

Webinar on registration invoicing and payment

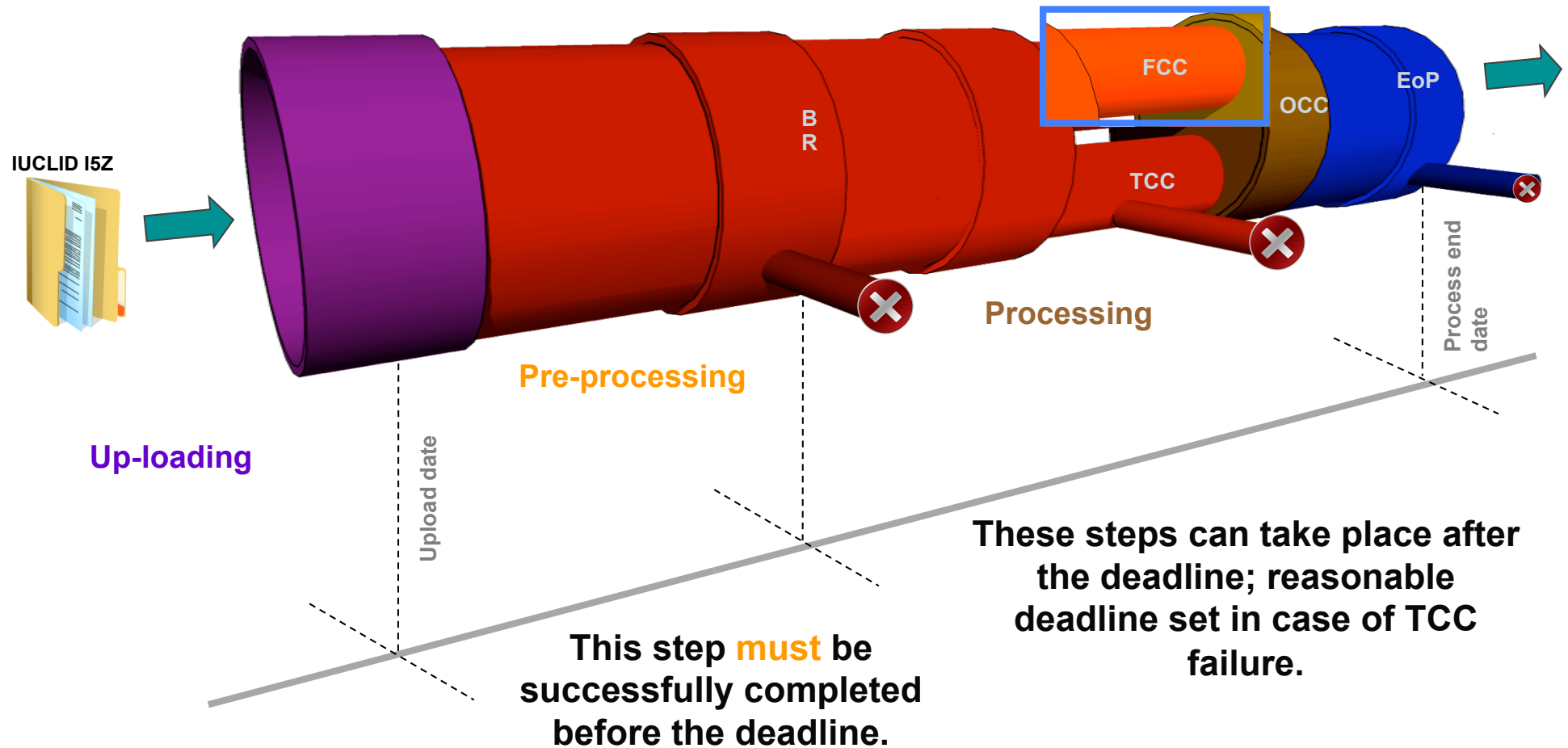
Invoice information in REACH-IT

22 November 2012

Martin HAJAS

ECHA - Dossier Submission and Dissemination Unit

Overview of registration process



Earlier submission recommended!

echa.europa.eu

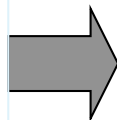

Content

- Message box and invoice management in REACH-IT
- Invoices and related messages
 - Invoice
 - Due date reminder
 - Credit note
- Submission report to check if the payment of an invoice has been received by ECHA

Your Message box in REACH-IT

How to access

Company	Welcome Company New.
Pre-registration	You have 25 unread me:
Pre-SIEF	You last connected on 2
Online dossiers	
Phase-in Information	
Registration / notification	
Joint submission	
Classification and Labelling	
Message box	View my messages
Downstream user report	
User account	
Legal entity change	
Invoices	
Search	

ECHA
EUROPEAN CHEMICALS AGENCY

REACH-IT

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

Home > Messages

This internal message box is dedicated to the reception of messages sent by REACH IT (ECHA) to the user. You will not receive messages from REACH IT concerning your actions on this site in your private or professional email account. However, if you want to receive alerts when a message is received in this internal message system, you can define this as an option in your [User Preferences](#).

The list below displays the internal messages that were sent to you the last 30 days. To view all internal messages click [here](#).

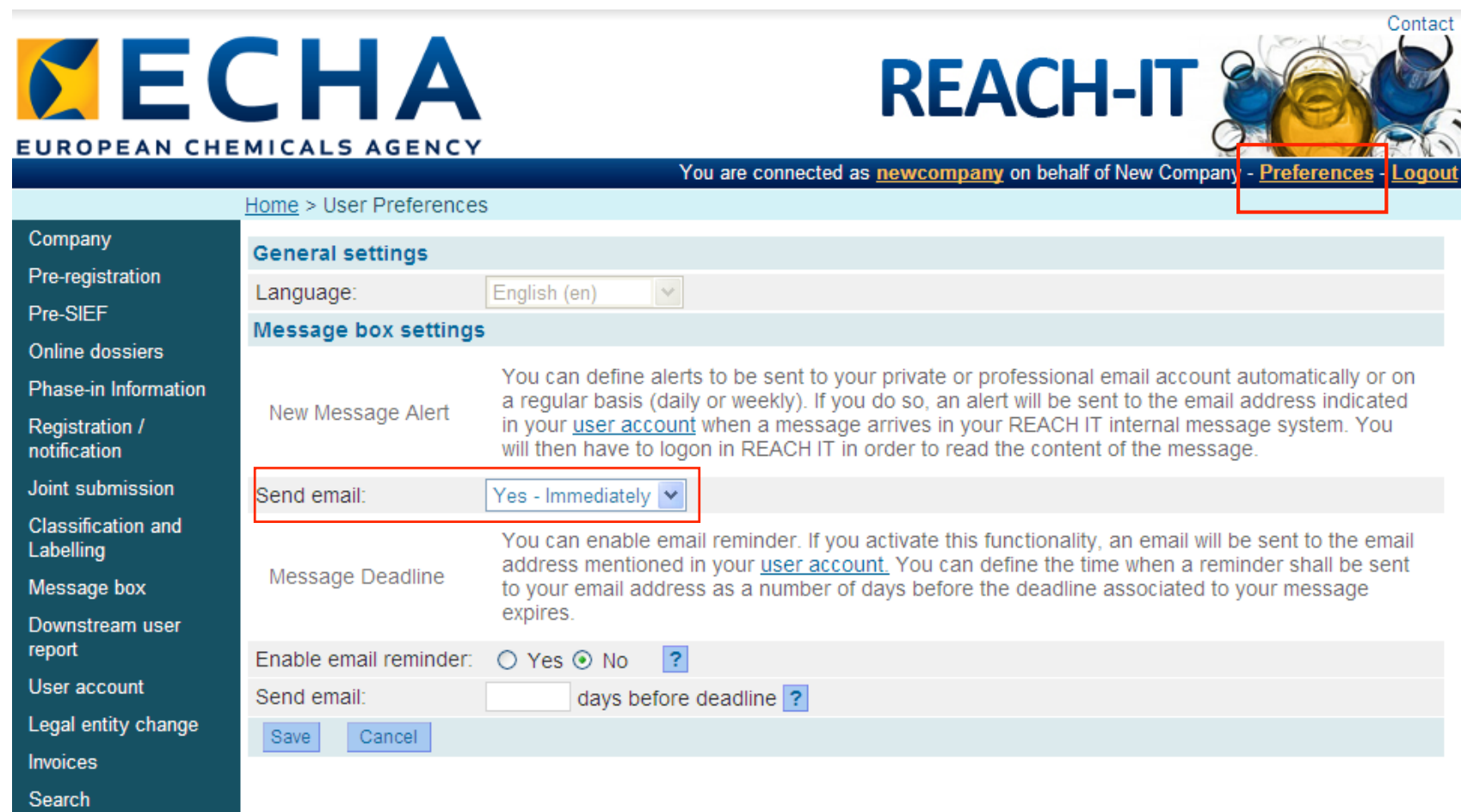
Message box folder ? | User folder | Organisation folder | Role folder | Deleted messages |

Previous 1-10 of 48 Next 10

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	Show	No	File under examination (EH143436-47) - Registration (reg.)	15/10/2012 18:27		User (newcompany)
<input type="checkbox"/>	Show	No	File under examination (DA143435-64) - Registration (reg.)	15/10/2012 18:10		User (newcompany)
<input type="checkbox"/>	Show	No	File under examination (DE143395-52) - Registration (reg.)	15/10/2012 13:37		User (newcompany)
<input type="checkbox"/>	Show	No	File under examination (GJ143394-41) - Registration (reg.)	15/10/2012 13:29		User (newcompany)
<input type="checkbox"/>	Show	Yes	The registration number has already been successfully claimed	12/10/2012 16:52		User (newcompany)
<input type="checkbox"/>	Show	No	The registration number has already been successfully claimed	12/10/2012 16:46		User (newcompany)
<input type="checkbox"/>	Show	No	The registration number has already been successfully claimed	12/10/2012 16:33		User (newcompany)
<input type="checkbox"/>	Show	No	The registration number has already been successfully claimed	12/10/2012 16:31		User (newcompany)
<input type="checkbox"/>	Show	Yes	The registration number has already been successfully claimed	12/10/2012 16:29		User (newcompany)
<input type="checkbox"/>	Show	Yes	Decision made by the Agency. (WS143369-00)	12/10/2012 14:44		User (newcompany)

Delete | Move to... | Message box folder

User preferences in REACH-IT



ECHA **REACH-IT** [Contact](#)

EUROPEAN CHEMICALS AGENCY

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

[Home](#) > User Preferences

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

General settings

Language: English (en)

Message box settings

New Message Alert

You can define alerts to be sent to your private or professional email account automatically or on a regular basis (daily or weekly). If you do so, an alert will be sent to the email address indicated in your [user account](#) when a message arrives in your REACH IT internal message system. You will then have to logon in REACH IT in order to read the content of the message.

Send email: Yes - Immediately

Message Deadline

You can enable email reminder. If you activate this functionality, an email will be sent to the email address mentioned in your [user account](#). You can define the time when a reminder shall be sent to your email address as a number of days before the deadline associated to your message expires.

Enable email reminder: Yes No [?](#)

Send email: days before deadline [?](#)

[Save](#) [Cancel](#)

Your Message box in REACH-IT

Invoicing messages

Select	Details	Read	Subject
<input type="checkbox"/>	▶ Show	No	Joint Submission membership confirmed.
<input type="checkbox"/>	▶ Show	Yes	Invoice has been opened - ER122831-34
<input type="checkbox"/>	▶ Show	No	Business Rules Check passed
<input type="checkbox"/>	▶ Show	No	Joint submission update
<input type="checkbox"/>	▶ Show	Yes	File under examination (ER122831-34) - Registration (reg.)
<input type="checkbox"/>	▶ Show	No	Joint submission created
<input type="checkbox"/>	▶ Show	Yes	Reminder date reached - PL122277-31
<input type="checkbox"/>	▶ Show	No	Reminder date reached - XK122278-23
<input type="checkbox"/>	▶ Show	Yes	Invoice has been cancelled - QG122280-53
<input type="checkbox"/>	▶ Show	No	Invoice has been opened - YC122282-49

Invoice

Invoice reminder

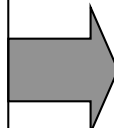
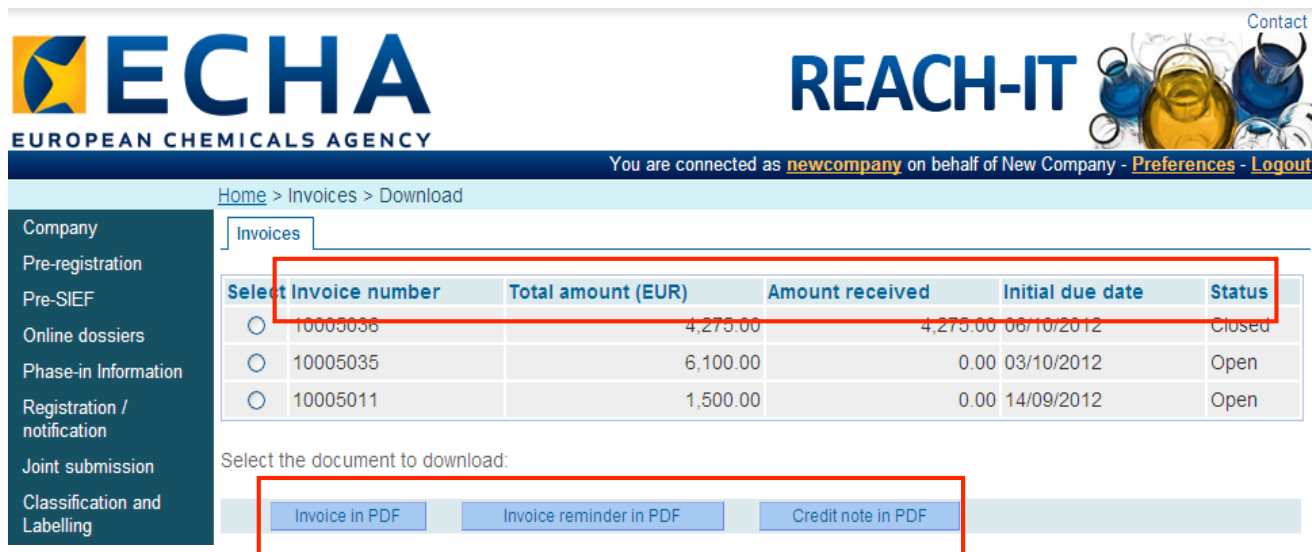
Credit note

<input type="checkbox"/>	▼ Hide	Yes	Invoice has been opened - ER122831-34	21/10/2010 17:47	Party()
<p>An invoice has been issued and can be downloaded from the 'Invoices' section in REACH-IT.</p> <p>Download invoice</p> <p>Reference number: 10000454</p>					
<input type="checkbox"/>	▼ Hide	Yes	Reminder date reached - PL122277-31	16/10/2010 00:00	Party()
<p>Our records show that the invoice mentioned below has not been paid by the original due date and that therefore you now have until the extended due date to pay. If you have already paid, it could be that the transaction is still in the process of being treated. In either case, we request that you check the online invoice to see the progress of the payment, or any updated due date that may have been issued. If you have any further questions, please contact the Agency immediately. Please note that, in cases involving a completeness check of your dossier, you may receive (or you may have already received) from ECHA a separate communication requesting further information. If the invoice concerns the payment of the fee for legal entity change or any other spontaneous update except a tonnage band update you are hereby formally warned that, if the invoice is not paid by the extended due date, the legal entity change or update will be rejected and the legal entity change or update can then not be recorded in REACH-IT.</p> <p>Download reminder</p> <p>Reference number: 10000312 Due date: 15/10/2010</p>					
<input type="checkbox"/>	▼ Hide	Yes	Invoice has been cancelled - QG122280-53	14/10/2010 10:40	Party()
<p>Your invoice has been cancelled. A credit note has been issued.</p> <p>Download credit note</p> <p>Reference number: 10000314</p>					

Invoice management in REACH-IT

How to access

Company Welcome Company New
 Pre-registration You have 23 [unread messages](#)
 Pre-SIEF You last connected on :
 Online dossiers
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 User account
 Legal entity change
 Invoices [Download](#)
 Search

ECHA **REACH-IT** EUROPEAN CHEMICALS AGENCY

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

Home > Invoices > Download

Invoices

Select	Invoice number	Total amount (EUR)	Amount received	Initial due date	Status
<input type="radio"/>	10005036	4,275.00	4,275.00	06/10/2012	Closed
<input type="radio"/>	10005035	6,100.00	0.00	03/10/2012	Open
<input type="radio"/>	10005011	1,500.00	0.00	14/09/2012	Open

Select the document to download:

[Invoice in PDF](#) [Invoice reminder in PDF](#) [Credit note in PDF](#)

1. Invoice (1/5)

Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : xx-0000 Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range of 1 to 10 tonnes - Request of confidentiality for a study summary or a robust study summary (x1)	1,600.00 4,500.00	
	Total for the fees or charges		6,100.00
		Total (EUR)	6,100.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	6,100.00

Payment details:
 Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
 Account number: 500001-20243349
 IBAN Code: FI98 5000 0120 2433 49
 BIC/SWIFT code: OKOYFIHH
 Payment Reference: 10005058
 Due date: -
 Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number

- Information from:
 - Your REACH-IT account
 - Your registration submission
- ECHA cannot modify your information and therefore the related invoice
- Only electronic invoices

Invoice (2/5)

Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : xx-0000 Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range of 1 to 10 tonnes - Request of confidentiality for a study summary or a robust study summary (x1)	1,600.00 4,500.00	
Total for the fees or charges			6,100.00
Total (EUR)			6,100.00
Amount paid (EUR)			0.00
Total Outstanding (EUR)			6,100.00

Payment details:
 Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
 Account number: 500001-20243349
 IBAN Code: FI98 5000 0120 2433 49
 BIC/SWIFT code: OKOYFIHH
 Payment Reference: 10005058
 Due date: -
 Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number

- Company information
 - Billing address
 - Company UUID
 - DUNS number
 - VAT number

Invoice (3/5)

Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : xx-0000		
	Registration, initial submission, Individual Submission, Non-SME		
	- Fee for registration of substances in the range of 1 to 10 tonnes	1,600.00	
	- Request of confidentiality for a study summary or a robust study summary (x1)	4,500.00	
	Total for the fees or charges		6,100.00
		Total (EUR)	6,100.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	6,100.00

Payment details:
 Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
 Account number: 500001-20243349
 IBAN Code: FI98 5000 0120 2433 49
 BIC/SWIFT code: OKOYFIHH
 Payment Reference: 10005058
 Due date: -
 Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number

- Chargeable services
 - Registration fees
- Tonnage band, company size, joint vs individual submission.
- Requests of confidentiality

Invoice (4/5)

Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : Not provided		
	Registration, initial submission, Individual Submission, Non-SME		
	- Fee for registration of substances in the range of 1 to 10 tonnes	1,600.00	
	- Request of confidentiality for a study summary or a robust study summary (x1)	4,500.00	
	Total for the fees or charges		6.100.00
		Total (EUR)	6.100.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	6.100.00

Payment details:
 Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
 Account number: 500001-20243349
 IBAN Code: FI98 5000 0120 2433 49
 BIC/SWIFT code: OKOYFIHH
 Payment Reference: 10005035
 Due date: 03.10.2012
Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number

• Dates

- Date of invoice

When the invoice was sent to you

- Submission date

When the dossier has passed BR

The invoice has to be paid before this date

- 14 days
- 60 days (within 60 days before the relevant deadline)

Invoice (5/5)

ECHA EUROPEAN CHEMICALS AGENCY		INVOICE	
New Company	Invoice No.	10005058	
New Company SRL	Date of invoice	19.10.2012	
New Street	Customer ID No.	ECHA-9b89974c-53e6-40bb-9bbc-3f738dc3ce5a	
00120 - Helsinki	Customer DUNS	00-0000-000	
Finland	Customer VAT	AX-Z00-000-000	
This invoice concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to:			
New Company			
<small>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 REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.</small>			
Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : xx-0000 Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range of 1 to 10 tonnes - Request of confidentiality for a study summary or a robust study summary (x1)	1,600.00 4,500.00	
Total for the fees or charges			6,100.00
Total (EUR)			6,100.00
Amount paid (EUR)			0.00
Total Outstanding (EUR)			6,100.00
Payment details:			
Bank:	Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland		
Account number:	500001-20243349		
IBAN Code	FI98 5000 0120 2433 49		
BIC/SWIFT code:	OKOYFIHH		
Payment Reference	10005058		
Due date:	-		
<small>Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number</small>			

Payment details

- Bank details
- Account information
- Payment reference (invoice number)!

2. Invoice reminder

ECHA EUROPEAN CHEMICALS AGENCY		INVOICE REMINDER	
New Company	Invoice No.	10005035	
Invoicing department	Date of reminder	03.10.2012	
New Street	Customer ID No.	ECHA-9b89974c-53e6-40bb-9bbc-3f738dc3ce5a	
00120 - Helsinki	Customer VAT	xxxx	
Finland			
This invoice concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to:			
New Company			
<small>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 REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.</small>			
Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : Not provided		
	Registration, initial submission, Individual Submission, Non-SME		
	- Fee for registration of substances in the range of 1 to 10 tonnes	1,600.00	
	- Request of confidentiality for a study summary or a robust study summary (x1)	4,500.00	
	Total for the fees or charges		6,100.00
		Total (EUR)	6,100.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	6,100.00
This is an automatically generated invoice reminder. The original due date has expired. You now have until the extended due date to pay. If you have already paid the invoice, please ignore this reminder.			
Payment details:			
Bank:	Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland		
Account number:	500001-20243349		
IBAN Code	FI98 5000 0120 2433 49		
BIC/SWIFT code:	OKOYFIHH		
Payment Reference	10005035		
Due date:	03.10.2012	Extended due date:	04.10.2012
<small>Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number</small>			

- Sent automatically to your REACH-IT mailbox
- Extended due date
 - 60 days
- If already paid the invoice, disregard the reminder
- The rejection procedure starts immediately after the extended due date

3. Credit note

New Company

Invoicing department
New Street
00120 - Helsinki
Finland

CREDIT NOTE

Credit note No.	90000059
Invoice credited	10005035
Date of credit note	19.10.2012
Customer ID No.	ECHA-9b89974c-53e6-40bb-9bbc-3f738dc3ce5a
Customer VAT	xxxx

This credit note concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to:

New Company

This is the original credit note and is deemed valid without a signature. Directive 2008/112/EC on the common system of VAT does not apply to the levy of the fees and charges in application of the REACH Fee Regulation and no VAT has to be paid in relation to this credit note.

Date	Description	Detailed fee/charge	Fee /Charge
02.10.2012	Submission n°: DK143232-54 Purchase order : Not provided Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range of 1 to 10 tonnes - Request of confidentiality for a study summary or a robust study summary (x1)	 -1,600.00 -4,500.00	
	Total for the fees or charges		-6,100.00
		Total (EUR)	-6,100.00
		Amount paid (EUR)	0.00
		Total to be credited (EUR)	-6,100.00

Payment details:

Bank:	Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland
Account number:	500001-20243349
IBAN Code	FI98 5000 0120 2433 49
BIC/SWIFT code:	OKOYFIHH
Payment Reference	10005035
Due date:	03.10.2012

Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number

- Sent when an invoice has been cancelled (only in exceptional cases)
- Credit note information
 - Credit note number
 - Invoice credited

Has ECHA received your payment?

- Submission report

<input type="checkbox"/>	▼ Hide	Yes	File under examination (EH143436-47) - Registration (reg.)	15/10/2012 18:27	User (newcompany)
--------------------------	------------------------	-----	--	---------------------	----------------------

Your dossier is under examination by our IT systems.
Preliminary submission number: EH143436-47
Dossier type: Registration (regular)
File name: mb update.i5z

[Download submission report](#)
[Go to dossier](#)

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

- Usually it takes at least 6 days to receive and confirm the payment
- ECHA is not in a position to reimburse any payments made in case the registration dossier is rejected OR if the payment is made after the extended due date

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

Succeeded

Failed

Conclusions

- Check due dates in the invoices and in the invoice reminders
- If your substance is subject of the second registration deadline, the pre-processing of the dossier has to be successfully completed before 31st May 2013
- Once ECHA considers the dossier to be technically complete and the fee payment has been received within the deadline set, you will receive your registration number

For more information:

Industry User Manual – Part 8 http://echa.europa.eu/reachit/ium_en.asp

Annex 3 of Data Submission Manual 5 and Data Submission Manual 16
http://echa.europa.eu/reachit/dsm_en.asp

Thank you for your attention!

