

Manual

# **ID Issuer**

## Onboarding process

12 November 2025, Version 2.2



## **Imprint**

ID Issuer – Onboarding process

Current version (Document): 2.2 – Translation of the original

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## **Suggestions**

Bundesdruckerei GmbH will be pleased to receive suggestions regarding the manual.

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## Imprint

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## 1 Registration process

**Note:** Before registering with the ID Issuer, please first find out about the re-registration process at the primary repository and complete this. Registration at a primary repository is mandatory and independent of registration at Bundesdruckerei's ID Issuer. Your responsible tobacco association can assist you in this regard.

In the following we will guide you step by step through the registration process.

### 1.1 Selecting the profile

Please select whether you are

- Producer/importer
- Trading company, logistics company or laboratory
- another accredited external operator

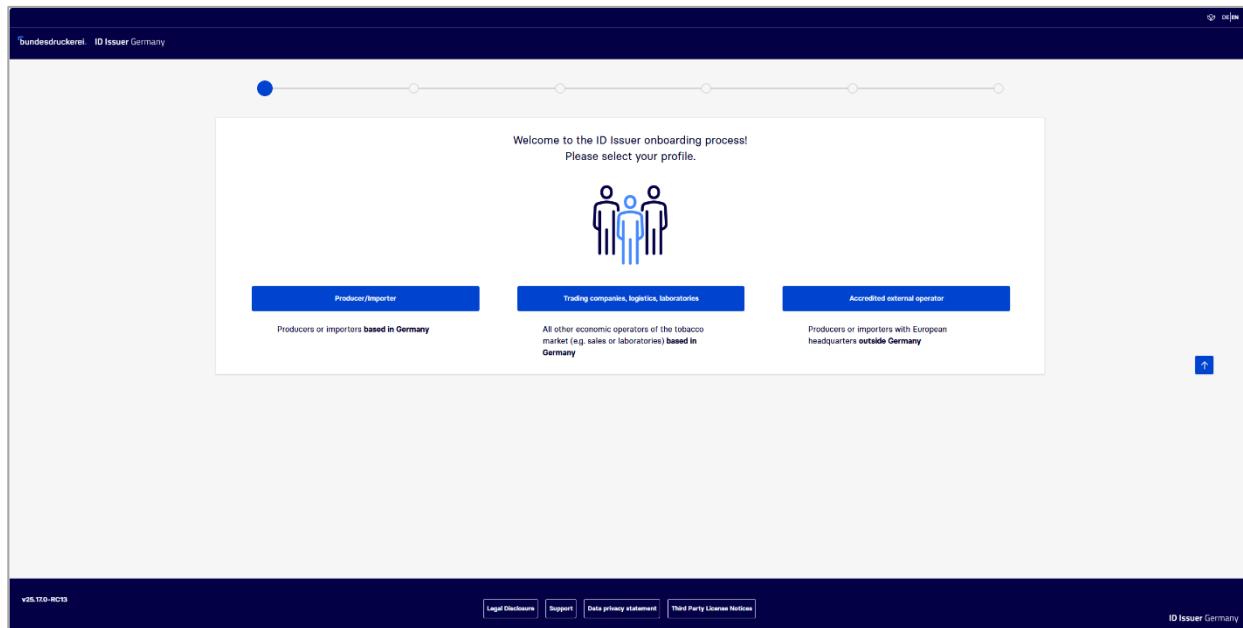


Figure 1: Profile selection

Afterwards, you will receive a note about the requirement to order UIs (Unique Identifiers).

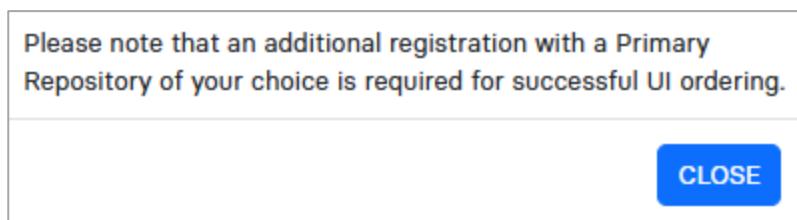
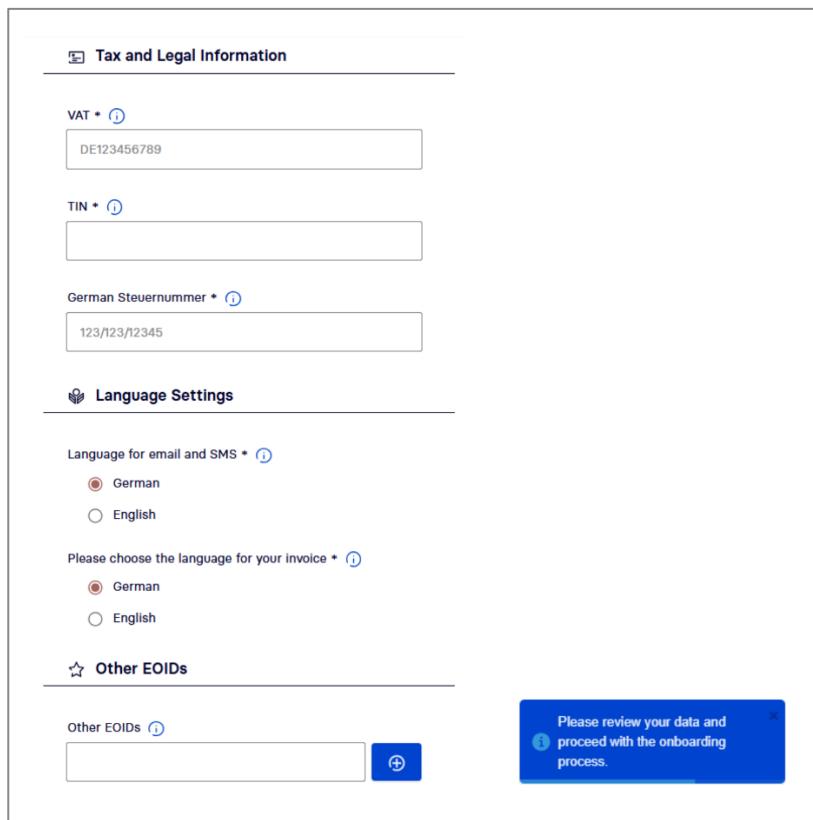


Figure 2: Note

## 1.2 Information about the company

Please complete all fields marked with an asterisk (\*). If a red exclamation mark appears next to the heading, there is an error in the entry. If you have entered the information correctly, the exclamation mark will disappear. If you require further information on the respective field, hold the mouse over the info icon, until an information window appears.

Figure 3: Company data and registered address



**Tax and Legal Information**

VAT \*

TIN \*

German Steuernummer \*

**Language Settings**

Language for email and SMS \*  German  English

Please choose the language for your invoice \*  German  English

**Other EOIDs**

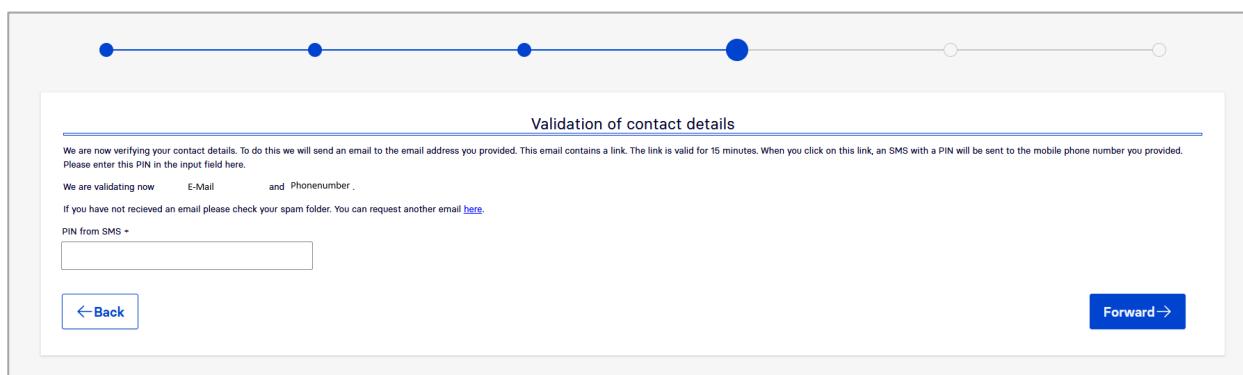
Other EOIDs

Please review your data and proceed with the onboarding process.

Figure 4: Tax information, language settings and other economic operator identification codes

### 1.3 Verification of contact details

You will receive an **E-mail** with a **link**. Click on the link. You will then receive a **text message** with a **PIN** to the mobile phone number you have provided. Enter the PIN in the input field.



**Validation of contact details**

We are now verifying your contact details. To do this we will send an email to the email address you provided. This email contains a link. The link is valid for 15 minutes. When you click on this link, an SMS with a PIN will be sent to the mobile phone number you provided. Please enter this PIN in the input field here.

We are validating now  and .

If you have not received an email please check your spam folder. You can request another email [here](#).

PIN from SMS

Figure 5: Verification of contact details

## 1.4 Terms and conditions

In the second step, you will be asked to read and accept the terms of use. These include the general terms and conditions as well as the order and delivery conditions.

General terms and conditions and terms of sales/delivery

### General Terms and Conditions

1. General information

1.1 These Order and Delivery Terms and Conditions apply between Bundesdruckerei GmbH as a national ID Issuer (hereinafter referred to as "ID Issuer") and the producer and/or importer of tobacco products (hereinafter referred to as "Producer/Importer") in the context of the ordering and delivery of unique identifiers at the packaging level (hereinafter referred to as "upUls") regarding the solutions provided by the ID Issuer.

1.2 In addition to these Order and Delivery Terms and Conditions, the Producer's General Terms and Conditions or Purchasing Conditions do not apply. The ID Issuer hereby expressly objects to their integration into the contractual relationship. In particular, the ID Issuer rejects any conditions set forth by the Producer/Importer, which would require the ID Issuer to participate in or submit declarations regarding to a boycott beyond applicable statutory EU and UN sanction provisions.

1.3 The order of upUls stipulates the options of the electronic delivery of the upUls according to Point 2 of these Order and Delivery Terms and Conditions and the physical delivery of the upUls according to Points 3 and 4 of these Order and Delivery Terms and Conditions.

I accept Terms and Conditions 

[Data privacy statement \(in German language\)](#)

[← Back](#) [Finish →](#)

Figure 6: GTC

## 1.5 Completion of the registration

After completing the registration, a notification window will appear.

If you have registered as a **trading company, logistics company, laboratory** or another accredited **external operator**, you will receive an email with further steps within a short time (maximum 24 hours). Please also check your spam folder if necessary. If you have registered as a **producer** or **importer**, the process may take up to two business days.

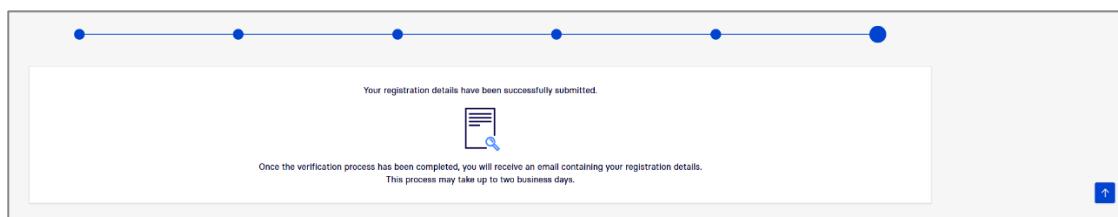


Figure 7: Successful data submission (trading company, logistics company, laboratory or other external operators)

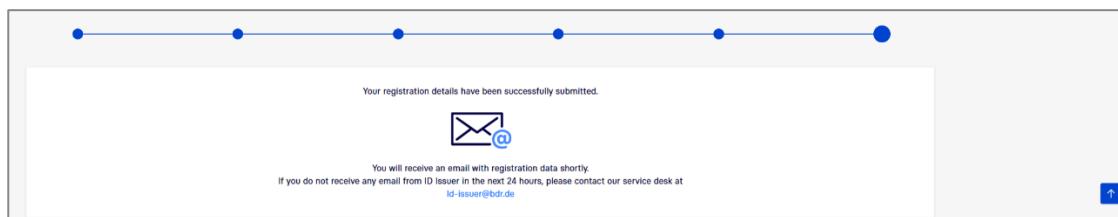


Figure 8: Successful data submission (producer or importer)

## 2 E-Mails

### 2.1 Welcome E-Mail

Once you have successfully completed registration, you will receive a welcome E-Mail, in which the next steps are explained.

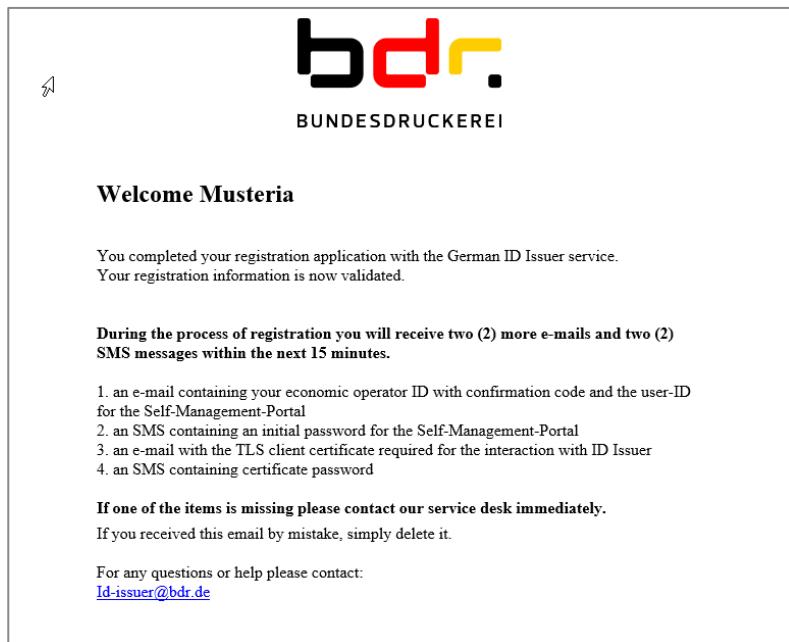


Figure 9: Welcome E-Mail

## 2.2 E-Mail with access data

The second E-Mail contains your access data for the Self-Management Portal, your Economic Operator ID (EO ID) and the confirmation code. Please keep this E-Mail in a safe place as the data will be required when using the ID Issuer.

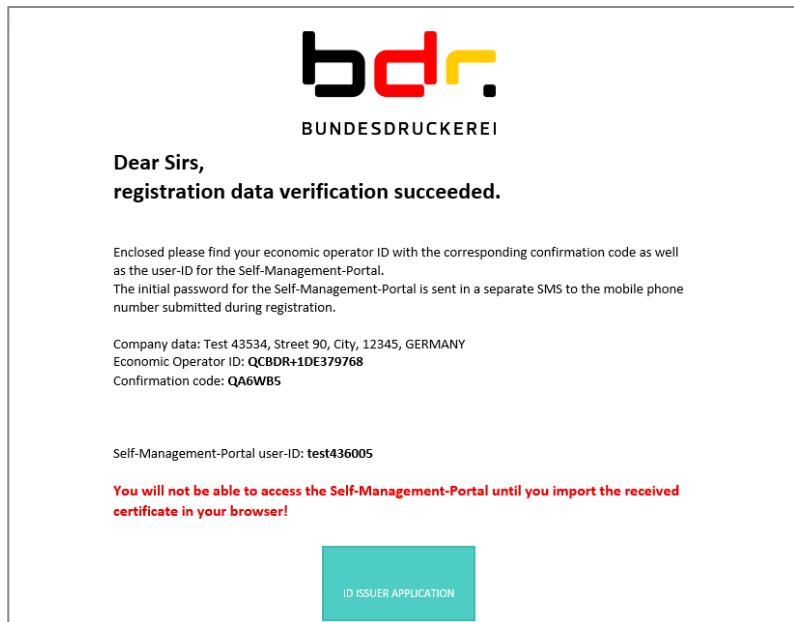


Figure 10: E-Mail with access data

## 2.3 E-Mail with TLS certificate

You will receive the TLS certificate in the third E-Mail. The certificate is required to use the Self-Management Portal. Please import this certificate into your browser or the corresponding application used for communication with the ID Issuer. You have received the password for the certificate by SMS.

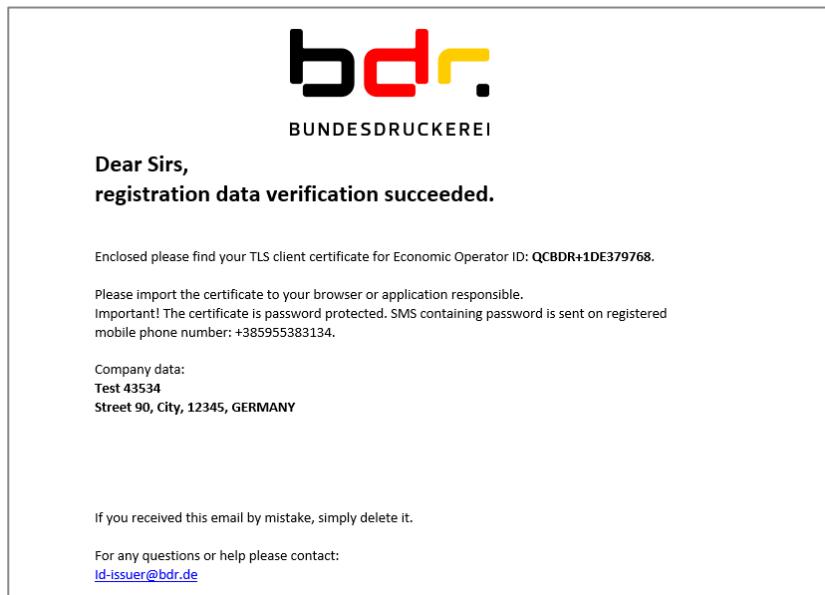


Figure 11: E-Mail with TLS certificate

➔ The initial registration is now complete.

### 3 Self-Management Portal

You can now log in to the ID Issuer's Self-Management Portal. You will find the link in the E-Mail with the access data (see section 2.2). You will receive the corresponding password via text message.

After logging in for the first time, you will be asked to change your password. If you forget your individual password, you can reset it using your initial login details.

#### 3.1 Registering the facility (generating an F ID)

To obtain an **F ID** (Facility ID), it is necessary to register a facility. After successfully logging in to the **Self-Management Portal**, you can generate an F ID via the **Facilities tab** and the **Register facility** button. As the last sales outlet, please deactivate the **Has tax warehouse status** checkbox and select the **Sales outlet facility** type. It is also necessary to enter the address and the confirmation code. You received the latter in the access data E-Mail (see section 2.2).

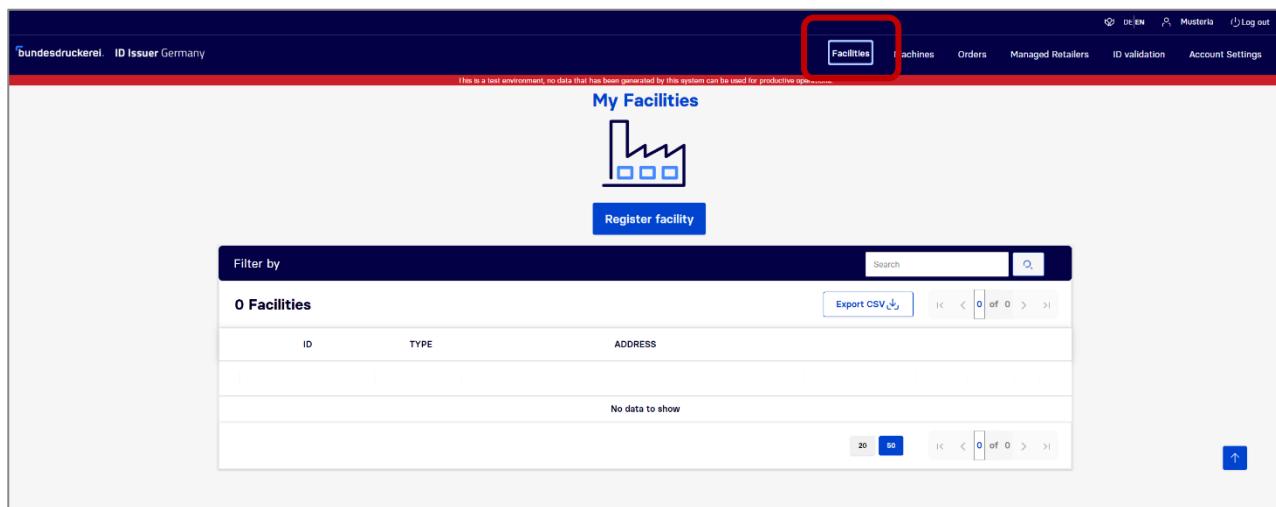
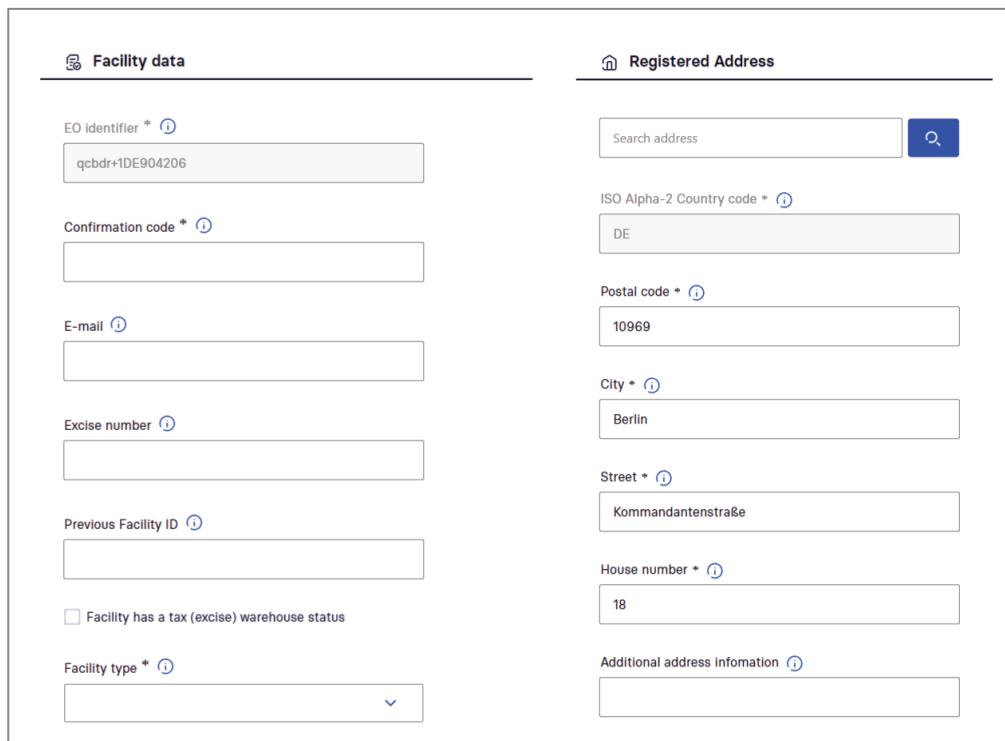


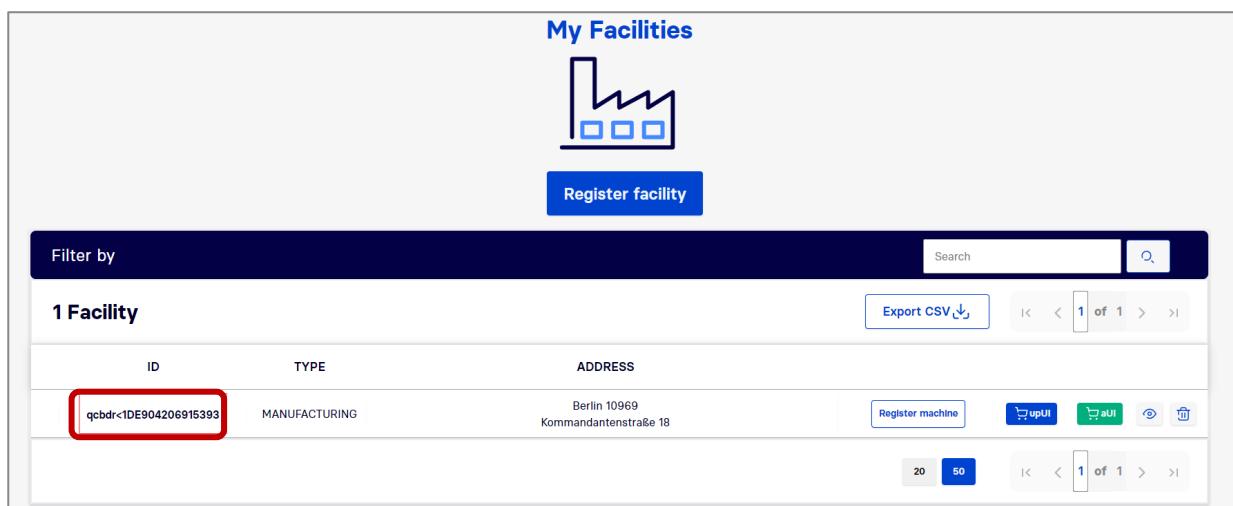
Figure 12: Registering the facility



EO Identifier * <small>(i)</small>	qcbdr+1DE904206
Confirmation code * <small>(i)</small>	
E-mail <small>(i)</small>	
Excise number <small>(i)</small>	
Previous Facility ID <small>(i)</small>	
<input type="checkbox"/> Facility has a tax (excise) warehouse status	
Facility type * <small>(i)</small>	
Registered Address	
Search address	
ISO Alpha-2 Country code * <small>(i)</small>	DE
Postal code * <small>(i)</small>	10969
City * <small>(i)</small>	Berlin
Street * <small>(i)</small>	Kommandantenstraße
House number * <small>(i)</small>	18
Additional address information <small>(i)</small>	

Figure 13: Setup facility data and registered address

Once your institution has been successfully registered, the F ID will appear in the overview.



My Facilities		
		
<a href="#">Register facility</a>		
Filter by	Search	
<b>1 Facility</b>		
ID	TYPE	ADDRESS
qcbdr+1DE904206915393	MANUFACTURING	Berlin 10969 Kommandantenstraße 18
		<a href="#">Register machine</a> <a href="#">upUI</a> <a href="#">aUI</a> <a href="#">Edit</a> <a href="#">Delete</a>
20	50	1 of 1

Figure 14: Overview with generated F ID

## 4 Service and Support

**Customer Service Center:**

(0 30) 25 98 – 0

**E-Mail Support:**

[ID-Issuer@bdr.de](mailto:ID-Issuer@bdr.de)

**Availability:**

24/7