Step 1. Application Details

a. What would you like to do?

- Apply for a new import certificate
- Make changes to an existing import certificate
- Reprint an import certificate

b. Is this application for import certificates for a registered shipment? Y/N

c. Shipment ID, Export permit number, or Exporters reference

d. Export Licence

e. Certificate Details

- Destination Market
- Certificate Type

Step 2. Shipment Details

a. Exporter Details

- Date of departure
- Trading name to appear on certificate
- Exporter Address

b. Consignee Details

- Consignee name
- Consignee address

c. Is the consignee to appear on the certificate as the importer? Y/N

- Importer name
- Importer address

d. Shipment Details

e. Producer Details

- Producer details
- Import certificate options
  - o Do you require the shipment items to be split over multiple import certificates? Y/N

Step 3. Shipment items

a. Gross weight HS code, invoice number and date

Step 4. Preview

If you need any support using WALAS, or anything to do with exporting wine please contact:

Export Assistance Team • exports@wineaustralia.com
Ph +61 8 8228 2000 (Monday to Friday 08:30 – 17:00 ACST) • www.wineaustralia.com

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Step 5. Delivery

a. Preferred delivery method

- Post

- Pick-up

- Courier pick-up

- Express post (additional fee)

Step 6. Review

a. Review information provided and make final changes if required using Edit option next to each section.

b. Declaration

c. Click NEXT button at the bottom of the Review page to SUBMIT your registration request

Step 7. Submit

a. Email confirmation of application number