

# How to de-register the economic operator



When the Economic operator or operator of first retail outlet terminates his business, he should also de-register in the ID Issuer system.

It is important for the Economic operator to do the de-registration in the ID Issuer system only after he has reported all the operations he needed to report to the Primary or Secondary repository. It's because after your de-registration, it will no longer be possible for you to submit any other operation to the Primary or Secondary repository. If you are the first retail outlet and do not report any operations to the Primary or Secondary repository, you don't need to mind this.

Even when we are ID Issuer competent for four countries (Ireland, Finland, Sweden and Estonia), we have just one information system, so there is no need to de-register multiple times. Once you do the de-registration, you are de-registered for all of these countries.

**Please note**, that if you are Economic operator and you are de-registering some First retail outlet you had once registered (you act on behalf of the First retail outlet), you need to have the consent of the operator of this First retail outlet to do the de-registration.

### STEP 1

Log in to the Id Issuer system on the standard login page. To get to the ID Issuer login page, you can use one of our info portal pages:

- <u>https://idissuer.ie</u>
- https://idissuer.fi
- https://idissuer.se
- https://idissuer.ee

Click the green button **Login** in the upper right corner of the page and you will be redirected to the ID Issuer login page.



To login to the Id Issuer you need to enter your login and password, that you chose when creating your user account and click the **Login** button.



Login
Login name*
👗 Login name
Password*
Password
Login 🔿
Forgot password?

If you can't login to the system because:

- You forgot your password, please reset your password you can find the quick guide for password reset here:
  - <u>https://idissuer.fi/wp-content/uploads/2020/02/04-ID-Issuer-password-reset.2020.02.18.pdf</u>
  - <u>https://idissuer.ie/wp-content/uploads/2020/02/04-ID-Issuer-password-reset.2020.02.18.pdf</u>
  - <u>https://idissuer.se/wp-content/uploads/2020/02/04-ID-Issuer-password-reset.2020.02.18.pdf</u>
  - <u>https://idissuer.ee/wp-content/uploads/2020/02/04-ID-Issuer-password-reset.2020.02.18.pdf</u>
- You forgot your login, please contact our call centrum the contact information is stated on our info portal (link above)
- You were registered by other Economic operator, please contact that Economic operator to inform him, that you terminated your business and ask him to de-register you or contact our call centrum the contact information is stated on our info portal (link above)

## **STEP 2**

Open the screen "[GUI-15-00-010] List of economic operators" by choosing the menu item "Economic operators".



ID Issuer - Test environment Choose language: english ## E0 E0 Y									
	[GUI-15-00-010] List of economic operators								
Economic operators	Economic operators	conomic operators							
Facilities	≡ List of economic	operators							
Manufacturing machines	Register new retail ou	tlet							Tools 🗸
Economic operator and Facility ID verification	≡ Filter								~
Bulk registration	Economic oper identifier c	Please enter 3 o	or more characters						
Logout	Economic operat registered na	tor's Please enter 3 ame	or more characters						
	Other economic oper	ID Please enter 3	or more characters						
	Registration crea date and time f	tion							
	Registration crea date and tim	ation le to							
	St	atus		v					
	Address in splitted for	rmat		٣					
		Filter Car	ncel filter						
	1 25 records	*							
	Records from 1 to 10 of 1	0 Economic	Economic operator's	Indication if the registration is made on	Identifier of the economic operator that acts	Other	Registration		
	operator v identifier code	operator's registered name	alternative or abridged name	behalf of a retail outlet operator not involved otherwise in the tobacco trade	<ul> <li>on behalf of a retail outlet operator not</li> <li>involved otherwise in the tobacco trade</li> </ul>	economic operator ID	creation date and time	Status 🔶	Options
	QCALLA00v	Revontuli Ihme Oy		Yes	QCALLXA0A		21-Feb-2020 11:12:19	Approved	Options ~
		MeriRastila Oy		Yes	QCALLXA0A		21-Feb-2020 13:12:30	Denied	Detail
	1 25 records	*							
	Records from 1 to 10 of 1	0							

# **STEP 3**

Find the Economic operator you want to de-register and click the button **Options** and choose the option **De-registration**.

ID Issuer - Test environ	ment						Choose languaç	e: english 🏨	EO EO 🗸
	[GUI-15-00-0	10] List of e	conomic operat	tors					
Economic operators	Economic operators								
Facilities		operators							
Manufacturing machines	Register new retail out	let							Tools 🗸
Economic operator and	≡ Filter								~
Bulk registration	Economic opera	Please enter 3 c	r more characters						
Logout	Economic operate	or's Please enter 3 of	r more characters						
	registered na	me	r more characters						
	Culer economic opera	ID	in more characters						
	Registration creat date and time fr	ion							
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	Sta	tus		*					
	Address in splitted for	nat		•					
	1 25 records Records from 1 to 10 of 10	Filter Can	oel filter						
	Economic operator v identifier code	Economic operator's registered name	Economic operator's alternative or abridged name	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trad	<ul> <li>Identifier of the economic operator that on behalf of a retail outlet operator not involved otherwise in the tobacco trade</li> </ul>	acts Other conomic operator ID	Registration creation date and time	Status 🔶 🕻	Options
	QCALLA00v	Revontuli Ihme Oy		Yes	QCALLXA0A		21-Feb-2020 11:12:19	Approved	Options ~
		Horacio		Yes	QCALLXA0A		11-Mar-2019 09:08:00	Detail Correct	
		Dave		Yes	QCALLXA0A		12-Mar-2019 16:13:01	De-registrati	on
		MeriRastila Öy		Yes	QCALLXA0A		21-Feb-2020 13:12:30	Denied	Detail
	25 records	Ψ							
	Necolds from 1 to 10 of 10	·							



# **STEP 4**

You will be redirected to the screen "[GUI-15-00-014] De-registration of economic operator". Here you need to click the button **De-registration**.

Along with the Economic operator all his Facilities and Manufacturing machines are automatically deregistered too.

If the Economic operator or some of his Facilities doesn't have the address saved in new split format, you will have to split the address first. This is because without the split address, we wouldn't be able to send the information about the de-registration to the repositories system. The quick guide for splitting the addresses can be found here:

- <u>https://idissuer.ie/wp-content/uploads/2020/02/07-ID-Issuer-split-of-the-addresses.2020.02.19.pdf</u>
- <u>https://idissuer.fi/wp-content/uploads/2020/03/Osoitteen-jakaaminen-pikaopasconverted.pdf</u>
- <u>https://idissuer.se/wp-content/uploads/2020/02/07-ID-Issuer-split-of-the-addresses.2020.02.19.pdf</u>
- <u>https://idissuer.ee/wp-content/uploads/2020/02/07-ID-Issuer-split-of-the-addresses.2020.02.19.pdf</u>

If all your Facilities already has addresses in new split format and only the Economic operator does not have, you can do the split of the Economic operator address right on this screen "[GUI-15-00-014] De-registration of economic operator".

Fill out these following fields:

- Economic operator's address Name (Optional)
- Economic operator's address Street one (Mandatory)
- Economic operator's address Street two (Optional)
- Economic operator's address City (Mandatory)
- Economic operator's address Postal code (Optional)

Then click the button **De-registration**.



#### ID Issuer - Test environment

	[GUI-15-00-014] De-registra	tion of economic operator	
Economic operators	Economic operators > De-registration of economic operators	perator	
Facilities			
Manufacturing machines	Economic operator identifier code	QCALLA000	
Economic operator and Facility ID verification	Status	Approved	
Bulk registration	Economic operator's address – Name		0
Logout	Economic operator's address – Street one*		]
	Economic operator's address – Street two		0
	Economic operator's address – City*		
	Economic operator's address – Postal code		]
	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	V	
	Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	QCALLXA0A	
	Economic operator has the consent of the operator of the first retail outlet for its registration	0	
	De-registration B	ck	

If all your Facilities and Economic operator already have the addresses in new split format, the address fields won't be visible. You just click the button **De-registration.** 

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		[GUI-15-00-014] De-registrat	ion of economic operator		
	Economic operators	Economic operators > De-registration of economic operators	erator		
	Facilities	≡ De-registration of economic operator			
	Manufacturing machines	Economic operator identifier code	QCALLA00v		
	Economic operator and Facility ID verification	Status	Approved		
	Bulk registration Logout	Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	V		
		Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	QCALLXA0A		
		Economic operator has the consent of the operator of the first retail outlet for its registration	☑ 3		
		De-registration Bac	k		



# **STEP 5**

After you click the De-registration button, the confirmation dialog window is displayed. You need to click on the button **Yes** to confirm the de-registration of the Economic operator in the system. Then the ID Issuer system will update its registry of economic operators.

De-registration of economic operator $^{ imes}$
The economic operator will be de-registered and it will no longer be possible to log in to the Id Issuer system under this economic operator. Do you wish to continue?
Yes No