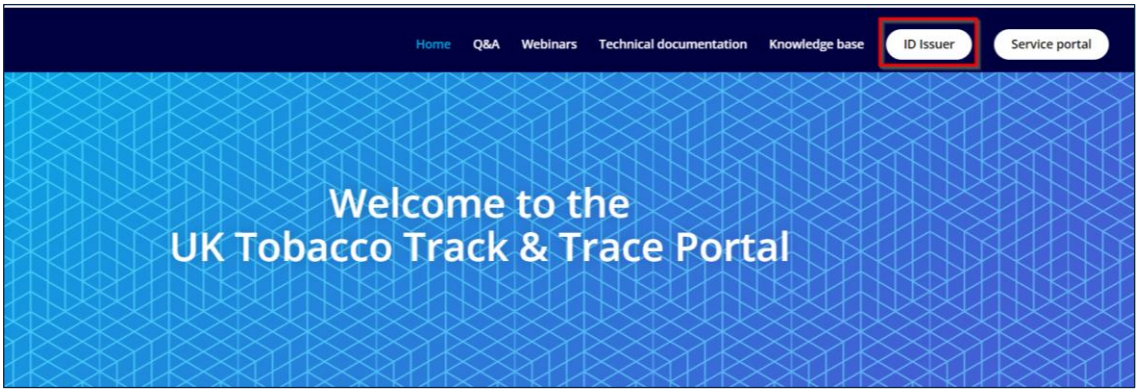
REGISTRATION PROCESS

Registration is the first step that users must take in order to use the UK Tobacco Trace and Trace system. This is because all users must be properly identified before they can request **identifiers** (for supply chain actors) and **unique identifiers** (for tobacco products).

Here are the steps involved in the registration process:

1) Go to https://uk-trackandtrace.dentsutracking.com/

2) Click on the [**ID Issuer**] button at the top right:



UK Tobacco T&T Website homepage

3) Select the '**Register**' option.

UK Tobacco T&T Login/Registration screen

4) **Organisation type:** Choose the type of business activity:

- **Manufacturer/Importer:** Select this option if your organisation manufactures or imports tobacco products in the UK.

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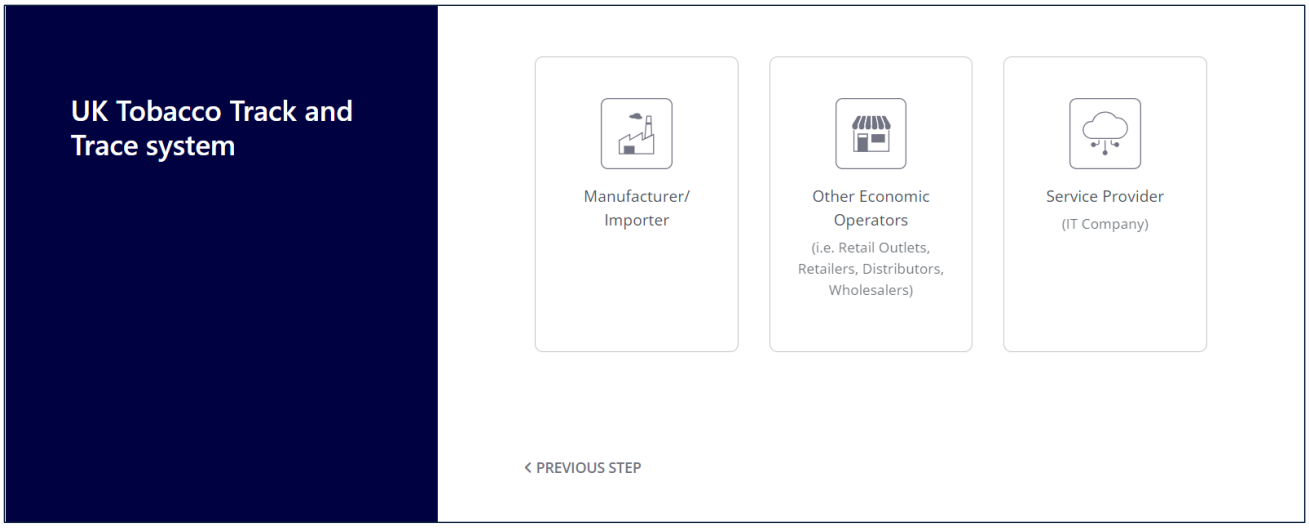
- **Other Economic Operators:** Select this option if you participate in the tobacco supply chain but are not a manufacturer or an importer (e.g. Retail Outlets, Retailers, Distributors, Wholesalers, etc.).
- **Service Provider:** Only select this option if you are an IT service provider from the tobacco industry.



Step 1 – Organisation Type

5) **Organisation Details:** In this section, you will need to provide information about your organisation including name, full address, and fiscal details such as your VAT number or Tax Identification Number (TIN). If possible, a VAT number is preferred.
   - Please note that non-VAT registered companies or individuals are not exempt and can use their TIN related to their Unique Taxpayer Reference (UTR) for other UK tax matters instead of a VAT number.
   - **Please note that it is only possible to register an organisation using a VAT or TIN**. Other fiscal identifier numbers such as CRN (Company Registration Number) and NI (National Insurance Number) are not supported.
   - Please be aware that fields marked with a '*' symbol are mandatory and must be completed throughout the entire registration process.

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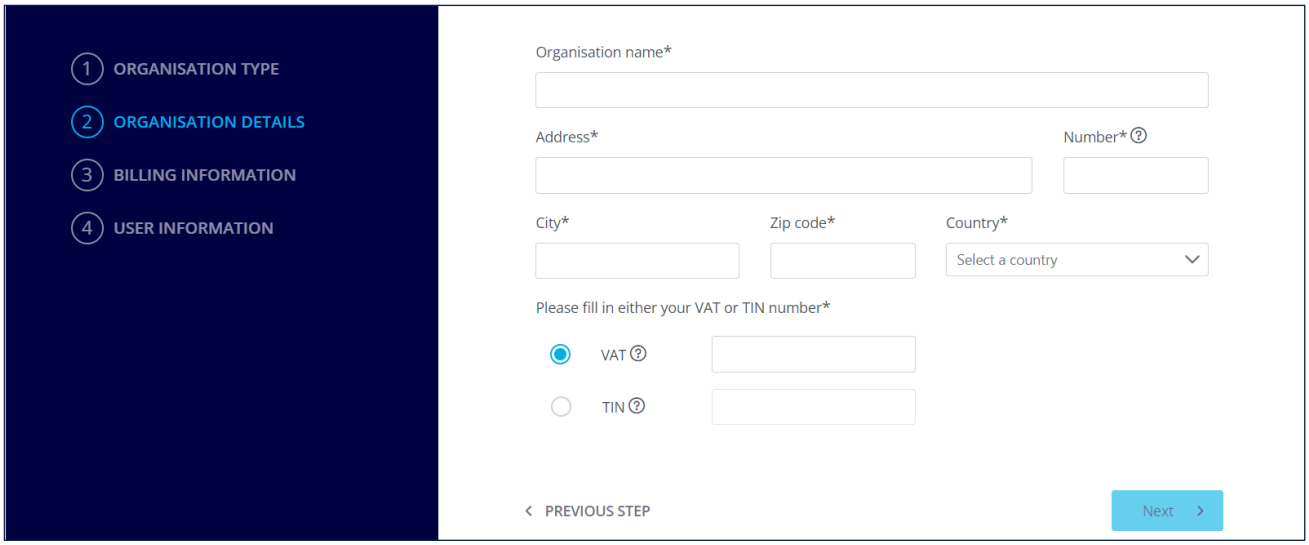
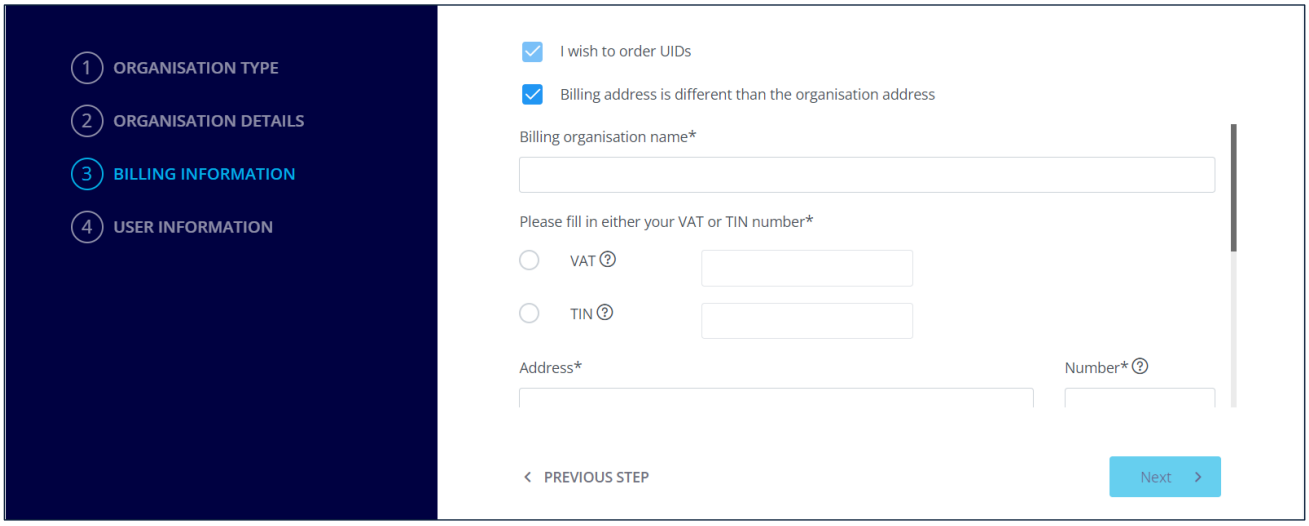


Step 2 – Organisation Details

6) **Billing Information:** In this section, you will be given the choice to request the ability to order Unique Identifiers. Manufacturers/Importers will have the option to order unit packet Unique Identifiers, while other Economic Operators (e.g., retails & wholesalers) will only have the option to order aggregated level Unique Identifiers.
If the billing address differs from the organisation address, please tick the second box and provide the billing organisation details.
   - Please note that it is not required for other Economic Operators to check the box to request aggregated level Unique Identifiers. In this case, simply hit [**NEXT**].



Step 3 – Billing Information

7) **User Information:** Complete the primary contact information and agree to the terms and conditions as well as the data policy. The primary contact will be utilised if either HMRC or Denstu needs to get in touch with your organisation.
Once done, hit the [**SIGN UP**] button to confirm the registration of your organisation.

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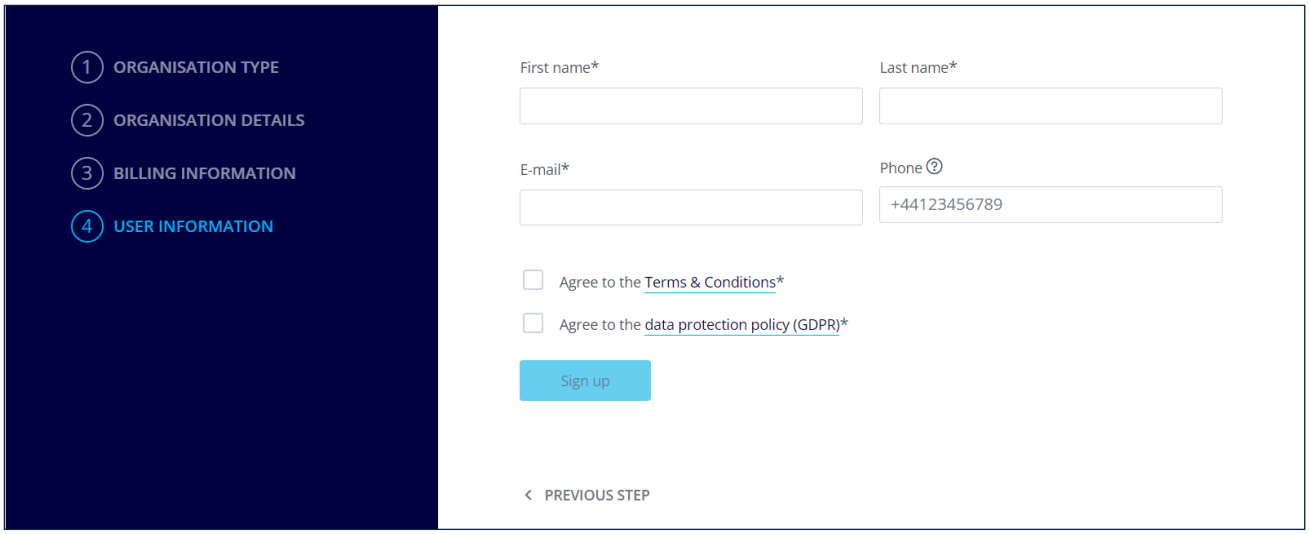

Step 4 – User Information

8) **Success!** Please be aware that the registration request must undergo approval by Denstu before any further progress can be made. Upon approval, the primary contact will receive an email containing additional instructions on how to access the ID Issuer portal.

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