UNITED KINGDOM VAPING DUTY STAMPS SCHEME

UK Vaping Duty Stamps Portal
User Guide for Purchasing Operators
(Stamps Ordering, Forecasting,
Master Data Management &
Accounts)

Version: 1.4.1
19.10.2026

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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).
V1.3	31.08.2026	Update to Crosscheck procedure. New chapters added for Account & User Management and Master Data Management (based on the application v1.4.0)
V1.4	24.09.2026	New chapter added for Upload overseas manufacturer (based on application v1.4.0).
V1.4.1	19.10.2026	Minor update to chapter 4.7 Upload Overseas Manufacturer.

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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). In addition, Purchasing Operators can register new account users and assign roles as well as manage the creation of new brands, products, sites and lines. The procedure for reception of deliveries, declarations and the return of vaping duty stamps is described in a separate manual namely the UK VDS Digital Activation User Guide for Affixing Operators.

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. **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
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.
UK VDS Digital Activation User Guide for Affixing Operators	This document describes how to perform the reception of deliveries, declarations and returns of vaping duty stamps.

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.

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About this manual

UK VDS Portal Module	Sub-menu	Description	Page
Accounts	Users	Creation of new user accounts and assigning user roles.	15
	Upload overseas	Registration of overseas manufacturers	19
Ordering	Search Order	Search and view the latest information available about deliveries of a specific order.	25
	Create Order	Create orders. Track the overall ordering process from when orders are created until they are delivered.	28
Forecast	Search Forecast	Search and view purchase limits for a period.	37
Digital Activation System	Reception of deliveries, declarations and the return of vaping duty stamps.	Refer to the dedicated user guide *UK VDS Digital Activation User Guide for Affixing Operators*.	-
Master Data Management	Brands	Creation and management of vaping brands.	39
	Products	Creation and management of vaping products	42
	Location	Creation and management of site locations and lines.	47
	Translations	Translations of the metadata as needed.	52

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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

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 have the ability to 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. Responsible for stamp activation and declaration in the UK VDS Portal.
Scanning Operator	Responsible for scanning the stamped product and recording data. Only Digitally Enhanced stamps can be scanned and *not* 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.

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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:

- **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.

2.4 Vaping Duty Stamps

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

2.4.1 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 :

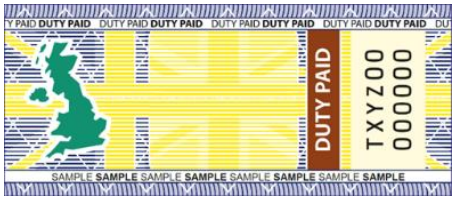


Figure 1: Transitional Stamps (TRA-V1) – DRY

WET STAMPS :

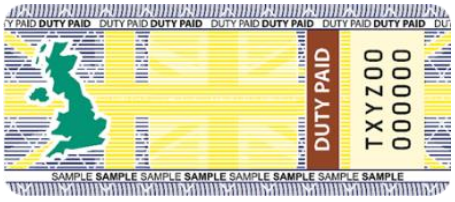


Figure 2: Transitional Stamps (TRA-V1) – WET

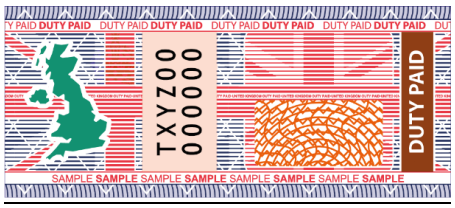


*Figure 3: Transitional Stamps (TRA-**V2**) – DRY*

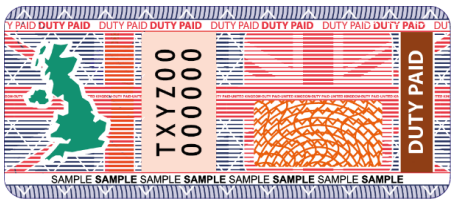


*Figure 4: Transitional Stamps (TRA-**V2**) – WET*

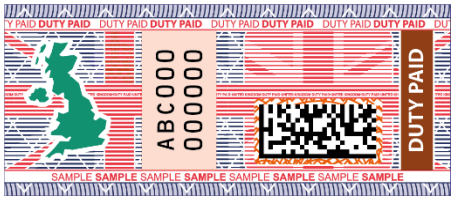


Figure 5: Digitally Enhanced Stamps – DRY



Figure 6: Digitally Enhanced Stamps – WET

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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 **Ref**erence which is associated when ordering the code type.
- **Quantity** : refers to the number of 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 tables below for the list of code types, supply chain references, quantities and packaging types.

2.5.1 SCREFS FOR TRANSITIONAL STAMPS

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

2.5.2 SCREFS FOR DIGITALLY ENHANCED STAMPS

SCREF	CODE TYPE	PACKAGING TYPE	QUANTITY
Vapes local Dry - 27’000	Vapes local - Dry	Pack of stamps	27’000
Vapes local Dry - 1'000	Vapes local - Dry	STACK OF STAMPS	1’000

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SCREF	CODE TYPE	PACKAGING TYPE	QUANTITY
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.

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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

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 where users can introduce their VDS number received in the letter, as well as their email used during registration in the scheme. In case of an issue, contact CARTOR service desk on the telephone number displayed in this screen.

1. To begin the validation process, select the “Validate credentials” button.

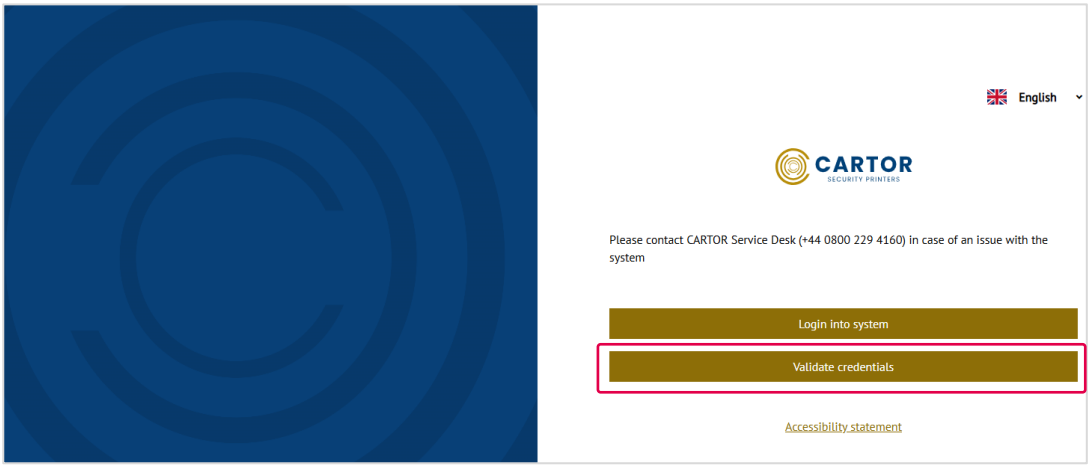


Figure 7 : Request to validate credentials

2. Next, introduce the VDS number as well as the email used during registration, then select “Submit”.

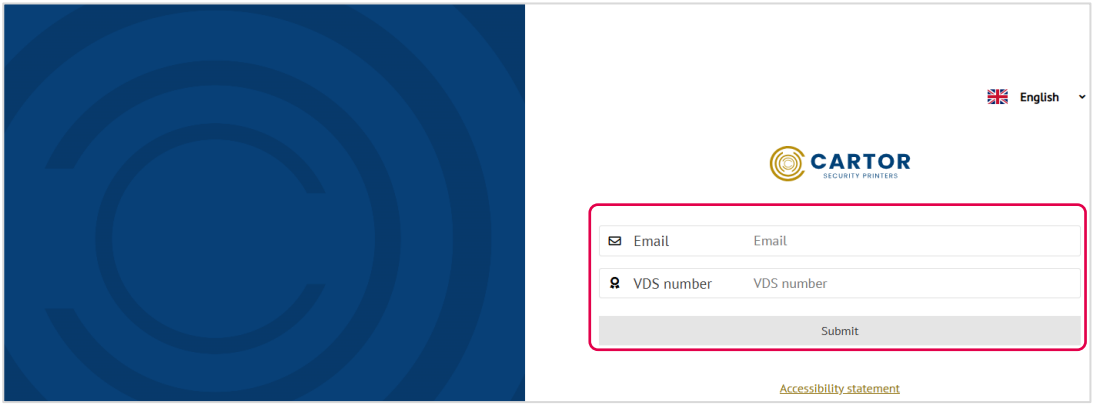


Figure 8 : Introduce VDS number and email address

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3. Thereafter, the system will validate the credentials and check for correctness. Once this is done, an email will be sent to the Purchasing Operator to set a password (figure below). Click on the link “Set your password”.

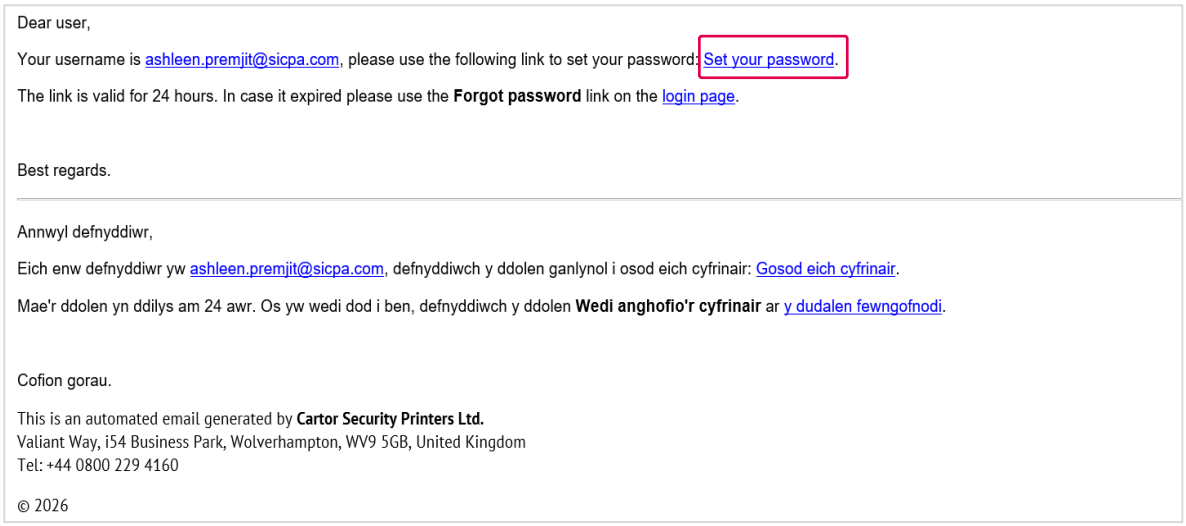


Figure 9 : Email notification to set your password

4. Once the “Update Password” screen is displayed (figure below), select the button "Click here to proceed".

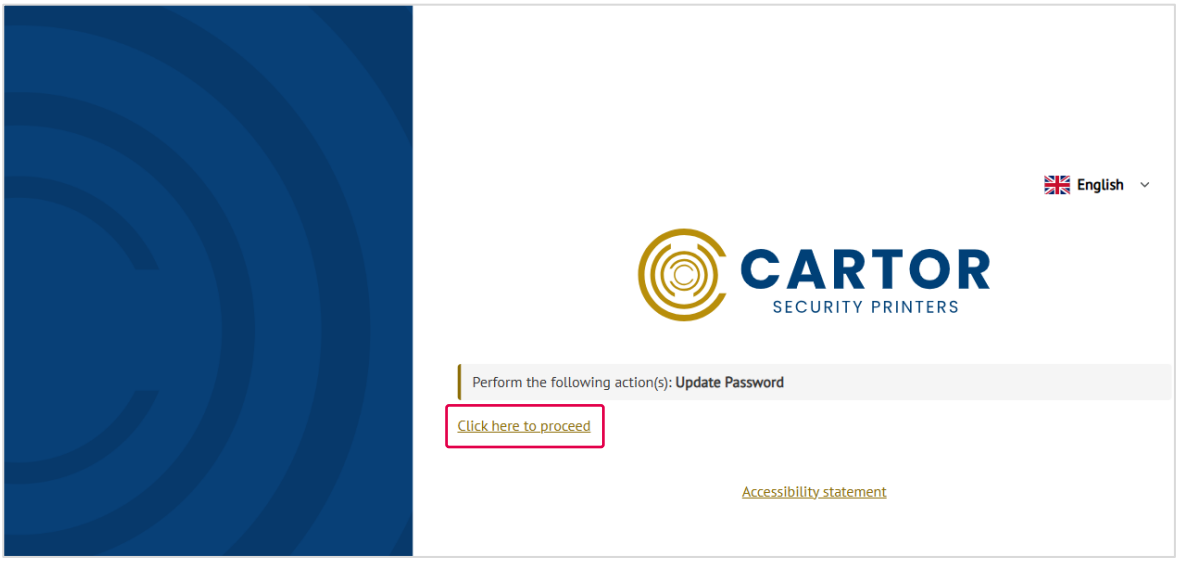


Figure 10 : Link to access the password dialog

5. Next, introduce your password followed by a confirmation of the password (figure below). The password must contain at least 12 characters, including uppercase, lowercase, a number and a special character.

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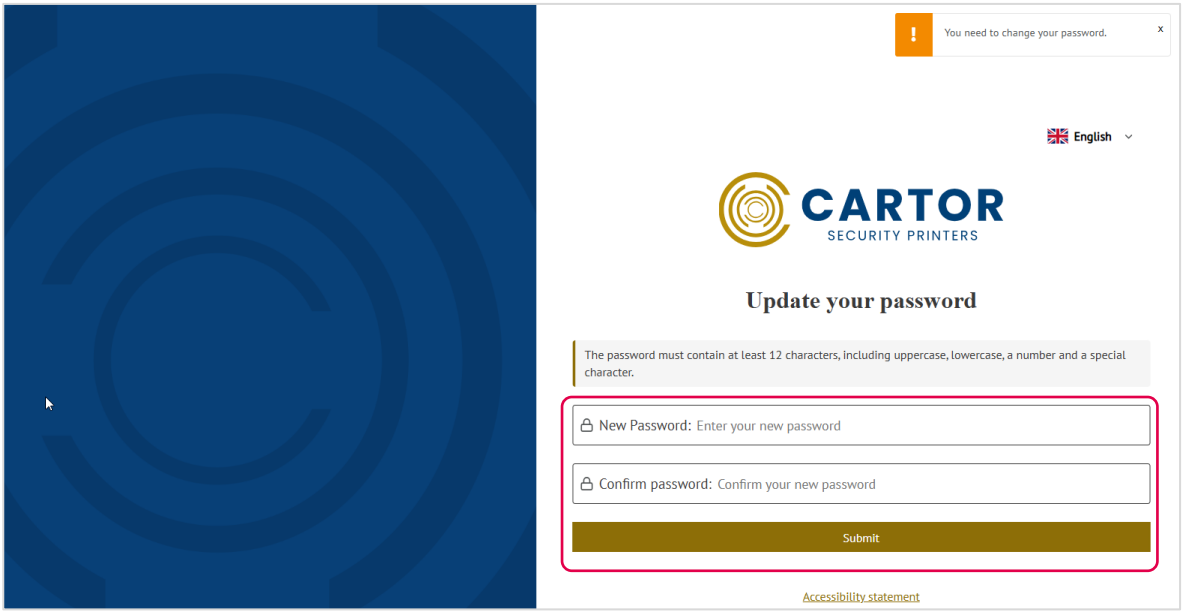


Figure 11 : Setting a password

6. When the screen “Your account has been updated” is displayed (figure below), click on the “Back to application” button. This will reveal the UK VDS Portal login page. If the login page is not displayed simply refresh the page, alternatively click on the following link https://vds-cartor.co.uk/ to open the UK VDS Portal login page.

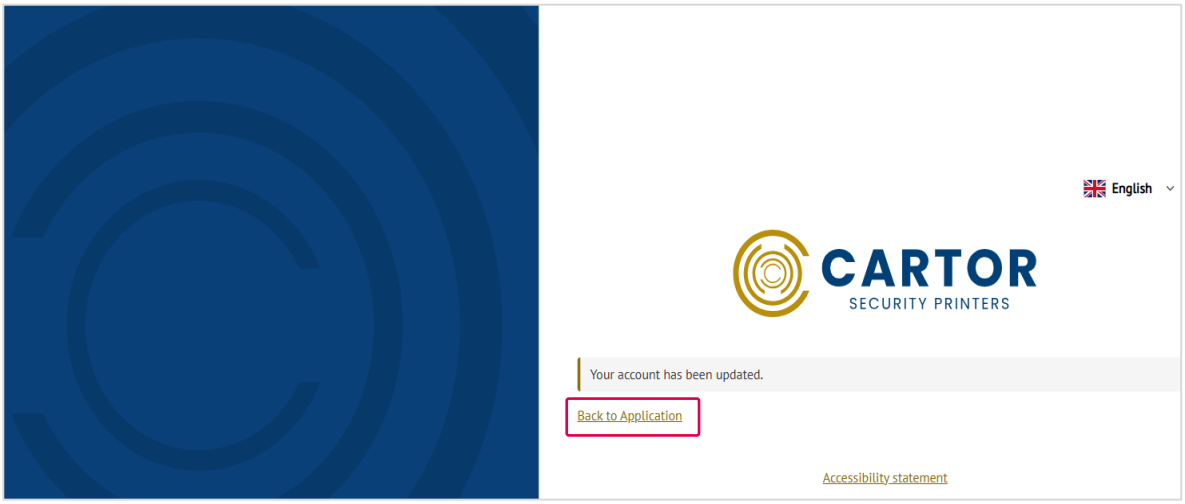


Figure 12 : Return to UK VDS Portal login page

7. To login to the UK VDS Portal, refer to the next section hereunder.

3.3 Sign In to the UK VDS Portal

The UK VDS Portal enables Purchasing Operators to place and manage orders for vaping duty stamps.

Once your request to validate your credentials have been successful (as described in the previous section), users can enter their username and password and click “Sign-In” to access the portal (figure below).

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



Figure 13: Sign In Screen

Hint : Forgot password. If you selected **"Forgot password"**, an email with reset instructions will be sent to you. Follow the instructions in the email. If you do not receive the email within 2 minutes, check your **Junk Email** or **Spam** folder. Once your password has been reset, click the **Back** button in your browser to return to the UK VDS Portal or click on the following link https://vds-cartor.co.uk/.

3.4 Main Menu

Once logged into the UK VDS Portal, users will have access to the following menus in the left-hand margin.

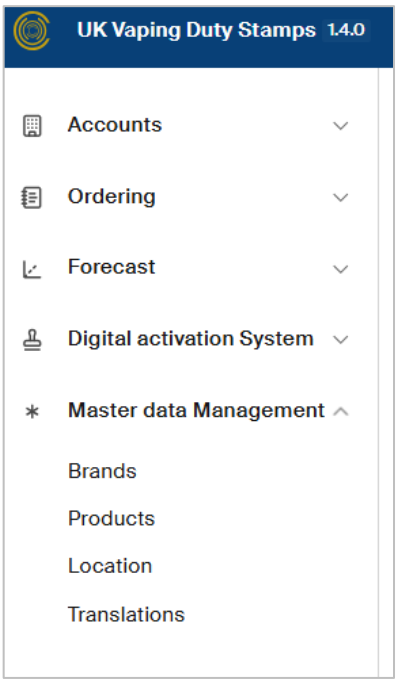


Figure 14: Main menu

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3.5 Navigation Tips

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

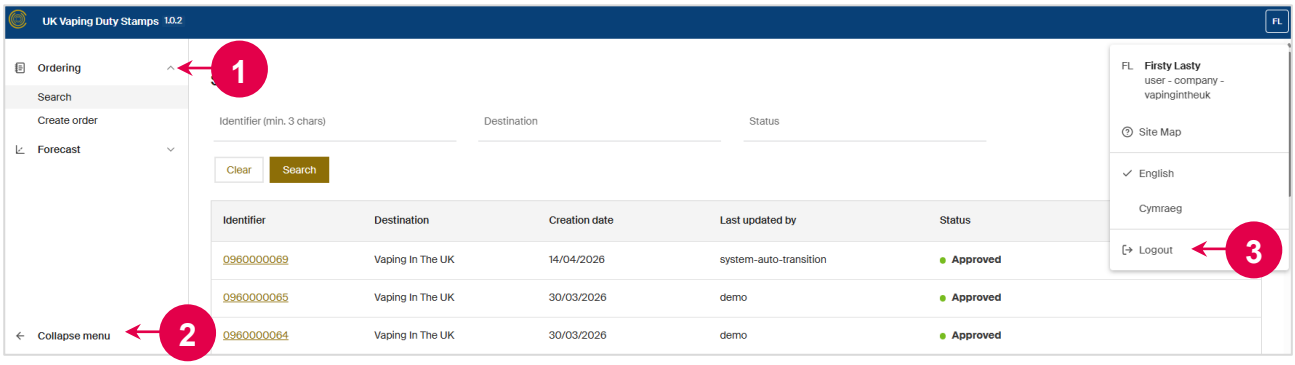


Figure 15 : Navigation tips

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.

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4 Accounts

The **Accounts** module enables :

- UK manufacturers to create accounts for their own production sites and warehouses and assign user roles. Once these accounts are created, the new user can log in to the UK VDS Portal using their credentials to perform the assigned role/s (refer to the table below).
- UK representatives (importers) to create accounts for their own sites and warehouses and assign user roles. Once these accounts are created, the new user can log in to the UK VDS Portal using their credentials to perform the assigned role/s (refer to the table below).
- UK representatives (importers) can upload overseas manufacturers and the system will automatically create accounts for these overseas manufacturers and assign user roles. Once their accounts are created, overseas manufacturers can log in to the UK VDS Portal using their credentials to perform the usual operations as permitted for the affixing operator. Overseas manufacturers do **not** have permission to create orders - UK representatives create orders on behalf of overseas manufacturers.

4.1 User Roles

User Roles	Description
Master data manager	Enables the operator to manage the master data (Products, Brands & Locations) that are available in the operator's company.
Admin manufacturer	Enables the operator to manage orders, declarations, receptions and returns (only applies for UK based businesses).
Order creator	Enables the operator to manage orders (UK representative & UK based).
Tenants MD manager	Enables the operator to create new users in the tenant (operator's company).

4.2 Account Statuses

Account Statuses	Description
Active	Users have been activated in the system and can log in and perform the operations according to their assigned role.
Disabled	Users are no longer active in the system and can no longer log in.

4.3 Registering New Users

To create a new user,

1. Select Accounts > Users in the main menu.
2. Click on the "Create user" button.

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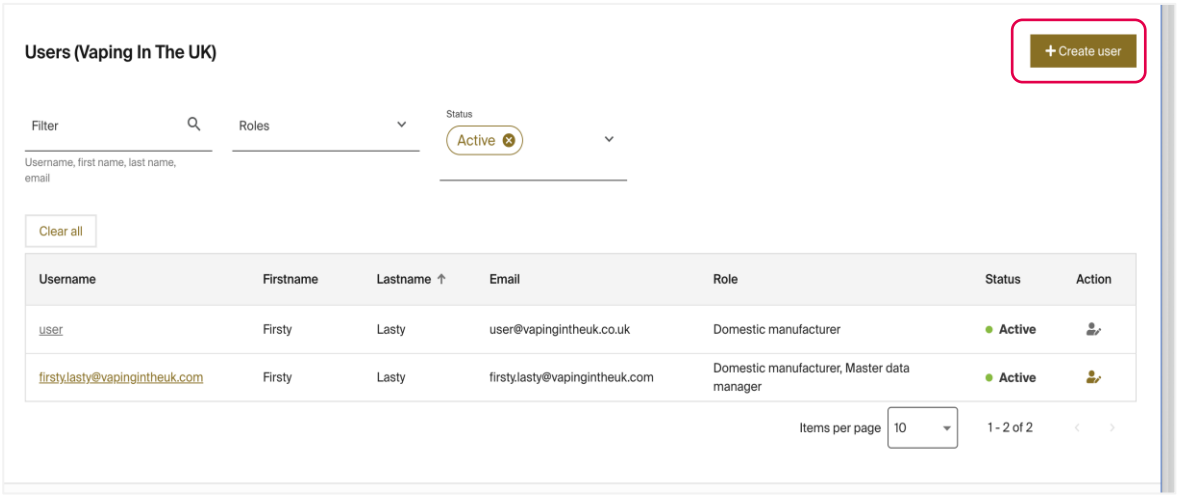


Figure 16 : Register new user

3. Enter the user's (mandatory) information.

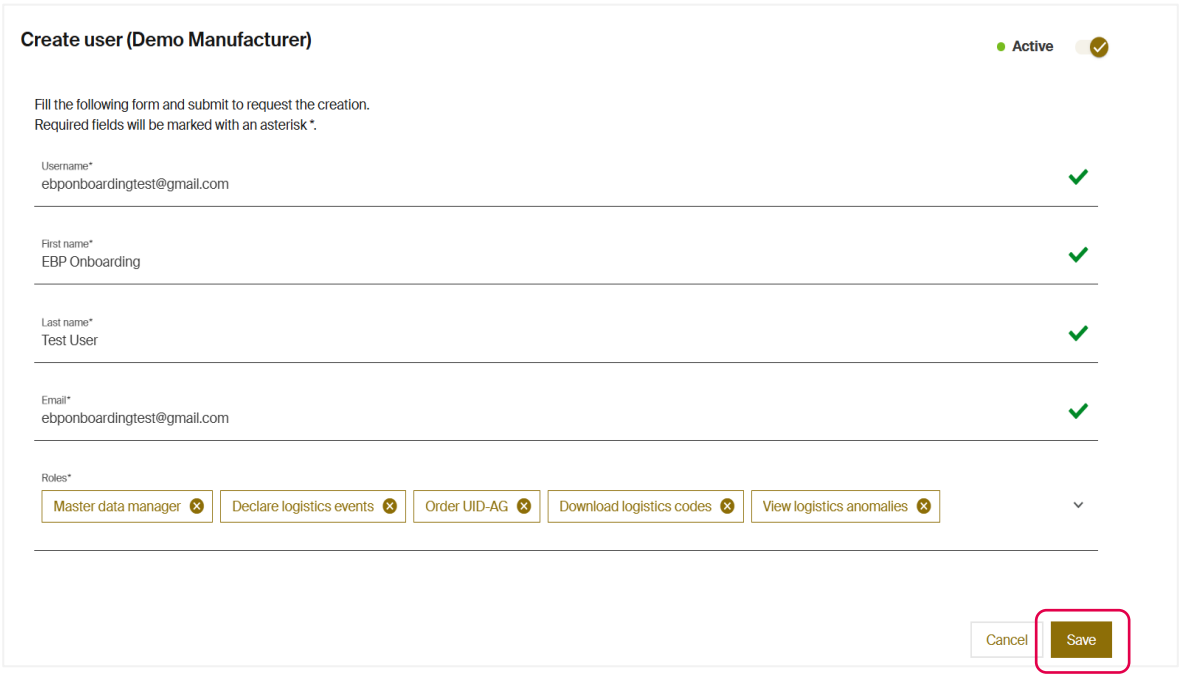


Figure 17 : Create user form

Item	Description
Username	Email to be used by users to log into the UK VDS portal and Logistics Traceability portal.
First name	User's first name
Last name	User's last name
Email	User's email (recommended to use the same as username)
Roles	Roles assigned to the user.

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4.4 Possible Roles for New Users

For new users, the roles to be applied will depend on the tasks expected to be performed by the user. Here are the possible roles to be assigned to users :

Role	Description
Admin manufacturers	Admin users can execute all operations namely: Manage users, orders, master data management, and declarations.
Domestic manufacturer	Users will have regular operator functions namely: ordering stamps and declarations. However, users cannot create/edit other users.
Scanning operator	Users can perform logistic traceability operations (web and mobile application).

4.5 Edit User

It is also possible to change the personal information of users registered in the system.

1. Go to Accounts -> Users.
2. Select the user to be edited by clicking on the  icon.



Figure 18 : Edit user

3. The system displays the information of the user. Edit the information that is enabled and click on the “Save” button.

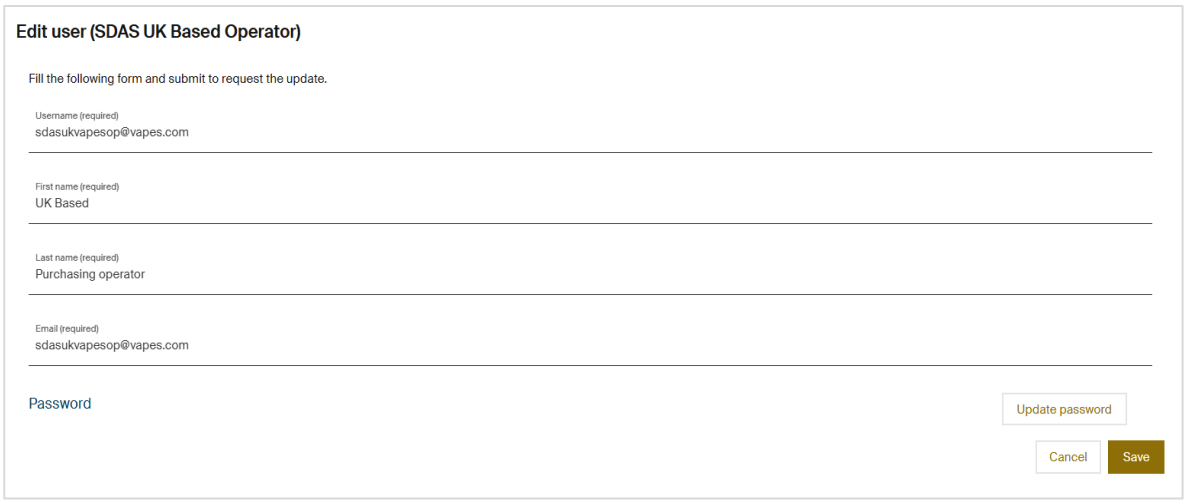


Figure 19 : Edit user form

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4.6 Update User's Password

Admin users have the option to set the password for any new user that is registered. This enables the new user to log in into the application.

1. In the Edit User screen, click on the "Update password" button.



Figure 20 : Edit user screen

2. The system displays a pop-up window where the new password must be introduced and confirmed.

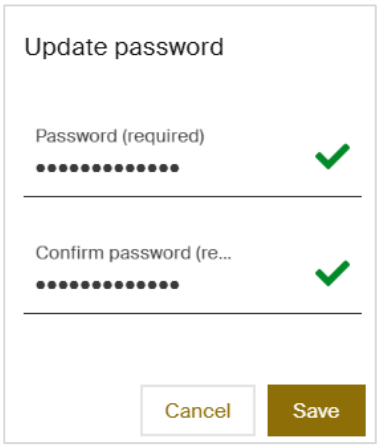


Figure 21 : Update password dialog

Note: The password must have at least 12 characters, 1 upper case letter(s), 1 number(s), and 1 special character(s).

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4.7 Upload Overseas Manufacturer

This chapter is intended for **UK Representatives (Purchasing Operators who are importers)**.

This chapter describes the registration process of an overseas manufacturer and explains how to link the overseas manufacturer's account to a UK Representative. Once linked, the overseas manufacturer can operate through the UK Representative – note that the overseas manufacturer can have more than one UK Representative.

Once registered & authenticated in the system, the overseas manufacturer may utilise the UK VDS Portal to perform the usual operations as permitted for the affixing operators including the reception of deliveries, declaration of products, and returns of vaping duty stamps.

Overseas manufacturers are defined as foreign manufacturers who operate through UK Representatives - who are approved by the UK authorities to distribute vape products across the UK.

The procedures are described in two steps :

- Registration of an overseas manufacturer
- Authentication of an overseas manufacturer

4.7.1 REGISTRATION OF AN OVERSEAS MANUFACTURER

This chapter describes how a UK Representative should do the registration of an Overseas manufacturer.

8. As a UK Representative, go to the **Accounts** menu and select **Upload overseas**.



Figure 22 : Accounts menu

9. In the next screen, the "Upload file" button is available. This allows users to upload a file containing the relevant information for the overseas account.

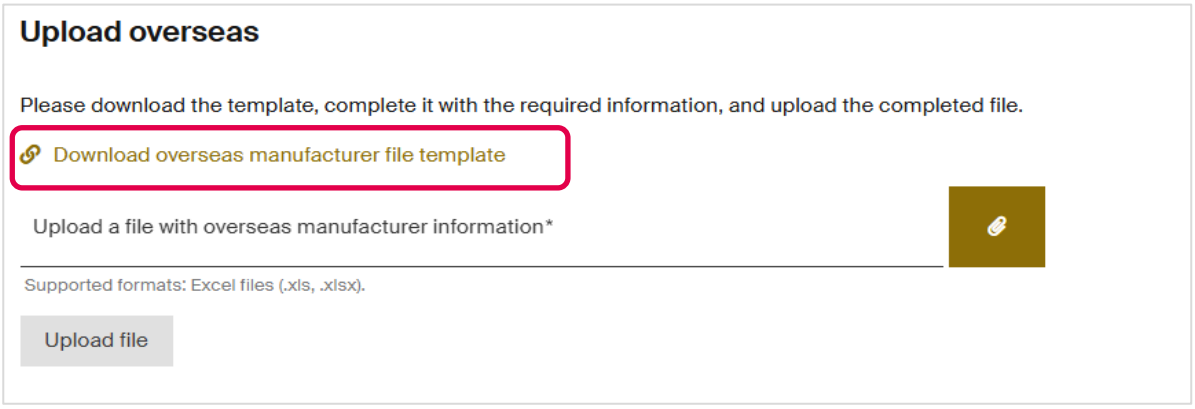


Figure 23: Upload overseas screen

10. Download the excel file by clicking on the download link that is displayed on the screen.

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11. Complete the file with the mandatory information required for the overseas account, namely :
    - Business name: Overseas manufacturer's business name (mandatory)
    - UTR (Unique Taxpayer Identifier): Overseas manufacturer's company ID (mandatory)
    - VAT number: Value added tax (optional)
    - Email address: Overseas contact email address(mandatory)
    - Business address: Overseas physical business address (mandatory)
    - City: Overseas manufacturer's city location (mandatory)
    - Country: Overseas manufacturer's country location (mandatory)
    - Postal code (mandatory)
    - Phone number: Overseas manufacturer's contact telephone number
    - Overseas user details:
        - First name
        - Last name
        - Contact email: user's email **(IMPORTANT : this will be the username to access the system)**
        - Phone number
12. Once the excel file has been completed properly, select the upload icon  (figure below) to locate the file in your computer to be uploaded.

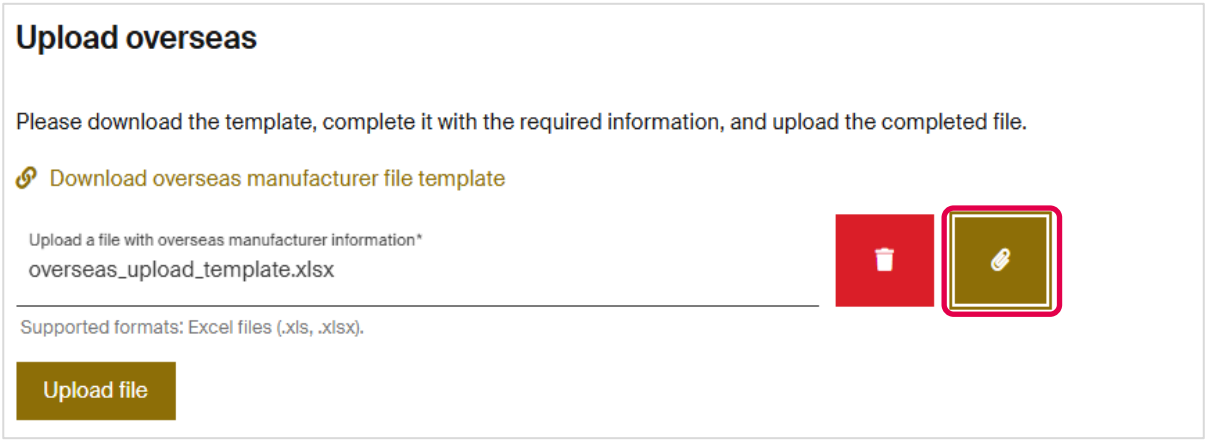


Figure 24: Upload overseas manufacturer file

13. Register the overseas account by clicking on the "Upload file" button (figure below).
14. Once uploaded, the system will display a confirmation message "File successfully uploaded".

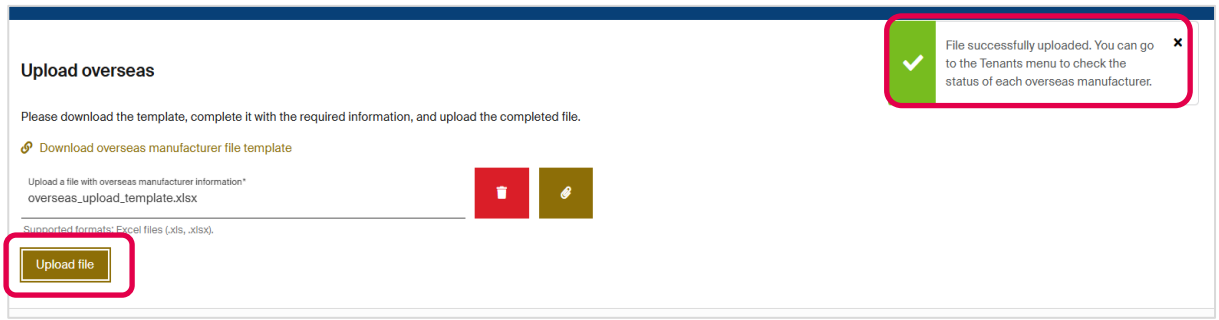


Figure 25: Overseas account registration successful

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4.7.2 AUTHENTICATION OF AN OVERSEAS MANUFACTURER

Once the UK Representative has introduced the excel file containing the mandatory information of the overseas manufacturer, the system initiates the process of creating a new account for the overseas manufacturer.

The overseas manufacturer will receive an email (example below) requesting them to set their password in order to authenticate their account.

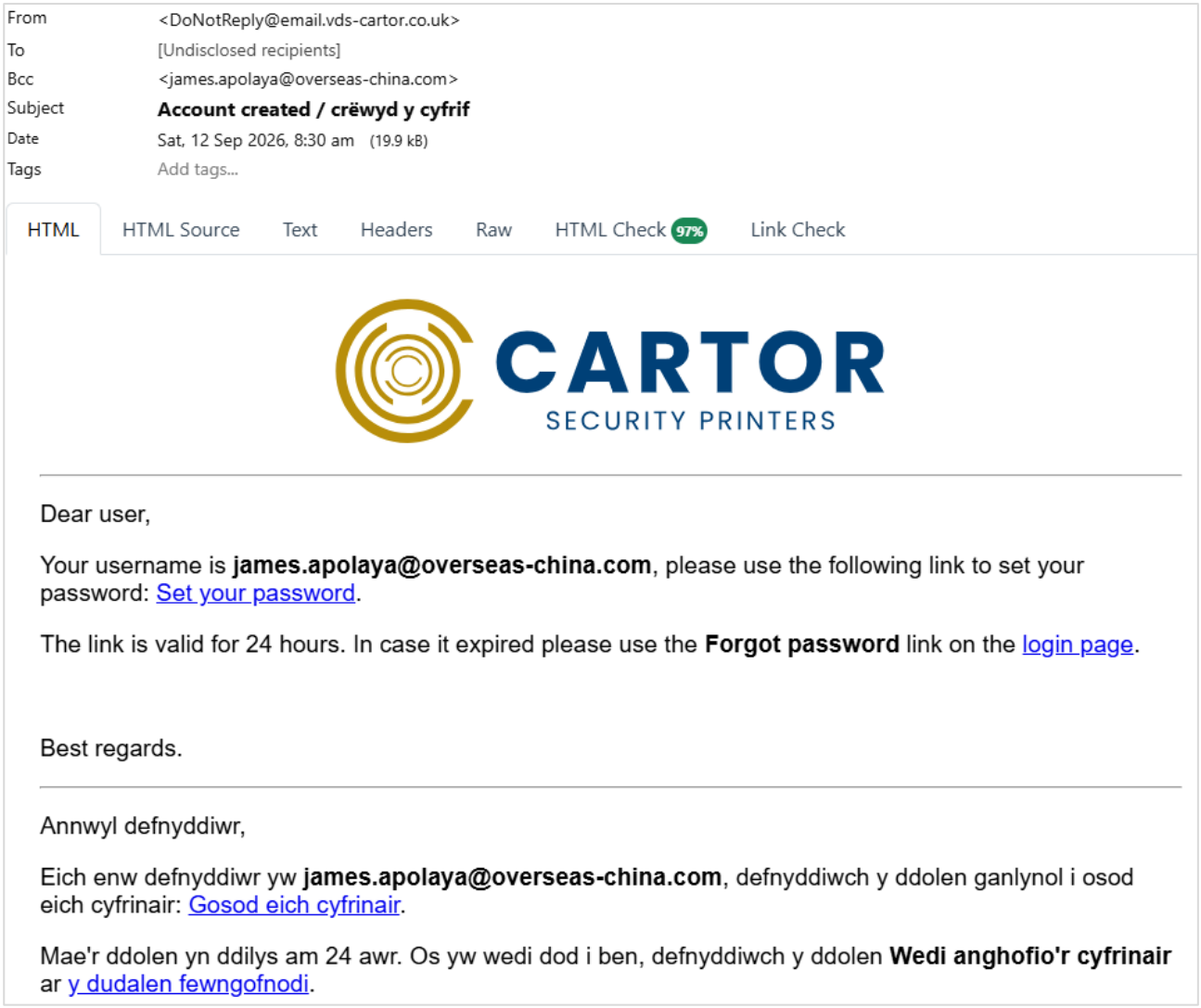


Figure 26: New account email

To set their password, the overseas manufacturer should :

1. Click on the link inside the email “Set your password”. This will redirect the overseas manufacturer to the system’s “Update password” process (see below).

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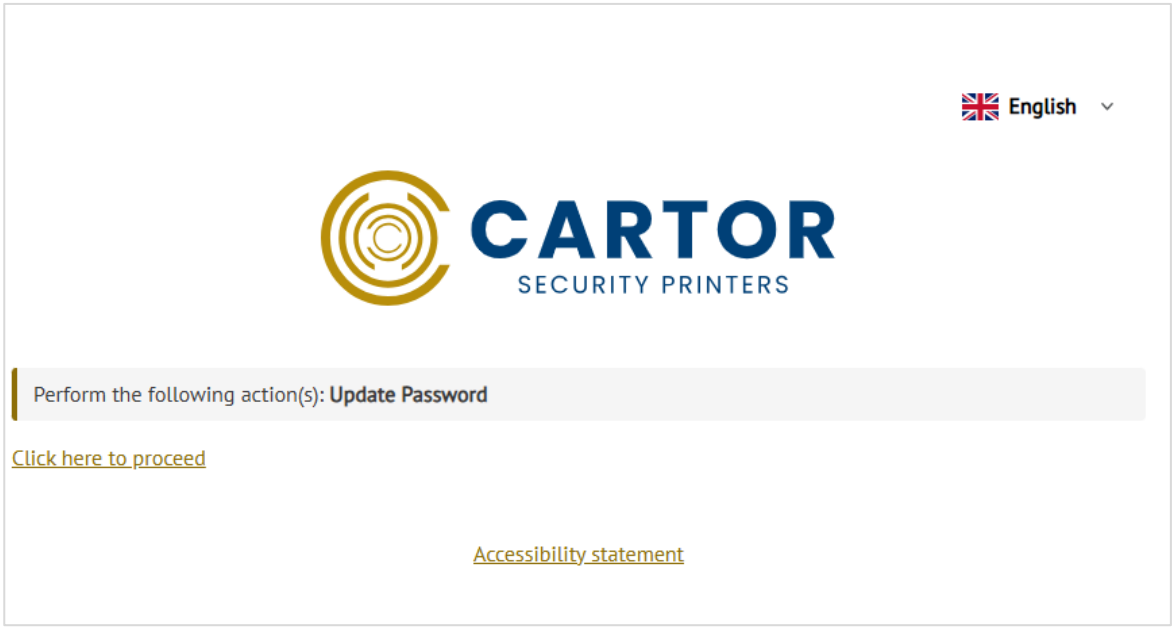


Figure 27: Update password message

2. Next, click on the link “Click here to proceed”. The system will display the screen “Update your password”.

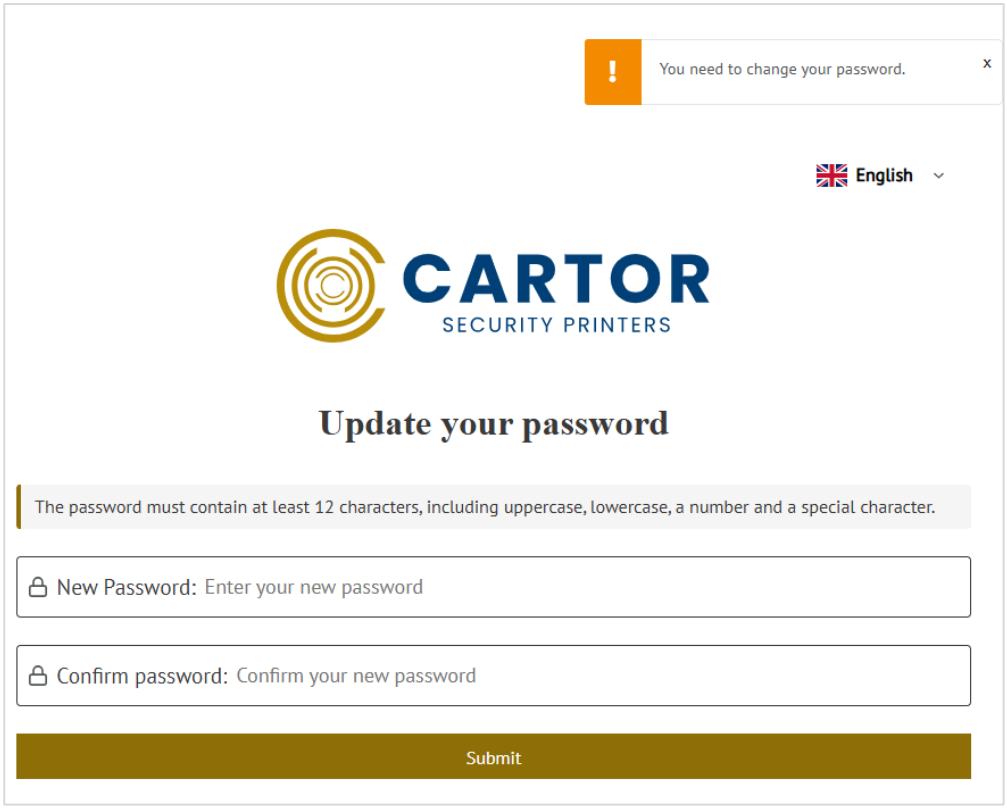


Figure 28: Introduce new password and confirm password

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3. Next, introduce the new password in the “New password” field and confirm this by retyping the same password in the “Confirm password” field. Click on the “Submit button”. The system will then display the message “Your account has been updated.”

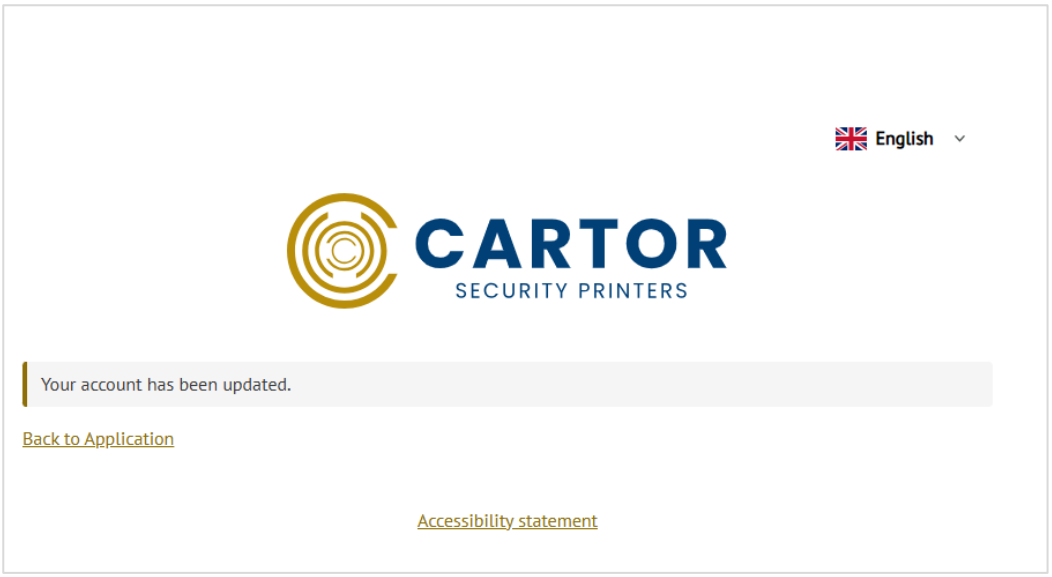


Figure 29: Password updated

Note: The password must contain at least 12 characters, including uppercase, lowercase, a number and a special character.

4. To sign into the system, click on the link “Back to application”. This will redirect the user to the system’s standard login page.



Figure 30: Sign in screen

5. At this point, the overseas manufacturer’s account is now active, and the overseas manufacturer can perform the usual operations as permitted for affixing operators. For more information, kindly refer to the Digital Activation Guide for Affixing operators.

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5 Ordering

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



Figure 31 : 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.

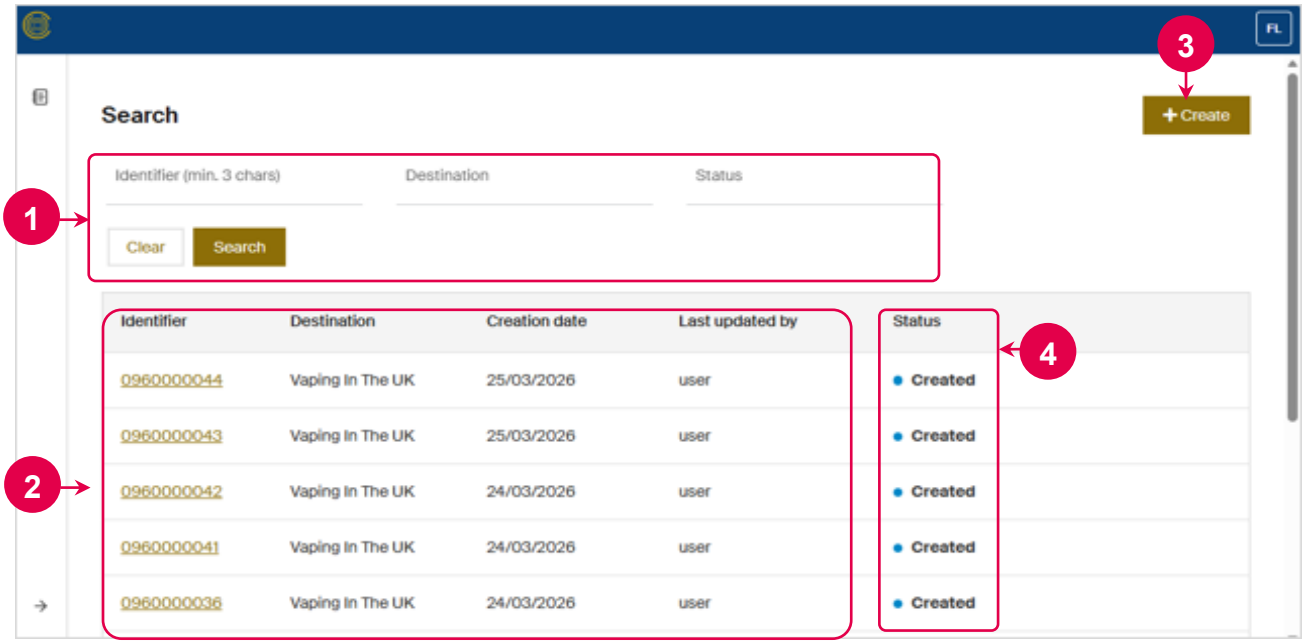


Figure 32: Ordering Screen

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.

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5.1 Search Order

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

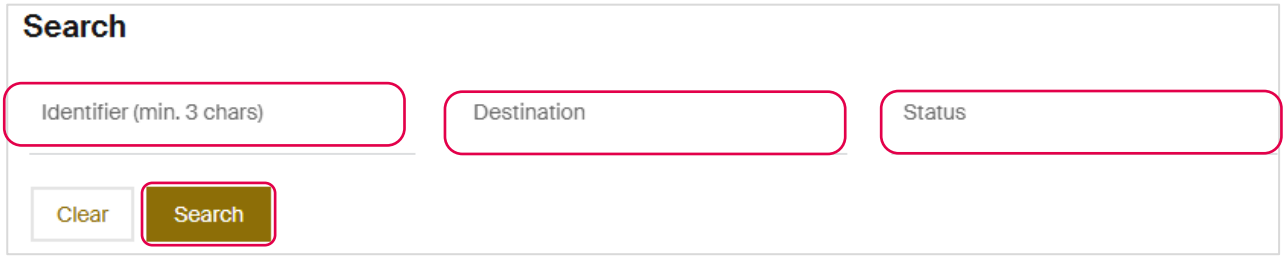


Figure 33: Search order

4. The following search criteria options are available:
    - **Identifier**: Enter the Order ID (minimum 3 digits required).
    - **Destination**: Choose a site where the order was shipped to, from the drop-down list.
    - **Status**: Select the status from the drop-down list to filter order accordingly.
5. After one or more criteria are selected, click the **Search** button.
6. The matching orders will be listed in the table.
7. 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 *new* 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 *Created* to *Approved*.
Rejected	When an order has been rejected, the order status changes from *Created* to *Rejected*. 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 *Paid.*
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 Paid to Delivered. 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 *Partially Delivered*. Only when the remaining part of the order is shipped will the order status change to *Delivered*.
Cancelled	When an order has been cancelled by the Purchasing Operator, the order status will be *Cancelled*. 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 *Received.* 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	Destination	Creation date	Last updated by	Status
0960000085	Vaping In The UK	28/05/2026	system-auto-transition	Approved
0960000084	Vaping In The UK	22/05/2026	sicpa	Partially delivered
0960000079	Vaping In The UK	20/05/2026	system-auto-transition	Approved
0960000078	Vaping In The UK	20/05/2026	system-auto-transition	Approved
0960000077	Vaping In The UK	18/05/2026	user	Cancelled
0960000069	Vaping In The UK	14/04/2026	system-auto-transition	Approved
0960000065	Vaping In The UK	30/03/2026	demo	Approved
0960000064	Vaping In The UK	30/03/2026	demo	Approved
0960000062	Vaping In The UK	30/03/2026	user	Cancelled

Figure 34: 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.

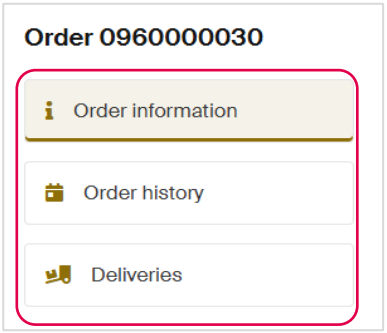


Figure 35 : Order detail tabs

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).

Notes : The term "Product name" refers to the Supply chain reference, while the term "Classifier" refers to the Code Type (see section 2.5 Code Types and Packaging Types).

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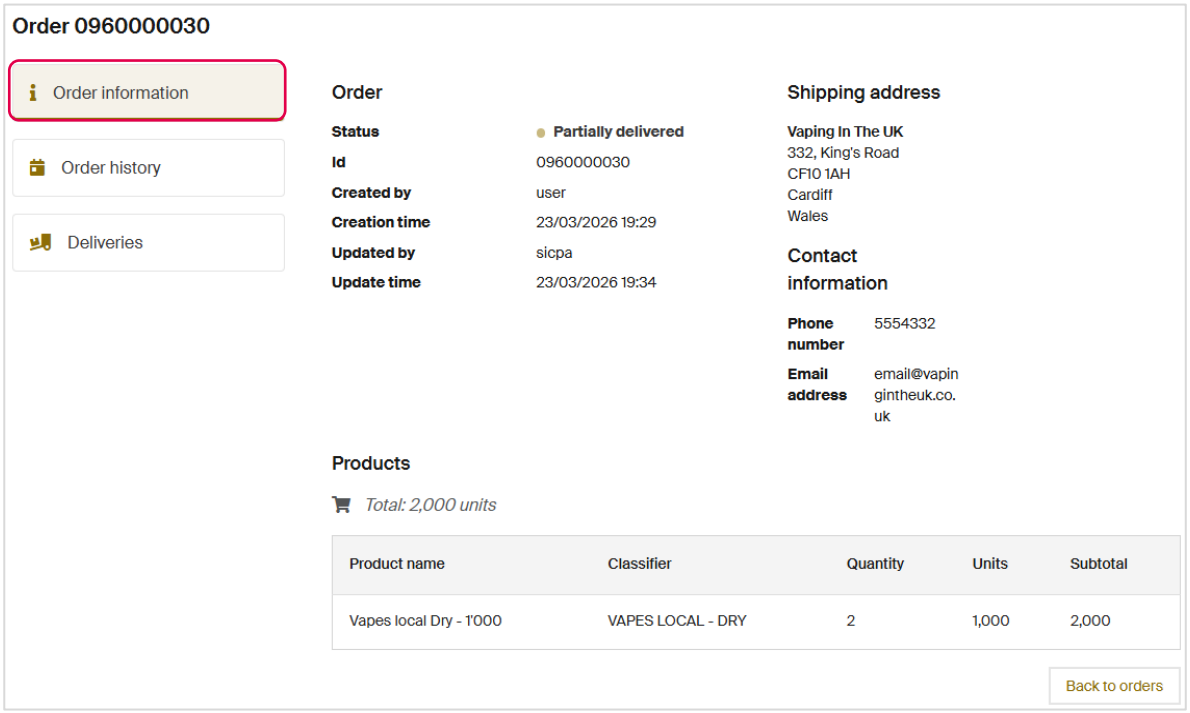


Figure 36: Order information

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.

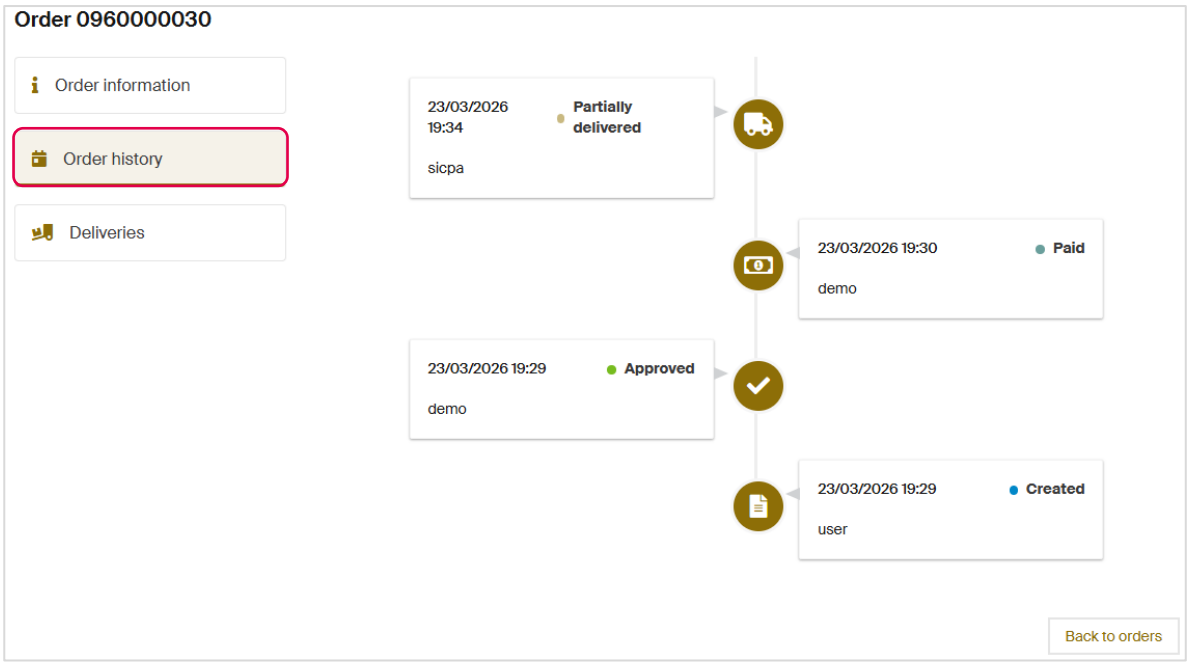


Figure 37 : Order history

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.

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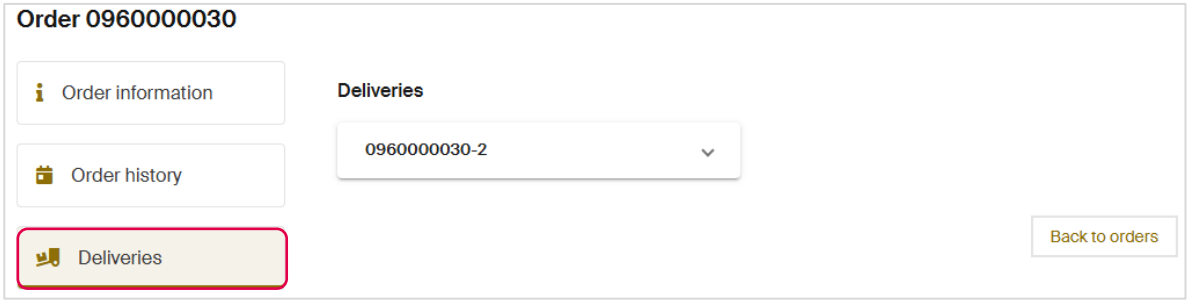


Figure 38: Order delivery

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

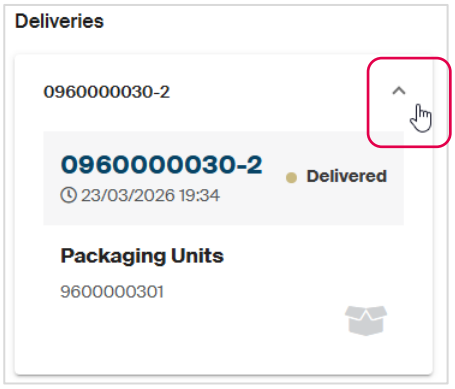


Figure 39 : Packaging units delivery details

7. 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:

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

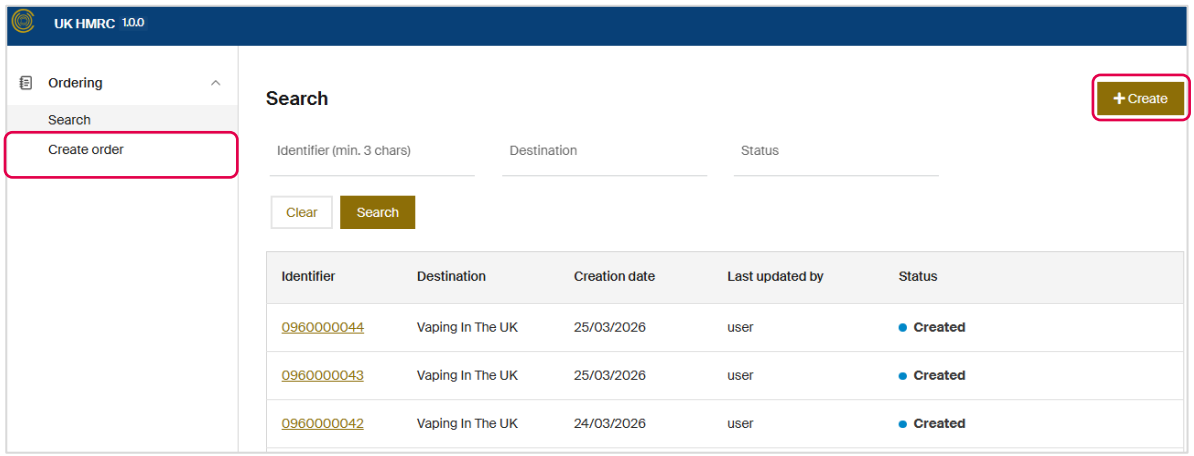


Figure 40: Create order

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2. 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.

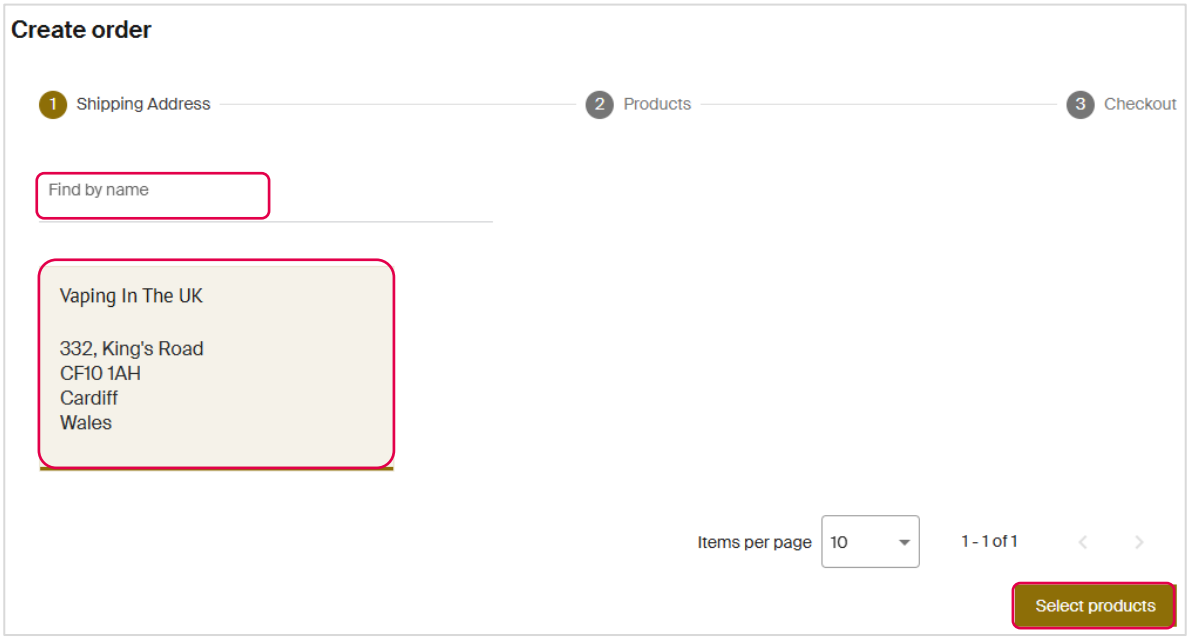


Figure 41: Shipping address screen

3. Proceed to the next step by clicking '**Select products.**'

4. 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).
   a) 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).
   b) 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 (currently there exists only one code group for Vapes).

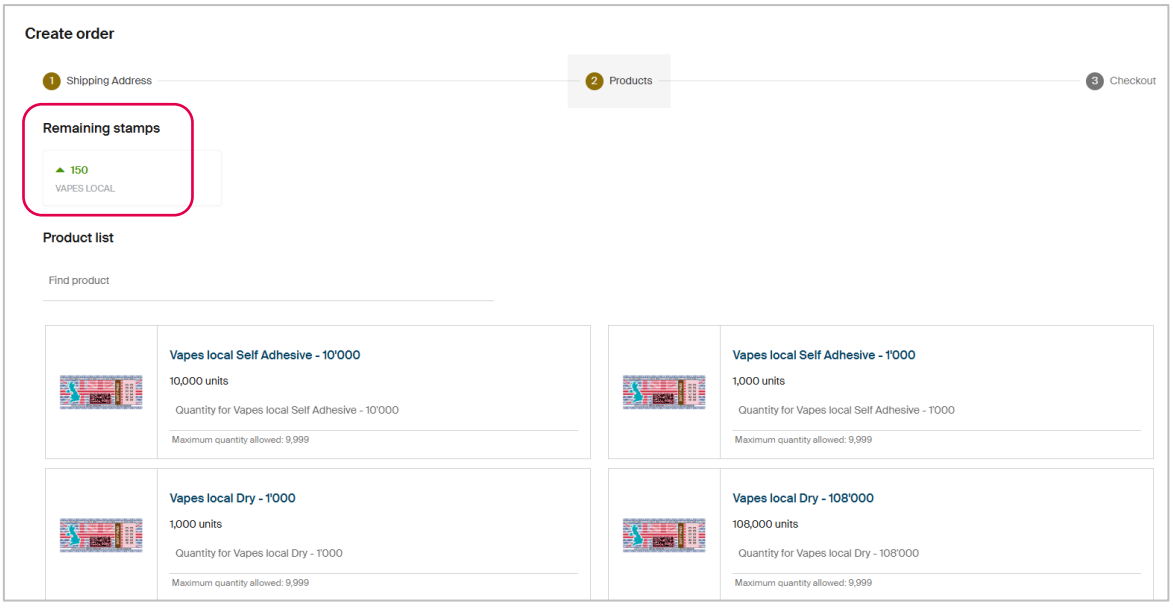


Figure 42: Products screen

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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).

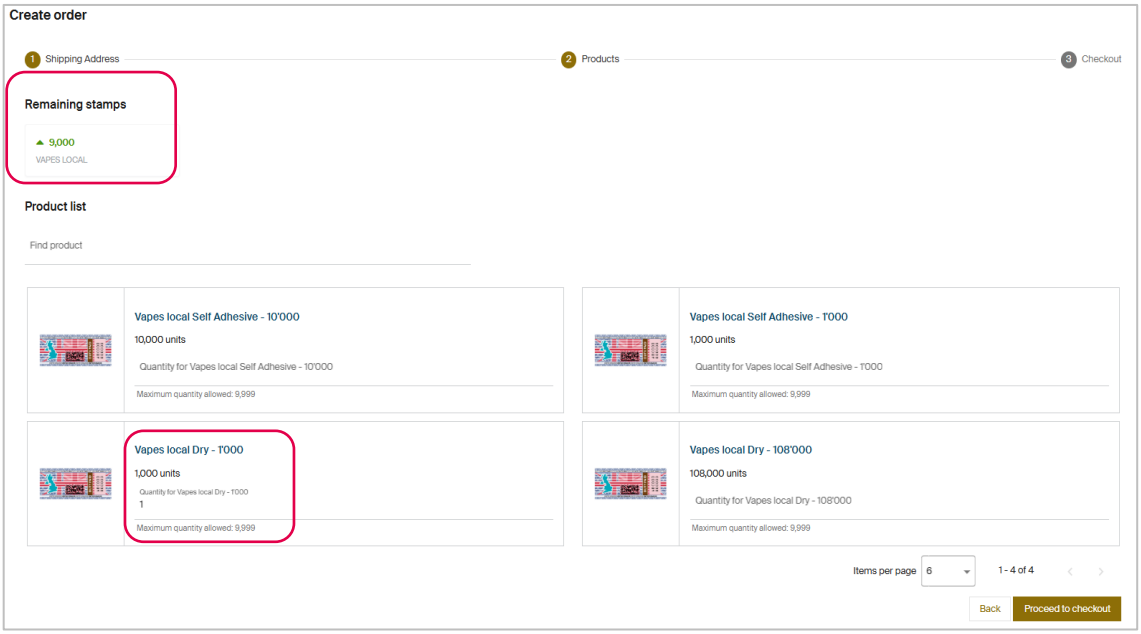


Figure 43: Products screen

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.

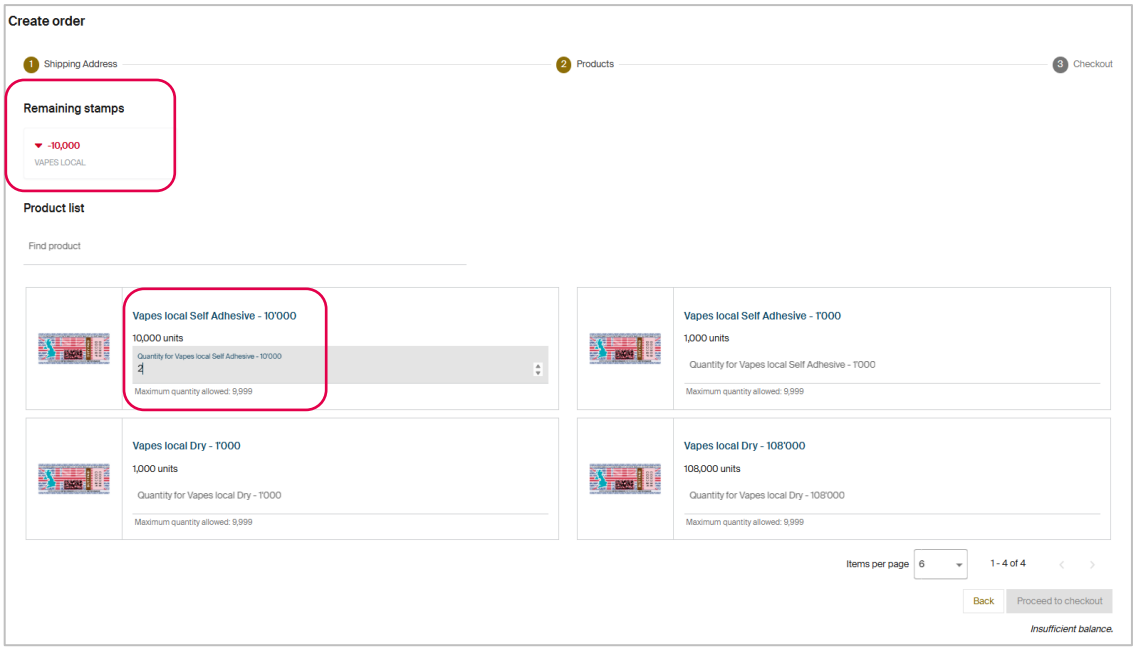


Figure 44: Products screen

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**.**

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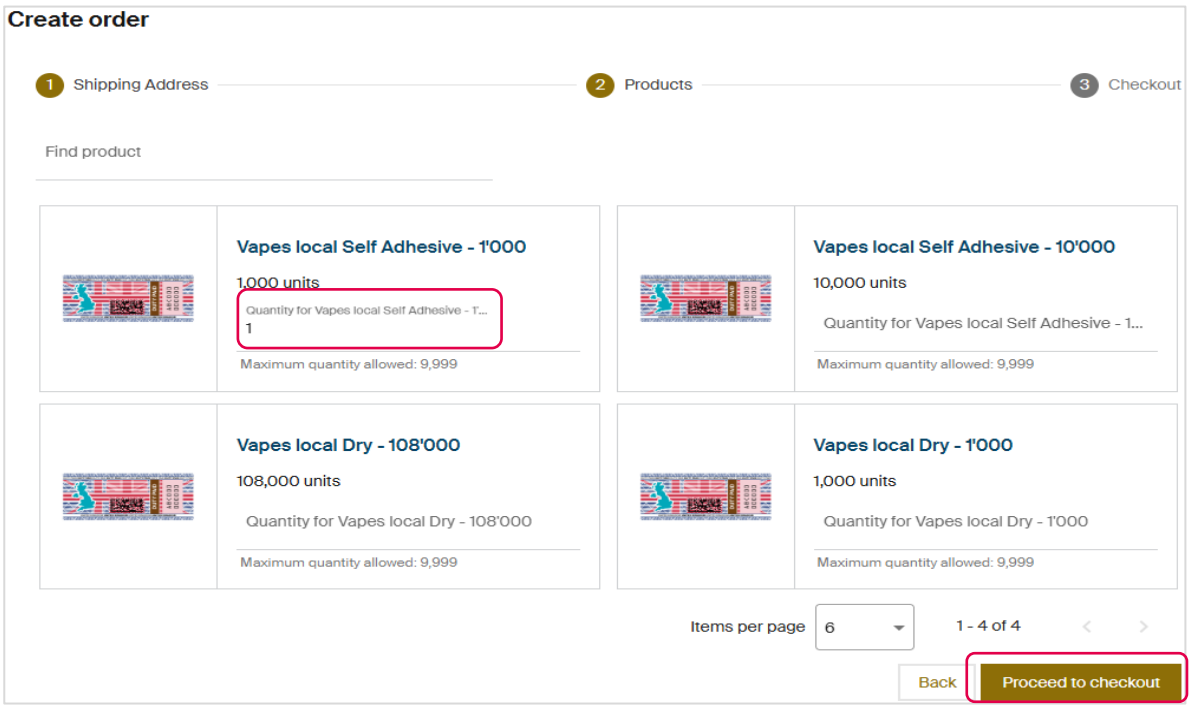


Figure 45: Products screen

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.
   - Optionally, add an **External Reference** e.g. a batch ID reference.
   - Optionally, write a **Comment** in the field provided.

   Once satisfied with the order details, click the **Checkout** button (figure below) to proceed with the order checkout.

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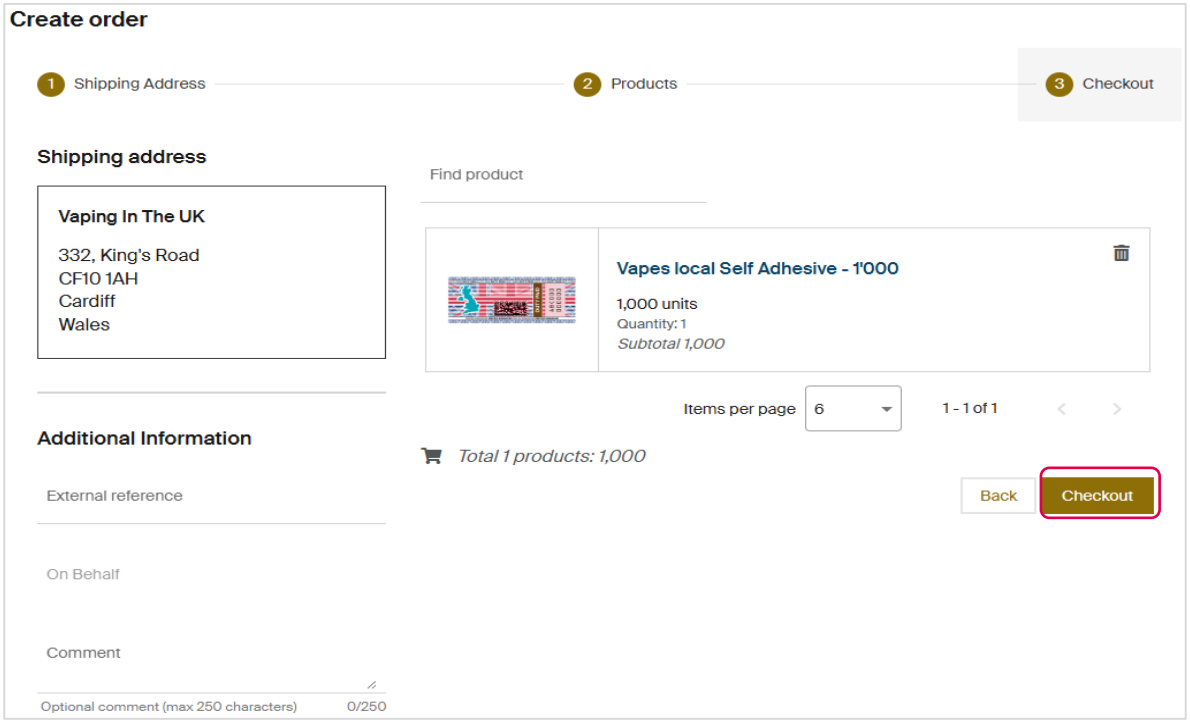


Figure 46: Order checkout screen

6. 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.

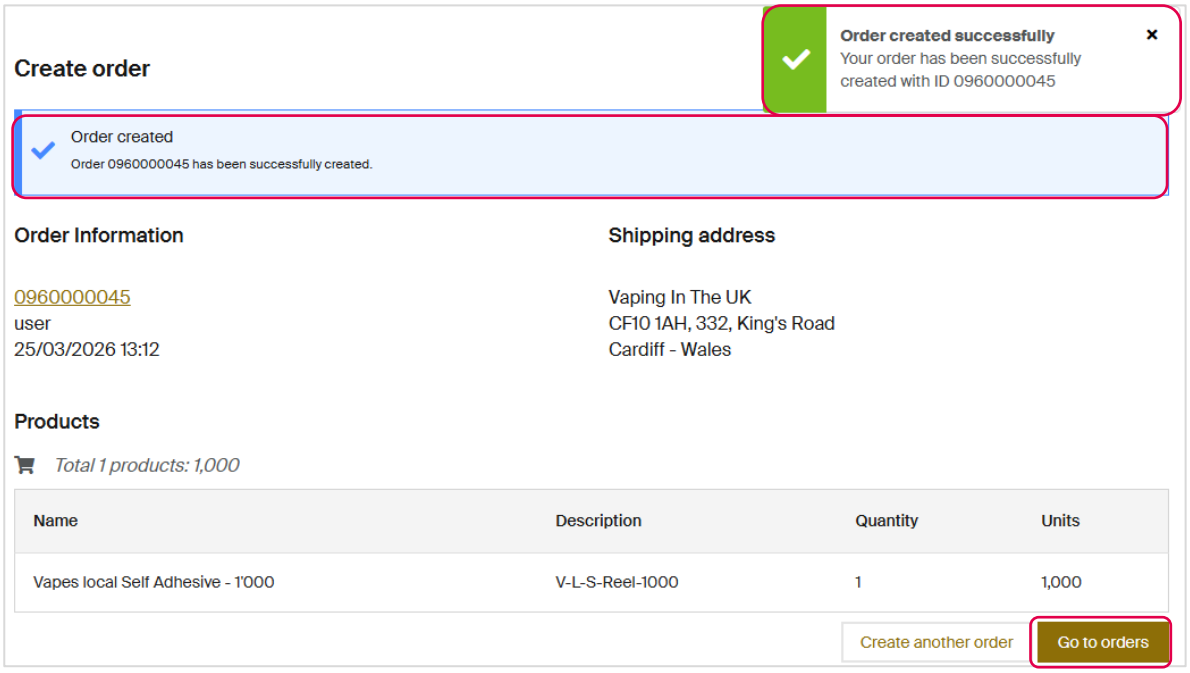


Figure 47: Order creation confirmation

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

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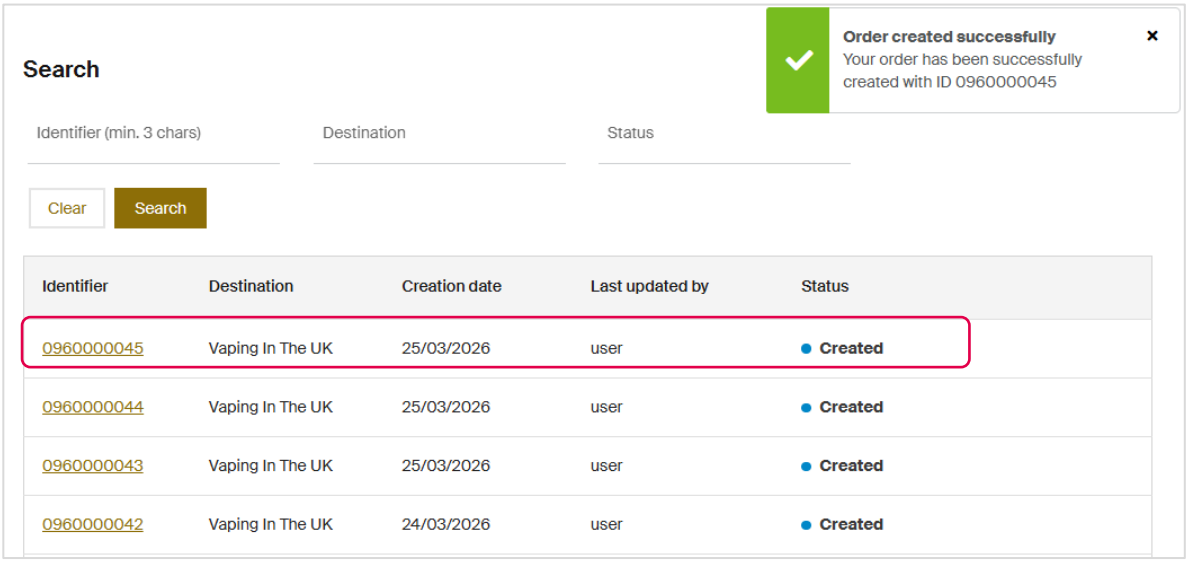


Figure 48 : Order create successfully

6. Upon successfully ordering the duty stamps, the system updates the purchase limit available for future orders.

7. 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.

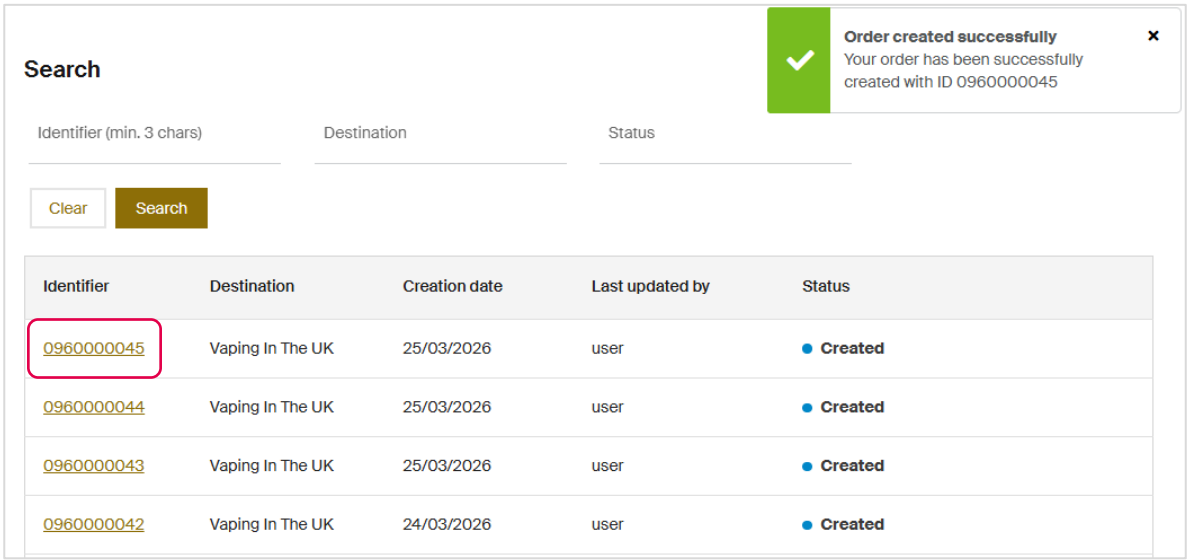


Figure 49: Selecting order to be cancelled

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

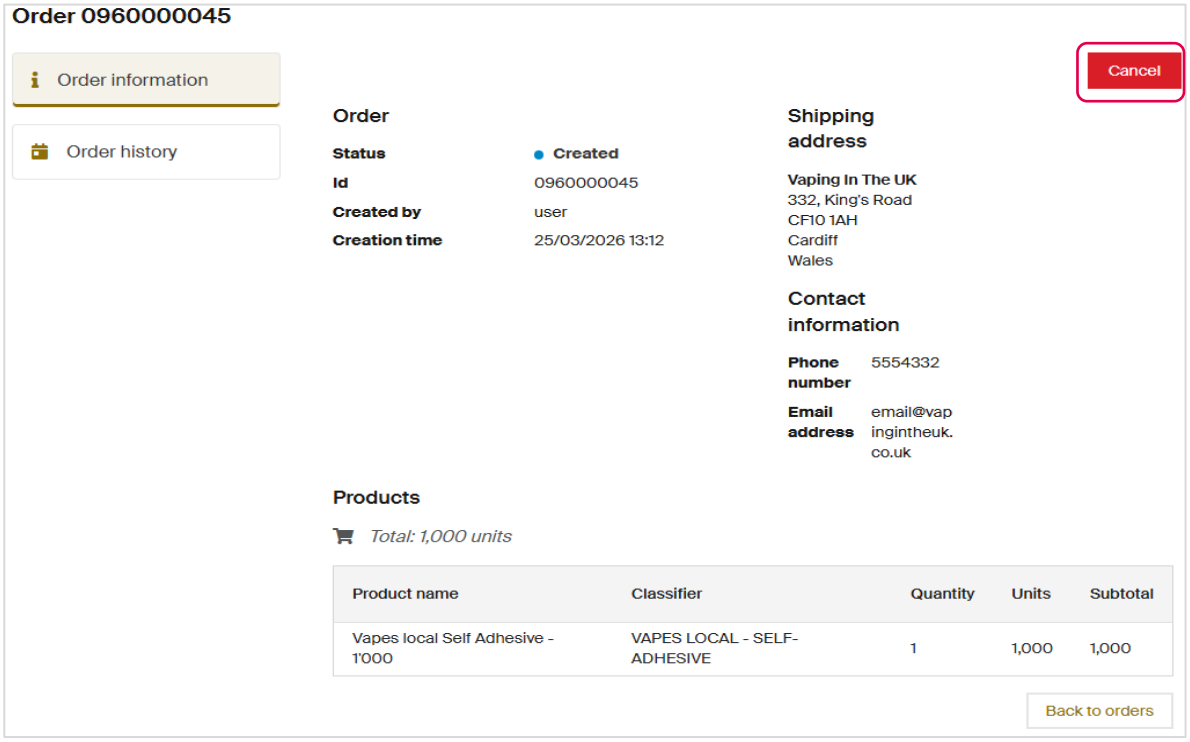


Figure 50: Order cancellation information

3. A message will be displayed requesting confirmation to cancel the order.

4. Click **Yes** to confirm.

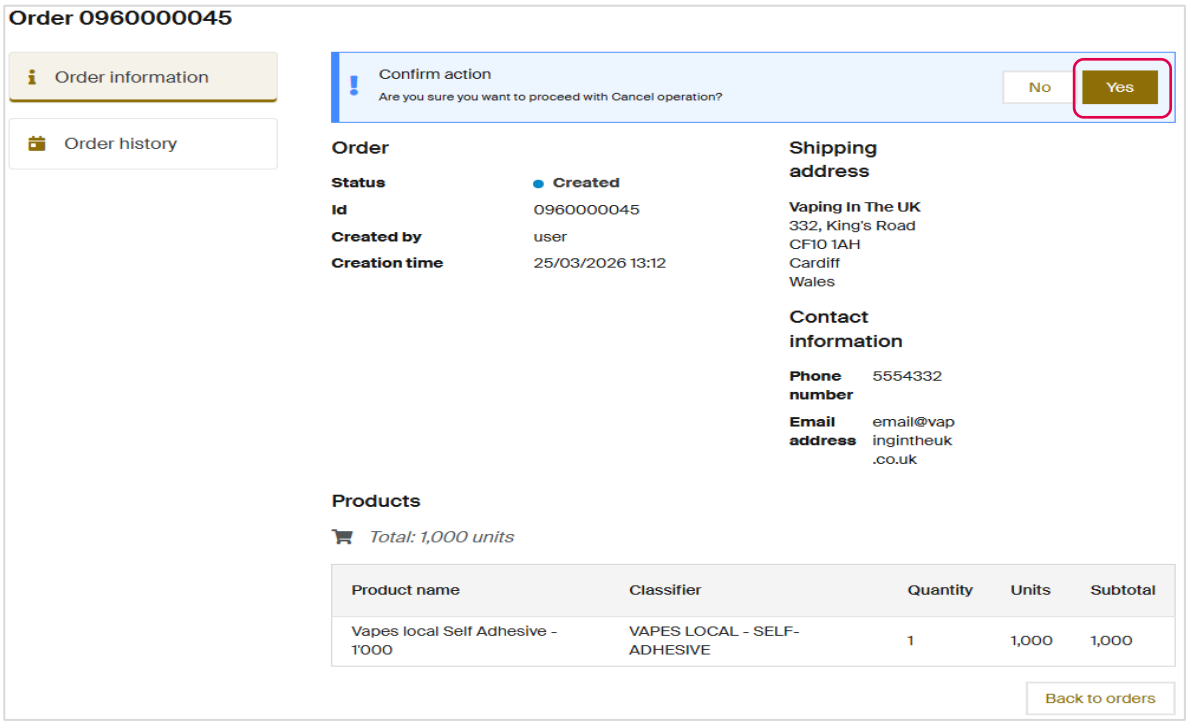


Figure 51: Confirm order cancellation

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

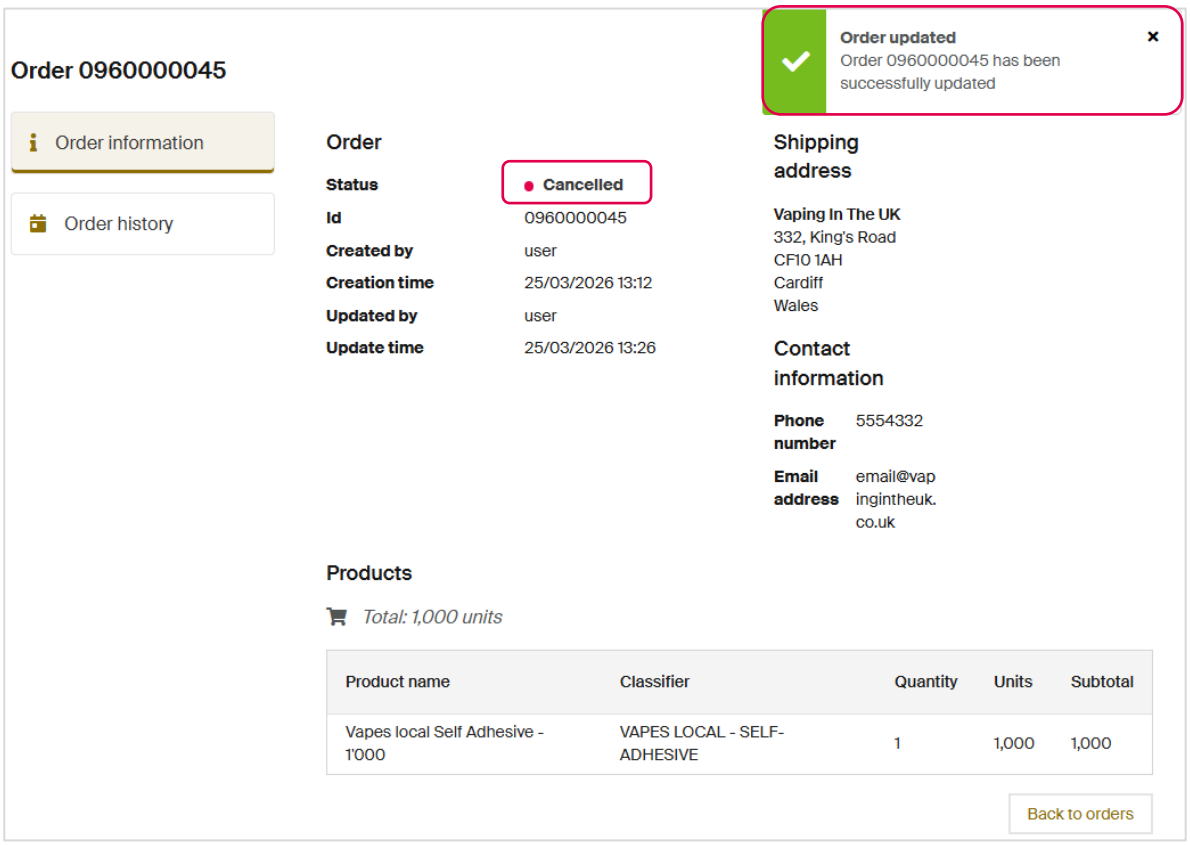


Figure 52: Order cancellation confirmation

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

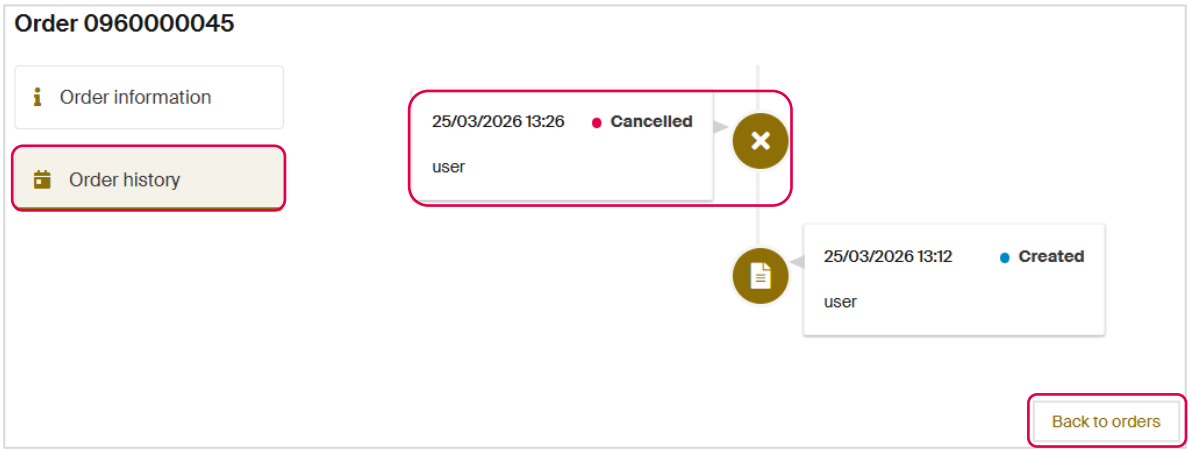


Figure 53: Order history screen

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

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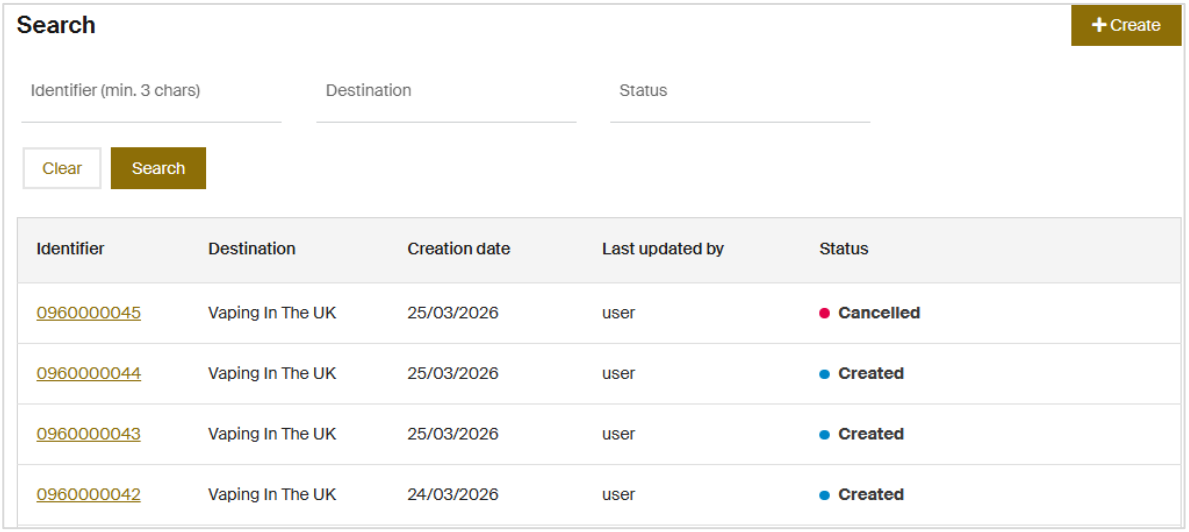


Figure 54: List of orders

8. Once an order has been cancelled, the system will update the purchase limit accordingly, by adding the quantity of stamps in the cancelled order to the threshold.

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6 Forecast

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

6.1 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. Purchasing operators are permitted to purchase up to this limit plus a 30% margin for growth, so that legitimate business growth is not hindered.

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.

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

6.2 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**)

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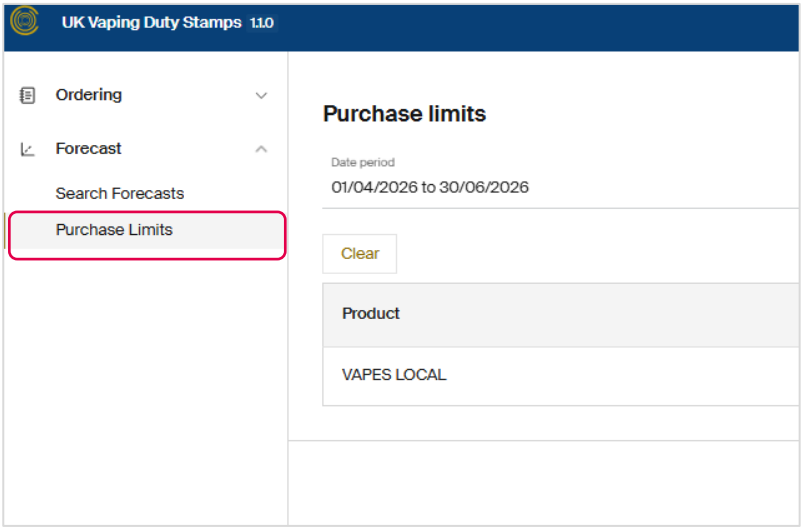


Figure 55: Purchasing limit Screen

2. 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.

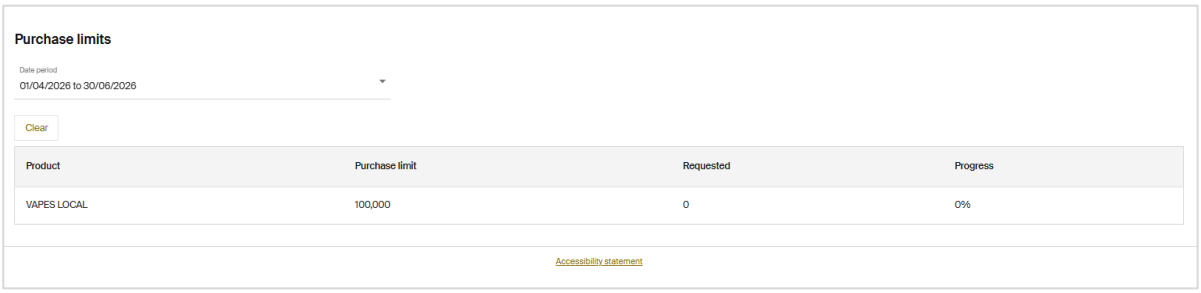


Figure 56: Purchasing limit information screen

3. 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.

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7 Master Data Management

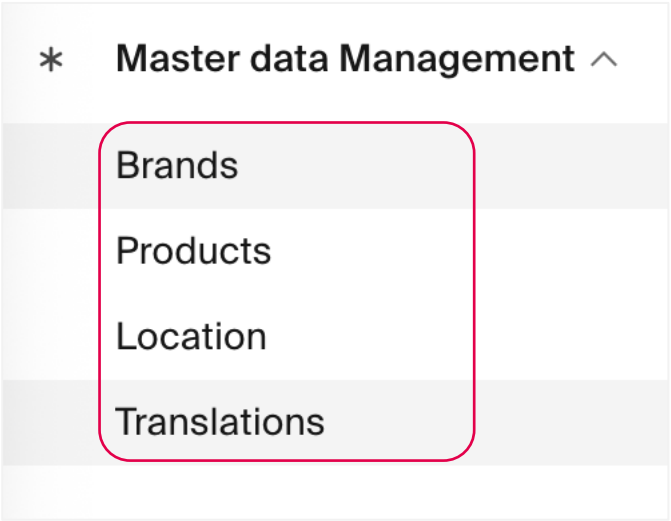


Figure 57 : Master data management menu

7.1 Brands

The Brands feature allows Purchasing 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.

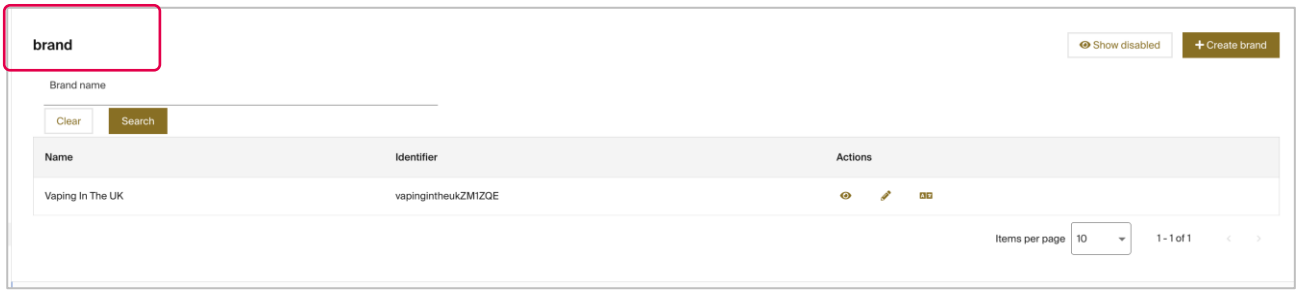


Figure 58 : Brand page

7.1.1 CREATE BRAND

To create a brand, follow the steps below :

1. In the “Brand” page, select the button “Create Brand”.



Figure 59 : Brand page

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

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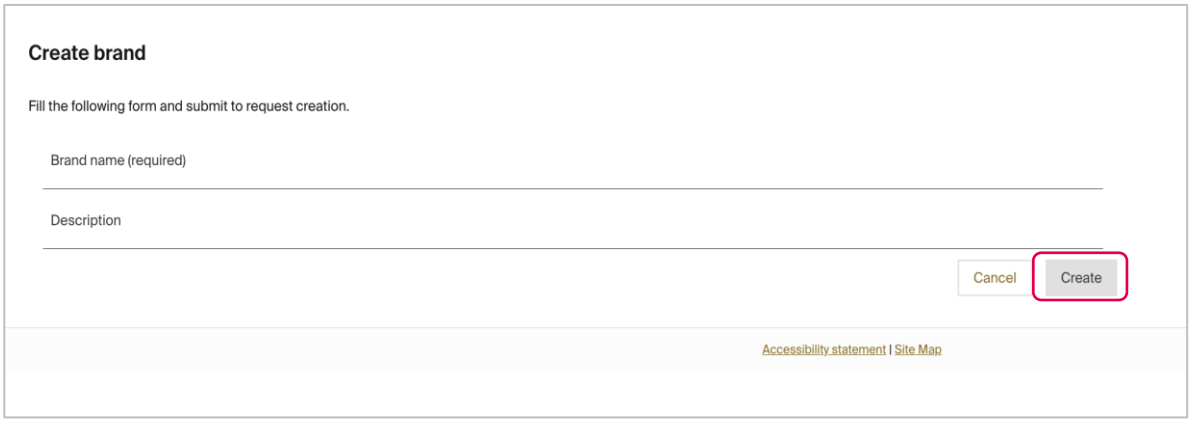


Figure 60 : Create brand page

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

7.1.2 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.

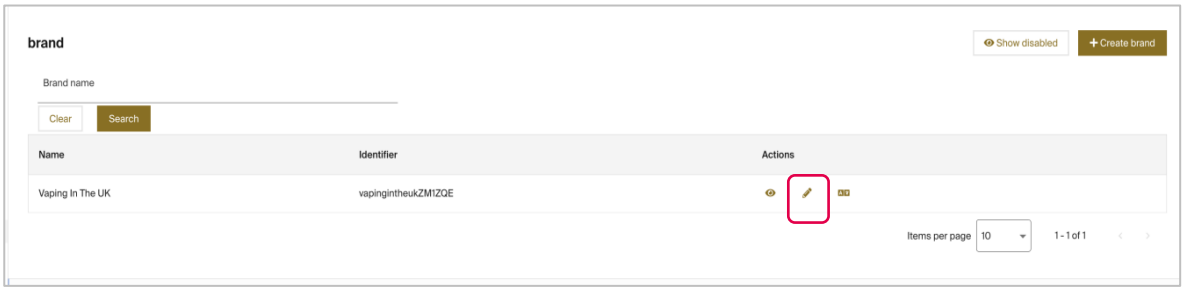


Figure 61 : Edit icon

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.

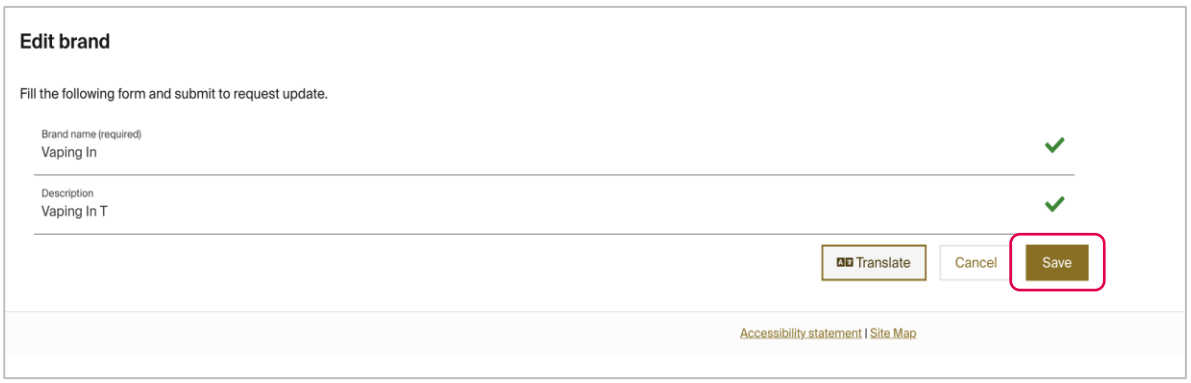


Figure 62 : Edit screen

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7.1.3 VIEW A BRAND

Users can view the brand details as follows :

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

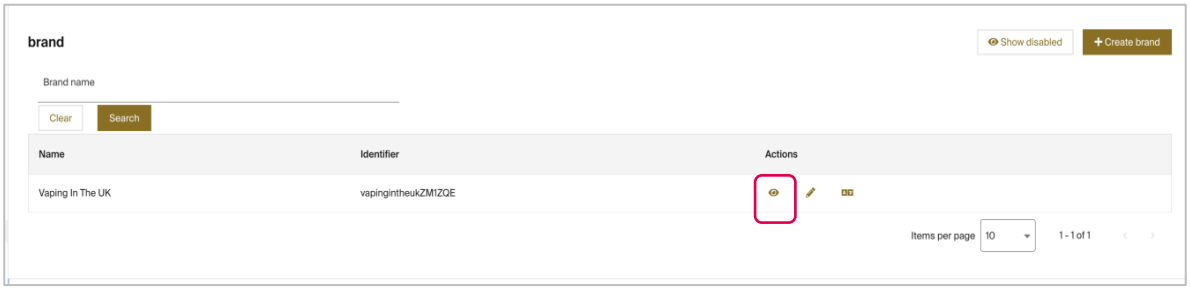


Figure 63 : Eye icon

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 64 : View brand page

7.1.4 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.

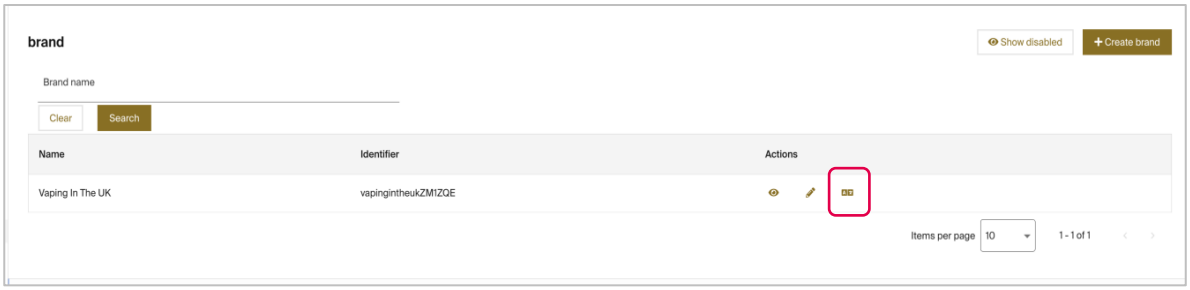


Figure 65 : Brand page

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”.

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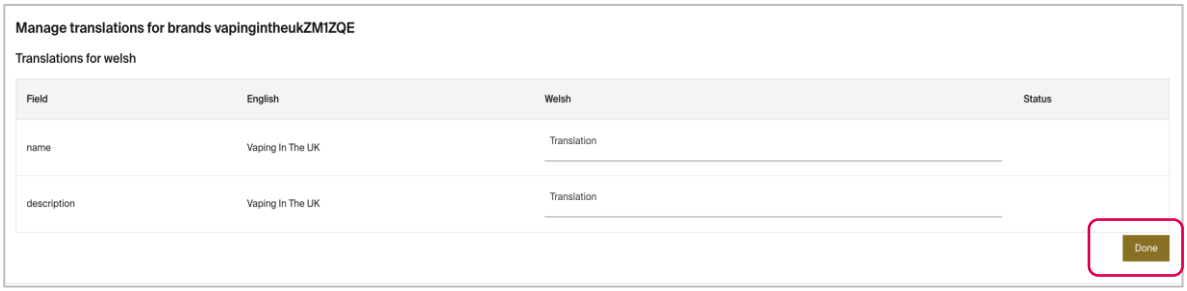


Figure 66 : Translate brand page

7.2 Products

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

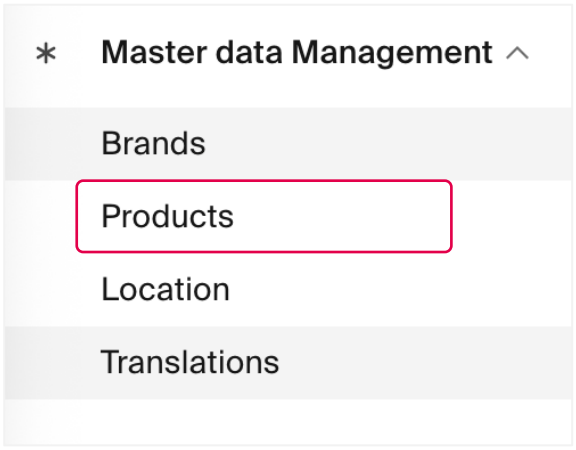


Figure 67 : Products menu

The figure below displays a list of products for this Purchasing 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.

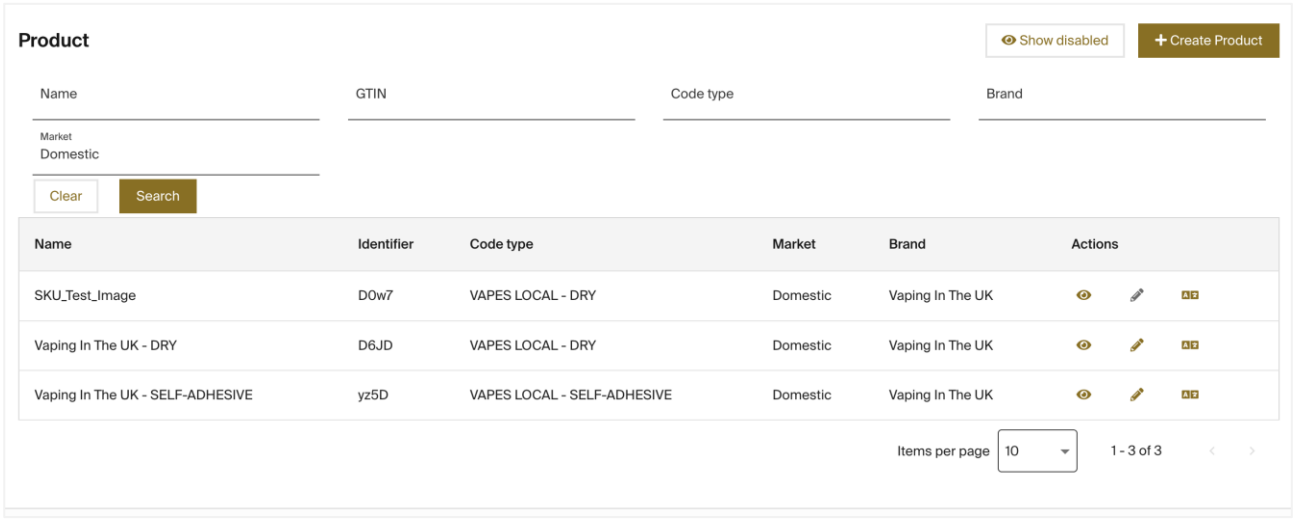


Figure 68 : Products main screen

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7.2.1 CREATE PRODUCT

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

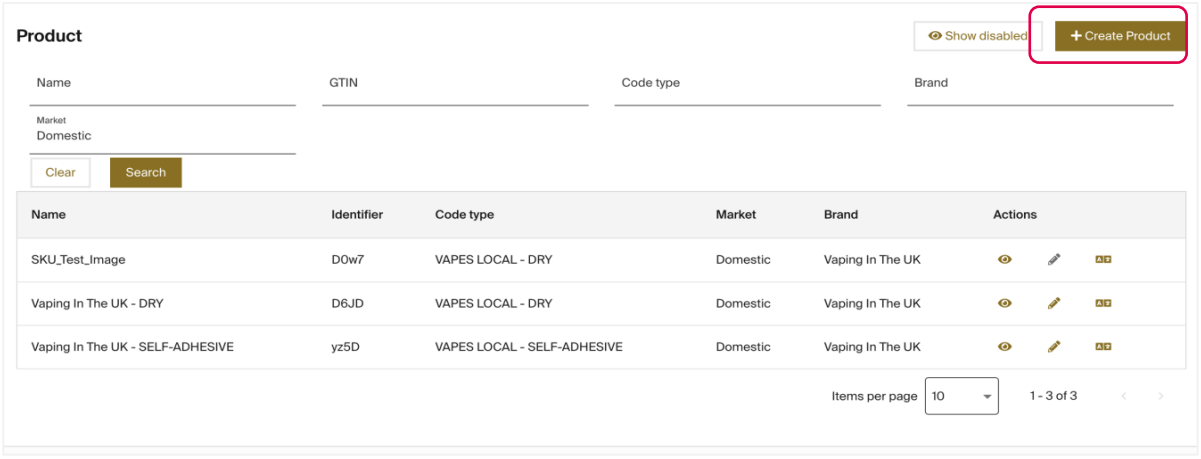


Figure 69 : Select "Create Product"

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

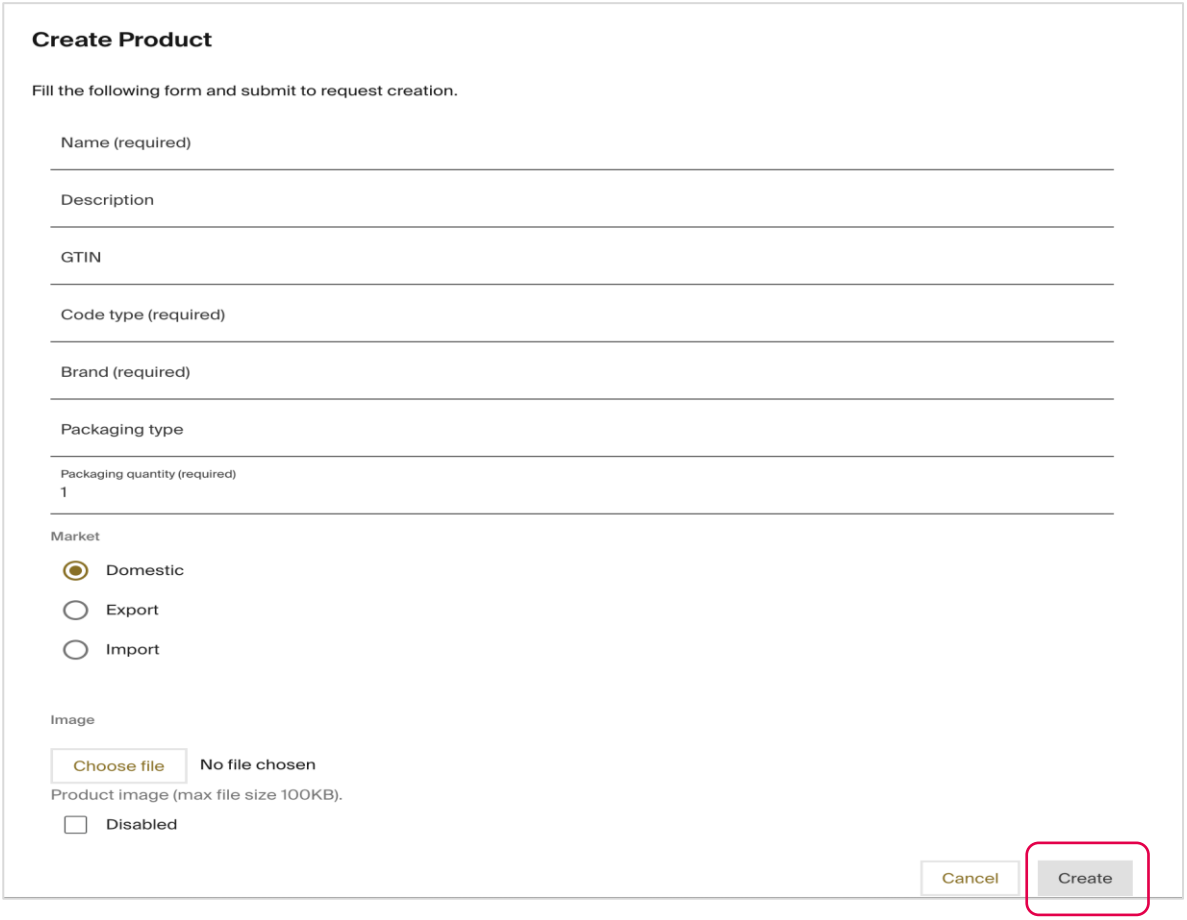


Figure 70 : Create product form

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

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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

7.2.2 EDIT PRODUCT

To edit a product,

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

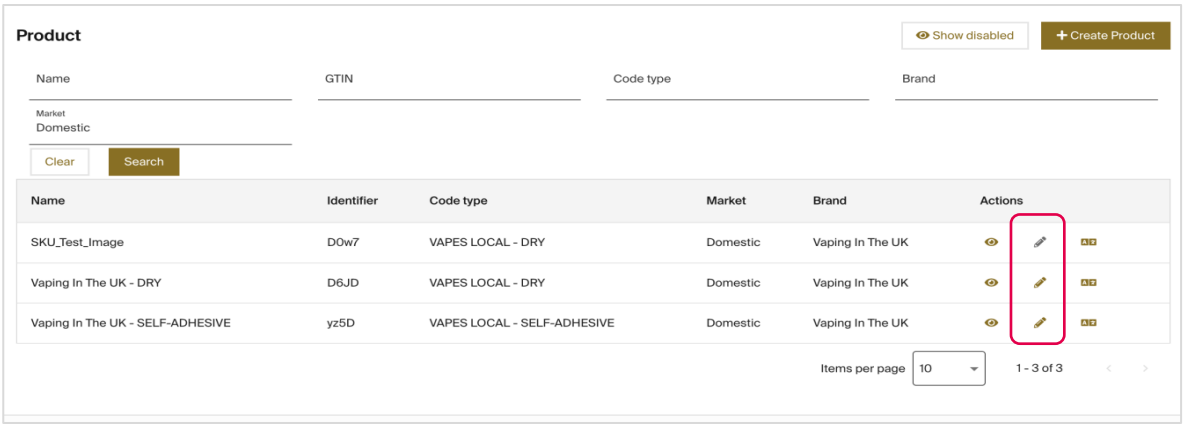


Figure 71 : Product screen

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

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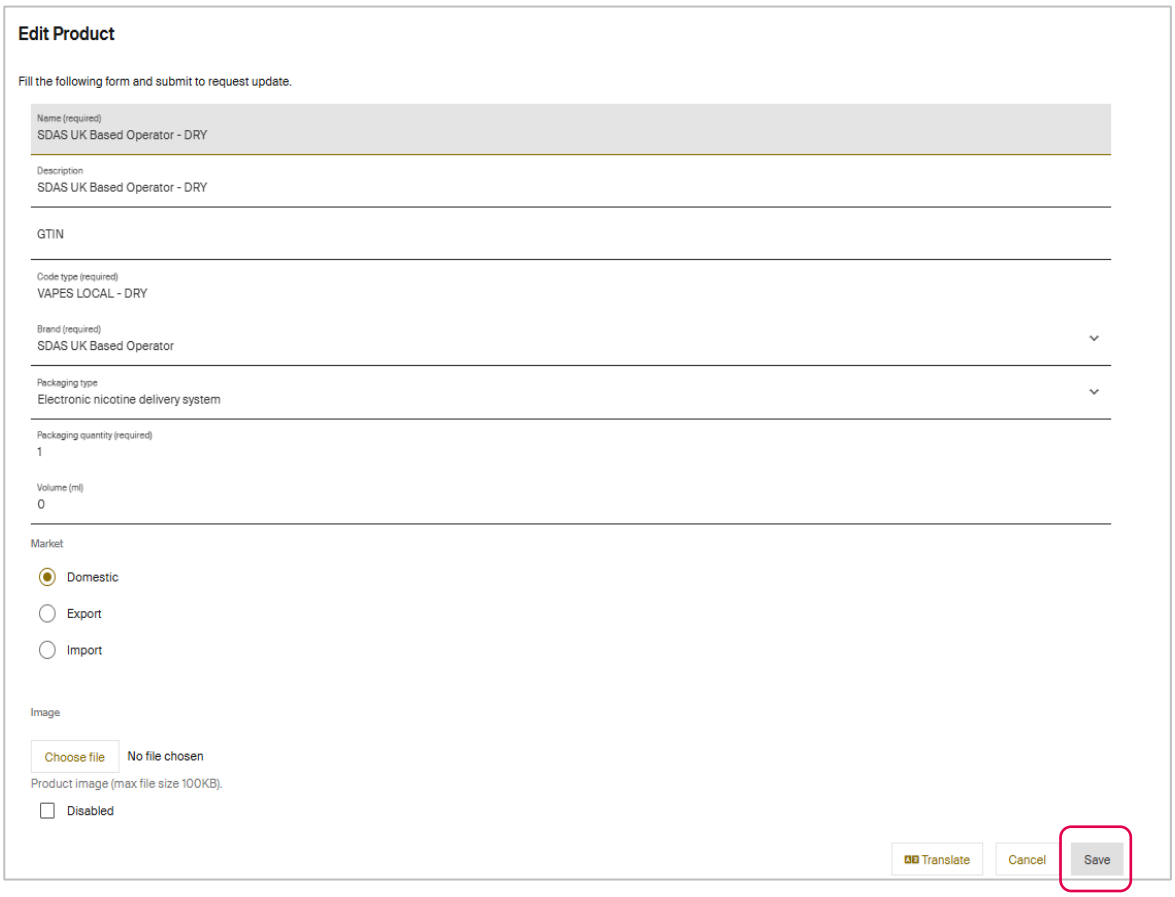


Figure 72 : Edit product form

7.2.3 VIEW PRODUCT

To view the product details,

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

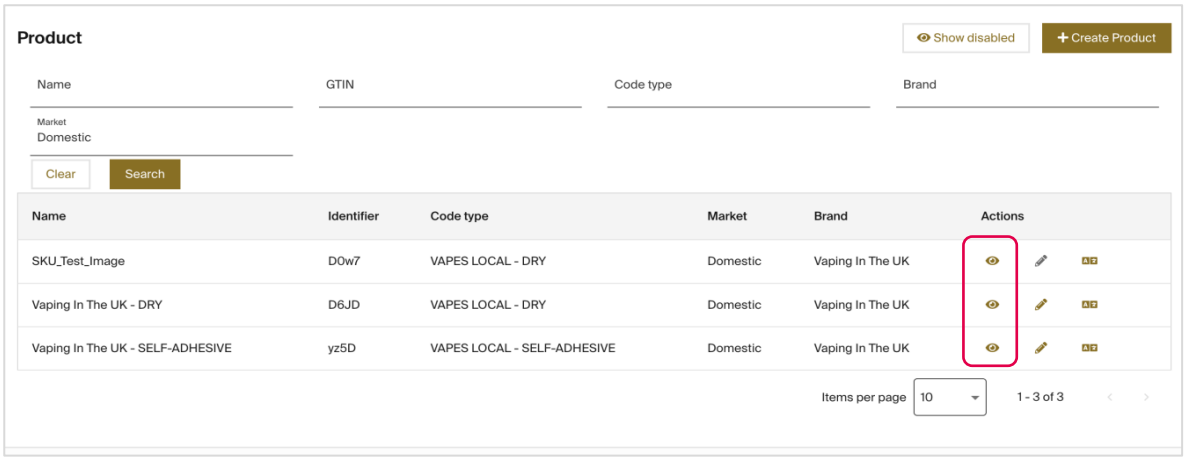


Figure 73 : Product screen

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

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Figure 74 : View product details

7.2.4 TRANSLATE A PRODUCT

To translate the product name,

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

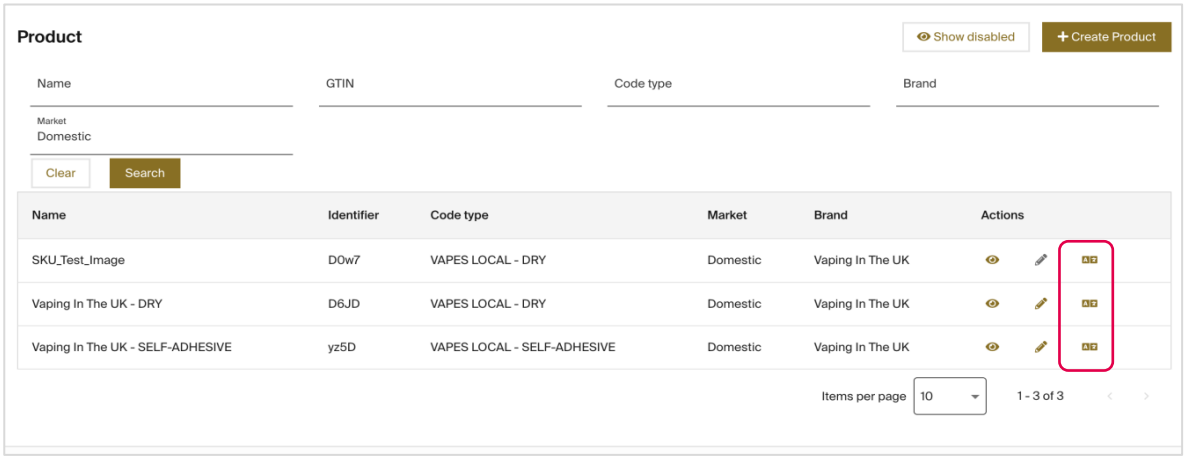


Figure 75 : Product screen

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

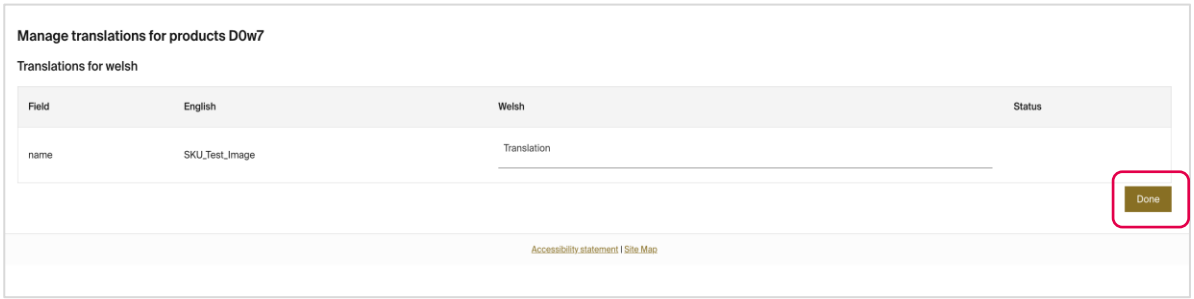


Figure 76 : Product translate screen

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7.3 Location

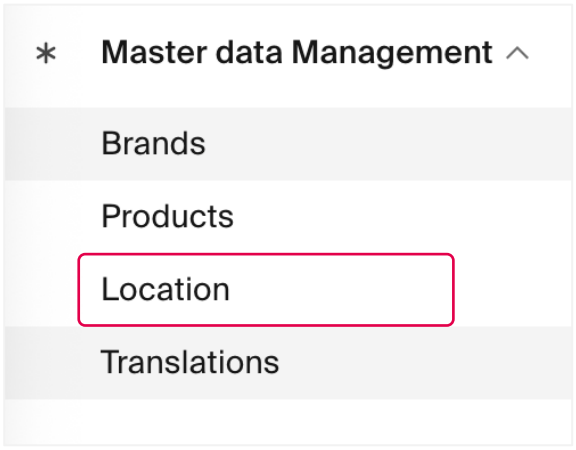


Figure 77 : Location menu

The **Location** feature allows Purchasing 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**.

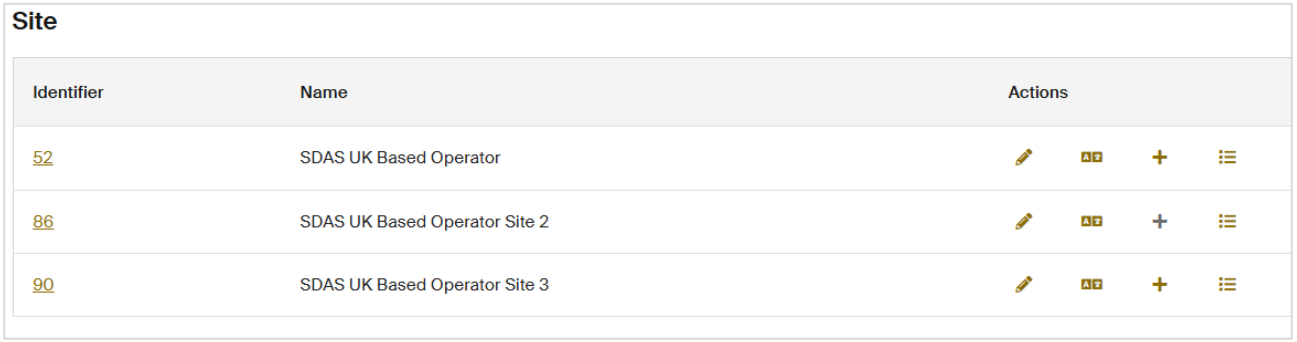


Figure 78 : Location screen

7.3.1 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.

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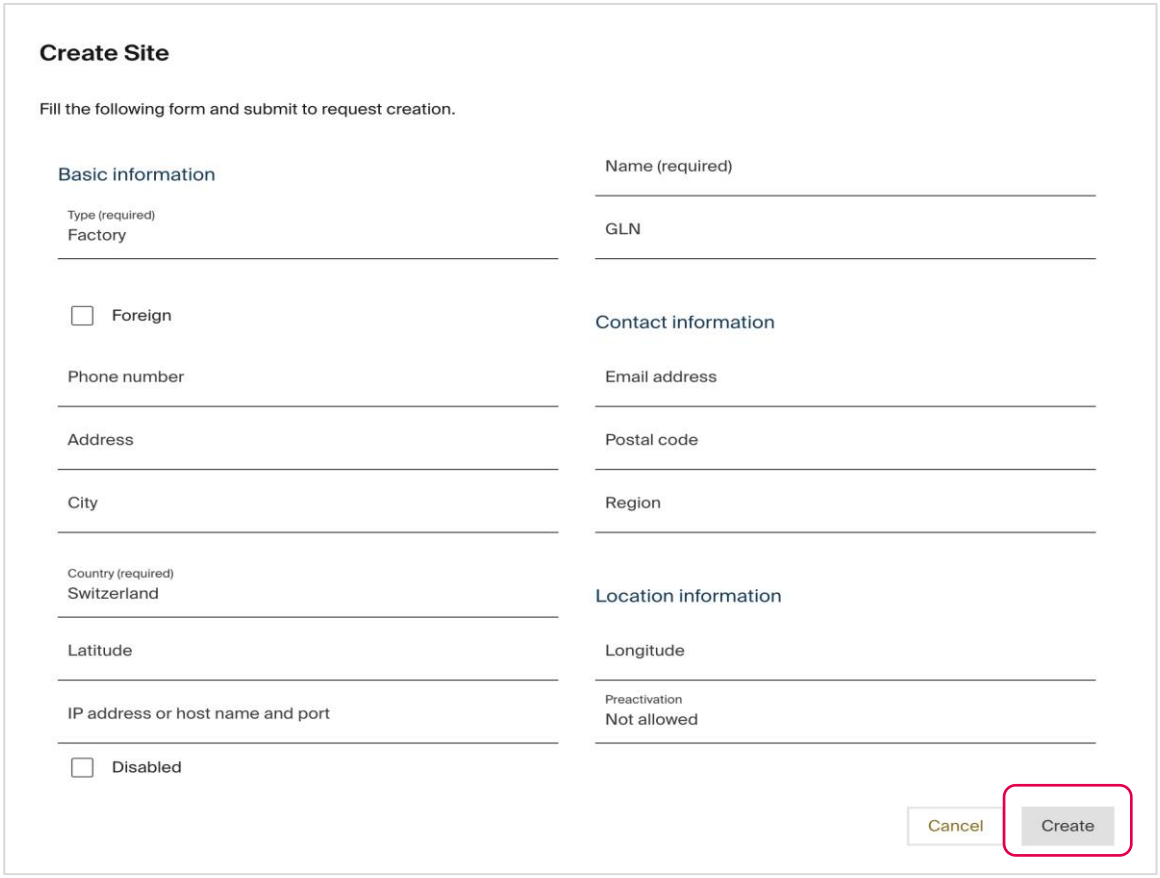


Figure 79 : Create site form

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

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7.3.2 EDIT A SITE

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

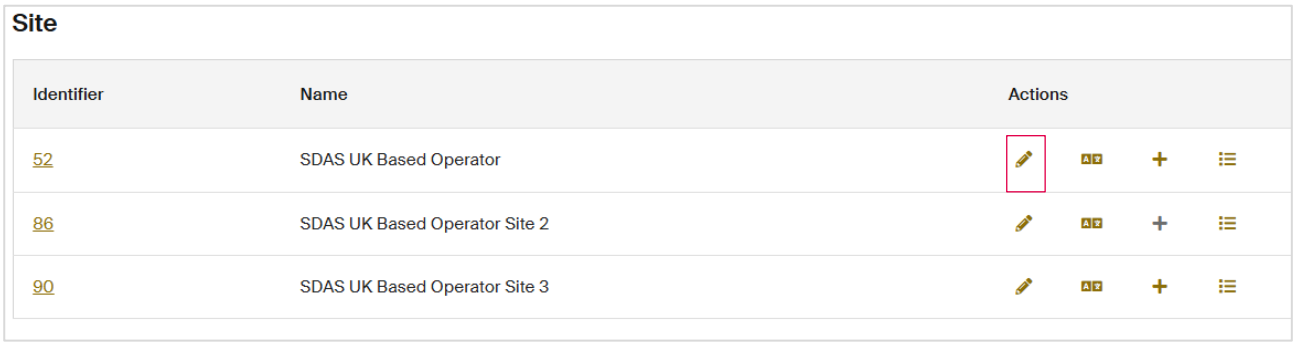


Figure 80 : Site screen

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

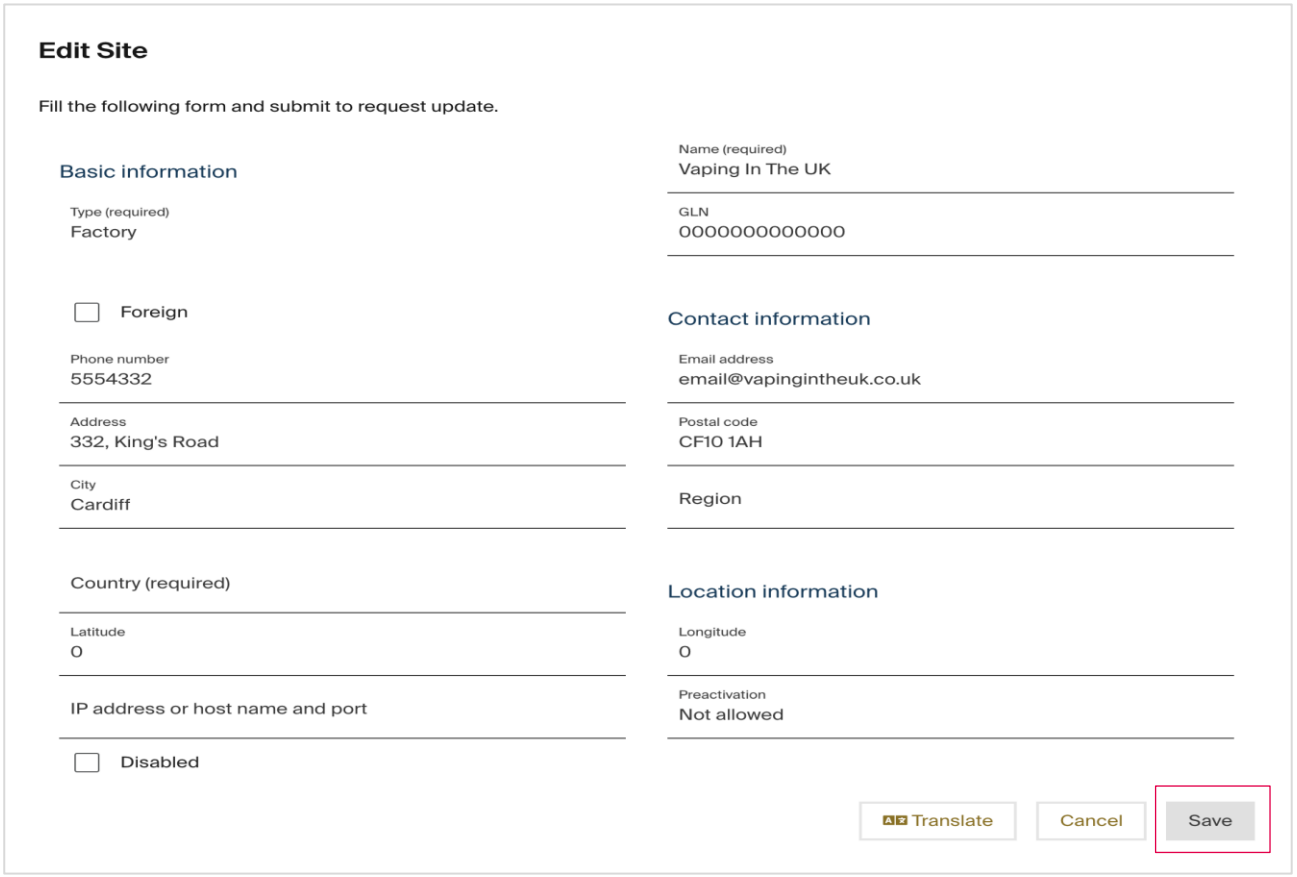


Figure 81 : Edit site form

7.3.3 DISPLAY LINES FOR A SITE

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

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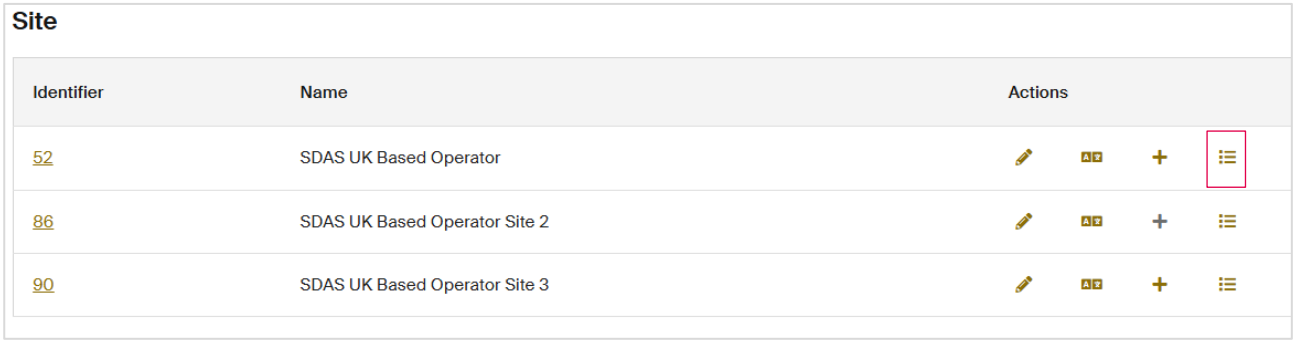


Figure 82 : Details screen

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.

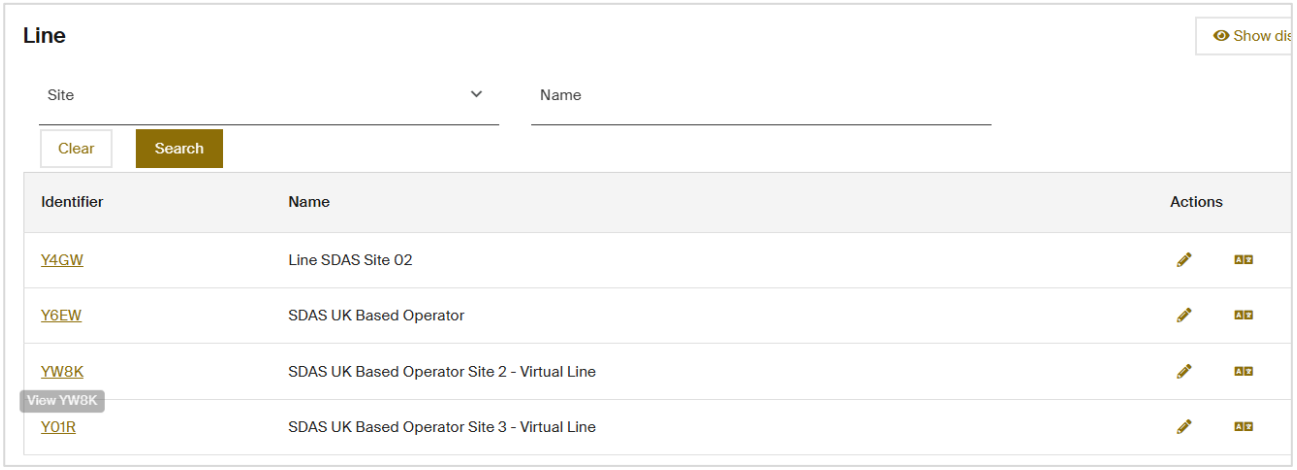


Figure 83 : Line screen

7.3.4 CREATE LINE

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

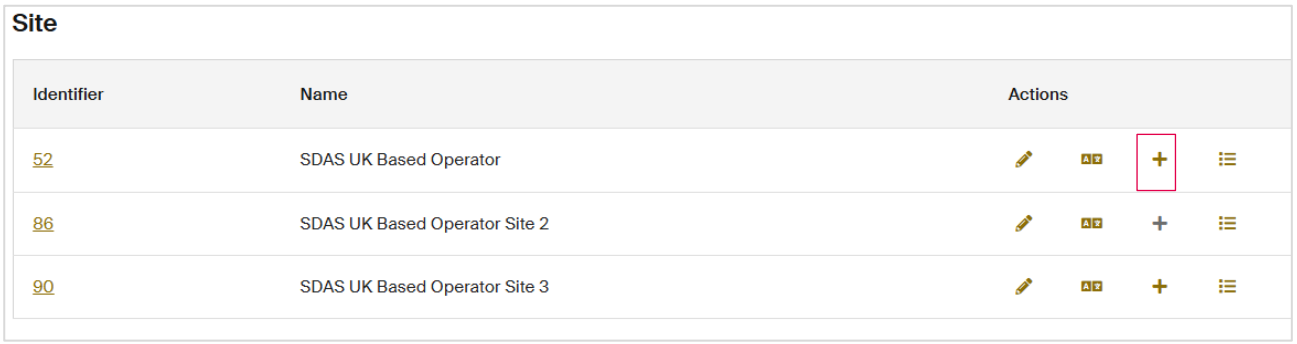


Figure 84 : Create line icon

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

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Figure 85 : Line creation button

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

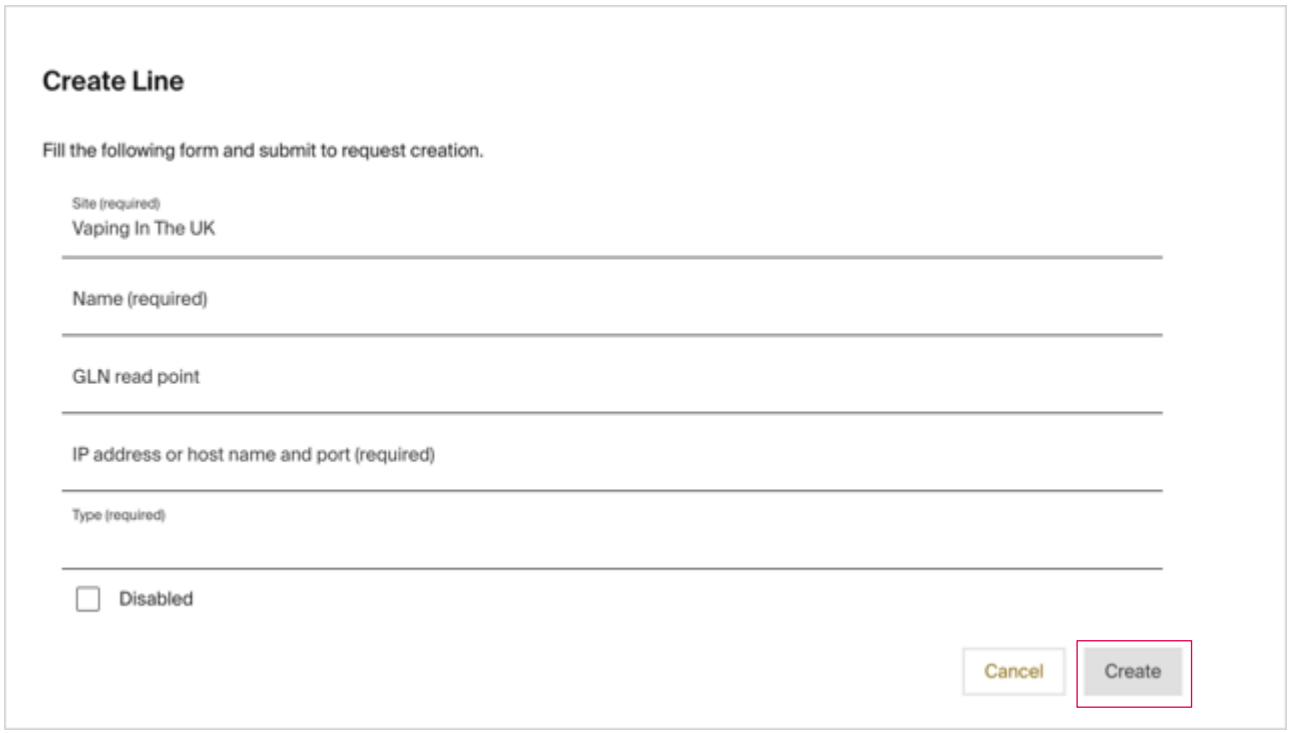


Figure 86 : Create line form

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).

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7.4 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**.

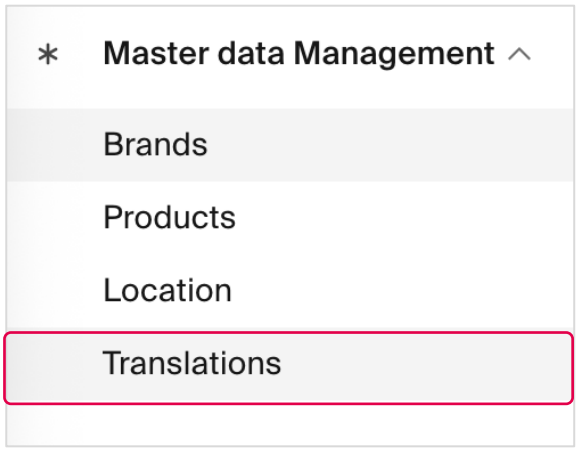


Figure 87 : Translations menu

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.

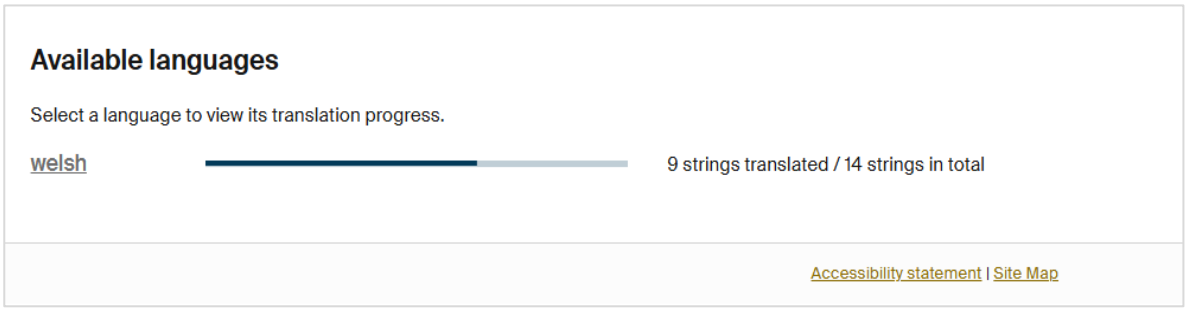


Figure 88 : Available languages

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

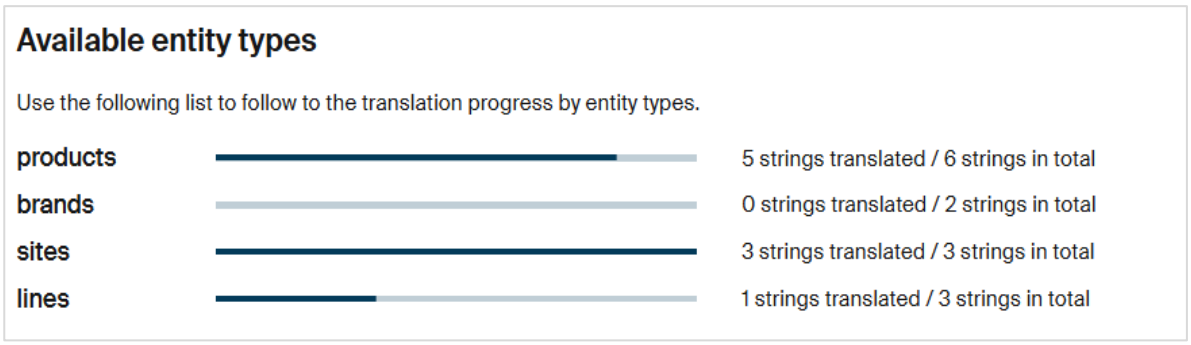


Figure 89 : Available entity types

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4. 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.

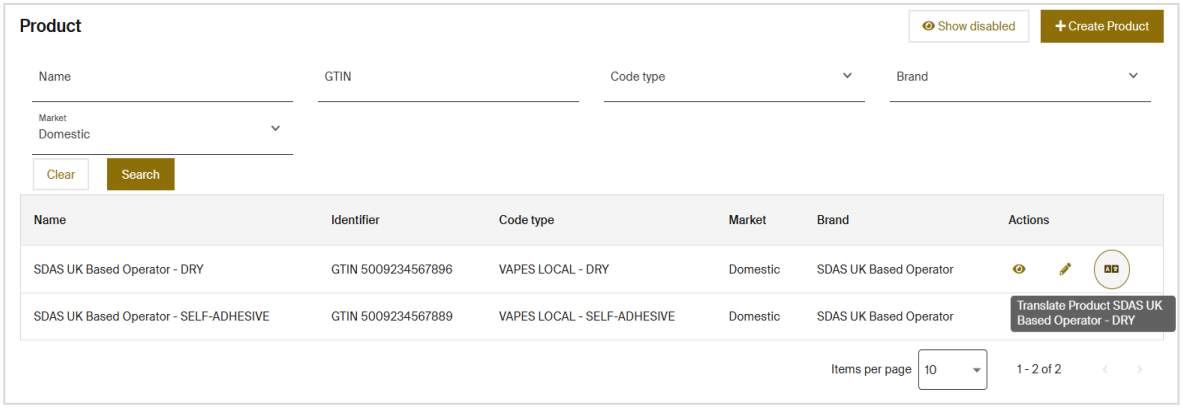


Figure 90 : Sample entity type “product”

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

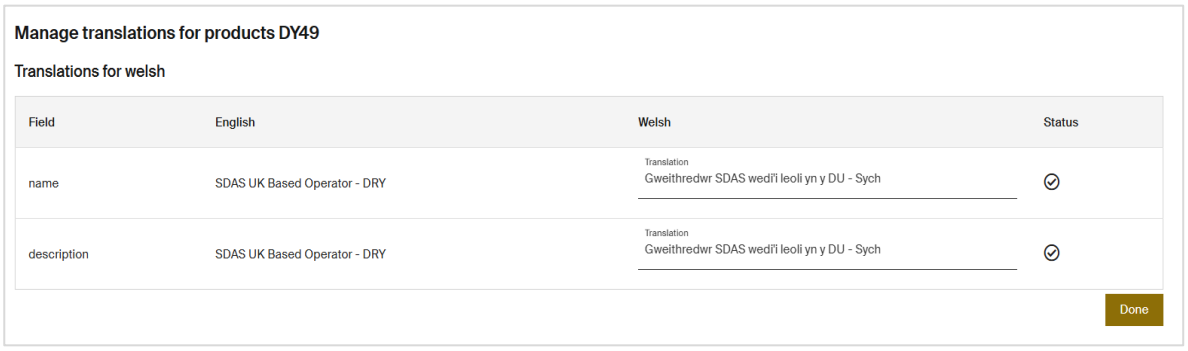


Figure 91 : Manage translations for entity type “product”

6. 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.

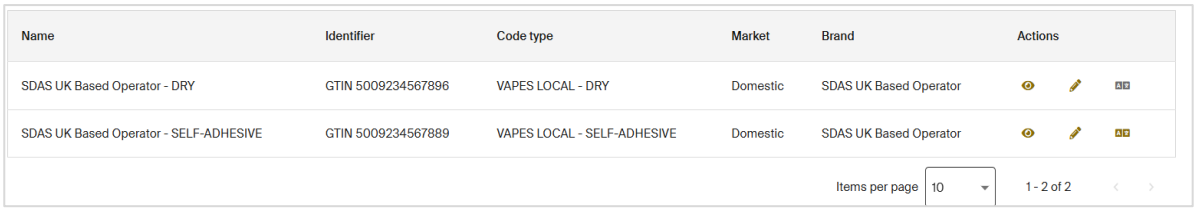


Figure 92 : View translation effect

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

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8 Glossary

Term / Abbreviation	Description
Affixing operators	UK manufacturers, overseas manufacturers and UK warehousekeepers who will be affixing duty stamps to vaping products in the manufacturing or packaging process.
Aggregation	Aggregation links individual stamped units to higher packaging levels (for example cartons, pallets). Aggregation must be recorded. Mixed SKUs are permitted. Scanning can be done at group level.
Code group	A code group refers to the group of vaping products to which the code type belongs, for example the code type *Vapes Local Dry 1'000* belongs to the code group *VAPES LOCAL*.
Code type	A code type refers to the vaping product category and tax rate identified by the UK Vaping Duty Stamps scheme. 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.
Container	See Packaging Unit (PU)
Container ID	See Packaging Unit ID (PU ID)
Duty	A tax levied on vaping products in the UK.
Duty stamps	Duty stamps (synonym for 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.
Enforcement operators	Enforcement authorities (Government bodies such as Trading Standards, Border Force and UK Authorities) who in the course of carrying out compliance activity will need the ability to scan a duty stamp to access or upload certain information.
GLN	The Global Location Number (GLN) is part of the GS1 systems of standards. It is a simple tool used to identify a location and can identify locations uniquely where required. This identifier is compliant with norm ISO/IEC 6523. The GS1 Identification Key is used to identify physical locations or legal entities.
HRC	Human Readable Code (HRC) is an optional unique alphanumeric code providing a visual check that is human readable.
Handling Units (HU)	Handling Units are identifiers applied to grouped items (e.g. reels, stacks, pallets) and is used for bulk scanning and tracking and removes the need for scanning individual stamps.
Packaging unit (PU)	This refers to a reel of stamps or a pack of sheets containing the secure data. Packaging unit is synonymous to "Container".
Packaging Unit ID (PU ID)	A Packaging Unit ID (PU ID) is a unique ID associated with a packaging unit and can be used to trace the movements of a packaging unit. Packaging Unit ID is synonymous to "Container ID".
PCC	Personalization and Coding Centre is the location where the paper-based duty stamps are printed by the supplier.
Purchasing Operator	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.

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SCRef	Supply Chain Reference (SCRef) is used to associate a product within a supply chain. Depending on the context there could be several SCRefs.
Scanning Operator	Any business, or any other natural or legal person, in the vaping product supply chain who has an obligation to scan the duty stamp and record data via this scan.
SKU	A Stock Keeping Unit is a custom internal code assigned to a product for internal inventory control and is unique to a specific business.
Supplier	The supplier of the UK's Vaping Products Duty stamp scheme.
TIN (or UTR)	Taxpayer Identity Number (or) Unique Taxpayer Reference number. This is a unique identification number that is used for tax compliance and to identify legal entities in commercial transactions.
UK Representative	A person or business based in the UK representing overseas manufacturers in the purchasing of duty stamps. They will be legally and financially responsible for the duty stamps purchased.
VDS registration number	Provided by the authorities to Purchasing Operators when they are approved to purchase duty stamps from the Supplier.
Vaping Duty Stamps (VDS)	A compliance measure being introduced alongside Vaping Products Duty on 1 October 2026.

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9 Contact

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