

# NLIS | Database User Guide



## Mob-based movements for PIC-based accounts

Producers, feedlots, third parties, agents, saleyards, sporting events, transit centres, export depots and processors

Livestock with visual tags



National Livestock  
Identification System



This User Guide explains how to submit transactions and run reports for livestock identified with **visual tags**. A **mob** is defined as one or more animals with visual tags. Currently, **sheep** and **goat** transactions must be recorded on a mob basis, whether or not the animals are identified with electronic tags. However, if the animals do have electronic tags, you can also record their movements on an individual basis.

For more information about recording movements for livestock with electronic tags, see the **NLIS Database User Guide – Livestock with electronic devices** for your database account type.

To record mob-based transactions, you must specify sheep or goats and supply the Property Identification Codes (**PICs**) of the properties that the animals moved from and to, the **date** of the movement, sale or kill, the **NVD/Waybill** number, the **number of head** in each mob and any other information required for a specific transaction. When you submit a transaction, you can upload a scanned image of the NVD/Waybill form which must accompany the livestock as they move along the supply chain. In some cases, you can also enter a comment, for example, 'Goats sent direct to abattoir', or 'Sheep exhibited at local show'.

Suggestions for improvements to this User Guide may be sent to [support@nlis.com.au](mailto:support@nlis.com.au)

## Contents

### Manage your account

Log in to the database.....	1
Change password.....	2
Change contact details.....	3
Change livestock types.....	4

### Submit transactions

Transactions.....	5
Mob-based movement onto PIC.....	7
Mob-based movement off PIC.....	8
Mob-based movement NWA (agents and third parties).....	9
Mob-based kill (processors).....	10
Saleyard mob-based movement (saleyards).....	12

### Run reports

Reports.....	13
Mob-based movements by NVD.....	15
Mob-based movements off PIC report.....	16
Mob-based movements onto PIC report.....	17
Mob-based kill summary (processors).....	18
Search the PIC register.....	19
View large report results.....	20
View my transaction history.....	21

### Format files

File format examples.....	22
---------------------------	----

## Key



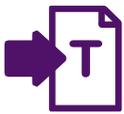
**Tech Tips** provide more information about topics featured in this guide. They can be found online at the NLIS website by clicking **Help Tools**.



**Transactions**  
Submit a transaction to send information to the database.



**Reports**  
Run a report to get information from the database.

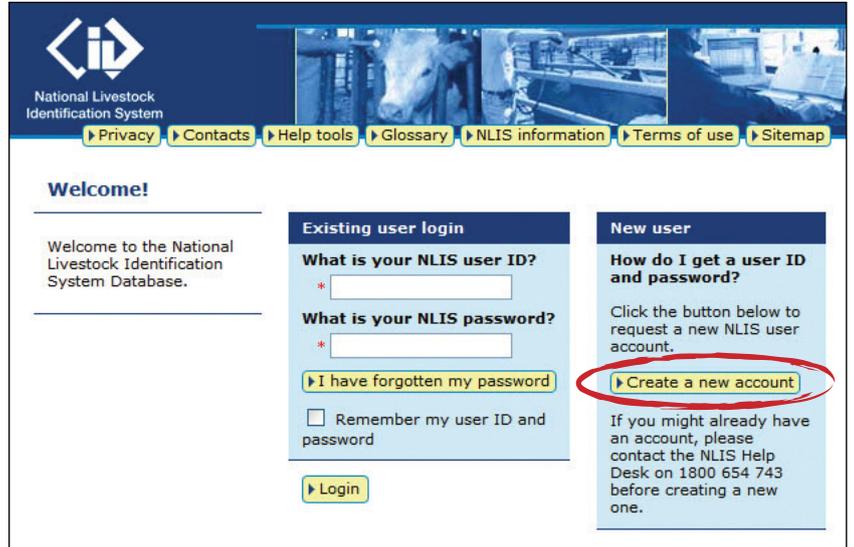


To create a database account, you need internet access, a valid email address and a telephone or mobile number. If you have an existing database account for one type of livestock, there is no need to open an account for another type.

### Creating an NLIS account

1. Go to **www.nlis.mla.com.au**
2. Click **Create a new account**
3. Fill in the Account details form online.
4. Tick  the box if you agree to the NLIS Terms of Use.
5. Click **Continue** until you see a Confirmation & verification screen.
6. Type the verification code into the box.
7. Click **Send** to submit your application.

You will be issued with a NLIS user ID and password, usually within 7 days of applying for a new account.



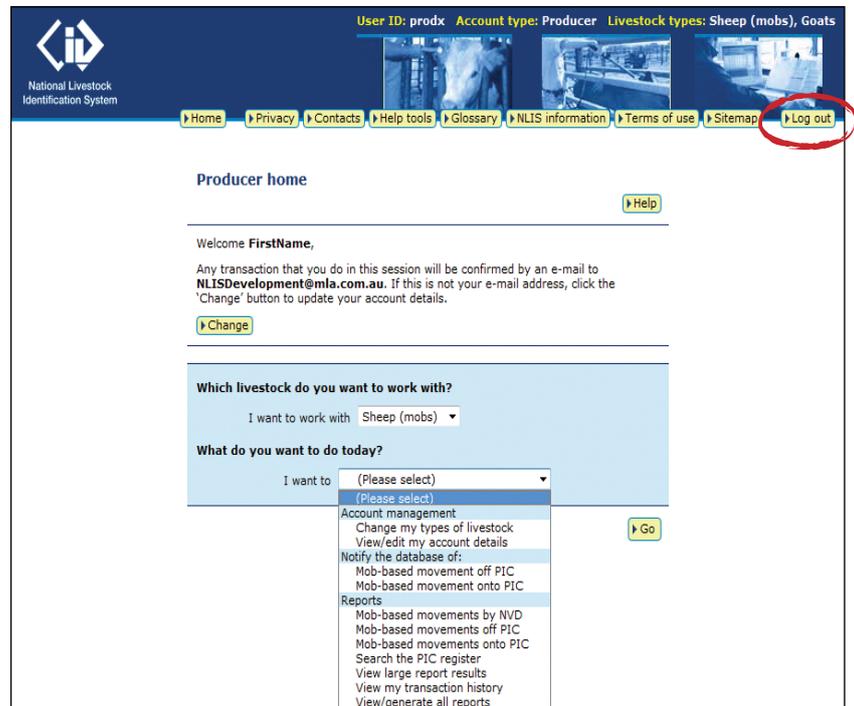
### Logging in to NLIS

1. Go to **www.nlis.mla.com.au**
2. Enter your **NLIS user ID** and **password** and click **Login**
3. Refer to the appropriate topic in this User Guide for further instructions.

### Logging out of NLIS

1. When you have finished working with the database, click **Log out** to exit.

Your database session ends automatically if you stay on one screen for more than 20 minutes. If you do, you may lose any data you hadn't yet sent to the database.





## Change password

Although your unique 8-character NLIS user ID cannot be changed, you should change your system-generated password to a more memorable one the first time you log in or at any other time.

### Instructions

1. Select **View/edit my account details** and click **Go**
2. Click **Change password**
3. Enter your old and new password details and click **Send** to submit the changes to the database.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details**
- Notify the database of:
  - Mob-based movement off PIC
  - Mob-based movement onto PIC
- Reports
  - Mob-based movements by NVD
  - Mob-based movements off PIC
  - Mob-based movements onto PIC
  - Search the PIC register
  - View large report results
  - View my transaction history
  - View/generate all reports

**Account information** Step 1 2 3 4 5

**User ID**

**Account type**

**PICs (Property Identification Codes) assigned to you. Your PIC and tailtag numbers are the same.**

Passwords should be 2-8 alphanumeric characters, e.g. donny5.

Do not enter spaces or special characters (e.g. ? ! & ,).

**Password information** Step 1 2

Please complete the following information. Fields marked with an \* must be filled in.

The password should be a maximum of 8 alphanumeric characters.

\*Current password

\*New password

\*Re-type new password



## Change contact details

Please ensure that your account details are current so that we can contact you if necessary.

### Instructions

1. Select **View/edit my account details** and click **Go**
2. Click **Continue**
3. Edit details. You can only edit fields with a red asterisk\*.
4. Click **Continue** until you see a Confirmation screen.
5. Click **Send** to submit the changes to the database.

**Which livestock do you want to work with?**  
I want to work with

**What do you want to do today?**  
I want to

- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details**
- Notify the database of:
  - Mob-based movement off PIC
  - Mob-based movement onto PIC
- Reports
  - Mob-based movements by NVD
  - Mob-based movements off PIC
  - Mob-based movements onto PIC
  - Search the PIC register
  - View large report results
  - View my transaction history
  - View/generate all reports

**Account information** Step 1 2 3 4 5

**User ID**

**Account type**

**PICs (Property Identification Codes) assigned to you. Your PIC and tailtag numbers are the same.**

**Profile information** Step 1 2 3 4 5

Please update the following information if it is not correct or complete. Fields marked with an \* may be changed.

**Title** **First name** **Last name**

**Property/trading name**

**Address**

**Town/city** **State** **Postcode**

**\*Phone** **\*Fax** **\*Mobile**

**\*E-mail**

If you change your postal address or no longer need a database account, email [support@nlis.com.au](mailto:support@nlis.com.au) so the NLIS Database Helpdesk can update your address or close your account.

If you change your email address, please enter your new one.

A phone or mobile number must be provided.



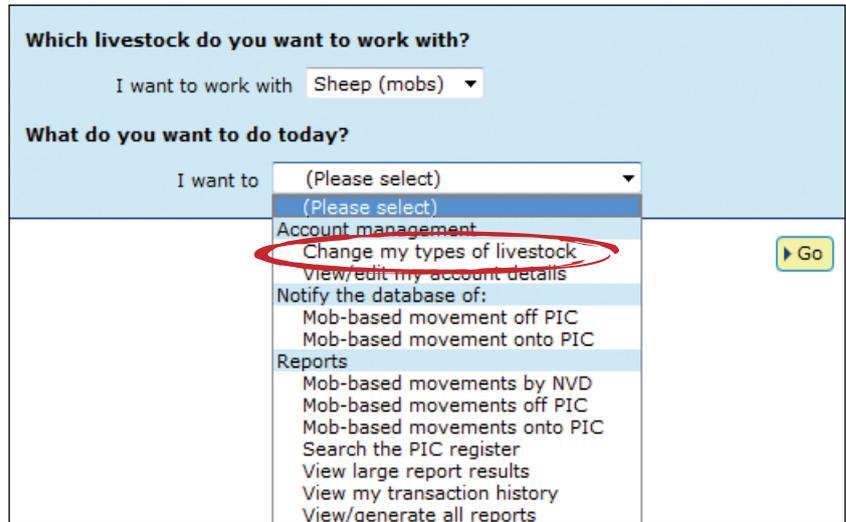
When you create an account, you must select all of the livestock types that you work with. If you work with multiple livestock types (for example, if you work with sheep and goats) and have both of these linked to your account, you must always select a livestock type on the homepage.

If there is only one livestock type associated with your account, you don't need to select it when you log in to the database.

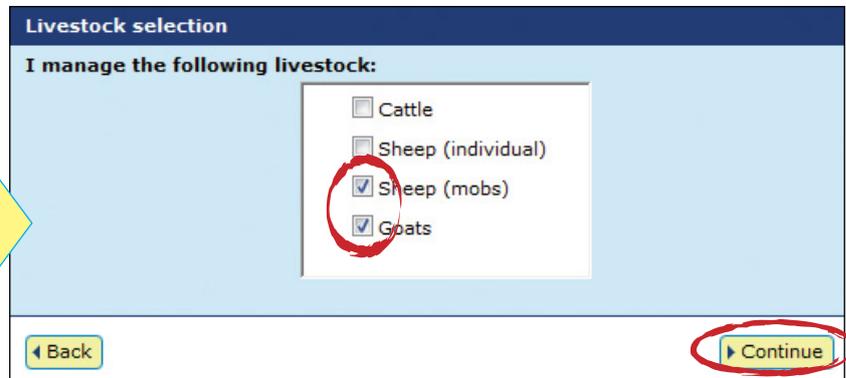
To add or remove a livestock type, follow the instructions below.

### Instructions

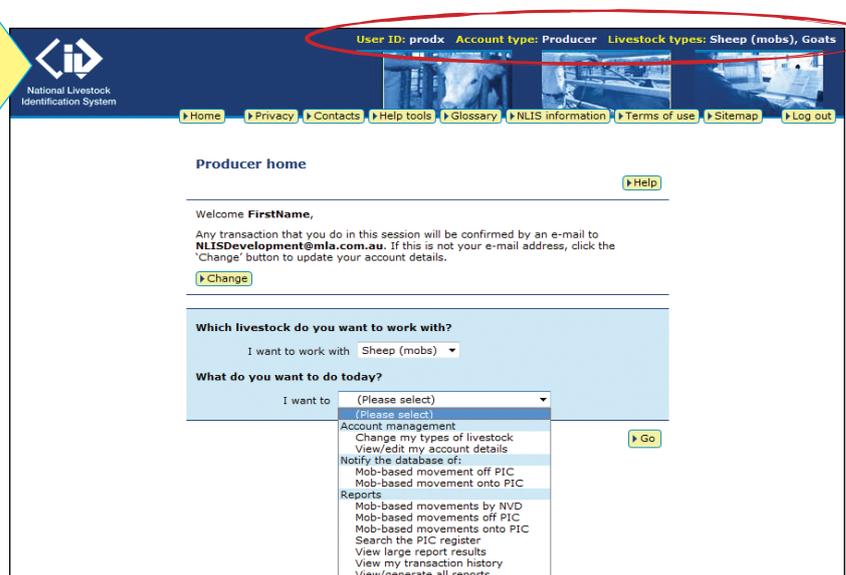
1. Select **Change my types of livestock** and click **Go**
2. Tick (or untick) the appropriate box to select (or de-select) a livestock type and click **Continue**
3. If you have just added a new livestock type, you can now select it on the homepage.

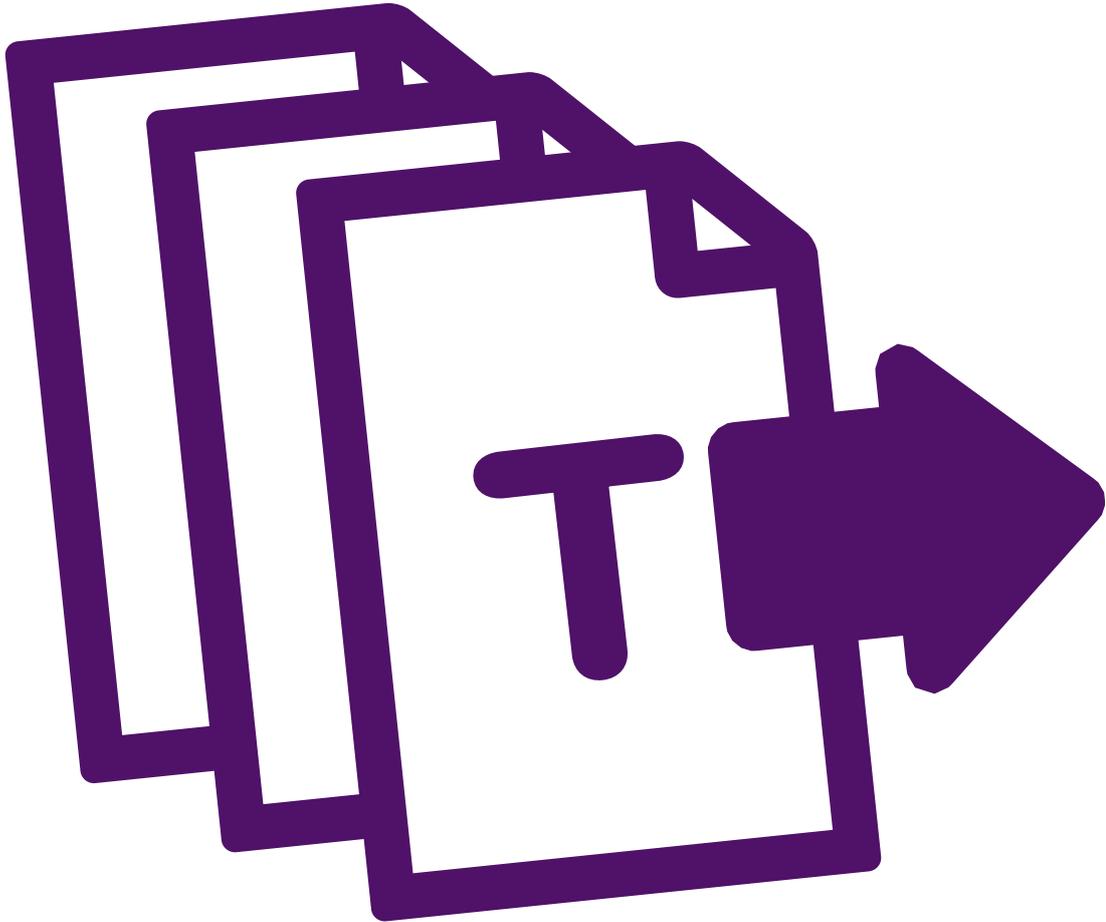


If you work with multiple livestock types (e.g. cattle and sheep), select both to link both types to your account.



Your account information and associated livestock types are displayed at the top of the screen.





# Transactions

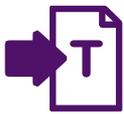
Livestock movements must be recorded on the database to comply with state regulations relating to biosecurity and traceability. Usually, it is the responsibility of the receiver of a consignment of livestock to record the movement, but you should check requirements for your account type with your State/Territory NLIS authority.

The instructions in this guide explain how to submit transactions directly to the NLIS database.

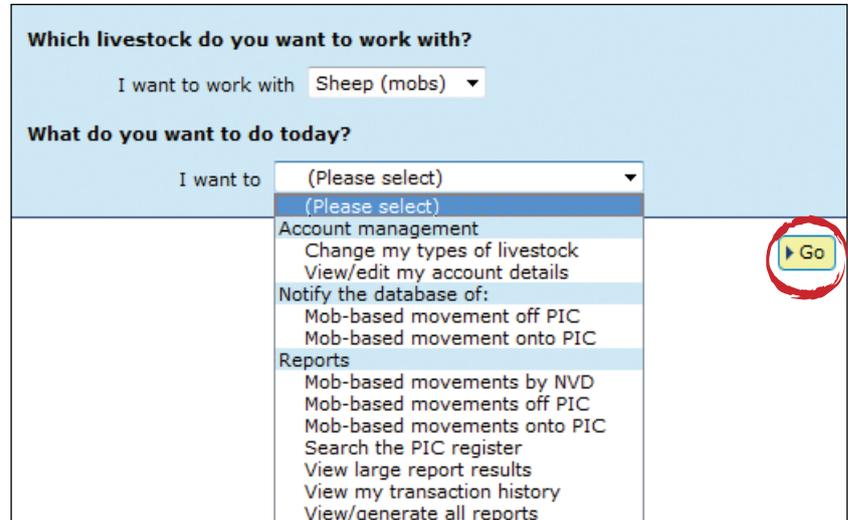
If your company has specialised software installed that is integrated with the NLIS database, you may rarely need to submit transactions via the web interface.

Livestock movements must always be accompanied by the appropriate travel documentation for the movement (e.g. a National Vendor Declaration (NVD), a Waybill, a Travelling Stock Statement (TSS), or a Post Sale Summary (PSS)). You must enter any relevant information specified on these documents when submitting transactions to the NLIS database to assist with livestock traceability.

For more information about what documentation is required in your State/Territory, contact your State/Territory NLIS authority. For more information about how to complete your travel documentation, contact either the Livestock Production Assurance (LPA) Program (NVDs only) or State/Territory NLIS authority (any other form of travel documentation).



To submit transactions listed on your homepage, select the name of the transaction and click 



**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details
- Notify the database of:
  - Mob-based movement off PIC
  - Mob-based movement onto PIC
- Reports
  - Mob-based movements by NVD
  - Mob-based movements off PIC
  - Mob-based movements onto PIC
  - Search the PIC register
  - View large report results
  - View my transaction history
  - View/generate all reports



When you want to move livestock onto a PIC

Use the **Mob-based movement onto PIC** transaction

When you want to move livestock off a PIC

Use the **Mob-based movement off PIC** transaction

When you are an agent or a third party and want to move livestock onto or off a producer's PIC that is not linked to your account

Use the **Mob-based movement NWA** transaction

When you are a saleyard and want to move livestock into or out of your saleyard

Use the **Saleyard mob-based movement** transaction

When you are a processor and want to submit kill data for a consignment of livestock

Use the **Mob-based kill** transaction



If sheep or goats are bought privately, the buyer must ensure that the movement is recorded on the database. Buyers can submit the **Mob-based movement onto PIC** transaction themselves, or authorise the seller or someone else to record the movement. If livestock are bought through a saleyard, the saleyard records the movement with the **Saleyard mob-based movement** transaction.

If you agist animals on someone else's property, or move animals to another property that you own (and the PICs are different), the movement must be recorded. Pounds or stock holding yards may impound animals that have strayed and move them to a holding paddock. If ownership can be established, the animals are moved back to the owner's property. Check with your State/Territory NLIS authority whether the exhibitor or the show organiser is required to record mob movements of sheep or goats.

### Instructions

1. Select a **livestock type**.
2. Select **Mob-based movement onto PIC** and click **Go**
3. Choose one of two methods to submit the data.

If a producer's PIC is not linked to an agent's or third party's account, the agent or third party must use **Mob-based movement NWA** to record the movement.

The upload a file method allows you to move animals from one or more properties onto one property.  
For more about this method, see **File format examples** at the back of this guide.

**Which livestock do you want to work with?**  
I want to work with

**What do you want to do today?**  
I want to

- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details
- Notify the database of:
- Mob-based movement off PIC**
- Mob-based movement onto PIC**

**Choose your method**

**How would you like to record your information?**  
Click on the button to choose the option you want.

I want to  manually on-screen.

I want to  I have created on my computer.

### Type in the details method

Use this method to enter the mob-based movement details and move the animals onto a PIC.

1. Enter details in the compulsory fields\*.
2. Click  to proceed.
3. Click  to submit the information.
4. On the Receipt screen, click  to check the upload status of the file.

To attach a scanned image of the NVD form for this mob, click **Browse** and select the file from your computer. Do not include special characters (e.g. &) in the name of the file.

**Enter the details** Step 1 2 3

Please complete the following information. Fields marked with an \* must be filled in.

\*Species  \*Movement Date

\*From PIC  \*Number of head

\*To PIC

\*NVD/Waybill Serial Number

**Other PICs or Brands listed on NVD**  
  

 Enter each PIC or Brand on a separate line followed by the ENTER key.
  No Other PICs or Brands listed on NVD/Waybill

\*Have the stock been bred by the vendor?  
  

 If NO, how long ago were the livestock obtained or purchased? (If purchased at different times, select the option corresponding to the time of the most recent purchase.)

**NVD Image**  
 Select a file to attach with this Mob based movement. The file can not be greater than 1MB. Extension allowed are: PDF, JPG, GIF, TIF or PNG

**Comment**



If sheep or goats are sold privately, the buyer must ensure that the movement is recorded on the database but sellers can submit the **Mob-based movement off PIC** transaction, or authorise someone else to record the movement. Feedlots or export depots record movements of livestock consigned to them.

If livestock are consigned direct to an abattoir, the processor records the movement off the source PIC with the **Mob-based kill** transaction. If livestock at an abattoir are moved to a holding paddock to be rested, processors use the **Mob-based movement off PIC** transaction. Check with your State/Territory NLIS authority whether the exhibitor or the show organiser is required to record mob movements of sheep or goats.

### Instructions

1. Select a **livestock type**.
2. Select **Mob-based movement off PIC** and click **Go**
3. Choose one of two methods to submit the data.

If a producer's PIC is not linked to an agent's or third party's account, the agent or third party must use **Mob-based movement NWA** to record the movement.

The upload a file method allows you to move animals off one property to one or more properties. For more about this method, see **File format examples** at the back of this guide.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details
- Notify the database of:
- Mob-based movement off PIC**
- Mob-based movement onto PIC

**Choose your method**

**How would you like to record your information?**

Click on the button to choose the option you want.

I want to  manually on-screen.

I want to  I have created on my computer.

### Type in the details method

Use this method to enter the mob-based movement details and move the animals off a PIC.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Continue** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

To attach a scanned image of the NVD form for this mob, click **Browse** and select the file from your computer. Do not include special characters (e.g. &) in the name of the file.

**Enter the details** Step 1 2 3

Please complete the following information. Fields marked with an \* must be filled in.

\*Species  \*Movement Date

\*From PIC  \*Number of head

\*To PIC

\*NVD/Waybill Serial Number

**Other PICs or Brands listed on NVD**

Enter each PIC or Brand on a separate line followed by the ENTER key.

No Other PICs or Brands listed on NVD/Waybill

\*Have the stock been bred by the vendor?

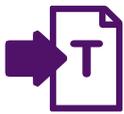
Less than 2 months

If NO, how long ago were the livestock obtained or purchased? (If purchased at different times, select the option corresponding to the time of the most recent purchase.)

**NVD Image**

Select a file to attach with this Mob based movement. The file can not be greater than 1MB. Extension allowed are: PDF, JPG, GIF, TIF or PNG

**Comment**



Agents and third parties are intermediaries in livestock transactions. To record sheep or goat movements for someone whose PIC is not linked to your agent or third party account, use the **Mob-based movement (non-written authority)** transaction to record a movement onto or off their PIC. You must specify whether the authorisation is from the vendor, the buyer or other party and supply their first and last name.

This transaction is only available to agents and third parties on request. If you cannot see it listed on your home page, email [support@nlis.com.au](mailto:support@nlis.com.au)

If the PIC of the person for whom you are recording the movement is linked to your agent or third party account, use the **Mob based movement onto/off PIC** transactions to record the movement.

### Instructions

1. Log in to the database using your **agent** or **third party** account.
2. Select a **livestock type**.
3. Select **Mob-based movement (non-written authority)** and click **Go**
4. Choose one of two methods to submit the data.

The upload a file method allows you to move animals onto or off one property to one or more properties.

For more about this method, see **File format examples** at the back of this guide.

### Type in the details method

Use this method to enter the mob-based movement details and move the animals onto or off a PIC.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Continue** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

Tick this box if no other PICs/Brands are listed on the NVD/Waybill.

To attach a scanned image of the NVD form for this mob, click **Browse** and select the file from your computer. Do not include special characters (e.g. &) in the name of the file.



Use this transaction to submit kill details for **one** mob of sheep or goats, or for **multiple** mobs. For a single mob, the number of animals can be from 1 to 99999. If the source of the mob is a saleyard, the database processes the kill only. If the source is another type of PIC, the database moves the animals from the source PIC to the abattoir PIC, and then performs the kill transaction.

With the type in the details method, you can record **one** mob sourced direct from a property and upload an image of the **NVD** form for that movement (optional). You can also record **one** mob sourced from a saleyard but cannot upload an NVD image. With the upload a file method, you can record **multiple** mobs but cannot upload an NVD image. Separate files are needed for mobs from properties and saleyards.

### Instructions

1. Log in to the database using your **processor** account.
2. Select a **livestock type**.
3. Select **Mob-based kill** and click **Go**
4. Choose one of two methods to submit the data.

The upload a file method allows you to submit kill data for one or more mobs.

For more about this method, see **File format examples** at the back of this guide.

### Type in the details method mob consigned direct from property

Use this method to enter kill data for one mob.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Continue** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

Select **Direct** if the mob has been consigned **direct from a property**. If the mob has been consigned from a saleyard, select **Saleyard**.



## Mob-based kill (processors)

### Type in the details method mob consigned from saleyard

Use this method to enter kill data for one mob consigned from a saleyard.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Continue** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

**Enter the details** Step 1 2 3

Please complete the following information. Fields marked with an \* must be filled in.

\*Species: Sheep    \*Kill Date: 20 Jun 2012

\*Processor PIC: PICTEST3    \*Number of head killed: 51

\*Source of animals: Saleyard    \*Saleyard PIC: PICTEST0   Enter the PIC or click the Search icon.

Foreign PICs: PICTEST5  Enter each PIC on a separate line followed by the ENTER key.

Select **Saleyard** if the mob has been consigned from a **saleyard**. If the mob has been directly consigned from another PIC, select Direct.

#### Search for a Saleyard PIC

Type in part of the business name e.g. type 'Shep' OR type in part of the location e.g. type 'Pak' to search for any names or locations that contain those letters.

PIC	Trading/Business Name	Saleyard/Property Name	Saleyard Town/Location
<a href="#">PICTEST0</a>	MLA_NLIS_DEV	Watervalley Pastoral Company	North Sydney
<a href="#">PICTESTA</a>	My Great PIC Pty Ltd	PICTESTA	SmallTown
<a href="#">PICTESZA</a>	My Great PIC Pty Ltd	PICTESTA	SmallTown

Click on the PIC to select the Saleyard

If you would like to search for a saleyard's PIC by its trading name, click on **the Search icon** and enter a **trading name** into the Search field in the new window that appears. When you click the **Search button**, results will be displayed. Click on the **PIC link** to select it as your saleyard PIC.



Use this transaction to submit movement details for **one** mob or **multiple** mobs of sheep or goats moved into or out of a saleyard. For a single mob, the number of animals can be from 1 to 99999.

With the type in the details method, you can record **one** mob and upload an image of the **NVD** form for that movement (optional). With the upload a file method, you can record **multiple** mobs but cannot upload an NVD image. Separate files are recommended for mobs of sheep and goats.

## Instructions

1. Log in to the database using your **saleyard** account.
2. Select a **livestock type**.
3. Select **Saleyard mob-based movement** and click **Go**
4. Choose one of two methods to submit the data.

The upload a file method allows you to submit movement data for one or more mobs, but you will not be able to upload any NVD images.

For more about this method, see **File format examples** at the back of this guide.

## Type in the details method

Use this method to enter the mob-based movement details and move the animals into or out of the saleyard.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Continue** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

To attach a scanned image of the NVD form for this mob, click **Browse** and select the file from your computer. Do not include special characters (e.g. &) in the name of the file.



## Reports

Livestock movements must be recorded on the database to comply with state regulations relating to biosecurity and traceability.

To retrieve information from the database, you can run various reports. For example, the mob-based movement reports allow you to check mob-based transactions between properties for a specific period.

You can also filter your report results and export data to another file. This information can help you to manage your holdings more effectively.



To run reports not listed on your homepage, click **View/generate all reports** to see a list of all reports available for your account type.

The options for your account type may be slightly different from those for producers (pictured right), but the process of running a report is the same.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Reports
  - Mob-based movements by NVD
  - Mob-based movements off PIC
  - Mob-based movements onto PIC
  - Search the PIC register
  - View large report results
  - View my transaction history
  - View/generate all reports**

**Which report would you like to view or generate?**

Report name

Output type

- File uploads
  - Notifications received for an upload
  - Transaction history
- General
  - Reports available for this account
  - View database changes
  - Mob-based (Sheep and Goats)
    - Mob-based movements by NVD
    - Mob-based movements off PIC
    - Mob-based movements onto PIC
  - PIC queries
    - Search the PIC register

If you aren't sure which report you want, select a report and click the **information icon** to see a description of that report.

When you want to check movement details using an NVD number → Run the **Mob-based movements by NVD** report

When you want to check livestock movements onto/off a PIC → Run the **Mob-based movements onto/off PIC** reports

When you are a processor and want to check kill data → Run the **Mob-based kill summary** report

When you want to find information about other properties → Run the **Search the PIC register** report

When you want to view a large report result → Run the **View large report results** report

When you want to check transactions were successful → Run the **View my transaction history** report



This report allows you to check mob-based movements during a period. If you do not enter an NVD number (as shown below), all of the movements onto or off any PIC(s) linked to your account during the period specified will be displayed.

### Instructions

1. Select a **livestock type**.
2. Select **Mob-based movements by NVD** and click **Go**
3. Enter an NVD number (optional).
4. Select a species, a date range and click **Go**

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

(Please select)

**Mob-based movements by NVD**

Mob-based movements off PIC

Mob-based movements onto PIC

Search the PIC register

View large report results

View my transaction history

View/generate all reports

Although the default Output type is **On-screen**, you can also choose **Email** or **XML** if you would prefer to receive report results via email or as XML code.

You must select a species when running mob-based reports, even if you selected a livestock type to work with on the homepage.

**Which report would you like to view or generate?**

Report name: Mob-based movements by NVD

Output type:

NVD Serial number (OPTIONAL):

Species:

Start Date:

End Date:

NLS - Report Description - Windows Int...

For one NVD and a specific period (3 months maximum), this report shows mob-based movements of sheep or goats UNIU and UH-PICs linked to your account. If you don't enter anything in the optional 'NVD serial number' field, movements for all NVDs are shown. When a 'direct consigned' mob-based kill is submitted, a movement from the PIC of consignment to the processor's PIC is recorded automatically. The report shows 'Mob-based kill' in the 'Upload Type' column.

Displaying items 1 - 20 of 1219

	Upload ID	Upload Type	NVD	Movement Date	From PIC	Other From PICs/Brands	Seleyard	To PIC	Head	Species	View Image	Send Email	DredOnVendorPIC	TimeOnVendorPIC	Comment
1	11945864	Mob-based Movement off PIC	PICTEST199999	06/08/2010	PICTEST0			PICTEST1	99999	SHEEP					
2	11945865	Mob-based Movement off PIC	PICTEST088888	06/08/2010	PICTEST2			PICTEST0	88888	SHEEP					
3	11945866	Mob-based Movement off PIC	PICTEST277777	06/08/2010	PICTEST0			PICTEST2	77777	GOATS					
4	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST3		PICTEST7	10	SHEEP			Y		
5	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST4		PICTEST2	10	SHEEP			Y		
6	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST5		PICTEST2	10	SHEEP			Y		
7	11953314	Mob-based Movement off PIC	20240248	11/08/2010	PICTEST1	PICTEST6		PICTEST2	10	SHEEP	20240248.jpg	Email NVD Image	Y		
8	11953314	Mob-based Movement off PIC	20240248	11/08/2010	PICTEST1	PICTEST7		PICTEST2	10	SHEEP	20240248.jpg	Email NVD Image	Y		
9	11953314	Mob-based Movement off PIC	20240250	11/08/2010	PICTEST1	PICTEST8		PICTEST2	10	SHEEP	20240250.jpg	Email NVD Image	Y		
10	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1								Y		
11	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1								Y		
12	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1								Y		
13	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1								Y		
14	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST9		PICTEST7	10	SHEEP			Y		
15	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTESTE		PICTEST2	10	SHEEP			Y		
16	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTESTT		PICTEST2	10	SHEEP			Y		
17	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST3		PICTEST2	10	SHEEP			Y		
18	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST11		PICTEST12	10	SHEEP			Y		
19	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST5		PICTEST2	10	SHEEP			Y		
20	11953314	Mob-based Movement off PIC	1234567	11/08/2010	PICTEST1	PICTEST6		PICTEST2	10	SHEEP			Y		

Page 1 of 61 | 1 2 3 4 5 6 7 8 9 10 ...

Column display | Items per page: 20 | Filter by | Export

To view your list on one page select **All** items per page.

**Step 1.** Select the field to filter by

From PIC

**Step 2.** Enter the text that you want to find, then click 'Apply'

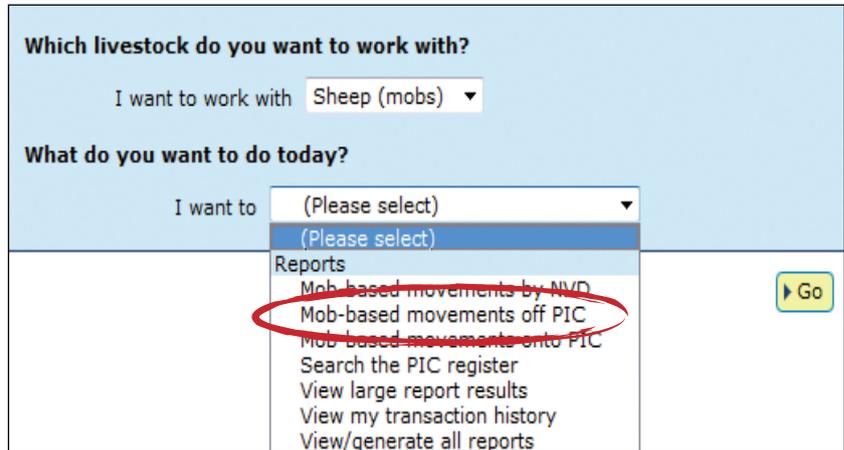
When the results are displayed, if you want to search for specific items, click **Filter by** follow steps 1-2 on the filter screen and then click **Apply**.



This report shows details of all mob-based movements **off** one or more PICs linked to your account. Using this report you can check a movement's Upload ID, Upload type, NVD information, Movement date, From PIC, Other from PICs/ Brands, Saleyard ID, To PIC, Number of head, Species, whether or not the animals were bred on the vendor's PIC, the amount of time they spent on the vendor's PIC and any comments associated with the movement.

### Instructions

1. Select a **livestock type**.
2. Select **Mob-based movements off PIC** and click **Go**
3. Select a PIC (or All PICs), a species, a date range and click **Go**



Which report would you like to view or generate?

Report name: Mob-based movements off PIC

Output type: On-screen

PIC: All PICs

Species: All Species

Start Date: 27 Jun 2010

End Date: 27 Aug 2010

NLS - Report Description - Windows Internet Explo...

For one PIC and a specific period (3 months maximum) this report shows mob-based movements of sheep or goats OFF the PIC. The details come from NVD forms. When a 'direct consigned' mob-based kill is submitted, a movement from the PIC of consignment to the processor's PIC is recorded automatically. The report shows 'Mob-based kill' in the 'Upload Type' column.

Displaying items 1 - 20 of 335

	Upload ID	Upload Type	NVD	Movement Date	From PIC	Other From PICs/Brands	Saleyard	To PIC	Head	Species	View Image	Send Email	BredOnVendorPIC	TimeOnVendorPIC	Comment
1	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST3		PICTEST1	10	SHEEP			Y		
2	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST4		PICTEST1	10	SHEEP			Y		
3	11953319	Mob-based Movement off PIC	20240303	11/08/2010	PICTEST5	PICTEST5		PICTEST1	10	SHEEP	20240303.jpg	Email NVD Image	Y		
4	11953319	Mob-based Movement off PIC	20240304	11/08/2010	PICTEST5	PICTEST6		PICTEST1	10	SHEEP	20240304.jpg	Email NVD Image	Y		
5	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST7		PICTEST1	10	SHEEP			Y		
6	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	AAAA1111		PICTEST1	10	SHEEP			Y		
7	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST9		PICTEST1	10	SHEEP			Y		
8	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTESTA		PICTEST1	10	SHEEP			Y		
9	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTESTB		PICTEST1	10	SHEEP			Y		
10	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTESTC		PICTEST1	10	SHEEP			Y		
11	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTESTD		PICTEST1	10	SHEEP			Y		
12	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTESTE		PICTEST1	10	SHEEP			Y		
13	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTESTF		PICTEST1	10	SHEEP			Y		
14	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST3		PICTEST1	10	SHEEP			Y		
15	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST4		PICTEST1	10	SHEEP			Y		
16	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST5		PICTEST1	10	SHEEP			Y		
17	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST6		PICTEST1	10	SHEEP			Y		
18	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST7		PICTEST1	10	SHEEP			Y		
19	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	AAAA1111		PICTEST1	10	SHEEP			Y		
20	11953319	Mob-based Movement off PIC	7654321	11/08/2010	PICTEST5	PICTEST9		PICTEST1	10	SHEEP			Y		

Page 1 of 17 1 2 3 4 5 6 7 8 9 10 ... Next page

Column display Items per page: 20 Filter by Export

Step 1. Select the field to filter by  
To PIC

Step 2. Enter the text that you want to find, then click 'Apply'  
PICTEST1



This report shows details of all mob-based movements **onto** one or more PICs linked to your account. Using this report you can check a movement's Upload ID, Upload type, NVD, Movement date, From PIC, Other from PICs/Brands, Saleyard ID, To PIC, Number of head, Species, whether or not the animals were bred on the vendor's PIC, the amount of time they spent on the vendor's PIC and any comments associated with the movement.

### Instructions

1. Select a **livestock type**.
2. Select **Mob-based movements onto PIC** and click **Go**
3. Select a PIC (or All PICs), a species, a date range and click **Go**

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Reports
- Mob-based movements by NVD
- Mob-based movements off PIC
- Mob-based movements onto PIC**
- Search the PIC register
- View large report results
- View my transaction history
- View/generate all reports

**Which report would you like to view or generate?**

Report name:

Output type:

PIC:

Species:

Start Date:

End Date:

NLIS - Report Description - Windows Internet E...

For one PIC and a specific period (3 months maximum), this report shows mob-based movements of sheep or goats ONTO the PIC. The details come from NVD forms. When a 'direct consigned' mob-based kill is submitted, a movement from the PIC of consignment to the processor's PIC is recorded automatically. The report shows 'Mob-based kill' in the 'Upload Type' column.

Displaying items 1 - 20 of 113

	Upload ID	Upload Type	NVD	Movement Date	From PIC	Other From PICs/Brands	Saleyard	To PIC	Head	Species	View Image	Send Email	BredOn/VendorPIC	TimeOn/VendorPIC	Comment
1	11953666	NVD Upload	VV11	24/08/2010	PICTEST5		EUSY2756	PICTEST6	1	Sheep					
2	11955065	Mob-based Movement onto PIC	790010	18/08/2010	PICTEST5			PICTEST6	78	GOATS				A	COMMENT@COMMENT69
3	11955065	Mob-based Movement onto PIC	20240293	18/07/2010	PICTEST5			PICTEST6	49	GOATS	<a href="#">20240293.jpg</a>	<a href="#">Email NVD Image</a>			A COMMENT@COMMENT40
4	11955065	Mob-based Movement onto PIC	20240293	07/07/2010	PICTEST5			PICTEST6	38	GOATS	<a href="#">20240293.jpg</a>	<a href="#">Email NVD Image</a>			A COMMENT@COMMENT29
5	11955065	Mob-based Movement onto PIC	789983	20/07/2010	PICTEST5			PICTEST6	51	SHEEP				A	COMMENT@COMMENT42
6	11955065	Mob-based Movement onto PIC	789966	03/07/2010	PICTEST5			PICTEST6	34	SHEEP					COMMENT@COMMENT25
7	11955065	Mob-based Movement onto PIC	790017	25/08/2010	PICTEST5			PICTEST6	85	SHEEP					
8	11955065	Mob-based Movement onto PIC	790003	11/08/2010	PICTEST5			PICTEST6	71	SHEEP					
9	11955065	Mob-based Movement onto PIC	790001	09/08/2010	PICTEST5			PICTEST6	69	GOATS					
10	11955065	Mob-based Movement onto PIC	790009	17/08/2010	PICTEST5			PICTEST6	77	SHEEP					
11	11955065	Mob-based Movement onto PIC	790001	09/08/2010	PICTEST5			PICTEST6	69	SHEEP					
12	11955065	Mob-based Movement onto PIC	789995	03/08/2010	PICTEST5			PICTEST6	63	SHEEP					
13	11955065	Mob-based Movement onto PIC	789965	02/07/2010	PICTEST5			PICTEST6	33	GOATS					
14	11955065	Mob-based Movement onto PIC	790018	26/08/2010	PICTEST5			PICTEST6	86	SHEEP				A	COMMENT@COMMENT24
15	11955065	Mob-based Movement onto PIC	789972	09/07/2010	PICTEST5			PICTEST6	40	SHEEP				A	COMMENT@COMMENT77
16	11955065	Mob-based Movement onto PIC	789982	19/07/2010	PICTEST5			PICTEST6	50	GOATS					COMMENT@COMMENT31
17	11955065	Mob-based Movement onto PIC	789978	15/07/2010	PICTEST5			PICTEST6	46	SHEEP					COMMENT@COMMENT41
18	11955065	Mob-based Movement onto PIC	790019	27/08/2010	PICTEST5			PICTEST6	87	GOATS					COMMENT@COMMENT37
19	11955065	Mob-based Movement onto PIC	789989	26/07/2010	PICTEST5			PICTEST6	57	SHEEP					COMMENT@COMMENT78
20	11955065	Mob-based Movement onto PIC	789973	10/07/2010	PICTEST5			PICTEST6	41	GOATS					COMMENT@COMMENT48

Page 1 of 6   1 2 3 4 5 6  

  Items per page: 20     

**Step 1.** Select the field to filter by

Movement Date

**Step 2.** Enter the text that you want to find, then click 'Apply'

09/08/2010

Click on this link if you would like a copy of the movement's NVD documentation to be emailed to you.



This report shows data for mob-based kills uploaded against one or more PICs linked to your account. Using this report you can check a kill's Upload ID, Rollback date, Rollback Upload ID, Processor PIC, Kill date, Source, Species, From PIC or Saleyard, any Foreign PICs associated with the movement (a Foreign PIC is a PIC printed on tags attached to stock that have been sent to an abattoir but are not listed on the movement's NVD), any Other PICs/Brands listed on the NVD, the number of head, whether or not the animals were bred on the vendor's PIC and the amount of time they spent on the vendor's PIC.

### Instructions

1. Log in to the database using your **processor** account.
2. Select a **livestock type**.
3. Select **Mob-based kill summary** and click **Go**
4. Select a species, a PIC (or All PICs), a date range, a transaction type and click **Go**

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

(Please select)

Report:

- Mob-based kill summary**
- Mob-based movements by NVD
- Mob-based movements off PIC
- Mob-based movements onto PIC
- Search the PIC register
- View large report results
- View my transaction history

**Which report would you like to view or generate?**

Report name:

Output type:

Species:

PIC:

Start date:

End date:

Transaction type:

NUS - Report Description - Wind...

For sheep or goats (or both species) and a specific PIC and period, this report displays mob-based kill upload and kill rollback details. As mob based kills were not recorded on the NUS database before 1 January 2010, the report does not display results prior to that date.

Displaying items 1 - 20 of 2476

UploadID	Rollback Date	Rollback UploadID	Processor PIC	Kill Date	Source	Species	FromPIC or Saleyard	Foreign PIC	Other from PICs/Brands	Number of Head	NVD Serial Number	Link to Image	Vendor Bred	Time on Vendor property
1	16864213		NG992911	09/01/2012	UIRECI	SHEEP	NA2/U25b			201	10/0/151		Y	
2	16864213		NG992911	09/01/2012	DIRECT	SHEEP	NH060032			173	9573208		Y	
3	16864213		NG992911	09/01/2012	DIRECT	SHEEP	NC060658			35	11574861		Y	
4	16864213		NG992911	09/01/2012	DIRECT	SHEEP	NF060004			87	6427402		Y	
5	16864213		NG992911	09/01/2012	DIRECT	SHEEP	NA292439			140	10743016		Y	
6	16864213		NG992911	09/01/2012	DIRECT	SHEEP	NC633743	NE292030	NH633937	15	11097492		N	2-6 months
7	16864213		NG992911	09/01/2012	DIRECT	SHEEP	N2922275			14	8717711		Y	
8	16864213		NG992911	09/01/2012	DIRECT	SHEEP	N630377			216	9093989		Y	
9	16864213		NG992911	09/01/2012	UIRECI	SHEEP	N1290649			10	11505/08		N	Less than 2 months
10	16864213		NG992911	09/01/2012	DIRECT	SHEEP	NK291071		NK291071	28	10577771		Y	
11	16864213		NG992911	09/01/2012	DIRECT	SHEEP	N8272763			266	9903363		Y	
12	16864377		NG992911	09/01/2012	DIRECT	SHEEP	3EGPW045			286	94244834		Y	
13	16871949		NG992911	09/01/2012	DIRECT	GOATS	NE290799	NG11125	N0590408 N0046322 NB045018	42	11920740		N	2-6 months
14	17025554		NG992911	18/01/2012	DIRECT	SHEEP	NF290934			221	11289583		Y	
15	17025554		NG992911	18/01/2012	DIRECT	SHEEP	N1630764			147	8477465		Y	
16	17025554		NG992911	18/01/2012	DIRECT	SHEEP	N292419			8	9463925		Y	
17	17025554		NG992911	10/01/2012	DIRECT	SHEEP	N1554243	NDG33251		20	10909809		Y	
18	17025554		NG992911	18/01/2012	DIRECT	SHEEP	NA291751	NA291751		171	11253031		Y	
19	17025554		NG992911	13/01/2012	UIRECI	SHEEP	NH290/51			493	996996/		Y	
20	17025554		NG992911	13/01/2012	DIRECT	SHEEP	NG290127			325	9118071		Y	

Page 1 of 124    1 2 3 4 5 6 7 8 9 10 ...   

   Items per page: 20       

**Step 1.** Select the field to filter by

Kill Date

**Step 2.** Enter the text that you want to find, then click 'Apply'

13/01/2012



State and Territory authorities maintain their own property registration databases. This information is uploaded to the NLIS database automatically to create a centralised national PIC register. Use this report to search for contact details for a specific PIC, or for the PIC associated with a trading name or location.

Disclosure of the PIC register details is governed by the NLIS Terms of Use, but if you are permitted to view certain PIC register details, the report results will list any properties matching the criteria that you enter.

### Instructions

1. Select a **livestock type**.
2. Select **Search the PIC register** and click **Go**
3. Enter your search criteria in one or more fields and click **Go**

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Reports
  - Mob-based movements by NVD
  - Mob-based movements off PIC
  - Mob-based movements onto PIC
  - Search the PIC register**
  - View large report results
  - View my transaction history
  - View/generate all reports

**View/generate all reports**

**Which report would you like to view or generate?**

Report name

Output type

PIC

Surname   (match any text)

Property Name   (match any text)

Business Name   (match any text)

State

Town   (match any text)

Post Code

Brand

If you know the **PIC**, enter it here, to narrow the search. If that PIC exists on the database, only one record will be displayed in the results.

If you enter data that will return a large number of results (e.g. the surname Smith), the report will only display the first 100 results.

Displaying items **1 - 20** of **100**.

	PIC	First name	Last name	Business Name	Property name	PIC status	Brand
1	SA102090	Graeme	Smith			Active	
2	SA102496	Barrie	Smith	BJ & RJ Smith		Active	
3	SA106673	Shannon	Smith			Active	
4	SA110082	Graeme	Smith			Active	
5	SA120897	Kevin	Smith			Active	
6	SA121099	Hayden	Smith			Active	
7	SA121371	Ian	Smith			Active	
8	SA121507	K	Smith			Active	
9			Smith			Active	
10			Smith			Active	
11			Smith	HJ & KL Smith		Active	
12			Smith	RCS & NA Smith		Active	
13			Smith	G Smith & Co		Active	
14	SA154931	M	Smith			Active	
15	SA154904	David	Smith	Howard Nominees Pty Ltd		Active	
16	SA154464	Carl	Smith			Active	
17	SA154931	Norman	Smith	Katalpa		Active	
18	SA160610	D	Smith			Active	
19	SA160629	C	Smith			Active	
20	SA170261	Alan	Smith	RJ & JE & AB & CA Smith		Active	

To see more information for an item, click the **PIC** link.

If **any** PIC records match the information you enter, they will be displayed in the results.

**Step 1.** Select the field to filter by

**Step 2.** Enter the text that you want to find, then click 'Apply'

Page 1 of 5   1 2 3 4 5  

  Items per page:



## View large report results

As some reports contain a lot of data, they may take a while to process.

If your report is too large to view on screen, a message will be displayed.

You can access any large report results via the homepage, but you will also be notified by email when the report is ready to view. To view the report this way, click on the link in the body of the email you receive to open the report.

**Which report would you like to view or generate?**

Report name:  ⓘ

Output type:

---

NVD Serial number (OPTIONAL):

Species:

Start Date:

End Date:

---

The report you have requested is too large to display on screen.  
 You will be notified by e-mail when the report results are available.  
 The e-mail will include a link that will enable you to view or download your results.  
 The upload ID for this report is **19798481**

When the report is ready to view, click the link to open the report.



## Access via homepage method

1. **Log in** to the database.
2. Select a **livestock type**.
3. Select **View large report results** and click
4. Click the link under Report name for the report you require.
5. On the File download dialog click either:
  - Open** to view the file
  - Save** to store the file on your computer so that you can view it later
  - Cancel** if you prefer not to download the file.

**Which livestock do you want to work with?**

I want to work with:

**What do you want to do today?**

I want to:

Reports

- Mob-based movements by NVD
- Mob-based movements off PIC
- Mob-based movements onto PIC
- Search the PIC register
- View large report results**
- View my transaction history
- View/generate all reports

**View large report results**

Click on the report name to open or save the report.

Upload ID	Report name	Status	Start time	End time
19798481	Mob-based movements by NVD	Complete	27/09/2012 11:11:05 AM	27/09/2012 11:12:07 AM
19792416	Mob-based movements by NVD	Complete	26/09/2012 4:14:34 PM	26/09/2012 4:15:57 PM
19792382	Mob-based movements by NVD	Complete	26/09/2012 4:13:08 PM	26/09/2012 4:14:31 PM



To check that your transactions were processed successfully, you should run this report after every database session. There are two ways to do this:

- Click the **View my transaction history** button on a transaction's Receipt screen (see right)
- Select this report from the homepage menu (see below)

### Instructions

1. Select a **livestock type**.
2. Select **View my transaction history** and click **Go**
3. Select a date range and click **Continue**

**Receipt** Step 1 2 3

This receipt confirms you have sent your transaction details to the NLIS database.

Your reference number for this transaction is

Upload ID: **11969835**

When the NLIS database has processed your information, an e-mail will be sent to **wshannon@mia.com.au** letting you know if the transaction was successful or if there was a problem. This usually takes a few minutes.

The phone number for the NLIS Database Helpdesk is 1800 654 743.

[Help](#)

[Print this receipt](#)

[View my transaction history](#)

**Which livestock do you want to work with?**

I want to work with **Sheep (mobs)**

**What do you want to do today?**

I want to **(Please select)**

**Reports**

- Mob-based movements by NVD
- Mob-based movements off PIC
- Mob-based movements onto PIC
- Search the PIC register
- View large report results
- View my transaction history**
- View/generate all reports

[Go](#)

**Enter criteria** Step 1 2

Select the date range below

From **17 Jul 2011** to **12 Jan 2012**

Display error formatted uploads

[Back](#) [Continue](#)

**Result** Step 1 2

Below is a list of transactions that have been performed by user **bprod** between **24/07/2011** and **12/01/2012**.

If you have an Upload ID, you can see the contents by clicking [file viewer](#) or see the upload status by clicking [status viewer](#).

[Help](#)

Displaying items 1 - 20 of 90

	Upload ID	Data type	User file name	Requested date & time	Upload status
1	11968576	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:28 PM	COMPLETE
2	11968575	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:27 PM	ERROR
3	11968574	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:26 PM	COMPLETE
4	11968573	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:25 PM	FAILURE
5	11968572	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:25 PM	FAILURE
6	11968571	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:22 PM	COMPLETE
7	11968570	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:22 PM	ERROR
8	11968569	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:21 PM	COMPLETE
9	11968568	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:20 PM	COMPLETE
10	11968565	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:01 PM	COMPLETE
11	11968564	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:01 PM	COMPLETE
12	11968563	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:01 PM	WARNING
13	11968562	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 5:00 PM	ERROR
14	11968560	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:50 PM	COMPLETE
15	11968559	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:45 PM	FAILURE
16	11968558	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:45 PM	FAILURE
17	11968554	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:40 PM	FAILURE
18	11968553	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:40 PM	FAILURE
19	11968552	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:33 PM	FAILURE
20	11968551	NVD Upload	00104 TR Stud Sale 190911.xml	26/09/2011 4:30 PM	FAILURE

Page 1 of 5 1 2 3 4 5 [Next page](#)

[Column display](#) Items per page: 20 [Filter by](#) [Export](#)

[Back](#)

A **Complete** status means that your data has been processed successfully, a **Warning** status may not require any action from you but an **Error** status usually does. If the status of your upload is **Error**, click the transaction's **Upload status** link for more information about the transaction.

If you would like more information about upload statuses, refer to the **Upload status categories** Tech Tip.





The **Upload a file** method is useful if you want to record details for many movements. Use Microsoft Excel or Notepad to create and save the files on your computer before uploading them to the database.

If you are working in Microsoft Windows, to open Microsoft Excel click **Start > Programs > Microsoft Office > Microsoft Office Excel**. To open Notepad, click **Start > Programs > Accessories > Notepad** or Wordpad (Wordpad performs the same functions as Notepad in this case).

In the Excel file examples below, compulsory fields are shaded black but you don't need to shade fields or add field labels. The Excel file examples below show only two rows but there is no limit to the number of rows you can include in the files you upload to the database.

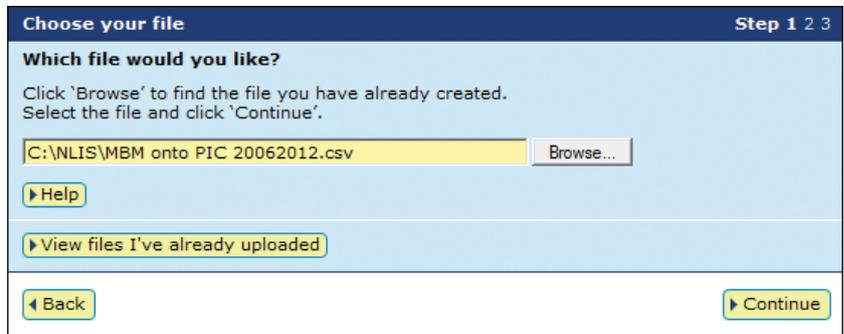
When creating a **Notepad file**, separate your fields with commas (no spaces).

If you are working in Excel for Mac, save your file in **Windows Comma Separated (.csv) format** before uploading it to the database by clicking the **Choose file** button.

### Instructions

When you are ready to upload the file to the database:

1. Click **Browse** to find the file that you saved on your computer and click **Continue** to proceed.
2. Click **Send** to submit the information.
3. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



When entering a comment, you can type **up to 256 characters**, but only spaces, the letters **a-z** (or **A-Z**) and numbers **0-9**.

When entering **Time on Vendor PIC**:  
 A = less than 2 months, B = 2-6 months,  
 C = 6-12 months and D = more than 12 months.

### Transaction Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format

**Mob-based movement off/ onto PIC**

**Excel:** Use columns **A-I** (or **A-J** to add a comment). Enter each mob's details in a new row. Columns **G-J** are optional. In column **G** you can enter any other PICs listed on the NVD (separate multiple PICs with a space). In column **H** you can enter Y or N to specify if the animals were bred on the vendor PIC. If you enter N in column **H**, you must enter a Time on vendor PIC in column **I** (A, B, C or D).

	A	B	C	D	E	F	G	H	I	J
1	Sheep	19/06/2012	PICTEST1	36	NK999635	11223344556677	PICTEST2 PICTEST3	N	A	Ewes sold to Bangalow Farm
2	Goats	14/06/2012	3ABCD949	28	PICTEST1	77665544332211	PICTEST1 PICTEST4	N	B	Ewes sold to Lennox Head Farm
	Species	Movement date	From PIC	No. of head	To PIC	NVD number	Other PICs	Vendor bred	Time on vendor PIC	Comment

**Notepad:** Notepad fields are in the same order as in the Excel file.

```
File Edit Format View Help
sheep,19/06/2012,PICTEST1,36,NK999635,11223344556677,PICTEST2 PICTEST3,N,A,Ewes sold to Bangalow Farm
```



**Transaction** Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format

**Mob-based movement NWA (agents and third parties)**

**Excel:** Use columns **A-N**. Enter each mob's details in a new row. Columns **G-J** are optional. In column **G** you can enter any other PICs listed on the NVD (separate multiple PICs with a space). In column **H** you can enter Y or N to specify if the animals were bred on their vendor PIC. If you enter N in column **H**, you must specify how long the animals resided on the vendor PIC in column **I** (enter A, B, C or D). In column **K** you must enter an authorisation level (1 - Vendor, 2 - Buyer or 3 - Vendor and Buyer/Other). In columns **L-M** enter the first and last name of the person who authorised you to record the movement, and in column **N** enter 1 to confirm that you are authorised to record this movement.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Sheep	03/06/2012	PICTEST1	52	PICTEST2	113355779988	PICTEST3	N		From Lot 341	1	John	Smith	1
2	Goats	03/06/2012	NK999475	200	QEBL0021	821193102					2	James	Everett	1

Species	Movement date	From PIC	No. of head	To PIC	NVD number	Other PICs	Vendor bred	Time on vendor PIC	Comment	Auth. level	First name	Last name	Authority
Sheep	03/06/2012	PICTEST1	52	PICTEST2	113355779988	PICTEST3	N		From Lot 341	1	John	Smith	1
Goats	03/06/2012	NK999475	200	QEBL0021	821193102					2	James	Everett	1



**Notepad:** Notepad fields are in the same order as in the Excel file.

```
File Edit Format View Help
Sheep,03/06/2012,PICTEST1,52,PICTEST2,113355779988,PICTEST3,N,C,From Lot 341,1,John,Smith,1
```

**Mob-based kill (processors)**

**Excel:** Use columns **A-K** (for mobs consigned direct from property) or **A-G** (for mobs consigned from saleyards). Enter each mob's kill details in a new row. Columns **G** and **I-K** (for mobs consigned direct from property) are optional. In column **G**, you can enter one or more Foreign PICs (PICs that are not listed on the movement's NVD but are on the tags of animals in the movement). For mobs consigned direct from a property, in column **I** you can enter any other PICs listed on the NVD (separate multiple PICs with a space). In column **J** you can enter Y or N to specify if the animals were bred on the vendor PIC. If you enter N in column **J**, you must enter a Time on vendor PIC in column **K** (A, B, C or D).

	A	B	C	D	E	F	G	H	I	J	K
1	Sheep	20/06/2012	PICTEST3	54	Direct	PICTEST2	PICTEST7	887744556622	PICTEST6	N	B
2	Goats	21/06/2012	PICTEST3	96	Direct	SA810126		665544112233			

Species	Kill date	Processor PIC	No. of head	Source	From PIC	Foreign PICs	NVD number	Other PICs	Vendor bred	Time on vendor PIC
Sheep	20/06/2012	PICTEST3	54	Direct	PICTEST2	PICTEST7	887744556622	PICTEST6	N	B
Goats	21/06/2012	PICTEST3	96	Direct	SA810126		665544112233			



	A	B	C	D	E	F	G
1	Sheep	20/06/2012	PICTEST3	51	Saleyard	PICTEST0	PICTEST5
2	Goats	21/06/2012	PICTEST3	102	Saleyard	SA810126	

Species	Kill date	Processor PIC	No. of head	Source	From PIC	Foreign PICs
Sheep	20/06/2012	PICTEST3	51	Saleyard	PICTEST0	PICTEST5
Goats	21/06/2012	PICTEST3	102	Saleyard	SA810126	



**Notepad:** Notepad fields are in the same order as in the Excel file.

```
File Edit Format View Help
Sheep,20/06/2012,PICTEST3,54,Direct,PICTEST2,PICTEST3,887744556622,PICTEST6,N,B
```

```
File Edit Format View Help
Sheep,20/06/2012,PICTEST3,51,Saleyard,PICTEST0,PICTEST5
```

**Saleyard mob-based movement (saleyards)**

**Excel:** Use columns **A-M**. Enter each mob's details in a new row. Columns **E-F** and **J-M** are optional. In column **E** you can enter any other PICs listed on the NVD (separate multiple PICs with a space). In column **H**, enter the To PIC and the number of animals sent to that PIC separated by a slash (e.g. PICTEST1/12). If you would like to record multiple consignments, enter the PICs and number of head for each PIC (separated by a space). In column **J**, for any saleyard post-breeder tags applied, you can enter your saleyard PIC and the saleyard post breeder tag's serial number (separated by a slash). In column **K**, you can enter the selling agent's NLIS user ID. In column **L**, you can enter Y or N to specify if the animals were bred on the vendor PIC. If you enter N in column **L**, you must enter a Time on vendor PIC in column **M** (A, B, C or D).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Sheep	24/06/2012	PICTEST5	23	PICTEST7	Ewes sold to Kimberley Farm	336699007744	PICTEST9/23	EUSY1234	PICTEST5/0000123456	TESTAGEN	N	B
2	Goats	25/06/2012	PICTEST3	56			663399802255	SA810126/30	PICTEST2/26	EUSY1234			

Species	Sale date	From PIC	No. of head	Other PICs	Comment	NVD number	To PIC/no. of head	Saleyard ID	Saleyard PB tags	Selling agent	Vendor bred	Time on vendor PIC
Sheep	24/06/2012	PICTEST5	23	PICTEST7	Ewes sold to Kimberley Farm	336699007744	PICTEST9/23	EUSY1234	PICTEST5/0000123456	TESTAGEN	N	B
Goats	25/06/2012	PICTEST3	56			663399802255	SA810126/30	PICTEST2/26	EUSY1234			



**Notepad:** Notepad fields are in the same order as in the Excel file.

```
File Edit Format View Help
Sheep,24/06/2012,PICTEST5,23,PICTEST7,Ewes sold to Kimberley Farm,336699007744,PICTEST9/23,EUSY1234,PICTEST5/0000123456,TESTAGEN,N,B
```



## State/Territory NLIS authorities

---

### Australian Capital Territory

Department of Territory and Municipal Services  
T: (02) 6207 2357  
E: will.andrew@act.gov.au

### New South Wales

Department of Primary Industries  
Local Land Services (LLS)  
NSW DPI NLIS Helpline: 1300 720 405  
W: [www.dpi.nsw.gov.au/nlis](http://www.dpi.nsw.gov.au/nlis)  
W: [www.lls.nsw.gov.au](http://www.lls.nsw.gov.au)  
E: [enquiries.nlis@dpi.nsw.gov.au](mailto:enquiries.nlis@dpi.nsw.gov.au)

### Northern Territory

Department of Primary Industry and Fisheries  
T: (08) 8999 2030 (Darwin)  
(08) 8973 9754 (Katherine)  
(08) 8962 4458 (Tennant Creek)  
(08) 8951 8125 (Alice Springs)  
W: [www.nt.gov.au/d/nlis](http://www.nt.gov.au/d/nlis)  
E: [ntnlis@nt.gov.au](mailto:ntnlis@nt.gov.au)

### Queensland

Department of Agriculture, Fisheries and Forestry (DAFF)  
Biosecurity Queensland  
Business Information Centre: 13 25 23  
W: [www.daff.qld.gov.au](http://www.daff.qld.gov.au)  
E: [nlis\\_admin@daff.qld.gov.au](mailto:nlis_admin@daff.qld.gov.au)

### South Australia

Primary Industries & Regions of South Australia (PIRSA)  
Biosecurity SA  
T: 1800 654 688  
W: [www.pir.sa.gov.au](http://www.pir.sa.gov.au)  
E: [pirsa.nlisdatabasenotifications@sa.gov.au](mailto:pirsa.nlisdatabasenotifications@sa.gov.au)

### Tasmania

Department of Primary Industries, Parks, Water & Environment  
Biosecurity Tasmania  
T: 1300 368 550  
W: [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au)  
E: [andrea.howard@dpiuwe.tas.gov.au](mailto:andrea.howard@dpiuwe.tas.gov.au)

### Victoria

Department of Environment and Primary Industries  
Biosecurity Victoria, Animal Biosecurity and Welfare  
T: 1800 678 779  
W: [www.depi.vic.gov.au](http://www.depi.vic.gov.au)  
E: [nlis.victoria@depi.vic.gov.au](mailto:nlis.victoria@depi.vic.gov.au)

### Western Australia

Department of Agriculture and Food  
Livestock Biosecurity  
T: (08) 9780 6100  
W: [www.agric.wa.gov.au](http://www.agric.wa.gov.au)  
E: [nlis@agric.wa.gov.au](mailto:nlis@agric.wa.gov.au)



National Livestock  
Identification System Ltd

This guide was produced by NLIS Ltd  
PO Box 1961, North Sydney NSW 2059  
Published October 2012 ©  
ABN 34 134 745 038



MEAT & LIVESTOCK AUSTRALIA

## NLIS Database Helpdesk

1800 654 743  
support@nlis.com.au

NLIS operates a Database Helpdesk service from Monday-Friday, 9am-5pm (Sydney time). If you require assistance with the database, please note your **NLIS user ID** and **Upload ID** (if relevant) before contacting the Helpdesk.

## LPA Program

1800 683 111  
lpa@mla.com.au

The Livestock Production Assurance (LPA) Program is Australia's on-farm food safety certification body. LPA's food safety standards are associated with basic on-farm food safety guidelines, which underpin the food safety declarations on LPA National Vendor Declarations (NVDs). LPA accreditation is linked to Property Identification Codes (PICs). To use LPA NVDs, producers must ensure their PICs are accredited in the LPA program.

NLIS operates in partnership with the Australian meat and livestock industries and state and federal governments

Collaborating partners of the database include:



**Australian Government**  
**Department of Agriculture,  
Fisheries and Forestry**

