Wine Australia

Wine Australia Licensing and Approval System

WALAS

User Guide

Wine Australia

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About this guide

This document provides information for submitting applications and navigating the Wine Australia Licensing and Approval System (WALAS).

We will be updating this guide on a regular basis as we enhance WALAS for better user experience. To ensure you are reviewing the most current document we encourage you to access the electronic guide via WALAS > Collections > Resources > User manuals.

Contact details

Email Export Assistance Team exports@wineaustralia.com Label Integrity Team labels@wineaustralia.com Finance Team finance@wineaustralia.com **Phone** 08 8228 2000	**Address** Industry House, National Wine Centre Corner Botanic & Hackney Roads, Adelaide SA 5000 **Postal Address** PO Box 2733, Kent Town SA 5071

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Export controls

Australia's wine export controls are administered through the Wine Australia Licensing and Approval System (WALAS).

- Licence to export
- Product registration
- Label registration
- Shipping approval



Label Integrity Program (LIP)

The LIP imposes obligations on every party in the supply chain to make and keep records verifying vintage, variety and GI label claims made in relation to wine goods. The LIP applies to:

- Wine grape growers
- Manufacturers of wine goods, including wineries, packagers and processing facilities
- Persons who supply or receive wine goods (including a person who sells the wine goods by wholesale or retail or export)
- Agents who take possession of wine goods

Further information regarding record keeping can be accessed via Label Integrity Program.

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Labelling requirements

Mandatory requirements (Food Standards Code)

Name of food, lot identification, name and address of supplier, mandatory advisory statements (allergens), statement of alcohol content, pregnancy warning, country of origin, volume statement.

Further details regarding labelling requirements can be accessed in the Licensing and Compliance Guide or via Labelling.

Blending rules

The table below provides a summary of the blending rules.

	Single claims	Multiple claims	If you claim your wine is made from multiple vintages, varieties or GIs, you need to list each vintage, varietal and GI in descending order.	
Vintage claims	Minimum 85%	Minimum 100%	If you claim multiple vintages, the total amount claimed must add up to 100%.	So, if your wine is 88% from the 2012 vintage, 2012 can be claimed. If your wine is 83% from 2012, 16% from 2014 and 1% from 2017, and you want to claim vintage, then you have to specify the presence of all vintages, even the 2017.
Variety claims	Minimum 85%	Minimum 85%	If you add juice or concentrate to sweeten, seed or culture your wine, it doesn't count towards varietal composition as long as you don't add more than 5%. Also, you can't leave a variety off a label unless you have listed all the varieties that appear in greater proportions on that label.	So, if your wine is 70% Semillon, 20% Chardonnay and 10% Sauvignon Blanc, you can't label your wine as 'Semillon Sauvignon Blanc'. The wine would either need to be labelled as 'Semillon Chardonnay' or 'Semillon Chardonnay Sauvignon Blanc'. You couldn't label your wine as just 'Semillon', because less than 85% of the blend is Semillon.
Geographical Indication (GI) claims	Minimum 85%	Minimum 95%	You can claim multiple GIs, but only if each of the GIs claimed accounts for more than 5%. The maximum number of GIs you can claim is three.	So, if your wine is made from 85% Barossa Valley fruit, then you can claim 'Barossa Valley'. If your wine is made from 83% Barossa Valley fruit, 13% Heathcote and 4% Pemberton, and you want to claim GI, then it would need to be labelled 'Barossa Valley Heathcote'. You couldn't list Pemberton on the label.

Additional information: Blending Rules and Australian Geographical Indications

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Export Label Image Search System (ELISS).

In accordance with the Wine Australia Regulations 2018, Wine Australia maintains a Label Directory which the public can access through Wine Australia's Export Label Image Search System (ELISS).

ELISS allows brand owners to identify potential breaches of intellectual property rights and provides a platform through which consumers can verify whether a label has originated in Australia. The system seeks to minimise the extent of brand infringement throughout the Australian grape and wine sector.

ELISS is interfaced with WALAS whereby Australian wine exporters are required to upload all labels for packaged products prior to gaining export approval. All packaged products intended for export after 1 July 2021 are searchable within ELISS.

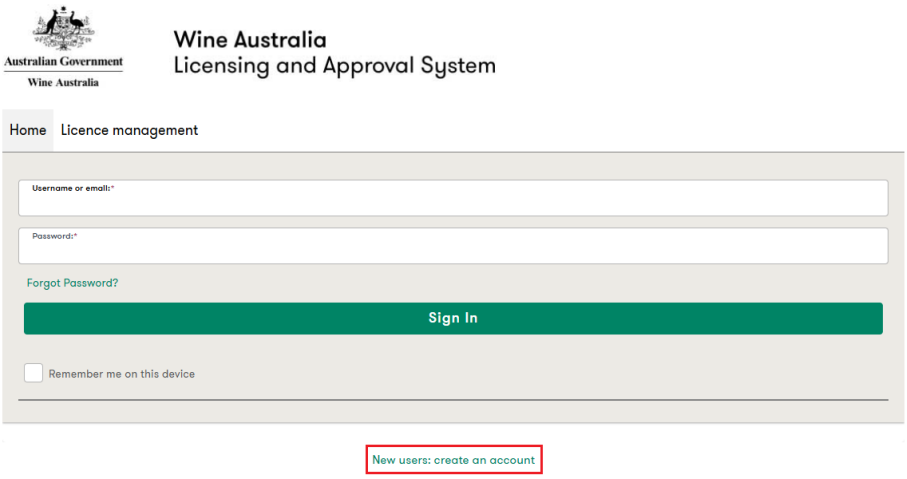
Creating a WALAS login

You can access WALAS through wineaustralia.com and click **Login to WALAS**.



Alternatively, click here to access WALAS.

Under **New users: create an account**.



To ensure traceability all WALAS users are required to create their own login account to submit applications. Ensure email address is unique and has not previously been used.

After completing required contact information an activation email will be sent to finalise your account.

If you are accessing an existing licence you will need to ensure that your email address is listed as an authorised user to automatically give you access to the export licence. If you are not already listed, you will need to contact the admin user of the licence to add your details under Licence Management.

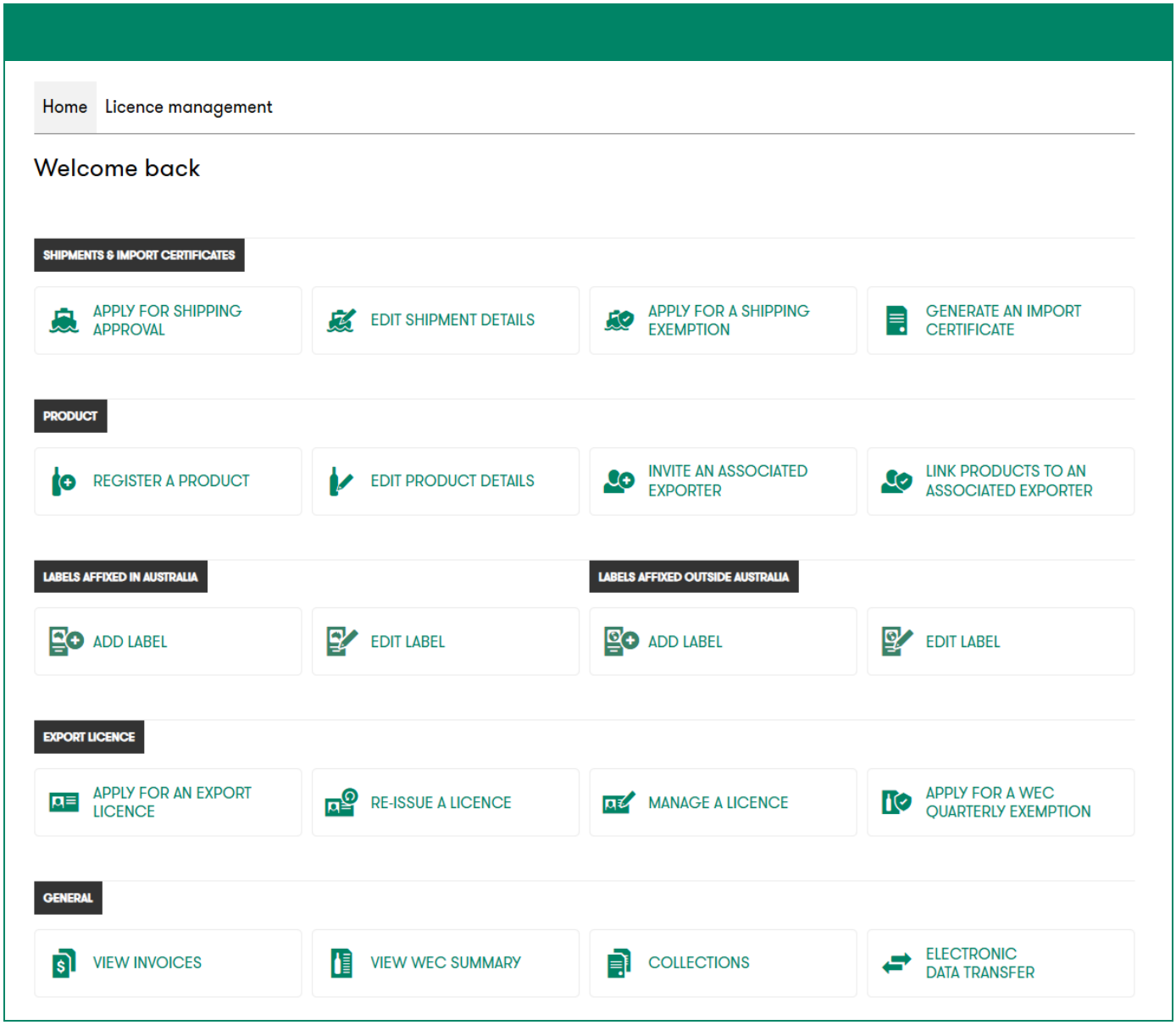
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System notes

	The help icon provides more details to assist with completing the field.
Save and resume later	Applications can be saved and completed later. After saving the application you will be able to resume via **My Records**.
1 Exporter 2 Destination details 3 Consignee	During applications click on the breadcrumbs at the top to go back to the previous page rather than using your web browser back buttons.

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WALAS Home page



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Navigation bar



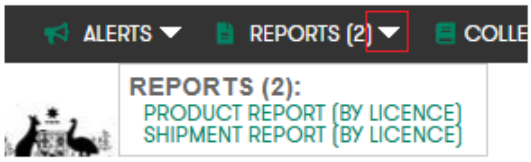
Alerts

Displays recent communications and saved messages. Clicking on the dropdown arrow shows the most recent notification. Click on Alerts to see past notifications.



Product and Shipment Reports

Click on report by licence and enter your exporter ID. An Excel file will be saved to your downloads folder.



The details on reports are listed below:

Product report

Product ID
Product Name
Brand Name
Sub Brand
Additional Brand Description
Label Vintage Claim(s)
Label Variety Claim(s)
Label GI Claim(s)
EU Approved
Bulk/Packaged
Alcohol On Label (% v/v)
Blend Number
Pack Type
Unit Volume (mL)
Organic/Biodynamic Claim
ELISS publish date

Shipment report

Shipment ID
Export Licence Number
Consignee
Total Litres
Total FOB
Destination Market
Actual Departure Date
Estimated Departure Date
Exporter's Reference
Mode of Transport
Vessel or Flight Number
Shipment Packaging Type
Related Certificate number
Shipment status

Collections



Records are grouped together for easier access

- Associated exporter records and authorised labels
- Import certificates
- Invoices
- Label summary of uploaded label images
- Products
- Resources
  - **Export Market Guides** > click on the **Name** column to sort alphabetically
  - User manuals
  - Exporter resources
- Shipments
- Wine Export Charge (WEC)

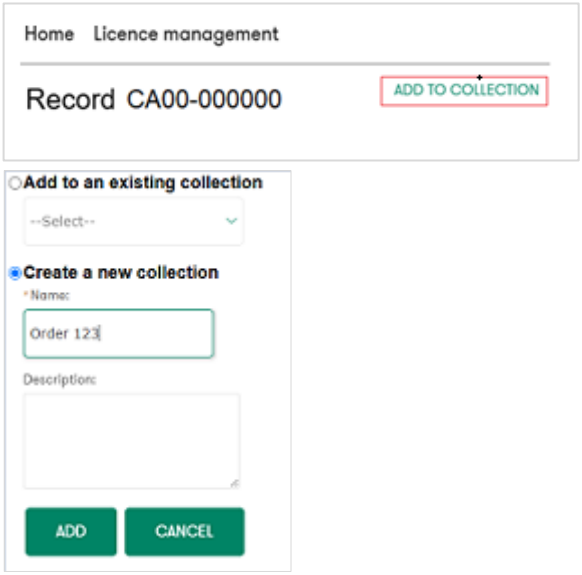


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Creating a collection

To manage how you would like information organised you can group different records under a single collection

- On the record details page click on add to collection and create a new group for your records
- After the group is created you will be able to add other records to this existing group via Collections on the Navigation bar



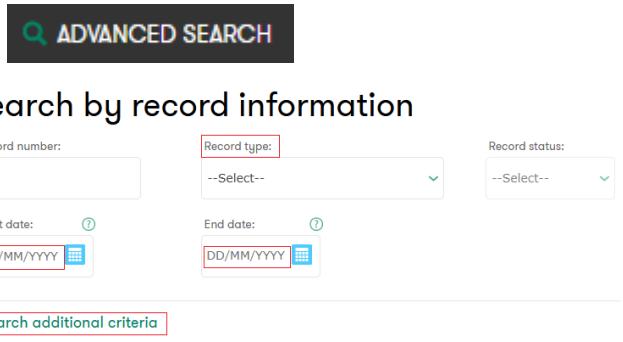
My Records

- View your most recent applications and records
- Resume saved applications
- Accept associated exporter invitations



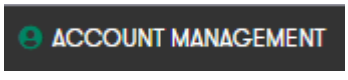
Advanced search

Select Record type from the dropdown to display additional search criteria. If the date is unknown, it can be left blank.



Account Management (WALAS login details)

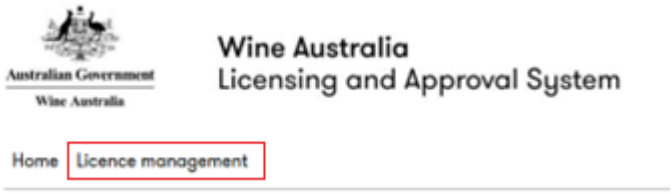
- Update email address
- Password
- Security question
- Postal address
- Phone number



Contact the Export Assistance Team for all other updates to contact details

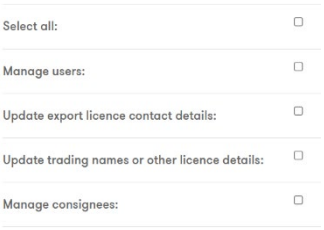
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Licence management



Details for the licence and authorised contacts can be viewed and updated here. Only contacts with a user type of Admin will be able to add new users, remove or deactivate existing users, or update their details.

If someone would like to receive emails but will not need access to WALAS**,** their email can be added with the required notifications.



Manage users – This is where you can list all authorised contacts for your licence and the level of access permitted. It is ideal to add all contacts that would potentially be discussing or requesting information about the licence.

Email notifications

- Accounts – invoices
- Licensing – reissuing an export licence and associated exporter arrangements
- Product – applications, edits, closures
- Shipping – applications, edits, exemptions, cancellations
- Certificates – applications, reissues, reprints

Authorised to submit WEC declarations

- Receive Statement of Exports and WEC invoices
- Able to submit declarations and regenerations for the licensee

Wine Export Charge (WEC) default contact

- Contact details to display on invoices

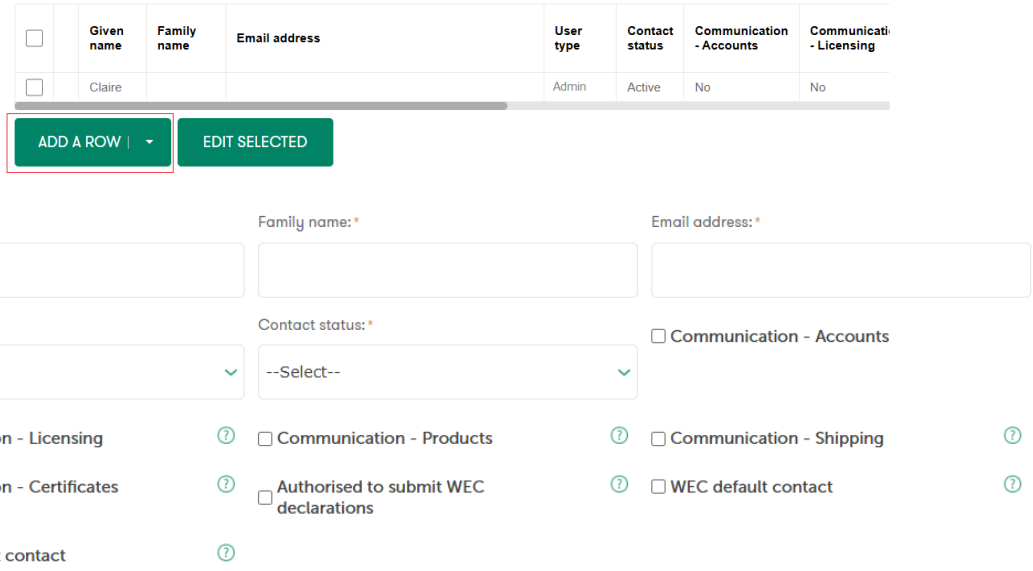
Invoice default contact

- Contact details to display on invoices
- Receive finance related emails

User type	Licence details	Users	Financials	WEC	Products & Labels	Shipments	Import certificates	Associated exporters
Admin	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
Finance	View	View	Edit	Edit	View	View	View	View
General	View	View	-	View	Edit	Edit	Edit	View
Lab	View	View	-	-	Edit	-	-	-
Observer	View	View	View	View	View	View	View	View

Add new authorised contact

- Under User management click **add a row** and add the name and email of the new contact. Select the status as **Active** and tick the required email communications.



- If the new authorised contact will be accessing WALAS, they will need create a WALAS login account on the login page. After activating their login, they will have access to the export licence.
- Login details should not be shared. One login per user.

Remove contact

- Completely removes contact from the authorised list

Deactivate contact

- For contacts that are on extended leave and will be returning at a future date
- Keeps details of the authorised contact listed but does allow applications to be submitted

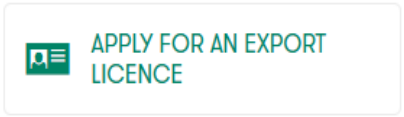
Update export licence contact details – Phone number, email for the licence, business address, postal address

Update trading names or other licence details – Add a new trading name, set the default trading name

Manage consignees – Add new consignees or update existing consignee's details

Wine Australia

Apply for an export licence



The Regulations require exporters of grape products to be licensed where individual shipments exceed 100 litres. Grape products are a regulated export, so it's important that you know the rules. Please read Wine Australia's compliance information before you apply for a licence.

Why do I need a licence?

Australia helps maintain the reputation of Australian wine and the truthfulness of labelling claims by requiring all exporters to be licensed.

Who needs an export licence?

If you are exporting no more than 100 litres of grape product, you don't need an export licence. If you are exporting more than 100 litres of grape product (the majority of exports), you need a licence.

Who can apply for a licence?

You can apply for a licence if you are a sole trader, or on behalf of a body corporate including a partnership, a trust (as the trustee) or a company.

What do I need to apply for a licence?

To complete a licence application, you'll need to have the applicant's:

- valid Australian Business Number (ABN) (and an ACN for a registered company or trust)
- physical business address in Australia
- contact details, including a postal address and phone numbers.

You'll also need to know:

- if the applicant pays the Wine Grapes Levy – a levy paid by grape processors (wineries)
- if the applicant or an associated entity or individual has had a licence to export grape products from Australia cancelled or suspended, or
- if the applicant has been convicted of an offence under the *Wine Australia Act 2013*.

In addition:

- if the applicant is a company, you'll need a list of directors
- if the applicant is a trust, you'll need a copy of the deed of settlement that establishes the trust, and
- if the applicant is a partnership, you'll need a copy of the partnership agreement.

How much does it cost?

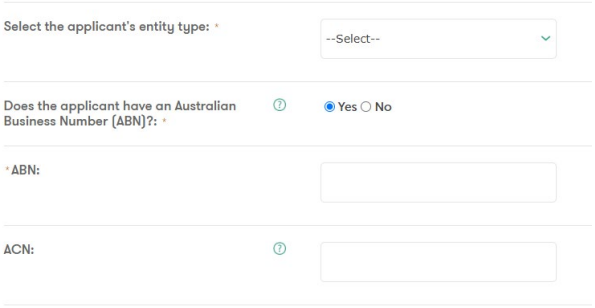
For a full list of fees, please visit our Fees page. Note: this application will need to be paid by credit card.

Is my fee refundable?

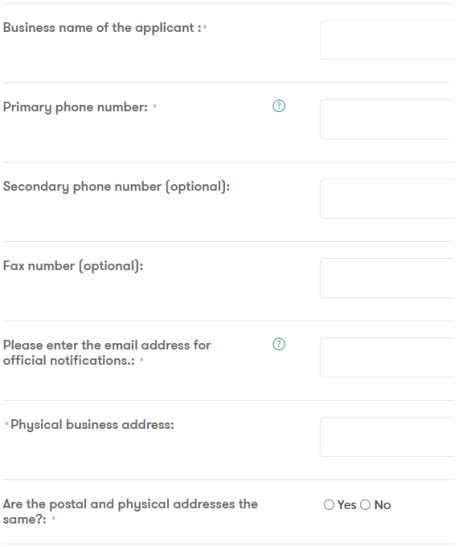
Your export licence application fee is non-refundable. Please consider carefully if an export licence and the associated export fees are right for you. Visit the Export Ready Hub for more information.

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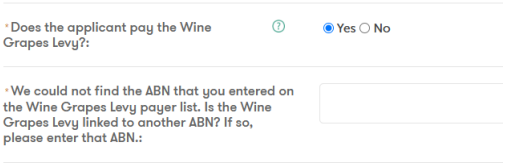
1. **Entity details** – Select the correct entity type and provide the ABN. Depending on the entity type selected, you will be prompted to provide different information.



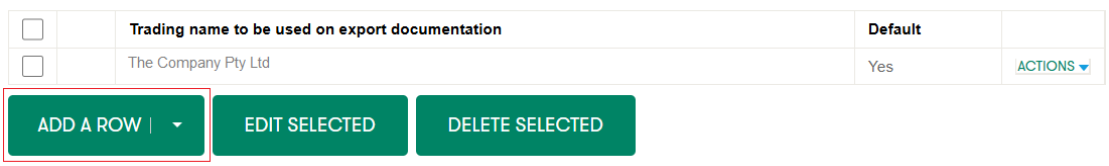
2. **Applicant details** – Provide phone number, physical address and street address.



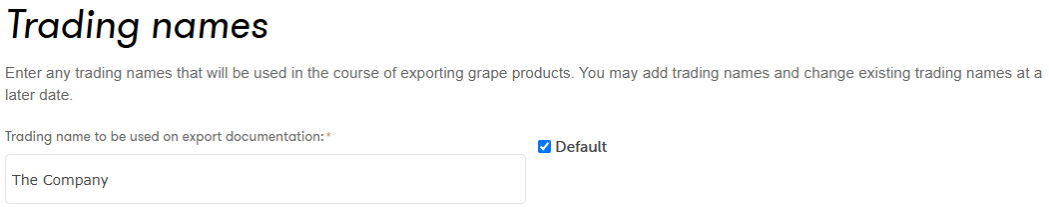
If the applicant pays the Wine Grapes Levy, select Yes and provide the ABN associated with the Levy account.



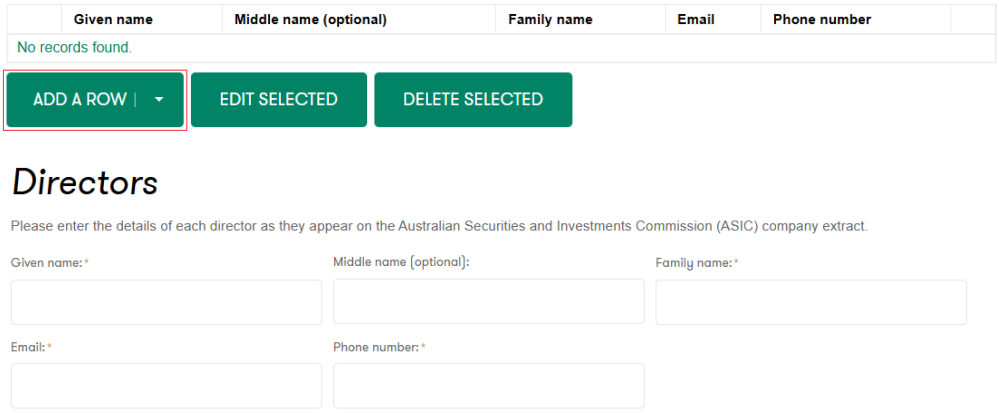
Trading names – If there are additional trading names select **add a row**. Enter any trading names that will be used for exporting grape products. You may add trading names and change existing trading names later.



A window will pop up, and you can enter the trading name and have the option to set it as your default trading name.

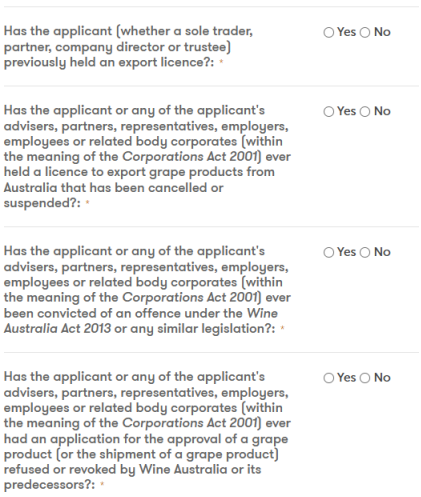


Directors – Click **add a row** and provide details of each director as they appear on the Australian Securities and Investments Commission (ASIC) company extract.



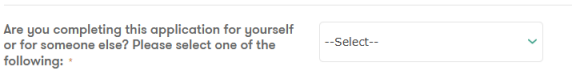
Click Next to continue. If you are unable to continue to the next page, **scroll up** to check if there are any **validation errors**.

3. **Declaration** – Read and complete the declaration questions, click Next.



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4. **Authorised person** – Select and click Next.



5. **Review and declare** – Review the application details, click on Edit if there are any changes to be made.



Read and declare then click **Next** to **submit** the application.



Save and resume – You can save at any step of the application. To resume the application, go to **My Records** > locate the temporary application and click **Resume Application**.

6. **Fees** – This application can only be paid by credit card, click Next to continue to the payment gateway.

7. **Email** – Receipt of payment and your export licence certificate will be sent. If you have not received an email confirming your licence has been granted, the application is currently being reviewed by the Export Assistance Team. To check the status of your application go to My Records.

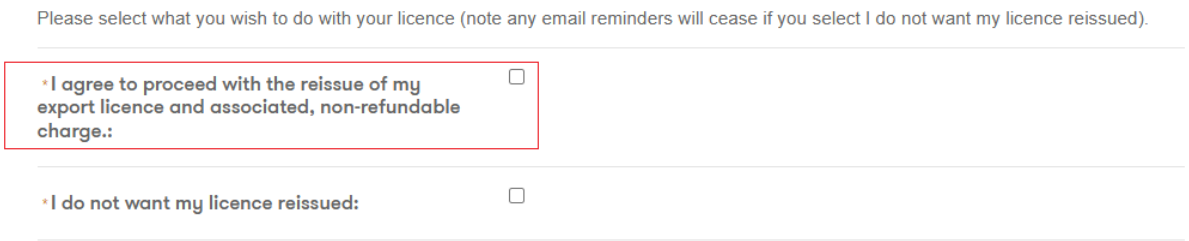
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Reissue an export licence



Email notification will be sent 30 days prior to your licence expiry**,** and a reminder will be sent 15 days prior to expiry.

If you intend to continue exporting, you will need to submit a reissue licence application. In WALAS click on the **re-issue a licence application** and **tick the box to agree** to proceed with renewing your licence for another year.

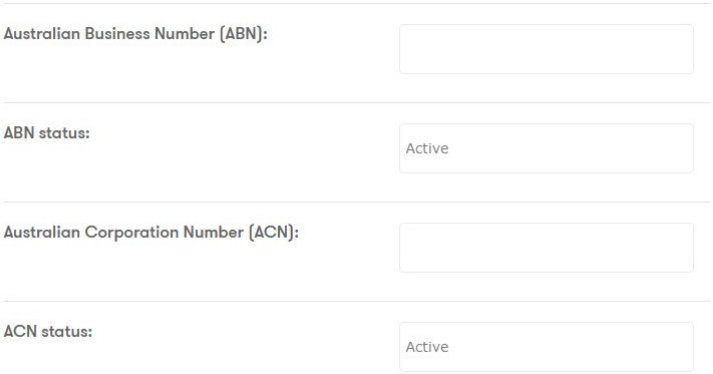


Alternatively, if you do not intend to export after your licence expires you can choose to ignore the reminder emails or notify us by going to re-issue a licence and tick the box: **I do not want my licence reissued**.

If your **licence is expired** and you urgently need to have your licence activated**,** we recommend submitting this application with **payment by credit card** for faster processing. If payment is made by bank transfer, please allow 24–48hrs to receive the payment.

Continue through the application and review information.

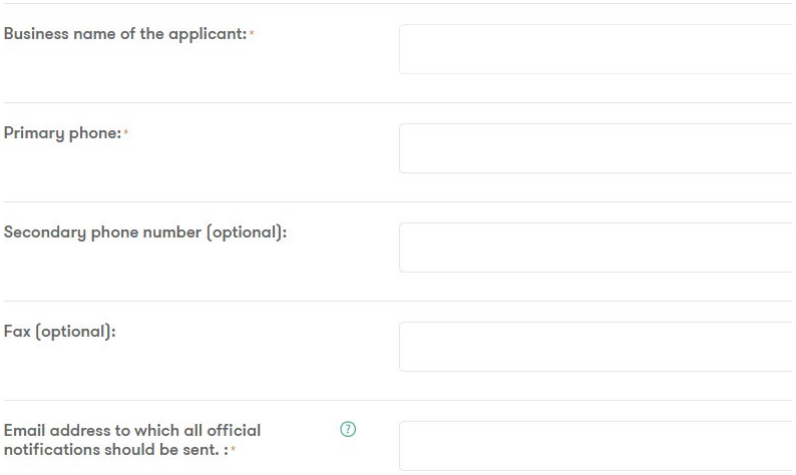
1. **Licensee details**



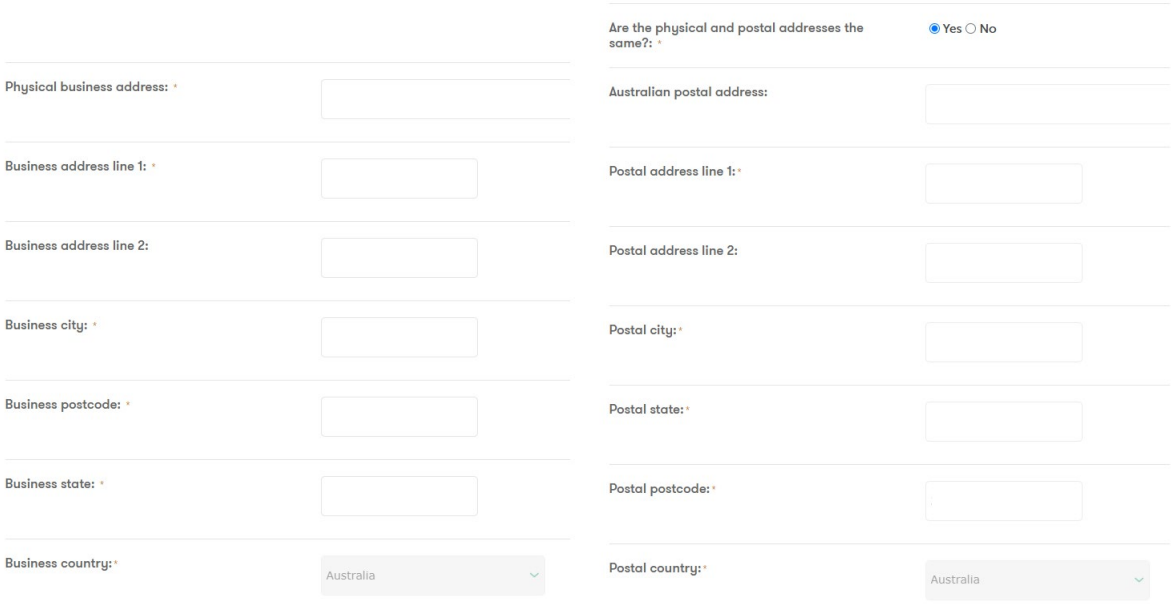
If the ABN had changed, the new entity will need to apply for a new export licence.

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2. **Contact details** – Update contact information.



3. **Addresses** – Street and postal address



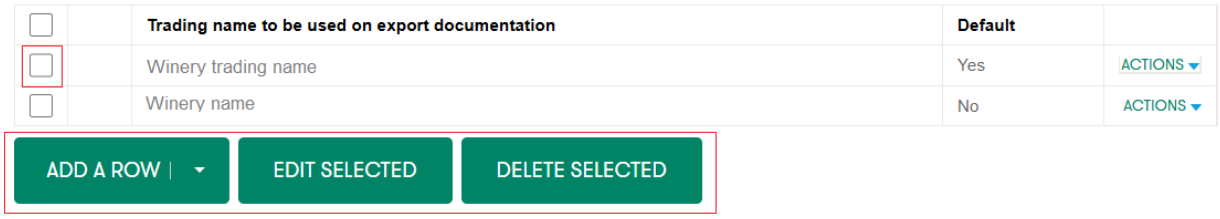
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4. **Trading names**

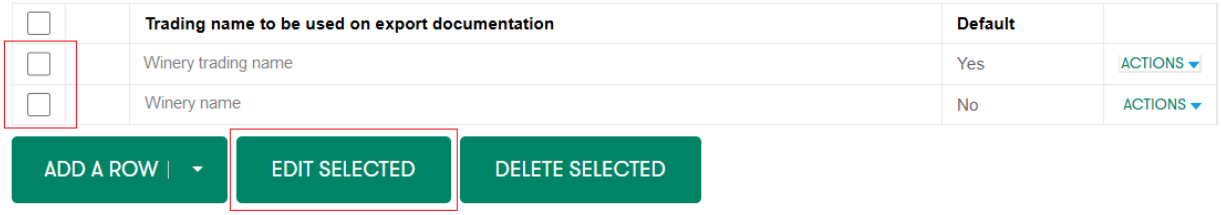
To **add** a trading name**,** click **add a row**.

To **delete** a trading name, **tick** the box and click **delete selected**.

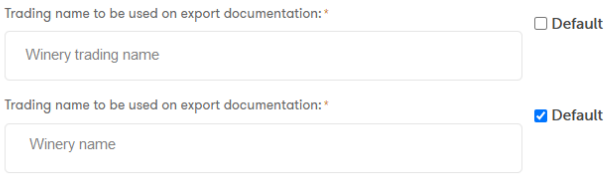
To **modify** a trading name, **tick** the box and click **edit selected**.



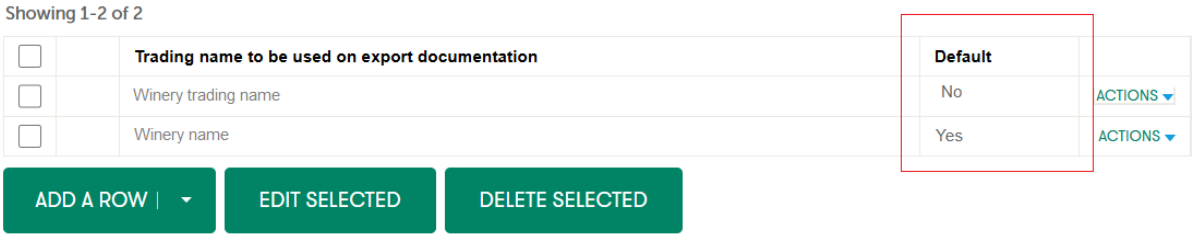
To update the **default trading name, tick** the trading names and click **edit selected**.



If there are multiple trading names, ensure a default name is selected to appear on documentation. **Tick** the selected name and click **submit**.



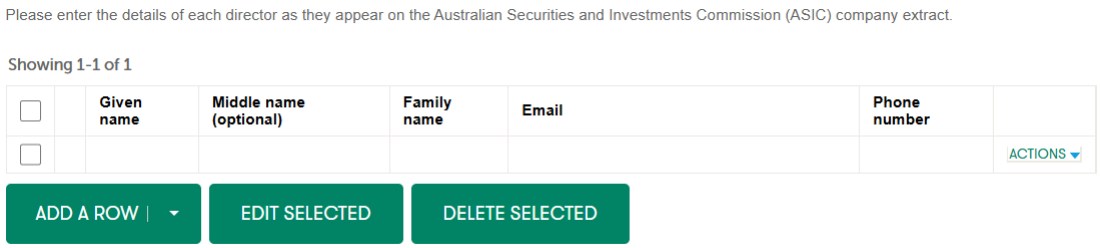
The default trading name will show Yes in the Default column.



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5. **Directors**

Add, edit or delete company director details as per ASIC.



6. **Review**

Check all details, if changes need to be made click on **Edit** under the corresponding sections. **Read the declaration** and click **Next**.



7. **Fees**

The application fee can be paid via credit card or bank transfer.





- Click on **pay by credit card** will take you to the NAB payment Gateway.



- When the transaction is approved you will see the receipt page, click Return to Wine Australia when ready. You will receive an email with the application number and receipt.



- Click on **pay bank transfer** to submit the application, you will receive an email with the application number and an invoice with the EFT details.

8. **Email** – Depending on your payment method you will receive an email with the invoice/receipt. After the application is granted**,** you will receive notification with your updated export licence certificate.

The Licence Reissue application will show the status ‘In progress’ if:

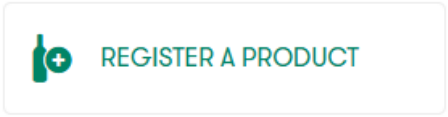
- The bank transfer payment has not been paid or is still being processed, or
- The application is being reviewed by the Export Assistance Team

Record number

LR25-00000-A

Wine Australia

Product registration



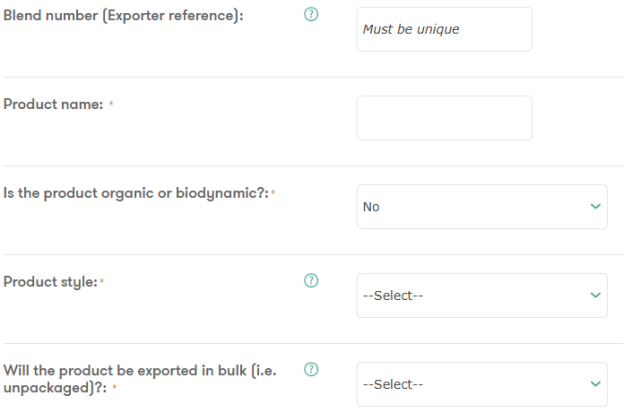
To ensure a product is permitted for export Wine Australia must consider:

- Whether the grape product complies with the Food Standards Code
- Whether the grape product is sound and merchantable, and
- Whether the description and presentation of the grape product is appropriate having regard to the requirements of the Act, other Australia law, and the laws of other countries.

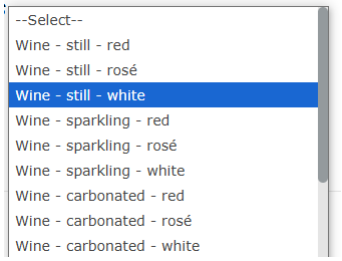
To complete the application, you will need:

- LIP wine composition information
- Certificate of Analysis
- VI-1 Certificate of analysis from a NATA accredited laboratory (EU shipments only)
- Label images
    - Maximum file size of 30MB
    - .JPG, .PNG or .TIFF (PDF is not accepted)
    - Minimum of 600 pixels x 600 pixels
    - Maximum of 4000 pixels x 4000 pixels
    - Minimum resolution of 72PPI

1. **Exporter** – select your export licence number
2. **Product details**



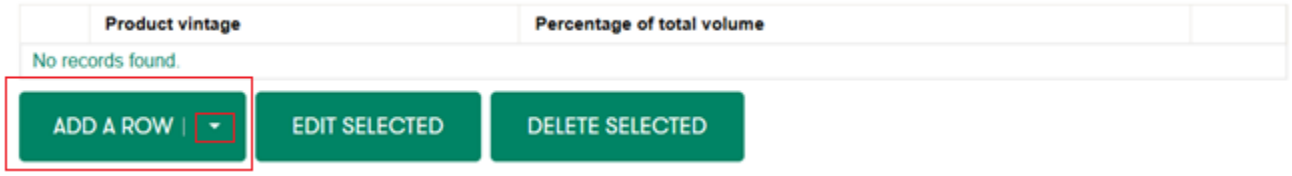
- Blend number (unique to exporter)
- Product name
- Is the product organic or biodynamic?
- Product style – click on the dropdown list and select the style that best describes the product being registered



- Will the product be exported in bulk? – Select Yes if product will be exported in containers with a capacity of 60L or more, otherwise select No.

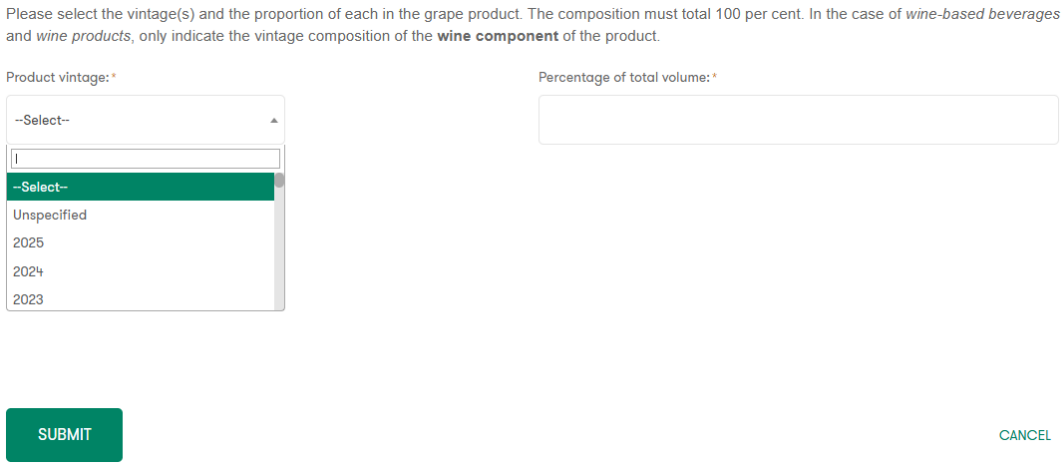
3. **Vintage composition**

If there is only 1 vintage, click **add a row**.



If you have **multiple vintages**, click on the add a row **drop down arrow** to select the number of rows needed. Alternatively, you can add a single row at a time.

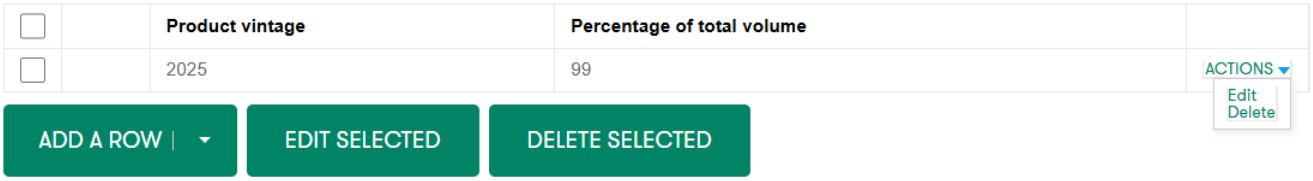
After adding a row a window will appear, this is where you will be able to enter the vintage(s) and percentages. Click **Submit** at the bottom of the window when complete.



If there are small amounts of multiple vintages you can combine the percentages and select **Unspecified**. Keep in mind the blending rules to ensure that label claims meet the compositional requirements. Total needs to add to up 100%.

Editing existing entry

Click on **Actions** and **Edit** or **Delete**

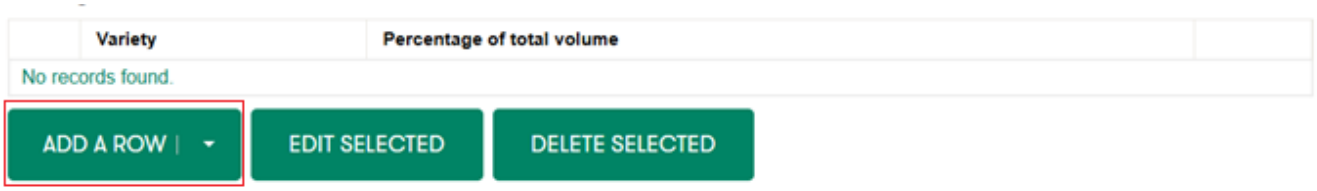


Alternatively, you can **tick** the box and click **Edit Selected** or **Delete Selected**.

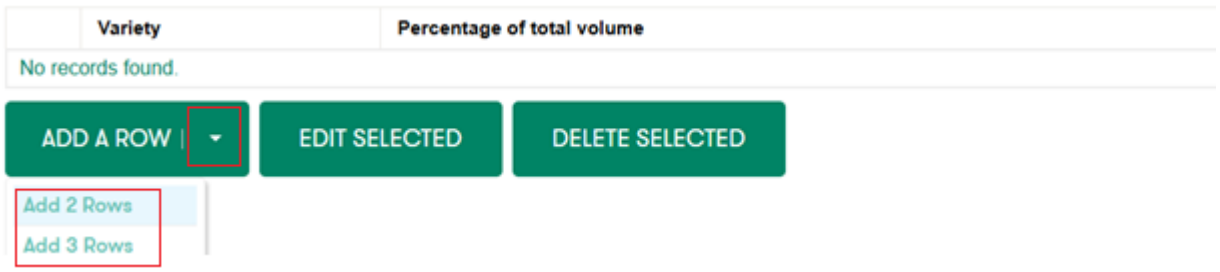


4. **Varietal composition**

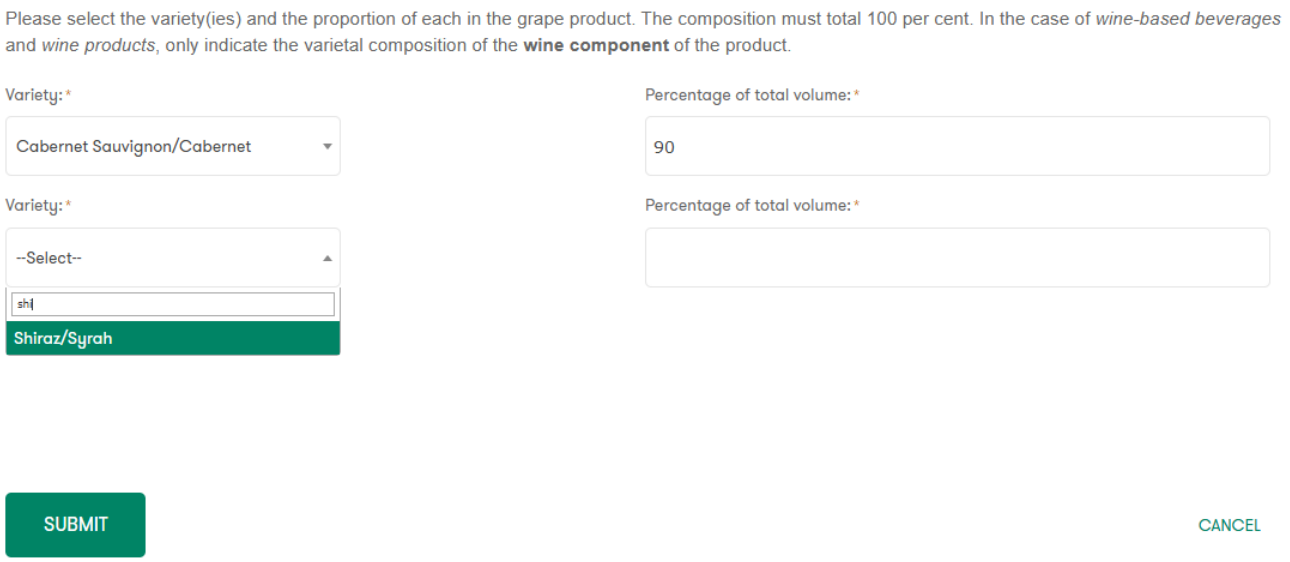
If there is only 1 variety, click **add a row**.



If you have **multiple varieties**, click on the add a row **drop down arrow** to select the number of rows needed. Alternatively, you can add a single row at a time.



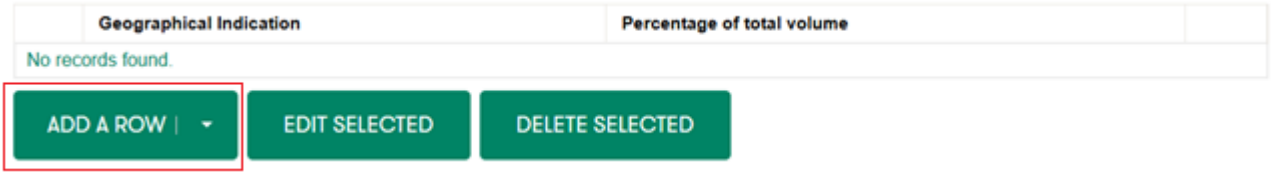
After adding rows a window will appear, this is where you will be able to enter the varieties and percentages. Click **Submit** at the bottom of the window when complete.



Click **Select** from the drop down and start typing the variety to select then complete the percentages.

If there are small amounts of multiple varieties, you can combine the percentages and select **Unspecified.** Keep in mind the blending rules to ensure that label claims meet the compositional requirements. Total needs to add to up 100%.

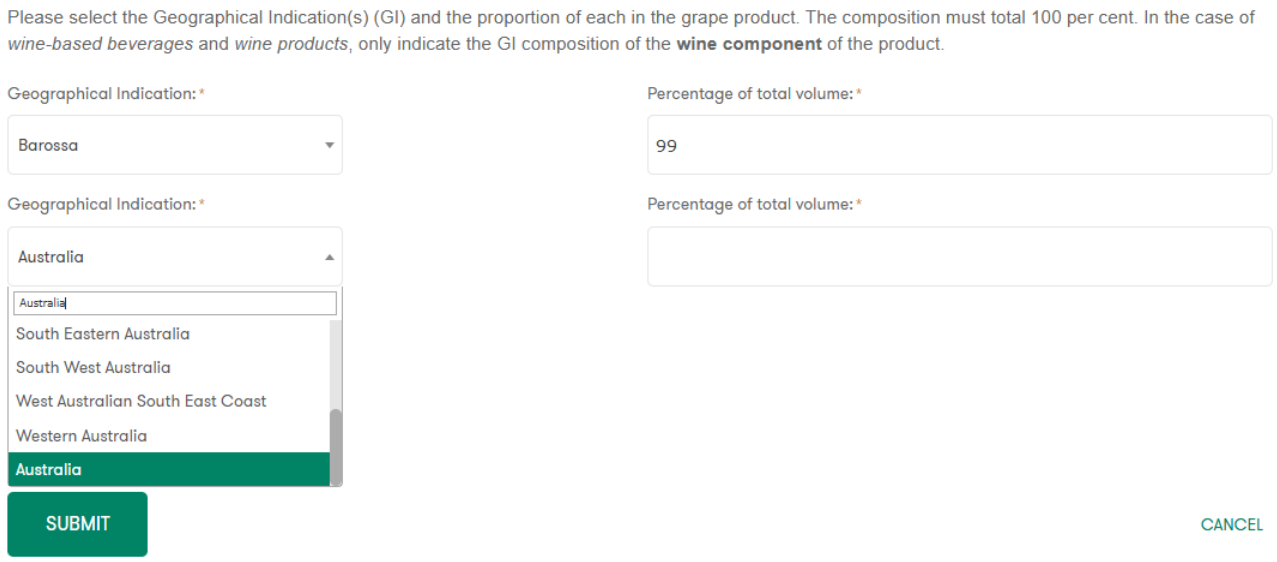
5. **Geographical Indication (GI) composition**



If there is only 1 geographical indication**,** click **add a row**.

If you have **multiple GIs,** click on the add a row **drop down arrow**. Alternatively, you can add a single row at a time.

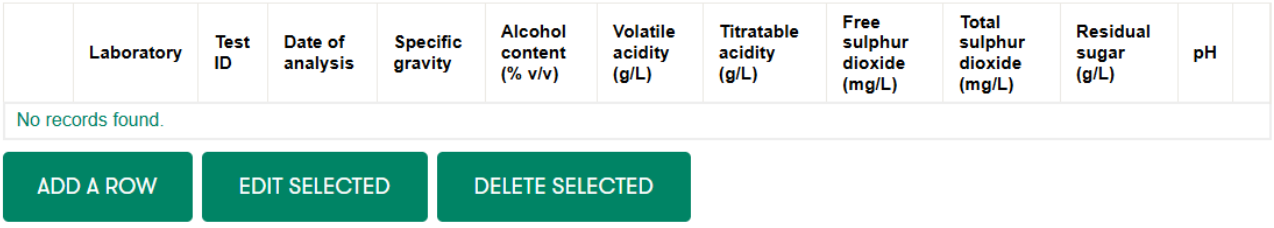
After adding rows a window will appear, this is where you will be able to enter the GIs and percentages. Click **Submit** at the bottom of the window when complete.



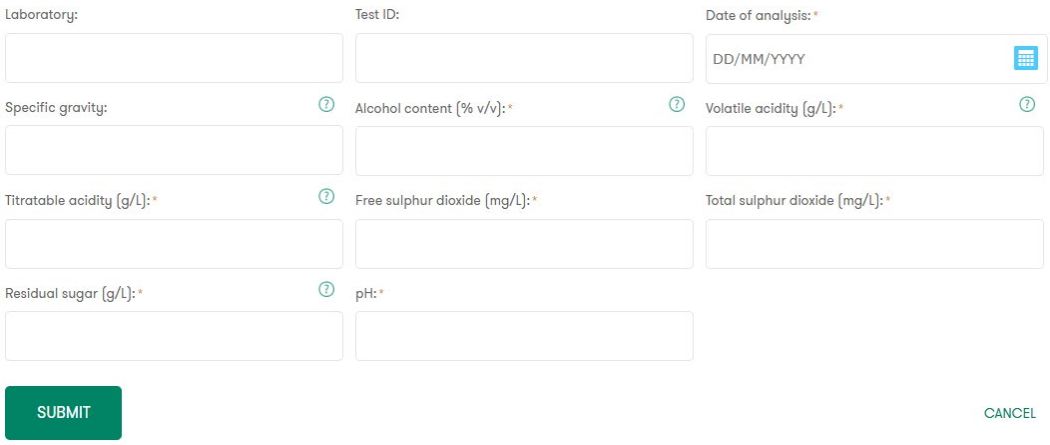
If there are small amounts of multiple geographical indications, you can combine the percentages and select **Australia.** Keep in mind the blending rules to ensure that label claims meet the compositional requirements. Total needs to add to up 100%.

6. **Certificate of Analysis**

Click on **add a row** to enter the required analysis results.



A window will pop up to enter results, enter details in all mandatory fields and click **submit**.

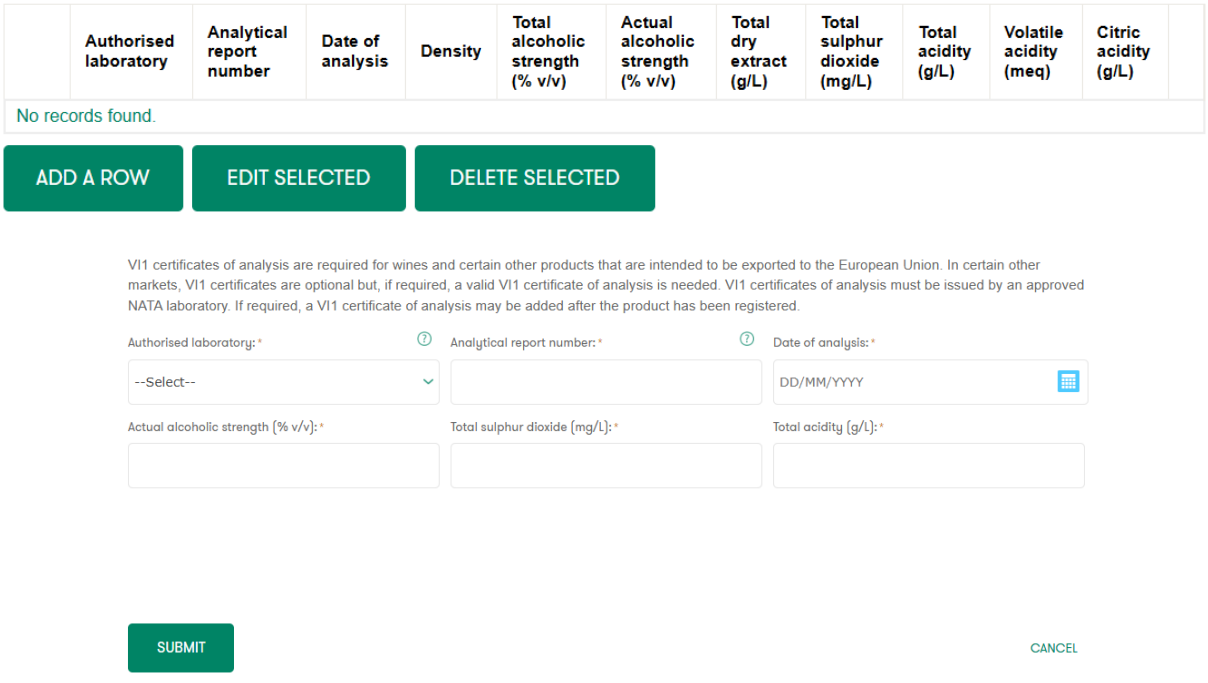


It is the exporters responsibility to ensure analysis for the product is reflective of the product being exported. This is to avoid any market access issues where random testing may occur. e.g. Label alcohol etc.

7. VI-1 Analysis

The VI-1 analysis is only needed if the product will be exported to the European Union (EU).

If you do not intend to have this product exported to the EU, you can skip this section.

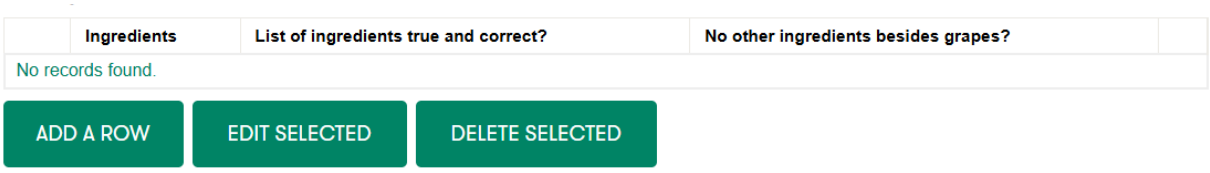


You can add a VI-1 analysis after a product is registered or add an updated VI-1 analysis via Edit a product.

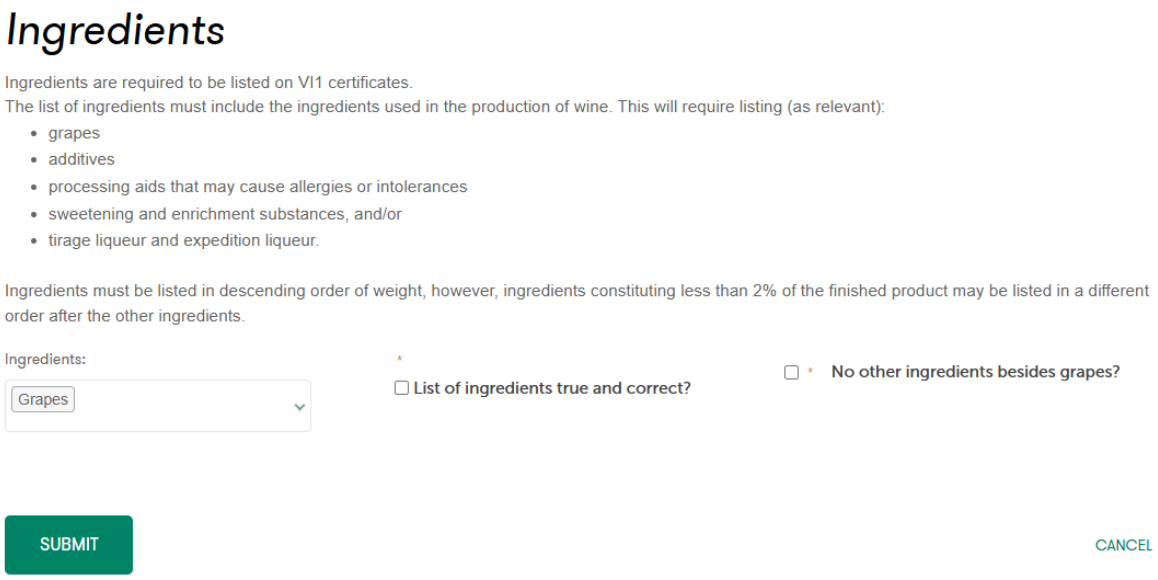
8. **Ingredients (bulk products only; with vintages 2024 or later only)**

Bulk product – this section is only for bulk products with vintages 2024 or later that are exported to the EU. The ingredients list is a mandatory component for information on the VI-1 Certificate issued by Wine Australia for EU Customs Clearence.

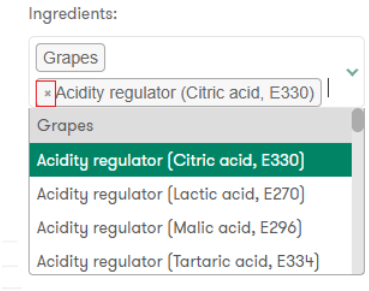
Click **on add a row** to add the ingredients list.



Click on the ingredients **dropdown** list and select all that apply. Tick the box(es) to confirm the information is correct.

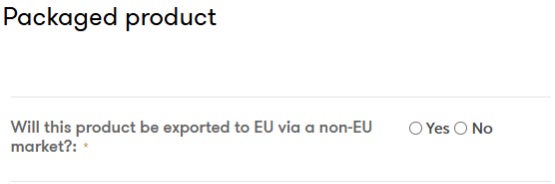


To remove an ingredient, click on the **x**.



Packaged product – this section will only display for packaged products with vintages 2024 or younger that will be exported to the EU via a non-EU country.

If you intend to export your packaged product to the EU via a non-EU country you can select yes, and you will be able to enter the ingredients that are required for other documentation for EU customs clearance. If this product will not be going to the EU or you are unsure you can select No.



You can add or update ingredients after the product is registered via Edit a product.

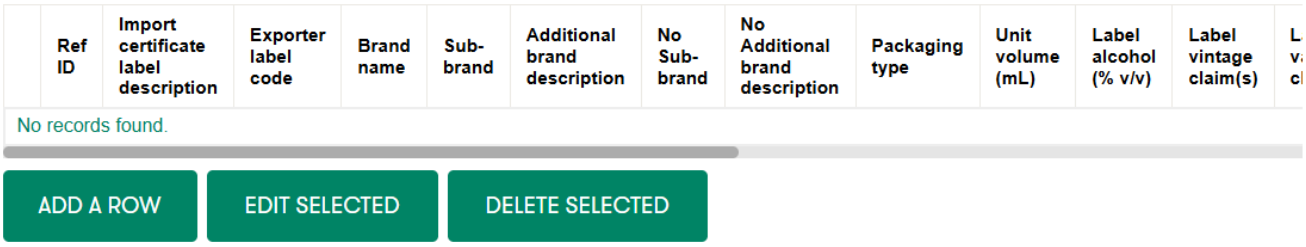
9. **Label description**

This information should reflect what is stated on the physical labels on the wine. **Do not include** vintage, variety or GI when completing the brand name, sub-brand and additional brand description. This will cause your label description to display duplicate label claims. The system will automatically combine the information from brand details and label claims.

The combined **system generated label description**:

Vintage claim + Brand name + Sub-brand + Additional brand description + Variety claim + GI claim

Click **add a row** to register a label under this product blend, multiple labels can be added.



Import certificate label description (optional) – This will be the description that will appear on your import certificates. If left blank the certificate will display the system generated label description from the information supplied during the product registration. You can update this via Edit a product.

Exporter label code (optional) – Your internal reference to the label

Brand name – Primary brand name (**do not include** vintage, variety or GI)

Sub-brand – Secondary brand name (**do not include** vintage, variety or GI). Tick the box below if none.

Additional brand description – Other details of your label (**do not include** vintage, variety or GI). Tick the box below if none.

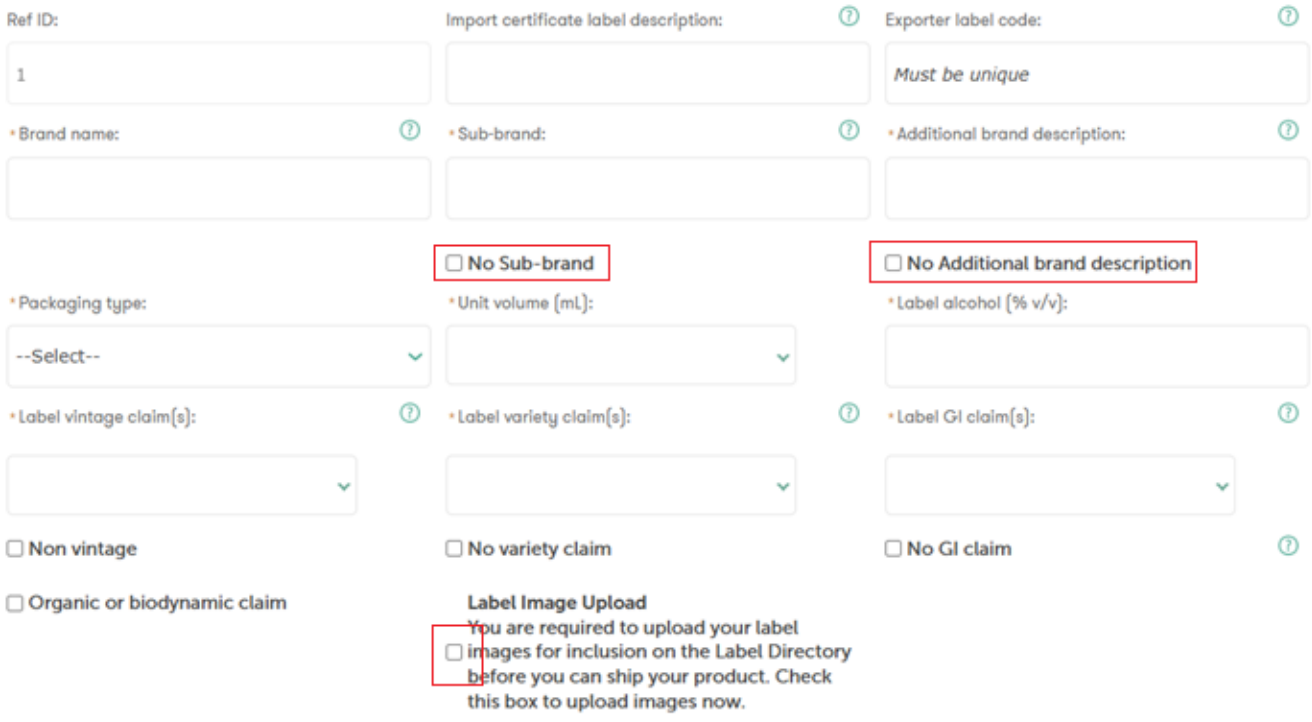
Label vintage claim(s) – Select the vintage stated on the label or **tick** the box below if no claim.

Label variety claim(s) – Select the variety stated on the label or **tick** the box below if no claim.

Label Geographical Indication claim(s) – Select the GI(s) on the label or **tick** the box below if no claim.

Organic or biodynamic claim – If you have selected that this product is organic/biodynamic but the label you are registering does not have any claim to organic/biodynamic do not tick this box. Alternatively, if this label does have claims to organic/biodynamic please tick the box.

Label Image Upload – **Tick** this box to proceed with uploading label images.



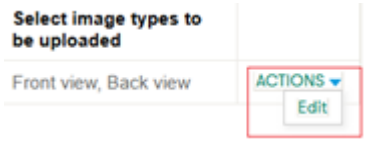
After all mandatory fields are completed click **Submit** to close the pop-up window.



Then read the declaration and, if appropriate, **tick** confirm compliance and click **Next**.

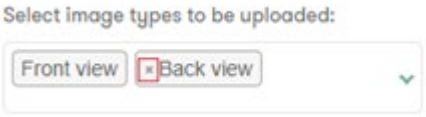
10. **Label images**

To edit the image types edited click on **Actions** > **Edit**.



If you have a front and back label, you do not need to make any changes. The system will then allow you to attach two files to be uploaded.

If you have **single/wrap around label**, edit the row and **remove** the Back view by clicking the **x**.

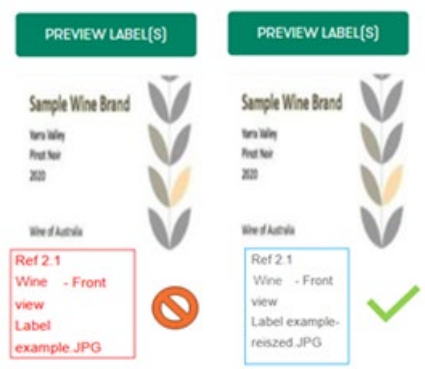


If you have a front and multiple back labels for different markets, edit the row to add more Back view by clicking the dropdown.

Then click Next to move to the attachments page.

Add your label image(s) in the designated fields and click Preview to confirm the images have been uploaded correctly then click Next.

When the preview images appear, if the text is highlighted in red the images do not meet the image requirements.



Check the details of your image file and update the specifications accordingly.

Image specifications:

Maximum file size of 30MB
.JPG, .PNG or .TIFF (PDF is **not** accepted)
Minimum of 600 pixels x 600 pixels
Maximum of 4000 pixels x 4000 pixels
Minimum resolution of 72PPI

To replace the existing upload, click on the **Add** next to the existing file name.

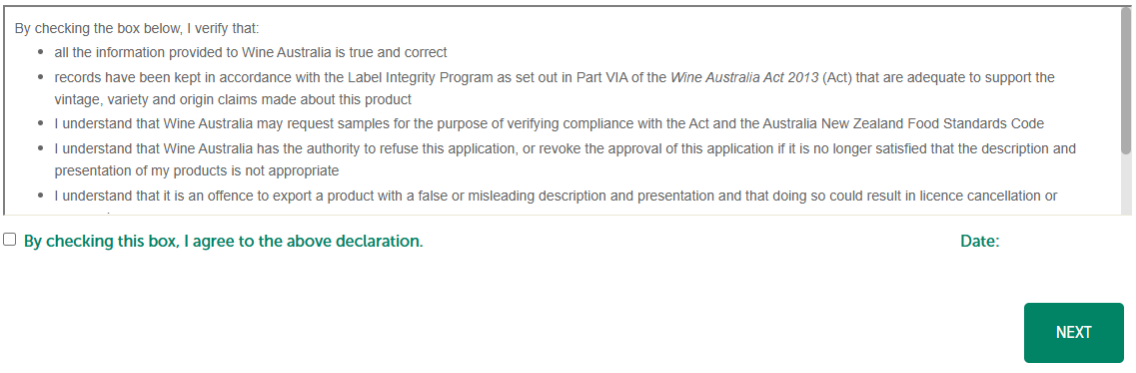


11. **Review**

Check information on application is correct. You can click on Edit under each section to amend any of the details.



Read the declaration and, if appropriate, **tick** the box to complete your declaration then click on **Next** to submit your application.



Wine Australia

12. **Email notification**

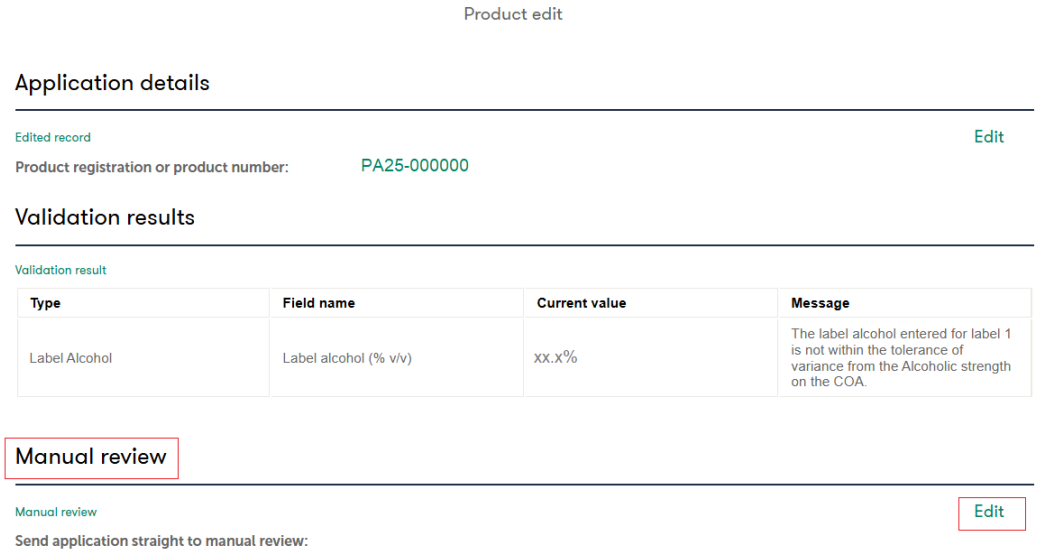
After submitting your application an email will be sent confirming that the product has been approved or that action is required. If a **validation error** has been found it will state the issue in the email. The status of the application will be **Update Needed**.

To amend the validation error, edit the product application via WALAS > My Records > click on the PA record > Edit product.

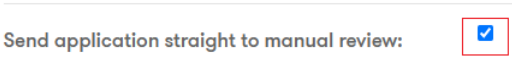


Alternatively, you can edit via WALAS > Edit product details > enter the product application number PA25-000000.

If you would like the Export Assistance Team to review the application, Select **Edit** under the **Manual review** section during your **Product edit application**.



This will bring you to the page to confirm, **tick** the box and click **Next**.



Click **Next** to **Submit** the Product edit application, the status of the application will be **In Progress**.

Record numbers

PA25-000000 – Product Application records details from the original application

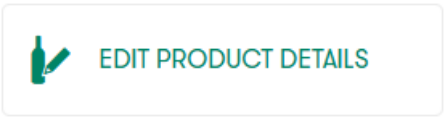
PE25-000000-00 – Product edit number records details from the product edit application

PP25-000000 – **Registered Packaged** Product (Product ID) used to add to shipments for export

PB25-000000 – **Registered Bulk** Product (Product ID) used to add to shipments for export

Wine Australia

Edit a product

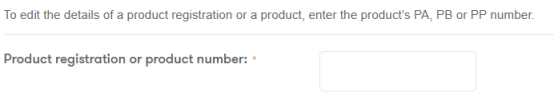


After a product is registered you will be able to:

- Add label images to an existing approved label description
- Add additional label descriptions
- Edit the import certificate label description
- Add a VI-1 analysis
- Add a new VI-1 analysis (will override the previous analysis)
- Add/edit VI-1 ingredient list
- Close a product

All other edits to the product details will need to be submitted via email to exports@wineaustralia.com, provide the product ID in the correspondence. Supporting information may be requested to confirm the changes.

Click on **Edit product details**. If editing an approved product enter the **PP** (packaged) or **PB** (bulk) product number, click **next**.



Alternatively, you can go to the **record details** of the product via **my records** or **advanced search** and edit.



The **Review** page will be displayed.



Select Edit under the section that you will be modifying.



Update the information and click **Next** to submit the edit.

Email notification of the application will inform you if the details are approved or if the application has been submitted to the Export Assistance Team for manual review.

Close a product – This will remove the product from your export licence and you will not be able to use it on shipping applications. If you would like to update your Product Report (See Navigation bar > Product report on how to download your product report) to current stock, this is an option.

You will need to do this individually for each product you would like to close.

Search the product in **Advanced search >** click **close product.**



Record number

PE25-000000-00 – Product edit number records details from the product edit application

PC25-000000 – Product closure

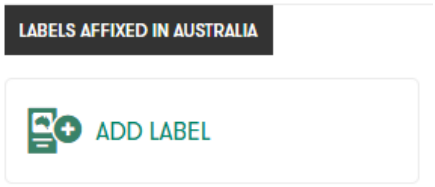
Wine Australia

Add a label image affixed in Australia

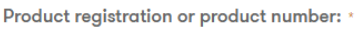
Label images are required for all packaged products prior to export. To ensure that there are no delays the label image specifications are listed below:

Maximum file size of 30MB
.JPG, .PNG or .TIFF (PDF is **not** accepted)
Minimum of 600 pixels x 600 pixels
Maximum of 4000 pixels x 4000 pixels
Minimum resolution of 72PPI

1. On the home page of WALAS, under Labels Affixed in Australia – click on **Add label.**



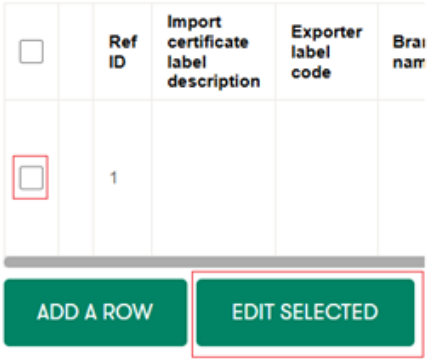
2. Enter the product number, the Review page of all product details are displayed.



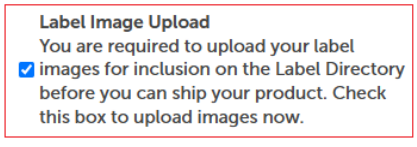
3. **Scroll** down to the **Label Description** section, click on **Edit.**



4. **Tick** the checkbox at the start of the row of the label description and click **Edit selected.**



5. A Label description window will appear, **scroll down** and **tick** the **Label image upload** box and **Submit.**
Read the label description declaration, **confirm** your compliance and click **Next.**



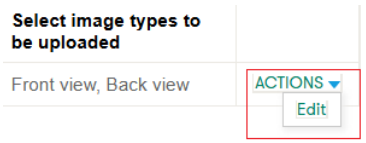
6. The Label images page is displayed. To edit the image types edited click on **Actions > Edit**.

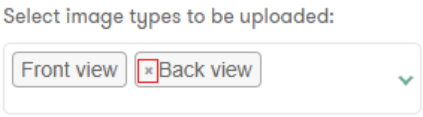
   If you have a front and back label, you do not need to make any changes.

   If you have **single/wrap around label**, edit the row and **remove the 'Back view'**.

   If you have a front and multiple back labels for different markets, edit the row to add more 'Back view'.

   Then click Next to move to the attachments page.





7. Add your label image(s) in the designated fields and click **Preview** to confirm the images have been uploaded correctly then click **Next.**

   When the preview images appear, if the **text** is highlighted in **red** the images **do not meet the image requirements**.

   Check the details of your image file and update the specifications accordingly.

   To replace the existing upload, click on the **Add** next to the existing file name.



8. On the Review page, read and confirm by ticking the declaration box and click Next to submit your application. Email notification will be sent for confirmation.

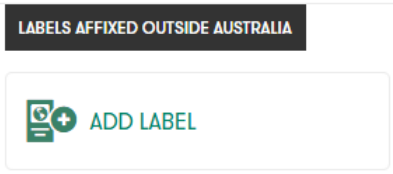
Record number

PE25-000000-00

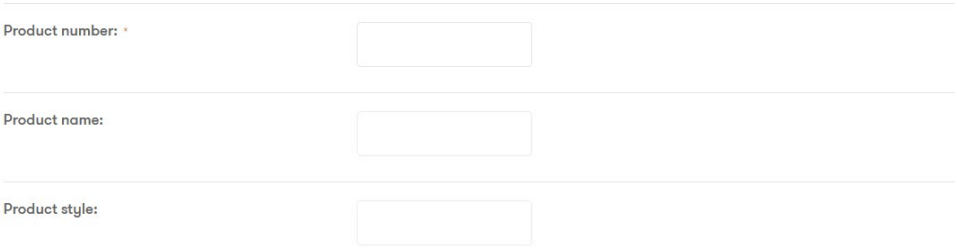
Wine Australia

Add a label affixed outside Australia

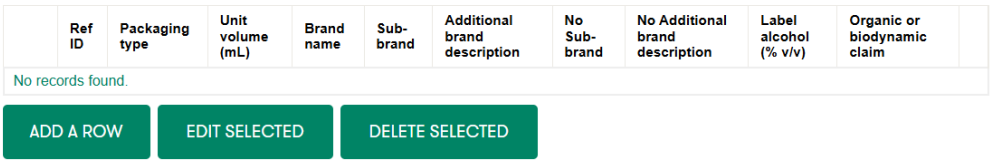
Note this application is for labels applied to the wine while overseas, e.g. wine exported as bulk then packaged and labelled in export market, or in-market importer labels.



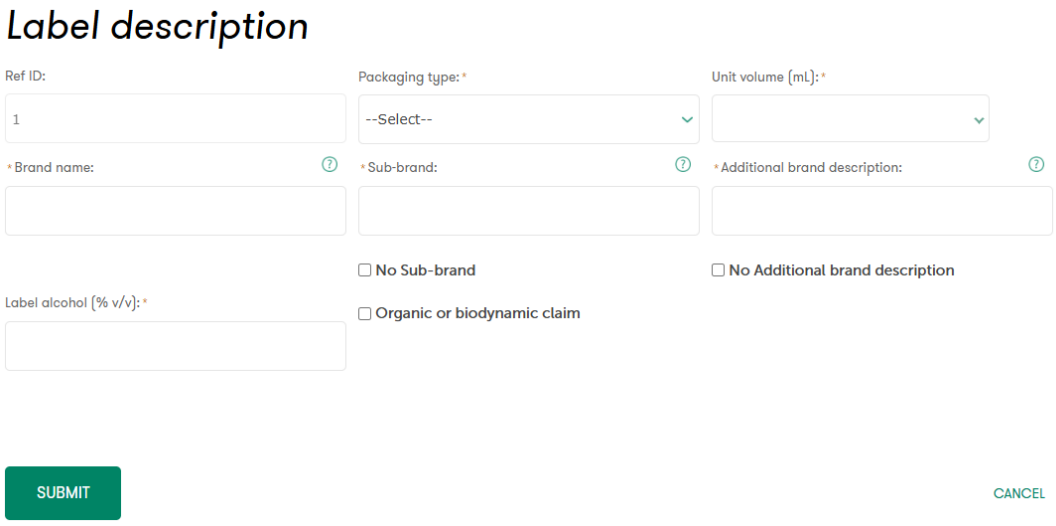
Enter the product number. The product name and style will display for your reference.



Click on **add a row** to enter details of the label.



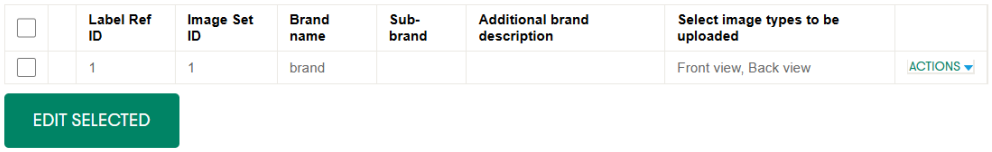
A window will pop up to enter the label details and click **submit** to complete and **next**.



Enter the vintage, variety and geographical indication claims and destination markets by clicking **add a row** under each section then click **next**.

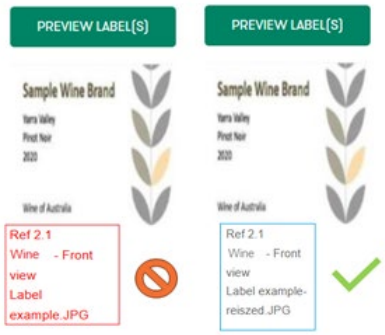


Label image types default to one front view and back view. If it is a single wrap around label, remove the back view.



The label image file requirements are below:
Maximum file size of 30MB
.JPG, .PNG or .TIFF (PDF is not accepted)
Minimum of 600 pixels x 600 pixels
Maximum of 4000 pixels x 4000 pixels
Minimum resolution of 72PPI

- Add your label image(s) in the designated fields and click **Preview** to confirm the images have been uploaded correctly then click **Next**.
- When the preview images appear, if the **text** is highlighted in **red** the images **do not meet the image requirements**.



- Check the details of your image file and update the specifications accordingly.
- **To replace the existing upload, click on the Add next to the existing file name.**

Click next to the **Review** page. If changes are required, click on **Edit** under the corresponding section.



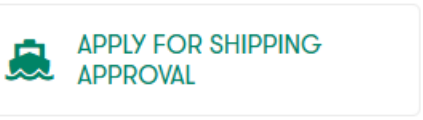
Click next to **submit** the application. Email notification will be sent to the applicant.

Record number

PL25-000000 – bulk label affixed outside Australia application

Wine Australia

Shipping application



A notice of intention to ship should be submitted at least 5 days prior to departure to avoid potential delays. Shipping details can be updated after the application is submitted, information that can be edited is based on the estimated departure date – see Edit a shipment.

1. **Select your export licence**
2. **Destination details**

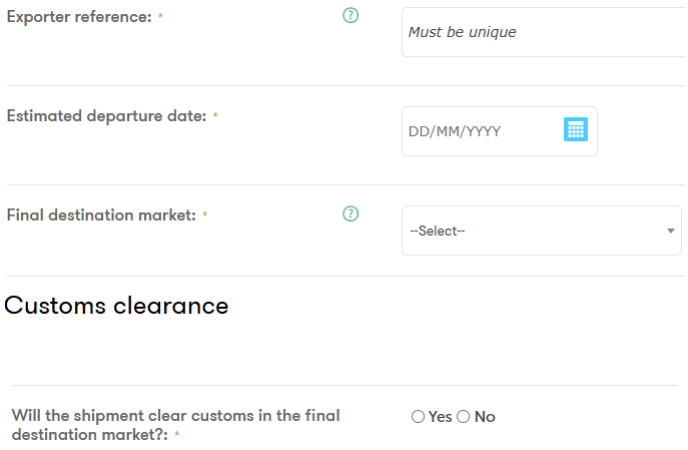
Exporter reference – to help you identify the shipment to your order.

Estimated departure date – date the shipment is scheduled to depart, can be updated after receiving final details from freight forwarder.

Final destination market – the country/region where the wine will be marketed.

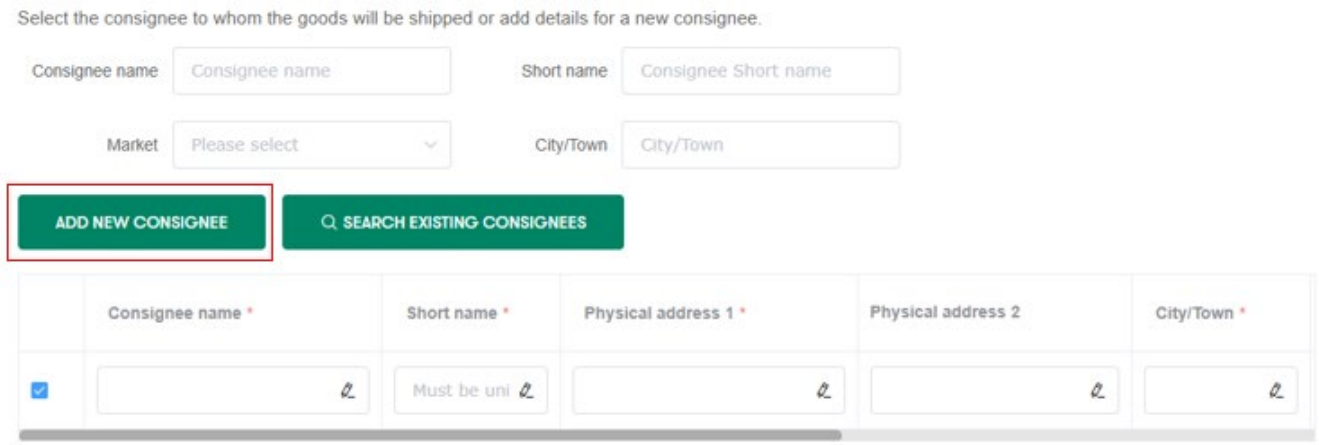
Customs Clearance – where the wine will clear customs.

Click **Next.**

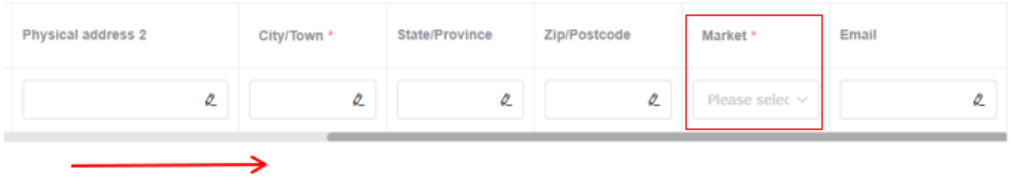


3. **Consignee details**

Add new consignee - Click on **add new consignee** and enter Consignee name, Short name, Physical address 1, City/Town.



Scroll to the right to enter the country in the **Market** dropdown list.



Search for a previous consignee

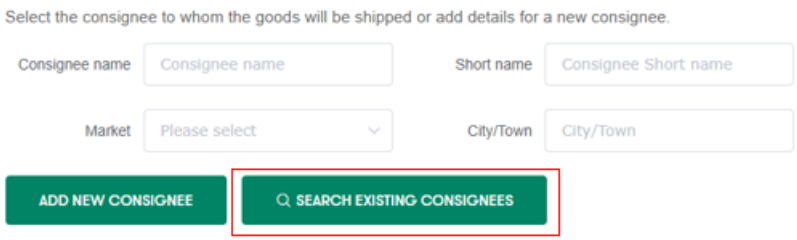
To show all consignees you can leave all search fields blank and click Search existing consignee.

You can search by one or more criteria - consignee name, short name, market or city/town.

If only country is known, select the country from the Market list and click Search existing consignee button.

Tick the box to the left of the consignee name **to select**.

Click **Next**.



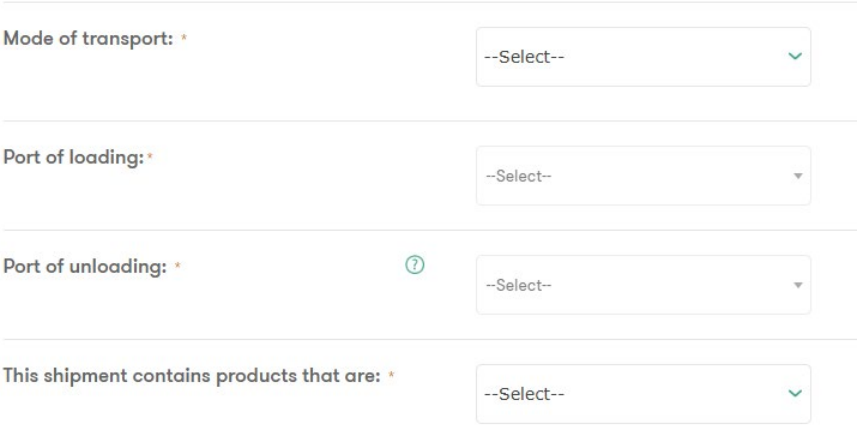
4. **Shipment details**

Mode of transport – air or sea.

Port of loading – last port where the shipment will depart from Australia.

Port of unloading – port where the wine will clear customs (airport or seaport).

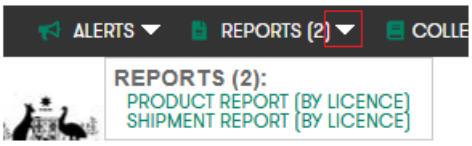
Type of products on this shipment – bulk or packaged wine.



5. **Shipment items**

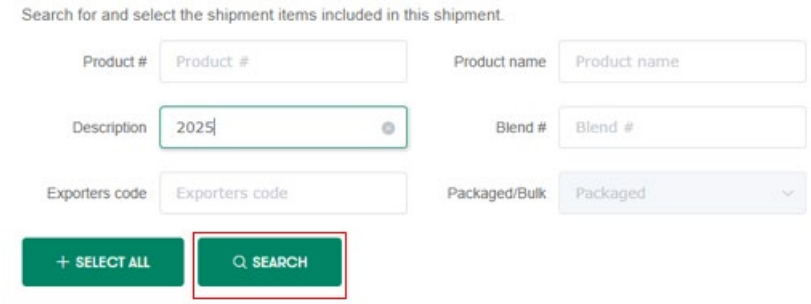
Enter Product number to find an exact label description. Most products numbers start with PP (packaged) or PB (bulk).

To download a file with all products registered under you licence click on **Reports** > click Product Report > enter your exporter ID. An Excel file will be saved in your downloads folder.

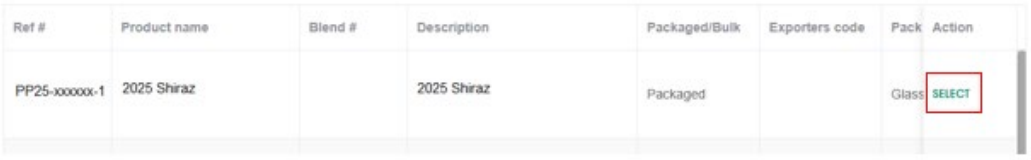


If product number is not known you can enter a broad keyword in the Description field and click Search.

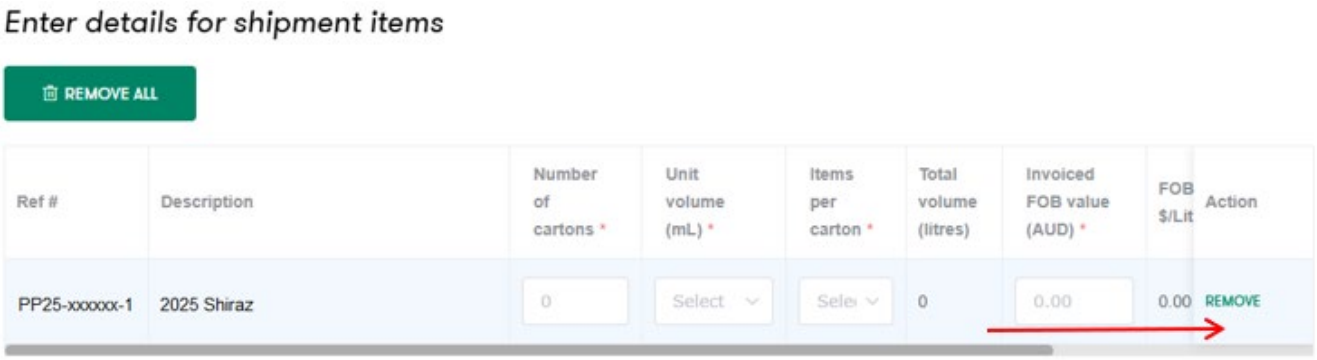
Example: Only enter the year to show all products with that vintage.



The search results will be displayed in the table below.



Click on Select to bring the product down to the shipment items page.



Enter the **quantity** of the wine cartons, unit volume (mL), items per carton.

If there is a **mixed or partial carton** it is important to ensure that the calculated total volume is correct rather than the configuration of the cartons x pack size. Example: 5 bottles = 5 cartons x 1 pack size = 3.75L

Enter the **FOB** for the entire volume of that wine.

Scroll to the right to complete all fields.

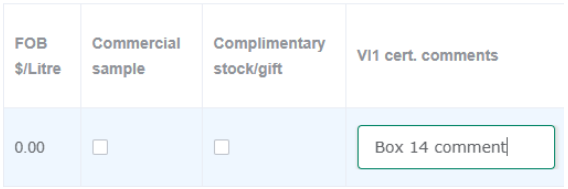
Samples (optional)

Free of Charge stock for purchasing the wine (e.g., buy 10 get 2 free for resale): Include this stock with the quantity that is being sold, the FOB value stays the same as what is being invoiced. This will calculate a lower FOB $/Litre.

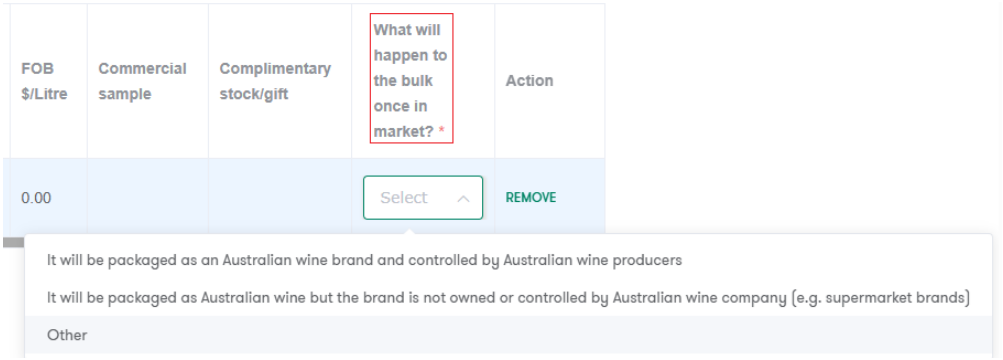
Commercial Samples, wine that has not been sold to the customer and is being sent for them to taste and potentially buy: enter the case as a separate line > tick “Commercial Samples” and enter the commercial value of the wine.

Complimentary/Gift stock for marketing/promotional use (not for resale): enter the case as a separate line > tick “Complimentary/Gift stock” and this will set the FOB to $0.

VI-1 comments (optional) – EU shipments only. Additional information can be entered here that will be displayed in Box 14 on the back of the VI1 certificate.



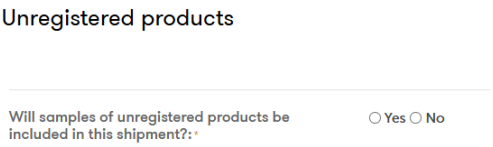
Bulk in market – for bulk products select the in-market details.



Unable to find products, check:

- the product ID is correct and does not have any spaces before or after the number (PP or PB record numbers)
- the product has label images attached
- if going to the EU check that the product has a VI-1 analysis and is approved for export to the EU
- associated exporters should contact their suppliers to ensure the product ID is correct and authorised.

Unregistered samples (optional) – products that are not currently registered in WALAS can be added to the shipment.



Certificates and documentation will not be issued for unregistered products, e.g. unregistered samples on shipments to the EU will **not** be issued VI-1 certificates.

Organic Goods Certificate (OGC) or Equivalent (COI) need to be uploaded during the shipping application for non-EU member states. A COI may be uploaded after the permit has been issued **ONLY** for EU member states.

6. **Review**

Details of the shipment will be displayed, and each section can be edited prior to clicking Next to submit the application.



7. **Email notification**

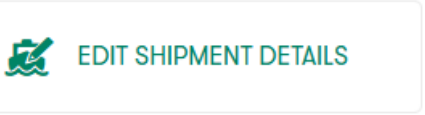
An email with the WBC permit number will be issued after shipment approval to all contacts listed to receive shipment communication.

Record numbers

- **SA**25-000000 – Shipping Application records details from the original application
- **SH**25-000000 – **Shipment ID** the approved application including the **WBC permit** number and any updated information from editing the shipment

Wine Australia

Edit a shipment



After a shipment is approved details can be edited based on the estimated departure date. Email the Export Assistance Team for all other updates outside of these timeframes.

No additional fees are related to shipment edits.

Shipment conditions

Up to Estimated Departure Date (EDD)

- all changes

Up until 3 days after EDD

- have the option to select VI1 certificates (if it's optional for the custom clearance market)
- attach a COI or OGC for shipment destined for an EU market where required

Up until 5 days after EDD

- customs clearance market
- mode of transport
- port of unloading
- items per carton
- no. of cartons
- change unit volume on the shipping items

Up until 90 days after EDD

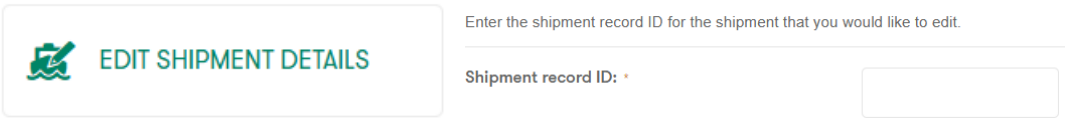
- change vessel name/voyage number/flight number
- port of loading
- invoiced FOB values
- VI1 comments

Up until 365 days after EDD

- update the Actual Departure Date (ADD) field. Please note this is for Wine Export Charge purposes. The ADD field will be populated with the same date as the EDD until it is changed.

Shipping permits can be cancelled prior to the estimated departure date.

1. Click on **Edit shipment details and** enter the shipment record number (SH25-000000).



2. Alternatively, you can go to the shipment **Record details** and **Edit shipment**



3. To cancel a shipment go to the shipment **Record details** > **Cancel shipment**



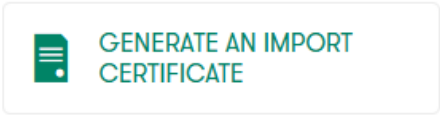
4. Continue through and click **next** to update all necessary details
5. If the field cannot be edited, then it has passed the allowable timeframe. Email the Export Assistance Team with the shipment ID the changes required.
6. Once you have submitted the edit shipment application you will receive an email notifying you if the amendment has been approved or if further review is required

Record numbers

SE25-000000-00 – Shipment edit number, only records details from the shipment edit application.

Wine Australia

Certificate application



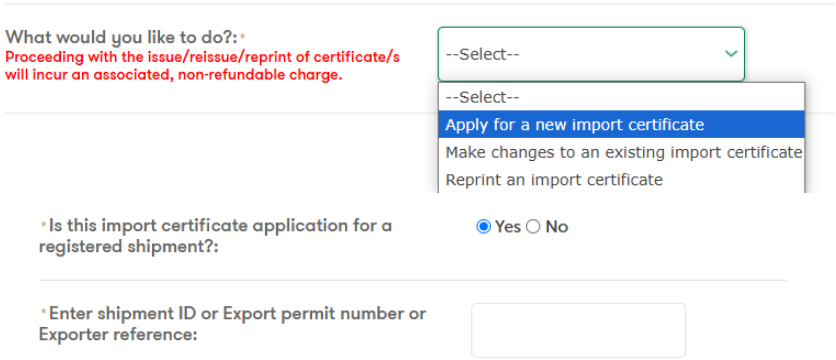
As part of the customs clearance procedures some countries require import certificates. Depending on the country's importing requirements Wine Australia may be able to issue certificates for your shipment. Contact your importer to confirm if import certificates are required and refer to the Export Market Guides.

The screenshots provided do not relate to all certificates, application fields will vary depending on the certificate type selected.

1. **Application details**

From the dropdown list select **apply for a new import certificate**.

If this is for a shipment select Yes, and enter the shipment ID, exporter reference or WBC number. If the certificate is for an unregistered shipment click No, you will be required to provide all relevant details for the shipment**,** and the application will need to be reviewed.

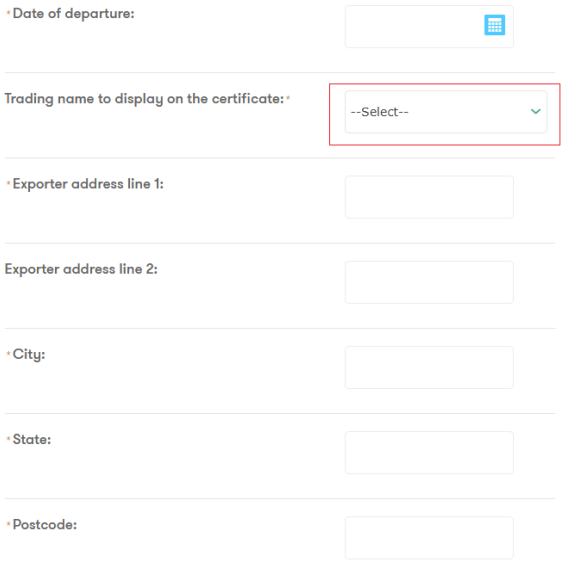


Some certificates need to be manually requested; the templates can be found via Forms and templates. Complete the certificate template and email the Export Assistance Team.

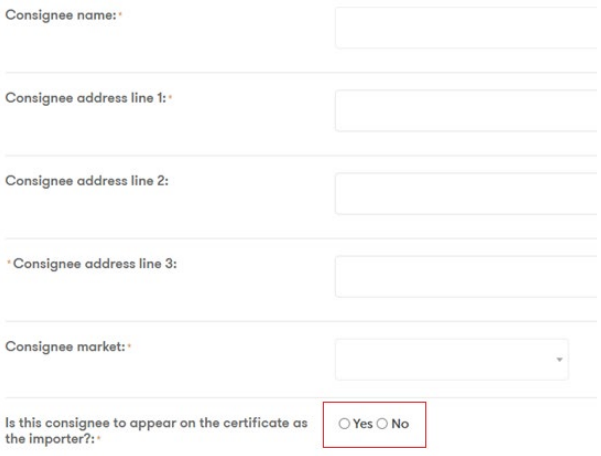
2. **Select export licence**
3. **Select the certificate type(s)** you would like to request, the certificate types available is based on the destination market linked to your shipment.



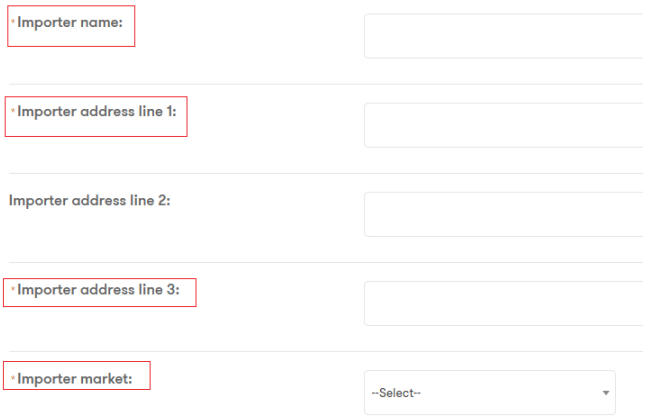
4. **Exporter details**
   - Select exporter trading name to display on the certificate
   - All other information is auto-filled; licence and shipment details



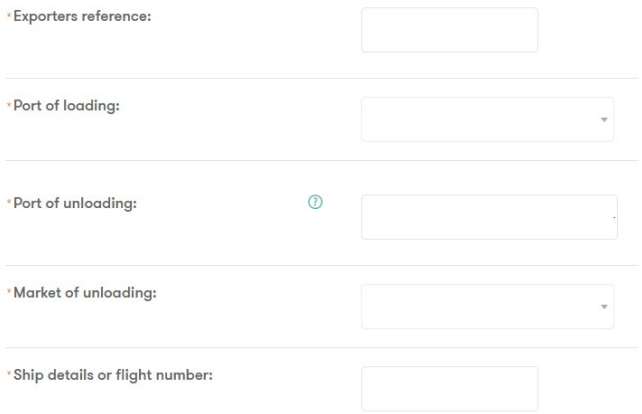
5. **Consignee details**
   - Is the consignee to appear on the certificate as the importer?



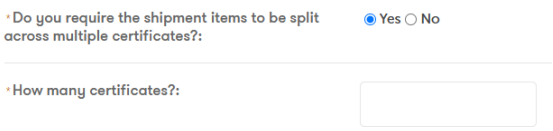
- If No, enter the details of the importer.



6. **Shipping details** – Check that the populated details are correct, if vessel details have been updated you can edit this. If other edits are required, click **save and resume** and email the change including the shipment ID to the Export Assistance Team. You can then resume the application via **My records**.



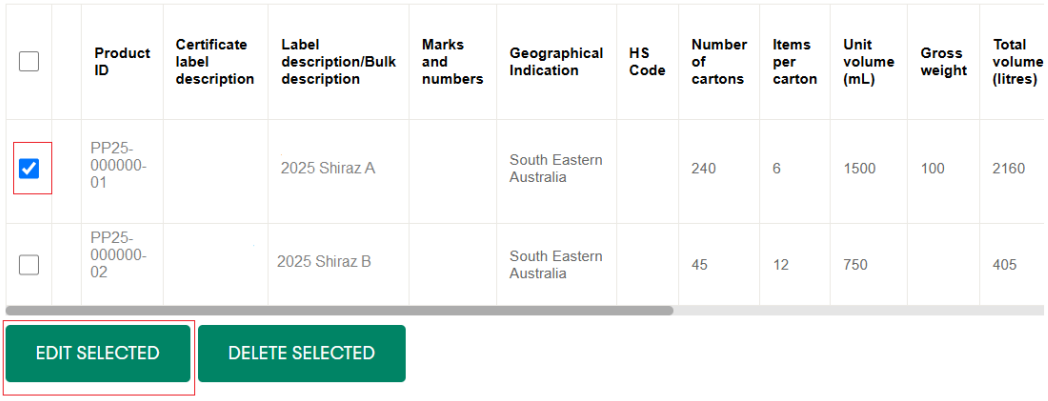
- Splitting certificates – If you would like all shipment items listed together on one certificate, select **No**. If you would like to split your shipment items on separate certificates, click Yes. Enter the number of certificates required (Note fees apply based on the number of certificates requested). You will be able to assign each shipping item on the next page.



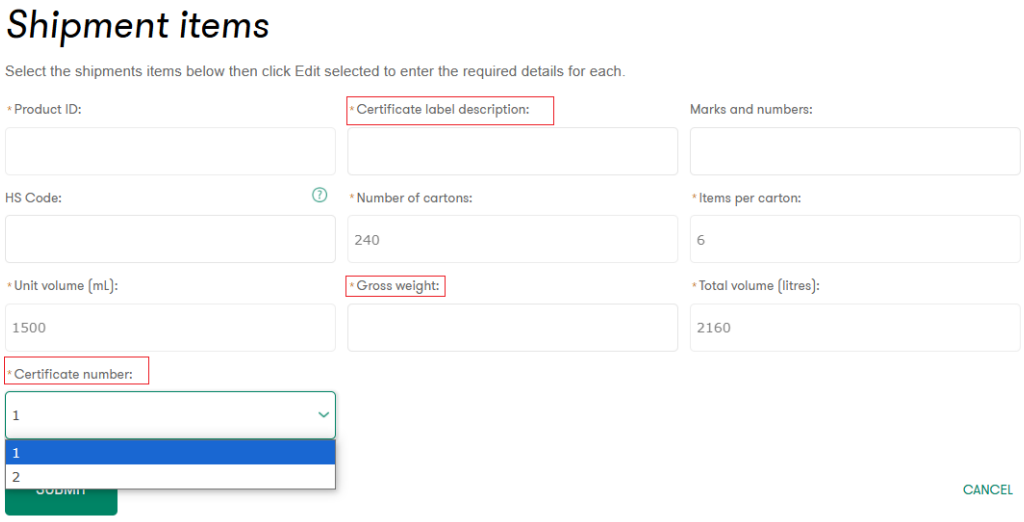
If the shipment items are not listed as separate shipping items on the shipping permit, click **save and resume** and send an email to the Export Assistance Team. Provide the shipment ID, products on the shipment to be split including the cartons x pack size x FOB.

Wine Australia

7. **Shipment items**

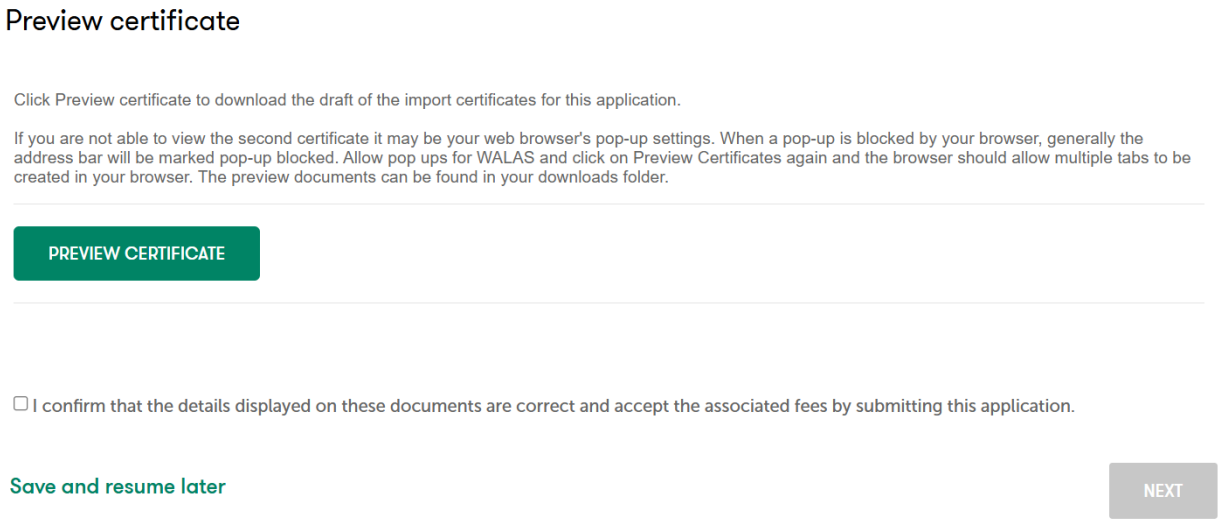


- **Tick** the box and click **edit selected** to complete mandatory fields. You can tick all items if you would like to edit all at once.



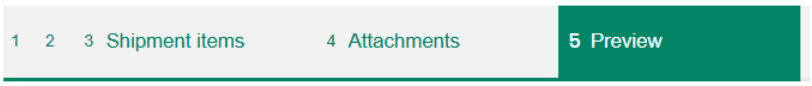
- Complete the mandatory information (varies on certificate type)
- If the certificate label description is incorrect you can update here for this certificate
- If splitting in multiple certificates, ensure to give each shipment item the correct certificate number

8. **Preview** – click on the preview certificate button to see a draft of your certificate and check information to avoid having to reissue certificates. **Tick** the box to confirm the details of the certificates and click **next**.



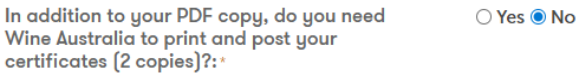
If you are unable to view the second certificate, this may be due to your web browser's pop-up settings. When a pop-up is blocked, an indicator will usually appear in the address bar.
Allow pop-ups for WALAS, then click Preview Certificates again. Your browser should then open multiple tabs. The preview documents can be found in your Downloads folder.

- If there is an error related to the details entered during the certificate application click on the breadcrumbs to go back a page and update information.

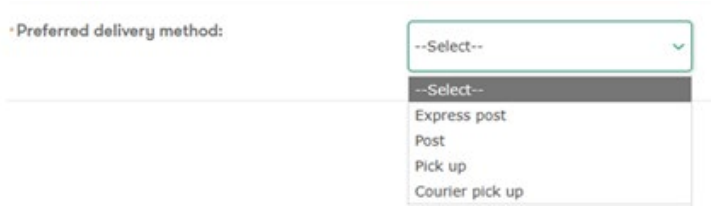


- For any details related to the licence, product or shipment click on **Save and Resume** to update the relevant information. After the information is corrected resume your application via **Collections** > **Import Certificate** or **My Records.**
- **If required,** download the draft certificates to send to your customer and **Resume** application once confirmed.

9. **Delivery** – All certificates will be issued in **PDF** format and can be downloaded once your application has been processed.

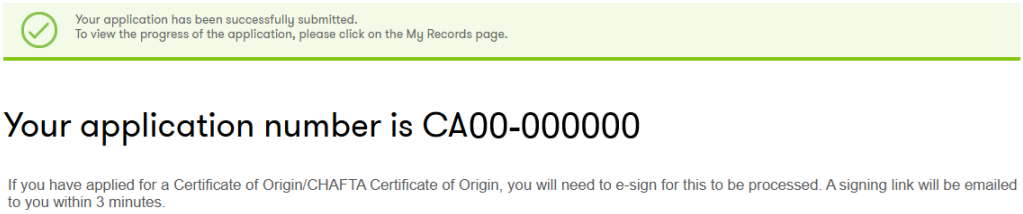


- If selecting **No**, click next to proceed to the review page.
- If selecting **Yes**, enter details related to delivery method and click next to the review page.



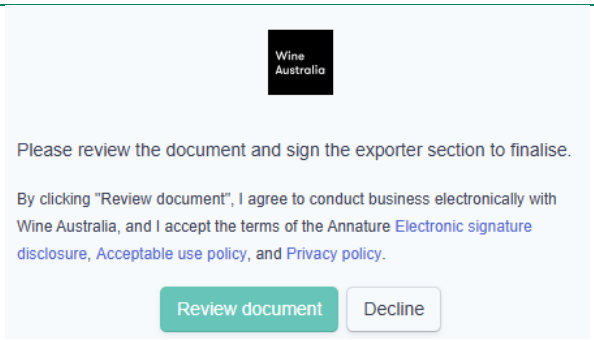
The printed certificates will not differ to the PDF certificates. By selecting Yes to printed copies, Wine Australia will print the PDF certificate that has been issued.

10. **Review** – Check all information on the review page then **Submit** your application.



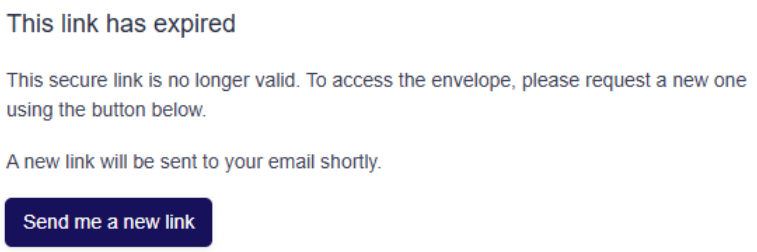
11. **Sign** – Only applicable if you have applied for a Certificate of Origin - Standard or a ChAFTA Certificate of Origin: you will need to e-sign to finalise the application. Within 3 minutes, an email from exports@wineaustralia.com containing a link to sign the documents will be sent to the applicant and all listed notification recipients.

Open the email and click on the **Sign documents** link to automatically bring you to the Annature platform. A window will display, click **Review document** to complete the e-singing of your certificates.

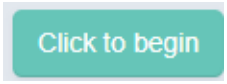


If you choose to Decline, this will cancel all certificates within this application. For example, if a Certificate of Origin and Certificate of Free Sale were selected in this application then declining will cancel both certificates and application fees will still be charged.

The email containing the link to e-sign is valid for 7 days. If the link has expired, you can request a new link, and a new email will be sent to complete your application.



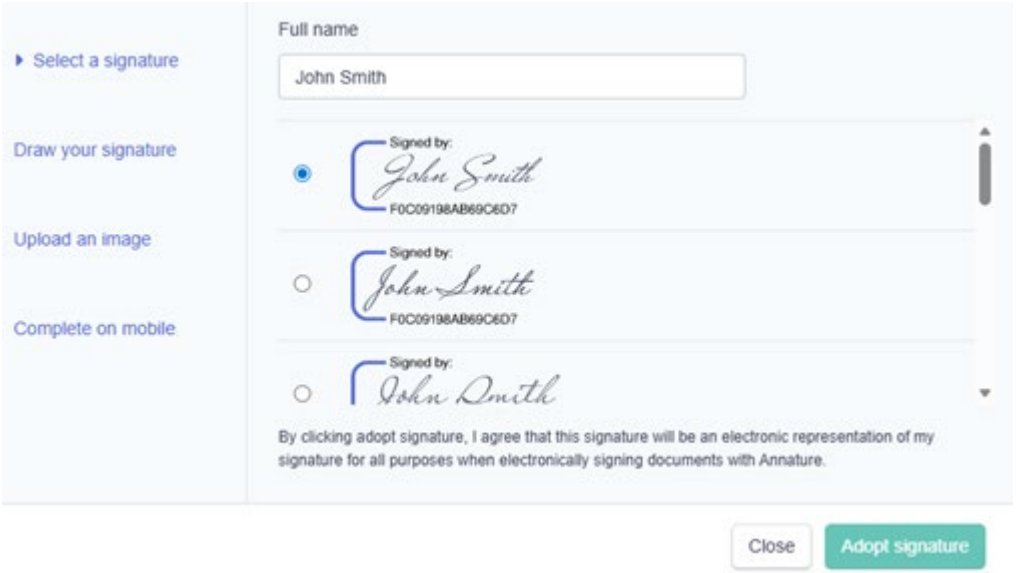
Your certificate will be displayed, proceed by clicking on Click to begin.



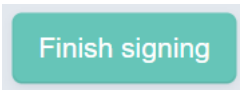
You will be brought to the location where you will need to sign, click on Sign here to display your signing options.



A window will display options for using a generated signature, or you may draw or upload your own e-signature. Choose an option, then click Adopt Signature to continue. This will put your e-signature in the exporter section of the certificate.



After signing all required sections, click Finish signing and it will bring you back to WALAS. You can close this tab in your browser**,** and your application will be queued to be issued.



12. **Download certificate** – When your certificate is issued you will receive an email, notifying the **PDF** certificate is available for download. Login to WALAS then click on the certificate link(s) in the email.

Alternatively, the certificate can be downloaded from the certificate record > Record info > Attachments; which is accessible via My Records, Advanced Search, or Collections > Import certificates.



The record details will also display the tracking number if express post was selected

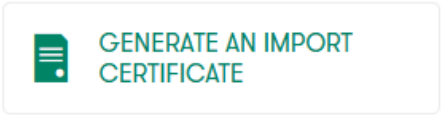


Record number

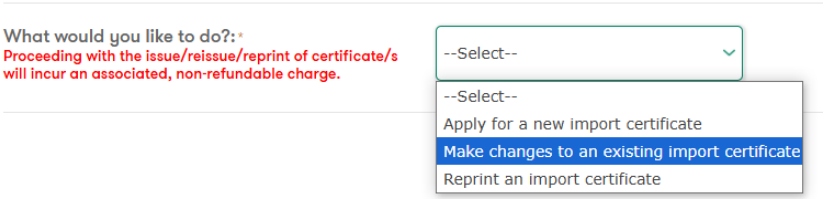
CA25-000000 – Certificate application

Wine Australia

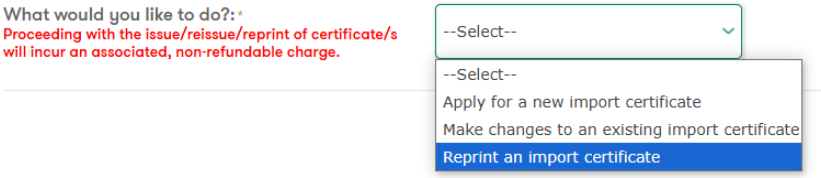
Reissue or reprint a certificate



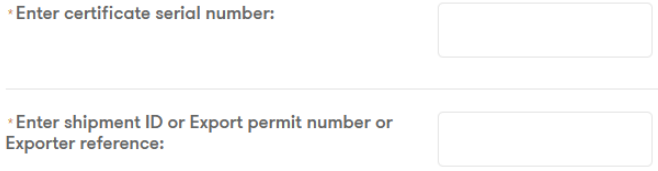
Make changes to an existing import certificate – if you need to **reissue** a certificate to update any details, select this option. If shipment details, product label details, or product quantity was updated this application will bring over the changes and update the certificate with a new certificate number. Always download the preview certificate to ensure that the changes have been updated.



Reprint an import certificate – this generates an **exact copy** and **does not update** any shipment details, product label details, product quantity or certificate number. This is an exact copy of the certificate that was previously issued.



You can enter the certificate serial number to update a single certificate. If entering the shipment ID, exporter reference or WBC number it will be automatically select all previous certificates to be reissued/reprinted.

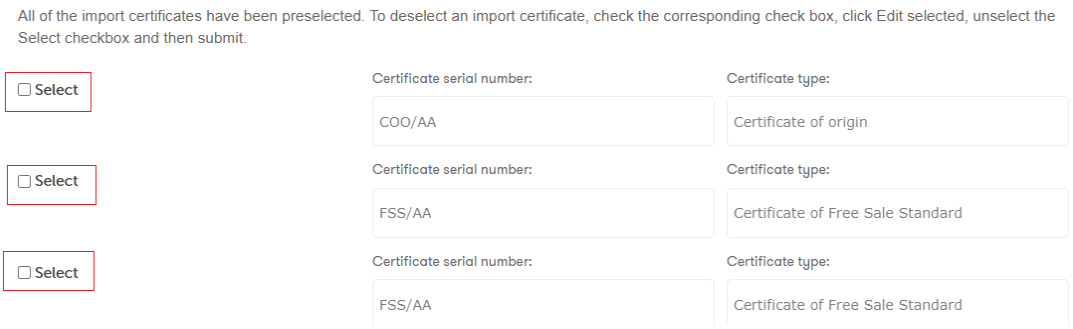


If you do not want to have all certificates reissued/reprinted **tick** the boxes and click **edit selected**.



Wine Australia

A window will pop up, **untick** all that you do not have to reissue/reprint and click **submit**.



The table will be updated to show No to the certificates that you do not want to reissue/reprint.



	Select	Certificate serial number	Certificate type	
☐	Yes	COO/AA	Certificate of origin	ACTIONS
☐	No	COO/AA	Certificate of origin	ACTIONS
☐	No	FSS/AA	Certificate of Free Sale Standard	ACTIONS
☐	No	FSS/AA	Certificate of Free Sale Standard	ACTIONS

Continue through the application and update all necessary information. If you are unable to update the required details during the application it may require an update to the shipment, contact the Export Assistance Team to clarify.

Preview certificate – Check the details to ensure that the changes are updated on the draft certificate. **Tick** the box to confirm to the changes and click **next**.

Delivery method – Select and provide details.

Review – Check all information on the review page then **Submit** your application

Sign – Only applicable if you have applied for a Certificate of Origin - Standard or a ChAFTA Certificate of Origin: you will need to e-sign to finalise the application. Within 3 minutes, an email from exports@wineaustralia.com containing a link to sign the documents will be sent to the applicant and all listed notification recipients.

Download certificate – An email will be sent when your certificate has been issued with links directly to the **PDF**. Alternatively, the certificate can be downloaded from the certificate record > Record info > Attachments; which is accessible via My Records, Advanced Search, or Collections > Import certificates.

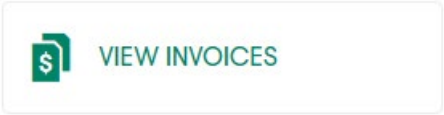
Record number

CI25-000000 – Certificate reissue application

CR25-000000 – Certifciate reprint application

Wine Australia

Invoices

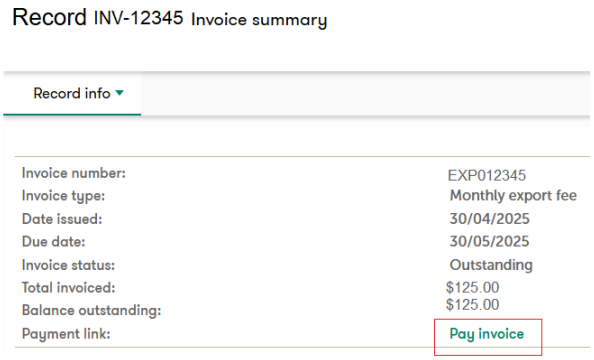


Invoices are generated monthly and can be viewed and paid in WALAS > **View invoices**.

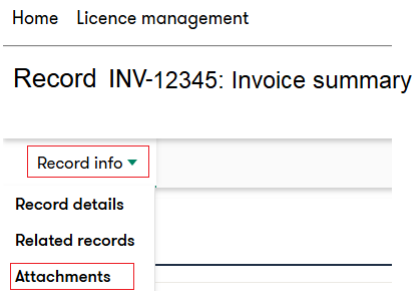
Click on the record number for your licence.

Record number	Record type	Description	Status	Action
INV-12345	Invoice summary	12345 The Company Pty Ltd	Active	Pay invoice

All invoices will be displayed. If you would like to pay by credit card, click on **pay invoice**. If you will be paying by bank transfer, the bank details and payment terms are shown on the invoices.

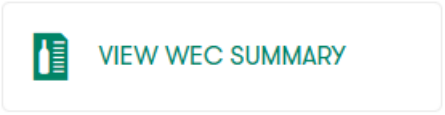


To view invoices, click on **Record info** > **Attachments** and click on the invoice to download the document.



Wine Australia

Wine Export Charge (WEC)



The Wine Export Charge is a levy payable by exporters of Australian wine. The Wine Export Charge funds Wine Australia's market development activities that are aimed at increasing the demand, sale and consumption of Australian wine both domestically and overseas.

The Wine Export Charge remains the same. It is calculated as a percentage of the free on board (FOB) sales value. The export charge rates are as follows:

Wine free on board (FOB) sales value for the levy year	Levy base amount	Plus	Amount of levy payable
$0 to $20 million	-		0.20% of value
$20 million to $70 million	$40,000	+	0.10% of value between $20m and $70m
$70 million and over	$90,000	+	0.05% of value over $70m

Further information about the Wine Export Charge is available from Wine Export Charge.

Statement of Exports (SOE)

A summary of shipments including the litres and FOB value will be emailed 2 weeks before the end of the quarter.

This is the exporter's opportunity to correct any shipping information related to the declared litres and FOB. Updating the FOB value can be done via WALAS > Edit shipment details, see shipment edit conditions for timelines of specific fields.

The WEC Return and invoice are generated at the beginning of the following quarter.

If a shipment FOB is amended after the WEC invoice is generated the exporter will need to regenerate the invoice.

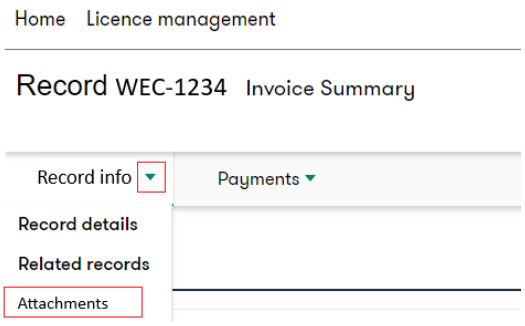
Wine Australia

To access WEC invoices

1. Go to **View WEC Summary** on the home page.
2. In the Record number column, select the Export Licence by clicking on the green wording **WEC-xxxx** (xxxx = your exporter ID).

Record number	Record type	Description	Status	Action
WEC-1234	Wine Export Charge summary	1234 The Company Pty Ltd	Pending	Pay invoice

3. Click on Record info then attachments



4. Click the date column to sort by most recent. Click on the invoices to download.

Declare or regenerate a WEC invoice

5. Go to **View WEC Summary** on the home page.
6. In the Record number column, select the Export Licence by clicking on the green wording **WEC-xxxx** (xxxx = your exporter ID).

Record number	Record type	Description	Status	Action
WEC-1234	Wine Export Charge summary	1234 The Company Pty Ltd	Pending	Pay invoice

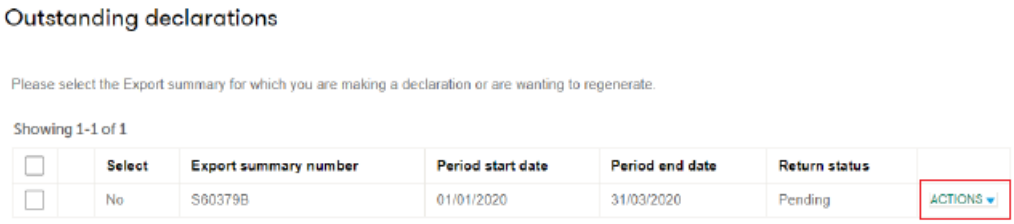
7. Click on **Declare or Regenerate** green wording in the top right-hand corner.



8. Tick the box next to your licence number and click on **next**.



9. On the next screen click on **actions** and select **edit** from the drop-down options on the right-hand side. If there are multiple outstanding declarations, they must be declared separately.

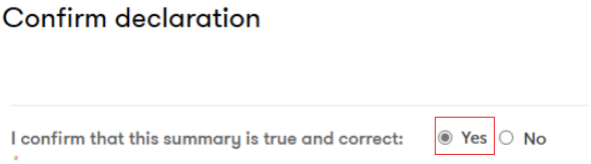


10. On the pop-up window click the checkbox next to **select** and click on **submit**.

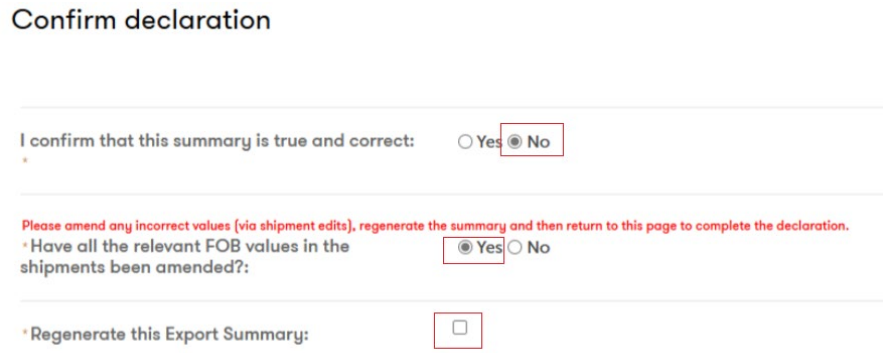


11. The licence information will appear, update any necessary details then click **next**.

12. The next screen shows the details of the current export summary details. **Review**, select **yes** declare and click **next** to **submit the declaration**.



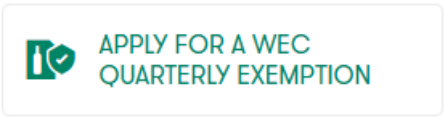
13. If you are completing a **WEC regeneration,** ensure to select the below and tick the box.



14. The FOB or volume amendments of the quarter will be updated on the new invoice after the regeneration is submitted.
15. To proceed Next to review the details.
16. Read and tick the declaration to confirm the information is correct.
17. The nominated contacts will receive the regenerated summary (including the revised invoice and Statement of Exports).

Wine Australia

Apply for a WEC Quarterly Exemption



If you expect your Wine Export Charge will be less than $1000 for the current financial year, you can apply for an exemption. You will receive email notification when applications are being accepted.

If your Wine Export Charge for last financial year has been calculated as less than $1000, we encourage you to apply for this exemption. If you had a quarterly return exemption for last financial year and your total Wine Export Levy payable was under $1000, Wine Australia can automatically re-apply on your behalf.

If you receive an exemption, you will only have to submit one return at the end of the current financial year, and we will still send you a quarterly statement of exports for review. In addition, for exports departing after 1 July, if we send you a statement of return that indicates that you have not exported in the relevant return period, you are not required to submit a 'nil' return for that period.

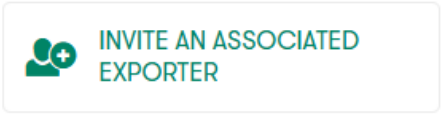
If you have questions, please contact:

- Department of Agriculture, Fisheries and Forestry
- Phone: 1800 020 619
- Email: Levies.management@agriculture.gov.au

Further information about the Wine Export Charge is available from Wine Export Charge.

Wine Australia

Associated exporter invitation



Associated exporter relationships are commercial agreements between licenced exporters, Wine Australia only facilitates this process. Authorising exporters can link their products to the associated exporter which then can be added to the associated exporter's shipments.

Important to note that products under the authorising export must be registered and include label images prior to expiry of their export licence. A lapsed export licence still can invite an associated exporter and link labels.

Invite an Associated Exporter

1. Click on Invite an associated exporter and select your export licence and, Next.
2. Select your exporter ID of the exporter you would like to invite, click Next.
3. Review your associated exporter invitation, click Next.
4. You will receive an email confirming that the invitation has been submitted. The associated exporter will receive an email notifying them to accept the invitation.

Accept an assoicated exporter invitation

1. The assoicated exporter will need to login to WALAS
2. You can locate the invitation 2 ways via:
    - My Records – You will be able to find the associated exporter acceptance record by date. Click **Resume application**.
    - Advanced Search – Choose associated exporter acceptance as the record type, click search.
3. Review invitation information and tick **Yes** to accept then click Next.
4. Email notification will be sent to the nominated contacts.

Associated Exporter Record

All assoicated exporter linkages can be found in Collections > Associated exporter records. This is also where you can view the labels that have been authorised.

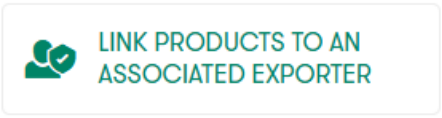
Record number

AEI25-000000 – Assoicated Exporter Invitation

AEA25-000000 – Associated Exporter Acceptance

Wine Australia

Link labels to an associated exporter



Linking a label for export only allows the associated exporter to add these to their shipping application. They are not permitted to edit or modify the product details. Ensure that label images are uploaded against the registered product prior to linking to your associated exporter.

Adding an authorised product

1. Select the associated exporter
2. Search for the product you would like to link
3. Click **Select** to bring product into the authorisation table
4. **Scroll** to the right and update the **Status** dropdown list to **Authorised**
5. If you would like to set limits you can add the total volume permitted or the expiry date for export (optional)
6. You can add multiple labels during the same application
7. If there are volume or date limits the status will be set to expired once one of the parameters have been reached

Modifying the authorised product

1. To increase the maximum volume authorised, **add** the amount to the existing total. Example: If 1000L was initially authorised with an additional 500L, the quantity should be updated to 1500L.
2. If no limits were set, you can update the status of the product from Authorised to **Expired**

View total volume exported

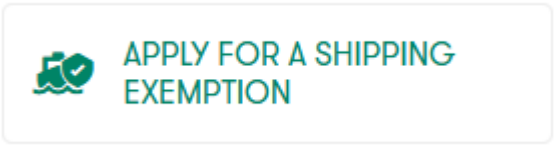
1. Click on **Collections** and select **Associated exporter records**
2. Select the **Associated exporter record**
3. If a limit has been set, you see:
    - Total volume authorised
    - Total litres exported
4. If no limit has been set, you see:
    - Total litres exported

Record numbers

ALA25-000000 – Associated Exporter Authorisation

Wine Australia

Apply for a shipping exemption



The Wine Australia Regulations allow for specific exemptions to the general conditions of export under legislated circumstances. Shipments over 100 litres require an Export Permit, however, exporters are exempt from the requirement to be licensed when certain criteria are met.

The criteria include situations where the grape products being exported are:

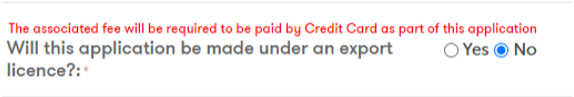
- contained in the personal luggage of a traveller
- for the household of an individual who is moving house
- for display at a trade fair or comparable event
- for a scientific or technical purpose
- for diplomatic or consular establishments as part of the duty-free allowance of the establishment
- for victualling supplies that are held on board a means of international transport, or
- commercial samples for a prospective buyer

Use this application to make a claim for exemption from shipping approval based on one of the criteria above. All applications will be assessed by Wine Australia for eligibility. If the application is accepted, an Export Permit number will be provided to facilitate the clearing of the shipment through Australian customs.

Please note:

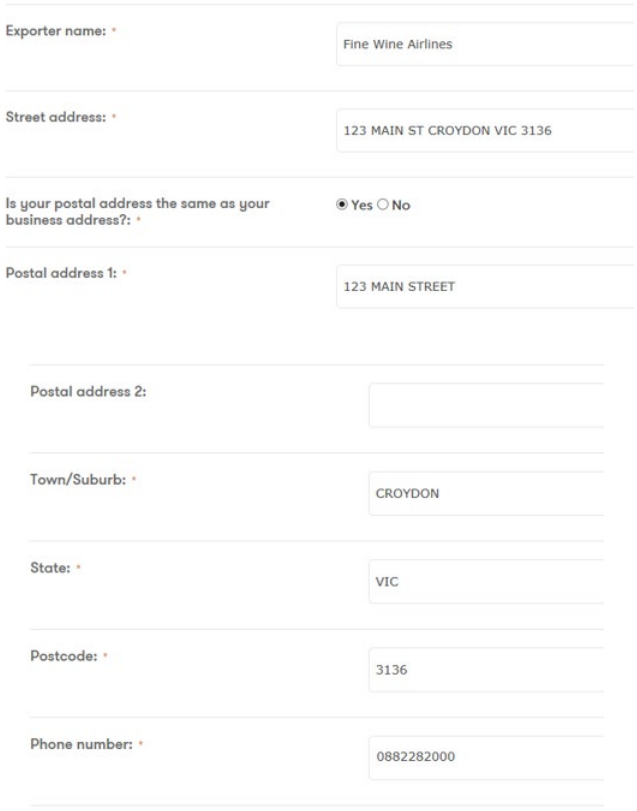
- As part of this application, documents will be required to be uploaded to support the claim to the exemption.
- Gifts do not qualify for a shipping exemption.
- An application fee will apply – Fees
- Each application is assessed by our Export Assistance team – please allow for a two-business day turnaround.
- This application is only for shipments over 100 litres.

1. **Licence** – Select the licence for the application. If you do not hold an Export Licence, select No.

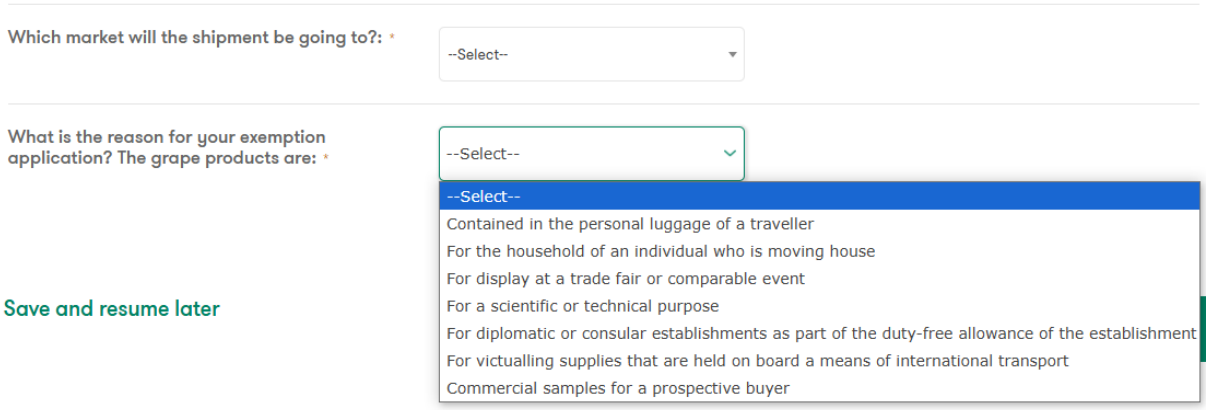


Applications can be submitted by licenced and non-licenced applicants. If submitting as a non-licenced applicant a fee will be required to be paid by credit card.

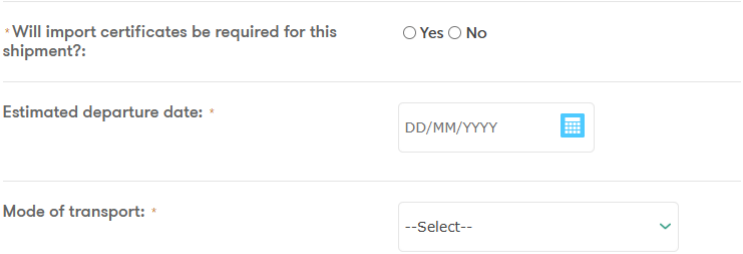
2. **Exporter details** – Provide the company name and address, click Next.



3. **Exemption and destination** – Select the reason for the application.

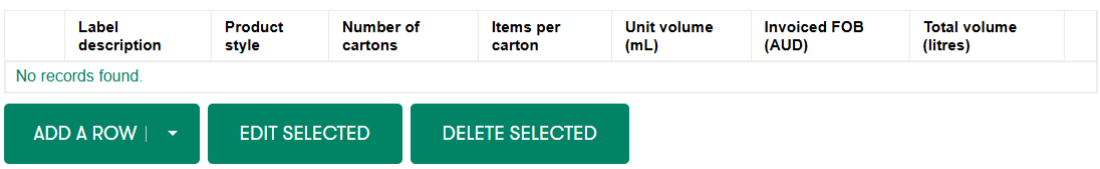


4. **Destination details**

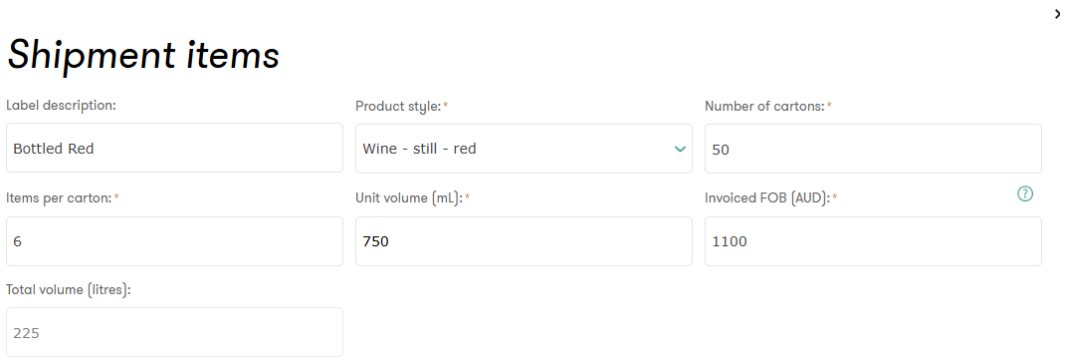


5. **Shipment items**

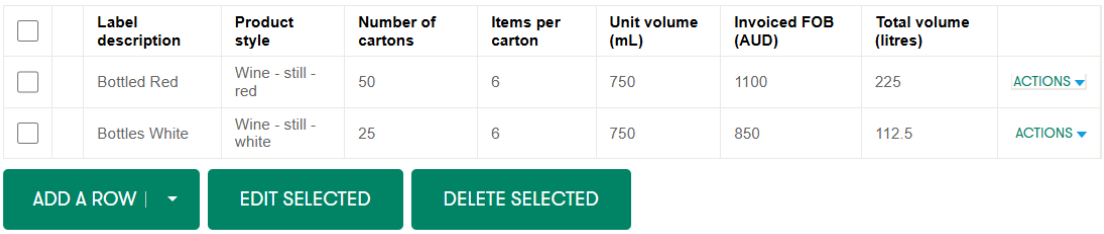
Click **add a row** to add products.



Enter the description of the product, product style, quantity, and invoiced FOB.

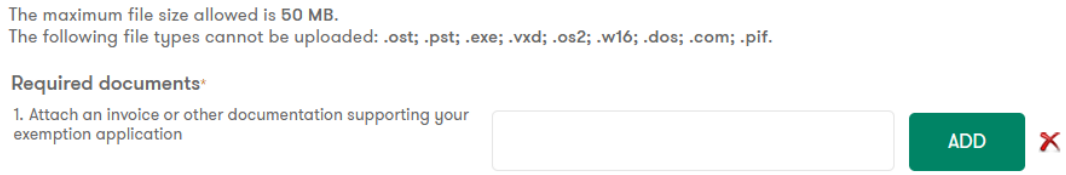


You can group similar products together. Example: group all red wine 6-pack products together and enter it as 1 shipping item line. Ensure that the total volume and FOB are correct.

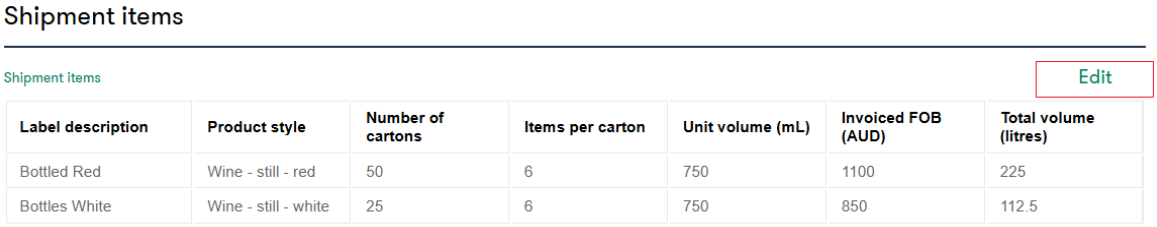


Wine Australia

6. **Attachment** – Provide commercial invoice or other supporting document.



7. **Review and declare** – Check all information provided. If any changes are required, click on **Edit** under the corresponding section. Read and tick the box to declare. Click **Next** to submit the application.



Label description	Product style	Number of cartons	Items per carton	Unit volume (mL)	Invoiced FOB (AUD)	Total volume (litres)
Bottled Red	Wine - still - red	50	6	750	1100	225
Bottles White	Wine - still - white	25	6	750	850	112.5

8. **Email notfication** – You will receive an email with the application number, the details will be reviewed and you will receive an email notificaiton with the WBC permit nubmer once approved.

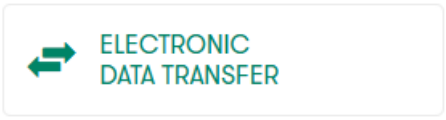
Record number

EA25-000000 – Exemption application

ES25-000000 – Approved Exemption application

Wine Australia

Electronic Data Transfer



The Electronic Data Transfer (EDT) function allows exporters to upload applications into the WALAS system in bulk. The system supports the upload of up to five files at a time, and each file can contain multiple applications.

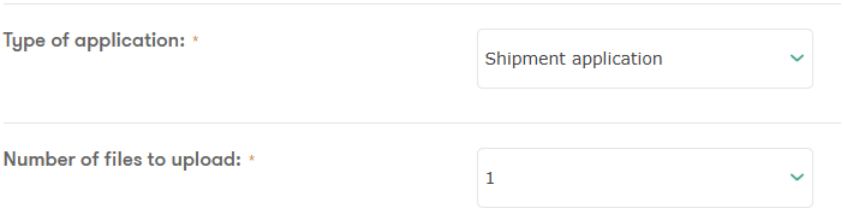
The following WALAS applications are supported via EDT:

- Shipment application
- Shipment edit
- Product application

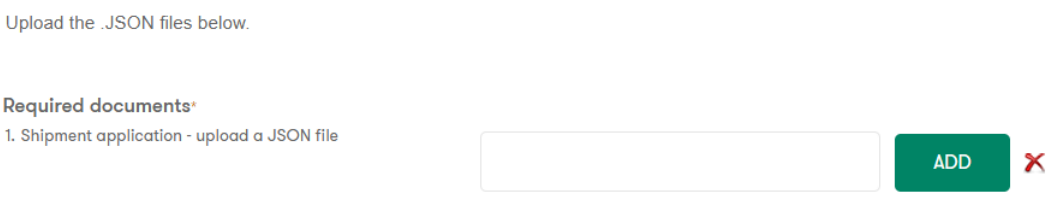
For more information contact the Export Assistance Team.

Export licence – Select your export licence

Upload type – Select the type of application and number of files



Attachments – Upload the JSON file



Validation results – Any issues with the information in the file will be listed here. Correct the issue in the JSON file and re attach on the previous page.

Review – Once the validation errors are corrected continue to read and tick the box to declare. Click Next to submit the application.