



EUDAMED user guide

Actor module for Economic Operators

Production v 2.27.0
2026



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1 Introduction

The ACT module of EUDAMED is used to manage the mandatory registration of economic operators of medical devices across EU/EEA according to requirements in MDR/IVDR. Access to EUDAMED is granted following a validation by the competent authority of the economic operator Actor registration request.

For the actors that also must register devices or systems and procedure packs (SPPs) in EUDAMED, the registration in the ACT module needs to be validated and their Actor ID/SRN issued before they can register their medical devices.

The Actor module information in EUDAMED is publicly available for searching and viewing, except the contact details for Competent Authorities.

This user guide specifically guides you to actor registration if you are a:

- Manufacturer
- Authorised Representative
- Importer
- System/Procedure pack producer

These roles, collectively referred to as economic operators, are defined by article 2 in MDR and IVDR. Actors who are active in more than one role need a separate registration per role.

This User Guide describes how to register each actor (organization), user (person) and how to assign profiles for each user.

The scope is how economic operators can use the actor registration module – concept, registration, management, access and mandates.

1



EVOLVING USER INTERFACE

The visual components of the EUDAMED user interface, including field labels, menu options and screen layout, are still subject to change and may therefore slightly differ from what you see in this manual.

¹For a wider understanding on how to use the platform, visit the [EUDAMED Information Centre](#).

1.1 Overview

EUDAMED is the IT system developed by the European Commission to implement the EU medical devices regulations:

[Regulation \(EU\) 2017/745](#) on medical devices

[Regulation \(EU\) 2017/746](#) on *in vitro* diagnostic medical devices

EUDAMED restricted website is structured around **six interconnected modules**:

- Actor registration – user registration and management
- UDI/Devices – registration of devices and UDI database for device data and unique device identifiers (UDI)
- Notified Bodies and Certificates
- Clinical Investigation and performance studies
- Vigilance and post-market surveillance
- Market surveillance

Some of the information in EUDAMED is publicly available through EUDAMED Public.

1.2 Basic terms and principles

This section describes a number of basic terms and principles:

- Access through personal login
- Actors
- Basic concepts
- User profiles and access grants/rights
- Starting and ending a EUDAMED session

1.2.1 Access EUDAMED through personal login

To use EUDAMED, you must have an EU Login account associated with your professional/personal email address. Private / shared mailboxes are not allowed for security reasons.

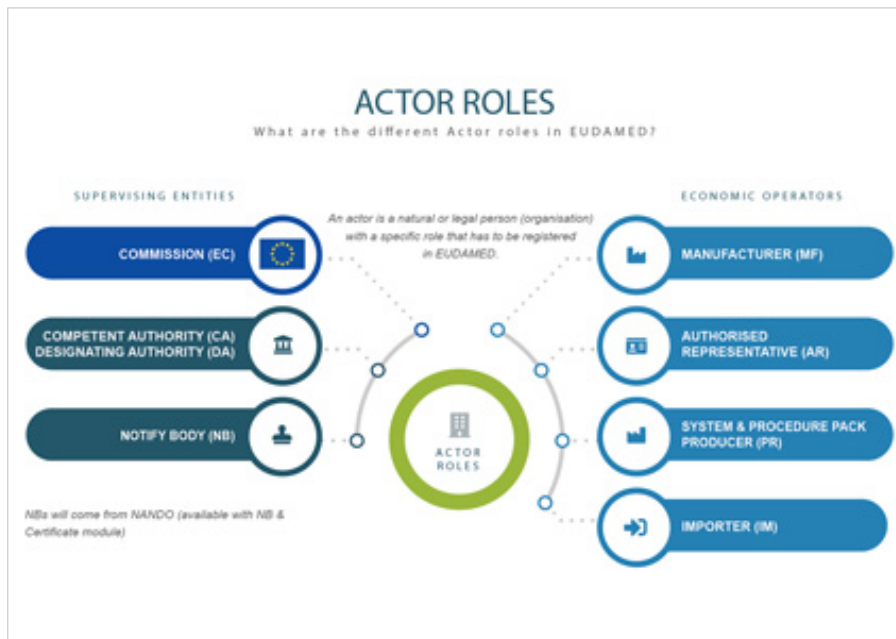
**IMPORTANT**

EU Login is the central European Commission Authentication Service allowing users to access a wide range of Commission information systems and services, using a single personal username and password.

Read more: [Introduction to EU Login](#)

1.2.2 EUDAMED Actors

INFOGRAPHIC: [Actor ID/SRN and Actor roles](#)



List of actors

Actors involved in EUDAMED are:

Supervising bodies

- European Commission
- Competent Authorities (CA)
- Designating Authorities (DA)
- Notified Bodies (NB).

Economic operators

- Manufacturers
- System and procedure pack producers
- Authorised Representatives

- Importers

EUDAMED access - based on three levels

EUDAMED access is personal and given to each individual user based on three levels:

- Actor - your organisation (in a certain Actor role)
- User - you as an individual
- Profile - the tasks you are allowed to do (per module)

1.2.3 User rights and profiles

Each user may have multiple accounts but can access EUDAMED with only one account at a time.

Each EUDAMED account is associated with one of the following actor types:

- Manufacturer
- Authorised Representative
- System/Procedure Pack Producer
- Importer

Each of these actor types has a set of roles that are specific to each module in EUDAMED. The actions and rights connected to each role are defined by the user profile of that user (i.e. *Viewer*, *Verifier*, *Linker*, *LAA* etc.) so user profiles are module specific.

Your user profile is determined by your actor role (see table). For example, in *Actors* module, the *Verifier* profile is only enabled for *Authorised Representative* actors. The *Linker* is enabled only for *Importer* actors, which allows them to create links with non-EU manufacturers.

User profiles in the actor module

User profile	Actor	Rights
Viewer	All	May only view registered actors and own actor details
Verifier	Authorised Representative	View + verify non-EU manufacturer registration requests and verify/terminate associated mandates
Mandate manager	Non-EU manufacturer	View + submit/manage mandates with authorised representative(s)
Linker	Importer	View + link importer with non-EU manufacturer(s)
Local User Administrator (LUA)	All	Verify/manage mandates/ link (depending on actor role) + manage users and user access requests
Local Actor Administrator (LAA)	All	LUA + manage actor data and notification email addresses

Hierarchy of user profiles

Profiles are hierarchical, i.e. higher-level profiles contain all lower-level grants/rights.

– e.g. *LAA* is the highest profile and contains the rights of all the profiles beneath it in the hierarchy.

User profiles per actor role and their hierarchy

Authorised representative	Manufacturer	System and procedure pack producer	Importer
LAA	LAA	LAA	LAA
LUA	LUA	LUA	LUA
Verifier	Mandate manager	–	Linker
Viewer (default)	Viewer (default)	Viewer (default)	Viewer (default)

Tasks in Actor registration

The following tasks can be handled in the ACT module:

- Registering a new Actor (organisation) and managing Actor details
- Registering a new user belonging to an existing Actor
- Managing profiles for a user

1.2.4 Starting and ending a EUDAMED session

1. Go to [EUDAMED](#).



European Commission

EUDAMED

European Commission > EUDAMED

Welcome to EUDAMED - European Database on Medical Devices

EUDAMED is the IT system established by [Regulation \(EU\) 2017/745](#) on medical devices and [Regulation \(EU\) 2017/746](#) on in vitro diagnosis medical devices.

EUDAMED provides a living picture of the lifecycle of medical devices that are made available in the European Union (EU). It integrates different electronic systems to collate and process information about medical devices. EUDAMED aims to enhance overall transparency, including better access to information for public and healthcare professionals, and to enhance coordination between the different Member States in the EU.

EUDAMED is composed of six modules related to: actor registration, unique device identification (UDI) and device registration, notified bodies and certificates, clinical investigations and performance studies, vigilance and post-market surveillance and market surveillance.

Starting from May 28, 2026, the use of the first four modules is mandatory:

1. Actor registration,
2. UDI/Devices registration,
3. Notified Bodies and Certificates,
4. Market Surveillance.

Sign in to EUDAMED

Access to EUDAMED is restricted to users identified by their EU Login account.

You already have an EU Login account

[Enter with EU Login](#)

No EU Login account? [Create your EU Login account](#)



Make sure your Actor registered in EUDAMED has at least 2 active Local Actor Administrators (LAA). In case there is only one LAA and this LAA deletes the LAA EU Login, deactivates the LAA account for the Actor or quits the actor organisation, the Actor will lose its access to EUDAMED



Release note 2026-02-19

v2.22.2 PRODUCTION Hotfix released

The new version of EUDAMED 2.22.2 has been deployed.

The hotfix addresses technical issues and has no impact on the system usage for the users. The applicable documentation for v2.22.0 remains in place and is reachable at: [Welcome to the EUDAMED Information Centre](#).

DTX:

There are no changes in the XSD schema for this hotfix release. The XSD schema for this release has the following version: 3.0.25.



Warning 2026-03-11

XSD schemas next version

There is an upcoming release in EUDAMED Production (v 2.25.1), foreseen to be deployed on 19/03/2026.

The XSD schemas for it has the following version: 3.0.28. The release will affect the XSD version number of the DTX services. You need to adapt the XSD version number in your service requests before using the M2M service or Bulk upload service.

The files of the XSD Schemas, the updated documentation and XML samples will be available in the: [Information Centre – EUDAMED \(Production\)](#) right after the release. The XML samples files do not contain any more a schema version. Instead, you need to enter the correct XSD schema version (3.0.28) before you can use the sample within the quote: <!-- Schema version here-->.



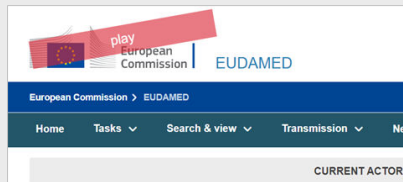
Warning 2025-11-27

The notice declaring the functionality of the first four modules has been published in the OJEU. This publication initiates a 6-month transition period. Therefore, starting from May 28, 2026, it will be mandatory to use the first four modules: Actor, UDI/devices, NBs & Certificates, and Market Surveillance

**NOTE****Playground environment**

EUDAMED is also available in a [Playground environment](#) for training and testing purposes. All the information in this environment is considered as dummy, including the Actor ID/SRN, and will never be moved to the production environment.

The [Playground](#) environment contains a red *Play* banner across the logo at the top left of the screen. Access to the Playground requires a separate registration.



2. Click **Enter with EU login**. Alternatively, select **Create your EU Login account** if you do not have one yet.
3. Type your EU Login email address and click **Next**:

4. Enter your password and click **Sign in**:

Sign in to continue

Welcome back

[Redacted]
(European Commission)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method



Password

Authenticate to EU Login with only your password.



Sign in

**NOTE**
EU Login issues?

- Forgot your password? Click [Lost your password?](#) on this screen:

Sign in to continue

Welcome back

[Redacted Email Address]

(European Commission)

[Sign in with a different e-mail address?](#)

Password

[Redacted Password]

[Lost your password?](#)

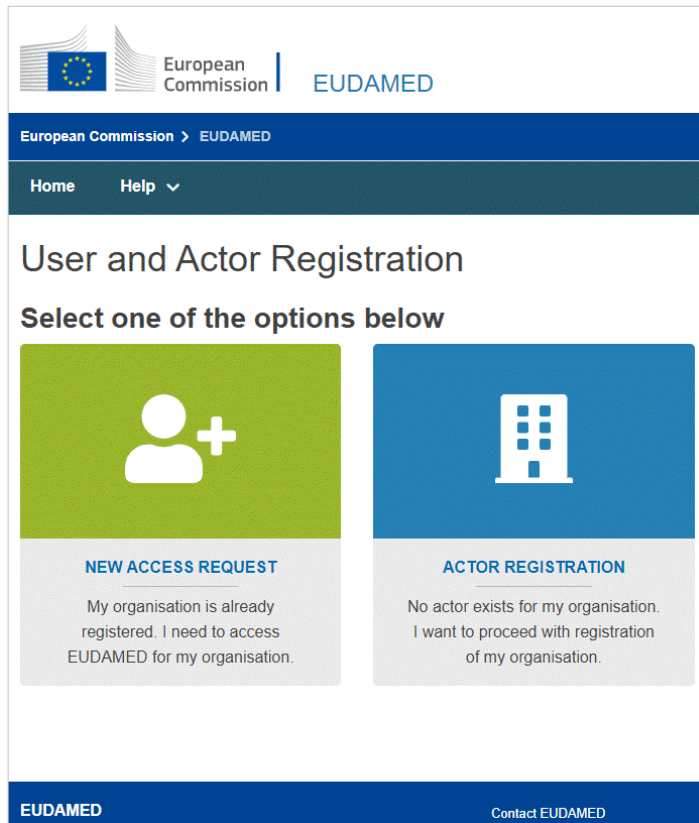
Choose your verification method

Password
Authenticate to EU Login with only your password.

Sign in

- Change your password: Go to [Change password](#)
- View/edit your account: Go to [My Account](#)

5. Enter your EU Login password and click **Sign in**.
If your personal login is not yet linked to any pending/registered Actor (organisation) account(s), EUDAMED opens the *User and Actor Registration* page:



NOTE

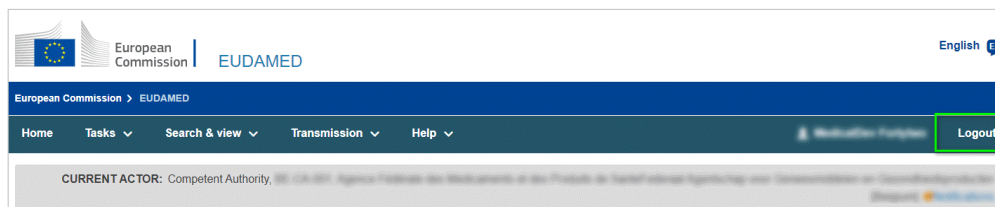
Next steps:

► Want to register your organisation as an actor in EUDAMED? See [Registering as an Economic Operator \[13\]](#)

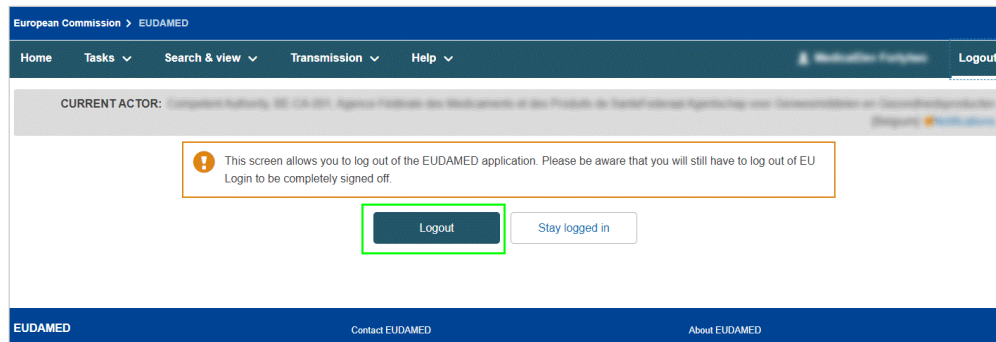
► Need access as a user for a registered economic operator? See [Requesting access as a user for a registered Economic Operator \[62\]](#)

Ending a EUDAMED session

1. Click **Logout** at the top right of the screen:



2. Confirm with the **Logout** button:



3. Answer the EU Login confirmation message by clicking **Log me out**.

2 Managing actors and user accounts

The **Actors** module ensures that all actors and users using EUDAMED have been authenticated.

There are two levels of registration to gain access to EUDAMED:

- Registration of an Actor (organisation)
- Registration of a user (person) belonging to an Actor (organisation)

Request registration for an Economic Operator (organisation)

Authentication for a new Actor is done by the relevant Competent Authority in that country.

Register your Actor in EUDAMED with the appropriate actor role.

- The person who performs the Actor registration automatically becomes the first *Local Actor Administrator (LAA)* for that actor once the registration is validated.
- Depending on the role, an Actor ID or Single Registration Number (SRN) is generated by EUDAMED and issued by the Competent Authority after validating the registrations request. Incorrect or incomplete requests will not be validated and no Actor ID/SRN will be generated until a complete and correct request has been provided and validated.

Request access as a user (person) of a registered Economic Operator (organisation)

Authentication for a new user of an existing Actor is done by the Actor's users with the appropriate profile (Local User Administrator or Local Actor Administrator).

If your Actor is already registered in EUDAMED, you can request access as a user of that actor. Once an LAA/LUA from your actor has approved your request, your account will be granted the appropriate user profile for that actor.

**IMPORTANT**

It is good practice having at least two LAA for each Actor, as a fail-safe mechanism if one should be unavailable. Furthermore, an actor must have at least one active LAA at all times, making it impossible to terminate the last LAA for an actor.

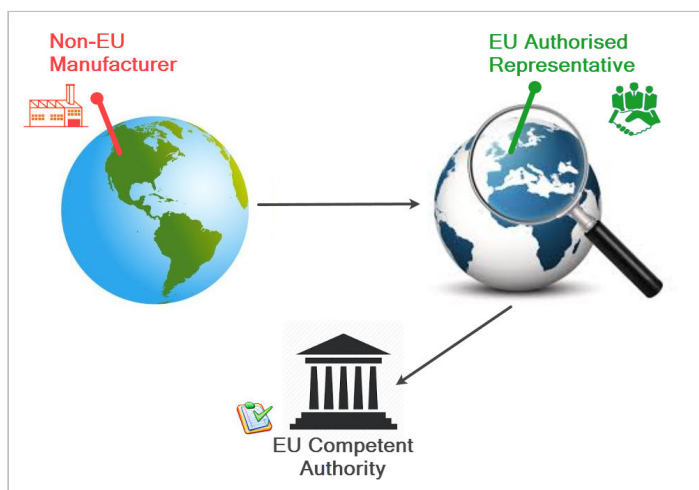
2.1 Managing actors

Economic Operator is defined by MDR and IVDR. The following Economic Operators are Actors who must be registered in EUDAMED:

- Manufacturer (MF: EU Manufacturers* & Non-EU Manufacturers**)
- Authorised Representative (AR)
- System/Procedure Pack Producer (SPPP)
- Importer (IM)

* **EU manufacturers:** If you are established in the EU/EEA, your registration will be assessed by the relevant **Competent Authority** (CA) of the country where you are established.

** **Non-EU manufacturers:** If you are not established in the EU/EEA, you need to appoint an **Authorised Representative** within the Union. Your registration will be verified by the **Authorised Representative** you indicate in your Actor registration request, before being assessed by the Competent Authority responsible for that AR. The AR you indicate in the registration request must be already registered in EUDAMED.



The difference in registration process between the two types of MFs highlighted in the following pages.

**NOTE****Multiple roles**

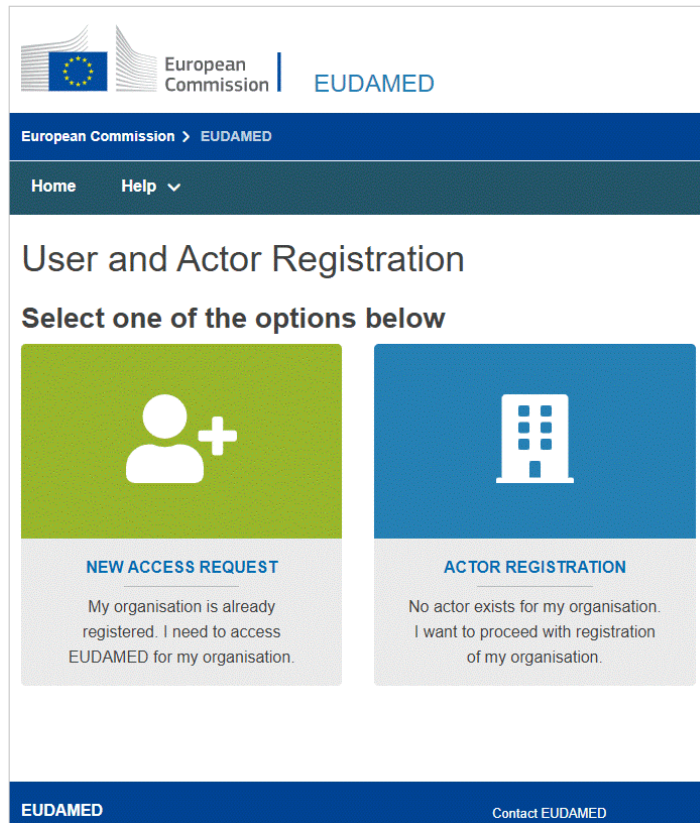
If your organisation has more than one Actor role (e.g. your organisation is a manufacturer and an importer at the same time), you must make a separate actor registrations for each role.

2.1.1 Register as an Economic Operator

INFOGRAPHIC: [Actor registration request process](#)



1. Log into EUDAMED with your EU Login account (See Section [Starting and ending a EUDAMED session \[2\]](#)). You will land on the *User and Actor Registration* page:



European Commission | EUDAMED

European Commission > EUDAMED

Home Help ▾

User and Actor Registration

Select one of the options below



NEW ACCESS REQUEST

My organisation is already registered. I need to access EUDAMED for my organisation.

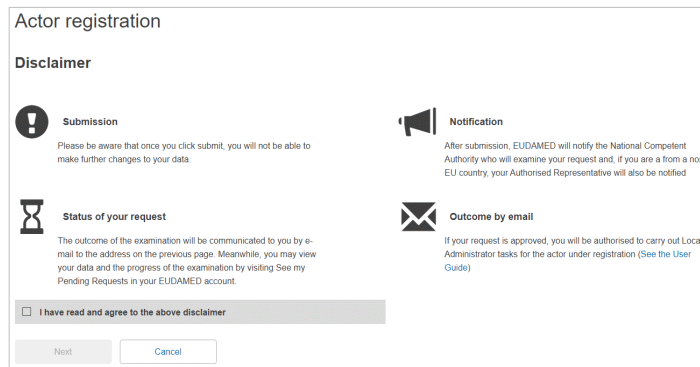


ACTOR REGISTRATION

No actor exists for my organisation. I want to proceed with registration of my organisation.

EUDAMED [Contact EUDAMED](#)

- Select the Actor Registration widget on the *User and Actor Registration* page. A disclaimer is displayed before you are able to continue:



Actor registration

Disclaimer



Submission

Please be aware that once you click submit, you will not be able to make further changes to your data.



Notification

After submission, EUDAMED will notify the National Competent Authority who will examine your request and, if you are a from a non-EU country, your Authorised Representative will also be notified



Status of your request

The outcome of the examination will be communicated to you by e-mail to the address on the previous page. Meanwhile, you may view your data and the progress of the examination by visiting See my Pending Requests in your EUDAMED account.



Outcome by email

If your request is approved, you will be authorised to carry out Local Administrator tasks for the actor under registration (See the [User Guide](#))

☐ I have read and agree to the above disclaimer

[Next](#) [Cancel](#)

- Read the disclaimer, select the *I have read the disclaimer* checkbox and click **Next**. You are prompted to enter the information about your actor:

Actor registration

⚠ Please note that you have to submit an actor registration request for each actor role your company may have:

- Authorised representative - AR
- Importer - IM
- Manufacturer - MF
- System/procedure pack producer - PR

Create new actor

Enter your organisation data to register your actor

* Role:

Manufacturer

* Country:

Ireland

* Actor / organisation name:

Sample MF

Next

- The process summary highlights the completed, current, and the remaining stages of the actor registration process.



- Select the role and country, enter the name of your actor (organisation) exactly as given in your national trade register and click **Next**.

Actor registration

1 Actor identification 2 Actor address 3 Contact details 4 Regulatory Persons 5 Registering Local Actor Administrator 6 Competent Authority

Actor identification

* Role:
Manufacturer

* Country:
Belgium

* Organisation name:
Sample MF

* Select organisation language:
--

+ [Add organisation name in another language](#)

Abbreviated organisation name:

Select abbreviated organisation name language:
--

+ [Add abbreviated organisation name in another language](#)

VAT information

Yes ☒ No ☐ ! VAT information is required unless you select the option - No

* VAT number:

[EORI number:](#)

National trade register:

Organisation identification document
Browse

Save registration Save & Next >

**NOTE**

It is recommended to upload an Organisation Identification document even though it is not mandatory. Some CAs may request this document for validation. If you do decide to upload one, make sure the file is in PDF format and that it does not exceed 10MB.

6. Enter the information for the mandatory fields (marked with*), and additional fields, needed to identify your Economic Operator: VAT, EORI and National Trade Register Number are mandatory if available. You can upload any document that may be useful for validating your request – but only in PDF format and not exceeding 10MB. Click **Save & Next**.

- a. You will be prompted by the *Actor address* details screen:

Actor identification 2 Actor address 3 Contact details 4 Regulatory Persons 5 Registering Local Actor Administrator 6 Competent Authority

Actor address

Street information, if applicable
Yes ☒ No ☐ Street information is required unless you select the option - No

* Street: Street number:

Address line 2:

PO box:

Latitude: Longitude:
Latitude format example: -15.4543 Longitude format example: 178.34354353

* City name: * Postal code:

* Country:
Belgium

Save registration **Save & Next >**



NOTE

Non-EU Manufacturers will be prompted by the *Actor address* details screen after entering the *Authorised Representative* details.

7. Enter your actor's address details and click **Save & Next**.
You will be prompted by the *Contact Details* screen:

Actor registration

✓ Actor identification
✓ Actor address
3 Contact details
4 Regulatory Persons
5 Registering Local Actor Administrator
6 Competent Authority

Actor contact details

Contact details for Competent Authorities

Note: These details will be visible only to competent authorities

First name:

Last name:

* Email:

Telephone:

Telephone format example: +32 x xxx xx xx

Public contact details

Note: These details will be visible to the public

* Email:

Telephone:

Telephone format example: +32 x xxx xx xx

Web site:

8. Enter the email addresses and other useful information regarding the contact points in your Actor. There are separate fields in which to enter contacts relevant to competent authorities, and those to be displayed to the public, and click **Save & Next**.

Manufacturers and Authorised Representatives must enter the Person Responsible for Regulatory Compliance details (one or several):

✓ Actor identification

✓ Actor address

✓ Contact details

4 Regulatory Persons

5 Registering Local Actor Administrator

6 Competent Authority

Person Responsible for Regulatory Compliance

Regulatory Persons

* First name:

* Last name:

* Email:

* Telephone number:

Telephone format example: +32 x xxx xx xx

Responsible for:

Person Responsible for Regulatory Compliance

☐ Same address as the Actor organisation address

Street information, if applicable

Yes ☒ No ☐

Street information is required unless you select the option - No

* Street:

Street number:

Address line 2:

PO box:

Latitude:

Longitude:

Latitude format example: -15.4543

Longitude format example: 178.34354353

* City name:

* Postal code:

* Country:

+ [Add a new Regulatory Person](#)

Save registration

Save & Next >

9. Enter your actor details and click **Save & Next**.

✓ Actor identification

✓ Actor address

✓ Contact details

✓ Regulatory Persons

5 Registering Local Actor Administrator

6 Competent Authority

Registering Local Actor Administrator

EU Login personal data ⓘ

First name:
Last name:

Email:

EUDAMED personal data ⓘ

* First name:
* Last name:

EUDAMED email of the user for the actor ⓘ

* Email:

*** Signed declaration:**

 Please use the declaration template below. Only signed declarations following this template will be considered

[Download signed declaration template](#)

Browse

*** Are you a sub-contractor for this actor?:**

☐ No
☐ Yes

Save registration
Save & Next >



NOTE

The person that is registered as PRRC cannot access, change or delete their own contact information in EUDAMED. Only the organisation's LAA (see below) can change Actor information. The LAA should ensure that all information is kept up to date.



NOTE

Local Actor Administrator (LAA)

The person who first enters the details of an actor in EUDAMED automatically becomes the first LAA for that Actor, once the CA has validated the actor registration.

Additional LAAs may be added later. This only requires validation by the Actor's LAA.

As LAA, you can manage all the details for your Actor in EUDAMED (e.g. name, address, contact details, etc.) as well as user access requests for it (see [Validating user access requests \[70\]](#)).

It is good practice having more than one LAA (with at least one belonging to the actor itself, rather than all from a sub-contractor).

**NOTE**

Please make sure that your Actor has always an active LAA. If the last or only LAA leaves the organisation or loses their EUDAMED login, please contact EUDAMED support.

10. Check and complete the information on the page. Upload the signed declaration – PDF format only and not exceeding 10MB – using the **Browse** button.

Please refer to the [template for the signed declaration](#).

* Are you a sub-contractor for this actor?:

☐ No

☒ Yes

* Company name:

* Telephone number:

Telephone format example: +32 x xxx xxx xxx

* Company email address:

Street information, if applicable

Yes ☒ No ☐ Street information is required unless you select the option - No

* Street: Street number:

Address line 2:

PO box:

Latitude: Longitude:

Latitude format example: -15.4543 Longitude format example: 178.34354353

* City name: * Postal code:

* Country:

**NOTE**

If you specify that you are a *sub-contractor*, an additional section at the bottom of the page will prompt you to provide your sub-contracting company details.

11. Click **Save & Next** to move to the last step. Select the Competent Authority that will be responsible for your actor request validation. You can add any extra information that might be relevant for the Competent Authority:

Competent Authority

* Select the competent authority which will validate this actor:

--

Any other information of significance for the competent authority

Additional Information:

Save registration Preview Submit actor registration >

12. If there is a choice between multiple Competent Authorities, select the most appropriate one from the list. (A help file will be available for Actors established in Germany, to assist with the Competent Authority selection). If there is only one authority that can be selected, the details will be automatically displayed. To view a summary of your completed registration form, click **Preview**:

Competent Authority

Name: Agence Fédérale des Médicaments et des Produits de Santé/Federaal Agentschap voor Geneesmiddelen en Gezondheidsproducten

Address: EUROSTATION building block 2/place Victor Horta 40/ 40, B-1060 Brussels, Belgium

Country: Belgium

Email: meddev@fagg-afmps.be

Telephone number: 00 32 2 528 40 00

Any other information of significance for the competent authority

Additional Information:

Save registration Preview Submit actor registration >

13. Review the information on the form, and then click **Submit actor registration** at the bottom of the page. A confirmation window will appear:

✕ [Close](#)

Submit your actor registration request

You are about to submit your actor registration request to the relevant national Competent Authority.

 The assessment and validation of your actor registration request is the responsibility of the national competent authority. If you are a "non-EU Manufacturer", the Authorised Representative indicated in your actor registration request will verify the actor registration prior to the national competent authority assessment.

You will receive a notification with the assessment outcome to the email provided in your actor registration request. Follow your application status on 'See my pending requests' in your 'My account' page.

Confirm
Cancel

14. Read the information and click **Confirm**.

- Your registration request is saved and appears with a *Submitted* state in your *Pending requests* list.
- Your registration request has an application ID and is submitted to the selected competent authority:

Actor registration



Congratulations. You have successfully submitted your actor registration request.

Your application ID is APP000000021

What do you want to do now?

[View the request you just created](#)
[View all of your requests](#)
[Create another request](#)

15. You will be notified when your Actor registration request is approved or not approved. Follow your application status on *See my pending requests* in your *My account* page.



NOTE

The validation of the Actors registration requests is under the responsibility of the different national competent authorities (CA).

If the information you provided is incorrect or insufficient, you will get a notification through the system with a request for additional information from your CA. The CA may also deny access, e.g. if fraud is suspected.

If you are a non-EU Manufacturer, the Authorised Representative indicated in your actor registration request must verify your request prior to the national competent authority validation.

A list of national Competent Authorities can be found on the [EUDAMED website](#).

If your registration is approved

An Actor ID or Single Registration Number (SRN) is generated by EUDAMED and issued by the Competent Authority.

1. The next time you enter EUDAMED, you will be prompted to accept your rights and obligations as the Local Actor Administrator (LAA) for your actor. You can download the disclaimer by clicking on **Download disclaimer** in the orange box:

2. After reading, click on *I accept the user rights and obligations* and then click **Next**. You will be prompted to validate your email address for the Actor module:



NOTE

This screen will only appear once, after the validation of the first LAA of an Actor.

If your registration is not approved

1. If your request is not approved, it will remain in your pending requests list. The next time you enter EUDAMED, your start page will be *My pending requests*, listing your registration requests and their states:

Application ID	Role ID	Name ID	City ID	Date of request ID	State	Actions
APP000000041	Manufacturer	[redacted]	[redacted]	2020-08-19	Correction Requested	...

2. Click the three-dot action button beside your request. You can view and edit your registration request if it has a *Correction requested* state.



IMPORTANT

Requests with a **Refused** state cannot be edited or resubmitted. The reason given by the competent authority for the rejection is displayed. This information will not be publicly available.

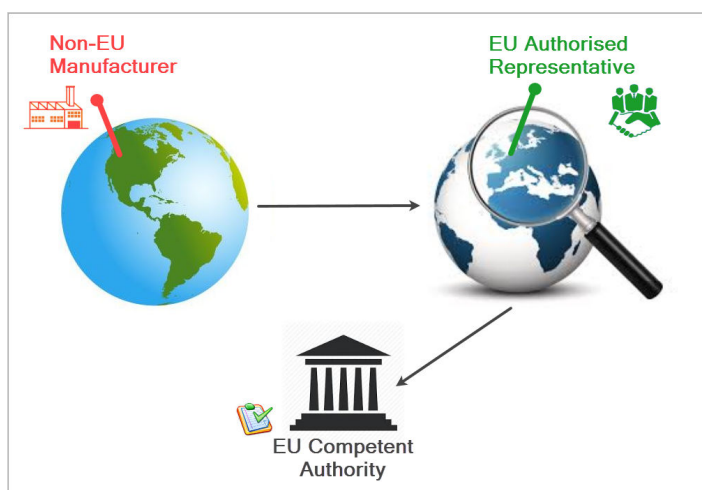
The screenshot shows the 'Actor identification' step of the EUDAMED registration process. It includes fields for Role (Manufacturer), Country (Belgium), Organisation name, and Select organisation language. A 'Previous assessment(s)' pop-up is visible, showing Application ID: 00000000000000000000, Date of submission: 2020-08-19, and a 'Reason for rejection' of 'Duplicate' with the text 'I think this is a duplicate'.

- For requests flagged as *Correction requested*, edit and resubmit them for validation as appropriate.

2.1.2 Register as a non-EU manufacturer

If you are a non-EU manufacturer, the procedure for registering differs from that for EU manufacturers explained in [Registering as an Economic Operator \[13\]](#).

You must identify an Authorised Representative (AR) with whom you have a mandate, according to the requirements in article 11 of MDR or IVDR. The AR must be already registered in EUDAMED before you can submit your registration request. If you have multiple ARs, indicate the Actor ID/SRN of your main AR. Your AR must verify your registration details before the request is submitted to the competent authority for validation. Only after this, you will gain access to your account and Single Registration Number (SRN).



To register a non-EU manufacturer

- Log in to EUDAMED with your EU Login account. (See section [Starting and ending a EUDAMED session \[5\]](#)).

2. Select the **Actor registration** box on the *User and Actor Registration* page. You are presented with an online disclaimer:

Actor registration

Disclaimer



Submission

Please be aware that once you click submit, you will not be able to make further changes to your data.



Notification

After submission, EUDAMED will notify the National Competent Authority who will examine your request and, if you are from a non-EU country, your Authorised Representative will also be notified.



Status of your request

The outcome of the examination will be communicated to you by e-mail to the address on the previous page. Meanwhile, you may view your data and the progress of the examination by visiting See my Pending Requests in your EUDAMED account.



Outcome by email

If your request is approved, you will be authorised to carry out Local Administrator tasks for the actor under registration ([See the User Guide](#)).

☐ I have read and agree to the above disclaimer

Next Cancel

3. Enter the required data:
- a. Identify your authorised representative:

Do you know the Single Registration Number (SRN)?	Yes	Select I know the SRN , click Find and select the number.
	No	Deselect I know the SRN , select the country and enter the name of the Authorised Representative. Click Find and select the correct result.

**NOTE**

If you do not find your authorised representative from the search page, please contact them to confirm their Actor ID/SRN. They may not have registered yet or may have registered with a different name.

- b. Enter the validity start and end-dates of the written mandate with the Authorised Representative.
- c. In the **Upload summary mandate document** section, click **Browse**, select the location of the summary mandate (**PDF only and not surpassing 10MB in size**), and click **Open**. The file will appear under *Upload summary mandate document*. You can remove it by clicking the X next to the name of the file.

d. Click **Save & Next**.

Actor address

Street information, if applicable
 Yes ☒ No ☐ Street information is required unless you select the option - No

* Street: Street number:

Address line 2:

PO box:

Latitude: Longitude:
Latitude format example: -15.4543 Longitude format example: 178.34354353

* City name: * Postal code:

* Country: Australia

Save registration **Save & Next >**

**NOTE**

You don't have to upload the full mandate text. It's enough to upload a summary mandate ([click here for the template](#)). This information is not publicly available.

4. Check and complete the information on the page. Upload the signed declaration – **in PDF format only and not exceeding 10MB** – using the **Browse** button. Click **Save & Next**.

In the final step, the Competent Authority that will validate your registration request (i.e. the CA responsible for your Authorised Representative) is identified, with contact information.

Competent Authority

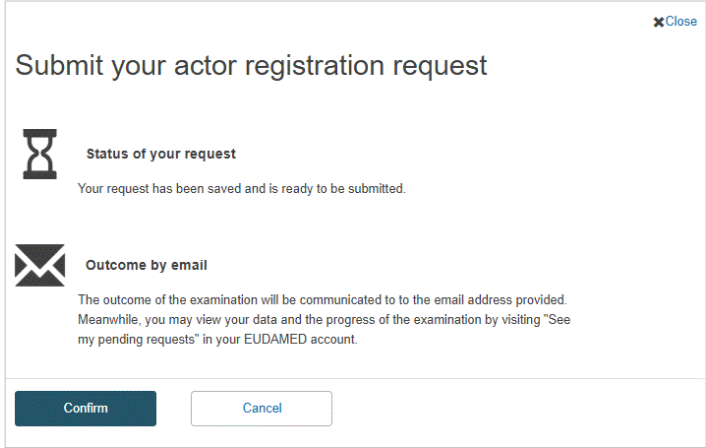
Name: Agence Fédérale des Médicaments et des Produits de Santé/Federaal Agentschap voor Geneesmiddelen en Gezondheidsproducten
Address: EUROSTATION building block 2 place Victor Horta 40/ 40, B-1060 Brussels, Belgium
Country: Belgium
Email: meddev@fagg-afmps.be
Telephone number: 00 32 2 528 40 00

Any other information of significance for the competent authority
 Additional Information:

Save registration **Preview** **Submit actor registration >**

5. Enter any additional information you wish to pass on to the Competent Authority, and then click **Preview**. A summary of your completed registration form is displayed.

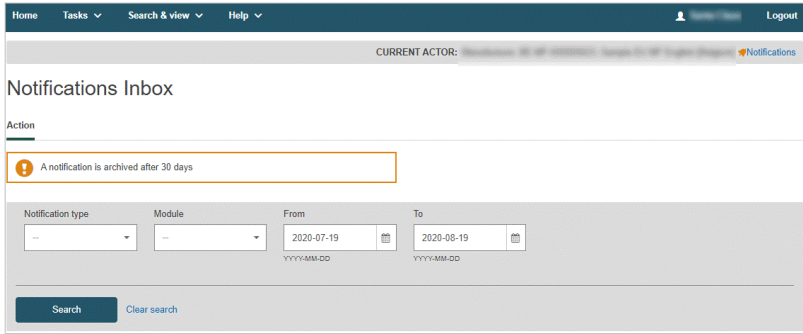
6. Review the information on the form, and then click **Submit actor registration** at the bottom of the page. A confirmation window will appear:



A confirmation window titled "Submit your actor registration request" with a close button (X Close) in the top right corner. The window contains two sections: "Status of your request" with an hourglass icon and the text "Your request has been saved and is ready to be submitted."; and "Outcome by email" with an envelope icon and the text "The outcome of the examination will be communicated to the email address provided. Meanwhile, you may view your data and the progress of the examination by visiting 'See my pending requests' in your EUDAMED account." At the bottom are two buttons: "Confirm" (dark blue) and "Cancel" (light blue).

7. Read the information in the window and click **Confirm**.
- Your registration request is saved and appears with a *Submitted* state in your *Pending requests* list.
 - Your registration request has a unique application ID and is submitted first to your Authorised Representative for verification and then to the Competent Authority for validation.

You will be notified when your Actor registration request is approved or rejected.



A screenshot of the "Notifications Inbox" interface. The top navigation bar includes "Home", "Tasks", "Search & view", "Help", and a user profile with "Logout". Below the navigation bar, it says "CURRENT ACTOR: [name]". The main section is titled "Notifications Inbox" and has an "Action" tab. A message states "A notification is archived after 30 days". Below this is a search filter section with "Notification type" and "Module" dropdowns, and "From" and "To" date pickers (showing 2020-07-19 and 2020-08-19). At the bottom are "Search" and "Clear search" buttons.

What next?

You can track the status of your submitted application by selecting the **Home** menu. The state will change to *Verified* once it has been verified by your Authorised Representative:

My pending requests

You can view the status of your requests below

EU Login details

Name: [redacted]

Username: [redacted]

Email: [redacted]

EUDAMED details

Name: [redacted]

My access requests for an existing actor

Role ID	Name ID	City ID	Date of request ID	State	Actions
Manufacturer	[redacted]	[redacted]	2020-04-09	Submitted	...
Authorised Representative	[redacted]	[redacted]	2020-04-01	Draft	...

[New access request](#)

My actor registration requests

Application ID	Role ID	Name ID	City ID	Date of request ID	State	Actions
APP00000	Manufacturer	[redacted]	[redacted]	-	Draft	...
APP00000	Manufacturer	[redacted]	[redacted]	2020-08-19	Verified	...
[redacted]	Manufacturer	[redacted]	[redacted]	[redacted]	Correction Requested	...
[redacted]	Manufacturer	[redacted]	[redacted]	[redacted]	Submitted	...

[New actor registration request](#)

The Competent Authority will then assess the actor registration request. An Actor ID or Single Registration Number (SRN) is generated by EUDAMED and issued by the Competent Authority after its approval.

If your Competent Authority cannot validate your application, it will be returned to your Authorised Representative for correction or completion, according to their instructions.

2.1.3 Verify non-EU manufacturer registrations

Specific to AR Verifier

The Authorised Representative (AR) must verify the information provided by the non-EU manufacturer, as well as the summary mandate details.

Information on Actor registration in EUDAMED for Authorised Representative can be found in [Managing Actors \[12\]](#)

Information on how to create a user account and set profiles for an AR Actor is found in [User rights and profiles \[4\]](#)

To verify a non-EU manufacturer registration request as an AR

To verify a non-EU manufacturer registration request as an AR

1. The AR must log in to EUDAMED with a Verifier, LAA or LUA profile (for the Authorised Representative). If there are pending registration requests from non-EU manufacturers who have selected you as their AR, you will see the following on your dashboard:

Tasks

By module, consult, verify and/or manage your own and related data (managed by your actor), depending on your profile.

My Actor data

- Manage your actor data
- Manage your email notifications
- Machine to machine data delivery preferences

User management

- Assess user access requests
- Manage your users

Actor management

- Verify actor registration requests 1
- Manage your mandates

- Click *Verify actor registration requests* in the *Actor management* section of the dashboard. The *Actor registration management* page lists all pending non-EU manufacturer registration requests waiting to be verified by your actor (if any):

Actor registration management

Filter ▾

Active filters:
State of request: Submitted [Clear all filters](#)

Showing 1 to 1 of 1 entries

Show 20 entries per page

Application ID	Role	Name	Postal code	City	Country	Date of request	State	Actions
APP000000	Manufacturer					2020-04-03	Submitted	

- Click **Assess** in the *Actions* column to review and assess the desired registration request. All details of the selected registration request, as submitted by the non-EU manufacturer, are displayed in read-only mode.

**TIP**

Select the correct registration request from the list available.

- Review the information. A warning message will flag possible duplicates:

Assess actor registration request

Application ID: APP000000382 Date of request: 2020-04-03

Potential duplicates were detected during this registration request. [View list of duplicates](#)

- In the *Assessment* section, slide the toggle left to **Approved** or right to **Not approved**.

**NOTE**

It is not possible to return the status to neutral once you have shifted the toggle bar in any direction. In order to leave an assessment without completing it, click **Go back to the list** at the top of the page.

If you **choose not to approve** the request, select one of the following reasons and provide a justification in free text for your decision. The request will be returned to the applicant, with your reason and justification.

Assessment outcome:

Approved ☒ Not approved

Type of reasons

☐ Incomplete or incorrect

☐ Wrong Competent Authority and/or Authorised Representative

☒ Duplicate 

☐ Request not applicable 

☐ Fraud suspected 

* Justification:

Enter justification here

Complete assessment

Incomplete or incorrect	Some information that you deem important is either missing or looks incorrect. The requesting user will have a chance to correct or complete the request following your instructions and re-submit the request.
Wrong Competent Authority and/or Authorised Representative	You are not the correct Authorised Representative for this request. The requesting user will have a chance to select another and re-submit.
Duplicate	Inform the requesting user that this actor already exists.
Request not applicable	The request will be rejected and cannot be re-submitted.
Fraud Suspected:	The requesting user will be informed that registration was not successful. The reason and justification provided will not be shared with the requesting user but will be visible for competent authorities.

6. Click **Complete assessment** at the bottom of the page, and then **Confirm** in the subsequent confirmation pop-up. You are informed that the non-EU manufacturer's registration request has been assessed.

If approved, its status now changes to *Verified*. This means the request has been submitted to the relevant Competent Authority for validation:

Actor registration management

 **Congratulations. You have successfully assessed the actor registration.**

The application ID is 

The assessment status is Verified

2.1.4 Search and view registered actors

Once an Economic Operator has been validated by the relevant Competent Authority and its Actor ID/SRN is issued, its details (except those only for the Competent Authorities) become visible to all users in EUDAMED and will be publicly available on the EUDAMED public website.

To search and view Actors

As a logged in user for an Actor in EUDAMED, you can search and view Actor information entered in EUDAMED by all Actors, as described below.

You can also search and view Actor information from EUDAMED Public. The information available through EUDAMED Public is limited.

1. Log in to EUDAMED first. A dashboard for search & view is available on your starting page. Click on the **Actors** block on the dashboard or select **Search & view > Actors** in the menu bar. The actor *Search & view* page appears:

Search & View

Overview of modules allowing you to search and view details, depending on your profile



Actor module
[Actors](#)



UDI-DI module
[UDI-DIs/Devices](#)



NB & Certificates module
[Issued/Refused certificates](#)



Vigilance module
[View Vigilance reports](#)



NOTE

The options in the search section might change depending on the profile that was set for your user.

E.g.: Search options for CA differ from the ones above:

Search & View

Overview of modules allowing you to search and view details, depending on your profile



Actor module
[Actors](#)



Actor module
[Search for refused registration requests](#)



UDI-DI module
[UDI-DIs/Devices](#)



NB & Certificates module
[Issued/Refused certificates](#)



NB & Certificates module
[Search for applications](#)



NB & Certificates module
[Search for CECIP](#)



NB & Certificates module
[Suspension/withdrawal request](#)



NB & Certificates module
[Nominated experts list](#)



Vigilance module
[View Vigilance reports](#)



Clinical Investigation & Performance study module
[CI/PS application & PMCF/PMPF notification](#)



NB & Certificates module
[Search for MS summary reports on NB](#)



Market Surveillance module
[Reports](#)



Search & view

Actors

Enable search filters available for bulk XML download ☐

Name Actor ID/SRN VAT number Role

Country Competent Authority

Results option

Include historical version ☐

- Enter your search criteria (Name, Actor ID/SRN or other identifying details) and click **Search**. All actors matching your search criteria will be listed in the search results section:

Search results for actors

Role: Manufacturer Country: Belgium [Clear all filters & create new search](#)

Showing 1 to 14 of 14 entries Show 20 entries per page

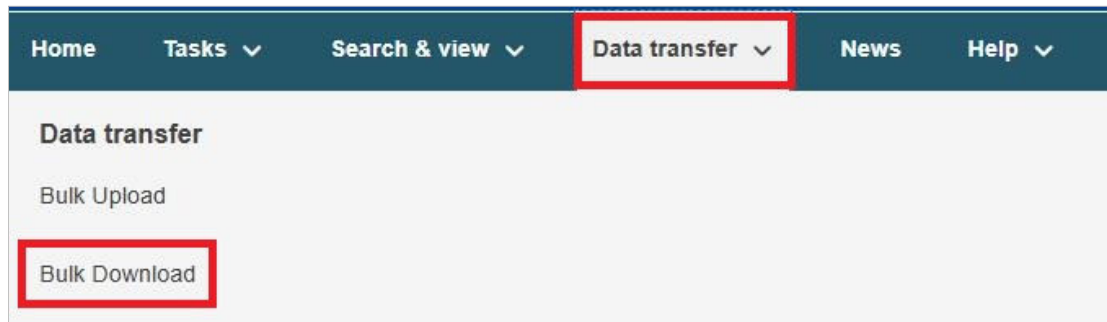
Actor ID <i>IT</i>	Role <i>IT</i>	Name <i>IT</i>	Country <i>IT</i>	Date of registration <i>IT</i>
BE-MF-0000	Manufacturer	BE-MF-0000	Belgium	2020-05-27
BE-MF-0000	Manufacturer	BE-MF-0000	Belgium	2020-07-24
BE-MF-0000	Manufacturer	BE-MF-0000	Belgium	2020-06-22

- To view the details for any actor, click the entry in the results list. All publicly available information on that Actor is displayed.
- To search and download actor data as an XML file:

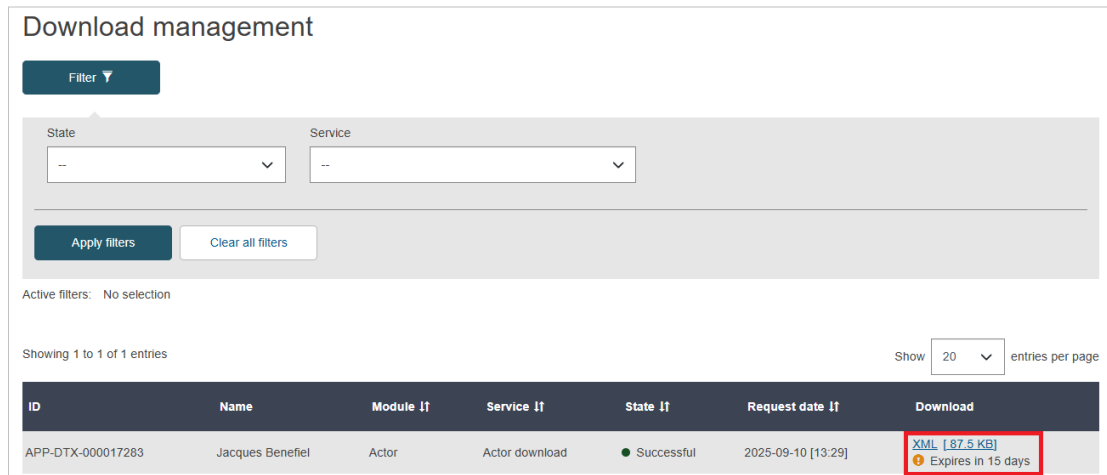
**NOTE**

Note that the search results can only be downloaded as XML format.

- Activate the toggle **Enable search filters available for bulk XML download**
- Enter your search criteria and click **Search**
- All actors matching your search criteria will be listed in the search results section
- Click the button **Generate XML file** and confirm
- Download the XML file of the results list from the *Downloads management* page.
 - Go to the **Data transfer** page and click on **Bulk download**:



- In the new window, click on **XML** to download the file to your local machine:



NOTE

There are limitations on what search criteria you can use for bulk downloads, so certain filters will be disabled when this toggle is active.

For more information on search criteria, see the [DTX service definition](#).

To search for Actors' historical versions

A historical version of an Actor means a version of the Actor details that is no longer up to date and has been changed since. A new historical version is created when a new version for the Actor is requested by the user.

1. Activate the toggle **Include historical version** under *Results option*.

Search & view

Actors

☐ Enable search filters available for bulk XML download

Name Actor ID/SRN VAT number Role

Country Competent Authority

Results option

Include historical version ☒

Active filters:

Include historical version: Role: Manufacturer

2. Enter your search criteria and click **Search**.
3. All actors' versions matching your search criteria will be listed in the search results section.
4. In the list of search results, each entry indicates whether it is the current version [Current] or a historical version [History], alongside the version number information:

Showing 1 to 20 of 593 entries Show 20 entries per page

Actor ID/SRN ¹	Version number ¹	Role ¹	Name ¹	Country ¹	Date of registration ¹
UY-MF-000006427	2 [Current]	Manufacturer	VIVUNT PHARMA S.A.S. [All languages]	Uruguay	2024-04-25
UY-MF-000006427	1 [History]	Manufacturer	VIVUNT PHARMA S.A.S. [All languages]	Uruguay	2024-04-25
UY-MF-000005447	1 [Current]	Manufacturer	MEGA LABS S.A. [All languages]	Uruguay	2024-01-17
US-MF-000007907	1 [Current]	Manufacturer	ABQ Pharmaceuticals [EN]	United States	2024-08-30
US-MF-000007349	1 [Current]	Manufacturer	actor sdxydu [EN]	United States	2024-07-09
US-MF-000007348	1 [Current]	Manufacturer	actor cynylq [EN]	United States	2024-07-09
US-MF-000007347	1 [Current]	Manufacturer	actor bhvsys [EN]	United States	2024-07-09
US-MF-000007167	1 [Current]	Manufacturer	TEST MF NON-EU ELS [All languages]	United States	2024-06-27
US-MF-000005407	1 [Current]	Manufacturer	La Vie En Rose [All languages]	United States	2024-01-15
US-MF-000005389	1 [Current]	Manufacturer	La Vie En Rose [All languages]	United States	2024-01-15
US-MF-000005068	2 [Current]	Manufacturer	DROGUERIA AMERICANA S.A. [All languages]	United States	2023-12-01
US-MF-000005068	1 [History]	Manufacturer	Ohio Pharmaceuticals [All languages]	United States	2023-12-01
US-MF-000004107	2 [Current]	Manufacturer	Ohio Pharmaceuticals [All languages]	United States	2023-08-04

View Actor data – historical versions

 **VIDEO: View historical version of an actor**



To see the historical version(s) of an actor:

1. Click the relevant entry in the results list:

Showing 1 to 20 of 122 entries Show 20 entries per page

Actor ID/SRN	Version number	Role	Name	Country	Date of registration
	1 [Current]	Manufacturer		Belgium	2023-06-19
	1 [Current]	Manufacturer		Belgium	2023-06-15
	1 [Current]	Manufacturer		Belgium	2023-05-24
	1 [Current]	Manufacturer		Belgium	2023-05-12
	1 [History]	Manufacturer		Belgium	2023-05-05
	2 [Current]	Manufacturer		Belgium	2023-05-05
	1 [Current]	Manufacturer		Belgium	2023-05-04
	1 [Current]	Manufacturer		Belgium	2023-04-25
	1 [Current]	Manufacturer		Belgium	2023-04-21
	1 [Current]	Manufacturer		Belgium	2023-04-20
	1 [Current]	Manufacturer		Belgium	2023-04-19
	1 [Current]	Manufacturer		Belgium	2023-04-19
	1 [Current]	Manufacturer		Belgium	2023-04-14
	1 [Current]	Manufacturer		Belgium	2023-04-13
	1 [Current]	Manufacturer		Belgium	2023-04-12
	1 [Current]	Manufacturer		Belgium	2023-04-05

2. Inside the current version, you can navigate between the versions (if more than one) using the **See version history** button:

Actor Data

Version 3 [Current] [See version history](#) Last update date: 2023-03-30

Actor identification

Role:	
Actor ID/SRN:	
Country:	
Actor / Organisation name:	
Abbreviated name:	
VAT information:	
VAT number:	
EORI number	
National trade register number:	
Last confirmation date of actor data accuracy:	-

3. A list of the different versions will display:



- Clicking on one of the list items will open up that version and will also provide navigation buttons to allow easy switching between the versions:

**NOTE**

Person Responsible for Regulatory Compliance data will not be displayed for historical versions or inactive Manufacturers and Authorised Representatives, due to personal data protection rules (GDPR):

Regulatory Persons

Due to personal data protection rules (GDPR), this data is not available

2.1.5 Link a non-EU manufacturer to an importer

Section specific to importers with *Linker*, *LAA* or *LUA* profiles

To link a non-EU manufacturer to your importer:

- Open the Dashboard:

Welcome to EUDAMED - European Database on Medical Devices

EUDAMED is the IT system developed by the European Commission to implement [Regulation \(EU\) 2017/745](#) on medical devices and [Regulation \(EU\) 2017/746](#) on in vitro diagnosis medical devices.

EUDAMED is structured around 6 interconnected modules and a public site.

Starting from May 28, 2026, the use of the first four modules is mandatory:

1. Actor registration,
2. UDI/Devices registration,
3. Notified Bodies and Certificates,
4. Market Surveillance.

Tasks

According to [your profile per module](#), consult, verify and/or manage your own and related data (managed by your actor)

My Actor data

- [Manage your actor data](#)
- [Manage your email notifications](#)
- [Link to non-EU manufacturer](#)
- [Access point information](#)

User management

- [Assess user access requests](#)
- [Manage your users](#)

2. Click *Link to non-EU manufacturer* in section *My Actor*. You will arrive at the page displaying linked non-EU manufacturers (if there are no linked manufacturers, this list will be empty):

European Commission | EUDAMED

English

Home Tasks Search & view Help

CURRENT ACTOR: Importer [Belgium] Switch actor Notifications

View linked non-EU manufacturers

[+ Add a new manufacturer](#)

SRN	Name	Country	Start date	End date
No data available				

3. Click *Add a new manufacturer*.
4. If you know the Actor ID/SRN, enter it and click **Find** to select the manufacturer.

Link a non-EU manufacturer with your importer

☒ I know the SRN

SRN:

Find

5. If you don't know the Actor ID/SRN, uncheck *I know the Actor ID/SRN*. Two new fields will appear:

Link a non-EU manufacturer with your importer

☐ I know the SRN

Country:

Actor / organisation name:

Find

6. Enter the country and actor/organisation name, and click **Find**. You will see a list of results based on your search criteria:

Link a non-EU manufacturer with your organisation

☐ I know the SRN

Country:

Actor / organisation name:

Find

Result

Select your actor from the list below

View details	Afghanistan - Manufacturer - Actor code: AF-MF- XXXXXXXXXX	⬆
Remove from proposed linked list	Afghanistan - Manufacturer - Actor code: AF-MF- XXXXXXXXXX	⬆

7. Select the actor you want from the list. You will see the detail page for that actor:

Find

Result

Select your actor from the list below

View details	Afghanistan - Manufacturer - Actor code: AF-MF- XXXXXXXXXX	⬆
Remove from proposed linked list	Afghanistan - Manufacturer - Actor code: AF-MF- XXXXXXXXXX	⬇

SRN:
 AF-MF-[XXXXXXXXXX](#)

Role:
 Manufacturer

Country:
 Afghanistan

Organisation name:
[XXXXXXXXXX](#)

Address:
[XXXXXXXXXX](#)

Email:
[XXXXXXXXXX](#)

Telephone number:
 -

Add link with this manufacturer

8. Click Add link with this manufacturer. You are prompted to enter the relevant dates:

Add link with this manufacturer

Enter the start date to link with this manufacturer

* Start date:  End date: 

YYYY-MM-DD YYYY-MM-DD

Confirm **Cancel**

- Enter a start-date (and end-date if known), then click **Confirm**.

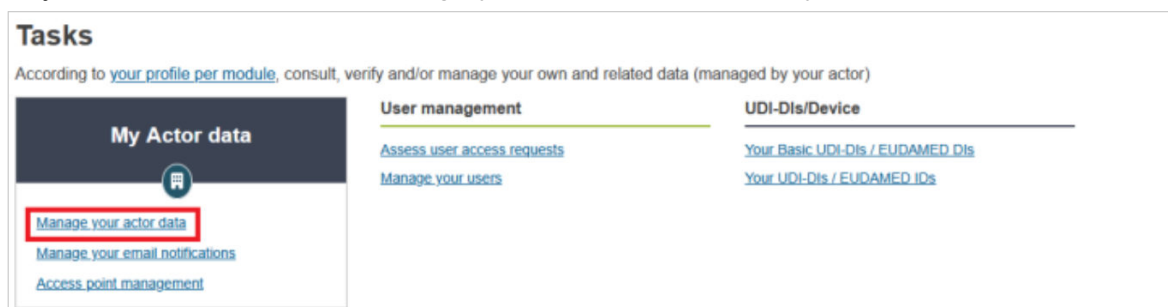
2.1.6 Updating Actor details

Section specific to Local Actor Administrators (LAA)

Once an Actor has been validated by its Competent Authority and obtained an Actor ID/SRN, changes to the Actor details can only be made by a Local Actor Administrator of this Actor.

Update your details

- Log in to EUDAMED with a *Local Actor Administrator* profile for the actor in question.
- In your dashboard, select *Manage your actor data* under *My Actor data*:



- You can browse through the sections to review the information currently available about the actor:

Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark]

My Actor data

Competent Authority

Notification email

My Actor data

Version 1 [Current] | Last update date: 2023-06-13

Actor identification

Role:	Manufacturer
Actor ID/SRN:	DK-MF-000003547
Country:	Denmark
Actor / Organisation name:	Nielsen-Beck [EN]
Abbreviated name:	NIELBECK [EN]
VAT information:	Yes
VAT number:	D-023-57BCC
EORI number:	D-023-68854-U
National trade register number:	D-023-677653422
Organisation identification document:	Dummy Doc - Organisation Identification [PDF 104.72 KB]
Last confirmation date of actor data accuracy:	-

Actor address

Street information, if applicable:	Yes
Street:	Alexandriagade
Street number:	40
Address line 2:	-
PO box:	-
Latitude:	-
Longitude:	-

Actions

4. If you need to change some information, proceed as follows:
- a. Click on **Actions**:

Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark]

My Actor data

[Competent Authority](#)

[Notification email](#)

My Actor data

Version 1 [Current] | Last update date: 2023-06-13

Actor identification

Role:	Manufacturer
Actor ID/SRN:	DK-MF-000003547
Country:	Denmark
Actor / Organisation name:	Nielsen-Beck [EN]
Abbreviated name:	NIELBECK [EN]
VAT information:	Yes
VAT number:	D-023-57BCC
EORI number:	D-023-68854-U
National trade register number:	D-023-677653422
Organisation identification document:	Dummy Doc - Organisation Identification [PDF 104.72 KB]
Last confirmation date of actor data accuracy:	-

Actions -

- Create new version
- Change competent authority
- Change Tax and Trade IDs
- Set status to Inactive
- Confirm data accuracy

- b. Click *Create new version* and answer **Yes** to the confirmation message:

✕Close

Create new version

Are you sure you want to create a new version for this current actor?

Yes

Cancel

- c. Make all required changes in the corresponding tabs.

- d. When you are done, click **Register new version** and answer the confirmation message:

Create new version of my actor data

Manufacturer, Nielsen-Beck [Denmark]

Version 2 [Draft]

Save Register new version Delete draft version

Actor identification

Role:	Manufacturer
Country:	Denmark

* Actor / Organisation name: Nielsen-Beck * Select the language: English X v

+ Add name in another language

Abbreviated name: NIELBECK Select the language: English X v

+ Add abbreviated name in another language

Once registered, this draft will become the latest version of this actor

Moreover, if you select the option below, the 'Last confirmation date of actor data accuracy' will be updated for this actor.

☐ I confirm the actor data accuracy

Do you confirm?

Confirm Cancel

The changes apply immediately. The new version number displays, and the current version is identified:

Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark]

My Actor data

Competent Authority

Notification email

My Actor data

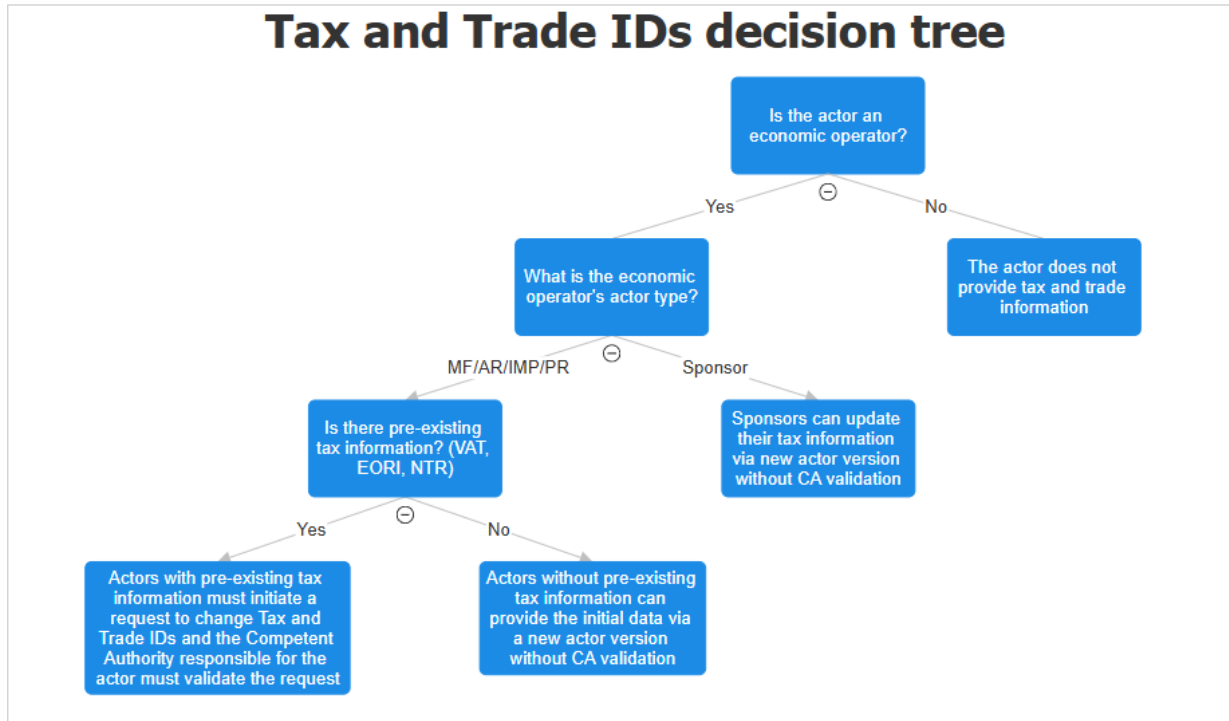
Version 2 [Current] See version history Last update date: 2025-09-02

Actor identification

Role:	Manufacturer
Actor ID/SRN:	DK-MF-000003547
Country:	Denmark
Actor / Organisation name:	Nielsen-Beck [EN]
Abbreviated name:	NIELBECK [EN]
VAT information:	Yes
VAT number:	D-023-57BCC
EORI number:	D-023-68854-U
National trade register number:	D-023-677653422
Organisation identification document:	Dummy Doc - Organisation Identification [PDF 104.72 KB]
Last confirmation date of actor data accuracy:	-

Change VAT/EORI/NTR

Before you change your VAT/EORI/NTR, be aware that depending on your role and profile, some options may not be available for you. To know more, you can take a look at this workflow chart:





NOTE

If your current Actor has any pending requests (new Actor version, Competent Authority change request, Set status to Inactive or Confirm data accuracy request), you will not be able to update your VAT/EORI/NTR information.

If you currently don't have a VAT/EORI/NTR information registered, you can also add it through the option below, or through the **Create new version** page:

CURRENT ACTOR: Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark] [Notifications](#)

Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark]

My Actor data

[Competent Authority](#)

[Notification email](#)

My Actor data

Version 3 [Current] | [See version history](#) | Last update date: 2025-09-02

Actor identification

Role:	Manufacturer
Actor ID/SRN:	DK-MF-000003547
Country:	Denmark
Actor / Organisation name:	Nielsen-Beck [EN]
Abbreviated name:	NIELBECK [EN]
VAT information:	Yes
VAT number:	D-023-57BCC
EORI number	D-023-68854-U
National trade register number:	D-023-677653423
Organisation identification document:	Dummy Doc - Organisation Identification (PDF 104.72 KB)
Last confirmation date of actor data accuracy:	-

Actions -

- Create new version
- Change competent authority
- Change Tax and Trade IDs
- Set status to Inactive
- Confirm data accuracy

1. Click on the **Actions** button and then on **Change Tax and Trade IDs**:

Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark]

My Actor data

[Competent Authority](#)

[Notification email](#)

My Actor data

Version 2 [Current] | [See version history](#) | Last update date: 2025-09-02

Actor identification

Role:	Manufacturer
Actor ID/SRN:	DK-MF-000003547
Country:	Denmark
Actor / Organisation name:	Nielsen-Beck [EN]
Abbreviated name:	NIELBECK [EN]
VAT information:	Yes
VAT number:	D-023-57BCC
EORI number	D-023-68854-U
National trade register number:	D-023-677653422
Organisation identification document:	Dummy Doc - Organisation Identification (PDF 104.72 KB)
Last confirmation date of actor data accuracy:	-

Actions -

- Create new version
- Change competent authority
- Change Tax and Trade IDs
- Set status to Inactive
- Confirm data accuracy

2. On the new page, scroll down a bit till you see the VAT/EORI/NTR section:

VAT information:

Yes ☒ No  VAT information is required unless you select the option - No

* VAT number:

[EORI number:](#)

National trade register number:

3. Change any details you wish in the fields related to your desires
4. When you are done, provide the **Reason for change** at the bottom of the page:

* Reason for change:

5. Click on **Submit request**
6. A pop-up message will appear asking you to confirm your request, click on **Confirm**:

✕Close

Change of Tax and Trade IDs request

 Your request to change Tax and Trade IDs will be submitted for validation.

- If validated, you will receive a notification and your Actor data will automatically be updated.
- While awaiting validation, you will not be able to create a new Actor's data version.
- If rejected, you will be notified with further instructions.

Are you sure you want to proceed?

ConfirmCancel

**NOTE**

While the request is pending, no other changes to the Actor details will be authorised:

Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark]

My Actor data

Competent Authority

Notification email

My Actor data

Version 2 [Current] | [See version history](#) | Last update date: 2025-09-02

You requested a change of Tax and Trade IDs. Your request to change the Tax and Trade IDs has been submitted for validation. When validated, you will receive a notification and your Actor data will be updated. [See your request](#)

Actor identification

Role:	Manufacturer
Actor ID/SRN:	DK-MF-000003547
Country:	Denmark
Actor / Organisation name:	Nielsen-Beck [EN]
Abbreviated name:	NIELBECK [EN]
VAT information:	Yes
VAT number:	D-023-57BCC
EORI number:	D-023-68854-U
National trade register number:	D-023-677653422
Organisation identification document:	Dummy Doc - Organisation Identification [PDF 104.72 KB]
Last confirmation date of actor data accuracy:	-

You can look at your Actor details after the submission of your request, you will notice your current Tax and Trade IDs information, and the updated version you requested for:

Tax and Trade IDs**Current Tax and Trade IDs**

VAT information:	Yes
VAT number:	D-023-57BCC
EORI number:	D-023-68854-U
National trade register number:	D-023-677653422

Requested Tax and Trade IDs

VAT information:	Yes
VAT number:	D-023-57BCC
EORI number:	D-023-68854-U
National trade register number:	D-023-677653423
Reason for change:	For testing purposes

- Once the request was validated by your Competent Authority, a notification will be sent, to see if it arrived, click on **Notifications** and then on the **Information** tab:

CURRENT ACTOR: Manufacturer, DK-MF-000003547, Nielsen-Beck [Denmark] Notifications

Notifications Inbox

Action Information

A notification is archived after 30 days

Notification type: X v Module: X v From: 2025-08-02 YYYY-MM-DD To: 2025-09-02 YYYY-MM-DD

Search Clear search

Active search fields:
From: 2025-08-02 To: 2025-09-02 [Clear search](#)

Showing 1 to 1 of 1 entries Time received 1a

Information 2025-09-02 | Email

Actor - ACT-045-DK-MF-000003547-20250902 : A change of tax and trade IDs has been approved

A change of tax and trade IDs has been approved for your actor DK-MF-000003547

You can access your updated Actor data here <https://webgate.test.ec.europa.eu/eudamed/secure/links/c991b96c-5b40-44e9-9c79-1f7ff0c85e19>

Delete an actor's draft

To delete a version in draft, on the homepage, click on *Manage your actor data*:

Tasks

By module, consult, verify and/or manage your own and related data (managed by your actor), depending on your profile.

My Actor data

- Manage your actor data
- Manage your email notifications
- Machine to machine preferences

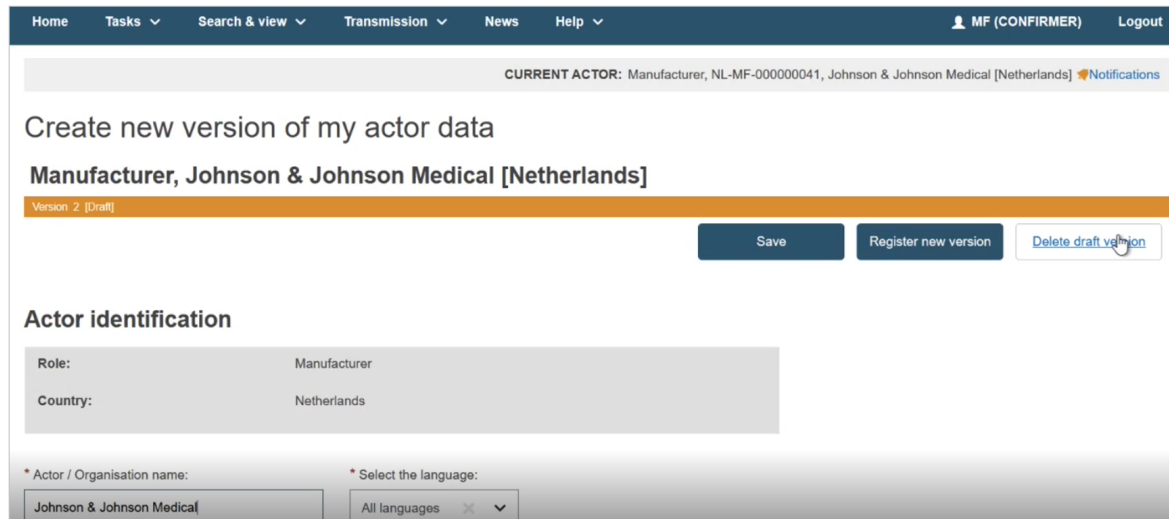
User management

- Assess user access requests
- Manage your users

UDI-DIs/Device

- Register a new Basic UDI-DI
- Register a legacy device
- Manage your Basic UDI-DIs / EUDAMED Dis
- Manage your device details

1. You can delete the draft by clicking on **Delete draft version**. Click **Yes**, and you will be redirected to the following window:



Home Tasks Search & view Transmission News Help MF (CONFIRMER) Logout

CURRENT ACTOR: Manufacturer, NL-MF-000000041, Johnson & Johnson Medical [Netherlands] Notifications

Create new version of my actor data

Manufacturer, Johnson & Johnson Medical [Netherlands]

Version 2 [Draft]

Save Register new version Delete draft version

Actor identification

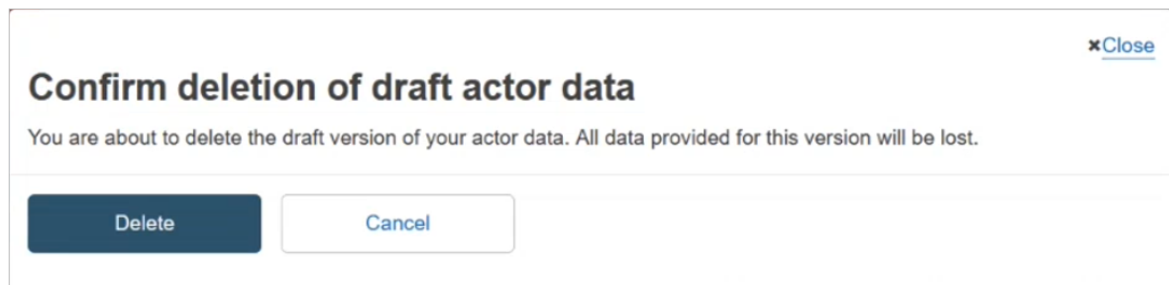
Role: Manufacturer

Country: Netherlands

* Actor / Organisation name: Johnson & Johnson Medical

* Select the language: All languages

2. A pop-up message asking you to confirm your decision:



Close

Confirm deletion of draft actor data

You are about to delete the draft version of your actor data. All data provided for this version will be lost.

Delete Cancel

3. Once you click on **Delete**, the draft is deleted.

2.1.7 Confirm Actor data accuracy

VIDEO: Confirm actor data accuracy



Economic Operators registered in EUDAMED, are required by regulation [MDR Article 31§5](#)/ [IVDR Article 28§5](#) to confirm their data accuracy.

This action can only be done by an LAA either by creating a new version of the Actor or directly confirming the current data.

Method 1: Confirm the current data

To confirm your Actor data accuracy for the current version, on the homepage of EUDAMED click on *Manage your actor data*:

Tasks

According to [your profile per module](#), consult, verify and/or manage your own and related data (managed by your actor)

My Actor data	User management	UDI-DIs/Device
Manage your actor data Manage your email notifications Access point management	Assess user access requests Manage your users	Register a new Basic UDI-DI Register a legacy device Manage your Basic UDI-DIs / EUDAMED DIs Manage your device details

1. In the new window, click **Actions** on the side and then on **Confirm data accuracy**:

The screenshot shows the 'My Actor data' page. At the top right, there is an 'Actions' button. A dropdown menu is open, showing several options: 'Create new version', 'Change competent authority', 'Change Tax and Trade IDs', 'Set status to Inactive', and 'Confirm data accuracy'. The 'Confirm data accuracy' option is highlighted with a red rectangle. The main content area shows various fields for actor identification, such as Role, Actor ID/SRN, Country, Actor / Organisation name, Abbreviated name, VAT information, VAT number, EORI number, National trade register number, Organisation identification document, and Last confirmation date (2025-10-22). A 'View accuracy confirmation history' link is at the bottom.

2. A pop-up message will appear asking you to confirm your actor data accuracy:

The screenshot shows a pop-up message titled 'Confirm data accuracy'. The text inside asks: 'Are you sure you want to confirm the accuracy of your actor data?'. There are two buttons: 'Yes' and 'Cancel'. A 'Close' button is in the top right corner. At the bottom of the pop-up, there is a line of text: 'CURRENT ACTOR: Sponsor PT-SP-00000925 Sponsor organisation: E'.

3. Click **Yes** to confirm or **Cancel** to go back.
4. Once you have clicked **Yes**, you will notice the latest *accuracy confirmation* date has changed to the latest one:

Last confirmation date:	2025-10-22
View accuracy confirmation history	

5. Click *View accuracy confirmation history* to see the previous confirmation accuracy date and the corresponding Actor versions:

View accuracy confirmation history
2025-10-21
2025-10-21
2025-09-09 Version 7
2025-08-28 Version 6
2025-07-11 Version 4
2025-06-05 Version 3
2025-06-05 Version 3
2025-06-05 Version 3

**NOTE**

If the Actor version corresponding to the confirmation date is the current one, only the date of the data confirmation will be displayed, without the version next to it.

My Actor data

Version 8 [Current]
[See version history](#)
Last update date: 2025-09-09

Role:

Actor ID/SRN:

Country:

Actor / Organisation name:

Abbreviated name:

VAT information:

VAT number:

EORI number:

National trade register number:

Organisation identification document:

Last confirmation date:

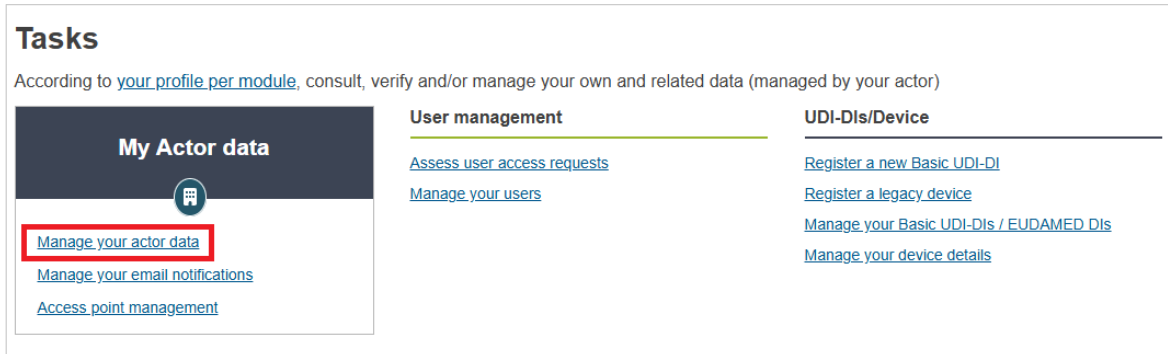
2025-10-22

[View accuracy confirmation history](#)

2025-10-21
2025-10-21
2025-09-09 Version 7
2025-08-28 Version 6
2025-07-11 Version 4
2025-06-05 Version 3
2025-06-05 Version 3
2025-06-05 Version 3

Method 2: Create new version

1. On the homepage of EUDAMED, click on *Manage your actor data*:

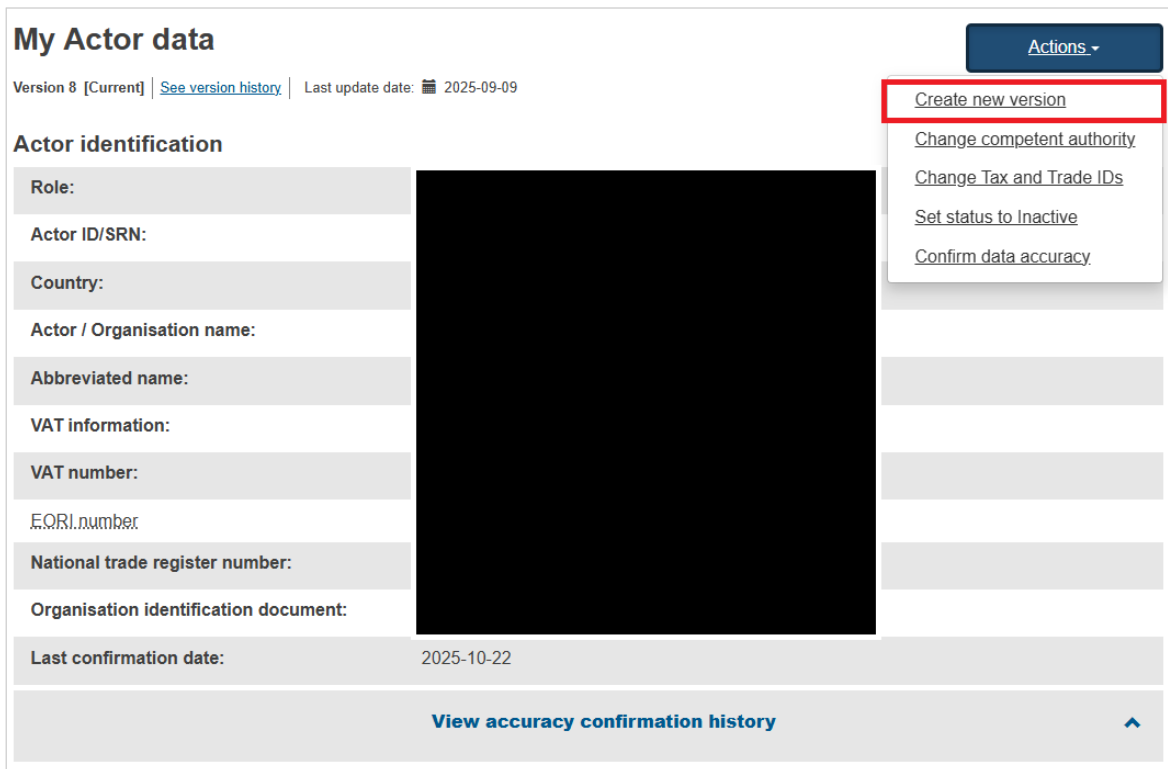


Tasks

According to [your profile per module](#), consult, verify and/or manage your own and related data (managed by your actor)

My Actor data	User management	UDI-DIs/Device
Manage your actor data	Assess user access requests Manage your users	Register a new Basic UDI-DI Register a legacy device Manage your Basic UDI-DIs / EUDAMED DIs Manage your device details
Manage your email notifications Access point management		

2. In the new window, click on **Actions** and then click on *Create new version*:



My Actor data

Version 8 [Current] | [See version history](#) | Last update date: 2025-09-09

Actor identification

Role:	
Actor ID/SRN:	
Country:	
Actor / Organisation name:	
Abbreviated name:	
VAT information:	
VAT number:	
EORI number:	
National trade register number:	
Organisation identification document:	
Last confirmation date:	2025-10-22

[View accuracy confirmation history](#)

Actions

- [Create new version](#)
- [Change competent authority](#)
- [Change Tax and Trade IDs](#)
- [Set status to Inactive](#)
- [Confirm data accuracy](#)

3. Once you are done updating the details of the new version, click on **Register new version**:

Create new version of my actor data

Version 3 (Draft)

Save Register new version Delete draft version

Actor identification

Role: [Redacted]

Country: [Redacted]

Sponsor type: [Redacted]

4. The pop-up message will ask you to confirm the new version. You can check the tick-box which will confirm the Actor data accuracy after clicking **Confirm**:

✕Close

Once registered, this draft will become the latest version of this actor

Moreover, if you select the option below, the 'Last confirmation date of actor data accuracy' will be updated for this actor.

☐ I confirm the actor data accuracy

Do you confirm?

Confirm Cancel

5. This can be seen in the *Accuracy confirmation history* part of *My Actor data*:

My Actor data

Version 9 [Current] | [See version history](#) | Last update date: 2025-10-22

Actions ▾

Actor identification

Role:	
Actor ID/SRN:	
Country:	
Actor / Organisation name:	
Abbreviated name:	
VAT information:	
VAT number:	
EORI number:	
National trade register number:	
Organisation identification document:	
Last confirmation date:	2025-10-22

View accuracy confirmation history ▾

- 2025-10-22
- 2025-10-22 Version 8
- 2025-10-21 Version 8
- 2025-10-21 Version 8
- 2025-09-09 Version 7
- 2025-08-28 Version 6
- 2025-07-11 Version 4
- 2025-06-05 Version 3
- 2025-06-05 Version 3
- 2025-06-05 Version 3

**NOTE**

Note that the act of creating an Actor is not a confirmation of its data accuracy. If this action is performed right after the Actor is created, the accuracy confirmation date will also match the date the creation of the Actor took place.

2.1.8 Activate/inactivate your Actor

This section is for LAA profile only

Actors must be registered in EUDAMED with the status “active” when they place devices on the Union market. If an actor no longer is placing devices on the Union market, they can set their status as inactive. An inactive actor must reset the status to active again, before resuming to place devices on the Union market.

As an LAA of an Active Actor (*Active* being the default status of your Actor upon registration) you can indicate that your Actor is no longer Active from *My Actor data* > *Manage your actor data*:

Tasks

According to [your profile per module](#), consult, verify and/or manage your own and related data (managed by your actor)

My Actor data	User management	UDI-DIs/Device
Manage your actor data Manage my mandates	Assess user access requests Manage your users	Register a new Basic UDI-DI Register a legacy device Manage your Basic UDI-DIs / EUDAMED DIs Manage your device details



NOTE

An actor CANNOT change its status to *Inactive* if they have Actor data in draft, OR if they have submitted a *Change of Competent Authority request*.

Set your status to *Inactive*

1. On the right side of the screen, click on **Actions**:

Manufacturer, BB-MF-000001065, ARMEN 2.7 BARBADOS MANUFACTURERS [Barbados]

My Actor data	My Actor data	Actions
Authorised Representative	Version 10 [Current] Last update date: 2022-11-18 n0005f4f	

2. Click on *Set status to Inactive*:



NOTE

By changing your status from *Active* to *Inactive*, a new Actor data version will be created reflecting your new status.

3. In the new window, toggle the button from *Active* to *Inactive*:

Change actor status

Manufacturer, BB-MF-000001065, ARMEN 2.7 BARBADOS MANUFACTURERs [Barbados]

Change the status of your actor

Active ☒ Inactive

* From date: 



YYYY-MM-DD

* Reason:

4. Select the date from when this actor is no longer *Active*:

* From date:



YYYY-MM-DD

* From date:



Nov 2022 < Today >

Mo	Tu	We	Th	Fr	Sa	Su
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

**NOTE**

Selecting a date in the future is not allowed.

5. In the *Reason* box, write the reason why the actor is inactive:

6. Once you are done, click on **Register new status**:

7. In the new pop-up window, click on **Confirm**. Upon confirmation, your new status will be reflected in *My actor data* page and in other screens next to your Actor ID/SRN:

**NOTE**

Setting your status back to *Active*, can be done at any time from *Manage your Actor data*.

**NOTE**

When your status is already *Active*, you will not see any *Status bar* in your Actor data.

**NOTE**

Your status as *Active/Inactive* will be displayed in EUDAMED Public as well as in EUDAMED Restricted.

**NOTE**

Inactivated users will stop receiving notifications via their email inbox.

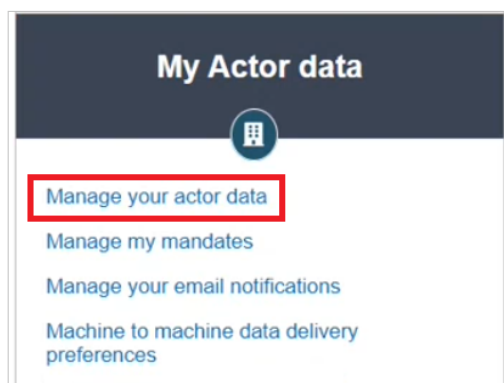
2.1.9 Change a Competent Authority for registered actors

The change of responsible Competent Authority (CA) can be necessary in some specific cases as follows:

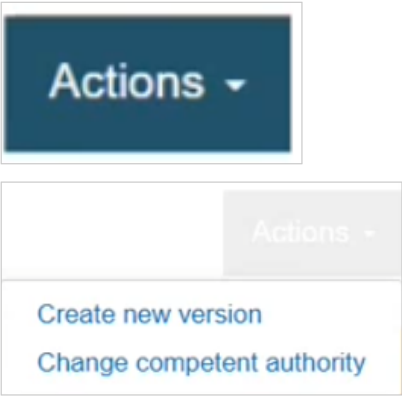
- An EU Economic Operator that moves within the same country;
- A non-EU manufacturer that changes its Authorised Representative or its Authorised Representative changes the responsible Competent Authority;
- A non-EU SPP producer that changes the market distribution of their SPPs.

For the non-EU manufacturers, their responsible CA must be at any moment one of the responsible CA(s) of the AR(s) with which they have an active mandate.

1. On the homepage of EUDAMED, click on *Manage your actor data*:



2. In the new page, click on **Actions** and then choose *Change competent authority*:



Actions ▾

Create new version

Change competent authority

**NOTE**

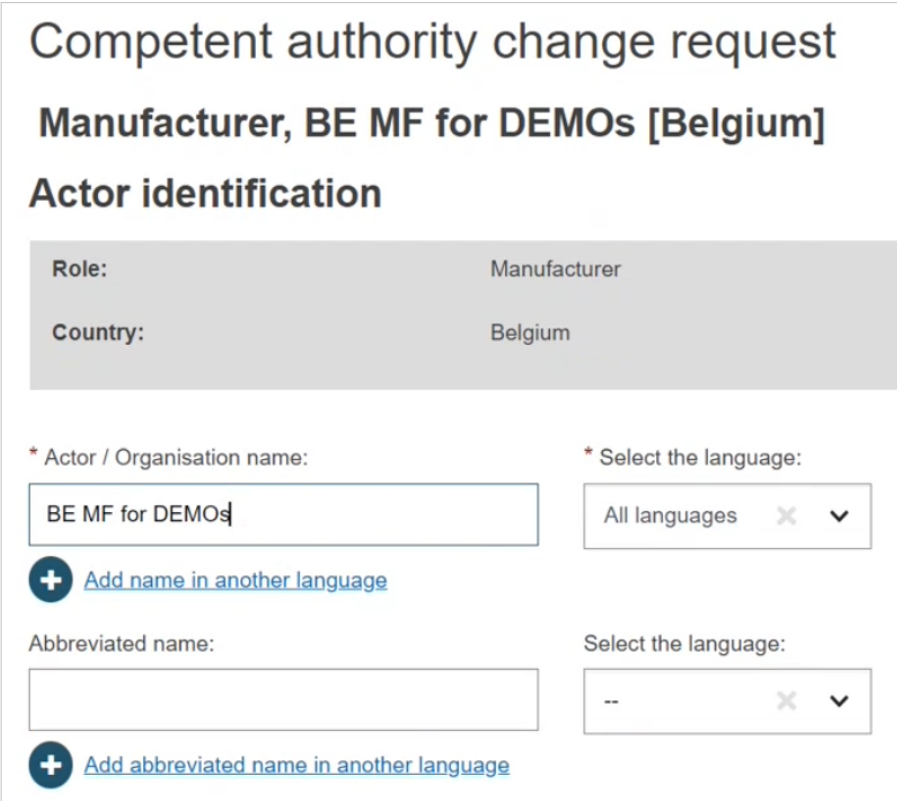
If a request for *Change competent authority* has already been submitted, no further editing of the actor data is allowed till the change is either accepted or rejected.

If a draft has already been created, the competent authority cannot be changed.

**NOTE**

You will notice the change request in your actor data. The section *Competent Authority*, will display two parts, *Current competent authority* and *New competent authority*:

- In the new window, you will notice an almost exact copy of your actor data form, with one exception. At the bottom of the page, the section *Select a new Competent Authority* displays. Choose your new competent authority from the dropdown list:



Competent authority change request

Manufacturer, BE MF for DEMOs [Belgium]

Actor identification

Role:	Manufacturer
Country:	Belgium

* Actor / Organisation name:

* Select the language:

All languages ✕ ▾

+ [Add name in another language](#)

Abbreviated name:

Select the language:

-- ✕ ▾

+ [Add abbreviated name in another language](#)

Competent Authority

 You requested a change of Competent Authority. You must select the new Competent Authority and provide a reason in order to submit your request.

Current competent authority

Eudamed Actor ID: [REDACTED]
 Role: [REDACTED]
 Country: [REDACTED]
 Actor / Organisation name: [REDACTED]
 Address: [REDACTED]
 Email: [REDACTED]
 Telephone number: [REDACTED]

* Select a new Competent Authority:

- DG SANTE CA
- Schweizerisches Heilmittelinstitut/ Swiss Agency for Therapeutic Products
- New Release Test Playground Org
- ARMEN BE CA
- Agence Fédérale des Médicaments et des Produits de Santé/Federal Agentschap voor Geneesmiddelen en Gezondheidsproducten



NOTE

For non-EU manufacturers, the dropdown displays the list of the the CAs responsible for the Authorised Representative(s) they have an active mandate with.



NOTE

When an Authorised Representative changes their responsible CA, every non-EU manufacturer who is linked to that Authorised Representative will be notified (both via *Notifications* and email). The notification will be triggered once the new CA has approved the request from the Authorised Representative to change the responsible CA.

Showing 1 to 20 of 6129 entries Time received ▼

Information 2025-12-17 | Email

Actor - ACT-047-FR-AR-000007027-20251217 : Authorised Representative Thomas Et Fils FR-AR-000007027 has a new responsible Competent Authority

The Authorised Representative Thomas Et Fils FR-AR-000007027 with which you have an active mandate has a new responsible Competent Authority Qualité DeChamps FR-CA-145.
<https://webgate.test.ec.europa.eu/eudamed/secure/links/97605877-7f0b-4d0b-885f-4827b8f0acbc>

This could mean you must change the responsible Competent Authority as well if there is no other Authorised representative with which you have an active mandate that has the same responsible Competent Authority as you.

Information 2025-12-17 | Email

Actor - ACT-047-FR-AR-000007027-20251217 : Authorised Representative Thomas Et Fils FR-AR-000007027 has a new responsible Competent Authority

The Authorised Representative Thomas Et Fils FR-AR-000007027 with which you have an active mandate has a new responsible Competent Authority Bernhard LLC FR-CA-130.
<https://webgate.test.ec.europa.eu/eudamed/secure/links/902f3408-903b-4d5a-bb8c-b0bf411cf0b7>

This could mean you must change the responsible Competent Authority as well if there is no other Authorised representative with which you have an active mandate that has the same responsible Competent Authority as you.

Information 2025-12-17 | Email

Actor - ACT-008-MD-CN-FR-000005882: Accept a new mandate by AR

- Once you have selected a new competent authority, enter the reason for the change in the *Reason for change CA* field:

* Select a new Competent Authority:

✕ ▼
R

Eudamed Actor ID:

Role:

Country:

Actor / Organisation name:

Address:

Email:

Telephone number:

* Reason for change CA:

5. Click on **Submit request**:

Submit request

Cancel

6. A pop-up message will appear, click **Confirm** or **Cancel** to go back:

[✕Close](#)

Competent authority change request

! Your request to change the Competent Authority will be submitted for validation.

- If validated, you will receive a notification and your Actor data will automatically be updated.
- While awaiting validation you will not be able to create a new actor's data version.
- If rejected, you will be notified, with further instruction.

Are you sure you want to proceed?

Confirm

Cancel

7. A success message will appear, non-EU manufacturers need to wait for the concerned Authorised Representative to assess the CA change request:

 You requested a change of competent authority. Your request to change the competent authority has been submitted for validation. When validated, you will receive a notification and your Actor data will be updated.
[See your request](#)

To see your pending/rejected competent authority change requests:

1. On the homepage of EUDAMED, click on *Manage your actor data*:
2. If you have any pending/rejected requests, they will be accessible via the link found in the notice message.

Pending request message:

 You requested a change of competent authority. Your request to change the competent authority has been submitted for validation. When validated, you will receive a notification and your Actor data will be updated.
[See your request](#)

Rejected request message:

 Your request to change your competent authority has been rejected. Click [here](#) to see your request and the reason for the rejection.

3. Once you have clicked on the link, you will arrive to an overview of your change request:

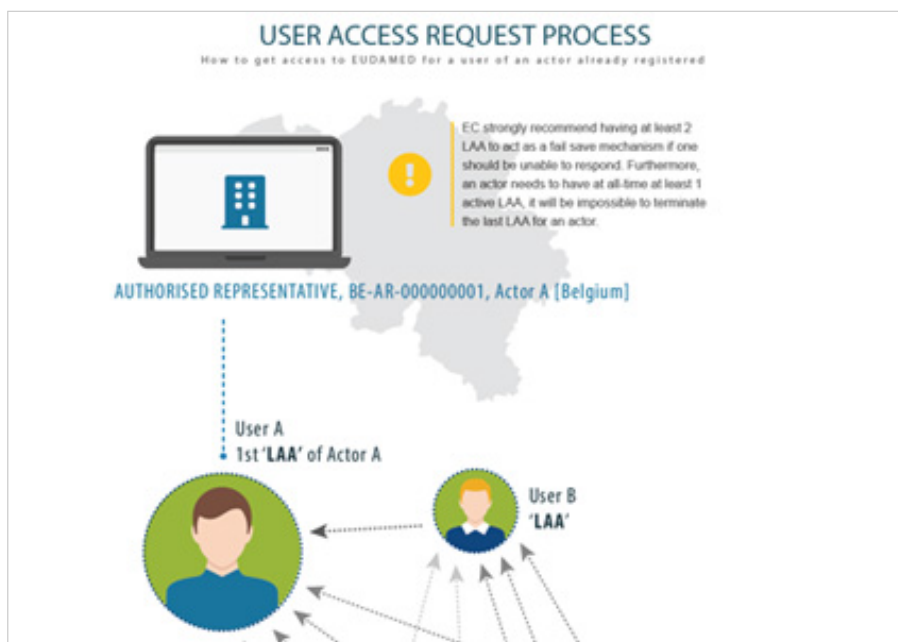
Reason for rejection and other details:

Application ID:	[REDACTED]
Assessment outcome:	Rejected
Assessor CA Actor ID:	[REDACTED]
Reason for rejection:	This request is rejected because
Date of rejection:	2023-03-31

2.2 Users and user access management

2.2.1 Request access as a user to a registered actor

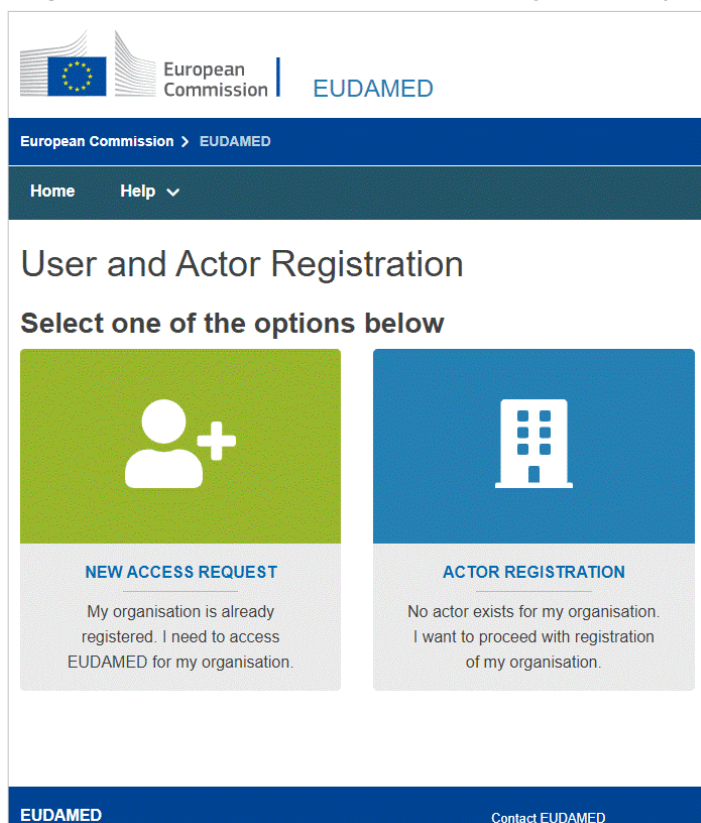
 INFOGRAPHIC: [User access request process](#)



When an actor is already registered in EUDAMED, a person who needs to act on their behalf, must request access and choose (an) appropriate user profile for each of the relevant EUDAMED module(s) that are available to them.

To request access as a user

1. Log in to EUDAMED.
2. If you don't have user access for a registered actor yet, click the **New access request** box, in the *User and Actor Registration* page:



3. Alternatively, if you are logged in with a EUDAMED user account and you need to request access for a different actor, click your name at the top right of the page, and then click **New access request** at the bottom of your EUDAMED user account detail page:

The screenshot displays the EUDAMED user account detail page. At the top right, the user's name 'MedicalDev Thirtyeight' is highlighted with a green box. A green arrow points from this box to a 'New access request' button located at the bottom of the page, which is also highlighted with a green box. The page includes sections for 'My account(s)', 'EU Login details', 'EUDAMED details', 'My EUDAMED accounts', 'Current actor account', 'Actor data', 'Actor identification', 'Actor notification email addresses', 'Account data', 'Profile(s)', and 'Account email & notifications'. The 'CURRENT ACTOR' is listed as 'Manufacturer, /'. The 'Actor data' section includes fields for Role, SRN, Actor / organisation name, Abbreviated name, Street, Street number, Address line 2, PO box, Postal code, City, Country, and Email. The 'Actor notification email addresses' section shows a table with columns for Notification deactivated, Notification requested, and Actor Data. The 'Account data' section shows the Actor as 'Local Actor Administrator'. The 'Account email & notifications' section shows the My contact email for this actor as 'MedicalDev@thirtyeight.com'.

An actor search page prompts you to select the actor on whose behalf you want to act in EUDAMED:

New access request



The Local User Administrator of the organisation for which you are requesting access is empowered to validate the user requests and manage the user accounts of an organisation.

Search existing actor

Enter your actor data to check if an actor already exists for your company

☐ I know the actor's Single Registration Number (SRN) or EUDAMED Actor ID

* Role:

--

* Country:

--

* Actor / organisation name:

Find

4. If you know the Actor ID/SRN(e.g. BE-MF-000000001), check *I know the actor's Single Registration Number (SRN) or EUDAMED Actor ID*.
5. If you don't know the Actor ID/SRN, you can find the actor by searching with: *role*, *country* and *name* (or part of it).
6. Click **Find**. The list of matching actors is displayed in the *Result* section.

New access request



The Local User Administrator of the organisation for which you are requesting access is empowered to validate the user requests and manage the user accounts of an organisation.

Search existing actor

Enter your actor data to check if an actor already exists for your company

☐ I know the Actor's Single Registration Number (SRN)

* Role:

Manufacturer

* Country:

Belgium

* Actor / organisation name:

bel

Find

Result

Select your actor from the list below

BE-MF-000000001 - Manufacturer - Actor code: BE-MF-000000001

SRN:

BE-MF-000000001

Role:

Manufacturer

Country:

Belgium

Organisation name:

BE-MF-000000001

Address:

BE-MF-000000001

Email:

BE-MF-000000001

Telephone number:

BE-MF-000000001

Request access to this actor

**NOTE**

If you cannot find your actor from the search page, please contact them to confirm their Actor ID/SRN. They may have registered with a different name or may have not completed the registration yet.

If you search for a registered actor to which you already have access, the system will display a warning message, preventing you from proceeding further.

New access request

The Local Actor/User Administrator of the organisation for which you are requesting access is empowered to validate the user requests and manage the user accounts of an organisation.

Search existing actor

Enter your actor data to check if an actor already exists for your company

☒ I know the actor's EUDAMED Actor ID/Single Registration Number (SRN)

* Actor code:

BE-MF-000000924

Find

Result

Select your actor from the list below

Manufacturer, BE-MF-000000924, ARMEN 2.4 EU MANUFACTURER [Belgium]

You are already a registered user of the actor you have selected, and therefore cannot request new access.

If you wish to:

- Change your profile : Click "Request for change" next to your profile on the "My account" page and follow the steps. A separate LAA/LUA must approve this access request. See the Actor module user guide for economic operators section 2.2.5 for more details
- Create a new user: You must first access EUDAMED using a different EU Login (see <https://webgate.ec.europa.eu/cas/help.html> for more on how to create an EU Login), then use this to submit a new access request for this actor. See Actor module user guide for economic operators section 2.2.1 for more details.

However, if you search for an actor for which you initiated a *Draft* user access request, or for which a *Submitted* user access request exists, there will be no warning. To view this user access request, click your name at the top right of the page and then select *See my pending requests* at the bottom of your EUDAMED user account detail page.

7. Select the desired actor in the *Result* panel, and then click **Request access to this actor**. *Step 1* of a three-step process appears:

New access request

Selected actor information

SRN:

Role:

Manufacturer

Country:

Belgium

Organisation name:

Address:

Email:

Telephone number:

Select another actor

1 My personal data 2 My user manager 3 My profile(s)

My contact email for this actor

* Email:

* Are you a sub-contractor for this actor?:

☐ No

☐ Yes

Save Save & Next > Cancel

8. Complete *Step 1*:
- Enter your contact/notification email address related to this request.
 - Indicate whether you are a sub-contractor for the selected actor. If you select **Yes**, you will be prompted to enter details of the sub-contractor.

10. Enter the name and function/position of your manager, and then click **Save & Next**. *Step 3* shows a list of possible user profiles for each module:



The profiles available depend on the actor role.

11. Select the user profile(s) you will need.

**NOTE****User profiles**

- **Local Actor Administrator (LAA)** can manage all actor details (name, address, contact details, etc.) and has all the rights of a Local User Administrator.
- **Local User Administrator (LUA)** can validate user access requests for the same actor (see [Validating user access requests \[70\]](#)).
- **Viewer** can view registered actors.

The other profiles available depend on the role of the actor in question.

12. If you want to save the request as a draft before submitting it, click **Save**.
13. If you want to see a preliminary summary of your request before submitting it, click **Preview** at the bottom of the page. A summary of your access request is displayed.
14. Review the information and click **Submit** at the bottom of the preview page. A confirmation page appears:

15. Click **Submit my request**. You are informed that your access request has been successfully submitted.
A Local Actor Administrator or Local User Administrator belonging to the Actor will review and validate your request. You will be notified when your access request is approved or refused.
 - If **refused**, you can click the *View access request* link under the three dots, next to the pending request, to read the reason provided by the LAA/LUA. You can then change and re-submit as appropriate.

My pending/refused requests

You can view the status of your requests below

EU Login details

Name: [REDACTED]

Username: [REDACTED]

Email: [REDACTED]

EUDAMED details

Name: [REDACTED]

My access requests for an existing actor

Role ID	Name ID	City ID	Date of request ID	State	Actions
Manufacturer	Medical Device Manufacturer	Amersfoort	2024-03-22	Refused	View access request

[New access request](#)

You do not have any pending actor registration requests for the moment

[New actor registration request](#)

Last name: [REDACTED]

Function/position: [REDACTED]

Validity date for the EUDAMED account

End date: -

STEP 3 Profile(s)

Certificate:	Viewer
UDI/Device:	Viewer
Actor:	Local User Administrator
Actor:	Viewer

Assessment of user data

Outcome:	Refused request
Remarks:	Here some remarks.

- If **approved**, the next time you log in to EUDAMED a disclaimer will show. You will only see the disclaimer the first time you log in for each actor connected to your account. Read the disclaimer and check *I accept the user rights and obligations*:

[Home](#)
[Tasks](#)
[Search & view](#)
[Help](#)

User rights and obligations disclaimer

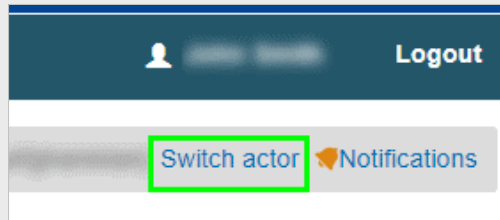
Actor/organisation name - [REDACTED] - [Download disclaimer](#)

☒ I accept the user rights and obligations

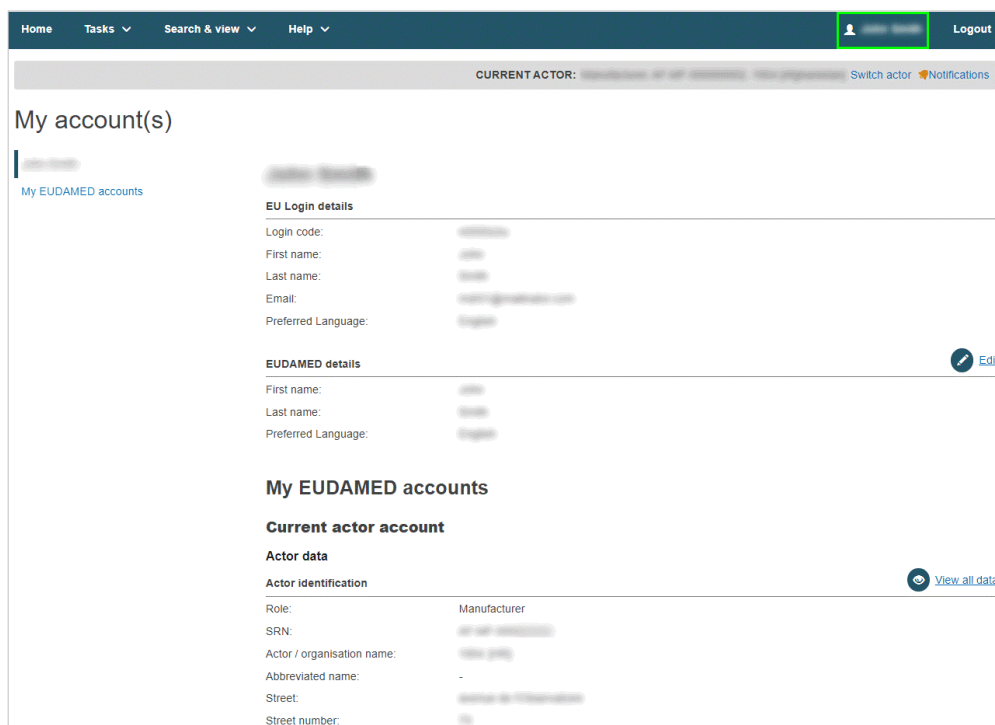
[Next](#)

**NOTE****Working for multiple actors?**

If you have multiple EUDAMED user accounts for different actors, after having logged in you may switch to another actor for which you may act on behalf by clicking **Switch actor** at the top right of the screen:



16. Your details will be visible on the *My account(s)* page: click your name in the upper toolbar to open this:

**NOTE**

To view the full details for the actor, click **View all data**. If you have several EUDAMED user accounts, this page may contain these other sections (in addition to *Current actor account*):

- ▶ *My other accounts*
- ▶ *Terminated accounts*

2.2.2 Validate user access requests

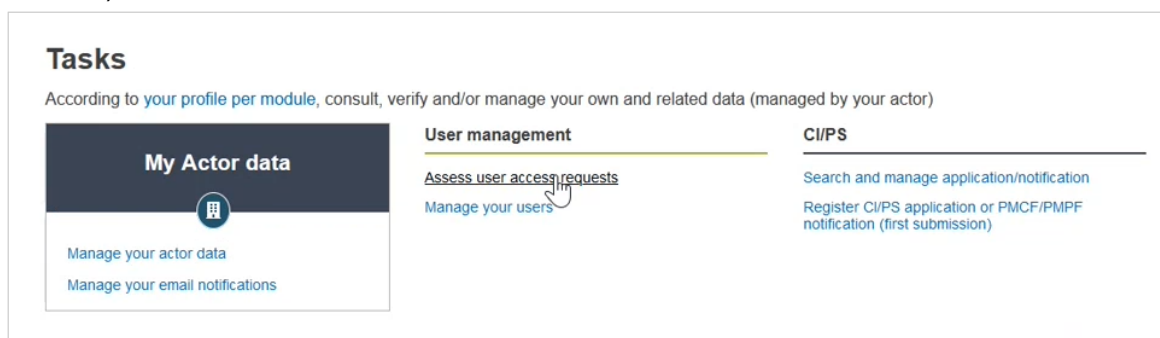
Section for Local Actor Administrators and Local User Administrators

Anyone with an EU Login account can request access to a registered Actor, but only a user with a *Local User Administrator* (LUA) or a *Local Actor Administrator* (LAA) profile can validate these requests.

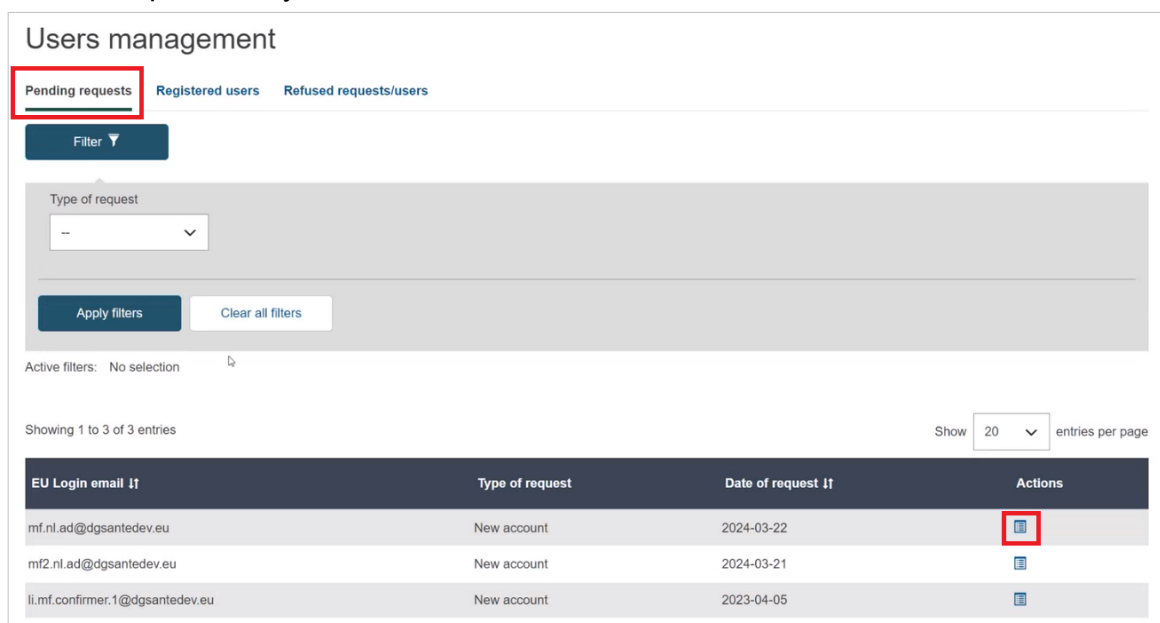
The Actor's LAAs and LUAs will be notified of all new or updated incoming users access requests.

To validate an access request

1. Log in to EUDAMED.
2. From your dashboard, select *Assess user access requests* (in the *User management* section):



The *Pending requests* tab on the *Users management* page lists all pending user access requests for your Actor:



3. Click  **Assess access request** in the *Actions* column to view and assess a request from the list. Part 1. of the access request is displayed:

Assessment - part 1: User Data

Actor identification

Organisation name: -

SRN: AL-

Address: -

Telephone number: -

Email: -

User information**EU Login ID**

ID: -

Contact email for the actor

Email: -

Are you a sub-contractor for this actor?

Sub-contractor: No

User manager

* First name: -

* Last name: -

* Function/position: -

Validity date for the EUDAMED account

End date: -

4. Review the information in Part 1. of the request.
5. In the *Assessment* section, slide the toggle left to **Approve** the request, or right to **Reject**.
 - If you select **Approve**, click **Next step**.
 - If you select **Reject**, you must add a comment and select one of the following reasons:

Incomplete and/or details to correct:	Some information is either missing or looks incorrect. The requesting user will have a chance to correct or complete the request following your instructions and re-submit the request.
Refused request:	The request will be refused, and the requesting user is not invited to re-submit.

Approve ☒ Reject

*** Type of reasons:**

☐ Incomplete and/or details to correct

☐ Refused request 

 Please be aware that you must inform us at SANTE-EUDAMED-SUPPORT@ec.europa.eu if you suspect that this is a fraudulent access request

*** Remarks:**

Reject **Cancel**

This ends the steps you need to follow to reject a request (ignore steps 6-8 below). The rejected request is listed in the *Refused requests/users* tab:

Users management

Pending requests Registered users **Refused requests/users**

Showing 1 to 3 of 3 entries Show 20 entries per page

EU Login email ID	Type of request	Date of request ID
mf1.nl.ad@dgsantedev.eu	New account	2024-03-22
mf2.nl.ad@dgsantedev.eu	New account	2024-03-21
mf2.nl.ad@dgsantedev.eu	New account	2024-03-21

6. If you decided to approve, click **Next step**.

Assessment of user data

Outcome:

Approve ☒ Reject

Next step **Cancel**

A table is shown with the user profiles for all available modules. The *Viewer* profile is automatically granted to each user for the Actors, UDI/Devices and NBs & Certificates modules:

Requested Profiles

Profiles(s) for this actor

For each module, select the 'Approve' button to approve a profile or the 'Reject' button to reject a profile. The user has access by default to his/her own actor data.

[Approve all](#) [Reject all](#)

CI/PS:	Confirmer	Approve	Reject

[Complete assessment](#) [Cancel](#)



NOTE Profile availability

The profiles available in the table depend on the actor role – e.g. if the user is requesting access for an authorised representative, the additional profile of *Verifier* will be available.

- For each module in the table, click either **Accept** or **Reject**, and when you are done, click **Complete assessment**.
A summary is displayed of the user profile you have approved.
- To confirm this user profile, click **Confirm** in the summary dialog box.
You are informed that the access request has been properly assessed:
 - The status of the request will become *validated*.
 - The user is notified that their access request has been validated.

2.2.3 Manage acquisition requests

Users (Manufacturers and Producers) with LAA profile can access acquisition requests.

Submission process on the Acquirer's side

- Select **Manage acquisition requests** from *My Actor data* section of the dashboard:

Tasks

According to [your profile per module](#), consult, verify and/or manage your own and related data (managed by your actor)

My Actor data

- [Manage your actor data](#)
- [Manage your email notifications](#)
- [Access point management](#)
- [Manage acquisition requests](#)

User management

- [Assess user access requests](#)
- [Manage your users](#)

UDI-DIs/Device

- [Your Basic UDI-DIs / EUDAMED DIs](#)
- [Your UDI-DIs / EUDAMED IDs](#)
- [Manage SS\(C\)Ps](#)

- The **Manage requests for Actor acquisition/merger** screen will be displayed, with two tabs:
 - Acquirer* tab, containing the requests where the current actor is acquiring other actors;

- **Acquiree** tab, containing the requests where other actors are acquiring the current actor (the company or its devices)

Manage requests for Actor acquisition/merger

Create new acquisition request

As Acquirer As Acquiree

Showing 1 to 9 of 9 entries Show 20 entries per page

Request ID	Actor ID/SRN	Name	City	Country	Type	State	Last update date
FA-2026-000241	AS-MF-000002201	Makis america MF 01	City name	American Samoa	Full acquisition/merger of the Actor	Approved	2026-03-23
PA-2026-000104	CN-MF-000001662	D'Amore-Mann	Shenzhen	China	Partial acquisition of devices (product line)	Withdrawn	2026-03-03
PA-2026-000096	CN-MF-000001662	D'Amore-Mann	Shenzhen	China	Partial acquisition of devices (product line)	Withdrawn	2026-03-03
PA-2026-000095	CN-MF-000001662	D'Amore-Mann	Shenzhen	China	Partial acquisition of devices (product line)	Withdrawn	2026-03-03
FA-2026-000091	EL-MF-000002185	Makis greek MF 03	City name	Greece	Full acquisition/merger of the Actor	Approved	2026-03-03
FA-2026-000088	EL-MF-000002185	Makis greek MF 03	City name	Greece	Full acquisition/merger of the Actor	Withdrawn	2026-03-03
PA-2026-000085	EL-MF-000002184	Makis greek MF 02	City name	Greece	Partial acquisition of devices (product line)	Approved	2026-03-03
PA-2026-000083	EL-MF-000002184	Makis greek MF 02	City name	Greece	Partial acquisition of devices (product line)	Refused	2026-03-03

- To initiate the acquisition of another actor, click on **Create new acquisition request**:

Create new acquisition request

- The **Create new acquisition request** screen will be displayed, where you will be able to select the Actor that you acquire/merge with, select the type of acquisition and whether you want to set Actor you acquire/merge with as inactive, in case of a full acquisition/merger:

Create new acquisition request

* Select Actor that you acquire/merge with:

Find

* Type

☐ Full acquisition/merger of the Actor

☐ Partial acquisition of devices (product line)

* Additional information:

 **Disclaimer**

☐ I confirm that I am authorised to submit this acquisition/merger request and that all information provided is accurate. I acknowledge that this action is performed in good faith, with full understanding of its implications, and in compliance with EUDAMED requirements.

Submit Cancel

**NOTE**

The acquisition can only be done by manufacturers and producers. Moreover, an acquisition is only permitted between entities of the same type (manufacturer-to-manufacturer, producer-to-producer).

Once you click on **Find**, you can search for actors of the same type as your actor. If you search for an actor of a different type, no data will be displayed:

Find manufacturer

EL-PR-000002188 Find

Organisation name	Organisation address	Organisation country
No data available		

Close

**NOTE**

If you decide on a full acquisition/merger of the actor and set that actor as inactive upon completion of acquisition/merger, you will be asked to provide the inactivation date:

*** Type**

☒ Full acquisition/merger of the Actor

☐ Partial acquisition of devices (product line)

*** Do you want to set Actor you acquire/merge with as inactive upon completion of acquisition/merger?**

☒ Yes ☐ No

*** Inactivation date:**

YYYY-MM-DD

5. Fill in the Additional information field:

*** Additional information:**

Test

6. Tick the *Disclaimer* box to confirm your authorisation and submit this acquisition/merger request. Then, click on **Submit**:

Disclaimer

☐ I confirm that I am authorised to submit this acquisition/merger request and that all information provided is accurate. I acknowledge that this action is performed in good faith, with full understanding of its implications, and in compliance with EUDAMED requirements.

Required

- Once you have submitted the request, click **Yes** in the pop-up confirmation window to finalise it:

Create new acquisition request

Are you sure you want to submit this request?

- You will see your request in **Submitted** state:

You have successfully submitted an acquisition request.

Manage requests for Actor acquisition/merger

As Acquirer

As Acquiree

Showing 1 to 10 of 10 entries

Show
20
entries per page

Request ID	Actor ID/ISRN	Name	City	Country	Type	State	Last update date
PA-2026-000262	FR-MF-000001421	Martin-Moreau & Fils.	Paris	France	Partial acquisition of devices (product line)	Submitted	2026-03-23
FA-2026-000241	AS-MF-000002201	Makis america JIF 01	City name	American Samoa	Full acquisition/merger of the Actor	Approved	2026-03-23
PA-2026-000104	CN-MF-000001862	D'Amore-Manni	Shenzhen	China	Partial acquisition of devices (product line)	Withdrawn	2026-03-03
PA-2026-000096	CN-MF-000001862	D'Amore-Manni	Shenzhen	China	Partial acquisition of devices (product line)	Withdrawn	2026-03-03

Reviewing the request on the Acquiree's side

- Select **Manage acquisition requests** from *My Actor data* section of the dashboard. The bell and the number next to it indicate how many pending requests for reviewing you currently have:

Tasks

According to [your profile per module](#), consult, verify and/or manage your own and related data (managed by your actor)

My Actor data

[Manage your actor data](#)
[Manage your email notifications](#)
[Access point management](#)
[Manage acquisition requests](#)

User management

[Assess user access requests](#)
[Manage your users](#)

UDI-DIs/Device

[Register a new Basic UDI-DI](#)
[Register a legacy device](#)
[Manage your Basic UDI-DIs / EUDAMED Dis](#)
[Manage your device details](#)
[Manage SS\(C\)Ps](#)

- Once you access **Manage acquisition requests** from *My Actor data* section of the dashboard, the **Manage requests for Actor acquisition/merger** screen will be displayed. Select the *As Acquiree* tab:

Manage requests for Actor acquisition/merger

Create new acquisition request

As Acquirer As Acquiree

Showing 1 to 1 of 1 entries

Show 20 entries per page

Request ID	Actor ID/SRN	Name	City	Country	Type	State	Last update date
PA-2026-000262	EL-MF-000002183	Makis greek MF 01	City name	Greece	Partial acquisition of devices (product line)	Submitted	2026-03-23

3. If you click on the request, this acquisition/merger details will be displayed. To initiate the review, click **Assess**:

Merger/Acquisition request PA-2026-000262

[Go back to the list](#)

Assess

Acquisition/merger details

Acquirer information

Actor name: Makis greek MF 01

Actor ID/SRN: EL-MF-000002183

Country: Greece

Acquiree information

4. The Acquirer and acquisition details will be displayed for you to review. Select **Yes** or **No** under *Do you approve this acquisition/merger?* before submitting your decision:

Acquisition / merger request PA-2026-000262

Acquirer information

Actor name: Makis greek MF 01

Actor ID/SRN: EL-MF-000002183

Country: Greece

Acquisition information

Type: Partial acquisition of devices (product line)

Additional information: Test

* Do you approve acquisition / merger?

☐ Yes ☐ No

Submit Cancel

**NOTE**

If you tick **No**, you will be asked to provide reason for rejection:

* Do you approve acquisition / merger?

☐ Yes ☒ No

* Reason:

Submit Cancel

If you tick **Yes**, you will be asked to tick the *Disclaimer* box to confirm your authorisation and approve this acquisition/merger:

* Do you approve acquisition / merger?

☒ Yes ☐ No

Disclaimer

☐ I confirm that I am authorised to approve this acquisition/merger request on behalf of the Acquiree Actor and that I have reviewed all details provided. I acknowledge that this approval is given in good faith, with full understanding of its implications, and in compliance with EUDAMED requirements.

Submit Cancel

5. Click **Submit**:

Submit

6. Once you have submitted the assessment, click **Yes** in the pop-up confirmation window to finalise it:

[X Close](#)

Acquisition / merger request assessment

Are you sure you want to approve this request?

[Yes](#) No

7. You will see this request in the **Approved** state:

Manage requests for Actor acquisition/merger

Create new acquisition request

As Acquirer As Acquiree

Showing 1 to 1 of 1 entries

Show 20 entries per page

Request ID	Actor ID/SRN	Name	City	Country	Type	State	Last update date
PA-2026-000262	EL-MF-000002183	Makis greek MF 01	City name	Greece	Partial acquisition of devices (product line)	Approved	2026-03-23

2.2.4 Terminate a user account

Specific to Local Actor Administrators and Local User Administrators

When a EUDAMED-registered user leaves an organisation, changes their job function or is otherwise no longer involved in EUDAMED, should not have access anymore for this actor, the Local Actor Administrator (LAA) or Local User Administrator (LUA) can deactivate their account by marking it as *Terminated*.

An actor user with a terminated account can no longer act on behalf of this actor. If they need to regain the role at any time in the future they will have to submit a new access request for that actor.

To terminate a user account

1. Log in to EUDAMED.
2. Select *Manage your users* in the *User management* section of your dashboard.
3. On the *User management* page, select the *Registered users* tab, and then click on the user in question:

Pending requests Registered users

Filter

Active filters: No selection

Showing 1 to 2 of 2 entries

Show 20 entries per page

EU Login	EU Login email	Sub-contractor	End date
MedicalDev Two			

4. Click **Terminate** at the bottom of the page:

MedicalDev Two

[Go back to Users management](#)
[Open all](#) | [Close all](#)

EU Login

Name: MedicalDev Two
 Email:

Profiles

Actor: Local Actor Administrator
 Actor: Mandate Manager
 Actor: Viewer
 UDI/Device: Viewer
 Actor: Local User Administrator

Email

End date

Terminate **Cancel**

- Confirm that you wish to complete the action. The user instantly loses access to this actor.

2.2.5 Edit your user account

After your user access request is approved, you can still change your account information.

To edit your user account:

- Log in to EUDAMED and click on your name in the upper toolbar. The page *My account(s)* appears:

Home Tasks Search & view Help

CURRENT ACTOR: Switch actor Notifications

My account(s)

My EUDAMED accounts

EU Login details

Login code:
 First name:
 Last name:
 Email:
 Preferred Language:

EUDAMED details **Edit**

First name:
 Last name:
 Preferred Language:

My EUDAMED accounts

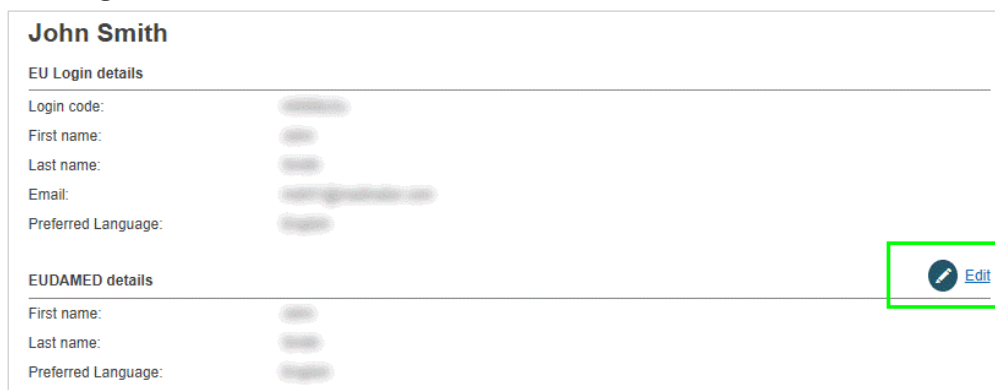
Current actor account

Actor data

Actor identification **View all data**

Role: Manufacturer
 SRN:
 Actor / organisation name:
 Abbreviated name:
 Street:
 Street number:

2. To change any editable data in the EUDAMED details, click **Edit**:
EU Login details / EUDAMED details



John Smith

EU Login details

Login code: [redacted]
 First name: [redacted]
 Last name: [redacted]
 Email: [redacted]
 Preferred Language: [redacted]

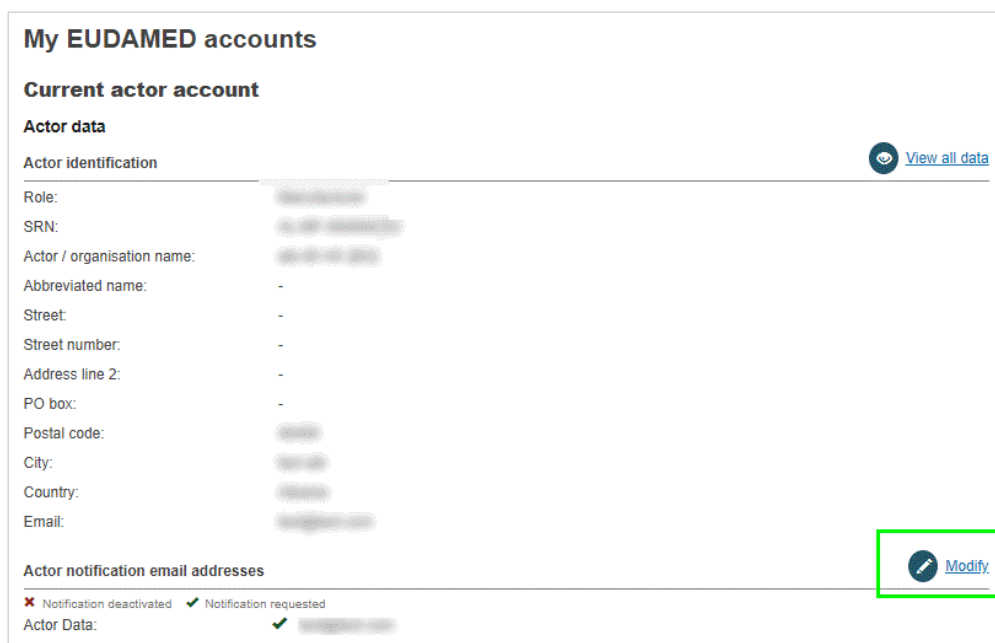
EUDAMED details

First name: [redacted]
 Last name: [redacted]
 Preferred Language: [redacted]

 [Edit](#)

Use the **Edit** button in this section if you want to change your first name, last name and/or preferred language.

Current actor account: actor data



My EUDAMED accounts

Current actor account

Actor data

Actor identification  [View all data](#)

Role: [redacted]
 SRN: [redacted]
 Actor / organisation name: [redacted]
 Abbreviated name: -
 Street: -
 Street number: -
 Address line 2: -
 PO box: -
 Postal code: [redacted]
 City: [redacted]
 Country: [redacted]
 Email: [redacted]

Actor notification email addresses  [Modify](#)

✗ Notification deactivated ✓ Notification requested

Actor Data: ✓ [redacted]

A LAA has the **Modify** button in this section. Using this button, the receiving email address for notifications can be changed, including those for the different EUDAMED modules.



NOTE

Local Actor Administrator only

- ▶ The *Actor data* section can only be modified by a Local Actor Administrator.
- ▶ The **Modify** button is not active here for any other user profile.

Current user actor account for this actor: Account data

Use the **Request for change** button in this section if you want to request a different profile for one or more EUDAMED modules for the current actor.

Use the **Modify** button if you want to change the account email and/or the notification preferences for the current actor.

3. Make any required changes.
4. Click **Save**.
5. If you are registered with more than one actor, they are listed in the *My other account(s)* box:

My other account(s)

Click the right-pointing arrow next to one of the actors in the list to show their details. You can switch between actor accounts.

2.2.6 Upgrade your user profile

1. Log in to EUDAMED and click your name in the upper toolbar to reach the *My account* page.

2. Click *Request for change* next to your profiles and follow the steps to select the profiles for the module you require. If this button is missing, it means you have already submitted a request that is still under assessment – if this is the case, you can view your pending requests via the *See my pending requests* link at the bottom of the page.

My profile(s) for this actor

Each profile is associated with a specific set of grants. Higher profiles include - and extend - the grants of the lower ones.

Choose the profile(s) you need

Actor

- ☒ Local Actor Administrator
- ☒ Local User Administrator
- ☒ Viewer

UDI/Device

- ☒ Confirmer
- ☒ Proposer
- ☒ Viewer

NB & Certificates

- ☒ Viewer

Vigilance

- ☐ Confirmer
- ☐ Proposer
- ☐ Viewer(Fat)
- ☐ Viewer(Slim)

Active until

End date:

3. An LAA/LUA must approve this request before these profiles are assigned to you.



IMPORTANT

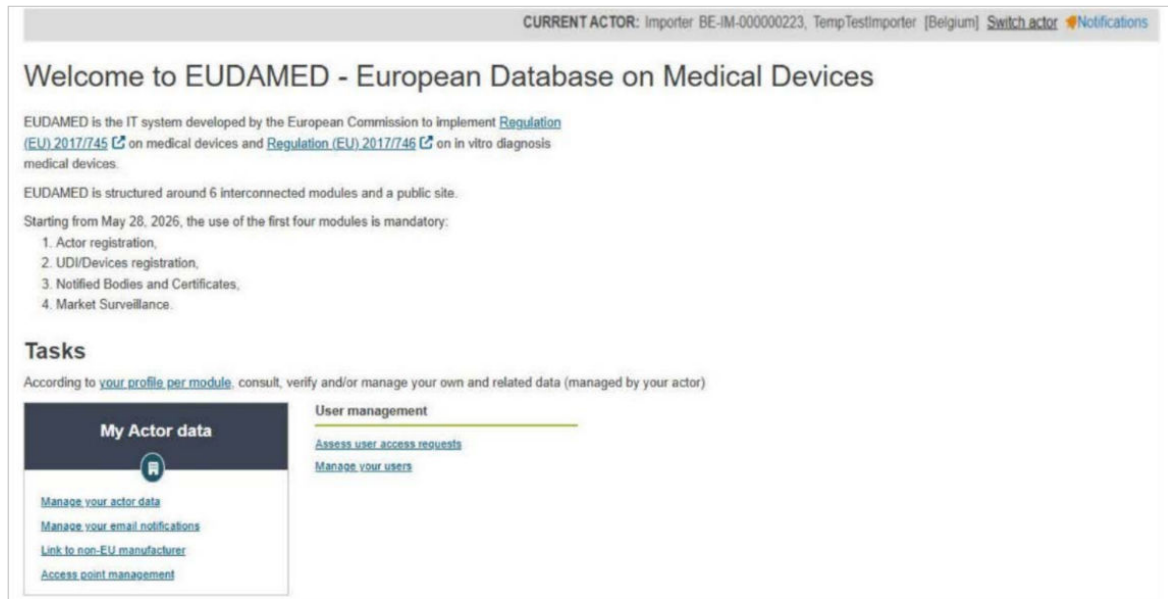
- An LAA/LUA cannot approve their **own** requests. This means that for any actor with only ONE user, **a second user** with LAA/LUA profile will be needed to approve any profile upgrade requests.
- It is good practice for each actor to have **at least two** users with an LAAprofile.
- EUDAMED requires that an actor retains one LAA, so you will be unable to terminate the last user's LAAprofile.

4. If you are the only user from your actor, you will need to grant access to a new user, assigning an LAA/LUA profile via the process outlined in Sections *Requesting access as a user to an existing different actor* and *Validating Economic Operator access requests*.
5. Once you have approved access for this second LAA/LUA, this user will then be able to approve your request to upgrade your profile.

2.2.7 Switch between actors

If you have multiple EUDAMED user accounts for the same EU Login account, you can switch easily between them (and the different actors associated with them).

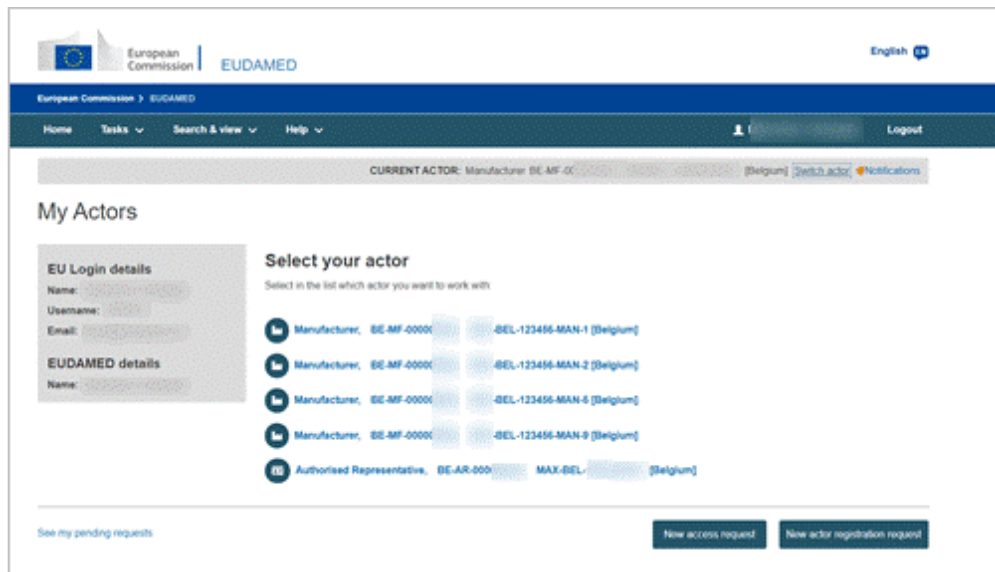
1. Go to the Dashboard:



2. Click on **Switch actor** at the top right:



3. Select an actor from the list shown:



2.3 Manage mandates

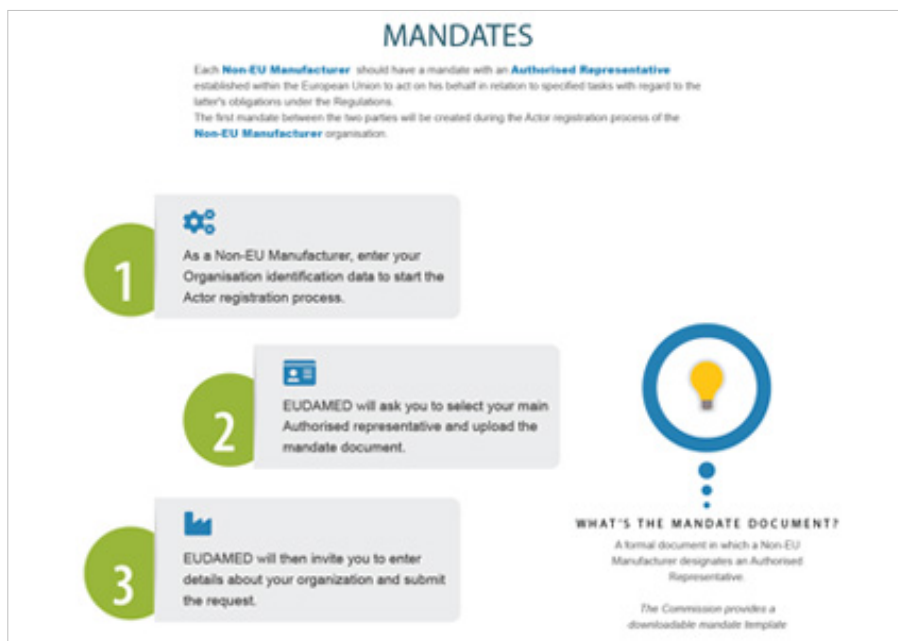
Specific to non-EU manufacturers and authorised representatives

When registering in EUDAMED, non-EU manufacturers are required to provide information on their mandate with an authorised representative.

If they have mandate(s) with other authorised representative(s), these must also be individually registered in EUDAMED, those mandates need to be verified by the concerned authorised representative.

Additionally, the Authorised Representative or the non-EU manufacturer can decide to **terminate** the mandate at any moment.

INFOGRAPHIC: Mandates for AR/Non-EU Non-EU MF



2.3.1 Add a new mandate

Specific to non-EU manufacturer

To add a mandate

1. Log in to EUDAMED and select *Manage my mandates* under the *My Actor data* section of your dashboard. The list of mandates that have already been created is displayed, with information on their current state.

View my mandates

Manufacturer, AF-MF-0000 (XXXXX, 1954 (Belgium))

Showing 1 to 6 of 6 entries

Show entries per page

Mandate ID	AR name	AR SRN	End date	State
MD-AF-BE-00000	AR name	BE-AR-00000	2020-06-08	● Registered (Expired)
MD-AF-BE-00000	AR name	BE-AR-00000	2030-04-04	● Terminated (MF)
MD-AF-BE-00000	AR name	BE-AR-00000	-	● Registered
MD-AF-BE-00000	AR name	BE-AR-00000	-	● Rejected



NOTE

Manage my mandates is available only to users with a *Mandate manager* or higher (e.g. LAA/LUA) profile for a registered non-EU manufacturer.

2. Select *Add a new mandate* at the top right of the list. The *Add a new mandate* page appears:

Add a new mandate

Manufacturer information

Organisation name:

SRN:

Address:

Telephone number:

Email:

Select an authorised representative

☒ I know the SRN

* SRN:

Mandate validity dates

* From:

YYYY-MM-DD

To:

YYYY-MM-DD

* Upload mandate summary document

3. If you know the Actor ID/SRN for the Authorised Representative, enter it here, click **Find** and select from the results.
4. If you don't know the Actor ID/SRN, uncheck *I know the Actor ID/SRN*, enter the country and authorised representative name, click **Find** and select from the results.

**NOTE**

If you don't find your Authorised Representative from the search page, please contact them to confirm their Actor ID/SRN.

5. Specify the mandate's validity start-date (mandatory) and end-date (optional), if applicable.
6. Click **Browse**, under *Upload mandate summary document*, to upload your summary mandate document – in **PDF format only and not exceeding 10MB**:
A summary extract of the official signed mandate is enough, stating just:
 - Start and end dates.
 - Names and addresses of the Manufacturer and Authorised Representative.
 - List of generic device groups covered by the mandate.

- [Click here for the mandate summary template.](#)

7. Click **Submit**.

The new mandate now appears in your mandate list, with the state *Submitted*. It must now be verified by the relevant Authorised Representative:

View my mandates

Manufacturer, **MD-AF-000000, 1064 (placeholder)**

Showing 1 to 7 of 7 entries

Show entries per page

Mandate ID	AR name	AR SRN	End date	State
MD-AF-BE-00000	BE-AR-	BE-AR-00000	-	Registered
MD-AF-BE-00000	BE-AR-	BE-AR-00000	-	Submitted

8. If you click on it, you will get an overview of your update, everything is visible from the *Authorised representative(s) mandates*, identified by the Actor ID/SRN of the Authorised representative, which will show as a clickable accordion:

BE-AR-000001064
Actor ID/SRN: BE-AR-000001064 Role: Authorised Representative Country: Belgium Actor / Organisation name: ARMEN 2.7 EU AR ONE Address: 1231 Brux Email: ArmenFortyNine_eudamed@mailinator.com Telephone number: - Mandate validity dates From 2022-03-29 to -

2.3.2 Create a new mandate version

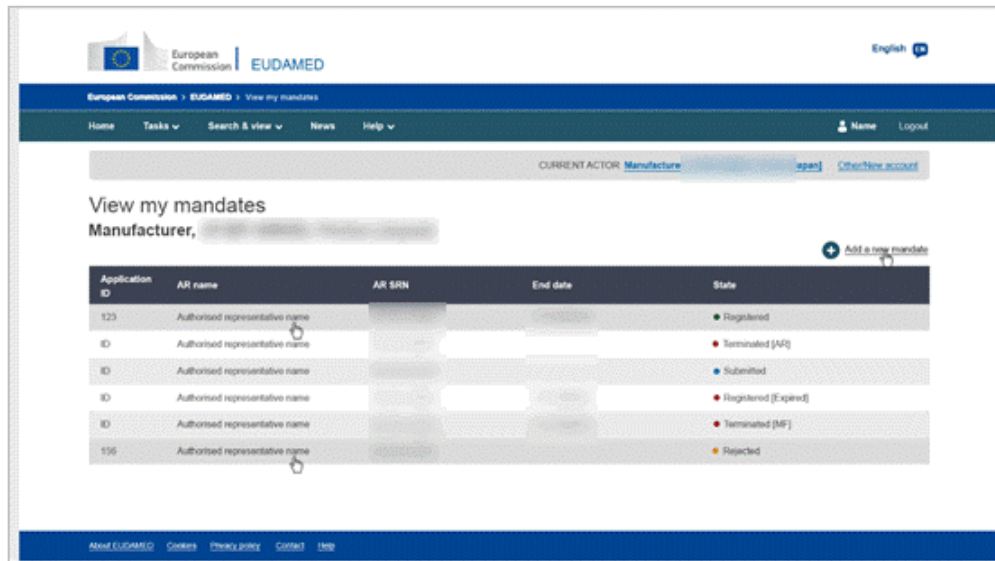
Specific to Non-EU manufacturers

To create a new mandate version

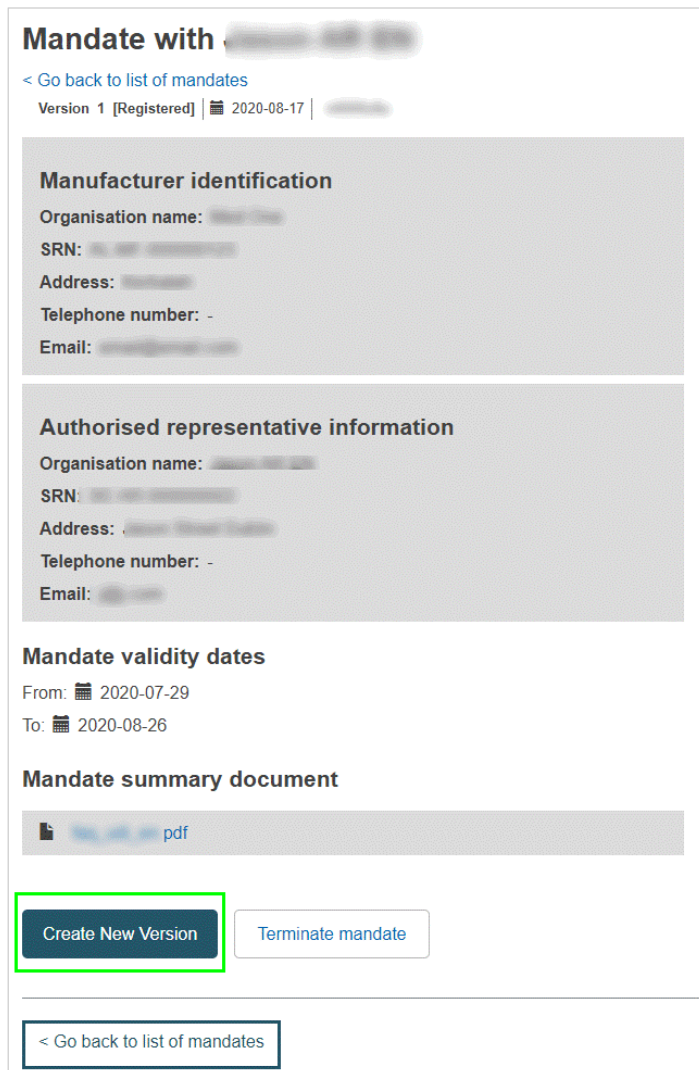
1. Log in to EUDAMED and select *Manage my mandates* in the *My Actor data* section of your dashboard:

Tasks
By module, consult, verify and/or manage your own and related data (managed by your actor), depending on your profile.
My Actor data Manage your actor data Manage my mandates 2 Manage your email notifications User management Assess user access requests Manage your users

2. Select the mandate from the list:



3. In the new window, where you can see details of the mandate, select **Create new version** at the bottom of the page:



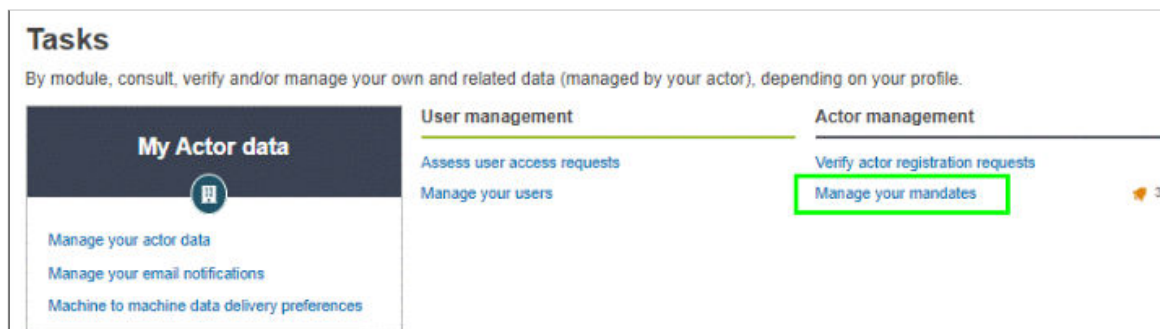
4. Upload the new mandate summary document (**in PDF only and not exceeding 10MB**) and change the validity dates accordingly.

2.3.3 Verify mandates

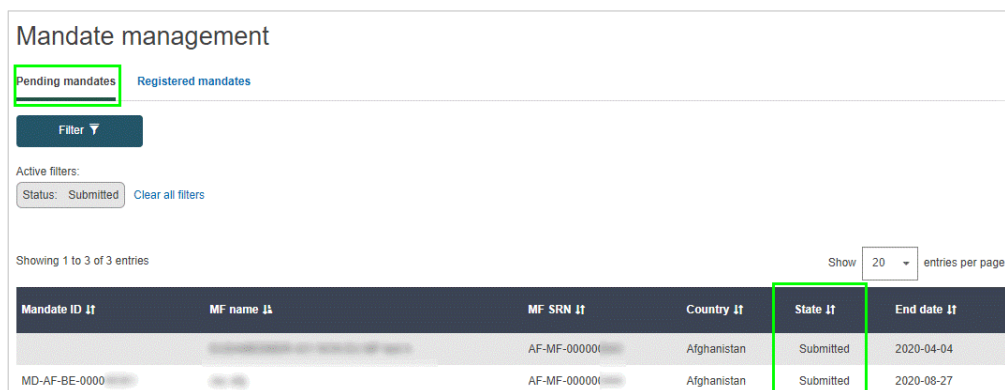
Specific to authorised representatives with a Verifier or higher profile

To verify a mandate

1. Log in to EUDAMED and select *Manage your mandates* in the *Actor management* section of your dashboard:



If any registered manufacturer(s) have uploaded new mandates designating your actor as the associated Authorised Representative, they are listed in the *Pending mandates* tab:



2. Click on the mandate you want to verify in the *Pending mandates* list. The details of the concerned mandate are displayed. The mandate summary PDF is available under *Mandate summary document*:

Mandate validity dates
 From: 2020-08-05
 To: 2020-08-27

Mandate summary document
 [Mandate summary document.pdf](#)

Decision
 Approve ☒ Reject

Remarks:

[Apply](#) [Cancel](#)

[< Go back to list of mandates](#)

- Review the mandate, and then slide the toggle at the bottom of the page left to **Approve** the mandate, or right to **Reject** it.
- Enter some comments if necessary, or a justification for the rejection, in the *Remarks* field.
- Click **Apply**.

2.3.4 Terminate a mandate

Specific to authorised representatives and non-EU manufacturers

The Authorised Representative or the non-EU manufacturer may terminate a mandate. Either the Authorised Representative or the non-EU manufacturer can mark a mandate as *Terminated* in EUDAMED. The procedures are very similar.

If you are an Authorised Representative

To terminate a mandate

- Select *Manage your mandates* under the *Actor management* section.

Tasks
 By module, consult, verify and/or manage your own and related data (managed by your actor), depending on your profile.

My Actor data	User management	Actor management
Manage your actor data Manage your email notifications Machine to machine data delivery preferences	Assess user access requests Manage your users	Verify actor registration requests Manage your mandates 

The *Mandate Management* page appears. The mandates are split into two tabs: *Pending mandates* and *Registered mandates*.

2. Select the *Registered mandates* tab. A list of all registered mandates to which you are associated is displayed:

The screenshot shows the 'Mandate Management' interface. At the top, it says 'CURRENT ACTOR: Authorised Representative, IT-AR-([REDACTED]), Eudamed ([Italy])' with links for 'Switch actor' and 'Notifications'. Below this is the 'Mandate Management' header. There are two tabs: 'Pending mandates' and 'Registered mandates', with the latter being selected. A 'Filter' button is visible. Below the tabs, it says 'Active filters: No selection' and 'Showing 1 to 1 of 1 entries'. On the right, there is a 'Show' dropdown set to '20' and 'entries per page'. A table with 6 columns is displayed: 'Mandate ID', 'MF name', 'MF SRN', 'Country', 'Start date', and 'End date'. The table contains one row with the following data: 'MD-CH-IT-000000001', 'Zuventus', 'CH MF 000000001', 'Côte d'Ivoire', '2019-07-01', and '-'.

3. Click on the registered mandate that is to be terminated. The details of the selected mandate are displayed:

The screenshot shows the 'Mandate with [REDACTED]' details page. At the top, there is a link '< Go back to list of mandates'. Below this, it says 'Version 1 [Registered] | 2020-08-17 | [REDACTED]'. The page is divided into several sections: 'Manufacturer identification' with fields for 'Organisation name', 'SRN', 'Address', 'Telephone number', and 'Email'; 'Authorised representative information' with similar fields; 'Mandate validity dates' showing 'From: 2020-07-29' and 'To: 2020-08-26'; and 'Mandate summary document' with a PDF icon and the text 'pdf'. At the bottom, there are two buttons: 'Create New Version' and 'Terminate mandate', with the latter highlighted by a green box.

4. Click **Terminate mandate** at the bottom of the page.
5. Use the calendar icon to select the termination date (cannot be set in the future).

**NOTE**

If you try to set a date in the future, an error message will display when clicking on **Confirm**, stating that the termination date must be equal or before the current date.

6. Click **Confirm**.

If you are a non-EU manufacturer

To terminate a mandate

1. Select *Manage my mandates* under the *My Actor* data section. The list of your existing mandates is displayed:

View my mandates

Manufacturer, AF-MF-*[redacted]*, *[redacted]* [Add a new mandate](#)

Showing 1 to 7 of 7 entries Show entries per page

Mandate ID <i>IT</i>	AR name <i>IT</i>	AR SRN <i>IT</i>	End date <i>IT</i>	State <i>IT</i>
MD-AF-BE-00000 <i>IT</i>	<i>[redacted]</i>	BE-AR-0000 <i>IT</i>	2020-06-08	● Registered (Expired)
MD-AF-BE-00000 <i>IT</i>	<i>[redacted]</i>	BE-AR-0000 <i>IT</i>	2030-04-04	● Terminated [MF]
MD-AF-BE-00000 <i>IT</i>	<i>[redacted]</i>	BE-AR-0000 <i>IT</i>	-	● Registered

2. Click on the registered mandate that is to be terminated. The details of the selected mandate are displayed.
3. Click **Terminate mandate** at the bottom of the mandate detail page.
4. Use the calendar icon to select the termination date (cannot be set in the future).

**NOTE**

If you try to set a date in the future, an error message will display when clicking on **Confirm**, stating that the termination date must be equal or before the current date.

5. Click **Confirm**.
6. You can see the terminated mandate by clicking on *My actor data*, and clicking on *Authorised representative* on the left side or by scrolling the page:

Manufacturer, BB-MF-00000 [Barbados]

My Actor data

Authorised Representative

Competent Authority

Notification email

Linked importers

My Actor data

Version 2 [Current] | Last update date: 2022-09-16 | n0005f47

 Your request to change your competent authority has been rejected. Click [here](#) to see your request and the reason for the rejection.

Actor identification

Role:	Manufacturer
Actor ID/SRN:	BB-MF-000001065
Country:	Barbados
Actor / Organisation name:	ARMEN 2.7 BARBADOS MANUFACTURER [All languages]
Abbreviated name:	-
VAT information:	No
EORI number:	-
National trade register number:	-
Organisation identification document:	-

Actions

The terminated mandate will appear in an accordion, click on the Authorised Representative Actor ID/SRN to expand it, the termination date will be shown at the bottom of the accordion:

BE-AR-000001063 (Terminated)

Actor ID/SRN: BE-AR-000001063

Role: Authorised Representative

Country: Belgium

Actor / Organisation name: ARMEN 2.7 EU AR TWO

Address: 1112 BRUXELLES

Email: ArmenFortyNine_eudamed@mailinator.com

Telephone number: -

Mandate validity dates From 2022-03-29 to -

Termination date: 2022-08-31

