



How to split the economic operator and facility address

Due to the changes enforced by the European Commission and Secondary repository we shall implement changes to our Id Issuer system. One of these changes is the split of the one address field to 5 address fields. This change is required by the competent authorities and Secondary repository to increase the quality of collected registration data.

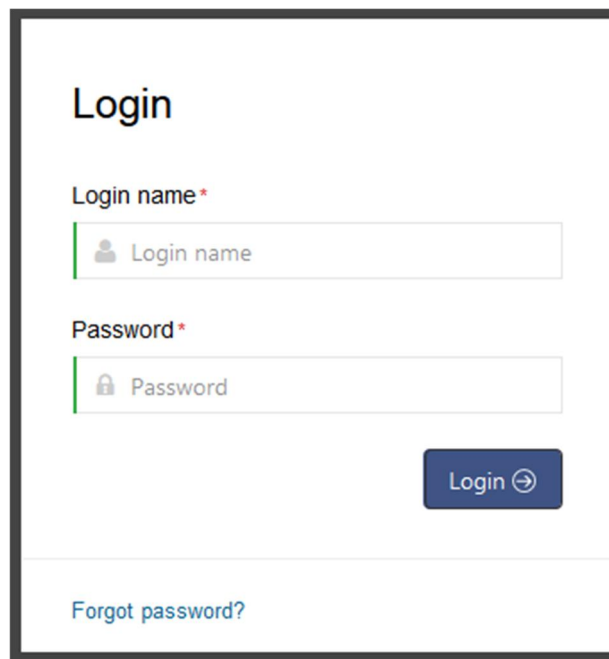
To the one address field will be added 5 new address fields, which are:

- Address name – optional element
- Address street one – mandatory element
- Address street two - optional element
- Address city – mandatory element
- Address post code – optional element

Therefore, we kindly ask you to change address of your economic operators and facilities to the new split format. If you don't do that you may experience some difficulties in using the Id Issuer and the system of repositories.

STEP 1

Log in to the Id Issuer system on the standard 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.

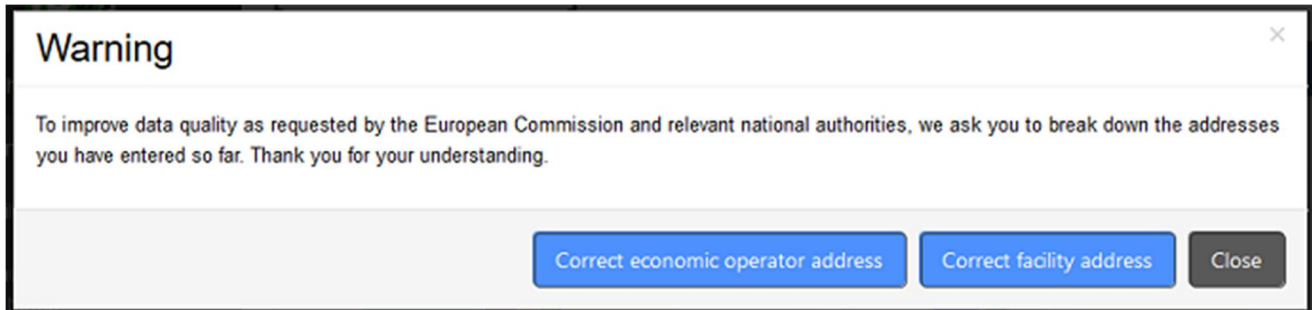


The screenshot shows a login form titled "Login". It contains two input fields: "Login name *" and "Password *". The "Login name" field has a user icon and the placeholder text "Login name". The "Password" field has a lock icon and the placeholder text "Password". Below the fields is a blue "Login" button with a right arrow icon. At the bottom of the form is a link that says "Forgot password?".

STEP 2

The application will ask you to break down the addresses right after you login to the application by the following dialogue window.

To split the economic operator address, click the button **Correct economic operator address** or to split the facility address, click the button **Correct facility address**.



STEP 3

ECONOMIC OPERATOR ADDRESS

When you click on the button **Correct economic operator address** you will be redirected to the screen „[GUI-15-00-010] List of economic operators”, where you will see filtered out all your economic operators that need to have their addresses corrected.

Click on the button **Options** and pick the option **Correct**.

[GUI-15-00-010] List of economic operators

Economic operators

List of economic operators

Register new retail outlet
Tools

Filter

Economic operator identifier code
Please enter 3 or more characters

Economic operator's registered name
Please enter 3 or more characters

Other economic operator ID
Please enter 3 or more characters

Registration creation date and time from

Registration creation date and time to

Status

Address in splitted format
No

Filter
Cancel filter

1
25 records

Records from 1 to 14 of 14

Economic operator 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 trade	Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade	Other economic operator ID	Registration creation date and time	Status	Options
QCALLXA0G	Bagro		Yes	QCALLXA0A		07-Mar-2019 14:31:02	Approved	Options
QCALLXA0A	GreyStone	GS	No			06-Mar-2019 07:52:43	Correct	Detail
QCALLA032	Normalne dihe meno	Skratene meno	Yes	QCALLXA0A		18-Nov-2019 10:34:44	Cancelled	Detail

1
25 records

Records from 1 to 14 of 14

FACILITY ADDRESS

When you click on the button **Correct facility address** you will be redirected to the screen „[GUI-15-00-020] List of facilities”, where you will see filtered out all your facilities that need to have their addresses corrected.

Click on the button **Correct** in the Options column.

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

Facilities

List of facilities

Register my facility

Tools

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

Facility's country

Status

Address in splitted format

No

Filter

Cancel filter

1 2 » 25 records

Records from 1 to 25 of 33

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	<div>Detail</div> <div>Correct</div> <div>De-registration</div>
QCALLXA0A	GreyStone		QCALLa0Zq	Manufacturing site with warehouse	Green st. 47, Dublin	Ireland	No		New	<div>Detail</div> <div>Correct</div> <div>De-registration</div>
QCALLXA0A	GreyStone		QCALLa0bX	Standalone warehouse	Long street 20, 34106, Dublin	Ireland	No		New	<div>Detail</div> <div>Correct</div> <div>De-registration</div>

1 2 » 25 records

Records from 1 to 25 of 33

STEP 4

ECONOMIC OPERATOR ADDRESS

You will be redirected to the screen „[GUI-15-00-013] Correction of information concerning the economic operator“. Here you need to split the address of the economic operator to the five new fields and save the corrected data.

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 **Correct**.

[GUI-15-00-013] Correction of information concerning the economic operator

Economic operators > Correction of information concerning the economic operator

Correction of information concerning the economic operator

Economic operator identifier code	QCALLXA0G
Indication if the economic operator has been allocated an identifier by another ID issuer	<input type="checkbox"/>
Economic operator identifier codes allocated by other ID issuers	
Economic operator's registered name *	Bagro
Economic operator's alternative or abridged name	
Status	Approved
Economic operator's address – street name, house number, postal code, city	Road 88, Manchester
Economic operator's address – Name	<input type="text"/>
Economic operator's address – Street one *	<input type="text"/>
Economic operator's address – Street two	<input type="text"/>
Economic operator's address – City *	<input type="text"/>
Economic operator's address – Postal code	<input type="text"/>
Economic operator's country of registration *	GB - United Kingdom of Great Britain and Northern Ireland
Economic operator's email address; used to inform about registration process, incl. subsequent changes and other required correspondence *	zajaros@allexis.sk
Language for e-mail communication *	English (Ireland)
Indication of the VAT registration status	<input type="checkbox"/>
Economic operator's VAT number	
Economic operator's tax registration number *	64951649
Indication if the economic operator has an excise number issued by the competent authority for the purpose of identification of persons/premises	<input type="checkbox"/>
Economic operator's excise number issued by the competent authority for the purpose of identification of persons/premises	
Indication if the registration is made on behalf of a retail outlet operator not involved otherwise in the tobacco trade	<input checked="" type="checkbox"/>
Identifier of the economic operator that acts on behalf of a retail outlet operator not involved otherwise in the tobacco trade *	QCALLXA0A
Other economic operator ID	

FACILITY ADDRESS

You will be redirected to the screen „[GUI-15-00-013] *Correction of information concerning the facility*“. Here you need to split the address of the facility to the five new fields and save the corrected data.

Fill out these following fields:

- Facility's address – Name (Optional)
- Facility's address – Street one (Mandatory)
- Facility's address – Street two (Optional)
- Facility's address – City (Mandatory)
- Facility's address – Postal code (Optional)

Then click the button **Correct**.

[GUI-15-00-023] Correction of information concerning the facility

Facilities > Correction of information concerning the facility

Correction of information concerning the facility

Economic operator identifier code

QCALLXA0A

Facility identifier code

QCALLXa08

Status

New

Facility's address – street name, house number,
postal code and city

Moon street 42, 69425 London11

Facility's address – Name

Facility's address – Street one *

Facility's address – Street two

Facility's address – City *

Facility's address – Postal code

Facility's country *

GB - United Kingdom of Great Britain and Northern Ireland

Type of facility *

Manufacturing site with warehouse

Description of other facility

Indication if a part of the facility has a tax (excise)
warehouse status ☒

Indication if the facility has an excise number issued
by the competent authority for the purpose of
identification of persons/premises ☒

Facility's excise number issued by the competent
authority for the purpose of identification of
persons/premises *

22484795

Indication if the facility has been allocated an
identifier by another ID Issuer ☐

Facility identifier codes allocated by other ID Issuers

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

Correct

Back

STEP 5

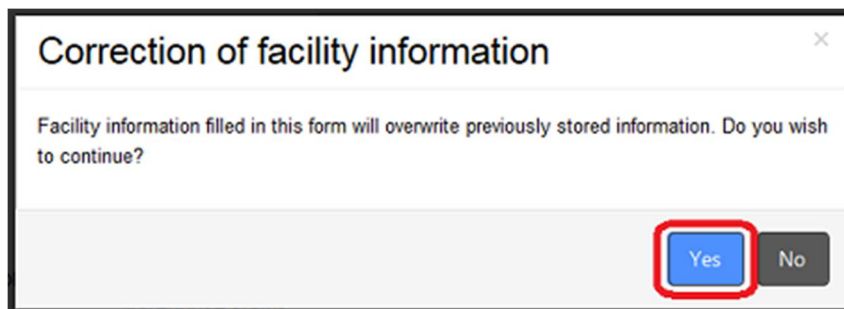
ECONOMIC OPERATOR ADDRESS

After you click the Correct button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of economic operators.



FACILITY ADDRESS

After you click the Correct button, the confirmation dialog window is displayed. You need to click on the button **Yes** to save your changes to the system. Then the ID Issuer system will update its registry of facilities.



STEP 6

If you have more than one economic operator or facility that need to have their addresses split, please repeat the procedure for all of them.