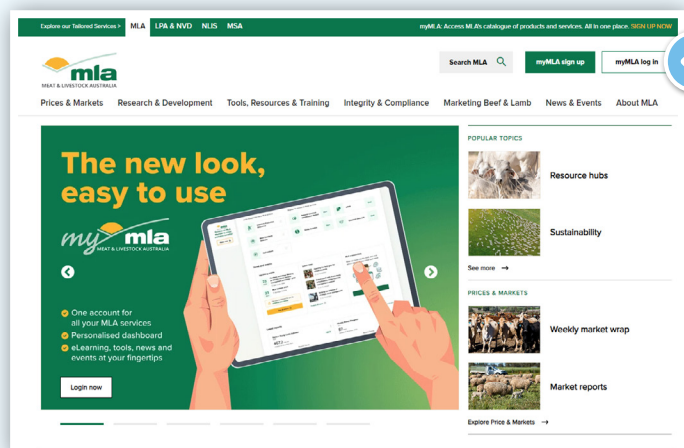# eNVD web:
how to create an eNVD

The electronic National Vendor Declaration (eNVD) system is the faster, easier way to complete livestock consignments – including the LPA NVD, MSA vendor declaration, national health declarations and NFAS forms. Follow these steps to use the eNVD system and create your livestock consignment on your mobile device, tablet or desktop computer.
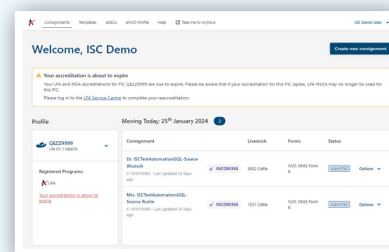
Producers

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**' to sign up to myMLA and/or link your account.
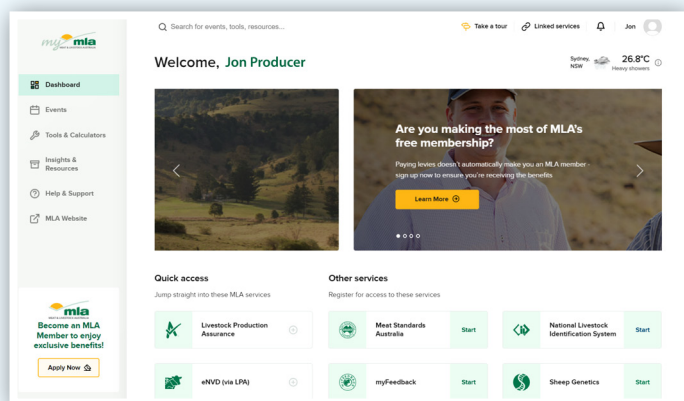

3 You'll now see the eNVD home page. This screen displays a list of all consignments moving today, as well as a list of all consignments associated with your account. All registered programs associated with this PIC are displayed on the left hand side.
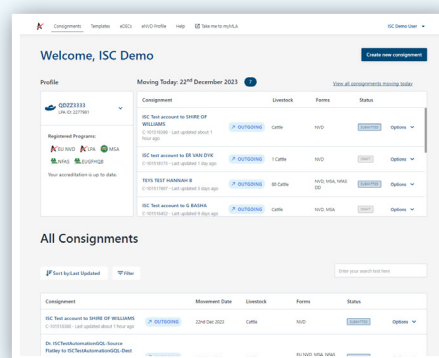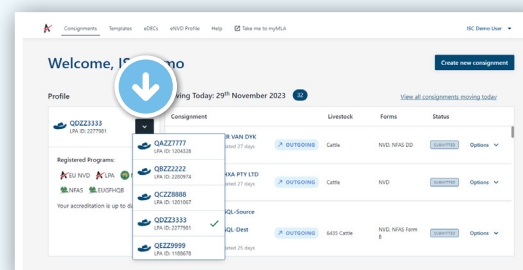

You will see a notification if your LPA accreditation is expired or due for renewal.

4 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.

MEAT & LIVESTOCK AUSTRALIA

Integrity Systems
red meat customer assurance
A subsidiary of Meat & Livestock Australia

LPA   NLIS

5 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.

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

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 5 for more detail.

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

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

9 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.

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

11 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'**.

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.

INTEGRITY INSIGHTS

12 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.
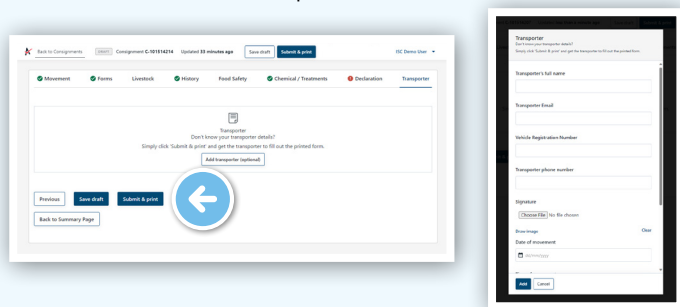
When complete, click **'Next'** to continue.

13 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.

14 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.

If you are working offline and you need to add your Transporter details to the consignment, then it is recommended that you get your transporter to complete and sign the transport section on your mobile device before you submit the consignment. While offline you need to do a QR code transfer of the consignment from your device to your transporter's device.
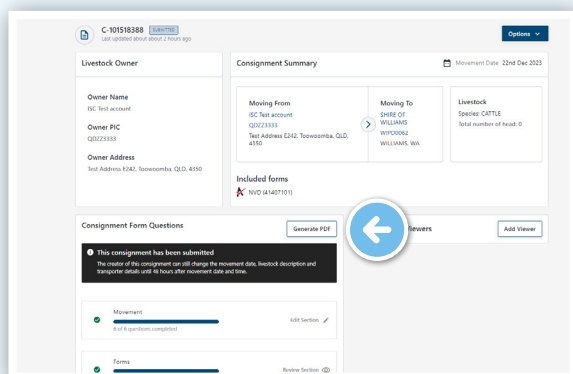
The transporter should complete the next section, either from their eNVD account or on your mobile device. If they are not able to accept eNVDs, you can print a PDF version to give them, or send it via SMS or email.

Once your transporter has completed the form, click **'Save draft'** or **'Submit'** to submit the consignment.

For details on sharing a consignment while offline or using the mobile app, view the **Share a consignment guide**
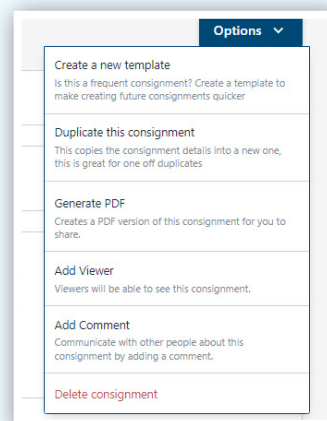
ADDITIONAL STEP: GENERATE PDF TO SHARE CONSIGNMENTS

15 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.
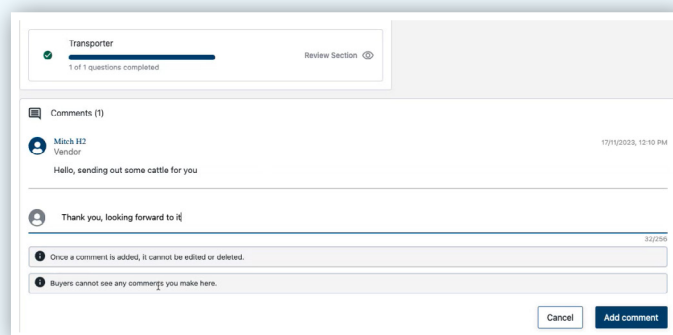
16 You can also select the **'Options'** dropdown menu at the top of the screen to generate the PDF, create a new template from the consignment, duplicate the consignment, add a viewer, add a comment or delete the consignment.

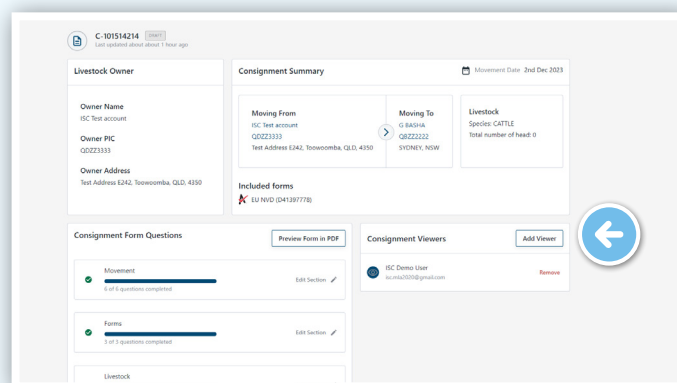**17** Your consignment is now complete.

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.

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.

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

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.

OPTIONS

From the summary page, it is easy to create a duplicate consignment or template or generate a PDF version of the eNVD.

To do this, select the **'Options'** dropdown next to the selected consignment. 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:

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.**