

Webinar on registration invoicing and payments

How to avoid unexpected fees in your
registration

22 November 2012

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ECHA - Dossier Submission and Dissemination Unit

Content

- Preparing the IUCLID dossier
 - Key information for the invoice
 - Use of the Fee calculation plug-in for checking the dossier
- Submission of your dossier in REACH-IT
 - Company information

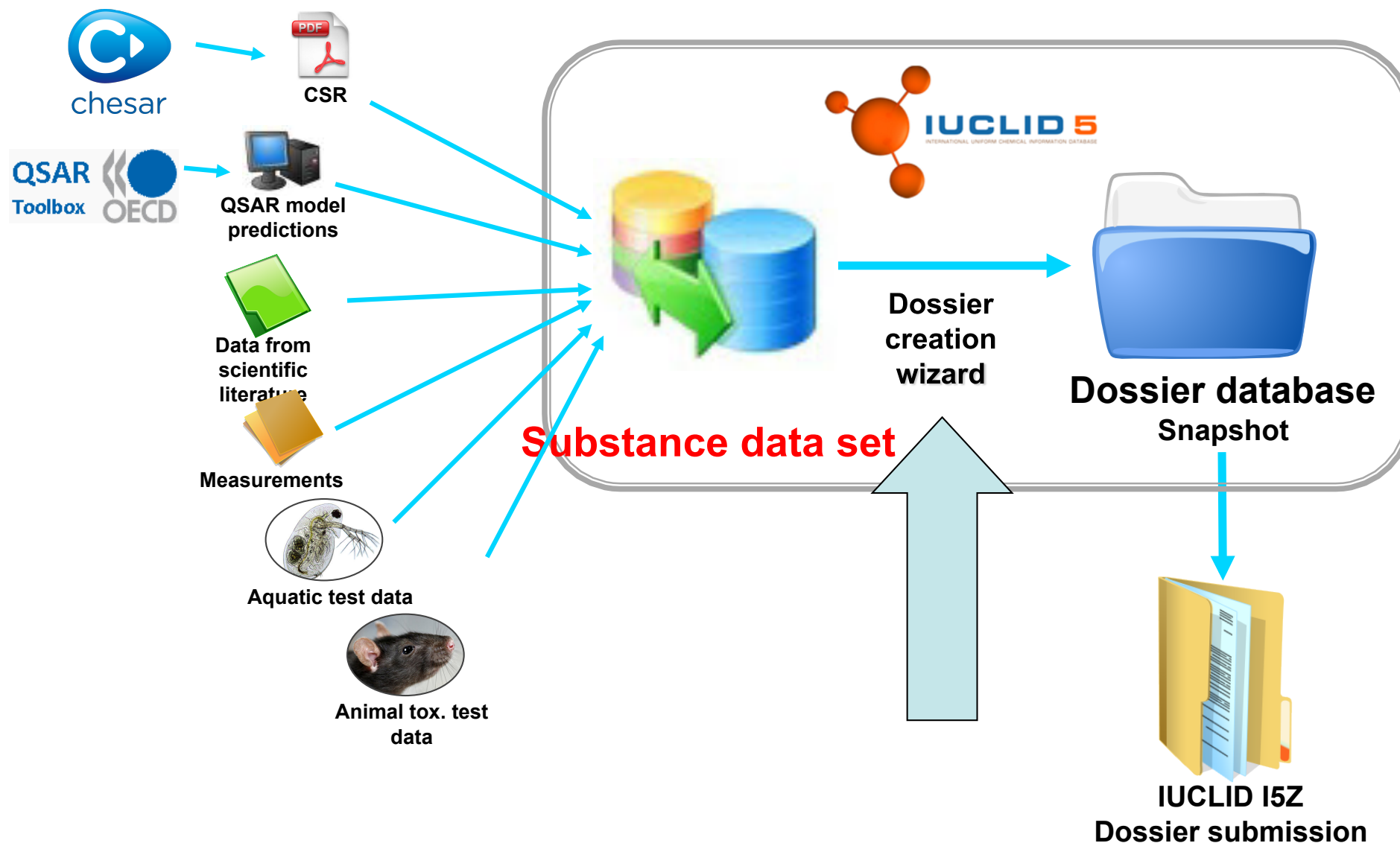
Fee determining parameters

- Type of registration (non-intermediate, intermediate or combinations)
- Tonnage band(s)
- Company size
- Joint / individual submission
- Initial / update
- Confidentiality claims

How to indicate the tonnage band

- o What is the IUCLID template
- o Where to indicate tonnage bands

IUCLID 5 – building a dossier



Creating the lead dossier

- Tonnage band of the joint submission: dossier template

Dossier header

Dossier template

Name	REACH Registration above 1000 tonnes
Version	2010-07-14
Name (given by user)	REACH REGISTRATION ABOVE 1000 TONNES

- Own tonnage band: indicated in dossier header
 - Basis for invoicing

Tonnage band(s) of the lead registrant

Tonnage band	Between 10 to 100 tonnes/year
On-site isolated intermediates tonnage band (REACH Article 17)	
Transported isolated intermediates tonnage band (REACH Article 18)	

Creating the member dossier

- Dossier template: Member general case / Member intermediate

Dossier header

Dossier template

Name	REACH Registration member of a joint submission - general case
Version	2010-07-14
Name (given by user)	

- Own tonnage band: indicated in dossier header
 - Basis for invoicing

Tonnage band(s) of the member registrant

Tonnage band	Over 1000 tonnes/year
On-site isolated intermediates tonnage band	
Transported isolated intermediates tonnage band	

Creating an individual dossier

- Dossier template defines the tonnage band
 - Basis for invoicing

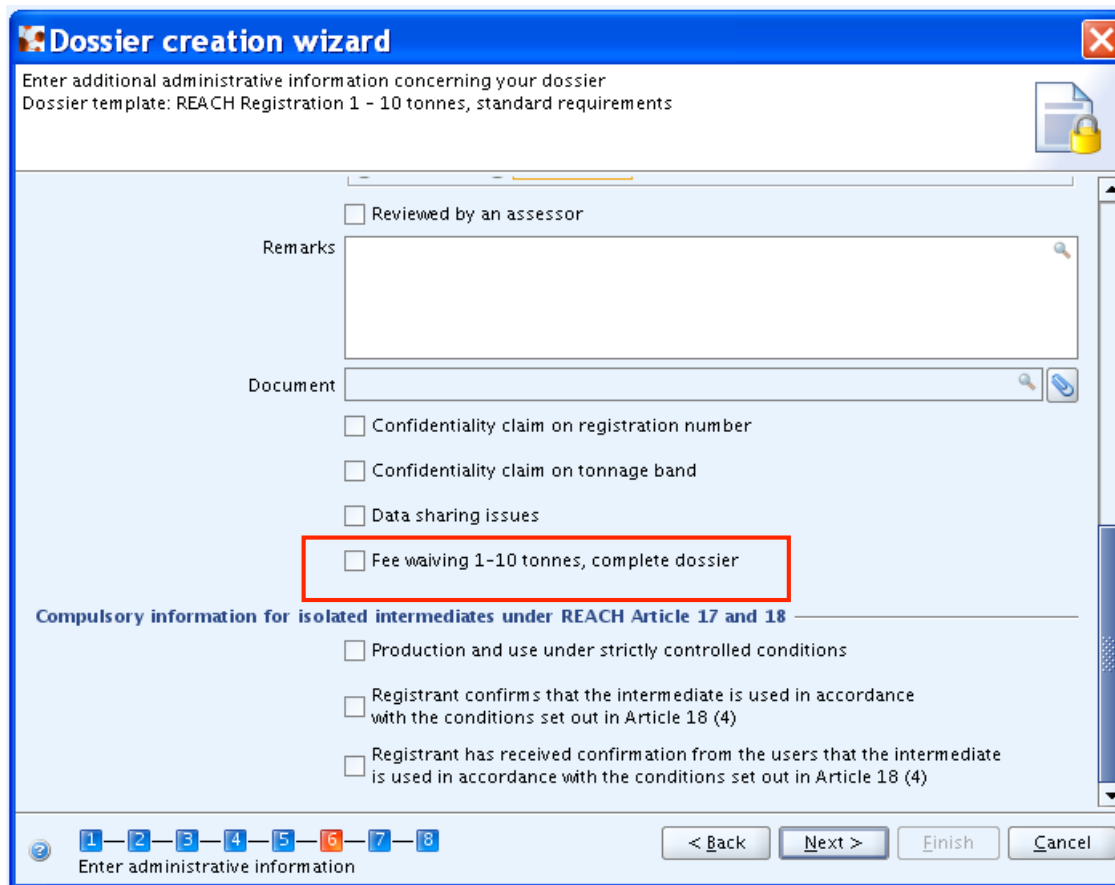
Dossier header	
Dossier template	
Name	REACH Registration 1 - 10 tonnes, standard requirements
Version	2010-02-10
Name (given by user)	

- In case of combinations of additional registration types, the tonnage bands are indicated in the dossier header
 - Basis for invoicing

Tonnage band(s) of the registrant	
On-site isolated intermediates tonnage band (REACH Article 17)	Over 10 tonnes/year
Transported isolated intermediates tonnage band (REACH Article 18)	Over 1000 tonnes/year

Dossier for 1 to 10 tonnes/year

- Fee waiver claimed → no fee (article 74(2) of REACH Regulation)



Dossier creation wizard

Enter additional administrative information concerning your dossier
Dossier template: REACH Registration 1 - 10 tonnes, standard requirements

Reviewed by an assessor

Remarks

Document

Confidentiality claim on registration number

Confidentiality claim on tonnage band

Data sharing issues

Fee waiving 1-10 tonnes, complete dossier

Compulsory information for isolated intermediates under REACH Article 17 and 18

Production and use under strictly controlled conditions

Registrant confirms that the intermediate is used in accordance with the conditions set out in Article 18 (4)

Registrant has received confirmation from the users that the intermediate is used in accordance with the conditions set out in Article 18 (4)

1 2 3 4 5 6 7 8
Enter administrative information

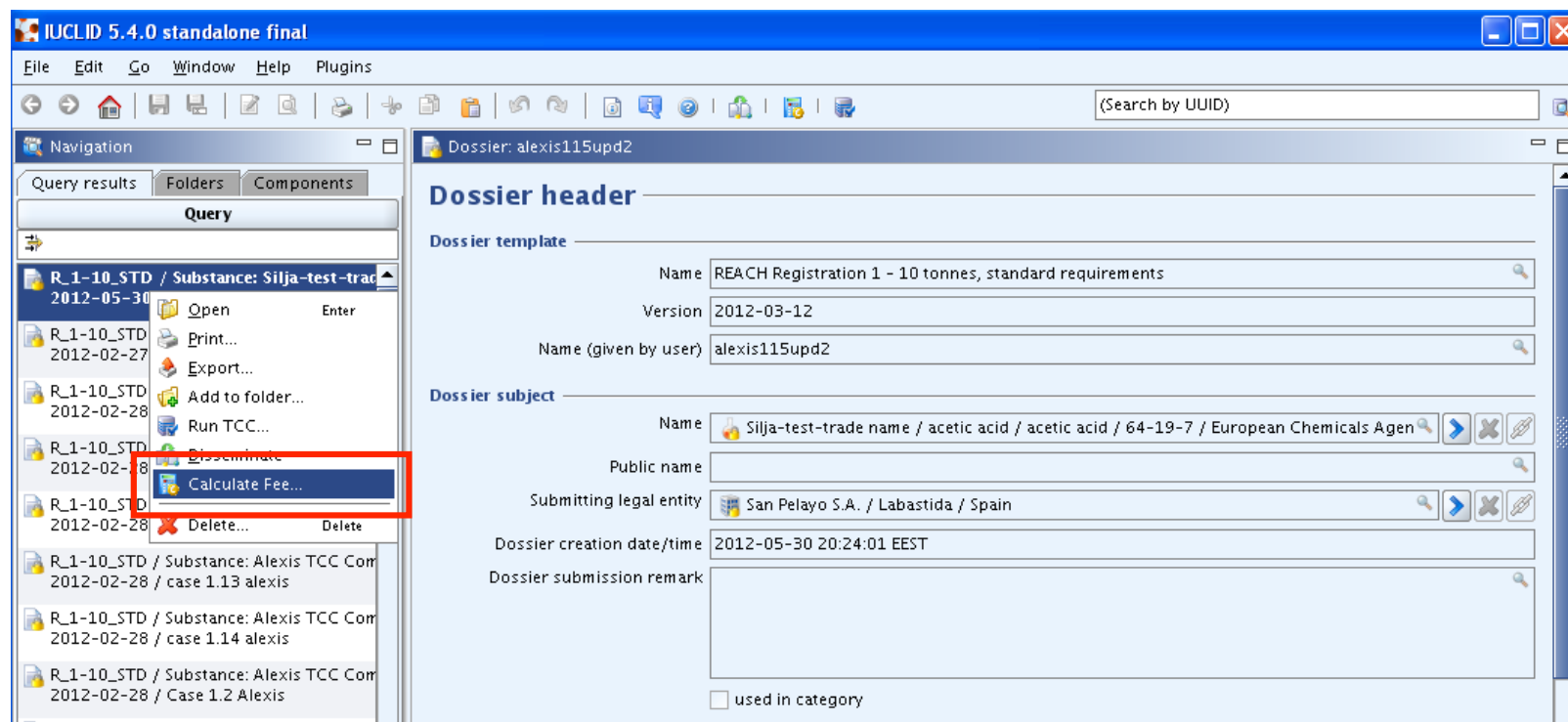
< Back Next > Finish Cancel

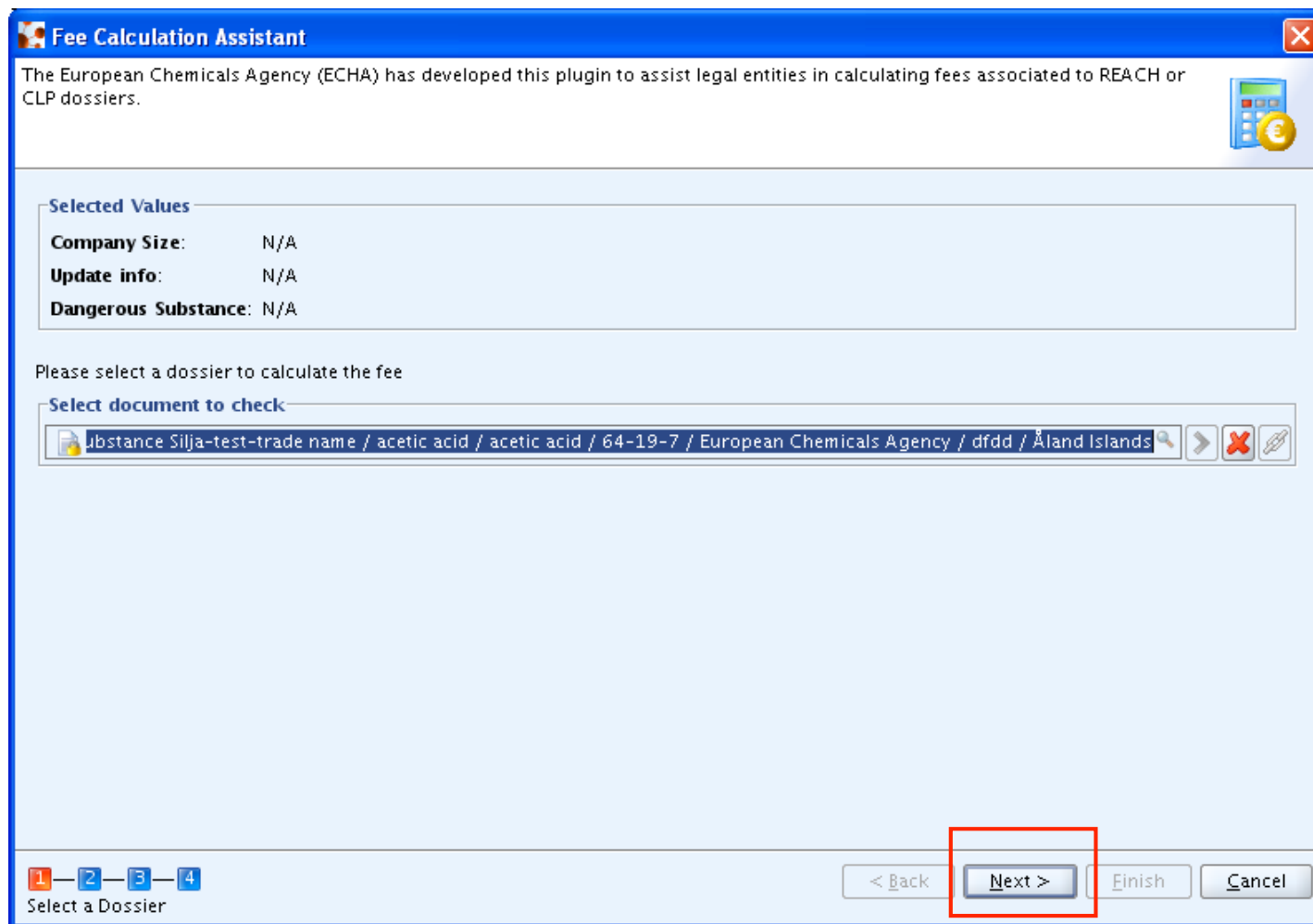
How much is the expected fee?

- After creating your IUCLID 5 dossier, you can simulate the fee applicable for your submission by using the Fee Calculation plug-in which is available free of charge: <http://iuclid.echa.europa.eu/>
- The fee from the invoice that will be issued by ECHA for your submission is considered to be the only valid one

How much is the expected fee?

- Fee Calculation plug-in for IUCLID 5
- Example: Initial registration from a lead registrant





Fee Calculation Assistant

Dossier Template: REACH Registration 1 - 10 tonnes, standard requirements
Dossier Subject: Silja-test-trade name / acetic acid / acetic acid / 64-19-7 / European Chemicals Agency / dfdd / Åland Islands

Selected Values

Company Size:	N/A
Update info:	N/A
Dangerous Substance:	N/A

Please select the company size from the following menu and click 'Next'

Company Size

- Non-SME (Large)
- SME-Medium
- SME-Small
- SME-Micro

1 — 2 — 3 — 4
Select Company Size

< Back Next > Finish Cancel

Fee Calculation Assistant ✕

Dossier Template: REACH Registration 10 - 100 tonnes
Dossier Subject: Alexis TCC Complete / nicocodine / 3-methoxy-17-methyl-7,8-didehydro-4,5-epoxymorphinan-6-yl nicotinate / 3688-66-2 / San Pelayo S.A. / Labastida / Spain

Selected Values

Company Size: Non-SME (Large)
Update info: N/A
Dangerous Substance: N/A

Fee Amounts Description

No	Fee Description	Fee Amount	Select
1	Fee for registration of substances in the range 10 to 100 tonnes	€4,300.00	<input checked="" type="checkbox"/>
2	Request of confidentiality for information in the safety data sheet (section(s) 3.5)	€3,000.00	<input checked="" type="checkbox"/>

Total Amount: €7,300.00

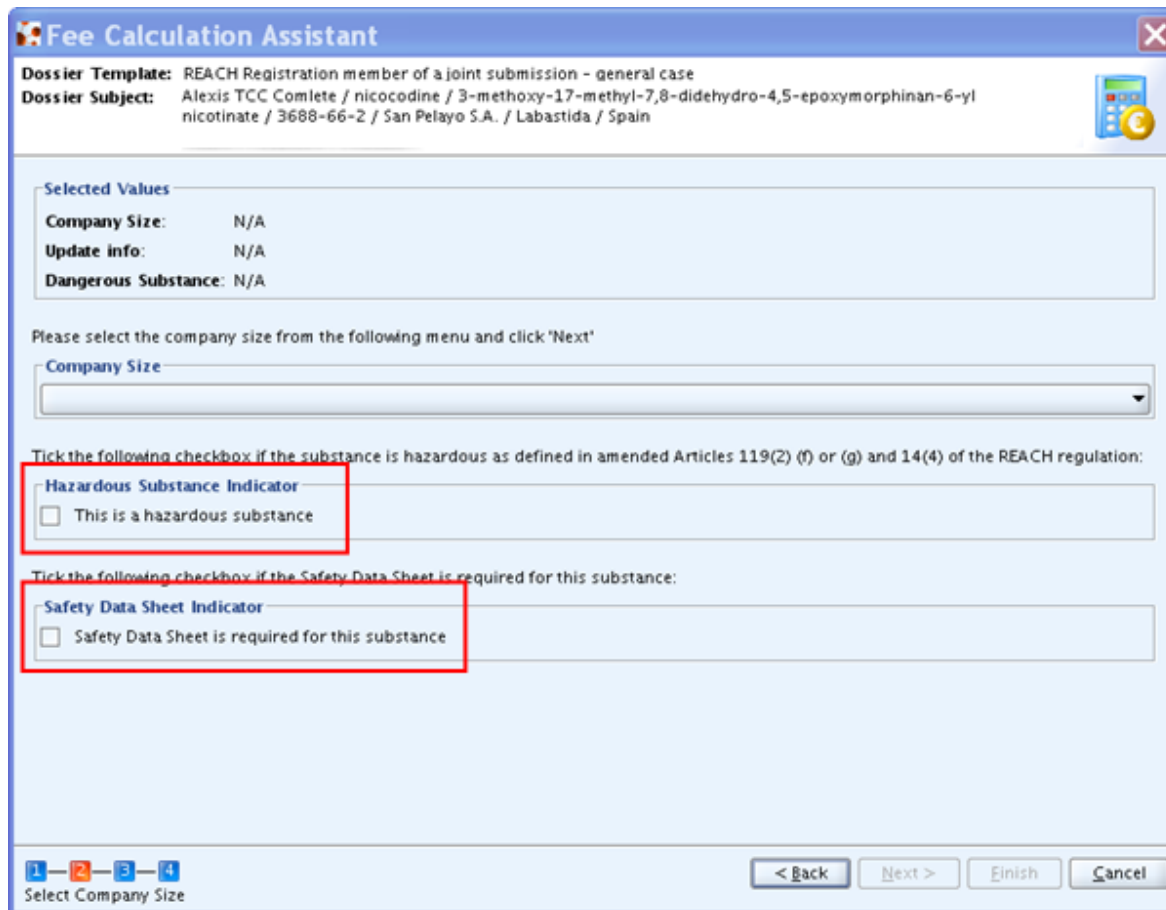
Disclaimer: Please note that this plug-in provides only preliminary estimates of the amounts charged in connection with registrations and PPORD notifications according to Article 74 of Regulation (EC) No 1907/2006 and Regulation (EC) No 340/2008. The amount estimated by this plug-in takes into account only the fees specified in Section 1 of the plug-in User Manual as they were laid down at the time of the publication of this plug-in. ECHA shall not be held liable for any differences between the estimated amount and the amount charged in the actual invoice.

1 — 2 — 3 — 4
 Fee Amounts

< Back
Next >
Finish
Cancel

Using the plug-in for a member dossier

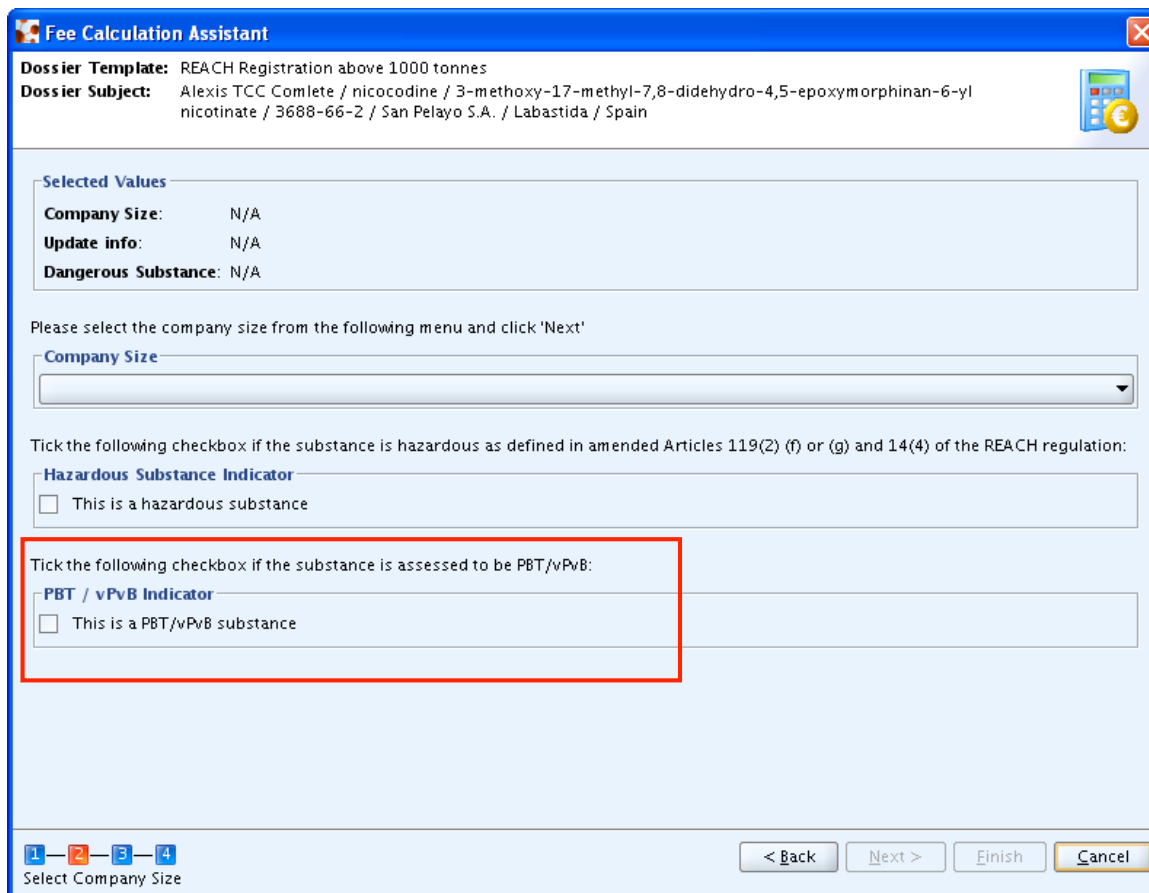
- Indicate if the substance is dangerous
 - Indicate if the SDS is required
- information not included in a member dossier



The screenshot shows the 'Fee Calculation Assistant' window. At the top, it displays the 'Dossier Template' as 'REACH Registration member of a joint submission - general case' and the 'Dossier Subject' as 'Alexis TCC Complete / nicocodine / 3-methoxy-17-methyl-7,8-didehydro-4,5-epoxymorphinan-6-yl nicotinate / 3688-66-2 / San Pelayo S.A. / Labastida / Spain'. Below this, a 'Selected Values' section shows 'Company Size: N/A', 'Update info: N/A', and 'Dangerous Substance: N/A'. A prompt asks the user to 'Please select the company size from the following menu and click 'Next'', with a dropdown menu for 'Company Size'. Two checkboxes are highlighted with red boxes: 'Hazardous Substance Indicator' (checkbox:) and 'Safety Data Sheet Indicator' (checkbox:). The bottom of the window features a progress bar with four steps (1-4) and navigation buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

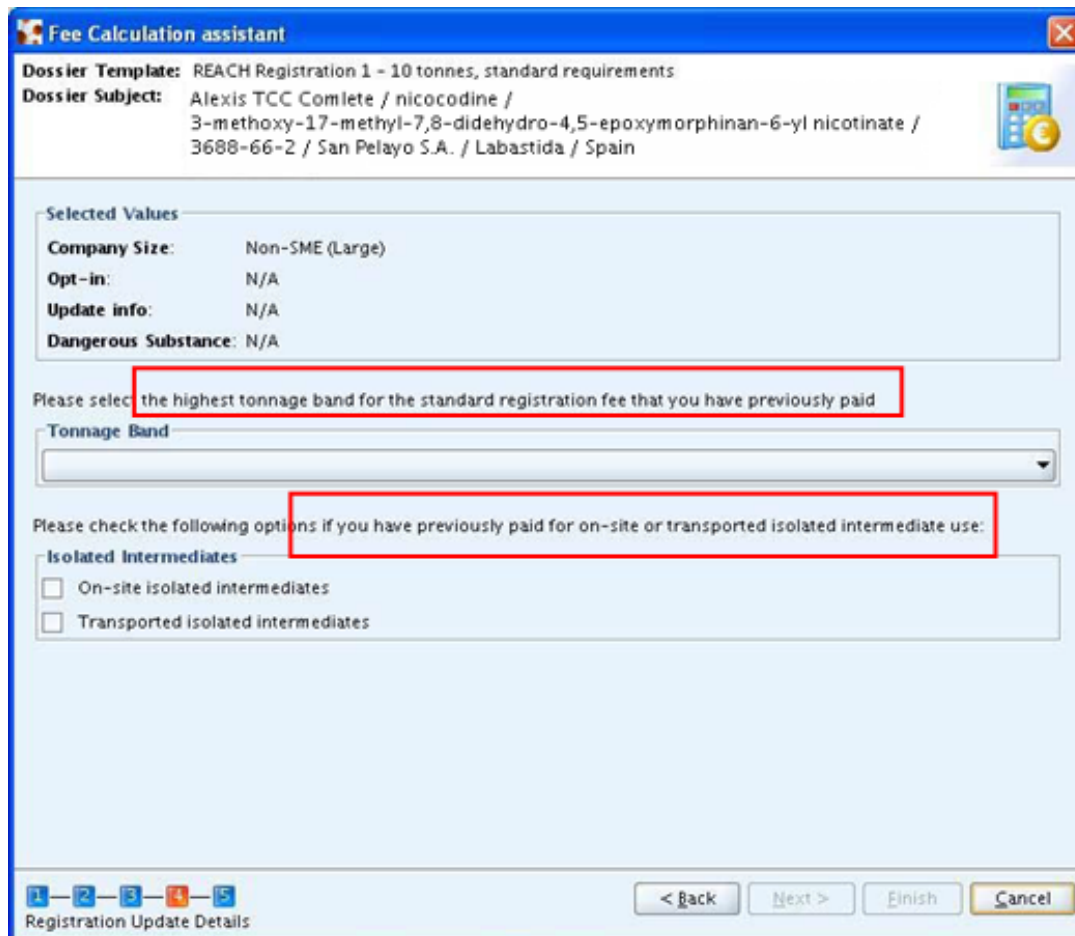
Using the plug-in for a member dossier

- Indicate if the substance is assessed to be PBT/vPvB
- information not included in a member dossier



The screenshot shows the 'Fee Calculation Assistant' window. At the top, it displays the 'Dossier Template' as 'REACH Registration above 1000 tonnes' and the 'Dossier Subject' as 'Alexis TCC Complete / nicocodine / 3-methoxy-17-methyl-7,8-didehydro-4,5-epoxymorphinan-6-yl nicotinate / 3688-66-2 / San Pelayo S.A. / Labastida / Spain'. Below this, a 'Selected Values' section shows 'Company Size: N/A', 'Update info: N/A', and 'Dangerous Substance: N/A'. A prompt asks the user to 'Please select the company size from the following menu and click 'Next''. A 'Company Size' dropdown menu is present but empty. Below that, there are two sections for indicators: 'Hazardous Substance Indicator' with an unchecked checkbox 'This is a hazardous substance', and 'PBT / vPvB Indicator' with an unchecked checkbox 'This is a PBT/vPvB substance'. The latter section is highlighted with a red box. At the bottom, there are navigation buttons: '< Back', 'Next >', 'Finish', and 'Cancel'. A progress indicator at the bottom left shows four steps, with the second step 'Select Company Size' highlighted in red.

Using the plug-in for dossier updates



Fee Calculation assistant

Dossier Template: REACH Registration 1 – 10 tonnes, standard requirements
Dossier Subject: Alexis TCC Complete / nicocodine /
3-methoxy-17-methyl-7,8-didehydro-4,5-epoxymorphinan-6-yl nicotine /
3688-66-2 / San Pelayo S.A. / Labastida / Spain

Selected Values

Company Size:	Non-SME (Large)
Opt-in:	N/A
Update info:	N/A
Dangerous Substance:	N/A

Please select the highest tonnage band for the standard registration fee that you have previously paid

Tonnage Band

Please check the following options if you have previously paid for on-site or transported isolated intermediate use:

Isolated Intermediates

- On-site isolated intermediates
- Transported isolated intermediates

Registration Update Details

< Back Next > Finish Cancel

Dossier submission to ECHA



Dossier submission to ECHA



Check that your company size is correct

- SMEs are entitled to a discount for their registration fee
- Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the European Commission Recommendation 2003/361/EC:

Enterprise category	Headcount	Turnover / EUR	OR <i>balance sheet total / EUR</i>
Medium-sized	< 250	≤ 50 000 000	≤ 43 000 000
Small	< 50	≤ 10 000 000	≤ 10 000 000
Micro	< 10	≤ 2 000 000	≤ 2 000 000

Check that your company size is correct

- Ownership, voting rights and relationships with other companies contribute to determining the correct company size
- Only Representatives (ORs) should make sure that the registration is in line with the size of the company represented
- Small and medium-sized enterprises (SME):
 - http://echa.europa.eu/sme_en.asp
- Electronic SME test:
 - http://ec.europa.eu/research/sme-techweb/index_en.cfm

Electronic SME test



RESEARCH & INNOVATION
SME

European Commission > Research & Innovation > SME Techweb > Home

Home
News >
Newsletter >
Support
Step-by-step guide
Publications
Calls >
Workshops >
Other SME sites

Which sort of SME are you?

Follow the path to the definition that matches your company...
... and if you don't know if you really *are* an SME, just take the test!

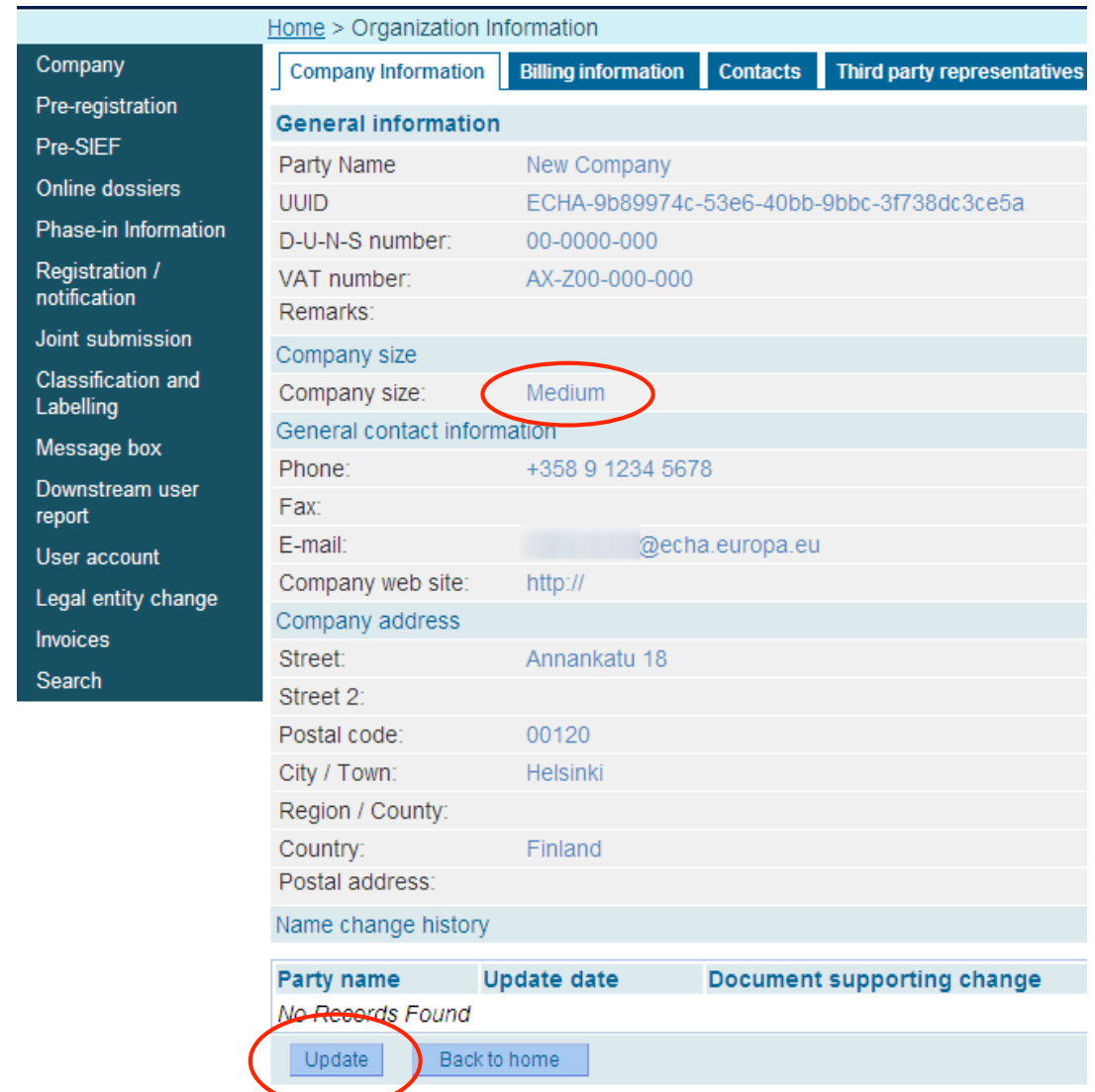
[Research-performing SMEs](#)
Research-performing SMEs are those who have the ability to conduct research in-house. Find out what opportunities there are for research-performing SMEs in FP7.
[more ...](#)

[SME test](#)
Please click here to take the test.
This test is provided courtesy of the Walloon Region of Belgium.
Courtesy of Région Wallonne 
Further information on the definition of an SME can be found on the [DG Enterprise and Industry website](#).

[Research-acquiring SMEs](#)
Research-acquiring SMEs are those who need to outsource their research to a university or research centre, who will perform the research on their behalf. Find out what opportunities there are for research-acquiring SME's in FP7.
[more ...](#)

Check that your company size is correct

- In REACH-IT:
Home screen
→ Company
→ View
- Make sure your company size is correct in REACH- IT: ECHA will verify it



Home > Organization Information

Company Information | Billing information | Contacts | Third party representatives

General information

Party Name	New Company
UUID	ECHA-9b89974c-53e6-40bb-9bbc-3f738dc3ce5a
D-U-N-S number:	00-0000-000
VAT number:	AX-Z00-000-000
Remarks:	

Company size

Company size:	Medium
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General contact information

Phone:	+358 9 1234 5678
Fax:	
E-mail:	@echa.europa.eu
Company web site:	http://

Company address

Street:	Annankatu 18
Street 2:	
Postal code:	00120
City / Town:	Helsinki
Region / County:	
Country:	Finland
Postal address:	

Name change history

Party name	Update date	Document supporting change
No Records Found		

[Update](#) [Back to home](#)

Check that your VAT number is correct

- In REACH-IT:
Home screen
→ Company
→ View

Home > Organization Information

Company Information | **Billing information** | Contacts | Third party representatives

General information

Party Name	New Company
UUID	ECHA-9b89974c-53e6-40bb-9bbc-3f738dc3ce5a
D-U-N-S number:	00-0000-000
VAT number:	AX-Z00-000-000
Remarks:	

Company size

Company size:	Medium
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General contact information

Phone:	+358 9 1234 5678
Fax:	
E-mail:	@echa.europa.eu
Company web site:	http://

Company address

Street:	Annankatu 18
Street 2:	
Postal code:	00120
City / Town:	Helsinki
Region / County:	
Country:	Finland
Postal address:	

Name change history

Party name	Update date	Document supporting change
No Records Found		

Update | Back to home

Check that your billing organisation name & billing address are correct

- In REACH-IT:
Home screen
→ Company
→ View
→ Billing information

Home > Billing Information

Company Information	Billing information	Contacts	Third party representatives
Billing information			
Billing organisation name:	New Company SRL		
Fax:			
Billing address			
Street:	New Street		
Street 2:			
Postal code:	00120		
City / Town:	Helsinki		
Region / County:			
Country:	Finland		
Postal address:			
Language			
Language:	English (en)		
<input type="button" value="Update"/>			

Dossier submission to ECHA



**IUCLID I5Z
Dossier**




ECHA **REACH-IT**
EUROPEAN CHEMICALS AGENCY

You are connected as [newcompany](#) on behalf of New Company - [Preferences](#) - [Logout](#)

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

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

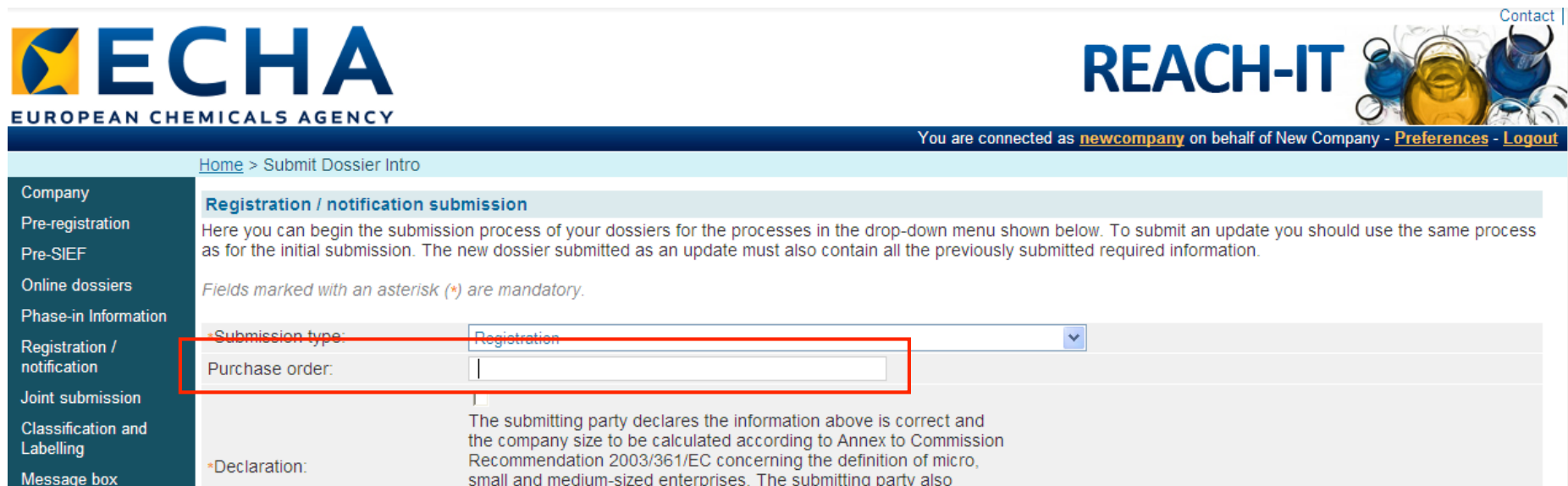
Fields marked with an asterisk () are mandatory.*

*Submission type:

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

Purchase order field

- If you want to add a reference number/wording in your invoice, use the purchase order field when submitting your dossier



The screenshot shows the ECHA REACH-IT submission interface. The top navigation bar includes the ECHA logo, the text "EUROPEAN CHEMICALS AGENCY", and the "REACH-IT" logo with a chemical flask icon. A user status bar indicates "You are connected as **newcompany** on behalf of New Company - [Preferences](#) - [Logout](#)". The breadcrumb trail shows "Home > Submit Dossier Intro".

The main content area is titled "Registration / notification submission" and contains the following text: "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." Below this, a note states: "Fields marked with an asterisk (*) are mandatory."

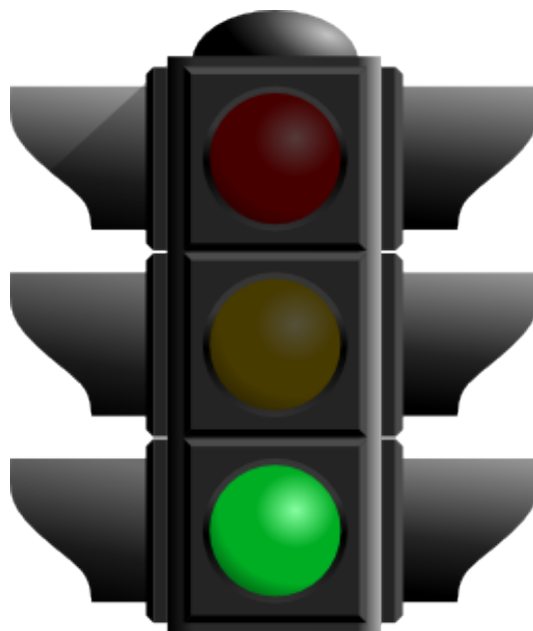
The form includes a "Submission type" dropdown menu set to "Registration" and a "Purchase order:" text input field, which is highlighted with a red rectangle. Below the form, there is a "Declaration:" section with a checkbox and the text: "The submitting party declares the information above is correct 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".

The left sidebar contains a navigation menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, and Message box.

5 minute check before submitting your dossier:

- Tonnage Band DOSSIER ✓
- Fee calculation plug-in DOSSIER ✓
- Company size REACH-IT ✓
- VAT number REACH-IT ✓
- Billing organisation name and address REACH-IT ✓

Correct registration fee



Thank you for your attention!