# **Lodge a Request for Export (REX) to obtain the NX418**

The below information will guide you through the NEXDOC system and demonstrate how to lodge a Request for Export (REX) to obtain the NX418 (formerly M418) certificate for imported goods (re-exports)

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| Log in to the Online Services Portal | |
| Step 1  Log in to the online services portal | Image of the online services log in. Including the email ID or client ID and the password |

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| NEXDOC Portal Homepage | |
| Step 1  Select ***Lodge a Request for Export (REX)*** | Image of the agriculture online services landing page. Includes a link to lodge a request for export |

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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. | Image of the start a new request for export page. Including a drop down menu to select 'other goods' as the commodity |
| Step 2  Guidance relating to Other Goods products will display below the commodity selection  *You will also need to*  *select the tick box to:*  a) Confirm the  goods have  been legally  imported into  Australia, and;’  b) Declare that no  production  steps have  occurred in  Australia.  Select **Start** | Image of the start a new request for export page. The image highlights declarations that need to be made to progress with the NX418 application |

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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. | Image showing a drop down box to select the country for the NX418 certificate application |

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| REX Section 2: Product Details | |
| Step 1  Select ***Add product to export*** | Image showing products for export landing page. Image high lights the 'add product for export' link |
| Step 2  Select the **Product** you wish to export drop down.  NEXDOC will present Imported Goods as the only option.  This is a mandatory field. | Image showing drop down box for product you wish to export. For the NX418 application it will only allow the user too select imported goods |
| Step 3  Select a suitable option from the **What is the product category?** drop down menu.  This is a mandatory field. | Image showing drop down box for product category |
| Step 4  Provide a more specific description of your product.  The **Manual Description field** is a mandatory field. This description will appear on your export certificate. | Image showing field to enter manual product description |
| Step 5  Select a suitable option from the **What is the product packed in?** drop down field.  This is a **mandatory** field. | Image showing drop down box for preservation type |
| Step 6  Select the ***Preservation*** type for the product.  This is a mandatory field. | Image showing drop down box to select the AHECC code |
| 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. | Image showing drop down box to select the AHECC code |
| 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. | Image showing net metric weight, net metric weight unit, gross metric weight and gross metric weight unit drop down fields |
| Step 9  Step 9 Provide the **Country of origin** in the dropdown.  This field is mandatory and will appear on your export certificate.  Provide the **Originating country health certificate number**. This field is optional and will appear on your certificate, if provided | Image showing drop down box which allows the user to select country of origin of the imported goods. The image also shows a field that allows the user to enter the originating country health certificate number |
| 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. | Image showing field where user can enter the batch code |
| Step 11  Provide the Outer Packaging details.  The **Package Type**, **Quantity, Individual Package Weight**, and **Weight Unit** are mandatory fields. |  |
| Step 12  Provide the ***Shipping marks.*** This field is optional and has limit of 30 characters. | Field showing where to enter shipping marks detail |
| The below information relates to the **Additional details of the product.** | |
| Step 13  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.  **Additional Details** are optional. In this tab, the ***Product Source State*** field becomes mandatory if you wish to use SEW and obtain your EDN. | Image showing links to enter additional details for the product. ADditional details include containers, Single Electronic Window and Additional deails. |
| Step 14  If you wish to add container details, select the **Containers tab.** Container details are optional.  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. | Image showing screen for containers link. Image shows airfrieght container being selected as well as the 'add container' button |
| Step 15  ***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. | Image showing containers page for airfrieght containers. Fields on the page include a field to enter container number, as well as a field to enter container seal start number and container seal end number |
| Step 16  ***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. | Image shows page to enter container details for seafrieght. Fields highlighted in image include container number and a field to enter seal number |
| Step 17  If you wish to obtain your EDN through NEXDOC, select ***SEW***  SEW information is optional**.** | Image shows link to the Single Electronic Window |
| Step 18  If you wish to obtain your EDN through NEXDOC, you must provide the ***Net weight amount***, ***Net weight unit*** and ***FOB amount***.  Select ***Save.*** | Image shows Single Electronic Window page and drop down boxes to select net weight amount and net weight unit. A seperate field is show to enter the Free on Board (FOB) amount |
| Step 19  Once all necessary is provided, select ***Save*** | Image showing the save button once all additional details are entered |
| 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*** | Image shows products for exports page. It shows the product added |

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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.*** | Image showing Exporter details landing page. Image shows exporter details as well as a link to change exporter and a link to edit the current exporter details. The image also shows a link to request a new exporter. Image also shows a field to enter a reference for the request for export |

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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.*** | Image shows consignee details page. Includes a link for the consignee address book,. Also includes fields to enter consignee name, consignee phone number, consignee address line 1, consignee address line 2 |

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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. | Image shows departure date field and includes a button to select the date from a calendar. Image also includes fields to enter the load port and discharge port, as well as the Border Inspection Port. |
| 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. | Image shows fields to select transport mode. Image shows selection of 'sea' and fields to enter vessel name and voyage number |
| Step 3  If you select ***Air***, you must provide the ***Flight Number***. This is a mandatory field. | Image shows transport mode and the option of 'air' is selected. It also shows a field to enter the flight number |
| Step 4  Select ***Save and next.*** | Image shows button to 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  As you indicated you are exporting imported goods, you will be assigned the M418 template | Image shows endorsements page. Page includes a tabl which shows the product, the certificate, the default endorsement. |
| 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.  **Note: 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.**  **Note: You will be asked to attach the evidence that the free text endorsement is required in the Attachments tab.**  Once you have confirmed the template and/or endorsement combination, select Next. | Image shows the endorsement page and highlights the option to enter a free text endorsement by clicking the 'add free text endorsements' button |

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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. | Image shows Single Electronic Window Integration page. There is a check box asking the user if they would like to integrate with the Single Electronic Window (SEW). If check box is selecced the user will also need to select the Free on Board Currency from the drop down box on this page and enter in the SEW consignee name |

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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. | Image shows additional details page of the application. Shows certificate print indicator selection box |
| 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. | Image shows additional details page and includes tick box to use your own printer |
| 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. | A screenshot of a computer |
| 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. | A screenshot of a computer showing the import permits section of NEXDOC under additional details |
| 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.*** | A screenshot of a computer showing additional details page and save and next button |

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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, manufacturers declarations and evidence of free text endorsements  Select ***Add attachment***. | A screenshot of a computer showing attachments page. |
| 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.*** | A screenshot of a computer showing how to add and attachment in the NEXDOC portal |
| Step 3  Attach all necessary documentation to support your application. A departmental officer will review these documents when assessing your REX.  Select ***Next***. | A screenshot of a computer showing the lodge rex page, the declarations to be agreed to and the 'I agree button' |

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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.*** | A screenshot of the lodge rex page |
| Step 2  The destination country and products will display. If there are no changes required, select ***Lodge REX.*** | A screenshot of the lodge rex page including the line details and a button to lodge the 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. | Image showing confirmation message and service ID. |

**End**