Webinar for Inexperienced Registrants

Submission of the dossier through REACH-IT

15.11.2010
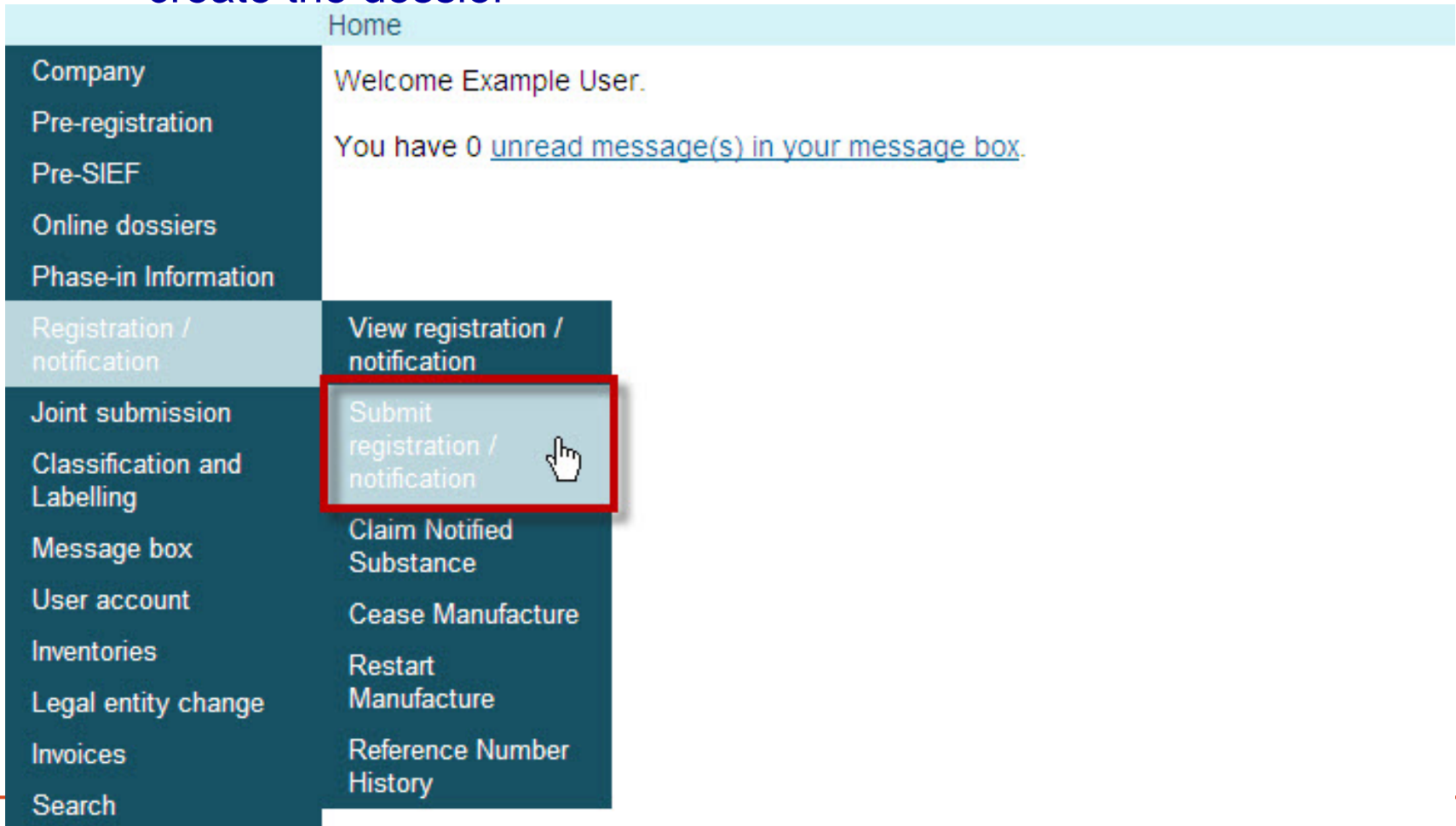
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ECHA – Registration & Dossier Submission Unit

Agenda

- Pre-requisites
- Confirming membership
- Creating a substance dataset
- Dossier creation
- Dossier submission
- Conclusion and references

Chapter 4 – Submit your Dossier in REACH-IT

- Login with the same REACH-IT LE account that you used to create the dossier

Chapter 4 – Submit your Dossier in REACH-IT

- Step 1: Choose correct submission type

Home > Submit Dossier Intro

Registration / notification submission

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

Fields marked with an asterisk (*) are mandatory.

*Submission type:

Proceed

Registration
Registration of on-site isolated intermediate
Registration of transported isolated intermediate
Product and Process Orientated Research and Development (PPORD) notification
Classification and Labelling (C&L) notification
Inquiry notification

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

Correct combination between the IUCLID 5 Template and the Dossier type to be indicated in REACH-IT: Appendix 3.1 of "Data Submission Manual 4: How to Pass Business Rule Verification ("Enforce Rules")" http://www.echa.europa.eu/doc/reachit/dsm4/how_pass_business_verification_en.pdf

Chapter 4 – Submit your Dossier in REACH-IT

- Step 2: Providing registration information

Chapter 4 – Submit your Dossier in REACH-IT

■ Step 3: Import your IUCLID 5 dossier and submit it

Home > Submit Dossier Intro > Submit External Dossier

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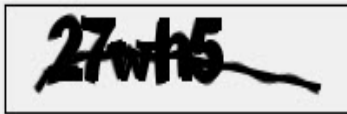**Legal entity change**
Invoices
Search

Registration

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

* File name: `C:\Documents and Settings\u10060\Desktop\test33.i5z` Browse...

File names should not contain special characters.

* Enter the text shown: `27wh5` ?

Can't read the text below? **Try another**

`27wh5`

Access code for large files

For the submission of a file larger than 20 MB, please request a large file access code before submission.

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

Large file access code: `_____`

Submit dossier

Chapter 4 – Submit your Dossier in REACH-IT

- Step 4: Confirming submission information

Chapter 4 – Submit your Dossier in REACH-IT

- A new page will confirm that the upload of the dossier has been successful. A preliminary submission number is given and a direct link to the internal REACH-IT message box is given.

Home > Submit Dossier Intro > Dossier Submission Successful

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

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

Registration

Preliminary submission number

Your dossier has received the following preliminary submission number JJ124078-41

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

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

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

At any time you can also consult the status of your dossier and the report in the menu "Registration/notification \ View registration/notification" and indicating your (preliminary) submission number to retrieve it.
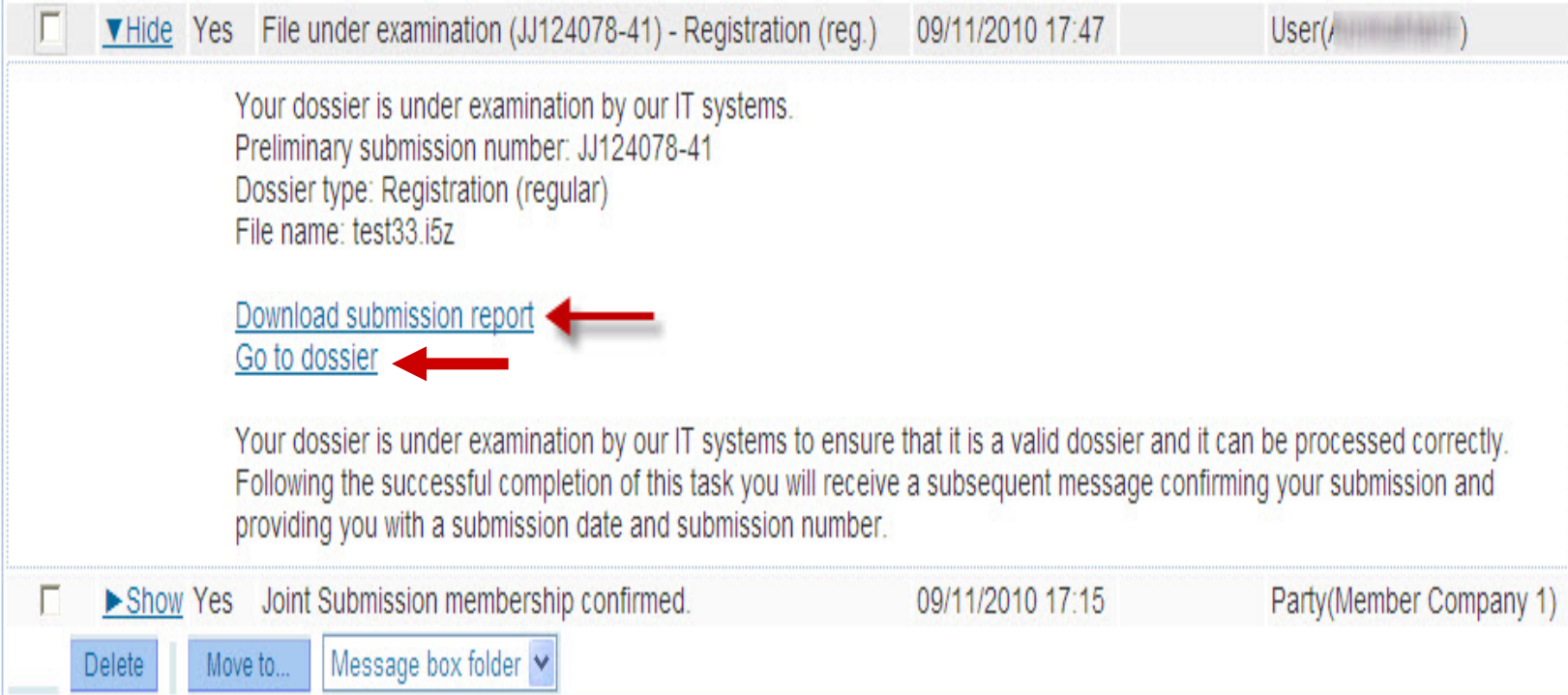
Chapter 4 – Submit your Dossier in REACH-IT

- A message indicating that the dossier upload has been successful will arrive in your internal REACH-IT message box and a direct link to "Download the submission report" will be available. You may prefer to click on "Go to the dossier" in order to see how the dossier is progressing

Chapter 4 – Submit your Dossier in REACH-IT

Submission Report - JJ124078-41

Passed Tasks

No.	Task	Remark	Result
1.	Virus check	-	Succeeded
2.	File format validation	-	Succeeded
3.	Check XML structure	-	Succeeded
4.	Enforce Rules	-	Succeeded
5.	Store Dossier	-	Succeeded
6.	Create Substance Identity	-	Succeeded
7.	Assign MSCAs	-	Succeeded
8.	Technical Completeness Check	-	Succeeded
9.	Pay Submission Fee	-	Started
10.	Overall Completeness Check	-	Started
11.	Issue Reference Number	-	Not Performed Yet
12.	End of Pipeline Activities	-	Not Performed Yet

Chapter 4 – Submit your Dossier in REACH-IT

- A message indicating that you have passed BRs will arrive in your internal REACH-IT message box

Select All | Select None

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
☐	►Show	No	Invoice has been opened - JJ124078-41	09/11/2010 17:48		Party(Member Company 1)
☐	▼Hide	Yes	Business Rules Check passed	09/11/2010 17:48		User( )

Your dossier has passed the Business Rules Check and is accepted for further processing.

Submission Date:Tue Nov 09 17:48:13 EET 2010
Submission number: JJ124078-41
Dossier Type:Registration (regular)
File name:test33.i5z

Download submission report
Go to dossier

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
☐	►Show	Yes	File under examination (JJ124078-41) - Registration (reg.)	09/11/2010 17:47		User( )
☐	►Show	Yes	Joint Submission membership confirmed.	09/11/2010 17:15		Party(Member Company 1)

Delete   Move to...   Message box folder ▼

Chapter 4 – Submit your Dossier in REACH-IT

- In case you have failed Business Rules:

  - Data Submission Manual 4: How to Pass Business Rule Verification ("Enforce Rules") http://www.echa.europa.eu/reachit/dsm_en.asp

  - Webinars (1) on Business Rules and (2) for Member Registrants http://www.echa.europa.eu/news/webinars_en.asp

  - ECHA Helpdesk http://www.echa.europa.eu/help/echahelp_en.asp

  - Contact the Lead

  - Practical guide 9: How to do a registration as a member of a joint submission http://www.echa.europa.eu/publications_en.asp

Submit again (no update!!)