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)

Log in to the Online Services Portal

Step 1 Log in to the online services portal	

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** Please select ⌄ ⓘ **Unsure of your commodity type?** ⌄ **Start**
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**	**Start a new request for export** **Client Group for this request** CGGJ90473 - Exporter Client Group ⌄ **Commodity type of your export** Other Goods ⌄ ⓘ **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 occuring before re-export. ☑ **I declare no production steps have occurred in Australia. The products have been imported in their current form, in their current packaging, and they are to be exported without any form of processing, treatment, packaging, re-packaging or re-labelling occurring in Australia** For goods that have been imported, and are to be exported following production steps within Australia, a REX is not currently able to be applied for via NEXDOC. Please contact the Department. ☑ **Start**

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REX Section 1: Country details

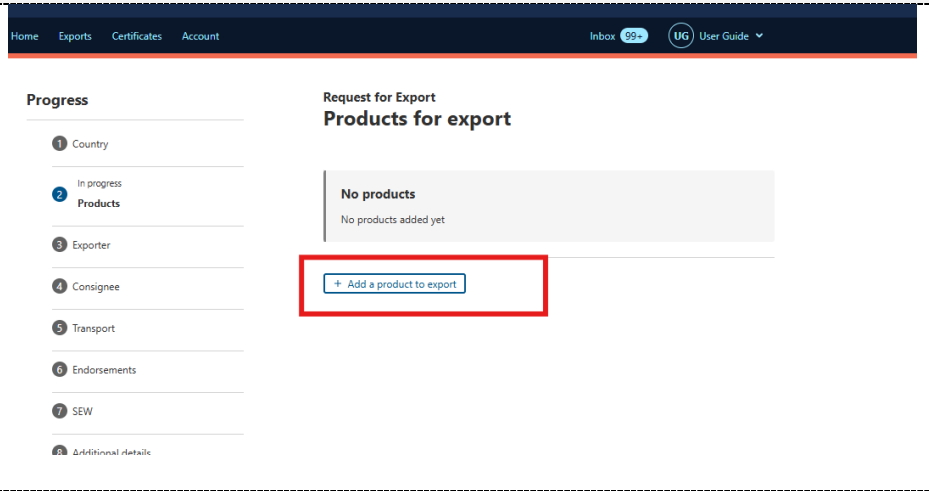|	
<u>Step 1</u> Select the ***Country you wish to export to*** drop down menu. You will need to select your destination country, then select ***Next.*** This is a mandatory field.	

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REX Section 2: Product Details

Step 1 Select **Add product to export**	
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.	
Step 3 Select a suitable option from the **What is the product category?** drop down menu. This is a mandatory field.	
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.	
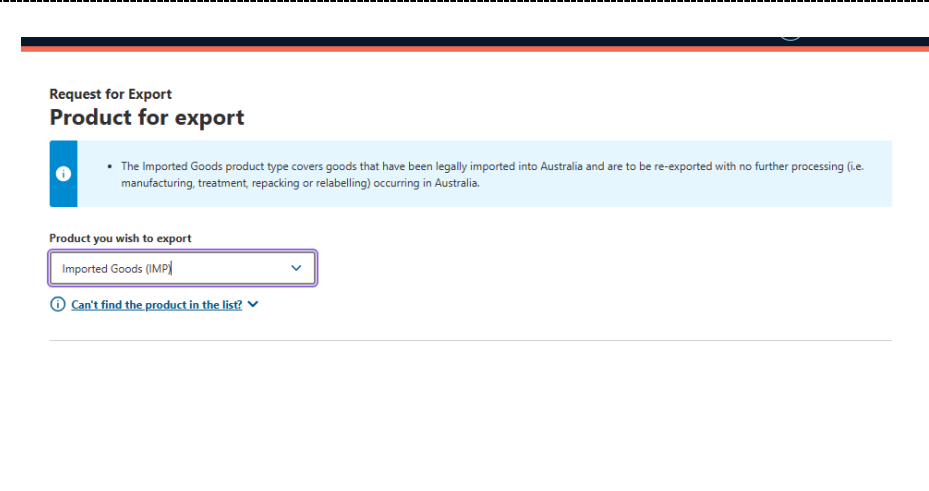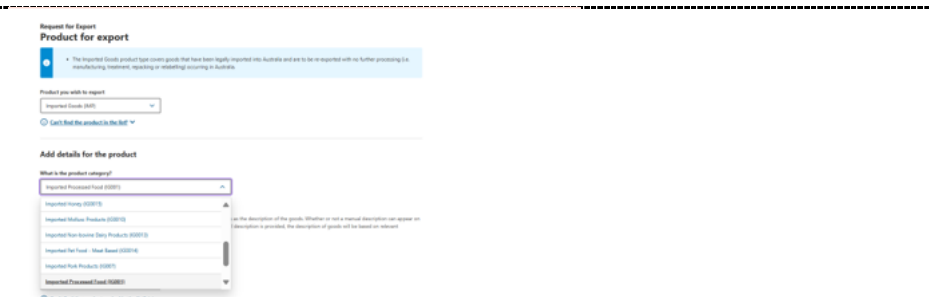
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Step 5 Select a suitable option from the **What is the product packed in?** drop down field. This is a **mandatory** field.	Canned tomatoes **What is the product packed in?** CANS (CA) ⌄ ⓘ **Can't find the product packed in the list?** ⌄ **Preservation** You must select the preservation type of the product. This preservation will appear on the export certificate, if required. Unrefrigerated ⌄
Step 6 Select the **Preservation** type for the product. This is a mandatory field.	Canned tomatoes **What is the product packed in?** CANS (CA) ⌄ ⓘ **Can't find the product packed in the list?** ⌄ **Preservation** You must select the preservation type of the product. This preservation will appear on the export certificate, if required. Unrefrigerated ⌄
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.	**AHECC** OTHER (04039020) SEEDS; PALM NUTS AND KERNELS; AND COTTON, CASTOR OIL, SESAMUM, MUSTARD, SAFFLOWER, MELON AND POPPY SEEDS) (12079991) OLIVE OIL AND ITS FRACTIONS (EXCL. EXTRA VIRGIN OLIVE OIL, VIRGIN OLIE OIL), NOT CHEMICALLY MODIFIED (15099000) ORANGES, DRIED (08051030) **OTHER (04039020)**
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.	**Net metric weight amount** 100 **Net metric weight unit** Kilogram ⌄ **Gross metric weight amount** 110 **Gross metric weight unit** Kilogram ⌄

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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	**Countries of origin** Please select the country of origin where your goods have been sourced from. It is mandatory to select at least one country, with a maximum of five. The will appear on your certificate alongside the product description. ITALY ✕ ✕ ⌄ **Originating country health certificate number** (optional) ITCDT 1239274
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.	ITCDT 1239274 **Batch code** 1234596
Step 11 Provide the Outer Packaging details. The **Package Type**, **Quantity, Individual Package Weight**, and **Weight Unit** are mandatory fields.	**Outer packaging** **Package type** Select the outer package type that the product is packed in. For example: Cartons. CARTONS ⌄ **Quantity** Enter the number of outer packages for the product line. 5 **Individual package weight** Refers to the weight of each item inside the outer package. For example, the individual package weight mig 25 **Weight unit** Kilogram ⌄
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. SHIPPINGMARK345
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*** fields become mandatory 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.	**Add additional details for the product** Containers — Optional — > SEW — Optional — Mandatory if SEW is required. — > Additional details — Optional — Mandatory if SEW is required. — > Save
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.	← Product **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 **No containers** No containers added yet + Add container
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.	**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** ALU0000013 **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

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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.	**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 example: MKUK9229966/132520 ACB123 Remove + Add seal number
Step 17 If you wish to obtain your EDN through NEXDOC, select ***SEW*** SEW information is optional**.**	**Add additional details for the product.** Containers SEW Additional details Save
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.***	← Product **SEW information** **Net weight amount** **Net weight unit** 100 Kilogram ⌄ **FOB amount** Enter the Free On Board sales value for this product line. 5000 **Additional permit details**
Step 19 Once all necessary is provided, select ***Save***	Containers SEW Additional details Save

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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**	

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.**	

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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.*

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
2. Products
3. Exporter
4. Consignee
5. In progress
   Transport
6. Endorsements
7. SEW
8. Additional details
9. Attachments
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), AUSTRA... ✕

Discharge port

🔍 Singapore Container Terminal (SGSCT)... ✕

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

🔍

Destination city

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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
Step 4 Select *Save and next.*	**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	**Request for Export** **Endorsements** More Actions ∨ ● REX number: REX0001650449 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. Imported Processed Food - Canned tomatoes M418 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 Next Back

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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.

Request for Export

Endorsements

More Actions ⌄

● REX number: REX0001650449

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. Imported Processed Food - Canned tomatoes	M418		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

Next   Back

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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.

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: 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] [Back]

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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.	**Progress** 1 Country 2 Products 3 Exporter 4 Consignee 5 Transport 6 Endorsements 7 SEW 8 In progress — **Additional details** 9 Attachments 10 Submit **Request for Export** **Additional details** More Actions ⌄ • REX number: REX0001025915 **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. **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 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 8 In progress — **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.

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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 ⑧ In progress **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. No Printing ▽
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]
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***.	← Back **Add import permit** **Import permit number** [IMP123] **Import permit date** (e.g. 02/09/2024) [08/09/2024] [📅] [Save]

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Step 6 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, manufacturers declarations and evidence of free text endorsements 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.**	

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Step 3 Attach all necessary documentation to support your application. A departmental officer will review these documents when assessing your REX. Select **Next**.	

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.**	

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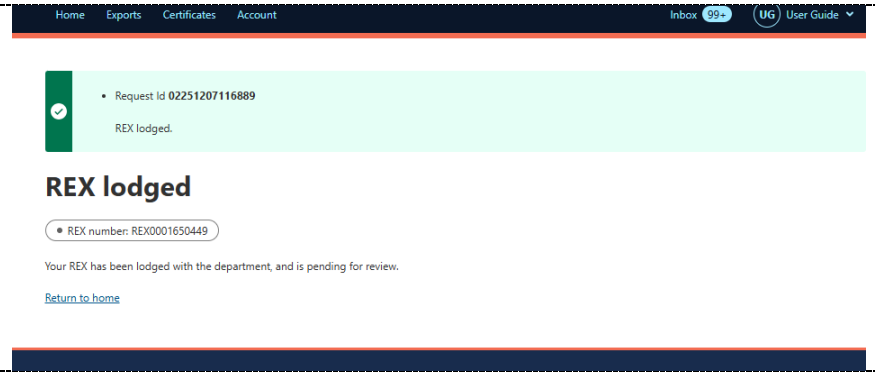Lodge a Request for Export (REX) – NX418 export certificate
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Step 3	
A confirmation message will appear, alongside the Service ID associated with your application. Your REX is now awaiting assessment from a departmental officer.	

End

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