

Biocides Submission Manual

How to use R4BP 3

February 2024

ABC

Disclaimer

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Version	Changes	
Version 1.0	First version	August 2013
Version 2.0	<p>Updated manual to coincide with the release of R4BP 3.1.</p> <p>Main changes include enhanced submission message in the application wizard and authority request task items.</p> <p>In general, an improved layout and design including extra summary sheets and previous summary sheets updated. A glossary containing terms, definitions and identifiers applicable to the whole BSM series can now be found at the end of the manual.</p>	April 2014
Version 2.1	Screenshots updated to reflect R4BP 3.1.2 release. Summary sheets removed and incorporated into the text.	June 2014
Version 3.0	<p>Release of R4BP 3 version 3.2 changes include the following:</p> <ul style="list-style-type: none"> - Change manual title in line with the BSM series - Removed reference to REACH-IT for accounts management which is now replaced by ECHA Accounts (section 2.3) - New features include delegation, nomination and transfer of assets (section 3.3.5), resubmission wizard (section 4.4.1) - Print/export feature of cases (section 3.3.2) - Restructuring of the application wizard (section 4.2) 	December 2014
Version 3.1	Minor update to correct typos and to describe the process of asset transfer, section 3.3.5.5, more clearly.	February 2015
Version 4.0	<p>Release of R4BP 3 version 3.3. Minor update which includes the following:</p> <ul style="list-style-type: none"> - Information on Asset transfer updated in section 3.3.5.5, regarding parallel trade (PP) assets. 	June 2015
Version 5.0	Release of R4BP 3 version 3.8. The entire manual has been restructured and updated.	January 2017
Version 6.0	<p>Release of R4BP 3 version 3.9. Changes include the following:</p> <ul style="list-style-type: none"> - Minor changes in the Case and Asset search functionalities (section 5.2.1 and section 5.3.1) - Additional chapter regarding the grouped submission (section 6) 	June 2017

	<ul style="list-style-type: none"> - Include a case in an existing grouped submission (section 6.2) - Submit a batch of administrative change(s) (section 7) - Description of steps to be performed in the application wizard (section 8.4, 8.5, 8.6, 8.7, 8.9, 8.11, 8.14) - Withdraw a case from R4BP (section 10) - Accept an asset transfer (section 11.4.2) - Initiate and accept a case transfer (section 11.5.1 and 11.5.3) 	
Version 7.0	<p>Release of R4BP 3 version 3.10. Changes include the following:</p> <ul style="list-style-type: none"> - Update of all possible actions in R4BP (section 2.2.2.) - Changes in the Case search functionalities (section 5.2.2.1.) - Additional features in the Case details page (section 5.2.2.2.) - Changes in the Assets search functionalities (section 5.3.2.1.) - Additional features in the Asset details page (section 5.3.2.2.) - Create a grouped submission in R4BP, prior and after the creation of an NA asset (section 6.1.1. and 6.1.2.) - Submit a batch of notification for placing on the market (section 7.2.) - Description of steps to be performed in the application wizard in order to submit a batch of notification for placing on the market (section 8) - Update of progress status messages (section 9.3.3.) - Changes regarding the 'search for messages' and 'message lists' features (section 9.3.) - Redefinition of Active substance (section 12.5.) 	November 2017
Version 8.0	<p>Release of R4BP 3 version 3.11. Changes include the following:</p> <ul style="list-style-type: none"> - Remember search/filter results (section 5.2.2.1. and section 5.3.2.1.) - Display PT(s) information on case and asset results (section 5.2.2.1. and section 5.3.2.1.) - Progress bar in the wizard (section 8.) - Remove an asset from the selection when initiating a batch of administrative changes (section 8.1.6.) - Select Document III-A option *section 8.1.14.) - Save an application before submitting (section 8.2.) - Messaging functionality (section 10.) 	May 2018

Version 9.0	<p>Release of R4BP 3.12. Changes include the following:</p> <ul style="list-style-type: none"> - Screenshots updated to reflect the changes in the user interface - Print-to-word functionality added in sections 5.2.2.2. and 5.3.2.2. - Downloading a PDF file to see the list of participants in section 5.2.2.2.(only for AS-EVA, AS-NAS, RP-NOT and PA-CHG cases) - The message page (section 9.3.3.): printing a communication, unarchiving a message and replying to a communication - Using the Cc function (section 10) 	October 2018
Version 10.0	<p>Release of R4BP 3.15. Changes include following:</p> <ul style="list-style-type: none"> - Screenshots updated to reflect improvement of the user interface - Archiving messages functionality implemented on legal entity level (section 9) - Enhanced ad-hoc messaging functionality (section 10) 	June 2020
Version 10.1	<p>Update of references to 'ECHA Accounts portal' and 'ECHA Accounts manual for Industry Users'</p>	December 2020
Version 11	<p>Release of R4BP 3.22. Changes include following:</p> <ul style="list-style-type: none"> - Tab dedicated to the events implemented on legal entity level - Grouped mutual recognition in sequence (NA-MRS) allowed 	February 2022
Version 12	<p>Release of R4BP 3.23. Changes include following:</p> <ul style="list-style-type: none"> - At least one contact person for a case must be defined - Multiple contact persons can be identified for a case. - Only those contacts which have been identified as contact persons in the case receive the case relevant communication via email. 	September 2022
Version 13	<p>Release of R4BP 3.26 Changes include following: SPC editor discontinued, instead SPCs should be prepared in IUCLID format with specific working context.</p>	February 2024

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1. Introduction

1.1. Objective

This manual gives guidance on how to navigate through the IT system of the Register for Biocidal Products version 3 (R4BP 3). It describes the functionalities of R4BP 3, explains how to submit applications under the Biocidal Products Regulation (BPR)¹ and how the Authorities process your submitted cases.

1.2. Biocides Submission Manuals

This manual is part of the Biocides Submission Manual (BSM) series which is composed of technical guides, application instructions, and specific process manuals available on the [ECHA website](#).

Technical guides:

How to prepare a biocides dossier, which describes how to prepare a general IUCLID dossier, giving you details on the different functionalities in IUCLID, as well as explaining the different sections contained within a dossier. Also, how to create a SPC in IUCLID format is described in that technical guide.

How to use R4BP 3, which describes how to create user accounts in R4BP 3 via ECHA Accounts and gives a detailed description of the various functionalities of the system.

Application instructions:

Application instruction manual gives guidance on how to submit applications concerning various process related to active substance approvals and biocidal product authorisations.

- **How to submit an application for an active substance**
- **How to submit an application for a national authorisation**
- **How to submit simplified authorisations**
- **How to submit union authorisations**
- **How to submit an application for technical equivalence**

Process manuals:

Process of invoicing in R4BP 3, which describes the general information related to invoices and credit notes issued by ECHA following the submission of an application.

Process of dissemination, which describes how to make confidentiality claims in IUCLID and which dossier information can be claimed confidential.

¹ Regulation (EU) No 528/2012 of the European Parliament and of the Council of 22 May 2012 concerning the making available on the market and use of biocidal products.

2. What is R4BP 3?

R4BP 3 is an IT system established and maintained by ECHA. It provides functions, which enable industry and authorities to comply with the Biocidal Products Regulation ([BPR, Regulation \(EU\) No 528/2012](#)) requirements and exchange information between them.

R4BP 3 consists of two independent interfaces:

- R4BP 3 Industry dedicated to **industry users**;
- R4BP 3 Authority dedicated to **authority users** (ECHA, MSCAs and the Commission).

2.1. R4BP 3 Authority interface

The R4BP 3 authority interface supports the day-to-day work in the regulatory process whereby authority users can process the applications by completing task items (e.g. sending an invoice) and communicate securely with industry users.

2.2. R4BP 3 Industry interface

The R4BP 3 industry interface is dedicated to industry users, allowing the secure submission of applications and exchange of information with authority users.

2.2.1. Actors in R4BP 3 Industry

There are three main industry actors in R4BP 3: the **case owner**, the **asset owner** and the **participant(s)** (in the context of the Review Programme).

2.2.1.1. Case owner

The case owner is the legal entity who is submitting an application/notification and monitoring the progress of a case, providing any additional information requested by authorities, commenting on any draft evaluation reports or opinions, etc.

In most cases, the case owner is also the asset owner. However, note that the case owner may differ from the asset owner (e.g. the case owner is a consultant appointed by an asset owner).

2.2.1.2. Asset owner

The asset owner is the legal entity that will be the "owner" of the asset when it will be created (e.g. the (prospective) authorisation holder). The asset owner may be the same as the case owner when no representative is appointed.

When the case owner and asset owner are different legal entities, both entities will be able to view submitted information, monitor the progress of a case and view asset details.

2.2.1.3. Participants

Company (ies) that have an interest in substances in the review programme.

2.2.2. Possible actions in R4BP 3 Industry

Through the industry interface, industry users can:

- see and update their own data,
- submit applications and view the status of submitted applications and payments,
- withdraw their own applications,
- delegate their own cases and/or assets,
- transfer a case/an asset to another legal entity,
- nominate an asset,
- contact the MSCA, the Commission and/or the Agency regarding their application(s),
- download documents (e.g. invoices),
- complete tasks assigned by authority users,
- receive the final decision/outcome concerning an application.

The table below identifies the necessary/possible actions for the Industry actors:

Table 1: Case owner, asset owner and participants access rights

Access rights in R4BP 3	Case owner	Asset owner	Participants
Submit applications	Y	Y	
Withdraw applications (when applicable)	Y		
Receive messages in R4BP 3	Y	Y	
Send messages to MSCA, Agency and Commission	Y		
Receive and complete task* items	Y		
View case details	Y	Y	Y
View asset details	Y	Y	
Delegate an asset		Y	
Delegate a case	Y	Y	
Transfer an asset		Y	
Transfer a case	Y	Y	
Nominate an asset		Y	
E-mail notifications*	Y	Y	

* The asset owner will receive an e-mail notification only for major events: case approved, not approved, terminated or withdrawn.

3. User registration and login page

In order to submit an application, all users are required to register to ECHA IT tools.

3.1. New User of ECHA IT tools

'[ECHA Accounts portal](#)' allows you to log into ECHA IT tools such as R4BP 3.

If you are not a user, the creation of an account will be required. For further assistance please refer to '[ECHA Accounts Manual for Industry Users](#)'.

3.2. Registered user of ECHA IT tools

If you have other ECHA accounts to be managed (e.g. PIC etc.), you will be redirected to the ECHA Accounts landing page after logging into '[ECHA Accounts portal](#)'. Select 'R4BP submission tool' to access the R4BP 3 home page.

Note: All information on the creation and management of accounts can be found in '[ECHA Accounts Manual for Industry Users](#)' available on the ECHA website.

4. R4BP 3 homepage

Once you have successfully logged in, you will access the R4BP 3 homepage, which allows you to perform certain actions.

4.1. General features

The R4BP 3 homepage displays the following features:

Figure 1: R4BP 3 homepage

The screenshot shows the R4BP 3 homepage interface. At the top, there is a navigation toolbar with tabs for TASKS, MESSAGES, CASES, ASSETS, EVENTS, and NEW APPLICATION. A user profile dropdown is visible, showing 'You are Test-BIO on behalf of Biocides Submissions (FI)'. Below the toolbar, there is a 'R4BP News' section with a red alert banner: 'Scheduled maintenance activity: R4BP3 not available 13/02/2022'. A 'Tasks due to expire' table is displayed, listing tasks like 'Resubmit information' with due dates and case types. A 'My messages' section shows a list of messages from the Agency and System. On the right, a 'GOOD TO KNOW' box provides definitions for Asset, Case, Event, and Task. The footer contains the ECHA logo and copyright information.

Task name	Product/Substance name	Active substances	Due date	Case type
Resubmit information	-	-	24/02/2022	TE-APP
Resubmit information	Formaldehyde	Formaldehyde	24/02/2022	TE-APP

From	Topic: Subject	Product/Substance name	Received
Agency	Evaluation:Resubmission requested [TAP-C-1543572-20-00/F]	Formaldehyde	10/02/2022
Agency	Submission:Submission accepted by ECHA [TAP-C-1542582-20-00/F]	Formaldehyde	10/02/2022
Agency	Format Checks:Incorrect dossier template b1d676a8-e1eb-4953-b769-335db6670e52	-	10/02/2022
Agency	Format Checks:Submission format verified [TAP-C-1542581-21-00/F]	Formaldehyde	03/11/2021
Agency	Format Checks:Incorrect Active Substance / Product Type for the purpose of technical equivalence	Formaldehyde	03/11/2021
System	Invoicing:Payment reminder for ECHA invoice	Formaldehyde	25/11/2021

- ECHA logo:** click on the ECHA logo to go back to the homepage when on any R4BP 3 page.
- Toolbar:** the toolbar is available on all R4BP 3 pages and contains five tabs. Each tab allows you to perform certain actions or view information related to submitted applications. See [section 4.2](#) for additional information on the toolbar.
- Logout:** the logout button is available (✕) at the top-right corner of the screen. This feature is available on all R4BP 3 pages.
- Logged in user:** the logged in 'User ID' and the industry account name are displayed in the top left corner. A drop-down list is available and allows you to select the company on whose behalf you wish to work on. When selecting another company, the system will automatically filter and display the data according to the selected company (cases, assets, messages, tasks, etc.).
- R4BP News:** when relevant, it displays the latest news regarding R4BP 3.

6. **Tasks due to expire:** a list of tasks that are due to expire within the next ten days are displayed.
7. **Good to know:** a list of useful definitions and other useful information can be found on the yellow 'Good to know' box.
8. **My messages:** the ten latest messages are displayed. Red messages indicate that the message has not been read yet. Click on 'see all messages' to access the message box.
9. **Terms of service:** the terms of service can be read by clicking on the 'Terms of Service' hyperlink at the bottom right of the page.

4.2. R4BP 3 toolbar

Once you have familiarized yourself with the homepage, you can start using the toolbar to perform actions and view information related to your applications. The toolbar is available on all R4BP 3 pages and contains five tabs:

Figure 2: R4BP 3 toolbar



1. **TASKS:** a task is a working item related to a particular case number that is assigned to a specific case or asset owner's account. Click on the 'TASKS' tab to see all the tasks assigned to you. See [section 9.4.](#) for additional details on the tasks tab.
2. **MESSAGES:** during the application process, authority users will send messages to the case owner (or asset owner, depending on the case type), providing updates or requesting further information in the context of a case. As of November 2017, Industry users are allowed to send messages to the authorities too. The 'MESSAGES' tab enables you to keep track of your correspondence with the Authorities. For additional information on messages, see [section 9.3.](#) and [section 10.](#)
3. **CASES:** once you have submitted an application through R4BP 3, a corresponding case with a unique number (i.e. a case number, to identify it) will be created. A case encompasses all of the steps in the application process, which leads to the creation, or the update, of an asset (the regulatory decision). Click on the 'CASES' tab to consult the list of your existing case and monitor the progress of a submitted application. For additional information on cases, see [section 5.2.](#)
4. **ASSETS:** an asset is a regulatory decision on an application related to either an active substance (e.g. approval of an active substance, decision on technical equivalence, etc.) or a biocidal product (e.g. a national authorisation, a union authorisation, etc.). The asset owner will receive a unique asset number once the asset has been authorised. The asset owner may be the same as the case owner where no representative is appointed. Click on the 'ASSETS' tab to see your existing assets list. For additional information on assets, [see section 5.3.](#)
5. **EVENTS:** an event is a step whereby information is submitted that is needed in the handling / processing of an application. Examples include the submission of an application, the submission of additional information on the request of the authorities, fee payment, and the communication of a decision.
6. **NEW APPLICATION:** click on 'NEW APPLICATION' to display a list of application types. Click on any of these application types to launch the corresponding application 'wizard'. If you wish to start a new application, [see section 5.](#)

5. Individual applications in R4BP 3

This chapter gives a general overview on how applicants can launch the submission wizard in R4BP 3 and submit an individual application to the Authorities.

Depending on the application type, a case owner can submit an application either via the 'NEW APPLICATION' tab or via the 'Asset/Case details' page.

Details how to submit a specific application type and what steps to expect in the wizard are provided in the Biocides Submission Manuals application instructions available on the [ECHA website](#).

5.1. Create a single application (not related to an existing asset/case)

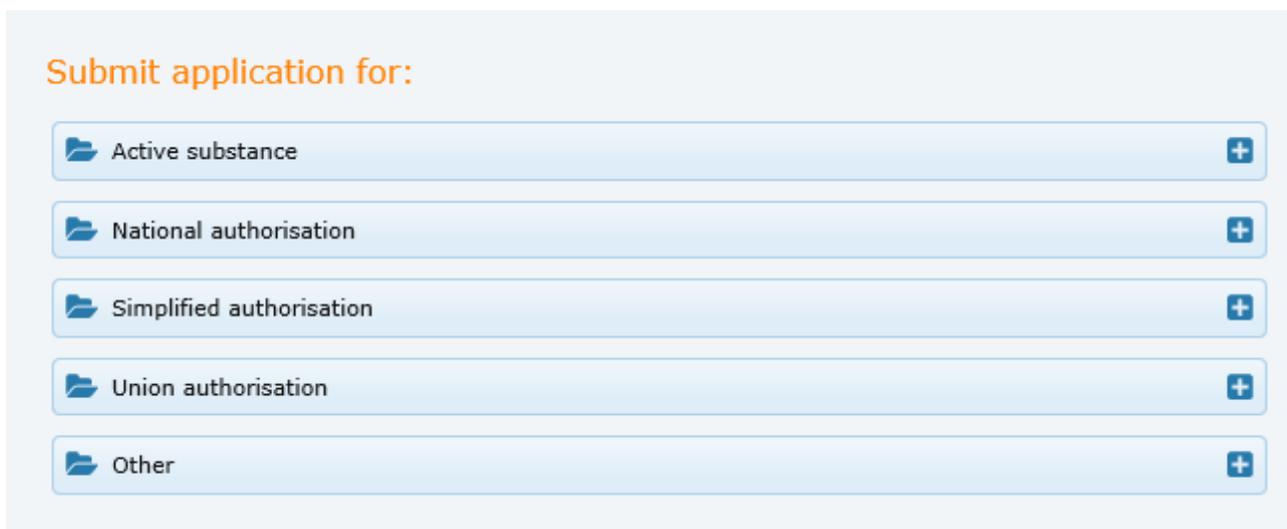
To submit a new application (typically one that is **not related to an existing asset or case**) click on the 'NEW APPLICATION' tab on the R4BP 3 toolbar.

Figure 3: 'NEW APPLICATION' tab



Select the type of application you wish to submit.

Figure 4: 'NEW APPLICATION' page



The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

5.2. Create a new application (related to an existing case)

For submissions that are related to an 'in-progress' case and to which you have access (i.e. you own or have permission to use the appropriate case number), you may launch the application wizard through the 'NEW APPLICATION' tab or the relevant case.

5.2.1. Create a new application from the 'NEW APPLICATION' tab

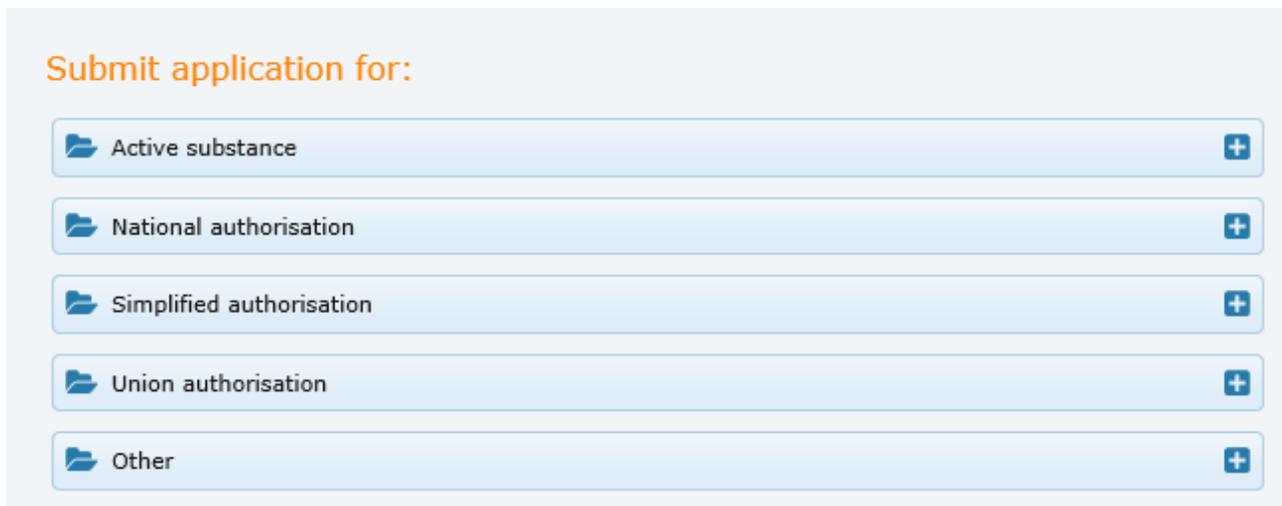
On the R4BP 3 toolbar, select 'NEW APPLICATION'.

Figure 5: 'NEW APPLICATION' tab



Choose the type of application you wish to submit. Note that you may select only one application each time.

Figure 6: 'NEW APPLICATION' page



The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

5.2.2. Create a new application from the relevant case details page

On the R4BP 3 toolbar, select 'CASES'.

Figure 7: 'CASES' tab



5.2.2.1. Search for a Case

A default search will cause all your 'In-Progress' cases to be displayed in the 'My cases list'. Select one or multiple search criteria to search for a specific case:

Figure 8: Search for a specific case

Case number	Product/Substance name	Active substances	Product type(s)	Case type	Evaluating authority	Submission date	Case status
BC-DH071650-51	OCION PX10	• Copper sulphate pentahydrate	• PT02	NA-APP	MSCA-Belgium	10/02/2022	In Progress
BC-FW071642-16	Monochloramine generated from ammonium carbamate and a chlorine source	• Monochloramine generated from ammonium carbamate and a chlorine source	• PT11 • PT12	AS-ACC	Agency	10/02/2022	In Progress

- Case number:** enter the unique number assigned to the case.
- Case status:** select the status of the case (e.g. 'In Progress', 'Closed – Approved', 'Closed – Rejected', 'Closed – Not Approved', 'Closed – Terminated', 'Closed – Withdrawn' or 'Suspended') from the drop-down list.

If the case becomes 'Closed-Approved' a corresponding asset will be created.

- Company UUID/name:** enter the company UUID/name for the case owner or proposed asset owner. Note that in certain cases, the case owner and proposed asset owner are the same. However, this is not always the case, e.g. the case owner may be a representative appointed by the proposed asset owner.
- Evaluating authority:** select the authority body that is responsible for evaluating the case. The evaluating authority may be an MSCA or ECHA (e.g. assessment of technical equivalence).
- Evaluating country:** if 'MSCA' has been selected as the evaluating authority, you are allowed to choose the evaluating country from the pick list.
- Submission date:** select the starting and/or end date of a period in which cases were submitted.
- Case type:** the case type corresponds to an abbreviation of the process under evaluation. Select the relevant application type (e.g. NA– APP - national authorisation, etc.) from the picklist.
- Looking for:** select the type of submission you are looking for (family product or single product submission).

9. **Family name:** if you are looking for a family submission, type in the family name.
10. **Product name:** type in the assigned product name.
11. **Trade name:** enter the trade name.
12. **Active Substance:** enter the active substance name.
13. **Product type:** choose the relevant product type from the pick list.
14. **Search:** once you have entered all your search criteria, click on the corresponding button to display all relevant cases. All relevant case records will be displayed in 'My cases list' (see below).
15. **Clear:** click on 'clear' to set all search criteria to their default values.
16. **Export (.xls):** You may wish to export your search results for future reference. Click on 'Export (.xls)' to open/save your results as a .xls file.
You can generate different .xls files depending on your preferred search criteria.
17. **My cases list:** once you have entered your search criteria, all corresponding case records are displayed in 'My cases list'.

In addition to your case numbers, you will be able to find (when relevant):

- The Product/Substance name
- The active substance(s)
- Product type(s)
- Case type
- Evaluating authority
- Submission date
- Case status

You may notice the following icons:

 icons indicate reference cases. However, note that this functionality is available only for grouped submissions performed simultaneously and submitted after **16/06/2017**. Click on the case number hyperlink to display the details page.

 icons indicate delegated cases. This icon appears next to a case number in the 'case list' only if you have delegated this case to another legal entity.

 R4BP 3 will retain your selected search criteria. Press the  button or logout to remove the selected criteria.

5.2.2.2. Case details page

Depending on the case type, the case details page may contain the following information and sub-tabs:

Figure 9: Case details

The screenshot shows the 'Case details' page for an application for national authorisation (NA-APP) with case ID BC-GH041610-58. The page is divided into several sections:

- Header (1):** Application for national authorisation (NA-APP): BC-GH041610-58
- Case status (2):** In Progress, Evaluating authority: MSCA-Finland, Submission date: 26/07/2018, Completed on: -
- Product information (3):** Product name: ProductC1, Trade name(s): tbc, Product type(s): PT01, Active substance(s): Abamectin
- Actions (4, 5):** 'Create new case' button and 'Actions' dropdown menu.
- Navigation (6):** Tabs for SPC documents, Delegation, Dossiers, Company details, Events history, Documents, Financial management, Related cases, and Relation diagram.
- Table:** A table with one row for 'FI-Finland' and one column for 'No SPC uploaded'.

- 1. Header displaying the case type**, the case type code abbreviation and the assigned case number.
- 2. Basic information** concerning the case (e.g. the case status, evaluating authority, submission date, SME status, etc.).
- 3. 'Product information' or 'Substance information'**: displays the information provided on the submitted SPC file(s) or another IUCLID dossier. Depending on your application type, it may include the product or family name(s), trade name(s), product type(s) and active substance(s).
- 4. 'Create new case'**: allows applications that are relevant to the specific case to be launched.
- 5. Click on 'Actions'** if you wish to perform the following activities:
 - 'Download as PDF'**: generate a PDF document containing detailed information for the case (e.g. case details, Product details, Active substance details, Name and address of the case owner, Name and address of the future asset owner, Name of the case owner contact information, as well as information regarding the uploaded dossier(s) and documents when applicable).

For AS-EVA, AS-NAS, RP-NOT and PA-CHG cases, applicants can have an overview of the participants in the downloaded PDF file.

- 'Withdraw case'** (visible to the case/asset owner): withdraw your in-progress applications. [Section 11](#) describes how to withdraw your case from the system.
- Initiate a 'New communication'** (visible to the case/asset owner): contact the Agency, MSCA and/or Commission regarding your in-progress or closed case. See [section 10](#) for additional details on the messaging functionality.



Authorities are not bound to reply to your communication.

6. Sub tabs (depending on the case type):

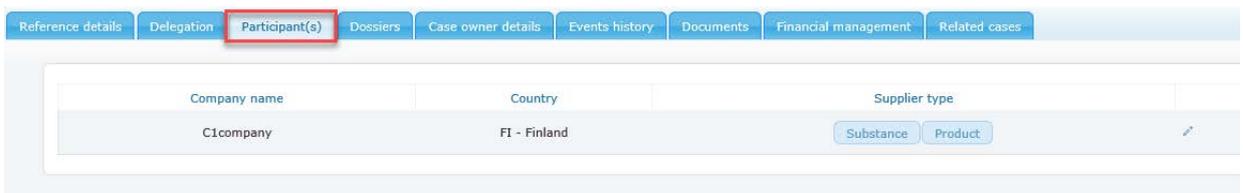
- **Reference details** sub-tab: displays information on the reference case and/or the reference asset. Click on the asset/case number hyperlink for more information on your reference application.

Figure 10: 'reference details' sub-tab



- **Participant(s)** sub-tab: displays the list of participant(s) in a programme including the company name, the country, and the participant's role in the supply chain.

Figure 11: 'Participant(s)' sub-tab



- **SPC documents** sub-tab: displays information on the uploaded SPC document(s) including the country of the evaluating authority and language(s) used in the SPC. The submitted SPC can be downloaded to PDF [download to PDF](#), downloaded to WORD 'Download to WORD' [download to WORD](#) or downloaded in I6Z . [download in I6Z](#)

Figure 12: 'SPC documents' sub-tab



If you have uploaded a product family SPC, click on the family name to see all the meta SPC and your product(s).

Figure 13: See the meta SPCs and relevant products



- **Dossiers** sub-tab: contains dossier details (e.g. submission number, file name, dossier UUID, etc.), the name of the entity which has submitted application and the date when the application has passed the pre-processing checks carried out by ECHA (i.e. the format check).

Figure 14: 'Dossier' sub-tab

The screenshot shows the 'Dossiers' sub-tab selected in a navigation menu. Below the menu is a table with the following data:

No	Submission number	Dossier file name	Dossier UUID	Purchase order	Submitted by	Submission date
1.	BC-GH041610-58/5	silver-products.i6z	8c04a356-ef08-4136-b77c-598138ef5bd7		Company Y	27/07/2018

Below the table, there is a pagination control showing '(1 of 1)', 'Go to: 1', and 'Show: 15'.

- **Delegation** sub-tab: gives an overview of any related delegation, nomination and/or transfer requests. This includes the legal entity UUID number and the start and end date of the delegation, nomination and/or transfer. It also includes the possibility to initiate a delegation (→ Add delegation), a nomination (→ Add nomination) and/or a transfer of an asset (→ Add transfer) to another legal entity.

When adding a delegation, nomination, or transfer, you are requested to provide the legal entity UUID number and the start and end date of the delegation. For more information on delegation, nomination and transfer, please [see chapter 12](#).

Figure 15: 'Delegation' sub-tab

The screenshot shows the 'Delegation' sub-tab selected in a navigation menu. The main content area is divided into three sections:

- Delegations:** A table with columns 'Legal entity', 'Start date', and 'End date'. It currently shows 'No delegations'. A red box highlights the '→ Add delegation' button.
- Case owner transfer(s):** A table with columns 'Legal entity', 'Start date', and 'End date'. It currently shows 'No transfers'. A red box highlights the '→ Add transfer' button.
- Asset owner transfer(s):** A table with columns 'Legal entity', 'Start date', and 'End date'. A red box highlights the '→ Add transfer' button.

- **Events history** sub-tab: outlining all of the outcomes, messages sent and actions completed in relation to this case. This is a very useful sub-tab to follow the application processing steps.

Figure 16: 'Events history' sub tab

Date	Step	Subject	Sender
24/08/2018 10:44:19	Format Checks	Resubmit information started, due by 07/09/2018	
24/08/2018 10:44:19	Format Checks	Resubmission requested [UAP-C-1330570-32-00/F]	Agency
24/08/2018 10:44:18	Format Checks	Incorrect dossier template 59a1c651-3025-4565-b6af-8f80e0a5a3d0	
24/08/2018 10:44:06	Submission	Initial submission [BC-VV042368-99/1]	C1company

- **Financial management** sub-tab: allows you to view billing information, invoices and credit notes, along with the date they were sent and the status of payment.

Figure 17: 'Financial management' sub tab

Invoice #	Received date	Authority	Communication message
No invoices found			

Credit note #	Invoice #	Received date	Authority	Communication message
No credit notes found				

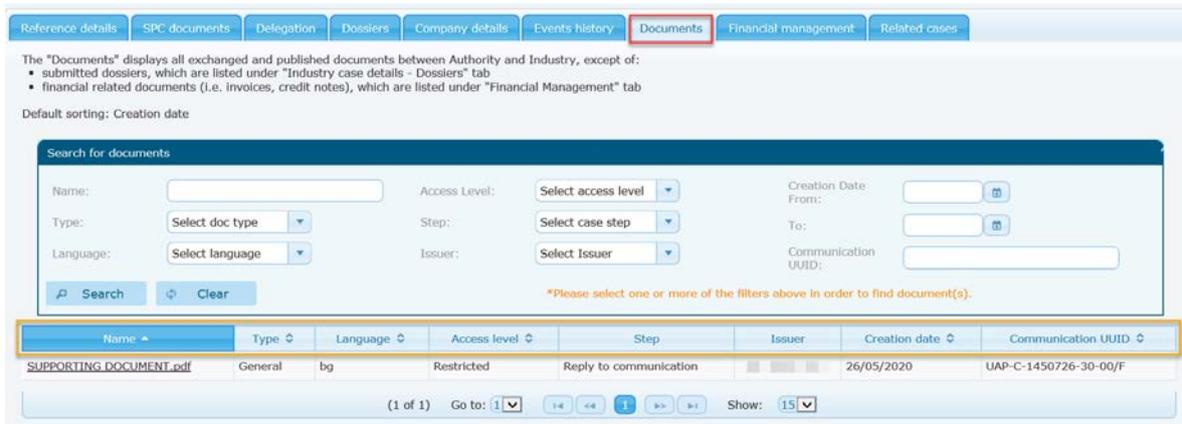
- **Documents sub-tab:** documents related to this case (e.g. supporting documents uploaded during the application process).

It is possible to filter and sort documents displayed in the documents sub-tab using metadata fields.

Note that the search by document name is case sensitive.

Note that submitted dossiers and financial documents are found in their own sub-tabs.

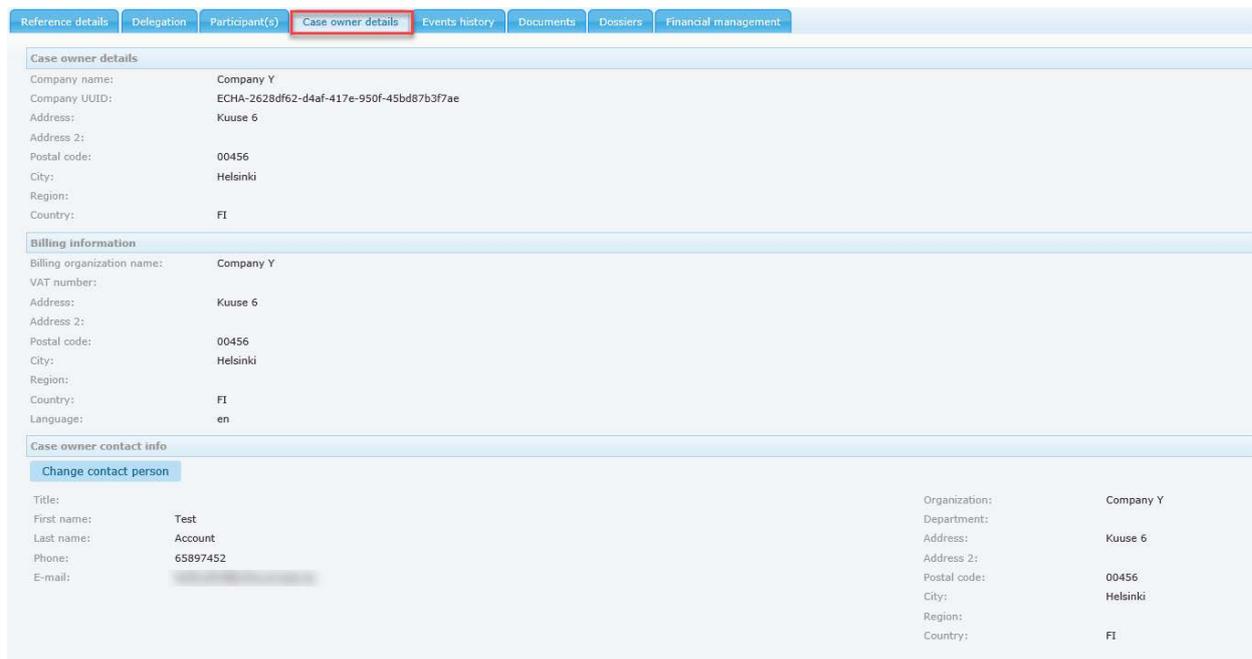
Figure 18: 'Documents' sub tab



- **Company details** sub-tab: details of both the case owner and the asset owner, if different. Billing information can also be viewed here along with the designated contact person(s).

Notice that you can also change the contact person(s) for the case from this tab.

Figure 19: 'Company details' sub-tab



- **Related cases** sub-tab: allows quick access to cases related to the case being viewed. For example, a 'Union authorisation of the same biocidal product (pending)' case can be viewed through the 'Union authorisation' case details page.

Figure 20: 'Related cases' sub-tab

Case number	Product/Substance name	Active substances	Case type	Evaluating authority	Asset owner	Submission date	Case status
BC-WU042359-99	ProductC1	• Boric acid	NA-AAT	MSCA-Latvia	C1company	25/07/2017	Closed - Approved

(1 of 1) Go to: 1 |< << i >> >| Show: 15

Grouped submissions

Case number	Product/Substance name	Active substances	Case type	Evaluating authority	Asset owner	Submission date	Case status
▼ BC-US042360-22	ProductC1	• Boric acid	NA-RNL	MSCA-Latvia	C1company	12/10/2017	In Progress
BC-QR042361-26	ProductC1	• Boric acid	NA-RNL	MSCA-Estonia	C1company	12/10/2017	Closed - Rejected

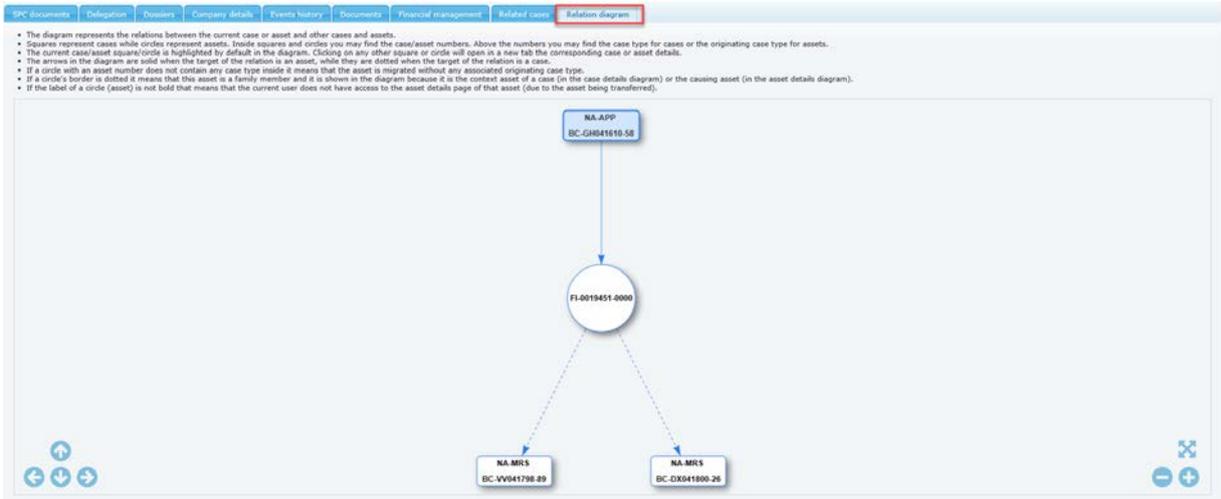
(1 of 1) Go to: 1 |< << i >> >| Show: 15

For grouped submissions, the 'Grouped submissions' section allows you to identify the reference case (indicated in **bold**) and all the related case(s). The related cases are hyperlinks, therefore you are required to click on the case number to access the submission details page.

⚠ You can only access related cases that concern you, i.e. you are the case owner and/or asset owner of the related cases.

- Relation diagram** sub-tab: The diagram represents the relations between the current case and other cases and assets. It depicts the whole history of submissions.
 - ⚠ Only the asset owner** will have the visibility of the diagram and only for cases that have access rights.
 - ⚠ Only single and family asset numbers** are presented in the diagram. Members are presented only if a back to back case (e.g. NA-MRS) has been started from a member level.

Figure 21: Case 'Relation diagram' sub tab



Use to centre the diagram, and to zoom out/zoom in.

This feature is available only for some case types. It can be found on the case details page of the following cases:

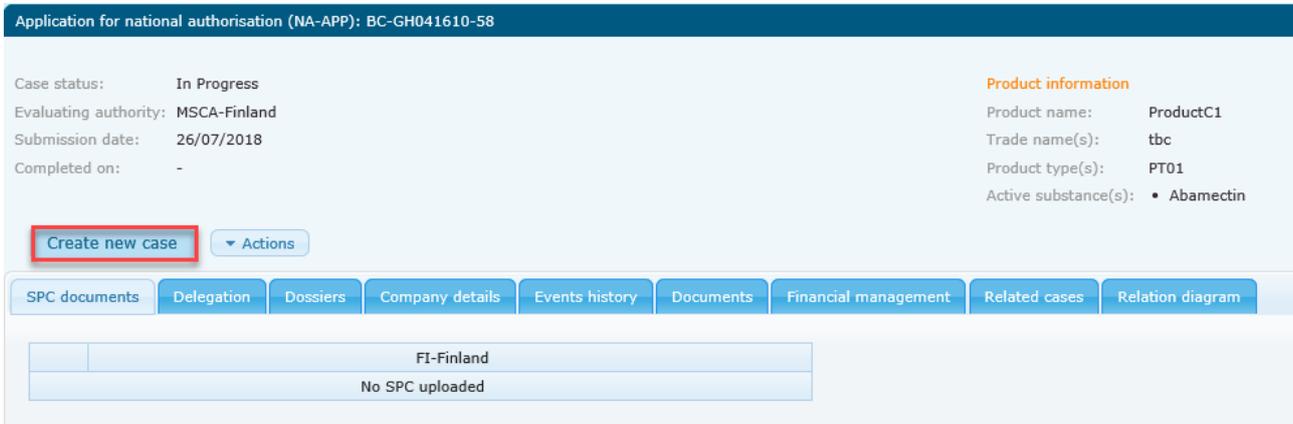
Table 2: 'Relation diagram' availability

NA	SA	UA
NA-APP	SA-APP	UA-APP
NA-MRP	SA-BBS	UA-BBS
NA-MRS	SA-BBP	UA-BBP
NA-BBS		
NA-BBP		

5.2.2.3. 'Create new case' option

When you have gained access to the case details, click on 'create new case' to launch the application wizard.

Figure 22: 'Create new case'



The created case (i.e. the application) is now linked to the case used to launch the application wizard.

The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

5.3. Create a new application (related to an asset)

For applications that are related to an existing asset, and to which you have access (i.e. you own or have permission to use the appropriate asset number), you may launch the application wizard through the 'NEW APPLICATION' tab or the relevant existing asset page.

5.3.1. Create a new application from the 'NEW APPLICATION' tab

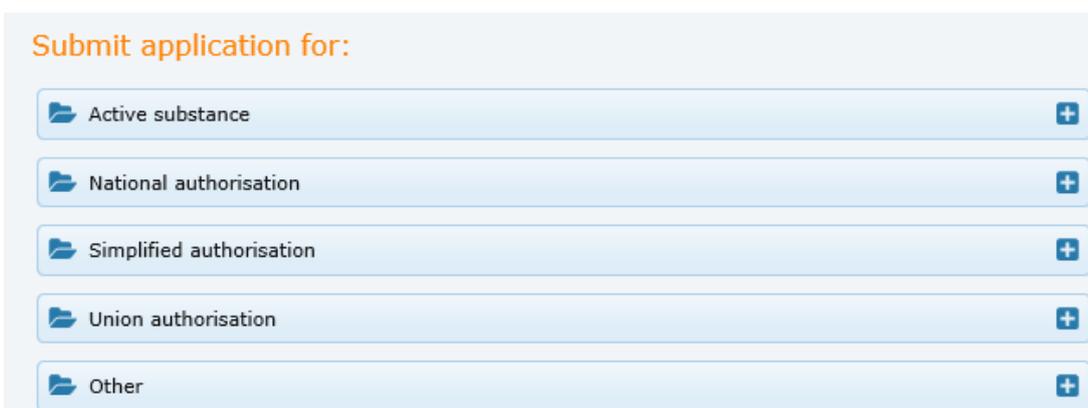
Click on the 'NEW APPLICATION' tab on the R4BP 3 toolbar.

Figure 23: 'New application' tab



You are then required to select the type of application you wish to submit.

Figure 24: New application page



The relevant application wizard will be launched to guide you through the application submission process. The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

5.3.2. Create a new application from the relevant asset details page

In order to be able to search for the relevant asset, select the 'ASSETS' tab in the toolbar.

Figure 25: 'Assets' tab



5.3.2.1. Search for an asset

When you select the 'ASSETS' tab, a default search will cause all your assets that will expire in the next six months from the current day, to be displayed in the 'Assets list'.

If you are looking for a specific asset, fill in one or multiple search criteria in the 'Search for assets' table.

Figure 26: Searching for an asset

The image shows a search form titled 'Search for assets'. It contains several input fields and buttons, each with a red numbered callout:

- 1: Asset number input field
- 2: Asset status dropdown menu (set to 'Active')
- 3: Asset start date range (From/To) input fields
- 4: Asset expiration date range (From/To) input fields
- 5: Market area dropdown menu
- 6: Company UUID/name input field
- 7: Asset type dropdown menu
- 8: Looking for dropdown menu
- 9: Family name input field
- 10: Product name input field
- 11: Trade name input field
- 12: Active substance input field
- 13: Product type dropdown menu
- 14: Authorisation number input field
- 15: Search button
- 16: Clear button
- 17: Export (.xls) button
- 18: Assets list table header

 A note at the bottom of the form reads: '*Please select one or more of the filters above in order to find asset(s)'.

1. **Asset number:** enter the unique number assigned to the asset.
2. **Asset status:** select the status of the asset from the drop-down list containing all available asset statuses. They can be 'Active', 'Expired' (validity period has expired), 'Cancelled', or 'Revoked'.
3. **Asset start date from/to:** select the specific start date or time period within which start will occur
4. **Asset expiration date from/to:** select the specific expiration date or time period within which expiration will occur.
5. **Market area:** select the relevant option from the drop-down list containing all market areas.
6. **Company UUID/name:** enter the relevant company UUID or company name.
7. **Asset type:** select the application type for which a final decision has been taken from the drop-down list containing all available asset types. Please visit the ECHA website if you are looking for specific information on [Biocidal active substances](#) from the 'Information on Chemicals' tab.
8. **Looking for:** select if you are looking for a family product authorisation or a single product

authorisation.

9. **Family name:** if you are looking for a family authorisation, enter the family name.
10. **Product name:** enter the complete product name.
11. **Trade name:** enter the trade name.
12. **Active substance:** enter the active substance name.
13. **Product type:** select the product type from the drop-down list.
14. **Authorisation number:** type the authorisation number.
15. **Search:** once you have entered all your search criteria, click on the corresponding button to display all relevant assets.
16. **Clear:** click on 'clear' to set all search criteria to their default values.
17. **Export (.xls):** You may wish to export your search results for future reference. Click on 'Export (.xls)' to open/save your results as a .xls file. You can generate different .xls files depending on your preferred search criteria.
18. **Assets list:** once you have entered your search criteria, all corresponding asset records are displayed in 'Asset list'. Click on the asset number [hyperlink](#) to access the asset's details page.

In the Assets list, you may find the following icons:

 icons indicate that your asset has been delegated to another legal entity.

 icons indicate that your asset has been nominated to another legal entity.

R4BP 3 will retain your selected search criteria. Press the  button or logout to remove the selected criteria.

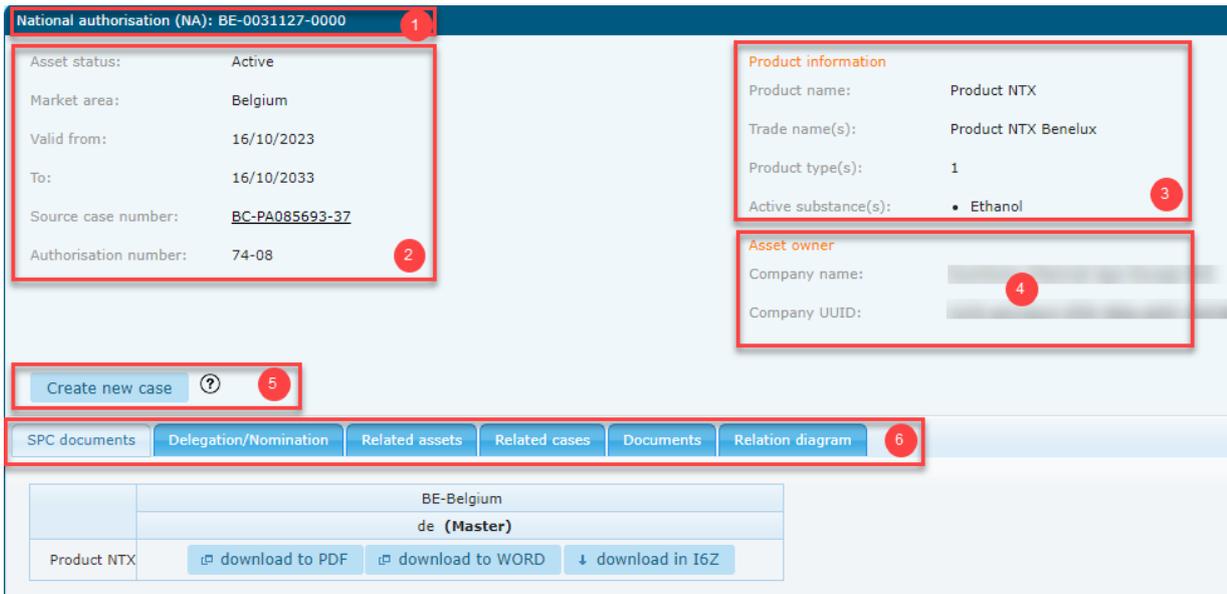
Note: If your asset is not visible in R4BP 3, please refer to the 'Migration' [Q&A](#) section on the ECHA website or contact the [ECHA helpdesk](#) for further advice on how to proceed with your application.

 AS and AN assets belong to the general public, therefore they are not visible in your asset list. You can consult the [list of approved active substances](#) on the ECHA website.

5.3.2.2. Asset details page

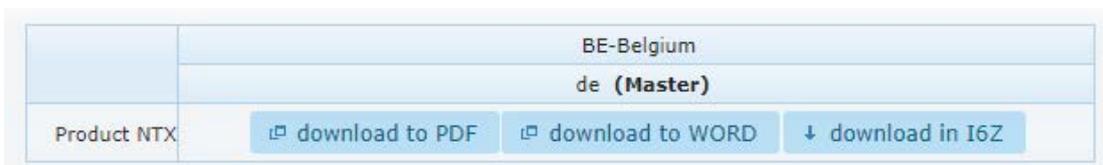
Depending on the case type, the asset details page may contain the following information and sub-tabs:

Figure 27: Asset details page



- Header:** displaying the asset type, the asset type code abbreviation, and the assigned asset number.
- Basic information concerning the asset:** asset status, validity date, hyperlinked source case number (the case number that resulted in the creation of this asset) and other reference number (for instances where the evaluating MSCA has assigned one).
- 'Product information' or 'Substance information':** displays the information provided on the submitted SPC file or IUCLID dossier. The information may include the product or family name, the product type(s), the active substance(s) name, the meta SPC identifier, and the Suffix of meta SPC.
- Asset owner details:** the name of the company as stated in the company registration, along with the legal entity UUID and the asset validity period.
- 'Create new case' option** ([Create new case](#)) will be available for specific asset types and allows you, where relevant, to apply for other application types.
- Sub-tabs:**
 - SPC documents** sub-tab: displays information on the uploaded SPC document(s) including the country of the evaluating authority and the language(s) of the uploaded file(s). The submitted SPC file(s) can be viewed or downloaded and saved to your computer when clicking 'Download to PDF' [download to PDF](#), 'Download to WORD' [download to WORD](#) or 'Download in I6Z' [download in I6Z](#).

Figure 28: 'SPC document' sub-tab



- Delegation/Nomination** sub-tab: gives an overview of any related delegation, nomination and/or transfer requests. This includes the legal entity UUID number and the start and end date of the delegation, nomination and/or transfer. It also includes the button to click to initiate a delegation ([Add delegation](#)), a nomination ([Add nomination](#)) and/or a

transfer of an asset ([→ Add transfer](#)) to another legal entity. When adding a delegation, nomination, or transfer, you are requested to provide the legal entity UUID number and the start and end date of the delegation. For more information on delegation, nomination and transfer, please [see chapter 12](#).

Figure 29: ' Delegation/nomination' sub-tab

- **Related assets** sub-tab: displays information regarding any relevant asset.

The 'related assets' sub-tab also displays **caused asset** (cases submitted after the creation of the asset) and, for NA assets, **causing asset** (Mutual recognition in parallel and cases initiated prior the creation of the NA asset).

Figure 30: 'Related assets' sub-tab

Type of relation	Asset number	Asset type	Asset owner	Market area	Asset status
Mutual recognition	DE-0012119-0000	NA	Test-IndustryUser	Germany	Active

Type of relation	Asset number	Asset type	Asset owner	Market area	Asset status
Back-to-back	FI-0012122-0000	NA	rubenchem	Finland	Active
Back-to-back	FI-0012121-0000	NA	rubenchem	Finland	Active
Mutual recognition	DE-0012145-0000	NA	rubenchem	Germany	Active
Mutual recognition	DE-0012146-0000	NA	rubenchem	Germany	Active
Mutual recognition	DE-0012144-0000	NA	rubenchem	Germany	Active

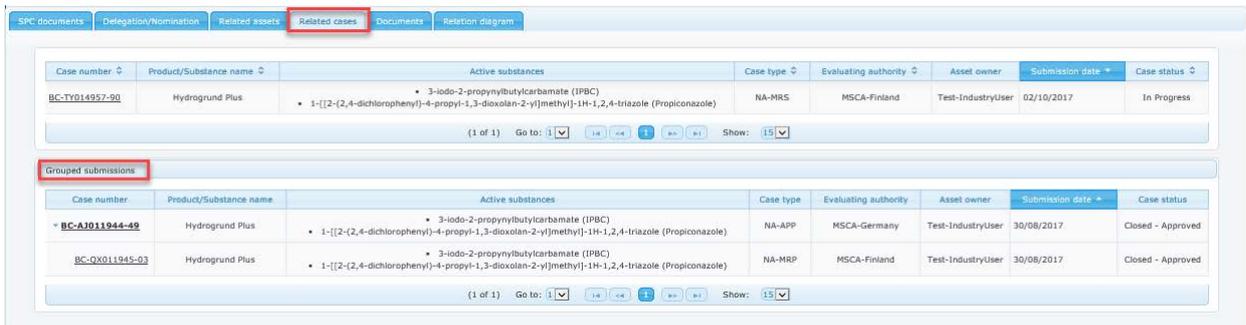
- **Related cases** sub-tab: displays information regarding any related cases.

This sub-tab allow a quick access to the case details. For example, a 'Mutual recognition in parallel' case can be viewed through the 'Application for national authorisation' case; connected cases can be viewed through each other. You can only access related cases that concern you, i.e. you are the case owner and/or asset owner of the related case.

For **grouped submissions**, the 'Grouped submissions' sub-tab allows you to identify the reference case (indicated in **bold**) and the related case(s). The related cases are hyperlink, therefore you are required to click on the case number to access the submission details page.

- ⚠ **You can only access related cases that concern you, i.e. you are the case owner and/or asset owner of the related cases.**

Figure 31: 'Related cases' sub-tab

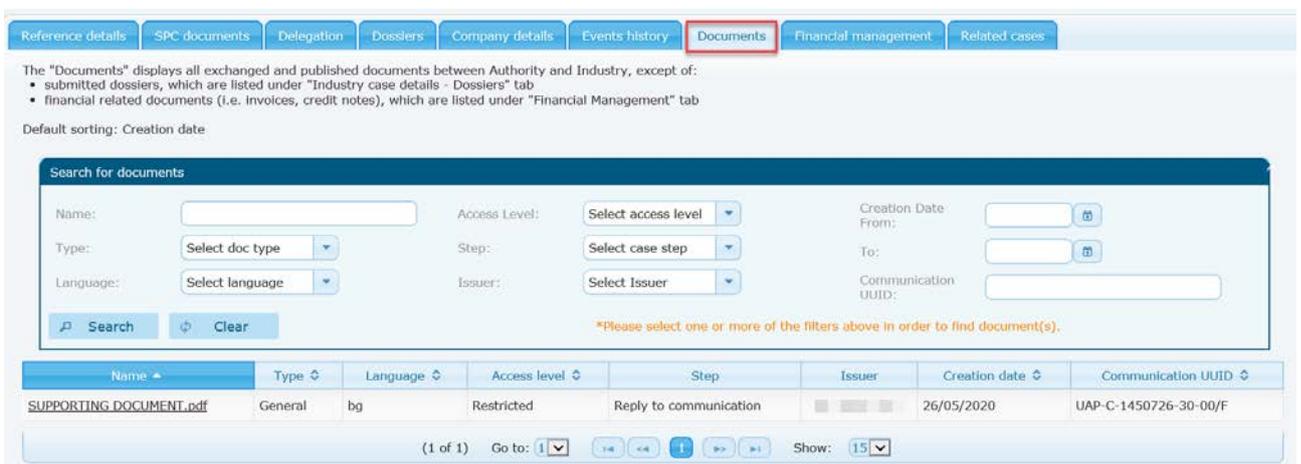


- **Documents** sub-tab: documents related to this case (e.g. supporting documents uploaded during the application process).

For a family member asset, documents can be found at the parent asset's respective tab.

Note that submitted dossiers and financial documents are found in their own sub-tabs.

Figure 32: 'Documents' sub-tab



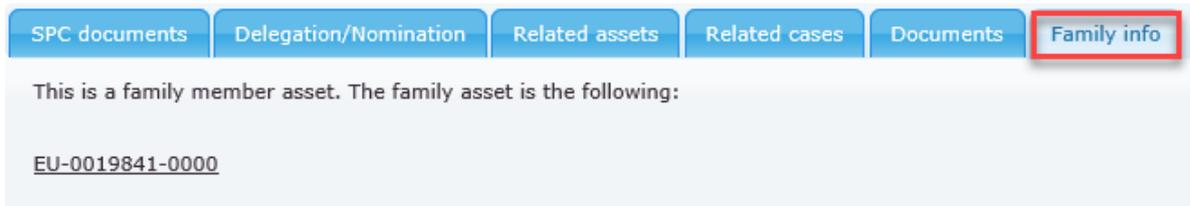
- **Family info** sub-tab: if applicable, displays information regarding the family of your asset.

If your product asset is a **family asset**: all the members of the product family will be displayed in the family info sub-tab.

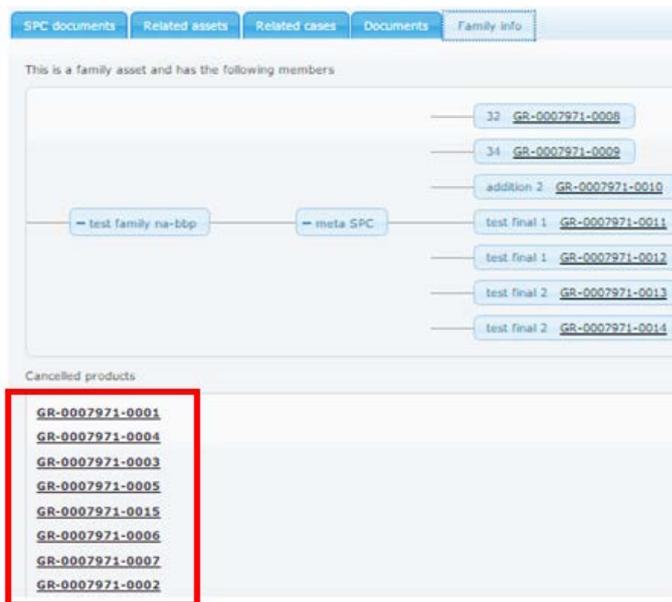
Figure 33: Family info sub tab (family asset)



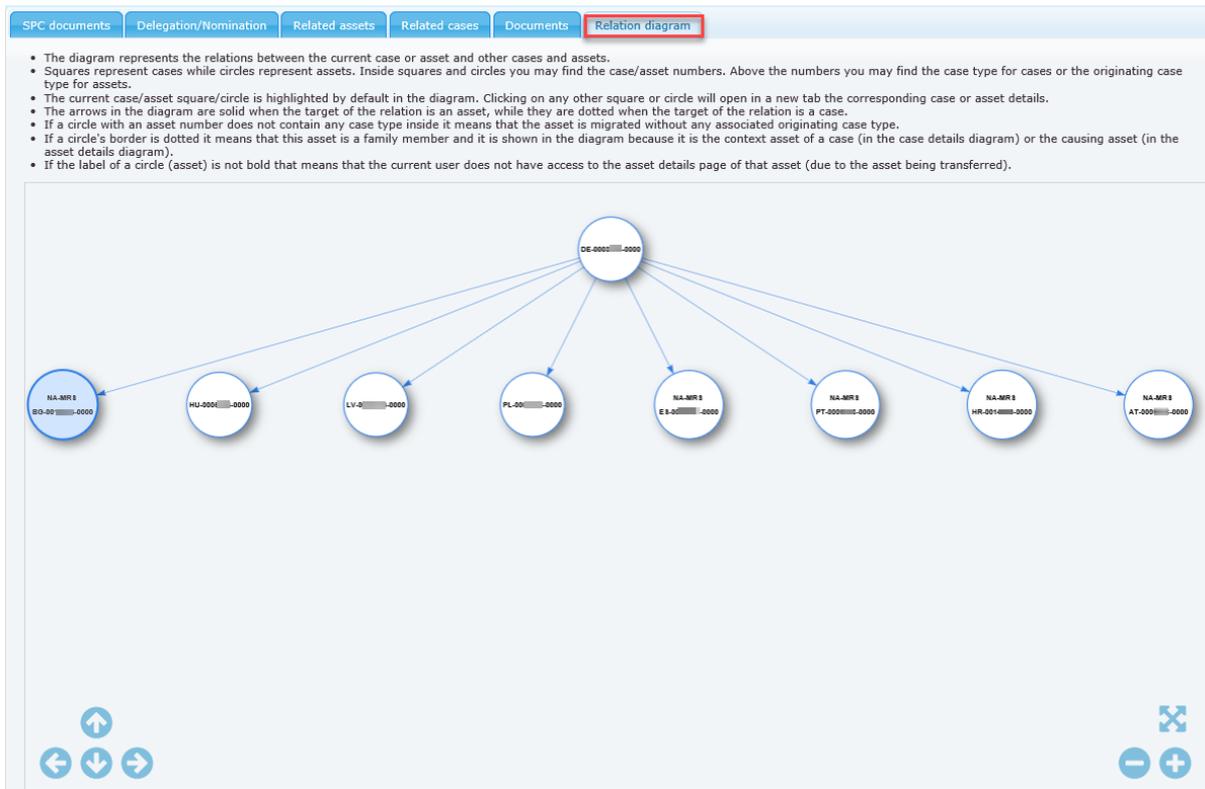
If your asset is a **family member asset**: the family asset will be displayed in the family info sub-tab.

Figure 34: Family info sub tab (family member asset)

The family info sub-tab also displays the cancelled member(s) and/or family asset. The list of cancelled assets may also include converted assets (e.g. NA-MRG).

Figure 35: Cancelled products

- **Relation diagram** sub tab: The diagram represents the relations between the current asset and other assets. It depicts the whole history of submissions. Single and family asset numbers are presented in the diagram, excluding therefore all the members of a family. Only the asset owner will have the visibility of the diagram and only for assets that has access rights.

Figure 36: Asset 'Relation diagram' sub-tab

5.3.2.3. 'Create a new case' option

Click on 'Create new case' to launch the relevant application wizard.

Figure 37: 'Create a new case' option

The screenshot shows the 'Create a new case' option in the R4BP 3 interface. The page displays case status (In Progress), evaluating authority (MSCA-Finland), submission date (26/07/2018), and product information (Product name: ProductC1, Trade name(s): tbc, Product type(s): PT01, Active substance(s): Abamectin). The 'Create new case' button is highlighted with a red box.

The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

The new case (i.e. the application) will be linked to the asset/case you used to launch the application wizard.

6. Grouped submissions in R4BP 3 (for National authorisations)

This chapter gives a general overview of how to submit grouped applications to the Authorities and launch the application wizard in R4BP 3. It is used for National authorisation and more precisely **to seek mutual recognition or a renewal/modification (MIC, MAC, ADC)**. This functionality is **available for some specific cases**. To identify all relevant cases, please refer to the [Application instructions guide](#).

6.1. Create a grouped submission in R4BP 3

Grouped submission can be made **prior or after the creation of the NA asset**.

6.1.1. Prior the creation of the NA asset

If you wish to apply for a national authorisation, you are allowed to seek mutual recognition in parallel (i.e. submit for NA-MRP).

In this case, click on the 'NEW APPLICATION' tab and launch the NA-APP wizard.

Figure 38: 'NEW APPLICATION'



You will be required to select the evaluating authority for the National authorisation and pick up the relevant concerned member state(s) for mutual recognition from the list.

Figure 39: Select authorities

 The screenshot shows a wizard window titled 'Submission for application for national authorisation (NA-APP)'. At the top, there is a progress indicator with seven steps, where step 1 'Select authorities' is active. Below the title, there is a subtitle 'Select authorities' and a note: 'Please start the submission process for your application by filling all required information.' The main form area contains a field for '*Evaluating authority:' with a dropdown menu labeled 'Select authority'. Below this, there is a section titled 'If you want to seek mutual recognition, please indicate the relevant Member States from the list below:'. This section includes a list of 'Concerned Member States' with checkboxes next to each name: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, and France. At the bottom of the window, there are four buttons: 'Save', 'Save & Close', 'Cancel', and 'Next'.

The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

You can find the details of your grouped submission under the 'related cases' tab of the reference (NA-APP) or concerned (NA-MRP) cases.

Figure 40: Grouped submissions under the 'related cases' tab

Case number ▾ Product/Substance name ▾ Active substances Case type ▾ Evaluating authority ▾ Asset owner Submission date ▾ Case status ▾

No related case(s) found.

(1 of 1) Go to: ▾ << >> Show: 15 ▾

Grouped submissions

Case number	Product/Substance name	Active substances	Case type	Evaluating authority	Asset owner	Submission date	Case status
▼ BC-CQ041801-39	ProductC1	• Abamectin	NA-APP	MSCA-Denmark	Company Y	27/07/2018	In Progress
BC-LB041802-58	ProductC1	• Abamectin	NA-MRP	MSCA-Estonia	Company Y	27/07/2018	In Progress
BC-GN041803-37	ProductC1	• Abamectin	NA-MRP	MSCA-Finland	Company Y	27/07/2018	In Progress

(1 of 1) Go to: 1 ▾ << 1 >> Show: 15 ▾

6.1.2. After the creation of the NA asset

If your **NA reference** asset has been approved by the reference Member State:

- You may apply for single or grouped **mutual recognition in sequence** (NA-MRS).
- You are **seeking changes** (e.g: administrative, minor, or major changes) **OR a renewal**, you can submit a grouped submission by sending an application to every concerned Member states.

To submit a grouped submission, search for your reference asset number and click on 'Create new case' to launch the application wizard.

Figure 41: Submitting a grouped submission

National authorisation (NA): FI-0019451-0000

Asset status: Active

Market area: Finland

Valid from: 27/07/2018

To: 16/07/2021

Source case number: BC-GN041610-58

Authorisation number: -

Product information

Product name: ProductC1

Trade name(s): tbc

Product type(s): 1

Active substance(s): • Abamectin

Asset owner

Company name: Company Y

Company UUID: ECHA-2628d62-44af-417e-950f-45bd97b377ae

Create new case ⓘ

- NA-ADC - National authorisation administrative change on request
- NA-CCL - National authorisation cancellation on request
- NA-MAC - National authorisation major change on request
- NA-MIC - National authorisation minor change on request
- NA-MRS - Mutual recognition in sequence
- NA-RNL - Application for renewal of national authorisation
- NE-NOT - Notification of unexpected or adverse effect for a National Authorisation

The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

You will find details of your submission under the 'related cases' tab of the asset.

Figure 42: Related cases

6.2. Include case(s) in a grouped submission (only for NA-ADC/MIC/MAC/RNL)

Registrants who have an NA asset can submit applications to request changes (MAC, MIC, ADC) or renewal (RNL). Those applications can be submitted in group. The applicant can introduce a new case in this existing grouped submission.

Please note that the following considerations should be taken into account:

- You are the owner of the reference case;
- The reference case is related to either a National application for administrative change on request (**NA-ADC**), a National application for minor change on request (**NA-MIC**), major change on request or a renewal (**NA-RNL**);
- The reference case must be '**in progress**' or '**suspended**'

Click on 'Create new case' in the case details to launch the application wizard.

Figure 43: create new case

The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

Once the submission is complete, the system will create a case for every selected asset in the wizard based on the context case type.

All new cases will be visible under the 'Grouped submission table' under the case details of every case, which is part of this submission.

7. Batch of applications

You can submit a batch of applications for administrative changes and/or notifications to place on the market products holding simplified authorisations. **These applications will run independently from one another.**

7.1. Submit a batch of administrative changes

To submit several applications concerning **administrative change(s)** (i.e: NA-ADC, SA-ADC, UA-ADC), click on the 'NEW APPLICATION' tab on the R4BP 3 toolbar, and select "**Administrative changes**" at the bottom of the page:

Figure 44: Submitting a batch of administrative changes



The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

! These applications will run independently from one another. Therefore, if you select two SA assets and a NA asset in the assets list, you will submit three different administrative change on request applications. These applications will be related to their corresponding assets.

7.2. Submit a batch of notification for placing on the market

To notify one or more products (members of a family) **to only one market area** in one wizard, click on the 'NEW APPLICATION' tab on the R4BP 3 toolbar, and select "**Notification(s) to place on the market products holding simplified authorisations**" at the bottom of the page.

Figure 45: Notification(s) to place on the market products holding simplified authorisations



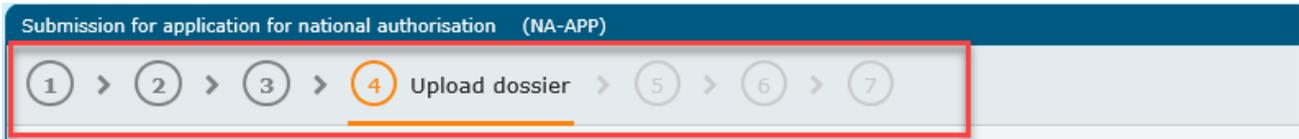
The relevant application wizard ([see section 8](#)) will be launched to guide you through the application submission process.

! Each notification for placing on the market will run independently from one another. Each SN-NOT case will pertain to a specific product (member of a family) and will have, as reference, the member SA asset number. The result of each SN-NOT will be single product SN asset, without any relation with any other SN created. Therefore, after completion of the wizard, multiple SN-NOT cases will be created (depending on the amount of the SPCs uploaded in the wizard).

8. R4BP 3 application wizard

When you launch an application wizard in R4BP 3, you will be guided through all the various steps until you reach the confirmation screen to 'submit' your application. Refer to the progress bar to see how far you are along the process.

Figure 46: Progress bar in the submission wizard



The steps and requirements at each step will vary depending on the application type you are applying for. For details on the wizard steps of a particular application, please see the relevant '[Biocides Submission Manual: application instructions](#)' available on the ECHA website.

Excepted applications for PA-CHG, users have the option to 'Save' and 'Save and close' a submission wizard before the final submission. Please refer to [section 8.2](#) for additional information on how to save an pending application.

8.1. Wizard steps

Depending on your application, the main steps are:

8.1.1. Set reference details / set the context asset

a) General feature

The reference number relates to the related reference asset or case. It is only applicable to some applications, when one application is based on another (e.g. a renewal of a biocidal product or active substance).

The reference will be known to you or you may have to request it from the holder. In some cases, the reference numbers may be available from the ECHA website '[Information on chemicals](#)'.

When needed, fill in the reference number in the related field:

Figure 47: set reference details

b) Exceptions

- For all submissions concerning **notification procedures**, you can either:
 - Click on 'Active substance/product type combination' and select the active substance name and product type from the drop-down lists;

Figure 48: set reference details for active substance/product type combination

The screenshot shows a multi-step navigation bar at the top with steps 1 through 7. Step 1, 'Set reference details', is highlighted with an orange circle and underline. Below the navigation bar, the title 'Set reference details' is displayed. A instruction reads: 'Please select below the grounds for the notification by clicking either on the Active substance/product type combination or the successful declaration of interest tab.' Two tabs are visible: 'Active substance/product type combination' (highlighted with a red border) and 'Successful declaration of interest'. Below the tabs, an instruction states: 'Please provide below the reference number of the published declaration of interest for the active substance.' A field for '*Asset number:' is shown with an empty input box. Below this, there are labels for 'Active substance', 'Product type(s)', 'EC number', and 'CAS number'. At the bottom, there are 'Cancel' and 'Next' buttons.

- Fill in the related asset number if your submission refers to an existing declaration of interest

Figure 49: set reference details for successful declaration of interest

The screenshot shows the same multi-step navigation bar as Figure 48. Step 1, 'Set reference details', is highlighted. Below the navigation bar, the title 'Set reference details' is displayed. A instruction reads: 'Please select below the grounds for the notification by clicking either on the Active substance/product type combination or the successful declaration of interest tab.' Two tabs are visible: 'Active substance/product type combination' and 'Successful declaration of interest' (highlighted with a red border). Below the tabs, an instruction states: 'Please provide below the reference number of the published declaration of interest for the active substance.' A field for '*Asset number:' is shown with an empty input box. Below this, there are labels for 'Active substance', 'Product type(s)', 'EC number', and 'CAS number'. At the bottom, there are 'Cancel' and 'Next' buttons.

- For **submissions for parallel trade**, provide the assets for the member state of origin and member state of introduction.

Figure 50: Set reference details for submission for parallel trade

The screenshot shows a multi-step process with five steps. Step 1, 'Set reference details', is highlighted. The form title is 'Set reference details'. Below the title, there is a note: 'Please provide below the numbers of the origin and the reference assets. Please press enter or click anywhere outside the area to populate the relevant fields'. The form is divided into two sections. The first section is for the 'MS of origin' and includes a required field for 'Asset number', followed by 'Company name', 'Product name', and 'Market area'. The 'Company name' field has a help icon. The second section is for the 'MS of introduction' and includes a required field for 'Asset number', followed by 'Company name', 'Product name', and 'Market area'. The 'Company name' field also has a help icon. At the bottom, there are 'Cancel' and 'Next' buttons.

8.1.2. Select authorities

Select from the drop-down list, the member state which is going to evaluate your application.

If mutual recognition in parallel (NA-MRP) or mutual recognition in sequence (NA-MRS) is sought, indicate the relevant concerned member state(s) as well.

Figure 51: select the evaluating authority

The screenshot shows a multi-step process with seven steps. Step 1, 'Select authorities', is highlighted. The form title is 'Select authorities'. Below the title, there is a note: 'Please start the submission process for your application by filling all required information.'. The form includes a required field for 'Evaluating authority' with a dropdown menu labeled 'Select authority'. Below this, there is a section titled 'If you want to seek mutual recognition, please indicate the relevant Member States from the list below:'. This section contains a list of 'Concerned Member States' with checkboxes next to each name: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, and France. At the bottom, there are 'Save', 'Save & Close', 'Cancel', and 'Next' buttons.

8.1.3. Annex I inclusion selection

This step, relevant for AN-APP applications, allows you to select the category of Annex I. Tick only one category for the Inclusion of active substance in Annex I.

Figure 52: select the category for the inclusion of active substance in Annex I

8.1.4. Set participant(s) details

In this step, you are required to provide details on the participant(s).

Participants can be:

- The case owner **and/or**,
- Any other company

For each participant, you will need to specify a supplier role. The participant can be supplier of the active substance, supplier of the final biocidal product or both.

Figure 53: set participants details

8.1.5. Set participant change details

When you are required to select the type of change, you can either:

- **Add a participant to your submission.** In this case, click on 'join participant' and type in the participant UUID;
- **Remove a participant and choose a new participant.** In this case, click on 'replace participant' and choose the participants to be removed and/or added;
- **Choose the participants to be withdrawn.** In this case, click on 'withdraw participant' and choose the participant(s) to be withdrawn from the drop-down menu.

Figure 54: set participant change details

8.1.5. Grouping of asset in multiple market areas

Users who have assets related through mutual recognition and who wish to proceed with a submission for an administrative, a minor or major change can choose to include one or some of these assets in their application.

The screen will display two tables:

- The first table shows the concerned cases of the context case. A check box is provided to each asset to enable the user to select at least one of the asset. The user must select at least one asset number from the table.
- The second table displays the assets that are already included in the grouping submission. Note that there is no check box to select those assets.

Figure 55: Include asset in your grouped submission

1 Grouping of Assets in multiple market areas > 2 > 3 > 4

Grouping of Assets in multiple market areas

The following Assets are mutually recognised with Asset DE-00000000-0000. Select the assets for which administrative changes through NA-RNL should join the "In Progress" group of NA-RNL applications.

<input type="checkbox"/>	Asset number	Market area	Asset owner
<input type="checkbox"/>	LU-0006269-0000	Luxembourg	Detia Freyberg GmbH
<input type="checkbox"/>	CZ-0009874-0000	Czech Republic	Detia Freyberg GmbH
<input type="checkbox"/>	CZ-0010015-0000	Czech Republic	Detia Freyberg GmbH

The following assets are mutually recognised with Asset DE-00000000-0000 and administrative changes NA-RNL submitted in a group are "In progress".

Asset number	Market area	Asset owner
LV-00000000-0000	Latvia	
GR-00000000-0000	Greece	
EE-00000000-0000	Estonia	
NO-00000000-0000	Norway	

8.1.6. Select assets to include in the submission

a) To submit a batch of administrative change(s)

In this step, you are required to select the authorisations that are eligible for the submission. You first need to search for specific assets. Define at least one search criteria in the 'Search for assets' fields and click on 'Search'.

Figure 56: search for the asset(s) to be included in the submission

Grouped submission of administrative change(s)

1 Select assets to include in the submission > 2 > 3 > 4 > 5

Select assets to include in the submission

Search for assets

* Use the filters below and click 'Search'. See the results in the Assets list.

Asset type: NA SA UA

Assets expiring from:

Family name:

To:

Product name:

Market area:

Trade name:

Company UUID/name:

Based on your search criteria, you will be required to select the relevant asset(s) in the 'Assets list' and to 'Confirm selection' in the search for assets section.

Figure 57: Confirm selection

* Use the filters below and click 'Search'. See the results in the Assets list.

Asset type: NA SA UA Assets expiring from:

Family name: To:

Product name: Market area: Please select

Trade name: Company UUID/name:

Assets list

* Click on the checkboxes below to select asset(s) and press on the Confirm Selection button

<input type="checkbox"/>	Asset number	Product/Substance name	Active substances	Asset type	Expiration date	Start renewal by	Asset status
<input checked="" type="checkbox"/>	EU-0019519-0000	Huwa-San Product Family	• Hydrogen peroxide	SA	01/07/2028	29/12/2026	Active
<input checked="" type="checkbox"/>	EU-0019452-0000	HP_SP_1	• Brodifacoum	SA	01/07/2027	28/12/2025	Active
<input type="checkbox"/>	FI-0019451-0000	ProductC1	• Abamectin	NA	16/07/2021	13/01/2020	Active

Showing 1-3 of 3 results (1 of 1) Go to: Show:

The selected assets will appear at the bottom of the page, in 'selected assets'.

Figure 58: verify the selected asset(s)

Select assets to include in the submission

Search for assets

* Use the filters below and click 'Search'. See the results in the Assets list.

Asset type: NA SA UA Assets expiring from:

Family name: To:

Product name: Market area: Please select

Trade name: Company UUID/name:

Assets list

* Click on the checkboxes below to select asset(s) and press on the Confirm Selection button

<input type="checkbox"/>	Asset number	Product/Substance name	Active substances	Asset type	Expiration date	Start renewal by	Asset status
<input type="checkbox"/>	EU-0019519-0000	Huwa-San Product Family	• Hydrogen peroxide	SA	01/07/2028	29/12/2026	Active
<input type="checkbox"/>	EU-0019452-0000	HP_SP_1	• Brodifacoum	SA	01/07/2027	28/12/2025	Active
<input type="checkbox"/>	FI-0019451-0000	ProductC1	• Abamectin	NA	16/07/2021	13/01/2020	Active

Showing 1-3 of 3 results (1 of 1) Go to: Show:

Selected assets

* For each asset in Selected assets an individual Administrative change application will be submitted.

<input checked="" type="checkbox"/>	Asset number	Product/Substance name	Active substances	Asset type	Expiration date	Start renewal by	Asset status
<input checked="" type="checkbox"/>	EU-0019519-0000	Huwa-San Product Family	• Hydrogen peroxide	SA	01/07/2028	29/12/2026	Active
<input checked="" type="checkbox"/>	EU-0019452-0000	HP_SP_1	• Brodifacoum	SA	01/07/2027	28/12/2025	Active

Showing 1-2 of 2 results (1 of 1) Go to: Show:

Note: for each selected assets, an individual administrative change application will be submitted.

b) Notification(s) for placing on the market

Define the market area and fill in additional field if necessary. Click on 'Search'.

Figure 59: Search for assets

Select assets to include in the submission > 2 > 3 > 4 > 5

Select assets to include in the submission

Search for assets

Market area:

* Use the filters below and click 'Search'. See the results in the Assets list.

Family asset number:

Family name:

Product name:

Trade name:

Assets expiring from:

To:

Company UUID/name:

Based on your search criteria, you will be required to select the relevant asset(s) in the 'Assets list' and to 'Confirm selection'.

Figure 60: Confirm selection

Select assets to include in the submission

Search for assets

Market area:

* Use the filters below and click 'Search'. See the results in the Assets list.

Family asset number:

Family name:

Product name:

Trade name:

Assets expiring from:

To:

Company UUID/name:

Assets list

* Click on the checkboxes below to select asset(s) and press on the Confirm Selection button

<input type="checkbox"/>	Asset number	Product/Substance name	Active substances	Asset type	Expiration date	Start renewal by	Asset status
<input type="checkbox"/>	EU-0010702-0001	Product 1	• Lactic acid	SA	01/05/2027	28/10/2025	Active
<input type="checkbox"/>	EU-0010702-0002	Product 2	• Lactic acid	SA	01/05/2027	28/10/2025	Active
<input type="checkbox"/>	EU-0010702-0003	Product 3	• Lactic acid	SA	01/05/2027	28/10/2025	Active

Showing 1-3 of 3 results (1 of 1) Go to: Show:

Click on 'next' to move to the next step.

Figure 61: select assets

* For each asset in Selected assets an individual Administrative change application will be submitted.

Asset number	Product/Substance name	Active substances	Asset type	Expiration date	Start renewal by	Asset status
EU-0010702-0001	Product 1	Lactic acid	SA	01/05/2027	28/10/2025	Active
EU-0010702-0002	Product 2	Lactic acid	SA	01/05/2027	28/10/2025	Active

Showing 1-2 of 2 results (1 of 1) Go to: 1 |< << 1 >> >> Show: 5

Cancel Next

8.1.7. Set submission details

a) Individual cases

The basic aspects of the submission are covered in this step and may include identifying the asset owner, specifying the payment details, and selection of the evaluating authority, for example. If you are unsure of the terms, please consult the 'wizard tips' box during the application procedure.

Figure 62: set submission details

1 Set case owner details > 2 > 3 > 4 > 5 > 6

Set case owner details

Please start the submission process for your application by filling all required information.

Case owner details

Company name: Company Y
 Company UUID: ECHA-2628df62-d4af-417e-950f-45bd87b3f7ae
 *Contact person: Select contact person

Save Save & Close Cancel Next

Case owner: The legal entity submitting the application under Article 7 of the BPR. It may be the entity supporting the active substance approval or a representative acting on their behalf.

It is the case owner's contact details that will be provided to data sharing inquirers following Article 62 of the BPR.

Please note: Case owner details are automatically filled in as those of the logged in user.

Contact person: Select a contact person for the case from the drop-down list.

R4BP 3 accounts management: Please refer to the 'ECHA Accounts Manual for Industry Users' in case you wish to create, modify or delete a user account from R4BP 3.

b) Grouped submissions

The evaluating and concerned authorities sections are already automatically filled in. However, you can update the company UUID for each case and provide a billing address and purchase order for each submission.

Figure 63: set submission details for grouped submissions

Set submission details

Please fill in the submission details.

*Evaluating authority: Finland

Asset owner details: Same as case owner

*Company UUID: ECHA-9c3caa52-c5c7-4d84-86cb-18022000059c

Company name: Test-IndustryUser

Payment details

Purchase order:

* Billing address: Case owner Asset owner

*Concerned authority: Denmark

Asset owner details: Same as case owner

*Company UUID: ECHA-3a2cd9b0-c61e-47df-88f9-e183fb95dded

Company name: Biocides Company

Payment details

Purchase order:

c) Submission of a batch of administrative changes and notification(s) for placing on the market

You are required to define a contact person(s) for all your submissions. Click on 'Apply to all' if the contact person and the purchase order apply for all submissions. Click on each asset number to expand the list and provide a different contact person(s)/purchase order.

Figure 64: set submission details for grouped submissions of administrative changes

Set submission details

Please provide here the contact person and purchase order that apply for all submission(s) below.

Case owner details

Company name: Test-IndustryUser

Company UUID: ECHA-9c3cae52-c5c7-4d84-86cb-18022000059c

Contact person:

Payment details

Purchase order:

* Expand each asset in the below list and provide the mandatory input.

- DE-0012119-0000 Hydrogrund Plus
- FI-0012120-0000 Hydrogrund Plus

Note: the evaluating authority is a read only field.

In case you want to remove an asset, click on the relevant button:

Figure 65: remove an asset from the selection

Set submission details

Please provide here the contact person and purchase order that apply for all submission(s) below.

Case owner details

Company name:

Company UUID: IUC5-

Contact person:

Payment details

Purchase order:

* Expand each asset in the below list and provide the mandatory input.

- DE-0008:

*Evaluating authority:

8.1.8. Select additional market areas

For NA-MRG, you can select, where relevant, all the assets that you wish to merge at this step. If some assets are not visible for grouping, you will need to make separate applications to renew those assets. Please refer to the dedicated [submission webpage](#) for more details.

Figure 66: select additional market areas

Select additional market areas, with linked assets

Germany +

Austria -

Switzerland -

8.1.9. Set case owner details

The case owner details will be automatically filled in as those of the logged in user. However, a contact person(s) must be specified.

If you wish to modify your user information details or contact list of the legal entity, please click on either your username or company name. For further instructions refer to the [ECHA Accounts manual](#) available on the ECHA website.

Figure 67: set case owner details

1 > 2 Set case owner details > 3 > 4 > 5 > 6 > 7

Set case owner details

Please start the submission process for your application by filling all required information.

Case owner details

Company name: C1company

Company UUID: ECHA-cc877547-eb2d-4119-9873-c709fc02fc15

*Contact person:

Save Save & Close Cancel Next

8.1.10. Enter the active substance details

This step, relevant for submission for declaration of interest to notify, allows you to fill in the active substance name and to choose the product type for the prospective approval.

If applicable, you are also required to enter the EC and CAS number.

Figure 68: enter active substance details

1 > 2 Enter active substance details > 3 > 4

Enter active substance details

Please fill in the active substance details.

Active Substance identifier

*Active substance name:

* Product Type(s):

- PT-01 - Human hygiene
- PT-02 - Disinfectants and algacides not intended for direct application to humans or animals
- PT-03 - Veterinary hygiene
- PT-04 - Food and feed area
- PT-05 - Drinking water
- PT-06 - Preservatives for products during storage
- PT-07 - Film preservatives
- PT-08 - Wood preservatives
- PT-09 - Fibre, leather, rubber and polymerised materials preservatives
- PT-10 - Construction material preservatives

EC number:

CAS number:

Previous Save Save & Close Cancel Next

8.1.11. SME reduction

In this step, you may fill in a SME decision number. A fee reduction for some application types may exist for small or medium sized enterprises (SME) provided certain conditions are met.

For more information concerning SME fee reductions under the BPR and how to apply to have your SME status recognised for certain applications, refer to the dedicated page [SME fees under the BPR](#) on the ECHA website for full details.

Figure 69: Set SME decision number

1 > 2 > 3 Set SME decision number > 4 > 5 > 6

Set SME decision number

Small and medium-sized enterprises established in the European Union can benefit from reduced fees under the BPR provided that certain conditions are met. If SME status has been recognised by ECHA, then include the SME asset number in this step, or go straight to 'next'.

SME asset number:

Previous Save Save & Close Cancel Next

8.1.12. Upload dossier

If a dossier is required, you need to 'Browse' your local environment to be able to upload it into the system.

Note that all dossiers should have been created using IUCLID 6 (.i6z). For full technical assistance on how to prepare a IUCLID dossier and enter data into the fields that are of prime importance, please refer to the [BSM 'How to prepare a biocides dossier'](#).

Note that R4BP 3 will warn you if you try to submit a dossier that fail to pass technical checks.

Figure 70: upload a dossier

1 > 2 > 3 > **4** Upload dossier > 5 > 6

Upload dossier

Please upload below your file which contains your dossier (your file should have been created using IUCLID 6 and have an extension .i6z). Please make sure that you don't upload encrypted/password protected files.

No file(s) found. Please choose a file to upload.

+ Browse Upload Cancel

File names should not contain special characters ?

Previous Save Save & Close Cancel Next

8.1.13. Upload SPC

Where relevant, a summary of product characteristics may be required for an application. It is mandatory for the SPC to be in .I6Z format to be handled by R4BP 3.

For technical assistance on how to prepare create an SPC in IUCLID, you may consult the BSM 'Technical guide: How to prepare a biocides dossier'.

a) Individual submissions

Click on 'upload' to be able to upload your SPC file. The market area defined in the SPC must match the selected competent authority of the concerned Member State.

If you are submitting an application related to a biocidal product authorisation that has already been granted, the type of SPC (e.g. single product, product family or product family member) must be the same as the one submitted for the related asset;

Figure 71: Upload SPC

1 > 2 > 3 > 4 > **5** Upload SPC > 6 > 7

Upload SPC

Please upload below your SPC (summary of product characteristics) file that is required for your application.

*Please upload the necessary SPC file(s)

BG-Bulgaria	CZ-Czech Republic
No SPC uploaded	

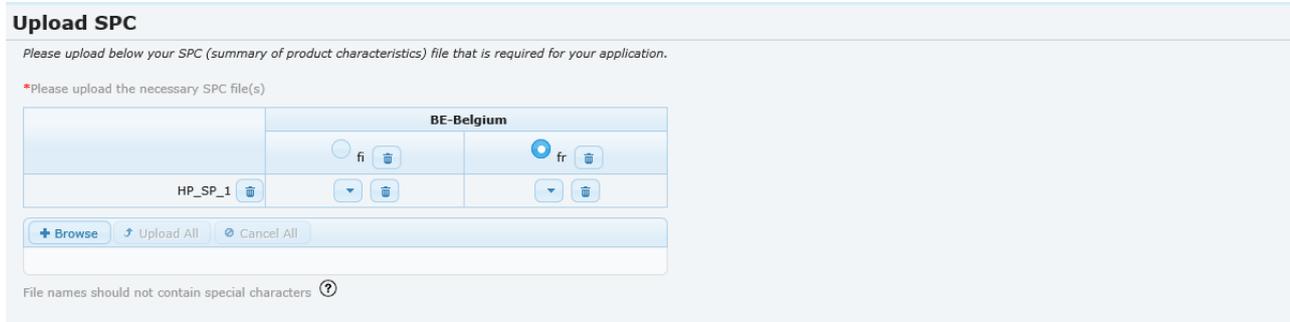
+ Browse Upload All Cancel All

File names should not contain special characters ?

Previous Save Save & Close Cancel Next

You are allowed to upload SPC files in any languages accepted by the respective competent authority of the concerned Member State. If you upload multiple SPC files with different languages, you will be required to **select a master language**. To select a master language, tick the box.

Figure 72: Select master language



b) Grouped submissions

The market area is defined in the SPC and must match the selected competent authority of the referenced and concerned Member State(s). 'Browse' your local environment and 'upload all' relevant files. Alternatively, you can filter by market area and upload the SPCs one by one.

Figure 73: Upload SPC

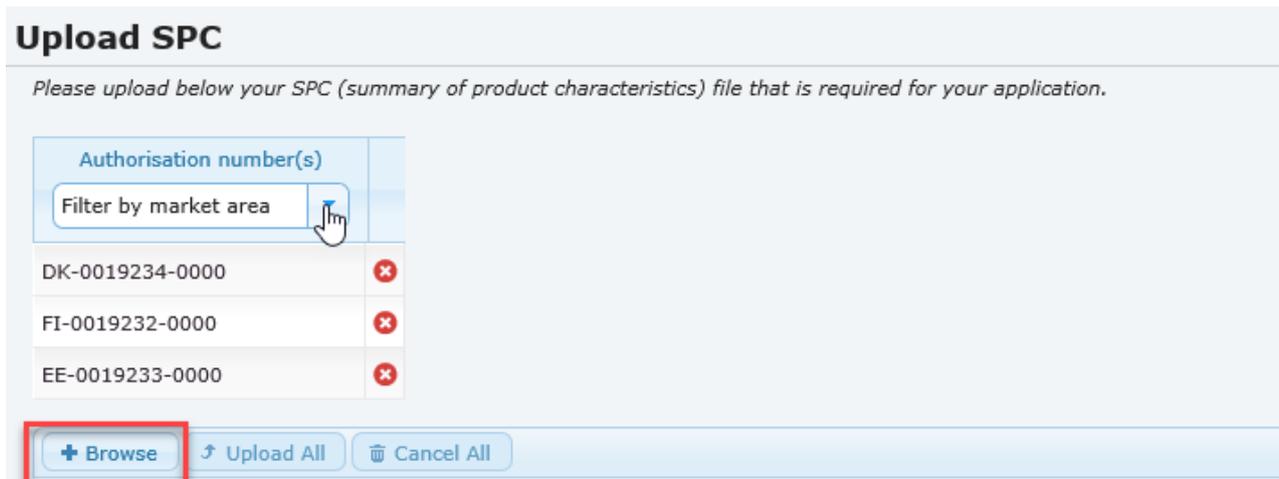
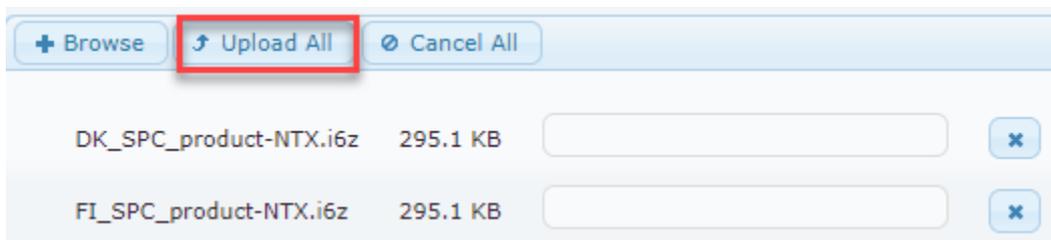


Figure 74: Upload SPC



You are allowed to upload SPC files in any languages accepted by the respective competent authority of the concerned Member State. If you upload multiple SPC files with different languages, you will be required to **select a master language**. To select a master language, tick the relevant box.

Figure 75: Select master language

Upload SPC

Please upload below your SPC (summary of product characteristics) file that is required for your application.

*Please upload the necessary SPC file(s)

	FI-Finland	DK-Denmark	EE-Estonia
	<input type="radio"/> en <input type="radio"/> fi <input type="radio"/> en	<input checked="" type="radio"/> en <input type="radio"/> en	<input checked="" type="radio"/> en <input type="radio"/> en
ProductC1	<input type="button" value="v"/> <input type="button" value="x"/>	<input type="button" value="v"/> <input type="button" value="x"/>	<input type="button" value="v"/> <input type="button" value="x"/>

File names should not contain special characters ?

⚠ The system will display a warning message if you try to submit an NA-APP, NA-MRP or NA-MRS case while an 'in progress' or 'suspended' application with the same product or family UUID in the same market area is running in the system.

c) Submission of a batch of administrative changes(s) and notification(s) for placing on the market

Click on 'Browse SPC(s)' to be able to upload any SPC files corresponding to the assets for which administrative change(s) (if you are submitting a batch of ADC) or notifications for placing on the market (if you are submitting a batch of SN-NOT) will be submitted.

Figure 76: Upload SPC(s)

Upload SPC(s)

Upload SPC (Summary of Product Characteristics) files. Match SPC file to the corresponding asset.

Authorisation number(s)

Filter by market area

EU-0010702-0001	<input type="button" value="x"/>
EU-0010702-0002	<input type="button" value="x"/>

8.1.14. Upload other files

a) Individual submission

All files that support the application and were not uploaded in the dossier should be included at this step. For many application types, ECHA requires additional supporting documentation to enable the correct handling and processing of your application. You can visit the [Supporting documents](#) page from ECHA's website for the full list.

Once you have uploaded your documents, select the relevant type. It can be a general document, an agreement or a document III-A related to the dissemination process.

Figure 77: Select the document type

The screenshot shows the 'Upload other files' step in a multi-step process. The current step is highlighted with a red circle and the number 5. The interface includes a breadcrumb trail with steps 1 through 6. Below the title, there is a prompt: 'Please upload any additional documents you would like to submit with your application'. A file named 'IUC5.docx' is shown with a trash icon. Two dropdown menus are visible: 'Select doc type' and 'Select language'. The 'Select doc type' dropdown is open, showing options: 'Select doc type', 'Agreement', 'General', and 'Document III-A'. A 'Cancel All' button is also present. At the bottom, there are five buttons: 'Previous', 'Save', 'Save & Close', 'Cancel', and 'Next'.

b) Submission of a batch of administrative changes and simplified authorisation

Each uploaded document must be assigned to an asset. To assign the document click on 'Assign to submission(s)' and select the doc type, and the language from the drop-down lists.

Figure 78: submission of a batch of administrative changes

The screenshot shows the 'Upload other files' interface with a file named 'testest.docx'. The 'Assign to submission(s)' dropdown is open, showing a search bar and two results: 'UA | EU-0017114-0000 | HP_SP_1 | Brodifacoum' and 'NA | BE-0017094-0000 | HP_SP_1 | Brodifacoum'. The 'Select doc type' and 'Select language' dropdowns are also visible. A 'Cancel All' button is present. At the bottom, there is a note: 'File names should not contain special characters' with a help icon.

8.1.15. Confirmation of submission

Following the submission of your application, an on-screen message will be visible containing instructions you are required to follow to ensure your application will be accepted for processing, for example, in cases where a resubmission may be required. Additionally information related to your submission will be displayed. A submission number is automatically assigned to your case and consists of a case number with additional digits. The last digit indicate the number of submissions that the case has undergone, i.e. the '/1' indicates that this is the first submission. If you do not receive this post-submission message, your application has not been submitted correctly and you will have to start the application process again.

You can monitor the progress of your case by searching for the specific case and messages related to the case by using the case number, so ensure you take note of this number.

8.2. Save an application in the submission wizard

Excepted for applications of PA-CHG type, **users are allowed to save their application before submitting it to the Authorities.**

Figure 79. Save an application



Depending on your application type, this feature will be visible:

- In the 'Grouping of Assets in multiple market areas' step for grouping applications NA-ADC/MIC/MAC/RNL;
- For a standalone NA-APP case as well as for a NA-APP with concerned NA-MRP cases (grouping submission), the user can save the application in the "Select authorities" step;
- For NA-BBP and NA-BBS cases that include a context step (reference case/asset to be provided), the users will be offer the possibility to save their draft in the "Set submission details" step;
- For a NA-MRG case, it is available in the "Set market areas" step;
- For all other cases that do not include a reference step and are considered standalone, this feature will be visible in the "Set case owner details" step.

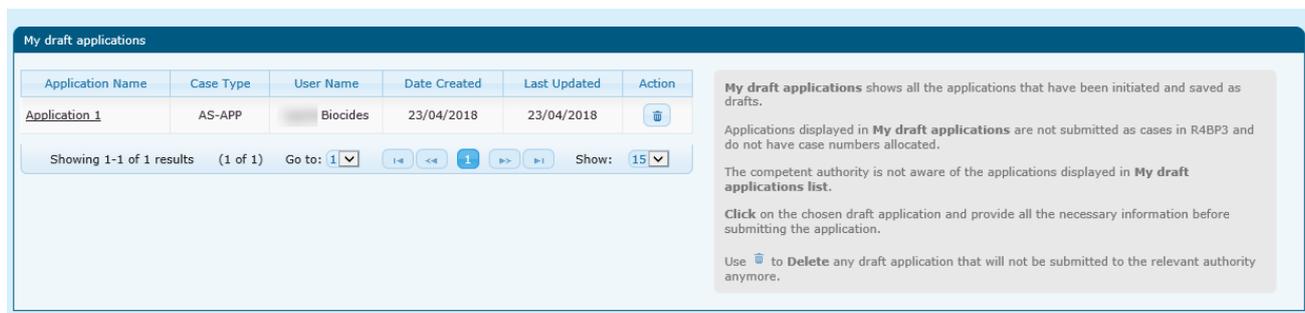
If you want to edit your drafts (resume or delete them), click on the 'NEW APPLICATION' tab and visit the 'Edit applications saved as drafts' section. Click on 'view all applications' to get access to all your saved drafts.

Figure 80: Edit your drafts



You can **edit your draft** (double click on the application name) or **delete** it (click on the trash icon).

Figure 81: Draft or delete your draft(s)



9. Monitor your submission

It is the case owner's responsibility to **monitor the status of a submission** and **receive/react to requests** from the Authorities, therefore correct and updated contact person(s) must be also defined in your legal entity contacts list and in the relevant case in R4BP3.

In addition, the case owner contact person(s) defined in the case will receive e-mail notifications when there is important information to consider or actions to be taken, and status of a case has changed. These may include receiving **invoices**, **requests for resubmission** and **additional information, reminders**, or information about the **case** e.g., **moving in the workflow** to a next step. This will lead to the efficient processing of the application.

9.1. Identify your submission status through the 'CASES' tab

After selecting the 'Cases' tab, you can use the following options to monitor the status of your submission:

- **The 'Case status' in my cases list**
- **The Case details page**
- **The 'Events history' sub tab**
- **The 'Reference details' sub tab**

9.1.1. 'Case status' in my cases list

Select the 'CASES' tab in the toolbar and search for your case. The corresponding case records and their statuses are displayed in 'My cases list'.

- **In progress:** your submission is being processed. You may be required to resubmit your dossier and/or provide additional information.
- **Closed- Approved:** your submission has been accepted by the European Chemicals Agency (ECHA). No further action is required.
- **Closed- Rejected:** If the payment has not been received by ECHA by the due date, you will get the following message: '*Case rejected by ECHA*'. This means that your payment has **not** been received in due time and your application has **not** been accepted for processing and it will **not** be forwarded to the relevant Authority.
- **Closed- Not approved:** your submission has not been approved by the authority due to the quality of the provided data.
- **Closed- Terminated:** The European Chemicals Agency (ECHA) has terminated your case; consequently your application will not be processed further. You may submit a new application which will receive a new case number. The new application will have no link to the application that was terminated.
- **Closed – Withdrawn:** The case has been withdrawn by the case owner or by ECHA per the case owner's request; consequently the application will not be processed further. You may submit a new application which will receive a new case number. The new application will have no link to the application that has been withdrawn.
- **Suspended:** your case has been suspended by ECHA.

Figure 82: Case status in 'case list'

Case number	Product/Substance name	Active substances	Product type(s)	Case type	Evaluating authority	Submission date	Case status
BC-VV042368-99 NEW	Family	<ul style="list-style-type: none"> Acrolein Basic Copper carbonate Abamectin 	<ul style="list-style-type: none"> PT03 PT02 	UA-APP	MSCA-Estonia	24/08/2018	In Progress
BC-XB042365-43	Family	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate 	<ul style="list-style-type: none"> PT02 PT03 	EE-APP	MSCA-Switzerland	23/08/2018	In Progress
BC-YW042364-02	Family	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate 	<ul style="list-style-type: none"> PT02 PT03 	EE-APP	MSCA-Norway	23/08/2018	In Progress

9.1.2. Case details page

Alternatively, you can find the case status in the case details page.

Figure 83: Case status in the case details page

Implementation of Union authorisation in EEA countries and Switzerland (EE-APP): [BC-XB042365-43](#)

Case status: In Progress

Evaluating authority: MSCA-Switzerland
 Submission date: 23/08/2018
 Completed on: -

Product information

Family name: Family
 Product type(s): PT02, PT03
 Active substance(s):

- Abamectin
- Acrolein
- Basic Copper carbonate

[Actions](#)

9.1.3. 'Events history' sub tab

Search for your case and once you have gained access to your case, click on the 'Events history' sub-tab in the case details page. It will provide you with a list of all the actions the case has gone through to date (e.g. format check passed, invoice sent, etc.).

Other useful information, such as all submitted documents or financial related documents, can be viewed in under the sub-tabs, e.g. 'Documents' or 'Financial management' tab.

Figure 84: Events history sub tab

Active substance evaluation under Regulation (EU) No 1062/2014 (Participant) (AS-EVA): [BC-AJ042354-53](#)

Case status: In Progress
 Evaluating authority: MSCA-Finland
 Submission date: 21/08/2018
 Completed on: -

Substance information

Active substance: Pyrethrins and Pyrethroids
 Product type(s): PT18
 BAS number: 1356
 EC number: 232-319-8
 CAS number: 8003-34-7
 IUPAC name:

[Create new case](#) [Actions](#)

Reference details | Delegation | Participant(s) | Dossiers | Case owner details | **Events history** | Documents | Financial management | Related cases

- The events history displays Communication and System events, occurred from initial submission to final decision for a case.
- Default sorting is by event date (newest on top)

Date	Step	Subject	Sender
24/08/2018 16:34:01	Invoicing	Invoices or credit notes sent [AEV-C-1330573-35-00/F]	Agency
21/08/2018 16:57:43	Commission Decision	Commission decision started, due by 19/11/2018	
21/08/2018 16:57:42	ECHA Opinion	Opinion submitted by ECHA [AEV-C-1330496-29-00/F]	Agency
21/08/2018 16:54:33	ECHA Opinion	ECHA Opinion started, due by 18/05/2019	
21/08/2018 16:54:33	Evaluation	Case evaluated by MSCA [AEV-C-1330495-30-00/F]	MSCA-Finland

9.1.4. 'Reference details' sub tab

If your application is based on another, you may wish to identify the status of the reference case. In this case, select the 'Reference case' sub-tab in the case details page.

Figure 85: Reference details sub-tab

The screenshot displays a software interface with a top navigation bar containing tabs: Reference details, SPC documents, Dossiers, Company details, Events history, Documents, Financial management, and Related cases. The 'Reference details' tab is selected and highlighted with a red box. Below the navigation bar, there are two main sections. The first section, 'Reference asset', contains the following information: Asset number: NO-0001-0000, Asset status: Active, Asset owner: [redacted], Product name: [redacted], and Market area: Norway. The second section, 'Reference case', is highlighted with a red box and contains: Case number: BC-1-27, Case status: In Progress, Case owner: [redacted], Product name: [redacted], and Evaluating authority: MSCA-Ireland.

9.2. Identify your submission status through the 'ASSETS' tab

After selecting the 'Assets' tab, you can use the following options to monitor the status of your submission:

- The 'Asset status' in the assets list
- The Asset details page

9.2.1. 'Asset status' in the assets list

Select the 'ASSETS' tab in the toolbar and search for your asset. The corresponding asset records and their statuses are displayed in 'Assets list'.

- **Active:** your asset is active. Depending on your asset, you can perform some specific type of action such as initiating a new case, initiating a delegation, a nomination or a transfer.
- **Expired:** the validity of your asset has expired. You are not allowed to perform any action (e.g. initiating a new case from this asset).
- **Cancelled:** your asset has been cancelled. You can still view your asset details but cannot perform any action anymore. Note that if you have initiated a new case from this asset while it was still valid, the decision making authority **will not approve the pending case.**
- **Revoked:** your asset has been revoked by the Authority. Consequently, you are not allowed to perform any kind of action on your asset.
- **Inactive:** if the validity date of the asset has not been reached yet.

Figure 86: Asset status in 'asset list'

Asset number	Product/Substance name	Active substances	Product type(s)	Asset type	Expiration date	Start renewal by	Asset status
EU-0019841-0000	Family	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate 	<ul style="list-style-type: none"> PT02 PT03 	UA	11/08/2023	07/02/2022	Active
EU-0019841-0003	Product	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate 	<ul style="list-style-type: none"> PT03 	UA	11/08/2023	07/02/2022	Active
EU-0019841-0001	Product 1	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate 	<ul style="list-style-type: none"> PT02 	UA	11/08/2023	07/02/2022	Active
EU-0019841-0002	Product 2	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate 	<ul style="list-style-type: none"> PT02 	UA	11/08/2023	07/02/2022	Active

9.2.2. Asset details page

Search for your case and access the case details page to find the **asset status**.

Figure 87: Asset details page

Union Authorisation (UA): EU-0019841-0000		Product information	
Asset status:	Active	Family name:	Family
Market area:	European Union	Product type(s):	2, 3
Valid from:	23/08/2018	Active substance(s):	<ul style="list-style-type: none"> Abamectin Acrolein Basic Copper carbonate
To:	11/08/2023	Asset owner	
Source case number:	BC-YG042362-38	Company name:	C1company
Authorisation number:	-	Company UUID:	ECHA-cc877547-eb2d-4119-9873-c709fc02fc15
Implementing Regulation/Decision:	BPR		
Create new case ⓘ			

9.3. Identify latest events concerning your submissions through the 'EVENTS' tab

Select the 'Events' tab in the toolbar. Default events list shows all the events that have occurred (after the date when the feature was implemented – February 2022) and are listed in descending order (latest first). If you want to search for a specific event, in the 'Search for events' table, fill in some search criteria.

You may export the events list for your further analysis or monitoring purposes to excel file by clicking 'Export (.xls)'.

9.3.1. Monitor your submission step in the events list

Submission step, from the event was triggered, can be found in the 'Events list' in 'Step' column. In the 'Subject' column, the nature of the event is described.

Figure 88: 'EVENTS' tab

TASKS	MESSAGES	CASES	ASSETS	EVENTS	NEW APPLICATION
-------	----------	-------	--------	--------	-----------------

You are **test-BIO** on behalf of **Biocides industry (FI)**

Search for events

Event date from: To:

Evaluating authority: Case number:

Evaluating country: Case type:

Sender (of messages): Case status:

Step: Active Substance:

Product Name:

*Please select one or more of the filters above in order to find event(s).

Date	Case number	Case type	Active substance	Product/Substance name	Step	Subject	Sender
30/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmitted [TAP-C-1570186-21-00/F] [BC-KC075200-63/8]	Biocides industry
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmit information started, due by 08/09/2022	
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmission requested [TAP-C-1570186-21-00/F]	Agency
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Incorrect dossier template 01e98e6c-5de6-444f-9089-2ba81e7cacbc	
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmitted [TAP-C-1570185-22-00/F] [BC-KC075200-63/7]	Biocides industry
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmit information started, due by 08/09/2022	
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmission requested [TAP-C-1570185-22-00/F]	Agency
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Incorrect dossier template 01e98e6c-5de6-444f-9089-2ba81e7cacbc	
25/08/2022	BC-KC075200-63	TE-APP	-	-	Format Checks	Resubmitted [TAP-C-1570184-23-00/F] [BC-KC075200-63/6]	Biocides industry

9.4. Identify your submission status through the 'MESSAGES' tab

Messages showing the progress of each case will be sent to the case owner’s R4BP 3 message list, accessed via the 'MESSAGES' tab, after each processing step. During the processing of an application, authority users will send messages to the case owner, providing information concerning the status of the case or requesting additional information.

9.4.1. Search for a message

On the toolbar, click on 'MESSAGES'.

Figure 89: 'MESSAGES' tab



When you select the 'MESSAGES' tab, a default search will cause all the messages you received in the last year to be displayed in the 'Message list'. If you want to search for a specific message, in the 'Search for messages' table, fill in some search criteria.

Figure 90: 'Search for messages'

The screenshot shows a search interface titled 'Search for messages'. It contains several filter fields, each with a red circle and a number indicating its position in a list:

- 1: 'Sent/Received' dropdown menu (set to 'Received')
- 2: 'Sender' dropdown menu (set to 'Please select')
- 3: 'Status' dropdown menu (set to 'Please select')
- 4: 'Archived' checkbox (unchecked)
- 5: 'Case number' text input (placeholder: 'Please enter a minimum three characters')
- 6: 'Message topic' dropdown menu (set to 'Please select')
- 7: 'Case type' dropdown menu (set to 'Please select')
- 8: 'Message subject' text input (placeholder: 'Please enter a minimum three characters')
- 9: 'Active substance' text input (placeholder: 'Please enter a minimum three characters')
- 10: 'Message number' text input (placeholder: 'Please enter a minimum three characters')
- 11: 'Product - Family name' text input (placeholder: 'Please enter a minimum three characters')
- 12: 'Date Received From' date input (with calendar icon)
- 13: 'Trade name' text input (placeholder: 'Please enter a minimum three characters')
- 14: 'Product type' dropdown menu (set to 'Please select')

At the bottom, there are 'Search' and 'Clear' buttons.

1. **'Sent/Received'**: Search for sent **or** received messages. Note that only one selection can be provided at a time.
2. **Sender**: Use the drop-down list to select the sender(s) of any received messages.



If the sender 'Industry' has been selected, an additional field called 'Company UUID/name' will appear and allow you to search for a specific Industry UUID or Industry name.

Figure 91: Enter the Company UUID/name

The screenshot shows a close-up of the 'Sender' dropdown menu with 'Industry' selected. Below it, the 'Company UUID/name' text input field is visible with the placeholder text 'Please enter a minimum three characters'.

3. **Status**: Filter by read or unread received messages.
4. **Archived**: Archived messages are removed from the Inbox list. Tick the box to search for sent or received archived messages. Note that archiving sets a tag to all users of the legal entity. Other users in the same legal entity would also see the communication tagged as archived.
5. **Case number**: Type the Case number from the context of which a message was received or sent.
6. **Message topic**: Use the predefined drop-down list of topics to search for a specific message.
7. **Case type**: Select one or many case types from the drop-down list.
8. **Message subject**: Type in a message subject to search for specific sent or received messages.
9. **Active substance**: Enter the active substance name that is linked to a specific case from the context of which a message was received or sent.
10. **Message number**: enter the unique communication number assigned to the message. Any message sent by authority users will be assigned with a unique number to identify the message, i.e. a 'Communication number' or a 'Decision number'.
11. **Product- Family name**: Search for a specific product or family name.

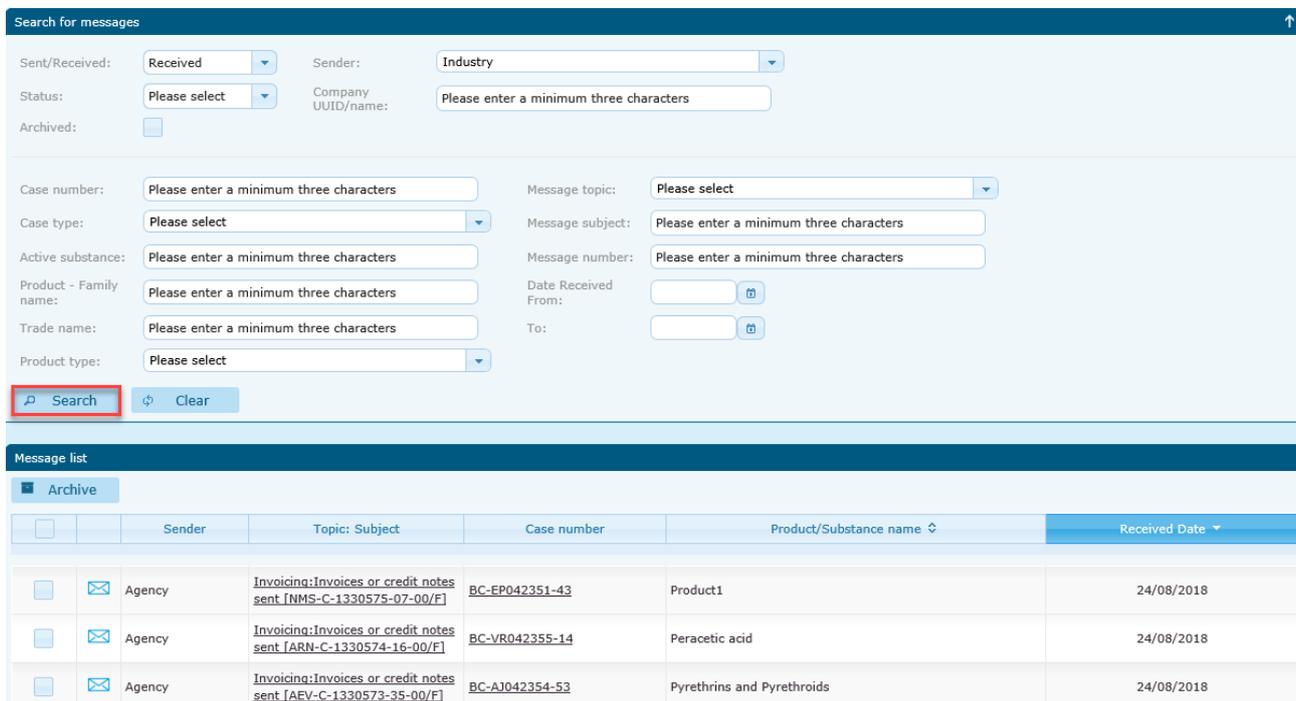
12. **Date received from/to:** Filter by specific dates.
13. **Trade name:** Enter a specific trade name.
14. **Product type:** Select a product type from the drop-down list.

 R4BP 3 will retain your selected search criteria. Press the  button or logout to remove the selected criteria.

9.4.2. Message list

When you have entered the search criteria, click on 'Search' so that the corresponding messages are displayed in the 'Message list'.

Figure 92: 'Message list'



The screenshot shows the 'Search for messages' interface. The search criteria are as follows:

- Sent/Received: Received
- Sender: Industry
- Status: Please select
- Company UUID/name: Please enter a minimum three characters
- Archived:
- Case number: Please enter a minimum three characters
- Message topic: Please select
- Case type: Please select
- Message subject: Please enter a minimum three characters
- Active substance: Please enter a minimum three characters
- Message number: Please enter a minimum three characters
- Product - Family name: Please enter a minimum three characters
- Date Received From:
- Trade name: Please enter a minimum three characters
- To:
- Product type: Please select

The 'Search' button is highlighted with a red box. Below the search criteria is the 'Message list' section, which includes an 'Archive' button and a table of messages.

<input type="checkbox"/>	<input type="checkbox"/>	Sender	Topic: Subject	Case number	Product/Substance name	Received Date
<input type="checkbox"/>		Agency	Invoicing:Invoices or credit notes sent [NMS-C-1330575-07-00/F]	BC-EP042351-43	Product1	24/08/2018
<input type="checkbox"/>		Agency	Invoicing:Invoices or credit notes sent [ARN-C-1330574-16-00/F]	BC-VR042355-14	Peracetic acid	24/08/2018
<input type="checkbox"/>		Agency	Invoicing:Invoices or credit notes sent [AEV-C-1330573-35-00/F]	BC-AJ042354-53	Pyrethrins and Pyrethroids	24/08/2018

 icons indicate that the message has been read.

 icons indicate that the message has been left unopened.

The  button allows you to archive any message. Tick the box next to the relevant message and press 'Archive'. Notice that all archived messages will disappear from the general inbox.

If you want to '**unarchived**' a message, tick the 'Archived' box in the searching panel and press the 'Search' button.

Figure 93: Search for an archived message

Search for messages

Sent/Received: Sender:

Status:

Archived:

Case number: Message topic:

Case type: Message subject:

Active substance: Message number:

Product - Family name: Date Received From:

Trade name: To:

Product type:

You will be able to unarchive the message from the message page. See [section 9.3.3](#) for additional information.

9.4.3. The message page

Once you have click on the 'Topic: Subject' hyperlink, you can access the message page. From the message page, you can perform certain actions.

9.4.3.1. Print communication

If you need to save the message on your local desktop, click on 'Print communication'.

Figure 94: Print communication

Communication number:

TE-APP:

Product/Substance name: Dossier UUID initial

9.4.3.2. Unarchive a message

An 'unarchived' button will offer you the possibility to unarchive the message and move it back to the general inbox.

Figure 95: Unarchive a message

Communication Details

Communication number: NMS-C-1330575-07-00/F

NA-MRS: BC-EP042351-43

Product/Substance name: Product1

Message

From: Agency

To: C1company read by C1 on 24/08/2018, 17:26

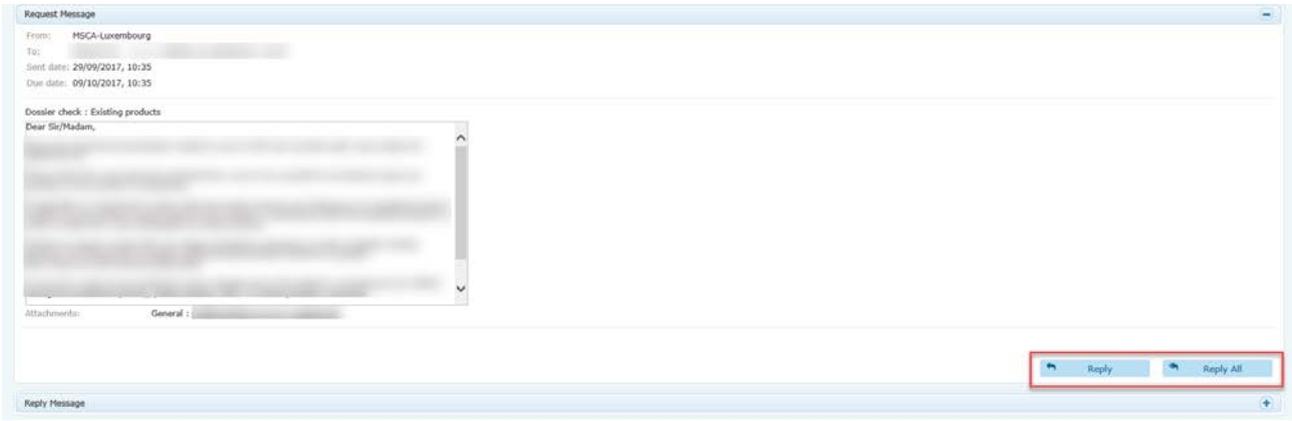
Sent date: 24/08/2018, 17:22

Invoicing : Invoices or credit notes sent [NMS-C-1330575-07-00/F]
 ECHA has update the Financial Information related to the case. Please check the Financial Management tab of the case to see all updates. You need to pay the ECHA invoice by the due date indicated on the invoice otherwise the application will be rejected. The payment due date for all ECHA invoices is 30 days from the date the invoice was sent to you in R4BP 3.

9.4.3.3. Reply/Reply all

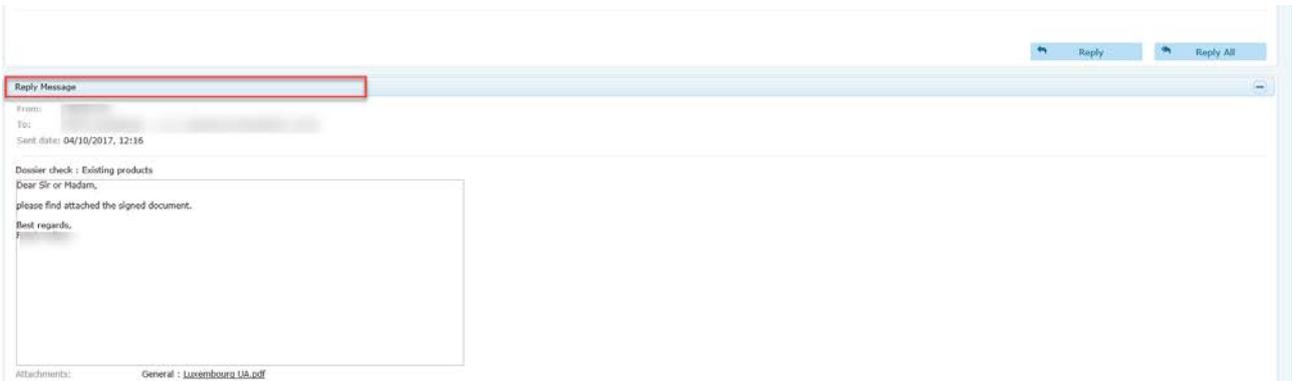
If you are required to reply to a communication, you will have the possibility to reply from the message page. Click on 'Reply all' or 'Reply' (if you need to address your communication to some parties only) to start a new adhoc communication.

Figure 96: Reply/ Reply all



Once you have replied to the communication, your message will be visible in the 'Reply Message' section.

Figure 97: The Reply message section



If you need additional information on the messaging functionality, please see [section 10](#). Messaging the Authorities.

⚠ Note: The Reply/Reply All buttons are visible for the very last message of the thread.

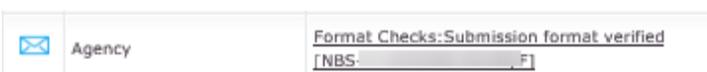
9.4.4. Progress status messages

You can identify the progress of your submission via the 'topic: subject' tab. It indicates whether your application has been accepted or not and if you need to resubmit your application.

9.4.4.1. Applications accepted by ECHA

Format check message: If your application (case) passes the initial processing steps (e.g. file format and business rule confirmation), a 'Format check' message will be sent to your message list.

Figure 98: Format checks messages



Submission 'accepted' message: If the ECHA invoice (where relevant) has been paid by the due date, a 'Submission' message will be sent to your message list. Clicking the hyperlinked subject under the 'Topic: Subject' column will open the Communication Details window which displays the communication number, or decision number if it is a final decision, the case type abbreviation code and number, the Product/Substance name (where applicable) and the message(s) sent or exchanged by the appropriate users.

Figure 99: Invoicing messages



After receiving these messages your application is considered '**accepted**' by ECHA and will be forwarded to the appropriate evaluating Authority.

The **relevant Authority** will relay the final decision/outcome of the case (e.g. granting a BP authorisation or approving an AS) to the case owner through R4BP 3 in due course, in accordance with the BPR.

Figure 100: Case approved



9.4.4.2. Applications rejected by ECHA

If your application (case) does not meet all of the requirements laid out in the BPR, your application will be rejected. There are a number of reasons for a case to be rejected, for example an invoice not paid by the due date, files not provided in the correct format or data missing.

Format checks message: If your application (case) does not pass the initial processing steps (e.g. file format and business rule confirmation), a 'Format check' message will be sent to your message list. Open the message to identify the problem in your submission.

Figure 101: File format checks failure



Case 'not approved' / Case 'rejected': If your application is not approved or has been rejected, you will receive a message informing you of the processing step your application was stopped. The message will inform the case owner of why the case was not approved and how to proceed. This may involve submitting a new application.

Figure 102: Message for not approved applications



9.4.4.3. Resubmission messages

Notification of requested resubmission/information are available via the 'MESSAGES' tab.

Figure 103: Message for resubmission



Open the message to read the content and click on the hyperlink to trigger the resubmission

wizard. To ensure an application can be processed correctly, you may be required to complete task items assigned by authority users. For additional details on resubmission tasks please see [section 9.4](#).

Figure 104: Resubmit information

Communication Details

Communication number: UAP-C-1330570-32-00/F

UA-APP: [BC-VV042368-99](#)

Product/Substance name: Family

[Print Communication](#)

Request Message

From: Agency

To: C1company read by C1 on 24/08/2018, 17:29

Sent date: 24/08/2018, 10:44

Due date: 07/09/2018, 23:59

Format Checks : Incorrect dossier template 59a1c651-3025-4565-b6af-8f80e0a5a3d0

You submitted a dossier that is not a biocidal product dossier. You are requested to create and resubmit a new dossier, using the dossier template 'BPR Biocidal product application'. Biocides Submission Manual "How to prepare a biocides dossier" describes in details the different functionalities in IUCLID: <https://echa.europa.eu/support/dossier-submission-tools/r4bp/biocides-submission-manuals>. If you have a specific concern about this issue, you can contact the ECHA Helpdesk using the contact form at <https://echa.europa.eu/contact>. Dossier UUID: 59a1c651-3025-4565-b6af-8f80e0a5a3d0

Related Tasks: **Resubmit information**

9.5. Resubmission: authority requested task item

Resubmission tasks are available under the 'TASKS' tab. They are initiated by the authority in order to require additional information.

Figure 105: 'TASKS' tab

TASKS | MESSAGES | CASES | ASSETS | EVENTS | NEW APPLICATION

Depending on the application type, there are two possible task items you may be required to complete; '**Resubmit information**' task or '**Reply to communication**' task.



Task items are assigned with a deadline for completion; not completing a task item may lead to your application being rejected. The task will expire and you will not be able to complete it. Therefore, it is advised to regularly check your task items in R4BP 3.

Figure 106: Expired task

Request Message

From: Agency

To: C1company read by C1 on 27/08/2018, 15:11

Sent date: 21/08/2018, 17:55

Due date: 24/08/2018, 23:59 **expired**

Note that the resubmission deadline can be extended per your request; it is therefore recommended that you contact the relevant evaluating authority to ask for an extension.

9.5.1. Searching for a task

You can search for '**Resubmit information**' or '**Reply to communication**' tasks via the 'TASKS' tab. A default search will cause 'All open tasks' to be displayed in the 'Tasks list'.

If you want to search for a specific task, in the 'Search for tasks' field, fill in some search criteria:

Figure 107: Searching for a task

Search for tasks

1 Filter task items by: All open tasks

2 Task name: Please select

3 Due date: From: To:

4 Task number:

5 Evaluating authority: Please select

6 Evaluating country: Please select

7 Case number:

8 Case type: Please select

9 Product name:

10 Active substance:

11 Search

12 Clear

13 Export (.xls)

1. **Task status:** filter by whether the task is:

- 'Completed' - the task has either been concluded or the task has expired and is no longer available for completion;
- 'Overdue';
- 'Claimed by me';
- 'All open tasks' – tasks that are yet to be claimed and completed.

2. **Task name:** a 'Resubmit information' task will require you to upload a new dossier.

A 'Reply to communication' task may require you to provide a reply or attach additional documents.

3. **Dates:** tasks can be searched by the 'Due date', the 'Creation date' when the authority user created the task, the 'Case submission date' when you submitted the application related to the task and by the 'Completion date' for completed tasks.

Note that the task item must be completed by the due date or it will expire.

4. **Task number:** enter the unique number assigned to the task.

5. **Evaluating Authority type:** select from either MSCA or Agency

6. **Evaluating country:** only active when the criteria "Evaluating authority type" has been selected.

7. **Case number:** enter the unique number assigned to the case.
8. **Case type:** select the application type submitted (e.g. UA-APP - Union authorisation, NA-APP - national authorisation, etc.), from the drop-down list containing all available case types.
9. **Product name:** for application types related to biocidal products, enter the complete product name.
10. **Active substance:** for application types related to active substances, enter the common name.
11. **Search:** click on search once you have filled in some criteria
12. **Clear:** R4BP 3 will retain your selected search criteria. Press the  button or logout to remove the selected criteria.
13. **Export (.xls):** You may wish to export your search results for future reference. Clicking the 'Export (.xls)' button () will open a .xls file with the specific search results you have preselected.

You can generate different .xls files depending on your preferred search criteria and by sorting the search results under 'Tasks list' by `Task name`, 'Case number', 'Product/Substance name', 'Case type', 'Submission date', `Due date` or 'Task status'.

9.5.2. Tasks list

When you have entered the search criteria, click on the 'Search' button and the corresponding tasks are displayed in the 'Task list'.

The 'Tasks list' can be sorted by clicking on any of the parameters presented at the top of the list such as.

Figure 108: Task list



Task name	Case number	Product/Substance name	Active substances	Case type	Evaluating authority	Submission date	Due date	Task status
Resubmit information 	BC-VV042368-99	Family	<ul style="list-style-type: none"> • Acrolein • Basic Copper carbonate • Abamectin 	UA-APP	MSCA-Estonia	24/08/2018	07/09/2018	CLAIMED

Showing 1-1 of 1 results (1 of 1) Go to: 1 Show: 15

1. **Task name:** outlines the type of task (e.g. resubmit information). The task name is a hyperlink which, when clicked, opens the task item.
2. **Case number:** clicking on the case number hyperlink opens the corresponding 'Case details' page is displayed.
3. **Product/Substance name:** for application types related to biocidal products in which the product name was provided in the designated field of the submitted dossier.

4. **Active substances:** for application types related to active substances in which the common name was provided in the designated field of the submitted dossier.
 5. **Case type:** sort tasks by the case type in alphabetical order.
 6. **Evaluating authority:** outlines the Member State which is evaluating the application.
 7. **Submission date of the application:** sort tasks by the submission date.
 8. **Due date for task completion:** by default the task list is sorted according to the due date.
 9. **Task status:** tasks can have the following statuses:
 - **'Unclaimed':** all open tasks created and not yet claimed in order to be completed by a specific user.
 - **'Claimed':** claimed by a specific user in order to complete the task actions.

When opening an 'Unclaimed' task, the task is automatically assigned to you and its status is changed to 'Claimed'.

'Claimed' tasks can be edited, completed and saved only by the claimant.

If you close the claimed task without completing any of the task actions, its status is automatically changes back to 'Unclaimed'.
 - **'Completed':** when the claimant of a task performs the task actions and completes the task, its status changes to 'Completed'.

The task is now considered closed; you can view the task details, but cannot perform any further actions.
 - **'Expired':** when a task has not been completed by the due date, its status automatically changes to 'Expired'.

The task shall be labelled as 'Expired' and will no longer be editable. The task shall be recorded as not completed on the authority side.

Note that this may lead to your application being rejected or initiate further evaluation to be carried out on your application.
- ⚠ When the due date for completion of a task is approaching, an exclamation mark  will appear next to the task name.

9.5.3. 'Resubmit information' task and the resubmission wizard

If any information needs to be resubmitted, a 'Resubmit information' task will be generated and **assigned to the case owner of the corresponding case**. There are a number of reasons for these tasks to be generated by the evaluating authority or by ECHA (e.g. failure of the file format check).

A detailed explanation of what is required can be viewed in the task item itself, in the 'Requested information' section.

To address the task, click on 'Start resubmission'. This will trigger the 'resubmission wizard' for the original application.

Figure 109: 'Resubmit information' task item

Resubmit information TASK-12191842

Task details

Task name: Resubmit information

Task number: TASK-12191842

Created on: 26/07/2018 Status: Claimed

Claimed by: Account Test Claimed on: 26/07/2018

Due date: 09/08/2018

Task history: Q

Communication number: NAP-C-1327815-30-00/F

Submission details

You may open the submission details screen below to see the information submitted during the previous submission.

Submission number: [BC-GH041610-58/1](#)

Requested information

Please read the following requested information regarding your submitted information and upload any relevant one

Topic: Format Checks

Subject: Incorrect dossier template 296e4126-a3e6-4a69-8d63-9f5e0e83d2d9

Content: You submitted a dossier that is not a biocidal product dossier. You are requested to create and resubmit a new dossier, using the dossier template 'BPR Biocidal product application'. Biocides Submission Manual "How to prepare a biocides dossier" describes in details the different functionalities in IUCLID: <https://echa.europa.eu/support/dossier-submission-tools/r4bp/biocides-submission-manuals>. If you have a specific concern about this issue, you can contact the ECHA Helpdesk using the contact form at <https://echa.europa.eu/contact>. Dossier UUID: 296e4126-a3e6-4a69-8d63-9f5e0e83d2d9

Start resubmission Cancel Release

The resubmission wizard allow you to update the following information:

- **dossier;**
- **SPC;**
- **other files.**

Note that the previously submitted IUCLID and SPC files will be retained **unless a new file is uploaded**.

If you need to resubmit an **updated IUCLID dossier**, go to the IUCLID homepage and update the relevant dataset(s), then create a new dossier as outlined in the '[BSM Technical guide: How to prepare a biocides dossier](#)'.

If you need to submit an **updated SPC**, locate the latest available version of the SPC in .16Z format from the relevant asset in R4BP 3, and download it to your computer. Make the necessary changes and create a new version for upload. Refer to the '[BSM Technical guide: How to prepare a biocides dossier](#)' for more details.

! For AS-ACC and TE-APP applications, any information provided under the 'supporting information details' cannot be resubmitted during the resubmission wizard steps. The same applies for information under 'Category' for AN-APP applications and 'SME asset number' for UA-APP, AS-APP, AS-RNL, AN-APP application types. Changes of this nature should be agreed with the concerned evaluating authority outside the system.

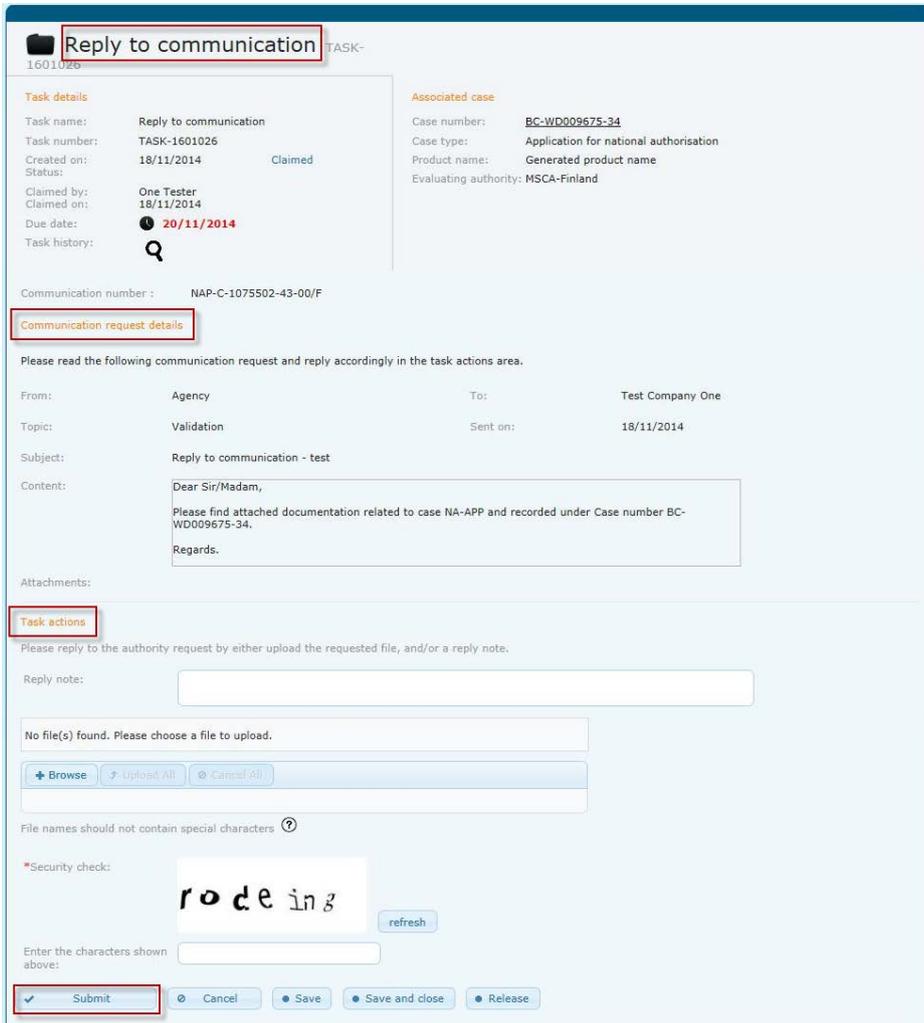
Click on Release if you do not want to proceed with the resubmission task. You will allow another user from your organisation to work on the resubmission.

9.5.4. 'Reply to communication' task

Alternatively, a 'Reply to communication' task may be generated if an authority user requires additional information to complete the processing of an application. In order to complete the

task, enter a message in the 'Reply note' field and/or uploading any requested files in the 'Task actions' section.

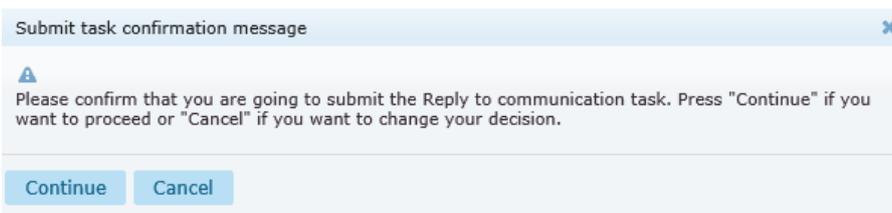
Figure 110: 'Reply to communication' task



In order to attach a file to this task, click on the **+ Browse** button in your local environment and click on 'Upload' or 'Upload All'.

When you have addressed the task actions and entered the security text, 'Submit' your reply to the communication task. If you have completed the task correctly, an on-screen 'Submit task confirmation' message will appear. Confirm your reply by clicking 'Continue'.

Figure 111: On-screen 'Submit task confirmation message'



10. Messaging the Authorities

R4BP 3 allows the case and asset owners to send messages to the following recipients:

- MSCA
- Concerned MSCAs (when applicable)
- Agency
- Commission

Search for your case, access the page details and click on 'Actions' to be able to initiate a 'New communication'.

Figure 112: Initiate a new communication

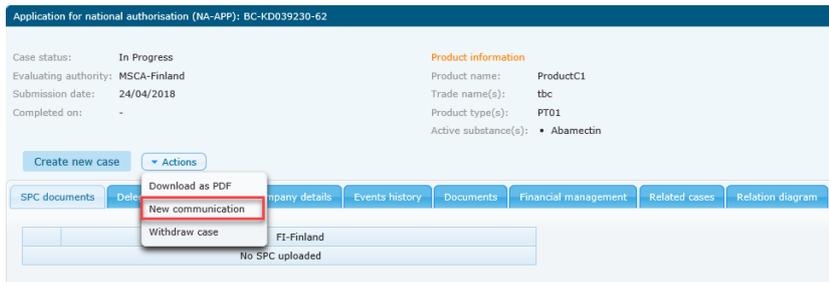


Figure 113: Fill in the recipient list, topic, subject and content fields

Adhoc Communication

Communication type: MESSAGE

* To:

Commission
Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France

Agency

* Cc:

Agency
Commission
Austria
Belgium
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France

Bulgaria

* Topic:
Submission

* Subject:
Additional documentation

* Content:
Dear Sir/Madam,
Please find attached documentation related to case UA-APP and recorded under Case number BC-EU059015-26.
Regards.

Attachments:
No file(s) found. Please choose a file to upload.

+ Browse + Upload All Cancel All

File names should not contain special characters ?

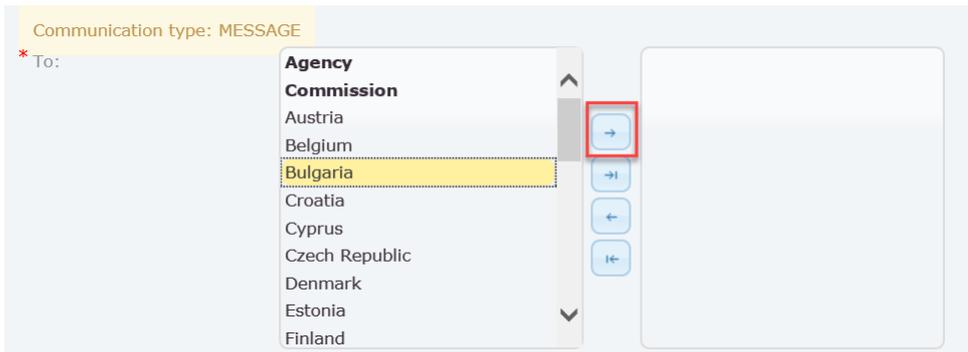
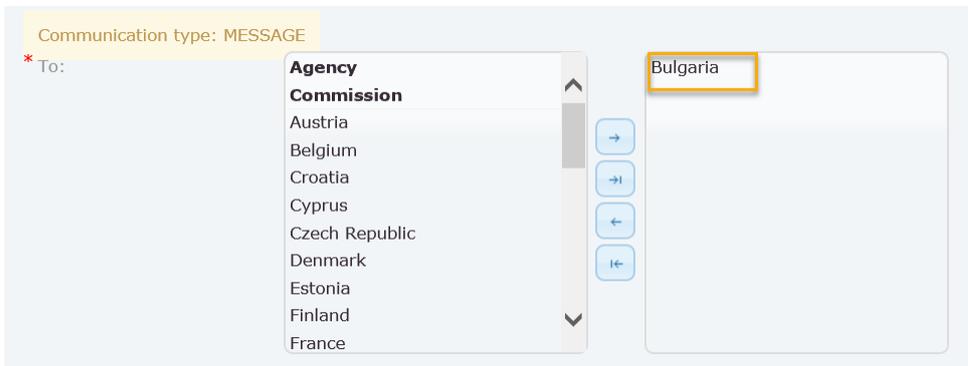
* required fields

✓ Send Cancel

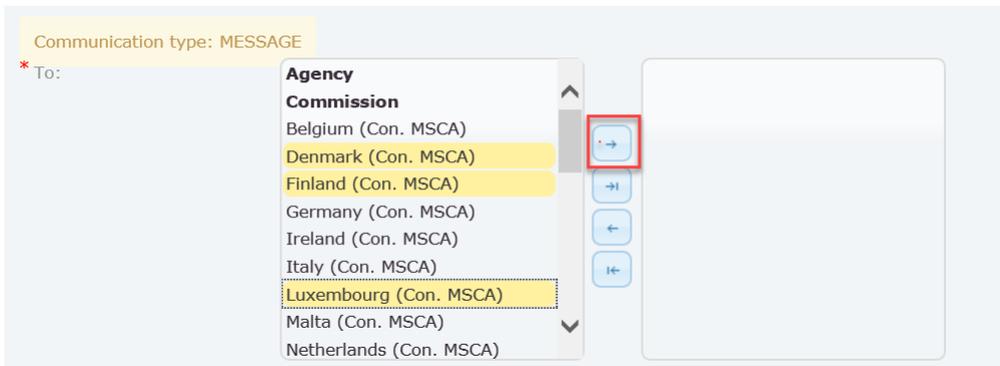
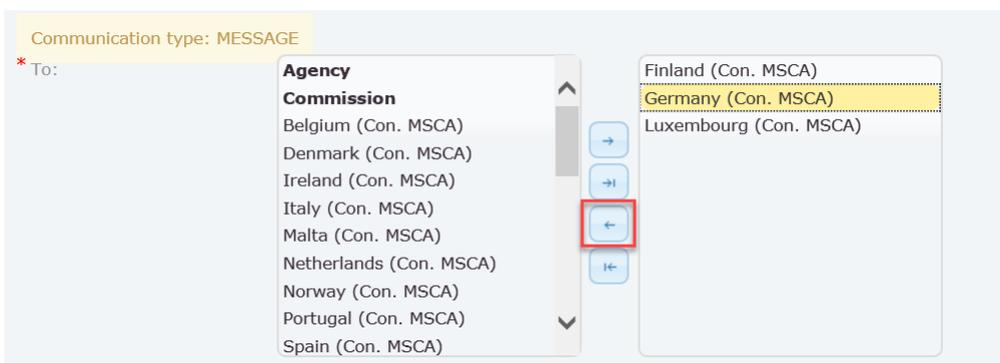
A pop-up page will prompt you to enter the following information:

- **The recipient:** choose the recipient(s) from the multiple selection drop-down list. The recipient can be the Agency, the Commission or one or many MSCA(s).

If you need to send a message to a member state, choose 'MSCA' from the recipient list and select the country(ies) of your choice.

Figure 114: Choose an MSCA from the list (part 1)**Figure 115: Choose an MSCA from the list (part 2)**

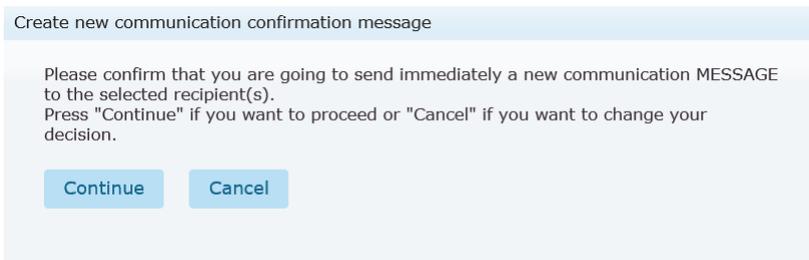
For grouping submissions (e.g. multiple MRP/ADC/MIC/MAC/RNL), click on 'Concerned MSCAs'. A pre-filled list will be available for you. You can also include any other MSCA.

Figure 116: Concerned MSCA**Figure 117: Remove a concerned MSCA from the recipient list**

- **Cc:** choose the Cc member state(s) from the multiple selection drop-down list.
- **The topic:** choose the relevant topic from the drop-down list.
- **The subject:** define the subject of your message.
- **The content:** The following box displays a pre-defined message. However, you are able to modify or delete this text.
- **Upload one or more attachments** if necessary.

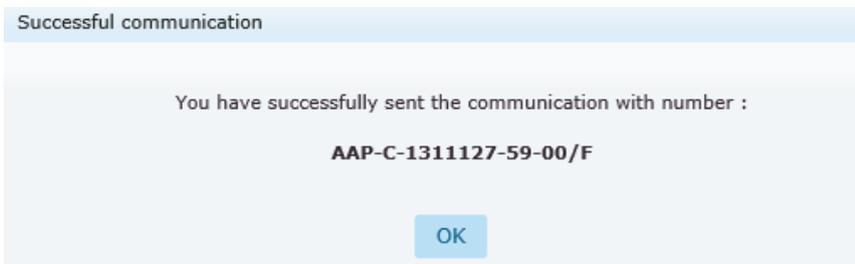
Click on 'Send' and confirm that you are going to send a new message.

Figure 118: send a message



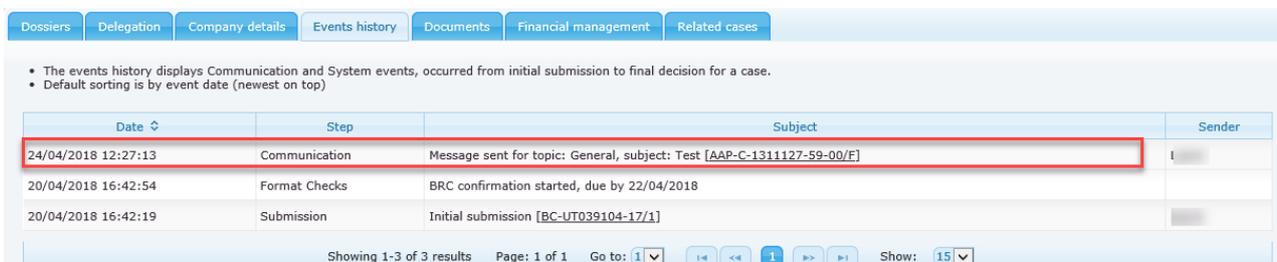
You will receive immediately a communication number. This number is particularly useful if you want to retrieve your message from the 'Messages' tab.

Figure 119: communication number



The system will update the 'Events history' with information regarding your communication. The 'Subject' column enables you to quickly identify the topic of your message and displays the relevant communication number.

Figure 120: New event logged in the events history tab



 We kindly draw your attention on the fact that the Authorities are not bound to reply to your message(s).

11. Withdrawing a case from R4BP

You are allowed to withdraw any in-progress applications from R4BP 3. In this case, search for your case and access the case details page. Click on 'Actions' and from the drop-down list choose the related option 'withdraw case'.

Figure 121: withdraw a case from R4BP 3



This action is subject to the following requirements:

- Only the **case owner** can withdraw a case;
- The status of the case to be withdrawn should be 'In progress' or 'Suspended';
- The case is not of AS-EVA or PA-CHG types.

There will be no approval process for the case withdrawal. Once the withdrawal is triggered the case status will be set as 'Closed - Withdrawn'. Therefore, any open task items will be closed, any pending delegations or case transfers will be cancelled and an appropriate event will be recorded in the 'Events history' sub-tab.

Figure 122: Case withdrawal in the 'Events history'

Union authorisation (UA-APP): BC-VV042368-99

Case status: **Closed - Withdrawn**

Evaluating authority: MSCA-Estonia
Submission date: 24/08/2018
Completed on: 27/08/2018

Product information
Family name: Family
Product type(s): PT03, PT02
Active substance(s):
• Acrolein
• Basic Copper carbonate
• Abamectin

Actions

Reference details | SPC documents | Delegation | Dossiers | Company details | **Events history** | Documents | Financial management | Related cases | Relation diagram

• The events history displays Communication and System events, occurred from initial submission to final decision for a case.
• Default sorting is by event date (newest on top)

Date	Step	Subject	Sender
27/08/2018 15:42:37	Withdrawal	Case withdrawn by case owner	
24/08/2018 10:44:19	Format Checks	Resubmit information started, due by 07/09/2018	
24/08/2018 10:44:19	Format Checks	Resubmission requested [UAP-C-1330570-32-00/F]	Agency
24/08/2018 10:44:18	Format Checks	Incorrect dossier template 59a1c651-3025-4565-b6af-8f80e0a5a3d0	
24/08/2018 10:44:06	Submission	Initial submission [BC-VV042368-99/1]	C1company

Showing 1-5 of 5 results Page: 1 of 1 Go to: 1 |< << 1 >> >| Show: 15

! If you choose to withdraw a reference case while the concerned cases have not yet reached the Business rules step, the system will automatically set them as 'closed'. If the concerned cases have reached the Business rules check step, then the authority will have to withdraw all concerned cases.

Note that this action will also affect delegated cases to other companies.

12. Exchanging data with other entities

R4BP 3 offers you the possibility to exchange information regarding your case(s) and asset(s) with other legal identities. You are allow to:

- Delegate a case or an asset
- Nominate an asset
- Transfer a case or an asset

12.1. Case delegation

Delegation of cases is used **when a legal entity wishes to provide the details of a specific case to another legal entity so that the second legal entity may launch certain application types using the delegated case's details** as a starting point.

The exchange of the case details (case number, etc.) must be agreed upon and exchanged outside R4BP 3, via e-mail for example. Once the case has been delegated and the legal entity has been provided with the case information, only then can the second legal entity initiate his own application using the delegated case as a starting point.

In order to initiate a delegation, the following considerations should be taken into account:

- the case status should be **'in progress'** ;
- Case delegations can be done **only for specific case types**. **Table 3** displays the case types for which a case can be delegated and the case types that can be created from the delegated case(s).

Table 3: Delegation case types

Case types for delegation	Case types initiated from delegated case
NA-APP	NA-MRP, NA-BBP
UA-APP	UA-BBP
SA-APP	SA-BBP
NA-MRP	NA-BBP
NA-MRS	NA-BBP

12.1.1. Initiate a case delegation

To delegate a case in R4BP 3, search for your case. Once you have gained access to the required case, go to the 'Delegation' tab and click on 'Add delegation'.

Figure 123: Initiate a case delegation



You are requested to provide information regarding the delegation:

- the legal entity UUID number for which the case will be delegated to;
- Indicate a date when the delegation will become valid;
- An end date (empty by default) when the delegation is revoked from the delegated legal entity.

Figure 124: Delegation of a case

When a legal entity (or case owner) delegates a case, it will then be followed by an icon (D) in the case list, to differentiate it from the other cases. However, the icon will not appear to the legal entity to whom the case was delegated.

12.1.2. Modify a case delegation

A revocation of a case delegation can be made changing the 'End date' for the delegation. The D icon disappears if the delegating legal entity removes the delegation or if it expires.

Figure 125: Modify a case delegation

12.2. Asset delegation

Delegation of an asset is used **when a legal entity wishes to provide the details of a specific asset to another legal entity, in order that the second legal entity can create its own application for authorisation of the same biocidal product** using as starting point the delegated asset's details.

The exchange of the asset details must be agreed upon and exchanged outside R4BP 3, via e-mail for example. Once the asset has been delegated and the legal entity had been provided with the asset information, the second legal entity initiate his own application type using as starting point the delegated asset.

In order to initiate a delegation, the following considerations should be taken into account:

- the asset status should be 'Active';
- Asset delegations can be done only for specific asset types. **Table 4** displays the case types for which a case can be delegated and the case types that can be created from the delegated case(s).

Table 4: Delegation asset types

Asset types for delegation	Case types initiated from delegated asset
NA	NA-MRS, NA-BBS
UA	UA-BBS
SA	SA-BBS

12.2.1. Initiate an asset delegation

To delegate an asset in R4BP 3, search for the specific asset. Once you have gained access to the required asset’s detail page, go to the ‘Delegation/Nomination’ tab and click on the ‘Add delegation’ button.

Figure 126: Delegation of an asset



You are requested to provide information regarding the delegation:

- the legal entity UUID number for which the asset will be delegated to;
- A date when the delegation will become valid;
- An end date (empty by default), when the delegation is revoked from the delegated LE.

Figure 127: Delegation of an asset



When a legal entity delegates an asset, it will then be followed by the **D** icon in the asset list, to differentiate it from the other assets.

12.2.2. Modify an asset delegation

A revocation of an asset delegation can be made changing the ‘End date’ for the active delegation. The **D** icon disappears if the delegating legal entity removes the delegation or if it expires. Note that the second legal entity does not need to accept the delegation in R4BP 3.

Figure 128: Modify an asset delegation



12.3. Nomination of an asset

Nomination of an asset is used **when a legal entity provides to another legal entity information regarding a specific asset in order that the second legal entity might initiate new cases on its behalf**. The nominated legal entity will have full access to the cases and/or assets initiated from the context of the nominated asset.

The exchange of the asset details must be agreed upon and exchanged outside R4BP 3, via e-mail for example. Once the asset has been nominated and the legal entity had been provided with the asset information only then can the second legal entity initiate his own application type using as starting point the nominated asset.

! Nomination can only be done for specific asset types (NA, UA, SA and RP asset types). Asset nomination is only relevant to asset types which can be renewed and/or changed, meaning is not relevant for certain asset types such as TE, IN and CC.

Nomination of assets under Review Program is subject to some requirements:

- Only one nominee can exist under an RP asset;
- Participants can add/edit a nomination, therefore one of the participant can include itself as a nominee to start a PA-CHG application;
- Only the nominee can initiate a PA-CHG on a RP asset;
- If a PA-CHG case is in progress, the nomination of the RP asset cannot be revoked
- If there is no nominee, the PA-CHG button will not be activated.

12.3.1. Initiate an asset nomination

To nominate an asset in R4BP 3, search for the specific asset. Once you have gained access to the asset's details page, go to the 'Delegation/Nomination' tab, and click on 'Add nomination'.

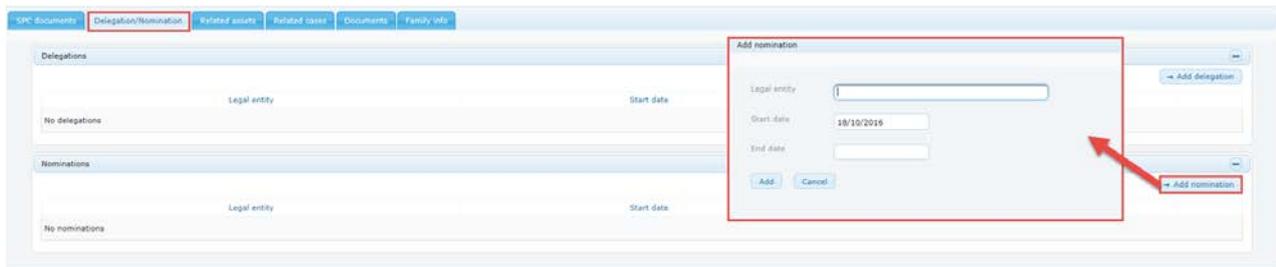
Figure 129: Initiate an asset nomination

The screenshot shows the 'Delegation/Nomination' tab in the R4BP 3 interface. It features three main sections: 'Delegations', 'Nominations', and 'Transfers'. Each section has a table with columns for 'Legal entity', 'Start date', and 'End date'. The 'Nominations' section is currently empty, displaying 'No nominations'. A red box highlights the 'Add nomination' button in the top right corner of the 'Nominations' section. The 'Delegations' section shows one entry with a start date of 20/10/2017 and an end date of 21/10/2017. The 'Transfers' section shows one entry with a start date of 17/10/2017 and an end date of 17/10/2017. Navigation tabs at the top include 'SPC documents', 'Delegation/Nomination', 'Related assets', 'Related cases', 'Documents', and 'Relation diagram'.

You are requested to provide information regarding the nomination:

- the legal entity UUID for which the asset will be nominated to;
- Indicate a date when the nomination will become valid,
- An end date (empty by default), i.e. the date when the nomination should expire.

Figure 130: Nomination of an asset

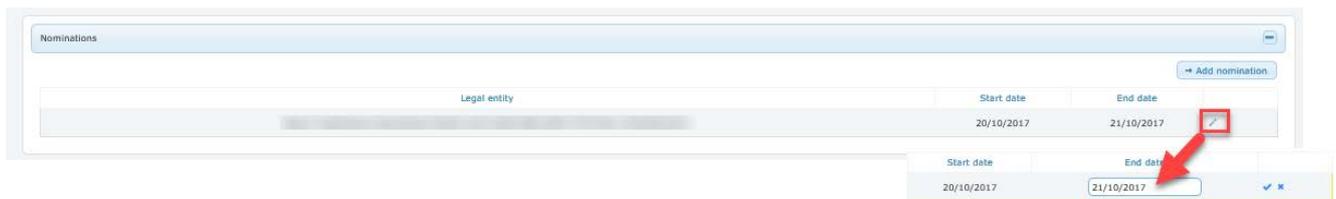


When a legal entity nominates an asset, the asset number will be followed by a **N** icon in the asset list, to differentiate it from the other assets. The nominee will see the nominated asset in his asset list. However, the icon will not appear to the legal entity to whom the asset was nominated.

12.3.2. Modify an asset nomination

A revocation of an asset nomination can be made changing the 'End date' for the active nomination.

Figure 131: Modify an asset nomination



The **N** icon disappears if the nominating legal entity removes the nomination or if it expires. Note that the second legal entity does not need to accept the nomination in R4BP 3.

12.4. Asset transfer

A product authorisation can be transferred from one legal entity to another by using the transfer of an asset function in R4BP 3. This means that **the full ownership of the asset will be transferred to the other legal entity**, the asset owner details are updated as well as all the associated rights and responsibilities.

Figure 132: Transfer of an asset in the asset list

Asset number	Product/Substance name	Active substances	Asset type	Expiration date	Start renewal by	Asset status
EU-0015130-0000 T	Heidi Family	• fipronil • Bendiocarb	SA	27/09/2026	26/03/2025	Active
DE-0011688-0000	Bref Power Toilet Cleaner - Biocidal Product Family	• Hydrochloric acid	NA	25/05/2026	23/11/2024	Active
DE-0011688-0001	Bref POWER 6xEffekt WC-KraftGel Arctic Power	• Hydrochloric acid	NA	25/05/2026	21/11/2024	Active
DE-0011688-0002	Bref POWER 6xEffekt WC-KraftGel	• Hydrochloric acid	NA	25/05/2026	21/11/2024	Active
DE-0011688-0003	Bref POWER 6xEffekt WC-KraftGel MaxWhite	• Hydrochloric acid	NA	25/05/2026	23/11/2024	Active
EU-0015212-0000 T	10 members family	• fipronil • Bendiocarb	UA	06/10/2021	04/04/2020	Active
FR-0015113-0000	HP_SP_1	• Brodifacoum	NA	26/09/2018	25/03/2017	Active
EU-0015333-0000	10 members family	• fipronil • Bendiocarb	UA	13/10/2017	11/04/2016	Active
EU-0015333-0001	P1	• fipronil • Bendiocarb	UA	13/10/2017	11/04/2016	Active
EU-0015333-0011	P1	• fipronil • Bendiocarb	UA	13/10/2017	11/04/2016	Active
EU-0015333-0091	P1	• fipronil • Bendiocarb	UA	13/10/2017	11/04/2016	Active

! R4BP 3 does **not** support the sending of explicit notifications (i.e. messages) when an asset has been transferred.

If you are the asset and case owner and want to **transfer both the case and authorisation** to another legal entity, you will need to perform two separate actions (a case transfer **and** an asset transfer).

12.4.1. Initiate a transfer

In order to initiate a transfer of an asset, the following considerations should be taken into account:

- the asset must be **active**;
- there is **no NA-MRG in progress** for the specific asset (only for NA asset);
- there has been **no other transfer** initiated for that asset;
- no case that affects the present asset or any other linked asset is initiated;

In that sense, an NA asset cannot be initiated for transfer in the following cases:

- if there is already an 'In Progress' NA-TRS case for this asset;
- if there is an 'In Progress' case that updates the specific NA asset (i.e. NA-ADC, NA-MIC, NA-MAC, NA-RNL, NA-MRG, NA-AAT, NA-CAT case types);
- if a family asset, and having a NA-NPF in progress;
- if a family asset, the member assets of the family asset have any cases 'In Progress' which update them (i.e. NA-ADC, NA-MIC, NA-MAC, NA-AAT, NA-CAT case types).

The same will apply for SA asset types. Additionally an SA asset cannot be transferred:

- if there is an 'In Progress' SN-NOT case having as context the specific SA asset;
- if there is an ongoing amendment or cancelation for the SN asset(s) of the SA asset;
- if there is an 'In Progress' SN-NOT case having as context any of the member SA assets;

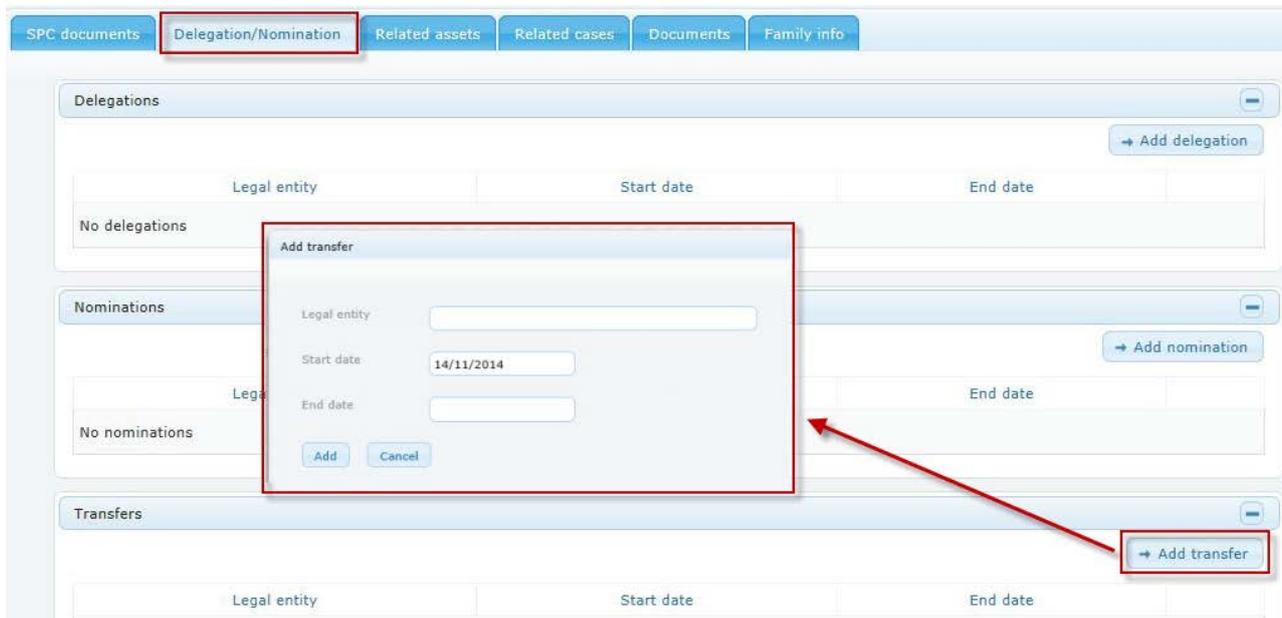
if there is an ongoing amendment or cancelation for any SN assets of the member SA assets.

a) Asset owner transfer (when there is no same biocidal product or mutual recognition cases associated to the reference case)

Search for the relevant asset in R4BP 3. Once you have selected the specific asset, go to the 'Delegation/Nomination' tab and click on [→ Add transfer](#). You are requested to provide information regarding the transfer:

- the legal entity UUID to which the asset will be transferred to;
- A date when the transfer will become valid;
- An end date (empty by default), i.e. when the transfer should expire.

Figure 133: Transfer of an asset

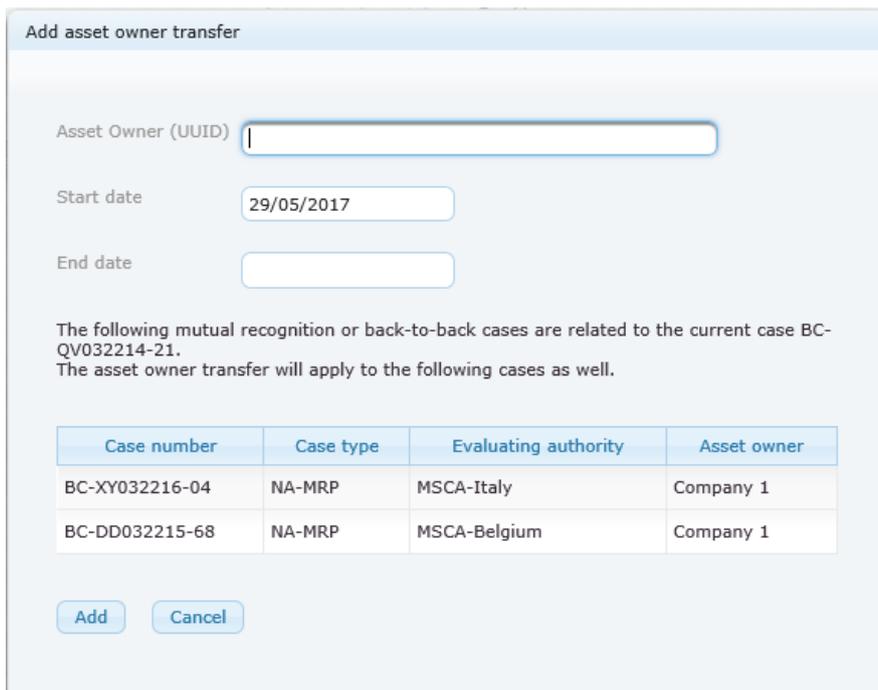


b) Asset owner transfer (in the context of same biocidal product or mutual recognition cases associated to the reference case)

Once you have click on 'add transfer', you will be able to check what cases are related to the reference case, and therefore are also going to be transferred. Any entered data concerning the asset owner transfer such as asset owner (UUID), start date and end date will be applicable for **all the related cases**.

Once the delegation for asset owner transfer has been created, the delegation for asset owner transfer will be displayed under each relevant case (under Delegation tab).

Figure 134: Asset owner transfer applied to same biocidal product cases



12.4.2. Accepting an asset transfer

If an asset has been initiated for transfer to a second legal entity, **the second legal entity need to 'Accept asset transfer'**.

When a legal entity transfers an asset, the asset number will be followed by a **T** (in yellow) icon in the 'asset list' to differentiate it from the other assets. The icon will also be visible to the legal entity to whom the asset was transferred to. Once an asset has been successfully transferred, the initial asset owner will be able to view it in his asset list **T** (in green) but will have limited access to the asset details page.

a) Accepting an asset transfer (when there is no same biocidal product or mutual recognition cases associated to the reference case)

Search for your asset and select 'accept asset transfer' to approve the transfer.

Figure 135: Accept asset delegation for transfer

National authorization (NA): DE 0011688 0000

Asset status:	Active	Product Information	
Market area:	Germany	Family name:	Bref Power Toilet Cleaner - Biocidal Product Family
Valid from:	25/05/2016	Product type(s):	2
To:	25/05/2026	Active substance(s):	Hydrochloric acid
Source case number:	BC-Y1005452-16	Asset owner	
Other reference number:	DL-0011688-00-0000-02	Company name:	C1-Manuals
		Company UUID:	FCBA-7728e530-d683-4ef7-a5e2-a9ee30e40dfb

Buttons: Create new case (?), Accept Asset Transfer

If the asset is an SA or NA asset, then either an SA-TRS or NA-TRS application wizard will be launched. Please refer to the Biocides Submission Manuals application instructions available on the [ECHA website](#) for more information on these specific application types.

Figure 136: NA-TRS wizard

Submission for Transfer of a national authorisation (NA-TRS)

Set submission details

Please fill in the submission details.

*Evaluating authority: Belgium

Asset owner details:

*Company UUID: IUCS-deb37d8b-269f-4750-935c-276a4df3ca01

Company name: Bayer CropScience Deutschland GmbH

Payment details

Purchase order: [Empty field]

* Billing address: Case owner Asset owner

Buttons: Previous, Cancel, Next

For UA and PP asset transfer, clicking on the 'Accept asset transfer' will not trigger an

application wizard as the acceptance of the transfer will be effective immediately.

Once an asset has been successfully transferred, any delegations and nominations on cases or assets are cancelled, the SPC package of the asset is updated with the administrative data of the new legal entity, and any SN assets (i.e. notifications for placing on the market) linked to SA asset(s) are transferred to the new legal entity.

b) Accepting an asset transfer (in the context of a same biocidal product or mutual recognition cases associated to the reference case)

If you need to accept an asset transfer when many cases are related to this asset, note that **ONLY the reference case inherits the button to 'Accept the asset owner transfer'**. Once you have accepted the asset owner transfer from the reference case, any required change will apply to all related cases.

Figure 137: Accept asset transfer



12.4.3. Modify a transfer

A revocation of an asset nomination can be made changing the 'End date' for the active nomination.

Figure 138: revocation of an asset nomination



The **T** (in yellow) icon disappears if the legal entity removes the pending transfer or if it expires.

12.5. Case transfer

A case can be transferred from one legal entity to another by using the relevant 'case transfer' function in R4BP 3. This means that **the full ownership of the case will be transferred to the other legal entity** and therefore the case owner details will be updated as well as all the associated rights and responsibilities.

Note that if you are the asset and case owner and want to transfer both the case and authorisation to another legal entity, you will need to perform two separate actions (a case transfer **and** an asset transfer).

12.5.1. Initiate a case transfer

In order to initiate a transfer of a case, the following considerations should be taken into account:

- the case status must be '**in progress**' or '**suspended**';
- You are the **case** or the **asset owner**
- there is **no PA-CHG 'In progress' for AS-EVA/AS-NAS cases**;
- there has **no other active transfer** for that case;
- depending on the case type, the transfer can be initiated by either the **case owner** or the **asset owner**;
- For some biocidal product cases you may initiate the case owner transfer for one or all

cases. If the asset owner is to be changed then **all grouped cases should be transferred together**. You will then need to transfer the asset owner. If only the case owner changes then each case can be transferred independently.

When you are ready to proceed, search for the relevant case in R4BP 3 and access the case details page. Click on the 'Delegation/Nomination' tab and choose to 'Add transfer'.

Figure 139: Case owner transfer

The screenshot shows the 'Delegation/Nomination' tab in the R4BP 3 interface. It contains three sections: 'Delegations', 'Case owner transfer(s)', and 'Asset owner transfer(s)'. Each section has a table with columns for 'Legal entity', 'Start date', and 'End date'. The 'Case owner transfer(s)' section has a red box around the 'Add transfer' button.

a) Case owner transfer for an individual case

You are then requested to provide information regarding the transfer:

- the legal entity UUID to which the case will be transferred to;
- A date when the transfer will become valid;
- An end date (empty by default), i.e. when the transfer should expire.

Figure 140: Transfer of a case

The screenshot shows the 'Add case owner transfer' form. It has three input fields: 'Case owner (UUID)', 'Start date' (with the value 24/05/2017), and 'End date'. There are 'Add' and 'Cancel' buttons at the bottom.

b) Case owner transfer in the context of a grouped submission

If a case owner transfer needs to be initiated for a case which is related to MRP and BBP cases, you will have the opportunity to select some or none of these cases.

Figure 141: Case owner transfer for same biocidal product applications

Add case owner transfer

Case owner (UUID)

Start date

End date

The following mutual recognition or back-to-back cases are related to the current case BC-QV032214-21.
The case owner transfer will apply to the selected cases as well.

<input type="checkbox"/>	Case number	Case type	Evaluating authority	Case owner
<input type="checkbox"/>	BC-XY032216-04	NA-MRP	MSCA-Italy	Company 1
<input type="checkbox"/>	BC-DD032215-68	NA-MRP	MSCA-Belgium	Company 1

If you have selected one or many related cases, a delegation for case owner transfer will be automatically created with the same details (case owner LE, start date, end date).

Additionally, you are requested to provide information regarding the transfer:

- the legal entity UUID to which the case will be transferred to;
- A date when the transfer will become valid;
- An end date (empty by default), i.e. when the transfer should expire;

12.5.2. Modify a case transfer

You can edit the transfer at any stage of the submission. Click on the 'Delegation' tab in the case details page and modify the start date and/or the end date.

A revocation of a case transfer can be made changing the 'End date' for the transfer.

Figure 142: Modify a transfer of case

Application for national authorisation (NA-APP): BC-JT008658-12

Case status: In Progress Product information

Evaluating authority: MSCA-Finland Family name: NA-APP scenario 0702

Submission date: 25/08/2016 Product type(s): 2

Completed on: - Active substance(s): Acrolein

SPC documents | **Delegation** | Dossiers | Company details | Events history | Documents | Financial management | Related cases

Delegations

Case owner transfer(s)

Legal entity	Start date	End date	
Company B (ECHA-146ac1f7-b71c-4c64-a28a-9d2630d65dc1)	<input type="text" value="14/01/2017"/>	<input type="text" value="18/01/2017"/>	<input type="button" value="✓"/> <input type="button" value="✕"/>

12.5.3. Accept a case transfer

Depending of the case type, the case transfer can be approved by either the prospective case owner or the asset owner (prospective or current).

a) Accepting a transfer of an individual case

To accept the case transfer, search for your case and click on 'Action' to open the case transfer acceptance menu.

Figure 143: Accept asset delegation for transfer

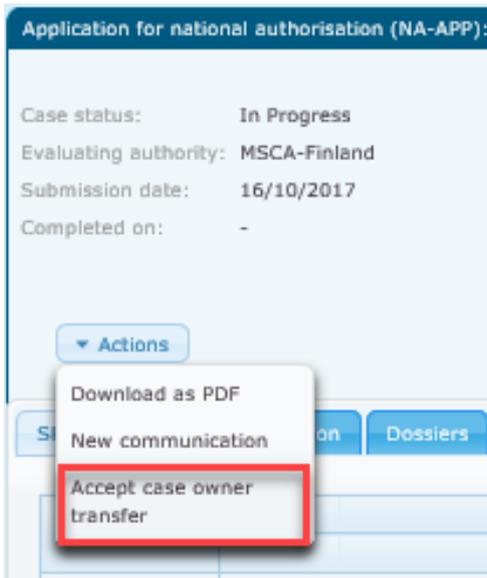
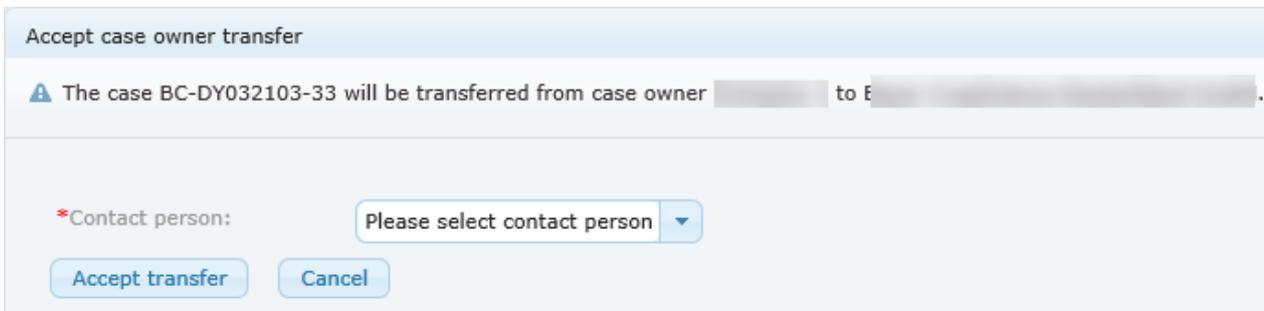


Figure 144: Accept case owner transfer



Once you have accepted the case transfer, an event will be lodged in the 'Events history' tab.

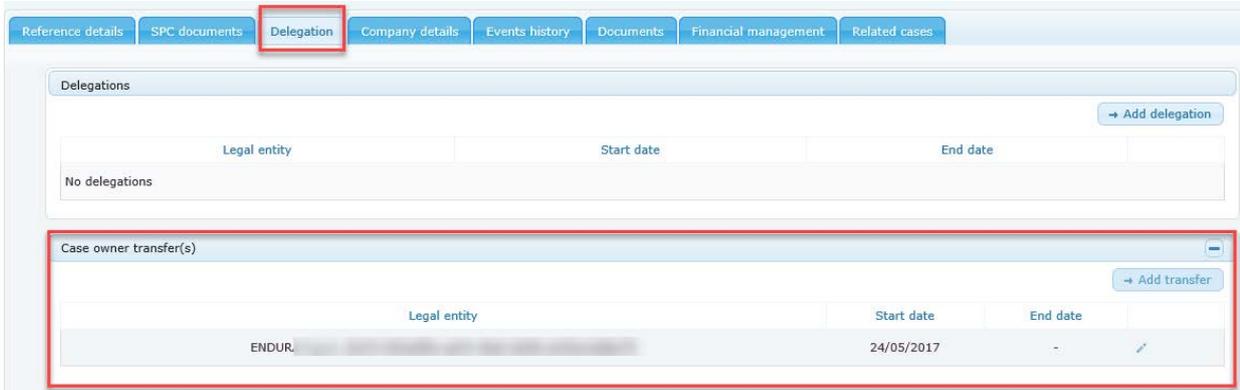
Figure 145: Events history

Date	Step	Subject	Sender
17/10/2017 16:57:47	Case transfer	Case transferred to a new case owner Company1	
17/10/2017 16:49:09	Case transfer	Case transferred to a new case owner i	
17/10/2017 11:34:07	Evaluation	Draft PAR & SPC(s) uploaded by authority [NAP-C-1274B46-26-00/F]	MSCA-Finland
17/10/2017 11:33:47	Evaluation	Evaluate and draft PAR & SPC(s) started, due by 17/10/2018	
17/10/2017 11:33:47	Validation	Case validated by MSCA [NAP-C-1274B45-27-00/F]	MSCA-Finland
17/10/2017 11:33:21	Validation	Validation started, due by 16/11/2017	
17/10/2017 11:33:20	MSCA Acceptance	Case accepted by MSCA [NAP-C-1274B40-32-00/F]	MSCA-Finland
17/10/2017 11:31:02	MSCA Acceptance	MSCA acceptance started, due by 16/11/2017	
17/10/2017 11:31:00	Format Checks	Submission format verified [NAP-C-1274762-27-00/F]	Agency
16/10/2017 14:59:39	Format Checks	BRC confirmation started, due by 18/10/2017	
16/10/2017 14:59:10	Submission	Initial submission [BC-QG034603-44/1]	Company1

b) Accepting a transfer in the context of a grouped submission

If there are multiple cases being transferred, you will need to navigate to the case details for each individual case and repeat the 'accept case owner transfer' action for each of the transferred cases.

Figure 146: Accepting a case transfer for a case which has related cases



Once the transfer is completed, everything related to the case will be available for the new case owner.

13. How ECHA handles your submission

Once an application has been submitted via R4BP 3, it subsequently goes through a series of processing steps.

13.1. File format check

This verification step ensures that the application and any attached files are virus free and in the correct format, i.e. those supported by R4BP 3. If an application contains unsupported file formats, the submission will be deemed invalid and a 'Resubmit information' task will be generated, allowing the case owner to resubmit the application with files in the correct formats.

13.2. Substance identity check

For any new active substance to be introduced in the database, ECHA will proceed with a substance evaluation (SID) check once the application has passed the file format check.

13.3. Business rules confirmation

If the virus scan and the substance identity checks have passed, an administrative check is carried out by ECHA. All valid applications received by ECHA undergo this administrative check, called 'business rules confirmation' (BRC). The business rules are a set of pre-requisites that must be fulfilled before ECHA can establish that the application can be handled properly and that the required regulatory processes can be carried out.

If all of the business rules have been met, the application will be allowed to progress to the next step and a 'Format check' message will be sent to the relevant case owner's message list. This message confirms that the application has been submitted and is awaiting further processing by ECHA. The application will then proceed to the next step, awaiting acceptance by ECHA.

If not all of the business rules have been met, the application will be stopped at this step and a message or a task item (depending on the application type) will be sent to the applicant informing them how to proceed. The message will contain information on what errors were found and how to correct the errors to pass this step. Depending on the application type, failure of the BRC step may lead to:

- a 'Resubmit information' task item being generated,
- a 'Reply to communication' task item being generated, and/or
- a message indicating how to submit a new application to pass this step.

13.4. Application acceptance

Once the application has passed the BRC step, ECHA will carry out an invoice assessment i.e. whether the application submitted will be subject to an ECHA invoice or not). If the application type does not require an ECHA invoice, the application will be 'accepted' by ECHA and forwarded to the appropriate evaluating authority - in most cases this will be the MSCA nominated by the applicant during the submission process, but it may also be ECHA, e.g. for an assessment of technical equivalence.

If an ECHA invoice is required, the fee amount will be calculated and an invoice generated addressed to the company indicated in the application. Regardless of the address, the invoice will be sent to the case owner's message list in R4BP 3. All invoices must be paid within the given deadline for an application to be accepted by ECHA.

If the invoice is paid, the application will then be 'accepted' by ECHA and forwarded to the evaluating authority (i.e. evaluating MSCA or internally within ECHA).

If an invoice is not paid by the given deadline the application is rejected at this stage. For more information concerning invoices, please see [BSM: Process of Invoicing in R4BP 3](#).

13.5. Redefinition of Active substance (within the Review programme)

In some specific cases, you may be asked to **update the substance name of an active substance based on the outcome of redefinition**. In this situation, a new IUCLID file with updated information needs to be uploaded in R4BP 3.

The updated IUCLID file will undergo a Substance Identity Check to confirm that the updated information is correct.

- If **confirmed correct**, a new BAS number will be associated to the updated substance and the existing case will be updated. The task will return to the Authority that triggered the redefinition and the previous substance name will be added to the list of those that are notified for inclusion in the Review Programme (if not already present) with an expiration date after which a "No Longer supported" process is triggered.
- If **incorrect**, a "Request additional info" task will be triggered by the Authority to ask you to resubmit a IUCLID file.

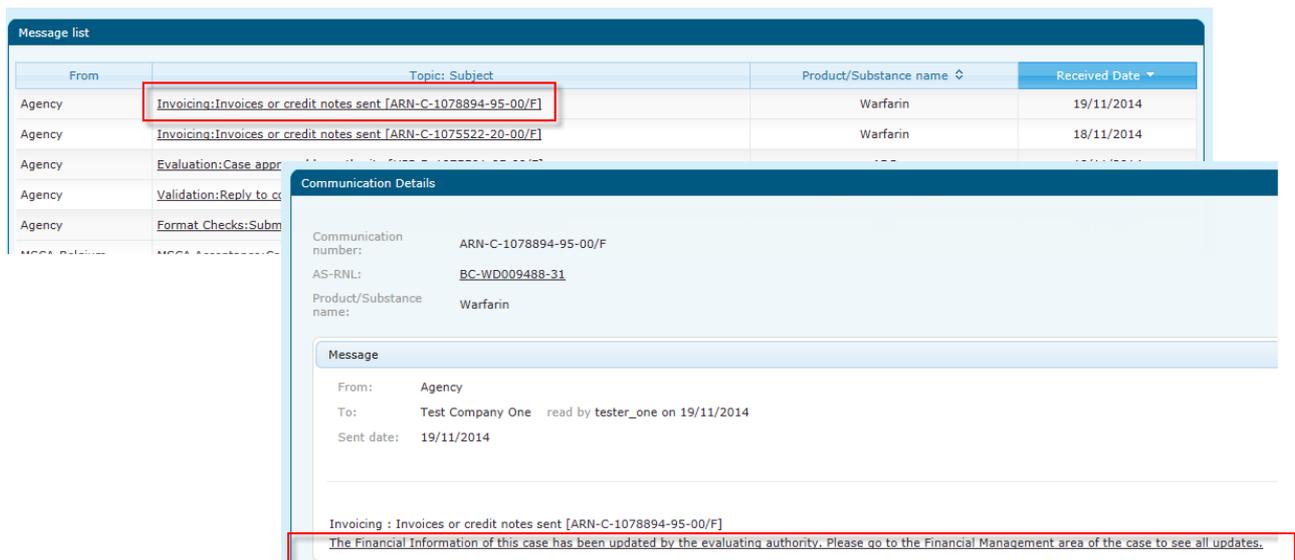
13.6. Invoice assessment

As the case owner, you will receive, when applicable, a message in your message list informing you that an invoice has been sent.

Click on the [hyperlink](#) of the message in order to open the 'Communication details' page.

Click on the [hyperlink](#) on this page to be redirected to the 'Financial management' tab of the corresponding case.

Figure 147: 'Communication details' page accessed through the 'Message list'



From the 'Financial management' tab, click on the relevant 'Invoice' [hyperlink](#) to download the invoice in PDF format.

Figure 148: Invoice downloaded from the 'Financial managements' tab

The screenshot displays the ECHA portal interface. At the top, a navigation bar includes tabs for 'Reference details', 'Dossiers', 'Company details', 'Events history', 'Documents', 'Financial management' (highlighted with a red box), and 'Related cases'. Below this, the 'Billing information' section shows details for 'Test Company One', including its name, address (Annankatu), company UID, VAT number, and postal code (00200). A table of invoices is visible, with the invoice number '50000849' highlighted in red. To the right, a detailed invoice is shown, featuring the ECHA logo and the following information:

INVOICE
Test Company One
 Invoice No. 50000849
 Date of invoice 17.11.2014
 Customer ID No. ECHA-5e743dad-130f-4ccc-9cbf-68753a91fa33
 Annankatu
 00200 - Helsinki
 Customer DUNS 89034758934
 Finland
 Customer VAT 89073453489

This invoice concerns the fees and charges under the Biocidal Products Regulation[1]Biocides Fee Regulation[2]Regulation on the same biocidal products[3]Regulation on changes of biocidal products[4]Regulation on additional active substances under the Review Programme[5] payable by:
Test Company One

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 Biocides Fee Regulation and no VAT has to be paid in relation to this invoice.

Date	Description	Detailed fee/charge	Fee /Charge
14.11.2014	Case number: BC-WD009488-31 Purchase order: xxx		

During the processing of an application, a second invoice or a reimbursement may be applicable. In these cases, ECHA will ensure that the correct fee is paid. This may lead to a subsequent invoice or the cancellation of an invoice with a credit note and reimbursement of the appropriate fee.

13.7. Confidentiality claim screening

ECHA screens all accepted biocidal related dossiers for confidentiality requests according to Article 67(3) and 67(4) of the BPR. However, the MSCA will perform the confidentiality assessment. For more information concerning the dissemination of data, please see [BSM: Process of confidentiality requests for biocide applications](#).

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