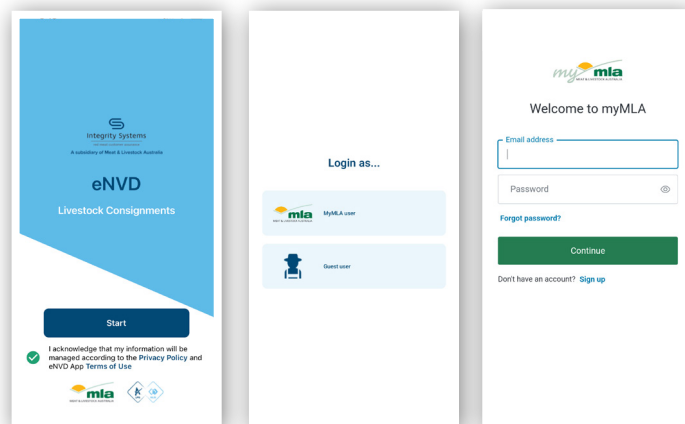# eNVD app:
how to create an eNVD

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 mobile app.

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: **integritysystems.com.au/link-accounts-in-mymla**.

Login to the app using your myMLA login details.

Navigating the eNVD app home page

1 Once logged in, you'll start at the **'Home'** screen.

2 You can swap between PICs by swiping the cards at the top of the screen. The cards display icons for each registered program you are associated with.

3 Bottom menu options:
- **Home:** Navigate back to the home screen
- **Create:** Create a new consignment using the app
- **Receive:** Open the QR code scanning feature to receive consignments
- **View:** View existing or past consignments
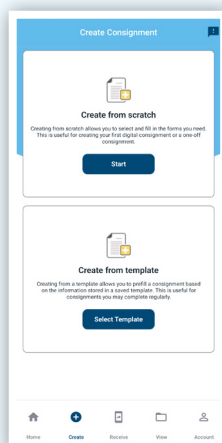- **Account:** View all your account details
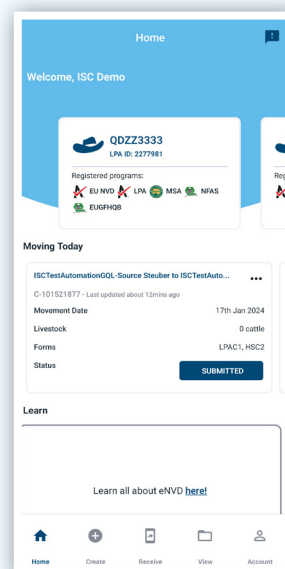
Creating a consignment

Tap **'Create'** in the bottom menu.
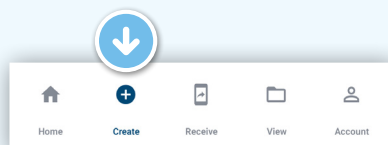
There are two options for creating a consignment - **'Create from scratch'** or **'Create from template'**.

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. The next two screens include:

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. Alternatively, you can leave this section blank and add them as a **'Viewer'** to the consignment.

Tap **'Next'** to move between screens when you have completed all the relevant information.

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

2 You can perform a PIC search to find the **destination PIC** – the same three options also apply when searching for **owner PICs and consigned to PICs**:

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

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

I have some details: Use 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 or Postcode

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

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

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

Livestock details and forms

1 Select the species by tapping one of the animal icons at the top of the screen, then tap **'Next'**.

2 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.

NOTE: Program names will appear based on the accreditations you hold. If a program does not appear, check your accreditation for that particular program.

3 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 ⑦ to view detailed information about each question.

4 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.

> **NOTE: 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.**

In the past 60 days, have any of these cattle been fed by-product stockfeeds? ⑦

✅ Yes

◯ No

Add details of by-product stockfeeds including the name, date when last fed and analyst report if available

[-] [+]

You can upload up to 5 files

By-product stockfeed name

Enter value here

Date last fed

Select Date

Analyst report file

⬆
Upload an attachment
JPG, PDF, PNG, HEIC up to 5MB

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? ⑦

✅ Yes

◯ No

Product chemical ⑦

[-] [+]

Chemical product name

Enter value here

Treatment date

Select Date

WHP

Enter value here

ESI

Enter value here

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5 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.

Description of livestock

Please provide a description of the livestock moving ⑦

[-] [+]

Number of head ⑦

22

Breed ⑦

Angus

Sex

◯ Bull

✅ Steer

◯ Cow

◯ Heifer

◯ Spayed

◯ Cow and Calves

◯ Calves

Total head with NLIS electronic ear tags ⑦

22

Total head with NLIS rumen devices

0

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

[-] [+]

6 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 NLIS 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 >

22

Total head with NLIS rumen devices

22

✖ Brand image

Clear

Save

---

7 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.

> **Note: If livestock numbers change, you can update the details within 7 days of the consignment's movement date.**

8 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.

Declaration

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 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'.**

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.

Transporter details

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.

Your consignment is now complete.

NOTE: 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.

Adding viewers

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.

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

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.