



Step 1. Exporter Details

- a. Export licence

Step 2. Destination Details

- a. Exporters Reference
- b. Estimated Departure Date
- c. Final Destination Market
- d. Customs Clearance? Y/N

Step 3. Consignee Details

- a. Consignee Name
- b. Consignee address
- c. Consignee e-mail address (optional)

Step 4. Shipment Details

- a. Mode of Transport – Sea/Air?
- b. Port of loading
- c. Vessel name and voyage number / Flight number
- d. Port of Unloading
- e. This shipment contains product that are:
Packaged or Bulk?

Step 5. Shipment Items

- a. Registered product
- b. Number of cartons
- c. Unit volume
- d. Items per carton
- e. Invoiced FOB value (\$AUD)
- f. Commercial Sample? Y/N
- g. Complimentary stock/gift? Y/N
- h. Will unregistered products be included? Y/N

Step 6. Attachments

Step 7. Review

- a. Review information provided and make final changes if required using Edit option next to each section
- b. Declaration
- c. Click NEXT button at the bottom of the Review page to SUBMIT your application

Step 8. Submit

- a. Email cconfirmation including the shipment record number and export permit number (WBC)