

REACH-IT Industry User Manual

Part 08 - Invoicing



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1. Introduction

The Industry User Manual (IUM) is the reference manual that describes to industry users how they can submit and view data within REACH-IT. As REACH-IT evolves, additional and updated parts of this IUM will be released and made available via the ECHA website.

Prior to using this Part 8 (Invoicing), 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

How to get additional support is also described in Part 1. Each subsequent parts of this IUM will therefore cover the step-by-step instructions to perform the tasks required for submission of data under REACH.

2. General concept of invoicing

2.1 Background

The legal bases for the fees and charges are related to Article 74(1) and 132 in the REACH regulation (EC no. 1907/2006) and to the Fee Regulation (EC no. 340/2008). A fee and/or charge is imposed for, amongst other things, registration, PPORD and authorisation requests. Fee-determining parameters will define the amount to be charged. These may include amongst other things, the dossier type (registration, PPORD ...), category of enterprise (small, medium ...), joint submission, opt-out, tonnage, confidentiality claims made, or a change in identity of the registrant involving change in its legal personality.

2.2 Definitions

Several terms are used in this chapter that are defined here after:

- Fee: amount payable for an item mentioned in the REACH regulation.
- Other charges: other amounts payable.
- Chargeable service (CS): a service for which a fee or other charges are requested.
- Invoice: a bill for the CS provided.
- Party: any billable party (like a company or a third party).

2.3 Fee calculation & invoice generation

In most cases, invoices for submissions and legal entity change will be available online in REACH-IT within three ECHA working days. Each submission for registration or legal entity change shall be accompanied by the fee required in accordance with Title IX of the REACH Regulation and the Fee Regulation (EC) No 340/2008.

A submission for registration can be an initial submission or a submission update.

For an initial submission a fee is always levied for both intermediate and non-intermediate substances. In the case of multiple registrations within the same submission (Non-intermediate and/or Transported Isolated Intermediate and/or On-Site Isolated Intermediate) a fee will be levied for each of them.

A submission update can be classified into: spontaneous update of an already notified substance (NONS), other spontaneous update and requested update.

- For a spontaneous update of a NONS, a fee for registration of a non-intermediate substance is levied if the new tonnage band is higher than the previously notified tonnage band. A fee is also levied when the NONS substance is registered as an on-site isolated intermediate.
- For other spontaneous updates, a fee for registration of the substance is levied if the new tonnage band is higher than the previously notified tonnage band for non-intermediates and for intermediates if no fee was paid previously.
- For a requested update after TCC failure, if there is a change in the fee determining parameters (other than change in tonnage bands) compared with the previous submission a new invoice will be generated and the existing invoice will be cancelled. In such case the potential payment of the previous invoice would be taken into account and accommodated in the new invoice.

2.4 Fee waiver

The registrant can claim a fee waiver for a registration of a substance in a quantity between 1 and 10 tonnes/year where the registration dossier contains the full information in Annex VII. In this case no fee is levied for such registration but it is imperative that the registrant claims the fee waiver when creating the dossier in IUCLID (applicable for both initial and update registrations). Detailed information on how to claim the fee waiver in IUCLID can be found in the Data Submission Manual Part 04 "How to Pass Business Rule Verification" and in the Data Submission Manual Part 05 "How to complete a technical dossier for registrations and PPORD notifications".

2.5 Joint submission

Note that each registrant from a joint submission is granted with a reduced fee compared to an individual submission unless the registrant decides to opt-out from some relevant information provided in the dossier sections 2-7 (related to Annexes VI to XI in the REACH Regulation and specified in the Fee Regulation in Articles 3(3), 4(3) and 5(3)).

2.6 Confidentiality claim

A registrant can request that information that is submitted to ECHA according to Article 10 of the REACH Regulation is not published on the internet because its publication could be harmful to the registrant's or any other concerned party's commercial interests. If the information falls under Article 119(2) of the REACH Regulation and Annex IV of the Fee Regulation, then ECHA will request a fee payment for these confidentiality requests:

- Confidentiality claim on the degree of purity and/or identity of impurities or additives.
- Confidentiality claim on the tonnage band.
- Confidentiality claim on study summaries or robust study summaries.

- Confidentiality claim on the information in the safety data sheet.
- Confidentiality claim on the substance trade name.
- Confidentiality claim on the IUPAC name for non-phase in dangerous substance.
- Confidentiality claim on the IUPAC name for dangerous substances used as intermediates, in scientific research and development or PPORD.

The fee has to be paid for the request but it is up to ECHA to determine whether the reasons given for keeping this information confidential are adequate. When preparing the dossier, and before the submission, it is advisable to check those sections in the dossier that may be subjected to a fee. For more information consult Annex III of the Data Submission Manual 5 and Data Submission Manual 16.

2.7 Spontaneous updates

For submission updates, a fee is only levied if required in accordance with Title IX of the REACH Regulation and the Fee Regulation (EC) No 340/2008 and if it has not been charged in previous invoices.

ECHA is not in a position to refund those cases where the spontaneous submission update has less fee requirements than the initial submission (i.e. a spontaneous update of a substance registration with a tonnage band of 1-10 tonnes/year with a fee waiver when the initial submission was made for a substance registration with a tonnage band of 1-10 tonnes/year with no fee waiver).

2.8 Fee calculation plug-in

A registrant is able to simulate the fee associated to the dossier by using the Fee calculation plug-in that is available at the IUCLID website: <http://iuclid.echa.europa.eu/>

The plug-in goes through the IUCLID 5 dossier to create a list of fees in accordance with the Fee Regulation for REACH (Regulation EC/340/2008). It works for both REACH registration and PPORD notification dossiers and is also able to calculate the costs of confidentiality claims. The plug-in therefore gives in advance information of the likely costs. However, registrants should wait for ECHA to issue an invoice before making their payment.

2.9 Invoice layout

Invoices can be downloaded in PDF format. Figure 1 below illustrates an invoice in PDF and some details about the fees and other charges.

Figure 1: Invoice with details

		INVOICE	
Madesystems Invoicing department Annankatu 18 00120 - Helsinki Finland		Invoice No. 10000202 Date of invoice 30.04.2012 Customer ID No. IUC5-3d02e01-072c-424d-b73a-4b3a46d12a93 Customer VAT	
This invoice concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to:			
Madesystems			
<small>This is the original invoice and is deemed valid without a signature. Directive 2006/112/EC on the common system of VAT does not apply to the levy of the fees and charges in application of the REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.</small>			
Date	Description	Detailed fee/charge	Fee /Charge
30.04.2012	Submission n°: NP120961-26 Purchase order : Not provided Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range 10 to 100 tonnes - Request of confidentiality for a study summary or a robust study summary (x2) - Request of confidentiality for information in the safety data sheet	 4,300.00 9,000.00 3,000.00	
Total for the fees or charges			16,300.00
Total (EUR)			16,300.00
Amount paid (EUR)			0.00
Total Outstanding (EUR)			16,300.00
Payment details:			
Bank:	Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland		
Account number:	500001-20243349		
IBAN Code	FI98 5000 0120 2433 49		
BIC/SWIFT code:	OKOYFIHH		
Payment Reference	10000202		
Due date:	02.05.2012		
<small>Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number</small>			
European Chemicals Agency Annankatu 18 PE 400, FIN-00121 Helsinki Finnish Business ID 2139942-8	Please consult payment instructions here: www.etha.europa.eu/web/guest/support/faqs/reach-it-frequently-asked-questions Please send invoice enquiries to our Helpdesk. www.etha.europa.eu/web/guest/contact		
<small>1) Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals, establishing a European Chemicals Agency. 2) Commission Regulation (EC) No 340/2008 of 16 April 2008 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1907/2006. 3) Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/541/EEG and 1999/45/EC, and amending Regulation (EC) No 1907/2006. 4) Commission Regulation (EU) No 440/2010 of 21 May 2010 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1272/2008.</small>			

Party reference
(entered at
dossier upload
by the
Registrant)

Details of the
chargeable
services

Chargeable
service fee

Reference number
for invoice
payment

Initial due date

2.10 Invoice payment

The invoice issued by ECHA will appear in the user's REACH-IT Invoices section. The party user will also receive a message in the REACH-IT message box informing that an invoice has been opened. The party user can then download the invoice and proceed to its payment. ECHA will not send invoices on paper and therefore, invoices are only visible in REACH-IT.

When making the payment, the free text message/communications field of the payment must indicate only the payment reference indicated on the invoice. Please indicate only one reference number (no multiple payments). Please do not add anything neither in front of it nor behind it.

An invoice should be paid before the initial due date specified in the invoice. In case the invoice is not paid at the initial due date, it is recognised by ECHA to be overdue. In that case, the user will be able to download the invoice reminder with an extended due date (second deadline) indicated on it.

With respect to updates of a registration other than tonnage band updates, the registrant has the possibility to request a further extension of the second deadline for payment of the corresponding fee. In practice, this request of extension of the second deadline for payment applies only to:

- Fees levied for new chargeable confidentiality claims included in spontaneous updates
- Fees levied as a consequence of a legal entity change

The request for extension should be submitted before the expiry of the second deadline via the ECHA Helpdesk using the contact form available at <http://echa.europa.eu/en/web/guest/contact> and choosing "Contact the ECHA Helpdesk" and then selecting the menu item "I have a question related to the dossier submission to ECHA".

If the invoice is not paid at the latest at the extended due date, and it contains chargeable service(s) representing fees for dossier submissions, it leads to a rejection of the submitted dossier.

Where the registration has been rejected due to the failure of the registrant to submit missing information or due to his failure to pay the fee before expiry of the deadlines, the fees paid in relation to that registration shall not be refunded or otherwise credited to the registrant.

2.11 Credit note

There can be circumstances that require the recalculation of the chargeable services and subsequently the cancellation of the invoice. Thus, an invoice can be cancelled by ECHA and a corresponding credit note is generated and made available in the invoices page. The user will also receive a message in their REACH-IT message box informing them that an invoice has been cancelled and that the corresponding credit note is available for download. The party user can then download the credit note.

However, the cancelled invoice can still be downloaded from the user's REACH-IT Invoices section. The differences between an invoice and a credit note are the layout and the negative sign for the due amounts and the total (positive in the cancelled invoice document, negative in the credit note document). If the company has made changes after the invoice was issued in its billing address, VAT-number, etc., these changes will not appear on the credit note. When an invoice is cancelled, a message will be sent to the party users REACH-IT Message box.

2.12 Status of the Payment

The status of the Payment is updated when a payment is received by ECHA or when the extended due date has passed. This can be seen from the Submission report which can be opened either from the Search dossier function or by clicking the link to it from any related messages from the Message box.

If the payment has been received the status in the Submission report will change to:

Pay Submission Fee **Succeeded**

If ECHA has not received the payment by the extended due date then the status in the Submission report will change to:

Pay Submission Fee **Failed**

3. Messages received in the message box

This chapter describes the messages received by the party user that are related to the invoicing activities. The messages help the user to keep track of the invoice activities. It shows in chronological order what activities were carried out for that particular invoice (opened, reminder, downloaded). For more information on how to use the Message Box, see Part 3 (Login and Message Box) of the Industry User Manual.

3.1 Message notifying that an invoice is open

As soon as an invoice is opened by ECHA a message is sent to the registrant 'Message box' informing that an invoice has been issued. The invoice can be downloaded by clicking in the link provided in the message.

Figure 2 illustrates the message received by party users when an invoice is open.

Figure 2: Message for party users for an open invoice

		Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	Show	Decision made by the Agency. (MP121098-27)	10/05/2012 15:57		User(Silja1)
<input type="checkbox"/>	Show	Warning, unsupported attachment file type (MP121098-27)	10/05/2012 15:57		User(Silja1)
<input type="checkbox"/>	Show	File under examination (MP121098-27) - Registration (reg.)	10/05/2012 15:57		User(Silja1)
<input type="checkbox"/>	Show	Decision made by the Agency. (BK121097-50)	10/05/2012 15:55		User(Silja1)
<input type="checkbox"/>	Show	Warning, unsupported attachment file type (BK121097-50)	10/05/2012 15:55		User(Silja1)
<input type="checkbox"/>	Show	File under examination (BK121097-50) - Registration (reg.)	10/05/2012 15:55		User(Silja1)
<input type="checkbox"/>	Show	Joint Submission membership confirmed.	10/05/2012 15:55		Party(Madesystems)
<input type="checkbox"/>	Hide	Invoice has been opened - UT121096-15	10/05/2012 15:54		Party(Madesystems)
<p>An invoice has been issued and can be downloaded from the 'Invoices' section in REACH-IT.</p> <p>Download invoice</p> <p>Reference number: 10000281</p>					
<input type="checkbox"/>	Show	Business Rules Check passed	10/05/2012 15:54		User(Silja1)
<input type="checkbox"/>	Show	Warning, unsupported attachment file type (UT121096-15)	10/05/2012 15:54		User(Silja1)

In case the invoice has not been paid by the registrant before the due date another message will be sent to the registrant's 'Message box'. The invoice reminder can be downloaded by clicking in the link provided in the message.

Figure 3 shows the message received by party users to remind the payment initial due date.

Figure 3: Message for reminding the payment initial due date

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[Select All](#) [Select None](#)

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	▼Hide	Yes	Reminder date reached NY121102 27	12/05/2012 23:50		Party(Macesystems)

Our records show that the invoice mentioned below has not been paid by the original due date and that therefore you now have until the extended due date to pay. If you have already paid, it could be that the transaction is still in the process of being treated. In either case, we request that you check the online invoice to see the progress of the payment, or any updated due date that may have been issued. If you have any further questions, please contact the Agency immediately. Please note that in cases involving a completeness check of your dossier, you may receive (or you may have already received) from ECHA a separate communication requesting further information. If the invoice concerns the payment of the fee for legal entity change or any other spontaneous update except a tonnage band update you are hereby formally warned that, if the invoice is not paid by the extended due date, the legal entity change or update will be rejected and the legal entity change or update can then not be recorded in REACH-IT.

[Download reminder](#)

Reference number: 10000204
Due date: 12/05/2012

3.2 Message notifying that a credit note is available

If ECHA cancels an invoice a corresponding credit note is generated. A message will be sent to the registrant's REACH-IT message box informing that an invoice has been cancelled and that the corresponding credit note is available for download. The party user can then download the credit note.

Figure 4 illustrates the message received by party users when a credit note is available.

Figure 4: Message informing when a credit note is available

		Creation Date	Expire Date	Recipient
<input type="checkbox"/>	Hide Yes	05/10/2010 12:23		Party(Test Company)
Invoice has been cancelled - RT121306-21 Your invoice has been cancelled. A credit note has been issued. Download credit note Reference number: 10000172				

4. Step-by-step invoicing

4.1 Sorting and viewing invoices

From the <Invoices> menu, select <Download>.

Figure 5: Invoice menu

The screenshot shows the REACH-IT user interface. On the left, a dark sidebar contains a menu with the following items: Home, Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Inventories, Legal entity change, Invoices (highlighted), and Search. The main content area displays a welcome message, a notification for 137 unread messages, and a news section titled 'REACH-IT News:'. At the top right, it indicates the user is connected as 'Silja1' on behalf of 'Madesystems' with links for 'Preferences' and 'Logout'.

The <Download> page opens and displays the list of the party's invoices (open or closed) and credit notes.

Figure 6: Download page with list of invoices

Select	Invoice number	Total amount (EUR)	Amount received	Initial due date	Status
<input type="radio"/>	10000316	9,810.81	0.00	15/10/2010	Open
<input type="radio"/>	10000315	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000314	98,100.81	0.00	15/10/2010	Cancelled
<input type="radio"/>	10000313	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000311	98,100.81	0.00	15/10/2010	Open
<input type="radio"/>	10000312	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000310	9,810.81	0.00	15/10/2010	Open
<input type="radio"/>	10000294	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000284	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000282	981.81	0.00	10/10/2010	Open

Select the document to download:

[Invoice in PDF](#) [Invoice reminder in PDF](#) [Credit note in PDF](#)

You can sort - by ascending and descending order - the list of invoices by clicking on the column header you want to use for sorting. The sorted column header will display a \blacktriangle or \blacktriangledown sign depending on the chosen order. See an example below with invoices sorted by invoice number, descending order



The initial sorting displayed is the descending initial payment deadline date.

Figure 7: Sorting of invoices

Select	Invoice number \blacktriangledown	Total amount (EUR)	Amount received	Initial due date	Status
<input checked="" type="radio"/>	10000316	9,810.81	0.00	15/10/2010	Open
<input type="radio"/>	10000315	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000314	98,100.81	0.00	15/10/2010	Cancelled
<input type="radio"/>	10000313	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000312	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000311	98,100.81	0.00	15/10/2010	Open
<input type="radio"/>	10000310	9,810.81	0.00	15/10/2010	Open
<input type="radio"/>	10000294	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000284	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000282	981.81	0.00	10/10/2010	Open

Select the document to download:

[Invoice in PDF](#) [Invoice reminder in PDF](#) [Credit note in PDF](#)

You can choose to display all invoices on screen or ten by ten. You also have the option to display the <Next> or <Previous> ten. See the below figures that illustrate the various display options.

Figure 8 shows the 10 invoices displayed in REACH-IT.

Figure 8: Display option per 10 for invoices

Invoices

Previous 1-10 of 11 [Next 1](#)

Select	Invoice number	Total amount (EUR)	Amount received	Initial due date ▲	Status
<input checked="" type="radio"/>	10000281	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000282	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000284	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000294	981.81	0.00	10/10/2010	Open
<input type="radio"/>	10000310	9,810.81	0.00	15/10/2010	Open
<input type="radio"/>	10000312	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000311	98,100.81	0.00	15/10/2010	Open
<input type="radio"/>	10000313	981,000.81	0.00	15/10/2010	Open
<input type="radio"/>	10000314	98,100.81	0.00	15/10/2010	Cancelled
<input type="radio"/>	10000315	981,000.81	0.00	15/10/2010	Open

Select the document to download:

[Invoice in PDF](#) [Invoice reminder in PDF](#) [Credit note in PDF](#)

Figure 9 shows the additional results after clicking on the <Next 1> link (Figure 8).

Figure 9: Selection of an individual invoice

Invoices

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Select	Invoice number	Total amount (EUR)	Amount received	Initial due date ▲	Status
<input checked="" type="radio"/>	10000316	9,810.81	0.00	15/10/2010	Open

Select the document to download:

[Invoice in PDF](#) [Invoice reminder in PDF](#) [Credit note in PDF](#)

From the drop-down menu, you can also select <Show All> as shown in Figure 10.

Figure 10: Selection of show all option

Invoices

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Select	Invoice number	Total amount (EUR)	Amount received	Initial due date ▲	Status
<input type="radio"/>	10000316	9,810.81	0.00	15/10/2010	Open

Select the document to download:

[Invoice in PDF](#) [Invoice reminder in PDF](#) [Credit note in PDF](#)

4.2 Downloading invoices

Select the invoice to download by clicking the radio button  in the left column as shown in Figure 11.

Figure 11: Selection of an invoice for downloading

Invoices

[Previous](#)
1-10 of 17
▼
[Next 7](#)

Select	Invoice number	Total amount (EUR)	Amount received	Initial due date	Status
<input type="radio"/>	10004545	3,100.00	0.00	13/06/2012	Open
<input type="radio"/>	10004243	10,300.00	0.00	30/05/2012	Closed
<input checked="" type="radio"/>	10003707	5,475.00	0.00	24/05/2012	Open
<input type="radio"/>	10003504	12,000.00	0.00	25/04/2012	Open
<input type="radio"/>	10002375	1,200.00	0.00	24/07/2011	Closed
<input type="radio"/>	10001526	6,100.00	0.00	05/03/2011	Open
<input type="radio"/>	10001528	4,600.00	0.00	05/03/2011	Open
<input type="radio"/>	10001524	144,100.00	0.00	05/03/2011	Open
<input type="radio"/>	10001527	3,100.00	0.00	05/03/2011	Open
<input type="radio"/>	10001523	7,600.00	0.00	05/03/2011	Open

Select the document to download:

Invoice in PDF
Invoice reminder in PDF
Credit note in PDF

Click on the button <Invoice in PDF> [Invoice in PDF] to download the invoice. Your browser opens up a dialogue box and gives you the options to <Open> the invoice document or <Save to disk>: to store the file on your hard drive for further processing. Select the desired option and click <OK>. Figure 12 shows the invoice in PDF format.

Figure 12: Invoice in PDF

 ECHA EUROPEAN CHEMICALS AGENCY		INVOICE	
Madesystems Invoicing department Annankatu 18 00120 - Helsinki Finland		Invoice No. 10000202 Date of invoice 30.04.2012 Customer ID No. IUC5-3d02ec01-072c-424d-b73a-4b3a46d12a93 Customer VAT [REDACTED]	
This invoice concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] for Madesystems			
<small>This is the original invoice and is deemed valid without a signature. Directive 2006/113/EC on the common system of VAT does not apply to the levy of the fees and charges in application of the REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.</small>			
Date	Description	Detailed fee/charge	Fee /Charge
30.04.2012	Submission n°: NP120961-26 Purchase order : Not provided Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range 10 to 100 tonnes 4,300.00 - Request of confidentiality for a study summary or a robust study summary (x2) 9,000.00 - Request of confidentiality for information in the safety data sheet 3,000.00		
	Total for the fees or charges		16,300.00
		Total (EUR)	16,300.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	16,300.00
Payment details: Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland Account number: 500001-20243349 IBAN Code: FI98 5000 0120 2433 49 BIC/SWIFT code: OKOYFIHH Payment Reference: 10000202 Due date: 02.05.2012 <small>Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number</small>			
European Chemicals Agency Annankatu 18 PB 400, FIN-00121 Helsinki Finnish Business ID 2139942-8		Please consult payment instructions here: www.echa.europa.eu/web/guest/support/taqs/reach-it-frequently-asked-questions Please send invoice enquiries to our helpdesk: www.echa.europa.eu/web/guest/contact	
<small>1) Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals, establishing a European Chemicals Agency. 2) Commission Regulation (EC) No 340/2008 of 16 April 2008 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1907/2006. 3) Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labeling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1993/45/EC, and amending Regulation (EC) No 1907/2006. 4) Commission Regulation (EU) No 440/2010 of 21 May 2010 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1272/2008.</small>			

4.3 Downloading invoice reminders

Select the invoice to download by clicking the radio button  in the left column.

Figure 13: Selection of an invoice reminder for downloading

Invoices

Select	Invoice number	Total amount (EUR)	Amount received	Initial due date	Status
<input type="radio"/>	10000303	1,600.00	0.00	23/05/2012	Open
<input type="radio"/>	10000284	2,400.00	0.00	12/05/2012	Open
<input type="radio"/>	10000282	2,400.00	0.00	12/05/2012	Open
<input checked="" type="radio"/>	10000281	9,100.00	0.00	12/05/2012	Cancelled
<input type="radio"/>	10000253	10,300.00	0.00	09/05/2012	Closed
<input type="radio"/>	10000252	7,300.00	0.00	09/05/2012	Open
<input type="radio"/>	10000251	7,300.00	0.00	09/05/2012	Open
<input type="radio"/>	10000205	13,300.00	0.00	02/05/2012	Open
<input type="radio"/>	10000204	43,000.00	0.00	02/05/2012	Open
<input type="radio"/>	10000203	23,500.00	0.00	02/05/2012	Open

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Select the document to download:

Invoice in PDF
Invoice reminder in PDF
Credit note in PDF

Click on the button <Invoice reminder in PDF> [Invoice reminder in PDF] to download the invoice reminder. Your browser opens up a dialogue box and gives you the options to <Open> the invoice reminder document or <Save to disk>: to store the file on your hard drive for further processing. Select the desired option and click <OK>. Figure 14 shows the invoice reminder in PDF format.

Figure 14: Invoice reminder in PDF

 EUROPEAN CHEMICALS AGENCY		INVOICE REMINDER	
Madesystems Invoicing department Annankatu 18 00120 - Helsinki Finland		Invoice No. 10003707 Date of reminder 25.05.2012 Customer ID No. ECHA-f99a878e-e219-4534-abdc-8b6baa5f4fc	
This invoice concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to: SP_test			
<small>This is the original invoice and is deemed valid without a signature. Directive 2006/112/EC on the common system of VAT does not apply to the levy of the fees and charges in application of the REACH Fee Regulation or the CLP Fee Regulation and no VAT has to be paid in relation to this invoice.</small>			
Date	Description	Detailed fee/charge	Fee /Charge
23.05.2012	Submission n°: RG138333-41 Purchase order : Not provided Registration, initial submission, Joint Submission, Non-SME - Fee for registration of substances in the range 10 to 100 tonnes - Request of confidentiality for information in the safety data sheet	 3,225.00 2,250.00	
Total for the fees or charges			5,475.00
		Total (EUR)	5,475.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	5,475.00
This is an automatically generated invoice reminder. The original due date has expired. You now have until the extended due date to pay. If you have already paid the invoice, please ignore this reminder.			
Payment details:			
Bank:	Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland		
Account number:	500001-20243349		
IBAN Code	FI98 5000 0120 2433 49		
BIC/SWIFT code:	OKOYFIHH		
Payment Reference	10003707		
Due date:	24.05.2012	Extended due date:	25.05.2012
<small>Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number</small>			
European Chemicals Agency Annankatu 18 PB 400, FIN-00121 Helsinki Finnish Business ID 2139942-8	Please consult payment instructions here: www.echa.europa.eu/web/guest/support/tags/reach-frequently-asked-questions Please send invoice enquiries to our helpdesk: www.echa.europa.eu/web/guest/contact		
<small>1) Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals, establishing a European Chemicals Agency. 2) Commission Regulation (EC) No 340/2008 of 18 April 2008 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1907/2006. 3) Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labeling and packaging of substances and mixtures, amending and consolidating Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006. 4) Commission Regulation (EU) No 440/2010 of 21 May 2010 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1272/2008.</small>			

4.4 Downloading credit notes

Select the credit note to download by clicking the radio button  in the left column.

Figure 15: Selection of a credit note for downloading

Invoices

Select	Invoice number	Total amount (EUR)	Amount received	Initial due date	Status
<input type="radio"/>	10000303	1,600.00	0.00	23/05/2012	Open
<input type="radio"/>	10000284	2,400.00	0.00	12/05/2012	Open
<input type="radio"/>	10000282	2,400.00	0.00	12/05/2012	Open
<input checked="" type="radio"/>	10000281	9,100.00	0.00	12/05/2012	Cancelled
<input type="radio"/>	10000253	10,300.00	0.00	09/05/2012	Closed
<input type="radio"/>	10000252	7,300.00	0.00	09/05/2012	Open
<input type="radio"/>	10000251	7,300.00	0.00	09/05/2012	Open
<input type="radio"/>	10000205	13,300.00	0.00	02/05/2012	Open
<input type="radio"/>	10000204	43,000.00	0.00	02/05/2012	Open
<input type="radio"/>	10000203	23,500.00	0.00	02/05/2012	Open

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Select the document to download:

Invoice in PDF
Invoice reminder in PDF
Credit note in PDF

Click on <Credit note in PDF> [Credit note in PDF] if you want to download the credit note. Your browser opens up a dialogue box and gives you the options to <Open> the credit note or <Save to disk>: to store the file on your hard drive for further processing. Select the desired option and click <OK>. Figure 16 shows the credit note in PDF format.

Figure 16: Credit note in PDF



CREDIT NOTE

Madesystems

Invoicing department
Annankatu 18
00120 - Helsinki
Finland

Credit note No. 90000017
Invoice credited 10000281
Date of credit note 21.05.2012
Customer ID No. IUC5-3d02ec01-072c-424d-
b73a-4b3e46d12a93
Customer VAT FI-222-254-333

This credit note concerns the fees and charges under the REACH Regulation[1]/REACH Fee Regulation[2] or the CLP Regulation[3]/CLP Fee regulation[4] to:

Madesystems

This is the original credit note and is deemed valid without a signature. Directive 2006/112/EC on the common system of VAT does not apply to the levy of the fees and charges in application of the REACH Fee Regulation and no VAT has to be paid in relation to this credit note.

Date	Description	Detailed fee/charge	Fee /Charge
10.05.2012	Submission n°: UT121096-15 Purchase order : Not provided Registration, initial submission, Individual Submission, Non-SME - Fee for registration of substances in the range of 1 to 10 tonnes - Request of confidentiality for a study summary or a robust study summary (x1) - Request of confidentiality for information in the safety data sheet	 -1,600.00 -4,500.00 -3,000.00	
	Total for the fees or charges		-9,100.00
		Total (EUR)	-9,100.00
		Amount paid (EUR)	0.00
		Total to be credited (EUR)	-9,100.00

Payment details:

Bank: Pohjola Bank Plc, Box 300, FIN-00013 POI KUOLA, Finland
Account number: 500001-20243349
IBAN Code: FI98 5000 0120 2433 49
BIC/SWIFT code: OKOYFIHH
Payment Reference: 10000281
Due date: 12.05.2012

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

European Chemicals Agency
Annankatu 18
PB 400, FIN-00121 Helsinki
Finnish Business ID 2139942-8

Please consult payment instructions here:
www.echa.europa.eu/web/guest/support/faqs/reach-it-frequently-asked-questions
Please send invoice enquiries to our helpdesk:
www.echa.europa.eu/web/guest/contact

1) Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals, establishing a European Chemicals Agency.

2) Commission Regulation (EC) No 340/2008 of 16 April 2008 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EC) No 1907/2006.

3) Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 18 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1993/45/EC, and amending Regulation (EC) No 1907/2006.

EUROPEAN CHEMICALS AGENCY
ANNANKATU 18, P.O. BOX 400,
FI-00121 HELSINKI, FINLAND
ECHA.EUROPA.EU