

iPCA/Reach for Products

User Manual



Imprint

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1 Introduction

This documentation is addressed to the users of the iPCA/Reach for Products application. In this documentation the user gets a description of the range of function and the usage of the application.

The Reach for Products module is an extension of the IMDS module and it is made to cover REACh basis requirements in the IMDS sector. The main functions of the module are:

- REACh master data management
- REACh search and analysis
- REACh data acquisition and maintenance of data
- REACh input wizard
- REACh requests

These functions and their usage are described in the following chapters – in general they are only available after the activation of the Reach for products module by iPoint. A professional introduction to the REACh is not part of this document.

Information for the use of the different iPoint Compliance Agent products can be found in the corresponding manuals.

Attention

If the documentation is referred to IMDS data, these functions will be only available when the associated IMDS modules of the iPoint Compliance Agent are licensed.



2 New Functions

Version 8.09

• Update of the user manual.

Version 6.08

- New analyses
- New function substance information

Version 6

• First introduction



3 Terminology

This chapter explains single terms, which are generally used in this manual.

3.1 REACh relevance

REACh relevance is mentioned if an MDS/module/substance is relevant regarding REACh or not. The following values are available:

- Not set The REACh relevance has not yet been set for this object Icon:
- Not REACh relevant The REACh relevance for this object has been set to not relevant regarding REACh lcon: X
- REACh relevant The REACh relevance for this object has been set to relevant regarding REACh Icon:

3.2 REACh state

The REACh state indicates if actions regarding REACh are required for an object.

- The following different states are available:
 - Not set The REACh state has not yet been set for this object lcon: -
 - Grey

The REACh relevance for this object has been set to not relevant regarding REACh. Thus the REACh state is not relevant.

Icon: Green

This object fulfils all requirements regarding REACh lcon:

• Yellow

This object does not fulfil all requirements regarding REACh yet. Further activities have been initiated to fulfil the requirements. Icon:

Red

This object does not fulfil all requirements regarding REACh. No further activities have been initiated initiated yet.

Icon: 🧼



3.3 REACh requests

REACh requests are emails sent to suppliers. In such an email the supplier is asked to deliver more REACh relevant information regarding a substance or an MDS/module/substance until a certain due dates.

3.4 Substance Group iMDS REACh relevant

The iPCA substance group **"iMDS REACh relevant" includes all** substances, which should potentially be classified by the system as REACh relevant. Precisely, those are all IMDS basic substances, which are marked as D and/or P. If iPCA substance groups (optional) are active, the substance group can be viewed by using the menu entry "Extras \rightarrow Master Data \rightarrow Substance Groups".



4 General

More helpful information about "How to work with iPCA", for example Drag & Drop, Cut & Paste and Tree-Navigation, can be found in the IHS user manual. Please look at chapter 4 of the IHS user manual to get further information.

4.1 Support

For any questions about the application please contact your in-house or administrator.

The administrator will check and answer your enquiry.

If your in-house administrator cannot solve the problem, she/he will contact the support of iPoint-systems gmbh to get a solution for it.

It is important that only the in-house administrator contacts iPoint-systems gmbh as this is the only way to get a quick response and how to avoid double work.



5 REACh Configuration

5.1 Permission management

The following permissions regarding REACh for products module can be used:

- imds_admin → admin_reach
 - ADMIN_REACH_APPLICATION
 - Allows editing of REACh applications
 - ADMIN_REACH_LEGAL_UNIT
 - Allows editing of REACh legal units and REACh specific company / organisation unit information and contacts
 - ADMIN_REACH_REQUEST
 - Allows editing of the configuration for REACh requests
- iMDS_IHS → REACH_FOR_PRODUCTS
- REACH_ANALYSE
 - Allows to perform the REACh analysis
 - REACH_EDIT
 Allows editing of REACh specific information of MDS/module/substance
 REACH_VIEW
 - REACH_VIEW
 Denies editing of REACh specific information only viewing is possible
 - REACH_REQUEST Enables usage of REACh requests

5.2 Configure REACh requests

Several settings regarding REACh requests (see also chapter 11 "REACh requests") can be changed by a user, which has the permission ADMIN_REACH_REQUEST. The configuration can be started by using the menu entry "Options \rightarrow Parameter \rightarrow REACh Request parameter".

The following settings are available:

• Request language

Defines the language for the dynamically generated text parts (e.g. part no.) of REACh requests. The following possibilities are available:

- o DE
 - Generate dynamic text parts in German
- o EN
 - Generate dynamic text parts in English
- o DE;EN

Generate dynamic text parts in German/English

- o EN;DE
 - Generate dynamic text parts in English/German
- Email sender

The email address, which is to be used as the request sender. This address also receive a copy of all sent outgoing request emails

- Email subject
- The subject for all request emails
- Email head

•

- The email head for all request-emails
- Email text This email text will be a first suggestion for a request-email for the user – it should fit to the properties of the request-language



• Email footer

The email footer for all request-emails

• Inform date

Time when a first internal reminder for open requests should be sent. Time is calculated by due date + number of days configured here (negative values are allowed)

Inform text

Email text for the intern information email – text composition should be in line with the settings of the request language

- Warning date
 Time when a second internal reminder for open requests should be sent. Time is calculated by due date + number of days configured here (negative values are allowed)
- Warning text Email text for internal warning email – text composition should be in line with the settings of the request language
- Dunning date

Time when a dunning email for open requests should be sent. Time is calculated by due date + number of days configured here (negative values are allowed)

- Dunning text Email text for dunning email – text composition should be in line with the settings of the request language
- Escalation date
 Time when an escalation email for open requests should be sent. Time is calculated by due date + number
 of days configured here (negative values are allowed)
- Escalation text Email text for escalation email – text composition should be in line with the settings of the request language
- Escalation receiver Email address of additional email receiver for escalation emails



6 Master Data Management

Every dialog of the REACh Master Data Management is integrated in the Master Data Management of the iPCA Client and available under the menu entry "Extras → Master Data". The condition for the usage of the REACh Master Data Management is that the user has a role with appropriate permissions. For more details, please see following chapters.

Extras Window Help					
Management		1			
CSI Management					
Substitution Manage	ment	module	r Sent	Received	LCM
DB-Job Manager		module	s j sent	Received	LCIM
Event-Manager		ADSL cat	egories:	require	s declarat
Master data	I	Co	mpanies / le	gal units / con	tacts
LookAndFeel	I	No	rms		
Memory Monitor	Ctrl+Shift+D	Su	ostance grou	up types	
Status	: Active 👻 F	Su	ostance grou	aps	
eter according directive 67	7/548/EWG Search	Ар	plications		
	ļ	CS	Due Dates		

Figure 1: REACH Master Data Management integrated in the IHS Master Data Management

The Reach for Products module uses the following menu items of the Master Data Management:

- Companies / legal units / contacts
- Applications
- Substance Group Types
- Substance Groups (see chapter 3.4 Substance Group iMDS REACh relevant)



6.1 Companies / Legal units / Contacts

6.1.1 General

If the menu entry "Companies / legal units / contacts" is selected, companies, organisation units and REACh legal units can be searched and viewed and REACh specific information can be edited. It is also possible to add new companies, which do not exist in IMDS system. Such internally added company is marked as "IHS Company". This menu entry is only available, if user's role includes the permission ADMIN_REACH_LEGAL_UNIT. To add or change the company's master data, user's role must have permission IHS_COMPANIES_MANAGEMENT.

() (ompanies / legal uni	its / contacts									- • ×
ſ	Company name: Org.unit: ZIP code / City:		Cor DUN Cor	npany-/OrgUni NS Number: itact Person:	it-ID:	Compa	nies only	Risk asso Kind of Supplier	essment: org.: /Customer Co	ode:	•
L			Search	Reset							B
	ata						1)
	Company C	Org. Unit Name	Org. Unit Id	Zip	City	DUNS No.	Supplier/Custom	er Codes	Risk	Kind of org.	
C				<u>N</u> e	w	<u>E</u> dit	Delete				

Figure 2: Search for Companies / Legal units / Contacts

The search mask is divided in three sections:

- Search Criteria (red area)
- Search Result (blue area)
- Actions (green area)

6.1.2 Search Criteria

In the red area the search criteria can be defined, to search for certain companies, organisational units and REACh legal units. Additionally to the standard search fields from the "supplier selection dialog" the following search criteria are available:

- Risk assessment:
 - For limiting search results to a certain REACh risk assessment. If a risk is selected, only companies/org./legal units with this risk will be found
- Kind of organisation

To constrain the type of organisation:

- o IMDS Org.-unit:
 - Only IMDS companies and organisation units are found
- IHS Company: Only IHS companies are found
- o Legal unit:
 - Only legal units are found
- Supplier/Customer Code Search for the supplier by the supplier number or customer by the customer number



6.1.3 Search Result

The found search results will be displayed in the blue area.

6.1.4 Actions

In the green area you can execute the following actions:

- New
 - Create the new legal unit or IHS company
- Edit Edit the selected entry in the blue area
- Delete Delete the selected entry in the blue area logically

6.1.5 Create and Edit

You will find a detailed description in chapter 6.1 "Companies / legal units / contacts" of the SAM-M user manual.

6.2 Applications / Designated Use

6.2.1 General

If the function "Applications" is selected from the REACh master data, applications can be viewed, edited and created. There are four different types of applications. These are "IMDS", "CSI", "REACh" and "ROHS". Please note, that it is not possible to modify English description of applications with type "IMDS" as these are from IMDS online system.

By using the management in the master data, typing errors will be avoided and analyses will be easier to handle. This menu entry is only viewable for users, which have a role containing the permission ADMIN_REACH_APPLICATION.

() A	oplications						• x
	Use Descriptor Groups: Application / Usage (er	n):		Type: Application / Usage	(de):	•	
	Phrase code:				show delet	ed records	
		Search	Reset	Info: 51 rows foun	d!		
Da	ta						
	Phrase code	Application / Usage (en)	Application / Usage (de)	Туре	Usage descriptor	
	6	Station and the state			-		_
	7						
	8						
	9						
4	0						
4	1						E
4	2						
Ľ	3						
			New	<u>E</u> dit <u>D</u> elete			

Figure 3: Indication and editing of applications

6.2.2 Search Result

Every available application is displayed in the blue area.



6.2.3 Actions

The following actions are available in the green area:

• New

For creating a new application. The English and German text can be entered in the blue area. The type of the application can also be selected there. It is not possible to create "IMDS" data.

• Edit

For editing an existing application. The English and German text for the application can be entered in the blue area. For **"IMDS" application it is only possible to** edit German text.

• Delete

For deleting an application. "IMDS" applications cannot be deleted.

• Save

For saving the current application after creating or editing it.



7 REACh search

If the REACh module is active, two additional search criteria are shown in the search area \bigcirc **Extended** of the standard searches.

-	Date (last change):	-		only DSR
	Date (EDS creation):	- 🛄		only Flatbill
	REACH relevance:		REACH state:	

Figure 4: Additional REACh search criteria

- REACH Relevance (see chapter 3.1 REACh relevance)
 - The search for particular REACh relevancies can be constrained. The following relevancies are available:
 - o Empty:
 - Objects with any REACh relevance will be found
 - o "Not set"
 - Only objects where the REACh relevance has not been set yet will be found o "Not REACh **relevant"**
 - Only objects which have been classified as not REACh relevant will be found o "REACh relevant"
 - Only objects which have been classified as REACh relevant will be found
- REACh state (see chapter 3.2 REACh state)
 - o Empty:
 - Objects with any REACh states will be found
 - o "Not set"
 - Only objects where the REACh state has not been set yet will be found
 - "Grey"
 Only objects with REACh state "grey" will be found
 - "Green" Only objects with REACh state "green" will be found
 - o "Yellow"
 - Only objects with REACh state "yellow" will be found
 - o "Red"
 - Only objects with REACh state "red" will be found



8 REACh analysis

The REACh analysis allows further analyses of preparations¹ and MDS regarding REACh. If the position of the user holds the right REACH_ANALYSE, there will be an additional tab REACh displayed in the analysis (icon \blacksquare or in menu "Data \rightarrow Analysis").

Analysis		
Usage of MDS/modules	MDS/Module Analysis CSI wizard Reports REACH	
Step1: Please select REAC	H analysis type:	
REACH overview		
Company / organisatio	n unit MDS analysis	
Substance usage		
O Usage of not pre-registed	ered substances	
	< Back Next >	

Figure 5: Types of REACh analyses

The following analyses are available:

- REACh overview
 Finds REACh relevant MDS and returns them as result
 For more details see chapter 8.1 REACh overview (page 17 onwards)
- Company /organisation unit MDS analysis
 Finds MDS relevant for defined Company/organizational units and returns them as a result.
 For more details see chapter 8.2 Company / organizational unit MDS analysis (page 19 onwards)
- Substance use Usage list of substances in preparation.
 For more details see chapter 8.3 Substance us (page Error! Bookmark not defined. onwards)
- Usage of not pre-registered substances
 Usage list of substances without pre-registration of the ECHA or the guideline of the registration of a
 preparation before a defined date.

 For details see chapter 8.4 Usage of not preregistered substances (page 24 onwards)
 Attention: If this analysis shall be created for IMDS Data, this is to be done in the tab "Usage of MDS/modules"!

8.1 REACh overview

With the REACh overview it can be analysed which MDS might be REACh relevant. On the one hand the material classification is analysed, on the other hand the contained basic substances. If an MDS contains a material with the classification 6 (Process polymers) or 9 (Fuels and auxiliary means) or at least on substance of the IHS Substance **group** "iMDS REACh Relevant" (see chapter 3.4 Substance Group iMDS REACh relevant), the system regards the MDS as REACh relevant and returns it in the analysis results.

¹ In older versions of the iPCA RfP-Module preparations were only available with additional licenses. This is not an option in the recent versions of the iPCA Clients (starting from version 8.09) anymore. From that version on, preparations can only be activated by licensing with the SAM-M Module.



8.1.1 Step 2: Selecting the MDS/Modules

In step 2 of the analysis "REACh overview" the MDS/modules to analyse reagarding REACh relevance can be selected.

Analysis	s								
Usage o	of MDS/modules	MDS/Module Analy	ysis CSI wiz	ard Repo	orts REACH				
Step 2: P	Please select MD	S/modules to analyse	(REACH overv	/iew):					
•	Name:			Supp	ol./Org.units:				88
F	Part-/Item-/Mat	/		Orig	in:	Exte	rnal MDS 🛛 🔽 Own MDS	V C	wn modules
I	MDS No.:	IMDS	Node-Id:	🔽 c	urrent Version	📄 pub	lished 📃 accepted	ir 🛄	nt.released
🛨 Ex	tended								
		Search	Reset			Info: 1350 r	ows found!		
Data					24			241	
	Name	Part-/Item-/MatNo.	IHS-Item-No.	Module Stat	e IMDS-ID	Flatbill	Supplier	Туре	Creation date
1						-	And the second second second		·
2									
3									
4									
5									
6									
7									
8									
10									
10									
12									
13									
•	1			III					+
				< Bac	:k	Next >]		

Figure 6: Selecting MDS/modules for analysis

In the black area search criteria can be entered for limiting the number of shown MDS/modules – the search criteria are mainly the same as in the search "all/MDS/modules".

In the blue area the MDS/modules to analyse can be selected – multiple selection is possible. Only the selected MDS/modules will be analysed.

The analysis can be started by pressing "Next" button in the green area

8.1.2 Result of the REACh overview

As result of the analysis "REACh overview" the found MDS/modules are shown.



Analy	sis											x
Usage	of MDS/modules	MDS/Module An	alysis CSI v	vizard Rep	orts REAC	н						
Result	of the analysis (R	EACH overview):										~
í .	Name F	art-/item-/matno.	IHS-Item-No.	Module state	IMDS-ID	Supplier	REACH relevance	REACH state	Producer/importer	User	Туре]]
1	fragmental and the second	and the second second second				And place that the	1994					
2	fragmenta a										(International Contents)	
3												
4	and the second second											
6												
7	_											
8												
9												
10												
11												
12	Concernance of the											
13	_											
14												
16					AUAA 11.1					2)
			< Back	Load		Ø	Export	Ne	ext >			

Figure 7: Results of the REACh overview

The results list (blue area) supports a multiple selection and includes standard information and the following columns:

- REACh relevance
 - The classification of the REACh relevance of the MDS/Module
- REACh state
- The REACh state of the MDS/Module
- Producer/Importer

Shows the information about the state of the REACh roles producer and importer. If the column contains "No", there is no producer or importer. If the column contains "-", the variables were not set for the MDS/Module yet

• User

Shows information about the state of the REACh role user. If the column contains "No", there is no user. If the column contains "-", the user was not set for the MDS/Module yet

The following actions are available in the green area:

Load

Opens the MDS/Module that was selected in the blue area – only available if exactly one MDS/Module is selected

• 🧭

All MDS/Modules that were selected in the blue area will be set as REACh relevant

- All MDS/Modules that were selected in the blue area will be set as not REACh relevant
- Export To export all analysis results

8.2 Company / organisation unit MDS analysis

By using the "Company / organisation unit MDS analysis", all IMDS MDS/Modules from one or more companies and organisation units can be found. Regarding REACh it is e.g. interesting to select companies / organisation units with increased REACh risk.

8.2.1 Step 2: Selection of Companies / Organisation Units

In step 2 of **the** "Companies / organisation unit MDS analysis" **allows** the user to display the MDS of selected companies / organisation units.



F 4	Analysi	s										• ×
ι	Jsage o	of MDS/modules	MDS/Modul	e Analysis	CSI wizard	Reports	REACH					
St	tep 2: I	Please select O	rg.unit to analyse	e (Company /	organisation u	nit MDS analy	/sis):					
ſ	•	Company name:		Compan	y-/OrgUnit-ID:		Companies on	y	Risk assessment:			•)
		Org.unit:		DUNSIN	umber:				Kind of org.:		IMDS org. unit	<u> </u>
		ZIP code / City:		Contact	Person:				Supplier/Customer C	.ode:		
L			Search	Res	et		Info: 1700	rows f	ound!			🖪 J
17	Data											
		Company	Org. Unit Name	Org. Unit Id	Zip	City	DUNS No.	Supp	olier/Customer Codes	Risk	Kind of org.	
	1			-		-					-	
	2											
	3											
	4	-										
	5	-										
U	0											<u> </u>
Ć					< E	Back	Next >					

Figure 8: Selecting Companies / Organisation Units

In the black area search criteria can be entered for limiting the number of shown companies / organisation units.

To display MDS / Modules of a Company / Organisation Unit, select it in the blue area – multiple selection is possible.

In the green area the analysis can be started by pressing "Next".

8.2.2 Result of the Company / Organisation Unit MDS analysis

As a result of the "Company / organisation unit MDS analysis" the MDS / Modules of the selected Companies / Organisation units will be displayed.

Analy: Usage Result	sis of MDS/mod of the analys	lules MDS/Module /	Analysis CS	I wizard Re analysis):	eports 1	REACH						
1 2 3	Name	Part-/item-/matno.	IHS-Item-No.	Module state	IMDS-ID	Supplier	REACH relevance	REACH state	Producer/importer	User	Туре	
4 5 6 7		- 10-1			-							
				< Back] ι	oad Exp	ort N	ext >				

Figure 9: Results of the Company / Organisation Unit MDS Analysis

The results list (blue area) includes standard information and the following columns:

- REACh relevance
- The classification of the REACh relevance of the MDS/Module • REACh state
 - The REACh state of the MDS/Module
- Producer/Importer Shows the information about the state of the REACh roles producer and importer. If the column contains



"No", there is no producer or importer. If the column contains "-", the variables were not set for the MDS/Module yet

User Shows information about the state of the REACh role user. If the column **displays** "User", you are the user. If the column contains "No", there is no user. If the column contains "-", the user was not set for the MDS/Module yet

The following actions are available in the green area:

Load

•

- Opens the MDS/Module that was selected in the blue area
- Export To export all analysis results

8.3 Substance usage

Use Substance usage to create a usage list for substances in preparations.

8.3.1 Step 2: Selection of substances

In step 2 is performed search and selection of substances that will be used in preparations.

Analysis									-	
Usage of MDS/modules	MDS/Module Analysis CSI	wizard Reports	REACH							
Step 2: Please select substa	nces to search for (Substand	e usage):								
Name/Synonym:				GADSL cat	egories:	requires declarati	on: 🔿 Yes	© No (N.A. and	-)
CAS No.:						is forbidden:	Yes	© No (N.A.	
EU-Index:				REACH-SV	/HC:	N.A.	 Type: 			-
Einecs No.:				Substance	group types:		✓ Substan	ce groups:		-
IMDS Node-Id:	Status: Acti	ive		▼ REACH rel	evance:	_		state:		•
 Additional search paran 	neters									
	Search	Poret		Ie	for \$500 rours for	ndl				
l l	Jearch	Neset		1	10.0000100051001	iiu:				
Data										
Data	CASNo	FU-Index	Finecs/Flincs	Synonyms DF		Type	REACH relevance	REACH state	Reg Date	
Data Name	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Vata Name	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3 4	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3 4 5	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3 4 5 6 7 7	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3 4 5 6 7 8	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3 4 5 6 7 8 9	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	
Data Name 1 2 3 4 5 6 7 8 9	CAS No.	EU-Index	Einecs/Elincs	Synonyms DE	GADSL / SVHC	Туре	REACH relevance	REACH state	Reg. Date	

Figure 10: Selection of Substances

To limit the amount of the displayed substances, enter the search criteria in the black area – the search criteria basically the same as in the substance search.

In the blue area the substance to analyse can be selected – multiple selection is possible. Only the selected substances will be analysed.

In the green area the analysis can be started by pressing "Next".



8.3.2 Step 3: Selection of preparations

Step 3 is used to define the preparations – the program will search for them in the selected substances from step 2.

Analysis								. • x
Usage of MDS/modules N	1DS/Module Analysis	S CSI wizard R	eports REACH					
Step3: Please choose articles	/mixtures to searc	h in (Substance usag	je):					
Name/Synonyme: Article/Mixture no.: Trade name:	✓ current Version	IHS no.: Std. miz Status: Max. lin	:Activ	e				
+ Extended								
l	Search	Reset		Info: 184 rows found	!			
Data								
Name	Mixture no.	version IHS r	no. Trade n	ame REACH relevance	Standard mixt. no.	REACH state	Туре	
1 2								-
3								
4								
6								
7								
8		-	m					• •
			< Back	Next >				

Figure 11: Selection of Preparations

To limit the amount of the displayed preparations, enter the search criteria in the black area – the search criteria basically correlate with the standard preparation search. Furthermore, there is the option to enter maximum limit values. Starting from that level substances have to be in the preparations – the program will search and display the preparations.

In the blue area the preparation to analyse can be selected – multiple selection is possible. Only the selected preparations will be analysed.

In the green area the analysis can be started by pressing "Next".



8.3.3 Result of the Substance Usage

Every preparation/substance combination that fits to the criteria of step 2 and 3 will be displayed as a result.

	And a second sec	Andreas II and a second

Figure 12: Results of the Substance Analysis

The results list (blue area) includes the following information:

- Search for (name)
- The name of the substance that was found in the preparation
- Search for (CAS No.)
- The CAS number of the substance that was found in the preparation
- Contained in (name) The name of the preparation in which the substance was found
 Level
 - The level where the substance was found in

The following actions are available in the green area:

- Load
- Opens the preparation that was selected in the blue area
- Locate
 - Opens the preparation that was selected in the blue area and positions the found substance
- Export

To export all analysis results



8.4 Usage of not preregistered substances

This analysis is used to define preparations with substances that do not have a preregistration date according to the ECHTA list or a date before a defined key date.

The analysis for IMDS MDS/Modules can be found in **the** "Usage of MDS/Modules" tab, the analysis for preparations can be found in **the** "**REACh**" **tab. Both function**-tabs are working the same way.

8.4.1 Step 2: Criteria for preregistration

Define which ECHA information is selected and how many substances will have to be handled here.

Analysis
Usage of MDS/modules MDS/Module Analysis CSI wizard Reports REACH
Step 2: Please select criteria for not pre-registered substances to search for (Usage of not pre-registered substances):
Without pre-registration Pre-registration expires before the
Also list IMDS wildcards (CAS-No. "system")
Only list substances, which have at least a valid CAS-No., Einecs/Elincs or EU-Index
< Back Next >

Figure 13: Step 2 analysis of not Preregistered Substances

The following selection criteria are available:

- Upper part
 - Without a pre-registration:
 - The usage of substances that do not have a date for the ECHA registration is analysed. • Pre-registration expires before the:
 - The usage of substances that do have a registration date before the ECHA registration is analysed. The date can be selected in a calendar.
 - One of the criteria has to be selected by the user
- Lower part
 - Also list IMDS wildcards (CAS-No. "system")
 If this criterion is selected, preparations or IMDS MDS/Modules which include substances with the CAS number "system" are displayed in the result.
 - Only list substances, which have at least one valid CAS-No., Einecs/Elincs or EU-Index: If this criterion is selected, substances that are valid regarding the upper fields will be added to the analysis. With this function "pseudo substances" form IMDS like "ABR" can be excepted from the analysis.

Press the "Next" button to get to the next step.



8.4.2 Step 3: Selection of the preparations to be searched for

Choose the preparations in which the program will search for the substance criteria defined in step 2.

Analysis								_	
Usage of MDS/modules	MDS/Module	Analysis	CSI wizard	Reports	REACH				
Step3: Please choose article	es/mixtures t	o search in	(Usage of not	pre-register	ed substances):				
 Name/Synonyme: Article/Mixture no.: Trade name: ★ Extended 	current V	ersion	IHS r Std. Statu Max.	no.: mixt. no.: us: . limit:	Active				
	Search	Res	et		Info: 184 rows for	und!			B
Data	4	4					1	4	
Name	Mixture no.	version	IHS no.	Trade nam	e REACH relevance	Standard mixt. no.	REACH state	Туре	
1									<u> </u>
2									
3									
4									
5									
6									
		-						-	
			< Ba	ack	Next >				

Figure 14: Selection of Preparations

In the black area search criteria can be entered for limiting the number of shown preparations – the search criteria are nearly the same as in the standard search for preparations.

In the blue area the preparation to analyse can be selected – multiple selection is possible. Only the selected preparations will be analysed.

In the green area the analysis can be started by pressing "Next".



8.4.3 Result of the Analysis of the Preregistration

Every preparation/substance combination that fits to the criteria of step 2 and 3 will be displayed as a result.

Ana	Ilysis										•
Usa	ge of N	MDS/modules MDS/Module Analys	is CSI wizard	Reports REACH							
Step	4: Res	ult overview (Substance usage):									
Sea	arch fo	r: Without pre-registration									
Us	ed in:										
-		Search for (name)	Search for (CAS no.)	Contained in (name)	IHS Rel.	OWNPARTNO	Supplier	Туре	Level	Reg. Date	
	1										
_	2	contract of sparses									
	3										-
-	4	and the second sec									-
-	6										
-	7										-
	8										
	9										
	10	Sec.									
	11										
_	12	(Sector)									
_	13										
	14							D. Curder and			+
					.)[~
			< Back	Load	ocate	Export	Next >				

Figure 15: Results of the Analysis of Preregistration Dates

The results list (blue area) includes the following information:

- Search for (name)
- The name of the substance that was found in the preparation
- Search for (CAS No.)
 - The CAS number of the substance that was found in the preparation
- Contained in (name) The name of the preparation in which the substance was found
- Type The layer where the substance was found in

The following actions are available in the green area:

- Load Opens the preparation that was selected in the blue area
- Locate
 - Opens the preparation that was selected in the blue area and positions the found substance
- Export To export all analysis results



9 Store REACh documents and information

REACh relevant documents and information can be stored in the tab "Documentation" (per node type: Substances, MDS/Modules, etc.) for documentation purposes. Please look at the chapter "Documentation" in the IHS user manual to get further information for the tab "Documentation".

🔺 lead									
a 🔻 🛦 🕲 🗄 🗶 🦉	🞸 🕶 🐁 🖓 😳 🗉	• ਛ ਛ 🖉 🖗	• 5						
Lead Ingr	edients								
	IHS	Common subs	tance data			C	lassification & L	abelling	1
	GHS Classification & Labelling	g Characterisa	tion Transpo	rt \	Waste disposa	Docur	nentation	Compan	y master data
Docu	iments								
	Description File	e Name fre	e text field	URL		version	versio	n date	Documenttype
1	Test document LH	_WEBCKI.AT.PORTA				1.0	2012/0	3/12	PDF
	New	Delete	Show	Export	Substan	ice data			
emai	ls								
	Sender	Receivers	Subject		Message text	1	Mail sent	c	ompany name
•									
	New Show								
	5100								

Figure 16: Documents for Substances

The following functions or information are available:

🕖 🗢 👔 http://gestis.itrust.de/rot/gateway.dll/ges	stis_de/b/008510.xml?f=templatesSfn=default-dor 💌 🐓 🗙 🚼 Google	
tei Bearbeiten Ansicht Favoriten Extras ?		
Favoriten 💋 DGUV-IFA GESTIS	🛅 🕶 🖾 🖶 🕶 Seit	te 🕶 Sicherheit 👻 Extras 🕶 🔞
S IFA	GESTIS Substance Database	a
Blei, Pulver		*
Identifikation Charakterisierung Formel Toxik Umgang und Verwendung Vorschriften Links	kologie / Okotoxikologie PhysChem. Eigenschaften Arbeitsmedizin Literaturverzeichnis	und Erste Hilfe
IDENTIFIKATION		
Blei, Pulver		
Blei, Pulver ZVG-Nummer: 8510		
Blei, Pulver ZVG-Nummer: 8510 GAS-Nummer: 7439-92-1		
Blei, Pulver ZVG-Nummer: 8510 CAS-Nummer: 7439-92-1 EG-Nummer: 231-100-4		
Biel, Pulver ZVG-Nummer: 8510 CAS-Nummer: 7439-92-1 EG-Nummer: 231-100-4		
Biel, Putver ZVG-Nummer: 8510 CAS-Hummer: 7339-02-1 EG-Hummer: 231-100-4 CHARAKTERISIERUNG		
Biel, Pulver 2VG-Nummer: 2510 CAL-Nummer: 231-100-4 EG Nummer: 231-100-4 CHARAKTERISIERUNG STOFFGRUPPENSCHLÜSSEL		
Biel, Pulver ZVG-Nummer: 2510 CA3-Nummer: 7430-02-1 GFNNmmer: 231-100-4 CHARAKTERISIERUNG STOFFGRUPPENSCHLÜSSEL 154000 Metalle		
Biel, Pulver ZVG-Nummer: 2510 CA4-Nummer: 7350-02-1 GO-Nummer: 7231-100-4 STOFFGRUPPENSCHLÜSSEL 154000 Metale AGGREGATZUSTAND		
Biel, Pulver ZVG-Nummer: 7350-02-1 CRAP-Nummer: 7350-02-1 CHARAKTERISIERUNG STOFFGRUPPENSCHLÜSSEL 134000 Metaile AGGREGATZUSTAND Bei 1013 mbar und 20 °C. fest		
Biel, Pulver ZVG-Hummer: 7530-02-1 GCA-Hummer: 7530-02-1 GCHARAKTERISIERUNG STOFFGRUPPENSCHLÜSSEL 134000 Metale Bei 1013 mbar und 20 °C: fest EIGENSCHAFTEN]
Biel, Pulver ZVG-Nummer: 2510 CA4-Nummer: 7230-02-1 GRAWMMER: 231-100-4 STOFFGRUPPEN SCHLÜSSEL 134000 Metaile AGGREGATZUSTAND Biel 1013 mbar und 20 °C: test EIGENSCHAFTEN Farber grau, an fischen Schntiftlichen blauleh	• farblos	
Bie, Puiver ZVG-Nummer: 0510 GA-Nummer: 0510 GA-Nummer: 231-100-4 CHARAKTERISIERUNG STOFFGRUPPENSCHLÜSSEL 154000 Metaile Bei 1013 mbar und 20 °C: fest EIGENSCHAFTEN Farbe: grau, an fischen Schriftlächen bläufch Geruch: genuch tos	- farbios	

- Substance datasheet: By using this button the user can directly call up the GESTIS² information for the selected substance.
- The application starts the configured internet browser and navigates to Gestis of the selected substance

Figure 17: Gestis Substance Data Sheet

² The GESTIS substance data bank is the hazardous substance information system of the commercial employer's liability insurance association. For further information on the substance data bank visit <u>http://gestis.itrust.de/</u>



10 REACh relevance

10.1 General

Basically, there has to be differentiated if the module REACh should work with data from the IMDS system or not. If there is data from the IMDS system available, REACh information can be added to it. Inside an opened MDS/Module/Basic Substance the REACh data can be captured and maintained.

If there are no data from the IMDS system available, preparations¹ can be completed with REACh information. Inside an opened preparation REACh data can be captured and maintained. In order to edit REACh relevant data, **the user's role must have permission "REACH_EDIT".**

10.2 Edit REACh relevance

REACh relevant data only can be edited if a MDS/Module/Basic Substance was classified as REACh relevant. The REACh relevance is displayed in the action bar and it also can be edited there:

Display

o 😘 🕶

REACh relevance was not set yet

o 🚀 🕶

MDS/Module/Basic Substance was classified as REACh relevant

o 🗶 🗸

MDS/Module/Basic Substance was classified as not REACh relevant (data in tab REACh is not editable)

o 😘

Reset REACh relevance

o 🧭

Set MDS/Module/Basic Substance to REACh relevant

o 🕽

Set MDS/Module/Basic Substance to not REACh relevant

10.3 REACh role, REACh type and amount per legal entity

At first the REACh roles, REACh types, and eventually the amounts per legal entity have to be entered for a MDS/Module/Basic Substance (blue area).



📕 [jan] MSP part
🖩 🖗 % A 🕾 🖯 🖋 📝 🎲 🖓 🌗 🐵 📌 📕 🕶 🎸 🖥 🗇 🖝 😭 🖉 🖉 🎎 💽 🚵
Ingredients Supplier data Recipient data Reject reason
IMDS IHS History Compliance Applications Jama/Japia Documentation REACH
Current state: 🔶
REACH role: O Manufacturer O Importer O Neither nor
Downstream user (DU)
REACH type Article Substance / Mixture
Assigned Legal unit Amount [per unit]
Org-unit Id Org-unit Name quantity [tone] Unit State Release -
REACH Wizard Save Cancel

Figure 18: Enter REACh roles, REACh type and amounts per legal entity

The REACh role is owned regarding the MDS/Module/Basic Substance:

- Manufacturer
 - MDS/Module/Basic Substance is manufactured in-house
- Importer
 MDS/Module/Basic Substance is imported into the EU
- Downstream user (DU) MDS/Module/Basic Substance is used

The REACh type of this MDS/Module/Basic Substance:

- Product
 - There is a product in the sense of REACh
- Substance/Preparation There is a substance or a preparation in the sense of REACh

If the role Manufacturer or Importer is selected, you can save the production- or import amount for the own company, organisation unit and legal unit in tons per year. After pressing the button the own company, organisation- or legal unit can be selected and applied. Enter the relevant amount into the field "Amount" (5 numbers plus one decimal place are permitted).

Save the numbers by pressing	+	. Press the	-	button to erase the recently selected Producer/Importer and
its amount out of the list.				

Save the diversification by pressing the Save portion (green are	Save the diversification by pressing the	Save	button (green area)
---	--	------	---------------------

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10.4 REACh assistant

Start the assistant by executing the **REACH Wizard** button (see Figure 19, green area). The function of the assistant is to detect a demand for action for the MDS/Module/Basic Substance regarding REACh and eventually to take further action. There is a separation of the assistant for the roles Producer or Importer for every legal unit. Depending on the given answers, the REACh state of the MDS will be executed by saving the application – the worst state of all discussed cases will be the new REACh state:

•

After analysing all the discussed cases there is no demand for action regarding REACh

• After analysing all the discussed cases there is at least one case with demand for action regarding REACh and further actions were initialised

Not every question of the assistant was answered for at least one discussed case – the assistant has to run through all the cases until **the "Ok" button cannot be executed anymore**

To save the given answers press Save

to discard them press

Cancel

If you use the assistant, there will be different functions available depending on the given answers and the chosen REACh role and type. These functions are explained in the following subchapters:

- Add REACh contacts
- REACh requests
- Registration Number and Application(s)
- Save Documents

REACH Wizard Save	Cancel
Does (pre)registration exist and are 1 - n safety data	a sheets available?
Ves	© No
REACH data can be stored.	(Pre)Registration has to be requested!
Registration number(s) & application(s)	Add REACH contact
Store documents	REACH request
< Back	Next >

Figure 19: Provided functions of the REAChassistant



10.4.1 Add REACh contacts

One or more REACh contacts can be added to the MDS/Module/Basic Substance

		1	1	1			 1
	-	_					
			-				
ned contact		-					
Name	Phone I	Fax	Email	Department	Mailbox	Туре	

Figure 20: Add REACh Contacts

All contacts of the company of the MDS/Module/Basic Substance are displayed. By pressing the arrow fields the selected contact in the upper table can be added \checkmark or deleted in the lower table \blacktriangle . To close the window press "X" in the upper right corner.

10.4.2 REACh requirement

It is possible to create a REACh requirement for a MDS/Module/Basic Substance.

10.4.3 Registration number(s) and application(s)

Related registration numbers and applications can be entered for all the basic substances and materials in the MDS.

IMDS-ID	Description	GADSL / SVHC CA	S No. R	aistration No. Application
		1		
1000				
1000				
		🕞 Enter registrat	ion number	
		CAS No.:		
		GADSL:		
		Name:		
		Registration no		
		Angliantian		Deserve and the DILLES and
		Application		Process mixture PO Foam
				Save Cancel

Figure 21: Applications and Registration Numbers



To enter a registration number and an application for the selected basic **substance or material press** "Edit" (see chapter Error! Reference source not found. – Error! Reference source not found.). To close the window **press** "X" in the upper right corner.



11 REACh requests

Use REACh requests to demand REACh relevant information from the suppliers per email. To set up a dialogue for editing REACh requests there are three different options:

- By using the REACh assistant
- With the "MDS/all Modules" search or the "Basic Substance" search by using the **REACH Wizard** button for the selected MDS/Module or Basic Substance
- With the REACh requests search by using the "REACh request" tab

11.1 Editing

REACh requests are edited in an own window.

	Due date	Requested data	equested data Request State Name		Part n	o. :	Supplier	REACH Contact	Contact en	
1	2012/03/12	Appl.	In process							
•									Þ	
									$ \rightarrow $	
Name	2:				Part no.:					
Reque	est state:	In process -			Last action	:	None	· · · · · · · · · · · · · · · · · · ·		
Due d	late:	2012/03/12			Data to rec	uest:	Application(s)		T	
	Contact				Email addr	ess:				
Email	text:								<u>^</u>	
	Edit									
[Generate								.	
Intern	nal comment:									
_				_		_				
	New	<u>E</u> dit	S	ave & Sen	d	<u>S</u> ave	Cancel	Close		
	1 Name Requi Due c	Due date 1 2012/03/12 2012/0	Due date Requested data 1 2012/03/12 Appl. Apple Name: In process Request state: In process Due date: 2012/03/12 Contact In process Edit In process Internal comment: Edit	Due date Requested data Request State 1 2012/03/12 Appl. In process In process In process In process Name: In process In process Request state: In process In process Due date: 2012/03/12 In process Contact In process In process Email text: In process In process Internal comment: In process In process New Edit S	Due date Requested data Request State Name 1 2012/03/12 Appl. In process (Due date Requested data Request State Name Part n 1 2012/03/12 Appl. In process Image: Part no.: Request state: In process Part no.: Request state: In process Last action Due date: 2012/03/12 Data to req Contact Email addr Email text: Edit Generate Internal comment:	Due date Requested data Request State Name Part no. 1 2012/03/12 Appl. In process Name: Part no.: Request state: In process Last action: Due date: 2012/03/12 Data to request: Contact Email address: Email text: Edit Generate Internal comment: New Edit Save & Send	Due date Requested data Request State Name Part no. Supplier 1 2012/03/12 Appl. In process In In Name: Part no.: Im Name: Part no.: Request state: In process Due date: 2012/03/12 Data to request: Application(s) Contact Email address: Internal comment: New Edit Save & Send Save Cancel	Due date Request ed data Request State Name Part no. Supplier REACH Contact 1 2012/03/12 Appl. In process III In process III Name: Part no.: Part no.: Part no.: In process In process Name: In process Last action: None In process In process Due date: 2012/03/12 Data to request: Application(s) In process In process Contact Email address: Email address: In process In	

Figure 22: Create/Edit REACh requests

Requests that were created for the particular MDS/Module or Basic Substance are displayed in the black area.

The data of the selected requirement from the black area are displayed in the blue area. The following information/actions are available:

- Description
- The description of the particular MDS/Module/Basic Substance is displayed for the purpose of information (not editable)
- Part no.
- Part number of the particular MDS/Module is displayed for the purpose of information (not editable)Request state
- The current state of the request
- Last action The last action that was performed for this request



- Due date The requested information has to arrive until this deadline. The REACh state of the related MDS/Module/Basic Substance has to be "green" until then
- Request data
 Data that has to be requested:
 Registration numbers, safety data sheets and applications or random combinations
- Contact A contact that should receive the request can be selected by pressing the contact button. The contact in the lower table will be applied
- Email address
 The email address of the selected contact
- Email text The email text, that will be used for the first request
- Edit
- Opens a popup window where the email text can be edited
- Generate
 Generates a standard email text
- Internal comment
 Additional intern comment for the request

11.2 Request Process

A request can go through the following request states:

In process

The request is still in process – it stays like that until the button "Save and Send" was executed after the editing

• Ready to send

The editing of the request was finished with "Save and Send" – within the next 15 minutes the process of sending the request email will be sent

The request state can be changed to "in process" manually if there should not be a transmission anymore Sent

The request email was delivered to the email recipient

The request state can be changed to "cancelled" or "declined" manually

• Done

•

By using the REACh assistant the REACh state of the MDS/Module/Basic Substance will be green \rightarrow all requests will be switched to the state "done" automatically

- The request state can be changed to "open", "declined" or "cancelled" manually
- Rejected The supplier declines the fulfilment of the request → the state can be switched to "declined" manually The request state can be changed to "cancelled" or "open" manually
- Cancelled The request was cancelled, e.g. because the supplier was changed
 The request state can be changed to "declined" or "open" manually
- Open

The MDS/Module/Basic Substance held already the request state "done", but the request state was changed or the REACh state is not green anymore The request state can be changed to "declined" or "cancelled" manually

Within the request state "sent", different actions are passed through. Respectively, the last action is displayed in the "edit" window

None
 No email was sent yet



- Request sent The process of sending the request email to the request - receiver ("contact") and to the intern system was started
- Intern information done The process of sending the request email to the intern users as an intern reminder was started (date can be configured, see chapter 5.2 Configure REACh request)
- Intern warning The process of sending the request email to intern users as a second reminder was started (date can be configured, see chapter 5.2 Configure REACh request)
- Warning The process of sending the request email as a warning to the request-receiver ("contact") and to the intern system was started (date can be configured, see chapter 5.2 Configure REACh request)
- Escalated The process of sending the request email as a second warning to the request-receiver ("contact"), to the intern system and to an additional escalation-receiver was started (date can be configured, see chapter 5.2 Configure REACh request)

11.3 Search

Search for any requests by using the "REACh Request" tab.

& Search													_ (
Semicom	onent Material	Article	Mixture	Basic substances	s all MDS/mo	dules 📔	Sent Re	ceived	LCM	SPM	SEP	MACSI	REACH request	
Name: Part no.: Due date: Image: Last action: All Contact name: Search Reset Info: 35 rows found!														
Data Due o 1 2 3 4 5	late Requested d	lata Requi	est State	Name	Part no. Sup	plier		REACH	H Contact	Conta	act email		Last action	
					Open request	C	pen node							

Figure 23: Search for REACh requests

The required search criteria can be entered in the black area. The following criteria are available:

- Name
 - Name of the MDS/Module/Basic Substance. The system searches for requests for this MDS/Module/Basic substance
- Part no.
- Part no. of the MDS/Module. The system searches for requests for this MDS/Module
- Due date

Due date of the searched requests. By using the two fields you can enter an appropriate period

- Last action
 Last action that was performed for the request
- Contact name Name of the contact. The request has been sent to this contact
- Email address
 The request has been sent to this email address



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13 Change History

Version	Date	Description
6.0	22.05.2008	Initial version
6.02	22.09.2008	Consolidation of IHS master data and REACH master data;
		Alteration to iPCA
6.08	08.01.2009	New functions added:
		Preparation
		Analyses
		Substance information
8.9	20.01.2012	Update of the user manual