



# UK ID ISSUER: USER MANUAL FOR ECONOMIC OPERATORS

dentsu  
**TRACKING**

### Summary of changes

Date	Version	Done by	Comment
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23.06.2022	1.1	María Sánchez Pazos	Added new functionality

### Publication

Date	Version	Submitted to
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# 1 Introduction

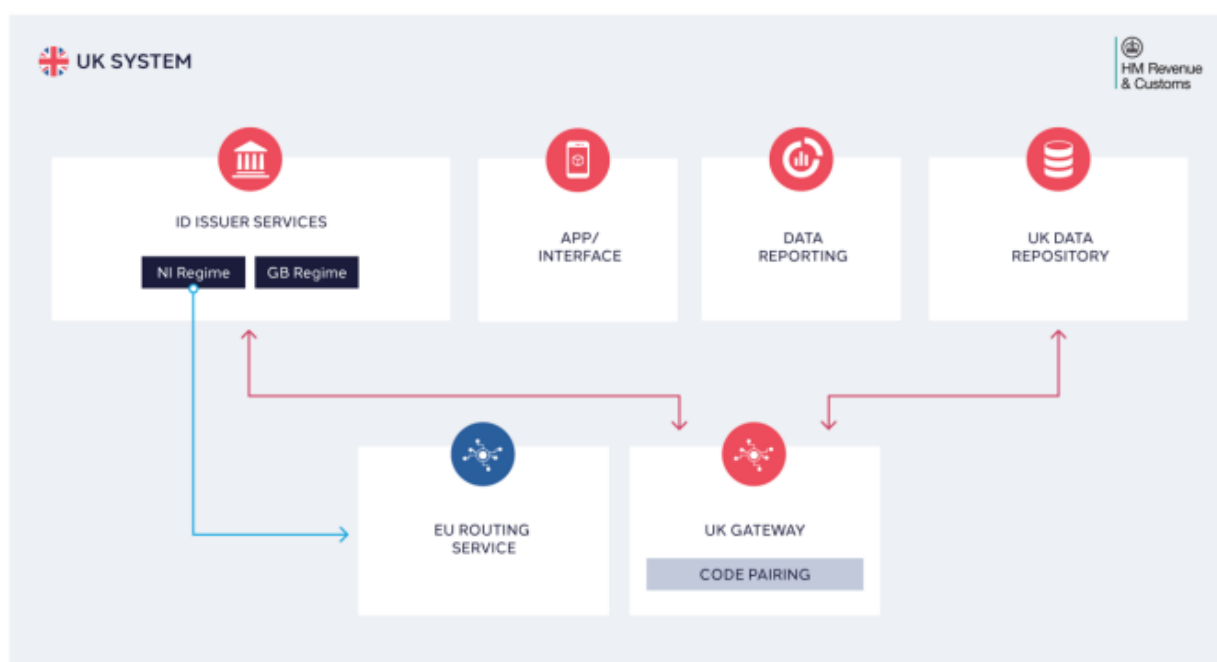
## 1.1 Purpose

This document defines the user guide for the ID Issuer Web Application of the UK Tobacco Track & Trace System. The information provided in this document includes the following:

- 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)**

The information contained in these documents is confidential, privileged and only for the information of the intended recipient and may not be used, published or redistributed without the prior written consent of dentsu International Switzerland AG.

**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 (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

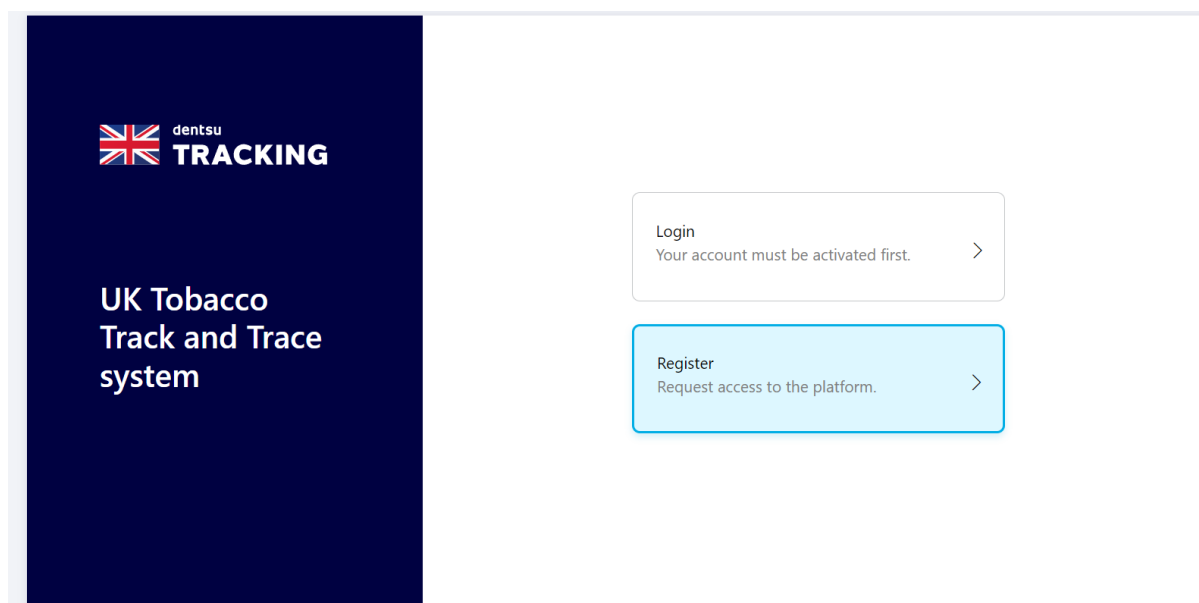
This document is intended for Economic Operators to be used as a working document with iterative review and update until sign off.

### 1.4 References

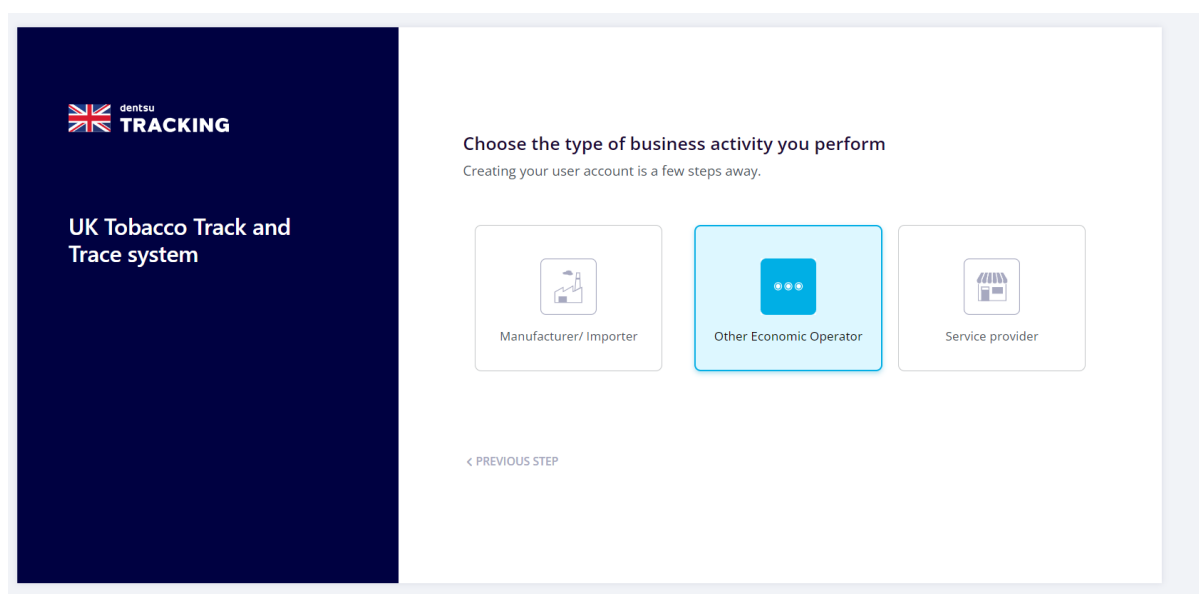
ID	Version	Title	
01	1.0	Title here	

## 2 New Registration: Onboarding Process

### 2.1 Organization Type



**(Figure 2 – Organisation Registration)**



**(Figure 3 – Organisation Registration Type)**

- 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.
- An Organisation that is not a "Manufacturer" neither an "Importer", don't need to buy codes at all. However you will need to interact with the Registry, so in this case, the option to choose will be: "Other Economic Operator" with "I wish to order aggregated level UIDs" condition unticked.

- If an Organisation, that is not a "Manufacturer" neither an "Importer" needs to buy codes (only aggregated ones), then they will need to choose the option "Other Economic Operator" with "I wish to order aggregated level UIDs" condition ticked is the option to select.
- If 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", this applies to "Manufacturers/Importers" .

For "Other Economic Operators", it will be the option of "I wish to order aggregated level UIDs" .

You will have the option to indicate a different Billing Address by providing:

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

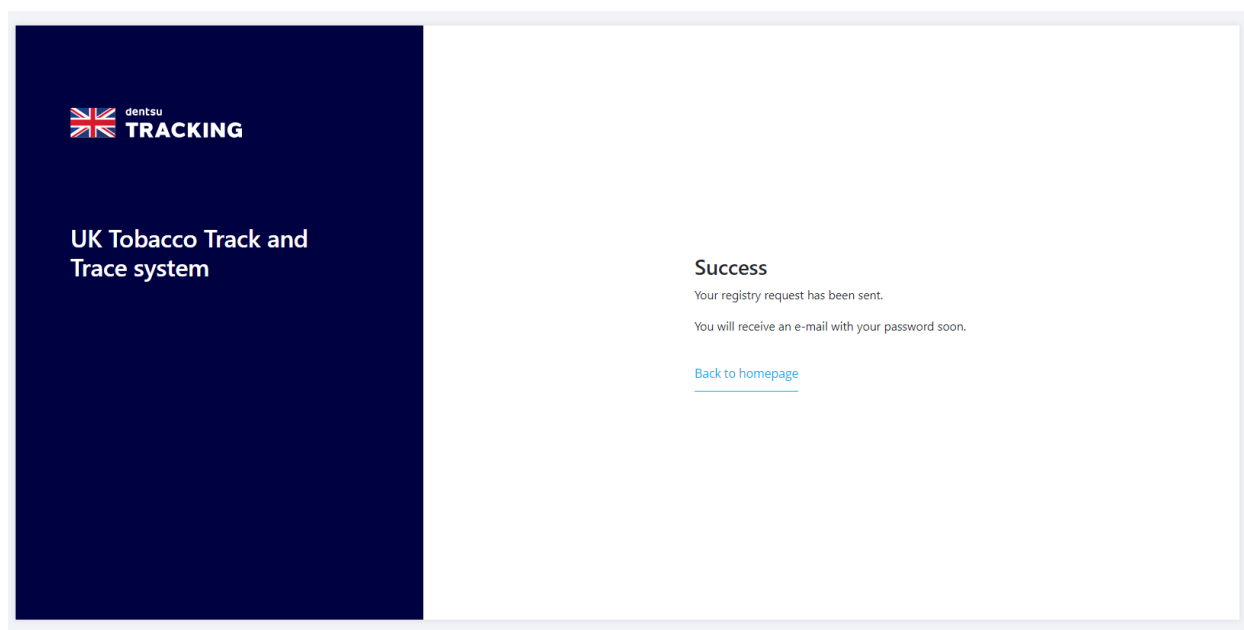
**NOTE:** For billing purposes, the information provided in here, must be UK/EU based

## 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.

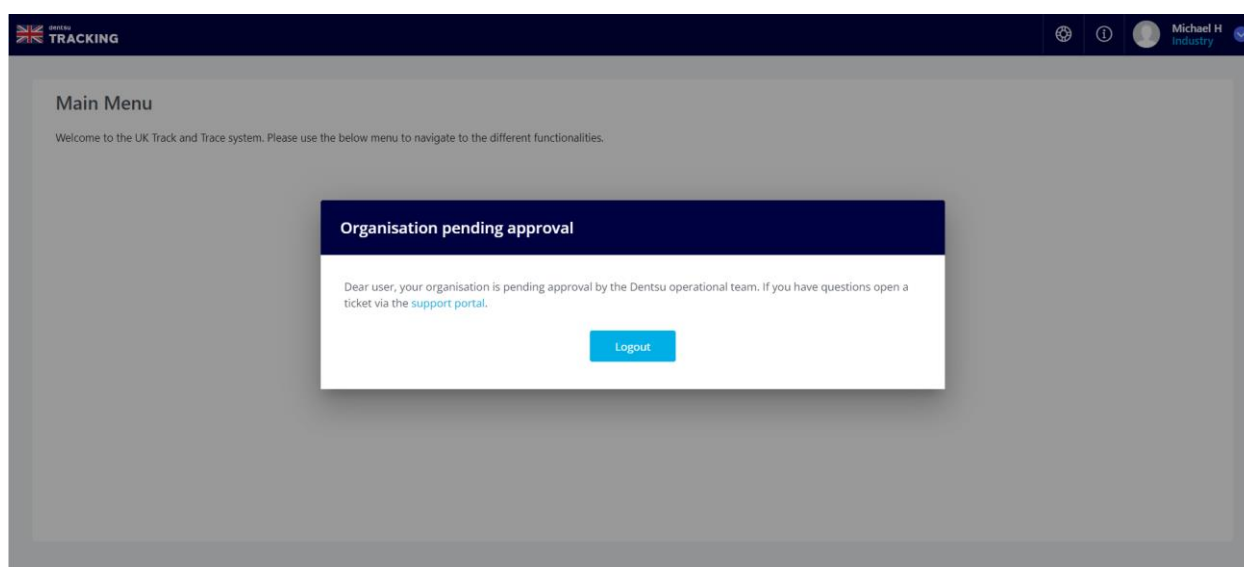
**Access Portal**

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**

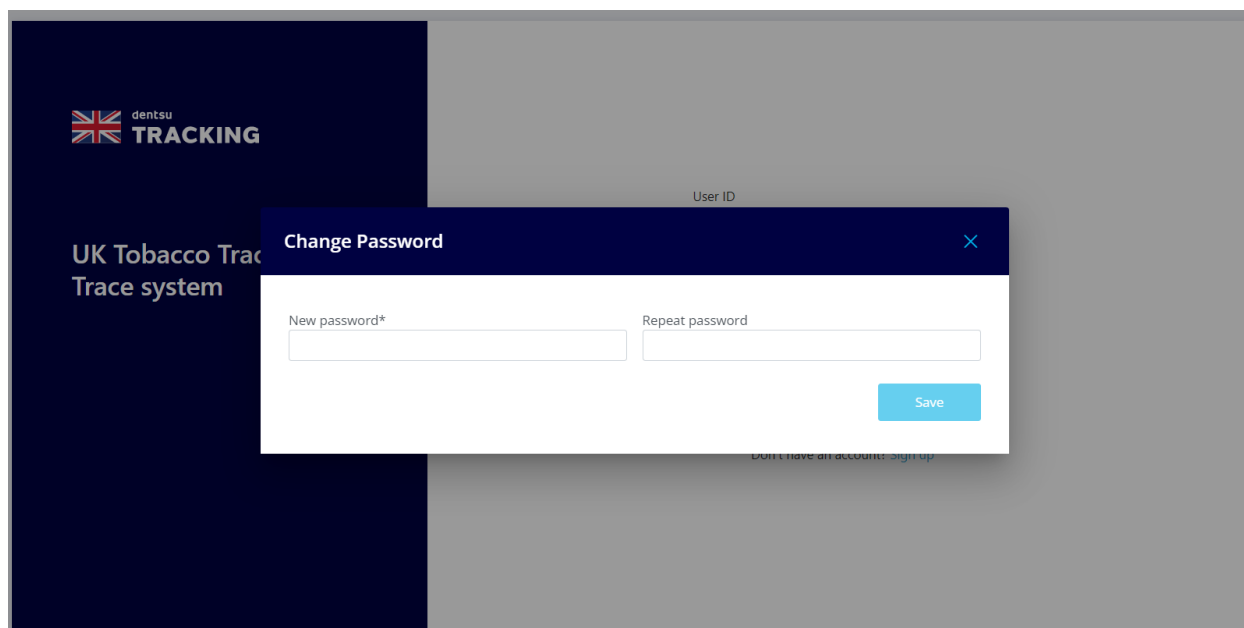
**(Figure 10 -Organisation account activation email)**

## 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.

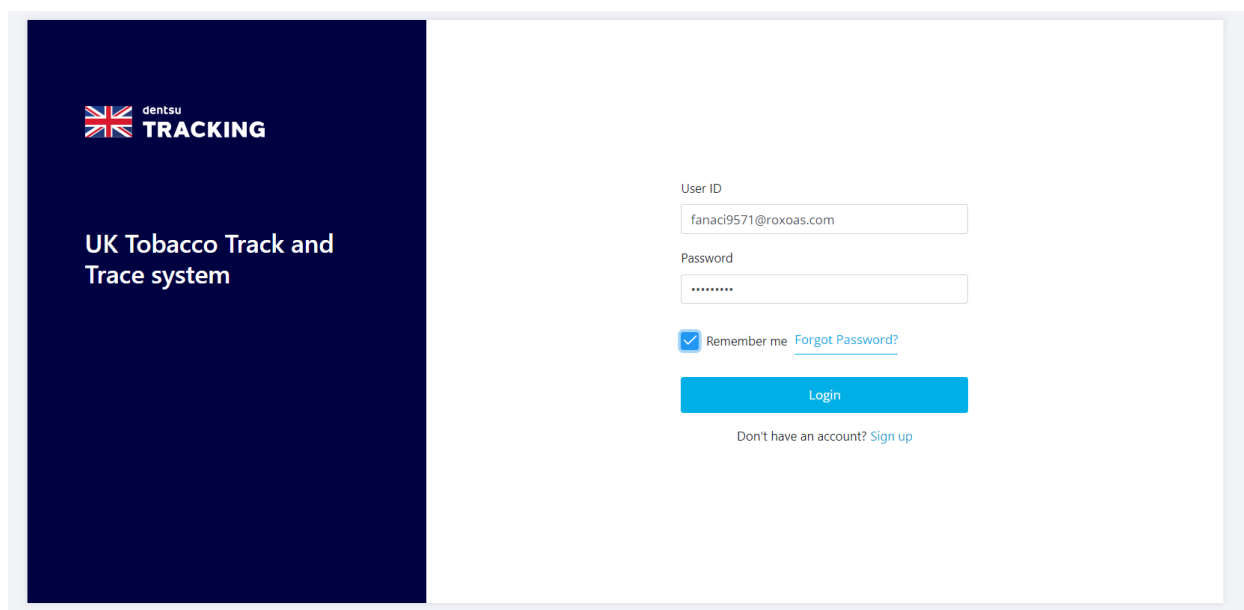
The image shows a web application interface for the 'UK Tobacco Trace system'. On the left, there is a dark blue sidebar with the 'dentsu TRACKING' logo (featuring a Union Jack) and the text 'UK Tobacco Trace system'. The main area is light gray. A dark blue modal dialog box titled 'Change Password' is centered on the screen. It contains two input fields: 'New password\*' and 'Repeat password'. Below these fields is a blue 'Save' button. A close button (an 'X' icon) is in the top right corner of the dialog. In the background, the text 'User ID' is visible at the top, 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

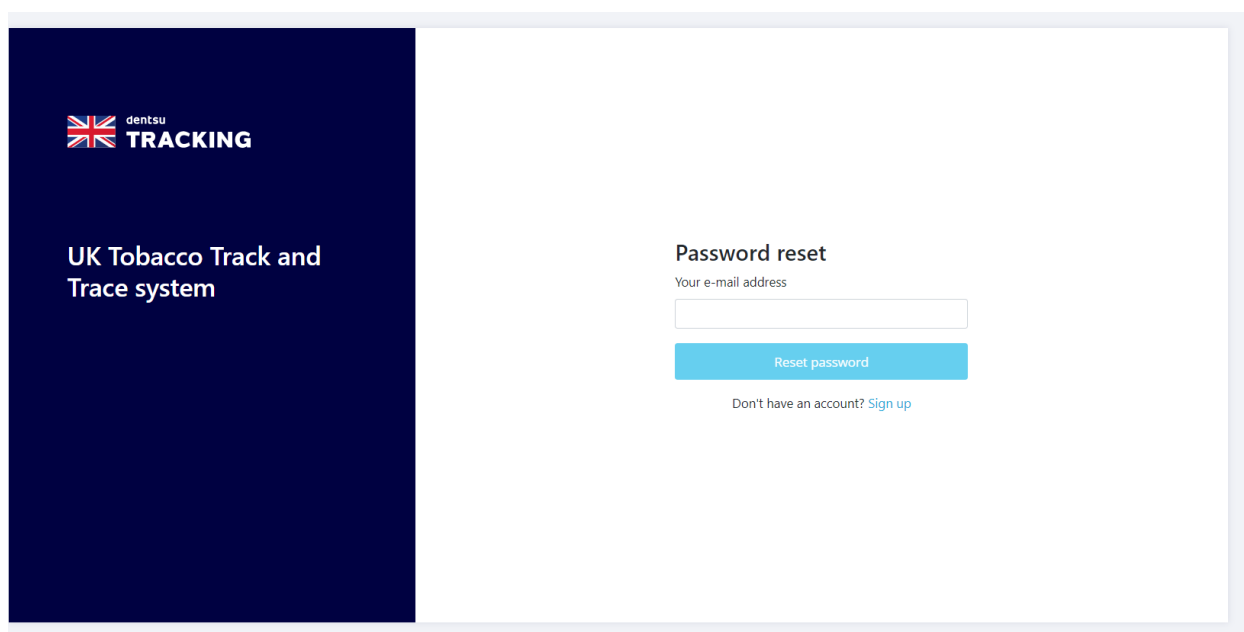


**(Figure 12 - Login)**

### 3.1.2 Forgot Password

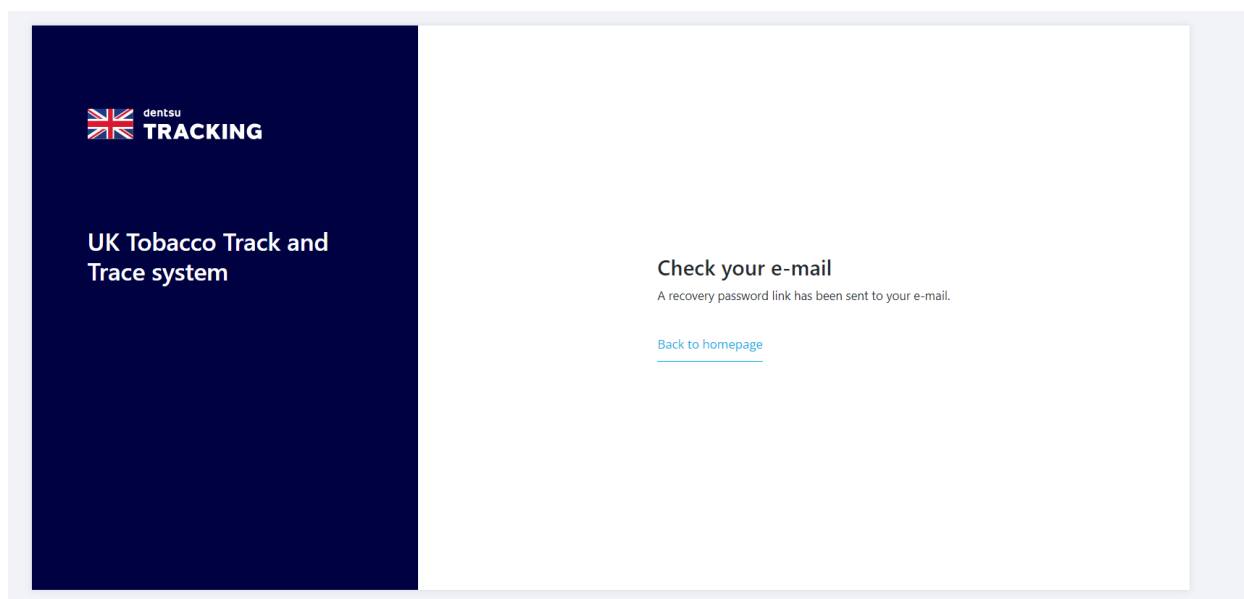
This option allows to the user who have forgotten his password to unlock, retrieve, or reset it, by introducing an email address, and once user clicks on the “Reset Password” button, an email with instructions to complete the resetting will be sent to the provided email address.

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



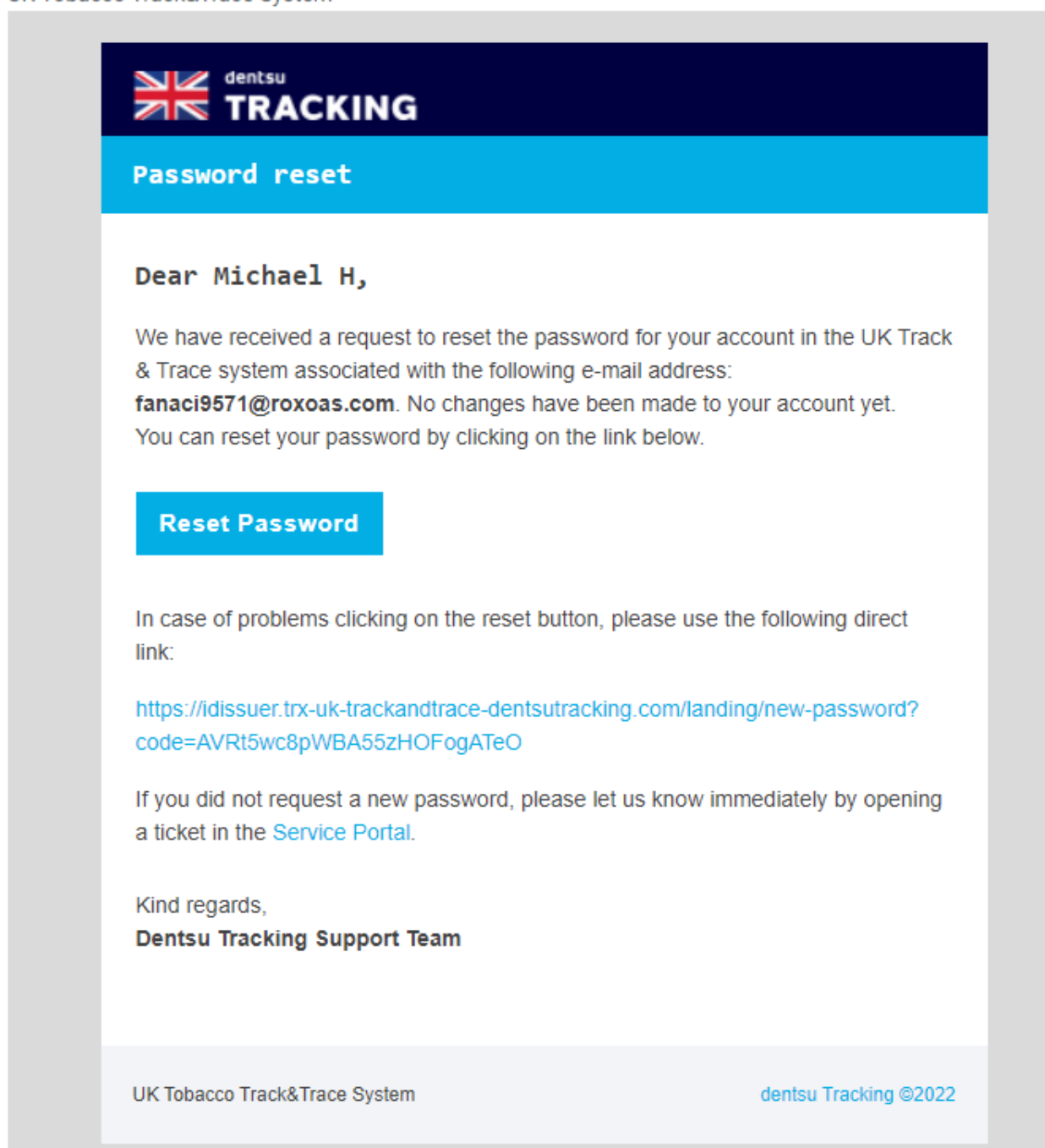
**(Figure 13- Password reset)**





**(Figure 14 – Password reset confirmation)**

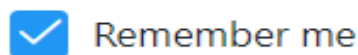
UK Tobacco Track&amp;Trace System



**(Figure 15 – Password reset email)**

### 3.1.3 "Remember Me"

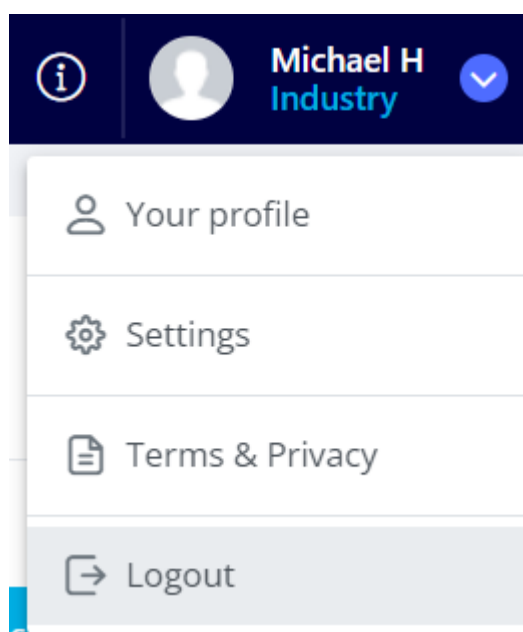
Once the Economic Operator is authenticated, by selecting this checkbox, the next time the user go back, he will be signed back in automatically, so there is no need to type the password every time the Economic Operator need to access into the UK ID Issuer Web application



**(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 main menu will be displayed only if the following criteria have been met:

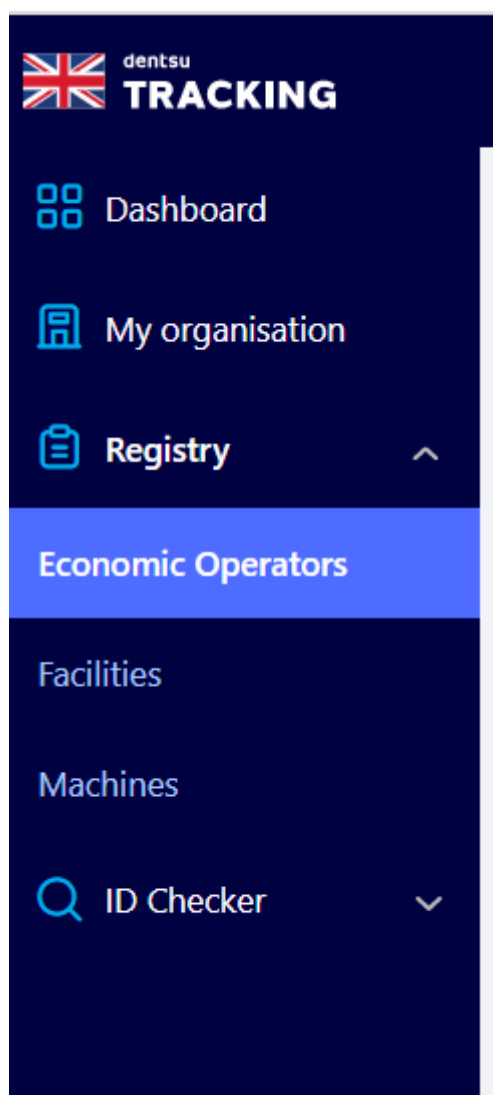
- The user has accepted the Terms and Conditions
- The user has accepted the GDPR policy
- The user has reset the default password created for that user

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”:



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On the top right corner of the screen you will find a link to the Support Portal to open tickets with Support.



On the top right corner of the screen you will find a link to the Document Centre

### 3.3 “Your Profile”

#### 3.3.1 Edit Profile Information

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

- First Name \*
- Last Name \*
- 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 the users to change their passwords every time that it is needed.

This functionality is available in:

**(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, then click on **"Update profile"** button.

- Using the password resetting option explained above.

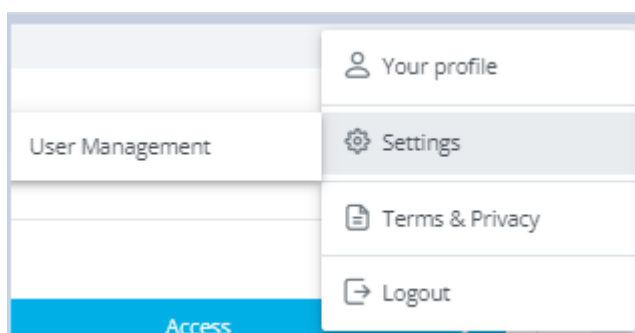
**NOTE:** *In any case, new passwords introduced needs to be compliant with the following password policy:*

- 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.

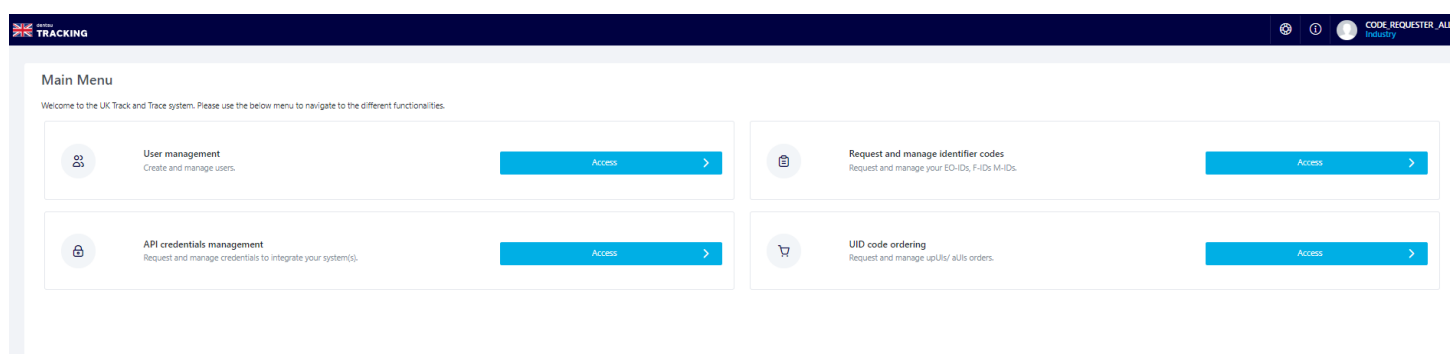
Economic Operators requesting UI codes from the ID Issuer will also have to accept additional terms governing the commercial aspects linked to the generation and issuing of UI codes, including invoicing and payment modalities. For those Economic Operators, the specific terms are included in the general 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.

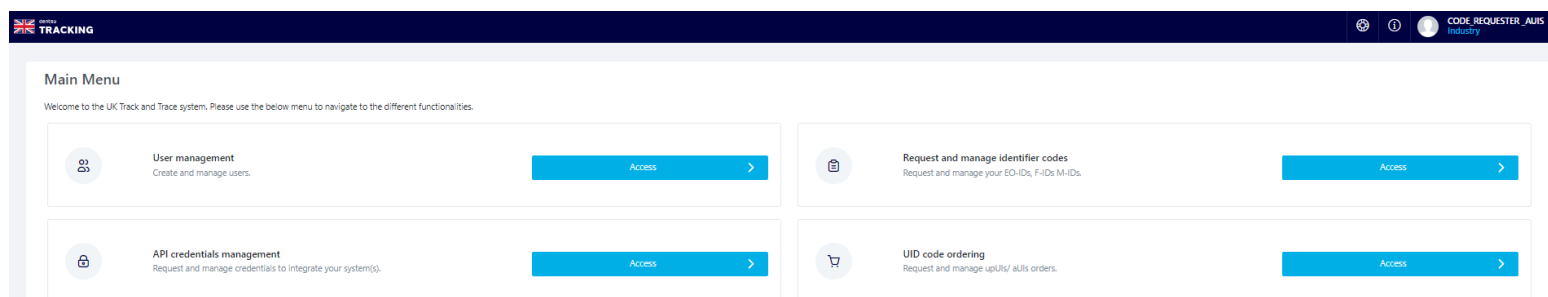


**(Figure 23 : Manufacturer/Importer view)**

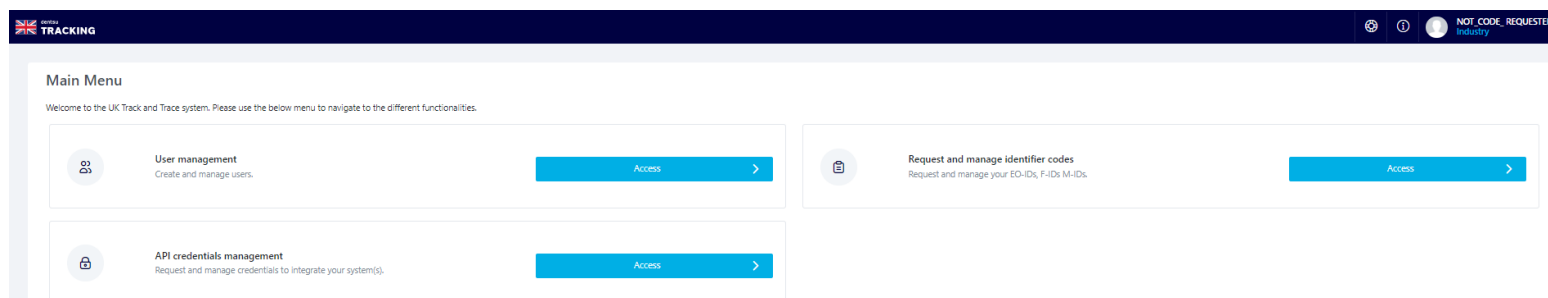
### 3.4.2 Other Economic Operators

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](mailto: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)



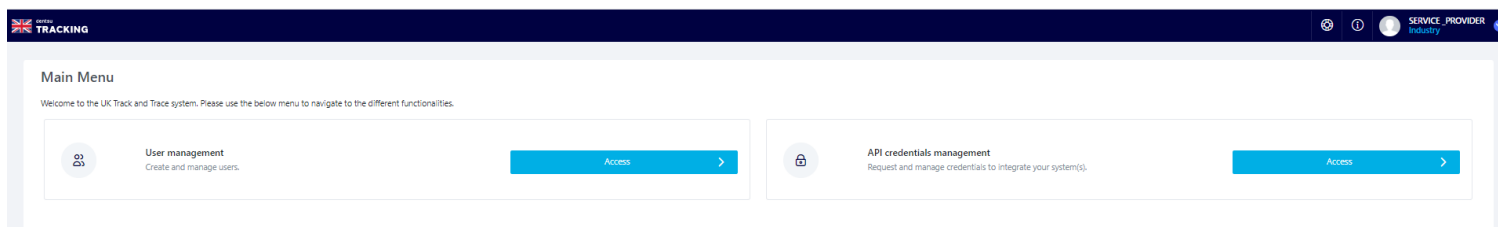
(Figure 25: Other Economic Operator Not Code Requestor aUIs view)



### 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.

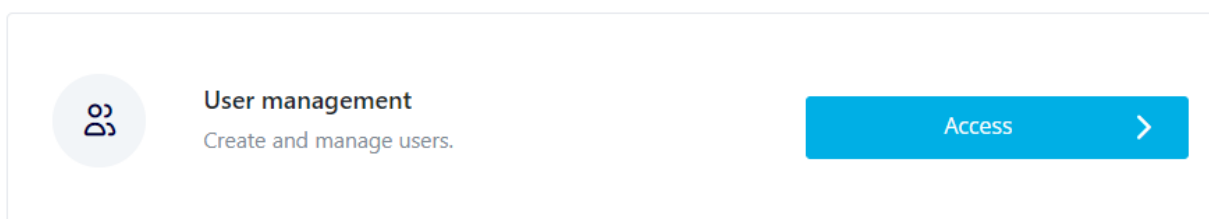


**(Figure 26: Service Provider view)**

### 3.5 User Management

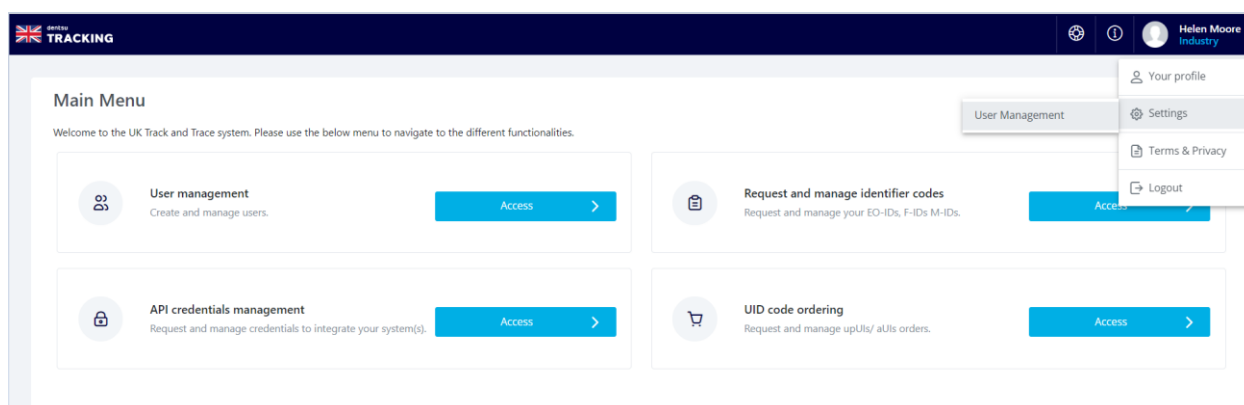
In order to handle the users in the UK ID Issuer, a full suite has been developed to work with. To access to these functionalit, there are a couple of options:

- 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)**

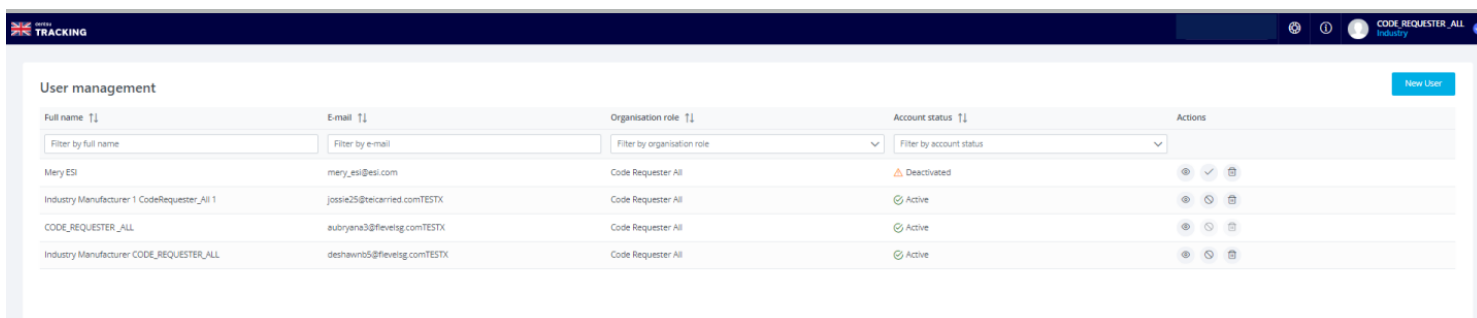
In the following subsections, the following functionality will be described:

- 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:



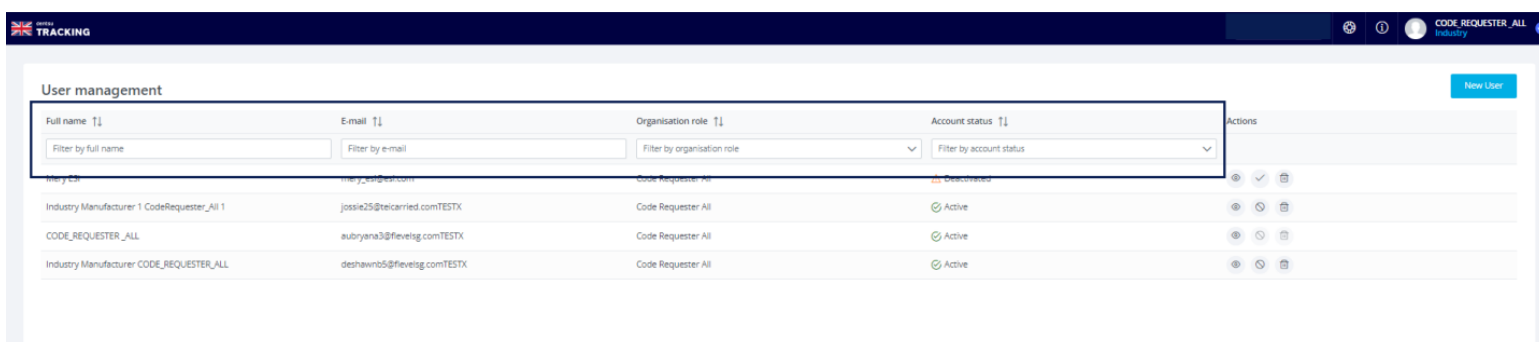
Full name	E-mail	Organisation role	Account status	Actions
Mery Esi	mery_esi@esi.com	Code Requester All	Deactivated	[Eye] [Check] [Trash]
Industry Manufacturer 1 CodeRequester_All 1	jossie25@teicarried.comTESTX	Code Requester All	Active	[Eye] [Check] [Trash]
CODE_REQUESTER_ALL	aubryana3@fevelsg.comTESTX	Code Requester All	Active	[Eye] [Check] [Trash]
Industry Manufacturer CODE_REQUESTER_ALL	deshawnb5@fevelsg.comTESTX	Code Requester All	Active	[Eye] [Check] [Trash]

(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:



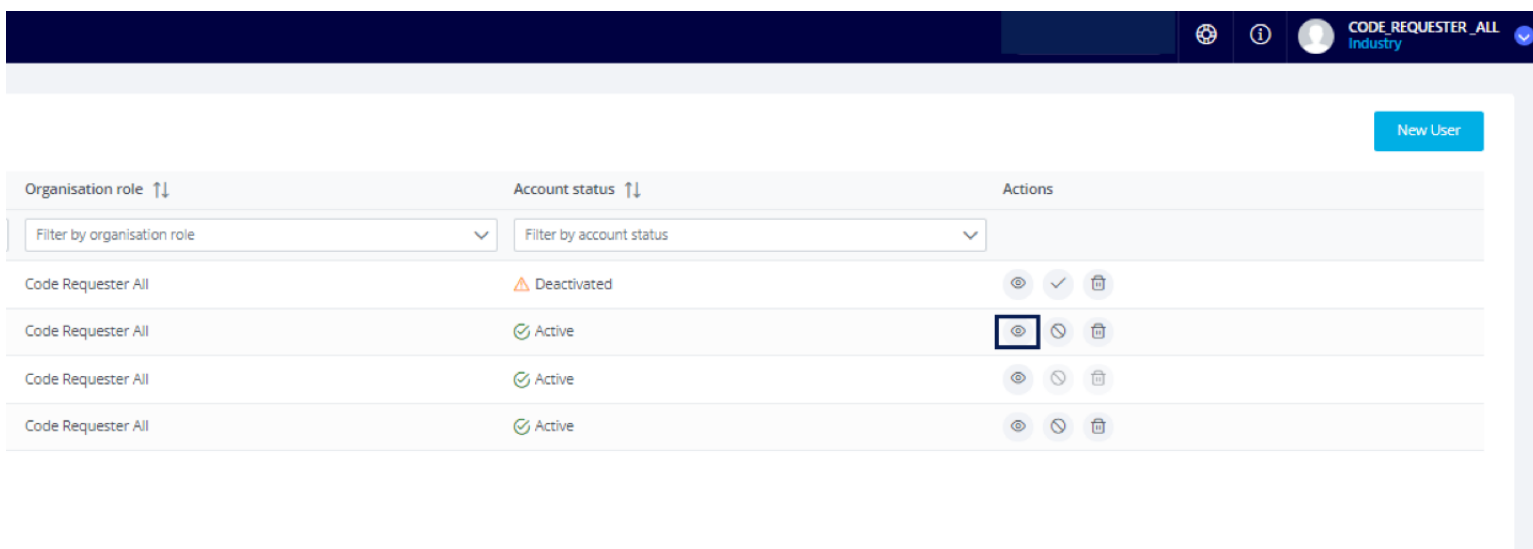
Full name	E-mail	Organisation role	Account status	Actions
Filter by full name	Filter by e-mail	Filter by organisation role	Filter by account status	
Mery Esi	mery_esi@esi.com	Code Requester All	Deactivated	[Eye] [Check] [Trash]
Industry Manufacturer 1 CodeRequester_All 1	jossie25@teicarried.comTESTX	Code Requester All	Active	[Eye] [Check] [Trash]
CODE_REQUESTER_ALL	aubryana3@fevelsg.comTESTX	Code Requester All	Active	[Eye] [Check] [Trash]
Industry Manufacturer CODE_REQUESTER_ALL	deshawnb5@fevelsg.comTESTX	Code Requester All	Active	[Eye] [Check] [Trash]

(Figure 30 – User Management filters )

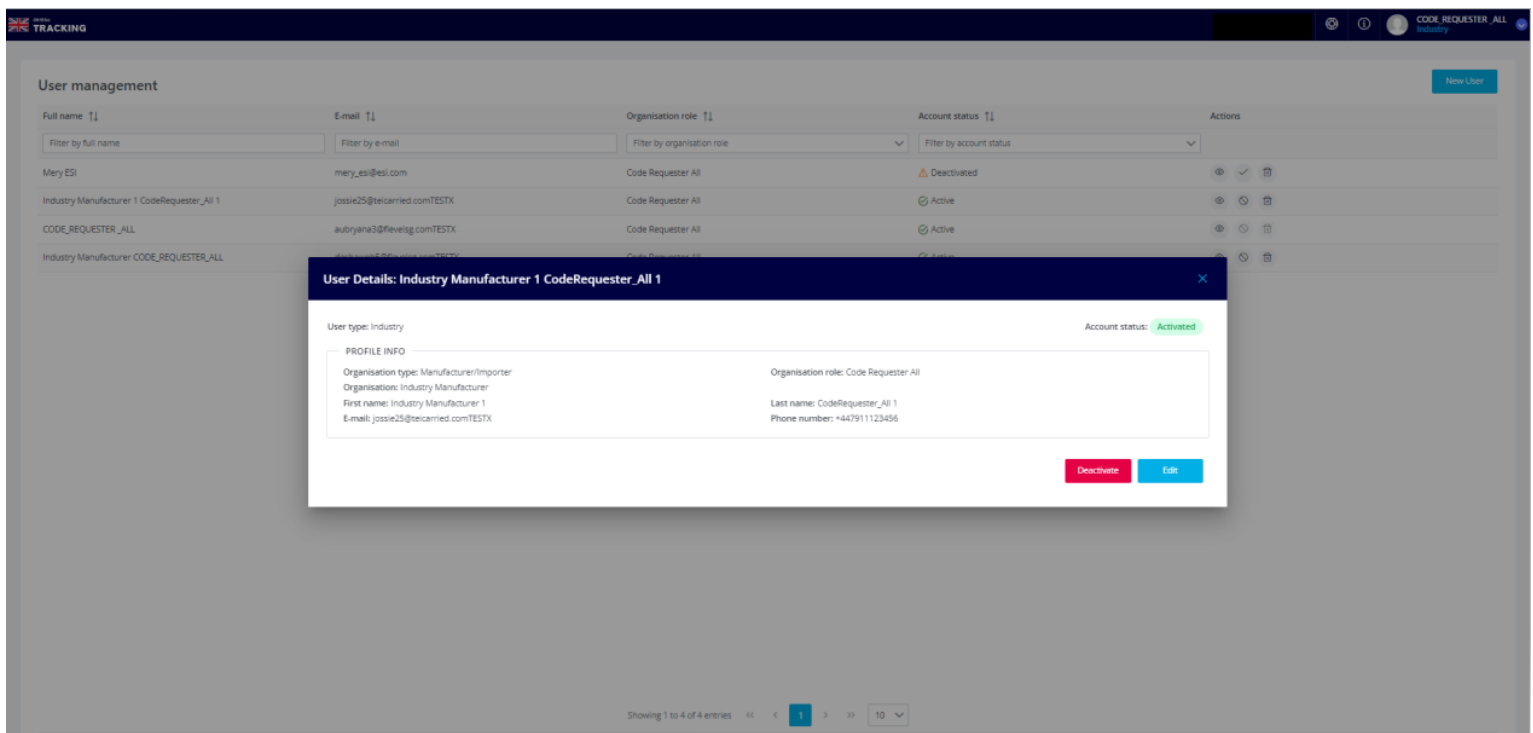
- **Full Name:** Full user name
- **E-mail:** User e-mail addresss
- **Organization role**
- **Account Status:** If the account is Active or not

### 3.5.3 View User Details

Economic Operator can always consult “user” details:



(Figure 31- User Management view details option)

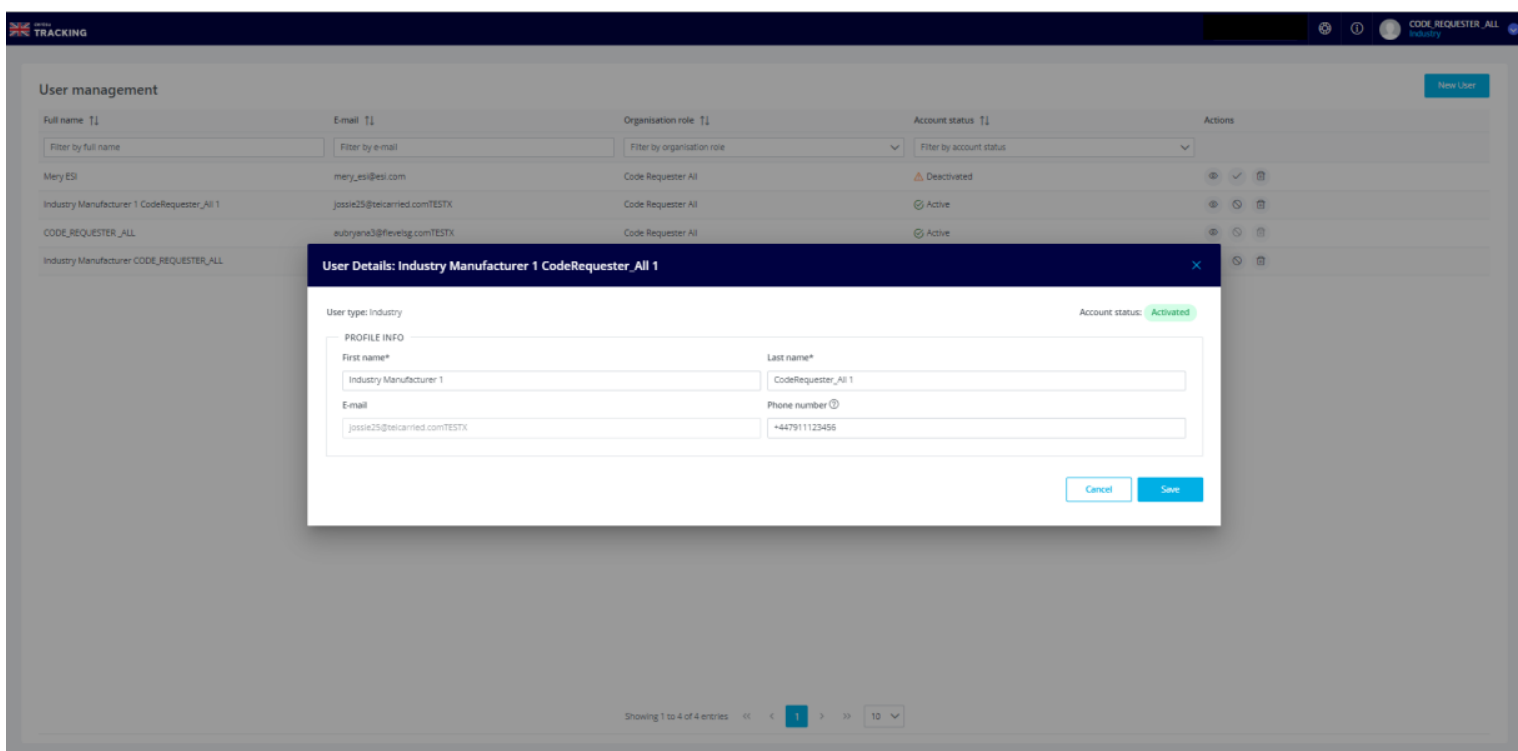


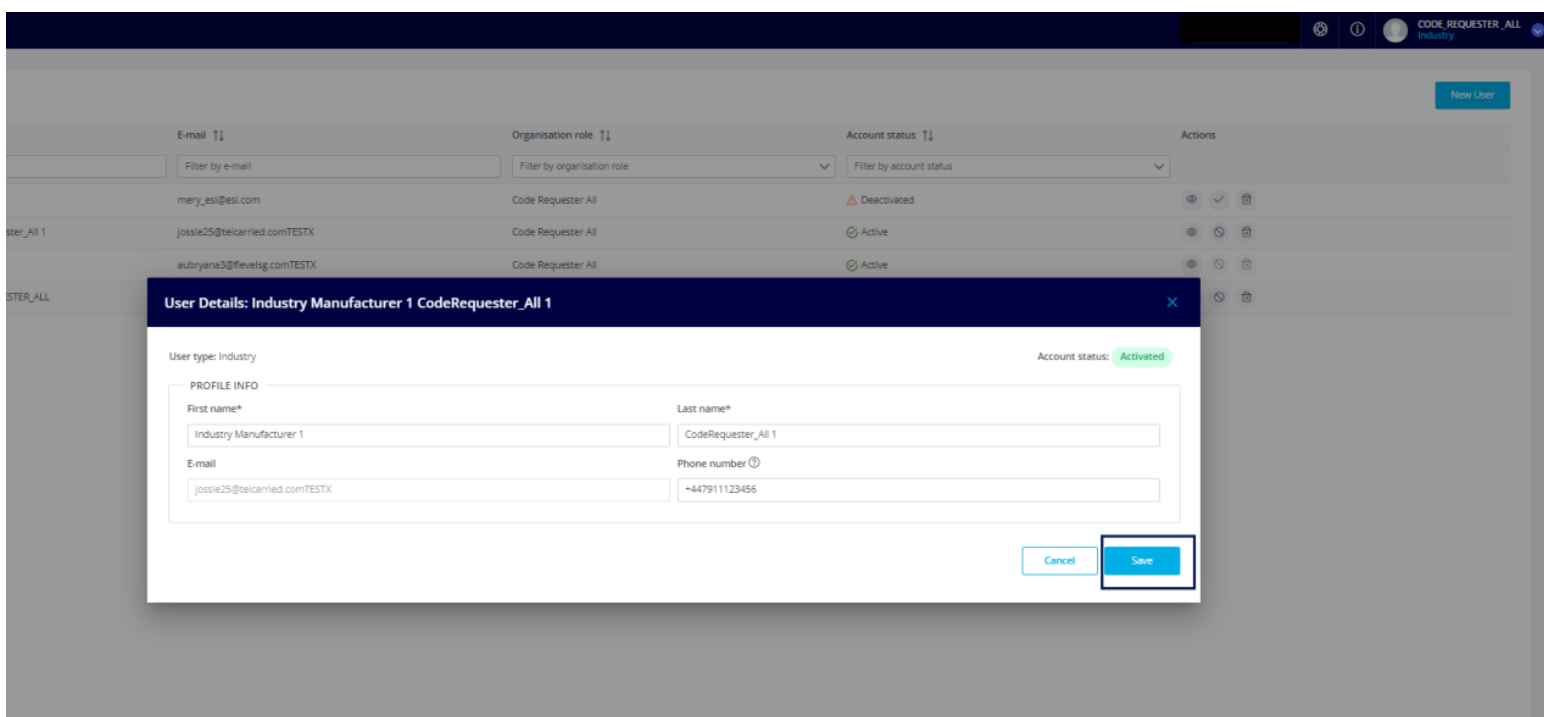
**(Figure 32 – User details modal box)**

### 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
- Phone number

**(Figure 33 – User Management Edit option)**



**(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 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









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Industry

## New User

USER DATA

First name\*

Last name\*

E-mail\*

Phone number ②

+44123456789

Password\*

Repeat password \*

Password does not match the policy

New User

dentsu Tracking | Route des Jeunes 35 | 1227 Geneva | Switzerland  
dentsu International Switzerland AG | Giessereistrasse, 18 | 8005 Zürich | Switzerland | UID: CHE- 110.279.525

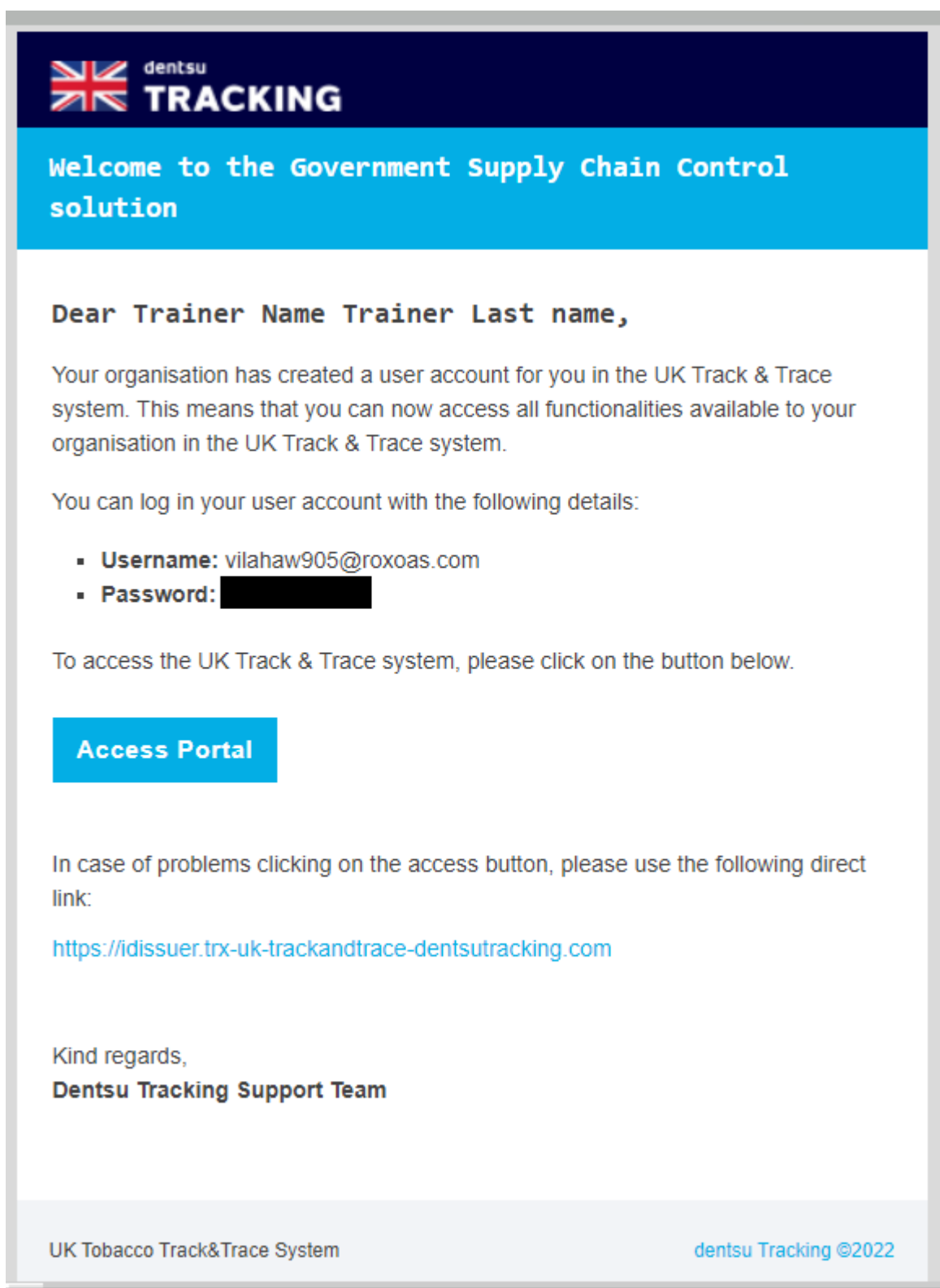
### Password policy

- 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, the new user created will receive a “Welcome” email to the email address provided in the contact details requested before.

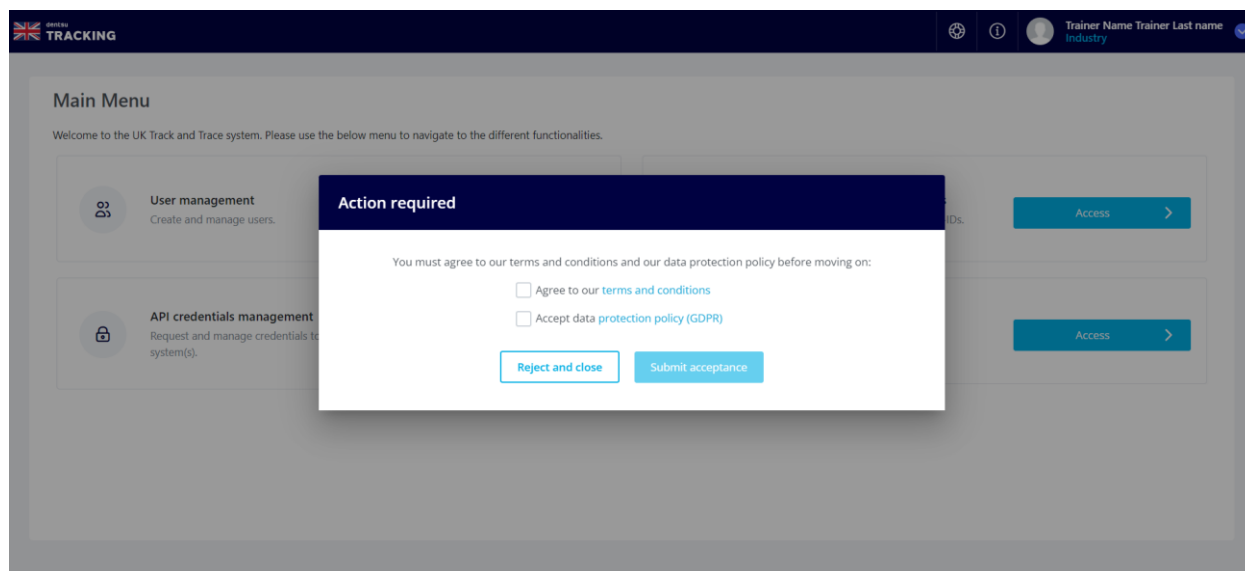


**(Figure 38 -User account email example)**



### 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, he will be required to accept the Terms & Conditions and the GDPR policy, in order to be able to use the UK ID Issuer Web application.

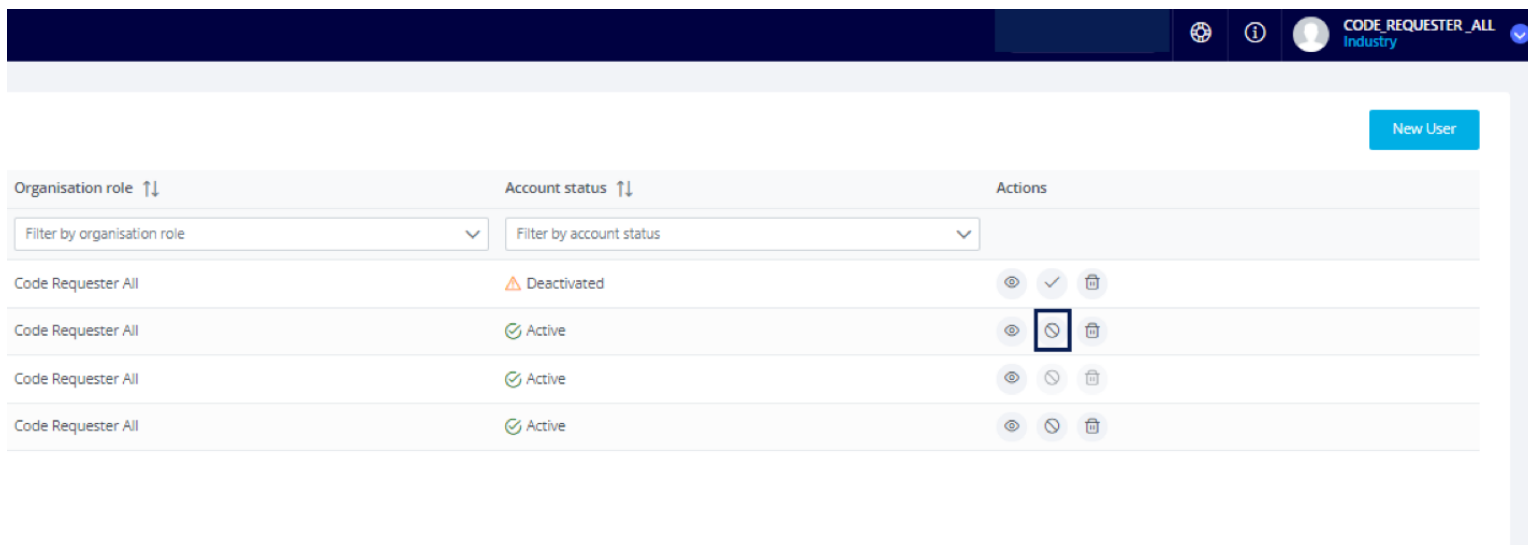


**(Figure 39 – Accept Terms and Conditions)**

### 3.5.7 Active/Deactivate Users

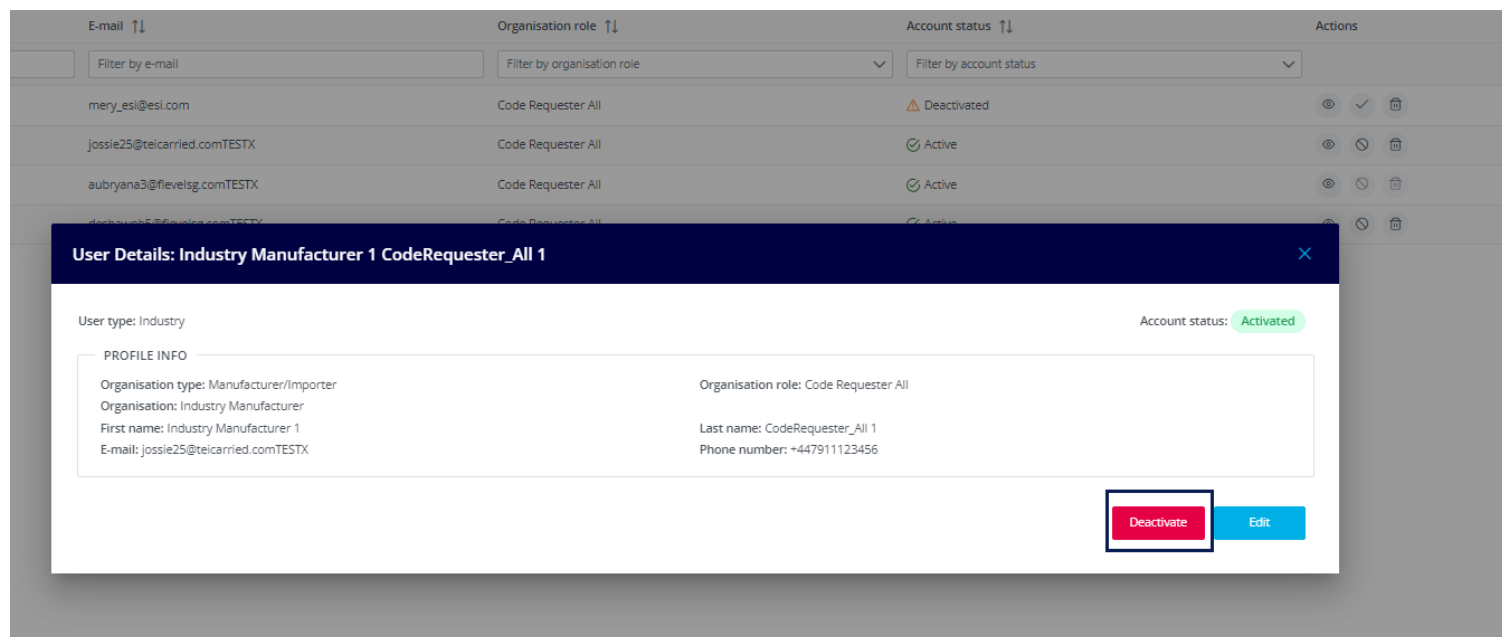
There is also the possibility to “Activate” or/and “Deactivate” (temporarily) user accounts for whatever reason. It can be quickly “deactivated” from the following options:

- **Main list**



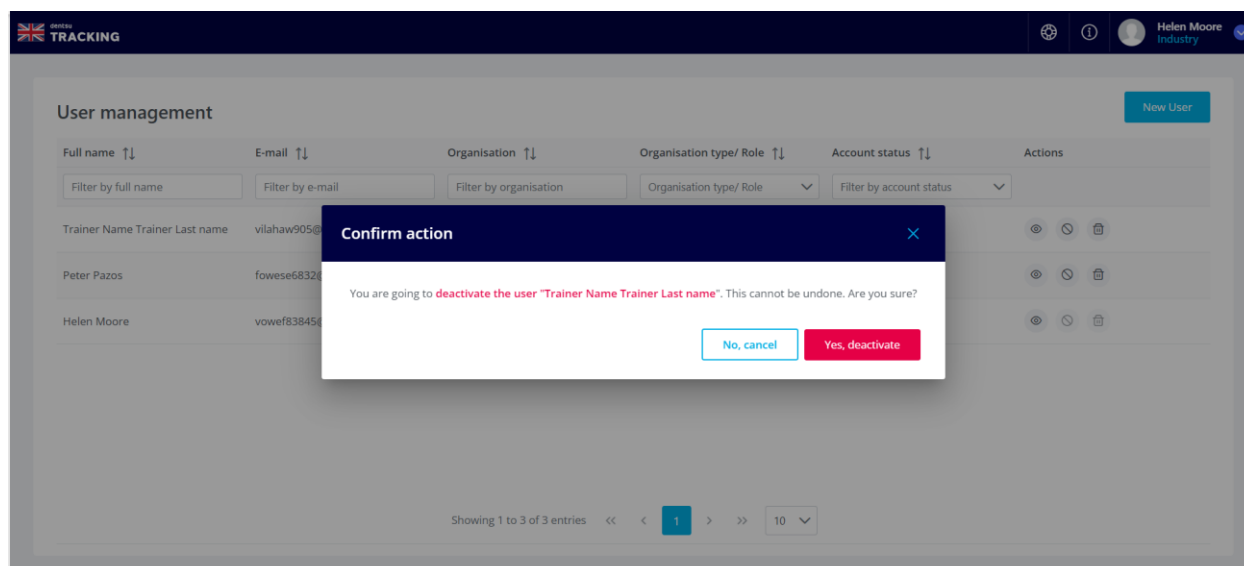
(Figure 40 – Deactivate Users option )

- **“View User” details**



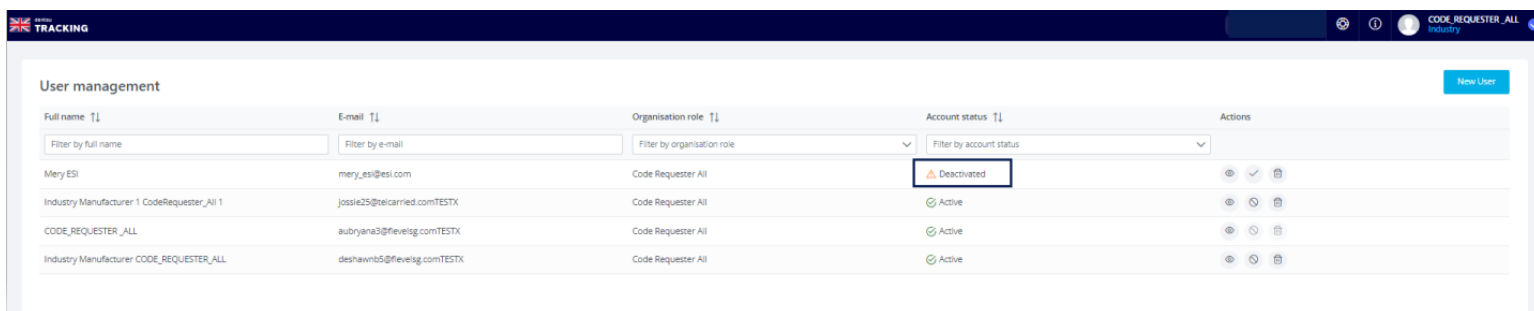
(Figure 41 – Deactivate Users action)

In any case, the process needs to be confirmed:



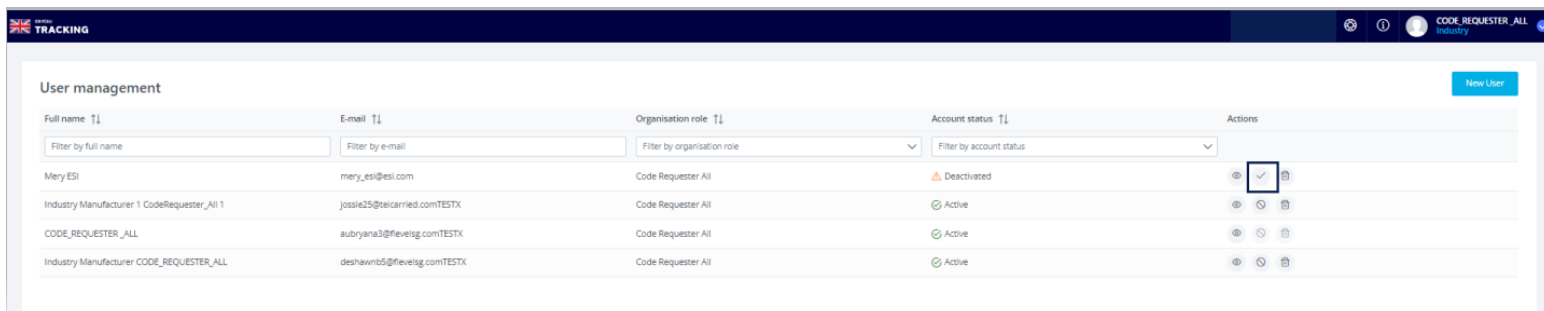
**(Figure 42 – Deactivation confirmation)**

Once confirmed, the user will appear as “Deactivated” in the UK ID Issuer and he won’t be able to access the UK ID Issuer system.

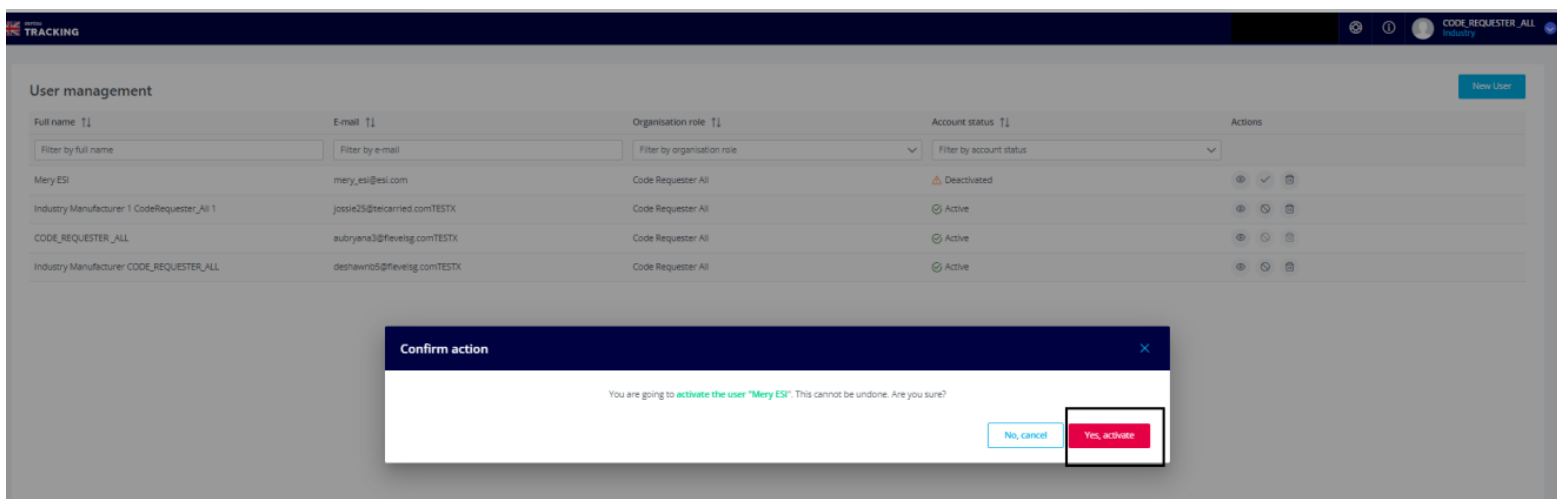


**(Figure 43- Deactivation Status)**

As the “Deactivated” is a “temporarily” action, any user can be “Activated” back again at any point when needed, just by clicking the “Activate” action button:



**(Figure 44 -Activation option)**

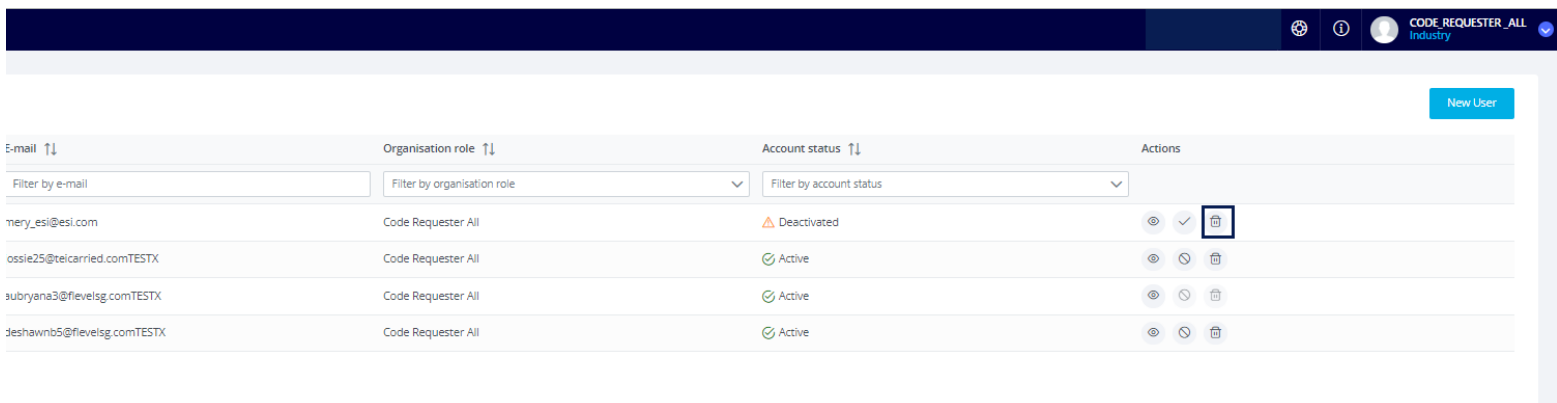


**(Figure 45- Activation confirmation)**

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

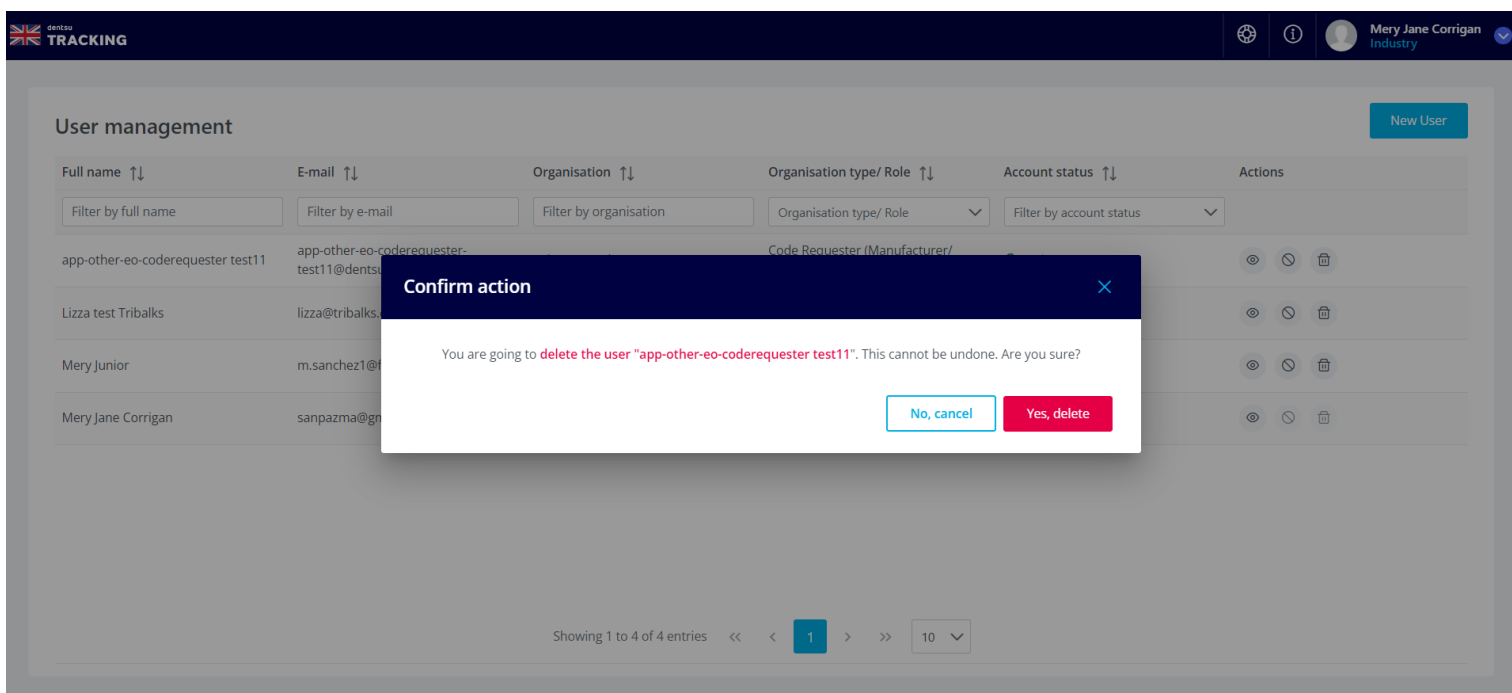
### 3.5.8 Delete Users

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



**(Figure 46 – Delete user option)**

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

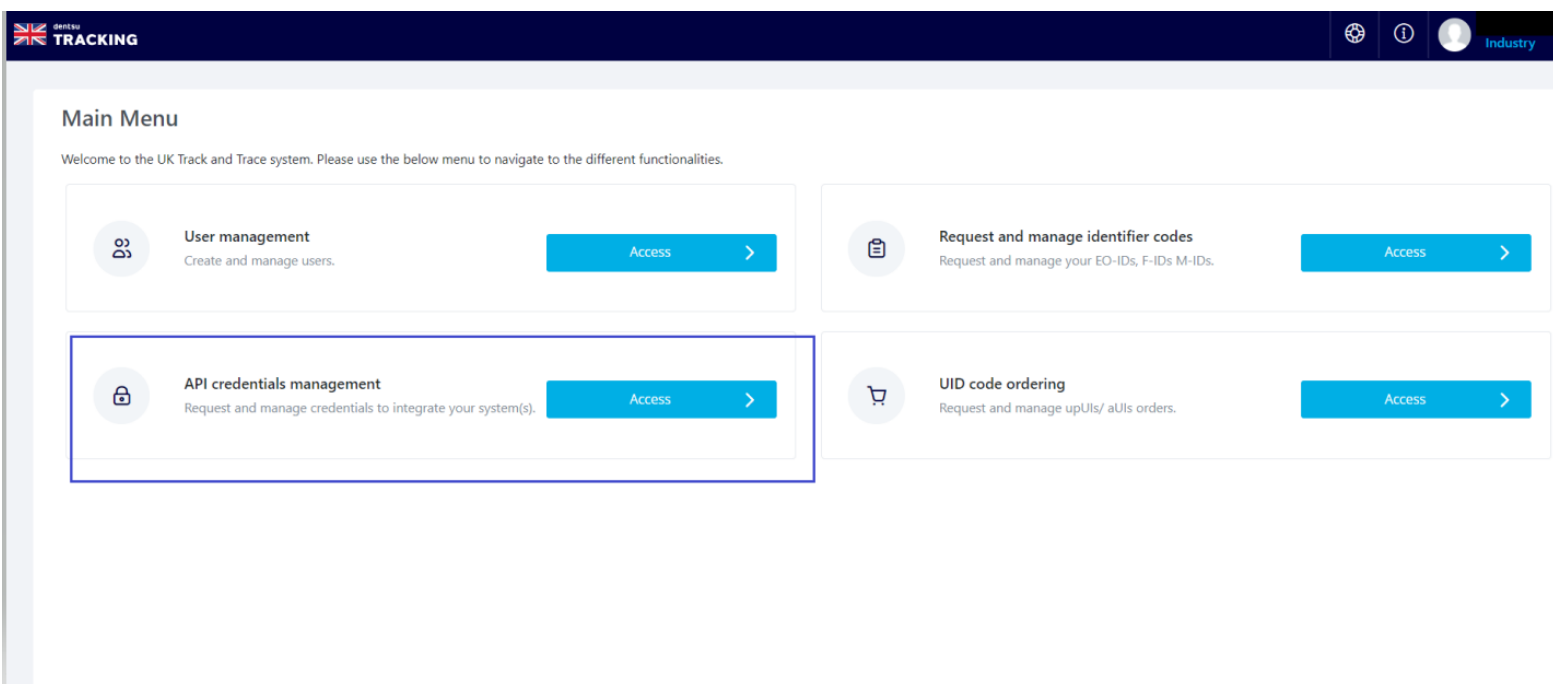


**(Figure 47 – Delete user confirmation)**

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

### 3.6 API Credentials Management

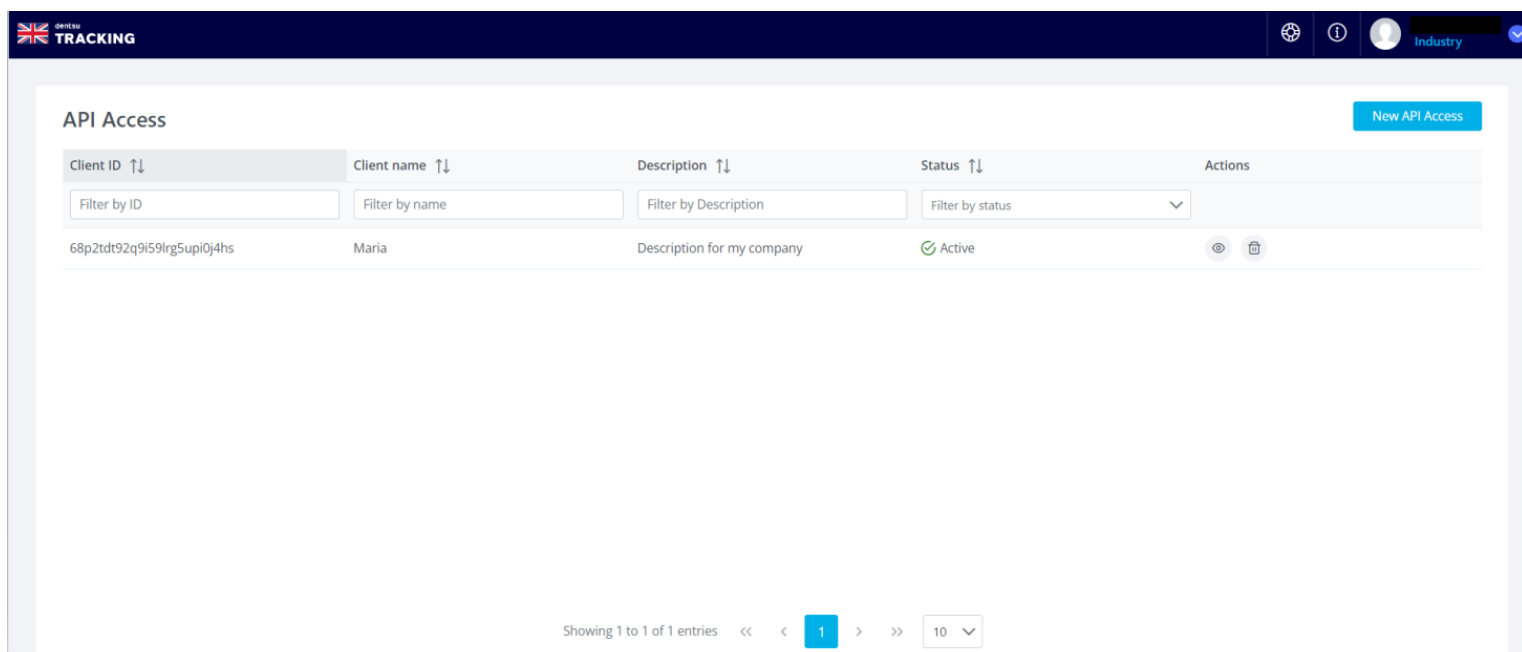
In order to allow access to the UK ID Issuer API and UK Gateway API, in the most secure way, Economic Operators must request API Credentials for it through the UK ID Issuer Web Interface.



**(Figure 48- API Credential Management option)**

### 3.6.1 List API Credentials

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



(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 displays the 'API Access' section of the dentsu TRACKING application. At the top right, there is a 'New API Access' button. Below it is a table with the following columns: Client ID, Client name, Description, Status, and Actions. Each column has a filter input field below it, which is highlighted by a blue box. The filter inputs are: 'Filter by ID' for Client ID, 'Filter by name' for Client name, 'Filter by Description' for Description, and 'Filter by status' for Status. The table contains one entry with the following data: Client ID: 68p2tdt92q9i59lrg5upi0j4hs, Client name: Maria, Description: Description for my company, Status: Active (indicated by a green checkmark icon). The Actions column contains two icons: an eye (representing 'View Details') and a trash can (representing 'Delete'). At the bottom of the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and a page number '1' in a blue box, with a dropdown menu set to '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"

Industry

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

Description: Description for my company

Client ID: 68p2tdt92q9i59lrg5upi0j4hs

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

Description: Description for my company

Client ID: 68p2tdt92q9i59lrg5upi0j4hs

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

Description

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 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 right, a dark blue header bar contains the 'dentsu TRACKING' logo and navigation icons. Below this, a light blue sidebar on the left contains the 'API Access' title. The main content area features a table with the following columns: 'Client ID' (with a sort icon), 'Client name' (with a sort icon), 'Description' (with a sort icon), 'Status' (with a sort icon), and 'Actions'. Each column has a corresponding filter input field. The table lists one entry with the Client ID '68p2tdt92q9i59lg5upi0j4hs', Client name 'Maria', Description 'Description for my company', and Status 'Active' (indicated by a green checkmark). The 'Actions' column for this entry contains icons for viewing and deleting. In the top right corner of the main content area, a blue button labeled 'New API Access' is highlighted with a red box. At the bottom of the table, a pagination bar shows 'Showing 1 to 1 of 1 entries' and navigation controls, including a page number '1' and a dropdown for '10'.

**(Figure 57 – New API Credential creation)**

And fill in the form that it is shown up and then press button **"CREATE ACCESS"**

**(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, the system will generate an automatic email to the user. The email will contain both ClientId and the Password generated w

**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	
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 59 – Deregister API Credentials)**

Confirm action

✕

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

✕ No, cancel

✓ Yes, delete

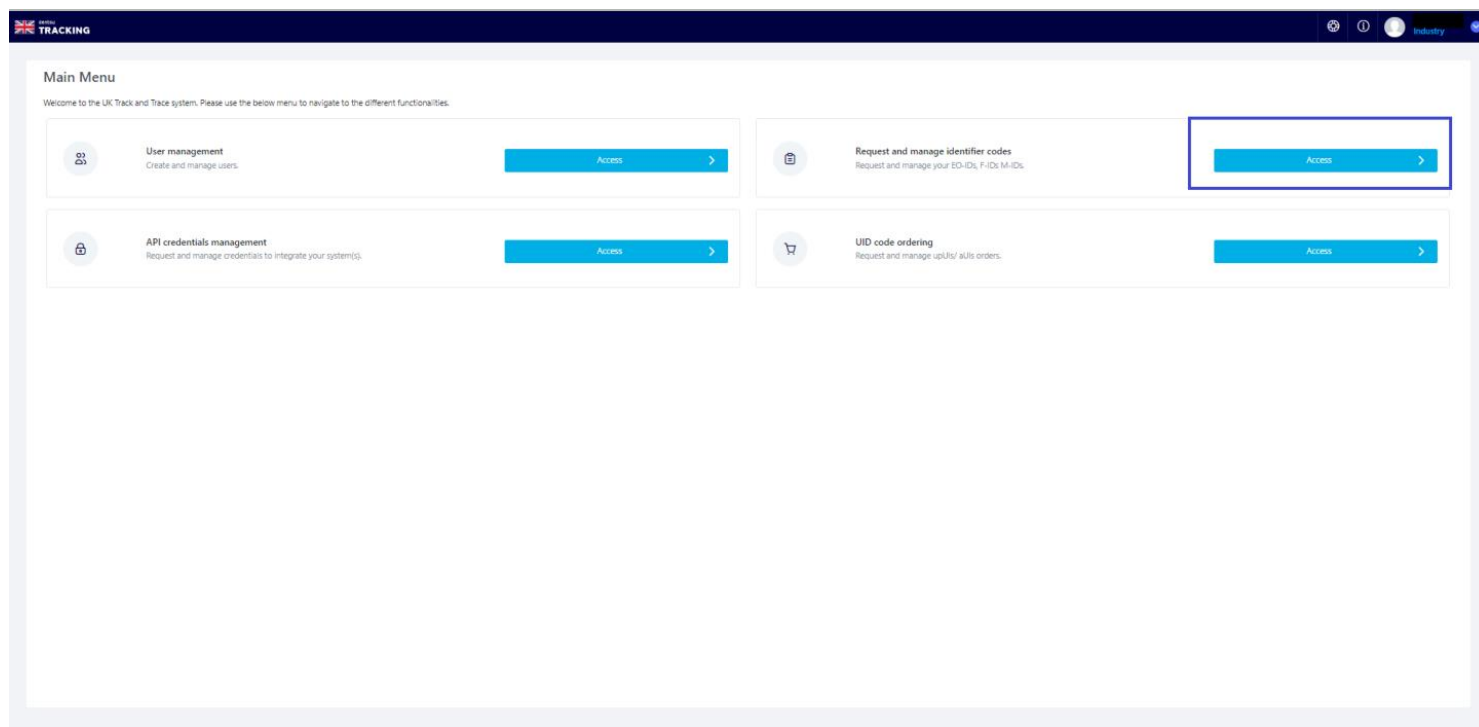
**(Figure 60 – Deregister API Credentials confirmation)**

**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 register, but also modify, view details, deregister and do some existence verifications.

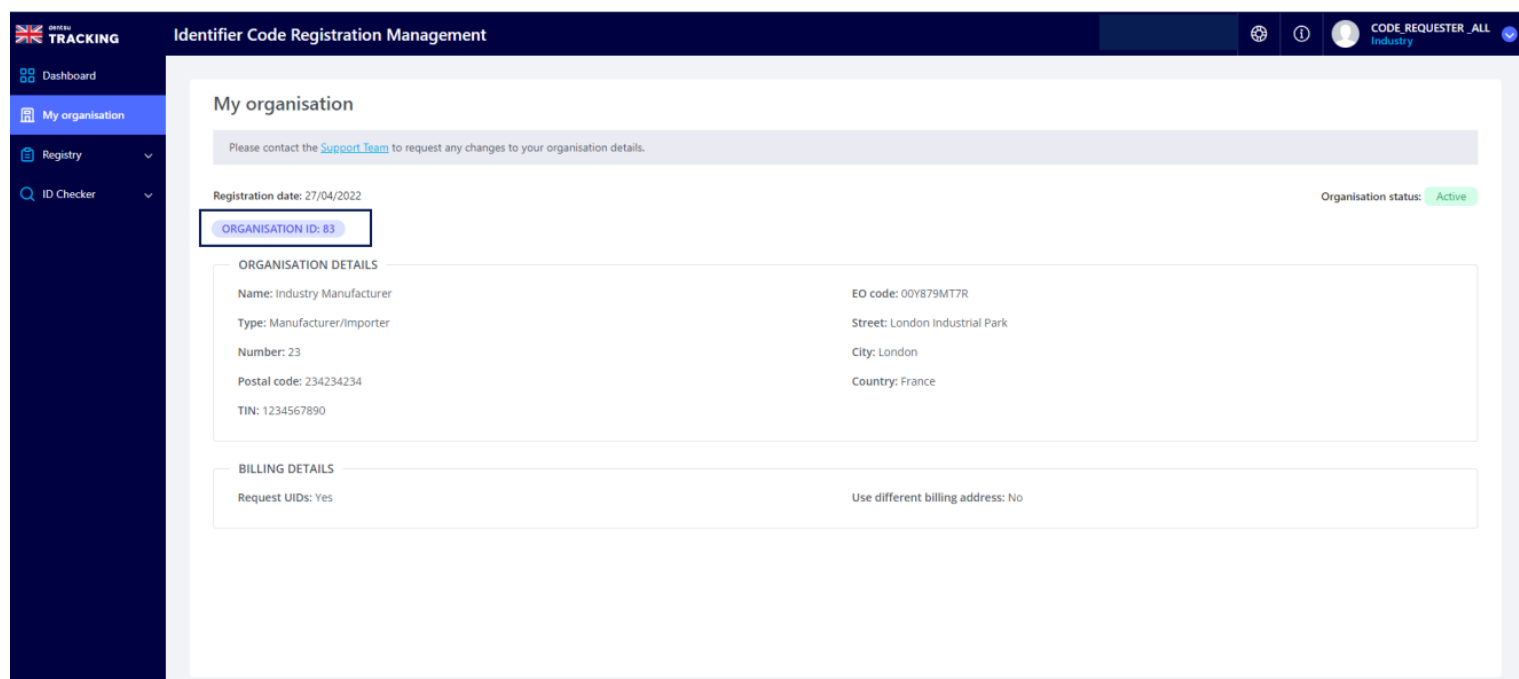


**(Figure 61 – Request and Manage Identifier codes option in Landing page)**

#### 3.7.1 “My Organization”

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

The Organization ID will be highlighted in light blue colour.



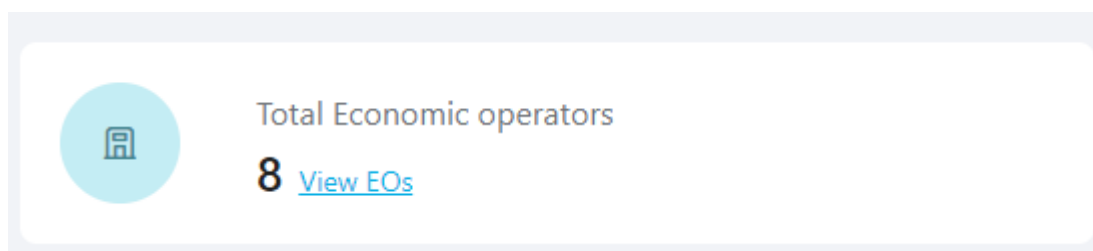
**(Figure 62 - My Organisation view)**

**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)

**NOTE:** The Organisation ID might be required to be provided by Economic Operators when contacting Dentsu Support.

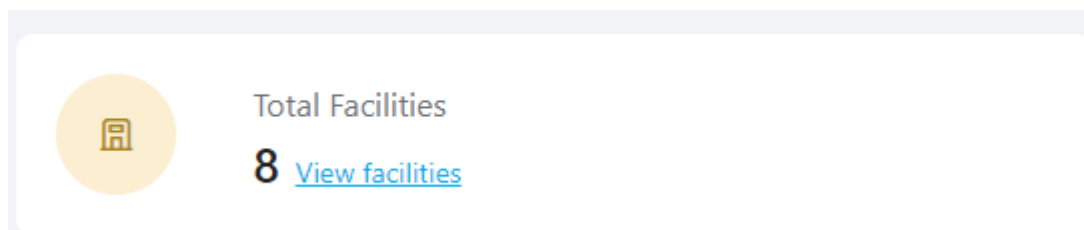
### 3.7.2 Registry Dashboard

- When users access 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:
  - Total Number of EOIDs registered in the Organisation till current date (also there is a link to Economic Operators listing part of the Registry)



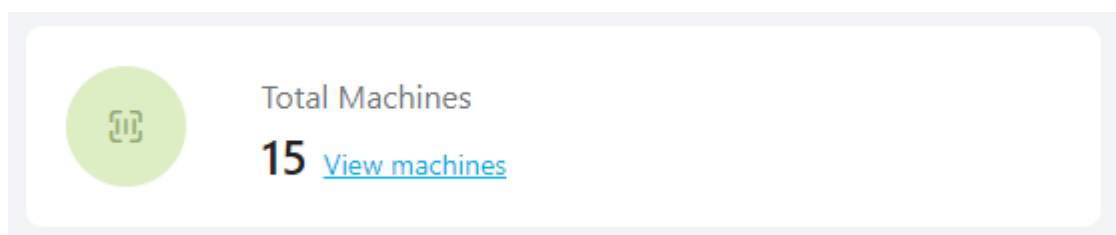
**(Figure 63 - Total Economic Operators view)**

- 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)



**(Figure 64 - Total Facilities view)**

- 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)



**(Figure 65 - Total Machines view)**

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

TRACKING

Dashboard

My organisation

Registry

ID Checker

Identifier Code Registration Management

Total Economic operators

7

[View EO's](#)

Total Facilities

5

[View facilities](#)

Total Machines

6

[View machines](#)

Top 10 economic operators

Name	Number of facilities	Number of machines
QCUKTMESMAI54	3	3
QCUKTRAYDIRT1	1	3
QCUKTSECODEN	1	0
QCUKTEANVITCC	0	0
QCUKTGECBOYBU	0	0
QCUKTTQSGPAZZ	0	0
QCUKTRMWWL7JZ	0	0

CODE\_REQUESTER\_ALL

Industry

**(Figure 66 - 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 accessing the “Economic Operator” section of the Main Menu, is a list of all existing EO-IDs within the Organisation:

EO name/ ID ↑↓	Country ↑↓	Reg. on behalf ↑↓	Status ↑↓	Registry status ↑↓	Actions
Filter by EO name/ ID	Filter by country	Filter by registration type	Filter by status	Filter by registry status	
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	
Estanco 2 para ASDA ID: QCUKTTQ5GPA2Z	Spain	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	
string ID: QCUKT5ECO0EGN	Andorra	No	Active	Registered	
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	

Showing 1 to 8 of 8 entries

**(Figure 67 – 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:

The screenshot shows the 'Identifier Code Registration Management' interface. On the left is a sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators (selected), Facilities, Machines, and ID Checker. The main content area is titled 'Economic Operators' and includes a 'Download data' button and a 'New Economic Operator' button. Below these is a table with columns: EO name/ ID, Country, Reg. on behalf, Status, Registry status, and Actions. The table contains 8 entries. A filter box is overlaid on the table, showing filters for EO name/ ID, Country, Reg. on behalf, Status, and Registry status. The table data is as follows:

EO name/ ID	Country	Reg. on behalf	Status	Registry status	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	
Estanco 2 para ASDA ID: QCUKTTQ5GPA2Z	Spain	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	
string ID: QCUKT5EC0E6N	Andorra	No	Active	Registered	
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	

At the bottom of the table, it says 'Showing 1 to 8 of 8 entries' with pagination controls.

(Figure 68 – 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”**

The screenshot shows the 'Economic Operators' section of the Dentsu Tracking system. The table lists various operators with their details and actions. The 'View Details' button for the first operator is highlighted.

EO name/ ID	Country	Reg. on behalf	Status	Registry status	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	<a href="#">View Details</a> <a href="#">Delete</a>
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>
Estanco 2 para ASDA ID: QCUKTTQ5GPAZZ	Spain	Yes	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	United Kingdom of Great Britain	No	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>
string ID: QCUKTSECO0EGN	Andorra	No	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	<a href="#">View Details</a> <a href="#">Delete</a>

Showing 1 to 8 of 8 entries

(Figure 69 – Economic Operators view details option)

## Katalon Economic Operator - QCUKT2GF7D46N



Creation date: 10/06/2022

EO status: **Active**Registry Status: **Registered**

## ECONOMIC OPERATOR DETAILS

Alternative name: Katalon Alternative EO

Building name: London Industrial Park

Street name &amp; House number: Roding Road, Beckton

Block/ Floor/ etc.: 2

Postal code: E6 6LS

City: London

Country: United Kingdom of Great Britain

E-mail: lofase4828@nzaif.com

## FISCAL DETAILS

Excise number: No

VAT number: Yes

VAT number: ATU99999999

Tax registration number: number

## REQUEST ON BEHALF

Request Identifier Code for another third party on their behalf: Yes

Other EO-ID(s): QCUKTM65MAX54

[Edit](#)**(Figure 70 – Economic Operator details modal box)****3.7.3.1.4 Edit Economic Operators**

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

## Katalon Economic Operator - QCUKT2GF7D46N



Creation date: 10/06/2022

EO status: **Active**

Registry Status: **Registered**

### ECONOMIC OPERATOR DETAILS

Alternative name: Katalon Alternative EO

Street name & House number: Roding Road, Beckton

Postal code: E6 6LS

Country: United Kingdom of Great Britain

Building name: London Industrial Park

Block/ Floor/ etc.: 2

City: London

E-mail: lofase4828@nzaif.com

### FISCAL DETAILS

Excise number: No

VAT number: Yes

Tax registration number: number

VAT number: ATU99999999

### REQUEST ON BEHALF

Request Identifier Code for another third party on their behalf: Yes

Other EO-ID(s): QCUKTM65MAX54

Edit

**(Figure 71 – 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

VAT number\*

☐ Yes ☒ No

Tax registration number

B123456789

Excise number ?

VAT number ?

REQUEST ON BEHALF

☐ Request Identifier Code for another third party on their behalf

Cancel

Save

(Figure 72 – 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"**:

EO name/ID ↑↓	Country ↑↓	Reg. on behalf ↑↓	Status ↑↓	Registry status ↑↓	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	👁️ 🗑️
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	👁️ 🗑️
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	👁️ 🗑️
Estanco 2 para ASDA ID: QCUKTTQ5GPA2Z	Spain	Yes	Active	Registered	👁️ 🗑️
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	👁️ 🗑️
eo manuf ID: QCUKTR4YD1RT1	United Kingdom of Great Britain	No	Active	Registered	👁️ 🗑️
string ID: QCUKTSEC00EGN	Andorra	No	Active	Registered	👁️ 🗑️
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	👁️ 🗑️

(Figure 73 – 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\* (i) Avenue Name Number 25

Block/ Floor/ etc. 4 Postal code M20 1ZZ City\* Manchester Country\* United Kingdom of Great Britain

E-mail\* mifafis009@nibels.com

**FISCAL DETAILS**

Excise number\* ☐ Yes ☒ No Excise number (i)

VAT number\* ☐ Yes ☒ No VAT number (i) Tax registration number B123456789

**REQUEST ON BEHALF**

☒ Request Identifier Code for another third party on their behalf (i)

Requestor\* Select an economic operator

Create EO

**(Figure 74 – 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:



- Dashboard
- My organisation
- Registry
- Economic Operators**
- Facilities
- Machines
- ID Checker

Identifier Code Registration Management

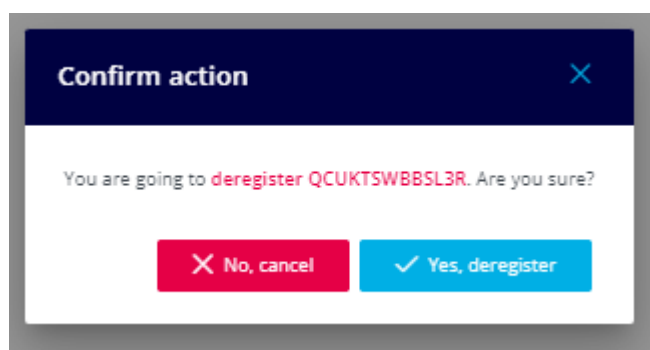
CODE REQUESTER: ALL  
Industry

Download data
New Economic Operator

EO name/ ID ↑↓	Country ↑↓	Reg. on behalf ↑↓	Status ↑↓	Registry status ↑↓	Actions
Filter by EO name/ ID	Filter by country	Filter by registration type	Filter by status	Filter by registry status	
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	
Estanco 2 para ASDA ID: QCUKTTQ5GPAZZ	Spain	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	
string ID: QCUKT5ECO0EGN	Andorra	No	Active	Registered	
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	

Showing 1 to 8 of 8 entries
1
10

**(Figure 75 – Economic Operators deregistration option)**



**(Figure 76 – Economic Operators deregistration confirmation)**

### 3.7.3.1.7 Downloaded Economic Operators data

This functionality allows to users to export Economic Operators data into a csv file. By clicking the button "Download data":

The screenshot shows the 'Economic Operators' management interface. At the top, there's a header with 'Identifier Code Registration Management' and a user profile 'CODE\_REQUESTER\_ALL Industry'. Below the header, there's a sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators (selected), Facilities, Machines, and ID Checker. The main content area displays a table of economic operators. The table has columns: EO name/ ID, Country, Reg. on behalf, Status, Registry status, and Actions. There are filters for each column. The table lists 8 entries, including Katalon Economic Operator, Estando 2 para ASDA, and Dorsey Hess Co. A 'Download data' button is highlighted in the top right corner of the table area. At the bottom, there's a pagination bar showing 'Showing 1 to 8 of 8 entries' and a dropdown for '10' items per page.

EO name/ ID	Country	Reg. on behalf	Status	Registry status	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	
Estando 2 para ASDA ID: QCUKTQ5GPAZZ	Spain	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	
string ID: QCUKTSECO0EGN	Andorra	No	Active	Registered	
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	

**(Figure 77 – Economic Operators download functionality)**

The following Economic Operator data will be available in the csv file:

- EOID
- EOCode
- TaxNumber
- VATNumber
- Name
- AlternativeName
- Email
- Address
- AddressName
- AddressStreet
- AddressStreetAdditional
- AddressCity
- AddressPostCode
- Country
- HasExciseNumber
- ExciseNumber
- OtherEOID
- HasOtherEOID
- IsRegisteredByEOID

- IsActive
- CreatedOn
- LastUpdatedOn
- IsDeleted

**NOTE:** It is also possible to do some filtering and download filtered Economic Operators.

### 3.7.3.2 Facilities

#### 3.7.3.2.1 List Facilities

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

EO name/ ID ↑↓	Facility name/ ID ↑↓	Facility type ↑↓	Country ↑↓	Reg. on behalf ↑↓	Facility status ↑↓	Registry status ↑↓	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	facility name ID: QCUKT1LZ8LTF5	Other	United Arab Emirates	No	Deactivated	Deregistered	👁️ 🗑️
Katalon Economic Operator ID: QCUKT2GF7D46N	Dharma Facility 1 ID: QCUKTEUTK8W6J	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	👁️ 🗑️
Name ID: QCUKT9MWL7JVZ	Facility excise test ID: QCUKT26AWZVLE	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	👁️ 🗑️
Katalon Economic Operator Edited ID: QCUKTM65MAX54	facility name ID: QCUKTKSRAZZDB	Point of sale	United Arab Emirates	Yes	Active	Registered	👁️ 🗑️
Katalon Economic Operator Edited ID: QCUKTM65MAX54	Facility of Tesco ID: QCUKT3HSPA75K	Point of sale	Switzerland	Yes	Active	Registered	👁️ 🗑️
Katalon Economic Operator Edited ID: QCUKTM65MAX54	string ID: QCUKT53AIBPH3	Other	United Kingdom of Great Britain	No	Active	Registered	👁️ 🗑️
eo manuf ID: QCUKTR4YDIRT1	- ID: QCUKTLX3DOZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered	👁️ 🗑️
string ID: QCUKTR4YDIRT1	string ID: QCUKTLX3DOZK5	Other	Spain	No	Active	Registered	👁️ 🗑️

Showing 1 to 8 of 8 entries << 1 >> 10

(Figure 78 – 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:

Facilities							
EO name/ ID ↑↓	Facility name/ ID ↑↓	Facility type ↑↓	Country ↑↓	Reg. on behalf ↑↓	Facility status ↑↓	Registry status ↑↓	Actions
Filter by EO name/ ID	Filter by facility name/ ID	Filter by facility type	Filter by country	Filter by registr...	Filter by facility...	Filter by registr...	
Katalon Economic Operator ID: QCUKT2GF7D46N	facility name ID: QCUKT1LZ8LTF5	Other	United Arab Emirates	No	Deactivated	Deregistered	
Katalon Economic Operator ID: QCUKT2GF7D46N	Dharma Facility 1 ID: QCUKTEUTKBWGJ	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	
Name ID: QCUKT9MWL7JVZ	Facility excise test ID: QCUKT26AW2VLE	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	facility name ID: QCUKTK5RAZZDB	Point of sale	United Arab Emirates	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	Facility of Tesco ID: QCUKT3HSPA75K	Point of sale	Switzerland	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	string ID: QCUKT53AIBPH3	Other	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDRT1	- ID: QCUKTLX30OZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered	
string ID: QCUKT5E700FGN	string ID: QCUKT9W07H436	Other	Spain	No	Active	Registered	

(Figure 79 – 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"**

Facilities							
EO name/ ID ↑↓	Facility name/ ID ↑↓	Facility type ↑↓	Country ↑↓	Reg. on behalf ↑↓	Facility status ↑↓	Registry status ↑↓	Actions
<input type="text" value="Filter by EO name/ ID"/>	<input type="text" value="Filter by facility name/ ID"/>	<input type="text" value="Filter by facility type"/>	<input type="text" value="Filter by country"/>	<input type="text" value="Filter by registr..."/>	<input type="text" value="Filter by facility..."/>	<input type="text" value="Filter by registr..."/>	
Katalon Economic Operator ID: QCUKT2GF7D46N	facility name ID: QCUKT1LZBLTFS	Other	United Arab Emirates	No	Deactivated	Deregistered	
Katalon Economic Operator ID: QCUKT2GF7D46N	Dharma Facility 1 ID: QCUKTEUTKBWGJ	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	
Name ID: QCUKT9MWLV7JVZ	Facility excise test ID: QCUKT26AW2VLE	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	facility name ID: QCUKTKSRAZZDB	Point of sale	United Arab Emirates	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	Facility of Tesco ID: QCUKT3HSPA7SK	Point of sale	Switzerland	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAXS4	string ID: QCUKT53AIBPH3	Other	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDIRT1	- ID: QCUKTLX3OQZKS	Manufacturing site with warehouse	Switzerland	No	Active	Registered	
string ID: QCUKTRSPCNOFGM	string ID: QCUKTRWAG74J3G	Other	Spain	No	Active	Registered	

**(Figure 80 – 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 &amp; 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 &amp; Purillos Courier Services LTD

[Edit](#)**(Figure 81 – 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, then edit (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<sup>th</sup> Floor

EXCISE STATUS

☐ Excise status

Cancel
Save

**(Figure 82 – 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.

**NOTE:** It is only possible to edit Facilities that are "Active"

### 3.7.3.2.5 Register Facility

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

The screenshot shows the 'Identifier Code Registration Management' interface. On the left is a sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators, Facilities (highlighted), Machines, and ID Checker. The main area is titled 'Facilities' and contains a table with 8 entries. Each entry includes EO name/ID, Facility name/ID, Facility type, Country, Reg. on behalf, Facility status, Registry status, and Actions. The 'New Facility' button is located in the top right corner of the main area, next to a 'Download data' button. The table shows various facilities, including 'Katalon Economic Operator', 'Dharma Facility 1', 'Facility excise test', 'Facility of Tesco', and 'eo manuf'.

EO name/ ID	Facility name/ ID	Facility type	Country	Reg. on behalf	Facility status	Registry status	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	facility name ID: QCUKT1LZ8LTF5	Other	United Arab Emirates	No	Deactivated	Deregistered	View, Edit, Delete
Katalon Economic Operator ID: QCUKT2GF7D46N	Dharma Facility 1 ID: QCUKTEUTKBWGJ	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	View, Edit, Delete
Name ID: QCUKT9MWL7JVZ	Facility excise test ID: QCUKT26AWZVLE	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	View, Edit, Delete
Katalon Economic Operator Edited ID: QCUKTM65MAX54	facility name ID: QCUKTKSRAZZDB	Point of sale	United Arab Emirates	Yes	Active	Registered	View, Edit, Delete
Katalon Economic Operator Edited ID: QCUKTM65MAX54	Facility of Tesco ID: QCUKT3HSPA75K	Point of sale	Switzerland	Yes	Active	Registered	View, Edit, Delete
Katalon Economic Operator Edited ID: QCUKTM65MAX54	string ID: QCUKT53AI8PH3	Other	United Kingdom of Great Britain	No	Active	Registered	View, Edit, Delete
eo manuf ID: QCUKTR4YD1RT1	- ID: QCUKTLX30OZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered	View, Edit, Delete
string ID: QCUKT5F7D0EFGN	string ID: QCUKT9W9TH436	Other	Spain	No	Active	Registered	View, Edit, Delete

Showing 1 to 8 of 8 entries

(Figure 83 – New Facility registration)

Fields presented in the registration form:

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



**(Figure 84 – 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

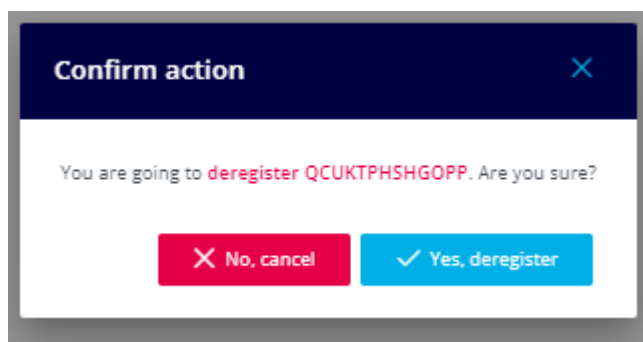
**NOTE:** An email with the new registration will be sent to all users of the Organization

### 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:

The screenshot shows the 'Identifier Code Registration Management' interface. On the left is a sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators, Facilities (selected), Machines, and ID Checker. The main area is titled 'Facilities' and contains a table with columns: EO name/ ID, Facility name/ ID, Facility type, Country, Reg. on behalf, Facility status, Registry status, and Actions. The table lists several facilities, including 'Katalon Economic Operator', 'Dharma Facility 1', 'Facility excise test', 'Facility of Tesco', 'eo manuf', and 'string'. The 'Deregister ID' button is highlighted in the 'Actions' column for 'Dharma Facility 1'. Above the table are filters for EO name/ ID, Facility name/ ID, Facility type, Country, Reg. on behalf, Facility status, and Registry status. At the top right are buttons for 'Download data' and 'New Facility'. At the bottom right, it says 'Showing 1 to 8 of 8 entries'.

(Figure 85 – Deregister Facility option)



(Figure 86 – Deregister Facility confirmation)

### 3.7.3.2.7 Downloaded Facilities data

This functionality allows to users to export Facility data into a csv file. By clicking the button "Download data":

The screenshot shows the 'Identifier Code Registration Management' interface. On the left is a sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators, Facilities (highlighted), Machines, and ID Checker. The main area is titled 'Facilities' and contains a table with 8 entries. Above the table are filters for EO name/ID, Facility name/ID, Facility type, Country, Reg. on behalf, Facility status, and Registry status. A 'Download data' button is highlighted in the top right corner of the table area. The table columns are: EO name/ ID, Facility name/ ID, Facility type, Country, Reg. on behalf, Facility status, Registry status, and Actions. The table data is as follows:

EO name/ ID	Facility name/ ID	Facility type	Country	Reg. on behalf	Facility status	Registry status	Actions
Katalon Economic Operator ID: QCUKT2GF7D46N	facility name ID: QCUKT1LZ8LTF5	Other	United Arab Emirates	No	Deactivated	Deregistered	
Katalon Economic Operator ID: QCUKT2GF7D46N	Dharma Facility 1 ID: QCUKTEUTK8WJG	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	
Name ID: QCUKT9MWL7JVZ	Facility excise test ID: QCUKT26AW2VLE	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	facility name ID: QCUKTK5RAZZDB	Point of sale	United Arab Emirates	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	Facility of Tesco ID: QCUKT3HSPA75K	Point of sale	Switzerland	Yes	Active	Registered	
Katalon Economic Operator Edited ID: QCUKTM65MAX54	string ID: QCUKTS3AI8PH3	Other	United Kingdom of Great Britain	No	Active	Registered	
eo manuf ID: QCUKTR4YDIRT1	- ID: QCUKTLX30OZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered	
string ID: QCUKTEF7D0F6CM	string ID: QCUKTM9B7H43G	Other	Spain	No	Active	Registered	

Showing 1 to 8 of 8 entries

(Figure 87 – Download Facility data funcionality)

The following Facility data will be available in the csv file:

- FID
- Facility Name
- Address
- AddressName
- AddressStreet
- AddressStreetAdditional
- AddressCity
- AddressPostCode
- Country
- ExciseNumber
- HasExciseNumber
- HasTaxStatus
- IsActive
- Typeld
- OtherType
- OtherFID
- HasOtherFID
- IsRegisteredByEOID
- IsDeleted

- CreatedOn
- LastUpdatedOn

**NOTE:** It is also possible to do some filtering and download filtered facilities.

### 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.

Machine name/ ID ↑↓	Facility name/ ID ↑↓	Country ↑↓	Serial Number ↑↓	Machine Status ↑↓	Registry Status ↑↓	Actions
Filter by machine name/ ID	Filter by facility name/ ID	Filter by country	Filter by serial number	Filter by request status	Filter by registry status	
Dharma Machine GSRC 1 ID: QCUKTXBMZFPV2	Dharma Facility 1 ID: QCUKTEUTKBWG]	United Kingdom of Great Britain	TD24389	Active	Registered	
Manual printer 01 BFF updated ID: QCUKTOOI2PZHN	- ID: QCUKTLX300ZKS	Switzerland	Caso 1	Active	Registered	
Manual printer 01 BFF ID: QCUKTXQ2IZIRN	- ID: QCUKTLX300ZKS	Switzerland	TD24389	Deactivated	Deregistered	
Manual printer 01 BFF ID: QCUKTMQPF27B	- ID: QCUKTLX300ZKS	Switzerland	TD24389	Active	Registered	
Manual printer 01 BFF ID: QCUKTLQNEWRLM	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTX37OHMSR	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTRXBJ5N10	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
string ID: QCUKTSYBIGDW	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
string	-					

**(Figure 88 – 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

Identifier Code Registration Management							CODE REQUESTER_ALL Industry	
Machines							Download data	New Machine
Machine name/ ID ↑↓	Facility name/ ID ↑↓	Country ↑↓	Serial Number ↑↓	Machine Status ↑↓	Registry Status ↑↓	Actions		
Filter by machine name/ ID	Filter by facility name/ ID	Filter by country	Filter by serial number	Filter by request status	Filter by registry status			
Dharma Machine GSRC 1 ID: QCUKTXBMZFPV2	Dharma Facility 1 ID: QCUKTEUTKRWGJ	United Kingdom of Great Britain	TD24389	Active	Registered			
Manual printer 01 BFF updated ID: QCUK00I2PZHN	-	Switzerland	Caso 1	Active	Registered			
Manual printer 01 BFF ID: QCUKTXQ2I2IRN	-	Switzerland	TD24389	Deactivated	Deregistered			
Manual printer 01 BFF ID: QCUKTMQPF27B	-	Switzerland	TD24389	Active	Registered			
Manual printer 01 BFF ID: QCUKTLX300ZK5	-	Switzerland	string	Active	Registered			
Manual printer 01 ID: QCUKTX37OHM5R	-	Switzerland	string	Active	Registered			
Manual printer 01 ID: QCUKTRXBJ5N1O	-	Switzerland	string	Active	Registered			
string ID: QCUKTSYBIBGDW	-	Switzerland	string	Active	Registered			
string	-							

(Figure 89 – 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**”

Identifier Code Registration Management						
<div> <div> </div> <div> <div>Dashboard</div> <div>My organisation</div> <div>Registry</div> <div>Economic Operators</div> <div>Facilities</div> <div>Machines</div> <div>ID Checker</div> </div> </div> <div> <div>Machines</div> <div>Download data</div> <div>New Machine</div> </div>						
Machine name/ ID ↑↓	Facility name/ ID ↑↓	Country ↑↓	Serial Number ↑↓	Machine Status ↑↓	Registry Status ↑↓	Actions
Filter by machine name/ ID	Filter by facility name/ ID	Filter by country	Filter by serial number	Filter by request status	Filter by registry status	
Dharma Machine GSRC 1 ID: QCUKTXBMZFPV2	Dharma Facility 1 ID: QCUKTEUTKBWGJ	United Kingdom of Great Britain	TD24389	Active	Registered	
Manual printer 01 BFF updated ID: QCUKT00I2PZH	- ID: QCUKTLX300ZKS	Switzerland	Caso 1	Active	Registered	
Manual printer 01 BFF ID: QCUKTXQ2IZIRN	- ID: QCUKTLX300ZKS	Switzerland	TD24389	Deactivated	Deregistered	
Manual printer 01 BFF ID: QCUKTMQPBZ7B	- ID: QCUKTLX300ZKS	Switzerland	TD24389	Active	Registered	
Manual printer 01 BFF ID: QCUKTLQNEWRML	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTX37OHMSR	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTXBJSN1O	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
string ID: QCUKTS5YBIGDW	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
string	-					
Showing 1 to 10 of 15 entries						

(Figure 90 – Machines view details option)

Dharma Machine GSRC 1 QCUKTXBMZFPV2

Request date: 10/06/2022

Machine status: Active Registry Status: Registered

MACHINE DETAILS

Producer: Produces GSRC

Serial number: TD24389

Model: 3A01

Capacity (24h cycle): 32

FACILITY INFO

Name: Dharma Facility 1

City: London

F-ID: [QCUKTEUTKBWGJ](#)

Country: United Kingdom of Great Britain

ECONOMIC OPERATOR INFO

EO name: Katalon Economic Operator

Organisation: Industry Manufacturer

EO-ID: [QCUKT2GF7D46N](#)

Edit

(Figure 91 – Machines view details modal box)

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

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dentsu International Switzerland AG | Giessereistrasse, 18 | 8005 Zürich | Switzerland | UID: CHE- 110.279.525

### 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: 22/05/2022Machine status: ActiveRegistry Status: Registered

MACHINE DETAILS

Producer: Produce NameModel: Model Name  
Serial number: SerialNumberCapacity (24h cycle): 2

FACILITY INFO

Name: Facility name UK ID IssuerF-ID: QCUKTPHSHGOPP  
City: ManchesterCountry: United Kingdom of Great Britain

ECONOMIC OPERATOR INFO

EO name: EO UK ID ISSUEREO-ID: QCUKTSWBBSL3R  
Organisation: Puros & Purillos Courier Services LTD

Edit

(Figure 92 – 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 93 – 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"**

TRACKING

Dashboard

My organisation

Registry

Economic Operators

Facilities

Machines

ID Checker

Identifier Code Registration Management

CODE REQUESTER \_ALL

Industry

Machines

Download data

New Machine

Machine name/ ID ↑↓	Facility name/ ID ↑↓	Country ↑↓	Serial Number ↑↓	Machine Status ↑↓	Registry Status ↑↓	Actions
Dharma Machine GSRC 1 ID: QCUKTXBMZFPV2	Dharma Facility 1 ID: QCUKTEUTKBWGJ	United Kingdom of Great Britain	TD24389	Active	Registered	
Manual printer 01 BFF updated ID: QCUKT00I2PZHN	-	Switzerland	Caso 1	Active	Registered	
Manual printer 01 BFF ID: QCUKTXQ2IZRN	-	Switzerland	TD24389	Deactivated	Deregistered	
Manual printer 01 BFF ID: QCUKTMQPBZ7B	-	Switzerland	TD24389	Active	Registered	
Manual printer 01 BFF ID: QCUKTLQNEWRML	-	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTX37OHMSR	-	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTRXBJ5N10	-	Switzerland	string	Active	Registered	
string ID: QCUKTSYBIBGDW	-	Switzerland	string	Active	Registered	
string	-					

Showing 1 to 10 of 15 entries

1

2

10

(Figure 94 – New Machine registration option)



The screenshot shows a web application interface for 'Identifier Code Registration Management'. On the left is a dark blue sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators, Facilities, Machines, and ID Checker. The main content area is titled 'Request machine' and contains a form with the following fields: 'Machine name', 'Producer\*', 'Model\*', 'Serial number\*', 'Capacity (24h cycle)\*', and 'F-ID\*'. The 'F-ID\*' field is a dropdown menu with the text 'Select a facility'. A blue 'Create machine' button is located at the bottom right of the form.

**(Figure 95 – New Machine registration form)**

Fields presented in the registration form:

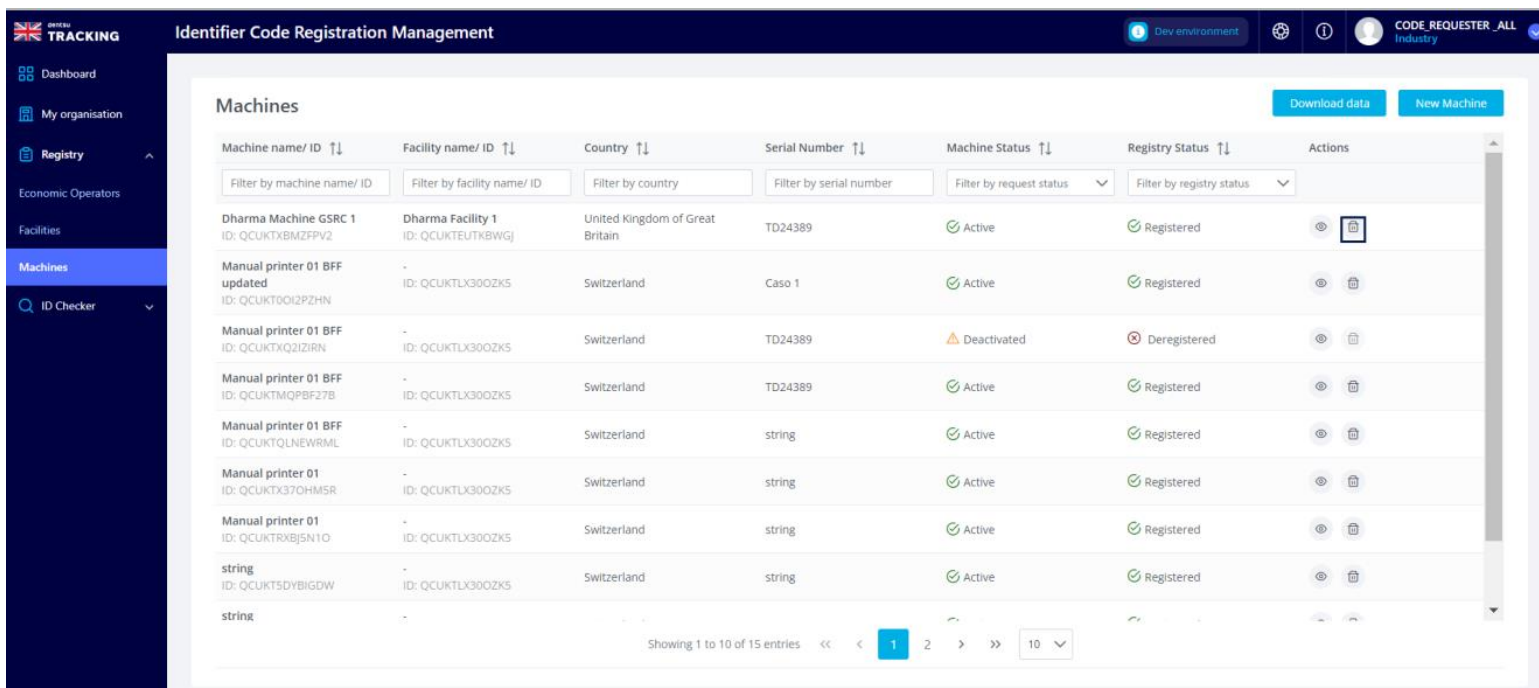
- **Machine Name**
- **Producer (\*)**
- **Model(\*)**
- **Serial Number (\*)**
- **Capacity(24h cycle) (\*)**
- **F-ID (\*)**: To indicate the facility associated.

**NOTE:** Fields marked with (\*) are mandatory

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

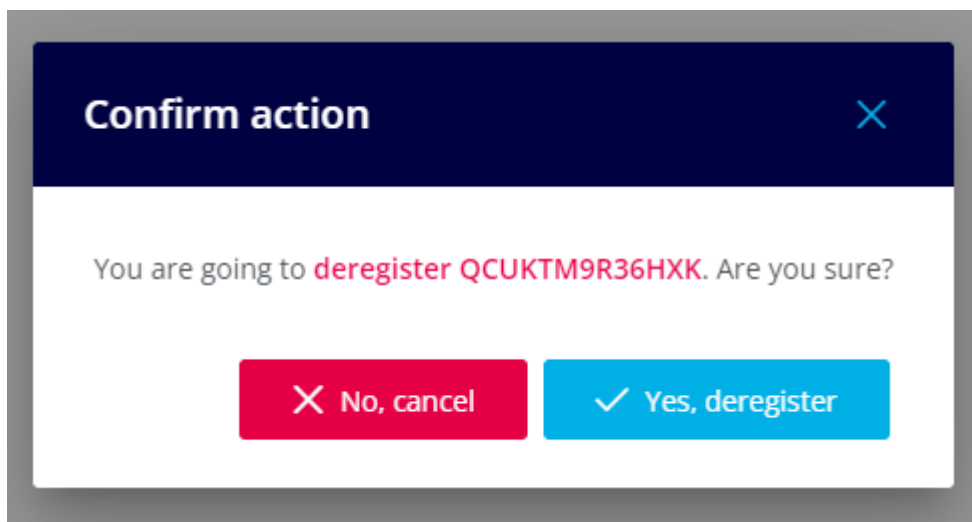
### 3.7.3.3.6 Deregister Machines

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



The screenshot shows the 'Machines' table in the 'Identifier Code Registration Management' interface. The table has the following columns: Machine name/ ID, Facility name/ ID, Country, Serial Number, Machine Status, Registry Status, and Actions. The first machine listed is 'Dharma Machine GSRC 1' with ID 'QCUKTXBMZFPV2', located at 'Dharma Facility 1' (ID: QCUKTEUTKBWG) in the 'United Kingdom of Great Britain'. Its status is 'Active' and 'Registered'. The 'Actions' column for this machine shows a 'Deregister ID' button. Other machines listed include 'Manual printer 01 BFF updated' and several 'Manual printer 01 BFF' units with various IDs and statuses (Active, Deactivated, Registered).

(Figure 96 – Machines Deregistration option)



(Figure 97 – Machines deregistration confirmation)

### 3.7.3.3.7 Downloaded Machines data

This functionality allows to users to export Machine data into a csv file. By clicking the button "Download data":

The screenshot shows the 'Identifier Code Registration Management' interface. On the left is a sidebar with navigation links: Dashboard, My organisation, Registry, Economic Operators, Facilities, Machines (selected), and ID Checker. The main area is titled 'Machines' and contains a table with columns: Machine name/ ID, Facility name/ ID, Country, Serial Number, Machine Status, Registry Status, and Actions. The table lists several machines, including 'Dharma Machine GSRC 1' and multiple 'Manual printer 01 BFF' units. A 'Download data' button is highlighted in the top right corner of the table area. Below the table, there is a pagination control showing 'Showing 1 to 10 of 15 entries' and a dropdown menu set to '10'.

(Figure 98 – Download Machines data functionality)

The following Machine data will be available in the csv file:

- Machine Name
- EOID
- FID
- MID
- Producer
- Model
- SerialNumber
- Capacity
- IsDeleted
- IsActive
- CreatedOn
- LastUpdatedOn

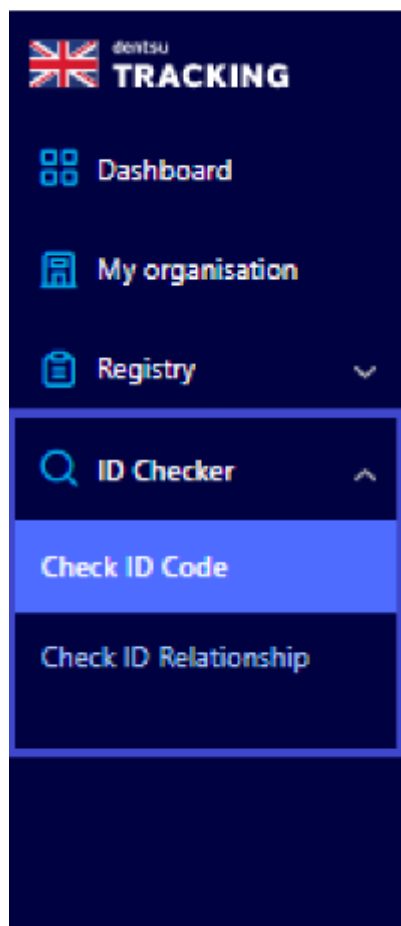
**NOTE:** It is also possible to do some filtering and download filtered machines.

### 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 the users to check the relationships between EO-ID, F-ID and M-ID, if it exists and it is active.

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



**(Figure 99- ID Checker 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:   EO-ID:   EO-ID:

**FACILITY CODE**

F-ID:   F-ID:   F-ID:

**MACHINE CODE**

M-ID:   M-ID:   M-ID:

**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.

**(Figure 100 – 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
81223	✗ 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 101 -Check ID code results example)**

Results for checks of EO-ID(s)

EO-ID	Result
QCUKT5WBBSL3R	✓ Active

Results for checks of F-ID(s)

F-ID	Result
QCUKT5WBBSL3R	✗ This Identifier Code does not exist or has been deactivated/deregistered.

Results for checks of M-ID(s)

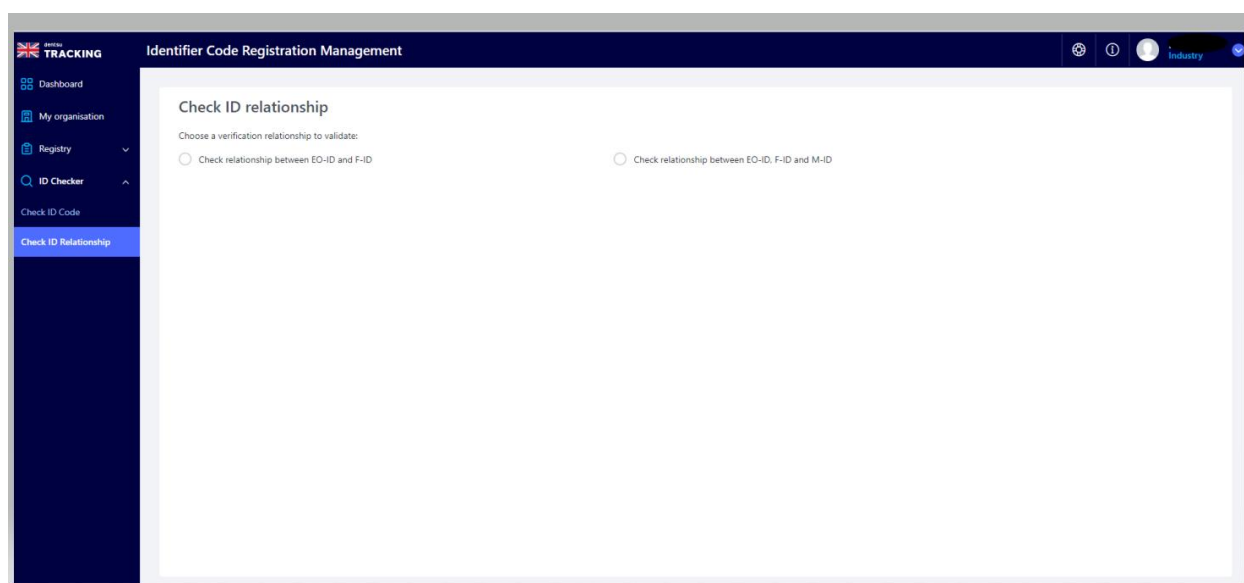
M-ID	Result
QCUKTM9R36HXX	✓ Active

**(Figure 102 – 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 103 – Check ID relationship functionality)**

**(Figure 104 – 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 105 – Check ID relationship results example)**

- Dashboard
- My organisation
- Registry
- ID Checker
- Check ID Code
- Check ID Relationship

## 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 106 – 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

- Settings
- Info
- Industry

## 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 107 - UID code ordering Landing Page option)**

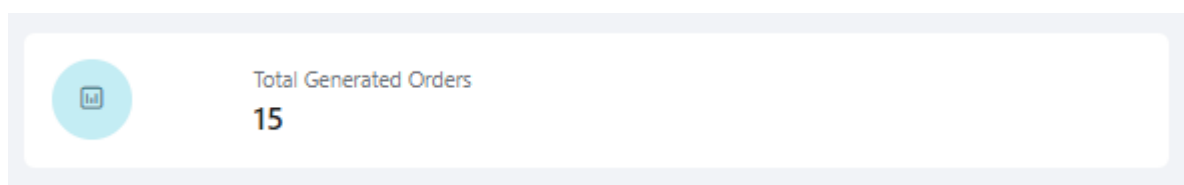


### 3.8.1 Code Ordering Dashboard

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

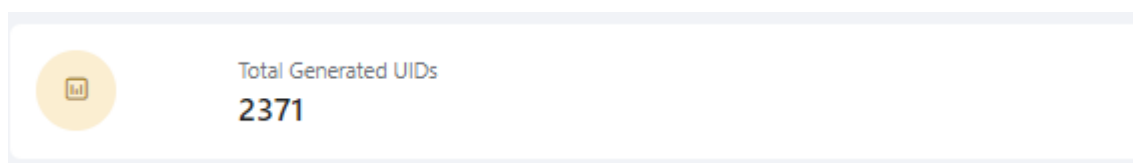
When an Economic Operators clicks on the Dashboard menu, he will see a Dashboard with the following KPIs, on a monthly basis :

- **"Total Generated Orders"** : Total number of Orders generated per Economic Operator in the Organization for current Month



**(Figure 108 - Total Generated Orders KPI view)**

- **"Total Generated UUIDs"**: Volume of total UUIDs generated per Economic Operator in the Organization for current Month



**(Figure 109 - Total Generated UUIDs KPI view)**

- **Number of generated orders per Economic Operator per Month**
- **Number of generated orders per Economic Operator per Month**

The screenshot shows the 'Unique Identifier Code Order Management' dashboard. At the top, there are two KPI cards: 'Total Generated Orders' with a value of 15 and 'Total Generated UUIDs' with a value of 2371. Below these is a table titled 'Economic Operators' with a date selector set to '06/2022'. The table has three columns: 'EO name/ ID', 'Number of generated orders', and 'Number of generated UUIDs'.

EO name/ ID	Number of generated orders	Number of generated UUIDs
eo manu1 ID: QCUKTRVYDRT1	9	2017
storing ID: QCUKTBECODBN	4	352
Katalon Economic Operator Edited ID: QCUKTBEMAXIS4	1	1
Katalon Economic Operator ID: QCUKTBEPD4W9	1	1

**(Figure 110 - Code Ordering Dashboard view)**

**NOTE:** There is also available a "Date picker" to consult same KPIs by specific months

**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

Unique Identifier Code Order Management										
All orders										
Order ID	Quantity	Date	EO name/ ID	Facility name/ ID	Machine name/ ID	Intended market	Status	Product type	Order type	Actions
<input type="text" value="Filter by order ID"/>	<input type="text" value="Filter by Quantity"/>	<input type="text" value="Filter by Date"/>	<input type="text" value="Filter by EO name/ ID"/>	<input type="text" value="Filter by Facility name/ ID"/>	<input type="text" value="Filter by Machine name/ ID"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	
a7cc76-4673-48cb-8a0a-0085a97ac92	1	23/05/2022	Katalon Economic Operator QCUK2SGF04EN	Dharma Facility 1 QCUKTEU7XBWQ		United Arab Emirates	Generated/ Issued	Cigar	Unit	
eeeda186-42d3-44c7-8cc8-440c57720a3b	1	24/05/2022	string QCUK7SECOSEGN	string QCUK7DW92H436			Generated/ Issued		Aggregated	
1229294c-277b-4897-8908-e763b956c94	1	24/05/2022	eo manuf QCUKTR4YDRT1	QCUKTLX3002K9			Cancelled		Aggregated	
94286cb4-6ba8-4e84-af04-21a39060d879	1	24/05/2022	string QCUK7SECOSEGN	string QCUK7DW92H436			Generated/ Issued		Aggregated	
81f0a222-3d0c-42b3-b839-082074e16147	1	24/05/2022	Katalon Economic Operator Edited QCUKTM88MAX54	Facility of Teaco QCUK7JMS6PATSX			Generated/ Issued		Aggregated	
2a0dc118-1137-4a9f-9767-77a7b05498a1	1	24/05/2022	eo manuf QCUKTR4YDRT1	QCUKTLX3002K9			Generated/ Issued		Aggregated	
169a2144-9d9f-4757-a1a1-9b304c74699	1	24/05/2022	eo manuf QCUKTR4YDRT1	QCUKTLX3002K9			Generated/ Issued		Aggregated	
cd04d3be-e666-4d53-8509-3d18684cac5	1	24/05/2022	string QCUK7SECOSEGN	string QCUK7DW92H436		United Kingdom of Great Britain	Cancelled	Cigarette	Unit	
c399f794-9c70-4a6c-943d-a38e7c0fe936	21	24/05/2022	eo manuf QCUKTR4YDRT1	QCUKTLX3002K9		United Kingdom of Great Britain	Cancelled	Cigarette	Unit	
f93083d5-8c71-461e-c2ef-607a7a4098f	1	24/05/2022	eo manuf QCUKTR4YDRT1	QCUKTLX3002K9	mid manuf QCUK7DLZSU63	United Kingdom of Great Britain	Generated/ Issued	Cigarette	Unit	

**(Figure 111 – 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 upUIs 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:













The screenshot shows a web interface for filtering orders. At the top, it says 'All orders' and there is a 'Refresh' button. Below this is a table with columns: Order ID, Quantity, Date, EO name/ID, Facility name/ID, Machine name/ID, Intended market, Status, Product type, and Order type. Each column has a filter control below it: 'Filter by order ID' (text input), 'Filter by Quantity' (dropdown), 'Filter by Date' (text input), 'Filter by EO name/ID' (text input), 'Filter by Facility name/ID' (text input), 'Filter by Machine name/ID' (text input), 'All' (dropdown), 'All' (dropdown), 'All' (dropdown), and 'All' (dropdown).

**(Figure 112 – Orders filtering)**

- **Order ID**
- **Quantity:** Interval of Value from and Value to.
- **Date:** Request date of the order
- **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:** Cigarette, Cigar, Cigarillo, Ryo, Pipe, Water Pipe, Oral, Nasal, Chewing, Novel, Other
- **Order type:** Unit/Aggregated.

### 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:

					Refresh orders New order
Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Order type ↑↓	Actions
Filter by Machine name/ ID	All	All	All	All	
	United Arab Emirates	Generated/ Issued	Cigar	Unit	  
		Generated/ Issued		Aggregated	  
		Cancelled		Aggregated	  
		Generated/ Issued		Aggregated	  

**(Figure 113 – 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	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 – 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 are 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 shows the Dentsu Tracking web interface. At the top right, there's a header with user information: 'CODE REQUESTER\_ALL Industry'. Below this, there are two buttons: 'Refresh orders' and 'New order'. The 'New order' button is highlighted with a red box. Below the buttons is a table with columns: 'Machine name/ID', 'Intended market', 'Status', 'Product type', 'Order type', and 'Actions'. There's a 'Filter by Machine name/ID' box. The table contains several rows with data. The 'New order' button is in the top right corner.

**(Figure 115 –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 being placed (no option to cancel in 24hr after order has 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 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 \***

The screenshot shows a web application interface for creating a new electronic delivery request. The header includes the 'dentsu TRACKING' logo and the title 'Unique Identifier Code Order Management'. The main content area is titled 'New electronic delivery request'. Below this, there is a form with various fields and sections. The 'ORDER DETAILS' section is highlighted. The 'Order type' field has two radio buttons: 'Unit order' (selected) and 'Aggregated'. Other fields include 'Quantity (1M limit)\*', 'EOID/ name\*', 'FID/ name\*', 'Process involves machinery\*', 'MID/ name\*', 'Product type\*', 'Other product type\*', 'Brand\*', 'Combined nomenclature (CN) code', 'Weight (gr)\*', 'Import \*', 'Intended market \*', 'Intended route \*', 'Route', 'Tobacco product ID\*', 'Tobacco product number\*', 'Internal reference number', and 'Deliver order instantly \*'. A 'Submit order' button is located at the bottom left of the form.

**(Figure 116 – 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 creating a new electronic delivery request. The header includes the 'dentsu TRACKING' logo and the title 'Unique Identifier Code Order Management'. The main form area is titled 'New electronic delivery request' and contains several input fields and a submit button. The 'Order type \*' field has two radio buttons: 'Unit order' and 'Aggregated', with 'Aggregated' being selected. The 'Quantity (1M limit)\*' field is a text input. The 'EOID/ name\*' field is a dropdown menu with the placeholder 'Select an EO'. The 'FI-D/ name\*' field is a text input with the placeholder 'Select a facility'. The 'Internal reference number' field is a text input. The 'Deliver order instantly \*' field has two radio buttons: 'No' (selected) and 'Yes'. At the bottom of the form, there is a checkbox for 'Agree to our Terms & Conditions' and a blue 'Submit order' button.

**(Figure 117 – 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 "lose" the right to cancel the order up to 24hrs after being placed (no option to cancel in 24hr after the order has 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 UID codes will take place within **48 hours**
- **Agree to our Terms & Conditions \***

**NOTE:** Fields marked with (\*) are mandatory.

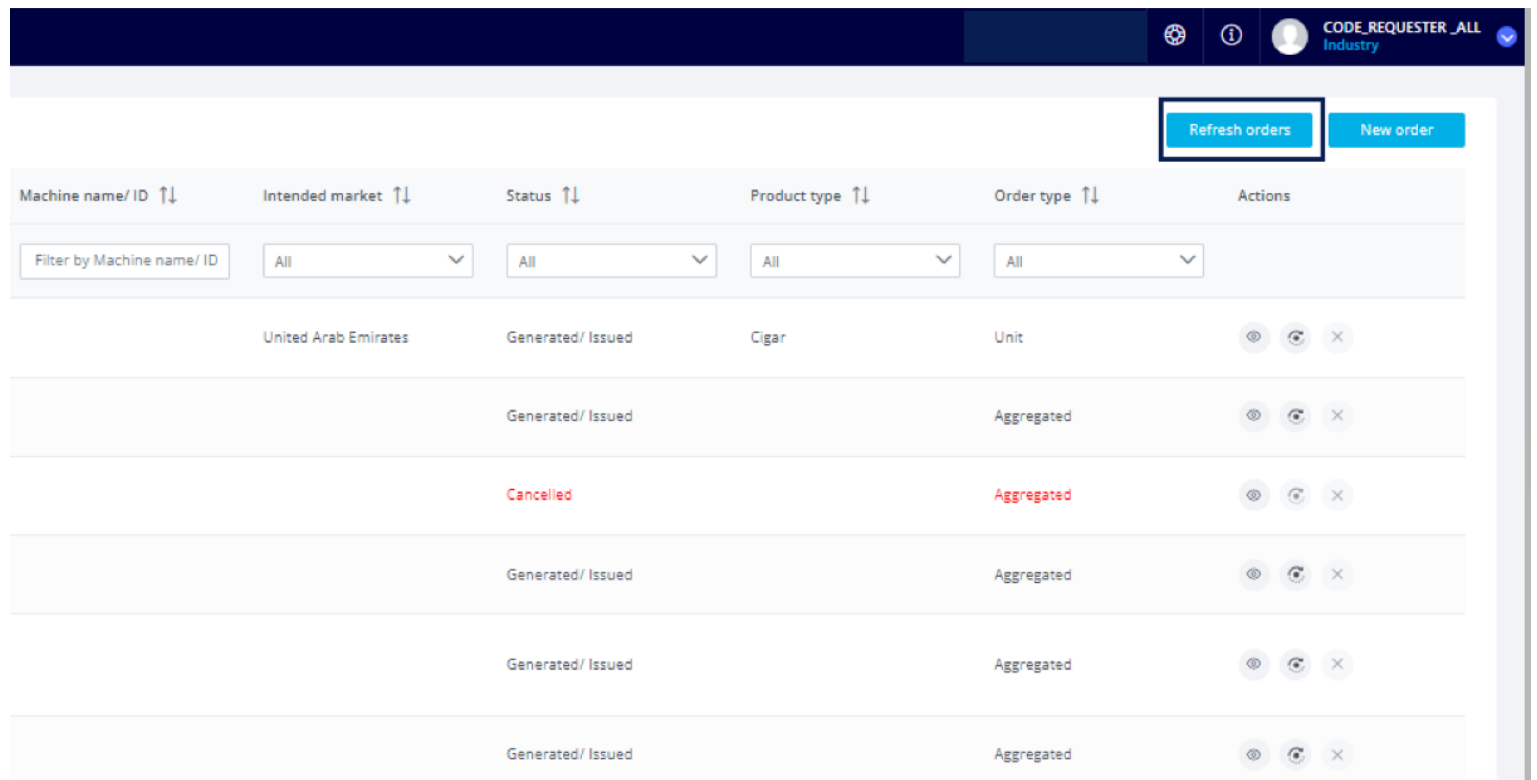
**NOTE:** Within one working day(24hrs), Economic Operators can cancel a request which was sent

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



### 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 be.

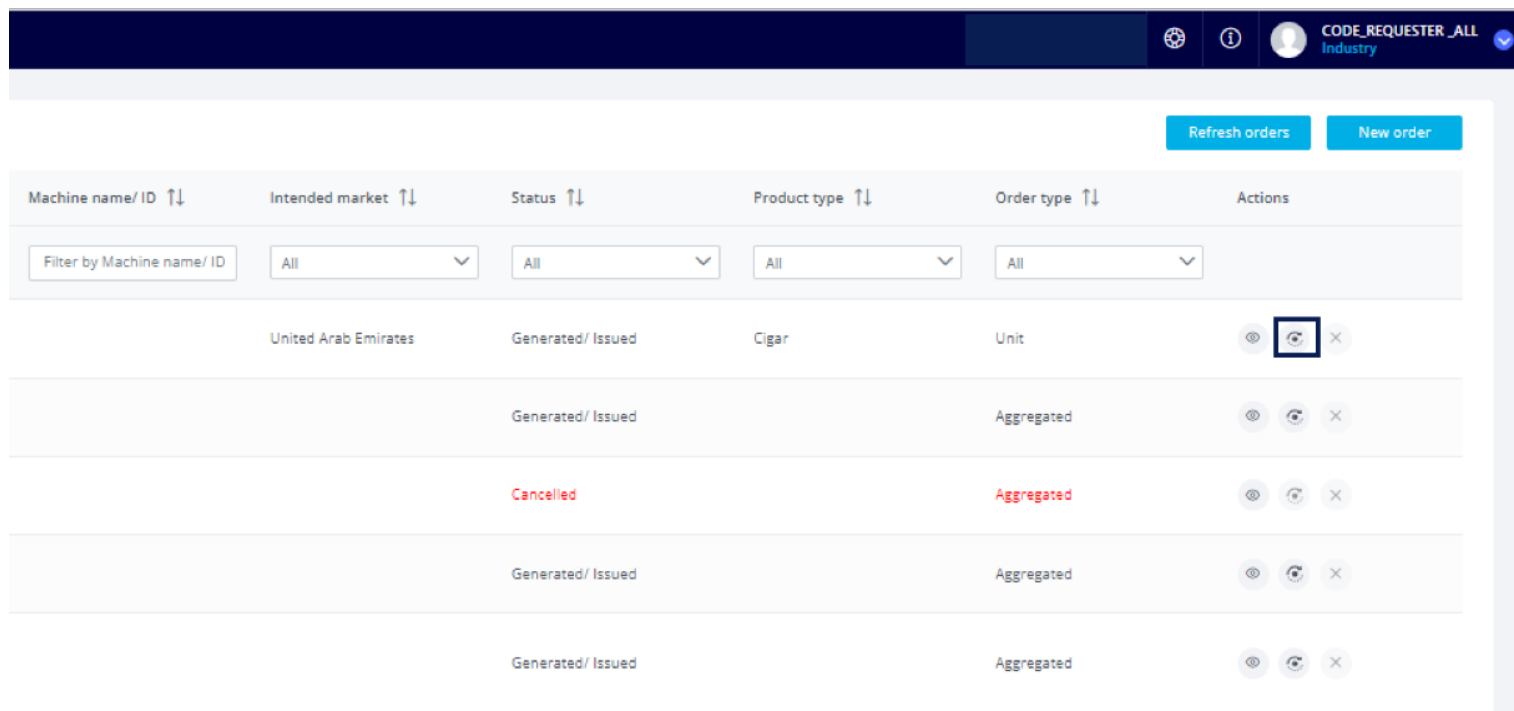


The screenshot shows the Dentsu Tracking interface. At the top right, there is a header bar with a user profile icon and the text 'CODE\_REQUESTER\_ALL Industry'. Below this, there are two buttons: 'Refresh orders' (highlighted with a red box) and 'New order'. The main area is a table with the following columns: 'Machine name/ ID ↑↓', 'Intended market ↑↓', 'Status ↑↓', 'Product type ↑↓', 'Order type ↑↓', and 'Actions'. The table contains several rows of data. The first row shows 'United Arab Emirates' as the market, 'Generated/ Issued' as the status, 'Cigar' as the product type, and 'Unit' as the order type. The 'Actions' column for this row contains three icons: a refresh icon, a refresh icon, and a close icon. The second row shows 'Generated/ Issued' as the status and 'Aggregated' as the order type. The third row shows 'Cancelled' as the status and 'Aggregated' as the order type. The fourth row shows 'Generated/ Issued' as the status and 'Aggregated' as the order type. The fifth row shows 'Generated/ Issued' as the status and 'Aggregated' as the order type. The sixth row shows 'Generated/ Issued' as the status and 'Aggregated' as the order type.

**(Figure 118 – Refresh Orders functionality)**

### 3.8.2.6 Reorder previous Orders: Unit & Aggregated Orders

The UK ID Issuer Web Application also provides Economic Operators with the possibility to manage previous orders (for both, Unit 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)



**(Figure 119 – 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, you need to go through "View details" option or directly from "Cancel Order" and once from there, just press button **"Cancel Order"** and confirm the action.

<div>Refresh orders</div> <div>New order</div>					
Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Order type ↑↓	Actions
<div>Filter by Machine name/ ID</div>	All	All	All	All	
	United Arab Emirates	Generated/ Issued	Cigar	Unit	<div><div></div><div></div><div></div></div>
		Generated/ Issued		Aggregated	<div><div></div><div></div><div></div></div>
		Cancelled		Aggregated	<div><div></div><div></div><div></div></div>
		Generated/ Issued		Aggregated	<div><div></div><div></div><div></div></div>
		Generated/ Issued		Aggregated	<div><div></div><div></div><div></div></div>

**(Figure 120 – 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	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 121 -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 122 – 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 123 – Download codes from orders option)**

### 3.8.3 Products

This functionality in the UK ID Issuer Web Application will help 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**
- **TP ID**
- **TP PN**
- **Intended market**
- **Route**
- **Intended Route**
- **EOID**
- **FID**
- **MID**
- **Import**
- **Brand**
- **Product Type**
- **Other Product Type**
- **Weight**

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

Code	TP ID	TP PN	Intended market	Route	Intended Route	EOID	FID	MID	Import	Brand	Product type	Other product type	Weight
mpVt	12345-67-89789	abcdeF	United Kingdom of Great Britain	NO		QCUKTR4YDRT1	QCUKTLX300DX	QCUKTDU2SUCE3	NO	abc	Cigarette		1
M.D2+	45645-64-56456	123	Algerian	NO		QCUKTR4YDRT1	QCUKTLX300DX		NO	defef	Cigarette		1
WHz	11111-12-31231	12312312321	United Arab Emirates	NO		QCUKTR4YDRT1	QCUKTLX300DX		NO	acdefef	Cigarette		12
IQ2:	12345-67-89789	123456789	United Kingdom of Great Britain	NO		QCUKTR4YDRT1	QCUKTLX300DX		NO	camel	Cigarette		1.3
WQV%	11111-11-11111	string	United Kingdom of Great Britain	YES	United Kingdom of Great Britain	QCUKTR4YDRT1	QCUKTLX300DX	QCUKTDU2SUCE3	YES	string	Cigarette	string	1
SCyP	2322-32-33232	234234234234	United Arab Emirates	YES	Algerian	QCUKT2GPTD4EN	QCUKTEUTHBHQ		NO	brand	Cigar		2

**(Figure 124 – 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_REQUESTER_ALL Industry
							Download data
FID	MID	Import	Brand	Product type	Other product type	Weight	
QCUKTLX300ZK5	QCUKTDUZSUC83	NO	abc	Cigarette		1	
QCUKTLX300ZK5		NO	dfdfdf	Cigarette		1	
QCUKTLX300ZK5		NO	asdfasdf	Cigarillo		12	
QCUKTLX300ZK5		NO	camel	Cigarette		1.3	
QCUKTLX300ZK5	QCUKTDUZSUC83	YES	string	Cigarette	string	1	

**(Figure 125- 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 excerpt 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	Internal Reference Number, Dentsu Order Id	Volumes of UIs
Economic Operator 2	Internal Reference Number, Dentsu Order Id	Volumes of UIs
Economic Operator 3	Internal Reference Number, Dentsu Order Id	Volumes of UIs
Economic Operator 4	Internal Reference Number, Dentsu Order Id	Volumes of UIs

**(Figure 126 – 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.