

Process of invoicing in R4BP 3

October 2022

ABC

Disclaimer

This document aims to assist users in complying with their obligations under the Biocides Regulation. However, users are reminded that the text of the Biocides Regulation is the only authentic legal reference and that the information in this document does not constitute legal advice. Usage of the information remains under the sole responsibility of the user. The European Chemicals Agency does not accept any liability with regard to the use that may be made of the information contained in this document.

Version	Changes	
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
Version 2	Updates to following sections: 2, 2.1, 2.2, 3.1, 3.2,	October 2019
Version 3	Update to section 2, removing reference to chemical similarity check.	October 2022

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<http://echa.europa.eu/contact>

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1. Introduction

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'.

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 substance approvals, 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**. An **invoice reminder** is sent to the case owner **20 days** after an invoice was issued. 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.

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

Application and Case type abbreviation	
Approval of active substance	AS-APP €
Notification of additional active substance	AS-ADN €
Amendment of an approval of an active substance	AS-CHG €
Active substance evaluation under Directive 98/8/EC (Participant)	AS-EVA €
Active substance evaluation under Directive 98/8/EC (New active)	AS-NAS
Inclusion in Annex I	AN-APP €
Amendment of active substance in Annex I	AN-CHG
Renewal of active substance	AS-RNL €
Inclusion in the Article 95 (active substance suppliers) list	AS-ACC
Union authorisation (including provisional)	UA-APP €
Annual fee for biocidal products authorized by the Union	UA-AFC
Union authorisation administrative change on request	UA-ADC/UA-TRS
Union authorisation minor change on request	UA-MIC
Union authorisation major change on request	UA-MAC
Notification of product in product family for union authorisation	UA-NPF
Union authorisation of the same biocidal product (pending)	UA-BBP
Union authorisation of the same biocidal product (authorised)	UA-BBS
Renewal of Union authorisation	UA-RNL €
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
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
Assessment of confidentiality claims	

€ 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 and invoice reminders 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'.

2.1 Invoice layout

Invoices can be downloaded from R4BP 3 in PDF format. For each case the invoice can be found in the Financial Management tab of the specific case. 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 or to the asset owner 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 "[BSM Technical guide: using R4BP 3 Biocides Submission Manual 'Technical guide: How to use R4BP 3'](#)", for more information on how to set submission details.

Figure 1: Invoice in PDF format



INVOICE

WedDay

WedDay

Niittytie

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.

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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
 Please send invoice enquiries to our helpdesk:
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 authorized 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 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.

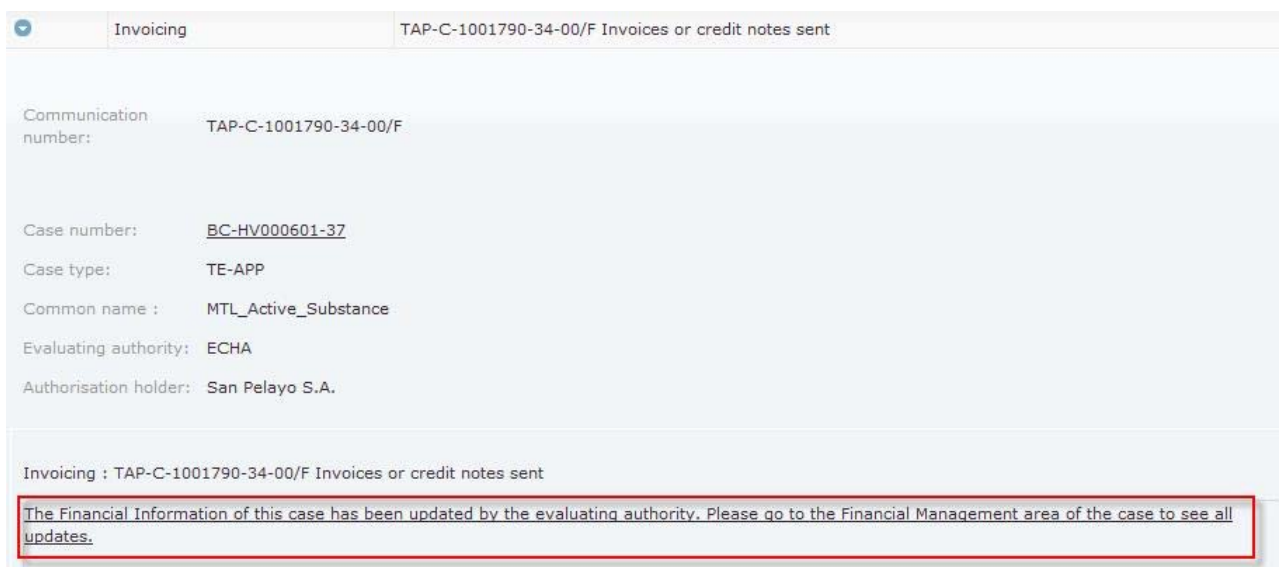
Case owner will also receive an automatic invoice reminder 20 days after an invoice was issued. The invoice reminder will be received by the case owner as an e-mail notification and as a message in the message box.

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: 'MESSAGES' tab of the main menu



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 otherwise your application will be rejected.



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

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

Invoice #	Received date	Authority
50000015	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 reject 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 note #	Invoice #	Received date	Authority	Communication message
1231		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



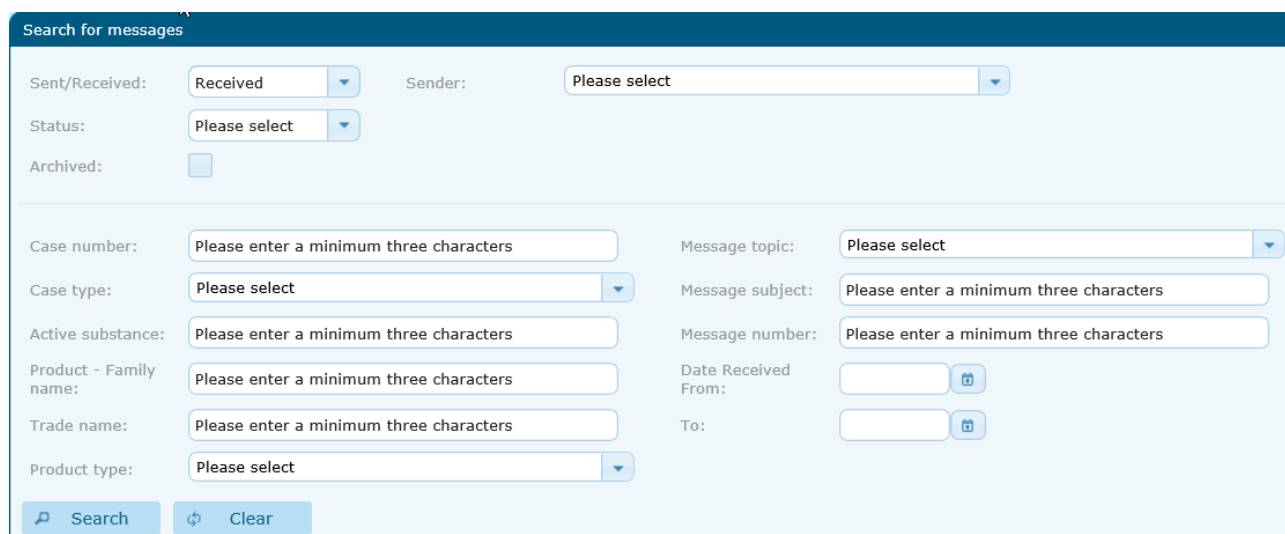
The messages page opens displaying: the 'Search for messages' section (Figure 9) and the 'Message list' section (Figure 10).

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



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

Figure 9: 'Search for messages'

The image shows a search form titled 'Search for messages'. It contains several search criteria: 'Sent/Received' (dropdown menu with 'Received' selected), 'Sender' (dropdown menu with 'Please select'), 'Status' (dropdown menu with 'Please select'), 'Archived' (checkbox), 'Case number' (text input with placeholder 'Please enter a minimum three characters'), 'Case type' (dropdown menu with 'Please select'), 'Active substance' (text input with placeholder 'Please enter a minimum three characters'), 'Product - Family name' (text input with placeholder 'Please enter a minimum three characters'), 'Trade name' (text input with placeholder 'Please enter a minimum three characters'), 'Product type' (dropdown menu with 'Please select'), 'Message topic' (dropdown menu with 'Please select'), 'Message subject' (text input with placeholder 'Please enter a minimum three characters'), 'Message number' (text input with placeholder 'Please enter a minimum three characters'), 'Date Received From' (text input with a calendar icon), and 'To' (text input with a calendar icon). At the bottom, there are 'Search' and 'Clear' buttons.

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 from the message; that 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 or filter cases' section (Figure 11) and the 'Case list' section (Figure 12). The 'Search or filter 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 or filter cases'

Search or filter cases			
Case number:	<input type="text"/>	Case type:	<input type="text" value="Please select"/>
Case status:	<input type="text" value="In Progress"/>	Reference:	<input type="checkbox"/>
Dossier UUID:	<input type="text"/>	Looking for:	<input type="text" value="Please select"/>
Evaluating authority:	<input type="text" value="Please select"/>	Family name:	<input type="text"/>
Evaluating country:	<input type="text" value="Please select"/>	Product name:	<input type="text"/>
Company UUID/name:	<input type="text"/>	Trade name:	<input type="text"/>
Submission date from:	<input type="text"/> <input type="text"/>	Active substance:	<input type="text"/>
To:	<input type="text"/> <input type="text"/>	Product type :	<input type="text" value="Please select"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Export (.xls)"/>		*Please select one or more of the filters above in order to find case(s).	

The section 'Case 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: 'Case list'

Case number	Product/Substance name	Active substances	Product type(s)	Case type	Submission date	Case status
BC-CF052144-62	Automated data	• Carbon dioxide	• PT02	SA-APP	01/07/2019	In Progress
BC-QQ052137-21	Automated data	• Carbon dioxide	• PT02	EE-APP	01/07/2019	In Progress
BC-KT052136-23	Automated data	• Carbon dioxide	• PT02	EE-APP	01/07/2019	In Progress
BC-GD052135-61	Automated data	• Carbon dioxide	• PT02	EE-APP	01/07/2019	In Progress
BC-TR052132-26	Automated data	• Carbon dioxide	• PT02	EE-APP	01/07/2019	In Progress
BC-YQ052131-25	Automated data	• Carbon dioxide	• PT02	EE-APP	01/07/2019	In Progress
BC-DY052130-32	Automated data	• Carbon dioxide	• PT02	EE-APP	01/07/2019	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

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	Credit note No.	80000062
Invoicing department	Invoice credited	50000995
First street	Date of credit note	31.07.2013
00120 - Helsinki	Customer ID No.	ECHA-a1767957-883e-4bb2- aae1-1af2fd19ac71
Finland	Customer VAT	FI-123-000-000

This credit note concerns 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: **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
		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	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
Please send invoice enquiries to our helpdesk:
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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