

UNITED KINGDOM VAPING DUTY STAMPS SCHEME

UK Vaping Duty Stamps Portal
User Guide for Purchasing Operators
(Phase 1 - Stamps Ordering)

Version: 1.2
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CONFIDENTIAL



DOCUMENT HISTORY

Version	Date	Observations
V1.0	27.03.2026	First release (based on application v1.0.0)
V1.1	30.03.2026	Update to telephone number and Copyright
V1.2	14.05.2026	Update to Validating Credentials & Code Types. New chapter Forecast added (based on application v1.1.0).

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1 Preface

Purpose

This guide describes how to use the UK Vaping Duty Stamps Portal (UK VDS Portal) user interfaces. The UK VDS Portal is intended for the Purchasing Operators to place orders for vaping duty stamps in the United Kingdom (UK).



Note: This guide is based on Phase 1 of the vaping duty stamps (VDS) scheme and covers the Ordering procedures. All images in this manual are examples used for illustration purposes *only* and may differ slightly from the actual.

Intended audience

This manual is intended for authorised users i.e. **Purchasing Operators** who have received prior training and who have been authenticated in the UK VDS Portal with proper access permissions. The user shall access only the data related to their production sites.

Purchasing Operators are defined as UK manufacturers, UK warehousekeepers and UK representatives who are approved by the authorities in the UK to purchase vaping duty stamps from the Supplier.

Related documents

DOCUMENT NAME	DESCRIPTION
United Kingdom Vaping Duty Stamps Application Guidelines v.1.0	The document provides guidelines on the correct application of the vaping duty stamps to vaping products. Application of the stamp is the responsibility of the Affixing Operator.

Conventions

The following conventions are intended to alert the user to the associated instructions:



Hint: Helpful hints and tips for using the system.



Note: Relevant information to facilitate operation or compliance, which may improve the operation of the system.

Getting help

Always refer to this user manual first for information on using the system. If you cannot resolve the issue after reading this manual, please contact support VDS-support@cartor.com. Tel: +44 0800 229 4160.

Document applicability

The information contained in this user manual is valid as at the date indicated on the front cover. For further releases, please contact support VDS-support@cartor.com. Tel: +44 0800 229 4160.

About this manual

UK VDS Portal Module	Sub-menu	Description	Page
Ordering	Search Order	Search and view the latest information available about deliveries of a specific order.	15
	Create Order	Create orders. Track the overall ordering process from when orders are created until they are delivered.	18
Forecast	Search Forecast	Search and view purchase limits for a period.	12

2 Introduction

With the introduction of the vaping duty stamps (VDS) scheme implemented in the United Kingdom, a process has been put in place to enable the Purchasing Operators to *order* vaping duty stamps and the Affixing Operators to *attach* the vaping duty stamps to their vaping products.

The process includes :

1. **Registration:** This is the first step and involves registering for the VDS scheme.
2. **Ordering:** The second step involves ordering duty stamps in the UK VDS Portal <https://vds-cartor.co.uk>.
3. **Activation & Inspection:** These steps involve scanning the duty stamp. However, *no* scanning activities are performed during Phase 1 of the scheme.



Note: This guide covers the procedures implemented in Phase 1 of the VDS scheme i.e. **Registration** and **Ordering**. Future updates will be available in the next version of this guide.

2.1 Phase 1 - Transitional Vaping Duty Stamps

Phase 1 begins 1 April 2026 until 31 August 2026.

Until 31 August 2026, Purchasing Operators will only be able to purchase transitional vaping duty stamps. These stamps include all the physical security features and are produced in the same dimensions in both wet and dry formats, but do not include the digital feature and do not need to be scanned.

Transitional stamps cannot be returned to the supplier or be refunded, so only order the amount you need. From 1 October 2026, all vaping products released onto the market must carry a vaping duty stamp.

Vaping duty stamps with the digital feature will be available from 1 September 2026.

2.2 Roles & Responsibilities

ROLE	RESPONSIBILITY
Purchasing Operator	Responsible for placing orders for vaping duty stamps.
Affixing Operator	Responsible for affixing the vaping duty stamp to vaping products as well as the safekeeping and proper storage of stamps.

Scanning Operator	Not applicable in Phase 1 of the VDS scheme. Responsible for scanning vaping duty stamps and recording data.
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2.3 Vaping Goods

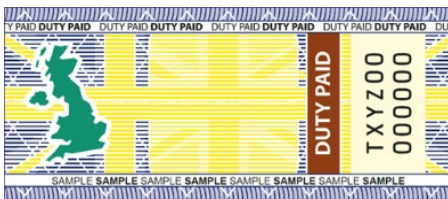

Vaping products are required to bear vaping duty stamps before they are released into the market. No products with the stamps should be released into the market until 1st of October 2026. For more information on the list of vaping products refer to the vaping duty stamps portal <https://vds-cartor.co.uk>.

2.4 Vaping Duty Stamps

Vaping duty stamps are paper-based stamps which combine physical security features with digital elements for authentication. Vaping duty stamps are highly secure labels showing that your vaping product is legal. The duty stamps can be either dry or wet.

During Phase 1, the Purchasing Operators will only be able to purchase transitional vaping duty stamps. These stamps include all the physical security features and are produced in the same dimensions in both wet and dry formats, but do not include the digital feature and do not need to be scanned.

After ordering, approval and payment for the duty stamps, the duty stamps will be delivered to the Affixing Operator. Affixing the duty stamps to vaping products is the responsibility of the Affixing Operator.

STAMP TYPE	STAMP ILLUSTRATION
Vaping duty stamp (DRY)	
Vaping duty stamp (WET)	

2.5 Code Types and Packaging Types

To understand how orders are managed in the system, it is important to first recognise the ordering conventions, namely :

- **Code type** : this refers to the vaping product category and tax rate and it is identified in accordance with the UK Vaping Duty Stamps scheme.
- **SCRef** : refers to **S**upply **C**hain **R**eference which is associated when ordering the code type.
- **Quantity** : refers to the number of duty stamps that can be ordered and is dependant on the packaging type.
- **Packaging type** : refers to the type of packaging of the duty stamps i.e. pack of sheets or reel of stamps.

Hints:



- Dry stamps will be supplied in boxes with a minimum order quantity of 1,000 stamps.
- Wet stamps will be supplied in coils on 3-inch cores. There will be a minimum order quantity of 1,000 stamps per reel.

Refer to the table below for a list of code types, the associated supply chain references, quantity and packaging types.

SCREF	CODE TYPE	PACKAGING TYPE	QUANTITY
Vapes local Dry - 108'000	Vapes local - Dry	STACK OF STAMPS	108.000
Vapes local Dry - 1'000	Vapes local - Dry	STACK OF STAMPS	1.000
Vapes local Dry - 18'000	Vapes local - Dry	STACK OF STAMPS	18.000
Vapes local Self Adhesive (wet) - 20'000	Vapes local -Self-Adhesive	REEL	20.000
Vapes local Self Adhesive (wet) - 1'000	Vapes local -Self-Adhesive	REEL	1.000
Vapes local Self Adhesive (wet) - 5'000	Vapes local -Self-Adhesive	REEL	5.000
Vapes local Self Adhesive (wet) - 10'000	Vapes local -Self-Adhesive	REEL	10.000

Notes:



- The term “code type”, “product classifier” and “classifier” are synonymous and is used interchangeably in the UK VDS Portal. For the sake of simplicity, “code type” will be used as a homogenous term throughout this manual.

3 Getting Started

3.1 System Requirements

The following pre-requisites are needed to use the system:

- Purchasing Operators are required to validate their credentials before accessing the UK VDS Portal.
- A username will be provided by the system Administrator to login to the UK VDS Portal.
- Browser Compatibly: Chrome, Firefox, Safari, Edge.

3.2 Validating Credentials before Accessing the UK VDS Portal

This section describes how to validate your credentials as a Purchasing Operator user before you can access the UK VDS Portal.

3.2.1 REQUEST TO VALIDATE CREDENTIALS

1. Access to the UK VDS Portal link will be provided in a physical letter sent by the authorised vaping duty stamps Scheme Officer. After opening the link in your browser, the crosscheck validation screen will be displayed to introduce the VDS number received in the letter and the email used to register. In case of an issue, contact CARTOR service desk number which will be displayed in this screen

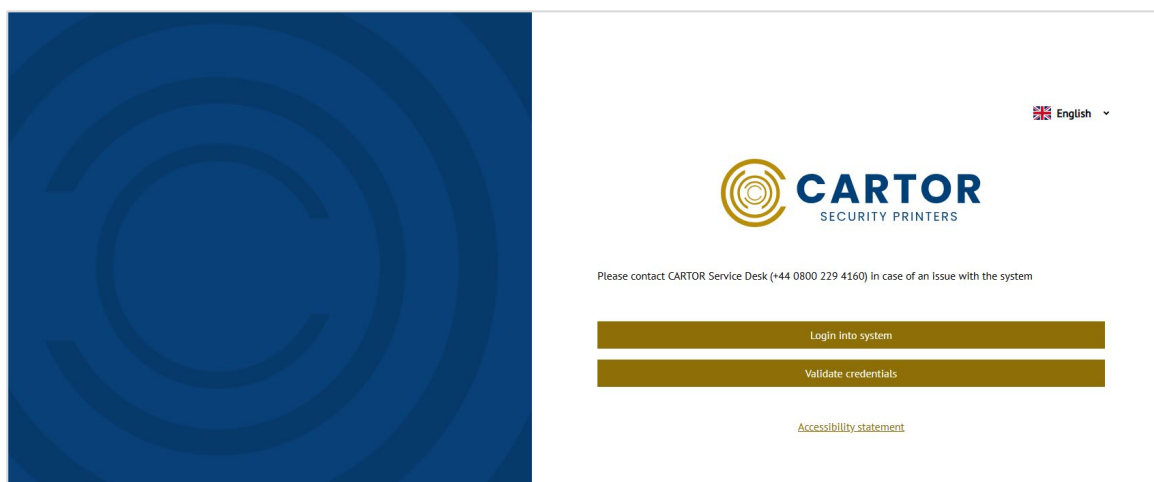


Figure 1 : Request to validate credentials

2. Users need to select the button “Validate credentials” to start the validation process. At this point, users need to introduce the VDS number and email used during registration.

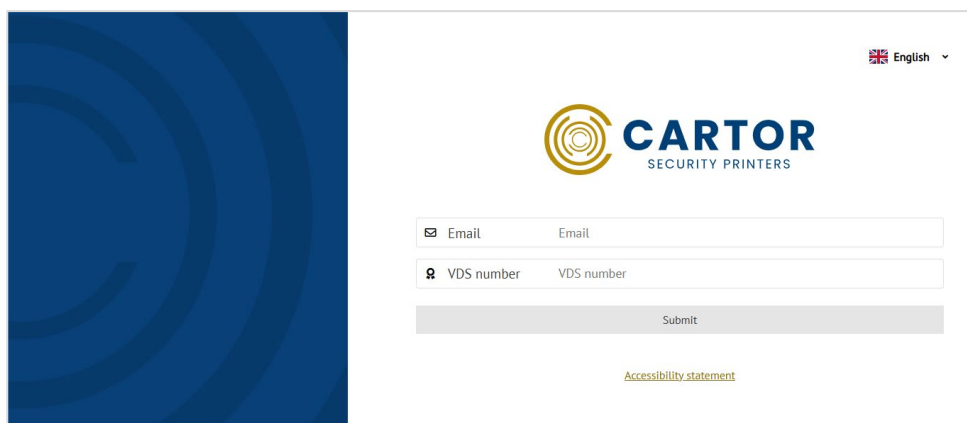


Figure 2 : Introduce VDS and email screen

- Once data is introduced, system will validate that credentials are correct and an email to set the password is sent to the operator. Click on the “Set password” link

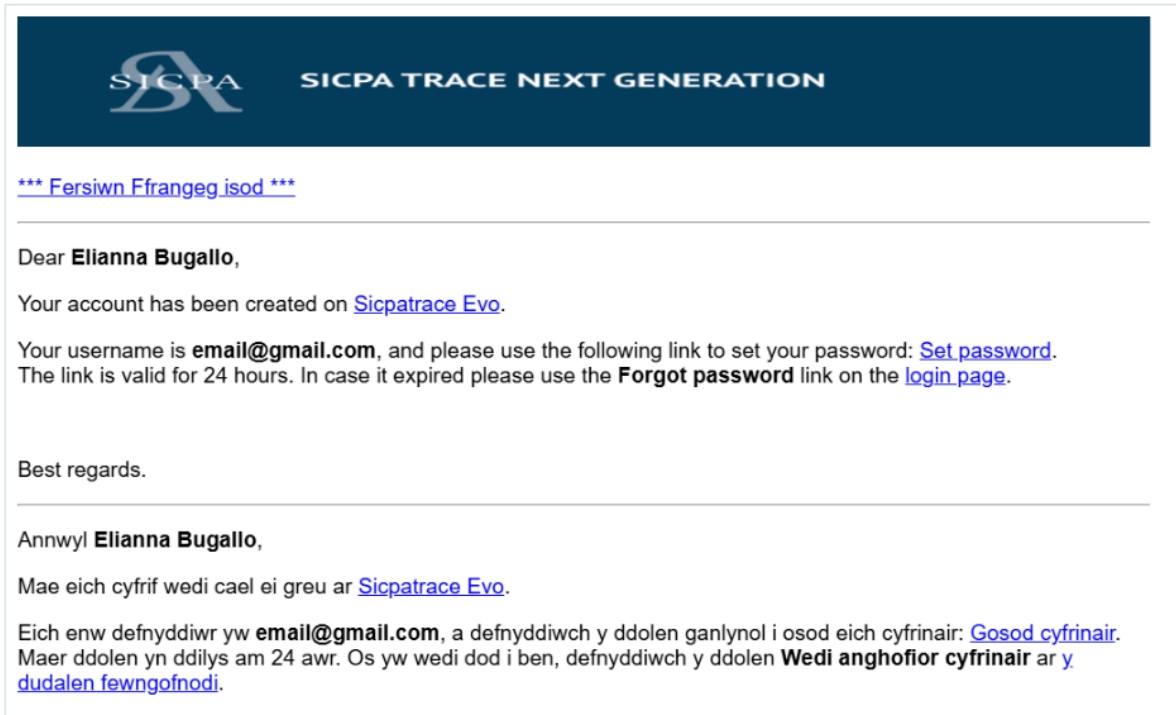


Figure 3 : Email notification to set password

- Select the link “Click here to proceed”.

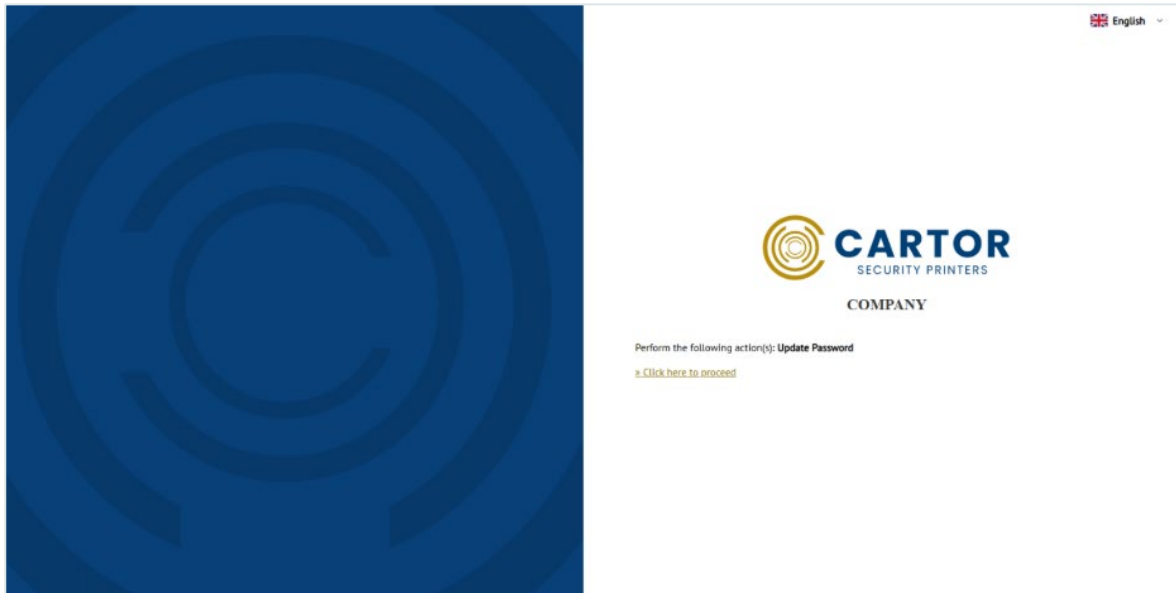


Figure 4 : Link to access the password dialog

- Introduce your password followed by a confirmation of the password (figure below).

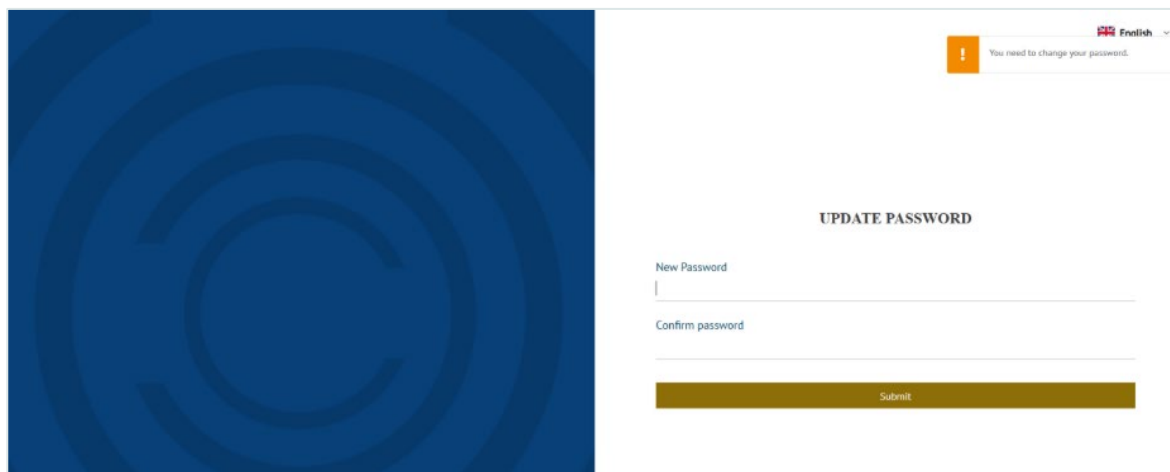


Figure 5 : Setting a password

6. Select the link “Back to application”. This action will transfer you to the UK VDS Portal login page.

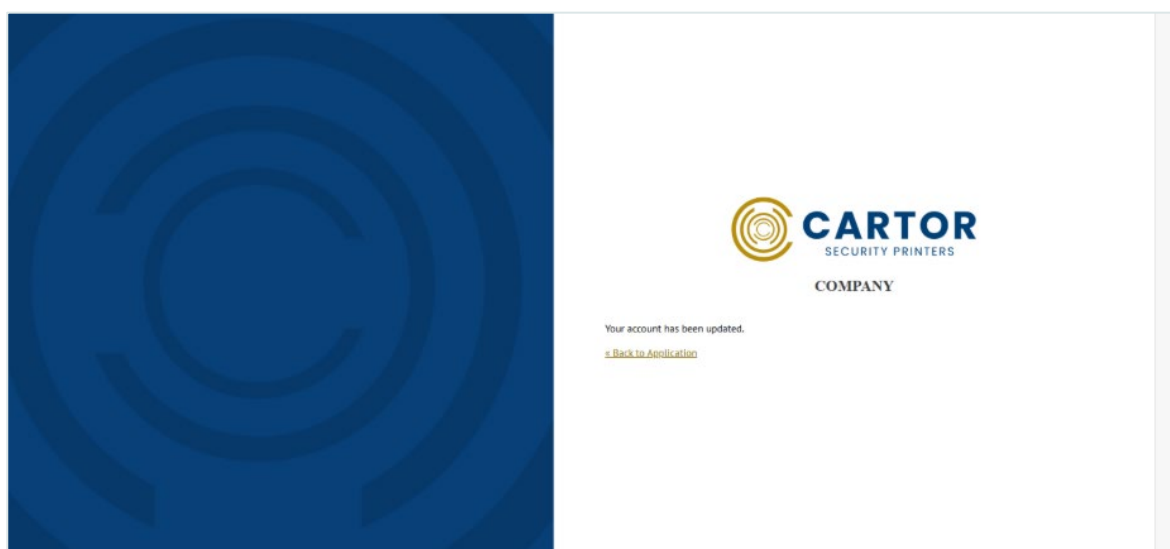


Figure 6 : Return to UK VDS Portal login page

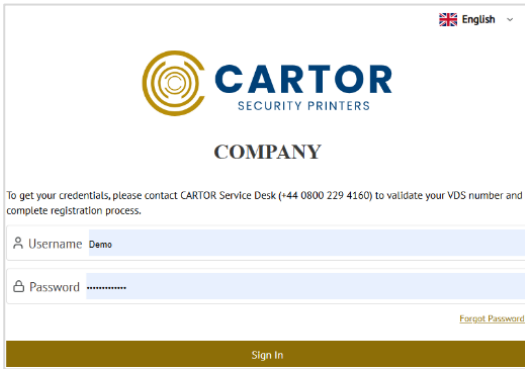
7. Login to the UK VDS Portal following the steps in the next section.

3.3 Accessing the UK VDS Portal

The UK VDS Portal serves Purchasing Operators, enabling them to place and manage orders for vaping duty stamps.

To access the UK VDS Portal,

- Once your request to validate your credentials have been successful (as described in the previous section), users can enter their username and password in the UK VDS Portal Login page to access the portal (figure below).



Enter your username and password, then click "Login."



Note: If the page remains inactive for an extended period (a few minutes), you need to re-authenticate to continue.

Figure 7: Login Screen

3.4 UK VDS Portal Menu

Once logged into the UK VDS Portal, users will have access to the Ordering functions in the left-hand menu. The Search Order and Create Order buttons are available in the sub-menu.

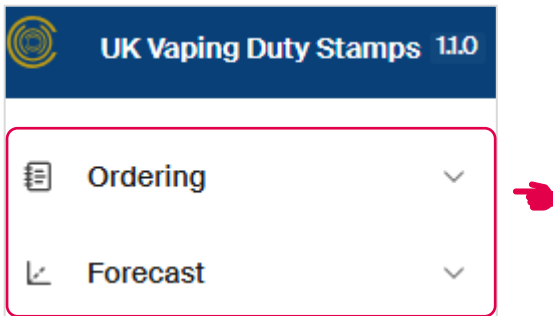


Figure 8: Main menu

3.5 Navigation Tips

This section outlines the commonly used features in the UK VDS Portal.

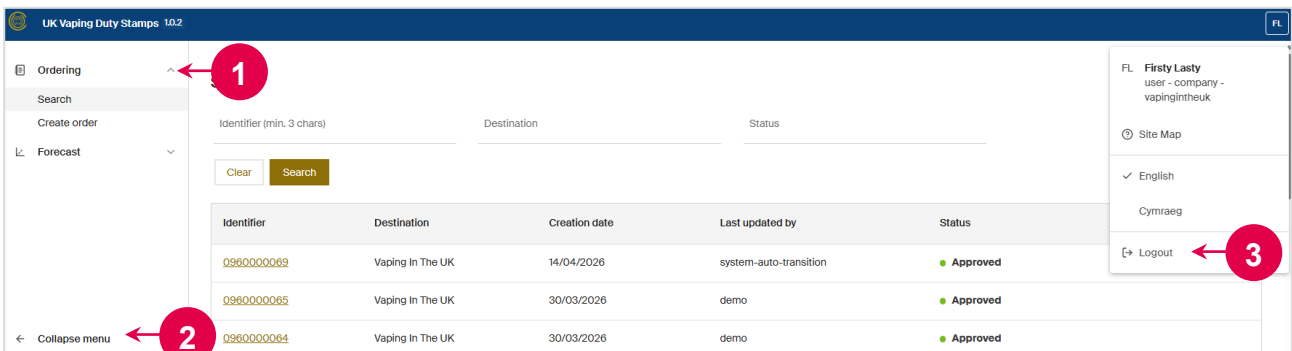


Figure 9 : Navigation tips

1. The *sub-menus* are displayed by clicking the (v) button.
2. The collapse menu will hide the menu bar.
3. The "Logout" button will exit the application and return the user to the login page. To access the Logout button, click on the language button in the top right margin.

4 Forecast

Purchasing Operators can search and view the purchase limits available for a period.

4.1 What are Purchase limits ?

All Purchasing Operators must have a purchase limit to request new stamps. The purchase limit is created when the UK authorities have approved the registration request of the Purchasing Operator in the UK VDS Portal. Each Purchasing Operator will have a purchase limit approved by the UK authorities which will last for a quarter (period of 3 months). Each Purchasing Operator will have their own period, and the first period starts from the date the Purchasing Operator has been registered in the system.

Purchase limits are used in ordering to limit the total number of stamps which the Purchasing Operator can request, to only the quantity approved by the UK authorities for the associated period.

Here is the official extract guidelines from the UK authorities :

1. The UK authorities will inform the Supplier of the limit on the number of duty stamps which each purchasing operator is approved to purchase for the following three (3) month period. The three (3) month period starts for each individual purchasing operator when the UK authorities inform the Supplier of the initial or updated limit. This means that the three (3) month periods will fall differently for each purchasing operator. This initial limit will be set by the UK authorities as part of the approval process based on the business plans provided. UK-based affixing operators are permitted to purchase up to this limit plus a 30% margin for growth, so that legitimate business growth is not hindered. UK representatives are permitted to purchase up to this limit plus 50% margin for growth to support their representation of overseas manufacturers.
2. Any attempt by a purchasing operator to order over this limit within three (3) months should be rejected by the Supplier. This applies both where the total of a single order is over this limit and where the cumulation of orders within three (3) months is over the limit. In the latter case, the order which would bring the purchasing operator over their limit would be rejected.

Refer to the example below.

Example of how purchase limits will work :

	Initial limit set by the UK authorities	Months 1 to 3 Initial limit set by UK authorities plus margin for growth	Months 1 to 3 Actual order number	Months 4 to 6 New limit based on actual orders plus margin for growth	Months 4 to 6 Actual order number	Months 7 to 9 New limit based on actual orders plus margin for growth
UK-based purchasing operators	1000	1300	1300	1690	1500	1950
UK representative	1000	1500	1500	2250	2000	3000

4.2 Search and View Purchase Limits

To see the purchase limits available for a period:

1. Select **Purchase limit** (accessible from the left margin menu list under **Forecast**)

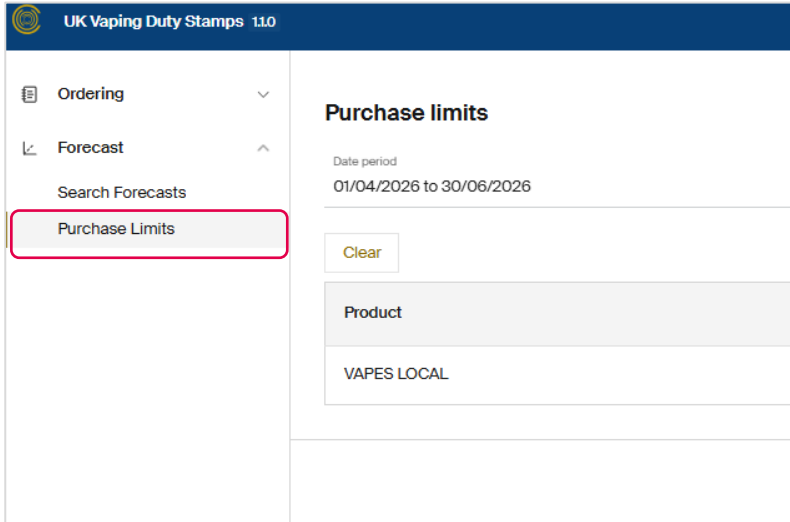
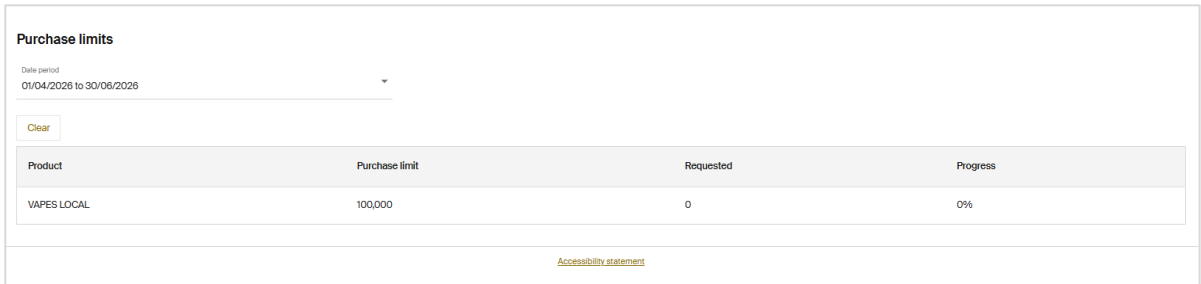


Figure 10: Purchasing limit Screen

- The system displays all purchasing limits grouped by product; the total of stamps allowed to request, the total of requested and the overall progress of consumption.



Product	Purchase limit	Requested	Progress
VAPES LOCAL	100,000	0	0%

Figure 11: Purchasing limit information screen

- In case Purchasing operators have more than one period, it is possible to filter the period using the search criteria displayed at the top of the screen.

5 Ordering

The UK VDS Portal Ordering component facilitates order creation and order management for duty stamps.



Figure 12 : Ordering menu

When an order is created, the system assigns a unique and sequential Order ID number. Purchasing Operators can use this number to track their orders in the UK VDS Portal.

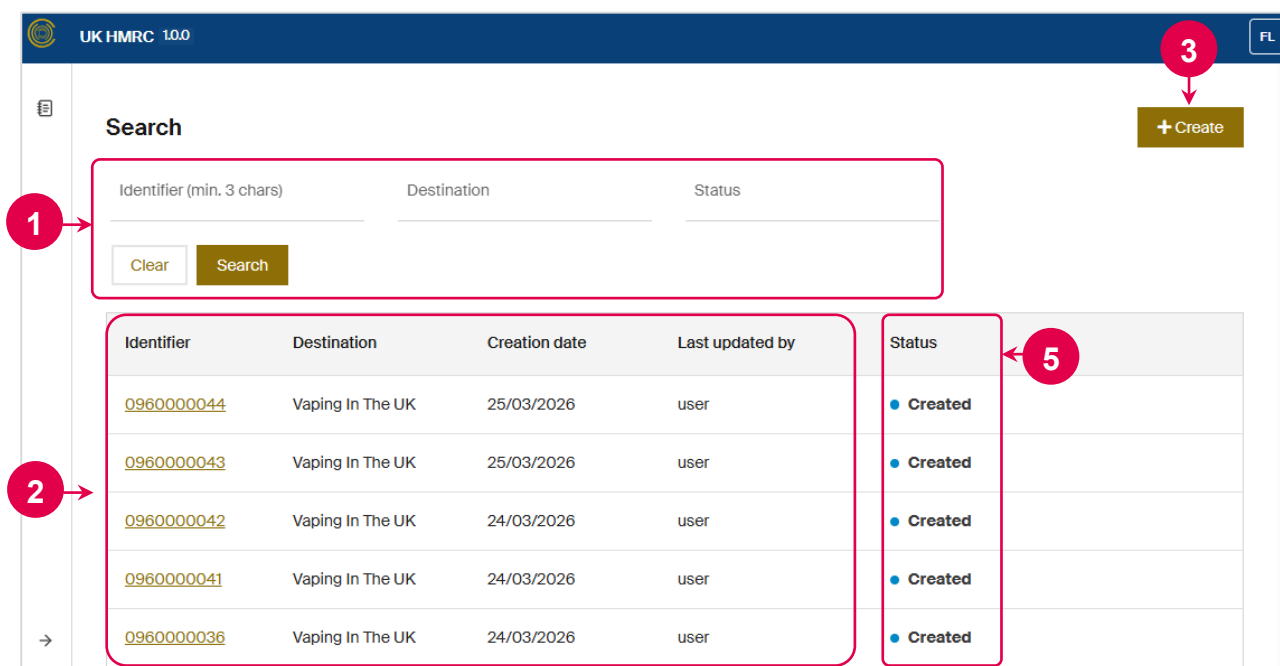


Figure 13: Ordering Screen

1. Search Filters
 - Clear filter button
 - Search button
2. List of orders
3. Create (new order) button
4. Status of orders

Notes :



- The code types available in the UK VDS Portal are customised according to specific needs.
- The supply chain references available are specifically related to the selected code type. A single order may contain one or several supply chain references.

5.1 Search Order

The Search Orders page displays a chronological list of all orders with varying statuses, IDs, creation dates, and destinations (sites).

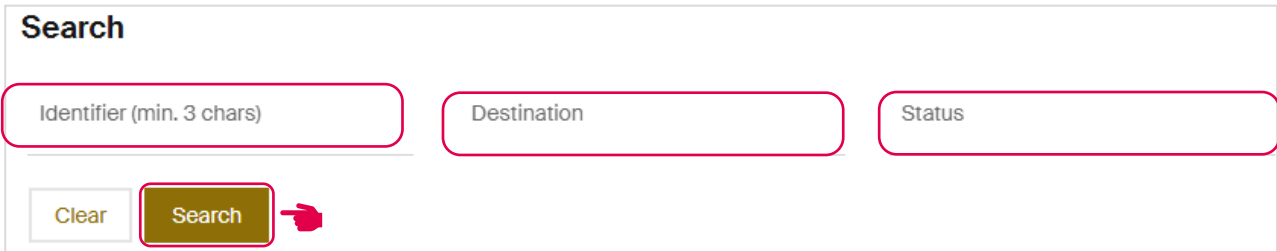


Figure 14: Search order

1. The following search criteria options are available:
 - **Identifier:** Enter the Order ID (minimum 3 digits required).
 - **Destination:** Choose a customer from the drop-down list (referring to the business entity the order was shipped to).
 - **Status:** Select the order status from the drop-down list to filter orders with the status (see table below)
2. After one or more criteria are selected, click the **Search** button.
3. The matching orders will be listed in the table.
4. To begin a new search, select the **Clear** button to clear all filters and reset the criteria.

5.2 Order Status

Whenever an order is updated in the UK VDS Portal, the logged user receives a notification (via email) regarding the order status during all its transition phases, as listed below:

STATUS	DESCRIPTION
Created	When a <i>new</i> order has been created in the UK VDS Portal, a unique Order ID is automatically generated and associated with the new order. This ID can be used to trace the order from the time it was created until it is received by the Purchasing Operator or Affixing Operator.
Approved	When an order has been approved, the order status changes from <i>Created</i> to <i>Approved</i> .
Rejected	When an order has been rejected, the order status changes from <i>Created</i> to <i>Rejected</i> . The order can be rejected for several reasons and takes into consideration the current situation of the Purchasing Operator.
Paid	When an order has been paid, the order status changes to <i>Paid</i> .
Delivered	When an order has been paid and the full order is shipped to the Purchasing Operator or Affixing Operator, the order status changes from <i>Paid</i> to <i>Delivered</i> . Once the Purchasing operator or Affixing Operator receives the order, they are now responsible for the duty stamps safekeeping.
Partially delivered	When a part of an order has been shipped to the Purchasing Operator or Affixing Operator, the order status changes to <i>Partially Delivered</i> . Only when the remaining part of the order is shipped will the order status change to <i>Delivered</i> .
Cancelled	When an order has been cancelled by the Purchasing Operator, the order status will be <i>Cancelled</i> . Only newly created/approved orders can be cancelled by the Purchasing operator.

Received	When an order has been received by the Purchasing Operator and acknowledged, the order status will be <i>Received</i> . Once the Purchasing operator or Affixing Operator receives the order, they are now responsible for the duty stamps safekeeping.
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5.3 Viewing Order Movement

The movement of orders can be viewed throughout all transition phases from "Created" to "Delivered." Users can access product details, creation information, and delivery specifics.

To view the movement of an order:

1. On the main orders list, click on the Identifier number to open the order details page.

Identifier	TIN	Destination	Creation date	Last updated by	Status
0960000044	1234_UTR-89	Vaping In The UK	25/03/2026	user	● Created
0960000043	1234_UTR-89	Vaping In The UK	25/03/2026	user	● Created
0960000042	1234_UTR-89	Vaping In The UK	24/03/2026	user	● Created
0960000041	1234_UTR-89	Vaping In The UK	24/03/2026	user	● Created
0960000040	UTR/8237246-22	Vapes National LT	24/03/2026	ltuser	● Created

Figure 15: Order details

2. In the order details page, the following tabs are available in the left margin : Order information, Order history, and Deliveries. This information is populated based on the current order movements.

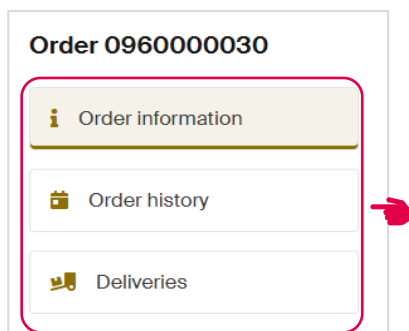


Figure 16 : Order detail tabs

3. Select the first tab **Order information** to view the order Status, order ID, creation date and time, shipping address, product name, classifier, and quantity are displayed (figure below).

Order 0960000030

Order information

Order history

Deliveries

Order

Status ● Partially delivered

Id 0960000030

Created by user

Creation time 23/03/2026 19:29

Updated by sicpa

Update time 23/03/2026 19:34

Shipping address

Vaping In The UK
332, King's Road
CF10 1AH
Cardiff
Wales

Contact information

Phone number 5554332

Email address email@vapin
gintheuk.co.uk

Products

🛒 Total: 2,000 units

Product name	Classifier	Quantity	Units	Subtotal
Vapes local Dry - T000	VAPES LOCAL - DRY	2	1,000	2,000

[Back to orders](#)

Figure 17: Order information

4. Select the **Order History** tab to view a summary of the transition phases for the current order (from "Created" to "Delivered"), including the precise date & time and status.

Order 0960000030

Order information

Order history

Deliveries



[Back to orders](#)

Figure 18 : Order history

5. Select the **Deliveries** tab, the delivery ID is shown, along with the date & time of delivery and the list of packaging unit IDs. Note: partial deliveries will have separate Delivery IDs.

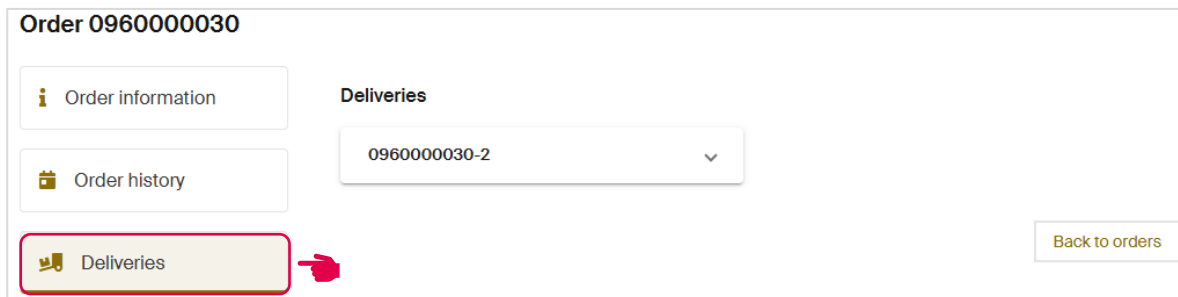


Figure 19: Order delivery

- Click on the Deliveries **drop down** to view the order details.

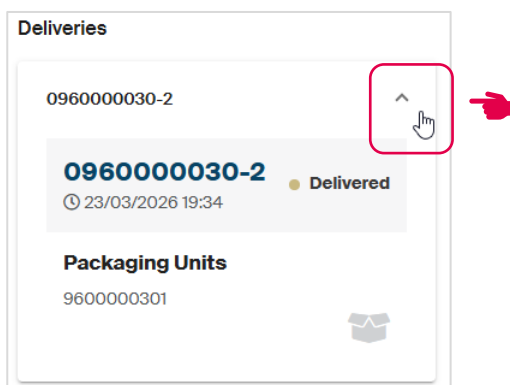


Figure 20 : Packaging units delivery details

- To return to the main orders list, simply select "Back to orders."

5.4 Create Order within Purchase Limit

During order creation, Purchasing Operators can select the shipping address, choose from multiple code types, and specify the quantity of to be ordered. Once the order is created, an Order ID is automatically generated in the UK VDS Portal. Purchasing Operators can use this Order ID to track their orders within the UK VDS Portal.

To create an order:

- Select the **Create** button (accessible from the left margin **Menu** or the **Search** window).

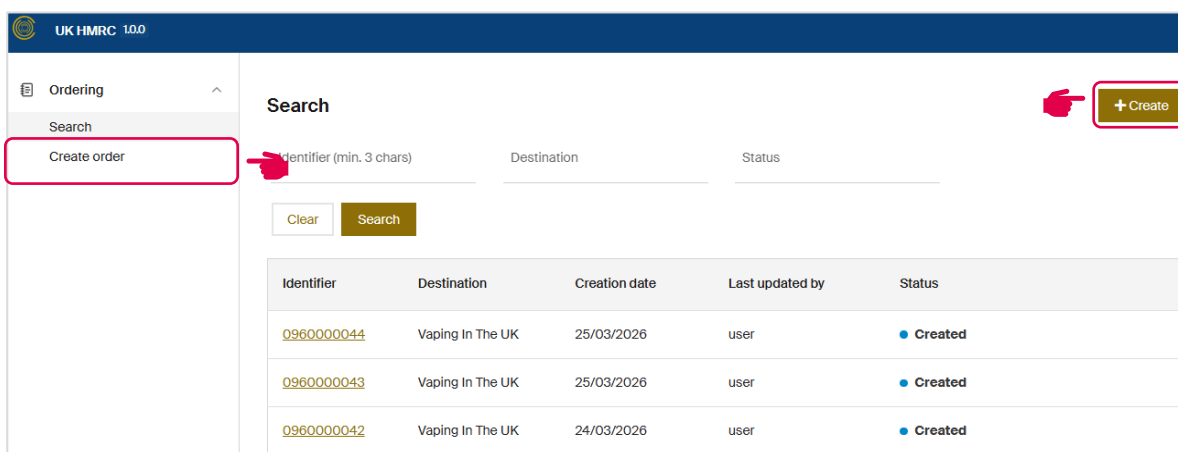


Figure 21: Create order

- In the **Shipping address** page (figure below), use the **Find address** search box to search for a site or select a preferred site that is displayed.

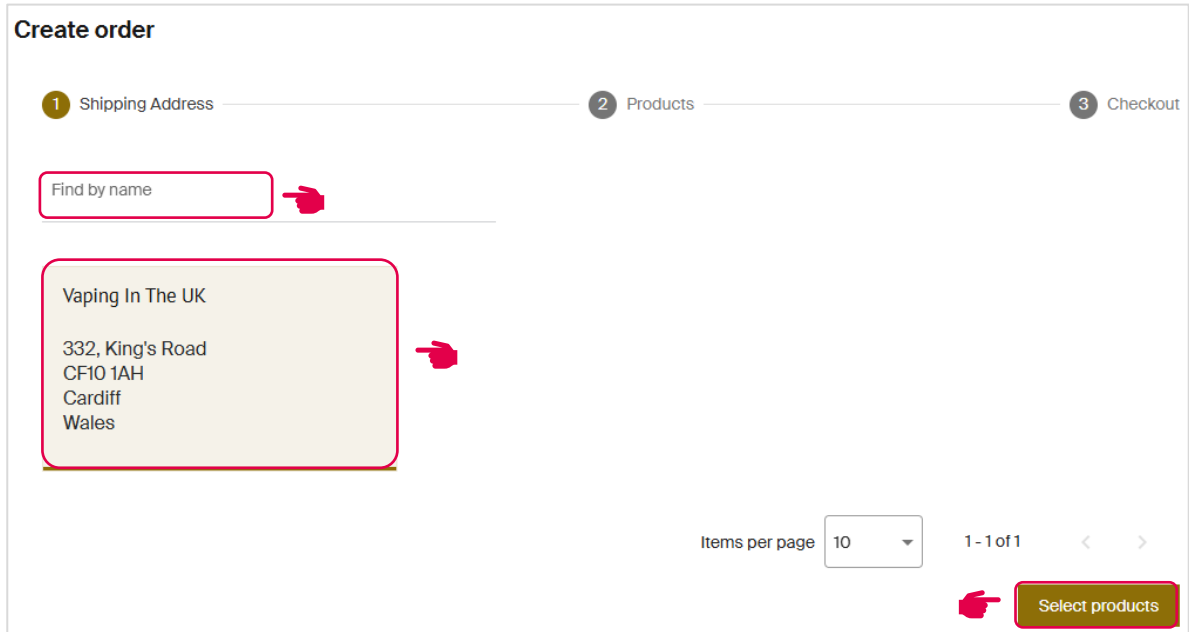


Figure 22: Shipping address screen

- Proceed to the next step by clicking **'Select products.'**
- In the Products window (figure below) select the preferred product or use the **Find Product** search box to find the product (note, Product refers to the code type you wish to order).
 - Select the **quantity** to order by clicking the drop-down list and choosing quantity (the *quantity* is associated with the *units* ordered and *code type* selected).
 - At the top left side of the screen, the system will reflect the purchase limit available for new orders. Purchase limits indicate the total amount of stamps which the Purchasing Operator can request for the current quarter for each code group.

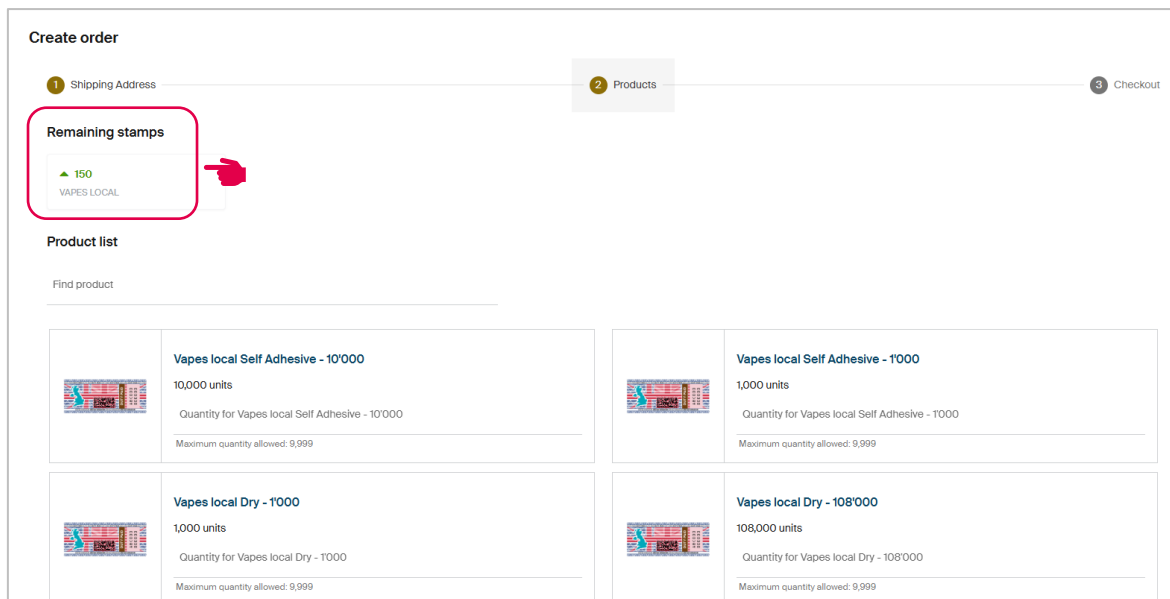


Figure 23: Products screen

- c) Users can introduce a quantity in any of the products available for purchase. When introducing the quantity, the system will automatically update the purchase limit available by decreasing the quantity requested from the total (figure below).

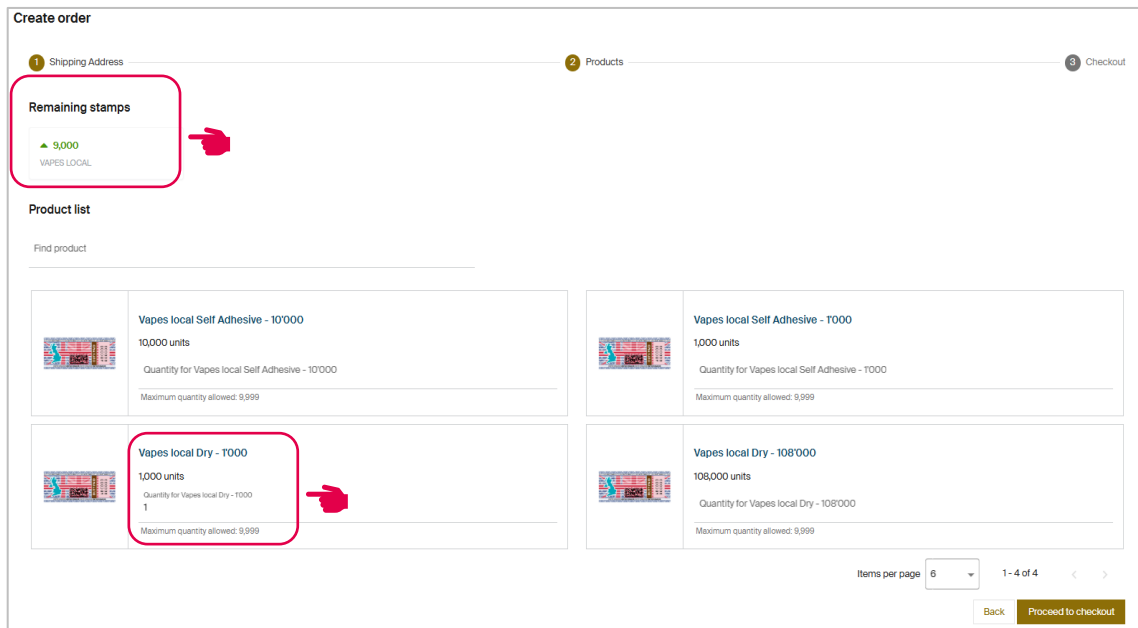


Figure 24: Products screen

- d) If the total requested exceeds the purchase limit (figure below), the system will block the next step by disabling the button "Proceed to check out". Furthermore, a message "Insufficient balance" is displayed below the "Proceed to check out" button, and a negative balance is displayed in red in the top left-hand side.

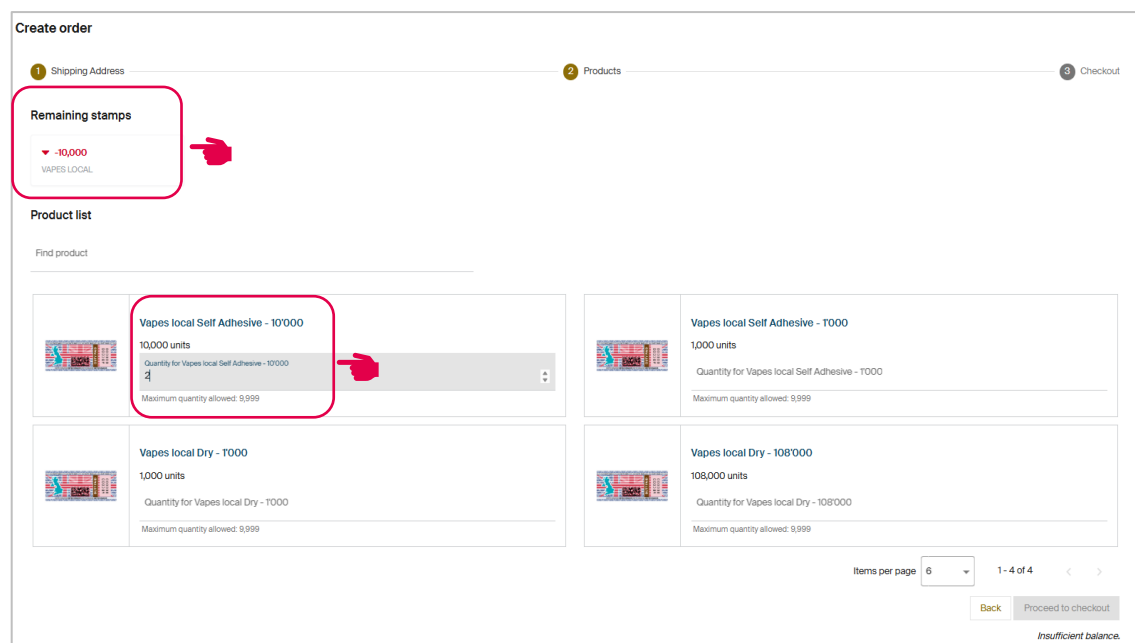


Figure 25: Products screen

- e) Once the quantity has been carefully selected and is within the purchase limit (figure below), click **Proceed to checkout** to continue with the order.

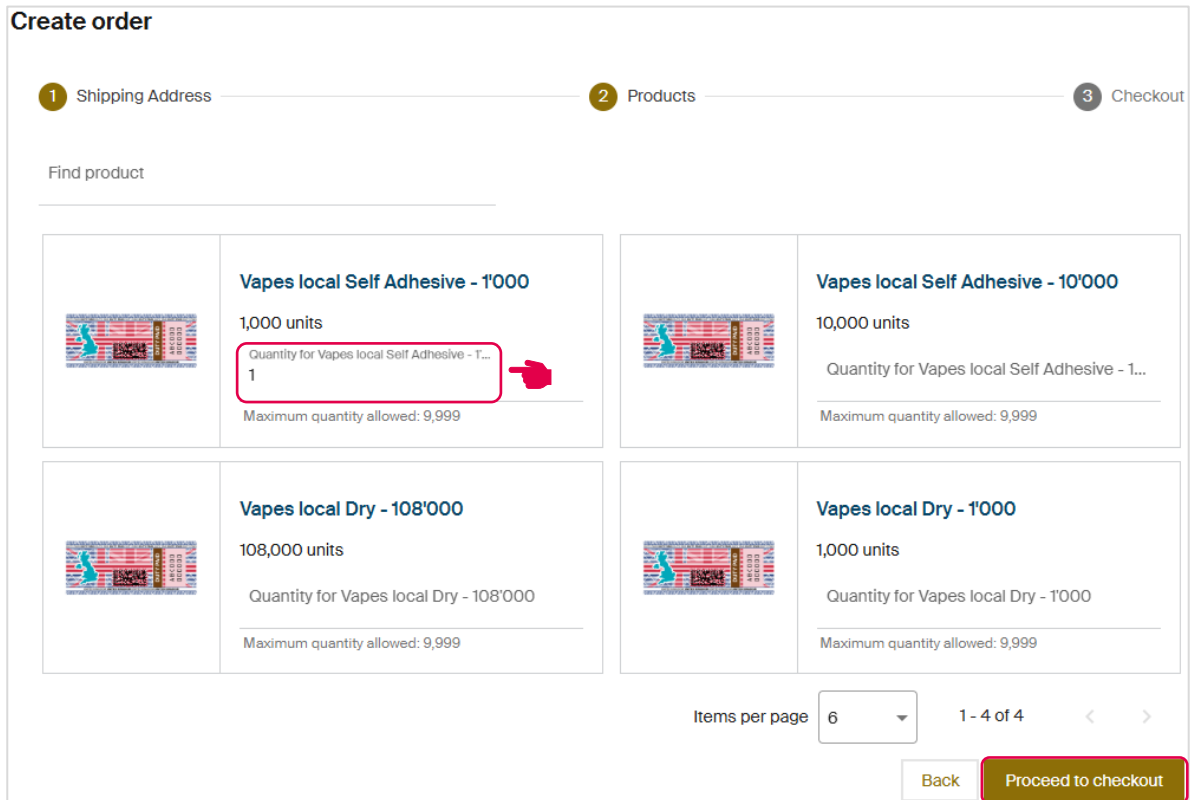



Figure 26: Products screen

5. The **Checkout** window (figure below) then shows a summary of the ordered items.

Users can:

- Verify the order for correctness.
- Filter the list by typing the product name (or part of it) in the **Find product** field, immediately afterwards the list will be filtered to show matching results.
- Click **Delete**  to remove any unwanted products from the list.
- Click **Back** to return to the previous window and modify the order.
- Add an **External Reference** e.g. a manufacturing / batch ID reference.
- Give a **Comment** in the field provided.

Once satisfied with the order details, click the **Checkout** button to proceed with the order checkout.

Create order

1 Shipping Address 2 Products 3 Checkout

Shipping address

Vaping In The UK
332, King's Road
CF10 1AH
Cardiff
Wales

Find product

Vapes local Self Adhesive - 1'000

1,000 units
Quantity: 1
Subtotal 1,000

Items per page 6 1 - 1 of 1

Additional Information

External reference

On Behalf

Comment

Optional comment (max 250 characters) 0/250

Total 1 products: 1,000

Back **Checkout**

Figure 27: Order checkout screen

- Once the order has been created, a confirmation message and auto-generated **Order ID** is displayed. Users have the option to either create another order or return to the orders main list.

Create order

Order created successfully x

Your order has been successfully created with ID 0960000045

Order created

Order 0960000045 has been successfully created.

Order Information

0960000045
user
25/03/2026 13:12

Shipping address

Vaping In The UK
CF10 1AH, 332, King's Road
Cardiff - Wales

Products

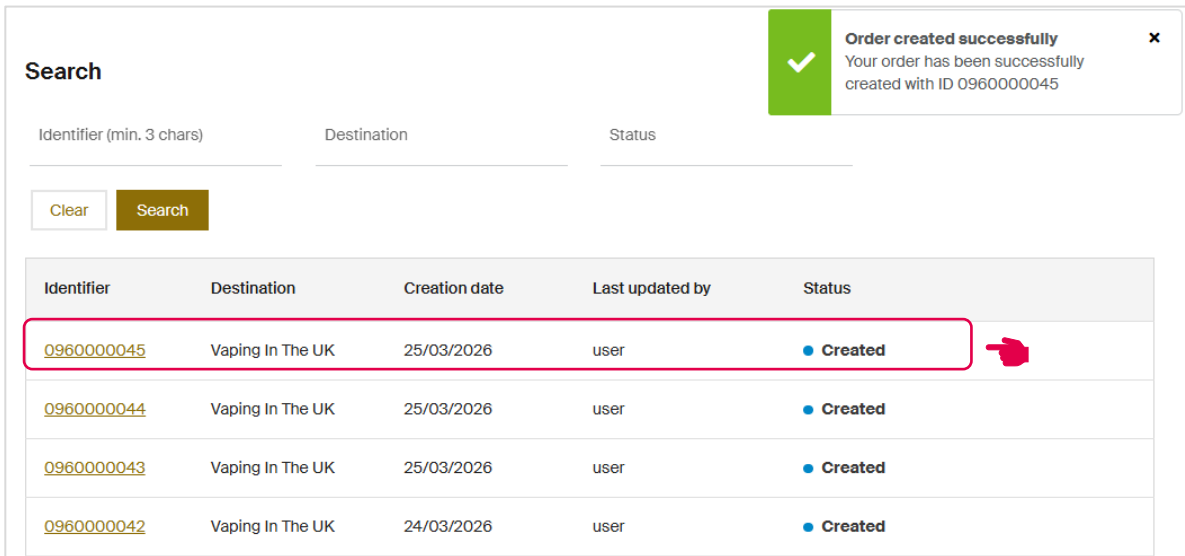
Total 1 products: 1,000

Name	Description	Quantity	Units
Vapes local Self Adhesive - 1'000	V-L-S-Reel-1000	1	1,000

Create another order **Go to orders**

Figure 28: Order creation confirmation

- By selecting **Go to orders** users can view the newly created order with the status **Created**, in the orders main list (figure below).



Search

Identifier (min. 3 chars) Destination Status

Clear Search

Identifier	Destination	Creation date	Last updated by	Status
0960000045	Vaping In The UK	25/03/2026	user	● Created
0960000044	Vaping In The UK	25/03/2026	user	● Created
0960000043	Vaping In The UK	25/03/2026	user	● Created
0960000042	Vaping In The UK	24/03/2026	user	● Created

Order created successfully ✕
 Your order has been successfully created with ID 0960000045

Figure 29 : Order create successfully

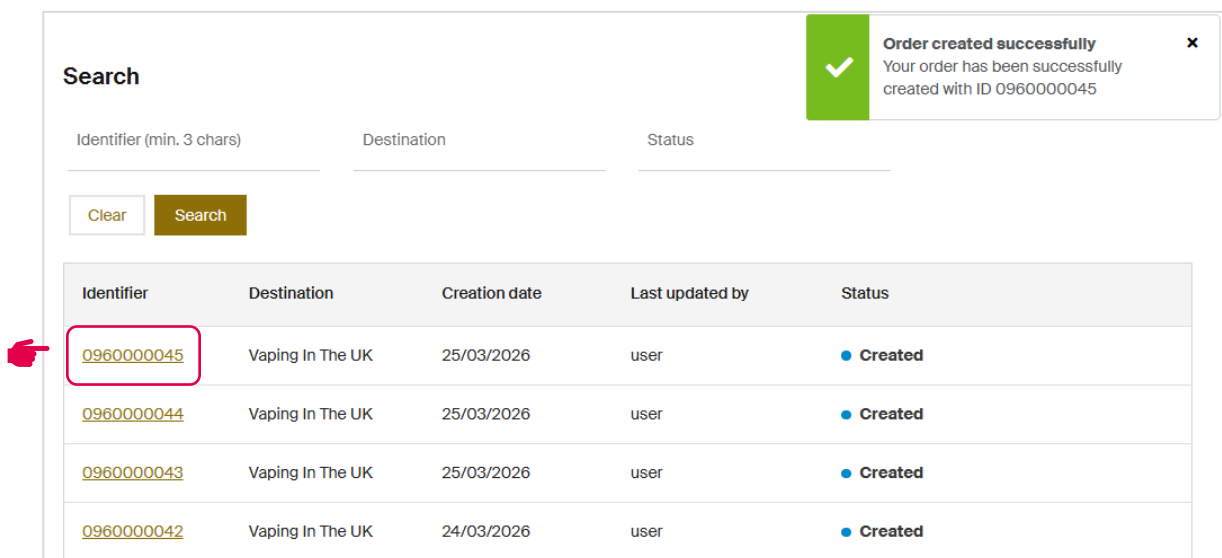
8. Upon successfully ordering the duty stamps, the system updates the purchase limit available for future orders.
9. Purchasing Operators **will be contacted by Cartor** to proceed with the **payment and delivery details**.

5.5 Cancel Order

Purchasing Operators have permission to cancel their own orders with the status **Created** or **Approved**. However, it is not possible to cancel an order with the status **Paid**, **Delivered**, **Partially Delivered**, or **Rejected**. Only Administrators have permission to cancel a **Paid** order.

To cancel an order:

1. Click on the desired **Order ID** to open the order from the orders list.



Search

Identifier (min. 3 chars) Destination Status

Clear Search

Identifier	Destination	Creation date	Last updated by	Status
0960000045	Vaping In The UK	25/03/2026	user	● Created
0960000044	Vaping In The UK	25/03/2026	user	● Created
0960000043	Vaping In The UK	25/03/2026	user	● Created
0960000042	Vaping In The UK	24/03/2026	user	● Created

Order created successfully ✕
 Your order has been successfully created with ID 0960000045

Figure 30: Selecting order to be cancelled

2. In the order details window, click **Cancel** to proceed with the cancellation.

Order 0960000045

Order information

Order history

Order

Status ● **Created**

Id 0960000045

Created by user

Creation time 25/03/2026 13:12

Shipping address

Vaping In The UK
332, King's Road
CF10 1AH
Cardiff
Wales

Contact information

Phone number 5554332

Email address email@vapingintheuk.co.uk

Cancel

Products

Total: 1,000 units

Product name	Classifier	Quantity	Units	Subtotal
Vapes local Self Adhesive - 1'000	VAPES LOCAL - SELF-ADHESIVE	1	1,000	1,000

[Back to orders](#)

Figure 31: Order cancellation information

3. A message will be displayed requesting confirmation to cancel the order.
4. Click **Yes** to confirm.

Order 0960000045

Order information

Order history

Order

Status ● **Created**

Id 0960000045

Created by user

Creation time 25/03/2026 13:12

Shipping address

Vaping In The UK
332, King's Road
CF10 1AH
Cardiff
Wales

Contact information

Phone number 5554332

Email address email@vapingintheuk.co.uk

Confirm action

Are you sure you want to proceed with Cancel operation?

No

Yes

Products

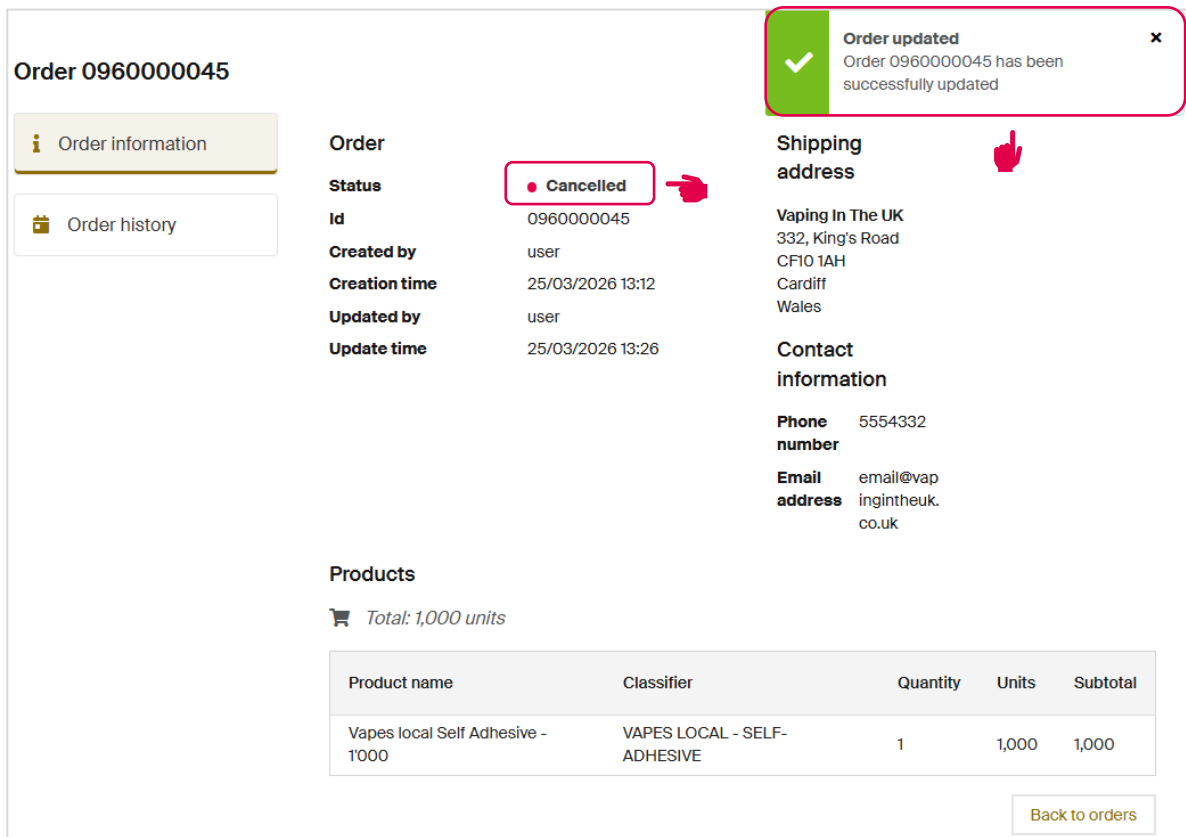
Total: 1,000 units

Product name	Classifier	Quantity	Units	Subtotal
Vapes local Self Adhesive - 1'000	VAPES LOCAL - SELF-ADHESIVE	1	1,000	1,000

[Back to orders](#)

Figure 32: Confirm order cancellation

5. Once an order has been cancelled, a **green** confirmation message will be displayed, and the order status will change to **Cancelled**.



Order 0960000045

Order information

Order history

Order

Status ● Cancelled

Id 0960000045

Created by user

Creation time 25/03/2026 13:12

Updated by user

Update time 25/03/2026 13:26

Shipping address

Vaping In The UK
332, King's Road
CF10 1AH
Cardiff
Wales

Contact information

Phone number 5554332

Email address email@vapingintheuk.co.uk

Products

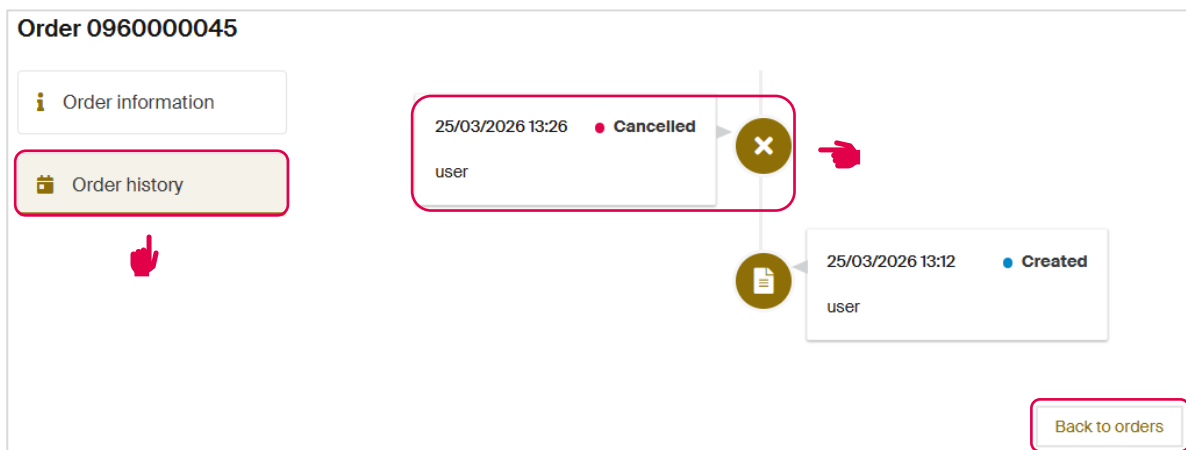
Total: 1,000 units

Product name	Classifier	Quantity	Units	Subtotal
Vapes local Self Adhesive - 1000	VAPES LOCAL - SELF-ADHESIVE	1	1,000	1,000

[Back to orders](#)

Figure 33: Order cancellation confirmation

- By clicking **Order history** (figure below), users can see the Cancelled event that occurred regarding the order.



Order 0960000045

Order information

Order history

25/03/2026 13:26 ● Cancelled
user

25/03/2026 13:12 ● Created
user

[Back to orders](#)

Figure 34: Order history screen

- By clicking **Back to orders**, the user can view the *Cancelled* status of the order in the main orders list

Search + Create

Identifier (min. 3 chars) Destination Status

Clear
Search

Identifier	Destination	Creation date	Last updated by	Status
0960000045	Vaping In The UK	25/03/2026	user	● Cancelled
0960000044	Vaping In The UK	25/03/2026	user	● Created
0960000043	Vaping In The UK	25/03/2026	user	● Created
0960000042	Vaping In The UK	24/03/2026	user	● Created

Figure 35: List of orders

8. Once an order is cancelled, the system updates the purchase limit by adding the quantity of stamps of cancelled order to threshold

6 Glossary

Terms / Abbreviations	Description
Code type	A code type is used to group a vaping product to a duty scheme.
Code type ID	This is a unique identification number linked to a code type.
Duty	A tax levied on vaping products in the UK.
Handling Unit (HU)	Handling Unit (HU) is also known as the packaging unit (PU).
HU ID	A Handling Unit ID (HU ID) is a unique ID associated with a packaging unit (synonym for handling unit).
HRC	Human Readable Code (HRC) is a unique alphanumeric code providing a visual check that is human readable.
Packaging unit (PU)	This is a reel of stamps or a pack of sheets containing the security data.
PU ID	A Packaging Unit ID (PUID) is a unique ID associated with a packaging unit.
SAP reference	This is a supply chain reference number is generated by the SAP system and is associated with products that are orderable and non-orderable.
SKU	Stock Keeping Unit (SKU) distinguishes similar products apart according to specific attributes.
UK VDS Portal	This is a web application for Purchasing Operators to place & manage orders for vaping duty stamps.

7 Contact

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