

**WISMEC™**

Premier ODM service provider

**WISMEC™**

# TPD Notification Guidance

WISMEC Marketing Team

2016/11/1





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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



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

2

## XML creator tool download



The screenshot shows the 'EU COMMON ENTRY GATE (EU-CEG)' website. The page is titled 'PUBLIC HEALTH' and features the European Commission logo. The navigation menu includes 'All topics', 'Introduction', 'Step by step guide', 'FAQ', 'Downloads', and 'Contacts'. The 'Downloads' section is active, displaying a list of technical documents. A red arrow points from the 'Downloads' menu item to the 'Technical information' section, which contains a list of documents including 'tobacco products' and 'e-cigarettes and refills'. A second red arrow points from the 'Technical information' section to the 'Downloads' menu item.

European Commission

PUBLIC HEALTH

European Commission > DG Health and Food Safety > Public health > EU Common Entry Gate (EU-CEG) > Projects

EU COMMON ENTRY GATE (EU-CEG)

Search

All topics Introduction Step by step guide FAQ Downloads Contacts

Go back to EU Common Entry Gate (EU-CEG) > Projects

Download section

Information about the EU Common Entry Gate (EU-CEG) system and how it works.

→ **Technical information**

Technical information to help your company prepare its IT system for EU-CEG submissions is regularly shared on CircaBC, a European Commission-led web-based application.

- How to access CircaBC

If you don't have one, you will need to obtain an ECAS login to connect to CircaBC.

When you connect to CircaBC, information is listed in 2 directories:

- tobacco products
- e-cigarettes and refills

Zika outbreak >

EU HEALTH AWARD FOR NGOs 2016 Antimicrobial Resistance >

e-newsletter 13 October 2016

Vigilance in the field of Substances of Human Or >

click 'technical documents'.

Figure 2





Figure 3

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

[“e-cigarettes and refills”](#)

EUROPA > European Commission > CIRCABC > SANTE > EUCEGSECTIG

EU-CEG stakeholders e-cig

- Information
- Library**
- Members
- Events
- Newsgroups

Search

Go

Advanced Search

Clipboard

Library

The Library is the space where **contents** are stored, managed and shared.

In the Library service, users manage and share their documents 3 folders and 1 files in t

Spaces

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

Page 1 of 1

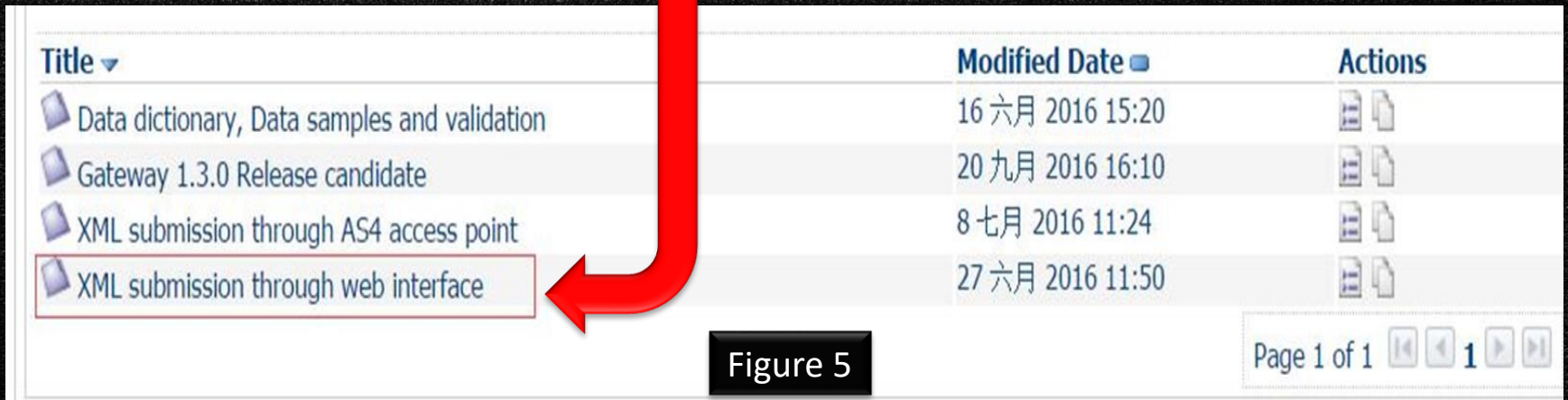
**Figure 4**

You have now accessed the CIRCABC. Click













**'latest version of technical documents'**



Click 'XML submission through web interface'.



The screenshot shows a table with three columns: Title, Modified Date, and Actions. The table contains four rows of data. The first row is 'Data dictionary, Data samples and validation' with a modified date of '16 六月 2016 15:20'. The second row is 'Gateway 1.3.0 Release candidate' with a modified date of '20 九月 2016 16:10'. The third row is 'XML submission through AS4 access point' with a modified date of '8 七月 2016 11:24'. The fourth row is 'XML submission through web interface' with a modified date of '27 六月 2016 11:50'. A red arrow points from the text above to the fourth row. The table is part of a web interface, as indicated by the 'Page 1 of 1' and navigation icons at the bottom right.

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	 





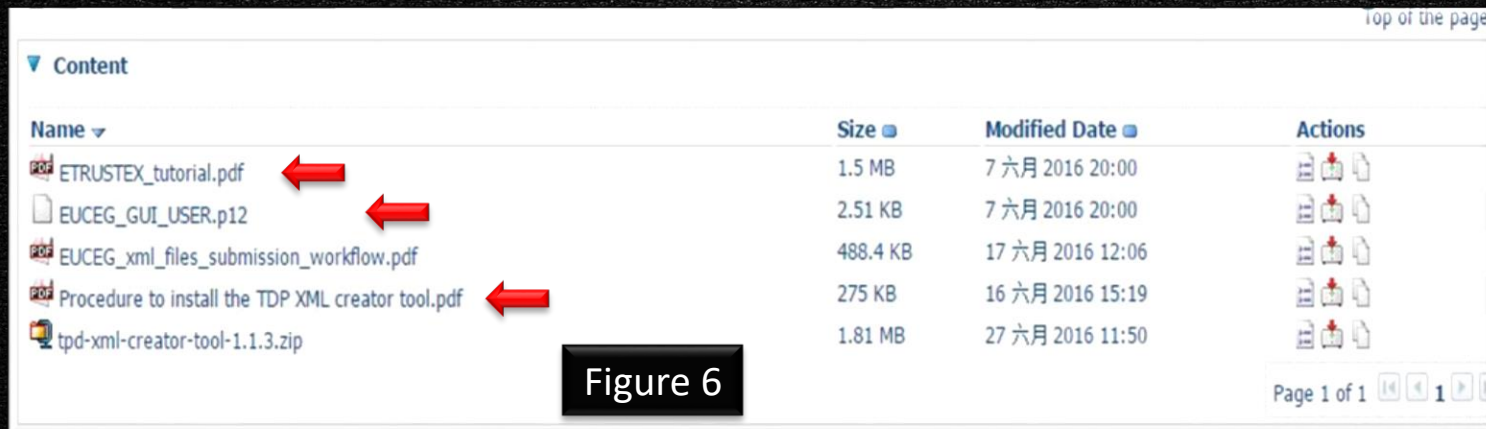
Page 1 of 1   1  

Figure 5

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](#))





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

'procedure to install the TPD XML creator tool'.



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	  

Figure 6

Page 1 of 1

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

3

## Create a submission with the XML creator

TPD XML creator tool

version 1.1.3

European Commission

TPD XML creator tool

Welcome Submitters Tobacco Product Submissions E-Cigarette Submissions Attachments

What is TPD XML creator tool

Please be aware of the requirements in relation to personal data!

In case your submission contains personal data of other parties (also business operators), please be aware that you are responsible for ensuring that such processing is compliant with the provisions of Directive 95/46/EC and Regulation (EC) No 45/2001.

In order to ensure such compliance, this privacy statement must be sent to all other parties whose data are registered in the submission: [http://ec.europa.eu/health/euceg/docs/privacy\\_statement\\_en.pdf](http://ec.europa.eu/health/euceg/docs/privacy_statement_en.pdf)

For more information about application data see:

Tobacco product: <https://circabc.europa.eu/w/browse/b4fdb67-c986-43e3-a673-98881b85f9af>

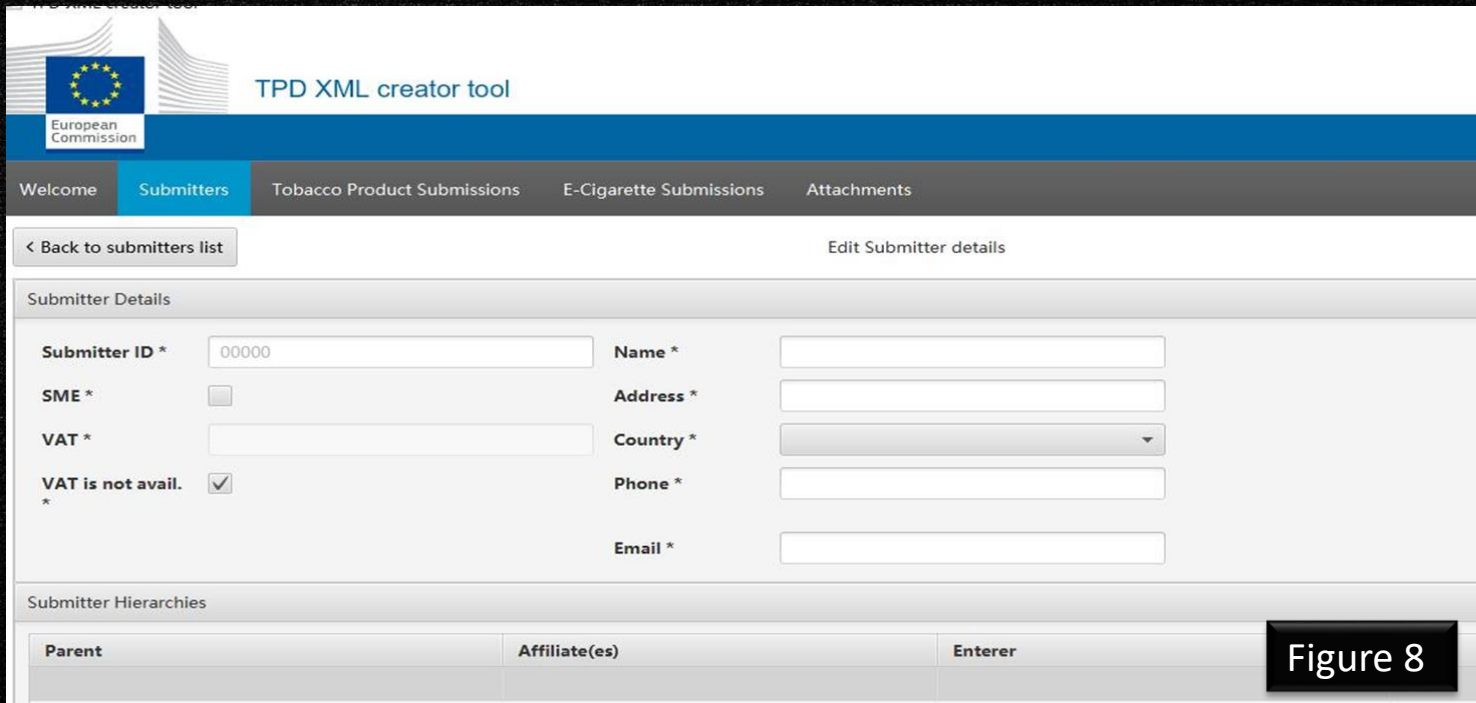
E-cigarette product: <https://circabc.europa.eu/w/browse/53bcc4f3-3ded-4a1e-bb84-470cf828f977>

Figure 7

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



# Create submitter files



The screenshot displays the 'TPD XML creator tool' interface. At the top left is the European Commission logo. The main header contains the text 'TPD XML creator tool'. Below this is a navigation bar with tabs for 'Welcome', 'Submitters', 'Tobacco Product Submissions', 'E-Cigarette Submissions', and 'Attachments'. The 'Submitters' tab is active. The main content area is titled 'Edit Submitter details' and contains a 'Submitter Details' form. The form includes the following fields:

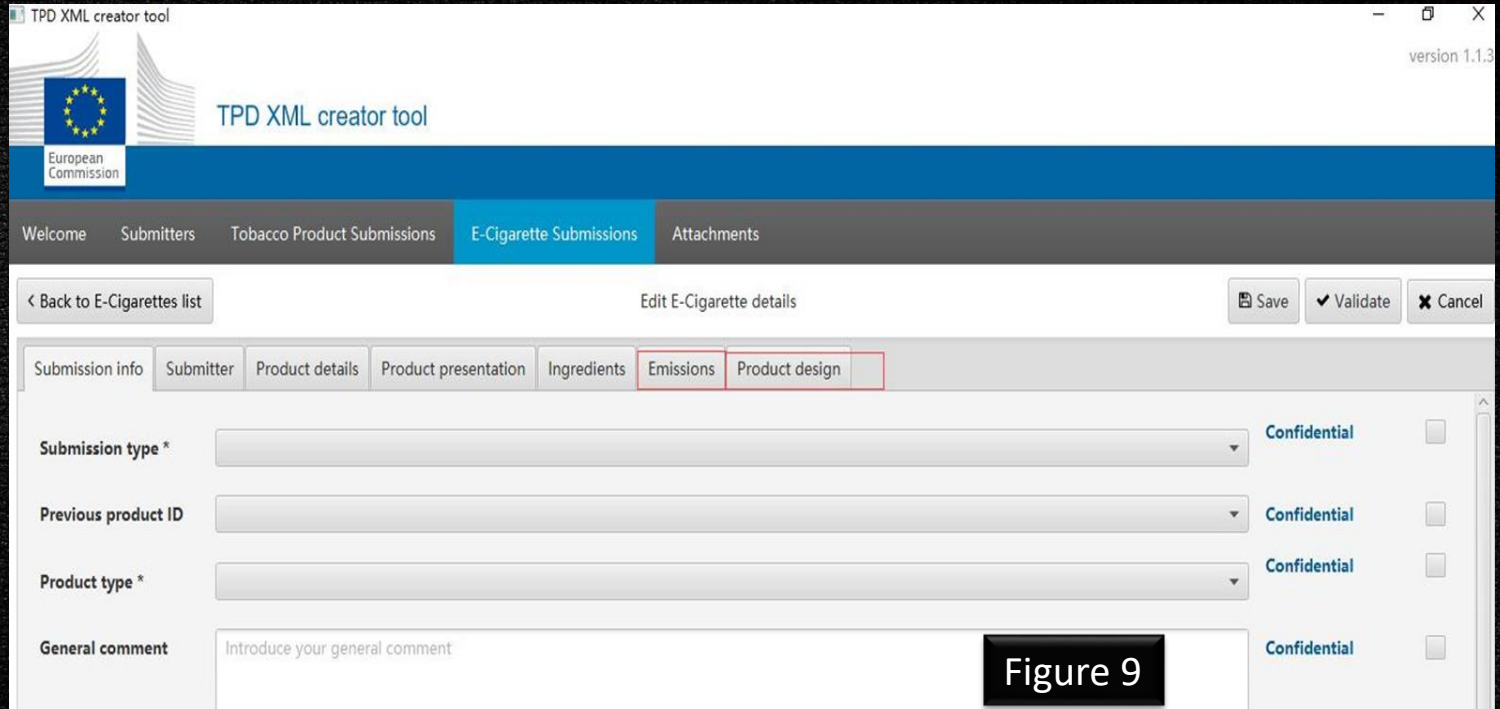
- Submitter ID \*: 00000
- SME \*:
- VAT \*:
- VAT is not avail. \*:
- Name \*:
- Address \*:
- Country \*:
- Phone \*:
- Email \*:

Below the form is a 'Submitter Hierarchies' section with a table:

Parent	Affiliate(es)	Enterer

Figure 8

# Create e-Cigarette submissions files step by step




The screenshot displays the 'TPD XML creator tool' interface, version 1.1.3. The main navigation bar includes 'Welcome', 'Submitters', 'Tobacco Product Submissions', 'E-Cigarette Submissions' (highlighted), and 'Attachments'. Below this, a secondary navigation bar shows 'Back to E-Cigarettes list', 'Edit E-Cigarette details', and buttons for 'Save', 'Validate', and 'Cancel'. The 'Emissions' and 'Product design' tabs are highlighted with red boxes. The 'Emissions' tab is active, showing a form with the following fields:

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

**Figure 9**





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’



4

## CREATE A ECAS ACCOUNT

1

Visit the ECAS account website.

2

Click the “External”

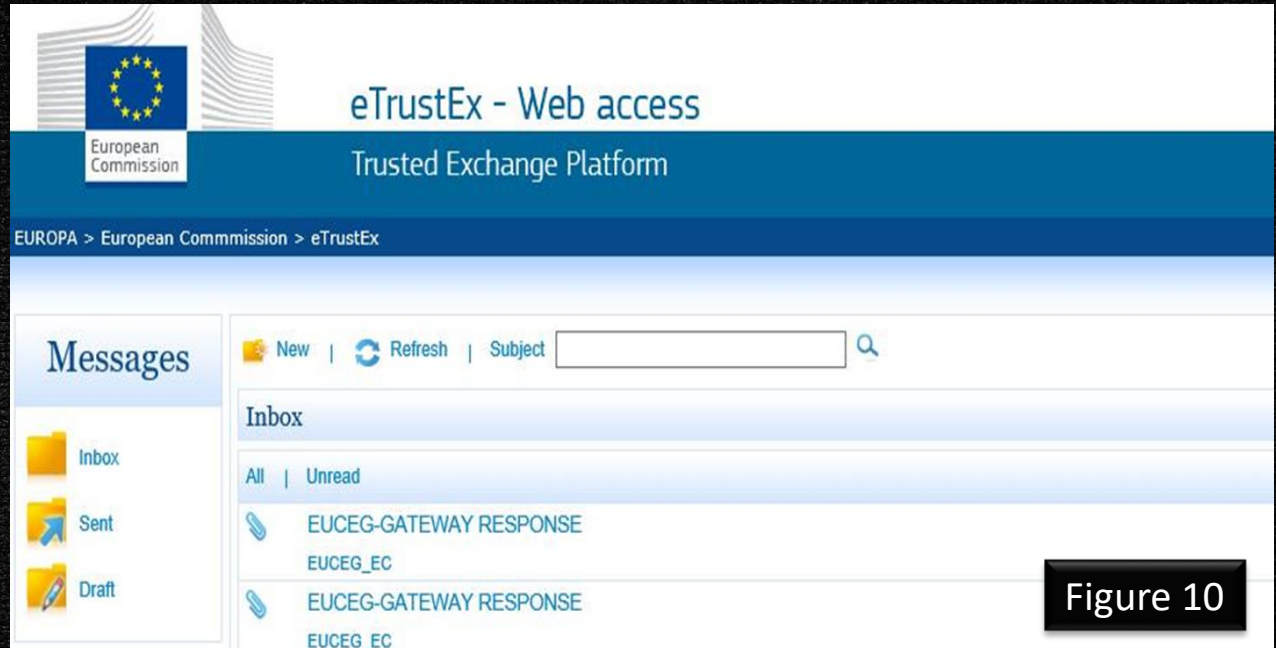
3

Click “Create a account ” and complete the creation.



5

## XML submission through web interface



The screenshot displays the eTrustEx web interface. At the top left, there is the European Commission logo. The main header reads "eTrustEx - Web access" and "Trusted Exchange Platform". Below the header, a breadcrumb trail shows "EUROPA > European Commission > eTrustEx". The interface is divided into a "Messages" sidebar on the left and a main content area. The sidebar includes folders for "Inbox", "Sent", and "Draft". The main content area features a "Messages" section with a "New" button, a "Refresh" button, and a search box labeled "Subject". Below this is an "Inbox" section with "All" and "Unread" filters. Two messages are listed in the inbox, both with a paperclip icon, indicating attachments. The first message is titled "EUCEG-GATEWAY RESPONSE" and "EUCEG\_EC". The second message is also titled "EUCEG-GATEWAY RESPONSE" and "EUCEG\_EC".

Figure 10

Click on the “New” link

The screenshot displays the eTrustEx - Web access interface. At the top left is the European Commission logo. The main header reads "eTrustEx - Web access" and "Trusted Exchange Platform". Below this is a breadcrumb trail: "EUROPA > European Commission > eTrustEx".

The interface is divided into several sections:

- Messages:** A sidebar on the left contains "Inbox", "Sent", and "Draft" with corresponding icons.
- Form:** The main area contains a "New" message form with fields for "To: EUCEG\_EC" and "Subject: \*" (with an empty input box). Above the form are "Save", "Send", and "Cancel" buttons.
- Comments:** A large empty text area below the form.
- List of files:** A section at the bottom left with a folder icon and a small "x" icon.

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'




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.



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.



THE END