

Necessary preparation before you start

*IUCLID 5 Basics training by ECHA
27 September 2011*

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Training objectives

- This presentation is targeted to the HelpNet-4 *hands-on training* participants.
- By the end of this presentation the participants will understand the concept of legal entity, the inventories used in IUCLID 5 and how to get started with the '*first steps wizard*' in IUCLID 5.



Outline

- Legal entity
 - Creation on the IUCLID 5 website
 - Legal entity in REACH-IT
 - Differences between the legal entity in IUCLID 5/REACH-IT
 - Synchronisation of legal entities
- Inventories used in IUCLID 5
 - EC inventory
 - Reference substances inventory
- First steps wizard



Why do you need a legal entity object?

A Legal Entity Object (LEO), contains company identification details and a unique identifier (UUID – Universal Unique Identifier) for every company.

It is used for functionalities where it is critical to ensure uniqueness of the Legal Entity information e.g. for specifying data ownership or identify your own company/organisation



Why do you need the inventories?

EC inventory

In your work with IUCLID 5, you will see that the system will often prompt you for 'EC inventory' information.

The EC Inventory is a list of substance identities which is based on a combination of the following EU inventories: EINECS, ELINCS and NLP-list.



Why do you need the inventories?

Reference substance inventory

In your work with IUCLID 5, you will see that you will often be prompted for "Reference substance" information. A Reference substance is a "label" to be attached to each of your substances in IUCLID 5.



Why do you need to know how to get started with the '*First steps wizard*'?

When you start ***IUCLID*** 5 for the first time, after installing it on your computer, a ***First steps wizard*** will be automatically launched when you log in.



Keywords

Legal entity:

Company identification

EC inventory:

Substance's identity

Reference substance inventory: Substance's 'label'



Legal entities



How to create a Legal entity Object?

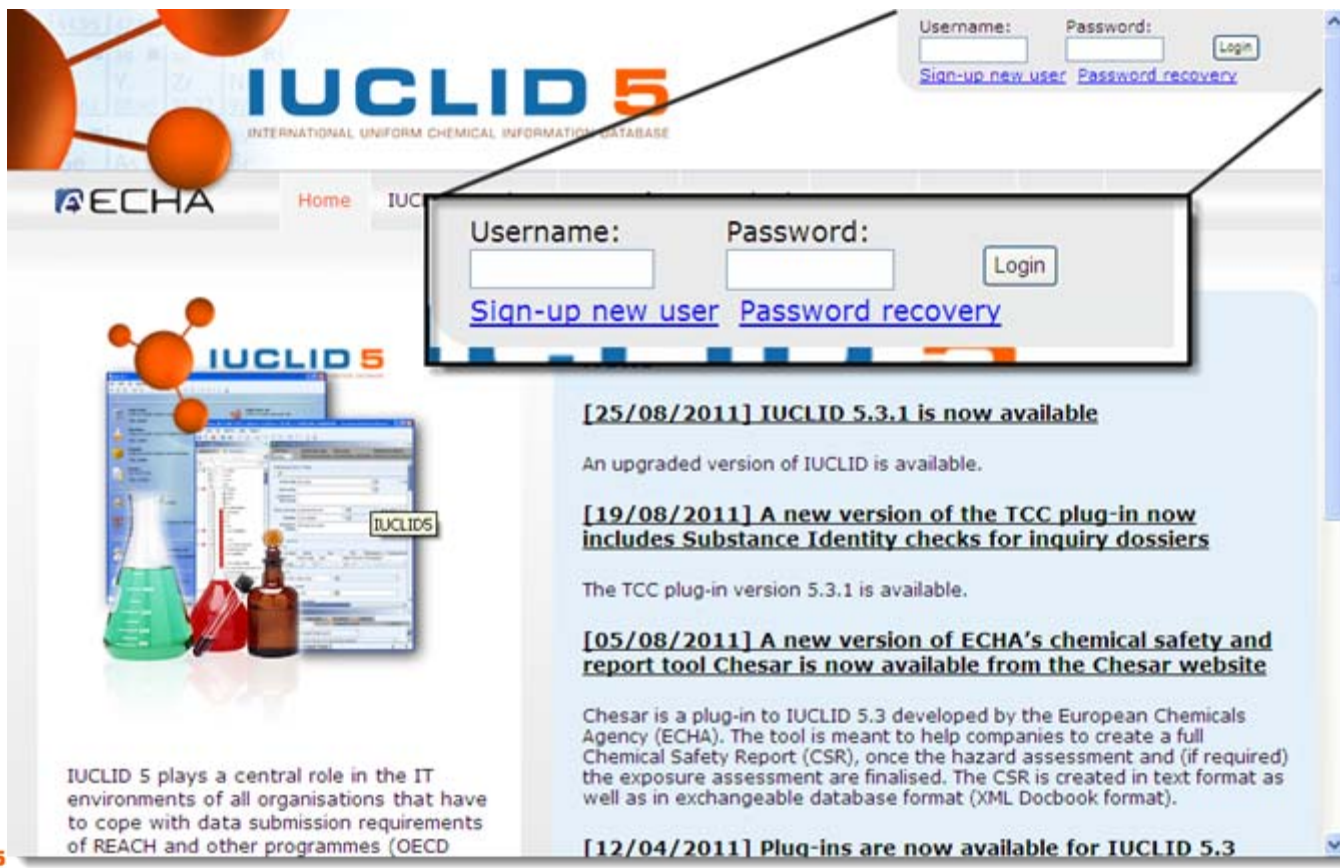
There are only two accepted methods for creating an official Legal Entity Object (LEO):

- via the official IUCLID 5 website
(not from your IUCLID 5 stand-alone application)
- created directly in REACH-IT



IUCLID 5 website www.iuclid.echa.europa.eu

Sign up



The screenshot shows the IUCLID 5 website interface. At the top, there is a navigation bar with the ECHA logo and links for Home and IUCLID. A login form is visible, featuring input fields for Username and Password, a Login button, and links for Sign-up new user and Password recovery. A larger, detailed view of the login form is overlaid on the page, showing the same fields and buttons. Below the navigation bar, there is a section with a molecular structure graphic and a screenshot of the IUCLID 5 software interface. To the right, there are several news items with dates and titles, such as "[25/08/2011] IUCLID 5.3.1 is now available" and "[19/08/2011] A new version of the TCC plug-in now includes Substance Identity checks for inquiry dossiers".

Username: **Password:**
[Sign-up new user](#) [Password recovery](#)

Username: **Password:**
[Sign-up new user](#) [Password recovery](#)

[25/08/2011] IUCLID 5.3.1 is now available
An upgraded version of IUCLID is available.

[19/08/2011] A new version of the TCC plug-in now includes Substance Identity checks for inquiry dossiers
The TCC plug-in version 5.3.1 is available.

[05/08/2011] A new version of ECHA's chemical safety and report tool Chesar is now available from the Chesar website
Chesar is a plug-in to IUCLID 5.3 developed by the European Chemicals Agency (ECHA). The tool is meant to help companies to create a full Chemical Safety Report (CSR), once the hazard assessment and (if required) the exposure assessment are finalised. The CSR is created in text format as well as in exchangeable database format (XML Docbook format).

[12/04/2011] Plug-ins are now available for IUCLID 5.3

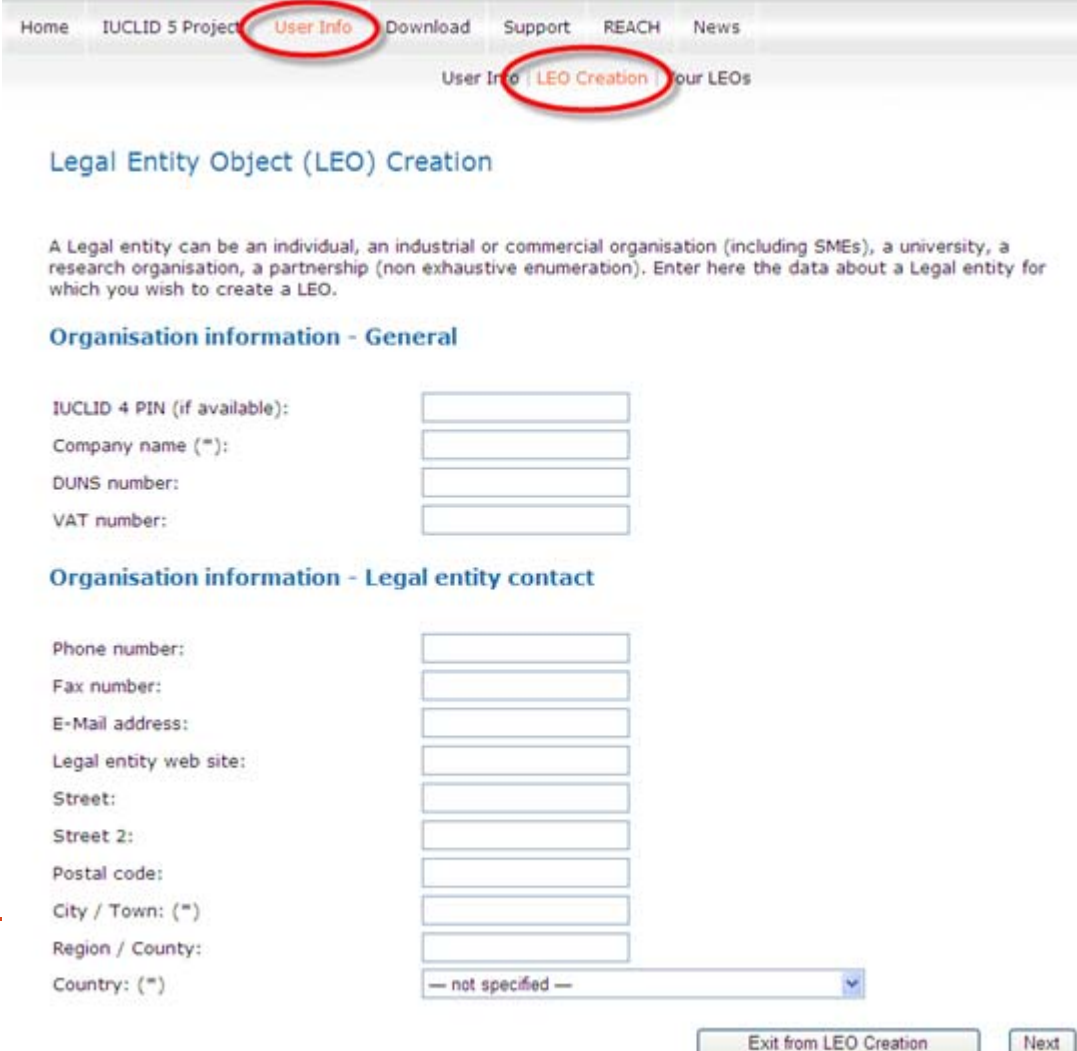
IUCLID 5 plays a central role in the IT environments of all organisations that have to cope with data submission requirements of REACH and other programmes (OECD)



IUCLID 5 website

Create your legal entity

Fill in the required fields



Home | IUCLID 5 Project | **User Info** | Download | Support | REACH | News

User Info | **LEO Creation** | Your LEOs

Legal Entity Object (LEO) Creation

A Legal entity can be an individual, an industrial or commercial organisation (including SMEs), a university, a research organisation, a partnership (non exhaustive enumeration). Enter here the data about a Legal entity for which you wish to create a LEO.

Organisation information - General

IUCLID 4 PIN (if available):

Company name (*):

DUNS number:

VAT number:

Organisation information - Legal entity contact

Phone number:

Fax number:

E-Mail address:

Legal entity web site:

Street:

Street 2:

Postal code:

City / Town: (*)

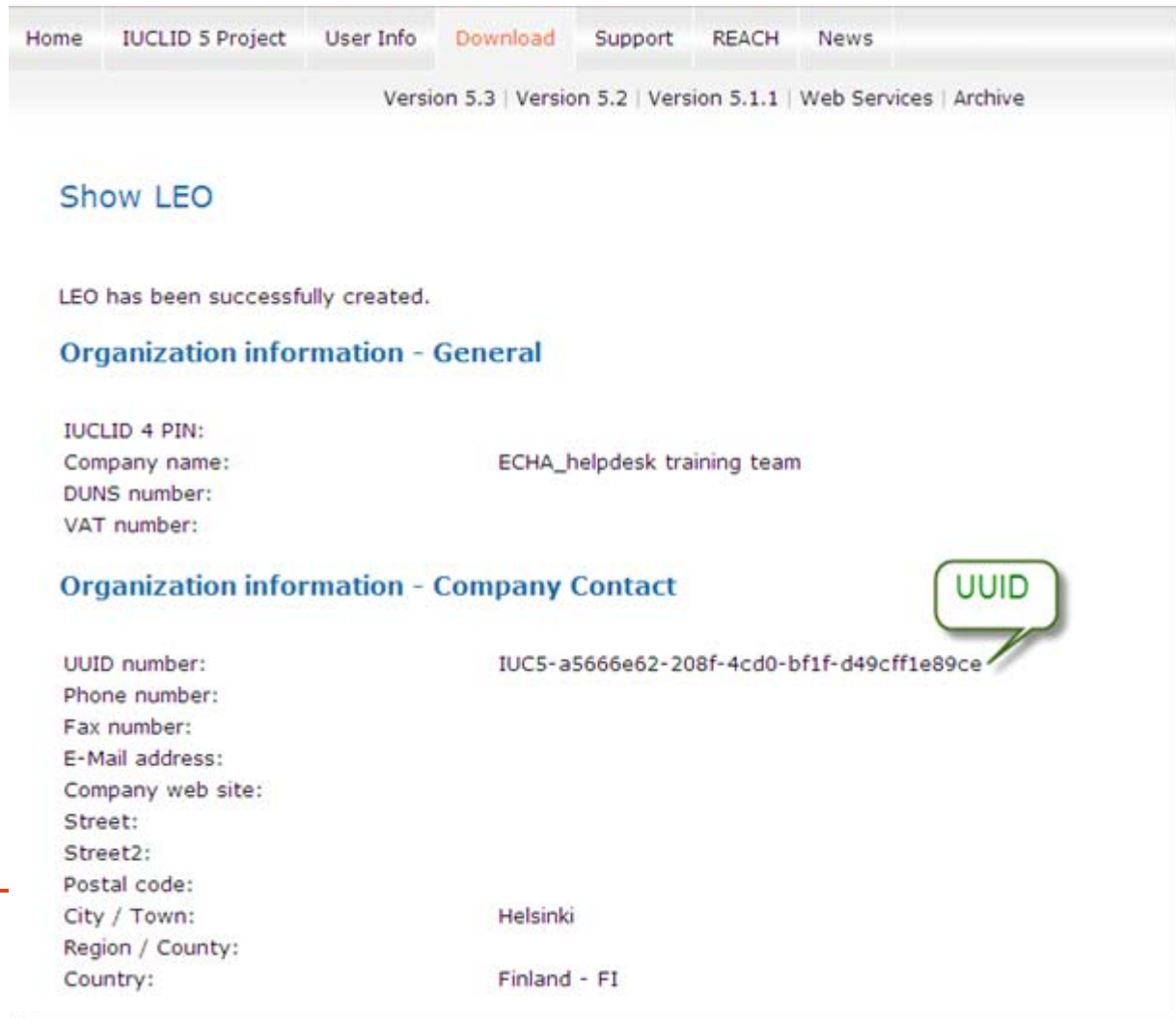
Region / County:

Country: (*)



UUID number

Universal
Unique
Identifier



Home | IUCLID 5 Project | User Info | **Download** | Support | REACH | News

Version 5.3 | Version 5.2 | Version 5.1.1 | Web Services | Archive

[Show LEO](#)

LEO has been successfully created.


Organization information - General

IUCLID 4 PIN:
Company name: ECHA_helpdesk training team
DUNS number:
VAT number:

Organization information - Company Contact

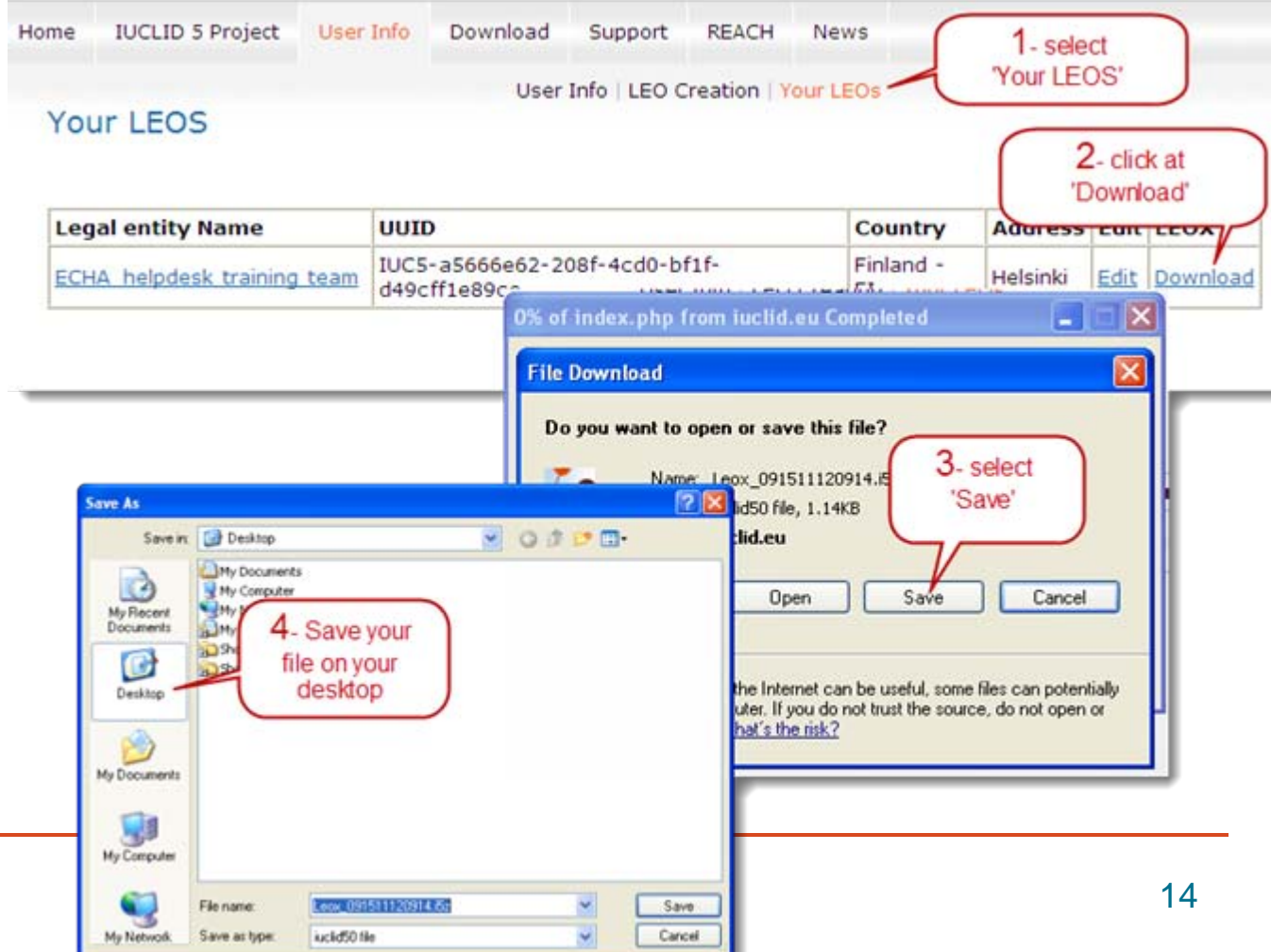
UUID number: IUC5-a5666e62-208f-4cd0-bf1f-d49cff1e89ce

Phone number:
Fax number:
E-Mail address:
Company web site:
Street:
Street2:
Postal code:
City / Town: Helsinki
Region / County:
Country: Finland - FI



Download the Legal Entity Object (LEO)

- User Info
- Your LEOs
- Download
- Save



1- select 'Your LEOs'

2- click at 'Download'

3- select 'Save'

4- Save your file on your desktop

Legal entity Name	UUID	Country	Address	Edit	LEOX
ECHA_helpdesk_training_team	IUC5-a5666e62-208f-4cd0-bf1f-d49cff1e89c	Finland -	Helsinki	Edit	Download

0% of index.php from iuclid.eu Completed

File Download

Do you want to open or save this file?

Name: Leox_091511120914.E
Type: iuclid5 file, 1.14KB
Source: iuclid.eu

Open Save Cancel

Save As

Save in: Desktop

File name: Leox_091511120914.E
Save as type: iuclid5 file

Save Cancel

the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save files from the Internet. That's the risk?



Conclusion

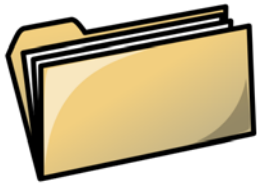
Steps to create a legal entity on the IUCLID 5 website:

- 1) **Sign up** – Sign up in IUCLID 5 website
- 2) **Company information** - Provide the required information on your company
- 3) **Download** the LEO



REACH – IT introduction

- REACH-IT provides an online platform to submit data and dossiers (registration, C&L notifications, SiA notifications, ...)



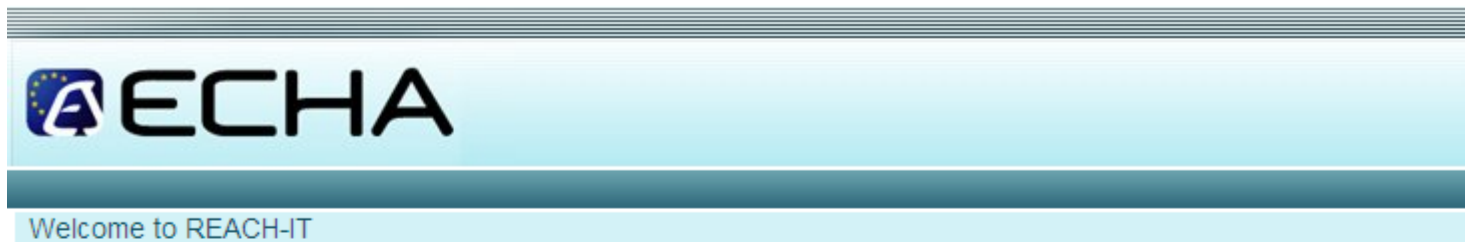
Data or dossiers



<https://reach-it-main.echa.europa.eu/>



Sign-up in REACH-IT



REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...) Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website.

What can you do?

To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for a user. You can sign-up either as a company or as a third party.

- If you already have an account, you may [login](#) to the system.

If you have not created an account yet, you can do it here below.

- [Sign up as a company](#)
- [Sign up as a Data Holder](#)
- [Sign up as an interested third party](#)
- [Sign up as a third party representative](#)



Sign-up in REACH-IT



Company sign-up > User account

User account | Company Information | Billing information | Contacts | Validation

You need to specify a REACH-IT administrator for your company account. This administrator will be etc). Please provide the requested information here below.

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information*

User information - General

* First Name:

* Last Name:

* E-mail: ?

* User ID: ?
ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores

* Password:
The password must have at least 8 letters and contain three of the



Company Information

Company sign-up > Company Information

User account

Company Information

Billing information

Contacts

Validation

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may [encode your information](#) into RE Identifier (UUID).

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID for your company, you must imperatively import your LEOX, and not enter your company information directly in REACH-IT.

Please load the file in which your company information has been saved.

Fields marked with an asterisk () are mandatory.*

* File name:

Browse...

File names should not contain special characters.

Load file

<< Previous



Company Information

User account

Company Information

Billing information

Contacts

Validation

Please provide your company information below

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information

General information

* Company name:

Company UUID: ECHA-edc5f833-3128-4fba-9915-ca36d8e2cd7c

D-U-N-S number: ?

Example: 12-3456-789

VAT number: ?

Format: Country code + Number; e.g. BE-111-222-333

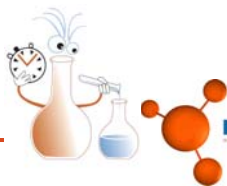
Remarks:

Company Size

* I declare the information below to be 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. ?

* Company size:

Large
Medium
Small



Billing information

Billing information	
Billing organisation name:	<input type="text"/>
Fax:	<input type="text"/>
Billing address	
	Same as Company
* Street:	<input type="text"/>
Street 2:	<input type="text"/>
* Postal code:	<input type="text"/>
* City / Town:	<input type="text"/>
Region / County:	<input type="text"/>
* Country:	[Select a Country] <input type="button" value="v"/>
Postal address:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="?"/>
Billing Language	
Language:	English (en) <input type="button" value="v"/>
<input type="button" value=" < < Previous"/> <input type="button" value=" Next > >"/>	



Contact person

Contact information	
Title:	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Phone:	<input type="text"/>
Fax:	<input type="text"/>
* E-mail:	<input type="text"/> ? Example: reach@domain.com
Organisation	
Organisation Name:	<input type="text"/>
Department:	<input type="text"/>
Address	
	Same as Company
* Street:	<input type="text"/>
Street 2:	<input type="text"/>



Validation

User account | Company Information | Billing information | Contacts | **Validation**

Please verify the company and user data you have entered. You may go back to mc

General information

Company name: ECHA_TEST
Company UUID: ECHA-edc5f833-3128-4fba-9915-ca36d8e2cd7c

General contact information

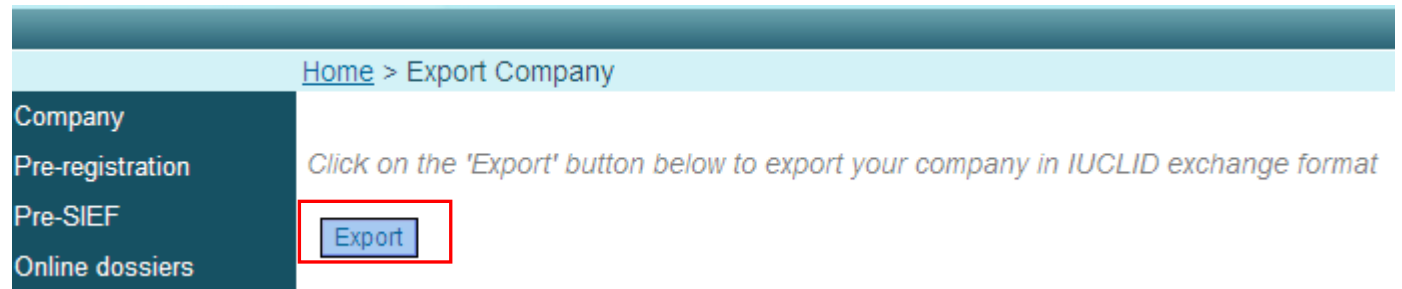
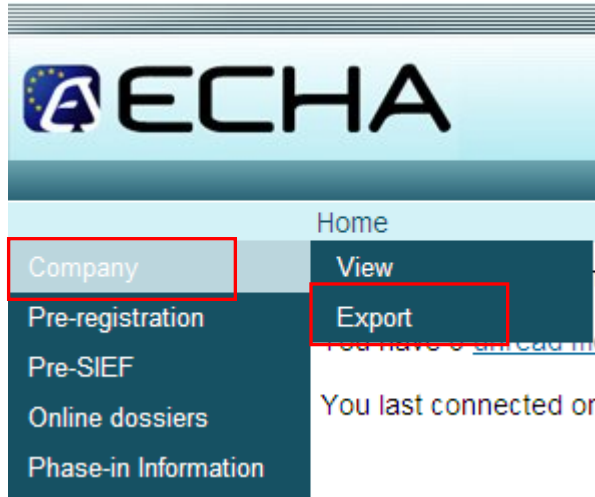
Phone: 654654654
Fax:
Mobile phone:
E-mail: TEST@net.de
Company web site: http://

Company address

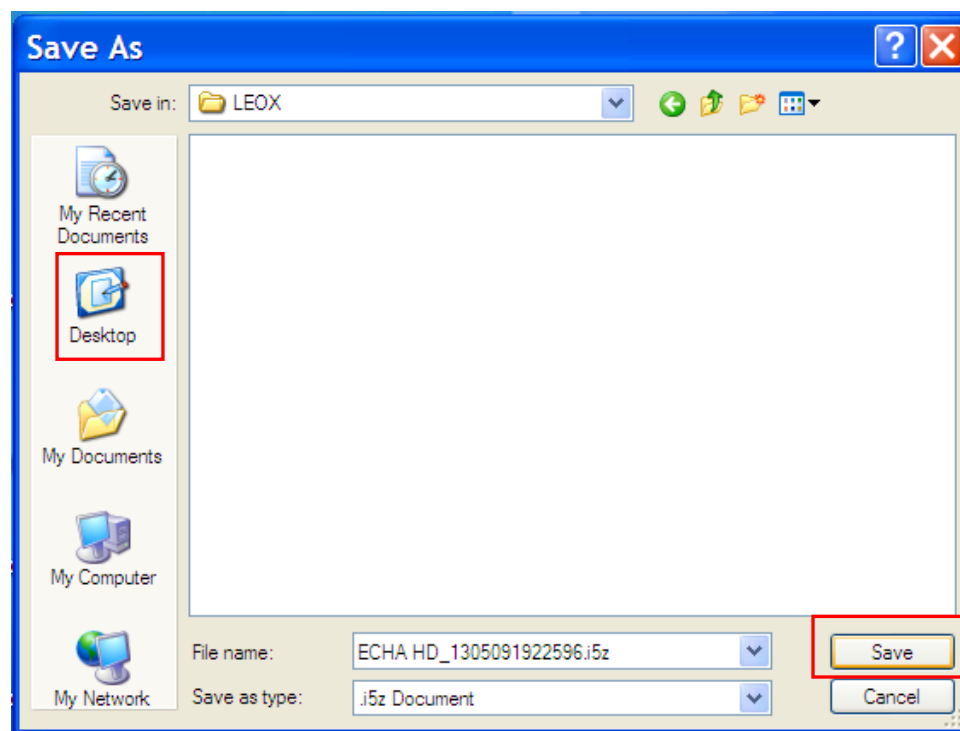
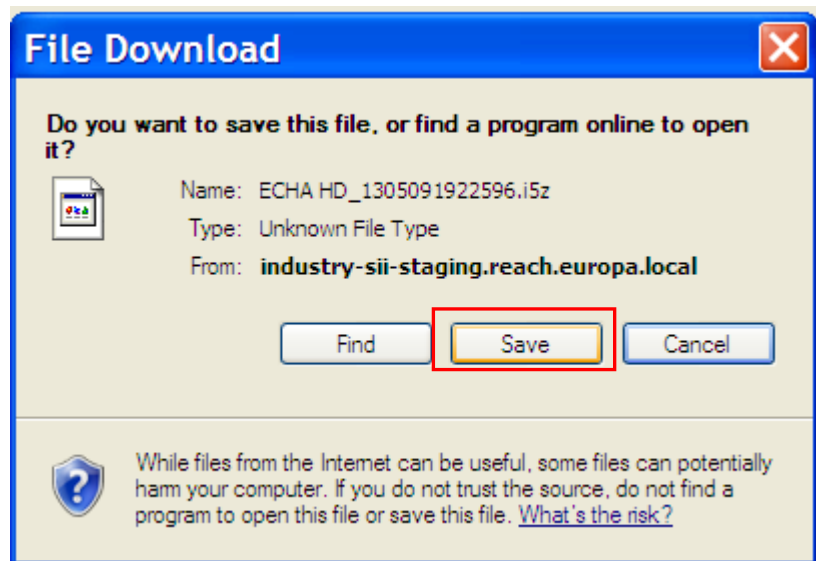
Street: Am Bach 10
Street 2:
Postal code: 4542
City / Town: Bitburg
Region / County:
Country: Germany
Postal address:



Export Legal Entity Object (LEOX)



Export Legal Entity Object (LEOX)



Conclusion

Information required:

- 1) **User account** - Create a REACH-IT account (User ID + password) for your company
- 2) **Company information** - Provide general information on your company
- 3) **Billing information** - Provide billing information for your company, **contact person**
- 4) **Validation** - Check information you have provided and modify if necessary
- 5) **Export** the LEOX



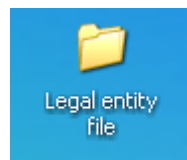
Differences between legal entity created on the IUCLID 5 website / REACH-IT

- Legal entity created in REACH-IT
 - UUID format: **ECHA**-123456...7890
- Legal entity created on IUCLID 5 website
 - UUID format: **IUC5**-123456...7890
- Once a REACH-IT account is created and the LEOX information -including the UUID- exists, the data in **REACH-IT** becomes the **master data**



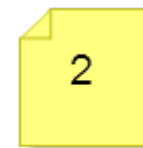
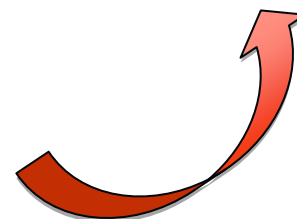
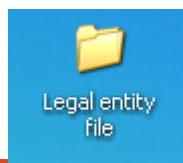
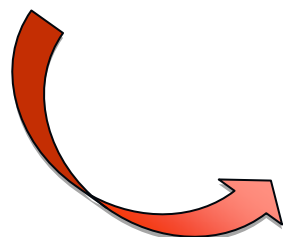
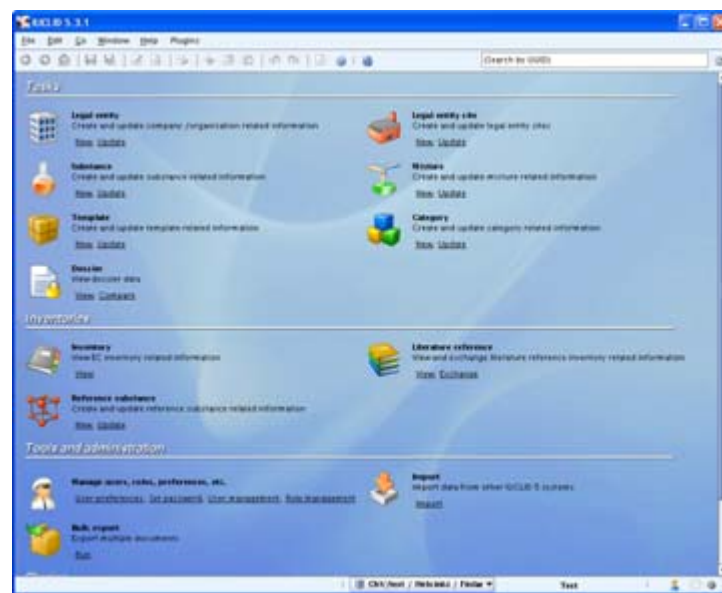
Case 1 – legal entity first created in IUCLID 5 website

- Sign up in IUCLID 5 website and create your Legal entity
- Create your REACH-IT account
- Import the legal entity -created on the IUCLID 5 website- into REACH-IT

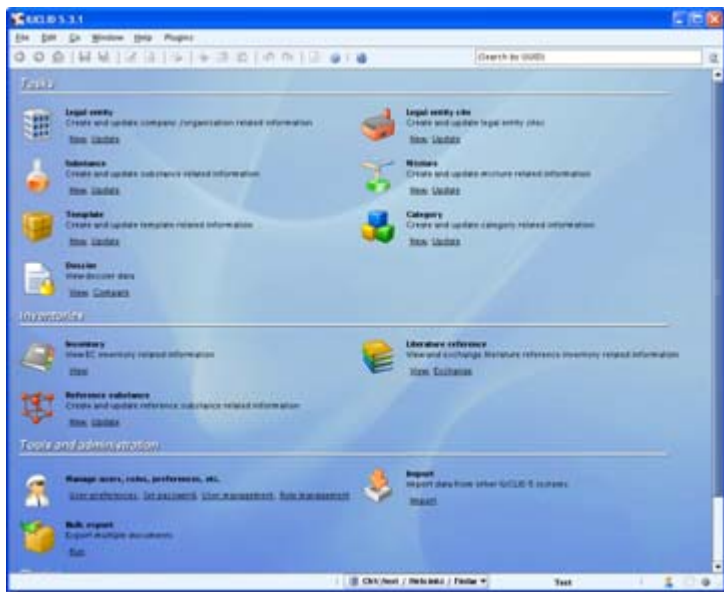


Case 2 – REACH-IT account first created

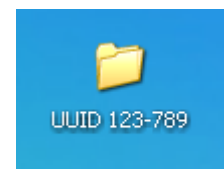
- Create your account in REACH-IT
- Download your LEOX
- Import the LEOX into your IUCLID 5 application



Why these two should be the same?



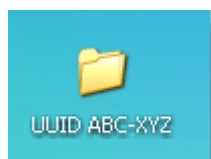
mismatch !!!



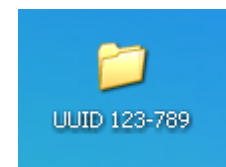
Why these two should be the same?



Business Rule failure!!!



mismatch !!!



What should be the same?

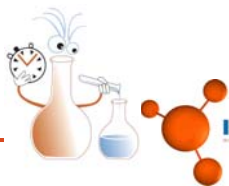
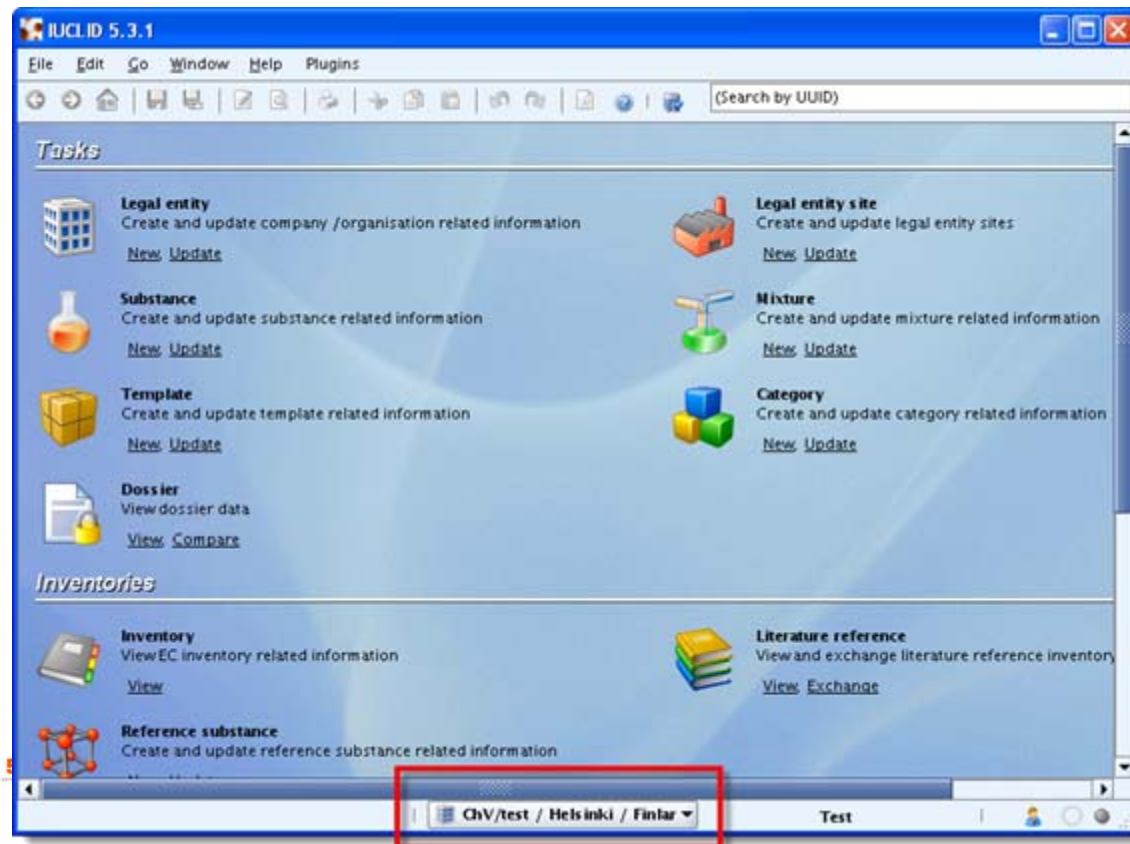
1. The UUID of the Legal entity in section 1.1



The screenshot displays the ECHA Substance Information System (SIS) interface. On the left, a navigation pane shows a tree structure with '1.1 Identification' highlighted in a red box. The main content area, titled 'Substance: Test substance / ChV/test / Helsinki / Finland', shows the 'Substance identification' section. In this section, the 'Legal entity' field is populated with 'ChV/test / Helsinki / Finland' and is also highlighted in a red box. Other fields include 'Chemical name' (Test substance), 'Public name', 'Legal entity flags', 'Third party flags', and 'Third party'. Below this is the 'Role in the supply chain' section with a 'Role flags' field.

What should be the same?

2. The UUID of the Legal entity which 'creates' the dossier



IUCLID

What should be the same?

3. The UUID of the legal entity in REACH-IT



Please provide your company information below

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information

General information

* Company name:	<input type="text"/>
Company UUID:	<input type="text" value="ECHA-edc5f833-3128-4fba-9915-ca36d8e2cd7c"/>
D-U-N-S number:	<input type="text"/> ? Example: 12-3456-789
VAT number:	<input type="text"/> ? Format: Country code + Number; e.g. BE-111-222-333
Remarks:	<input type="text"/>
Company Size	
<input type="checkbox"/> I declare the information below to be 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. ?	
* Company size:	<input type="text" value="Large"/> <input type="text" value="Medium"/> <input type="text" value="Small"/>



Legal entities synchronisation- How to?

- IUCLID 5 FAQs (<http://iuclid.eu/index.php?fuseaction=home.faq>)
 - Video
(question #1 under ‘Questions related to Registration’)
- REACH-IT FAQs (http://echa.europa.eu/reachit/reachit_faq_en.asp)
 - UUID synchronisation between REACH-IT and IUCLID 5 LEOX
(question #15 under ‘Technical aspects’)



Inventories



Two types of inventories

- EC inventory
- Reference substance inventory



EC inventory

What is it?



The **EC inventory** (the chemicals identifiers catalogue) contains approximately 70.000 Reference substances and is centrally managed and provided by the European Commission/ European Chemicals Agency.



EC inventory

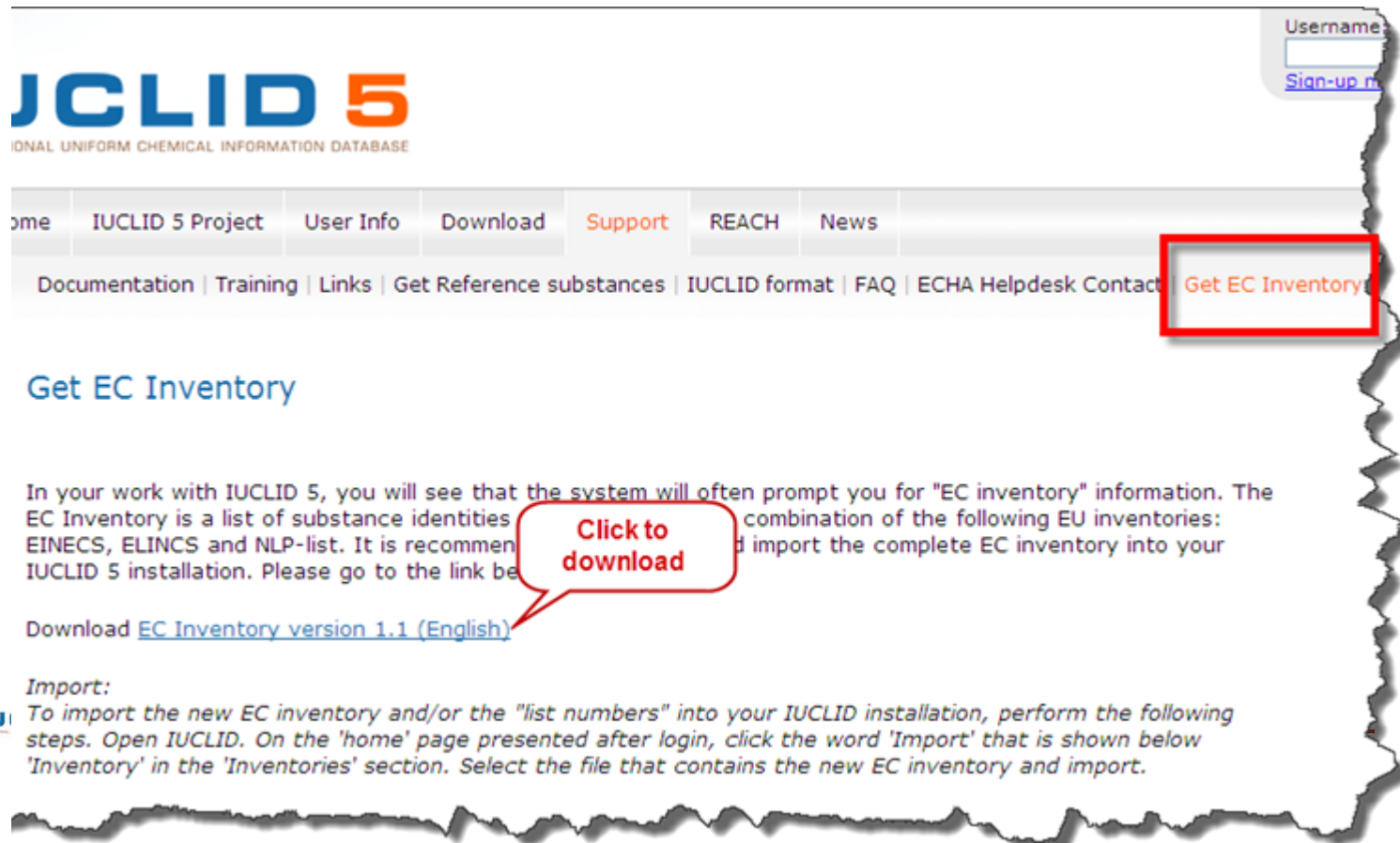
Information contained

- EC number
- EC name
- CAS number
- Molecular formula
- Description

EC inventory				
EC number	<input type="text" value="233-162-8"/>	CAS number	<input type="text" value="10049-04-4"/>	 
EC name	<input type="text" value="chlorine dioxide"/>			
Molecular formula	<input type="text" value="ClO2"/>			
Description	<input type="text"/>			

EC inventory

Where to download it from



IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

Home | IUCLID 5 Project | User Info | Download | **Support** | REACH | News

Documentation | Training | Links | Get Reference substances | IUCLID format | FAQ | ECHA Helpdesk Contact | **Get EC Inventory**

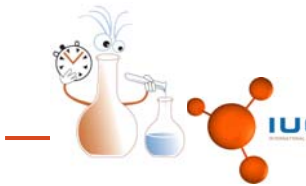
Get EC Inventory

In your work with IUCLID 5, you will see that the system will often prompt you for "EC inventory" information. The EC Inventory is a list of substance identities, a combination of the following EU inventories: EINECS, ELINCS and NLP-list. It is recommended to import the complete EC inventory into your IUCLID 5 installation. Please go to the link below.

Download [EC Inventory version 1.1 \(English\)](#)

Click to download

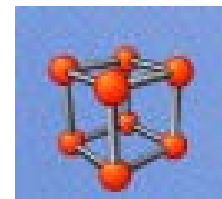
Import:
To import the new EC inventory and/or the "list numbers" into your IUCLID installation, perform the following steps. Open IUCLID. On the 'home' page presented after login, click the word 'Import' that is shown below 'Inventory' in the 'Inventories' section. Select the file that contains the new EC inventory and import.



Reference substances inventory

What is it?

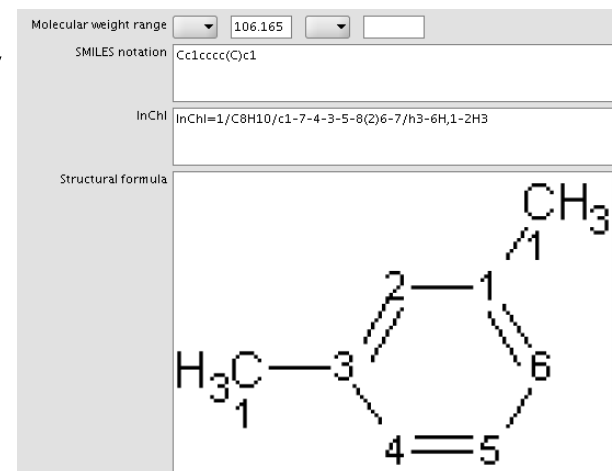
- The **Reference substance inventory** is a local inventory managed and upgraded by the users on their IUCLID installations
- A **Reference substance** is a 'label' to be attached to each of your substances in IUCLID



Reference substances inventory

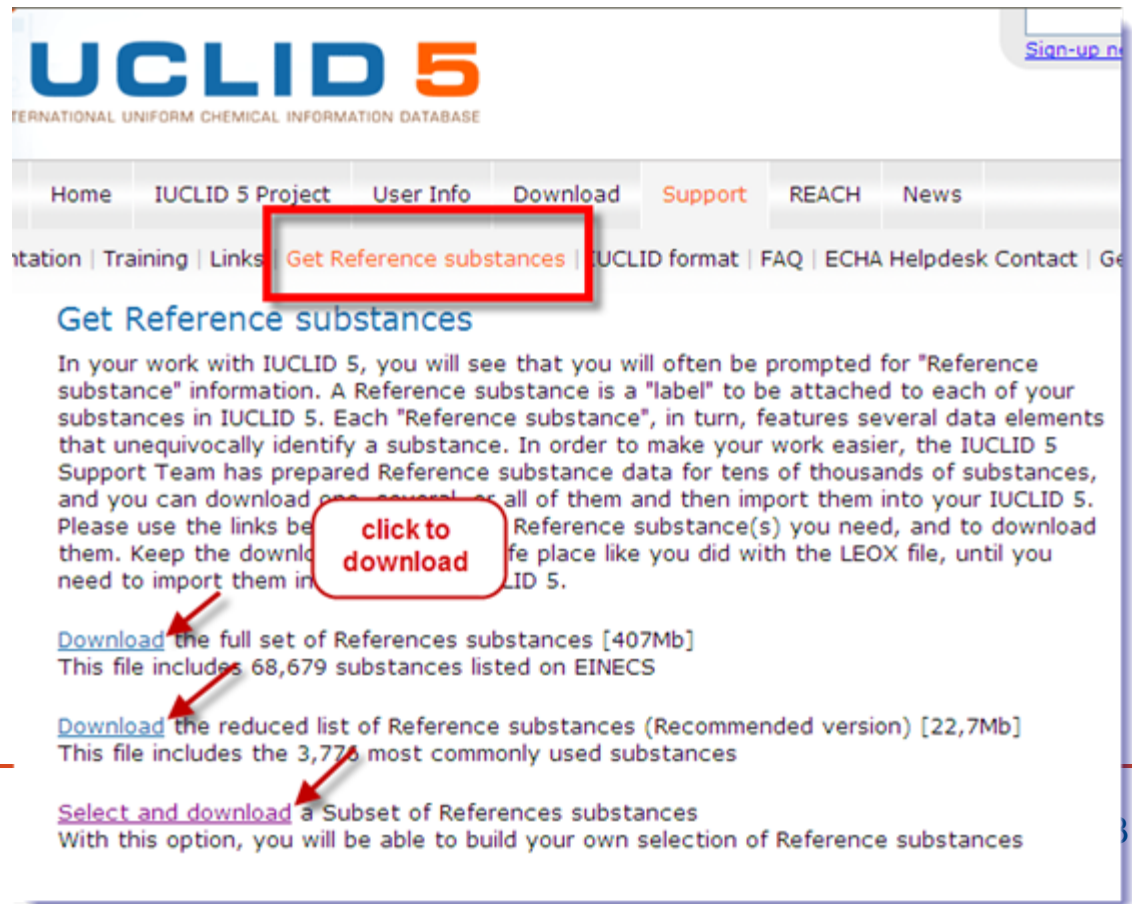
Information contained

- Information on the Substance Identity i.e. IUPAC name and molecular and structural information (including SMILES notation, InCHI..)
- Name(s), EINECS, ELINCS, CAS, Composition... [Identity of the substance Art 10 (a) (ii) – Annex VI, section 2]
- Direct link to EC inventory (*if possible*)



Reference substances inventory

Where to download it from



IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

Home | IUCLID 5 Project | User Info | Download | **Support** | REACH | News

Get Reference substances | IUCLID format | FAQ | ECHA Helpdesk Contact | Get

Get Reference substances

In your work with IUCLID 5, you will see that you will often be prompted for "Reference substance" information. A Reference substance is a "label" to be attached to each of your substances in IUCLID 5. Each "Reference substance", in turn, features several data elements that unequivocally identify a substance. In order to make your work easier, the IUCLID 5 Support Team has prepared Reference substance data for tens of thousands of substances, and you can download one, several, or all of them and then import them into your IUCLID 5. Please use the links below to select the Reference substance(s) you need, and to download them. Keep the downloaded files in the same place like you did with the LEOX file, until you need to import them into IUCLID 5.

[Download](#) the full set of References substances [407Mb]
This file includes 68,679 substances listed on EINECS

[Download](#) the reduced list of Reference substances (Recommended version) [22,7Mb]
This file includes the 3,775 most commonly used substances

[Select and download](#) a Subset of References substances
With this option, you will be able to build your own selection of Reference substances



First steps wizard – Get started!



First steps wizard

Username: SuperUser

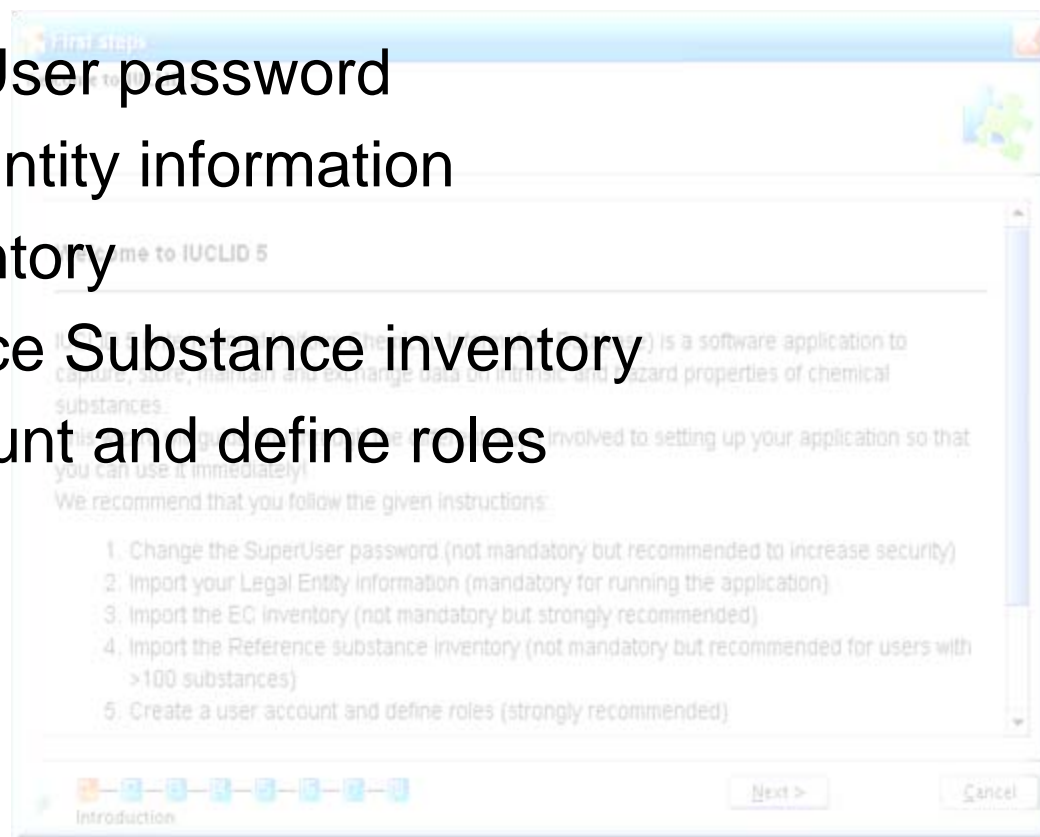
Password: root

*Username &
Password are
CASE Sensitive!*



First steps wizard

1. Change the SuperUser password
2. Import your Legal Entity information
3. Import the EC inventory
4. Import the Reference Substance inventory
5. Create a user account and define roles



First steps wizard

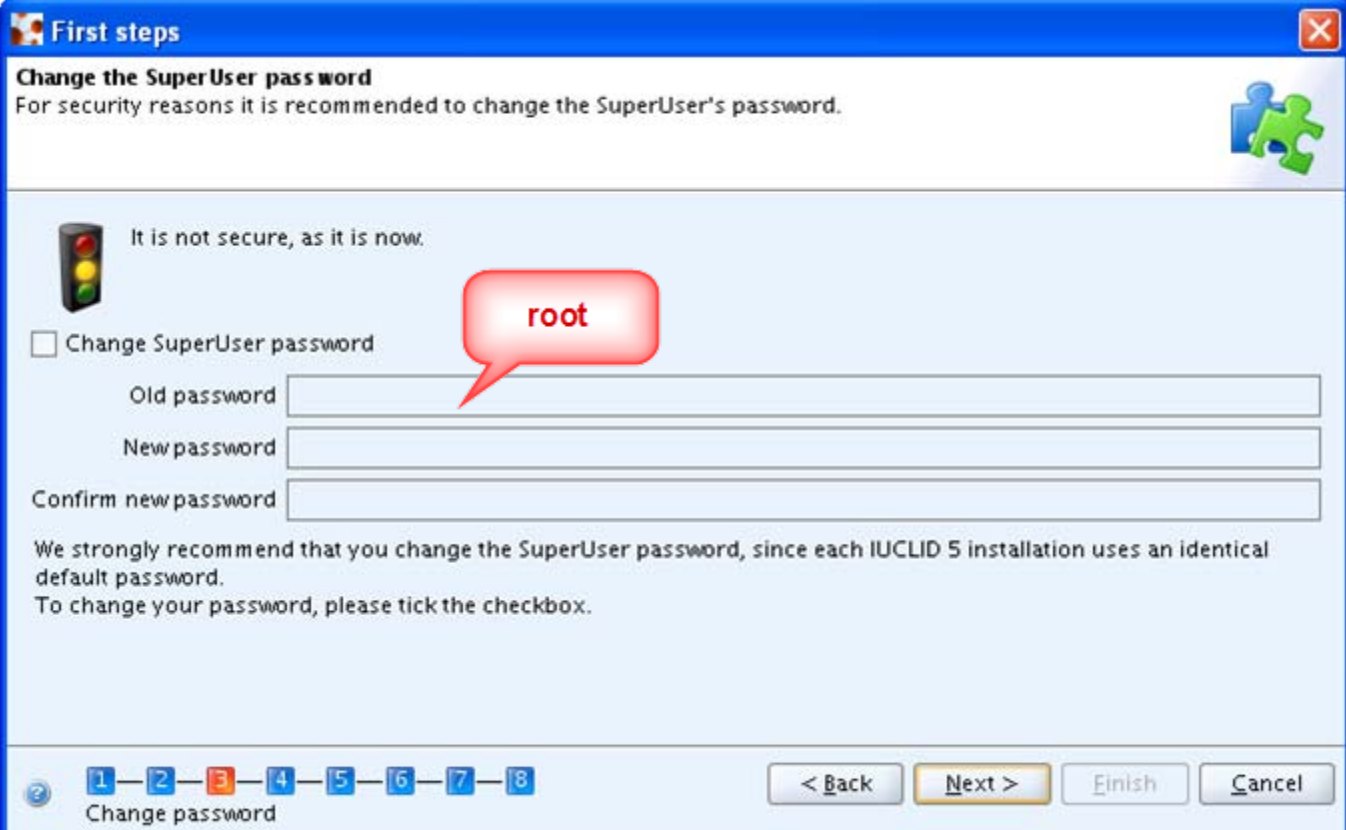
1. Change the SuperUser password

2. Import your information

3. Import the E

4. Import the R
Substance in

5. Create a user
and define r



First steps

Change the SuperUser password
For security reasons it is recommended to change the SuperUser's password.

It is not secure, as it is now.

Change SuperUser password

Old password

New password

Confirm new password

We strongly recommend that you change the SuperUser password, since each IUCLID 5 installation uses an identical default password.
To change your password, please tick the checkbox.

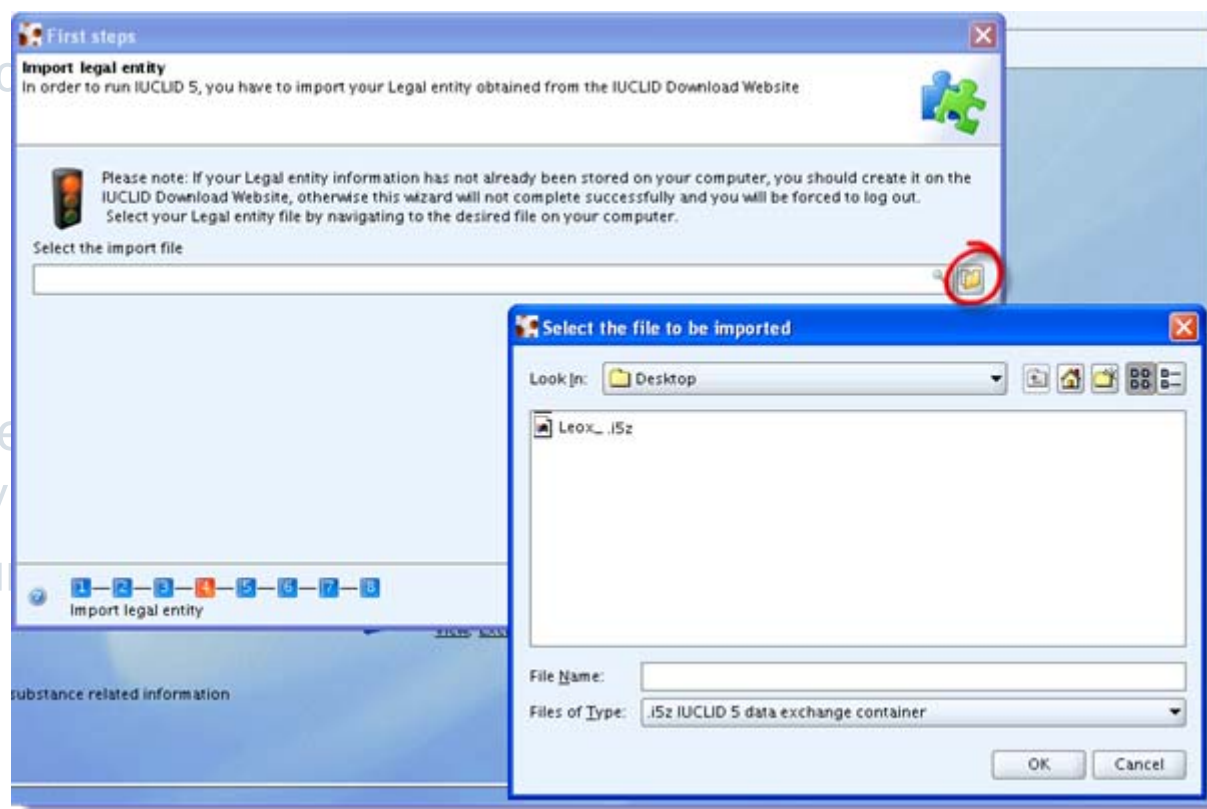
1 2 3 4 5 6 7 8
Change password

< Back Next > Finish Cancel



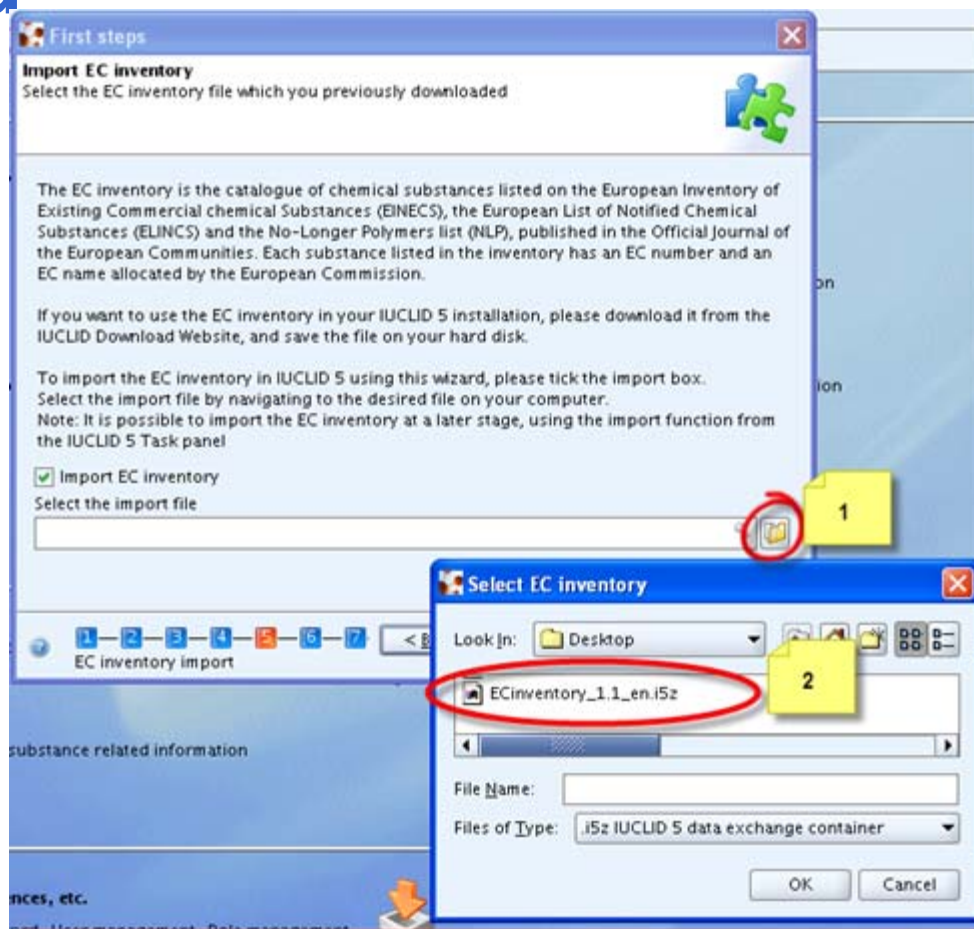
First steps wizard

1. Change the SuperUser password
- 2. Import your Legal Entity information**
3. Import the EC inventory
4. Import the Reference Substance inventory
5. Create a user account and define roles



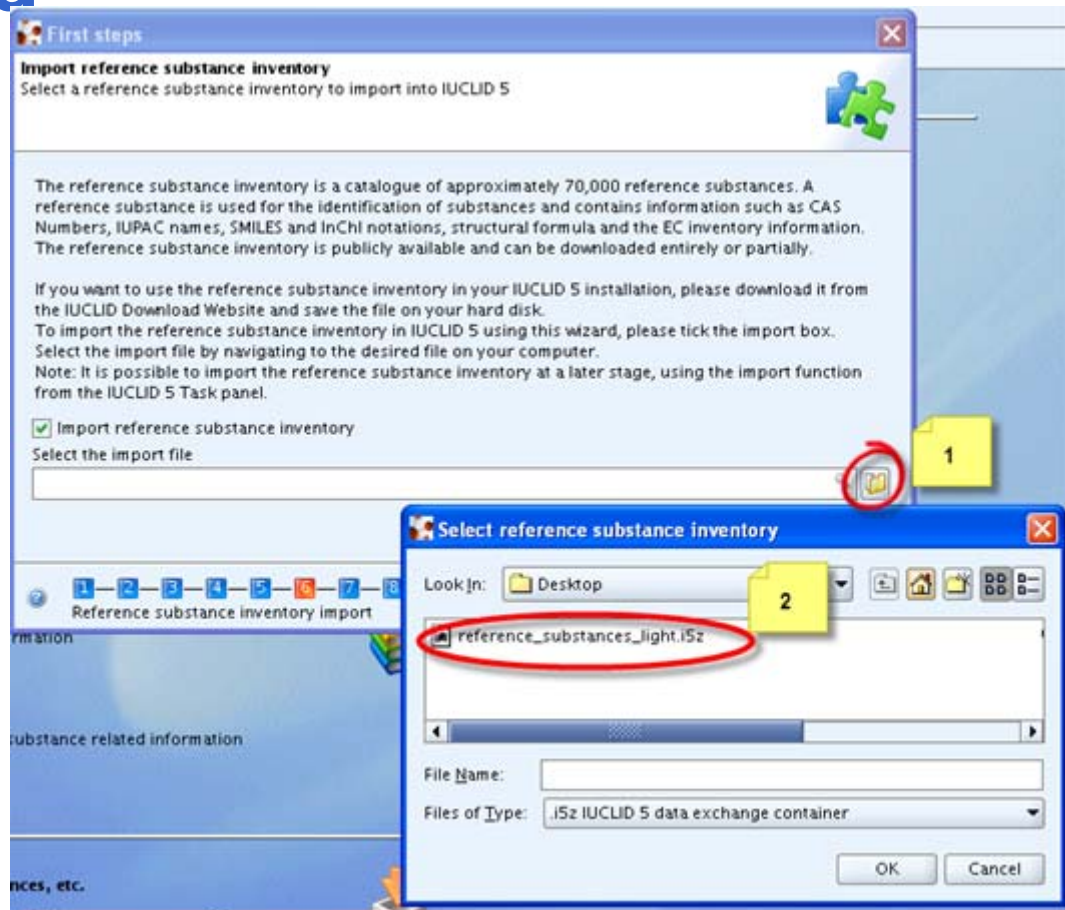
First steps wizard

1. Change the SuperUser password
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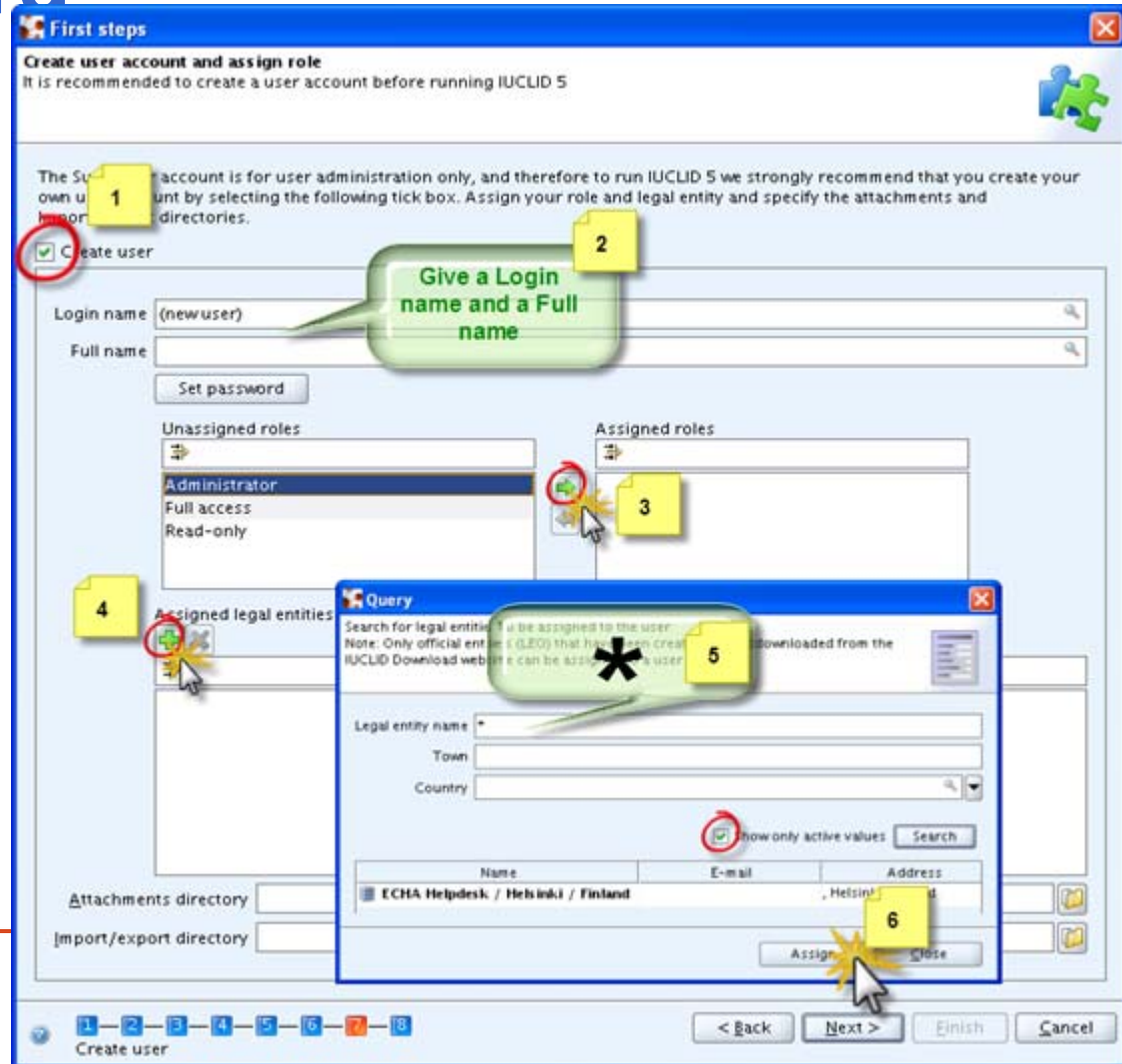
First steps wizard

1. Change the SuperUser password
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First steps wizard

1. Change the SuperUser password
2. Import your Legal Entity information
3. Import the EC inventory
4. Import the Reference Substance inventory
- 5. Create a user account and define roles**

First steps
Create user account and assign role
It is recommended to create a user account before running IUCLID 5

The SuperUser account is for user administration only, and therefore to run IUCLID 5 we strongly recommend that you create your own user account by selecting the following tick box. Assign your role and legal entity and specify the attachments and import/export directories.

Create user

Login name (newuser)
Full name
Set password

Unassigned roles
Administrator
Full access
Read-only

Assigned roles

Assigned legal entities

Query
Search for legal entities to be assigned to the user.
Note: Only official entities (LEOs) that have been created in the IUCLID Download website can be assigned to a user.

Legal entity name
Town
Country

Show only active values Search

Name	E-mail	Address
ECHA Helpdesk / Helsinki / Finland		Helsinki

Attachments directory
Import/export directory

Assign Close

1 2 3 4 5 6 7 8
Create user

< Back Next > Finish Cancel

Log in

- Username
- Password



More help?

- Video '*Getting started with IUCLID 5*' under 'training' section of the IUCLID 5 website
www.iuclid.echa.europa.eu
- User manuals on IUCLID 5 under 'Documentation' available on the IUCLID 5 website
- Frequently Asked Questions (FAQs) on IUCLID 5, available on the IUCLID 5 website

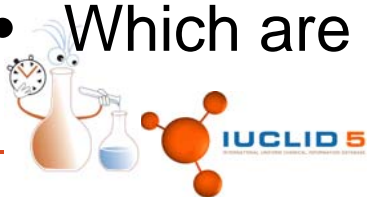


Summary



What did you learn today

- How to create a legal entity object on IUCLID 5 website/ REACH-IT account and how to download it
- What is the difference between the REACH-IT and IUCLID 5 legal entities
- Where to find info on how to synchronise the legal entities between REACH-IT and IUCLID 5
- What is EC inventory, where to download it from
- What is Reference substances inventory, where to download it from
- Which are the first steps to get started



Further information

- If you need assistance on how to download and install IUCLID 5 (stand-alone application), see our video '*IUCLID 5 standalone installation*' on the IUCLID 5 website, under section 'training'
- If you need assistance on how to get started with IUCLID 5, see our presentation '*Familiarise yourself with IUCLID 5*' available on the ECHA website



Thank you for your attention!

