

# Lead Registrant Webinar

## General Principles of Dossier Preparation and Submission

**19 October 2012**

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ECHA

Creating Joint Submission in REACH-IT  
Confirming membership of Joint Submission  
Submitting the dossier

# Agenda

- Creating Joint Submission as Lead Registrant
- Confirming membership to the Joint Submission
- Submitting the dossier in REACH-IT
- Dossier processing at ECHA

# Creating Joint Submission as Lead Registrant



# Creating Joint Submission as Lead Registrant

As Lead registrant you have the responsibility to:

- Create the joint submission in REACH-IT
- Allow members to join the joint submission
- Submit the lead registration dossier

## Lead registrant creates the joint submission in REACH-IT

### Step 1: Select create joint submission



The screenshot displays the REACH-IT user interface. On the left is a dark blue navigation menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The 'Joint submission' menu item is expanded, showing a sub-menu with the following options: View joint submissions, Create joint submission (highlighted with a red circle), and Confirm membership. The main content area on the right has a light blue header labeled 'Home' and contains the following text: 'Welcome Company New.', 'You have 14 [unread message\(s\) in your message box.](#)', and 'You last connected on 2012-10-08 16:33:31.0.'

## Lead registrant creates the joint submission in REACH-IT

### Step 2: Identify your substance

Home > Create Joint Submission > Search Substance

Substance | Joint Submission | Contact | Representative | Validation

Please, select the identity of the substance you want to submit as part of the joint submission by either providing a reference number here below, or by specifying the substance identity

Pre-registration number [?](#)

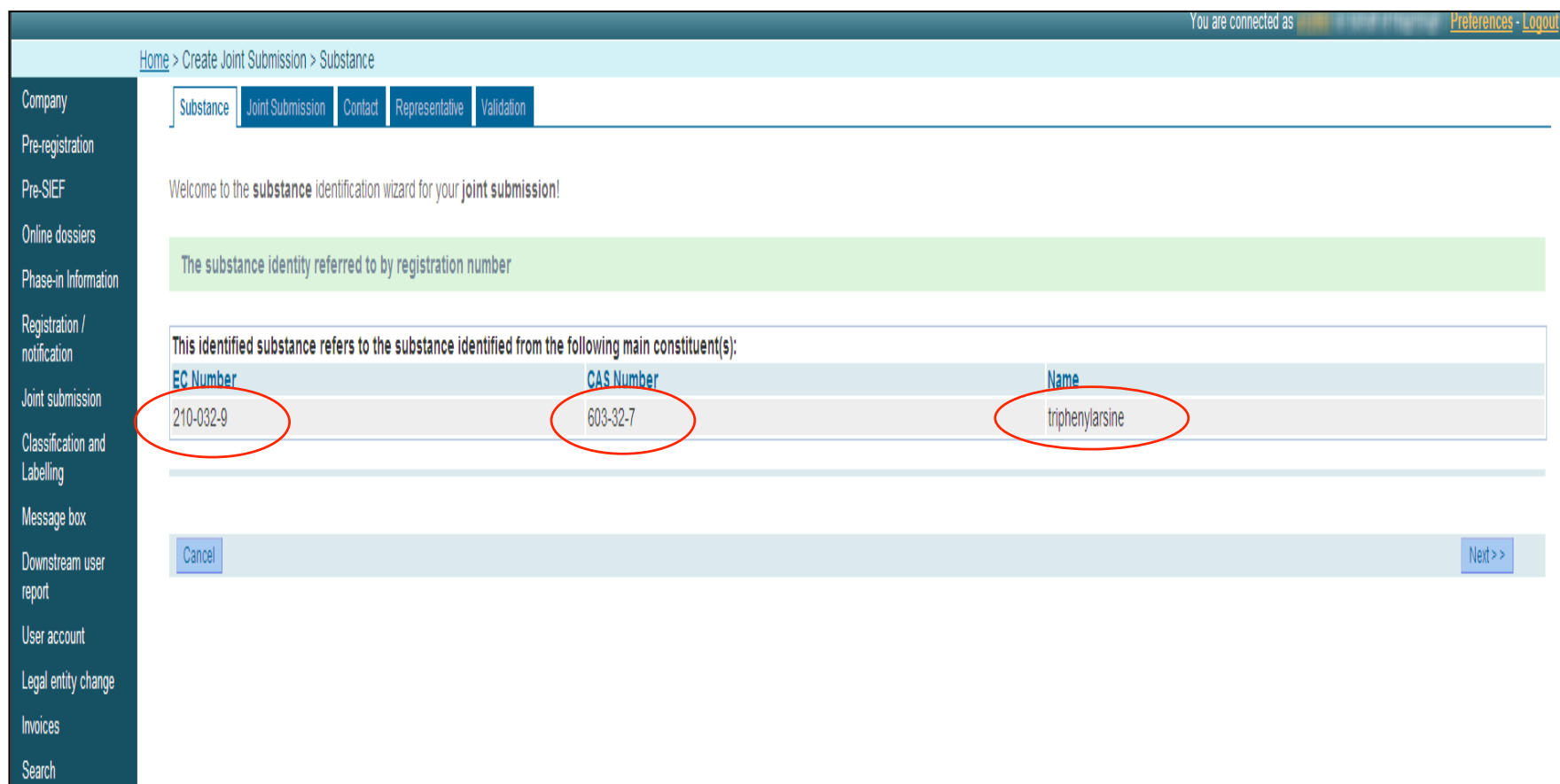
Reference number type: Inquiry number [?](#)

Registration number [?](#)

\* Reference number:

## Lead registrant creates the joint submission in REACH-IT

### Step 3: Substance identity appears based on search



Home > Create Joint Submission > Substance

You are connected as [User] | Preferences - Logout

Substance | Joint Submission | Contact | Representative | Validation

Welcome to the **substance** identification wizard for your **joint submission**!

The substance identity referred to by registration number

This identified substance refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine

Cancel | Next >

## Lead registrant creates the joint submission in REACH-IT

### Step 4: Enter joint submission name and description

Home > Create Joint Submission > Information

You are connected as [Preferences](#) - [Log](#)

Company | **Substance** | Joint Submission | Contact | Representative | Validation

Pre-registration  
Pre-SIEF  
Online dossiers  
Phase-in Information  
Registration / notification  
Joint submission  
Classification and Labelling  
Message box  
Downstream user report  
User account  
Legal entity change  
Invoices  
Search

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

**Joint submission information**

\* Name:   
Joint submission name must have at least 8 characters and at most 30 characters

Description:

<< Previous | Cancel | **Next >>**



# Lead registrant creates the joint submission in REACH-IT

## Step 5: Select contact person for the joint submission

Home > Create Joint-Submission > Contacts

You are connected as [User Name](#) - [Preferences](#)

Substance | Joint Submission | **Contact** | Representative | Validation

The following contact persons defined for your company are available for Joint Submission follow up. You can [select one of them](#) or [create a new contact information](#).

Select	First Name	Last Name	Phone
<input checked="" type="radio"/>	Henry	Smith	+441214586984
<input type="radio"/>	...	...	...

<< Previous

**Contact information**

Title:

First Name: Henry

Last Name: Smith

Phone: +441214586984

Fax:

E-mail: henry.smith@newcompany.com

**Organisation**

Organisation Name:

Department:

**Address**

Street: 2 Oxford street

Street 2:

Postal code: 1000

City / Town: London

Region / County:

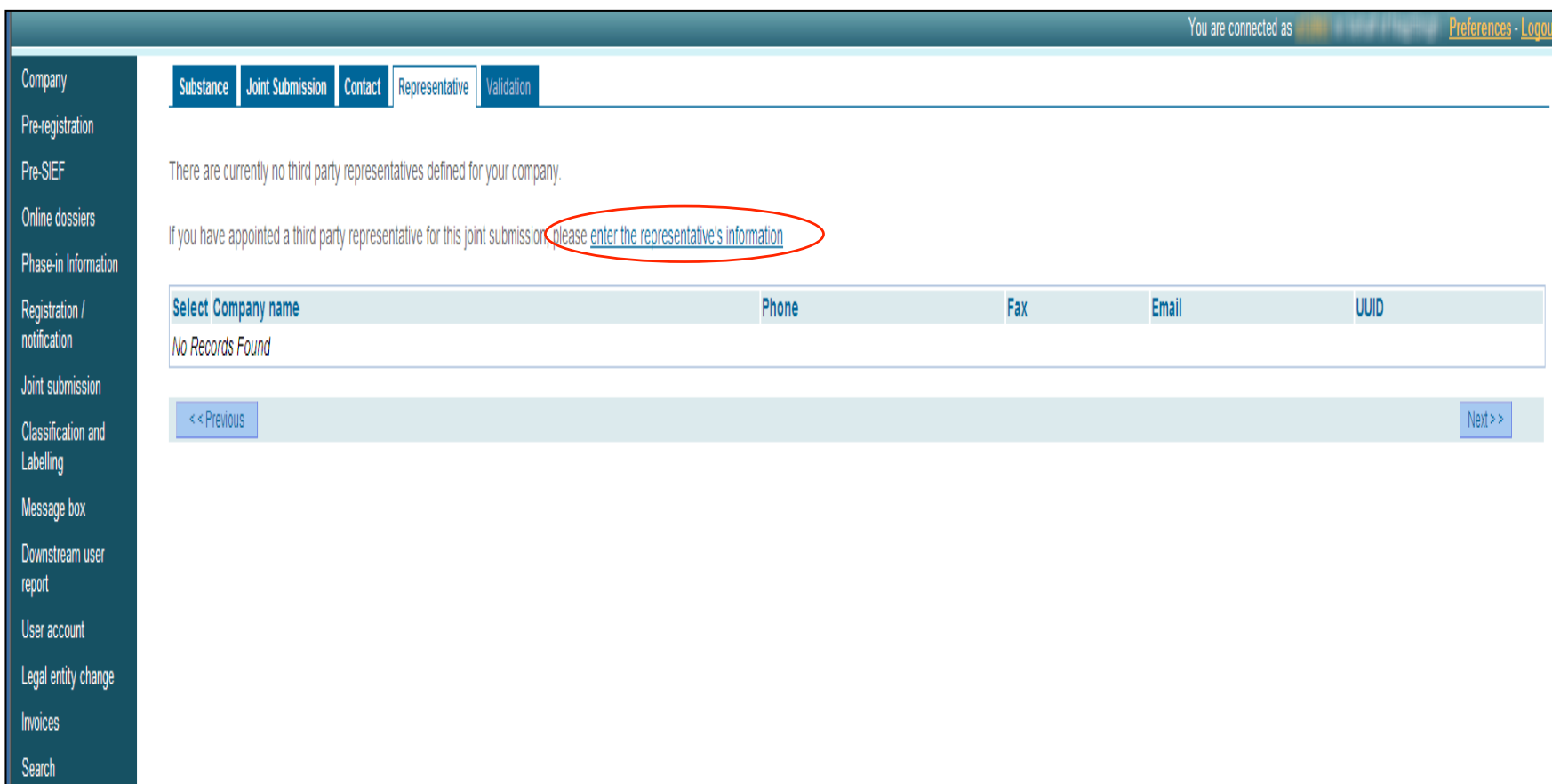
Country: United Kingdom

Postal address:

Cancel

## Lead registrant creates the joint submission in REACH-IT

### Step 6: Enter third party representative (if any)



The screenshot displays the REACH-IT interface for a joint submission. The top navigation bar includes 'Substance', 'Joint Submission', 'Contact', 'Representative', and 'Validation'. The 'Representative' tab is active. The main content area shows a message: 'There are currently no third party representatives defined for your company.' Below this, a link 'please enter the representative's information' is circled in red. A table with columns 'Select Company name', 'Phone', 'Fax', 'Email', and 'UUID' is shown, with the text 'No Records Found' below it. The bottom of the page features navigation buttons '<< Previous' and 'Next >>'.

# Lead registrant creates the joint submission in REACH-IT

## Step 7: Review entered information and create JS

Home > Create Joint Submission > Validation

Substance Joint Submission Contact Representative **Validation**

Please verify your information before submitting your joint submission. You can go back to each section if corrections are needed.

[Substance identification](#) [Joint Submission](#) [Contact](#) [Third party representative](#)

### Substance identification

[210-032-9] triphenylarsine

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine

[Go to the Substance identity section](#)

### Joint Submission

#### Joint submission information

Name JS\_Substance  
Joint submission of triphenylarsine.

Description

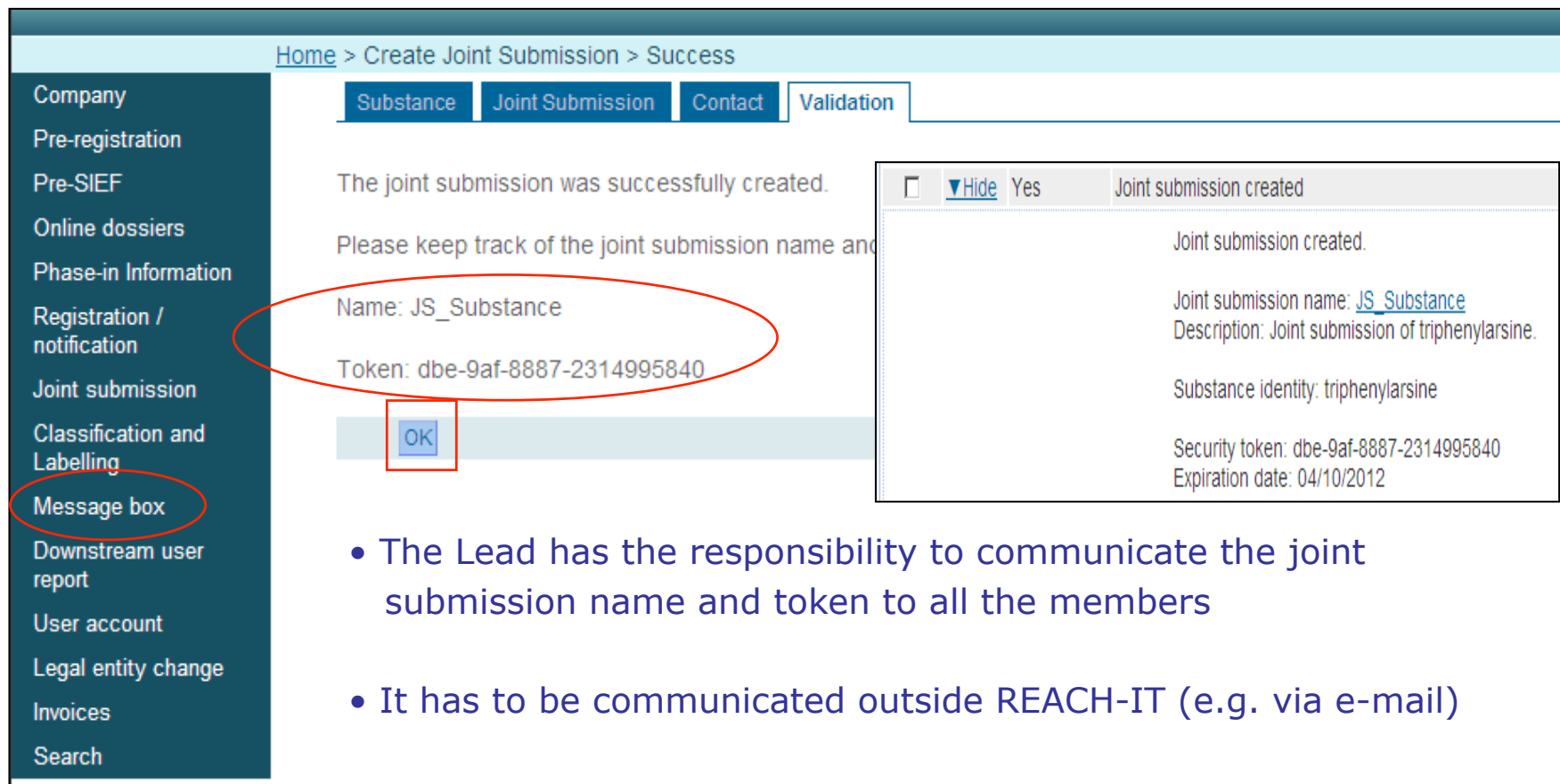
### Third party representative

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

[Create Joint Submission](#) [Cancel](#)

## Lead registrant creates the joint submission in REACH-IT

You have successfully created a joint submission !



Home > Create Joint Submission > Success

Substance | Joint Submission | Contact | Validation

The joint submission was successfully created.

Please keep track of the joint submission name and

Name: JS\_Substance

Token: dbe-9af-8887-2314995840

OK

Joint submission created

Joint submission created.

Joint submission name: [JS\\_Substance](#)

Description: Joint submission of triphenylarsine.

Substance identity: triphenylarsine

Security token: dbe-9af-8887-2314995840

Expiration date: 04/10/2012

- The Lead has the responsibility to communicate the joint submission name and token to all the members
- It has to be communicated outside REACH-IT (e.g. via e-mail)

# Lead registrant creates the joint submission in REACH-IT

## Joint submission details

Home > View Joint Submissions > Joint Submission Details You are connected.

[Substance identification](#) | [Joint submission](#) | [Contact](#) | [Third party representative](#) | [Joint submission members](#)

**Substance identification**

[210-032-9] triphenylarsine

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine


**Joint submission**

**Joint submission information**

Name: JS\_Substance  
Joint submission of triphenylarsine.

Description:

**Lead Dossier information**

Lead Dossier submitted: 

**Lead dossier has not yet been submitted**

**Contact**

**Joint submission members**

Company	Status	Title	First Name	Last Name	Phone	Email
newcompany	Lead		Henry	Smith	+441214586984	henry.smith@newcompany.com

|  |  |  |  |

# Lead registrant creates the joint submission in REACH-IT

## Managing the token

Home > View Joint Submissions > Joint Submission Details > Manage Counter

**Company**

- Pre-registration
- Pre-SIEF
- Online dossiers
- Phase-in Information
- Registration / notification
- Joint submission
- Classification and Labelling
- Message box
- Downstream user report
- User account
- Legal entity change
- Invoices
- Search

**General information**

Name:	JS_Substance
Security token:	cc9-1b3-2d8d-3273894591
End of validity <sup>?</sup> :	14/10/2012

[Create New Token](#)

**Companies failing to enter the right token**

The following is the list of companies that failed to enter the right security token for the joint submission the maximum number of times. You can, as the lead registrant, select all or part of them to reset their counters of unsuccessful attempts to 0. By doing so, you allow those companies to try again to enter the right security token.

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

**Select Name**

<input type="checkbox"/>	Member1
<input checked="" type="checkbox"/>	Member2

[Reset counters](#) [Cancel](#)

The following is the list of companies that failed to enter the right security token for the joint submission but did not reach the maximum number of attempts. These companies are still allowed to enter the right security token for the joint submission.

Name
Member3

# Confirming membership of the Joint Submission



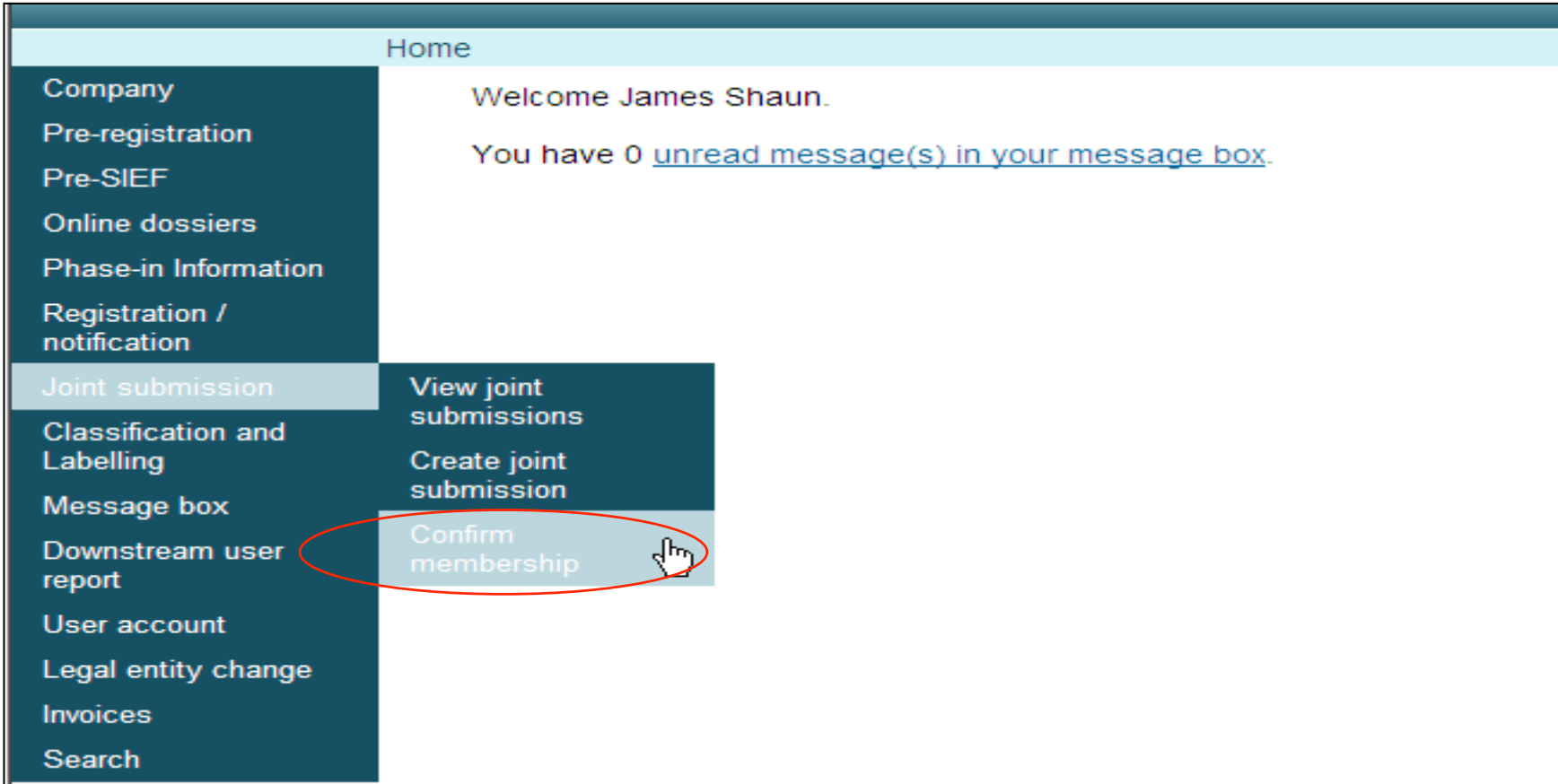
## Confirming membership of the Joint Submission

- As a member registrant you need to confirm your membership in the Joint Submission in REACH-IT
- In order to join a Joint Submission you need the exact name of the joint submission and the security token (access code). This information needs to be provided to you by the Lead registrant of the Joint Submission



## Confirming membership of the Joint Submission

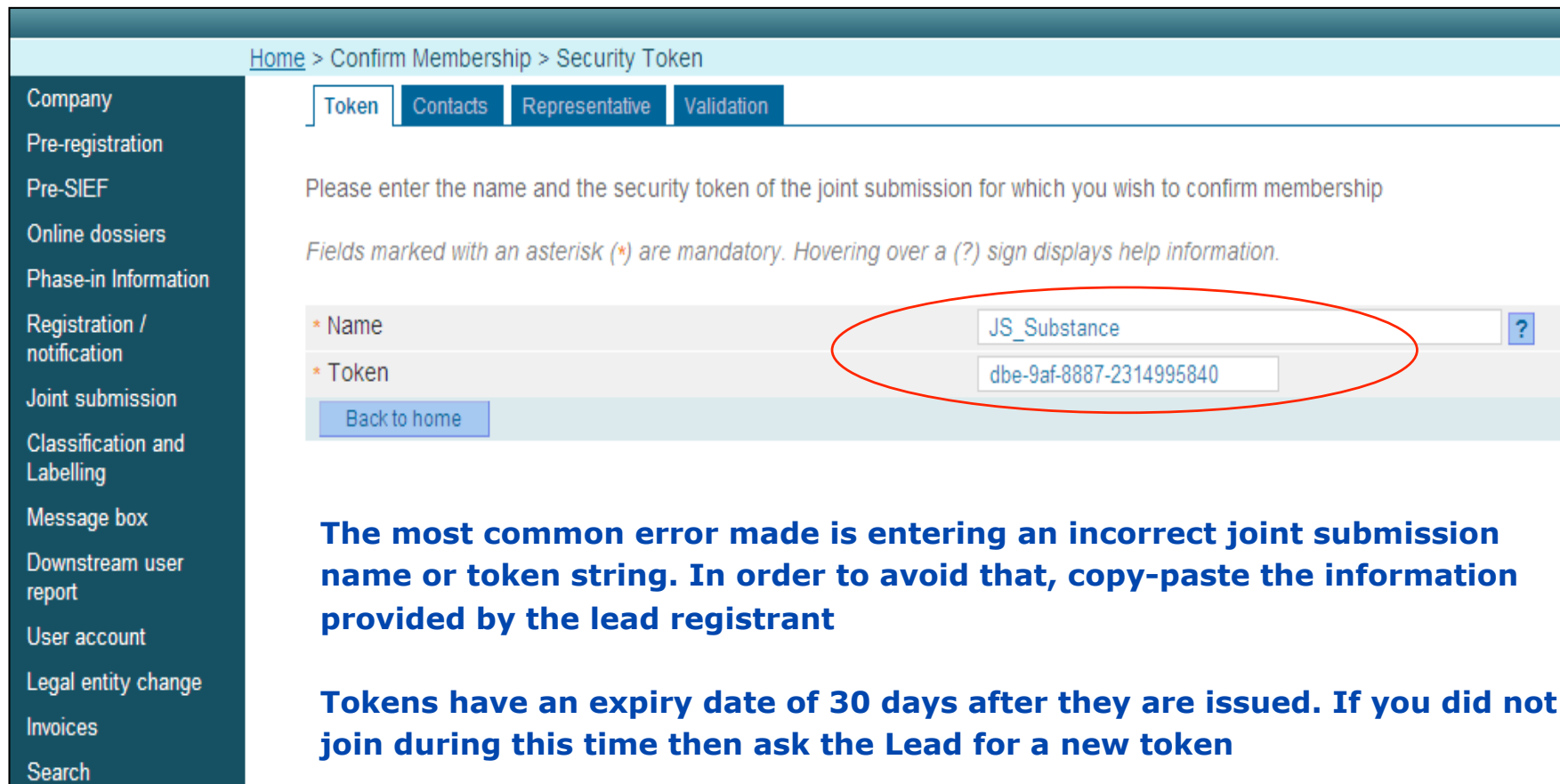
### Step 1: Select confirm membership



The screenshot displays a user interface for the ECHA portal. At the top, a light blue header bar contains the word "Home". Below this, a dark teal sidebar on the left lists various navigation options: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The "Joint submission" option is highlighted in a lighter shade of teal. To the right of the sidebar, a white content area displays a welcome message: "Welcome James Shaun." followed by "You have 0 [unread message\(s\) in your message box.](#)". Below the welcome message, a dark teal menu is open, listing three options: "View joint submissions", "Create joint submission", and "Confirm membership". The "Confirm membership" option is circled in red, and a mouse cursor is positioned over it, indicating it is the selected action.

## Confirming membership of the Joint Submission

### Step 2: Provide exact name and token of the JS



Home > Confirm Membership > Security Token

Token Contacts Representative Validation

Please enter the name and the security token of the joint submission for which you wish to confirm membership

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

\* Name JS\_Substance ?

\* Token dbe-9af-8887-2314995840

Back to home

**The most common error made is entering an incorrect joint submission name or token string. In order to avoid that, copy-paste the information provided by the lead registrant**

**Tokens have an expiry date of 30 days after they are issued. If you did not join during this time then ask the Lead for a new token**

# Confirming membership of the Joint Submission

## Step 3: Select a contact name

Home > Confirm Membership > Select Contact

You are connected as [username] on behalf of member1 - [Preferences](#)

Company **Token** Contacts **Representative** Validation

Pre-registration

Pre-SIEF [create a new contact information](#)

Online dossiers

Select	First Name	Last Name	Phone	Fax	Email	Contact Type(s)
<input type="radio"/>	James	Shaun	+44125896325		james.shaun@member1.com	Dossier Supervision

Phase-in Information

Registration / notification

Joint submission [Next >>](#)

Classification and Labelling

Message box

Downstream user report

User account

Legal entity change

Invoices

Search

## Confirming membership of the Joint Submission

### Step 4: Select third party representative (if any)

You are connected as [Member1](#) on behalf of Member1 - [Preferences](#) - [Logout](#)

Company | **Token** | **Contacts** | **Representative** | **Validation**

Pre-registration

Pre-SIEF

Online dossiers

Phase-in Information

Registration / notification

Joint submission

Classification and Labelling

Message box

Downstream user report

User account

Legal entity change

Invoices

Search

There are currently no third party representatives defined for your company.

If you have appointed a third party representative for this joint submission, please [enter the representative's information](#)

Select Company name	Phone	Fax	Email	UUID
No Records Found				

<< Previous

Next >>

## Confirming membership of the Joint Submission

### Step 5: Review entered information and confirm membership

Home > Confirm Membership > Validation

Token Contacts Representative Validation

Please verify your information before submitting your joint submission. You can go back to each section if corrections are needed.

[Substance identification](#) [Joint Submission](#) [Contact](#) [Third party representative](#)

#### Substance identification

[210-032-9] triphenylarsine

This information provision refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenyla

#### Joint Submission

##### Joint submission information

Name JS\_Substance  
Joint submission of triphenylarsine.

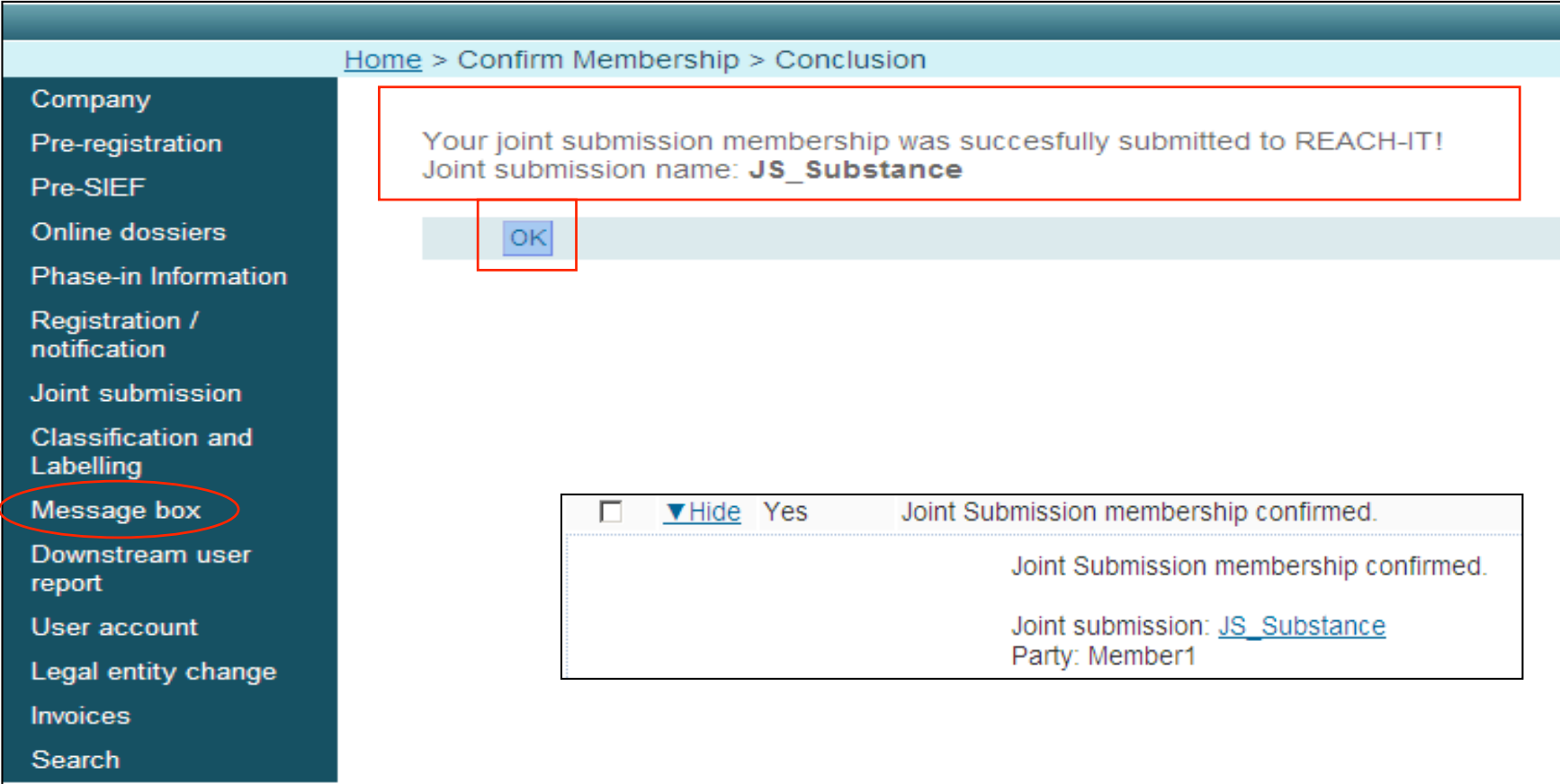
Description

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

Confirm membership Cancel

## Confirming membership of the Joint Submission

You have successfully confirmed your membership !



Home > Confirm Membership > Conclusion

Your joint submission membership was successfully submitted to REACH-IT!  
Joint submission name: **JS\_Substance**

OK

[▼Hide](#) Yes    Joint Submission membership confirmed.

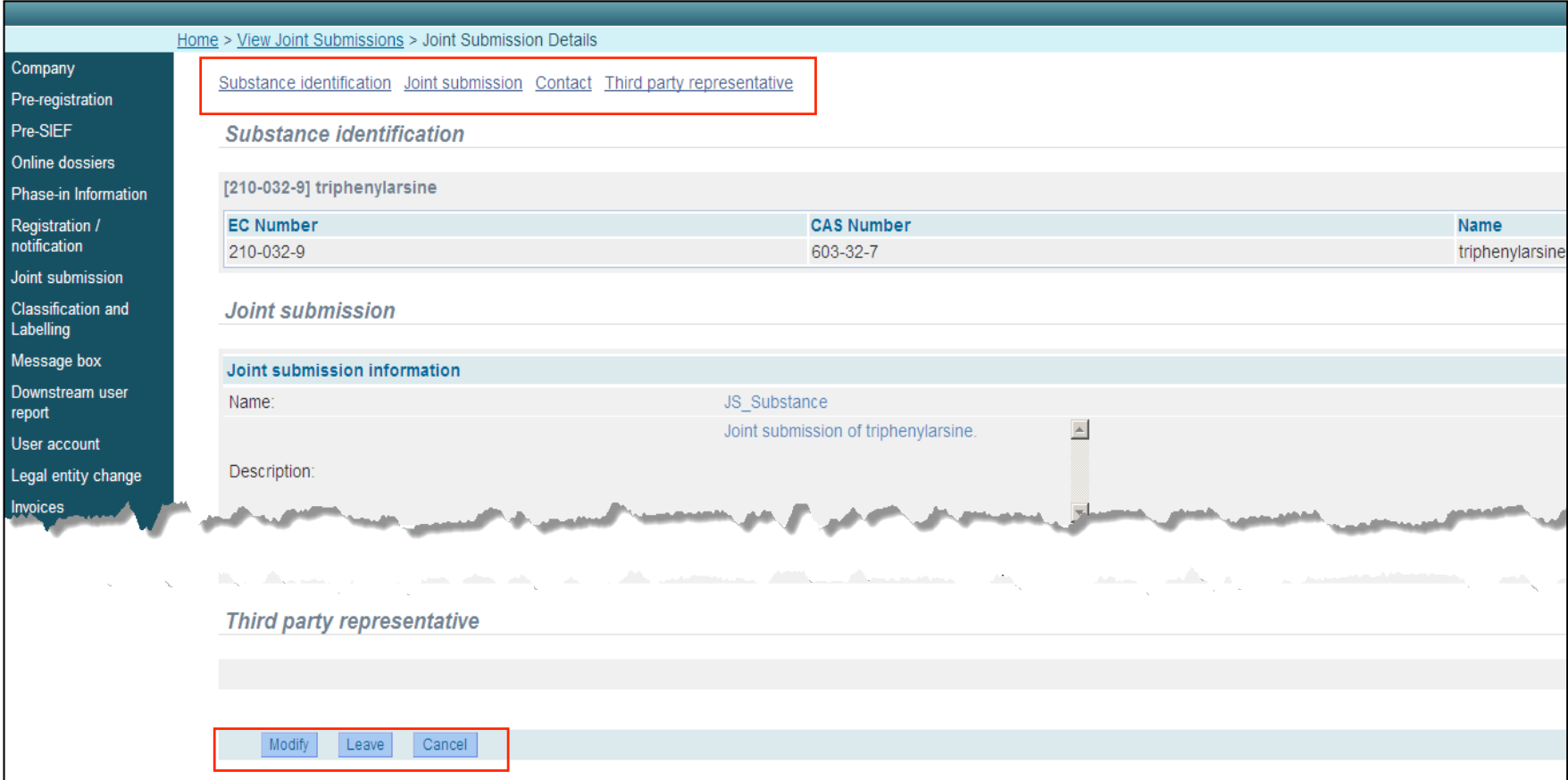
Joint Submission membership confirmed.

Joint submission: [JS\\_Substance](#)  
Party: Member1

Company  
Pre-registration  
Pre-SIEF  
Online dossiers  
Phase-in Information  
Registration / notification  
Joint submission  
Classification and Labelling  
**Message box**  
Downstream user report  
User account  
Legal entity change  
Invoices  
Search

# Confirming membership of the Joint Submission

## Joint Submission details



Home > [View Joint Submissions](#) > Joint Submission Details

[Substance identification](#) [Joint submission](#) [Contact](#) [Third party representative](#)

### Substance identification

[210-032-9] triphenylarsine

EC Number	CAS Number	Name
210-032-9	603-32-7	triphenylarsine

### Joint submission

#### Joint submission information

Name: JS\_Substance  
Joint submission of triphenylarsine.

Description:

### Third party representative

[Modify](#) [Leave](#) [Cancel](#)

# Submitting dossier in REACH-IT





## Submitting the dossier

The Lead may submit the Lead dossier:

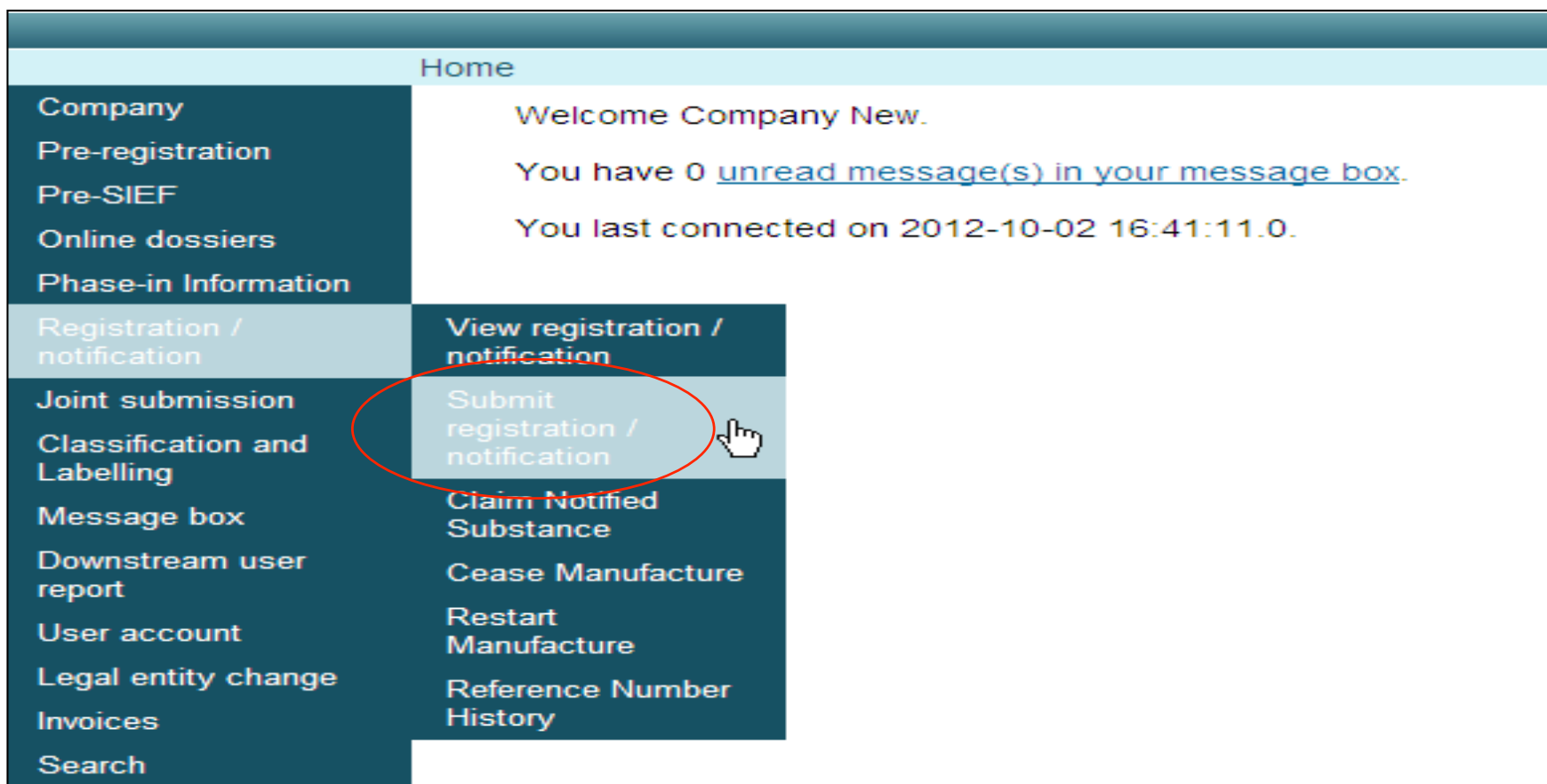
- Only once the joint submission has been created.

A member may submit the member dossier:

- Only once the joint submission has been created,
- membership has been confirmed and
- the Lead has submitted the Lead dossier

## Submitting the dossier

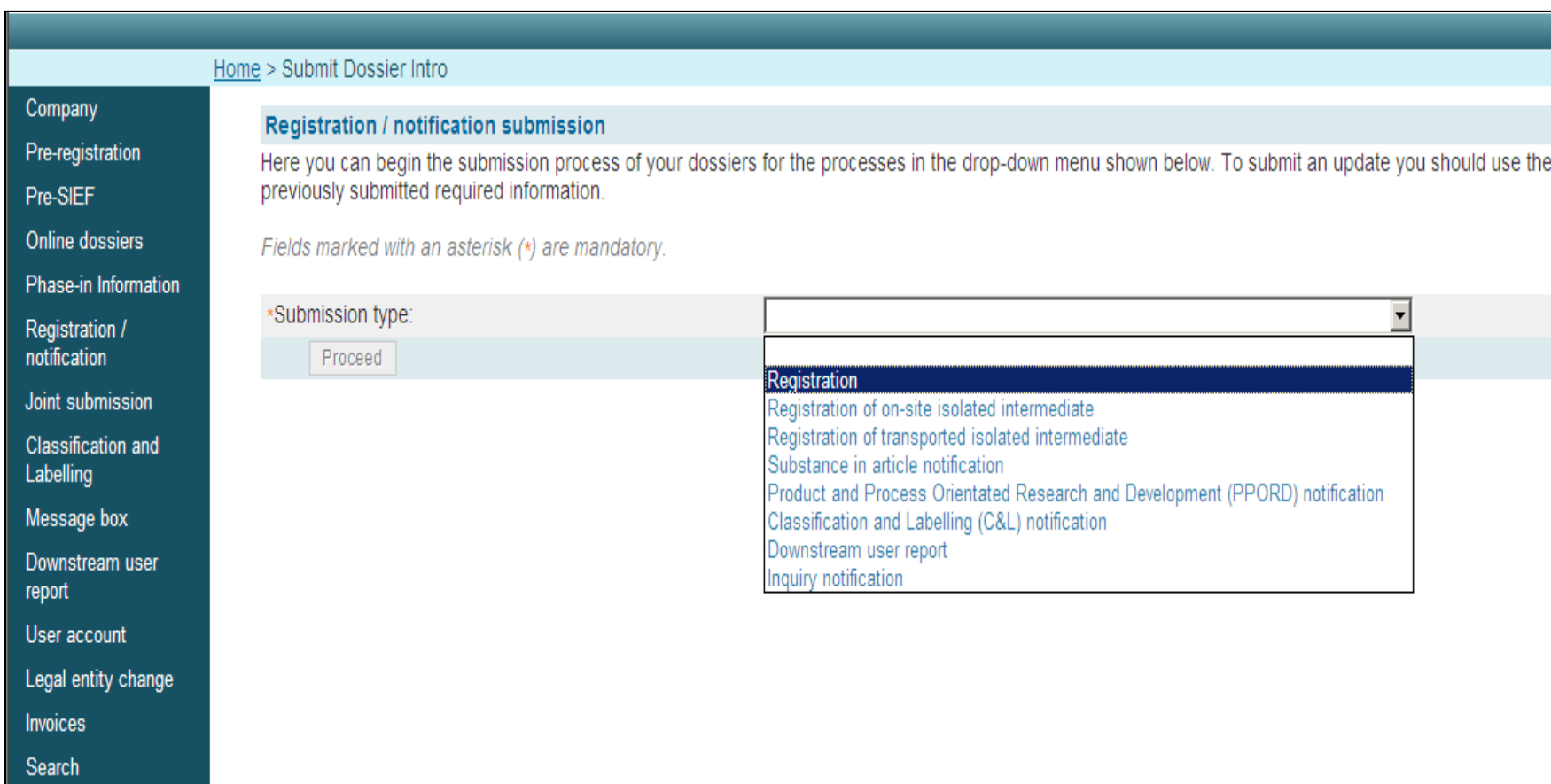
### Step 1: Select Submit registration/notification



The screenshot displays the ECHA user interface. On the left is a dark blue navigation menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, Downstream user report, User account, Legal entity change, Invoices, and Search. The 'Registration / notification' menu item is highlighted in a lighter blue. To the right of this menu is a white content area with a dark blue header labeled 'Home'. The content area contains the following text: 'Welcome Company New.', 'You have 0 unread message(s) in your message box.', and 'You last connected on 2012-10-02 16:41:11.0.'. Below the 'Home' header is a dark blue sub-menu with the following items: View registration / notification, Submit registration / notification, Claim Notified Substance, Cease Manufacture, Restart Manufacture, and Reference Number History. The 'Submit registration / notification' item is circled in red, and a white mouse cursor is pointing at it.

## Submitting the dossier

### Step 2: Select the correct type of registration



Home > Submit Dossier Intro

**Registration / notification submission**

Here you can begin the submission process of your dossiers for the processes in the drop-down menu shown below. To submit an update you should use the previously submitted required information.

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

\*Submission type:

- Registration
- Registration of on-site isolated intermediate
- Registration of transported isolated intermediate
- Substance in article notification
- Product and Process Orientated Research and Development (PPORD) notification
- Classification and Labelling (C&L) notification
- Downstream user report
- Inquiry notification

Company  
Pre-registration  
Pre-SIEF  
Online dossiers  
Phase-in Information  
Registration / notification  
Joint submission  
Classification and Labelling  
Message box  
Downstream user report  
User account  
Legal entity change  
Invoices  
Search

## Submitting the dossier

### Step 3: Carefully read declaration and enter joint submission name

Home > Submit Dossier Intro

Company  
Pre-registration  
Pre-SIEF  
Online dossiers  
Phase-in Information  
Registration / notification  
Joint submission  
Classification and Labelling  
Message box  
Downstream user report  
User account  
Legal entity change  
Invoices  
Search

**Registration / notification submission**

Here you can begin the submission process of your dossiers for the processes in the drop-down menu shown below. To submit an update you previously submitted required information.

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

\*Submission type:

Purchase order:

\*Declaration:  The submitting party declares the information above is correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. The submitting party also declares that, following careful verification, the substance subject of the present registration/ notification is appropriate for registration/ notification under Regulation (EC) No 1907/2006

**Please be aware that, in accordance with Article 119 of the REACH Regulation, certain information from the registration dossier will be disseminated to the public. To preview this information, please use the 5 Dissemination plugin (available from <http://iuclid.echa.europa.eu>) to preview which information will be published.**

Joint submission  
Related to a joint submission:

\*Joint submission name:

## Submitting the dossier

### Step 4: Upload file and submit dossier

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

**Registration**

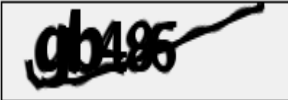
Please pick here using the "Browse" button the file which contains your dossier (your file should have been created using IUCLID 5 and have the extension ".i5z")

\* File name:

File names should not contain special characters.

\* Enter the text shown:  

Can't read the text below? [Try another](#)



**Access code for large files**

For the submission of a file larger than 20 MB, please [request a large file access code](#) before submission.

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

Large file access code:

## Submitting the dossier

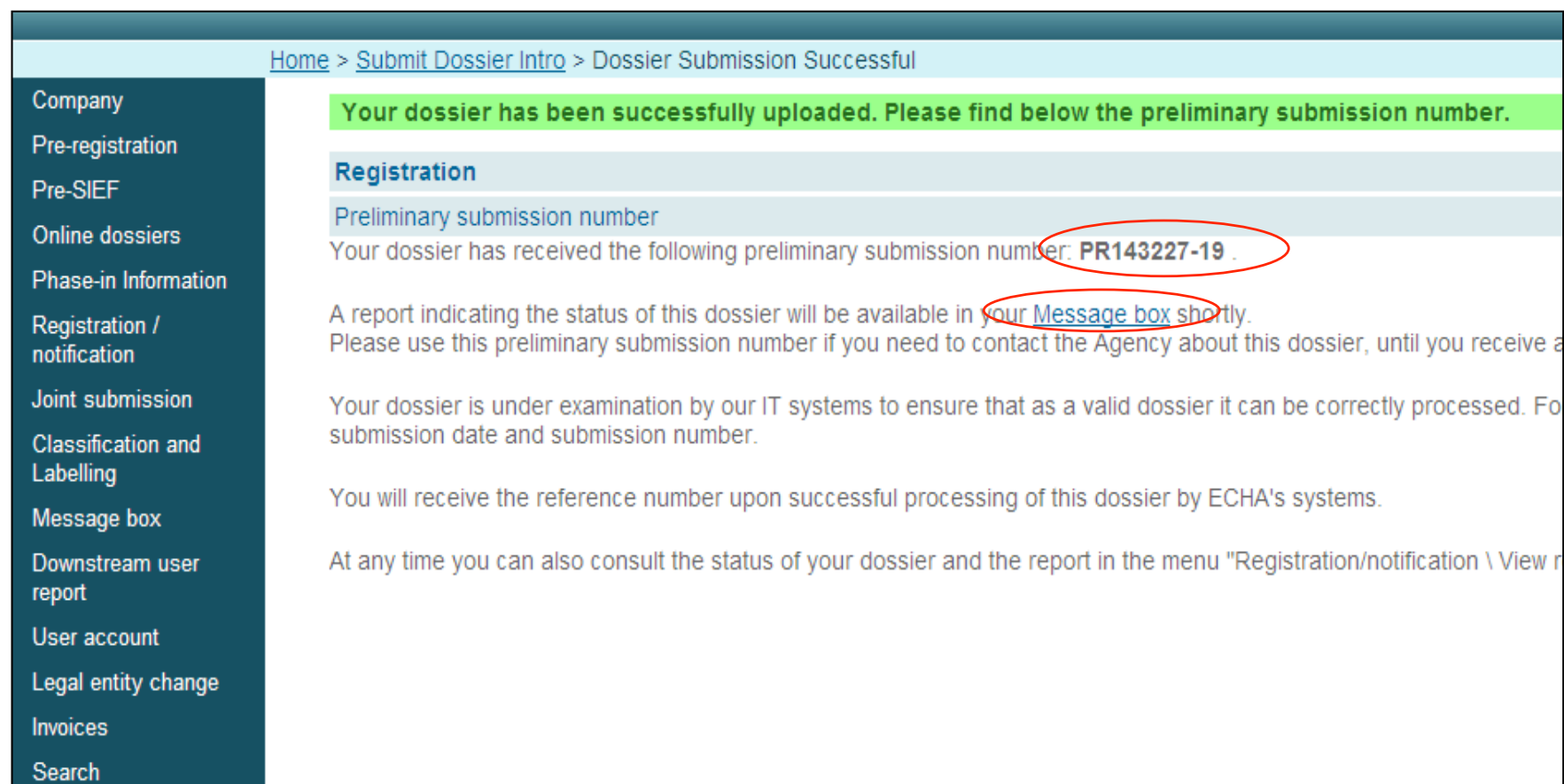
### Step 5: Confirm submission

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

<b>Confirm Dossier Submission</b>	
Dossier type:	Registration
Dossier file name:	triphenylarsine.i5z
Organisation Name:	[REDACTED]
Company size:	Large
Invoice Contact Name:	Henry Smith
<b>Joint submission</b>	
Related to a joint submission:	Yes
Joint submission name:	JS_Substance
<input type="button" value="Confirm submission"/> <input type="button" value="Cancel submission"/>	

## Submitting the dossier

**You have successfully uploaded your dossier !**



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

**Your dossier has been successfully uploaded. Please find below the preliminary submission number.**

**Registration**

Preliminary submission number

Your dossier has received the following preliminary submission number: **PR143227-19**.

A report indicating the status of this dossier will be available in [your Message box](#) shortly.  
Please use this preliminary submission number if you need to contact the Agency about this dossier, until you receive a

Your dossier is under examination by our IT systems to ensure that as a valid dossier it can be correctly processed. For submission date and submission number.

You will receive the reference number upon successful processing of this dossier by ECHA's systems.

At any time you can also consult the status of your dossier and the report in the menu "Registration/notification \ View r

Company  
Pre-registration  
Pre-SIEF  
Online dossiers  
Phase-in Information  
Registration / notification  
Joint submission  
Classification and Labelling  
Message box  
Downstream user report  
User account  
Legal entity change  
Invoices  
Search

## Submitting the dossier

### Check messages in REACH-IT

[Hide](#) Yes File under examination (BQ143339-28) - Registration (reg.)

Your dossier is under examination by our IT systems.  
Preliminary submission number: BQ143339-28  
Dossier type: Registration (regular)  
File name: Lead dossier nons 10 100.i5z

[Download submission report](#)  
[Go to dossier](#)

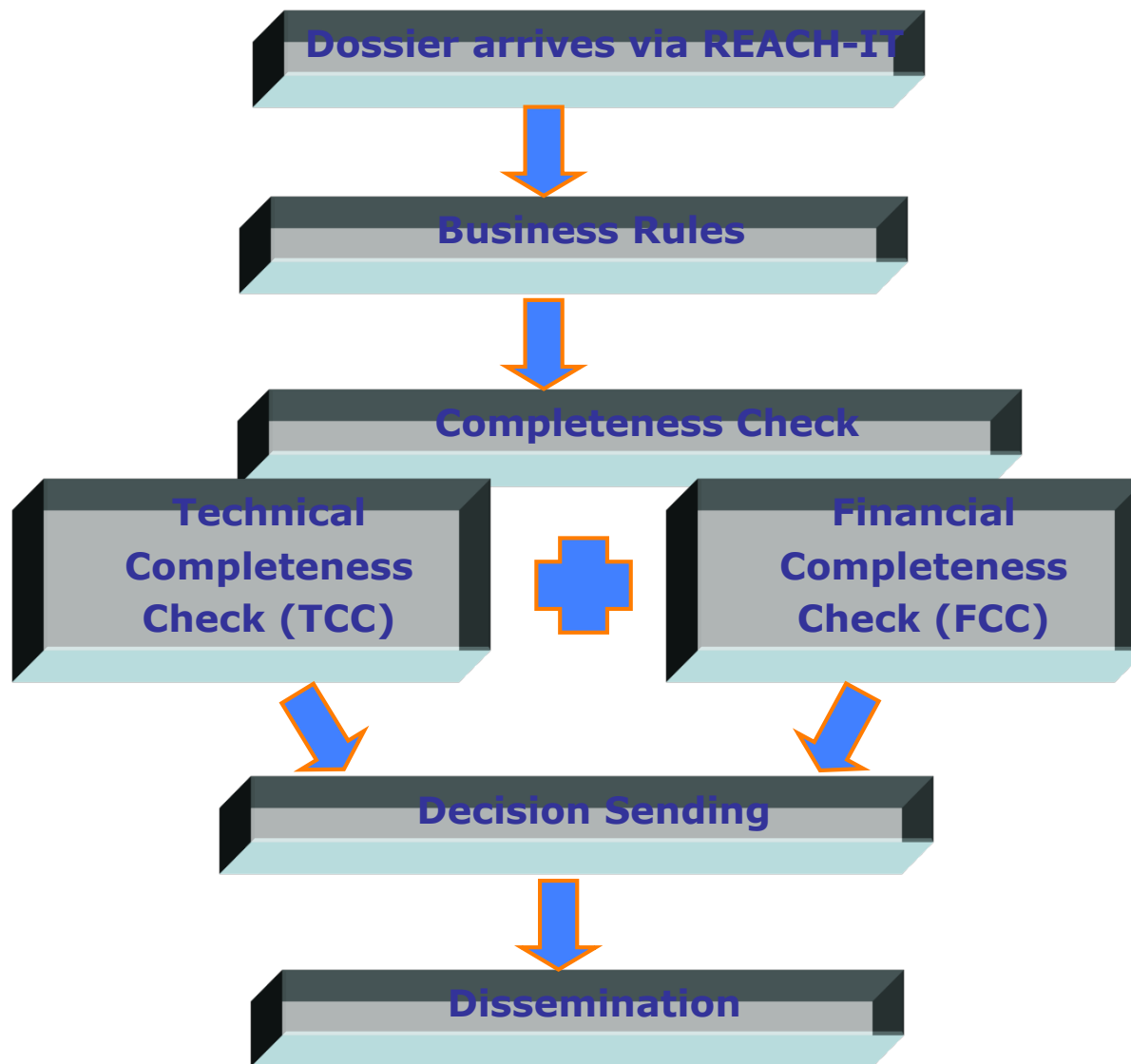
Your dossier is under examination by our IT systems to ensure that it is a valid dossier and it can be processed correctly. Following the successful completion of this task you will receive a subsequent message confirming your submission and providing you with a submission date and submission number.



# Dossier processing at ECHA



# Dossier processing at ECHA



**Thank you**

Nagendra SINGH  
*[nagendra.singh@echa.europa.eu](mailto:nagendra.singh@echa.europa.eu)*