

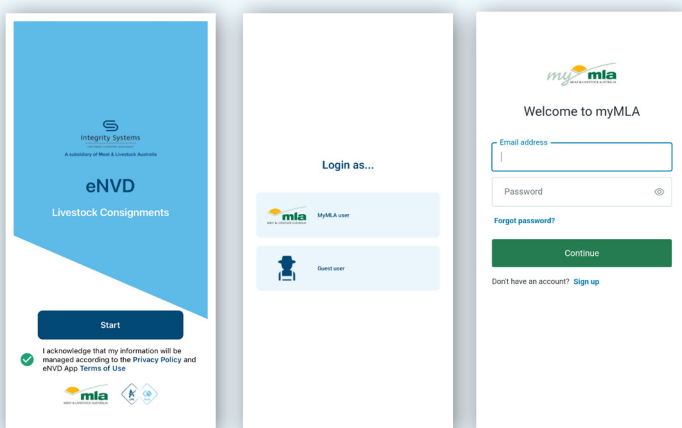
eNVD app: how to create a digital consignment



Producers

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.

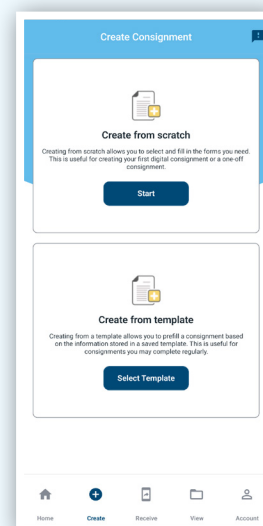
1 Login to the app using your myMLA login details.



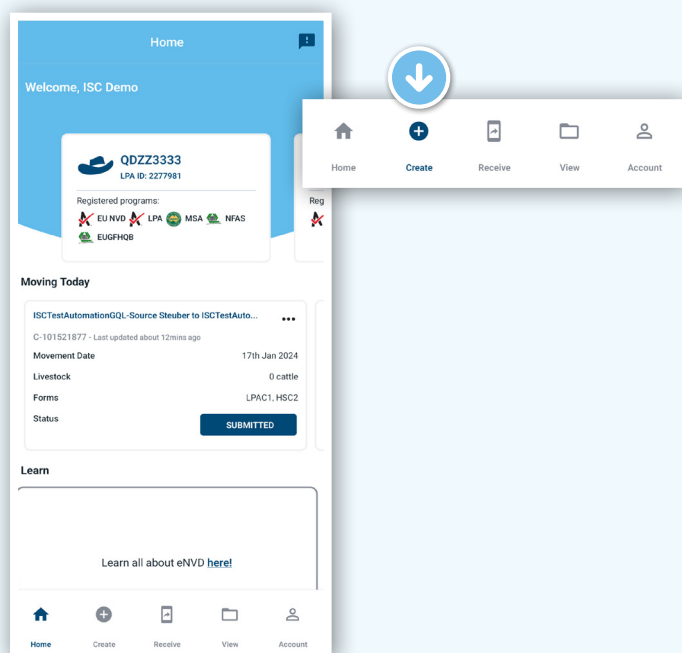
3 There are two options for creating a consignment – 'Create from scratch' or 'Create from template'.

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

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



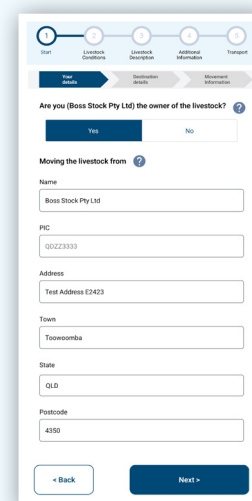
2 Once logged in, you'll start at the 'Home' screen. Tap 'Create' in the bottom menu.



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'.



5 On the next screen, enter details of where the livestock are moving to and if they are being consigned to an agent or third party.

You can perform a PIC search to find the destination PIC – the same three options also apply when searching for owner PICs and consignee PICs.

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

b. **I know the PIC:** Users must add the full PIC e.g. QDZZ3333 which will appear in the results to choose from.

c. **I have some details:** You can search for the PIC using the filter attributes, then further refine by business name from the search results:

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

d. Unique messages will be displayed depending on the state selected, highlighting differences between PIC types and underlying data.

- 6 If the livestock are being supplied through an agent or third party, tap **'Yes'** and complete the details using the same PIC search.

For example, with livestock sold at a saleyard, the agent is the consignee and the saleyard is the destination.

The destination PIC must be the livestock's physical destination. If the agent or business does not have a PIC, select **'No'** at this step and add them as a **'Viewer'** later in the consignment (see last page for details on adding viewers).

The full address for both must be completed.

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.

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

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

- 9 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.

- 10 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.

The first screenshot shows a progress bar at the top with steps: Start, Livestock Conditions, Livestock Description, Additional Information, and Transport. The 'Livestock Conditions' step is highlighted. Below the progress bar, there are three questions, each with a 'Yes' or 'No' radio button and a help icon (?):

- 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)
- Have the livestock in this consignment ever in their lives been fed feed containing animal fats?
- Have the livestock been owned since their birth by the owner stated on this LPA eNVD?

The second screenshot shows a detailed view of the HGP question. It includes a warning: "Hormonal growth promotant (HGP) status". It states: "If you DON'T KNOW, you must select YES. Only select NO if: they were bred on your property and you know they have never been treated with HGP; or you have evidence showing that these cattle have never in their lives been treated with HGP. Acceptable evidence includes an agent's post-sale summary, or a signed statement or LPA NVD from the previous owner." It also adds: "If you want non-HGP and HGP treated cattle to be managed separately by the receiver, use separate consignments." Below this, there are 'Yes' and 'No' radio buttons and a help icon (?).

- 11 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.

The first screenshot shows a progress bar with steps: Start, Livestock Conditions, Livestock Description, Additional Information, and Transport. The 'Additional Information' step is highlighted. Below the progress bar, there are two sections:

- Chemical product name:** A text input field with a placeholder "Enter value here". Below it is a "Treatment date" section with a "Select Date" button. Further down is a "WHP" (Withholding Period) section with a text input field and a placeholder "Enter value here". At the bottom is an "ESI" (Export Slaughter Interval) section with a text input field and a placeholder "Enter value here".
- By-product stockfeed name:** A text input field with a placeholder "Enter value here". Below it is a "Date last fed" section with a "Select Date" button. Further down is an "Analyst report file" section with an "Upload an attachment" button and a note: "JPG, PDF, PNG, HEIC up to 5MB".

The second screenshot shows a progress bar with steps: Start, Livestock Conditions, Livestock Description, Additional Information, and Transport. The 'Livestock Description' step is highlighted. Below the progress bar, there are two questions, each with a 'Yes' or 'No' radio button and a help icon (?):

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

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.

- 12 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.

The screenshot shows a progress bar at the top with steps: Start, Livestock Conditions, Livestock Description, Additional Information, and Transport. The 'Livestock Description' step is highlighted. Below the progress bar, there is a section titled "Description of livestock" with a help icon (?). Below this, there is a section titled "Please provide a description of the livestock moving" with a plus icon (+) to add more descriptions. Below this, there are several fields with radio buttons and a help icon (?):

- Number of head: 22
- Breed: Angus
- Sex: Bull, Steer (selected), 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)): A plus icon (+) to add more brands.

At the bottom, there are buttons for "< Back" and "Next >".

- 13 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.

The first screenshot shows a progress bar with steps: Start, Livestock Conditions, Livestock Description, Additional Information, and Transport. The 'Livestock Description' step is highlighted. Below the progress bar, there are two sections:

- Brand (add multiple brands by tapping the "+" (optional)):** A plus icon (+) to add more brands.
- Do you want to draw the brand? (optional):** Yes (selected), No

Below these sections, there is a "Draw brand" button. At the bottom, there are buttons for "< Back" and "Next >".

The second screenshot shows a progress bar with steps: Start, Livestock Conditions, Livestock Description, Additional Information, and Transport. The 'Livestock Description' step is highlighted. Below the progress bar, there is a section titled "Brand image" with a plus icon (+) to add more brands. Below this, there is a drawing area with a stylus icon. Below the drawing area, there are buttons for "Clear" and "Save". At the bottom, there are buttons for "< Back" and "Next >".

- 14 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.

15 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 progress bar at the top with steps: Start, Livestock Conditions, Livestock Description, Declaration, and Transport. The main section is titled 'Declaration' and contains a 'Details of other forms included in this consignment' section with a list of documents. Below this is a 'You can upload up to 5 files' section with a '+ Add' button. The 'Document type' section has a dropdown menu with 'Health (Cattle)' selected. The 'Number' field contains '41204044'. The 'Office of issue' field contains 'NSW'. The 'Expiry date' field contains '2024-01-08'. The 'Attachment' section shows a list of uploaded files with a preview of one file. At the bottom, there is a 'Sign Declaration' section with a 'Sign' button.

17 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 the 'Sign Declaration' section with a 'Sign' button. To the right, there is a 'Sign Here' window with a signature line and a 'Clear' button. Below the signature line, there is a 'Save' button.

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

The 'Final Summary' screen shows a draft of the consignment details. It includes a 'Consignment: C-101516837' and a 'When' section with 'Date: 14th Jan 2023' and 'Time: 03:50 PM'. The 'Owner' section shows 'Address: 40 MOUNT ST, North Sydney, NSW, 2060', 'PIC: Q02Z3333', and 'Name: ENVO Test'. The 'Origin' section shows 'Address: 40 MOUNT ST, North Sydney, NSW, 2060', 'PIC: Q02Z3333', and 'Name: ENVO Test'. The 'Destination' section shows 'Address: Test, Biggenden, QLD, 2126', 'PIC: Q02Z3333', and 'Name: P Producer'. The 'Supplied To' section shows 'Address: Test, Biggenden, QLD, 2126', 'PIC: Q02Z3333', and 'Name: P Producer'. The 'Included forms' section shows a list of forms with a 'NVD' form selected. The 'Description of livestock' section shows 'Number of head: 22' and 'Brand: A'. The 'Declaration' section shows a list of details with a 'Sign' button. At the bottom, there is a 'Transporter No. 1' section with a list of details and a 'Sign' button. The screen also has a 'Back' button and a 'Next >' button.

18 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 draft of the consignment details. It includes a 'Consignment: C-101516837' and a 'When' section with 'Date: 14th Jan 2023' and 'Time: 03:50 PM'. The 'Owner' section shows 'Address: 40 MOUNT ST, North Sydney, NSW, 2060', 'PIC: Q02Z3333', and 'Name: ENVO Test'. The 'Origin' section shows 'Address: 40 MOUNT ST, North Sydney, NSW, 2060', 'PIC: Q02Z3333', and 'Name: ENVO Test'. The 'Destination' section shows 'Address: Test, Biggenden, QLD, 2126', 'PIC: Q02Z3333', and 'Name: P Producer'. The 'Supplied To' section shows 'Address: Test, Biggenden, QLD, 2126', 'PIC: Q02Z3333', and 'Name: P Producer'. The 'Included forms' section shows a list of forms with a 'NVD' form selected. The 'Description of livestock' section shows 'Number of head: 22' and 'Brand: A'. The 'Declaration' section shows a list of details with a 'Sign' button. At the bottom, there is a 'Transporter No. 1' section with a list of details and a 'Sign' button. The screen also has a 'Back' button and a 'Next >' button.

19 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 20 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.

20

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.

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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.



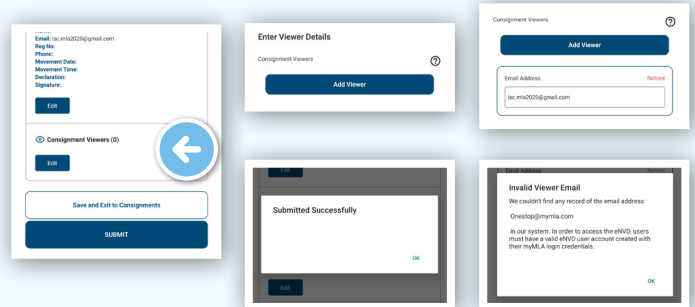
For more information and support on the eNVD Livestock Consignments app, visit www.integritysystems.com.au/envd-help or contact ISC Customer Service on 1800 683 111.

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.

