

REACH 2018

webinars

Last minute advice for registrants Invoicing and payments

8 March 2018

11.00 – 12.00 Helsinki time

Anita Etholén, ECHA



Outline

- Invoicing: background
- How to find your invoice
- Invoice details
- Payment information
- Fee calculator in IUCLID 6
- Company size assessment

Invoicing: background

- Fees set by European Commission in the Fee Regulation (EC No 340/2008) and Commission Implementing Regulations
 - (EU) No 254/2013
 - (EU) 2015/864
- Registration fees depend on e.g.:
 - submission type
 - tonnage band
 - chargeable confidentiality claims
 - company size, etc.
- Lower fees for joint submissions and SMEs



Financial completeness check

Submission date: 26/02/2018
Upload date: 26/02/2018

Initial submission

Submission processing steps	
1	✓ Prepare submission
2	✓ Virus check
3	✓ File format validation
4	✓ Check XML structure
5	✓ Store to work-in-progress IUCLID
6	✓ Load context info
7	✓ Business rules check
8	✓ Store dossier
9	✓ Create substance identity
10	✓ Technical completeness check
11	⊗ Financial completeness check
12	⊗ Overall completeness check
13	Issue reference number
14	Submission outcome
15	Store to production IUCLID
16	Trigger workflow

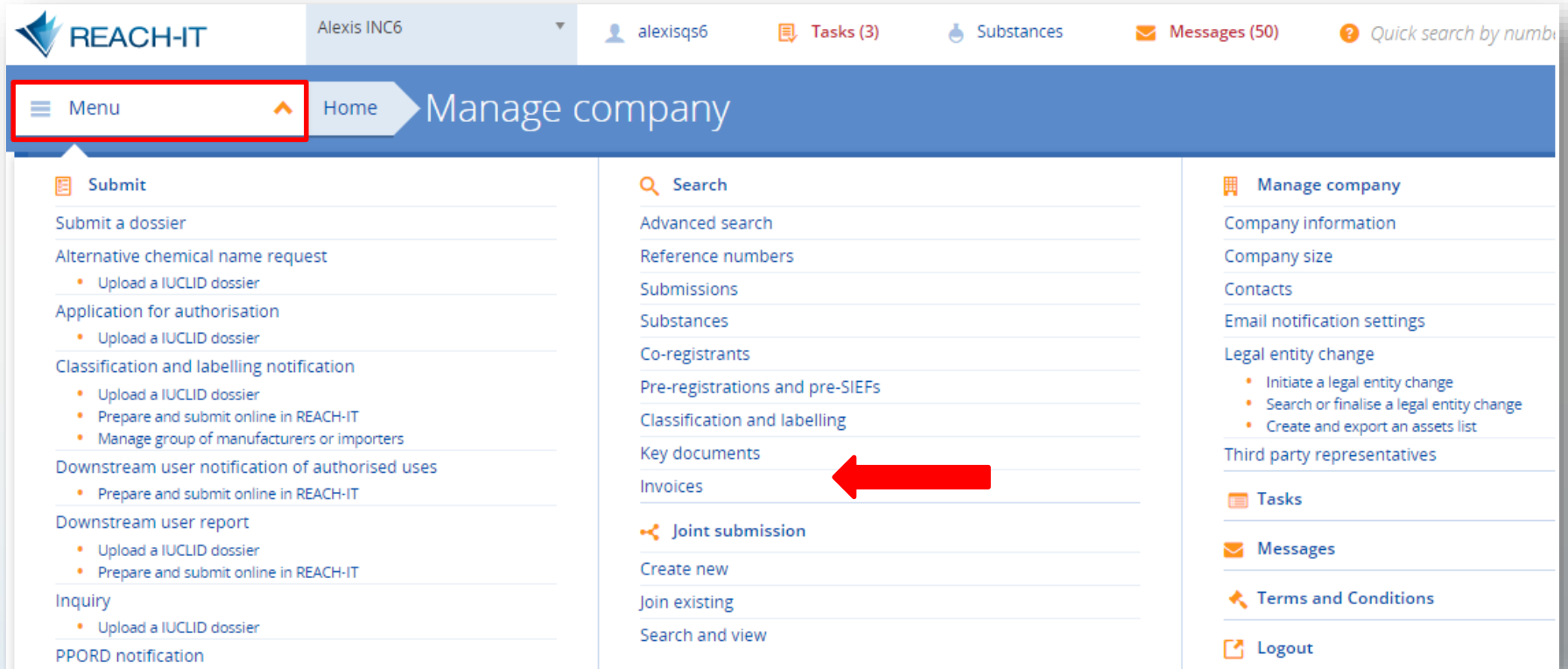
- Invoice issued after business rule check
- Invoice payment required to complete the submission and receive the registration number
- Only electronic invoices via REACH-IT



How to find your invoice 1/2

The screenshot shows the REACH-IT web application interface. At the top, there is a navigation bar with the REACH-IT logo, the user name 'Alexis INC6', and several icons: a person icon for 'alexisq6', a document icon for 'Tasks (5)', a flask icon for 'Substances', and an envelope icon for 'Messages (58)'. A search bar with the text 'Quick search by number' is also present. Below the navigation bar is a 'Menu' dropdown. The main content area features a 'Hi A QS Alexis INC6' greeting and a 'REACH-IT NEWS' section with a date '07 Nov 2017' and a title 'New features in REACH-IT'. A red arrow points from the 'Tasks (5)' icon in the navigation bar to the 'Tasks (5)' card in the dashboard. The dashboard has three main cards: 'Submit a dossier' with a folder icon and a plus sign, 'Tasks (5)' with a document icon and a downward arrow, and 'Substances (6)' with a flask icon. Each card has a 'View all' button. The 'Tasks (5)' card also displays a circular progress indicator with the number '2' and the word 'New', and a smaller indicator with '1' and '3' labeled 'Close to deadline' and 'Passed deadline' respectively. The 'Substances (6)' card displays a circular progress indicator with '0' and 'My favourites', and another with '2' and '0' labeled 'In progress submissions' and 'Failed submissions' respectively.

How to find your invoice 2/2



The screenshot displays the REACH-IT web application interface. At the top, the REACH-IT logo is on the left, and the user's name 'Alexis INC6' is in the center. To the right, there are icons for 'Tasks (3)', 'Substances', and 'Messages (50)', along with a search prompt 'Quick search by number'. Below this is a blue navigation bar with a 'Menu' button (highlighted with a red box) and a 'Home' button. The main content area is titled 'Manage company' and is divided into three columns. The left column contains 'Submit' and 'Inquiry' sections with various options like 'Submit a dossier', 'Alternative chemical name request', and 'Application for authorisation'. The middle column contains a 'Search' section with options like 'Advanced search', 'Reference numbers', and 'Submissions', and a 'Joint submission' section with 'Create new', 'Join existing', and 'Search and view'. The right column contains a 'Manage company' section with options like 'Company information', 'Company size', 'Contacts', and 'Legal entity change'. A red arrow points to the 'Invoices' option in the middle column.



Invoice information

Menu Home Advanced search

I am looking for: Invoices

Locate Filters

Invoice number:	Please enter a minimum of three characters	Invoice type:	Invoice
Substance identity (EC, CAS, Name):	231-735-7	Invoice date:	from: dd/mm/yyyy to: dd/mm/yyyy
Submission number:	Please enter a minimum of three characters	Invoice status:	You may select multiple items
Purchase order:	Please enter a minimum of three characters		

Search Clear

Results 1 results found Download results

Invoice date	Status	Invoice number	Credit note number	Submission number	Dossier type	Substance name	EC number
27/02/2018	Open	10000205		TR121275-20	Registration	myrtecaïne	231-735-7

Submission number: TR121275-20 27/02/2018

Fee charged (EUR): 5,035.00	Invoice: 10000205
Due date: 13/03/2018	
Extended due date: 12/05/2018	

- Information from
 - REACH-IT account
 - Your submission
- Check
 - Company size
 - Billing information: address, VAT number etc.
- We cannot modify billing information

INVOICE

Alexis INC6

Alexis INC6
Annankatu 18
00120 - Helsinki
Finland

Invoice No. 10000205
Date of invoice 27.02.2018
Customer ID No. ECHA-b1a591bf-efc2-4e43-ab5e-7210408b4f35
Customer VAT EL094019406

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:

Alexis INC6

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.

Date	Description	Detailed fee/charge	Fee /Charge
27.02.2018	Submission n°: TR121275-20 Purchase order : Not provided Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range of 1 to 10 tonnes - Fee for registration of on-site intermediates - Request of confidentiality for relevant tonnage band	 1,714.00 1,714.00 1,607.00	
	Total for the fees or charges		5,035.00
		Total (EUR)	5,035.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	5,035.00

Payment details:

Bank: OP Corporate Bank plc, Gebhardinaukio 1, 00510 Helsinki, Finland
Account number: 500001-20243349
IBAN Code: FI98 5000 0120 2433 49
BIC/SWIFT code: OKOYFIHH
Payment Reference 10000205
Due date: 13.03.2018

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

European Chemicals Agency
Annankatu 18

Please consult payment instructions here:
www.echa.europa.eu/web/guest/support/faqs/reach-it

INVOICE

Alexis INC6
Alexis INC6
Annankatu 18
00120 - Helsinki
Finland

Invoice No. 10000205
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Customer ID No. ECHA-b1a591bf-efc2-4e43-ab5e-7210408b4f35
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Payment details:

Bank:

Account number:

IBAN Code

BIC/SWIFT code:

Payment Reference

Due date:

OP Corporate Bank plc, Gebhardinaukio 1, 00510 Helsinki, Finland
500001-20243349
FI98 5000 0120 2433 49
OKOYFIHH
10000205 ←
13.03.2018

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European Chemicals Agency
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Please consult payment instructions here:
www.echa.europa.eu/web/guest/support/faqs/reach-it

- Registration fees
- Total amount
- Payment details
 - Payment reference
 - Due date

- Extended due date: 60 days

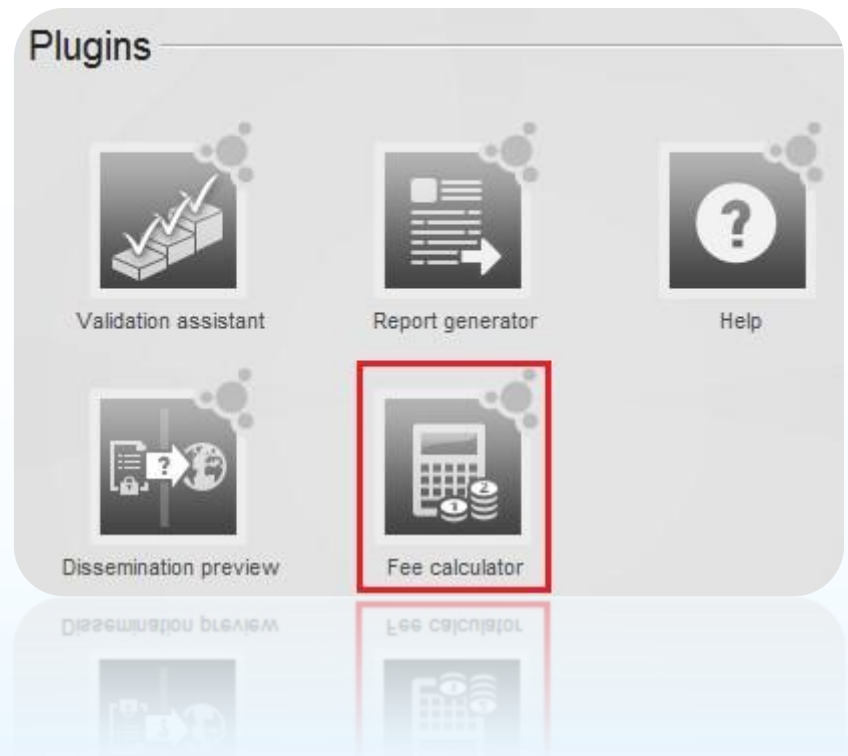


Did we receive your payment?

- It takes approximately 4 to 5 days to confirm the payment
- When we receive the payment, your submission moves to the next step
- If we do not receive your payment by the extended due date, your registration will be rejected
- Regulation prevents us from reimbursing payments made after the extended due date but before the registration is rejected

Fee calculator helps you

- Run the Fee Calculator on your dossier before you submit it in REACH-IT
- It shows you
 - submission type
 - tonnage band
 - chargeable confidentiality claims
 - company size



SME registrants

Assess your size in REACH-IT

Understand the company size definition
 Declare company size
 Confirmation

To determine the company size, you should:

- Consult your accountants, lawyers or tax advisors before declaring the company size
- Thoroughly familiarize with provisions of the [Commission Recommendation 2003/361/EC](#)
- Determine if the company is **autonomous** or if it has relations with other companies (**linked** or **partners**)

Are you an only representative: * NO YES

Ownership structure type: *

Autonomous Linked Partner

Upload ownership structure drawing: * Please upload your file

Closure date of accounting period: * Day Month

and also the balance of the correct registration fees.

SME Category	Headcount Annual Work Unit (AWU)	Annual Turnover	Annual balance sheet total
Medium	< 250	≤ €50 million	≤ €43 million
Small	< 50	≤ €10 million	≤ €10 million
Small	< 10	≤ €2 million	≤ €2 million

- Guidance: sections "determine company size" and "declare company size"
- Remember to upload documentary evidence in REACH-IT
- We will review supporting documents only when SME verification is initiated

Take home messages

- Check your billing information and company size before you submit
- Fee calculator in IUCLID 6 helps you estimate fees
- Check due date and pay in time
- If you have questions contact us



REACH 2018

Useful links

[Company size assessment](#)

[Video tutorial: fee calculator](#)

The screenshot shows the ECHA website interface. The top navigation bar includes 'About Us', 'Contact', and a search box. Below this is a 'REGULATIONS' menu with tabs for REACH, CLP, BPR, PIC, PUBLIC CONSULTATIONS, INFORMATION ON CHEMICALS, and SUPPORT. The main content area is titled 'SME fees under REACH and CLP' and contains several sections of text and links. A sidebar on the left lists various topics related to SMEs.

Small and Medium-sized Enterprises (SMEs)

- SME fees under REACH and CLP
 - How to determine the company size category
 - What to do if you incorrectly indicated the SME size category
 - SME verification
 - Administrative charges
 - SME fees under BPR

SME fees under REACH and CLP

Before you declare your company as an SME, make yourself familiar with the relevant EU definition. The Commission Recommendation 2003/361/EC is the sole authentic basis for determining the conditions regarding qualification as micro, small or medium-sized enterprise.

For Only Representatives (ORs), the pertinent assessment of whether the fee reduction for SMEs applies shall be determined by the relevant data of the enterprise that is represented by that OR, including relevant information from linked and partner companies of that enterprise, in accordance with the Commission Recommendation.

It is important to get this right. If you wrongly declare your company size, you will have to pay an administrative charge and the balance to the correct fee. Remember that it is you, the registrant, that is entirely responsible for the correctness and authenticity of the information provided in the process of the dossier submission in REACH-IT. The Agency does not assume any responsibility for the accuracy of the advice given by third parties to determine your company size or the size of the company you represent as an Only Representative.

How to determine the company size category	What to do if you incorrectly indicated the SME size category
Step-by-step instructions on assessing the company size category.	If you indicated the incorrect company size category in REACH-IT, read the following instructions on how to inform ECHA.
More	More
SME verification	Administrative charges
ECHA has the responsibility to check the size of the companies who claim to be eligible for SME fee reductions to ensure fair competition.	Following the verification procedure on the declared SME size category, ECHA levies an administrative charge from any registrant who incorrectly claimed to be entitled to a fee reduction.
More	More

The screenshot shows a 'Fee calculation wizard' window. The title bar reads 'Fee calculation wizard'. The main content area contains the following text:

Submission type: R_JIS_MBER
Dossier subject: R_JIS_MBER / SUBSTANCE : No Fall / sulfapyrazone / sulfapyrazone / 57-96-5 / Mon, 4 Dec 2017 15:55:33 +0200 / Member 1-10 tonnes

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

Non-SME (Large)

Safety Data Sheet indicator

A safety data sheet is required for the substance under the CLP regulation, is PBT/PvB, and/or is on the Candidate list

Hazardous substance indicator

The substance is hazardous as defined in Article 9 of the CLP regulation

Check the following option if the Annex II criteria are met

Annex II criteria indicator

Not fulfilling Annex II criteria and voluntarily providing Annex VII. This means that:

- there is no indication that the substance has CMR or PBT/PvB properties, and
- there is no indication that this is a substance with dispersive or diffuse uses, classified as hazardous for human health or as an environmental hazard under the CLP Regulation, and
- the full Annex VII is being provided

Define company size & additional attributes

Buttons: Back, Next, Finish, Cancel

Thank you

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