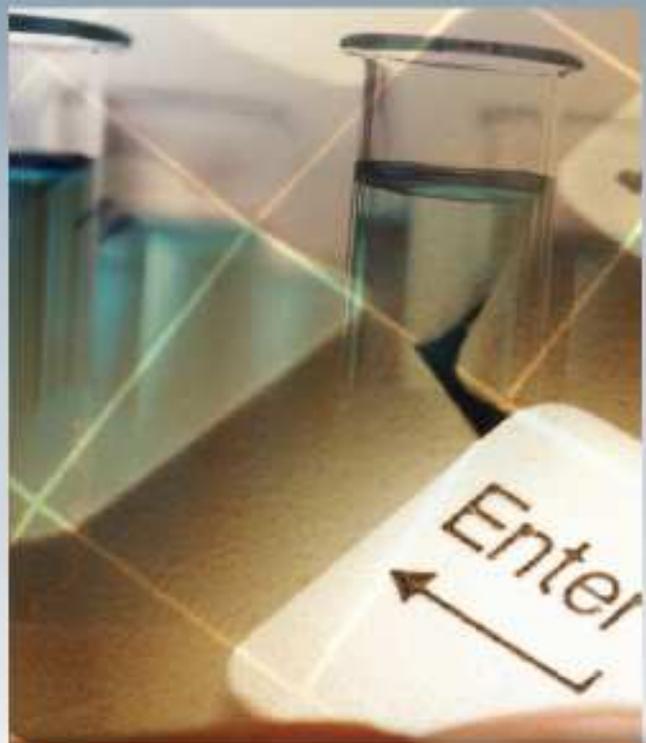


# REACH-IT INDUSTRY USER MANUAL

## Part 4 – Online Pre-Registration



For latest news and most up-to-date information please consult the ECHA website

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[http://echa.europa.eu/reach/helpdesk/echahelp\\_en.asp](http://echa.europa.eu/reach/helpdesk/echahelp_en.asp)

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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 phase-in 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 one 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 several 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 mono-constituent substances.



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

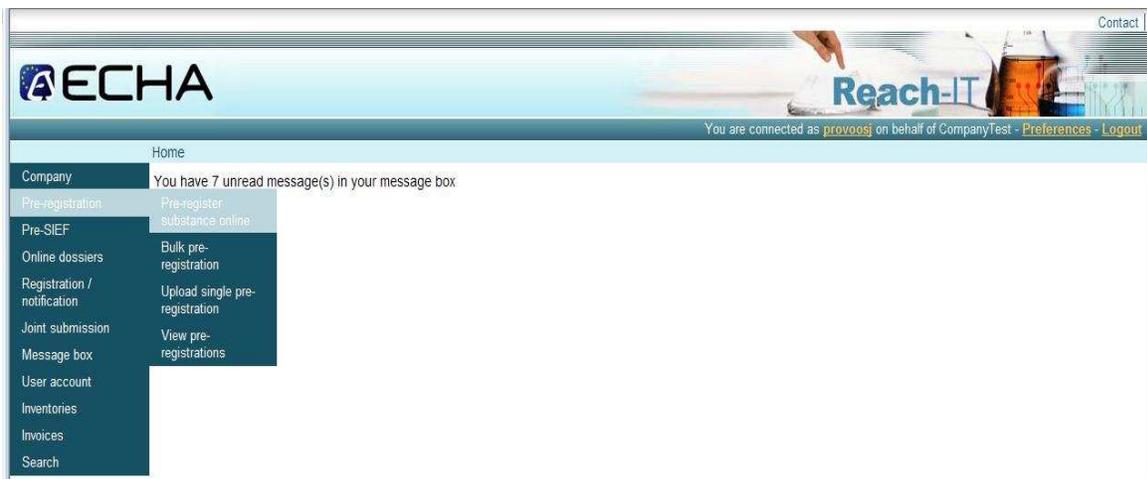


The online submission allows to pre-register each substance required whether those single substances are mono- or multi-constituents, or UVCBs.

## 2.2 Pre-registering a substance

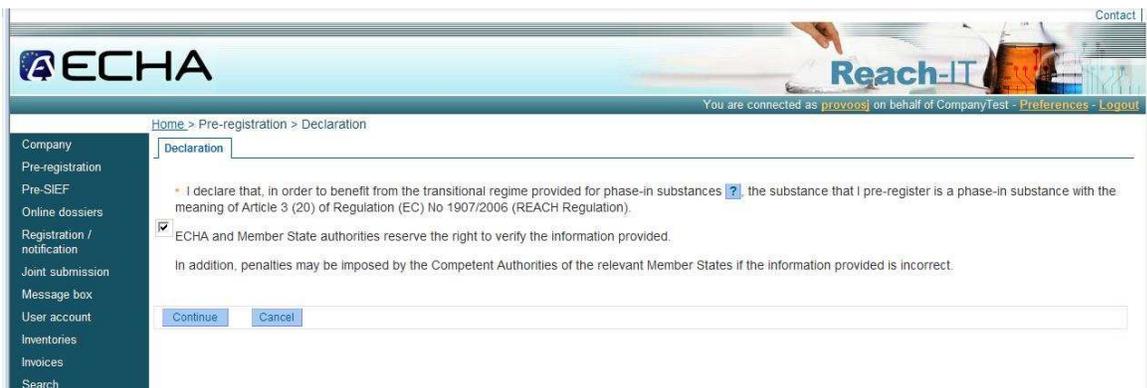
From the Company homepage (Figure 1), go to Pre-registration menu and click on <Pre-register substance online>.

Figure 1: Company homepage



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

Figure 2: Declaration page



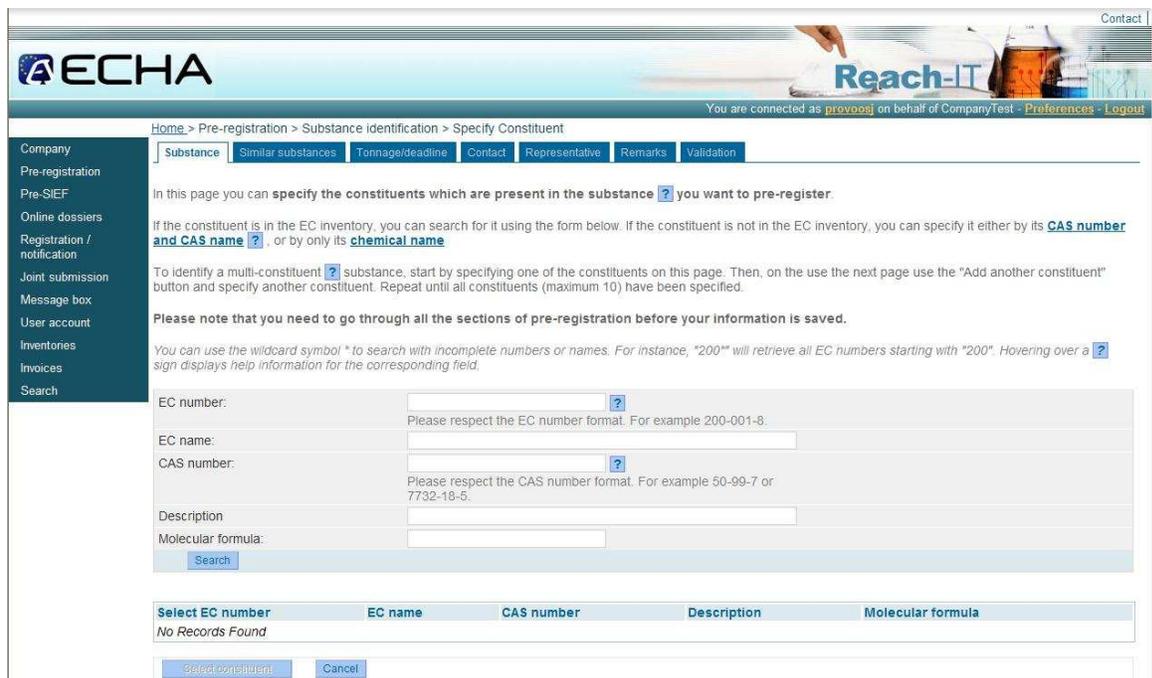
Click on <Continue> to start the pre-registration.

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



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

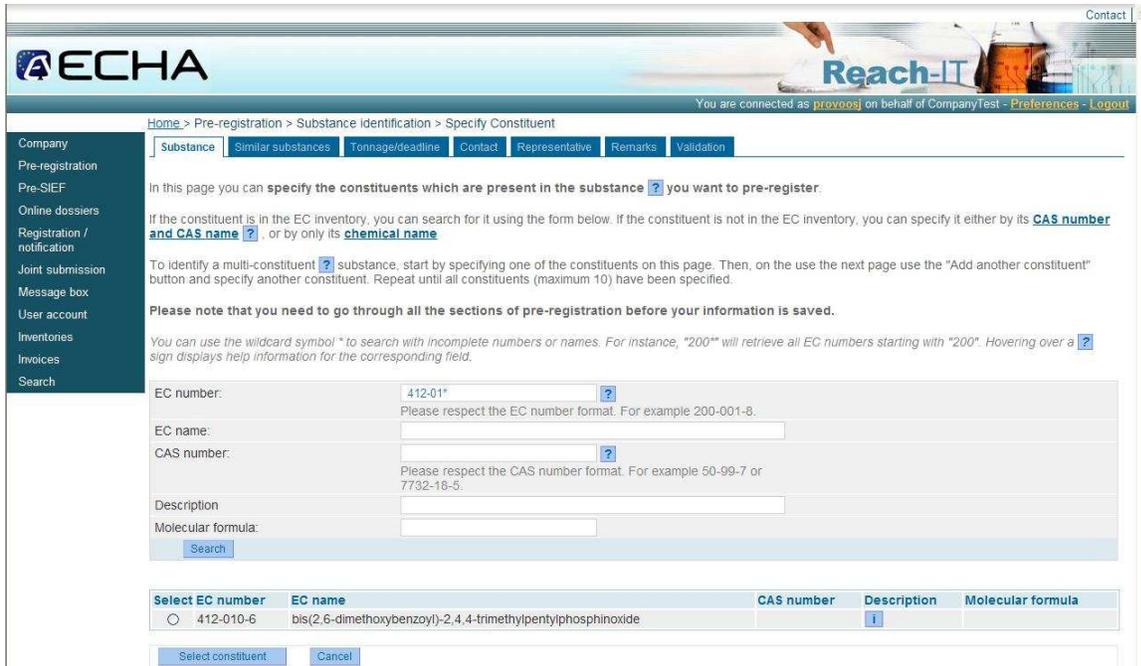
Fill in one of the following entry fields: EINECS (or NLP) number/ name, CAS number, chemical name (Figure 3).

 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).

Figure 4: Results of substance search page



Home > Pre-registration > Substance identification > Specify Constituent

You are connected as [provoojs](#) on behalf of CompanyTest - [Preferences](#) - [Logout](#)

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

In this page you can specify the constituents which are present in the substance you want to pre-register.

If the constituent is in the EC inventory, 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 and CAS name**, or by only its **chemical name**.

To identify a multi-constituent substance, start by specifying one of the constituents on this page. Then, on the use the next page use the "Add another constituent" button and specify another constituent. Repeat until all constituents (maximum 10) have been specified.

**Please note that you need to go through all the sections of pre-registration before your information is saved.**

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"/> 412-010-6	bis(2,6-dimethoxybenzoyl)-2,4,4-trimethylpentylphosphinoxide		<a href="#">i</a>	

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



Home > Pre-registration > Substance identification

You are connected as [provoojs](#) on behalf of CompanyTest - [Preferences](#) - [Logout](#)

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

Your selected substance name is: bis(2,6-dimethoxybenzoyl)-2,4,4-trimethylpentylphosphinoxide

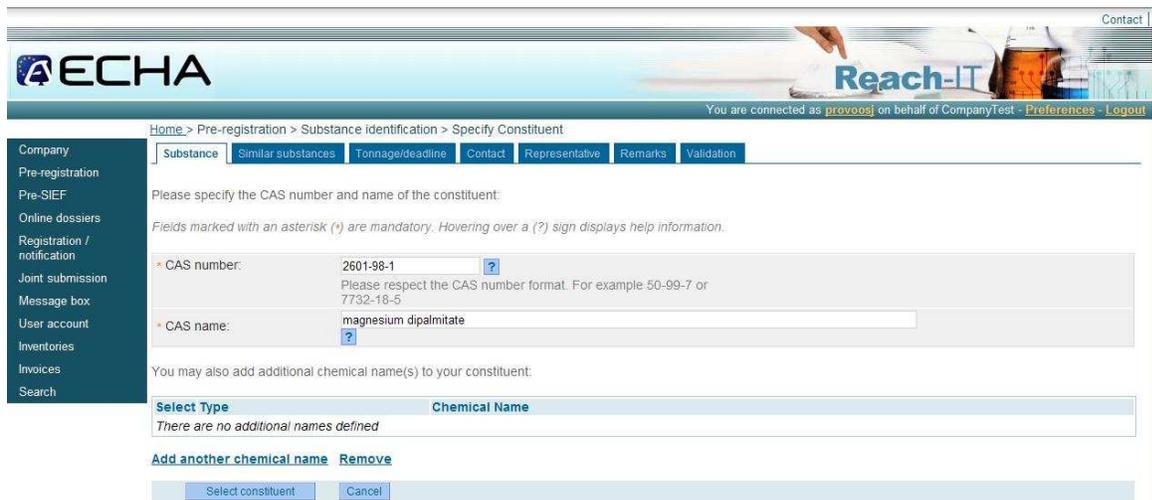
Select EC Number	CAS Number	Name
<input checked="" type="radio"/> 412-010-6		bis(2,6-dimethoxybenzoyl)-2,4,4-trimethylpentylphosphinoxide

To identify a multi-constituent substance, use the "Add another constituent" button until all constituents (maximum 10) have been specified.

### 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



Home > Pre-registration > Substance identification > Specify Constituent

Please specify the CAS number and name of the constituent:

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	

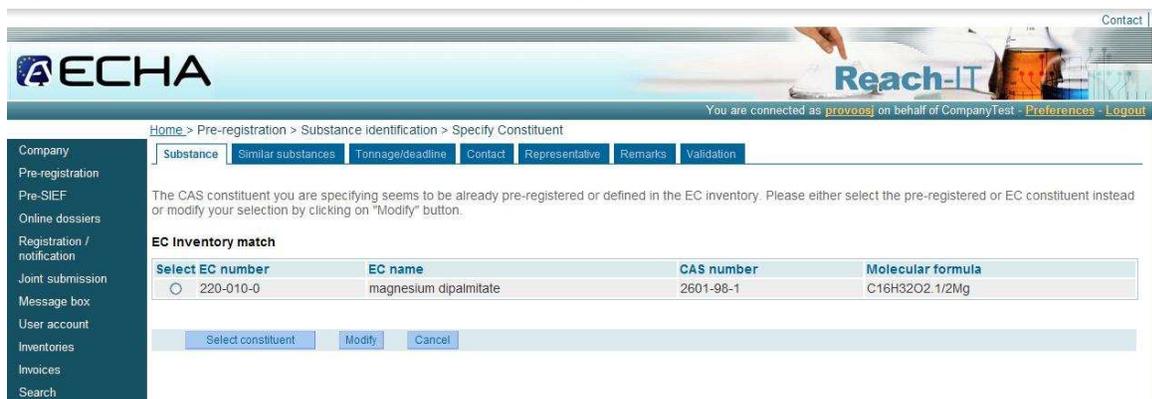
[Add another chemical name](#) [Remove](#)

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



Home > Pre-registration > Substance identification > Specify Constituent

The CAS constituent you are specifying seems to be already pre-registered or defined in the EC inventory. Please either select the pre-registered or EC constituent instead or modify your selection by clicking on "Modify" button.

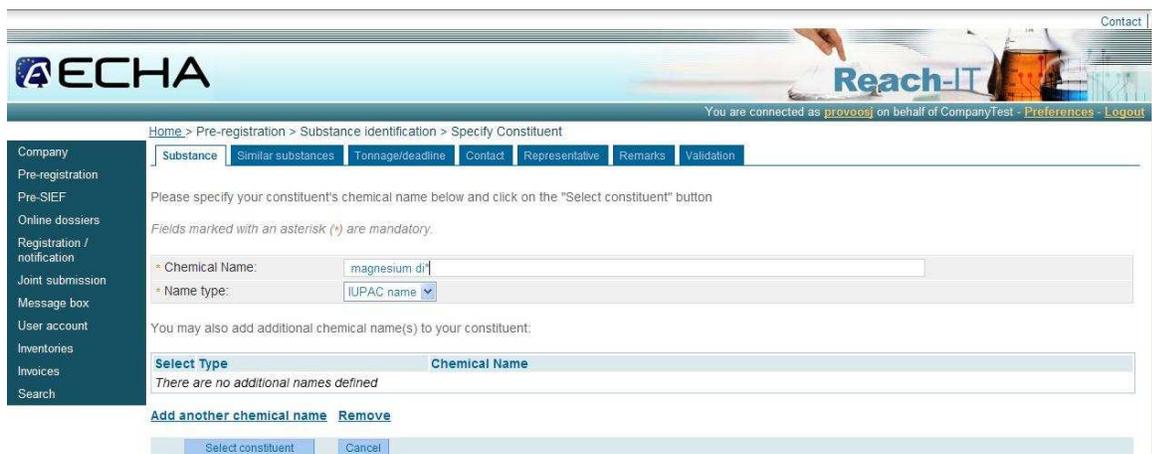
**EC Inventory match**

Select EC number	EC name	CAS number	Molecular formula
<input type="radio"/> 220-010-0	magnesium dipalmitate	2601-98-1	C16H32O2.1/2Mg

### 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



Home > Pre-registration > Substance identification > Specify Constituent

Please specify your constituent's chemical name below and click on the "Select constituent" button

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

\* Chemical Name:   
\* Name type:

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](#)

Click on <Select constituent>.

Figure 9: Results of search by chemical name page



Home > Pre-registration > Substance identification > Specify Constituent

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
<input type="radio"/> 218-191-6	magnesium dihydrogen di-L-aspartate	2068-80-6	C4H7NO4.1/2Mg
<input checked="" type="radio"/> 220-010-0	magnesium dipalmitate	2601-98-1	C16H32O2.1/2Mg
<input type="radio"/> 222-848-2	magnesium digluconate	3632-91-5	C6H12O7.1/2Mg
<input type="radio"/> 223-727-7	magnesium dilaurate	4040-48-6	C12H24O2.1/2Mg
<input type="radio"/> 230-361-1	magnesium dinicotinate	7069-06-9	C6H5NO2.1/2Mg
<input type="radio"/> 231-705-3	magnesium dihydride	7693-27-8	H2Mg
<input type="radio"/> 231-756-1	magnesium di(phenolate)	7721-07-5	C6H6O.1/2Mg
<input type="radio"/> 232-200-0	magnesium diiodate	7790-32-1	HI O3.1/2Mg
<input type="radio"/> 234-501-2	magnesium diboride	12007-25-9	B2Mg
<input type="radio"/> 234-769-0	magnesium discandium tetraoxide	12032-33-6	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>.

-  Click <Add another constituent> ONLY if you have a multi-constituent.
-  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).

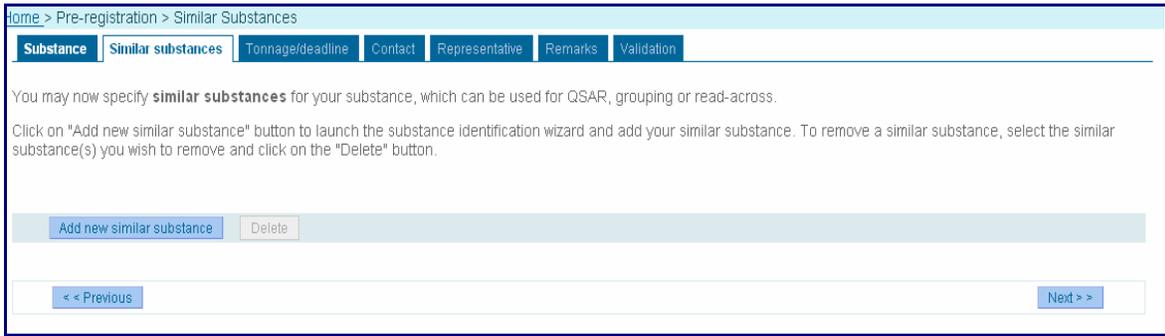
To remove a constituent, i.e. if you have entered two constituents in your mono-constituent substance, select first the constituent to delete (radio button in the left column), click on <Remove> and then on <Next>.

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**



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-registration > Similar Substances > Substance identification > Specify Constituent

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

Select constituent | Cancel

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

Home > Pre-registration > Similar Substances

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

Your selected substance name is: formaldehyde

Select EC Number	CAS Number	Name
<input type="radio"/> 200-001-8	50-00-0	formaldehyde

Add another constituent | Remove Constituent | Edit constituent

To identify a multi-constituent  substance, use the "Add another constituent" button until all constituents (maximum 10) have been specified.

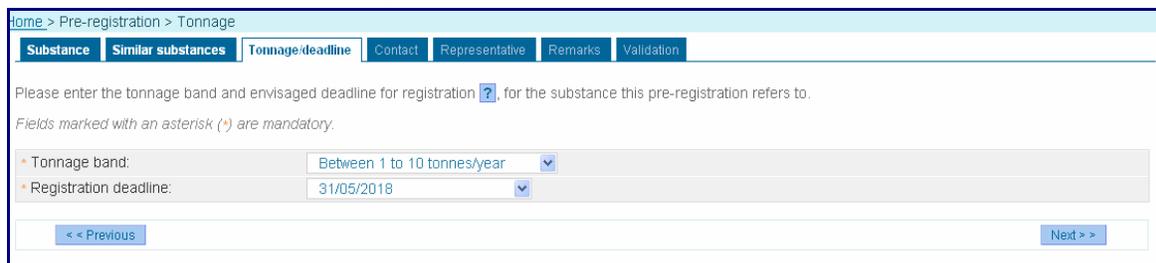
Complete similar substance | Cancel

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



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

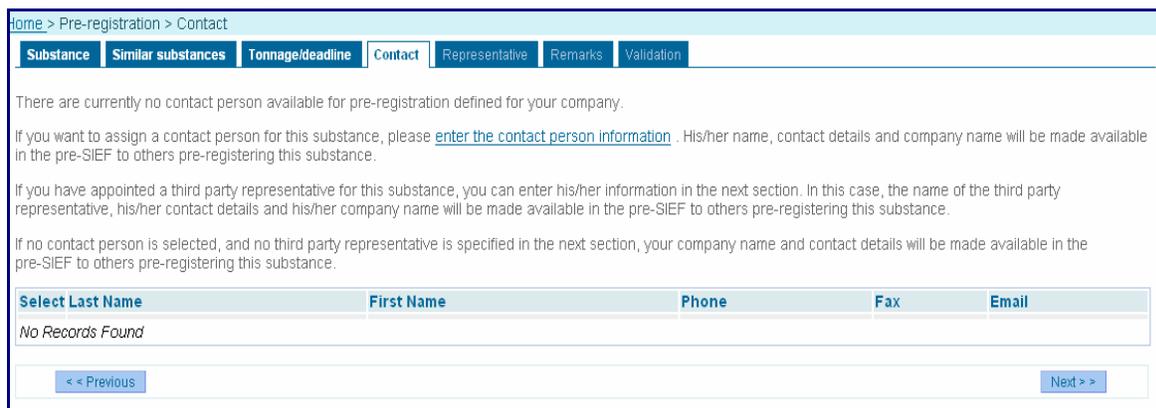
Click on <Next> to proceed to the <Contact> tab (Figure 14).

## 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



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

home > Pre-registration > Contact

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

Fill the form below to create a new contact person for your company. This person will have the type "pre-registration" and will be available for further pre-registration from the contact persons list.

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

**Contact information**

Title:

\* First Name:

\* Last Name:

\* Phone:

Fax:

\* E-mail:

**Organisation**

Organisation Name:

Department:

**Address**

\* Street:

Street 2:

\* Postal code:

\* City / Town:

Region / County:

\* Country:

Postal address:

Click on <Add>.



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**

home > Pre-registration > Contact

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

Your data has been saved

You can select one of the following contact persons. The name of the contact person, his/her contact details and the company name will be made available in the pre-SIEF to others pre-registering this substance.

If you have appointed a third party representative for this substance, you can enter his/her information in the next section. In this case, the name of the third party representative, his/her contact details and his/her company name will be made available in the pre-SIEF to others pre-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](#)

Select Last Name	First Name	Phone	Fax	Email
<input type="radio"/> Smith	Jane	+32.234.56.78		jane.smith@plastic.eu
<input checked="" type="radio"/> Doe	John	+32.234.56.78		john.doe@plastic.eu
<input type="radio"/> Jones	Jack	+32.234.56.78		jack.jones@plastic.eu

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.
- ⚠️ 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

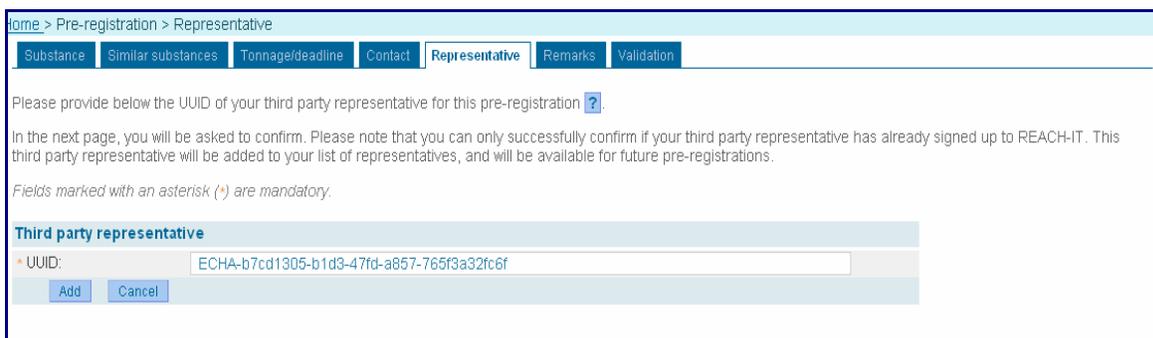
If you have appointed a third party representative, you enter his/her data within this tab (Figure 16).

Figure 17: Representative page



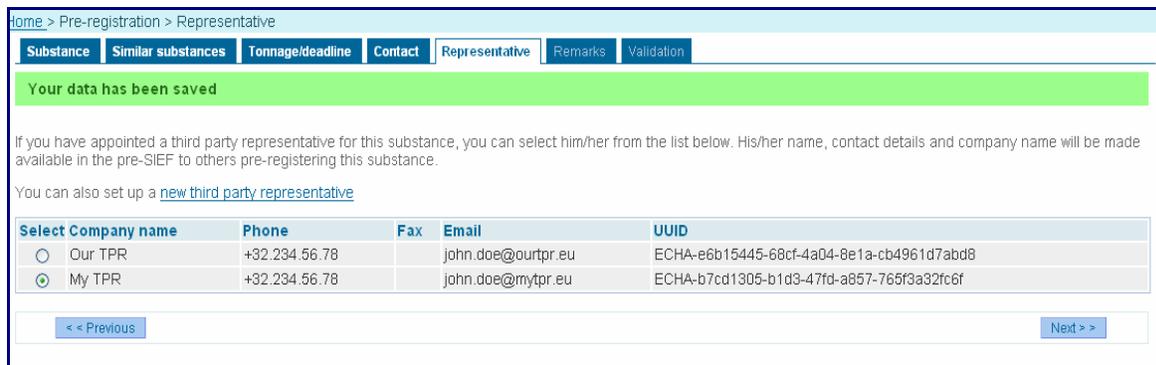
If you have a TPR for your substance, click on the link <new third party representative> (Figure 17) and on the link <enter the representative's information> to add one. Enter the UUID (\*) provided by your TPR (Figure 18), who needs to have signed-up in REACH-IT.

Figure 18: Enter the representative's information page



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**



Home > Pre-registration > Representative

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

Your data has been saved

If you have appointed a third party representative for this substance, you can select him/her from the list below. His/her name, contact details and company name will be made available in the pre-SIEF to others pre-registering this substance.

You can also set up a [new third party representative](#)

Select	Company name	Phone	Fax	Email	UUID
<input type="radio"/>	Our TPR	+32.234.56.78		john.doe@ourtpr.eu	ECHA-e6b15445-68cf-4a04-8e1a-cb4961d7abd8
<input checked="" type="radio"/>	My TPR	+32.234.56.78		john.doe@mytpr.eu	ECHA-b7cd1305-b1d3-47fd-a857-765f3a32fc6f

<< Previous Next >>

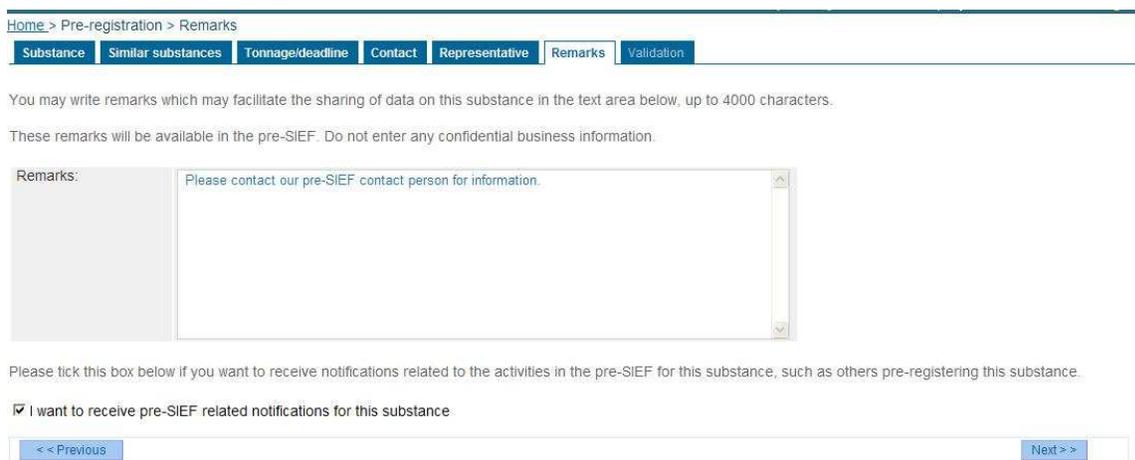
Click on <Next>.

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**



Home > Pre-registration > Remarks

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

You may write remarks which may facilitate the sharing of data on this substance in the text area below, up to 4000 characters.

These remarks will be available in the pre-SIEF. Do not enter any confidential business information.

Remarks: Please contact our pre-SIEF contact person for information.

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

<< Previous Next >>

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).

## 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

home > Pre-registration > Validation

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

You did not specify any substances which can be used for OSAR, 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 substances](#) [Tonnage/deadline](#) [Contact](#) [Representative](#) [Remarks](#)

*Substance identification*

Reaction mass of toluene and benzene

This identified substance refers to the substance identified from the following main constituent(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 section](#)

*Similar substances*

[Go to the Similar substances section](#)

*Tonnage and registration deadline*

Tonnage band: Between 1 to 10 tonnes/year  
Registration deadline: 31/05/2018

[Go to the Tonnage/deadline section](#)

### 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:	
<a href="#">Go to the Contact person section</a>	

#### Third party representative

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

#### Remarks

Remarks:	Please contact our pre-SIEF contact person for information.
	<input checked="" type="checkbox"/> I want to receive pre-SIEF related notifications for this substance
<a href="#">Go to the Remarks section</a>	

[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

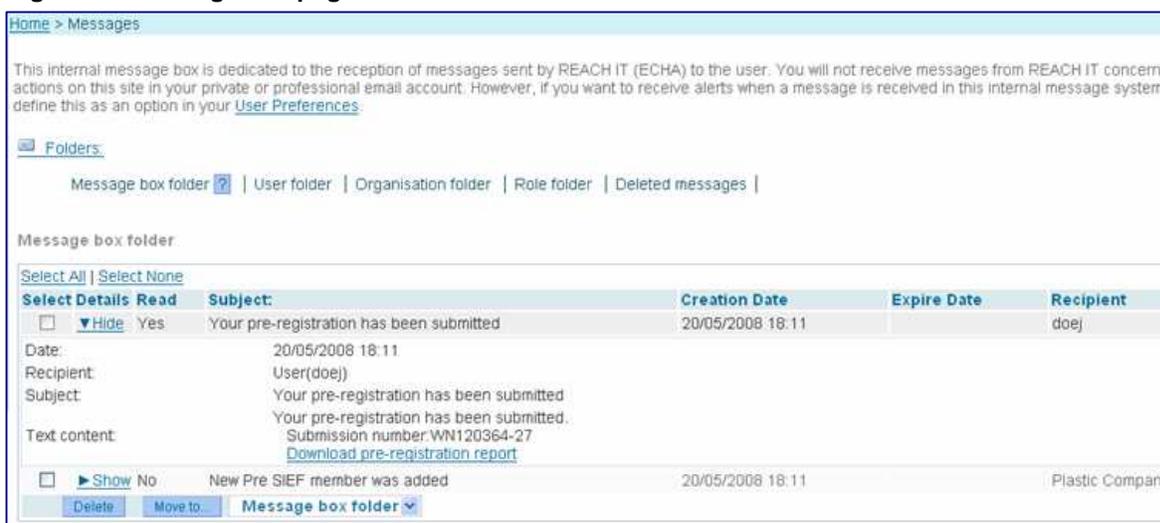
The Pre-registration Complete page opens (Figure 22).

Figure 22: Pre-registration Complete page



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



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-registrations

Search pre-registrations

You may search using any of the following criteria:

EC number:

CAS Number:

Chemical name:

Name	Submission Number	Pre-registration number	Tonnage band	Deadline date	Pre-SIEF Status
Reaction mass of benzene and butan-1-ol and pentan-1-ol	PD120288-46	<a href="#">05-2114126933-49-0000</a>	Between 10 to 100 tonnes/year	30/11/2010	Active
Reaction mass of 4,9-diazadodecamethylenediamine and benzene and pentan-1-ol	PD120288-46	<a href="#">05-2114126934-47-0000</a>	Between 10 to 100 tonnes/year	30/11/2010	Active
Reaction mass of 4,9-diazadodecamethylenediamine and benzene and cobalt di (acetate)	PD120288-46	<a href="#">05-2114126937-41-0000</a>	Between 10 to 100 tonnes/year	30/11/2010	Active

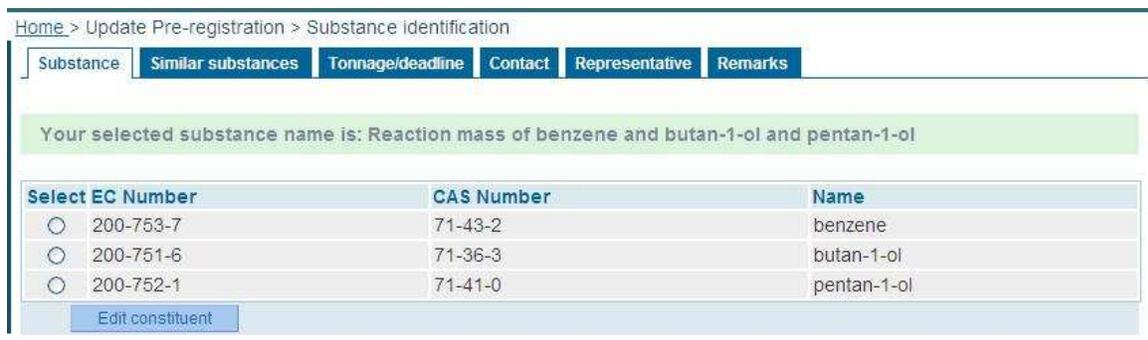
The table containing the search results appears below the search criteria (Figure 24). In the pre-registration number column, click on the link of the pre-registration number, to view the details of the relevant pre-registered substance. You have then the opportunity to, either review and/ or edit the 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

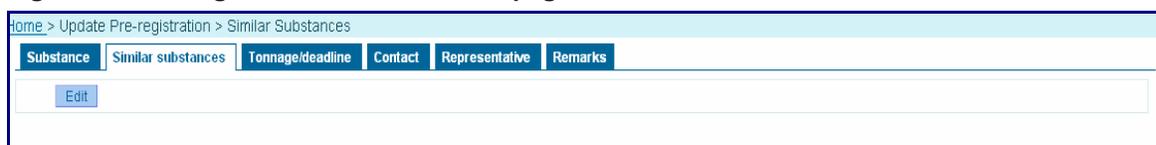


Select EC Number	CAS Number	Name
<input type="radio"/> 200-753-7	71-43-2	benzene
<input type="radio"/> 200-751-6	71-36-3	butan-1-ol
<input type="radio"/> 200-752-1	71-41-0	pentan-1-ol

### 2.3.2 Similar substances tab

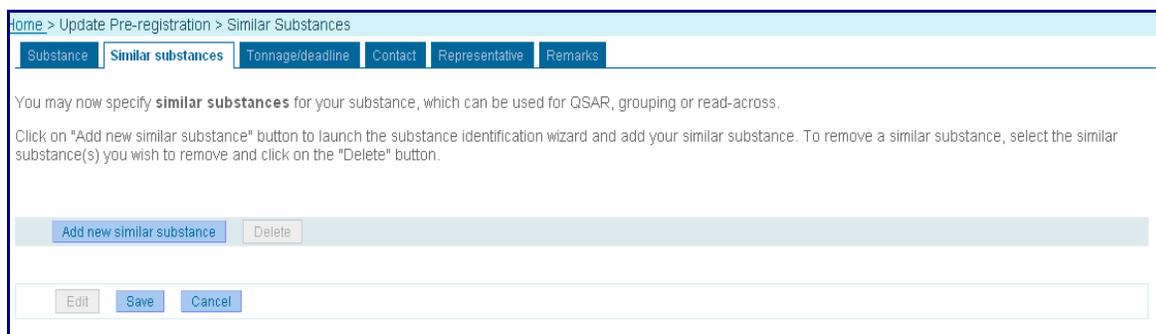
Click on the <Similar substances> tab (Figure 26): you can view whether similar substances were provided.

Figure 26: Viewing the Similar substances page



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



Click on <Add new similar substance> to launch the substance identification wizard, as in the here-above 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).

**Figure 28: View the Tonnage/ deadline page**



home > Update Pre-registration > Tonnage

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

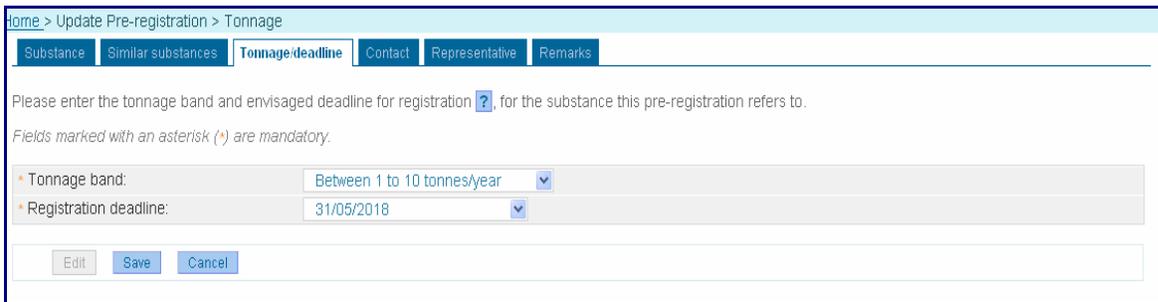
Tonnage band: Between 1 to 10 tonnes/year

Registration deadline: 31/05/2018

Edit

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

**Figure 29: Completing the Tonnage/ deadline page**



home > 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: 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.

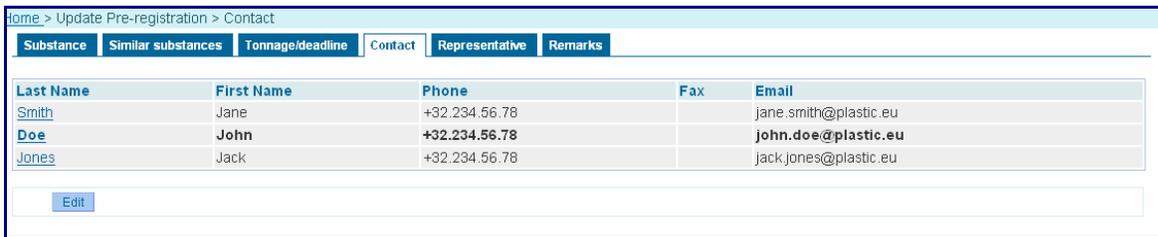
You can also create a new contact person and/ or select/ deselect an existing contact person for your pre-registration.



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**



home > Update Pre-registration > Contact

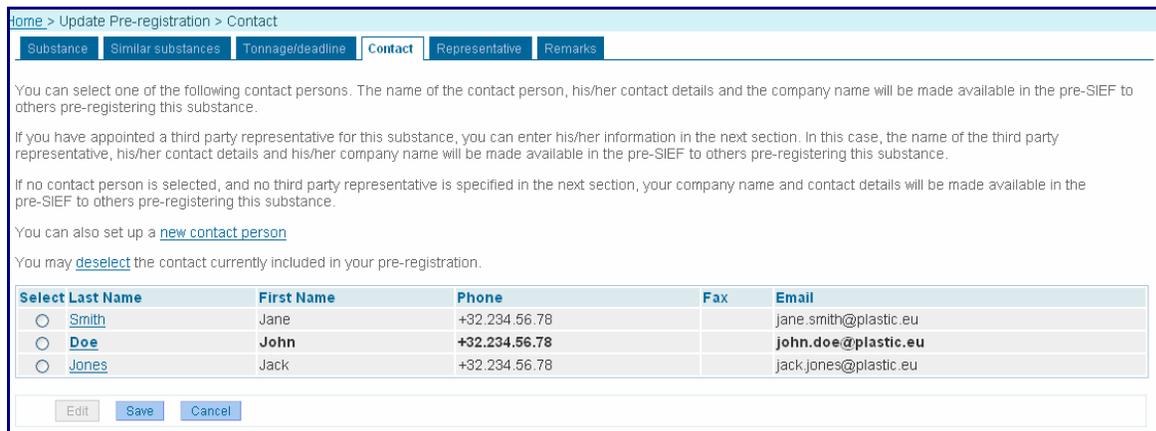
Substance | Similar substances | Tonnage/deadline | Contact | Representative | Remarks

Last Name	First Name	Phone	Fax	Email
<a href="#">Smith</a>	Jane	+32.234.56.78		jane.smith@plastic.eu
<a href="#">Doe</a>	John	+32.234.56.78		john.doe@plastic.eu
<a href="#">Jones</a>	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**



home > Update Pre-registration > Contact

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

You can select one of the following contact persons. The name of the contact person, his/her contact details and the company name will be made available in the pre-SIEF to others pre-registering this substance.

If you have appointed a third party representative for this substance, you can enter his/her information in the next section. In this case, the name of the third party representative, his/her contact details and his/her company name will be made available in the pre-SIEF to others pre-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
<input type="radio"/>	Smith	Jane	+32.234.56.78		jane.smith@plastic.eu
<input checked="" type="radio"/>	<b>Doe</b>	<b>John</b>	<b>+32.234.56.78</b>		<b>john.doe@plastic.eu</b>
<input type="radio"/>	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 pre-registration. 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**



home > 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**



home > Update Pre-registration > Representative

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

If you have appointed a third party representative for this substance, you can select him/her from the list below. His/her name, contact details and company name will be made available in the pre-SIEF to others pre-registering this substance.

You can also set up a [new third party representative](#)

You may [deselect](#) the representative of your pre-registration

Select	Company name	Phone	Fax	Email	UUID
<input type="radio"/>	Our TPR	+32.234.56.78		john.doe@ourtpr.eu	ECHA-e6b15445-68cf-4a04-8e1a-cb4961d7abd8
<input type="radio"/>	My TPR	<b>+32.234.56.78</b>		<b>john.doe@mytpr.eu</b>	<b>ECHA-b7cd1305-b1d3-47fd-a857-765f3a32fc6f</b>

Edit Save Cancel

Select, using the radio button, the company you want to assign or un-assign as TPR in your pre-registration. 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**



home > Update Pre-registration > Remarks

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

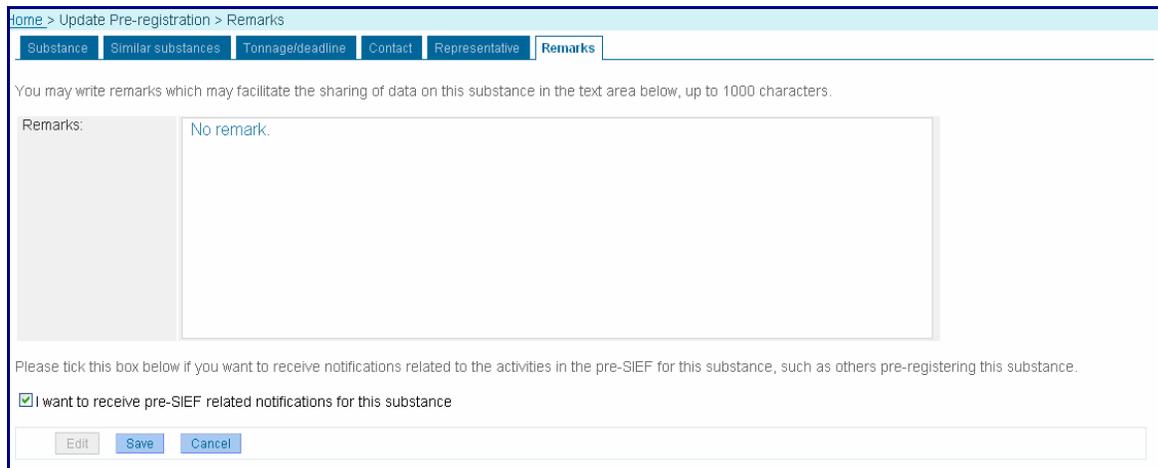
Remarks: No remark

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**



Home > Update Pre-registration > Remarks

Substance Similar substances Tonnage/deadline Contact Representative Remarks

You may write remarks which 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 pre-registration.

**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.

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