

AGENT
FEEDLOT
PRODUCER
THIRD PARTY
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Cattle transfers

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The person who **receives** the cattle must ensure that the transfer is recorded on the NLIS Database. If cattle are bought or sold through a saleyard, or sold to an abattoir, the saleyard or abattoir notifies the database. If you buy cattle privately you, or someone acting on your behalf, must notify the database.

Transfer cattle **ONTO** your PIC when ...

- you **buy** cattle from a breeder privately and move them **onto** your property
- you **move** cattle **between** properties you own, if those properties have different Property Identification Codes (PICs)

Transfer cattle **OFF** your PIC when ...

- you **sell** cattle privately and transfer them **onto** the buyer's PIC (on their behalf)
- you move your cattle **off** your PIC and **onto** an agistment property owned by someone else
- cattle **die** – use the **Cattle that have died on property** option instead

Before you submit a cattle transfer, you must know the:

- **NLISIDs** (printed on the tags) or **RFIDs** (electronic chips inside tags)
- the **PICs** that the cattle moved **from** and **to**
- the **NVD/Waybill** number (if applicable)
- the **date** the cattle moved

After you submit any transaction, check the **Upload status**:

- Note the **Upload ID** (Receipt) supplied by the database for your transaction
- Run the **View my transaction history** report for the appropriate period
- Check that the **Upload status** for your transaction is **COMPLETE**

	Upload ID	Data type	User file name	Requested date & time	Upload status
1	712407	Producer Cattle transfers	cattle_transfer.txt	21/01/2010 2:24 PM	COMPLETE

1 Go to the NLIS database at www.nlis.mla.com.au

2 Enter your **user ID** and **password** and click **Login**

3 Select an option from the home page and click **Go**

What do you want to do today?

I want to (Please select)

Notify the database of:

- Cattle moved off my property
- Cattle moved onto my property
- Cattle that have died on property
- Device status
- EU enquiry

4 Choose **one** of three methods:

- Click **type in the details** to enter details on screen ... see page 2.
- Click **upload a file** to upload a file from your computer ... see page 3.
- Click **choose from the list** to view a list and tick cattle to move off the PIC ... see page 4.

You can use this method to move cattle **onto** or **off** a property. If cattle die on-farm, producers, feedlots and third parties use the **Cattle that have died on property** option to move those tags **off** the PIC.

An agent recording dead cattle for a producer or feedlot uses the **Cattle moved off my property** option and types **DECEASED** in the Destination PIC field to move those tags **off** the PIC.

Devices transferred to the 'DECEASED PIC' are not shown on current holdings reports, which makes it easier to reconcile cattle on the property with tags registered to that property on the database.

Transfers onto the property

1 Enter details in the compulsory* fields:

- Type or paste in the **NLISIDs** e.g. NI140229QCY00621 or **RFIDs** e.g. 951 000000041557
- Enter the PIC the cattle came from as the **source PIC**
- Select your PIC as the **destination PIC**
- Type the **NVD/Waybill** number (if applicable)
- Select the **date** the cattle moved

Leave a space after the first three numbers of RFIDs e.g. **999 000001234567**
If you type numbers in the first field, press the **Enter** key after each tag to transfer that number to the large box below.
If you enter a wrong tag number, highlight the number and press the **Delete** key.

If you have an electronic list of tag numbers, highlight the numbers, click the right mouse button and select **Copy**.
To paste the numbers from the clipboard, click in the large box, click the right mouse button and select **Paste**. Before you click **Continue**, check that the cursor is at the end of the last tag. If not, press the **Backspace** key.

Transfers off the property

1 Enter details in the compulsory* fields:

- Type or paste in the **NLISIDs** or **RFIDs**
- Select your PIC as the **source PIC**
- Enter the **destination PIC** the cattle moved to
- Type the **NVD/Waybill** number (if applicable)
- Select the **date** the cattle moved

If cattle die on-farm, agents can type **DECEASED** in the Destination PIC field to move those tags **off** the PIC.

2 Click **Continue** to proceed or click **Back** to change the details.

3 Follow the prompts to **confirm the details** and **Send** the information to the database.

You can use this method to move cattle **onto** or **off** a property. Whether you move cattle onto or off a PIC, the format of the file is the same. If the file is not created automatically by your reader software, you can use Excel or Notepad to create a file to upload to the database.

Create a file to upload

- 1 Open a file on your computer. Enter the details for each animal in **one** line (see examples below).
- 2 Save the file on your computer with a meaningful **file name** and as the correct **file type**.

An **Excel** file to transfer three animals between PICs looks like the example below. The **compulsory** fields are shaded black. If there is no **NVD/Waybill**, leave the column empty. **Leave a space** after the first three numbers of RFIDs e.g. **982 000029746236**

	A	B	C	D	E
1	982 000029746236	PICTEST1	PICTEST6	1004987	4/02/2010
2	951 000000041557	PICTEST1	PICTEST6	1004987	4/02/2010
3	982 000016959759	PICTEST1	PICTEST6	1004987	4/02/2010

Save as type: **CSV (comma delimited)**

In **Notepad** or **Wordpad**, use commas to separate the fields. When you finish typing information for the first animal, press **Enter** to start a new line for the next animal. If there is no **NVD/Waybill**, a text file looks like the example below.

Cattle transfer onto PIC 040210 - WordPad

```
982 000029746236,PICTEST1,PICTEST6,,04/02/2010
951 000000041557,PICTEST1,PICTEST6,,04/02/2010
982 000016959759,PICTEST1,PICTEST6,,04/02/2010
```

Save as type: **Text Document**

Upload the file

- 3 Select an option from the home page.
- 4 Click **Go** and then click **upload a file**
- 5 Click **Browse...** to search for the file on our computer.
- 6 When you find the file, click to select it and then click **Open** to display the file name.
- 7 Click **Continue** to proceed, or click **Browse...** again to choose a different file.
- 8 Follow the prompts to **confirm the details** and **Send** the file to the database.

Notify the database of:
 Cattle moved off my property
 Cattle moved onto my property

Cattle moved onto my property

Choose your file Step 1 2 3

Which file would you like?

Click 'Browse' to find the file you have already created. Select the file and click 'Continue'.

C:\NLIS files\Cattle transfer onto PIC 040210.csv Browse...

Help

View files I've already uploaded

Back **Continue**

You can use this method to view a list of cattle on the property, and tick the tags to transfer **off**. The person who **receives** the cattle normally notifies the database, but if you sell cattle privately, you may transfer the cattle **off** your PIC and **onto** the buyer's PIC. If the buyer also tries to record the transfer, the database automatically notifies the relevant parties that the animals are already on the buyer's PIC.

Choose the list to view

- 1 Select **Cattle moved off my property**.
- 2 Click **Go** and then click **choose from the list**
- 3 Choose **one** of three options to view.
Note: if you choose **cattle moved onto** or **cattle bred on**, also select a date range.
- 4 Select the **PIC** that the cattle are moving **from**.
- 5 Click **Continue** to proceed or click **Back** to change the details.

Choose the cattle to transfer off

- 6 Tick the items (tags) for the cattle you want to move **off** the property.

Click **Help** for information on sorting the list.

Next page means there are more pages to view.

If you want to view your list on one page, select **All** Items per page.

To search for specific items, click **Filter by**, follow steps 1-2 on the Filter screen and click **Apply**.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Vendors PIC	NVD/Waybill	Saleyard name	Status	Active
1	<input checked="" type="checkbox"/>	NC530824XBZ00007	982 000027496837	18/01/2008	PICTEST1	55555	-	[NLS,N] [IMPO,IM2] YES
17	<input type="checkbox"/>	NJ213901NEW00018	999 000000000018	28/10/2009	PICTEST1	1004		YES
18	<input type="checkbox"/>	NJ213901NEW00019	999 000000000019	28/10/2009	PICTEST1	1004		YES
19	<input checked="" type="checkbox"/>	NJ213901NEW00020	999 000000000020	28/10/2009	PICTEST1	1004		YES
20	<input type="checkbox"/>	NJ213901NEW00021	999 000000000021	28/10/2009	PICTEST1	1004		YES

- 7 Click **Continue** to proceed, or click **Back** to change the details.

Enter the transfer details

- 8 Type the **PIC** the cattle are moving **to**.
- 9 Select the **date** the cattle moved.
- 10 Type the **NVD/Waybill** number (if applicable).
- 11 Click **Continue** to proceed, or click **Back** to change the details.
- 12 Follow the prompts to **confirm the details** and **Send** the information to the database.