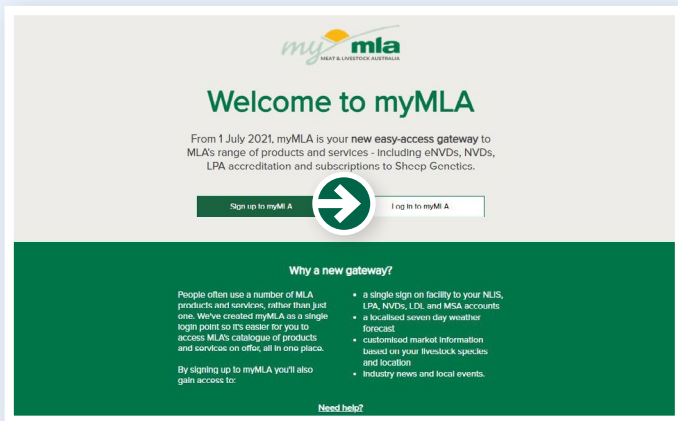


How to create an eNVD

The electronic National Vendor Declaration (eNVD) system is the faster, easier way to complete livestock consignments – including the LPA NVD, MSA vendor declaration, national health declarations and NFAS forms.

Follow these steps to use the eNVD system and create your livestock consignment on your mobile device, tablet or desktop computer:

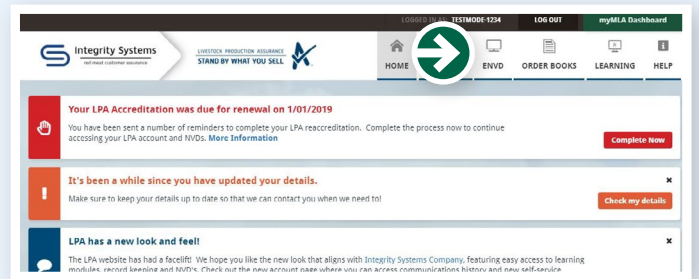
1 Go to www.mla.com.au/mymla to log in to myMLA.



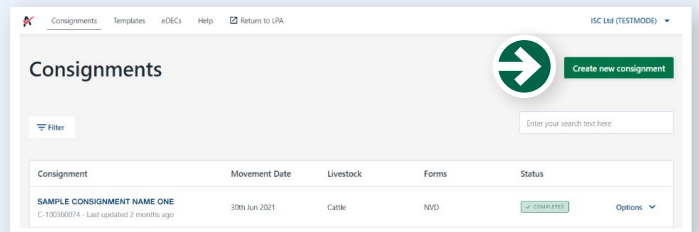
2 In the myMLA dashboard, go to the menu at the top of the page and select **'Linked accounts'**, then click **'LPA'** on the dropdown menu that appears to access your LPA account. If you don't have a myMLA account or don't have your LPA account linked to myMLA, follow the steps in the **'Linking your industry and integrity accounts'** flyer (included in your LPA accreditation pack) to sign up to myMLA and/or link your account.



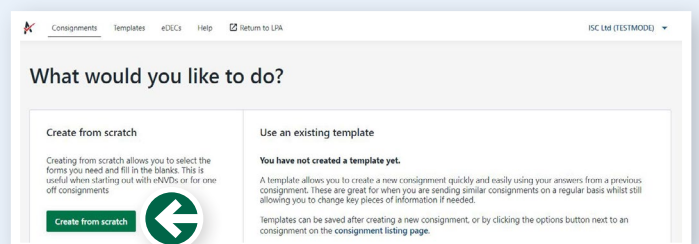
3 Once you have logged in to your LPA account, press the **'eNVD'** button on the menu at the top of the page to access the eNVD system.



4 Click **'create a new consignment'**.



5 Select **'create from scratch'** to create a new consignment from scratch or, if you've created a template from a previous consignment that you would like to use, select the template from those listed in the **'Use an existing template'** box.



- 6** Enter movement information details for the livestock being consigned, including the:
- owner of the livestock
 - location they are moving from
 - where they are being transported to (the destination)
 - who they are being consigned to (the consignee)
 - when they are being moved.



INTEGRITY INSIGHT

In some instances when transporting livestock, the consignee and the destination may be different. For example, when transporting livestock to be sold at a saleyard, the consignee is the agent but the destination and destination PIC is the saleyard location. When the consignee and details are different, the full address for both must be completed and the destination PIC must be for the actual destination the livestock are being transported to.

- 7** When all details have been completed, click 'next'.

- 8** Click on the white box and select the species of livestock you will be moving from the drop-down menu that appears.



- 9** When you have selected the species of livestock to be consigned, click 'next step'.

- 10** Now you can select the consignment forms you will require. A consignment will require at least an LPA NVD. Select the LPA NVD (or the EU LPA NVD if you are consigning EU-accredited cattle) and then tick the box next to any other forms you may require such as MSA, NFAS or health declarations forms.



INTEGRITY INSIGHT

Forms will appear based on the accreditations you hold. If a form does not appear that should be there, you may need to check your accreditation for that particular program.

- 11** Once you have selected the forms you need, click 'next step'.

- 12** Now click 'add livestock description'.

- 13** Fill out all the details of the livestock in the box that appears before pressing **'add'** to add a livestock description. You can add as many livestock descriptions as you like.



INTEGRITY INSIGHT

You can sign your forms or draw your brand using your mouse or a finger if you're using a touch device.

- 14** Once you have all the livestock descriptions completed for the consignment, click **'next'**.

- 16** The declaration will appear for you to complete. You only need to sign once, and the signature is applied to all forms you've completed. When you sign the eNVD, you are declaring your livestock are meeting the LPA requirements. Fill in your details and click **'next'**.

- 17** The transporter should complete this next section, either on your mobile device or on a printed version. Once your transporter has completed the form, click **'save draft'**.



INTEGRITY INSIGHT

If the transporter would like to complete a printed version of this form, press **'submit and print'** button instead.

- 15** Complete the history, food safety and chemical treatments sections relevant to the consignment. These sections have the same questions as the paper version of the forms you've selected.

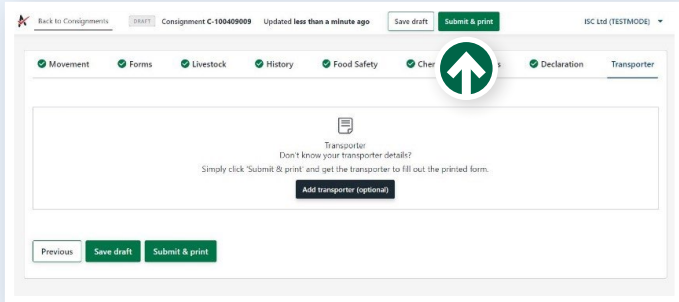
18 Consignments can be submitted at any point after the movement information. To submit your consignment, click **‘submit’** at the top of the page.

Note. Submitting the consignment allows the eNVD to be printed and does not mean it will be provided to the receiver.



INTEGRITY INSIGHT

The movement date, livestock description and transporter section can also be updated for 48 hours after the consignment is submitted, if required.

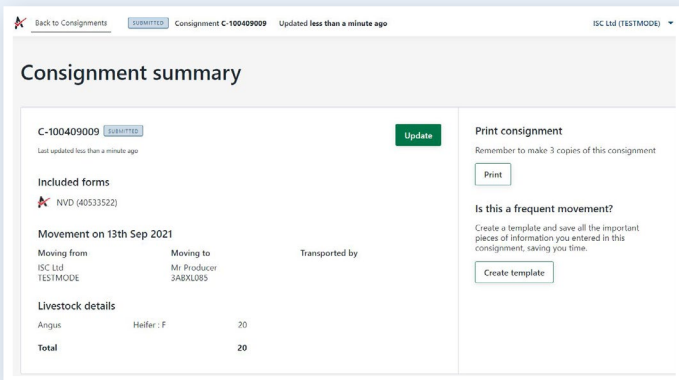


19 After submitting a partially or fully completed consignment, you'll be taken to the consignment summary page. Click on **‘print’** to preview and print all forms that are included in the consignment. Print three copies of the consignment – one for your records, one for the receiver and one for the transporter. If the consignment is partially completed, once printed all remaining information will need to be included at the point of transport.



INTEGRITY INSIGHT

If you're using a desktop computer, you can print at any time during the consignment. PDFs can be printed by selecting the 'print' icon within your browser page, or from within your browser's menu.



20 Your consignment is now complete.



More information about the eNVD system is available on the ISC website at www.integritysystems.com.au/nvd.



For more help to complete your eNVD, contact ISC Customer Service on 1800 683 111 or email envd@integritysystems.com.au.

NOTES:

