

**EXPORTER INFORMATION SHEET**CODE **IS 8.10.1**
**Export Reference
Number Generation****EXPORT REFERENCE NUMBER
GENERATION FROM NCO WEBSITE****Version 3**
Effective: 08/07/19**PURPOSE**

This document provides instructions to Exporters who have registered with NCO as an Exporter and require an Export Reference Number for either an Organic Produce Certificate (OPC) or Transaction Certificate (TC) for Export to all countries apart from the EU.

To assist you, screen shots displaying the process are also provided in the following Appendixes:

- Page 4. Appendix A: Steps for new NCO number allocation for OPC's
- Page 7. Appendix B: Steps for new NCO number allocation for TC's

PROCEDURE

1. The Export Reference Number Generation application is available via the NCO Exporters web page:
<https://ncocertifiedorganic.com.au/organic-export-requirements/organic-export-documentation/> This can be accessed from the NCO> Export Requirements> Organic Export Documentation menu option.

2. The link to OPC Number Allocation within the Exporters web page is as shown below:

**Organic Produce Certificate (OPC)
number allocation**

If you are an NCO registered exporter, **click here** to obtain an OPC number for export under the Australian Government Organic export program (you will need your ExportID to log in).

If you wish to be registered and be given an ExportID, please **contact the NCO Office**.

3. The link to TC Number Allocation within the Exporters web page is as shown below:

**Transaction Certificate (TC) number
allocation**

If you have registered with NCO as an International Exporter and require a TC number for export, then **please select this link** which will require you to login with your ExportID.

4. Select the relevant highlighted link within the paragraph (shown in blue) above:

- To be registered and be given an ExportID please contact the NCO office. You will need to provide company name along with one consistent email address per company.
- Once you have registered as an NCO exporter, your link will take you to the login page.



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5. You will be required to login with your unique Export ID (which will normally be your email address) if your session has expired.

This content is restricted to site members. If you are an existing user, please log in.

Existing Users Log In

Username or Email

Password

Log In Remember Me

Forgot password? [Click here to reset](#)

6. When you have logged in you have an option to enter your own customer number and any notes/ comments for the NCO Export Coordinators.

OPC Numbers

Please fill in the following information (if required) and press the submit button to get your Export Number

Please note that as soon as the button is pressed, the number is assigned to you. If you take the number by mistake, you will need to contact the NCO Office to rectify the situation.

Customer Number

Notes/ Comments

Submit

Please do not reload the page.

Note: The above screen shot is for the OPC interface; the TC interface is identical.

7. After you have entered the required information, submit your application via the "Submit" button.

8. Your unique Export Reference Number is then generated.

Your Export Reference Number is NCO-OPC3912

Export Reference Number Allocated Successfully

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	Note: The above screen shot is for the OPC interface; the TC interface is identical.
9.	A copy of your Export Reference Number will be emailed to your registered email address and a copy of the number is also sent to exports@ncocertifiedorganic.com.au .
10.	Complete your OPC/TC as per Destination Country Requirements outlined in the Guidance Document Sheet titled: IS 8.10_Exporter Guidelines Organic Export Certificates. It can be located here: https://ncocertifiedorganic.com.au/organic-export-requirements/
11	Submit the completed and signed OPC/TC to NCO Export Coordinators: exports@ncocertifiedorganic.com.au



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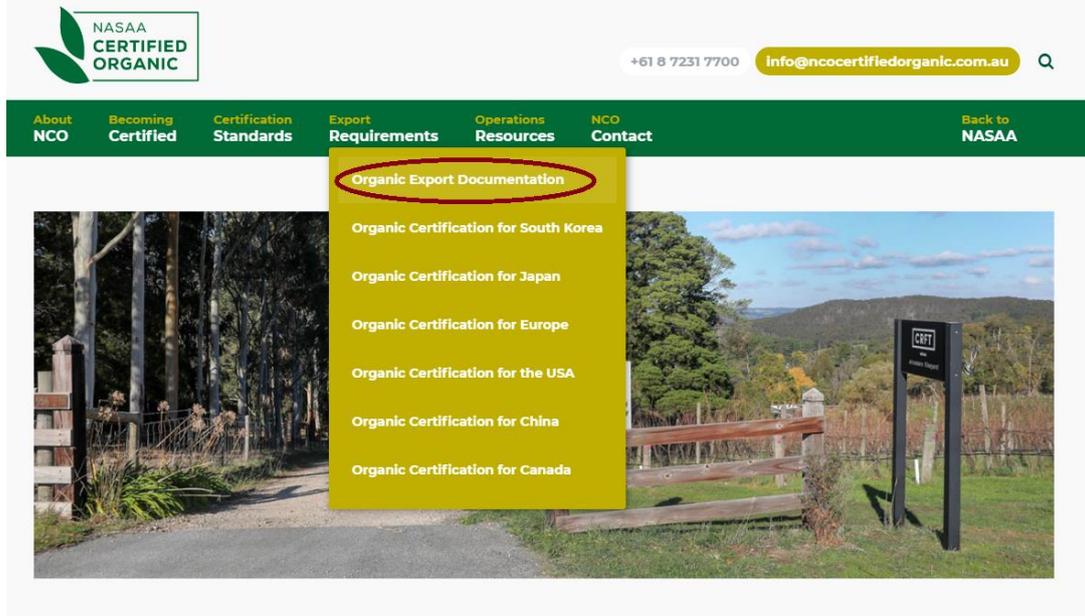
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Appendix A: Steps for new NCO number allocation for OPC's

1. Go to the link below:

<https://ncocertifiedorganic.com.au/organic-export-requirements/>



2. Click on the "Click here" link highlighted below

Organic Export Documentation

An outline of Australian organic export document requirements

Required export documentation varies substantially depending on whether the goods are produced in or outside Australia. There are also different export conditions depending on the destination country as documented under [export requirements](#).

Including [USA](#), [Canada](#), [Japan](#), [China](#), [Korea](#) and [the European Union](#), products that carry the NASAA spring leaf label enable organic producers and exporters to expand their organic business well past the domestic market.

An original [DAWR export certificate](#) is required for all organic exports out of Australia, irrespective of whether the importing country requires an 'organic export certificate' or not. There are several types of certificates that can be obtained from NCO for entry to EU countries, entry to Switzerland, and entry to other non-EU countries.

Certificates must be filled out by the exporter and returned to NCO for authorisation prior to the shipment date of the produce.

As an accredited/approved certifying organisation, an NCO-issued [Export Certificate](#) provides the correct assurance to authorities of importing countries that the product has been produced in accordance with the requirements of export legislation and/or any importing country conditions.

Export documents are legal documents with allocated registered reference numbers.

An exporter must obtain an export reference number before submitting the completed export documentation to NCO for clearance.

The export reference number for all export programs other than for exports into the European Union is created electronically via the links shown below. For information about the creation process, please review the [Export Reference Number Generation from NCO Website](#) document.

Organic Produce Certificate (OPC) number allocation

If you are an NCO registered exporter, [click here](#) to obtain an OPC number for export under the Australian Government Organic export program (you will need your ExportID to log in).

If you wish to be registered and be given an ExportID, please [contact the NCO Office](#).

Transaction Certificate (TC) number allocation

If you have registered with NCO as an International Exporter and require a TC number for export, then [please select this link](#) which will require you to login with your ExportID.

European Export

If you are exporting (National and International) to the European Union, please [contact the NCO Office](#) for further information.



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- 3. You are required to login. Put in your user name (which is your eMail address) and password allocated by the Exports team. If you have forgotten your password, you can reset it using the "Click here to reset" highlighted below in green.

This content is restricted to site members. If you are an existing user, please log in.

Existing Users Log In

Username or Email

mark.overton@nasaa.com.au

Password

.....

Log In

Remember Me

Forgot password? [Click here to reset](#)

- 4. If required you may insert your customer number and any comments/ notes in the fields below. Press the Submit (highlighted in green) button

OPC Numbers

Please fill in the following information (if required) and press the submit button to get your Export Number

Please note that as soon as the button is pressed, the number is assigned to you. If you take the number by mistake, you will need to contact the NCO Office to rectify the situation.

Customer Number

Notes/ Comments

Submit

Please do not reload the page.

- 5. Your new OPC number will appear at the bottom of the page and will also be emailed to you.

Submit

Your Export Reference Number is NCO-OPC3913

Export Reference Number Allocated Successfully



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6 Insert the OPC number into the “Organic Produce Certificate” as highlighted below. This must be done in **RED**

Exporter name and address		 Australian Government Department of Agriculture <i>Export Control Act 1982</i> ORGANIC PRODUCE CERTIFICATE Official certificate with respect to certified organic and biodynamic produce		
Consignee name and address				
Australian port of loading		Approving Certifying Organisation name and address		
Vessel/Aircraft details		NASA Certified Organic Pty Ltd Unit 7/3 Mount Barker Road Stirling South Australia 5152 AUSTRALIA		
Date of departure				
Port of discharge				
Country of final destination				
Marks, container Nos.	Type of packages including any specific weight or count	Description of produce including trade name	Total number of packages	Total quantity (Kg/L/MT)

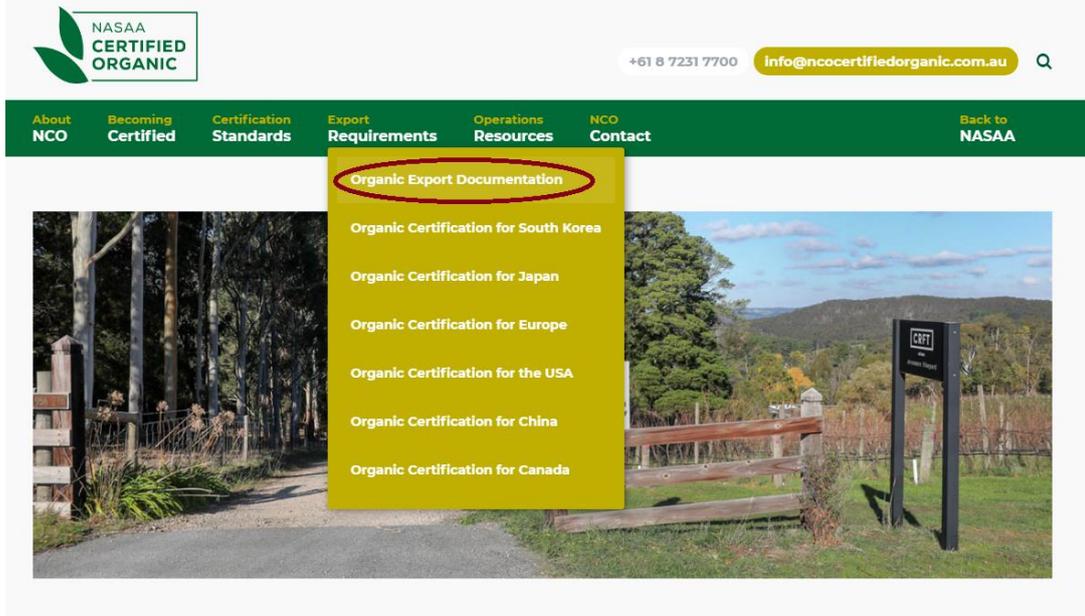
7 Submit the completed and signed OPC to NCO Export Coordinators:
exports@ncocertifiedorganic.com.au

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Appendix B: Steps for new NCO number allocation for TC's

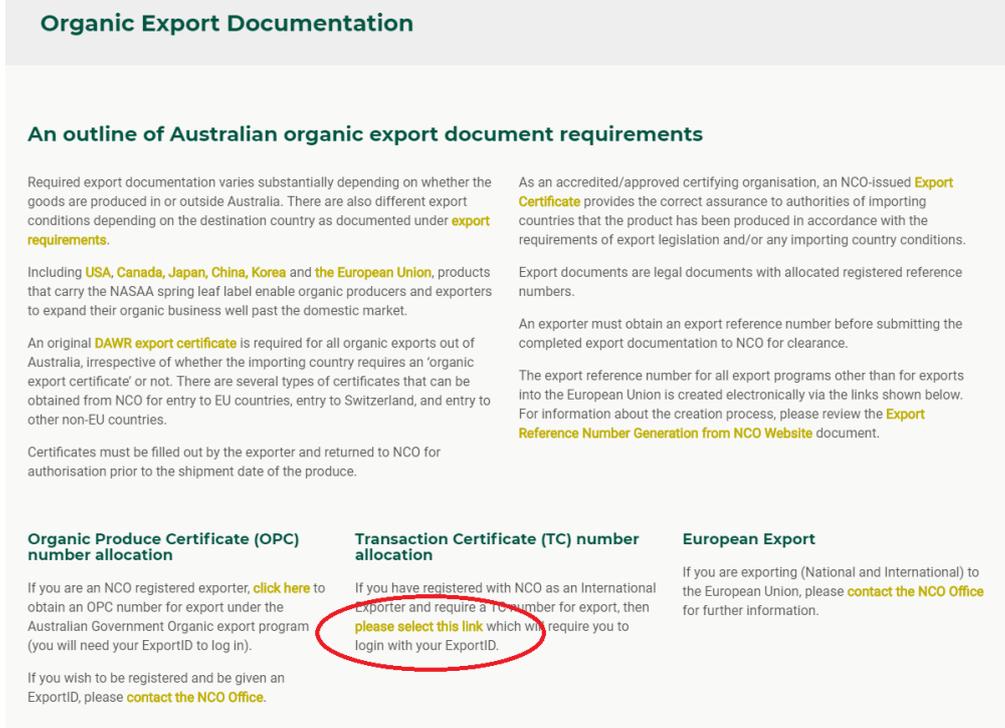
1. Go to the link below:

<https://ncocertifiedorganic.com.au/organic-export-requirements/>



The screenshot shows the NCO website header with a green navigation bar. The 'Export Requirements' menu item is circled in red. Below the navigation bar, a dropdown menu is visible with 'Organic Export Documentation' at the top, also circled in red. Other items in the dropdown include 'Organic Certification for South Korea', 'Organic Certification for Japan', 'Organic Certification for Europe', 'Organic Certification for the USA', 'Organic Certification for China', and 'Organic Certification for Canada'. The background of the website shows a vineyard with a wooden fence and a sign that says 'CRAFT'.

2. Click on the "please select this link" link highlighted below



The screenshot shows the 'Organic Export Documentation' page. The page title is 'Organic Export Documentation'. Below the title is a sub-heading 'An outline of Australian organic export document requirements'. The page contains several paragraphs of text and three columns of information:

- Organic Produce Certificate (OPC) number allocation:** If you are an NCO registered exporter, [click here](#) to obtain an OPC number for export under the Australian Government Organic export program (you will need your ExportID to log in). If you wish to be registered and be given an ExportID, please [contact the NCO Office](#).
- Transaction Certificate (TC) number allocation:** If you have registered with NCO as an International Exporter and require a TC number for export, then [please select this link](#) which will require you to login with your ExportID.
- European Export:** If you are exporting (National and International) to the European Union, please [contact the NCO Office](#) for further information.

The text 'please select this link' in the Transaction Certificate section is circled in red.

3. You are required to login.
Put in your user name (which is your eMail address) and password allocated by the Exports team.



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Existing Users Log In

Username or Email

mark.overton@nasaa.com.au

Password

.....

Log In

Remember Me

Forgot password? [Click here to reset](#)

4 If required you may insert your customer number and any comments/ notes in the fields below. Press the Submit (highlighted in green) button

TC Numbers

Please fill in the following information (if required) and press the submit button to get your Export Number

Please note that as soon as the button is pressed, the number is assigned to you. If you take the number by mistake, you will need to contact the NCO Office to rectify the situation.

Customer Number

Notes/ Comments

Submit

Please do not reload the page.

5 Your new TC number will appear at the bottom of the page and will also be emailed to you.

Your Export Reference Number is NCO-2494

Export Reference Number Allocated Successfully

6 Insert the TC number into box 2 as highlighted below.



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CERTIFICATE FOR IMPORT INTO NON EUROPEAN COMMUNITY COUNTRIES OF PRODUCTS OBTAINED ACCORDING TO ORGANIC PRODUCTION METHODS

1. Body issuing the Certificate (Certifying Body) - Name and Address NASAA CERTIFIED ORGANIC PTY LTD UNIT 7/3 MOUNT BARKER ROAD STIRLING SOUTH AUSTRALIA 5152 AUSTRALIA	2. Certificate Number Article Reference Number of the Certificate NCOXXXX <small>Certified to NASAA Organic Production Standards</small>
3. Exporter of the product (Name & Address) [Redacted] NASAA REG # [Redacted]	4. Control Body (Name & Address)* NASAA CERTIFIED ORGANIC PTY LTD UNIT 7/3 MOUNT BARKER ROAD STIRLING SOUTH AUSTRALIA 5152 AUSTRALIA (IFOAM AND ISO65 ACCREDITED)
5. Producer or preparer of the product (name and address) [Redacted] NASAA REG # [Redacted]	5. Country of Dispatch [Redacted] 6a. Port of Discharge [Redacted]
7. First consignee of the product (name and address) [Redacted]	8. Country of Destination [Redacted]

7 Submit the completed and signed OPC/TC to NCO Export Coordinators:
exports@nco-certifiedorganic.com.au