

REACH-IT practical training

ECHA's REACH-IT and IUCLID workshop

Zagreb, 5-6 March 2013

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Agenda

- Introduction – what is REACH-IT
- Legal entity and user management
- Pre-registration
- Pre-SIEF
- Joint Submission (creation + confirm membership)
- Dossier submission (registration)
- On-line dossier creation (inquiry, C&L)
- Legal entity changes

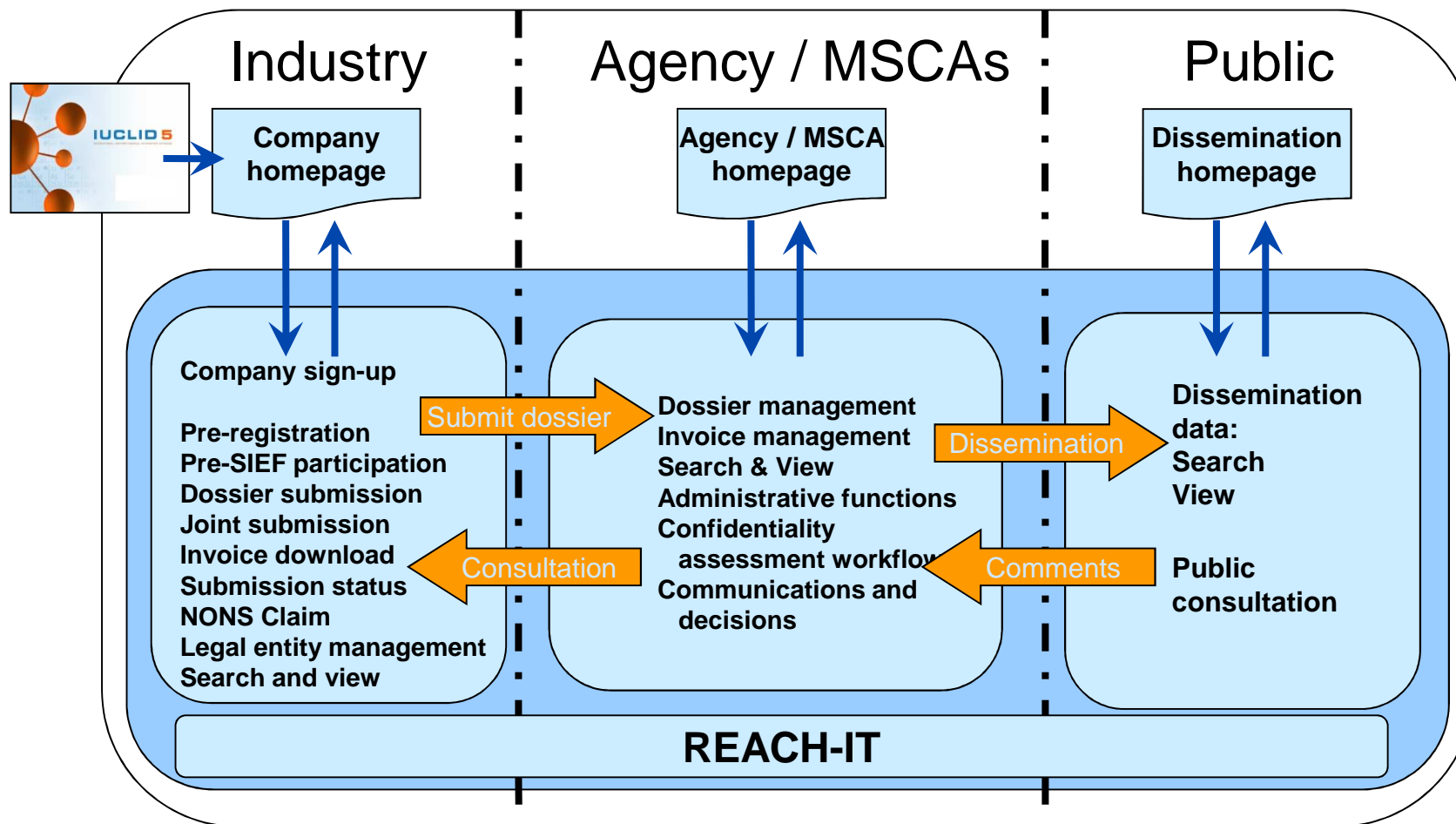
What is REACH-IT

- Web based application
- The aim of REACH-IT is to:
 - Ensure IT-support for the implementation of the REACH and CLP Regulations and the daily work of the Agency (ECHA) and the Member States Competent Authorities (MSCAs), enabling them, together with Industry, to fulfil their duties and obligations as defined in the REACH and CLP Regulations.
- The main objectives for REACH-IT are:
 - To enable the Agency to receive, process and store industry and MSCA dossiers and payments
 - To make the information available to the Agency and MSCAs
 - To enable the dissemination of non-confidential registration dossier data and other relevant data

Processing of registration dossiers

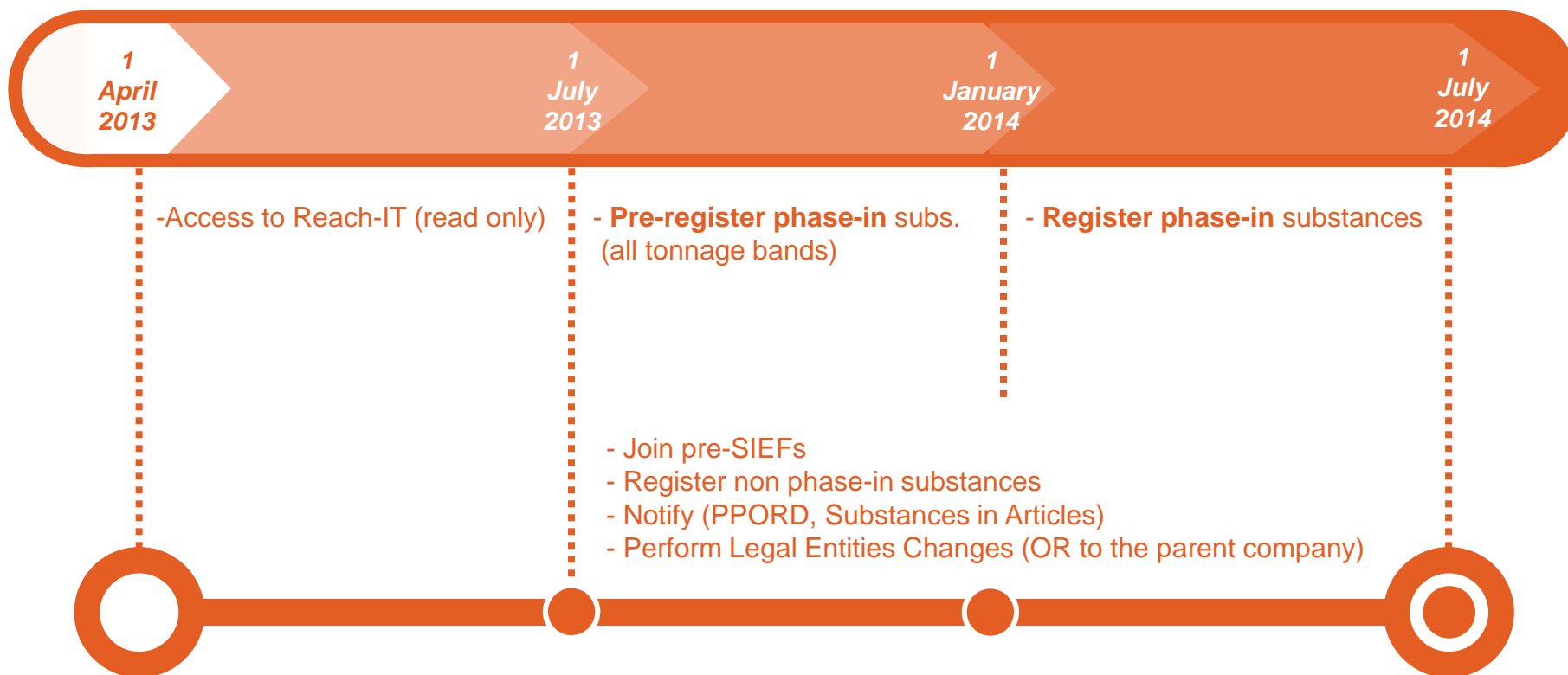


REACH-IT Overview



REACH-IT Industry User Manual – Part 1: Getting started with REACH-IT

Relevant deadlines for Croatian companies



Overview of (pre-)registration deadlines

Type of substance	Pre-registration deadlines visible in Reach-IT	Pre-registration deadline for Croatia	Registration deadlines for Croatia
Phase-in substances CMR 1-2 above 1T per year Phase-in substances R50/53 above 100T per year Phase-in substances above 1000T per year	"1 December 2008"	1 January 2014*	1 July 2014
Phase-in substances above 100T per year	"1 June 2013"	1 January 2014*	1 July 2014
Phase-in substances above 1T per year	"1 June 2018"	1 June 2017	1 June 2018

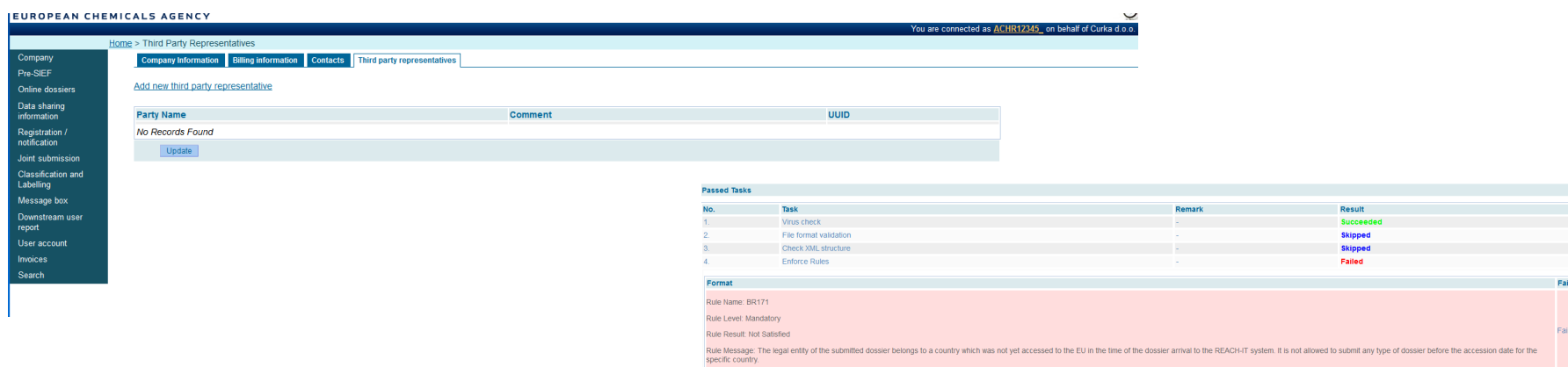
* In practice 2 January

NOTE: Until 1 June 2017 any EU company can still make use of the late pre-registration procedure for substances that are eligible for the 2018 deadline.

- Pre-registrations can be done using a dedicated menu-item under the pre-registration module.
- This dedicated menu item will be visible only by Croatian LE
- This dedicated menu will be visible and accessible only between 1 July 2013 and 31 December 2013.

REACH-IT menu (for Croatian LE) before and after Croatia accession to EU

- **Before** – Pre-registration and Legal entity change menu items are not visible, any submission would fail business rules (BR171 or 172)



The screenshot shows the REACH-IT interface before Croatia's accession to the EU. The user is logged in as ACHR12345 on behalf of Curka d.o.o. The navigation menu on the left includes 'Pre-SIEF', 'Online dossiers', 'Data sharing information', 'Registration / notification', 'Joint submission', 'Classification and Labelling', 'Message box', 'Downstream user report', 'User account', 'Invoices', and 'Search'. The 'Pre-registration' and 'Legal entity change' items are not visible. The main content area shows 'Third Party Representatives' with a table containing one entry: 'No Records Found'. Below this is a 'Passed Tasks' table with four rows: 'Virus check' (Succeeded), 'File format validation' (Skipped), 'Check XML structure' (Skipped), and 'Enforce Rules' (Failed). A 'Format' section below shows a 'Failed' status for Rule Name: BR171, Rule Level: Mandatory, Rule Result: Not Satisfied, and a Rule Message: 'The legal entity of the submitted dossier belongs to a country which was not yet accessed to the EU in the time of the dossier arrival to the REACH-IT system. It is not allowed to submit any type of dossier before the accession date for the specific country.'

- **After** – full REACH-IT functionality available



The screenshot shows the REACH-IT interface after Croatia's accession to the EU. The user is logged in as ACHR12345 on behalf of Curka d.o.o. The navigation menu on the left now includes 'Pre-registration' and 'Legal entity change', both highlighted with red boxes. The main content area shows a welcome message for Ante Curic, unread messages, and a 'REACH-IT News' section with a 'New SAT environment' announcement dated 27/09/2012.

Legal entity and user management (1)

- Party:
 - Company (Manufacturer, Importer, Downstream User (DU) and Only Representative (OR)
 - OR must sign-up in REACH-IT for each non-EU manufacturer they represent
 - Third Party Representative (TPR)
 - Data Holder (DU)
 - Interested Third Party
- Any party must be “signed-up” into REACH-IT to get access rights and to be allowed to submit information
- Users, User roles
 - The very first user is created at sign-up with an Administrator role
 - Subsequent users are created by the first user

Legal entity and user management (2)

- **Signing-up in REACH-IT**

- A LEOX has already been created on the IUCLID web site – the user uploads a LEOX file to REACH-IT when signing up
- A LEOX has not already been obtained from the IUCLID web site – a new valid LEO can be generated by REACH-IT during the company sign-up process
- **Important:** the same LEOX should be used in all contexts. LEO must be synchronized between REACH-IT – IUCLID.

REACH-IT Industry User Manual – Part 2: Sign-up and account management

Data Submission Manual Part 4 - How to Pass Business Rule Verification ("Enforce Rules")

Legal entity and user management (3)

<https://reach-it.echa.europa.eu/>

Creating a REACH-IT account for a company

1. Click on the link <Sign up as a company>
2. Accept the "Terms and Conditions"



The screenshot displays the REACH-IT website interface. On the left, there are three main sections: 'Here's how to get started' with a list of steps (Create an account, Login, Submit and follow-up your dossier), 'Create an account' with a list of options (Sign up as a company, Sign up as a Data Holder, Sign up as an interested third party, Sign up as a third party representative), and 'Need help with REACH-IT or with this site?' with a list of links (REACH-IT manuals, REACH-IT Frequently Asked Questions (FAQ), Tips not to block your account, Contact, Back to Home page). On the right, there is a 'REACH-IT news' section with a date and a 'Submission outside REACH-IT' section with a list of links (Submit a CLP alternative name request, Submit a REACH application for authorisation, Go to Downstream user report web form). A large 'Login' button with a padlock icon is positioned to the right of the news section.

Here's how to get started

1. Create an account
2. Login
3. Submit and follow-up your dossier

Create an account

- > Sign up as a company
- > Sign up as a Data Holder
- > Sign up as an interested third party
- > Sign up as a third party representative

Need help with REACH-IT or with this site?

- > REACH-IT manuals
- > REACH-IT Frequently Asked Questions (FAQ)
- > Tips not to block your account
- > Contact
- > Back to Home page

REACH-IT news

New SAT environment
27/09/2012
New SAT environment to be used for REACH-IT 2.5 testing. Data has been copied from staging environment 26/09/2012.

Submission outside REACH-IT

Some dossiers can only be submitted via webform. Create your REACH-IT account and then:

- > Submit a CLP alternative name request
- > Submit a REACH application for authorisation
- > Go to Downstream user report web form

Login

Legal entity and user management (4)

3. User account tab

Company sign-up > User account

User account | Company Information | Billing information | Contacts | Validation

You need to specify a REACH-IT administrator for your company account. This administrator will be granted special rights (creation of additional REACH-IT users for your company, modification of company information, etc). Please provide the requested information here below.

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

User information - General

* First Name:

* Last Name:

* E-mail: ?

* User ID: ?
ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores

* Password:
The password must have at least 8 letters containing one uppercase letter [A-Z], one lowercase letter [a-z] and one digit [0-9] or underscore, with a maximum of 20 characters. Capitalization matters!

* Re-type password:

Security

* Security question: ?

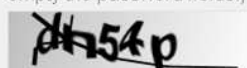
* Your answer:
Four characters or more.
Make sure your answer is easy to remember for you but hard for others to guess!

User preferences

Language:

Verification

* Enter the text shown: ?
Can't read the text below? [Try another](#) (Clicking on the link will empty the password fields.)



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Next >>

Legal entity and user management (5)

4. Company information tab

Company sign-up > Company Information

User account | **Company Information** | Billing information | Contacts | Validation

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may [encode your information](#) into REACH-IT.

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID for your REACH-IT.

Please load the file in which your company information has been saved.

Fields marked with an asterisk (*) are mandatory.

File name:

File names should not contain special characters.

- Upload your LEOX or
- Encode your company's information

Company sign-up > Company Information

User account | **Company Information** | Billing information | Contacts | Validation

Please provide your company information below

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

General information

* Company name:

Company UUID: IUC5-34aba663-c7fe-4fc2-a4dd-e7060326c915

D-U-N-S number: ?
Example: 12.3456-789

* VAT number: ?
Format: Country code + Number, e.g. BE-111-222-333

Remarks:

Company Size

I declare the information I size to be calculated according Recommendation 2003/36' micro, small and medium-si

Company size: ?

General contact information ?

* Phone:

Fax:

Mobile phone:

E-mail: ?
Example: reach@domain.com

Company web site:
Your website address must start with 'http://'

Company address

* Street:

Street 2:

* Postal code:

* City / Town:

Region / County:

* Country:

Postal address:

Legal entity and user management (6)

Company size

Enterprise category	Headcount	Turnover or Balance sheet total	
		Turnover	Balance sheet total
Medium-sized	< 250	≤ € 50 million	≤ € 43 million
Small	< 50	≤ € 10 million	≤ € 10 million
Micro	< 10	≤ € 2 million	≤ € 2million



- Ownership, voting rights and relationships with other companies contribute to determining a company size.
- Only Representatives (ORs) should make sure that the registration is in line with the size of the company represented.

Legal entity and user management (7)

5. Billing information

Company sign-up > Billing information

User account | **Company information** | **Billing information** | Contacts | Validation

Please provide your company billing information

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

Billing information

Billing organisation name:

Fax:

Billing address

[Same as Company](#)

* Street:

Street 2:

* Postal code:

* City / Town:

Region / County:

* Country:

Postal address:

[?](#)

Billing Language

Language:

[<< Previous](#) [Next >>](#)

Legal entity and user management (8)

6. Contacts – Add new contact

User account	Company Information	Billing information	Contacts	Validation
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Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

Contact information	
Title:	<input type="text"/>
* First Name:	<input type="text" value="Michael"/>
* Last Name:	<input type="text" value="Richardson"/>
* Phone:	<input type="text" value="+32-2-772-5643"/>
Fax:	<input type="text"/>
* E-mail:	<input type="text" value="michael_richardson@ccorp.com"/> ? Example: reach@domain.com
Organisation	
Organisation Name:	<input type="text" value="Chemical Corporation"/>
Department:	<input type="text"/>

Legal entity and user management (9)

7. Validation

Company sign-up > Validation

User account | **Company information** | **Billing information** | **Contacts** | **Validation**

Please verify the company and user data you have entered. You may go back to modify the information by clicking the relevant link here below.

General information

Company name: Chemical Company
 Company UUID: IUC5-34aba663-c7fe-4fc2-a4dd-e7060326c915

General contact information

Phone: +32 2 773 71 11
 Fax: +32 2 773 79 00
 Mobile phone:
 E-mail: laura.johnson@cc.com
 Company web site: http://www.cc.com/

Company address

Street: Chaussée de Bruxelles 44
 Street 2:
 Postal code: B-1400
 City / Town: Waterloo
 Region / County:
 Country: Belgium
 Postal address:

If the information above is not correct, you may update it by clicking [here](#).

Billing information

Billing organisation name:
 Fax:

Billing address

Street: Chaussée de Bruxelles 44
 Street 2:
 Postal code: B-1400
 City / Town: Waterloo
 Region / County:
 Country: Belgium
 Postal address:

If the information above is not correct, you may update it by clicking [here](#).

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Legal entity and user management (10)

8. Message box (REACH-IT Industry User Manual – Part 3: Login and Message box)

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Phase-in Information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box

This internal message box is dedicated to the reception of messages sent by REACH IT (ECHA) to the user. You will not receive messages from REACH IT concerning your actions on this site in your private or professional email account. However, if you want to receive alerts when a message is received in this internal message system, you can define this as an option in your [User Preferences](#).

The list below displays the internal messages that were sent to you the last 30 days. To view all internal messages click [here](#).

Message box folder ? | User folder | Organisation folder | Role folder | Deleted messages |

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
No Records Found						



[Home](#) > [User Preferences](#)

General settings

Language: English (en)

Message box settings

New Message Alert You can define alerts to be sent to your private or professional email account automatically or on a regular basis (daily or weekly). If you do so, an alert will be sent to the email address indicated in your [user account](#) when a message arrives in your REACH IT internal message system. You will then have to login in REACH IT in order to read the content of the message.

Send email: No

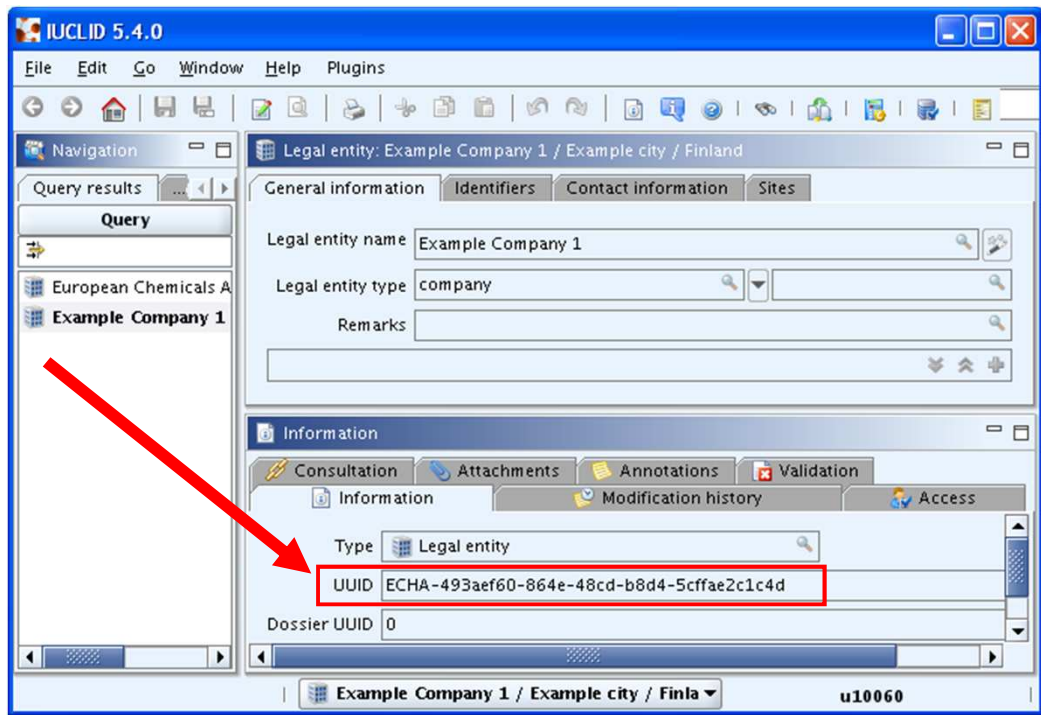
Message Deadline Yes - Immediately all reminder. If you activate this functionality, an email will be sent to the address indicated in your [user account](#). You can define the time when a reminder shall be sent to your email address as a number of days before the deadline associated to your message expires.

Enable email reminder: Yes No ?

Send email: days before deadline ?

Save
Cancel

Synchronized Legal entity



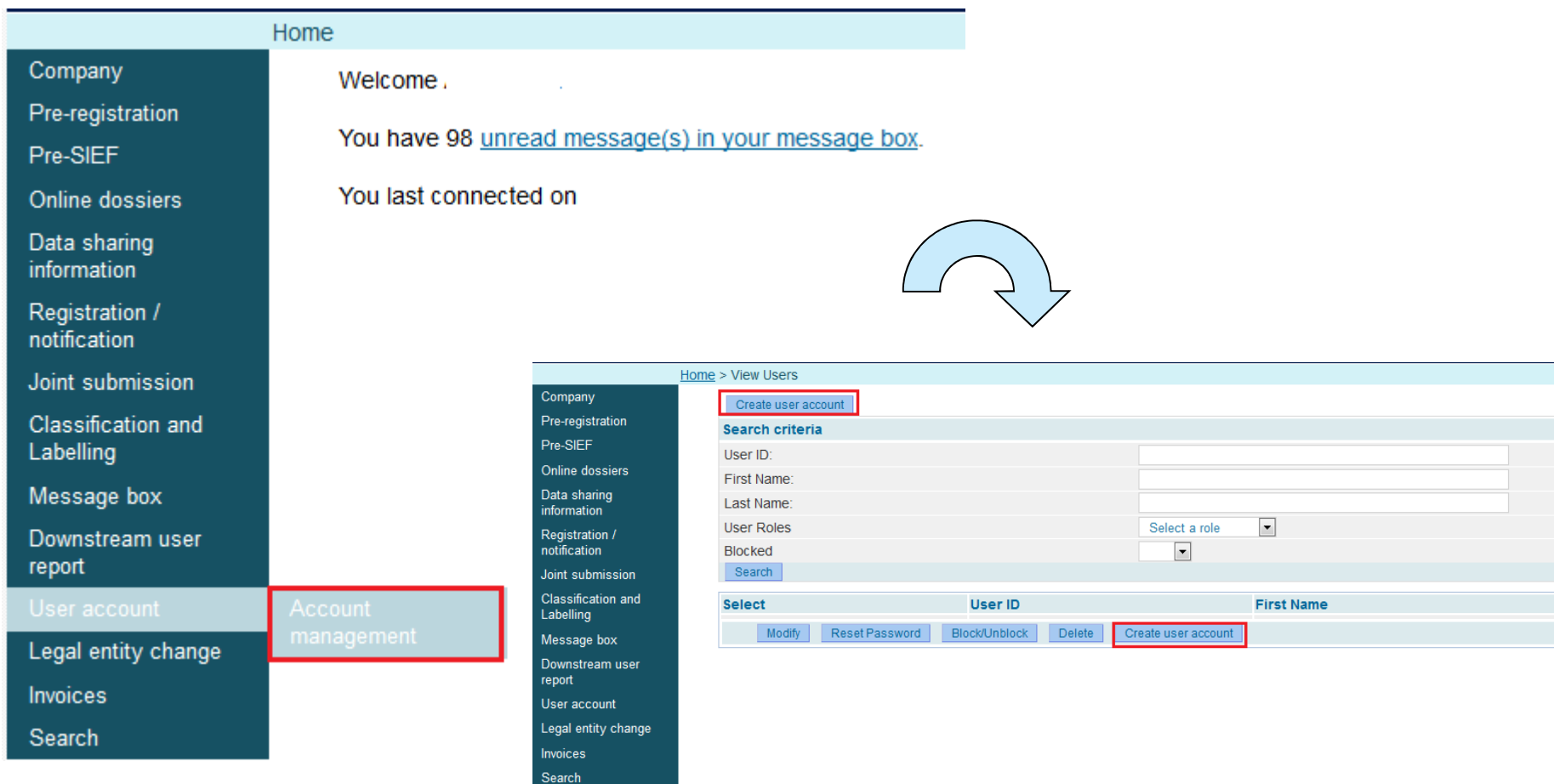
Legal entity and user management (11)

User Roles

- the very first user is created at sign-up ('Company manager') with an Administrator role
- **Administrator** can add, modify or delete users from REACH-IT system, change Legal Entity information, read, submit and update information on substances
- **Normal user** can submit and update data on substances
- **Reader** has read-only access to party and substance data
- **User Account Management:** creating a user, assigning/adding/removing roles, updating party information, managing user security features such as password reset, access blocking and unblocking

Legal entity and user management (12)

1. Creating a user



The screenshot illustrates the process of creating a user in the ECHA system. It is divided into two main parts: a navigation menu on the left and a main content area on the right.

Navigation Menu (Left):

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Data sharing information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account** (highlighted with a red box)
- Legal entity change
- Invoices
- Search

Main Content Area (Right):

The main content area shows a "Home" header and a "View Users" sub-header. A blue arrow points from the "View Users" section to the "Create user account" button in the navigation menu.

Account Management (Right):

The "Account management" section (highlighted with a red box) contains the following options:

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Data sharing information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search

User Management Form (Right):

The "View Users" section (highlighted with a red box) contains a "Create user account" button (highlighted with a red box) and a search criteria form:

- Search criteria:**
 - User ID:
 - First Name:
 - Last Name:
 - User Roles:
 - Blocked:
- Search:**

User List (Right):

The user list table has columns for "Select", "User ID", and "First Name". The "Create user account" button is highlighted with a red box in the "Select" column.

Legal entity and user management (13)

2. Fill in all User information mandatory fields (*)

Home > View Users > Add New User

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

User information - General

* First Name:	<input type="text" value="M"/>	
* Last Name:	<input type="text" value="H"/>	
* E-mail:	<input type="text" value="mh@dot.com"/>	?
* User ID:	<input type="text" value="MH0123"/>	?
ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores		
* Password:	<input type="password" value="....."/>	
The password must have at least 8 letters and contain three of the following character types: uppercase letter, lowercase letter, number and non alphabetical. Capitalization matters!		
* Re-type password:	<input type="password" value="....."/>	

User profile

* Role:	<input type="text" value="Select a role"/> <ul style="list-style-type: none"> Select a role Company Manager Company Normal Company Reader
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The initial password can be used once and the system will prompt the user to change is upon first login. This password has to be communicated outside REACH-IT.

Online pre-registration (1)

- **Pre-registration** is the process by which a potential registrant of a **phase-in substance** submitted the required information to ECHA, which consequently allowed him to benefit from the **transitional regime for registration**
- Potential registrants who manufacture or import for the first time a phase-in substance in quantities of one tonne or more per year after 01 January 2014, can submit a **late pre-registration**
 - at the latest 6 months after manufacturing or importing a substance above the 1 tonne threshold per year;
 - and at least 12 months before the relevant transitional deadline for registration

REACH-IT Industry User Manual - Part 4: Online Pre-registration

Online pre-registration (2)

Step 1: Select Pre-register substance online



Home	
Company	Welcome
Pre-registration	Pre-register substance online
Pre-SIEF	View pre-registrations
Online dossiers	
Data sharing information	
Registration / notification	
Joint submission	
Classification and Labelling	
Message box	
Downstream user report	
User account	
Inventories	
Invoices	
Search	

Online pre-registration (3)

Step 2: Read the declaration and check the box to accept it

Home > Pre-registration > Declaration

Company | **Declaration**

Pre-registration

Pre-SIEF

Online dossiers

Data sharing information

Registration / notification

Joint submission

Classification and Labelling

Message box

Downstream user report

User account

Inventories

Invoices

Search

I declare that the substance I pre-register is a phase-in substance according to Article 3 (20) of Regulation (EC) No 1907/2006 (REACH Regulation, and that I am entitled to benefit from the transitional measures for the application of the REACH Regulations that are laid down in the Croatian Accession Treaty in Annex V chapter VI.

ECHA and Member State Authorities reserve the right to verify the information provided.

If the information provided is incorrect, you may be subject to enforcement actions by Authorities of the relevant Member States.

Late pre-registration

Home > Pre-registration > Declaration

Declaration

I declare that the substance I pre-register is a phase-in substance according to Article 3 (20) of Regulation (EC) No 1907/2006 (REACH Regulation).

I also declare that the substance I pre-register is **not**:

(a) a phase-in substance classified as carcinogenic, mutagenic or toxic to reproduction, category 1 or 2, in accordance with Directive 67/548/EEC and manufactured in the Community or imported, in quantities reaching one tonne or more per year;

(b) a phase-in substance classified as very toxic to aquatic organisms which may cause long term adverse effects in the aquatic environment (R50/53) in accordance with Directive 67/548/EEC, and manufactured in the Community or imported in quantities reaching one tonne or more per year;

(c) a phase-in substance manufactured in the Community or imported, in quantities reaching 100 tonnes or more per year.

ECHA and Member State Authorities reserve the right to verify the information provided.

If the information provided is incorrect, you may be subject to enforcement actions by Authorities of the relevant Member States.

Pre-registration is divided into seven sections (“tabs”) and you need to go through each of them, in order to complete the pre-registration for your substance.

Online pre-registration (4)

Step 3: Identify your substance

Home > Pre-registration > Substance identification > Specify Constituent

Company **Substance** Similar substances Tonnage/deadline Contact Representative Remarks Validation

Pre-registration
Pre-SIEF
Online dossiers
Data sharing information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Inventories
Invoices
Search

In this page you can **specify the constituents which are present in the substance** ? you want to pre-register.

If the constituent is in the EC inventory, you can search for it using the form below. If the constituent is not in the EC inventory, you can specify it either by its **CAS number and CAS name** ? , or by only its **chemical name**

To identify a multi-constituent ? substance, start by specifying one of the constituents on this page. Then, on the use the next page use the "Add another constituent" button and specify another constituent. Repeat until all constituents (maximum 10) have been specified.

Please note that you need to go through all the sections of pre-registration before your information is saved.

You can use the wildcard symbol * to search with incomplete numbers or names. For instance, "200*" will retrieve all EC numbers starting with "200". Hovering over a ? sign displays help information for the corresponding field.

EC number: ?
Please respect the EC number format. For example 200-001-8.

EC name:

CAS number: ?
Please respect the CAS number format. For example 50-99-7 or 7732-18-5.

Description:

Molecular formula:

Select	EC number	EC name	CAS number	Description	Molecular formula
<input checked="" type="radio"/>	210-032-9	triphenylarsine	603-32-7		C18H15As

- Fill in one of the following entry fields: EC (or NLP) number/name, CAS number, chemical name.
- Click on <Search> and the results are retrieved directly by the application

Online pre-registration (5)

Your selected substance page

Home > Pre-registration > Substance identification

Substance Similar substances Tonnage/deadline Contact Representative Remarks Validation

Your selected substance name is: triphenylarsine

Select	EC Number	CAS Number	Name
<input checked="" type="checkbox"/>	210-032-9	603-32-7	triphenylarsine

Add another constituent Remove Constituent Edit constituent

To identify a multi-constituent [?](#) substance, use the "Add another constituent" button until all constituents (maximum 10) have been specified.

Cancel **Next >>**

- Once a constituent has been selected, you have the options to <Add another constituent> or <Remove constituent> or <Edit constituent>.
- Click <Add another constituent> ONLY if you have a multi-constituent substance.

Online pre-registration (6)

Step 4: Similar substances tab

Home > Pre-registration > Similar Substances

Substance Similar substances Tonnage/deadline Contact Representative Remarks Validation

You may now specify **similar substances** for your substance, which can be used for QSAR, grouping or read-across.

Click on "Add new similar substance" button to launch the substance identification wizard and add your similar substance. To remove a similar substance, select the similar substance (s) you wish to remove and click on the "Delete" button.

Add new similar substance Delete

<< Previous Next >>

If you want to specify similar substances to your substance, which can be used for QSAR, grouping or read-across purposes (i.e. linking to another pre-SIEF), click on <Add new similar substance>.

Similar substances can also be identified by EC number/name, CAS number/name or chemical name.

Online pre-registration (7)

Step 5: Tonnage/deadline tab

Home > Pre-registration > Tonnage

Substance Similar substances **Tonnage/deadline** Contact Representative Remarks Validation

Please enter the tonnage band and envisaged deadline for registration [?](#), for the substance this pre-registration refers to.

Fields marked with an asterisk (*) are mandatory.

* Tonnage band: [Select a tonnage band] Over 1000 tonnes/year
 * Registration deadline: [Select registration deadline] Between 100 and 1000 tonnes/year
 [Select registration deadline] Between 10 and 100 tonnes/year
 01/12/2010 Between 1 and 10 tonnes/year
 01/06/2013
 01/06/2018

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Type of substance	Pre-registration deadlines visible in Reach-IT	Pre-registration deadline for Croatia	Registration deadlines for Croatia
Phase-in substances CMR 1-2 above 1T per year Phase-in substances R50/53 above 100T per year Phase-in substances above 1000T per year	"1 December 2008"	1 January 2014*	1 July 2014
Phase-in substances above 100T per year	"1 June 2013"	1 January 2014*	1 July 2014
Phase-in substances above 1T per year	"1 June 2018"	1 June 2017	1 June 2018

Online pre-registration (8)

Step 6: Contact tab

Home > Pre-registration > Contact

[Substance](#) |
 [Similar substances](#) |
 [Tonnage/deadline](#) |
 Contact |
[Representative](#) |
[Remarks](#) |
[Validation](#)

Pre-registration
 Pre-SIEF
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 Inventories
 Invoices
 Search

You can select one of the following contact persons. The name of the contact person, his/her contact details and the company name will be made available in the pre-SIEF to others pre-registering this substance.

If you have appointed a third party representative for this substance, you can enter his/her information in the next section. In this case, the name of the third party representative, his/her contact details and his/her company name will be made available in the pre-SIEF to others pre-registering this substance.

If no contact person is selected, and no third party representative is specified in the next section, your company name and contact details will be made available in the pre-SIEF to others pre-registering this substance.

You can also set up a [new contact person](#)

Select	Last Name	First Name	Phone	Email	Contact Type(s)
<input type="radio"/>	Doe	John	32-(2)-999 99 99	jdoe2@chemicals.com	
<input checked="" type="radio"/>	Doe	Jane	32-(2)-111 11 11	jdoe@chemicals.com	
<input type="radio"/>					Joint Submission

[.<< Previous](#)

Online pre-registration (9)

Step 7: Representative tab

Home > Pre-registration > Representative

Substance Similar substances Tonnage/deadline Contact **Representative** Remarks Validation

There are currently no third party representatives defined for your company.

If you have appointed a third party representative for this substance, please [enter the representative's information](#). His/her name, contact details and company name will be made available in the pre-SIEF to others pre-registering this substance.

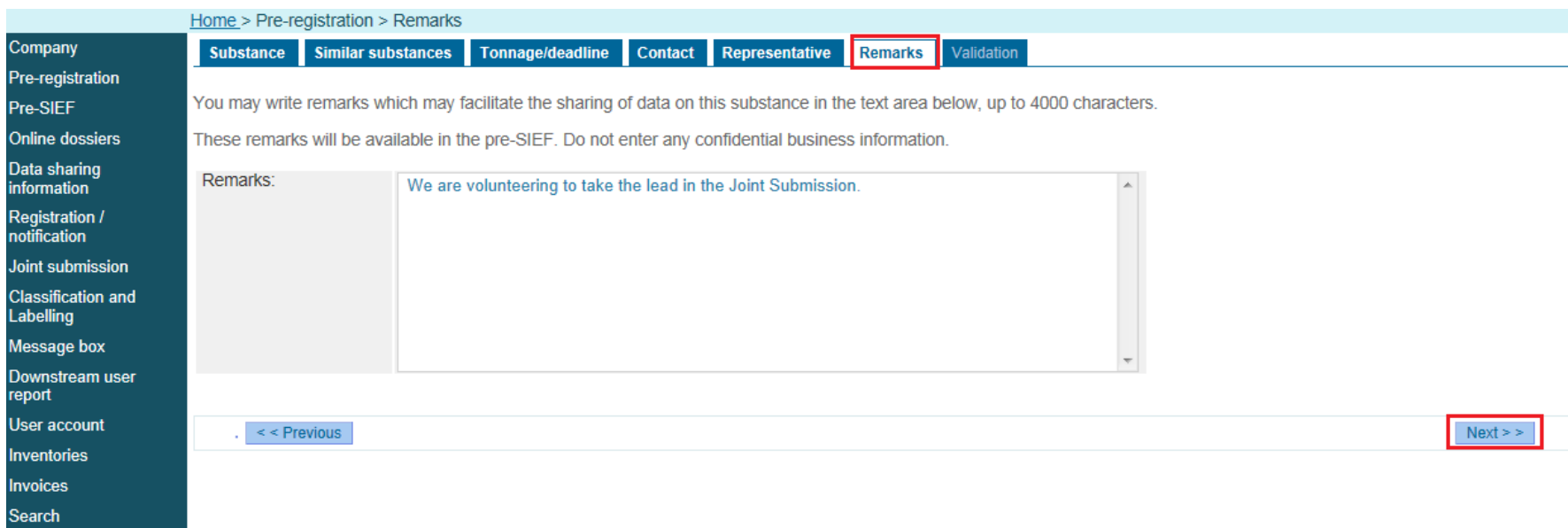
Select	Company name	Phone	Fax	Email	UUID
No Records Found					

<< Previous Next >>

- If you have a TPR for your substance, you can select your TPR from the list or you can also set up a new TPR by clicking on the link <new third party representative>.
- If you have no TPRs defined you can add one by clicking on the link <enter the representative's information>. Enter the UUID provided by your TPR , who needs to have signed-up in REACH-IT.

Online pre-registration (10)

Step 8: Remarks tab



Home > Pre-registration > Remarks

Company
Pre-registration
Pre-SIEF
Online dossiers
Data sharing information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Inventories
Invoices
Search

Substance Similar substances Tonnage/deadline Contact Representative **Remarks** Validation

You may write remarks which may facilitate the sharing of data on this substance in the text area below, up to 4000 characters.

These remarks will be available in the pre-SIEF. Do not enter any confidential business information.

Remarks: We are volunteering to take the lead in the Joint Submission.

<< Previous Next >>

- In the <Remarks> field, you may enter a free text (maximum 4000 characters) to, for example, facilitate the data sharing of the substance in the pre-SIEF.

Online pre-registration (11)

Step 9: Validation tab

Home > Pre-registration > Validation

[Substance](#)
[Similar substances](#)
[Tonnage/deadline](#)
[Contact](#)
[Representative](#)
[Remarks](#)
[Validation](#)

You did not specify a third party representative.
You did not specify any substances which can be used for QSAR, grouping or read-across.

Please verify your information before submitting your pre-registration. You can go back to each section if corrections are needed.

[Substance identification](#)
[Similar substances](#)
[Tonnage/deadline](#)
[Contact](#)
[Representative](#)
[Remarks](#)

Substance identification

triphenylarsine

This identified substance refers to the substance identified from the following main constituent(s):

EC Number	CAS number	Name
210-032-9	603-32-7	triphenylarsine

[Go to the Substance identity section](#)

Similar substances

[Go to the Similar substances section](#)

Tonnage and registration deadline

Tonnage band: Between 100 and 1000 tonnes/year
 Registration deadline: 01/06/2013

[Go to the Tonnage/deadline section](#)

[Go to the Remarks section](#)

[Submit pre-registration](#) [Cancel](#)

- At this stage, you can verify the information you entered, and go back to each section if amendments are needed.
- If everything is correct, confirm the information entered by clicking **<Submit pre-registration>**.

Online pre-registration (12)

Step 10: Completion of the pre-registration

[Home](#) > [Pre-registration](#) > [Pre-registration Complete](#)

Your pre-registration has been successfully submitted. Please find below the submission number.

Pre-registration submission

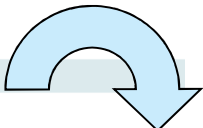
SubmissionNumber

Your submission has received the following submission number: **LC123755-48**

A submission report indicating the status of this submission will be available in your **Message box** shortly.

Please use this submission number if you need to contact the Agency about this pre-registration, until you receive the pre-registration number.

You will receive the pre-registration number upon successful processing of this submission by ECHAs systems (check your message box).

[Pre-register another substance](#)
[Go to pre-SIEF](#)
[View Pre-registrations](#)


Subject	Creation Date	Expire Date	Recipient
Your pre-registration has been submitted (LC123755-48)			Party(

Your pre-registration has been submitted.
Submission number: LC123755-48
[Download pre-registration report](#)

- To view or update a pre-registration, you have to go to Pre-registration menu and select <View pre-registrations>. You may search your pre-registration using different criteria: EC number, CAS number or chemical name.

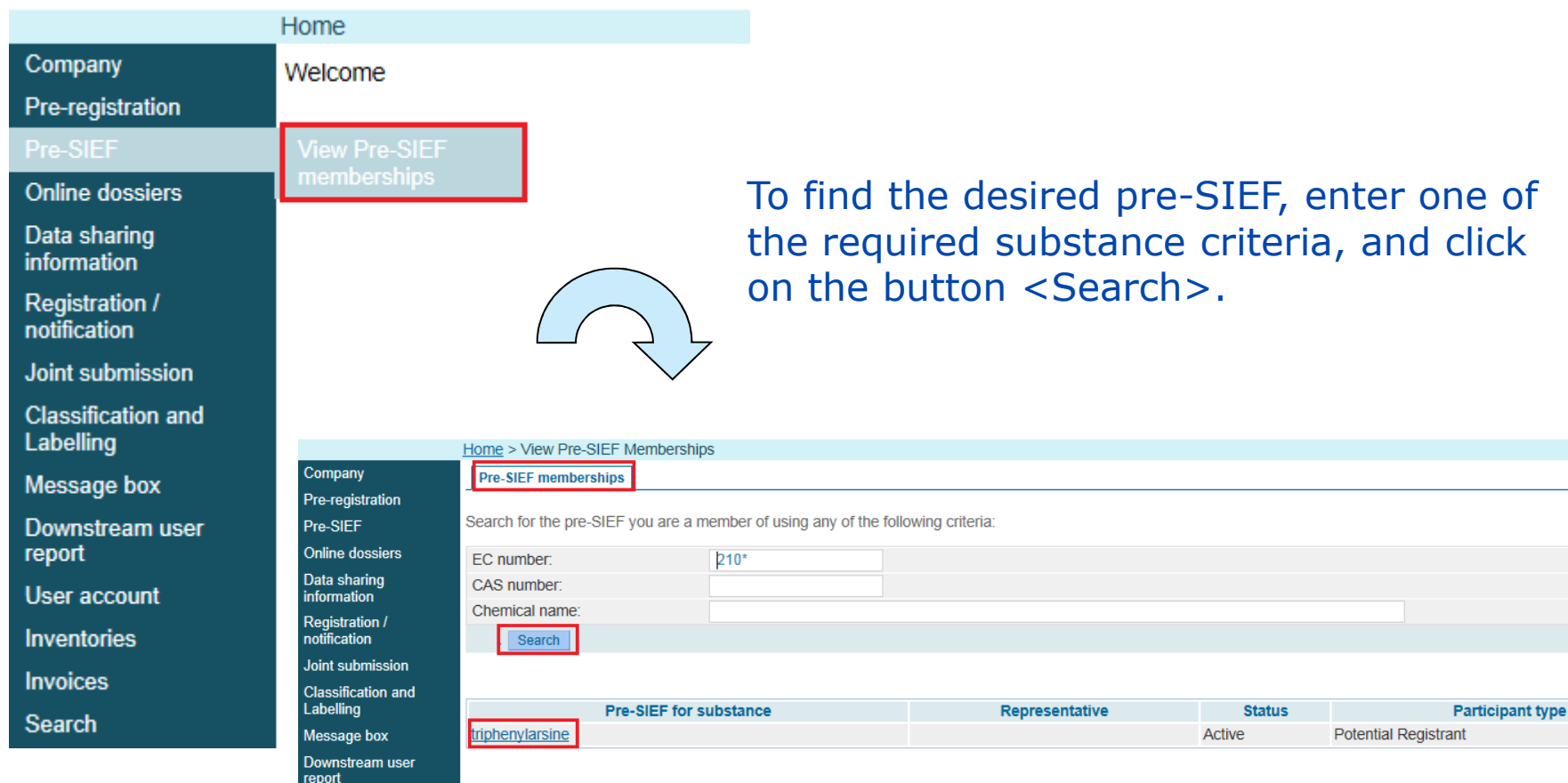
Pre-SIEF (1)

- The REACH Regulation requires multiple registrants of the same substance to **share data** and to **jointly submit their registration dossier**.
- In the case of phase-in substances, all potential registrants that have pre-registered the same substance are part of a Substance Information Exchange Forum (SIEF) that has the aim to:
 - facilitate, for the purposes of the registration, the exchange of information on (robust) study summaries between potential registrants; and
 - agree on the classification and labelling
- The concept of pre-SIEF was introduced to bring pre-registrants together in REACH-IT to facilitate the SIEF formation.
- The only way to become member of a pre-SIEF is by (late) pre-registering a phase-in substance.

REACH-IT Industry User Manual - Part 5: Pre-SIEF

Pre-SIEF (2)

From the pre-SIEF menu, select 'View pre-SIEF memberships'



The screenshot shows the ECHA Pre-SIEF interface. On the left is a dark blue navigation menu with the following items: Home, Company, Pre-registration, Pre-SIEF, Online dossiers, Data sharing information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Inventories, Invoices, and Search. The 'Pre-SIEF' menu item is highlighted, and a red box highlights the 'View Pre-SIEF memberships' option. A blue curved arrow points from this option to the search results section below.

The search results section is titled 'Home > View Pre-SIEF Memberships'. It features a search form with the following fields: 'Pre-SIEF memberships' (highlighted in a red box), 'Search for the pre-SIEF you are a member of using any of the following criteria:', 'EC number:' (with '210*' entered), 'CAS number:', and 'Chemical name:'. A 'Search' button is highlighted in a red box.

The search results are displayed in a table with the following columns: Pre-SIEF for substance, Representative, Status, and Participant type. The first row shows 'triphenylarsine' (highlighted in a red box) as the Pre-SIEF for substance, with a status of 'Active' and a participant type of 'Potential Registrant'.

Pre-SIEF for substance	Representative	Status	Participant type
triphenylarsine		Active	Potential Registrant

To find the desired pre-SIEF, enter one of the required substance criteria, and click on the button <Search>.

Pre-SIEF (3)

Consulting a pre-SIEF

Information on the pre-SIEF page is displayed across three tabs:

Home > View Pre-SIEF Memberships > View Pre-SIEF

Company **Pre-SIEF** Read across details Substance details

Pre-registration
Pre-SIEF
Online dossiers
Data sharing information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Inventories
Invoices
Search

Pre-SIEF definition

20/02/2013 11:16: New Pre SIEF member was added

Caution notice

The Agency does not take any legal liability or responsibility for information shared over this page.

Substance identification

The substance is identified by the following constituent(s):

EC number	CAS number	Name
210-032-9	603-32-7	triphenylarsine

Pre-SIEF partnership

Select	Contact organisation	Status	Info	Participant type	Reference No.	Contact person
<input type="radio"/>	Croatia Company	[A]	i	Potential Registrant	17-2114084043-57-0000	Jane Doe
<input type="radio"/>		[A]	i	Potential Registrant	17-2114082148-47-0000	
<input type="radio"/>		[A]		Potential Registrant	17-2114082146-51-0000	

[View member information](#) [View contact information](#)

- Export the full Pre-SIEF description in [XML](#) format

[Export EC substance](#) [Overview all information](#) [Modify own information](#) [Deactivate](#) [Become Facilitator](#) [Return to pre-SIEF list](#)

Pre-SIEF (4)

Consulting a pre-SIEF

Home > [View Pre-SIEF Memberships](#) > View Pre-SIEF Read Across Details

Company | **Pre-SIEF** | **Read across details** | Substance details

Pre-SIEF definition

Caution notice
The Agency does not take any legal liability or responsibility for information shared over this page.

Substance identification
triphenylarsine

The substance is identified by the following constituent(s):

EC number	CAS number	Name
210-032-9	603-32-7	triphenylarsine

Read Across To

Substance name	References	Contact organisation
No Records Found		

Read Across From

Substance name	References	Contact organisation
No Records Found		

- <Read Across To> shows all substances that are included in the pre-SIEF because they were indicated by members as substances to read across to.
- The <Read Across From> table shows all pre-SIEFs related to the substance and shows members from other pre-SIEFs that want to read across from data coming from this pre-SIEF.

Pre-SIEF (5)

Consulting a pre-SIEF

Home > View Pre-SIEF Memberships > View Substance Details

Pre-SIEF | Read across details | **Substance details**

triphenylarsine

The substance is identified by the following constituent(s):

EC number	CAS number	Name
210-032-9	603-32-7	triphenylarsine

Substance details tab displays the substance identification details. This is especially important for multi-constituent substances (reaction mass).

Joint submission creation (1)

Creating Joint Submission as Lead Registrant

As Lead registrant (LR) you have the responsibility to:

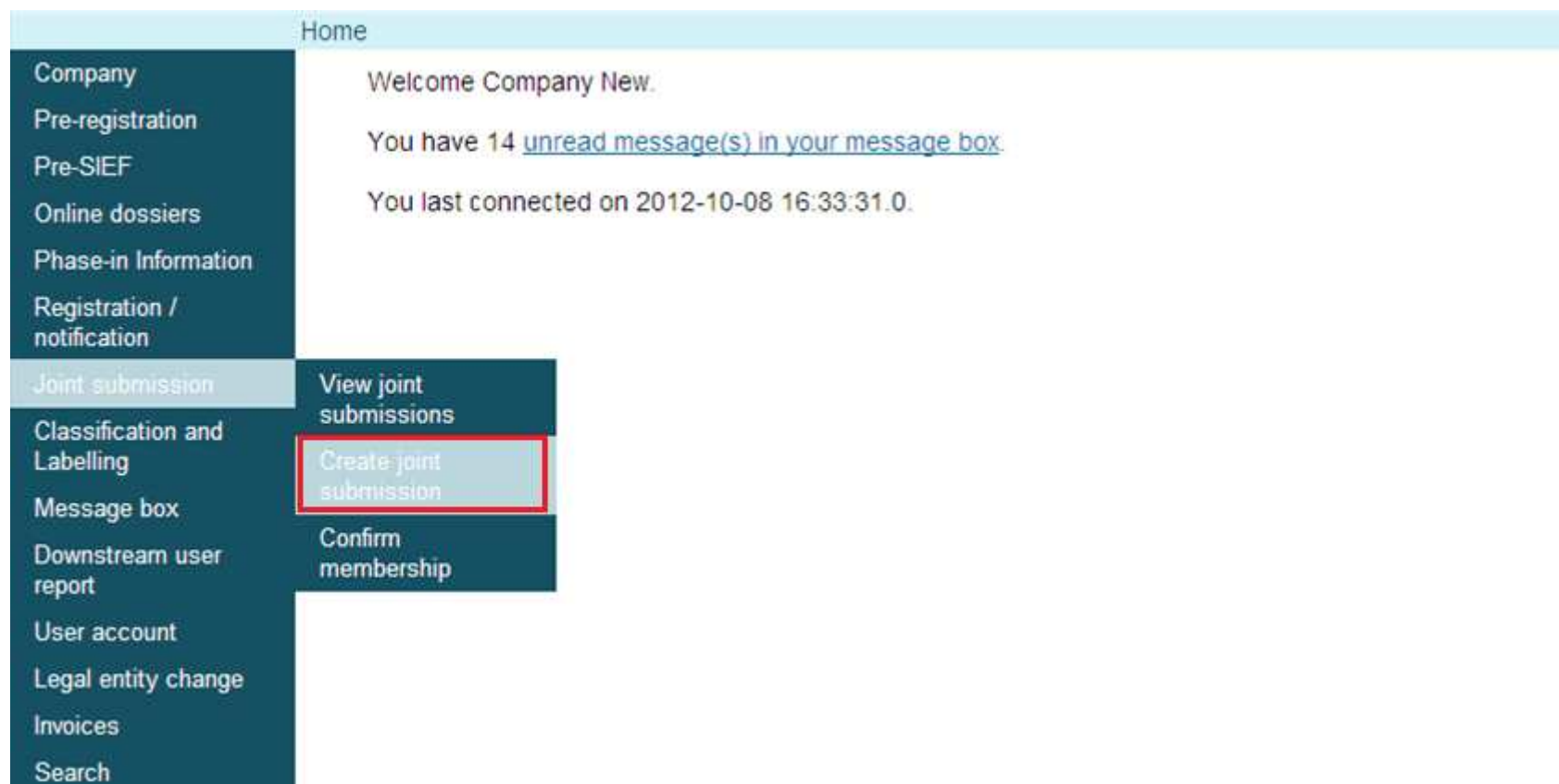
- Create the joint submission in REACH-IT
- Allow members to join the joint submission (LR provides the joint submission name and security token to the members)
- Submit the lead registration dossier

REACH-IT Industry User Manual - Part 7: Joint Submission

Data Submission Manual Part 5 - How to Complete a Technical Dossier for Registrations and PPORD

Joint submission creation (2)

Step 1: Select create joint submission



The screenshot displays the ECHA user interface. On the left is a dark blue navigation menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The 'Joint submission' item is highlighted, and a dropdown menu is open to its right. This dropdown menu contains three options: 'View joint submissions', 'Create joint submission', and 'Confirm membership'. The 'Create joint submission' option is highlighted with a red rectangular border. The main content area on the right shows a 'Home' header and a welcome message: 'Welcome Company New.' Below this, it states 'You have 14 unread message(s) in your message box.' and 'You last connected on 2012-10-08 16:33:31.0.'

Joint submission creation (3)

Step 2: Identify your substance

Home > Create Joint Submission > Search Substance

Substance | Joint Submission | Contact | Representative | Validation

Please, select the identity of the substance you want to submit as part of the joint submission by either providing a reference number here below, or by [specifying the substance identity](#)

Reference number type:

- Pre-registration number [?](#)
- Inquiry number [?](#)
- Registration number [?](#)


Reference number:

Joint submission creation (4)

Step 3: Substance identity appears based on search



Home > Create Joint Submission > Substance

You are connected as  [Profile](#) | [Logout](#)

Company
Pre-registration
Pre-SEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labeling
Message box
Downstream user report
User account
Legal entity change
Invoices
Search

Substance | [Joint Submission](#) | [Contact](#) | [Representative](#) | [Validation](#)

Welcome to the substance identification wizard for your joint submission!

The substance identity referred to by registration number

This identified substance refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
210-032-9	600-32-7	phenylarsine

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

Joint submission creation (5)

Step 4: Enter joint submission name and description



Home > Create Joint Submission > Information

You are connected as [Performance - Log](#)

Company | **Substance** | Joint Submission | Contact | Representative | Validation

Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Legal entity change
Invoices
Search

Fields marked with an asterisk (*) are mandatory:

Joint submission information

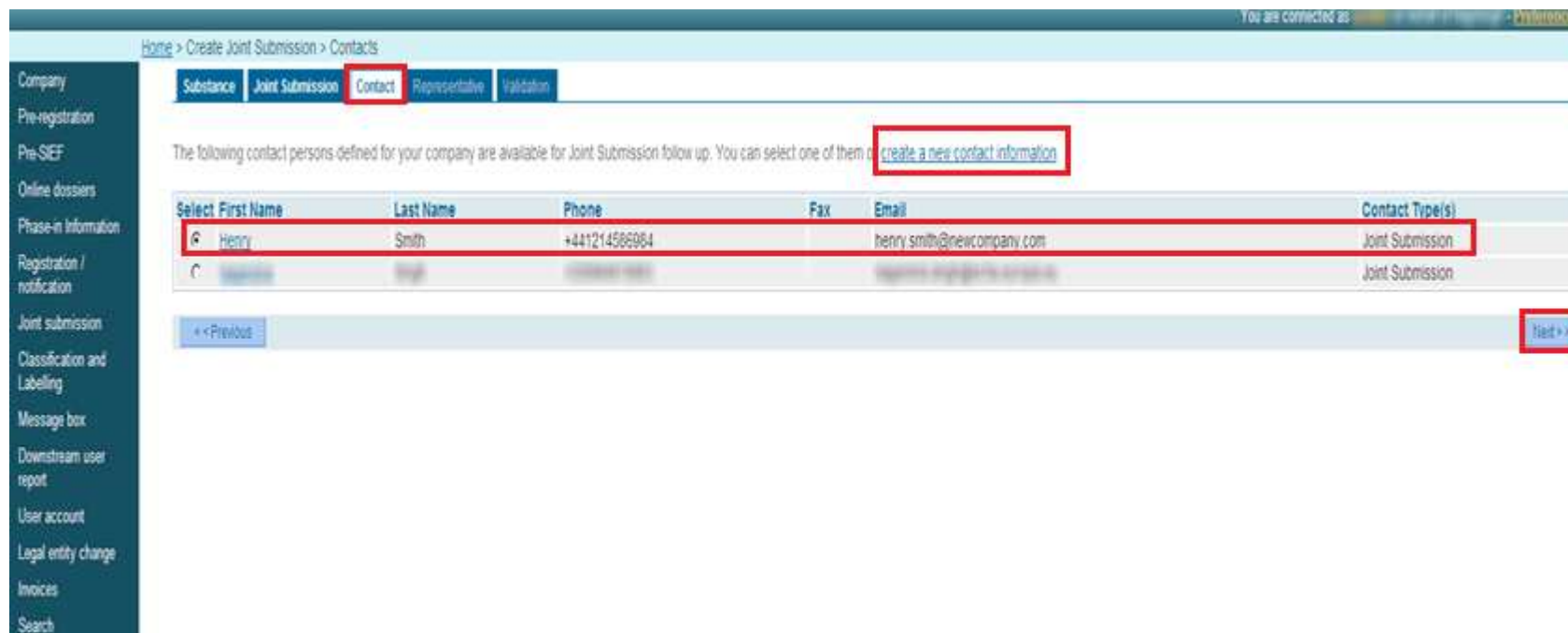
Name* JS_Substance
Joint submission name must have at least 6 characters and at most 30 characters

Description* Joint submission of tophenylarvine

<< Previous | Cancel | **Next >>**

Joint submission creation (6)

Step 5: Select contact person for the joint submission



Home > Create Joint Submission > Contacts

You are connected as [\[User Name\]](#) | [Logout](#)

Substance | Joint Submission | **Contact** | Representative | Validation

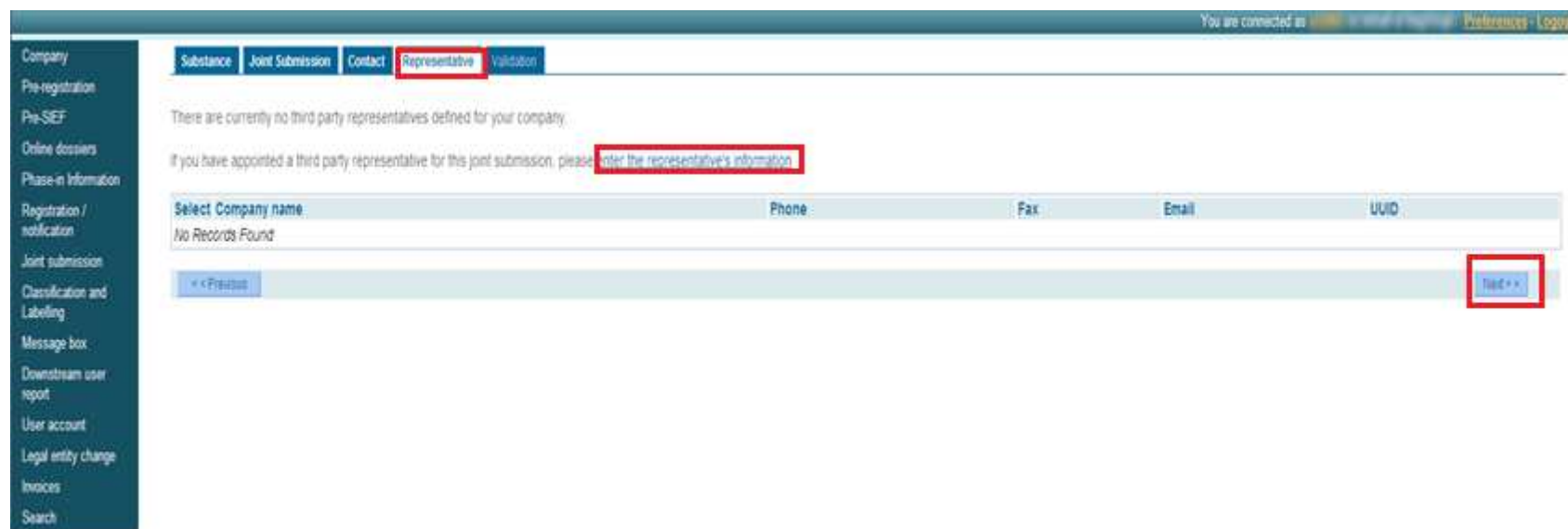
The following contact persons defined for your company are available for Joint Submission follow up. You can select one of them: [create a new contact information](#)

Select	First Name	Last Name	Phone	Fax	Email	Contact Type(s)
<input checked="" type="radio"/>	Henry	Smith	+441214566964		henry.smith@newcompany.com	Joint Submission
<input type="radio"/>	Joint Submission

[<< Previous](#) [Next >>](#)

Joint submission creation (7)

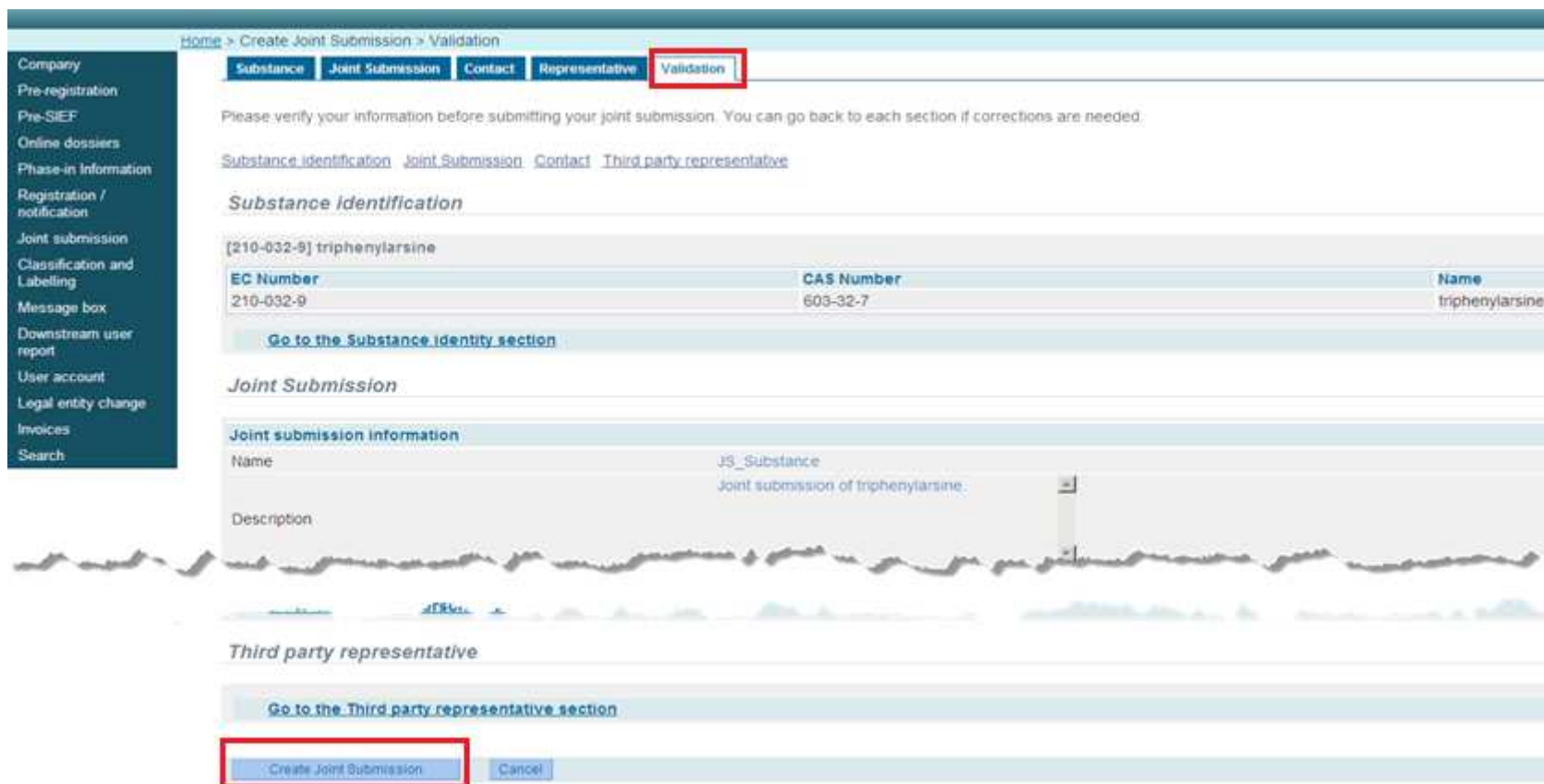
Step 6: Enter third party representative (optional)



The screenshot shows the 'Representative' tab in the ECHA portal. The top navigation bar includes 'Substance', 'Joint Submission', 'Contact', 'Representative', and 'Validation'. The 'Representative' tab is highlighted. The main content area displays the message: 'There are currently no third party representatives defined for your company.' Below this, it says: 'If you have appointed a third party representative for this joint submission, please enter the representative's information'. A table is shown with the following columns: 'Select Company name', 'Phone', 'Fax', 'Email', and 'UUID'. The table contains the text 'No Records Found'. At the bottom of the table, there are two buttons: '< Previous' and 'Find >'. The 'Find >' button is highlighted with a red box.

Joint submission creation (8)

Step 7: Review entered information and create JS



The screenshot shows the 'Validation' step of the joint submission creation process. The breadcrumb trail is 'Home > Create Joint Submission > Validation'. A navigation bar contains tabs for 'Substance', 'Joint Submission', 'Contact', 'Representative', and 'Validation', with 'Validation' highlighted. A message states: 'Please verify your information before submitting your joint submission. You can go back to each section if corrections are needed.' Below this are links for 'Substance identification', 'Joint Submission', 'Contact', and 'Third party representative'. The 'Substance identification' section shows '[210-032-9] triphenylarsine' and a table with the following data:

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine

A link 'Go to the Substance identity section' is provided. The 'Joint Submission' section shows 'Joint submission information' with 'Name' as 'JS_Substance' and 'Description' as 'Joint submission of triphenylarsine'. A link 'Go to the Third party representative section' is also present. At the bottom, there are two buttons: 'Create Joint Submission' and 'Cancel', both highlighted with red boxes.

Joint submission creation (9)

You have successfully created a joint submission!

Home > Create Joint Submission > Success

Substance | Joint Submission | Contact | Validation

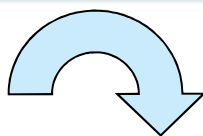
The joint submission was successfully created.

Please keep track of the joint submission name and token to be used by other members of the joint submission.

Name: JS_Substance
Token: dbe-9af-8887-2314995840

OK

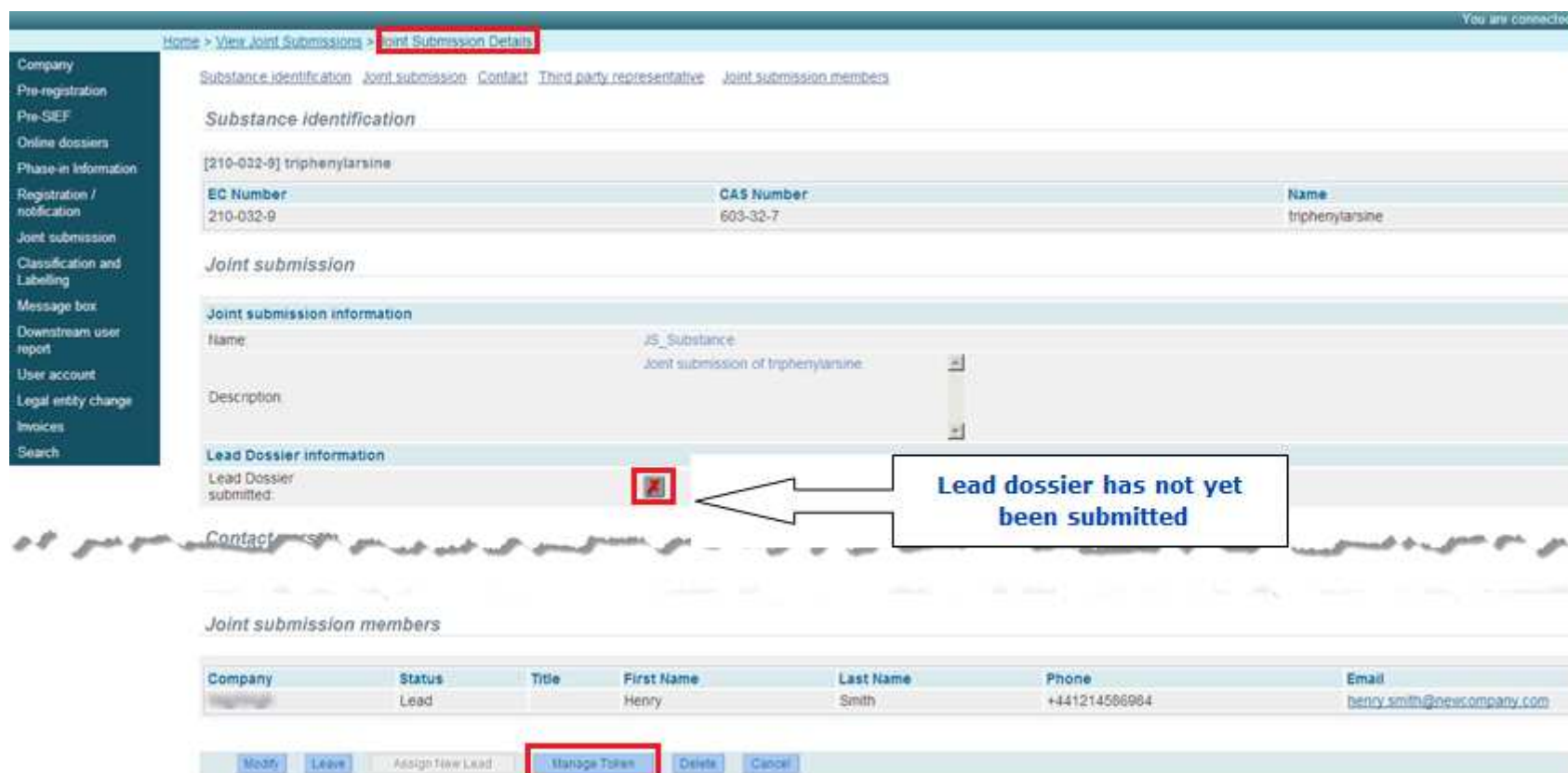
- The Lead has the responsibility to communicate the joint submission name and token to all the members
- It has to be communicated outside REACH-IT (e.g. via e-mail)



<input type="checkbox"/>	Hide	Yes	Joint submission created
			Joint submission created.
			Joint submission name: JS_Substance Description: Joint submission of triphenylarsine.
			Substance identity: triphenylarsine
			Security token: dbe-9af-8887-2314995840 Expiration date: 04/10/2012

Joint submission creation (10)

Joint submission details



Home > View Joint Submissions > **Joint Submission Details**

Substance identification | Joint submission | Contact | Third party representative | Joint submission members

Substance identification

[210-032-9] triphenylarsine

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine


Joint submission

Joint submission information

Name: JS_Substance
Joint submission of triphenylarsine

Description:

Lead Dossier information

Lead Dossier submitted: 

Lead dossier has not yet been submitted

Contact

Joint submission members

Company	Status	Title	First Name	Last Name	Phone	Email
new company	Lead		Henry	Smith	+441214586984	henry.smith@newcompany.com

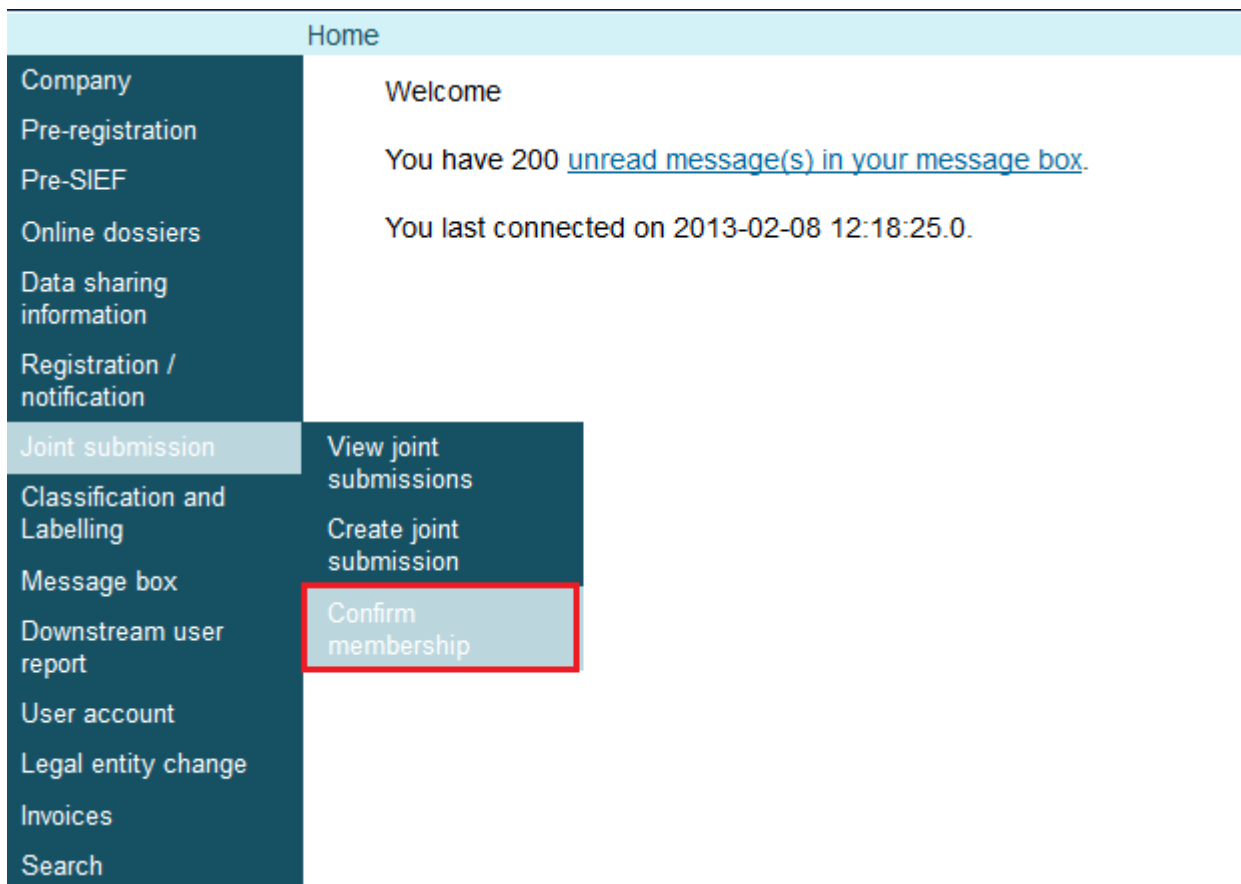
[Modify](#) [Leave](#) [Assign New Lead](#) **[Manage Token](#)** [Delete](#) [Cancel](#)

Confirming membership in Joint Submission (1)

- As a member registrant you need to confirm your JS membership in REACH-IT
- In order to join a Joint Submission you need the exact name of the joint submission and the security token (access code). This information needs to be provided to you by the Lead registrant

Confirming membership in Joint Submission (2)

Step 1: Select confirm membership



The screenshot shows a user interface with a dark teal navigation menu on the left and a light blue header area at the top. The header area contains the text "Home". The navigation menu lists various options: Company, Pre-registration, Pre-SIEF, Online dossiers, Data sharing information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The "Joint submission" option is highlighted, and a sub-menu is displayed to its right. This sub-menu contains three options: "View joint submissions", "Create joint submission", and "Confirm membership". The "Confirm membership" option is highlighted with a red border.

Home	
Company	Welcome
Pre-registration	You have 200 unread message(s) in your message box.
Pre-SIEF	You last connected on 2013-02-08 12:18:25.0.
Online dossiers	
Data sharing information	
Registration / notification	
Joint submission	View joint submissions
Classification and Labelling	Create joint submission
Message box	Confirm membership
Downstream user report	
User account	
Legal entity change	
Invoices	
Search	

Confirming membership in Joint Submission (3)

Step 2: Select Third Party Representative (optional)

Company

Pre-registration

Pre-SIEF

Online dossiers

Data sharing information

Registration / notification

Joint submission

Classification and Labelling

Message box

Downstream user report

User account

Legal entity change

Invoices

Search

Representative Token Contacts Validation

If you have appointed a third party representative for this joint submission, you can select him/her from the list below.

You can also set up a [new third party representative](#)

Select	Company name	Phone	Fax	Email	UUID
<input type="radio"/>		123456789		test@test.eu	ECHA-393755b8-e7a0-46e5-9c39-203dee00ede2

[Back to home](#) [Next >>](#)

Confirming membership in Joint Submission (4)

Step 3: Enter Joint Submission name and security token

[Home](#) > [Confirm Membership](#) > [Security Token](#)

[Representative](#) [Token](#) [Contacts](#) [Validation](#)

Please enter the name and the security token of the joint submission for which you wish to confirm membership

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

* Name	<input type="text" value="JS_triphenylarsine"/>	?
* Token	<input type="text" value="f09-e78-22d7-511785389"/>	

[<< Previous](#) [Next >>](#)

- The most common error made is entering an incorrect joint submission name or token string. In order to avoid that, copy-paste the information provided by the lead registrant.
- Tokens have an expiry date of 30 days after they are issued. If you did not join during this time then ask the Lead for a new token.

Confirming membership in Joint Submission (5)

Step 4: Indicate contact

Home > Confirm Membership > Select Contact

[Representative](#)
[Token](#)
[Contacts](#)
[Validation](#)

[create a new contact information](#)

Select	First Name	Last Name	Phone	Fax	Email	Contact Type(s)
<input checked="" type="radio"/>		P				Joint Submission
<input type="radio"/>		K				Invoice Manager Joint Submission
<input type="radio"/>		R				Joint Submission

[Next >>](#)

Confirming membership in Joint Submission (6)

Step 5: Review entered information and confirm membership

Home > Confirm Membership > Validation

[Representative](#) [Token](#) [Contacts](#) [Validation](#)

Please verify your information before submitting your joint submission. You can go back to each section if corrections are needed.

[Substance identification](#) [Joint Submission](#) [Contact](#) [Third party representative](#)

Substance identification

[210-032-9] triphenylarsine

This information provision refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine

Joint Submission

Joint submission information

Name	JS_triphenylarsine
	Joint submission of triphenylarsine
Description	
Highest tonnage band	

[Go to the Third party representative section](#)

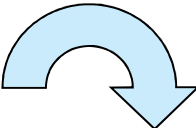
[Confirm membership](#) [Cancel](#)

Confirming membership in Joint Submission (7)

You have successfully confirmed your membership in JS!

Home > Confirm Membership > Conclusion

Your joint submission membership was successfully submitted to REACH-IT!
Joint submission name: **JS_triphenylarsine**



Details	Read	Subject	Creation Date	Expire Date	Recipient
▼ Hide	Yes	Joint Submission membership confirmed.			Party <input type="text"/>

Joint Submission membership confirmed.

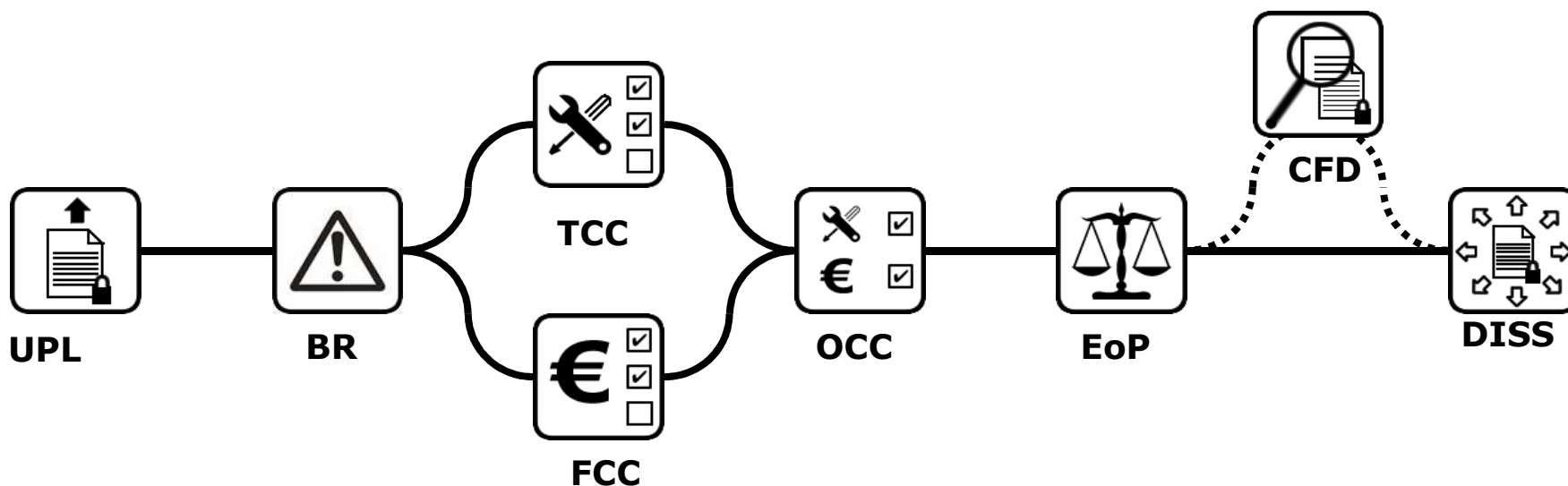
Joint submission: JS_triphenylarsine

Party:

Dossier submission (1)

- dossier submission is one of the Industry core functionality
- REACH-IT supports the submission of
 - dossier files in the IUCLID 5 format
 - on-line dossier creation and submission (inquiry, C&L)
- High level overview of the dossier submission process:
 - **Part A: Verifications** (dossier submission, virus check, file format validation, XML validation, business rules check)
 - **Part B (Technical Completeness Check - TCC) and part C (Invoicing)** – applicable for registration dossiers and PPORD notifications
 - **Part D: End of process:**
 - dossier passed TCC and fee has been paid – positive decision is sent, reference number assigned
 - TCC failed – one resubmission possible
 - TCC failed for the second time and/or fee has not been paid – dossier is rejected, new initial submission is needed

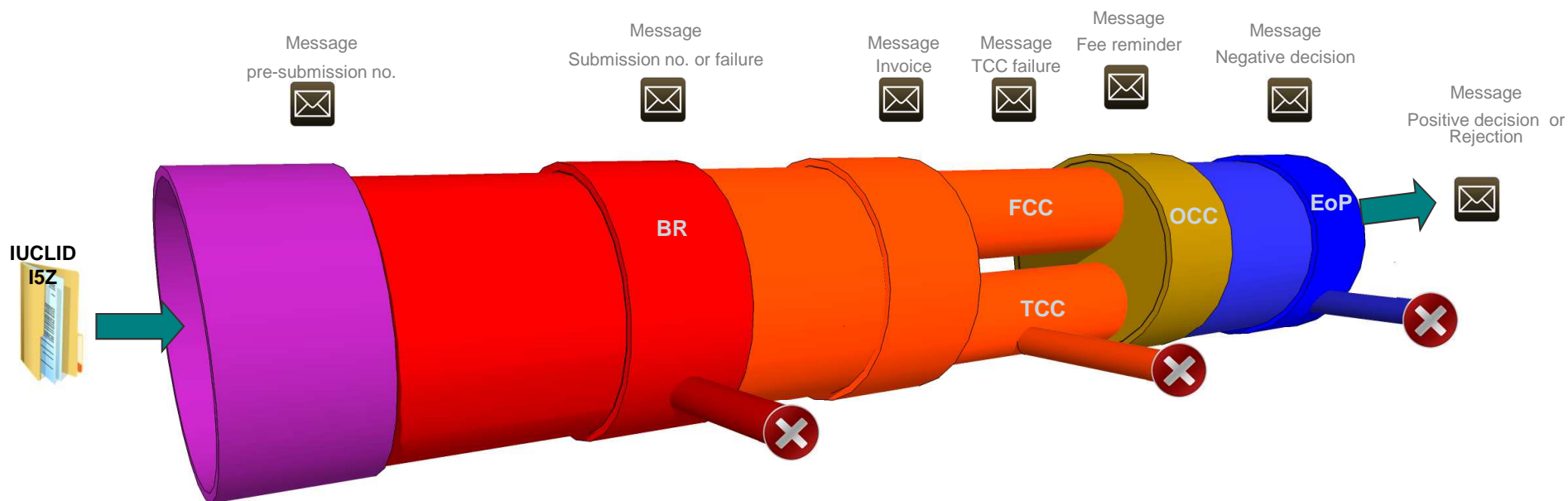
Dossier submission (2)



- Dossier submission and processing is streamlined as much as possible
 - Same submission pipeline for all REACH-IT dossier submissions
- In reality: Different dossier types, different requirements

Dossier submission (3)

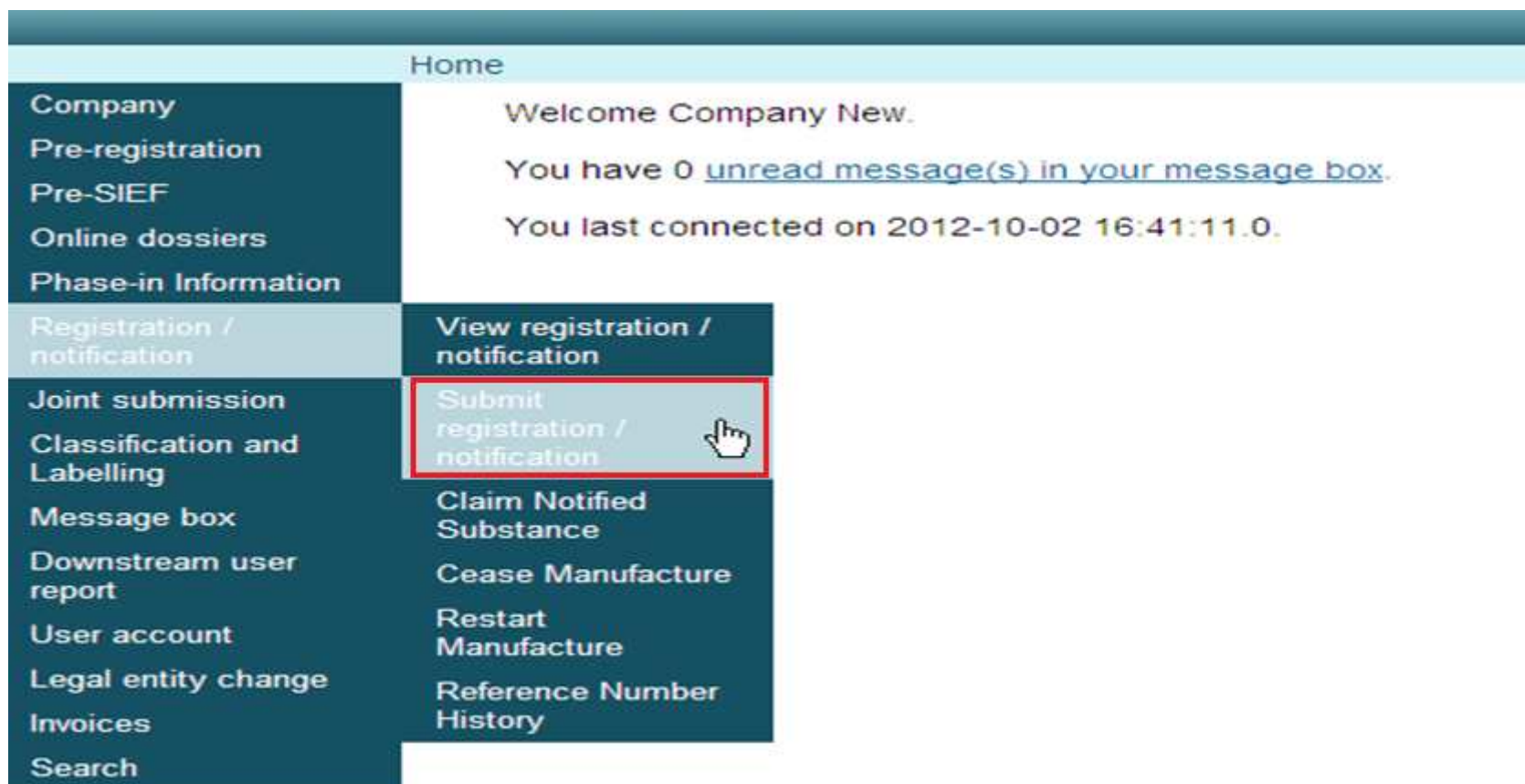
follow your dossier: via message box and/or submission report



REACH-IT Industry User Manual – Part 06: Dossier submission

Dossier submission (4)

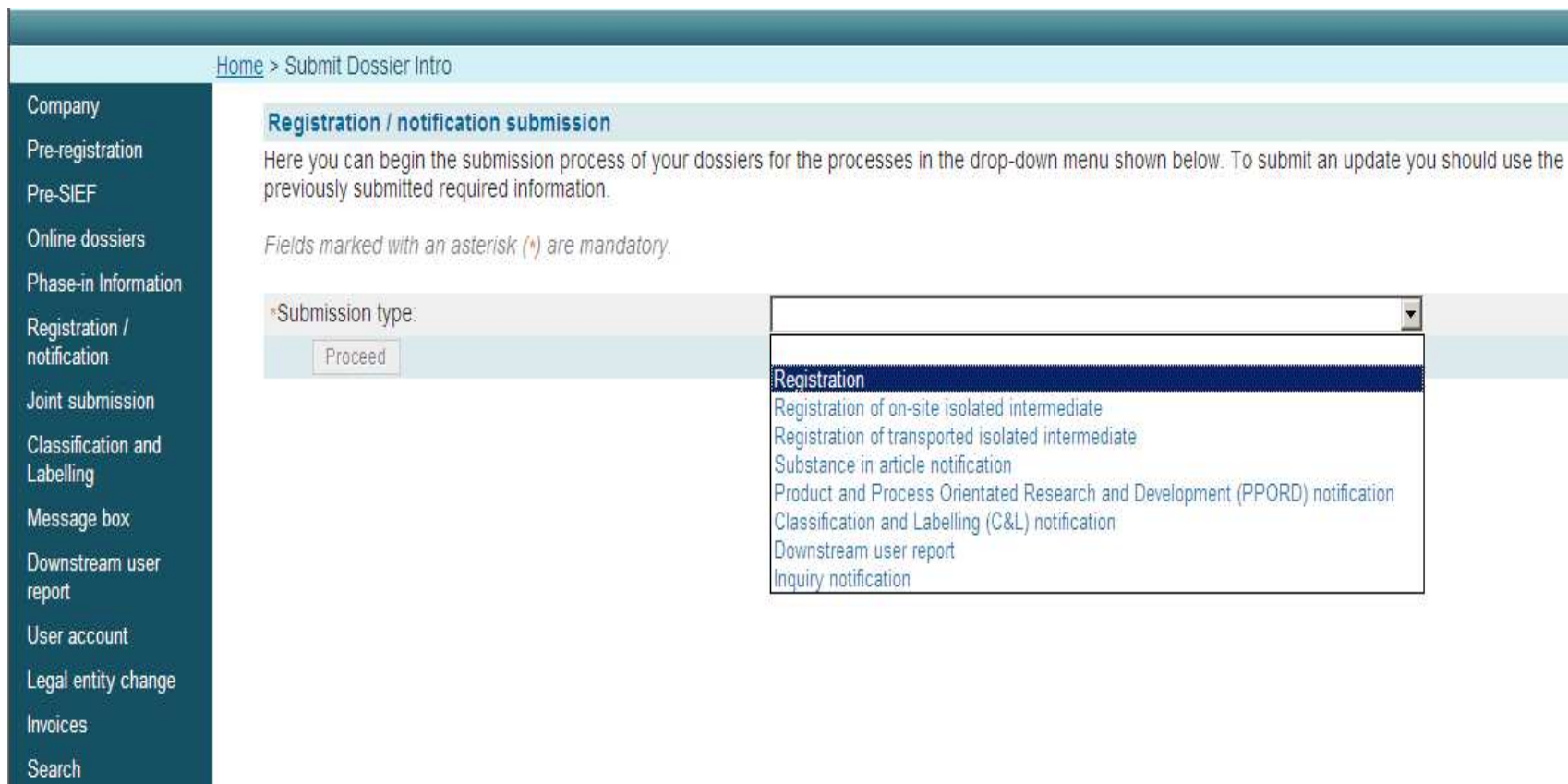
Step 1: Menu item Registration/notification, select Submit registration/notification



The screenshot displays a user interface with a dark teal sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The 'Registration / notification' item is highlighted in light blue. A secondary menu is open to its right, listing: View registration / notification, Submit registration / notification (highlighted with a red border and a mouse cursor), Claim Notified Substance, Cease Manufacture, Restart Manufacture, and Reference Number History. The main content area shows a 'Home' header, a welcome message 'Welcome Company New.', a notification 'You have 0 unread message(s) in your message box.', and a connection timestamp 'You last connected on 2012-10-02 16:41:11.0.'

Dossier submission (5)

Step 2: Select correct dossier type



The screenshot shows the ECHA dossier submission interface. At the top, there is a breadcrumb trail: [Home](#) > [Submit Dossier Intro](#). On the left, a dark teal sidebar contains a list of navigation options: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification (highlighted), Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The main content area has a light blue header with the text "Registration / notification submission". Below this, a paragraph explains that users can begin the submission process for various dossier types, and that fields marked with an asterisk (*) are mandatory. A "Submission type:" label is followed by a dropdown menu. The dropdown is open, showing a list of options: "Registration" (highlighted in dark blue), "Registration of on-site isolated intermediate", "Registration of transported isolated intermediate", "Substance in article notification", "Product and Process Orientated Research and Development (PPORD) notification", "Classification and Labelling (C&L) notification", "Downstream user report", and "Inquiry notification". A "Proceed" button is located below the dropdown menu.

Dossier submission (6)

Step 3: Read the declaration and check the box to accept it (and enter joint submission name if applicable)

Submission screen differs depending on the dossier

Home > Submit Dossier Intro

Registration / notification submission

Here you can begin the submission process of your dossiers for the processes in the drop-down menu shown below. To submit an update you should use the same process as for the initial submission. The new dossier submitted as an update must also contain all the previously submitted required information.

Fields marked with an asterisk (*) are mandatory.

*Submission type:

Purchase order:

The submitting party declares that the submitted information is correct and appropriate for registration/ notification under Regulation (EC) No 1907/2006.

The submitting party acknowledges that any further communication or decision from ECHA in relation to this submission will be notified to its REACH-IT Message box. As such communications/decisions may require further action from the submitting party within strict deadlines, it is important that the submitting party consults its REACH-IT account in regular intervals to ensure compliance with its legal obligations.

*Declaration: The party understands that the company size category entered into REACH-IT is always to be determined in accordance with the Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises (SME). For Only Representatives the pertinent assessment of whether the fee reduction for SMEs applies is determined by the relevant data of the enterprise that is represented by that OR.

The submitting party declares that it is aware that once it pays a reduced fee claiming to qualify for an SME category, ECHA may, at any time, verify the size category declared at the time of each submission. Should the submitter not be able to demonstrate its eligibility for the SME fee reduction during such a verification procedure, ECHA will levy the appropriate fee as well as an administrative charge according to Article 74 of the REACH Regulation and Commission Regulation (EC) No 340/2008 on the fees and charges payable to the European Chemicals Agency. For further information consult the SME page on the support section of ECHA's website.

Please be aware that, in accordance with Article 119 of the REACH Regulation, certain information from the registration dossier submitted here will be published on the ECHA website without further notice. You are advised to use the IUCLID 5 Dissemination plugin (available from <http://iuclid.echa.europa.eu>) to preview which information will be published.

Joint submission

Related to a joint submission:

Dossier submission (7)

Step 4: Upload file and submit dossier

Home > [Submit Dossier Intro](#) > Submit External Dossier

Registration


Please pick here using the "Browse" button the file which contains your dossier (your file should have been created using IUCLID 5 and have the extension ".i5z")

File name:

File names should not contain special characters.

Enter the text shown:

Can't read the text below? [Try another](#)



Access code for large files

For the submission of a file larger than 20 MB, please [request a large file access code](#) before submission.

If you have an access code for a large dossier, please, enter it here

Large file access code:

Dossier submission (8)

Step 5: Confirm submission

Home > [Submit Dossier Intro](#) > Confirm Dossier Submission

Company	Confirm Dossier Submission	
Pre-registration	Dossier type:	Registration
Pre-SIEF	Dossier file name:	triphenylarsine.i5z
Online dossiers	Organisation Name:	
Phase-in Information	Company size:	Large
Registration / notification	Invoice Contact Name:	Henry Smith
Joint submission	Joint submission	
Classification and Labelling	Related to a joint submission:	Yes
Message box	Joint submission name:	JS_Substance
Downstream user report	<input type="button" value="Confirm submission"/>	<input type="button" value="Cancel submission"/>
User account		
Legal entity change		
Invoices		
Search		

Dossier submission (9)

You have successfully uploaded your dossier!

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Data sharing information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search

Your dossier has been successfully uploaded. Please find below the preliminary submission number.

Registration

Preliminary submission number

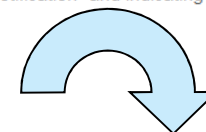
Your dossier has received the following preliminary submission number: **KQ146005-33**

A report indicating the status of this dossier will be available in your [Message box](#) shortly. Please use this preliminary submission number if you need to contact the Agency about this dossier, until you receive a submission or reference number.

Your dossier is under examination by our IT systems to ensure that as a valid dossier it can be correctly processed. Following the successful completion of this task you will receive a subsequent message confirming the submission and providing you with a submission date and submission number.

You will receive the reference number upon successful processing of this dossier by ECHA's systems.

At any time you can also consult the status of your dossier and the report in the menu "Registration/notification \ View registration/notification" and indicating your (preliminary) submission number to retrieve it.



Yes	File under examination (KQ146005-33) - Registration (reg.)			
-----	---	--	--	--

Your dossier is under examination by our IT systems.
Preliminary submission number: KQ146005-33
Dossier type: Registration (regular)
File name: REG JS lead 400-330-9.i5z

[Download submission report](#)
[Go to dossier](#)

Your dossier is under examination by our IT systems to ensure that it is a valid dossier and it can be processed correctly. Following the successful completion of this task you will receive a subsequent message confirming your submission and providing you with a submission date and submission number.

Dossier submission (10)

The Lead registrant may submit the Lead dossier:

- after the joint submission has been created.

A member may submit the member dossier:

- after the joint submission has been created,
- membership has been confirmed and
- the Lead has submitted the Lead dossier

Lead Dossier information

Lead Dossier submitted:



Dossier submission (11)

Submission report

Submission Report - BN126327-40

Submission report	
Dossier type:	Registration
Submission number:	BN126327-40
Reference date:	18/02/2011
Reference number:	01-2114085935-35-0000
Submission date:	18/02/2011
Current state:	Complete

Submitted information	
Tonnage band:	Between 100 to 1000 tonnes/year
On-site isolated intermediates tonnage band:	-
Transported isolated intermediates tonnage band:	-
Is phase in:	No
Purchase order:	-
Fee waiver:	No
Dossier file name:	Case 11.i5z

Substance Information	
Substance name:	[242-005-2] butamirate
Substance constituents	

EC number	CAS number	Chemical name
214-302-7	1120-24-7	decylidimethylamine
201-665-1	86-35-1	ethotoin

Dossier content	
Dossier submission remark	
Remark:	
Dossier information	
Dossier UUID :	IUC5-fb184118-3186-4cb0-87f7-75ef788ab095
Dossier creator:	-
Dossier subject	
Name given by the dossier creator:	Case 11
Submitting legal entity:	San Pelayo S.A.
Submitting legal entity UUID:	IUC5-585e45bf-01e9-4809-ab47-f54f7837d1c2

Type of submission	
Submission of an update	
Is the submission an update?:	No

Fee calculation information	
Joint submission:	No
Company Size:	Large
Invoice contact name:	Alexis Quintana-Sáinz
Declaration:	No
Number of study summaries/robust study summaries:	-
List of study summaries/robust study summaries:	-
Justification(s) for the above confidentiality claim(s):	-

Passed Tasks			
No.	Task	Remark	Result
1.	Virus check	-	Succeeded
2.	File format validation	-	Succeeded
3.	Check XML structure	-	Succeeded
4.	Enforce Rules	-	Succeeded
5.	Store Dossier	-	Succeeded
6.	Create Substance Identity	-	Succeeded
7.	Assign MSCAs	-	Succeeded
8.	Technical Completeness Check	-	Succeeded
9.	Pay Submission Fee	-	Succeeded
10.	Overall Completeness Check	-	Succeeded
11.	Issue Reference Number	-	Succeeded
12.	End of Pipeline Activities	-	Succeeded
13.	Data Dissemination	-	Skipped
14.	Trigger WorkFlow	-	Succeeded

Dossier submission (12)

File format validation

No.	Task	Remark	Result
1.	Virus check	-	Succeeded
2.	File format validation	-	Failed

Typical problems registrants may have:

- IUCLID 5 substance dataset is submitted instead of a dossier
- Other than i5z-file created by IUCLID is submitted

Dossier submission (13)

Business rules

No.	Task	Remark	Result
1.	Virus check	-	Succeeded
2.	File format validation	-	Succeeded
3.	Check XML structure	-	Succeeded
4.	Enforce Rules	-	Failed

Init/Update	Failed
Rule Name: BR040 Rule Level: Mandatory Rule Result: Not Satisfied Rule Message: You are expected to submit an update but the given reference number in the dossier (IUCLID 5 section 1.3) is not correct.	Failed

- a set of pre-requisites that the dossier must fulfill before ECHA can establish that it can be handled properly
 - Administrative
 - Technical

[▼Hide](#) Yes Decision made by the Agency. (LK143220-51) 02/10/2012 15:52

Your dossier cannot be processed. Further information can be found in the report.

Preliminary submission number: LK143220-51
 Dossier type: Registration (regular)
 File name: test2oct-7.i5z

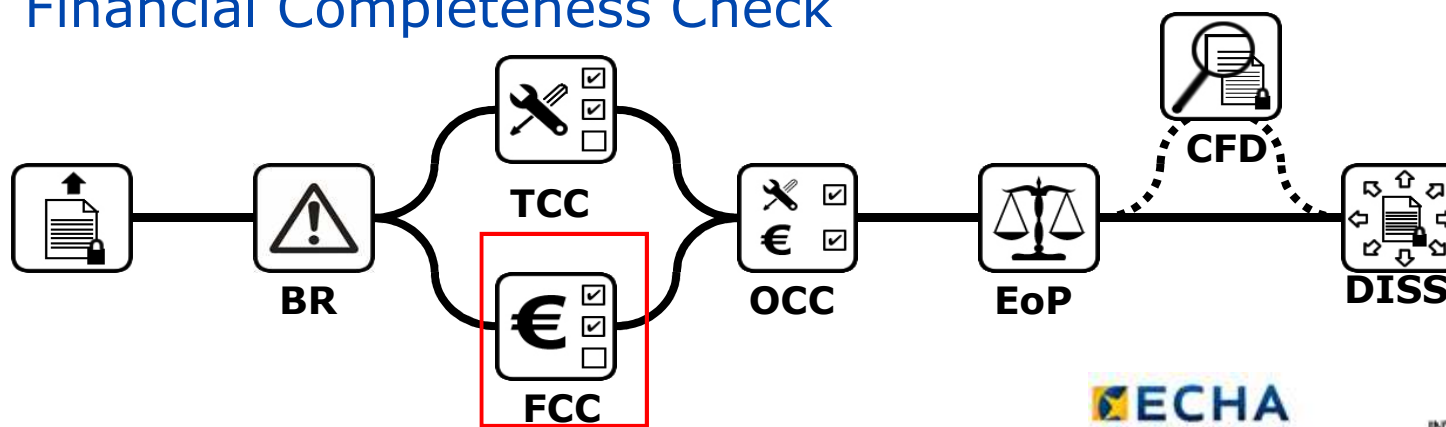
[Download submission report](#)
[Go to dossier](#)

The related communication to your dossier has been received.
 The communication number is [SUB-C-2114101611-70-01/E](#)
 The communication was: REJECT

[Download communication information](#)

Dossier submission (14)

Financial Completeness Check



Message to Registrants REACH-IT message box

[Hide](#) Yes Invoice has been opened - VJ143221-41

An invoice has been issued and can be downloaded from the 'Inv'

[Download invoice](#)

Reference number: 10005031



INVOICE

San Pelayo S.A. Invoice No. 10005031
 San Pelayo S.A. Date of invoice 02.10.2012
 San Pelayo Customer ID No. IUCS-565e45bf-01e9-4809-
 0000 - Labasola a647-6547637d1c2
 Spain Customer VAT ES-000-000-000

This invoice concerns the fees and charges under the REACH Regulation[1] REACH Fee Regulation[2] or the CLP Regulation[3] CLP Fee regulation[4] to San Pelayo S.A.

This is the original invoice and is deemed valid without a signature. Directive 2008/113/EC on the common system of VAT does not apply to the fees and charges in application of the REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.

Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: VJ143221-41 Purchase order : test2x3-7 Registration, initial submission, Individual Submission, Non-SME Fee for registration of transported intermediates	1.600,00	
	Total for the fees or charges		1.600,00
		Total (EUR)	1.600,00
		Amount paid (EUR)	0,00
		Total Outstanding (EUR)	1.600,00

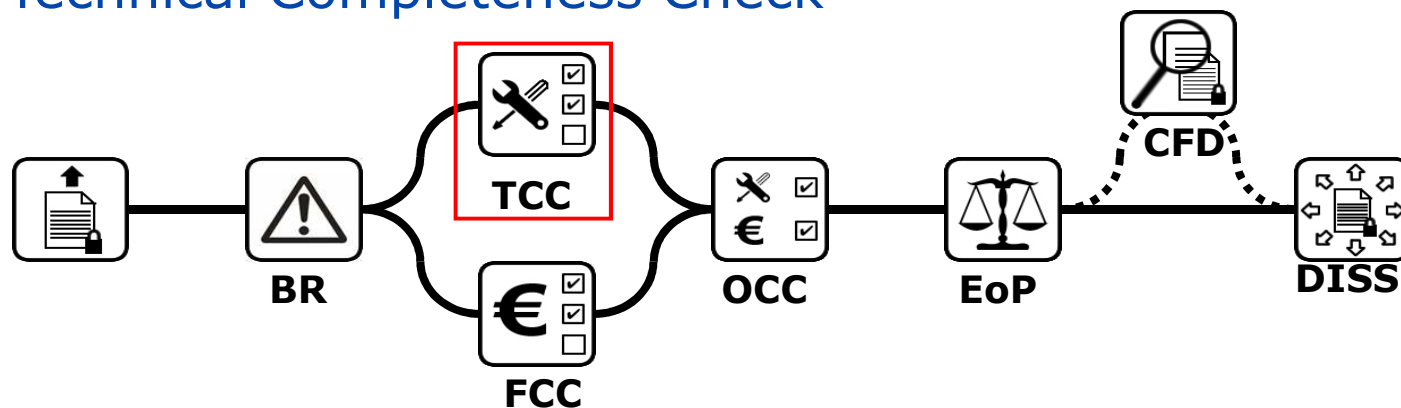
Payment details:

Bank: Pohjola Bank P.O. Box 308, FIN-00013 POHJOLA Finland
 Account number: 50000120243549
 IBAN Code: FI98 5000 0120 2433 49
 BIC/SWIFT code: OKOYF333
 Payment Reference: 10005031
 Due date: 03.10.2013

Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number

Dossier submission (15)

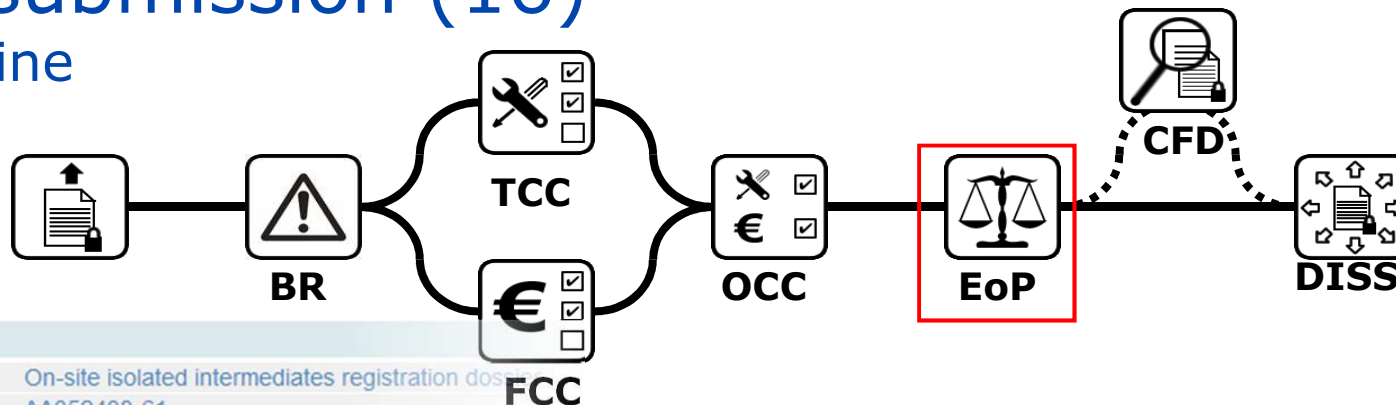
Technical Completeness Check



- If TCC fails, registrant has to submit a Requested update
TCC may fail only once
- If the dossier fails the TCC second time, it will be rejected- -
No reimbursement of the fee

Dossier submission (16)

End of Pipeline



Submission report

Dossier type:	On-site isolated intermediates registration dossier
Submission number:	AA352408-61
Reference date:	15/10/2010
Reference number:	
Upload date:	05/11/2012
Submission date:	05/11/2012
Current state:	Complete
Is affected by upcoming legal deadline:	No

No.	Task	Remark	Result
1.	Virus check	-	Succeeded
2.	File format validation	-	Succeeded
3.	Check XML structure	-	Succeeded
4.	Enforce Rules	-	Succeeded
5.	Store Dossier	-	Succeeded
6.	Create Substance Identity	-	Succeeded
7.	Assign MSCAs	-	Succeeded
8.	Technical Completeness Check	-	Succeeded
9.	Pay Submission Fee	-	Succeeded
10.	Overall Completeness Check	-	Succeeded
11.	Issue Reference Number	-	Succeeded
12.	End of Pipeline Activities	-	Succeeded
13.	Data Dissemination	-	Skipped
14.	Trigger WorkFlow	-	Succeeded

Online dossier creation (1)

- Online dossier creation:
 - Inquiry notification
 - Classification and Labelling (C&L) notification
- **Potential registrants** of non-phase-in substances or phase-in substances that were not pre-registered **have to inquire** from ECHA whether a registration has previously been submitted for the same substance. They also have to inform ECHA of their **information needs** so that the available data can be shared among the registrants.
- Companies must also inform ECHA of the **additional information** that they would require for an update of a registration due to a tonnage band increase.

REACH-IT Industry User Manual – Part 11: Online dossier creation and submission for inquiries

Online dossier creation (2)

- **CLP** applies to manufacturers, importers, users or distributors of chemical substances or mixtures. They must classify, label and package any substance or mixture, regardless of its annual tonnage, in accordance with the CLP Regulation before they place it on the EU market.

Minimum information required for on-line C&L notification:

- Substance identity and composition (mono-constituent):
- Classification and Labelling
- Submission as a group of Manufacturers/Importers
- Contact information
- Information in case of update (notification number, EC or list number)

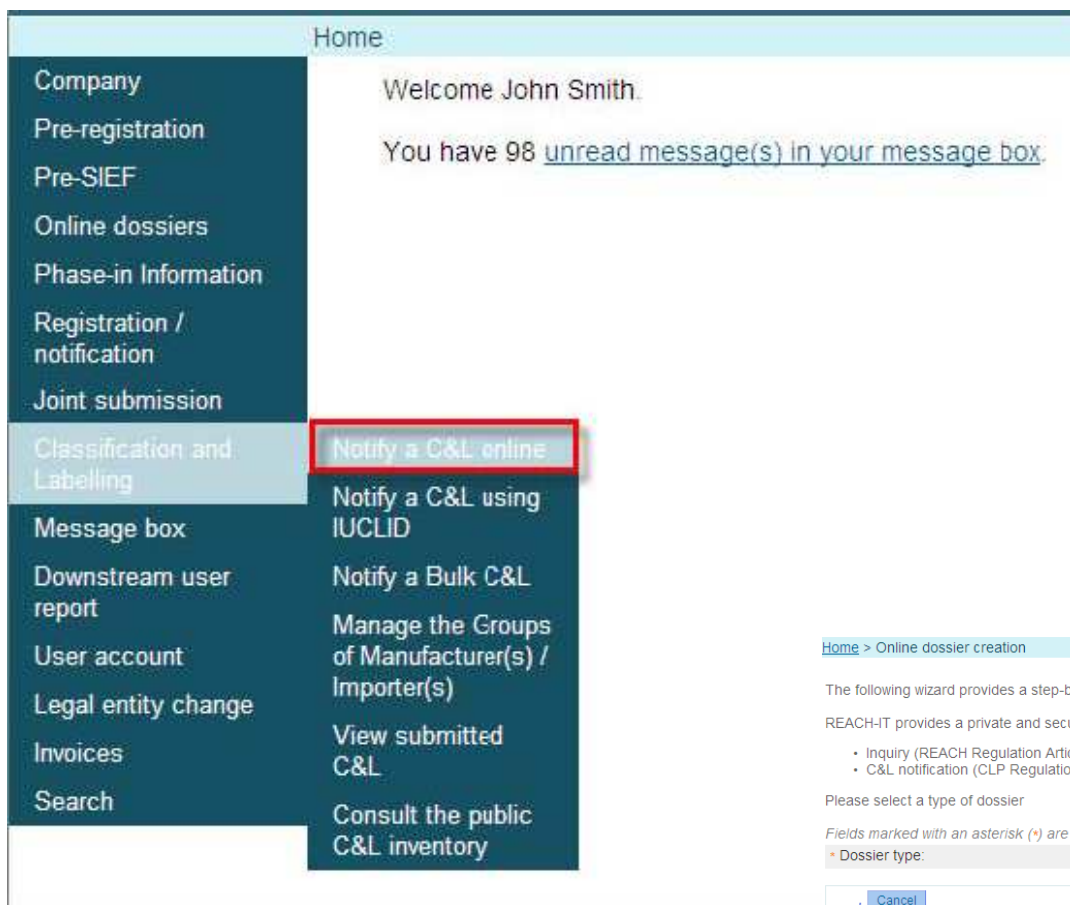
REACH-IT Industry User Manual – Part 16: How to create and submit a C&L notification using the REACH-IT online tool

Online dossier creation (3)

- In the online C&L notification module **you can:**
 - Create and update a C&L notification (substance with one composition and one C&L)
 - Update a C&L notification previously submitted in bulk, online or via IUCLID5
 - Respect a C&L already harmonised and classify other hazard classes or differentiations not (yet) harmonised
 - Agree with a C&L already notified or registered by another company
- In the online C&L notification module **you cannot:**
 - Create or update a C&L notification for a substance with more than one composition and/or more than one C&L – you shall submit a C&L notification prepared in IUCLID5!
 - Update the C&L section from a registration dossier – you shall submit a registration dossier update!
 - Claim confidentiality on the IUPAC name of your substance - you shall submit a C&L notification prepared in IUCLID5!
 - Update a C&L if you are a member of a group of MI – only the submitting company can update the notification

Online dossier creation (4)

Step 1: Menu item Classification and Labelling, select Notify a C&L online (or Online dossier, select Online dossier creation and submission)

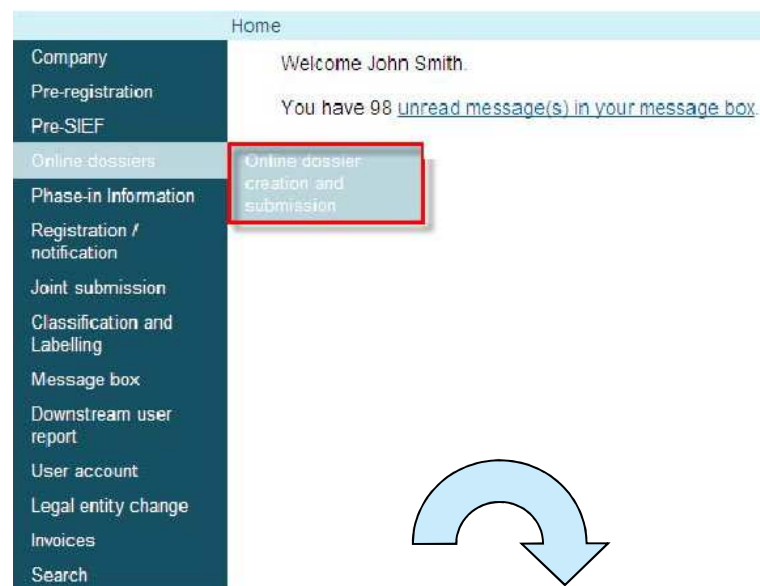


Home

Welcome John Smith.

You have 98 [unread message\(s\) in your message box.](#)

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Phase-in Information
- Registration / notification
- Joint submission
- Classification and Labelling**
 - Notify a C&L online**
 - Notify a C&L using IUCLID
 - Notify a Bulk C&L
 - Manage the Groups of Manufacturer(s) / Importer(s)
 - View submitted C&L
 - Consult the public C&L inventory
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search

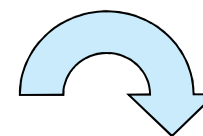


Home

Welcome John Smith.

You have 98 [unread message\(s\) in your message box.](#)

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers**
 - Online dossier creation and submission**
- Phase-in Information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search



Home > Online dossier creation

The following wizard provides a step-by-step guide to creating and submitting an online dossier in REACH-IT.

REACH-IT provides a private and secure web space for creating and storing dossiers online. This option is currently restricted to the following dossier types:

- Inquiry (REACH Regulation Article 12(2) and Article 26)
- C&L notification (CLP Regulation Article 40)

Please select a type of dossier

Fields marked with an asterisk (*) are mandatory.

* Dossier type:

- Inquiry
- C&L notification

Online dossier creation (5)

Step 2: Select whether to create a new C&L, or to continue with an existing C&L you have not yet submitted, or to update a C&L notification; name a new dossier

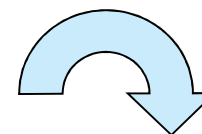
Home > [Online dossier creation](#) > C&L notification > Dossier selection

You have selected to work with **C&L notification** dossier.

You have three possibilities to create an online dossier in REACH-IT:

- Create a new dossier
- Continue/finish the creation of a dossier
- Update a completed submission?

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



Home > [Online dossier creation](#) > C&L notification > Dossier selection

You have selected to work with **C&L notification** dossier.

You have three possibilities to create an online dossier in REACH-IT:

- Create a new dossier
- Continue/finish the creation of a dossier
- Update a completed submission?

Please specify a name for your dossier (e.g., trade name, short chemical name)

Fields marked with an asterisk () are mandatory.*

Dossier type: C&L notification

* Name of new dossier:

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

Online dossier creation (6)

Step 3: Select the C&L notification type

[Home](#) > [Online dossier creation](#) > [C&L notification](#) > [Notification type](#)

Company
Pre-registration
Pre-SIEF
Online dossiers
Data sharing information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Legal entity change
Invoices
Search

Please specify if you want to submit a C&L notification for a substance which has already a harmonised Classification and labelling, ie a substance is listed in Part 3 of Annex VI to the CLP regulation; or if you want to submit a self-classification, ie for a substance not listed in Part 3 of Annex VI to the CLP regulation (hover the mouse pointer over the question mark symbol for further information):

Fields marked with an asterisk () are mandatory.*

Dossier name: Methanol

* Type of notification:

- C&L notification for a substance not listed in Annex VI to CLP ?
- C&L notification for a substance already listed in Annex VI to CLP ?

[Save and close](#) [Next >>](#)

Online dossier creation (7)

Step 4: Select the substance type

Home > Online dossier creation > C&L notification > Substance type

Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
User account
Inventories
Legal entity change
Invoices
Search

Please specify the type of the substance you wish to submit a C&L notification for (hover the mouse pointer over the question mark symbol for further information):

Fields marked with an asterisk () are mandatory.*

Dossier name: Methanol

C&L notification type: C&L notification for a substance not listed in Annex VI to CLP.

* Type of substance:

- Mono-constituent substance ?
- Multi-constituent substance ?
- UVCB substance ?

Form of the substance:

- Gaseous
- Liquid
- Solid
- Powder
- Nanomaterial
- Other:

Please note that further Guidance on identification and naming of substance under REACH can be found at http://guidance.echa.europa.eu/docs/guidance_document/substance_id_en.pdf.

Save and close Next >>

Online dossier creation (8)

Step 5: Substance identity and composition (mono-constituent)

Company | Substance identity | Optical information | C&L | MI Group | Contact | Validation

Pre-registration
Pre-SIEF
Online dossiers
Data sharing information
Registration / notification
Joint submission
Classification and Labelling
Message box
Downstream user report
User account
Legal entity change
Invoices
Search

According to Article 2(7) of the CLP Regulation a substance is a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Please specify:

- IUPAC name and EC number of the substance; OR
- IUPAC name and CAS number of the substance; OR
- IUPAC name and Molecular formula and Molecular weight range and Structural formula.

Please specify the identity of your substance

Fields marked with an asterisk (*) are mandatory.

General information

Dossier name: Methanol
C&L notification type: C&L notification for a substance not listed in Annex VI to CLP
Substance type: Mono-constituent substance

Degree of purity

* Degree of purity: [dropdown] [input] [dropdown] [input] [dropdown] [input]

Main constituent

EC information [Search EC inventory...](#)

EC number:
EC name:

CAS information [?](#)

CAS number:
CAS name:

IUPAC information

International Chemical Identification: [?](#)

* IUPAC name:
Trade name:

Concentration

* Typical concentration: [dropdown] [input] [dropdown] [input]

Molecular and structural information

Molecular formula: [?](#)
Molecular weight range: [dropdown] [input] [dropdown] [input]
SMILES notation:
Structural formula: [Attach image file...](#)

Remarks:

Impurities [Add Impurity...](#)
Additives [Add Additive...](#)

Online dossier creation (9)

Step 6: Specify the optical activity

Home > [Online dossier creation](#) > C&L notification > Optical information

[Substance identity](#) [Optical information](#) [C&L](#) [MI Group](#) [Contact](#) [Validation](#)

Provide information on optical activity and typical ratio of (stereo) isomers of your substance if applicable and appropriate, otherwise please state "substance is not optically active".

Fields marked with an asterisk (*) are mandatory.

General information

Dossier name: Formaldehyde
C&L notification type: C&L notification for a substance not listed in Annex VI to CLP.
Substance type: Mono-constituent substance

Optical activity information:

*Optical activity: Substance not optically active
 Substance optically active [?](#)

*Please specify the measure of the degree of optical activity:

[< < Previous](#)

[Save and close](#)

[Next > >](#)

Online dossier creation (10)

Step 7: Specify the Classification and Labelling (C&L already present in the inventory)

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Data sharing information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search

[Substance identity](#)
[Optical information](#)
[C&L](#)
[MI Group](#)
[Contact](#)
[Validation](#)

Please find below the existing entries in the C&L inventory related to the substance you want to notify.

Check if you agree with one of the proposed C&L or if you want to notify a different C&L.

Please note that harmonised classification has to be respected and you should not modify any of those hazard classes/differentiations. If the substance has a harmonised classification for some hazard classes/differentiations you should classify for other hazards according to available and reliable data.

General information




Dossier name: Methanol
 C&L notification type: C&L notification for a substance not listed in Annex VI to CLP.
 Substance type: Mono-constituent substance

Substance identity

EC number	CAS number	IUPAC name
200-659-6	67-56-1	methanol

C&L already present in the inventory

Harmonised C&L [?](#)

Select	Classification		Labelling				SCL	M-Factor	Note
	Hazard category	Hazard statement code	Pictogram	Signal word	Hazard statement code	Suppl. Hazard statement code			
<input checked="" type="checkbox"/>	Flam. Liq. 2 Acute Tox. 3* Acute Tox. 3* Acute Tox. 3* STOT SE 1	H225 H301 H311 H331 H370**	  	Dgr	H225 H331 H311 H301 H370**		* STOT SE 1 H370; C>=10% STOT SE 2 H371; 3%>=C<10%		Expand

- I selected one of the proposed C&L and I agree with it
 I want to notify a different C&L

[<< Previous](#)
[Save and close](#)
[Next >>](#)

Online dossier creation (11)

Step 8: Specify if the submission is made on behalf of a group of MI

Home > Online dossier creation > C&L notification > Group of Manufacturer(s) or Importer(s)

Company | Substance identity | Optical information | C&L | MI Group | Contact | Validation

Pre-registration

Pre-SIEF

Online dossiers

Phase-in Information

Registration / notification

Joint submission

Classification and Labelling

Message box

User account

Inventories

Legal entity change

Invoices

Search

General information

Dossier name: Methanol

C&L notification type: C&L notification for a substance not listed in Annex VI to CLP.

Substance type: Mono-constituent substance

If the notifier of this C&L notification is a group of Manufacturer(s)/Importer(s), you shall select it from the list below. You are invited to specify the quantity (including the year), of the substance for which you notify. Click on next to proceed with your notification.

Please find below the list of group of Manufacturer(s)/Importer(s) that you have already created in REACH-IT and who can notify to ECHA the C&L under the CLP regulation. If you want to view and/or update the information related to a group (member of the group, member details...), click on the group's name.

You can also [create a new group of Manufacturer\(s\)/Importer\(s\)](#) ? if needed.

Select	Group name	Last update
<input checked="" type="radio"/>	Group 02	
<input type="radio"/>	Group 01	

[Click here to deselect the currently selected group.](#)

Quantity Notified

Quantity notified: ? (Select Quantity) Year:

<< Previous Save and close Next >>

Online dossier creation (12)

Step 9: Specify a contact

Home > Online dossier creation > C&L notification > Contact

Company | Substance identity | Optical information | C&L | MI Group | **Contact** | Validation

Pre-registration

Pre-SIEF

Online dossiers

Data sharing information

Registration / notification

Joint submission

Classification and Labelling

Message box

Downstream user report

User account

Legal entity change

Invoices

Search

You can select one of the following contact persons. The name of the contact person, his/her contact details and the company name might be made available to other notifiers of this substance.

If no contact person is selected, your company name and contact details might be made available to other notifiers of this substance.

You can also [create a new contact person](#)

You may [deselect](#) the contact currently included in your substance.

Fields marked with an asterisk () are mandatory.*

General information

Dossier name: Methanol

C&L notification type: C&L notification for a substance not listed in Annex VI to CLP.

Substance type: Mono-constituent substance

Contact person

Select	Last Name	First Name	Phone number	Email
<input checked="" type="radio"/>	K	M	+386	
<input type="radio"/>	R	M	+386	
<input type="radio"/>	P	U	+386	

<< Previous | Save and close | **Next >>**

Online dossier creation (13)

Step 10: Validate the content of your C&L notification

[Home](#) > [Online dossier creation](#) > C&L notification > Validation

[Substance identity](#) | [Optical information](#) | [C&L](#) | [MI Group](#) | [Contact](#) | **Validation**

Please verify your information before submitting your C&L. You can go back to each section if corrections are needed.

[Substance identity](#) | [Optical information](#) | [C&L](#) | [MI Group](#) | [Contact](#)

General information

Dossier name:	Methanol
C&L notification type:	C&L notification for a substance not listed in Annex VI to CLP.
Substance type:	Mono-constituent substance

Substance identity

Degree of purity

Degree of purity:	>= 98 <= 100 % (w/w)
-------------------	----------------------

Main constituent

EC information

EC number:	200-659-6
EC name:	methanol

CAS information

CAS number:	67-56-1
CAS name:	

IUPAC information

International Chemical Identification:	
IUPAC name:	methanol
Trade name:	

Concentration

Typical concentration:	<= 99 % (w/w)
------------------------	---------------

Molecular and structural information

Molecular formula:	CH4O
Molecular weight range:	
SMILES notation:	
Structural formula:	
Remarks:	

Impurities

Additives

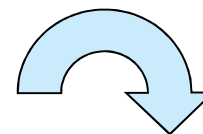
Online dossier creation (14)

Step 11: Submit your C&L notification

[Go to the Group of MI section](#)

Contact person

[Go to the Contact person section](#)




Home > [Online dossier creation](#) > C&L notification > Validation

Please enter the text below for the system to proceed with your submission.

• Enter the text shown:

Can't read the text below? [Try another](#)



- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Data sharing information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search

Online dossier creation (15)

Step 12: Conclusion

Home > [Online dossier creation](#) > C&L notification > Conclusion

Company

Pre-registration

Pre-SIEF

Online dossiers

Data sharing information

Registration / notification

Joint submission

Classification and Labelling

Message box

Downstream user report

User account

Legal entity change

Invoices

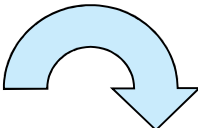
Search

The dossier corresponding to your data has been compiled and submitted to ECHA. That submission has received the following preliminary submission number: **BU146123-34**

A submission report indicating the status of this submission will be available in your **Message box** shortly.

Please use this preliminary submission number if you need to contact the Agency about this submission.

You will receive a reference number upon successful processing of this submission by ECHA (check your message box).



Dossier reached end of the pipeline (BU146123-34)	14/02/2013 14:37		User
<p>Dossier type: Classification and Labelling (C&L) Submission date: 14/02/2013 14:36 File name: BU146123-34.i5z</p> <p>Go to dossier Download submission report</p> <p>Reference number: 02-2114092456-42-0000 Reference date: 14/02/2013 14:36</p>			
Submitted online dossier (BU146123-34)	14/02/2013 14:36		User
<p>Completed online dossier creation. Preliminary submission number: BU146123-34 Substance name: Methanol</p> <p>Click on the link below to download your submitted dossier in a IUCLID substance dataset format. Please note, that the IUCLID substance dataset can be then only uploaded to the latest version of IUCLID. The latest version of IUCLID is currently available on the IUCLID web site.</p> <p>Download the submitted dossier in the IUCLID 5 substance dataset format</p>			
File under examination (BU146123-34) - C&L	14/02/2013 14:36		User
<p>Your dossier is under examination by our IT systems. Preliminary submission number: BU146123-34 Dossier type: Classification and Labelling (C&L) File name: BU146123-34.i5z</p> <p>Download submission report Go to dossier</p> <p>Your dossier is under examination by our IT systems to ensure that it is a valid dossier and it can be processed correctly. Following the successful completion of this task you will receive a subsequent message confirming your submission and providing you with a submission date and submission number.</p>			

Legal Entity (LE) changes (1)

- **LE change process:** transferring items from the originating LE to the legal successor due to a change in legal personality
- **Originating LE:** LE in possession of the items before the LE change
- **Legal successor:** LE which takes over the possession of the items as a result of LE change
- **Item:** pre-registrations, registrations, notifications and inquiries which can be transferred from the originating LE to the legal successor in the LE change process. Each item has as a unique identifier - reference number.
- **Item list:** list of items to be transferred from the originating LE to the legal successor. The item list is created during the creation of the LE change in REACH-IT.

REACH-IT Industry User Manual – Part 17: Legal entity change

Legal Entity changes (2)

Change of legal personality:

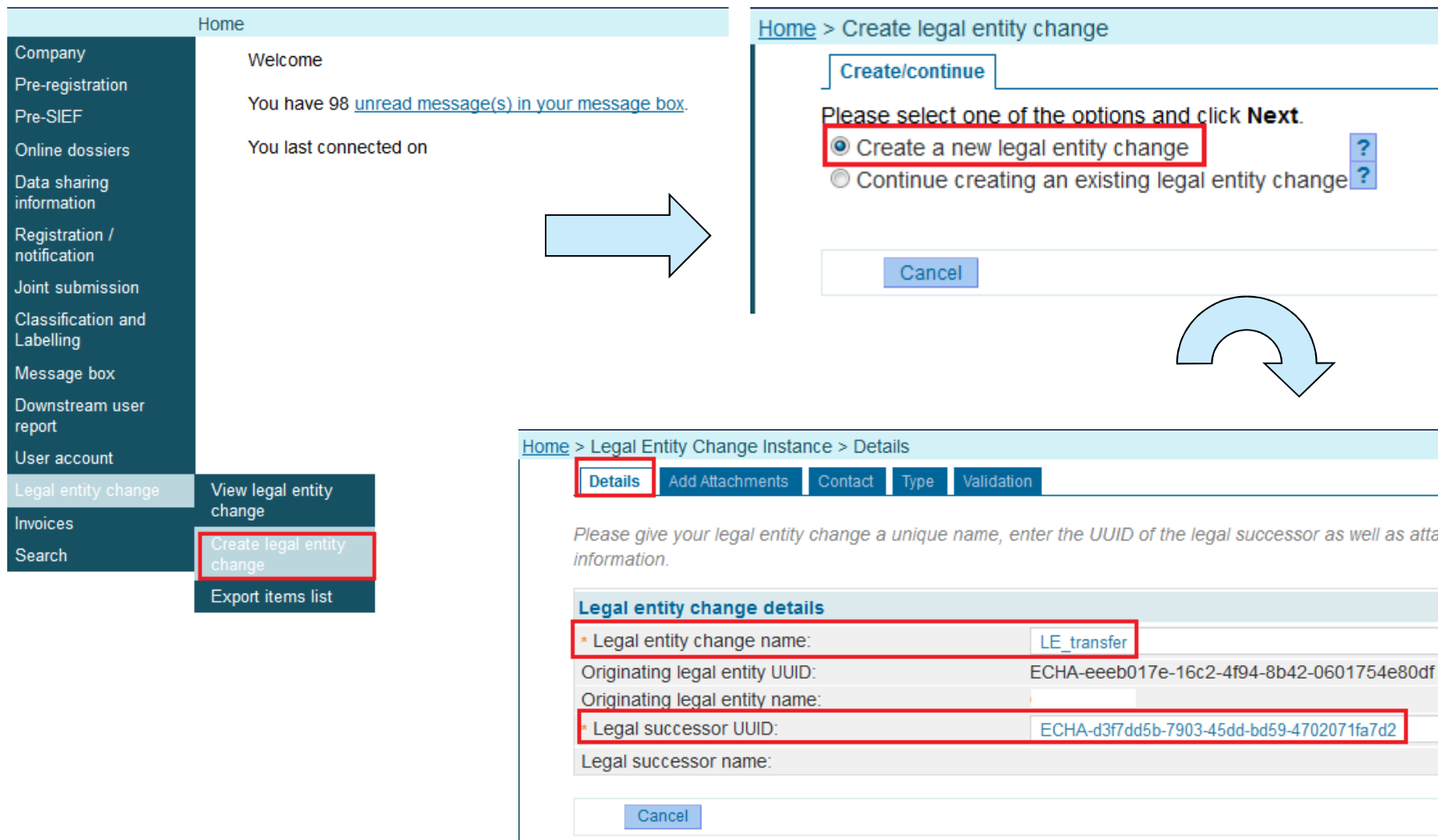
- **Merger or company split** - the originating legal entity that has submitted information to ECHA ceases to own a pre-registration, registration, notification or inquiry due to either a merger or a company split.
- **Change of only representative (OR)**

LE change process overview:

- **LEA** creates a LE change in REACH-IT
- **LEB** reviews the LE change
- (if needed) LEB requests LEA to update LE change
- (if needed) LEA updates LE change as requested by LEB
- **LEB** validates the LE change
- (if needed) an invoice for the LE change is created and sent to LEB
- (if needed) **LEB** pays the invoice
- Items are transferred from LEA to LEB
- (if needed) if LEB does not pay the invoice within the extended payment due date, the LE change is rejected and the items are not transferred

Legal Entity changes (3)

1. LEA creates a LE change in REACH-IT (1)



The screenshot illustrates the process of creating a legal entity change in REACH-IT. It is divided into three main sections:

- Home Page:** Shows a navigation menu on the left with options like 'Company', 'Pre-registration', 'Pre-SIEF', 'Online dossiers', 'Data sharing information', 'Registration / notification', 'Joint submission', 'Classification and Labelling', 'Message box', 'Downstream user report', 'User account', 'Legal entity change', 'Invoices', and 'Search'. The 'Legal entity change' menu item is highlighted, and a sub-menu is open showing 'View legal entity change', 'Create legal entity change' (highlighted with a red box), and 'Export items list'. A blue arrow points from this menu to the next screen.
- Create legal entity change Page:** The breadcrumb is 'Home > Create legal entity change'. It features a 'Create/continue' button and a prompt: 'Please select one of the options and click **Next**.' There are two radio button options: 'Create a new legal entity change' (selected and highlighted with a red box) and 'Continue creating an existing legal entity change'. A 'Cancel' button is at the bottom. A blue arrow points from this screen to the details page.
- Legal Entity Change Instance > Details Page:** The breadcrumb is 'Home > Legal Entity Change Instance > Details'. It has tabs for 'Details' (highlighted with a red box), 'Add Attachments', 'Contact', 'Type', and 'Validation'. A note says: 'Please give your legal entity change a unique name, enter the UUID of the legal successor as well as attach information.' Below is a form titled 'Legal entity change details' with the following fields:
 - * Legal entity change name: LE_transfer (highlighted with a red box)
 - Originating legal entity UUID: ECHA-eeeb017e-16c2-4f94-8b42-0601754e80df
 - Originating legal entity name: [empty field]
 - * Legal successor UUID: ECHA-d3f7dd5b-7903-45dd-bd59-4702071fa7d2 (highlighted with a red box)
 - Legal successor name: [empty field]A 'Cancel' button is at the bottom.

Legal Entity changes (4)

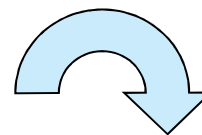
1. LEA creates a LE change in REACH-IT (2)

Home > Legal Entity Change Instance > Details

Details **Add Attachments** Contact Type Validation

Document title

<< Previous **Add an attachment**



Details **Add Attachments** Contact Type Validation

Declaration: The user declares that the information provided herein as evidence of the legal entity change is true, correct and not misleading.


Document title: Documentation

Supporting document:

File names should not contain special characters.

Comment:

Enter the text shown: ?



Can't read the text below? [Try another](#)

Contact tab: Specify a contact

Legal Entity changes (5)

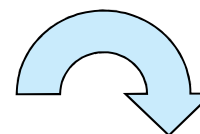
1. LEA creates a LE change in REACH-IT (3)

Home > Legal Entity Change Instance > Type

- Details
- Add Attachments
- Contact
- Type
- Items
- Validation

Please select the type of legal entity change. ?

- Merger
- Split
- Only representative change



Please select below how you wish to define the items to be transferred. ?

- Manual selection of items in REACH-IT
- Bulk upload of identified items

<< Previous

Home > Legal Entity Change Instance > Available Items

- Details
- Add Attachments
- Contact
- Type
- Items
- Validation

All Items | Selected items

This page allows you to search all your items which may be transferred to the successor. Please select items you wish to add to your item list and click on the **Add to item list** button. You can view the current item list on the **Selected items** tab.

Search available items criteria

Asset type: All

Reference number: 01-0000015000-93-0000

Submission date from:

Submission date to:

EC number:

CAS number:

Chemical name:

Search Clear

Select All | Select None

Select item type	EC number	CAS number	Substance name	Reference number	Submission date
<input checked="" type="checkbox"/>	Registration	400-010-9		01-0000015000-93-0000	17/01/2013

Add selected items

Legal Entity changes (6)

1. LEA creates a LE change in REACH-IT (4)

Home > Legal Entity Change Instance > Validation

Details | Add Attachments | Contact | Type | Items | **Validation**

Details | Contact

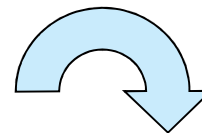
Legal entity change details

Legal entity change name:	LE_transfer
Legal entity change type:	Split (Manual selection of items in REACH-IT)
Originating legal entity :	ECHA-eeeb017e-16c2-4f94-8b42-0601754e80df
The UUID of the new legal entity:	ECHA-d3f7dd5b-7903-45dd-bd59-4702071fa7d2
Item list:	Download

Attachments

Document title	Attachment
Documentation	HR145782-19.pdf

Create legal entity change | Cancel



Home > Legal Entity Change Instance > Success

Your legal entity change has been successfully initiated in REACH-IT. In order to proceed you must provide the legal entity change name and token to the legal successor for him to be able to validate the contents of the legal entity change.

Legal entity change name: LE_transfer
Token: 1361448385503

Following successful validation of the legal entity change by the legal successor and, if needed, payment of the related fee, the legal entity change will be completed by transferring the listed items to the legal successor.

OK

Legal entity change successfully created

Name: LE_transfer
Creation date: 21/02/2013
Item list
Token: 1361448385503

Legal Entity changes (7)

2. LEB reviews the LE change (1)

Joint submission

Classification and Labelling

Message box

Downstream user report

User account

[Select All](#) | [Select None](#)

Select	Details	Read	Subject
<input type="checkbox"/>	▼ Hide	Yes	Legal entity change process initiated

A Legal Entity Change process has been initiated with your company. Please verify the [View legal entity change](#)

[Home](#) > [View legal entity change](#)

[Search legal entity change](#)

Search criteria

Claim status: Created

Claim name:

[Search](#)

Select Claim name	Party UUID
<input checked="" type="checkbox"/> LE_transfer	<p>Originating legal entity : ECHA-eeeb017e-16c2-4f94-8b42-0601754e80df</p> <p>Legal successor: ECHA-d3f7dd5b-7903-45dd-bd59-4702071fa7d2</p>



[Edit](#) [Delete](#) [Cancel](#)

[Home](#) > [Validate legal entity change](#) > [Details](#)

[Details](#) | [Legal entity change contact](#) | [Joint submission contact](#) | [Pre-SIEF contact](#) | [Representative](#) | [Validation](#)

Please enter the security token for the selected legal entity change and click "Validate" to continue.

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

Legal entity change name & token

* Legal entity change name: LE_transfer

* Token: 1361448385503 [Submit](#)

[Cancel](#)

Legal Entity changes (8)

2. LEB reviews the LE change (2)

Specify Legal entity contact, Joint Submission contact, Pre-SIEF contact and Third Party Representative (optional)

[Home](#) > [Validate legal entity change](#) > [Validation](#)

[Details](#) | [Legal entity change contact](#) | [Joint submission contact](#) | [Pre-SIEF contact](#) | [Representative](#) | [Validation](#)

[Details](#) | [Contact](#) | [Joint submission contact](#) | [Contact](#) | [Representative](#)

Legal entity change details

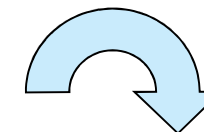
Declaration:	<input checked="" type="checkbox"/> The user declares that the information provided herein as evidence of the legal entity change is true, correct and not misleading.
Legal entity change name:	LE_transfer
Legal entity change type:	Split (Manual selection of items in REACH-IT)
Originating legal entity :	ECHA-eeeb017e-16c2-4f94-8b42-0601754e80df
The UUID of the new legal entity:	ECHA-d3f7dd5b-7903-45dd-bd59-4702071fa7d2
Token:	1361448385503
Company Size:	Micro
List of items :	Download
Purchase order:	

[Accept legal entity change](#) [Request update to legal entity change](#) [Cancel](#)

You are confirming the validation of legal entity change **LE_transfer** . If this is your intention, please click 'OK'.

If you wish to continue viewing/editing the legal entity change, please click 'Cancel'.

[OK](#) [Cancel](#)



Search legal entity change

You have successfully accepted legal entity change LE_transfer. If the legal entity change involves the transfer of chargeable items, an invoice will be issued and made available via your inbox. Only once payment of the invoice has been recorded will the item list be transferred to you as the legal successor. In case the legal entity change does not involve chargeable items, the item list will be transferred to you as the legal successor automatically by REACH-IT.

Legal Entity changes (8)

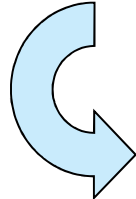
3. LEB pays the invoice

Invoice has been opened - [None]

An invoice has been issued and can be downloaded 1 UP

[Download invoice](#)

Reference number: 10006073



Invoice No. 10006073
Date of invoice 21.02.2013
Customer ID No. ECHA-d3f7dd5b-7903-45dd-bd59-4702071fa7d2

This invoice concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to:
UP

This is the original invoice and is deemed valid without a signature. Directive 2006/112/EC on the common system of VAT does not apply to the levy of the fees and charges in application of the REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.

Date	Description	Detailed fee/charge	Fee /Charge
21.02.2013	Legal entity change name LE_transfer Purchase order: Not provided Legal entity change, Micro Enterprise - Fee for change in identity of the registrant involving a change in legal personality	150.00	
	Total for the fees or charges		150.00
		Total (EUR)	150.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	150.00

Payment details:

Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
Account number: 500001-20243349
IBAN Code: FI98 5000 0120 2433 49
BIC/SWIFT code: OKOYFIHH
Payment Reference: 10006073
Due date: 22.02.2013

Legal Entity changes (9)

4. Items are transferred form LEA to LEB

Subject

Legal entity change process finalised

Name: LE_transfer

Acceptance date: 21/02/2013

[Item list](#)

[Home](#) > View legal entity change

Search legal entity change

Search criteria

Claim status: Completed

Claim name: LE_transfer

Search

Select	Claim name	Party UUID	Status	Item list
<input type="radio"/>	LE_transfer	Originating legal entity : ECHA-eeeb017e-16c2-4f94-8b42-0601754e80df Legal successor: UP ECHA-d3f7dd5b-7903-45dd-bd59-4702071fa7d2	Completed	Download

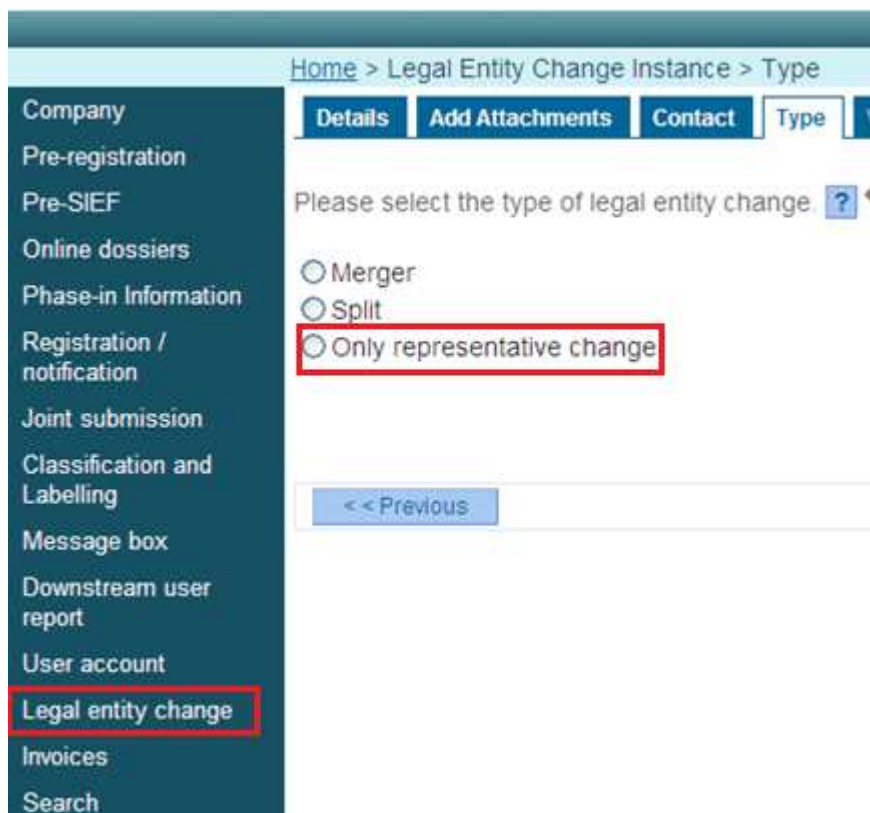
Edit

Delete

Cancel

Legal Entity changes (10)

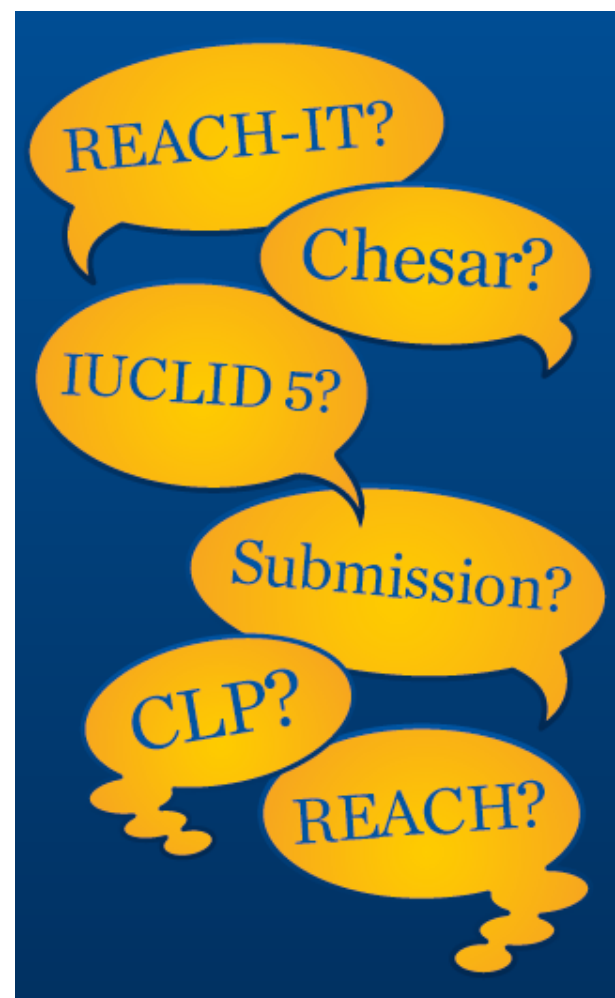
How to perform LE changes in case you nominated an OR in the past



- The company uses the LE change module to request a LE change
- An invoice might be automatically created for a LE change (if some assets are subject to invoice), and received by the Croatian company.
- The Croatian company contacts the ECHA Helpdesk immediately and provides evidence that it is entitled to a LE change free of charge
- ECHA will abandon the invoice following the helpdesk request.
- The transfer of assets is completed

The ECHA Helpdesk Unit

- Reply to customer questions
- Input to guidance documents and manuals
- Organise training, webinars and one-to-one sessions
- Host the HelpNet secretariat, which coordinates the network of national REACH and CLP helpdesks (HelpNet)
- Identifies frequently asked questions for REACH and CLP and consults with HelpNet



The Network of national helpdesks (HelpNet)

- Objective: to achieve consistent and harmonised advice to stakeholders within the whole EU/EEA by exchanging information
- Ensure the efficient handling of the so-called "difficult questions"
- Identify submitted issues to the Commission for legal interpretation
- Facilitate the exchange of information
- Participants: EU27, Norway, Iceland + COM, ECHA and observers



Important to remember

- ECHA events
 - 5 March – webinar “How to prepare and submit the member dossier”
 - 26 March - Stakeholder’s Day
 - 16 April – webinar “How to bring your registration dossier in compliance with REACH – Tips and Hints (part 3) ”
- Factsheet: Avoid your REACH-IT account being blocked
- Be in contact with your national helpdesk and the ECHA Helpdesk anytime!
- Subscribe to ECHA e-news at <http://echa.europa.eu/subscribe>

Thank You!

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