EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Digital Delivery of Customs and Taxation Policies
Architecture & Digital Operations

UUM&DS[1] – Central Delegation Management Tool

Manual for Economic Operators (version 2.0)

You can find the following information:

General Information

What is a delegation?

The delegation is the action of a person (legal or natural, or association of persons) to assign to another natural, legal person or association of persons to act on his behalf by delegating one or more of his authorizations 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 profiles.

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[1] Uniform User Management & Digital Signature

Actors of a delegation	Delegator	The person who owns the authorizations and decides to assign -all or part of- them to another natural, legal person or association of persons (Delegate).
	Delegate/Representative	The natural or legal person who is assigned the authorization(s) by the Delegator
	Mandate	The natural person who is assigned the authorization(s) by the Delegate.

Access profiles and login

To access Central Delegation

1. BP_DELEGATOR, BP_DELEGATE and BP_MANDATE business profiles should respectively be granted to the Economic Operator (EO) for allowing access to the roles DELEGATOR, DELEGATE and MANDATE of the application.
2. Open a web browser;
3. Access the following link of the Central Delegation Management Tool: https://customs.ec.europa.eu/taxud/uumds/admin-ext/;
4. You will be transferred to the Where Are You From (WAYF) page to authenticate and get authorisation.

About Delegations

Delegation Types

A delegation can be direct (default value), indirect or mandate. The use of this value shall be understood and aligned with the behaviour of the Central Service.

First Level delegation

The first level delegation is the action of a person (legal or natural) called Delegator , who owns the authorisations, to assign to another natural or legal person called Delegate - to act on his behalf, by delegating one or more of his authorisations defined as business profiles to another natural or legal person.

[NKvH1] megjegyzést írt: A CBAM jelenleg csak az első szintű delegációt támogatja.

Second level Delegation

The action of the Delegate (legal or natural person) to further delegate his or hers delegated authorisation(s) to another person (natural) called Mandate.

Delegation Scope

A Delegation can be constrained by the scope; possible values are ALL (by default) or RESTRICTED.

The scope is not enforced and managed by this tool but by the Central Service. Therefore, the impact on the behaviour may vary between applications. Please refer to the Central Service User's Guide to determine exactly the meaning of this property.

|	
Validity period	The Delegator has to specify the period for which the delegation can be used. UUM&DS does not accept a delegation without an explicit period of validity. The maximum period cannot exceed one calendar year. The delegation cannot be extended; a new delegation has to be created explicitly after 1-year time.

Delegation Flows

There are 5 flows in the delegation process, which we will describe in detail below.
1. **Nominal**: Delegator creates a delegation; the delegate checks and accepts it.
2. **Rejected**: Delegator creates a delegation; the delegate checks and rejects it.
3. **Amendment accepted**: Delegator creates a delegation; the delegate checks and asks for an amendment; the delegator amends and the delegate accepts the amendment.
4. **Amendment rejected**: Delegator creates a delegation; the delegate checks and asks for an amendment; the delegator amends and the delegate rejects the amendment.
5. **Revoked**: Either the Delegator or the Delegate revoke the delegation.

Flow 1: Nominal (Create → Accept)	This is the nominal case, meaning that the delegator creates a delegation, the delegate checks and accepts the delegation; finally the delegator accepts the delegation and it becomes active (Status **Accepted**).

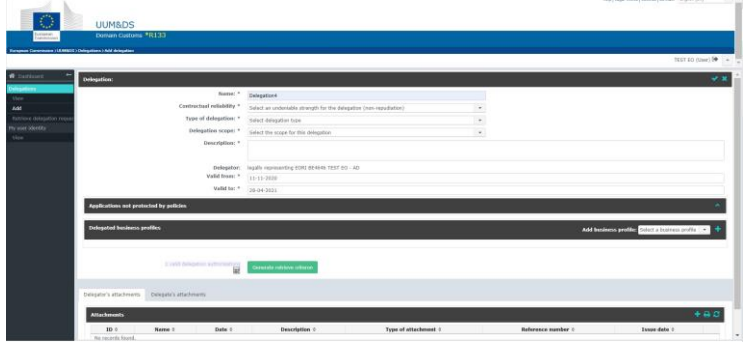| Step	Description
1	**The Delegator** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/
2	Complete the data in the page below (Where Are You From - WAYF) as following
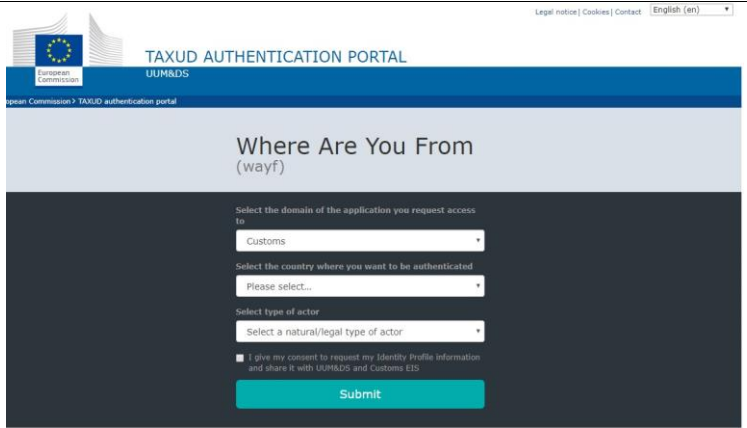
Field	Description
Domain	**Select CBAM**~~Customs is the only selection currently available~~
Identification Country	Select your country
Type of actor	Select your correct type of actor (in this case, Economic operator)
Act on behalf	Select that you want to **act on behalf of Myself**
Give your consent	Tick the box to confirm that you give consent to share your Identity Profile information.

Press Submit.

3	In the welcome screen, select **Add** in the left panel under Delegations
4	Complete the data in the page below as following

| Field	Description
Name	Enter the name of the delegation (e.g. Delegation4)
Contractual Reliability	This field is used in case of undeniable delegation (non-repudiation) There are 3 choices depending on the strength of undeniable delegation: • Standard: Not signed • Undeniable – advanced: Signed with advanced certificate

[NKvH2] megjegyzést írt: Ezt a lehetőséget válassza ki, amennyiben nem rendelkezik a delegate szerepkörben lévő megfelelő tanúsítvánnyal (Advanced or Qualified certificate), ami az aláíráshoz szükséges

Amennyiben az aláírt delegálást választják, akkor az alábbiak szerint kell eljárni az uniós ügyfélszolgálat tájékoztatása alapján:

„Usually, there is no need to have a signed delegation; a simple delegation works fine.
However, if you need to have a signed delegation, either Advanced using an Advanced certificate or Undeniable using a Qualified certificate you need to:
1. Buy such a certificate (Advanced or Qualified)
2. Register this certificate in UUM&DS using the Admin-Ext application of UUM&DS and following the guide Central Certificate Registration (attached) - Scenario Holder of the Key.
3. Follow the same signing instructions described in the above guide to download and sign the relevant PDF.
What I would suggest though, is first to check if there is valid reason to sign the delegation."

		• Undeniable – qualified: Signed with qualified certificate
	Type of Delegation	Select the type of the delegation (e.g. Direct (by default) or Indirect)
	Delegation Scope	Define the scope of the delegation (All or Restricted)
	Description	Enter a short description for the delegation
	Valid from	Enter the date when the delegation will begin its validity period.
	Valid to	Enter the date the delegation's validity ends. **Please note that the maximum length of a delegation is 365 days**
	Business Profile	Select **Add Business Profile** (e.g. CUST_ADMINISTRATIVE) and click ✚
	Application	The list of **Available applications** and **Selected applications** opens; select or deselect an application, by choosing the application and clicking → or ← to move the application to the appropriate list. At this point, the status of the delegation is **READY**
	Click at the **Generate Retrieve Criterion** button, retrieve the hexadecimal token (either copy it or print it in PDF) and send it to **the Delegate**. The Delegation is set to **ACTIVATION PENDING**	
5	**The Delegate** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/	
6	Complete the data in the Where Are You From page (WAYF- same as in step 2) as following	

Field	Description
Domain	**CBAM**Customs is the only selection currently available
Identification Country	Select your country
Type of actor	Select your correct type of actor (EMPLOYEE)
Act on behalf	Select that you want to **act on behalf of Myself**
Give your consent	Tick the box to confirm that you give consent to share your Identity Profile information.

	Press Submit.
7	In the welcome screen, select **Retrieve delegation request** in the left panel under Delegations
8	Copy/enter the token as received by **the Delegator** and click **Submit**.
9	Check delegation and click **Accept**.

[NKvH3] megjegyzést írt: A delegálás lefolytatásához az alkalmazottnak a UUM&DS felületre történő belépésnél az azonosító típusnál a Nemzeti azonosítót (NA-eID) kell kiválasztania és a személyi igazolvány számot szükséges beírni. Külföldi állampolgár esetén a regisztrációs kérelemben szereplő a személy azonosításához megadott dokumentum számát szükséges beírni.
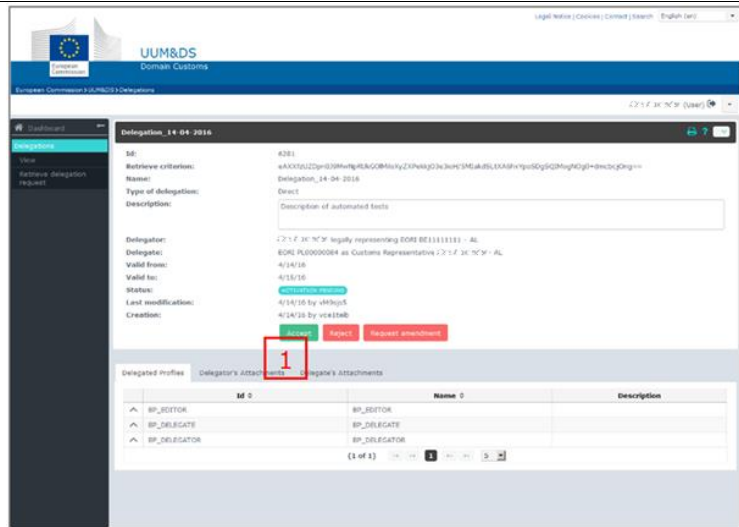
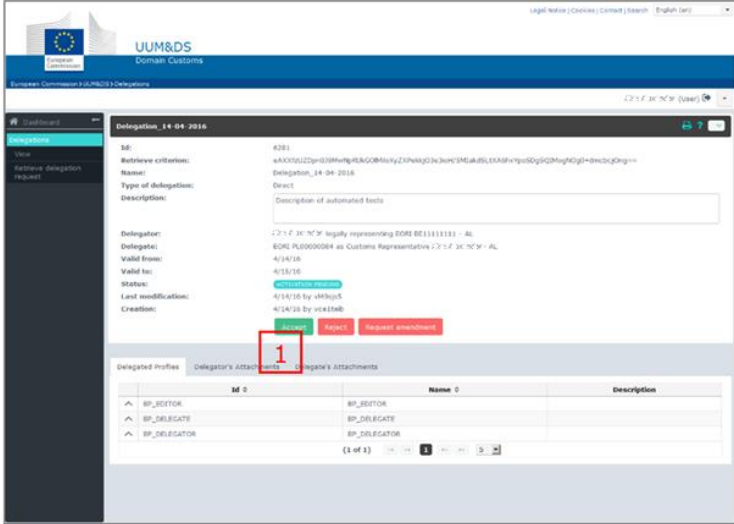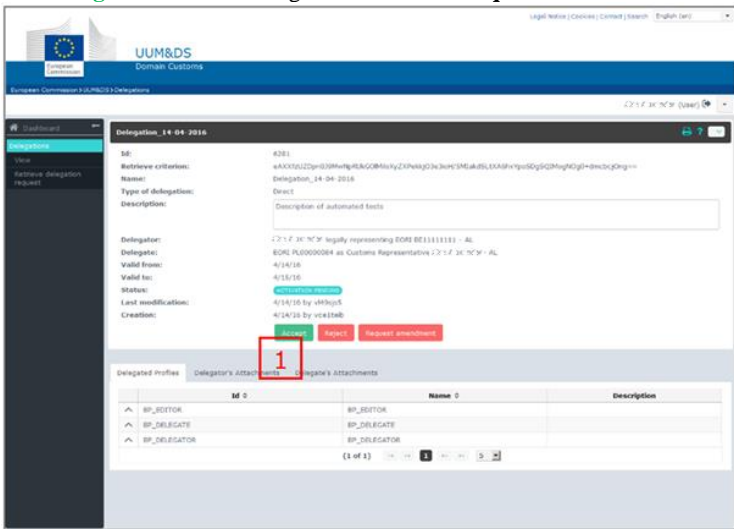|	In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Accept**. This sends a notification to **the Delegator**.
10	**The Delegator** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/
11	Complete the data in the WAYF page shown in step 2 as following | **Field**	**Description**
Domain	Customs is the only selection currently available
Identification Country	Select your country
Type of actor	Select your correct type of actor (in this case, Economic operator)
Act on behalf	Select that you want to act on behalf of Myself
Give your consent	Tick the box to confirm that you give consent to share your Identity Profile information. | Press Submit.
	In the welcome screen, select the proper delegation in the right panel under Delegations
12	The delegation is displayed; **the Delegator** checks the delegation and clicks **Accept**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Accept**. At this point the delegation is in **Accepted** status and is active
End	This concludes the nominal flow of the delegation

Flow 2: Rejection (Create → Reject)	This is the rejection case, meaning that the delegator creates a delegation, the delegate checks and rejects the delegation; the delegator is informed of the delegate's rejection and aborts the delegation. At this point, the delegation is in **Cancelled** status.

Step	Description
1 – 8	Steps from 1 to 8 are the same as in the nominal case at page 3.
9	**The Delegate** checks the delegation and clicks **Reject**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Reject**. This sends a notification to **the Delegator** that **the Delegate** rejected the delegation, which is in status **Rejected**.
10	**The Delegator** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/ and follow step 2 in the nominal case at page 3.
11	In the welcome screen, select the proper delegation in the right panel under Delegations
12	The delegation is displayed; **the Delegator** checks the delegation and clicks **Abort**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Abort**. At this point, the delegation is in **Cancelled** status.
End	This concludes the nominal flow of the delegation

Flow 3: Amendment Accepted (Create → Amend → Accept)	This is the Amend - Accept case, meaning that the delegator creates a delegation, the delegate checks and requests an amendment; the delegator amends the delegation; the delegate accepts the amendment and the delegator accepts the delegation. At this point, the delegation is in **Accepted** status.

Step	Description
1 – 8	Steps from 1 to 8 are the same as in the nominal case at page 3.
9	**The Delegate** checks the delegation and clicks **Request Amendment**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation. Add the requested amendment and click **Request Amendment**. This sends a notification to **the Delegator** stating that **the Delegate** has requested an amendment and the delegation is in status **Created**.
10 - 11	**The Delegator** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/ and follow step 2 in the nominal case at page 3.
12	In the welcome screen, select the proper delegation in the right panel under Delegations
13	The delegation is displayed; **the Delegator** performs the requested amendment and clicks **Amend**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Amend**. **The Delegate** will receive a notification that the delegation is amended. At this point, the delegation is in **Activation Pending** status.
14	**The Delegate** should open a browser access the following address:

	https://customs.ec.europa.eu/taxud/uumds/admin-ext/ and follow step 2 in the nominal case at page 3.
15	Check the amended delegation and click **Accept**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Accept**. This sends a notification to **the Delegator** that the amended delegation is accepted.
16	**The Delegator** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/ and follow step 2 in the nominal case at page 3.
17	In the welcome screen, select the proper delegation in the right panel under Delegations
18	The delegation is displayed; **the Delegator** checks the delegation and clicks **Accept**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Accept**. At this point the delegation is in **Accepted** status and is active
End	This concludes the Amend – Accept flow of the delegation

Flow 4: Amendment Rejected (Create → Amend → Reject)	This is the Amend - Reject case, meaning that the delegator creates a delegation, the delegate checks and requests an amendment; the delegator amends the delegation; the delegate rejects the amendment and the delegator aborts the delegation. At this point, the delegation is in **Cancelled** status.

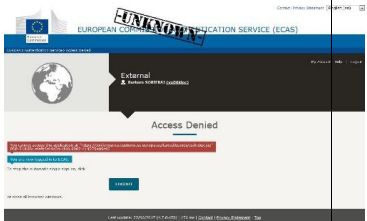| Step	Description
1 – 14	Steps from 1 to 14 are the same as in the previous case in page 8.
15	Check the amended delegation and click **Reject**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment describing the reason of the rejection and click **Reject.** This sends a notification to **the Delegator** that the amended delegation is rejected.
16	**The Delegator** should open a browser and access the following address: https://customs.ec.europa.eu/taxud/uumds/admin-ext/ and follow step 2 in the nominal case at page 3.
17	In the welcome screen, select the proper delegation in the right panel under Delegations
18	The delegation is displayed; **the Delegator** checks the delegation and clicks **Abort**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment and click **Abort**. At this point the delegation is in **Cancelled** status.
End	This concludes the Amend – Reject flow of the delegation

Flow 5: Revocation	The Delegate or the Delegator has the option to revoke a delegation, which is already active. In this case, the delegation is revoked and cannot be applied anymore. This flow allows a delegation to end.

Step	Description
1 – 2	Steps from 1 and 2 are the same as in the nominal case at page 3.
3	Select the appropriate delegation and click **Revoke**. In the pop-up window, verify the delegation number is the same as in the ID field of the delegation, optionally add a comment describing the reason of the revocation and click **Revoke.** This sends a notification to the other party that the delegation is revoked.
4	At this point, the delegation is in **Revoked** status and is unusable. If the two parties want to, they have to create a new delegation.
End	This concludes the Revoke flow of the delegation

What can go wrong?

Anomaly types   The Following cases can lead to Access failure :

Anomaly Type	Display Behaviour	What to do?
Access Management Failure	<u>Authentication fails</u> because the National Authentication Portal has reported: • Invalid credentials i.e. wrong user id, password, or both. <u>Authorization fails</u> because of • lack or mismatch of business profiles (application rights) 	Please contact your NSD (National Service Desk) which is the Single Point of Contact (SPOC) for supporting EU Traders community
Delegation	In the case of Customs	Please check your

Problems	Representatives and Employees accessing the Applications, there may be a problem with the delegation - not valid or expired. The user will receive the error page even though he has the proper credentials.	delegation details or please contact TAXUD support team : support@Itsmtaxud.europa.eu
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	Please close the browser window and retry a new session

Appendix 1 Delegation Flow and Status Chart

Delegation Flow

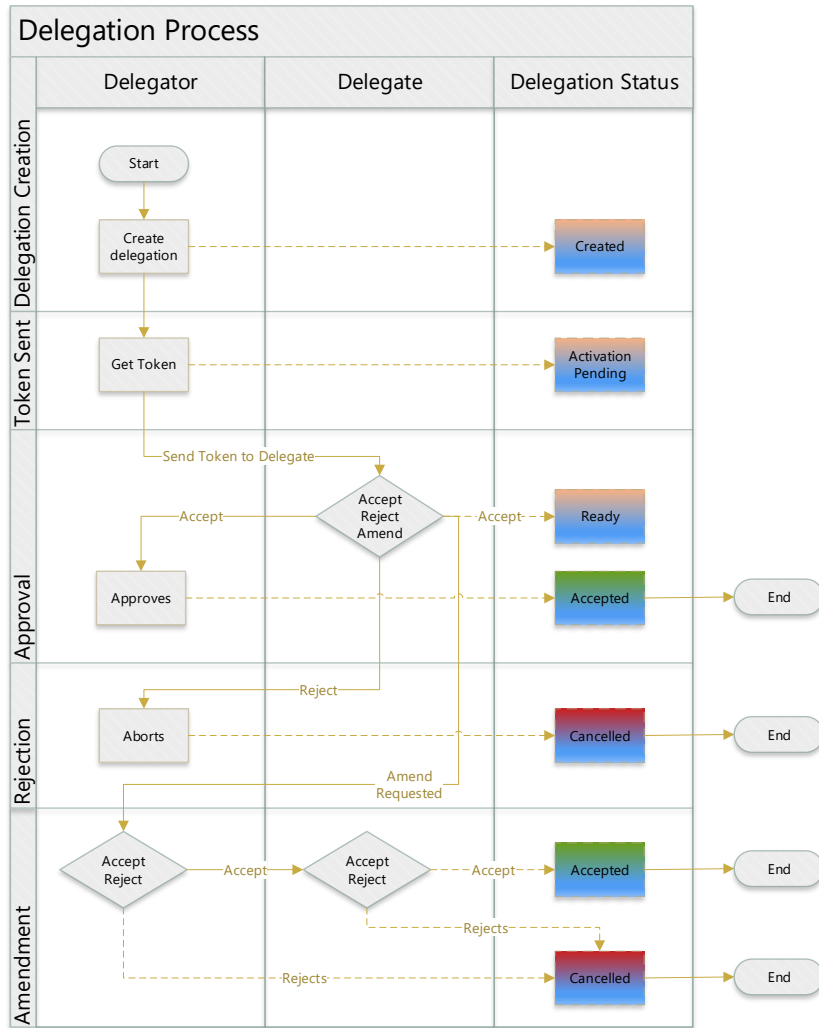The following figure describes the delegation process with respect to the delegation status.

Figure 1 Delegation process with respect to the Delegation status

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