

# REACH-IT

## Pre-registration

***Important note:*** This presentation has been developed in April 2008 for training purposes. It covers the complete scope of REACH-IT.

***For latest information*** on REACH-IT and availability of its different functionalities, please consult the REACH-IT section on the ECHA website.

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7. Data Holder

## 1. Pre-registration options

- Online Pre-registration
  - by entering data for each pre-registration within the REACH-IT online wizard
- Single XML Pre-registration
  - by creating a XML file for each substance to pre-register
  - upload the file to populate the REACH-IT online wizard and complete the pre-registration online
- Bulk Pre-registration
  - by creating a XML file containing all substances to pre-register
  - upload the file to REACH-IT

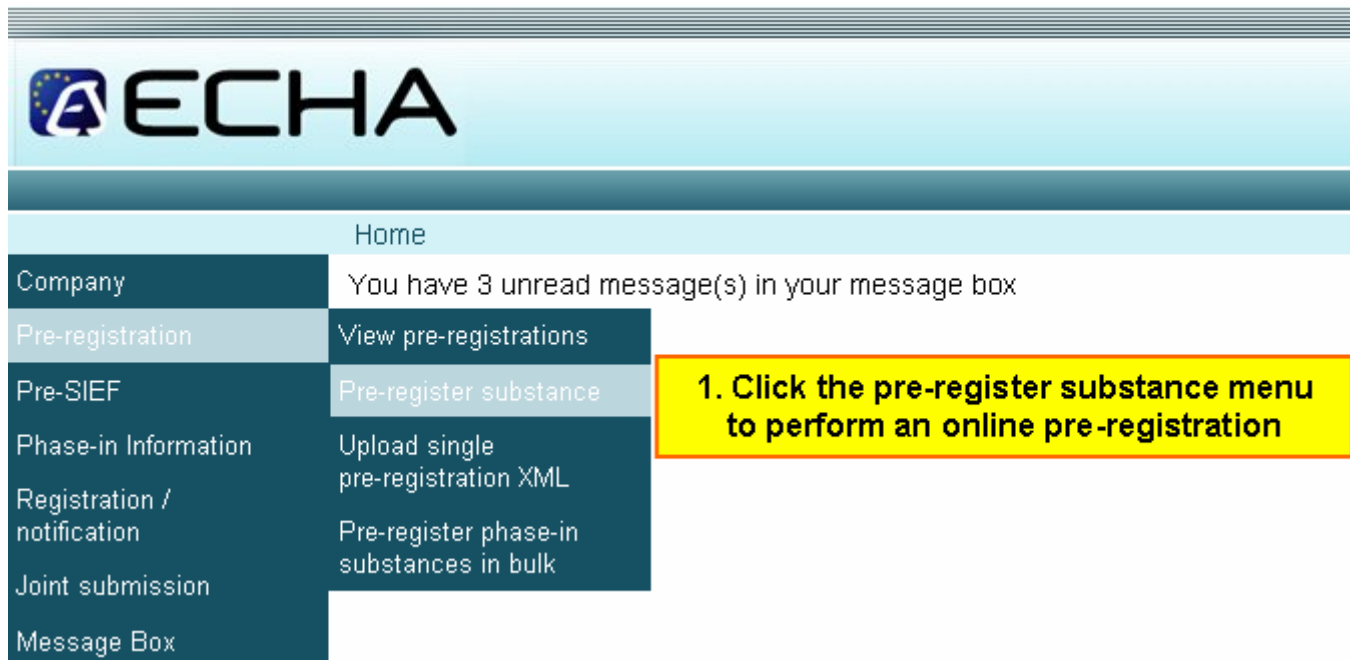
*Note : Single XML and Bulk file creation are supported by the IUCLID 5 pre-registration tool*

# 1. Pre-registration options

	Online in REACH-IT	Single upload, created in IUCLID or other application	bulk upload, created in IUCLID or other application
Mono-constituent substances <b>listed in the EC inventory</b>  Multi-constituent substances having all constituents <b>listed in the EC inventory</b>  All substances for read-across also listed in the EC inventory	X	X	X
Substances / Constituents / Substance for read-across <b>not listed in the EC inventory</b>	X	X	-
Newcomers, after 1 December 2008	X	X	-

## 2. Main principles

- Before pre-registering
  - The company needs to sign-up in REACH-IT
  - A user of the company needs to be logged in
- Select “*Pre-register substance*” in the menu



The screenshot shows the ECHA REACH-IT user interface. At the top, the ECHA logo is displayed. Below it, a navigation menu is visible. The menu items are: Home, Company (with a notification: "You have 3 unread message(s) in your message box"), Pre-registration (with a sub-menu: View pre-registrations), Pre-SIEF (with a sub-menu: Pre-register substance), Phase-in Information (with a sub-menu: Upload single pre-registration XML), Registration / notification (with a sub-menu: Pre-register phase-in substances in bulk), Joint submission, and Message Box. A yellow callout box with a black border highlights the "Pre-register substance" option in the Pre-SIEF sub-menu, with the text: "1. Click the pre-register substance menu to perform an online pre-registration".

## 2. Main principles

- Main steps for pre-registering (1/2)
  0. Declaration: certify that the substance to be pre-registered is a phase-in substance
  1. Substance identity: identity of the substance to pre-register (mono- or multi-constituent substances)
  2. Similar substances: list of substances considered similar to the one that is pre-registered
  3. Tonnage band and deadline: tonnage band and deadline envisaged for registration
  4. Contact information: contact information for the substance that is pre-registered

## 2. Main principles

- Main steps for pre-registering (2/2)
  5. Third party representative: representative that acts on behalf of the registrant's company for the data sharing process related to this substance

*Note: a third party representative has to sign up as Third party representative first, and then to be selected as such by the registrant when he/she pre-registers*
  6. Remarks: any information considered as useful by the registrant for data sharing
  7. Validation: verification of all data before submission


## 2. Main principles

- How to appoint a Third Party Representative (TPR)
  - Must sign-up separately as “Third Party Representative”
  - Must communicate his/her UUID to the potential registrants he/she will work on behalf of
  - The potential registrant is then able to link the Third party representative in his/her Pre-registration using the UUID
  - Acts on behalf of the potential registrant within the associated Pre-SIEF and data sharing process
  - Also affects
    - Single XML Pre-registration
    - Bulk Pre-registration

## 2. Main principles

- Main steps for pre-registering
  0. Declaration mandatory (tick box)
  1. Substance mandatory
  2. Similar substances optional
  3. Tonnage/deadline mandatory
  4. Contact optional
  5. Representative optional
  6. Remarks optional
  7. Validation mandatory

## 2. Main principles

- Filling the forms
  - Information on the expected format is detailed below the fields when appropriate  
(*e.g. EC and CAS numbers have a specific format*)
  - Help tips can be displayed by hovering over the  signs
- The pre-registration is considered as **complete** only once the last step (validation) has been executed
- Associations to Pre-SIEFs are created/maintained automatically on submission/update of the Pre-registration information
- Once created, pre-registration data can be modified/updated at any time by all users of the associated company

### 3. Online pre-registration

- **Step 0 - Declaration:** Certify that the substance you want to pre-register is a phase-in substance



The screenshot shows the ECHA online pre-registration interface. The top navigation bar includes the ECHA logo, a 'Reach-IT' banner, and a user status indicator: 'You are connected as userX on behalf of Company X - Preferences - Logout'. The breadcrumb trail is 'Home > Pre-registration > Declaration'. The main content area is titled 'Declaration' and contains the following text: 'I declare that, in order to benefit from the transitional regime provided for phase-in substances [?], the substance that I pre-register is a phase-in substance with the meaning of Article 3 (20) of Regulation (EC) No 1907/2006 (REACH Regulation)'. Below this, there is a checked checkbox for 'ECHA and Member State authorities receive the right to verify the information provided.' and a text input field. A yellow callout box with the text '1. Accept the declaration' points to the 'Continue' button. A second yellow callout box with the number '2' points to the 'Continue' button. The 'Continue' button is circled in red. A 'Cancel' button is also visible.

### 3. Online pre-registration


- **Step 1** - Identification of the substance

- **Mono-constituent substances (or UVCBs) with EC numbers**

- REACH-IT asks you to specify the constituent: *“in this page, you can specify a constituent to include to your substance”*
    - Specify in the proposed fields
      - EC number, or EC name, or
      - CAS number, or
      - Molecular formula
    - REACH-IT retrieves the substance from the EC inventory
    - Select the appropriate entry in the list of results
    - **No additional chemical names** (e.g. synonyms) can be entered: REACH-IT relies on the EC inventory only for identifying your substance

### 3. Online pre-registration

Contact



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

ECHA

[Home](#) > [Pre-registration](#) > [Substance identification](#) > [Specify Constituent](#)

If the constituent can be found in the EC Inventory, you can search for it using the form below. If you think your constituent cannot be found in the EC Inventory, you can specify it either by its **CAS number and CAS name**, or by only its **chemical name**

*You can use the wildcard symbol \* to search with incomplete numbers or names. For instance, "200\*" will retrieve all EC numbers starting with "200". Hovering over a ? sign displays help information for the corresponding field.*

EC number:  ? 1. Provide search criteria

Please respect the EC number format. For example 200-001-8.

EC name:  ?

CAS number:  ?

Please respect the CAS number format. For example 50-99-7 or 7732-18-5.


Description:  ?


Molecular formula:  ?

2

Select EC number	EC name	CAS number	Description	Molecular formula
<i>No Records Found</i>				

### 3. Online pre-registration




Contact

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

[Company](#)  
[Pre-registration](#)  
[Pre-SIEF](#)  
[Phase-in Information](#)  
[Registration / notification](#)  
[Joint submission](#)  
[Message Box](#)  
[User account management](#)  
[Inventories](#)  
[Raw data](#)  
[Invoices](#)

[Home](#) > [Pre-registration](#) > [Substance identification](#) > [Specify Constituent](#)

If the constituent can be found in the EC inventory, you can search for it using the form below. If you think your constituent cannot be found in the EC inventory, you can specify it either by its **CAS number and CAS name** , or by only its **chemical name**

*You can use the wildcard symbol \* to search with incomplete numbers or names. For instance, "200\*" will retrieve all EC numbers starting with "200". Hovering over a ? sign displays help information for the corresponding field.*

EC number:  ?  
Please respect the EC number format. For example 200-001-8.

EC name:  ?

CAS number:  ?  
Please respect the CAS number format. For example 50-99-7 or 7732-18-5.

Description:  ?

Molecular formula:  ?

Select EC number	EC name	CAS number	Description	Molecular formula
<input type="radio"/> 200-001-8	formaldehyde	50-00-0		CH2O
<input type="radio"/> 200-002-3	guanidinium chloride	50-01-1		CH5N3.ClH
<input type="radio"/> 200-003-9	dexamethasone	50-02-2		C22H29FO5
<input type="radio"/> 200-004-4	hydrocortisone 21-acetate	50-03-3		C23H32O6
<input type="radio"/> 200-006-5	cortisone 21-acetate	50-04-4		C23H30O6
<input type="radio"/> 200-007-0		50-06-6		C12H12N2O3
<input type="radio"/> 200-008-6		50-07-7		C15H18N4O5
<input type="radio"/> 200-009-1	hexobarbital sodium	50-09-9		C12H16N2O3.Na
<input checked="" type="radio"/> 200-010-7	oxyphenonium bromide	50-10-2		C21H34NO3.Br
<input type="radio"/> 200-011-2	metharbital	50-11-3		C9H14N2O3

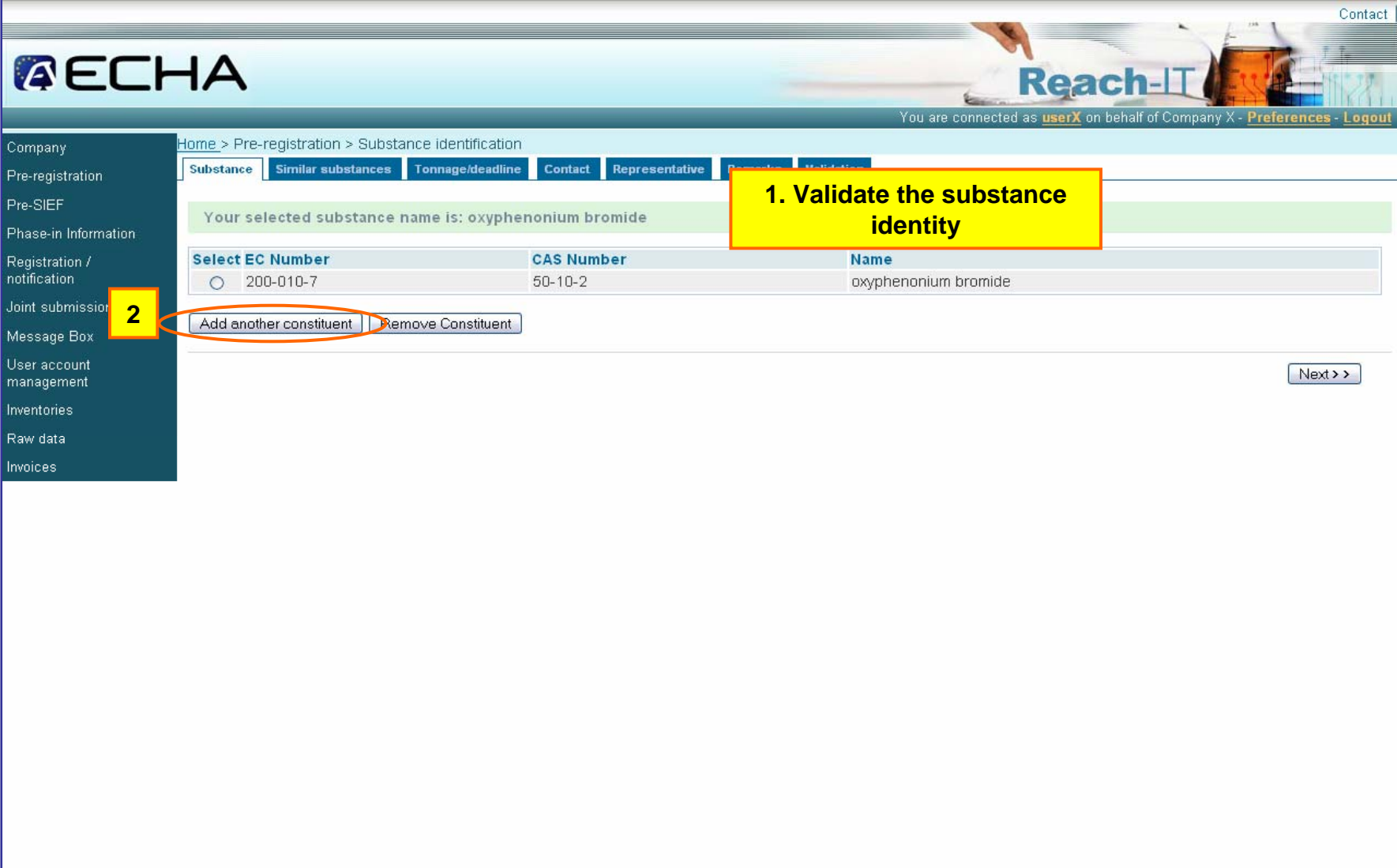
2

30/05/2008

<http://echa.europa.eu>

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### 3. Online pre-registration



Home > Pre-registration > Substance identification

**1. Validate the substance identity**

Your selected substance name is: oxyphenonium bromide

Select EC Number	CAS Number	Name
<input type="radio"/> 200-010-7	50-10-2	oxyphenonium bromide

**2**

## 3. Online pre-registration

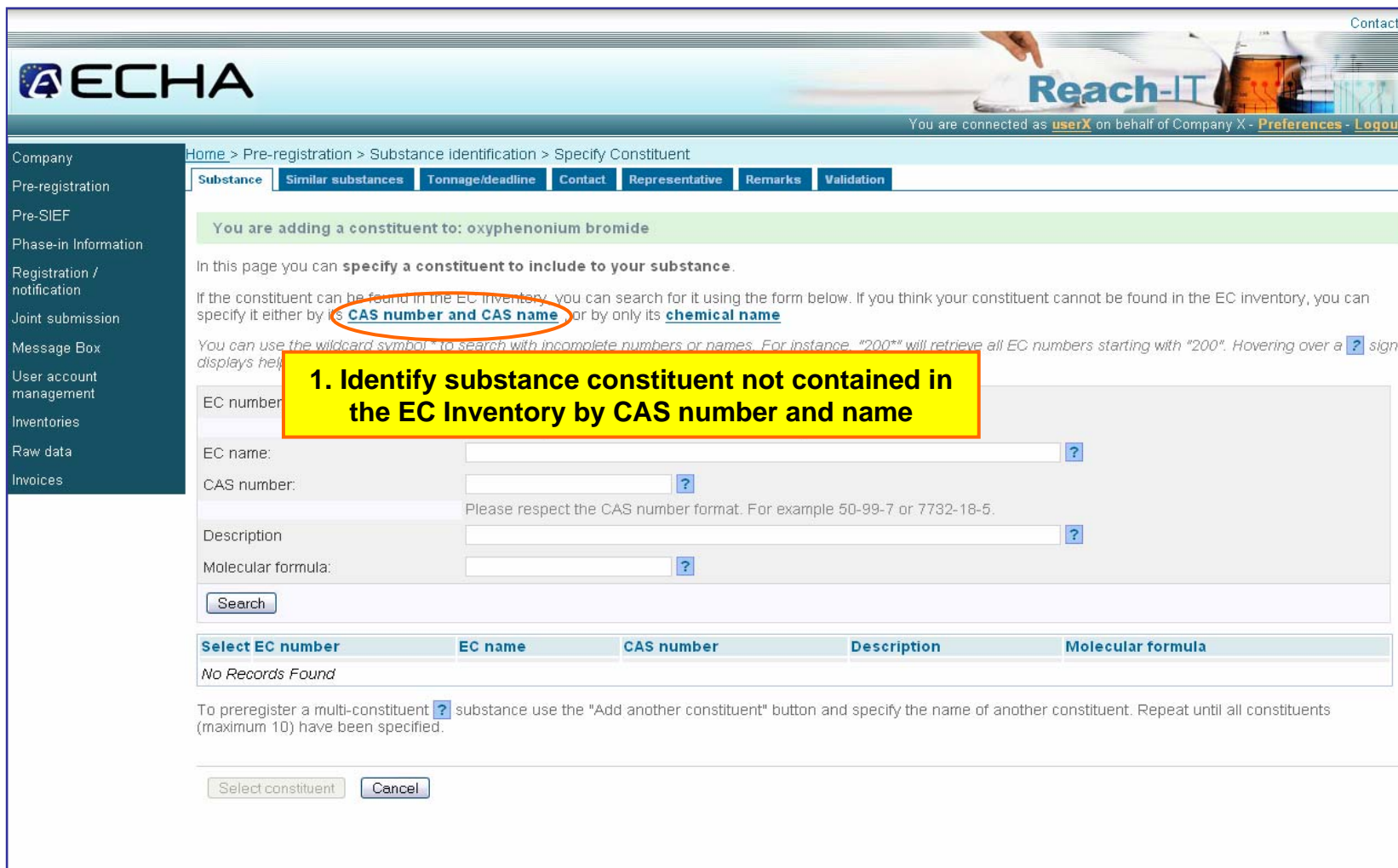
- **Step 1 - Identification of the substance**

**Mono-constituent substances with NO EC numbers**

- Specify
  - the CAS number and the CAS name (*recommended*), or
  - the chemical names
- REACH-IT checks
  - The EC inventory
  - All the previously pre-registered substances
- If REACH-IT finds a match, confirm whether or not (one of) the entries in the list of results correspond to the substance you want to pre-register
- Additional chemical names can be entered

### 3. Online pre-registration

- Substance identified by CAS number and name



The screenshot shows the ECHA website interface for pre-registration. The breadcrumb trail is: Home > Pre-registration > Substance identification > Specify Constituent. The page title is "Specify Constituent" and the substance being added is "oxyphenonium bromide".

The main content area contains the following text:

You are adding a constituent to: oxyphenonium bromide

In this page you can **specify a constituent to include to your substance**.

If the constituent can be found in the EC inventory, you can search for it using the form below. If you think your constituent cannot be found in the EC inventory, you can specify it either by its **CAS number and CAS name** or by only its **chemical name**.

You can use the wildcard symbol "\*" to search with incomplete numbers or names. For instance, "200\*" will retrieve all EC numbers starting with "200". Hovering over a "?" sign displays help.

The search form includes the following fields:

- EC number:
- EC name:
- CAS number:  (Note: Please respect the CAS number format. For example 50-99-7 or 7732-18-5.)
- Description:
- Molecular formula:

A "Search" button is located below the form fields.

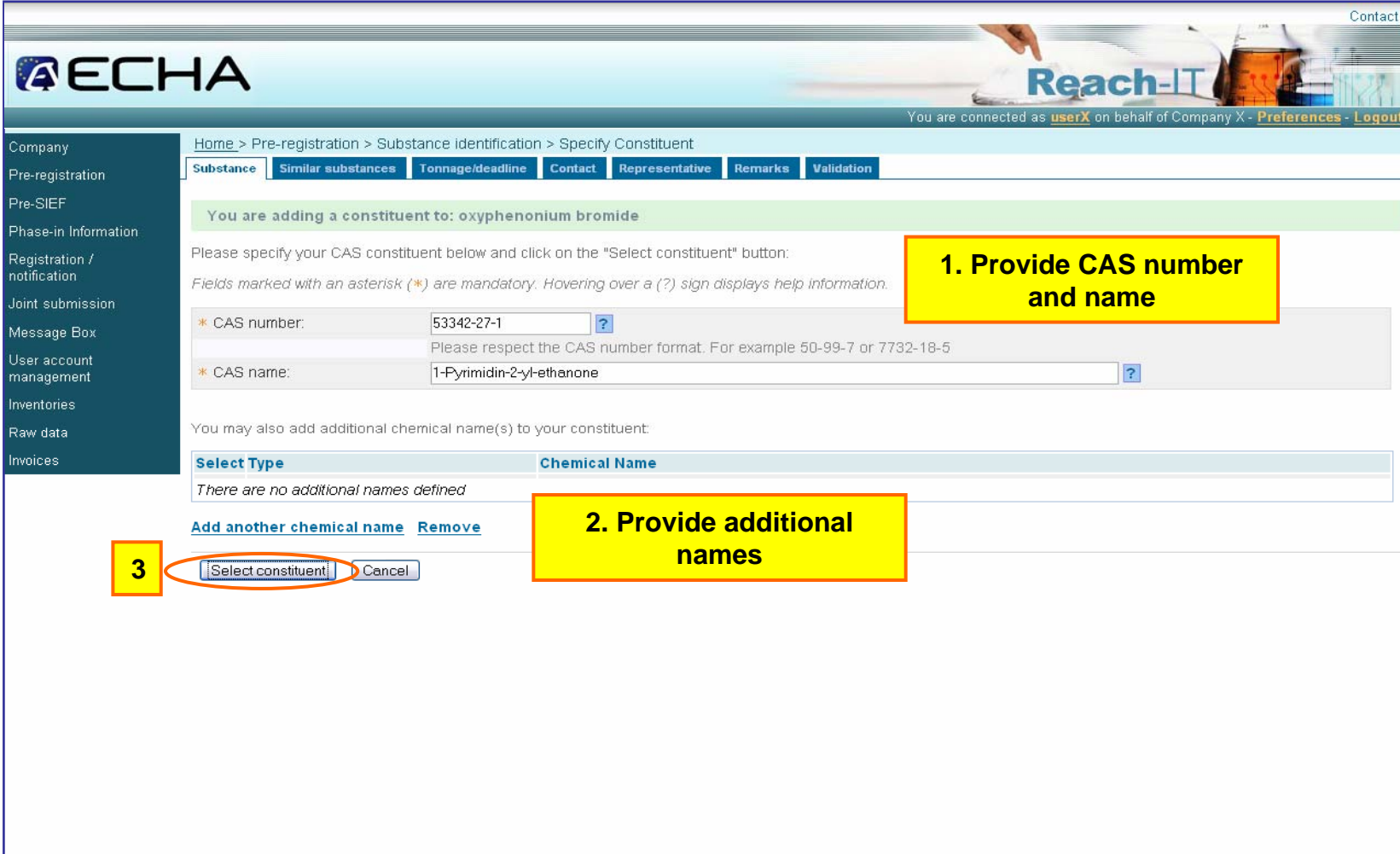
The search results table is currently empty, showing "No Records Found". The table headers are: Select EC number, EC name, CAS number, Description, and Molecular formula.

At the bottom of the page, there is a note: "To preregister a multi-constituent substance use the 'Add another constituent' button and specify the name of another constituent. Repeat until all constituents (maximum 10) have been specified." Below this note are "Select constituent" and "Cancel" buttons.

**1. Identify substance constituent not contained in the EC Inventory by CAS number and name**

### 3. Online pre-registration

- Substance identified by CAS number and name



**ECHA** Reach-IT

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

Home > Pre-registration > Substance Identification > Specify Constituent

**Substance** | Similar substances | Tonnage/deadline | Contact | Representative | Remarks | Validation

You are adding a constituent to: **oxyphenonium bromide**

Please specify your CAS constituent below and click on the "Select constituent" button:  
*Fields marked with an asterisk (\*) are mandatory. Hovering over a (?) sign displays help information.*

\* CAS number:  ?  
Please respect the CAS number format. For example 50-99-7 or 7732-18-5

\* CAS name:  ?

You may also add additional chemical name(s) to your constituent:

Select Type	Chemical Name
There are no additional names defined	

[Add another chemical name](#) [Remove](#)

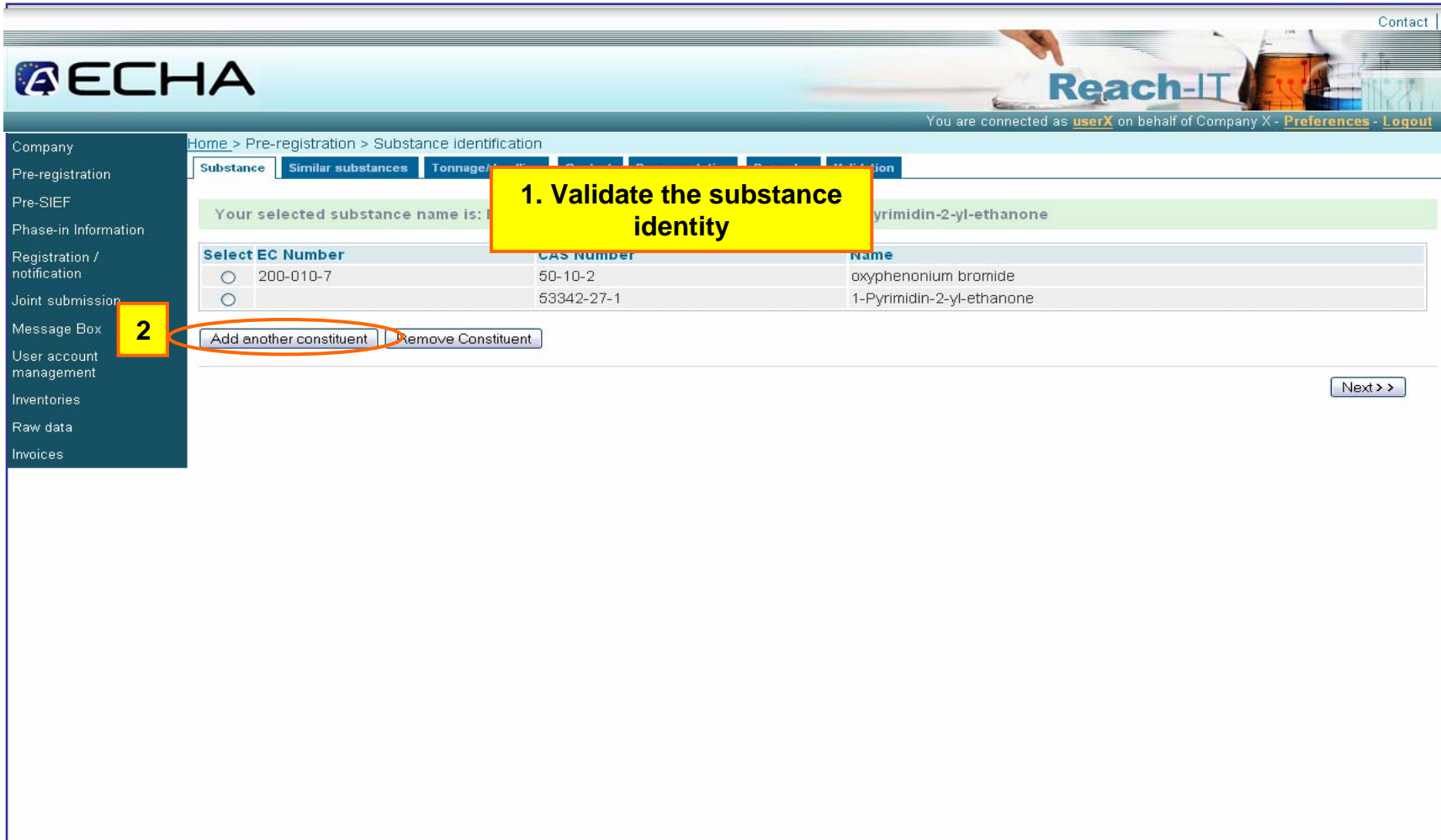
**3**

**1. Provide CAS number and name**

**2. Provide additional names**

### 3. Online pre-registration

- Substance identified by CAS number and name



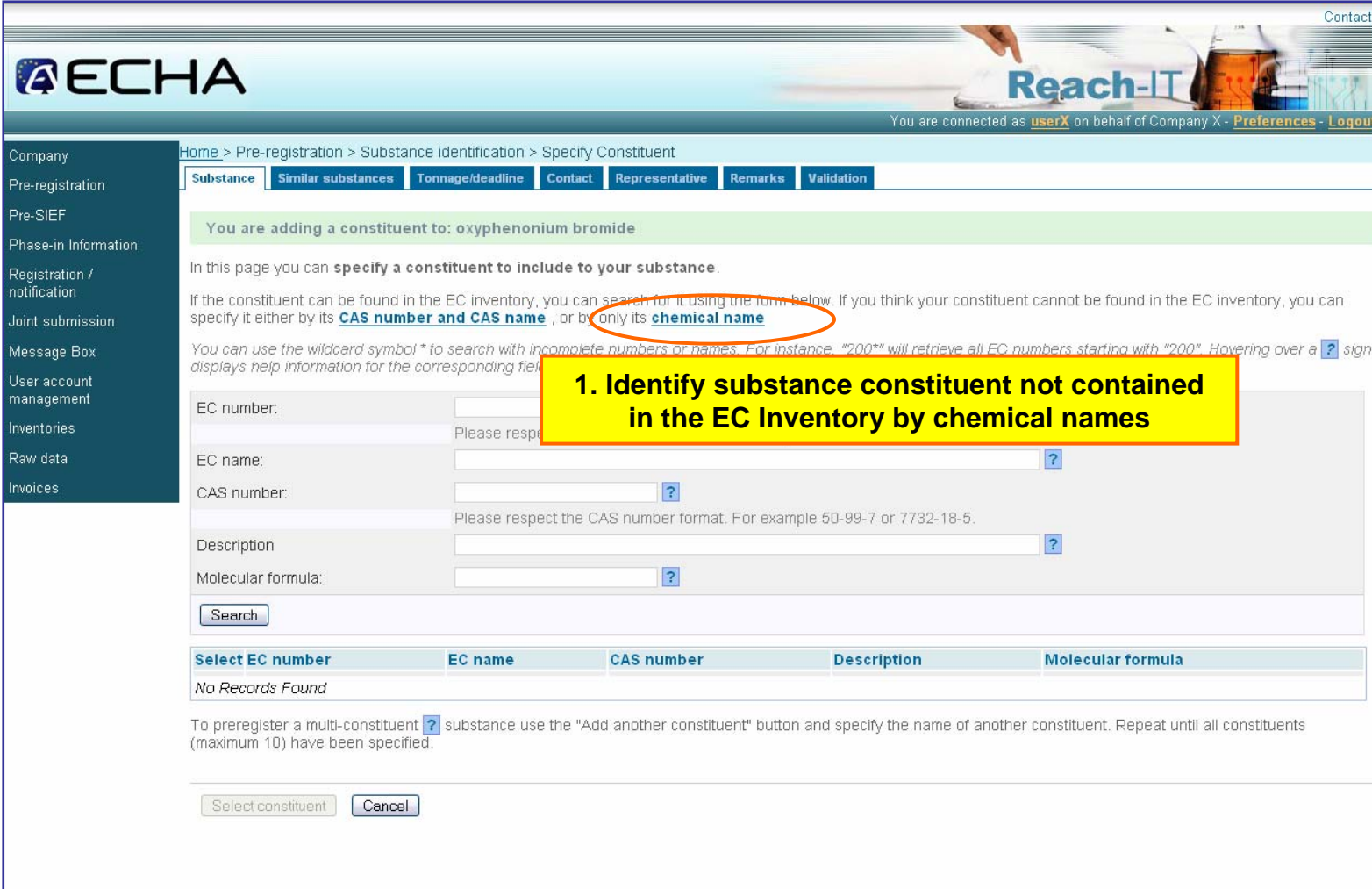
The screenshot shows the ECHA online pre-registration interface. The main content area displays the substance identification process. A yellow box highlights the text "1. Validate the substance identity" over the substance name "1-Pyrimidin-2-yl-ethanone". Below this, a table lists two potential matches for the substance:

Select EC Number	CAS Number	Name
<input type="radio"/> 200-010-7	50-10-2	oxyphenonium bromide
<input type="radio"/>	53342-27-1	1-Pyrimidin-2-yl-ethanone

Below the table, there are two buttons: "Add another constituent" and "Remove Constituent". The "Add another constituent" button is circled in orange and has a yellow box with the number "2" next to it. A "Next >>" button is located at the bottom right of the main content area.

### 3. Online pre-registration

- Substance identified by chemical names



Home > Pre-registration > Substance identification > Specify Constituent

You are adding a constituent to: oxyphenonium bromide

In this page you can **specify a constituent to include to your substance**.

If the constituent can be found in the EC inventory, you can search for it using the form below. If you think your constituent cannot be found in the EC inventory, you can specify it either by its **CAS number and CAS name**, or by **only its chemical name**.

You can use the wildcard symbol \* to search with incomplete numbers or names. For instance, "200\*" will retrieve all EC numbers starting with "200". Hovering over a ? sign displays help information for the corresponding field.

**1. Identify substance constituent not contained in the EC Inventory by chemical names**

EC number:  Please respect the EC number format. For example 50-99-7 or 7732-18-5.

EC name:  ?

CAS number:  ?

Description:  ?

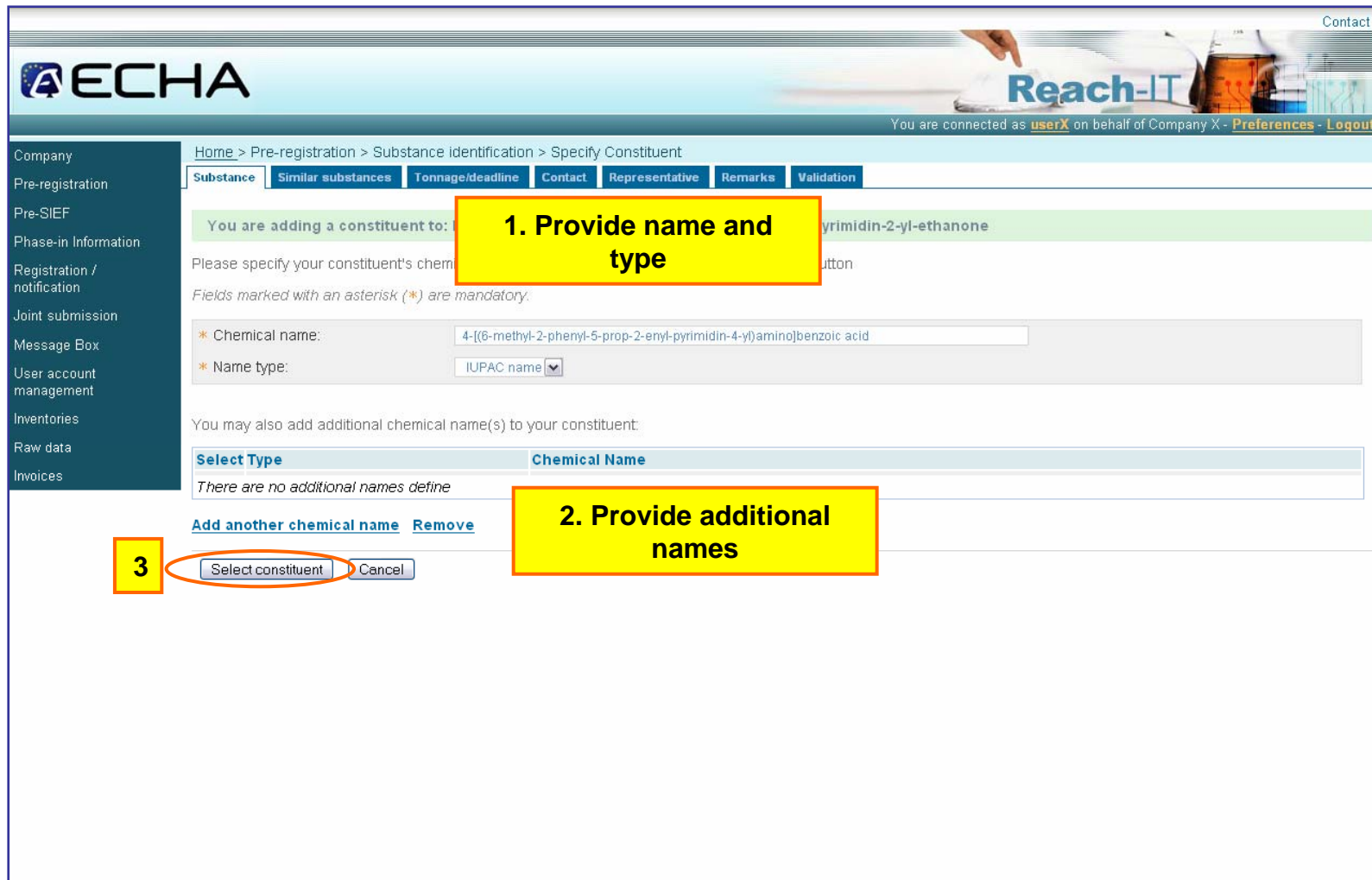
Molecular formula:  ?

Select EC number	EC name	CAS number	Description	Molecular formula
No Records Found				

To preregister a multi-constituent ? substance use the "Add another constituent" button and specify the name of another constituent. Repeat until all constituents (maximum 10) have been specified.

### 3. Online pre-registration

- Substance identified by chemical names



Company

Pre-registration

Pre-SIEF

Phase-in Information

Registration / notification

Joint submission

Message Box

User account management

Inventories

Raw data

Invoices

Home > Pre-registration > Substance identification > Specify Constituent

**Substance** Similar substances Tonnage/deadline Contact Representative Remarks Validation

You are adding a constituent to: **1. Provide name and type** pyrimidin-2-yl-ethanone

Please specify your constituent's chemical name and type.

Fields marked with an asterisk (\*) are mandatory.

\* Chemical name: 4-[(6-methyl-2-phenyl-5-prop-2-enyl-pyrimidin-4-yl)amino]benzoic acid

\* Name type: IUPAC name

You may also add additional chemical name(s) to your constituent:

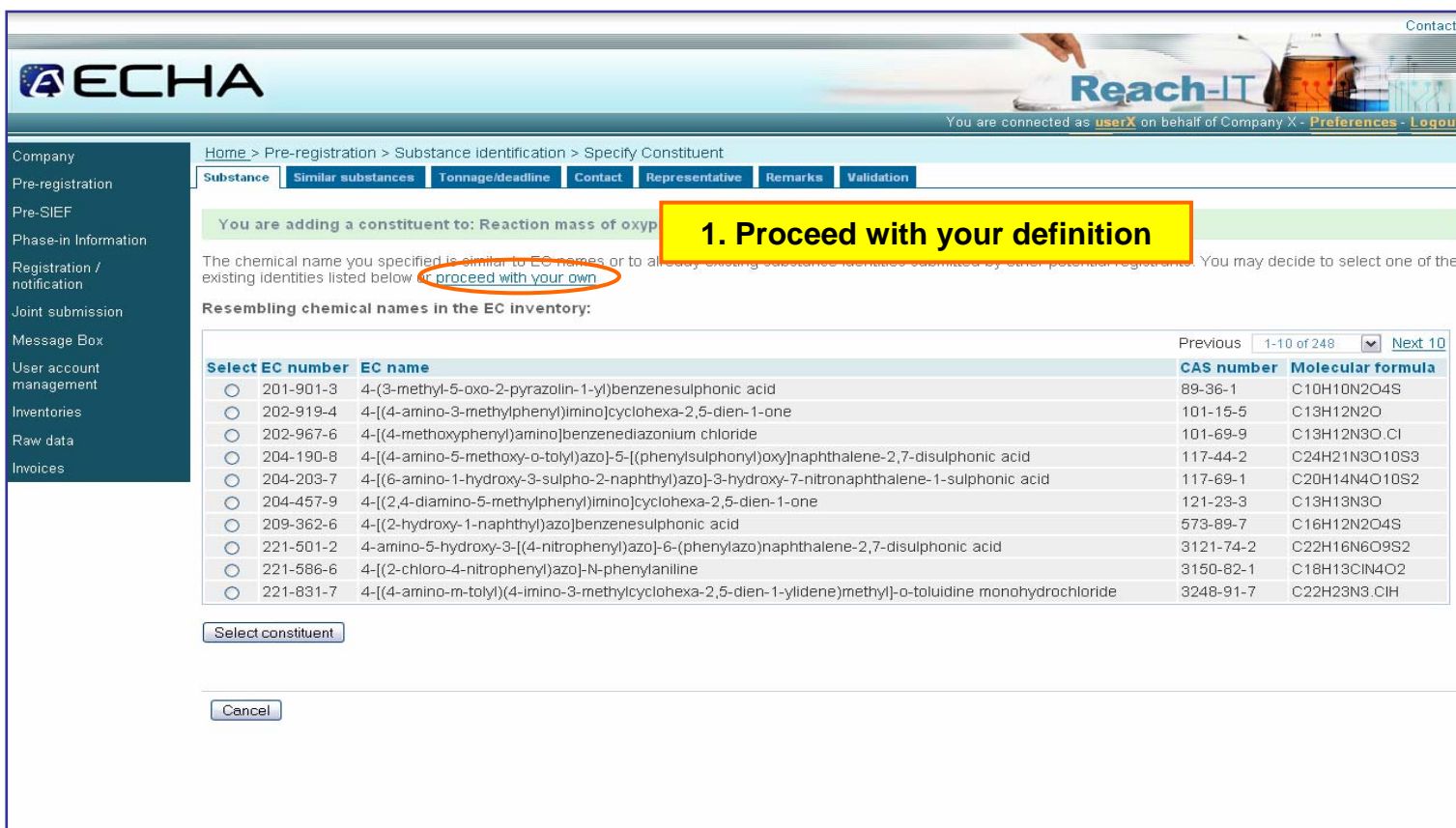
Select Type	Chemical Name
There are no additional names defined.	

[Add another chemical name](#) [Remove](#) **2. Provide additional names**

**3** [Select constituent](#) [Cancel](#)

### 3. Online pre-registration

- Substance identified by chemical names: chemical names retrieved by REACH-IT do not match your own one
  - Proceed with your own chemical name



Home > Pre-registration > Substance identification > Specify Constituent

You are adding a constituent to: Reaction mass of oxy...

The chemical name you specified is similar to EC names or to already existing substance identifiers submitted by other potential registrants. You may decide to select one of the existing identities listed below or **proceed with your own**.

**1. Proceed with your definition**

Resembling chemical names in the EC inventory:

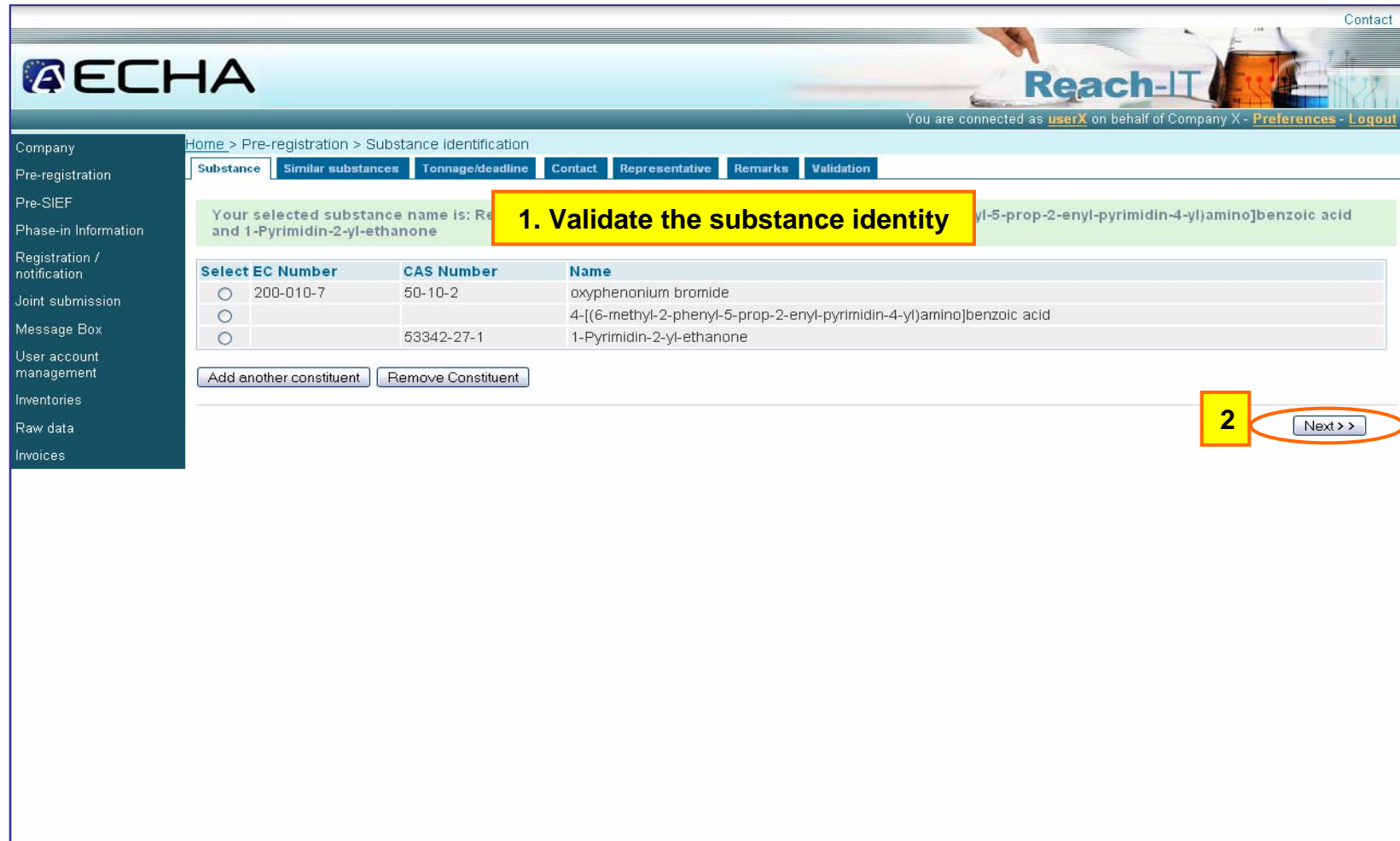
Select EC number	EC name	CAS number	Molecular formula
<input type="radio"/> 201-901-3	4-(3-methyl-5-oxo-2-pyrazolin-1-yl)benzenesulphonic acid	89-36-1	C10H10N2O4S
<input type="radio"/> 202-919-4	4-[(4-amino-3-methylphenyl)imino]cyclohexa-2,5-dien-1-one	101-15-5	C13H12N2O
<input type="radio"/> 202-967-6	4-[(4-methoxyphenyl)amino]benzenediazonium chloride	101-69-9	C13H12N3O.Cl
<input type="radio"/> 204-190-8	4-[(4-amino-5-methoxy-o-tolyl)azo]-5-[(phenylsulphonyl)oxy]naphthalene-2,7-disulphonic acid	117-44-2	C24H21N3O10S3
<input type="radio"/> 204-203-7	4-[(6-amino-1-hydroxy-3-sulpho-2-naphthyl)azo]-3-hydroxy-7-nitronaphthalene-1-sulphonic acid	117-69-1	C20H14N4O10S2
<input type="radio"/> 204-457-9	4-[(2,4-diamino-5-methylphenyl)imino]cyclohexa-2,5-dien-1-one	121-23-3	C13H13N3O
<input type="radio"/> 209-362-6	4-[(2-hydroxy-1-naphthyl)azo]benzenesulphonic acid	573-89-7	C16H12N2O4S
<input type="radio"/> 221-501-2	4-amino-5-hydroxy-3-[(4-nitrophenyl)azo]-6-(phenylazo)naphthalene-2,7-disulphonic acid	3121-74-2	C22H16N6O9S2
<input type="radio"/> 221-586-6	4-[(2-chloro-4-nitrophenyl)azo]-N-phenylaniline	3150-82-1	C18H13ClN4O2
<input type="radio"/> 221-831-7	4-[(4-amino-m-tolyl)(4-imino-3-methylcyclohexa-2,5-dien-1-ylidene)methyl]-o-toluidine monohydrochloride	3248-91-7	C22H23N3.ClH

Select constituent

Cancel

### 3. Online pre-registration

- Substance identified by chemical names



The screenshot shows the ECHA Reach-IT web interface for substance identification. The breadcrumb trail is "Home > Pre-registration > Substance identification". The "Substance" tab is selected in the top navigation bar. A yellow box highlights the instruction "1. Validate the substance identity" next to the selected substance name: "4-[(6-methyl-2-phenyl-5-prop-2-enyl-pyrimidin-4-yl)amino]benzoic acid and 1-Pyrimidin-2-yl-ethanone". Below this is a table with three rows of search results:

Select EC Number	CAS Number	Name
<input type="radio"/> 200-010-7	50-10-2	oxyphenonium bromide
<input type="radio"/>		4-[(6-methyl-2-phenyl-5-prop-2-enyl-pyrimidin-4-yl)amino]benzoic acid
<input type="radio"/>	53342-27-1	1-Pyrimidin-2-yl-ethanone

Buttons for "Add another constituent" and "Remove Constituent" are located below the table. A yellow box with the number "2" highlights the "Next >>" button, which is also circled in red.

### 3. Online pre-registration

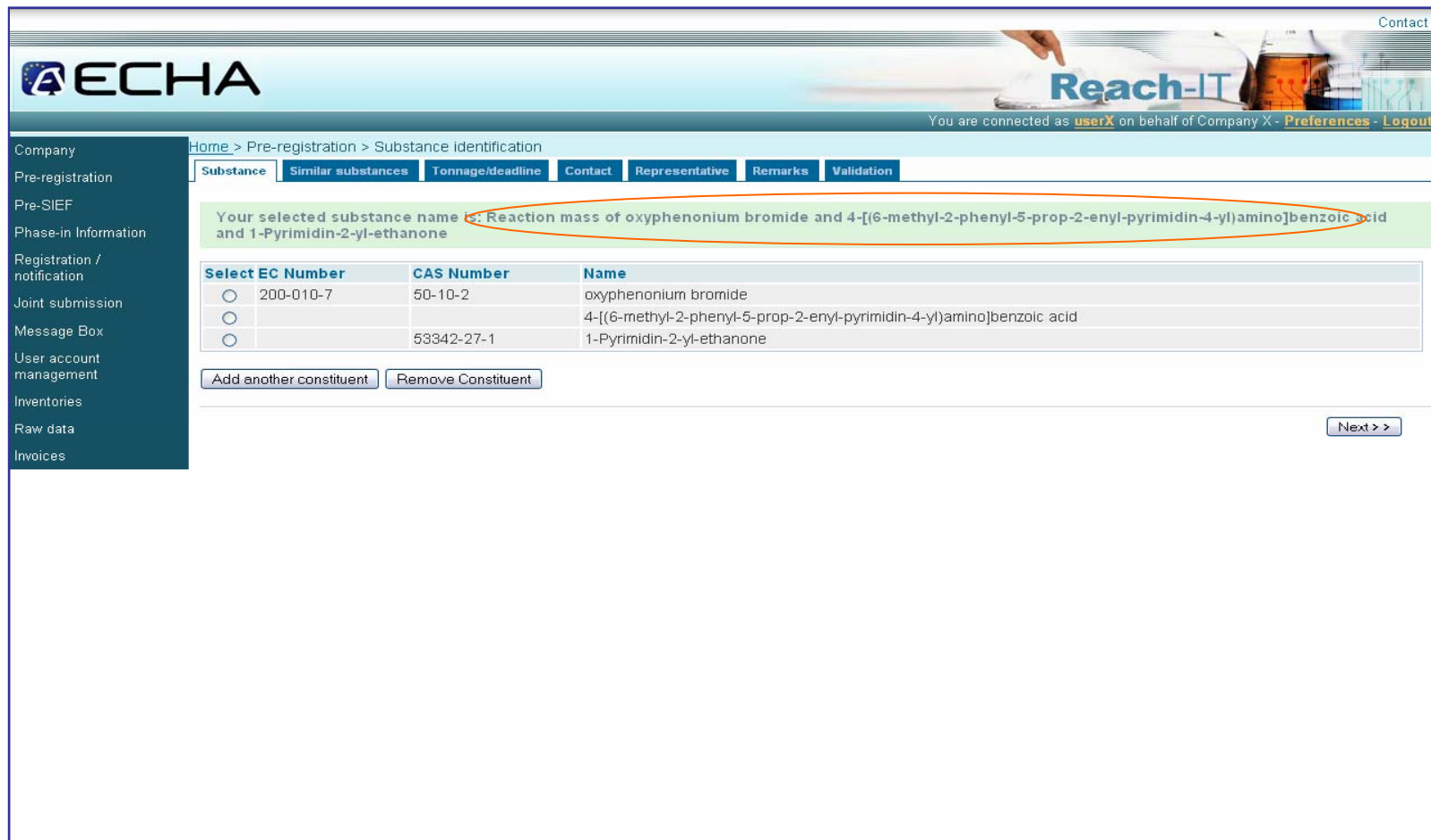
- **Step 1** - Identification of the substance

- **Multi-constituent substances:**

- Up to 10 constituents may be specified
    - First constituent: follow the procedure described for a mono-constituent substance
    - Additional constituents
      - Use the “*add another constituent*” button until all constituents of the substance have been entered
    - When the process is finished, REACH-IT automatically assigns a name:
      - “Reaction mass of” followed by the names of each constituent

### 3. Online pre-registration

- Multi-constituent system: REACH-IT assigns a name: *“Reaction mass of...”*



The screenshot shows the REACH-IT web interface for substance identification. The top navigation bar includes the ECHA logo and a 'Reach-IT' banner. Below the banner, the user is logged in as 'userX' on behalf of 'Company X'. The main content area displays the 'Substance Identification' page with a breadcrumb trail: Home > Pre-registration > Substance identification. A horizontal menu offers options: Substance, Similar substances, Tonnage/deadline, Contact, Representative, Remarks, and Validation. A green message box states: 'Your selected substance name is: Reaction mass of oxyphenonium bromide and 4-[(6-methyl-2-phenyl-5-prop-2-enyl-pyrimidin-4-yl)amino]benzoic acid and 1-Pyrimidin-2-yl-ethanone'. Below this, a table lists three substances with radio buttons for selection:

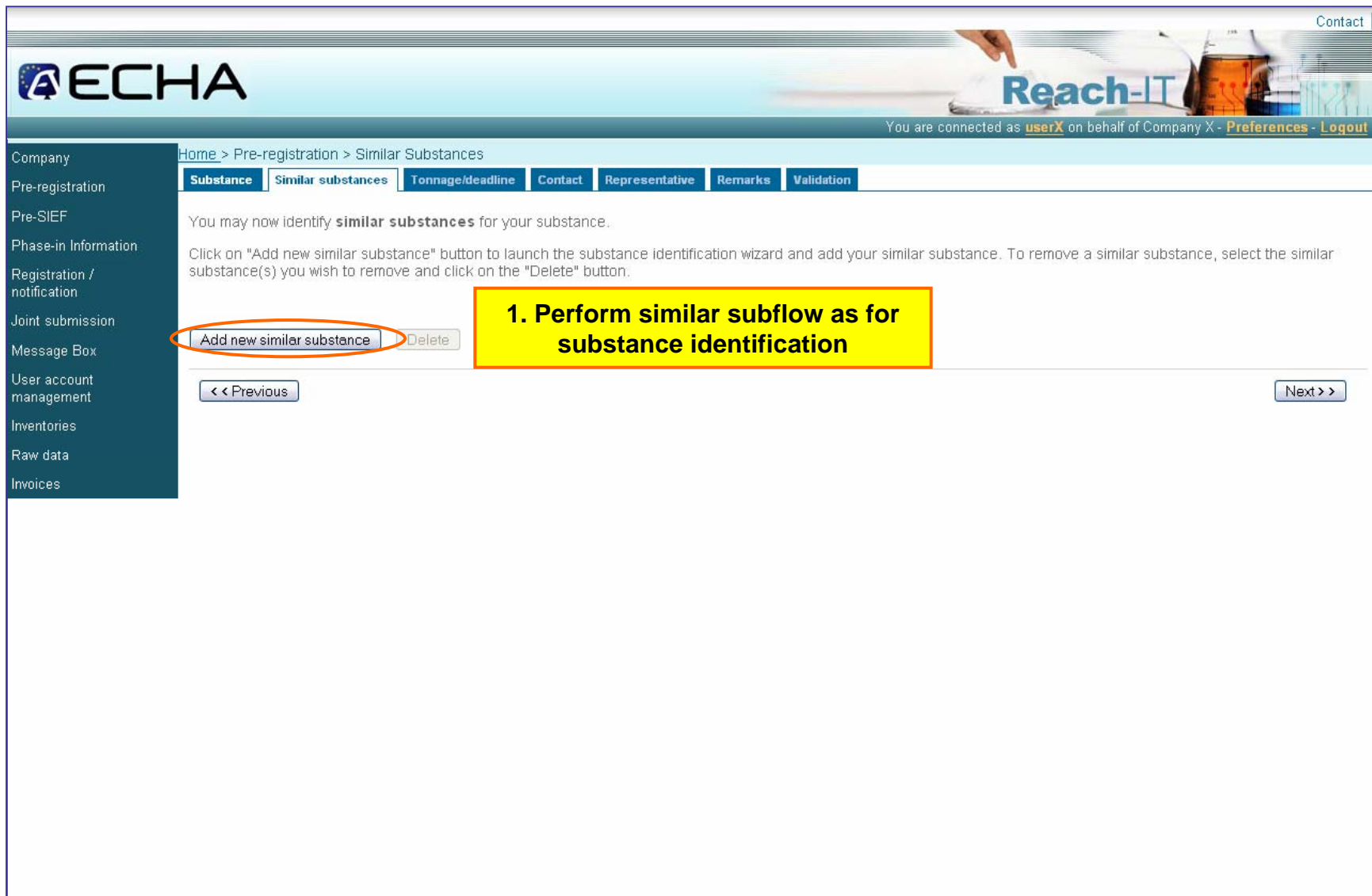
Select EC Number	CAS Number	Name
<input type="radio"/> 200-010-7	50-10-2	oxyphenonium bromide
<input type="radio"/>		4-[(6-methyl-2-phenyl-5-prop-2-enyl-pyrimidin-4-yl)amino]benzoic acid
<input type="radio"/>	53342-27-1	1-Pyrimidin-2-yl-ethanone

Buttons for 'Add another constituent' and 'Remove Constituent' are located below the table. A 'Next >>' button is positioned at the bottom right of the main content area. A dark sidebar on the left contains navigation links for Company, Pre-registration, Pre-SIEF, Phase-in Information, Registration / notification, Joint submission, Message Box, User account management, Inventories, Raw data, and Invoices.

## 3. Online pre-registration

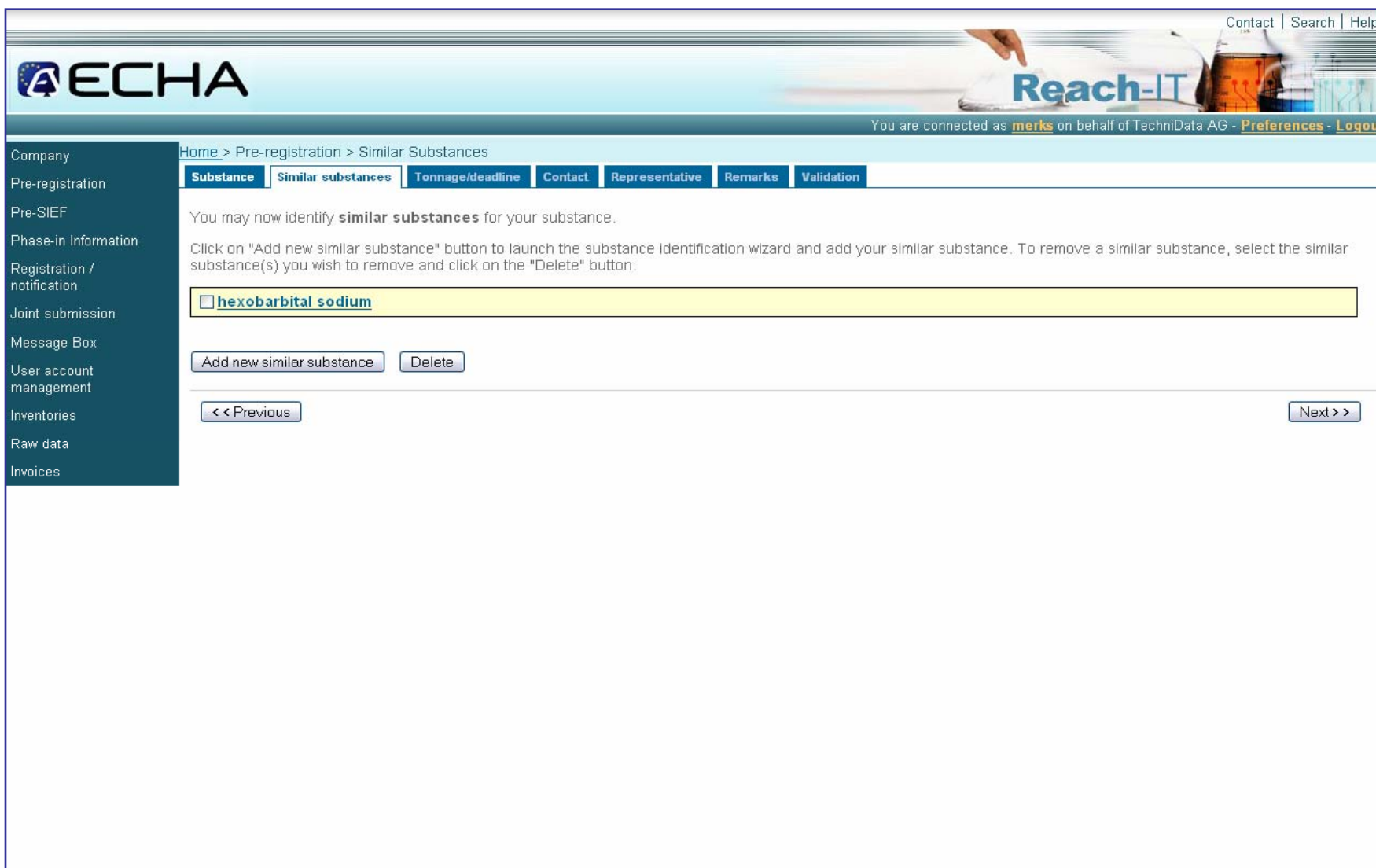
- **Step 2 - Similar substances**
  - Specify the chemical names of the substances suggested for QSAR, grouping or read-across
  - Follow the same mechanism detailed in Step 1 “Identification of the substance”
  - A large number of similar substances can be accommodated

### 3. Online pre-registration



The screenshot shows the ECHA Reach-IT web application interface. At the top, there is a navigation bar with the ECHA logo and the text "Reach-IT". Below this, a breadcrumb trail reads "Home > Pre-registration > Similar Substances". A horizontal menu contains tabs for "Substance", "Similar substances", "Tonnage/deadline", "Contact", "Representative", "Remarks", and "Validation". The "Similar substances" tab is active. The main content area contains the following text: "You may now identify **similar substances** for your substance." and "Click on 'Add new similar substance' button to launch the substance identification wizard and add your similar substance. To remove a similar substance, select the similar substance(s) you wish to remove and click on the 'Delete' button." Below this text, there are two buttons: "Add new similar substance" (circled in red) and "Delete". A yellow callout box with a red border contains the text "1. Perform similar subflow as for substance identification". At the bottom of the main content area, there are "Previous" and "Next" navigation buttons. On the left side, there is a dark blue sidebar menu with the following items: Company, Pre-registration, Pre-SIEF, Phase-in Information, Registration / notification, Joint submission, Message Box, User account management, Inventories, Raw data, and Invoices. The top right corner of the page has a "Contact" link. At the bottom of the page, there is a status bar that reads "You are connected as userX on behalf of Company X - Preferences - Logout".

### 3. Online pre-registration



Contact | Search | Help

**ECHA**

You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home > Pre-registration > Similar Substances

**Substance** | Similar substances | Tonnage/deadline | Contact | Representative | Remarks | Validation

You may now identify **similar substances** for your substance.

Click on "Add new similar substance" button to launch the substance identification wizard and add your similar substance. To remove a similar substance, select the similar substance(s) you wish to remove and click on the "Delete" button.

[hexobarbital sodium](#)

## 3. Online pre-registration

- **Step 3 - Tonnage and deadline**
  - Select the envisaged registration deadline and tonnage band in the list of options proposed in “pick lists”
  - Tonnage band: 4 options
    - over 1000 tonnes / year
    - between 100 and 1000 tonnes / year
    - between 10 and 100 tonnes / year
    - between 1 and 10 tonnes / year
  - Envisaged registration deadline: 3 options
    - 30/11/2010
    - 31/05/2013
    - 31/05/2018

### 3. Online pre-registration

Home > Pre-registration > Tonnage

**Substance** **Similar substances** **Tonnage/deadline** **Contact** **Representative** **Remarks** **Validation**

Please enter the tonnage band and envisaged deadline for registration, for the substance this pre-registration refers to..

*Fields marked with an asterisk (\*) are mandatory.*

\* Tonnage band:

\* Registration deadline:

**1. Provide tonnage band and applicable deadline**

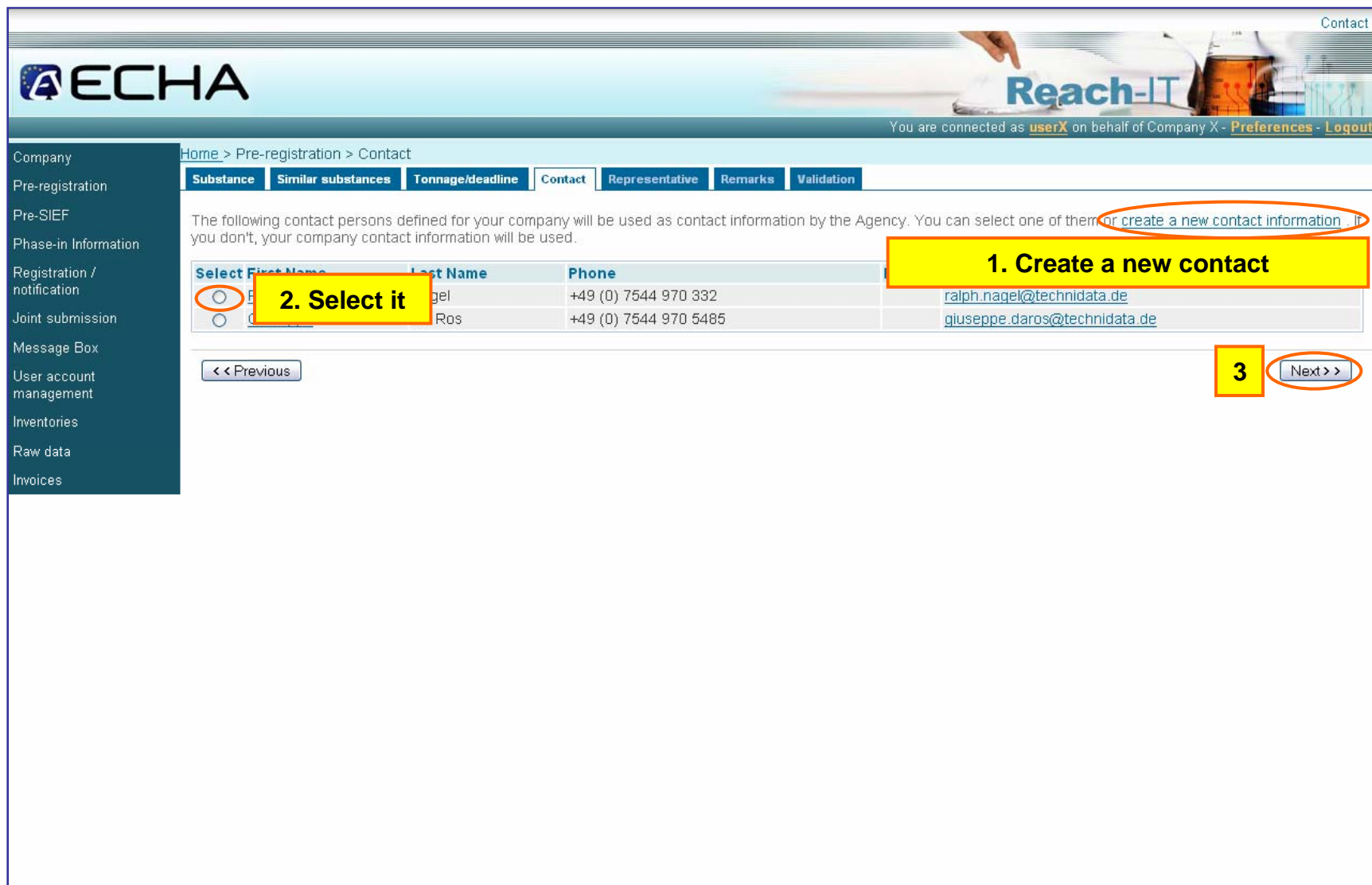
**2**

## 3. Online pre-registration

- **Step 4 - Contact**

- Enter or select a contact person for this pre-registration within your company:
  - Enter contact details of a new contact person, or
  - Select a previously specified contact person
  
- A Contact person does not automatically get access to the company pages in REACH-IT.  
If this is needed, a user account must be created for this person

### 3. Online pre-registration



Company

Pre-registration

Pre-SIEF

Phase-in Information

Registration / notification

Joint submission

Message Box

User account management

Inventories

Raw data

Invoices

Home > Pre-registration > Contact

**Substance** **Similar substances** **Tonnage/deadline** **Contact** **Representative** **Remarks** **Validation**

The following contact persons defined for your company will be used as contact information by the Agency. You can select one of them or [create a new contact information](#) if you don't, your company contact information will be used.

Select	First Name	Last Name	Phone	
<input type="radio"/>		gel	+49 (0) 7544 970 332	<a href="mailto:ralph.nagel@technidata.de">ralph.nagel@technidata.de</a>
<input type="radio"/>		Ros	+49 (0) 7544 970 5485	<a href="mailto:giuseppe.daros@technidata.de">giuseppe.daros@technidata.de</a>

<< Previous

Next >>

**1. Create a new contact**

**2. Select it**

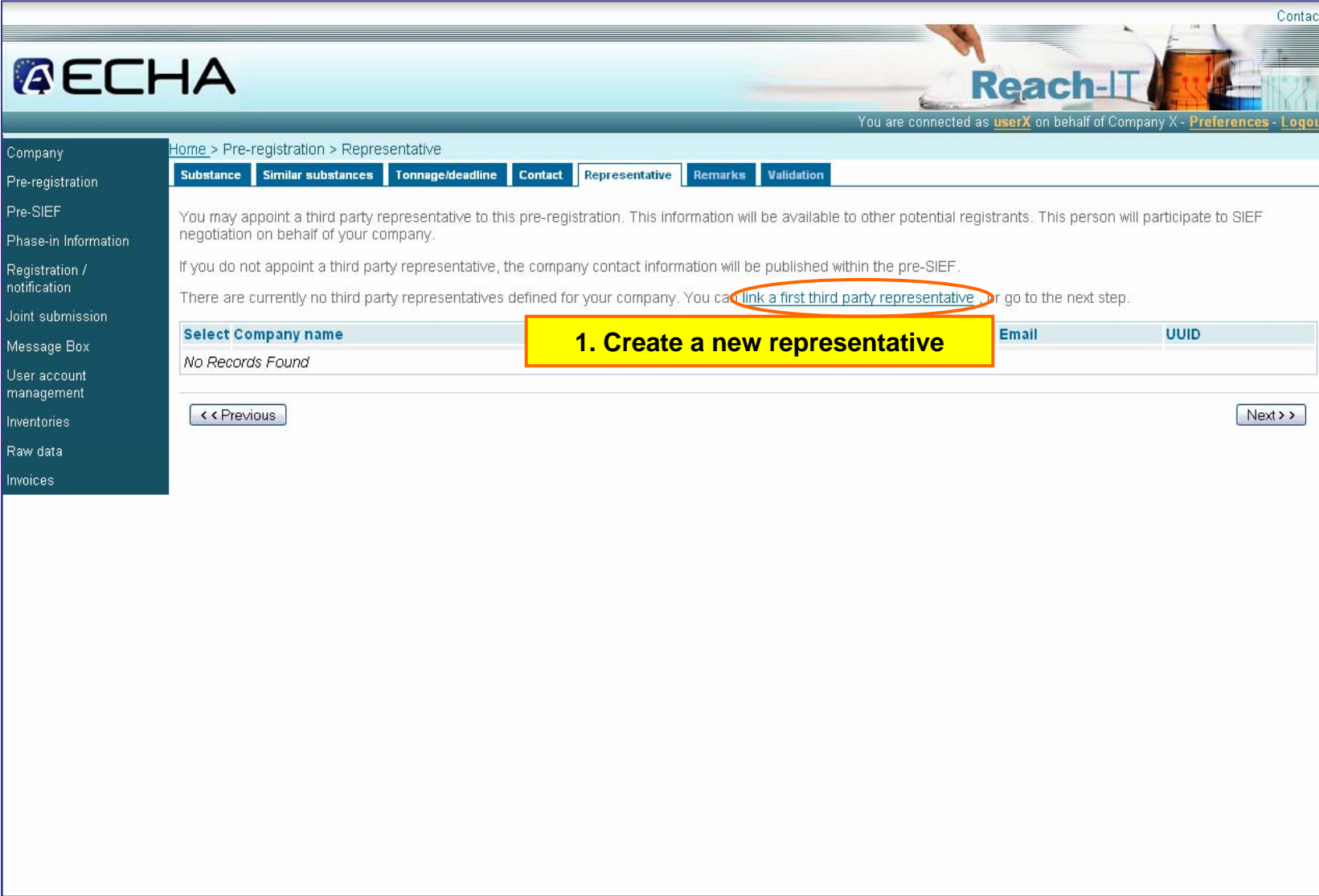
**3**

## 3. Online pre-registration

- **Step 5 - Representative**

- Specify or select a third part representative (TPR) for this pre-registration
  - Enter the third party representative's identifier (UUID)
- REACH-IT verifies that this UUID is known to belong to a TPR
- If so, the company user can confirm his TPR

### 3. Online pre-registration



Company | [Home](#) > [Pre-registration](#) > [Representative](#) | [Contact](#)

**ECHA** | **Reach-IT**

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

[Substance](#) | [Similar substances](#) | [Tonnage/deadline](#) | [Contact](#) | **Representative** | [Remarks](#) | [Validation](#)

You may appoint a third party representative to this pre-registration. This information will be available to other potential registrants. This person will participate to SIEF negotiation on behalf of your company.

If you do not appoint a third party representative, the company contact information will be published within the pre-SIEF.

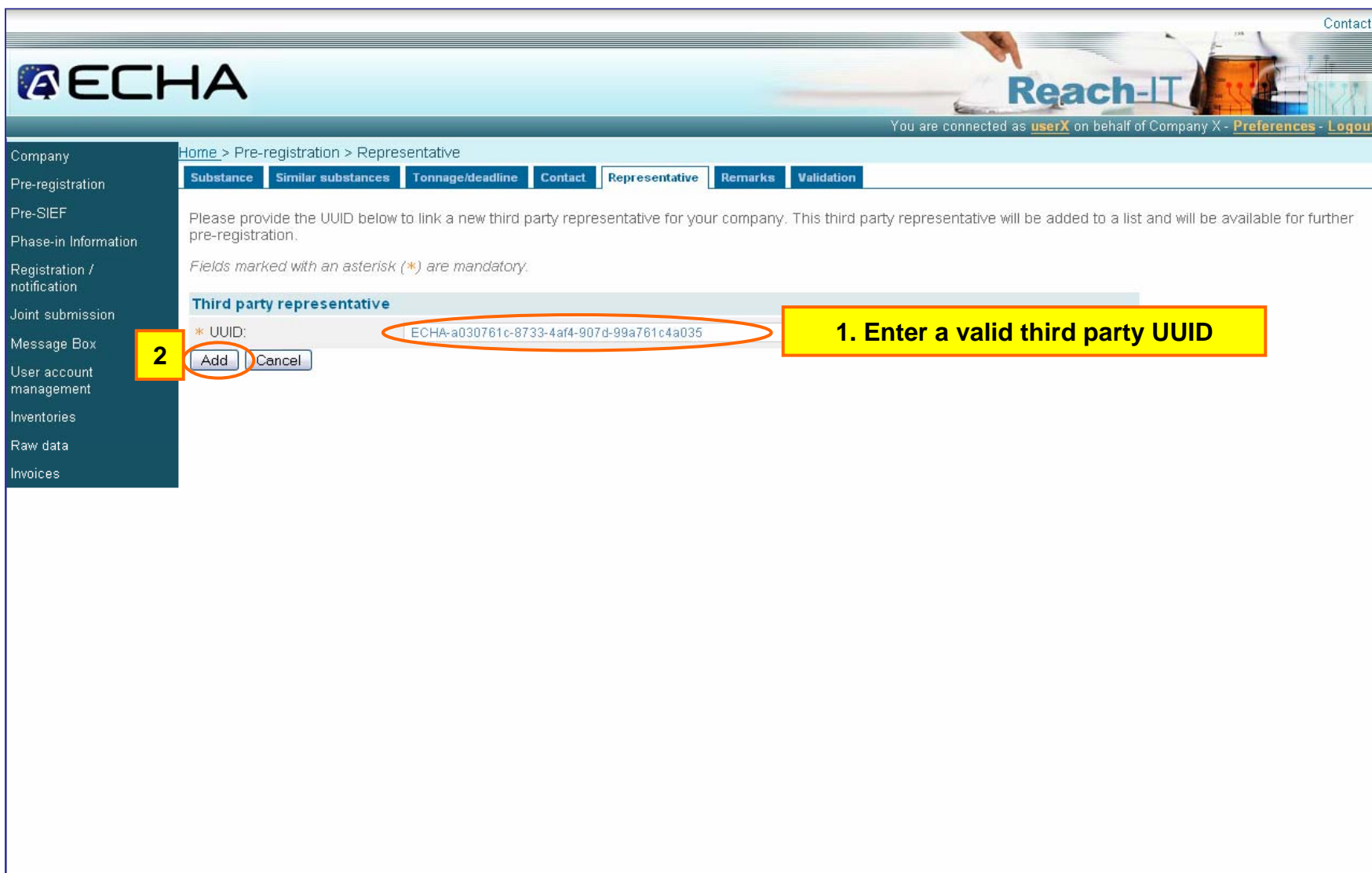
There are currently no third party representatives defined for your company. You can [link a first third party representative](#), or go to the next step.

Select Company name	Email	UUID
No Records Found		

[1. Create a new representative](#)

[<< Previous](#) | [Next >>](#)

### 3. Online pre-registration



The screenshot shows the ECHA website interface for adding a third party representative. The page title is "Home > Pre-registration > Representative". The breadcrumb trail includes "Substance", "Similar substances", "Tonnage/deadline", "Contact", "Representative", "Remarks", and "Validation". The main content area contains the following text:

Please provide the UUID below to link a new third party representative for your company. This third party representative will be added to a list and will be available for further pre-registration.

*Fields marked with an asterisk (\*) are mandatory.*

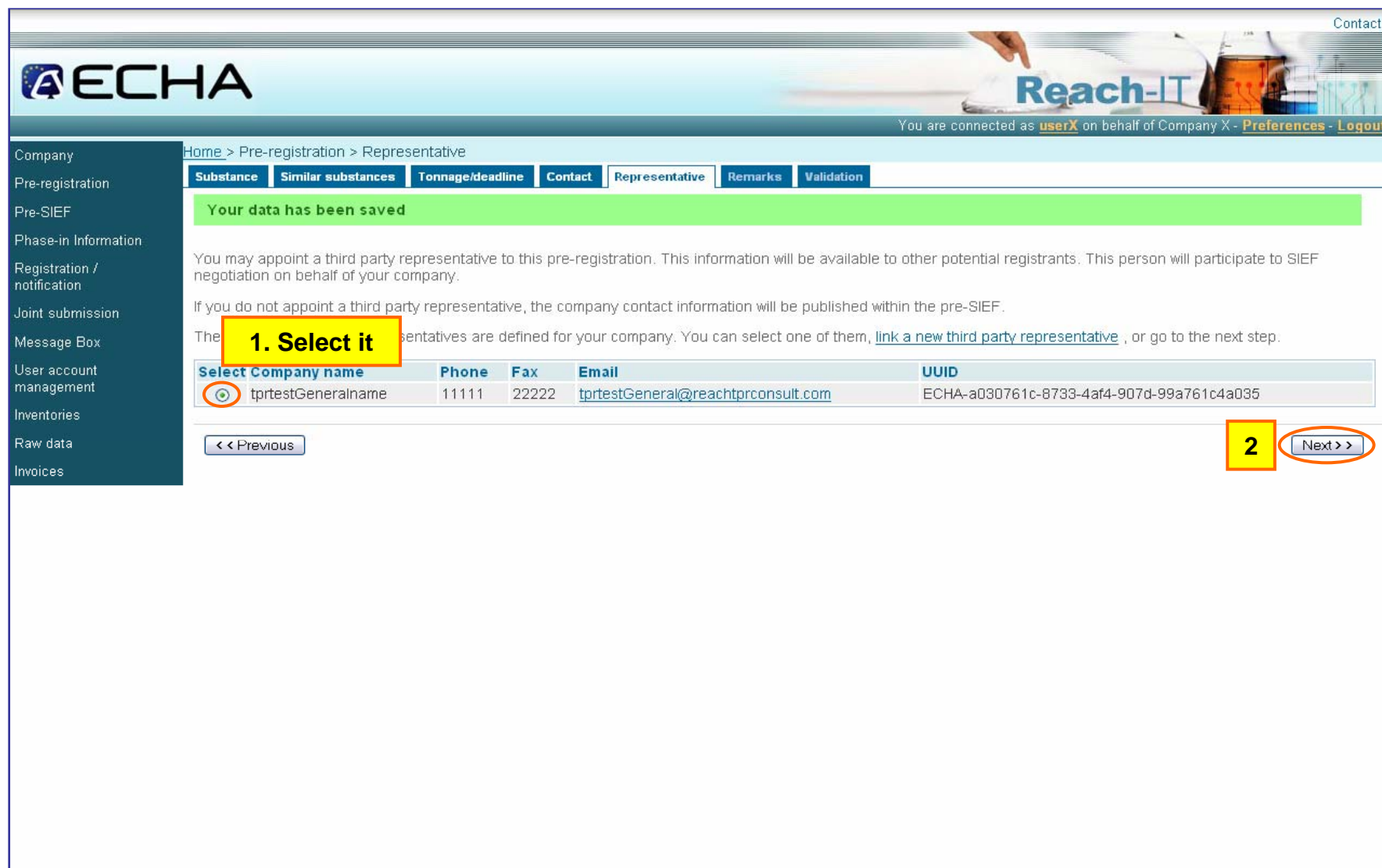
**Third party representative**

\* UUID:

Annotations on the screenshot:

- A yellow box with the number "2" highlights the "Add" button.
- A yellow box with the text "1. Enter a valid third party UUID" highlights the UUID input field.
- The UUID "ECHA-a030761c-8733-4af4-907d-99a761c4a035" is circled in red.

### 3. Online pre-registration



Home > Pre-registration > Representative

**Your data has been saved**

You may appoint a third party representative to this pre-registration. This information will be available to other potential registrants. This person will participate to SIEF negotiation on behalf of your company.

If you do not appoint a third party representative, the company contact information will be published within the pre-SIEF.

The **1. Select it** representatives are defined for your company. You can select one of them, [link a new third party representative](#), or go to the next step.

Select Company name	Phone	Fax	Email	UUID
<input checked="" type="radio"/> tprtestGeneralname	11111	22222	<a href="mailto:tprtestGeneral@reachtprconsult.com">tprtestGeneral@reachtprconsult.com</a>	ECHA-a030761c-8733-4af4-907d-99a761c4a035

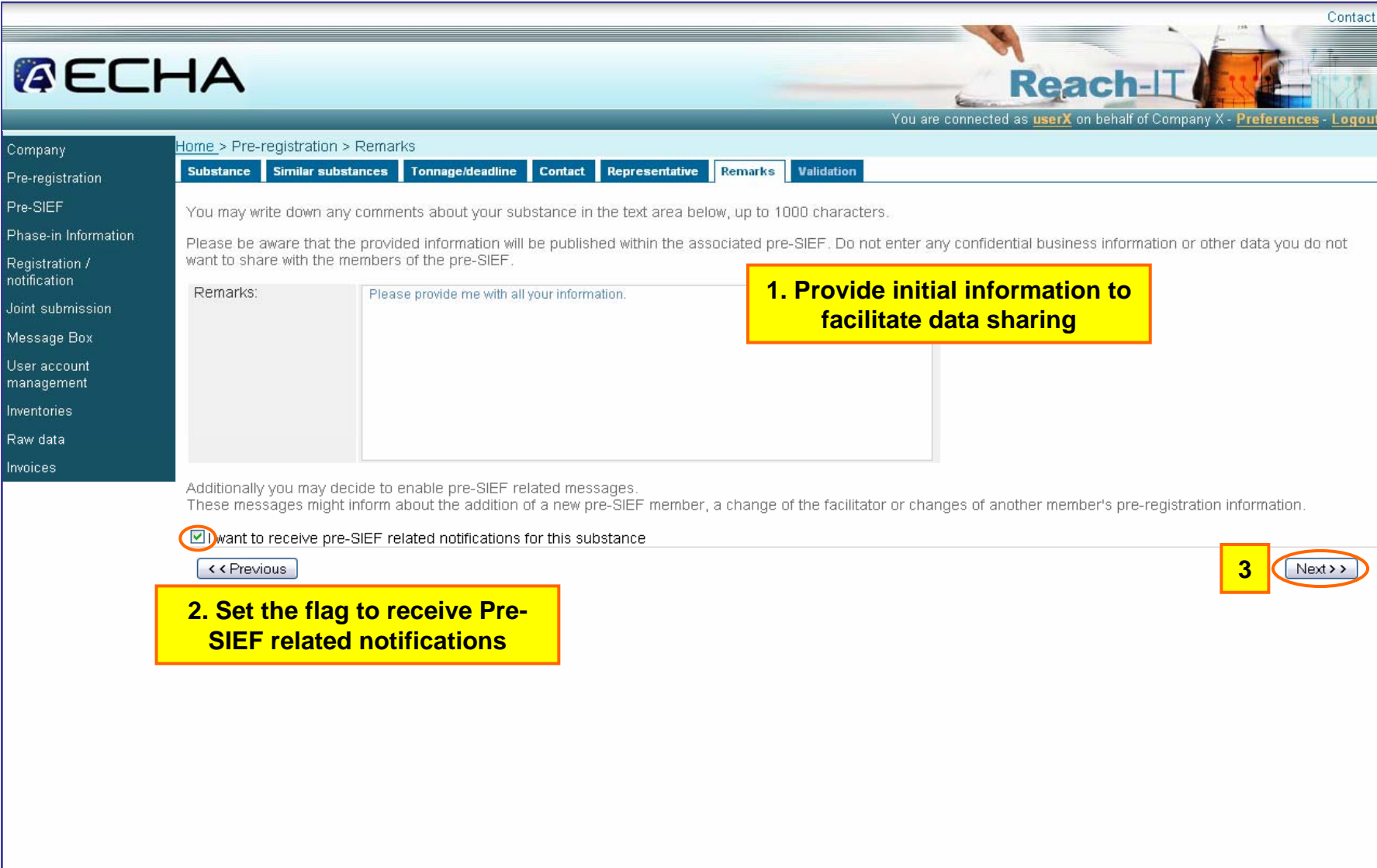
<< Previous

**2** Next >>

### 3. Online pre-registration

- **Step 6 - Remarks (*pre-SIEF related information*)**
  - Enter any additional information you want to make available in the pre-SIEF
  - Decide whether you want to be informed of changes which occur in the pre-SIEF of your pre-registered substance
    - Notifications are sent to your Internal mailbox
    - Notifications concern: new participant to the pre-SIEF of your substance, facilitator set, etc.

### 3. Online pre-registration



Company  
Pre-registration  
Pre-SIEF  
Phase-in Information  
Registration / notification  
Joint submission  
Message Box  
User account management  
Inventories  
Raw data  
Invoices

Home > Pre-registration > Remarks

Substance Similar substances Tonnage/deadline Contact Representative Remarks Validation

You may write down any comments about your substance in the text area below, up to 1000 characters.

Please be aware that the provided information will be published within the associated pre-SIEF. Do not enter any confidential business information or other data you do not want to share with the members of the pre-SIEF.

Remarks: Please provide me with all your information.

**1. Provide initial information to facilitate data sharing**

Additionally you may decide to enable pre-SIEF related messages. These messages might inform about the addition of a new pre-SIEF member, a change of the facilitator or changes of another member's pre-registration information.

I want to receive pre-SIEF related notifications for this substance

<< Previous

**2. Set the flag to receive Pre-SIEF related notifications**

**3** Next >>

## 3. Online pre-registration

- **Step 7 - Validation**
  - Last step before submission
  - Validate all previously entered information
  - All information submitted in the previous steps may be reviewed
  - Users can navigate to the different steps and correct information if necessary



## 3. Online pre-registration

Street 2: 8015  
Postal code: 88016  
City / Town: Chicago  
Region / County: Illinious  
Country: Falkland Islands (Malvin:  
Postal address: GPS coordiante: 38:86:90:4

[Go to the Third party representative section](#)

### Remarks

Please provide me with all your information.

Remarks:

I want to receive pre-SIEF related notifications for this substance

[Go to the Remarks section](#)

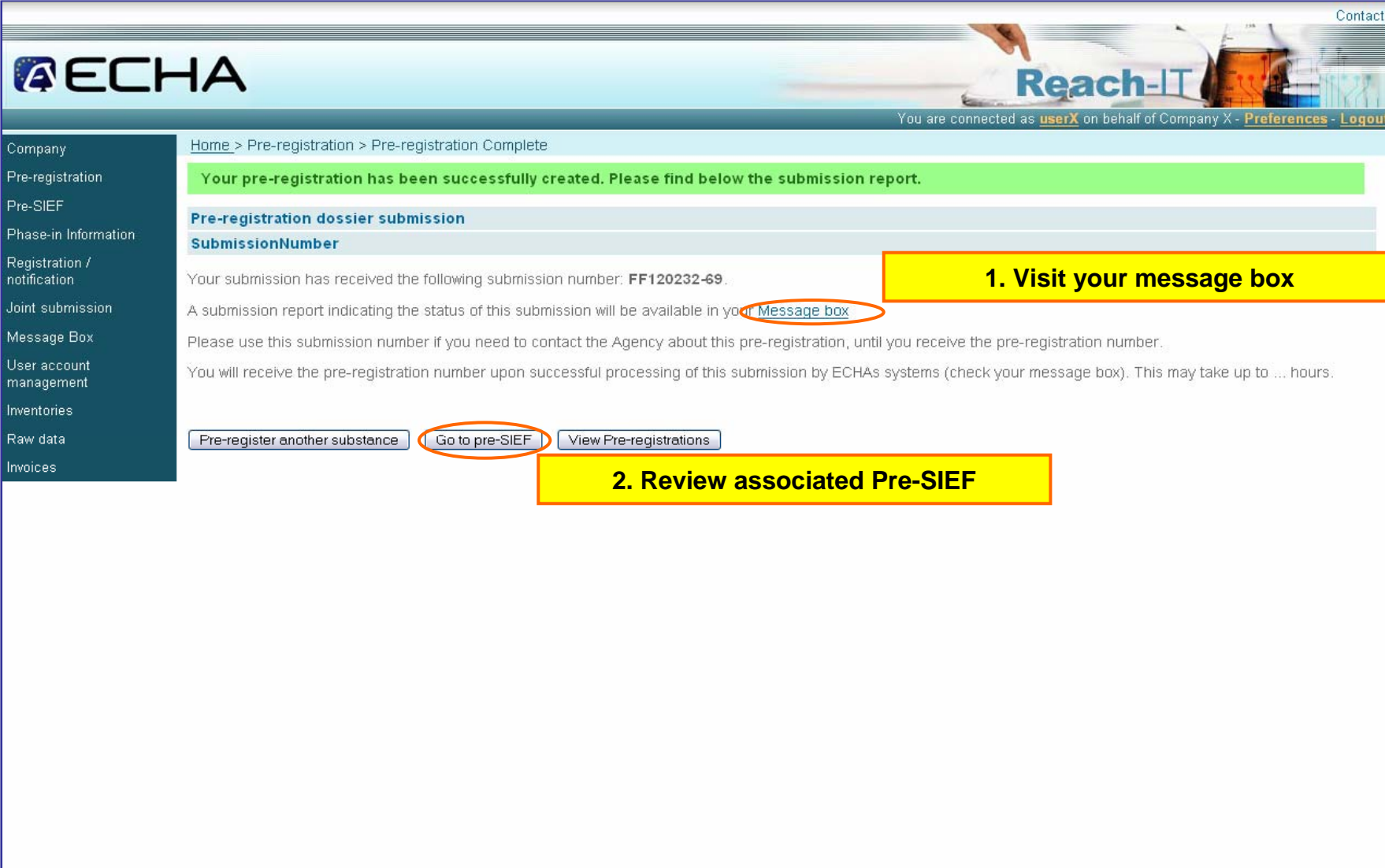
[Submit pre-registration](#)

**3. Submit your online pre-registration**

### 3. Online pre-registration

- After pre-registering
  - After validation, the company user who pre-registered will receive a submission number
  - He/she will then receive a message in his/her internal mailbox, containing:
    - A link to the submission report (pdf format); this report can be downloaded
    - The pre-registration number for the pre-registered substance
  - The company will have access to the pre-SIEF web page (offered to all users of this company)
  - The company can view its pre-registrations by selecting “*view pre-registrations*” in the menu (offered to all users of this company)

### 3. Online pre-registration



Home > Pre-registration > Pre-registration Complete

**Your pre-registration has been successfully created. Please find below the submission report.**

**Pre-registration dossier submission**

**SubmissionNumber**

Your submission has received the following submission number: **FF120232-69**.

A submission report indicating the status of this submission will be available in your [Message box](#).

Please use this submission number if you need to contact the Agency about this pre-registration, until you receive the pre-registration number.

You will receive the pre-registration number upon successful processing of this submission by ECHAs systems (check your message box). This may take up to ... hours.

[Pre-register another substance](#) [Go to pre-SIEF](#) [View Pre-registrations](#)

**1. Visit your message box**

**2. Review associated Pre-SIEF**

Company  
Pre-registration  
Pre-SIEF  
Phase-in Information  
Registration / notification  
Joint submission  
Message Box  
User account management  
Inventories  
Raw data  
Invoices

Contact

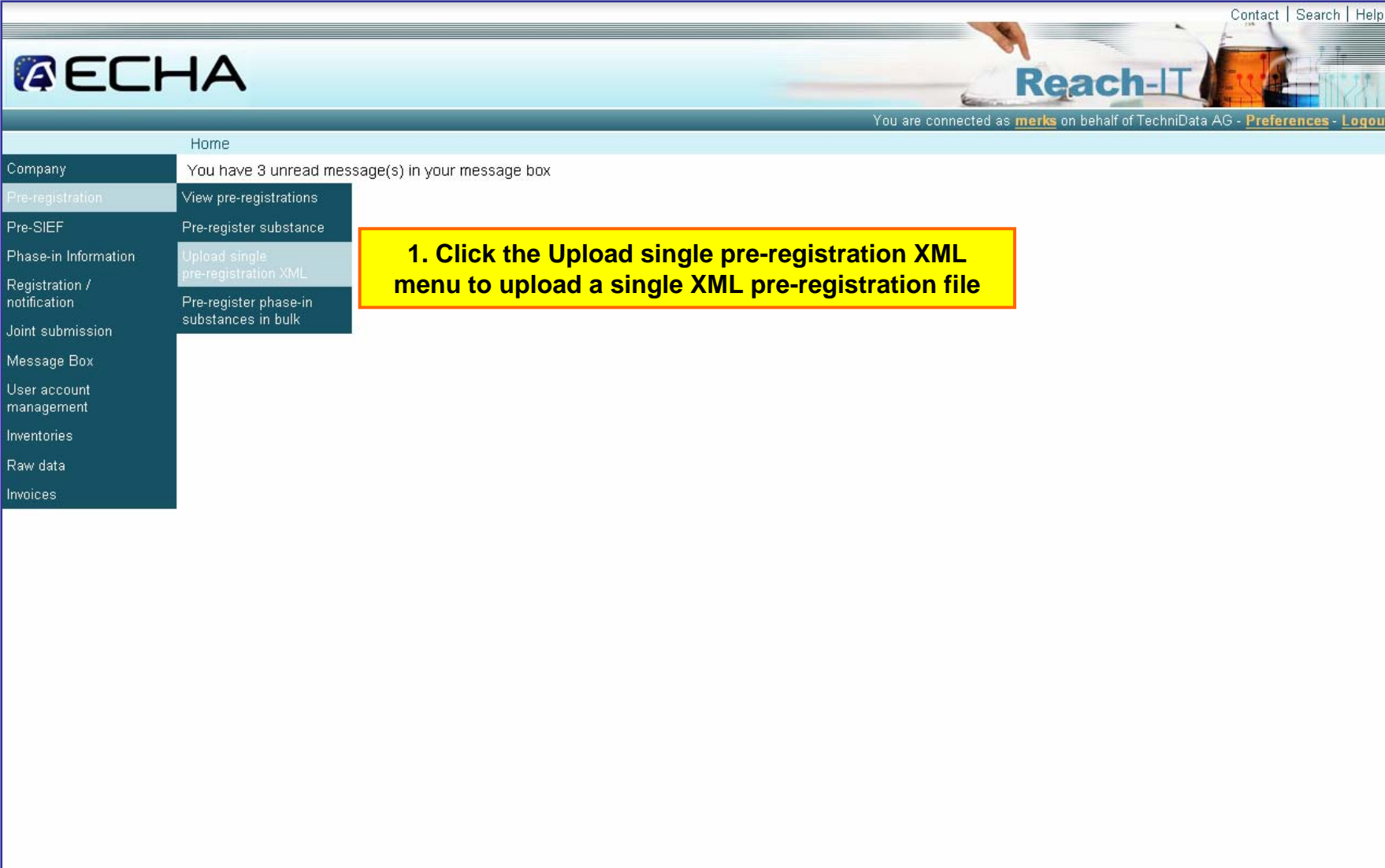
Reach-IT

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

## 4. Single XML pre-registration

- Requires to upload a single pre-registration XML file containing the information for a single pre-registration
- Uploaded data will be used to pre-fill the online pre-registration 7-step wizard
- Files that do not respect the XML Schema are rejected
- Inconsistent or wrong data will be removed
- Data that has been removed has to be re-specified using the different wizard forms
- The information provided has to be validated and submitted using the 7 step online pre-registration wizard

## 4. Single XML pre-registration



Contact | Search | Help

**ECHA**

You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home

Company You have 3 unread message(s) in your message box

Pre-registration View pre-registrations

Pre-SIEF Pre-register substance

Phase-in Information Upload single pre-registration XML

Registration / notification Pre-register phase-in substances in bulk

Joint submission

Message Box

User account management

Inventories


Raw data

Invoices

**1. Click the Upload single pre-registration XML menu to upload a single XML pre-registration file**

## 4. Single XML pre-registration

Contact | Search | Help



You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home > Pre-registration > Declaration

**Declaration**

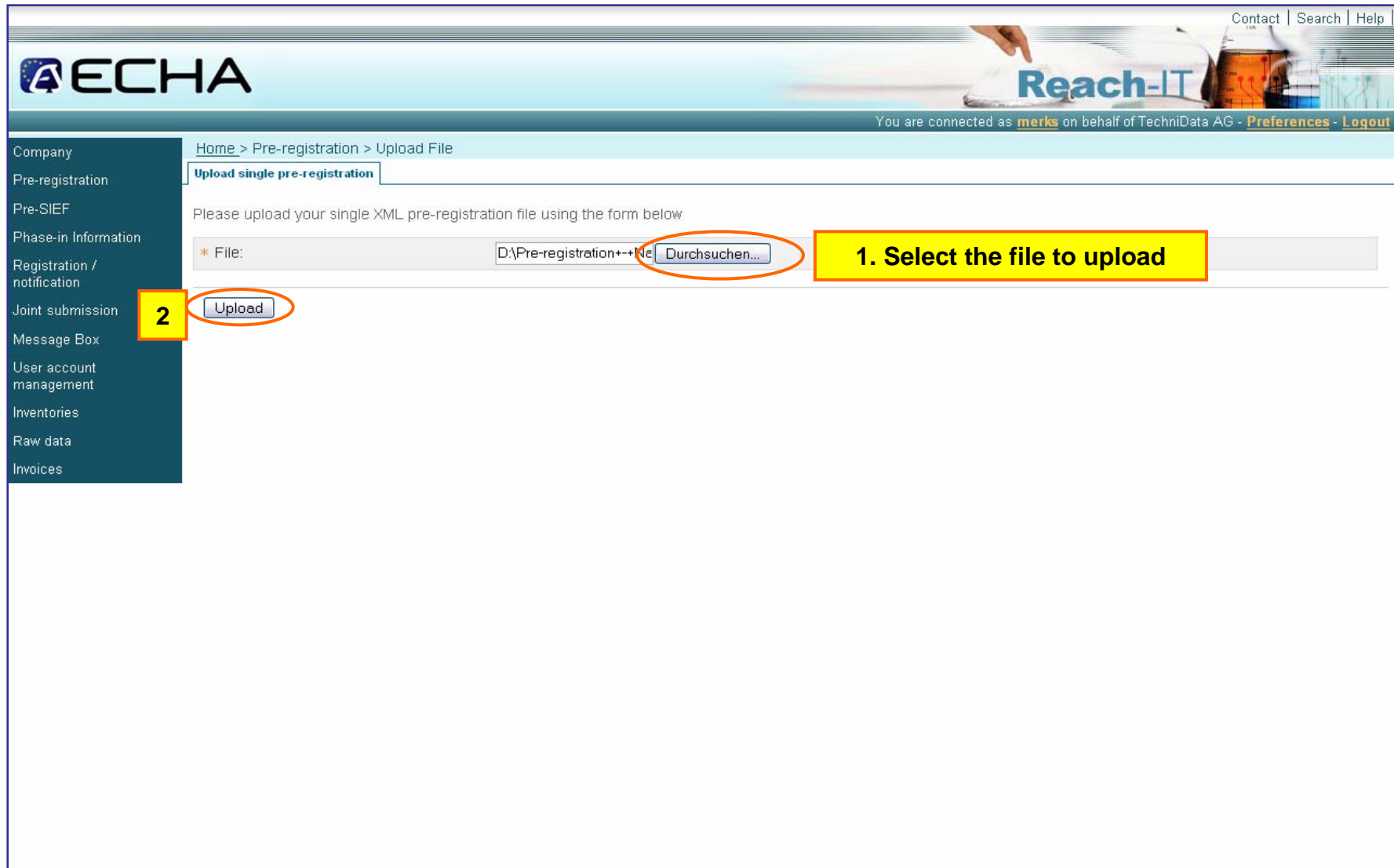
I declare that, in order to benefit from the transitional regime provided for phase-in substances [?](#), the substance that I pre-register is a phase-in substance with the meaning of [Article 3 \(20\)](#) of Regulation (EC) No 1907/2006 (REACH Regulation).

ECHA and Member State authorities reserve the right to verify the information provided.

In **1. Accept the declaration** Member States if the information provided is incorrect.

**2**

## 4. Single XML Pre-registration



Contact | Search | Help

**ECHA**

You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home > Pre-registration > Upload File

**Upload single pre-registration**

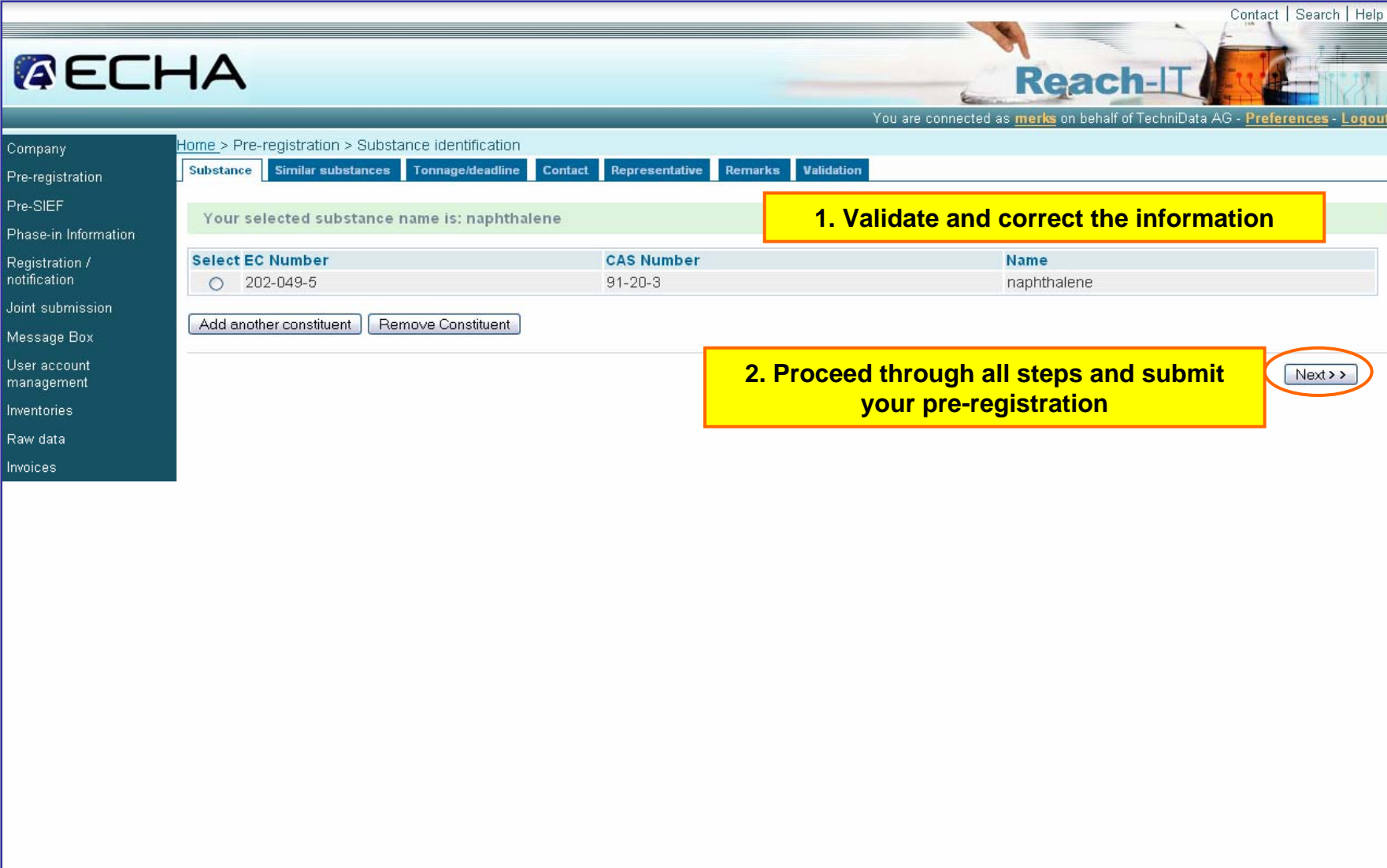
Please upload your single XML pre-registration file using the form below

\* File:   **1. Select the file to upload**

**2**

Company  
Pre-registration  
Pre-SIEF  
Phase-in Information  
Registration / notification  
Joint submission  
Message Box  
User account management  
Inventories  
Raw data  
Invoices

## 4. Single XML Pre-registration



Home > Pre-registration > Substance identification

Substance Similar substances Tonnage/deadline Contact Representative Remarks Validation

Your selected substance name is: naphthalene

Select EC Number	CAS Number	Name
<input type="radio"/> 202-049-5	91-20-3	naphthalene

Add another constituent Remove Constituent

Next >>

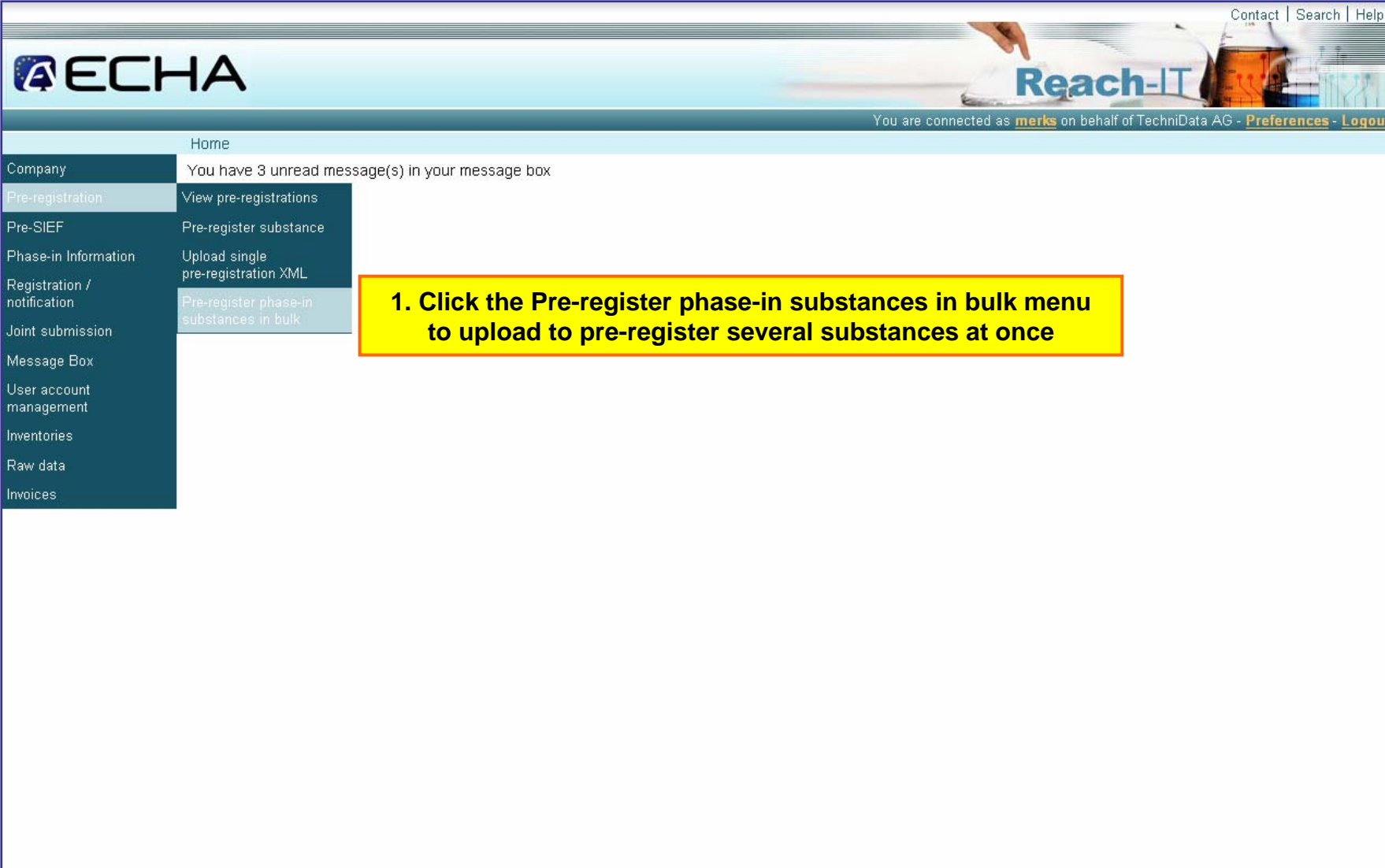
**1. Validate and correct the information**

**2. Proceed through all steps and submit your pre-registration**

## 5. Bulk pre-registration

- Mass Pre-registration
  - Performed by uploading a bulk pre-registration XML file that contains several sets of pre-registration data
- Only EC numbers
  - Due to the automatic processing in REACH-IT, only substances (including all constituents) with EC numbers can be pre-registered in bulk
- Whole file rejected
  - If the XML file does not comply with the XML Schema or does contain invalid data e.g. a non-existing EC number, the whole file is rejected
  - Issues have to be corrected in the XML file and the upload has to be performed again

## 5. Bulk Pre-registration



The screenshot shows the ECHA Reach-IT web application interface. At the top right, there are links for "Contact | Search | Help". Below the ECHA logo, a banner for "Reach-IT" features an image of a hand pointing at a document and a beaker. A status bar indicates the user is logged in as "merks" on behalf of "TechniData AG" with links for "Preferences" and "Logout".

The main navigation menu on the left includes the following items:


- Home
- Company: You have 3 unread message(s) in your message box
- Pre-registration: View pre-registrations
- Pre-SIEF: Pre-register substance
- Phase-in Information: Upload single pre-registration XML
- Registration / notification: **Pre-register phase-in substances in bulk**
- Joint submission
- Message Box
- User account management
- Inventories
- Raw data
- Invoices

A yellow callout box with a black border contains the following instruction:

**1. Click the Pre-register phase-in substances in bulk menu to upload to pre-register several substances at once**

## 5. Bulk Pre-registration

Contact | Search | Help



You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home > Pre-registration > Declaration

**Declaration**

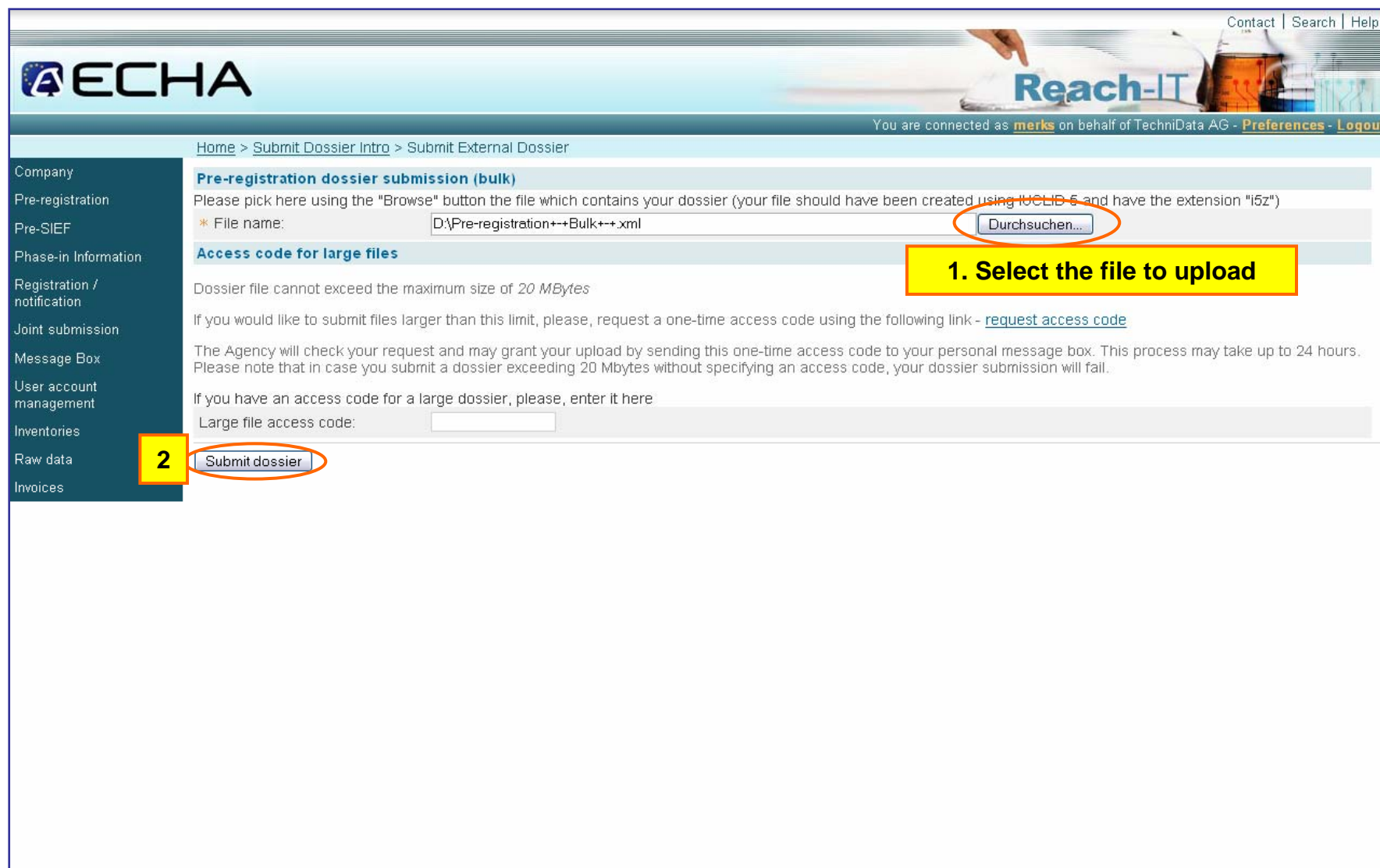
I declare that, in order to benefit from the transitional regime provided for phase-in substances [?](#), the substance that I pre-register is a phase-in substance with the meaning of [Article 3 \(20\)](#) of Regulation (EC) No 1907/2006 (REACH Regulation).

ECHA and Member State authorities reserve the right to verify the information provided.

In **1. Accept the declaration** Member States if the information provided is incorrect.

**2**

## 5. Bulk Pre-registration



Contact | Search | Help

**ECHA**

You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home > [Submit Dossier Intro](#) > [Submit External Dossier](#)

**Pre-registration dossier submission (bulk)**

Please pick here using the "Browse" button the file which contains your dossier (your file should have been created using IUCLID 5 and have the extension ".xml")

\* File name:

**Access code for large files**

Dossier file cannot exceed the maximum size of 20 MBytes

If you would like to submit files larger than this limit, please, request a one-time access code using the following link - [request access code](#)

The Agency will check your request and may grant your upload by sending this one-time access code to your personal message box. This process may take up to 24 hours. Please note that in case you submit a dossier exceeding 20 Mbytes without specifying an access code, your dossier submission will fail.

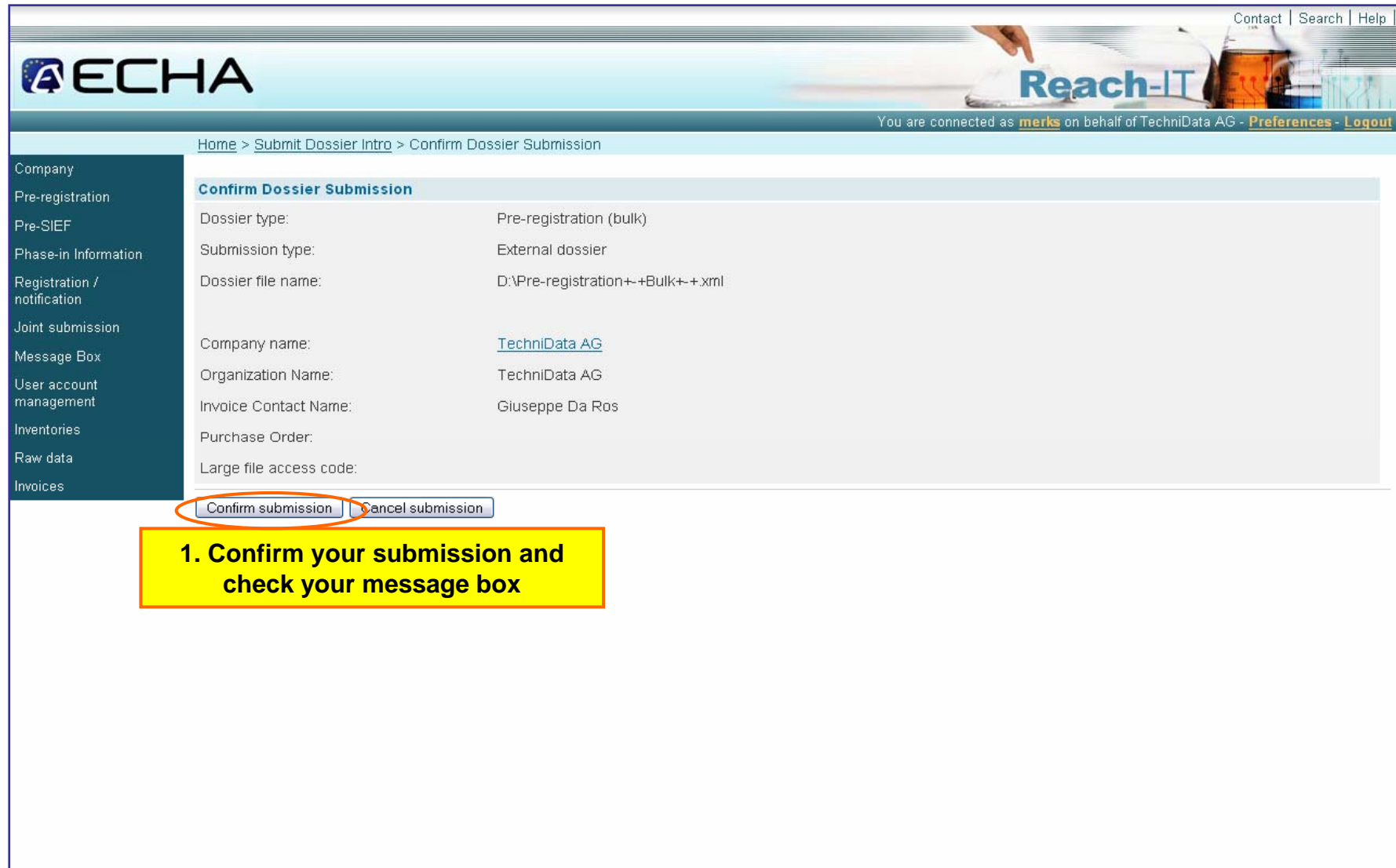
If you have an access code for a large dossier, please, enter it here

Large file access code:

**2**

**1. Select the file to upload**

## 5. Bulk Pre-registration



Contact | Search | Help

**ECHA**

You are connected as **merks** on behalf of TechniData AG - [Preferences](#) - [Logout](#)

Home > [Submit Dossier Intro](#) > [Confirm Dossier Submission](#)

**Confirm Dossier Submission**

Dossier type:	Pre-registration (bulk)
Submission type:	External dossier
Dossier file name:	D:\Pre-registration+-+Bulk+-+.xml
Company name:	<a href="#">TechniData AG</a>
Organization Name:	TechniData AG
Invoice Contact Name:	Giuseppe Da Ros
Purchase Order:	
Large file access code:	

**1. Confirm your submission and check your message box**

## 5. Bulk pre-registration

- After pre-registering
  - The company user will receive 1 submission number after the validation step
  - REACH-IT will verify the format and the content of the file. The submission is rejected if:
    - The file format is not correct
    - A substance is included without an EC number
    - A substance is included with an invalid EC number
    - The UUID of the third party representative does not exist
  - The company user will receive a message in his internal mailbox, containing the result of this verification
  - If the submission is rejected, the problem will be reported in the submission report

## 5. Bulk pre-registration

- After pre-registering
  - If the substance is included in the file more than once, it is treated as an update for that substance
  - When pre-registration is successful, the company user will receive a message in his internal mailbox, containing:
    - A link to the submission report (PDF format)
    - The pre-registration numbers for the different substances pre-registered
  - The company will have access to the pre-SIEF web pages (offered to all users of this company)
  - The company can view their pre-registrations by selecting “*view pre-registrations*” in the menu (offered to all users of this company)

## 6. Update

- Submitting a subsequent pre-registration (during the pre-registration period until 01/12/08) is considered an update
- Updates are possible independently from the way the pre-registration was submitted (online, bulk or single upload)
- All fields can be updated **except** the substance identity
- The corresponding information in the pre-SIEF will be updated accordingly
- A pre-registration cannot be deleted. If a potential registrant is no longer interested in a substance, he can “deactivate” his participation in the pre-SIEF, but he remains visible

## 7. Data holder

- After having signed up in REACH-IT, a data holder will provide information on pre-registered substances by following a 5-step procedure
  1. Substance identification: additional information on the pre-registered substance identity
  2. Similar substances: list of substances considered similar to the one where information is provided for. This step allows specifying several mono-, UVCB or multi-constituent substances
  3. Contact information: contact information for this substance
  4. Remarks: information on which data you are able to share
  5. Validation: verification of all the data before submitting it

## 7. Data holder

- Timelines
  - Effective as of the publication of the list of pre-registered substances by 01/01/2009
- Responsibilities in the data sharing process
  - Potential registrants, manufacturing or importing the same substance:
    - Contact the relevant data holder(s)
    - Initiate information exchange
  - Data holders:
    - Passive role and do not see contact information of other Pre-SIEF members
- Similar flow as for online pre-registration without the ability to assign a third party representative