EUCEG XML submission System

(ETRUSTEX)

TUTORIAL

Document Control Information

Settings	Value
Document Title:	ETRUSTEX tutorial
Project Title:	EUCEG
Document Author:	EC
Doc. Version:	1.0
Sensitivity:	public
Date:	31/05/2016

Document history:

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Changes to this document are summarized in the following table in reverse chronological order (latest version first).

Revision	Date	Created by	Short Description of Changes
0.1	31/05/2016	EC	Creation of the document

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1. INTRODUCTION

The purpose of this document is to give you all the necessary information regarding how to:

1. submit your XML document through the web interface;

2. read the encrypted messages sent by EU-CEG; and

3. manage user accounts in the XML upload system (E-trustex).

4 different XML documents can be sent:

- Submitter Details

- Attachments

- Tobacco products

- ECIG products

These XML documents can be created with the XML generator provided by the European commission for free (Note that the use of this client is optional), or they can be generated with any other software applications and uploaded into the system subject to their conformity with the XSD file and the data dictionary business rules published in CircaBC:

- ➢ For tobacco products: https://circabc.europa.eu/w/browse/8aa40522-a9bd-4912-8c76-a535554b5cd6

- ➢ For e-cigarettes: https://circabc.europa.eu/w/browse/b3141f3c-f8be-413f-b2a8-6c9f44b82cae

The URL to access the EUCEG XML submission system (ETRUSTEX) is:
https://euceg.ec.europa.eu/etrustex

2. AUTHENTICATION

Before uploading an XML document through the XML submission system (ETRUSTEX), you have to authenticate yourself.

The XML submission system (ETRUSTEX) uses the standard European commission tool for authentication: **ECAS**. When you will enter the URL of the system (https://euceg.ec.europa.eu/etrustex), you will be automatically redirected to the ECAS login page:

Provide your **username** and **password** and click on the **'Login'** button.

Please make sure that the EXTERNAL domain is selected (*see screen shot*). Once authenticated, you will be redirected to the XML submission system (ETRUSTEX) welcome page.

Welcome page:
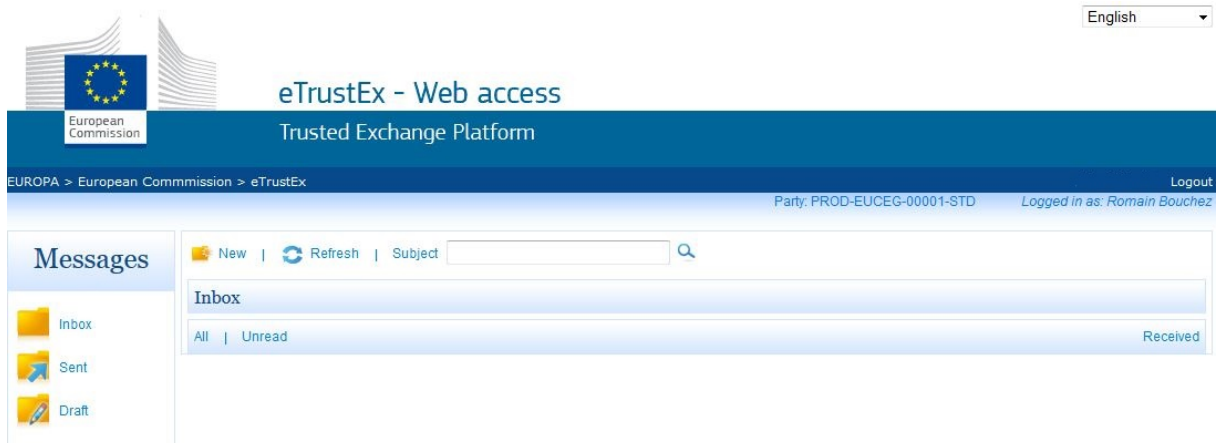
At the top navigation bar you will see your party name and your username.

At the left hand side you will see 3 folders:

1. **Inbox** : where you will receive messages from the EUCEG system (this is the default page displayed)

2. **Sent** : where you can see all the messages you have sent to the EUCEG system

3. **Draft**: You can always draft a message before to send it, once saved the message will be stored in this folder.

If you want to refresh the inbox folder click on the refresh link. Each time you will connect to the system the inbox will be automatically refreshed.
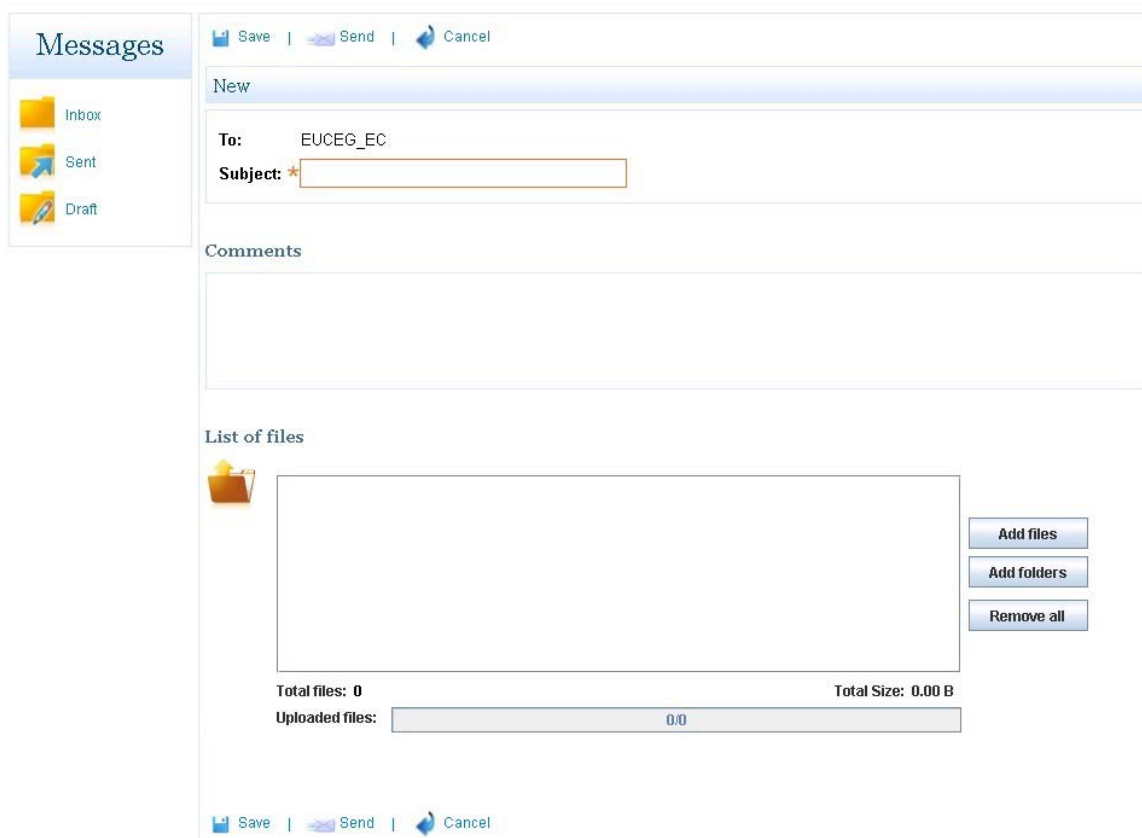
You can also search messages by subject.

3. SEND AN XML DOCUMENT

Once the xml document is created and ready to be sent to the EUCEG system, click on the **'new'** link.

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. Note that this applet works with a java version prior or equal to 1.8.65 (it doesn't work with google chrome)

In the annexes, you can find some examples of xml documents that can be sent to the EUCEG system.

The box allowing you to load files before sending them is displayed with a Java applet. If you have any problem regarding the loading of the java applet please contact the EUCEG IT support (SANTE-EUCEG-ITSUPPORT@ec.europa.eu)

Once the java applet is correctly loaded you will see a box where you can load your XML documents.

3 buttons are available allowing to:

1. "Add files": to add the XML files one by one,

2. "Add folders" : to add an entire folder containing several XML documents,

3. "Remove all" to remove all the loaded XML documents.

If you click on the "**Add files**" option, a window will pop up in order to select the files you want to upload.
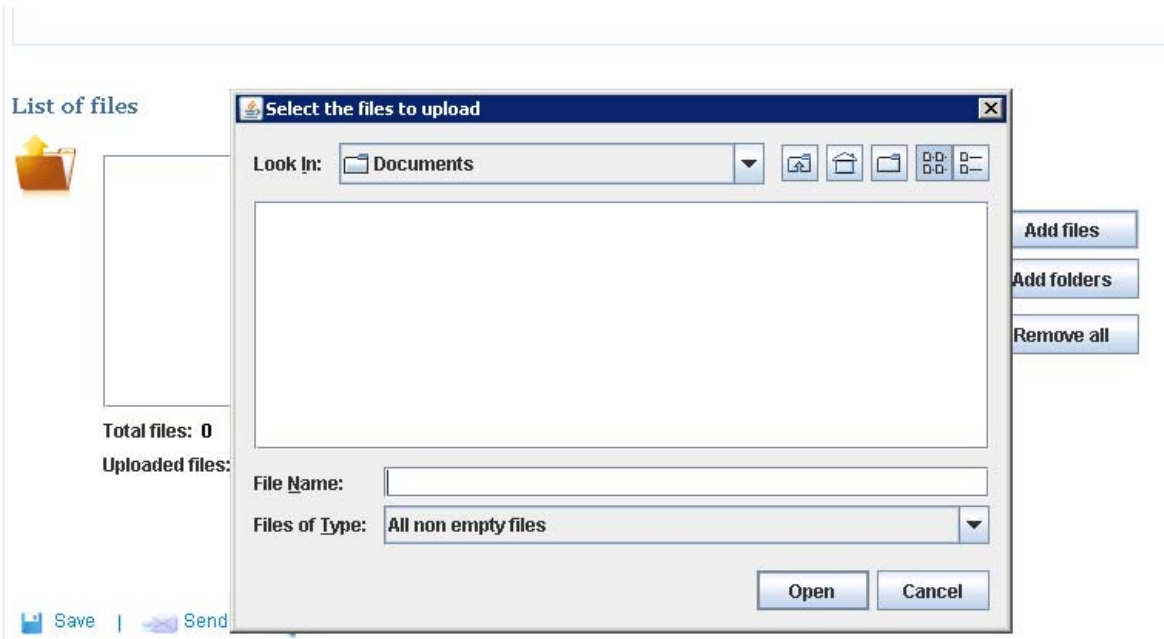
When you select a document and click on the "open" button, the document is added to the files list (but not yet uploaded).
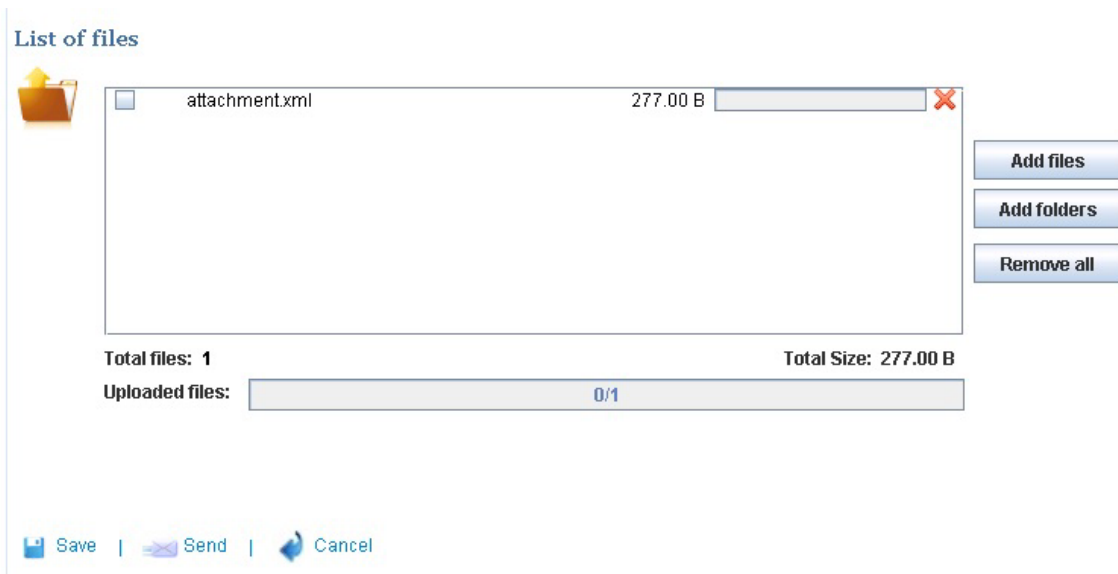
The document(s) will be uploaded when you click on the "save" button. It is possible to save one or several documents. Once the documents have been uploaded, you can add other files or documents.
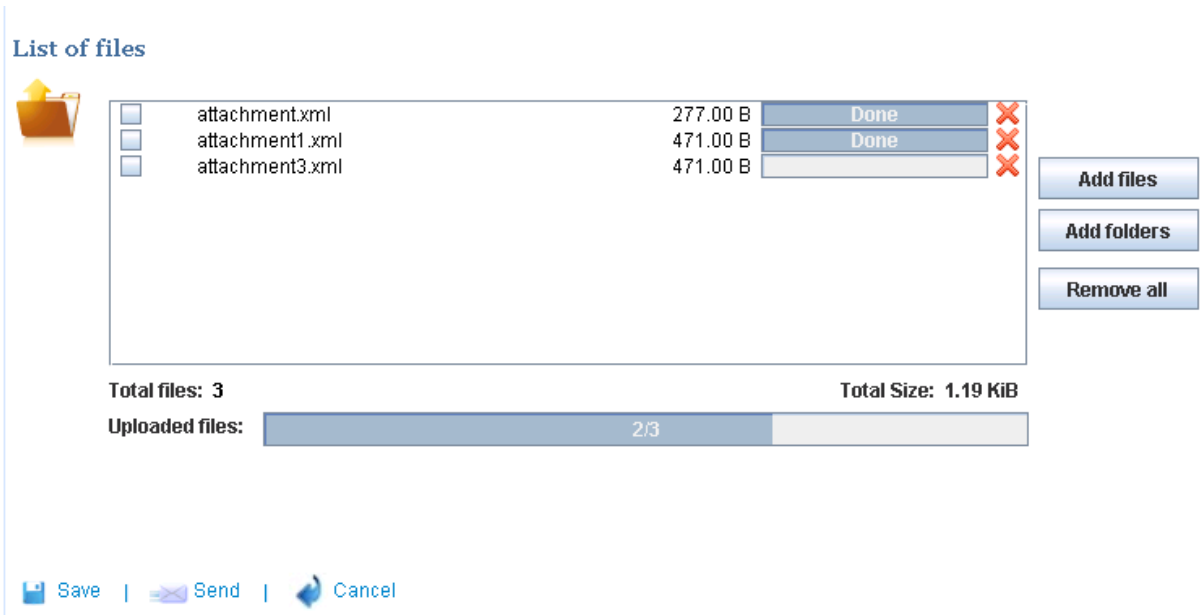
Once the XML documents are loaded into the box you can save them as a draft, or send the documents directly, or cancel your action.

When you click on "**Save**" or "**Send**" directly, a window is displayed asking for the signature. **Click on No**
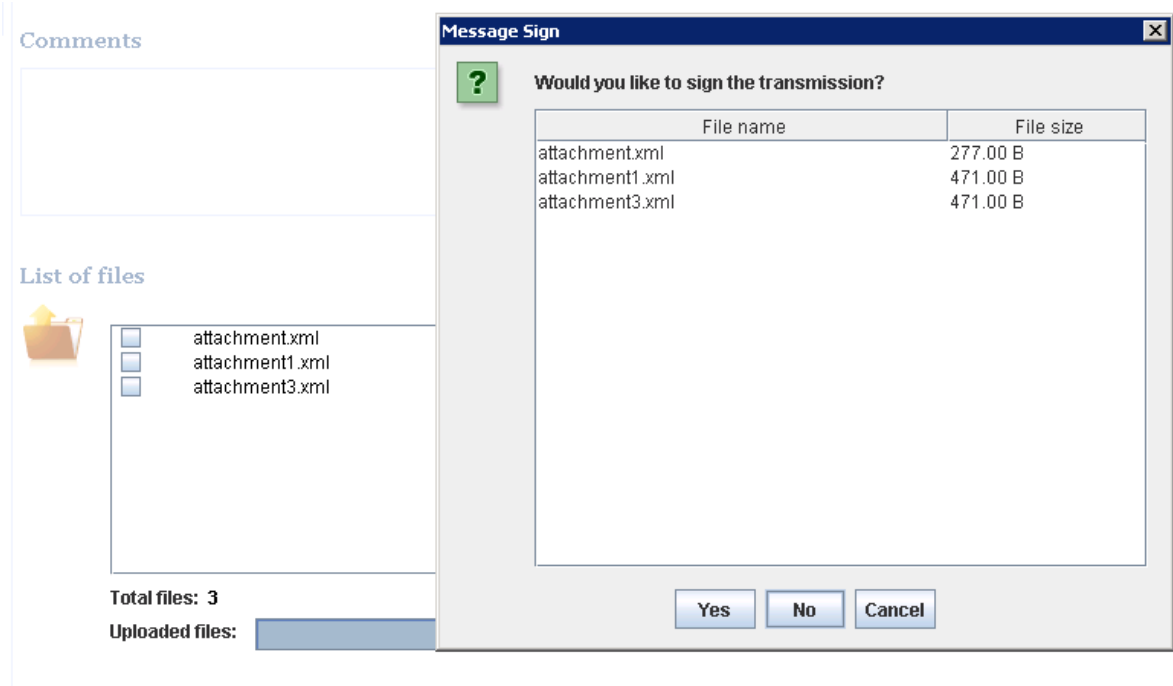

After clicking on No, if you had clicked on send the documents are sent to the EUCEG system directly (you can see all the documents you have sent in the sent folder) and if you had clicked on save there

are saved in the draft folder.

EUCEG will send a response after their validation. The success or error messages sent by EUCEG system can be consulted in the inbox page.

4.   READ A RESPONSE FROM EUCEG

The list of messages from EUCEG is displayed in the "**inbox**" page. This page is the welcome page but you can go in clicking on the "inbox" button.
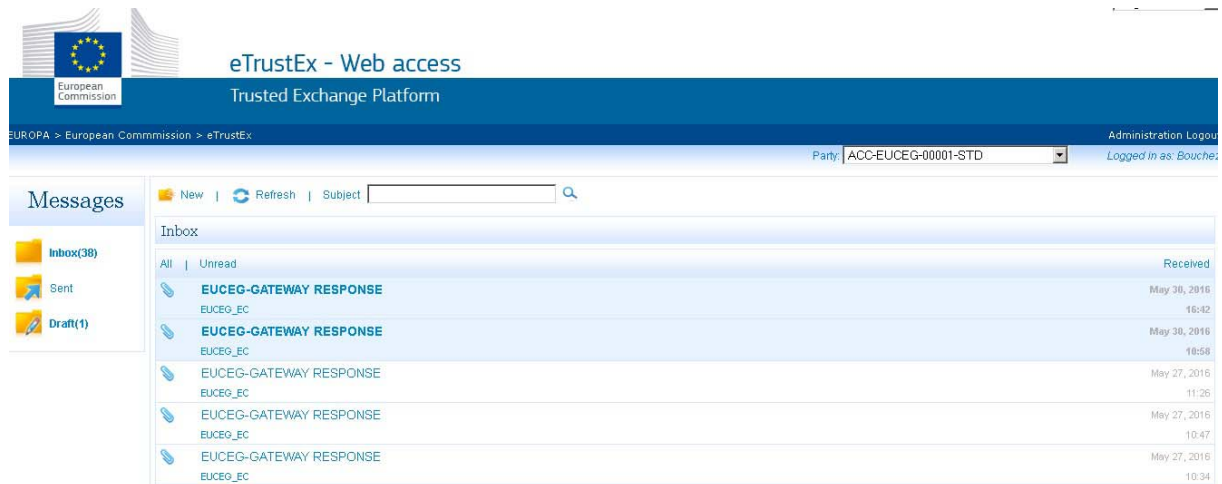
Click on one message to display it. The page of one received message contains several fields: the sender (EUCEG), the subject, the comments and the list of received documents:
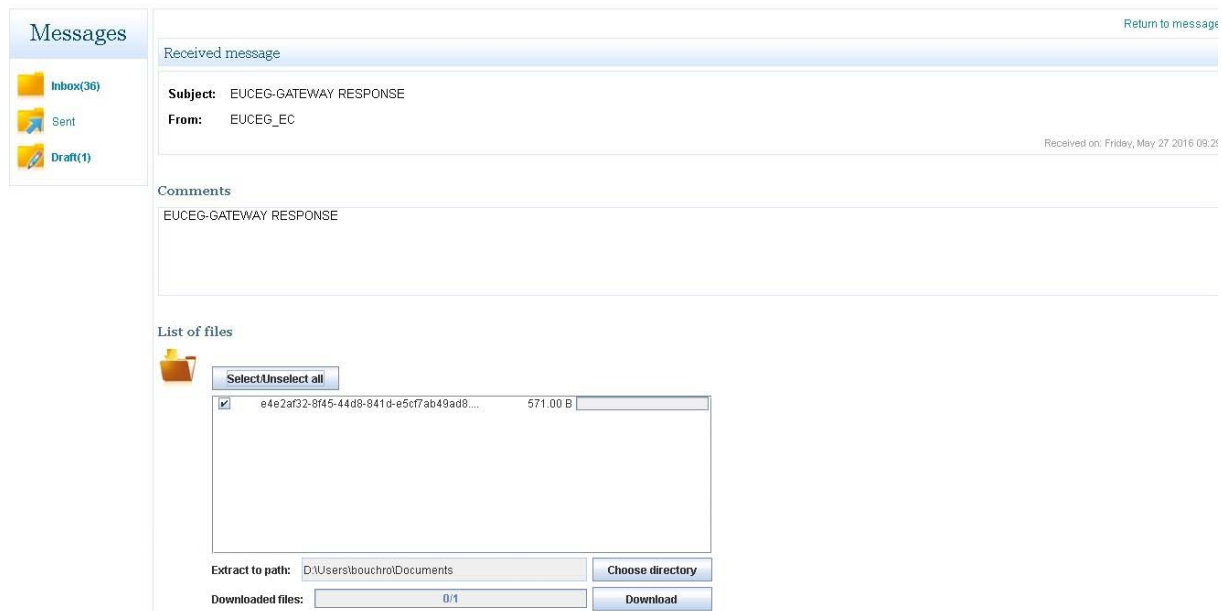
The response from the EUCEG application is an xml document that must be downloaded first before

to able to read it.

First you will have to select the directory where you want to save the xml documents received by clicking on the "**chose directory**" button.
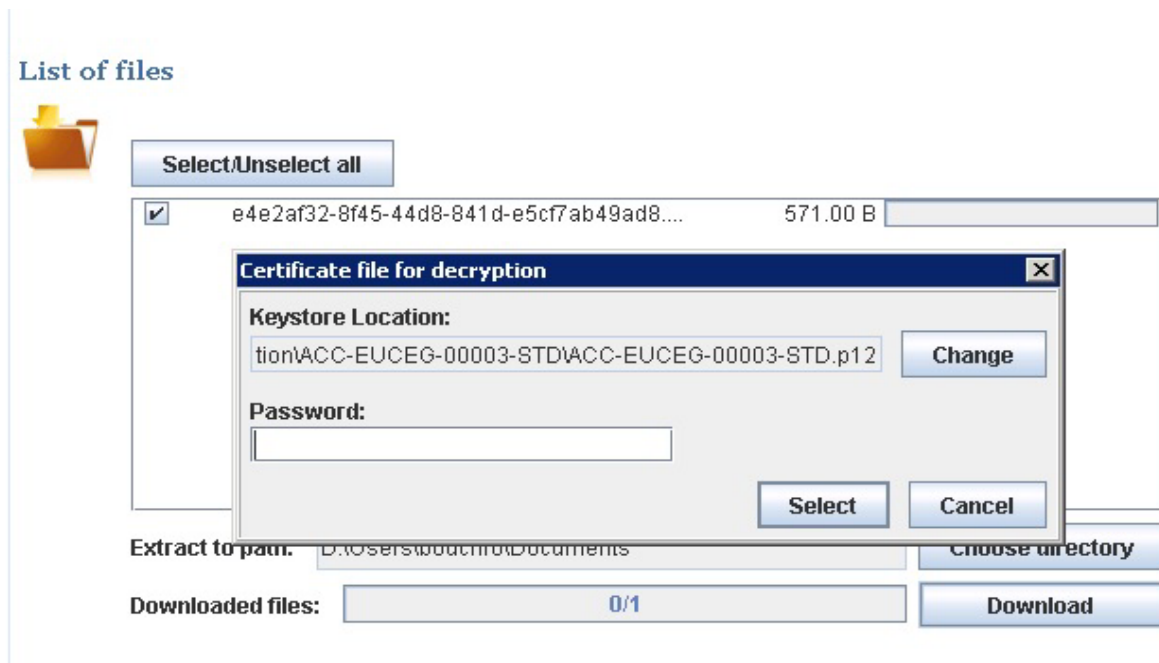
Once done, click on the "**Download**" button, and then a window asking for the **keystore location** and the **keystore password** is displayed:
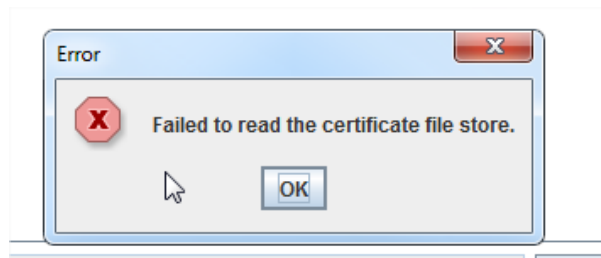

| What is the keystore?	The **keystore** contains the private key that you will use to decrypt the message sent by EUCEG system. The expected format of keystore is **EUCEG_GUI_USER.p12**
	Password: **test123**
	If the password entered is not correct you will see this popup message

Where I can find this keystore?	The keystore is provided by the European Commission and can be retrieve into CircaBC:
	
	   ➢ For tobacco products:
	      https://circabc.europa.eu/w/browse/8aa40522-a9bd-4912-8c76-a535554b5cd6
	
	   ➢ For e-cigarettes:
	      https://circabc.europa.eu/w/browse/b3141f3c-f8be-413f-b2a8-6c9f44b82cae
	
	Once you have downloaded the keystore form CircaBC you can store it in your local computer.

Click on the "**Change**" button to locate the keystore and fill in the password field. The password corresponds to keystore password. It will be provided by the EC.

Then click on the "**Select**" button, another window containing the list of private keys is displayed:
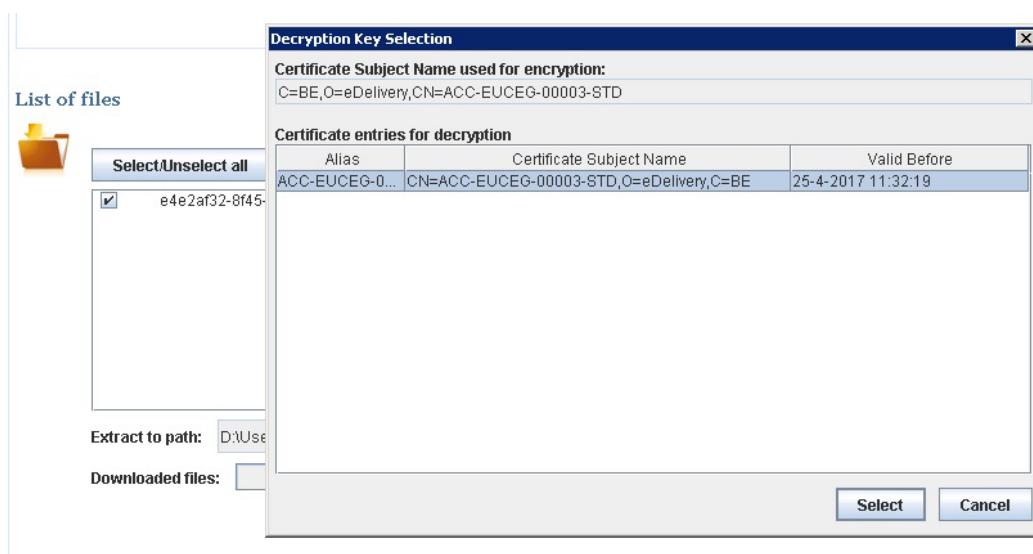
The list contains only one private key, click on the "Select" button to finish the download of the document.

The document is downloaded; you can read it in the selected directory.

Examples of success and error messages:

SUCCESS	`<?xml version="1.0" encoding="UTF-8"?>`
	`<SubmitterDetailsResponse uuid="fcfddb4f-7bb0-4e27-9578-3dc2aac065ba" date="2016-05-30T11:26:32.575" status="SUCCESS">`
	`<Checksum>de590ba866e709407a8584e7c2983f28f90ac82e8a54c53cda7625c5fe1d08c6a1d2812ebf9afc58404d8db5e082cbc92b3d076ee26de1d5c5cd0bc9084281ac</Checksum>`
	`  <SubmitterID>00001</SubmitterID>`
	`</SubmitterDetailsResponse>`

ERROR	`<?xml version="1.0" encoding="UTF-8"?>`
	`<AttachmentResponse uuid="f404d091-d693-4fb6-a9e8-c055c2049cbb" date="2016-05-31T16:42:14.039" status="ERROR">`
	
	`<Checksum>afd422214a9c296bd07406daa8d59932af1f24bd4a1c8fefca5b5407a70d831f075eebaebbca4f2c3ebaa218ec047c6d37edd56abdb6836b753b724f95c0a1ec</Checksum>`
	`  <Error>`
	`    <Code>ERR-RULES-0002-0001</Code>`
	`    <Message>The value 'UPDATE' of the 'action' attribute is not correct because the attachment ID does not exist.</Message>`
	`  </Error>`
	`  <AttachmentID>505a4536-debe-11e5-b86d-9a79f06e9478</AttachmentID>`
	`</AttachmentResponse>`

5. ADMINISTRATING THE USERS (FOR LOCAL PARTY ADMINISTRATOR)

In your organisation you need a local Party Administrator to administer users on behalf of your organisation.

The first local Party Administrator of your organisation is set-up by the Commission. Once this person has been granted access, your organisation can administer users independently from the services of the Commission.

When adding users you have to assign them a "role". The role will define what usage rights they will have in the application. There are two types of role available:

**Operator** – this role allows you view the messages of your party (or parties.

Party Administrator – this role allows you view the messages of your party (or parties) and also have the ability to grant Operator and Party Administrator roles to other users for your party (or parties) in the system.

> ➢ After successfully logging in you will be directed to the Message Inbox of your party.

> ➢ Click on the Administration link as shown below:
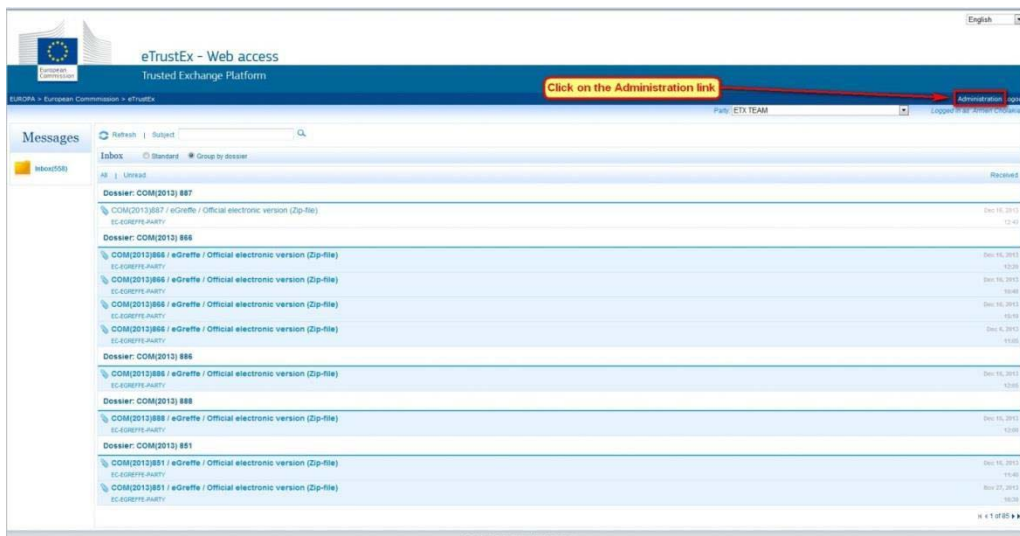
> ➢ You will be directed to the Administration page as shown below.
> ➢ In this example we will add a new Operator to the party called "DEV-ETX-ARMEN-PARTY". It is possible for a Party Administrator to have access to multiple parties – if this is the case for your user, you will see the party name in the form of a drop down list, and otherwise you will only see your single party already displayed.

> ➤ Select the correct party you wish to Administer via the drop down list.
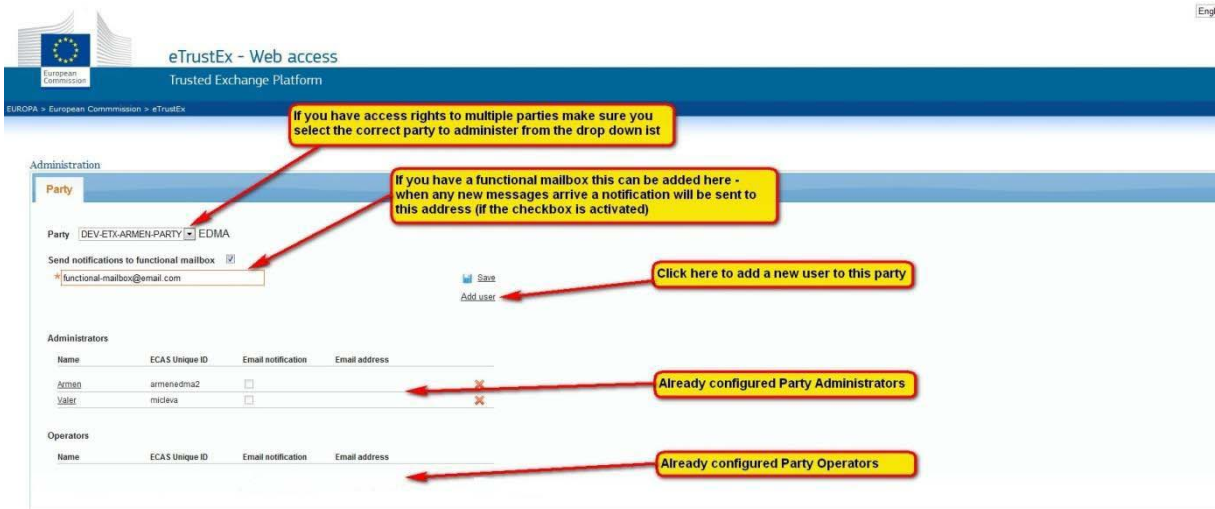
> ➤ **Add user** - Click "Add user" – a popup window will appear.

> ➤ Enter the full name of the user and the "Unique identifier at the Commission (uid)" as provided by the user. **Important** – the user must provide you the uid and not their login username (see the tutorial for creating an ECAS account for more information.

> ➤ Optionally you can also enter an email address – only if the user wishes to receive an email every time a new message arrives for their party. If yes, select the "Email notification" checkbox to activate the email feature. Finally click on "Add user" to confirm the new user action.

> ➤ Enter a role for the new user:
> > ➤ Operator – this role will allow you to view messages for the selected party
> > ➤ Administrator – this role will allow you to view messages for the selected party and administer the users of the selected party
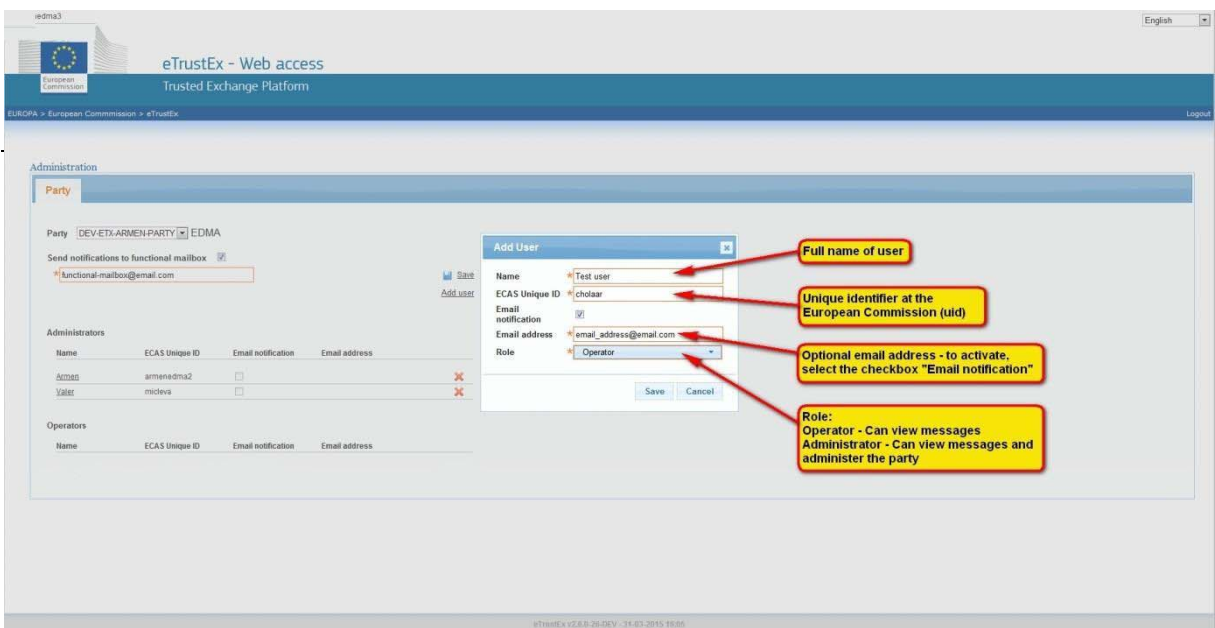
➢ After submission, the screen will be refreshed and the new user is added to the list of Operators. Note – any changes to the roles will be activated at the next login for that user.
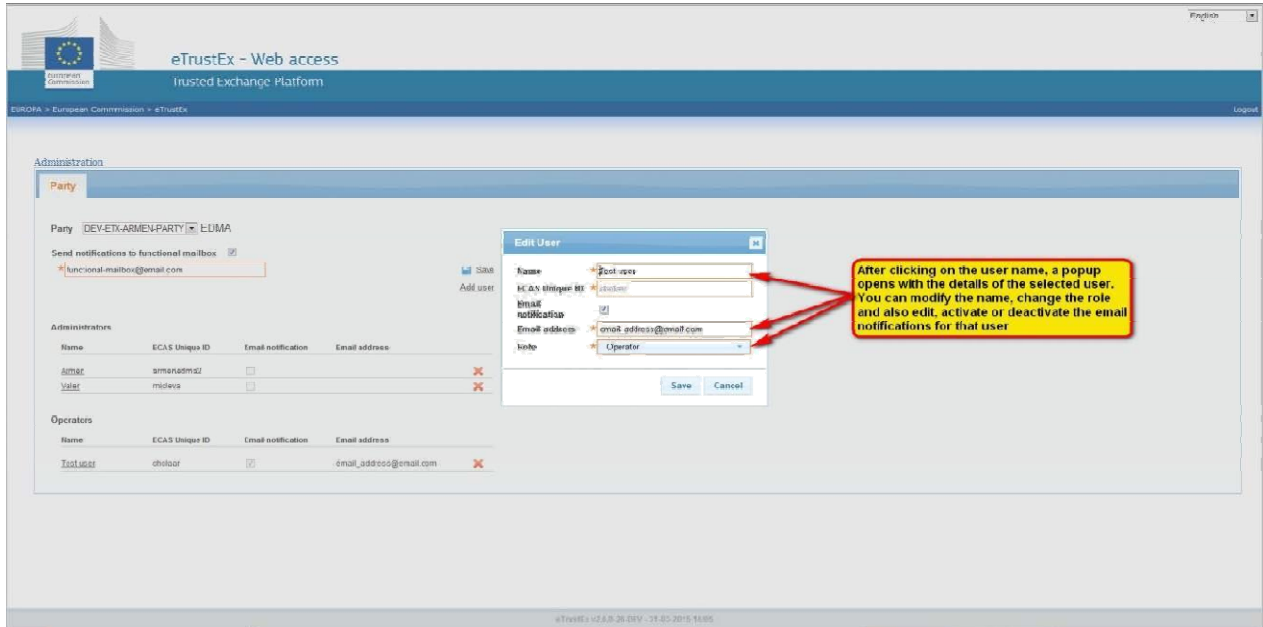

➢ **Edit user** – you can also modify some of the details of an existing user – for example you can change the name, change the role and also edit, activate or deactivate the email notifications for that user.
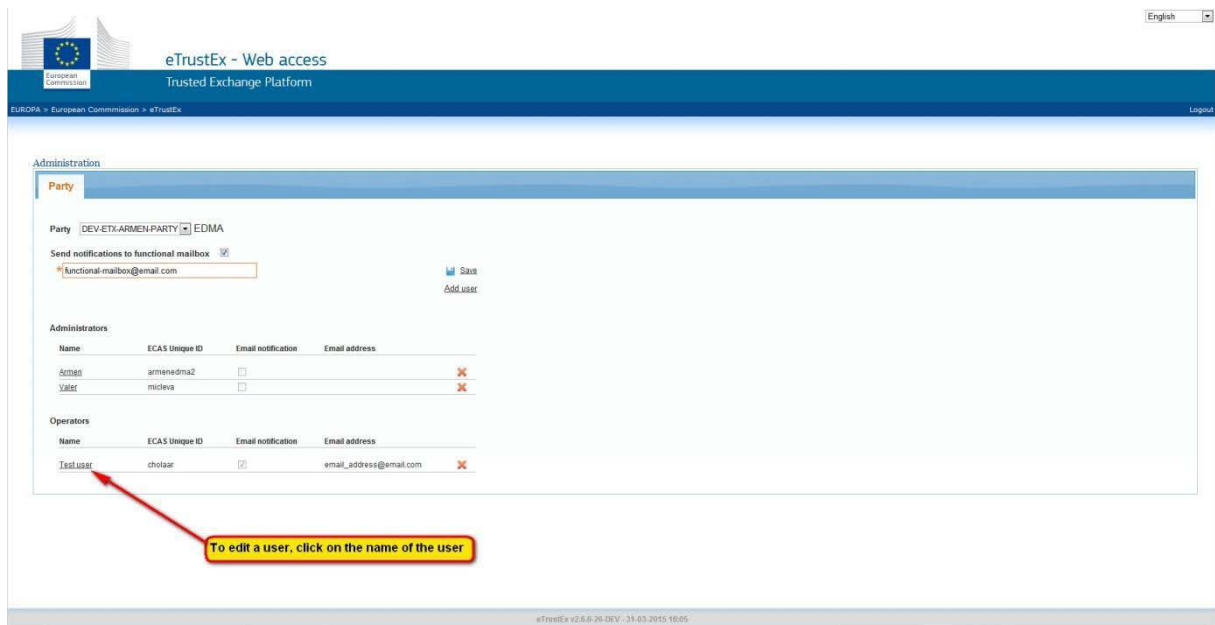
➢ To edit a user click on the Name of the user on the Administration screen. A popup will open and from here you can modify the values of the selected user.
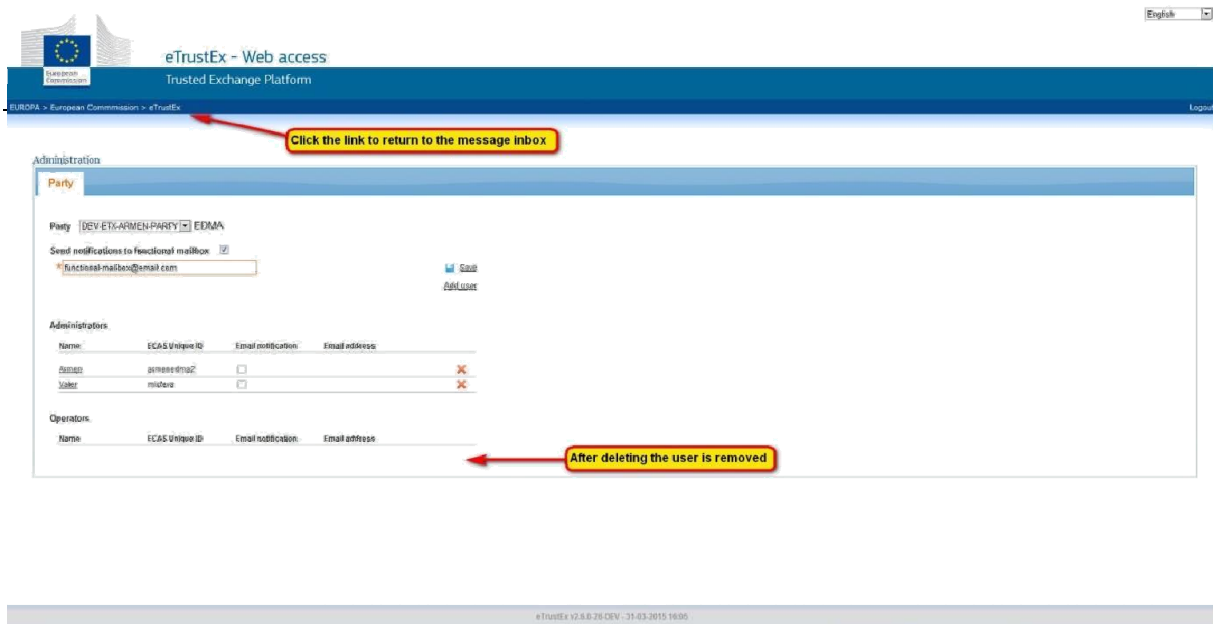
> **Delete user** - To delete a user click on the Red Cross icon to the right of the user. A pop up window appears to confirm the delete. Click on the "**Remove**" button to confirm the delete.
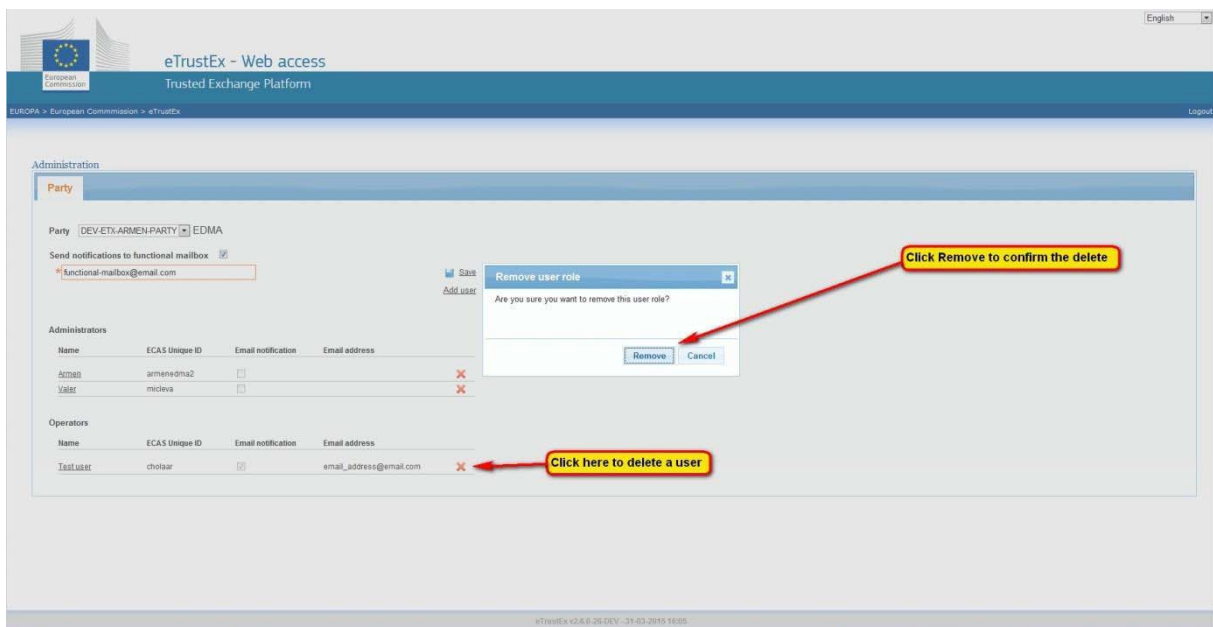
> After deletion the user is removed from the Administration screen.
> To return to the Message Inbox click on the "*eTrustEx*" link as shown below.

For any further information or technical assistance please contact us via the EUCEG IT support email address: SANTE-EUCEG-ITSUPPORT@ec.europa.eu

6. ANNEXES

6.1. XML Document

6.1.1. Submittter Details

```xml
<?xml version="1.0" encoding="UTF-8"?>
<SubmitterDetails>
  <Name>Tobacco Company</Name>
  <Sme>true</Sme>
  <HasVatNumber>true</HasVatNumber>
  <VatNumber>123-456-789</VatNumber>
  <Address>tobacco street,1000 Bruxelles</Address>
  <Country>BE</Country>
  <PhoneNumber>0123456789</PhoneNumber>
  <Email>mail@tobacco.com</Email>
</SubmitterDetails>
```

6.1.2. Attachment

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Attachment action="CREATE">
    <AttachmentID>07b07b18-d63d-11e5-ab30-625662870735</AttachmentID>
    <Filename>TestAttachment.txt</Filename>
    <Content>UVVKRFJDQXhNak0w</Content>
    <ContentType>text/plain</ContentType>
    <Confidential>false</Confidential>
</Attachment>
```

6.1.3. Tobacco product

```xml
<?xml version="1.0" encoding="UTF-8"?>
<TobaccoProductSubmission>
  <Submitter confidential="false" submitterID="00001">
    <SubmitterType>MANUFACTURER</SubmitterType>
    <HasParent>true</HasParent>
```

6.1.4.   Ecig product

```xml
<?xml version="1.0" encoding="UTF-8"?>
<EcigProductSubmission>
  <Submitter confidential="false" submitterID="00001">
    <SubmitterType>MANUFACTURER</SubmitterType>
    <HasParent>true</HasParent>
```