ID ISSUER USER MANUAL

14 May 2019





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Types of Users

There are two identified users of ATX application. They have different workflows as described below.

Type 1: EO with Greek VAT or EORI number

The Greek economic operators who have their facilities operating in Greece and they import their tobacco products in Greece markets. The flow of their user registration will have following steps.

Step 1

Getting registered from GSIS LDAP.

Step 2

Greek economic operator will have to generate request for EOID generation first in order to create his facilities and machines that are located in Greece. As described in user registration module above, as soon as they get their login credentials from LDAP GSIS, Greek economic operators can generate their facilities and machines identifiers requests. And they can also place orders for unit packet and aggregated level unique identifiers.

There are three types of Economic Operators:

EOs with Greek VAT number

These EOs are or can be registered in GSIS LDAP and are identified in tax registry with Greek VAT number (AFM).

These EOs include:

- Greek Manufacturers / Importers / Wholesalers / Distributors
- Greek first retail outlets
- May include other Greek EOs involved in the supply chain e.g. transport companies, tax warehouses, etc.

Type 2: without Greek VAT or EORI number

Any EU economic operators who operate their facilities in their respective EU country and they already have their EOID generated for them by their respective ID Issuer. For example, a French economic operator operates his facilities in France. And he wants to ship products to Greece. He will follow the below described business flow in order to be able to ship his products to Greece market.

Step 1

Getting registered from GSIS LDAP.

Step 2

No EOID generation request required in this case. This type of user can simply enter his EOID provided by his respective ID Issuer in order to place unit and aggregated level packet unique identifiers orders. This user cannot create his facilities and machines. However, while placing orders unique identifiers, this user will have to write FIDs and MIDs since this ATX system does not necessarily have the record of facilities and machines that are registered to other ID Issuer.

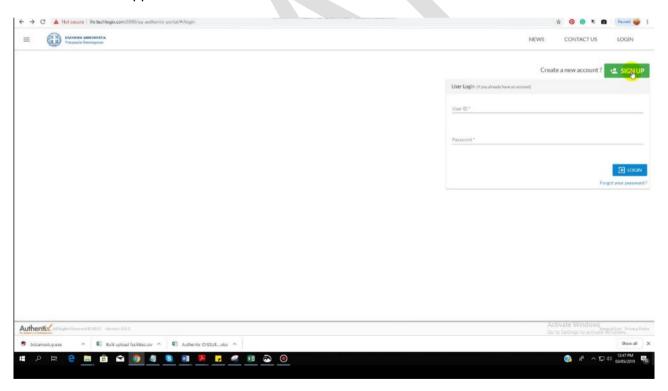


ECONOMIC OPERATOR PORTAL (EO with Greek VAT or EORI number)

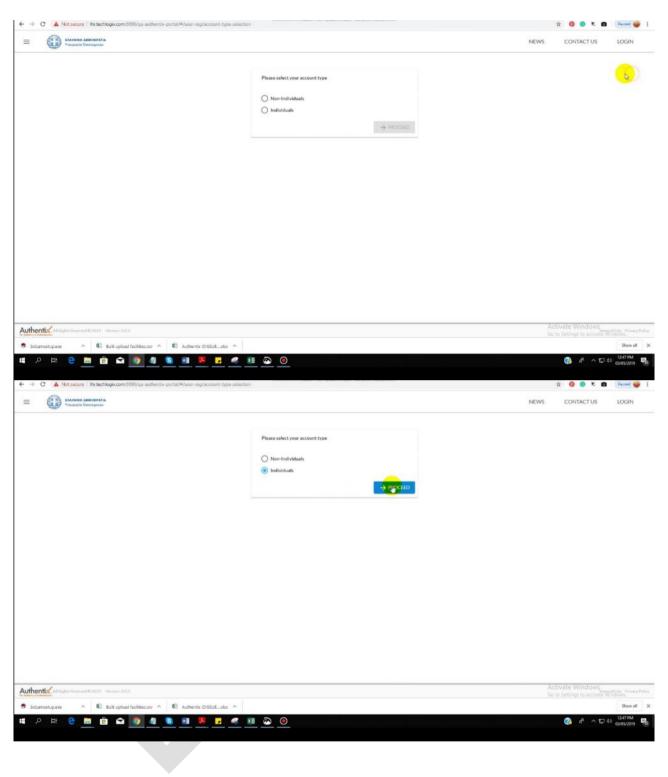
User Account Creation

Step 1: Login into GSIS Application

- 1. The EO user logs into the GSIS app using its credentials in GSIS LDAP. GSIS app loads from LDAP/customs/tax registry the following information.
 - a. Greek VAT number (AFM) or EORI number respectively
 - b. Surname, Name, Fathers Name for individuals
 - c. Company appellation for non-individuals
 - d. Address
 - e. E-mail
- 2. GSIS app consumes an API call to the ID Issuer application app passing all the above information and requesting the creation of a user in the ID Issuer application.
- 3. The ID Issuer app creates the user. The ID Issuer app will use email address as user-id of the Economic Operator.
- 4. The ID Issuer app sends back responses response to GSIS app, the response includes user-id (email address) and status flag indicating if the user was successfully created in the ID Issuer app.

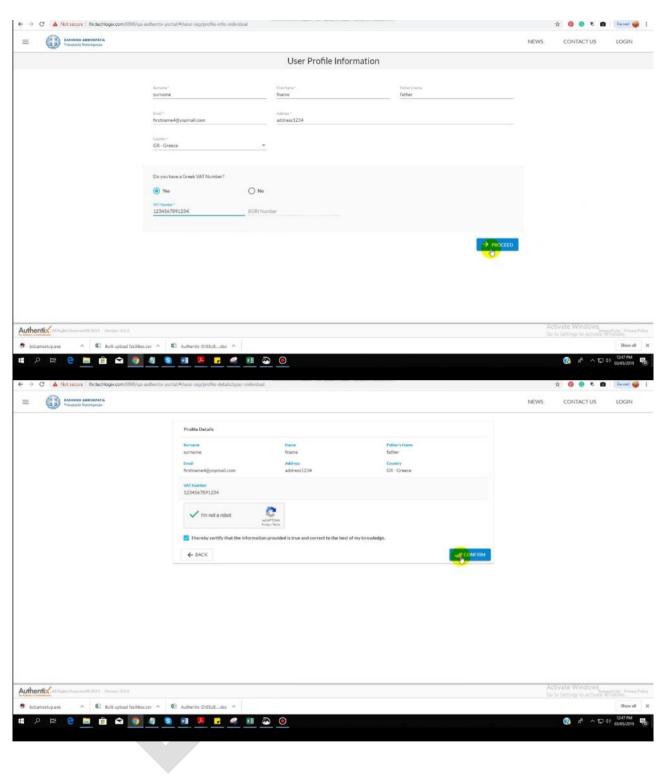




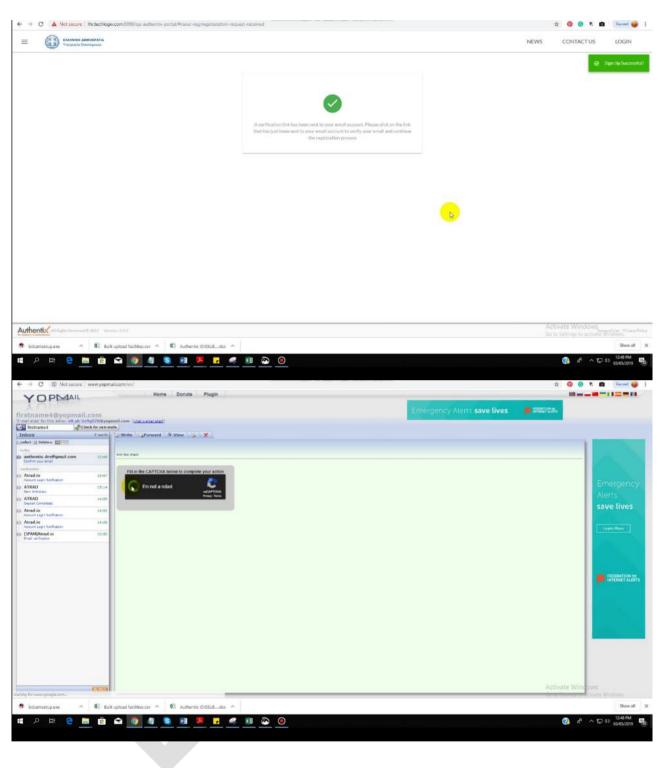


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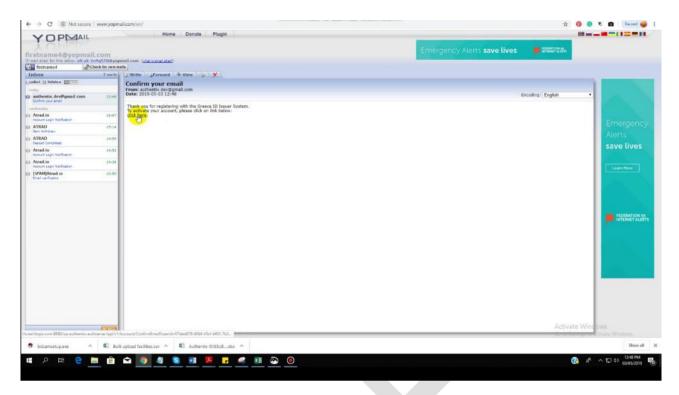






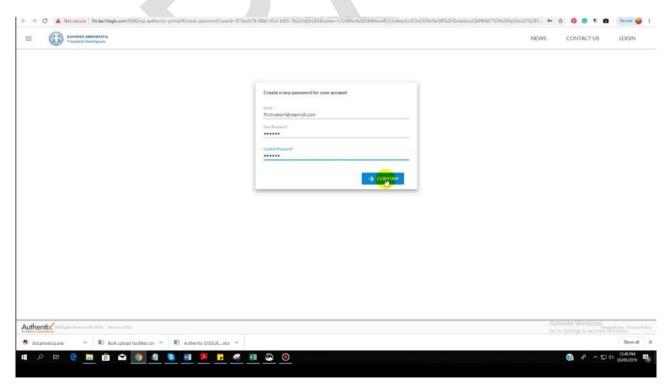




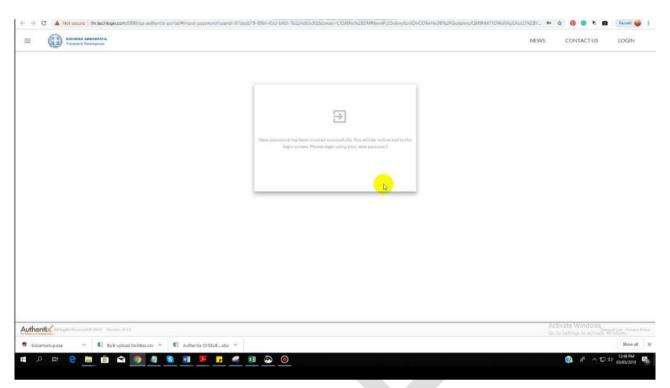


Step 2: Reset Password

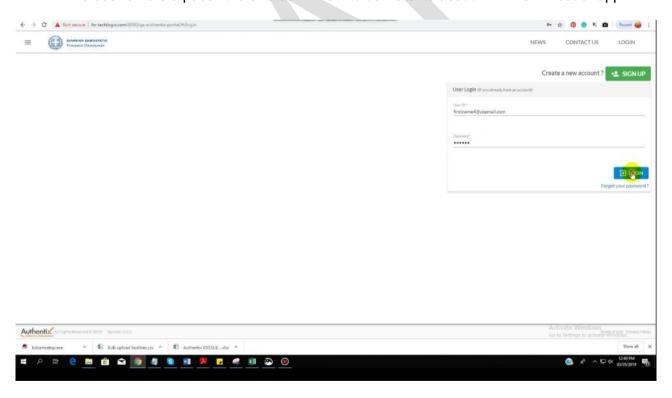
- 1. The ID Issuer app sends an activation link to the user's email address.
- 2. The user clicks the activation link to activate its account.
- 3. The ID Issuer app asks user to choose a new password for its account in the ID Issuer app.







4. The user enters a password and confirms it to activate its account in the ID Issuer app.

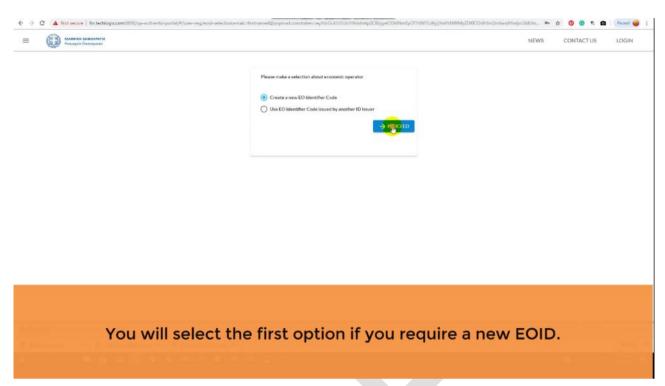


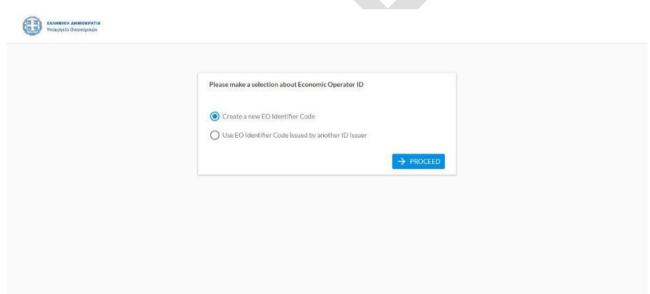
Step 3: Log into ID Issuer application using new password

1. The user logs into the ID Issuer app.

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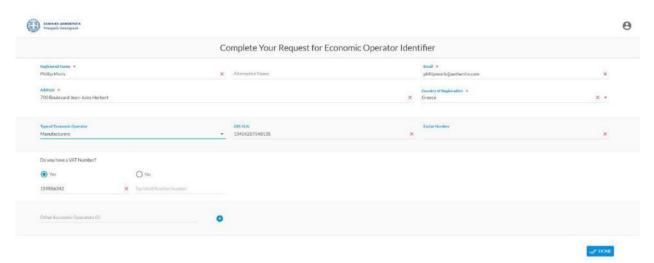




After clicking on DONE button the system will ask the above question. "Create a new EO identifier code" will be selected when the EO has its facilities operating in Greece for which EOID needs to be created. And the other option will be used when EO has his facilities operating in any other EU country and already has EOID registered in its respective country.

If first option is selected the system will show the following screen upon the click on PROCEED button. The further explanation is given under step 4.





Registration Management Module

Economic Operator's Registration

Step 4: Request Economic operator registration

Step 4 is the "Request for an economic operator identifier code" in the tobacco traceability system as defined in the Article 14 of 2018/574. Economic operators and operators of first retail outlets will apply for identifier code if they operate at least one facility in Greece or Cyprus. Importers shall apply for an identifier code if they place their products in Greece or Cyprus. 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.

Other EU countries economic operators which intend to place their tobacco products in Greece or Cyprus markets, but don't operate any facility in Greece or Cyprus don't need economic operator identifier code from the GSIS ID Issuer system.

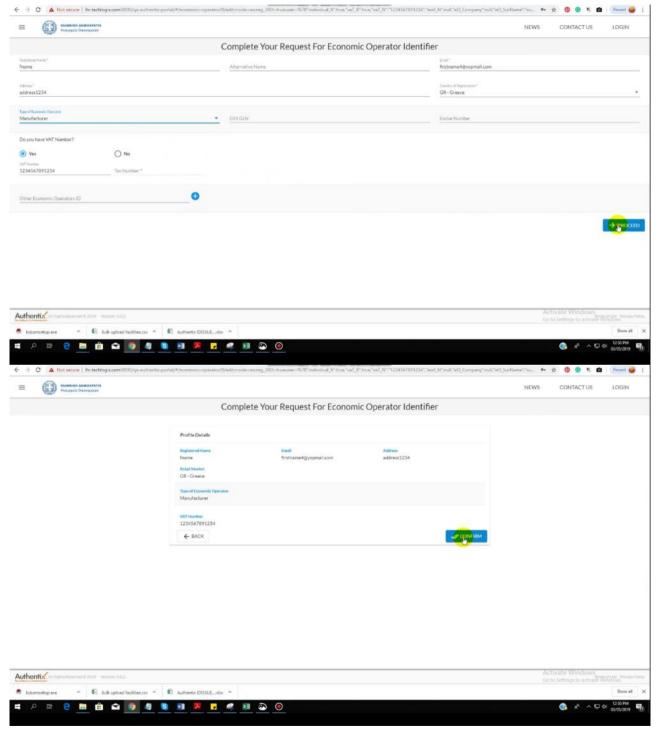
Greece and Cyprus Economic operators will complete following steps to submit request for an economic operator identifier code.

- 1. The ID Issuer app will display a form to submit request for an economic operator identifier code with following data fields.
 - a. EO Name (for individuals, this field will be set to "Surname, FirstName", for non-individuals, this field will be set to Company Appellation).
 - b. Alternate Name (optional)
 - c. Address
 - d. Country of Registration (Greece or Cyprus only).
 - e. Email Address
 - f. VAT Number (Case A)
 - g. EORI Number (Case B)
 - h. Individual Registration Number (for individuals) and Tax number (for non-individuals) (Case C)
 - i. Excise Number (optional)
 - j. Other EO-ID (importers can provide EO-IDs issued by other member states).
- 2. The user will fill the form and submits requests for EO-ID.
- 3. The ID Issuer app generates EO-ID and EO-Code and emails it to the email address specified in the request form.



- 4. The new economic operator is added in the registry data of ID Issuer app.
- 5. The ID Issuer app submits registry data to the secondary repository via Router.
- 6. The EO can now request identifier codes for facilities and machines.
- 7. The EO can also submit requests for unique identifiers.

Fill up the Economic Operator registration request form and click DONE.

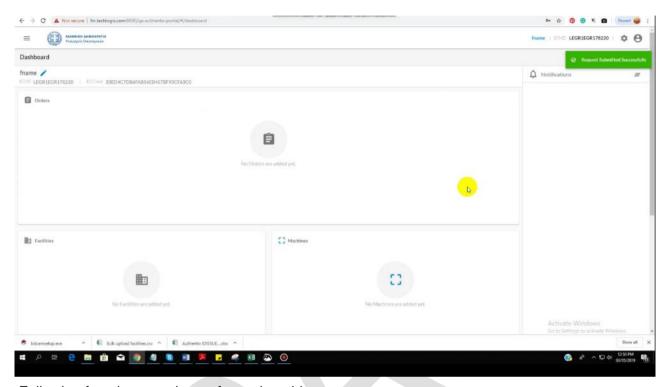


User will land on the dashboard screen.



Dashboard

If economic operator has been successfully registered, he will login using the new password and will land on the dashboard.

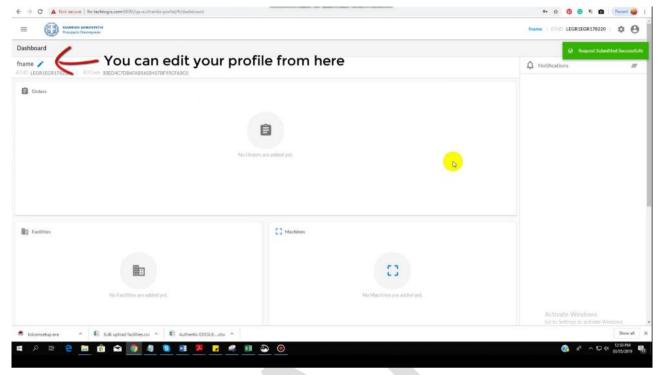


Following functions can be performed on this screen:

- Economic operator can manage his account.
- Economic operator can view facilities, machines and retail operators. Can click on VIEW ALL to view the complete list.
- Economic operator can navigate to the burger menu to get access to the facilities, machines, retail operator and unit and aggregated level unique identifiers orders screen.
- Economic operator can view all the notifications here.

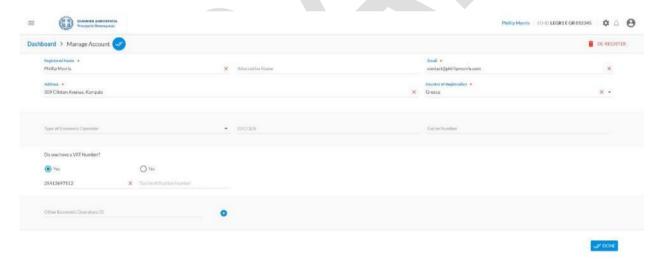


Economic Operator's Correction of information by EO



Economic Operator can EDIT his profile from the top left corner.

Clicking on this will open the editable screen of Economic Operator information.

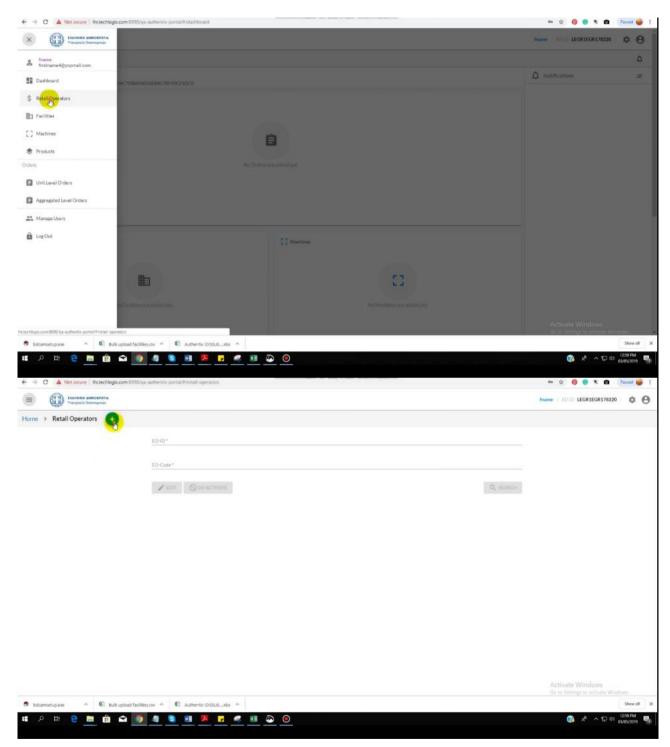


Retail operator registration

Add Retail Operator

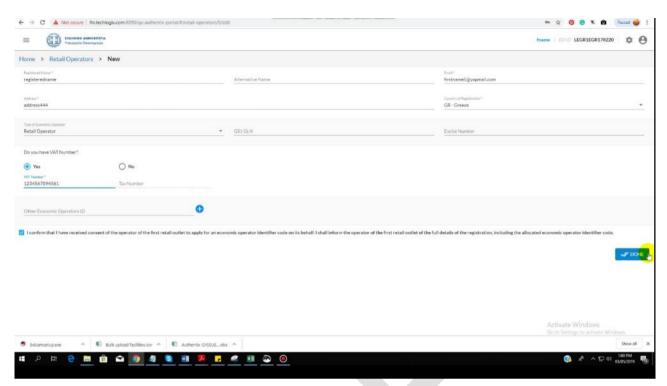


All the retail operators registered by the logged in user will be shown in the form of list. If there are no retail operators registered by primary economic operator, then there will be ADD RETAIL OPERATOR button shown.

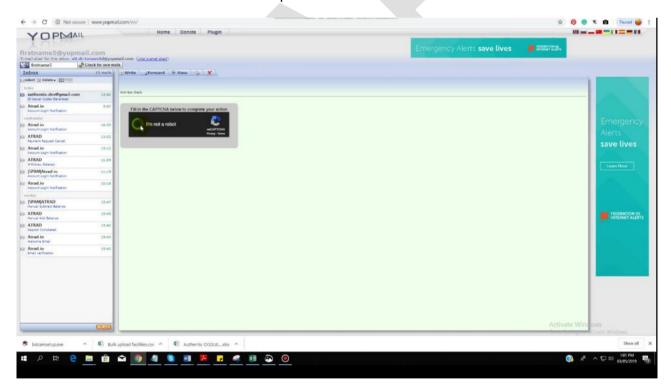


Fill up the form to create retail operator registration request. Clicking on DONE will send the request to ID Issuer.

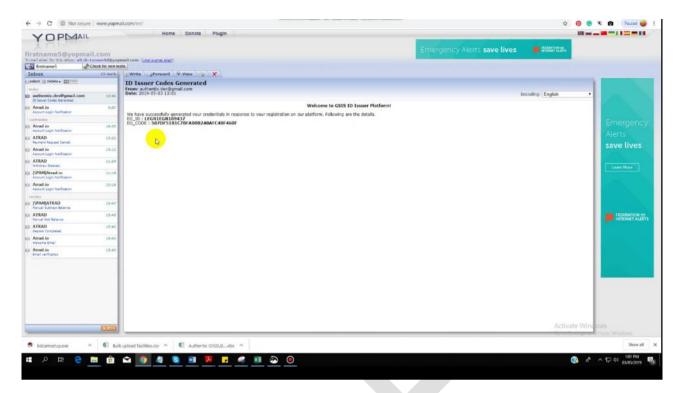




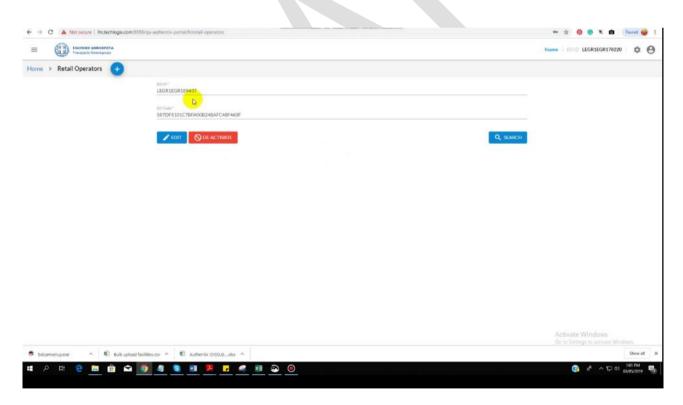
Confirmation email will be sent to retail operator which will contain his EOID and EO CODE.







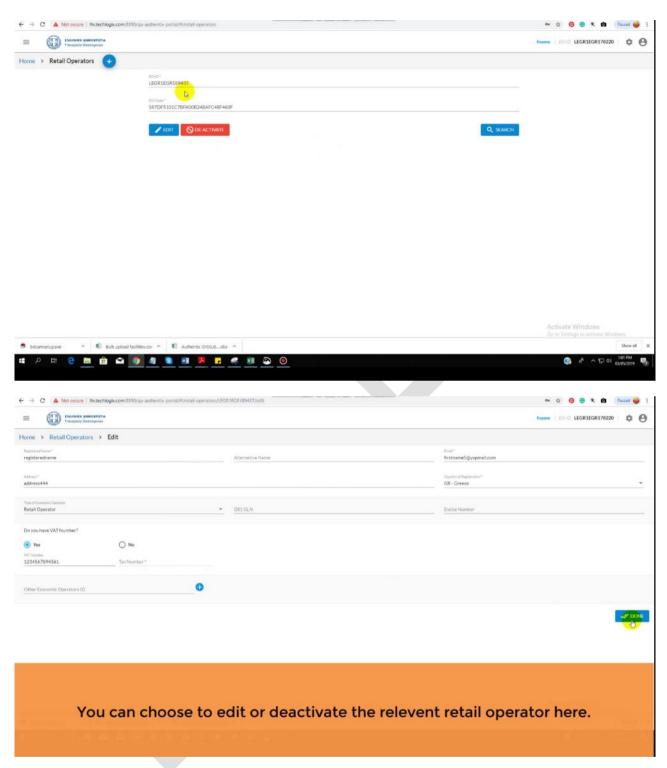
Retail operators Search



Retail Operator's correction of information and deactivation

Retail operators registered under you as an EO can be edited and deactivated by clicking on context menu on the listing screen.



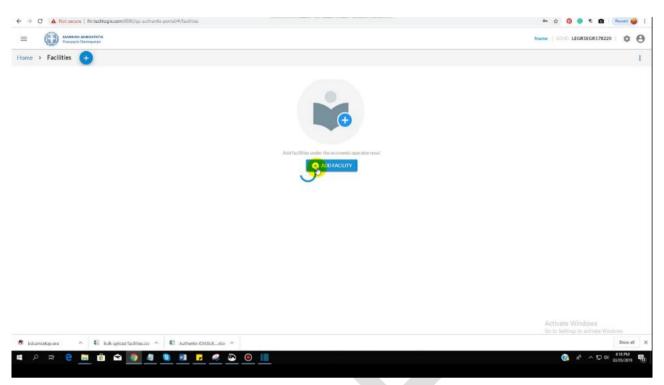


Facility's Registration Request

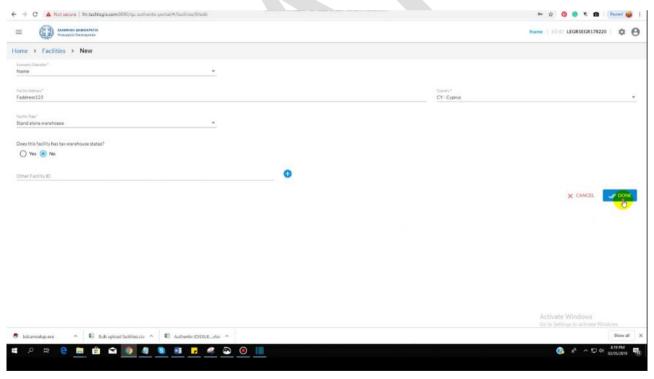
Add Facility

All the facilities registered by the logged in EO (manufacturing facilities) or other retail operators (distribution facilities) and will be shown in the form of list. If no facilities have been added yet, then the screen will look like this.





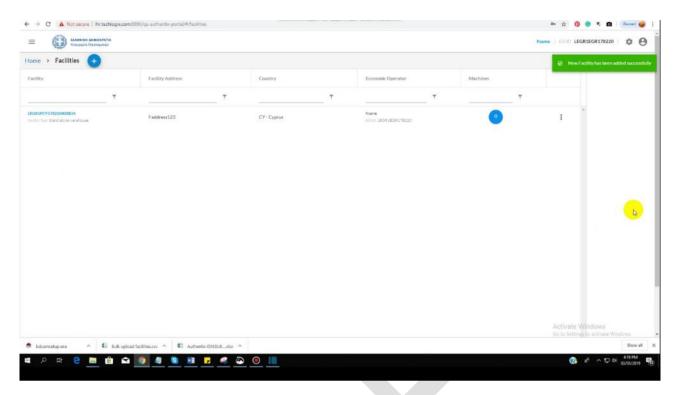
Fill up the form to create facility registration request. Clicking on DONE will send the request to ID Issuer.



And will take you to the listing screen of facilities registered by you or registered by other retail operators that were registered on behalf of you.

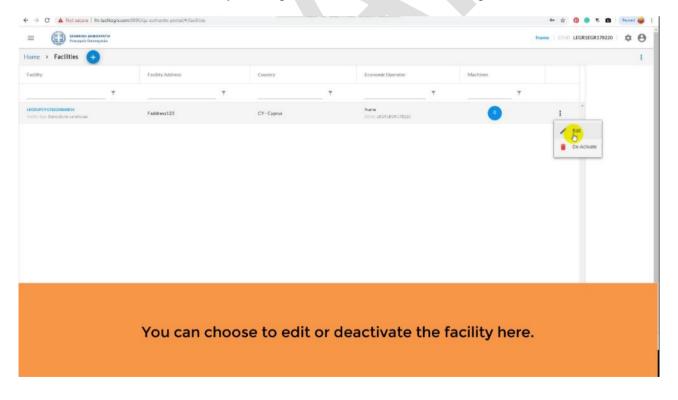
Facilities listing



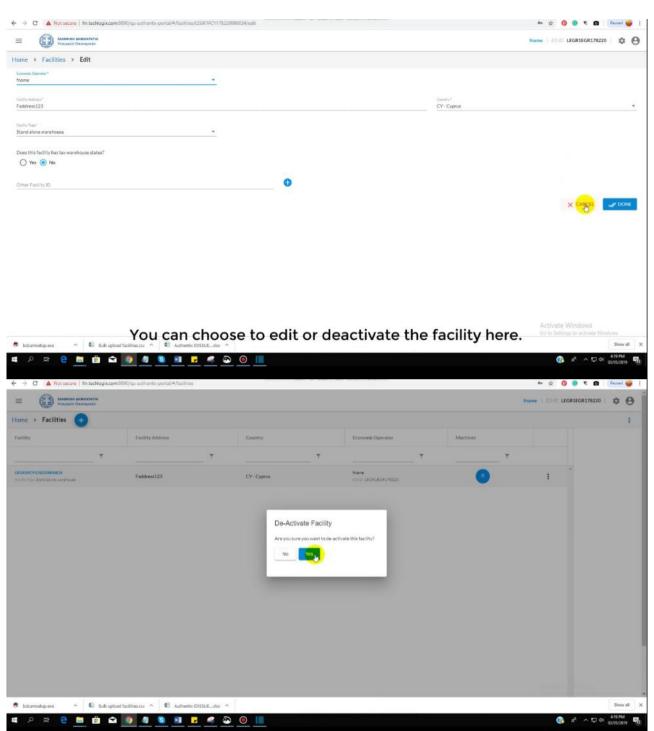


Facility's correction of information and deactivation

Facilities that are registered under you or under other retail operators registered on your behalf can be edited and deactivated by clicking on context menu on the listing screen.

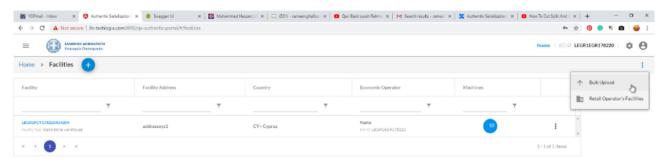


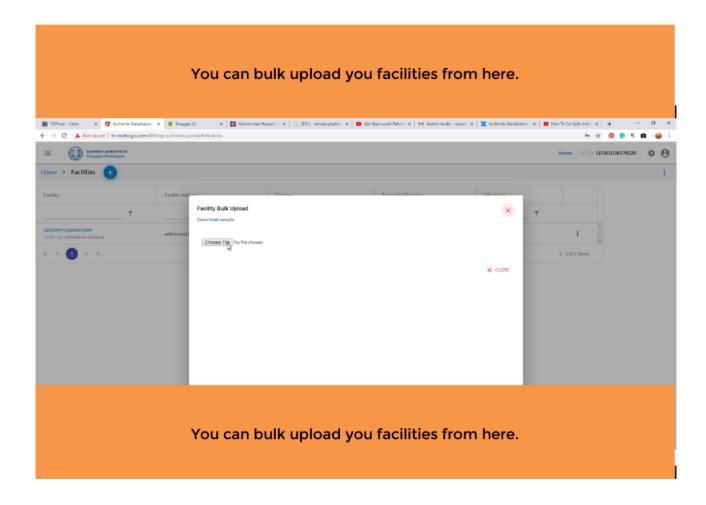




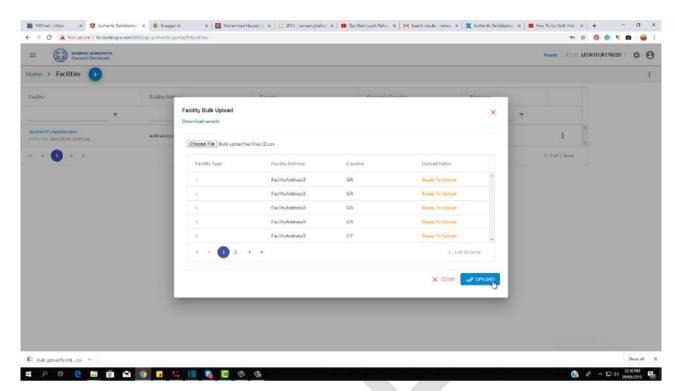


Facilities bulk upload





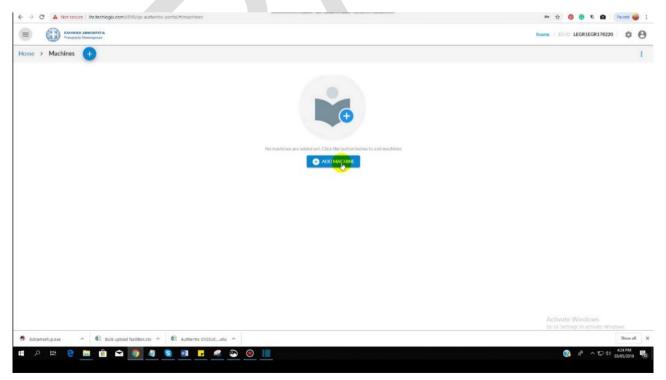




Machine's Registration Request

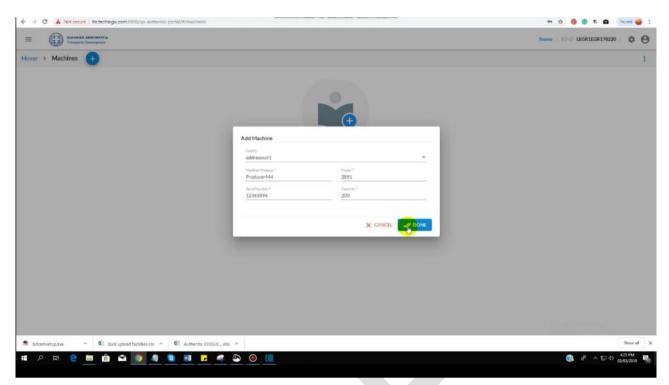
Add machine

All the machines registered by the logged in EO (primary EO) will be shown in the form of list. If no machines have been added yet, then the screen will look like this.



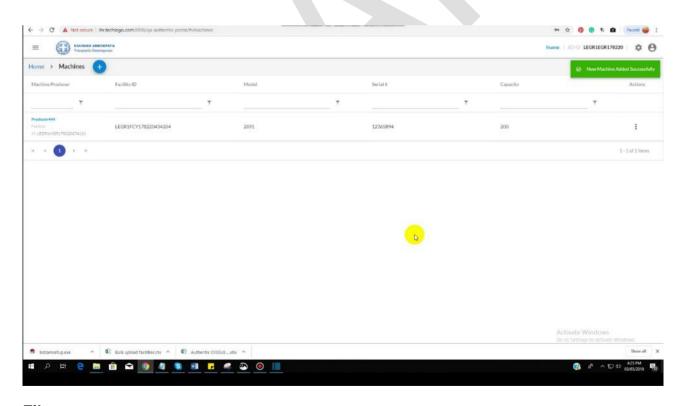
Fill up the form to create machine registration request. Clicking on DONE will send the request to ID Issuer.





And will take you to the listing screen of machines registered by you.

Machines listing



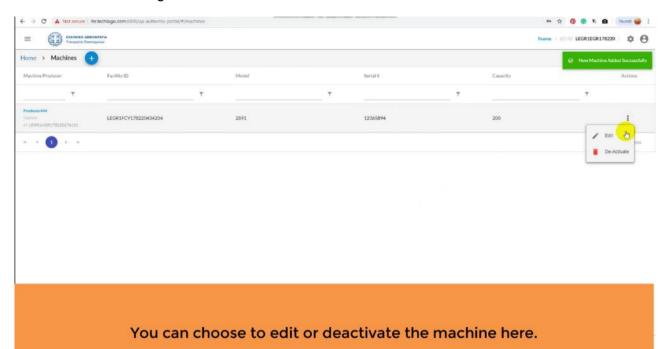
Filters

Machines can be filtered out.

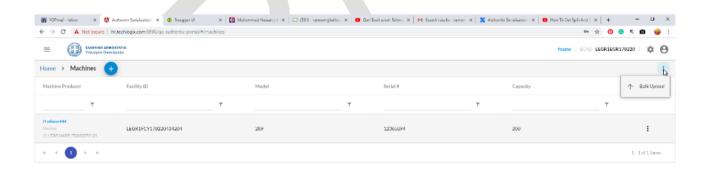


Machine's correction of information and deactivation

Machines that are successfully registered by you can be edited and deactivated by clicking on context menu on listing screen.

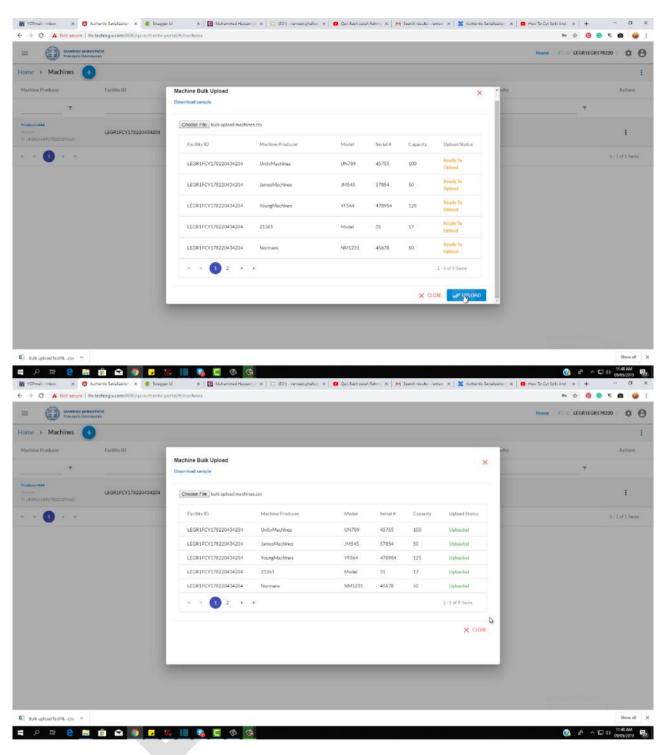


Machines bulk upload



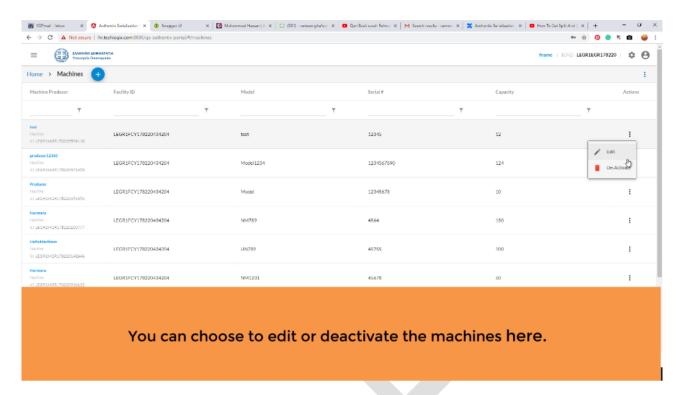
You can bulk upload your machines from here.





You can still edit or deactivate the machines add by bulk upload from the listing.

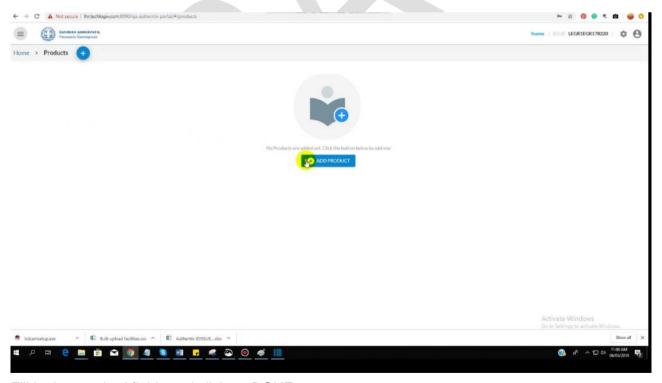




Product Management Module

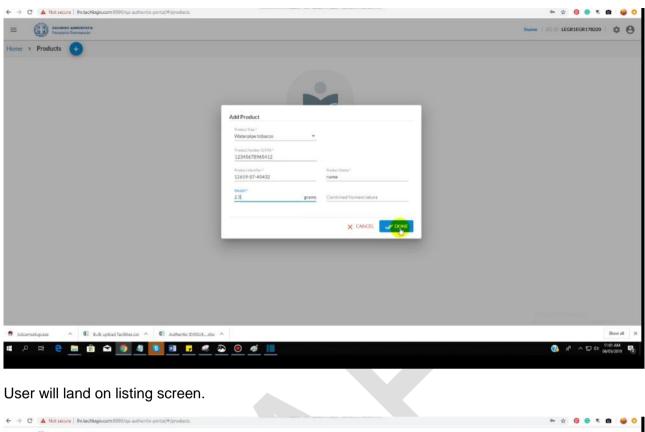
Add Product

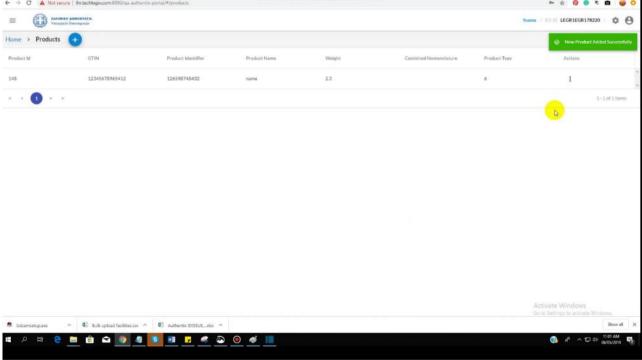
User can add product by clicking in Add Product button.



Fill in the required fields and click on DONE.

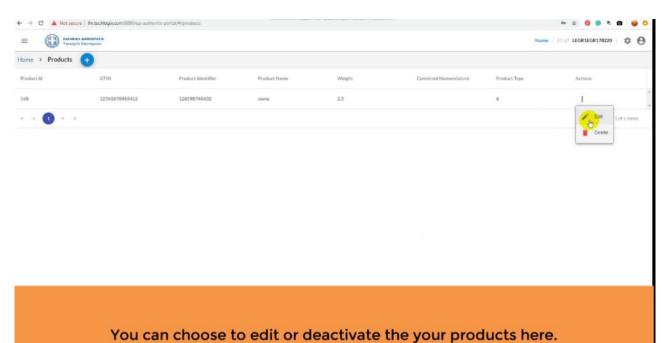






Edit or deactivate product

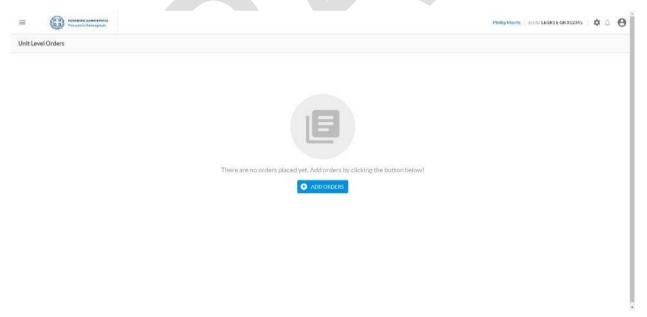




Order Management Module

Place unit packet unique identifier order

All the orders placed by the logged in EO (primary EO) will be shown in the form of list. If no order has been placed yet, then the screen will look like this.

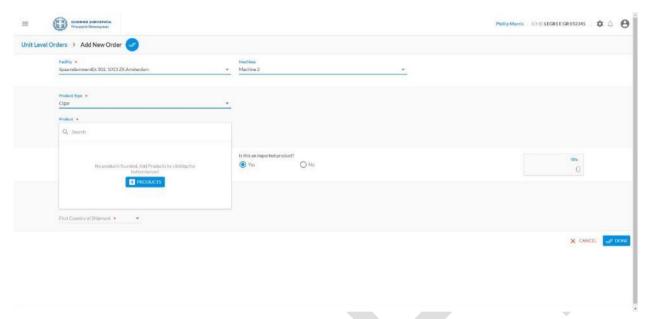


Fill in the order request form and clicks on DONE. The request will be received by ID Issuer and the order will be added to the list of orders on order listing screen.

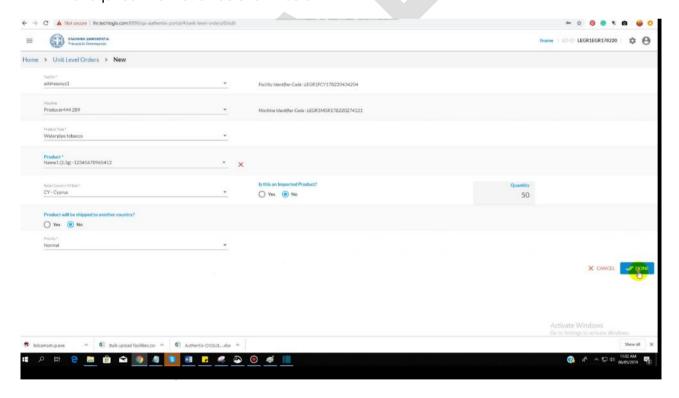
Only the products that were added by your account will be shown in the dropdown. If the product you want to order unit packet identifiers for is not shown in the product dropdown, then it can be added from here by clicking on ADD PRODUCT.



Newly created product will be shown in the dropdown and EO can click on DONE button after filling in all the required information.



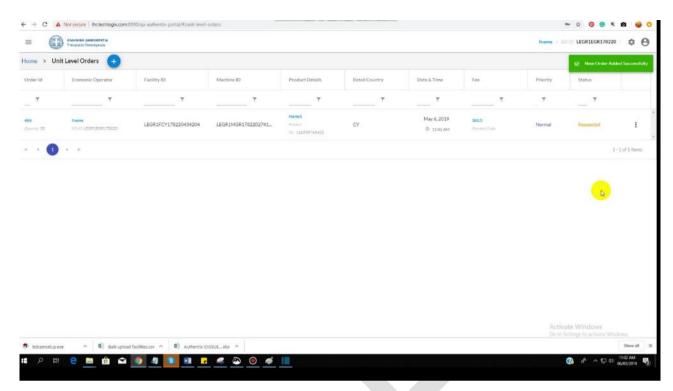
Fill in the required information as shown below.



Clicking on done button will take the economic operator to list of all the placed unit level unique identifier orders.

Orders listing





Filters

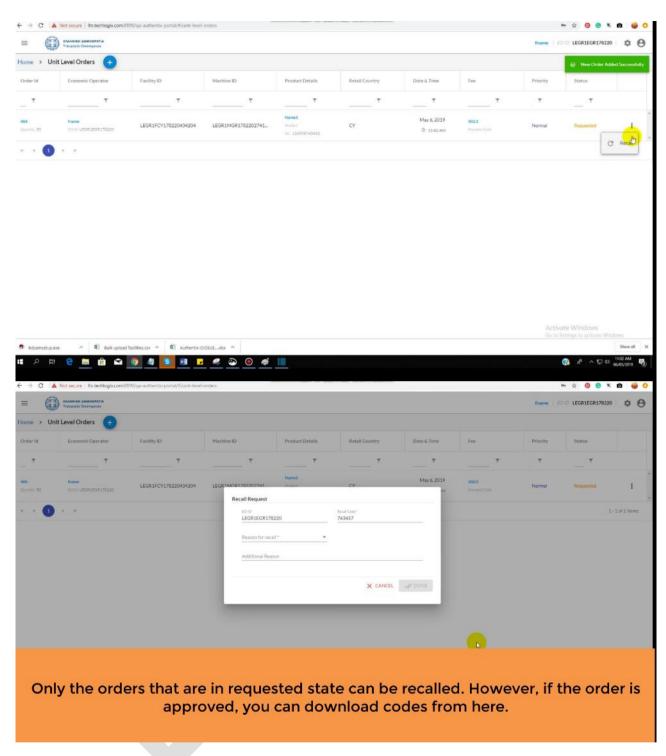
Orders can be filtered out.

Recall

If the order has not been approved yet, then it can be recalled by clicking on context menu within 24 hours of placing the order. The orders that have been recalled will be shown with "recalled" status and their recall code under the status.

System will prompt by showing this confirmation screen, that's asks to fill the following required fields in order to recall the order.





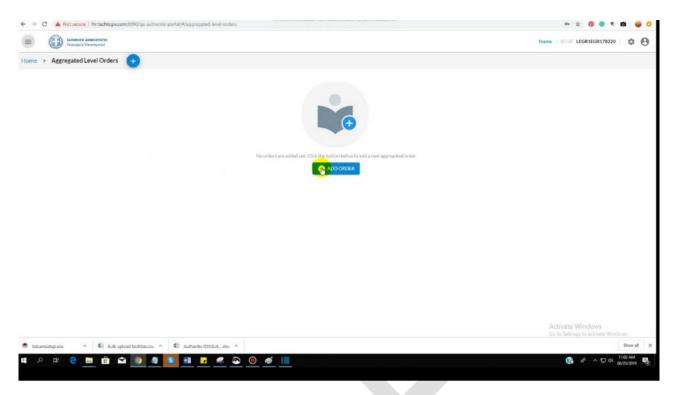
Download Codes

If order has been approved / completed and confirmation email has been received by the EO about the generation of codes, then codes can be pulled by the EO by clicking on download codes from context menu.

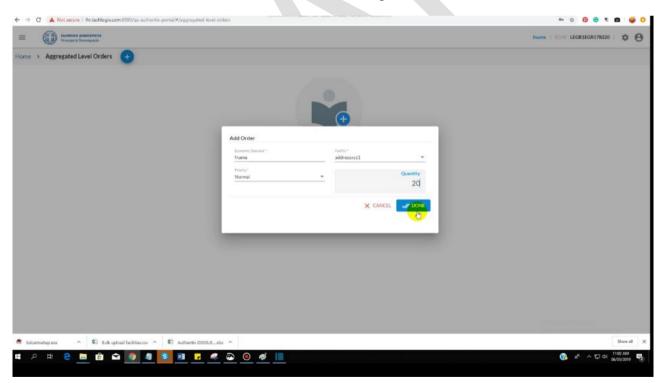
Place aggregated unique identifier order

All the orders placed by the logged in EO (primary EO) will be shown in the form of list. If there are no orders placed yet, then the screen will look like this.





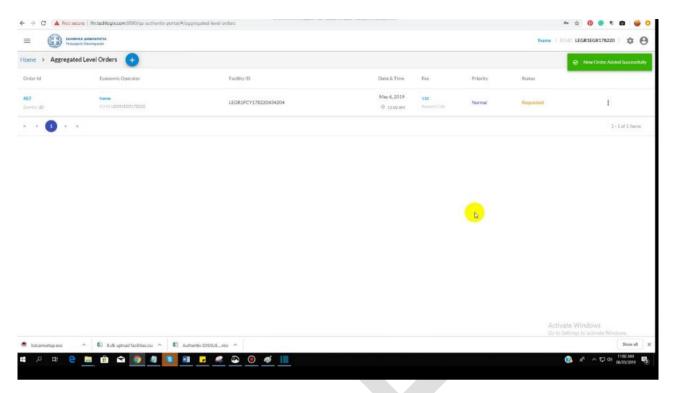
Fills in the order request form and clicks on DONE. The request will be received by ID Issuer and the order will be added to the list of orders on order listing screen.



The newly created order added to the list will look like this.

Orders listing





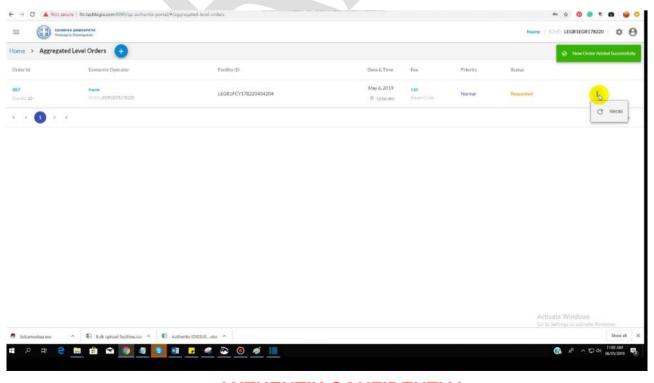
Filters

Orders can be filtered out.

Recall

If the order has not been approved yet, then it can be recalled by clicking on context menu within 24 hours of placing the order.

System will prompt by showing this confirmation screen, that's asks to fill the following required fields in order to recall the order.



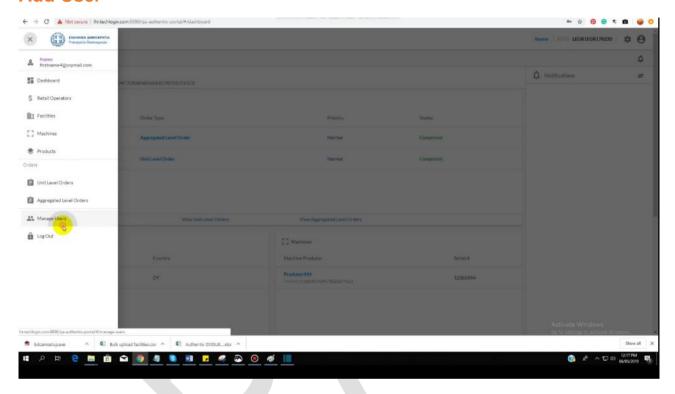


Download Codes

If order has been approved and confirmation email has been received by the EO about the generation of codes, then codes can be pulled by the EO by clicking on download codes from context menu.

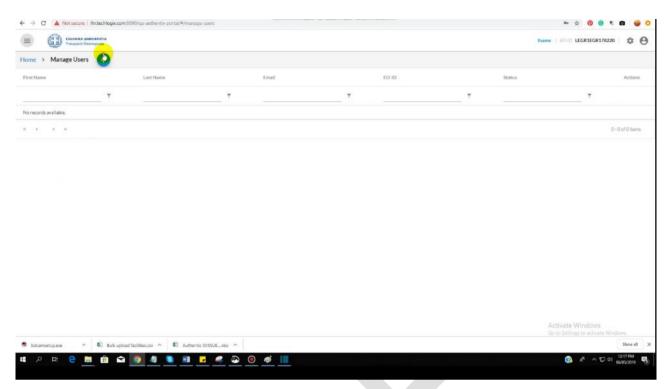
User Management Module

Add User

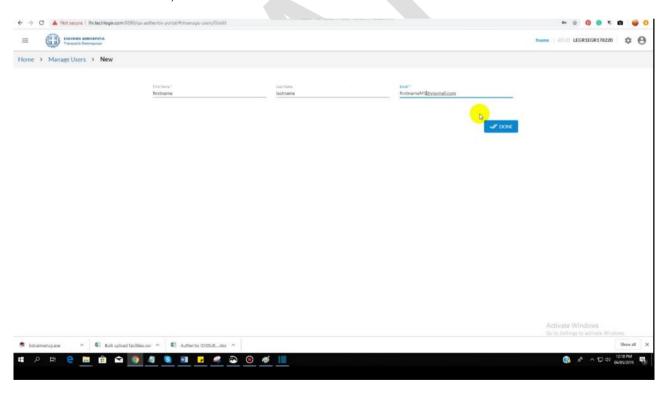


User can click on add user button.



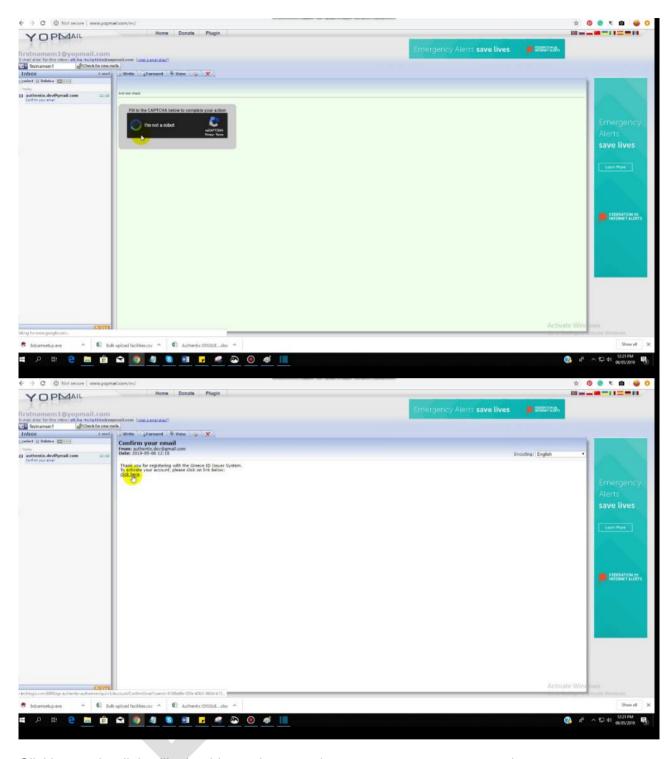


In order to create a user, his full name and email id must be entered.



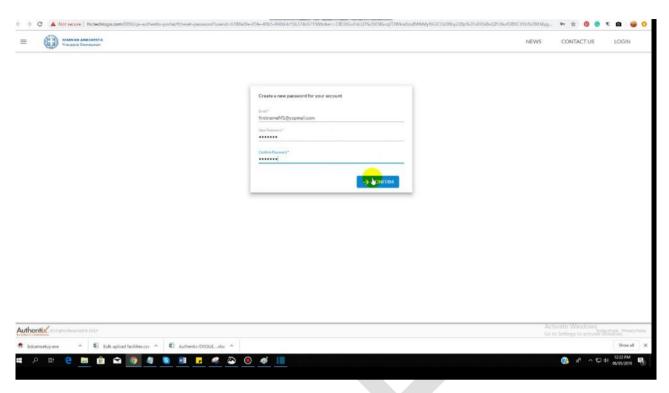
An email will be sent on that email address.



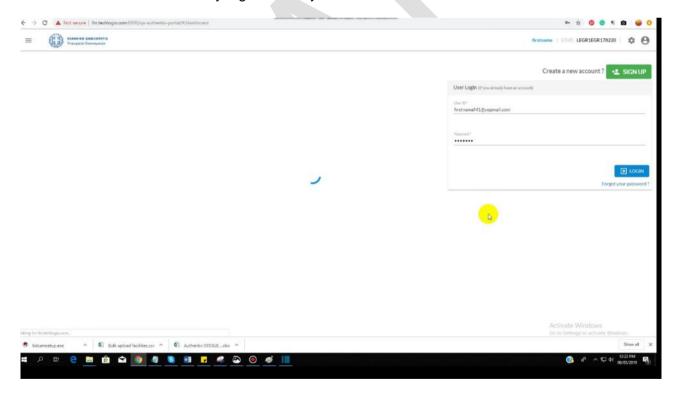


Clicking on that link will take this newly created user to create new password screen.



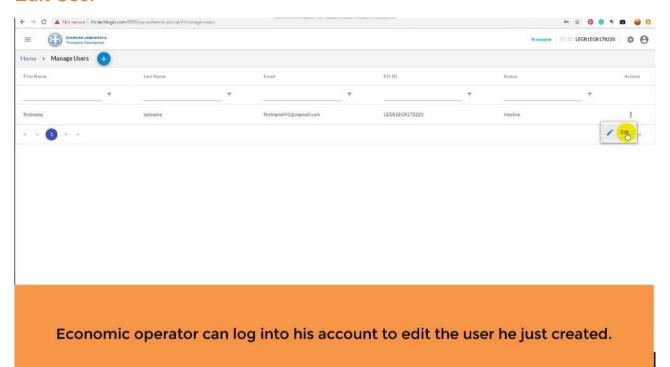


This user can now successfully log into the system.

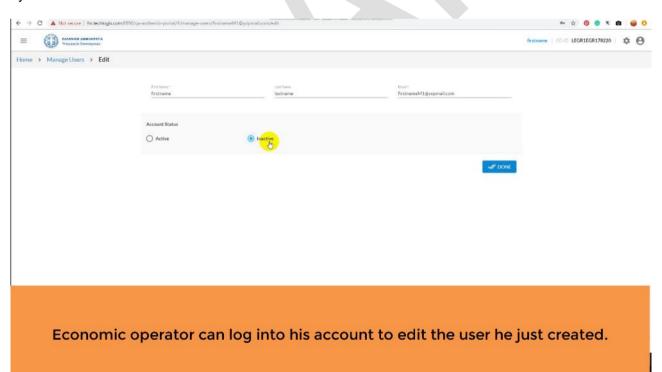




Edit User

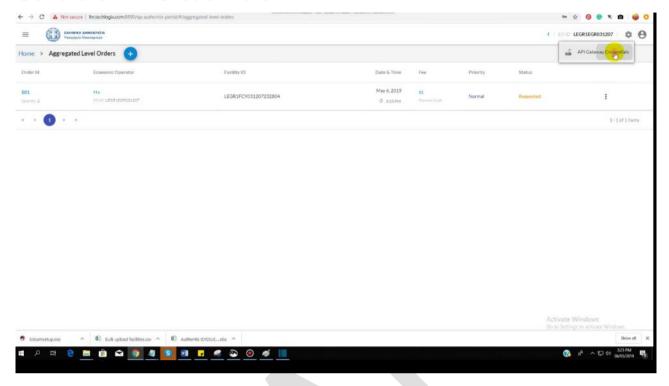


EO can activate or deactivate the user from his account. An inactive user can no longer access the system.

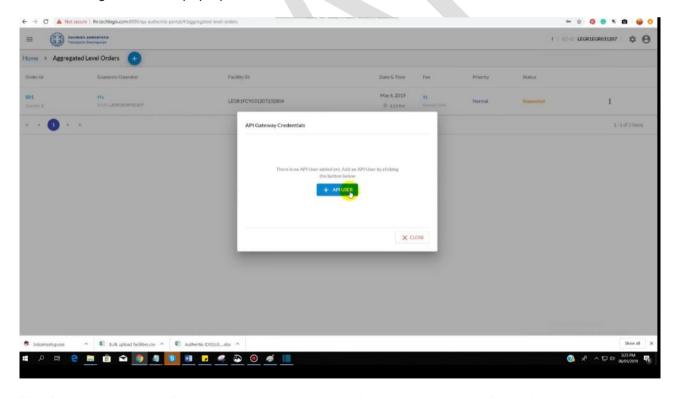




Generate API Credentials



The following screen will pop up. And user can click on Add API User button.



The following screen will be shown upon the click. User can copy the information to the clipboard. This information now can be used by the back end API users.

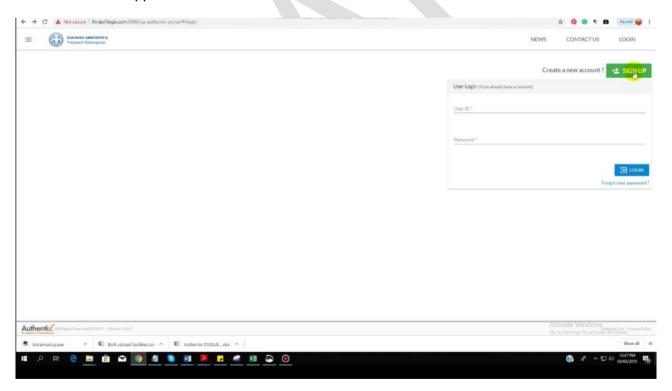


ECONOMIC OPERATOR PORTAL (EO without Greek VAT or EORI number)

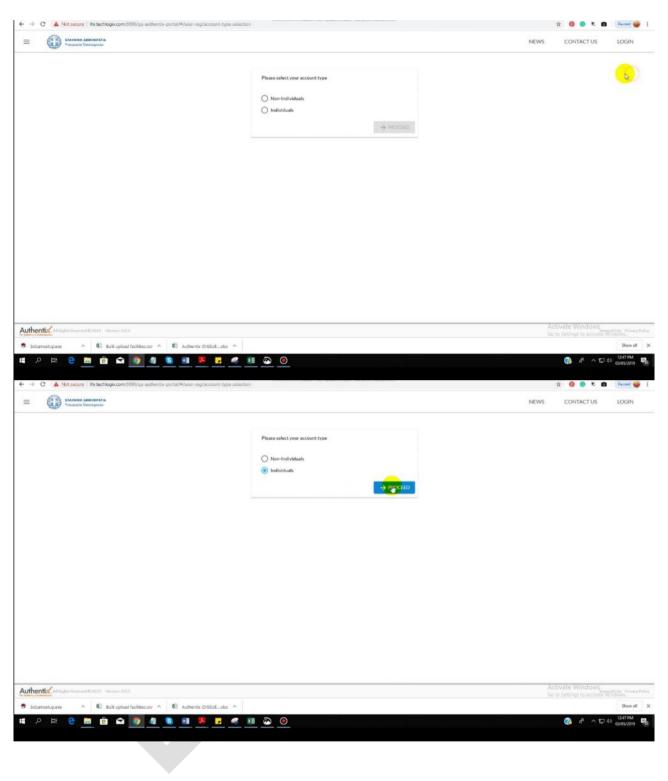
User Account Creation

Step 1: Login into GSIS Application

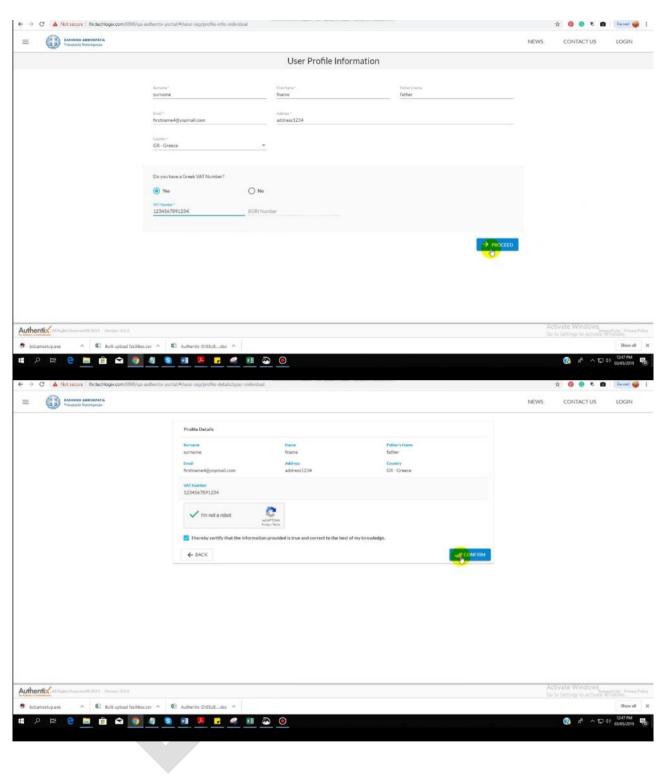
- 1. The EO user logs into the GSIS app using its credentials in GSIS LDAP. GSIS app loads from LDAP/customs/tax registry the following information.
 - a. Greek VAT number (AFM) or EORI number respectively
 - b. Surname, Name, Fathers Name for individuals
 - c. Company appellation for non-individuals
 - d. Address
 - e. E-mail
- 2. GSIS app consumes an API call to the ID Issuer application app passing all the above information and requesting the creation of a user in the ID Issuer application.
- 3. The ID Issuer app creates the user. The ID Issuer app will use email address as user-id of the Economic Operator.
- 4. The ID Issuer app sends back responses response to GSIS app, the response includes user-id (email address) and status flag indicating if the user was successfully created in the ID Issuer app.





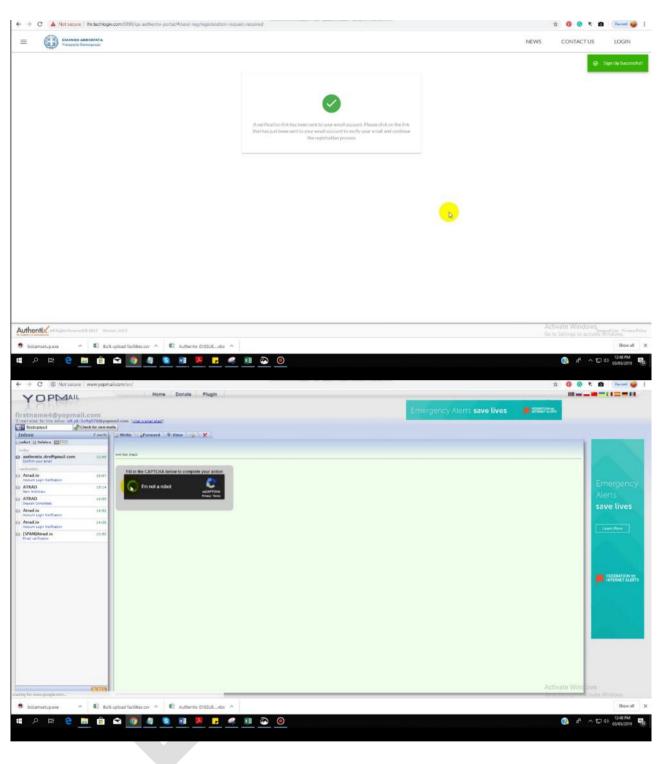




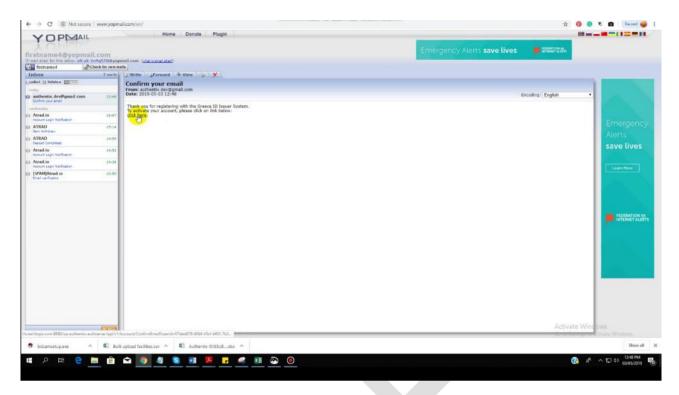


User Manual



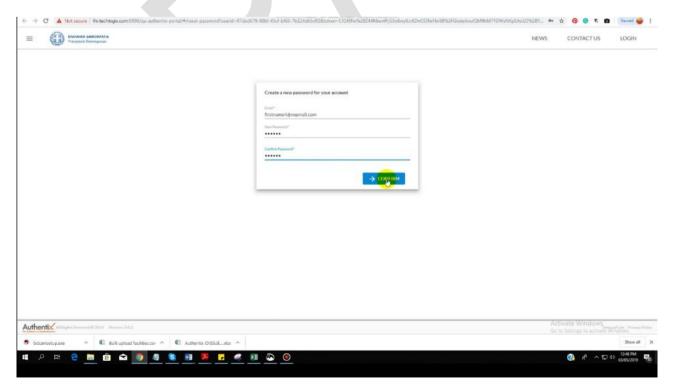




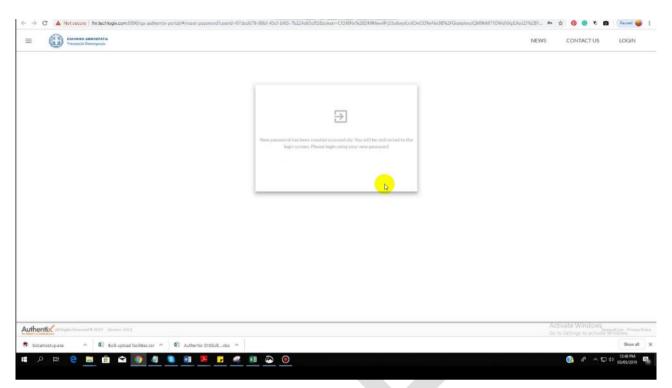


Step 2: Reset Password

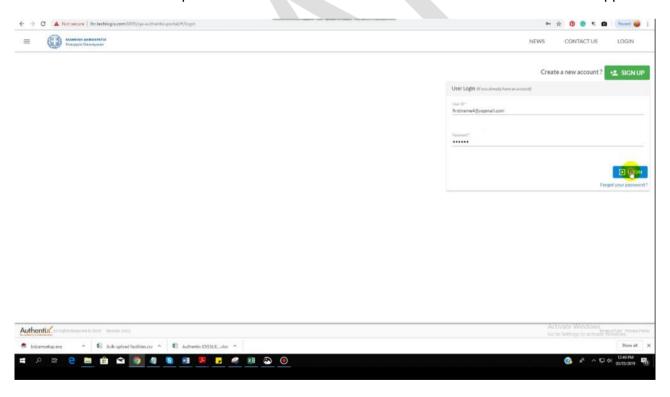
- 1. The ID Issuer app sends an activation link to the user's email address.
- 2. The user clicks the activation link to activate its account.
- 3. The ID Issuer app asks user to choose a new password for its account in the ID Issuer app.







4. The user enters a password and confirms it to activate its account in the ID Issuer app.



Step 3: Log into ID Issuer application using new password

The user logs into the ID Issuer app.





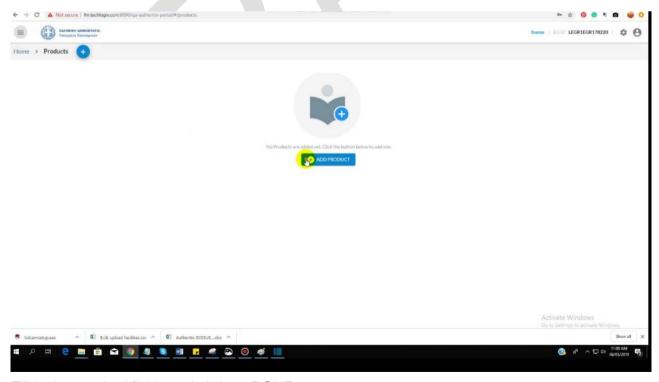


User will land on dashboard on the click of proceed button.

Product Management Module

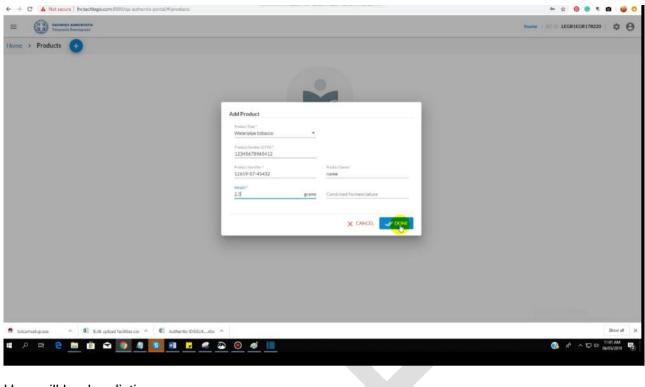
Add Product

User can add product by clicking in Add Product button.

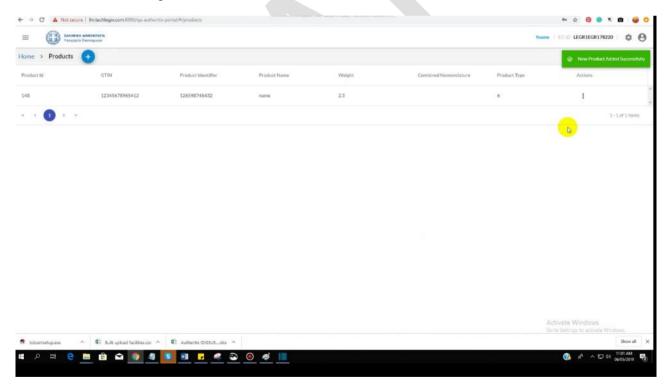


Fill in the required fields and click on DONE.



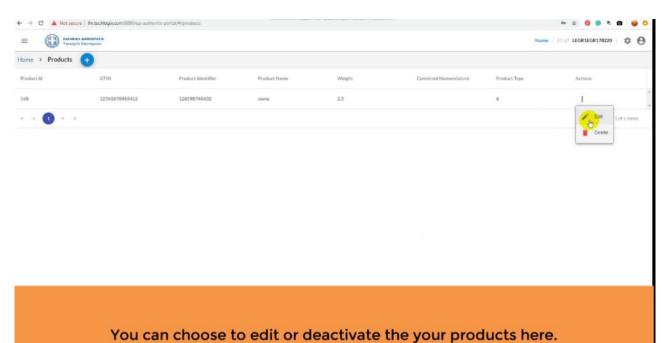


User will land on listing screen.



Edit or deactivate the product

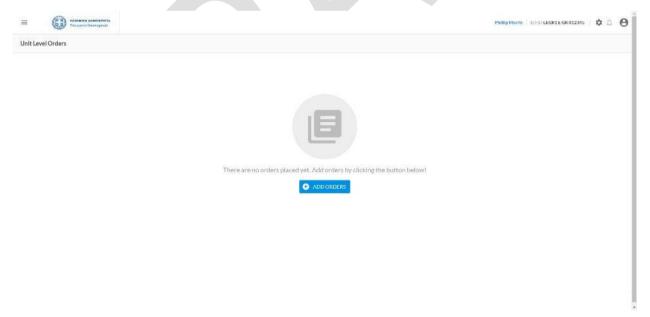




Order Management Module

Place unit packet unique identifier order

All the orders placed by the logged in EO (primary EO) will be shown in the form of list. If no order has been placed yet, then the screen will look like this.

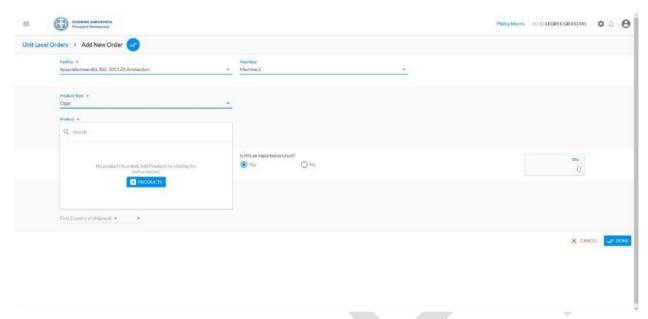


Fill in the order request form and clicks on DONE. The request will be received by ID Issuer and the order will be added to the list of orders on order listing screen.

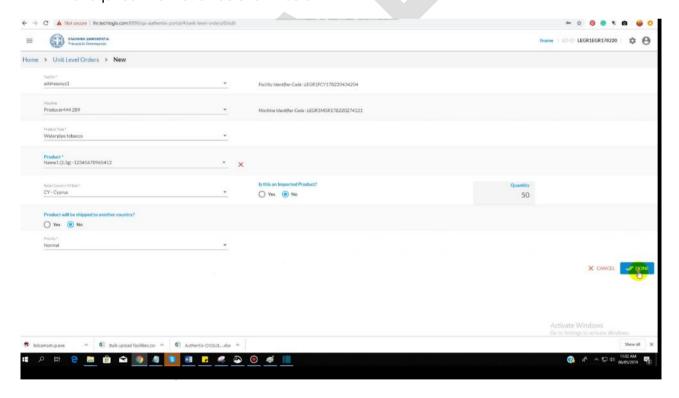
Only the products that were added by your account will be shown in the dropdown. If the product you want to order unit packet identifiers for is not shown in the product dropdown, then it can be added from here by clicking on ADD PRODUCT.



Newly created product will be shown in the dropdown and EO can click on DONE button after filling in all the required information.



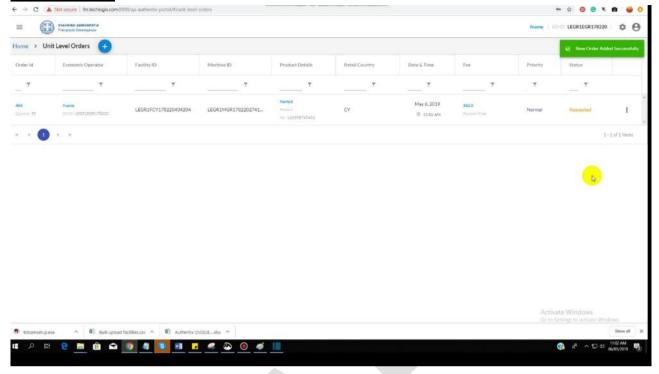
Fill in the required information as shown below.



Clicking on done button will take the economic operator to list of all the placed unit level unique identifier orders.



Orders listing



Filters

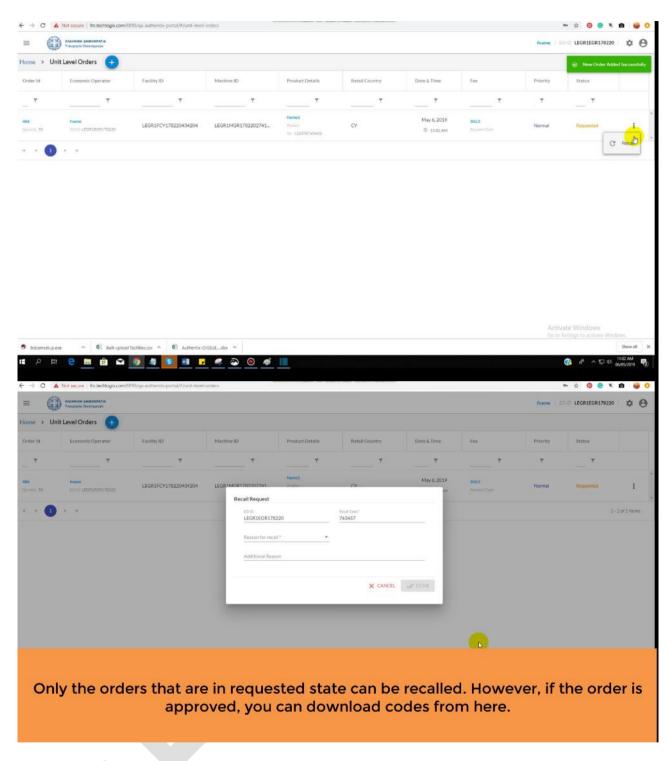
Orders can be filtered out.

Recall

If the order has not been approved yet, then it can be recalled by clicking on context menu within 24 hours of placing the order. The orders that have been recalled will be shown with "recalled" status and their recall code under the status.

System will prompt by showing this confirmation screen, that's asks to fill the following required fields in order to recall the order.





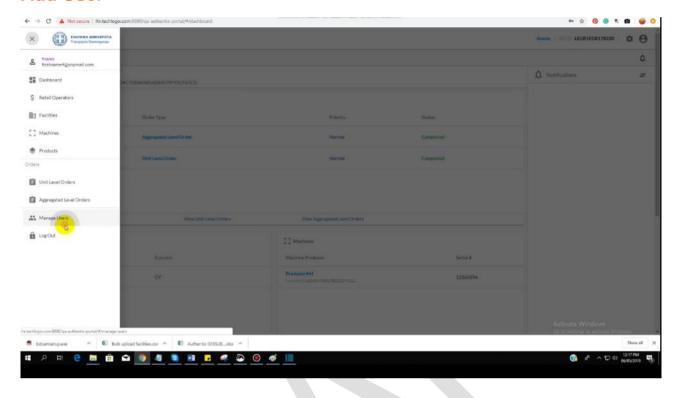
Download Codes

If order has been approved / completed and confirmation email has been received by the EO about the generation of codes, then codes can be pulled by the EO by clicking on download codes from context menu.

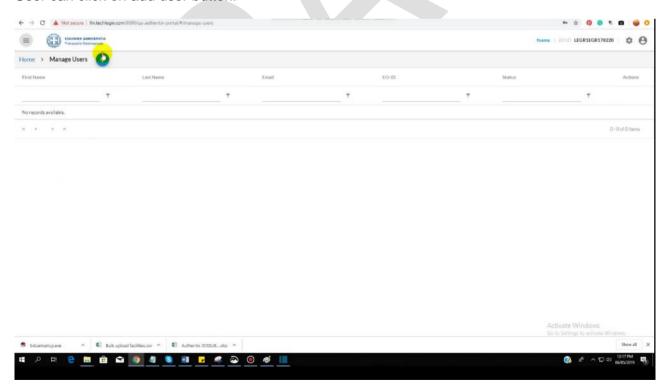


User Management Module

Add User

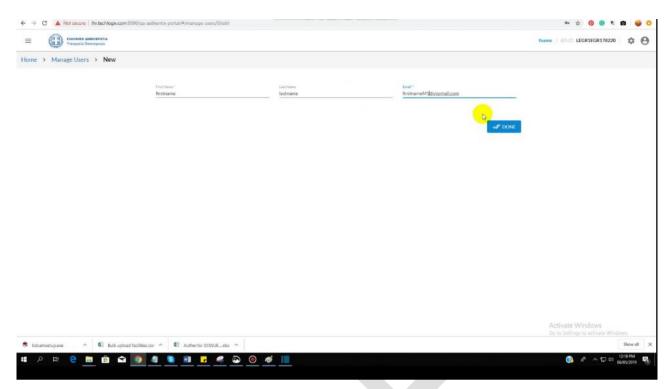


User can click on add user button.

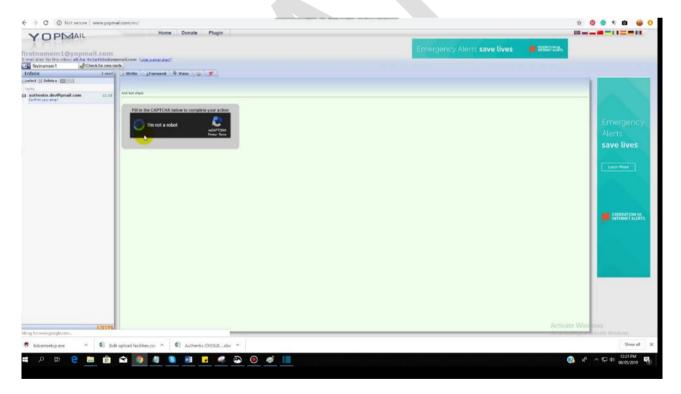


In order to create a user, his full name and email id must be entered.

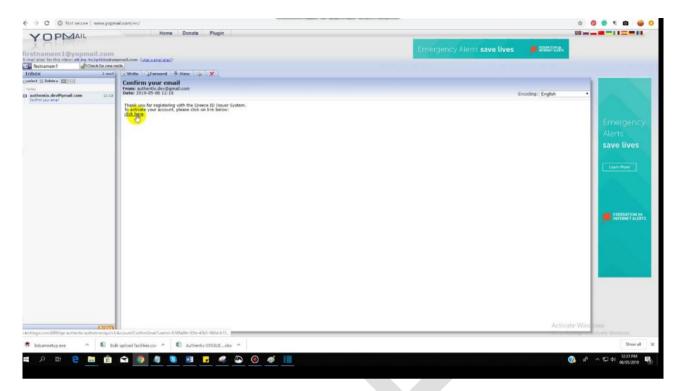




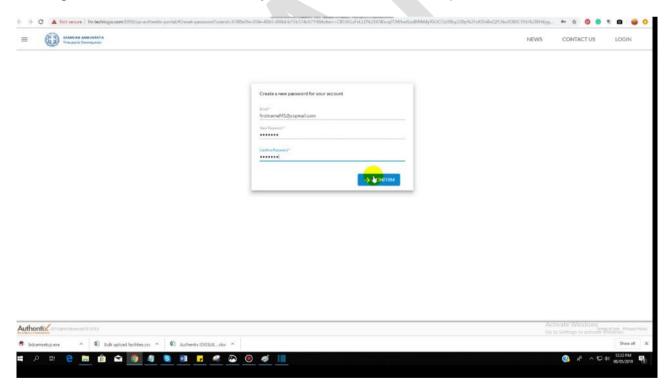
An email will be sent on that email address.





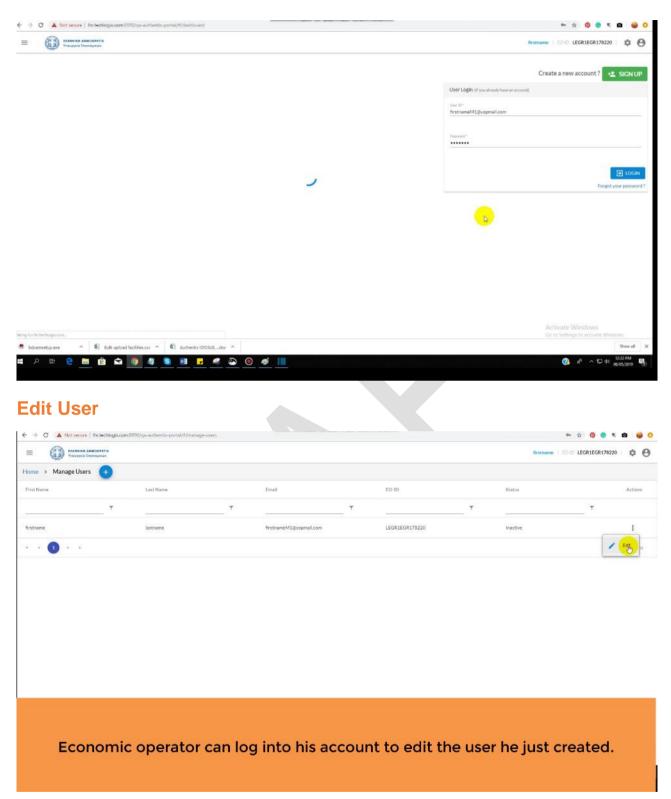


Clicking on that link will take this newly created user to create new password screen.



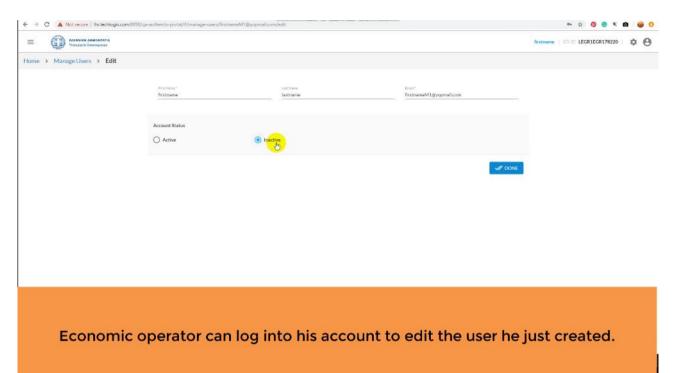
This user can now successfully log into the system.



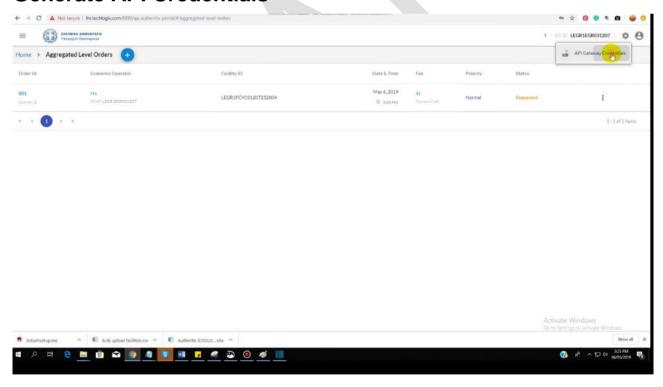


EO can activate or deactivate the user from his account. An inactive user can no longer access the system.



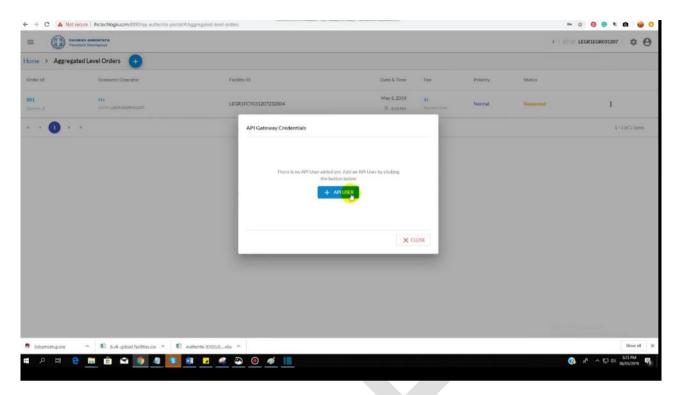


Generate API Credentials



The following screen will pop up. And user can click on Add API User button.



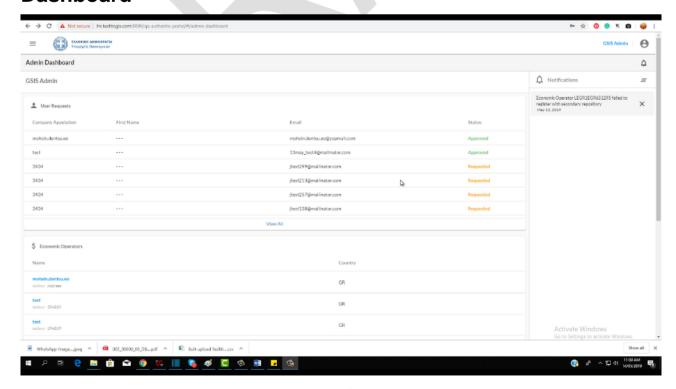


The following screen will be shown upon the click. User can copy the information to the clipboard. This information now can be used by the back end API users.

ADMIN PORTAL

Admin logs into the system using his login credentials.

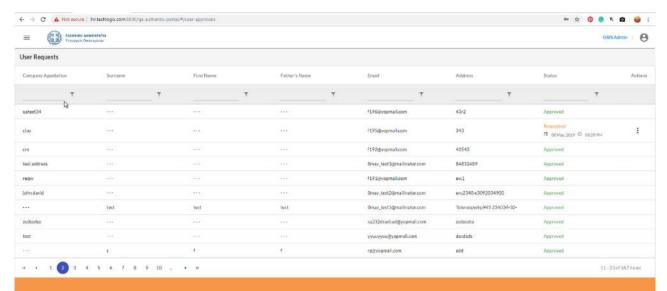
Dashboard





User Requests

Approve or reject user requests



You can choose to approve or reject the user request from here.

Auto-approve user requests

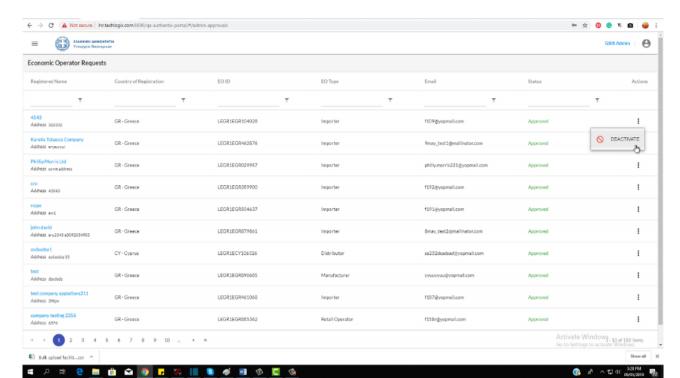
There will be a toggle button for auto-approve on user requests screen. If it is turned off, then admin will have to approve or reject each request manually. Otherwise there will be no need to manually accept or reject the request.

Economic Operator Requests

Deactivation of economic operator

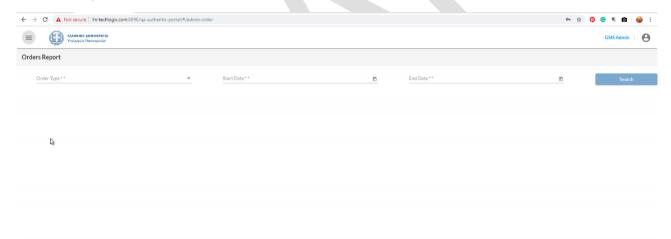
Admin can choose to deactivate the EO requests.





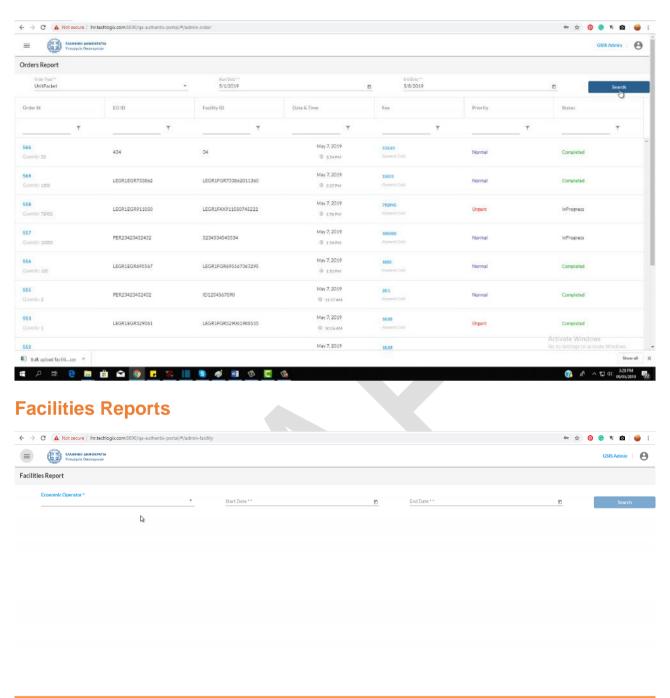
Reports

Order reports



In order to view order reports, you must apply these filters.

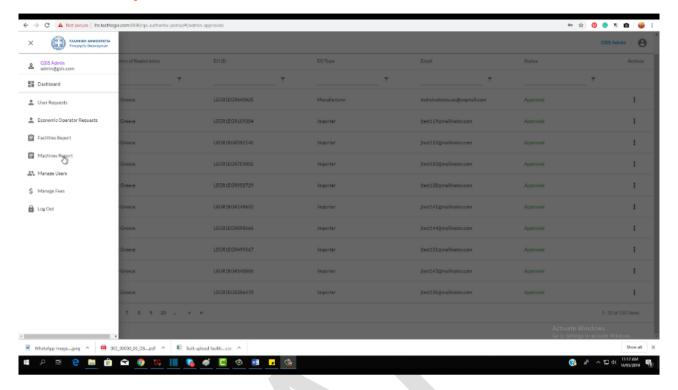




In order to view facility reports, you must enter these filters.



Machines Reports

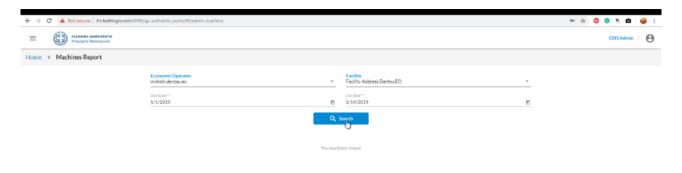


Admin can apply the following filters to see the required results.





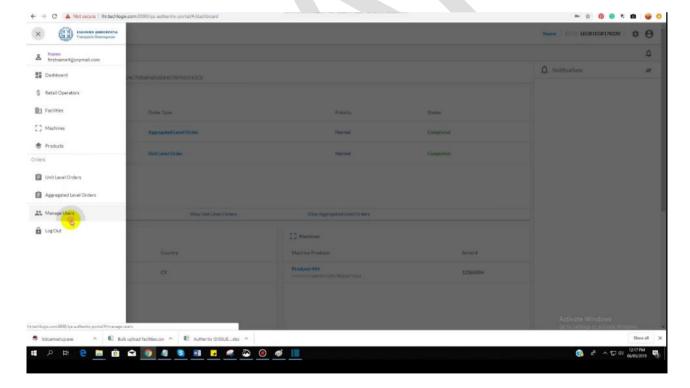






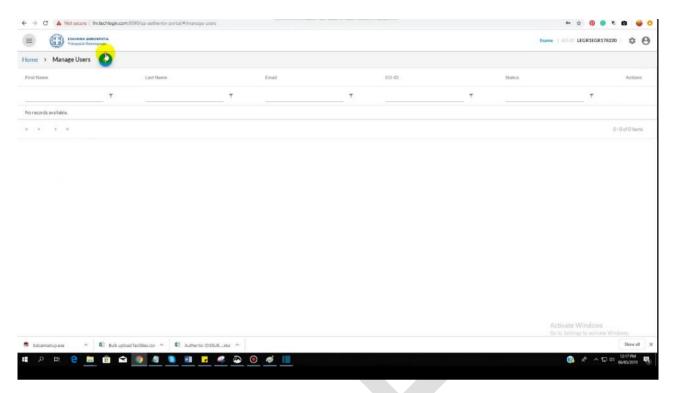
User Management Module

Add User

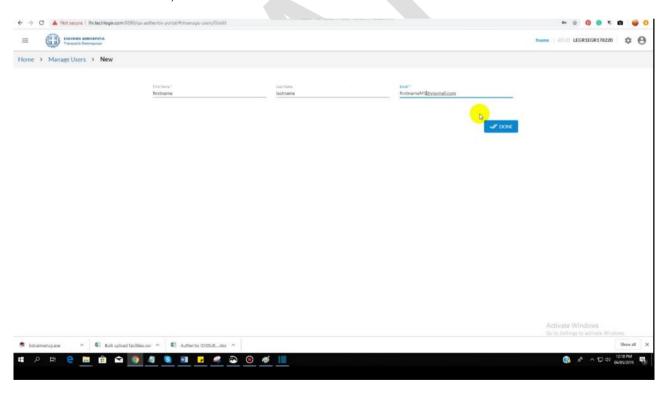


User can click on add user button.



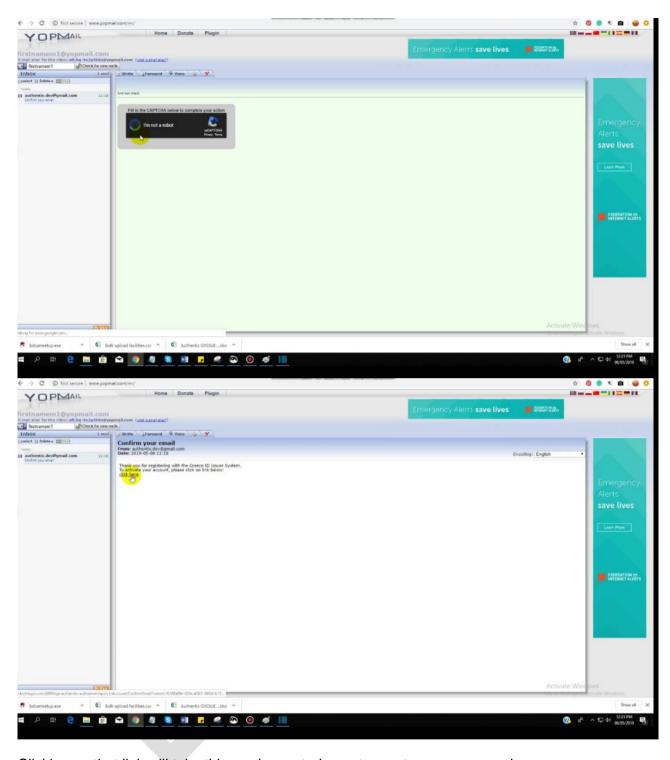


In order to create a user, his full name and email id must be entered.



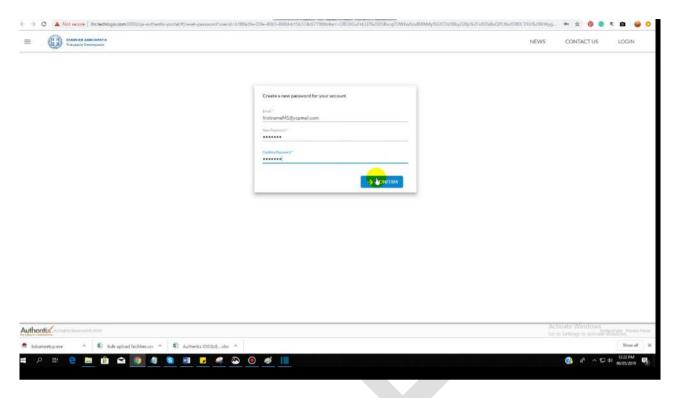
An email will be sent on that email address.



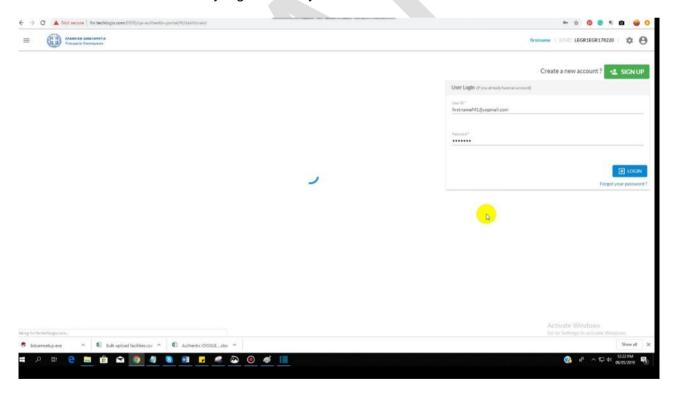


Clicking on that link will take this newly created user to create new password screen.



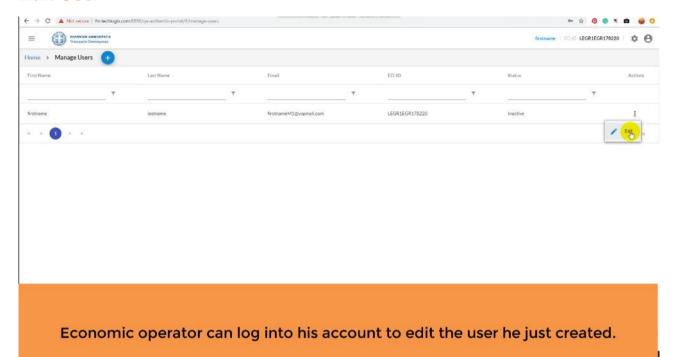


This user can now successfully log into the system.

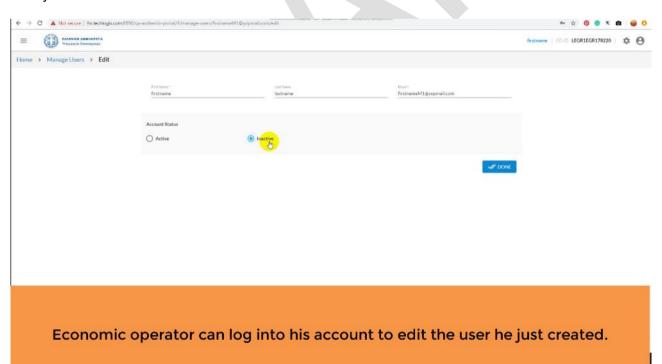




Edit User

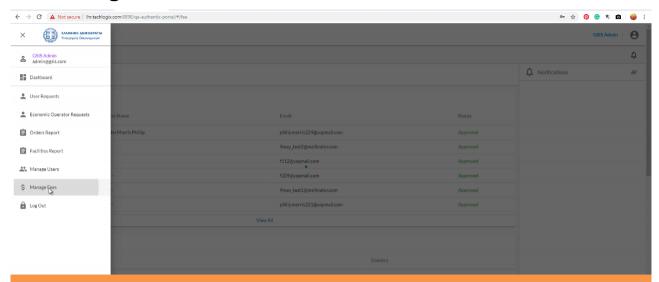


Admin can activate or deactivate the user from his account. An inactive user can no longer access the system.



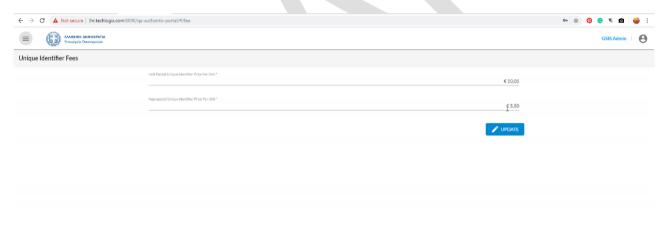


Fee Management Module



You can manage your unit level and aggregated level fees per unit here.

Admin can enter the fee amount here and click on update button to update it.



You can manage your unit level and aggregated level fees per unit here.