Economic Operators: Definition, EOID creation, and management

What is an Economic Operator?

The legal definition of Economic Operator is as follows:

"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.".

To put it simply, an Economic Operator refers to anyone who is involved in the trade of tobacco products, both domestically and for export, from the manufacturer to the final EO just before the initial retail outlet.

If you are involved in the tobacco supply chain before the point of sale to the consumer, it is mandatory to have an Economic Operator ID (EOID) to enable the tracking and recording of tobacco product movements.

## How can I create an Economic Operator?

1) Enter the UK Track and Tracing portal (https://portal.uk-trackandtrace-dentsutracking.com/) with your login credentials.

2) Select either the [**IDENTIFIER CODES**] option on the main menu to the left, or the [**ACCESS**] button on the "Request and manage identifier codes" bloc on the center of the screen.
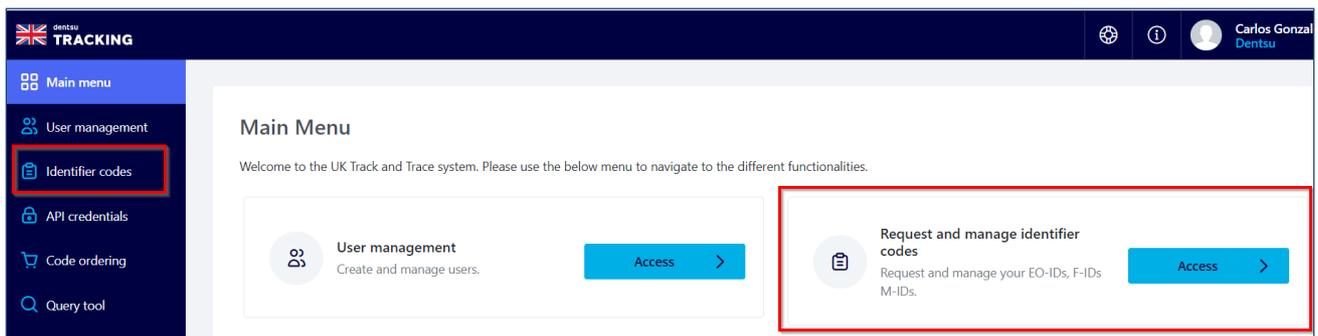
UK Tobacco T&T Portal Home Screen

3) Select the "Registry" option on the menu to the left of the screen, then select "Economic Operators".

4) Click on [**NEW ECONOMIC OPERATOR**] to create an EOID.
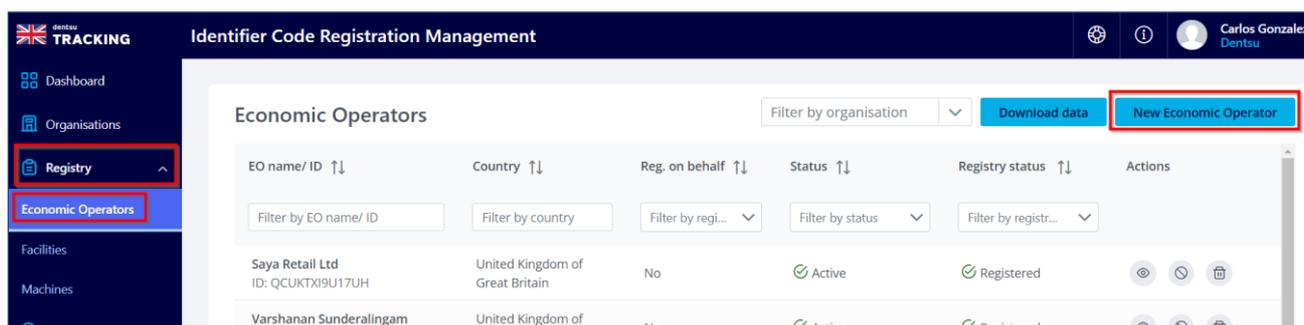
Economic Operator Registry – Creation of a new EO

5) New Economic Operator registration form fields:

- **ECONOMIC OPERATOR DETAILS:**
  - Organisation: The EOID will be created for the organisation that's been selected in this field. The organisation is the legal entity that governs Economic Operators.
  - Name: Name of the Economic Operator.
  - Alternative name (if any).
  - Building name: Building's name, if applicable (e.g. "London Industrial Park").
  - Address block: State the full address from which the EO operates:
    - Street name & House number
    - Block / Floor / etc
    - Postal code
    - City
    - Country
  - E-Mail: Professional e-mail address (must be monitored).
  - <mark>Report to EU System: Indicates that this EOID should be transmitted to the EU System after its creation in the UK System.</mark>

- **FISCAL DETAILS:**
  - Excise number: If this Economic Operator has an excise number, please provide it here.
  - VAT number or Tax Registration number (at least one of them is mandatory):
    - If this Economic Operator has a VAT number (radio button set to "Yes"), please provide the VAT number.
    - If this Economic Operator does not have a VAT number (radio button set to "No"), please provide the Tax Registration number instead.

    Note: Non-VAT registered companies/individuals are not exempt and can use their Tax Identification Number (TIN) related to their Unique Taxpayer Reference (UTR) for other UK tax matters instead of a VAT number.

- **REQUEST ON BEHALF:**
  - Please select this box to indicate that the registration will be conducted on behalf of a third party. Additionally, please provide the EOID of the requester. In such instances, the approval of the third party will be requested.

New Economic Operator creation form

6) Click on [**CREATE EO**] to submit the form. An email to inform of the new registration will be sent to all users within the organisation.

How can I check my Economic Operators?

Under Registry > Economic Operators, the list of EOIDs will be displayed alongside a set of filters. It is also possible to check the details of each EO by clicking on the "Eye" button to the right.
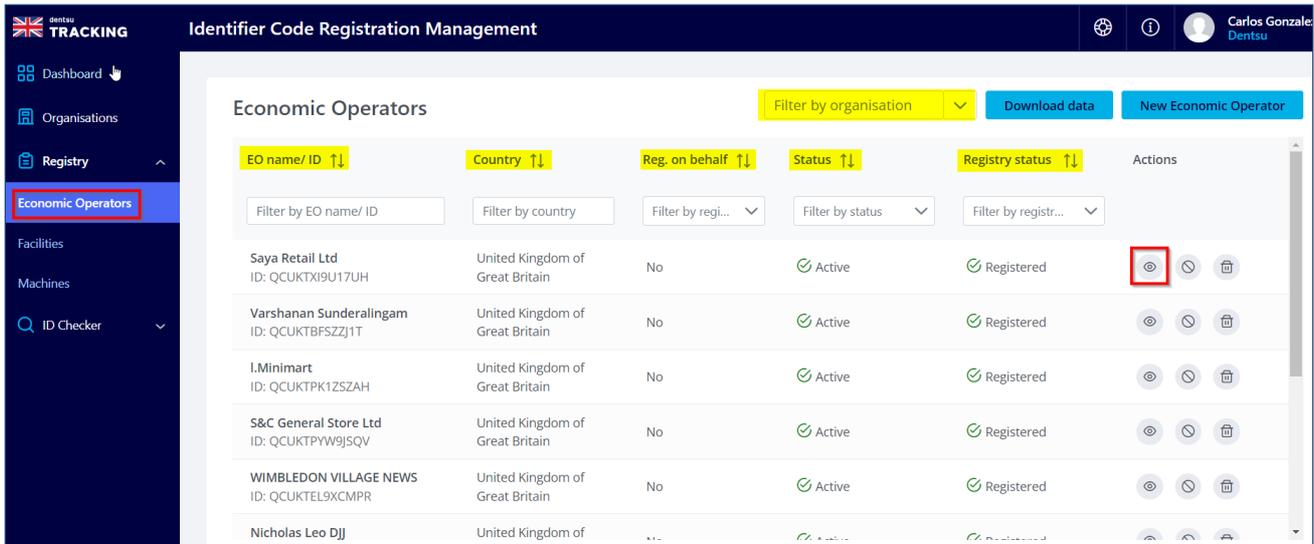
*Economic Operator Registry – List, filters, and actions*

Facilities: Definition, FID creation, and management

What is a Facility?

A Facility is considered to be any location, building, or vending machine, where tobacco products are manufactured, stored, or placed on the market. Facilities must be assigned an identifier code to properly report and track the movement of tobacco products.

How can I create Facilities?

Similar to EOIDs, Facilities can be created on the registry, under the "Facilities" menu, through the [**NEW FACILITY**] button at the top right.
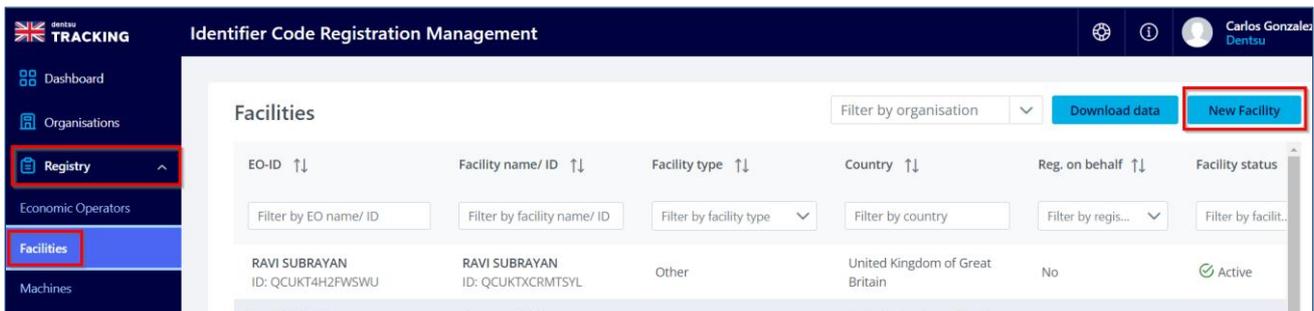
Facilities Registry – Creation of a new Facility

New Facility registration form fields:

- EOID: The Economic Operator ID below which this Facility will be registered for.
- Type: The type of Facility:
  - Manufacturing site with warehouse: Facility where tobacco products are <u>manufactured and stored</u>.
  - Standalone warehouse: Facility where tobacco products are <u>only stored</u> (e.g.

not the manufacturing Facility).

- o Point of sale: Selecting this option will enable the "Request on behalf" feature, which allows registering retailers.
- o Other: Any other kind of location.
- Other Facility type: This field becomes mandatory if the selected type of Facility is "Other".
- Facility name
- Building name (if any, e.g. "London Industrial Park").
- Street & House number
- Block / Floor / etc.
- Postal code
- City
- Country
- Has excise status: If the Facility has an excise status, check this box.
  - o Excise number: If the Facility has an excise status, provide the excise number.
- Facility with excise/tax warehouse status: Indication if the Facility has an excise warehouse status.
- Report to EU System: Indicates that this EOID should be transmitted to the EU System after its creation in the UK System.
- Latitude
- Longitude

Submit the form by clicking on the [**CREATE FACILITY**] button at the bottom right. An email to inform of the new registration will be sent to all users within the organisation.

New Facility creation form

How can I check my Facilities?

Under Registry > Facilities, the list of FIDs will be displayed alongside a set of filters. It is also possible to check the details of each Facility by clicking on the "Eye" button to the right.

Facilities Registry – List, filters, and actions

For more information on all these processes, please check the UK ID ISSUER: MANUAL FOR ECONOMIC OPERATORS