

Registration process

This guide will take you step by step through the registration process.

Click here to go to the registration portal of the traceability system for tobacco products:

<https://onboarding.de.id-issuer.eu/>

To start, please select your profile in the registration menu.

Are you a manufacturer or importer of tobacco products? Then select the "**Producer/importer**" profile.

Are you a wholesaler or a last retail outlet? Then select "**Other**".

Are you already registered with another national ID Issuer? You should then select "**Accredited external operator**".



The screenshot shows a white rectangular box containing the bdr. logo and the text 'BUNDESDRUCKEREI' at the top. Below the logo, it says 'Welcome to the ID ISSUER onboarding process!'. Underneath, the instruction 'Please select your profile.' is followed by three blue, rounded rectangular buttons stacked vertically. The buttons are labeled 'Producer/Importer', 'Other', and 'Accredited external operator' from top to bottom.


1. Information about economic operators

Please fill in all fields marked with a red asterisk. If a red exclamation mark appears next to the caption, this means that your entry is faulty. If you enter the correct information, the mark will disappear again. If you need more information about the respective field, simply position the cursor over the question mark and an information window will open.



The registration form consists of several fields, each with a red asterisk indicating it is mandatory. To the right of the form, red boxes provide detailed explanations for each field, connected by red lines to the corresponding field in the form.

Field	Explanation
Registered name *	Name of the economic operator
Alternative name	Optional company name (abbreviated)
E-mail *	E-mail address to finalize the registration process and for other communications
Mobile phone *	For transmitting the initial password
VAT *	Country code + 9-digit VAT ID (optional when a TIN number exists)
TIN *	11-digit tax identification number (optional when a VAT number exists)
Excise number	13-digit excise tax number



The address form includes a search bar and several mandatory fields marked with a red asterisk.

Search address...

ISO Alpha-2 Country code *
DE


Postal code * City *
12345 Musterstadt

Street * House number *
Musterstraße 1

As a manufacturer/importer or external operator you can also enter your invoice information. In the self-management portal you will have the option to update this information at a later point in time.

2. Terms of Use

In the second step, you will be requested to read and accept the Terms of Use. These terms include the General Terms and Conditions as well as the terms for ordering and delivery.



BUNDESDRUCKEREI

General terms and condition and terms of sales/delivery

[DE](#) [EN](#)

General Terms and Conditions

1. General

1.1 Scope of validity: Bundesdruckerei GmbH (hereinafter referred to as 'Bundesdruckerei') will, in accordance with sec. 7a (1) of the Tobacco Products Act (TabakerzG, *Gesetz über Tabakerzeugnisse und verwandte Erzeugnisse*) in conjunction with sec. 19 to 19c of the Tobacco Products Regulation (TabakerzV, *Verordnung über Tabakerzeugnisse und verwandte Erzeugnisse*) and acting as the issuer within the meaning of art. 3 (1) of Commission Implementing Regulation (EU) 2018/574 of 15 December 2017, execute orders to generate and issue identification codes and unique identifiers exclusively on the basis of the General Terms and Conditions set out below, the terms and conditions of the related order as well as the terms of delivery. These terms and conditions apply to all current and future orders to Bundesdruckerei in conjunction with the generation and issuance of identification codes and unique identifiers.

1.2 Conflicting terms and conditions: Conflicting, supplementary or deviating terms and conditions of the contract partner (hereinafter referred to as 'Customer') will not be recognised, regardless of whether or not such conflicting, supplementary or deviating terms and conditions are known to Bundesdruckerei. The foregoing will also apply if Bundesdruckerei does not specifically reject such conflicting terms in each case or if reference is made to correspondence containing or referring to the terms and conditions of Customer or a third party. Bundesdruckerei hereby particularly rejects any terms and conditions of the customer which would involve Bundesdruckerei in a boycott that exceeds the applicable statutory EU and UN penalty provisions or would cause Bundesdruckerei if it were to make any declarations in this regard.

1.3 Transfer of rights under the contract: Without Bundesdruckerei's consent, Customer is not entitled to transfer any rights or obligations under any contract to any third party.


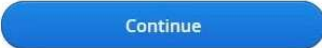
2. Prices and payment

2.1 Binding nature of prices quoted: The prices shown in the online order portal at the time of ordering apply. Bundesdruckerei's prices are exclusive of statutory value-added tax.

2.2 Due date: The terms of payment are specified in the order and delivery conditions.

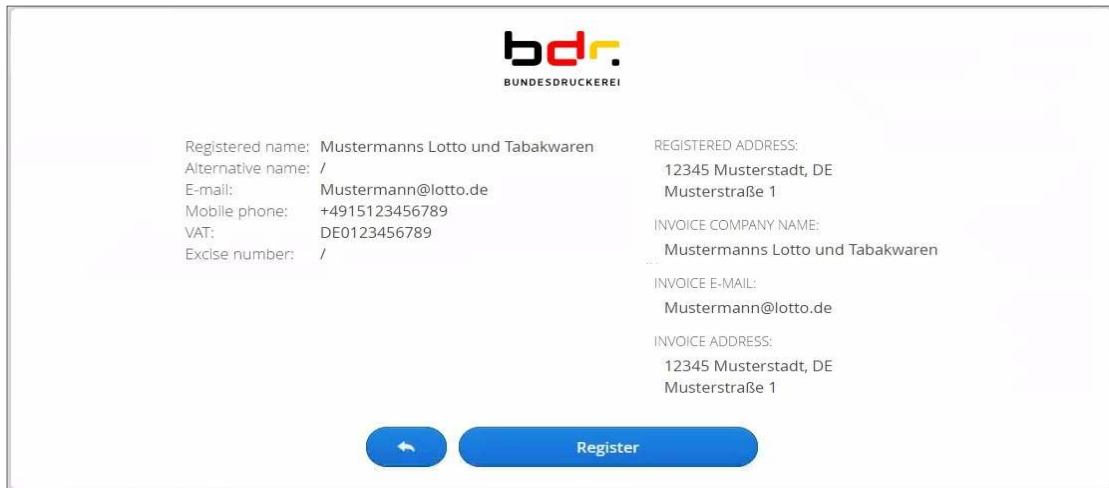
2.3 Reservation to demand prepayment: If there are reasonable indications of a default risk, Bundesdruckerei reserves the

I accept terms of use.

3. Summing up

All of the data you entered will then be displayed. If the data is correct, you can confirm registration.



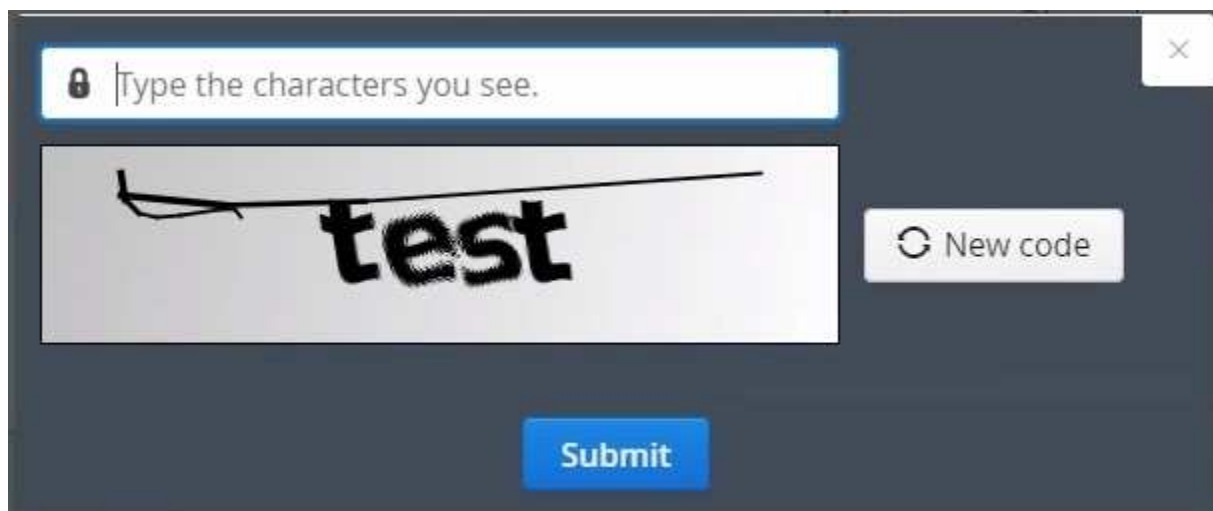
The image shows a registration summary screen for bdr. BUNDESDRUCKEREI. It displays the following information:

Registered name:	Mustermanns Lotto und Tabakwaren	REGISTERED ADDRESS:	12345 Musterstadt, DE
Alternative name:	/		Musterstraße 1
E-mail:	Mustermann@lotto.de	INVOICE COMPANY NAME:	Mustermanns Lotto und Tabakwaren
Mobile phone:	+4915123456789	INVOICE E-MAIL:	Mustermann@lotto.de
VAT:	DE0123456789	INVOICE ADDRESS:	12345 Musterstadt, DE
Excise number:	/		Musterstraße 1

At the bottom, there is a blue button with a left arrow and a larger blue button labeled "Register".

4. CAPTCHA

To confirm, please enter the characters which you can see. If the CAPTCHA image is not clearly visible for you, you can generate a new one on the right-hand side. Then click "Submit" and wait a few seconds.



The image shows a CAPTCHA verification screen. It features a text input field with a lock icon and the placeholder text "Type the characters you see.". Below the input field is a CAPTCHA image showing the word "test" in a bold, black, sans-serif font, with a thin black line drawn over it. To the right of the CAPTCHA image is a button labeled "New code" with a circular refresh icon. At the bottom center is a blue button labeled "Submit".

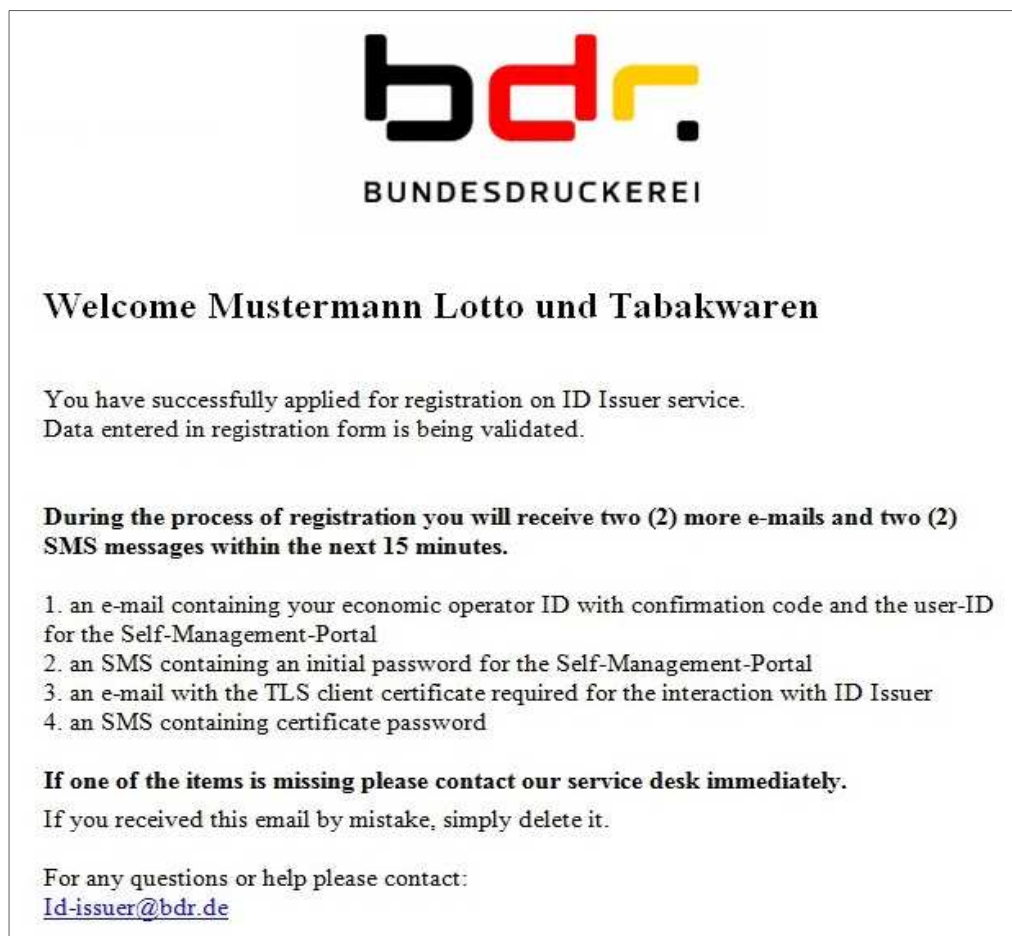
5. Finalizing registration

Following registration, a notification window will open. You will then (within the next 24 hours) receive your credentials per e-mail and SMS. Please also check your spam folder.




6. Confirmation e-mail

If your registration was successful, you will first receive a welcome e-mail stating the next steps.



7. Credentials

The second e-mail contains your credentials for the self-management portal, your economic operator ID (EO ID) and the confirmation code. Please keep this e-mail as you will need this information when you use the ID Issuer.



BUNDESDRUCKEREI


**Dear Sirs,
registration data verification succeeded.**

Enclosed please find your economic operator ID with the corresponding confirmation code as well as the user-ID for the Self-Management-Portal.
The initial password for the Self-Management-Portal is sent in a separate SMS to the mobile phone number submitted during registration.

Company data: Mustermann Lotto und Tabakwaren, Musterstrasse 1, Musterstadt, 12345, Germany
Economic operator ID: **QCBDR+IDE627465**
Confirmation code: **3KWNHW**

Self-Management-Portal user-ID: **muster4655**

You will not be able to access the Self-Management-Portal until you import the received certificate in your browser!



If you received this email by mistake, simply delete it.

For any questions or help please contact:
Id-issuer@bdr.de

8. TLS certificate

The third e-mail contains the TLS certificate. This certificate is needed for using the self-management portal. Please import the certificate into your browser or into the application which you use for the communication with the ID Issuer. The password for the certificate has been sent to you in an SMS.



**Dear Sirs,
registration data verification succeeded.**

Enclosed please find your TLS client certificate.

Please import the certificate to your browser or application responsible.
Important! The certificate is password protected. SMS containing password is sent on registered mobile phone number: +4915123456789

Company data:
**Mustermann Lotto und Tabakwaren
Musterstrasse 1, Musterstadt, 12345, Germany**

If you received this email by mistake, simply delete it.

For any questions or help please contact:
Id-issuer@bdr.de

9. Self-management portal

You can now access the self-management portal of the ID Issuer. You can find the link to the portal in the e-mail which contains your credentials (section 7). The pertinent initial password will be sent to you per SMS. After the first login, you will be prompted to change the password. If you should later forget your own password, you can use the initial credentials to reset the password.

10. Registration of a facility (generating an F ID)

To get an F ID, it is first necessary to register this facility. Following successful login to the self-management portal, you can generate an F ID using the "Registering a facility" button. As the last retail outlet, please deactivate the checkbox "Facility has a tax (excise) warehouse status" and select the "Retail outlet" facility type. The address and the confirmation code must also be entered. You have received the confirmation code together with your credentials (section 7).

The screenshot shows a 'FACILITY REGISTRATION' form with the following fields and options:

- EO identifier ***: Text input with value 'QCBDR+1DE864239'
- Confirmation code ***: Text input with value '29J3U1'
- Excise number**: Empty text input
- Facility has a tax (excise) warehouse status**
- Facility type ***: Dropdown menu with 'Retail outlet' selected
- REGISTERED ADDRESS** section:
 - Search address... (input field)
 - ISO Alpha-2 Country code ***: Input field with 'DE'
 - Postal code ***: Input field with '12345'
 - City ***: Input field with 'Musterstadt'
 - Street ***: Input field with 'Musterstrasse'
 - House number ***: Input field with '1'
- Other FIDs**: Input field with a '+' button

Buttons: Cancel, Submit

After successful registration of the facility, you can now see the generated F ID in the following overview.

The screenshot shows the 'Facilities' overview page in the bdr portal. The left sidebar contains navigation links: Facilities, Machines, Orders, Managed retailers, Account settings, and Log out. The main content area displays the following information:

ID:	QCBDR<1DE864239331072	DE
TYPE:	RETAIL	10969 Berlin Kommandantenstraße 18