



STÁTNÍ TISKÁRNA CENIN,
státní podnik

Tobacco labelling portal

User's manual for registration of Economic Entities



Document history

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1. INTRODUCTION

The Tobacco labelling portal is used for the support of the records and distribution of tobacco products according to the Commission Regulation EU no. 2018/574.

The TPD is intended for registration of manufacturers, distributors and end sellers of tobacco products and for generation of unique identifiers of unit and groups packagings of tobacco products.

The use of the system is limited to subjects operating this business in the Czech Republic or other EU Countries and requires an approved registration in the system.

The registering Economic Entity (EE) starts the registration by filling out the basic identification data and confirming a simple verification of the contact email. The request is validated by the IDIssuer's worker, who notifies the registered EE regarding the result of the registration at the specified contact email.

ID-Issuer (code issuer) for CZ is the State Printing Works for Securities, state enterprise.

The application's access point for registration is at <https://znacenitabaku.cz>.



Vítejte na registrační stránce systému TPD IDIssuer

Systém ID_Issuer slouží k podpoře evidence výroby a distribuce tabákových výrobků podle nařízení komise EU č. 2018/574.

Používání systému je omezeno na právnické subjekty, které provozují tuto činnost v rámci ČR nebo i dalších států EU a požaduje schválenou registraci v systému.

Zahájení registrace provedete vyplněním základních identifikačních údajů o Hospodářském subjektu (HS) a potvrzením jednoduché kontrolu Vašeho kontaktního emailu. Požadavek validuje pracovník IDIssuera, který o výsledku registrace informuje registrovaný HS na uvedený kontaktní email. IDIssuer (vydavatel kódů) pro ČR je Státní tiskárna cenin, státní podnik.

Další informace jsou uvedeny [zde](#).

[Registrace nového subjektu](#)

The user can switch from the entry screen to a registration form, in which he/she enters complete information on the registered EE in the required scope, including its future user name (which is its email address), and fills in the future password for system access.

After entering the correct [data](#) the user will see a form with a quick overview and a user menu, matching is/her role in the application.



2. REGISTRATION REQUEST PROCESSING


2.1 Completing and sending the entry form (applicant)

The user fills in the data on the registered Economic Entity and itself, as well as on the first data administrator, on the portal.

The screenshot shows a web form titled "Registrace nového subjektu". It contains the following sections and fields:

- Informace o hospodářském subjektu (HS):**
 - Název HS: První autoregistrační tabáková a. s. (marked with *)
 - Alternativní název HS: PAT a.s.
 - Adresa HS: Šroka 151, 35201 Ad
 - E-mail HS: pat@seznam.cz (marked with *)
 - Telefon HS: 603 595 599 (with example: +420 223 456 789)
 - Stát registrace: CZ-Česko (dropdown menu)
 - IČO: 00001066 (marked with *)
 - DIČ: CZ00001066
 - Identif. pro účely DPH: (empty)
 - Identif. pro účely SPD: (empty)
 - Kódy jejich vydavatelů: Seřadit (+) (empty, showing "Žádná data")
- Informace o žadateli:**
 - E-mail pro registraci: jan.pat@seznam.cz (marked with *)
 - Telefon: 603 595 599 (with example: +420 223 456 789)
 - Heslo: (masked with dots, marked with *)
 - Heslo (zopakujte): (masked with dots, marked with *)
 - Síla hesla: (progress bar)
- Podmínky provozu systému TPD:**
 - S podmínkami registrace i provozu systému jsem se seznámil a souhlasím s nimi.
 - Nejsem robot (CAPTCHA)
 - Buttons: Potvrdit, Zrušit

Required fields in the entry form are marked with * on the meaning label of the entry field. After complete and correct filling of the entry data the confirm button is active, used to transfer the request for further processing.

The language, with which the application communicates with the user, is set according to the language settings of the browser, the user can change it (Czech/English) using the  flag icon in the top right corner.

The basic conditions of use of the Portal are available from the menu in the top left part

[Podmínky provozu systému TPD](#)



2.1.1 CAPTCHA

The verification algorithms, preventing cyber misuse (CAPTCHA), are implemented within the entry form and in specific cases it can request a simple communication for the verification of the user above the scope of data required by the system.

2.1.2 Emailing

The field labelled **EE E-mail** is used in the system for email communication

- regarding the performed changes in the registration
- regarding the received requests for generation of codes of unit or group packagings.

Field labelled as **E-mail for registration** is an email, to **which the verification email with the confirmation link will be sent, and it has to be confirmed in the next step by clicking it, so the system confirms the credibility of the registration.**

Both email addresses are key to the completion of the registration and further communication of the system with the EE, therefore it has to be filled in with real values of active email accounts.

2.1.3 Password

The entered password is a new password **exclusively for the use in the Tobacco Labelling Portal**, it has no connection to the password of the email account and therefore an unauthorized access to emails of the registering user is prevented. However, it has to be remembered for later login into the TPD system, when the user logs in using the combination of **Registration E-mail** and **Password**.



2.2 Confirmation of Receipt of Request (System)

A request created in the system automatically generates a verification email with the following wording, which is sent to the email address specified in the filed **Registration E-mail**.

We are sending the [confirmation link](#) for the confirmation of a request submitted by You, for the creation of a new Economic Entity (EE) **První autoregistrační tabáková a. s., Široká 151, 35201 Aš, CZ**, ID No./VAT No. **00001066/CZ00001066** in the TPD system. By clicking the [link](#) you will your request, which will be then transferred for processing by the system administrator. The information regarding the processing of the registration will be sent to the email specified as the contact for the registered EE. For further information go [here](#). For all future communication and eventual questions regarding the Track and Trace, please use the email address hs@znacenitabaku.cz or phone number +420 xxx xxx xxx.

At the same time it will generate and send an informative email for the recipient specified in the **EE E-mail** field.

Based on the data entered by You a registration of the economic entity **První autoregistrační tabáková a. s., Široká 151, 35201 Aš, CZ**, ID/VAT No. **00001066/CZ00001066** will be initiated. The Economic Entity, which will be registered, was assigned by the primary administrator jan.pat@seznam.cz, to whom the email with the verification link was sent. Based on the confirmation of the verification link the data from the request will be transferred to the system administrator for processing. In case of approval of the registration by the TPD system administrator the registration will be confirmed and the assigned identification of the Economic Entity within the TPD system will be sent to the email address and the control code will be made available, to be used for verification of credibility of further electronic communication. For further information go [here](#). For all future communication and eventual questions regarding the Track and Trace, please use the email address hs@znacenitabaku.cz or phone number +420 xxx xxx xxx.

2.3 Verification of Registration Request (Applicant)

By clicking the link in the email, sent to the **Registration E-mail** address, the user is redirected to a confirmation page of the Portal, and based on the verification of the link the acceptance of the request is confirmed.

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Zpět na hlavní stranu

Potvrzení registrace

Vaše registrační ID: (Vkm5bY8KL-BbfGROVTh2FA)

ID potvrzeno!

Pokračovat



From this moment the request is handed over for assessment by the code issuer - State Printing Works of Securities, S.O.E.

2.3.1 Positive Request Processing

Positive Registration Request Processing

- assigns the registered EE a unique identification in the system
- assign the registered EE a confirmation code, which is available through the Portal interface in the EE data
- sends an email to the **EE E-mail** address with information regarding the confirmed registration

Based on the confirmation of the registration data by the registered entity and the TPD system administrator the registration of the economic entity **První autoregistrační tabáková a. s., Široká 151, 35201 Aš, CZ, ID/VAT No. 00001066/CZ00001066** into the [TPD system](#) will be executed.

The Economic entity will be assigned a unique code **LESTC1H2LAYUB**.

For further information go [here](#). For all future communication and eventual questions regarding the Track and Trace, please use the email address hs@znacenitabaku.cz or phone number **+420 xxx xxx xxx**.

At the same time an informative email is sent to the address specified in the field **Registration E-mail**

We confirm the activation of the TPD System user with the login name jan.pat@seznam.cz and assigned authorization **Operator of Economic Entities**.

2.3.2 Negative Request Processing

Negative Request Processing

- cancels the registering EE request in the system (status cancelled)
- sends an email to the **EE E-mail** address with information regarding the rejected registration

Your request for registration of the Economic Entity **Čtvrtá tabáková v.o.s., Doutníková, 28025 Zásmyky, CZ, ID/VAT No. 00001066/CZ00001066**

was rejected for reason **Not registered in the Companies Register**.

For further information go [here](#). For all future communication and eventual questions regarding the Track and Trace, please use the email address hs@znacenitabaku.cz or phone number **+420 222 222 222**.