



**EXPORTER INFORMATION SHEET**

**CODE IS 8.10.1**  
**Export Reference**  
**Number Generation**

**EXPORT REFERENCE NUMBER**  
**GENERATION FROM NCO WEBSITE**

**Version 4**  
Effective: 28/03/2021

**PURPOSE**

This document provides instructions to Exporters who have registered with NCO as an Exporter and require an Export Reference Number for one of the following: An Organic Goods Certificate (OGC), A Transaction Certificate (TC) for Export to all countries apart from the EU/ GB or a Certificate of Inspection (COI) for Export to Great Britain.

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

- Page 5. Appendix A: Steps for new NCO number allocation for OGC's
- Page 8. Appendix B: Steps for new NCO number allocation for TC's
- Page 11. Appendix C: Steps for new NCO number allocation for COI'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 OGC Number Allocation within the Exporters web page is as shown below:

**Organic Goods Certificate (OGC) number allocation**


If you are an NCO registered exporter, **click here** to obtain an OGC 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:

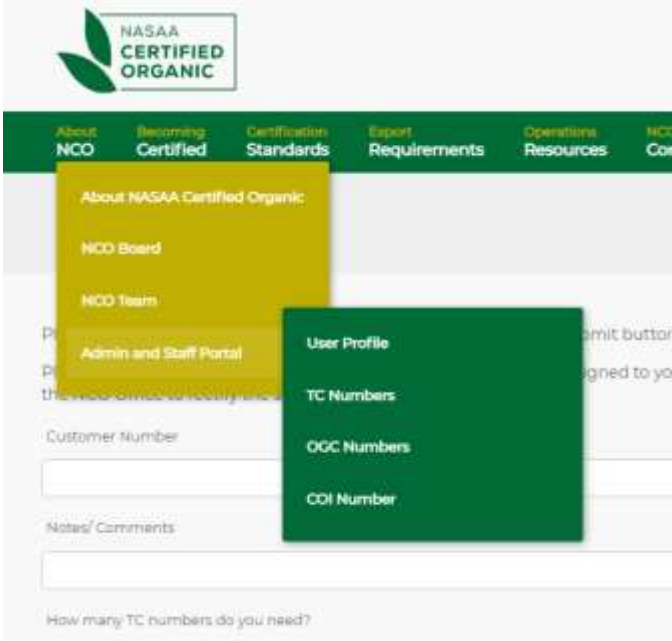
**Transaction Certificate (TC) number allocation**


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.

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4. The link to COI Number Allocation within the Exporters web page is as shown below:
- Certificate of Inspection (COI) number allocation**

If you are an NCO registered exporter, [click here](#) to obtain an COI number for export to Great Britain (you will need your ExportID to log in).

If you wish to be registered and be given an ExportID, please [contact the NCO Office](#).
5. Select the relevant highlighted link within the paragraph (shown in yellow) 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.
6. Alternatively the OGC, TC and COI links are also available under the About NCO> Admin and Staff Portal menu structure.
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7. 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](#)

8. When you have logged in you have an option to enter your own customer number and any notes/ comments for the NCO Export Coordinators and also to order multiple export numbers via the drop down box.

### OGC 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

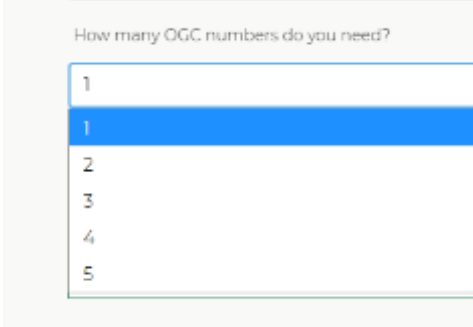

How many OGC numbers do you need?

**Submit**

Please do not reload the page.

Note: The above screen shot is for the OGC interface; the TC and COI interfaces are identical.

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9.	<p>The drop down box allows you to choose from 1 to 5 numbers which will all be tied to the same customer number and comments</p>  <p>Note: The above screen shot is for the OGC interface; the TC and COI interfaces are identical.</p>
10.	<p>After you have entered the required information, submit your application via the “Submit” button.</p>
11.	<p>Your unique Export Reference Number/s is then generated.</p>  <p>Note: The above screen shot is for the OGC interface; the TC and COI interfaces are identical</p>
12.	<p>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 <a href="mailto:exports@ncocertifiedorganic.com.au">exports@ncocertifiedorganic.com.au</a> .</p>
13.	<p>Complete your OGC/TC/COI 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: <a href="https://ncocertifiedorganic.com.au/organic-export-requirements/">https://ncocertifiedorganic.com.au/organic-export-requirements/</a></p>
14.	<p>Submit the completed and signed OGC/TC/COI to NCO Export Coordinators: <a href="mailto:exports@ncocertifiedorganic.com.au">exports@ncocertifiedorganic.com.au</a></p>



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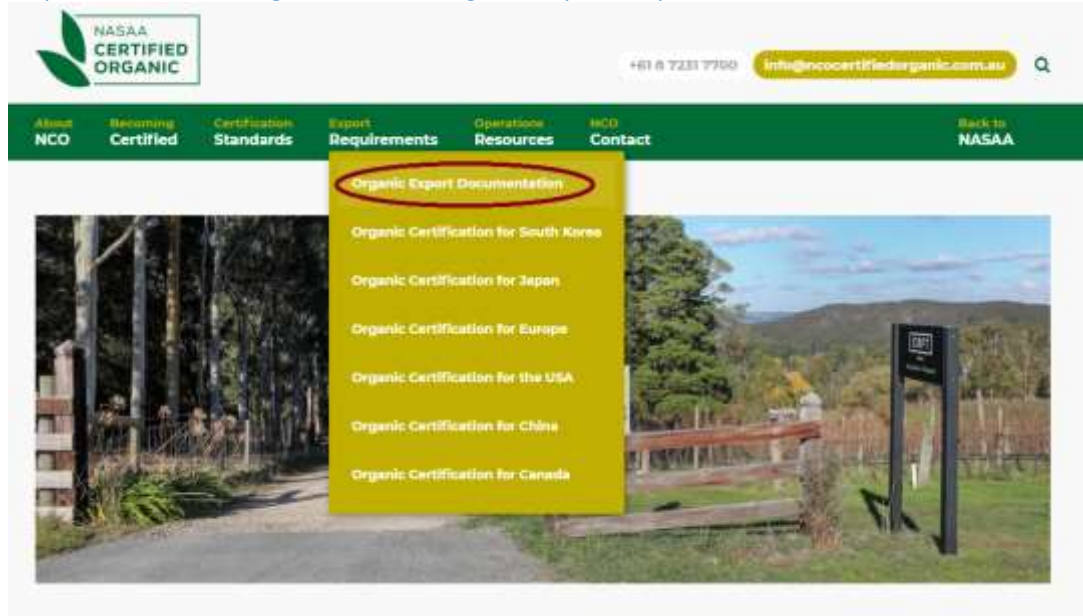
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Appendix A: Steps for new NCO number allocation for OGC's

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 [DoA 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.

**Organic Goods Certificate (OGC) number allocation**

If you are an NCO registered exporter, [click here](#) to obtain an OGC 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](#).

**Certificate of Inspection (COI) number allocation**

If you are an NCO registered exporter, [click here](#) to obtain an COI number for export to Great Britain (you will need your ExportID to log in).

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

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.

**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

Password

Remember Me

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

4. If required you may insert your customer number (red arrow) and any comments/ notes (blue arrow) in the fields below. The drop down box (green arrow) allows you to request up to 5 OGC numbers in a single transaction.  
Press the Submit (purple arrow) button

### OGC 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

How many OGC numbers do you need?

Please do not reload the page.

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

Your Export Reference Number is **NCO-OGC1072**


Export Reference Number Allocated Successfully

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Your Export Reference Number is **NCO-OGC1073**

Export Reference Number Allocated Successfully

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

	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">           No: <b>NCO-OGC</b> </div>
	 Export Control Act <b>ORGANIC GOODS CERTIFICATE</b> Official certificate with respect to certified organic and bio-dynamic goods
<input type="text"/>  <input type="text"/> <input type="text"/>  <input type="text"/>  <input type="text"/>	This organic goods certificate is issued under the authority of the Australian Government Department of Agriculture, Water and the Environment (18 Marcus Clarke Street, Canberra ACT 2601 Australia)  <b>Approving certifying body name and address</b> NASAA Certified Organic Pty Ltd Unit 7/3 Mount Barker Road Stirling South Australia 5152 AUSTRALIA

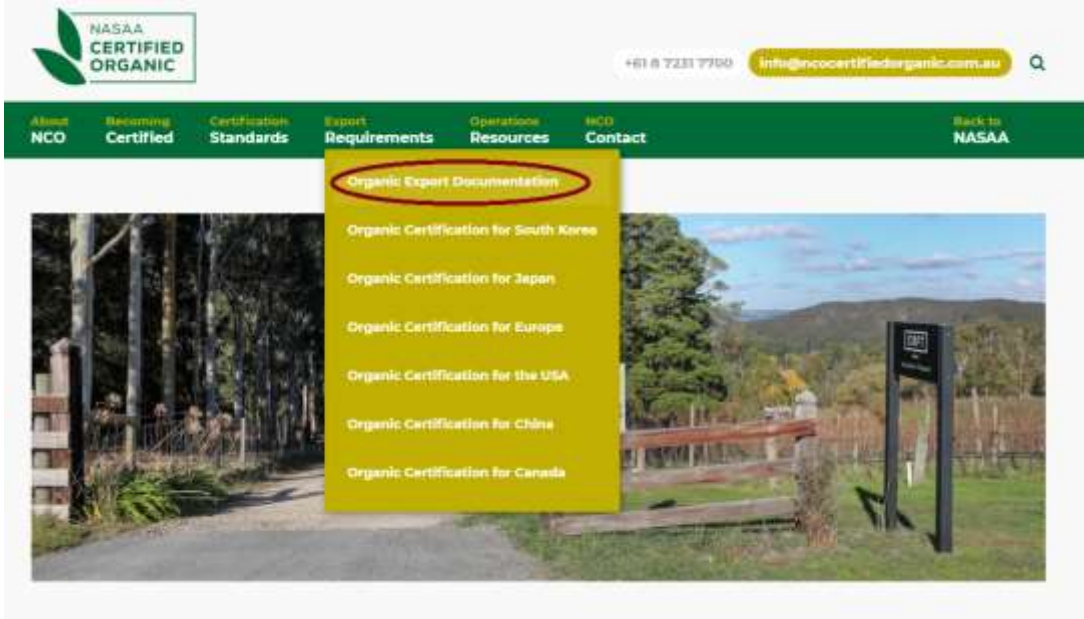
7 Submit the completed and signed OGC to NCO Export Coordinators: [exports@ncocertifiedorganic.com.au](mailto:exports@ncocertifiedorganic.com.au)

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

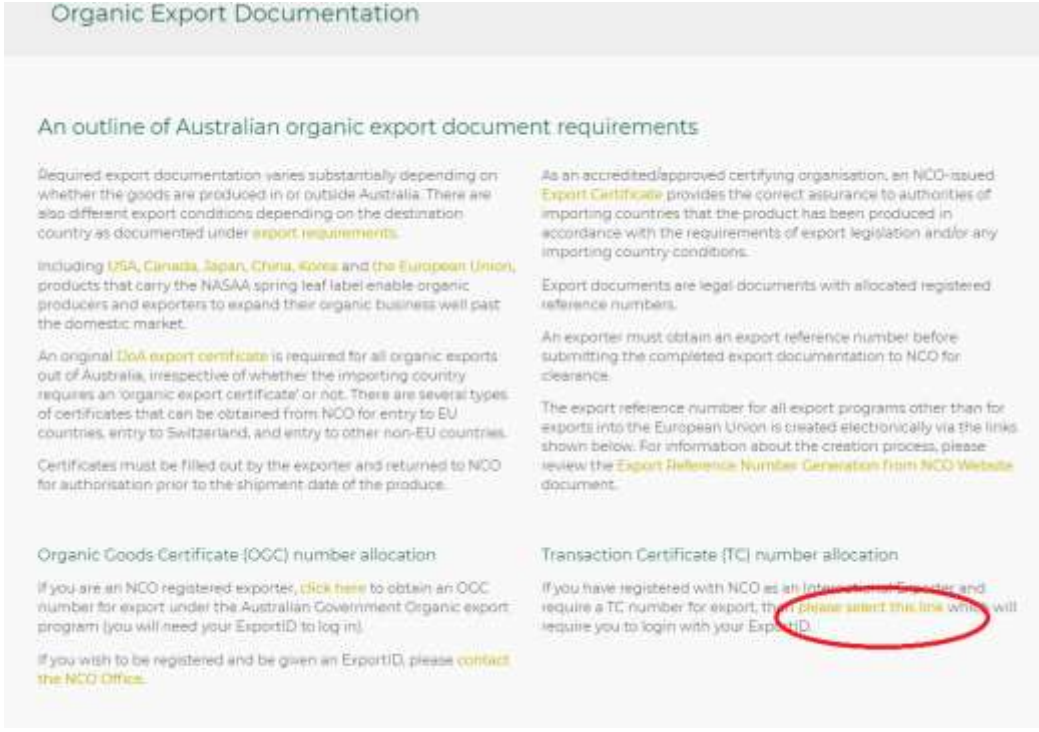
1. Go to the link below:

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



The screenshot shows the NASAA Certified Organic website. The navigation menu includes: About NCO, Remaining Certified, Certifications Standards, Export Requirements (highlighted with a red circle), Operations Resources, NCO Contact, and Back to NASAA. Below the menu, there is a list of links for organic export documentation for various countries: South Korea, Japan, Europe, USA, China, and Canada.

2. Click on the “please select this link” link highlighted below



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

- Organic Goods Certificate (OGC) number allocation:** If you are an NCO registered exporter, click here to obtain an OGC 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.

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





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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

Password

Remember Me

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

- 4 If required you may insert your customer number (red arrow) and any comments/ notes (blue arrow) in the fields below. The drop down box (green arrow) allows you to request up to 5 TC numbers in a single transaction.  
Press the Submit (purple arrow) 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

How many TC numbers do you need?



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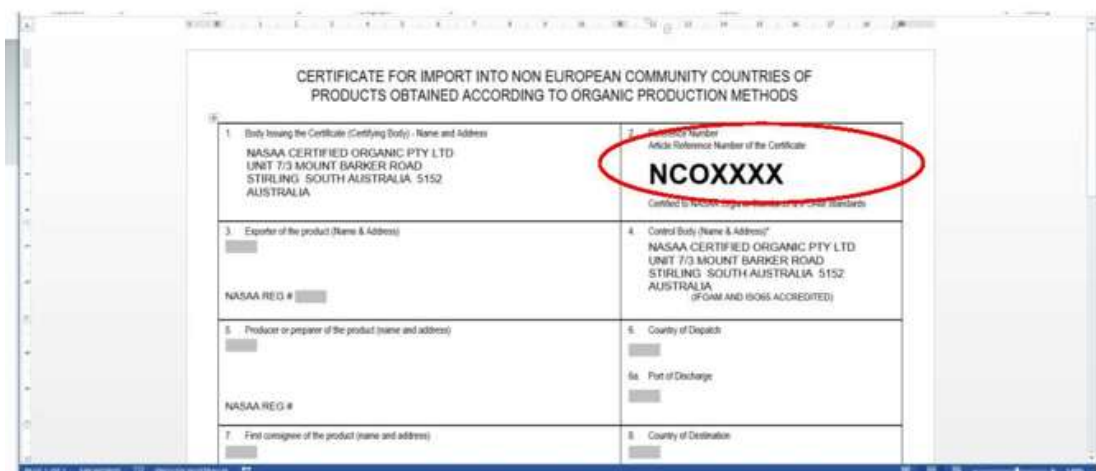
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5 Your new TC number/s will appear at the bottom of the page and will also be emailed to you.



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



7 Submit the completed and signed TC to NCO Export Coordinators:  
[exports@ncocertifedorganic.com.au](mailto:exports@ncocertifedorganic.com.au)



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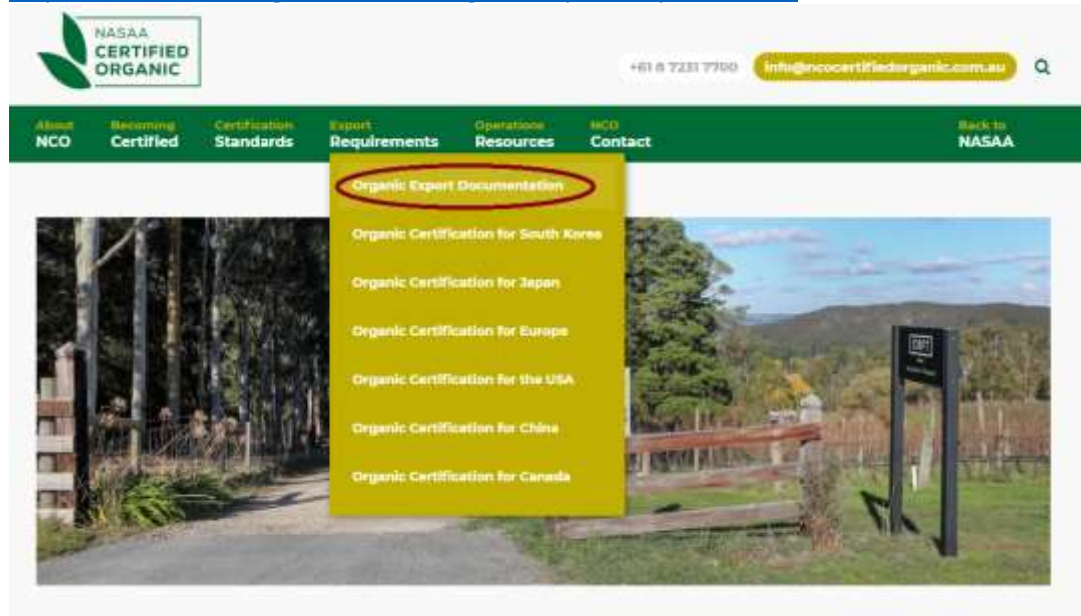
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### Appendix C: Steps for new NCO number allocation for COI's

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.

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

#### Organic Goods Certificate (OGC) number allocation

If you are an NCO registered exporter, [click here](#) to obtain an OGC 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](#).

#### Certificate of Inspection (COI) number allocation

If you are an NCO registered exporter, [click here](#) to obtain an COI number for export to Great Britain (you will need your ExportID to log in).

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

#### 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.

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#### Transaction Certificate (TC) number allocation

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- 4 If required you may insert your customer number (red arrow) and any comments/ notes (blue arrow) in the fields below. The drop down box (green arrow) allows you to request up to 5 TC numbers in a single transaction.  
Press the Submit (purple arrow) button


### COI Number

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

How many COI numbers do you need?

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

Your Export Reference Number is **COI.GB.NCO.2021.1042**  
 Export Reference Number Allocated Successfully

6 Insert the COI number into box 3 as shown below.

**CERTIFICATE OF INSPECTION**  
**FOR IMPORT OF PRODUCTS FROM ORGANIC PRODUCTION INTO GREAT BRITAIN**

1. Issuing control body or authority (name, address and code): <b>NASAA Certified Organic Pty Ltd</b> Unit 7/3 Mount Barker Road Stirling South Australia 5152 AUSTRALIA  BIO-004	2. Council Regulation (EC) No 834/2007, as it has effect in Great Britain: - Article 33(2) <input checked="" type="checkbox"/> or - Article 33(3) <input type="checkbox"/>  Council Regulation (EC) No 834/2007, as it has effect in the European Union: - Article 33(2) <input checked="" type="checkbox"/> or - Article 33(3) <input type="checkbox"/>
3. Serial number of the certificate of inspection: <b>COI.GB.NCO.2021.</b> <span style="background-color: #ccc; display: inline-block; width: 50px; height: 15px;"></span>	4. Exporter (name and address): <span style="background-color: #ccc; display: inline-block; width: 100%; height: 15px;"></span>
5. Producer or processor of the product (name & address): <span style="background-color: #ccc; display: inline-block; width: 100%; height: 15px;"></span>	6. Control body or control authority (name, address and code): <span style="background-color: #ccc; display: inline-block; width: 100%; height: 15px;"></span>

7 Submit the completed and signed COI to NCO Export Coordinators:  
[exports@ncocertifedorganic.com.au](mailto:exports@ncocertifedorganic.com.au)