SCIP Database Notifications

How to prepare and submit a SCIP notification

Version 2.1
24 August 2020
<table>
<thead>
<tr>
<th>Version</th>
<th>Changes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Initial version</td>
<td>17 Feb 2020</td>
</tr>
<tr>
<td>1.1</td>
<td>Typographical error</td>
<td>20 Feb 2020</td>
</tr>
<tr>
<td>2.0</td>
<td>New features on IUCLID (Advance search, new article category and mixture category selection, creation of complex object components by referencing) for the preparation of the Dossier. New features on the Submission report.</td>
<td>13 July 2020</td>
</tr>
<tr>
<td>2.1</td>
<td>New functionalities to allow to refer to SCIP data already submitted to ECHA.</td>
<td>24 August 2020</td>
</tr>
</tbody>
</table>
Table of Contents

• Introduction
• Getting Access
• Dossier Preparation for SCIP Notifications
  • Dossier Preparation for a SCIP notification using 'Referencing'
• Validate Information
• Create Dossier
• Submit a SCIP notification
  • Submit a simplified SCIP notification
• Updating Information on the SCIP Database
Introduction
SCIP is the database for information on Substances of Concern In articles as such or in complex objects (Products) established under the Waste Framework Directive (WFD).

The SCIP database ensures that the information about the presence of SVHCs is available throughout the whole life cycle of products and materials, including at the waste stage.

SCIP Database: Information Flow

Duty Holders
- Prepare Data (Offline)
  - Sign up & Authenticate
  - Prepare Data Online
  - Submit Data Online
  - Submit Data Manually
  - Submit Data System-to-System

SCIP DB
- Aggregate & Store Data

Waste Operators
- Provide Data Externally

Consumers and Other Interested parties
- Manually
- Externally
- System-to-System

Prepare Data in Bulk (Offline)
- Offsite

ECHA Cloud Services
- IUCLID6
Overview of the SCIP Notification Process

1. Dossier Preparation
2. Dossier Submission
3. Submission Report

- IUCLID 6
- Desktop → Server → Cloud
- System-to-System
In order to have access to ECHA IT tools, namely ECHA Cloud Services and ECHA Submission Portal, an ECHA Account must first be created.

**Dossier Preparation**

SCIP Notifications are submitted to ECHA by using IUCLID Dossiers (i6z files). IUCLID is the International Uniform Chemical Information Database maintained by ECHA and the OECD and includes a user interface to prepare and create SCIP Notifications.

**Dossier Submission**

The ECHA Submission Portal (ECHA Cloud Service) is an online tool to submit SCIP Notification dossiers according to the harmonised IUCLID format.

**Dossier Preparation & Submission**

Companies can create SCIP Notification dossiers, on the harmonised format, in their own systems and submit their notifications to ECHA Submission Portal, via an automatic S2S transfer.
Getting Access

This chapter describes the process to access the ECHA Cloud Services, how to create an ECHA Account and how to link the Legal Entity Information in order to use the tools for the Preparation and Submission of Notifications.
Accessing ECHA Cloud Services

You can access ECHA Cloud Services from the general ECHA webpage: https://echa.europa.eu

You can access ECHA Cloud Services from the SCIP Prototype (Tools) page of SCIP webpage: https://echa.europa.eu/scip-prototype

Welcome to ECHA Cloud Services

Login
If you already have an ECHA Account, for example to access REACH-IT, please log in here.

Register
If you do not have an ECHA Account, you can create one and then assign a legal entity to it.
For more information please see the Q&A.

If you have an ECHA Account, click ‘Login’.

If you do not have an ECHA Account, click ‘register’

Go to “Login with existing account”
Creating an ECHA account (I)

1. Enter all the information requested.

2. Click ‘Save’.

3. Verify your email address:
   - A confirmation email has been sent to Jane.Does@EcoChem.europa.eu. Please click on the verification link in order to verify your email address.

4. Email verified:
   - Your email address has been verified.
   - You can now login to the ECHA applications you are granted access to.
Creating an ECHA account (II)

Email verified
Your email address has been verified.
You can now log in to the ECHA applications you are granted access to.

ECHA Applications

Need access to more applications?
You have to associate your account with a legal entity

- Create a new legal entity
- My legal entity is already registered

In case you want to associate your user account to an already registered LE.

You can create a Legal Entity (LE)

To associate this account with a legal entity, communicate the username and email address to the legal entity manager.
Assign the Legal Entity

- Once an ECHA Account has been created, it needs to have a Legal Entity (LE) assigned to it before ECHA IT applications can be accessed.

- A LE may represent anything between a complex business structure and a simple organised business, for example, a corporation, a company, or a single person.

- A LE Manager is the first user associated with a LE.

1. If you do not have an existing LE, you can encode one by selecting ‘Encode Legal Entity’ and enter the details.

2. Enter as much information as possible for the LE and press ‘Save’.
ECHA account navigation

Clicking ‘ECHA Applications’ redirects to the list of ECHA IT applications, including the ECHA Submission Portal and ECHA Cloud Services.

Clicking the user name allows you to review and edit user information.

In this tab, new users can be added, user roles managed, and outdated users deleted by the legal entity manager.

Clicking on ‘My Legal Entity’ allows the user to view, edit, and export the Legal Entity Profile information (if the user role permits). Here, new users can be added or deleted, and their roles defined by the ‘legal entity manager’.

It is advisable to have at least two users with the ‘LE manager’ role per legal entity. This will ensure that if there are personnel or organisational changes, there is more than one user who can create or modify the accounts.
Defining the user roles

The User Roles define the user access level within the ECHA IT applications:

- **LE Manager** → can view and edit the LE Account and add, remove or edit user’s data and contacts.
- **Submission Portal Manager** → can submit SCIP Notifications through ECHA Submission Portal.
- **IUCLID Full Access** → can prepare SCIP Notifications online in IUCLID Cloud.
- ‘Reader’ and ‘Read’ Roles → these roles are entitled to ‘read only’ access.

The ‘Users’ tab allows to create new users and manage their roles.

1. Enter all the user information details for the new user and indicate the type or types of roles that the user should have. Press ‘Save’, and the user will appear in the users list under the ‘Users’ tab.

2. Click on ‘Create’ to open the ‘Add new user’ form.

3. Select the relevant user roles from the available list using the arrow buttons.

4. Enter all the user information details for the new user and indicate the type or types of roles that the user should have. Press ‘Save’, and the user will appear in the users list under the ‘Users’ tab.
Login with existing account

Enter your ‘username’ and ‘password’

More detailed information about managing your account can be found in the ECHA Accounts Information.
Accessing ECHA Applications for the first time

First time users will be required to accept the ‘Terms & Conditions’ of each application before being able to proceed.

To read the full ‘Terms & Conditions’, click on the respective link.
Dossier preparation for SCIP notifications

This chapter describes the different ways to prepare a SCIP Notification, and explains how to start preparing a SCIP Notification dossier in IUCLID.
Ways to prepare a SCIP notification

There are three ways to prepare SCIP notifications:

1. Preparing your Notification online in **IUCLID Cloud**
   ECHA Cloud services provide a web-based access to IUCLID Cloud instance for preparing SCIP Notifications.

2. Preparing your Notification in **IUCLID 6 (Server & Desktop)**
   The SCIP Notification can also be prepared ‘offline’ in the company’s own IT infrastructure. You can download IUCLID and access to more information on [IUCLID 6 Website](#).

3. Preparing your Notification for using **System-to-System Submission**
   Companies can create SCIP Notification dossiers according to the harmonised format and submit them to the ECHA Submission Portal, using S2S.
Access IUCLID Cloud – Online dossier creation

Once you have successfully logged into the system, the ECHA Cloud Services Dashboard page opens.

The **IUCLID Cloud** service allows for the online preparation of a SCIP Notification Dossier, while the **IUCLID Cloud Trial** service is used only for training purposes to get more familiar with the tool.

Note that only LE Managers have the rights to subscribe to a service, for other users, this functionality will not be visible.
You can download IUCLID to the local company’s own IT infrastructure from the IUCLID webpage: https://iuclid6.echa.europa.eu
The IUCLID dashboard for dossier preparation

The IUCLID Dashboard page is displayed after opening IUCLID.

- **Import area** allows IUCLID files to be uploaded by the browse functionality or drag and drop.

- **A search by UUID is available for dossiers.**

- **The user icon** displays the name of the user and company name of the legal entity.

- **The dialogue icon** leads to external sources of information such as Q&A, additional information and tutorials.

- There is always a link to the main menu via the three bar icon at the left of the header.

- This area is used for data entry and navigation between the various IUCLID entities: ‘Guided Dossier preparation’; ‘Substances’ datasets; ‘Mixtures’ datasets; ‘Articles’ datasets.

- There is always a link to the main menu via the three bar icon at the left of the header.
The dashboard top user bar

(ECHA Cloud Services only)

The bell icon will alert (e.g. when new versions have been released).

The quota icon displays the available user storage quota.

The dialogue icon leads to external sources of information on using ECHA Cloud services, such as tutorials.

The user icon displays the name of the user and company name of the legal entity and, when clicked on, opens a new window for redirection to the ECHA Cloud dashboard, to the Submission Portal page, accounts management and the logout functionality.
Dossier preparation overview (IUCLID)

1. Dataset (Data Preparation)
   - Pre-settings:
     - IMPORT of Candidate List Reference Substance Dataset

2. Validation Process
   - Dataset: Compilation of Article Information

3. Dossier (Dossier Creation)
   - Dossier: Snapshot at a point in time of an Article Dataset
Candidate List Reference Substance IMPORT

The information on Candidate List substances is provided in SCIP Notifications by using a IUCLID reference substance entity. A reference substance can be created in IUCLID, but we recommend you, as a SCIP Notification submitter, to use the Candidate List Reference Substances Package provided by ECHA for your SCIP Notifications and to import it into your own IUCLID instances.


2. IMPORT files here by either selecting the relevant file using the ‘Browse’ or using the drag and drop functionality.
Candidate List reference substance

The reference substances included in your IUCLID instance can be reviewed following the next steps:

1. Click on the three bar icon at the left of the header to open the main menu.
2. Click on 'Reference substance'.
3. This is the Reference substance landing page.
Reference substance landing page

Reference substance Page which contains a list of all the reference substances that have been created or imported.

Here, you can search by any of the fields that are display in the list: CAS and EC number, IUPAC name, reference substance name.

Here, you can create a new reference substance. In the SCIP context we recommend to use the Candidate List reference substances package provided by ECHA.

Name of the reference substance as it is in the Candidate List entry.

CAS number of the substance, if available.

EC or inventory number of the substance, if available.

This is the IUPAC name of the substance.

Last modification date of the reference substance.
Click on 'Articles', to access the datasets and dossiers related with SCIP notifications.
This is the Articles page which contains a list of all the article datasets (dossiers under preparation) that have been created.

Include additional search criteria

Advanced search

There is always a link to the main menu via the three bar icon at the left of the header.

This is the name of the article or complex object given by you when creating a new article dataset.

Here, you can enter a search term for any of the fields that are display in the list of the article datasets: name, primary article identifier type or value.

When highlighted, it indicates that the list of the article datasets are displayed.

By clicking on ‘+ New article’, you can create a new article (dataset).

By clicking on ‘Dossiers’, you switch to the list of created article dossiers.

By clicking on ‘Dossiers’, you switch to the list of created article dossiers.

By clicking on the three dots icon, you can delete or ‘clone’ your article dataset.

By clicking on the question mark icon, you can download the IUCLID manual.

Last modification date of the article dataset

21/06/2020 14:40

By clicking on the three dots icon, you can delete or ‘clone’ your article dataset.

This is the ‘Primary Article Identifier’ value inserted by you when creating a new article dataset.

This is the ‘Primary Article Identifier’ Type selected by you when creating a new article dataset.

Primary Article Identifier Type: EAN (European Article Number) Primary Article Identifier: 96698575544

Primary Article Identifier Type: EAN (European Article Number) Primary Article Identifier: 332288995

Last modification date of the article dataset

21/06/2020 14:45

21/06/2020 14:40

IUCLID icon to identify the entity type of the dataset. In this case ‘Article’ dataset.
Simple search: you can enter a search term for any of the fields that are displayed in the list of article datasets: name, primary article identifier type or value.

Advance search: include additional search criteria.

You can search by name.

You can search by primary article identifier by selecting a type and value.

Type in the primary article identifier value.

By selecting an article type, articles as such or complex object will be shown in the results.

By selecting a Candidate List substance, articles as such containing that substance will be shown in the result list.

By enabling the checkbox, articles with submission type selected in order to validate or create a dossier will be shown in the results list.

A specific date or a date range can be selected. Articles dataset modified or dossier created on that date will be shown in the result list.
DATASET: Advance search (II)

Logic search: “AND”
Searching for datasets that contains X and Y.
When the user use more than one filter from different sections the system will provide datasets that match with all the criteria selected.

Logic search: “Or”
Searching for datasets that contains either X or Y.
When the user selects more than one substance in the concern element the system will provide all the dataset that include one substance or the other substance or both substances.
Article landing page (dossiers)

Articles page displaying the list of created article dossiers.

Click on the ‘Dossiers’ button to switch to the list of article dossiers created.

Here, you can enter a search term for any of the fields that are display in the list of the article dossiers: name of the dossier, name of the article, primary article identifier type or value.

When highlighted, it indicates that the list of the created article dossiers are displayed.

Specify the submission type of the dossier. In this case, a dossier for a SCIP article notification.

Name and Primary article identifier type and value provided in the article dataset.

Date of dossier creation.

Include additional search criteria.

Name of the dossier given by you when creating a dossier.

IUCLID icon to identify a dossier.
**Simple search**: you can enter a search term for any of the fields that are displayed in the list of the article dossiers: dossier name, article name and primary article identifier type or value.

**Advance search**: Include additional search criteria

You can search by Dossier name

You can search by Candidate List substance, typing the CAS or EC number and/or the IUPAC name, dossiers of articles as such containing that substance will be shown in the result list

A specific date or a date range can be selected. Dossier created on that date will be shown in the result list

You can search by article name

You can search by Primary article identifier type and value

Type in the Primary article identifier value
DOSSIER: Advance search (II)

Logic search: “AND”
Searching for dossiers that contains X and Y.
When the user use more than one filter from different sections the system will provide dossiers that match with all the criteria selected.

Logic search: “Or”
Searching for dossiers that contains either X or Y.
When the user selects more than one substance in the concern element the system will provide all the dossiers that include one substance or the other substance or both substances.
Dossier preparation overview (IUCLID)

1. Dataset (Data Preparation)
2. Validation Process
3. Dossier (Dossier Creation)

Creating and article DATASET

Dossier: Snapshot at a point in time of an Article Dataset
Data Preparation: creating an Article dataset

1. Click on ‘+ New article’ to create a new article (dataset).

2. Provide the name* of your article or complex object.

3. Select the Primary Article Identifier Type* for your article or complex object.

4. Insert the Primary Article Identifier* value for your article or complex object.

The name and the primary article identifier are key to manage the preparation of data, dossiers and your submissions in the ECHA submission portal.

Note: For further information about ‘article’ definition and ‘complex object’ concept, please consult the Guidance on Requirements for Substance in Articles.
Data Preparation: Identifiers (I)

Under ‘other names’, you must insert other names of the articles or complex objects to be supplied to consumers, when such names are key to allow them to search the information in the SCIP database (e.g. brand and model).

Note: For further information about the information requirements, please refer to Information Requirements for the SCIP Database document.
Data preparation: identifiers (II)

Additional identifiers (Other article identifiers) must be provided to articles or complex objects to be supplied to consumers, when such identifiers are available to them, in order to allow them to search the information in the SCIP database.

Click '+ New item' to insert other article identifiers (numeric or alphanumeric).

Click over the row to insert other article identifiers.

Select the other article identifier type.

Insert the other article identifier for the article or complex object.

To finalise, click the ‘Close’ button.

Click this button to delete an inserted item.
Data preparation: Categorisation

Select the 'Article category' from the Combined Nomenclature (CN) or TARIC database. It identifies the article or complex object according to its function or use (from a harmonised list). It is key to identify impacted waste streams.

In the 'Production in European Union' field, you may wish to answer the question: is the article produced or assembled in the EU? You have the option to select 'unwilling to disclose'.

Note: For further information about the article category, please refer to Information Requirements for the SCIP Database document.

- **Combined Nomenclature (CN):** Annex I to Council Regulation (EEC) No 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff
- **TARIC (the integrated Tariff of the European Union) database:** https://ec.europa.eu/taxation_customs/business/calculation-customs-duties/what-is-common-customs-tariff/taric_en
Select the 'Article category' by clicking on 'Please search and select.' or by typing in the field 'Select by typing article text'.
Production in EU flag

NEW VALUES
After October 2020 IUCLID release

- EU produced
- EU Imported
- Both EU produced and imported
- No data
Data preparation: characteristics and pictures

### Characteristics

<table>
<thead>
<tr>
<th>Picture(s)</th>
<th>+ New item</th>
</tr>
</thead>
<tbody>
<tr>
<td>#..</td>
<td></td>
</tr>
</tbody>
</table>

- **Height**
  - None

- **Length**
  - None

- **Width**
  - None

- **Diameter**
  - None

- **Density**
  - None

- **Weight**
  - None

- **Volume**
  - None

- **Colour**
  - None

- **Other characteristics**
  - + New item

---

1. Click ‘+ New item’ to insert a picture.
2. Enter characteristic(s) to help to identify or distinguish the reported article or complex object.
3. Enter the value and select the unit.
Data preparation: safe use instruction(s)

1. Provide sufficient information to allow the safe use of the article. You can either 'tick' the box if there is no need to provide safe use information in addition to the identification of the Candidate List substance or you need to provide safe use instructions, if necessary. At least the box must be ticked.

2. Click '+ New item' to provide safe use instructions.

3. Click '+ New item' to upload a file with disassembling instructions.

4. Select a file (document).

5. Select the language of the document.
Data preparation: article and ‘Concern elements’ (I)

When reporting an article as such or in a complex object, you must report the information under the ‘Concern elements’ section. By definition, a dataset for an article does not display the ‘Complex object component(s)’ section.

Under the ‘Candidate list version’, you must select the Candidate List package version used to assess the article that is being notified.*

This field is relevant if you need to update your notification to declare that an already notified article used to contain a Candidate List Substance, no longer does contain this substance. This could happen due to different reasons, for instance due to substitution of the substance by a safer alternative.


*Candidate List version field will be deleted After October 2020 IUCLID release
Data preparation: article and ‘Concern elements’ (II)

Click ‘+ New item’ to report a set of concern elements for each Candidate List substance present in the article, namely the concentration range of the substance in the article and the material where the substance is present (the material the article is made of or the material incorporated in the article from the use of a mixture containing that Candidate List substance). The concern elements are only reported for an article (as such or in a complex object).

Click ‘+ Select’ to select the Candidate List substance from the list of reference substances.

A sliding window will appear to select the Candidate List substance.

Click this button to delete an inserted item.
Data preparation: article and ‘Concern elements’ (III)

Click ‘Please select’ to report the concentration range of the Candidate List substance in the article.

One concentration range must be reported. The concentration range must be reported accurately when the information is available to the submitter. At least the one that triggers the obligation must be selected (*).

*Either a material category or a mixture category must be reported.
Data preparation: article and ‘Concern elements’ (IV)

Click ‘Please select’ to report the material the article is made of (‘material category’). *It is key to identify impacted material-based waste streams.*

Select an additional material category to better describe the material the article is made of.
Data preparation: article and ‘Concern elements’ (V)

Select the mixture category from the European product categorisation system (EuPCS), which describes the mixture with the Candidate List substance incorporated in a further processing step of the article (e.g. coating, adhesive, solder).

EuPCS webpage: https://poisoncentres.echa.europa.eu/eu-product-categorisation-system
This field is relevant if you need to update your notification to declare that an already notified article used to contain a Candidate List Substance, no longer does contain this substance. This could happen due to different reasons, for instance due to substitution of the substance by a safer alternative.
Data preparation: complex object component(s) (I)

If you are reporting a complex object, you must link the components* (either an article containing a Candidate List substance or a complex object (incorporating a component with a Candidate List substance).

Note: For further information about ‘article’ definition and ‘complex object’ concept, please consult the Guidance on Requirements for Substance in Articles.
Data preparation: complex object component(s) (II)

1. Click ‘+ New item’ to insert a component.
2. Click ‘+ Select’ to insert a component.
3. Select from the list an existing ‘Article’ or create the component.
4. Insert the number of units of the component in the complex object.

After selecting or creating a complex object component, the ‘Concern elements’ section does not appear anymore for the complex object. By definition, a dataset for a complex object does not display the ‘Concern elements’ section.
Data preparation: complex object component(s) (III)

1. Click '+ Create' to create a complex object component.
2. Enter the data for the complex object component.
3. Click this button to delete an inserted item.

After linking a complex object component and clicking in 'save', the link component will appear in the 'tree' view on the left hand side.

Note: For further information about 'article' definition and 'complex object' concept, please consult the Guidance on Requirements for Substance in Articles.
ECHA has developed a feature to allow to refer to SCIP data already submitted to ECHA. ‘Referencing’ can be used to prepare the IUCLID dataset for the creation of a SCIP dossier of a complex object and allow to introduce the information of a complex object component by reporting a SCIP number which refers to information already submitted to the SCIP database. For instance the SCIP number can be provided by the upstream supplier as an element of the information to be provided under REACH Art. 33(1).

Target users of this option may be assemblers or complex object producers.

Note: For further information about ‘Referencing’, please refer to Tools to refer to SCIP data already submitted to ECHA available at the support section of the SCIP webpage.
complex object component(s) & ‘Referencing’

Click ‘+ Create’ to create a complex object component referencing.

The required data for the complex object component referencing is:
- Article name
- Primary article identifier type: ‘ECHA Article ID’*
- Primary article identifier value: SCIP number provided by the supplier of the referenced article or for the article you want to refer to.

After linking a complex object component referencing and clicking in ‘save’, the link component will appear in the ‘tree’ view on the left hand side with an arrow icon.

NEW VALUES
*After October 2020 IUCLID release, the Primary article identifier type that needs to be selected is ‘SCIP number’.

Note: For further information about ‘Referencing’, please refer to Tools to refer to SCIP data already submitted to ECHA available at the support section of the SCIP webpage.
Validate information

This chapter describes the validation assistant functionality
The validation assistant carries out checks according to a set of pre-defined rules to verify that the information was inserted as expected. The rules will determine if the dossier after being created will pass, pass with warnings or fail according to the rules in place.

The outcome of the validation is a report, which lists the rules (if any) for which the validation assistant was triggered. For a list of the validation rules, you may refer to the Validation rules for SCIP notifications document available in Support section of the SCIP webpage https://echa.europa.eu/scip-database

1. Select the ‘Submission Type’: ‘SCIP Notification’
2. Click on ‘Validate’
3. The system allows to include the name of the dossier that you can create after the Validation Assistant (it can be filled or updated later).
4. Click on ‘Validate’
The Validation Report of a dataset

When the rules are triggered, the validation report will be listing the submission checks as ‘failures’ or ‘warnings’.

1. Where available, use the link to be redirected to the area that requires additional review or input.

2. Make the changes where relevant and ‘Save’ before ‘Re-validating’ again.

3. ‘Re-validate’ again.

Export to an excel file the validation assistant report by clicking ‘Export to Excel’.
The Validation Report of a dataset

When no rules are triggered, the validation report will issue an additional note to highlight that additional checks are performed in the system upon submission.
Create dossier

This chapter describes the functionalities to create a dossier
Create the Dossier

1. Select the ‘Submission Type’: ‘SCIP Notification’

2. Click on ‘Create dossier’

3. Enter the name of the dossier

4. Click on ‘Create dossier’
Dossier View

Information about the dossier submission type.

Version of the SCIP format.

The dossier subject correspond to the article name of the dataset.

Dossier remarks define by user on the dossier creation step.

Click on ‘View Dossiers’ to open all dossiers created for this article.

Click on ‘Go to source’ to open the dataset used as source to create the dossier.
Export Dossiers and Other Functionalities

Click on the 3 dots icon to open other functionalities

Export the dossier locally by selecting ‘Export to i6z’. Give the dossier a meaningful name to assist with dossier management.

Create a PDF report of the dossier.

Compare two dossiers.

Click on ‘Proceed to submission’ to open the Submission Portal.
Submit a SCIP notification

This chapter describes how to submit a SCIP notification
ECHA Submission Portal

• The ECHA Submission Portal is an online tool to submit information according to the harmonised format.

• The SCIP Database Prototype will use a specific test environment Submission Portal, it is available in the SCIP Prototype section on the SCIP webpage (https://echa.europa.eu/scip-prototype).

• All data submitted to ECHA on the SCIP Prototype is considered test data, and will NOT be considered data to fulfil legal obligations. All submitted data will be deleted before the October 2020 SCIP Database release.
SCIP notification submission process overview
(Submission portal)

1. Upload and submit

2. Automated Validation of submitted notification

3. Submission report

Following Submission, a Submission Number is assigned by ECHA
The ECHA Submission portal landing page directs you to the 'Search' submission page. Click here to expand or collapse the search criteria window.

The bell icon will alert (e.g. when new versions have been released).

The dialogue icon leads to external sources of information such as tutorials.

The user icon displays the name and legal entity of the user and, when clicked on, opens a new window for redirection to the ECHA Cloud dashboard, accounts management and the logout functionality.

Submission list is empty until a submission has been made.

The portal navigation bar to the 'Upload and submit' page, to 'Create dossier online' to open IUCLID Cloud or to submit a simplified SCIP notification.
ECHA Submission Portal Search Page

All the submissions made by the Legal Entity will be listed here.

Search criteria >

Page 1 of 4 results

Dossier name and Article name.

Export to an excel file list of submissions included in the search

SCIP number*

Primary article identifier type and value.

Each submission listed indicates the status of the submission:

-  ✔  indicates a successful submission.
-  ✗  indicates a failed submission.
-  ▲  indicates a successful submission but contains warnings.

In some cases, the system may be processing the submission and the status is pending – indicated by the circular waiting symbol.

*The SCIP number is assigned by the system to the initial SCIP notification of an article. It is shared on all related submissions of the same article (same Legal Entity, same Primary article identifier type and value).
Search criteria

You can search by SCIP number, Primary article identifier value and name

You can search by dossier type

You can search by submission date, submission status and or notification types.
To submit a SCIP Dossier, you need to first upload it here by using either selecting the relevant file using the ‘Browse’ or ‘Drag & Drop’ functionality.

Once the correct file has been selected for upload, it will appear here. If it is not the correct file, simply click on ‘Remove’ and upload again.

When everything is ready, ‘Submit’ the Dossier!

Following Submission, a Submission Number is assigned. By clicking on the submission number you can access to the Submission report.
Submission Report (I)

The submission number is automatically assigned by the system to each submission.

The SCIP number is assigned by the system to the initial SCIP notification of an article. It is shared on all related submissions of the same article (same Legal Entity, same Primary article identifier type and value).

**Validation succeeded** - the submission has passed the validation checks and the dossier has been forwarded to the SCIP database.

**Validation succeeded!** - the submission has passed the validation checks with warnings. A validation report listing potential deficiencies will be available for the submitter.

**Validation failed X** - the dossier has failed the validation checks and has not been forwarded to the SCIP database. A validation report listing the deficiencies is available for the submitter and a new submission must be made.

Information about the Legal Entity that submit the SCIP notification

Contains all the submissions related with the SCIP number (all submissions of the same article submitted by the same Legal Entity).
Submission Report (II):
Submission information

<table>
<thead>
<tr>
<th>SCiP number</th>
<th>66c87f45-d324-47a4-9e6d-732110081f0d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article name</td>
<td>RB Blue steel 26” Bicycle</td>
</tr>
<tr>
<td>EAN (European Article number)</td>
<td>56699887</td>
</tr>
<tr>
<td>Dossier name</td>
<td>Bicycle V1</td>
</tr>
<tr>
<td>Dossier UUID</td>
<td>c830fd2c-50b5-4a8c-b2a5-39cd7f90eb66</td>
</tr>
<tr>
<td>File name</td>
<td>c830fd2c-50b5-4a8c-b2a5-39cd7f90eb66.i6z</td>
</tr>
<tr>
<td>Notification type</td>
<td>Initial</td>
</tr>
</tbody>
</table>

The **SCiP number** is assigned by the system to the initial SCiP notification of an article. It is shared on all related submissions of the same article (same Legal Entity, same Primary article identifier type and value).

**Article name** of the SCiP notification submitted.

**Primary article identifier type and value** of the SCiP notification submitted.

**Dossier name** of the SCiP notification submitted.

**Dossier UUID** of the SCiP notification submitted.

**Dossier file name** submitted.

**Notification type**: Initial or Update
Submission Report (III): Article information

The article information contains:
- The name of the article
- The primary article identifier type and value
- Complex object components (for complex object)
- The Candidate List substance (for article as such).

Please note that the Candidate List substance included in this report is the final information included in the SCIP database.

If you received the warning message: “The provided ‘Reference substance’ has conflicting identifiers.” it is recommend to check that the Candidate List substance included in the submission report corresponds to the substances submitted in your SCIP notification.
Simplified SCIP notification (SSN)

Is a tool developed by ECHA to facilitate the fulfilment of the SCIP notification obligation by actors within the supply chain, for instance by distributors (who are not importers) within the same supply chain, without preparing an IUCLID dossier.

- It is only applicable if the article/complex object received is the same as the one supplied.
- The recipient of the article can refer to information already submitted to ECHA (e.g. by the upstream supplier) by submitting the provided SCIP number through the ECHA Submission Portal.
- By submitting a SSN the recipient of the article is linking the SCIP notification content to the notification, and its updates, of the notification that is referring to (e.g. the SCIP notification of the upstream supplier).

Note: For further information about SSN, please refer to Tools to refer to SCIP data already submitted to ECHA available at the support section of the SCIP webpage.
How does simplified SCIP notification works?

The necessary sequential steps are listed and explained with the support of an hypothetical example (bicycle).
An actor in the supply chain (e.g., producer, importer or assembler) of an article or complex object submits a SCIP notification dossier to ECHA.

As a result of a successful submission, the submitter receives from ECHA a SCIP number for the article as such or complex object.

Submission report:
Step 3: Share SCIP number

The supplier of an article as such or complex object (e.g., producer, importer, or assembler) provides the SCIP number received in the SCIP notification report to customers, as part or together with the information communicated down the supply chain under REACH Art. 33(1).

If the supplier of articles as such or complex objects has submitted multiple SCIP notifications for those articles or complex objects, this actor can export relevant submission information for one or several SCIP notifications to an excel file which can be shared with the next actor(s) (customer(s)).

'Select to Excel' functionality allows the export of SCIP numbers of many submissions, as well as other submission information.
Step 4: Simplified SCIP notification

The Legal entity can either submit an individual simplified SCIP notification (SSN) by providing one SCIP number or can submit more than one SSN in one step (notification in bulk) by providing an excel file including the list of SCIP numbers to notify.

Individual simplified SCIP notification: Provide the SCIP number of the article or complex object to notify and click on ‘Submit’.

Following Submission, a Submission Number is assigned. By clicking on the submission number you can access to the Submission report.
Simplified SCIP notification in bulk

Upload an excel file including in the first column the list of SCIP numbers of the articles and complex objects to notify. Upload the file by using either selecting the relevant file using the ‘Browse’ or ‘Drag & Drop’ functionality.

Following Submission, a Submission Number is assigned. By clicking on one submission number you can access to each Submission report.

The system will display the records uploaded from the excel file. If the list includes the correct values click on ‘Submit’.
Step 5: Submission report, new SCIP number

NEW SCIP number to be shared with the next actor in the supply chain.

SCIP number used to submit the SSN, from upstream supplier.

If the submission status is succeeded the SCIP notification process has finalized.

Name, Primary article type and value from the reference article (from SCIP database)
Updating Information on the SCIP Database

If the SCIP information of an article needs to be updated, you can edit the information included in the dataset of the article and create a new dossier. The primary article identifier in the dossier needs to remain the same.

The submission, by the same Legal entity, of this new dossier with the same primary article identifier will be received as an update of the SCIP notification of this article or complex object.
SCIP Notification Update Process Overview

Important:
The new Dossier must keep the same Primary Article Identifier to create an Update of the SCIP Notification.
Disclaimer
This document aims to assist users in complying with their obligations under Article 9(1)(i) of the Waste framework Directive (WFD). However, users are reminded that the text of the WFD is the only authentic legal reference and that the information in this document does not constitute legal advice. Usage of the information remains under the sole responsibility of the user. The European Chemicals Agency does not accept any liability with regard to the use that may be made of the information contained in this document.