Process of invoicing in R4BP 3

October 2019
Disclaimer

This document aims to assist users in complying with their obligations under the Biocides Regulation. However, users are reminded that the text of the Biocides Regulation is the only authentic legal reference and that the information in this document does not constitute legal advice. Usage of the information remains under the sole responsibility of the user. The European Chemicals Agency does not accept any liability with regard to the use that may be made of the information contained in this document.

Process of invoicing in R4BP 3

<table>
<thead>
<tr>
<th>Version</th>
<th>Changes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1.0</td>
<td>First version</td>
<td>August 2013</td>
</tr>
<tr>
<td>Version 1.1</td>
<td>Updated to reflect the changes with the introduction of the new ECHA service for chemical similarity check</td>
<td>February 2014</td>
</tr>
<tr>
<td>Version 1.2</td>
<td>Title changed to align with the updated Biocides Submission Manual series. Changes made to reflect the release of R4BP 3.2 include: screenshots updated, and links included to the ECHA webpage for SME fees under the BPR. Notable improvements with the release of R4BP 3.2 include e-mail notifications when a message, e.g. such as an invoice, has been received.</td>
<td>December 2014</td>
</tr>
<tr>
<td>Version 2</td>
<td>Updates to following sections: 2, 2.1, 2.2, 3.1, 3.2,</td>
<td>October 2019</td>
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European Chemicals Agency

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1. Introduction

This manual provides industry users general information related to invoices and credit notes issued by the European Chemicals Agency (ECHA) following the submission of applications under 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 (BPR). Such applications are submitted through the Register for Biocidal Products (R4BP 3) through the application ‘wizard’.

2. General concept of invoicing

ECHA fees and charges payable under the BPR are set by the Commission and are subject to regular reviews. They are laid down in the Commission Implementing Regulation (EU) No 564/2013 (the ‘BPR Fee Regulation’) on the fees and charges payable to the European Chemicals Agency pursuant to the BPR.

The full range of fees payable to ECHA is set out in the Annexes to Regulation (EU) No 564/2013. A fee and/or charge is levied for ECHA’s work in relation to active substance approvals, union authorisations of biocidal products, any other work required by the BPR and fees for appeals against a decision of the Agency under Article 77 of the BPR.

ECHA shall inform the case owner of the fees payable and will reject an application if the fee is not paid within 30 days. An invoice reminder is sent to the case owner 20 days after an invoice was issued. For more general information regarding ECHA fees and invoicing, please consult the R4BP 3 Q&A on invoicing. Alternatively, for full details, please refer to Annex II and III of the BPR Fee Regulation.

Fee-determining parameters will define the amount to be charged and/or applicable reductions. These may include, amongst others, the application type and category of enterprise (micro, small, medium, large). In certain cases, a partial refund of fees paid is applicable.

From the application types currently implemented in R4BP 3, ECHA fees and charges will apply for processes listed in Table 1.

For more information of the small and medium-sized enterprises (SME) fee reductions under the BPR and how to apply to have your SME status recognised, refer to the dedicated page on the ECHA website for full details.
### Table 1: Application types incurring an ECHA fee or service charge

<table>
<thead>
<tr>
<th>Application and Case type abbreviation</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of active substance</td>
<td>AS-APP €</td>
</tr>
<tr>
<td>Notification of additional active substance</td>
<td>AS-ADN €</td>
</tr>
<tr>
<td>Amendment of an approval of an active substance</td>
<td>AS-CHG €</td>
</tr>
<tr>
<td>Active substance evaluation under Directive 98/8/EC (Participant)</td>
<td>AS-EVA €</td>
</tr>
<tr>
<td>Active substance evaluation under Directive 98/8/EC (New active)</td>
<td>AS-NAS</td>
</tr>
<tr>
<td>Inclusion in Annex I</td>
<td>AN-APP €</td>
</tr>
<tr>
<td>Amendment of active substance in Annex I</td>
<td>AN-CHG</td>
</tr>
<tr>
<td>Renewal of active substance</td>
<td>AS-RNL €</td>
</tr>
<tr>
<td>Inclusion in the Article 95 (active substance suppliers) list</td>
<td>AS-ACC</td>
</tr>
<tr>
<td>Union authorisation (including provisional)</td>
<td>UA-APP €</td>
</tr>
<tr>
<td>Annual fee for biocidal products authorized by the Union</td>
<td>UA-AFC</td>
</tr>
<tr>
<td>Union authorisation administrative change on request</td>
<td>UA-ADC/UA-TRS</td>
</tr>
<tr>
<td>Union authorisation minor change on request</td>
<td>UA-MIC</td>
</tr>
<tr>
<td>Union authorisation major change on request</td>
<td>UA-MAC</td>
</tr>
<tr>
<td>Notification of product in product family for union authorisation</td>
<td>UA-NPF</td>
</tr>
<tr>
<td>Union authorisation of the same biocidal product (pending)</td>
<td>UA-BBP</td>
</tr>
<tr>
<td>Union authorisation of the same biocidal product (authorised)</td>
<td>UA-BBS</td>
</tr>
<tr>
<td>Renewal of Union authorisation</td>
<td>UA-RNL €</td>
</tr>
<tr>
<td>Assessment of technical equivalence</td>
<td>TE-APP</td>
</tr>
<tr>
<td>Mutual recognition in parallel</td>
<td>NA-MRP</td>
</tr>
<tr>
<td>Mutual recognition in sequence</td>
<td>NA-MRS</td>
</tr>
<tr>
<td>Classification of a change to a product authorisation</td>
<td>CC-APP*</td>
</tr>
<tr>
<td>Chemical similarity check</td>
<td>CS-APP</td>
</tr>
<tr>
<td>Notification in accordance with Article 3a of Regulation (EC) No 1451/2007 (process to take over the role of participant or to include an active substance/product-type in the Review Programme)</td>
<td>RP-NOT</td>
</tr>
<tr>
<td>Assessment of confidentiality claims</td>
<td></td>
</tr>
</tbody>
</table>
The invoice for the chemical similarity check will be issued according to the service charges defined in the ECHA Management Board Decision 31/2013.

Applications that can benefit from reduced fees under the BPR, depending on the company size and provided certain conditions are met.

All the ECHA invoices and invoice reminders related to the submitted applications will be sent only to the applicant (case owner's account) through R4BP 3. In addition, an e-mail notification will be sent once a new R4BP 3 internal message has arrived in the 'Message list'.

2.1 Invoice layout

Invoices can be downloaded from R4BP 3 in PDF format. For each case the invoice can be found in the Financial Management tab of the specific case. Figure 1 below illustrates an invoice in PDF and some details about the fees and other charges.

The invoice is addressed either to case owner or to the asset owner and it is the case owner who decides to whom the invoice shall be addressed to when setting the submission details in R4BP 3.

Figure 1: Invoice in PDF format

![Invoice Image]

**INVOICE**

WedDay

WedDay

Nittyte

03100 - Helsinki

Finland

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:

WedDay

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Detailed fee/charge</th>
<th>Fee/Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.11.2014</td>
<td>Case number: BC-KT009994-16</td>
<td></td>
<td>120,000.00</td>
</tr>
<tr>
<td></td>
<td>Purchase order: 10a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of an active substance, Non-SME</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fee for the first product type</td>
<td>120,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total for the fees or charges</td>
<td></td>
<td>120,000.00</td>
</tr>
<tr>
<td></td>
<td>Total (EUR)</td>
<td>120,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount Outstanding (EUR)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Outstanding (EUR)</td>
<td>120,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Payment details:

Bank: Ponjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
Account number: 500001-20275788
IBAN Code: FI80 5000 0120 2757 88
BIC/SWIFT code: OKOYFIHH
Payment Reference: 500000904
Due date: 19.12.2014

Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number. Failure to pay the fee by the due date will cause the rejection of your application/notification.

European Chemicals Agency
Annankatu 18
PB 400, FIN-00121 Helsinki
Finnish Business ID 2139942-8

Please consult payment instructions here:
www.echa.europa.eu/support/qs-support/qs
Please send invoice enquiries to our helpdesk:
www.echa.europa.eu/web/guest/contact

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2.2 Invoice payment

After submitting an application and once the format check step has passed, ECHA will issue, where applicable, an invoice. As soon as an invoice is sent by ECHA, the case owner will receive an e-mail notification and a message in the message box informing that an invoice has been sent; the message box can be accessed through the ‘MESSAGES’ tab of the main menu (Figure 2).

Messages are sent to the case owner only. If the asset owner is different from the case owner it is the concern of the case owner to keep the asset owner informed about the progress of the relevant case.

Case owner will also receive an automatic invoice reminder 20 days after an invoice was issued. The invoice reminder will be received by the case owner as an e-mail notification and as a message in the message box.

Figure 2: ‘MESSAGES’ tab of the main menu

Clicking on the appropriate subject hyperlink, the message will open and you can then click on the hyperlink at the end of the message (Figure 3). Clicking on the hyperlink will re-direct you to the ‘Financial management’ tab corresponding to the relevant case.
You can then download the invoice in PDF format from the ‘Financial management’ tab of your case (Figure 4). Ensure its payment is done before the due date otherwise your application will be rejected.

Note that ECHA will not send invoices on paper and therefore, invoices are accessible only in R4BP 3.

Figure 4: ‘Financial management’ tab showing an invoice sent by ECHA

When making the payment, the free text message/communications field of the payment must indicate only the payment reference indicated on the invoice. Please indicate only one reference number (no multiple payments). Please do not add any other text, neither in front of it nor behind it.

An invoice should be paid before the due date specified in the invoice (Figure 1). In case the invoice is not paid by the due date, it is recognised by ECHA to be overdue. In that case, ECHA will reject the application. You will be notified of the rejection of the application. Please see also Q&As section on ECHA website, for more information.

2.3 Credit note

There are circumstances that require the recalculation of the chargeable services or partial refund of the amount paid and subsequently the cancellation of an issued invoice. Thus, ECHA can cancel an invoice and a corresponding credit note will be generated and made available to you in the ‘Financial management’ tab of the relevant case. You will also receive a message in your ‘MESSAGES’ tab informing you that a credit note has been sent. By clicking on the appropriate subject hyperlink the message will open and you can then click on the hyperlink at the end of the message. Clicking on the link will re-direct you to the ‘Financial management’ tab corresponding to the relevant case. You can then download the credit note (Figure 5).
A cancelled invoice can be downloaded from the ‘Financial management’ tab of the relevant case. The differences between an invoice and a credit note are the layout and the negative sign for the due amounts and the total (positive in the cancelled invoice document, negative in the credit note document). If you have made changes to your account billing information after the credit note has been issued (e.g. billing address, VAT-number, etc.) these changes will not appear on it.

2.4 Status of the payment

If the payment has been received by the due date, you will get the following message: ‘Submission accepted by ECHA’ (Figure 6). This means that your payment has been received in due time and your application has been accepted for processing and forwarded to the relevant Authority.

Figure 6: Message ‘Submission accepted by ECHA’

If the payment has not been received by ECHA by the due date, you will get the following message: ‘Case rejected by ECHA’ (Figure 7). 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. Payments done after the due date will not be accepted by ECHA and the relevant application will be rejected due to non-payment.

Figure 7: Message ‘Case rejected by authority’
3. Step-by step invoicing

Invoices and credit notes can only be found in the ‘Financial management’ tab of a particular case. You can reach the ‘Financial management’ tab via the ‘MESSAGES’ tab in the main menu or by searching for a particular case via ‘CASES’ tab in the main menu.

3.1 Searching for the invoice/credit note via ‘MESSAGES’

From the main menu select the ‘MESSAGES’ tab (Figure 8).

Figure 8: ‘MESSAGES’ tab of the main menu

The messages page opens displaying: the ‘Search for messages’ section (Figure 9) and the ‘Message list’ section (Figure 10).

The ‘Search for messages’ section offers the possibility to search for a particular message using several criteria (eg. case number, case type, message topic, etc).

Messages are sent to the case owner only. If the asset owner is different from case owner, it is the responsibility of the case owner to keep the asset owner informed about the progress of the relevant case.

Figure 9: ‘Search for messages’
The ‘Message list’ section displays in chronological order all the messages received by the applicant related to its applications. Figure 10 below illustrates the message received by the applicant when an invoice/credit note is sent by ECHA.

**Figure 10: ‘Message list’**

By clicking on the appropriate subject hyperlink the message will open and you can then click on the hyperlink from the message; that will re-direct you to the ‘Financial management’ tab corresponding to the relevant case.

### 3.2 Searching for the invoice/credit note via ‘CASES’

From the main menu select the ‘CASES’ tab (Figure 8). The cases page opens displaying: the ‘Search or filter cases’ section (Figure 11) and the ‘Case list’ section (Figure 12). The ‘Search or filter cases’ section offers the possibility to search for a particular case using several criteria (eg. case number, case type, case status, etc).

**Figure 11: ‘Search or filter cases’**

The section ‘Case list’ displays in chronological order all the cases that the applicant has created. You can sort - ascending and descending order - the list of cases by clicking on the column header you want to use for sorting. The sorted column header will display an ascending or descending sign depending on the chosen order. Once you have found the particular case you are looking for, click on the case number (see below) to open the case details page.
The initial sorting displayed is the descending submission date.

In the case details page, click on the ‘Financial management’ tab (Figure 13).

In the ‘Financial management’ tab, you can find a list of invoices and a list of credit notes (Figure 14) issued for a particular case. Click on the invoice number/credit note number to download the invoice/credit note. Your browser opens up a dialogue box and gives you the options to <Open> the invoice document or to <Save>: to store the file on your hard drive for further processing. Select the desired option. See examples of invoice (Figure 1) or a credit note (Figure 15).
Figure 14: List of invoices and credit notes

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Received date</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000015</td>
<td>11/06/2013</td>
<td>ECHA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit note #</th>
<th>Invoice #</th>
<th>Received date</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000015</td>
<td></td>
<td>11/06/2013</td>
<td>BCMA</td>
</tr>
</tbody>
</table>
Figure 15: Example of a credit note in PDF format

![Credit Note Image]

CREDIT NOTE

<table>
<thead>
<tr>
<th>Newcompany</th>
<th>Credit note No.</th>
<th>80000062</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoicing department</td>
<td>Invoice credited</td>
<td>50000096</td>
</tr>
<tr>
<td>First street</td>
<td>Date of credit note</td>
<td>31.07.2013</td>
</tr>
<tr>
<td>00120 - Helsinki</td>
<td>Customer ID No.</td>
<td>ECHA-e1767957-883e-4bb2-aae1-1af2d19ac71</td>
</tr>
<tr>
<td>Finland</td>
<td>Customer VAT</td>
<td>FI-123-000-000</td>
</tr>
</tbody>
</table>


This is the original credit note and is deemed valid without a signature. Directive 2009/127EC 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 credit note.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Detailed fee/charge</th>
<th>Fee /Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.07.2013</td>
<td>Case number: SN123456-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchase order: PO123456</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of an active substance, Non-SME</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fee for the first product type</td>
<td>-120,000.00</td>
<td>-120,000.00</td>
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<tr>
<td></td>
<td>Total for the fees or charges</td>
<td></td>
<td>-120,000.00</td>
</tr>
<tr>
<td></td>
<td>Total (EUR)</td>
<td>-120,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount paid (EUR)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Outstanding (EUR)</td>
<td>-120,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Payment details:

Bank: Pohjola Bank Pte, Box 308, FIN-00013 POHJOLA Finland
Account number: 500001-20275788
IBAN Code: FI15850000120 2757 88
BIC/SWIFT code: OKOYFIHH
Payment Reference: 50000969
Due date: 30.08.2013

Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number. Failure to pay the fee by the due date will cause the rejection of your application/notification.

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