Client accessing the Department's Online Services Portal can either use their myGovID or a **Client Id** (a Client Id is assigned to those users that elect to not use a myGovID and access NEXDOC using an email and password combination as their access credential). Please note that every person who accesses the Department's Online Services Portal on behalf of a business, must access via a myGovID. For more information on this policy and myGovID see: <https://www.mygovid.gov.au/>.

Once registered, a Client can use the web portal or web services to lodge and manage their export documentation.

A Client that creates and manages export documentation via the web portal must also:

1. Be registered in NEXDOC as an **Exporter** and
2. Be a member of at least one active **Client Group**.

This rule ensures that all REX-related capabilities are only available to Clients who act on behalf of their own exports operations to NEXDOC via the web portal. That is, ensure Exporter Agents cannot use the web portal to lodge and manage REXs.

To ensure all messages exchanged between NEXDOC and third party software relating to REXs identify the specific person performing the operation, each Client is assigned a unique **Client Token**. The Client Token is a 32-character string of numbers and letters that identifies the Client in the web service message.

### 2.2 Exporter

An **Exporter** is the entity that owns the consignment for which the export documentation is being requested. An Exporter can be an individual or a business.

Each Exporter will be assigned a unique identifier – an **Exporter ID**.

The Exporter ID is automatically generated when an Exporter record is created. The person that set up an Exporter can share their Exporter ID with their agents.

A Client with an Exporter role will have access to use the NEXDOC web portal to lodge and manage REXs.

## 2.3 Exporter Agent

An **Exporter Agent** is an entity that acts on behalf of an Exporter. They can interact with the export process at many different points in the process.

An individual Exporter Agent is not assigned an Exporter Agent ID, rather an Exporter will supply their Exporter Agents with the Exporter ID(s) they want represented by the agent.

An Exporter Agent needs to be a member of the Client Group(s) associated with the Exporter's REXs.

With one exception, a NEXDOC Client that holds the role of an Exporter Agent can only access NEXDOC services via third-party software. The exception is when the Client is a Client Group Administrator; in this situation the Client can use the web portal to manage the Client Groups they administer.

## 2.4 Client Group

A **Client Group** is an entity whose members can lodge and manage export documentation (REX).

An Exporter or Exporter Agent is also associated with one or more Client Groups.

A Client Group can have one or more Clients making up its membership. A Client can be a member of one or more Client Groups.

The Client Group allows for the sharing of privileges for managing export documentation amongst groups of individual users.

A Client Group can only be created via NEXDOC's web portal.

A REX can only be owned by one Client Group at any point in time. The initial owner of a REX is the Client Group that lodged it.

A Client needs to be a member of at least one active Client Group, if they wish to use third party software to lodge and manage REXs.

The user creating the Client Group will be set as the **Client Group Administrator**. The Client Group Administrator is responsible for approving access and administering the authorities of their organisation's members.

The Client Group Administrator adds and removes Clients from a Client Group, using either the web portal or web services (if the required web service is implemented in the third-party software).

A Client can also lodge a request to join a specific Client Group. However, this is only possible via web services (and if the service has been implemented in the third-party software).

A Client Group is assigned a unique **Client Group ID**. A Client Group Administrator can share their Client Group ID with other Clients, enabling the transfer and forwarding of REXs and printing of Certificates.

All web service messages passing between NEXDOC and third party software that relate to REXs, must contain a **Client Group Token**, a 32 character string of numbers and letters that uniquely identify the Client Group performing the operation.

The person identified by the Client Token in a web service request, must be a member of the Client Group identified by its Client Group Token in the web service request.

## 2.5 Third-Party Software Vendor

A **Third-Party Software Vendor** (Vendor) is an individual or business that develops the software that integrates with NEXDOC and consumes NEXDOC external web services.

An authorised representative of the Vendor's organisation registers the Vendor organisation through the Department's Online Services Portal. (<https://online.agriculture.gov.au/portal>).

In keeping with the Australian Government's requirements for online services, the authorised user must login to the Department's Online Services Portal using their myGovID. For more information on this policy and myGovID see: <https://www.mygovid.gov.au/>.

Once a Vendor is registered in NEXDOC and their software has been tested and approved to access the NEXDOC Production system (refer to section 3.3 below), they are given permission to generate a **Vendor Token**. The Vendor Token is a mandatory element that must be present in all web service interactions between NEXDOC and the third party software.

The Vendor representative, who originally registered the Vendor organisation, becomes the **Vendor Administrator**, who obtains and adds extra Vendor Tokens to the Vendor's account. The management of all additional Vendor Tokens is done through the NEXDOC web portal.

## 2.6 Web Service User

A **Web Service User** is a specific service account that is included in all messages exchanged between NEXDOC and third party software.

The Web Service User details are used for authentication of all web service transactions and therefore only apply for third party software.

A minimum of one Web Service User is required for each installation of a third-party software product. Additional Web Service Users may be established for third party software, if required. The exact number will depend on how the third party software is implemented and managed:

- If the third-party software is deployed and managed by the software vendor (e.g. is a cloud-based / software-as-a-service solution), the third-party software vendor is expected to obtain and register one Web Service User with their installation, or
- If the third-party software is installed and managed locally (e.g. installed on standalone desktop computer or server), each organisation using the software would register a Web Service User for their specific installation.

The Web Service User's identifier is called an **Installation Token**. Refer to section 4.3 of the SDG for more details on Web Service Users and Installation Tokens.

An **Installation Administrator** creates and manages the Web Service Users for the software.

The Installation Administrator is a person(s) in the business that purchased the third party software and who is responsible for configuring the software to interact with NEXDOC via Web Services.

The Installation Administrator can only register through the NEXDOC web portal. They also need to use the web portal to obtain and allocate the Web Service User credentials (i.e. Installation Token) required for their copy of the software to interact with NEXDOC.

Once the Installation Administrator obtains their credentials online, they can use the third party software to add their credentials to installations of the software.

Web Service Users created by an Installation Administrator can only be managed by Departmental staff, the same Installation Administrator or other Installation Administrators in the same organisation.

## **3. Registration Process**

### **3.1 Introduction**

Registration refers to the process by which participants request access to the NEXDOC system and access the applicable services.

The process will vary depending on the participant and their role in the export process. These include:

- Registering your organisation as a 3<sup>rd</sup> party software vendor for NEXDOC
- Registering as an exporter
- Administering client groups of external software users
- Creating Web Service Users for your software installations.

The table below describes the various process of registration for each type of participant.

## 3.2 Processes for each Participant

|  | Register your organisation as a 3 <sup>rd</sup> party software vendor for NEXDOC | Administer Client Group of external software users | Create Web Service Users for your software installations | Register as an Exporter |
|--|--|--|--|-------------------------|
| <b>Exporter</b> – uses Agriculture Portal or an Export Agent to raise REXs   |  |  |  | Y                       |
| <b>Exporter</b> – uses third party software to raise REXs  |  | Y  | Y - See Note (1) below                                   | Y                       |
| <b>Exporter</b> – uses their own bespoke software to integrate with NEXDOC   | Y  | Y  | Y  | Y                       |
| <b>Export Agents</b> / Freight Forwarders – use third party software to raise REXs   | Y  |  | Y - See Note (1) below                                   |                         |
| <b>Software Vendor</b> – that sells software to Freight Forwarders / Agents / Exporters, that do NOT export or export on behalf of an exporter.<br>The Software Vendor sells the software but deploys and manages the software installation on behalf of the Freight Forwarder / Agent / Exporter. | Y  |  | Y  |                         |
| <b>Software Vendor</b> that sells software to Freight Forwarders / Agents / Exporters, that do NOT export or export on behalf of an exporter.<br>The Software Vendor sells the software which is managed and installed by the Freight Forwarder / Agent / Exporter.                                | Y  |  |  |                         |
| <b>Export Agent</b> / Freight Forwarder – uses their own bespoke software to integrate with NEXDOC   | Y  | Y  | Y  |                         |
| A person (or third party) who installs and configures software produced by another company   |  |  | Y  |                         |

Notes:

1. Depending on the deployment and management model that applies to the third party software, this type of user may also need to create Web Service Users. Specifically, if the exporter has different installations of third party software, they may need to create and administer different Web Service Users to match each different installation.

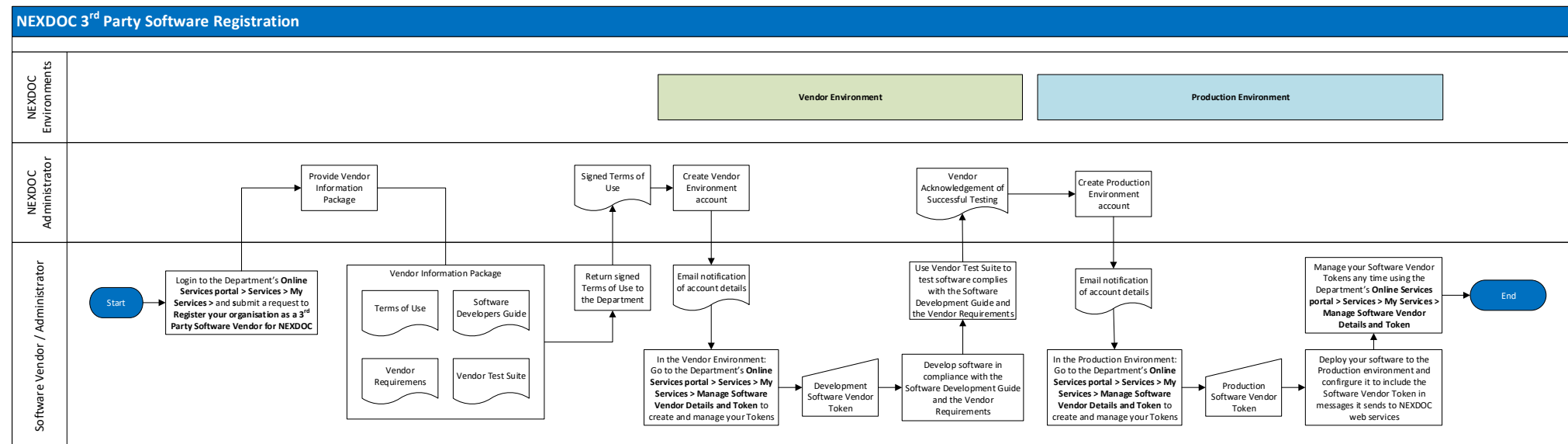


### 3.3 3rd Party Software Registration

#### Prerequisites

This process assumes you have myGovId authorisation to represent the ABN for which you are undertaking this activity and have logged into the Department's Online Service portal.

#### Registration Process

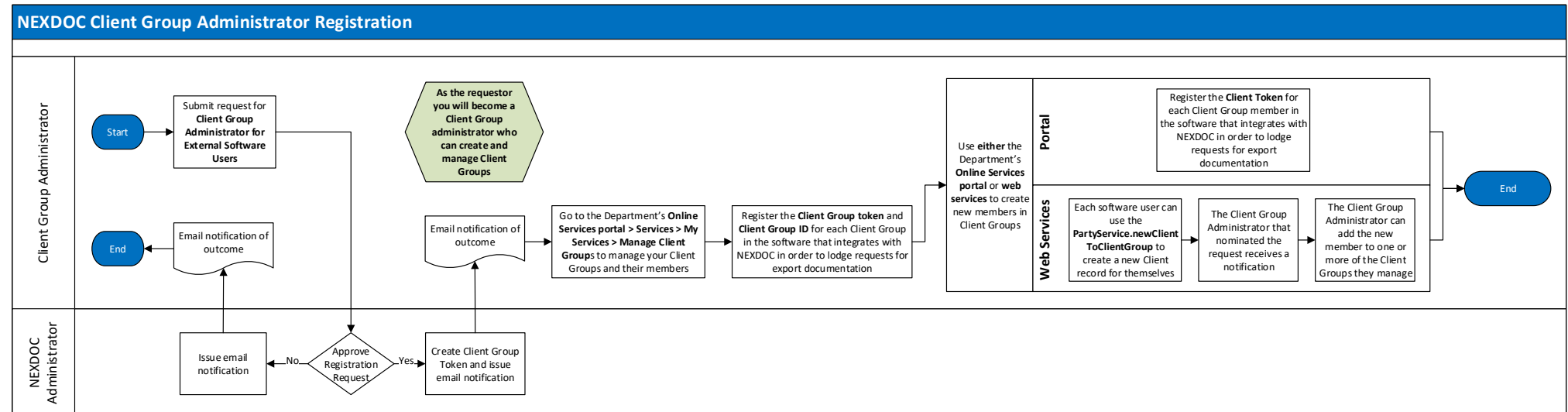


## 3.4 Client Group Registration

### Prerequisites

This process assumes you have already registered a user account or have a MyGovId and have logged into the Department's Online Service portal.

### Registration Process

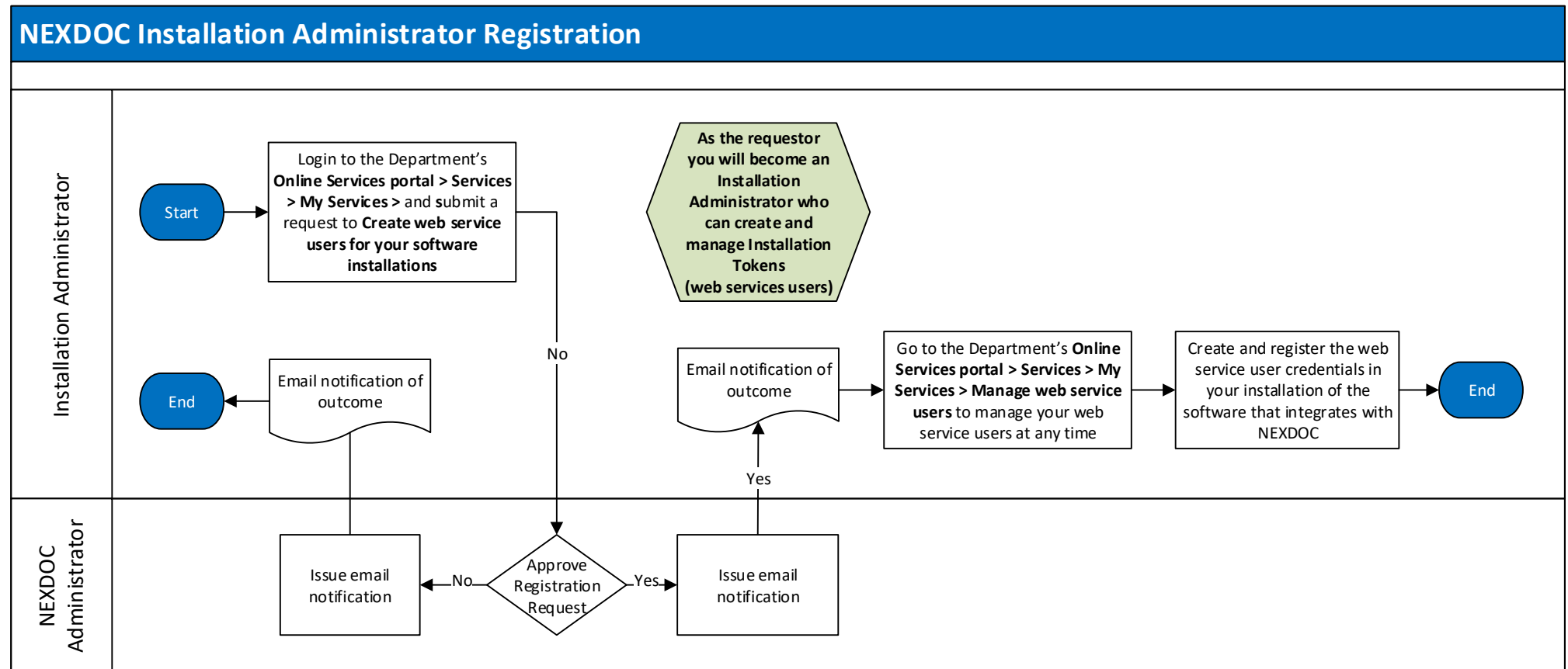


### 3.5 Installation Administrator Registration

#### Prerequisites

This process assumes you have already registered a user account or have a MyGovId and have logged into the Department's Online Service portal.

#### Registration Process



## 3.6 Exporter Registration

### Prerequisites

This process assumes you have already registered a user account or have a MyGovId and have logged into the Department's Online Service portal.

### Registration Process

