

REACH-IT INDUSTRY USER MANUAL

Part 4 – Online Pre-Registration



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1 INTRODUCTION

The Industry User Manual (IUM) serves as the reference manual for all REACH-IT functionalities, which are and will be, available to the Industry. This IUM is meant for any industry user, who needs to use REACH-IT to submit or search/view data. As more functionalities become available, additional or updated parts of this IUM will be released and made available on the ECHA website.

Prior to using this Part 4 (Pre-Registration), it is strongly recommended that the user reads Part 1 – Getting started with REACH-IT, where the following topics are discussed in more detail:

structure of this IUM

conventions used, in terms of icons, text, buttons, links,...

background information on REACH-IT and its link to the IUCLID 5 website and application

definitions of parties, users, message box, contacts, legal entity object, ...

Part 4 of the industry user manual (IUM) covers online pre-registrations, submitted in REACH-IT, whereas the Data Submission Manual 6 (also available on the ECHA website) covers bulk pre-registration, (using the bulk pre-registration file in XML format). Additional sources for support are also given in Part 1.

Each subsequent parts of this IUM will therefore cover the step-by-step instructions to perform the required tasks of REACH submission of data.



2 STEP BY STEP INSTRUCTIONS

2.1 Introduction

There are two options to pre-register substances by using REACH-IT.

Enter the pre-registration information directly online in the REACH-IT system: data for each phasein substance is encoded manually following a step-by-step procedure including verifications (e.g. verification of the match between envisaged registration deadline and tonnage band) until the final validation at the end of the procedure. This procedure requires manual intervention of the potential registrant who is prompted by the system to confirm his/her choices.

Prepare the pre-registration information outside of the REACH-IT system and store this information in a "pre-registration file", which is then uploaded into the REACH-IT system so that the pre-registration process can be completed. The pre-registration file generated outside of the REACH-IT system may contain either:

 Information on <u>one</u> phase-in substance only (single pre-registration XML file). In this case, there is no constraint in the way the substance is identified: it can be by EC number, CAS number and name, chemical name or other identifiers.

or

• Information on <u>several</u> phase-in substances (bulk pre-registration XML file).

This file will be processed by the system without manual intervention from the potential registrant. For this reason, it is only possible to pre-register in bulk substances that are identified by an EC number (EINECS or NLP number). In case of multi-constituent substances, this constraint does not apply to the substance itself but to each of its constituents which must be identified by an EC number (EINECS or NLP number). If similar substances are specified, they must also be identified by an EC number.

The REACH-IT pre-registration module follows the principles set up in the Guidance for identification and naming of substances under REACH. It enables to pre-register substances which are either:

- Well defined substances, i.e. substances with a defined qualitative and quantitative composition that can be sufficiently identified based on the identification parameters of REACH (section 2 of Annex VI). These substances may be either:
 - Mono-constituent substances, or

Multi-constituent substances

 "UVCB substances": Substances of Unknown or Variable composition, Complex reaction products and Biological materials.

A mono-constituent substance consists of one main chemical component in an amount of >80%. A multi-constituent substance is made up of several chemical components, each of them contained in an amount between 10 and 80 percent. Impurities, additives and chemical components that are contained in an amount of less than 10 percent are not taken into account during pre-registration.



To facilitate the description of a substance in REACH-IT during the pre-registration process, a general identification scheme is applied. This scheme has to be respected regardless of the substance type (mono- or multi-constituent substance or UVCB) and method (online or via a single XML file).

The scheme defines a cascade of several identification levels from the preferred ones (i.e. EC number) to the less preferred ones (i.e. chemical name), such as follows:

All substances or constituents of a substance should, whenever possible, be identified using an EC number (EINECS or NLP number).

If this is not applicable, because the substance is not included in the EC Inventory, the substance or constituent should be identified by providing its CAS number and CAS name.

If the CAS information does not exist either, the substance or constituent can be identified by providing one or more chemical names.

REACH-IT will support the potential registrant in finding the name under which the substance has already been pre-registered, to facilitate the subsequent formation of pre-SIEF, if it is already available in the system by e.g. proposing related chemical names.

In case of a multi-constituent substance, REACH-IT requires to specify each individual constituent (e.g. constituent A, constituent B, constituent C). At the end of the pre-registration process, the system will automatically assign the name "Reaction mass of A, B and C" to the substance. At the end of the pre-registration period, new EC numbers will be assigned to these Reaction masses.

UVCB substances should be pre-registered following the procedure in place for monoconstituent substances.

Only substances having all their constituents identified by an EC number can be preregistered in bulk.

The online submission allows to pre-register each substance required whether those single substances are mono- or multi-constituents, or UVCBs.

2.2 Pre-registering a substance

From the Company homepage (Figure 1), go to Pre-registration menu and click on <Pre-register substance online>.



Figure 1: Company homepage

AEC	ΉA	Reach-II
	Home	You are connected as <u>provoos</u> on behalf of CompanyTest - <u>Preferences</u> - <u>Logout</u>
Company	You have 7 unread message(s) in your message box	
Pre-registration	Pre-register	
Pre-SIEF	substance online	
Online dossiers	Bulk pre- registration	
Registration / notification	Upload single pre- registration	
Joint submission	View pre-	
Message box	registrations	
User account		
Inventories		
Invoices		
Search		

Read the declaration and check the box (Figure 2) to accept the declaration.

Figure 2: Declaration page

AEC	HA Reach-IT
	You are connected as provoosj on behalf of CompanyTest - Proferences - Logout
-	Home > Pre-registration > Declaration
Company	Declaration
Pre-registration	
Pre-SIEF	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
Online dossiers	meaning of Article 3 (20) of Regulation (EC) No 1907/2006 (REACH Regulation).
Registration / notification	CHA and Member State authorities reserve the right to verify the information provided.
Joint submission	In addition, penalties may be imposed by the Competent Authorities of the relevant Member States if the information provided is incorrect.
Message box	
User account	Continue Cancel
Inventories	
Invoices	
Search	

Click on <Continue> to start the pre-registration.

Pre-registration is divided into seven sections (here after "tabs") and you need to go through each of them, in order to complete the pre-registration for your substance.

2.2.1 Substance tab

The substance identification page (Figure 3) opens.



Figure 3: Substance identification page

	-חא			6	Reach-II
				You are connected a	as <u>provoos</u> j on behalf of CompanyTest - <u>Preferences</u> - <mark>Log</mark>
	Home > Pre-registration > Su	bstance identification > S	pecify Constituent		
ompany	Substance Similar substan	ces Tonnage/deadline	Contact Representative R	emarks Validation	
re-registration	AC 2216 5225				
e-SIEF	In this page you can specify	the constituents which	h are present in the substa	ince <u>?</u> you want to pre-regis	iter.
nline dossiers	If the constituent is in the EC	inventory, you can searc	h for it using the form below. I	f the constituent is not in the EC	inventory, you can specify it either by its CAS number
egistration / otification	and CAS name ? , or by or	nly its chemical name			
pint submission	To identify a multi-constituen	t 🕐 substance, start by s	pecifying one of the constitue	ents on this page. Then, on the u	use the next page use the "Add another constituent"
lessage box	button and specify another c	onstituent. Repeat until a	a constituents (maximum 10) r	tave been specified.	
ser account	Please note that you need	to go through all the s	sections of pre-registration	n before your information is s	aved.
ventories	Vou can use the wildoard sur	nhol * to poprob with incor	moloto numbore or nomoe. Ec	r instance #200# will retrieve all	EC numbers starting with "200". Hovering over a
	Tou can use inc wildouru syr	noor to acaren with moor	inprote numbers of numes. Fe	a mounde, 200 will rearrate an	Lo numbers starting with 200 . novering over a
nvoices	sign displays help information	n for the corresponding fi	eld,		
ivoices Search	sign displays help information	n for the corresponding fi	eld,		n november og en en ferende som en en ferende en
voices earch	EC number:	n for the corresponding fi	eld.		
voices earch	EC number:	n for the corresponding fi	eld.	For example 200-001-8.	
woices Search	EC number:	n for the corresponding file Please re	eld.	For example 200-001-8.	
nvoices Search	EC number: EC name: CAS number:	n for the corresponding file	eld.	For example 200-001-8.	
woices earch	sign displays help information EC number: EC name: CAS number:	n for the corresponding fil Please re Please re Please re 7732-18-	eld.	For example 200-001-8.	
voices earch	sign displays help information EC number: EC name: CAS number: Description	n for the corresponding fil Please re Please re 7732-18-	eld. espect the EC number format. espect the CAS number forma 5.	For example 200-001-8.	
voices earch	sign displays help information EC number: EC name: CAS number: Description Molecular formula:	n for the corresponding fix Please re Please re 7732-18-	ekd. espect the EC number format. espect the CAS number forma 5.	For example 200-001-8.	
woices earch	sign displays help information EC number: EC name: CAS number: Description Molecular formula: Search	n for the corresponding fit Please re Please re 7732-18-	eld.	For example 200-001-8.	
voices earch	sign displays help information EC number: EC name: CAS number: Description Molecular formula: Search	n for the corresponding fit Please re Please re 7732-18-	eld.	For example 200-001-8.	
woices learch	sign displays help information EC number: EC name: CAS number: Description Molecular formula: Search Select EC number	Please re Please re Please re 7732-18- EC name	eld. espect the EC number format. espect the CAS number forma 5. CAS number	For example 200-001-8.	Molecular formula

As previously explained a substance may contain 1 or more constituent(s), which may:

- have an EC number/ name (see 2.2.1.1),
- have a CAS number/ name (see 2.2.1.2), or
- do not have any of the above (only chemical name) (see 2.2.1.3).



The system will always try to retrieve the EC number first. The CAS number or chemical name can be used to pre-register only if the substance has no EC number.

In each case, you start from the same substance identification page (Figure 3).

2.2.1.1 The substance you are pre-registering is in the EC inventory

Fill in one of the following entry fields: EINECS (or NLP) number/ name, CAS number, chemical name (Figure 3).



The substance identification is implemented as a cascading scheme where the identifiers follow a specific sequence.

You can use the wild card * character to search your substance from the EC inventory.

Click on <Search> and the results are retrieved directly by the application (Figure 4).



		You are connected as provoosi on behalf of CompanyTest - Preferences - Lo
	Home > Pre-registration > Substance	e identification > Specify Constituent
ompany	Substance Similar substances	Tonnage/deadline Contact Representative Remarks Validation
e-registration		
e-SIEF	In this page you can specify the co	onstituents which are present in the substance 김 you want to pre-register.
line dossiers	If the constituent is in the EC invent	tory, you can search for it using the form below. If the constituent is not in the EC inventory, you can specify it either by its CAS number
egistration / tification	and CAS name ? , or by only its c	shemical name
int submission	To identify a multi-constituent ? su	ubstance, start by specifying one of the constituents on this page. Then, on the use the next page use the "Add another constituent"
essage box	button and specily another constitue	ent. Repeat unur air constituents (maximum 10) nave been specified.
ser account	Please note that you need to go	o through all the sections of pre-registration before your information is saved.
ser account ventories	Please note that you need to go	o through all the sections of pre-registration before your information is saved.
ser account ventories voices	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the	o through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200 ⁴⁴ will retrieve all EC numbers starting with "200". Hovering over a ? the corresponding field.
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the	o through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200 ⁴⁴ will retrieve all EC numbers starting with "200". Hovering over a ie corresponding field.
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol * th sign displays help information for the EC number:	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the EC number:	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a te corresponding field. 412-01" Please respect the EC number format. For example 200-001-8.
ser account wentories woices earch	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the EC number: EC name:	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200 th will retrieve all EC numbers starting with "200". Hovering over a te corresponding field. 412-01* Please respect the EC number format. For example 200-001-8.
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the EC number: EC name: CAS number:	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200 th will retrieve all EC numbers starting with "200". Hovering over a 412-01* Please respect the EC number format. For example 200-001-8. Please respect the CAS number format. For example 50.09.7 or
ser account ventories voices sarch	Please note that you need to go You can use the wildcard symbol " to sign displays help information for the EC number: EC name: CAS number:	b through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a 412-01* Please respect the EC number format. For example 200-001-8. Please respect the CAS number format. For example 50-99-7 or 7732-18-5.
ser account vertories voices search	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the EC number: EC name: CAS number: Description	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a 412-01* Please respect the EC number format. For example 200-001-8. Please respect the CAS number format. For example 50-99-7 or 7732-18-5.
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the EC number: EC name: CAS number: Description Molecular formula:	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a 412-01* Please respect the EC number format. For example 200-001-8. Please respect the CAS number format. For example 50-99-7 or 7732-16-5.
ser account voices varch	Please note that you need to go You can use the wildoard symbol * to sign displays help information for the EC number: EC name: CAS number: Description Molecular formula: Search	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a 412-01" Please respect the EC number format. For example 200-001-8. Please respect the CAS number format. For example 50-99-7 or 7732-18-5.
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol " to sign displays help information for the EC number: EC name: CAS number: Description Molecular formula: Search	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a 412-01* Please respect the EC number format. For example 200-001-8. Please respect the CAS number format. For example 50-99-7 or 7732-18-5.
ser account ventories voices earch	Please note that you need to go You can use the wildcard symbol * to sign displays help information for the EC number: EC name: CAS number: Description Molecular formula: Search	through all the sections of pre-registration before your information is saved. to search with incomplete numbers or names. For instance, "200" will retrieve all EC numbers starting with "200". Hovering over a

Figure 4: Results of substance search page

Select the relevant substance in the list (Figure 4), using the radio button in the left column, and click <Select constituent>. You get a confirmatory (green) message, related to your selected substance (Figure 5).

Figure 5: Your selected substance page

AEC	HA			Reach-IT
	Liene - Des estatestine - C			You are connected as provoos on behalf of CompanyTest - Preferences - Logout
Company Pre-registration Pre-SIEF	Substance Similar substance	ances Tonnage/deadline	Contact R	epresentative Remarks Validation voyl)-2,4,4-trimethylpentylphosphinoxide
Registration /	Select EC Number	CAS Number	Name	
notification	④ 412-010-6		bis(2,6-	-dimethoxybenzoyl)-2,4,4-trimethylpentylphosphinoxide
Joint submission	Add another consti	tuent Remove C	onstituent	Edit constituent
Message box User account Inventories	To identify a multi-constitue	ent <mark>?</mark> substance, use the	"Add another	r constituent" button until all constituents (maximum 10) have been specified.
Invoices	Cancel			Next>>

2.2.1.2 The substance is not in the EC inventory, but has a CAS number and name

From Figure 3, click on the link <CAS number and CAS name>. Fill in both the CAS number and CAS name (*).

Figure 6: Search by CAS number and CAS name page



		Contact
AEC	HA	Reach-II
		You are connected as provoosj on behalf of CompanyTest - <u>Preferences</u> - <u>Logou</u>
	Home > Pre-registration	> Substance identification > Specify Constituent
Company	Substance Similar su	bstances Tonnage/deadline Contact Representative Remarks Validation
Pre-registration		
Pre-SIEF	Please specify the CAS	number and name of the constituent:
Online dossiers	Cialida avaidua duvilla an a	
Registration /	Fields filatked with all a	sterisk (*) are inariuatury, hovering over a (z) sign ulsprays help information.
notification	· CAS number:	2601-98-1
Joint submission		Please respect the CAS number format. For example 50-99-7 or
Message box		7732-18-5
User account	* CAS name:	magnesium dipalmitate
Inventories		3
Invoices	You may also add addit	ional chemical name(s) to your constituent:
Search	Tou may also add addit	onar chemical nameta) to your containadha.
	Select Type	Chemical Name
	There are no additiona	I names defined
	Add another chemical	Inome Remote
	Aug another chemica	
	Select constituer	tt Cancel

Click on <Select constituent>.

The system will provide with the closest match(es) found in the EC inventory related to the CAS number/ name you entered (and not the exact result your search) (Figure 7).

Figure 7: Results of search by CAS numbers page

AEC	HA			Reach-IT
	Name - Dra registration - Or	Instance identification - Checify Constituent	You are connected	as provoosi on behalf of CompanyTest - Preferences - Logo
Company Pre-registration	Substance Similar substar	nces Tonnage/deadline Contact Representati	ve Remarks Validation	
Pre-SIEF Online dossiers	The CAS constituent you are or modify your selection by c	e specifying seems to be already pre-registered licking on "Modify" button.	or defined in the EC inventory. Please	either select the pre-registered or EC constituent instead
Registration /	EC Inventory match			
houndation	Select EC number	EC name	CAS number	Molecular formula
Message box	0 220-010-0	magnesium dipalmitate	2601-98-1	C16H32O2.1/2Mg
User account				
Inventories	Select constituent	Modify Cancel		
Invoices				

2.2.1.3 The substance is not in the EC inventory and has no CAS number

From Figure 3, click on the link <chemical name>. Fill in both fields (*) related to the chemical name and Name type (2-choice drop-down list) of the constituent (Figure 8).

Figure 8: Search by chemical name page



(AEC	HA	Reach-IT
		You are connected as provoes on behalf of CompanyTest - Preferences - Logout
	Home > Pre-registration >	Substance identification > Specify Constituent
Company	Substance Similar subs	tances Tonnage/deadline Contact Representative Remarks Validation
Pre-registration		
Pre-SIEF	Please specify your consti	tuent's chemical name below and click on the "Select constituent" button
Online dossiers		
Registration /	Fields marked with an aste	rnsk (*) are mandatory.
notification	* Chomical Nama	
Joint submission	Glicinical Nallie.	magnesium or i
Message box	* Name type:	IUPAC name 💌
User account	You may also add addition	ial chemical name(s) to your constituent;
Inventories		an - Canada Cala Tanana An Ala Ana an Ana
Invoices	Select Type	Chemical Name
Search	There are no additional n	ames defined
Mentanews.	Add another chemical n	ame Remove
	Select constituent	Cancel

Click on <Select constituent>.

Figure 9: Results of search by chemical name page

FC	ΉΔ		Pa	
			Ke	ach-LL
			You are connected as provoos	on behalf of CompanyTest - Preferences - Lo
	Home > Pre-registration > S	Substance identification > Specify Constituent		
any	Substance Similar substa	ances Tonnage/deadline Contact Representative Remark	ks Validation	
gistration				
EF	The chemical name you sp	ecified is identical to an already existing substance identity sul	bmitted by other potential registrants.	You must select the existing identity listed
dossiers	below or change your subs	tance identity		
ration /	Identical chemical names	s in the EC inventory:		
out on the				
submission				Previous 10 11-20 of 54 🖌 Next
submission age box	Select EC number	EC name	CAS number	Previous 10 11-20 of 54 V Next
submission age box account	Select EC number O 218-191-6	EC name magnesium dihydrogen di-L-aspartale	CAS number 2068-80-6	Previous 10 11-20 of 54 Vext Molecular formula C4H7NO4.1/2Mg
submission age box account ories	Select EC number 218-191-6 220-010-0	EC name magnesium dihydrogen di-L-aspartate magnesium dipalmitate	CAS number 2068-80-6 2601-98-1	Previous 10 11-20 of 54 V Next Molecular formula C4H7NO4.1/2Mg C16H32O2.1/2Mg
age box account ories	Select EC number 218-191-6 220-010-0 222-848-2	EC name magnesium dihydrogen di-L-aspartate magnesium dipalmitate magnesium digluconate	CAS number 2068-80-6 2601-98-1 3632-91-5	Previous 10 11-20 of 54 V Next Molecular formula C4H7NO4.1/2Mg C16H3202,1/2Mg C6H1207.1/2Mg
submission age box account ories es	Select EC number 218-191-6 220-010-0 222-848-2 223-727-7	EC name magnesium dihydrogen di-L-aspartate magnesium digluconate magnesium digluconate	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6	Previous 10 11-20 of 54 Next Molecular formula C4H7NO4.1/2Mg C16H3202.1/2Mg C6H1207.1/2Mg C6H1207.1/2Mg C12H2402.1/2Mg C12H2402.1/2Mg C12H2402.1/2Mg
age box age box account ories as	Select EC number 218-191-6 © 220-010-0 © 222-848-2 © 223-727-7 © 230-361-1	EC name magnesium dihydrogen di-L-aspartate magnesium dipalmitate magnesium diguconate magnesium dilaurate magnesium dinicotinate	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6 7069-06-9	Previous 10 11-20 of 54 v Next Molecular formula C4H7NO4 1/2Mg C16H32O2 1/2Mg C6H12O7.1/2Mg C12H24O2.1/2Mg C6H5NO2.1/2Mg
iubmission age box account ories es h	Select EC number 218-191-6 © 220-010-0 © 222-848-2 © 237-77 © 230-361-1 © 231-705-3	EC name magnesium dihydrogen di-L-aspartate magnesium dipalmitate magnesium dilaurate magnesium dilaurate magnesium dihydride	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6 7069-06-9 7693-27-8	Previous 10 11-20 of 54 V Next Molecular formula C4H7NO4.1/2Mg C6H1207.1/2Mg C6H1207.1/2Mg C12H2402.1/2Mg C6H6N02.1/2Mg H2Mg
iubmission ige box iccount pries is	Select EC number 218-191-6 © 220-010-0 © 222-848-2 © 223-727-7 © 230-361-1 © 231-705-3 © 231-756-1	EC name magnesium dihydrogen di-L-aspartate magnesium digluconate magnesium dilaurate magnesium dinicotinate magnesium dihydride magnesium di/phenolate)	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6 7069-06-9 7693-27-8 7721-07-5	Previous 10 11-20 of 54 Next Molecular formula C4H7NO4.1/2Mg C16H32O2.1/2Mg C6H1207.1/2Mg C12H24O2.1/2Mg C6H5NO2.1/2Mg C6H5NO2.1/2Mg C6H5NO2.1/2Mg C6H5NO2.1/2Mg
submission age box account ories as	Select EC number 218-191-6 @ 220-010-0 222-220-220-220-220-220-200-0 223-727-7 230-361-1 231-705-3 231-705-3 232-200-0	EC name magnesium dihydrogen di-L-aspartate magnesium dipalnitate magnesium dilguconate magnesium dilaurate magnesium dinicotinate magnesium din/ydride magnesium di/phenolate) magnesium dilodate	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6 7069-06-9 7663-27-8 7721-07-5 7720-32-1	Previous 10 11-20 of 54 Next Molecular formula C4H7NO4.1/2Mg C16H3202.1/2Mg C6H1207.1/2Mg C6H1207.1/2Mg C6H5NO2.1/2Mg C6H5NO2.1/2Mg C6H6NO.1/2Mg H2Mg C6H60.1/2Mg H33.1/2Mg CH6H60.1/2Mg
submission age box account ories es h	Select EC number 218-191-6 © 220-010-0 © 222-848-2 © 223-727-7 © 230-361-1 © 231-705-3 © 231-705-1 © 232-200-0 © 234-501-2	EC name magnesium dihydrogen di-L-aspartate magnesium digluconate magnesium digluconate magnesium dilayurate magnesium dinotinate magnesium dihydride magnesium dihydride magnesium diboride	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6 7069-06-9 7693-27-8 7721-07-5 7790-32-1 12007-25-9	Previous 10 11-20 of 54 Next Molecular formula C4H7NO4.1/2Mg C6H1207.1/2Mg C6H1207.1/2Mg C6H1207.1/2Mg C6H5NO2.1/2Mg C6H5NO2.1/2Mg C6H60.1/2Mg E0H60.1/2Mg H03.1/2Mg B2Mg B2Mg
submission age box account ories es h	Select EC number 218-191-6 © 220-010-0 © 222-848-2 © 223-727-7 © 230-361-1 © 231-705-3 © 231-756-1 © 234-501-2 © 234-769-0	EC name magnesium dihydrogen di-L-aspartate magnesium dipalmitate magnesium dijuconate magnesium dinicotinate magnesium dinicotinate magnesium dihydride magnesium dilophenolate) magnesium diloptate magnesium diloptate magnesium discandium tefraoxide	CAS number 2068-80-6 2601-98-1 3632-91-5 4040-48-6 7069-06-9 7693-27-8 7721-07-5 7790-32-1 12007-25-9 12032-33-6	Previous 10 11-20 of 54 Next Molecular formula C4H7NO4.1/2Mg C16H32O2.1/2Mg C6H12O7.1/2Mg C6H12O7.1/2Mg C12H24O2.1/2Mg C6H6N02.1/2Mg C6H6C.1/2Mg B2Mg H03.1/2Mg B2Mg Mg.2O2Sc

The system displays a list of substances that have a chemical name resembling the one you specified.



The system provides the opportunity to continue the pre-registration with the name you specified for your substance, or to choose one of the names proposed.

Click on <Select constituent>.

2.2.1.4 Following selection of a constituent

Select an entry using the radio button in the left column and click <Select constituent>.



From Figure 5, once a constituent has been selected, you have the options to <Add a constituent> or <Remove a constituent> or <Edit a constituent>.

From Figure 7 once a constituent has been selected, you have the options to <Select constituent> or <Modify> or <Cancel>.

From Figure 9, once a constituent has been selected, you have the options to <Select constituent> or <Cancel>.





To identify a multi-constituent substance, click on <Add another constituent> until all constituents have been identified (with a maximum of 10).



If you are pre-registering several *mono*-constituent substances you need to complete one substance first (i.e. go through each tab until the Validation tab) and then start over from the beginning (Figure 1).

To remove a constituent, i.e. if you have entered two constituents in your mono-constituent substance, select first the constituent to delete (radio button in the left column), click on <Remove> and then on <Next>.

To validate the selection of the substance you want to pre-register, click on <Next>, in order to proceed to the <Similar substances> tab (Figure 10).

2.2.2 Similar substances tab

The <Similar substances> tab opens (Figure 10).

Figure 10: Similar substances page

lome_> Pre-registration > Similar Substances
Substance Similar substances Tonnage/deadline Contact Representative Remarks Validation
You may now specify similar substances for your substance, which can be used for QSAR, grouping or read-across.
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.
Add new similar substance Delete
<< Previous

If you want to specify similar substances to your substance, which can be used for QSAR, grouping or read-across purposes, click on <Add new similar substance>. Similar substances can also be identified by EC number/ name, CAS number/name or chemical name.

Follow the same process as for the substance to pre-register (Figure 3): you may be offered a list of choices for similar substances. Select the appropriate identical chemical name (using the radio button in the left column) and click on <Select constituent> (Figure 11).



Figure 11: Add new similar substance page

Home > Pre-r	egistration > Similar S	Substances > Subst	ance ident	ification > Specif	y Constituer	nt
Substance	Similar substances	Tonnage/deadline	Contact	Representative	Remarks	Validation

The chemical name you specified is identical to an already existing substance identity submitted by other potential registrants. You must select the existing identity listed below or change your substance identity

Identical chemical names in the EC inventory:

Select EC number	EC name	CAS number	Molecular formula
0 200-659-6	methanol	67-56-1	CH4O
0 270-181-0	Methanol, (1,3,5-triazine-2,4,6-triyltrinitrilo)hexakis-, Me stearyl ethers	68412-27-1	
0 286-019-7	Methanol, reaction products with 3,4-dihydro-2-methoxy-2H-pyran	85186-34-1	
0 288-504-9	Methanol, carbonylation products, distn. residues	85736-93-2	
0 293-992-1	Methanol, (1,3,5-triazine-2,4,6-trivitrinitrilo)hexakis-, methylated	91671-89-5	
0 293-993-7	Methanol, (1,3,5-triazine-2,4,6-trivitrinitrilo)hexakis-, sulfonated, compds. with ethanolamine	91671-90-8	
0 293-994-2	Methanol, (1,3,5-triazine-2,4,6-trivitriimino)tris-, sulfonated, compds. with ethanolamine	91671-91-9	
0 297-339-1	Methanol, carbonylation products, distn. residues, Bu esters	93455-55-1	
③ 300-310-9	Methanol, dehydration products	93925-11-2	
0 306-107-1	Methanol, carbonylation products, distn. residues, iso-Bu esters	96152-36-2	

Then you are presented with 4 options (Figure 12):

<Add another constituent>

<Remove constituent >

<Edit constituent >: REACH-IT tells you that <cannot update an EC constituent>.

Keep <your own similar substance>

Figure 12: Options in the similar substance tab

ome_>	Pre-registration > Similar S	Substances			
Subs	ance Similar substances	Tonnage/deadline Contact I	Representative Rem	arks Validation	
You	r selected substance na	me is: formaldehyde			
elec	t EC Number	CAS Number		Name	
0	200-001-8	50-00-0		formaldehyde	
	Add another constituent	Remove Constituent	Edit constituent		
o idei een s	ntify a multi-constituent ?	substance, use the "Add another	r constituent" button i	until all constituents (max	imum 10) have
			Compl	ete similar substance	Cancel

When the selection is completed, click on <Next> to proceed to the <Tonnage/deadline> tab (Figure 13). Also, if there is no similar substance to specify, click <Next> to go to the <Tonnage/deadline> tab.

2.2.3 Tonnage/deadline tab

The <Tonnage/deadline> tab opens (Figure 13).



Figure 13: Tonnage/deadline page

<u>Home</u> > Pre-registration > Tonnage		
Substance Similar substances Tonnage/	deadline Contact Representative Remarks Validation	
Please enter the tonnage band and envisage Fields marked with an asterisk (*) are mande	ed deadline for registration 👩, for the substance this pre-registration refers to. Hory:	
* Tonnage band:	Between 1 to 10 tonnes/year	
 Registration deadline: 	31/05/2018	
< < Previous		Next > >

Fill in the mandatory fields (*), related to the tonnage band and envisaged registration deadline, from the respective drop-down menus.

Click on <Next> to proceed to the <Contact> tab (Figure 14).

2.2.4 Contact tab

If you do not specify any contact information during pre-registration of a substance, the contact information provided during company sign-up will be displayed to other members of the corresponding pre-SIEF (i.e. REACH-IT space where pre-registrants of the same substance are initially put together for starting the data sharing).

Figure 14: Contact page

<u>lome</u> > Pre-registration > Contact						
Substance Similar substances	onnage/deadline Contact	Representative	Remarks	Validation		
There are currently no contact perso	n available for pre-registratio	on defined for yo	our company.			
If you want to assign a contact perso in the pre-SIEF to others pre-register	n for this substance, please ing this substance.	enter the contac	t person info	r <u>mation</u> . His/her name, co	ontact details and compa	ny name will be made availa.
If you have appointed a third party re representative, his/her contact detail	presentative for this substars and his/her company name	nce, you can ent e will be made av	er his/her info /ailable in the	ormation in the next section pre-SIEF to others pre-re	on. In this case, the name egistering this substance	e of the third party
If no contact person is selected, and pre-SIEF to others pre-registering thi	no third party representative s substance.	is specified in t	he next sectio	on, your company name a	nd contact details will be	made available in the
Select Last Name	First Nam	e		Phone	Fax	Email
No Records Found						
< < Previous						Next > >

If there is no contact person in the list (Figures 14), and you want to have a specific contact name, click on <enter the contact person information>.

Fill in the mandatory fields (*) such as first and last names, phone number, ... of the person who should be contacted for issues related to the substance you are pre-registering (Figure 15).

Figure 15: Contact information page



lome > Pre-registration >	Contact
Substance Similar sub	ostances Tonnage/deadline Contact Representative Remarks Validation
Fill the form below to cre the contact persons list.	ate a new contact person for your company. This person will have the type "pre-registration" and will be available for further pre-registration from
Fields marked with an as	sterisk (*) are mandatory. Hovering over a (?) sign displays help information.
Contact information	
Title:	Dr
* First Name:	John
* Last Name:	Doe
* Phone:	+32.234.56.78
Fax:	
* E-mail:	john.doe@plastic.eu
Organisation	
Organisation Name:	
Department:	
Address	
* Street:	Rue Royale 101
Street 2:	
 Postal code: 	1000
* City / Town:	Bruxelles
Region / County:	
 Country: 	Belgium
Postal address:	
Add Cancel	

Click on <Add>.



1

The contact person provided at this stage will be added to the company list of contact persons.

If a contact person with same first name, last name and e-mail address already exists, the information will be overwritten.

In the case where a contact list already exists, the REACH-IT application will give you the possibility to choose from it (Figure 16).

Figure 16: Contact list page

lome > Pre-registration > Contact	
Substance Similar substances Tonnage/deadline Contact Representation	e Remarks Validation
Your data has been saved	
You can select one of the following contact persons. The name of the contact others pre-registering this substance.	person, his/her contact details and the company name will be made available in the pre-SIEF to
If you have appointed a third party representative for this substance, you can representative, his/her contact details and his/her company name will be made	enter his/her information in the next section. In this case, the name of the third party a available in the pre-SIEF to others pre-registering this substance.
If no contact person is selected, and no third party representative is specified pre-SIEF to others pre-registering this substance.	in the next section, your company name and contact details will be made available in the
You can also set up a <u>new contact person</u>	
Select Last Name First Name Phone	Fax Email
O Smith Jane +32.234	.56.78 jane.smith@plastic.eu
 Doe John +32.234 	.56.78 john.doe@plastic.eu
O Jones Jack +32.234	.56.78 jack.jones@plastic.eu
< < Previous	Next >>

At this stage, you can still add a new contact on your list. In this case, click on <new contact person>, and fill in all mandatory information.

If the appropriate contact person is present in the list, select it and click <Next>.



If a legal entity prefers to hand over SIEF formation and data sharing responsibility to a Third Party Representative (TPR), REACH-IT allows specifying contact information for this TPR at the level of each pre-registration.

Before the TPR contact detail can be specified in a pre-registration, the TPR must have signed up in REACH-IT and received from the system a unique identifier (UUID). This UUID must be communicated to the pre-registrant before he starts pre-registering his/her substances.



 \odot

The TPR's contact information, provided during own sign-up, will be displayed in the Pre-SIEF, even if an additional contact person has been specified by the potential registrant during pre-registration.

When you have completed the <Contact> tab, click <Next> in order to proceed to the <Representative> tab (Figure 17).

2.2.5 Representative tab

If you have appointed a third party representative, you enter his/her data within this tab (Figure 16).

Figure 17: Representative page

substance	Similar substances	Tonnage/deadline	Contact Representative Remark	Validation		
ere are cu	rrently no third party	representatives de	efined for your company.			
/ou have a ade availab	ppointed a third part le in the pre-SIEF to	representative fo others pre-registe	r this substance, please <u>enter the rep</u> ring this substance.	sentative's information. H	lis/her name, contact d	letails and company name w
iou have a ade availab elect Com	ppointed a third part le in the pre-SIEF to pany name	representative fo others pre-registe	r this substance, please <u>enter the rep</u> ring this substance. Phone	sentative's information. F	lis/her name, contact d Email	letails and company name w

If you have a TPR for your substance, click on the link <new third party representative> (Figure 17) and on the link <enter the representative's information> to add one. Enter the UUID (*) provided by your TPR (Figure 18), who needs to have signed-up in REACH-IT.

Figure 18: Enter the representative's information page

lome > Pre-registration > R	spresentative
Substance Similar substa	nces Tonnage/deadline Contact Representative Remarks Validation
Please provide below the U	UID of your third party representative for this pre-registration ?
In the next page, you will be third party representative w	e asked to confirm. Please note that you can only successfully confirm if your third party representative has already signed up to REACH-IT. This ill be added to your list of representatives, and will be available for future pre-registrations.
Fields marked with an aste	risk (*) are mandatory.
Third party representati	ve
* UUID:	ECHA-b7cd1305-b1d3-47fd-a857-765f3a32fc6f
Add Cancel	



Click on <Add>. If this information is already available in REACH-IT, a list will be proposed to you (Figure 19). Select the TPR you wish for your substance from the proposed list (by ticking the appropriate radio button).

Figure 19: Select your TPR page

<u>+ome</u> >	Pre-registration > Represe	ntative			
Subst	tance Similar substances	Tonnage/deadline C	ontact	Representative Remarks	Validation
You	r data has been saved				
lf you h availab You ca	nave appointed a third party ole in the pre-SIEF to others in also set up a <mark>new third p</mark>	y representative for this s pre-registering this su arty representative	substar Ibstance	nce, you can select him/her !.	from the list below. His/her name, contact details and company name will be made
Selec	t Company name	Phone	Fax	Email	UUID
0	Our TPR	+32.234.56.78		john.doe@ourtpr.eu	ECHA-e6b15445-68cf-4aD4-8e1a-cb4961d7abd8
۲	My TPR	+32.234.56.78		john.doe@mytpr.eu	ECHA-b7cd1305-b1d3-47fd-a857-765f3a32fc6f
	< < Previous				Next >>

Click on <Next>.

If you do not have a Third Party Representative, click on <Next> in order to proceed to the <Remarks> tab.

2.2.6 Remarks tab

In the <Remarks> field, you may enter a free text (maximum 1000 characters) to, for example, facilitate the data sharing of the substance in the pre-SIEF (Figure 20).

Figure 20: Remarks page

u may write remarks	which may facilitate the sharing of data on this substance in the text area belo	ow, up to 4000 characters.
ese remarks will be a	vailable in the pre-SIEF. Do not enter any confidential business information.	
lemarks:	Please contact our pre-SIEF contact person for information.	<u>a</u>
		100

You may also tick the checkbox at the bottom of the page if you <want to receive pre-SIEF related notifications for this substance>. Click <Next> in order to proceed to the last Validation tab (Figure 21).

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2.2.7 Validation tab

At this stage, you can verify the information you entered, and you can go back to each section if amendments are needed (Figure 21).

Figure 21: Validation page

ome > Pre-registration > Validation					
Substance Similar substances Tonnage/deadline Contact Representative Remarks Validation					
You did not specify any substances which can be used for QSAR, grouping or read-across.					
Please verify your information before submitting your pre-registration. You can go back to each section if corrections are needed.					
Substance identification Similar substanc	es Tonnage/deadline Contact Representative Remarks				
Substance identification					
Reaction mass of toluene and benzer	10				
This identified substance refers to th	ne substance identified from the following main consti	uent(s):			
EC Number	CAS number	Name			
203-625-9	108-88-3	toluene			
200-753-7	71-43-2	benzene			
Go to the Substance identity se	stion				
Similar substances					
onnia substances					
Co to the Similar substances section					
ot to the similar substances section					
Tonnage and registration deadline					
Tonnage hand:	Tannara hand: Batwaan 1 to 10 tannas/waar				
Registration deadline: 31/05/2018					
	41 - 1				
Go to the Tonhage/deadline sec	tion				



Validation page - continued

Contact person	
Contact information	
Title:	
First Name:	John
Last Name:	Doe
Phone:	+358 45987 456
Fax	
E-mail:	John.Doe@Testcompany.com
Organisation	
Organisation Name:	
Department:	
Address	
Street:	Test street
Street 2:	
Postal code:	2588
City / Town:	Helsinki
Region / County:	
Country:	Finland
Postal address:	
Go to the Contact per	rson section
Third party represent	ative
ou to the minu party	
Remarks	
Remarks:	Please contact our pre-SIEF contact person for information.
	☑ I want to receive pre-SIEF related notifications for this substance
Go to the Remarks se	ection
Submit pre-registration	Cancel

To edit information, you can use the relevant links (at the top of the page) which bring you to the relevant tab (as describe above from sections 2.2.1 to 2.2.6).

If everything is correct, confirm the information entered by clicking <Submit pre-registration>.

2.2.8 Completion of the pre-registration

The Pre-registration Complete page opens (Figure 22).



Figure 22: Pre-registration Complete page

ome > Pre-registration > Pre-registration Complete
Your pre-registration has been successfully submitted. Please find below the submission number.
Pre-registration submission
SubmissionNumber
Your submission has received the following submission number: WN120364-27
A submission report indicating the status of this submission will be available in your Message box shortly.
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)
Pre-register another substance Go to pre-SIEF View Pre-registrations

You get a confirmation that your pre-registration submission was successful and you are provided with a submission number. You will also receive a confirmation message, containing the submission report, into your REACH-IT message box. Click on the link on <Message box> (Figure 22) to view it (Figure 23).

Figure 23: Message box page

his Internal message box is dedicated to the reception tions on this site in your private or professional emai fine this as an option in your <u>User Preferences</u> . Folders Message box folder ? User folder Organ	in of messages sent by REAC ill account. However, if you wa nisation folder Role folder	CH IT (ECHA) to the user. You will n ant to receive alerts when a messa(Deleted messages	ot receive messages fro ge is received in this inte	m REACH IT concerni mal message system,
Folders. Message box folder 2 User folder Organ	nisation folder Role folder	Deleted messages		
Message box folder 🛜 User folder Organ	nisation folder Role folder	Deleted messages		
lessage box folder				
Jelect All Select None				100-00-00
Select Details Read Subject:		Creation Date	Expire Date	Recipient
Your pre-registration has b Your pre-registration has b	been submitted	20/05/2008 18:11		doej
Date: 20/05/2008 18:11	1.			
Recipient User(doej)				
Subject Your pre-registrat	tion has been submitted			
Your pre-registrat Text content Submission num Download pre-r	tion has been submitted. mber:WN120364-27 registration report			
Show No New Pre SIEF member was	s added	20/05/2008 18:11		Plastic Company
Delete Move to. Message box folder	rv			

You will also receive your pre-registration number via your message box (Figure 22). At this stage, you have the opportunity to <Pre-register another substance>, <Go to pre-SIEF> or <View Pre-registrations>.

2.3 Viewing/updating a pre-registration

To view or update a pre-registration, you have to, from your Company homepage (Figure 1), go to Pre-registration menu and select <View pre-registrations> (Figure 23). You may search your pre-registration using different criteria: EC number, CAS number or chemical name (Figure 24).



Figure 24: Search pre-registrations page and results

Home. > View existing pre-registra	ations					
Search pre-registrations						
You may search using any of the	e following criteria					
EC number:						
CAS Number:						
Chemical name:	benzene					
Search						
Name	Submission Number	Pre-registration number	Tonnage band	Deadline date	Pre-SIEF St	tatus I
Reaction mass of benzene and butan-1-ol and pentan-1-ol	PD120288-46	<u>05-2114126933-49-0000</u>	Between 10 to 100 tonnes/year	30/11/2010	Active	

butan-1-ol and pentan-1-ol	PD120288-46	05-2114126933-49-0000	100 tonnes/year	30/11/2010	Active	
Reaction mass of 4,9- diazadodecamethylenediamine and benzene and pentan-1-ol	PD120288-46	05-2114126934-47-0000	Between 10 to 100 tonnes/year	30/11/2010	Active	
Reaction mass of 4,9- diazadodecamethylenediamine and benzene and cobalt di (acetate)	PD120288-46	<u>05-2114126937-41-0000</u>	Between 10 to 100 tonnes/year	30/11/2010	Active	

The table containing the search results appears below the search criteria (Figure 24). In the preregistration number column, click on the link of the pre-registration number, to view the details of the relevant pre-registered substance. You have then the opportunity to, either review and/ or edit the various pre-registration data of the chosen substance. Viewing and modifying is done through similar tabs as in the pre-registration process (chapter 2.2). Select the appropriate tab, and click on <Edit> to edit the information.

- After editing remember to click <Save> in order to save the new or modified data.
- If you enter new data or modify your data, a new submission report is created. You will receive this in your message box.

2.3.1 Substance tab

Click on the <Substance> tab (Figure 25): you can view the constituents of the substance.



Figure 25: Substance page

Substance Similar su	ostances Tonnage/deadline Contact Representative	e Remarks
Your selected subs	ance name is: Reaction mass of benzene and bu	Itan-1-ol and pentan-1-ol
Select EC Number	CAS Number	Name
Select EC Number	CAS Number 71-43-2	Name benzene
Select EC Number 200-753-7 200-751-6	CAS Number 71-43-2 71-36-3	Name benzene butan-1-ol

2.3.2 Similar substances tab

Click on the <Similar substances> tab (Figure 26): you can view whether similar substances were provided.

Figure 26: Viewing the Similar substances page

<u>lome</u> > Update Pre-registration > S	Similar Substances	
Substance Similar substances	Tonnage/deadline Contact R	Representative Remarks
Edit		

Click on <Edit> if you want to add, modify or remove similar substances to your substance (Figure 27).

Figure 27: Editing the Similar substance page

tome > Update Pre-registration > Similar Substances				
Substance Similar substances Tonnage/deadline Contact Representative Remarks				
You may now specify similar substances for your substance, which can be used for QSAR, grouping or read-across.				
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/substance				
Add new similar substance Delete				
Edit Save Cancel				

Click on <Add new similar substance> to launch the substance identification wizard, as in the hereabove section. Click on <Save> to update this part of the pre-registration.

2.3.3 Tonnage / deadline tab

Click on the <Tonnage / deadline> tab: you can check whether entries were properly entered (Figure 28).

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Figure 28: View the Tonnage/ deadline page

<u>Iome</u> > Update Pre-registration > To	ome > Update Pre-registration > Tonnage					
Substance Similar substances	Tonnage/deadline Contact Representative Remarks					
* Tonnage band:	Between 1 to 10 tonnes/year					
* Registration deadline:	31/05/2018					
Edit						

Click on <Edit> to update these details (Figure 29).

Figure 29: Completing the Tonnage/ deadline page

ome > Update Pre-registration > Tonnage						
Substance Similar substances Tonnage/deadline Contact Representative Remarks						
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:	Between 1 to 10 tonnes/year					
* Registration deadline:	Registration deadline: 31/05/2018					
Edit Save Cancel						

Amend the information or click on <Save> to update this part of the pre-registration.

2.3.4 Contact tab

Click on the <Contact> tab (Figure 30): you can view the existing entries.

You can also create a new contact person and/ or select/ deselect an existing contact person for your pre-registration.

1

You cannot remove a contact person nor update his details.

This can only be done via the Company menu (See Part 2 – Sign-up and Account Management).

Figure 30:	View the	Contact	page
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Iome > Update Pre-registration > Contact							
Substance Similar	substances Tonnage/deadline	Contact Representative Remark	s				
Last Name	First Name	Phone	Fax	Email			
Smith	Jane	+32.234.56.78		jane.smith@plastic.eu			
Doe	John	+32.234.56.78		john.doe@plastic.eu			
Jones	Jack	+32.234.56.78		jack.jones@plastic.eu			
Edit							



Click <Edit> to open the page and update it (Figure 31).

Figure 31: Edit the contact page

tome > Update Pre-registration > Contact						
Substance Similar substances Tonnage/deadline Contact Representative Remarks						
You can select one of the following contact persons. The others pre-registering this substance.	name of the contact person, his/her co	ontact details and ti	ne company name will be made available in the pre-SIEF to			
If you have appointed a third party representative for this representative, his/her contact details and his/her compa	substance, you can enter his/her infor ny name will be made available in the p	mation in the next : pre-SIEF to others	section. In this case, the name of the third party ore-registering this substance.			
If no contact person is selected, and no third party representative is specified in the next section, your company name and contact details will be made available in the pre-SIEF to others pre-registering this substance.						
You can also set up a new contact person						
You may deselect the contact currently included in your pre-registration.						
Select Last Name First Name	Phone	Fax	Email			
O Smith Jane	+32.234.56.78		jane.smith@plastic.eu			
O Doe John	+32.234.56.78		john.doe@plastic.eu			
O Jones Jack	+32.234.56.78		jack.jones@plastic.eu			
Edit Save Cancel						

Select, using the radio button, the contact person you want to include in, or exclude from, your preregistration. Click <Save> to update this part of your pre-registration.

• The contact person currently assigned to your pre-registration shows in bold.

You can only have one contact person per pre-registration.

2.3.5 Representative tab

Click on the <Representative> tab: you can view the selected TPR for your pre-registration (Figure 32).

You cannot remove a TPR nor update his details.

This can only be done via the Company menu (See Part 2 – Sign-up and Account Management).

Figure 32:	View	the	Representative	page
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tome > Update Pre-registration > Representative						
Substance Similar substances Tonnage/deadline Contact Representative Remarks						
Company name	Phone	Fax	Email	UUID		
Our TPR	+32.234.56.78		john.doe@ourtpr.eu	ECHA-e6b15445-68cf-4a04-8e1a-cb4961d7abd8		
My TPR	+32.234.56.78		john.doe@mytpr.eu	ECHA-b7cd1305-b1d3-47fd-a857-765f3a32fc6f		
Edit						

You can also add a new TPR, or select/ deselect an existing TPR for your pre-registration. Click on <Edit> to open the page in update mode (Figure 33).



Figure 33: Edit the Representative page

<u>+ome</u> >	Update Pre-registration	> Representative			
Subs	tance Similar substance	s Tonnage/deadline	Contact	Representative Remarks	
lf you h availab	nave appointed a third paper of the third paper of the pre-SIEF to othe the pre-SIEF to othe the pre-SIEF to othe the pre-SIEF to othe the the pre-SIEF to othe the the the the the the the the the	arty representative for t ers pre-registering this	his subst substanc	ance, you can select him/her 1 e.	from the list below. His/her name, contact details and company name will be made
You ca	in also set up a <u>new thirc</u>	<u>l party representative</u>			
You m	ay <u>deselect</u> the represer	ntative of your pre-regis	tration		
Selec	t Company name	Phone	Fax	Email	UUID
0	Our TPR	+32.234.56.78		john.doe@ourtpr.eu	ECHA-e6b15445-68cf-4a04-8e1a-cb4961d7abd8
0	My TPR	+32.234.56.78		john.doe@mytpr.eu	ECHA-b7cd1305-b1d3-47fd-a857-765f3a32fc6f
[Edit Save Can	cel			

Select, using the radio button, the company you want to assign or un-assign as TPR in your preregistration. Click on <Save> to update this part of your pre-registration.

• The TPR currently assigned to your pre-registration shows in bold.

You can only have one TPR per pre-registration.

2.3.6 Remarks tab

Click on <Remarks>: you can view any remarks already entered (Figure 34), but also check whether you have selected the PRE-SIEF–related notification for this substance.

Figure 34: View the Remarks page

tome > Update Pre-registration > Remarks						
Substance	Similar substances	Tonnage/deadline	Contact	Representative	Remarks	
Remarks:	No rema	rk.				
☑ I want to receive pre-SIEF related notifications for this substance						
Edit						

Click on <Edit> to amend the information previously provided in the Remarks field (Figure 35).



Figure 35: Edit the Remarks page

tome > Update Pre-registration > Remarks						
Substance Similar substances Tonnage/deadline Contact Representative Remarks						
You may write remarks wh	nich may facilitate the sharing of data on this substance in the text area below, up to 1000 characters.					
Remarks:	No remark.					
Please tick this box below if you want to receive notifications related to the activities in the pre-SIEF for this substance, such as others pre-registering this substance.						
✓ I want to receive pre-SIEF related notifications for this substance						
Edit Save Cancel						

Finally, tick or un-tick the checkbox as appropriate. Click on <Save> to update this part of your preregistration.

REMINDER:

This Part 4 covers online pre-registrations, submitted in REACH-IT, whereas the Data Submission Manual 6 covers bulk pre-registration (using the bulk pre-registration file in XML format) and provides very good tips and background information. European Chemicals Agency Annankatu 18, P.O. Box 400, FI-00121 Helsinki, Finland Tel.: +358 9 6861 80 | Fax +358 9 6861 8210 | http://echa.europa.eu | info@echa.europa.eu