This help covers the ordering and registering of Odette IDs.

Answers to Frequently Asked Questions are available [online](#).

About the Odette ID service

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THE PURCHASE OF AN ODETTÉ ID ENTITLES YOU TO OBTAIN AN ODETTÉ DIGITAL CERTIFICATE WITH A DISCOUNT OF €180 (EQUIVALENT TO 1 YEAR FREE OF CHARGE).
Ordering your Odette ID Help

On-line help is available throughout the application.
Click on the fields in order to obtain information about the content to be entered.

Log in to the OdetteSecure website.

Order & Manage Your Odette ID Codes.

From this screen, you can purchase a new ID code, or manage any of your existing Odette ID Codes (Register Sub-Entity, View Details).
Ordering your Odette ID Help

If you have not previously registered any codes, this list will be empty as shown below.

Entity Registration

The grid below shows the number and type of codes available for the registration of your entities. To register your entity and receive your code, please click on the link.

<table>
<thead>
<tr>
<th>Type</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full OSCAR Code</td>
<td>9</td>
</tr>
<tr>
<td>OFTP Code</td>
<td>1</td>
</tr>
</tbody>
</table>

The grid below shows a summary of all the codes you have already registered. Codes with prefix 'X' are for OFTP use only.

Purchase order number: if you do not have one, you can enter any reference you would like to see on your invoice.

Product type: Select OFTP Code.

An **OFTP Code** can be used solely to identify an OFTP station entity. Other applications such as AutoID or EDI messaging etc are not supported by this code type.

A full **OSCAR Code** is the right choice if you want to do more than just identify your OFTP station. With a full **OSCAR Code** you can identify many different Business Entities and Sub Entities (including an OFTP station).

Quantity: Enter quantity required.
Accept the Terms & Conditions.

*Purchase*
Ordering your Odette ID Help

Your order will be checked by the Odette administrator and an invoice will be sent to you by email. Once payment is received, you will be able to register your OFTP station(s) and receive your code(s).

OFTP STATION REGISTRATION AND CODE GENERATION

Create & Manage Odette ID Codes.

In the upper part of the Entity Registration screen, you will see the type and quantity of codes you have purchased. To register your OFTP station and receive your code, symbol in the right hand column (Register entity).
Click on the appropriate fields in order to obtain information about the content to be entered. The *Functional entity type* “OFTP” on the lower part of the screen is pre-selected.

At the bottom of the screen, you can add Contacts for this entity if required.

Save

You now have your code (X1EX) for your OFTP station and one further OFTP Code available for registration. You can now view details of your OFTP station in case you need to modify them.
Ordering your Odette ID Help

Please note that for use in OFTP exchanges, your complete Odette ID (SSID) must include the prefix O0177 and a 6 alphanumeric character suffix.

- e.g. **O0177X1EX000000** / Please note that the first character is an upper case letter O

If required the final 6 characters can be used to name your OFTP station.

- e.g. **O0177X1EXDUMMY1**

For further information on the rules for constructing an OFTP ID (SSID), [here](#)

If you are using OFTP2, you will also need a digital certificate for security reasons.

### PURCHASE AN OSCAR CODE

Purchase order number: If you do not have one, you can enter any reference you would like to see on your invoice.

**Product type:** Select full OSCAR Code

- An **OFTP Code** can be used solely to identify an OFTP station entity. Other applications such as AutoID or EDI messaging etc are not supported by this code type.

- A full **OSCAR Code** is the right choice if you want to do more than just identify your OFTP station. With a full OSCAR Code you can identify many different Business Entities and Sub Entities (including an OFTP station).

**Quantity:** Enter quantity required.

Accept the Terms & Conditions.

_purchase_
Your order will be checked and an invoice will be sent to you by email. Once payment is received, your account will be unlocked and you will be able to register your entity(ies) and receive your code(s).

**ENTITY REGISTRATION AND CODE GENERATION**

In the upper part of the Entity Registration screen, you will see the type and quantity of codes you have purchased. To register your entity and receive your code, symbol in the right hand column (Register entity).
Ordering your Odette ID Help

Next screen

Entity Details

Click fields in order to obtain information about the content to be entered.

At the bottom of the screen, you can add Contacts for this entity if required.

Save.

Next screen

You now have your code (in this example A070) for your entity and no further code available for registration. You can now register a sub-entity, if you wish to, or view details of your main entity in case you need to modify them.
To register your sub-entity details, select the entity record.

🔍 Register Sub-Entity.

⇒ **Next screen**

**Sub Entity Details**

```
<table>
<thead>
<tr>
<th>Details</th>
<th>A090</th>
<th>Full OSCAR Code</th>
<th>5234A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-code</td>
<td>CO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-name</td>
<td>OdetteCO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Registered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct parent ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global ultimate parent ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Functional entity type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headquarters</td>
<td>Storage</td>
<td>Transport</td>
<td>Finance</td>
</tr>
<tr>
<td>Sales</td>
<td>Procurement</td>
<td>Distribution</td>
<td>Development</td>
</tr>
<tr>
<td>Accounting</td>
<td>Admin</td>
<td>Registered Office</td>
<td>Other</td>
</tr>
</tbody>
</table>
```

**Entity name:**
- Odette Central Office

**VAT number:**
- GB774130013

**Domestic ultimate parent ID:**
- 

**DUNF number:**
- 

Sub-code: This can be any 2 character alphanumeric combination of your choice although it may be advisable to only use numeric characters due to the limitations of some legacy systems.

Here again you can add Contact details for the sub-entity at the bottom of the screen if you wish to.
You now have your sub entity-code (in this example A070CO). You can View Details of your sub-entity in case you need to modify them.

To register another sub-entity, repeat the process.
CODE SEARCH

This query function can be used to verify communication connections or identify the sender or owner of containers or packaging items.

To access the function go to the OdetteSecure home.

哧 Search button (only visible if you already have an Odette ID code).
You can search by company name, city or country or by any combination of these. You can also search by code. The search on company name or city is an implicit wild card search, e.g. if you enter “don” in the city field, you will see all records where the city name contains the string “don” (e.g. London, Donzdorf, Dong Guan...).