



# EMTOC TOOL

## Manual and Installation guide

February 2010

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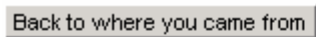
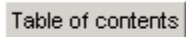


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## 1. General information

### 1.1 About

A help-page is part of a chapter and has its own title. Each page is displayed with navigation buttons, the chapter number and title in bold and the page title and contents.

The navigation buttons have the following names and functions:

	Return to the worksheet you originally came from.
	Go to the 'Table of contents'.
	Go to the previous/next page (or chapter).
	Print (preview) all Help-pages.

The table of contents (Home) lists all chapters and their pages. You can click on each page to go directly to that page.

### 1.2 Disclaimer

This tool is 'as it is'. No rights can be obtained from it.

The user of this tool is and remains responsible for the contents of the created XML-files.

## 2. Contents of this excel tool

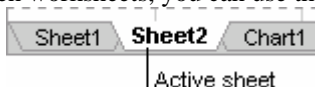
The EMTOC Create XML-tool has been developed as an aid for tobacco-manufacturers and/or -importers to submit their tobacco ingredient-data to regulators via the EMTOC website that is built according to EU legislation. As such, the XML-tool contains two tables to be filled in: List 1 'ingredient data for the regulator' and List 2 'ingredient data for the public'.

### 2.1 The Switchboard

This workbook (file) is made up of several worksheets. Each of the worksheets has its own purpose. The Switchboard-worksheet enables the user to switch between the worksheets and offers several special functions.

#### Switch worksheets, using the 'standard' Excel method

To switch between worksheets, you can use the 'standard' Excel method; click the sheet tab:



If you don't see the tab you want, click the tab scrolling buttons to display the tab, and then click the tab:



#### Switch worksheets, using 'Go to ...'-buttons

If you click a 'Go to ...'-button, the chosen worksheet will be displayed. On all other worksheets a button is present to get you back to the switchboard.

#### Function: Copy product/ingredients to list 2

This function clears list 2 before it copies all products/ingredients from list 1 to list 2. You can specify how this function should handle ingredients with small amounts:

1. Do nothing; Do not copy this confidential ingredient data (for this product).

2. Insert an empty line; If this product contains one or more ingredients with an amount less than 0.1 mg, an empty line is inserted. Later you can use this line to specify a group of ingredients.

3. Insert a line with the total amount of less than 0.1 mg ingredients; If this product contains one or more ingredients with an amount less than 0.1 mg then an empty line is inserted. Later you can use this line to specify a group of ingredients.

**Function: Copy ingredients to list 3**

This function is 'under construction'.

**Function: Search and replace**

This function is an aid with which one can search for specific values and replace them, just like the regular search-and-replace function in Excel. The first difference is that you can specify which columns in list 1 or list 2 should be searched and replaced. The second difference is that catalogue ID's and catalogue values can be swapped.

**Function: Download catalogues**

This function downloads the latest catalogue values (like countries, categories, ingredients, etc.) from the EMTOC-site. It displays a progress-bar and you are (probably) asked if you trust the security-certificate. If the download is completed, you can select the latest catalogue values in the appropriate columns of the 3 lists.

## 2.2 *The other worksheets*

### The 'General info' worksheet

On this worksheet you must specify your own information as well as information of the test-laboratories (e.g. TNCO) used.

Your own information can be modified by pressing the 'Modify'-button on the right-hand-side of the table.

The lab-information can be added, modified and deleted by pressing the appropriate button on the right-hand-side of the table. Before you can modify or delete a laboratory, you must first select one by clicking on it. The list is automatically sorted.

### Selecting ingredients on the list-worksheets

In the first column, your LOGIN name (obtained following an application to your regulator) should be filled in. The Country in the second column is the country of your postal address.

Each list-worksheet contains a column for the ingredient and one (or more) columns for the ingredients registration numbers. If you select a cell in the column and press the right-mouse-button, a window opens in which you can select an ingredient by searching for (a part of) the name or (a part of) the registration number.

## 3. **Submission of ingredient data**

### 6.1 *The legal aspects*

According to Directive 2001/37/EC, tobacco producers and importers are obliged to yearly submit the data of the tobacco ingredients they use in their products to the national authorities. The ingredient data refer to content i.e. identity and amount per type and brand, and the toxicological data available. A signed declaration of truth must accompany each submission. The deadline of submission differs per member state. For further details, see the EU Practical guide "Reporting on tobacco product ingredients" dated 31 May, 2007 and the for this submission relevant national tobacco law.

## 6.1 The three options to submit data via the EMTOC-system

Options: (1) Interactive manual, (2) Bulk-upload, (3) Bulk upload after having used this tool

### Option 1, Interactive:

The interactive upload by hand. You upload each product and ingredient one by one. This method is very useful if you have a very small number of products and/or ingredients. For this method: login directly to EMTOC website, and go to "Interactive submission". Using this option, you do not use this EMTOC Excel2XML-tool.

### Option 2, Bulk-upload:

The submission of ingredient data via a bulk-upload is performed by uploading XML-files which contain the required product/ingredient information. The XML-files must meet the requirements from the schemes (XSD) as prescribed by the EMTOC administrator.

It is advised to use this option if you have a very large number of products/ingredients and if you (your company) have a broad IT-experience in generating XML based files. Using this option, you do not use this EMTOC Excel2XML-tool.

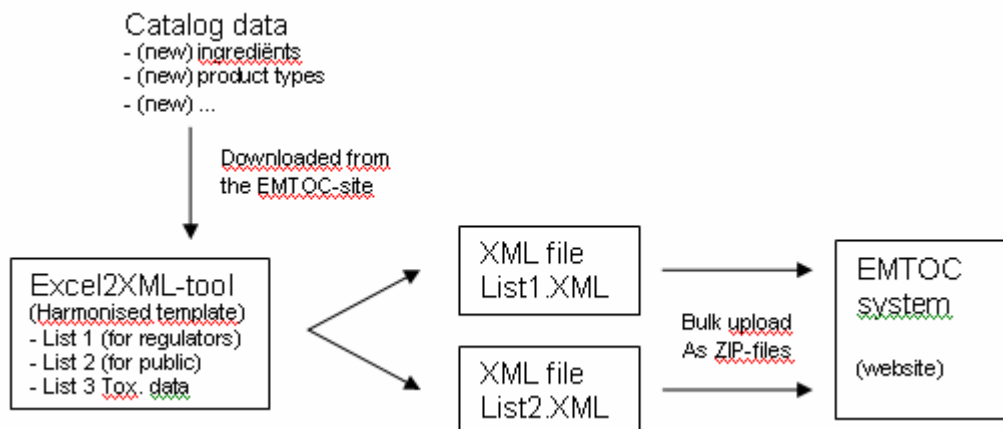
### Option 3 aid: This tool

You describe your data in Excel format. In a second step this tool generates XML-files from the information that you have described in Excel-format. After log-in to the EMTOC system, the thus generated XML-files can be used to upload the data using the EMTOC bulk-upload option.

This method is very useful if you have a fair-sized number of products/ingredients, but no experience with XML.

## 6.1 What does this tool do?

The usage of this tool is shown in this scheme:



## 4. List 1 (for regulators)

### 6.1 How to fill in List 1 (for Regulators)?

Go to List 1 (for regulators) via navigation at the bottom of the spreadsheet or via Switchboard. Fill this Excel-file with the requested product/ingredient information.

Column 2. Click on the cell, and select your country from the drop-down list. Country is the member state to which you want to submit your data.

Columns 7, 8 and 9. TNCO data (expressed in milligrams) and laboratory are mandatory only for cigarettes. Use a dot as decimal symbol.

Column 10 and 11. Give product weight and tobacco weight in grams. Use a dot as decimal symbol.

Column 13. Ingredient name. Click on empty cell. Use right mouse button to open the list of ingredients. Select an ingredient from the list. You can search an ingredient by typing its name (or part of it), or by typing its CAS-, FEMA- or CoE-number (or part of the number).

Column 14. Give the exact quantity in milligrams. The quantity added during the manufacturing process is accepted for the time being. Use maximally two decimals and a dot as decimal symbol.

Column 16. The content of this cell is automatically copied from the ingredient list. First (set of) number(s) are the CAS-numbers (separated by ' ; '). Second (set of) number(s) following the symbol ' | ' is (are) the FEMA-number(s). Third (set of) number(s) again following the symbol ' | ' is (are) the CoE-numbers.

Column 17. Toxicological data. Type yes if you submit this time new toxicological data. Attach the data later using the upload mode of the EMTOC system.

### ***6.1 Differences with the harmonised template***

In the harmonised template, the laboratory was specified in the TNCO-columns. In the Excel2XML-tool this was not possible (because of the XML-schema) so an extra column is added where you can select a laboratory specified on the 'General info'-worksheet.

The second difference with the harmonised template, is that the registration numbers column is automatically filled in when an ingredient is selected. The values in this column are not uploaded because registration numbers are treated as properties of ingredients.

The columns which differ from the harmonised template have a title with a yellow background.

### ***4.3 How to generate the XML-file of List 1?***

When you have completed List 1 (all cells must be filled), it is advised to save this version on your PC. Click on "Generate XML-file" to save your data as XML. You will get a progress report reporting failures (or not). Cells containing a failure get a red colour. Correct cells become a green colour. Correct the mistakes, and Click again on "Generate XML-file". This process is repeated until all data is successfully saved into an XML-file.

### ***4.4 Storage of the XML-file***

If no more errors are found, you must select "Overwrite existing file" or "Specify another file name or path before creating/overwriting". Selecting "Specify another file name or path before creating/overwriting" results in the opening of a new window in which you can choose where to (temporarily) save/store the XML-file.

Following the storage of the XML-file, you can open the XML-file for inspection.

This XML-file contains all the data that you want to upload. Before you can indeed upload this file in the EMTOC system, you must ZIP this file. The created ZIP-file can be uploaded after log-in to the EMTOC system, using the bulk upload option.

## 5. List 2 (for public)

### 5.1 *Deletion of the confidential data*

Once you have completed the filling of List 1 (for Regulators) with the data, you can generate List 2 (for the public) in a very efficient way. The only difference between List 1 and List 2 is that all data referring to quantities of ingredients lower than 0.1 w/w % (the confidential data) are not obliged to be depicted in List 2.

To create List 2 automatically from List 1, including deletion of "the lower than 0.1% w/w quantities" use the button: Go to Switch board, and click in the lower part on the button "Copy product/ingredients to List 2".

A window appears in which you must select what to do with the confidential data. The options are:

1. Do nothing; Do not copy this confidential ingredient data (for this product).
2. Insert an empty line; If this product contains one or more ingredients with an amount less than 0.1 mg, an empty line is inserted. Later you can use this line to specify a group of ingredients.
3. Insert a line with the total amount of less than 0.1 mg ingredients; If this product contains one or more ingredients with an amount less than 0.1 mg then an empty line is inserted. Later you can use this line to specify a group of ingredients.

In case of option 2 and 3, a line is inserted with the text "[Ingredient(s) < 0.1 ]" as the ingredient name. This will generate an error when creating XML because it is not a valid ingredient. You MUST adjust each product with an empty line and specify the correct name of the group (or groups) of the confidential ingredients, as well as all other empty cells.

You may insert extra lines (normal excel function) and fill them with different group names (see under "PUBLIC ....." in ingredient list; only for public list). Give total quantity for each group.

### 5.2 *Processing cells that have been affected by the deletion of confidential information*

After having selected your option concerning replacement of confidential information, go back to List 2. Before you may continue with the creation of an XML-file of List 2, you must modify (correct/insert/add) the cells that have been affected by the non-copying of the confidential information.

After correction, click the button Generate XML-file.

### 5.3 *Generate XML-file of List 2*

When you have corrected List 2 (all cells must be filled), it is advised to save this version on your PC. Click on "Generate XML-file" to save your data as XML. You will get a progress report reporting failures (or not). Cells containing a failure get a red colour. Correct cells become a green colour. Correct the mistakes, and Click again on "Generate XML-file". This process is repeated until the data are successfully saved into an XML-file.

### 5.4 *Storage of the XML-file*

If no more errors are found, you must select "Overwrite existing file" or "Specify another file name or path before creating/overwriting". Selecting "Specify another file name or path before creating/overwriting" results in the opening of a new window in which you can choose where to save/store the XML-file.

Following the storage of the XML-file, you can open the XML-file for inspection.

This XML-file contains all the data that you want to upload. Before you can indeed upload this file in the EMTOC system, you must ZIP this file. The created ZIP-file can be uploaded after log-in to the EMTOC system, using the bulk upload option.

## 6. XML files

### 6.1 XML-files explained

#### What is an XML-file?

An XML-file is a file which contains data (information) in a structural manner. The XML-files required by EMTOC, must be made in a specific structure. Because this tool 'knows' the structure of the Harmonised Template and 'knows' the EMTOC-XML-structure, it can create the XML-files.

An XML-file has, like any file, a name and it is stored in a map.

#### How to create an XML-file?

This tool creates XML-files, based upon the information which is stored in an Excel-file. There are other ways to create or edit XML-files, which are in essence very simple text-files.

#### What to do with errors?

Errors can occur within this Excel-tool, but errors can also occur in the uploading process. Each level requires it's own error-solving, but errors which occur during the upload always require new XML-files (and therefore adjustments in this tool).

The user of this tool is and remains responsible for the contents and the correctness of the contents of the created XML-files.

## 8. Submit your data in EMTOC system

#### You have now ready:

1. the XML-version of list 1 > zipp the xml-file
2. the XML-version of list 2 > zipp the xml-file
3. the signed Declaration of truth (as zipped pdf)
4. prepare smart card, PIN, EMTOC login ID and EMTOC login password

Go to EMTOC system and log in:

For training (to try it out; data will not be assessed by regulator):

<https://www.emtoc.eu/training/manufacturers>

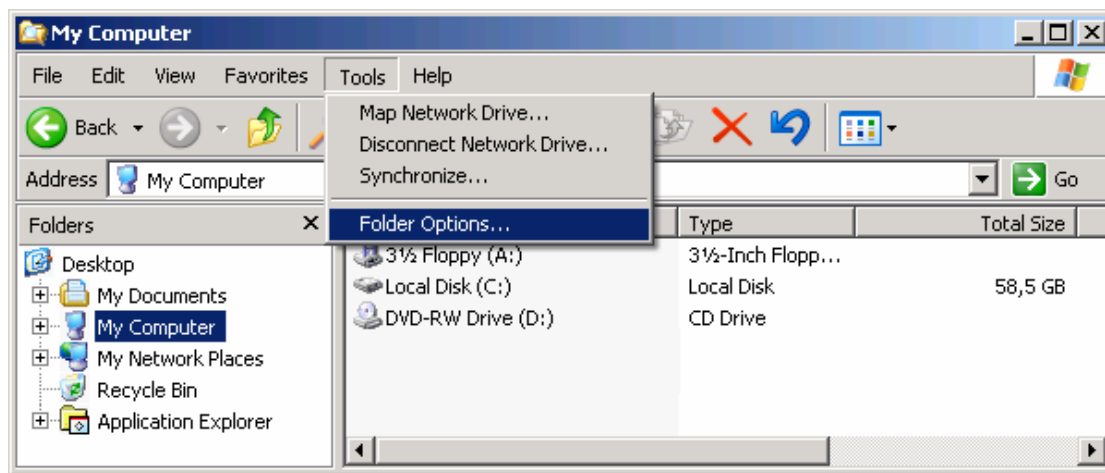
For submission (data will be assessed by regulator of MS where you submit):

<https://www.emtoc.eu/manufacturers>

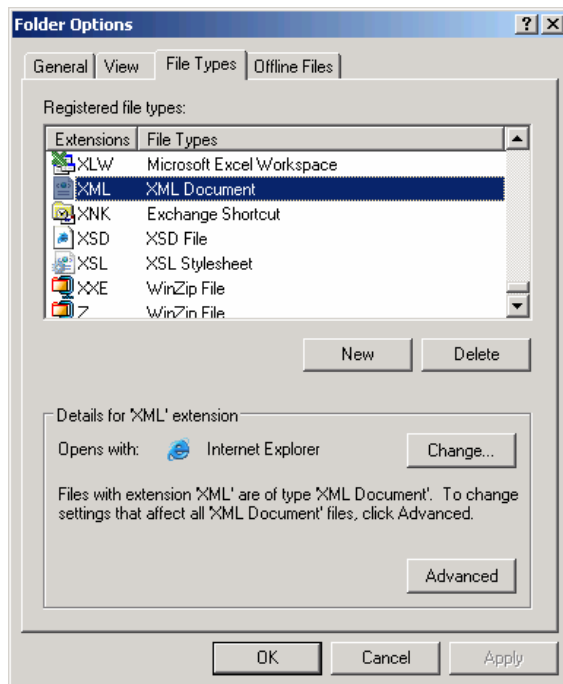
## 9. FAQ (Frequently Asked Questions)

### 8.1 I get an error message when I press 'Open XML-file' in step 4 of creating the XML file

When you reach step 4, the XML-file is created. The button 'Open XML-file' asks the operating system (windows) to open it. Windows can only do so if the file extension (.XML) is associated to a specific program (for example Internet-Explorer or XML-Notepad).



You can associate files to programs via the Tools-menu in the Explorer, where you can select 'Folder options'. Click on the 'File types' tab to change or add the association for the XML-file.



## 8.2 How can I copy and paste?

It is not allowed to copy the yellow cells from the harmonized template into the Excel2XML-sheets. Exclude the yellow cells while copy-pasting. This item briefly explains the steps to take if you want to copy/paste data from your own sheet(s) into the Excel2XML-sheets.

*Please take special notice of the warning in step 5!*

### step 1

Open the workbook you want to copy from. In this example we use a very short list with test-data so it is easier to visualize what is happening. It works exactly the same for large amounts of data.

### step 2

Press Ctrl-End to position the cursor at the last cell in the list. It sometimes happens that cells or rows have been cleared and Excel selects a cell which previously was the last filled cell. Then you have to press Ctrl-Home and save the workbook. Excel then recalculates and pressing Ctrl-End will select the last cell.

### step 3

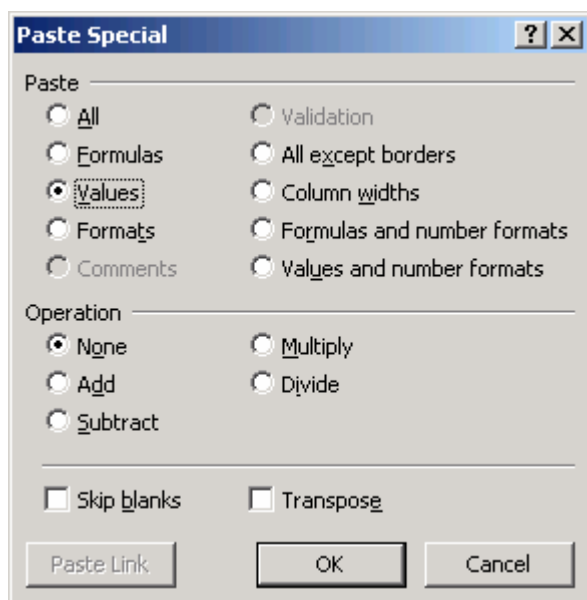
Press Ctrl-Shift-Home (Ctrl-Home places selects cell A1, also pressing Shift results in selecting all desired cells) and then press Shift-ArrowDown a few times to remove the title-rows from your selection.

### step 4

Copy the data by pressing Ctrl-C or via the edit menu. Open the Excel2XML-workbook and go to the desired list.

### step 5

Make sure the desired list is empty and cell A7 is selected. Paste de data into the desired list by using 'Paste special' from the menu. Warning: You must select 'Values' to make sure no lay-out, validation, formulas or protection is copied!



### step 6

The difference between the harmonized template and the Excel2XML-tool is the extra column J where the laboratory is specified. All pasted data in this fourth 'for cigarettes only'-column and the columns right from it must be moved 1 cell to the right. This is done by pressing Ctrl-End to go to last used cell and then press ArrowLeft to move 1 cell to the left.

### step 7

Press Ctrl-Shift-Home to select all rows and press Shift-ArrowRight 9 times to narrow down your selection.

### step 8

Press Ctrl-X or choose Cut from the menu, select Cell K7 and paste by pressing Ctrl-V or using the menu.

### step 9

Press the 'Download catalogs' button on the Switchboard-sheet in order to restore the formats (lay-out) and validation (dropdown lists etc.), as they have been overwritten by the copy-action.

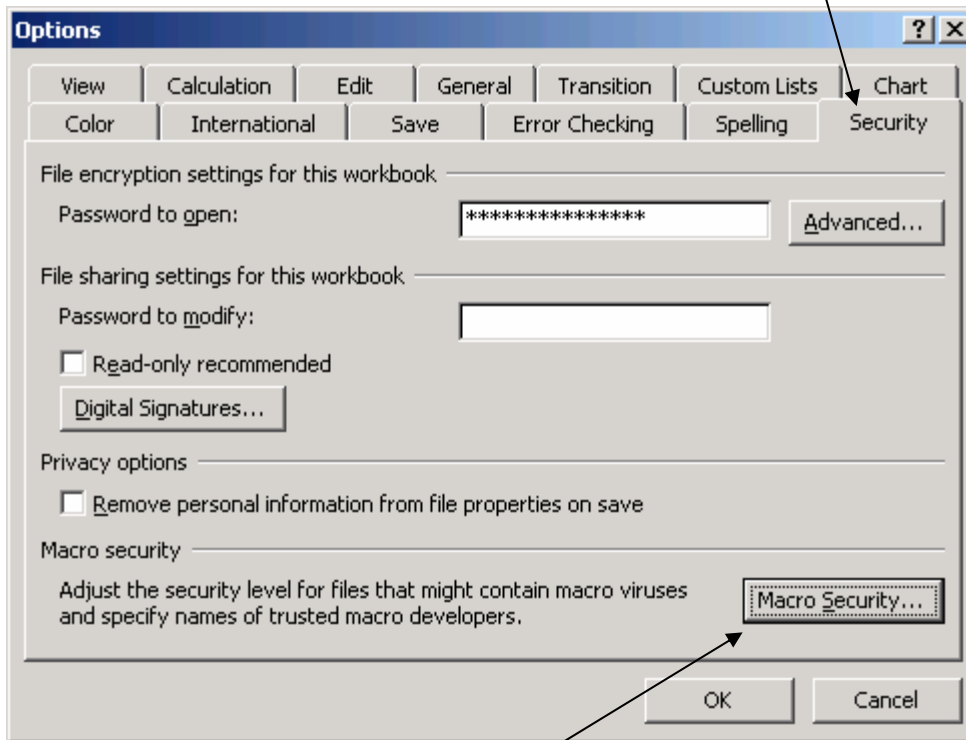
### step 10

Now specify for all cigarettes the laboratory where the TNCO-tests have been conducted.

## 10. Excel2XML Installation guide

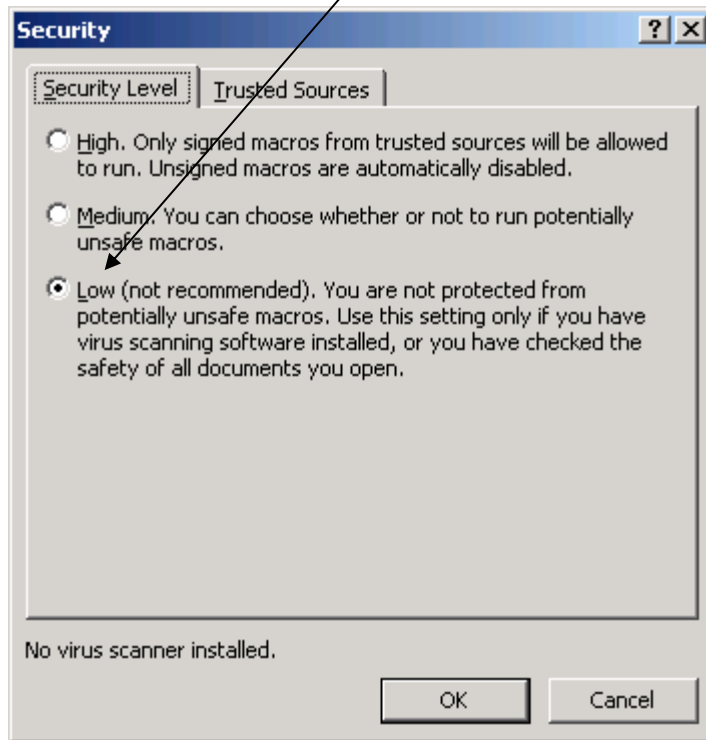
Microsoft Excel is normally installed with a 'high-security' level. This level does not allow macro's to be run. Because the Excel2XML-tool uses macro's, the security level must be set to 'Medium' or 'Low'. The steps to do so are:

Step 1: Select "Options" from the "Tools"-menu and click the "Security"-tab.



Step 2: Click the 'Marco Security'-button.

Step 3: Select 'Medium' or 'Low'.



If you select 'Medium', Excel will ask you what do to with the macro's, each time you open a file. Answer 'Enable macro's' to enable the Excel2XML maxcro's.

