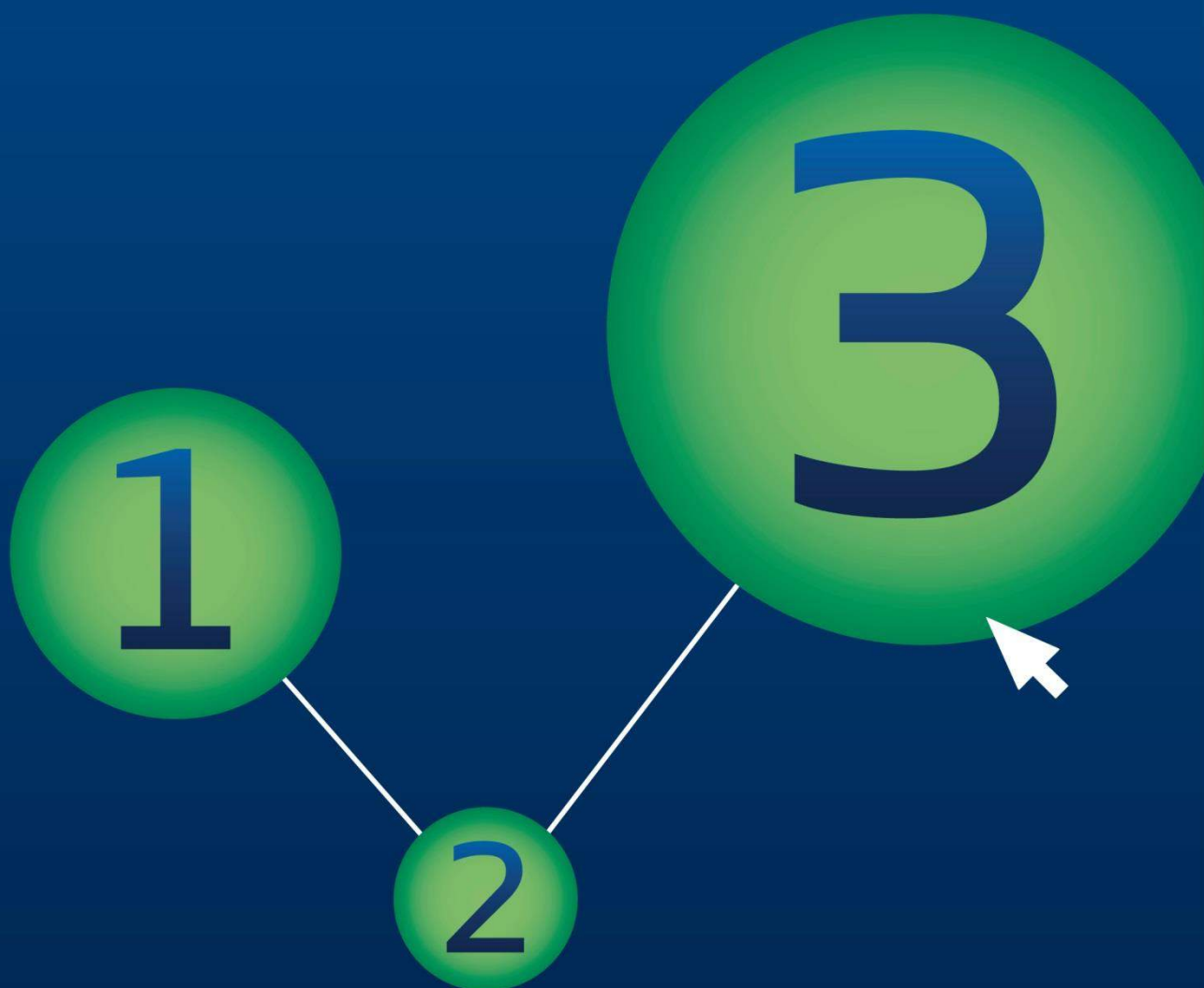


# Biocides Submission Manual

Process of invoicing in R4BP 3



Version	Changes	Date
Version 1.0	First version	August 2013
Version 1.1	Updated to reflect the changes with the introduction of the new ECHA service for chemical similarity check	February 2014
Version 1.2	Title changed to align with the updated Biocides Submission Manual series. Changes made to reflect the release of R4BP 3.2 include: screenshots updated, and links included to the ECHA webpage for SME fees under the BPR. Notable improvements with the release of R4BP 3.2 include e-mail notifications when a message, e.g. such as an invoice, has been received.	December 2014

### BSM Process of invoicing in R4BP 3

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If you have questions or comments in relation to this document please send them (quote the reference and issue date) using the information request form. The information request form is accessible from the Contact ECHA page at: <http://echa.europa.eu/contact>

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## 1. Introduction

### 1.1 Objective

This manual provides industry users general information related to invoices and credit notes issued by the European Chemicals Agency (ECHA) following the submission of applications under [Regulation \(EU\) No 528/2012](#) of the European Parliament and of the Council of 22 May 2012 concerning the making available on the market and use of biocidal products (BPR). Such applications are submitted through the Register for Biocidal Products (R4BP 3) through the application 'wizard'<sup>1</sup>.

## 2. General concept of invoicing

ECHA fees and charges payable under the BPR are set by the Commission and are subject to regular reviews. They are laid down in the [Commission Implementing Regulation \(EU\) No 564/2013](#) (the 'BPR Fee Regulation') on the fees and charges payable to the European Chemicals Agency pursuant to the BPR.

The full range of fees payable to ECHA is set out in the Annexes to Regulation (EU) No 564/2013. A fee and/or charge is levied for ECHA's work in relation to active substances, Union authorisations of biocidal products, any other work required by the BPR and fees for appeals against a decision of the Agency under Article 77 of the BPR.



ECHA shall inform the case owner of the fees payable and will reject an application if the fee is not paid **within 30 days**. For more general information regarding ECHA fees and invoicing, please consult the R4BP 3 [Q&A on invoicing](#). Alternatively, for full details, please refer to Annex II and III of the [BPR Fee Regulation](#).

Fee-determining parameters will define the amount to be charged and/or applicable reductions. These may include, amongst others, the application type and category of enterprise (micro, small, medium, large). In certain cases, a partial refund of fees paid is applicable.

From the application types currently implemented in R4BP 3, ECHA fees and charges will apply for processes listed in Table 1.



For more information of the small and medium-sized enterprises (SME) fee reductions under the BPR and how to apply to have your SME status recognised, refer to the dedicated page on the [ECHA website](#) for full details.

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<sup>1</sup> The R4BP 3 application 'wizard' guides you through the various steps of an application form, prompting you to include necessary files such as a dossier and supporting documents.

**Table 1: Application types incurring an ECHA fee or service charge**

Application	Case <sup>2</sup> type abbreviation
Approval of active substance	AS-APP €
Inclusion in Annex I	AN-APP €
Renewal of active substance	AS-RNL €
Inclusion in the Article 95 (active substance suppliers) list	AS-ACC
Union authorisation (including provisional)	UA-APP €
Union authorisation of the same biocidal product (pending)	UA-BBP
Assessment of technical equivalence	TE-APP
Mutual recognition in parallel	NA-MRP
Mutual recognition in sequence	NA-MRS
Classification of a change to a product authorisation	CC-APP†
Chemical similarity check	CS-APP
Notification in accordance with Article 3a of Regulation (EC) No 1451/2007 ( <i>process to take over the role of participant or to include an active substance/product-type in the Review Programme</i> )	RP-NOT*

\* Notifications are submitted through the CS-APP application wizard in R4BP3.

† The invoice for the chemical similarity check will be issued according to the service charges defined in the ECHA Management Board Decision 31/2013.

€ Applications that can benefit from reduced fees under the BPR, depending on the company size and provided certain conditions are met.



All the ECHA invoices related to the submitted applications will be sent only to the applicant (case owner's account) through R4BP 3. In addition, an e-mail notification will be sent once a new R4BP 3 internal message has arrived in the 'Message list'.

<sup>2</sup> A case relates to an application and is created after a successful submission in R4BP 3. It includes all of the steps in the application process, which leads to the creation, or the update, of an asset (the regulatory decision). Through a case, denoted by a unique case number, industry users can monitor the progress of the application.

## 2.1 Invoice layout

Invoices can be downloaded from R4BP 3 in PDF format. Figure 1 below illustrates an invoice in PDF and some details about the fees and other charges.

The invoice is addressed either to case owner<sup>3</sup> or to the asset owner<sup>4</sup> and it is the case owner who decides to whom the invoice shall be addressed to when setting the submission details in R4BP 3.



Please see '[Biocides Submission Manual 'Technical guide: using R4BP 3'](#)', for more information on how to set submission details.

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<sup>3</sup> The legal entity submitting the application under the BPR. It is the legal entity that creates the case and follows it through its processing. The case owner may be either the prospective asset owner or a representative of the asset owner acting on behalf of the asset owner.

<sup>4</sup> The legal entity that is the 'applicant' under the BPR. It may be the same as the case owner where no representative is appointed.

**Figure 1: Invoice in PDF format****INVOICE**

WedDay  
WedDay  
Niittyte  
03100 - Helsinki  
Finland

Invoice No. 50000904  
Date of invoice 19.11.2014  
Customer ID No. ECHA-f169b5ba-0e9e-4629-8c4f-1a269afce107

This invoice concerns the fees and charges under the Biocidal Products Regulation[1]/Biocides Fee Regulation[2]/Regulation on the same biocidal products[3]/Regulation on changes of biocidal products[4]/Regulation on additional active substances under the Review Programme[5] payable by:

WedDay

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 Biocides Fee Regulation and no VAT has to be paid in relation to this invoice.

Date	Description	Detailed fee/charge	Fee /Charge
17.11.2014	Case number: BC-KT009594-16 Purchase order : 10a  Approval of an active substance, Non-SME - Fee for the first product type	120,000.00	
	Total for the fees or charges		120,000.00
		Total (EUR)	120,000.00
		Amount paid (EUR)	0.00
		Total Outstanding (EUR)	120,000.00

**Payment details:**

Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland  
Account number: 500001-20275788  
IBAN Code: FI58 5000 0120 2757 88  
BIC/SWIFT code: OKOYFIHH  
Payment Reference: 50000904  
Due date: 19.12.2014

Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number. Failure to pay the fee by the due date will cause the rejection of your application/notification.

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

Please consult payment instructions here:  
[www.echa.europa.eu/support/qas-support/qas](http://www.echa.europa.eu/support/qas-support/qas)  
Please send invoice enquiries to our helpdesk:  
[www.echa.europa.eu/web/guest/contact](http://www.echa.europa.eu/web/guest/contact)

1) Regulation (EU) No 528/2012 of the European Parliament and of the Council of 22 May 2012 concerning the making available on the market and use of biocidal products.  
2) Commission Regulation (EU) No 564/2013 of 18 June 2013 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EU) No 528/2012. 3)  
Commission Regulation (EU) No 414/2013 of 6 May 2013 specifying a procedure for the authorization of same biocidal products in accordance with Regulation (EU) No 528/2012. 4)  
Commission Regulation (EU) No 354/2013 of 18 April 2013 on changes of biocidal products authorised in accordance with Regulation (EU) No 528/2012. 5) Commission Regulation  
(EU) No 613/2013 of 25 June 2013 amending Regulation (EC) No 1451/2007 as regards additional active substances of biocidal products to be examined.

## 2.2 Invoice payment

After submitting an application and once the format check<sup>5</sup> step has passed, ECHA will issue, where applicable, an invoice. As soon as an invoice is sent by ECHA, the case owner will receive an e-mail notification and a message in the message box informing that an invoice has been sent; the message box can be accessed through the 'MESSAGES' tab of the main menu (Figure 2)



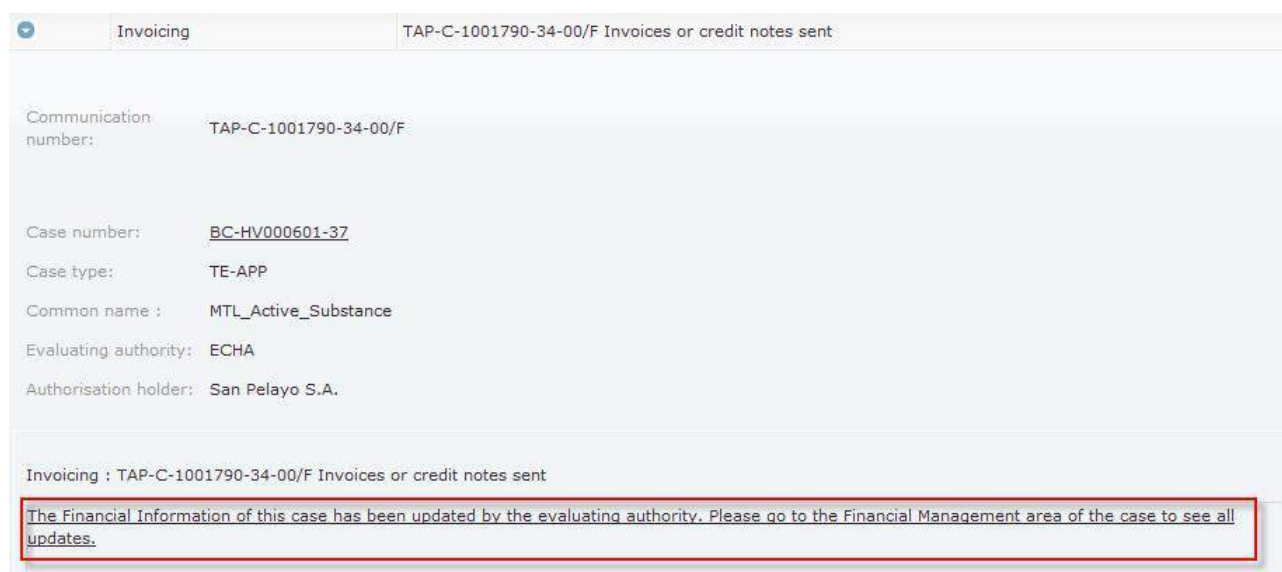
Messages are sent to the case owner only. If the asset owner is different from the case owner it is the concern of the case owner to keep the asset owner informed about the progress of the relevant case.

**Figure 2: 'MESSAGES' tab of the main menu**



Clicking on the appropriate subject hyperlink, the message will open and you can then click on the hyperlink at the end of the message (Figure 3). Clicking on the hyperlink will re-direct you to the 'Financial management' tab corresponding to the relevant case.

**Figure 3: Invoice message**



You can then download the invoice in PDF format from the 'Financial management' tab of your case (Figure 4). Ensure its payment is done before the due date.



Note that ECHA will not send invoices on paper and therefore, invoices are only visible in R4BP 3.

<sup>5</sup> The format check includes a virus scan, file format validation and a 'business rule check' (BRC). Business rules are a set of pre-requisites that must be fulfilled before ECHA can establish that the dossier can be handled properly and that the required regulatory processes can be carried out.



**Figure 4: 'Financial management' tab showing an invoice sent by ECHA**

Invoices		
Invoice #	Received date	Authority
<a href="#">50000015</a>	11/06/2013	ECHA



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 any other text, neither in front of it nor behind it.



An invoice should be paid before the due date specified in the invoice (Figure 1). In case the invoice is not paid by the due date, it is recognised by ECHA to be overdue. In that case, ECHA will not be able to accept the application. You will be notified of the rejection of the application. Please see also [Q&As](#) section on ECHA website, for more information.

## 2.3 Credit note

There are circumstances that require the recalculation of the chargeable services or partial refund of the amount paid and subsequently the cancellation of an issued invoice. Thus, ECHA can cancel an invoice and a corresponding credit note will be generated and made available to you in the 'Financial management' tab of the relevant case. You will also receive a message in your 'MESSAGES' tab informing you that a credit note has been sent. By clicking on the appropriate subject hyperlink the message will open and you can then click on the hyperlink at the end of the message. Clicking on the link will re-direct you to the 'Financial management' tab corresponding to the relevant case. You can then download the credit note (Figure 5).

**Figure 5: 'Financial management' tab showing a credit note sent by ECHA**

Credit notes				
Credit note #	Invoice #	Received date	Authority	Communication message
<a href="#">1231</a>		17/07/2013	ECHA	

A cancelled invoice can be downloaded from the 'Financial management' tab of the relevant case. 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 you have made changes to your account billing information after the credit note has been issued (e.g. billing address, VAT-number, etc.) these changes will not appear on it.

## 2.4 Status of the payment

If the payment has been received by the due date, you will get the following message: *'Submission accepted by ECHA'* (Figure 6). This means that your payment has been received in due time and your application has been accepted for processing and forwarded to the relevant Authority.

**Figure 6: Message 'Submission accepted by ECHA'**

Submission:Submission accepted by ECHA [ACC-C-1078012-62-00/F]

If the payment has not been received by ECHA by the due date, you will get the following message: *'Case rejected by ECHA'* (Figure 7). This mean that your payment has **not** been received in due time and your application has **not** been accepted for processing and it will **not** be forwarded to the relevant Authority. Payments done after the due date will not be accepted by ECHA and the relevant application will be rejected due to non-payment.

**Figure 7: Message 'Case rejected by authority'**

Submission:Case rejected by ECHA [ANP-D-1077984-02-00/F]

## 3. Step-by-step invoicing

Invoices and credit notes can only be found in the 'Financial management' tab of a particular case. You can reach the 'Financial management' tab via the 'MESSAGES' tab in the main menu or by searching for a particular case via 'CASES' tab in the main menu.

### 3.1 Searching for the invoice/credit note via 'MESSAGES'

From the main menu select the 'MESSAGES' tab (Figure 8).

**Figure 8: 'MESSAGES' tab of the main menu**



The messages page opens displaying: the 'Search for messages' section (Figure 9) and the 'Message list' section (Figure 10).

The 'Search for messages' section offers the possibility to search for a particular message using several criteria (eg. case number, assest number, product name, etc).



Messages are sent to the case owner only. If the asset owner is different from case owner it is the concern of the case owner to keep the asset owner informed about the progress of the relevant case.

**Figure 9: 'Search for messages'**

The 'Message list' section displays in chronological order all the messages received by the applicant related to its applications. Figure 10 below illustrates the message received by the applicant when an invoice/credit note is sent by ECHA.

**Figure 10: 'Message list'**

Message list			
From	Topic: Subject	Product/Substance name ↕	Received Date ▼
Agency	Submission:Submission accepted by ECHA [redacted]	[redacted]	04/09/2014
Agency	Submission:Submission accepted by ECHA [redacted]	[redacted]	04/09/2014
Agency	Invoicing:Invoices or credit notes sent [redacted]	[redacted]	01/08/2014

By clicking on the appropriate subject hyperlink the message will open and you can then click on the hyperlink at the end of the message. Clicking on the link will re-direct you to the 'Financial management' tab corresponding to the relevant case..

### 3.2 Searching for the invoice/credit note via 'CASES'

From the main menu select the 'CASES' tab (Figure 8). The cases page opens displaying: the 'Search for cases' section (Figure 11) and the 'My cases list' section (Figure 12). The 'Search for cases' section offers the possibility to search for a particular case using several criteria (eg. case number, case type, case status, etc).

**Figure 11: 'Search for cases'**

The section 'My cases list' displays in chronological order all the cases that the applicant has created. You can sort - ascending and descending order - the list of cases by clicking on the column header you want to use for sorting. The sorted column header will display an ascending

or descending sign depending on the chosen order. Once you have found the particular case you are looking for, click on the case number (see below) to open the 'Case details' page.

**Figure 12: 'My cases list'**

My cases list							
Case number ↕		Product name ↕	Common name (AS) ↕	Case type	Evaluating authority ↕	Submission date ▼	Case status ↕
BC-LA000261-77	NEW	chlorine	-	ET-NOT	FI-Finland	24/07/2013	In Progress
BC-QJ000243-52	NEW	chlorine	-	ET-NOT	FI-Finland	24/07/2013	In Progress
BC-NG000242-63	NEW	-	-	ET-NOT	FI-Finland	24/07/2013	In Progress
BC-VM000216-38	NEW	chlorine	-	ET-NOT	FI-Finland	24/07/2013	In Progress



The initial sorting displayed is the descending submission date.

In the 'Case details' page, click on the 'Financial management' tab (Figure 13).

**Figure 13: 'Financial management' tab**

Mutual recognition in sequence (NA-MRS):

Case status: In Progress

Evaluating authority:

Submission date: 29/07/2014

Completed on: -

Product information

Product name:

Trade names:

Product type(s):

Active substance(s):

Download as PDF

Reference details

SPC documents

Company details

Events history

Documents

Financial management

Related cases

In the 'Financial management' tab, you can find a list of invoices and a list of credit notes (Figure 14) issued for a particular case. Click on the invoice number/credit note number to download the invoice/credit note. Your browser opens up a dialogue box and gives you the options to <Open> the invoice document or to <Save>: to store the file on your hard drive for further processing. Select the desired option. See examples of invoice (Figure 1) or a credit note (Figure 15).

**Figure 14: List of invoices and credit notes**

Figure 14: List of invoices and credit notes

General	Substance details	Dossiers	Company details	Events history	Documents	Financial management
Invoices						
Invoice #		Received date		Authority		
50000015		11/06/2013		ECHA		
Credit notes						
Credit note #		Invoice #		Received date		Authority
90000015		50000015		11/06/2013		ECHA

**Figure 15: Example of a credit note in PDF format****CREDIT NOTE****Newcompany**

Invoicing department

First street

00120 - Helsinki

Finland

Credit note No. 80000062  
 Invoice credited 50000995  
 Date of credit note 31.07.2013  
 Customer ID No. ECHA-a1767957-883e-4bb2-  
 aae1-1af2fd19ac71  
 Customer VAT FI-123-000-000

This credit note concerns fees and charges under the Biocidal Products Regulation<sup>(1)</sup>/Biocides Fee Regulation<sup>(2)</sup>  
 /Regulation on the same biocidal products<sup>(3)</sup>/Regulation on changes of biocidal products<sup>(4)</sup>/ Regulation on additional  
 active substances under the Review Programme<sup>(5)</sup> payable by: **Newcompany**

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 Biocides Fee Regulation and no VAT has to be paid in relation to this credit note.

Date	Description	Detailed fee/charg	Fee /Charge
31.07.2013	Case number: SN123456-12 Purchase order: PO123456  Approval of an active substance, Non-SME - Fee for the first product type	-120,000.00	
	Total for the fees or charges		-120,000.00
		<b>Total (EUR)</b>	-120,000.00
		Amount paid (EUR)	0.00
		<b>Total Outstanding (EUR)</b>	-120,000.00

**Payment details:**

Bank: Pohjola Bank Plc, Box 308, FIN-00013 POHJOLA Finland  
 Account number: 500001-20275788  
 IBAN Code: FI58 5000 0120 2757 88  
 BIC/SWIFT code: OKOYFIHH  
**Payment Reference** 50000995  
 Due date: 30.08.2013

Only payments by bank transfer are accepted. No cash or cheque payments. The communication should contain ONLY the Payment Reference Number. Failure to pay the fee by the due date will cause the rejection of your application/notification.

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 PB 400, FIN-00121 Helsinki  
 Finnish Business ID 2139942-8

Please consult payment instructions here:  
[www.echa.europa.eu/support/qas-support/qas](http://www.echa.europa.eu/support/qas-support/qas)  
 Please send invoice enquiries to our helpdesk:  
[www.echa.europa.eu/web/guest/contact](http://www.echa.europa.eu/web/guest/contact)

1) Regulation (EU) no 528/2012 of the European Parliament and of the Council of 22 May 2012 concerning the making available on the market and use of biocidal products.

2) Commission Regulation (EU) No 564/2013 of 18 June 2013 on the fees and charges payable to the European Chemicals Agency pursuant to Regulation (EU) No 528/2012.

3) Commission Regulation (EU) No 414/2013 of 6 May 2013 specifying a procedure for the authorization of same biocidal products in accordance with Regulation (EU) No 528/2012.

4) Commission Regulation (EU) No 354/2013 of 18 April 2013 on changes of biocidal products authorised in accordance with Regulation (EU) No 528/2012.

5) Commission Regulation (EU) No 613/2013 of 25 June 2013 amending Regulation (EC) No 1451/2007 as regards additional active substances of biocidal products to be examined under the review programme

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