



TPD Notification Guidance

CONTENT

- I . Apply for a submitter ID**
- II. Download the XML Creator from the EU Website**
- III. Create a submission with the XML creator**
- IV. Create a ECAS account**
- V. Submission through web interface**

I. Apply for a submitter ID

- (1).Visit the [EU -CEG Website](#), you will see the detail step to apply the submitter ID, see figure1
- (2).Browse the theme “How to apply for a submitter ID ”
- (3).Download the registration form.
- (4).Complete and submit the registration form ,send e-mail to EU

I. Apply for a submitter ID

On the EU website, you will find the detail information:



2) How to register for a submitter ID

Here's what you need to do:

1. If you don't have one, [create an ECAS account](#)
2. [Download the registration form](#) 📄 (143 KB)
3. Read the registration form and the [registration guide](#) 🗨️ available in all EU languages
4. Fill in the form
5. Submit the form (follow the instructions on the form).

NOTE: Fill in the form in **as much detail as possible** (including the optional fields) and attach any official documents (e.g. company registration/incorporation certificate, utility bill, tax return).

Once we receive your completed form, we will start the process of assigning your submitter ID.

This can take several days, especially during busy periods, so please be patient.

Before we issue your submitter ID, we may need to ask you for some extra information. We also reserve the right to **revoke a submitter ID** if necessary.

Figure 1

II.XML Creator Tool download

(1) Click 'Technical information'



Figure 2

II.XML Creator Tool download

(2)At the bottom of the page, click the link that says 'e-cigarettes and refills



Figure 3

II.XML Creator Tool download

(3). You have now accessed the CIRCABC. Click 'latest version of technical documents'.

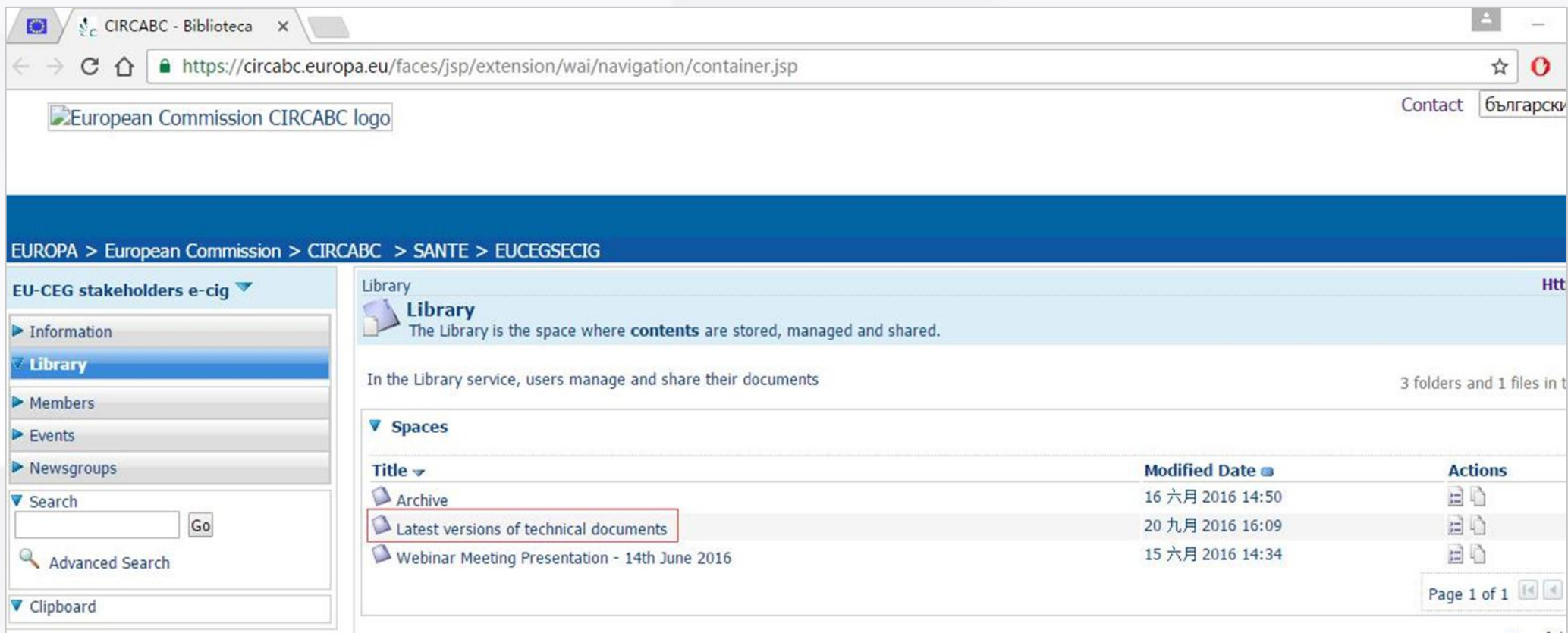





Figure 4

II.XML Creator Tool download

(4)Click 'XML Submission through web interface'

Title ▼	Modified Date ▢	Actions
 Data dictionary, Data samples and validation	16 六月 2016 15:20	 
 Gateway 1.3.0 Release candidate	20 九月 2016 16:10	 
 XML submission through AS4 access point	8 七月 2016 11:24	 
 XML submission through web interface	27 六月 2016 11:50	 



Page 1 of 1   **1**  










Figure 5

II.XML Creator Tool download

(5). On this page you will find:

- ⌘ The ETRUSTEX tutorial.pdf, which contains all the necessary information regarding how to submit your XML through the web interface;
- ⌘ EUCEG_GUI_USER to decrypt the messages received by the EUCEG system.
- ⌘ How to install the XML creator tool procedure (procedure to install the TDP XML creator tool.pdf)

Top of the page

▼ Content			
Name ▼	Size	Modified Date	Actions
 ETRUSTEX_tutorial.pdf	1.5 MB	7 六月 2016 20:00	  
 EUCEG_GUI_USER.p12	2.51 KB	7 六月 2016 20:00	  
 EUCEG_xml_files_submission_workflow.pdf	488.4 KB	17 六月 2016 12:06	  
 Procedure to install the TDP XML creator tool.pdf	275 KB	16 六月 2016 15:19	  
 tpd-xml-creator-tool-1.1.3.zip	1.81 MB	27 六月 2016 11:50	  





Page 1 of 1   1  

Figure 6

II.XML Creator Tool download

(6).Download all of them and install the XML creator tool following the document “procedure to install the TPD XML creator tool”.

★ Please note that you must install the latest version of Java



III. Create a submission with the XML creator

(1) Open the XML Creator Tool, you will find the following page:

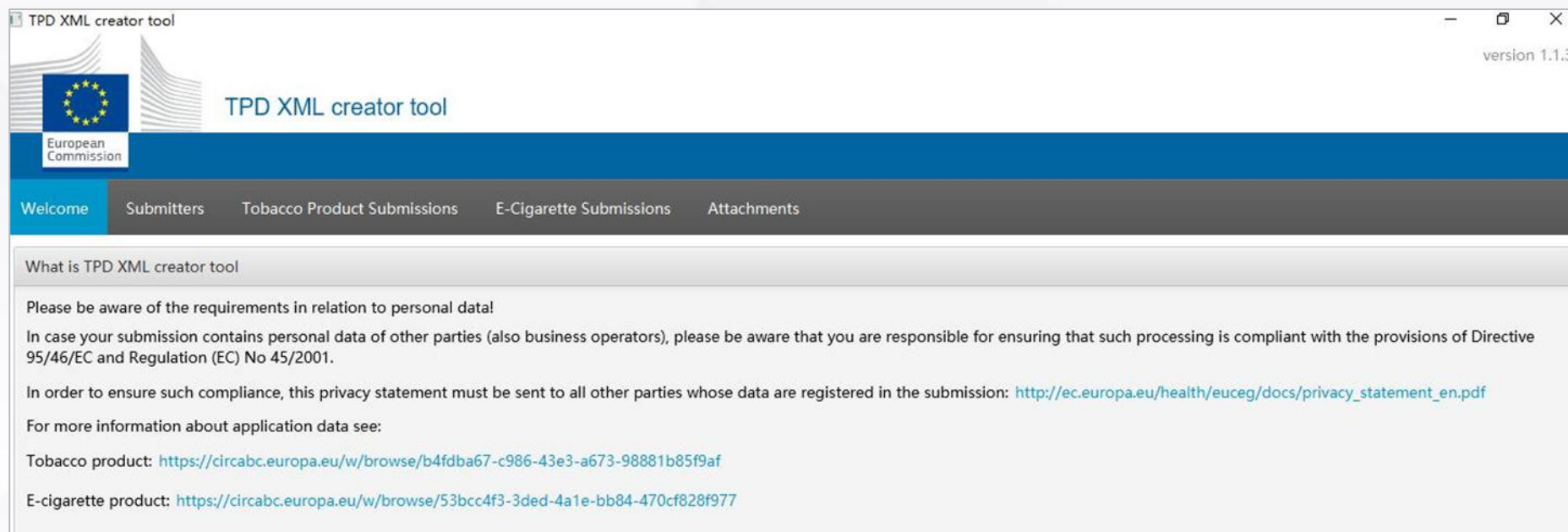
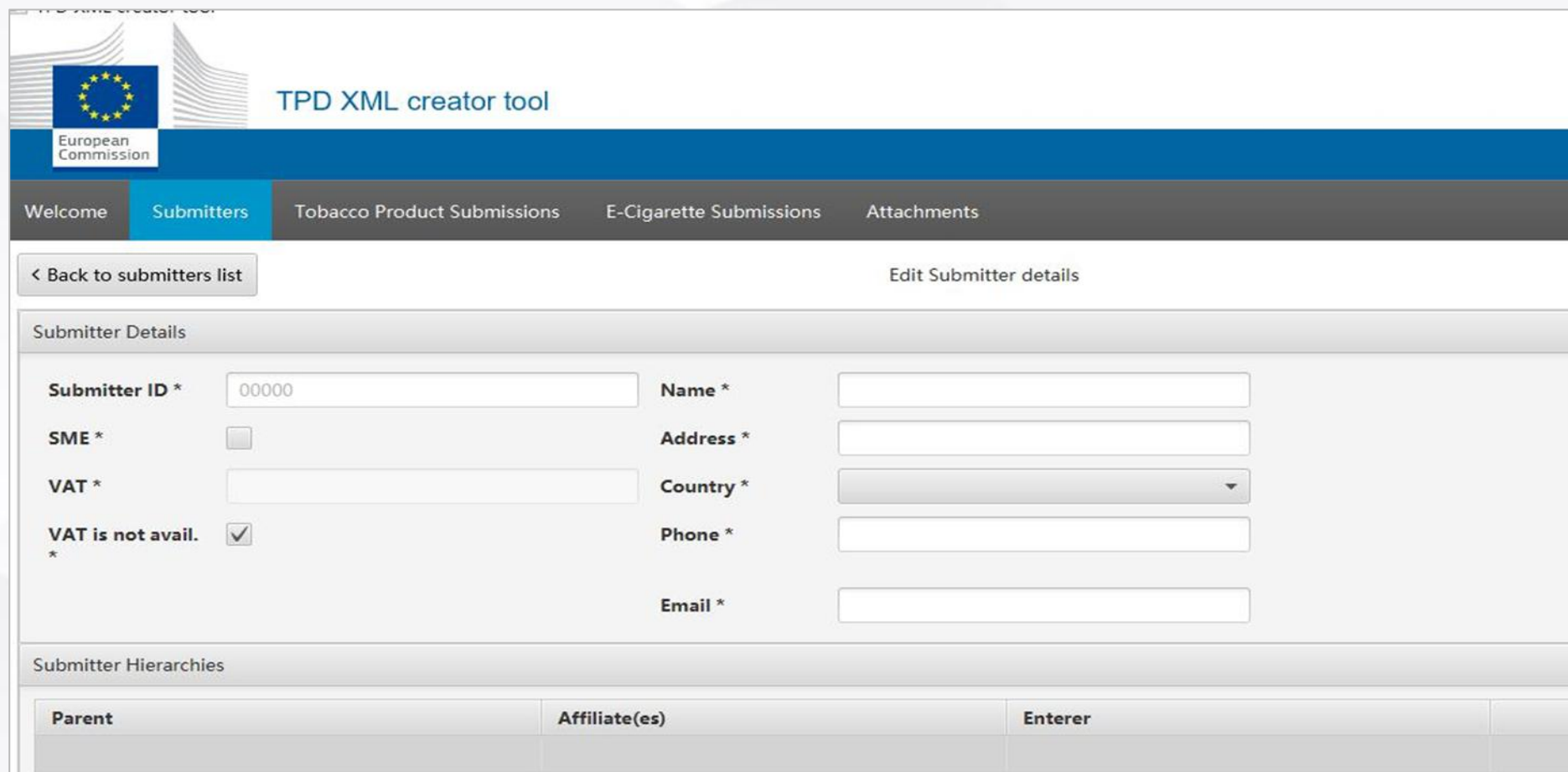


Figure 7

III. Create a submission with the XML creator

(2) Create Submitter files



The screenshot shows the 'TPD XML creator tool' interface. At the top, there is a header with the European Commission logo and the title 'TPD XML creator tool'. Below the header is a navigation bar with tabs: 'Welcome', 'Submitters' (active), 'Tobacco Product Submissions', 'E-Cigarette Submissions', and 'Attachments'. The main content area is titled 'Submitter Details' and contains a form with the following fields:

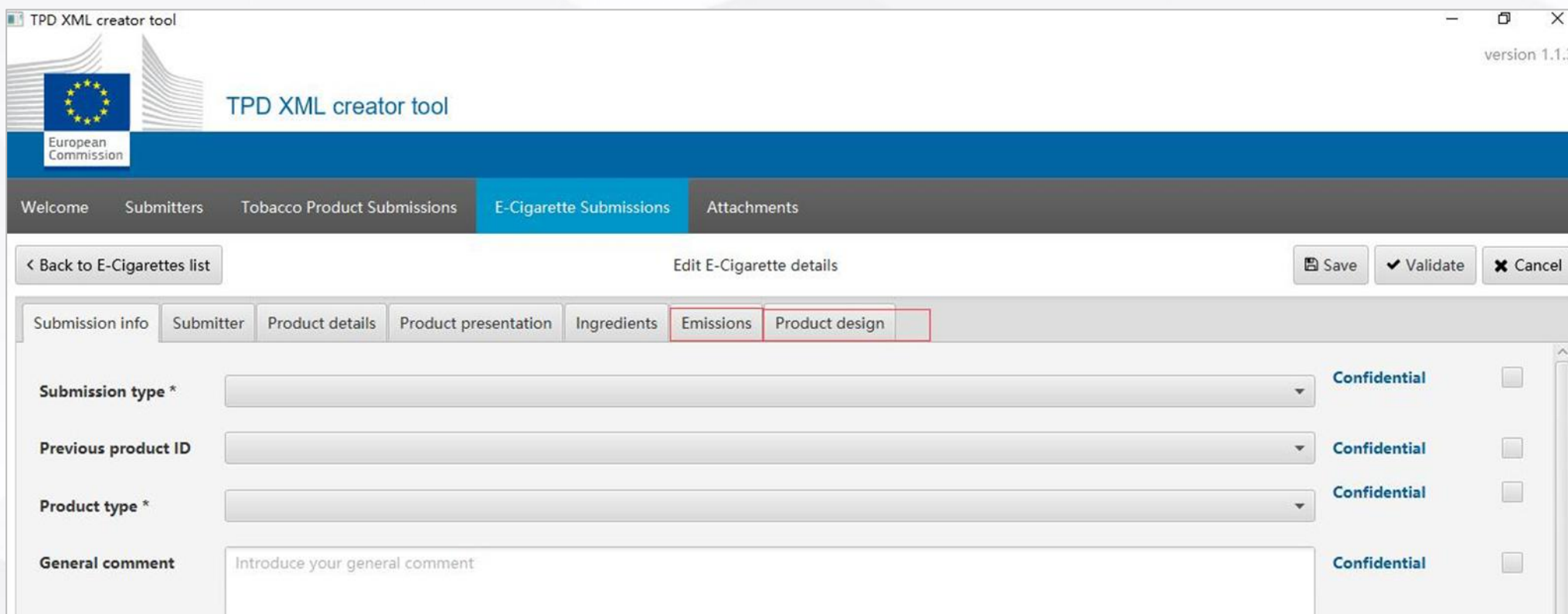
- Submitter ID ***: Text input field containing '00000'.
- SME ***: Checkbox, currently unchecked.
- VAT ***: Text input field.
- VAT is not avail. ***: Checkbox, currently checked.
- Name ***: Text input field.
- Address ***: Text input field.
- Country ***: Dropdown menu.
- Phone ***: Text input field.
- Email ***: Text input field.

Below the form is a section titled 'Submitter Hierarchies' which contains a table with the following columns: 'Parent', 'Affiliate(es)', and 'Enterer'.

Figure 8

III. Create a submission with the XML creator

(3) Create e-Cigarette submissions files step by step



The screenshot shows the 'TPD XML creator tool' window, version 1.1.3. The interface includes a header with the European Commission logo and a navigation bar with tabs: Welcome, Submitters, Tobacco Product Submissions, E-Cigarette Submissions (selected), and Attachments. Below the navigation bar, there are buttons for '< Back to E-Cigarettes list', 'Edit E-Cigarette details', 'Save', 'Validate', and 'Cancel'. The main content area has a sub-navigation bar with tabs: Submission info, Submitter, Product details, Product presentation, Ingredients, Emissions (selected), and Product design. The 'Emissions' tab contains several input fields: 'Submission type *', 'Previous product ID', 'Product type *', and 'General comment'. Each of these fields has a 'Confidential' checkbox to its right. The 'General comment' field has a placeholder text 'Introduce your general comment'.

Figure 9

(4) The final button attachments, you should upload the files as: emission test reports, the description of product process file, the description of opening and refill file, nicotine dosing/uptake method file

IV. Create a ECAS account

1. Visit the ECAS account website.
2. Click the “External”
3. Click “Create a account ” and complete the creation.



V.XML Submission through web interface

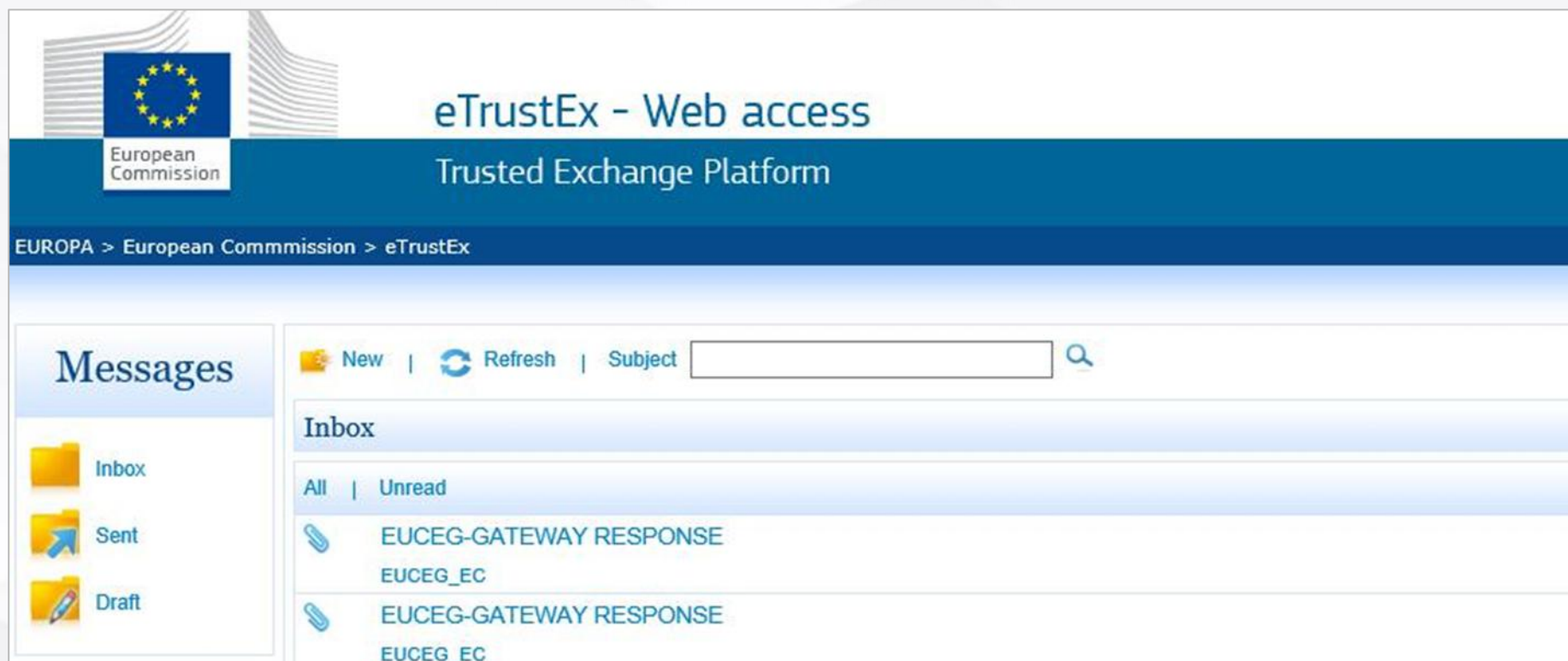


Figure 10

V.XML Submission through web interface

(1). Click on the “New” link. A page allowing you to send the XML document will be displayed: you may have to wait a few seconds to load the java applet.

The screenshot displays the 'eTrustEx - Web access' interface, which is part of the 'Trusted Exchange Platform' under the 'European Commission'. The breadcrumb trail shows 'EUROPA > European Commission > eTrustEx'. On the left, a 'Messages' sidebar contains links for 'Inbox', 'Sent', and 'Draft'. The main area features a 'New' message form with fields for 'To:' (pre-filled with 'EUCEG_EC') and 'Subject:' (marked with a red asterisk and an empty text box). Above the form are 'Save', 'Send', and 'Cancel' buttons. Below the form is a 'Comments' section with a large text area. At the bottom, a 'List of files' section shows a folder icon and a small square icon.

Figure 11

V.XML Submission through web interface

(2). Click on the “Add files” or “Add folders”, select the files to upload and click on the “save” button, the documents will be uploaded.

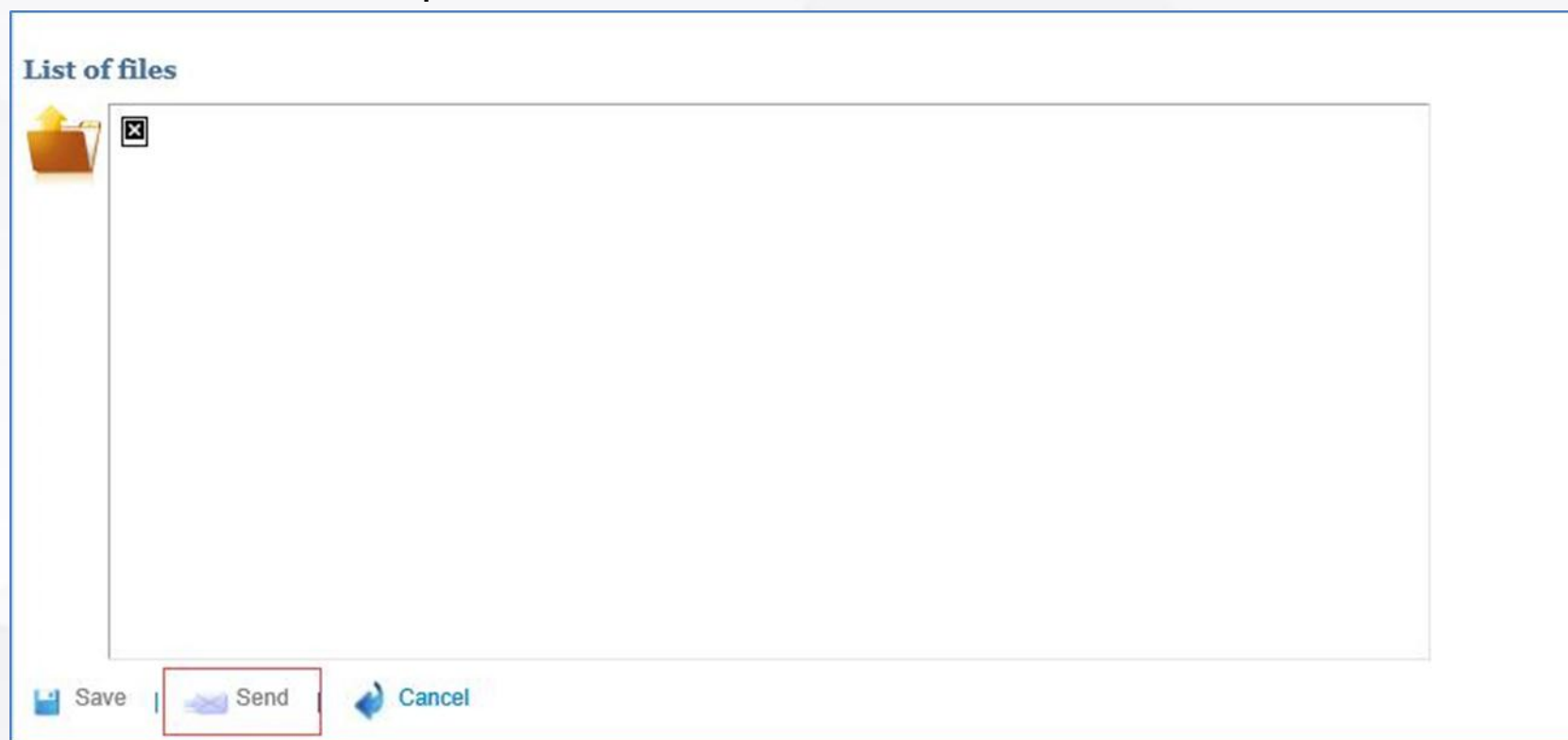


Figure 12

(3). “Send” directly, a window is displayed asking for the signature. Click on “No”. EU-CEG will send a response after validation.

V.XML Submission through web interface

(4).Click on the “inbox” button, chose directory to download the responses from EU-CEG. A window “certificate file for decryption” display and ask for the keystore location and key password. The keystore location is where you locate the document “EUCEG-GUI-USER.p12”, the keystore password is test123.

(5).When the responses download, read it and you will see whether you successfully submit the notification.

(6).For more detail, see the [ETRUSTEX tutorial](#) download before.





The End