

ID Issuer System

Guidelines for the registration of Economic operator

ECONOMIC OPERATORS

Definition:

According to the Directive 2014/40/EU Economic operators are any natural or legal person who are involved in the trade of tobacco products, including for export, from the manufacturer to the last economic operator before the first retail outlet.

IDENTIFIER CODES FOR ECONOMIC OPERATORS

Economic operators and operators of first retail outlets shall apply for an economic operator identifier code from the ID issuer competent for each Member State in which they operate at least one facility. Importers shall apply for an identifier code from the ID issuer competent for each Member State on whose market they place their products.

For operators of first retail outlets the obligation to apply for an economic operator identifier code may also be discharged by any other registered economic operator. Such registration by the third party shall be subject to the consent of the operator of the first retail outlet.

Economic operators and operators of first retail outlets shall inform the ID issuer of any economic operator identifier codes allocated to them by other ID issuers. If not available at the time of registration, economic operators shall provide that information at the latest within two working days from the receipt of the economic operator identifier codes allocated by another ID issuer.

Any modification of the information submitted in the initial application form and any cessation of the operator activities shall be notified by the relevant operator to the ID issuer without delay.

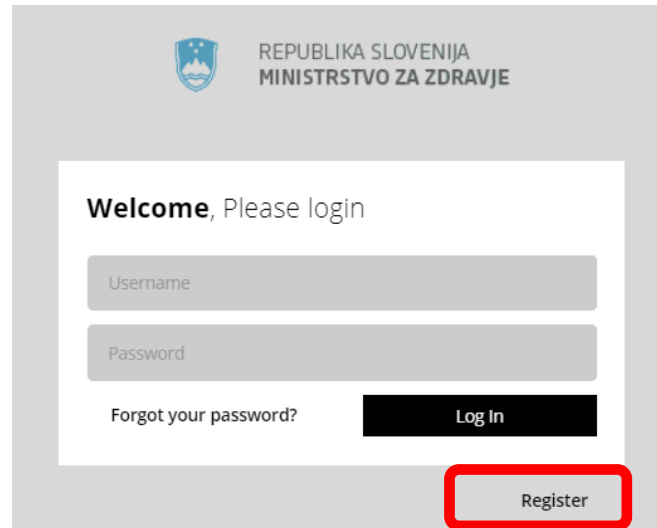
Issuing and registration of economic operator identifier codes

1. Upon receipt of a request, the ID issuer shall generate an economic operator identifier code, which consists of the following data elements, to be placed in the following order:
 - (a) in the first position, the alphanumeric characters that constitute the ID issuer identification code and
 - (b) in the second position, an alphanumeric sequence which is unique within the code pool of the ID issuer.
2. Within two working days, the ID issuer shall transmit the code to the requesting operator.
3. All the information submitted to the ID issuer and the corresponding identifier codes, shall form part of a registry to be established, managed and kept up to date by the competent ID issuer.
4. In duly justified cases, Member States may, in accordance with their national laws, require the ID issuer to deactivate an economic operator identifier code. The deactivation of an economic operator identifier code shall lead to the automatic deactivation of related facility identifier codes and machine identifier codes.
5. Economic operators and operators of first retail outlets shall exchange information on their respective economic operator identifier codes in order to allow economic operators to record and transmit the transactional information.

Users access the system by entering address in their web browser: <https://tpd.idissuer.si>

The web interface communicates with users via the HTTPS protocol for secure communication over a computer network, therefore the address in the web browser must be entered with the prefix https:// in front of the web address.

After successful opening of the system's home page, the following screen will appear:



If the user is already registered, he logs into the system by entering his / her username and password in the input fields.

New users submit a registration request by pressing the Registration field and then the following screen will be open:

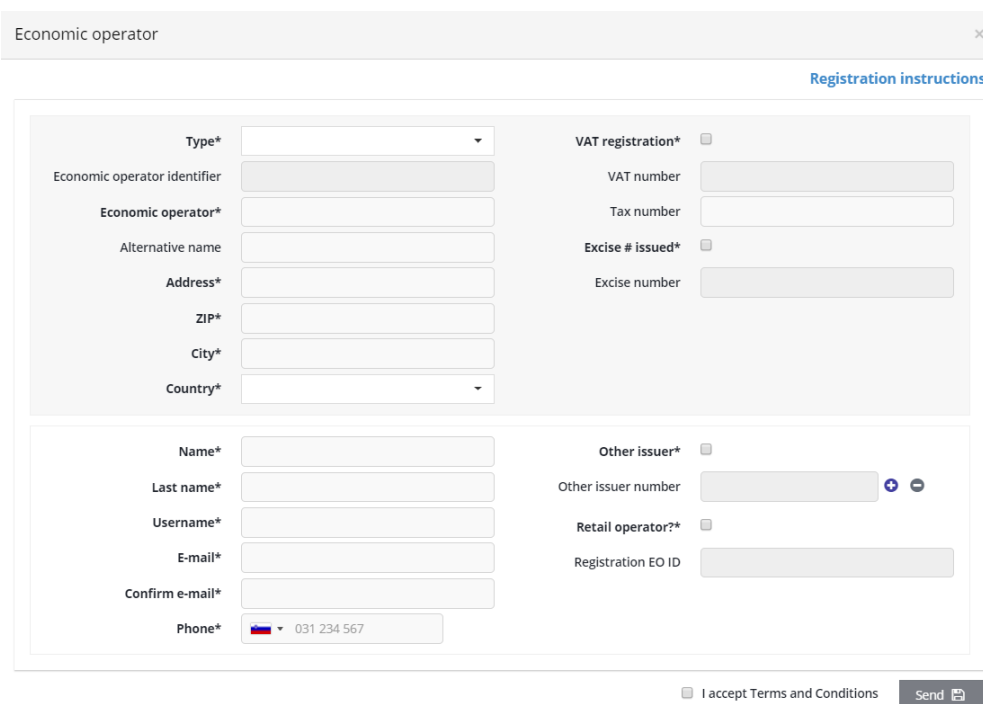
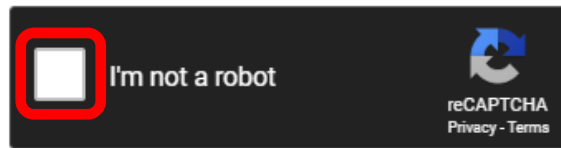


Figure 1: New user registration

To register a user, he must enter a certain set of data, some of which are mandatory and some are optional within the registration screen.

Field name	Description	Entry	Additional notes
Type	Economic operator type	Mandatory	Select the type of Economic operator to be registered.
Economic operator identifier	Identifier of an Economic operator	Do not fill up	This field will fill the system automatically - nothing is required to enter.
Economic operator	Registered Economic operator name	Mandatory	
Alternative name	Alternative name of the Economic operator	Optional	
Address	Economic operator address	Mandatory	
ZIP	Economic operator zip code	Mandatory	
City	Economic operator city	Mandatory	
Country	Country of Registration of an Economic operator	Mandatory	Select from the registration country drop-down menu
Name	Name of the authorized person who registers the Economic operator	Mandatory	
Last name	Last name of the authorized person who registers the Economic operator	Mandatory	
Username	The username that will be used to log in to the system	Mandatory	
E-mail	The e-mail address of the Economic operator used to notify the registration process and other information	Mandatory	
Confirm e-mail	Repeat e-mail address from field above to avoid wrong input	Mandatory	
Phone	The mobile phone number to which the initial password is sent to connect to the system	Mandatory	The default carrier country has already been selected and the number of the mobile phone is entered in the format written inside the field.
VAT registration	Tax Status Tag	Mandatory	Indicator whether a Economic operator is a taxpayer, choose if the answer is confirmed.
VAT number	VAT number of Economic operator	Mandatory if Economic operator is in VAT regime	
Tax number	Tax number of Economic operator	Mandatory if Economic operator is not in VAT regime	
Excise # issued	Indication whether a Economic operator has a excise code issued by the competent authority	Mandatory	Indicator whether a Economic operator has a issued excise code, tick if the answer is positive.
Excise number	Excise number of the Economic operator issued by the competent authority	Mandatory if the Economic operator has issued excise code	
Other issuer	Indication whether an economic operator has been assigned an identifier of an economic operator by another ID issuer	Mandatory	Indication whether an economic operator has been assigned an identifier of an economic operator by another ID issuer , choose if the answer is confirmed
Other issuer number	Identifiers of Economic operator awarded by other ID Issuers	Mandatory if the economic operator has issued the identifiers of the economic operator by other ID issuers	Enter the identifier of the Economic operator from other ID issuers, it is possible to enter multiple different identifiers sequentially.
Retail operator	Indication whether the registration of an Economic operator is performed on behalf of a retailer	Mandatory	Select if the registration of the Economic operator is performed on behalf of the retailer
Registration EO ID	Identifier of an Economic operator acting on behalf of a retailer	Mandatory if the Authorized Sales Registration has been selected	Enter the identifier of the existing Economic operator who registers the Economic operator on behalf of the retailer

After entering all the data on the screen, according to the rules listed in the table above, select "**I'm not a robot**" to allow the system to recognize the user data input.



After this action, the following text will appear at the bottom of the screen:



By clicking the "**Terms and Conditions**" section, users can read the terms of use of the system and if it agrees with the same, press the left mouse button within the box to select the field.

After that, pressing the Send button starts sending the registration data to the system.

In the case that some of the fields are not filled or are filled with the wrong information, the system will print an error message, after which the user can correct wrong data and repeat sending of the request.

If all the fields are entered in the appropriate form, the request will be submitted for approval and the user will receive a message of the following content on the screen.

Upon registration of the Economic operator of type **Producer / Importer, External Producer and Distributor** the approval of the request is done within 48h after submission of the request by authorized system administrators, while the approval of registration of the Economic operator of type **Retail** executes automatically.

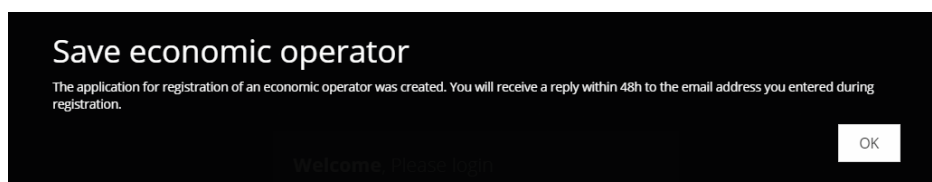


Figure 2 : Registration Request message - Manufacturers / Importers / Distributors

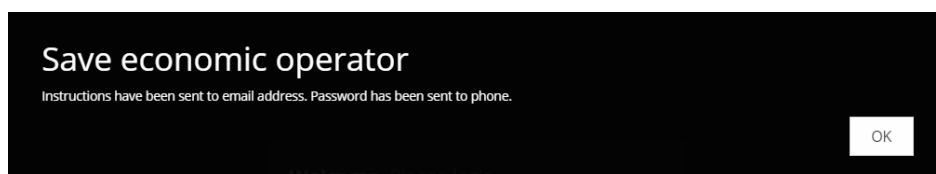


Figure 3 : Registration Request message - Retail

Economic operator
✕

[Registration instructions](#)

Type*

Economic operator identifier

Economic operator*

Alternative name

Address*

ZIP*

City*

Country*

VAT registration*

VAT number

Tax number

Excise # issued*

Excise number

Name*

Last name*

Username*

E-mail*

Confirm e-mail*

Phone*

Other issuer*

Other issuer number + -

Retail operator?*

Registration EO ID

I accept Terms and Conditions
 Send

Figure 4 : An example of a properly filled request - Retail

After approval of the registration application (within 48h for **Manufacturers / Importers / Distributors** and automatically for **Retail**) to the user's e-mail address the following information will be obtained:

Your account has been created on <https://tpd.idissuer.si>

Username: **SL31/admin**
 Password: **VGK77033**

When entering username, please be sure to enter full username, with prefix **SL31/admin**

Economic operator identifier: **QCSGSEEPRP72**

Facility identifier generation

After successful registration, economic operator needs to login into the system and enter information about their facilities. For every single retail store, economic operator needs to enter separate record into the system. After saving information about facility, system will automatically generate facility identifier code. List of all facility codes is available inside the system.

Figure 5 : An e-mail message received after the registration has been granted

The e-mail contains SL basic user data for logging on to the system as well as the identifier of the Economic operator (in this case **QCSGSEEPRP72**).

Once the user has received the above information, he is ready to sign in to the system. Entering the system address again opens the title screen:

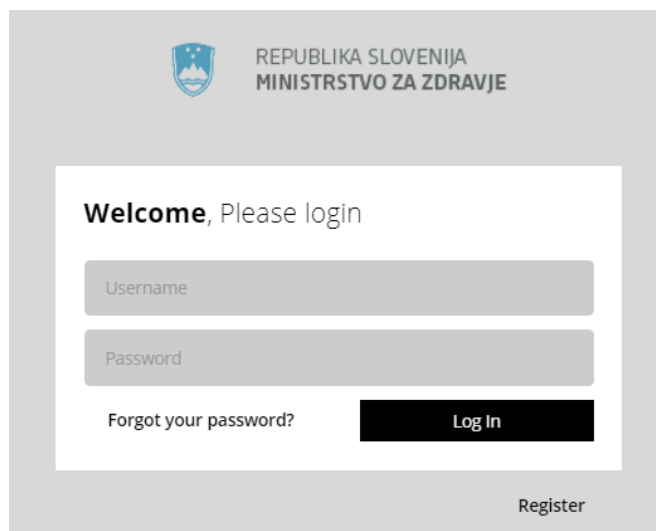


Figure 6: System home screen

In the Username field you need to enter an username from e-mail (example): **SL31/admin**

In the Password field you need to enter an initial password from e-mail (example): **VGK77033**

After a successful entry into the system, the user will see the next screen, where he must change the initial password he has received.

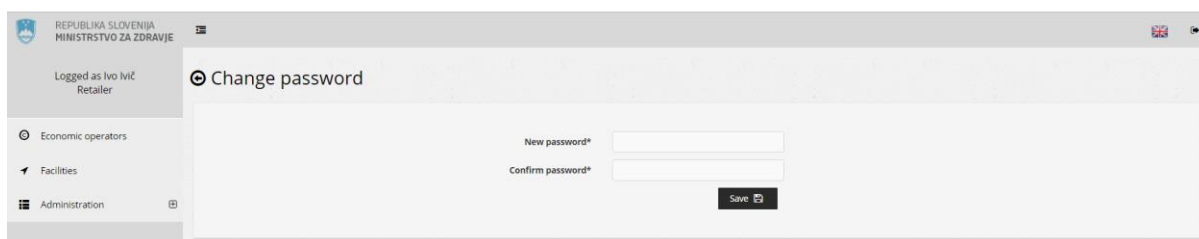


Figure 7 : Change password after first system login

After the user has made password change and confirmed by pressing **Save** the new user registration process is completed, and user can start using the system with all its functionality in the GUI and API according to the type of economic operator that he has been registered for.

Registration of facility identifier codes

After successful registration, economic operator needs to login into the system and enter information about their facilities.

For every single retail store, economic operator needs to enter separate record into the system.

After saving information about facility, system will automatically generate facility identifier code.

List of all facility identifier codes is available inside the system.

Registration of single facility is performed by :


On left side, within menu section, choose **Facilities**, and after that in upper right part of the screen select button .



Figure 8 :Facilities list

After selection, screen for registration of facility will open:

Figure 9: Registration of facility

As presented on figure above, for every facility, user needs to enter at minimum :

- Address – in form : **street, postal code, city**
- Country
- Type of facility

After entering all the required data, user needs to select button **Save**, after that system will store facility data and automatically create facility identifier code that will be visible in facility list on the screen:

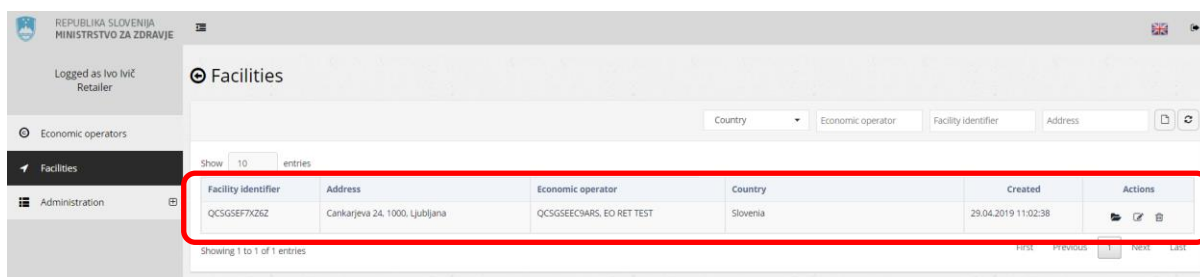


Figure 10: New facility in facility list

User is able to export all its facilities in CSV format and download it for purpose of information exchange with its supply chain partners.

That option can be found in upper right part of the screen as seen on figure below.

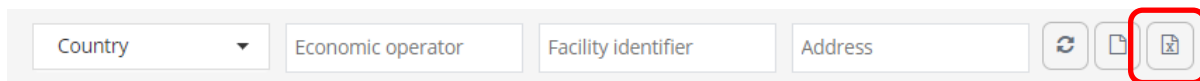


Figure 11 : Export of registered facilities