

UFI Generator application User Guide

July 2018

ABC

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UFI Generator application - User Guide

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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 not having a VAT number and 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 A.1), 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.

English ▾

English
Български
Česky
Dansk
Deutsch
Ελληνικά
Español
Eesti keel
Suomi
Français
Hrvatski
Magyar
Italiano
Lietuvių
Latviešu
Malti
Nederlands
Norsk
Polski
Português
Română
Slovensky
Slovenski
Svenska

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 UFI' tab selected. The 'Company VAT number' section includes a dropdown menu set to 'BE - Belgium' and a text input field containing '0429124589'. A blue button labeled '1 Enter VAT' is positioned to the right. Below this, a message states 'The company does not have a VAT number.' with a checkbox and the text 'By ticking this box, I declare that the company does not have a VAT number.' The 'Create single UFI' section has a 'Formulation number' input field with '27782' and a blue button labeled '2 Enter formulation number'. Below this are 'Create' and 'Reset' buttons, with a blue button labeled '3 Click "Create"' to the right. The 'UFI' section shows the generated number '37XF-M2CU-2007-9JSP' in a text field with a copy icon, and a blue button labeled '4 Copy your UFI' to the right.

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

If your company does not have 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 A.1), 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' tab of the application. It features three main sections:

- Company VAT number:** A dropdown menu set to 'BE - Belgium', a text input field containing '0429124589', and a blue button labeled '1 Enter VAT'. Below this is a text label 'The company does not have a VAT number.' and an unchecked checkbox with the text 'By ticking this box, I declare that the company does not have a VAT number.'
- Create multiple UFIs:** This section contains two radio button options. The first, 'From sequential formulation numbers', is selected and accompanied by a blue button '2 Select bulk mechanism'. Under this option:
 - 'First formulation number' input field: '457890', with a blue button '3.a Enter formulation info' (The first formulation number).
 - 'Count of formulation numbers' input field: '124', with a blue button '3.b Enter formulation info' (How many UFIs will be created).
- From a CSV file (of up to 10 000 formulation numbers):** This option is currently unselected.

At the bottom of the form, there is a file upload area, a blue button '4 Click "Create"', and another blue button '5 Save your file'. On the far left, there are 'Create' and 'Reset' buttons.

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 A.2 'Browser save settings' 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 A.3 'Importing CSV in Excel' 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**

The company does not have a VAT number.

By ticking this box, I declare that the company does not have a VAT number.

Create multiple UFIs

From sequential formulation numbers

First formulation number
 A number between 0 and 268 435 455

Count of formulation numbers
 A number between 1 and 10 000

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

 3 *One formulation number per line*

2 Select bulk mechanism

4 Click "Create"

5 Save your result file

Create Reset

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.

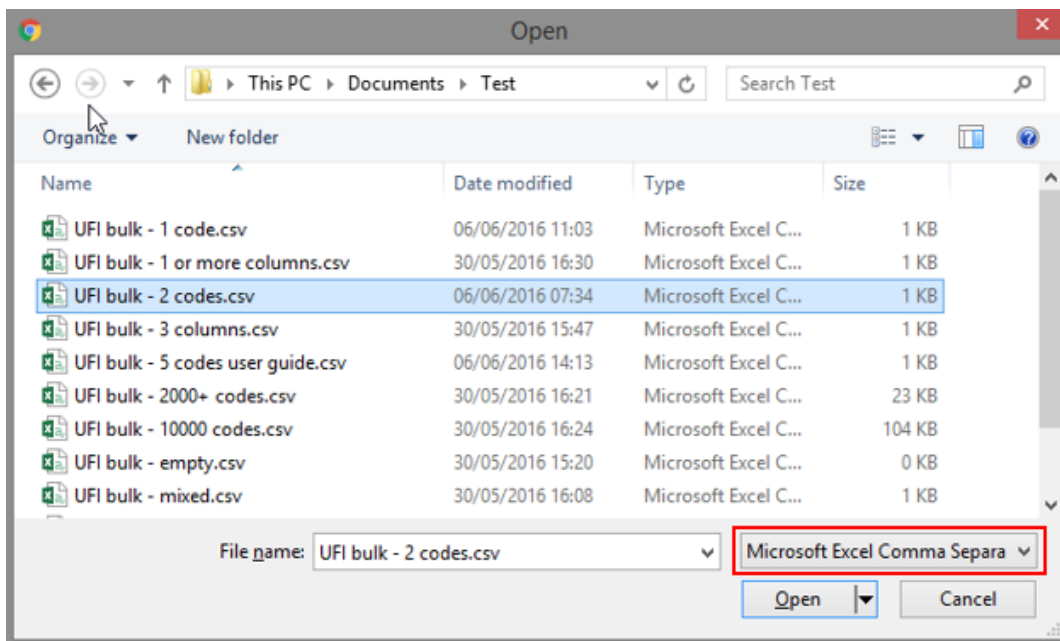


Figure 2-4: Select a CSV file with formulation numbers

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 a VAT number

When your company does not have a VAT number 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.

Warning: This feature is offered to companies without VAT number. You should not use this functionality when your company has a VAT number.

Figure 2-5: Generate a UFI when your company does not have a VAT number

3. Validating a UFI

Validating a UFI is done following the steps illustrated in Figure 3-1.

The screenshot shows a web interface with three tabs: 'Create UFIs', 'Validate UFI', and 'Get a company key'. The 'Validate UFI' tab is active. Below the tabs is a form with the following elements:

- A text input field labeled 'UFI' containing the value '7200-U0CW-5009-QW3Y'.
- Two buttons: 'Validate' and 'Reset'.
- A green message box displaying 'The UFI is valid.'

Three numbered steps are overlaid on the interface:

- 1 Enter UFI
- 2 Click "Validate"
- 3 Read the result

Figure 3-1: 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 reasons¹:

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

¹ 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.

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](#).

The screenshot shows the 'Get a company key' tab of the UFI Generator application. It includes a warning message, a tip, a checkbox for VAT declaration, a 'Get a company key' button, and a text input field containing '1000000001871'. Three numbered callouts are overlaid on the form:

- 1 No VAT declaration**: Points to the checkbox area.
- 2 Click "Get a company key"**: Points to the 'Get a company key' button.
- 3 Copy your company key**: Points to the copy icon on the right side of the text input field.

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.

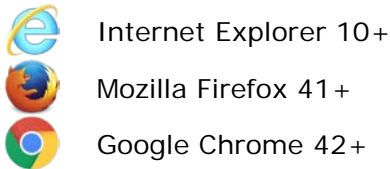


This feature is not completely supported in Safari where the company key will be selected but not placed in the clipboard. The user still needs to execute that last action.

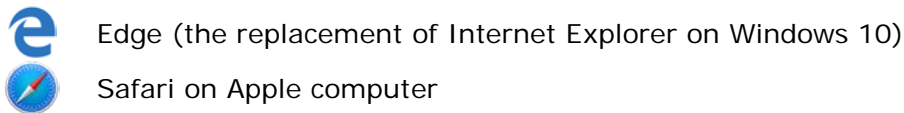
Appendix 1. Browser requirements, JavaScript and cookie usage

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 A-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.

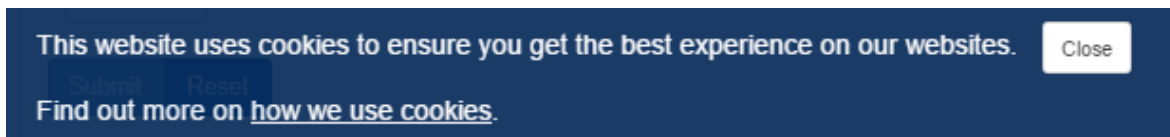


Figure A-2: Cookie consent message

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

section² in your selected language.

You should click [Close](#) to hide that message. It will not be shown again³.

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:: |

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.

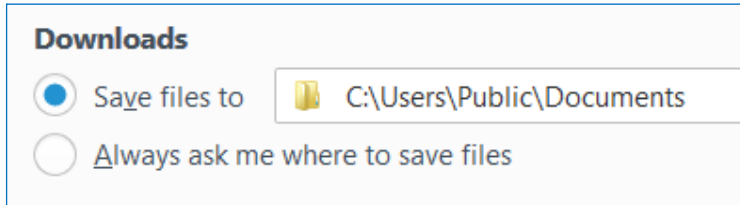
It is possible to override this behaviour and to specify another directory where your downloads will be saved. The technique to configure your browser's save location is slightly different in each case. We provide here a description for the three main browsers:

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

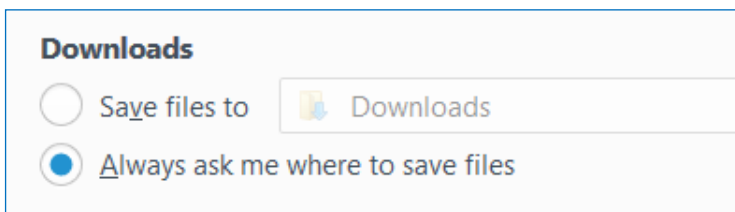
³ If you access the application from the same browser on the same PC and have not deleted the consent cookie.

Firefox⁴

- 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.

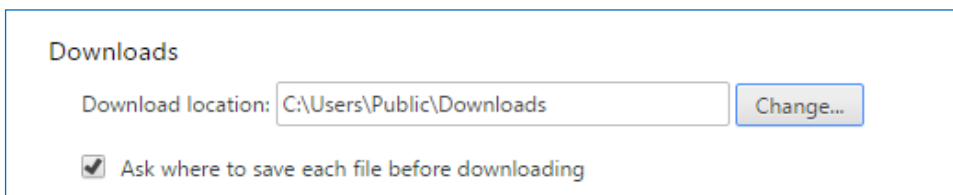


If you choose that option you will be requested to specify a save location every time you download a file, giving you the flexibility to select each time a different directory.

Chrome⁵




- 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.

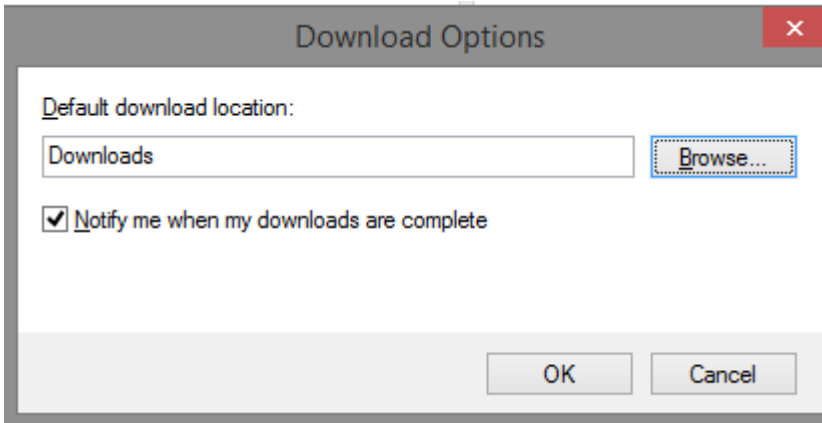


⁴ Tried with Firefox 45.0.2.

⁵ Tried with Chrome 50.0.2661.102.

Internet Explorer⁶

- 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.

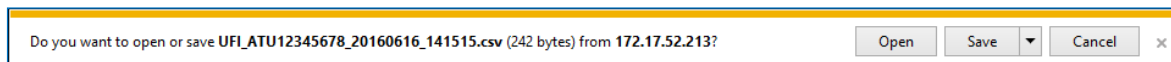


Figure A-3: Download and save a file with Internet Explorer

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.

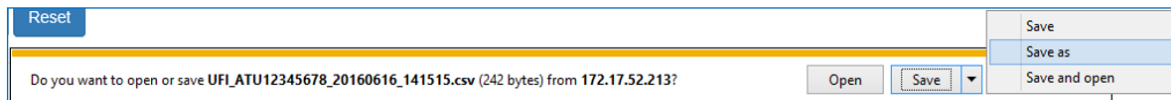
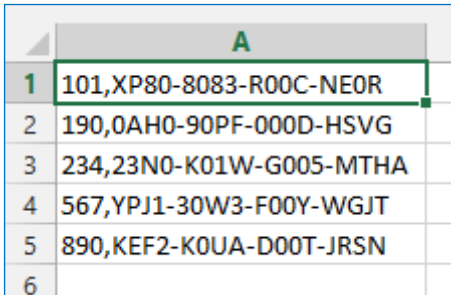


Figure A-4: Save as with Internet Explorer

⁶ IE9, IE10, and IE11.

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.

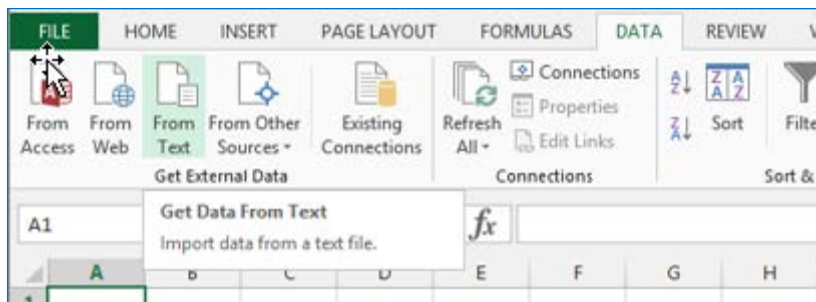


| | |
|---|-------------------------|
| | A |
| 1 | 101,XP80-8083-R00C-NE0R |
| 2 | 190,0AH0-90PF-000D-HSVG |
| 3 | 234,23N0-K01W-G005-MTHA |
| 4 | 567,YPJ1-30W3-F00Y-WGJT |
| 5 | 890,KEF2-K0UA-D00T-JRSN |
| 6 | |

Figure A-5: Excel does not discriminate columns

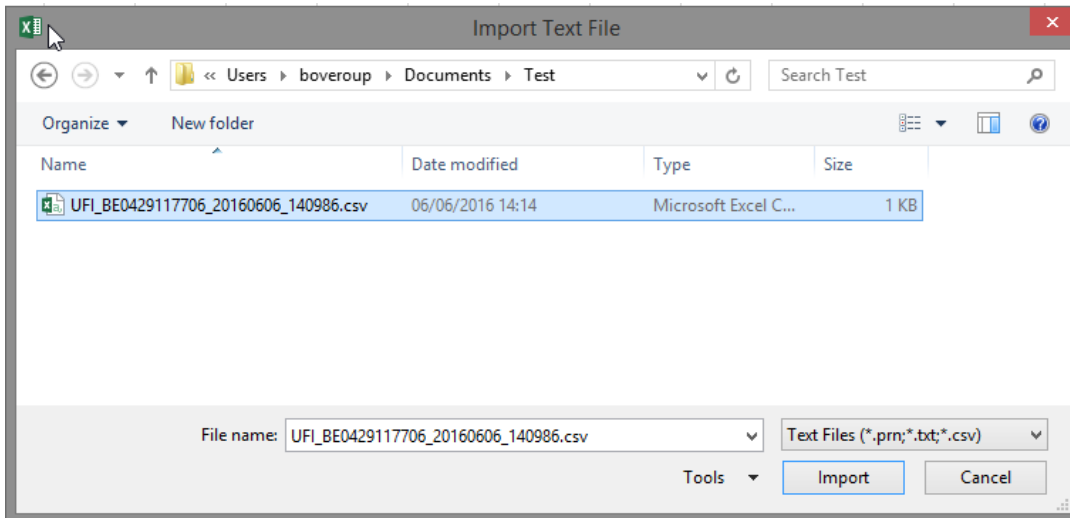
You can try to change your regional settings, but we advise you import the CSV file into Excel as follows⁷.

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

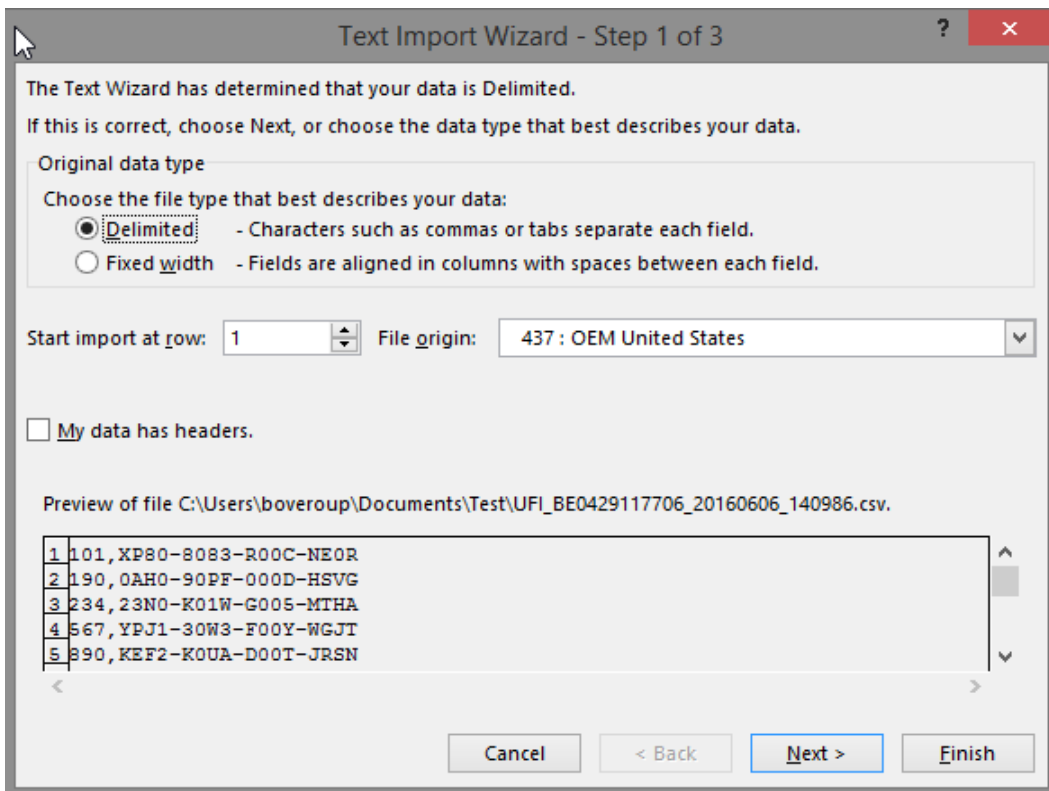


3. Browse and select your CSV file, then click Import.

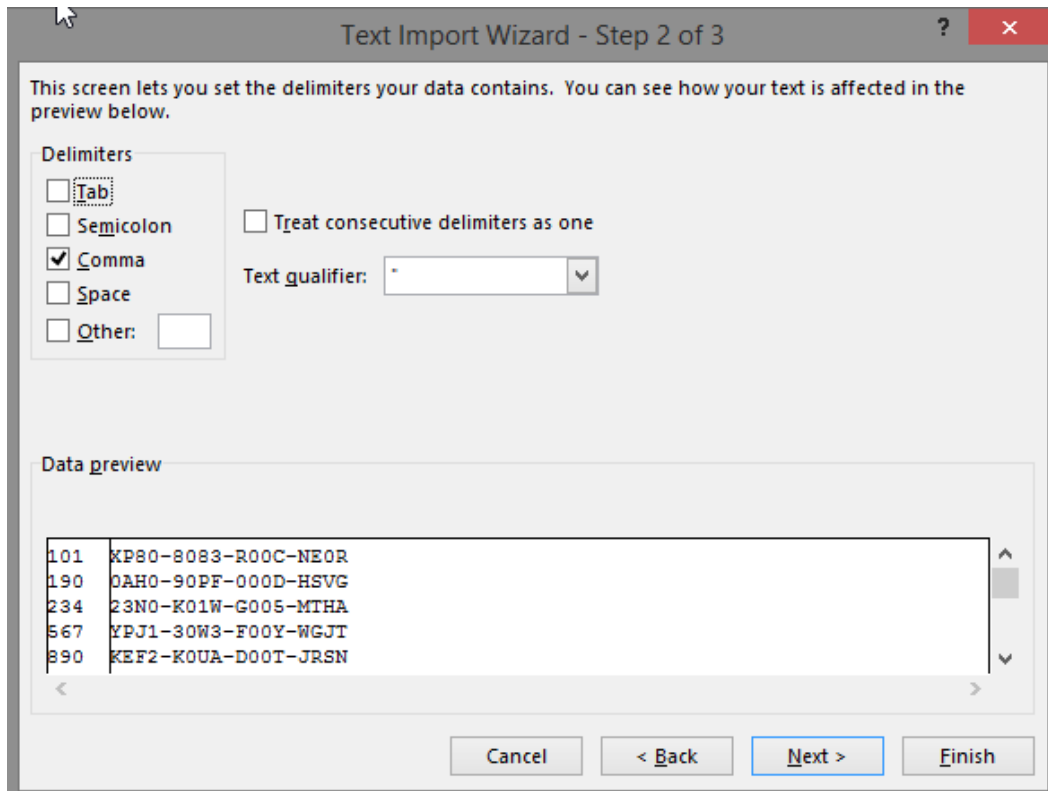
⁷ The screenshots in this section have been made with Excel 2013. The import mechanism is similar in other versions of the product.



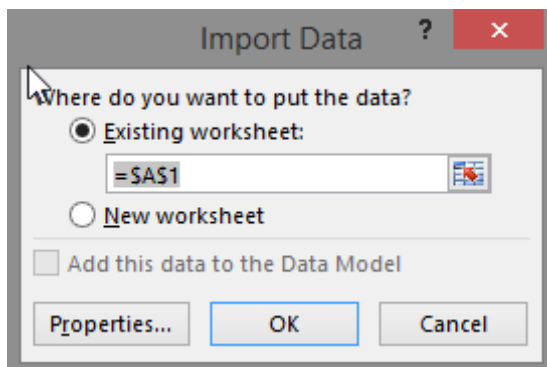
- Excel opens the import wizard. Select Delimited, and then Next.



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



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



7. Excel imports your data in two columns.

| | A | B |
|---|-----|---------------------|
| 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)"

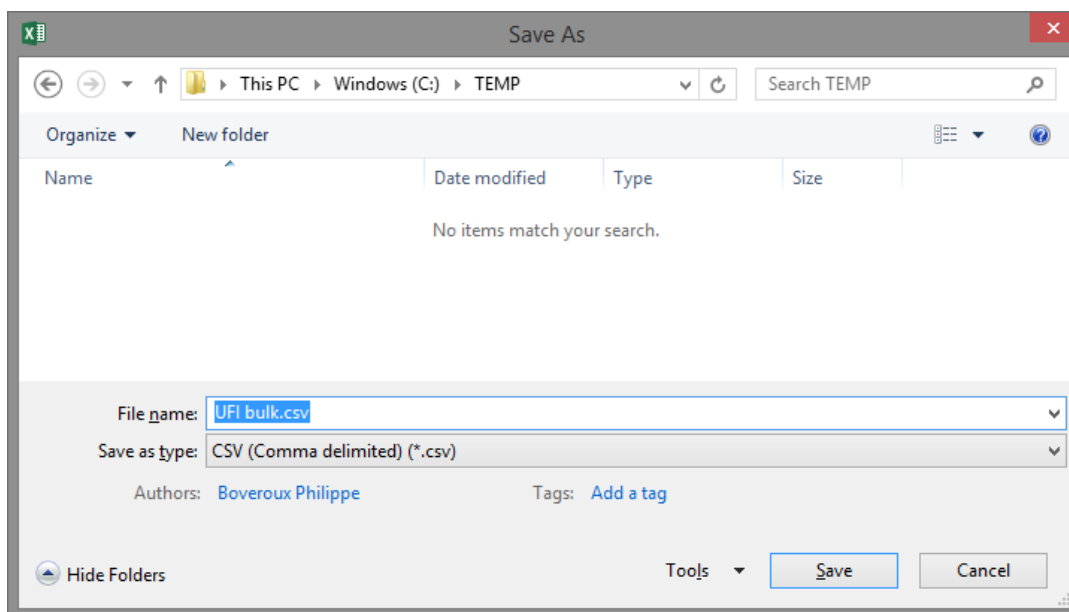


Figure A-6: Save as .csv with Excel

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.

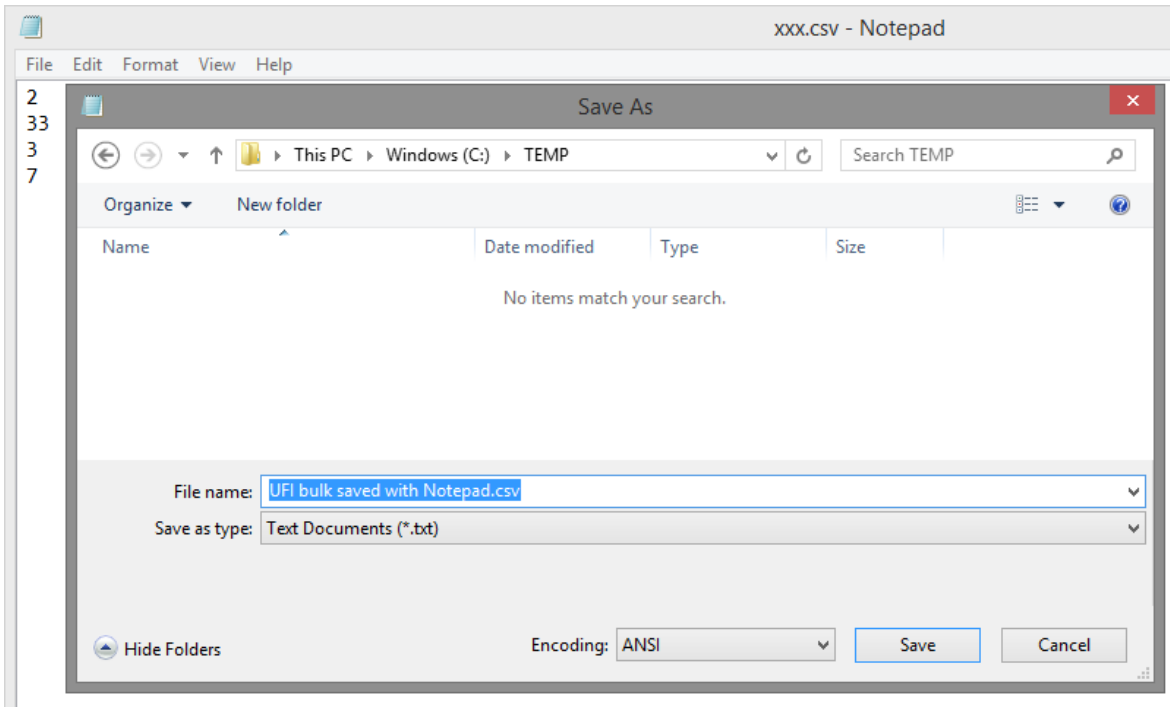


Figure A-7: Save as .csv with Notepad

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