



USER GUIDE

SIEFs – SUBSTANCE INFORMATION EXCHANGE FORUMS

www.sief-it.com



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1. What is SIEF-IT (www.sief-it.com)?

SIEF-IT data exchange system has been carefully designed for the needs of Chemical Industry.

It is one and only uncomplicated and user friendly IT system for SIEF cooperation. Elaborated by the team of specialists, SIEF-IT is solely and exclusively designed for running Substance Information Exchange Forums (SIEFs) in compliance with REACH regulation.

SIEF-IT system is **designed for:**

- **producers and importers of chemicals who want to follow the REACH regulation** and whose priority is to minimize costs connected with dossier preparation and registration in ECHA,
- Data Holders and Experts,
- Third Parties and Only Representatives interested in all chemical substances that have been launched onto the European Union market after 1st June, 2008.

SIEF-IT is adjusted for all registration deadlines: **2010, 2013, 2018.**

Therefore every user can start effective SIEF cooperation just now.

SIEF-IT system offers **wide range of software developments enabling effective cooperation** in compliance with REACH regulation. Its main advantage is operation based on data import from REACH-IT. Virtual space for substantive information exchange promotes establishing mutual relationships and enriching contact and cooperation between hundreds of SIEF members.

You can now facilitate your participation in Substance Information Exchange Forum (SIEF).

Join your SIEF forums at SIEF-IT and use all available communication tools if you want to:

- avoid duplication of expensive testing,
- facilitate data sharing,
- view your pre-SIEF in a clear format,
- find useful data in your own pre-SIEFs,
- choose your involvement in SIEF cooperation,
- invite other pre-SIEF members to your SIEF,
- meet and communicate with other potential registrants,
- receive automatic e-mail notifications about new topics and discussions in SIEF,
- access your SIEF system from any place in the world via standard internet searching engines.

The main aim of our mission is:

„...to consolidate small, medium and big producers and importers of chemical substances from the whole European Union on Substance Information Exchange Forums and to facilitate and promote all collective actions of SIEF members.”

Do not wait ...

Start your SIEF cooperation!



2. Registration and logging in SIEF-IT system.

In order to get an access to SIEF-IT system you should:

- Enter www.sief-it.com website
- Register – for new users
- Log in using your Username and Password – for registered users

The screenshot shows the SIEF-IT website homepage. At the top, there is a navigation bar with the SIEF-IT logo, the text 'Substance Information Exchange Forums', and a language dropdown menu set to 'English'. Below the navigation bar is a sidebar with links: Home, SIEF-IT Project, REACH - Legal basis, Glossary, FAQ, User guide, and Contact. The main content area features a central login and registration form with three tabs: 'Login', 'Registration', and 'Password recovery'. The 'Login' tab is active, showing fields for 'Username' and 'Password' and a 'Login' button. Below the form, there is a section titled 'SIEF system' which describes the system's purpose and lists the types of users it addresses. To the right of the text is an image of a laboratory flask containing a blue liquid. At the bottom of the page, there is a copyright notice: '© Copyright 2008-2010 by SIEF-IT. All rights reserved. | Terms and Conditions'.

2.1. Main login window.

Login window in the central part of the Homepage is used for:

- a) Logging in the portal – for registered users,
- b) Registration – for new users not having an account yet,
- c) Password Recovery - for users who forgot their password.

This is a close-up view of the login window. It features a dark blue background with white text. At the top, there are three tabs: 'Login', 'Registration', and 'Password recovery'. The 'Login' tab is selected. Below the tabs, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login' button.



2.2. Registration.

Every new user has to register in order to access to further SIEF-IT resources.

In order to register you have to:

- a) Click **Registration** field in the main login window,

The image shows a login window with a dark blue background. At the top, there are three tabs: 'Login', 'Registration' (which is highlighted with a yellow border), and 'Password recovery'. Below the tabs, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login' button.

Login window

- b) Fill in the registration form.

The image shows a registration form with a light blue background. At the top, there is a title 'Registration' and a link 'How to register to SIEF-IT portal - for more info click here'. Below this, there are several input fields and checkboxes. The fields are: 'Username', 'Password' (with a red note 'min 8 characters required'), 'Re-type password', and 'E-mail'. There are two checkboxes: 'Do you agree?' (with the text 'I have read and accepted the Term and Conditions') and 'Free of charge registration' (with the URL 'www.chem-bond.com'). At the bottom, there is a 'Register' button.

* - Required Fields



Step 2/2

Company data

* Company name:	<input type="text"/>
* Country:	... <input type="text"/>
City:	<input type="text"/>
Post-code:	<input type="text"/>
Street 1:	<input type="text"/>
Phone number:	<input type="text"/>
Fax number:	<input type="text"/>

Company represented by

* First name:	<input type="text"/>
* Last name:	<input type="text"/>



*Code from image:

Registration

Registration form

Attention:

Make sure you remember your Username – you will need it every time you log into the system. Check carefully the correctness of your e-mail address (a confirmation e-mail with activation link will be sent to this address).

The system does not allow to register if the user's e-mail address has been previously registered for any other account /user within SIEF-IT system.



c) When the registration form is successfully filled in the following announcement will be displayed:

Welcome to SIEF-IT system

Registration complete.
You can log in but your account is temporarily limited. The activation link was sent to you by email.

This is a Substance Information Exchange Forum (SIEF).
The purpose of this system is to facilitate contact between potentially registering chemical substances and its other members in compliance with REACH.

d) The system will send a confirmation e-mail to the address entered during the registration.

2.3. First logging in the system.

After receiving the confirmation e-mail you can log into SIEF-IT system.

To log in for the first time please:

- Enter www.sief-it.com
- In the main login window enter your:
 - Username – defined during registration in SIEF-IT,
 - Password – defined during registration in SIEF-IT

SIEF-IT Substance Information Exchange Forums

You are connected as: **anangange** on behalf of: **Cangeangejet company**; **Log out**

SYSTEM Menu

- Your Company
 - Data
- Your Account
 - Users
 - Add user
 - Change password
- Your SIEFs
 - Join your SIEF
 - Available SIEFs
 - Search

SIEF Menu

- Entrance to SIEFs

Welcome

This is a Substance Information Exchange Forum (SIEF) system.
The System facilitates communication between potentially registering chemical substances and other SIEF-IT members in compliance with REACH.

To start your SIEF cooperation:

- Sign in to your SIEF - "Join to SIEF" tab
- Unblock your SIEF access - "Available SIEFs" tab, "Go to SIEF" link
- Make an order, enter your SIEF, start SIEF communication

How does the SIEF forum look like?
Show me some SIEF communication tools

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Control panel



2.4. Password recovery.

This tab is placed in login window at the homepage and allows to recover your password.

The procedure of entering new password for user's account is as follows:

- a) Click **Password recovery** field,

The screenshot shows a login window with three tabs: 'Login', 'Registration', and 'Password recovery'. The 'Password recovery' tab is highlighted with a yellow border. Below the tabs are two input fields labeled 'Username' and 'Password', and a 'Login' button.

Password recovery window

- b) Enter your User's e-mail address,

The screenshot shows a form titled 'Forgot password'. It contains a text input field labeled 'E-mail:' and a 'Recover my password' button.

- c) Click the link sent to you by e-mail,
- d) Define your new password,
- e) Re-type your new password ,

The screenshot shows a form titled 'Define new password'. It contains two input fields: 'New password:' and 'Confirm password:'. The 'New password:' field has a red note 'min 8 characters required'. Below the fields is a 'Save password' button.



f) Click **Save password**.

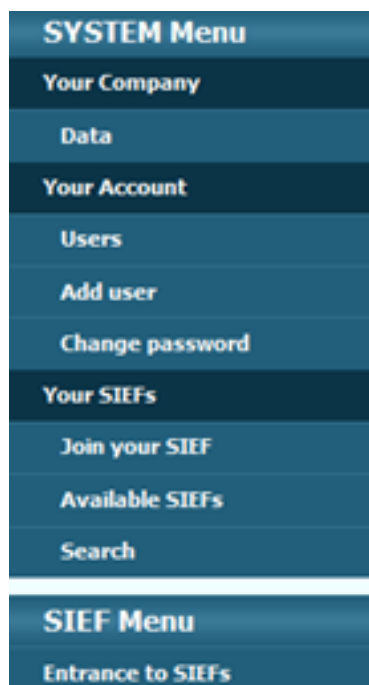
The procedure is finished. You can continue your work in SIEF-IT

Attention:

For safety reasons the password must consist of minimum 8 characters.

3. Using SIEF-IT system.

After logging in SIEF-IT system the User is working with SYSTEM Menu.



SIEF Menu consists of the following tabs:

- **Your Company/Data** - managing the data/contact details of User's company,
- **Your Account/Users** – lists all users - main account and sub-accounts
- **Your Account/Add user** – for adding additional sub-accounts to main account
- **Your Account/Change password** - enables changing the password
- **Join your SIEF** - joining particular SIEF forums within SIEF-IT system
- **Available SIEFs** – lists all SIEFs of User's interest
- **Search** – allows to find and join particular SIEF as Data holder or Expert
- **Entrance to SIEFs** – lists SIEFs that are already accessible by the User



3.1. Your Company tab.

Your Account tab enables to manage the company data and consists of the following tabs:

a) Billing information:

Organization information - company's and user's data given in the registration form

Billing information – invoice data

Data

Billing information	Your data from preSIEF	Orders and invoices
---------------------	------------------------	---------------------

Organization information

Title:	Mr
First name:	Name
Last name:	Surname
Company name:	Company
Country:	Ireland
Street 1:	street
Street 2:	
Post-code:	90 0890
City:	City
State:	
E-mail:	mail@mail.com
Web site http://	
Phone number:	09765673234
Mobile number:	
Fax number:	
<input type="button" value="Save changes"/>	

Biling information

Get data from Organization information

Company name:	fewef
Country:	Ireland
VAT Number:	43235323
Street 1:	gtrergre
Street 2:	
Post-code:	regre
City:	rgerge
State:	
Phone number:	
Mobile number:	
Fax number:	
<input type="button" value="Save changes"/>	



b) **Your data from pre-SIEF** - User's data from XML file.

c) **Orders and invoices** - orders made for SIEF access

3.2. Your Account tab.

a) **Users.**

This tab presents the account's and sub-accounts' data.

Username	E-mail	Type
angelosdei Marcus Boudville	angelos_dei@yahoo.pl	Manager

Attention:

Main account user has administrative rights and authority to manage all additional sub-accounts and their access rights to SIEFs.

b) **Add user.**

This tab enables creation of additional sub-accounts within main User's account.

Add user

Here you can add new users to your account in SIEF-IT system and assign an appropriate access status. For more info click [help](#)

* Login:	<input type="text"/>
* Password:	<input type="password"/>
* Re-type password:	<input type="password"/>
* E-mail:	<input type="text"/>
* First name:	<input type="text"/>
* Last name:	<input type="text"/>

Add user tab



Attention:

Every additional sub-account user has unique Username and password to SIEF-IT system.

The procedure of creating a sub-account (adding a new user):

- open 'Add User' tab,
- fill in new User's data in the related fields,
- enter an independent Username and Password,

Attention:

A new sub-account User can be registered in the system provided that his e-mail address had not been previously registered in SIEF-IT system. The system does not allow to have two Users with the same e-mail address.

c) **Password change.**

Change password

* Current password:	<input type="password"/>
* New password:	<input type="password"/>
* Re-type new password:	<input type="password"/>

Change password

A new password will be applied on the next login after the password has been changed

To change the password please:

- enter current password,
- define new password,
- re-type the new password,
- confirm the password change.

Attention:

For safety reasons your password at SIEF-IT system must consist of minimum 8 characters.



3.3. Your SIEFs tab.

3.3.1. Join your SIEF – enables to join particular SIEF or create new SIEF.

Join your SIEF tab allows choosing the following procedures:

a) Join by importing XML file,

Join by importing XML file | Join by UUID number | Join as Expert or Data Holder

Join your SIEF - by importing XML file

Here you can create new SIEFs, preSIEFs or join existing SIEFs by adding XML file, which had been previously imported from REACH-IT.

[How to upload XML file?](#)
[Where to download XML file from?](#)

* 1) Import Pre-SIEF description in XML format: log into REACH-IT to download XML file	<input type="text"/>	Przełączaj...	?
* 2) UUID number:	<input type="text"/>		?
* 3) Reference number:	<input type="text"/>		?

Do you want to send an invitation to participants in the preSIEF?

Join your SIEF
Need any help?
service@sief-it.com

Join by importing XML file window

The procedure of XML upload:

- download XML file from REACH-IT system to your computer,
- log into SIEF- IT system,
- choose **Join your SIEF** tab,
- click **Browse** and find XML file on the hard disc of your computer,
- enter your organization UUID number,
- enter your Reference number,
- tick the field 'Do you want to send an invitation to participants in the pre-SIEF?' (optionally),
- Click **Join your SIEF** button,
- After successful upload, you will see the confirmation report.

XML is a file generated by REACH –IT system. It contains the whole pre-SIEF data for the particular substance.

UUID Number is a unique number assigned to your company in REACH-IT system.

Reference Number is a unique pre-registration number assigned by REACH-IT to a particular substance and particular company.



After uploading the pre-SIEF XML file to SIEF-IT portal, you will receive the following information:

Information
Your preSIEF XML file has been successfully uploaded.
After correct verification you will receive an email with SIEF activation link.
The email will be sent on the address given in preSIEF XML.

[I want to load next XML file](#)

Information about successful XML upload

Immediately after the upload the system verifies the file and checks whether the pre-SIEF exists in SIEF-IT system. If it does you will be assigned to that SIEF, if not, a new SIEF will be created. If the verification is successful an activation e-mail is sent to the e-mail address from the pre-SIEF data. Clicking the activation link in the e-mail will enable the access.

Attention:

The system sends SIEF activation link to the e-mail address that belongs to a person whose UUID and reference numbers are concerned.
If you are not a contact person stated in the pre-SIEF you will have to ask that person to activate the SIEF.

After the SIEF activation, a SIEF table will be visible on the list in **Available SIEFs** tab.

b) Join by UUID number.

Join by importing XML fileJoin by UUID numberJoin as Expert or Data Holder

Join your SIEF - by giving UUID and Reference number ⓘ

Here you can Join your SIEF by giving your company UUID and Reference number

* UUID number:	<input style="width: 80%;" type="text"/>	ⓘ
* Reference number:	<input style="width: 80%;" type="text"/>	ⓘ

Do you want to send an invitation to participants in the preSIEF?

Join your SIEF
Need any help?
service@sief-it.com

Join by UUID number window



c) Join as Expert or Data Holder.

Join by importing XML file Join by UUID number **Join as Expert or Data Holder**

Join as Expert or Data Holder

Please, find your substance and Join your SIEF as Expert or Data Holder.
Enter substance name or EC number or CAS number in the search box.

Name:	<input type="text"/>	min. 3 characters
EC number:	<input type="text"/>	min. 2 characters
CAS number:	<input type="text"/>	min. 2 characters

Search

Need any help?
service@sief-it.com

Join as Expert or Data Holder window

3.3.2. Available SIEFs tab.

This tab lists all SIEF tables no matter of the actual status. Here you have a possibility to order the access to a particular SIEF.

Available SIEFs			
SIEF name: itaconic acid			More about substance Data Holders
EC number	CAS number	XML download date	SIEF user status
202-599-6	97-65-4	2009-10-10 00:01:00	not choose
Access status: access to SIEF is blocked. Please, use "go to SIEF" link.			
Cancel this SIEF			PreSIEF members data
			Go to SIEF
SIEF name: tungsten carbide			
EC number	CAS number	XML download date	SIEF user status
235-123-0	12070-12-1	2009-10-19 15:02:40	not choose
Access status: access to SIEF is blocked. Please, use "go to SIEF" link.			
			Go to SIEF
SIEF name: alpha-phenyl-1H-benzimidazole-2-methanol			
EC number	CAS number	XML download date	SIEF user status
200-073-0	50-97-5	not available	data holder
Access status: access to this SIEF has been already ordered. Please effect the payment.			

„Available SIEFs” tab - example view.



SIEF-IT Substance Information Exchange Forums

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After successful XML upload or successful joining by UUID number, the pre-SIEF has to be activated using activation link. After the pre-SIEF XML was activated, the following SIEF table appears in your **Available SIEFs** tab:

SIEF name: [REDACTED]			More about substance Data Holders
EC number	CAS number	XML download date	SIEF user status
[REDACTED]	[REDACTED]	[REDACTED]	not chosen
Access status: access to SIEF is blocked. Please, use "Go to SIEF" link.			
Delete substance from your account	Fill in "SIEF Activity Survey"	Send basic invitation to members	Members data
			Go to SIEF >>

'Go to SIEF' link:

At this stage a red-coloured **Go to SIEF** link will guide you to the Order Form:

ORDERED SIEF(s) DATA

Your one-time payment covers the access to your SIEF up to 2018 inclusive.

Choose one of the following options:

Your role	Charges (excluding VAT)
SIEF member (Standard access, Registrant) <small>(Producer, Importer, Only Representative, Third Party Representative, Additional User in Legal Entity) One - time payment covers the access to SIEF up to 2018/06/01</small>	250 EUR
Expert <small>One - time payment covers the access to Expert SIEF up to 2018/06/01</small>	50 EUR
Data Holder <small>One - time payment covers the access to Data Holder SIEF up to 2018/06/01</small>	50 EUR

SIEF name:	[REDACTED]
EC number:	[REDACTED]
Your role:	SIEF member ▼
Access:	Standard - 250 EUR ▼

COLLECTIVE ORDER

Get special discount for ordering several SIEFs on one order!
+ (Check details of collective order)

Total amount due (net): 250 EUR

Order Form/Ordered SIEFs data



SIEF-IT Substance Information Exchange Forums

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INVOICE DATA

Payer the same as SIEF User

* Company name:	<input type="text"/>
* Country:	<input type="text"/>
* Street:	<input type="text"/>
* Post-code:	<input type="text"/>
* City:	<input type="text"/>

* VAT Number: YES NO
IE

ADDITIONAL CONFIRMATIONS AND AGREEMENTS

* I accept and order SIEF-IT services according to the offer as well as to the terms and conditions specified in Appendix 1.
Download: [The Offer & Appendix 1](#) more...

* - Required Fields

Order Access

Order Form/Invoice Data

After ordering the SIEF access you will be sent the following documents:

- your order for SIEF access
- pro-forma invoice

The SIEF table of the corresponding SIEF will change to the following:

SIEF name: <input type="text"/>			More about substance Data Holders
EC number	CAS number	XML download date	SIEF user status
<input type="text"/>	<input type="text"/>	<input type="text"/>	SIEF Member
Access status: access to this SIEF has been already ordered. Please effect the payment.			
Fill in "SIEF Activity Survey"		Send basic invitation to members	Members data

Attention:

After effecting the payment by credit card or by bank transfer to SIEF-IT account, the system administrator unblocks the access to ordered SIEF and the User receives the invoice confirming the payment.



3.3.3. Search tab.

Allows finding the SIEF you would like to join. Useful for Data holders and Experts.

3.4. Entrance to SIEFs.

After the payment for SIEF access is effected, the administrator unblocks the access to ordered SIEF. The SIEF table of the corresponding SIEF will change accordingly. The green-coloured **Go to SIEF** link becomes a gate to your SIEF:

SIEF name: [REDACTED]			More about substance Data Holders
EC number	CAS number	XML download date	SIEF user status
[REDACTED]	[REDACTED]	[REDACTED]	SIEF Member
Access status: access to SIEF is unblocked until 2018-06-30. Entrance to SIEF by "Go to SIEF" link.			
Fill in "SIEF Activity Survey"	Send one-click message to all members	Send basic invitation to members	Members data
SIEF status: Dormant ▼			Go to SIEF >>

Entrance to SIEF

After entering the SIEF the User logged as SIEF member has the access to all sub-forums:

- SIEF POLLS&SURVEYS,
- LR&SFF FORUM,
- SUBSTANCE FORUM,
- EXPERT'S FORUM,
- DATA HOLDER'S FORUM.

	Topics	Posts	Last Post
SIEF POLLS & SURVEYS Current polls and results of SIEF polls and surveys			
LR & SFF FORUM Communication with Lead Registrant and SIEF Formation Facilitator Subforums: □ SFF Communication, □ LR Designation, □ LR Communication	2	2	[REDACTED]
SUBSTANCE FORUM Basic topics related to registration of substances, classification and labeling, similarity ect. Subforums: □ Substance identity & similarity, □ Classification & labelling, □ Operating rules & Cost sharing, □ Registration dossier	5	12	[REDACTED]
EXPERT'S FORUM Forum for communication with external SIEF experts Subforums: □ Expert's references, □ Methods of substance identification	0	0	[REDACTED]
DATA HOLDER'S FORUM Forum for communication with holders of substances data, test, research Subforums: □ Data holder's references, □ Data available, □ GLP data	0	0	[REDACTED]

SIEF main table – sample view

Attention:

The user logged as **Expert** will have an access to **Expert's Forum** only.
The user logged as **Data Holder** will have an access to **Data Holders' FORUM** only.



3.5. User's roles in SIEF.

Before every logging in the SIEF system User can choose the role he/she wants to act in the SIEF. Depending on the role different rights are given.

SIEF name: [redacted] More about substance Data Holders

EC number [redacted] CAS number [redacted] XML download date [redacted] SIEF user status

SIEF Member

Access status: access to SIEF is unblocked until 2018-06-30. Entrance to SIEF by "Go to SIEF" link.

Fill in "SIEF Activity Survey" Send one-click message to all members Send basic invitation to members Members data

SIEF status: **Leading** (selected) Dormant Involved Passive Dormant Observer

[Go to SIEF >>](#)

Roles in SIEF and rights related:

	Your SIEF activity	SIEF CODE (Code of activity)	Description
<input type="checkbox"/>	Leading	1	My company will actively participate in the SIEF and, if applicable, become a member of a consortium to complete registration for this substance.
<input type="checkbox"/>	Involved	2	My company intends to register, would like to actively participate in the SIEF and, if applicable, exchange information with the leading consortium.
<input type="checkbox"/>	Passive	3	My company has the intention to register, but does not intend to actively participate in the SIEF process. However my company would like to receive progress reports, information on substance specifications and classification and labeling.
<input type="checkbox"/>	Dormant	4	My company has no intention to register and may inactivate the pre-registration.
<input type="checkbox"/>	Observer	5	My company does not want to incur any costs but is interested in receiving information about the progress of SIEF work. This does not preclude the subsequent registration and join this SIEF.

Attention:

The role in SIEF can be chosen every time before you log in the SIEF system and can be changed according to activity the particular user wants to act in SIEF.



4. Using the Forum (SIEFs- Substance Information Exchange Forums).

The main aim of SIEF-IT system is to provide virtual space for substantive exchange of information and for establishing the mutual relations, particularly through division of roles and tasks, between Legal Entities having interest in collective registration of the substance or group of substances.

In the SIEF system each pre-registered chemical substance forms a separate Forum (SIEF) which enables establishing agreements between Legal Entities, having interest in particular substance, in order to obtain a collective registration of the substance.

Main forum (SIEF) of each chemical substance is divided into five sub-forums:

- a. SIEF Polls & Surveys
- b. LR & SFF Forum
- c. Substance Forum
- d. Experts' Forum
- e. Data Holders' Forum

SIEF-IT Helpdesk

SIEF-IT system is supported by highly-developed and competent system of e-mail or telephone assistance. You are more than welcome to use our help in area of SIEF-IT system as well as issues related to REACH.

Helpdesk numbers:

+48 422 554 718 - telephone number (9.00 a.m. to 5.00 p.m.)

+48 422 554 719 - fax number

Helpdesk e-mails:

- | | |
|--|----------------------------|
| office@sief-it.com | - general issues |
| service@sief-it.com | - technical support |
| manager@sief-it.com | - SIEF-IT manager |
| tests@sief-it.com | - QSAR tests, Data holders |