



## **How to import retail outlets via Excel**

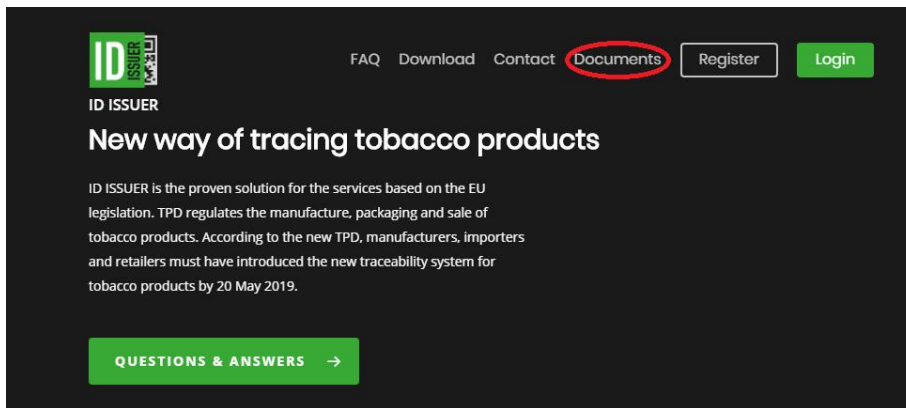
In accordance with **Commission Implementing Regulation (EU) 2018/574:**

**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 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.*

So if you are registering retail outlets that authorized you to register them in the ID Issuer system, you can do so after logging in the application. This can be done manually one by one (see Quick guide for registration of economic operator / retail outlet) or by importing a list of retail outlets via Excel file.

## STEP 1 PREPARATION OF EXCEL FILE

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”:



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.*



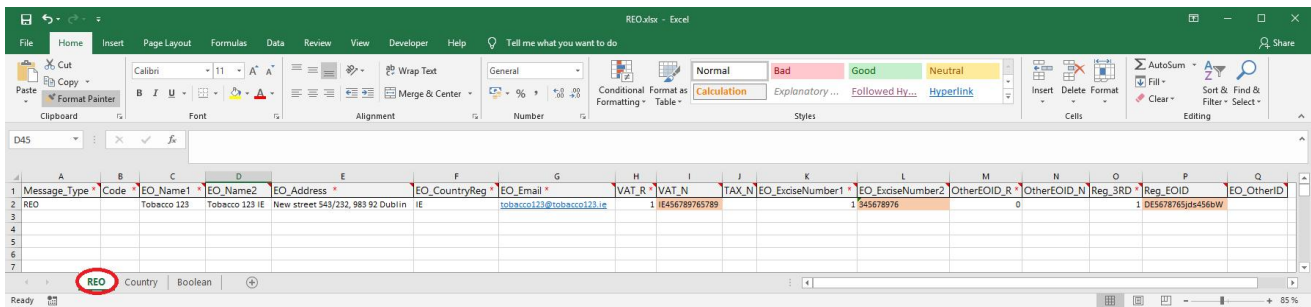
### Useful Guides

- Registration of EO and first retail outlet [Download Guide](#)
- User Account Creation [Download Guide](#)
- Password Reset [Download Guide](#)
- Data Qualifier Application Guide [Download Guide](#)

### Templates for Excel Upload Registration

- RFA [Download](#)
- REO [Download](#)
- RMA [Download](#)

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



You should only enter information in tab REO. Values that are expected in Excel fields are explained in table below:

Field	Comments	Priority	Values
Message_Type	Identification of message type	The content of this field is not validated, field can be left empty	REO
Code	The internal code of acknowledgement of the message.	M	
EO_Name1	Economic operator's registered name	It is mandatory to fill out this field	Name of economic operator that is being registered
EO_Name2	Economic operator's alternative or abridged name	Filling out this field is optional	Alternative or abridged name of economic operator that is being registered
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	It is mandatory to fill out this field	Country of economic operator that is being registered
EO_Email	Economic operator's email address used to inform about registration process, including subsequent changes and other required correspondence	It is mandatory to fill out this field	Email address of economic operator that is being registered
VAT_R	Indication of the VAT registration status	It is mandatory to fill out this field	0 – No VAT registration 1 – VAT number exists
VAT_N	Economic operator's VAT number	It is mandatory to fill out this field, if value entered in the previous field is VAT_R = 1	VAT number of economic operator that is being registered
TAX_N	Economic operator's tax registration number	It is mandatory to fill out this field, if value entered in the previous field is VAT_R = 0	TAX number of economic operator that is being registered
EO_ExciseNumber1	Indication if the economic operator has an excise number issued by the competent authority for the purpose of identification of persons/premises	It is mandatory to fill out this field	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	It is mandatory to fill out this field, if value entered in the previous field is EO_ExciseNumber1 = 1	Excise number of economic operator that is being registered
OtherEOID_R	Indication if the economic operator has been allocated an identifier by another ID Issuer	It is mandatory to fill out this field	0 – No 1 – Yes
OtherEOID_N	Economic operator identifier codes allocated by other ID Issuers	It is mandatory to fill out this field, if value entered in the previous field is OtherEOID_R = 1	Other EOID numbers of economic operator that is being registered, allocated to them by another ID Issuer

Reg_3RD	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	It is mandatory to fill out this field	0 – No 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	It is mandatory to fill out this field, if value entered in the previous field is Reg_3RD = 1	EOID number of economic operator that is submitting registration request for the retail outlet
EO_OtherID	Optional identifier of the economic operator	0	

## STEP 2

Log in to ID Issuer application and open the screen “[GUI-15-00-090] Bulk registration” by choosing the menu item “Bulk registration”.

### [GUI-15-00-090] Bulk registration

Bulk registration

≡ Bulk registration ▼

Import type\*

Import data from file\*

≡ List of registration request imports ▼

≡ Filter ▼

Request number

Creation date and time from

Creation date and time to

Type of the imported request

Records from 0 to 0 of 0

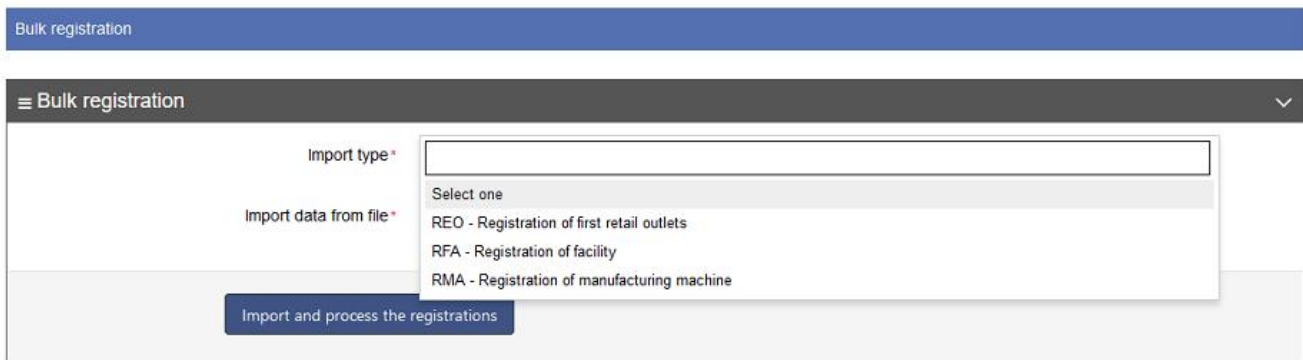
Request number	Creation date and time	Type of the imported request	Status of the request	Error message	Options
No records have been found or the filter has not been filled in					

Records from 0 to 0 of 0

### STEP 3

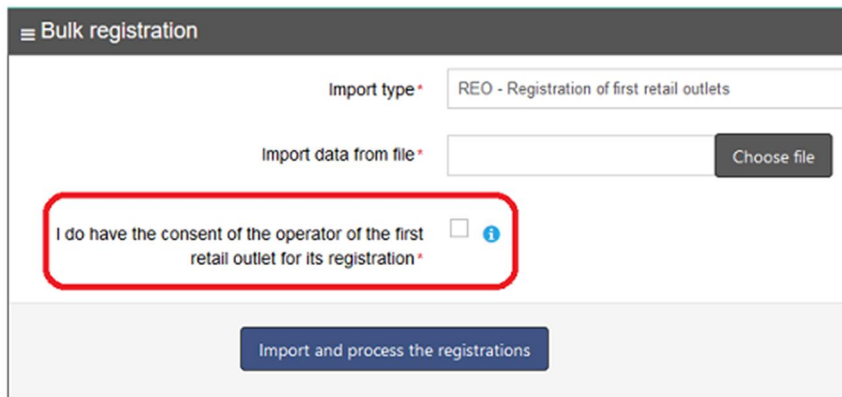
To import a registration request, select import type in the top half of the screen by clicking on the field to open drop-down list and select type REO – Registration of first retail outlets. Keep in mind that this type of request is used only for 3<sup>rd</sup> party registration of retail outlet as defined in Article 14 (3) of Commission Implementing Regulation (EU) 2018/574 and noted in the beginning of this quick guide.

#### [GUI-15-00-090] Bulk registration



The screenshot shows the 'Bulk registration' interface. At the top, there is a blue header with the text 'Bulk registration'. Below this is a dark grey navigation bar with a hamburger menu icon and the text 'Bulk registration'. The main content area has a light grey background. On the left, there are two labels: 'Import type \*' and 'Import data from file \*'. The 'Import type \*' field is a dropdown menu that is currently open, showing a list of options: 'Select one', 'REO - Registration of first retail outlets', 'RFA - Registration of facility', and 'RMA - Registration of manufacturing machine'. Below these fields is a blue button with the text 'Import and process the registrations'.

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.

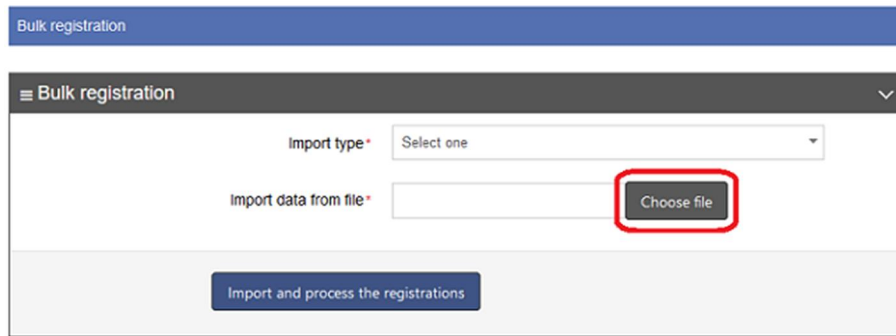


The screenshot shows the 'Bulk registration' interface. At the top, there is a dark grey navigation bar with a hamburger menu icon and the text 'Bulk registration'. The main content area has a light grey background. On the left, there are two labels: 'Import type \*' and 'Import data from file \*'. The 'Import type \*' field is a dropdown menu that is currently open, showing a list of options: 'REO - Registration of first retail outlets', 'RFA - Registration of facility', and 'RMA - Registration of manufacturing machine'. The 'Import data from file \*' field is a text input field with a 'Choose file' button to its right. Below these fields is a checkbox with the text 'I do have the consent of the operator of the first retail outlet for its registration \*'. The checkbox is currently unchecked. A red box highlights the checkbox and its text. Below the checkbox is a blue button with the text 'Import and process the registrations'.

### STEP 4

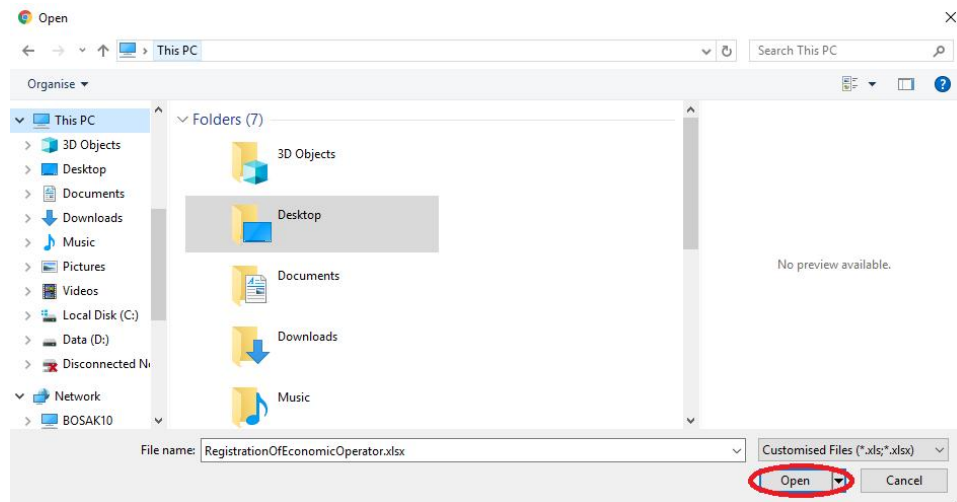
After you chose the type of import you want to do, you need to browse your computer for the filled excel file and import it to the system. You can do that by clicking the button **Choose file**.

## [GUI-15-00-090] Bulk registration



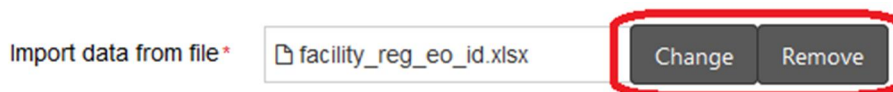
### STEP 5

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



### STEP 6

When file is selected, buttons **Change** and **Remove** will appear.

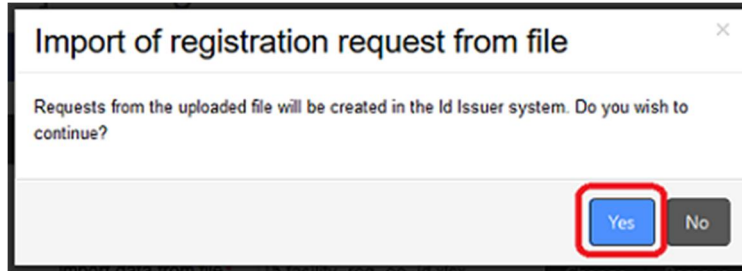


Button **Change** can be used if you realized that the file you chose is not the one you wanted and you want to change it. After you click on this button the Windows explorer window will be opened again.

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.

### STEP 7

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.



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

## STEP 8

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.

Request number	Creation date time	Type of the imported request	Status of the request	Error message	Options
IMP00051	30-May-2019 14:18:11	REO - Registration of economic operator	New		Download the imported file

## STEP 9

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.

Request number	Creation date and time	Type of the imported request	Status of the request	Error message	Options
IMP00416	16-May-2019 12:48:19	REO - Registration of first retail outlets	Processed		Download the imported file Download the result file
IMP00205	10-May-2019 15:27:44	REO - Registration of first retail outlets	Error	Imported file contains invalid data.	Download the imported file Download the result file

If you want to see exactly the file you uploaded to the 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 opened and in the last two columns “Result\_Status” and “Error\_Message” you can see the result of the processing.

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”.



R	S
Result_Status	Error_Message
ERROR	Unauthorized call.

This error means that field with EOID number of economic operator that is submitting registration request for the retail outlet was incorrectly filled.

OR

R	S
Result_Status	Error_Message
ERROR	Field 'EO_CountryReg' is invalid. Field 'EO_ExciseNumber1' is mandatory. 'EO_Name2' must contain at max 100 symbols. Field 'OtherEOID_R' is mandatory. 'EO_Email' must be a valid e-mail address. Value for 'Reg_3RD' is invalid. Field 'Reg_3RD' is mandatory. Field 'VAT_R' is mandatory.
ERROR	Field 'EO_ExciseNumber1' is mandatory. Field 'EO_CountryReg' is mandatory. Field 'OtherEOID_R' is mandatory. 'EO_Email' must be a valid e-mail address. Value for 'Reg_3RD' is invalid. Field 'Reg_3RD' is mandatory. Field 'EO_Address' is mandatory. Field 'VAT_R' is mandatory.

This error means that either Excel file in own format was used or that mandatory fields were not filled.

For rows that there were no errors found, Result\_Status and Error\_Message cells are empty.

If even one record contains error(s), the whole file will be rejected. It is necessary to correct the file or delete incorrect records, and import the corrected file again.

When the whole file is processed correctly, status of the request will be set to “PROCESSED”.

Type of the imported request	Status of the request	Error message	Options
REO - Registration of economic operator	Error	Imported file contains invalid data.	Download the imported file Download the result file
REO - Registration of economic operator	Processed		Download the imported file <b>Download the result file</b>

Here you can also use the button “Download the result file” to download the file with results of processing.

In this case, in result Excel file 2 new columns will appear and the one with header “Result\_Status” contain value “PROCESSED”.

R	S
Result_Status	Error_Message
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	
PROCESSED	

**NOTE**

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.