



# eNVD LIVESTOCK CONSIGNMENTS USER GUIDE

## HELP AND INSTRUCTIONS

  
**Integrity Systems**  
red meat customer assurance

*Stand by what you sell*

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# INTRODUCTION

Welcome to the electronic National Vendor Declaration (eNVD) web platform and mobile app. This guide is designed to help you navigate the different functions of the eNVD system.

eNVD is the fast, easy system for completing all livestock consignment forms digitally. eNVD supports end-to-end electronic transfer of livestock consignments including Livestock Production Assurance (LPA) NVDs, Meat Standards Australia (MSA) Vendor Declarations, National Health Declarations and National Feedlot Accreditation Scheme (NFAS) forms.

Completing an eNVD using either the web or the mobile app is different to using hard copy NVD books. Creating consignments digitally will save you time and effort. It also means livestock consignment information is captured digitally through the supply chain.



## eNVD benefits include:

- ✓ Ability to share consignments with other parties with or without internet service
- ✓ Broader supply chain access
- ✓ Ability to comment on consignments
- ✓ Ability to add attachments
- ✓ Easy to read, understand and doesn't get lost
- ✓ Answer questions once
- ✓ Create templates to save time
- ✓ Use on a mobile device and transfer between devices – even without coverage
- ✓ \$30 discount on LPA accreditation/reaccreditation



# IMPORTANT NOTES ON THE eNVD SYSTEM



## The eNVD web-based system and mobile app are interchangeable

It is possible to create a consignment on the eNVD web-based system and then open your mobile device and continue to work on it there. The two systems work together in the same way as a banking app does. Consignments created in the app will be accessible from the web-based platform and vice versa.

It is **important** to note that if you have started a consignment on the web-based system and wish to finish it on the mobile app, you **must open the app while you have mobile service or wi-fi connection** and check the draft consignment appears in the list in the app. Refresh your app by closing it and reopening if it is not appearing.

This is important as it ensures the draft consignment is synced across to the eNVD mobile app, complete with any information you entered when you created it on the web-based eNVD system. If you forget to do this, you will need to create the consignment again from scratch on the app and then delete the draft you originally created on the web-based platform.

You must also keep in mind that if you have started a consignment on the web-based eNVD platform and plan to finish it on the app, you should **only sign the declaration once you have opened the consignment in the app**.

## Creating consignment forms without internet access

You can create a consignment using the eNVD app without mobile service or a wifi connection. You can complete it and have your transporter complete their details on your device, and then transmit the form to your transporter via the QR code scanning feature. This does not require internet access.

When you submit the form offline, the app will automatically submit the information to the eNVD platform. Once you are back in service, open up your app so the information syncs. **You need to be back in service before the livestock arrive at their destination for the receiver to access the full consignment.** The transporter can only provide the receiver with the consignment summary.

## Editing consignments that have been submitted

Once the consignment has been submitted, you can edit the livestock description, transporter details and movement time and date within 48 hours of the indicated movement date. If any other information is incorrect, the consignment will need to be deleted and a new consignment started. **It is particularly important to ensure the destination Property Identification Code (PIC) is correct as this cannot be changed.** After 48 hours of the movement date, you will not be able to make any changes to the consignment.

## Plan ahead

Some receivers, particularly saleyards, agents and transporters, may not be ready to accept digital consignments.

Before submitting your eNVD, contact your receiver, including your saleyard and agent, to check if they will require a printed copy to be sent with the consignment.



# BEFORE USING THE eNVD SYSTEM

Before using the eNVD web-based system or Livestock Consignments app, we suggest you refer to the below checklists to ensure you are ready to go:

## CHECKLIST FOR PRODUCERS



**Integrity Systems**  
the real control assurance

**Are you ready for digital consignments?**  
Follow these steps to get started!

eNVD is the best, easy system for completing all livestock consignment forms. The eNVD app means producers can complete and transfer consignment forms online, plus:

- Create templates for regular livestock movements
- Answer questions once-only to fill out all forms
- Securely store documents, always available online
- Always use the latest eNVD versions

**01 Create a myMLA account and link your Integrity system account**

**02 Download the eNVD app and login using your myMLA account details or login to the web platform via myMLA**

**03 Confirm your transporter is ready to receive digital consignments**

**04 Confirm the destination is ready to receive digital consignments**

**05 Create your first consignment in the app**

**06 Transfer the consignment to your transporter**

**Out of service?** The transporter can still receive the consignment via QR code. Tap the 'out of service' button in the bottom right of the consignment to open the QR code and request the transporter process. Once the consignment has been received, email the app when you have service as it can't 'sign' consignment in the system before the transporter arrives at its destination.

**Not eNVD ready?**

You can now share digital consignments with anyone.

**APP**

- Tap 'View' in the bottom menu to see 'submitted consignments'
- Tap the three dots (top right corner)
- Select 'Share link to send a link via email or SMS, or Generate PDF to download a copy'

**WEB**

- Select 'Options' on relevant consignment and select 'Generate PDF to download and share a copy'

**For more information about eNVD and the industry's transition to digital, visit <https://www.integritysystems.com.au> or contact our eNVD Customer Service on 1800 662 111.**

**myMLA** **Integrity Systems** **the real control assurance**

## CHECKLIST FOR TRANSPORTERS



**Integrity Systems**  
the real control assurance

**Are you ready for digital consignments?**  
Follow these steps to get started!

The eNVD Livestock Consignment app is the best, easy system for completing all livestock consignment forms. Integrity eNVD supports end-to-end electronic transfer of livestock consignments including Livestock Production Assurance (LPA), Meat Standards Australia (MSA), Veterinary Services, National Health Declarations and National Feedlot Accreditation Scheme forms.

The app means transporters can receive and transfer consignment forms online, making the process even easier. Digital consignments means:

- No damaged or lost paperwork so all regulatory requirements can be met
- Receive consignments ahead of time direct to your mobile or tablet

**Create a myMLA account**

1. Sign up for a myMLA account
2. Log into eNVD and complete onboarding steps
3. Select 'Yes' to the question 'Are you a Livestock Carrier?'

The green light will also allow you to receive and transfer eNVDs.

**Download the eNVD app**

**Receive the consignment from the producer**

**Is eNVD?** You are both online when the consignment is submitted, and you'll be able to view the consignment in the app and you can't wait to meet the producer. Complete your section of the eNVD and tap the 'submit' button.

**Out of service?** You can still receive the consignment via QR code. Open the app and tap 'receive' at the bottom of the screen to open the camera function to scan QR codes.

**Managing regulatory inspections**

Open the app and tap 'submit' when you receive the consignment from the producer. The app will generate a QR code and you can scan the QR code and receive the information on your device.

**Deliver the consignment to its destination**

Once the consignment is submitted by the producer, the recipient will be able to view the consignment in their app or on the eNVD website without any further input from the transporter.

**Not eNVD ready?**

You can now share digital consignments with anyone.

**APP**

- Tap 'View' in the bottom menu to see 'submitted consignments'
- Tap the three dots (top right corner)
- Select 'Share link to send a link via email or SMS, or Generate PDF to download a copy'

**WEB**

- Select 'Options' on relevant consignment and select 'Generate PDF to download and share a copy'

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**myMLA** **Integrity Systems** **the real control assurance**

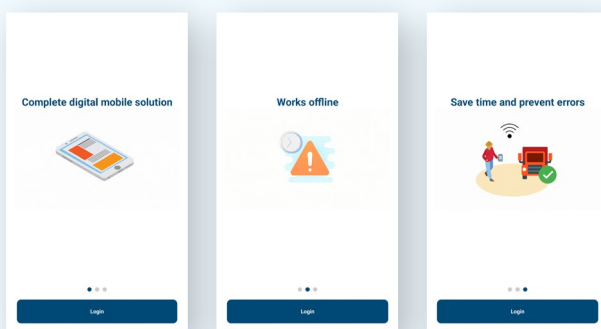
# LOGIN TO THE eNVD MOBILE APP



When you open the app, you'll be prompted to agree to the **Privacy Policy** and Terms of Use. Once selected, tap **'Start'**.

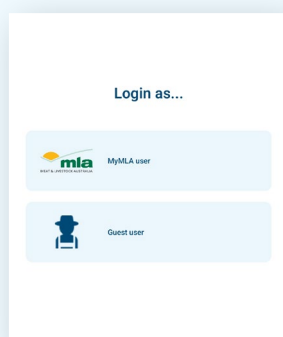


You'll then see these screens reminding you of some of the key features of the app.

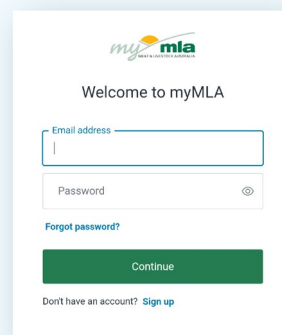


Tap **'Login'** and you'll be prompted to select the way you want to login. Tap **'MyMLA user'** – this is the most efficient way to login.

You can login as a **'Guest user'** if you do not have a myMLA account but functionality will be limited.



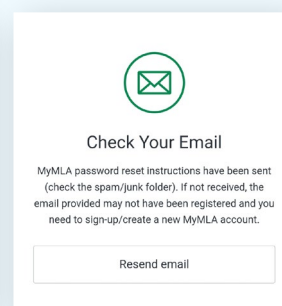
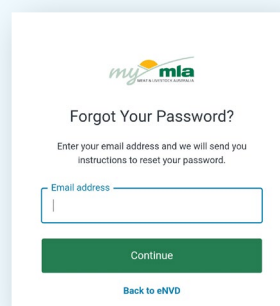
At this screen, enter your myMLA email address and password in the boxes.



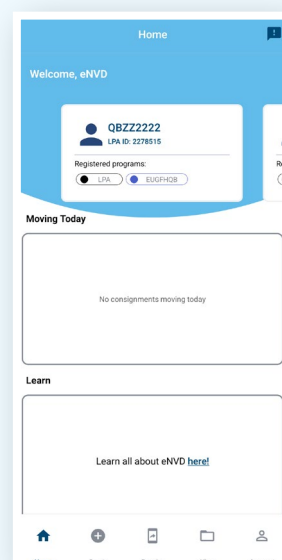
If you have forgotten your password, you can retrieve this by tapping **'Forgot password'**. Selecting this option will open a new screen, where you will be asked to enter your registered email address.

Entering your email address and then tapping **'Continue'** will generate a secure reset link that is sent to your email address.

Click the link in the email when you receive it and follow the prompts to reset your password.



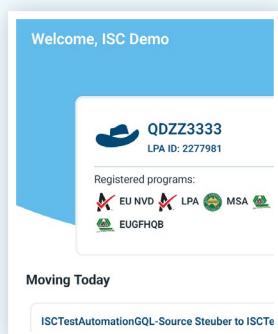
Once you have logged in to your myMLA account successfully, you'll start at the 'Home' screen.



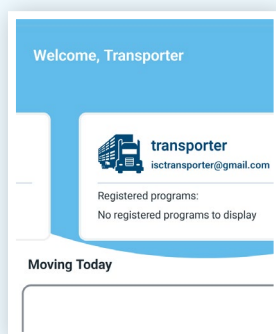
# GETTING TO KNOW THE HOME SCREEN

The following sections will introduce you to the main home screen page of the mobile application. You can get to this screen at any time by tapping the 'Home' button in the bottom menu.

A different version of the home screen will appear based on your user profile and the programs you are enrolled in.



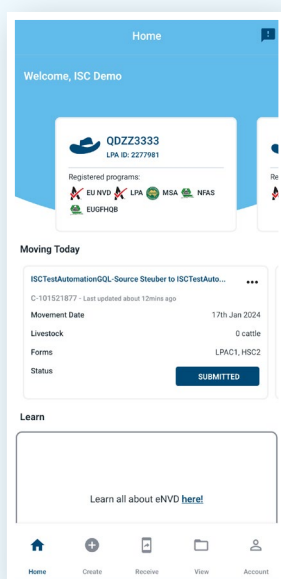
ENROLLED IN LPA  
REGISTERED PROGRAMS



TRANSPORTER LOGIN

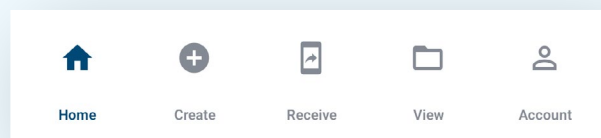
Once you have successfully logged in you will be taken to your personal home screen as shown in this image. Your primary features and options are:

- **Your Property Identification Code (PIC) selector card:** You can swap between your PICs by swiping the card to the left. Changing your PIC will also change the consignment information being displayed in the app. Your PIC selector also shows what registered programs you are currently associated with. Each program is denoted by its own unique program icon.
- **Moving today:** All consignment activity due to happen today will be displayed here.
- **Learn:** More detailed information on how to use the eNVD mobile app is available via the link displayed here.



## Bottom menu options

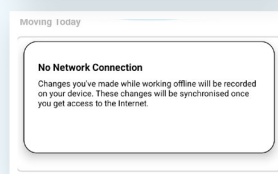
- **Home:** Tapping this navigates back to your home screen
- **Create:** Create a new consignment using the app
- **Receive:** Tap 'Receive' to open the QR code scanning feature and receive consignment forms from a producer
- **View:** View existing or past consignments
- **Account:** View all of your account details



## Offline mode

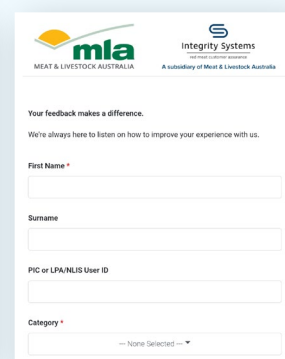
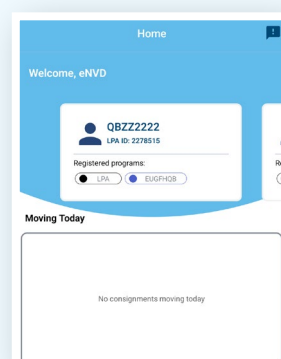
If you see the red icon at the top of your home screen, this means you are using the app 'offline'.

You can still create and save a consignment while offline. However, before submitting the consignment, you will need to ensure you are back in internet coverage for the consignment to sync to the eNVD database.



## Providing feedback

At the top of every screen, the blue feedback icon allows you to provide feedback directly to ISC.





## Sync status

If you have used the app while offline, or have made changes using the eNVD web platform, the app may take a while to open the next time you use it. Data is being synced from the eNVD database to your phone, and vice versa.

Once you have re-opened the app and a sync is complete, you may see one of these status messages.

### ● Your changes were uploaded successfully

Your offline changes to this consignment were uploaded successfully and have overwritten changes made by others while you were offline.

### ● There were some errors while trying to upload

There were some discrepancies with the data that was provided. Please review the consignment and make any adjustments before continuing.

### ● Your changes were discarded due to conflicts

Your offline changes to this consignment were discarded due to conflict. The consignment is now updated with changes made on another device while you were offline.

## Consignment status

The following statuses will be displayed on the consignments shown in the app.

**LOCALDRAFT** – this draft eNVD was created while the phone was offline and has only been saved locally. You will need to re-open the app when you are online to sync data to the eNVD database.

LOCALDRAFT

**MODIFIED** – you have made edits to an existing eNVD while offline, but the edits have not been synced back to the eNVD database.

MODIFIED

**DRAFT** – the eNVD has been created and saved both locally and in the eNVD database but has not yet been submitted.

DRAFT

**PENDING** – the eNVD has been submitted while the user is in an offline state and the movement date is today.

PENDING

**SUBMITTED** – you have completed all components of the eNVD and it has been submitted to the receiver / transporter. They should now be able to view the consignment in the eNVD system. Edits to the description of livestock and the transporter details can still be made at this stage.

SUBMITTED

**COMPLETED** – A submitted eNVD will change to COMPLETED 48 hours after the movement date. All parties are now able to view this consignment in the system, however, no further edits are able to be made.

COMPLETED

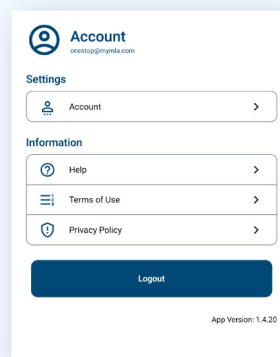
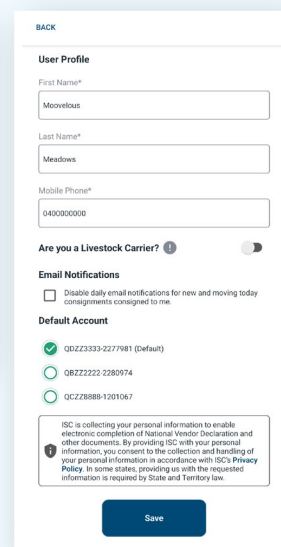
# CHECKING YOUR ACCOUNT DETAILS

Tap the **'Account'** option from the home screen while you are logged in.

Under 'Settings', tap **'Account'**.

At this screen, you can update your name, phone number and vehicle registration number.

If you have multiple PICs associated with your account, you will also be able to select which is your default account. This will be displayed first every time you log into the app.

# TRACKING YOUR PROGRESS

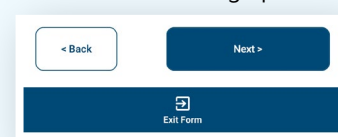
As you continue completing eNVD consignment forms using the app, you can keep track of progress by looking at the navigation toolbars.

The numbered circles represent the section of the form. The arrow bars track the sub-section of the form that you are completing. Both the circle and the arrow bars will change colour to dark blue as the sections are completed.



At the bottom of each step, you will have the following options:

- **'Back'** will allow you to go to the previous screen and **'Next'** will allow you move onto the next sub-section.



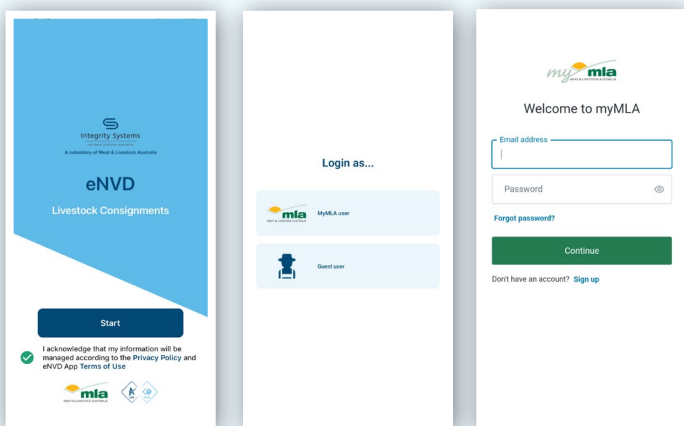
- **'Exit form'** will return you to the Home screen.

# CREATING A NEW CONSIGNMENT



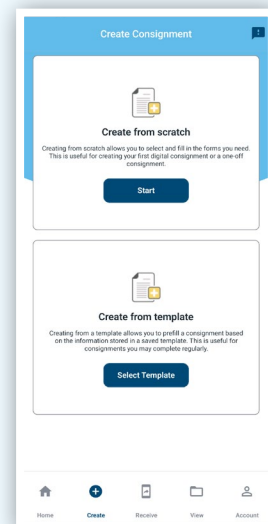
Before using the eNVD Livestock Consignments app, ensure you have registered for a myMLA account and linked your integrity systems accounts. If you're not sure how, find out here: [www.integritysystems.com.au/link-accounts-in-mymla](http://www.integritysystems.com.au/link-accounts-in-mymla).

- 1 Login to the app using your myMLA login details.

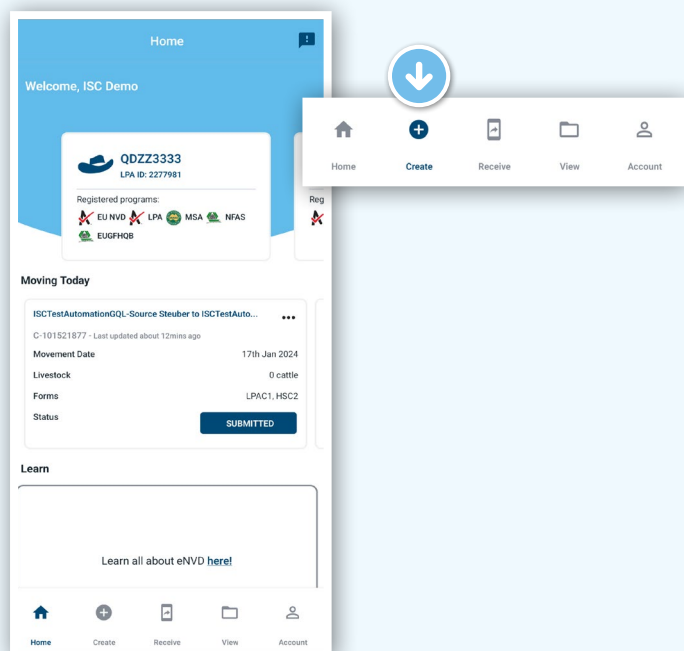


- 3 There are two options for creating a consignment – **'Create from scratch'** or **'Create from template'**.

Follow these steps to create a consignment from scratch or go to page 20 to create and use a template.



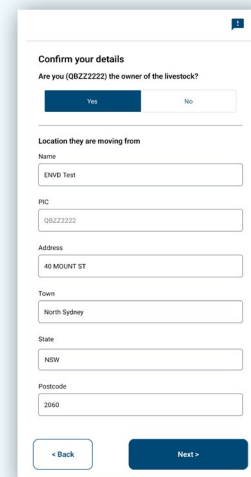
- 2 Once logged in, you'll start at the **'Home'** screen. Tap **'Create'** in the bottom menu.



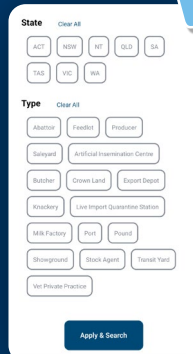
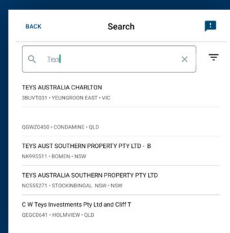
- 4 Complete the movement information details for the livestock being consigned. The first screen includes:

- **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 they are moving from:** Specify the location the livestock are moving from. The address fields are editable, but the PIC field is locked as it is linked to the LPA account.

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.



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 19 for more detail.

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



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

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

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


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.

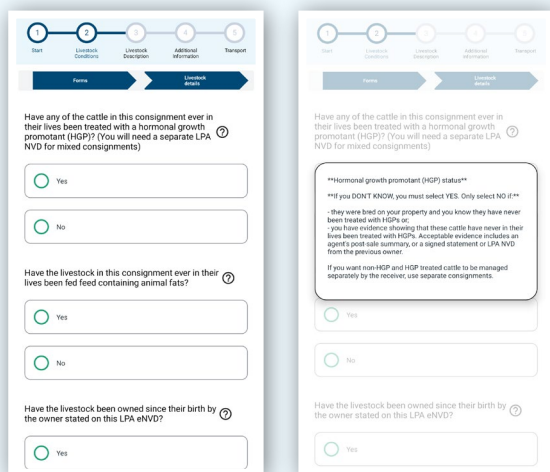
Program names will appear based on the accreditations you hold. If a program does not appear that should be there, you may need to check your accreditation for that program.





- 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

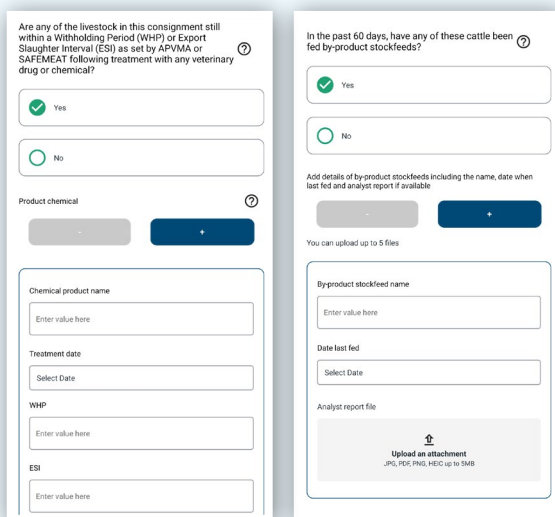
Upload an attachment

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))

< Back

Next >

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

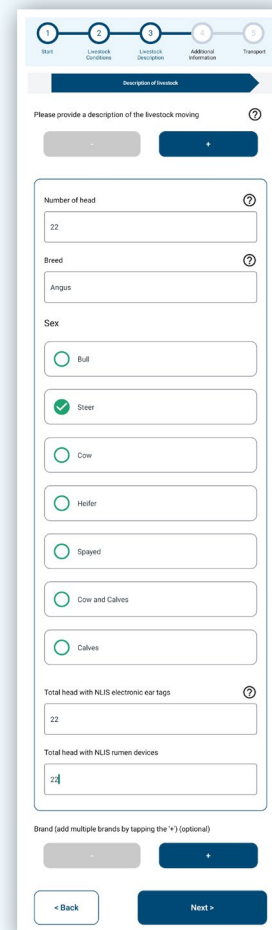
Upload an attachment

JPG, PDF, PNG, HEIC up to 5MB



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.

- 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 Conditions 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

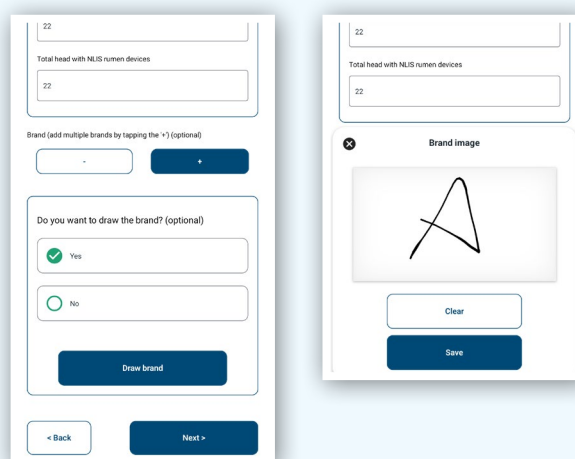
22

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

< Back

Next >

- 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))

Do you want to draw the brand? (optional)

☒ Yes

☐ No

Draw brand


< Back

Next >

Brand image

Clear

Save

- 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 shows a form with fields for Name, Address, Town, State, Postcode, Phone, and Email. It also has a 'Sign' button. The 'Sign Here' screen shows a signature area with a 'Clear' button and a 'Save' button.

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 shows a form with fields for Name, Address, Town, State, Postcode, Phone, and Email. It also has a 'Sign' button. The 'Sign Here' screen shows a signature area with a 'Clear' button 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 summary of the consignment details, including: Consignment ID, When (Date and Time), Owner (Address, PIC, Name), Origin (Address, PIC, Name), Destination (Address, PIC, Name), Supplied To (Address, PIC, Name), Included forms (NVD), Description of livestock (Number of head, Brand), Declaration (Name, Phone, Email, Address, Declaration, Signature), and Transporter No. 1 (Name, Email, Reg No, Phone, Movement Date, Declaration, Signature). It includes 'Back' and 'Next' buttons.

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 summary of the consignment details and a 'Save and Exit to Consignments' button. It also includes a 'Transporter No. 1' section with fields for Name, Email, Reg No, Phone, Movement Date, Declaration, and Signature.



The movement date, livestock description and transporter information can be updated within 48 hours of the movement date.

# HOW TO SHARE A DIGITAL CONSIGNMENT



The eNVD Livestock Consignments app allows you to share consignments when there is no mobile signal or if the transporter is not registered for myMLA. These steps explain how to share consignments by QR code and also by SMS and email.

Before using the eNVD Livestock Consignments app, check with your receiver, including your transporter, agent and/or saleyard, that they are ready to accept eNVDs.

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 page 16 of this guide for specific instructions.

There are two ways to share consignments with your 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.

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.

## ONLINE

- 1 As you are completing your consignment you will be prompted to 'Enter transporter details'.

- 2 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 and enter each transporter's registered email address. Tap 'Next' and then 'Submit' to transfer the consignment to the transporter.

- 3 If you need to enter details for a saved draft consignment, navigate to 'View' consignments.

To easily find the consignment you need to share, you can sort and filter the consignment list using a range of options: movement date, species or status. You can also search by the PIC, name, serial number or transporter registration number.



- Tap on the consignment you wish to add transporter details to. From here, tap **'Edit'** on the Transporter information section and add the transporter's details as per Step 2. Tap **'Save'** once you have made all your changes and then **'Submit'** to transfer the consignment to the transporter.

- 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.

- Otherwise, tap **'View'** to navigate to the consignment list then tap on the consignment you wish to share to view the summary screen. Tap **'Edit'** on the Transporter information section.

- Have the transporter complete their details on your device, including name, phone number, vehicle registration number, date and time of movement and sign the declaration. Tap **'Next'** when complete.

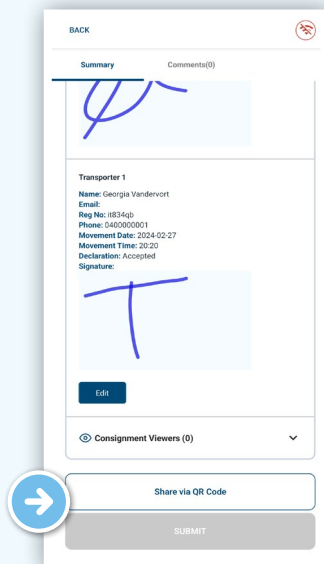
## OFFLINE

- If the consignment, including the transporter's details, has already been submitted, you can easily share the consignment by navigating to the consignment list, tapping on the three dots, then selecting **'Share via QR code'**.

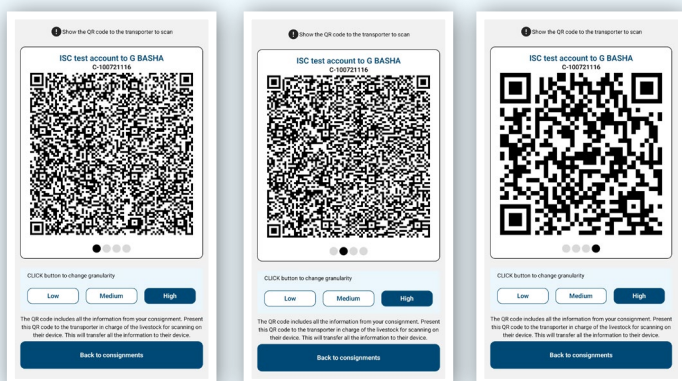


If the transporter is not registered as a myMLA user but has logged in to use the app as a guest, they will not be able to complete their section and declaration on their own device. This will need to be completed on the producer's device.

- 4 Check all the details are correct, scroll to the end and tap **'Share via QR code'**.



- 5 You will now see a series of QR codes. The number of QR codes will depend on the level of detail in your consignment, for example, if you selected additional quality assurance programs. The grey dots beneath the QR codes demonstrate how many QR codes need to be scanned for that consignment. These will continue to cycle through automatically enabling the transporter to scan.



- 6 Once all the QR codes have been scanned, the eNVD has been successfully transferred to the transporter's device. To share the updated transporter details and any other changes made while offline with other viewers of the consignment, as the consignment creator, you need to open the app again when you are back in an area with mobile signal so the consignment details can sync.

## CHANGING QR CODE GRANULARITY

If your device is not reading the QR codes, ask the producer to change the granularity of the codes. By default, the granularity is set to **'High'**. Tap **'Low'** and you will notice a change in the appearance and quantity of QR codes to be scanned. This still provides the same information, it just means the device may take longer to scan the additional codes.



# RECEIVING DIGITAL CONSIGNMENTS



Before using the eNVD Livestock Consignments app for the first time, transporters need to complete a short three-step process to receive eNVDs:

1. Register for a myMLA account. Access this guide: [www.integritysystems.com.au/link-accounts-in-mymla](http://www.integritysystems.com.au/link-accounts-in-mymla)
2. Login to the eNVD system and complete the onboarding process to set up your eNVD profile.
3. Select 'Yes' to the question 'Are you a Livestock Carrier?'. This will ensure you are set up as a transporter in the eNVD system and can be added to consignments.

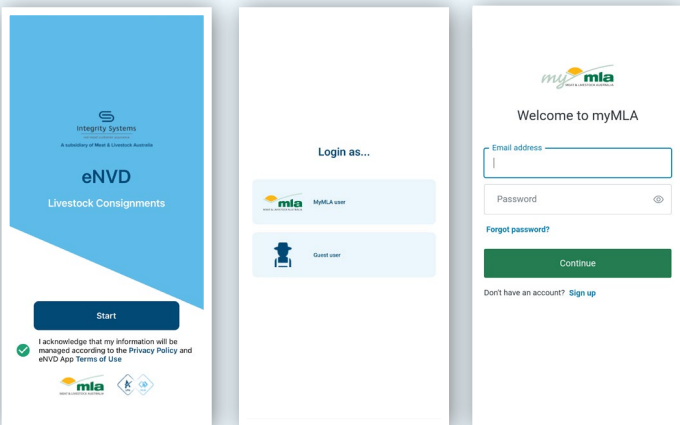
The guest login will still allow you to receive and transfer eNVDs.

## OPTION 1: Receiving a consignment when in mobile coverage

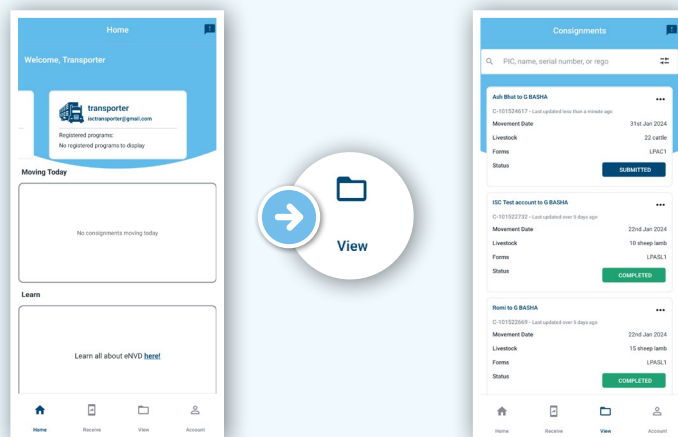
- 1 Advise the producer of your registered myMLA email address. The producer creates and submits a consignment while online, adding your registered email address. This consignment will be visible in your eNVD app and will also be visible to the destination (receiver) via their Property Identification Code (PIC).

If you do not have a myMLA account, proceed to OPTION 2 on page 17.

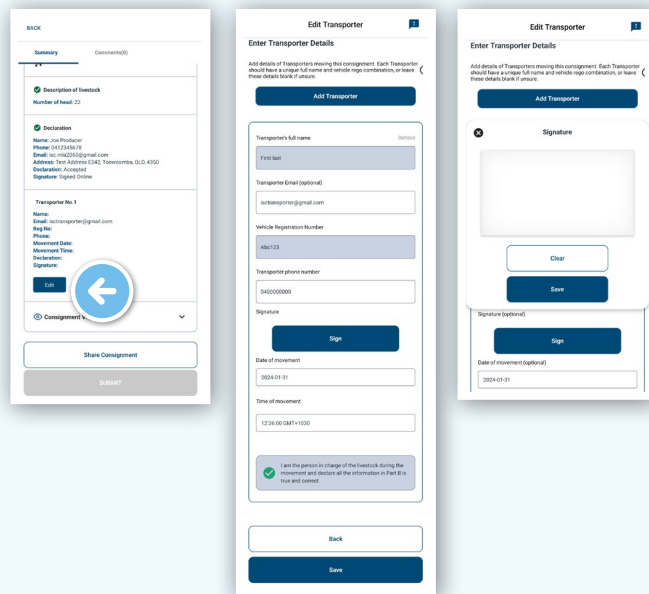
- 2 Login to the app using your myMLA login details.



- 3 If the consignment is moving today, it will be shown on the home screen. Otherwise, navigate to 'View' to see the consignment.



- 4 Tap on the consignment then scroll down to the Transporter section. Tap 'Edit' to complete your name, vehicle registration number, date and time of movement. You also need to tick and sign the declaration.





- 5 Tap **'Save'** when complete and you'll see the **'Summary'** screen.

The Summary screen displays the following information:

- Declaration:** Name: Joe Producer, Phone: 0412345678, Email: joe.m@2060@gmail.com, Address: Test Address E242, Toowoomba, QLD, 4350, Declaration: Accepted, Signature: Signed Online.
- Transporter No.1:** Name: First Last, Email: istransporter@gmail.com, Reg No: Abc123, Phone: 0400000000, Movement Date: 2024-01-30, Movement Time: 12:53, Declaration: Accepted, Signature: [Handwritten Signature].
- Buttons:** Edit, Consignment Viewers (0), Share Consignment.

- 6 The eNVD has now been completed and you are able to commence your journey.

## OPTION 2: No mobile coverage or not registered for myMLA? Receive a consignment via QR codes

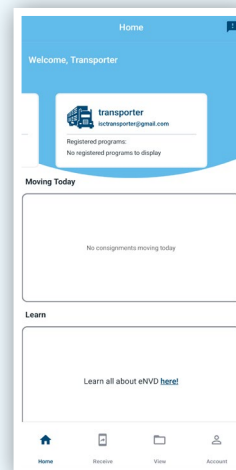
One of the key benefits of the eNVD app is the ability to transfer consignments when there is no mobile signal or internet connection. These steps explain how to receive a consignment via QR code. This process can be completed between a producer and transporter, or between a transporter and destination. **Note: if you have registered for myMLA, you must have previously installed the app and logged in while online for this process to work. Alternatively you can receive a consignment via QR codes while offline in Guest mode.**

The Edit Transporter screen includes the following fields and options:

- Enter Transporter Details:** Add details of Transporters moving this consignment. Each Transporter should have a unique full name and vehicle rego combination, or leave these details blank if unsure.
- Buttons:** Add Transporter, Sign.
- Fields:** Transporter's full name (optional), Transporter Email (optional), Vehicle Registration Number (optional), Transporter phone number (optional), Signature (optional), Date of movement (optional), Time of movement (optional).
- Declaration:** I am the person in charge of the livestock during the movement and declare all the information in Part B is true and correct.
- Buttons:** Back, Save.

- 1 Meet the producer and edit your details in the Transporter section on **the producer's** device including your name, vehicle registration number, date and time of movement. You also need to tick and sign the declaration before the consignment is submitted.

- 2 Open the app on your phone and you'll see the **'Home'** screen. Tap **'Receive'** in the bottom menu.



- 3 Using your phone, scan all the QR codes appearing on the producer's phone. The QR codes will cycle through until they are all scanned. The grey dots beneath the codes indicate the number of QR codes to scan. As each QR code is scanned, the indicator bar below the camera will change to blue.



**NOTE: When using the app for the first time, you will be prompted to provide permission for the app to access your camera. Be sure to select 'Allow' to enable access.**

- 4 Once all QR codes have been scanned, the eNVD has been successfully transferred to your device and you can commence your journey.

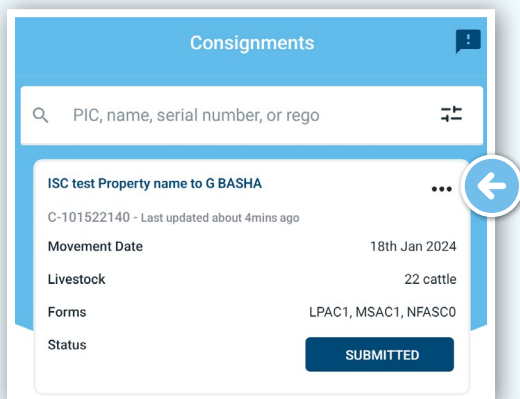


The movement date, livestock description and transporter information can be updated within 48 hours of the movement date.

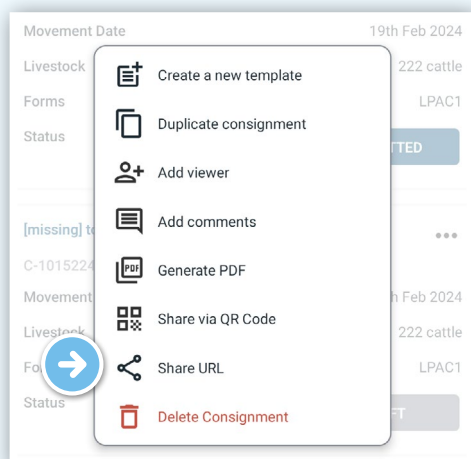
# OTHER WAYS TO SHARE AN eNVD

## SEND A COPY VIA SMS OR EMAIL

- 1 To share a link to the consignment via SMS or email, navigate to the **'View'** page and tap the three dots **...** next to the consignment you wish to share.

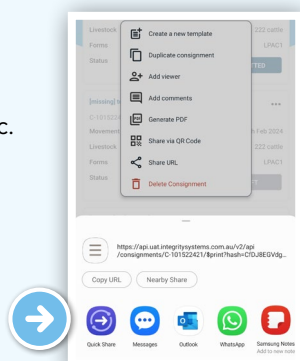


- 2 From the options, tap **'Share URL'**.



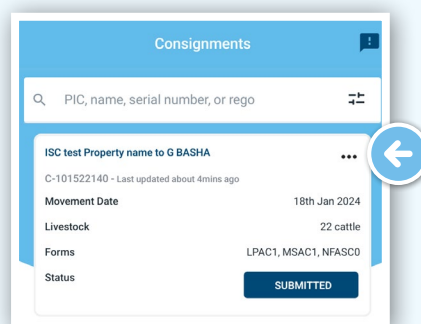
**NOTE:** these options may appear differently depending on your user type (e.g. producer, transporter, agent), or the consignment status (e.g. draft, submitted, completed), however you will still see the options to Generate PDF, Share via QR Code and Share URL.

- 3 You can then copy the URL and paste it into any messaging platform, e.g. email, SMS, Whats App, etc. or select an app from the options on screen.

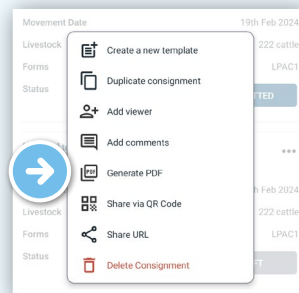


## GENERATE A PDF TO SEND OR PRINT

- 1 To download a PDF copy of a consignment to print, navigate to the **'View'** page and tap the three dots **...** next to the consignment you wish to share.

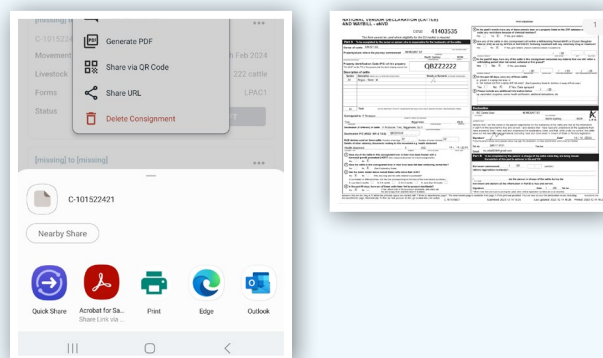


- 2 Tap **'Generate PDF'** to download a copy of the PDF to your device.



- 3 Open the PDF from your device's files and then print. If your printer uses wi-fi and is connected to the same network as your phone, you will view an option to print directly from the app.

You can also attach this PDF to an email and send.

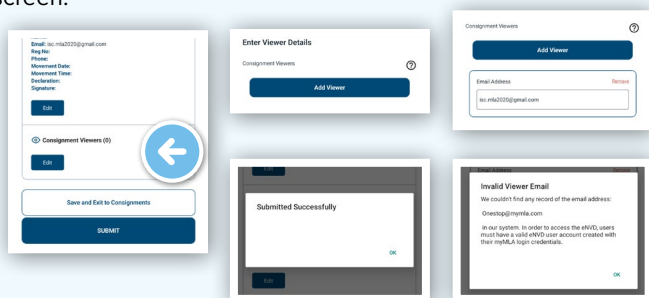


# ADDING VIEWERS TO A CONSIGNMENT

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.

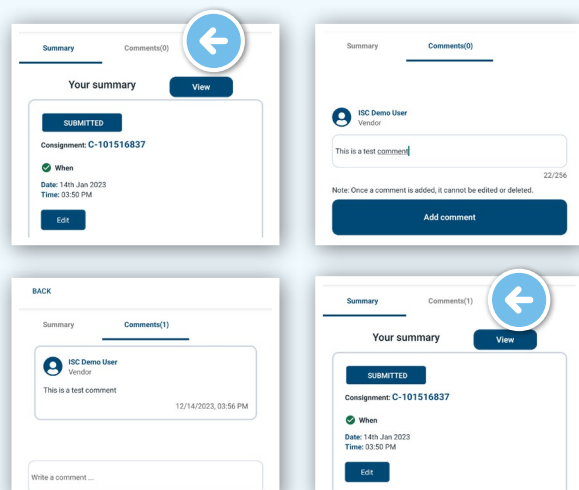


To view eNVDs, all viewers need to have a registered myMLA email address and have logged into the eNVD system.

# 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.



## QLD/NT AGENTS

If you are sending a consignment in Queensland or the Northern Territory and want to send a copy to your agent, you will need to add them as a Viewer. Without a PIC, agents cannot be added in the Destination Details section.

Adding your agent's email address, which must be associated with a myMLA account, will ensure they can view the consignment and add comments.

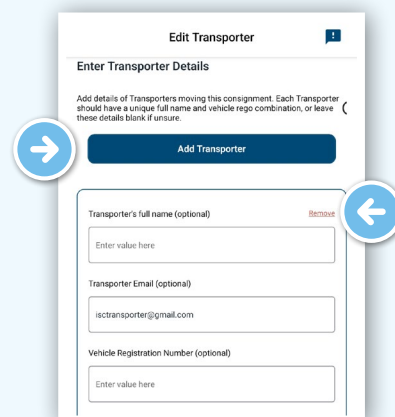


# ADDING ADDITIONAL DRIVERS

If the load will be transported by multiple trucks, either the producer or yourself as the transporter can assign additional transporters to the consignment.

In the Transporter details section, tap **'Add transporter'**. Scroll down and complete the second transporter's email address, then tap **'Save'**. That transporter will now be able to see the consignment in their app, and follow the above steps to complete their details and sign the declaration.

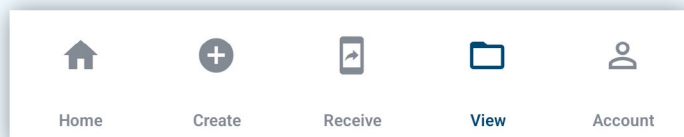
Once a transporter has completed their details and ticked the declaration box, they can no longer be removed from the consignment. However, if a transporter has not yet ticked the box and needs to be removed, tap **'remove'** in the top right hand corner.



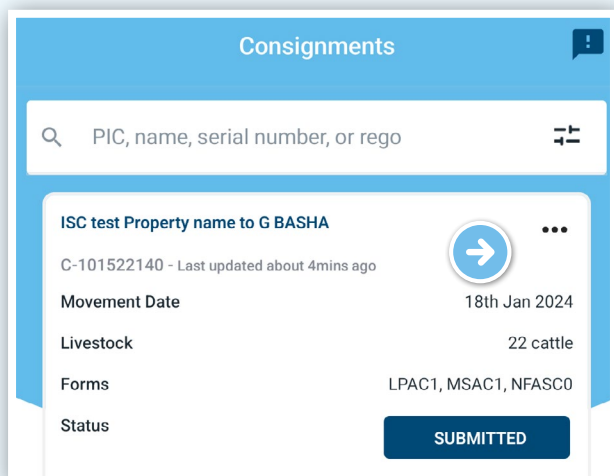
# CREATING AND USING A TEMPLATE

One of the benefits of using eNVD is the ability to create templates for regular consignments, saving you time when the address details, forms or livestock types are the same from consignment to consignment.

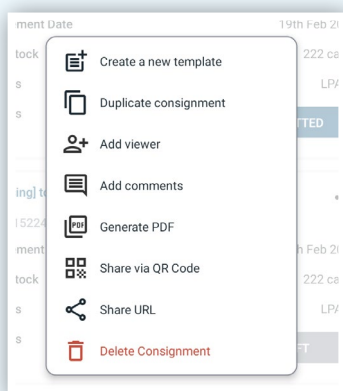
- 1 Navigate to a previously created consignment that you wish to use as the base for your template, by tapping the **'View'** page from the bottom menu.



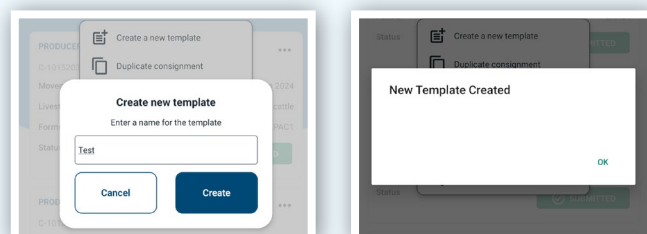
Tap the three dots **...** next to the consignment you wish to use as a template.



- 2 You will see these options.



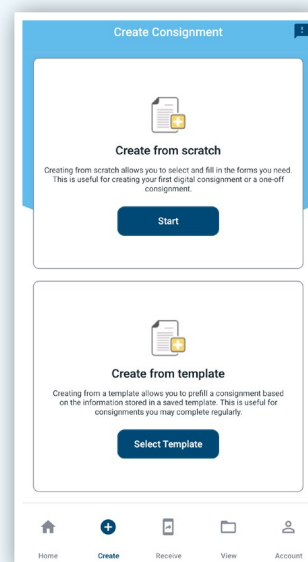
- 3 Tap **'Create a new template'** and name the template. Tap **'Create'**.



- Create a new template
- Duplicate consignment
- Add comments
- Generate PDF
- Share via QR Code
- Share URL

You can also select **'Duplicate consignment'** to create a new consignment using the same details. This will not be saved as a template, but allows you to recreate a previous consignment easily if required.

- 4 To create a consignment using the template, tap the **'Create'** option from the bottom menu. Then tap **'Select Template'**.





5

You will see a list of templates available to use.  
Tap the template you wish to use.

**BACK** Your Templates

**Test PRODUCER 1 TEYS to null** ...  
CT-101520312 - Last updated less than a minute ago

**Movement Date** 2024-01-11

**Livestock** 1 cattle

**Forms** EU NVD

**Consignment For: C-101520181** ...  
ISC test Property name to ISCTestAu...  
CT-101520182 - Last updated about 6hrs ago

**Movement Date** 2024-01-08

**Livestock** 10 cattle

**Forms** NVD, HD

**Consignment For: C-101520169** ...  
ISC test Property name to ISCTestAu...  
CT-101520170 - Last updated about 8hrs ago

**Movement Date** 2024-01-08

**Livestock** 10 cattle

**Forms** NVD, HD

Certain sections of the template will default to blank, providing flexibility for the user to add details based on individual consignment needs. This includes:

#### Livestock information:

- movement date
- movement time
- number of head
- total head with NLIS electronic ear tags
- total head with NLIS rumen devices
- total number of head
- total number of NLIS electronic ear tags

#### Other sections:

- chemical treatments
- by-product stock feeds
- treatments and vaccinations

#### In the declaration section:

- signatures in templates will be saved
- the declaration checkbox will need to be ticked by user as they see fit per the new consignment
- the date will be automatically populated to the date the consignment is created

6

You will see a summary screen **'Your Template'**. Scroll down and tap **'Use This Template'**. You can then make any changes relevant to that particular consignment.

**BACK** Your Template

**Pq**

Template: **CT-100818365**

☒ **When**

**Date:** 2023-02-24  
**Time:** 08:50

☒ **Owner**

**Transporter No.1**

**Name:** TRUCK DRIVER  
**Email:**  
**Reg No:** 123ABC  
**Phone:** 0473924865  
**Movement Date:**  
**Movement Time:**  
**Declaration:**  
**Signature:**

**Use This Template**

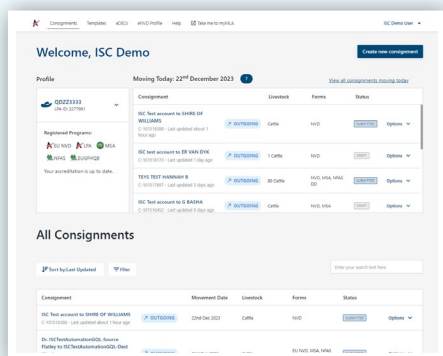
# GETTING TO KNOW THE eNVD WEB PLATFORM



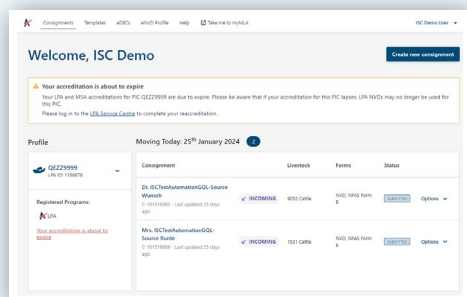
The electronic National Vendor Declaration (eNVD) system is the faster, easier way to complete livestock consignments – including the LPA NVD, MSA vendor declaration, national health declarations and NFAS forms.

## THE HOME SCREEN

The eNVD home page displays a list of all consignments moving today, as well as a list of all consignments associated with your account. All registered programs associated with this PIC are displayed on the left hand side.

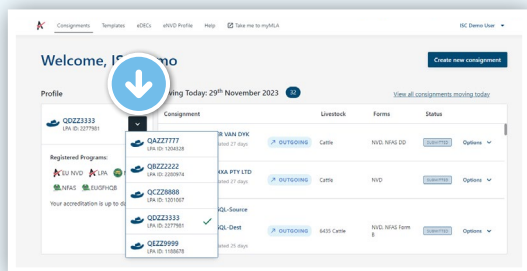


You will see a notification if your LPA accreditation is expired or due for renewal.



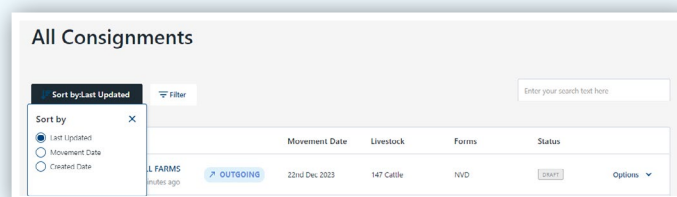
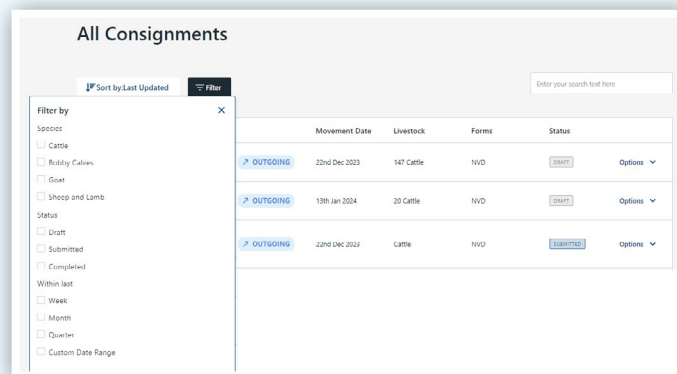
## MULTIPLE PICS

The system now allows you to change between roles, for example, if you have multiple properties linked to your account or operate as a producer and a transporter. Click the drop-down arrow next to your PIC to select a different role.



## VIEW CONSIGNMENTS

To view and edit a consignment, or print a copy, you can navigate from the eNVD home page. The **'All Consignments'** list can be sorted by the date the consignment was last updated, the movement date and the created date. It can also be filtered by species, status and within a custom time frame.

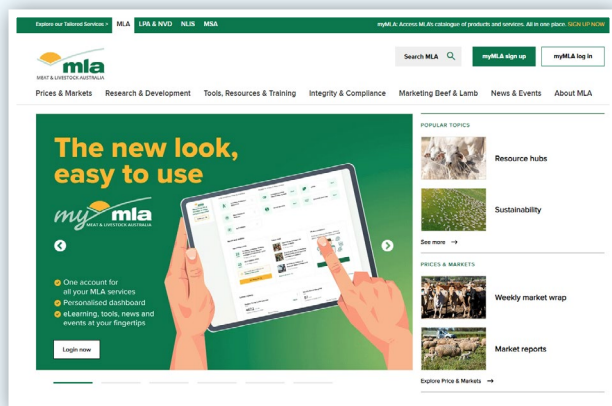


# HOW TO CREATE A DIGITAL CONSIGNMENT ON eNVD WEB

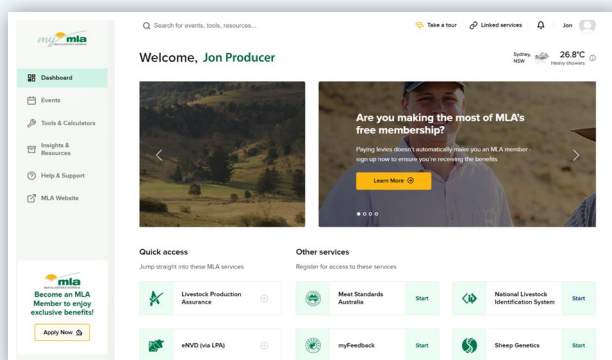


Follow these steps to use the eNVD system and create your livestock consignment on your mobile device, tablet or desktop computer.

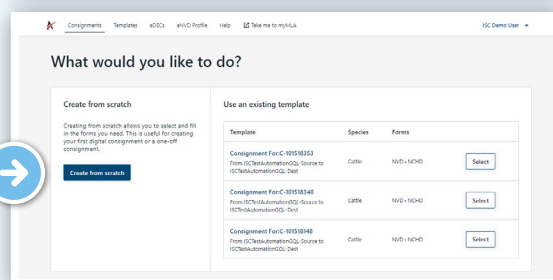
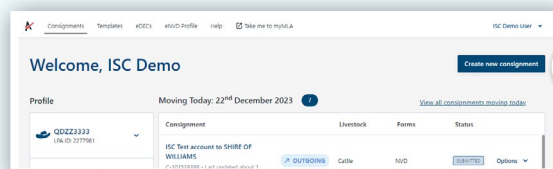
- 1 From the MLA homepage (www.mla.com.au), click on the 'myMLA log in' button in the top right corner.



- 2 From the myMLA dashboard, click on the eNVD tile or access eNVD via the 'Linked services' dropdown in the top menu. If you don't have a myMLA account or don't have your LPA account linked to myMLA, follow the steps from [www.integritysystems.com.au/link-accounts-in-mymla](http://www.integritysystems.com.au/link-accounts-in-mymla) to sign up to myMLA and/or link your account.



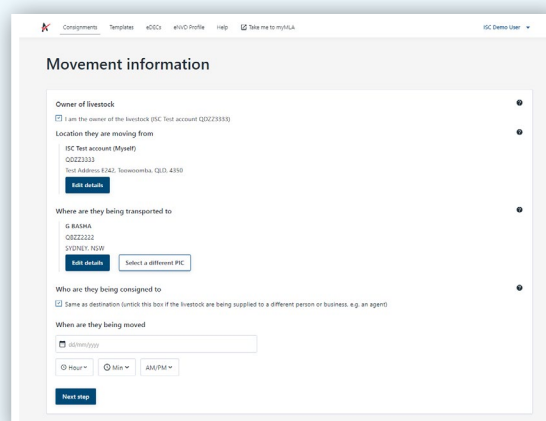
- 3 Click 'Create new consignment' at the top of the screen. Select 'create from scratch' to create a new consignment from scratch or, if you've created a template from a previous consignment that you would like to use, select the template from those listed in the 'Use an existing template' box.



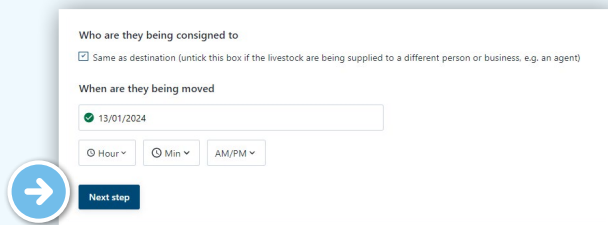
- 4 Enter movement information details for the livestock being consigned, including the:
  - owner of the livestock
  - location they are moving from
  - where they are being transported to (the destination)
  - who they are being consigned to (the consignee)
  - when they are being moved.

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.

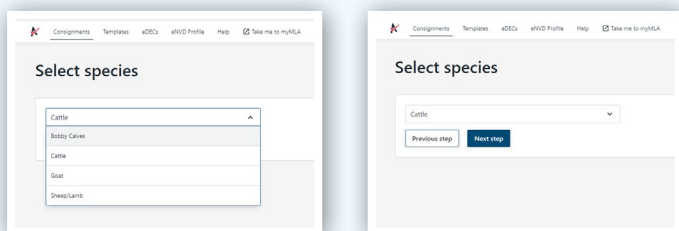
When the consignee and details are different, the full address for both must be completed and the destination PIC must be for the physical destination the livestock are being transported to. If the agent or business does not have a PIC, add their details as the consignee (minus the PIC) and their email can also be added as a 'Viewer' later in the consignment - see page 26 for more detail.



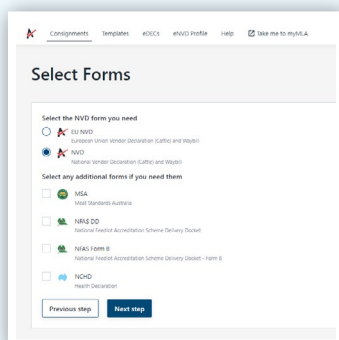
- 5 When all details are complete, click **'Next step'**.



- 6 Select the species of livestock you will be moving from the drop-down menu. Then click **'Next step'**.

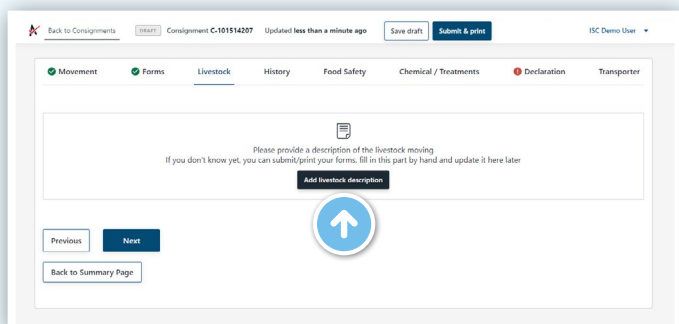


- 7 A consignment will require at least an LPA NVD. Select the LPA NVD (or the EU LPA NVD if you are consigning EU-accredited cattle) and then tick the box next to any other forms you may require such as MSA, NFAS or health declaration forms. Then click **'Next step'**.

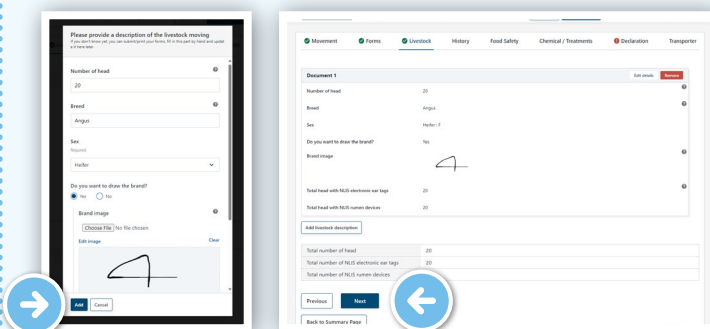


**Note:** Forms will appear based on the accreditations you hold. If a form does not appear that should be there, you may need to check your accreditation for that particular program.

- 8 Now provide a description of the livestock you're moving by clicking **'Add livestock description'**.



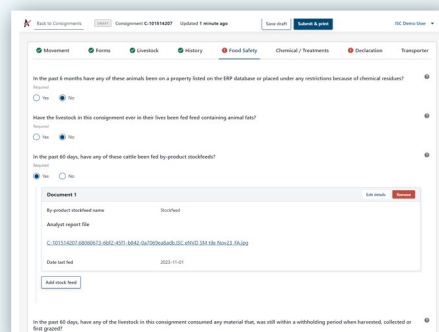
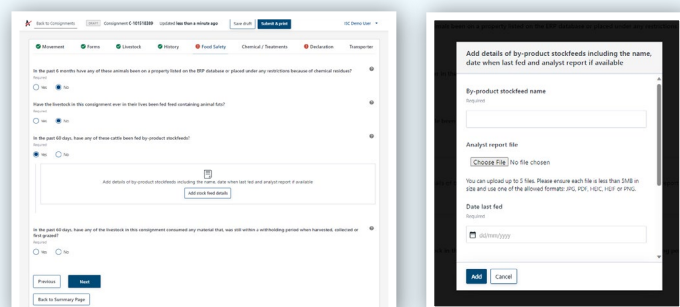
- 9 Fill out all the details of the livestock in the pop-up box before clicking **'Add'**. You can add as many livestock descriptions as you like. You can draw your brand using your mouse or a finger if you're using a touch device. When you have all the livestock descriptions completed for the consignment, click **'Next'**.



- 10 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.

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.

When complete, click **'Next'** to continue.





At any time while completing the eNVD, you can click **'Back to Summary Page'** at the bottom of the screen. You will view a summary of your consignment with areas still requiring completion or missing information highlighted.



11

On the declaration page, 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'**.

Further details, such as tick permits or residue reports, can be uploaded as attachments on the Declaration page. You can upload up to five JPG, PDF, HEIC, HEIF or PNG files, each less than 5MB in size.

Any attachments will be added to the consignment when it is submitted.

12

Transporters can use the eNVD system to manage their consignments and add other drivers to the consignment. To add a Transporter to your consignment, select **'Add transporter'** and add their registered myMLA email address in the Transporter Email field.

## ADDITIONAL STEP: GENERATE PDF TO SHARE CONSIGNMENTS

13

After submitting your consignment, you will be taken to the consignment summary page. If your transporter and other receivers are not able to receive consignments digitally, you can click on **'Generate PDF'** and print out three copies of the document - one for your records, one for the receiver and one for the transporter.

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

14 You can also select the **'Options'** dropdown menu at the top of the screen to generate the PDF, create a new template from the consignment, duplicate the consignment, add a viewer, add a comment or delete the consignment.

The 'Options' dropdown menu is shown with the following items:

- Create a new template**  
Is this a frequent consignment? Create a template to make creating future consignments quicker
- Duplicate this consignment**  
This copies the consignment details into a new one, this is great for one off duplicates
- Generate PDF**  
Creates a PDF version of this consignment for you to share.
- Add Viewer**  
Viewers will be able to see this consignment.
- Add Comment**  
Communicate with other people about this consignment by adding a comment.
- Delete consignment**

15 Your consignment is now complete.

## COMMENTS

If you are the creator, receiver, transporter or viewer of a consignment, you are able to add comments to that consignment. Comments cannot be edited or deleted, enabling an accurate history to be viewable.

The comments section shows a list of comments. The first comment is from 'Mitch H2 Vendor' dated 17/11/2023, 12:10 PM, with the text 'Hello, sending out some cattle for you'. The second comment is from 'Thank you, looking forward to it' dated 12/12/20. Below the comments, there is a text input field and buttons for 'Cancel' and 'Add comment'. A note states: 'Once a comment is added, it cannot be edited or deleted. Buyers cannot see any comments you make here.'

## ADDING VIEWERS

It is now possible to add third parties, like your agent or livestock buyer for example, to a consignment. This feature allows these users to review, comment and share your consignment. They cannot edit any of the information within the consignment itself.

The consignment summary page displays the following information:

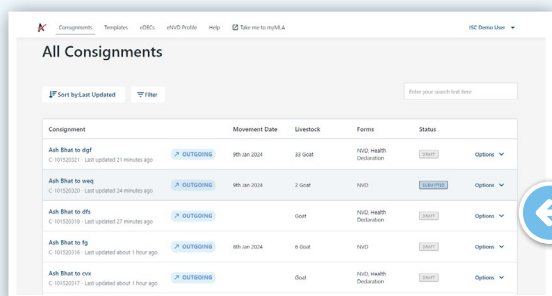
- Livestock Owner:** ISC Test account, Owner PIC: QZ022333, Owner Address: Test Address 1234, Toowoomba, QLD, 4350.
- Consignment Summary:** Moving From: ISC Test account, QZ022333, Test Address 1234, Toowoomba, QLD, 4350. Moving To: G BAO14A, QZ022333, Test Address 1234, Toowoomba, QLD, 4350. Livestock: Species: CATTLE, Total number of head: 0.
- Included forms:** EU NVD (041207778).
- Consignment Form Questions:** Movement (1 of 1 questions completed), Forms (3 of 3 questions completed).
- Consignment Viewers:** ISC Demo User (mitch2023@gmail.com) with a 'Remove' button.

To view eNVDs, all viewers need to have a myMLA registered email address.

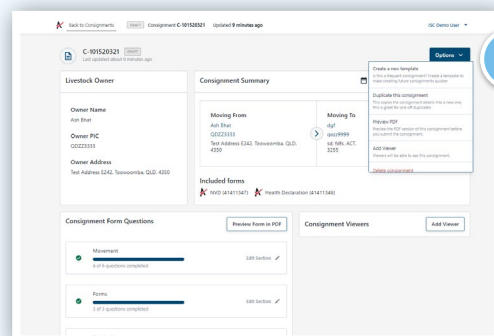
# HOW TO CREATE AND USE A TEMPLATE

One of the benefits of using eNVD is the ability to create templates for regular consignments, saving you time when the address details, forms or livestock types are the same from consignment to consignment.

- 1 On the eNVD web platform, navigate to the consignment you wish to use as a template in the **'All Consignments'** list, then select **'Options'**.

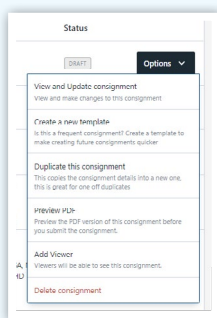


- 4 You can also access this option from the **'Options'** dropdown menu at the top of the individual consignment summary page.

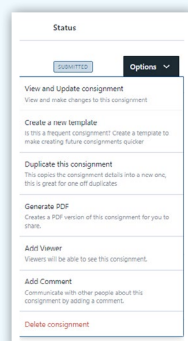


- 2 Depending on the consignment status, you'll be presented with different options. The same drop-down menu appears on the individual consignment page:

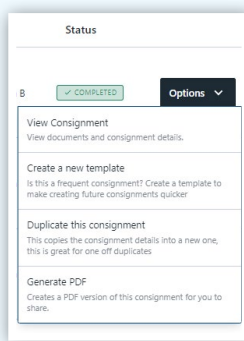
## Draft:



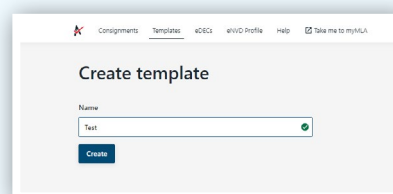
## Submitted:



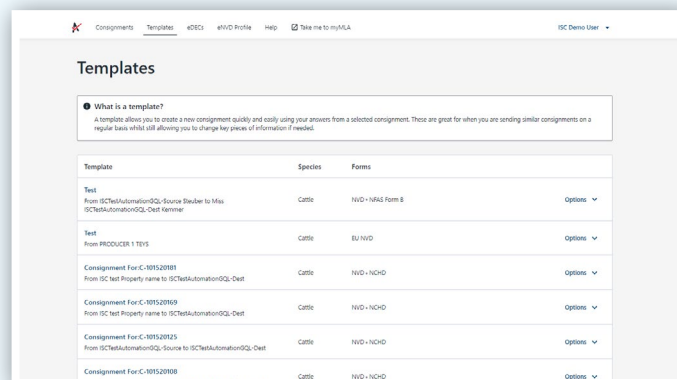
## Completed:



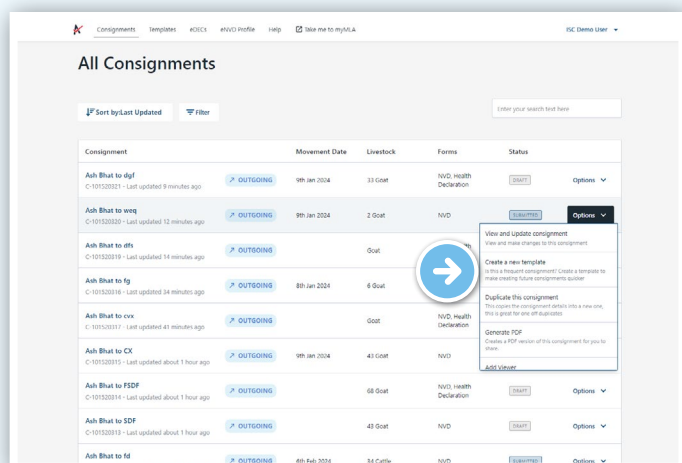
- 5 Name your template, then select **'Create'**.



- 6 Your template will then appear in the Templates list.



- 3 From the dropdown menu, select **'Create a new template'**.

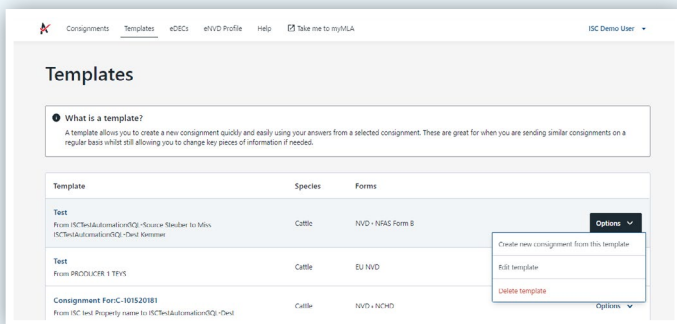


7

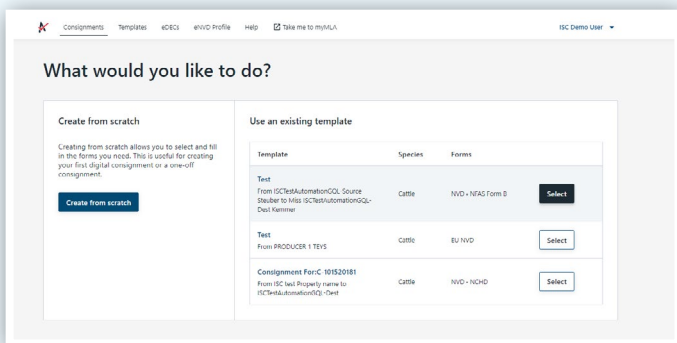


8

- a. Navigate to the Templates list, then select **'Options'** and choose **'Create new consignment from this template'** from the dropdown menu. You can also select **'Edit template'** from this dropdown menu, enabling you to customise the template to suit future needs.



- b. Select **'Create new consignment'** from the eNVD home page, then select the template from the list on the right-hand side and **'Select'**.



Certain sections of the template will default to blank, providing flexibility for the user to add details based on individual consignment needs. This includes:

### Livestock information:

- movement date
- movement time
- number of head
- total head with NLIS electronic ear tags
- total head with NLIS rumen devices
- total number of head
- total number of NLIS electronic ear tags

### Other sections:

- chemical treatments
- by-product stock feeds
- treatments and vaccinations

**In the declaration section:**

- signatures in templates will be saved
- the declaration checkbox will need to be ticked by user as they see fit per the new consignment
- the date will be automatically populated to the date the consignment is created

**NOTES:**





Integrity Systems  
red meat customer assurance

