

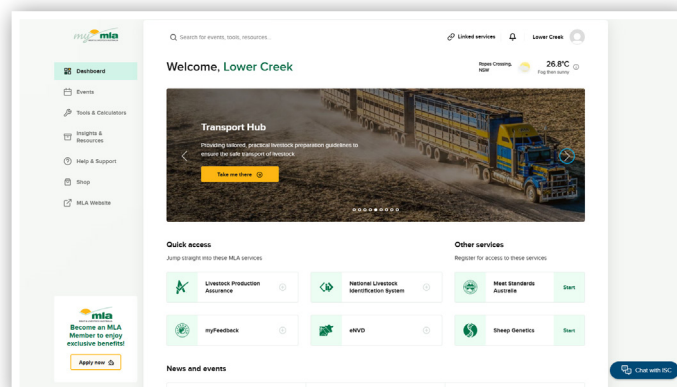
eNVD web: how to create an eNVD

Getting started

The electronic National Vendor Declaration (eNVD) system allows you to complete livestock consignments including the LPA NVD, MSA vendor declarations, national health declarations and NFAS forms. Follow this guide to create an eNVD using the web platform.

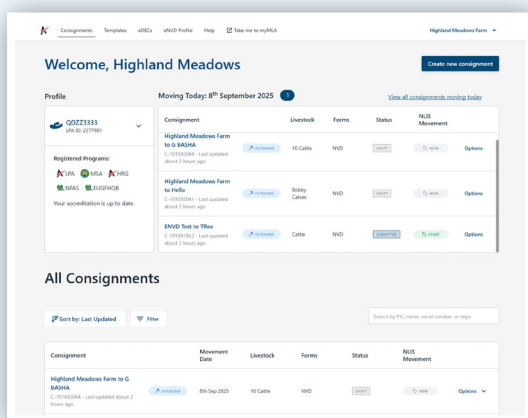
Navigate to mla.com.au/myMLA and login to your myMLA account. If you don't have a myMLA account or your LPA account is not linked, follow these steps: integritysystems.com.au/link-accounts-in-mymla.

From the myMLA dashboard, click on the eNVD tile under Quick Access or via the 'Linked services' dropdown in the top menu.

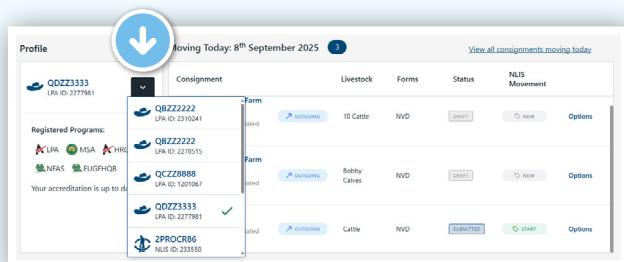


Navigating the eNVD home page

- 1 The eNVD home page shows registered programs for the PIC, consignments moving today, and a list of consignments linked to your account.

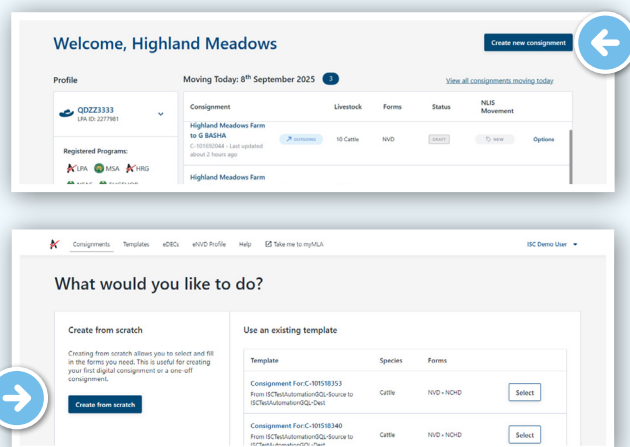


- 2 Switch between PICs or role-based accounts, using the drop-down arrow next to your PIC.



Creating a consignment

Click 'Create new consignment' at the top of the screen. Select 'create from scratch' or select a saved template.



Tip: To save time in the future, set up templates for your regular consignment destinations.

[Follow this link to learn how.](#)



Movement information

1 Enter movement information details for the livestock:

Are you (Boss Stock Pty Ltd) the owner of the livestock?

☒ Yes ☐ No

Moving the livestock from

Producer

Name: Boss Stock Pty Ltd (Myself)

PIC: QDZZ3333

Location: Test Address E2423, Toowoomba, QLD, 4350

Edit details

Moving the livestock to

What do you know about your destination?

I've used this destination before

I know the PIC

I have some details

Or enter the details manually

Just ask: If you're unsure, reach out to your destination to get their unique PIC.

Are the livestock being moved through an Agent or 3rd party?

☒ Yes ☐ No

Consigned to

What do you know about your consignee?

I've used this consignee before

I know the PIC

I have some details

Or enter the details manually

Just ask: If you're unsure, reach out to your consignee to get their unique PIC.

When is the livestock being moved?

dd/mm/yyyy

Hour

Min

AM/PM

Next step

Owner of the livestock.

Moving the livestock from: the physical location of the livestock. If you have multiple properties linked to your PIC, ensure the correct address is selected.

Moving the livestock to: the physical destination they are being moved to. The full address must be completed.

Consigned to: who the livestock are being consigned to, e.g. an agent or third party.

If the agent doesn't have a PIC, you can complete their details manually and leave the PIC field blank. You can also add them as a **'Viewer'** to the consignment.

When the livestock are being moved: date and time of livestock movement.

2 Search for **owner PIC**, **destination PIC** and **consignee to PIC** using one of the three drop-down options:

Moving the livestock to

What do you know about your destination?

I've used this destination before

I know the PIC

I have some details

Select one

Search

Select a recent location

Shows the most recent destination PICs - up to 10 from your submitted consignments.

Business name: SC Test Automation Qld - Dest

PIC: QDZ3333 - Town: Strathmore - Postcode: 3071

Business name: SC Test Automation Qld - Dest

PIC: QDZ3333 - Town: Strathmore - Postcode: 3071

Business name: SC Test Automation Qld - Dest

PIC: QDZ3333 - Town: Strathmore - Postcode: 3071

Business name: SC Test Automation Qld - Dest

PIC: QDZ3333 - Town: Strathmore - Postcode: 3071

Business name: KIG EXCAVATIONS

PIC: QDZ3333 - Town: Strathmore - Postcode: 3071

I've used this owner/destination/consignee before: A list of PICs from the last 10 submitted consignments will be displayed allowing quick selection.

Moving the livestock to

What do you know about your destination?

I've used this destination before

I know the PIC

I have some details

Add destination PIC

QDZZ3333

Producer - Business name: George BASHA

PIC: QDZZ3333 - Town: Strathmore - Postcode: 3071

I know the PIC: Users must add the full PIC e.g. QDZZ333 which will appear in the results to choose from.

Moving the livestock to

What do you know about your destination?

I've used this destination before

I know the PIC

I have some details

Moving the livestock to

What do you know about your destination?

I've used this destination before

I know the PIC

I have some details

Add details

Narrow down the search results by specifying the details below. At least one field is required to proceed.

By PIC type: ☒ All ☐ Abattoir ☐ Slaughter ☐ Feedlot ☐ Producer ☐ Stock Agent ☐ Showground

By state: ☒ ALL ☐ ACT ☐ NSW ☐ NT ☐ QLD ☐ SA ☐ TAS ☐ VIC ☐ WA

Type town/suburb: Postcode:

Apply & Search

I have some details: Use the filter attributes, then further refine by business name from the search results:

- PIC type (All, abattoir, feedlot, slaughter, producer, stock agent, showground)
- State (All, ACT, NSW, NT, QLD, SA, VIC, TAS, WA)
- Town/Suburb or Postcode

Note: Unique messages will be displayed and vary by state, reflecting differences in how each state/territory manages PIC types and data.

By state: ☐ ALL ☐ ACT ☐ NSW ☐ NT ☒ QLD ☐ SA ☐ TAS ☐ VIC ☐ WA

Important differences in QLD:

- Agents don't have PICs. When searching for an Agent, please enter their details manually. If you'd like to give them visibility on the movement, you can add them as a viewer to the consignment.
- PICs may have multiple types, so results might not show if you select just one. For better results, search without specifying a type.

Page 2 of 5

Livestock details and forms

- 1 Select the species from the drop-down menu, then click **'Next step'**.

- 2 A consignment requires at least an LPA NVD. Select the LPA NVD (or EU LPA NVD for EU accredited cattle) and tick any additional forms, e.g. MSA, NFAS or health declarations. Then click **'Next step'**.

NOTE: Available forms depend on your accreditation. If a form does not appear, check your accreditation for that particular program.

- 3 Click **'Add livestock description'** to enter details of the livestock you're moving.

- 4 Complete all the details and click **'Add'**. You can add multiple descriptions and draw your brand using your mouse or a finger if you're using a touch device. When finished, click **'Next'**.

NOTE: The movement date, livestock description and transporter section can be updated for seven (7) days after the consignment is submitted.

- 5 Complete the history, food safety and chemical treatments sections. If needed, upload up to five files to attach to the consignment (JPG, PDF, HEIC, HEIF or PNG files up to 5MB each).

Click **'Next'** to continue.

NOTE: At any time click **'Back to Summary Page'** to see your consignment summary. Incomplete or missing sections will be highlighted.

Declaration

Sign the declaration to confirm your livestock meet LPA requirements.

Your signature will be applied to all completed forms. Enter your details and click **'Next'**.

You can also upload any extra documents that need to travel with the livestock, e.g. tick permits or residue reports, on the Declaration page.

The screenshot shows the 'Declaration' tab in the ISC system. It includes fields for 'Full Name', 'Address', 'Town / Suburb', 'State', 'Date', 'Signature', and 'Date of movement'. There is a section for 'Additional documents' with a button to 'Add relevant documents'. At the bottom, there are buttons for 'Previous', 'Next', and 'Back to Summary Page'.

Transporter details

1 To add a transporter, select **'Add transporter'**.

The screenshot shows the 'Transporter' tab in the ISC system. It includes a button to 'Add transporter (optional)' and a 'Next' button.

If the transporter has a **myMLA account**, enter their myMLA email address. They'll automatically be able to view and complete their section of the consignment in their eNVD account.

If they **don't have a myMLA account or email**, you have a few options:

1. Leave this section blank, submit the consignment, and print three copies.
2. Get them to complete their details on your device and email them copy of the eNVD.
3. If offline, ask the transporter to complete their details on your device and then transfer the consignment using the QR codes in the app.

Once complete, click **'Submit consignment'**.

Your consignment is now complete.

The screenshot shows the 'Transporter' tab in the ISC system. It includes fields for 'Transporter's full name', 'Transporter Email', 'Vehicle Registration Number', 'Transporter phone number', 'Signature', and 'Date of movement'. There is a button to 'Add' and a 'Cancel' button.

Add NLIS devices to a consignment

Producers can now add RFID or NLIS ID device numbers directly to an eNVD on the web platform, enabling receivers to automatically transfer these devices to their PIC in the NLIS Database. This streamlines transfers, reduces steps, and improves accuracy by allowing receivers to verify device status before livestock arrive.

On the **'Consignment Summary'** page, click **'Add NLIS devices'** and follow the steps to upload a file or to manually copy/paste device numbers in.



More detailed information is available online at: integritysystems.com.au/nvd-envd/complete-nlis-transfers-in-envd/

The screenshot shows the 'Consignment Summary' page in the ISC system. It includes sections for 'Livestock Owner', 'Consignment Summary', and 'Livestock Details'. There is a button to 'Add NLIS Devices'.

Share consignments

After submitting, the consignment summary page is shown. If your transporter or receiver can't accept digital consignments, click 'View eNVD' and print three copies - one for your records, one for the receiver and one for the transporter.

From the 'Options' dropdown, you can view the eNVD as a PDF, create a template, add a viewer, add a comment or delete the consignment.

Comments

Creators, receivers, transporters and viewers can add comments. Comments cannot be edited or deleted, ensuring an accurate history.

Adding viewers

You can add third parties, e.g. agents or livestock buyer, to a consignment by going to the consignment summary page and clicking 'Add Viewer'.

Viewers can review, comment and share, but not edit the information, and can be removed from the consignment at any time.

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



NOTE: For more detailed information on how to share an eNVD, visit this webpage integritysystems.com.au/envd-help/