

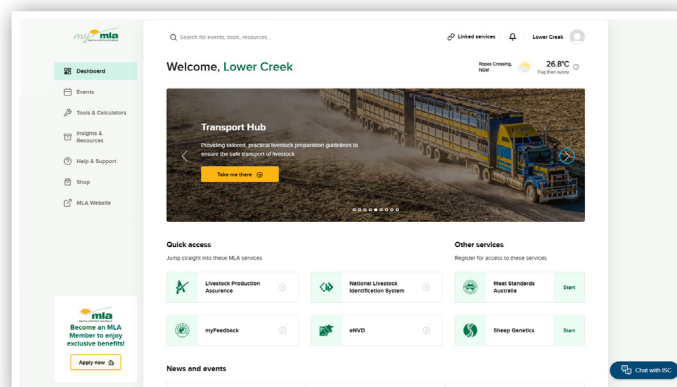
# eNVD web: how to create an eNVD

## 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.

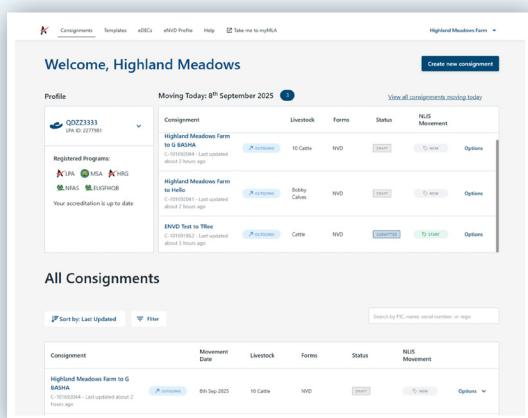
Navigate to [mla.com.au/myMLA](https://mla.com.au/myMLA) and login to your myMLA account. If you don't have a myMLA account or your LPA account is not linked, follow these steps: [integritysystems.com.au/link-accounts-in-mymla](https://integritysystems.com.au/link-accounts-in-mymla).

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

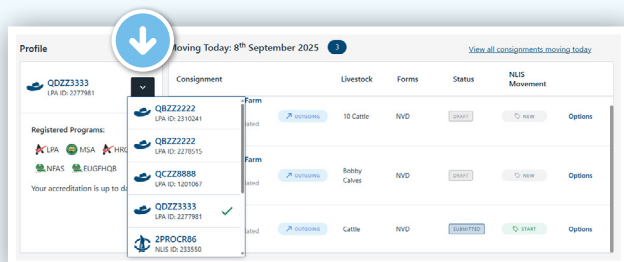


## Navigating the eNVD home page

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

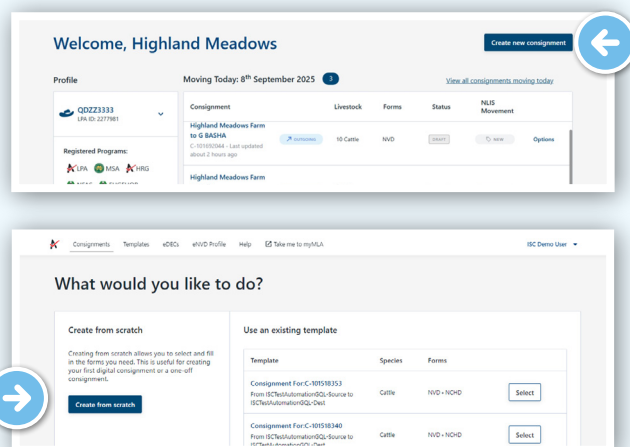


- 2 Switch between PICs or role-based accounts, using the drop-down arrow next to your PIC.



## 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:

The 'Movement information' form is divided into five color-coded sections, each with a numbered step indicator on the right:

- Step 1 (Orange):** 'Are you (Boss Stock Pty Ltd) the owner of the livestock?' with 'Yes' and 'No' radio buttons.
- Step 2 (Blue):** 'Moving the livestock from' section. It includes a 'Producer' icon, 'Name: Boss Stock Pty Ltd (Myself)', 'PIC: QDZZ3333', and 'Location: Test Address E2423, Toowoomba, QLD, 4350'. There is an 'Edit details' button.
- Step 3 (Green):** 'Moving the livestock to' section. It asks 'What do you know about your destination?' with three dropdown options: 'I've used this destination before', 'I know the PIC', and 'I have some details'. Below this is a section for 'Or enter the details manually' with a 'Just ask' button.
- Step 4 (Purple):** 'Are the livestock being moved through an Agent or 3rd party?' with 'Yes' and 'No' radio buttons. It then asks 'What do you know about your consignee?' with the same three dropdown options and a 'Just ask' button.
- Step 5 (Pink):** 'When is the livestock being moved?' section. It includes a date input field (dd/mm/yyyy), time selection (Hour, Min, AM/PM), and a 'Next step' button.

**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.

**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:

This screenshot shows the 'Moving the livestock to' section with the 'I've used this destination before' dropdown selected. It displays a list of recent locations with details like 'Business name', 'PIC', and 'Location'.

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

This screenshot shows the 'Moving the livestock to' section with the 'I know the PIC' dropdown selected. It displays a search results table with columns for 'PIC', 'Business name', and 'Location'.

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

This screenshot shows the 'Moving the livestock to' section with the 'I have some details' dropdown selected. It displays a search results table with columns for 'PIC', 'Business name', and 'Location'.

This screenshot shows the 'Moving the livestock to' section with the 'I have some details' dropdown selected. It displays a search results table with columns for 'PIC', 'Business name', and 'Location'. The table is filtered by state (QLD) and PIC type (All).

**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.

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.

## 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.

## Transporter details

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

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.

## 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/](https://integritysystems.com.au/nvd-envd/complete-nlis-transfers-in-envd/)

## 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 buyers, to a consignment. They can review, comment and share, but not edit the information.

**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/](https://integritysystems.com.au/envd-help/)**