



How to import facilities via Excel

In accordance with 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.

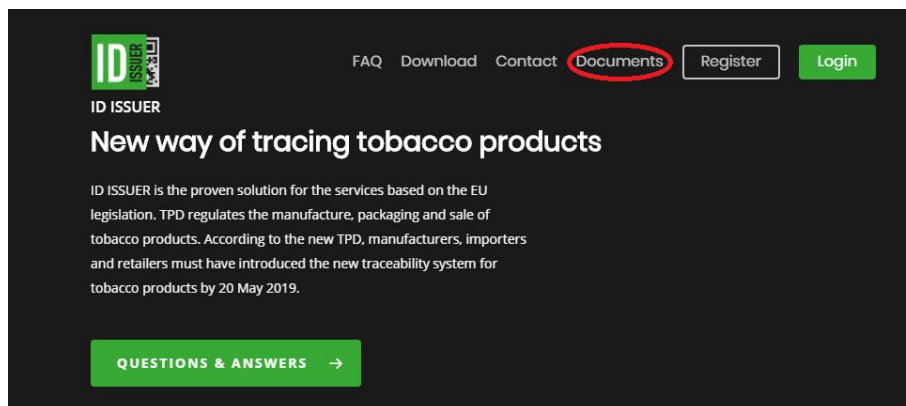
This can be done manually one by one (see Quick guide for registration of facility) or by importing a list of facilities via Excel file.

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 **Commission Implementing Regulation (EU) 2018/574**:

Article 16(3): 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.

STEP 1 PREPARATION OF EXCEL FILE

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**.



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

Registration of facilities

- Designated for economic operators or first retail outlets with a number of facilities / vending machines

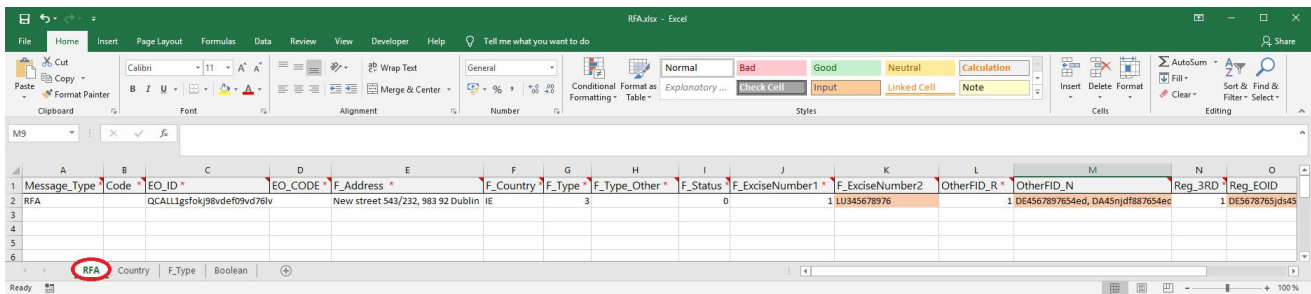
Useful Guides

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

Templates for Excel Upload Registration

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

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 RFA. 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	RFA
Code	The internal code of acknowledgement of the message.	M	
EO_ID	Economic operator identifier code	It is mandatory to fill out this field	EOID of the economic operator facility belongs to
EO_CODE	Economic operator's confirmation code provided in response to the registration of economic operator	The content of this field is not validated, field can be left empty	N/A
F_Address_Name	Facility's address – name part of the address	O	Address of facility

F_Address_Street One	Facility's address – street part of the address	M	Address of facility
F_Address_Street Two	Facility's address – second element of the street part of the address	O	Address of facility
F_Address_City	Facility's address – city	M	Address of facility
F_Address_Post Code	Facility's address – postal code information	O	Address of facility
F_Country	Facility's country	It is mandatory to fill out this field	Country of facility
F_Type	Type of facility	It is mandatory to fill out this field	Number representing type of facility: 1 (for manufacturing site with warehouse) 2 (standalone warehouse) 3 (retail outlet) 4 (other)
F_Type_Other	Description of other facility	It is mandatory to fill out this field, if value entered in the previous field is F_Type = 4	Facility description
F_Status	Indication if a part of the facility has a tax (excise) warehouse status	It is mandatory to fill out this field	0 for No 1 for Yes
F_ExciseNumber 1	Indication if the facility 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 for No SEED number 1 for SEED number exists
F_ExciseNumber 2	Facility'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 F_ExciseNumber 1 = 1	Excise number of facility
OtherFID_R	Indication if the facility has been allocated an identifier by another ID Issuer	It is mandatory to fill out this field	0 for No 1 for Yes (possible only for non-EU facilities)
OtherFID_N	Facility identifier codes allocated by other ID Issuers	It is mandatory to fill out this field if value entered in the previous field is OtherFID_R = 1	Facility identifier codes allocated by other ID Issuers
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 for No 1 for Yes (possible only if registering retail outlet, ie F_Type = 3)

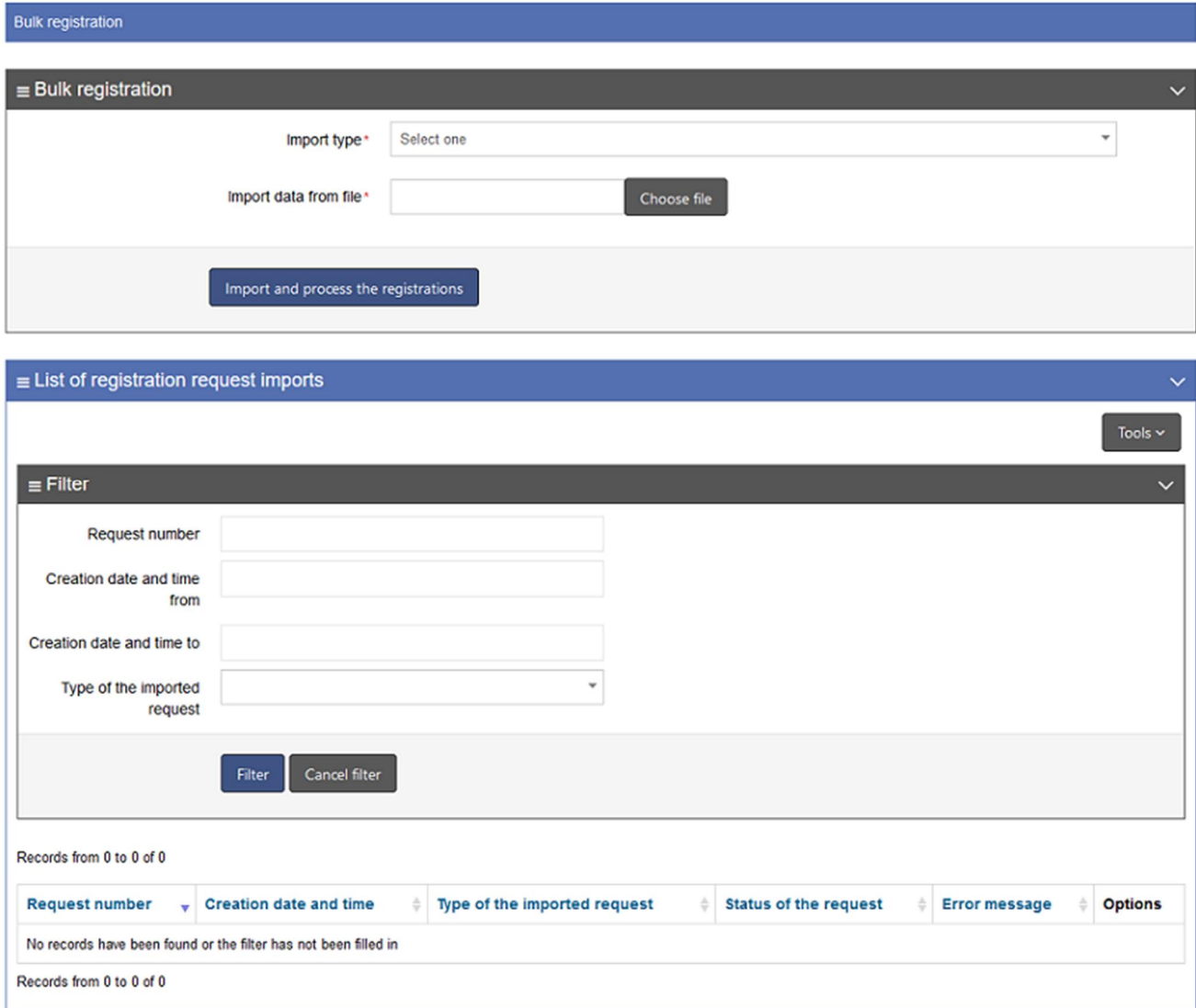


Reg_EOID	Identifier of the economic operator that acts on behalf of the retail outlet operator not involved otherwise in the tobacco trade	It is mandatory to fill out this field if value entered in the previous field is if Reg_3RD = 1	EOID of the economic operator authorized to register the facility by retail outlet
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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



The screenshot shows the 'Bulk registration' application interface. At the top, there is a blue header bar 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 is white and contains the following elements:

- An 'Import type*' dropdown menu with 'Select one' as the selected option.
- An 'Import data from file*' text input field with a 'Choose file' button to its right.
- A large blue button at the bottom of this section labeled 'Import and process the registrations'.

Below the main content area is another blue header bar with the text 'List of registration request imports'. To the right of this bar is a 'Tools' dropdown menu. Below the header is a dark grey navigation bar with a hamburger menu icon and the text 'Filter'. The main content area is white and contains the following elements:

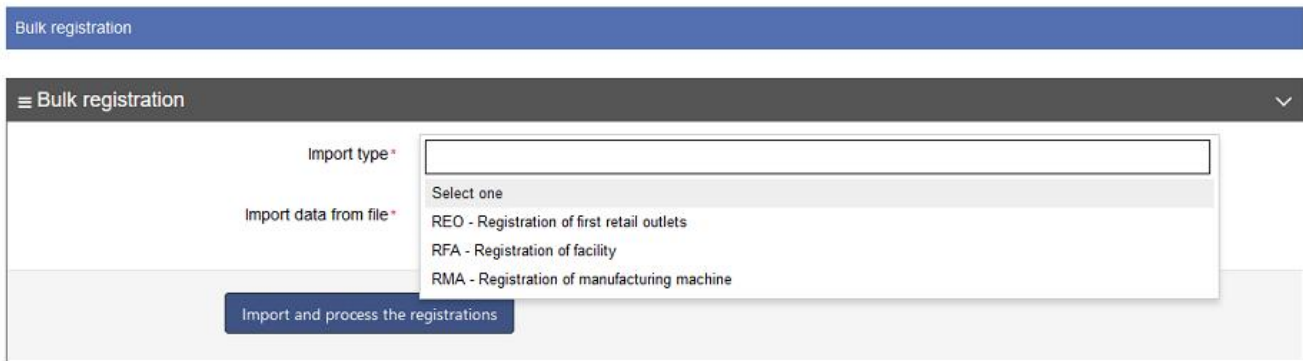
- A 'Request number' text input field.
- A 'Creation date and time from' text input field.
- A 'Creation date and time to' text input field.
- A 'Type of the imported request' dropdown menu.
- Two buttons at the bottom: 'Filter' and 'Cancel filter'.

Below the filter section, it says 'Records from 0 to 0 of 0'. There is a table with the following columns: 'Request number', 'Creation date and time', 'Type of the imported request', 'Status of the request', 'Error message', and 'Options'. The table is currently empty, and a message below it reads 'No records have been found or the filter has not been filled in'. Below the table, it says '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 RFA – Registration of facility. This type of request is used for registration of own facilities as well as 3rd party registration of retail outlet’s facilities as defined in Article 16 (3) of Commission Implementing Regulation (EU) 2018/574 and noted in the beginning of this quick guide.

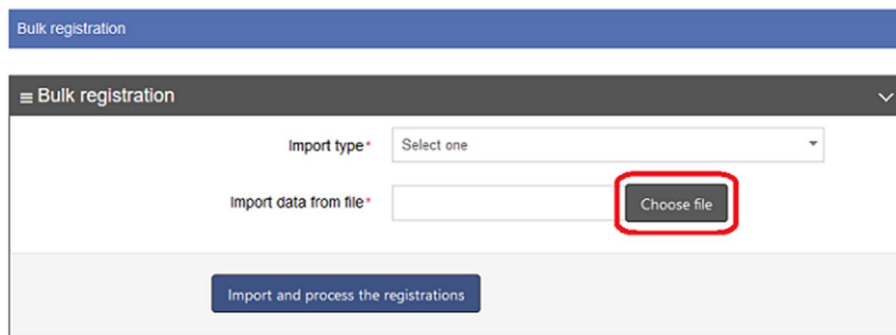
[GUI-15-00-090] Bulk registration



STEP 4

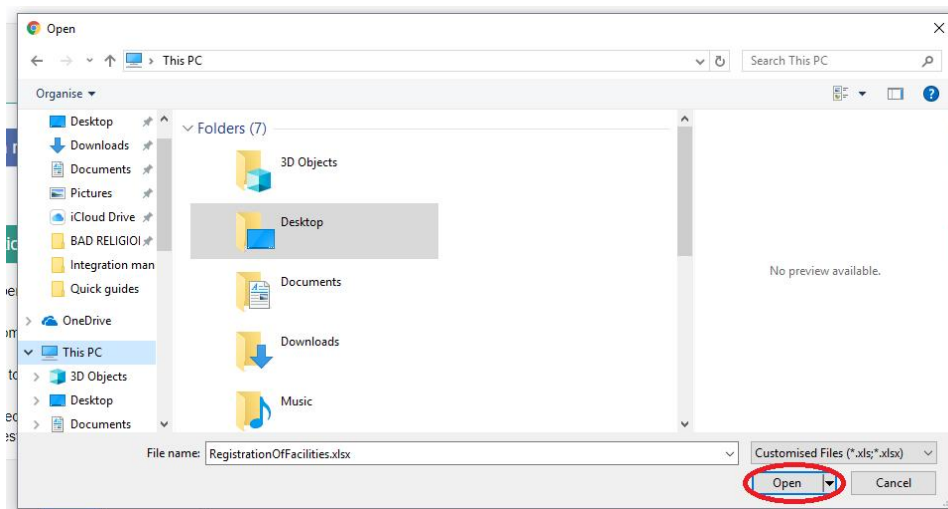
After you chose the type of import you want to do, you need to browse your computer for the filled excel file and import it to the system. You can do that by clicking the button **Choose file**.

[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
IMP00001	29-May-2019 14:00:35	RFA - Registration of facility	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.

≡ List of registration request imports

Tools ▾

≡ Filter ▾

1 25 records ▾

Records from 1 to 8 of 8

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

1 25 records ▾

Records from 1 to 8 of 8

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 Download the result file



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	
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