



# NLIS how-to: Move a mob onto / off a PIC – type in details

## Introduction

Following a physical movement of livestock, completing a mob-based transfer in the NLIS database ensures that the database can trace animals to their property of birth and last property of residence.

This is a legislative requirement in each state and territory. Each jurisdiction is responsible for enforcing the regulatory requirements for NLIS, specifying how and when livestock transfers within the NLIS database must be completed.

This how-to demonstrates the process to transfer mob-based livestock onto or off a PIC by typing in the details after a physical movement of stock has occurred.

## What is a mob?

A mob can be one or more sheep or goats that only have a visual tag. As these individual livestock cannot be identified with a RFID device or NLIS ID tag, they must be moved through the mob-based movement methods.

If you have sheep or goats with RFID device or NLIS ID tag, then the NLIS database must be notified of the individual device or tag numbers to maintain lifetime traceability.

## What is a movement?

Completing a movement on the NLIS database means transferring stock from one PIC to another PIC to reflect the physical location of the animals.

## Who updates the NLIS database?

The person responsible for updating the NLIS database varies depending on the situation:

- If livestock are bought, sold or moved through a saleyard, the livestock movement must be recorded by the saleyard.
- For sales or movements that do not take place via a saleyard, the buyer/receiver of the livestock must record the livestock movement.
- The vendor/sender of the livestock is not obligated to record the movement off their property, although they may do so. ISC recommends checking that the movement has occurred to ensure your NLIS records are up-to-date. This includes livestock being sent to abattoirs or saleyards. Run the 'Mob-based movements onto PIC' report.
- Abattoirs must record movements for all livestock they receive.

## When do producers need to update the NLIS database?

A mob-based movement needs to be recorded on the NLIS database by a producer when:

- You have purchased animals privately and need to complete the transfer as the receiver of the livestock.
- You own more than one property with different PIC numbers and need to transfer livestock between your own PICs.
- You have sold livestock privately and you want to complete the transfer because the receiver is unable to do so.

## Before you start:

- **Locate** details of the PICs you are transferring between, other PICs on the visual tag, the date the stock movement occurred, the NVD number and eNVD pdf or NVD/Waybill image.

Alternatively, you may like to use the **How-to: Move mobs onto/off a PIC – file upload** method.

- **Log-in** to the NLIS database at [www.nlis.com.au](http://www.nlis.com.au) with your username and password.



### \*QUICK TIP

A myMLA account can provide access to your NLIS and LPA accounts with just one log-in. Link your accounts today.



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**STEP 1:** Once logged in, select the mob-based species you are working with. Under the 'Notify the database of:' section select the action 'Mob-based movement **off** my property' or 'Mob-based movement **onto** my property'. Click 'Go'.

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

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

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

**STEP 2:** Click 'type in the details' and then enter details in the compulsory fields (marked with a red star). Click 'Continue'.

**\*QUICK TIP**

- If the mob includes stock that have not been bred by the vendor, you must enter the other PICs printed on the tags into the 'Other PICs or Brands listed on NVD' box.
- If you want to attach a copy of the eNVD or NVD/Waybill form related to this mob, click 'Browse' and select the file from your computer. Do not include special characters e.g. '&' in the name of your file. When completing an eNVD, download the document to a pdf manually or take a photo of your hardcopy NVD/Waybill to upload.
- You can enter a comment of up to 255 characters about this movement, but do not include special characters such as full stops or commas.



**Enter the details** Step 1 2 3

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

\*Species  \*Movement Date

\*From PIC  \*Number of head

\*To PIC

\*NVD/Waybill Serial Number

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

\*Have the stock been bred by the vendor?  
 If NO, how long ago were the livestock obtained or purchased? (If purchased at different times, select the option corresponding to the time of the most recent purchase.)

NVD Image  
 Select a file to attach with this Mob based movement. The file can not be greater than 1MB. Extension allowed are: PDF, JPG, GIF, TIF or PNG.  
 C-100385288\_1808 moved.pdf

Comment

**STEP 3:** Confirm the details you have entered are correct. If you notice an error, click 'Back' to update those fields. With the data correct, click 'Continue' to submit the information to the database.

**Confirm details** Step 1 2 3

If the details listed below are correct, click 'Continue'. If you need to change anything, click 'Back' to make the necessary changes.

**Mob based movement Onto pic details**

Species: Sheep  
 Movement date: 17/08/2021  
 From PIC: QBZZ2222  
 Number of head: 32  
 To PIC: QIZZ0000  
 NVD/Waybill Serial Number: 40501818  
 Other PIC(s): QFZZ4444  
 Have the stock been bred by the vendor?: No  
 How long ago were the livestock obtained?: 2-6 months  
 NVD Image path: C-100385288\_1808 moved.pdf  
 Comment: Bought from ISC

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**STEP 4:** The database will provide a receipt on-screen. It's recommended to record the 'Upload ID' or to 'Print this receipt' for reference.

#### \*QUICK TIP

To ensure the transfer was received by the database, click 'View my transaction history' to check the status of your 'Upload ID' is marked as 'Complete'. If another status is shown, you will need to read the generated email for specific details about the outcome. These other status notes may be:



- **Warning:** The transfer is complete but a tag or tags were marked with a message that you will need to investigate or review.
- **Error:** One or more tags were not able to be moved and need your review or investigation.
- **Failure:** Technical issues occurred with the database and the movement was not completed.
- **Bad Format:** There were errors in the preparation of the .csv file. Review or contact ISC Customer Service on 1800 683 111.

**Receipt** Step 1 2 3

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

Your reference number for this transaction is

Upload ID: **82581991**

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

The phone number for the NLIS Database Helpdesk is 1800 683 111.

[▶ Help](#)

[▶ Print this receipt](#)

[▶ View my transaction history](#)

[▶ Submit another upload](#) [▶ Back to home](#)

#### \*QUICK TIP



Record the 'Upload ID' provided after each transfer. If details are incorrectly submitted, you will need to immediately conduct a **Transfer correction** action. This action only amends details of the previous transfer and will request the 'Upload ID' of that transfer. If you notice an error in earlier transfers and need to correct it, contact ISC Customer Service on 1800 683 111.

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