

UNITED KINGDOM VAPING DUTY STAMPS SCHEME

UK Vaping Duty Stamps Portal
User Guide for Affixing Operators
(Master Data Management, Reception,
Declarations and Returns)

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CONFIDENTIAL



DOCUMENT HISTORY

Version	Date	Observations
V1.0	28.08.2026	First release (based on application v 1.4.0)
V1.1	08.09.2026	Section added on vaping duty stamps illustrations.
V1.2	24.09.2026	Master Data Management chapter added (based on application v1.4.0)

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1 Preface

Purpose

This guide describes how to use the Master Data Management (MDM) and the Digital Activation System (DAS) features available in the UK VDS Portal.

- MDM is intended for Affixing operators who can create, modify, and maintain key master data, including **brands, products, sites, and production lines**.
- DAS is intended for Affixing operators who can perform the **reception of deliveries, declarations and returns** of vaping duty stamps.

 **Note:** All images in this manual are examples and may differ slightly from the actual. The term packaging unit is commonly referred to as PU, packs, or HU (Handling Unit). The term DAS is used to refer to the Digital Activation System, while MDM is used to refer to Master Data Management.

Intended audience

This manual is intended for authorised users i.e. **Affixing 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.

Affixing Operators are defined as UK based manufacturers, overseas manufacturers and UK warehousekeepers who will be affixing duty stamps to vaping products in the manufacturing or packaging process, and who are approved by the UK authorities to distribute vape products across the UK.

Related documents

Document Name	Description
UK VDS Stamps Application Guidelines v1.1 and v.1.1.1	This document describes how to properly affix the Transitional Stamps to vaping products. Application of the stamp is the responsibility of the Affixing Operator.
UK VDS Stamps Application Guidelines v.1.2	This document describes how to properly affix the Digitally Enhanced 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.

2 Introduction

From 1 October 2026, the Vaping Duty Stamps (VDS) scheme requires all vaping products manufactured or imported into the United Kingdom (UK) to have a duty stamp fixed to the final retail packaging. Duty stamps will only be issued to approved individuals, manufacturers and importers. From 1 April 2026, businesses must apply for approval from the authorities to affix duty stamps from 1 October 2026.

A transitional duty stamp will be made available to support businesses through the interim period before VDS are introduced.

Who needs to use vaping duty stamps?

Any business approved by the UK authorities and involved in manufacturing, importing, storing, or distributing vaping products in the UK. You can check if you're impacted by [Vaping Products Duty](#) and the [Vaping Duty Stamps](#) scheme information - [GOV.UK](#)

2.1 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.

2.2 Key Dates and Transitional Arrangements

When do the rules come into force?

- **1st October 2026:** Mandatory.
- **1st April 2027:** Full enforcement.

Key Timeline Summary:

- **April – November 2026:** Transitional stamps are available to purchase.
- **30th November 2026:** Last date to purchase Transitional stamps.
- **1st September 2026:** Digitally Enhanced stamps introduced.
- **1st October 2026:** Duty comes into force.
- **1st January 2027:** Only Digitally Enhanced stamps must be affixed to products.
- **1st April 2027:** All vaping products on the UK market must carry a stamp.

2.3 Vaping Duty Stamps

Vaping duty stamps are paper based highly secure labels combining multiple security features and can be either dry or wet.

2.3.1 TRANSITIONAL STAMPS VS DIGITALLY ENHANCED STAMPS

Transitional vaping duty stamps include all the physical security features to help identify legitimate vaping products 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. From 1 September 2026, stamps will include a digital element to support authentication and traceability within the supply chain. After ordering and payment of the stamps has been done, the stamps will be delivered. Affixing the stamps to vaping products is the responsibility of the Affixing Operator.

DRY STAMPS :

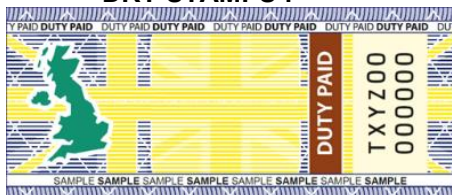


Figure 1: Transitional Stamps (TRA-V1) – DRY

United Kingdom Vaping Duty Stamps Scheme

WET STAMPS :

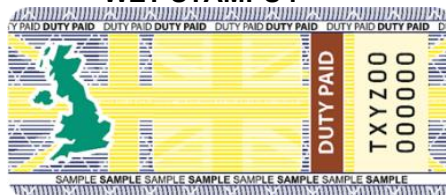


Figure 2: Transitional Stamps (TRA-V1) – WET

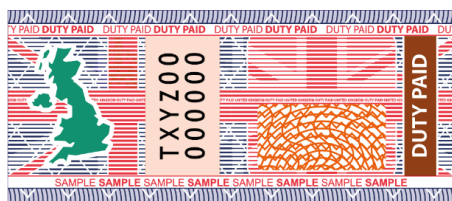


Figure 3: Transitional Stamps (TRA-V2) – DRY

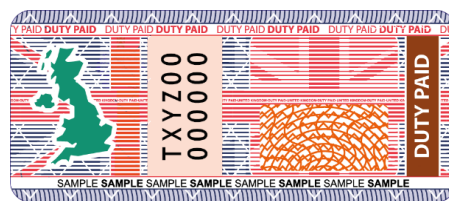


Figure 4: Transitional Stamps (TRA-V2) – WET

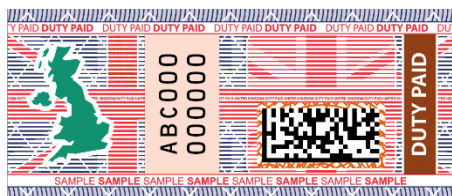


Figure 5: Digitally Enhanced Stamps – DRY



Figure 6: Digitally Enhanced Stamps – WET

3 Master Data Management

The Master Data Management component allows authorized users to create, modify, and maintain key master data, including **brands, products, sites, and production lines**, helping to ensure data remains consistent, accurate and up to date.

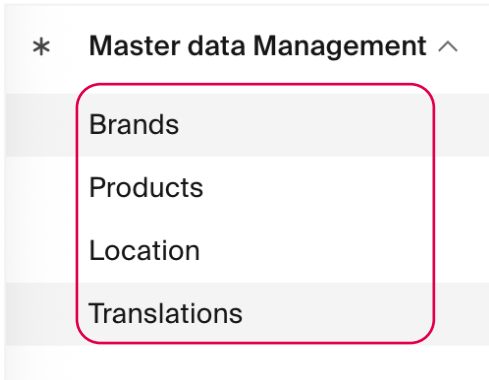


Figure 7 : Master data management menu

3.1 Brands

The Brands feature allows Operators to create and manage the brands associated with their products. A brand represents a product line or a group of products identified by a unique name, logo, and visual identity that distinguishes it from other brands - the "Identifier" is an auto generated ID.



Figure 8 : Brand page

3.1.1 CREATE BRAND

To create a brand, follow the steps below :

1. In the "Brand" page, select the button "Create Brand".

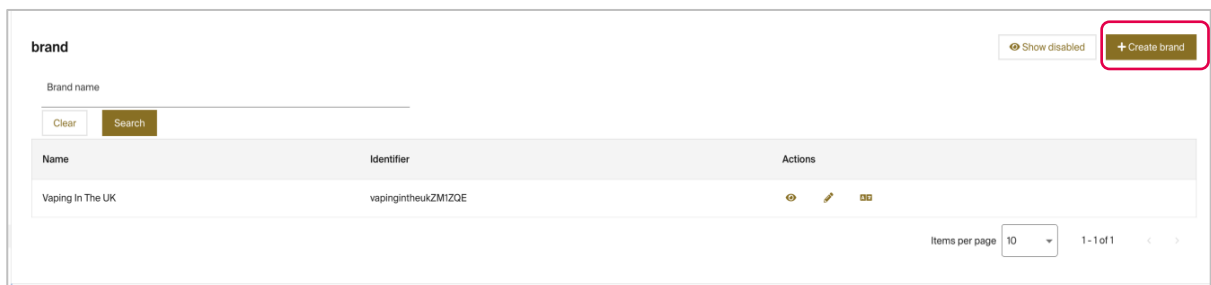


Figure 9 : Brand page

2. In the "Create brand" page, enter a brand name and brand description in the associated fields, before selecting the "Create" button.

Create brand

Fill the following form and submit to request creation.

Brand name (required)

Description

Cancel Create

[Accessibility statement](#) | [Site Map](#)

Figure 10 : Create brand page

Item	Mandatory	Description
Brand name	Yes	Name of the brand
Description	No	Description of the brand

3.1.2 EDIT A BRAND

Both the Brand name and the Brand description can be edited as follows :

1. Select the pencil icon in the “Actions” column.

brand
Show disabled Create brand

Brand name
Clear Search

Name	Identifier	Actions
Vaping In The UK	vapingintheukZM1ZQE	

Items per page 10 1 - 1 of 1

Figure 11 : Edit icon

2. Once the Edit Brand page is displayed, users can modify the brand name and description before selecting the “Save” button. Users can optionally select the “Translate” button to transfer directly to the Translation page, if needed.

Edit brand

Fill the following form and submit to request update.

Brand name (required)
Vaping In

Description
Vaping In T

Translate Cancel Save

[Accessibility statement](#) | [Site Map](#)

Figure 12 : Edit screen

3.1.3 VIEW A BRAND

Users can view the brand details as follows :

1. Select the “eye” icon in the “Actions” column.



Figure 13 : Eye icon

2. The “View brand” page is displayed showing the brand name and brand description. Users can optionally select “Edit brand” or “Translate” as needed.

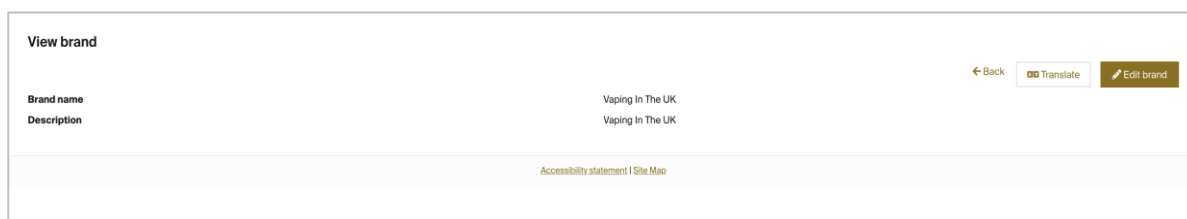


Figure 14 : View brand page

3.1.4 TRANSLATE A BRAND

The “Translation Brand” component allows users to translate the *dynamic* metadata in the UK VDS portal. By default, anything “Created” in the portal is always in English i.e., Create Brands, Create Products, Create Sites & Create Lines. However, users are allowed to translate certain dynamic fields in their preferred language e.g. name and description. Once translated, users can immediately view the effect by opening the impacted page.

To translate a brand name :

1. Select the “Translate” icon in the “Actions” column from the Brands main page.

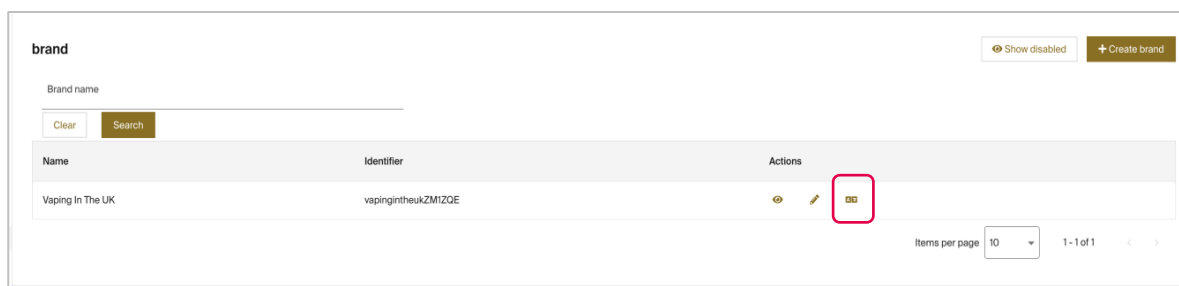


Figure 15 : Brand page

2. In the “Translation” page, the first step is to determine which language you prefer.
3. In the “Field” column, users can see the static metadata (i.e. description and name of the brand). This metadata had been extracted automatically from the Create brand page.
4. The “English” column displays the dynamic text in the default language (always English).
5. The last column is where users are free to translate the text into their preferred language.
6. Once you are finished translating click “Done”.

Manage translations for brands vapingintheukZM1ZQE

Translations for welsh

Field	English	Welsh	Status
name	Vaping In The UK	Translation	
description	Vaping In The UK	Translation	

Done

Figure 16 : Translate brand page

3.2 Products

This feature allows the operators to create and manage the Products on which they will apply the stamps they have ordered.

* Master data Management ^

- Brands
- Products
- Location
- Translations

Figure 17 : Products menu

The figure below displays a list of products for this operator. Users can perform actions for creation, edition and viewing of the product content. An auto generated "Identifier" is created to distinguish product from one another.

Product Show disabled + Create Product

Name GTIN Code type Brand

Market Domestic

Clear Search

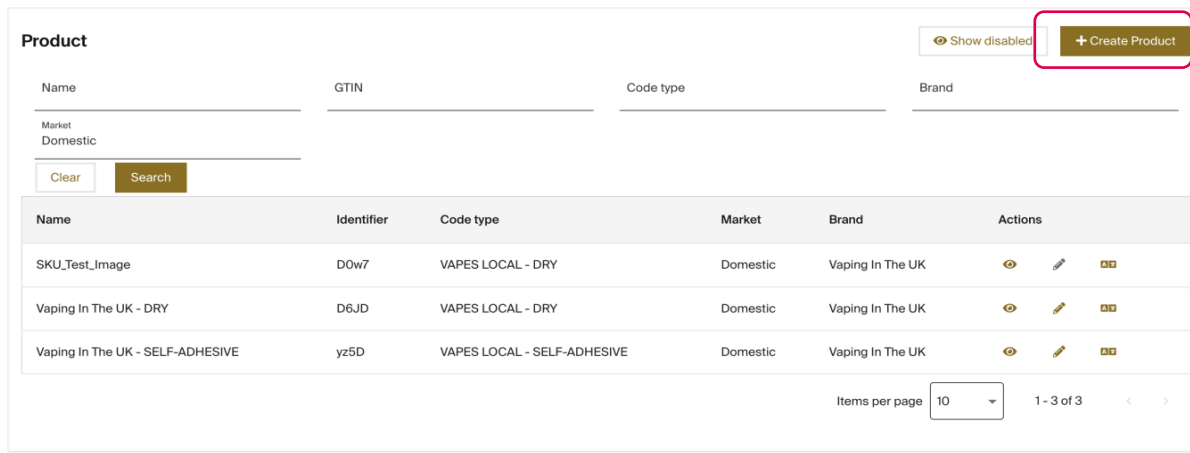
Name	Identifier	Code type	Market	Brand	Actions
SKU_Test_Image	D0w7	VAPES LOCAL - DRY	Domestic	Vaping In The UK	
Vaping In The UK - DRY	D6JD	VAPES LOCAL - DRY	Domestic	Vaping In The UK	
Vaping In The UK - SELF-ADHESIVE	yz5D	VAPES LOCAL - SELF-ADHESIVE	Domestic	Vaping In The UK	

Items per page 10 1 - 3 of 3 < >

Figure 18 : Products main screen

3.2.1 CREATE PRODUCT

1. Select the Create Product button from the top right of the screen.



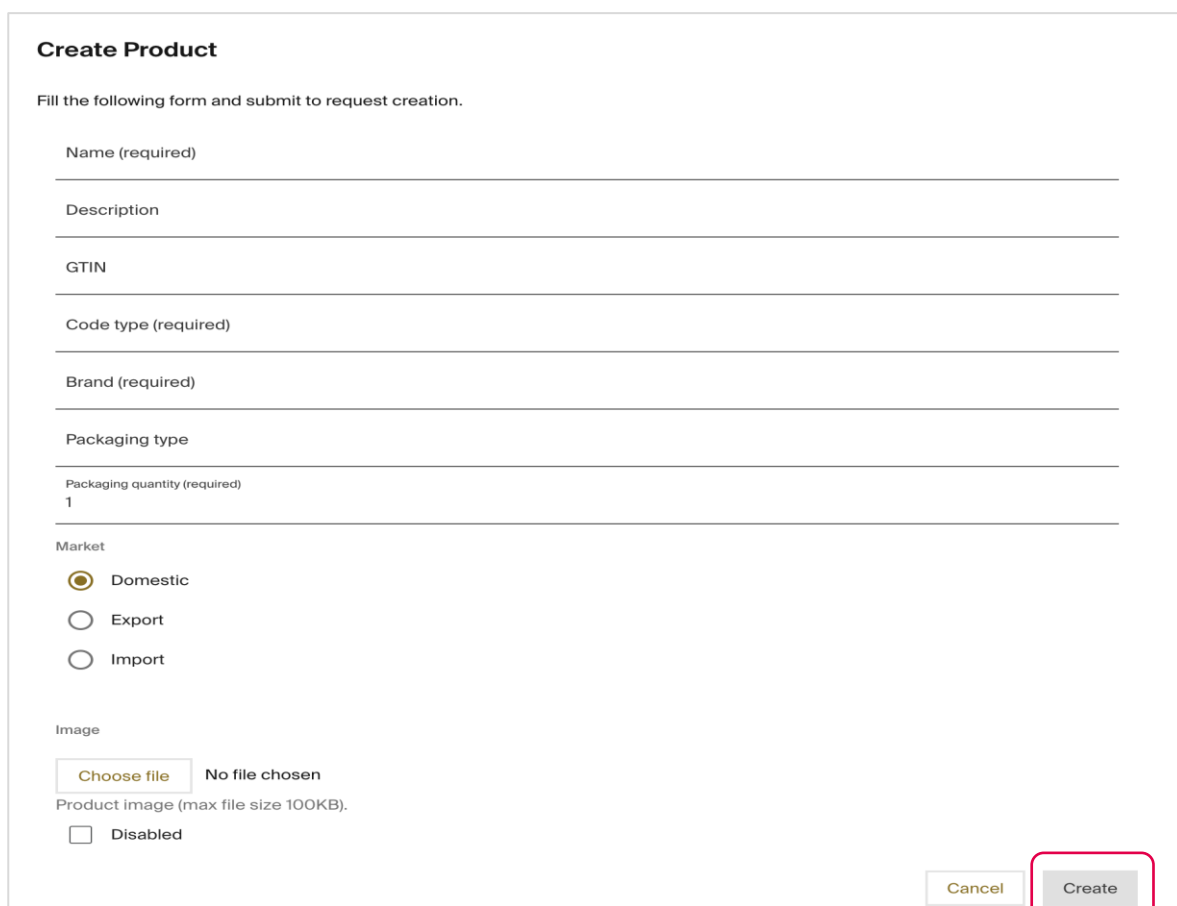
Product

Name	Identifier	Code type	Market	Brand	Actions
SKU_Test_Image	D0w7	VAPES LOCAL - DRY	Domestic	Vaping In The UK	
Vaping In The UK - DRY	D6JD	VAPES LOCAL - DRY	Domestic	Vaping In The UK	
Vaping In The UK - SELF-ADHESIVE	yz5D	VAPES LOCAL - SELF-ADHESIVE	Domestic	Vaping In The UK	

Items per page
 1 - 3 of 3

Figure 19 : Select “Create Product”

2. Complete the Create Product form – refer to the table description below.



Create Product

Fill the following form and submit to request creation.

Name (required)

Description

GTIN

Code type (required)

Brand (required)

Packaging type

Packaging quantity (required)

Market
☒ Domestic
☐ Export
☐ Import

Image
 No file chosen
 Product image (max file size 100KB).
☐ Disabled

Figure 20 : Create product form

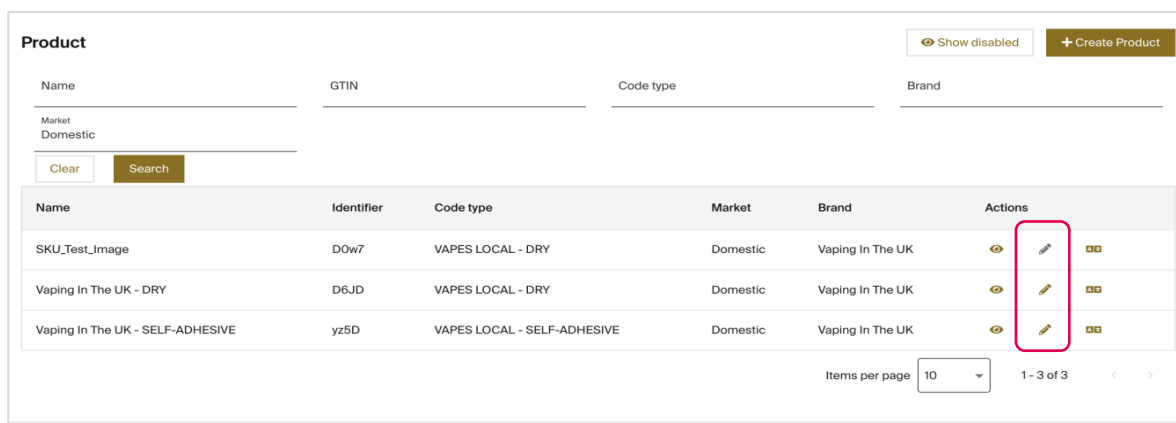
Item	Description
Name	Name of the product
Description	User's first name

Item	Description
GTIN	Global Trade Identification Number (specified in the GS1 standard)
Code type	Identifier of the code type, which is a group of the Product type (Product category) and the Tax Scheme
Brand	Product Brand among the list of brands created
Packaging type	Type of package of the product
Packaging quantity	Quantity
Market	To choose one type among: Domestic, Export , Import
Image	Option to upload an image of the product
Disabled	To mark the product as disabled

3.2.2 EDIT PRODUCT

To edit a product,

1. Select the “pencil” icon in the Actions column.



The screenshot shows the 'Product' management interface. At the top, there are filters for Name, GTIN, Code type, and Brand, along with a 'Market' dropdown set to 'Domestic'. Below these are 'Clear' and 'Search' buttons. The main part of the screen is a table with columns: Name, Identifier, Code type, Market, Brand, and Actions. Three products are listed: 'SKU_Test_Image', 'Vaping In The UK - DRY', and 'Vaping In The UK - SELF-ADHESIVE'. In the 'Actions' column for each product, there are three icons: an eye (show), a pencil (edit), and a trash can (delete). A red rectangular box highlights the pencil icon for the first product, 'SKU_Test_Image'. At the bottom right, there is a pagination control showing 'Items per page' set to 10 and '1 - 3 of 3'.

Figure 21 : Product screen

2. In the Edit Product form (figure below), edit the fields as required, before selecting the Save button.

Edit Product

Fill the following form and submit to request update.

Name (required)
SDAS UK Based Operator - DRY

Description
SDAS UK Based Operator - DRY

GTIN

Code type (required)
VAPES LOCAL - DRY

Brand (required)
SDAS UK Based Operator

Packaging type
Electronic nicotine delivery system

Packaging quantity (required)
1

Volume (ml)
0

Market

☒ Domestic
☐ Export
☐ Import

Image

[Choose file](#) No file chosen

Product image (max file size 100KB).

☐ Disabled

[Translate](#) [Cancel](#) [Save](#)

Figure 22 : Edit product form

3.2.3 VIEW PRODUCT

To view the product details,

1. Select the “eye” icon in the Actions column.

Product

Name

GTIN

Code type

Brand

Market

Domestic

Clear

Search

Name	Identifier	Code type	Market	Brand	Actions
SKU_Test_Image	D0w7	VAPES LOCAL - DRY	Domestic	Vaping In The UK	  
Vaping In The UK - DRY	D6JD	VAPES LOCAL - DRY	Domestic	Vaping In The UK	  
Vaping In The UK - SELF-ADHESIVE	yz5D	VAPES LOCAL - SELF-ADHESIVE	Domestic	Vaping In The UK	  

Items per page

10

1 - 3 of 3

Figure 23 : Product screen

2. The View Product screen will be displayed showing the product details.

View Product

Back

Translate

Edit Product

Name

Description

GTIN

Code type

Brand

Packaging type

Packaging quantity

Volume (ml)

Market

Image

SKU_Test_Image

-

-

VAPES LOCAL - DRY

Vaping In The UK

Electronic nicotine delivery system

100

10

Domestic

Disabled

Figure 24 : View product details

3.2.4 TRANSLATE A PRODUCT

To translate the product name,

1. Select the “translate” icon in the Actions column.

Product

Show disabled

Create Product

Name

GTIN

Code type

Brand

Market

Domestic

Clear

Search

Name	Identifier	Code type	Market	Brand	Actions
SKU_Test_Image	D0w7	VAPES LOCAL - DRY	Domestic	Vaping In The UK	
Vaping In The UK - DRY	D6JD	VAPES LOCAL - DRY	Domestic	Vaping In The UK	
Vaping In The UK - SELF-ADHESIVE	yz5D	VAPES LOCAL - SELF-ADHESIVE	Domestic	Vaping In The UK	

Items per page

10

1 - 3 of 3

Figure 25 : Product screen

2. Translate the product name as desired and select “Done” to finish.

Manage translations for products D0w7

Translations for welsh

Field	English	Welsh	Status
name	SKU_Test_Image	Translation	

Done

Accessibility statement | Site Map

Figure 26 : Product translate screen

3.3 Location

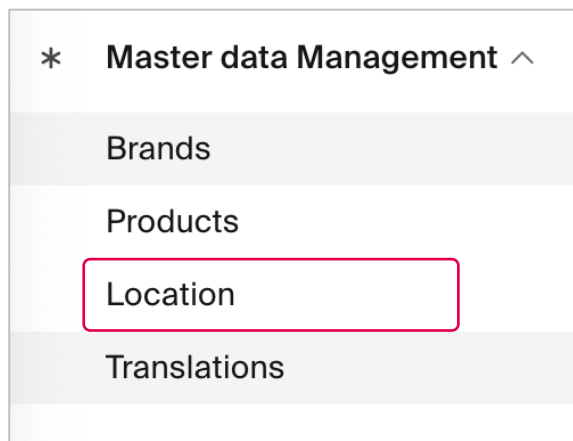


Figure 27 : Location menu

The **Location** feature allows Operators to manage their locations, sites, and production lines. A **site** typically represents a manufacturing facility or factory. Each site can contain one or more **production lines**.

Site

Identifier	Name	Actions			
52	SDAS UK Based Operator				
86	SDAS UK Based Operator Site 2				
90	SDAS UK Based Operator Site 3				

Figure 28 : Location screen

3.3.1 CREATE SITE

From the previous menu, you can select the “Create site” button in the upper right corner. Complete the form with the aid of the information table below, then select the “Create” button to create a new site.

Users cannot delete a site/line once created. However, a user can disable the site by selecting the “Disabled” option and enable the site when needed.

Create Site

Fill the following form and submit to request creation.

Basic information

Type (required)
Factory

☐ Foreign

Phone number

Address

City

Country (required)
Switzerland

Latitude

IP address or host name and port

☐ Disabled

Name (required)

GLN

Contact information

Email address

Postal code

Region

Location information

Longitude

Preactivation
Not allowed

Cancel

Create

Figure 29 : Create site form

Item	Description
Name	Name to the site
GLN	Global Location Number (specified in the GS1 standard)
Type	To select among these default values: Factory / Warehouse / Retail Store / Headquarter
Foreign	To indicate if the Site is outside the country
Phone number	Phone number of the site
Address	Identifier of the code type , which is a group of the Product type (Product category) and the Tax Scheme
City	Product Brand among the list of brands created
Region	The region where the site is located
Country	A list of selectable countries to choose from
Email address	The email address of the site
Postal code	The postal code of the site
Latitude	Latitude of the Site
Longitude	Longitude of the site
Ip address or host name	Ip address of the site
Preactivation	Not applicable.
Disabled	Select the radio button to enable / disable the site

3.3.2 EDIT A SITE

Users can modify the site details at any time by selecting the “pencil” icon.

Site			
Identifier	Name	Actions	
52	SDAS UK Based Operator		
86	SDAS UK Based Operator Site 2		
90	SDAS UK Based Operator Site 3		

Figure 30 : Site screen

The “Edit Site” form is displayed. After editing, select the “Save” button to save your modifications.

Edit Site

Fill the following form and submit to request update.

Basic information

Type (required)
Factory

☐ Foreign

Phone number
5554332

Address
332, King's Road

City
Cardiff

Country (required)

Latitude
0

IP address or host name and port

☐ Disabled

Name (required)
Vaping In The UK

GLN
00000000000000

Contact information

Email address
email@vapingintheuk.co.uk

Postal code
CF10 1AH

Region

Location information

Longitude
0

Preactivation
Not allowed

 Translate
  Cancel
  Save

Figure 31 : Edit site form

3.3.3 DISPLAY LINES FOR A SITE

Users can also display the lines currently active for a specific site by clicking on the  icon.

Site

Identifier	Name	Actions			
52	SDAS UK Based Operator				
86	SDAS UK Based Operator Site 2				
90	SDAS UK Based Operator Site 3				

Figure 32 : Details screen

The system will display information on all lines created for the associated site. For each line, the following information is displayed :

- Identifier: Line ID
- Name: Line name
- Actions: edit or translate master data.

Line

Site

▼

Name

Clear

Search

Identifier	Name	Actions
Y4GW	Line SDAS Site 02	 
Y6EW	SDAS UK Based Operator	 
YW8K	SDAS UK Based Operator Site 2 - Virtual Line	 
View YW8K		
Y01R	SDAS UK Based Operator Site 3 - Virtual Line	 

Figure 33 : Line screen

3.3.4 CREATE LINE

A line represents the location where products will be declared. To create a line, select the plus sign in the Actions column.

Site

Identifier	Name	Actions			
52	SDAS UK Based Operator				
86	SDAS UK Based Operator Site 2				
90	SDAS UK Based Operator Site 3				

Figure 34 : Create line icon

Alternatively, from the Line search page select the “Create Line” button.

Line

Show disabled

Create Line

Site

Name

Clear

Search

Identifier	Name	Actions
Y4GW	Line SDAS Site 02	
Y6EW	SDAS UK Based Operator	

Figure 35 : Line creation button

Complete the Create Line form (figure below) and select the “Create” button.

Create Line

Fill the following form and submit to request creation.

Site (required)

Vaping In The UK

Name (required)

GLN read point

IP address or host name and port (required)

Type (required)

☐ Disabled

Cancel

Create

Figure 36 : Create line form

Item	Mandatory	Description
Site	Yes	The site which the line belongs too
Name	Yes	Name of the line
GLN read point	Yes	Global Location Number (specified in the GS1 standard)
IP address	No	Ip address of the line
Type	Yes	Select “Virtual activation line” (the other line types for example Scanning and Activation and the Secure Coding Line are not applicable).

3.4 Translations

The **Translations** menu displays the progress of translations of the master data. This is apparent in the languages that have been enabled (apart from EN - English).

To view the translations progress,

1. Select **Master Data Management** in the menu and click on the **Translations**.

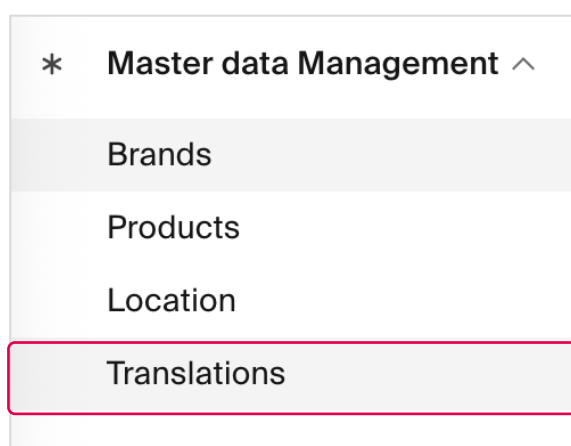


Figure 37 : Translations menu

2. The "Available languages" page is opened and displays the list of available languages, the total strings translated and the total strings registered in the system for each language.

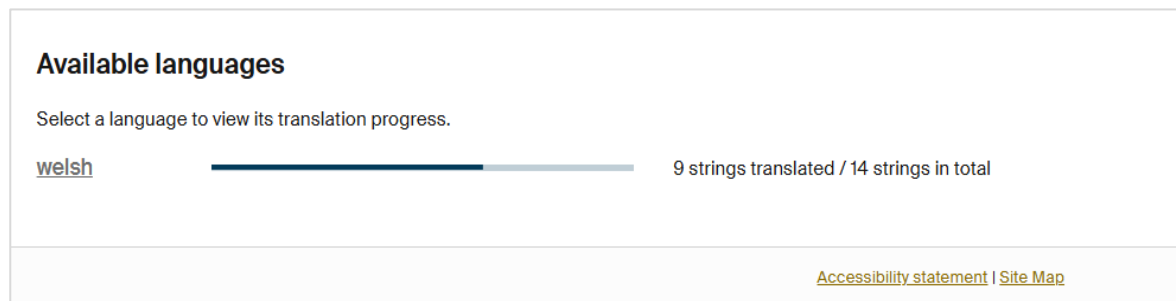


Figure 38 : Available languages

3. After selecting your preferred language there will be a list of entity types displayed, namely products, brands, sites, and lines.

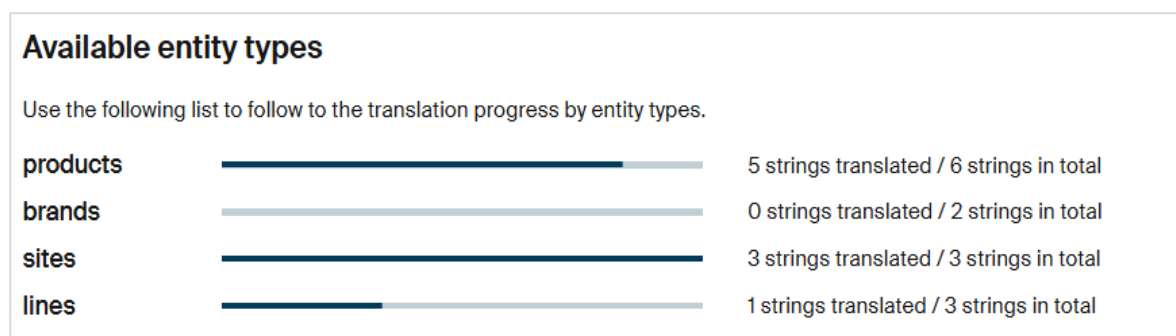
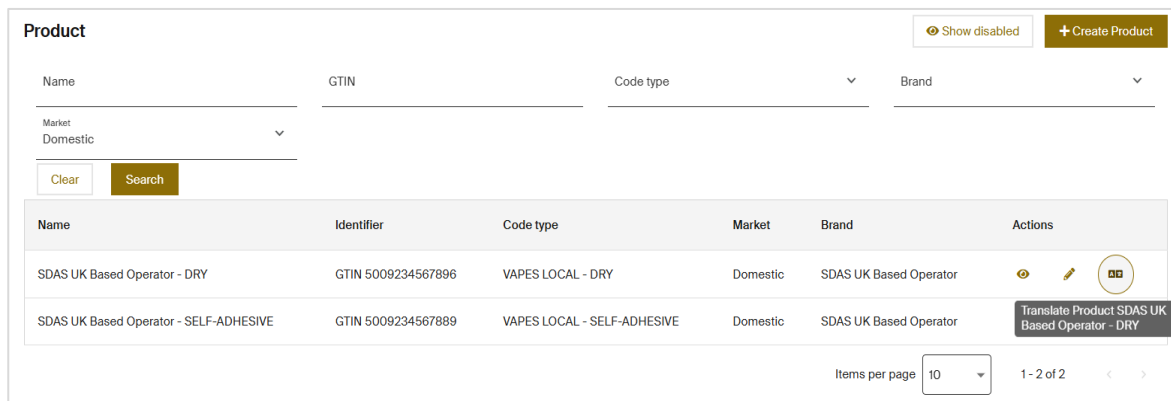


Figure 39 : Available entity types

- To translate the “Products” master data, go to the Products menu and click on  icon corresponding to the product you wish to translate. Ensure that the default language selected is EN before you commence the operation.



Product Show disabled Create Product

Name GTIN Code type Brand

Market Domestic

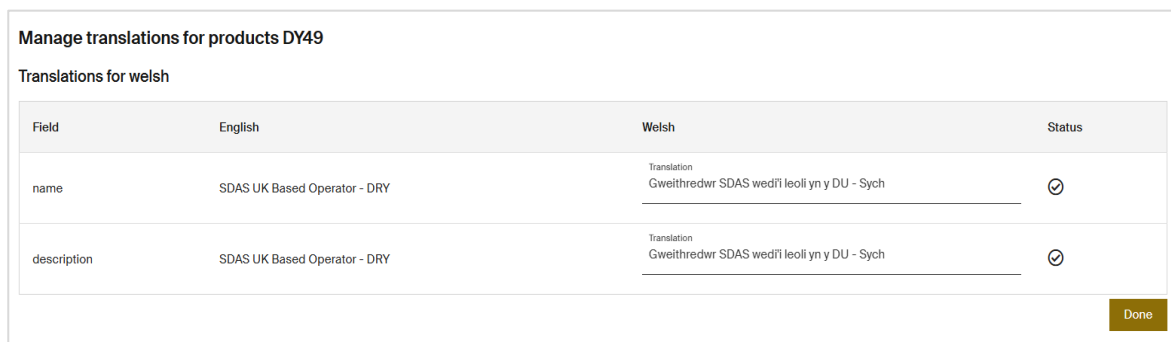
Clear Search

Name	Identifier	Code type	Market	Brand	Actions
SDAS UK Based Operator - DRY	GTIN 5009234567896	VAPES LOCAL - DRY	Domestic	SDAS UK Based Operator	  
SDAS UK Based Operator - SELF-ADHESIVE	GTIN 5009234567889	VAPES LOCAL - SELF-ADHESIVE	Domestic	SDAS UK Based Operator	  

Items per page 10 1 - 2 of 2

Figure 40 : Sample entity type “product”

- The system displays the master data information in English and provides an input text field in Welsh where users can introduce the translation.



Manage translations for products DY49

Translations for welsh

Field	English	Welsh	Status
name	SDAS UK Based Operator - DRY	Translation Gweithredwr SDAS wedi'i leoli yn y DU - Sych	
description	SDAS UK Based Operator - DRY	Translation Gweithredwr SDAS wedi'i leoli yn y DU - Sych	

Done

Figure 41 : Manage translations for entity type “product”

- Introduce the correspondent text in Welsh and click on the “Done” button. The system then updates the information.

To view the effect of your translations, simply go to the respective page, for example Product and simply switch the language toggle button to view the change. Whichever item you translated will be visible either in the main list or in the View page.

Name	Identifier	Code type	Market	Brand	Actions
SDAS UK Based Operator - DRY	GTIN 5009234567896	VAPES LOCAL - DRY	Domestic	SDAS UK Based Operator	  
SDAS UK Based Operator - SELF-ADHESIVE	GTIN 5009234567889	VAPES LOCAL - SELF-ADHESIVE	Domestic	SDAS UK Based Operator	  

Items per page 10 1 - 2 of 2

Figure 42 : View translation effect

- Repeat the above steps for the other entity types namely, Brands, Sites, and Lines.

4 Reception of deliveries

The DAS component facilitates the reception of deliveries of stamps to the operators.



Figure 43 : Reception menu

When a delivery is confirmed and shipped to operators, the system enables the reception of these deliveries.

Search order for reception

Order ID

Delivery ID

Site

Order ID must be a numeric value with at least 3 characters.

Delivery ID must be a numeric value with at least 3 characters.

Clear

Search

Order ID	Destination Site	Operation
0960000101	SDAS UK Based Operator	

Items per page

10

1 - 1 of 1

<<

<

>

>>

Figure 44: Reception Screen

4.1 Search reception

The Search Reception page displays a chronological list of all orders pending for reception, the destination site and the operation available (reception).

Search order for reception

Order ID

Delivery ID

Site

Order ID must be a numeric value with at least 3 characters.

Delivery ID must be a numeric value with at least 3 characters.

Clear

Search

Figure 45: Search order

The following search criteria options are available:

- **Order ID:** Enter the Order ID (minimum 3 digits required).
- **Delivery ID:** Enter the delivery ID to search the associated order.
- **Site:** Search by destination site.

After one or more criteria are selected, click the **Search** button - the matching orders will be revealed in the table.

To begin a new search, select the **Clear** button to clear all filters and reset the criteria.

4.2 Declare new reception

To enable a new reception of the packaging units :

1. Go to the order to be received and click on  button.
2. The system displays the list of packaging units included in the delivery. By default, they are selected to be part of the reception.

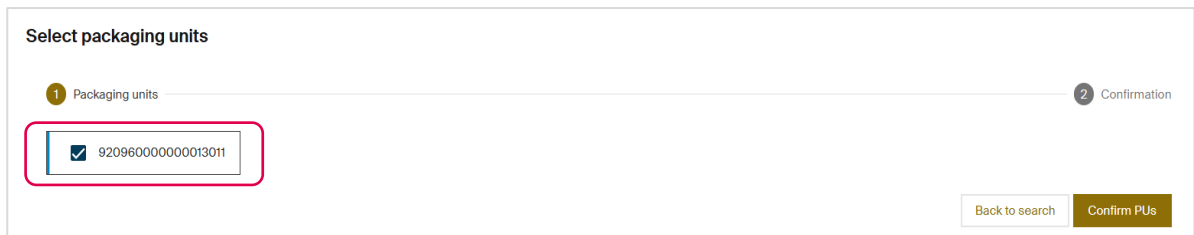


Figure 46 : Select packaging units

3. If the operator confirms that one of the PUs are not physically received, they can remove the PU from the Reception screen by clicking on the checkbox corresponding to the PU barcode ID.

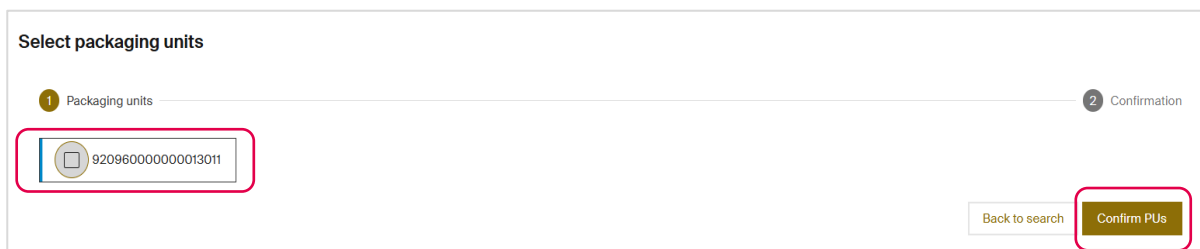


Figure 47: Confirm PUs

4. Click on the Confirm PUs button to continue.
5. The system displays a summary of the reception as follows :
 - a. Total packaging units being *received* on the left side of the screen.
 - b. Total packaging units *rejected* on the right side of the screen.

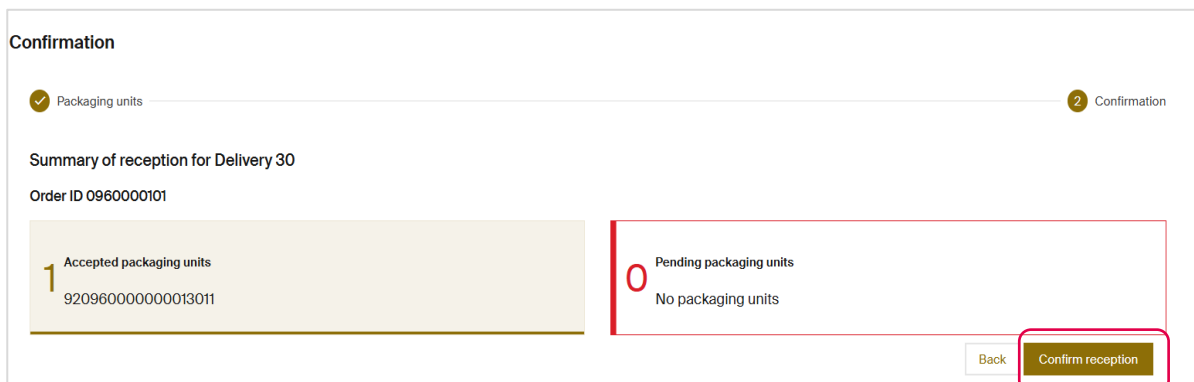


Figure 48 : Confirm reception

6. If everything is correct, click on the Confirm Reception button.

Summary

✓

Reception confirmed
Reception of delivery 30 for Order 0960000101 has been successfully confirmed.

✓

Reception declared successfully
The reception for the order with ID 0960000101 has been confirmed

✕

✓

Reception confirmed
Reception of delivery 30 for Order 0960000101 has been successfully confirmed.

Summary of reception for Delivery 30

Declare another reception

Order ID 0960000101

1

Accepted packaging units
920960000000013011

0

Pending packaging units
No packaging units

Figure 49: Reception confirmation message

- Once the reception is successfully completed, a confirmation message is displayed in green.

4.3 Search packs pending reception (Second reception)

In case a pack has been rejected from the reception, either by mistake or because it has been received later, it is possible to re-receive the packs from the order.

To enable this process :

- Select Digital Activation System > Pending reception in the menu.
- The system displays the list of packs that are pending to be received.

Search pending receptions

PU Barcode

Order ID

Delivery ID

PU Barcode must be a numeric value

Order ID must be a numeric value with at least 3 characters.

Delivery ID must be a numeric value with at least 3 characters.

Clear

Search

PU Barcode

Order ID

Delivery ID

Receive

920960000000013455

0960000067

8

☐

Items per page

10

1 - 1 of 1

<

>

Next

Figure 50: Pending reception search screen

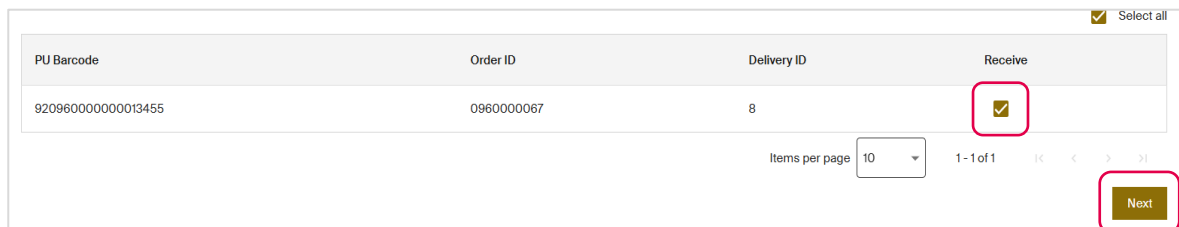
The search displays the list of packs : PU Barcode (ID), Order ID, Delivery ID and the possibility to mark them as Received.

i Notes: A pending reception is an operation available only when a first reception has been made, and there were packs not received in the first place, providing a second opportunity to receive the packs in case of a mistake.

4.4 Receive packs initially rejected (Second reception)

To receive the packs that were rejected during the first reception process, operators can do the following.

1. Go to Digital Activation System > Pending reception in the menu.
2. Check the packs to be received by clicking on the associated checkbox.



PU Barcode	Order ID	Delivery ID	Receive
920960000000013455	0960000067	8	☒

Items per page: 10 | 1 - 1 of 1 | < >

Next

Figure 51: Pending reception screen

3. Click on the Next button.
4. The system displays the summary of the reception - the list of accepted packs (barcode) and the total of packs to be received is displayed.



Confirmation

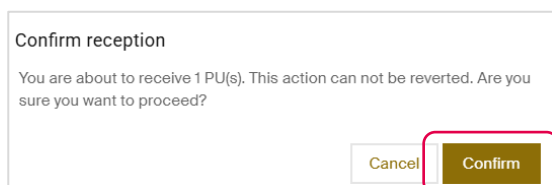
Summary of action

1 Accepted packaging units
920960000000013455

Back to search | Confirm reception

Figure 52: Second reception summary screen

5. If everything is correct, click on the Confirm reception button.
6. The system displays a confirmation message.



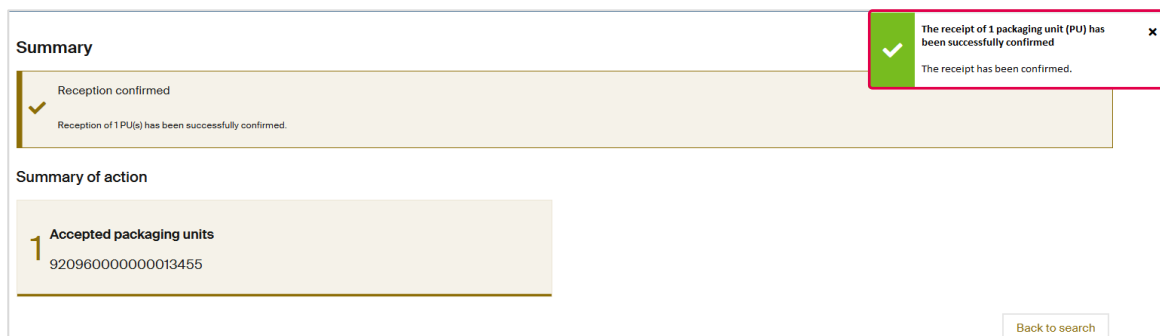
Confirm reception

You are about to receive 1 PU(s). This action can not be reverted. Are you sure you want to proceed?

Cancel | Confirm

Figure 53: Second reception confirmation message

7. Click on the Confirm button.
8. The system displays a "successful" message.



Summary

Reception confirmed
Reception of 1 PU(s) has been successfully confirmed.

Summary of action

1 Accepted packaging units
920960000000013455

Back to search

The receipt of 1 packaging unit (PU) has been successfully confirmed.
The receipt has been confirmed.

Figure 54: Second reception success message

5 Declarations

Affixing operators can now do declarations of the packaging units/stamps that have been previously received.

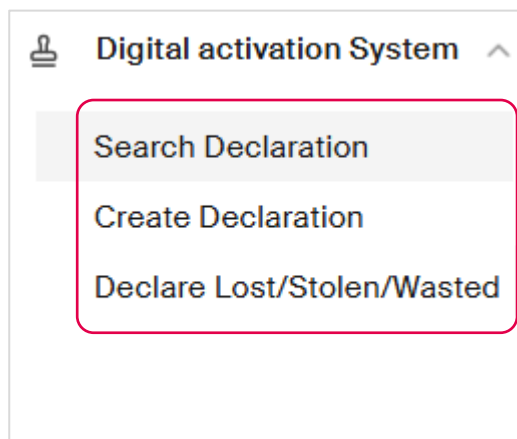


Figure 55: Declarations menu

5.1 What are declarations?

To enable the distribution of the products into the UK market, it is mandatory that all stamps are properly affixed to products, and each stamp is associated to the corresponding product used. This process must be recorded in the system to enable future inspections that will be performed, where the inspectors can compare the information displayed on the system versus the physical product as evidence.

During this process, operators must introduce the associated SKU and the packaging units or HRCs that will be activated. This triggers the system to update the status of the stamp based on the information provided by the operator.

5.2 Search for declarations

To see the list of declarations registered, go to Digital Activation System > Search declaration in the menu.

The system displays all declarations currently created by the operator. It displays the following information :

- Operation ID: declaration identity number which is system generated.
- Date of declaration: date when declaration was registered in the system.
- Site: location where the declaration was created.
- SKU: product associated to the declaration.
- Total units: total number of stamps declared.
- Declaration type: status of the declaration.
- Actions: operations that can be done based on the status.

Search

+ New Declaration

Operation Id

Site ▼

SKU ▼

Label Information

Declaration date from

Declaration date to

Declaration type ▼

Example: 01/01/2000

Example: 01/01/2000

Clear

Search

Operation Id	Date of declaration	Site	SKU	Total Units/Labels	Declaration type	Actions
1065	27/08/2026	SDAS UK Based Operator	SDAS UK Based Operator - SELF-ADHESIVE	1	● Declared	
1063	26/08/2026	SDAS UK Based Operator Site 3	SDAS UK Based Operator - SELF-ADHESIVE	20000	● Declared	
1061	26/08/2026	SDAS UK Based Operator	SDAS UK Based Operator - SELF-ADHESIVE	46994	● Declared	
1060	26/08/2026	SDAS UK Based Operator	SDAS UK Based Operator - SELF-ADHESIVE	1	● Declared	
1059	26/08/2026	SDAS UK Based Operator Site 2	SDAS UK Based Operator - DRY	20000	● Declared	
1057	26/08/2026	SDAS UK Based Operator		1	● Stolen	

Figure 56: Search declarations screen

The system provides filters that operators can use to search for specific declarations. Select the filters and click on the Search button to reveal the results.

Search

Operation Id

Site ▼

SKU ▼

Label Information

Declaration date from

Declaration date to

Declaration type ▼

Example: 01/01/2000

Example: 01/01/2000

Clear

Search

Figure 57: Search filters

5.3 Create new declaration

To create a new declaration, operators can use the “Create Declaration” link in the DAS menu or go to the “New declaration” button that is displayed when searching declarations.

- Accounts ▼
- Ordering ▼
- Forecast ▼
- Digital activation System ▲
 - Declare new reception
 - Pending reception
 - Search Declaration
 - Create Declaration
 - Declare Lost/Stolen/Wasted

Search

+ New Declaration

Operation Id

Site ▼

SKU ▼

Label Information

Declaration date from

Declaration date to

Declaration type ▼

Example: 01/01/2000

Example: 01/01/2000

Clear

Search

Operation Id	Date of declaration	Site	SKU	Total Units/Labels	Declaration type	Actions
1065	27/08/2026	SDAS UK Based Operator	SDAS UK Based Operator - SELF-ADHESIVE	1	● Declared	

Figure 58 : New declaration screen

The declaration process will begin as follows :

1. Operators must select the location of the declaration, which should be the site where the stamps are physically affixed on products.

Site selection

1 Site — 2 SKU and labels — 3 Other information — 4 Confirm

Select Site

Search site

SDAS UK Based Operator

30 Finsbury Square 3rd Floor Flat 129
EG 29W
London
UK

SDAS UK Based Operator Site 2

30 Finsbury Square 3rd Floor Flat 129
EG 29W
London
UK

SDAS UK Based Operator Site 3

30 Finsbury Square 3rd Floor Flat 129
EG 29W
London
UK

Items per page 5 1 - 3 of 3 < >

Select SKU & Labels

Select one site to continue.

Figure 59 : New declaration – site selection

2. Select the SKU to be applied.

✓ Site — 2 SKU and labels — 3 Other information — 4 Confirm

• Select the SKU on which you want to make the declaration
 • Select the stamps to be activated. You can look them up by PU, by individual HRC, or by HRC range (if available)

Select SKU

SKU

SDAS UK Based Operator - SELF-ADHESIVE - Welsh

SDAS UK Based Operator - DRY - Welsh

Back Other information

Add at least one item

Figure 60 : Select the SKU to be applied

3. The Operator needs to introduce the details of the declaration, which can be done in three different ways:
- HU Code: enables the declaration by PU barcode and all HRCs in it with the selected SKU.
 - HRC range: enables the declaration from HRC to HRC, and all stamps in the range will be activated with the selected SKU.
 - Unique HRC: declare specific HRC codes with the selected SKU.

SKU and labels

1 Site 2 **SKU and labels** 3 Other information 4 Confirm

Select SKU

SKU
SDAS UK Based Operator - SELF-ADHESIVE

Select labels

Key in Start HRC Units/Labels Key in End HRC Add To Scanned Items
Fill two fields to continue

Packaging units selected

HU code	Units/labels	Actions
No hus have been added.		

Packaging units range

HU code	HR code	Units/labels	Actions
No HRCs have been added.			

Figure 61 : Select the declaration details

5.3.1 DECLARE FULL PACK

To declare a full pack :

1. The Operator selects any declaration options and introduces the packaging unit (handling unit) barcode that will be activated.
2. Click on “Add to selection list” button.

Select labels

HU Code HRC Range

HU Code 920960000000013011 Add to the selection list

920960000000013011

Packaging units range

Figure 62 : Declare full pack

3. The system adds the pack in the “packaging unit selected” table below.

Select labels

HU Code

HU Code

Packaging units selected

HU code	Units/labels	Actions
920960000000013011	20,000	

Figure 63 : Select labels

4. To remove the pack from the table, click on  icon

5.3.2 DECLARE HRC RANGES

It is possible to declare from HRC to HRC as follows :

1. Go to HRC Range.
2. Introduce the initial HRC in the “starts HRC” input field and the final HRC in “End HRC” input field.

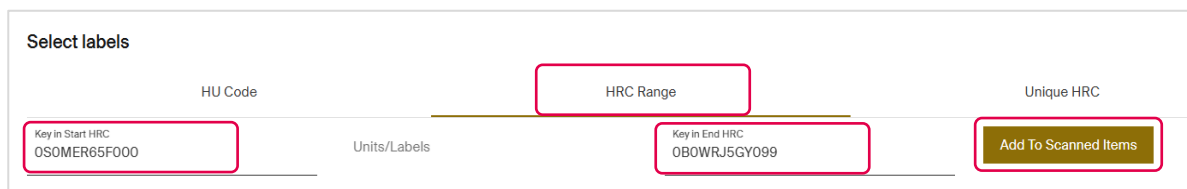
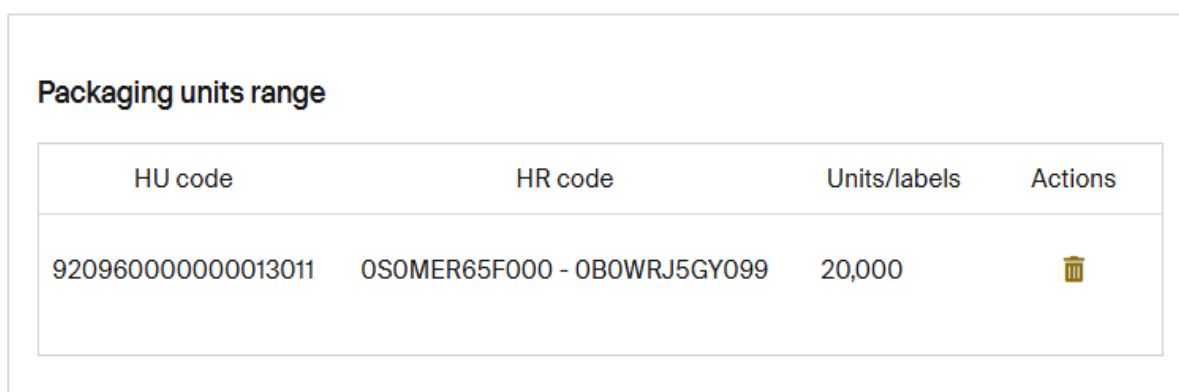


Figure 64 : Declare HRC ranges

3. Click on “Add to scanned items” button
4. The system will include the range inside the “Packaging units’ range” table.



HU code	HR code	Units/labels	Actions
920960000000013011	OSOMER65F000 - OBOWRJ5GY099	20,000	

Figure 65 : HRC ranges

5. To remove the range, click on  icon.

5.3.3 DECLARE HRC RANGE BY QUANTITY

It is possible to declare a quantity of HRCs, starting from an initial HRC. Proceed as follows :

1. Go to HRC Range.
2. Introduce the initial HRC in the “Start HRC” input field and introduce the quantity of stamps to be activated in “Units/Label” input field.
3. Click on “Add to scanned items” button.

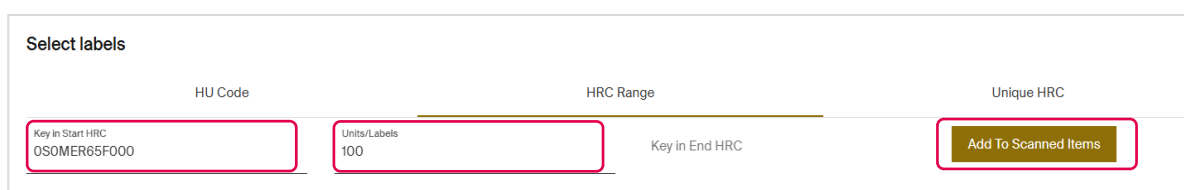


Figure 66 : Declare HRC range by quantity

4. The system will include the range inside the “Packaging units’ range” table.

Packaging units range			
HU code	HR code	Units/labels	Actions
920960000000013011	OS0MER65F000 - 081ME2A3GG99	100	

Figure 67 : HRC range by quantity

- To remove the range, click on  icon.

5.3.4 DECLARE UNIQUE HRCS

It is possible to declare isolated HRCs in a declaration as follows :

- Select the Unique HRC tab.
- Register the HRC to be declared.
- Click on “Add to scanned items” button.

HU Code	HRC Range	Unique HRC
HRC OB0WRJ5GY099	Add To Scanned Items Upload HRCs file	

Figure 68 : Declare unique HRCs

- The system will add the HRC in the “Packaging units range” table.

Packaging units range			
HU code	HR code	Units/labels	Actions
920960000000013011	OS0MER65F000 - OS0MER65F000	1	

Figure 69 : Unique HRCs

- It is also possible to register HRCs by uploading a .txt file with 100 HRCs per file. Under the Unique HRC file tab, click on

Upload HRCs file

 button.
- Upload the txt file.
- The system checks the file and provides a summary of the HRCs included.

Result validation HRC

Total: 2
Valid: 2
Invalid: 0

Download detail
Show detail
Close

Figure 70 : Upload unique HRC .txt file

- The system introduces the HRCs in the “Packaging units range” table.

Packaging units range			
HU code	HR code	Units/labels	Actions
920960000000013011	OB0WRJ5GY099 - OB0WRJ5GY099	1	
920960000000013011	OS0MER65F000 - OS0MER65F000	1	

Figure 71 : Packaging units range

5.3.5 ACTIVATION DATE

Once the HRCs have been introduced using the different options mentioned in the above sections, proceed as follows :

- Click on the **Other information** button to introduce the activation date The system displays the third step in the process: Other information.

Other information

Site

SKU and labels

3 Other information

 Choose the label activation date in the date range available. The manufacturing Batch ID could be added to complete the declaration.

Activation date*

Manufacturing batch id

Figure 72 : Other information

2. Select the activation date, by clicking on the calendar icon and date picker.

Other information

✓ Site

✓ SKU and labels

3 Other information

Choose the label activation date in the date range available. The manufacturing Batch ID could be added to complete the declaration.

Activation date*

29/08/2026

Manufacturing batch id

Figure 73 : Select the activation date

3. Click on the **Summary** button to proceed with final step.
4. The system displays the summary of the declaration.

Confirmation

✓ Site

✓ SKU and labels

✓ Other information

4 Confirm

Please review the declaration component before confirming it.

Declaration information

Site

SDAS UK Based Operator

Product SKU

SDAS UK Based Operator - SELF-ADHESIVE

Activation date

29/08/2026

Manufacturing batch ID

-

Labels selected

Packaging units selected

HU code	Units/labels
No hus have been added.	

Packaging units range

HU code	HR code	Units/labels
920960000000013011	0S0MER65F000 - 081ME2A3GG99	100

Remember that the action will only impact HRCs in "Coded" status.

Back

Declaration

Figure 74 : Declaration summary

5. Click on the "Declaration" button.

6. The system displays a success message to the user.

As an alternative, it is possible to declare the HRCs as Lost, Stolen or Wasted.

1. In the menu, select Digital Activation System > Declare Lost/Stolen/Wasted.
2. The system displays the declaration screen.
3. Select the site of the declaration.

Figure 76 : Select a site of the declaration

4. Select the declaration type

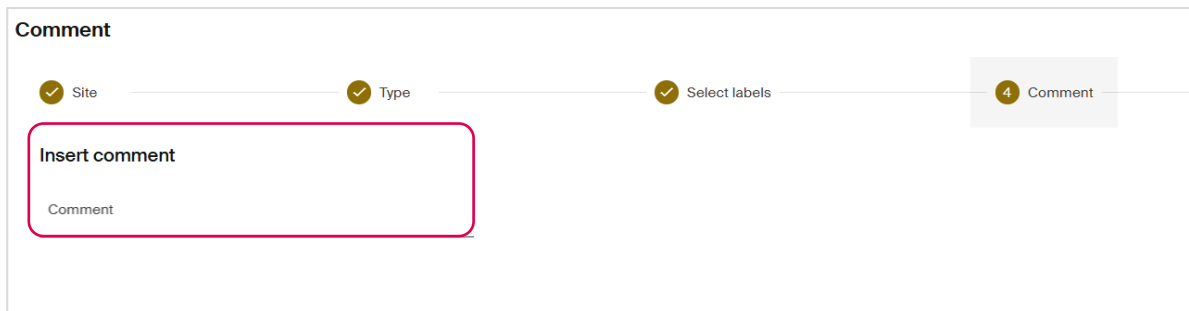


Select a declaration type

Lost Wasted Stolen

Figure 77 : Select a declaration type

5. Introduce the HRCs. To see the declaration options, please refer to options explained in the earlier chapter Create New Declaration.
6. Click on "Proceed to comment" button.
7. The system displays the option to make a comment.
8. Click on "Summary" button.



Comment

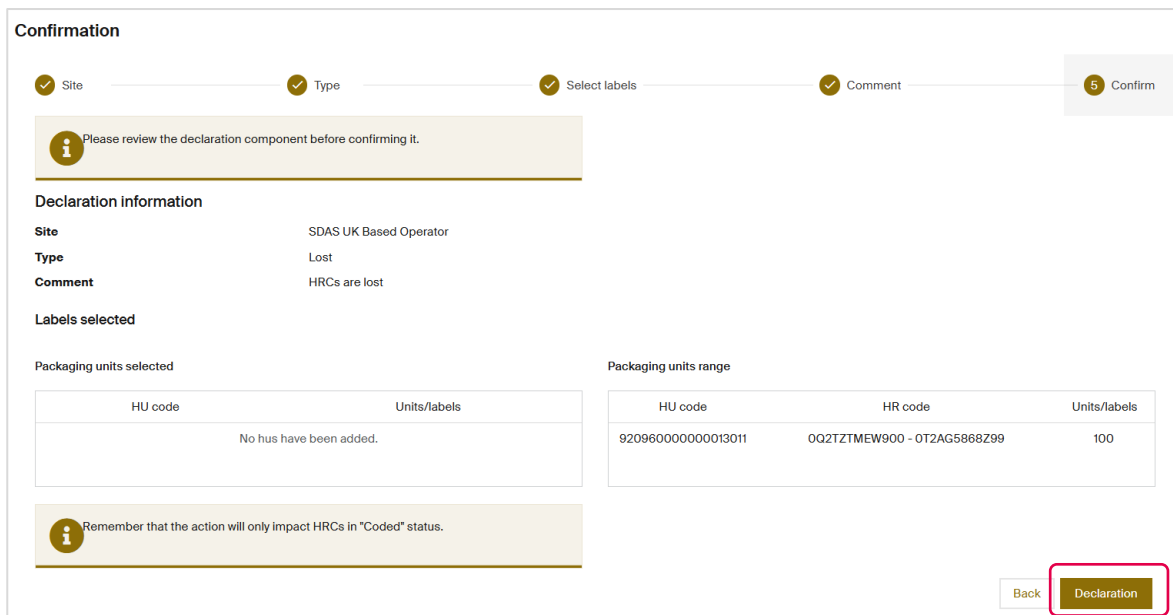
✓ Site ✓ Type ✓ Select labels 4 Comment

Insert comment

Comment

Figure 78 : Add a comment

9. The system displays the summary of the declaration. Click on the "Declaration" button.



Confirmation

✓ Site ✓ Type ✓ Select labels ✓ Comment 5 Confirm

Please review the declaration component before confirming it.

Declaration information

Site SDAS UK Based Operator

Type Lost

Comment HRCs are lost

Labels selected

Packaging units selected

HU code	Units/labels
No hus have been added.	

Packaging units range

HU code	HR code	Units/labels
920960000000013011	0Q2TZTMEW900 - 0T2AG5868Z99	100

Remember that the action will only impact HRCs in "Coded" status.

Back Declaration

Figure 79 : Summary of declaration

Summary

✓ Site

✓ Type

✓ Select labels

✓ Comment

5 Confirm

Please review the declaration component before confirming it.

Declaration information

Site

SDAS UK Based Operator

Type

Lost

Comment

HRCs are lost

Labels selected

Packaging units selected

HU code	Units/labels
No hus have been added.	

Packaging units range

HU code	HR code	Units/labels
920960000000013011	0Q2TZTMEW900 - 0T2AG5868Z99	100

Figure 80 : Successful message

10. The system displays a “successful” message.

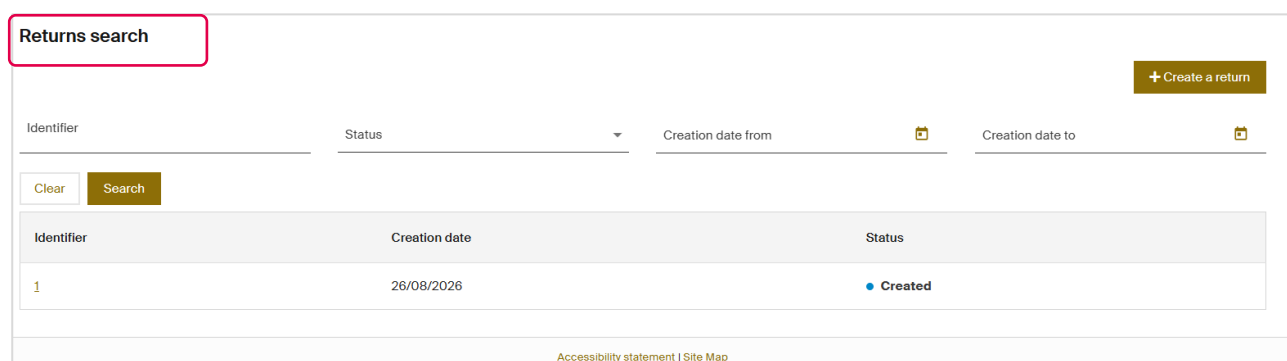
6 Returns

The Returns component enables operators the possibility to return all HRCs that cannot be affixed on products, initially because of quality issues (for example stamps are not properly cut). This process is usually done at the end, after all the “good” stamps have been affixed on products.

6.1 Search returns

Operators can search for the returns they have registered in the system. To see the list of returns registered, click on Digital activation system > Search return in the menu.

The system displays the list of returns available.



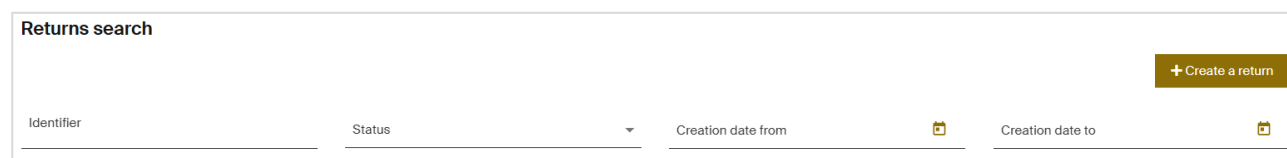
The screenshot shows the 'Returns search' interface. At the top right is a '+ Create a return' button. Below it are search filters: 'Identifier' (text input), 'Status' (dropdown menu), 'Creation date from' (calendar icon), and 'Creation date to' (calendar icon). Below the filters are 'Clear' and 'Search' buttons. A table displays the search results:

Identifier	Creation date	Status
1	26/08/2026	• Created

At the bottom of the interface, there are links for 'Accessibility statement' and 'Site Map'.

Figure 81 : Search returns

The Returns search screen offers various criteria to perform a search. Select one or more filters and then click on the Search button to reveal the results.



This screenshot shows the 'Returns search' interface with the search filters enabled. The filters are: 'Identifier' (text input), 'Status' (dropdown menu), 'Creation date from' (calendar icon), and 'Creation date to' (calendar icon). The 'Search' button is highlighted, indicating it is the next step to perform the search.

Figure 82 : Enable search filters

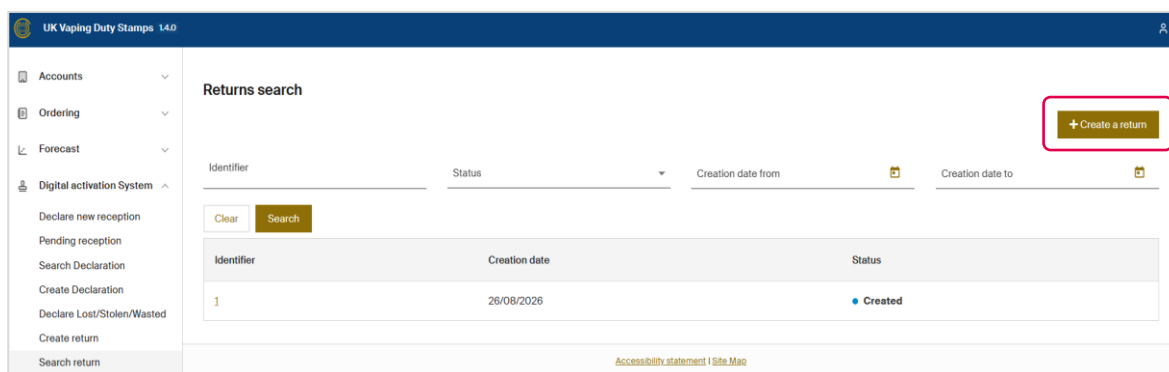
Filters enabled :

- Identifier: return ID.
- Status: status of the return.
- Creation date: enables the user to filter by creation date range.

To begin a new search, select the **Clear** button to clear all filters and reset the search criteria.

6.2 Create new return

To create new returns, select the DAS menu > Create return, or click on the “Create a return” button displayed in the search returns screen.



UK Vaping Duty Stamps 1.4.0

Accounts
Ordering
Forecast
Digital activation System

Declare new reception
Pending reception
Search Declaration
Create Declaration
Declare Lost/Stolen/Wasted
Create return
Search return

Returns search

Identifier Status Creation date from Creation date to

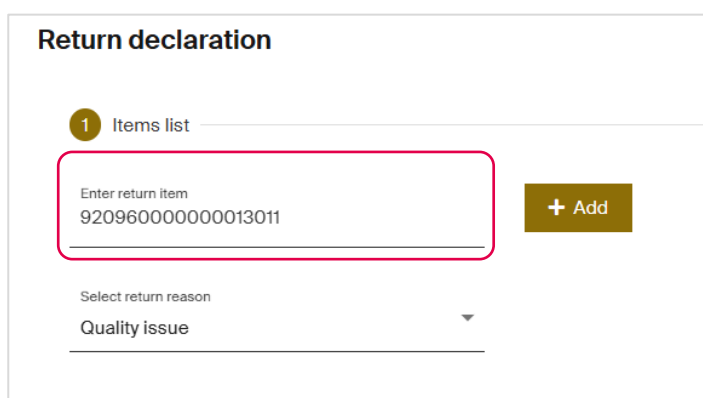
Clear Search

Identifier	Creation date	Status
1	26/08/2026	Created

Accessibility statement | Site Map

Figure 83 : Create a return

1. In the Returns screen, operators can register the HRCs to be returned through the pack. Introduce the barcode in the “Return item” input field.



Return declaration

1 Items list

Enter return item
920960000000013011

+ Add

Select return reason
Quality issue

Figure 84 : Return declaration

2. Introduce the reason for the return. The following options are available :
 - a. Quality issue
 - b. Damaged
 - c. Unused



Select return reason
Quality issue

Quality issue ✓

Damaged

Unused

Figure 85 : Select a reason for the return

3. Click on the “Add” button. The system displays the details of the return. To register another pack, repeat steps 1 and 2.
 - a. In case operators want to remove any pack, they can click on  icon in the associated row.
 - b. To remove all packs, click on “Remove all” button.

Return items

Remove all

Product Id	Location	Product name	Current quantity to return	Remove
92096000000013011	SDAS UK Based Operator	Vapes local Self Adhesive - 20'000	19,800 out of 20,000	
Total:			19,800 out of 20,000	

Items per page

10

1 - 1 of 1

<

>

Confirmation

Figure 86 : Return items

4. The details presented is as follows :
 - a. Product id: packaging unit barcode ID
 - b. Location: site where the pack is physically located.
 - c. Product name: is the SCREF (Supply chain reference) of the pack.
 - d. Current quantity to return: total number of stamps to be returned for the associated pack.
5. To review the summary, click on the “Confirmation” button. The system displays the summary of the return.

Return declaration

Items list

Confirmation

Creation date:

29/08/2026

Creation time:

10:48

Return reason:

Quality issue

Return items

Product Id	Location	Product name	Current quantity to return
92096000000013011	SDAS UK Based Operator	Vapes local Self Adhesive - 20'000	19,800 out of 20,000
Total:			19,800 out of 20,000

Items per page

10

1 - 1 of 1

<

>

Back

Submit

Figure 87 : Return items and details

6. To complete a return, click on the “Submit” button. The system displays a “successful” message. The return is now created with the status CREATED.

✓

Item(s) successfully returned.

×

+ Create a return

Identifier

Status

Creation date from

Creation date to

Clear

Search

Identifier	Creation date	Status
1	26/08/2026	Created

Figure 88 : Return creation successful

After the return is created, this will initiate an external process when the operator should physically ship the stamps to the Supplier (CARTOR facilities), so they can validate and confirm that stamps are suitable for return.

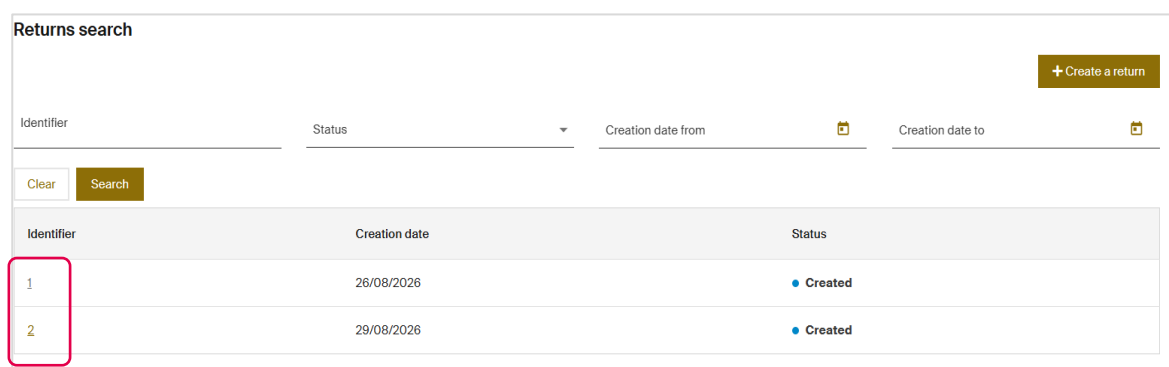
Operators can view the status of each of the returns, by going to the Search return screen. The statuses are described below :

- **CREATED:** the return has been registered and is pending the proper process from the Supplier (CARTOR) to confirm the return.
- **APPROVED:** the return has been approved and enables the process of refund of the returned stamps.
- **REJECTED:** the return has been rejected. This could occur when the stamps are NOT compliant with the standard return regulatory conditions that local authorities have established.
- **CANCELLED:** the return has been cancelled by the operator.

6.3 Cancel a return

To cancel a return,

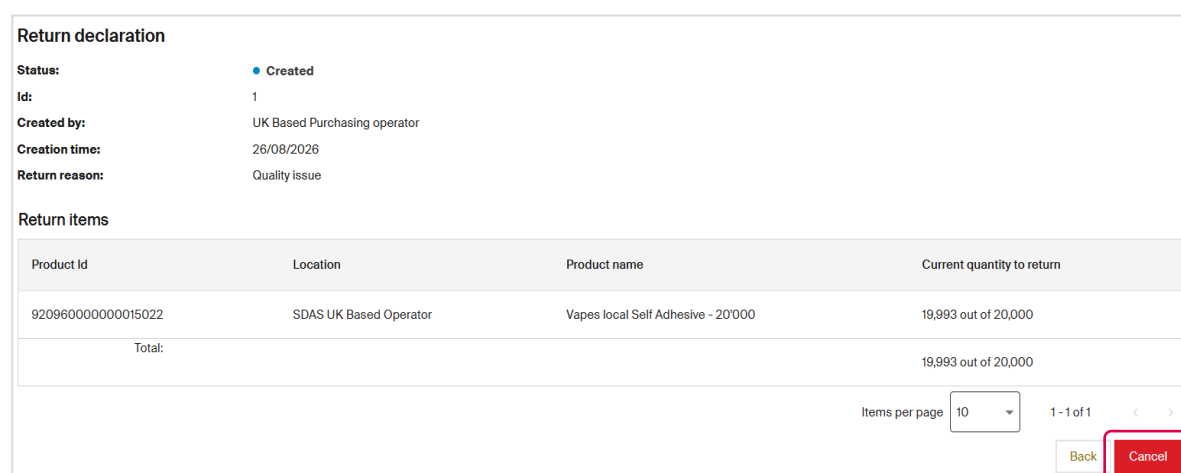
1. Operators can search for the associated return and click on the identifier to open the item.



Identifier	Creation date	Status
1	26/08/2026	Created
2	29/08/2026	Created

Figure 89 : Cancel a return

2. The system displays the details of the return.



Product Id	Location	Product name	Current quantity to return
92096000000015022	SDAS UK Based Operator	Vapes local Self Adhesive - 20'000	19,993 out of 20,000
Total:			19,993 out of 20,000

Figure 90 : Cancel return declaration

3. To cancel the return, click on "Cancel" button. A message is displayed.

Confirm action

Are you sure you want to continue with Cancel operation?

Yes

No

4. Confirm the request by clicking on the “Yes” button.
5. The system displays a “successful” message indicating the return was updated accordingly.

Return declaration

Status:

Id: 1

Created by: UK Based Purchasing operator

Creation time: 26/08/2026

Return reason: Quality issue

✓

Return declaration status successfully updated.

✕

Figure 91 : Successful message

i Notes: Only returns having a CREATED status can be cancelled.

7 Contact

CARTOR offices

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