

# Access Management through UUM&DS

## Your passport to EU Applications

Version 0.20

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## 1. Economic Operator (EO) Management

Before using any of the Applications an Economic Operator has to be registered in MS IAM that federates UUM&DS. Depending on the type of the authenticating Member State the process that should be followed is described in the following paragraphs.

For a description of Member state Types please refer to the <u>Definitions Table</u>

## **1.1. EO Account Registration**

#### **1.1.1.** Member States Type A/B/C

Member states currently belonging to this type are: AT, BE, BG, CY, CZ, DK, ES, FI, GR, HR, HU, IE, IT, LT, LV, NL, PL, PT, SE and SI.



#### Table 1 Registration Process for Type A/B/C

Process description

**Step1:** MS Administration calls for interest and publishes application template for the usage of EU Trader Portal.

**Step2:** Each Economic Operator fills in the application and sends it back to the MS Administrator. In the application the following data are confirmed:

- Identity Data (EORI, Name etc.) It is very important that the EO gives his consent in accordance with the applicable personal data protection laws and regulations. See also the WAYF page in the next slide.
- Email address which is very important since all communications (password change requests etc.) will use this email!
- Scope of Service.

**Step 3:** MS Administrator checks EORI validity. If the EORI is not confirmed, the Economic Operator is informed and the current process ends. The EO must initialise the process providing the correct EORI information.

**Step 4& 5:** If the EORI is valid, the scope of service is validated. For the types of applications of authorisations that are managed locally by the MS systems and not by the central CDS Trader Portal System, the EO request is serviced by the MS application following the MS specific processes.

**Step 6:** For the cases that the EO submits his applications for EU authorisations using the central EU Portal of Customs Decisions (EU Portal of CDS) access to the service is managed by UUM&DS.MS administration assigns the appropriate business profiles to the EO in the MS IAM system enabling the access to the EU Portal of CDS , following the request of the EO.

## **1.1.2.** Member States Type D

Member states currently belonging to this type are: DE, EE, FR, LU, MT, RO, SK and UK.



#### Table 2 Registration Process for Type D

Process Description

**Step 1:** MS Administrator sends call for interest and publishes the application template for using EU Trader Portal.

**Step 2:** Each Economic Operator fills in the application and sends it back to the MS Administrator. In the application the following data are confirmed:

• Identity Data (EORI, Name etc.) It is very important that the EO gives his consent in accordance with the applicable personal data protection laws and regulations. See also the WAYF page in the next slide.

- Email address which is very important since all communications (password change requests etc.) will use this email!
- Scope of Service.

Step 3: MS Administrator performs identification control for central registration

**Step 4& 5:** In case the EO has no EORI, registration takes place and then the EO is registered in the Central IAM.

**Step 6:** If the enrolment is not completed an error notification is sent and incident management is started.

**Step 7:** If the enrolment is complete, a notification is generated and credential's configuration takes place.

**Step 8:** EO receives the notification and confirms Identity Data (EORI, Name etc.) Then EO requests authorisation assignment.

In case Identity data are not confirmed, EO fills again the registration form and repeats the process from step 2 else

**Step 9:** EO receives the notification and confirms Identity Data (EORI, Name etc.) Then EO requests authorisation assignment.

In case Identity data are not confirmed, EO fills again the registration form and repeats the process from step 2 else the EO tests the access to the Trader Portal of CDS using the provided credentials and reports the result back to the MS IAM administration for EO.

## 1.2. EO Account Change

If a change is required for an EO account the following process will be followed:

- EO will submit a Change Request Form to their identifying National Authority
- National Authority will validate the request and forward it to
- The Sub-Domain Administrator (for Type D member states) or
- The MS-IAM team (for Types A/B/C)
- The responsible team will fulfil the request and report back to the National Authority which in turn
- Will inform the requester for the completion of their request.

#### **1.3. EO Account Deactivation**

Customs or the EO can request the deactivation or termination of an account; the following process will be followed:

- Deactivation request can be received from as a Change Request Form by
- An EO, in case they wish to discontinue using the system
- Customs Officer
- Internal Audit, in case a security issue has been identified

- Inactivity report (an account has been inactive for an extended period of time)
- National Authority will validate the request and forward it to
- The Sub-Domain Administrator (for Type D member states) or
- The MS-IAM team (for Types A/B/C)
- The responsible team will fulfil the request and report back to the National Authority which in turn
- Will inform the requester for the completion of their request.

## 2. Access management (Authentication)

## 2.1. Authentication

Before using any of the Applications secured by UUM&DS, the users should identify themselves (authenticate).

Users should **always** access the Application URL and not the WAYF URL. Users will be redirected to the WAYF page automatically!

User requests access to a specific Application by visiting its main page (i.e. <u>https://customs.ec.europa.eu/tpui-cdms-web/</u> for Trader Portal) and is redirected to the Where Are You From (WAYF) page. At this point the user defines in what capacity they will access the application i.e. acting on their own behalf (no delegation), acting on behalf of someone else (first level delegation) or acting under a mandate on behalf of someone representing someone else (second level delegation). The form is submitted. An authentication request is created and validated by UUM&DS containing:

- The domain
- The list of attributes to provide and for each of them a flag indicating if it is mandatory or optional.

The request is signed and UUM&DS redirects the user:

**For Type A,B,C:** to the MS IAM authentication portal with the signed request. MS IAM validates the request and displays the authentication page. The User submits the MS IAM authentication form after providing the following information:

- Authentication method,
- Credentials: depending on the MS, this could be a password, an ID card, an optional OTP.

A signed and encrypted request is sent to the MS IAM to authenticate the user.

A signed and encrypted response is sent by the MS IAM to UUM&DS to verify if access to the system should be granted.

UUM&DS redirects the user to the Application with a ticket. The central service performs fine-grained authorisation and displays the central Application page.

**For Type D:** to the TAXUD CAS authentication where he submits the form providing the following information:

- Type of identifier,
- Identifier,
- Credentials

TAXUD CAS redirects the user to the UUM&DS system which verifies the user respects the condition to access the service. UUM&DS redirects the user to the Application with a ticket which performs fine-grained-authorisation and displays the central Application page.

Authentication Failure:

There are two possible cases for authentication failure: Wrong credentials, i.e. user id and password, or insufficient authority to access the specific application.

Authentication is valid for any application of the same Domain, in this case Customs. If the user requests to access an application of a different Domain or requests to represent another entity or act as a different Type of Actor, they must first log out from the current session opened through the UUM&DS system and request a new session to be opened again through UUM&DS.

#### 2.2. Authentication without delegation for MS Type A/B/C

Member states currently belonging to this type are: AT, BE, BG, CY, CZ, DK, ES, FI, GR, HR, HU, IE, IT, LT, LV, NL, PL, PT, SE and SI.

<u>Scenario</u>: A Trader or Economic Operator (EO) needs to access the Application. He requests the Application page and is redirected to the UUM&DS as in Figure 1.

	Legi	al Notice   Cookies   Contact   Search English (en)
	TAXUD AUTHENTICATION PORTAL	
European Commission	UUM&DS	
European Commission > Taxud Authentio	ation Portal	
	Where Are You From (wayf)	
	Select the domain of the application you request access to Customs	
	Select the country where you want to be authenticated Czech Republic	
	Select your type of actor Economic Operator (Trader)	
	Hyself     The following (natural/legal) person with:	
	I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS	
	Submit	

Figure 1: WAYF for EO and MS type A, B and C

On the WAYF page, provides the following information:

- The Domain, which is **Customs** in the above example;
- The place where you want to be authenticated, (i.e. the country for the trader);
- The Type of Actor (the list of available Types of Actors may change according to UUM&DS Reference Data).
- Tick the box giving consent and click **Submit.**

Afterwards, the user will be redirected to the authentication portal where he will perform the actual authentication. Once authenticated, you will be redirected to the service if the PDP has granted you access, or to a UUM&DS error page if the access is denied.

If the authenticating country is of type D (users that are provisioned), information additional to that described in the previous cases is provided in the WAYF page:

• The user's type of identifier;

• The user's identifier.



Figure 2 WAYF for Type D countries

## 2.3. Authentication with delegation for MS Type A/B/C

#### <u>First level</u>

<u>Scenario 1:</u> A Customs Representative (CR) represents an Economic Operator (EO) for specific tasks. CR requests the Application page and is redirected to the UUM&DS in Figure 1. There he uses the option to act on behalf of someone else and the page in Figure 3 appears.

		Legal Notice Cookies   Contact   Search   English (en)
	TAXUD AUTHENTICATION PORTAL	
European Commission	UUM&DS	
European Commission > Taxud Authen	tication Portal	
	Where Are You From	
	(wayf)	
	Select the domain of the application you request access to	
	Customs	
	Select the country where you want to be authenticated	
	Czech Republic	
	Select your type of actor Representative	
	Do you want to act on behalf of ?	
	Myself	
	The following (natural/legal) person with:	
	Type of actor Economic Operator	
	Type of ID	
	EORI	
	10	
	CZ56781234	
	Directly Having a mandate from	
	☐ give my consent to request my Identity Profile information	
	and share it with UUM&DS and Customs EIS	
	Submit	

Figure 3: WAYF - Authentication with delegation – First level

Here, in addition to the normal authentication without delegation (as discussed in section 2.2 — *Authentication without delegation*) you need to provide the **Type of Actor**, **Type of ID** and **ID** of the delegator, either for a central or a local delegation. The list of possible **Types of Actor** and **Type of ID** may vary depending on the delegation authorised and the supported Types of Actors for the country where you want to be authenticated.

<u>Scenario 2:</u> An Employee (EMPL) is mandated by an Economic Operator (EO) for specific tasks. EMPL requests the Application page and is redirected to the UUM&DS in Figure 1. There he uses the option to act on behalf of someone else and the page in Figure 4 appears.

Please be aware that **Employees cannot** have EORI numbers!

	Legal notice Cookies   Contact Search   English (en) 🗶
European Commission	
European Commission > TAXUD aut	anticities exite!
	Where Are You From (wayf)
	Select the domain of the application you request access to
	Customs
	Select the country where you want to be authenticated
	Austria
	Select type of actor
	Employee
	I am acting on behalf of:
	<ul> <li>Myself</li> <li>The following (natural/legal) person with:</li> </ul>
	Type of actor
	Economic Operator
	Type of ID
	EORI
	ID
	AT123456789
	<ul> <li>Directly</li> <li>Having a mandate from</li> </ul>
	I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS
	Submit

Figure 4: WAYF first level delegation for EMPL

#### Second level

<u>Scenario</u>: An Employee (EMPL or Mandated Person) of a Customs Representative (CR) is acting on behalf of an Economic Operator (EO). The employee requests the Application page and is redirected to the UUM&DS in Figure 5.

The Mandated Person provides the following information of the WAYF page

- The country where he will be authenticated,
- The domain to which the application belongs to,
- The type of actor he wants to act as,
- Checks the box specifying he wants to act on behalf of a natural or legal person (delegation),
- The type of ID of the Delegator,
- The ID of the Delegator,
- Checks the box specifying he has a mandate from,
- The type of ID of the Delegate,
- The ID of the Delegate,
- Checks the legal disclaimer abiding to the rules of the provided service.

The Mandated Person submits the form. A SAML authentication request is created and validated by UUM&DS containing:

- The domain,
- The list of attributes to provide and for each of them a flag indicating if it is mandatory or optional

The authentication request is signed and UUM&DS redirects the user to the MS IAM authentication portal.

MS IAM validates the authentication request and displays the authentication page. The Mandated Person submits the MS IAM authentication form after providing the following information:

- Authentication method,
- Credentials: depending on the MS, this could be a password, an ID card, an optional OTP.

MS IAM validates, encrypts and signs the SAML assertion. MS IAM redirects the Mandated Person to the UUM&DS authentication portal (WAYF) with the encrypted SAML assertion.

UUM&DS checks the delegation and roles assignments authorisations. MS IAM is responsible to check the Delegator rights and send a valid list of business profiles.

UUM&DS redirects the Mandated Person to the Application with a ticket and displays the Application page.

The Mandated Person gains accesses to the Application.



Figure 5: WAYF - Authentication with delegation – Second level

## 2.4. Authentication without delegation for MS Type D

Member states currently belonging to this type are: DE, EE, FR, LU, MT, RO, SK and UK.

EO registered in these countries will follow the process as described below:

UUM&DS intercepts the request and redirects the user to the UUM&DS WAYF page ( Figure 2) User provides the following information of the WAYF page:

- TAXUD CAS authentication system,
- The domain to which the application belongs to,
- The type of actor he wants to act as and the type of identifier.
- Check the box specifying he wants to act for himself (no delegation),
- Check the legal disclaimer abiding to the rules of the provided service as regards the consent to sharing his/hers identification and authorisation data with central services.

Access management through UUM&DS

The user submits the form and UUM&DS redirects the user to the TAXUD CAS authentication portal where the user provides the following information:

- Type of identifier,
- Identifier,
- Credentials

TAXUD CAS redirects the user to the UUM&DS system which verifies that the user respects the condition to access the service. Then UUM&DS redirects the user to the Application with a ticket which performs fine-grained-authorisation and the Application page is displayed.

EUROPEAN COMMISSION	Contact   Privacy Statement English (en)
ECAS authenticates your identity on European Commission websites	taxud requires you to authenticate
<b>External</b> Is the selected domain correct?	Password Remember my username Warn me each time an application asks for my identity View my ECAS account details after logging me in LOGIN! Lost your password? Create an account   Help
Log in	with your
Password Mobile phone	
Last update: 13/07/2016 (4.7.5-d53	i)   64 ms   <u>Contact</u>   <u>Privacy Statement</u>   <u>Top</u>

Figure 6: Authentication TAXUD CAS

## 2.5. Authentication with delegation for MS Type D

There are two possible scenarios:

<u>Scenario 1:</u> A Customs Representative (CR) represents an Economic Operator (EO) for specific tasks. CR requests the Application page and is redirected to the UUM&DS in Figure 2. There he uses the option to act on behalf of someone else and the page in Figure 7 appears.

			Legal notice   Cookies   Contact English (en) 💌
1275	TAVUDAU	TURNITICATION DODTAL	
European Commission	UUM&DS	THENTICATION PORTAL	
European Commission > TAXUD au	uthentication portal		
		Where Are You From	
		(wayf)	
		Select the domain of the application you request	
		access to Customs	
		Select the country where you want to be authenticated	
		Monitoring	
		Select type of actor	
		Customs representative	
		Type of ID	
		ID	
		DE800176248706063	
		I am acting on behalf of:	
		<ul> <li>Myself</li> <li>The following (natural/legal) person with:</li> </ul>	
		Type of actor	
		Economic Operator	
		Type of 1D	
		EORI	
		ID CY00739909J	
		<ul> <li>O Directly</li> <li>○ Having a mandate from</li> </ul>	
		I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS	
		Submit	

Figure 7: WAYF (type D) - CR representing an EO

<u>Scenario 2:</u> An Employee (EMPL) is mandated by an Economic Operator (EO) for specific tasks. EMPL requests the Application page and is redirected to the UUM&DS in Figure 2. There he uses the option to act on behalf of someone else and the page in Figure 8 appears.

		Legal notice   Cookies   Contact   English (en)
	JTHENTICATION PORTAL	
European UUM&DS		
European Commission > TAXUD authentication portal		
	Where Are You From	
	Select the domain of the application you request access to	
	Customs	
	Select the country where you want to be authenticated	
	Monitoring	
	Select type of actor	
	Employee 💌	
	Type of ID	
	EID	
	ID	
	1111111	
	I am acting on behalf of:	
	The following (natural/legal) person with:	
	Type of acto <del>r</del>	
	Economic Operator	
	Type of ID EORI	
	ID	
	CY00739909J	
	O Directly	
	Having a mandate from	
	I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS	
	Submit	

Figure 8: WAYF (type D) - EMPL representing an EO

## 2.6. Authentication MS-IAM

After completing the WAYF page, if the authenticating country has their own IAM, the user is redirected to the respective country's IAM system. An example can be seen in Figure 9 below.

User provides the following information of the WAYF page:

- The country where he will be authenticated,
- The domain to which the application belongs to,
- The type of actor he wants to act as,
- Checks the legal disclaimer abiding to the rules of the provided service as regards the consent to sharing his/hers identification and authorisation data with central services.

User submits the form. An authentication request is created and validated by UUM&DS containing:

- The domain,
- The list of attributes to provide and for each of them a flag indicating if it is mandatory or optional.

The authentication request is signed and UUM&DS redirects the user to the MS IAM authentication portal.

MS IAM validates the authentication request and displays the authentication page. The User submits the MS IAM authentication form after providing the following information:

- Authentication method,
- Credentials: depending on the MS, this could be a password, an ID card, an optional OTP.

MS IAM validates, encrypts and signs the request, then redirects the user to the UUM&DS authentication portal (WAYF)

UUM&DS verifies the request and verifies that the user respects the condition to access the service, then it redirects the user to the Application with a ticket.

The Application performs fine-grained authorisation and displays its main page.

## MS

ype of actor	t challenge	
Representative		
ser name		
username		
assword		
*****		
lobile phone number:		
+32499321456		
MS text challenge		
FFF F65 W58		
	l l l l l l l l l l l l l l l l l l l	100

Figure 9: Authentication MS-IAM

## 2.7. Successful Login

After completing the authentication process, the user will be directed to the main page of the requested Application. In Figure 10 below you can find an example of a UUM&DS secured Application.

	Help   About this site   Legal notice   English (en)		•	
	TRADER PORTAL - CUSTOMS DECISION MANAGEMENT SYSTEM			
Europea Commis	an sion			
European Commission	> DG TAXUD > Trader Portal - Customs Decision Management System			
Applications	Quaterna Desision Time Colortian Dana	۲	A	A
New Application	Customs Decision Type Selection Page		_	_
Applications List	Search for COL number			
Authorisations				
Authorisations List	Member State		۳	
Drafts	Customs Decision Type		•	
Drafts List	Decision Taking Customs Authority			
Application Drafts List				
Notifications				_
Notifications List	Cancel Proceed			
Preferences				
Welcome, Lauren Bacall				
Logout				
	Last update: 2017-08-22 19:36:30 (v1.0.4.3)			

Figure 10: Trader Portal Application

## 2.8. SSO (Single Sign-On)

This function allows a user, already authenticated with UUM&DS to access another Application without re-authenticating. UUM&DS intercepts access to the Application, and redirects the user to his national authentication portal. Once authenticated, UUM&DS verifies that the user is authorised to access this Application and provides access.

## 2.9. Logging out

To logout from UUM&DS, several options are provided:

- The most reliable option is to close the browser, this not only closes the session with UUM&DS but also with the authentication portal.
- From the application (Admin for example), click the logout option in the right corner, for example:



• You will be prompted to confirm if you want to logout locally from the application or fully from UUM&DS:

Logout from UUM&DS Administration Application	Logout from TAXUD Authentication Portal (from all Central Services)

Figure 11: Logout options

- Logout from UUM&DS Administration Application will only terminate the session of the Admin application. The single sign-on is still active and if you reconnect to the application you will re-enter it without the need to authenticate. For further information related to single sign-on, refer to the ECAS wiki at https://webgate.ec.europa.eu/CITnet/confluence/pages/viewpage.action?spaceKey=IAM&title =ECAS.
- Logout from TAXUD Authentication Portal will terminate the session of the Admin application and from UUM&DS. If you reconnect to the application you will be redirected to the WAYF. You may select a different place to perform the authentication and different delegation or Type of Actors. Bear in mind that a logout from UUM&DS does not have any effect with the session done with Corporate EU Login or MS National Authentication Portal. In other words, if the national portal has a single sign-on, it may not ask you to re-authenticate. There is also no guarantee that the new parameter taken from the WAYF page is taken into consideration, especially concerning the Type of Actor and delegation.

**Note:** It is strongly recommended to always close the browser in order to perform a full logout. This is the most secure way to be sure that nobody will be able to access your application without having to re-authenticate, and that the new parameters of the WAYF are correctly taken into account in a new authentication process.

## 2.10. Delegation management (Delegation CD)

This chapter describes the basic nominal flows for delegation creation and approval. Economic Operators that are authorised in Member States that use Central Delegation (currently CY, DE, EE, FR, GR, IE, LU, RO, SK and UK) can use the following paragraphs to define and manage <u>Delegations</u>. You may find the supported delegations for every Member State in Table Delegation Options by MS

#### **2.10.1.** Creating a delegation by delegator

This section describes the steps you need to take in order to create first level delegation using the UUM&DS Admin interface in the central UUMDS service.

#### 2.10.1.1. Step 1 – Enter WAYF user details

European Commission > Taxud Authentication Portal	Where Are You From	Legal Netice   Cookies   Contect   Search
	(wayf)	
	Select the country where you want to be authenticated Please, select a domain Select your type of actor	2 2 4
	Submit	6

#### Figure 12 Where Are You From page

Complete the page with the following information:

- Select the Customs Domain.
- Select your country.
- Select your correct type of actor (Economic operator).
- Select who you want to act on behalf of (e.g. Myself).

- Tick the box to confirm that you give consent to share your Identity Profile information.
- Click **Submit** to send the data to the TAXUD CAS.

#### 2.10.1.2. Step 2 – Add the delegation

The UUM&DS welcome page opens.

UUM&DS	Legal Notice   Contact   Search (Brylish (en) *
European Domain Customs European Commission 3 Taxod Authentication Partal	Das Kacadar (Veer) 🚱 🔺
Cashboard Celegations Line 4	Welcome to the UUM&DS application!

#### Figure 13 Welcome page

• In the Dashboard, select **Delegations > Add**.

The Add delegation page opens.

#### 2.10.1.3. Step 3 – Complete the Add delegation details

Doman Cust	oms
European Commission 310/MBDS3:Delegations3.ldd deleg	con
R Dashboard **	
Very Name: *	✓ X ? ☑           Dele_ution_14-04-2036
Add Type of delegatio Description: *	2 6
	3 Desc ption of automated tests
Delegator: Valid from: *	Jet: Dexander legally representing EORI DE11111111 - AL
Valid to: *	15-04-2016
Delegated Busin	ess Profiles Add Business Profile: @_EDITOR • +
Creation:	Generate Retrieve criteron
Delegator's Attache	ents Delegate's Attachments
Attachments	+ A 7 C
Id 0 No records four	Name 0 Date 0 Description 0 Type of attachment 0 Reference number 0 Date of issue 0
No records rou	(1 of 1) 5 •

Figure 14 Delegation page

Complete the Add delegation page details:

- Enter **Name** of delegation (e.g. Delegation\_14-04-2016).
- Select **Type of delegation** (e.g. Direct)
- Enter a Description.
- Enter the Valid from date and Valid to dates.
- Select Add Business Profile (e.g. BP\_EDITOR) and click
- Click **V** to save.

#### 2.10.1.4. Step 4 – Select applications

The lists of Available applications and Selected applications open.

		Legal Notice   Contact   Search (Brylinh (en)
0	UNIMA D.C.	
Fungean	Domain Customs	
European Commission 3 UUMBDS	53 Delegations 3 Add delegation	
		4.2 x 8.2 x 6.2 x 1 (UH47) 🚱 🔹
🖷 Dashboard 😁	Delegation:	🗸 x ? 🖂 🕇
Delegations View	Name: *	Delegation_14-04-2016
Add	Type of delegation: *	Direct
	Description: *	Description of automated tests
	Delegator: Valid from: *	22373055 [legaly representing DORI 0011111111 - AL
	Valid to: *	24-04-2016
		12-04-1418
	Delegated Business Profiles	Add Business Profile: 🔹 🔸
	BP_EDITOR	0
	Available applicati	ns Selected applications
		Sample Central Service
		.1
		*
	Creation:	2
		Generate Retrieve criteron

#### Figure 15 Delegation page – Applications

- To select or deselect an application, choose the application and click → or ← to move the application to the appropriate list.
- Click **Generate Retrieve Criterion**. This automatically saves the delegations and generates a unique criterion that will be used to retrieve the delegation request.

The Generated Delegation Request Retrieve Criterion page opens containing the generated token.

		Legal Notice   Cockies   Conta	dt   Search English (en)	٠
0	UUM&DS			
European Commission	Domain Customs			
European Commission 3 UUMBDS	5 Delegations	<u> </u>		
			A S S A S C S S Y (VAAR) 🚱	•
🖷 Dashboard 🖛	Generated Delegation Request Retrieve Criterion			
Delegations				
View	lease communicate this retrieve criterion to the delegate in order to accept it: AXXII UZDpri039MwNpRUkGOIMIloXyZXPekkj03e3loH/SMIakdSLIXA6hxYpoSDgSQIMogN0g0+dmcbcjOng==			
Add	and and an and an and an and an and an and a second and a second and a second and a	3		
103		5		

#### Figure 16 Token page

• Communicate this token to the delegate.

The delegate now needs to accept the delegation as shown in section 2.8.3.

#### **2.10.2.** Creating a second level delegation by delegator

This section describes the steps you need to take in order to create second level delegations using the UUMDS Admin interface in the central UUMDS service.

#### 2.10.2.1. Step 1 – Enter WAYF user details

	Legal Notice   Cookies   Contact   Search
	THENTICATION PORTAL
European UUM&DS	
European Commission > Taxud Authentication Portal	
	Where Are You From
1	Veuillez sélectionner le domaine de l'application que vous souhaitez accider Customs
3	DEV SD - CD Type AC  Select your type of actor Customs representative
	Do you want to act on behalf of ?       • Myself       • The following (natural/legal) person with:
	t give my consent to request my Identity Profile     information and share it with UUMBDS and Customs EIS
	Submit

#### Figure 17 Where Are You From page - for 2nd level delegation

Complete the page with the following information:

- Select the Customs Domain.
- Select your country.
- Select your correct type of actor (e.g. Customs representative).
- Select who you want to act on behalf of (e.g. The following (natural/legal) person with:)

Additional fields open.

	<ul> <li>Myself</li> <li>The following (natural/legal) pe</li> </ul>	rson with	:
	Type of actor	5	
	Economic Operator	5	
	EORI	6	·
	ю		
	BE1111111	7	
8	<ul> <li>Directly</li> <li>Having a mandate from</li> </ul>		
9	I give my consent to request m information and share it with U		
	Submi	it	10

Figure 18 WAYF page – Additional fields

- Select the type of actor that you are representing (e.g. Economic Operator)
- Select the Type of ID (e.g. EORI).
- Enter the ID (e.g. BE1111111)
- Select **Directly**.
- Tick the box to confirm that you give consent to share your Identity Profile information.
- Click **Submit** to send the data to the TAXUD CAS.

#### 2.10.2.2. Step 2 – Add the delegation

The UUM&DS welcome page opens.

	1&DS	Legal Notice   Contact   Search English (en)
European Domail	in Customs	
		£23£3c3€9r (Uper) (♦
Cashboard  Celegations  View  Add	Welcome to th	e UUM&DS application!

#### Figure 19 Welcome page

In the Dashboard, select **Delegations > Add**.
 The Add delegation page opens.

#### 2.10.2.3. Step 3 – Complete the Add delegation details

				Lenal Notice I Cool	ies   Contact   Search English	(ar) •
0	LIUMADO					
Puttoria	UUM&DS Domain Customs					
Runopean Commission						
European Commission YUUMSD	S3 Delegations 3 Add delegation					
					623.6363636	(User) 🕪 🕒
🖷 Dashboard 🗧 🛏	Delegation:					* x ? 💌
Delegations						
View	Name: *	Delegation_14-04-201	6			
Add	Type of delegation: *	Max Table		*		
	Description: *	2				
		2				
	Delegator:	PROPERTY INTERNAL PROPERTY IN	presenting EORI BE11111111 - AL			
	Delegate:	EORI PL00000084 as Co	stoms Representative / 2 1 / 3x 9/3	CAL O		
	Valid from: *	14-04-2016		3		
	Valid to: *					
	Delegated Business Profiles			Add Business	_	
				Profile:		
	Creation:					4
			_			
		Generate Retrieve cr	teron			
	Delegator's Attachments Dele	pate's Attachments				
	Attachments					810
	Id 0 Name 0	Date 0 Description 0	Type of attachment 0	Reference number 0	Date of issue 0	
	No records found.		.,,			
		(	I of 1)	1		

#### Figure 20 Delegation page

Complete the Add delegation page details:

- Enter **Name** of delegation (e.g. Delegation\_14-04-2016).
- Enter a Description.

- Enter the Valid from date and Valid to dates.
- Select Add Business Profile (e.g. BP\_EDITOR) and click
- Click do save.

#### 2.10.2.4. Step 4 – Select applications

The lists of **Available applications** and **Selected applications** open.

		Legal Notice   Contact   Earth English (sn)
0	UUM&DS	
Fungean Commission	Domain Customs	
European Commission > UUMBD	S3 Delegations 3 Add delegation	
		623.636.969 (User) 🖗 🔄
🖷 Dashboard 🗧 🛏	Delegation:	🗸 🗙 7 🗔 🕇
Delegations View	Id:	6290
Add	Name: *	Delegation_14-04-2016
	Type of delegation: *	Mandate +
	Description: *	Description of automated tests
	Delegator:	2237 ac tof an legally representing EORI BE11111111 - AL
	Delegate:	EORD PL00000004 as Customs Representative 2217 3K 1K M AL
	Valid from: *	14-04-2016
	Valid to: *	15-04-2016
	Status:	
	Delegated Business Profiles	Add Business Profile: 🔍 🕈
	BP_EDITOR	•
	Available application	
		Sample Central Service
		1
	Creation:	4/14/16 by vi499;js5

#### Figure 21 Application page

- To select, or to remove an application from the list of selected applications, choose the application and click → or ← to move the application to the appropriate list.
- Click Generate Retrieve Criterion.

The Generated Delegation Request Retrieve Criterion page opens containing the generated token.

		agal Notice   Cookies   Conta	d   Search (English (an)	*
0	UUM&DS			
European Commission	Domain Customs			
European Commission > UUMB2	\$ > Celepations			
			75373636369 (Veer) 🖲	•
🖷 Dashboard 🖛	Generated Delegation Request Retrieve Criterion			
View Add	Please Communicate this retrieve oriterion to the delegate in order to accept it: OrNBE-ITWInuM6Pmulic6Gntw6G1Pb6QNyhHQLRhwPUQ6H67be7RYHq7OZoNDXXHZ4Oq8fiHT[pU8fXD5S88KAQ==	3		
				_

#### Figure 22 Token page

• Communicate this token to the delegate.

The delegate now needs to accept the delegation as described below.

#### 2.10.3. Delegation Retrieval, Acceptance or Rejection

This section describes the steps to be followed to retrieve accept or reject delegations using the UUMDS Admin interface in the central UUMDS service.

#### 2.10.3.1. Step 1 – Enter WAYF user details

		Legal Notice   Cookies   Contact   Search
	THENTICATION PORTAL	
Commission		
European Commission > Taxud Authentication Portal		
	Where Are You From	
1	Veuillez sélectionner le domaine de l'application que vous souhaltez accider Customs	
3	Please, select a domain  Select your type of actor Please, select a domain Do you want to act on behalf of ?	
	<ul> <li>Myself</li> <li>The following (natural/legal) person with:</li> </ul>	
5	<ul> <li>I give my consent to request my Identity Profile information and share it with ULM&amp;DS and Customs EIS</li> <li>Submit</li> </ul>	

#### Figure 23 WAYF page

Complete the page with the following information:

- Select the Customs Domain.
- Select your country.
- Select your correct type of actor (e.g. Customs representative).
- Select who you want to act on behalf of (e.g. Myself).
- Tick the box to confirm that you give consent to share your Identity Profile information.
- Click **Submit** to send the data to the TAXUD CAS.

#### 2.10.3.2. Step 2 – User retrieves delegation

		Logid Notice   Consume   Consume   Enables Series	•
(Q)	UUM&DS		-
Cartopese Cartopese	Domain Oustoma		
Barrageen Commence & Bened Aut	Testianis Pold		
		- (2) / 3C 7C (144)	•
e Eustines ···	-	Welcome to the UUM&DS application!	
Astreve delegation request	1		

#### Figure 24 Welcome page

• In the Dashboard, select **Delegations > Retrieve** delegation request.

Constant Eventessant	UUM&DS Domain Customs	Legal Notice   Cockies   Context   Search English (en) 💌
European Commission > UUM&D	S3Ratrieve delegation	
		Zitis X taktindar (User) 🐼 🔺
🖷 Dashboard 🗧 🛏	Retrieve delegation by criterion	
Delegations View	Please enter the Retrieve criterion communicated by the Delegator	2
Retrieve delegation request	eAXXrfzUZDpri039MvHpRLkSOMiloxyZXPekkj03e3ixH/SM3akdSLbXA6hrrposDg5Q8MogNOg0+dmcbcjong==	

#### **Figure 25 Retrieve Delegation**

- Enter the token as received from the delegator.
- Click Submit.

The delegation is displayed.

0	UUM&DS			
European Caternianaer	Domain Customs			
an Commession \$ (A.M.S	CS3 Delegence			
				6237.3K.3K.9C.W. (User) 0
Heard -	Delegation_14-04-2016			87
va delegation IT	5d: Botrieve criterion: Name: Type of delegation: Description:	Delegation_14 Overt	29Mmmp/RBAGORMILINg2XIPerag03e3eine/SMSakd5U20A8HmpuS0 04-2018 automated tests	g\$q2MogNDyD+dHcDcgOrg==
	Delegator: Delegato: Valid from: Valid fm: Status: Cast modification: Creation:	EORI PL000000 4/14/16 4/15/16 4/14/16 by viet 4/14/16 by viet	bujuS	
	Delegated Profiles Delegators At		's Attachments Name 0	Description
	A BP_EDITOR		eP_EDITOR	
	∧ BP_DELECATE		IP_DILICATE	
	A BP_DELEGATOR		(1 of 1) 1 5	
			(10(1)	

#### 2.10.3.3. Step 2 – User accepts delegation

Figure 26 Delegation acceptance

- Examine the delegation and click **Accept**.
- A comment box opens; verify the Delegation number (e.g. 6281).



Figure 27 Comment box

- Enter a **Comment**.
- Click Accept.

#### 2.10.3.4. Step 2 – User rejects delegation

The user has the option to Reject the delegation instead of Accept. In this case, the delegation is rejected and cannot be applied anymore.

				Lagel Notice (Crockes   Connect   Search (Brafish (an))
1200	and the second second			
No.4	UUM&DS Domain Customs			
Contractor	Coman Costoria			
Purceters Commencer 3 2011	6053Delepékiné			
				6236363636(Vaer) 🚱 📔
W Dadbard -	Delegation_14-04-2016			87 -
singations -	14:	4201		1.000
	Betrieve criterion:		Hwite-REAGOBAN Ky2XPenago3e3e4455MEak356,00A84419e3	Zerlei Marth Dall+der Science
Retrieve delegation	Name	Delegation_14-De		atom the second of
regionet	Type of delegation:	Owect		
	Description:	Description of a	itomated texts	
	Delegator	1237 H 16 16 16	pally representing EOIS BE11111111 - 4L	
	Delegate:		as Customs Representative 2.2.1.11: 52.9 - AL	
	Valid from:	4/14/16	and descention and descent of the second state of the	
	Valid to:	4/18/10		
	Status:	CONTRACTOR NAME		
	Last modification:	4/14/16 by vH06	20	
	Creation:	4/14/10 by vcel	deb	
		Accept	jett Report amendment	
			Alexandre Constanting of Constanting	
		11		
	Delegated Profiles Delegators	Attachments Delegate's	Attachments	
	1	o bu	Name 0	Description
	A BP_EDITION		#P_EDITOR	
	▲ 87_06.8CATE		IP_DILEGATE	
	A BP_DELEGATOR		EP_DELECATOR	
			(1 of 1) · · · 1 · · · 5 ·	

#### Figure 28 Delegation Rejection

- Examine the delegation and click **Reject**.
- A comment box opens, verify the Delegation number (e.g. 6281).



#### Figure 29 Comment Box

- Enter a **Comment**.
- Click **Reject**.

The delegator is notified and can see in his dashboard that the delegation has been rejected.



#### Figure 30 Dashboard with delegation rejection

#### 2.10.4. Delegation amendment

The user has the option to request an amendment for the delegation instead of Accept. In this case, the user asks the delegator to amend the delegation as described in the amendment comment.

Delegation, 14-04			
Company Domain Cust			
Commission Ingeles Commession 5 (APRIADS 5 Delegations	oreis		
Delenation 14-04			623563659 (User) 🕅
	2016		87
gabora bé:	4201		
Betrieve criterion		U2Dp=039M+mp4LA-GOM4x/vy2XA+kag03x3xxHc43MLak3SLUCA5h	Application and a second se
trieve delegation Name:	Delega	bon_14-04-2016	
Type of delegatio	ec Orect		
Description:	Descri	plon of automated tests	
Delegator	234	IC 5/2r searly representing EOR BEIIIIIIII - 44	
Delegate:		00000084 as Customs Representative 2217 31 16'9' - AL	
Valid from:	4/14/1		
Valid to:	4/18/1	6	
status	CENT	tale restate	
Last modification	4/14/1	5 by iddaigs5	
Creation:	4/14/1	b by vcelteb	
	Acto	Reject Report amendment	
	4		
Delegated Profiles	Delegator's Attachments	Impate's Attachments	
	tel ©	Name 0	Description
A BP_EDITOR		BP_EDITOR.	
∧ #P_DELECAT	E	EP_DELEGATE	
<ul> <li>IP_00.254</li> </ul>	OR	EP_DELECATOR	
		(1 of 1) 1 5 -	

#### Figure 31 Delegation amendment

- Examine the delegation and click **Request amendment**.
- A comment box opens; verify the Delegation number (e.g. 6281).

Delegation 6281 2	×
Comment: request amendmen: but	'n
Request amendment 4 Cancel	

#### Figure 32 Comment box

- Enter a **Comment** which is the requested change(s).
- Click Request amendment.

The delegator is notified and can see in his dashboard that the delegation has been rejected for amendment.

✿ Dashboard ← Delegations	Dashboard Let's get a quick overview			
	My Notifications	🔹 🔅	My Tasks	
	Delegation rejected for amendment: Delegate EORI PL00000084 (Tomasz Wilk) requested amendment of delegation_2017-07-07	* ×	To do	Event date
	11:43:39:179 because: Delegate clicks request Spendment button (07-Jul-20) 09:44:07 GMT)		Delegation [Delegation_2017-07-07-08:53:22:760] was accepted by EORI PL00000084 (Tomasz Wilk). Review and accept it to activate delegation.	07-Jul-2017 06:54:30 GMT
	Delegation requested: New delegation Delegation_2017-07-07 11:43:39:179 requested: (07-04-2017-09:4516 (MT) Delegation requested: New delegation Delegation_2017-07-07 11:42:59:09 requested: (07-04-2017-09:45160 (MT)	* *	Delegation [Delegation_2017-07-07 08:54:45:893] was accepted by EORI PL000000004 (Tomasz Wilk). Review and accept it to activate delegation.	07-Jul-2017 06:55:54 GMT
	11142:55:951 Requested. (07-30-217 0943180 0441) Delegation requested. New delegation Delegation_2017-07-07 11:42:10:930 requested. (07-30-2017 09.42:22 GMT)	**	Delegation [Delegation_2017-07-07 08:56:09:234] was accepted by ECRI PL00000004 (Tomasz Wilk). Review and accept it to activate delegation.	07-Jul-2017 06:57:18 GMT
	Delegation revoked: Delegation Delegation_2017-07-07         11:39:59:588           revoked by EORI BEIIIIIIII (Alex Alexander): 07-30-2017 09:41:01 091         091         047           (1 of 30)         4         4         1         2         2         4         5         7         8         9         1005         №	* ×	Delegation [Delegation_2017-07-07 08:57:43:387] was accepted by EORI PL00000084 (Tomasz Wilk). Review and accept it to activate delegation.	07-Jul-2017 06:58:49 GMT
			Delegation [Delegation_2017-07-07 08:59:05:700] was accepted by EORI PL00000084 (Tomasz Wilk). Review and accept it to activate delegation.	07-Jul-2017 07:00:14 GMT
			(1 of 9) 14 14 1 2 3 4 5 6 7 8 9	Pr PI 5 T

#### Figure 33 Dashboard with delegation amendment

#### 2.10.5. Delegation Revocation

The user or the delegator has the option to revoke a delegation which is already active or that has been accepted. In this case, the delegation is revoked and cannot be applied anymore. This is an optional step that allows a delegation to end.



#### **Figure 34 Delegation revocation**

- Select the delegation and click **Revoke**.
- A comment box opens; verify the Delegation number (e.g. 6281).

)elega	tion 62	81	2	*
Comment:	legation cli	dks reje	t butto	'n
Revoke	Cancel	4		

#### **Figure 35 Comment box**

- Enter a **Comment** i.e. the reason for the revocation.
- Click **Revoke**.

The delegator is notified and can see in his dashboard that the delegation has been revoked.



#### Figure 36 Dashboard with delegation revocation

#### 2.10.6. Delegation Expiration

When a delegation is expired or will be expired in few days<sup>1</sup> (number of days configurable), a notification is sent to the both delegation partners. It means that for a first level of delegation, the delegator and the delegate are notified and for a second level delegation, the delegated and the mandate are notified.

This notification is sent by mail and also appears in the dashboard of the delegation partners.

	5↑↓◎∓						D	elegation expired	- Message (Plain Text) (Read-Only)
fige Ignore &o Junk → Delete Delete	McAfee Anti-Spam		Caream Email	5 To Manager Done Create New Pps G	Move Move Move Move	Mark Categorize Follow Unread Up* Tags	+ l∂ Select +	Q Zoom Zoom	
Delegation De		29:36:068 expired on Fri Aug 25 01:5 taxud/uumds/admin-int/pages/del		ı.xhtmi?delegationid	<u>i=82841</u>				

Figure 37: Example of e-mail sent when delegation has expired

<sup>&</sup>lt;sup>1</sup> Feature available from FAT5 release

European Commission	UUM&DS Domain IntegrationTest_1		
opean Commission >UUM&	DS		
Dashboard ←			
egations	- My Notifications	<b>_</b>	•
	Delegation approved: Delegation Delegation_2017-08-25 15:22:15:215 approved by delegate EORI PL00000084 (Tomasz Wilk). (25-Aug-2017 13:23:18 GMT)	۲	×
	Delegation requested: New delegation Delegation_2017-08-25 15:22:15:215 requested. (25-Aug-2017 13:23:00 GMT)	۲	×
	Delegation approved: Delegation Delegation_2017-08-25 15:18:45:225 approved by delegate EORI PL00000084 (Tomasz Wilk). (25-Aug-2017 13:19:28 GMT)	۲	×
		<u> </u>	×
	PL00000084 (Tomasz Wilk). (25-Aug-2017 13:19:28 GMT) Delegation requested: New delegation Delegation_2017-08-25 15:18:45:225 requested. (25-Aug-2017	<u> </u>	×

Figure 38: Dashboard with expired delegation

UUM&DS				Legal Notice   Caokies   Contact English [en] 💌
European Domain IntegrationTest_1				
European Commission>UUM&DS>Delegations				Alex Alexander (User) 🚱 🔺
4 Carl Land				
				🖨 ? 💉
Delegations View	ID: 82841			
Add Retrieve criter	ion: UyyBgpw6VIIcRcJ31160kTdA8rU	YhbrK/YGbH/7alqnOr99WdXcjf0eYwvjDvSpX0eErVI7Mg0RI5iZAc1ugyQ==	Print activation code	
	me: Delegation_2017-08-23 15:29:3	6:068		
Type of delegat Descript				
a sa sa ta r	Generated description			
Delega	tor: Alex Alexander legally representi	ing EORI BE11111111 - NL		
	ate: EORI PLOOD00084 as Customs Re	epresentative - Tomasz Wilk - NL		
	om: 23/08/17 Ito: 24/08/17			
	tus: (XPIRID)			
	ion: 25 August 2017 21:00:00 GMT &			
	ion: 23 August 2017 13:29:52 GMT b son: Delegate accepts delegation rec			
	ann bologato accepto accegatorirea			
Delegated profiles Delegator's attachments Delegated	ite's attachments			
ID ¢	Name 0		Description	
	PELEGATOR	BP to access UUM&DS Delegation function as delegator		
A BP_EDITOR	ditor profile	Sample CS edit		
		(1 of 1) 14 <4 1 >> >1 5 •		

Figure 39: Expired delegation content

🔤 🔒 🕤	0	↑ ↓ ◎	÷												Expiring	delegatio	on - Mess	age (Plain	Text) (R	ead-Only)		
FILE	MESSAG	SE McAfee	Anti-Span	n																		
िह्र Ignore 🤰 ‱Junk ≁ D	Velete	Mark as Spa Mark as No Add Friend	t Spam	Reply	Reply All	Forward	Meeti	E	Uacance ⊡ Team En ≩ Reply &	nail	← To Mana ✓ Done ۶ Create N	-	• ▼ M	love	Rules ~ P OneNote Actions *	Mark Unread	Categori	ze Follow Up *	Trans		Zoom	
Delete		McAfee Anti-	Spam		F	Respond				Quic	k Steps		Gr.		Move		Tags		5	Editing	Zoom	
	a	a 30/08/2017 09 utomated	l-notif	icatio	ons@	@non	nail.ec.	.eurc	pa.eu													
	Ex	piring deleg	ation																			
Го																						
Message		notification.xml	(694 B)																			
		gation_2017-0																				
http://dvn	mc353.	itsmtaxud.pri	v:8141/ta	axud/u	umds/a	admin-i	nt/pages/	/delega	ation/viev	vDelega	tion.xhtml?c	lelegation	Id=27	<u>195</u>								

Figure 40: Example of e-mail sent when delegation is about to expire<sup>2</sup>

	UUM&DS		
European Commission	Domain IntegrationTest_1 *R16		
European Commission > UUM&DS			
★ Dashboard ← Delegations	ashboard Let's get a quick overview		
View		_	
Add	My Notifications		· •
	Expiring delegation: Delegation Delegation_2017-08-29T15.40.44.072 expires on 2017-08-30. (30- Aug-2017 07:12:21 GMT)	٢	×
	Expiring delegation: Delegation Delegation_2017-08-29T11.27.31.708 expires on 2017-08-30. (30- Aug-2017 07:12:21 GMT)	۲	×
	Expiring delegation: Delegation Delegation_2017-08-29T11.15.51.618 expires on 2017-08-30. (30- Aug-2017 07:12:21 GMT)	٢	×
	Delegation expired: Delegation Delegation_2017-08-28T17.48.53.264 expired on Wed Aug 30 01:59:59 CEST 2017. (30-Aug-2017 00:15:00 GMT)	٢	×
	Delegation expired: Delegation Delegation_2017-08-28T17.46.16.952 expired on Wed Aug 30 01:59:59 CEST 2017. (30-Aug-2017 00:15:00 GMT)	۲	×
	(1 of 4) i ⊲ <1 2 3 4 → → 5 •		
**************************************			

Figure 41: Dashboard with delegations about to expire<sup>2</sup>

**<sup>2</sup>** Feature available from FAT5 release

s Not Spam			xpiring delegation - Message (Plain Text) (Read-Only)		
iend All	🖂 Team Email 🗸 Do	Manager - te - ate New - Acti	eNote Mark Categorite Follow Translate	nd Q elated * Zoom	
Anti-Spam Respond	Quick Steps	rs Move	Tags rs Editing		
	ail.ec.europa.eu				
n.xml (694 B)					
t	:legation 1.xml (694 B) 17-08-29715.40.44.072 expires on 20	red-notifications@nomail.ec.europa.eu Iegation Janue 1948 Bj 17-08-28715-40-44.072 expises on 2017-08-30.	ed-notifications@nomail.ec.europa.eu Jegation	ied-notifications@nomail.ec.europa.eu Iegation Jami 194 Bj 17-06-29115-40.44.072 expires on 2017-06-30.	ied-notifications@nomail.ec.europa.eu legation

Figure 42: The content of the delegation about to expire

<u>Remark</u>: The user needs to subscribe to the 'Expiring delegation' event to receive notifications about delegation that will expire in few days.<sup>3</sup>

oti	ication styscriptions				₽
	Event type 🌣		Email addresses	Language	
0	Batch completed (sarce_connerro)	<b>A</b>			
	New access management data (wmw.awi.err_owta)	<b>A</b>			
	Announcement (ANNOUNCEMENT)				1
2	Application submitted (we_submitte)	<b>A</b>			
	Application approved (MP_MPROVED)	<b>A</b>			
כ	Application rejected (we_auscree)	<b>A</b>			
8	Delegation requested (pra_requester)			en	1
8	Delegation approved (cica_approved)	1		en	1
8	Delegation rejected (Ma,RIECTED)	ŗ		en	1
8	Delegation rejected for amendment (DLA_CORR_REQUEST)	r		en	1
8	Delegation expired (rea_momen)			en	1
5	Delegation revoked (DIG_REVINED)	r I		en	1
8	Delegation activated (pra_actor)	1		en	1
ſ	Delegation validated (DIG_SMUDATED)			en	1
	Expiring authorisation policy (INPREFIGUE)				1
)	Expiring security rule (brow_security_nut)				1
	Expiring assignment authorisation (EXPREY_ASSIGNMENT_AUTH)				1
	Expiring delegation authorisation (exerv_pelearnow_with)				1
	Expiring profile assignment (every_worme_assaucem)				1
	Expiring delegation (EXERV_DELEGATOR)			en	1
j	Expiring user certificate (prev_sep_centricate)				1



**<sup>3</sup>** Feature available from FAT5 release

## 2.11. Notification management

Users can use Notifications to be informed by the system for specific events i.e. Delegation requested, Delegations Approved, Delegation Rejected etc. Delegation Notifications can be managed by clicking on the gear wheel in the **My Notifications** panel of the dashboard.

	My Notifications	Manage notifications	• •	
Notif	ication subscriptions			8 ? 8
	Event type 🗢	Email addresses	Language	
	Batch completed (BATCH_COMPLETED)	ioana-daniela.mocan@ext.ec.europa.eu	en	1
	New generic reference data (New_Gen_Rer_DATA)			1
	New access management data (New_AM_REF_DATA)			1
	Application submitted (APP_SUBMITTED)			r
	Application approved (APP_APPROVED)			1
	Application rejected (APP_REJECTED)			1
	Delegation requested (DLG_REQUESTED)			1
	Delegation approved (DLG_APPROVED)			1
	Delegation rejected (DLG_REJECTED)			1
	Delegation rejected for amendment (DLG_CORR_REQUEST)			1
	Delegation expired (DLG_EXPIRED)			r
	Delegation revoked (DLG_REVOKED)			r
	Delegation activated (DLG_ACTIVE)			1
	Delegation validated (DLG_VALIDATED)			1

#### Figure 44 Notifications page

The page lists all possible notifications.

#### **2.11.1.** Subscribe to notifications

To subscribe to a notification:

- Select a line of the table.
- Click the selected
- Enter one or more **Email addresses** separated by commas.

Subscribing to a notification does not ensure that you are eligible to receive it.

A sample view of the dashboard is attached below (Figure 45) as well as a sample notification e-mail, informing on reference data changes (Figure 46).

				🗧 🚎 👾 🚊 (Subdomain Administrator) 🕒
shboard Let's get a quick overvie	w			
ease number:	NA-PL test	•		
y Notifications		<b>-</b>	My Tasks	
New access management data: New of data changes in the Monitoring sub-	access management reference data is available (112: NA-PL test domain). (05-Sep-2017 07:44:15 GMT)	• 🐵 🗴	Todo No records found.	Event date *
New access management data: New Data update - FI - changes to NA-Fi's r	access management reference data is available (111: Reference ef data). (04-Sep-2017 08:21:35 GMT)	۲ ک		(1 of 1) 14 44 bb b4 5
New access management data: New Data update - LV - changes to NA-LV r	access management reference data is available (110: Reference af data). (01-Sep-2017 13:23:57 GMT)	۲ ک		
New access management data: New notification test). (01-Sep-2017 12:48:41	access management reference data is available (109: NA-PL test $MT$ )	• @ >		
New access management data: New Data update - IE & CY - minor changes	access management reference data is available (108: Reference with the delegation). (01-Sep-2017 07:01:40 GMT)	۲ ک		
(1 of 14) 14 44	1 2 3 4 5 6 7 8 9 10 <b>D</b> 1 5 <b>T</b>			
10 - 10 1500				

#### Figure 45: Dashboard containing notifications



#### Figure 46: Sample Notification mail

#### 2.11.2. Unsubscribe from notifications

To unsubscribe, please follow the same process but remove all the e-mail addresses from the subscription.

## 3. What can go wrong?

#### 3.1. Access management failure

The following two cases may lead to Authentication failure:

• Authentication fails because the National Authentication Portal has reported invalid credentials i.e. wrong user id or password or both. In that case, a UUM&DS session is not established and you need to repeat the full authentication cycle.

This will result to a screen similar to Figure 47, with a message coming from the National Authentication Portal (in this case TAXUD CAS).



#### Figure 47: National Portal - Authentication failed

• Authentication fails as a result of an access denial decision by the PDP. Although the user is correctly authenticated but does not have the privilege for accessing the service i.e. wrong or missing business profile assignment. In that case, the single sign-on session is established but the access to the application is denied. In this case a screen similar to Figure 48 is shown. The user can try to access another application, or to re-authenticate using a different user identifier, Type of Actor or delegation.

and the second se		Contact   Privacy Statement   English (en)
European Commission	10	1
EUROPA > Authentication Service > Access	s Denied	
	External Sonut-Mihai POSEA (vh3wxa5h)	My Account Help   Logout
	Access Denied	
	n at "http://dvmg353.itsmtaxud.priv:8051/taxud/uumds/cs/ind 20-9566-99f3b6e0413c DETAILS: Application does not support t	ex.jsp" his type of actor: EC_OFF
You are now logged in to ECAS.		
To stop the automatic single sign-	on, click	
	LOGOUT	
or close all browser windows.		

Figure 48: Access Denied — Type of Actor not supported

## 3.2. Insufficient authorisation

User authorisation is accomplished using business profiles. The combination of the proper business profiles authorises user's access to Applications and resources. A user may not be able to access an Application due to lack or mismatch of business profiles. The error page received in these cases can be found in Figure 49.



Figure 49 Business profile / Authorisation problem

## 3.3. Delegation Problems

In the case of Customs Representatives and Employees accessing the Applications, there may be a problem with delegation. If a delegation is not valid or has expired, the user will receive the page in Figure 50 even though he has the proper credentials.



#### Figure 50 Invalid / Expired delegation

#### 3.4. Session timeout

For security reasons, there is an inactivity timeout set to 5 minutes in the WAYF page. This means that if the user stays inactive in this page for more than 5 minutes, he cannot log into the system, even having proper credentials. To solve this, the user should close the browser window and retry in a new one. The page displayed in this occasion can be seen in Figure 51.



#### Figure 51: Session Timeout

## 4. Definitions

Term	Definition
Applications	Applications in UUM&DS are meta-data about a Central Service. These meta-data are used to manage the security and access of the Central Service.
ATTR-PEPS	<b>Attribute PEPS</b> . This is a component for MS IAM of Type B in charge of providing to UUM&DS the authorisation information for a given user through a SAML interface.
ATTR-WS	<b>Attribute WS</b> . This is a component for MS IAM of Type B in charge of providing to UUM&DS the authorisation information for a given user through a SOAP web service.
CED	CED is the Commission European Directory and it is used to know the ECAS account name of EC Officials. This is needed when creating assignments or delegations for EC officials.
Central Service	A Central Service is a component that is protected by UUM&DS and hosted at DG TAXUD. This component is not part of UUM&DS and is usually a Central Customs European Information System.
Delegate/Representative	The person who is assigned the authorisation(s) by the delegator
Delegation	The delegation is the action of a person (legal or natural) to assign to another natural or legal person to act on his behalf by delegating one or more of his authorisations defined as business profiles. The scope of the delegated business profiles (scoped by application) can be the same or a subset of the one of the original business profile.
Delegation Partner	User involved into a delegation
Delegator	The person who owns the authorisations and decides to assign -all or part of- them to another natural or legal person (delegate).
Direct Representation	The EO is responsible for the actions performed by the Customs Representative (delegated entity) on the name of the EO
ECAS	ECAS is the European Commission Authentication portal. It is federated by UUM&DS to authenticate EC Officials.
EC Mail Gateway	EC Mail gateway is a European Commission system for sending e-mails to other people. In UUM&DS, it is used for notifying Economic Operator or UUM&DS Admins about an action (delegation, application's approvals,)
EC/NA Official	EC/NA Officials are in charge of managing UUM&DS users and their authorisations.
First Level delegation	The first level delegation is the action of a person (legal or natural), who owns the authorisations, to assign to another natural or legal person to act on his behalf, by delegating one or more of his authorisations defined as business profiles to another natural or legal person.
Indirect Representation	The Customs Representative (delegated entity) is responsible for the actions performed by him on the name of the EO

Term	Definition
Mandate	The action of a person (legal or natural) to assign an authorisation to a natural person (i.e. employee) in order to act on his behalf. The EO /CR is responsible for the actions performed by his employee (delegated entity) on the name of the EO/CR
Mandated Person	Natural person who has been mandated either by the delegator who owns the authorisations or by the Delegated person, who has been assigned a set of authorisations, to act on his behalf but the responsibility for his actions remains to the originator of the mandate.
MS IAM	MS IAM is a Customs IT system which offers authentication services to Economic Operators and provides a set of user's attributes such as business profiles to central services through UUM&DS. It can also manage EO delegations to other entities. The MS IAM system provides access to national Customs IT systems and is extended to enable access to central Customs European Information Systems for EO.
MS IAM of Type A	MS IAM in the Customs domain is one consolidated system for the authentication and authorisation of users that can be directly interfaced with the UUM&DS system.
MS IAM of Type B	MS IAM in the Customs domain consists of two systems, one for the authentication and another for the provision of additional attributes. UUM&DS requests and retrieves authentication and authorisation information from one system in the MS which the Single Point Of Contact (SPOC) withh UUM&DS.
MS IAM of Type C	MS IAM in the Customs domain consists of multiple IAMs for the authentication and the authorisation of users. MS shall provide a unified IAM with a common authentication portal in order to interface with the UUM&DS system.
MS IAM of Type D	The MS has no IAM that can be federated with UUM&DS. Consequently, it will provision identities and authorisations into the central UUM&DS system.
SAML Adapter	This is the component which is responsible to make the integration between the MS PEPS and the MS IAM.
Second level Delegation	The action of a delegate (legal or natural person) to further delegate his or hers delegated authorisation(s) to another person (natural or legal).For UUM&DS central delegation service second level delegation shall implement second level delegation from a natural or legal person only to a natural person which is equivalent to a mandate.
STORK	STORK is the set of PEPS deployed for each MS, in charge of federating and integrating each MS IAM. In this document, we present STORK into two sub-components: MS PEPS (PEPS deployed for the MS) and TAXUD PEPS (PEPS deployed for DG TAXUD).
UUM&DS Admin	UUM&DS Administrators are in charge of managing UUM&DS meta-data, such as the registration of Central Services. There are different kinds of administrators with specific tasks.

## Table 3 Definitions Table

## 5. Supported Delegations by MS

MS	Delegation Type	No Delegation	1 <sup>st</sup> level (CR)	1 <sup>st</sup> level (EMPL)	2 <sup>nd</sup> level
AT	Local		Х		X
BE		Х			
BG	Local		Х	Х	Х
СҮ	Central		Х		
CZ	Local		Х		
DE	Central		Х		
DK	Local	Х			
EE	Central		Х	Х	
ES	Local		Х	Х	Х
FI	Local	Х			
FR	Central			Х	
GR	Central		Х	Х	Х
HR	Local		Х	Х	Х
HU	Local		Х	Х	Х
IE	Central		Х		
IT	Local		Х	Х	Х
LT	Local		Х	Х	Х
LU	Central		Х	Х	
LV	Local			Х	
MT		Х			
NL		Х			
PL	Local		Х	Х	Х
РТ	Local		Х		
RO	Central		Х	Х	
SE		Х			

SI	Local		Х	
SK	Central		Х	
UK	Central	Х	Х	