

UNITED KINGDOM VAPING DUTY STAMPS SCHEME

UK Vaping Duty Stamps
User Guide for Logistic Traceability

Mobile Application Guide

Version: 1.0
31.08.2026

PUBLIC



DOCUMENT HISTORY

Version	Date	Observations
V1.0	31.08.2026	First release

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1 Preface

Purpose

This guide provides instructions for the correct use of the UK Vaping Duty Stamps Portal (UK VDS Portal) to perform the Digital Activation of the vaping duty stamps in the United Kingdom (UK).



Note: All images in this manual are examples and may differ slightly from the actual.

Intended audience

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

Related documents

DOCUMENT NAME	DESCRIPTION
United Kingdom Vaping Duty Stamps Application Guidelines v.1.2	This document provides guidelines for correct affixation of 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 has been 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](#)

What is the process?

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. **Reception of deliveries:** This step requires a confirmation by the operator that the ordered stamps have been properly received.
4. **Affixing:** This step involves affixing the stamp to the vaping product.
5. **Activation:** This step involves scanning the [Digitally Enhanced](#) stamped product and recording data. Activation should be done at the point of affixing the stamps. Vaping products must be activated before being released to the market.
6. **Inspection:** This step involves scanning the [Digitally Enhanced](#) stamped product for authentication and traceability in the supply chain.
7. **Public authenticity check:** This step involves a public facing audience. The public can scan a [Digitally Enhanced](#) stamped product to access certain product information.

For more information, consult the following websites:

- [Prepare for Vaping Products Duty and the Vaping Duty Stamps Scheme - GOV.UK.](#)
- [Vaping Duty Stamp Programme - Cartor](#)

2.1 Roles & Responsibilities

ROLE	RESPONSIBILITY
Purchasing Operator	Responsible for placing orders for vaping duty stamps, creating new sites (local and/or foreign) and managing deliveries to those sites.
Affixing Operator	Responsible for affixing the vaping duty stamp to vaping products as well as the safekeeping and proper storage of stamps.
Scanning Operator	Responsible for scanning the stamped product and recording data. Only Digitally Enhanced stamps can be scanned and <u>not</u> Transitional stamps.
Enforcement Operator	Responsible for viewing the latest information about orders (current orders, delivered orders, inventory thresholds and packaging unit movements), as well as scanning the stamped product for authentication and traceability in the supply chain.

2.2 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.

2.3 Key Dates and Transitional Arrangements

When do the rules come into force?

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

Key Timeline Summary:

- **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.

2.4 Vaping Duty Stamps

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

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:

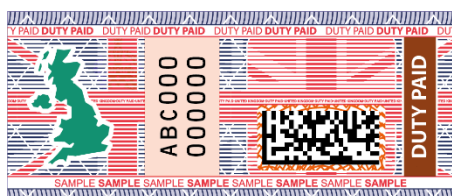


Figure 1: Digitally Enhanced Stamps – DRY

WET STAMPS:



Figure 2: Digitally Enhanced Stamps – WET

3 Introduction to LOTE Mobile Application

The SICPA LOTE mobile application is a tool designed for execution of supply chain traceability events in the vape industry. It helps users track and manage various supply chain events for vape products at both item and aggregated levels. The app is intended for beginners and new users in the vape supply chain.

The application's main menu provides access to core workflows, including:

- Commissioning: Registering new items or aggregated units into the supply chain.
- Aggregation: Grouping multiple items or lower-level aggregates into a higher-level aggregate (e.g., products into a carton).
- Disaggregation: Breaking down an aggregate into its components (e.g., opening a carton to access individual products).
- Shipping: Sending products from one location to another.
- Void Shipping: Sending products from one location to another.
- Receiving: Accepting products at a location.
- Selling : Marking products as sold in the system.
- Return from Customer : Registering products returned by customers.
- Decommissioning: Removing products from the supply chain (e.g., due to destruction, loss, or theft).
- Print UID-AG: Generating and printing unique identifiers for aggregated units like cartons or pallets.

The app also features a History section for tracking all performed events, their statuses, and any error messages.

The Profile section allows users to manage their information, language settings, and app appearance.

4 Getting Started

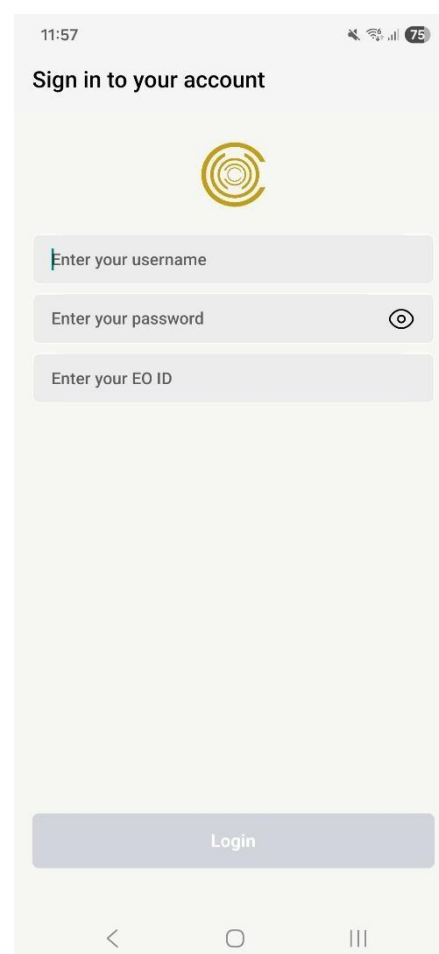
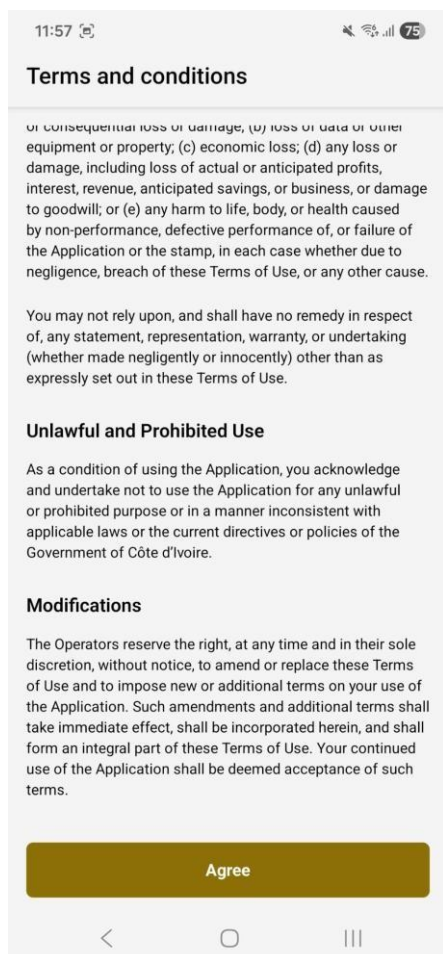
To begin using the SICPA LOTE mobile application, you need to download and install it from app store and then log in with your provided credentials.

Your login credentials (username, password and EO ID) for the SICPA LOTE mobile application will not be created by you.

Instead, they will be provided to you by your relevant system administrator. This ensures proper user management, security, and alignment with your company's specific supply chain roles and permissions.

If you do not have your credentials, please contact your IT department or the designated system administrator for your organization.

Upon successful login, the home screen will display your name and workspace.



4.1 Core Workflow Definitions

4.1.1 COMMISSIONING

This process involves registering aggregated units into the supply chain. To start, tap "Commission" from the main menu, select your location and machine, and then scan the codes to register items.

4.1.2 AGGREGATION

Aggregation is about grouping multiple items into a higher-level aggregate (e.g., products into a carton). This helps track products at various packaging levels. To aggregate, tap "Aggregate," enter or scan the aggregation code, select the location and read point, and then scan the codes. For instance, an operator can aggregate 10 products into a carton.

4.1.3 DISAGGREGATION

This is the process of breaking down an aggregate into its individual components. For example, opening a carton to access individual products. To disaggregate, select "Disaggregate," enter or scan the aggregation code, choose the location and read point, and submit. An example would be disaggregating a carton at a warehouse to sell individual products.

4.1.4 SHIPPING

Shipping is used for sending products from one location to another at either item or aggregate levels. To ship, tap "Ship," enter details like invoice ID, intended route, source, economic operator, and destination, then scan the product codes. An example is shipping a pallet of cartons from a factory to a distributor.

4.1.5 VOID SHIPPING

Void shipping is used in case there was an error in shipping event containing serial numbers that were not sent. To declare void shipping, tap "Void Shipping" enter details like invoice ID, intended route, source, economic operator, and destination, then scan the product codes.

4.1.6 RECEIVING

Receiving is the event of accepting products at a specific location. This can be done for both items and aggregates. To receive, tap "Receive" and scan the product codes. A typical scenario is a warehouse team receiving a shipment.

4.1.7 SELLING

Selling involves marking products as sold within the system. This applies to both individual items and aggregates. To record a sale, tap "Sell" and scan the codes of the products being sold. For example, a sales representative selling a carton to a retailer.

4.1.8 RETURN FROM CUSTOMER

This workflow is for registering products that customers return. It can be used for both items and aggregates. To process a return, select "Return from customer," enter the invoice ID, customer, and read point, then scan the returned product codes. An example would be registering returned products from a retailer.

4.1.9 DECOMMISSIONING

Decommissioning is the process of removing products from the supply chain, such as when they are wasted, destroyed, lost, or stolen. To decommission, tap "Decommission" and scan the codes of the products to be removed. For instance, an operator would use this if a carton is damaged or lost.

4.1.10 PRINTING UID-AG

This feature allows you to generate and print unique identifiers for aggregated units like cartons or pallets, which is crucial for tracking products at higher packaging levels. To print, tap "Print UID-AG," enter the printer IP, port, and the quantity of codes, then tap "Print". You can also download the codes if you do not have it at local stock. An example is printing 50 carton codes for a new production batch.

4.1.11 HISTORY & ERROR TRACKING

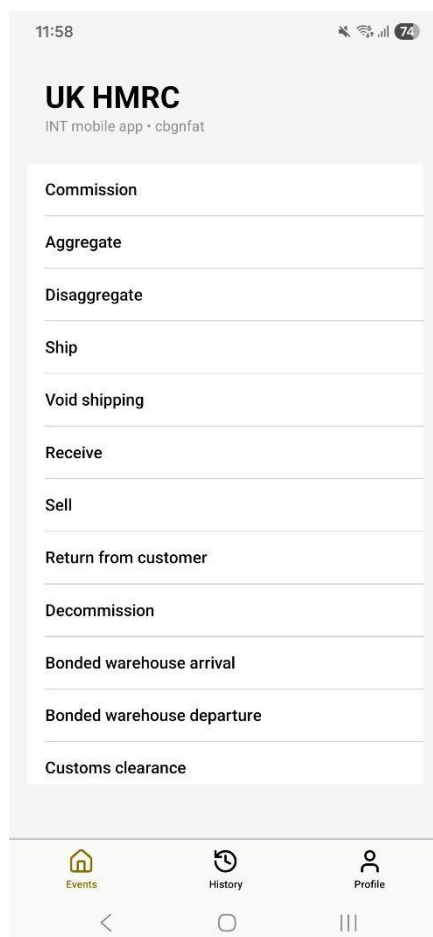
The History section provides a comprehensive log of all events performed within the mobile application, including commissioning, aggregation, and shipping. Each entry displays the event's status, timestamp, and any relevant error messages. To access this, tap the "History" icon at the bottom of the screen. This feature helps in reviewing event details and troubleshooting errors, such as a failed shipping event due to a missing code scan.

4.1.12 SETTINGS & PROFILE

The Profile section enables you to view and update your user information, change the app's language, and adjust appearance settings. You can access your profile by tapping the "Profile" icon at the bottom of the screen. Here, you can update details like your name and workspace, change language and switch between light and dark modes.

5 Main Menu Overview

The main menu provides access to all major workflows: Commission, Aggregate, Disaggregate, Ship, Void Shipping, Receive, Sell, Return from customer, Decommission, and Print UI-DAG.

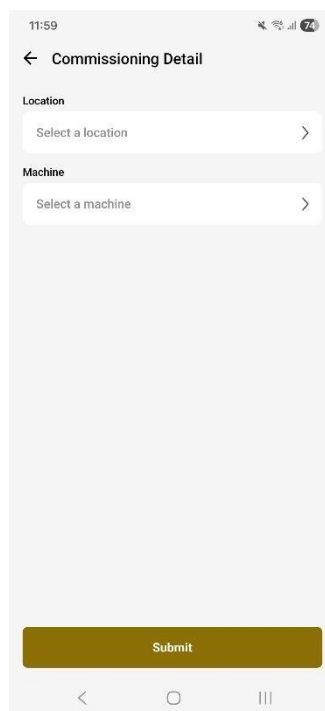
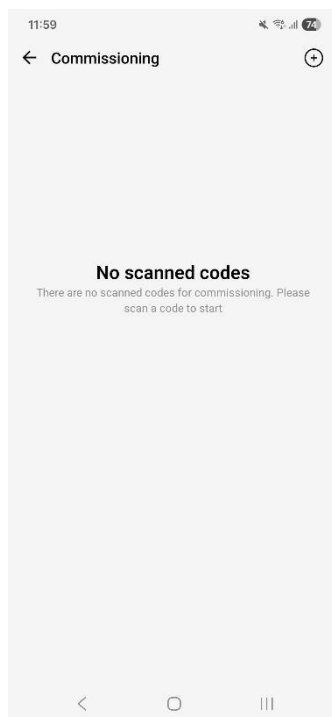


For fast access, the main menu includes buttons for **Events**, **History**, and **Profile**.

6 Core Workflows

6.1 Commissioning

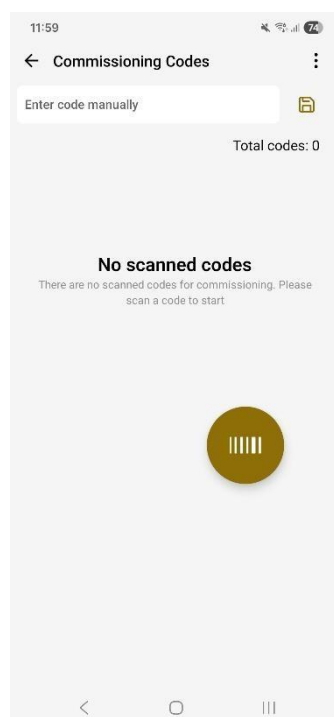
Commissioning is the process of registering new items or aggregated units into the supply chain. This can be done at the item or aggregated level.



To start commissioning, tap "Commission" from the main menu. You will see a list of previous commissioning events. Tap the plus (+) icon to add a new event.

Select the location and machine, then tap "Submit".

You will be prompted to scan codes for commissioning.



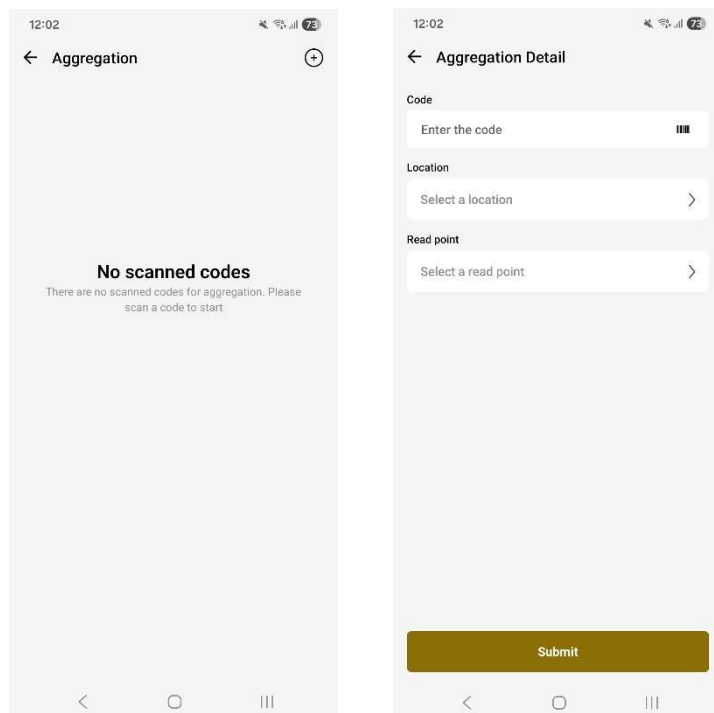
On the "Commissioning Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon**. Then, scan the unique codes on each item or aggregated unit. Codes can be entered manually using input field on top of the screen.

Commissioning can be captured for a single type of codes (UID-AG, external codes, SGTIN, SSCC) and for a single product, if commissioning is captured for item level codes.

After scanning, the items are registered in the system.

6.2 Aggregation

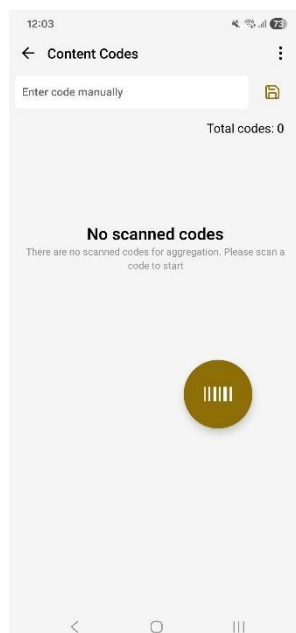
Aggregation is the process of grouping multiple items or lower-level aggregates into a higher level aggregate (e.g., products into a carton). This helps track products at different packaging levels.



To start aggregation, tap "Aggregate" from the main menu. You will see a screen prompting you to scan codes for aggregation.

Tap the plus (+) icon to add a new aggregation event.

Enter the parent ID or scan parent code by tapping small barcode in field Parent ID, select the location and read point, then tap "Submit".

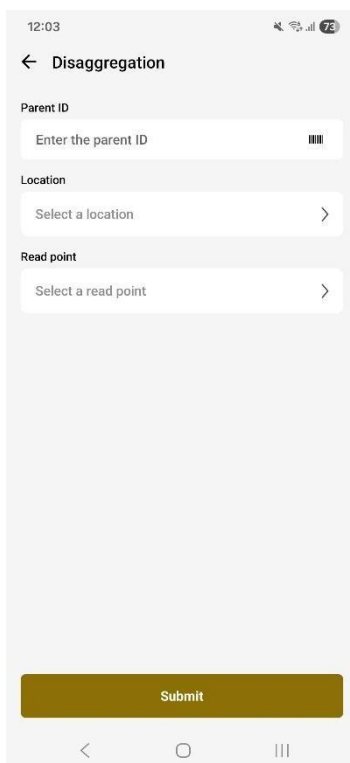


On the "Content Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.**

Scan the codes to complete the aggregation.

6.3 Disaggregation

Disaggregation is the process of breaking down an aggregate into its components (e.g., opening a carton to access individual products).

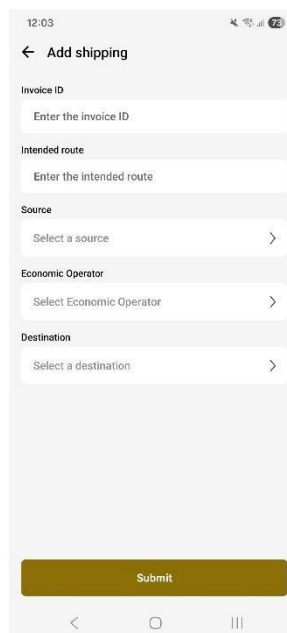
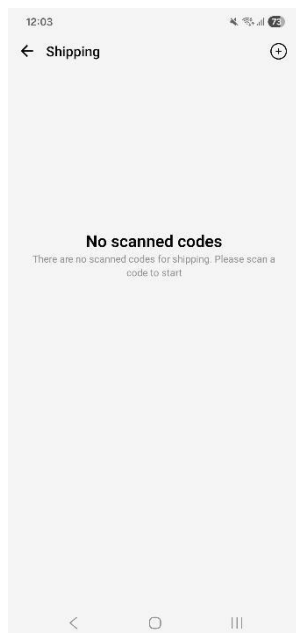


To disaggregate, tap "Disaggregate" from the main menu.

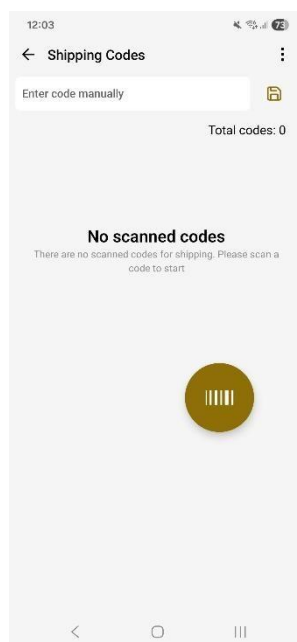
Enter the parent ID or scan parent code by tapping small barcode in field Parent ID, select the location and read point, then tap "Submit".

6.4 Shipping

Shipping is the process of sending products from one location to another. You can ship at both item and aggregate levels.



To start shipping, tap "Ship" from the main menu. You will be prompted to scan codes for shipping. Tap the plus (+) icon to add a new shipping event. Enter the invoice ID, intended route, source, economic operator, and destination. Tap "Submit" to proceed.

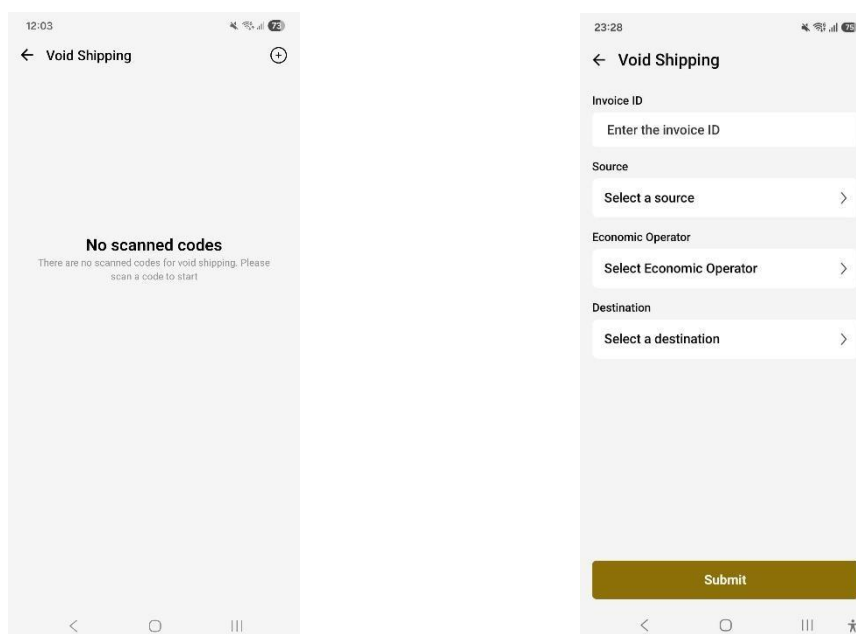


On the "Shipping Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.**

Scan the codes to complete the shipping process.

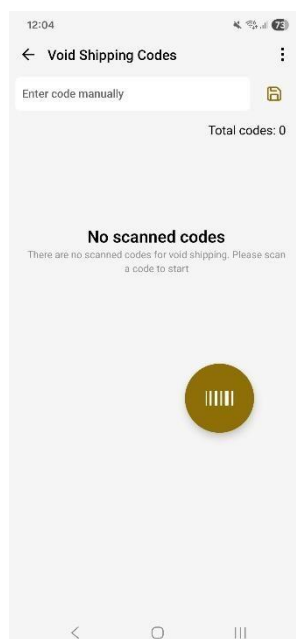
6.5 Void Shipping

Void shipping is used in case there was an error in shipping event containing serial numbers that were not sent.



To start void shipping, tap "Void shipping" from the main menu. You will be prompted to scan code. Tap the plus (+) icon to add a new shipping event. Enter the invoice ID, source, economic operator, and destination.

Tap "Submit" to proceed.

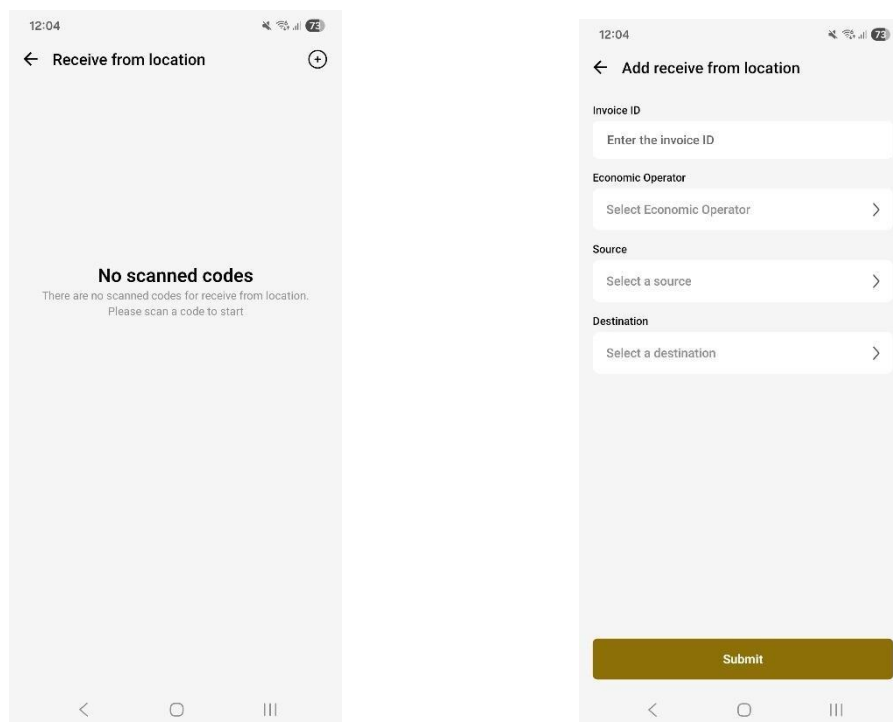


On the "Void Shipping Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.**

Scan the codes to complete the shipping process.

6.6 Receiving

Receiving is the process of accepting products at a location. This can be done for both items and aggregates.

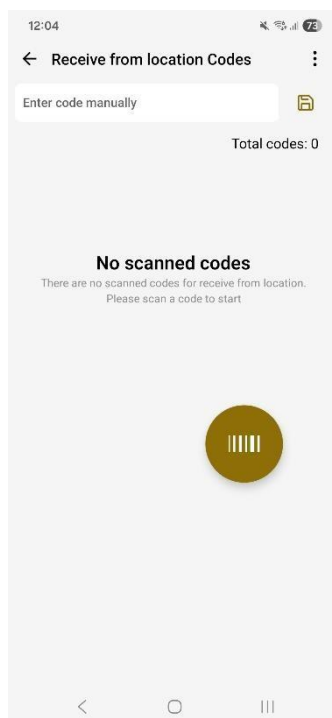


To receive products, tap "Receive" from the main menu.

You will be prompted to scan codes for receiving. Tap the plus (+) icon to add a new receiving event.

Enter the invoice ID, intended route, source, economic operator, and destination.

Tap "Submit" to proceed.

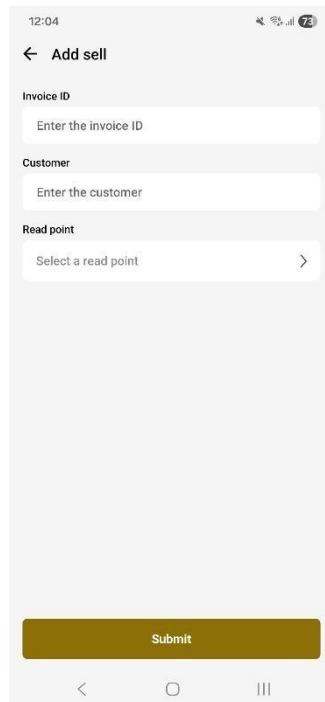
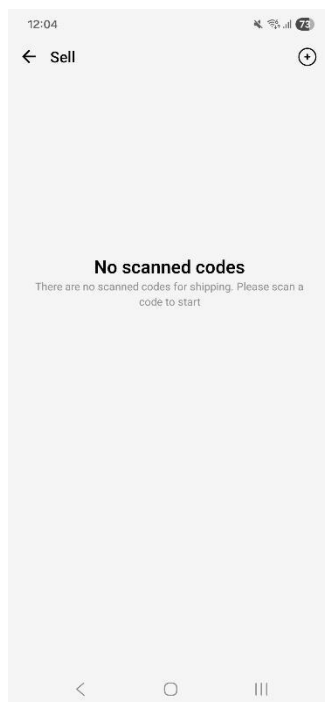


On the "Receive from location Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.**

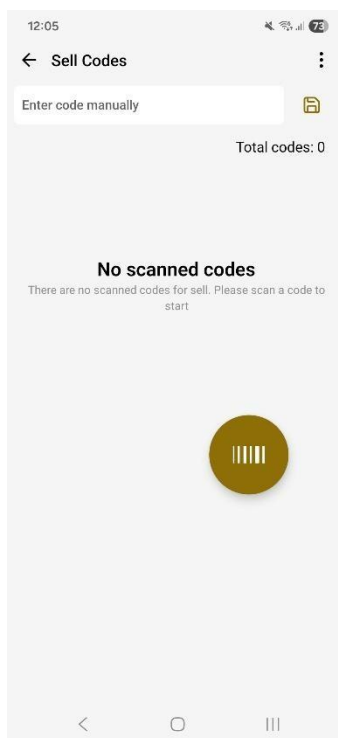
Scan the codes to complete the receiving process

6.7 Selling

Selling is the process of marking products as sold in the system. This can be done at both item and aggregate levels.



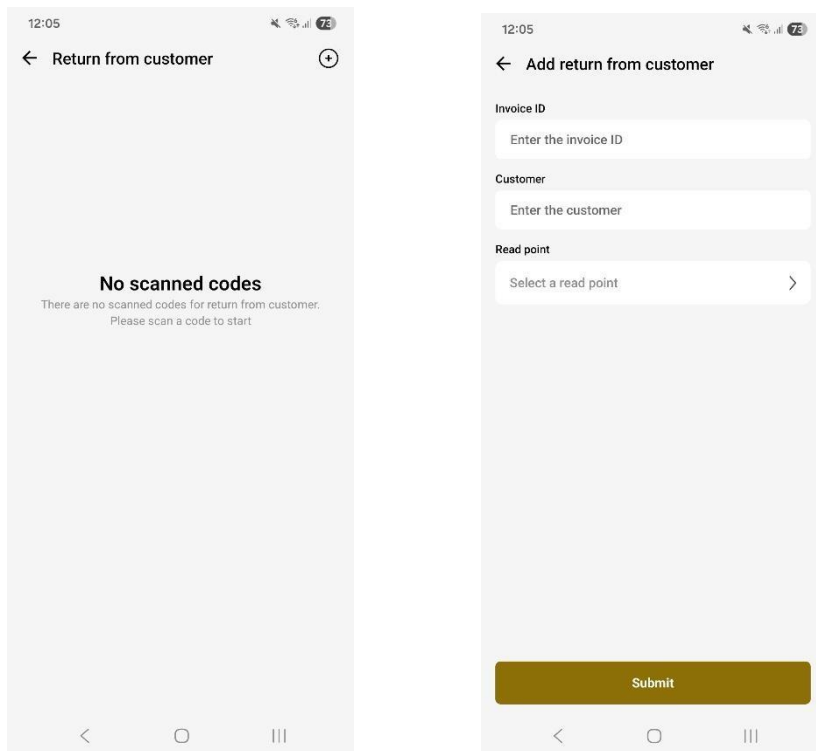
To sell products, tap "Sell" from the main menu. You will be prompted to scan codes for selling. Tap the plus (+) icon to add a new selling event. Enter the invoice ID, customer, and read point. Tap "Submit" to proceed.



On the "Sell Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.** Scan the codes to complete the selling process.

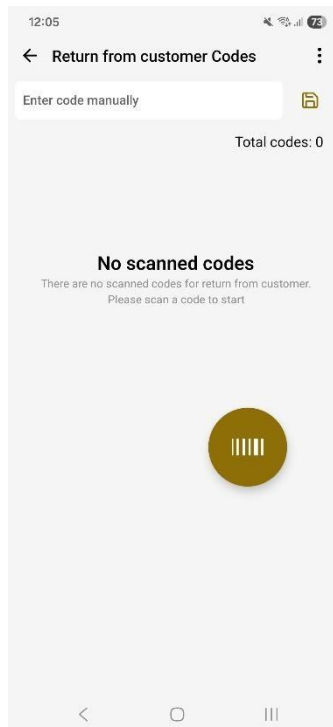
6.8 Return from Customer

Return from customer is the process of registering products returned by customers. This can be done for both items and aggregates.



The image displays two mobile application screens. The left screen, titled 'Return from customer', shows a message: 'No scanned codes. There are no scanned codes for return from customer. Please scan a code to start.' The right screen, titled 'Add return from customer', features three input fields: 'Invoice ID' (with placeholder 'Enter the invoice ID'), 'Customer' (with placeholder 'Enter the customer'), and 'Read point' (with placeholder 'Select a read point' and a right arrow). A 'Submit' button is located at the bottom of the right screen.

To register a return, tap "Return from customer" from the main menu. You will be prompted to scan codes for returned products. Tap the plus (+) icon to add a new return event. Enter the invoice ID, customer, and read point. Tap "Submit" to proceed.

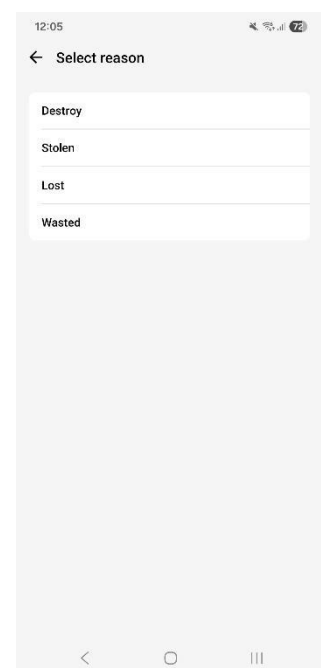
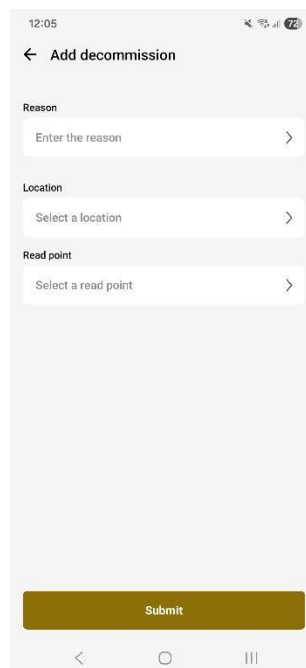
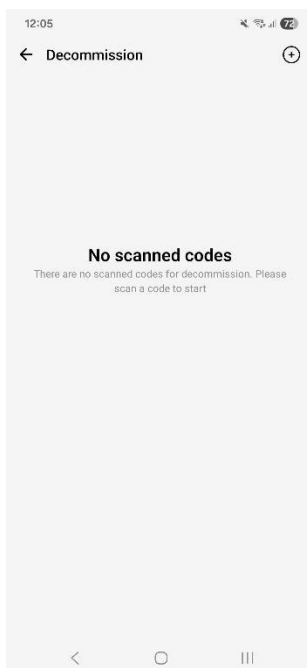


On the "Return from customer Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.**

Scan the codes to complete the return process.

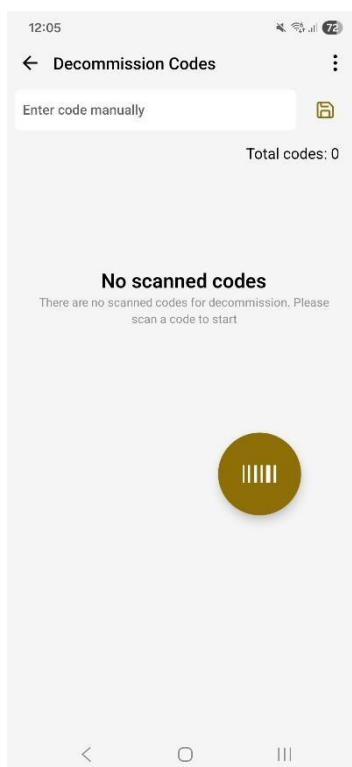
6.9 Decommissioning

Decommissioning is the process of removing products from the supply chain, for example, if they are destroyed, lost, or stolen.



To decommission, tap "Decommission" from the main menu.

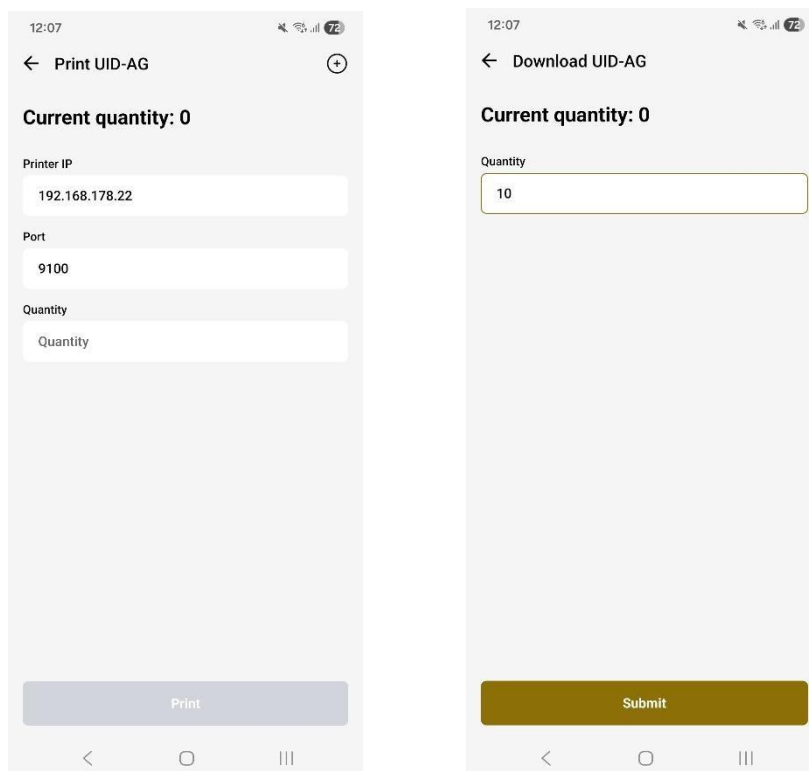
You will be prompted to scan codes for decommissioning. Tap the plus (+) icon to add a new decommission event.
Select the reason (which could be Destroy, Stolen, Lost or Wasted), Location and Read Point.



On the "Decommission Codes" screen, **initiate code scanning by tapping the circular button with the barcode icon.**
Scan the codes to complete the decommission process.

7 Printing UID-AG

Printing UID-AG allows you to generate and print unique identifiers for aggregated units, such as cartons or pallets. This is essential for tracking products at higher packaging levels in the vape supply chain.



To print UID-AG codes, tap "Print UID-AG" from the main menu.

Enter the printer IP, port, and the quantity of codes needed. Tap "Print" to send the codes to the printer.

Note : To print, the current quantity of aggregated codes must be a positive number. If you do not have any codes, you must first download them.

To download codes, you must tap the plus (+) icon, which will open a new screen. On this screen, you can enter the desired quantity of aggregation codes for download.

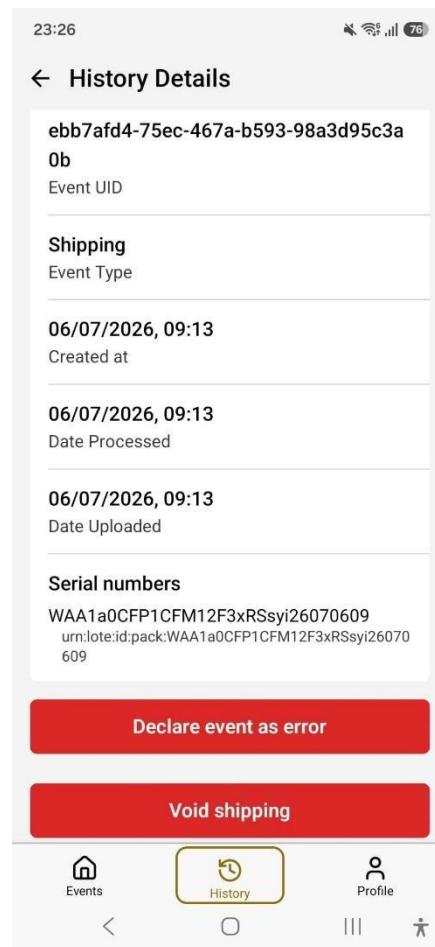
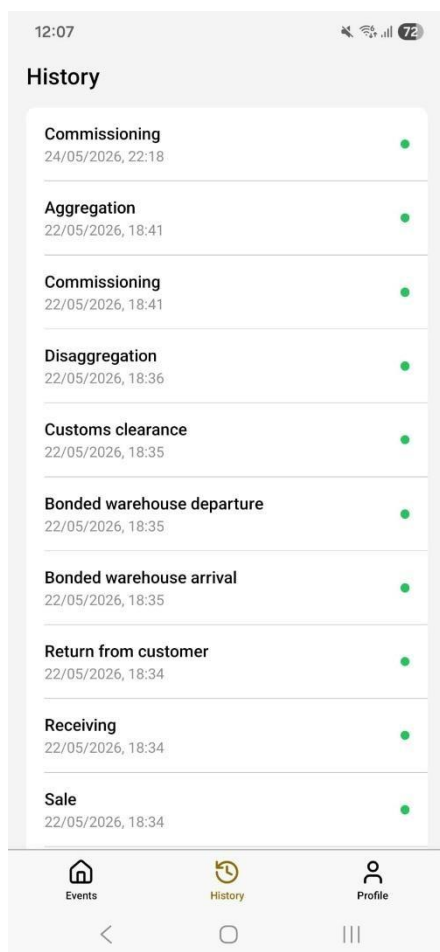
After entering the quantity, tap "Submit," and the system will provide you with the requested codes, provided they are available in stock.

Currently Supported Printers:

For printing UID-AG codes, the SICPA LOTE mobile application currently supports Zebra printers only. Ensure your printer is a compatible Zebra model and properly configured on your network.

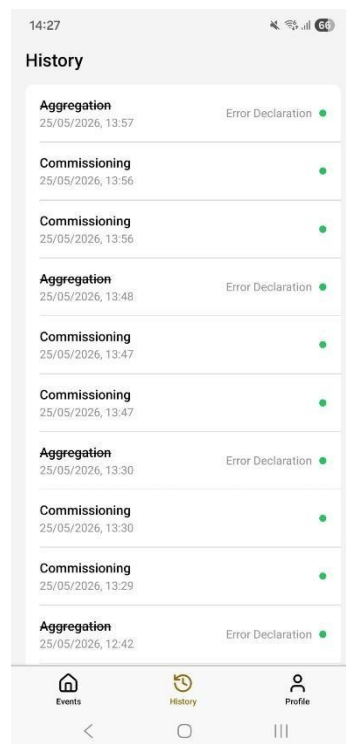
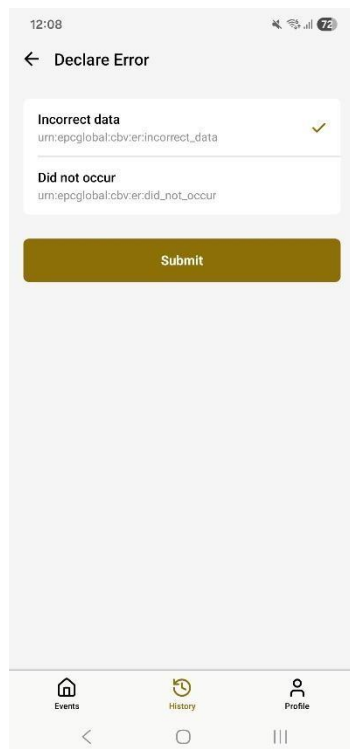
8 History & Error Tracking

The History section provides a log of all events performed in the app, including commissioning, aggregation, shipping, and more. Each event shows its status, timestamp, and any error messages if applicable.



To view history, tap the "History" icon at the bottom of the screen. You can review details of each event and troubleshoot errors. Example: Checking why a shipping event failed due to a missing code scan. Error details help you quickly identify and resolve issues, ensuring smooth supply chain operations. Event can be declared as error using Declare event as error on Event details screen.

Additional screen will be displayed to select the reason for error declaration. Once error declaration is processed, event on the list will be displayed with strike-through letters and event declaration notice.



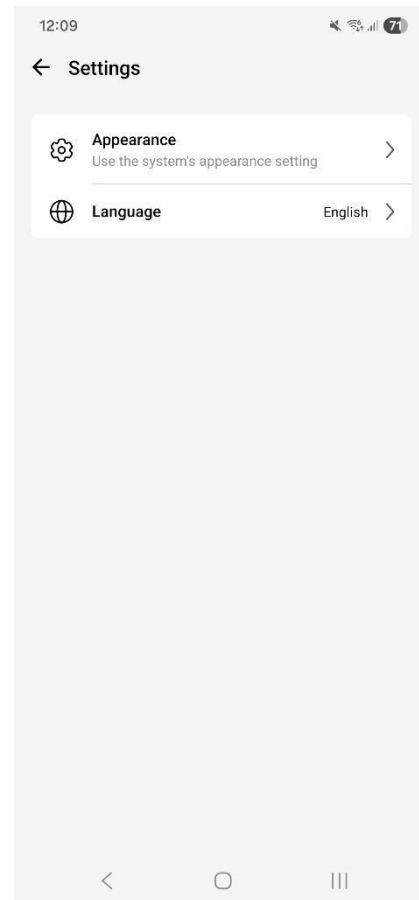
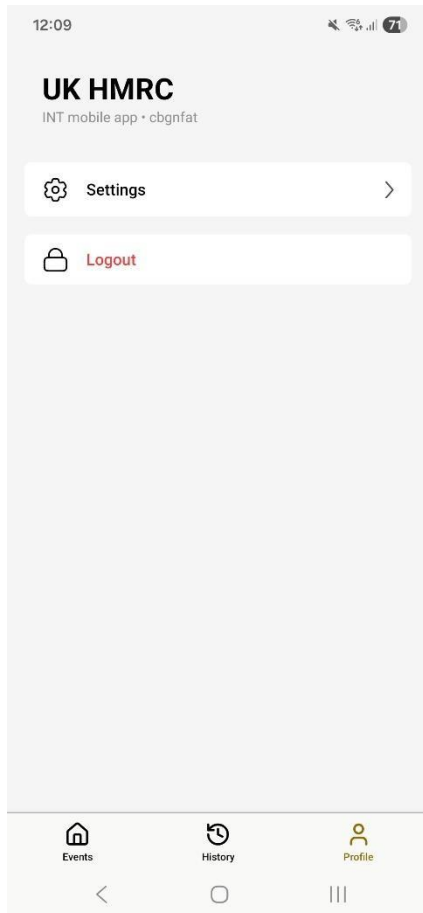
Shipping events can be voided with Void Shipping button, if event is processed successfully and has not been declared as error.

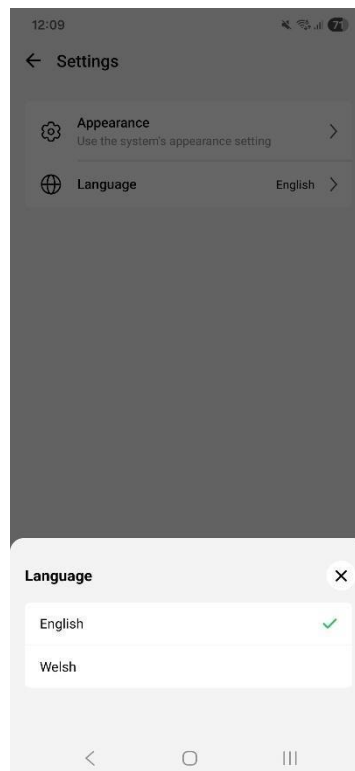
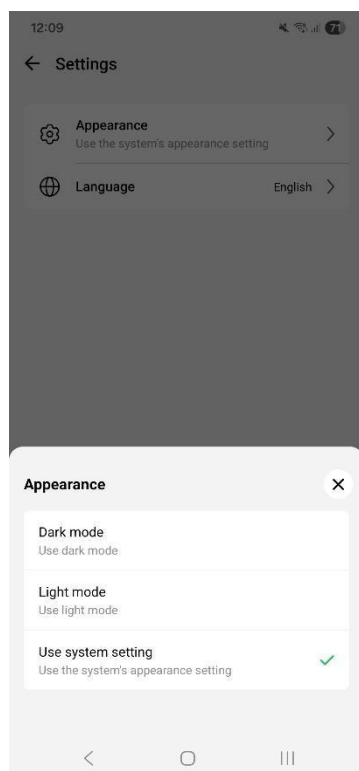
Using Void Shipping button will open Void Shipping screen with prefilled data from Shipping event.

9 Settings & Profile

The Profile section allows you to view and update your user information, change the app language, and adjust appearance settings.

To access your profile, tap the "Profile" icon at the bottom of the screen. You can update your name, workspace, and other details as needed, change the app language or switch between light and dark modes for a personalized experience





10 Contact

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