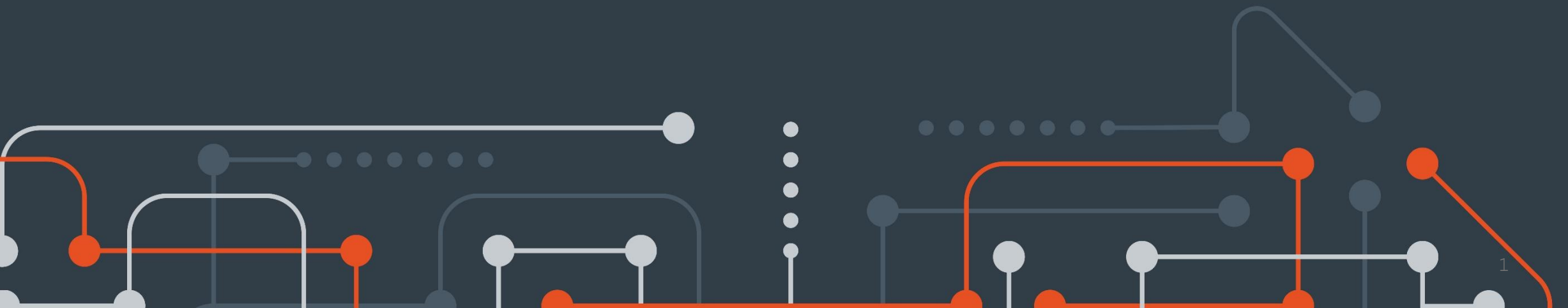




How To Guide

Adding Consignee Details



Adding Consignee Details

Step 1

- If you are an Administrator, you will be able to add and remove Consignee's. To enter Consignee and/or End-User details, select 'DCRN Data' in the MADE menu at the top of the screen, then select 'Manage DCRN Parties'.

Step 1

The screenshot shows the 'My Australian Defence Exports' website. The top navigation bar includes 'My Applications', 'MADE Profile', 'DCRN Data', and 'Help & FAQs'. The 'DCRN Data' menu is highlighted. Below the navigation bar, there is a dark blue header with the text 'Defence Export Controls Forms' and a brief description of the Defence Export Controls (DEC). Below the header, there are four menu items: 'Update DCRN Information', 'Add authorised users to DCRN', 'Amend a user's access from a DCRN', and 'Manage DCRN Parties'. The 'Manage DCRN Parties' option is highlighted with a red border.

Step 2

- Select 'Add new record' to create a new Consignee and/or End-User record.

Step 2

The screenshot shows the 'Manage DCRN Parties' page. The page title is 'Manage DCRN Parties' and the subtitle is 'Manage the permitted users of your associated DCRN.' Below the title, there is a table with the following columns: 'Client registration number', 'Name', 'Number and street name', 'Suburb / Town', 'State / Region', 'Country', 'Postcode', and 'Is Consignee?'. The table contains one record: '211003D', 'John Doe', '123 Exports Lane', 'Defence', 'Act', 'Australia', '1234', and a green checkmark. There is an 'Add new record' button in the top right corner of the table area.

Client registration number	Name	Number and street name	Suburb / Town	State / Region	Country	Postcode	Is Consignee?
211003D	John Doe	123 Exports Lane	Defence	Act	Australia	1234	✓

Adding Consignee Details

Step 3

- Select the tick boxes that apply to the permitted user that you are adding. In the case of exporting goods, it will likely be either a Consignee, End-User, or both.
- The 'Name' is a foreign organisation, a military organisation, or in some rare cases an individual. Likewise, the address details can either be the working location of an individual you are exporting goods to, or the address of a warehouse/offices/headquarters of an organisation or foreign military.

Step 3

The screenshot shows a modal window titled "Add permitted user" overlaid on a background interface. The modal contains the following fields and options:

- Client registration number: 211003D (dropdown menu)
- Consignee: (checked)
- End user: (checked)
- Foreign supplier: (unchecked)
- Site / Location: (unchecked)
- Name: (empty)
- Number and street name: (empty)
- Suburb / Town: (empty)
- State / Region: (empty)
- Buttons: Cancel, Submit

Step 4

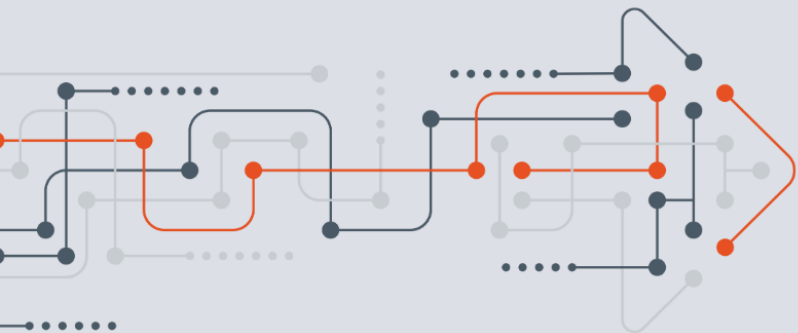
- After completing the address details for the Consignee and/or End-User, indicate 'yes' if the permitted user is active, and then select 'Submit'.

Step 4




The screenshot shows the same "Add permitted user" modal window, but with the following fields filled:

- Name: 123 Defence Street
- Suburb / Town: 1234
- Export Controls: ACT
- Country: Australia
- Postcode: 1234
- Is this active?: Yes (checked), No (unchecked)
- Buttons: Cancel, Submit

Need Assistance?



Contact Us

-  defence.gov.au/business-industry/export/controls
-  exportcontrols@defence.gov.au
-  1800 DEFENCE, Option 4