



General information

- This guide provides instructions on how to navigate around WALAS.

Step 1. Login to WALAS

- Login to your WALAS account by entering your username and password. Checking the 'Remember me on this computer' box will keep you signed in when you log into WALAS next.

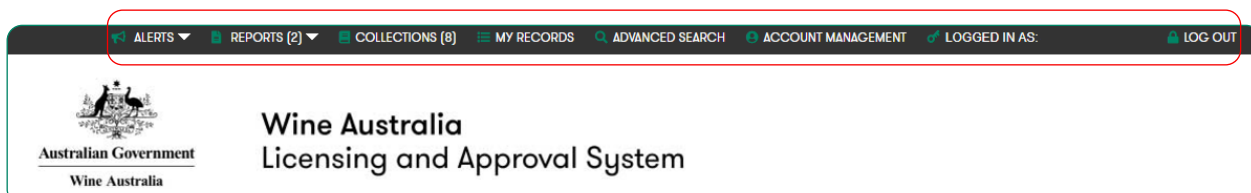
The screenshot shows the login interface for the Wine Australia Licensing and Approval System (WALAS). At the top left is the Australian Government crest and 'Wine Australia' text. To the right is the title 'Wine Australia Licensing and Approval System'. Below this is a navigation bar with 'Home' and 'Licence management'. The main login area contains two input fields: 'Username or email:' and 'Password:'. Below the password field is a 'Forgot Password?' link. A large green 'Sign In' button is centered. At the bottom of the login area is a checkbox labeled 'Remember me on this device'. Below the login area, a link reads 'New users: create an account'.

Note: If you've forgotten your password, click on the 'Forgot password?' link. If you're unable to reset your password, email exports@wineaustralia.com.



Step 2. Navigation toolbar

The navigation toolbar can be seen at the top of the page once logged in.



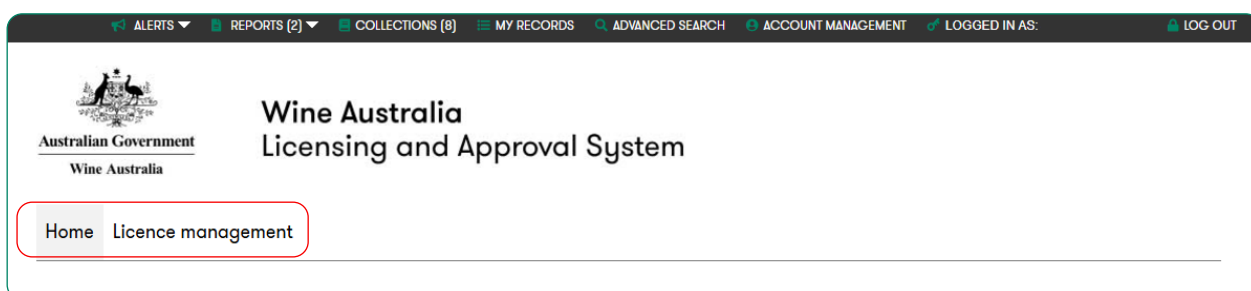
- a. **Alerts** – notifications from Wine Australia will be posted here. The purpose of the alerts link is to notify users of upcoming changes or outages, or tips and tricks on how to better use WALAS.
- b. **Reports** – two types of reports can be generated from WALAS:
 - Product report – provides you with a list of all approved products under the licence(s) you have access to.
 - Shipment report – provides you with a list of all approved shipments under the licence(s) you have access to. This report can be filtered by departure date.
- c. **Collections** – a series of system generated folders that groups records by record types. There are 8 default folders:
 - Associated exporter records – associated exporter authorisation information as well as authorised label records.
 - Import certificates – approved and issued certificates such as VI-1 certificates, Certificates of Free Sale and Certificates of Origin.
 - Invoices – invoice information against the licence(s) that you have access to. Invoices can be viewed and paid for from this page.
 - Label summary – label images that have been uploaded against products can be accessed here.
 - Products – a list of all approved products against the licence(s) that you have access to.
 - Resources – provides access to Wine Australia’s Export Market Guides and WALAS training materials
 - Shipments – a list of all approved shipments against the licence(s) that you have access to.
 - Wine Export Charge (WEC) records – contains Wine Export Charge summaries for the licence(s) that you have access to. Outstanding WEC invoices can be paid here as well as declarations and regenerations.

Note: Users can create their own collections to manage records as required.



- d. **My Records** – displays records for the licence(s) that you have access to. This list includes all approved records, application records and saved records. Records are displayed in chronological order.
- e. **Advanced Search** – can be used to search for records. Use record numbers if known, however if you only know part of the number you can use a wildcard search, e.g., %AA000010%. Additional search fields can be opened by clicking on the Search additional criteria link.
- f. **Account Management** – allows you to manage your individual login information such as preferred name, email, phone number and postal addresses. Security questions can be set up here to assist with password resets. Any other changes, such as changes to username or given or family names will need to be requested in writing to exports@wineaustralia.com.

Step 3. Home and Licence management



- a. **Home** – anytime you get lost in WALAS, click on the Home link
- b. **Licence management** - the licence management page allows you to manage licence details such as users, export licence contact details, trading names and consignees. You must be assigned with admin rights to access the licence management page.



Step 4. Launch buttons

On the home page, launch buttons can be selected to start applications. These are grouped by category.

ALERTS
REPORTS (2)
COLLECTIONS (8)
MY RECORDS
ADVANCED SEARCH
ACCOUNT MANAGEMENT
LOGGED IN AS:
LOG OUT

Australian Government
Wine Australia

Wine Australia
Licensing and Approval System

Home
Licence management

Welcome back

SHIPMENTS & IMPORT CERTIFICATES

APPLY FOR SHIPPING APPROVAL

EDIT SHIPMENT DETAILS

APPLY FOR A SHIPPING EXEMPTION

GENERATE AN IMPORT CERTIFICATE

PRODUCT

REGISTER A PRODUCT

EDIT PRODUCT DETAILS

INVITE AN ASSOCIATED EXPORTER

LINK PRODUCTS TO AN ASSOCIATED EXPORTER

LABELS AFFIXED IN AUSTRALIA

LABELS AFFIXED OUTSIDE AUSTRALIA

ADD LABEL

EDIT LABEL

ADD LABEL

EDIT LABEL

EXPORT LICENCE

APPLY FOR AN EXPORT LICENCE

RE-ISSUE A LICENCE

MANAGE A LICENCE

APPLY FOR A WEC QUARTERLY EXEMPTION

GENERAL

VIEW INVOICES

VIEW WEC SUMMARY

COLLECTIONS

ELECTRONIC DATA TRANSFER