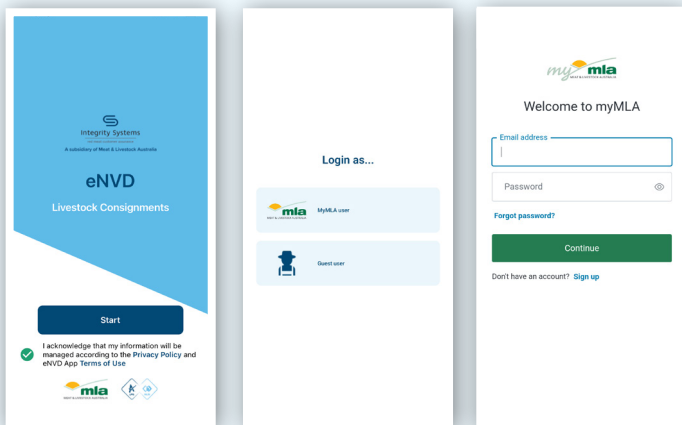


eNVD app: how to create a digital consignment



Before using the eNVD Livestock Consignments app, ensure you have registered for a myMLA account and linked your integrity systems accounts. If you're not sure how, find out here: www.integritysystems.com.au/link-accounts-in-mymla.

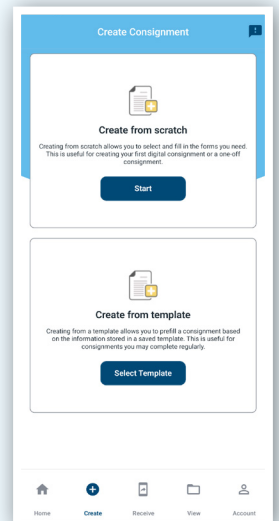
1 Login to the app using your myMLA login details.



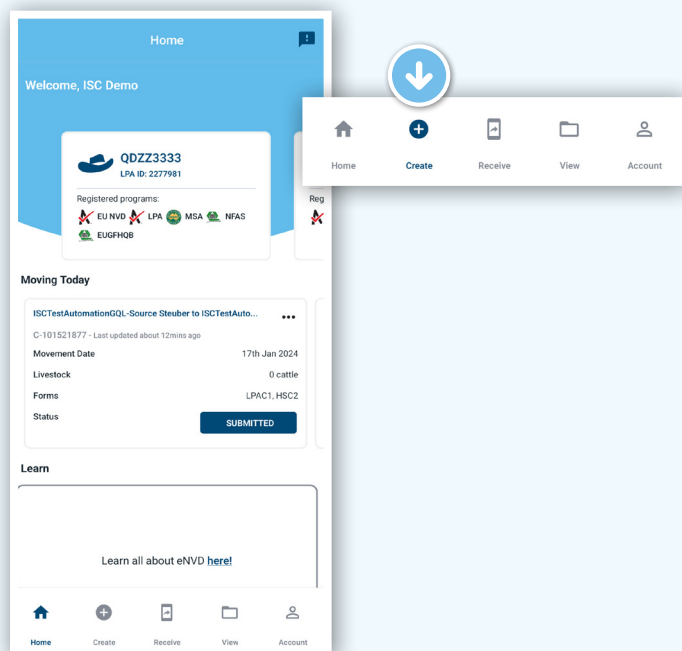
3 There are two options for creating a consignment – 'Create from scratch' or 'Create from template'.

Follow the steps in this guide to create a consignment from scratch.

View the '[Create and use a template](#)' fact sheet.



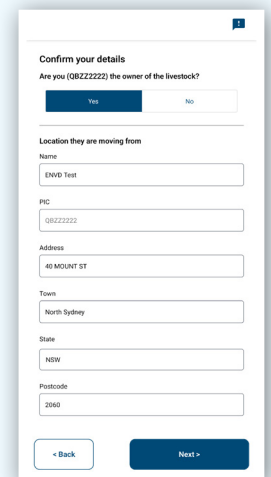
2 Once logged in, you'll start at the 'Home' screen. Tap 'Create' in the bottom menu.



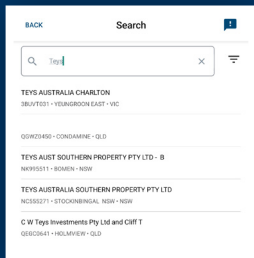
4 Complete the movement information details for the livestock being consigned. The first screen includes:

- **Owner of the Livestock:** If you are the owner, select Yes and continue. If not, tap No then search the app's Property Identification Code (PIC) register for the owner's information or manually input it.
- **Location of Origin:** Specify the location the livestock are moving from.

Once complete, tap 'Next'.



You can search the app's PIC register without mobile coverage. When the app is installed, PICs are embedded within the app, enabling offline searches.



State: Clear All
 ACT NSW NT QLD SA
 TAS VIC WA

Type: Clear All
 Auction Feedlot Produce
 Slaughter Artificial Insemination Centre
 Butcher Crown Land Export Depot
 Knackery Live Import Quarantine Station
 Milk Factory Port Pound
 Showground Stock Agent Transit Yard
 Vet Practice Practice

Apply & Search

Search results are based on business name, PIC, company name or town/suburb. To search, begin typing and a series of results will appear. The more information included, the narrower the results returned. To further refine search results, tap the three lines at the right of the search bar and select from the filter options.

5 On the next screen, enter details of where the livestock are being moved to. If you know the destination PIC and enter it, the address details will be populated automatically. Otherwise, you can perform a PIC search to find the destination PIC.

If the livestock are being supplied to a different person or business than the destination, tap 'Yes' and complete the details.

For example, if selling livestock at a saleyard, the animals may be supplied to an agent but the destination and destination PIC is the saleyard location. When the 'supplied to' and destination details are different, the full address for both must be completed. If the agent or business does not have a PIC, select 'No' and then you can add them as a 'Viewer' later in the consignment - see page 5 for more detail.

When all details have been entered, tap 'Next'.

Enter details of your destination

Search: Enter a PIC, state or suburb here

Or enter details manually

Name: P Producer

PIC: 00223333

Address: Test

Town: Biggenden

State: QLD

Postcode: 2126

Are the livestock being supplied to a different person or business (e.g. Agent)?

Yes No

6 Next, enter 'Movement Information' by selecting the date and time. Tap 'Next' when complete.

1 Start 2 Livestock Conditions 3 Livestock Description 4 Additional Information 5 Transport

What basic program are these livestock a part of?

Date: Select Date

Time: Select Time

< Back Next >

Exit Form

7 Select the species you are moving by tapping one of the animal icons at the top of the screen, then tap 'Next'.

1 Start 2 Livestock Conditions 3 Livestock Description 4 Additional Information 5 Transport

Select species

What livestock are being moved?

You have selected cattle

< Back Next >

Exit Form

8 Select the consignment forms you require. A consignment will require at least an LPA NVD. You can then select any additional programs such as NFAS, EU NVD, MSA or health declarations. Tap 'Next' to continue.

1 Start 2 Livestock Conditions 3 Livestock Description 4 Additional Information 5 Transport

What basic program are these livestock a part of?

NVD

EU NVD

< Back Next >

Exit Form

1 Start 2 Livestock Conditions 3 Livestock Description 4 Additional Information 5 Transport

What extra programs are these livestock a part of?

Health Declaration

NFAS EU HQB

NFAS DO

NFAS Form B

MSA

None of the above

< Back Next >

Exit Form

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



Submitting a consignment with an incorrect PIC will mean deleting the consignment and starting again. The PIC cannot be changed.

- 9 Complete the history, food safety and chemical treatment sections relevant to the consignment. These questions are the same as the paper NVDs you may have previously used.

Tap **?** to view detailed information about each question.

Have any of the cattle in this consignment ever in their lives been treated with a hormonal growth promotant (HGP)? (You will need a separate LPA NVD for mixed consignments)

☐ Yes

☐ No

Have the livestock in this consignment ever in their lives been fed feed containing animal fats?

☐ Yes

☐ No

Have the livestock been owned since their birth by the owner stated on this LPA eNVD?

☐ Yes

Are any of the livestock in this consignment still within a Withholding Period (WHP) or Export Slaughter Interval (ESI) as set by APVMA or SAFEMEAT following treatment with any veterinary drug or chemical?

☒ Yes

☐ No

Product chemical

Chemical product name

Enter value here

Treatment date

Select Date

WHP

Enter value here

ESI

Enter value here

In the past 60 days, have any of these cattle been fed by-product stockfeeds?

☒ Yes

☐ No

Add details of by-product stockfeeds including the name, date when last fed and analyst report if available

Byproduct stockfeed name

Enter value here

Date last fed

Select Date

Analyst report file

Upload an attachment

JPG, PDF, PNG, HEIC up to 5MB

- 10 Some questions require additional information to be provided, for example, details of by-product stockfeeds or chemical treatments. Complete these as required, tapping **+** for additional entries.

Where relevant, you can upload files to attach to the consignment, for example, in the by-product stockfeeds section. You can upload up to five JPG, PDF, HEIC, HEIF or PNG files, each less than 5MB in size.

Tap **'Next'** when complete.

Number of head

22

Breed

Angus

Sex

☐ Bull

☒ Steer

☐ Cow

☐ Heifer

☐ Spayed

☐ Cow and Calves

☐ Calves

Total head with NLS electronic ear tags

22

Total head with NLS rumen devices

22

Brand (add multiple brands by tapping the "+") (optional)

Brand

Do you want to draw the brand? (optional)

☒ Yes

☐ No

Draw brand

Brand image

Clear

Save

- 11 Fill out all the livestock details including number of head, breed, sex and tag information. The options will vary depending on the type of livestock selected at the start of the consignment.

1 2 3 4 5

Start Livestock Consignment Livestock Description Additional Information Transport

Description of livestock

Please provide a description of the livestock moving

Number of head

22

Breed

Angus

Sex

☐ Bull

☒ Steer

☐ Cow

☐ Heifer

☐ Spayed

☐ Cow and Calves

☐ Calves

Total head with NLS electronic ear tags

22

Total head with NLS rumen devices

22

Brand (add multiple brands by tapping the "+") (optional)

Brand

Do you want to draw the brand? (optional)

☒ Yes

☐ No

Draw brand

Brand image

Clear

Save

- 12 You can draw the brand of the livestock (if applicable). To draw the brand, tap **+** and select **'Yes'**. A pop-up window will appear, allowing you to use your finger or stylus to draw the brand. Tap **'Save'** if you are happy with the brand, or **'Clear'** to redraw it, then tap **'Next'** at the bottom of the screen once all required information is complete.

22

Total head with NLS rumen devices

22

Brand (add multiple brands by tapping the "+") (optional)

Brand

Do you want to draw the brand? (optional)

☒ Yes

☐ No

Draw brand

Brand image

Clear

Save



If an answer is compulsory, the box will be highlighted red and you will be unable to progress further until you have input the required information.

- 13 If you have a mixed consignment, scroll back to the top of the Livestock Description screen and tap **+** to add any additional livestock descriptions and brand information.

14 Further details, such as tick permits or residue reports, can be uploaded as an attachment on the next screen.

You can upload up to five JPG, PDF, HEIC, HEIF or PNG files, each less than 5MB in size.

If you want to check you have attached the correct image, tap on the file and a preview will open. You can also delete an image by selecting the X next to the filename.

If you are offline, you will not be able to add attachments and will need to wait until you are back online.

Once you have uploaded files, tap 'Next'. You can note additional information in the box, or tap 'Next' to continue.

The 'Declaration' screen is divided into two main sections. The top section, titled 'Declaration', contains fields for Name, Address, Town, State, Postcode, Phone, and Email. Below these fields is a 'Sign Declaration' button. The bottom section, titled 'You can upload up to 5 files', contains a 'Document type' dropdown menu, a 'Number' field, an 'Office of issue' field, an 'Expiry date' field, and an 'Attachment' section with a file upload icon and a note: 'Upload an attachment (JPG, PDF, HEIC, HEIF, PNG up to 5MB)'. A 'Next >' button is located at the bottom right of the screen.

16 The consignment is almost complete. To finish, you need to complete the 'Declaration' details and select '**I have read, understood and agree to the terms**'. Then scroll down and tap '**Sign**'.

Add your signature by writing with your finger. Tap '**Clear**' to redraw it, otherwise tap '**Save**'. This will close the signature window and your signature will be added to the declaration. Tap '**Next**'.

The 'Declaration' screen is shown with the 'Sign' button highlighted. To the right, there are two smaller screenshots. The first shows a 'Sign Here' window with a signature line and a 'Clear' button. The second shows a 'Sign Here' window with a signature line and a 'Save' button.

15 The 'Final Summary' screen will now display. This is an opportunity to review all the details included in the consignment. Once you have read the information, tap '**Next**' to proceed or '**Back**' if changes are required.

The 'Final Summary' screen displays a 'DRAFT' status and a 'Consignment: C-101516837'. It lists details for 'When' (Date: 14th Jan 2023, Time: 03:50 PM), 'Owner' (Address: 40 MOUNT ST, North Sydney, NSW, 2060, PIC: Q02Z3333, Name: ENVO Test), 'Origin' (Address: 40 MOUNT ST, North Sydney, NSW, 2060, PIC: Q02Z3333, Name: ENVO Test), 'Destination' (Address: Test, Biggenden, QLD, 2126, PIC: Q02Z3333, Name: P Producer), 'Supplied To' (Address: Test, Biggenden, QLD, 2126, PIC: Q02Z3333, Name: P Producer), 'Included forms' (NVD), and 'Description of livestock' (Number of head: 22, Brand: A). At the bottom, there is a 'Declaration' section with fields for Name, Phone, Email, Address, Declaration, and Signature. A 'Transporter No. 1' section is also present with fields for Name, Email, Reg No, Phone, Movement Date, Declaration, and Signature. 'Back' and 'Next >' buttons are at the bottom.

17 Tap '**Save and Exit to Consignments**' to save a draft of your consignment to transfer to the transporter later. Otherwise, tap '**Enter transporter details**' to move to the transporter details screen.

The 'Save and Exit to Consignments' screen shows a 'Declaration' status and a 'Transporter No. 1' section with fields for Name, Email, Reg No, Phone, Movement Date, Declaration, and Signature. A 'Save and Exit to Consignments' button and an 'Enter transporter details' button are at the bottom.

18 Before using the eNVD Livestock Consignments app for the first time, transporters need to complete a short three-step process to receive eNVDs. Please refer to the **Digital consignments for transporters** guide for specific instructions.

There are two ways to share a digital consignment with a transporter:

- If you are both **online** when the consignment is submitted, and the transporter has the app set-up with a myMLA login, they will automatically be able to view any consignment once their myMLA registered email address is added in the Transporter section. The transporter must log into the eNVD app and complete their section of the eNVD and sign the declaration before commencing the journey. There is no need to meet a transporter prior to departure. See Step 19 for more detail.
- If the producer and transporter are **offline OR** if the transporter does not have a myMLA account, the consignment can be shared via QR codes. Further detail on sharing consignments is available in the '**Share a consignment**' guide.



19

Tap **'Enter transporter details'**, add the transporter's myMLA registered email address and leave the rest of the details blank. When the transporter logs in to their device, they can view the consignment in their consignment list and complete the rest of this section.

If you are the livestock owner and transporting them yourself, complete the details including name, vehicle registration number and phone number.

Tap **'Add Transporter'** to add additional transporters if the livestock are being moved by more than one transporter. Tap **'Next'** once complete and then **'Submit'** to transfer the consignment to the transporter.

20

The consignment has now been successfully transferred to the transporter.

The transporter can now sign into their eNVD app and enter their details including name, phone number, vehicle registration number, date and time of movement and sign the declaration before leaving the property.



If the transporter is not registered as a myMLA user but has logged in to use the app as a guest, they will not be able to complete their section and declaration on their own device. This will need to be completed on the producer's device.



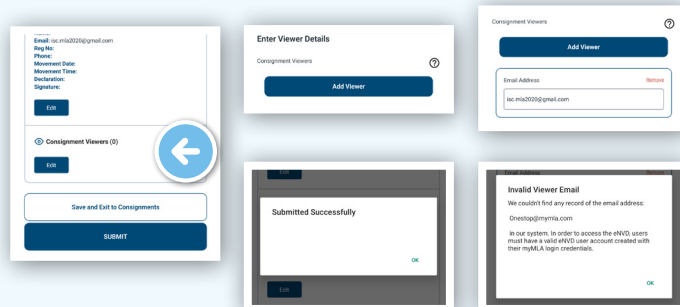
For more information and support on the eNVD Livestock Consignments app, visit www.integritysystems.com.au/envd-help or contact ISC Customer Service on 1800 683 111.

ADDING VIEWERS TO A CONSIGNMENT

You can add a viewer to your consignment. This allows you to add an agent or a livestock buyer, for example, to the consignment, so they can review, comment and share the consignment. They cannot edit any of the information within the consignment. This is particularly relevant for users who do not hold PICs, particularly agents in Queensland and the NT.

On the **'Your summary'** screen, tap the arrow on **'Consignment Viewers'** and tap **'Edit'**. Tap **'Add Viewer'**, enter the email address and tap **'Save'**. To add multiple viewers, tap **'Add viewer'** after adding each email address.

When you tap **'Save'**, if the email address is not registered with eNVD, you'll see an error message. Otherwise, you'll see a confirmation message and be redirected back to the Summary screen.



To view eNVDs, all viewers need to have a registered myMLA email address and have logged into the eNVD system.

ADDING COMMENTS

Anyone involved with a consignment - producer, receiver, transporter, authenticated viewers - can add comments to a submitted consignment.

To add a comment, tap to view the consignment summary. At the top of the screen, tap on the **'Comments'** tab. Tap in the text box at the bottom and add your comment. Each comment has a character limit of 256 and comments cannot be edited or deleted. When you've added your comment, tap **'Add comment'**. The tab at the top of the Summary page will now indicate that a comment has been added.

