

Webinar on registration invoicing and payments

Best practices for paying ECHA invoices

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Paying ECHA invoices

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Payment best practices (1/3)

- Indicate the correct reference number (=invoice number) in the free text payment message field -> 8 digits
- Pay exactly the invoice amount
- Pay one invoice per payment transactions (single invoice payment)

These 3 criteria enable REACH-IT to automatically match your payment with the open invoice!

Payment best practices (2/3)

If you for system reasons only cannot pay ECHA invoices one by one as single invoice payments and instead send multiple invoice payments grouping several invoices, you have two alternatives:

1. Indicate ALL **complete** reference numbers (=invoice numbers) in the payment message

OR

2. Refer to your payment advice in the payment message and send the payment advice to payments@echa.europa.eu without any delay (in PDF format) Indicate company name, date of payment, all paid invoice numbers and the total amount paid.

Please note that manual processing in ECHA of multiple invoice payments takes more time than automatic processing of single invoice payments.

Payment best practices (3/3)

Payment method

- SEPA (Single Euro Payments Area) payment (type: shared cost)
- A standard SEPA payment takes 3 bank business days from bank to bank.
 - On the 4th day ECHA receives the bank statement with the payment information.
 - Calculate with 6 bank business days before the invoice is set to paid.
- If not a SEPA payment, please make sure that your company bears the full cost of the bank transfer -> ECHA must receive the full amount
- ECHA's bank never deducts any bank charges from the paid amount.
- No cheques, cash or credit card payments are accepted.

Incomplete payment information

Examples

- Missing invoice number in the payment message field
- Incorrect invoice number (typing mistakes, double payments)
- Not all invoice numbers are mentioned in the payment message field (if multiple invoice payment) and no payment advice was sent to ECHA
- Underpayment

Consequences of incomplete payment information

Investigations/enquiries

ECHA will contact you via REACH-IT messaging, email or occasionally by phone. Registrant e-mail addresses and contact information in REACH-IT should be updated regularly.

- Delayed processing of your payment
Financial Completeness Check pending

- Delayed registration process
Overall Completeness Check pending

- Delayed issuing of registration number
Positive registration decision pending

Treatment of underpayments and the expiry of an invoice Extended Due Date

This arises whereby

- a) a registrant has made a partial payment and the extended due date for payment has passed.
- b) or a full payment against an invoice has been made after the expiration of the extended due date.

The consequences of such payments by registrants are as follows:

- The monies received by ECHA will not be returned to the registrant.
- The registrant will have to recommence the registration process and pay a new registration fee while foregoing the initial payment.
- The registrant will suffer a delay in obtaining their registration certificate as the process has to be restarted.

ECHA's tax exemption status

ECHA's activities are not taxable:

- no VAT
- > ECHA has no VAT number
(Finnish Business ID number is indicated on the invoice 2139942-8)
- > Please do not contact ECHA asking for the VAT number
- no withholding tax (no tax residence in any Member State)

Contact point for payment issues

For payment advices or a query related to a specific payment please send an email to:

payments@echa.europa.eu

For queries related to submissions or the content of an invoice please contact the ECHA Helpdesk via the webform

http://echa.europa.eu/about/contact-form_en.asp

Thank you for your attention!