



TÖÖTAJATE VOLITUSTE HALDAMINE

SPIM registri volituste haldamise keskkonnas

Sisukord

1. Töötajale ligipääsu loomine 2
2. Volituse aktsepteerimine töötaja poolt 6

1. Töötajale ligipääsu loomine

Ettevõtte esindajad (Economic Operator, *edaspidi* **EO** või Customs Representative, *edaspidi* **CR** profiiliga seotud isikud) saavad oma töötajaid siduda läbi administreerimisrakenduse (UUM&DS Admin):

<https://customs.ec.europa.eu/taxud/uums/admin-ext/>

1. Ettevõtte konto (EO või CR) esindajal tuleb keskkonda sisse logida läbi WAYF lehe:

European Commission UUM&DS

European Commission > TAXUD authentication portal

Where Are You From (wayf)

Select the domain of the application you request access to

Carbon Border Adjustment Mechanism 1

Select the country where you want to be authenticated

Belgium 2

Select type of actor

Economic Operator 3

Type of ID

EORI 4

ID

BE123456789 5 Validate

I am acting on behalf of:

6 Myself

The following (natural/legal) person with:

7 I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit 8

2. Valige menüüst lisa (add) (1)

The screenshot shows the UUM&DS web application interface. At the top, there is a header with the European Commission logo and the text "UUM&DS Domain Carbon Border Adjustment Mechanism *R27". Below the header, there is a navigation bar with "European Commission" and "UUM&DS". The main content area is divided into three sections: "My notifications", "My tasks", and "My delegations". Each section displays a table with columns for "Event type", "Description", "Event Date", "To do", "Event date", "ID", "Name", "Type of delegation", "Delegator ID", "Delegator name", "Delegate ID", "Delegate name", "Mandated person ID", "Mandated person name", "Valid from/to", and "Status". All three sections show "No records found." and a pagination control for "10" items per page. A sidebar on the left contains a "Delegations" menu with "View" and "Add" options, where "Add" is highlighted in red with a circled "1".

3. Täitke ankeet:

- (1) Nimi – vabalt valitud nimi, nt et eristada erinevaid antud delegerimisi
- (2) Lepingu usaldusväärsus - standardne leping e Standard
- (3) Delegerimise tüüp - otsene e Direct
- (4) Delegerimise sertifikaadid - puudub e No delegation of certificate
- (5) Delegerimise ulatus - täisulatus e All
- (6) Delegerimise kirjeldus - vabalt valitud kirjeldus
- (7) Alguse kuupäev – volituse kehtivuse algkuupäev
- (8) lõpu kuupäev - märkida kehtivuse ulatus. Volituse kestus saab olla kuni aasta
- (9) Valige Select a business profile [CBAM_DECLARANT](#) kui soovite, et töötaja esitaks ainult aruandeid
ja
valige lisaks [AMMSubmitInformation](#) kui soovite, et töötaja esitaks tegevusloa taotluse
- (10) vajutage "+" ikoonile
- (11) Seejärel vajutage võtme genereerimiseks „generate retrieve criterion“

Delegation:

Name: * Delegation to empl 1

Contractual reliability * Standard 2

Type of delegation: * Direct 3

Delegation of certificate * No delegation of certificate 4

Delegation scope: * All 5

Description: * A test delegation 6

Delegator: EORI BE11111111 as Customs Representative - BE11111111

Delegator subdomain: BE

Valid from: (GMT) * 03-10-2023 7

Valid to: (GMT) * 31-10-2023 8

Applications not protected by policies

Delegated business profiles Add business profile: Select a business profile 9 10

CBAM_DECLARANT [CBAM Declarant Business Profile] (1 valid delegation authorisations)

Available applications	Selected applications
	CBAM Application

1 valid delegation authorisations

Generate retrieve criterion 11

4. Kopeerige võti ja jagage seda oma töötajale

Retrieve generated criterion for delegation request

Please communicate this retrieve criterion to the delegate in order to accept it:

IdUR/yVGn2ruWbl+qOVLdgiNh30ApaCAfyP/wRhGAwJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1MjDOg==

Copy Print

Iga töötaja jaoks genereerib ettevõtte esindaja uue võtme. Ühte ja sama võtit ei saa kasutada erinevad töötajad.

- Kui töötaja on võtme sisestanud ja esitanud (ptk 2, p 3), peab ettevõtte esindaja delegerimisega nõustuma (1):

Delegation to empl 🔍 ⬆️ ⌵

ID: 485

Retrieve criterion: IdUR/yvGn2ruWbl+qOVLdginh30ApaCAfyP/wrhGawJNGtQ6YRkrXtL3PXgoPv/aHWHz55OY2MW2uFG1MJD0g== 📄 Copy

Print activation code

Name: Delegation to empl

Contractual reliability: Standard

Type of delegation: Direct

Delegation of certificate: No delegation of certificate

Scope of delegation: All

Description:

Delegator: EORI BE11111111 as Customs Representative - BE11111111

Delegator subdomain: BE

Delegate: EID BE22222222 as employee - User049 Test

Delegate subdomain: BE

Valid from: 03 October 2023

Valid to: 31 October 2023

Status: ACTIVATION PENDING

Applications not protected by policies:

Last modification: 03 October 2023 14:57:34 GMT by v9mojt9l

Creation: 03 October 2023 14:50:24 GMT by viq4covm

1 Accept
Reject
Request amendment

Delegated profiles | Delegation's attachments | Delegate's attachments

	ID ↕	Name ↕	Description
^	BP_DELEGATOR	DELEGATOR	BP to access UUM&DS Delegation function as delegator
^	CBAM_DECLARANT	CBAM Declarant Business Profile	CBAM Declarant Business Profile

(1 of 1) 1 10

2. Volituse aktsepteerimine töötaja poolt

1. Logige sisse administreerimisrakendusse

<https://customs.ec.europa.eu/taxud/uums/admin-ext/>

Legal notice | Cookies | Contact | [English \(en\)](#)

European Commission
TAXUD AUTHENTICATION PORTAL
UUM&DS
European Commission > TAXUD authentication portal

Where Are You From (wayf)

Select the domain of the application you request access to
Carbon Border Adjustment Mechanism 1

Select the country where you want to be authenticated
Belgium 2

Select type of actor
Employee 3

Type of ID
EID 4

ID
BE22222222 5

I am acting on behalf of:
6 Myself
 The following (natural/legal) person with:

7 I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

8

(1) Carbon Border Adjustment Mechanism

(2) Eesti

(3) Employee

(4) EID

(5) ID (isikukood)

(6) Myself

(7) Linnuke nõustumiseks

(8) Submit e Esita

2. Valige menüüst „Retrieve the delegation request“ (1)

The screenshot shows the UUM&DS dashboard. At the top, there is a header with the European Commission logo and the text "UUM&DS Domain Carbon Border Adjustment Mechanism *R27". A user profile "User049 Test (User)" is visible in the top right. The main navigation menu on the left includes "Dashboard", "Delegations", "View", and "Retrieve delegation request" (marked with a red circle 1). The dashboard content area has a "Quick overview" section with three tables: "My notifications", "My tasks", and "My delegations". All three tables show "No records found." and pagination for "(1 of 1)" records.

3. Kleepige võti (1) ja esitage (2)

The screenshot shows a form titled "Retrieve delegation by criterion". It contains a text input field with the value "IdUR/yVGn2ruWbl+qOVLdginH30ApaCAfyP/wRhGawJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1MjDOg==" (marked with a red circle 1) and a "Submit" button (marked with a red circle 2).

4. Peale seda sammu tuleb ettevõtte esindajal delegerimisega omakorda nõustuda (vt ptk 1, p 5).

Kumbki osapool võib delegerimist igal ajal ühepoolselt tagasi võtta, klõpsates tühistamise nuppu.

The screenshot shows the details of a "Delegation to empl" with ID 485. The "Retrieve criterion" is "IdUR/yVGn2ruWbl+qOVLdginH30ApaCAfyP/wRhGawJNGtQf6YRkrXtL3PXgoPV/aHWHz55OY2MW2uFG1MjDOg==" (marked with a red circle 1). The delegation is in "ACCEPTED" status, valid from 03 October 2023 to 31 October 2023. The delegator is "EORI BE11111111 as Customs Representative - BE11111111" and the delegate is "EID BE22222222 as employee - User049 Test". There are buttons for "Print activation code", "Copy", and "Revoke".