



## **How to register a facility**

In accordance with of **Commission Implementing Regulation (EU) 2018/574**:

**Article 16(1):** All facilities from manufacturing to the first retail outlet shall be identified by a code ('facility identifier code') generated by the ID issuer competent for the territory in which the facility is located.

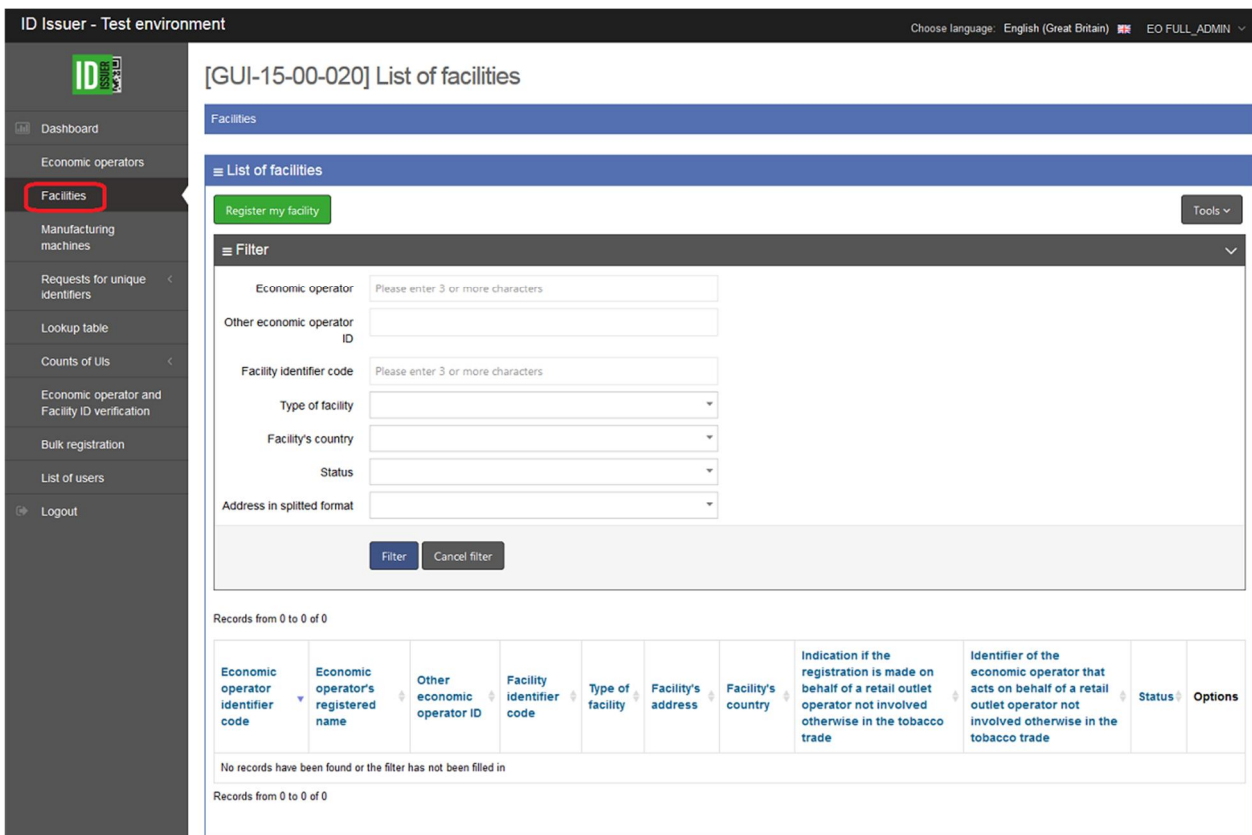
So if you have an obligation to register facilities with us, or are registering facilities for retail outlets that authorized you to register them, you can do so after logging in the application. This can be done manually one by one or by importing a list of facilities via Excel file.

Please keep in mind that if you are registering facilities for retail outlets that authorized you to register them you have an obligation to inform them about EOID and FID codes assigned to them during registration, according to **Article 16(3) of Commission Implementing Regulation (EU) 2018/574**:

*For first retail outlets, the obligation to apply for a facility identifier code shall lie with the operator of the first retail outlet. This obligation may also be discharged by any other registered economic operator, who may act on behalf of the operator of the first retail outlet. The registration by the third party shall be subject to the consent of the operator of the first retail outlet. The third party shall inform the operator of the first retail outlet about the full details of the registration, including the allocated facility identifier code.*

## STEP 1

Log in to ID Issuer application and open the screen "[GUI-15-00-020] List of facilities" by choosing the menu item "Facilities".



The screenshot shows the 'ID Issuer - Test environment' application. The sidebar menu on the left has 'Facilities' highlighted. The main content area is titled '[GUI-15-00-020] List of facilities'. Below the title is a 'Facilities' header and a 'List of facilities' sub-header. There is a 'Register my facility' button and a 'Tools' dropdown. A 'Filter' section contains several input fields: 'Economic operator' (with a placeholder 'Please enter 3 or more characters'), 'Other economic operator ID', 'Facility identifier code' (with a placeholder 'Please enter 3 or more characters'), 'Type of facility' (dropdown), 'Facility's country' (dropdown), 'Status' (dropdown), and 'Address in splitted format' (dropdown). Below the filter are 'Filter' and 'Cancel filter' buttons. The table below shows 'Records from 0 to 0 of 0'. The table has columns: 'Economic operator identifier code', 'Economic operator's registered name', 'Other economic operator ID', 'Facility identifier code', 'Type of facility', 'Facility's address', 'Facility's country', 'Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade', 'Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade', 'Status', and 'Options'. A message below the table states: 'No records have been found or the filter has not been filled in'. Below the table, it says 'Records from 0 to 0 of 0'.

## STEP 2

To add new facility click the button “Add” in the top left corner of the screen.

[GUI-15-00-020] List of facilities

Facilities

≡ List of facilities

Register my facility

≡ Filter

Economic operator	Please enter 3 or more characters
Other economic operator ID	
Facility identifier code	Please enter 3 or more characters
Type of facility	








## STEP 3

Fill out the form for registration of facility.

[GUI-15-00-021] Registration of facility

Facilities > Registration of facility

≡ Registration of facility

Economic operator identifier code	QCALLXA0A	
Facility's address – Name	<input type="text"/>	
Facility's address – Street one*	<input type="text"/>	
Facility's address – Street two	<input type="text"/>	
Facility's address – City*	<input type="text"/>	
Facility's address – Postal code	<input type="text"/>	
Facility's country*	Select one	
Type of facility*	Select one	
Description of other facility	<input type="text"/>	
Indication if a part of the facility has a tax (excise) warehouse status	<input type="checkbox"/>	
Indication if the facility has an excise number issued by the competent authority for the purpose of identification of persons/premises	<input type="checkbox"/>	
Facility's excise number issued by the competent authority for the purpose of identification of persons/premises	<input type="text"/>	
Indication if the facility has been allocated an identifier by another ID issuer	<input type="checkbox"/>	
Facility identifier codes allocated by other ID issuers	<input type="text"/>	
Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	<input type="checkbox"/>	
Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	<input type="text"/>	

It is necessary to fill out all mandatory fields (marked with red asterisk).

- Economic operator identifier code will be filled by default with EOID of economic operator you are logged in as. If you have more than one economic operator registered in the system, you must log in as a specific economic operator to register its facilities.

**Note:** You can register facility only to economic operator, which has the EO ID allocated by our Id Issuer.

## STEP 4

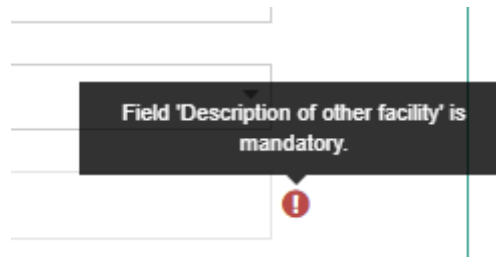
To submit the filled-out form, you should press the button “Add” at the bottom of the form.

retail outlet operator not involved otherwise in the tobacco trade

Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade

**Add** Back

If you don't fill all the mandatory fields or fill any field incorrectly, system will warn you by displaying red exclamation point at the end of the corresponding field. If you hover over it with a mouse, you will get more information about the error:



You can fix errors, if any, and press the button “Add” again.

## STEP 5

When form is correctly filled out, after pressing the button “Add” dialog screen is displayed to confirm registration of facility:

Confirmation of facility registration

The facility will be registered according to the values filled in the form. Do you wish to continue?

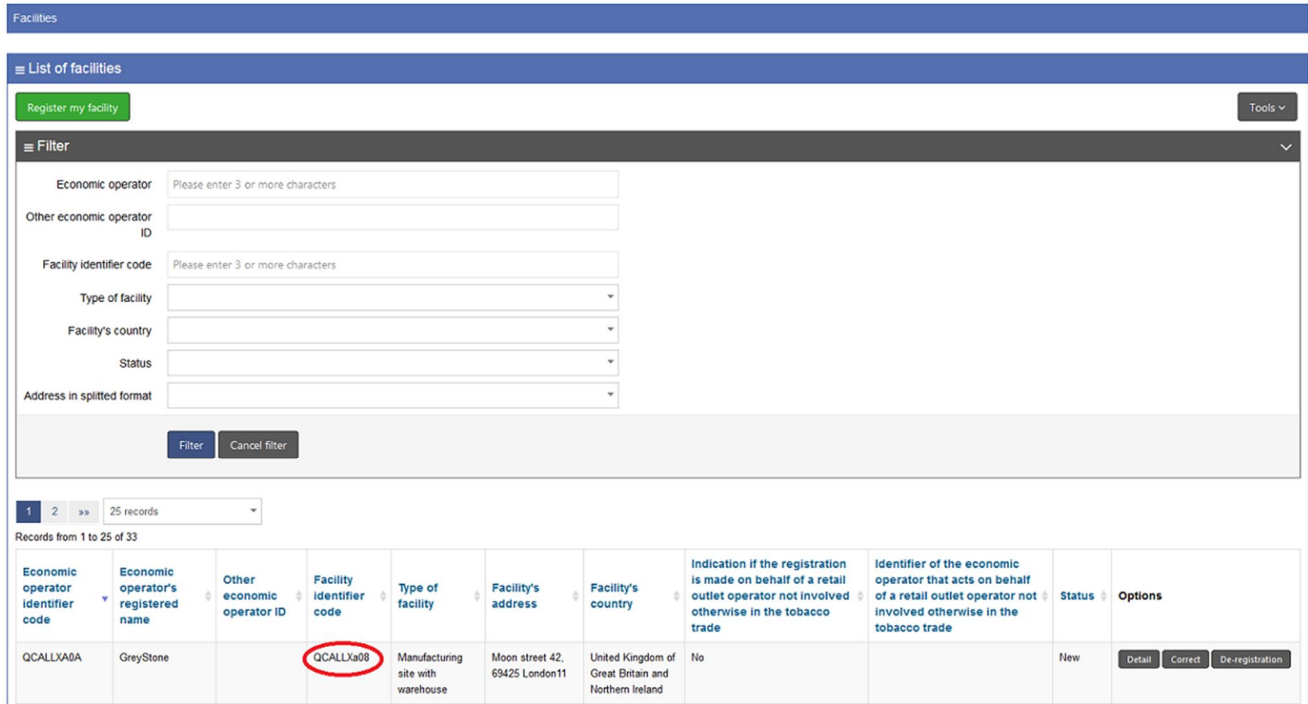
Yes No

You need to click the button **Yes** to confirm the facility registration you made.

## STEP 6

After confirming the registration of facility, user is redirected to the previous screen “[GUI-15-00-020] List of facilities”, where newly registered facility and its facility identifier code can be found.

[GUI-15-00-020] List of facilities



The screenshot shows the 'List of facilities' interface. At the top, there is a 'Register my facility' button and a 'Tools' dropdown. Below is a 'Filter' panel with the following fields:

- Economic operator: Please enter 3 or more characters
- Other economic operator ID
- Facility identifier code: Please enter 3 or more characters
- Type of facility
- Facility's country
- Status
- Address in splitted format

Buttons for 'Filter' and 'Cancel filter' are located below the filter panel. Below the filter panel, there is a pagination control showing '25 records' and 'Records from 1 to 25 of 33'. The main table displays the following data:

Economic operator identifier code	Economic operator's registered name	Other economic operator ID	Facility identifier code	Type of facility	Facility's address	Facility's country	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	Status	Options
QCALLXA0A	GreyStone		QCALLXa08	Manufacturing site with warehouse	Moon street 42, 69425 London11	United Kingdom of Great Britain and Northern Ireland	No		New	Detail Correct De-registration

## STEP 7

After successful facility registration an email is sent to the address of the economic operator you filled out during the economic operator registration. The email will announce you the fact, that your facility is registered and the allocated facility ID.



## Facility registration

Dear economic operator,

we are pleased to inform you, that new facility have been registered in the Id Issuer system for economic operator with following data:

Economic operator identifier code:

**EO ID will be here**

Economic operator registered name:

**EO name will be here**

Please keep in mind the difference between capital "o" (o) and zero (0)

Allocated Facility identifier code:

**Facility ID will be here**

for facility

**Facility address will be here**

Please keep in mind the difference between capital "o" (o) and zero (0)

**Please save the allocated economic operator identification code and facility identification codes. Your business partners will need them from you.**

Please be advised, that if you have registered this facility as third party, you have an obligation according to Article 16(4) of Commission Implementing Regulation (EU) 2018/574 to inform the operator of the first retail outlet or the economic operator responsible for the third country manufacturing facility about the full details of the registration, including the allocated facility identifier code.

Thank you for using our services.

Yours faithfully,



**Allex**  
ID Issuer support team  
[support@jdissuer.ie](mailto:support@jdissuer.ie)