



UK ID ISSUER: USER MANUAL FOR ECONOMIC OPERATORS

dentsu
TRACKING

Summary of changes

Date	Version	Done by	Comment
23.05.2022	1.0	María Sánchez Pazos	Draft version
23.06.2022	1.1	María Sánchez Pazos	Added new functionality
27.06.2023	1.2	Carlos González-Aller Castillo	Updated to post-go-live behaviour Minor format improvements Added a glossary at the end of the document

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1 Introduction

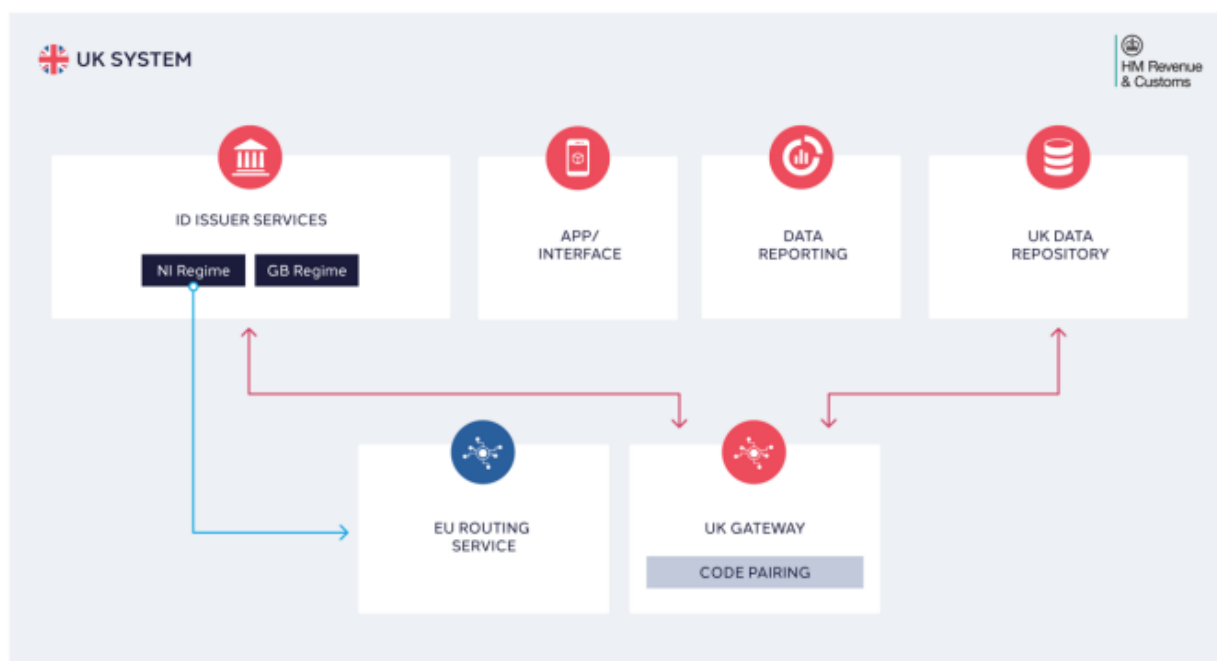
1.1 Purpose

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 (Application Programming Interface) Credentials (OAUTH2 based, client + secret).
- Create, consult details, modify or de-register Economic Operator IDs (EOID) (registered for the company or on-behalf).
- Create, consult details, modify or de-register Facility IDs (FID) (registered for the company or on-behalf).
- Create, modify or de-register Machine IDs (MID).
- Verify Economic Operator IDs (EOID), Facility IDs (FID) and Machine IDs (MID) (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 unit packet Unique Identifiers (upUIs) (reordering functionality also will be available and explained in more details in this document).
- Request aggregate Unique Identifiers (aUIs) electronically.

1.2 Scope

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



(Figure 1 – UK System Overview)

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

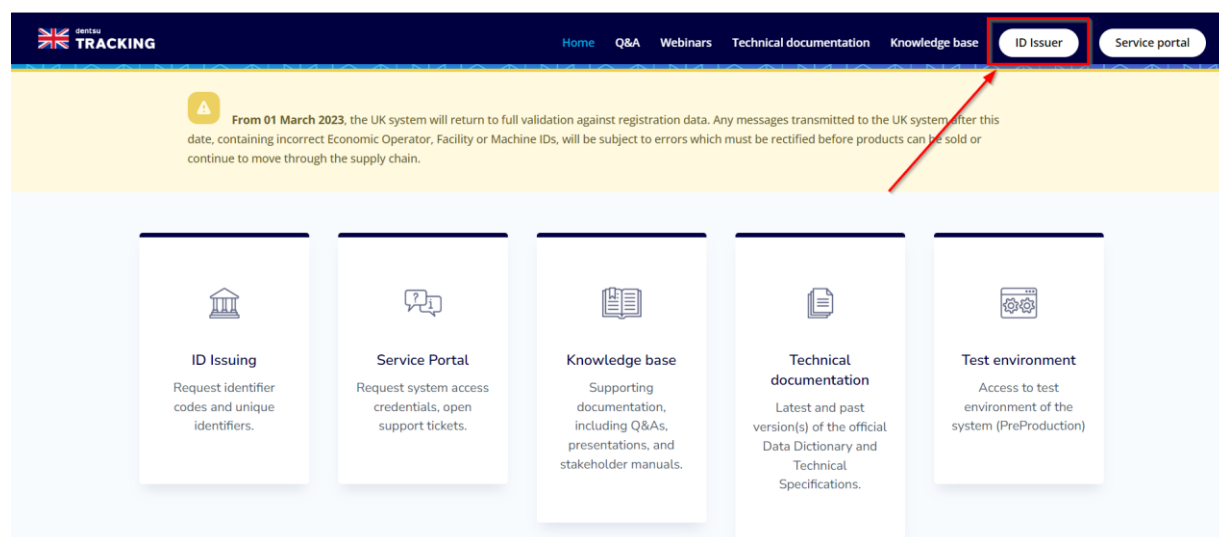
1.4 References

ID	Version	Title	
01	1.0	Base document	
02	1.1	Added minor updates	
03	1.2	Updated to the current status after the go-live in July 2022. Minor linguistic corrections and format improvements. Added a glossary section at the end of the document.	

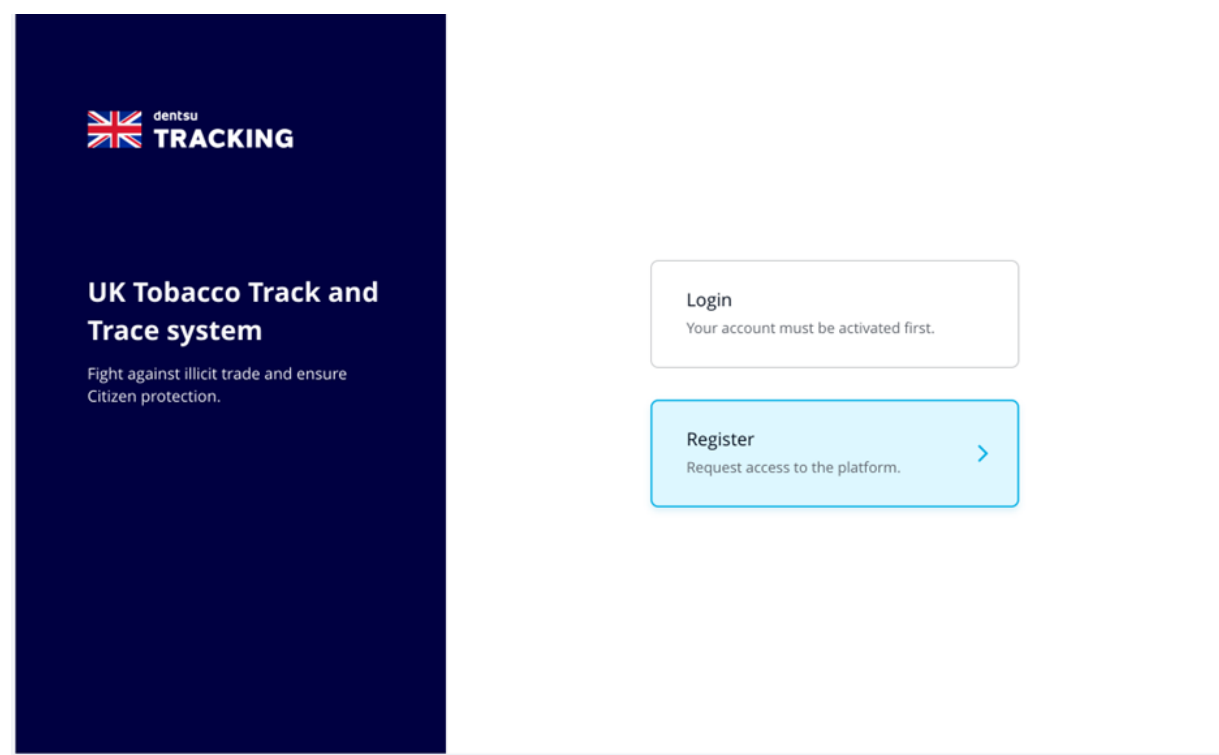
2 New Registration: Onboarding Process

The onboarding process is initiated via the [**ID ISSUER**] button at the top right of the main page of the UK ID Issuer portal, then accessing registration through the “Register” option.

<https://uk-trackandtrace.dentsuttracking.com/>



(Figure 2.1 - Dentsu UK T&T ID Issuer portal)

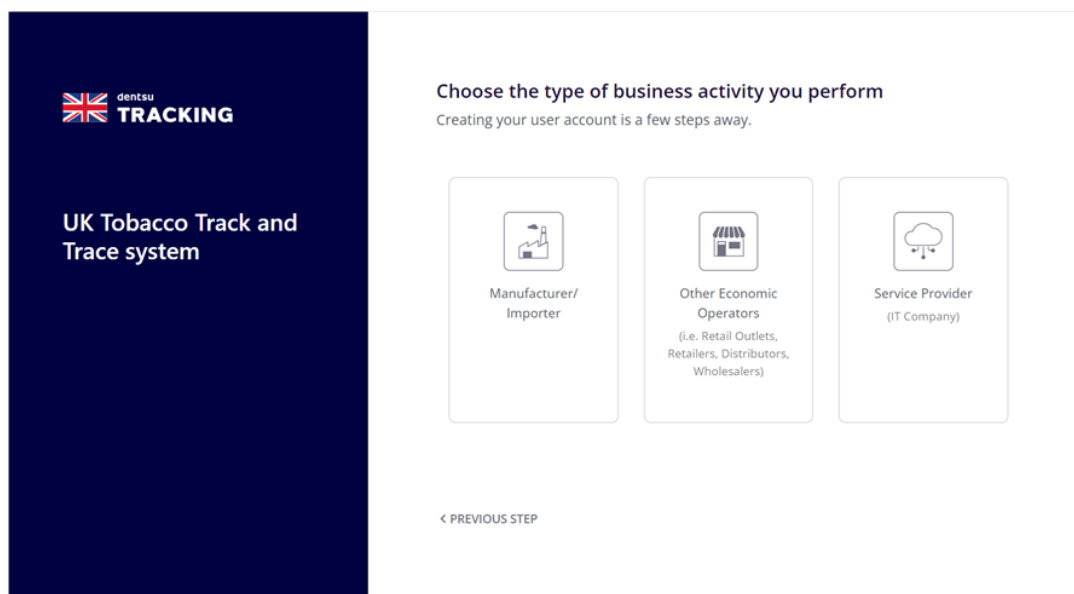


(Figure 2.2 – Organisation Registration)

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2.1 Organisation Type

First select the Organisation Type (related to the type of the business performed) Manufacturer/Importer, Other Economic Operator or Service Provider.



(Figure 3 – Organisation Registration Type)

Manufacturer/Importer can perform the following activities:

- request upUIs (unit packet 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.

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 unique identifiers. If your organisation is already onboarded and wish to order aggregated level UIs, please contact uktntsupport@dentsu.com).
- manage their registry by requesting/modifying/de-registering Identifier Codes (EOIDs, FIDs, MIDs).
- request API credentials for the UK Track&Trace System.

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.

2.2 Organisation Details

Then, fill in the Organisation details that are to be registered in the UK System.

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1 ORGANISATION TYPE
2 **ORGANISATION DETAILS**
3 BILLING INFORMATION
4 USER INFORMATION

Organisation Details

Details about your organisation.

Organisation name*

Address* Number* ?

City* Zip code* Country*
Select a country

Please fill in either your VAT or TIN number*

☒ VAT ?
☐ TIN ?

< PREVIOUS STEP Next >

(Figure 4 – Organisation Details)

The following set of fields are common for all Organisation Types:

- Organisation Name
- Address
- Number
- City
- Zip code
- Country
- VAT or TIN number (Tax Identification Number, also referred to as Unique Taxpayer Reference (UTR) in the UK).

NOTE: Fields marked with an * are mandatory.

2.3 Billing Information

The screenshot shows the 'Billing information' section of the Dentsu Tracking registration process. On the left is a dark blue sidebar with the Dentsu Tracking logo and a vertical list of four steps: 1 ORGANISATION TYPE, 2 ORGANISATION DETAILS, 3 BILLING INFORMATION (highlighted in blue), and 4 USER INFORMATION. The main content area is white and titled 'Billing information' with the subtitle 'Billing contact details'. It contains two checked checkboxes: 'I wish to order UIDs' and 'Billing address is different than the organisation address'. Below these is a text input field for 'Billing organisation name*'. A label 'Please fill in either your VAT or TIN number*' is followed by two radio button options: 'VAT' and 'TIN', each with an adjacent text input field. At the bottom of this section are two more text input fields labeled 'Address*' and 'Number* ?'. Navigation buttons at the bottom include '< PREVIOUS STEP' and a blue 'Next >' button.

(Figure 5 – Organisation Billing Details)

Now, the Economic Operator must indicate whether UID codes will be ordered, 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" .

There's also the option to indicate a different Billing Address by providing:

- Billing Organisation name
- Billing VAT or TIN (Tax Identification Number, also referred to as Unique Taxpayer Reference (UTR) in the UK).
- 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 Organisation 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.

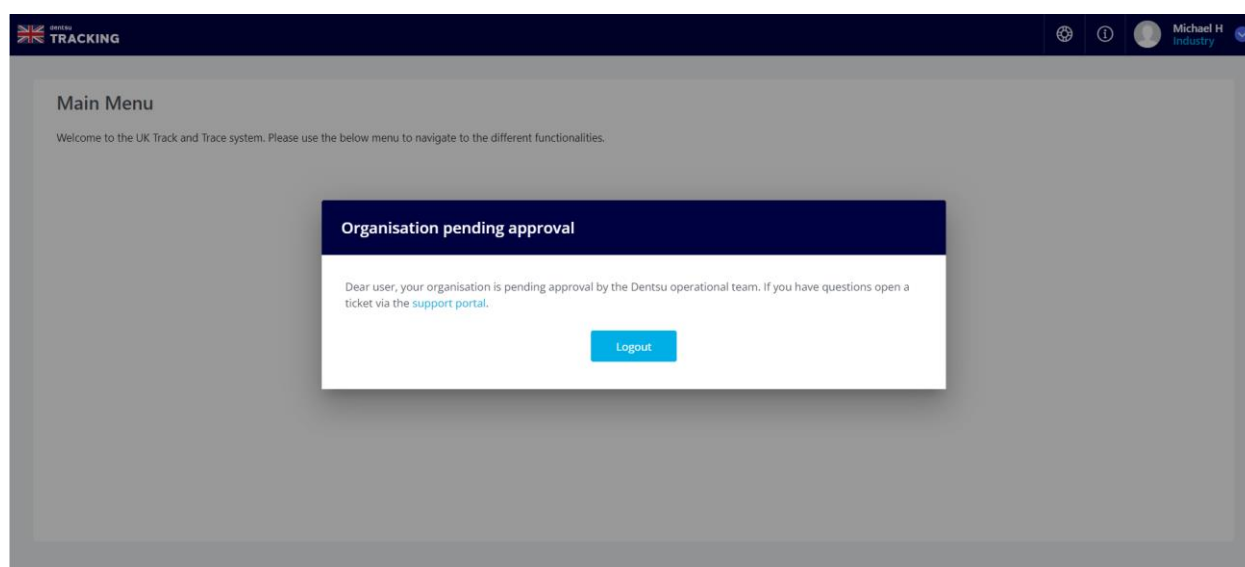
Access Portal

Kind regards,
Dentsu Tracking Support Team

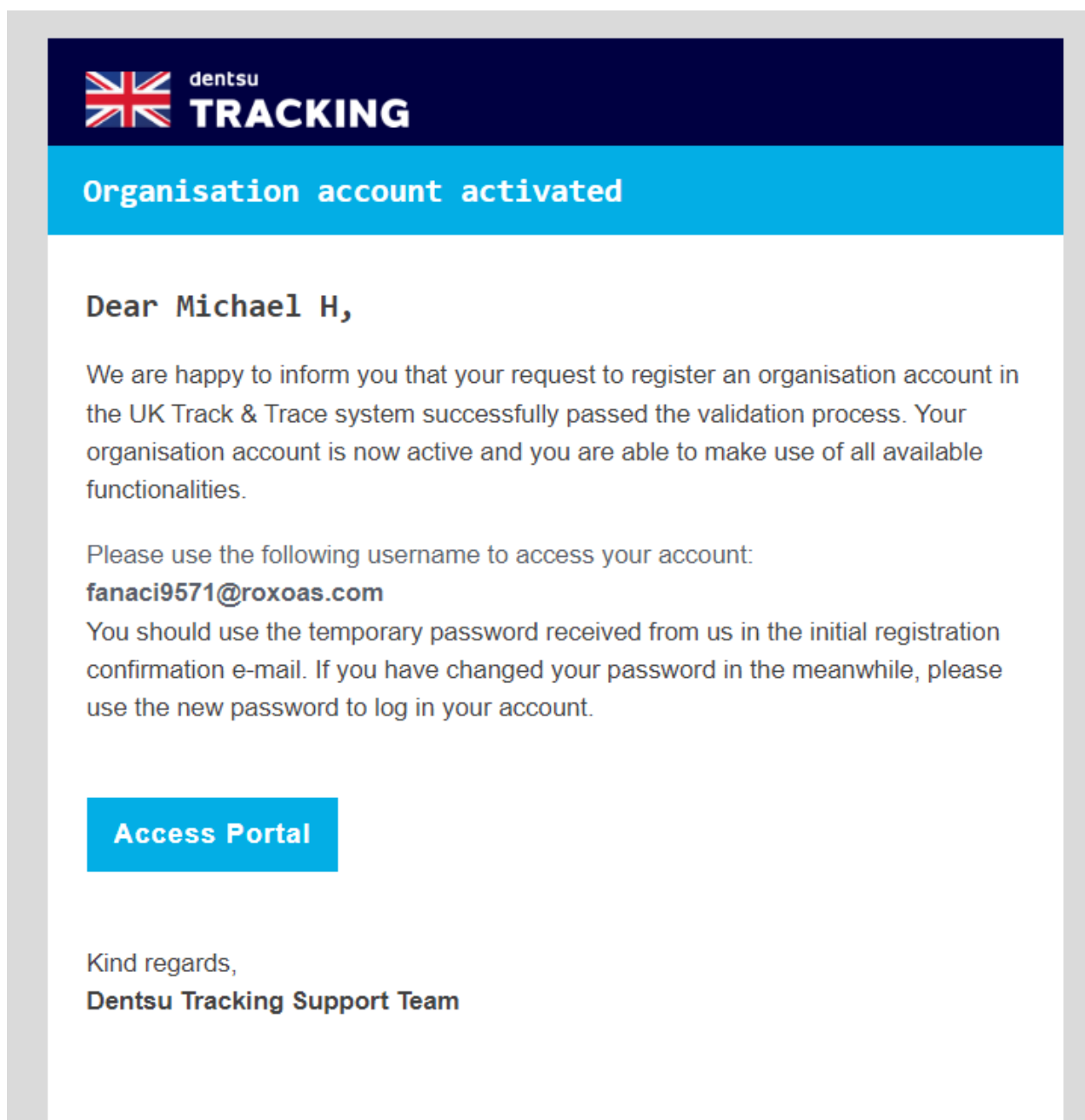
UK Tobacco Track&Trace System

dentsu Tracking ©2022

(Figure 8 – Registration confirmation email)



(Figure 9 – Organisation pending approval)



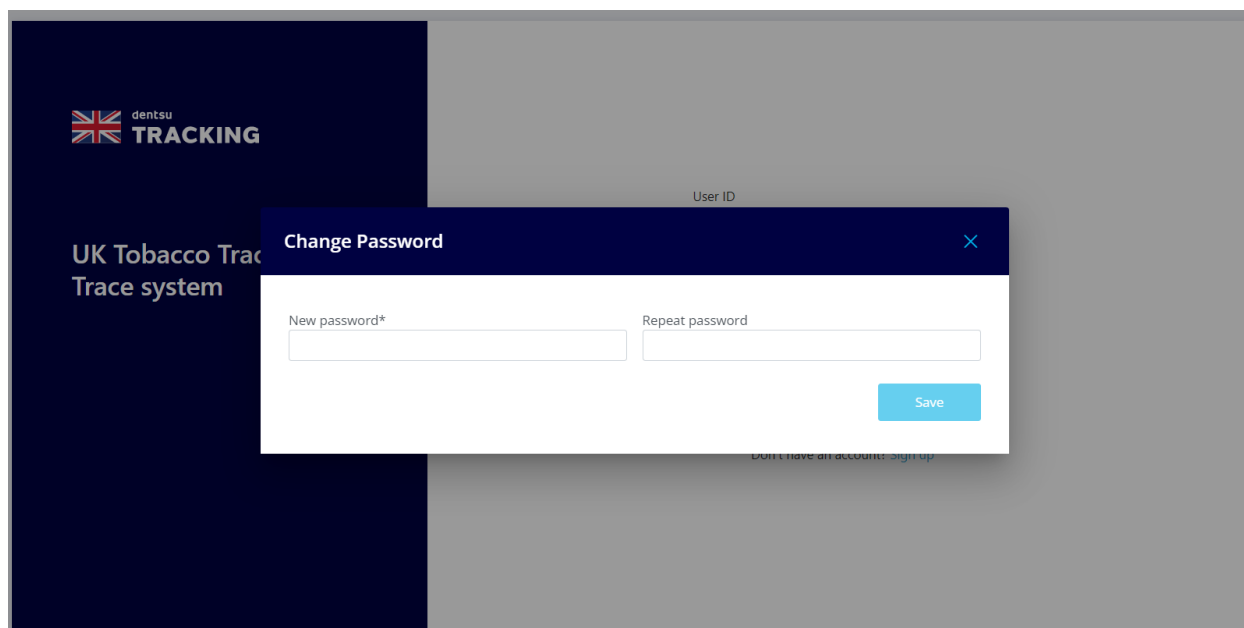
(Figure 10 -Organisation account activation email)

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.

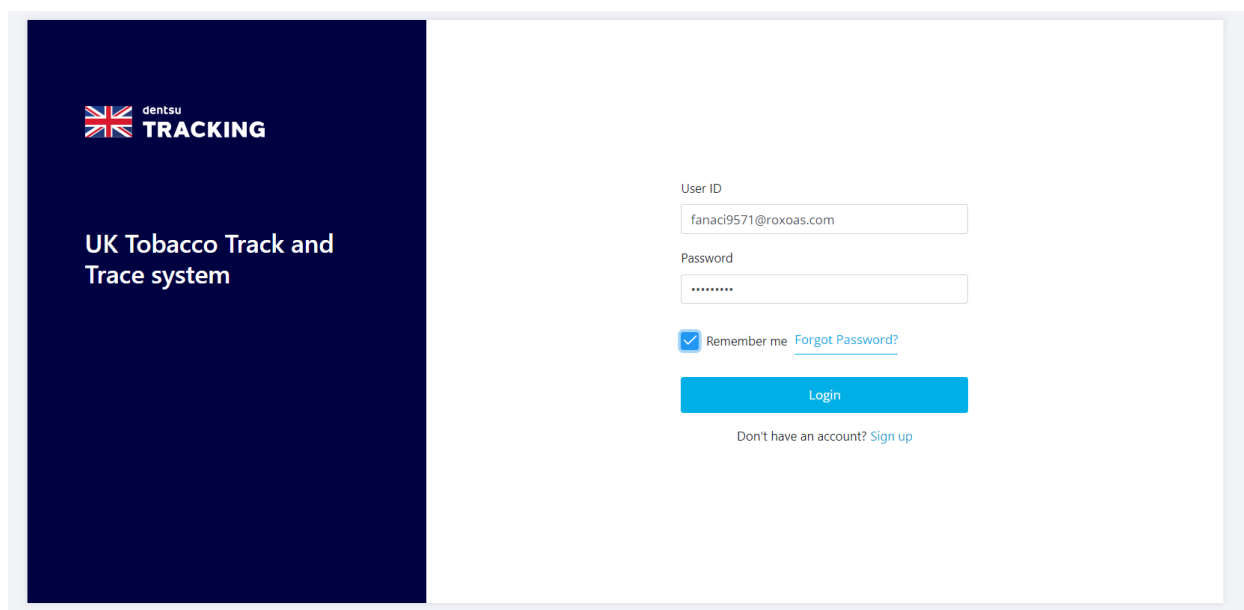
The image shows a web application interface for the 'UK Tobacco Trace system'. On the left, there is a dark blue sidebar with the 'dentsu TRACKING' logo (a Union Jack flag next to the text) and the text 'UK Tobacco Trace system'. The main area is light gray. A dark blue modal dialog box titled 'Change Password' is centered on the screen. It has a close button (an 'X' icon) in the top right corner. Inside the dialog, there are two input fields: 'New password*' and 'Repeat password'. Below these fields is a blue 'Save' button. At the bottom of the main area, there is a link that says 'Don't have an account? sign up'.

(Figure 11 – User password change)

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

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

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

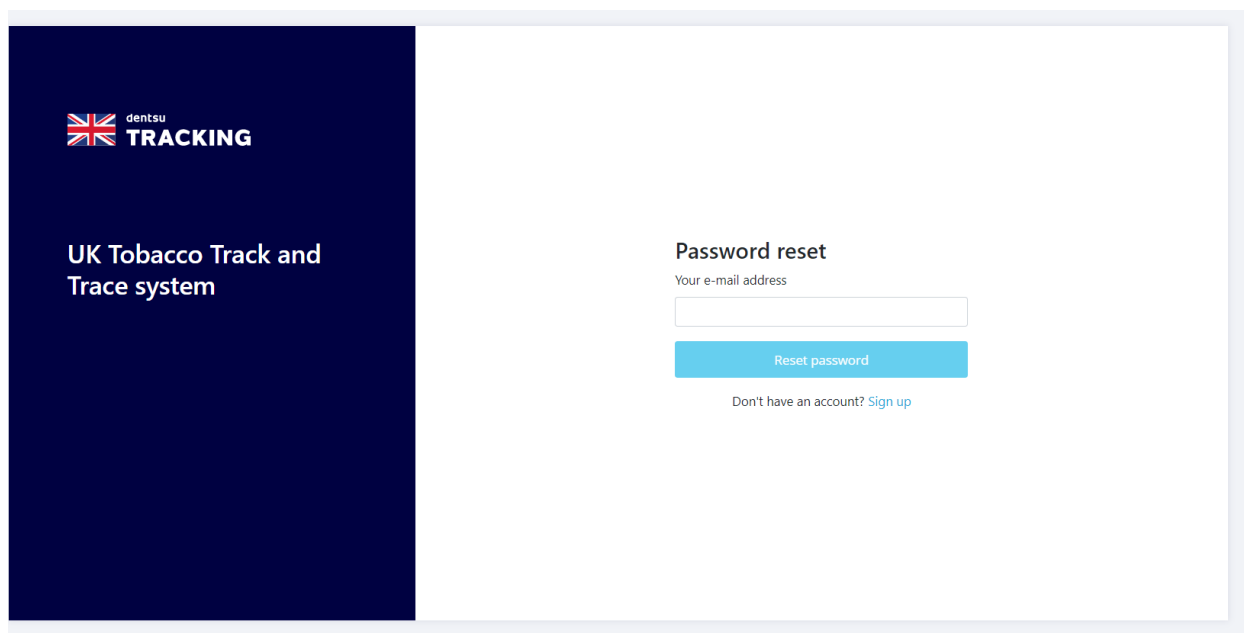


(Figure 12 - Login)

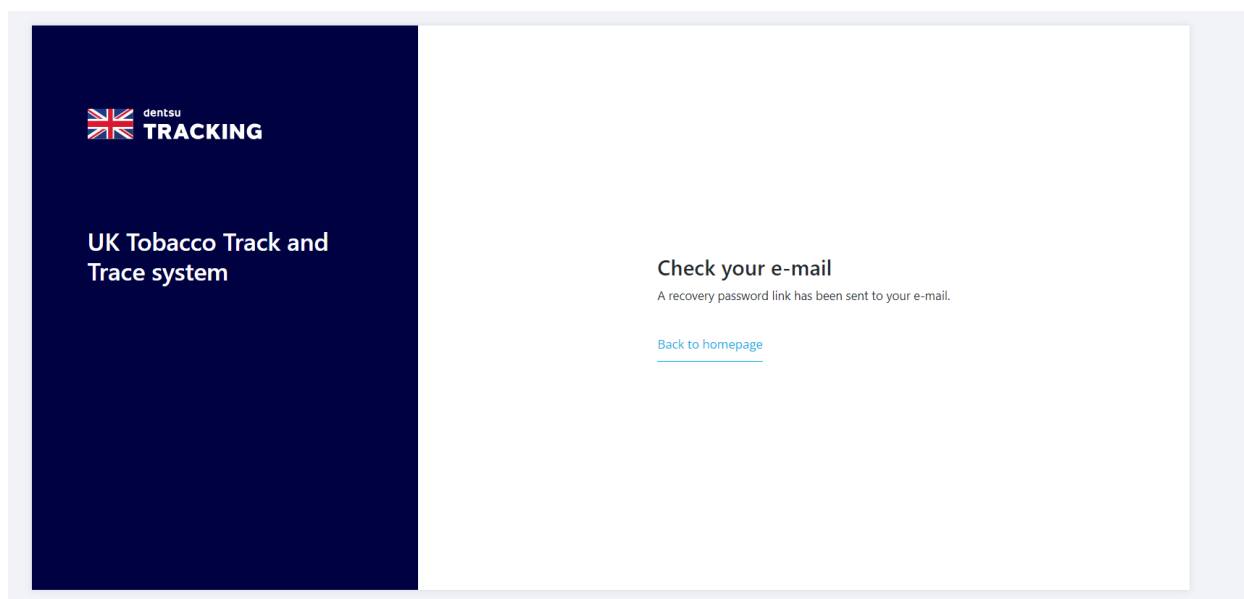
3.1.2 Forgot Password

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

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

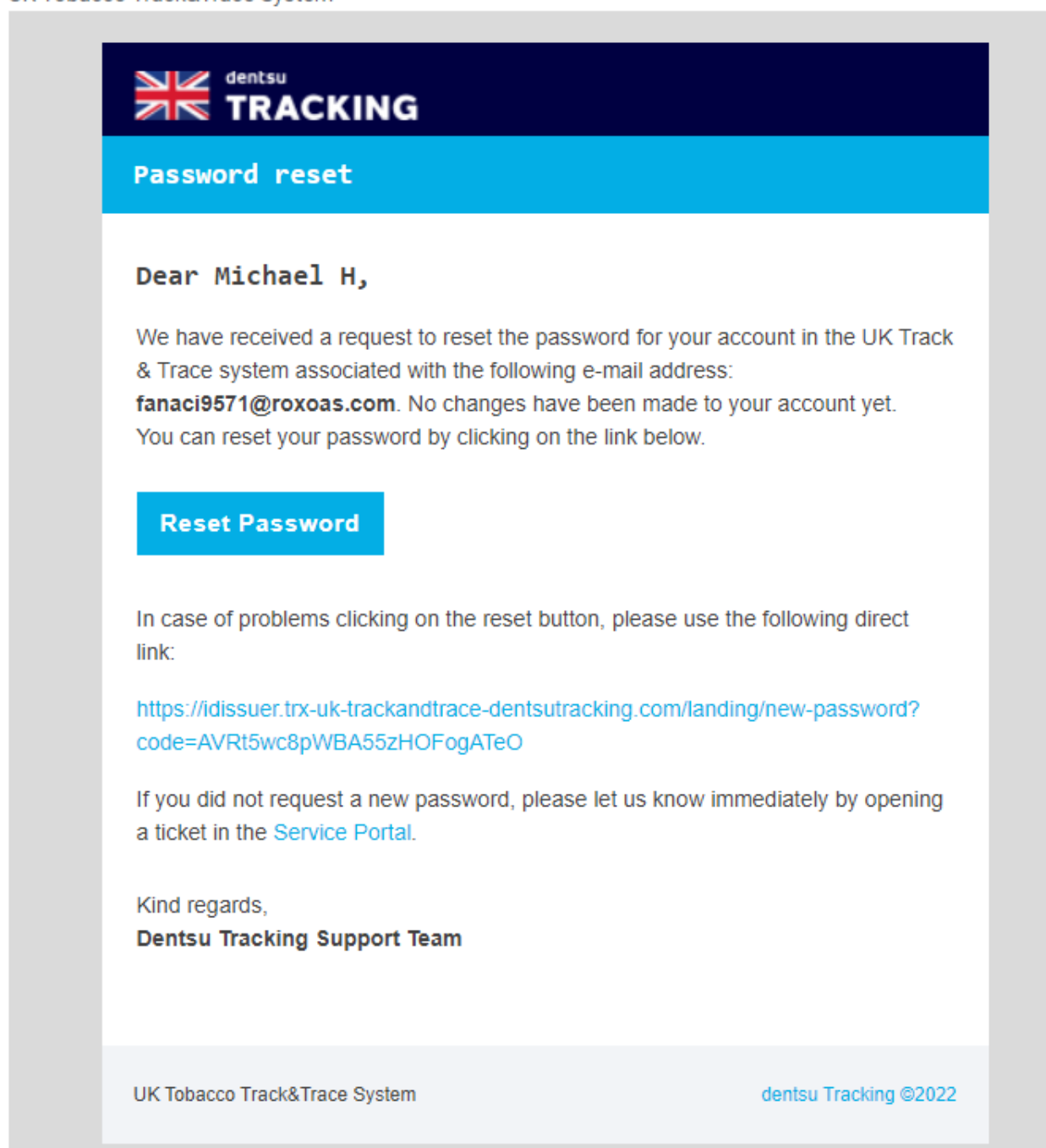


(Figure 13- Password reset)



(Figure 14 – Password reset confirmation)

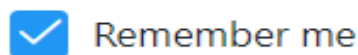
UK Tobacco Track&Trace System



(Figure 15 – Password reset email)

3.1.3 "Remember Me"

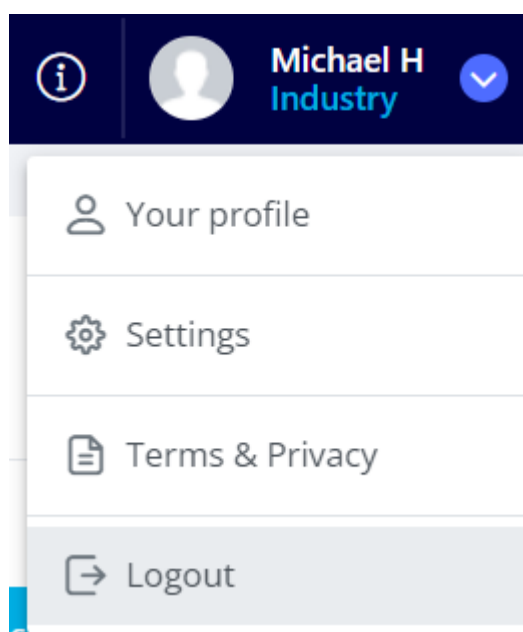
Once the Economic Operator is authenticated, by selecting this checkbox, the next time the user go back, he will be signed back in automatically, so there is no need to type the password every time the Economic Operator need to access into the UK ID Issuer Web application



(Figure 16- Remember me login option)

3.1.4 Logout

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



(Figure 17 – Logout option)

3.2 Main Navigation

Once the Organisation has been approved, the main menu will be displayed only if the following criteria have been met:

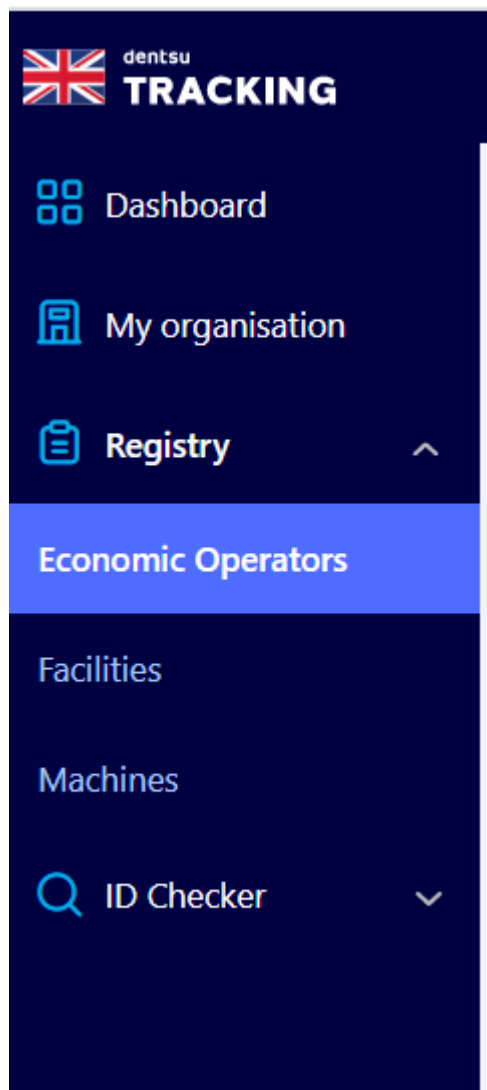
- The user has accepted the Terms and Conditions
- The user has accepted the GDPR policy
- The user has reset the default password created for that user

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”:



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

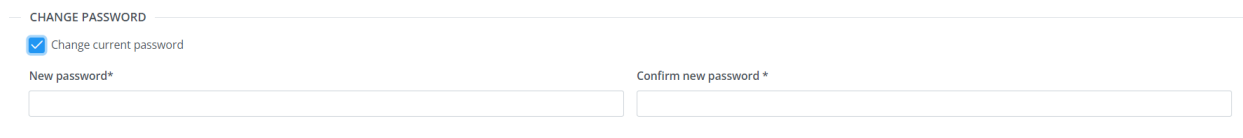
 On the top right corner of the screen you will find a link to the Document Centre

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”**:

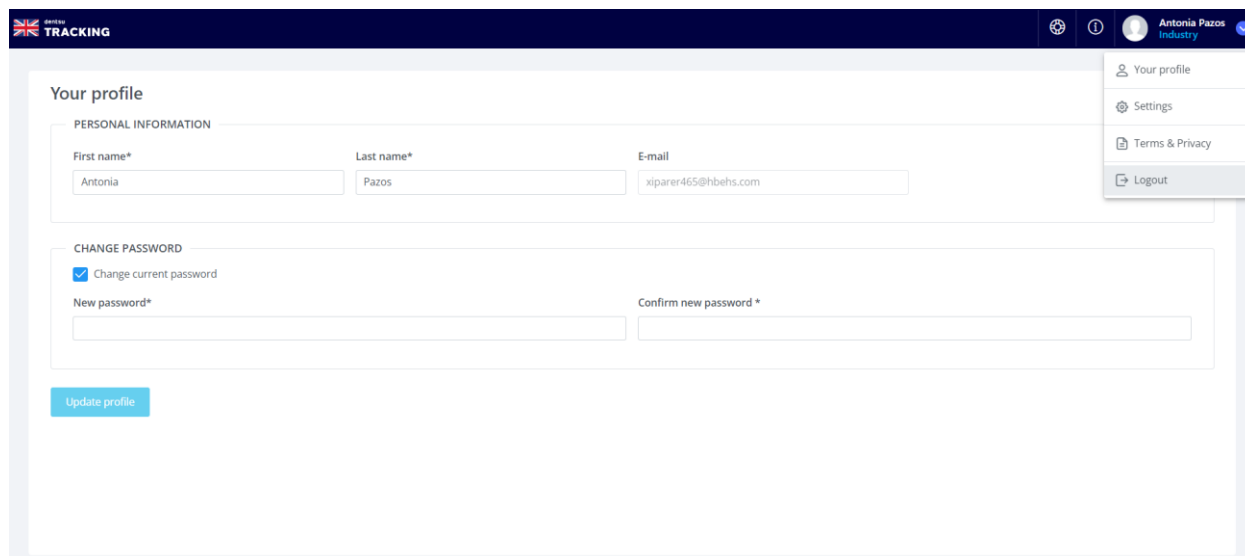
- First Name *
- Last Name *
- Change current password



(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.

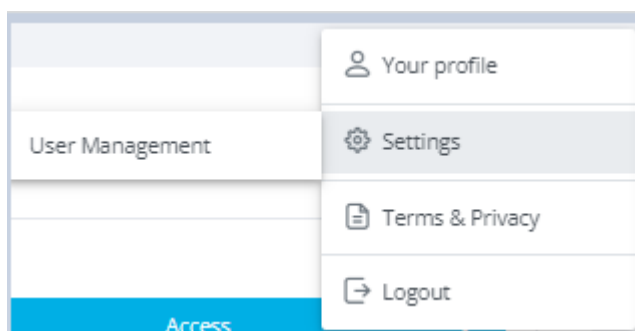
NOTE: *In any case, new passwords introduced needs to be compliant with the following password policy:*

- 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

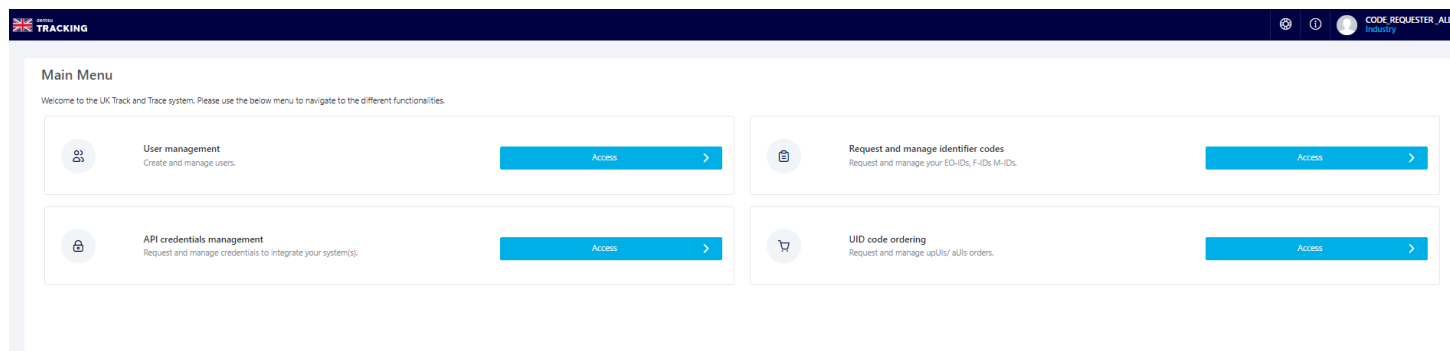
declaring such acceptance in the API (via parameter: "Accept_Terms") when submitting an order request. The respective Terms & Conditions document is going to be accessible to Economic Operators via the ID Issuer Web Interface and the API environment.

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.

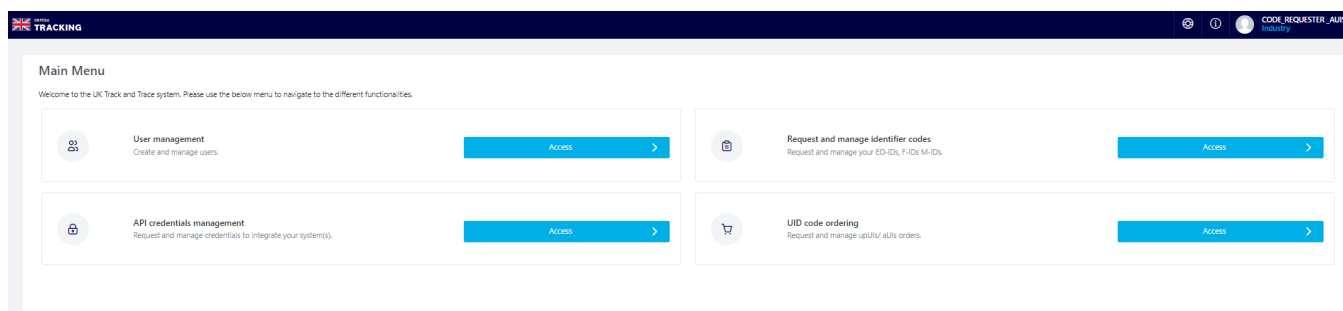


(Figure 23 : Manufacturer/Importer view)

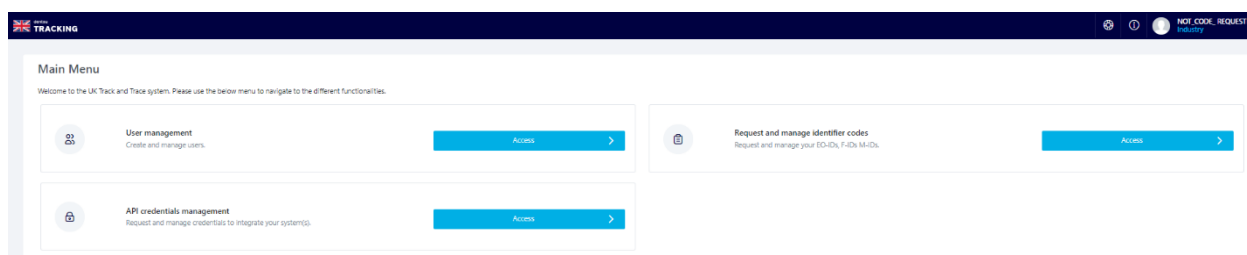
3.4.2 Other Economic Operators

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**).
- 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)

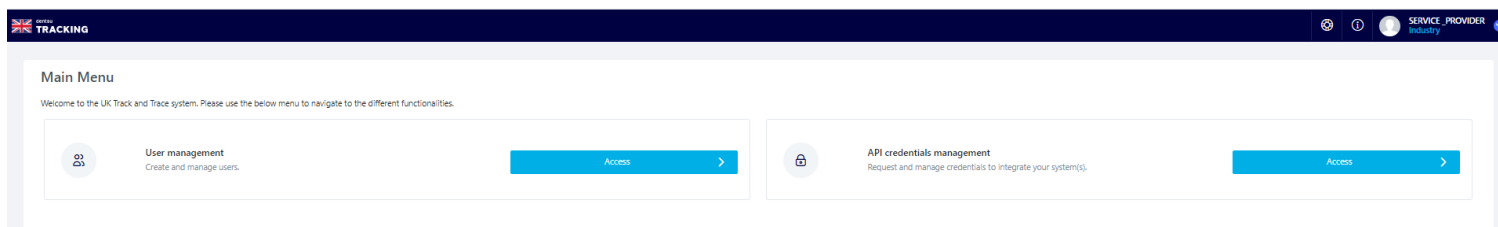


(Figure 25: Other Economic Operator Not Code Requestor aUIs view)

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.

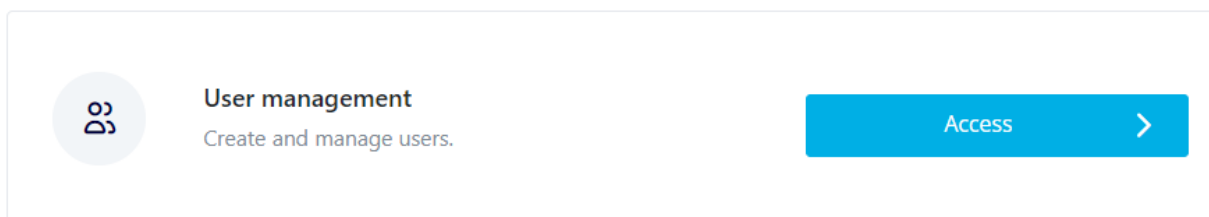


(Figure 26: Service Provider view)

3.5 User Management

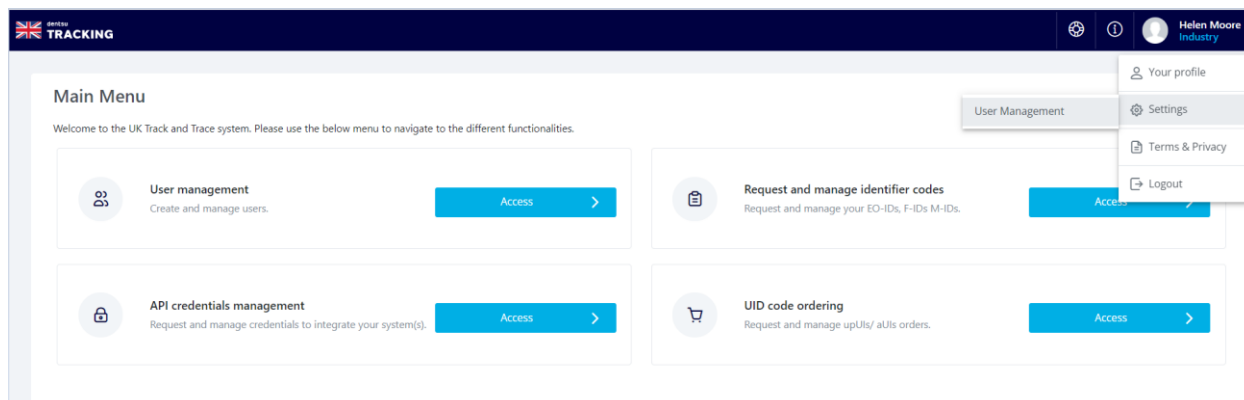
In order to handle the users in the UK ID Issuer, a full suite has been developed to work with. To access to these functionality, there are a couple of options:

- From the "Main Menu"



(Figure 27 – User Management Landing page view)

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



(Figure 28 – User management option from Settings)

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

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

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

3.5.1 List Users

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

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

(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:

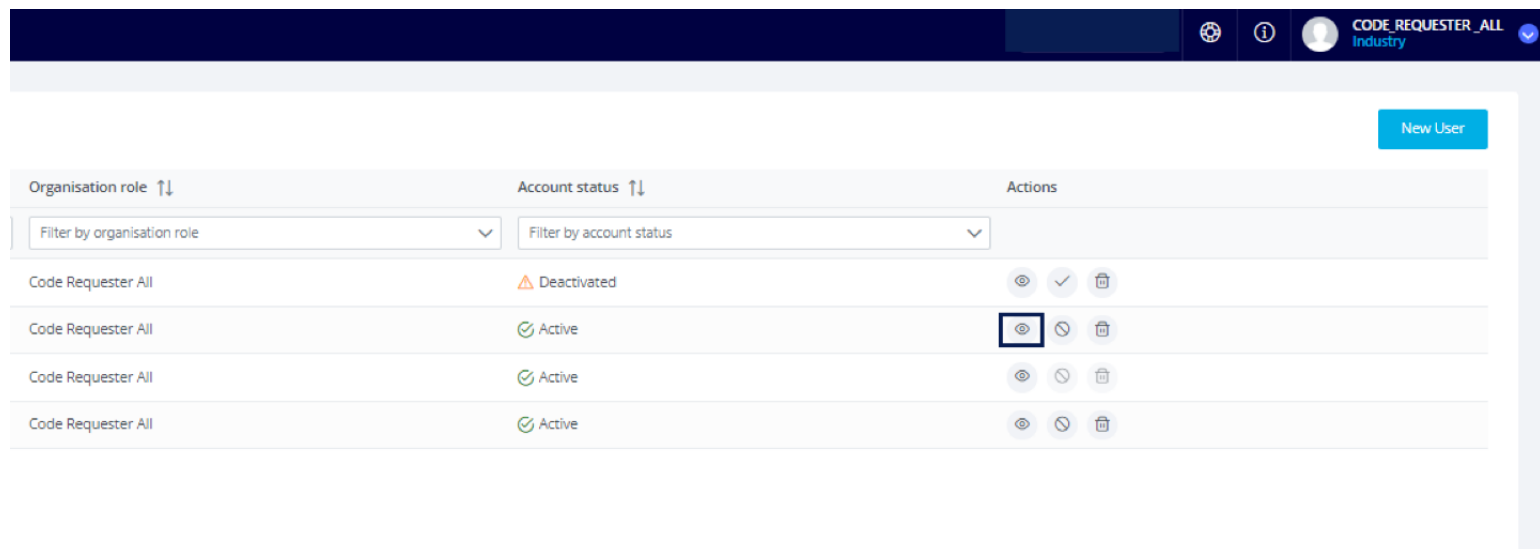
Full name	E-mail	Organisation role	Account status	Actions
Mery ESI	mery_esi@esi.com	Code Requester All	Deactivated	[Icons]
Industry Manufacturer 1 CodeRequester_All 1	jossie25@teicarried.comTESTX	Code Requester All	Active	[Icons]
CODE_REQUESTER_ALL	aubryana3@flevelsg.comTESTX	Code Requester All	Active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

(Figure 30 – User Management filters)

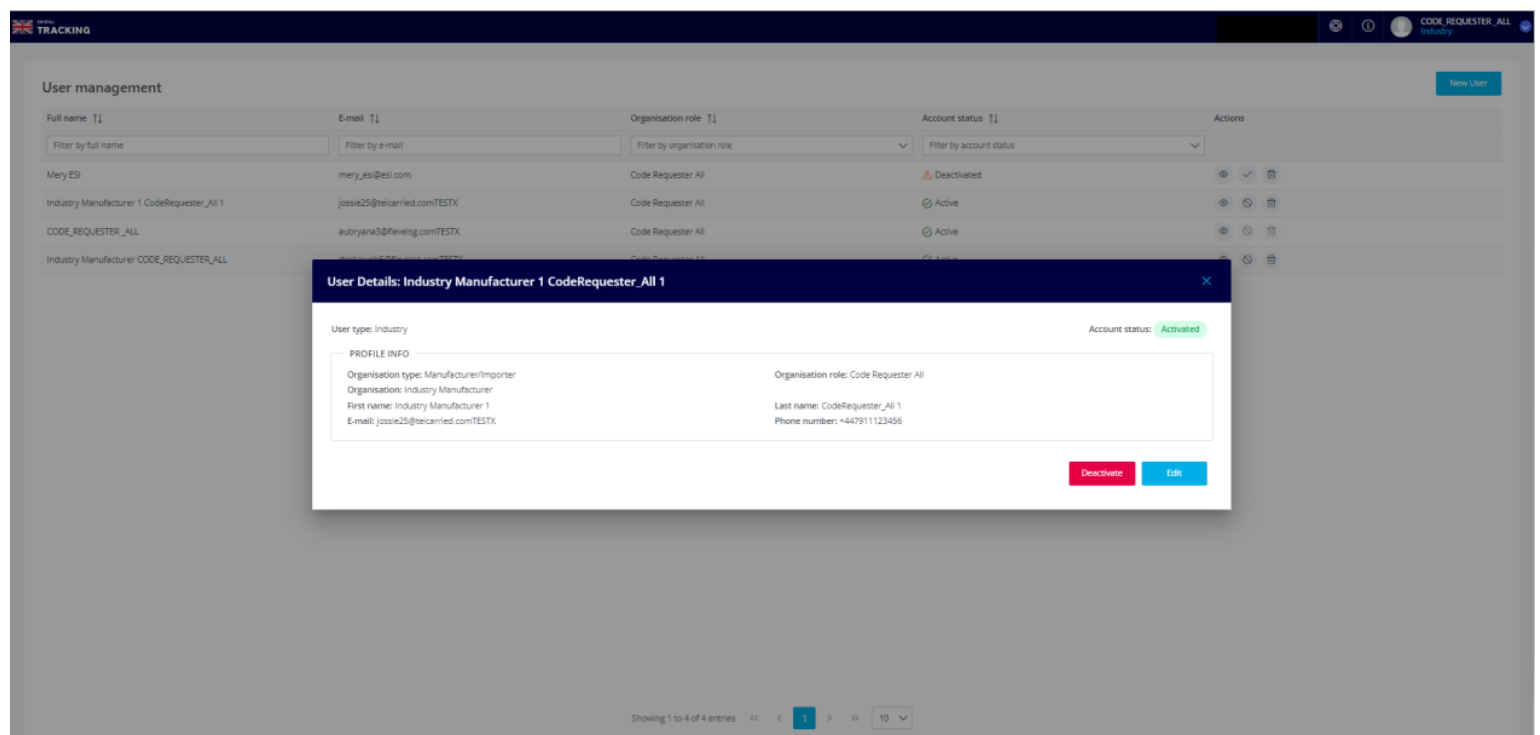
- **Full Name:** Full user name
- **E-mail:** User e-mail addresss
- **Organisation role**
- **Account Status:** If the account is Active or not

3.5.3 View User Details

Economic Operator can always consult “user” details:



(Figure 31- User Management view details option)

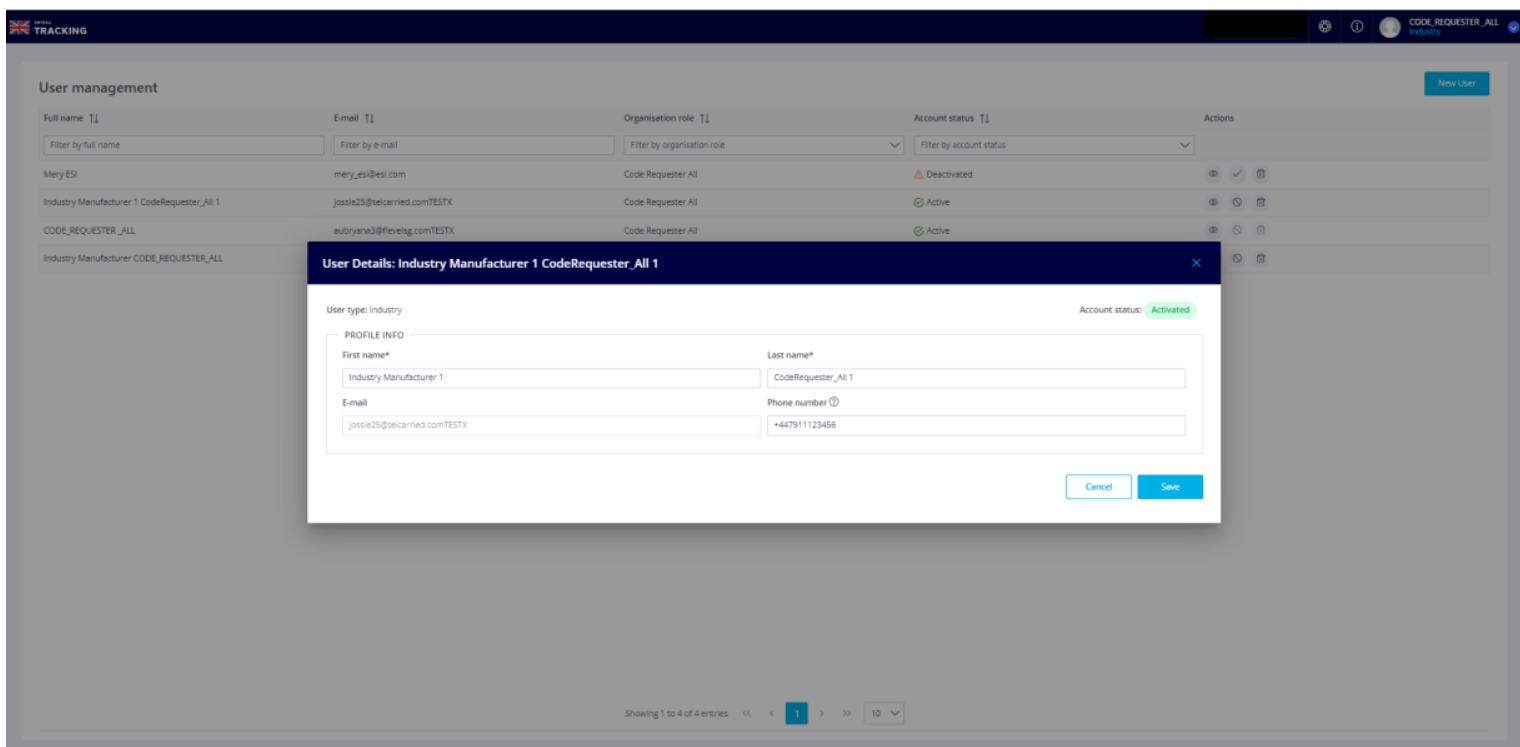


(Figure 32 – User details modal box)

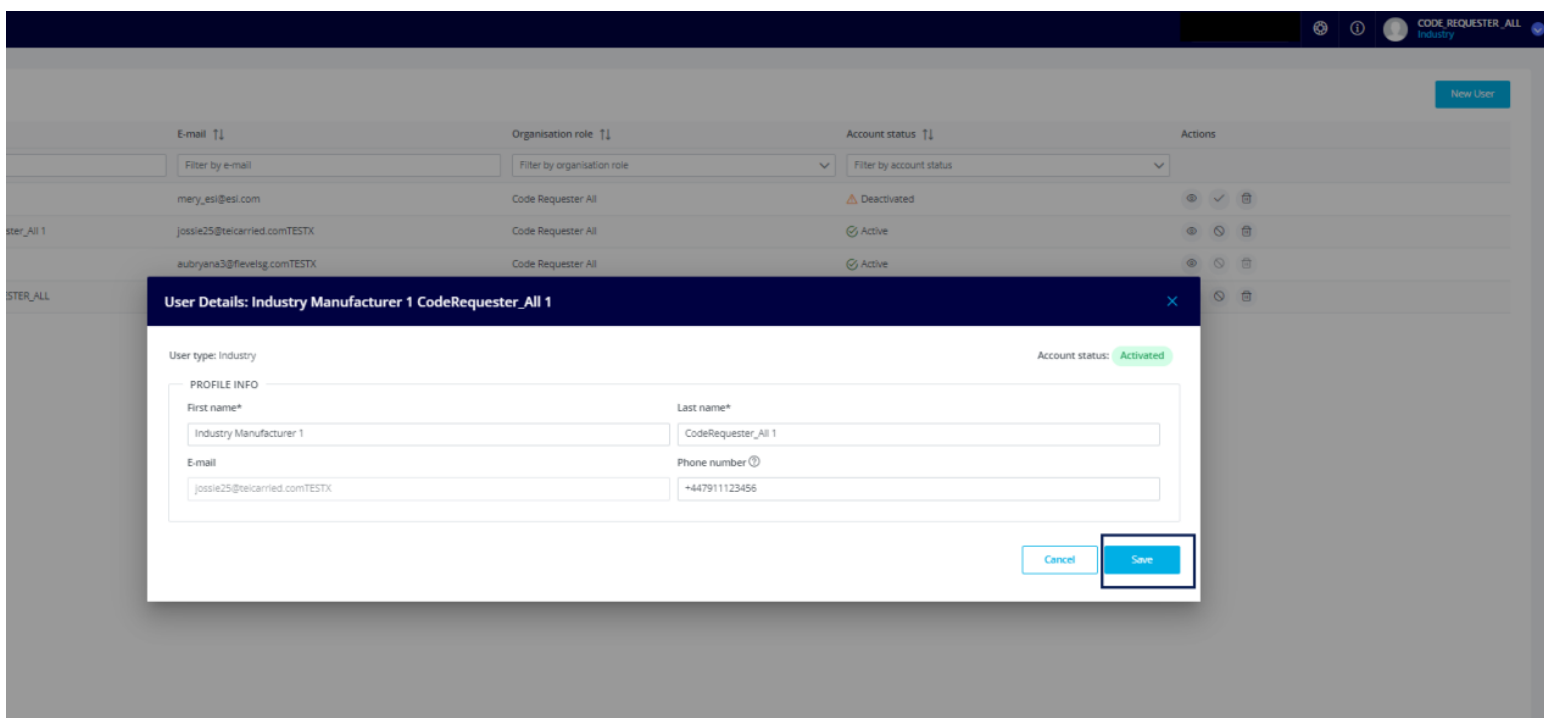
3.5.4 Edit Users

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

CODE_REQUESTER_ALL
Industry

Organisation role ↑↓

Filter by organisation role

Account status ↑↓

Filter by account status

Actions

Code Requester All	Deactivated	
Code Requester All	Active	
Code Requester All	Active	
Code Requester All	Active	

New User

(Figure 35 – User Management New User creation)

dentsu
TRACKING

Helen Moore
Industry

New User

USER DATA

First name*

Last name*

E-mail*

E-mail is required.

Phone number ⓘ

+44123456789

Password*

Password does not match the policy

Repeat password *

New User

(Figure 36 -User Management New User form)

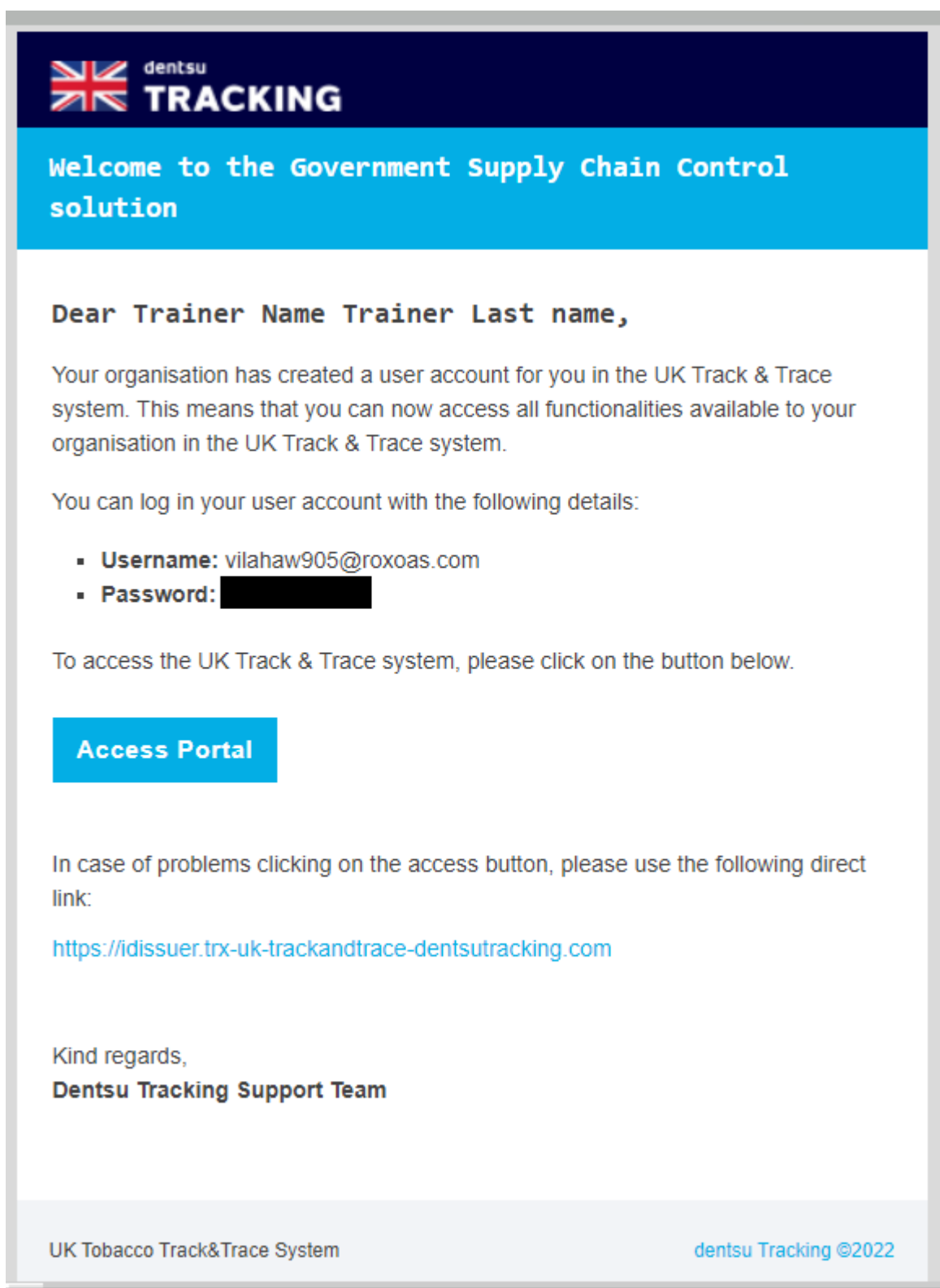
Password policy

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

(Figure 37 – Password policy details)

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

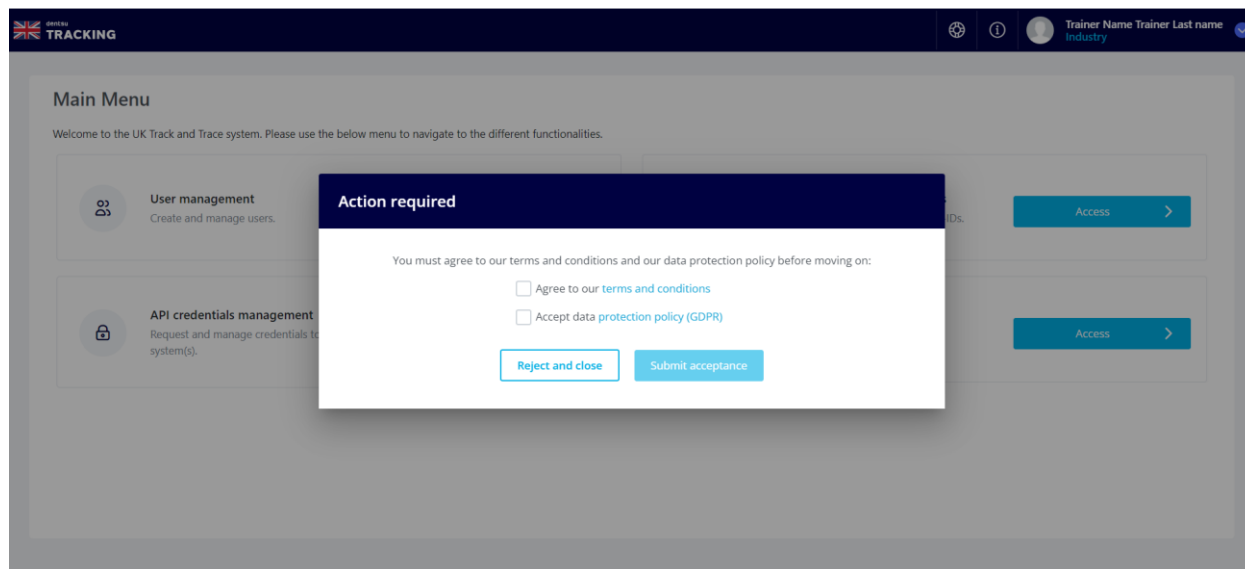
Once the creation of a new user has been completed, the new user created will receive a “Welcome” email to the email address provided in the contact details requested before.



(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.

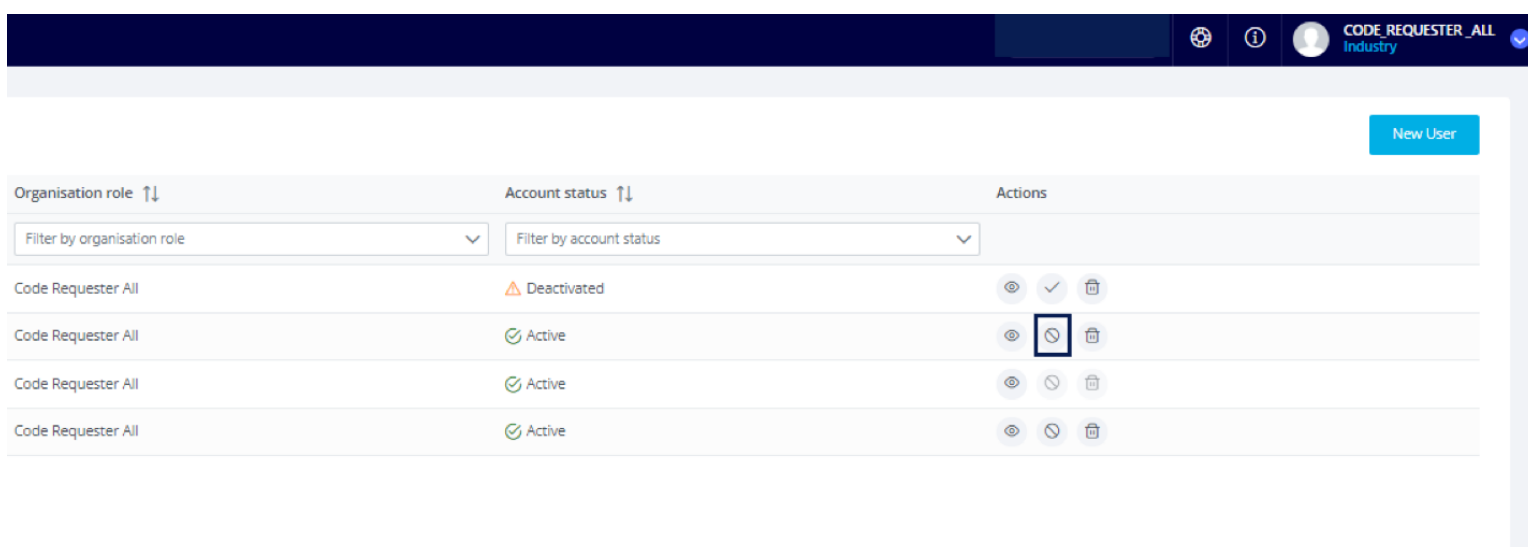


(Figure 39 – Accept Terms and Conditions)

3.5.7 Active/Deactivate Users

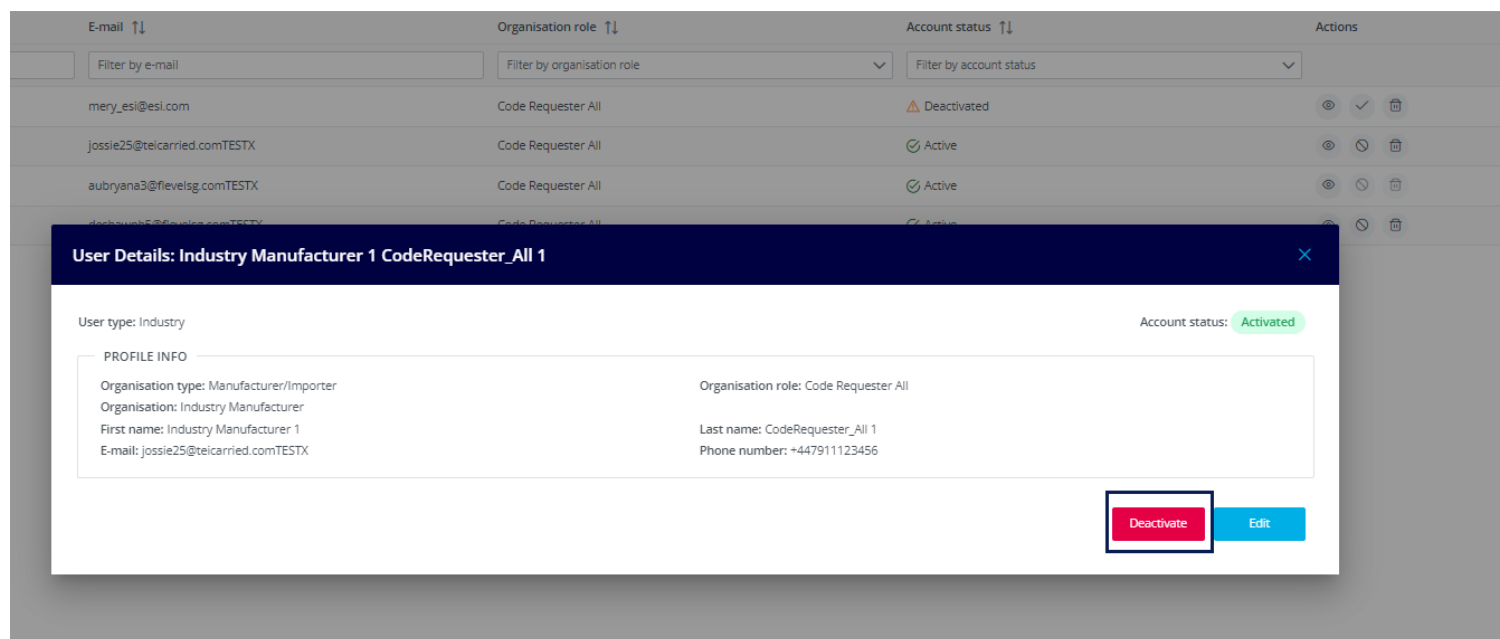
There is also the possibility to “Activate” or/and “Deactivate” (temporarily) user accounts for whatever reason. It can be quickly “deactivated” from the following options:

- **Main list**



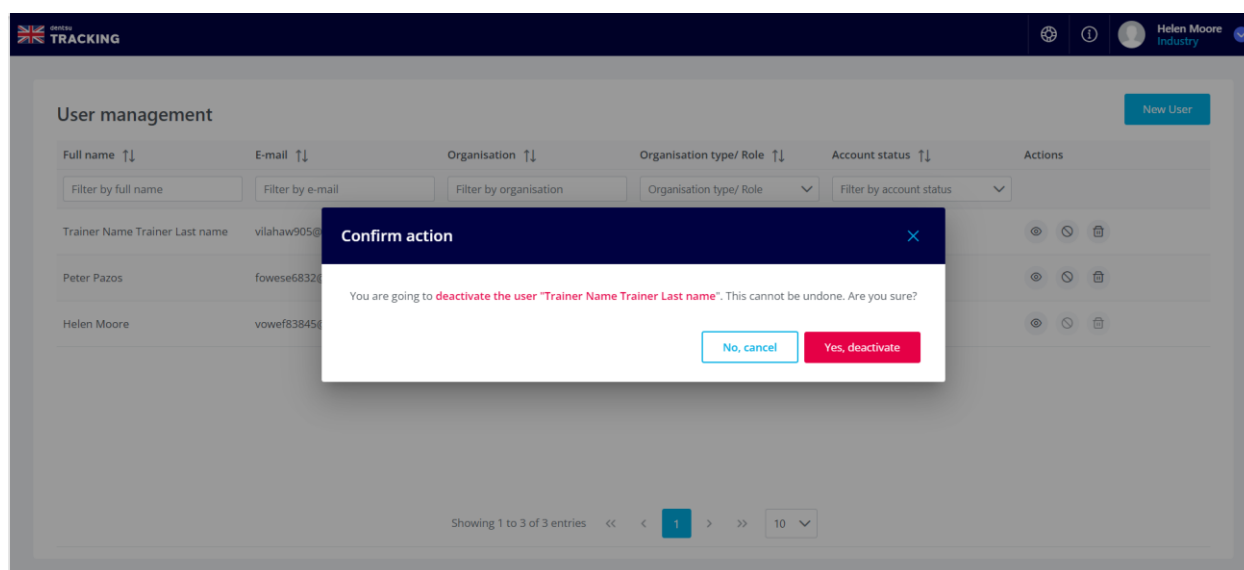
(Figure 40 – Deactivate Users option)

- “View User” details



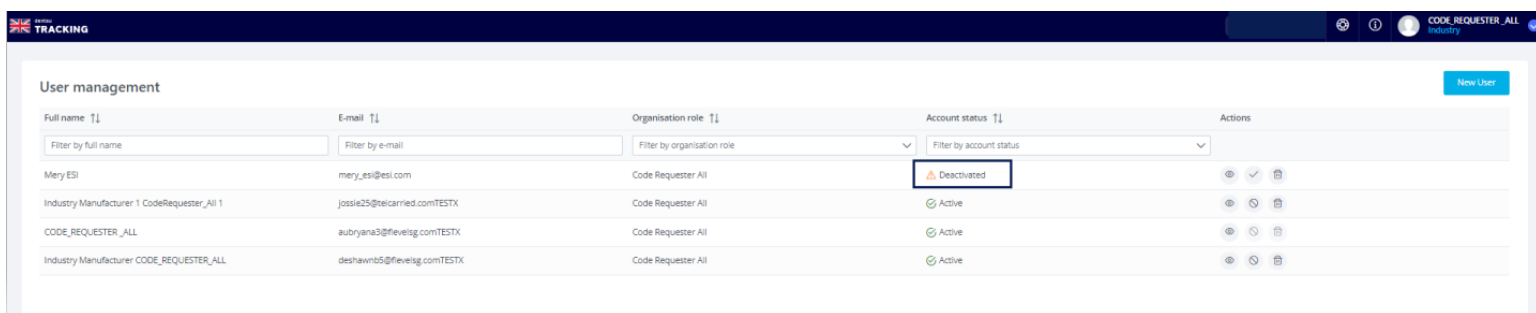
(Figure 41 – Deactivate Users action)

In any case, the process needs to be confirmed:



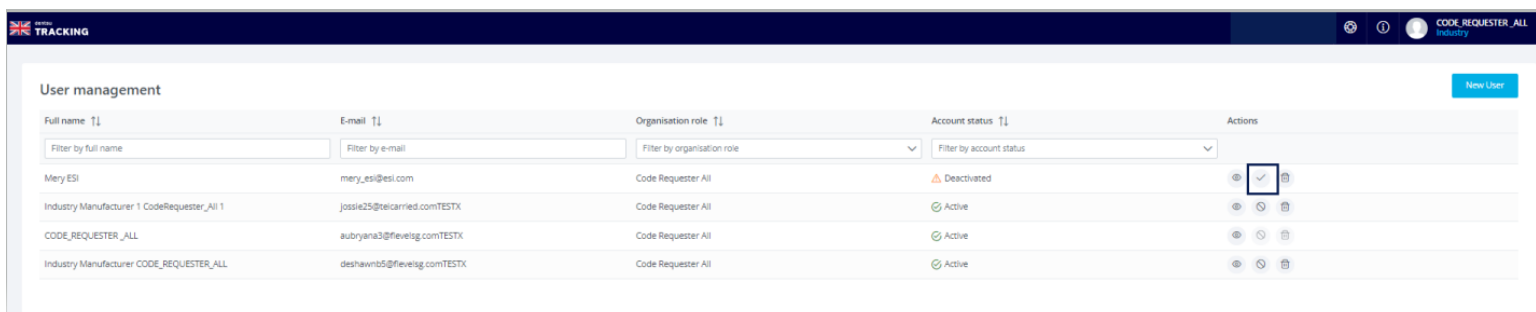
(Figure 42 – Deactivation confirmation)

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.

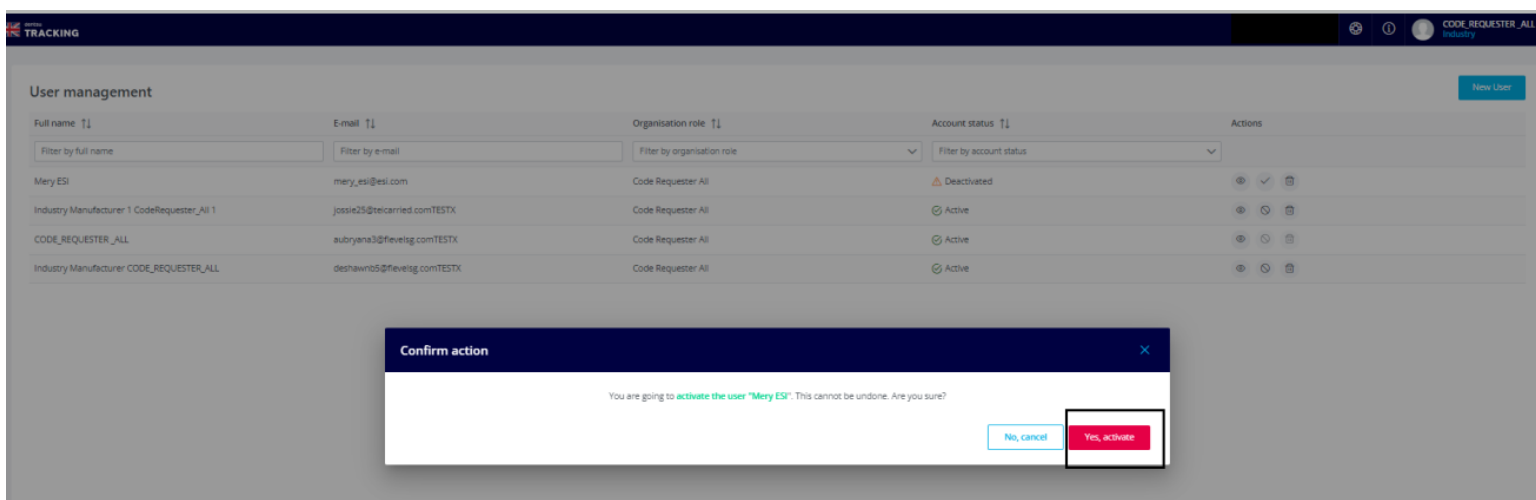


(Figure 43- Deactivation Status)

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)

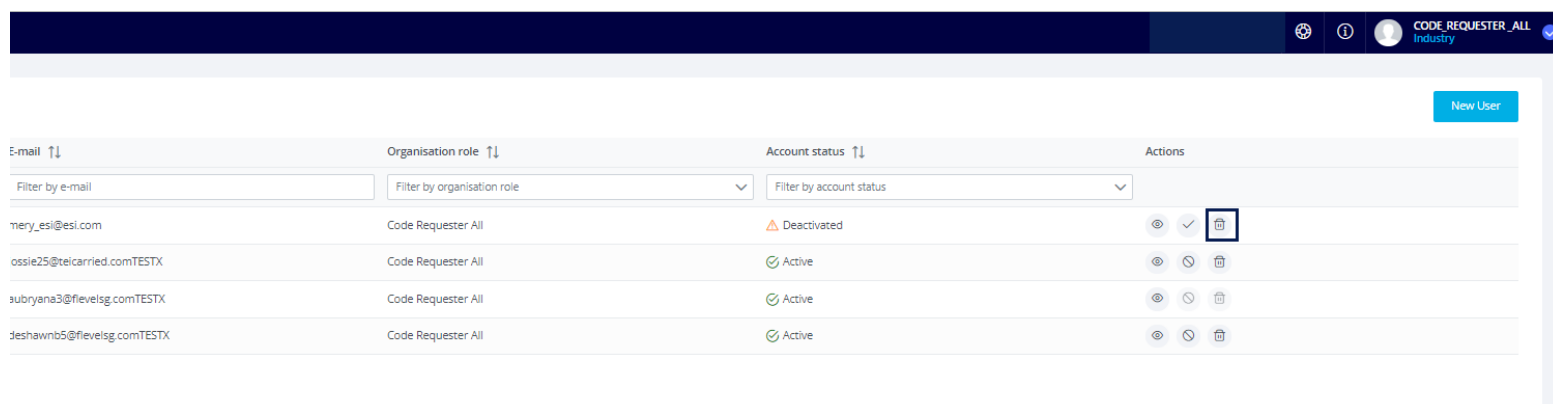


(Figure 45- Activation confirmation)

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

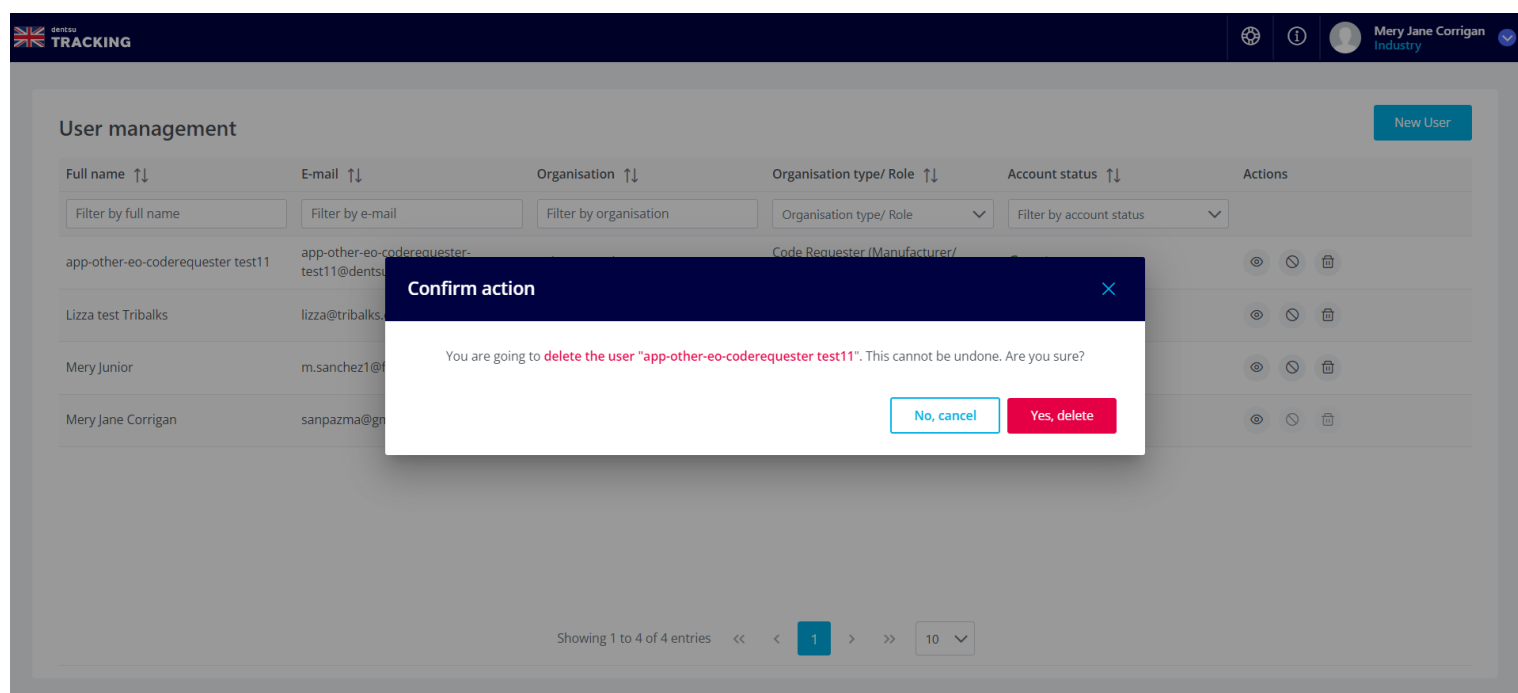
3.5.8 Delete Users

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

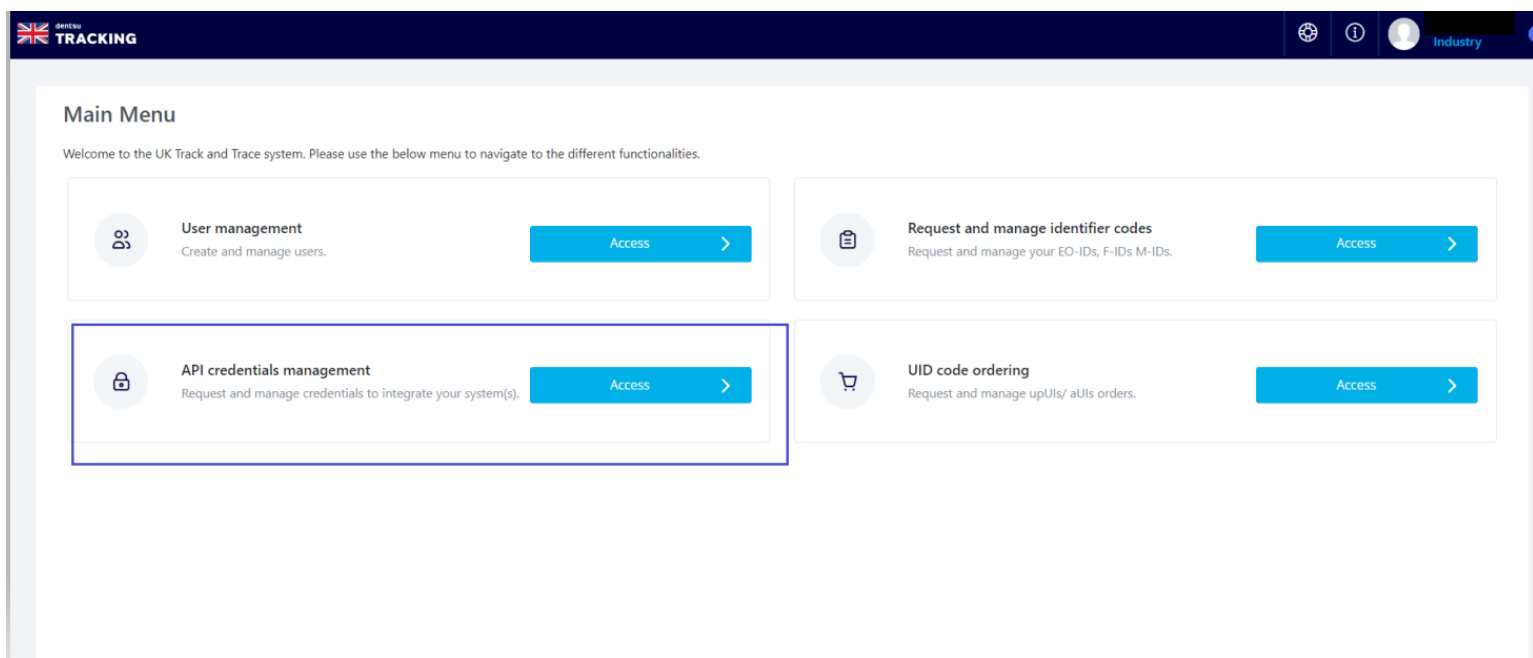


(Figure 47 – Delete user confirmation)

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

3.6 API Credentials Management

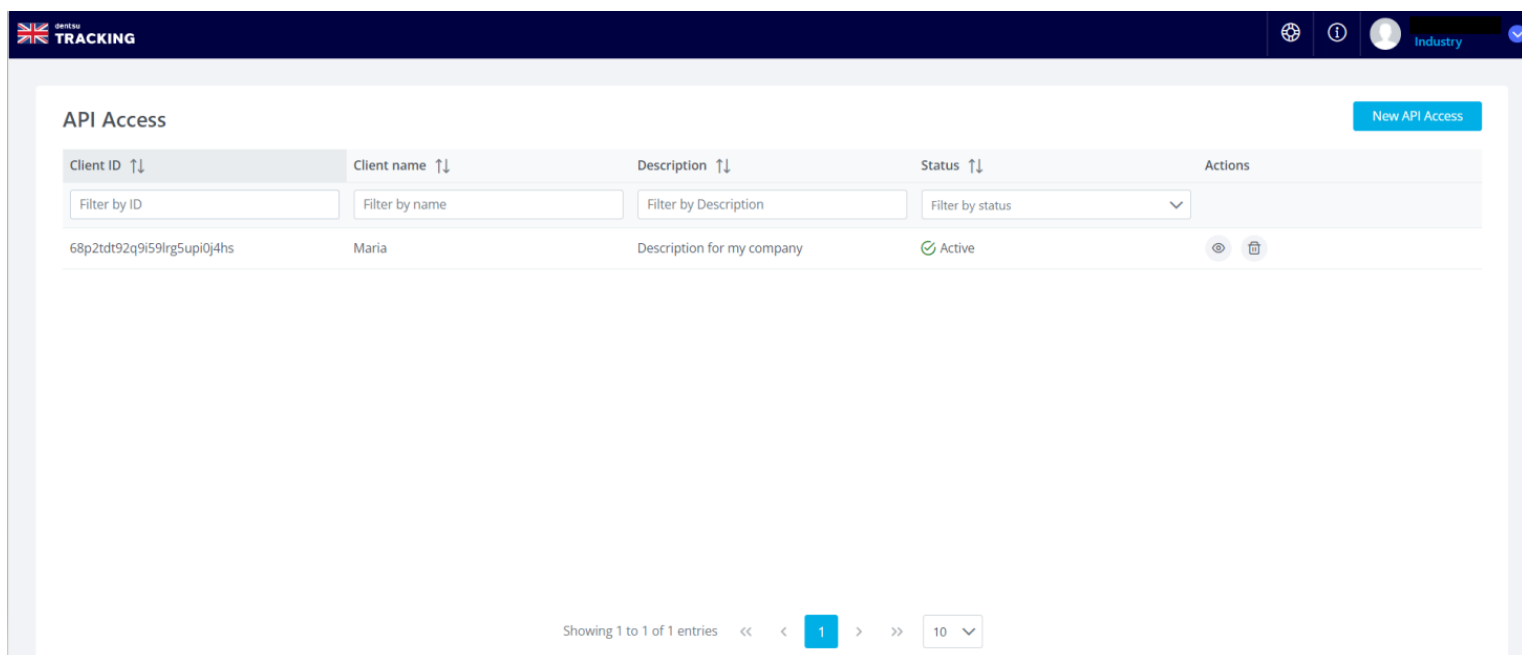
In order to allow access to the UK ID Issuer API and UK Gateway API, in the most secure way, Economic Operators must request API Credentials for it through the UK ID Issuer Web Interface.



(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 Organisation:



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

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

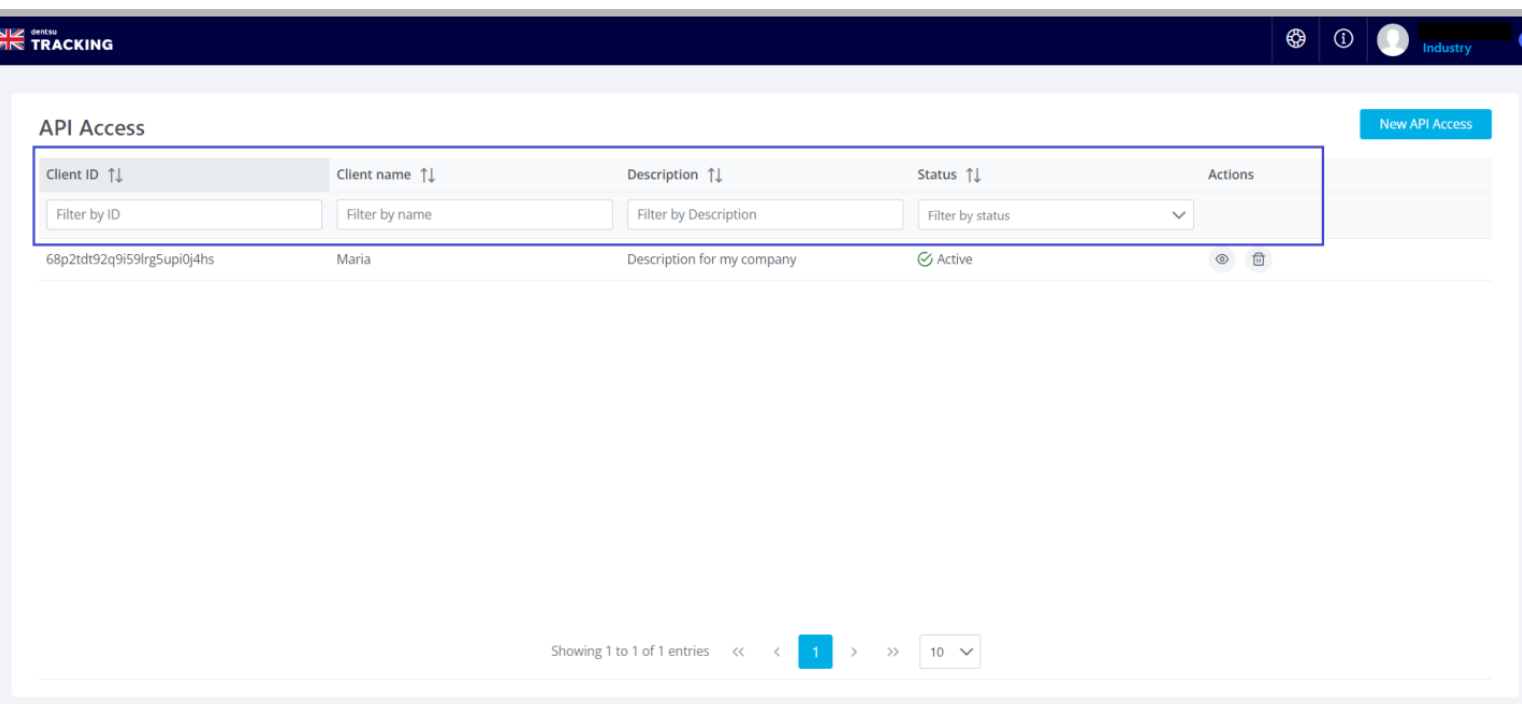
(Figure 49 – API Credentials list)

NOTE: An Organisation 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 Organisation can be filtered out by the following fields:



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	

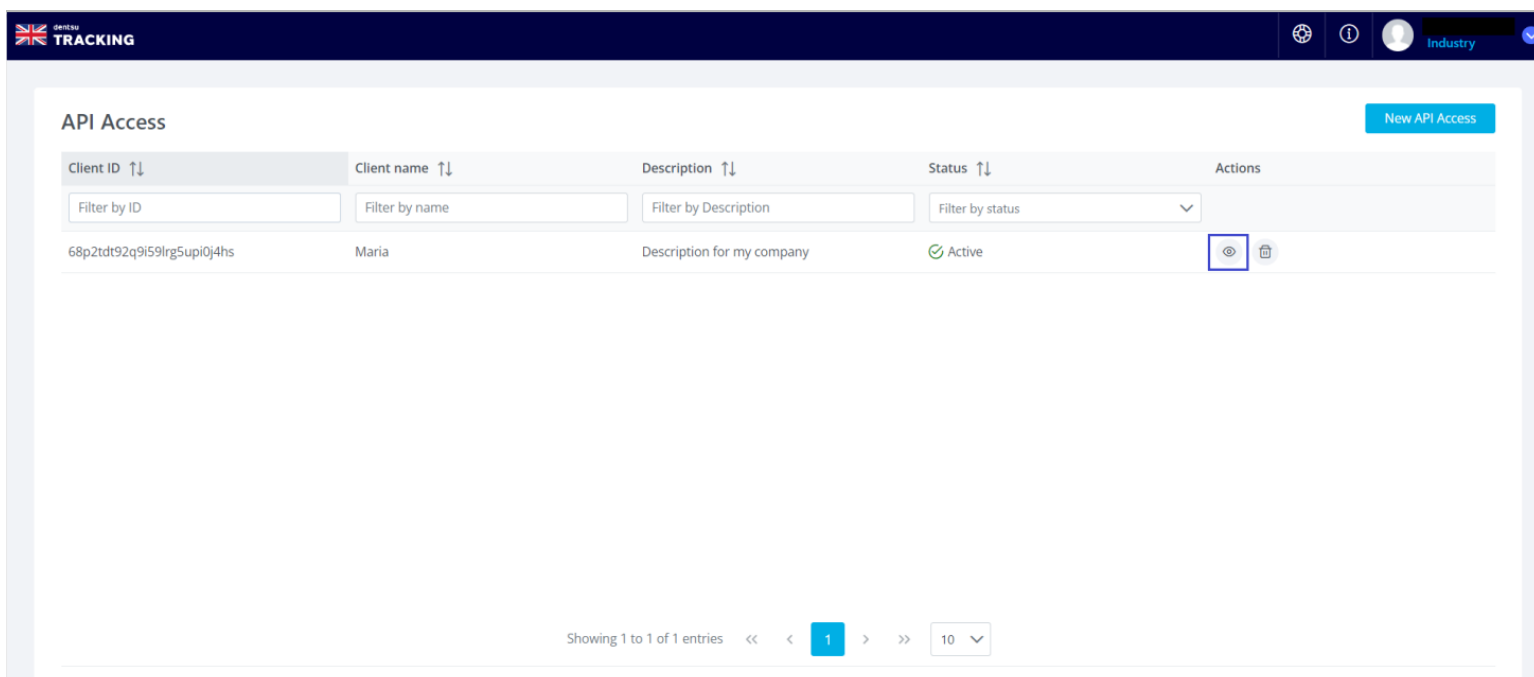
Showing 1 to 1 of 1 entries << < 1 > >> 10

(Figure 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"

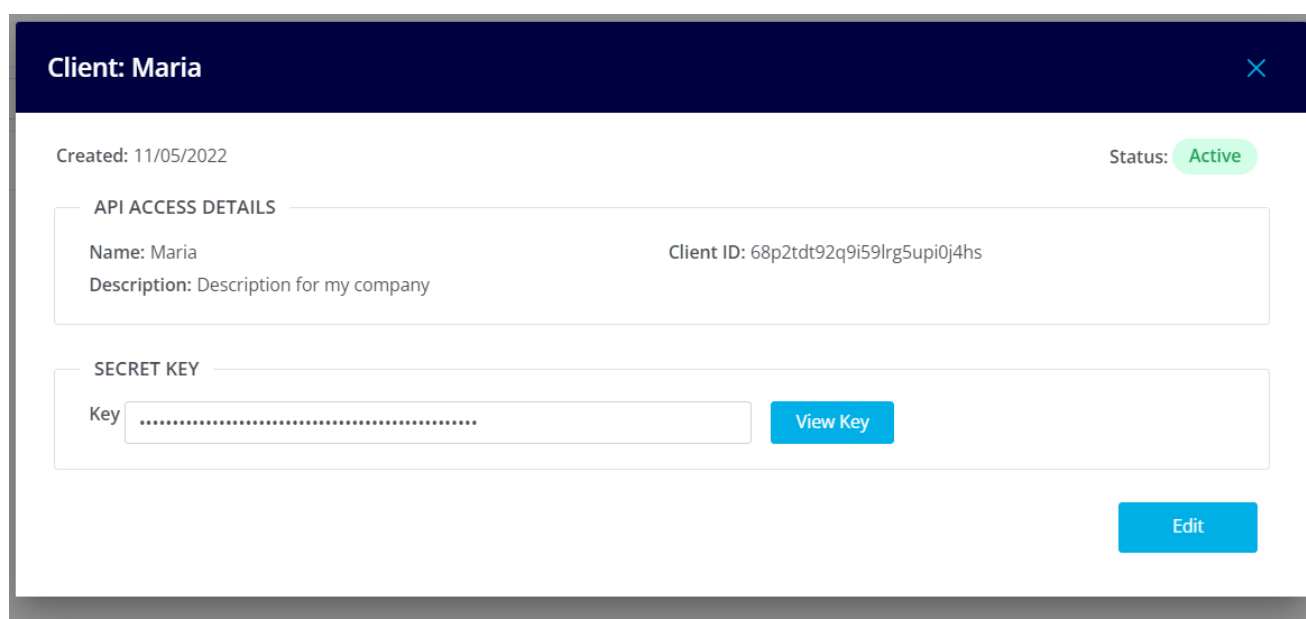


The screenshot shows the 'API Access' section of the dentsu TRACKING interface. At the top right, there is a 'New API Access' button. Below it is a table with the following columns: Client ID, Client name, Description, Status, and Actions. Each column has a filter input field. The table contains one entry with the following details:

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

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

(Figure 51 – View API Credentials details)



The screenshot shows the 'Client: Maria' details page. At the top, it says 'Client: Maria' with a close button. Below this, it shows the creation date 'Created: 11/05/2022' and the status 'Status: Active'. The 'API ACCESS DETAILS' section includes the following information:

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

Below the API access details, there is a 'SECRET KEY' section. It shows a masked key 'Key'. To the right of the key is a 'View Key' button. At the bottom right of the page, there is an 'Edit' button.

(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 Client ID: 68p2tdt92q9i59lrg5upi0j4hs
Description: Description for my company

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 Client ID: 68p2tdt92q9i59lrg5upi0j4hs
Description: Description for my company

SECRET KEY

Key p2u701ojasuej0ipo4lnmvqg4bp44no36eq5rolu23q4kujk6jq Hide Key Copy key

Edit

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

- **Copy Secret Key:**

Client: Maria

Created: 11/05/2022 Status: Active

API ACCESS DETAILS

Name: Maria Client ID: 68p2tdt92q9i59lrg5upi0j4hs

Description: Description for my company

SECRET KEY

Key p2u701ojasuej0ipo4lnmvqg4bp44no36eq5rolu23q4kujk6jq Hide Key Copy key

Edit

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

3.6.4 Edit API Credentials

Client: Maria

Created: 11/05/2022 Status: Active

API ACCESS DETAILS

Client Name* Client ID

Maria 68p2tdt92q9i59lrg5upi0j4hs

Description

Description for my company

SECRET KEY

Secret key

..... View Key

Cancel Save

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

(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. 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. The table contains one entry for 'Maria' with the status 'Active'. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries'.

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

(Figure 57 – New API Credential creation)

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

New API Access

API ACCESS DETAILS

Name* Description

Credentials for my Facotory Supply Chain

☒ Agree to the [terms and conditions*](#)

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 Organisation 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

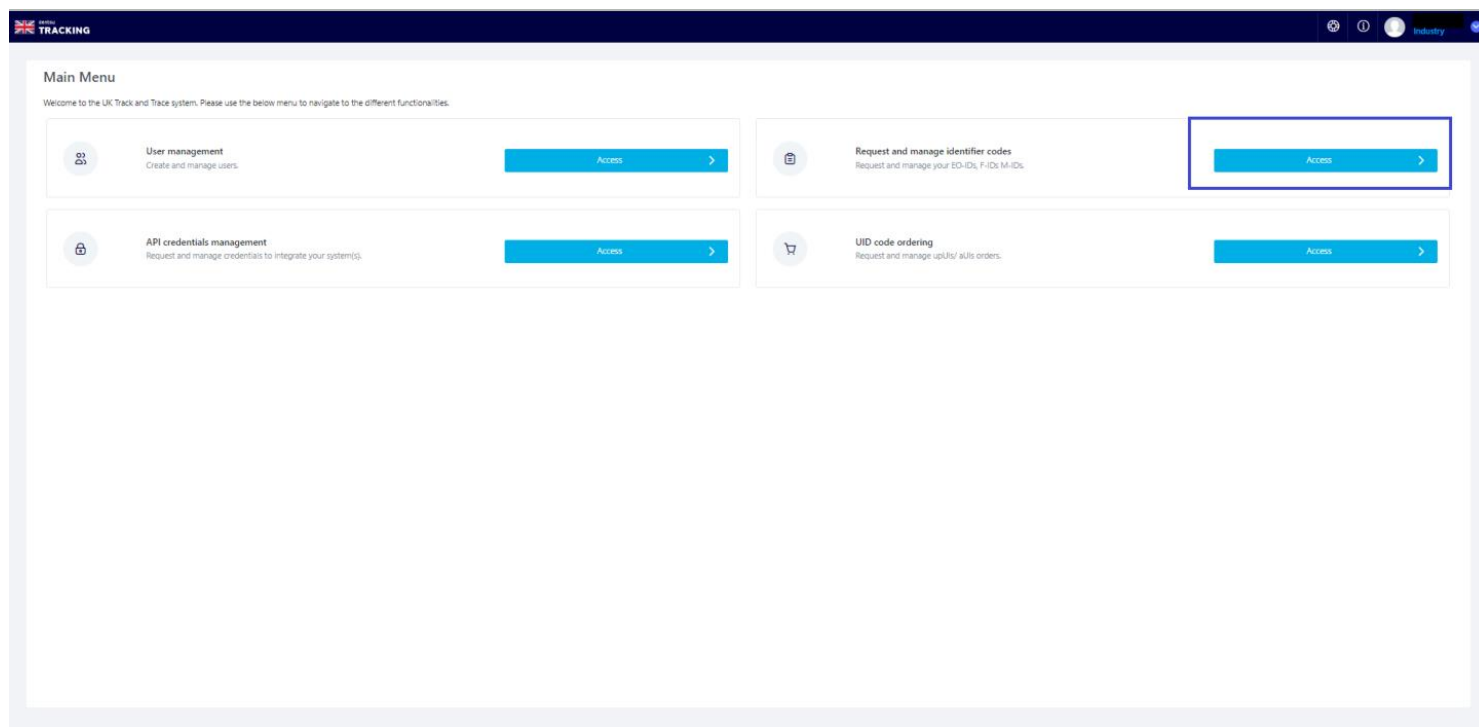
(Figure 60 – Deregister API Credentials confirmation)

NOTE: This is a technical action that will permanently deregister 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.

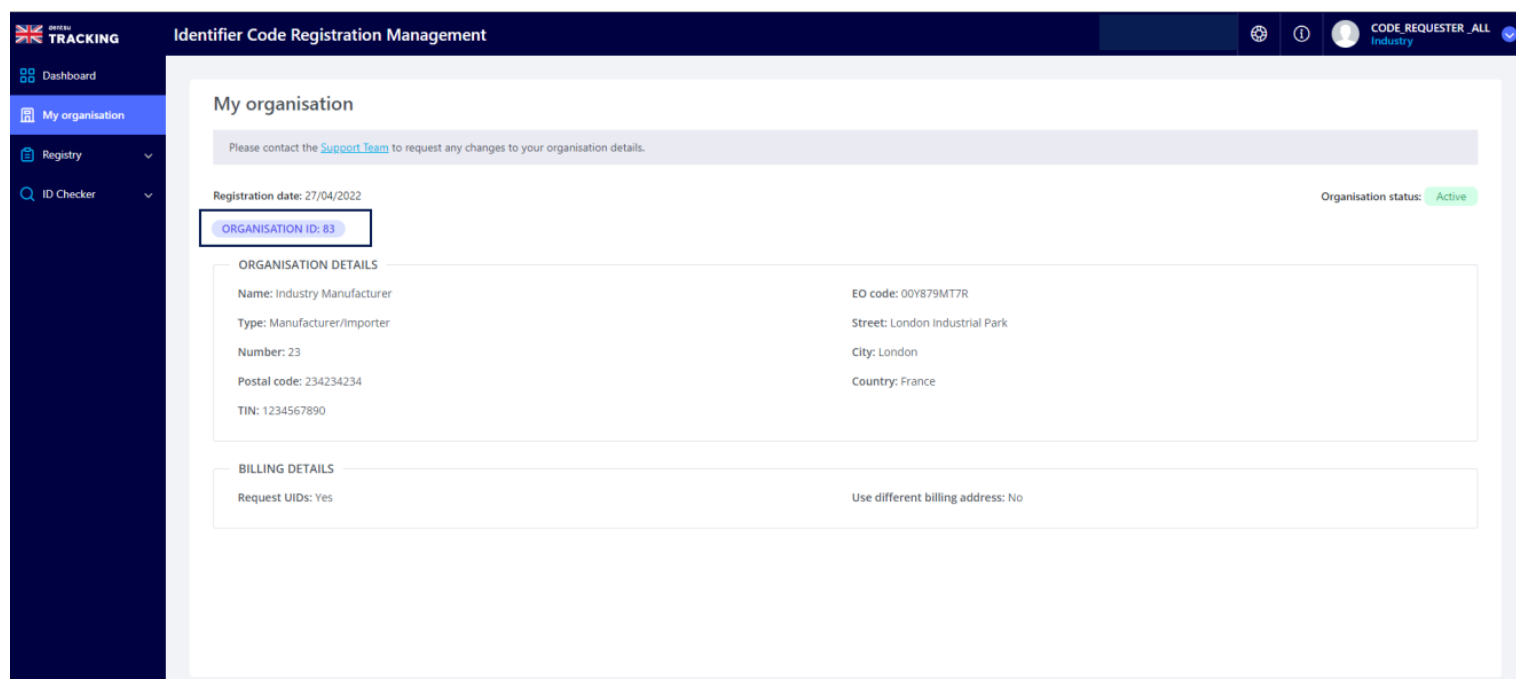


(Figure 61 – Request and Manage Identifier codes option in Landing page)

3.7.1 “My Organisation”

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

The Organisation ID will be highlighted in light blue colour.



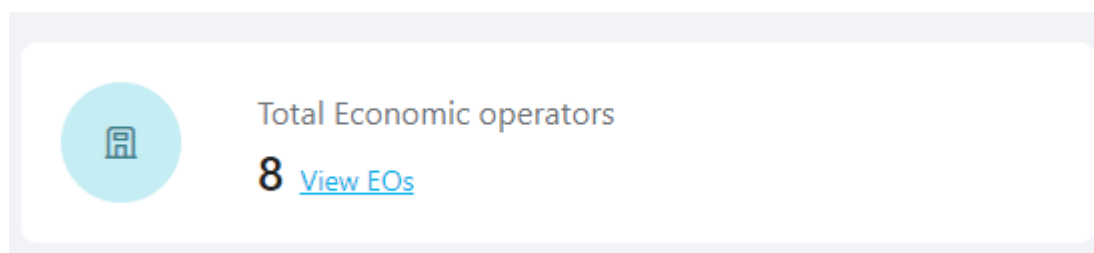
(Figure 62 - My Organisation view)

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.

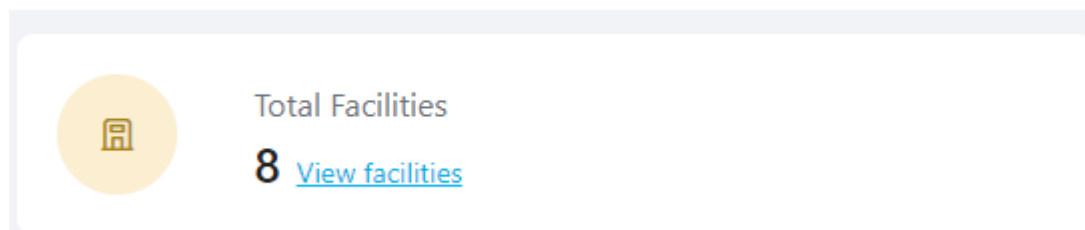
3.7.2 Registry Dashboard

- 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" (Key Performance Indicators) 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)



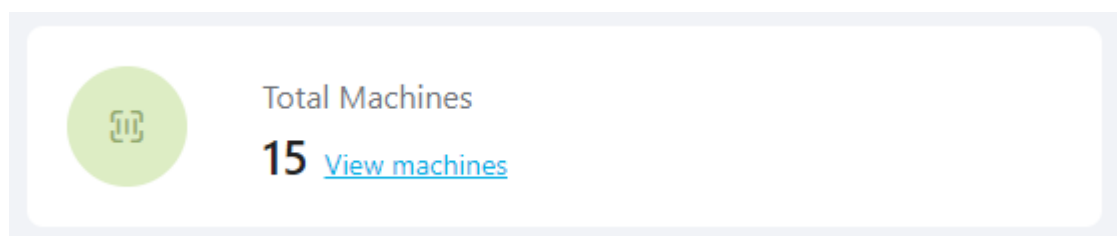
(Figure 63 - Total Economic Operators view)

- 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 FIDs and MIDs.

TRACKING

Dashboard

My organisation

Registry

ID Checker

Identifier Code Registration Management

Total Economic operators

7

[View KPIs](#)

Total Facilities

5

[View facilities](#)

Total Machines

6

[View machines](#)

Top 10 economic operators

Name	Number of facilities	Number of machines
QCUMTESMAY54	3	3
QCUMTR4YDRT1	1	3
QCUMTSEC0E6N	1	0
QCUMTER4N6YTCC	0	0
QCUMTSECBCYBU	0	0
QCUMTTQ56PAZZ	0	0
QCUMT9M1W17YVZ	0	0

CODE_REQUESTER_ALL

Industry

(Figure 66 – Registry Dashboard)

NOTE: If they have the same number of FIDs, the table shows EOIDs with highest number of MIDs. 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 EOIDs, by using the following functionality available:

- List EOIDs
- Filtering EOIDs (filters)
- View EOIDs details
- Edit EOIDs
- Register EOIDs
- Deregister EOIDs

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 EOIDs within the Organisation:

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

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:

Economic Operators

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: 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: QCUKTSECO0EGN	Andorra	No	Active	Registered	
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	

Showing 1 to 8 of 8 entries

(Figure 68 – Economic Operators Filtering)

- **EO Name/ EOID:** Allows filtering by EO Name or EO ID
- **Country**
- **Reg. on Behalf:** Allows filtering of Registration on behalf third parties
- **Status:** Status of the EOID (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”**

TRACKING

Dashboard

My organisation

Registry

Economic Operators

Facilities

Machines

ID Checker

Identifier Code Registration Management

CODE REQUESTER_ALL

Industry

Economic Operators

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	<div><div></div><div></div></div>
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	<div><div></div><div></div></div>
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	<div><div></div><div></div></div>
Estanco 2 para ASDA ID: QCUKTQ5GPAZZ	Spain	Yes	Active	Registered	<div><div></div><div></div></div>
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	<div><div></div><div></div></div>
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	<div><div></div><div></div></div>
string ID: QCUKT5EC00EGN	Andorra	No	Active	Registered	<div><div></div><div></div></div>
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	<div><div></div><div></div></div>

Showing 1 to 8 of 8 entries

<<

<

1

>

>>

10

(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
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: ATU999999999

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

Excise number ?

VAT number*

☐ Yes
☒ No

VAT number ?

Tax registration number

B123456789

REQUEST ON BEHALF

☐ Request Identifier Code for another third party on their behalf

Cancel

Save

(Figure 72 – Economic Operators Edit Form)

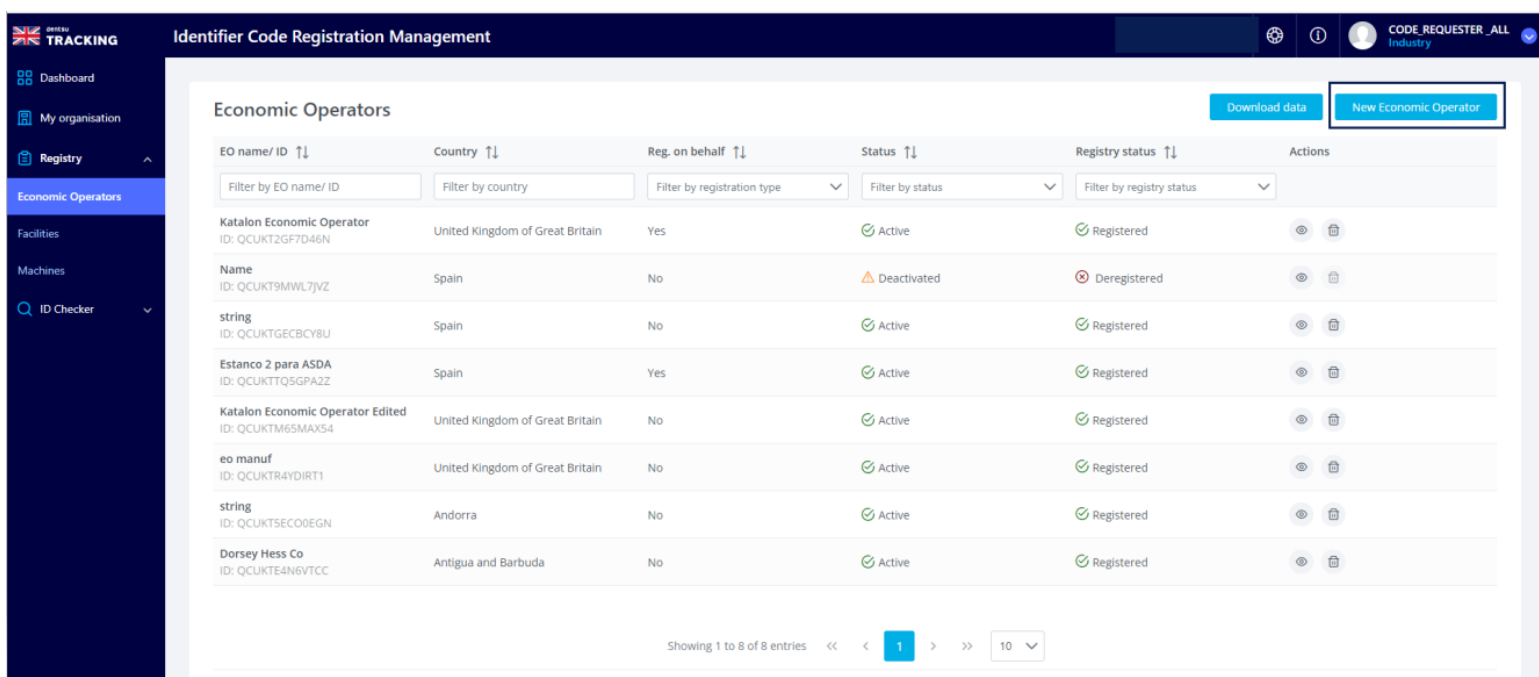
Same set of fields required for the registration will be available to be changed, if required. So, once the change has been done, to save the changes, just press **"Save"** button.

- **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 EOID of the requestor.

NOTE: Creation date, EO name and EOID 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	View Icon, Delete Icon
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	View Icon, Delete Icon
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	View Icon, Delete Icon
Estanco 2 para ASDA ID: QCUKTTQ5GPA2Z	Spain	Yes	Active	Registered	View Icon, Delete Icon
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	View Icon, Delete Icon
eo manuf ID: QCUKTR4YD1RT1	United Kingdom of Great Britain	No	Active	Registered	View Icon, Delete Icon
string ID: QCUKTSEC00EGN	Andorra	No	Active	Registered	View Icon, Delete Icon
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	View Icon, Delete Icon

Showing 1 to 8 of 8 entries

(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 EOID of the requestor.

New Economic Operator

ECONOMIC OPERATOR DETAILS

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

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

E-mail* mifafis09@nibels.com

FISCAL DETAILS

Excise number* ☐ Yes ☒ No Excise number ①

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

REQUEST ON BEHALF

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

Requestor* Select an economic operator

Create EO

(Figure 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 Organisation

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:

Identifier Code Registration Management

CODE REQUESTER: ALL

Industry

Dashboard

My organisation

Registry

Economic Operators

Facilities

Machines

ID Checker

Economic Operators

Download data

New Economic Operator

EO name/ ID ↑↓	Country ↑↓	Reg. on behalf ↑↓	Status ↑↓	Registry status ↑↓	Actions
<div>Filter by EO name/ ID</div>	<div>Filter by country</div>	<div>Filter by registration type</div>	<div>Filter by status</div>	<div>Filter by registry status</div>	
Katalon Economic Operator ID: QCUKT2GF7D46N	United Kingdom of Great Britain	Yes	Active	Registered	<div>eye icon</div> <div>trash icon</div>
Name ID: QCUKT9MWL7JVZ	Spain	No	Deactivated	Deregistered	<div>eye icon</div> <div>trash icon</div>
string ID: QCUKTGECBCY8U	Spain	No	Active	Registered	<div>eye icon</div> <div>trash icon</div>
Estanco 2 para ASDA ID: QCUKTTQ5GPAZZ	Spain	Yes	Active	Registered	<div>eye icon</div> <div>trash icon</div>
Katalon Economic Operator Edited ID: QCUKTM65MAX54	United Kingdom of Great Britain	No	Active	Registered	<div>eye icon</div> <div>trash icon</div>
eo manuf ID: QCUKTR4YDIRT1	United Kingdom of Great Britain	No	Active	Registered	<div>eye icon</div> <div>trash icon</div>
string ID: QCUKTSECO0EGN	Andorra	No	Active	Registered	<div>eye icon</div> <div>trash icon</div>
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	<div>eye icon</div> <div>trash icon</div>

Showing 1 to 8 of 8 entries

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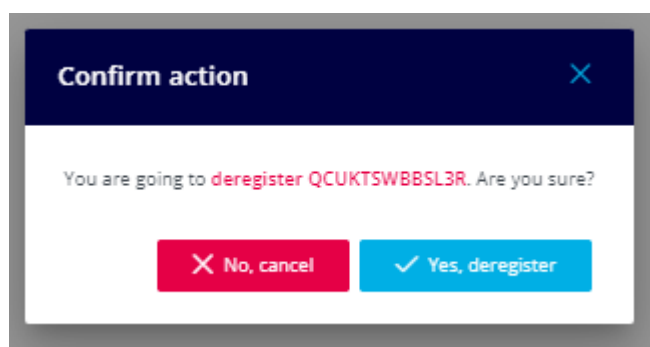
1

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(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":

- 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: QCUKTSECO8EGN	Andorra	No	Active	Registered	
Dorsey Hess Co ID: QCUKTE4N6VTCC	Antigua and Barbuda	No	Active	Registered	

Showing 1 to 8 of 8 entries
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(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: QCUKT1LZBLTF5	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: 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: QCUKTS3AIBPH3	Other	United Kingdom of Great Britain	No	Active	Registered	ⓘ ⓧ
eo manuf ID: QCUKTR4YDIRT1	- ID: QCUKTLX300ZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered	ⓘ ⓧ
string ID: QCUKTEFCNPF5N	string ID: QCUKTMW974K36	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:

TRACKING
CODE REQUESTER_ALL
Industry

Identifier Code Registration Management

Dashboard

My organisation

Registry

Economic Operators

Facilities

Machines

ID Checker

Facilities

[Download data](#)
[New Facility](#)

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 <small>ID: QCUKT2GF7D46N</small>	facility name <small>ID: QCUK1TLZBLTFS</small>	Other	United Arab Emirates	No	Deactivated	Deregistered	
Katalon Economic Operator <small>ID: QCUKT2GF7D46N</small>	Dharma Facility 1 <small>ID: QCUKTEUTKBWGJ</small>	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	
Name <small>ID: QCUKT9MWL7JVZ</small>	Facility excise test <small>ID: QCUKT26AWZVLE</small>	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	
Katalon Economic Operator Edited <small>ID: QCUKTM6SMAXS4</small>	facility name <small>ID: QCUKTKSRAZZDB</small>	Point of sale	United Arab Emirates	Yes	Active	Registered	
Katalon Economic Operator Edited <small>ID: QCUKTM6SMAXS4</small>	Facility of Tesco <small>ID: QCUKT3HSPA7SK</small>	Point of sale	Switzerland	Yes	Active	Registered	
Katalon Economic Operator Edited <small>ID: QCUKTM6SMAXS4</small>	string <small>ID: QCUKT53AIBPH3</small>	Other	United Kingdom of Great Britain	No	Active	Registered	
eo manuf <small>ID: QCUKTR4YDIRT1</small>	- <small>ID: QCUKTLX30OZKS</small>	Manufacturing site with warehouse	Switzerland	No	Active	Registered	
string <small>ID: QCUKTRSECOFQGN</small>	string <small>ID: QCUKTRWAG7443G</small>	Other	Spain	No	Active	Registered	

Showing 1 to 8 of 8 entries
 << < 1 > >>
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(Figure 79 – Facilities filtering)

- **EO Name/ID:** Filter by EO Name or EOID associated to Facilities.
- **Facility Name/ID:** Filter by Facility Name or FID
- **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"**

Identifier Code Registration Management								CODE REQUESTER: ALL Industry	
Facilities								Download data	New Facility
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: QCUKTUETK8WGJ	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: QCUKTM65MAXS4	facility name ID: QCUKTKSRAZZDB	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: QCUKTS3AI8PH3	Other	United Kingdom of Great Britain	No	Active	Registered			
eo manuf ID: QCUKTR4YDRT1	- ID: QCUKTLX30QZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered			
string ID: QCUKT3HSPA75K	string ID: QCUKT3HSPA75K	Other	Spain	No	Active	Registered			
Showing 1 to 8 of 8 entries								1	10

(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 & House number: Avenue Name Number 25

Postal code: M25 1ZZ

Country: United Kingdom of Great Britain

EO INFO

EO-ID: QCUKTSWBBSL3R

EO name: EO UK ID ISSUER

EO Code: 7UO4J0SRK7

Organisation: Puros & Purillos Courier Services LTD

Edit

(Figure 81 – Facilities view details modal box)

NOTE: EOID is clickable to navigate to that specific EOID.

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:

The screenshot displays the 'Facilities Edit form' for a facility named 'Facility name UK ID Issuer - QCUKTPHSHGOPP'. The form is divided into two main sections: 'FACILITY DETAILS' and 'EXCISE STATUS'.

FACILITY DETAILS:

- Facility name:** Facility name UK ID Issuer
- Facility ID*:** QCUKTPHSHGOPP
- Type*:** Manufacturing site with warehouse (dropdown menu)
- Other facility type:** (empty text field)
- Building name:** Industrial Park
- Postal code:** M25 1ZZ
- City*:** Manchester
- Country*:** United Kingdom of Great Britain (dropdown menu)
- Street name & House number*:** Avenue Name Number 25
- Block/ Floor/ etc.:** 4th Floor

EXCISE STATUS:

- ☐ Excise status

At the bottom right, there are 'Cancel' and 'Save' buttons. The top right corner shows 'Facility status: Active' and 'Registry Status: Registered'.

(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 FID 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 navigation menu with options: 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' and 'Dharma Facility 1'. A 'Download data' button is in the top right, and a 'New Facility' button is highlighted with a red box. At the bottom, it says 'Showing 1 to 8 of 8 entries'.

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: QCUKTUUK8W6J	Standalone warehouse	United Kingdom of Great Britain	No	Active	Registered	View, Edit, Delete
Name ID: QCUKT9MWL7JVZ	Facility excise test ID: QCUKT26AW2VLE	Manufacturing site with warehouse	Antarctica	No	Deactivated	Deregistered	View, Edit, Delete
Katalon Economic Operator Edited ID: QCUKTM65MAX54	facility name ID: QCUKTRSAZZDB	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: QCUKTR4YDRT1	- ID: QCUKTLX30OZK5	Manufacturing site with warehouse	Switzerland	No	Active	Registered	View, Edit, Delete
string ID: QCUKT5F7D0FCN	string ID: QCUKTMW57H436	Other	Spain	No	Active	Registered	View, Edit, Delete

(Figure 83 – New Facility registration)

Fields presented in the registration form:

- **EOID (*)**
- **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 Organisation

3.7.3.2.6 Deregister Facilities

To deregister a FID from the UK ID Issuer just click on the “Deregister ID” button and confirm the action:

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

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

- 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
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: QCUKTOOI2PZHN	-	Switzerland	Caso 1	Active	Registered	
Manual printer 01 BFF ID: QCUKTXQZIRN	-	Switzerland	TD24389	Deactivated	Deregistered	
Manual printer 01 BFF ID: QCUKTMQPF27B	-	Switzerland	TD24389	Active	Registered	
Manual printer 01 BFF ID: QCUKTXLNEWML	-	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTX37OHMSR	-	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTRXBJ5N10	-	Switzerland	string	Active	Registered	
string ID: QCUKTSYBIGDW	-	Switzerland	string	Active	Registered	
string	-					

Showing 1 to 10 of 15 entries

(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							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: QCUKT00I2PZHN	- ID: QCUKTLX300ZK5	Switzerland	Caso 1	Active	Registered			
Manual printer 01 BFF ID: QCUKTXQ2I2IRN	- ID: QCUKTLX300ZK5	Switzerland	TD24389	Deactivated	Deregistered			
Manual printer 01 BFF ID: QCUKTMQPF27B	- ID: QCUKTLX300ZK5	Switzerland	TD24389	Active	Registered			
Manual printer 01 BFF ID: QCUKTLX300ZK5	- ID: QCUKTLX300ZK5	Switzerland	string	Active	Registered			
Manual printer 01 ID: QCUKTX37OHM5R	- ID: QCUKTLX300ZK5	Switzerland	string	Active	Registered			
Manual printer 01 ID: QCUKTRXBJ5N1O	- ID: QCUKTLX300ZK5	Switzerland	string	Active	Registered			
string ID: QCUKTS0YBIGDW	- ID: QCUKTLX300ZK5	Switzerland	string	Active	Registered			
string	-							

(Figure 89 – Machines Filtering)

- **Machine name/ID:** To filter by Machine name or MID
- **Facility name/ID:** To filter by Facility name or FID 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**”

powered by

TRACKING

Dashboard

My organisation

Registry

Economic Operators

Facilities

Machines

ID Checker

Identifier Code Registration Management

Download data

New Machine

Machines

Machine name/ ID ↑↓

Filter by machine name/ ID

Facility name/ ID ↑↓

Filter by facility name/ ID

Country ↑↓

Filter by country

Serial Number ↑↓

Filter by serial number

Machine Status ↑↓

Filter by request status

Registry Status ↑↓

Filter by 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: QCUKT00I2PZH

-
ID: QCUKTLX300ZKS

Switzerland

Caso 1

Active

Registered

Manual printer 01 BFF
ID: QCUKTXQ2IZRN

-
ID: QCUKTLX300ZKS

Switzerland

TD24389

Deactivated

Deregistered

Manual printer 01 BFF
ID: QCUKTMQPF27B

-
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: QCUKTRXBJSN1O

-
ID: QCUKTLX300ZKS

Switzerland

string

Active

Registered

string
ID: QCUKTS5YBIGDW

-
ID: QCUKTLX300ZKS

Switzerland

string

Active

Registered

string

-

Showing 1 to 10 of 15 entries

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(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: EOID and FID are clickable to navigate to that specific EOID and FID, respectively

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3.7.3.3.4 Edit Machines

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

Machina name UK ID Issuer QCUKTM9R36HXX

Request date: 22/05/2022

Machine status: Active Registry Status: Registered

MACHINE DETAILS

Producer: Produce Name

Model: Model Name

Serial number: SerialNumber

Capacity (24h cycle): 2

FACILITY INFO

Name: Facility name UK ID Issuer

F-ID: QCUKTPHSHGOPP

City: Manchester

Country: United Kingdom of Great Britain

ECONOMIC OPERATOR INFO

EO name: EO UK ID ISSUER

EO-ID: QCUKTSWBBSL3R

Organisation: Puros & Purillos Courier Services LTD

Edit

(Figure 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 FID and if need it, to another EOID.

FACILITY INFO

☒ Reassign a machine to a different facility

EO-ID/ name* F-ID/ name*

Select a Economic Operator Select a facility

[Cancel](#) [Save](#)

(Figure 93 – Machines Edit option)

NOTE: Creation date, facility name and MID 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"**

Identifier Code Registration Management

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: QCUKTEUTKRWGJ	United Kingdom of Great Britain	TD24389	Active	Registered	
Manual printer 01 BFF updated ID: QCUKT00I2PZHN	- ID: QCUKTLX300ZKS	Switzerland	Caso 1	Active	Registered	
Manual printer 01 BFF ID: QCUKTXQ2I2IRN	- ID: QCUKTLX300ZKS	Switzerland	TD24389	Deactivated	Deregistered	
Manual printer 01 BFF ID: QCUKTMQPF27B	- ID: QCUKTLX300ZKS	Switzerland	TD24389	Active	Registered	
Manual printer 01 BFF ID: QCUKTQLNEWRML	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTX37OHMSR	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
Manual printer 01 ID: QCUKTRXBJ5N1O	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
string ID: QCUKTSYBIBGDW	- ID: QCUKTLX300ZKS	Switzerland	string	Active	Registered	
string	-					

Showing 1 to 10 of 15 entries

(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 'FID*'. The 'FID*' field is a dropdown menu with the option 'Select a facility'. A 'Create machine' button is located at the bottom right of the form.

(Figure 95 – New Machine registration form)

Fields presented in the registration form:

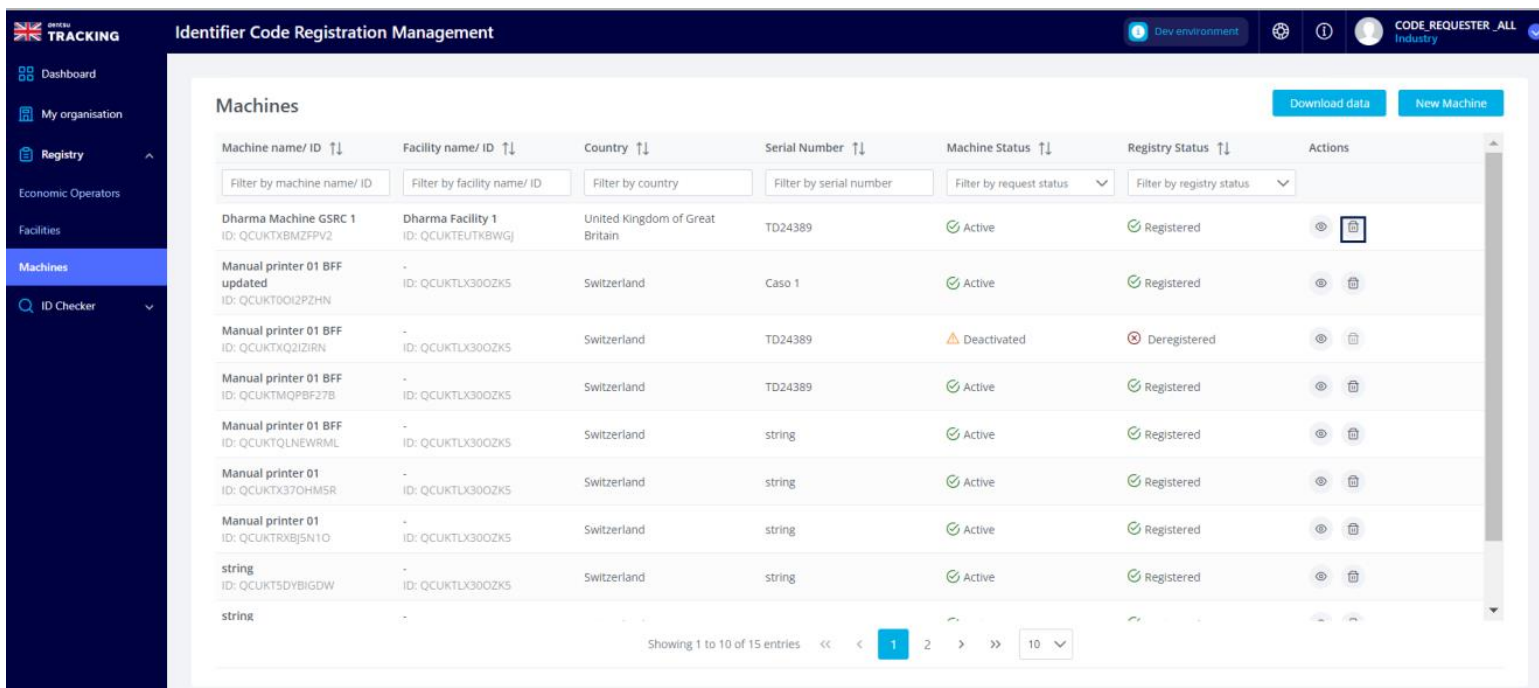
- **Machine Name**
- **Producer (*)**
- **Model(*)**
- **Serial Number (*)**
- **Capacity(24h cycle) (*)**
- **FID (*)**: To indicate the facility associated.

NOTE: Fields marked with (*) are mandatory

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

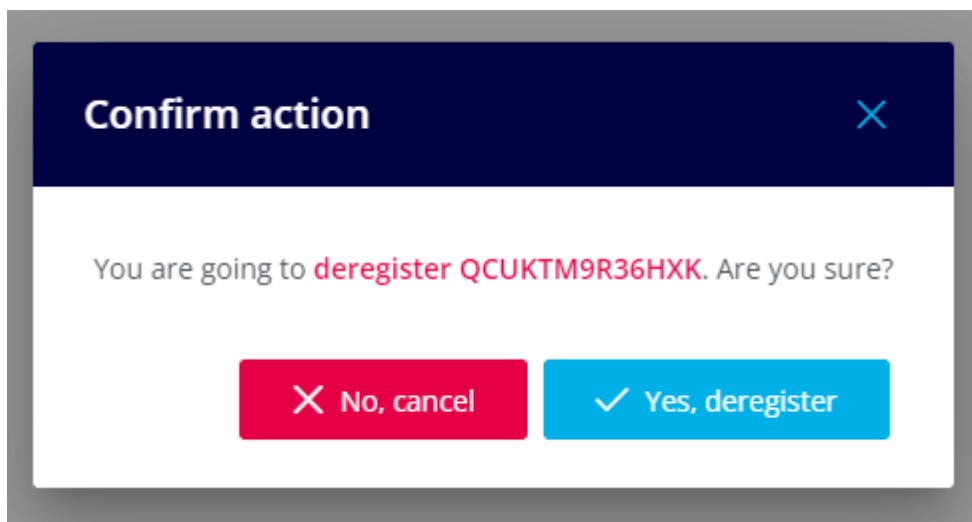
3.7.3.3.6 Deregister Machines

To deregister a MID 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. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 15 entries' and a dropdown menu for '10' items.

(Figure 96 – Machines Deregistration option)



The screenshot shows a 'Confirm action' dialog box. The dialog has a dark blue header with the text 'Confirm action' and a close button (X). The main content area is white and contains the text: 'You are going to deregister QCUKTM9R36HXX. Are you sure?'. At the bottom, there are two buttons: a red button labeled 'No, cancel' and a blue button labeled 'Yes, deregister'.

(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 several 'Manual printer 01 BFF' units. A 'Download data' button is highlighted in the top right corner of the table area. Below the table, it says 'Showing 1 to 10 of 15 entries'.

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: QCUKTOOIZPZHN	-	Switzerland	Caso 1	Active	Registered	
Manual printer 01 BFF ID: QCUKTXQZIZIRN	-	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: QCUKTRXBJSN1O	-	Switzerland	string	Active	Registered	
string ID: QCUKTSYBIBGDW	-	Switzerland	string	Active	Registered	
string	-					

(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

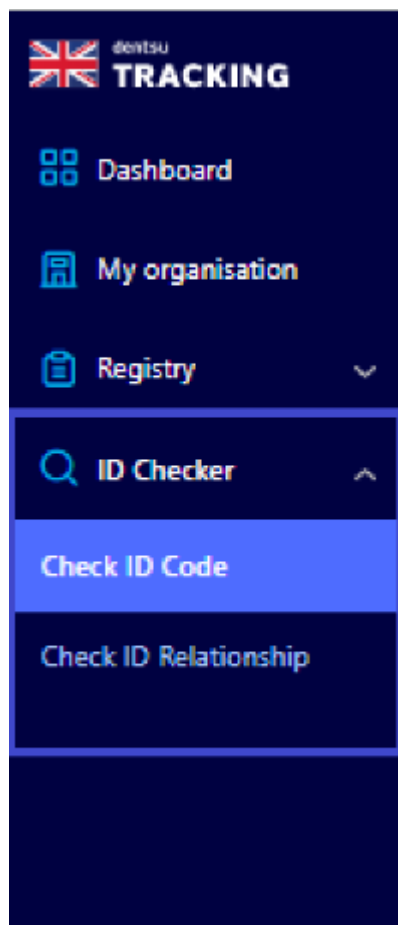
NOTE: It is also possible to do some filtering and download filtered machines.

3.7.4 ID Checker

The UK ID Issuer, upon user request, can check the existence of Identifier codes (EOID, FID and MID), and also, if they are active within the UK System.

Also this functionality allows the users to check the relationships between EOID, FID and MID, 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 (EOID, FID and MID) exists and it is active, just need to add the EOID/s, FID/s and MID/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
B1223	✗ This Identifier Code does not exist or has been deactivated/deregistered.
12	✗ This Identifier Code does not exist or has been deactivated/deregistered.
11	✗ This Identifier Code does not exist or has been deactivated/deregistered.
11	✗ This Identifier Code does not exist or has been deactivated/deregistered.

(Figure 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)

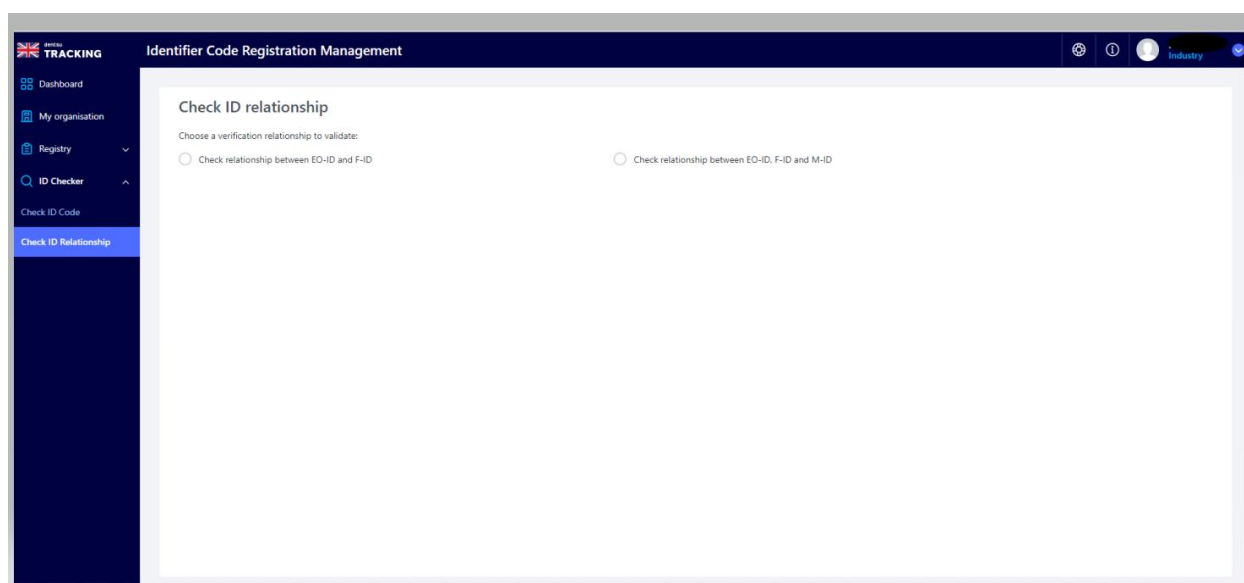
M-ID	Result
QCUKTM9R36HXX	✓ Active

(Figure 102 – Check ID Code results example)

NOTE: Only nine EOIDs, nine FIDs and nine MIDs can be checked as maximum

3.7.4.2 Check ID Relationship

To check relationships between EOID and FID and between EOID, FID and MID.



(Figure 103 – Check ID relationship functionality)

(Figure 104 – Check ID relationship form)

It is required to introduce the EOID and FID 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)

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	QCUKTM9R36HXX	✗ 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

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](#)

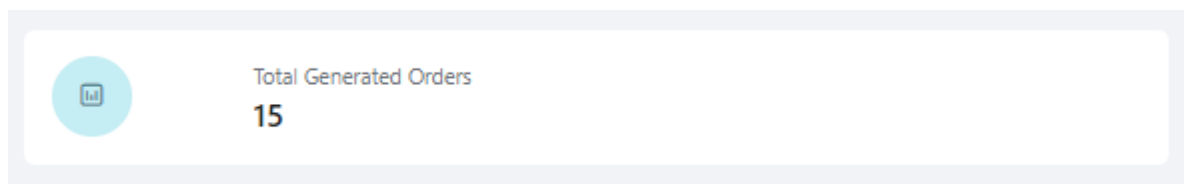
(Figure 107 - UID code ordering Landing Page option)

3.8.1 Code Ordering Dashboard

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

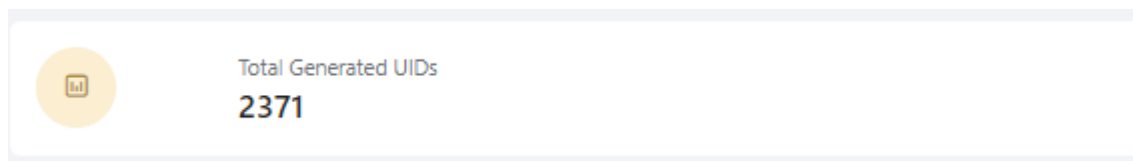
When an Economic Operators clicks on the Dashboard menu, he will see a Dashboard with the following KPIs, on a monthly basis :

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



(Figure 108 - Total Generated Orders KPI view)

- **"Total Generated UUIDs"**: Volume of total UUIDs generated per Economic Operator in the Organisation 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**

Unique Identifier Code Order Management			
<div> <div>Total Generated Orders</div> <div>15</div> </div>		<div> <div>Total Generated UUIDs</div> <div>2371</div> </div>	
Economic Operators			Select a date 06/2022
EO name/ ID	Number of generated orders	Number of generated UUIDs	
so manu/ ID: GQUTRY4D1RT1	9	2017	
string ID: GQUTRECOBEGH	4	352	
Katalon Economic Operator Edited ID: GQUTREBMA154	1	1	
Katalon Economic Operator ID: GQUTZ5P7Q4H	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										CODE REQUESTER ALL Industry
All orders										Refresh orders New order
Order ID	Quantity	Date	EO name/ ID	Facility name/ ID	Machine name/ ID	Intended market	Status	Product type	Order type	Actions
Filter by order ID	Filter by Quantity	Filter by Date	Filter by EO name/ ID	Filter by Facility name/ ID	Filter by Machine name/ ID	All	All	All	All	
a70cc796-4673-48cb-8d0a-0085a97ac982	1	23/05/2022	Katalon Economic Operator QCKT2GF04EN	Dharma Facility 1 QCKTEU7X8WQ		United Arab Emirates	Generated/ Issued	Cigar	Unit	🔍 ⚙️ ✕
eeeda186-e2d3-44c7-8cc8-440c5772063b	1	24/05/2022	string QCKTSECO0EGN	string QCKTOW92H436			Generated/ Issued		Aggregated	🔍 ⚙️ ✕
1229294c-2776-4997-9908-e763b596c9f4	1	24/05/2022	eo manu QCKTR4YDRT1	QCKTLU3002K5			Cancelled		Aggregated	🔍 ⚙️ ✕
94286c04-60a8-4e84-af04-21a39060d879	1	24/05/2022	string QCKTSECO0EGN	string QCKTOW92H436			Generated/ Issued		Aggregated	🔍 ⚙️ ✕
81f0a222-2d0c-42b3-b839-082074e16147	1	24/05/2022	Katalon Economic Operator Edited QCKTM88MAX54	Facility of Tesco QCKTK6P475K			Generated/ Issued		Aggregated	🔍 ⚙️ ✕
2a5dc118-1137-4a9f-9767-77a7b05489a1	1	24/05/2022	eo manu QCKTR4YDRT1	QCKTLU3002K5			Generated/ Issued		Aggregated	🔍 ⚙️ ✕
369a2144-9d9f-4757-a1a1-9b304c74699	1	24/05/2022	eo manu QCKTR4YDRT1	QCKTLU3002K5			Generated/ Issued		Aggregated	🔍 ⚙️ ✕
cd04d30e-e566-4d53-8509-3d1868f4cac5	1	24/05/2022	string QCKTSECO0EGN	string QCKTOW92H436		United Kingdom of Great Britain	Cancelled	Cigarette	Unit	🔍 ⚙️ ✕
c399f794-9c70-4aac-94d0-a38a7c0fe936	21	24/05/2022	eo manu QCKTR4YDRT1	QCKTLU3002K5		United Kingdom of Great Britain	Cancelled	Cigarette	Unit	🔍 ⚙️ ✕
f93083d0-8c71-461e-b2ef-607a7a4098f	1	24/05/2022	eo manu QCKTR4YDRT1	QCKTLU3002K5	mid manu QCKTDLZSU0E3	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 Organisation. Depending on the Organisation 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 Organisations 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 Organisations 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:

All orders Refresh

Order ID ↑↓	Quantity ↑↓	Date ↑↓	EO name/ ID ↑↓	Facility name/ ID ↑↓	Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Order type ↑↓
<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"/>

(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 EOID
- **Facility name/ID:** Search by Facility name or FID
- **Machine name/ID:** Search by Machine name or MID
- **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:

CODE_REQUESTER_ALL Industry

Refresh orders New order

Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Order type ↑↓	Actions
<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"/>	
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 a user profile icon and the text 'CODE REQUESTER_ALL Industry'. Below this is a table with columns: Machine name/ID, Intended market, Status, Product type, Order type, and Actions. The table has several rows of data. A 'Filter by Machine name/ID' input field is on the left. On the right side of the table, there are two buttons: 'Refresh orders' and 'New order'. The 'New order' button is highlighted with a red box. The table data includes entries for 'United Arab Emirates', 'Generated/ Issued', 'Cigar', 'Unit', 'Aggregated', and 'Cancelled'.

(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 ***

Unique Identifier Code Order Management

New electronic delivery request

ORDER DETAILS

Order type * ☒ Unit order ☐ Aggregated

Quantity (TM limit)*

EODI name*

FIDI name*

Process involves machinery * ☐ Yes ☒ No

MIDI name*

Product type*

Other product type*

Brand*

Combined nomenclature (CN) code

Weight (gr)*

Import * ☐ Yes ☒ No

Intended market *

Intended route * ☒ No ☐ Yes

Route

Tobacco product ID*

Tobacco product number*

Internal reference number

Deliver order instantly * ☒ No ☐ Yes

☐ Agree to our Terms & Conditions

(Figure 116 – Unit Order creation form)

NOTE: Fields marked with (*) are mandatory for orders in the UK.

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 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' selected. The 'Quantity (1M limit)*' field is a text input. The 'EOID/ name*' field has a dropdown menu labeled 'Select an EO'. The 'FI-D/ name*' field has a dropdown menu labeled 'Select a facility'. The 'Internal reference number' field is a text input. The 'Deliver order instantly *' field has two radio buttons: 'No' and 'Yes', with 'No' selected. There is a checkbox for 'Agree to our Terms & Conditions' and a '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)
- **EOID/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.

(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)

CODE_REQUESTER_ALL
Industry

Refresh orders

New order

Machine name/ ID ↑↓	Intended market ↑↓	Status ↑↓	Product type ↑↓	Order type ↑↓	Actions
<div>Filter by Machine name/ ID</div>	<div>All</div>	<div>All</div>	<div>All</div>	<div>All</div>	
	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 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.

						CODE_REQUESTER_ALL Industry	
						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			
		Generated/ Issued		Aggregated			

(Figure 120 – Cancel Order option)

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

Request date: 29/04/2022 17:34
Order status: Generated/ Issued

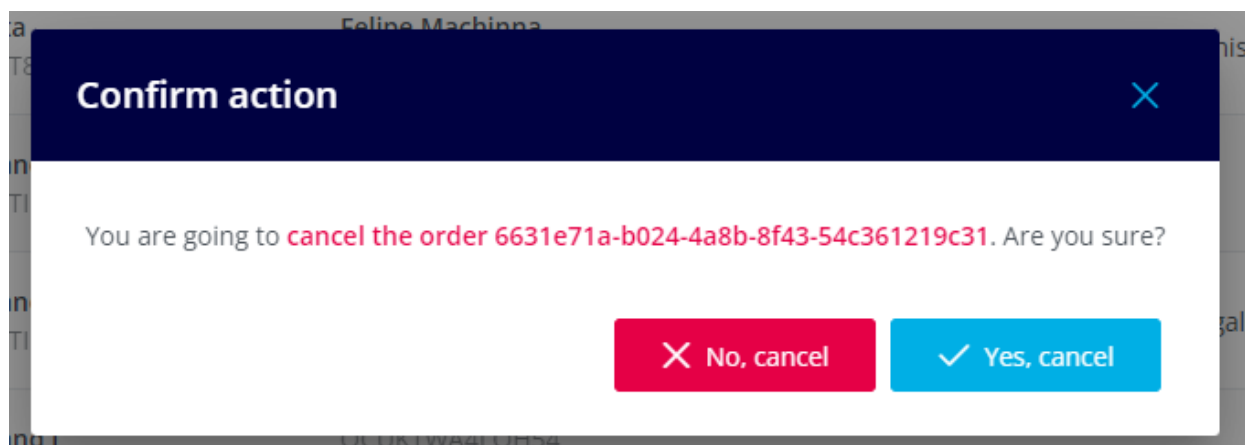
ORDER DETAILS

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

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

Download codes
Cancel order

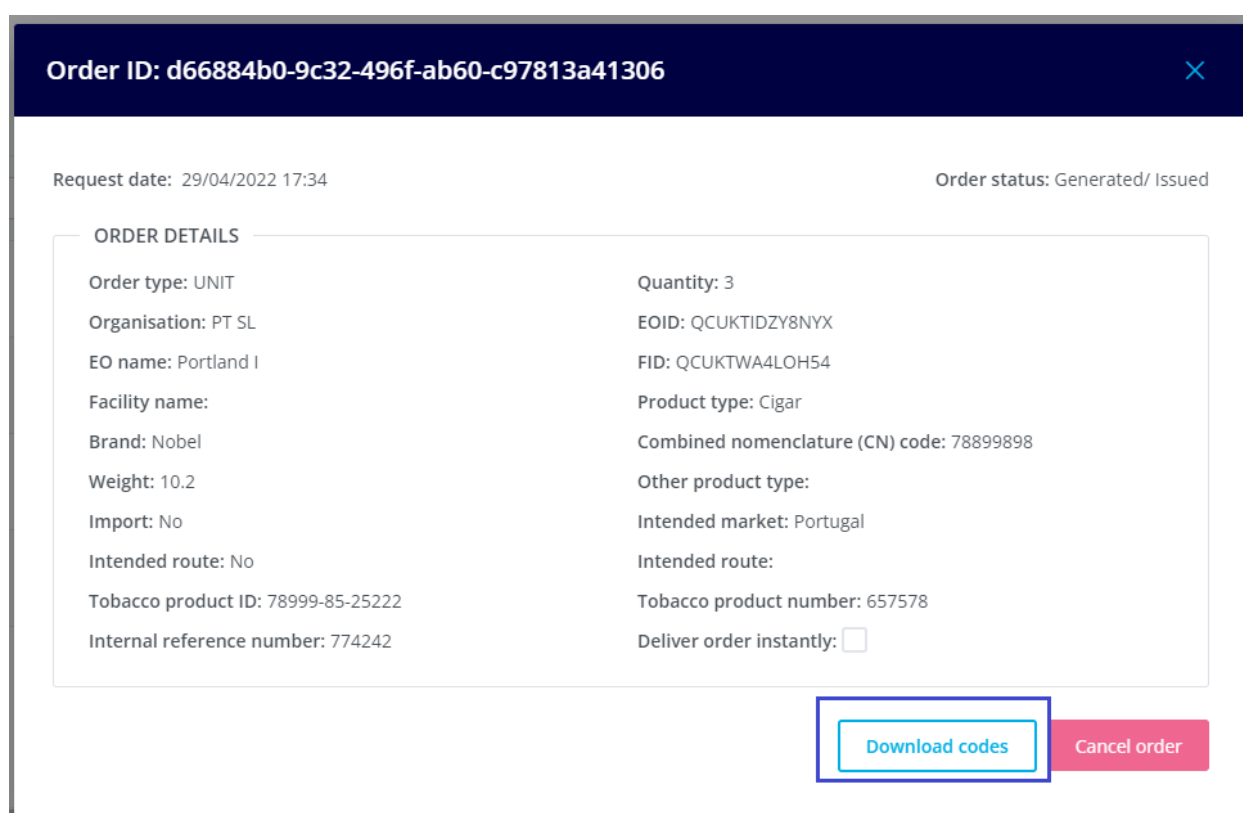
(Figure 121 -Cancel Order modal box)



(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.



(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 Organisation.

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
WVU	12345-67-89789	abcde	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
WHT	11111-12-31231	12312312321	United Arab Emirates	NO		QCUKTR4YDRT1	QCUKTLX300DX		NO	acdefef	Cigarette		12
IQZ	12345-67-89789	123456789	United Kingdom of Great Britain	NO		QCUKTR4YDRT1	QCUKTLX300DX		NO	camel	Cigarette		1.3
WVU	11111-11-11111	spring	United Kingdom of Great Britain	YES	United Kingdom of Great Britain	QCUKTR4YDRT1	QCUKTLX300DX	QCUKTDU2SUCE3	YES	spring	Cigarette	spring	1
SCYH	23222-32-33232	234234234234	United Arab Emirates	YES	Algerian	QCUKT2GPTD4N	QCUKTEU7XBWQ		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 except of the invoice format showing division by EOID

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 (EOID, FID, MID) 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 UIs to be delivered within 2 Working Days; - Electronic Aggregated UI 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.

6 Glossary

API: Application Programming Interface, allows for communication between different interfaces via message calls/responses.

OAuth2: Authentication protocol to operate APIs.

ClientID/SecretID: Credentials used to identify API users.

API Credentials: A set of ClientID and SecretID, used to identify API users.

Organisation: Legal entity under which Economic Operators are registered.

Economic Operator: An Economic Operator (EO) is any natural or legal person who is involved in the trade of tobacco products, including for export, from the manufacturer to the last Economic Operator before the first retail outlet. This includes, but is not limited to, manufacturers, importers, wholesalers and distributors, as well as transport companies or providers of courier services.

EOID: Economic Operator Identifier code.

Facility: A Facility is considered to be any location, building, or vending machine, where tobacco products are manufactured, stored, or placed on the market.

FID: Facility Identifier code.

Machine: The assemblies of machinery that are used for the manufacture of tobacco products and are integral to the manufacturing process.

MID: Machine Identifier code.

upUI: Unit Packet level Unique Identifier – The alphanumeric code enabling the identification of a Unit packet tobacco product. A unit packet is the smallest individual packaging of a tobacco or related product that is placed in the market

aUI: Aggregated level Unique Identifier – The alphanumeric code enabling the identification of an aggregated packaging containing tobacco products, or other aggregated packaging.

VAT (number): Value Added Tax number.

TIN: Tax Identification Number, also known as Unique Taxpayer Reference number (UTR number) in the UK.

Service Provider: A service provider that is tasked by an economic operator with transmitting information on product movements and transactional information to the UK Gateway system.