



# Webinar for Inexperienced Registrants

*Submission of the dossier through REACH-IT*

15.11.2010

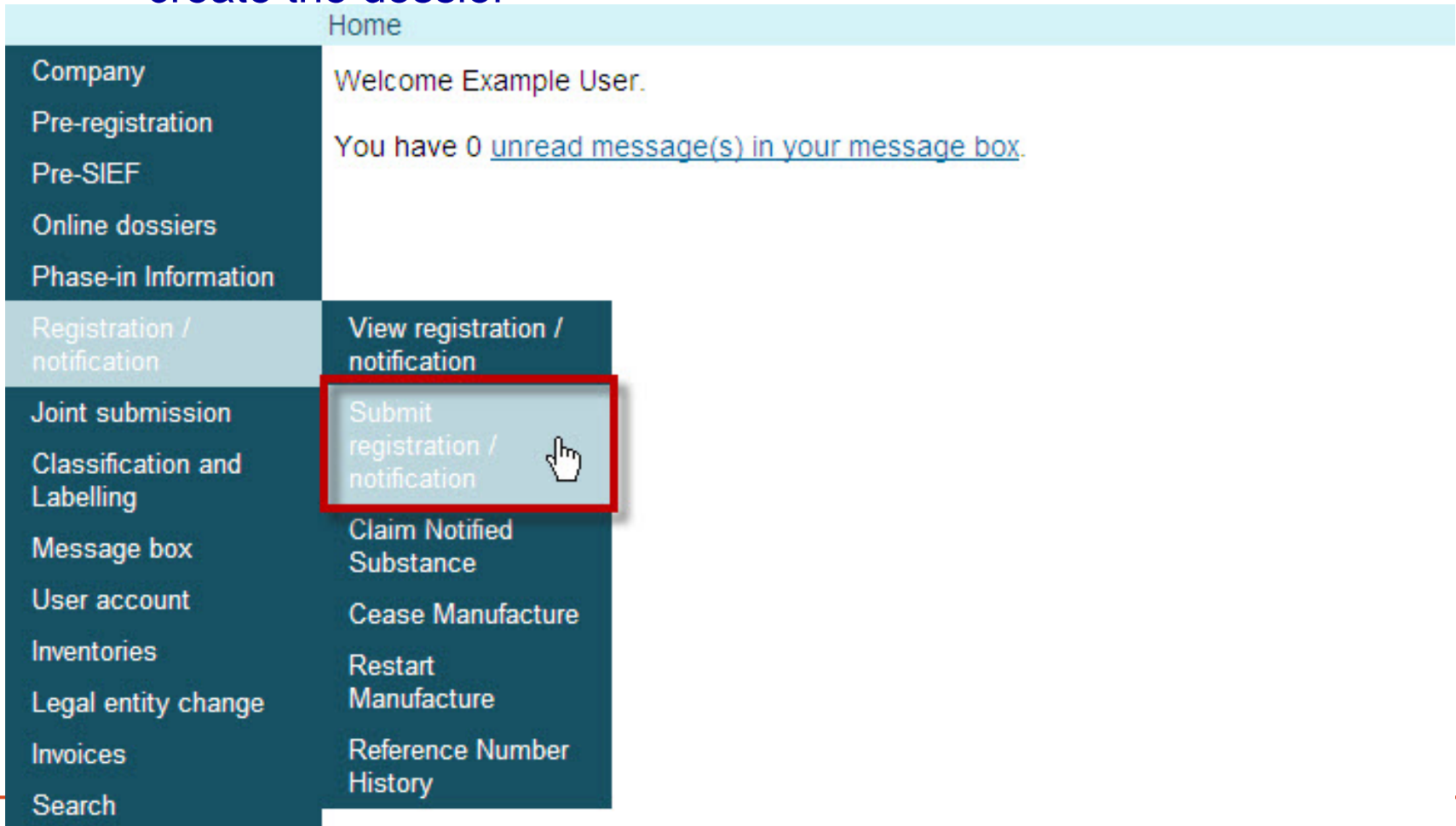
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# Agenda

- 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



The screenshot displays the REACH-IT user interface. At the top, a light blue bar contains the word "Home". Below this, a dark teal sidebar on the left lists various menu items: 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, and Search. The main content area on the right shows a welcome message: "Welcome Example User." followed by a notification: "You have 0 unread message(s) in your message box." Below the notification, a dark teal panel contains a list of actions: "View registration / notification", "Submit registration / notification" (highlighted with a red border and a mouse cursor), "Claim Notified Substance", "Cease Manufacture", "Restart Manufacture", and "Reference Number History".

# 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:

- 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

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](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

Home > Submit Dossier Intro

- 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 / notification submission

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

Fields marked with an asterisk (\*) are mandatory.

\*Submission type:

Purchase order:

\*Declaration:  The submitting party declares the information above is correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. The submitting party also declares that, following careful verification, the substance subject of the present registration/ notification is appropriate for registration/ notification under Regulation (EC) No 1907/2006

## Joint submission

Related to a joint submission:

\*Joint submission name:

Proceed

# 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

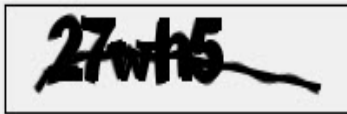
## Registration

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:

\* Enter the text shown:  ?

File names should not contain special characters.  
Can't read the text below? [Try another](#)



## Access code for large files

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

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

Large file access code:

# Chapter 4 – Submit your Dossier in REACH-IT

- Step 4: Confirming submission information

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

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	<b>Confirm Dossier Submission</b>	
	Dossier type:	Registration
	Dossier file name:	test33.152
	Organisation Name:	<a href="#">Member Company 1</a>
	Company size:	Large
	Invoice Contact Name:	Contact Person
	Joint submission	
	Related to a joint submission:	Yes
	Joint submission name:	JS_ETHANOL
	<input type="button" value="Confirm submission"/> <input type="button" value="Cancel submission"/>	

# 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

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.

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

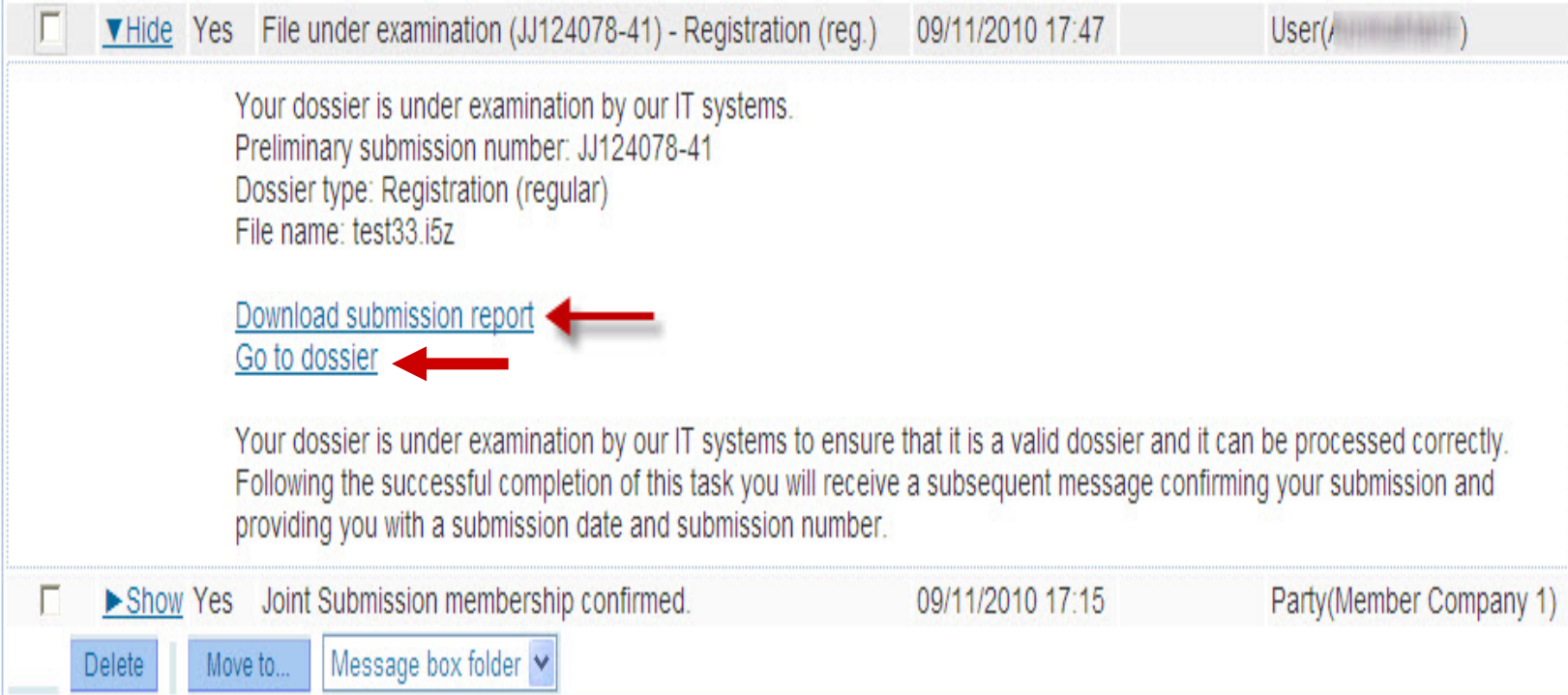
Invoices

Search



# 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



The screenshot shows a message box interface with a dark teal sidebar on the left containing navigation options: Message box, User account, Inventories, Legal entity change, Invoices, and Search. The main message area has a header bar with a 'Hide' button, a 'Yes' status, the subject 'File under examination (JJ124078-41) - Registration (reg.)', the date '09/11/2010 17:47', and the user 'User(/... )'. The message text reads: 'Your dossier is under examination by our IT systems. Preliminary submission number: JJ124078-41 Dossier type: Registration (regular) File name: test33.i5z'. Below the text are two blue links: 'Download submission report' and 'Go to dossier', both with red arrows pointing to them from the right. At the bottom of the message area, there is another header bar with a 'Show' button, a 'Yes' status, the subject 'Joint Submission membership confirmed.', the date '09/11/2010 17:15', and the user 'Party(Member Company 1)'. Below this header are three buttons: 'Delete', 'Move to...', and a dropdown menu labeled 'Message box folder'.

# 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
<input type="checkbox"/>	<a href="#">▶ Show</a>	No	Invoice has been opened - JJ124078-41	09/11/2010 17:48		Party(Member Company 1)
<input type="checkbox"/>	<a href="#">▼ Hide</a>	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](#)

<input type="checkbox"/>	<a href="#">▶ Show</a>	Yes	File under examination (JJ124078-41) - Registration (reg.)	09/11/2010 17:47		User( )
<input type="checkbox"/>	<a href="#">▶ Show</a>	Yes	Joint Submission membership confirmed.	09/11/2010 17:15		Party(Member Company 1)

| 
  
 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](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](http://www.echa.europa.eu/news/webinars_en.asp)
  - ECHA Helpdesk [http://www.echa.europa.eu/help/echahelp\\_en.asp](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](http://www.echa.europa.eu/publications_en.asp)



**Submit again (no update!!)**

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