



TPD Notification Guidance

Joyetech Marketing Team

2016/9/29

CONTENT

- I . Apply for a submitter ID**
- II. Download the XML Creator from the EU Website**
- III. Created a submission with the XML creator**
- IV. Created 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 figure 1
- (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:

How to apply for a Submitter ID

In order to submit information via the EU-CEG, submitters are required to apply for a Submitter ID, to be generated by the Commission. This Submitter ID should be used for all subsequent submissions and in all subsequent correspondence relating to submissions.

Only manufactures and/or importers are required to obtain a Submitter ID in order to submit product data through the EU-CEG.

No Submitter ID is needed for third parties (e.g. enterers, consultancies, etc.) who intend to submit product data on behalf of a manufacturer/importer.

Even in cases where a third party has been appointed to apply for a Submitter ID on behalf of a manufacturer/importer, he/she is required to fill in the application form using the company details of that manufacturer/importer only.

Note: a Submitter ID does not provide access to any further data or information in the EU-CEG.

In order to apply for a Submitter ID, please follow the following steps:


1. if not already done, create an ECAS account: <https://webgate.ec.europa.eu/cas> (mandatory for submitters who intend to use the standalone application),
2. download the [registration form](#)  (143 KB),
3. read carefully the instructions contained in the registration form,
4. complete the registration form,
5. submit the registration form.

Figure1

II.XML Creator Tool download

(1) Scroll down to the blue 'browse the theme' table and click [technical documents](#)'

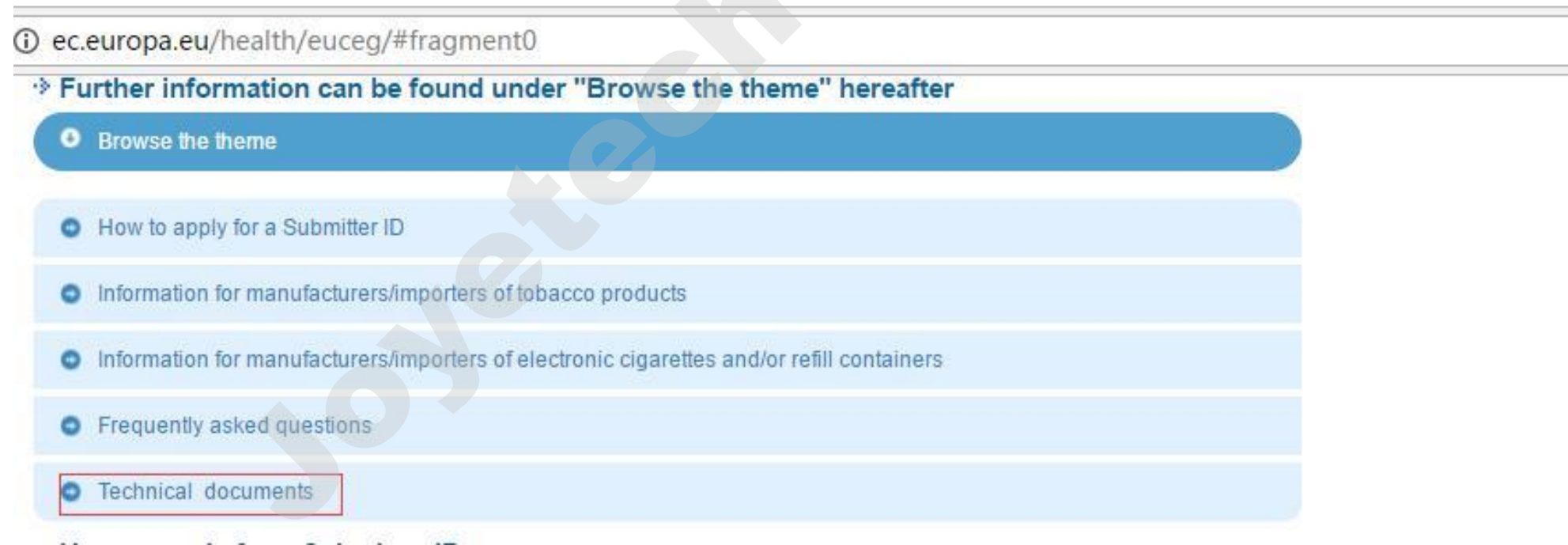


Figure2

II.XML Creator Tool Download

(2)At the bottom of the page, click the link that says [‘For electronic cigarette and refill container stakeholders’](#).



❖ Further information can be found under "Browse the theme" hereafter

- Browse the theme
- How to apply for a Submitter ID
- Information for manufacturers/importers of tobacco products
- Information for manufacturers/importers of electronic cigarettes and/or refill containers
- Frequently asked questions
- Technical documents

Technical documents

Technical documents of relevance for companies' IT preparations for EU-CEG submissions are regularly shared via CircaBC, a European Commission-led web-based application enabling groups to share information and resources.

- General information on how to connect to CircaBC
Please note you will need to obtain an ECAS [European Commission Authentication Service] username and password in order to connect to CircaBC. Please follow this link in order to do so.

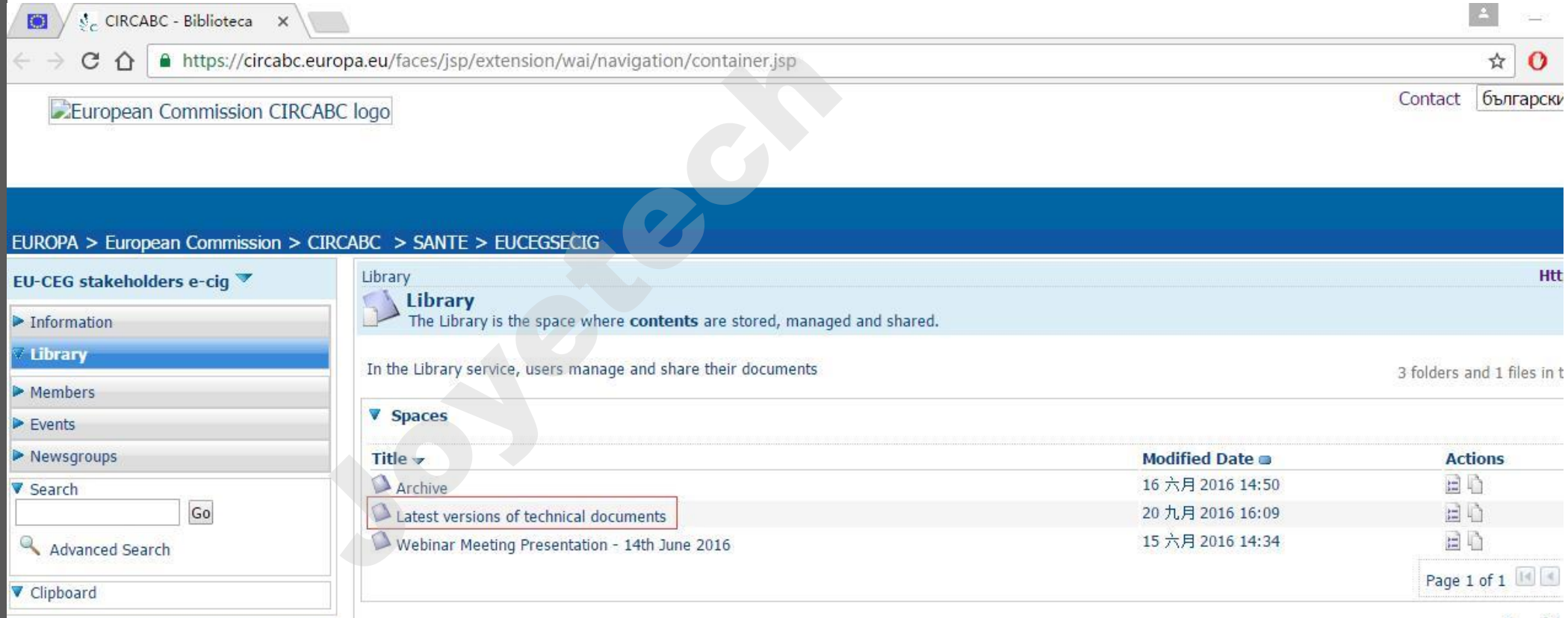
Once you have established connection, you will find the documents at the following links:

- For tobacco product stakeholders
- [For electronic cigarette and refill container stakeholders](#)

Figure3

II.XML Creator Tool Download

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



The screenshot shows a web browser window with the URL <https://circabc.europa.eu/faces/jsp/extension/wai/navigation/container.jsp>. The page displays the CIRCABC logo and navigation links. The main content area shows a breadcrumb trail: EUROPA > European Commission > CIRCABC > SANTE > EUCEGSECIG. On the left, there is a sidebar with 'EU-CEG stakeholders e-cig' and a 'Library' menu item. The main content area is titled 'Library' and contains a table of documents. The 'Latest versions of technical documents' entry is highlighted with a red box.







Title	Modified Date	Actions
Archive	16 六月 2016 14:50	 
Latest versions of technical documents	20 九月 2016 16:09	 
Webinar Meeting Presentation - 14th June 2016	15 六月 2016 14:34	 

Figure4

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  

Figure5











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 

Figure6

II.XML Creator Tool Download screen capture

(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:

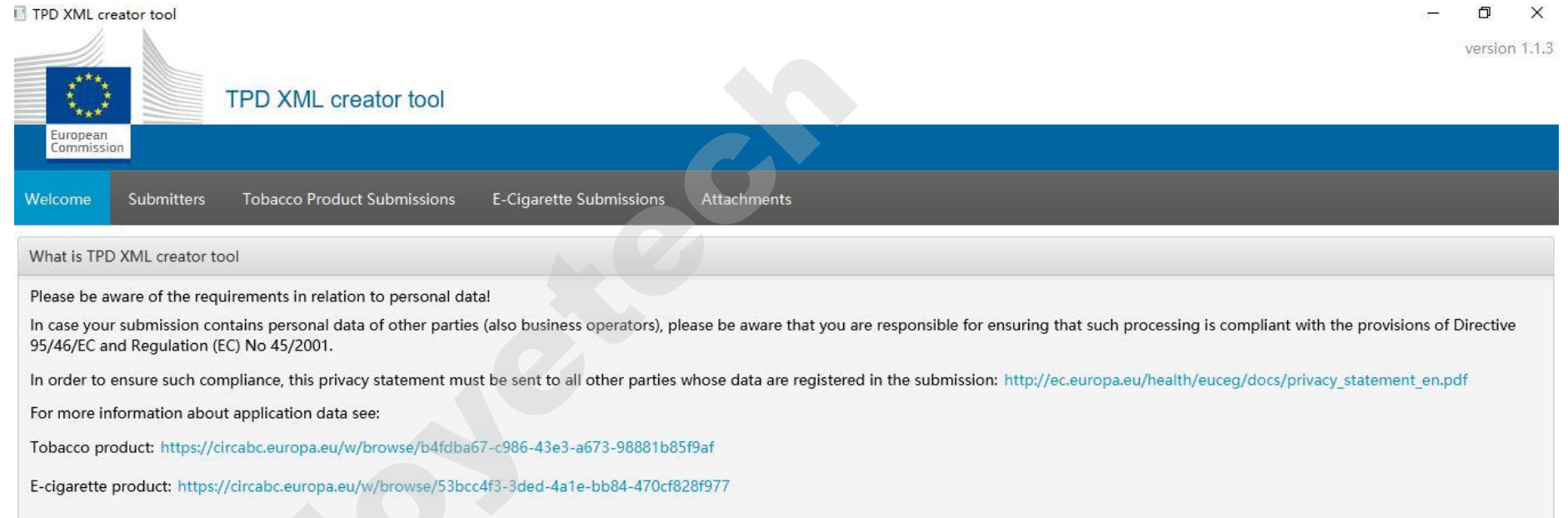
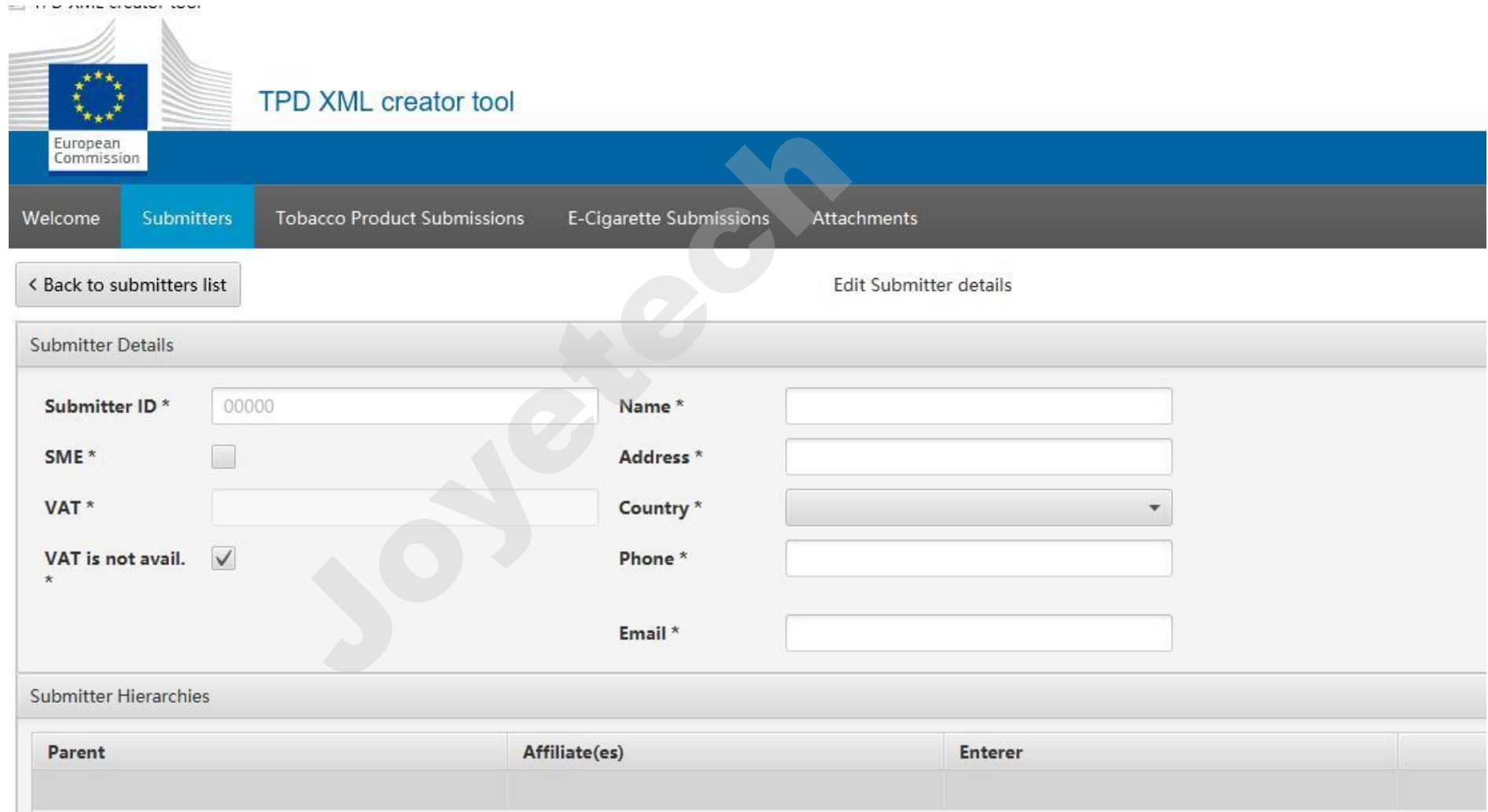


Figure7

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 navigation bar with the European Commission logo and the text 'TPD XML creator tool'. Below this is a menu with options: 'Welcome', 'Submitters', 'Tobacco Product Submissions', 'E-Cigarette Submissions', and 'Attachments'. The 'Submitters' option is currently selected.

Below the menu, there are two buttons: '< Back to submitters list' and 'Edit Submitter details'. The main content area is titled 'Submitter Details' and contains a form with the following fields:

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

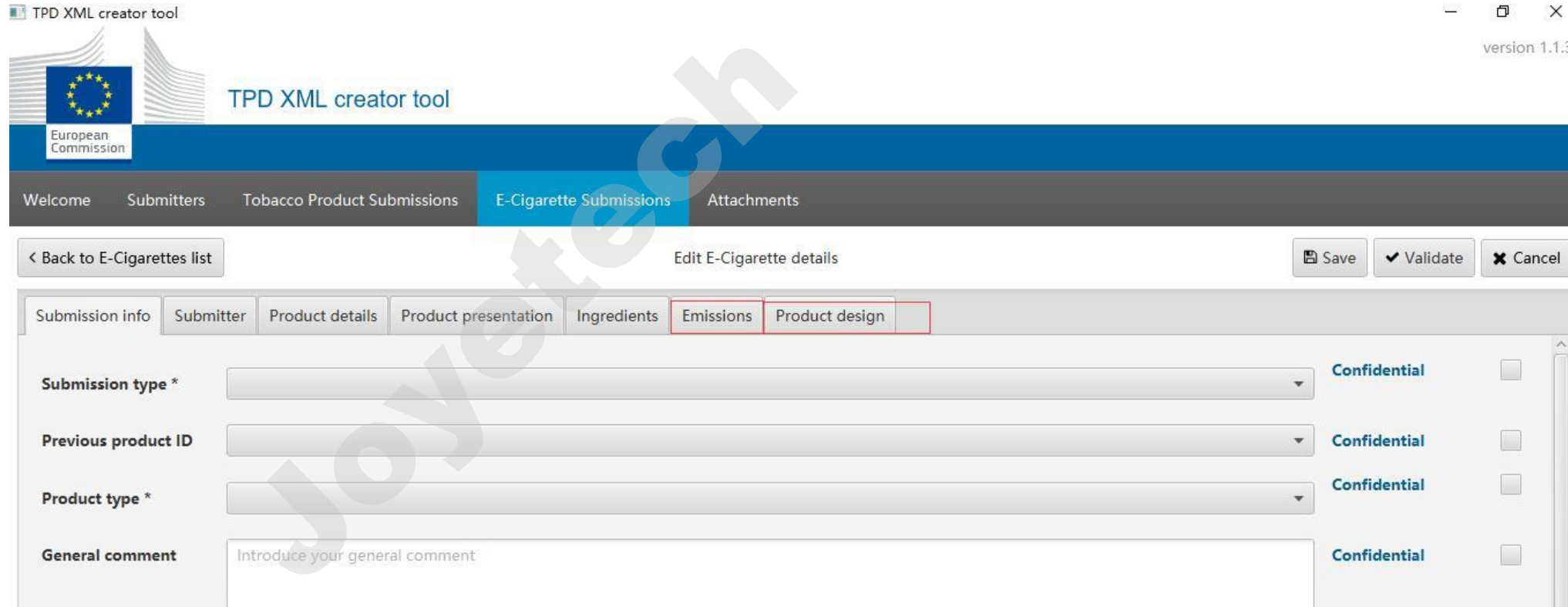
Below the form is a section titled 'Submitter Hierarchies' which contains a table with the following columns: 'Parent', 'Affiliate(es)', and 'Enterer'.

Parent	Affiliate(es)	Enterer

Figure8

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' interface. The top navigation bar includes 'Welcome', 'Submitters', 'Tobacco Product Submissions', 'E-Cigarette Submissions' (highlighted), 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 tabs for 'Submission info', 'Submitter', 'Product details', 'Product presentation', 'Ingredients', 'Emissions', and 'Product design'. The 'Emissions' tab is active, showing a form with the following fields:

- Submission type ***: A dropdown menu with a 'Confidential' checkbox.
- Previous product ID**: A dropdown menu with a 'Confidential' checkbox.
- Product type ***: A dropdown menu with a 'Confidential' checkbox.
- General comment**: A text input field with the placeholder 'Introduce your general comment' and a 'Confidential' checkbox.

Figure9

(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.

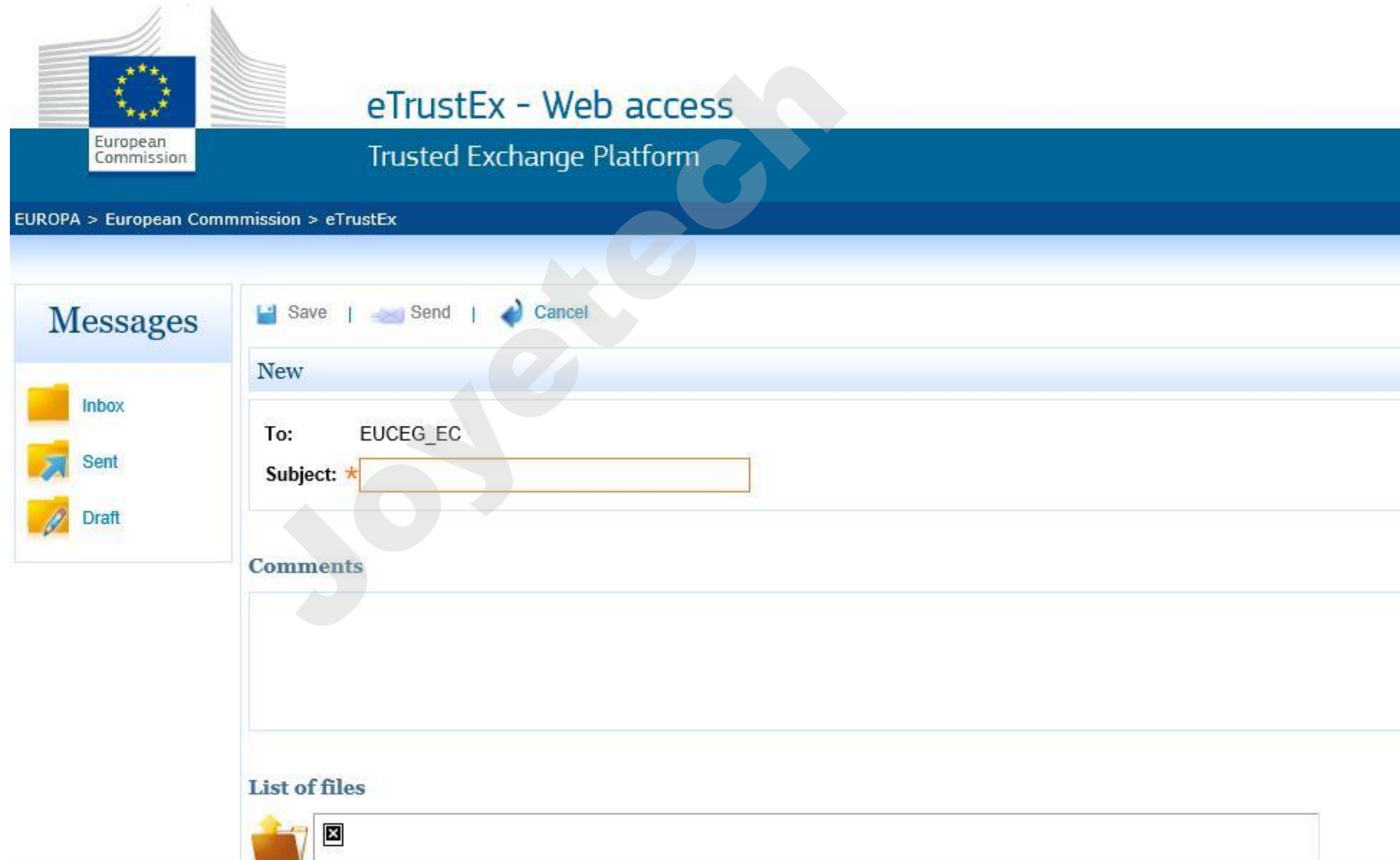
V.XML Submission through web interface



Figure10

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, a Trusted Exchange Platform. The header includes the European Commission logo and the text 'EUROPA > European Commission > eTrustEx'. The main content area is titled 'Messages' and features a navigation pane on the left with 'Inbox', 'Sent', and 'Draft' folders. The central form is for composing a new message, with fields for 'To: EUCEG_EC' and 'Subject: *'. Below the subject field is a 'Comments' section. At the bottom, there is a 'List of files' section with a file icon and a checkbox.

Figure11

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.



Figure13

(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

