



REACH-IT Frequently Asked Questions INVOICES AND PAYMENTS IN REACH-IT

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This version v2.2 includes:
Amendment on question #1 and #11
Version v2.1 included:
Amendment on question #9

INVOICES AND PAYMENTS IN REACH-IT

1. How will I receive the invoice?

After your submission has been received by ECHA, you will receive an invoice only electronically, via REACH-IT. This electronic invoice can be downloaded from REACH-IT in PDF format.

2. When do I have to pay?

The date on which the full amount of the payment is ordered to ECHA's bank account is the payment date. ECHA may request you to send it a proof of payment.

The Fee Regulation (Commission Regulation (EC) No 340/2008 of 16 April 2008) stipulates the payment terms for ECHA's invoices.

The deadlines for payment depend on the type of submission under consideration.

Registrations (including updates and confidentiality requests)

The first due date for payment in connection with registration submissions and updates is 14 days after the submission date specified in the acknowledgement of receipt. This is because Article 20(2) of the REACH Regulation requires the Agency to perform the completeness check, including whether the fee has been paid, within three weeks.

However, in the case of registration submissions of pre-registered substances notified within the two months that precede the relevant deadline of Article 23 of the REACH Regulation the deadline for payment is 30 days.

It is important to note that the Agency will establish a second deadline before the submission is rejected. The extended deadline depends on the submission type but is a minimum of 60 days after the first deadline.

PPORD notifications

The first deadline for payment in connection with a request for a PPORD exemption is seven days. This is because the exemption automatically applies if the Agency has not reacted within two weeks (*see* Article 9(5) of the REACH Regulation). The first deadline for payment of a request for an extension of the PPORD exemption is 30 days.

It is important to note that the Agency will establish a second deadline before the submission is rejected. The extended deadline depends on the submission type but is a minimum of 60 days after the first deadline.

3. How do I pay ECHA's invoice?

Bank transfer is the only payment method accepted. ECHA's full bank details are given in the invoice. Other types of payment, such as cheque, bankers draft or cash, are not accepted by ECHA.

Within the Single European Payment Area (SEPA) it is obligatory to use the IBAN and the BIC/SWIFT code. These are indicated on ECHA's invoice. We recommend that you pay the invoice as a SEPA payment with shared cost. This will ensure that ECHA receives the full invoiced amount without any deducted bank charges. If you choose another kind of bank transfer, please make sure that your company bears the full cost of the bank transfer. A payment not received in full by ECHA will delay the processing of your submission.

4. What is ECHA's bank account number?

Payments for registrations and notifications must be made in Euros by means of a bank transfer to:

Bank: Pohjola Bank Plc, P.O. Box 308, FIN-00013 POHJOLA Finland

Account number: 500001-20243349

IBAN Code: FI9850000120243349

BIC/SWIFT Code: OKOYFIHH

5. What should I indicate as a message to ECHA with the payment?

It is very important that your message to ECHA is in the correct format, as your payment is dealt with automatically by ECHA. **In the free text message/communications field of the payment you should indicate only the payment reference indicated on the invoice.** The payment reference equals the invoice number. It is comprised of 8 digits and you will find it next to the ECHA's bank details on the invoice. This is the only message that you should enter at the start of the free text message/communications field in the payment. **Please do not indicate anything other than the reference number.** ECHA knows that you are paying the invoice so please do not add words like "Invoice", "Inv", and "Submission" etc. Please instruct your bank accordingly. If this instruction is not followed, the consequence will be a delay in the processing of your payment.

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(=Invoice number): 12345678
Due date: 07.07.2008

This number must be the only message to ECHA in your payment (the n° here is an example)

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

Please note that there are separate instructions for appeal fees.

6. Do I have to pay value added tax (VAT)?

ECHA does not carry out an economic activity within the meaning of Directive 2006/112/EC on the common system of value added tax. Consequently, no VAT has to be paid on the fees defined in Regulation No 340/2008. Therefore ECHA has no VAT number and ECHA's invoices are without VAT.

7. Can I group several invoices in one bank transfer?

You must not group several invoices in one payment. As your payment is dealt with automatically by ECHA, you must create a separate bank transfer for each invoice. Each invoice has a unique reference number. **In the free text message/communications field of the payment you should indicate only the payment reference indicated on the invoice. Please do not indicate anything other than the reference number.**

8. How should I react to a reminder?

ECHA sends one reminder for an unpaid invoice. The reminder contains an extended due date.

If you receive a reminder but you have already paid the invoice by the first due date then you can ignore the reminder, as the payment is on its way to ECHA.

If you have not yet paid when you receive the reminder, please make sure that you respect the extended due date as your submission will otherwise be rejected.

Please note that there will be separate instructions for appeal fees.

9. I already paid my invoice. Does ECHA send me a confirmation of receipt of payment? Why is the status still indicated as “unpaid” in REACH-IT?

ECHA does not send confirmations of receipt of payment, but you can check the status of your invoice in REACH-IT. Please note that it takes several days before ECHA has received the payment and it has been validated within REACH-IT.

Please note that a submission is subject to both a technical and a financial completeness check. Therefore the status "Paid in full" of an item on the invoice, confirming the receipt of payment, and the invoice status "Closed" does not necessarily indicate an accepted submission.

10. How should I deliver a proof of payment?

Proof of payment can be sent either by mail to the address ECHA, Accounting, Annankatu 18, P.O. Box 400, FIN-00121, Helsinki, Finland or scanned to the email box payments@echa.europa.eu. Please indicate 'Proof of payment' and the invoice number in the subject. Example: "Proof of payment 12345678". This email box must not be used for queries. If you have a query concerning an invoice, please instead contact ECHA by using the web-form at: http://echa.europa.eu/about/contact-form_en.asp, then selecting the menu item 'Enquiry on specific submission to ECHA'.

The proof of payment takes the form of a confirmation from your bank stamped in due form. The reception of the proof of payment by ECHA supports the payment confirmation procedure but does not replace the actual receipt of the money into ECHA's bank account. If ECHA has received your proof of payment but has not received the payment within a time period judged normal for bank transfers, ECHA will contact you.

11. Does ECHA send credit notes?

If an invoice is incorrect and ECHA's accounting department has not yet allocated any received payment to the invoice, you will receive electronically, only via REACH-IT, both a credit note for the whole amount and a replacement invoice. These electronic documents can be downloaded from REACH-IT in PDF format.

12. If I have received two invoices and one credit note; which invoice reference do I indicate in the payment?

In this case you should indicate the reference number of the latest invoice in your bank transfer.

13. How should I contact ECHA if I have a question concerning an invoice?

You should contact ECHA by using the web-form at: http://echa.europa.eu/about/contact-form_en.asp, then selecting the menu item 'Enquiry on specific submission to ECHA'.

14. Who sets ECHA's fees?

ECHA fees and charges are set by the European Commission, with the agreement of the EU Member States. They are laid down in Commission Regulation (EC) No 340/2008 of 16 April 2008 on the fees and charges payable to the European Chemicals Agency, OJ L 107, 17.4.2008, p. 3, and are subject to regular reviews.

For more information, we kindly advise you to consult the European Commission website: http://ec.europa.eu/enterprise/reach/reach/fees/index_en.htm