



UK ID ISSUER: USER MANUAL FOR ECONOMIC OPERATORS

DRAFT VERSION

dentsu
TRACKING

Summary of changes

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1 Introduction

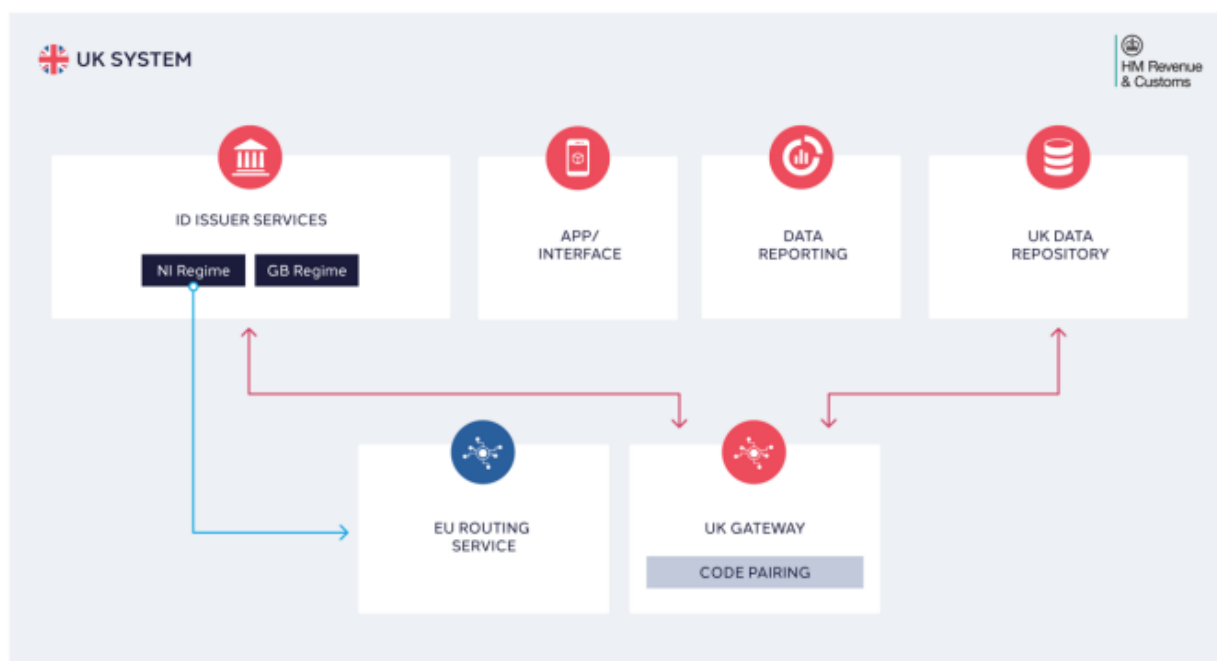
1.1 Purpose

This document defines the user guide the ID Issuer Web Application of the UK Tobacco Track & Trace System established and operated by Dentsu Tracking. The information provided in this document includes information about how work with:

- User management for the organisation
- Profile management for each user
- Request / manage API Credentials (OAUTH2 based, client + secret)
- Create, consult details, modify or de-register Economic Operator IDs (registered for the company or on-behalf)
- Create, consult details, modify or de-register Facility IDs (registered for the company or on-behalf)
- Create, modify or de-register Machine IDs.
- Verify Economic Operator IDs, Facility IDs and Machine IDs (across the entire registry, verifying their existence and validity)
- Dashboard providing insights of volumes of registry data
- Dashboard providing a summary of the code ordering activity
- Request upUIs (reordering functionality also will be available and explained in more details in this document)
- Request aUIs electronically

1.2 Scope

The UK Track & Trace system consists of the following sub-systems:



(Figure 1 – UK System Overview)

UK ID Issuer: Generates and issues unique identifier codes for tobacco products destined for and travelling through the UK Territory (Great Britain and Northern Ireland), as well as identifier codes that enable the registration of Economic Operator, Facilities and Machines in the system. This document focuses on the Web Interface part of it (UK ID Issuer Web Application)

UK Gateway: Economic operators must record all product movements and transactional data for tobacco products, from the manufacturer to last economic operator before the first retail outlet. All recorded data must be transmitted to the UK Gateway which will perform the applicable business and technical validations on the submitted data and provide a positive or negative acknowledgment message to the sender accordingly. For more information about the UK Gateway please refer to the "UK Gateway technical specifications" document.

UK Data Repository: The received data is subsequently transferred to the UK Data Repository where it is accessible to authorised personnel of HMRC and any other nominated authority

1.3 Audience

This document is intended for review and validation by the senior project team involved in the project (both internal and client) and, when signed off, will be the change management procedure for the project build team.

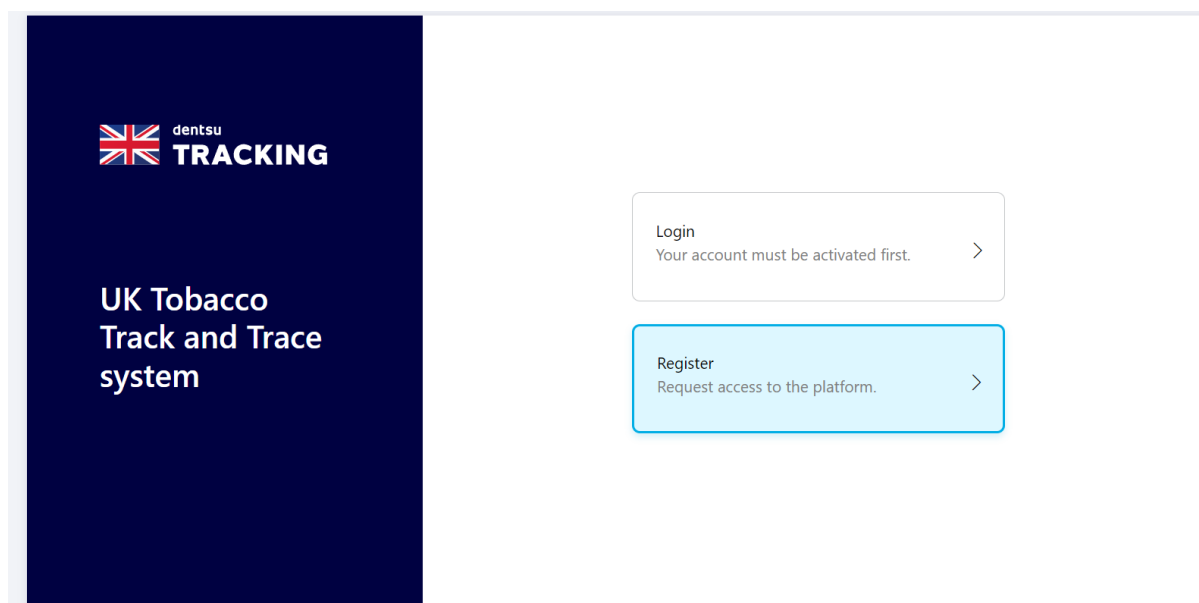
This is intended to be a working document with iterative review and update until sign off.

1.4 References

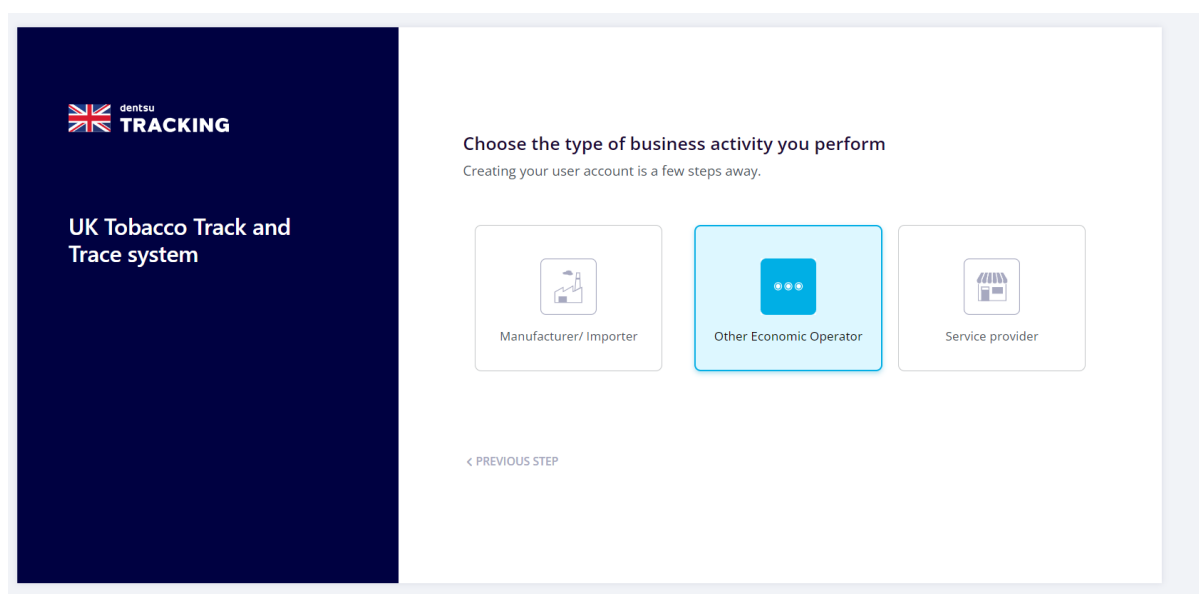
ID	Version	Title	
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2 New Registration: Onboarding Process

2.1 Organization Type



(Figure 2 – Organisation Registration)



(Figure 3 – Organisation Registration Type)

- By the nature of the business, if the Organisation activity is for Manufacturing or Importing tobacco products and in this case, it is required to purchase UIDs (upUIs and/or aUIs), "Manufacturer/Importer" option will be the one to choose.
- If by the nature of the business, an Organisation that is not a "Manufacturer" neither an "Importer", don't need to buy codes at all, but need to interact with the Registry, the option to choose will be: "Other Economic Operator" with "I wish to order aggregated level UIDs" condition unticked.

- If for some reason, an Organisation, that is not a "Manufacturer" neither an "Importer", but for some reason, needs to buy codes (only aggregated ones), "Other Economic Operator" with "I wish to order aggregated level UIDs" condition ticked is the option to select.
- If by the nature of the business, an Organisation only needs to provide IT services to the industry, "Service Provider" is the right option to choose, and in this case, there is no billing obligations for this type of Organisations.

2.2 Organisation Details

Organisation Details
Details about your organisation.

Organisation name*
Michael Manufacturer & Co LTD

Address*
Bury Old Road

Number* ⓘ
12

City*
Manchester

Zip code*
M25 1ND

Country*
United Kingdom of Great Britain

Please fill in either your VAT or TIN number*

☒ VAT
B123456

☐ TIN

< PREVIOUS STEP

Next >

(Figure 4 – Organisation Details)

Next step in the Onboarding Wizard, is related to the Organisation details such as:

- Organisation Name
- Address
- Number
- City
- Zip code
- Country
- VAT or TIN number

NOTE: Fields marked with an * are mandatory ones.

2.3 Billing Information

Billing information
Billing contact details

☒ I wish to order UIDs
☒ Billing address is different than the organisation address

Billing organisation name*

Please fill in either your VAT or TIN number*

☐ VAT
☐ TIN

Address* Number* ?

< PREVIOUS STEP Next >

(Figure 5 – Organisation Billing Details)

In this step of the Registration Process, it is when the Economic Operator must indicate whether he will order UID codes, by selecting the option "I wish to order UIDs", for the case of "Manufacturers/Importers" and for the case of "Other Economic Operators", it will be the option of "I wish to order aggregated level UIDs"

It will be also available the option of indicate a different Billing address, so if it is need it, an Economic Operator will be able to indicate:

- Billing organization name
- Billing VAT or TIN number
- Billing Address
- Billing Address Number

NOTE: For billing purposes, the information provided in here, must be UK based

2.4 User Information

(Figure 6 – Organisation Contact Information)

As last Step, before finalizing the Organisation registration, the user account will be also required, so with that, a user by default will be created with the details provided.

NOTE: *Terms and Conditions along the GDPR policy need to be accepted in order to use the UK ID Issuer*

(Figure 7- Registration Confirmation)

Once the registration process has finalised, the Economic Operator will receive an email with all the Organization details provided during the registration process, along the credentials to access to the UK ID Issuer, once the Dentsu Support team has verified that all the Organisation details provided during the registration process are ok. In any case, the Economic Operator will receive an email to be informed about the approval or not of his Organisation into the UK ID Issuer system.

**Organisation registration information**

Dear Michael H,

You submitted a request to register a new organisation. The details of your registration request are included in this e-mail below. Please note that your registration based on the details submitted will undergo internal validation in accordance with applicable (regulatory) rules. You will be notified by us as soon as your registration request was approved.

Registration summary**ORGANISATION DETAILS**

Organisation name: Michael Manufacturer & Co LTD

EO_CODE: QONXD7MW82

Organisation type:
Manufacturer/Importer

Street: Bury Old Road

Number: 12

City: Manchester

Postal code: M25 1ND

Country: United Kingdom

VAT: B123456

TIN:

BILLING DETAILS

Organisation name: Michael Manufacturer & Co LTD

Street: Bury Old Road

VAT : B123456

TIN:

Number: 12

City: Manchester

Postal code: M25 1ND

Country: United Kingdom

E-mail: fanaci9571@roxoas.com

First name: Michael

Last name: H

Telephone: +44789456123

USER INFORMATION

First name: Michael

Last name: H

E-mail: fanaci9571@roxoas.com

Telephone: +44789456123

Portal credentials

You can use the login data below to access your account:

- **Username:** fanaci9571@roxoas.com
- **Password:** eD8?tM0_kP7?nG

Please note that you are asked to change your password when you sign in for the first time.

Until your registration request successfully passed the validation process, you are only able to access the UK track & trace system with limited functionality. For example, you will not be able to request identifier codes and/or unique identifier codes.

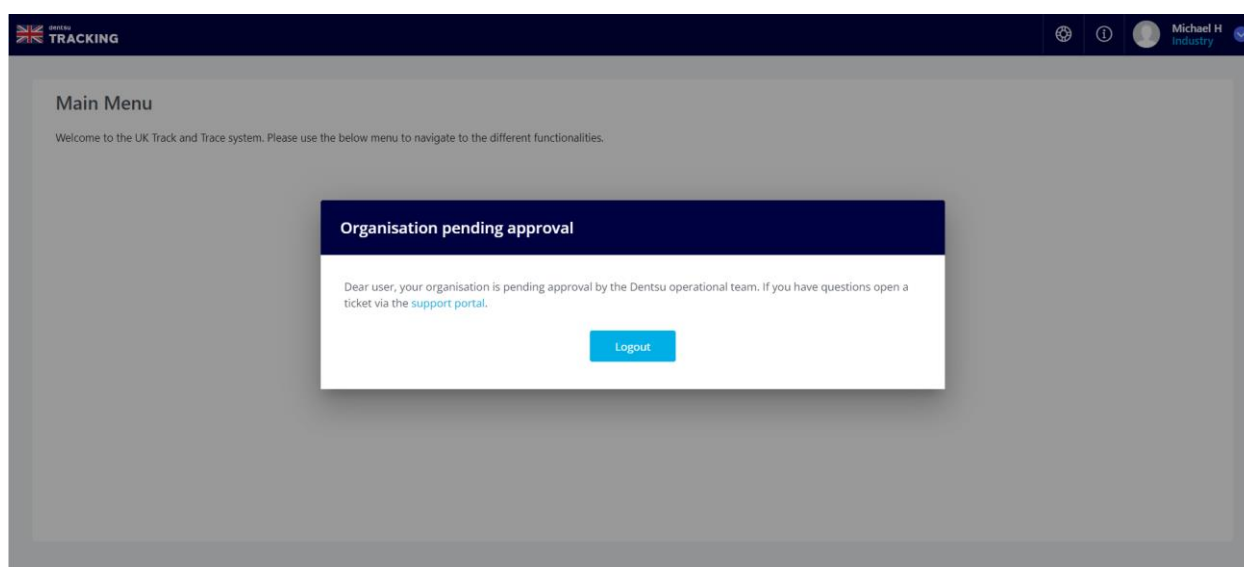
Access Portal

Kind regards,
Dentsu Tracking Support Team

UK Tobacco Track&Trace System

dentsu Tracking ©2022

(Figure 8 – Registration confirmation email)



(Figure 9 – Organisation pending approval)

**Organisation account activated**

Dear Michael H,

We are happy to inform you that your request to register an organisation account in the UK Track & Trace system successfully passed the validation process. Your organisation account is now active and you are able to make use of all available functionalities.

Please use the following username to access your account:

fanaci9571@roxoas.com

You should use the temporary password received from us in the initial registration confirmation e-mail. If you have changed your password in the meanwhile, please use the new password to log in your account.

Access Portal

Kind regards,
Dentsu Tracking Support Team

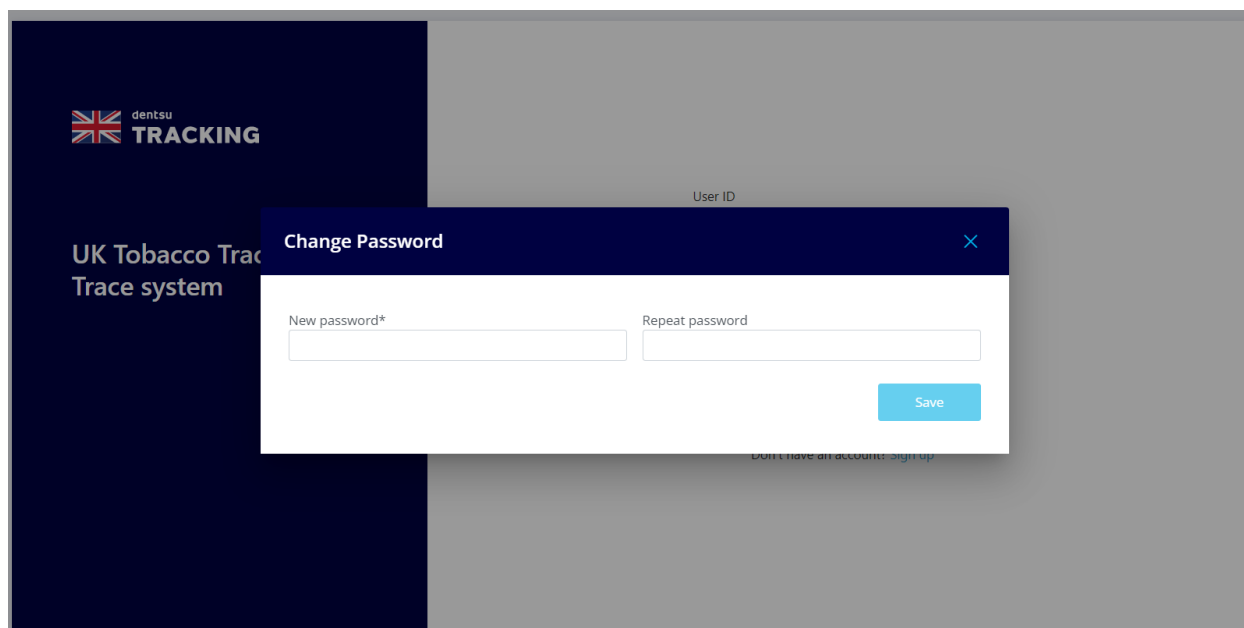
(Figure 10 -Organisation account activation email)

3 Inside the UK ID Issuer Web Application

3.1 Account

3.1.1 Login into the UK ID Issuer Application

The very first time that a user accesses into the UK ID Issuer, for security reasons, he will be enforced to change the password that he received in the welcome email.

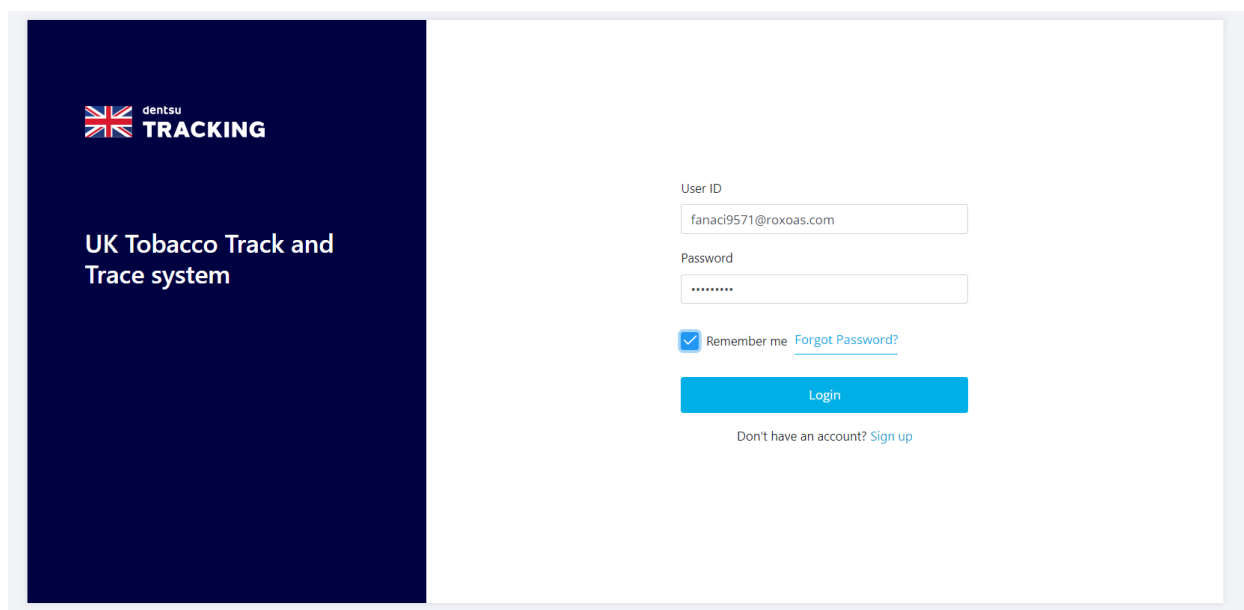
The screenshot shows a web application interface for the 'UK Tobacco Trace system'. On the left, there is a dark blue sidebar with the 'dentsu TRACKING' logo (a Union Jack flag) and the text 'UK Tobacco Trace system'. The main area is light gray. A dark blue modal dialog box titled 'Change Password' is centered on the screen. It contains two input fields: 'New password*' and 'Repeat password'. Below these fields is a blue 'Save' button. In the background, a 'User ID' label is visible, and at the bottom right, there is a link that says 'Don't have an account? sign up'.

(Figure 11 – User password change)

NOTE: Password introduced needs to be compliant with the following password policy:

- Password must contain a lower case letter
- Password must contain an upper case letter
- Password must contain a special character
- Password must contain a number
- Password must contain at least 8 characters

For the rest of the cases, the user will only need to introduce your “User ID” and “Password” and click on the “Login” button

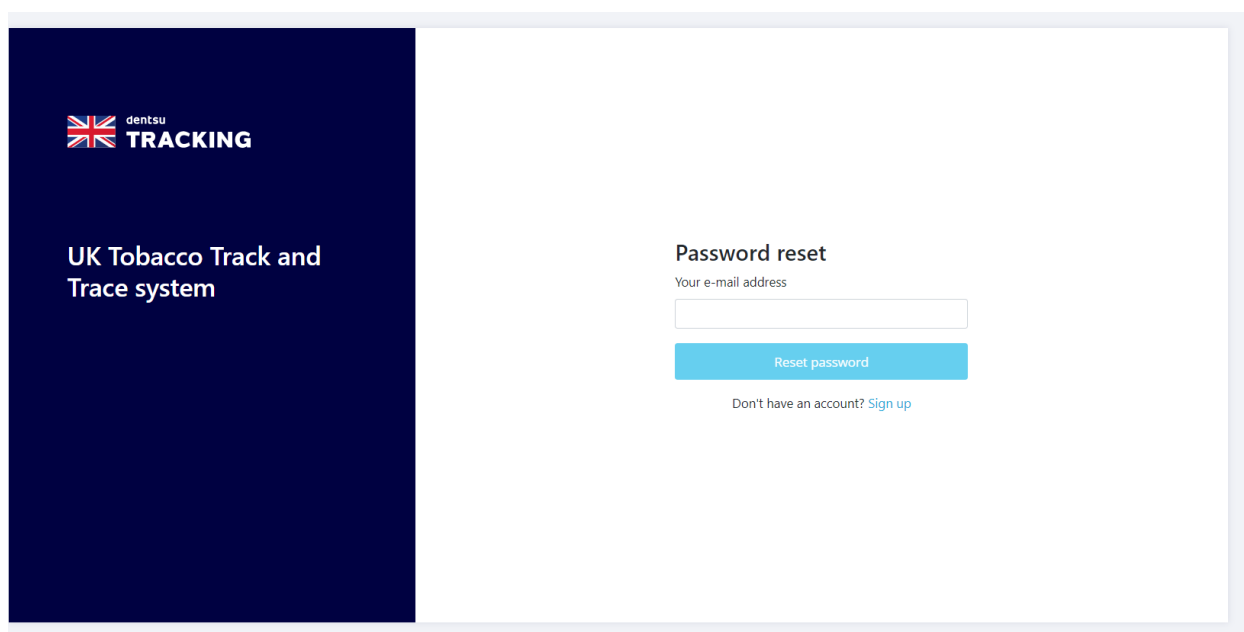


(Figure 12 - Login)

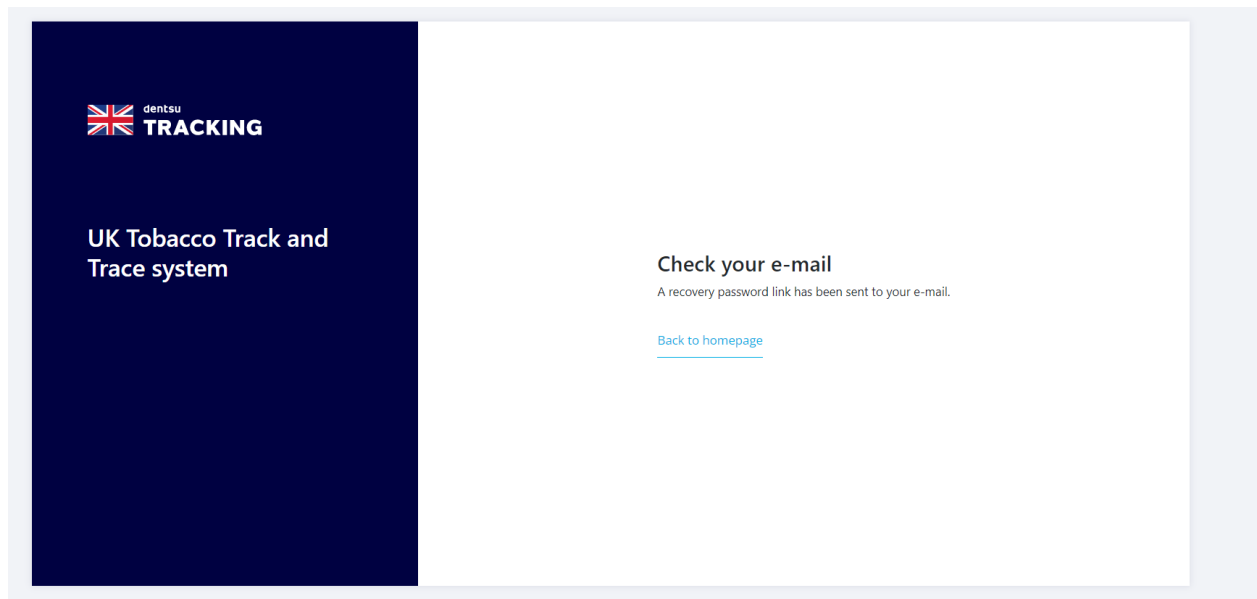
3.1.2 Forgot Password

This option allows to the user who have forgotten his password to unlock, retrieve, or reset it, by introducing an email address, and once user clicks on the “Reset Password” button, an email with instructions to complete the resetting will be sent to the provided email address.

NOTE: *It is important to check the spam folder*

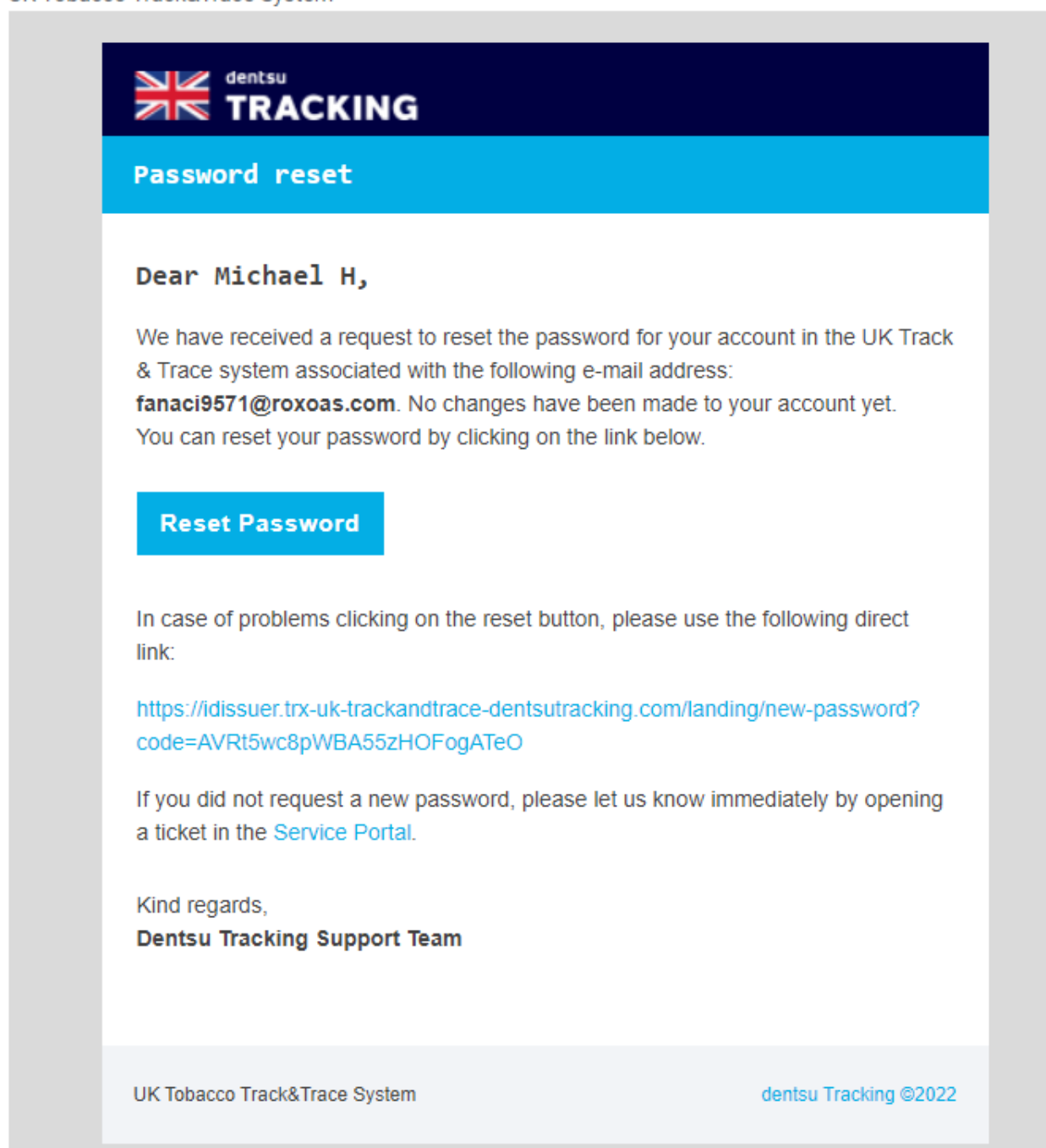


(Figure 13- Password reset)



(Figure 14 – Password reset confirmation)

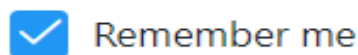
UK Tobacco Track&Trace System



(Figure 15 – Password reset email)

3.1.3 "Remember Me"

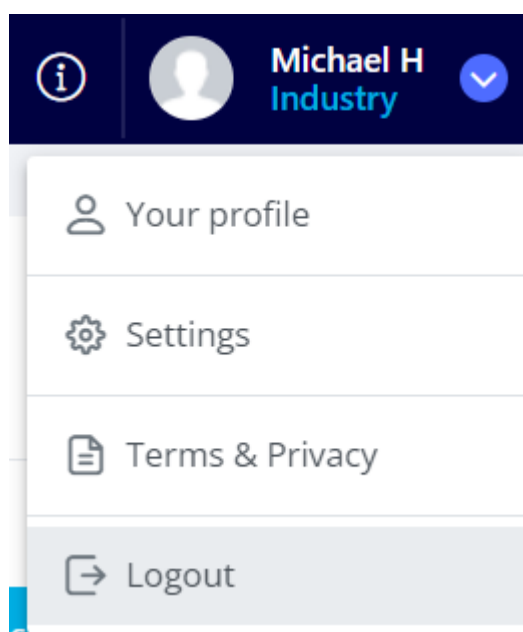
Once the Economic Operator is authenticated, by selecting this checkbox, the next time the user go back, he will be signed back in automatically, so there is no need to type the password every time the Economic Operator need to access into the UK ID Issuer Web application



(Figure 16- Remember me login option)

3.1.4 Logout

When the current Economic Operator wishes to end the login session, by pressing the "Logout" option on the right upper corners of the UK ID Issuer Web application:



(Figure 17 – Logout option)

3.2 Main Navigation

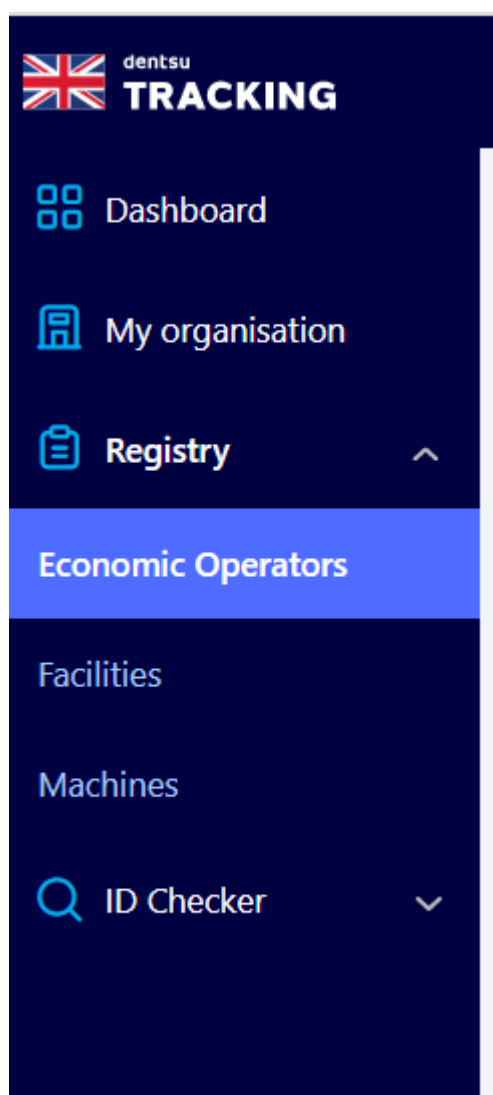
Once the Organisation has been approved, the user has accepted the Terms and Conditions and also the GDPR policy, and has reset the default password created for that user, the "Main Menu" will be displayed.

By clicking on the upper left image, users will be able to navigate back to the “Main Menu”



(Figure 18 – Logo navigation)

In every specific section of the UK ID Issuer, there is a specific Menu, called “Main Menu”, that allows navigation across other specific functionalities. (This will be described in the specific sections)



(Figure 19: Example of a Main Menu)

Common elements for all “views”:



On the top right part of the screen and it is a link to the Support Portal to open tickets with Support.



On the top right part of the screen and it is a link to the Document Centre

3.3 “Your Profile”

3.3.1 Edit Profile Information

Economic Operators can change at any time their profile information. To do that, they need to select “Your Profile”, change the information need it and press button **“UPDATE PROFILE”**:

- First Name *
- Las Name *
- E-mail: Professional e-mail address
- Change current password

CHANGE PASSWORD

☒ Change current password

New password*

Confirm new password *

(Figure 20 – Profile change password option)

In order to be compliant with best practices and security, UK ID Issuer Web application allows to users to change their passwords every time that it is need it. This functionality is available in:

Your profile

PERSONAL INFORMATION

First name* Last name* E-mail

CHANGE PASSWORD

☒ Change current password

New password* Confirm new password *

Antonia Pazos
Industry

Your profile
Settings
Terms & Privacy
Logout

(Figure 21 – Login details)

The user only needs to select option “Change current password”, type new password and a confirmation of it into the corresponding fields, and click on **“Update profile”** button.

- Using the password resetting option explained above.

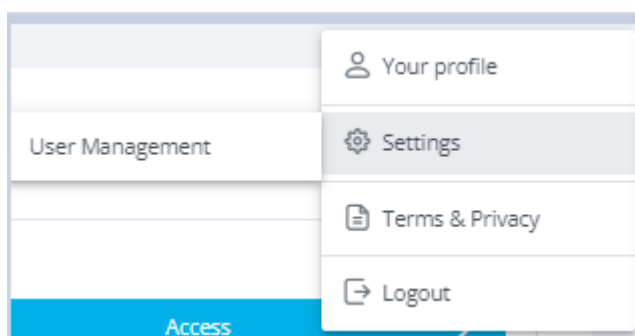
NOTE: *In any case, new passwords introduced needs to be compliant with the following password policy:*

- Password must contain a lower case letter
- Password must contain an upper case letter
- Password must contain a special character
- Password must contain a number
- Password must contain at least 8 characters

NOTE: *This option will be available for all Organisations: Manufactures/Importers, Other Economic Operators and Service Providers*

3.3.2 Settings

“Settings” option will be available on the Profile section of the UK ID Issuer Web Application and it is used to navigate to the “User Management” section. *(It will be described in this document, under the “User management” section)*



(Figure 22- Settings option)

3.3.3 Terms & Conditions/Privacy

Dentsu issues Terms & Conditions that govern the overall use of the ID Issuer Services provided to Economic Operators, including applicable SLAs as laid down in CIR 2018/574 and/or otherwise agreed with HMRC. The Terms & Conditions must be accepted by all Economic Operators prior to using the production environment of the UK ID Issuer platform.

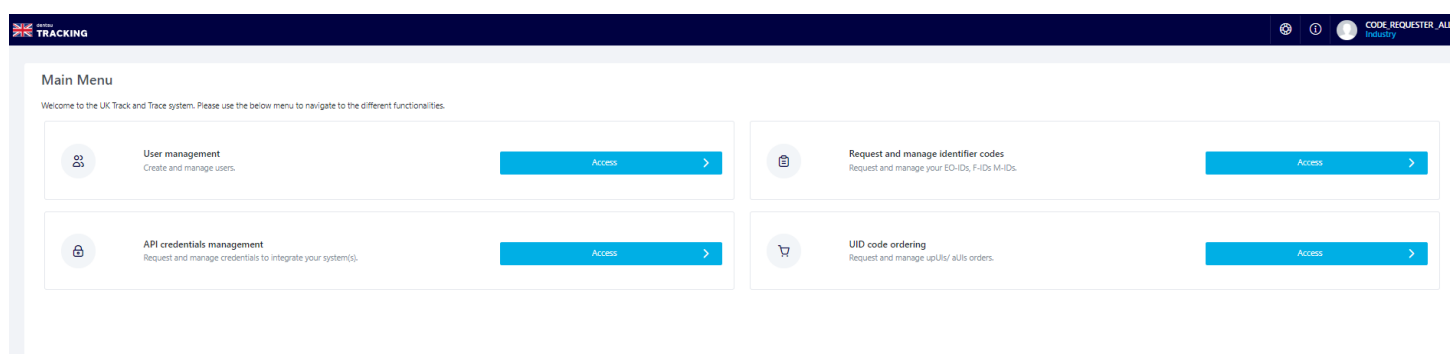
Economic Operators requesting UI codes from the ID Issuer will also have to accept additional terms governing the commercial aspects linked to the generation and issuing of UI codes, including invoicing and payment modalities. For those Economic Operators, the specific terms are included in the general Terms & Conditions document, which must be accepted by them prior to submitting every UI code order request. Acceptance takes place via ticking the box "Accept Dentsu Terms & Conditions" in the Web Interface or by declaring such acceptance in the API (via parameter: "Accept_Terms") when submitting an order request. The respective Terms & Conditions document is going to be accessible to Economic Operators via the ID Issuer Web Interface and the API environment.

3.4 Landing Page, Functionalities & Options

3.4.1 Manufacturers/Importers

Manufacturer/Importer can perform the following activities:

- Request upUIs (unit level unique identifiers) and aUIs (aggregated level unique identifiers).
- Manage their registry by requesting/modifying/de-registering Identifier Codes (EOIDs, FIDs, MIDs).
- Request API credentials for the UK Track&Trace System.

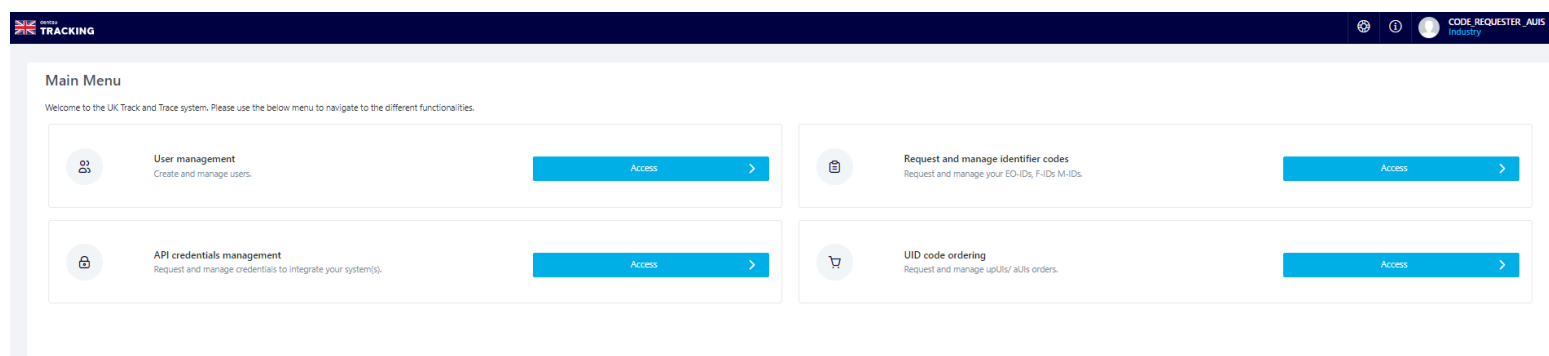


(Figure 23 : Manufacturer/Importer view)

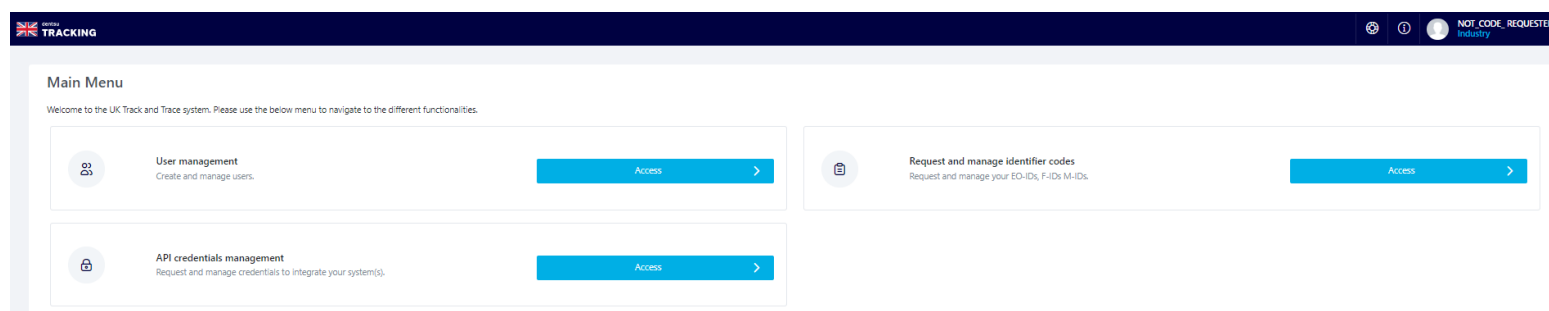
3.4.2 Other Economic Operators

Other Economic Operator can perform the following activities:

- Request aUIs (aggregated level unique identifiers) (**NOTE:** *Only Other Economic Operators that have provided billing information can request codes. If your organisation is already onboarded and wish to order aggregated level UIs, please contact uktntsupport@dentsu.com*).
- Manage their registry by requesting/modifying/de-registering Identifier Codes (EOIDs, FIDs, MIDs)
- Request API credentials for the UK Track&Trace System



(Figure 24: Other Economic Operator Code Requestor aUIs view)

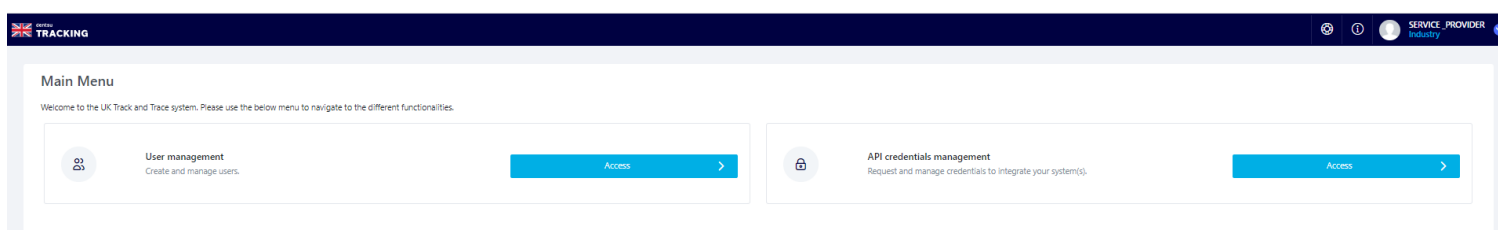


(Figure 25: Other Economic Operator Not Code Requestor aUIs view)

3.4.3 Service Providers

Service Provider can perform the following activities:

- Request API credentials for the UK Track&Trace System in order to submit messages to the UK Gateway on behalf of customers.

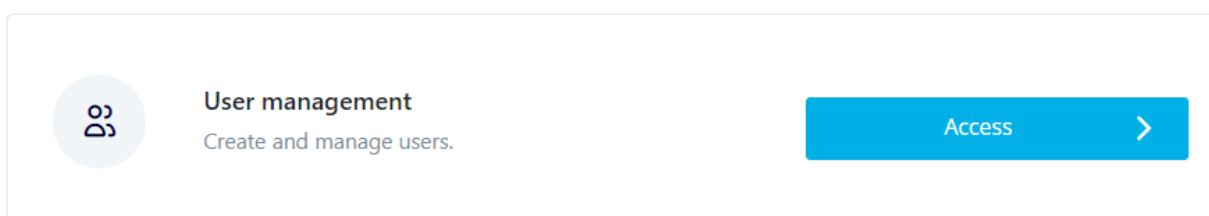


(Figure 26: Service Provider view)

3.5 User Management

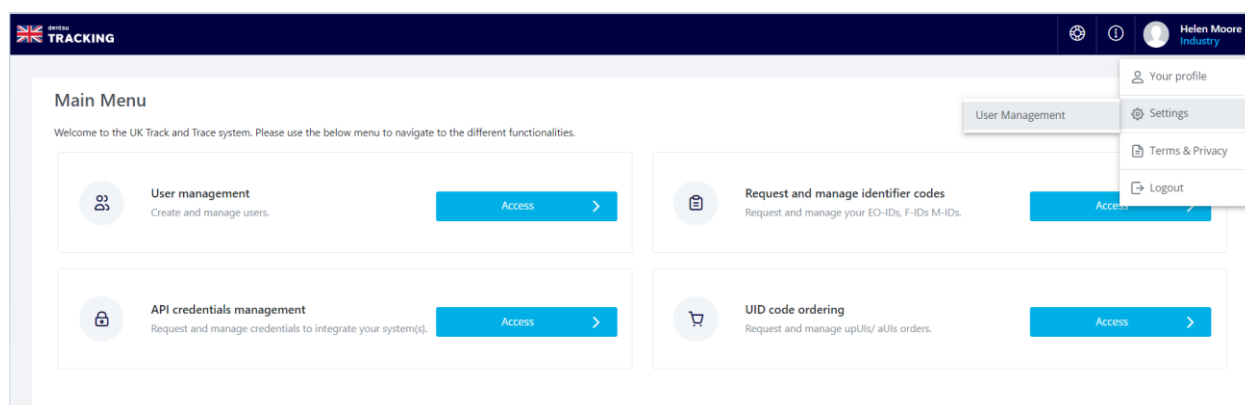
In order to handle the users in the UK ID Issuer, there is full suite developed to work with them. To access to this functionality, there are a couple of options:

- From the "Main Menu"



(Figure 27 – User Management Landing page view)

- From the "Settings" option located in the User Profile part (right upper corner)



(Figure 28 – User management option from Settings)

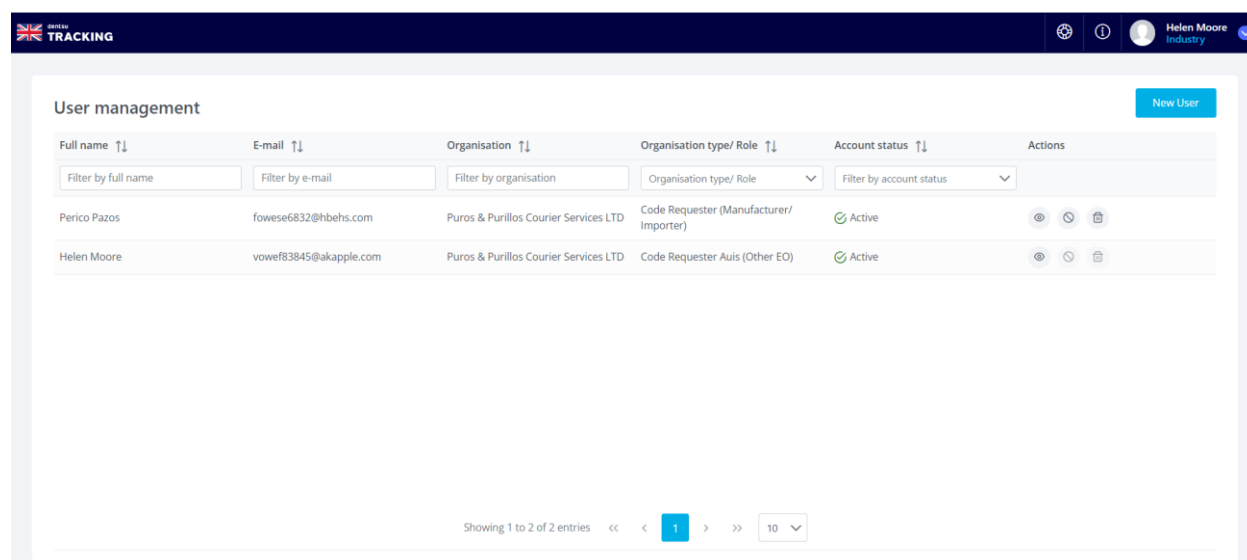
In the following subsections, the following functionality will be described:

- List Users
- Filtering Users (filters)
- View Users
- Edit Users
- Create New User
- Activate/Deactivate Users
- Delete Users

NOTE: This option will be available for all Organisations: Manufactures/Importers, Other Economic Operators and Service Providers

3.5.1 List Users

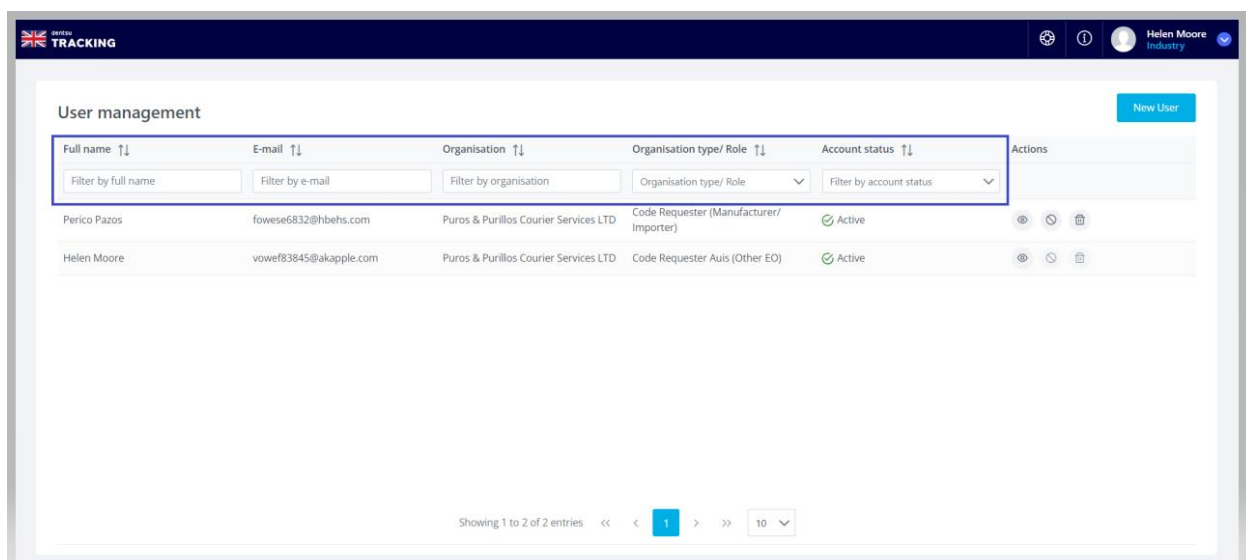
Through the “User Management” Module, the Economic Operator will be able to list all the existing users in his Organisation:

**(Figure 29 – User Management view)**

NOTE: All the results will be paginated in groups of 10 items per page

3.5.2 User Filters

It is also possible to filter and sort by the following columns:

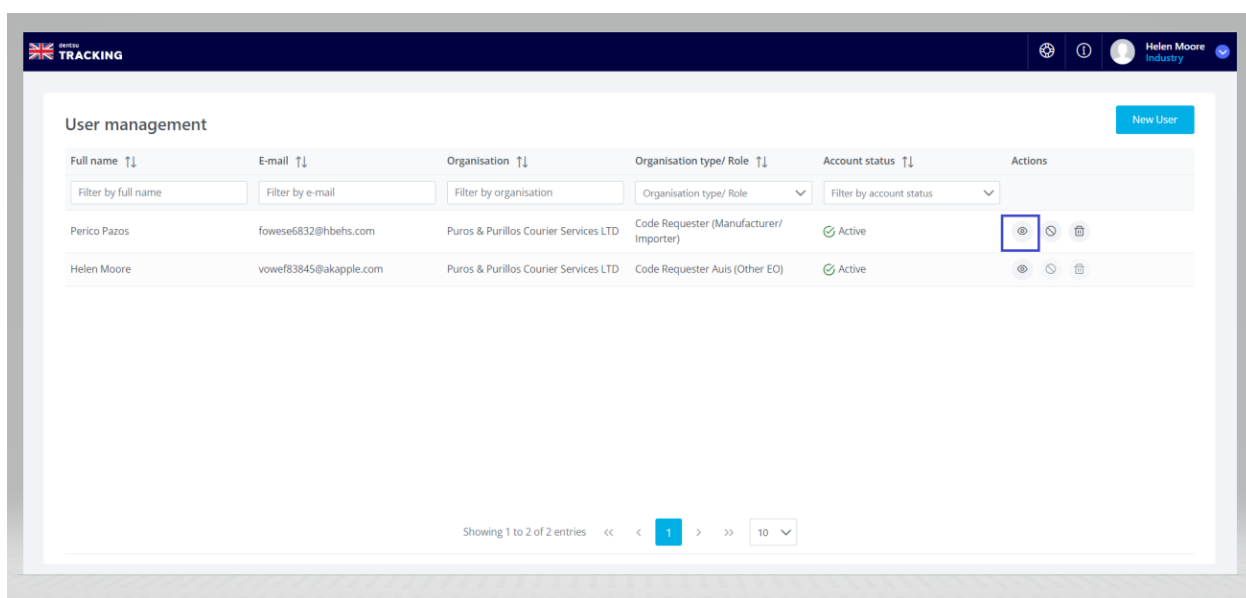


(Figure 30 – User Management filters)

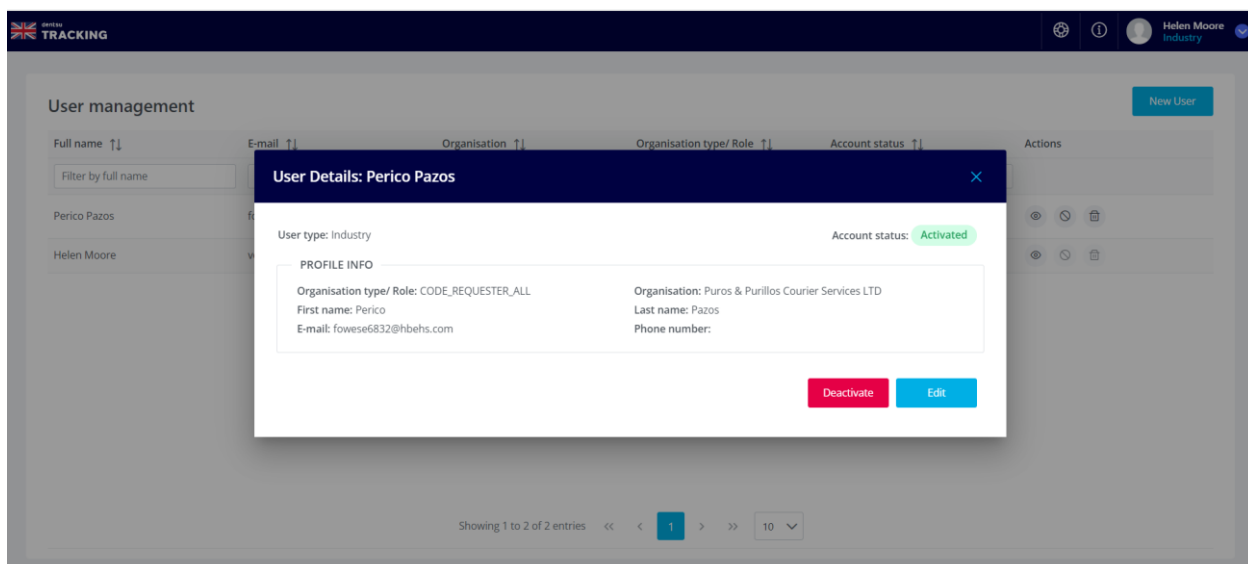
- **Full Name:** Full user name
- **E-mail:** User e-mail addresss
- **Account Status:** If the account is Active or not

3.5.3 View User Details

Economic Operator can always consult “user” details:



(Figure 31- User Management view details option)

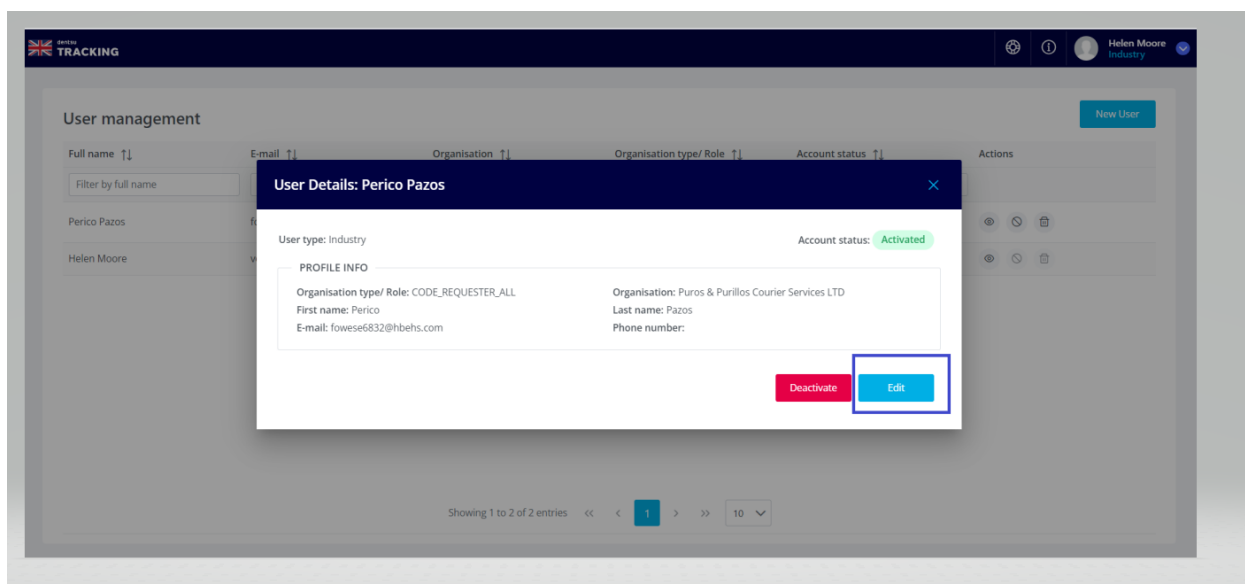


(Figure 32 – User details modal box)

3.5.4 Edit Users

User details can be modified when “Edit” button is pressed, and automatically a set of columns will be displayed to allow the Edition:

- First name
- Last name
- E-mail
- Phone number



(Figure 33 – User Management Edit option)

The screenshot displays the 'User management' interface. A modal window titled 'User Details: Perico Pazos' is open, showing the following details:

- User type: Industry
- Account status: Activated
- PROFILE INFO:
 - First name*: Perico
 - Last name*: Pazos
 - E-mail: fowese6832@hbehs.com
 - Phone number: +44123456789

At the bottom of the modal are 'Cancel' and 'Save' buttons. The background interface shows a list of users with 'Perico Pazos' and 'Helen Moore' visible, and a 'New User' button in the top right corner.

(Figure 34 – User Management Save option)

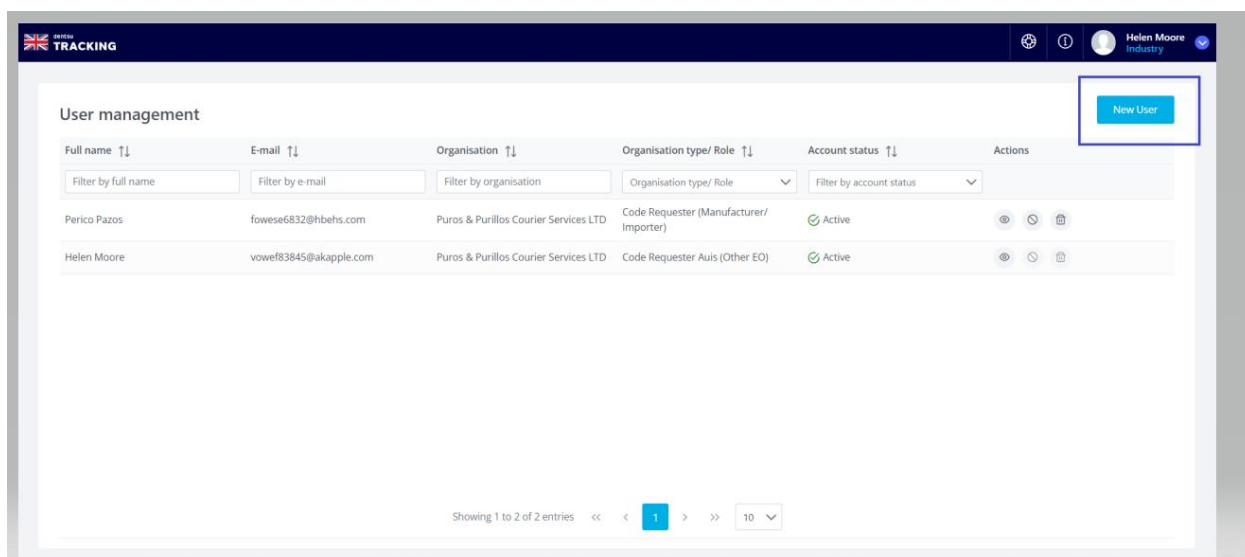
Once the changes have been made, just press button "Save" to save changes

NOTE: Mandatory fields are marked with (*)

3.5.5 Create New User

To create new users into an Organisation already registered in the UK ID Issuer, it is required to press "New User" button and a new form will be opened up to be populated with the new user information:

- **First name *:** User First name
- **Last name *:** User Last name
- **E-mail *:** User's Professional e-mail
- **Phone number:** User's professional phone number
- **Password *:** User password compliant with policy explained in this document
- **Repeat password *:** Password confirmation



(Figure 35 – User Management New User creation)

The screenshot shows the 'New User' form. It has a section titled 'USER DATA' with the following fields: First name*, Last name*, E-mail*, and Phone number. The E-mail field has a red border and a message 'E-mail is required.' below it. The Password* field has a red border and a message 'Password does not match the policy' below it. The Repeat password* field is empty. There is a 'New User' button at the bottom right.

(Figure 36 -User Management New User form)

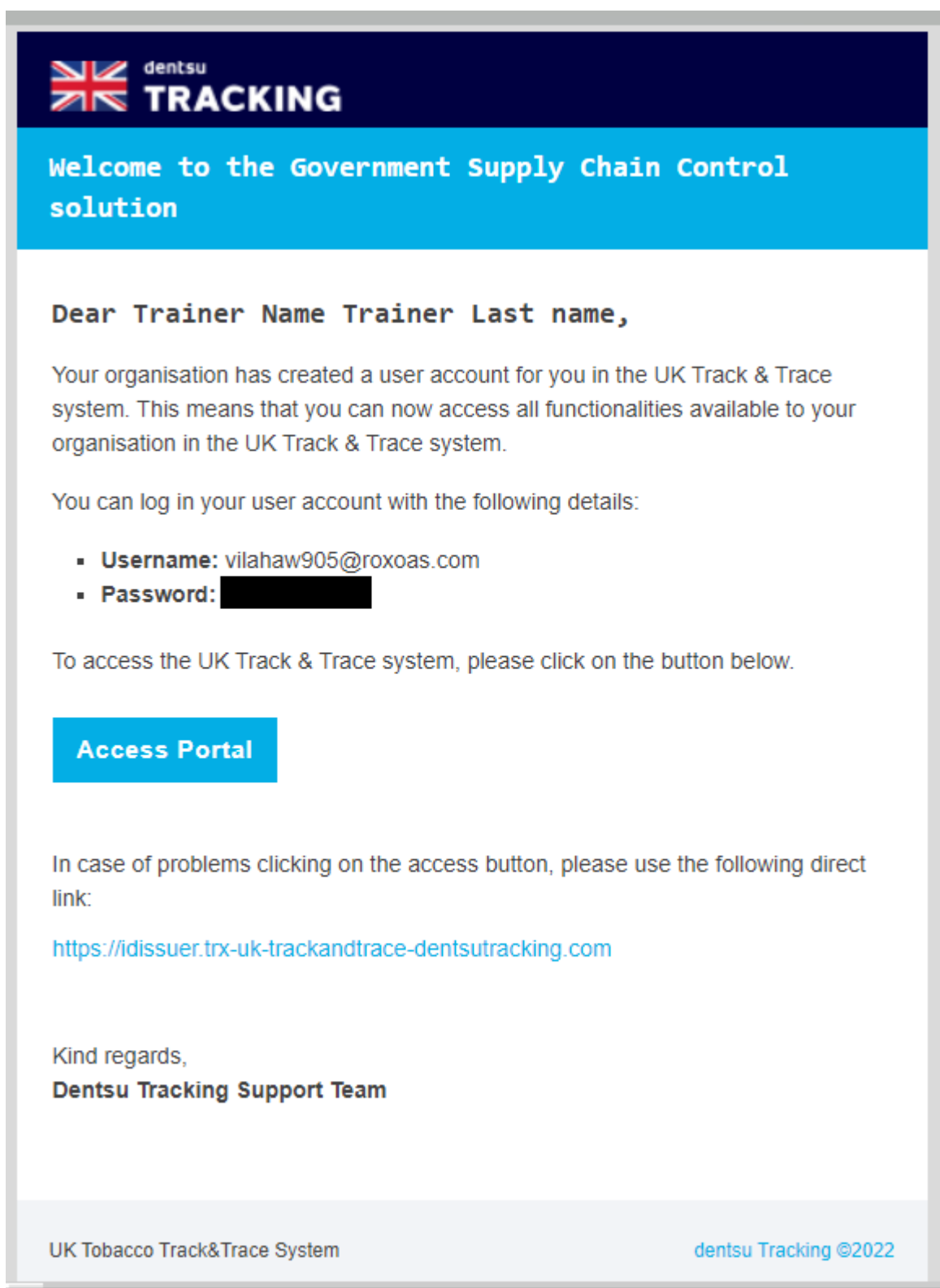
Password policy

- Minimum 8 characters
- At least contain one lowercase
- At least contain one uppercase
- At least contain one numeric
- At least contain one special character

(Figure 37 – Password policy details)

NOTE: *Mandatory fields are marked with (*)*

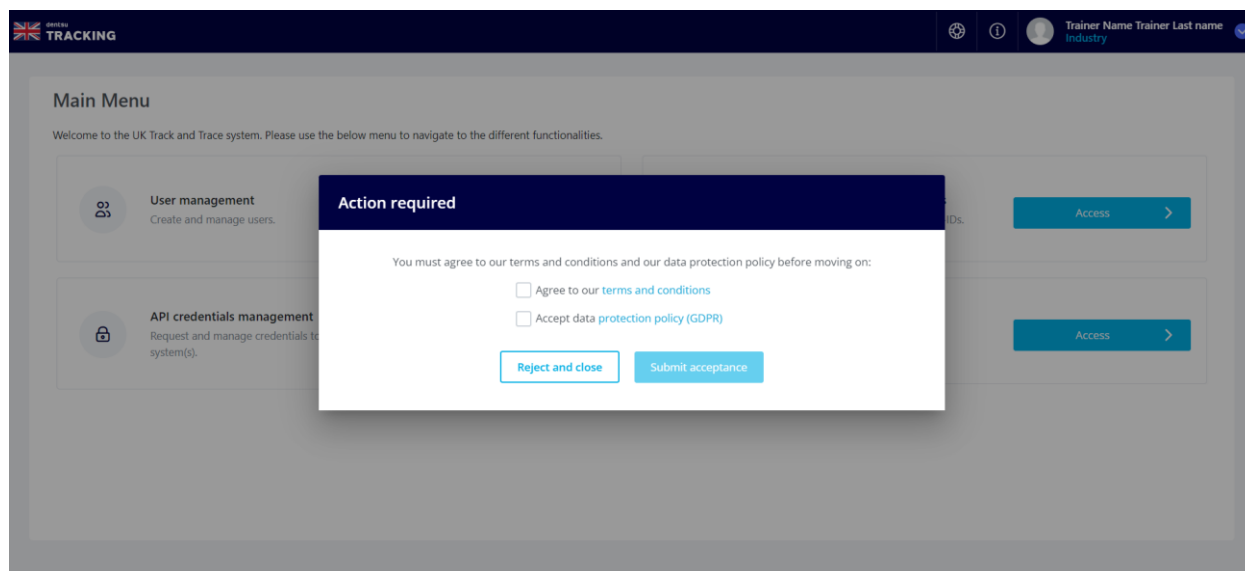
Once the creation of a new user has been completed, that new user created will receive a “Welcome” email to the email address provided in the contact details requested before.



(Figure 38 -User account email example)

3.5.6 First time accessing into the UK ID Issuer– Accept Terms and Conditions

When a new User is created from the User Management section, first time the user accesses into the UK ID Issuer, he must accept the Terms & Conditions and the GDPR policy, in order to be able to use the UK ID Issuer Web application.

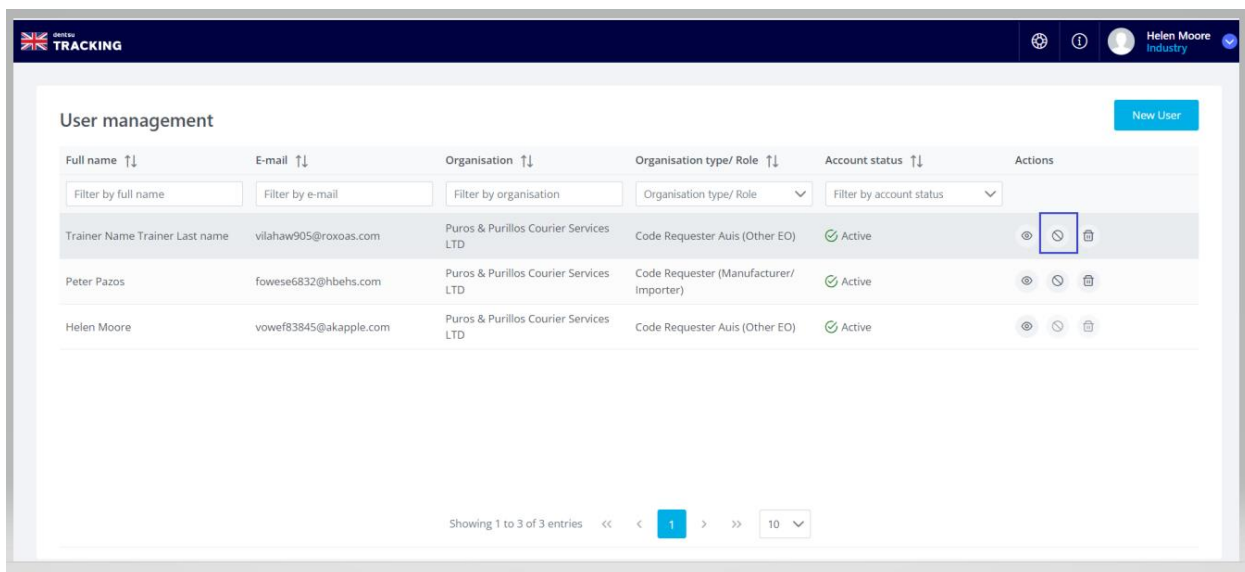


(Figure 39 – Accept Terms and Conditions)

3.5.7 Active/Deactivate Users

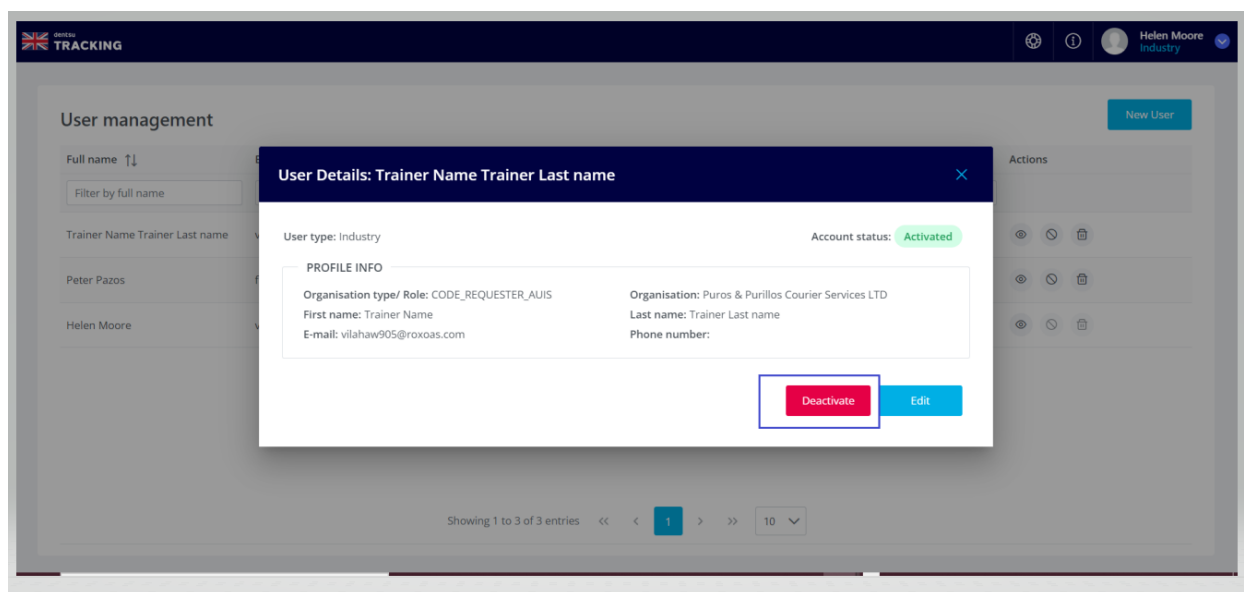
There is also the possibility to "Activate" and "Deactivate"(temporarily) user accounts for whatever reason. It can be quickly "deactivated" from the following options:

- **Main list**



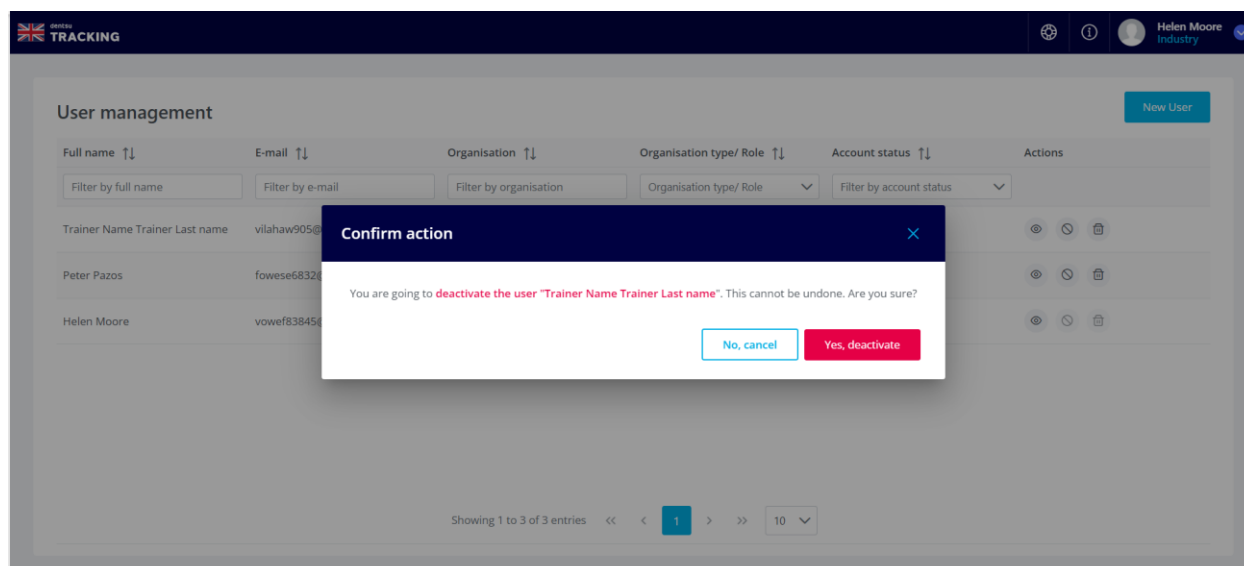
(Figure 40 – Deactivate Users option)

- **“View User” details**



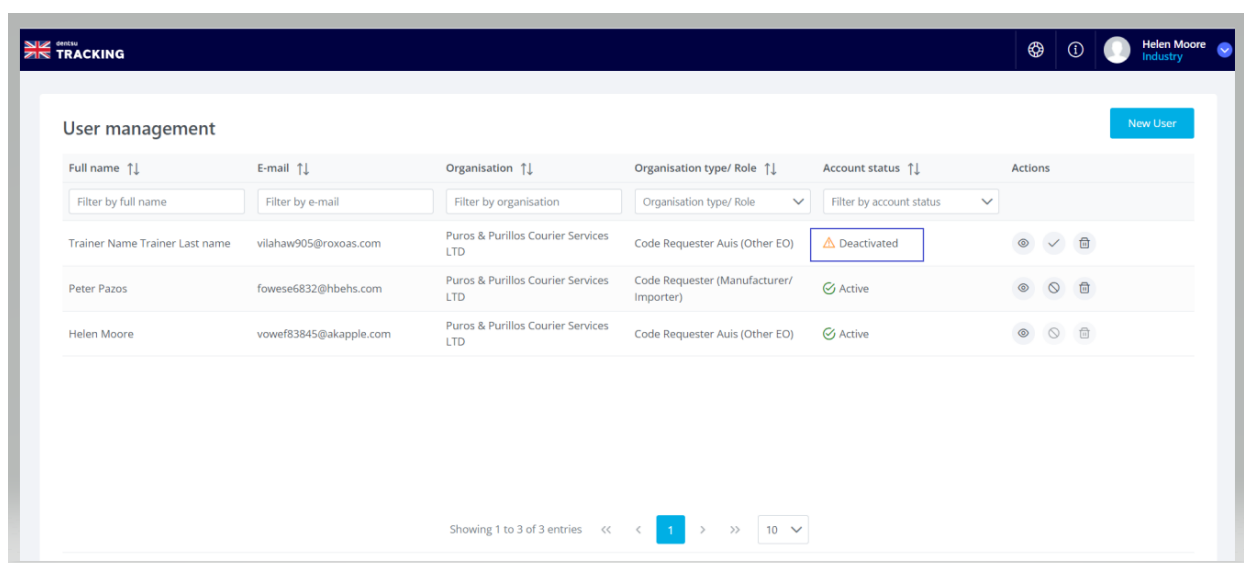
(Figure 41 – Deactivate Users action)

In any case, the process needs to be confirmed:



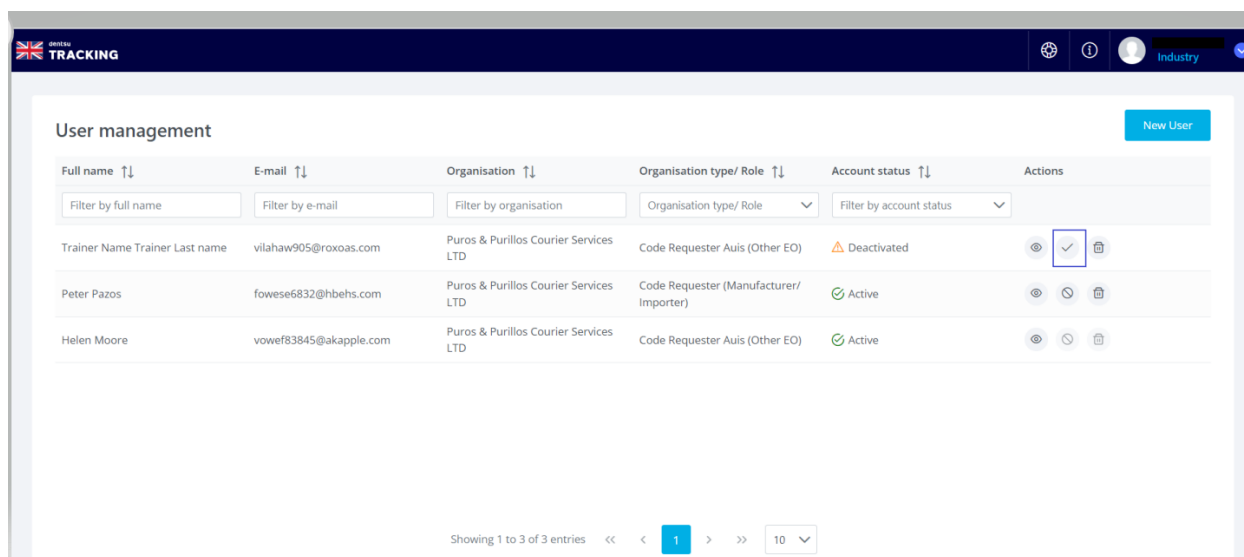
(Figure 42 – Deactivation confirmation)

Once confirmed, the user will appear as "Deactivated" in the UK ID Issuer and he won't be able to access again to the UK ID Issuer.

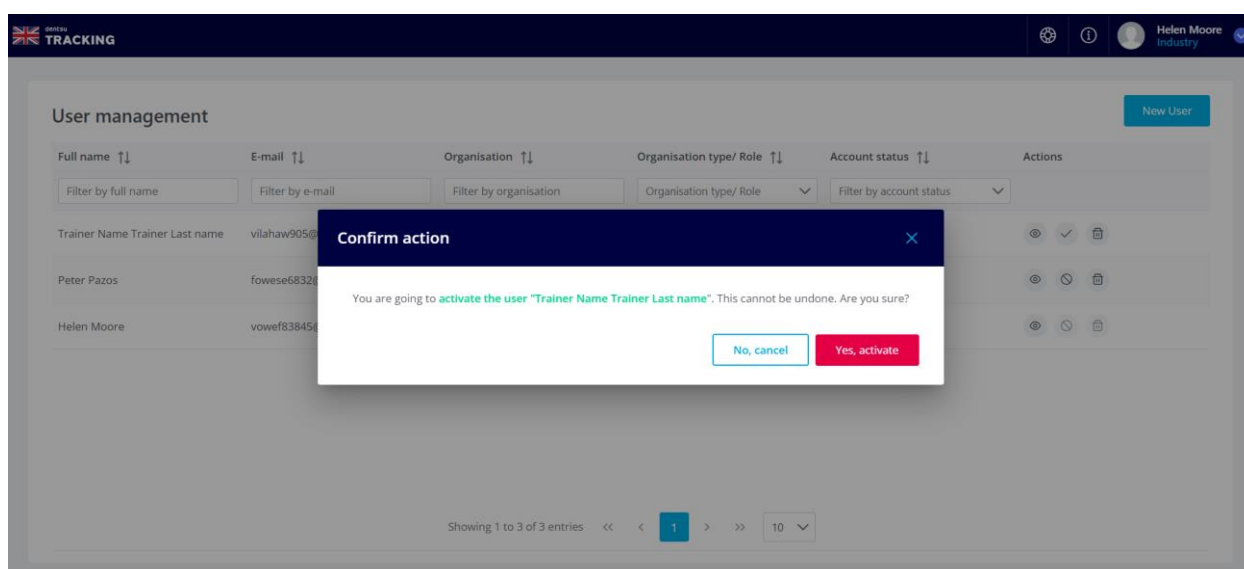


(Figure 43- Deactivation Status)

Any user that has been "Deactivated" as this is a "temporarily" action, it can "Activated" back again at any point when need it, by clicking the "Activate" action button:



(Figure 44 -Activation option)

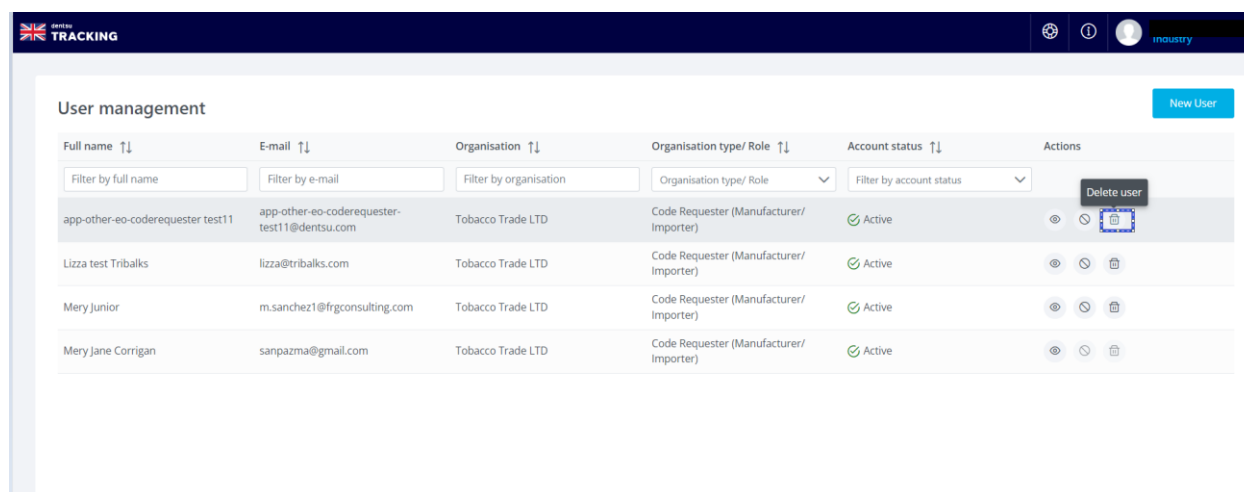


(Figure 45- Activation confirmation)

NOTE: For security reasons, current user connected can't "Deactivate" his own account

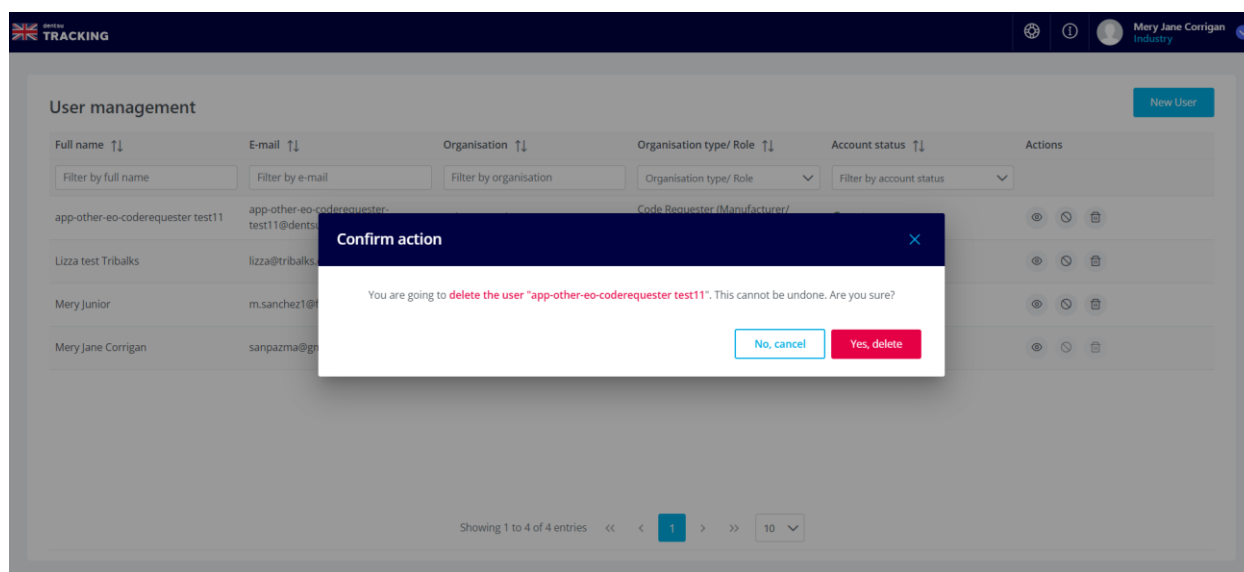
3.5.8 Delete Users

To delete an existing user from the User List view, just click on the "Delete user" option



(Figure 46 – Delete user option)

After confirm the action, User will be deleted from the application

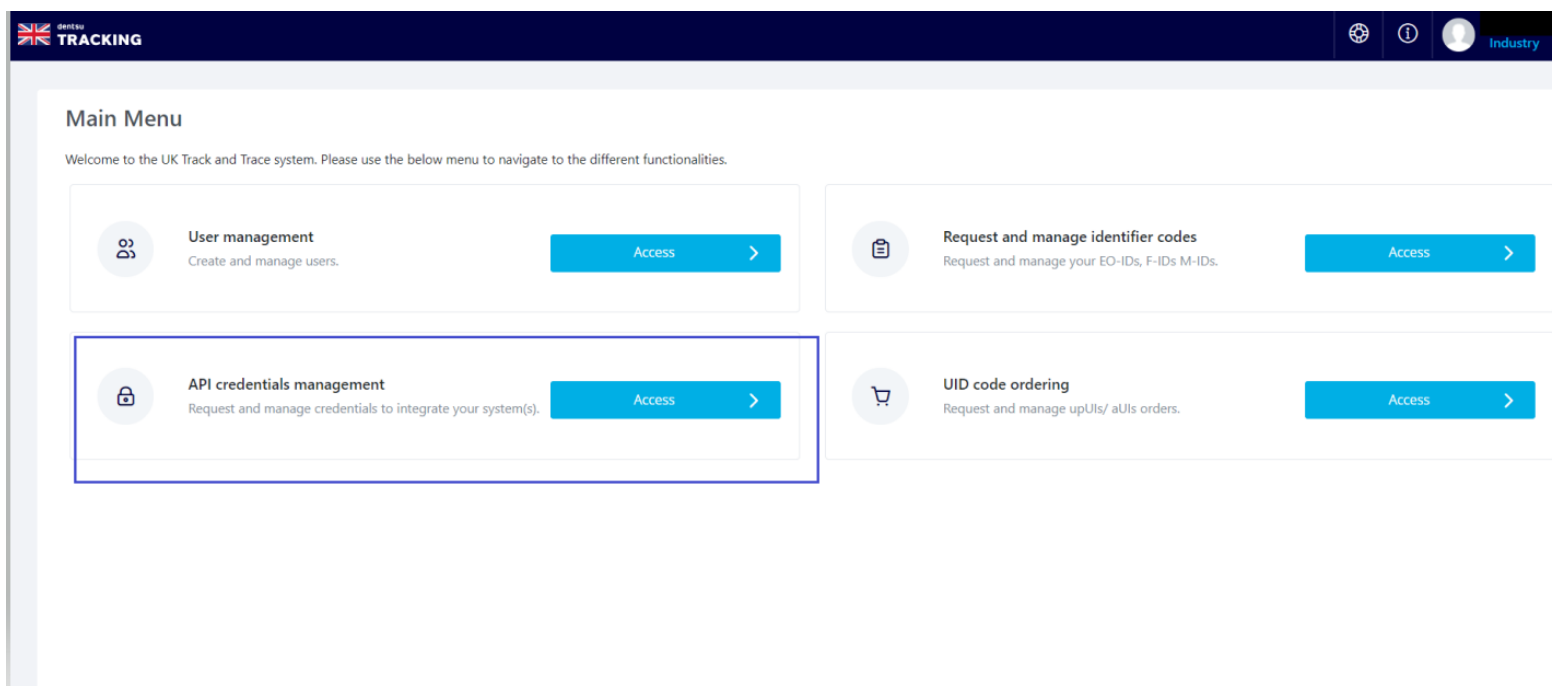


(Figure 47 – Delete user confirmation)

NOTE: This is technical action that will delete permanently the user from UK ID Issuer

3.6 API Credentials Management


In order to allow access to the UK ID Issuer API and UK Gateway API, in the most secure way, Economic Operators must request API Credentials for it through the UK ID Issuer Web Interface.






(Figure 48- API Credential Management option)

3.6.1 List API Credentials



When Economic Operator access into the API credentials management, they will see a list of all their API access in his Organization:



 Industry

API Access

New API Access

Client ID ↑↓	Client name ↑↓	Description ↑↓	Status ↑↓	Actions
Filter by ID	Filter by name	Filter by Description	Filter by status	
68p2tdt92q9i59lrg5upi0j4hs	Maria	Description for my company	Active	 

Showing 1 to 1 of 1 entries << < 1 > >> 10

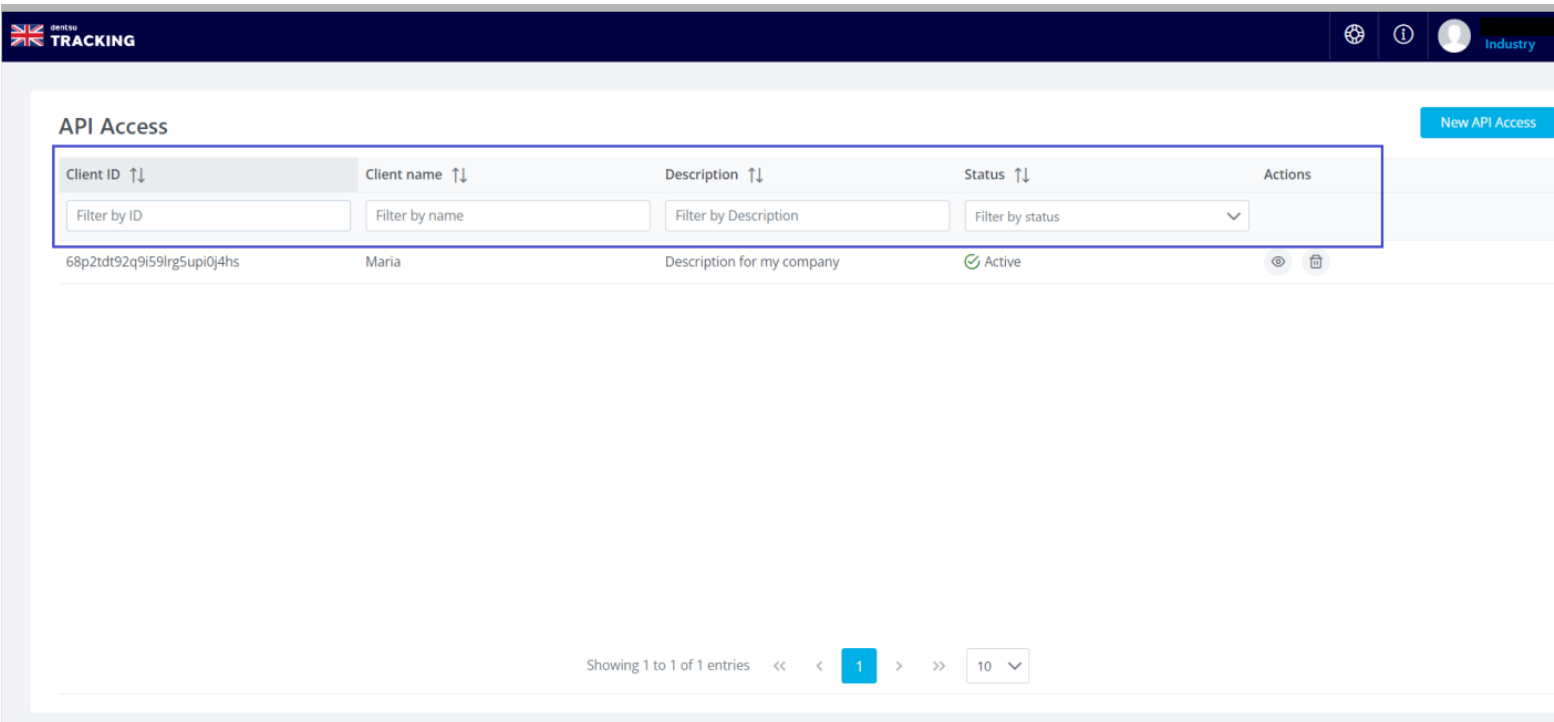
(Figure 49 – API Credentials list)

NOTE: An Organization can have four active clients as maximum, and more than one deactivated



NOTE: All the results will be paginated in groups of 10 items per page

3.6.2 Filter API Credentials

API Credentials of an Organization can be filtered out by the following fields:



The screenshot shows the 'API Access' section of the Dentsu Tracking interface. A table lists API credentials, with one entry visible: Client ID '68p2tdt92q9i59lrg5upi0j4hs', Client name 'Maria', Description 'Description for my company', and Status 'Active'. The table has columns for Client ID, Client name, Description, Status, and Actions. Each column has a filter input field. The 'Client ID' filter is active, showing 'Filter by ID'. The 'Status' filter is set to 'Active'. A 'New API Access' button is in the top right. At the bottom, it says 'Showing 1 to 1 of 1 entries' with pagination controls.

Client ID ↑↓	Client name ↑↓	Description ↑↓	Status ↑↓	Actions
<input type="text" value="Filter by ID"/>	<input type="text" value="Filter by name"/>	<input type="text" value="Filter by Description"/>	<input type="text" value="Filter by status"/>	
68p2tdt92q9i59lrg5upi0j4hs	Maria	Description for my company	Active	 



Showing 1 to 1 of 1 entries << < 1 > >> 10

(Figure 50- API Credentials filtering)

- **Client ID**
- **Client Name**
- **Description**
- **Status:** Active/Deactivated

3.6.3 View API Credentials details

To consult an API Credential details, just press the action button “View Details”

API Access					New API Access
Client ID ↑↓	Client name ↑↓	Description ↑↓	Status ↑↓	Actions	
Filter by ID	Filter by name	Filter by Description	Filter by status		
68p2tdt92q9i59lrg5upi0j4hs	Maria	Description for my company	Active	 	

Showing 1 to 1 of 1 entries << < 1 > >> 10 ▾

(Figure 51 – View API Credentials details)

Client: Maria

Created: 11/05/2022

Status: Active

API ACCESS DETAILS

Name: Maria

Client ID: 68p2tdt92q9i59lrg5upi0j4hs

Description: Description for my company

SECRET KEY

Key

View Key

Edit

(Figure 52 – API Credentials details modal box)

From this modal window, it is possible to also:

- **Unhide/Hide the Secret Key:**

Client: Maria

Created: 11/05/2022

Status: Active

API ACCESS DETAILS

Name: Maria

Description: Description for my company

Client ID: 68p2tdt92q9i59lrg5upi0j4hs

SECRET KEY

Key

View Key

Edit

(Figure 53 – API Credentials details – View Key option)

Client: Maria

Created: 11/05/2022

Status: Active

API ACCESS DETAILS

Name: Maria

Description: Description for my company

Client ID: 68p2tdt92q9i59lrg5upi0j4hs

SECRET KEY

Key p2u701ojasuej0ipo4lnmvqg4bp44no36eq5rolu23q4kujk6jq

Hide Key

Copy key

Edit

(Figure 54 – API Credentials details – Hide Key option)

- **Copy Secret Key:**

Client: Maria

Created: 11/05/2022 Status: Active

API ACCESS DETAILS

Name: Maria Client ID: 68p2tdt92q9i59lrg5upi0j4hs
Description: Description for my company

SECRET KEY

Key: p2u701ojasuej0ipo4lnmvqg4bp44no36eq5rolu23q4kujk6jq

Hide Key Copy key

Edit

(Figure 55 – API Credentials details – Copy Key option)

3.6.4 Edit API Credentials

Client: Maria

Created: 11/05/2022 Status: Active

API ACCESS DETAILS

Client Name* Client ID
Maria 68p2tdt92q9i59lrg5upi0j4hs

Description
Description for my company

SECRET KEY

Secret key

View Key

Cancel Save

Showing 1 to 1 of 1 entries

(Figure 56 – Edit API Credentials details)

API Credentials can be modified when "Edit" button is pressed, and automatically a set of columns will be displayed to allow the Edition:

- **Client Name ***
- **Description**

Once the Edition has finalised, just press button "Save".



NOTE: Fields marked with an (*) are mandatory

3.6.5 Create New Credentials

This option allows to Economic Operators to request API Credentials. To do this, users need to do the following:

Press button **"NEW API Access"**:

The screenshot displays the 'API Access' management page in the dentsu TRACKING system. At the top, there is a dark blue header with the dentsu TRACKING logo on the left and user profile information on the right. Below the header, the 'API Access' section contains a table with the following columns: Client ID, Client name, Description, Status, and Actions. The table has one entry for 'Maria' with the description 'Description for my company' and status 'Active'. A 'New API Access' button is located in the top right corner of the table area. At the bottom, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and a page number '1'.

Client ID ↑↓	Client name ↑↓	Description ↑↓	Status ↑↓	Actions
68p2tdt92q9i59lrg5upi0j4hs	Maria	Description for my company	Active	 

(Figure 57 – New API Credential creation)

And fill the form that it is shown up and after that, press button **“CREATE ACCESS”**

The screenshot shows the 'New API Access' form. The header is dark blue with the 'dentsu TRACKING' logo and navigation icons. The form title is 'New API Access'. Under the 'API ACCESS DETAILS' section, there are two input fields: 'Name*' with the value 'Credentials for my Facotory' and 'Description' with the value 'Supply Chain'. Below these fields is a checkbox labeled 'Agree to the terms and conditions*' which is checked. A blue 'Create Access' button is located at the bottom right of the form.

(Figure 58 – New API Credentials form)

- **Client Name ***
- **Description**
- **Agree the terms and conditions ***

When an Economic Operator requests a new Client Id (API Credentials) from the UK ID Issuer Web Application, after been created, there will be sent them out by email to the user that did the request. In that email, both ClientId and the Password generated will appear.


NOTE: Fields marked with an (*) are mandatory

NOTE: An Organization can have only four active clients as maximum, and more than one deactivated

3.6.6 Deregister Credentials

To deregister API Credentials from the UK System, just press action button “Deregister Credential” and confirm the action:

API Access New API Access

Client ID ↑↓	Client name ↑↓	Description ↑↓	Status ↑↓	Actions
<input type="text" value="Filter by ID"/>	<input type="text" value="Filter by name"/>	<input type="text" value="Filter by Description"/>	<input type="text" value="Filter by status"/>	
68p2tdt92q9i59lrgSupi0j4hs	Maria	Description for my company	Active	

Showing 1 to 1 of 1 entries << < 1 > >> 10

(Figure 59 – Deregister API Credentials)

Confirm action ✕

You are going to **delete** Maria. Are you sure?

✕ No, cancel ✓ Yes, delete

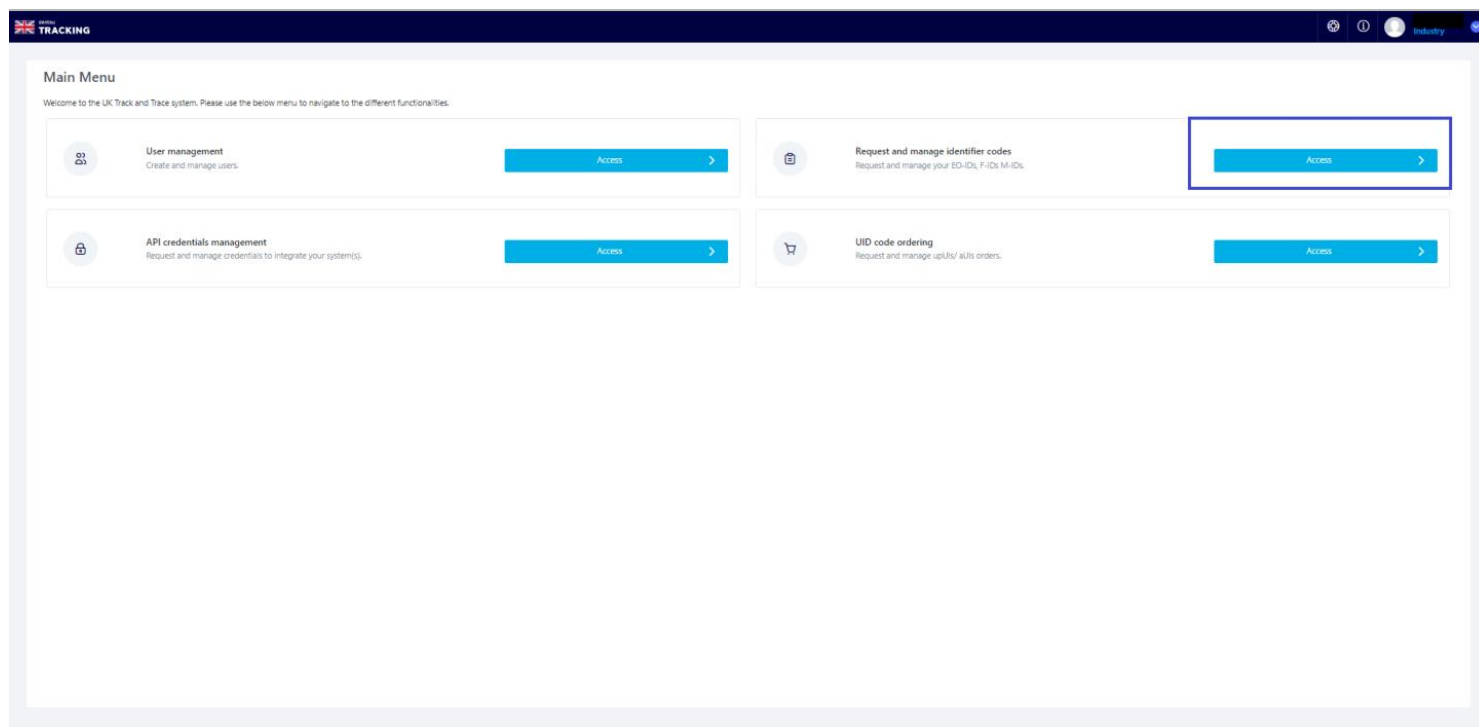
(Figure 60 – Deregister API Credentials confirmation)

NOTE: This is technical action that will deregister permanently the API Credential from UK System

3.7 Request and Manage Identifier Codes

The Registry is one of the key elements within the tobacco traceability system. All the “entities” involved within the tobacco trading, must be registered first: Economic Operators, Facilities and Machines.

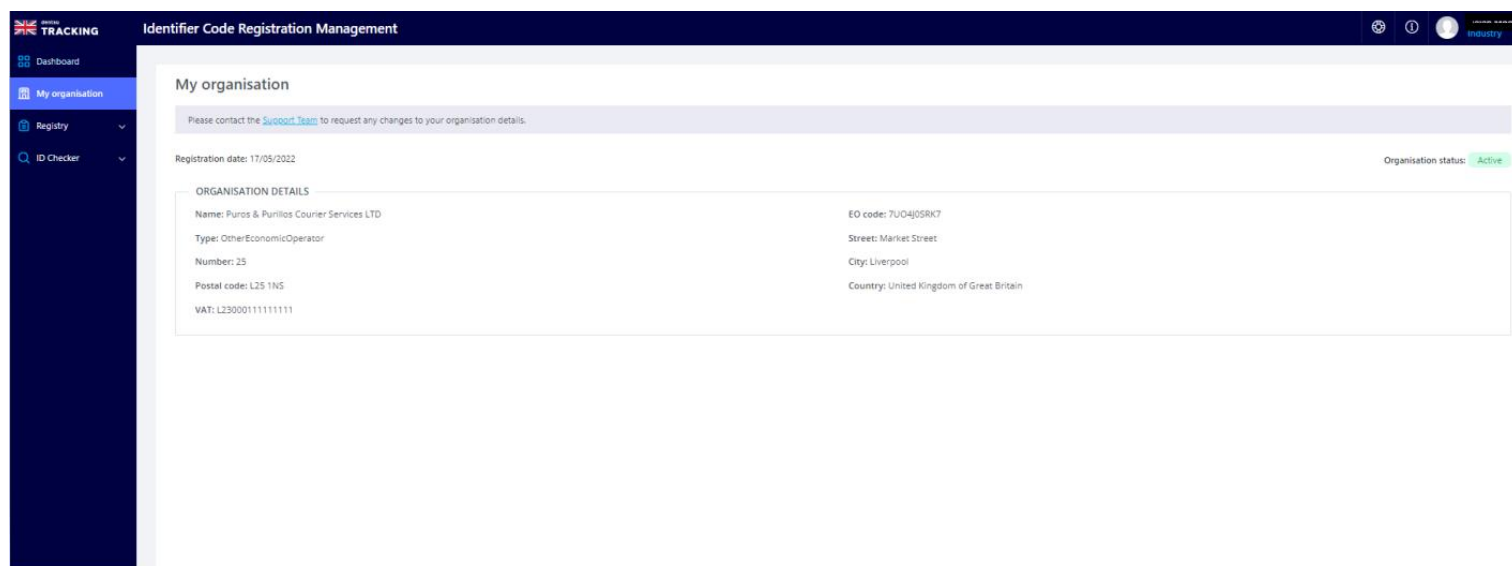
This is the option that will allow users to do that, but also modify, view details, deregister and do some existence verifications



(Figure 61 – Request and Manage Identifier codes option in Landing page)

3.7.1 “My Organization”

In this section, users will be able to consult and check the Organization details introduced during the registration process.



(Figure 62 - My Organisation view)

NOTE: This section is not "editable", so if any change is required, it has to be managed through the Support Portal (link highlighted in blue)

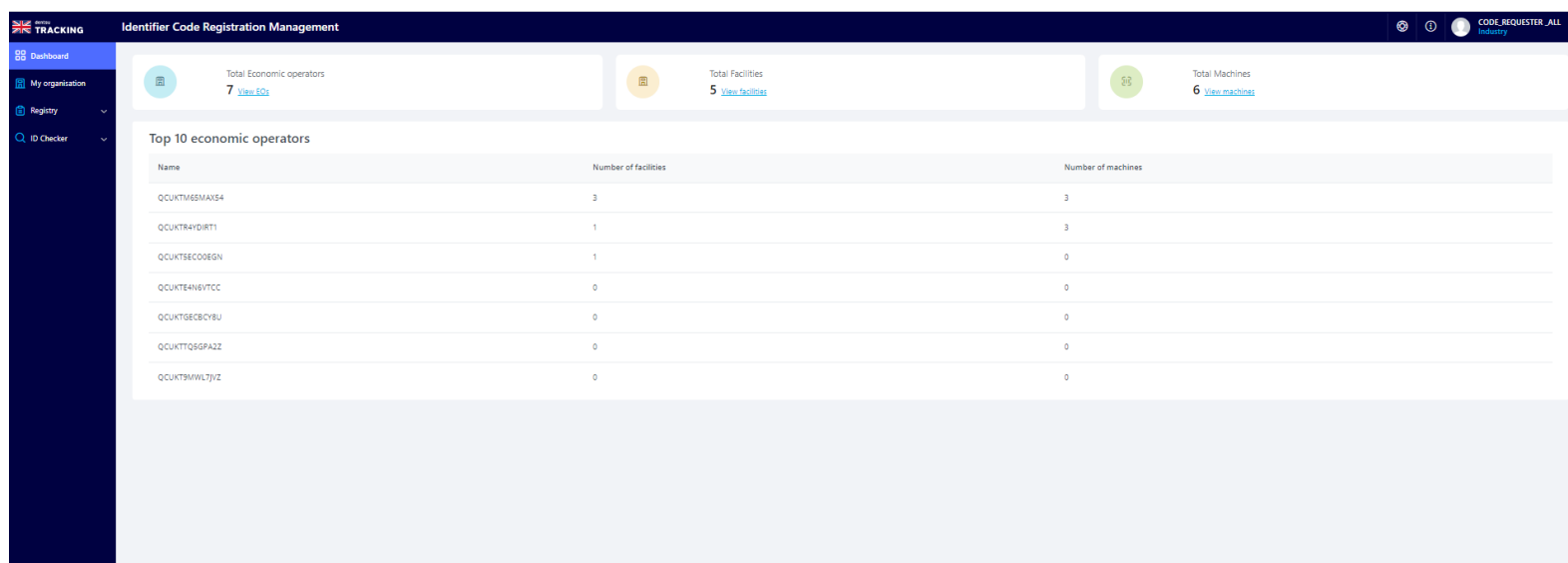
3.7.2 Registry Dashboard

When users access into the "Request and manage identifier codes", they will land into a Dashboard which presents some KPIs and ranking related to volumes of EOIDs, MIDs and FIDs in their Organisation

"KPIs" on the top of the screen means and also navigate to GSEL Master data if he clicks on the KPIs

- Total Number of EOIDs registered in the Organisation till current date (also there is a link to Economic Operators listing part of the Registry)
- Total Number of Facilities registered in the Organisation till current date (also there is a link to navigate to Facilities listing part of the Registry)
- Total Number of Machines registered in the Organisation till current date (also there is a link to navigate to Machines listing part of the Registry)

Behind the KPIs, there is a table showing a ranking with the top 10 Economic Operators with highest volumes of F-IDs and M-IDs.



(Figure 63 – Registry Dashboard)

NOTE: If they have the same number of F-IDs, the table shows EO-IDs with highest number of M-IDs. If they also have the same number of facilities then machines.

3.7.3 Registry

3.7.3.1 Economic Operators

This section allows to users to request and manage EO-IDs, by using the following functionality available:

- List EO-IDs
- Filtering EO-IDs (filters)
- View EO-IDs details
- Edit EO-IDs
- Register EO-IDs
- Deregister EO-IDs

3.7.3.1.1 List Economic Operators

First thing that users will see when access into the “Economic Operator” section of the Main Menu will be a list of all existing EO-IDs within the Organisation:

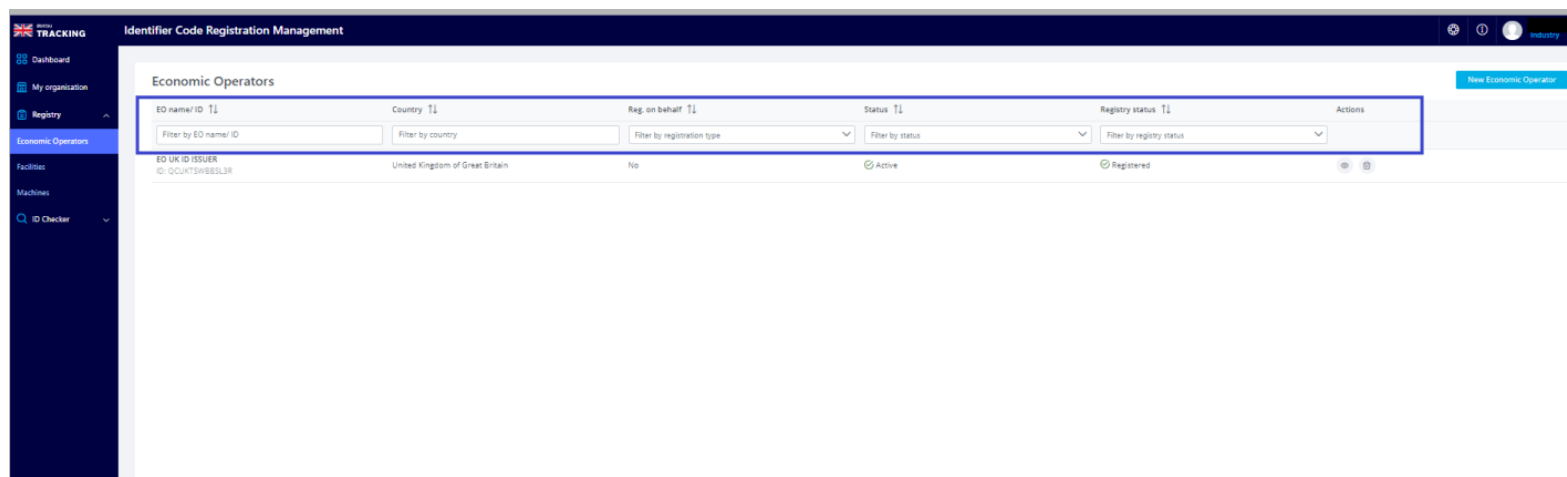
EO name/ ID	Country	Reg. on behalf	Status	Registry status	Actions
EO UK ID ISSUER ID: QUKT5WBB5L3R	United Kingdom of Great Britain	No	Active	Registered	

(Figure 64 – Registry – Economic Operator List view)

NOTE: All the results will be paginated in groups of 10 items per page by default

3.7.3.1.2 Economic Operators Filters

It is also possible to filter and sort by the following columns:

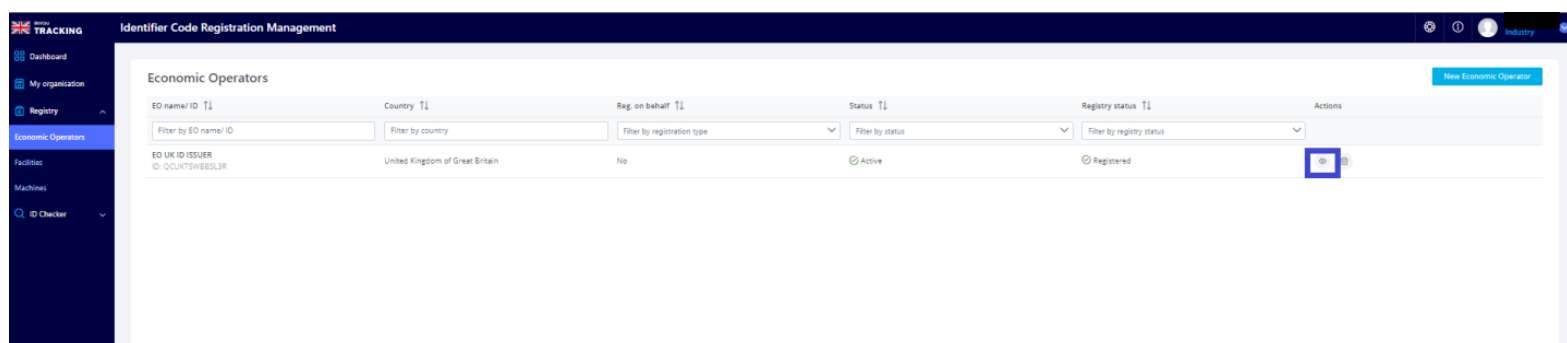


(Figure 65 – Economic Operators Filtering)

- **EO Name/ EO-ID:** Allows filtering by EO Name or EO ID
- **Country**
- **Reg. on Behalf:** Allows filtering of Registration on behalf third parties
- **Status:** Status of the EO-ID (Active or Deactivated)
- **Registry Status:** Registered or Deregistered

3.7.3.1.3 View Economic Operators Details

To consult “Economic Operator” details, press button “**View Details**”



(Figure 66 – Economic Operators view details option)

EO UK ID ISSUER - QCUKTSWBBSL3R

✕

Creation date: 22/05/2022

EO status: Active Registry Status: Registered

ECONOMIC OPERATOR DETAILS

Alternative name: EO Alias

Street name & House number: Avenue Name Number 25

Postal code: M25 1ZZ

Country: United Kingdom of Great Britain

Building name: Industrial Park

Block/ Floor/ etc.: 4

City: Manchester

E-mail: mifafis809@hbehs.com

FISCAL DETAILS

Excise number: No

VAT number: No

Tax registration number: B123456789

REQUEST ON BEHALF

Request Identifier Code for another third party on their behalf: No

Edit

(Figure 67 – Economic Operator details modal box)**3.7.3.1.4 Edit Economic Operators**

“Economic Operator” details can be modified when “Edit” button is pressed edition (through “View details” option), and automatically a set of columns will be displayed to allow the edition:

EO UK ID ISSUER - QCUKTSWBBSL3R

✕

Creation date: 22/05/2022

EO status: Active Registry Status: Registered

ECONOMIC OPERATOR DETAILS

Alternative name: EO Alias

Street name & House number: Avenue Name Number 25

Postal code: M25 1ZZ

Country: United Kingdom of Great Britain

Building name: Industrial Park

Block/ Floor/ etc.: 4

City: Manchester

E-mail: mifafis809@hbehs.com

FISCAL DETAILS

Excise number: No

VAT number: No

Tax registration number: B123456789

REQUEST ON BEHALF

Request Identifier Code for another third party on their behalf: No

Edit

(Figure 68 – Economic Operators Edit option)

EO UK ID ISSUER - QCUKTSWBBSL3R

Creation date: 22/05/2022

EO status: Active Registry Status: Registered

ECONOMIC OPERATOR DETAILS

Name*

EO UK ID ISSUER

Alternative name

EO Alias

Building name

Industrial Park

Postal code

M25 1ZZ

City

Manchester

Country*

United Kingdom of Great Britain

Street name & House number* ?

Avenue Name Number 25

Block/ Floor/ etc.

4

E-mail

mifafis809@hbehs.com

FISCAL DETAILS

Excise number*

☐ Yes
☒ No

Excise number ?

VAT number*

☐ Yes
☒ No

VAT number ?

Tax registration number

B123456789

REQUEST ON BEHALF

☐ Request Identifier Code for another third party on their behalf

Cancel

Save

(Figure 69 – Economic Operators Edit Form)

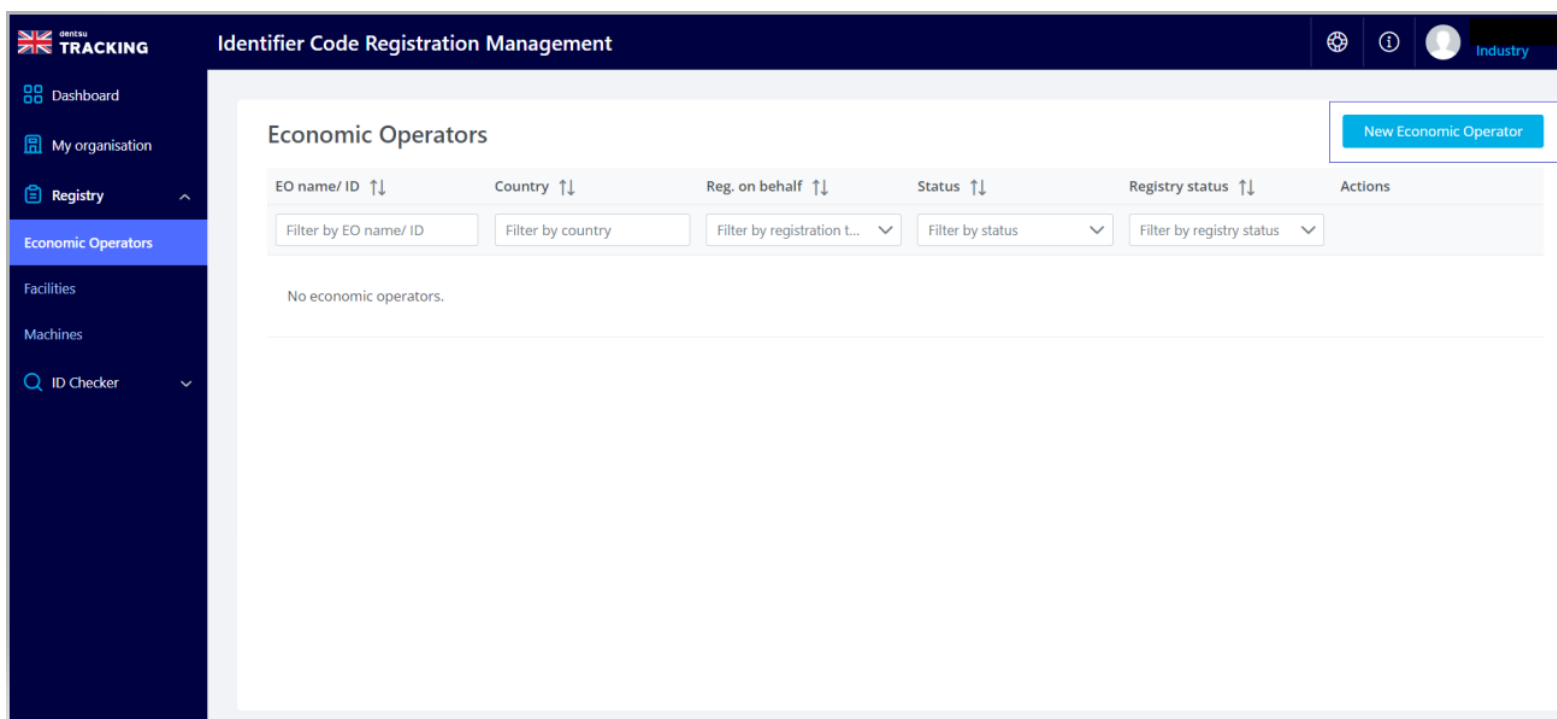
Same set of fields required for the registration will be available to be changed, if required. So, once the change has been done, to save the changes, just press **"Save"** button.

- **Name (*)**: Economic Operator name
- **Alternative name**: Any alias or alternative name
- **Building name**: As for example "Business park" or "Industrial park"
- **Street name & House number (*)**
- **Block/Floor/etc..**
- **Postal code**
- **City (*)**
- **Country(*)**
- **E-mail(*)** : Professional e-mail address.
- **Excise Number(*)**: If the Economic Operator has or not Excise number, if so, it is required to introduce it with a specific format (**example: LU00000987ABC**)
- **VAT Number (*)**: if the Economic has or not VAT number, if no, Tax registration number is required instead.
- **"Request Identifier Code for another third party on their behalf" checkbox**: To indicate that the registration will be done on behalf of a third party, if so, approval of the third party is required, and also to indicate the EO-ID of the requestor.

NOTE: Creation date, EO name and EO-ID are showed in the upper left corners of the screen.

3.7.3.1.5 Register Economic Operators

To register a new Economic Operator into the UK ID Issuer, just need to press button **"NEW ECONOMIC OPERATOR"** and fill the form, and once done, press button **"CREATE EO"**:



(Figure 70 – New Economic Operators registration)

- **Name (*)**: Economic Operator name
- **Alternative name**: Any alias or alternative name
- **Building name**: As for example "Business park" or "Industrial park"
- **Street name & House number (*)**
- **Block/Floor/etc..**
- **Postal code**
- **City (*)**
- **Country(*)**
- **E-mail(*)** : Professional e-mail address.
- **Excise Number(*)**: If the Economic Operator has or not Excise number, if so, it is required to introduce it with a specific format (**example: LU00000987ABC**)
- **VAT Number (*)**: if the Economic has or not VAT number, if no, Tax registration number is required instead.
- **"Request Identifier Code for another third party on their behalf" checkbox**: To indicate that the registration will be done on behalf of a third party, if so, approval of the third party is required, and also to indicate the EO-ID of the requestor.

Identifier Code Registration Management

New Economic Operator

ECONOMIC OPERATOR DETAILS

Name* EO UK ID ISSUER Alternative name EO Alias Building name Industrial Park Street name & House number* ① Avenue Name Number 25

Block/ Floor/ etc. 4 Postal code M25 1ZZ City* Manchester Country* United Kingdom of Great Britain

E-mail* mlfafis009@nibels.com

FISCAL DETAILS

Excise number* ☐ Yes ☒ No Excise number ①

VAT number* ☐ Yes ☒ No VAT number ① Tax registration number B123456789

REQUEST ON BEHALF

☒ Request Identifier Code for another third party on their behalf ①

Requestor* Select an economic operator

Create EO

(Figure 71 – Economic Operators – Registration Form)

NOTE: Fields marked with (*) are required

NOTE: An email with the new registration will be sent to all users of the Organization

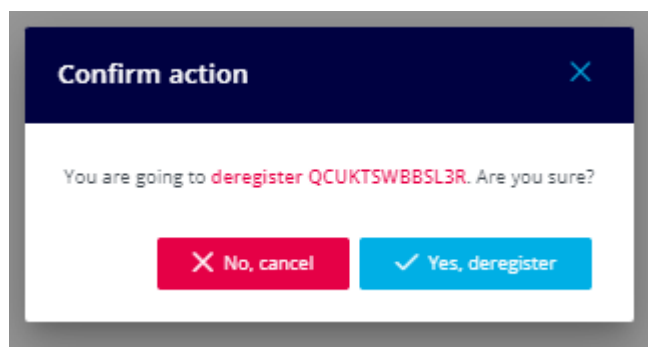
3.7.3.1.6 Deregister Economic Operators

To deregister an Economic Operator from the UK ID Issuer just click on the "Deregister ID" button and confirm the action:

Economic Operators

EO name/ ID	Country	Reg. on behalf	Status	Registry status	Actions
EO UK ID ISSUER ID: QCUKTSWBEELJR	United Kingdom of Great Britain	No	Active	Registered	Deregister ID

(Figure 72 – Economic Operators deregistration option)

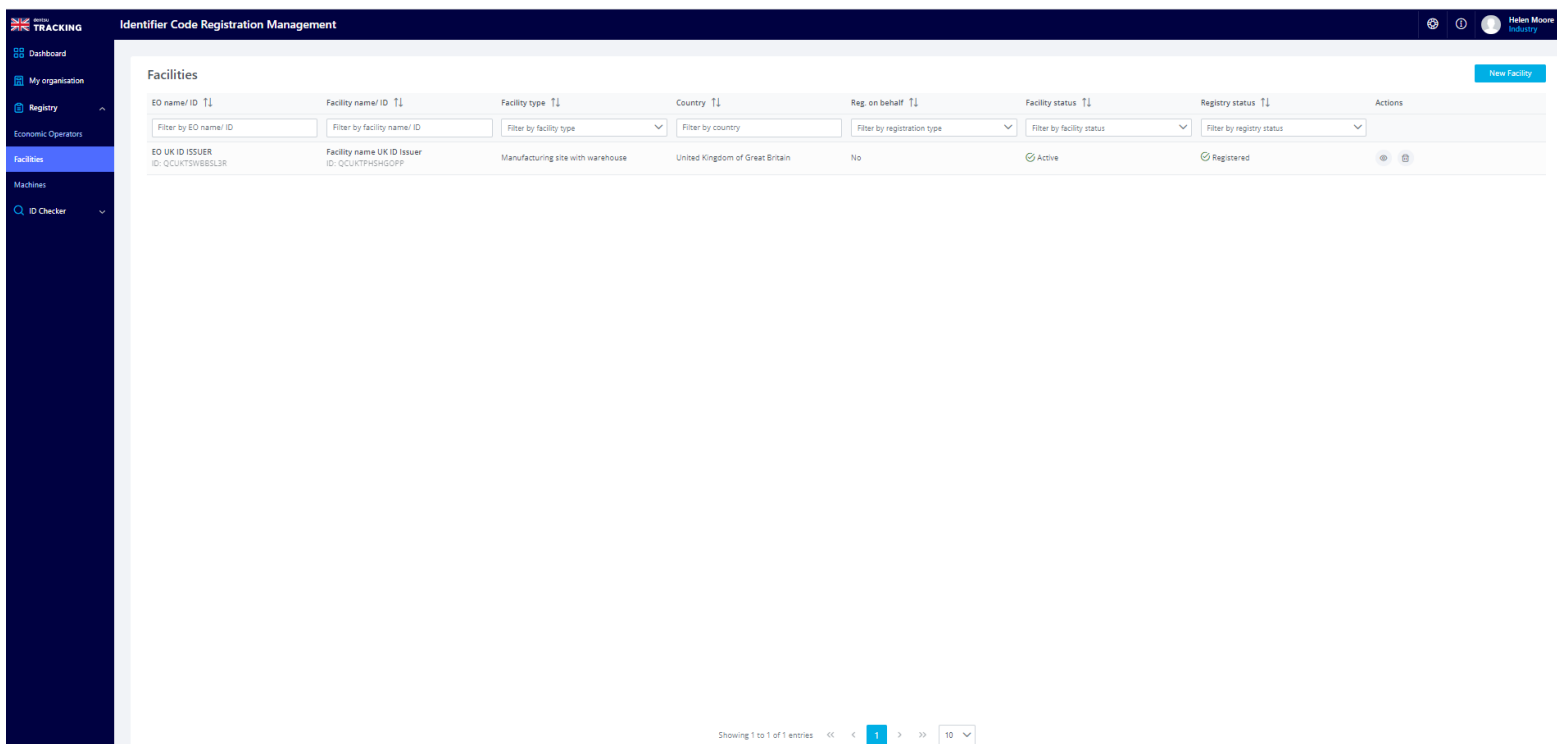


(Figure 73 – Economic Operators deregistration confirmation)

3.7.3.2 Facilities

3.7.3.2.1 List Facilities

First thing that users will see when access into the “Facilities” section of the Main Menu ,will be a list of all existing Facilities within the Organisation.

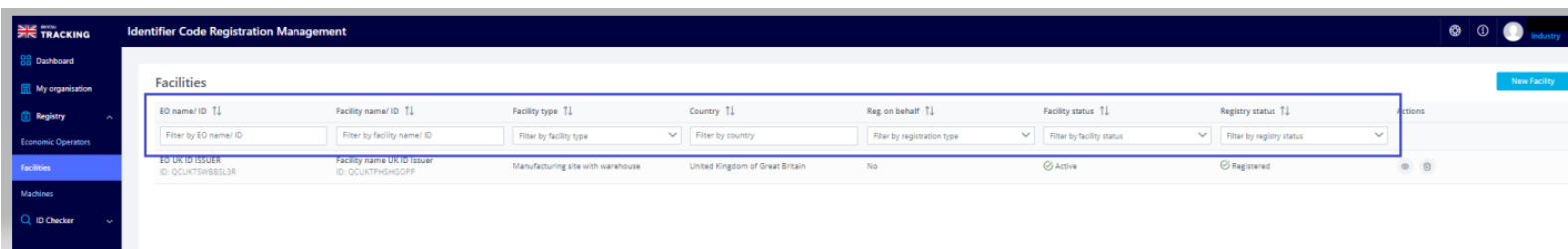


(Figure 74 – Facilities list view)

NOTE: All the results will be paginated in groups of 10 items per page by default

3.7.3.2.2 Facilities Filters

It is also possible to filter and sort by the following columns:

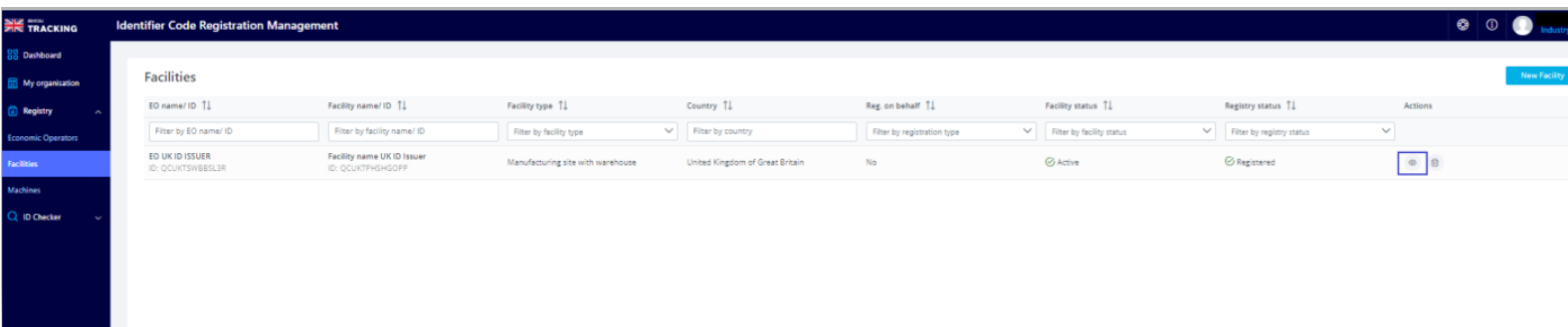


(Figure 75 – Facilities filtering)

- **EO Name/ID:** Filter by EO Name or EO-ID associated to Facilities.
- **Facility Name/ID:** Filter by Facility Name or F-ID
- **Facility Type**
- **Country**
- **Reg. on behalf**
- **Facility Status:** Active/Deactivated
- **Registry Status:** Registered/Deregistered

3.7.3.2.3 View Facility Details

To consult Facility details, press button **“View Details”**



(Figure 76 – Facilities view details option)

Facility name UK ID Issuer - QCUKTPHSHGOPP ×

Request date: 22/05/2022

Facility status: **Active** Registry Status: **Registered**

FACILITY DETAILS

Type: Manufacturing site with warehouse

Building name: Industrial Park

Block/ Floor/ etc.: 4° Floor

City: Manchester

Tax/ Excise status: Yes

Excise number: No

Reg. 3rd: No

Street name & House number: Avenue Name Number 25

Postal code: M25 1ZZ

Country: United Kingdom of Great Britain

EO INFO

EO-ID: [QCUKTSWBBSL3R](#)

EO name: EO UK ID ISSUER

EO Code: 7UO4J0SRK7

Organisation: Puros & Purillos Courier Services LTD

[Edit](#)**(Figure 77 – Facilities view details modal box)****NOTE:** EO-ID is clickable to navigate to that specific EO-ID.**3.7.3.2.4 Edit Facilities**

Facility details can be modified when “Edit” button is pressed edition (through “View details” option), and automatically a set of columns will be displayed to allow the edition:

Facility name UK ID Issuer - QCUKTPHSHGOPP

Request date: 22/05/2022
Facility status: Active
Registry Status: Registered

FACILITY DETAILS

Facility name

Facility name UK ID Issuer

Facility ID*

QCUKTPHSHGOPP

Type*

Manufacturing site with warehouse

Other facility type

Building name

Industrial Park

Postal code

M25 1ZZ

City*

Manchester

Country*

United Kingdom of Great Britain

Street name & House number*

Avenue Name Number 25

Block/ Floor/ etc.

4* Floor

EXCISE STATUS

☐ Excise status

Cancel
Save

(Figure 78 – Facilities Edit form)

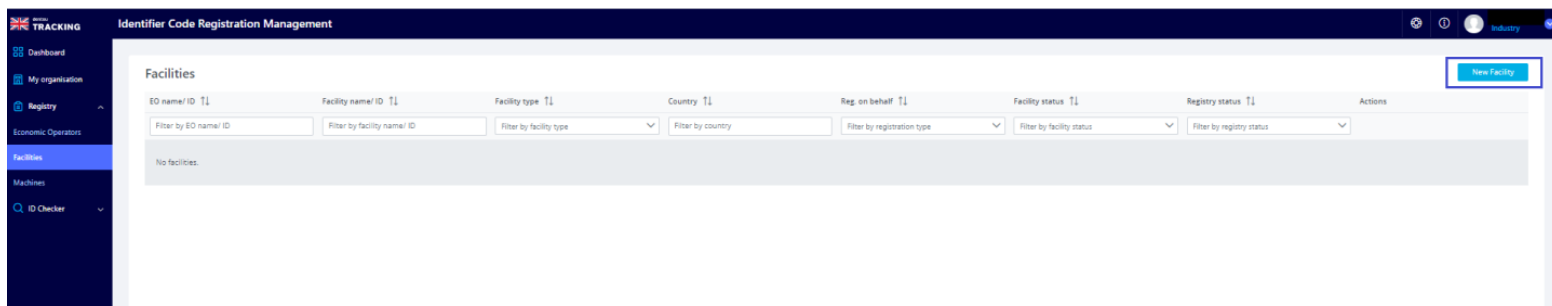
Same set of fields required for the registration will be available for the edition (through “View details” option). So, once the change has been done, to save the changes, just press “**Save**” button.

- **Other facility type (*)**: Mandatory only when facility type is “Other”
- **Facility name**
- **Building name**: As for example “Business park” or “Industrial park”
- **Street name & house number (*)**
- **Block/Floor/etc..**
- **Postal code**
- **City (*)**
- **Country(*)**
- **Excise Status**: If the facility has Excise Status, if yes, indicated the Excise number

NOTE: Creation date, facility name and F-ID are showed in the upper left corners of the screen.

3.7.3.2.5 Register Facility

To register a new facility for an Economic Operator into the UK ID Issuer, just need to press button **"NEW FACILITY"** and fill the form, and once done, press button **"CREATE FACILITY"**



(Figure 79 – New Facility registration)

Fields presented in the registration form:

- **EO-ID (*)**
- **Type(*)**: Facility type (Manufacturing site with warehouse, Standalone warehouse, Point of sale, Other). In case of select "Point of sale", "Request on behalf" option will be displayed, and a requestor to do this will be required to indicate. (This is to allow to also register "retailers")

 The screenshot shows the 'New facility' registration form. It is divided into two main sections: 'FACILITY DETAILS' and 'REQUEST ON BEHALF'. In the 'FACILITY DETAILS' section, the 'EO-ID*' dropdown is set to 'QCUKTDWBBSL3R - EO UK ID ISSUER'. The 'Type*' dropdown is highlighted with a blue box and set to 'Point of sale'. Other fields include 'Other facility type*', 'Facility name', 'Building name', 'Street name & House number*', 'Block/ Floor/ etc.', 'City*', 'Country*', and 'Postal code'. There is a checkbox for 'Facility with excise / tax warehouse status'. In the 'REQUEST ON BEHALF' section, the checkbox 'Request Identifier Code for another third party on their behalf' is checked. A blue box highlights the 'Requestor*' dropdown, which is set to 'Select an economic operator'. Below it, a search bar shows 'QCUKTDWBBSL3R - EO UK ID ISSUER' and a list of results.

(Figure 80 – New Facility registration form)

In case of select "Other", "Other facility type" field will be required to be populated.

- **Other facility type (*)**: Mandatory only when facility type is "Other"
- **Facility name**
- **Building name**: As for example "Business park" or "Industrial park"
- **Street name & house number (*)**

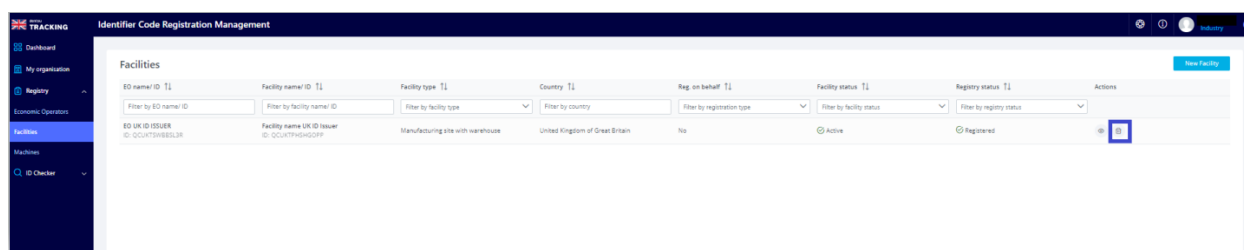
- **Block/Floor/etc..**
- **Postal code**
- **City (*)**
- **Country(*)**
- **Excise Status:** If the facility has Excise Status, if yes, indicated the Excise number.
- **Facility with excise/tax warehouse status:** Indication if facility has a bonded warehouse status.

NOTE: Fields marked with (*) are required

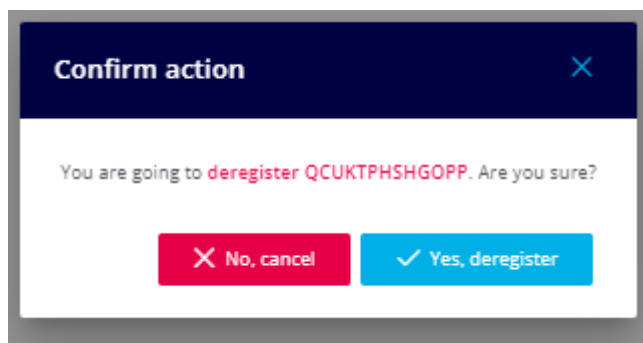
NOTE: An email with the new registration will be sent to all users of the Organization

3.7.3.2.6 Deregister Facilities

To deregister a F-ID from the UK ID Issuer just click on the "Deregister ID" button and confirm the action:



(Figure 81 – Deregister Facility option)

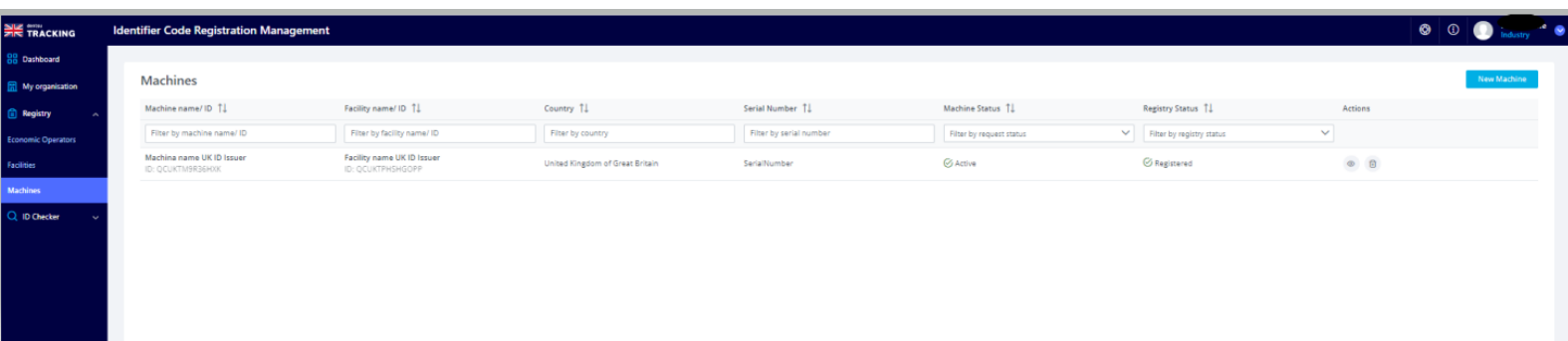


(Figure 82 – Deregister Facility confirmation)

3.7.3.3 Machines

3.7.3.3.1 List Machines

First thing that users will see when access into the "Machines" section of the Main Menu ,will be a list of all existing Machines within the Organisation.

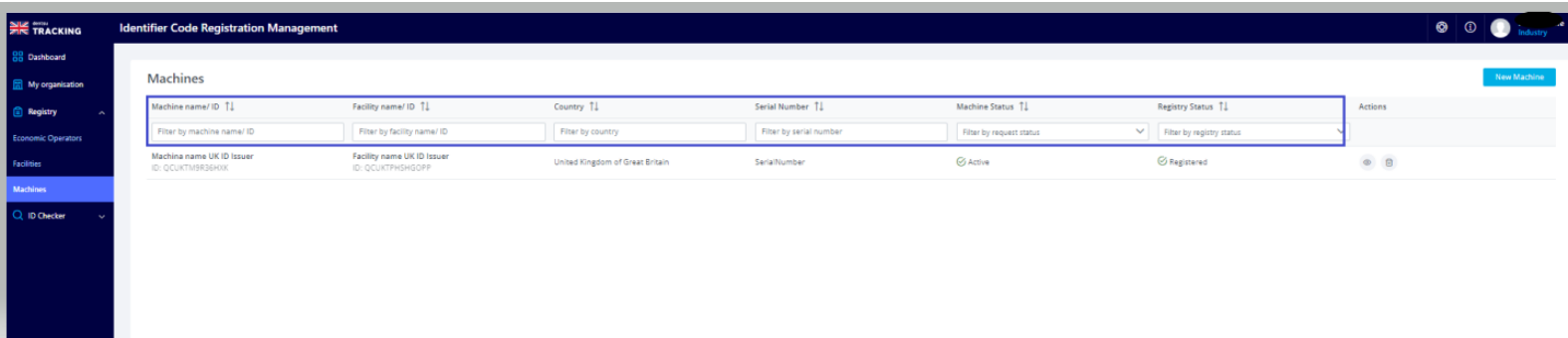


(Figure 83 – Machines List View)

NOTE: All the results will be paginated in groups of 10 items per page by default

3.7.3.3.2 Machines Filters

It is also possible to filter and sort by the following columns

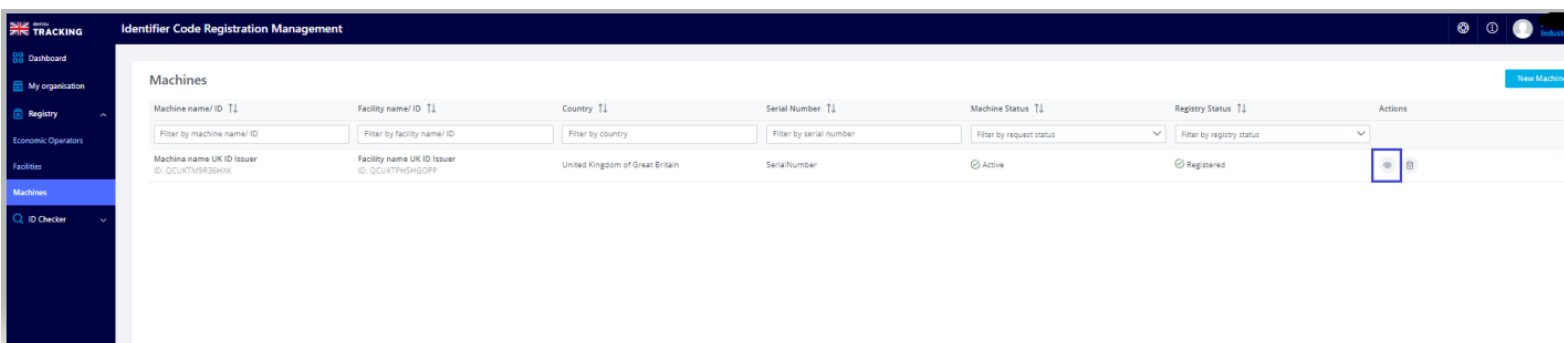



(Figure 84 – Machines Filtering)

- **Machine name/ID:** To filter by Machine name or M-ID
- **Facility name/ID:** To filter by Facility name or F-ID associated to a Machine
- **Country**
- **Serial Number**
- **Machine Status:** Active or Deactivated
- **Registry Status:** Registered/Deregistered

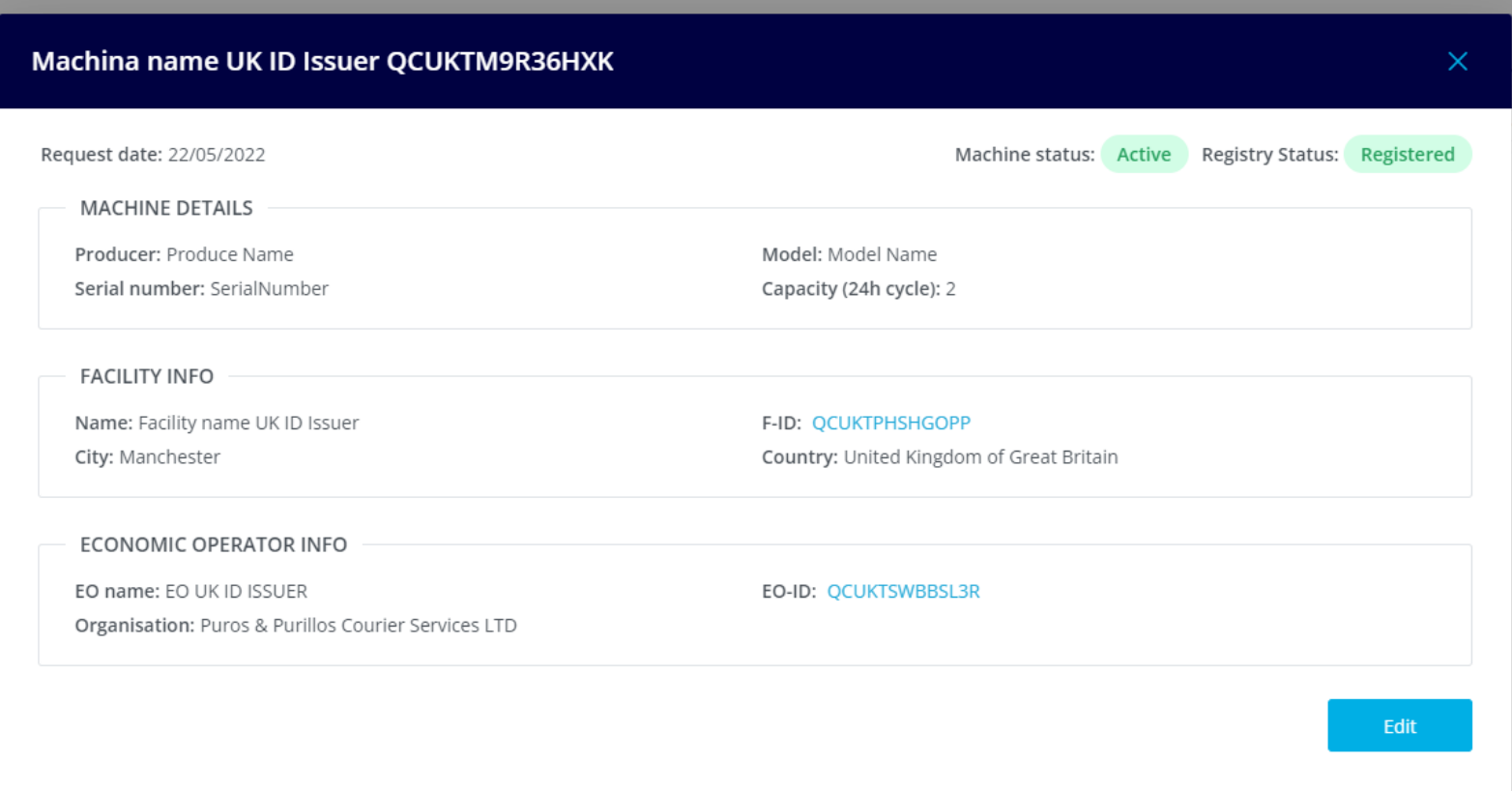
3.7.3.3.3 View Machine Details

To consult “Machine” details, press button **“View Details”**



Machine name/ID T1	Facility name/ID T1	Country T1	Serial Number T1	Machine Status T1	Registry Status T1	Actions
Machine name UK ID Issuer ID: QCUKTM9R36HXK	Facility name UK ID Issuer ID: QCUKTPHSHGOPP	United Kingdom of Great Britain	Serial Number	Active	Registered	

(Figure 85 – Machines view details option)



Machina name UK ID Issuer QCUKTM9R36HXK

Request date: 22/05/2022

Machine status: **Active** Registry Status: **Registered**

MACHINE DETAILS

Producer: Produce Name Model: Model Name

Serial number: SerialNumber Capacity (24h cycle): 2

FACILITY INFO

Name: Facility name UK ID Issuer F-ID: [QCUKTPHSHGOPP](#)

City: Manchester Country: United Kingdom of Great Britain

ECONOMIC OPERATOR INFO

EO name: EO UK ID ISSUER EO-ID: [QCUKTSWBBSL3R](#)

Organisation: Puros & Purillos Courier Services LTD

Edit

(Figure 86 – Machines view details modal box)

NOTE: EO-ID and F-ID are clickable to navigate to that specific EO-ID and F-ID, respectively

3.7.3.3.4 Edit Machines

Machine details can be modified when "Edit" button is pressed, and automatically a set of columns will be displayed to allow the edition:

Machina name UK ID Issuer QCUKTM9R36HXX

Request date: 22/05/2022

Machine status: Active Registry Status: Registered

MACHINE DETAILS

Producer: Produce Name

Model: Model Name

Serial number: SerialNumber

Capacity (24h cycle): 2

FACILITY INFO

Name: Facility name UK ID Issuer

F-ID: QCUKTPHSHGOPP

City: Manchester

Country: United Kingdom of Great Britain

ECONOMIC OPERATOR INFO

EO name: EO UK ID ISSUER

EO-ID: QCUKTSWBBSL3R

Organisation: Puros & Purillos Courier Services LTD

Edit

(Figure 87 – Machine Edit option)

Same set of fields required for the registration will be available for the edition (through "View details" option). So, once the change has been done, to save the changes, just press "**Save**" button.

List of fields available for edition:

- **Producer(*)**
- **Model(*)**
- **Serial Number (*)**
- **Capacity (24h cycle) (*)**
- **"Reassign a machine to a different facility" checkbox:** This option is to "move" or "reassign" a machine to a different F-ID and if need it, to another EO-ID.

FACILITY INFO

☒ Reassign a machine to a different facility

EO-ID/ name*

Select a Economic Operator

F-ID/ name*

Select a facility

Cancel

Save

(Figure 88 – Machines Edit option)

NOTE: Creation date, facility name and M-ID are showed in the upper left corners of the screen.

3.7.3.3.5 Register Machines

To register a new machine into the UK ID Issuer, just need to press button **"NEW MACHINE"** and fill the form, and once done, press button **"CREATE MACHINE"**

(Figure 89 – New Machine registration option)

(Figure 90 – New Machine registration form)

Fields presented in the registration form:

- **Machine Name**

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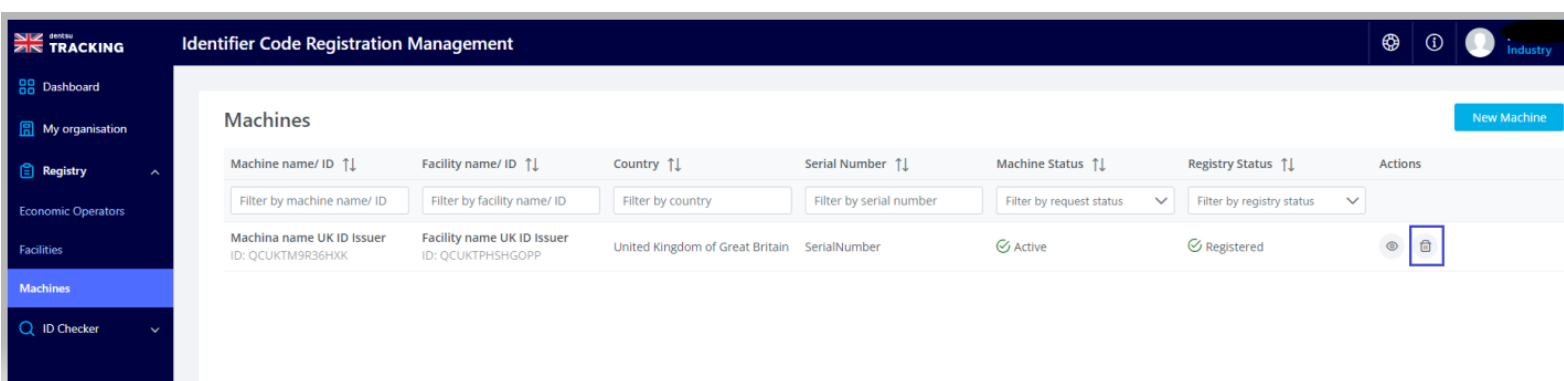
- **Producer (*)**
- **Model(*)**
- **Serial Number (*)**
- **Capacity(24h cycle) (*)**
- **F-ID (*)**: To indicate the facility associated.

NOTE: Fields marked with (*) are required

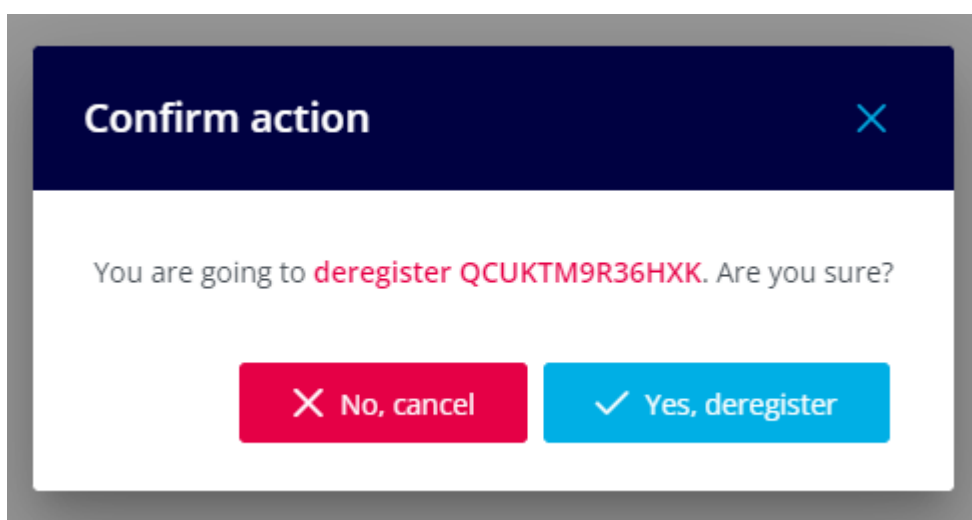
NOTE: An email with the new registration will be sent to all users of the Organization

3.7.3.3.6 Deregister Machines

To deregister a M-ID from the UK ID Issuer just click on the "Deregister ID" button and confirm the action:



(Figure 91 – Machines Deregistration option)



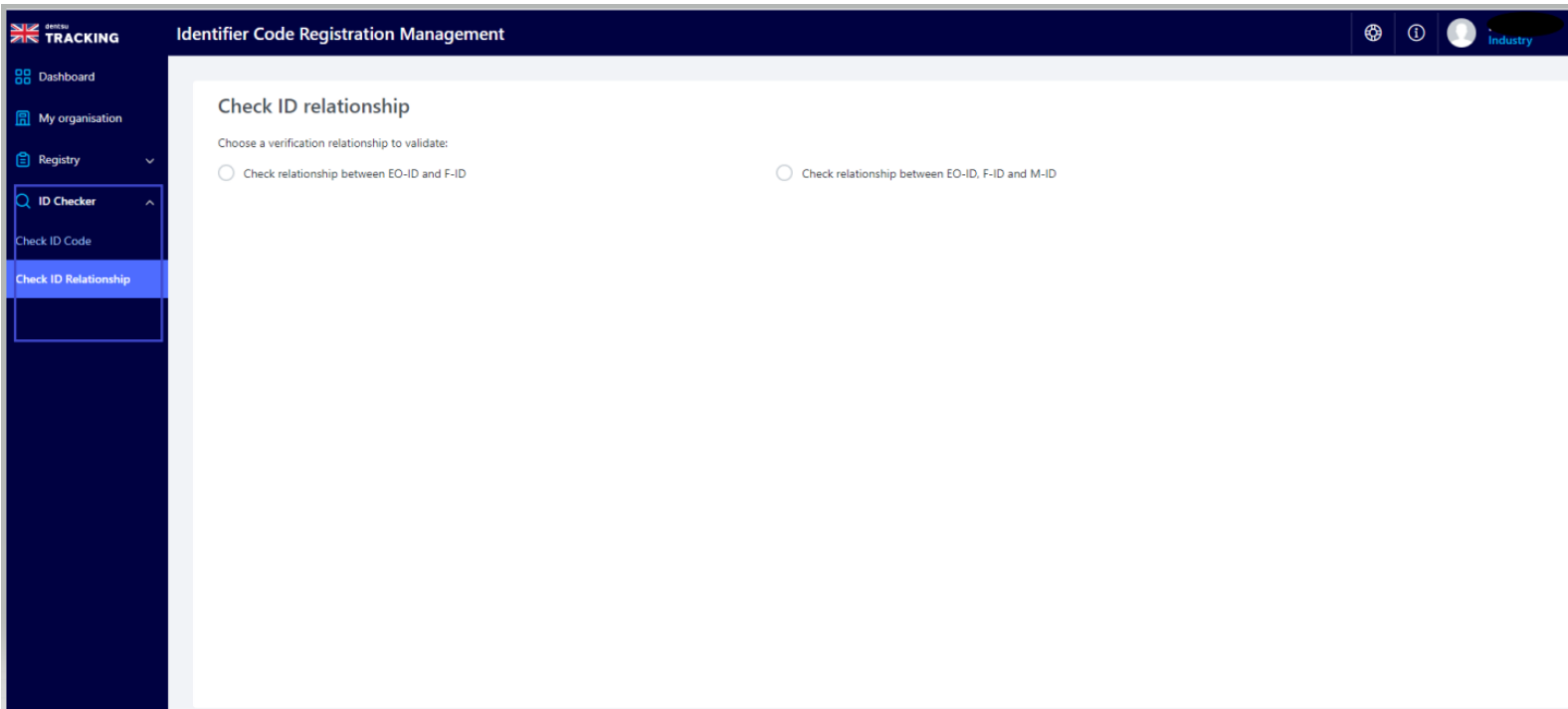
(Figure 92 – Machines deregistration confirmation)

3.7.4 ID Checker

The UK ID Issuer, upon user request, can check the existence of Identifier codes (EO-ID, F-ID and M-ID), and also, if they are active within the UK System.

Also this functionality allows to the users to check even the relationships between EO-ID, F-ID and M-ID, if exists and it is active.

With this feature failures during the registration of codes, or even when sending operational messages to the UK Gateway, can be avoided.



(Figure 93- Check ID Code functionality)

NOTE: Service Providers won't have access to this functionality

NOTE: This verification method returns information on the three activities explained below but does not disclose any information contained in the identifier codes as such (e.g., address):

3.7.4.1 Check ID Code

To check if an Identifier code (EO-ID, F-ID and M-ID) exists and it is active, just need to add the EO-ID/s, F-ID/s and M-ID/s to check, press **"CHECK CODES"** button and the result will be displayed:

Identifier Code Registration Management

Check ID code

ECONOMIC OPERATOR CODE

EO-ID: 1223 EO-ID: 123 EO-ID: 111

FACILITY CODE

F-ID: A123 F-ID: 1233 F-ID: 77747

MACHINE CODE

M-ID: B1223 M-ID: 12 M-ID: 11

Results for checks of EO-ID(s)

No EO-ID(s) verified.

Results for checks of F-ID(s)

No F-ID(s) verified.

Results for checks of M-ID(s)

No M-ID(s) verified.

[Check codes](#)

(Figure 94 – Check ID codes form)

Results for checks of EO-ID(s)

EO-ID	Result
1223	✗ This Identifier Code does not exist or has been deactivated/deregistered.
123	✗ This Identifier Code does not exist or has been deactivated/deregistered.
111	✗ This Identifier Code does not exist or has been deactivated/deregistered.

Results for checks of F-ID(s)

F-ID	Result
A123	✗ This Identifier Code does not exist or has been deactivated/deregistered.
1233	✗ This Identifier Code does not exist or has been deactivated/deregistered.
77747	✗ This Identifier Code does not exist or has been deactivated/deregistered.

Results for checks of M-ID(s)

M-ID	Result
B1223	✗ This Identifier Code does not exist or has been deactivated/deregistered.
12	✗ This Identifier Code does not exist or has been deactivated/deregistered.
11	✗ This Identifier Code does not exist or has been deactivated/deregistered.
11	✗ This Identifier Code does not exist or has been deactivated/deregistered.

(Figure 95 -Check ID code results example)

Results for checks of EO-ID(s)

EO-ID	Result
QCUKTSWBBSL3R	✓ Active

Results for checks of F-ID(s)

F-ID	Result
QCUKTSWBBSL3R	✗ This Identifier Code does not exist or has been deactivated/deregistered.

Results for checks of M-ID(s)

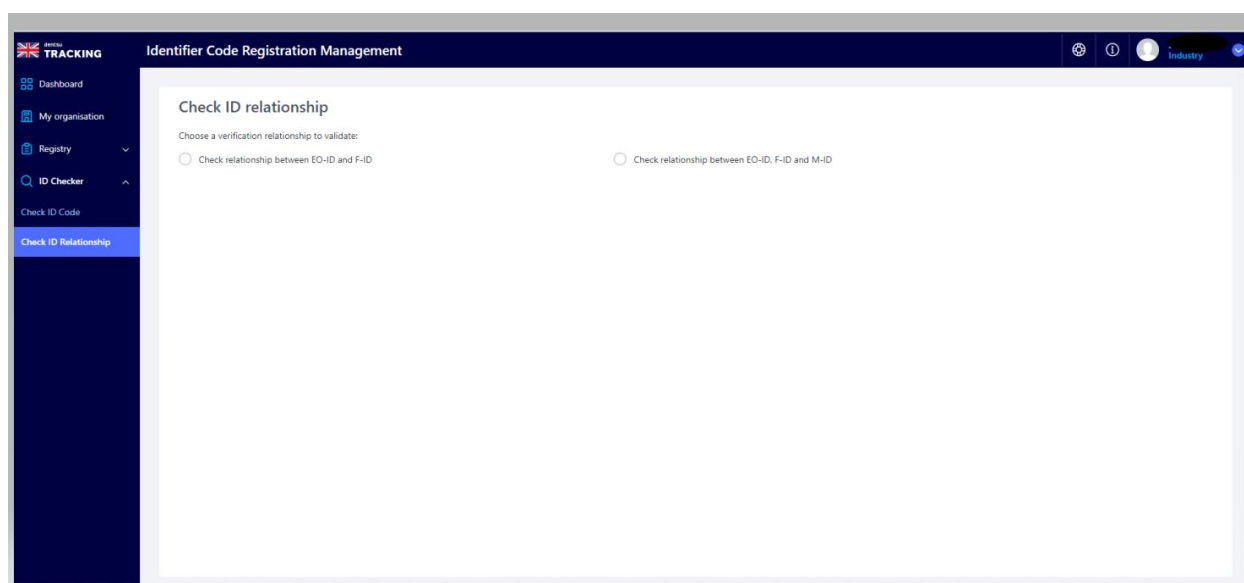
M-ID	Result
QCUKTM9R36HXX	✓ Active

(Figure 96 – Check ID Code results example)

NOTE: Only nine EO-IDs, nine F-IDs and nine M-IDs can be checked as maximum

3.7.4.2 Check ID Relationship

To check relationships between EO-ID and F-ID and between EO-ID, F-ID and M-ID.



(Figure 97 – Check ID relationship functionality)

(Figure 98 – Check ID relationship form)

It is required to introduce the EO-ID and F-ID to check its relationship, or introduce the three of them to check that too, and press button **“CHECK”**

EO-ID	F-ID	Result
QCUKTSWBBSL3R	QCUKTSWBBSL3R	X There is no relationship between Identifiers Codes

(Figure 99 – Check ID relationship results example)

Identifier Code Registration Management

Check ID relationship

Choose a verification relationship to validate:

☐ Check relationship between EO-ID and F-ID
 ☒ Check relationship between EO-ID, F-ID and M-ID

EO-ID / F-ID / M-ID RELATIONSHIP CHECKER

EO-ID: F-ID: M-ID: [Check](#)

Results

EO-ID	F-ID	M-ID	Result
QCUKTSWBBSL3R	QCUKTSWBBSL3R	QCUKTM9R36HXK	✗ There is no relationship between Identifiers Codes

(Figure 100 – Check ID relationship results example)

3.8 UID Code Ordering

Users can use this option from the Main Menu to request and manage upUIs/aUIs orders

Main Menu

Welcome to the UK Track and Trace system. Please use the below menu to navigate to the different functionalities.

User management
Create and manage users.

[Access >](#)

Request and manage identifier codes
Request and manage your EO-IDs, F-IDs M-IDs.

[Access >](#)

API credentials management
Request and manage credentials to integrate your system(s).

[Access >](#)

UID code ordering
Request and manage upUIs/ aUIs orders.

[Access >](#)

(Figure 101 - UID code ordering Landing Page option)

3.8.1 Code Ordering Dashboard

This Dashboard provides a summary and insights about the code ordering activity and volumes.

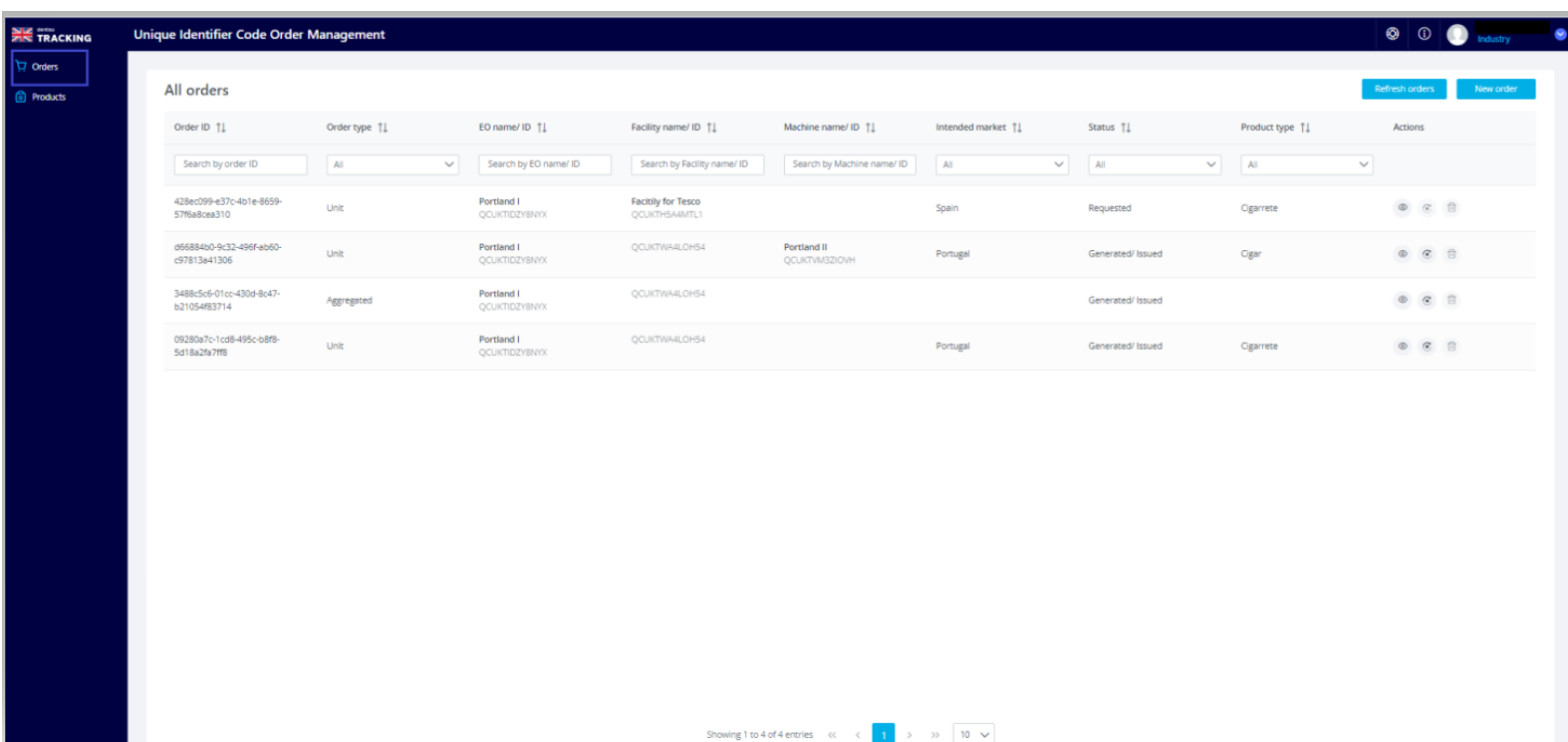
When an Economic Operators clicks on the Dashboard menu, he will see a Dashboard with the following KPIs, on a **monthly basis** :

- **"Total Orders"** per Economic Operator in the Organization for current Month
- **"Total Volumes UIs"** per Economic Operator in the Organization for current Month

NOTE: KPIs will take into consideration only orders that have been processed

3.8.2 Orders

3.8.2.1 List Orders: Unit & Aggregated Orders



Order ID	Order type	EO name/ ID	Facility name/ ID	Machine name/ ID	Intended market	Status	Product type	Actions
428ec099-e37c-4b1e-8659-576a8cea310	Unit	Portland I QQUKTIDZYBNXX	Facility for Tesco QQUKTHSAAMTL1		Spain	Requested	Cigarette	
d5588400-9c32-496f-ab60-c97813e41306	Unit	Portland I QQUKTIDZYBNXX	QQUKTW4ALOH54	Portland II QQUKTVMSZIOVH	Portugal	Generated/ Issued	Cigar	
3488c5d5-01cc-430d-8c47-b21054983714	Aggregated	Portland I QQUKTIDZYBNXX	QQUKTW4ALOH54			Generated/ Issued		
09280a7c-1cd8-495c-b8f8-5d18a29a7f98	Unit	Portland I QQUKTIDZYBNXX	QQUKTW4ALOH54		Portugal	Generated/ Issued	Cigarette	

(Figure 102 – Orders List view)

Once users land into Orders, first thing that appear will be a list with all existing orders in the Organization. Depending on the Organization type, users will be able to request uUIs and aUIs, only aUIs, or none of those, as for example the case of Service Provider, or other Organizations that do not wish to order aUIs

For the case of a Manufactures/Importers, as they can order both types, they will be able to see listed all types of orders, and for example for Other Organizations that wish to purchase aUIs, they will only see listed aggregated Orders.

List of orders will be displayed in groups of 10 items by default, but this can be changed in the paginator.

3.8.2.2 Orders Filters

It is also possible to filter and sort orders by the following columns:

Order ID ↑↓	Order type ↑↓	EO name/ ID ↑↓	Facility name/ ID ↑↓	Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓
<input type="text" value="Search by order ID"/>	<input type="text" value="All"/>	<input type="text" value="Search by EO name/ ID"/>	<input type="text" value="Search by Facility name/ ID"/>	<input type="text" value="Search by Machine name/ ID"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>

(Figure 103 – Orders filtering)

- **Order ID**
- **Order type:** Unit/Aggregated.
- **EO Name/ID:** Search by EO Name or EO-ID
- **Facility name/ID:** Search by Facility name or F-ID
- **Machine name/ID:** Search by Machine name or M-ID
- **Intended Market:** Intended Market of the Order
- **Status:** Search by Orders Requested, Generated/Issued, Exported, Printed, Shipping, Delivered, Cancelled
- **Product Type:** Cigarrete, Cigar, Cigarillo, Ryo, Pipe, Water Pipe, Oral, Nasal, Chewing, Novel, Other

3.8.2.3 View Order Details

To check the Order details, just press “View details” button and a modal window will be opened up from there:

Unique Identifier Code Order Management

Industry

Orders
Products

All orders

Refresh orders New order

EO name/ ID ↑↓	Facility name/ ID ↑↓	Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Actions
<div>▼</div> <div>Search by EO name/ ID</div>	<div>Search by Facility name/</div>	<div>Search by Machine name</div>	<div>All ▼</div>	<div>All ▼</div>	<div>All ▼</div>	
Portland I QCUKTIDZY8NYX	Facility for Tesco QCUKTH5A4MTL1		Spain	Requested	Cigarette	
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54	Portland II QCUKTM3ZIOVH	Portugal	Generated/ Issued	Cigar	
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54			Generated/ Issued		
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54		Portugal	Generated/ Issued	Cigarette	

(Figure 104 – Orders view details option)

Order ID: d66884b0-9c32-496f-ab60-c97813a41306

×

Request date: 29/04/2022 17:34

Order status: Generated/ Issued

ORDER DETAILS

Order type: UNIT
Organisation: PT SL
EO name: Portland I
Facility name:
Brand: Nobel
Weight: 10.2
Import: No
Intended route: No
Tobacco product ID: 78999-85-25222
Internal reference number: 774242

Quantity: 3
EOID: QCUKTIDZY8NYX
FID: QCUKTWA4LOH54
Product type: Cigar
Combined nomenclature (CN) code: 78899898
Other product type:
Intended market: Portugal
Intended route:
Tobacco product number: 657578
Deliver order instantly: ☐

Download codes

Cancel order

(Figure 105 – Orders view details modal box)

3.8.2.4 New Order: Unit & Aggregated Orders

To request codes (upUIs or/aUIs) the user needs to press button **"New Order"** and a form will be opened up to be populated.

There two different forms, depending on the type of Order to be requested, if it is a Unit Order (to request upUIs) or an Aggregated Order (to request aUIs)

The screenshot displays the 'Unique Identifier Code Order Management' interface. On the left, there is a sidebar with 'Orders' and 'Products' options. The main area shows a table titled 'All orders'. The table has columns: EO name/ ID ↑↓, Facility name/ ID ↑↓, Machine name/ ID ↑↓, Intended market ↑↓, Status ↑↓, Product type ↑↓, and Actions. Below the table, there are search filters for EO name/ ID, Facility name/ ID, and Machine name. The table contains four rows of data. The first row shows 'Portland I' (QCUIKIDZY8NYX) at 'Facility for Tesco' (QCUIKTH5A4MTL1) in 'Spain', with status 'Requested' and product type 'Cigarette'. The second row shows 'Portland I' (QCUIKIDZY8NYX) at 'QCUIKTWA4LOH54' in 'Portugal', with status 'Generated/ Issued' and product type 'Cigar'. The third row shows 'Portland I' (QCUIKIDZY8NYX) at 'QCUIKTWA4LOH54' with status 'Generated/ Issued'. The fourth row shows 'Portland I' (QCUIKIDZY8NYX) at 'QCUIKTWA4LOH54' in 'Portugal', with status 'Generated/ Issued' and product type 'Cigarette'. In the top right corner, there are two buttons: 'Refresh orders' and 'New order', with the 'New order' button highlighted by a red box.

(Figure 106 –Create New Order option)

UNIT ORDERS

Economic Operators can request to the UK ID Issuer to generate upUIs via Web Interface in an electronic way. To do this, the Economic Operator needs to populate the following information and press **"Submit Order"** button:

- **Order Type ***: Unit Order or Aggregated order
- **Process Involves machinery *: Yes/No** (if "Yes", MID/name will be mandatory)
- **Brand ***
- **Intended Market ***
- **Tobacco Product Number ***
- **Quantity (1M limit)*:** (1 as min, 1M as max limit)
- **MID/Name *:** Only mandatory if "Process Involves machinery" is "Yes"
- **Combine Nomenclature (CN) Code**
- **Intended Route ***
- **Internal Reference Number:** Number with the purchase number displayed in the invoices received from the UK ID Issuer.
- **EOID /Name ***

- **Product Type ***: Cigarette, Cigar, Cigarillo, Ryo, Pipe, Water Pipe, Oral, Nasal, Chewing, Novel, Other
- **Weight (gr) ***
- **Route (Country)**: Will be available if "Intended Route " is "Yes"
- **Deliver Order Instantly:** *: When this option is selected as "Yes", UK ID Issuer immediately starts to generate the codes and this means that users "lose" the right to cancel the order up to 24hrs after been placed (no option to cancel in 24hr after been placed). The order will be invoiced accordingly and the UID codes will be generated and should be ready for download instantly. If the option is "No", the generation and electronic transmission of the UI codes will take place within **48 hours**
- **FID/Name ***
- **Other Product Type *: Mandatory when "Product Type" "Other" is selected.**
- **Import *: Yes/No**
- **Tobacco Product ID ***
- **Agree to our Terms & Conditions ***

Unique Identifier Code Order Management

New electronic delivery request

ORDER DETAILS

Order type *
☒ Unit order ☐ Aggregated

Quantity (1M limit)*

EOID/ name*

FID/ name*

Process involves machinery *
☐ Yes ☒ No

MID/ name*

Product type* (I)

Other product type*

Brand*

Combined nomenclature (CN) code

Weight (gr)*

Import *
☐ Yes ☒ No

Intended market *

Intended route *
☒ No ☐ Yes

Route (I)

Tobacco product number*

Internal reference number (I)

Deliver order instantly * (I)
☒ No ☐ Yes

☐ Agree to our Terms & Conditions

(Figure 107 – Unit Order creation form)

NOTE: Fields marked with (*) are mandatory.

NOTE: Within one working day(24hrs), Economic Operators can cancel a request which was sent

NOTE: Digital flow for Orders: REQUESTED -> PROCESSED -> EXPORTED-> CANCELLED

▪ **AGGREGATED ORDERS**

Economic Operators can request to the UK ID Issuer to generate aUIs via the UK ID Issuer Web application and get them electronically. To do this, the Economic Operator needs to provide the following information and press “**Submit Order**” button

The screenshot shows a web application interface for 'Unique Identifier Code Order Management'. The main heading is 'New electronic delivery request'. Below this, there's a section titled 'ORDER DETAILS'. It contains several input fields and a checkbox. The 'Order type' field has two radio buttons: 'Unit order' and 'Aggregated', with 'Aggregated' being selected. The 'Quantity (1M limit)' field is empty. The 'EO/ID name' field has a dropdown menu with 'Select an EO' and a downward arrow. The 'FI-D name' field has a dropdown menu with 'Select a facility'. The 'Internal reference number' field is empty. The 'Deliver order instantly' checkbox is checked, with 'No' and 'Yes' options. At the bottom, there's a checkbox for 'Agree to our Terms & Conditions' and a blue 'Submit order' button.

(Figure 108 – Aggregated Order Creation Form)

- **Order type *:** To select the Order Type (Unit/Aggregated)
- **Quantity *:** Quantity of codes, (1 as min, 1M as max limit)
- **EO-ID/name ***
- **FI-D/name ***
- **Internal reference number:** As the internal purchase reference number coming from invoices received from the UK ID Issuer
- **Deliver order instantly *:** When this option is selected as “Yes”, UK ID Issuer immediately starts to generate the codes and this means that users “loss” the right to cancel the order up to 24hrs after been placed (no option to cancel in 24hr after been places). The order will be invoiced accordingly and the UID codes will be generated and should be ready for download instantly. If the option is “No”, the generation and electronic transmission of the UID codes will take place within **48 hours**
- **Agree to our Terms & Conditions ***

NOTE: Fields marked with (*) are mandatories.

NOTE: Within one working day(24hrs), Economic Operators can cancel a request which was sent

NOTE: Digital flow for Orders: REQUESTED -> PROCESSED -> EXPORTED-> CANCELLED

3.8.2.5 Refresh Orders: Unit & Aggregated Orders













This functionality provides with a manual refresh on the Order list, so when a user presses this button, he will get an update on demand and any change on the Order list will be reflected immediately, if need it.

All orders								Refresh orders	New order
Order ID ↑↓	Order type ↑↓	EO name/ ID ↑↓	Facility name/ ID ↑↓	Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓		
<input type="text" value="Search by order ID"/>	<input type="text" value="All"/>	<input type="text" value="Search by EO name/ ID"/>	<input type="text" value="Search by Facility name/"/>	<input type="text" value="Search by Machine name"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>		
428ec099-e37c-4b1e-8659-57f6a8cea310	Unit	Portland I QCUKTIDZY8NYX	Facility for Tesco QCUKTH5A4MTL1		Spain	Requested	Cigarette		
d66884b0-9c32-496f-ab60-c97813a41306	Unit	Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54	Portland II QCUKTM3ZIOVH	Portugal	Generated/ Issued	Cigar		
3488c5c6-01cc-430d-8c47-b21054f83714	Aggregated	Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54			Generated/ Issued			
09280a7c-1cd8-495c-b8f8-5d18a2fa7ff8	Unit	Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54		Portugal	Generated/ Issued	Cigarette		

(Figure 109 – Refresh Orders functionality)

3.8.2.6 Reorder previous Orders: Unit & Aggregated Orders

The UK ID Issuer Web Application also provides to Economic Operators with the possibility to manage previous orders (for both, Unite and Aggregated), allowing them to order more easily and quickly without having to re-enter all same information for a new order (e.g., where quantities and machines remain the same)

All orders								Refresh orders	New order
EO name/ ID ↑↓	Facility name/ ID ↑↓	Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Actions			
<input type="text" value="Search by EO name/ ID"/>	<input type="text" value="Search by Facility name/"/>	<input type="text" value="Search by Machine name"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>				
Portland I QCUKTIDZY8NYX	Facility for Tesco QCUKTH5A4MTL1		Spain	Requested	Cigarette	  			
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54	Portland II QCUKTM3ZIOVH	Portugal	Generated/ Issued	Cigar	  			
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54			Generated/ Issued		  			
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54		Portugal	Generated/ Issued	Cigarette	  			

(Figure 110 – Reorder functionality)

NOTE: To use this functionality, the order needs to be "Generated/Issued"

3.8.2.7 Cancel Order: Unit & Aggregated Orders

Orders can be cancelled within one working day timeframe, but only if the option **"Deliver order instantly" was set to "NO"**.

To cancel an Order, it is needed to go through "View details" option or directly from "Cancel Order" and once from there, just press button **"Cancel Order"** and confirm the action.

Orders

Products

Unique Identifier Code Order Management

Industry

All orders

Refresh orders

New order

EO name/ ID ↑↓	Facility name/ ID ↑↓	Machine name/ ID ↑↓	Intended market	↑↓	Status ↑↓	Product type ↑↓	Actions
<div>▼</div>	<div>Search by EO name/ ID</div>	<div>Search by Facility name/</div>	<div>Search by Machine name</div>	<div>All</div> <div>▼</div>	<div>All</div> <div>▼</div>	<div>All</div> <div>▼</div>	
Portland I QCUKTIDZY8NYX	Facility for Tesco QCUKTH5A4MTL1		Spain		Requested	Cigarette	<div></div> <div></div> <div></div>
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54	Portland II QCUKTVM3ZIOVH	Portugal		Generated/ Issued	Cigar	<div></div> <div></div> <div></div>
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54				Generated/ Issued		<div></div> <div></div> <div></div>
Portland I QCUKTIDZY8NYX	QCUKTWA4LOH54		Portugal		Generated/ Issued	Cigarette	<div></div> <div></div> <div></div>

(Figure 111 – Cancel Order option)

Order ID: d66884b0-9c32-496f-ab60-c97813a41306

Request date: 29/04/2022 17:34

Order status: Generated/ Issued

ORDER DETAILS

Order type: UNIT

Organisation: PT SL

EO name: Portland I

Facility name:

Brand: Nobel

Weight: 10.2

Import: No

Intended route: No

Tobacco product ID: 78999-85-25222

Internal reference number: 774242

Quantity: 3

EOID: QCUKTIDZY8NYX

FID: QCUKTWA4LOH54

Product type: Cigar

Combined nomenclature (CN) code: 78899898

Other product type:

Intended market: Portugal

Intended route:

Tobacco product number: 657578

Deliver order instantly: ☐

Download codes

Cancel order

(Figure 112 -Cancel Order modal box)

Confirm action

You are going to **cancel the order 6631e71a-b024-4a8b-8f43-54c361219c31**. Are you sure?

✕ No, cancel

✓ Yes, cancel

(Figure 113 – Cancel Order confirmation)

3.8.2.8 Download Codes

After the codes (for both types) are Generated/Issued, can be downloaded. To do this, it is needed to go through "View details" option and from there, just click on the **"Download codes"** button to download a zip file with the codes generated.

Order ID: d66884b0-9c32-496f-ab60-c97813a41306

Request date: 29/04/2022 17:34

Order status: Generated/ Issued

ORDER DETAILS

Order type: UNIT	Quantity: 3
Organisation: PT SL	EOID: QCUKTIDZY8NYX
EO name: Portland I	FID: QCUKTWA4LOH54
Facility name:	Product type: Cigar
Brand: Nobel	Combined nomenclature (CN) code: 78899898
Weight: 10.2	Other product type:
Import: No	Intended market: Portugal
Intended route: No	Intended route:
Tobacco product ID: 78999-85-25222	Tobacco product number: 657578
Internal reference number: 774242	Deliver order instantly: <input type="checkbox"/>

[Download codes](#) [Cancel order](#)

(Figure 114 – Download codes from orders option)

3.8.3 Products

This functionality in the UK ID Issuer Web Application will help to Economic Operators to check all the Product Information from the Orders requested in the Organization.

3.8.3.1 View Product Codes Table

This is the product information displayed in the Product Table:

- **Product Code**
- **Type**
- **CN**
- **Brand**
- **Weight**
- **TPID**
- **TP PN**
- **Intended Market**
- **Intended Route**
- **Import**
- **EOID**
- **FID**
- **MID**

NOTE: Product table can be sorted by any of the columns displayed.

NOTE: This product table will only display Product information from Unit orders

Code	Type	CN	Brand	Weight	TP ID	TP PN	Intended market	Intended Route	Import	EOID	FID
I.cr.	Cigar	78899898	Nobel	10.2	78999-85-25222	657578	Portugal		No	QCUKTIDZY8NYX	QCU
BBgw?	Cigarette	45555445	Gold Coast	12.5	45552-11-11122	1223	Portugal		No	QCUKTIDZY8NYX	QCU

(Figure 115 – Products Table view)

3.8.3.2 Download Data

This table can be downloaded, to do that, just press button **"Download data"** and a zip file will be immediately generated with that information.

Code ↑↓	Type ↑↓	CN ↑↓	Brand ↑↓	Weight ↑↓	TP ID ↑↓	TP PN ↑↓	Intented market ↑↓	Intented Route ↑↓	Import ↑↓	E OID ↑↓	FID ↑↓
I.cr.	Cigar	78899898	Nobel	10.2	78999-85-25222	657578	Portugal		No	QCUKTDZY8NYX	QCUH
BBgw?	Cigarette	45555445	Gold Coast	12.5	45552-11-11122	1223	Portugal		No	QCUKTDZY8NYX	QCUH

(Figure 116- Download Products Table option)

4 Invoicing Process

4.1 Billing modalities for UI Code Orders

Dentsu Tracking charges a fee to economic operators for each requested UI code. Unit level and aggregated level UI codes (requested from the ID Issuer) are subject to the same fee. The fee was contractually agreed between Dentsu and HMRC and may only be changed under very specific conditions and subject to approval by HMRC.

NOTE: Test UI codes used in the test environment (non-production environment) are not subject to any fee and may also not be used for production. Invoices are issued to each organisation at the end of a month (the "Period of Reference").

The invoiced price for services will be based on the volume of new (unit level / aggregated level) Unique Identifiers requested over the preceding Period of Reference. Invoices are sub-divided into Economic Operator IDs (linked to the respective order) and among others contain the relevant Period of Reference, the number of unit level Unique Identifiers concerned by that Period of Reference, the internal order number reference (if provided during the order request), and the amount due in GBP. Note: all billing modalities and UI code ordering service terms are set out in the Terms & Conditions, which are accessible via the Web Interface and API environment (available as of 1 May 2022 in the test environment).

Partial extract of the invoice format showing division by EO-ID

Dentsu legal entity details

Client legal entity details

Client purchase order number

Invoice number

Date

Due date

Payment term

Period of reference details

Economic Operator 1	Order references	Volumes of UI
Economic Operator 2	Order references	Volumes of UI
Economic Operator 3	Order references	Volumes of UI
Economic Operator 4	Order references	Volumes of UI

(Figure 117 – Invoice extraction example)

At time of initial organisation creation in the system, the organisation will be subject to the Dentsu supplier onboarding process for invoicing purposes. This process will be handled via direct contact between the organisation and the Dentsu back-office team, running among others a standard due diligence exercise.

5 SLA

5.1 Identifier Codes

Identifier codes (EO-ID, F-ID, M-ID) are issued instantly once an organisation account is available and the identifier code request was submitted and received correctly.

5.2 UI Codes

CIR 2018/574 sets out the applicable SLA for the UI code request, generation and issuing modalities. Dentsu is required to generate and issue unit level and aggregated level UI codes based on the information submitted by economic operators as part of the request message (subject to applicable validation rules), whereas economic operators are responsible for the information contained in their request.

Dentsu will respond to correctly submitted order request within the legally defined timeframes: - Electronic UIDs to be delivered within 2 Working Days; - Electronic Aggregated UID to be delivered within 2 Working Days. Dentsu starts the generating of UI codes 24 hours after receipt of the UI code ordering request, in order to allow Economic Operators to make use of their right to cancel an order within the legally permitted 24-hour time window.

However, Economic Operator may make use of a fast delivery option by selecting the field "No Cancellation" in the Web Interface or as a parameter in the API. Economic operators must note, however, that selecting this option automatically relieves them of the right to cancel an order within 24 hours. UI codes requested with fast delivery option cannot be cancelled at any stage after submission of the order request.

There are no additional fees charged for the fast delivery option. Note that there is no minimum number of codes to be requested in an order (the minimum is 1 code). There is a maximum of 1 Million codes per order to prevent human error. If an Economic Operator needs more than 1 Million codes at a time, please place multiple orders. Physical UI code delivery takes place within 10 Working Days from validation of a received request. Note that it is not possible to request physical UI codes via the API.