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TPD Notification Guidance

WISMEC Marketing Team

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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

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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

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2 XML creator tool download

Figure 2

click ‘technical documents’.

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Figure 3

At the bottom of the page, click the link that says

"e-cigarettes and refills"

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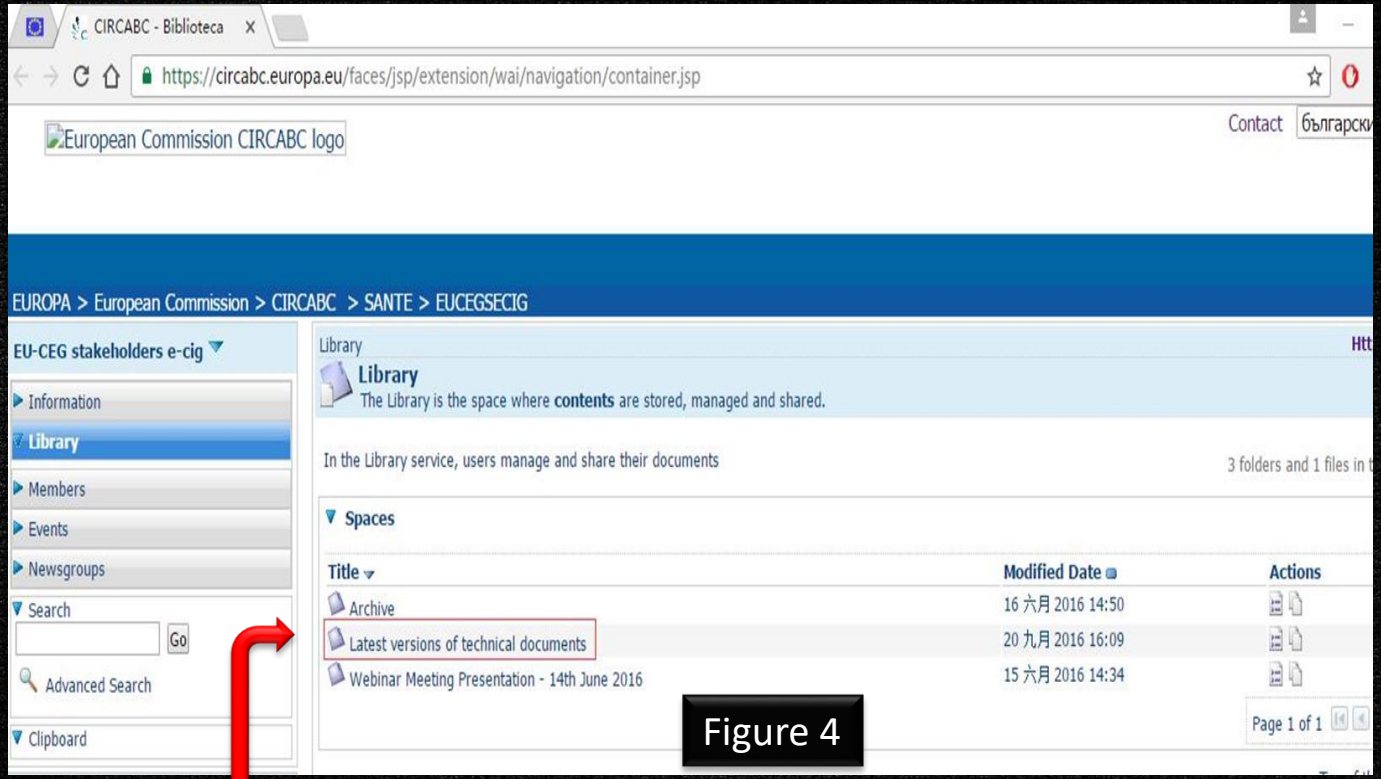

Figure 4

You have now accessed the CIRCABC. Click

'latest version of technical documents'

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Click ‘XML submission through web interface’.

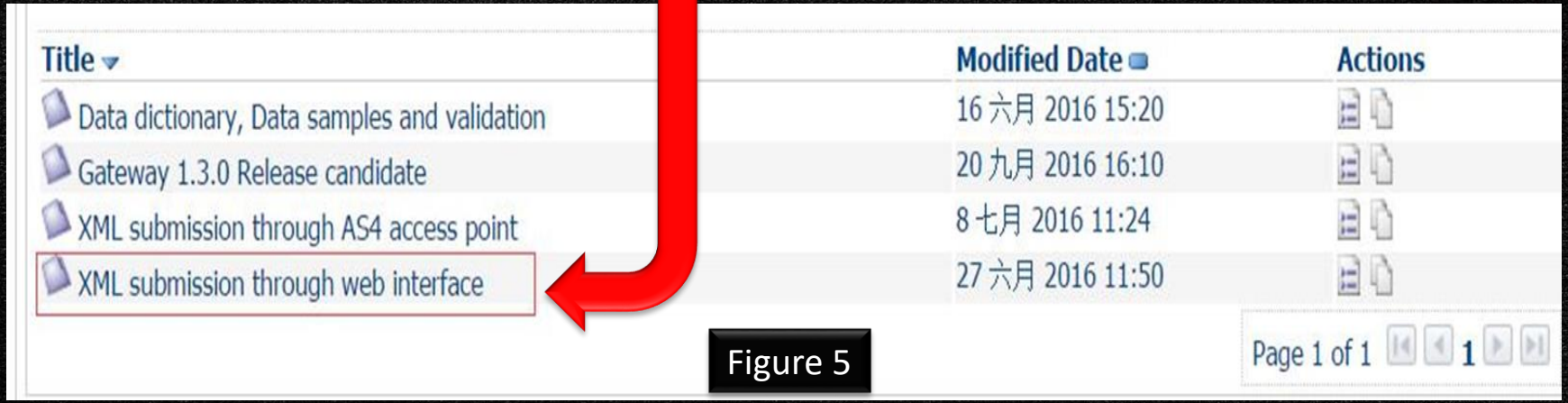

Figure 5

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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)

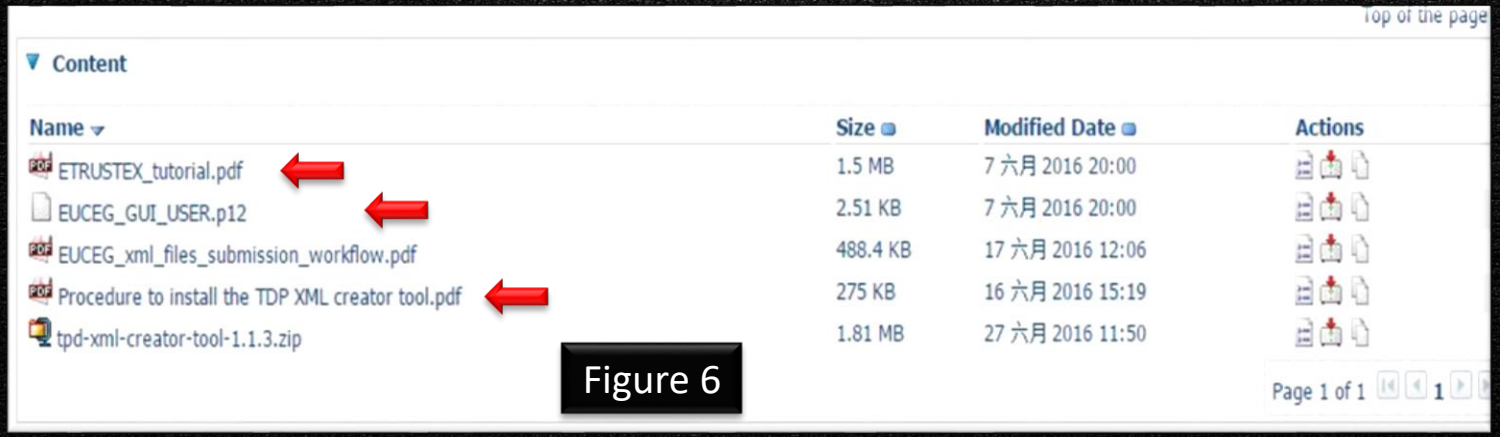

Figure 6

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Download all of them and install the XML creator tool following the document

‘procedure to install the TPD XML creator tool’.

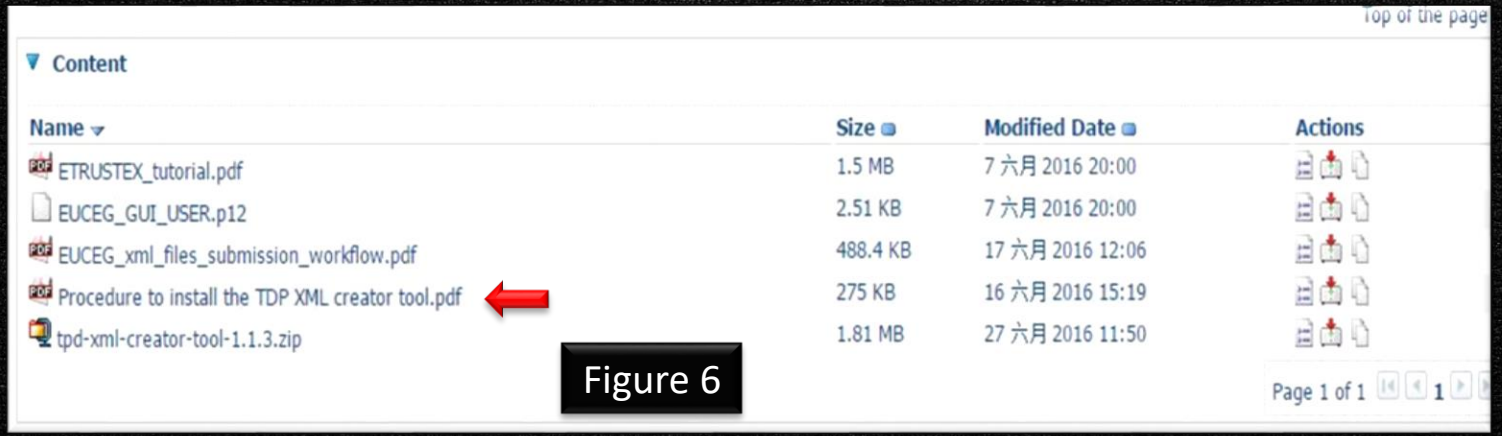

Figure 6

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

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3 Create a submission with the XML creator

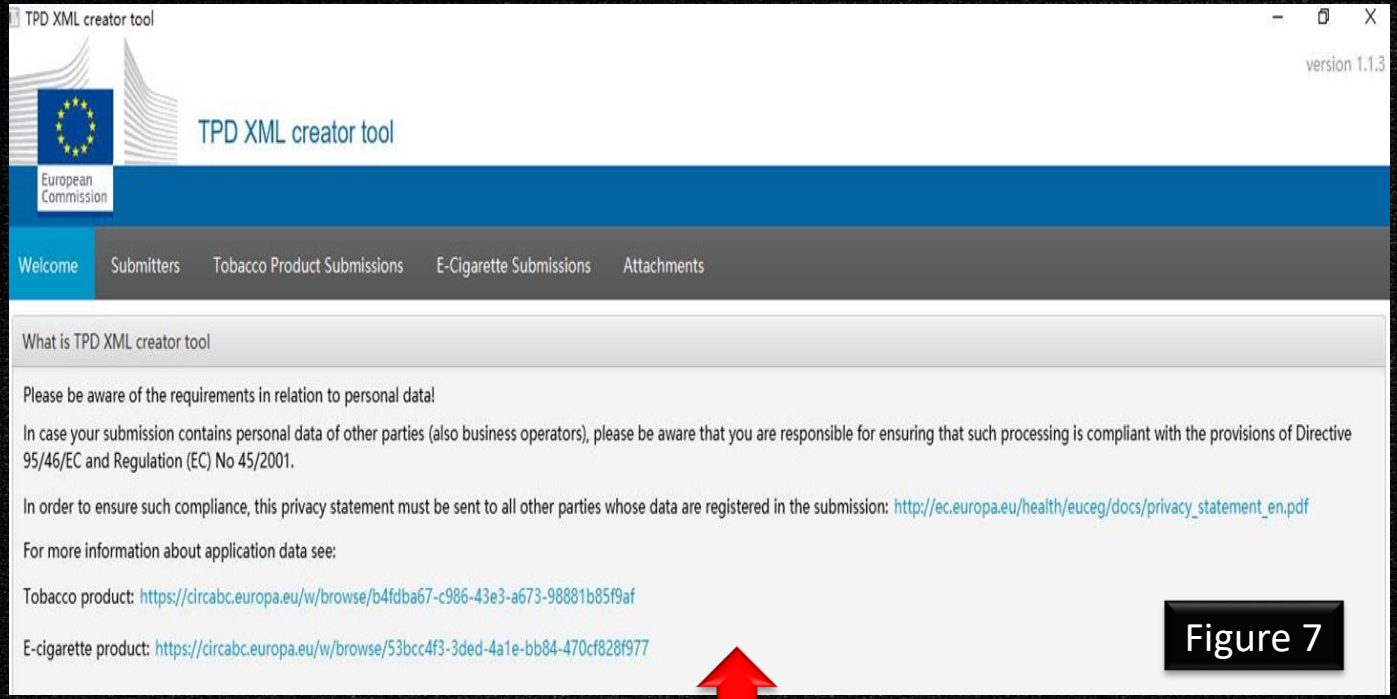

Figure 7

Open the XML creator tool, you will find this page:

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Create submitter files

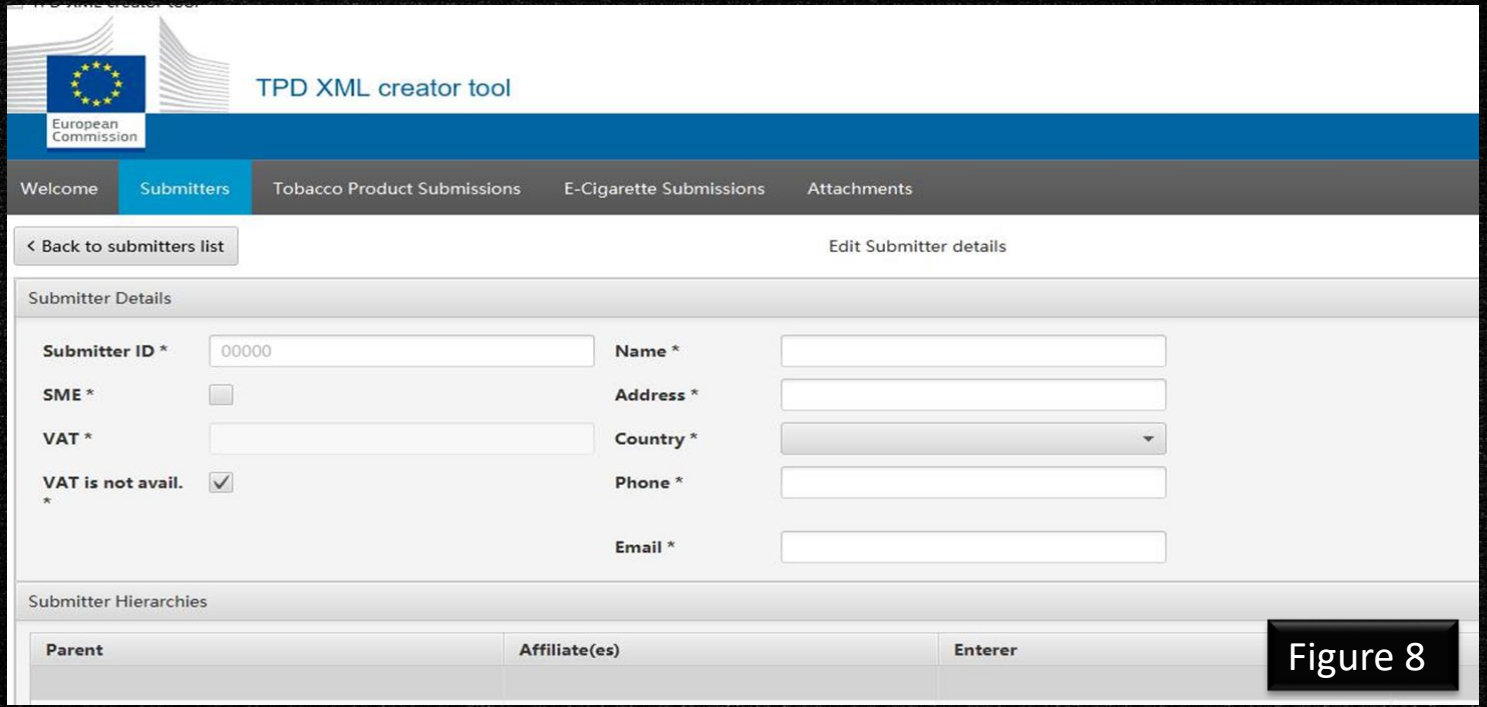

Figure 8

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Create e-Cigarette submissions files step by step

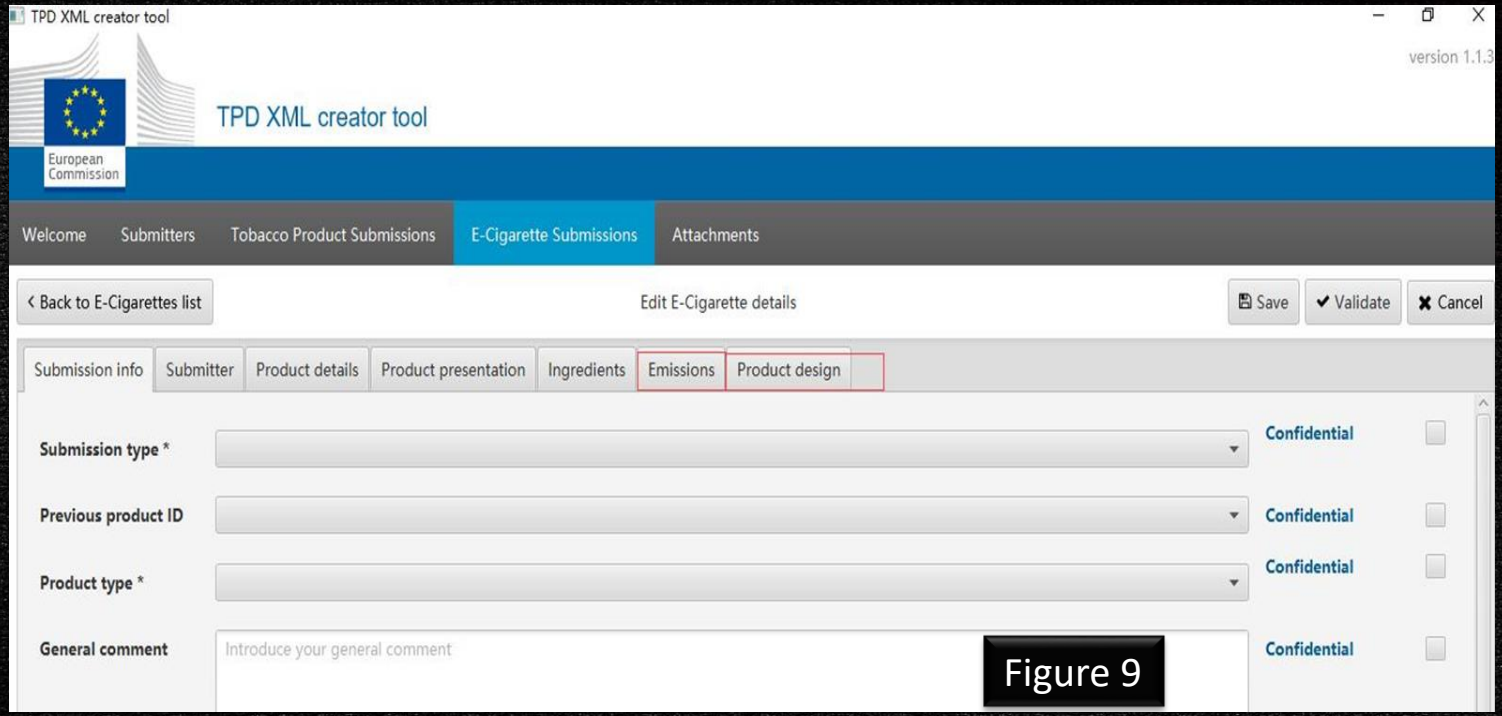

Figure 9

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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’

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4 CREATE A ECAS ACCOUNT

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

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5 XML submission through web interface

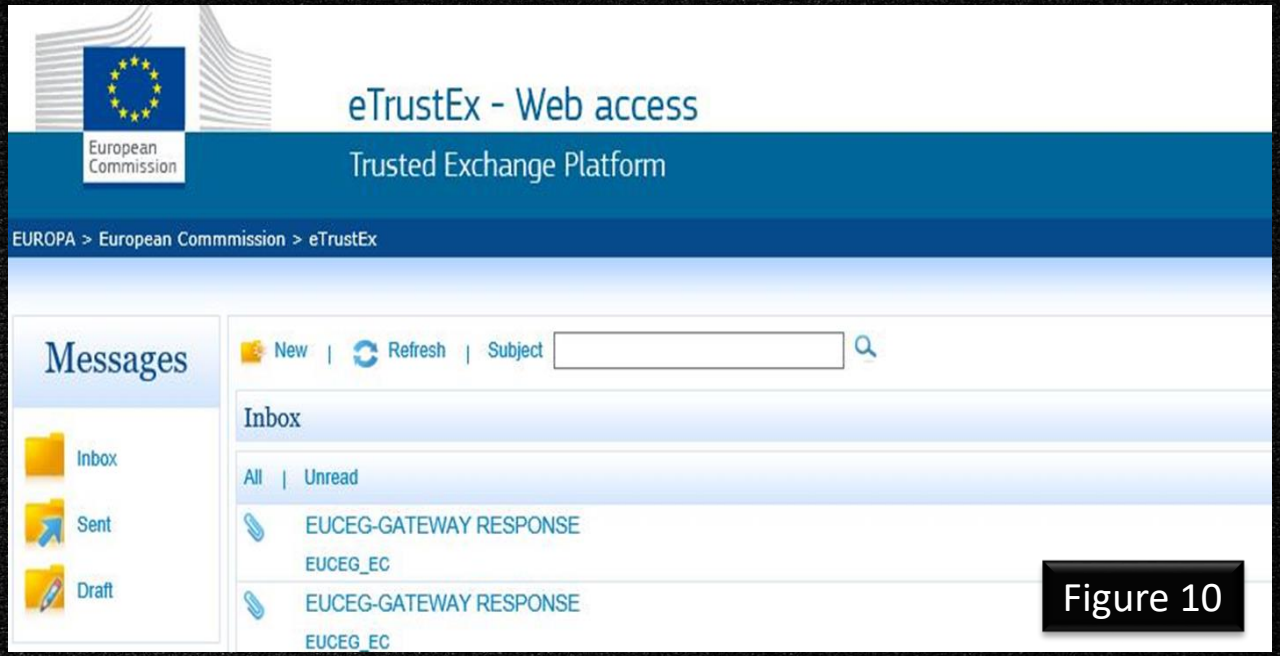

Figure 10

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Click on the “New” link

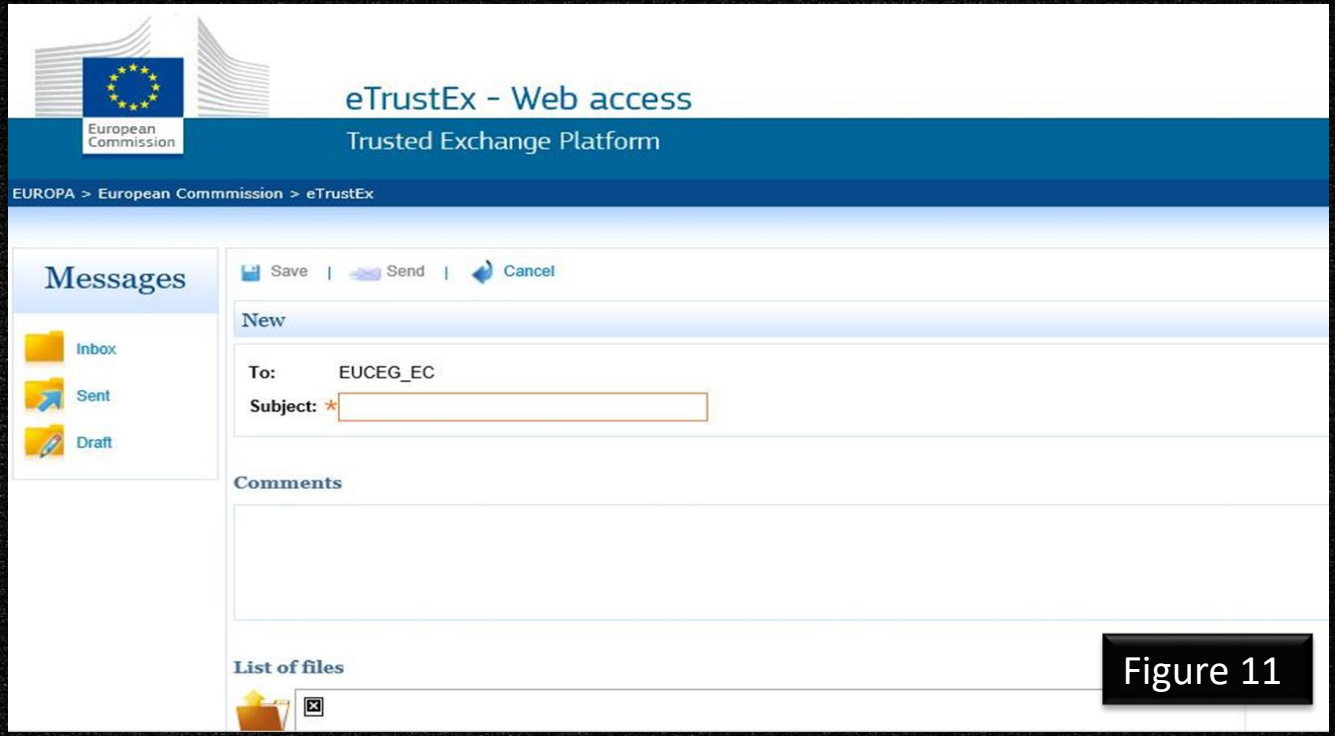

Figure 11

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’

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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 13

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

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Click on the “inbox” button, choose 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.

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

For more detail, see the ETRUSTEX tutorial download before.

Figure 10gure 3

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THE END

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