ALLSOFTCORP

Economic operator manual 2.0

ALLSOFTCORP

1 CONTENT

ALLSOFTCORP

2 ID ISSUER

2.1 ABOUT APPLICATION

According to Commission implementing regulation 2018/574 each Member State shall appoint an entity (the 'ID issuer') responsible for generating and issuing unique identifiers.

The tasks of the ID issuer according to Commission implementing regulation are:

1. issuing unit level unique identifiers, as set in Articles 8 and 9,
2. issuing aggregated level unique identifiers, as set in Articles 10–13,
3. registration of economic operators, facilities and machines, as set in Articles 14–19,
4. establishment of offline flat-files, as set in Articles 20,
5. security and interoperability of communications and data, as set in Articles 36.

In order to fulfill those tasks, Graphical User Interface (GUI) as well as exposed interfaces (API), where applicable, are provided to economic operators, first retail outlets and Authority.

This user manual describes the ID Issuer system GUI from the user point of view.

2.2 ECONOMIC OPERATOR

According to definition given in Implementing regulation, Article 2, economic operator means any natural or legal person, who is involved in the trade of tobacco products, including for export, from the manufacturer to the last economic operator before the first retail outlet.

Request for an economic operator identifier code is described in Article 14 of Implementing regulation. According to it economic operators and operators of first retail outlets introducing a request pursuant to paragraph 1 shall provide the information listed in point 1.1 of Section 1 of Chapter II of Annex II, in the format indicated therein.

For operators of first retail outlets the obligation to apply for an economic operator identifier code may also be discharged by any other registered economic operator. Such registration by the third party shall be subject to the consent of the operator of the first retail outlet. The third party shall inform the operator of the first retail outlet of the full details of the registration, including the allocated economic operator identifier code.

Economic operators and operators of first retail outlets shall inform the ID issuer of any economic operator identifier codes allocated to them by other ID issuers. If not available at the time of registration, economic operators shall provide that information at the latest within two working days from the receipt of the economic operator identifier codes allocated by another ID issuer.

Any modification of the information submitted in the initial application form and any cessation of the operator activities shall be notified by the relevant operator to the ID issuer without delay.

2.2.1 APPLICATION ROLES

The application roles that can be given to user of economic operator in this system are described in below table.

Name	Description
Economic operator	User with this role has read and write access to the part of the application used to manage the registration of Economic operators, Facilities and Manufacturing machines. He also has available the feature of Economic operator and Facility ID verification.
Economic operator admin	The agenda of user with this role in the system is the user management (creating new users, deactivating users, setting up permissions for the users and setting up the application roles for all users of the economic operator), setting up the configuration

	of integration (in case the economic operator wants to communicate with the Id Issuer using the APIs – system to system communication) and he also has available the feature of Economic operator and Facility ID verification.
Economic operator deactivation	The agenda of user with this role in the system is the deactivation of economic operators that have been registered by the economic operator to which the user with this role belongs. He also has available the feature of Economic operator and Facility ID verification.
Requester for UI	The agenda of user with this role in the system is to manage requests for unit packet level UIs – create new requests, recall created not yet delivered requests, download files with generated UIs, has access to information about their status, to statistic information (dashboard), to counts of requested UIs and has access to the lookup table. He also has available the feature of Economic operator and Facility ID verification.
Requester for AL	The agenda of user with this role in the system is to manage requests for aggregated level UIs – create new requests, recall created not yet delivered requests, download files with generated UIs, has access to information about their status and to counts of requested UIs. He also has available the feature of Economic operator and Facility ID verification.
Password change	User with this role can change passwords of other users, that belong to the same economic operator. He also has available the feature of Economic operator and Facility ID verification.

2.3 STRUCTURE OF UNIQUE IDENTIFIERS

In these chapters is described the structure and format of unique identifiers ment for tobacco product marking generated from this Id Issuer system.

2.3.1 UNIT LEVEL UIS

The length of the unit packet level UI code is **26** characters including the time stamp. Without time stamp the length of unit packet level UI is only **18** characters.

The structure of unit level UIs corresponds to structure laid down in Article 8(1) of Implementing regulation and it is shown in the image below.

Data element (as per Art. 8.1)	ID Issuer Identifier	Serial Number	Product Code	Time Stamp
Business content	Entity appointed by member state generating the code	Alphanumeric sequence uniquely identifying the pack	Code allowing for the determination of: 1. Place of manufacturing 2. Manufacturing facility 3. Machine 4. Product description 5. Intended market of retail sale 6. Intended shipment route 7. Importer into the Union (when applicable)	Time stamp indicating the date and hour of manufacturing
Format	According to ISO15459-2	Authorized characters set [a-z; A-Z; 0-9] According to ISO646, 62 possibilities per digit	Authorized characters set [a-z; A-Z; 0-9] According to ISO646, 62 possibilities per digit	<YYMMDDhh>
Length of element	QCALL 5	9	4	8
	Generated by ID Issuer			Added by Economic operator

Image 1: Structure of unit level UIs

In the first position is our ID Issuer Identifier according to ISO/IEC 15459-2:2015.5, which is 5 characters long "**QCALL**" code.

In the second position is the serial number. It is made up of nine characters, including numbers, lowercase letters and capital letters. The algorithm for generating serial numbers guarantees

uniqueness of each number and difficulty to predict it with the required probability. There are two separate sequences, one for unit level UIs and one for aggregated level UIs.

Product code is in the third position. Each product code is made up of four characters consisting of numbers, lowercase letters and capital letters. Compression is used for information about products for unit level UI. Each unique combination of attributes according to Article 8 (1c) has an assigned product code which can be used for looking up information in a flat file. Our solution uses only one lookup table to search for the required information based on the product code.

The time stamp is in the last position and it is added by economic operator during the manufacturing of the tobacco product.

2.3.2 AGGREGATED LEVEL UIS

The length of the aggregated level UI code is **31** characters including time stamp. Without the time stamp the length of aggregated level UI is **23** characters.

The structure of aggregated level UIs corresponds to structure laid down in Article 11(1) of Implementing regulation and it is shown in the image below.

Data element (as per Art. 11)	ID Issuer Identifier	Serial Number	Facility Code	Time Stamp
Business content	Entity appointed by member state generating the code	Alphanumeric sequence uniquely identifying the pack	The identifier code of the facility in which the aggregation process took place.	Time stamp indicating the date and hour of aggregation
Format	According to ISO15459-2	Authorized characters set [a-z; A-Z; 0-9] According to ISO646, 62 possibilities per digit	Code issued according to this specification made of: 1. The alphanumeric characters that constitute the ID issuer identification code (5 characters according to ISO15459-2) 2. An alphanumeric sequence which is unique within the code pool of the ID issuer (4 characters [a-z;A-Z;0-9] according to ISO646, 62 possibilities per digit)	<YYMMDDhh>
	QCALL			
Length of element	5	9	9	8
	Generated by ID Issuer			Added by Economic operator

Image 2: Structure of aggregated level UIs

In the first position is our ID Issuer Identifier according to ISO/IEC 15459-2:2015.5, which is 5 characters long "**QCALL**" code.

In the second position is the serial number. It is consists of nine characters, including numbers, lowercase letters and capital letters. The algorithm for generating serial numbers guarantees uniqueness of each number and difficulty to predict it with the required probability. There are two separate sequences, one for unit level UIs and one for aggregated level UIs.

Facility code is in the third position. It represents the identifier code of the facility in which the aggregation took place, as laid down in Article 11 (1c) of the Implementing regulation.

Time stamp is in the last position and it is added by economic operator during the aggregation.

2.4 TOOLS

The button **Tools** on preview screens in GUI allows Export to Excel. This feature allows you to export data from the current preview screen to an excel file. Clicking the **Export to Excel** button will execute download of an .xls file. After download is complete, you can open the file and process it further.

2.5 FILTER

The filter is used to search for a subset of data from the total data range based on the specified criteria either by:

- entering a search term
- selecting from a drop-down list (eg Activity type, Status)

- selecting a date from date-picker – you can pick single date: date from or date to or you can select a date range: date from – date to

For entering a search term (character string) we have two types of filters:

- Standard filter
- Autocomplete filter

2.5.1 STANDARD FILTER

To the standard filter used for entering a search term (character string), you need to type the exact whole term. Otherwise the search engine will not get the desired results.
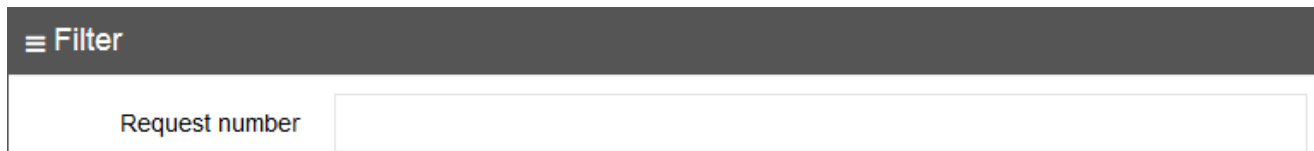
Image 3: Standard filter for search term

2.5.2 AUTOCOMPLETE FILTER

Autocomplete filter is also used for entering a search term (character string), but unlike the standard filter, you don't have to enter the exact term. When you start typing the character string, the system will automatically go through the relevant data stored in the database and offer you possible search terms that contain already typed character string. As you type new characters of the string to the filter, the amount of terms offered by the system is constantly decreasing.
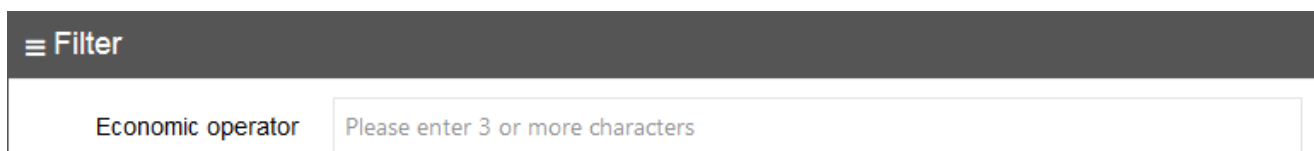
Image 4: Autocomplete filter for search term

As it is shown on the Image 2, the autocomplete filter at first sight differs from the standard filter by the instruction displayed inside the text field – "*Please enter 3 or more characters*". To start the automatic search of the typed string, you need to enter at least 3 characters of the search term to the autocomplete filter field. As you start typing, the displayed instruction will disappear.

The autocomplete filter fields are **case insensitive**. That means, it doesn't matter whether the characters in the entered string are capitals or not.

The entered characters do not necessarily have to be the first letters of the search term. However, the sequence of the characters must be maintained.

ALLSOFTCORP
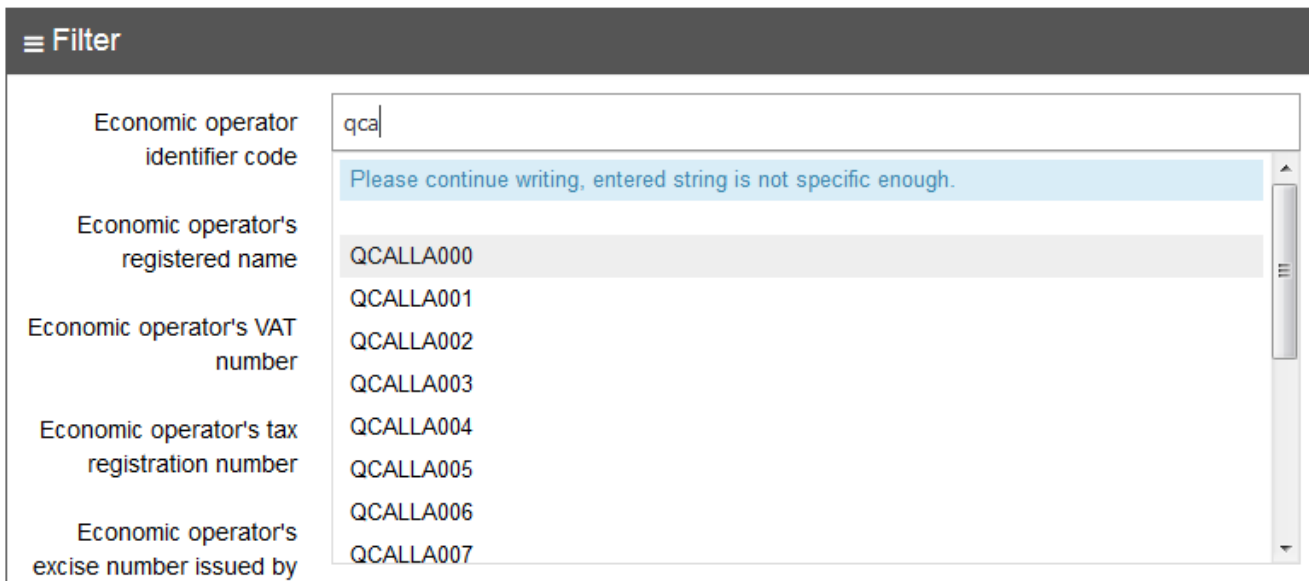
Image 5: Autocomplete filter - search results drop-down list

When the entered string is not specific enough, it may happen, that the system will find too many search terms, which cannot all appear in the search results drop-down list. In this case the information message "*Please continue writing, entered string is not specific enough.*" is displayed (Image 3) and only the first 15 search results are displayed.

If your desired search term:

- is not among the displayed search results, you need to continue writing, so the entered string is more specific and the list of search terms shorter
- is displayed in the search results drop-down list, you need to click on the specific search term

When there is no search results drop-down list displayed, there may be two reasons for that:

- there is no term in the system that contain the character string you entered to the filter field
- you entered less then 3 characterst to the filter field

If you try to filter the records on the screen by clicking the "Enter button" on the keyboard or by clicking the button **Filter** on the screen even though you the search results drop-down list is not displayed a small white exclamation mark in a red circle will be displayed on the end of the filter field with the message "*Match not found.*" That means there was not found match between the character string you entered to the filter field and relevant terms in the system. In this case no records will be displayed on the screen you are trying to filter (Image 4).

ALLSOFTCORP
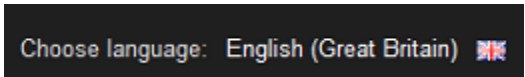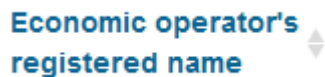
Image 6: Autocomplete filter - no match found

2.5.3   FILTERING AND CANCELING THE FILTER

After the criteria is entered, you filter the data by clicking the button **Filter**. The filter is always active, unless you decide to cancel it. This means when there are some records filtered out on the screen and you decide to go on some other screen and than return back to the original screen, the records on the original screen will be still filtered out.

To cancel specific filter, it is necessary to click the button **Cancel Filter**.

2.6   ITEMS OF APPLICATION

Button	Description
	Used to minimize the window within the preview screen (e.g. filter)
	Used to maximalize the window within the preview screen (e.g. filter)
Choose language: English (Great Britain)	Used to change the language of the application. Click on the language and pick a language from the displayed drop-down list of available languages.
Economic operator's registered name	Header of the report column of the blue color (click the title of the header to rearrange the entries alphabetically, either ascending or descending)

ALLSOFTCORP

Economic operator identifier code ▼	Header of the report column (Reverse Triangle shows that records are sorted from newest to oldest, or from Z to A), clicking the header text will change the layout
Economic operator identifier code ▲	Header of the report column (the triangle shows that the records are sorted from oldest to newest, or from A to Z), clicking the header text will change the arrangement
☑	Checkbox.
Approved	Non-editable field.
Economic operator's registered name* [ ]	Editable field
Economic operator's country of registration * [Select one ▼]	Selection field, the user selects one of the list of options by clicking on the field.
Economic operator's registered name*	Red asterisk marks the required form field.
ⓘ The registration of economic operator was successfully approved.	Information message (e.g. about successful record saving).
❗	Warning message (e.g. when a required field in the form was not filled).
☑ ⓘ	Help field - after click or hovering the mouse pointer over the letter i, Help is displayed.

3 APPLICATION

3.1 REGISTRATION OF ECONOMIC OPERATOR AND OPERATOR OF FIRST RETAIL OUTLET

Article 14 of Implementing regulation states that economic operators and operators of first retail outlets shall apply for an economic operator identifier code from the ID issuer competent for each Member State in which they operate at least one facility. Importers shall apply for an identifier code from the ID issuer competent for each Member State on whose market they place their products.

Economic operators and operators of first retail outlets shall inform the ID issuer of any economic operator identifier codes allocated to them by other ID issuers. If not available at the time of registration, economic operators shall provide that information at the latest within two working days from the receipt of the economic operator identifier codes allocated by another ID issuer.

The next picture shows the steps in whole process of EO registration from the creation of request for registration to enabling the economic operator to request the unit packet level or aggregated level unique identifiers. It includes also the steps that are done outside the application of Id Issuer, e.g. signing the contract with the legal entity of Id Issuer if needed.
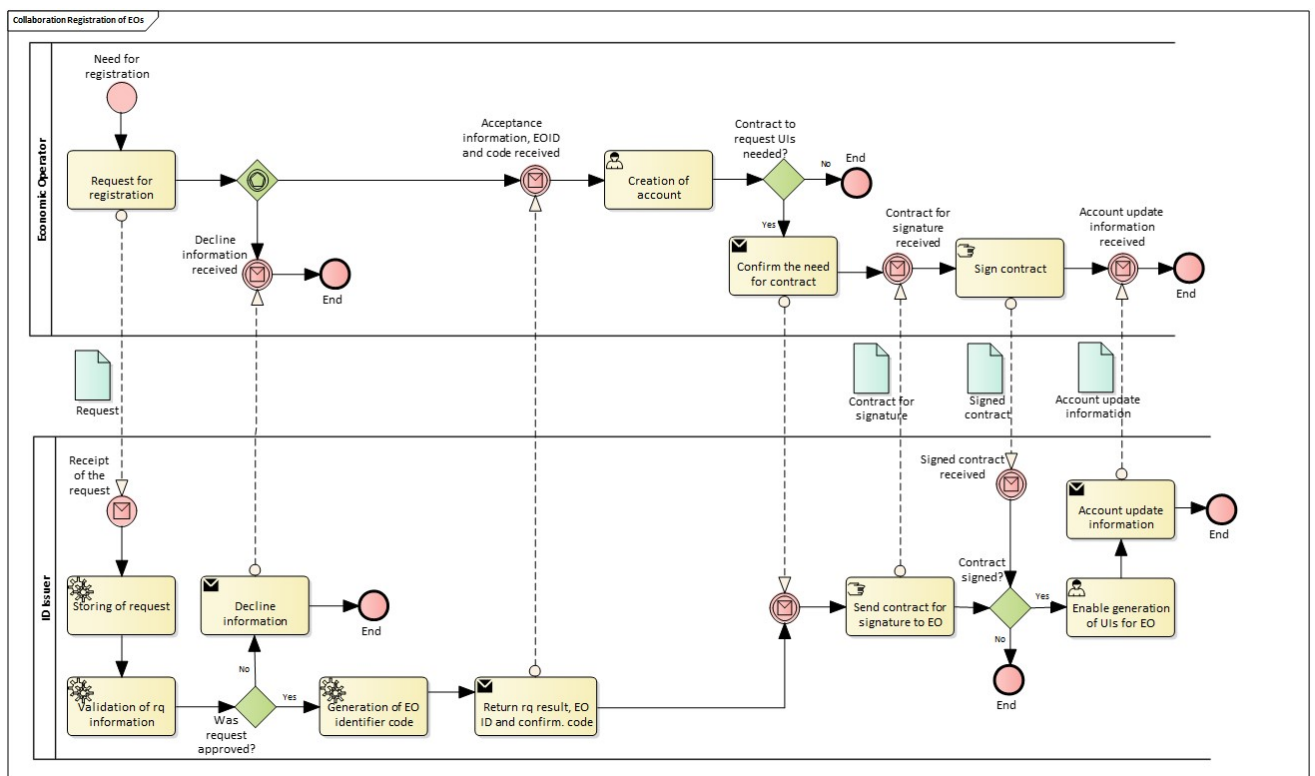
Image 7: Registration of economic operator

The EO fills out the request for registration through GUI and submits it to ID issuer. Registration of economic operator is obtained by clicking the **link** published on ID issuer info portal, as shown later.

For operators of first retail outlets the obligation to apply for an economic operator identifier code may also be discharged by any other registered economic operator. This process is a little simpler than the above described one, as shown in the picture bellow.

ALLSOFTCORP
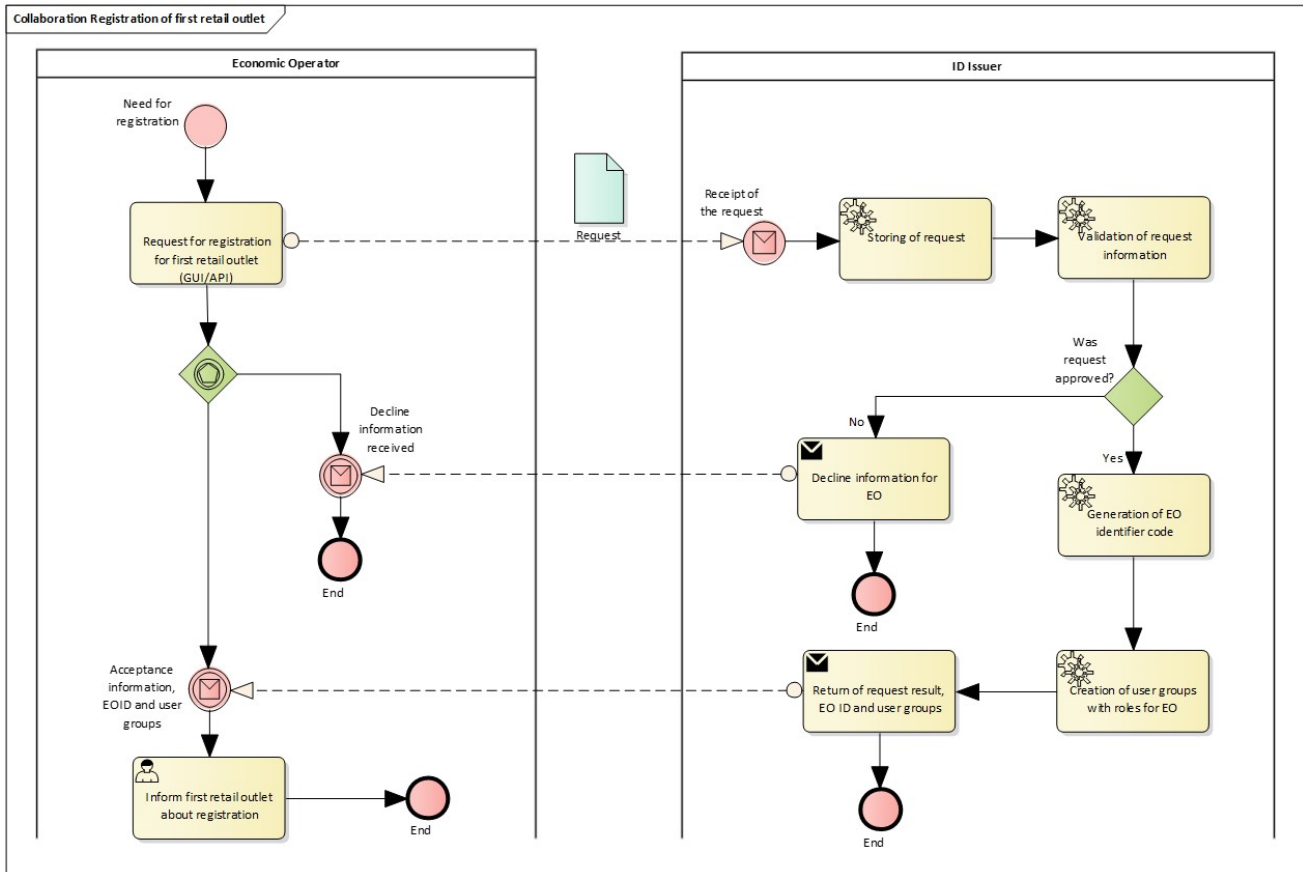
Image 8: Third party registration - registration of first retail outlet

3.1.1 STEP BY STEP PROCESS OF REGISTRATION

To start the registration process you need to go on Id Issuer infoportal. The links to the portal for each Member State, where we are the competent Id Issuer are listed below:

- Ireland: www.idissuer.ie
- Finland: www.idissuer.fi
- Sweden: www.idissuer.se
- Estonia: www.idissuer.ee

3.1.1.1 Step 1

On information portal, click on button "Register".
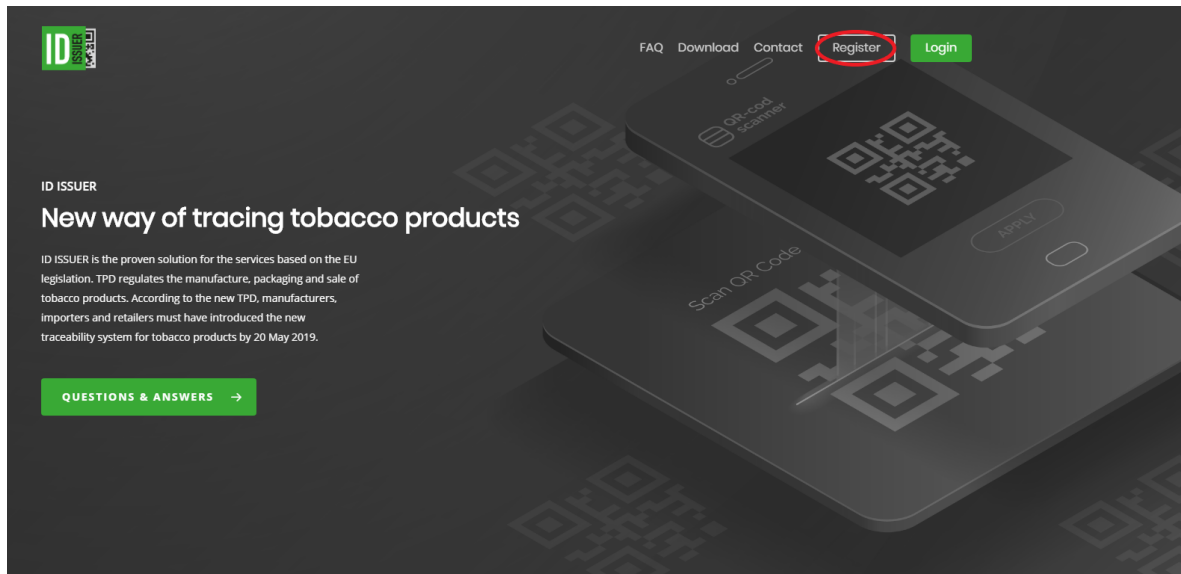
Image 9: Infoportal - Register button

3.1.1.2 Step 2

To display the form for registration, click the button **"Register" on the top of the screen** that opens next.
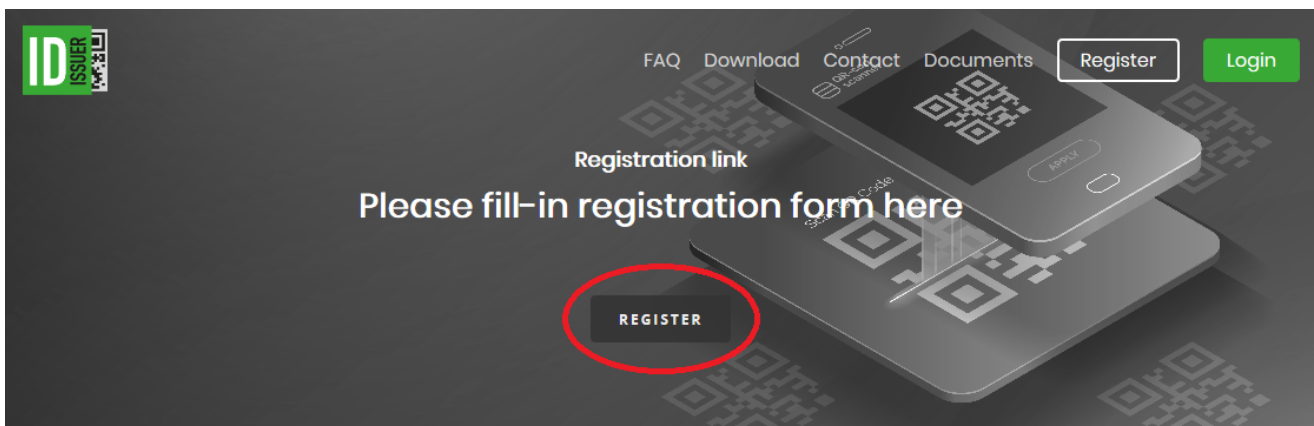
Image 10: Infoportal - Registration link to Id Issuer applicatition

3.1.1.3 Step 3

Fill out the form for registration of economic operator or first retail outlet. **It is necessary to fill out all mandatory fields (marked with red asterisk).**

ALLSOFTCORP

[GUI-15-00-011] Registration of economic operator

Economic operators > Registration of economic operator

☰ Registration of economic operator

The economic operator requests for allocation of an identifier by this ID Issuer	☑ ⓘ
Indication if the economic operator has been allocated an identifier by another ID Issuer	☐
Economic operator identifier codes allocated by other ID Issuers	
Economic operator's registered name *	
Economic operator's alternative or abridged name	
Street and house number *	ⓘ
Municipality *	ⓘ
Postal code *	ⓘ
Additional information on address	ⓘ
Economic operator's country of registration *	Select one ▼
Economic operator's email address; used to inform about registration process, incl. subsequent changes and other required correspondence *	
Language for e-mail communication *	English (Ireland) ▼ ⓘ
Indication of the VAT registration status	☐
Economic operator's VAT number	
Economic operator's tax registration number *	
Indication if the economic operator has an excise number issued by the competent authority for the purpose of identification of persons/premises	☐
Economic operator's excise number issued by the competent authority for the purpose of identification of persons/premises	
Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	☐
Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	
I do have the consent of the operator of the first retail outlet for its registration	☐ ⓘ
Other economic operator ID	
Please retype the text you see *	jnatyqo ⟳ Change

Register

Image 11: Id Issuer application - Registration form

3.1.1.3.1 When to request EO ID by US

You shall request for allocation of Economic operator identifier (EO ID) by us in accordance with **Article 14 (1)** of **Commission Implementing Regulation (EU) 2018/574**:

> *1. Economic operators and operators of first retail outlets shall apply for an economic operator identifier code from the ID issuer competent for each Member State in which they operate at least one facility. Importers shall apply for an identifier code from the ID issuer competent for each Member State on whose market they place their products.*

We are ID Issuer competent for Ireland, Sweden, Finland and Estonia.

You shall apply for allocation of EO ID by us only if

  A. you are either economic operator or first retail outlet and you operate at least one facility in Ireland, Finland, Sweden or Estonia

  B. you are an importer importing tobacco products from non-EU countries and place them on markets of Ireland, Sweden, Finland and Estonia.

If you are in accordance with at least one of listed conditions (A) or (B) then leave the checkbox "*The economic operator requests for allocation of an identifier by this ID Issuer*" **checked**.

If you are NOT in accordance with listed conditions leave the checkbox "*The economic operator requests for allocation of an identifier by this ID Issuer*" **UNchecked**.

3.1.1.3.2 Only one EO ID from us

Since we are one ID Issuer for all listed countries, **you shall register with us only once and NOT for every country separately.**

3.1.1.3.3 What if you have allocated EO ID by another ID Issuer

If you have also EO ID allocated by another ID issuer you shall

  ▪ leave the field "*Identification if the economic operator has been allocated an identifier by another ID Issuer*" checked and

  ▪ enter those EO IDs in field: "*Economic operator identifier code allocated by other ID Issuer*"

Otherwise leave those fields empty.

3.1.1.3.4 Be carefull when entering email address

Email address you enter in registration form will be used to send you the activation link, so please make sure it is input correctly. You need the activation link to activate your account and register your facilities.

3.1.1.3.5 The consent of the operator of the first retail outlet

If you are registrating some retail outlet as a third party, according to the **Article 14 (3)** of **Commission Implementing Regulation (EU) 2018/574** you need to have a consent for its registration:

3. For operators of first retail outlets the obligation to apply for an economic operator identifier code may also be discharged by any other registered economic operator. Such registration by the third party shall be subject to the consent of the operator of the first retail outlet. The third party shall inform the operator of the first retail outlet of the full details of the registration, including the allocated economic operator identifier code.

In this case leave the field "*I do have consent of the operator of the first retail outlet for its registration*" checked.

3.1.1.3.6 Other economic operator ID

This field is optional. If you have some other IDs, for example company code, GLD, etc., that you would like or would help you if you input them in your details, you can input them in the field "*Other economic operator ID*".

3.1.1.3.7 Submitting the registration form

Retype the code from "*captcha*" picture in the field below it. If the letters are not readable enough, you can change them by clicking the button "*Change*". Data filled already in the form will not be lost if you do that.

Image 12: Captcha picture field

To submit the filled-out form, you should press the button "*Register*" at the bottom of the form.
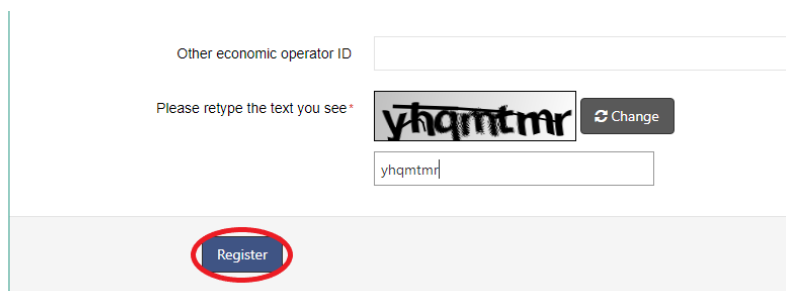

Image 13: Submitting the registration form

3.1.1.3.8 What if the fields are filled incorectly

If you don't fill all the mandatory fields or fill some of them incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error:

ALLSOFTCORP

Image 14: Not filled mandatory field

or

Image 15: Filled in value is not valid

or

Image 16: Captcha picture was not retyped correctly

You can fix errors, if any, and press the button "*Register*" again.

3.1.1.4 Step 4

When the registration form is filled out correctly, after pressing the button "Register", the request for registration is created and following message is displayed – "*The economic operator registration request has beensuccessfully created. After the data verification done by Id Issuer, you will be sent an e-mailannouncing the result of the registration.*".
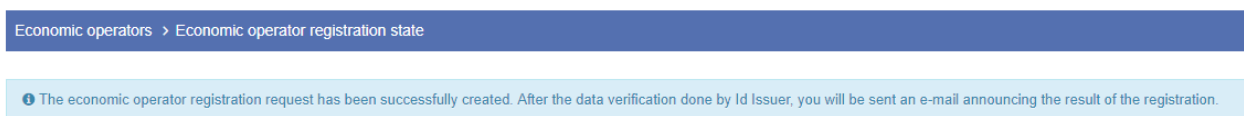
Image 17: Information displayed after successful creation of registration request

3.1.1.5 Step 5

After the form is submitted and request for registration of Economic operator is evaluated, result of registration will be sent to the email address given in the form.

If you cannot find the email, please keep in mind that email could be filtered out as SPAM, or to another email folder according to the configuration of your email client.

3.1.1.5.1 Approved registration

If your registration is approved, you will receive an email similar to this:

ALLSOFTCORP

Registration approved

Dear economic operator,

we are pleased to inform you, that your registration under the economic operator's name **Economic operator name will be here** in Id Issuer has been approved. To complete your registration please click on the button below and create a user account, that you are going to use for logging in to the Id Issuer system.

Activate account

Your Allocated Economic operator identifier code:

EO ID will be here

Please keep in mind the difference between capital "o" (O) and zero (0)

Please save the allocated economic operator identification code and facility identification codes. Your business partners will need them from you.

Please be advised, that if you have an obligation according to Article 16(1) and Article18(1) of Commission Implementing Regulation (EU) 2018/574 to register facilities or machines with us, you can do so after logging in the application.

Thank you for using our services.
Yours faithfully,

Allex
ID Issuer support team

Image 18: Registration confirmation email with EO ID

![ALLSOFTCORP]

If you during the registration did not ask for alocation of EO ID from our Id Issuer, you will receive the same email only without the yellow part with the EO ID.

The confirmation email sent after approving **the registration of operator of first retail outlet on behalf of another economic operator** (third party registration) is similar to the previous two, except that it does not contain any link (button), just the information that the registration was approved. That is because you do not need to create a user account for the operator of first retail outlet manually. The user accounts are created automatically for every user with the application role "Economic operator admin" of the economic operator which registered the operator of first retail outlet.

3.1.1.5.2 Denied registration

If registration of your economic operator is denied, you will receive email containing the reason for denial similar to this:
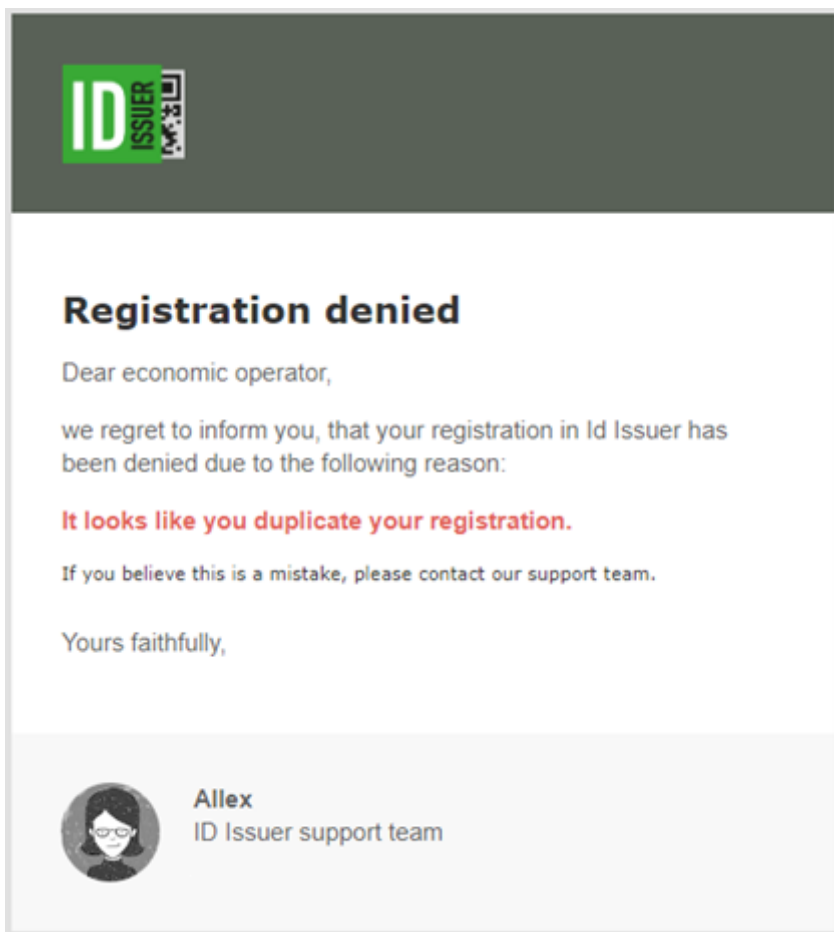
Image 19: Registration denial email

3.2   USER ACCOUNT ACTIVATION

After you have successfully registered your economic operator, you need to activate you user account in the Id Issuer system, so you could log in to the system and use its functionalities.

3.2.1   STEP BY STEP PROCESS OF ACCOUNT ACTIVATION

3.2.1.1   Step 1

When request for registration of economic operator is approved, you receive confirmation email.

If not, the email could be filtered out as SPAM, or to another email folder according to the configuration of your email client. Please make sure that your confirmation email is not in the SPAM folder or another email folder where it could be moved.

To create a user account, click the green button "*Activate account*" in the email.

The "*Activate account*" button is valid for 2 weeks.

Image 20: Activate account button

3.2.1.1.1 If user account is already created

When user account is already created, **link from email is marked as used and it is not possible to use it again.**

In that case following message is displayed - "*Link for user registration is invalid. Link may be corrupted, improperly copied or is already expired.*".

ALLSOFTCORP

[GUI-15-00-101] Registration of user

> List of users > Registration of user

≡ Registration of user ⌄

⊘ Link for user registration is invalid. Link may be corrupted, improperly copied or is already expired. ✕
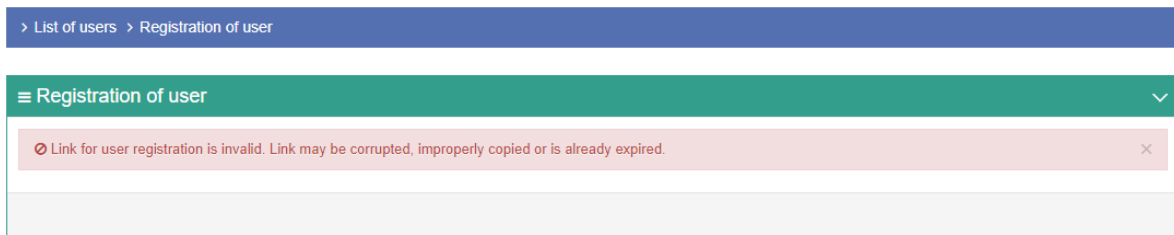
Image 21: Invalid link for user account activation

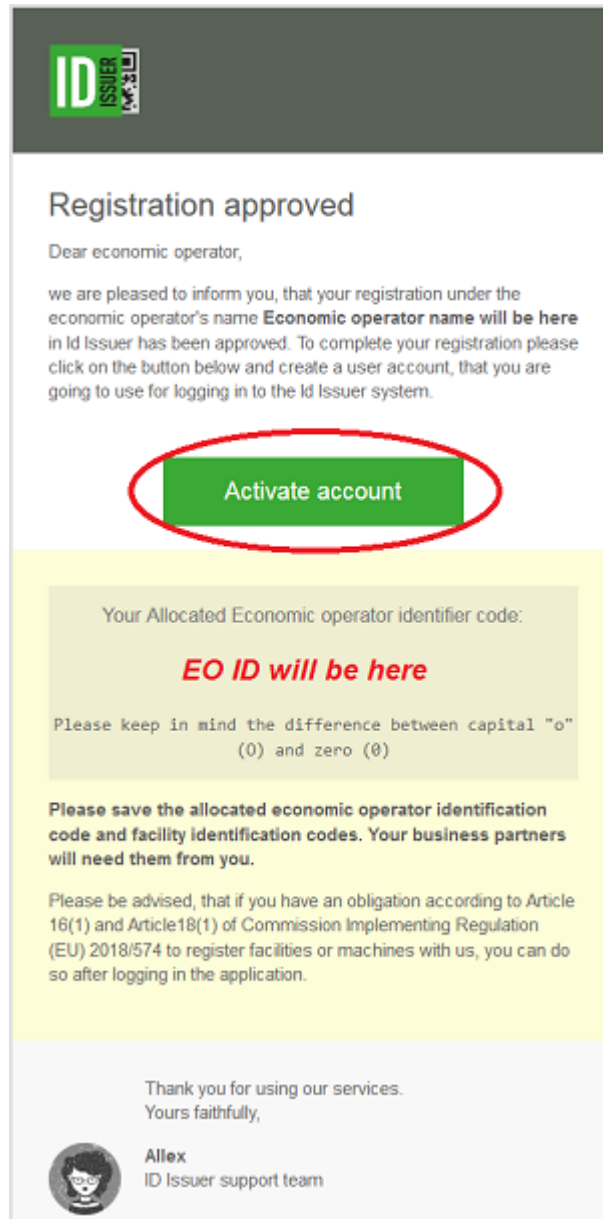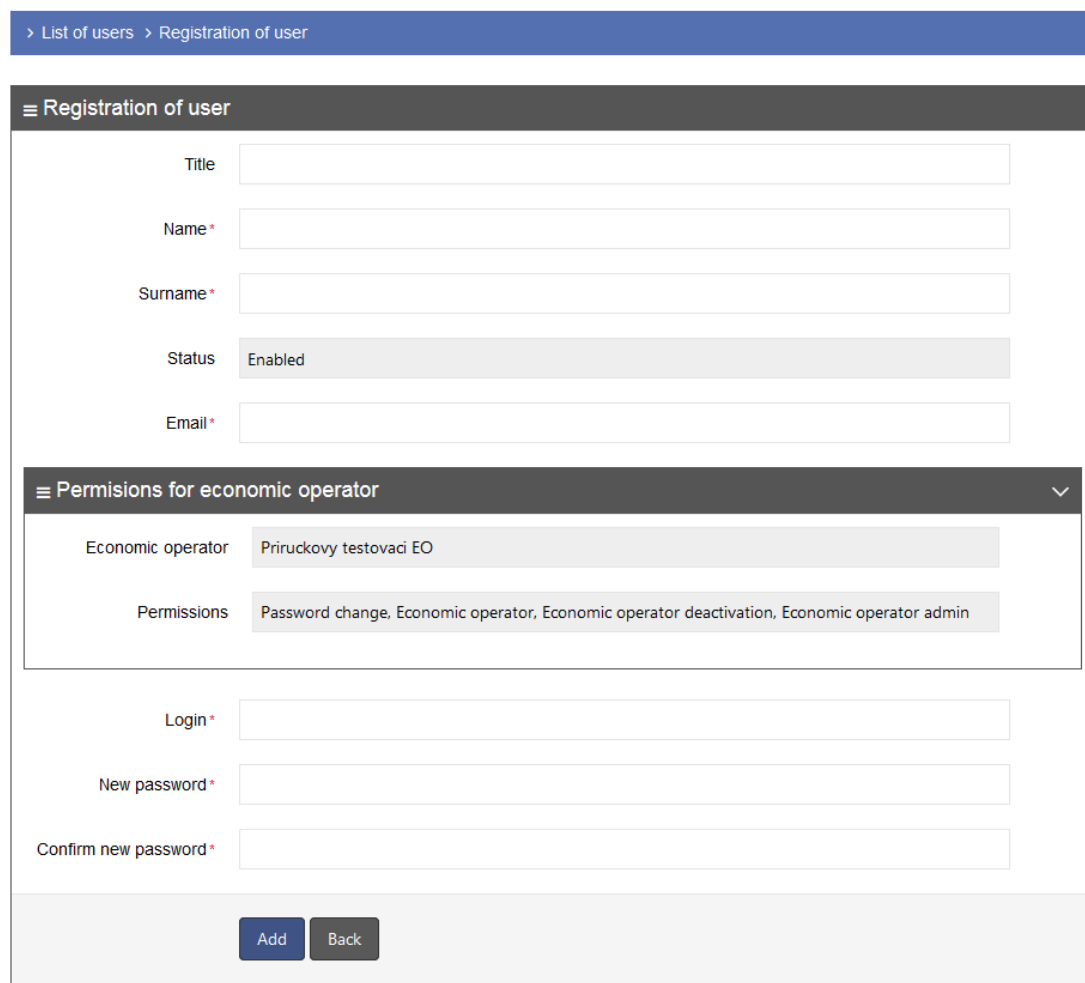To create additional access accounts, it is necessary to log in to application through access account created in previous steps and add user accounts through screen "*[GUI-15-00-101] Registration of user*" (Menu item: "List of users") and clicking the button **Add user**.

3.2.1.2 Step 2

By clicking the "*Activate account*" button the form for creating user account will open in your default web browser.

It is necessary to fill out all mandatory fields (marked with red asterisk).

[GUI-15-00-101] Registration of user

> List of users > Registration of user

≡ Registration of user

Title	
Name*	
Surname*	
Status	Enabled
Email*	

≡ Permisions for economic operator ⌄

Economic operator	Priruckovy testovaci EO
Permissions	Password change, Economic operator, Economic operator deactivation, Economic operator admin

Login*	
New password*	
Confirm new password*	

[Add] [Back]

Image 22: User account activation

3.2.1.2.1 Email address

Be careful when entering your email address. **If you forget your password, it is important, that we have your correct email address, otherwise, you will not be able to reset your password.**

One email address can be used for creation of only one user account. If you try to use the email address that we already have in the system bound to another user account, the system will not allow you to do so.

If you need to have access from one user account to more than one Economic operator in the system, please contact our support.

3.2.1.2.2 User permissions

Permissions for economic operator panel:

- Field Economic operator is set by default to the economic operator for whom the user account is being created.

- Access permissions are set by default to economic operator administration role. User with the administration role has the permission to create new users for the economic operator and manage their permissions, enable/disable them etc.

3.2.1.2.3 Selecting a good login

Please choose your login carefully and remember it. You will need your login every time you use the system and it is not possible to change this detail later.

For example, as your login name you can use your name and surname together like this "john.mccain" or like this "john-mccain", or any other you can remember. Another example of good login name would be your full email address, like john.mccain@mail.ie.

Login field is case-sensitive, so if you use capital letters, you will have to use them every time when logging in to application.

If in the system we already have the user with the login you try to enter, the system will not allow you to use it.

Since we noticed some difficulties with logins that contained space, the system no longer permit to choose login with space.

3.2.1.2.4 Selecting a good password

Password must be at least 8 characters long. It must contain at least one small letter, one capital letter and one number.

Never use the password that can be easily guessed and never give your password to anybody else, while somebody could abuse it.

Password you enter in "*Confirm new password*" field must be identical to the contents entered in "*New password*" field.

You can even use a short phrase as a password, and change some letters for numbers.

Don't worry if you forget the password. You can reset it on the login screen with and change it to a new one.

Examples of weak passwords, you shall never use:

- Qwerty123

- Abc123456789
- Password123

3.2.1.3 Step 3

To submit the filled-out form, press the button **Add** at the bottom of the form.

Image 23: User account activation - Add button

If all mandatory fields were not filled out or are filled incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error.

When the user account is successfully created, user is automatically logged in the system and redirected to the screen "*[GUI-15-00-102] User detail*". After successful creation of user account, the link sent in confirmation email will be disabled and will not be usable again.

You will also receive an email announcing you, that an user account was created for you in the Id Issuer system similar to this:

ALLSOFTCORP
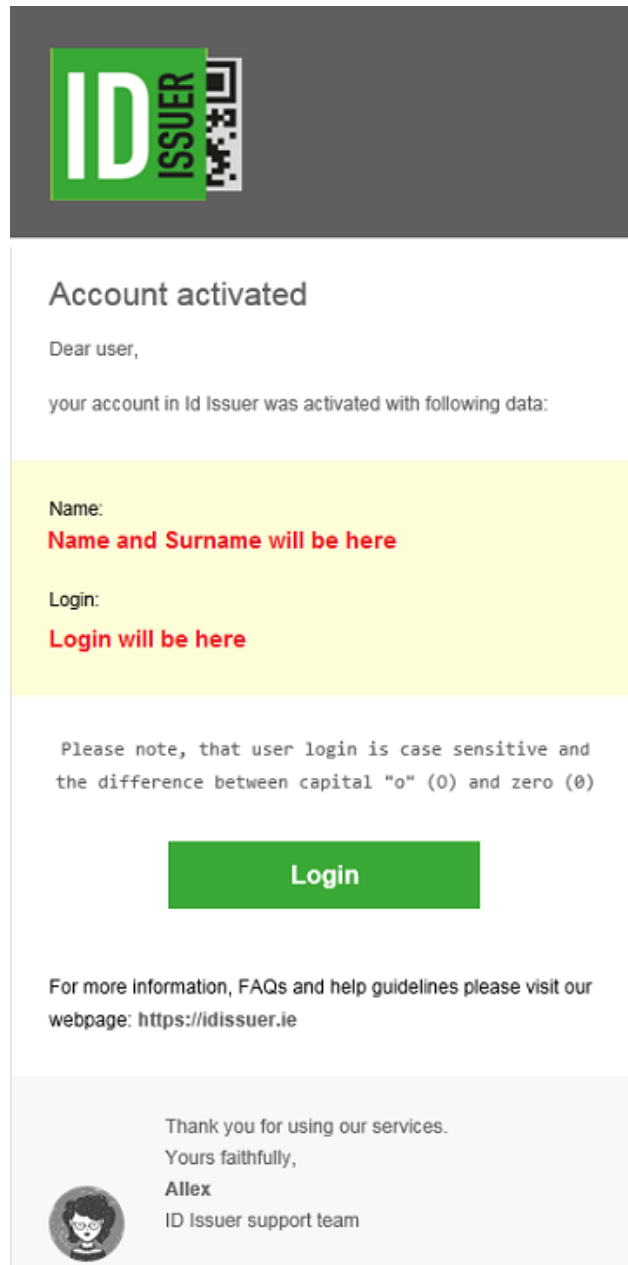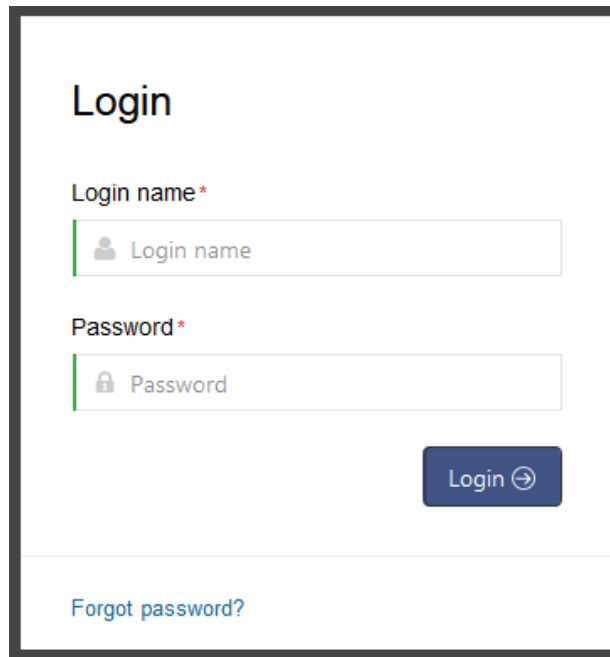
Image 24: User account activation email

This email contains also link (green button) **Login**, which can be used for logging in to the Id Issuer system. After you click on this button, the login page will open in your default web browser.

3.3 LOGIN TO THE APPLICATION

Login screen is used for user to login to the Id Issuer application. To login to the Id Issuer you need to enter your login and password, that you chose when creating your user account and click the **Login** button.

ALLSOFTCORP

Image 25: Login secreen

If you enter wrong login information an information message is displayed on the screen above the input fields.
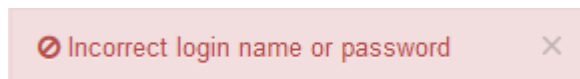
Image 26: Information message - wrong login information

In this case try to enter the login information again. When the number of attempts for login exceeds 5, the "*captcha*" picture is displayed and during the next attempt except the for the login information you have to retype also what you see on the picture.

ALLSOFTCORP

Image 27: Login page - 5 unsuccessful attempts

In case you have permisions for more then one economic operator, one more screen is displayed for you before you enter the application. On this screen you need to pick an economic operator under which you want to login to the application.

Image 28: Login page - listbox of economic operators

Click on the listbox with name "Organization" and a list of economic operators will show up. Pick one of the economic operators under which you want to loginto the application and click on it. If you changed your mind and want to login under different economic operator, just click the little "x" on the

right side of the list box. By clicking this you will reset/cancel your choice. After that you can pick another economic operator.

When you picked the economic operator, click the button **Login**.

3.4 PASSWORD RESET OR CHANGE

In this chapter will be described how you can change or reset your own password. The differences between changing your own password and reseting it are:

Password reset	Password change
You are not logged in to the application	You are logged in to the application
You don't have to know your old password	You have to know your old password

3.4.1 PASSWORD RESET

There may be a situation when you will need to reset your password, for example when:

- You forgot your password

- You created a new user – when you create a new user it is a good practice to set some default password to the user and not tell it to the user, so he would need to reset the password first. This way will be guaranteed higher security, because you as an admin will not know the password of the user you created.

3.4.1.1 Step by step process of reseting the password

3.4.1.1.1 Step 1

Click on the link "Forgot password?" on Login screen.
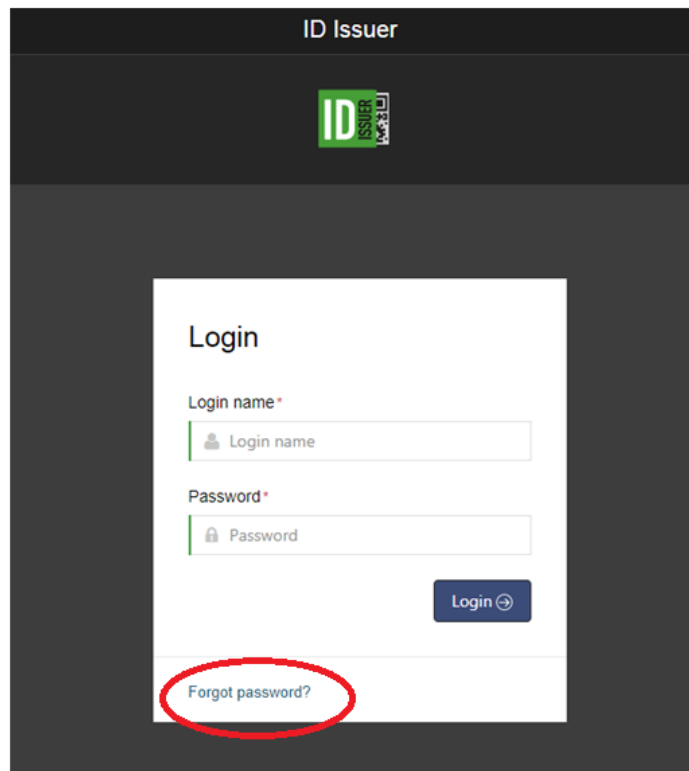
Image 29: "Forgot password?" link

3.4.1.1.2 Step 2

Enter your email address and click the button Send.

The system only accepts the email address you entered when creating the user account.
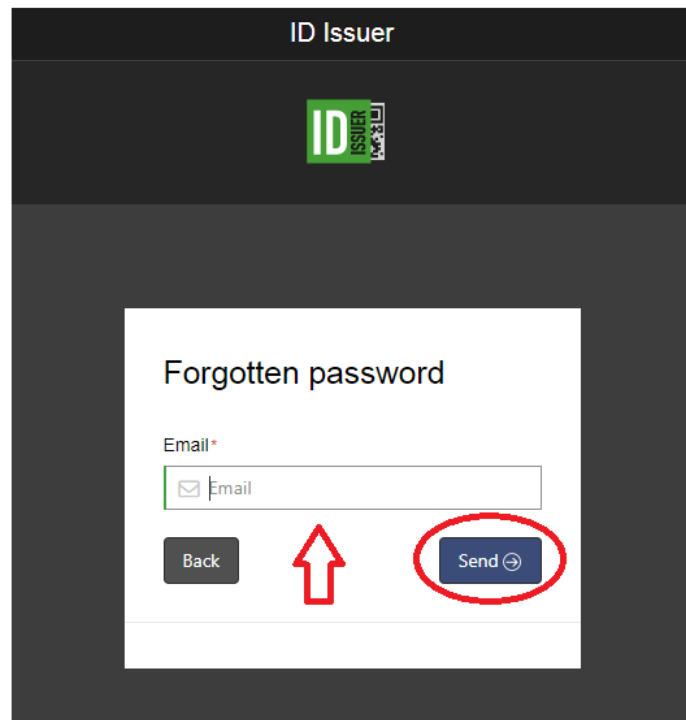
Image 30: Forgotten password screen

3.4.1.1.3 Step 3

System sends you the reset password link to the email address you filled in to the "Email" field in the previous step.
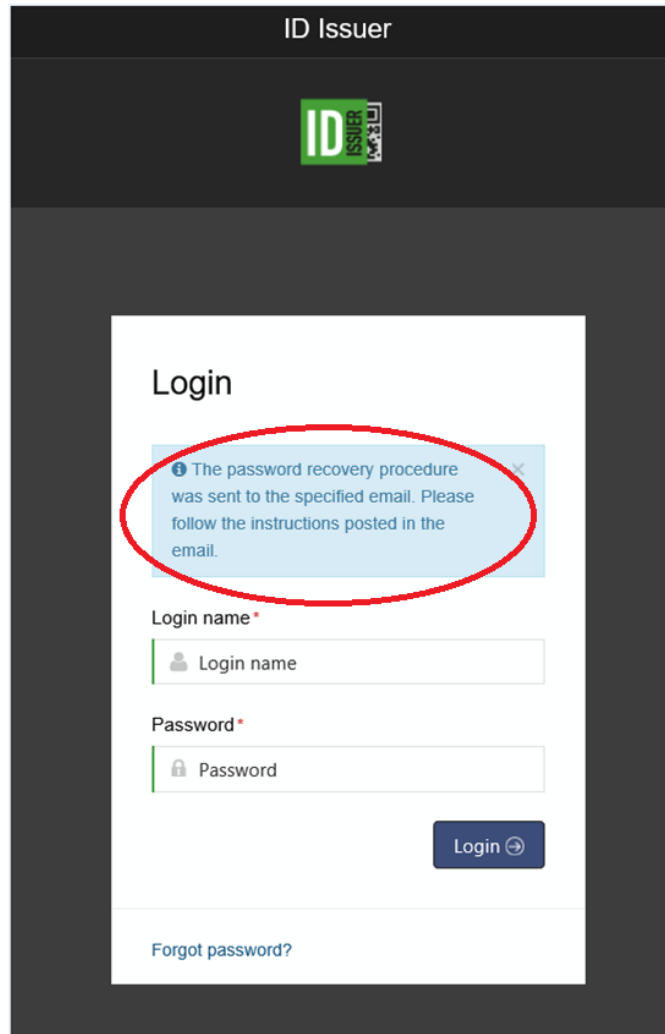
Image 31: Information about the email with password recovery precedure

3.4.1.1.4 Step 4

If you entered the correct email address, you will receive email with password reset link and instructions.

You should get your password reset email in minutes. If not, the email could be filtered out as SPAM, or to another email folder according to the configuration of your email client. Please make sure that your password reset email is not in the SPAM folder or another email folder where it could be moved.

The password reset link is valid for 1 hour.

After you click on the green button Change password, you will be redirected to the password change page, which will open in your default web browser.

![ALLSOFTCORP]
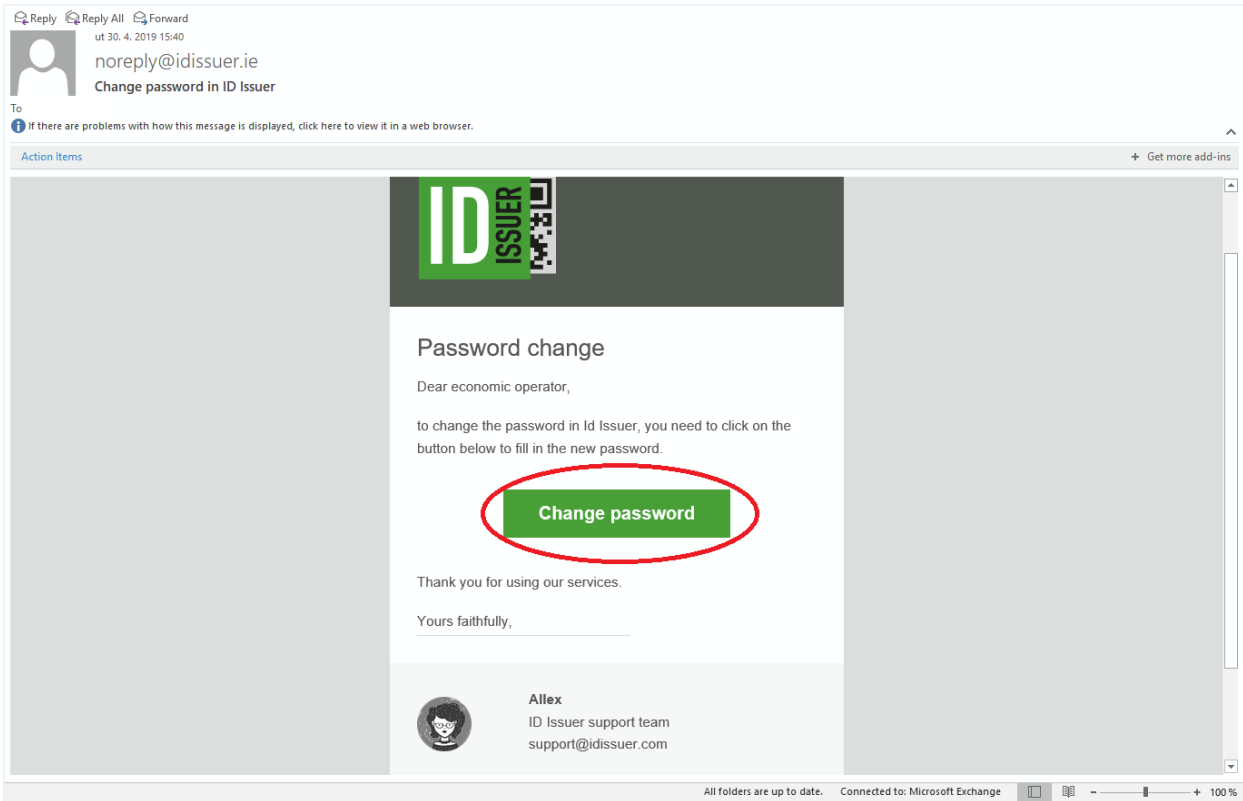
Image 32: Password reset email

3.4.1.1.5 Step 5

Enter new password twice to the fields "New password" and "Confirm new password" and click the button **Save**.

Please make sure the new password is at least 8 characters long. It must contain at least one small letter, one capital letter and one number.

Password you enter in "Confirm new password" field must be identical to the contents entered in "New password" field.
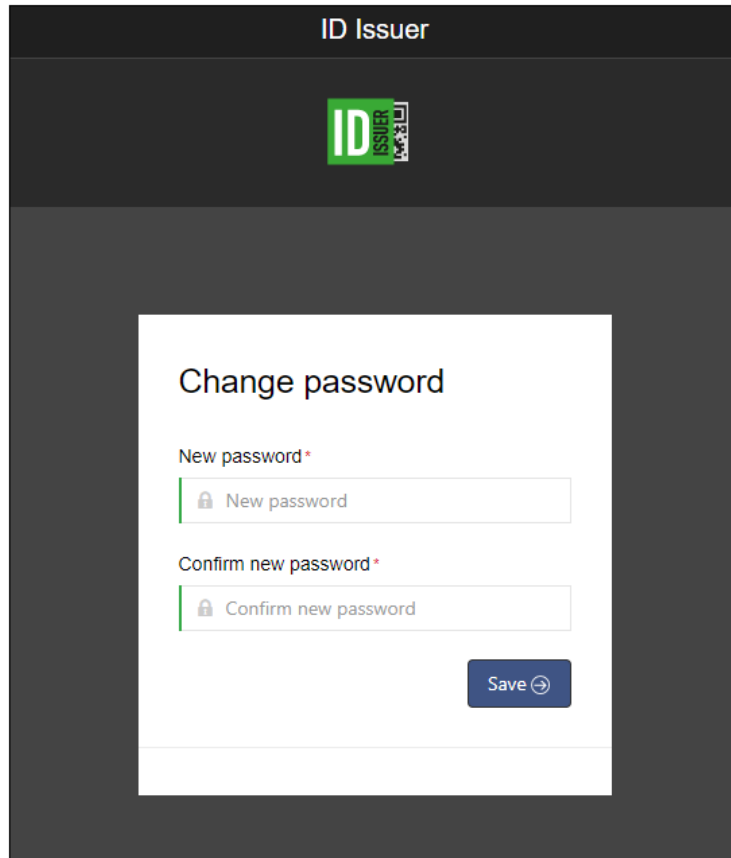
Image 33: Change password screen

3.4.2 PASSWORD CHANGE

You can easily change your own password even when you are logged in the application. First you need to click on your own name displayed in the upper right corner of the screen and than click on the the **Change password** item from the displayed drop-down list.

Image 34: Link for changing your own password

After you do that you will be redirected to the screen "*[GUI-15-00-104] Change user password*". Here you need to enter your old password and then new password and retype the new password to the field "Confirm new password".

Contents of the "Confirm new password" field must be identical to the "New password" field.

The password in the "Password" field must be at least 8 characters long. It must contain at least one small letter, one capital letter and one number.

[GUI-15-00-104] Change user password

> List of users > Change user password

☰ Change user password

Title	
Name	John
Surname	Smith
Status	Enabled
Email	john.smith@email.com
Login	john.smith
Old password *	
New password *	
Confirm new password *	

Change Password   Back

Image 35: Change user password – your own password

When all required fields are filled, click the button **Change password** and the confirmation dialogue window will be displayed to you.

Password change   ✕

The user password will be changed according to the values filled in the form. Do you wish to continue?

Yes   No
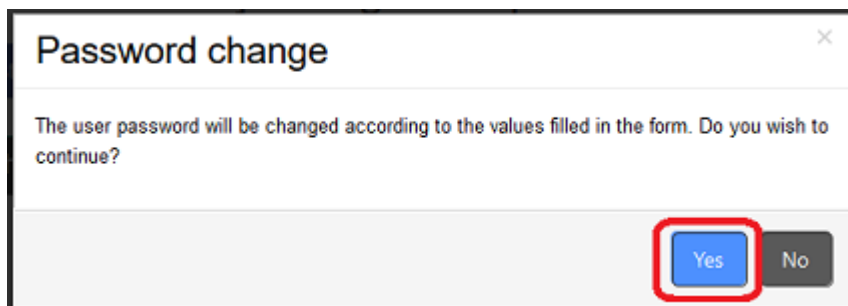
Image 36: Confirmation dialogue window – change user password

You need to click on the button **Yes** to confirm the your password change. If your old password is correct, the values for new password entered in both fields match and it fulfils all security criteria, password change is executed and you are redirected to the screen "*[GUI-15-00-102] User detail*".

3.5 ADDITIONAL ALLOCATION OF EO ID

In situation when the economic operator registered in the Id Issuer system, bud did not check the box named "*The economic operator requests for allocation of an identifier by this ID Issuer*", he will not gen an EO ID allocated in this ID Issuer.

If this is your situation, but later you realized you need the EO ID allocated from this ID Issuer, it still can be done, but you need to follow these steps.

3.5.1 STEP BY STEP PROCESS OF ADDITIONAL ALLOCATION OF EO ID

3.5.1.1 Step 1

Go to the screen "*[GUI-15-00-010] List of economic operators*" by clicking the left menu item "*Economic operators*".
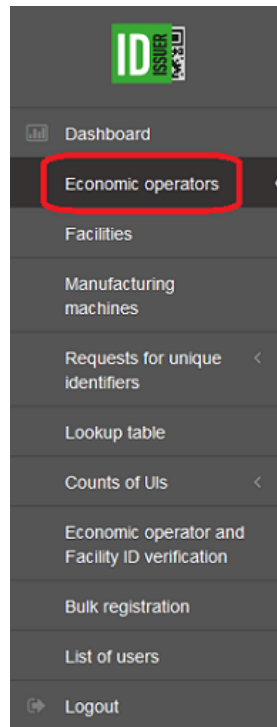
Image 37: Left menu - Economic operators item

3.5.1.2 Step 2

Find the economic operator, for which you want to additionaly allocate the EO ID in the list of economic operators on the sceen and click the button **Options** -> **Correct**.
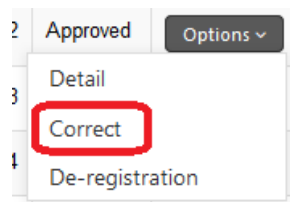
Image 38: List of economic operators - Correct option

After you click on the option "Correct", you will be redirected to the screen "*[GUI-15-00-013] Correction of information concerning the economic operator*".

3.5.1.3 Step 3

Check the box labeled „The economic operator requests for allocation of an identifier by this ID Issuer"
and click the button **Correct**.

Image 39: Correction of information concerning the economic operator – additional allocation of EO ID

ALLSOFTCORP

3.5.1.4 Step 4

After you click the Correct button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system.

Correction of economic operator information ✕

Economic operator information filled in this form will overwrite previously stored information. Do you wish to continue?

[Yes] [No]
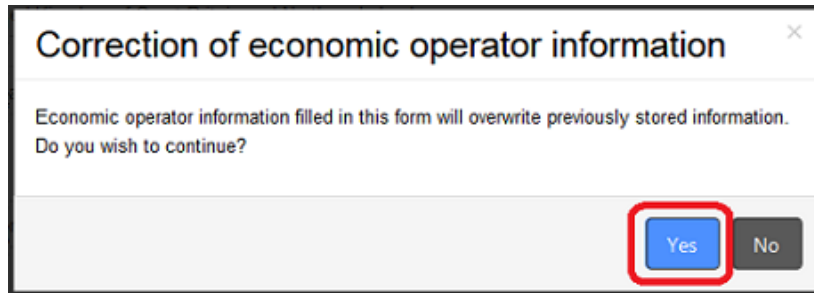
Image 40: Confirmation dialog window - correction of ecconomic operator

When you confirm the changes, your EO ID will be generated and you will see it on the screen "*[GUI-15-00-010] List of economic operators*" and "*[GUI-15-00-012] Detail of economic operator*" – Economic operator identifier code.

3.6 REGISTRATION OF FACILITY

In accordance with the **Commission Implementing Regulation (EU) 2018/574**:

Article 16(1): All facilities from manufacturing to the first retail outlet shall be identified by a code ('facility identifier code') generated by the ID issuer competent for the territory in which the facility is located.

So if you have an obligation to register facilities with us or are registering facilities for retail outlets that authorized you to register them, you can do so after logging in the application.

This can be done manually one by one or by importing a list of facilities via Excel file.

Please keep in mind that if you are registering facilities for retail outlets that authorized you to register them, you have an obligation to inform them about EOID and FID codes assigned to them during registration, according to **Article 16(3)** of **Commission Implementing Regulation (EU) 2018/574**:

For first retail outlets, the obligation to apply for a facility identifier code shall lie with the operator of the first retail outlet. This obligation may also be discharged by any other registered economic operator, who may act on behalf of the operator of the first retail outlet. The registration by the third party shall be subject to the consent of the operator of the first retail outlet. The third party shall inform the operator of the first retail outlet about the full details of the registration, including the allocated facility identifier code.

3.6.1 STEP BY STEP PROCESS OF REGISTRATION

3.6.1.1 Step 1

Log in to ID Issuer application and open the screen "*[GUI-15-00-020] List of facilities*" by choosing the menu item "Facilities".
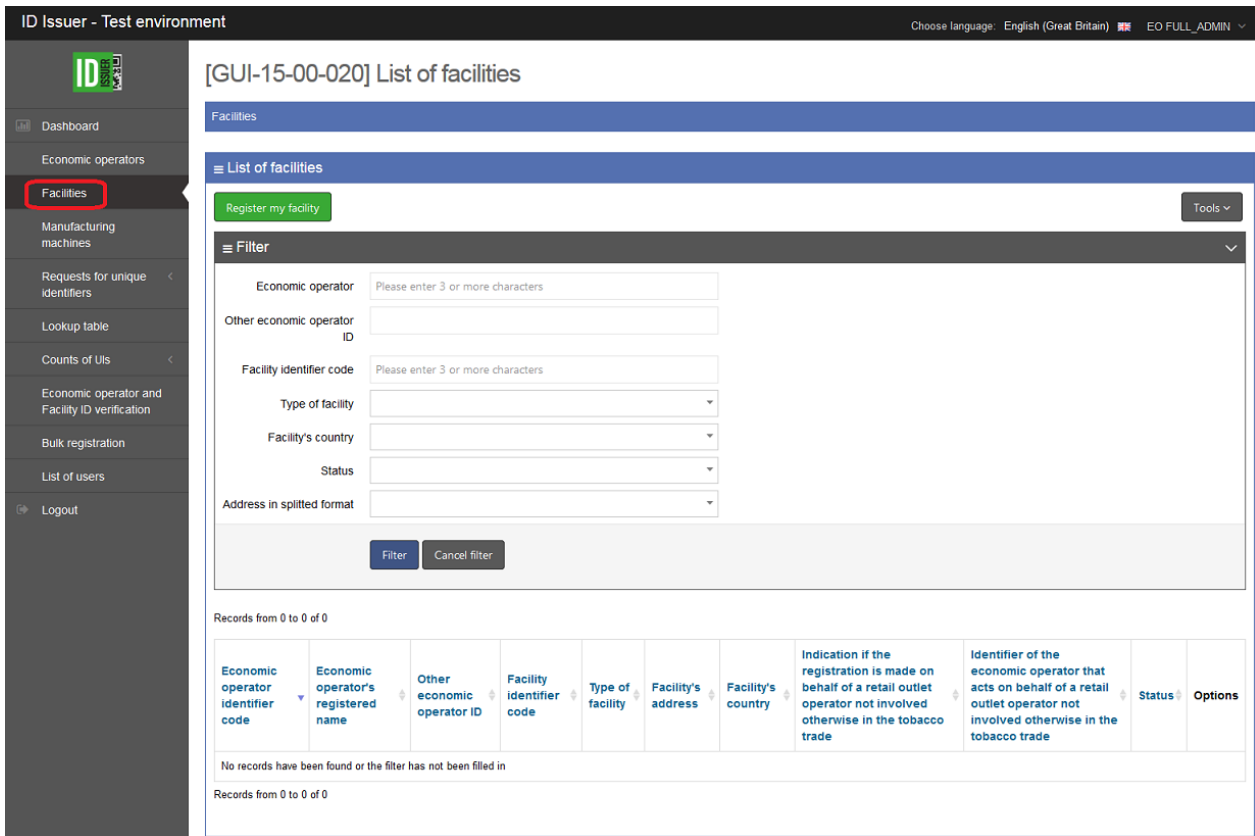
Image 41: List of facilities

3.6.1.2 Step 2

To add new facility click the button **Register my facility** in the top left corner of the screen.
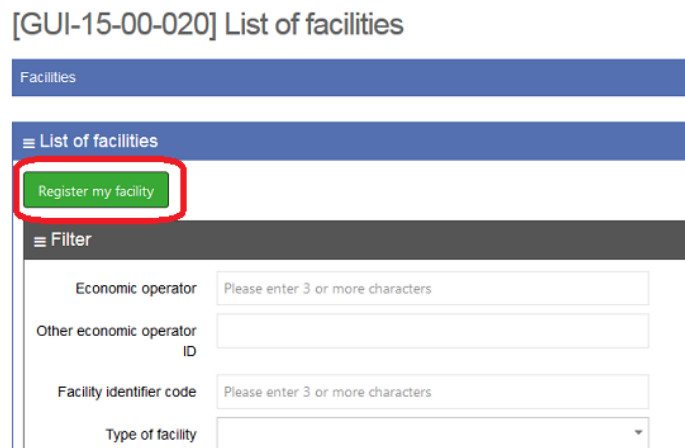
Image 42: List of facilities - Register my facility button

3.6.1.3 Step 3

Fill out the form for registration of facility.

ALLSOFTCORP

[GUI-15-00-021] Registration of facility

Image 43: Registration of facility

It is necessary to fill out all mandatory fields (marked with red asterisk).

- Economic operator identifier code will be filled by default with EO ID of economic operator you are logged in as. If you have more than one economic operator registered in the system, you must log in as a specific economic operator to register its facilities.

Note: You can register facility only to economic operator, which has the EO ID allocated by our Id Issuer.

3.6.1.4 Step 4

To submit the filled-out form, you should press the button **Add** at the bottom of the form.

Image 44: Registration of facility - Add button

If you don't fill all the mandatory fields or fill any field incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error:
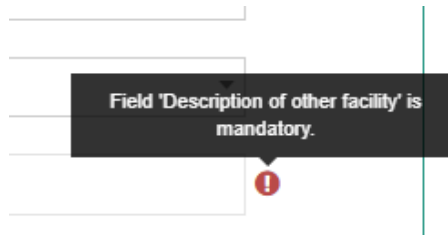
Image 45: Registration of facility - information message

You can fix errors, if any, and press the button **Add** again.

3.6.1.5 Step 5

When the form is correctly filled out, after pressing the button **Add** dialog screen is displayed to confirm the registration of facility:
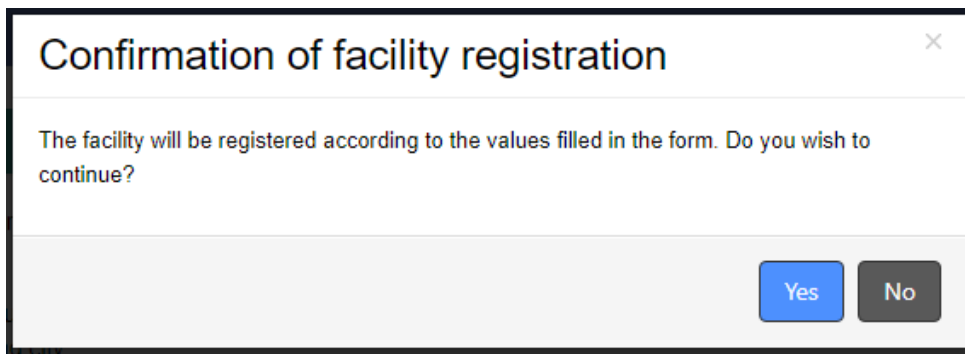
Image 46: Confirmation dialog window - facility registration

You need to click the button **Yes** to confirm the facility registration you made.

3.6.1.6 Step 6

After confirming the registration of facility, you are redirected to the previous screen "*[GUI-15-00-020] List of facilities*", where newly registered facilities and its facility code can be found.

[GUI-15-00-020] List of facilities

Image 47: List of facilities - registered facility and its FID

3.6.1.7 Step 7

After successful facility registration an email is sent to the address of the economic operator you filled out during the economic operator registration. The email will announce you the fact, that your facility is registered and the allocated facility ID.

ALLSOFTCORP

Facility registration

Dear economic operator,

we are pleased to inform you, that new facility have been registered in the Id Issuer system for economic operator with following data:

Economic operator identifier code:

EO ID will be here

Economic operator registered name:

EO name will be here

Please keep in mind the difference between capital "o" (O) and zero (0)

Allocated Facility identifier code:

Facility ID will be here

for facility

Facility address will be here

Please keep in mind the difference between capital "o" (O) and zero (0)

Please save the allocated economic operator identification code and facility identification codes. Your business partners will need them from you.

Please be advised, that if you have registered this facility as third party, you have an obligation according to Article 16(4) of Commission Implementing Regulation (EU) 2018/574 to inform the operator of the first retail outlet or the economic operator responsible for the third country manufacturing facility about the full details of the registration, including the allocated facility identifier code.

Thank you for using our services.
Yours faithfully,

Allex
ID Issuer support team
support@idissuer.ie

Image 48: Information email about facility registration

ALLSOFTCORP

3.7 REGISTRATION OF MANUFACTURING MACHINE AND MACHINE PART

According to definitions in Implementing regulation, Article 2:

- **machine** means assemblies of machinery that are used for the manufacture of tobacco products and are integral to the manufacturing process

- **machine part** means any identifiable fixed or mobile part of a machine provided that such a part constitutes a complete module. A mobile part may be used for one or more machines simultaneously or interchangeably

In accordance with the **Commission Implementing Regulation (EU) 2023/448**:

Article 18(1): Each machine and machine part shall be identified by a single code ('machine identifier code') generated by the ID issuer competent for the territory in which the machine is located.

Article 18(3): The obligation to apply for a machine identifier code related to machines and machine parts located in manufacturing facilities outside the Union shall lie with the importer established inside the Union. The importer shall apply to any ID issuer appointed by a Member State on whose market it places its products. The registration by the importer shall be subject to the consent of the entity responsible for the third country manufacturing facility. The importer shall inform the economic operator responsible for the third country manufacturing facility as to the full details of the registration, including the allocated machine identifier code.

That means you have to register your manufacturing machine and related machine parts with us in these cases:

1. You are a manufacturer and your manufacturing machine is located in a facility that is in one of the Member states where we are appointed Id Issuer (Ireland, Finland, Sweden, Estonia)

2. You are an importer established inside the Union who wants to place products made on the manufacturing machine to market in one of the Member states where we are appointed Id Issuer (Ireland, Finland, Sweden, Estonia)

3.7.1 STEP BY STEP PROCESS OF REGISTRATION OF MANUFACTURING MACHINE OR MACHINE PART

3.7.1.1 Step 1

Log in to ID Issuer application and open the screen "*[GUI-15-00-030] List of manufacturing machines*" by choosing the menu item "Manufacturing machines".

ALLSOFTCORP
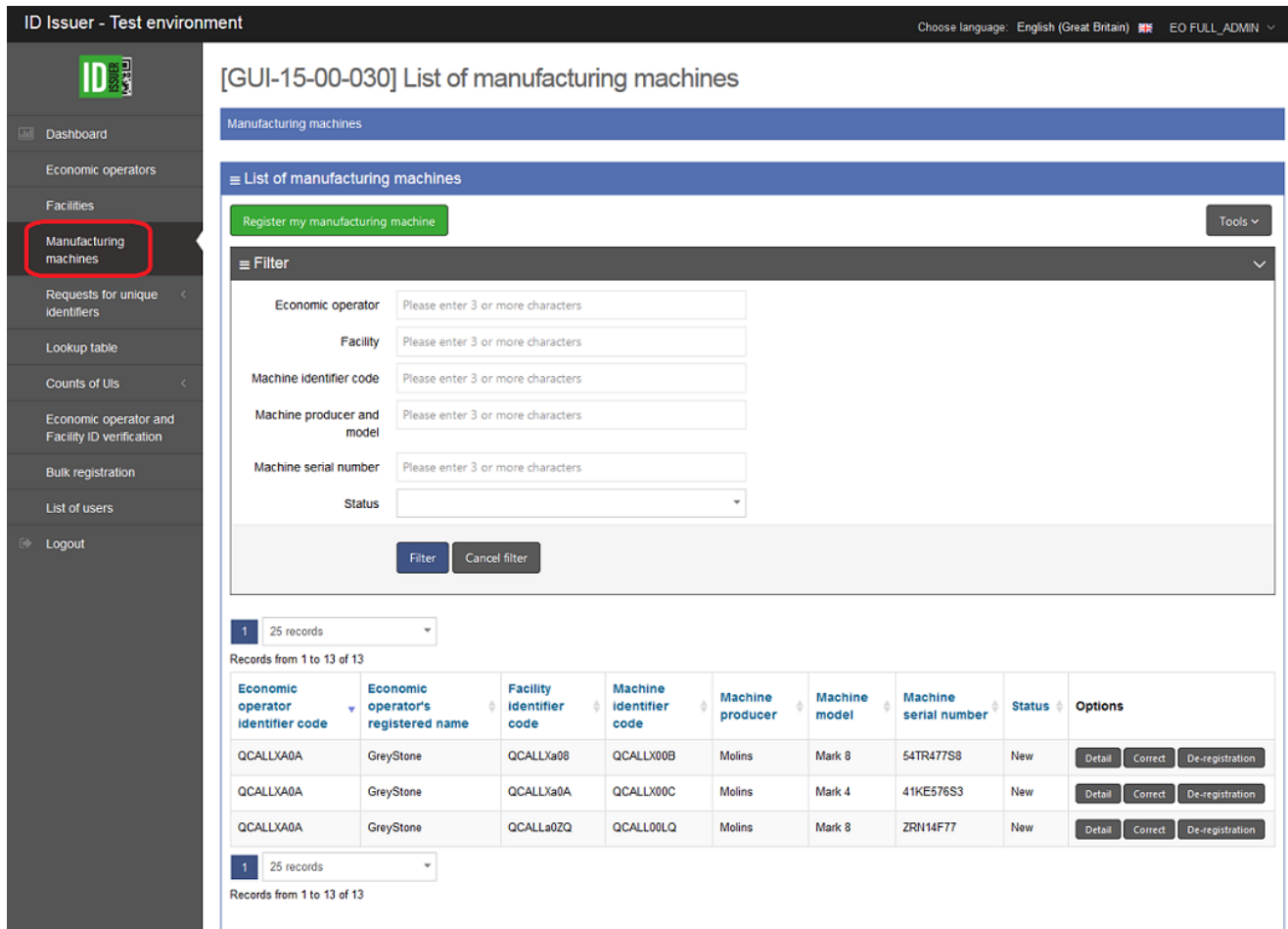
Image 49: List of manufacturing machines

3.7.1.2 Step 2

To add new facility click the button **Register my manufacturing machine** in the top left corner of the screen.
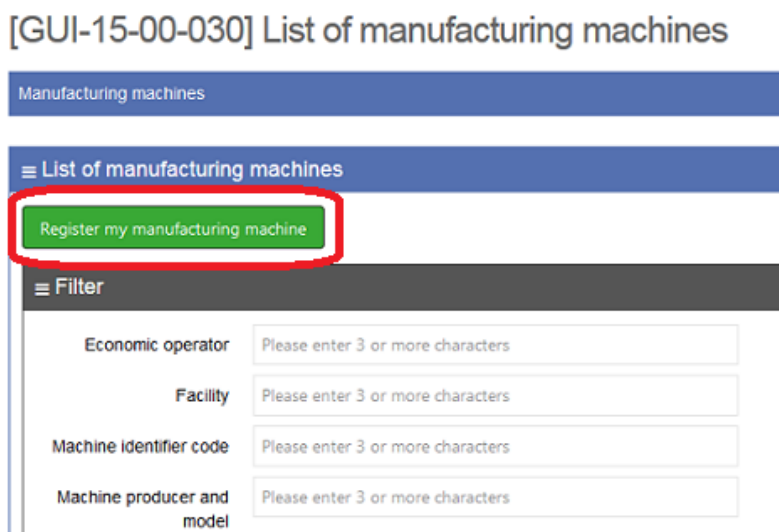
Image 50: List of manufacturing machines - Register my manufacturing machine button

3.7.1.3 Step 3

Fill out the form for registration of manufacturing machine.

44

ALLSOFTCORP

[GUI-15-00-031] Registration of manufacturing machine

Manufacturing machines > Registration of manufacturing machine

≡ Registration of manufacturing machine

Economic operator identifier code	QCALLA01a
Facility identifier code*	Select one ▾
Indication if the manufacturing machine or part was already registered with another machine identifier code	☐
Previous machine identifier code	
Type	Manufacturing machine ▾
Machine's producer*	
Machine's model*	
Machine's serial number*	
Machine consists of multiple separately identifiable parts	☐
Identifiable parts	
Serial number of the anti-tampering device*	
Maximum capacity over 24-hour production cycle expressed in unit packets*	

Add   Back

Image 51: Registration of manufacturing machine or machine part

It is necessary to fill out all mandatory fields (marked with red asterisk).

- Economic operator identifier code will be filled by default with EO ID of economic operator you are logged in as.
- Type dropdown indicates type of device (machine, fixed machine part or mobile machine part)

Note: You can register manufacturing machine or machine part only to economic operator, which has the EO ID allocated by our Id Issuer.

3.7.1.4 Step 4

To submit the filled-out form, you should press the button **Add** at the bottom of the form.
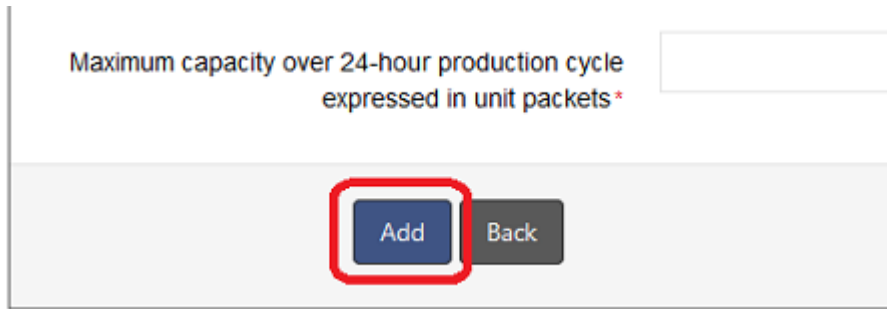
Image 52: Registration of manufacturing machine - Add button

If you don't fill all the mandatory fields or fill any field incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error:
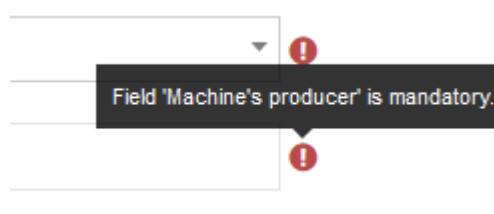
Image 53: Registration of manufacturing machine - information message

You can fix errors, if any, and press the button **Add** again.

3.7.1.5 Step 5

When the form is correctly filled out, after pressing the button **Add** dialog screen is displayed to confirm the registration of facility:
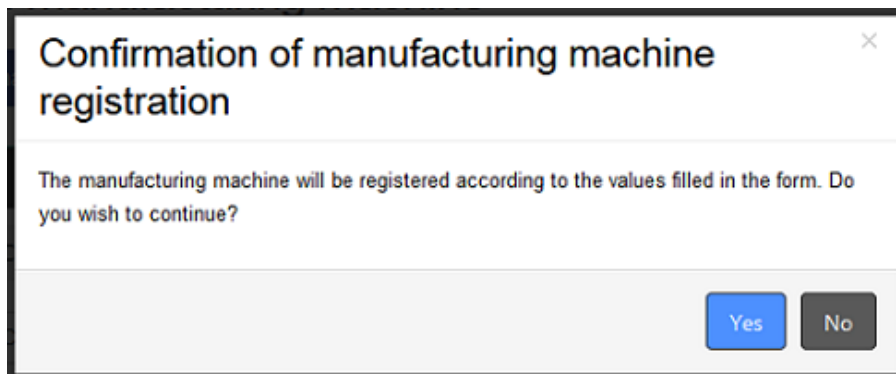
Image 54: Confirmation dialog window – manufacturing machine registration

You need to click the button **Yes** to confirm the manufacturing machine registration you made.

3.7.1.6 Step 6

After confirming the registration of manufacturing machine, you are redirected to the previous screen "*[GUI-15-00-030] List of manufacturing machines*", where newly registered machines and its machine identifier code can be found.

ALLSOFTCORP

[GUI-15-00-030] List of manufacturing machines

Manufacturing machines

≡ List of manufacturing machines

[Register my manufacturing machine]   [Tools ⌄]

≡ Filter   ⌄

Economic operator	Please enter 3 or more characters
Facility	Please enter 3 or more characters
Machine identifier code	Please enter 3 or more characters
Type	▼
Indication if the machine consists of multiple separately identifiable parts	▼
Producer and model	Please enter 3 or more characters
Serial number	Please enter 3 or more characters
Status	▼

[Filter] [Cancel filter]

1   [25 records ▼]

Records from 1 to 3 of 3

Economic operator identifier code	Economic operator's registered name	Facility identifier code	Machine identifier code	Type	Indication if the machine consists of multiple separately identifiable parts	Producer	Model	Serial number	Status	Options
QCALLA01a	Zelenka corp	QCALLa0AK	QCALL001f	Manufacturing machine	No	Producer	Model	1234	Cancelled	[Detail]
QCALLA01a	Zelenka corp	QCALLa0AK	QCALL001h	Manufacturing machine	No	Producer name	Model	12346	New	[Detail] [Correct] [De-registration]
QCALLA01a	Zelenka corp	QCALLa0AK	QCALL001g	Fixed part		Part producer	Part model	1234	New	[Detail] [Correct] [De-registration]

1   [25 records ▼]

Records from 1 to 3 of 3

Image 55: List of manufacturing machines - registered machine and its MID

3.8   SPLIT OF THE ADDRESSES

Due to the changes enforced by the European Commission and Secondary repository we shall implement changes to our Id Issuer system, which also impact the integration interface. One of these changes is the split of the one address field to 4 address fields. This change is required by the competent authorities and Secondary repository to increase the quality of collected registration data.

To the one address element will be added 4 new address elements, which are:

- Street and house number – mandatory element
- Municipality – mandatory element
- Postal code – mandatory element

47

ALLSOFTCORP

■ Additional information – optional element

Therefore we kindly ask you to change address of you economic operators and facilities to the new split format. If you don't do that you may experience some difficulties in using the Id Issuer and the system of repositories.

The application will ask you to break down the addresses right after you login to the application by the followng dialogue window.
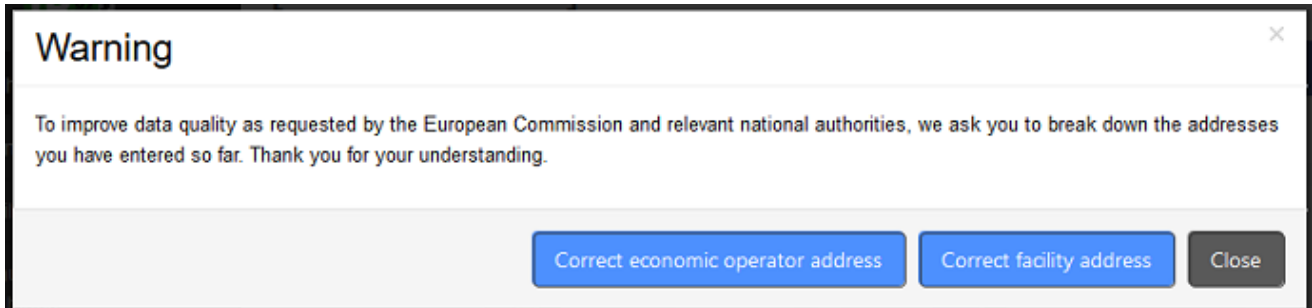
Image 56: Dialogue window – split format of the addresses

You can easily do the addresses break down by clicking the buttons **Correct economic operator address** and **Correct facility address.**

You can close the window without any action by clicking the button **Close**, but note that if you don't do the correction the dialogue window will always appear when you log in to the application until you correct the addreses.

3.8.1 CORRECTION OF THE ECONOMIC OPERATOR ADDRESS

When you click on the button **Correct economic operator address** you will be redirected to the screen „*[GUI-15-00-010] List of economic operators*", where you will see filtered out all your economic operatros that need to have their addresses corrected.

ALLSOFTCORP

[GUI-15-00-010] List of economic operators

Image 57: List of economic operators - active filter "Address in splited format"

Then you need to click on the **Options** button and pick the option **Correct** from the list of the options. When you do that, you will be redirected to the screen „*[GUI-15-00-013] Correction of information concerning the economic operator*". Here you need to split the address of the economic operator to the four new fields and save the corrected data just like it is described in the chapter 3.11.3.2Correction of information concerning the economic operator.

Of course you can correct the address of economic operator anytime following the directions in the chapter 3.11.3.2Correction of information concerning the economic operator.

3.8.2 CORRECTION OF THE FACILITY ADDRESS

Analogically when you click on the button **Correct facility address** you will be redirected to the screen „*[GUI-15-00-020] List of facilities*", where you will see filtered out all your facilities that need to have their addresses corrected.

ALLSOFTCORP

[GUI-15-00-020] List of facilities

Image 58: List of facilities - active filter "Address in splited format"

Then you need to click on the **Correct** button in the "Options" column. When you do that, you will be redirected to the screen „*[GUI-15-00-013] Correction of information concerning the faclity*". Here you need to split the address of the facility to the four new fields and save the corrected data just like it is described in the chapter 3.11.4.2 Correction of information concerning the facility.

Of course you can correct the address of facility anytime following the directions in the chapter 3.11.4.2 Correction of information concerning the facility.

ALLSOFTCORP

3.9 ENCODING OF ALPHANUMERIC VALUES

In this version of application the Secondary repository at the request of the European Commission implements changes regarding the encoding of alphanumeric values sent throughout Id Issuers and the repository system.

In accordance with **ANNEX II** of **Commission Implementing Regulation (EU) 2018/574** all alphanumeric values sent across the repository system must be coded with **ISO8859-15:1999**.

Supported character set according to the ISO:

Table 1: Supported characters - ISO/IEC 8859-15

	_0	_1	_2	_3	_4	_5	_6	_7	_8	_9	_A	_B	_C	_D	_E	_F
2_ 32	SP 0020	! 0021	" 0022	# 0023	$ 0024	% 0025	& 0026	' 0027	(0028	) 0029	* 002A	+ 002B	, 002C	− 002D	. 002E	/ 002F
3_ 48	0 0030	1 0031	2 0032	3 0033	4 0034	5 0035	6 0036	7 0037	8 0038	9 0039	: 003A	; 003B	< 003C	= 003D	> 003E	? 003F
4_ 64	@ 0040	A 0041	B 0042	C 0043	D 0044	E 0045	F 0046	G 0047	H 0048	I 0049	J 004A	K 004B	L 004C	M 004D	N 004E	O 004F
5_ 80	P 0050	Q 0051	R 0052	S 0053	T 0054	U 0055	V 0056	W 0057	X 0058	Y 0059	Z 005A	[005B	\ 005C	] 005D	^ 005E	_ 005F
6_ 96	` 0060	a 0061	b 0062	c 0063	d 0064	e 0065	f 0066	g 0067	h 0068	i 0069	j 006A	k 006B	l 006C	m 006D	n 006E	o 006F
7_ 112	p 0070	q 0071	r 0072	s 0073	t 0074	u 0075	v 0076	w 0077	x 0078	y 0079	z 007A	{ 007B	| 007C	} 007D	~ 007E	
A_ 160	NBSP 00A0	¡ 00A1	¢ 00A2	£ 00A3	€ 20AC	¥ 00A5	Š 0160	§ 00A7	š 0161	© 00A9	ª 00AA	« 00AB	¬ 00AC	SHY 00AD	® 00AE	¯ 00AF
B_ 176	° 00B0	± 00B1	² 00B2	³ 00B3	Ž 017D	µ 00B5	¶ 00B6	· 00B7	ž 017E	¹ 00B9	º 00BA	» 00BB	Œ 0152	œ 0153	Ÿ 0178	¿ 00BF
C_ 192	À 00C0	Á 00C1	Â 00C2	Ã 00C3	Ä 00C4	Å 00C5	Æ 00C6	Ç 00C7	È 00C8	É 00C9	Ê 00CA	Ë 00CB	Ì 00CC	Í 00CD	Î 00CE	Ï 00CF
D_ 208	Ð 00D0	Ñ 00D1	Ò 00D2	Ó 00D3	Ô 00D4	Õ 00D5	Ö 00D6	× 00D7	Ø 00D8	Ù 00D9	Ú 00DA	Û 00DB	Ü 00DC	Ý 00DD	Þ 00DE	ß 00DF
E_ 224	à 00E0	á 00E1	â 00E2	ã 00E3	ä 00E4	å 00E5	æ 00E6	ç 00E7	è 00E8	é 00E9	ê 00EA	ë 00EB	ì 00EC	í 00ED	î 00EE	ï 00EF
F_ 240	ð 00F0	ñ 00F1	ò 00F2	ó 00F3	ô 00F4	õ 00F5	ö 00F6	÷ 00F7	ø 00F8	ù 00F9	ú 00FA	û 00FB	ü 00FC	ý 00FD	þ 00FE	ÿ 00FF

⬜ Letter ⬜ Number ⬜ Punctuation ⬜ Symbol ⬜ Other ⬜ Undefined ⬛ Differences from ISO-8859-1

The data affected by this change are registration data, product brands, etc. Until now the Secondary repository was not validating if all of the characters sent in the text strings match the set stated in the standard ISO8859-15:1999. Now they are going to validate all these characters. Because of this validation before sending the text strings to the Secondary repository the Id Issuer needs to change all the unsupported characters to those one, which are stated in the mentioned ISO standard. In this Id Issuer system your data stays unchanged. They will be changed during their sending to the Secondary repository.

Example:

- text string "Sklep spożywczo-przemysłowy" will be sent to Secondary repository as "Sklep spozywczo-przemyslowy"

- Those characters for which there is no mapping to the limited character set will be replaced by the question marks (?)

In the Id Issuer your data will be stored and you will always see it with all the special characters exactly how you entered it here.

3.10 APPLICATION MENU

On the left side of the screen you can see the Menu for access to all the functionalities available. Those are:

- **Economic operators** – Through this menu item you have access to the agenda of economic operator registrations and management. In this section you can see a list of registered economic operators as well as requests for registration of a new economic operator. There are multiple filtering criteria in the upper part of the screen, that can be used for the list of economic operators.

- **Facilities** - Through this menu item you have access to the agenda of facility registrations and management. In this section you can see a list of your registered facilities and the facilities of operators of first retail outlets you have registered as a thord party. There are multiple filtering criteria in the upper part of the screen, that can be used for the list of facilities.

- **Manufacturing machines** - Through this menu item you have access to the agenda of manufacturing machine registrations and management. In this section you can see a list of your registered manufacturing machines. There are multiple filtering criteria in the upper part of the screen, that can be used for the list of manufacturing machines.

- **Requests for unique identifiers** contains requests for UIs created by economic operators. This menu item has two submenu items:

  - **List of requests for unit level UIs** - Through this menu item you have access to the agenda of request for unit level UIs management – creating, recalling, downloading of generated UIs, etc. In this section you can see a list of your requests for unit level UIs. There are multiple filtering criteria in the upper part of the screen, that can be used for the list of requests and you can choose the columns that will be visible on the screen.

  - **List of requests for aggregated level UIs** - Through this menu item you have access to the agenda of request for aggregated UIs management – creating, recalling, downloading of generated UIs, etc. In this section you can see a list of your requests for aggregated UIs. There are multiple filtering criteria in the upper part of the screen, that can be used for the list of requests.

- **Lookup table** - In this section you are able to search for information about specific product code from the generated UIs. You will see here the products, facilities and machines, countries for which you were requesting the UIs.

- **Counts of UIs** contains the summary counts of delivered UIs. This menu item has two submenu items:

  - **Counts of unit level UIs** – In this section you are able to search for statistical information about the generated and delivered unit level UIs. For this purpose, various filtering conditions can be used. Displayed results can be customized even more by selecting which columns will be visible. Generated statistics can be exported to Excel file for further processing.

  - **Counts of aggregated UIs** – In this section you are able to search for statistical information about the generated and delivered aggregated UIs. For this purpose, various filtering conditions can be used. Displayed results can be customized even more by selecting which columns will be visible. Generated statistics can be exported to Excel file for further processing.

- **Economic operator and Facility ID verification** – In this section you are able to verify if an economic operator with entered VAT, TAX number, EO ID, Facility ID or their combination is registered in this Id Issuer system.

- **Bulk registration** - Through this menu item you have access to the agenda of bulk registration of first retail otlets, facilities and manufacturing machines. That means you can register bigger amount of first retail outlets, facilities and manufacturing machines all at once by importing an excel file.

- **List of users** – Through this menu item you have access to the agenda of user management. In this section you can creating new user accounts, activate/deactivate users, change passwords and other user information and add/remove permissions of the users for the economic operators.

- **Logout** - Through this menu item you can logout out from the application.
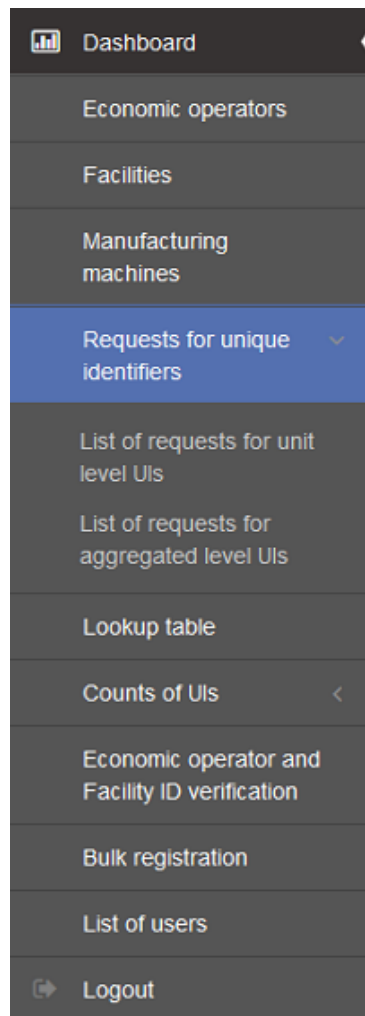
Image 59: Application menu

Menu items displayed for a certain user depend on his application roles and access rights. So two different users can see different menu items when logged in the application.

3.11 APPLICATION SCREEN

3.11.1 WELCOME SCREEN

The Welcome screen is the first screen you will see after the successful login to the application. This screen should navigate you through the first steps you should take, when you are a new registered economic operator.

ALLSOFTCORP

[GUI-15-00-000] Welcome

Welcome

Welcome, User name will be here

you are logged in to ID issuer, an application for requesting and managing special unique identifiers needed by any manufacturer, importer, distributor, or reseller of tobacco products to comply with Commision Implementing Regulation (EU) 2018/574.

Here is what you can do now:

1. Check your company data

Please check your company data and if your company data has changed, please correct them. This is very important, because any mistake may lead to a collision with other systems or confuse your contractors. Please be sure that you entered all company data correctly, including your VAT number and TAX registration number.

Economic operator detail

2. Register facility

If you are obliged to register your facility with us, whether it's your manufacturing site, warehouse, retail outlet or other, please do it. If you have more facilities, you can register them one after one or all at once - import an excel file. See the list of your registered facilities by clicking on 'Facilities' in the left menu.

Commission Implementing Regulation (EU) 2018/574:

Article 16(1): All facilities from manufacturing to the first retail outlet shall be identified by a code ('facility identifier code') generated by the ID issuer competent for the territory in which the facility is located.

Facility registration

3. Inform your contractors

If you are a retailer (you have one or more shops with tobacco products) this is your last step. So please take care of it. By clicking on the button "Generate an email for contractors" an email with your EOID and facilities information (FID and address), is generated and sent to your email address given during the user account activation. Send it to your contractors e.g. wholesalers, importers or manufacturers.

Generate an email for contractors

4. Register your customers

If you are an importer, manufacturer or wholesaler, you may need to register some of your customers. You can do so on authorization form of your customer.

Commission Implementing Regulation (EU) 2018/574:

Article 14(3): For operators of first retail outlets the obligation to apply for an economic operator identifier code may also be discharged by any other registered economic operator. Such registration by the third party

Read more ⌄

Register customers

Image 60: Welcome screen

3.11.1.1 Step 1 – Check your compatny data

The first step you should take ist to check if the company data you entered during the registration are correct because any mistake may lead to a collision with other systems or confuse your contractors.

You can easily check the data by clicking the button **Economic operator detail**.

ALLSOFTCORP

Image 61: Welcome screen - check company data button

After you click the button you will be redirected to the screen „*[GUI-15-00-012] Detail of economic operator*" where you can see your company information. If the information are correct and up to date, just click the **Back** button and you will be redirected back to the welcome screen.

Otherwise please click the button **Correct** and correct the wrong information. The detailed procedure of correction the economic information please see the chapter 3.11.3.2Correction of information concerning the economic operator.

3.11.1.2 Step 2 – Register facility

Next step to take is to register your facility with us. You need to register your facility with us in case the facility is located in one of the countries in which we are appointed Id Issuer – Ireland, Finland, Sweden and Estonia.

You can easily do this by clicking the button **Facility registration**.

Image 62: Welcome screen - facility registration button

After you click the button you will be redirected to the screen „*[GUI-15-00-021] Registration of facility*" where you can register your facility. The detailed procedure of facility registration please see the chapter 3.6Registration of facility.

In case you are registered in our system just because you need to order unique identifiers from our Id Issuer and not besause you have the obligation according to the implementing regulation, this step is not relevant for you.

3.11.1.3 Step 3 – Inform your contractors

The third step you should take is to inform your contractors about your Economic oerator ID and Facility IDs which you obtained during the registration in our Id Issuer system. Your contractors e.g. wholesalers, importers or manufacturers will need this information when announcing the track and trace information to the system of repositories (primary, secondary repository).

To do that easily just click the button **Generate an email for contractors**.

3. Inform your contractors

If you are a retailer (you have one or more shops with tobacco products) this is your last step. So please take care of it. By clicking on the button "Generate an email for contractors" an email with your EOID and facilities information (FID and address), is generated and sent to your email address given during the user account activation. Send it to your contractors e.g. wholesalers, importers or manufacturers.

[Generate an email for contractors]
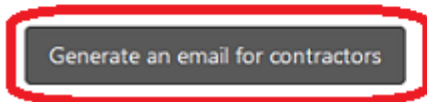
Image 63: Welcome screen - generate email for contractors button

After you click the button an email is generated and sent to your email address which you entered during your account activation. You can forward the email from to your contractors.

Information for contractors

We are sending you the information, you need for recording and transmission of information on tobacco product movements according to European Tobacco Products Directive (EUTPD) (2014/40/EU) and Commission Implementing Regulation (EU) 2018/574.

We have been registered with the Id Issuer appointed for Ireland, Finland, Sweden and Estonia with following data:

Economic operator identifier code:

EO ID will be here

Economic operator registered name:

Economic operator name will be here

Please keep in mind the difference between capital
"o" (O) and zero (0)

Allocated Facility identifier code:

Facility ID will be here

for facility

Facility address will be here

Please keep in mind the difference between capital
"o" (O) and zero (0)

Image 64: Email - Information for contractors

56

3.11.1.4 Step 4 – Register your customers

If you are an operator of first retail outlet, this step is not relevant for you.

If you are an importer, manufacturer or wholesaler, you may need to register some of your customers (operators of first retail outlets). You can do so only on authorization of your customer.

You can do this registration easily right from the welcome screen by clicking the button **Register customers**.

4. Register your customers

If you are an importer, manufacturer or wholesaler, you may need to register some of your customers. You can do so on authorization form of your customer.

Commission Implementing Regulation (EU) 2018/574:

Article 14(3): For operators of first retail outlets the obligation to apply for an economic operator identifier code may also be discharged by any other registered economic operator. Such registration by the third party

Read more ⌄

Register customers
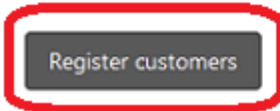
Image 65: Welcome screen - register your customers

After clicking on this button you will be redirected to the screen „*[GUI-15-00-011] Registration of economic operator*" where you can register the operator of first retail outlet. The detailed procedure of economic operator registration please see the chapter 3.1 Registration of Economic operator and operator of first retail outlet.

3.11.2 DASHBOARD

The dashboard screen is displayed right after the successful login in case the logged in user has at least one of these two application roles:

- Requester for UI
- Requester for AL

This screen contains predefined three charts with statistic data and newest requests (orders) for UIs created by economic operators (EO), for fast and easy preview.

[GUI-15-00-000] Dashboard
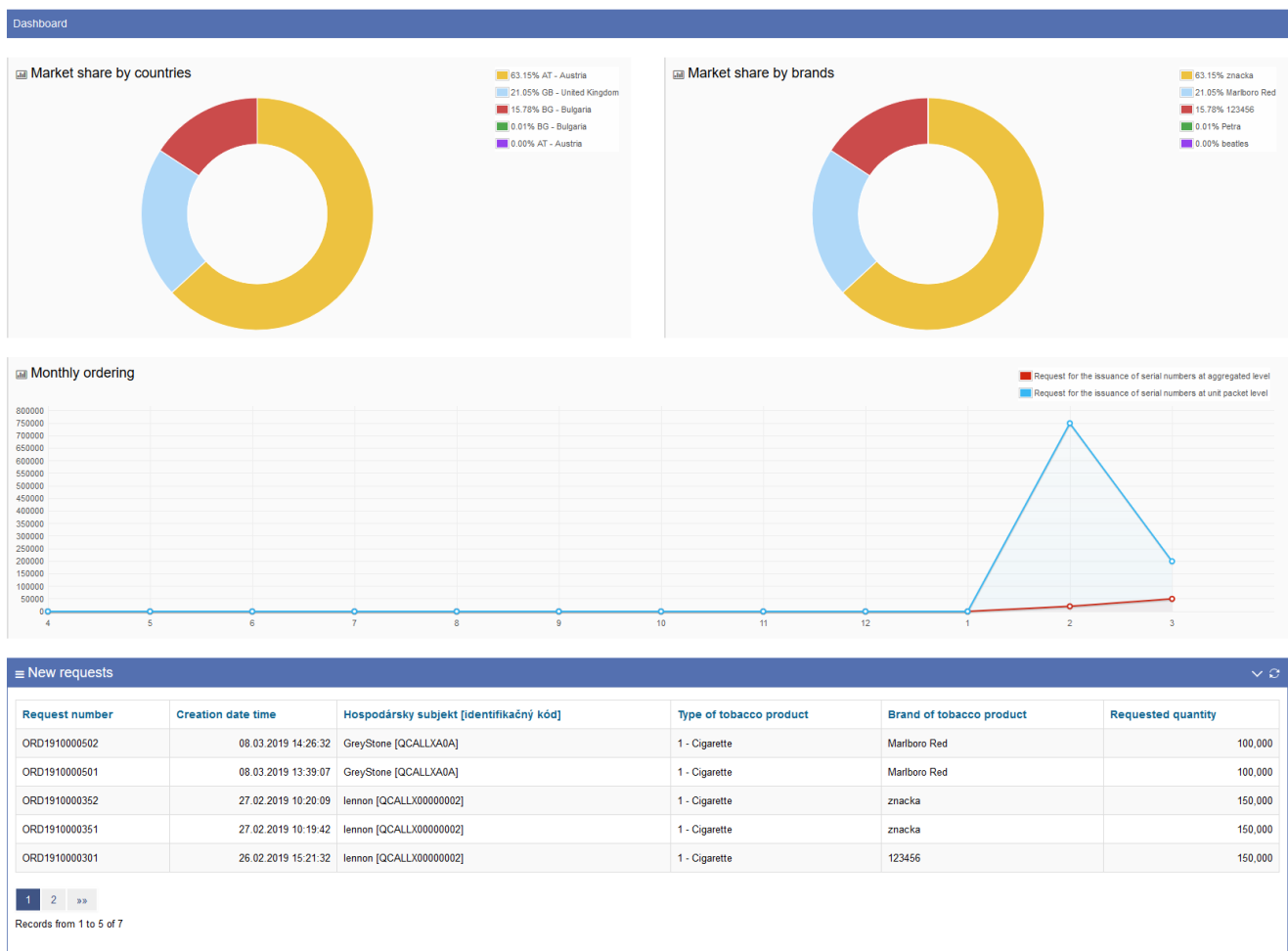
Image 66: Dashboard

3.11.3 ECONOMIC OPERATORS

You cen enter this section after you click the item "Economic operators" placed in the left vertical menu.

The first screen you will see after you enter this section is the "*[GUI-15-00-010] List of economic operators*". Here are listed all economic operators which:

- sent a request for registration, but haven't been approved or denied yet (status *New*)
- sent a request for registration, but the registration was denied (status *Denied*)
- are registered to the Id Issuer system (status *Approved*)
- were registered to the Id Issuer system, but they are not anymore, because their registration was cancelled (status *Cancelled*)

Of course you will see the list only those economic operators, you have permission to see in the application. You can check you permissions for economic operators in the section 3.11.11.2 User detail.

List of EOs can be filtered with the filtering options in the upper part of the screen. Also, the displayed list of EOs can be sorted by any column simply by clicking on the column header. Filtering and sorting is available in tables throughout the application.

ALLSOFTCORP

[GUI-15-00-010] List of economic operators

Image 67: List of Economic operators

On this screen you have these further functionalities accessible:

- Registration of new retail outlet – by clicking the button **Register new retial outlet** (please see section 3.1 Registration of Economic operator and operator of first retail outlet)
- Detailed information about the economic operator – by clicking the button/link **Detail**
- Correction of information about economic operator – by clicking the button/link **Correct**
- Deregistration of economic operator – by clicking the button/link **De-registration**

Note: If there exist more than one option for you what can you do with the specific economic operator from the list, the links for the access to the functionalities will be displayed after you click the button **Options** in the last column also named "Options".
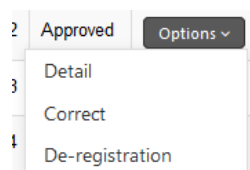
Image 68: Options button

3.11.3.1 Detail of economic operator

The detail of the economic operator is obtained by clicking the **Detail** button in the option column of the selected entity on the screen "*[GUI-15-00-010] List of economic operator*". The screen "*[GUI-15-00-012] Detail of economic operator*" displays detailed information about the economic operator. On this screen you have access to these further functionalities:

- Correction of information about economic operator – by clicking the button **Correct**
- Deregistration of economic operator – by clicking the button **De-registration**
- Configuration of integration between economic operator and Id Issuer - by clicking the button **Integration configuration**
- Returning to the previous page – by clicking the button **Back**

Note: The above listed buttons and functionalities are visible to you according to the application role you have in the system. That means you don't have to see all the buttons, if you don't have the appropriate application role.

ALLSOFTCORP

[GUI-15-00-012] Detail of economic operator

Economic operators › Detail of economic operator

☰ Detail of economic operator

The economic operator requests for allocation of an identifier by this ID Issuer	☑ ⓘ
Economic operator identifier code	QCALLA01a
Economic operator's confirmation code provided in response to the registration of economic operator	62c8b47a9b184f3c8010
Indication if the economic operator has been allocated an identifier by another ID Issuer	☐
Economic operator identifier codes allocated by other ID Issuers	
Economic operator's registered name	Zelenka corp
Economic operator's alternative or abridged name	
Status	Approved
Economic operator's address – street name, house number, postal code, city	
Street and house number	Janka holeho 3 ⓘ
Municipality	Bratislava ⓘ
Postal code	82101 ⓘ
Additional information on address	ⓘ
Economic operator's country of registration	SK - Slovakia
Economic operator's email address; used to inform about registration process, incl. subsequent changes and other required correspondence	martin.zelenka74@gmail.com
Language for e-mail communication	English (Ireland) ⓘ
Indication of the VAT registration status	☐
Economic operator's VAT number	
Economic operator's tax registration number	SK1234567891
Indication if the economic operator has an excise number issued by the competent authority for the purpose of identification of persons/premises	☐
Economic operator's excise number issued by the competent authority for the purpose of identification of persons/premises	
Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	☐
Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	
Economic operator has the consent of the operator of the first retail outlet for its registration	☐ ⓘ
Other economic operator ID	
Authentication URL for Economic operator	
URL generated for request for unit level UIs	
URL generated for request for aggregated level UIs	
URL generated for request for the economic operator identification number	
Client ID generated by economic operator's OAuth2 authorization server	
Client ID of economic operator generated by ID Isseur's OAuth2 authorization server	da390248790946b8b90248790916b85809987b9cfb4734979b32cd669d112f69

[Correct] [De-registration] [Integration configuration] [Back]

Image 69:Detail of economic operator

3.11.3.2 Correction of information concerning the economic operator

According to Article 14(5) of Implementing Regulation 2018/574, any modification of the information submitted in the initial application form and any cessation of the operator activities shall be notified by the relevant operator to the ID issuer without delay.

You can correct the information if needed through the application by clicking **Correct** on the screen „*[GUI-15-00-010] List of economic operators*" or on the screen "*[GUI-15-00-012] Detail of economic operator*".

To save the corrected information you need to click on the button **Correct** on the screen "*[GUI-15-00-013] Correction of information concerning the economic operator*".

ALLSOFTCORP

[GUI-15-00-013] Correction of information concerning the economic operator

Economic operators > Correction of information concerning the economic operator

≡ Correction of information concerning the economic operator

The economic operator requests for allocation of an identifier by this ID Issuer	☑ ⓘ
Economic operator identifier code	
Indication if the economic operator has been allocated an identifier by another ID Issuer	☐
Economic operator identifier codes allocated by other ID Issuers	
Economic operator's registered name *	Economic operator name 1234
Economic operator's alternative or abridged name	Alternative name
Status	New
Economic operator's address – street name, house number, postal code, city	
Street and house number *	Safarikova 10 ⓘ
Municipality *	Trencin ⓘ
Postal code *	91108 ⓘ
Additional information on address	Additional info ⓘ
Economic operator's country of registration *	SK - Slovakia ▾
Economic operator's email address; used to inform about registration process, incl. subsequent changes and other required correspondence *	test@test.sk
Language for e-mail communication *	english ▾ ⓘ
Indication of the VAT registration status	☑
Economic operator's VAT number *	SK12345789
Economic operator's tax registration number	
Indication if the economic operator has an excise number issued by the competent authority for the purpose of identification of persons/premises	☐
Economic operator's excise number issued by the competent authority for the purpose of identification of persons/premises	
Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	☑
Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade *	QCALLA01a
Other economic operator ID	

[Correct] [Back]

Image 70: Correction of information concerning the economic operator

63

After you click the Correct button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of economic operators.

Image 71: Confirmation dialog window - correction of ecconomic operator

3.11.3.3 De-registration of economic operator

According to Article 14(5) of Implementing Regulation, any modification of the information submitted in the initial application form and any cessation of the operator activities shall be notified by the relevant operator to the ID issuer without delay.

The economic operator must be at first registered so it could be de-registered. That means you may de-register only economic operators in these states:

- New
- Approved

After you de-register an economic operator, its status will change to *Cancelled* and no user will be able to login to the application under this economic operator. You can de-register the economic operator by clicking the **De-registration** button found on the screen "*[GUI-15-00-010] List of economic operators*" or screen "*[GUI-15-00-012] Detail of economic operator*".

To save the chages you need to click on the **De-registration** button found on the screen „*[GUI-15-00-014] De-registration of economic operator*".

[GUI-15-00-014] De-registration of economic operator

Image 72: De-registration of economic operator

After you click the De-registration button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of economic operators.
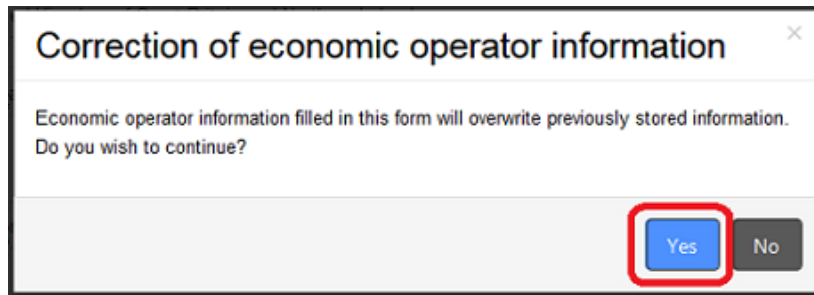

Image 73: Confirmation dialog window - de-registration of ecconomic operator

3.11.3.4 Integration configuration for an economic operator

For economic operator to be able to use APIs (exposed interfaces) for communication with ID Issuer system (system-to-system communication) it is neccessary to get client ID and client secret. To get them, user has to:

- be registered in the ID Issuer system
- have the role „Economic operator admin"
- configure the system integration in the ID Issuer web application on the configuration screen *"[GUI-15-00-017] System integration configuration"*.

To see the exact instructions how to integrate with our Id Issuer system and detailed description of our data interfaces, please check our Integration manual, which can be downloaded from our infoportal.

3.11.4 FACILITIES

According to definition given in Implementing regulation, Article 2, facility is any location, building or vending machine where tobacco products are manufactured, stored or placed on the market.

You cen enter this section after you click the item "Facilities" placed in the left vertical menu.

The first screen you will see after you enter this section is the "*[GUI-15-00-020] List of facilities*". Here are listed all facilities which:

- are registered – satus *New*
- were registered, but are not anymore – status *Cancelled*

Of course you will see the list only those facilities which belong to economic operators, you have permission to see in the application. You can check you permissions for economic operators in the section 3.11.11.2 User detail.

List of facilities can be filtered with the filtering options in the upper part of the screen. Also, the displayed list of facilities can be sorted by any column simply by clicking on the column header. Filtering and sorting is available in tables throughout the application.

Image 74: List of facilities

3.11.4.1 Detail of facility

The facility detail is obtained by clicking the **Detail** button in the option column of the selected entity on the screen "*[GUI-15-00-020] List of facilities*". The screen "*[GUI-15-00-022] Detail of facility*" displays detailed information about the facility. On this screen you have access to these further functionalities:

- Correction of information about facility – by clicking the button **Correct**
- Deregistration of facility – by clicking the button **De-registration**
- Returning to the previous page – by clicking the button **Back**

Note: The above listed buttons and functionalities are visible to you according to the application role you have in the system. That means you don't have to see all the buttons, if you don't have the appropriate application role.

ALLSOFTCORP

[GUI-15-00-022] Detail of facility

Facilities > Detail of facility

≡ Detail of facility

Economic operator identifier code	QCALLA01a
Facility identifier code	QCALLa0AK
Status	New
Indication if the facility was acquired from another operator and had already a facility identifier code	☐
Previous facility identifier used by the former operator of the facility	
Facility's address – street name, house number, postal code and city	
Street and house number	Janka krala 4 ⓘ
Municipality	Bratislava ⓘ
Postal code	82101 ⓘ
Additional information on address	ⓘ
Facility's country	SK - Slovakia
Type of facility	Manufacturing site with warehouse
Description of other facility	
Indication if a part of the facility has a tax (excise) warehouse status	☐
Indication if the facility has an excise number issued by the competent authority for the purpose of identification of persons/premises	☐
Facility's excise number issued by the competent authority for the purpose of identification of persons/premises	
Indication if the facility has been allocated an identifier by another ID Issuer	☐
Facility identifier codes allocated by other ID Issuers	
Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	☐
Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	

[Correct] [De-registration] [Back]

Image 75: Detail of facility

3.11.4.2 Correction of information concerning the facility

According to Article 16(5) of Implementing Regulation, any modification of the information submitted in the initial application form and any facility closure shall be notified by the economic operator to the ID issuer without delay.

You can correct the information if needed through the application by clicking **Correct** on the screen "*[GUI-15-00-020] List of facilities*" or on the screen "*[GUI-15-00-022] Detail of facility*". To save the corrected information you need to click on the button **Correct** on the screen "*[GUI-15-00-023] Correction of information concerning the facility*".

[GUI-15-00-023] Correction of information concerning the facility

Image 76: Correction of information concerning the facility

After you click the Correct button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of facilities.
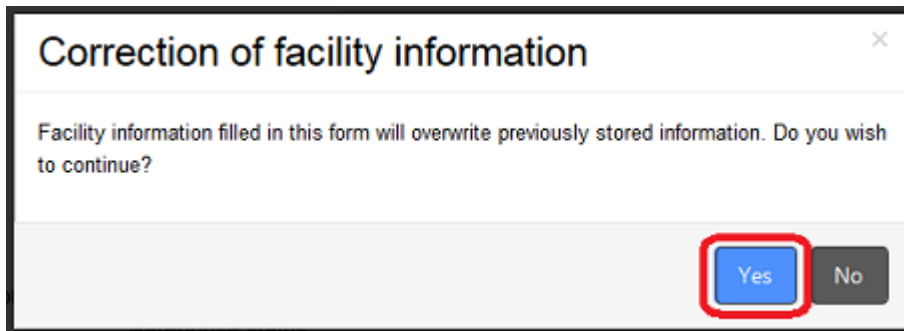
Image 77: Confirmation dialog window - correction of facility

3.11.4.3 De-registration of facility

According to Article 16(5) of Implementing Regulation, any modification of the information submitted in the initial application form and any facility closure shall be notified by the economic operator to the ID issuer without delay.

Correction of the changed data is confirmed by clicking the **De-registration** button on the screen „*[GUI-15-00-024] De-registration of facility*".

The faclity must be at first registered so it could be de-registered. That means you may de-register only facilities in state *New*.

After you de-register a facility, its status will change to *Cancelled*. No user will be able to do anything with this facility again except displaying detailed information about this facility. You can de-register the facility by clicking the **De-registration** button found on the screen "*[GUI-15-00-020] List of facilities*" or screen "*[GUI-15-00-022] Detail of facility*".

To save the chages you need to click on the **De-registration** button found on the screen „*[GUI-15-00-024] De-registration of facility*".

[GUI-15-00-024] De-registration of facility

Image 78: De-registration of facility

After you click the De-registration button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of facilities.

![ALLSOFTCORP]

De-registration of facility ✕

The facility will be de-registered and it will no longer be possible to order the unit level UIs
for this facility. Do you wish to continue?

Yes No

Image 79: Confirmation dialog window - de-registration of facility

3.11.5 MANUFACTURING MACHINES

According to definition given in Implementing regulation, Article 2, machine is the equipment used for the manufacture of tobacco products which is integral to the manufacturing process.

You cen enter this section after you click the item "Manufacturing machines" placed in the left vertical menu.

The first screen you will see after you enter this section is the "*[GUI-15-00-030] List of manufacturing machines*". Here are listed all manufacturing machines which:

- are registered – satus *New*
- were registered, but are not anymore – status *Cancelled*

Of course you will see the list only those machines which belong to economic operators, you have permission to see in the application. You can check you permissions for economic operators in the section 3.11.11.2 User detail.

List of manufacturing machines can be filtered with the filtering options in the upper part of the screen. Also, the displayed list of manufacturing machines can be sorted by any column simply by clicking on the column header. Filtering and sorting is available in tables throughout the application.

ALLSOFTCORP

[GUI-15-00-030] List of manufacturing machines

Manufacturing machines

≡ List of manufacturing machines

[Register my manufacturing machine] [Tools ▾]

≡ Filter ⌄

Economic operator	Please enter 3 or more characters
Facility	Please enter 3 or more characters
Machine identifier code	Please enter 3 or more characters
Type	▾
Indication if the machine consists of multiple separately identifiable parts	▾
Producer and model	Please enter 3 or more characters
Serial number	Please enter 3 or more characters
Status	▾

[Filter] [Cancel filter]

1 | 25 records ▾ |
Records from 1 to 3 of 3

Economic operator identifier code ▾	Economic operator's registered name	Facility identifier code ⇕	Machine identifier code ⇕	Type ⇕	Indication if the machine consists of multiple separately identifiable parts ⇕	Producer ⇕	Model ⇕	Serial number ⇕	Status ⇕	Options
QCALLA01a	Zelenka corp	QCALLa0AK	QCALL001f	Manufacturing machine	No	Producer	Model	1234	Cancelled	[Detail]
QCALLA01a	Zelenka corp	QCALLa0AK	QCALL001h	Manufacturing machine	No	Producer name	Model	12346	New	[Detail] [Correct] [De-registration]
QCALLA01a	Zelenka corp	QCALLa0AK	QCALL001g	Fixed part		Part producer	Part model	1234	New	[Detail] [Correct] [De-registration]

1 | 25 records ▾ |
Records from 1 to 3 of 3

Image 80: List of manufacturing machines

3.11.5.1 Detail of information concerning the manufacturing machine

The manufacturing machine detail is obtained by clicking the **Detail** button in the option column of the selected entity on the screen "*[GUI-15-00-030] List of manufacturing machines*". The screen "*[GUI-15-00-032] Detail of information concerning the manufacturing machine*" displays detailed information about the manufacturing machine. On this screen you have access to these further functionalities:

- Correction of information about manufacturing machine – by clicking the button **Correct**
- Deregistration of manufacturing machine – by clicking the button **De-registration**
- Returning to the previous page – by clicking the button **Back**

Note: The above listed buttons and functionalities are visible to you according to the application role you have in the system. That means you don't have to see all the buttons, if you don't have the appropriate application role.

[GUI-15-00-032] Detail of information concerning the manufacturing machine

Image 81: Detail of manufacturing machine

3.11.5.2 Correction of information concerning the manufacturing machine

According to Article 18(4) of Implementing Regulation, any modification of the information submitted in the initial application form and any decommissioning of the registered machines shall be notified by the manufacturer or the importer to the ID issuer without delay.

You can correct the information if needed through the application by clicking **Correct** on the screen "*[GUI-15-00-030] List of manufacturing machines*" or on the screen "*[GUI-15-00-032] Detail of information concerning the manufacturing machine*". To save the corrected information you need to click on the button **Correct** on the screen "*[GUI-15-00-033] Correction of information concerning the manufacturing machine*".

ALLSOFTCORP

[GUI-15-00-033] Correction of information concerning the manufacturing machine

Manufacturing machines > Correction of information concerning the manufacturing machine

≡ Correction of information concerning the manufacturing machine

Economic operator identifier code	QCALLA01a
Facility identifier code	QCALLa0AK
Machine identifier code	QCALL001u
Status	New
Indication if the manufacturing machine or part was already registered with another machine identifier code	☐
Previous machine identifier code	
Type	Manufacturing machine
Machine's producer *	Producer abc
Machine's model *	Model abc
Machine's serial number *	12345678
Machine consists of multiple separately identifiable parts	☑
Identifiable parts *	QCALL001g ×
Serial number of the anti-tampering device *	12345678
Maximum capacity over 24-hour production cycle expressed in unit packets *	1,000

Correct   Back

Image 82: Correction of information concerning the manufacturing machine

After you click the Correct button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of manufacturing machines.
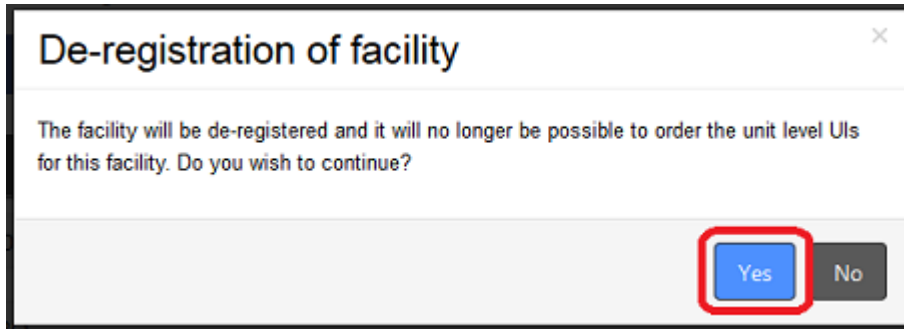
Correction of machine information   ✕

Machine information filled in this form will overwrite previously stored information. Do you wish to continue?

Yes   No
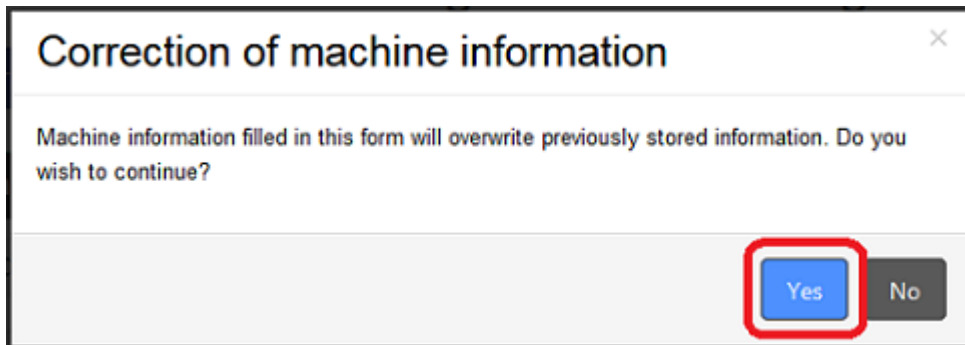
Image 83: Confirmation dialog window - correction of machine

74

3.11.5.3 De-registration of manufacturing machine

According to Article 18(4) of Implementing Regulation, any modification of the information submitted in the initial application form and any decommissioning of the registered machines shall be notified by the manufacturer or the importer to the ID issuer without delay.

Correction of the changed data is confirmed by clicking the **De-registration** button on the screen „*[GUI-15-00-034] De-registration of manufacturing machine*".

The manufacturing machine must be at first registered so it could be de-registered. That means you may de-register only manufacturing machines in state *New*.

After you de-register a manufacturing machine, its status will change to *Cancelled*. No user will be able to do anything with this manufacturing machine again except displaying detailed information about this manufacturing machine. You can de-register the manufacturing machine by clicking the **De-registration** button found on the screen "*[GUI-15-00-030] List of manufacturing machine*s" or screen "*[GUI-15-00-032] Detail of manufacturing machine*".

To save the chages you need to click on the **De-registration** button found on the screen „*[GUI-15-00-034] De-registration of manufacturing machine*".

[GUI-15-00-034] De-registration of manufacturing machine

Image 84: De-registration of manufacturing machine

After you click the De-registration button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of manufacturing machines.

![ALLSOFTCORP]

Image 85: Confirmation dialog window - de-registration of facility

3.11.6 REQUESTS FOR UNIQUE IDENTIFIERS

You as an economic operator – manufacturer or wholesaler should request the issuance of unique identifiers from the competent Id Issuer.

If you are a wholesaler you can also generate your own unique identifiers at aggregated level if you want to as its said in the **Article 10 (2)** and **(4)** of **Commission Implementing Regulation (EU) 2018/574**:

2. Aggregated level UIs shall be generated and issued on the basis of a request to the competent ID issuer or directly by the economic operator.

4. Where the aggregated level UI is generated directly by the economic operator, it shall consist of an individual unit code generated in accordance with ISO/IEC 15459-1:2014 or ISO/IEC 15459-4:2014 or their latest equivalents.

Who is the competent Id Issuer is stated in the **Article 4** of **Commission Implementing Regulation (EU) 2018/574**:

1. For tobacco products manufactured in the Union, the competent ID issuer shall be the entity appointed for the Member State in which the products are manufactured.

By derogation to the first subparagraph, the competent ID issuer shall be the entity appointed for the Member State on whose market the products are placed, where such a requirement is imposed by that Member State.

2.   For tobacco products imported into the Union, the competent ID issuer shall be the entity appointed for the Member State on whose market the products are placed.

3.   For tobacco products aggregated in the Union, the competent ID issuer shall be the entity appointed for the Member State in which the products are aggregated.

4. For tobacco products destined for export, the competent ID issuer shall be the entity appointed for the Member State in which the products are manufactured.

5. In the event of the temporary absence of the competent ID issuer, the Commission may authorise economic operators to use the services of another ID issuer.

Validity of unique identifiers and deactivation is described in **Article 5 (1),(2)** and **(3)** of **Commission Implementing Regulation (EU) 2018/574**:

1.   Unique identifiers generated by ID issuers may be used to mark unit packets or aggregated packaging, as provided for by Articles 6 and 10, within a maximum period of six months from the date of receipt of the unique identifiers by the economic operator. After this time period unique identifiers shall become invalid and economic operators shall ensure that they are not used to mark unit packets or aggregated packaging.

2.   The repositories system shall ensure that the unique identifiers that have not been used within the six months period shall be automatically deactivated.

3. At any time, manufacturers and importers may obtain the deactivation of unique identifiers by transmitting a deactivation request to the relevant primary repository. Other economic operators may obtain the deactivation of the unique identifiers by transmitting a deactivation request via the router. The deactivation request shall be introduced electronically.

The section for requesting the unique identifiers is accessible after you click the item "Requests for unique identifiers" placed in the left vertical menu. After you click on this menu item you will see following sub menu items:

- List of requests for unit level UIs
- List of requests for aggregated level UIs

It may happen, that you will see only one of these two sub menu items or even that you won't see any of these. This depends on your application roles and if you have signed contract with the Id Issuer about requesting of unique identifiers. This contract is signed outside this system. After it is signed, we will make this section available for you in the application.

3.11.6.1 List of requests for unit level UIs

First of all, you might need to request for unit level UIs only in case you are a manufacturer and you want to mark your tobacco products (the unit packets).

Marking by means of unit level UIs describes **Article 6 (1)** and **(2)** of **Commission Implementing Regulation (EU) 2018/574:**

1. Manufacturers and importers shall mark each unit packet manufactured or imported in the Union with a unique identifier.

2. In the case of tobacco products that are manufactured outside the Union, the unit level unique identifier shall be applied on the unit packet before the tobacco product is imported in the Union.

The first screen you will see after you enter this section is the "*[GUI-15-00-040] List of requests for unit level UIs*". Here are listed all requests which:

- are created but the UIs are not generated yet (status *Accepted*)
- were created but the economic operator cancelled the request before the UIs were generated (status *Recalled before the delivery of UI*)
- are delivered (status *Dlivered*)
- were created but the economic operator cancelled the request after the UIs were generated (status *Recalled after the delivery of UI*)

Of course you will see the list only those requests, you have permission to see in the application – your requests.

List of requests can be filtered with the filtering options in the upper part of the screen. Also, the displayed list of requests can be sorted by any column simply by clicking on the column header. Filtering and sorting is available in tables throughout the application.

[GUI-15-00-040] List of requests for unit level UIs

Requests for unique identifiers > List of requests for unit level UIs

☰ List of requests for unit level UIs

Add   Tools ⌄

☰ Filter   ⌄

Visible columns

- ☑ Delivery date
- ☑ Economic operator's registered name
- ☑ Indication if the production process involves machinery
- ☐ Country where the UIs were requested
- ☑ Type of tobacco product
- ☑ Description of other type of tobacco product

- ☑ Brand of tobacco product
- ☐ Average gross weight of unit packet, including packaging, in grams with 0.1 gram accuracy
- ☐ Tobacco product identifier used in the EU-CEG system
- ☐ Tobacco product number used in the EU-CEG system
- ☐ Intended country of retail sale
- ☐ Intended country of retail sale is within the EU

- ☐ Indication if the product is intended to be moved across country boarders with terrestrial/water/air transport
- ☐ The first country of terrestrial/water/air transport after the product leaves the Member State of manufacturing or the Member State of importation established on the basis of a check point on the land border, next seaport or next airport respectively
- ☐ Indication if the product is imported into the EU
- ☑ Requested quantity of unit packet level UIs
- ☑ Status of the request

Refresh

1 | 25 records

Records from 1 to 15 of 15

Request number	Creation date and time	Delivery date	Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)	Economic operator's registered name	Facility identifier code	Indication if the production process involves machinery	Machine identifier code	Type of tobacco product	Description of other type of tobacco product	Brand of tobacco product	Requested quantity of unit packet level UIs	Status of the request	Options
ORD1910000851	05-Apr-2019 10:13:06	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		L&M Blue	200,000	Delivered	Detail Create copy Download
ORD1910000702	20-Mar-2019 19:41:52	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		L&M Blue	200,000	Delivered	Detail Create copy Download
ORD1910000551	15-Mar-2019 10:30:27	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		Marlboro Blue	10,000	Delivered	Detail Create copy Download
ORD1910000505	13-Mar-2019 10:29:40	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		Marlboro Blue	20,000	Delivered	Detail Create copy Download
ORD1910000504	13-Mar-2019 08:49:17	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		Marlboro Red	100,000	Delivered	Detail Create copy Download
ORD1910000502	08-Mar-2019 14:26:32	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		Marlboro Red	100,000	Delivered	Detail Create copy Download
ORD1910000501	08-Mar-2019 13:39:07	20-Mar-2019	QCALLXA0A	GreyStone	QCALLXa08	Yes	QCALLX00B	1		Marlboro Red	100,000	Delivered	Detail Create copy Download

1 | 25 records

Records from 1 to 15 of 15

Image 86: List of requests for unit level UIs

Under the Filter there is screen part named "Visible columns" with several checkboxes. These checkboxes are used for choosing which columns except the default ones you can see in the table with the requests.

If you want to add or remove some of the columns you need to check/uncheck the checkbox with the name of the column and click the button **Refresh**. The table will refresh and the columns will be adjusted. If you have some records filtered out, after you click the refresh button, the filter won't cancel, it stays active.

When the checkbox is checked, the column will be visible. When the checkbox is not checked, the column won't be visible.

Columns that are always visible and cannot be hidden:

- Request number
- Creation date and time
- Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)
- Facility identifier code
- Machine identifier code

On this screen you have these further functionalities accessible:

- Create a new request for unit packet level UIs – by clicking the button **Add**
- Create a copy of request for unit packet level UIs – by clicking the button **Create copy**

- Detailed information about the request – by clicking the button **Detail**
- Download generated UIs which belong to the request – by clicking the button **Download**
- Recall the request for UIs – by clicking the button **Recall**

3.11.6.1.1   *Request for unit level UIs*

To create a new request for unit level UIs, you need to click the button **Add** which is found on the screen "*[GUI-15-00-040] List of requests for unit level UIs*".
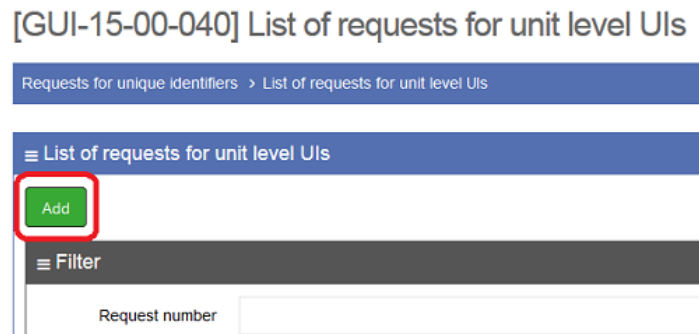
Image 87: List of requests for unit level UIs - Add button

After that you will be redirected to the screen "*[GUI-15-00-041] Request for unit level UIs*". Here you need to fill out the form, at least all the mandatory fields (marked with red asterisk).

Priority and format of the fields is set according to Implementing regulation, point 2.1 of Section 2 of Chapter II of Annex II. In application, required fields are marked with red asterisk but also depend on values user fills in the request. For example, when the form is first opened, required fields are:

- Facility identifier code
- Type of tobacco product
- Brand of tobacco product
- Average gross weight of unit packet, including packaging, in grams with 0.1 gram accuracy
- Intended country of retail sale
- Requested quantity of unit packet level UIs

If however answer to „Facility identifier code" is „Other" user is required to fill in the field:

- Facility identifier code – Other

You can choose in the „Facility identifier code" field the option "Other" only when you don't have our EO ID (begins with "QCALL") filled out in the field "Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)".

If answer to „Indication if the production process involves machinery" is „Yes" – that means the checkbox is checked,, user is required to fill in the field:

- Machine identifier code – this field is displayed only if you filled out the field "Facility identifier code"

If answer to „Type of tobacco product" is „Other" user is required to fill in the field:

- Description of other type of tobacco product.

If answer to „Brand of tobacco product" is „Other" user is required to fill in the field:

- Other brand of tobacco product.

If answer to „Indication if the product is intended to be moved across country boarders with terrestrial transport" is „Yes" – that means the checkbox is checked, user is required to fill in the field:

- The first country of terrestrial transport after the product leaves the Member State of manufacturing or the Member State of importation.

ALLSOFTCORP

[GUI-15-00-041] Request for unit level UIs

≡ Request for unit level UIs

Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)	QCALLXA0A
Facility identifier code *	QCALLXa0A
Indication if the production process involves machinery	☑
Machine identifier code *	QCALLX00C
Type of tobacco product *	11 - Other
Description of other type of tobacco product *	
Other ID of tobacco product	
Combined Nomenclature (CN) code	[ ] Search
Brand of tobacco product *	Other...
Other brand of tobacco product *	
Average gross weight of unit packet, including packaging, in grams with 0.1 gram accuracy *	
Intended country of retail sale *	Select one
Tobacco product identifier used in the EU-CEG system	
Tobacco product number used in the EU-CEG system	
Indication if the product is intended to be moved across country boarders with terrestrial/water/air transport	☑
The first country of terrestrial/water/air transport after the product leaves the Member State of manufacturing or the Member State of importation established on the basis of a check point on the land border, next seaport or next airport respectively *	Select one
Indication if the product is imported into the EU	☐
Requested quantity of unit packet level UIs *	

Add Back

Image 88: Request for unit level UIs

To submit the filled-out form, you should press the button **Add** at the bottom of the form.

Requested quantity of unit packet level UIs*
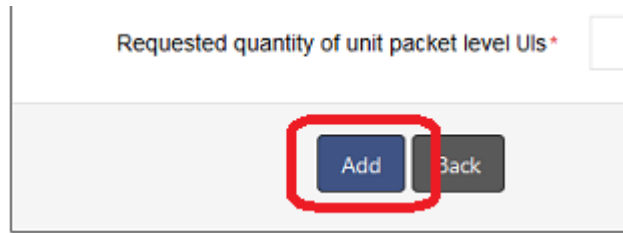
Image 89: Request for unit level UIs - Add button

If you don't fill all the mandatory fields or fill any field incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error:

Field 'Requested quantity of unit packet level UIs' is mandatory.
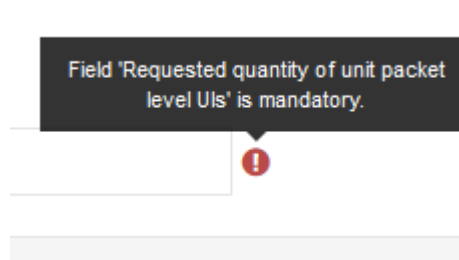
Image 90: Request for unit level UIs - information message

You can fix errors, if any, and press the button **Add** again.

When the form is correctly filled out, after pressing the button **Add** dialog screen is displayed to confirm your request for unit level UIs:

Creation of request for unit level UIs

The request for unit level UIs will be created according to the values filled in the form. Do you wish to continue?

Yes   No
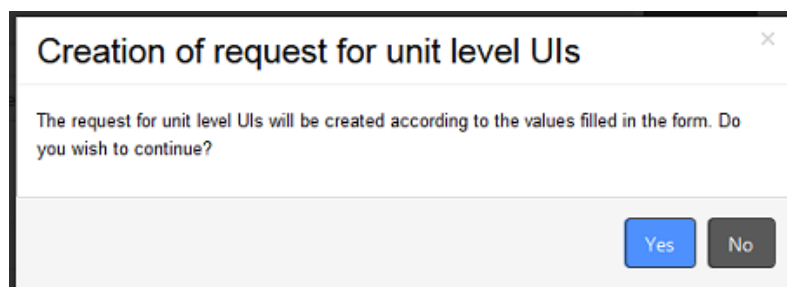
Image 91: Confirmation dialog window – new request for unit level UIs

You need to click the button **Yes** to confirm the the request for unit level UIs you made.

According to Article 9(5), within one working day, manufacturers and importers may cancel a request for unit level UIs by means of a recall message (more details in chapter 3.11.6.1.3 Recalling the request for UIs).

After this period and according to Article 9(3) within two working days from the receipt of the request the ID issuer shall in this specific order: generate the codes, transmit the codes via the router to the primary repository of the requesting manufacturer or importer and finally electronically transmit the codes to the requesting manufacturer or importer.

Note: It would be no longer possible to cancel the request once the UIs are generated and sent to the primary repository.

3.11.6.1.2   Detail of request for unit level UIs

The detail of request for the UIs at unit level is displayed by clicking the **Detail** button in the options column of the selected entity on the screen "*[GUI-15-00-040] List of requests for unit level UIs*". The screen "*[GUI-15-00-042] Detail of request for unit level UIs*" displays detailed information about the request for the UIs at unit level.

ALLSOFTCORP

On this screen you have access to these further functionalities:

- Download the generated UIs to the request – by clicking the button **Download**
- Create a copy of the request – by clicking the button **Create copy**
- Recall the request – by clicking the button **Recall**
- Returning to the previous page – by clicking the button **Back**

Based on the status of request, user can:

- recall the request – the request status must be *Accepted* and the time limit for recalling the message must not have expired
- download generated UIs or – the request status must be *Delivered*
- create a copy of the request for unit level UIs – you can create copy of request regardless the request status

ALLSOFTCORP

[GUI-15-00-042] Detail of request for unit level UIs

☰ Detail of request for unit level UIs

Request number	ORD1910000851
Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)	QCALLXA0A
Facility identifier code	QCALLXa08
Indication if the production process involves machinery	☑
Machine identifier code	QCALLX00B
Creation date and time	05-Apr-2019 10:13:06
Delivery date	20-Mar-2019
Type of tobacco product	1 - Cigarette
Description of other type of tobacco product	
Other ID of tobacco product	
Combined Nomenclature (CN) code	[2402 20 10] Containing cloves
Brand of tobacco product	L&M Blue
Average gross weight of unit packet, including packaging, in grams with 0.1 gram accuracy	22
Intended country of retail sale	IE - Ireland
Tobacco product identifier used in the EU-CEG system	TPID13
Tobacco product number used in the EU-CEG system	PN13
Indication if the product is intended to be moved across country boarders with terrestrial/water/air transport	☐
The first country of terrestrial/water/air transport after the product leaves the Member State of manufacturing or the Member State of importation established on the basis of a check point on the land border, next seaport or next airport respectively	
Indication if the product is imported into the EU	☐
Requested quantity of unit packet level UIs	200,000
Country where the UIs were requested	IE - Ireland ℹ
Status of the request	Delivered

Download   Create copy   Back

Image 92: Detail of request for unit level UIs

83

3.11.6.1.3   Recalling the request for UIs

According to **Article 9(5)** of **Commission Implementing Regulation (EU) 2018/574:**

5.   Within one working day, manufacturers and importers may cancel a request which was sent pursuant to paragraph 1 by means of a recall message as further defined in Point 5 of Section 5 of Chapter II of Annex II.

You can recall your request for UIs if needed through the application by clicking **Recall** button on the screen "*[GUI-15-00-040] List of requests for unit level UIs*" or on the screen "*[GUI-15-00-042] Detail of request for unit level UIs*".

Two conditions must be met in order to recall the request:

1.   The recall status must be *Accepted*
2.   The time period for recalling the message must not have passed

To save the form you need to click on the button **Recall** on the screen "*[GUI-15-00-044] Recall message*".

[GUI-15-00-044] Recall message

Image 93: Recall message

After you click the Recall button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. State of your request will become *Recalled before the delivery of UI*.

Image 94: Confirmation dialog window – recall request for unit level UIs

3.11.6.1.4   Copy of request for unit level UIs

In order to make it easier for you to create an new request with identical/similar parameters as you created before, we offer you the possibility to create a copy of previously created request.

You can do this in the application by clicking **Create copy** button on the screen "*[GUI-15-00-040] List of requests for unit level UIs*" or on the screen "*[GUI-15-00-042] Detail of request for unit level UIs*".

When you click the button, you are redirected to the screen "*[GUI-15-00-041] Request for unit level UIs*", but the form is already filled with the values based on the previous request.

[GUI-15-00-041] Request for unit level UIs

≡ Request for unit level UIs

Field	Value
Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)	QCALLA006
Facility identifier code *	QCALLa00A
Indication if the production process involves machinery *	☑
Machine identifier code *	QCALL000M
Type of tobacco product *	1 - Cigarette
Description of other type of tobacco product	
Other ID of tobacco product	
Combined Nomenclature (CN) code	Other [Search]
Brand of tobacco product *	Marlboro Red
Other brand of tobacco product	
Average gross weight of unit packet, including packaging, in grams with 0.1 gram accuracy *	22.3
Intended country of retail sale *	GB - United Kingdom of Great Britain and Northern Ireland
The identification number of the product used in the EUCEG system *	TPID11
Tobacco product number used in the EU-CEG system *	PN11
Indication if the product is intended to be moved across country boarders with terrestrial transport *	☑
The first country of terrestrial transport after the product leaves the Member State of manufacturing or the Member State of importation *	GB - United Kingdom of Great Britain and Northern Ireland
Indication if the product is imported into the EU *	☐
Requested quantity of unit packet level UIs *	50,000

[Add] [Back]

Image 95: Copy of request for the unit level UIs

You can change the values as you want and create a new request by clicking the **Add** button exactly like when you are creating a new request. The subsequent processing is the same as for newly created requests.

3.11.6.1.5   Download generated UIs for request for unit level UIs

After successful processing of the request for unit level unique identifiers – that includes generating the UIs and their sending via router to the primary repository, the request is considered to be delivered.

When the request status is *Delivered*, you can download the generated UIs. To do that just click the button **Download** found on the screen "*[GUI-15-00-040] List of requests for unit level UIs*" or on the screen „*[GUI-15-00-042] Detail of request for unit level UIs*".

When you do that, a pop up window of your operating system will appear to offer you the possibility to save the generated UIs to your computer file system.

ALLSOFTCORP

Due to the 6MB limit on all messages set by secondary repository, high volumes of codes are divided into smaller batches. However, all of the batches belonging to the same request will be downloaded as one ZIP file, by clicking just once on the button **Download**.

3.11.6.2 List of requests for aggregated level UIs

You might need to request for aggregated level UIs only in case you are a manufacturer or importer and you need to aggregate your tobacco products (the unit packets) to aggregated packaging.

The definition of aggregated packaging according to the **Article 2(5)** of **Commission Implementing Regulation (EU) 2018/574** is:

5. 'aggregated packaging' means any packaging containing more than one unit packet of tobacco products

Article 10(1) of the same Implementation regulation also states:

1. Where economic operators choose to comply with the recording obligations provided for under Article 15(5) of Directive 2014/40/EU by means of the recording of aggregated packaging, they shall mark aggregated packages containing tobacco products with a unique identifier ('aggregated level UI').

You as and economic operator have also the possibility to generate the aggregated level UIs by yourself according to the **Article 10(4)** of **Commission Implementing Regulation (EU) 2018/574**:

5. Where the aggregated level UI is generated directly by the economic operator, it shall consist of an individual unit code generated in accordance with ISO/IEC 15459-1:2014 or ISO/IEC 15459-4:2014 or their latest equivalents.

But if you choose to request the aggregated UIs from our Id Issuer you will need to sign the contract outside the system and then this agenda will be accessible for you in the application.

The first screen you will see after you enter this section by clicking on the menu item "List of requests for aggregated level UIs" is the "*[GUI-15-00-050] List of requests for aggregated level UIs*". Here are listed all requests which:

- are created but the UIs are not generated yet (status *Accepted*)
- were created but the economic operator cancelled the request before the UIs were generated (status *Recalled before the delivery of UI*)
- are delivered (status *Dlivered*)
- were created but the economic operator cancelled the request after the UIs were generated (status *Recalled after the delivery of UI*)

Of course you will see the list only those requests, you have permission to see in the application – your requests.

List of requests can be filtered with the filtering options in the upper part of the screen. Also, the displayed list of requests can be sorted by any column simply by clicking on the column header. Filtering and sorting is available in tables throughout the application.

ALLSOFTCORP

[GUI-15-00-050] List of requests for aggregated level UIs

Image 96: List of requests for aggregated level UIs

On this screen you have these further functionalities accessible:

- Create a new request for aggregated level UIs – by clicking the button **Add**
- Create a copy of request for aggregated level UIs – by clicking the button **Create copy**
- Detailed information about the request – by clicking the button **Detail**
- Download generated UIs which belong to the request – by clicking the button **Download**
- Recall the request for UIs – by clicking the button **Recall**

3.11.6.2.1 Request for aggregated level UIs

To create a new request for unit level UIs, you need to click the button **Add** which is found on the screen "*[GUI-15-00-050] List of requests for aggregated level UIs*".

Image 97: List of requests for aggregated level UIs - Add button

After that you will be redirected to the screen "*[GUI-15-00-051] Request for aggregated level UIs*". Here you need to fill out the form, at least all the mandatory fields (marked with red asterisk).

Priority and format of the fields is set according to Implementing regulation, point 2.2 of Section 2 of Chapter II of Annex II. In application, required fields are marked with red asterisk and for this request they are:

- Facility identifier code,
- Requested quantity of aggregated level UIs.

[GUI-15-00-051] Request for aggregated level UIs

Image 98: Request for aggregated level UIs

To submit the filled-out form, you should press the button **Add** at the bottom of the form.
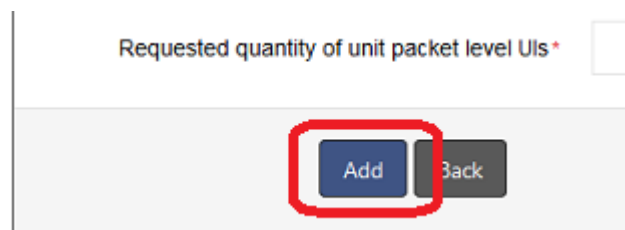
Image 99: Request for aggregated level UIs - Add button

If you don't fill all the mandatory fields or fill any field incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error:
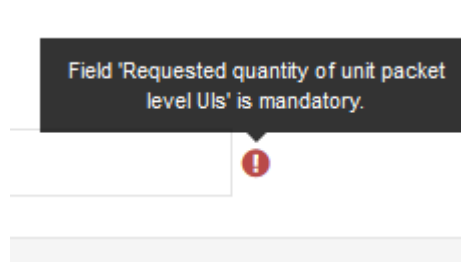
Image 100: Request for aggregated level UIs - information message

You can fix errors, if any, and press the button **Add** again.

When the form is correctly filled out, after pressing the button **Add** dialog screen is displayed to confirm your request for aggregated level UIs:

Image 101: Confirmation dialog window – new request for aggregated level UIs

You need to click the button **Yes** to confirm the the request for aggregated level UIs you made.

According to Article 13(5), within one working day, manufacturers and importers may cancel a request for aggregated level UIs by means of a recall message (more details in chapter 3.11.6.2.3 Recalling the request for UIs).

After this period and according to Article 13(3) within two working days from the receipt of the request the ID issuer shall in this specific order: generate the codes, transmit the codes via the router to the primary repository of the requesting manufacturer or importer and finally transmit the codes electronically to the requesting manufacturer or importer.

Note: It would be no longer possible to cancel the request once the UIs are generated and sent to the router.

3.11.6.2.2   Detail of request for aggregated level UIs

The detail of request for the UIs at aggregated level is obtained by clicking the button **Detail** in the option column of the selected entity on the screen "*[GUI-15-00-050] List of requests for aggregated level UIs*". The screen "*[GUI-15-00-052] Detail of request for aggregated level UIs*" displays detailed information about the request for the issuance of UIs at aggregated level.

On this screen you have access to these further functionalities:

- Download the generated UIs to the request – by clicking the button **Download**
- Create a copy of the request – by clicking the button **Create copy**
- Recall the request – by clicking the button **Recall**
- Returning to the previous page – by clicking the button **Back**

Based on the status of request, user can:

- recall the request – the request status must be *Accepted* and the time limit for recalling the message must not have expired
- download generated UIs or – the request status must be *Delivered*
- create a copy of the request for unit level UIs – you can create copy of request regardless the request status

![ALLSOFTCORP]

[GUI-15-00-052] Detail of request for aggregated level UIs

Requests for unique identifiers › List of requests for aggregated level UIs › Detail of request for aggregated level UIs

≡ Detail of request for aggregated level UIs

Request number	ORD1920000651
Economic operator identifier code of the submitting entity (either EU manufacturer or EU importer)	QCALLXA0A
Facility identifier code	QCALLa006
Creation date and time	20-Mar-2019 08:47:40
Delivery date	20-Mar-2019
Requested quantity of aggregated level UIs	100
Country where the UIs were requested	IE - Ireland
Status of the request	Delivered

Download   Create copy   Back

Image 102: Detail of request for aggregated level UIs

3.11.6.2.3   Recalling the request for UIs

According to **Article 9(5)** of **Commission Implementing Regulation (EU) 2018/574:**

5.   Within one working day, manufacturers and importers may cancel a request which was sent pursuant to paragraph 1 by means of a recall message as further defined in Point 5 of Section 5 of Chapter II of Annex II.

You can recall your request for UIs if needed through the application by clicking **Recall** button on the screen "*[GUI-15-00-050] List of requests for aggregated level UIs*" or on the screen "*[GUI-15-00-052] Detail of request for aggregated level UIs*".

Two conditions must be met in order to recall the request:

3. The recall status must be *Accepted*
4. The time period for recalling the message must not have passed

To save the form you need to click on the button **Recall** on the screen "*[GUI-15-00-044] Recall message*".

[GUI-15-00-044] Recall message

Image 103: Recall message

After you click the Recall button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. State of your request will become *Recalled before the delivery of UI*.
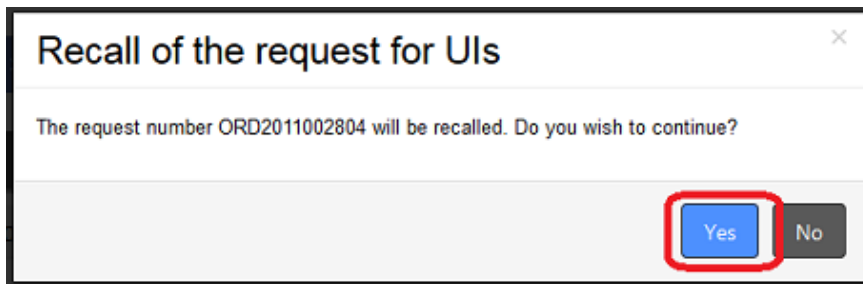
Image 104: Confirmation dialog window – recall request for aggregated level UIs

3.11.6.2.4   Copy of request for aggregated level UIs

In order to make it easier for you to create an new request with identical/similar parameters as you created before, we offer you the possibility to create a copy of previously created request.

You can do this in the application by clicking **Create copy** button on the screen "*[GUI-15-00-050] List of requests for aggregated level UIs*" or on the screen "*[GUI-15-00-052] Detail of request for aggregated level UIs*".

When you click the button, you are redirected to the screen "*[GUI-15-00-051] Request for aggregated level UIs*", but the form is already filled with the values based on the previous request.

[GUI-15-00-051] Request for aggregated level UIs

Image 105: Request for aggregated level UIs

91

You can change the values as you want and create a new request by clicking the **Add** button exactly like when you are creating a new request. The subsequent processing is the same as for newly created requests.

3.11.6.2.5   *Download generated UIs for request for aggregated level UIs*

After successful processing of the request for aggregated level unique identifiers – that includes generating the UIs and their sending via router to the repository system, the request is considered to be delivered.

When the request status is *Delivered*, you can download the generated UIs. To do that just click the button **Download** found on the screen "*[GUI-15-00-050] List of requests for aggregated level UIs*" or on the screen „*[GUI-15-00-052] Detail of request for aggregated level UIs*".

When you do that, a pop up window of your operating system will appear to offer you the possibility to save the generated UIs to your computer file system.

Due to the 6MB limit on all messages set by secondary repository, high volumes of codes are divided into smaller batches. However, all of the batches belonging to the same request will be downloaded as one ZIP file, by clicking just once on the button **Download**.

3.11.7 LOOKUP TABLE

By selecting this option in the menu, screen "*[GUI-15-00-250] Lookup table*" is opened. On this screen, you can find the details about a specific products for which you ordered the unit level UIs from this Id Issuer and which you stated in the request for unit level UIs.

Each time you request unit level UIs for a new product or new combination of attributes of the product, new record is added to this lookup table.

You can search the products by using the product code, which is part of the unit level UIs.

[GUI-15-00-250] Lookup table

Code	Tobacco product identifier used in the EU-CEG system	Type of tobacco product	Combined Nomenclature (CN) code	Brand of tobacco product	Intended country of retail sale	The first country of terrestrial/water/air transport after the product leaves the Member State of manufacturing or the Member State of importation established on the basis of a check point on the land border, next seaport or next airport respectively	Importer into EU	Machine identifier code	Facility identifier code
006U	123456	Cigar	2401 20 35	beatles	AT	AT			QCALLXa05
006T	euceg2	Cigar		Petra	BG	CY		QCALLX008	QCALLXa05
005m	123456	Cigarette		znacka	AT	AT		QCALLX002	QCALLXa01
005l	123456	Cigarette		znacka	AT	AT		QCALLX002	QCALLXa01
005k	123456	Cigarette		znacka	AT	AT			QCALLXa01
005j	123456	Cigarette		znacka	AT	AT			QCALLXa01
005i	123456	Cigarette		123456	AT	AT			QCALLXa01
005h	123456	Cigarette		123456	AT	AT			QCALLXa01
005g	123456	Pipe tobacco		znacka	AT	BE			QCALLXa01
005f	123456	Pipe tobacco		znacka	AT	BE			QCALLXa01

Image 106: Lookup table

To search the lookup table, you can simply fill in the product code in the field "Code" in the upper part of the screen and click the button **Filter**.

To cancel the filter and return the whole list of products just click the button **Cancel filter**.

3.11.8 COUNTS OF UIS

The section for the summary counts of delivered UIs and UIs recalled after delivery is accessible after you click the item "Counts of UIs" placed in the left vertical menu. After you click on this menu item you will see following sub menu items:

- Counts of unit level UIs
- Counts of aggregated level UIs

It may happen, that you will see only one of these two sub menu items or even that you won't see any of these. This depends on your application roles and what type of UIs you request from this Id Issuer – unit or aggregated level.

3.11.8.1 Counts of unit level UIs

The screen you will see after you enter this section is the "*[GUI-15-00-210] Counts of unit level UIs*" where you can see statistical information about the unit level UIs that were **delivered** to you or you **recalled after delivery**.

This screen is fully customizable. In the down part of the screen is table with the summary counts of your delivered UIs. This table will always have column named "Sum", where the summary count of UIs is stated. You can choose all other columns that you want to see in the table from the middle part of the screen where the checkboxes are placed.

The first time you enter this sreen these columns will be visible in the table by default:

- Monthly – count of delivered UIs per month
- Quarterly – count of delivered UIs per quarter
- Yearly – count of delivered UIs per year

If you want to add or remove some of the columns you need to check/uncheck the checkbox with the name of the column and click the button **Refresh**. The table will refresh and the columns will be adjusted. If you have some records filtered out, after you click the refresh button, the filter won't cancel, it stays active.

When the checkbox is checked, the column will be visible. When the checkbox is not checked, the column won't be visible. Every visible column serves as a grouping condition.

The records displayed in the table with the summary counts of UIs can be filtered. You can use the filtering options in the upper part of the screen on the panel named "Filter".

[GUI-15-00-210] Counts of unit level UIs

Counts of UIs › Counts of unit level UIs

≡ Counts of unit level UIs

Tools ˅

≡ Filter

Delivery date from	
Delivery date to	
Economic operator	Please enter 3 or more characters
Facility	Please enter 3 or more characters
Machine identifier code	Please enter 3 or more characters
Type of tobacco product	
Brand of tobacco product	Please enter 3 or more characters
Intended country of retail sale	
Country where the UIs were requested	
Indication if the product is imported into the EU	
Intended country of retail sale is within the EU	

Filter   Cancel filter

Group by
- ☑ Monthly
- ☑ Quarterly
- ☑ Yearly
- ☐ Economic operator identifier code
- ☐ Economic operator's registered name
- ☐ Facility identifier code
- ☐ Facility's address
- ☐ Facility's country
- ☐ Type of facility
- ☐ Machine identifier code
- ☐ Machine's producer
- ☐ Machine's model
- ☐ Machine's serial number
- ☐ Brand of tobacco product
- ☐ Intended country of retail sale
- ☐ Country where the UIs were requested
- ☐ Indication if the product is imported into the EU
- ☐ Intended country of retail sale is within the EU

Refresh

[1] 25 records
Records from 1 to 5 of 5

Monthly ▲	Quarterly ⬍	Yearly ⬍	Sum ⬍
2019/03	2019/Q1	2019	4,880,000
2019/04	2019/Q2	2019	3,710,101
2019/05	2019/Q2	2019	2,154,110
2019/06	2019/Q2	2019	90
2019/11	2019/Q4	2019	10,010

[1] 25 records
Records from 1 to 5 of 5

Image 107: Counts of unit level UIs

Generated statistics can be exported in Excel file for further processing using the **Tools** button and **Export to Excel** option.

3.11.8.2 Counts of aggregated level UIs

The screen you will see after you enter this section is the "*[GUI-15-00-220] Counts of aggregated level UIs*" where you can see statistical information about the aggregated level UIs that were **delivered** to you or you **recalled after delivery**.

This screen is fully customizable. In the down part of the screen is table with the summary counts of your delivered UIs. This table will always have column named "Sum", where the summary count of UIs is stated. You can choose all other columns that you want to see in the table from the middle part of the screen where the checkboxes are placed.

94

The first time you enter this sreen these columns will be visible in the table by default:

- Monthly – count of delivered UIs per month

If you want to add or remove some of the columns you need to check/uncheck the checkbox with the name of the column and click the button **Refresh**. The table will refresh and the columns will be adjusted. If you have some records filtered out, after you click the refresh button, the filter won't cancel, it stays active.

When the checkbox is checked, the column will be visible. When the checkbox is not checked, the column won't be visible. Every visible column serves as a grouping condition.

The records displayed in the table with the summary counts of UIs can be filtered. You can use the filtering options in the upper part of the screen on the panel named "Filter".

[GUI-15-00-220] Counts of aggregated level UIs

Image 108: Counts of aggregated level UIs

Generated statistics can be exported in Excel file for further processing using the **Tools** button and **Export to Excel** option.

3.11.9 ECONOMIC OPERATOR AND FACILITY ID VERIFICATION

This section of application is available for all application roles we have in the system. It serves for verifying if economic operator with given identifiers exists in our Id Issuer system.

You can enter this section by clicking on the left vertical menu item „Economic operator and Facility ID verification". After that the screen "*[GUI-15-00-070] Economic operator and Facility ID verification*" is displayed.

When the screen is loaded for the firt time, only the top part it, which contains the fields for entering the search criteria is visible.

[GUI-15-00-070] Economic operator and Facility ID verification

Image 109: Top part of screen Economic operator and Facility ID verification

To search the economic operators and facilities registered in this Id Issuer you have to fill at least one of the following fields:

- VAT
- TAX number
- EO ID
- Facility ID

Of course, you can fill more or all of them. After you filled the searching criteria you need to click the button **Search**. In case you filled more then one field, only if there is economic operator, which suits all of the given search criteria a positive result is displayed.

The positive result consists of two parts:

1. Economic operator identifiers:
   a. VAT
   b. TAX number
   c. EO ID – economic operator ID
2. List of facilities of the economic operator
   a. Facility ID
   b. Facility address

ALLSOFTCORP

[GUI-15-00-070] Economic operator and Facility ID verification

Image 110: Economic operator and Facility ID verification - positive result

There are 3 cases when you won't get the detailed information about the economic operator from the system and these are:

1. In case you enter VAT or TAX number of economic operator, wich does not have the EO ID allocated by this Id Issuer, following information message is displayed in the "Search results" panel:
   - *Economic operator does not have registered EOID issued by this Id Issuer.*

2. In case you enter such searching criteria that suits for more than one registered economic operator, following information message is displayed in the "Search results" panel:
   - *Entered combination suits for more than one registered economic operator. Please enter more specific combination or contact our support team.*

3. In case you enter such searching criteria that suits no economic operator registered in this Id Issuer, following information message is displayed in the "Search results" panel:
   - *Entered combination does not suit any of the registered economic operators. Try entering just one value from the combination.*

3.11.10 BULK REGISTRATION

To enter this section of application you need to click the menu item "Bulk registration" in the left vertical menu. As you doo that, the screen "*[GUI-15-00-090] Bulk registration*" is displayed. The functionality of bulk registration of retailers, facilities and manufacturing machines was made to make it easier for you to register a big number of retails/facilities/machines all at once.

You can do this by importing an excel file containing the data that need to be stated in the request for registration of first retail outlets, facilities and machines.

The first part of the screen serves for importing the excel file and the second part of the screen schows the result of the import (that means if the import was processed correctly or if there were some issues).

[GUI-15-00-090] Bulk registration

Bulk registration

≡ **Bulk registration** ⌄

Import type* [Select one ▾]

Import data from file* [_____] [Choose file]

[Import and process the registrations]

≡ **List of registration request imports** ⌄

[Tools ⌄]

≡ **Filter** ⌄

Request number [_____]

Creation date and time from [_____]

Creation date and time to [_____]

Type of the imported request [_____ ▾]

[Filter] [Cancel filter]

Records from 0 to 0 of 0

Request number ▾	Creation date and time ⇕	Type of the imported request ⇕	Status of the request ⇕	Error message ⇕	Options
No records have been found or the filter has not been filled in

Records from 0 to 0 of 0

Image 111: Import a registration request

When you are planning to register a lot of retail outlets and their or your own facilities and machines, it is necessary to maintaine the correct order of the imported files:

1. At first the economic operator/retail needs to be registered (REO type of import)
2. Then the facilities belonging to the economic operators/retails need to be registered (RFA type of import)
3. And then finally the manufacturing machines that are placed in the facilities can be registered (RMA type of import)

To import a registration request it is necessary to choose the type of import from the list in the drop-down menu of the field "Import type".

- REO – Registration of first retail outlets
- RFA – Registration of facility
- RMA – Registration of manufaturing machine

The process of import is the same for all of the three types.

[GUI-15-00-090] Bulk registration

Bulk registration

≡ Bulk registration

Import type *

Select one
REO - Registration of first retail outlets
RFA - Registration of facility
RMA - Registration of manufacturing machine

Import data from file *

Import and process the registrations
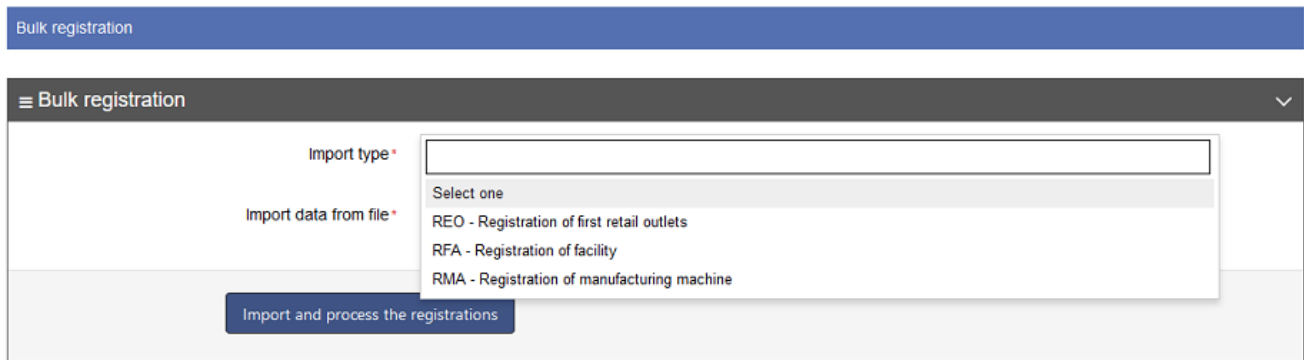
Image 112: Choosing the import type

If you choose the REO type of import, the checkbox "I do have the consent of the operator of the first retail outlet for its registration" will appear. You have to check it to confirm you have the consent of the operators of first retail outlets to register them.

≡ Bulk registration

Import type *   REO - Registration of first retail outlets

Import data from file *   Choose file

I do have the consent of the operator of the first
retail outlet for its registration *

Import and process the registrations
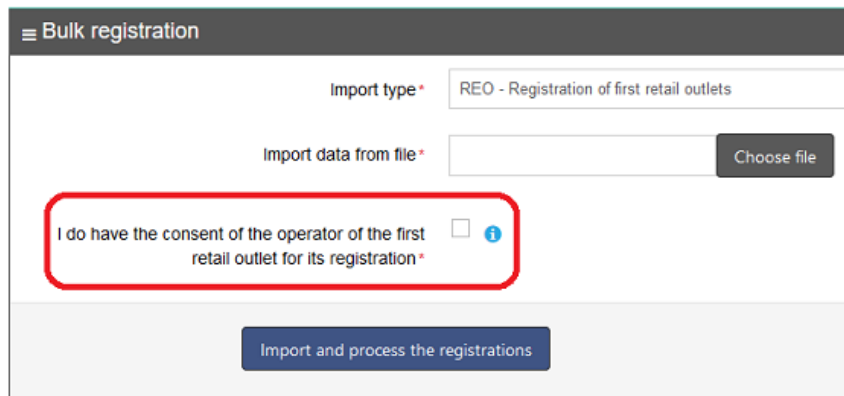
Image 113: Bulk registration - REO import type

After you chose the type of import you want to do, you need to browse your computer for the filled excel file and import it to the system. You can do that by clicking the button **Choose file.**

[GUI-15-00-090] Bulk registration

Bulk registration

≡ Bulk registration

Import type *   Select one

Import data from file *   Choose file

Import and process the registrations

Image 114: Choose file

This will open the Windows explorer window where you need to find the excel file you want to import.
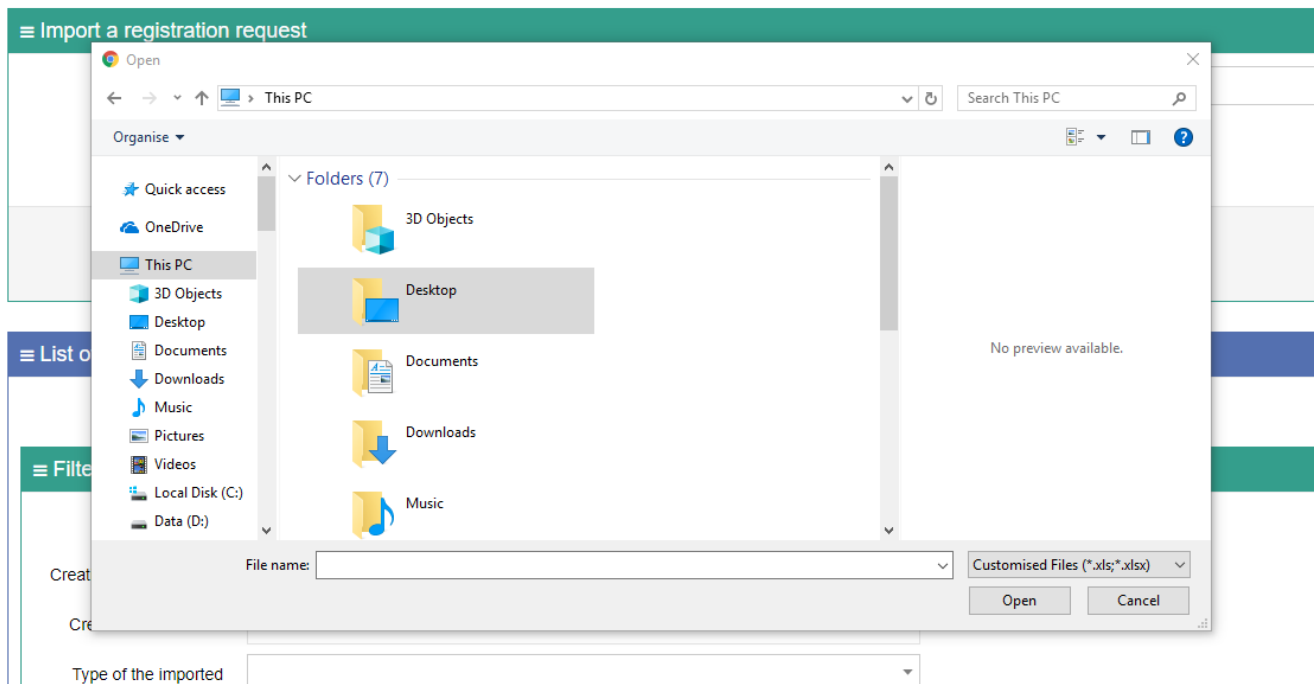
Image 115: Windows explorer window - browse for file to be imported

When you have found the excel file, just click on it and then on the button **Open** placed in the Windows explorer window.

When file is selected, buttons **Change** and **Remove** will appear.
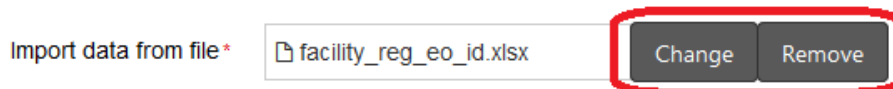
Image 116: Bulk registration - Import data from file field

Button **Change** can be used if you realized that the file you chose is not the one you wanted and you want to change it. After you click on this button the Windows explorer window will be opend again.

If you want to remove the current selected file just click the button **Remove**. In this case, the name of the chosen excel file will disappear and the button **Choose file** will be displayed again.
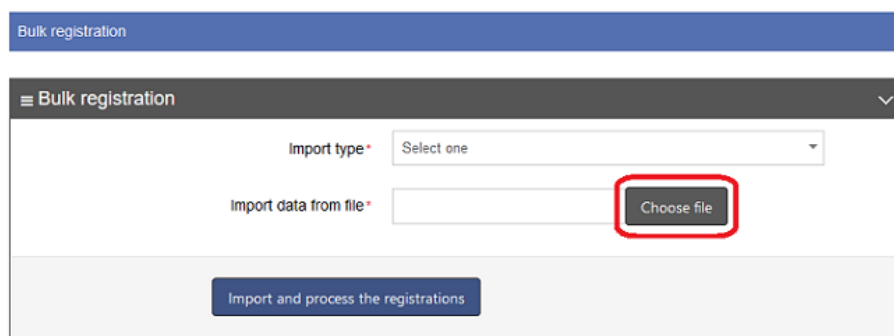
When file was selected and you want to import it to the system for processing, click the button **Import and process the registrations**. When you click the button a confirmation dialog window will appear.

Image 117: Confirmation dialog window – bulk registration

You need to click the button **Yes** to confirm the import of the excel file.

After confirming the upload in dialog window, file is loaded and displayed in the list of records on the screen, its status is set to "*New*" and the processing starts.

Image 118: Bulk registration - list of registration request imports

After file is processed, it changes the status to

- "*Processed*" if data in file is correct and it was processed successfully or
- "*Error*" if the file contained invalid data and processing was not successful.

If you want to see exactly the file you uploaded to he Id Issuer system for processing use the button **Download the imported file** found next to each of the records.

To check the results of processing, there is a button **Download the result file** next to each of the records. After you click this button an excel file will be opend and in the last two clumns "Result_Status" and "Error_Message" you can see the result of the processing. For successfully processed files the result status will be "PROCESSED".

For files that were not processed successfully, result status will be "ERROR" and errors found in the file will be listed in the column "Error_Message".

Image 119: Downloaded result file – not successfully processed file

Please note that if the file was not processed correctly, the whole file is rejected and none of the registration requests is imported in the system. It will be necessary to correct the file and upload it again.

3.11.10.1   Preparation of REO registration request

For bulk registration of first retail outlets it is not possible to use self-made template as ID Issuer system will likely reject it. It is necessary to use the Excel file template provided by ID Issuer support team or to download it from ID Issuer Information portal by clicking the button **Documents.**
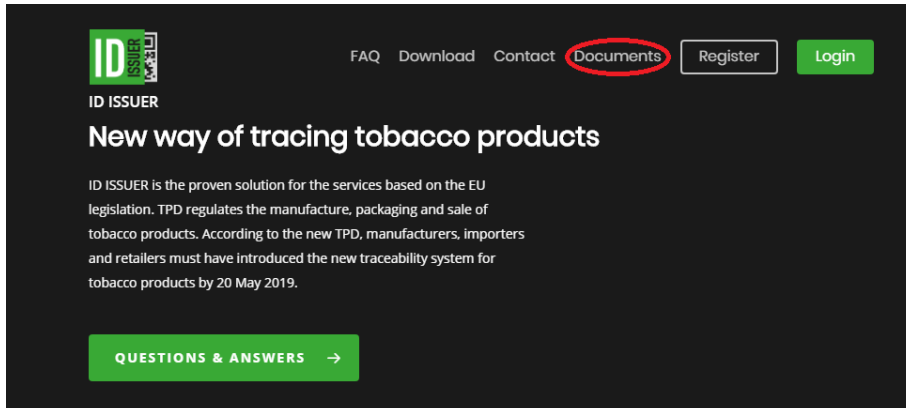
Image 120: Id Issuer information portal - Documents button

From the templates for excel upload registration select to download REO file:

Registration of first retail outlets

- *Designated for registration of first retail outlets by another registered economic operator. Such registration by the third party shall be subject to the consent of the operator of the first retail outlet*
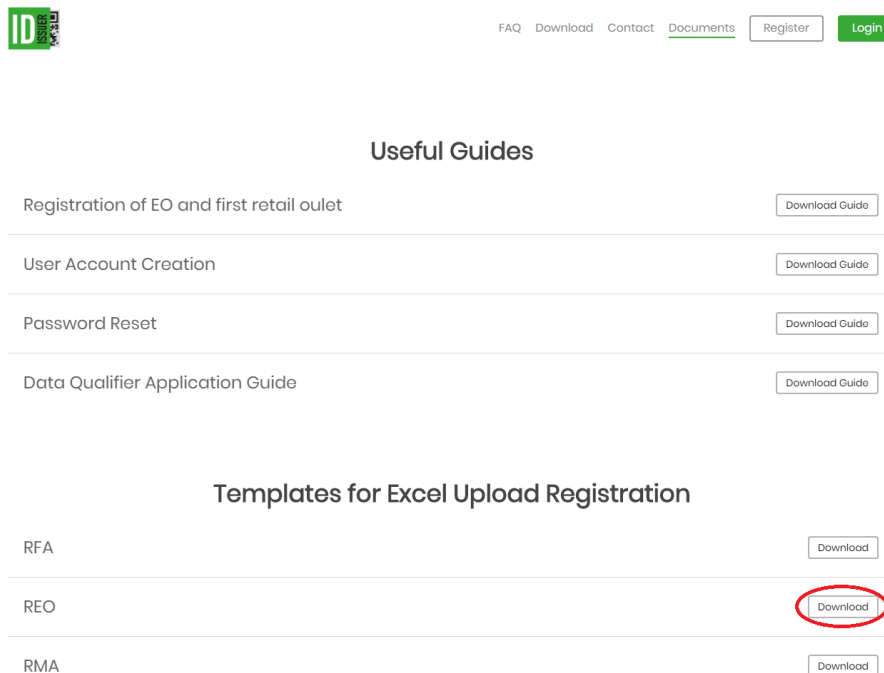
Image 121: Id Issuer information portal - Documents section

It is also imperative to not change the format and structure of the downloaded template in any way (no deleting of columns, tabs,…).

Data for registration of first retail outlets corresponds to the data filled through the screen "*[GUI-15-00-011] Registration of economic operator*", based on Point 1.1 of Chapter II, Section 1 of Commision Implementing Regulation 2018/574.

Field	Comments	Priority	Values
Message_Type	Identification of message type	M	REO
Code	The internal code of acknowledgement of the message.	M	

ALLSOFTCORP

EO_Name1	Economic operator's registered name	M	
EO_Name2	Economic operator's alternative or abridged name	O	
EO_Address_Name	Economic operator's address – name part of the address	O	
EO_Address_StreetOne	Economic operator's address – street part of the address	M	
EO_Address_StreetTwo	Economic operator's address – second element of the street part of the address	O	
EO_Address_City	Economic operator's address – city	M	
EO_Address_PostCode	Economic operator's address – postal code information	O	
EO_CountryReg	Economic operator's country of registration	M	
EO_Email	Economic operator's email address used to inform about registration process, including subsequent changes and other required correspondence	M	
VAT_R	Indication of the VAT registration status	M	0 – No VAT registration 1 – VAT number exists
VAT_N	Economic operator's VAT number	M, if VAT_R = 1	
TAX_N	Economic operator's tax registration number	M, if VAT_R = 0	
EO_ExciseNumber1	Indication if the economic operator has an excise number issued by the competent authority for the purpose of identification of persons/premises	M	0 – No SEED number 1 – SEED number exists
EO_ExciseNumber2	Economic operator's excise number issued by the competent authority for the purpose of identification of persons/premises	M, if EO_ExciseNumber1 = 1	
OtherEOID_R	Indication if the economic operator has been allocated an identifier by another ID Issuer	M	0 – No 1 – Yes
OtherEOID_N	Economic operator identifier codes allocated by other ID Issuers	M, if OtherEOID_R = 1	
Reg_3RD		M	0 – No

	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade		1 – Yes
Reg_EOID	Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	M, if Reg_3RD = 1	
EO_OtherID	Optional identifier of the economic operator	O	

Please note that no email will be sent for registration activation and creation of access account for each individual retail outlet registered this way.

Access to all retail outlets registered this way will be automatically assigned to the EO admin user that imported the excel file.

If it is necessary for individual retail outlets to have their own users in the system, EO admin user that imported the excel file and registered given retail outlets can create additional access accounts for them through ID Issuer application.

3.11.10.2   Preparation of RFA registration request

For bulk registration of facilities it is not possible to use self-made template as ID Issuer system will likely reject it. It is necessary to use the Excel file template provided by ID Issuer support team or to download it from ID Issuer Information portal by clicking the button **Documents.**
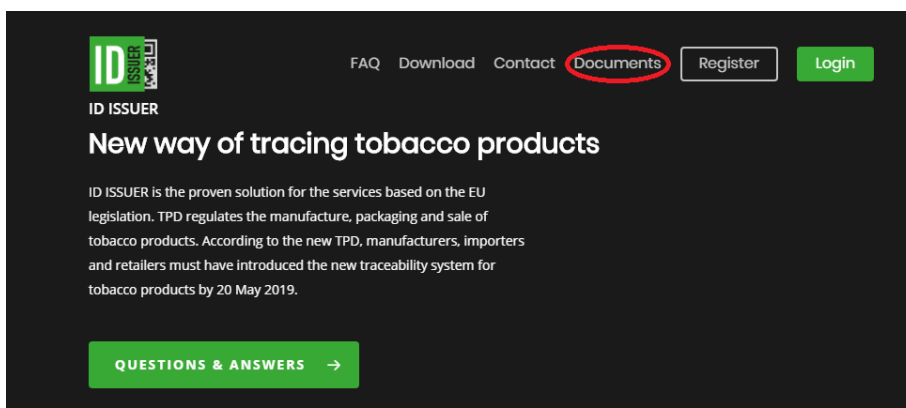

Image 122: Id Issuer information portal - Documents button

From the templates for excel upload registration select to download RFA file:

Registration of facilities
  ▪ *Deignated for manufacturers that has manufacturing machines*

Image 123: Id Issuer information portal - Documents section

It is also imperative to not change the format and structure of the downloaded template in any way (no deleting of columns, tabs,…)

Data for registration of first retail outlets corresponds to the data filled through the screen "*[GUI-15-00-021] Registration of facility*", based on Point 1.4 of Chapter II, Section 1 of Commision Implementing Regulation 2018/574:

Field	Comments	Priority	Values
Message_Type	Identification of message type	M	RFA
Code	The internal code of acknowledgement of the message.	M	
EO_ID	Economic operator identifier code	M	
EO_CODE	Economic operator's confirmation code provided in response to the registration of economic operator	M	
F_Address_Name	Facility's address – name part of the address	O	
F_Address_StreetOne	Facility's address – street part of the address	M	
F_Address_StreetTwo	Facility's address – second element of the street part of the address	O	
F_Address_City	Facility's address – city	M	
F_Address_PostCode	Facility's address – postal code information	O	
F_Country	Facility's country	M	
F_Type	Type of facility	M	1 – manufacturing site with warehouse

			2 – standalone warehouse 3 – retail outlet 4 – other
F_Type_Other	Description of other facility	M, if F_Type = 4	
F_Status	Indication if a part of the facility has a tax (excise) warehouse status	M	0 – No 1 – Yes
F_ExciseNumber1	Indication if the facility has an excise number issued by the competent authority for the purpose of identification of persons/premises	M	0 – No SEED number 1 – SEED number exists
F_ExciseNumber2	Facility's excise number issued by the competent authority for the purpose of identification of persons/premises	M, if F_ExciseNumber1 = 1	
OtherFID_R	Indication if the facility has been allocated an identifier by another ID Issuer	M	0 – No 1 – Yes (possible only for non-EU facilities)
OtherFID_N	Facility identifier codes allocated by other ID Issuers	M, if OtherFID_R = 1	
Reg_3RD	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	M	0 – No 1 – Yes (possible only if F_Type = 3)
Reg_EOID	Identifier of the economic operator that acts on behalf of the retail outlet operator not involved otherwise in the tobacco trade	M, if Reg_3RD = 1	

3.11.10.3   Preparation of RMA registration request

For bulk registration of manufacturing machines it is not possible to use self-made template as ID Issuer system will likely reject it. It is necessary to use the Excel file template provided by ID Issuer support team or to download it from ID Issuer Information portal by clicking the button **Documents.**
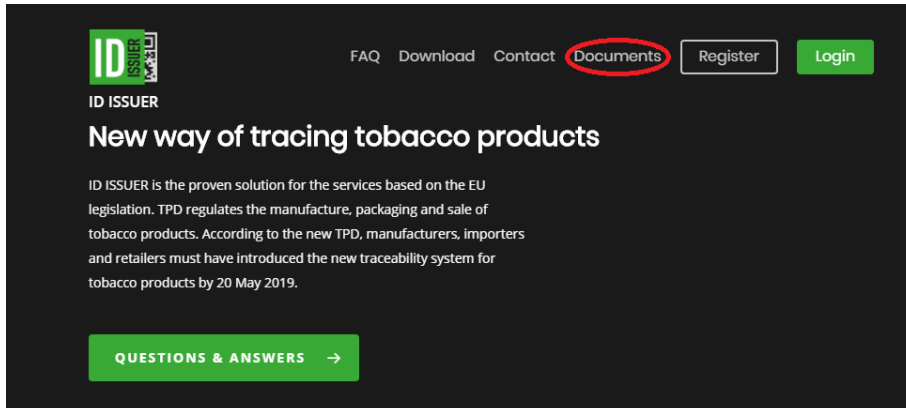
Image 124: Id Issuer information portal - Documents button

From the templates for excel upload registration select to download RMA file:

Registration of manufacturing machines
- *Deignated for economic operators or first retail outlets with a number of facilities / vending machines*
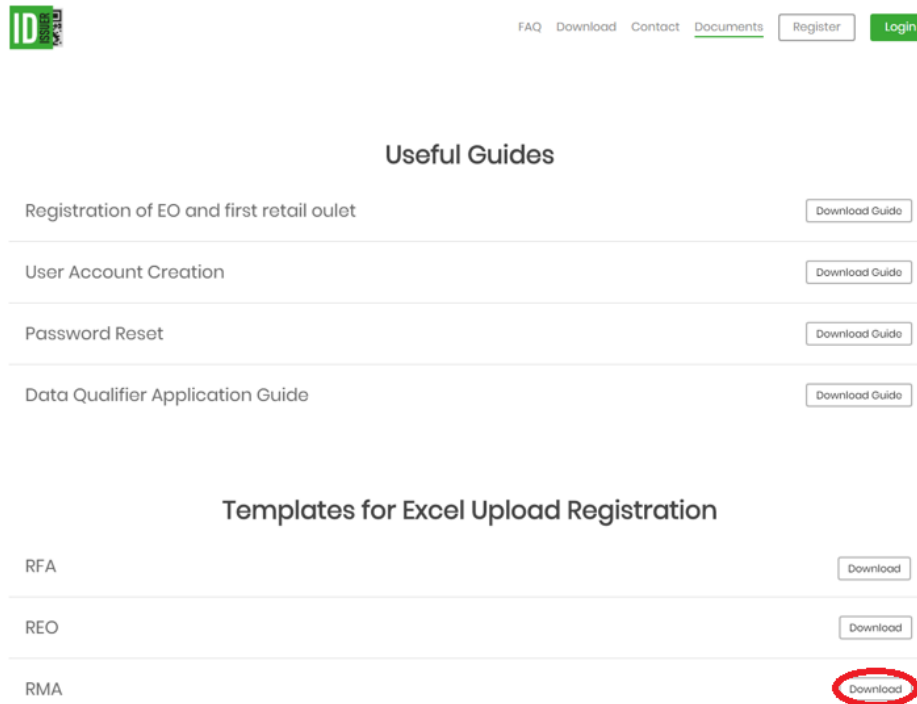
Image 125: Id Issuer information portal - Documents section

It is also imperative to not change the format and structure of the downloaded template in any way (no deleting of columns, tabs,…)

Data for registration of first retail outlets corresponds to the data filled through the screen "*[GUI-15-00-031] Registration of manufacturing machine*", based on Point 1.7 of Chapter II, Section 1 of Commision Implementing Regulation 2018/574:

Field	Comments	Priority	Values
Message_Type	Identification of message type	M	RMA
EO_ID	Economic operator identifier code	M	
EO_CODE	Economic operator's confirmation code provided in response to the registration of economic operator	M	

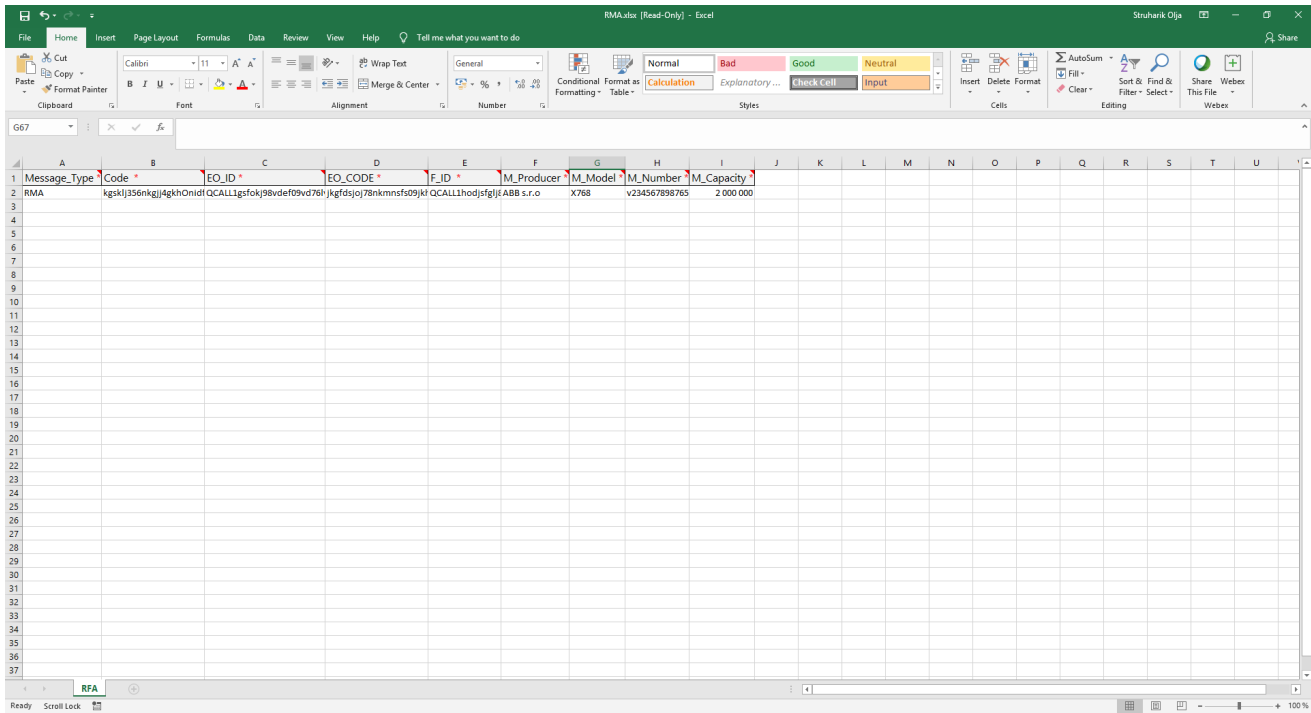| F_ID	Facility identifier code	M	
M_Producer	Machine's producer	M	
M_Model	Machine's model	M	
M_Number	Machine's serial number	M	
M_Capacity	Maximum capacity over 24-hour production cycle expressed in unit packets	M	

Image 126: Bulk registration of machines by import from Excel file

3.11.11 LIST OF USERS

This section of application is dedicated to management of users and their accounts. The only application role that has access to it is an „Economic operator admin". He can manage all user accounts of the economic operator to which he belongs and all the retail outlets that the economic operator registered as a third party.

You can enter this section by clicking the menu item "List of users" in the left vertical menu. The first screen that ist displayed after you click on this menu item is "*[GUI-15-00-100] List of users*" which shows all users registered in the application who belong to economic operators you are authorized to manage.

List of users can be filtered with the filtering options in the upper part of the screen. Also, the displayed list of users can be sorted by any column simply by clicking on the column header. Filtering and sorting is available in tables throughout the application.

ALLSOFTCORP

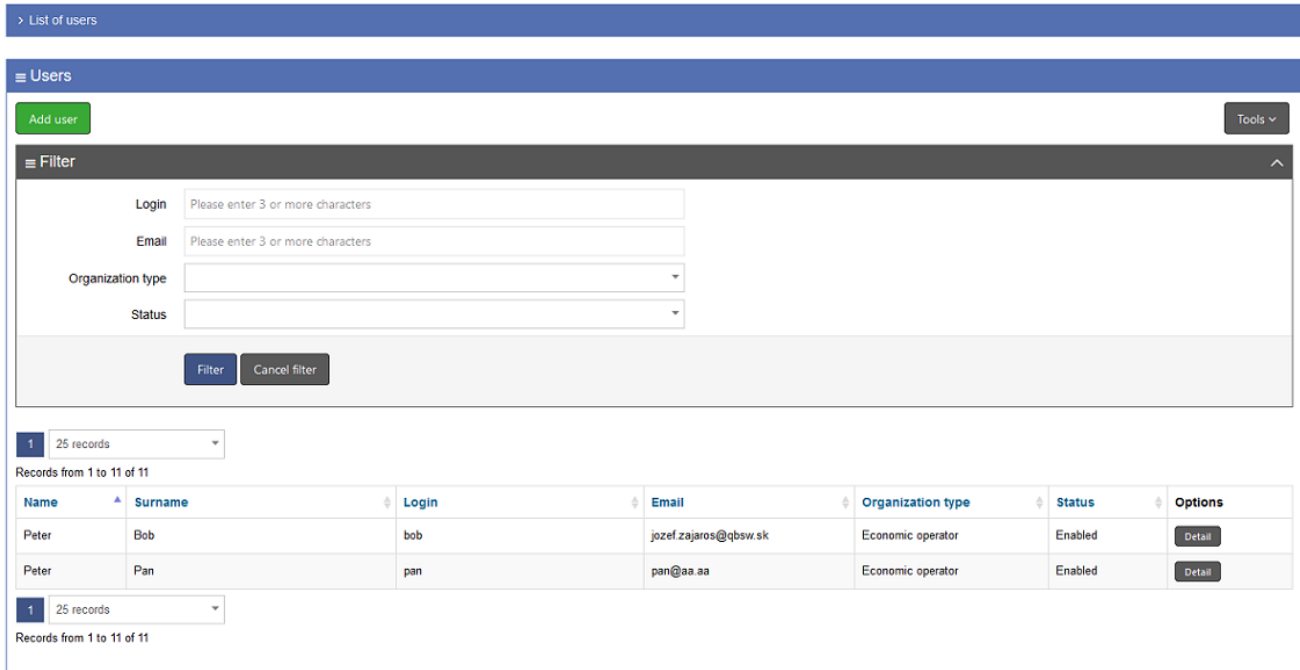[GUI-15-00-100] List of users

Image 127: List of users

On this screen you have these further functionalities accessible:

- Creation of new user account – by clicking the button **Add user**
- Detailed information about the user account – by clicking the button **Detail**

3.11.11.1 Creation of new user account

To create a new user account you have to click the button **Add user** on the screen "*[GUI-15-00-100] List of users*". After that you will be redirected to the screen "*[GUI-15-00-101] Registration of user*".

Registration of new user is executed by clicking the button **Add user** on the screen List of users. User has to fill in all the required data by creating a user and adding authorization for the user to access specific economic operator.

It is necessary to fill out all mandatory fields (marked with red asterisk).

Image 128: Registration of user

In the upper part of the screen you fill the personal information about the user. Be careful when entering your email address. If the user forgets his password, it is important, that we have the correct email address, otherwise, he will not be able to reset his password.

One email address can be used for creation of only one user account. If you try to use the email address that we already have in the system bound to another user account, the system will not allow you to do so.

In the middle part of the screen authorizations for specific economic operators are being set. That means under which economic operators will the new user be able to log in to the application and what application roles will be assigned to the user regarding the economic operator.

Image 129: Add authorization to economic operator

After you select the economic operator, click the button **Add authorization to economic operator**.

A new field "Permissions" will be displayed on the screen with the default set of application roles. These application roles can be removed by clicking the **x** sign next to the role's name. Other roles can be added by clicking the field **Permissions**. When you do that, the drop down list is displayeda and the role can be added by simply clicking on it.
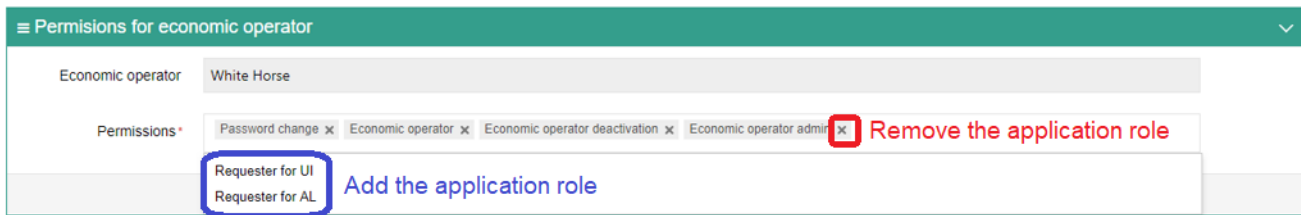
ALLSOFTCORP

Image 130: Add application roles to user

Note: Every economic operator must have at least one user who has the application role "Economic opertator admin".

In the lowest part of the screen login credentials are created, so user need to fill in all three required fields:

- Login
- Password
- Confirm password

Be carefull when choosing the login, because this is also one of the things, that you or the user won't be able to change in the future.

The password in the "Password" field must be at least 8 characters long. It must contain at least one small letter, one capital letter and one number.

Contents of the "Confirm password" field must be identical to the "Password" field.

Note: Only the user himself should know the password to his account. Even the admin should not know it. To increase the security we advise you this: when creating a new user account just set this user some default password and **do not tell it** to the user. That way the user would be forced to change it before his first log in to the application by using the functionality of forgotten password. Then he would be the only person to know his own password.

When all required fields are filled, click the button **Add** and the confirmation dialogue window will be displayed to you.
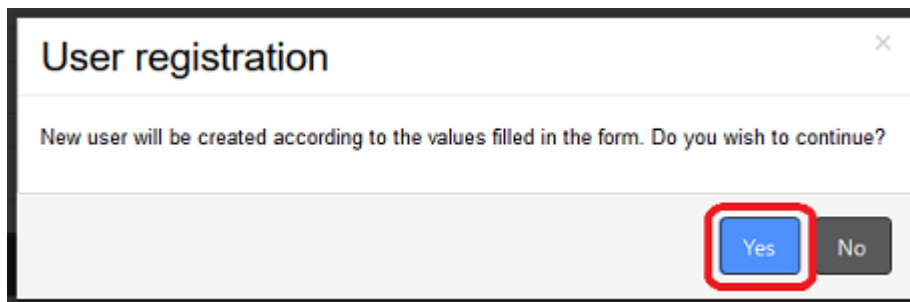

Image 131: Confirmation dialogue window - user registration

You need to click on the button **Yes** to confirm the creation of the new user account. After that you are redirected to the screen "*[GUI-15-00-100] List of users*" where you can see the new user in the displayed list of users.

3.11.11.2   User detail

The detail of the user is obtained by clicking the **Detail** button in the option column of the selected entity on the screen "*[GUI-15-00-100] List of users*". The screen "*[GUI-15-00-102] User detail*" displays detailed information about the user and his account. On this screen you have access to these further functionalities:

- Changing the password of the user – by clicking the button **Change password**
- Deactivation of the user – by clicking the button **Deactivate**
- Modification of the user account information - by clicking the button **Change**

- Returning to the previous page – by clicking the button **Back**

Image 132: User detail

3.11.11.3   Modification of the user account

To modify the user account information click the button **Change** on the screen "*[GUI-15-00-102] User detail*". After that you will be redirected to the screen "*[GUI-15-00-103] Modify user*". The only information that are allowed to be modified are:

- Title
- Email address

In addition to modification of user it is possible to modify permissions for access to different EOs:

- Remove existing application roles by clicking the **x** sign next to the name of the role
- Add new application roles from the drop down list displayed by clicking on the permissions field
- Remove entire permission to economic operator by clicking the button **Remove authorization to economic operator**.

Removing economic operator admin rights or the entire permission to economic operator (authorization to economic operator) is possible only if there is another user with administrator rights for that economic operator. It is not possible to have economic operator that does not have at least one user with administrator access rights.

That means that for example if you are a manufacturer or wholesaler who registered som first retail outlet as a third party and you no longer want to manage their registration in the Id Issuer system, first you need to create them a new user with the application role "Economic operator admin" and then you can remove your authorization to the economic operator (the first retail outlet).

Image 133: Modify user

To save the modified user account information click the button **Change.** After that the confirmation dialogue window will be displayed.
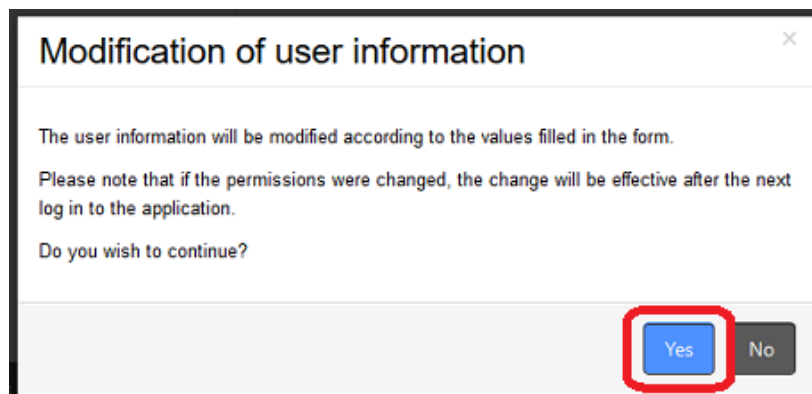

Image 134: Confirmation dialogue window - modify user

You need to click on the button **Yes** to confirm the modification of the user account. After that you are redirected to the screen "*[GUI-15-00-102] User detail*" where you can see the changes.

Please note that if you have changed the permission for economic operators, the changes will be effective after the next log in to the application.

3.11.11.4   Change user password

The permission to change other users password has only the user with the application role "Economic operator admin" as well as to every functionality within this section. You should use this functionality wisely and only when it is absolutely necessary.

To change the other user password click the button **Change Password** placed on the screen "*[GUI-15-00-102] User detail*". After that you will be redirected to the screen "*[GUI-15-00-104] Change user password*". Only fields active on this screen are:
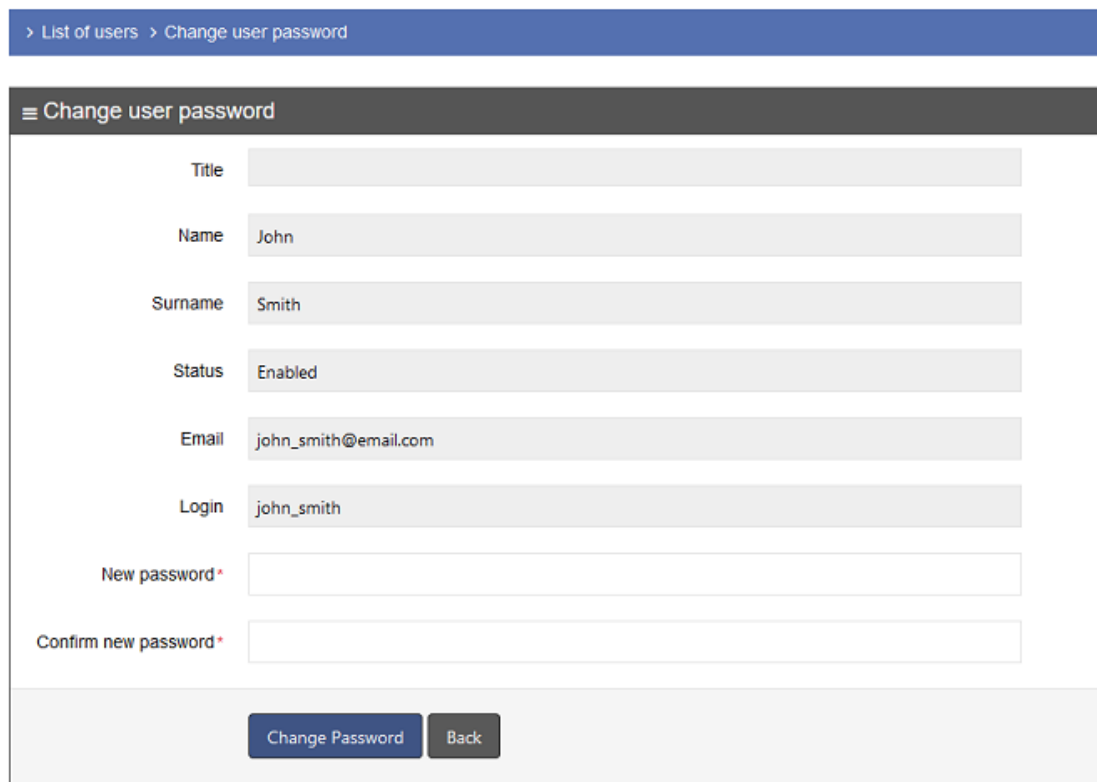
113

- New password
- Confirm new password

Contents of the "Confirm new password" field must be identical to the "New password" field.

The password in the "Password" field must be at least 8 characters long. It must contain at least one small letter, one capital letter and one number.

Note: Only the user himself should know the password to his account. Even the admin should not know it. To increase the security we advise you this: when changing a user password just set this user some default password and **do not tell it** to the user. That way the user would be forced to change it before his next log in to the application by using the functionality of forgotten password. Then he would be the only person to know his own password.

[GUI-15-00-104] Change user password

> List of users > Change user password

≡ Change user password

Title	
Name	John
Surname	Smith
Status	Enabled
Email	john_smith@email.com
Login	john_smith
New password *	
Confirm new password *	

Change Password   Back

Image 135: Change user password

When all required fields are filled, click the button **Change password** and the confirmation dialogue window will be displayed to you.

Password change

The user password will be changed according to the values filled in the form. Do you wish to continue?
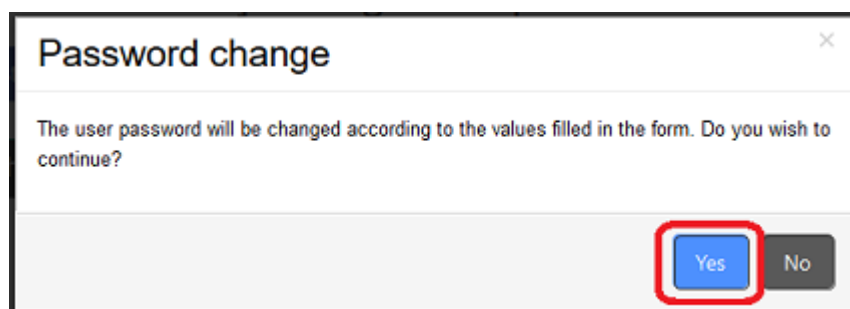
Yes   No

Image 136: Confirmation dialogue window – change user password

You need to click on the button **Yes** to confirm the user password change. If the values for new password entered in both fields match and it fulfils all security criteria, password change is executed and you are redirected to the screen "*[GUI-15-00-102] User detail*".

3.11.12   LOGOUT

You can log out from the application by clicking on **Logout** menu item in the left vertical menu or by selecting **Logout** by clicking the username in the upper right corner of the screen.

ALLSOFTCORP

4 HANDOVER OF THE REGISTRATION DATA TO ANOTHER ID ISSUER

We want to explain to you in this chapter, what will happen if you used our services for registration and requesting a unique identifiers as a substitutive Id Issuer when your competent Id Issuer was temporary absent and then it became ready to provide its services.

According to the **Article 4 (5)** of **Commission Implementing Regulation (EU) 2018/574**:

5. In the event of the temporary absence of the competent ID issuer, the Commission may authorise economic operators to use the services of another ID issuer that has been appointed in accordance with Article 3.

In cases like this when we are substitutive Id Issuer for some other Id Issuer, which starts to provide its services, the procedure is following:

1. The Id Issuer sends us a message, that it is ready to provide its services and it requests the registration data of all the economic operators, facilities and manufacturing machines for which it is a competent Id Issuer.

2. We send all the requested data in the requested format to the new competent Id Issuer.

3. Then we send the information to the Secondary repository, that we are no longer the owner of the registration data and also the information who is the new owner of these registration data.

4. From that moment you as an economic operator will no longer be able to change or correct your registration data in our Id Issuer system. You will still be able to log in to the applicatin but all the registration data will appear read-only for you. You will still be able to request the unique identifiers but be carefull when doing that. Please do that only in cases you are absolutely sure you need the unique identifiers from our Id Issuer and not from your new competent Id Issuer. That means only when you are planning to place your tobacco products on the Irish, Finnish or Swedish market.

To let you know that your registration is no longer administrated by our Id Issuer right in the application, there will be following information message on the top of the detail screens with your registration data:

- *[GUI-15-00-012] Detail of economic operator*: "*The registration of this economic operator is no longer administered by this Id Issuer. Therefore is not possible to correct or change the registration data in this system anymore.*"

- *[GUI-15-00-022] Detail of facility:* "*The registration of this facility is no longer administered by this Id Issuer. Therefore is not possible to correct or change the registration data in this system anymore.*"

- *[GUI-15-00-032] Detail of information concerning the manufacturing machine*: "*The registration of this manufacturing machine is no longer administered by this Id Issuer. Therefore is not possible to correct or change the registration data in this system anymore.*"