

# UFI Generator application User Guide

October 2020

# ABC

## Disclaimer

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Version	Changes	
1.1	First release of the user guide under auspices of the European Commission	October 2016
2.0	Styling aligned with ECHA's visual identity after the hand-over of the user guide from the European Commission to ECHA	June 2018
2.1	Added possibility to generate UFIs for companies that have a VAT number but for commercial reasons they chose not to use it	October 2019
2.2	Updated according to new visual identity	November 2020

## UFI Generator application - User Guide

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## European Chemicals Agency

Mailing address: P.O. Box 400, FI-00121 Helsinki, Finland

Visiting address: Telakkakatu 6, Helsinki, Finland

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## 1. Introduction

The definition of a harmonised submission format for the submission to appointed bodies by importers and downstream users of information relating to the hazardous mixtures they place on the market has led to introducing the concept of a **Unique Formula Identifier** (UFI) that will be used to establish an unambiguous link between a product placed on the market and the information available for the treatment of patients.

A format for the Unique Formula Identifier has been defined and a software application permitting the generation of UFIs by industry has been developed.

The present user guide provides information and help on the UFI Generator application features:

- [Launching the application and selecting a language.](#)
- [Generating UFIs](#), one at a time or in bulk.
- [Validating UFIs.](#)
- [Getting a company key](#), for companies wanting to develop or use a local implementation of the generator

The UFI Generator is a **web application** that runs in your browser and does not save the UFIs you generate. It also does not record any information about application usage. This means that you need to save yourself the UFI you generate or the results of a bulk request.

Technical information on browser requirements and settings, JavaScript, cookie usage, and file format can be found in the appendices.

## 2. Generating UFIs

### 2.1 Launching the application and selecting a language

**1**

To launch the application enter <https://ufi.echa.europa.eu/#/create> in your web browser.

The application main page is divided into three tabs, each addressing a tool feature:

- **Create UFIs**, this tab is opened when starting the application.
- **Validate UFI.**
- **Get a company key.**

You can navigate freely between the tabs by clicking on a tab header. Going to another tab will not change or erase your data.

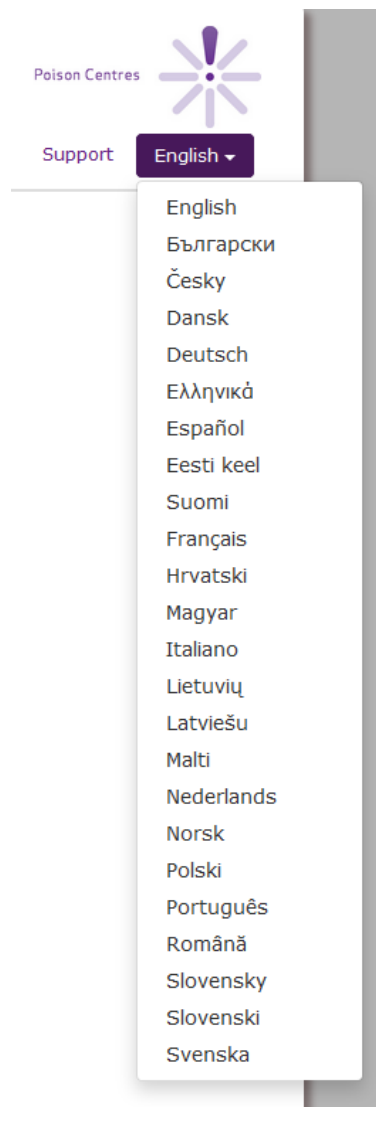
**2**

The application is available in all official languages of the European Community. The default language is English.

To change the application language, select your preferred language from the selection in the upper-right corner.

The application will immediately redisplay itself in the selected language.

If your browser settings allow the creation of cookies (see appendix **Error! Reference source not found.**), the application will remember your selected language: when you reopen the application, it will be shown in the language that was selected when you closed it.



## 2.2 Generate a single UFI

As demonstrated in Figure 2-1, generating a single UFI is a simple 4-step task.

The screenshot shows the 'CREATE UFIS' tab of the application. The 'Company VAT number' section includes a dropdown menu set to 'BE - Belgium', a text input field containing '0429124589', and an example '0123456789'. A tooltip '1. Enter VAT' points to the input field. Below this is a checkbox with the text: 'By ticking this box, I declare that the company does not have a VAT number or chose not to use it to generate a UFI.' The 'Create single UFI' section features a 'Formulation number' input field with '27782' and a tooltip '2. Enter formulation number'. To its right, the 'UFI' field displays '37XF-M2CU-2007-9JSP' with a copy icon. A tooltip '4. Copy your UFI' points to the copy icon. Below the formulation number is the text 'A number between 0 and 268 435 455'. At the bottom, there are 'Create' and 'Reset' buttons, with a tooltip '3. Click 'Create'' pointing to the 'Create' button.

**Figure 2-1: Generate a UFI when your company has a VAT number**

If your company does not have or chose not to use a VAT number you must follow the steps described in section 2.4 below.

### Tips for VAT:

- If you have used the application before on the same computer and allow the use of cookies (see appendix **Error! Reference source not found.**), the last selected country will be initialised when you re-open the application.
- You may copy paste or enter your VAT number with dot or hyphen separators that are commonly used in textual/printed representations of VAT numbers; for instance *0429.117.706*. These characters will be skipped when calculating the UFI.
- Blank characters will also be ignored.
- Lower or uppercase letters will be accepted where letters can be part of the VAT number. For instance, *123456789B12* and *123456789b12* are considered to be the same VAT number for the Netherlands.
- The application provides support regarding the format of a VAT number by displaying a country-specific help text beside the field. Hovering over the example text with the mouse displays the format definition in a tooltip.

**Tips for formulation number:**

- **A formulation number must be an integer between 0 and 268 435 455.**
- **Dots, if any, are considered to be thousand separators and will be trimmed from the input. For instance, 1.267 and 1267 are considered to be the same formulation number.**
- **Blank characters will also be ignored.**

**Tip on the UFI:** The generated UFI can be copied to the clipboard by simply clicking the icon placed at the right hand side of the field. It is an easy way to paste its value in another application.



This feature is not completely supported in Safari where the UFI will be selected but not placed in the clipboard. The user still needs to execute that last action.

**Warning:** Changing the value of any of the input field will erase the UFI. Be careful copying it before any such change. Of course, you can always re-generate your UFI: the same UFI will be generated from the same couple VAT number / formulation number.

## 2.3 Generate UFIs in bulk

When many UFIs must be generated for the same company, using the bulk feature is preferable over their manual generation one at a time. When using the bulk generation, a set of formulation numbers is given to the application and the corresponding UFIs will be returned in a single operation. There are two ways to provide the formulation numbers:

- If your formulation numbers are **sequential**, you may easily encode them in the application by specifying the value of the first formulation number and how many UFIs you want. This is demonstrated in Figure 2-2 below.
- If your formulation numbers are **not sequential**, they must be given to the application using a CSV/text file. This is demonstrated in Figure 2-3.

Note that there is an upper limit to the number of UFIs you may obtain in a single bulk request: 10.000.

### 2.3.1 Generate UFIs in bulk from sequential formulation numbers

The screenshot shows the 'CREATE UFIS' section of the application. At the top, there are three tabs: 'CREATE UFIS', 'VALIDATE UFI', and 'GET A COMPANY KEY'. The 'CREATE UFIS' tab is active.

**Company VAT number**

BE - Belgium (dropdown) | 0429124589 (input) | Example: 0123456789

By ticking this box, I declare that the company does not have a VAT number or chose not to use it to generate a UFI.

**Create single UFI**

Formulation number (input) | UFI (input)

A number between 0 and 268 435 455

Create | Reset

**Create multiple UFIs**

From sequential formulation numbers

2. Select bulk mechanism

3a. Enter formulation info  
The first formulation number

457890 (input)

A number between 0 and 268 435 455

3b. Enter formulation info  
How many UFIs will be created

124 (input)

A number between 1 and 10 000

From a CSV file (of up to 10 000 formulation numbers)

File upload area

Create | Reset

4. Click 'Create' & save your result

**Figure 2-2: Generate UFIs in bulk from sequential formulation numbers**



**Warning:** The application makes use of the browser to obtain the file and the behaviour will thus differ depending on your browser configuration. Please refer to appendix **Error! Reference source not found. 'Error! Reference source not found.'** for details.



This feature is not supported in Safari (Mac OS operating system).

A dialogue box will open and the application will propose a filename for the returned file that is constructed as

```
"UFI_<VAT number>_<DATE_YYYYMMDD>_<TIME_HHMMSS>.csv"
```

or

```
"UFI_<DATE_YYYYMMDD>_<TIME_HHMMSS>.csv"
```

depending on the given VAT information. A filename might thus be:

```
"UFI_BE0429117706_20160607_174706.csv".
```

**Warning:** It is the responsibility of the user to save the received file and give it an appropriate name, possibly different than the one proposed by the application.

**Tip:** [Importing the CSV to Excel.](#)

**Depending on your computer's regional settings you may not see the CSV correctly displayed as a two-column sheet in Excel. If this is the case, consult appendix [Error! Reference source not found. 'Error! Reference source not found.'](#) to find out how to import your CSV with Excel.**

### 2.3.2 Generate UFIs in bulk from non-sequential formulation numbers

To generate multiple UFIs from non-sequential formulation numbers you first need to prepare a text or CSV file containing a single column with the formulation numbers and then follow the steps described in Figure 2-3.

The only constraints for the file are that:

- It must have one formulation number per line.
- It may not include more than 10.000 lines.
- It should not contain empty lines.

If the file is not generated by a program, you can manually create it using Excel or any text editor (for instance, Notepad or Notepad++) to encode formulation numbers (one per line) and save the data as a text file. More details on how to save the file is provided in appendix A.4 'Creating a file with formulation numbers'.

CREATE UFIS    VALIDATE UFI    GET A COMPANY KEY

### Company VAT number

BE - Belgium    0429124589    1. Enter VAT

By ticking this box, I declare that the company does not have a VAT number or chose not to use it to generate a UFI.

### Create single UFI

Formulation number    UFI

A number between 0 and 268 435 455

Create    Reset

### Create multiple UFIs

From sequential formulation numbers

First formulation number    Count of formulation numbers

A number between 0 and 268 435 455    A number between 1 and 10 000

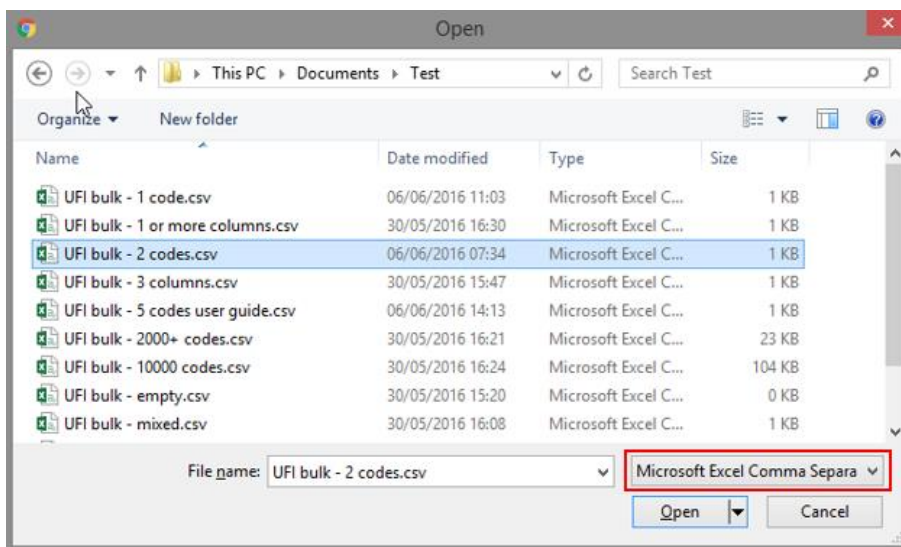
From a CSV file (of up to 10 000 formulation numbers)    2. Select bulk mechanism

UFI bulk - 10000 codes.csv    3. Open your input file  
One formulation number per line

Create    Reset    4. Click 'Create' & save your result

**Figure 2-3: Generate UFIs in bulk from non-sequential formulation numbers**

At step 3 you will need to select your file. Note that the file type in the navigator is set to CSV (see red rectangle in Figure 2 4). If your file does not have the .csv extension, you will have to select the 'All files' selection to locate it.



**Figure 2-4: Select a CSV file with formulation numbers**

If the file you uploaded is not well formatted the application will display an error message. Possible reasons for this error are:

- The file is not a one-column text or CSV file or it contains empty lines.
- The file is not a text file.
- The file includes at least one invalid formulation number. The application will not attempt to generate UFIs for the correct formulation numbers the file may contain.

## 2.4 Generate a UFI when your company does not have or chose not to use a VAT number

When your company does not have a VAT number or chose not to use it to generate a UFI you can create a UFI following the steps highlighted in Figure 2-5. That approach can be generalised to the generation of UFIs in bulk described in section 2.3.

The screenshot shows the 'UFI Unique Formula Identifier Generator' application interface. At the top, there are three tabs: 'CREATE UFIS', 'VALIDATE UFI', and 'GET A COMPANY KEY'. The 'CREATE UFIS' tab is selected.

**Company VAT number**

There is a dropdown menu and an input field. A purple callout box labeled '1. No VAT declaration' points to a button labeled '1. No VAT declaration'. Below this, there is a checked checkbox with the text: 'By ticking this box, I declare that the company does not have a VAT number or chose not to use it to generate a UFI.'

**Create single UFI**

**Formulation number**

There is an input field containing '27782'. A purple callout box labeled '2. Enter the formulation number' points to this field. Below the input field, it says 'A number between 0 and 268 435 455'. There are 'Create' and 'Reset' buttons. A purple callout box labeled '3. Click 'Create'' points to the 'Create' button.

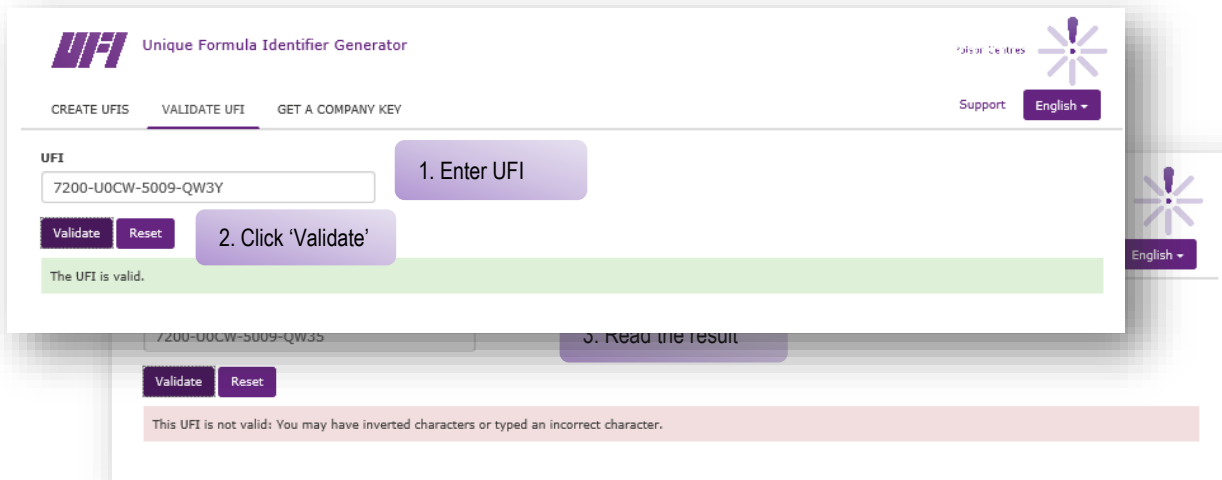
**UFI**

There is an output field containing 'X6XF-T2HA-300S-HEU8'. A purple callout box labeled '4. Copy your UFI' points to a copy icon next to the output field.

**Figure 2-5: Generate a UFI when your company does not have or chose not to use a VAT number**

### 3. Validating a UFI

If you would like to validate a UFI is done following the steps illustrated in Figure 3-1.



**Figure 3-1: How to validate a UFI**

#### Tips:

- [You may enter the UFI with or without hyphens.](#)
- [Blank characters in the input will be ignored.](#)

If the UFI you validate is not correct, errors will be reported in the following order:

- UFI length: a UFI must be 16-character long (excluding the hyphens).
- UFI characters: a UFI may not include 'L', 'I', 'O', 'B' and 'Z'.
- Checksum: the UFI checksum must be correct. (This can only be checked internally by the application itself, and not by the user). If the checksum is incorrect, this implies that at least one of the characters in the UFI is not correct.

If UFI length, characters and checksum are correct, a UFI may still be incorrect for the following reasons<sup>1</sup>:

- Encoding of information related to VAT country.
- Encoding of the version number.

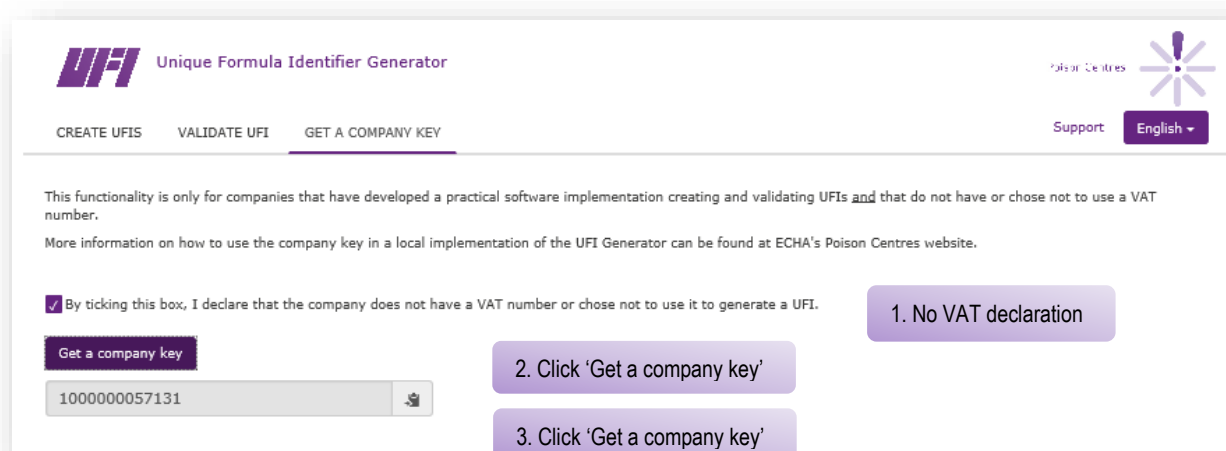
<sup>1</sup> Such a wrong UFI can only be generated by a flawed implementation of the UFI generation algorithm.

## 4. Getting a company key

Obtaining a company for use in a local implementation of the UFI generator is done following the steps illustrated in Figure 4-1.

**Warning:** This functionality is only for companies that have developed their own software implementation to create UFIs and do not have a VAT number or chose not to use it to generate a UFI.

**Tip:** More details on how to develop a local implementation of the UFI generator is available in the Developer manual on ECHA's Poison Centres website.



**Figure 4-1: How to get a company key**

**Tip:** The generated key can be copied to the clipboard by simply clicking the icon placed at the right hand side of the field. It is an easy way to paste its value in another application.

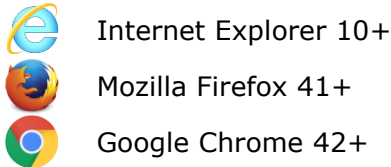


This feature is not completely supported in Safari where the company key will be selected but not placed in the clipboard. The user still needs to execute that last action.

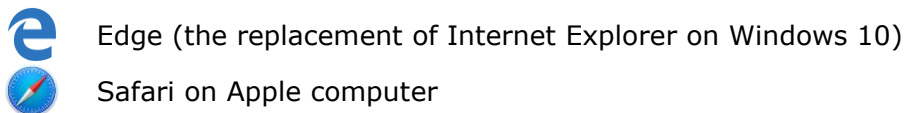
## Appendix 1. Browser requirements, JavaScript and cookie usage

Running the application only requires a **recent browser with JavaScript enabled**.

The minimum browser requirements are:



The application has also been tested to work with the following browsers. Any difference in behaviour has been flagged in the text where necessary.



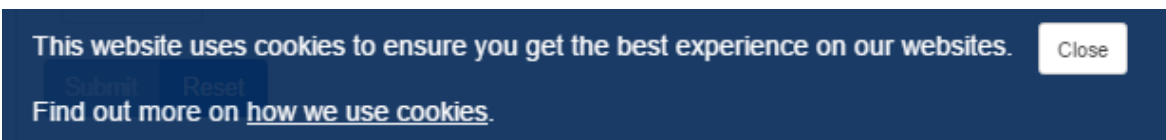
If you are unsure that JavaScript is enabled in your browser, you can go to <http://activatejavascript.org/en>. This page will check your browser settings and tell you if JavaScript is activated or not.



**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-1: **JavaScript checker**

If JavaScript is disabled, the method to enable it is provided on the website referred to above. It is generally possible to selectively allow JavaScript for some sites only. It is thus possible to enable JavaScript for this application only while keeping it otherwise disabled as a matter of policy in an organisation.

The application will use browser cookies to remember the selected language and your VAT numbers. The first time you start the application you will be informed about cookies via a message displayed at the bottom of the page and illustrated in Figure A-2.



**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-2: **Cookie consent message**

The "[how we use cookies](#)" link will open ECHA's website legal notice page at the cookies

section<sup>2</sup> in your selected language.

You should click Close to hide that message. It will not be shown again<sup>3</sup>.

If you elect to not permit that cookies are saved on your computer, the application will work but you will not benefit from some of its features: your preferred language and your VAT country will not be initialised when you open the application.

The table below lists the cookies the application uses to remember the selected language and VAT numbers.

**Table 1-1: Application cookies**

Cookie name	Cookie content	Example content
currentLanguage	ISO code of the latest selected language. Its value is read when starting the application to select the user's language.	de
recently_used_country	ISO code of the latest selected country. Its value is read when starting the application to initialise the VAT's country part.	BE
recently_used_vats	The value of the last 5 VAT numbers. Its value is used to facilitate typing VAT number using type-ahead	0123456789::7C123456789:: 0856891011::0236919256::1 2522::

<sup>2</sup> <http://www.echa.europa.eu/en/legal-notice#cookies> for the English version.

<sup>3</sup> If you access the application from the same browser on the same PC and have not deleted the consent cookie.

## Appendix 2. Browser save settings

Since the application makes use of the browser to save files, this behaviour will depend on your browser configuration.

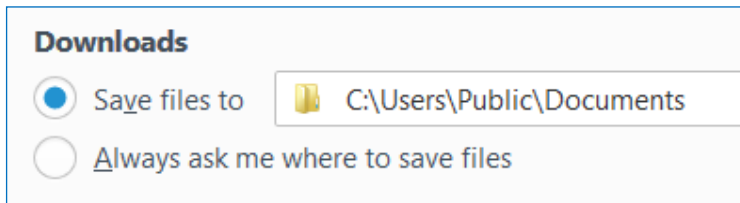
By default and in the absence of particular settings, browsers save files in the user's Download directory which on Windows PC is located under the user's personal directory:

*C:\Users\jdoe\Downloads* for user *jdoe*. This means that the default behaviour does not allow 'Saving as': all saved files are created in that location with the name given to them by the application.

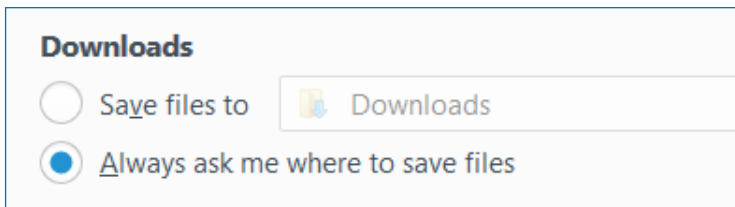
It is possible to override this behaviour and to specify another directory where your downloads will be saved. The technique to configure your browser's save location is slightly different in each case. We provide here a description for the three main browsers:

### Firefox<sup>4</sup>

- Click Tools and then Options to open the about:preferences page.
- In the General / Downloads section, select Save files to and your preferred download location, as illustrated.



Alternatively, it is possible to request the browser to ask you for a save location each time you save a downloaded file by clicking Always ask me where to save files as illustrated.



If you choose that option you will be requested to specify a save location every time you download a file, giving you the flexibility to select each time a different directory.


---

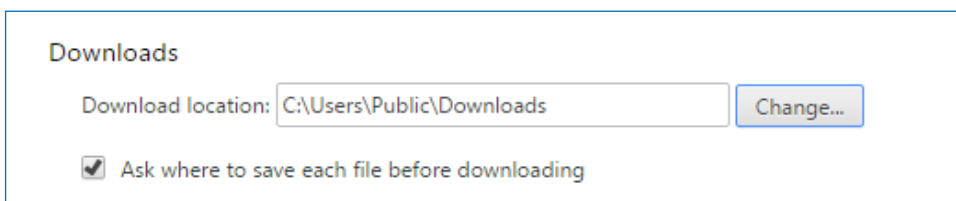
<sup>4</sup> Tried with Firefox 45.0.2.




**Chrome<sup>5</sup>**

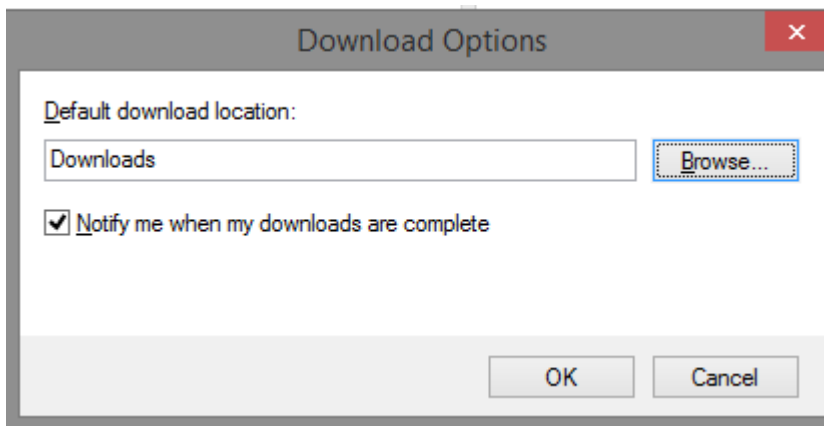


- In the top right corner, click the  icon.
- Click Settings to open the <chrome://settings/> page.
- Click Show advanced settings...
- In the Downloads section, select the Download location or click Ask where to save each file before downloading as illustrated below.



**Internet Explorer<sup>6</sup>**

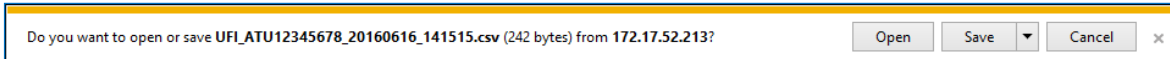
- In the top right corner, click the  icon.
- Click View downloads.
- In the bottom left corner of the opened dialogue box, click Options.
- Browse for your preferred download location and click OK.



Unlike Firefox or Chrome, Internet Explorer does not have an explicit option to request the browser to propose a place to save the file at every download. Instead, the browser offers a 'Save as' possibility: when a file is downloaded, a dialogue is displayed at the bottom of the page, as illustrated in Figure A-3.

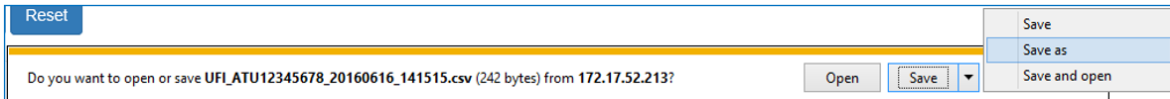
<sup>5</sup> Tried with Chrome 50.0.2661.102.

<sup>6</sup> IE9, IE10, and IE11.



**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-3: **Download and save a file with Internet Explorer**

If you simply click Save, the file will be placed in your configured 'Download' directory. If you select the triangle beside the Save button, the Save as action is made available and will allow you to browse for a location to save your file. This is illustrated in Figure A-4.



**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-4: **Save as with Internet Explorer**

### Appendix 3. Importing CSV in Excel

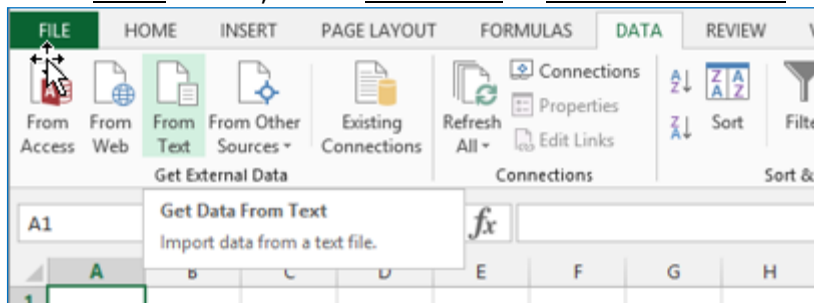
The CSV file generated by the application use the standard comma (',') as separator. In principle, opening the file in Excel will discriminate the columns. If it does not, as illustrated below, this is because your regional settings do not recognise the comma as the field separator.

	A
1	101,XP80-8083-R00C-NE0R
2	190,0AH0-90PF-000D-HSVG
3	234,23N0-K01W-G005-MTHA
4	567,YPJ1-30W3-F00Y-WGJT
5	890,KEF2-K0UA-D00T-JRSN
6	

**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-5: **Excel does not discriminate columns**

You can try to change your regional settings, but we advise you import the CSV file into Excel as follows<sup>7</sup>.

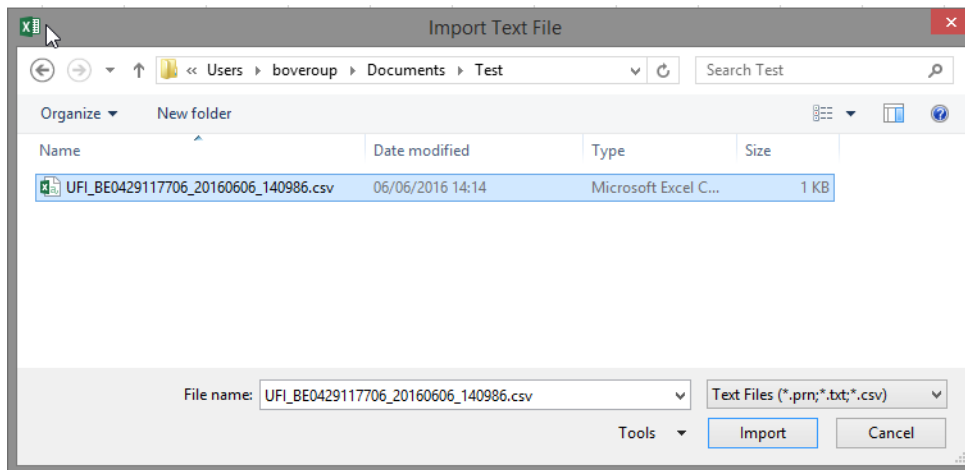
1. Open a blank workbook.
2. In the Data section, select From Text in Get External Data.



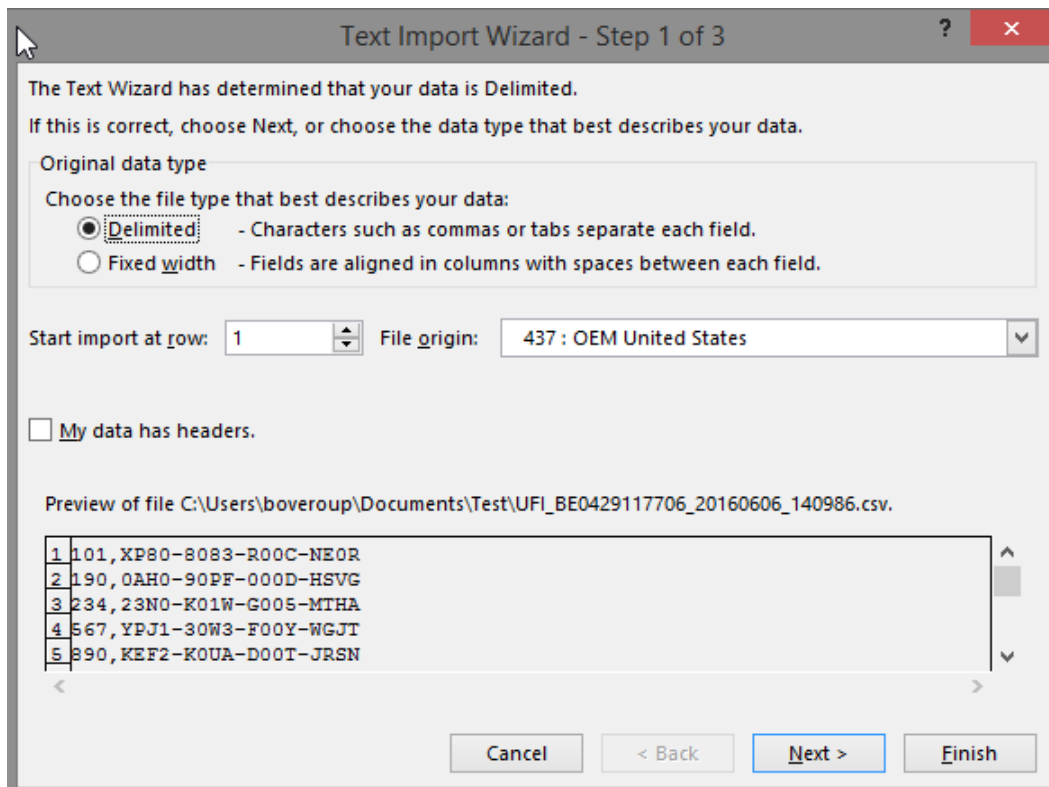
3. Browse and select your CSV file, then click Import.

---

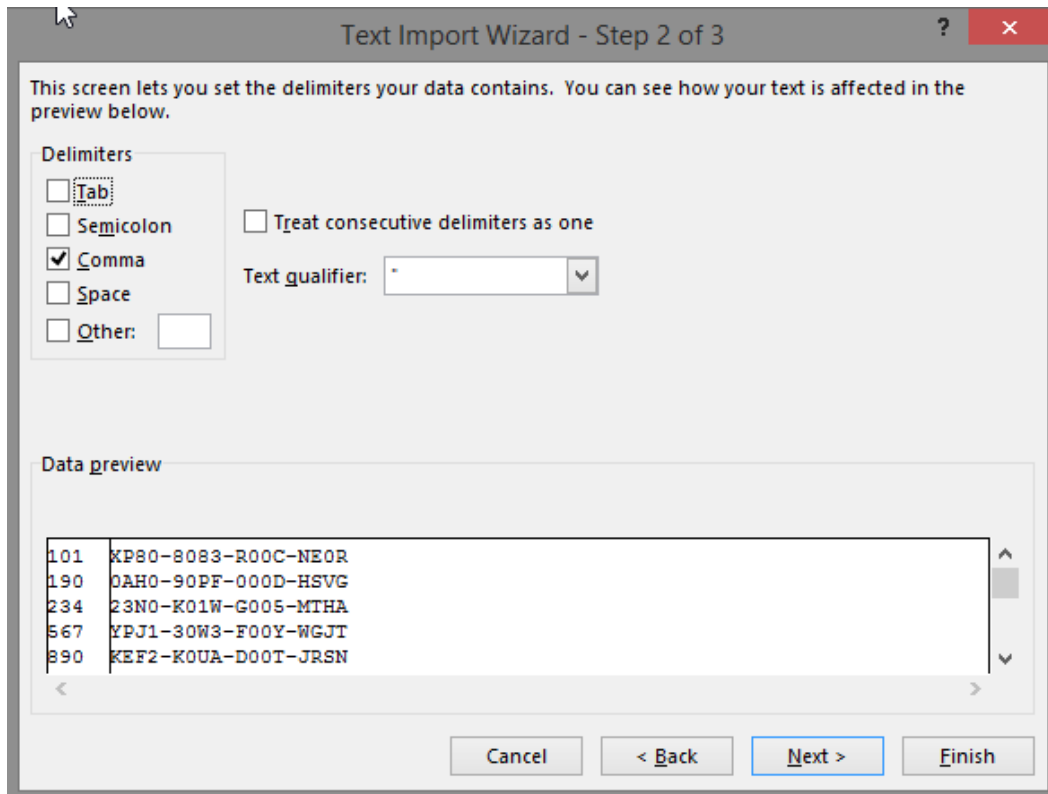
<sup>7</sup> The screenshots in this section have been made with Excel 2013. The import mechanism is similar in other versions of the product.



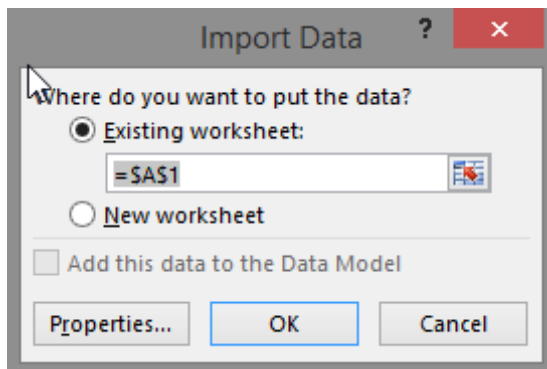
4. Excel opens the import wizard. Select Delimited, and then Next.



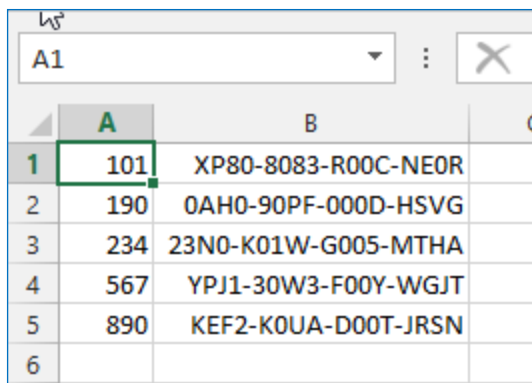
5. In the next step, select Comma as the field separator and click Finish.



- Click OK in the next dialogue asking you where to put the imported data.



- Excel imports your data in two columns.



	A	B	C
1	101	XP80-8083-R00C-NE0R	
2	190	0AH0-90PF-000D-HSVG	
3	234	23N0-K01W-G005-MTHA	
4	567	YPJ1-30W3-F00Y-WGJT	
5	890	KEF2-K0UA-D00T-JRSN	
6			

You can now save the file as a genuine Excel document (.xls or .xlsx extension).

## Appendix 4. Creating a file with formulation numbers

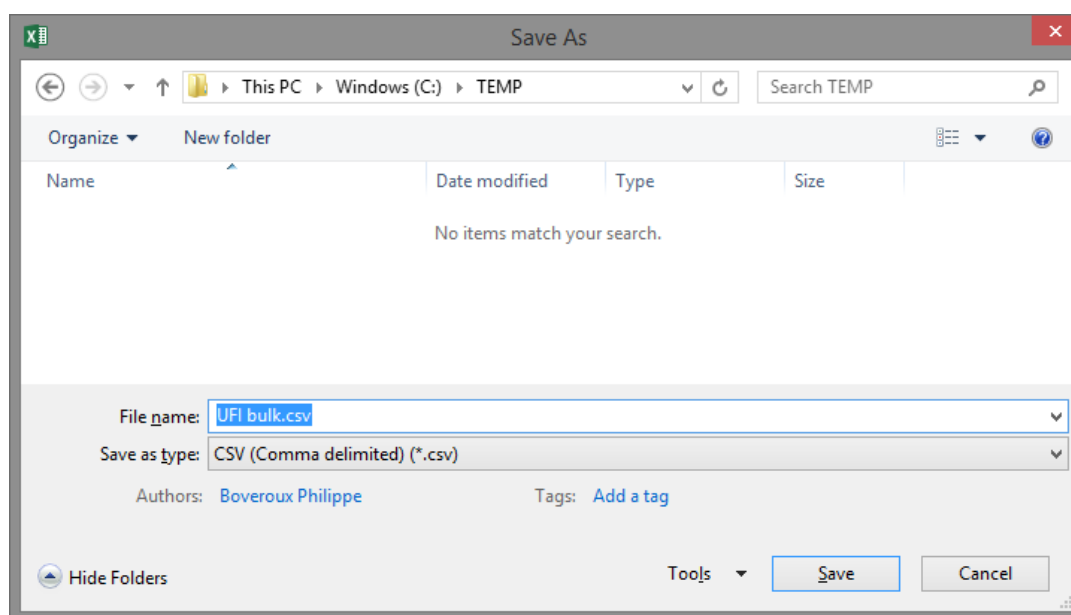
To generate UFIs in bulk when your formulation numbers are not consecutive you need to encode them as a text/CSV file.

The only constraints for the file are that:

- It must have one formulation number per line.
- It may not include more than 10.000 lines.
- It should not contain empty lines.

If the file is not generated by a program, an easy way to manually create it is to use Excel.

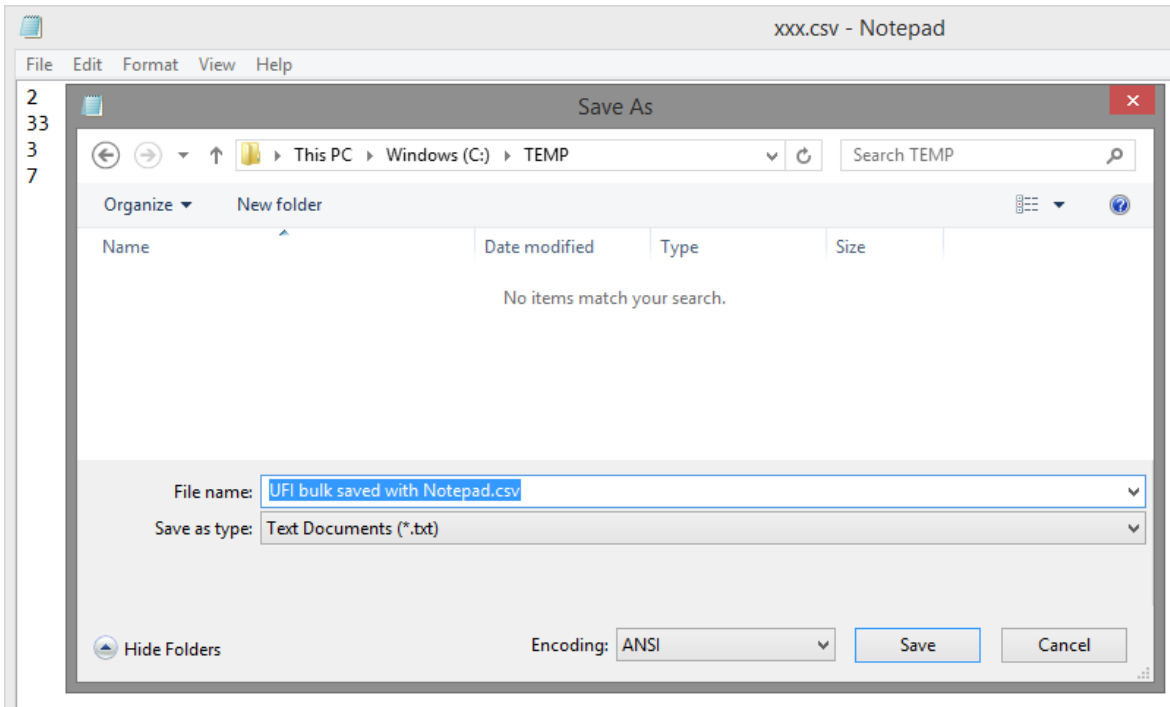
1. Open Excel.
2. Encode the formulation numbers.
3. When saving the file
  - a. Give a file name
  - b. Select "CSV (Comma delimited) (\*.csv)"



**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-6: **Save as .csv with Excel**

4. Click Save.

You can also as easily use any text editor (for instance, Notepad or Notepad++) to encode formulation numbers (one per line) and save the data as a text file.



**Figure** Error! Use the Home tab to apply Appendix Heading 1 to the text that you want to appear here.-7: **Save as .csv with Notepad**



EUROPEAN CHEMICALS AGENCY  
ANNANKATU 18, P.O. BOX 400,  
FI-00121 HELSINKI, FINLAND  
ECHA.EUROPA.EU