

User manual

The Swedish Chemicals Agency's web portal

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1 Introduction

The web portal is the Swedish Chemicals Agency's location on the web where we have gathered our e-services. Here, you will be able to register your business and your products and annually report the quantities for the products digitally and directly at one location on the web. If your company is not responsible for reporting quantities but is asked by your Swedish customer to register the chemical compositions, you can register them in the web portal instead of sending paper forms to the Swedish Chemicals Agency.

This user manual is designed to guide you in the different services that are available through the web portal. The chapter structure largely follows the structure of the headings in the web portal, in order to make it easy to follow if you are logged in to the portal and sitting with the user manual next to you.

If you have questions about the web portal or wish to contact the Products Register directly with questions regarding your case, you can reach us by phone on +46 (0)8-519 41 183 (regular hours are Monday, Tuesday, Wednesday and Friday 09:00-11:00 and Thursday 13:00-15:00) or via e-mail to produktregistret@kemi.se.

For more general questions, please contact the Chemicals Agency's information service on +46 (0)8-519 41 111 or via e-mail at kemi@kemi.se.

2 Logging in

2.1 First login page

We must be able to securely identify you and connect you with the right company. Start by choosing which login method you wish to use. There are two different types of login: e-ID (BankID, Telia and Nordea) and SMS login.

Only Swedish companies can choose login method. For our foreign companies, SMS login is the only option at present. Soon there will also be possible to log in using the foreign electronic ID.

An e-ID is used online and is similar to an ID card. The electronic ID option requires that you either have a mobile BankID or have BankID installed on your computer. For more information: Visit the website www.e-legitimation.se. There you will also find links to all issuers of electronic IDs.

With SMS login, you can log in with a password you have chosen yourself plus a temporary code that is sent to your mobile each new time you log in.

Select type of login

First you need to choose what type of log in you want to use. You can read about both types below. If you are a new user you will be prompted to create an account.

BankID, Telia, Nordea >

SMS log in >

Swedish (Svenska) English (English)

[Help documents for log in](#)

[What is BankID/e-legitimation? +](#)

[What is SMS log in +](#)

2.2 The first time you log in

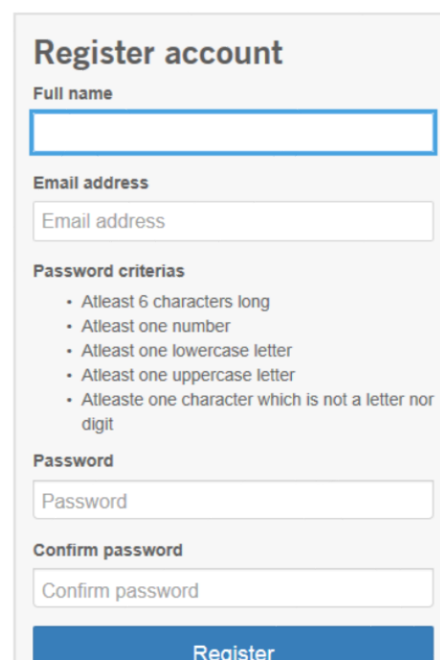
2.2.1 e-ID

Only Swedish companies can choose this login method. For our foreign companies SMS login is the only option.

2.2.2 SMS login

The first time you log in from a computer, the system detects it and you come to the page where you register a new user.

1. Enter your name and e-mail address and choose a password. The password must be at least 6 characters and contain capital letters, numbers and other characters. Click “Register”.
2. An e-mail is sent to you. Confirm your registered user details by clicking on the link.
3. Clicking on the link will take you to a page where you can enter your e-mail address and password. Click “Log in”.
4. Register your mobile number on the next page. Click continue.
5. Enter the temporary code sent by SMS to your mobile phone and click “Log in”.
6. In the last step before you reach the web portal, you must be connected to the correct company, see Chapter 2.5 Connect user to company.



Register account

Full name

Email address

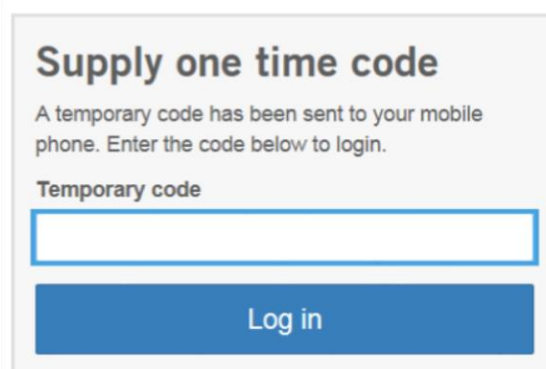
Password criterias

- Atleast 6 characters long
- Atleast one number
- Atleast one lowercase letter
- Atleast one uppercase letter
- Atleast one character which is not a letter nor digit

Password

Confirm password

Register



Supply one time code

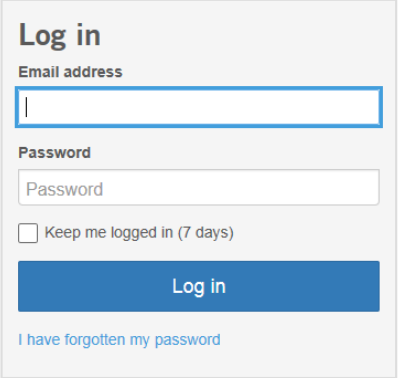
A temporary code has been sent to your mobile phone. Enter the code below to login.

Temporary code

Log in

2.3 Logging in using SMS login

When you log in using SMS login after your first login, the system will detect that you are already a registered user and you will come directly to the login page after you have selected SMS login as the login method. If you have forgotten your password, click “I forgot my password”. You will then need to enter your e-mail address and a link will be sent to you with instructions on how to reset your password. After logging in with your password, a temporary code will be sent to your mobile phone, just like the first time you logged in. You then choose the company you are reporting for (normally a company that is already filled in by the system) and continue to the web portal.



The screenshot shows a login form with the following elements:

- Log in** (title)
- Email address** (label above an empty input field)
- Password** (label above an empty input field)
- Keep me logged in (7 days)
- Log in** (blue button)
- [I have forgotten my password](#) (link)

2.4 Logging in using e-ID

Only Swedish companies can choose this login method at present. For our foreign companies SMS login is the only option. We are currently developing the system in order for foreign electronic ID to be accepted as a login option.

2.5 Connect user to company

You are a new contact person for an existing company

If you are a new user and your company is previously registered in the Products Register, but you are not registered as a contact person at the company, an existing contact person must connect you to the right company in the web portal. How they do this is described in Chapter 4.1.2.1 New contact person.

You are a contact person and wish to register a new company

If you are a new user and your company is not previously registered with the Products Register, you must start by registering your company in the web portal. How you do this is described in Chapter 2.6 Company registration.

2.6 Company registration

If your company is not registered in the Product Register before, you must start by registering your business as described in this section.

Contact

The company must have a contact person at registration. Enter first and last name.

E-mail address

Enter the e-mail address for the contact person. This is used as a unique user identifier in the web portal, so if possible, avoid info@ addresses.

Company type

Choose whether the company type is reporting or data submission. Reporting means that the company manufactures / name changes / imports or submits products subject to notification within Sweden's borders. These companies need to make an

annual report of amounts and pay the chemical fee. Data submission means that the company only provides information about chemical composition (Product-in-product or PiP) on behalf of another company. These companies do not need to make an annual report or pay a chemical fee. If your company is both reporting and data submission, you should choose reporting.

Location of company

Here you choose whether you register a Swedish company or a foreign company. This determines what kind of information about the company you need to provide, see headings below.

Sole trader

Swedish companies run as sole traders tick this box.

Swedish organization number

Swedish companies enter their organization number here, and information about the company (name, seat address, etc.) is retrieved directly from the Swedish Companies Registration Office (Bolagsverket). The system also checks that the company is not already registered in the Products Register.

VAT number

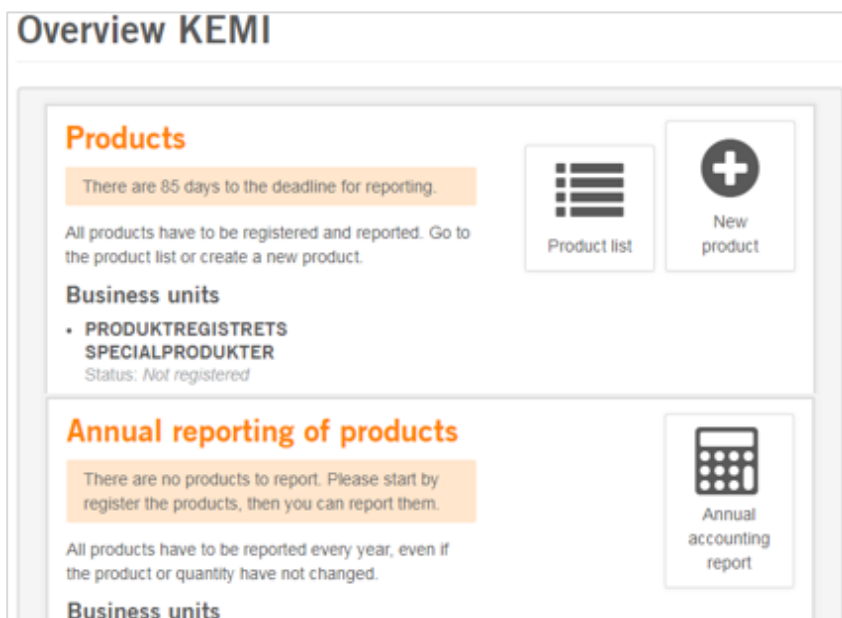
If the company is a foreign, reporting company, a Swedish VAT registration number must be entered.

Phone number

The telephone number listed here should be the direct number of the company's contact person.

3 Overview page

The first page you see when you log in to the web portal is the overview page. Here you get a brief overview of your reports and find quick links to commonly used services, such as “Product list”, “New product” and “Annual reporting”. You also receive messages about important dates, operational disruptions, etc.



3.1 Heading and navigation

You can navigate the page either by clicking on the quick links in the overview or by using the headings in the left-hand menu.

3.1.1 Company settings

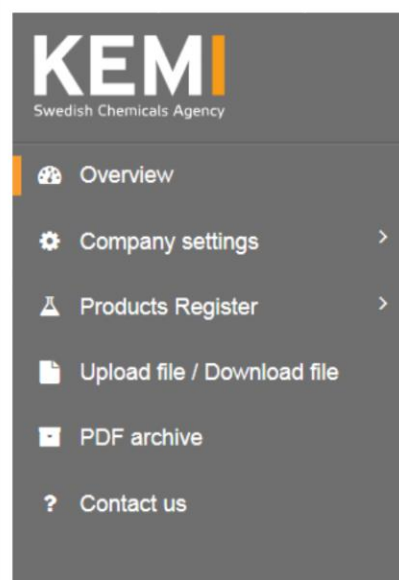
Under this heading, you can change the billing address of the company and add or remove contact persons. You also have the option to add Product locations for the company and transfer products to other companies. You can read more about this under Chapter 4.

3.1.2 Products Register

Under the heading Products Register you can find your product list and also update, add or deregister products, as well as submit your annual report. You can read more about this under Chapter 5.

3.1.3 Upload file/Download file

Under this heading you can upload files to submit a product report for several products at once, or to submit your annual report. You can read more about this in Chapter 8.



3.1.4 PDF archive

In the PDF archive you will find saved PDF receipts for all information (product reports, annual reporting, etc.) that you have submitted to the Products Register.

3.1.5 Contact us

Under this heading you will find help documents along with our contact information.

4 Company settings

4.1 Company information

4.1.1 Addresses

The company name and registered office address are automatically retrieved by the system from the Swedish Companies Registration Office. This is the address to which we send all decisions from us. The address and company name cannot be changed here. To change this information you must first change it via the Companies Registration Office. The billing address can be changed at any time and you can also specify a separate invoice recipient.

Company details

Address | Contact person

* All mandatory fields are marked with an asterisk.

Decision address

Company name: KEMI

Receiver: [info icon]

Address line 1: NYA ALLEN

Address line 2: []

Postal code: 17213

City: SUNDBYBERG

Country: Sweden

Company contact person

Phone number *: 08-51941334

Email address *: jon.snow@kemi.se

This address is automatically collected from the Swedish Companies Registration Office.
The email address above is the address The Swedish Chemical Agency will use for all communication with the company. Example of use: decision regarding the annual fees, a request to report quantities or changes in the legislation. This address can also be used for simplified service of decision.

Invoice

Your reference: Jon Snow

Invoice reference: PO 456123

Invoice details

Paper invoice to the registered office address Paper invoice to another address E-invoice

Company name: KEMI

Receiver: Khalassi

Address line 1 *: Box 124

Address line 2: []

Postal code *: 991 32

City *: Ostersund

Country *: Sweden

For companies that have multiple business units, only one invoice address can be specified.

4.1.2 Contact persons

Under this heading you will find your list of contact persons at the company. You can add, delete and modify contact persons. We recommend you to have at least two contact persons registered at the company so that any changes go as smoothly as possible. Each company is responsible for the administration of the contact persons.

Company details

Address | Contact person

Contact person New contact person +

Name	E-mail	Access	Login type	
Alexander Wallö	alexander.wallö@kemi.se	Standard user for product register, Read-Only user for ...	-	Delete Edit

4.1.2.1 New contact person

When you add a new contact person, you must enter the person's name, e-mail address and access level. The different levels are explained below.

Add new contact person

* All mandatory fields are marked with an asterisk.

<p>Personal data</p> <p>Name <input style="width: 80%;" type="text"/></p> <p>E-mail address * <input style="width: 80%;" type="text"/></p>	<p>Access levels</p> <p>Explanation of access roles</p> <p>Access level Chemicals *</p> <p><input type="radio"/> Administrator for products register</p> <p><input type="radio"/> Standard user for product register</p> <p><input type="radio"/> Restricted user for products register</p> <p><input type="radio"/> Read-Only user for products register</p> <p><input checked="" type="radio"/> No user role for products register</p> <p>Access level Pesticides *</p> <p><input type="radio"/> Administrator for pesticides</p> <p><input type="radio"/> Standard user for pesticides</p> <p><input type="radio"/> Read-Only user for pesticides</p> <p><input checked="" type="radio"/> No user role for pesticides</p>
---	---

Do not forget to connect the contact person to a business unit, after the contact is added!

When you then click “Send invitation”, an e-mail is sent to the e-mail address you just entered for the contact person. The new contact person then follows the link in the e-mail, registers and selects a login method as described in Chapter 2.2 The first time you log in. In the last step of the registration the new contact person shall select a company, and here the company for which you have added them as a user will appear.

4.1.2.2 Access levels

When you make changes to a contact person or add a new one, you can choose between several different access levels. For general chemicals, the following levels are available:

- **Administrator**
As administrator in the product registration service, you have access to all functions in the service in the same way as a standard user. In addition, the administrator can administer contact persons. The administrator can also create and modify business units and administer contact persons in these. It is recommended to have at least two contact persons with the administrator role. This role gives access to all of your company's business units and their products in the Products Register.
- **Standard user**
As a standard user, you have access to all the functions in the product registration service, such as product registration, reporting, deregistration, product transfer etc. As a user, you can only access the business units where you are a contact person. The standard user cannot administer other contact persons. This requires the “Administrator” role.
- **Restricted user**
The same functions are accessible for contact persons with this role as for a “Standard user”. However, this role does not have access to the chemical compositions.

- Read-only user
This role entitles the user to only read the information submitted, without any possibilities to update or change any information. You have access to the same information as the “Standard user”.

For *pesticides*, the following access levels are available:

- Administrator
As an administrator in the pesticides service, you have access to all functions in the service in the same way as a standard user. In addition, the administrator can administer contact persons. It is recommended to have at least two contact persons with the administrator role. This role gives access to all your company's pesticides.
- Standard
As a standard user, you can use all functions in the pesticides service, such as reporting of quantity data and sales values. With this role you cannot administer other contact persons. The standard user cannot administer other contact persons. This requires the “Administrator” role.
- Read-only user
This role entitles the user to only read the information submitted, without any possibilities to update or change any information. You have access to the same information as the “Standard user”.

4.2 Business units

The business unit is an optional way for you to sort your products within the company. It is therefore entirely up to you if you wish to have any business units, how many business units you want and what these should be called. These do not affect the chemical charge, rather a charge is paid per company. You must however report the products separately per business unit.

One example of the use of business units can be if your company is established at multiple sites. You can for example have the business units “Stockholm”, “Göteborg” and “Malmö” with different individuals at the company reporting for the different business units.

If you have business units, these are presented in a list under this heading. You can at any time modify, delete or add new business units.

4.2.1 New business unit

When you create a new business unit, you begin by choosing a name for the business unit. You can then select which contact persons to have access to the business unit and which products are included there.

4.3 Transfer products externally

Here you can move products between your company and another company. This feature can be useful if you sold part of your product range or if the whole company has been acquired by another company. Note that only users with the highest access level on both companies can complete and approve a product transfer. Your company is responsible for the chemical charge for the products in the year they are transferred. The receiving company is responsible for the chemical charge in the following year.

You begin the products transfer by pressing the 'Add +' button for the products you want to transfer, as shown below.

Choose the company to which you want to transfer the products by entering the organization number.

Once you have made your choice, check that the information is correct before sending them to the receiving company. Please note that after you send your request, only the receiving company can cancel it. Therefore, do not send a request without being completely sure that everything is correct.

The receiving company will receive a message on the overview page in the e-portal that they have received a product transfer request, see picture below.

Product move

! Company 999999-9999 KEMI has sent a product transfer request

?

More info

☰

Review

Products

✓ All products are reported!

You can update or correct your Accounting report until a decision on the chemical charge has been made.

All products have to be registered and reported. Go to the product list or create a new product.

☰

Product list

+

New product

The receiving company should review the product transfer request and is able to either approve or reject the request. If they have not done this within 180 days, the request returns to the sending company.

Incoming products

Show instruction

1. Choose products
2. Preview and confirm
3. Confirmation

Selected products

No selected products

Choose products

From company

Anr	Product name	Article number	Type	
606400-2	Markus test	1161620		Add →
604633-2	RK04			Add →

Reject products
Confirm products and go to preview →

4.3.1 Deregister companies

If your business is no longer active, there are different ways to handle this depending on what the situation is.

4.3.1.1 Bankruptcy

If a Swedish company has gone bankrupt, it is automatically updated in our systems through data exchange with the Swedish Companies Registration Office (Bolagsverket). Therefore, make sure that your information in the Swedish Companies Registration Office is always up to date.

4.3.1.2 Fusion with another company

If the company has been purchased by another company that is already registered in the Product Register, you can transfer the company product range as described earlier in Chapter 4.3. If several companies are merged into a new company, with a new organization number, the new company must be notified to the Product Registry in accordance with Chapter 2.6 before a product transfer can be made. The old inactive companies are then deregistered according to 4.3.1.1 or 4.3.1.3 depending on the situation.

4.3.1.3 Inactive companies

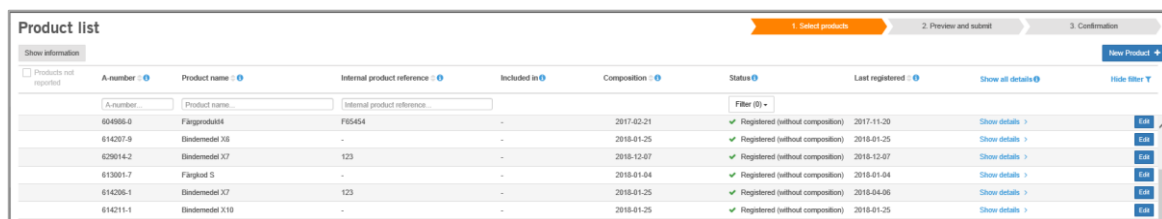
If the company is still active but no longer engaged in any chemical activity and has products subject to notification, the company must deregister these in accordance with Chapter 5.4. Once the company has cancelled and finalized the products, the company will automatically become inactive in the system.

5 Products register – Products

5.1 Product list

Under this heading you will find a list of the company's products. You can sort the list by A-number and product name by clicking on the arrows next to these headings. Alternatively, you can sort the list by clicking on the heading “Filter”, wherein you can sort and search by A-number, product name, article number and status.

5.1.1 Heading explanation



A-number	Product name	Internal product reference	Included in	Composition	Status	Last registered	Show all details	Hide filter
60406-0	Färgprodukt	FIS454	-	2017-02-21	Registered (without composition)	2017-11-30	Show details	Edit
614207-9	Bländemedel X6	-	-	2015-01-25	Registered (without composition)	2015-01-25	Show details	Edit
629614-2	Bländemedel X7	123	-	2015-12-07	Registered (without composition)	2015-12-07	Show details	Edit
613001-7	Färgad S	-	-	2015-01-04	Registered (without composition)	2015-01-04	Show details	Edit
614206-1	Bländemedel X7	123	-	2015-01-25	Registered (without composition)	2015-04-06	Show details	Edit
614211-1	Bländemedel X10	-	-	2015-01-25	Registered (without composition)	2015-01-25	Show details	Edit

A-number

The unique number given to your product when you create it.

Article number

The product's article number, which is optional information to be entered if the company wishes.

Included in

Indicates if the product is included in a kit or under a common designation. See Chapter 5.2.1.5 and Chapter 5.3.

Composition

Date for the latest composition update.

Status

Shows what registration status a product has: Registered, Not registered or Deregistered. Registered products are the active products you have in your list. Deregistered products are no longer active. Products indicated as Not registered need to be processed further through registering/deregistering these.

Last registered

Indicates when the latest version of the product was registered.

Show details

By clicking on this you can see a little more information about each product in the list.

5.2 New product

You can register new products either by clicking on the quick link from the overview page or product list, or by clicking on the heading “New product” under “Products Register - Products” in the left-hand menu.

If you wish to register several new products at the same time, the quickest way to do this is by uploading a file with product information under the heading “Import file”. More information on how to do this is found in Chapter 7.

5.2.1 Basic facts

Registration of a new product is divided into two tabs: Basic facts and Composition. You can at any time save your draft and continue with the registration at a later date. The product is not considered reported until you have submitted it by clicking the “Submit” button.

5.2.1.1 Product information

Under the heading Product information, you can enter the basic information about your product. Mandatory fields are marked with an asterisk.

Product name*

If you are reselling the product in Sweden, enter the name under which it is being sold. If you are importing the product for your own use, enter the name under which it is being imported.

Article number

If the product has an article number or other product reference you wish to specify, you can do so here.

Own products notes

Here you can enter your own notes on the product, for example, the supplier.

Custom tariff number*

The six-digit customs tariff number should be entered here. You can either search the customs tariff number or description. The customs tariff number is usually

obtained from the supplier of the product. If you do not know the product's customs tariff number, you can search for an appropriate customs tariff number in Taric via the Swedish Customs website (www.tullverket.se). If you cannot find the customs tariff number for your product in the web portal, you may either have an incorrect customs tariff number or perhaps your product is not required to be registered in the Products Register. The customs tariff numbers that require registration are found in the appendix to the regulation on chemical products.

Pesticides

This box should only be filled in if your product is a pesticide that requires a permit. If you have a pesticide authorisation for the product, fill in the registration number. If specified, it must contain four numbers or be set as DISP (dispensation).

Available to consumers*

Here you indicate if you are reselling the product to consumers for private use.

Origin*

Here you indicate whether your company manufactures the product, imports the product from another EU country, imports the product from a country outside the EU (third country) or buys the product from another Swedish company and resells it with a new brand name. Several alternatives are possible.

Country of origin

If you import your product, you can specify the product's country of origin here.

Percentage export*

If you export your product outside of Sweden, you must specify the percentage you export here (%).

5.2.1.2 Classification and labelling

Hazard statement*

All risk phrases for the product's classification shall be indicated.

Labelling*

The labelling of the product should be specified by hazard statements and pictogram. If the product does not have a hazard statement, "No label required" is to be indicated.

Classification and labelling










No classification applies

Hazard statements *

ID	Designation	Legislation	
H315	Causes skin irritation	CLP	Remove

No pictogram

Labelling *

 <input type="checkbox"/> GHS01	 <input type="checkbox"/> GHS02	 <input type="checkbox"/> GHS03	 <input type="checkbox"/> GHS04	 <input type="checkbox"/> GHS05
 <input type="checkbox"/> GHS06	 <input checked="" type="checkbox"/> GHS07	 <input type="checkbox"/> GHS08	 <input type="checkbox"/> GHS09	

5.2.1.3 VOC

If your product is a paint and varnish product or is used for vehicle refinishing, you have to specify the content of volatile organic compounds (VOCs) in g/l. This information can normally be found in the safety data sheet of the product. First you select the main category and sub-category the product belongs to by adding from "Select from list". You must then specify the quantity in grams per litre.

VOC (Volatile Organic Compounds) ⓘ

ID	Designation	
A.b	glossy coatings for interior walls and ceilings means coatings designed for application to indoor walls and ceilings with a degree of gloss > 25@60o.	Remove ⊞

Select from list

Enter VOC concentration in g/L

20 g/L

5.2.1.4 PFAS registration

Here you can specify whether PFAS is in your product by clicking "Yes".

PFAS may include PFOA or PTFE (Teflon), etc. There is more information about PFAS here: www.kemi.se/en/chemical-substances-and-materials/highly-fluorinated-substances

Companies with an annual turnover below SEK 5 million can click "no".

PFAS / Highly fluorinated substances * ⓘ

Does the product contain intentionally added PFAS? Yes No

If you are not sure if PFAS has been intentionally added to your product, contact your supplier.

5.2.1.5 Use and functions

PFAS / Highly fluorinated substances * ⓘ

Does the product contain intentionally added PFAS? Yes No

This information gives an indication of the intended use of the product and is important when producing statistics on chemical use in Sweden.

Functional codes*

Here you indicate the function of the product, i.e. how the product is intended to be used. For example, as "detergent", "grout", etc. If the product can be used for multiple functions, you can choose up to four function codes. Search the list for either a number code or description.

Sector of use*

Here you specify the sectors/industries within which the product is used, e.g. “manufacture of glue”, “plastic products”, etc. You can choose a maximum of three areas of application.

For each sector of use, it is to be stated whether the product is manufactured or bought for the company’s own use or for further sale.

Provide an estimated distribution in percent between different sectors of use. If the product's customs tariff number starts with 28 or 29, the percentage must be stated and reach 100 %.

Sector of use and Functional codes

This information gives an indication on how the product is ment to be used, and are important when producing statistic on the use of chemicals in Sweden.

Functional Codes *ⁱ

ID	Designation	
L10101	Adhesives - Water based - Industrial use	Remove —

Select from list

Sector of useⁱ

(S95.2) Remove —

Share: % Type: ⁱ Own professional use
 For further sale

Select from list

5.2.1.6 Common designation

If you have several products with the same chemical composition and function, these can be registered under the same common designation. Products with a common designation are counted as one product in the calculation of the chemical charge. Note that product variants that are classified as hazardous to health or environmental may not be registered together with variants that are not classified.

Common designation

Products with the same function and chemical composition can be notified under a Common designation. Select category below.

Common designationⁱ

None

Kit

Finished products of paints and lacquers

Polymer products

Distillates/fractions

There are five different types of common designation:

Kit

Products in the same package (e.g. adhesive with resin and hardener) must be registered as separate products. They are then connected as a kit with the function “Common designation/Kit” in the left-hand menu, see more under Chapter 5.3 Common designation/Kit.

Finished products of paint and varnish

Here you can register products included within the same paint family/varnish family. This may involve a paint that is sold in different colours. The requirement is that they must largely have a common trade name and have just a small difference in the chemical composition.

Polymers

Here you can register polymer products, in which the polymers are formulated from the same basic chemical components but have a different degree of polymerisation or molecular structure. Polymer product means that the product consists of one or more polymers and is intended to be used as a raw material.

Distillate

Here you can register base oil products that have the same CAS number but different viscosity or other physical properties.

Common designation, other products

If you have products with the same chemical composition and function but which do not belong to any of the above categories, these can also be registered under a common designation. However, they must first be registered individually to then be connected with the function “Common designation/Kit” in the left-hand menu, see more under Chapter 5.3 Common designation/Kit. For example, identical products sold under different brand names can be grouped under a common designation.


5.2.2 Composition

Under this heading you specify the composition of the product. The composition of a product may consist partly of substances and partly of other products.

The following must always be declared:

- Components included as a preservative.
- Components that make up the active ingredient in a biocidal product or a plant protection product.
- Components considered hazardous to health or environment, and contributing to the product's hazard classification.
- Components that present in nanosize.
- All other components constituting at least 5 % in weight, even water.

As a general rule, the overall composition is to amount to 100 %. However, it is possible to have declared all the components correctly and still not reach 100 %. At the bottom of the page there is a calculator that keeps track of the total content you have reached. If you have declared everything properly, check the box next to “Current total content” to confirm and then proceed to register the product.

Current total content:  90%

I confirm that all substances are registered in accordance with current regulations. See "View instructions" at the top of the page

If the total composition is below 90 % or above 110 %, you will get an extra warning that the content is outside the recommended range. However, it is still possible to check the box and continue, but your product may be subject to further review.

If at the time of registration you do not know the composition of the product, you still have the opportunity to send in the product by ticking the box below. The product can then be registered, but you will receive reminders to update the composition of the product.

5.2.2.1 Substances

You add substances to the composition of the product by searching in the search field. You can search either for a CAS number, EC number or substance name. In the example below we have searched for water. When you have typed in what you want to search for, click on the “Search” button and the results list is then presented as shown below. Click on “Add” to add the substance to your composition.

When you have added a substance to your composition, you must specify the concentration of the substance and tick if the substance has a special function in your product (active substance, preservative or impurity). If the substance does not have any of these functions, you do not need to tick the box. Please note that you only should tick the box for active substance if your product is a biocidal product or a plant protection product.

The concentration may be rounded to the nearest whole per cent.

If it is so that the concentration of the substance in your product may vary, you can tick the box to indicate the content range. You will then be able to indicate the levels between which the substance may vary. Note that you are only allowed to specify a range if your product is a paint or varnish product or if the content of the substance varies naturally due to variations in production or extraction of the substance. The concentration range may not be too wide, but must stay within 0-1 % in concentrations below 1 %, a five per cent range in concentrations of 1-10 % and a ten per cent range for concentrations above 10 %.

5.2.2.2 Product in Product

If your product consists wholly or partly of other products, you can search for them here. You can search by A-number, product name or article number. Enter what you

Substances ⓘ

No substances selected

Selectable substances Close ✕

Search

Q Search

CAS number	EC number	Substance name	
13463-67-7	236-675-5	Titanium oxide	Add +
1317-80-2	215-282-2	Rutile	Add +
Titanium dioxide, reaction mass with silver chloride			Add +

Substances ⓘ

Substance name	Titanium oxide	Remove -
CAS number	13463-67-7	
EC number	236-675-5	
Function	<input type="checkbox"/> The component is an active substance in a biocide product. <input type="checkbox"/> The component is a preservative <input type="checkbox"/> The component is an impurity	
Concentration *	<input type="text" value="0"/> % <input type="checkbox"/> Concentration range	
Does the substance occur in nanosize in this product?		
<input type="checkbox"/> Yes		

want to search for and press Search. The search results are presented in the list below, in the same way as with substances. Click on “Add” to add the product to your composition. If you cannot find a product in the list, the reason can either be that your supplier has not registered the product with us, or that the supplier of the product has not made it available for searches by other companies. You must then contact your supplier and ask them to register the product or make it available for your company.

When you have added a product to your composition, you must specify the concentration of this component and tick if the product has a special function in your product (active substance or preservative). The concentration may be rounded to the nearest whole per cent. If the concentration of the product in your product may vary, you can tick the box to indicate the content range. You will then be able to indicate the range. The same rules apply to the product's concentration range as explained above for substances.

Product composition

View instructions

Products

A-number: 613366-4 Remove

Product name: Testprodukt 37

Internal product reference

Function: The component is an active substance in a biocide product.
 The component is a preservative

Concentration *: 0 %
 Concentration range

Status: ✓ Registered

Selectable products Close

Search:

A-number	Product name	Internal product reference	Status
611699-0	TESTPRODUKT		✗ Deregistered Add

5.2.2.3 Leave a comment

If you are registering a product with the Products Register without knowing all or part of the composition, you have the possibility of leaving a comment. The more specific you can be in your comment, the better.

If you do not find a substance in the substance list, despite having all the information on the substance, you can enter this information in the comment field. If you do not know all the information about the constituent substance, provide as much information as you can and then contact your supplier to obtain additional information.

Messages

If you can not find the substance in the substance list, you can send a message to us. Please state clearly:

- Unambiguous chemical name
- CAS or EC number
- Substance concentration

If you can't find the product in the product list, the reason could be that the supplier has not reported it to us or not shared it with you. You should then contact the supplier and ask them to send the information to us. You can leave a message about the ingoing product with information about:

- Name of product-in-product
- Supplier name
- Concentration

If you do not find a product, you should first contact your supplier. You may however leave a comment indicating that this is the case.

Finally in order to register your product without a complete composition, you must tick the box “The composition will be reported later”.

 The composition will be reported later.

5.2.3 Nanomaterials

If a substance occurs in nano size in your product, you will need to specify that at the composition details (5.2.2.1). You need to find your substance, add it to the composition and specify that it occurs in nano size.

5.2.3.1 Exemptions

Pigments

If the nanomaterial is a pigment in your chemical product, then it’s exempted from further information requirements. If you tick the corresponding box, the button “Add nano data” becomes inactive.

Does the substance occur in nanosize in this product?
 Yes

Is the nanomaterial a pigment?
 Yes

Add nano data

If the nanomaterial is not a pigment, the button “Add nano data” stays active. You then need to add data on the physical and chemical properties of the nanomaterial.

Annual turnover

The first time you register a nanomaterial, you’ll receive a pop-up question regarding your company’s annual turnover. If the company has an annual turnover of less than 500 000 € it falls under the same exemptions as above, meaning that data on the physical and chemical properties of the nanomaterial do not have to be reported.

The question regarding the turnover only appears the first time you’re reporting a nanomaterial. After that you can only update the turnover the following year. If you have specified the incorrect turnover you need to contact us by e-mail to produktregistret@kemi.se.

Nanomaterial

Omsätter företaget 5 miljoner SEK eller mer per år?

Ja Nej

5.2.3.2 Re-use already registered nano information

The first time you register a nanomaterial you must start with a blank template. If you use the same nanomaterial in several products you have the possibility to re-use the already registered information from the first registration. If so, choose “copy from an existing product registration”. The drop-down menu will show you your

previously registered nanomaterial and in which products they are found (“a-number – substance”).

Nanomaterial

Is this the first time you report your nanomaterial? Choose a blank template and fill in your details. Do you have more products that contain the same nanomaterials? Then choose to copy an existing registration. This way you won't need to fill in the same information several times.

Blank template ⓘ
 Copy from an existing product registration ⓘ

Cancel
Next

5.2.3.3 Information requirements for nanomaterials

Classification of the nanomaterial according to the CLP Regulation (EC) No. 1272/200

Here you specify the classification of the nanomaterial according to CLP. You enter the hazard statement by finding the right it in the list and adding it. If the nanomaterial is not classified, then check the box “No hazard statement”.

Function

Here you specify the function of the nanomaterial in your product. It is an open text field, with the possibility to enter multiple functions if relevant.

Primary particle size

The size of the free primary particle is stated here, as well as the test method. Also a distribution curve needs to be specified. The web portal generates a curve based on the specified size and the standard deviation. If you know that the actual distribution curve differs from the automatically generated curve, you are welcome to send it by e-mail to produktregistret@kemi.se.

Agglomerated or aggregated state

If the nanomaterial occurs in agglomerated or aggregated state in your product, this needs to be stated. You begin by adding state, if it is agglomerated or aggregated, and then the test method. You can choose to specify state in either size (nm) or number (moles or units) and the standard deviation of these. If there are different shapes, click on "Polymodal" and add more states to your nanomaterial.

4. If the nanomaterial is found in agglomerated or aggregated state ⓘ

State Agglomerated state Aggregated state Remove -

Test method *

Average * nm ▼

Standard deviation * mol
units
nm

Polymodal Yes

Shape

The shape of the nanomaterial can have dimensions in different sizes. You enter here how many dimensions are in the range of 1-100 nm, i.e. 1-3 dimensions. Then select the nanomaterial form from the list, and enter the test method.

5. Shape

Number of dimensions between 1 and 100 nm *

Qualitative description of form *

Test method * e.g. OECD 1234

- Spherical
- Pseudo spherical
- Sticks
- Star
- Full fiber
- Hollow fiber
- Film
- Capsule
- Other

Crystalline state if X-ray diffraction has been performed

The crystalline state only needs to be specified if X-ray diffraction has been performed, otherwise you can leave it blank. If you have performed X-ray diffraction, you

6. Crystalline state if X-ray diffraction has been performed

Type Bravais lattice Trivial name

Bravais lattice *

Percentage * 0 % Specify percentage range

can specify crystal structure either according to Bravais lattice in the drop-down menu, or enter the structure with trivial name in the open text field (common name).

If the nanomaterial has multiple structures, you can add several and enter the proportions in percent for the different types of structures.

Specific surface area

Specify the specific surface area in m^2 / g for the individual particle, as well as test method.

Surface treatment

You need to indicate if the surface is treated, if organic or inorganic, and whether it is hydrophilic or hydrophobic, as well as the test method.

Surface charge

You need to specify which medium you used to measure surface charge, the zeta potential in mV (zeta potential indicates stability of dispersions), as well as the pH when the measurement was performed.

Also, a distribution curve is needed, but only if the test method zetametry has been used. Otherwise, leave these fields blank.

5.2.3.4 Missing nanomaterial data

In the nanomaterial window

If you do not have all the mandatory information about the nanomaterial you can still continue with your product registration. Simply tick the box below to proceed.

Check if you do not have the information for the required fields. You will then have to justify why you haven't been able to complete the information requirements.

In the composition tab

Back in the compilation tab, you will see the details of your composition. In the open text box, you need to specify why you don't have all the information. You can then save and submit your application.

Current total content: ⓘ 0%

I have read the instruction and can confirm that all substances are declared in accordance with the rules stated in the regulation (3 Kap. 4§, KIFS 2008:2).

Warning! The composition you have declared is below or exceed 100 % with more than is recommended. Please make sure that all substances are declared in accordance with the regulation. Check the box above if you want to continue.

The composition will be reported later.

If you don't have access to any of the nano data, you need to state why. The Swedish Chemicals Agency will review each case if it is reasonable for the notifier to provide the relevant information.

5.3 Common designation/Kit

Here you register those types of Common designation that require you first to register the products individually. The second types are described under Chapter 5.2.1.5 Common designation. Kit refers to products in the same package (e.g. an adhesive with resin and hardener), and common designation refers to products that have the same chemical composition and function. For example these can be two identical products with different brand names.

You start by choosing a name for your common designation/kit and then tick off which of the types it involves. You then choose which products are to be included in the common designation/kit by clicking "Select from list" and adding the products.

New Common designation / Kit

* All mandatory fields are marked with an asterisk.

Group information

Name * ⓘ

Type * ⓘ Common designation Kit

Products associated to the group

Products *

Cancel
Save and proceed to the overview ⓘ

Note that after you have saved the common designation/kit you must also preview and submit it. You do this by selecting the common designation/kit in the list by ticking the box to the left of the name.

You then click on Continue, preview your report, and when you click on Submit you will receive a

<input type="checkbox"/> All	Name	Type	Status	Remark
<input type="checkbox"/>	Väggfärg	Common des...	Draft (not...	-

confirmation. This confirmation is saved in your PDF archive and can be accessed at any time.

5.4 Deregister a product

Products that your company stops manufacturing/importing or no longer appear in quantities above 100 kg can be deregistered. To deregister products, select those you wish to deregister from the product list on the right and click on Save. You will receive a message stating that your products are selected for deregistration, but not submitted. To deregister, go to the product list. Those products you have just saved are found with the status “Deregistered, not submitted”. Highlight these and click on “Submit report”.

Keep in mind that deregistered products have to be reported one last time. For example, if you deregister a product in 2017, you must report the product quantity for 2016. The products will be presented as deregistered in your annual report.

Deregister products

Show instructions

Select products

Products selected for deregistration
No products selected

Select products intended for deregistration Close

Filter
Filter...

A-number	Product name	Internal product reference	
600443-6	Testar		Add
600440-2	Micke testar	123	Add

5.4.1 Reactivate deregistered products

If you want to reactivate a product that you previously deregistered, go to your product list and click "change" for the selected product. Then click on "Save" and you will return to the Product List with the product status updated to "" changed, not reported ". Now you can submit your re-registration, just as you do when you sign up for a product.

6 Products Register – Product-in-product (PiP)

If your company provides composition information on behalf of another company, in order for them to complete their product declaration, these compositions should be reported as Product-In-Product (PiP). This is the general procedure for non-Swedish suppliers.

The heading Product-in-product is found in the left-hand menu, and is also present on your overview page.

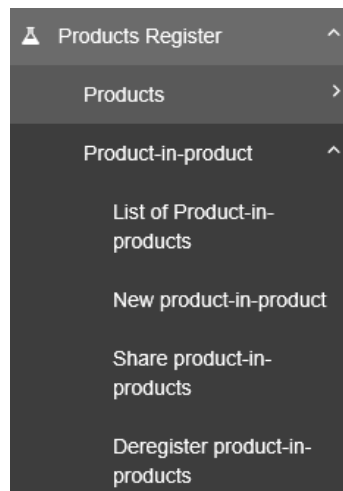
6.1 List of Product-in-product

Under this heading, you will find a list of the company's product-in-products (PiP). You can sort the list by A-number and product name by clicking on the arrows next to these headings. Alternatively, you can sort the list by clicking on the heading "Filter", wherein you can sort and search by A-number, product name, article number and status.

6.1.1 Heading explanation

A-number

The unique number given to your product when you create it.



Product-in-product list							
1 Choose products							
2. Preview and confirm							
3. Confirmation							
Show information							
<input type="checkbox"/> Products not reported	A-number	Product name	Internal product reference	Status	Last registered	Visible for	Filter
	538407-8	Test7	-	Registered (without composition)	2017-12-11	No company	Edit
	477251-3	ny del produkt	-	Registered (without composition)	2017-12-11	No company	Edit
	611285-8	TokBiat	45688SHGss	Registered	2017-12-12	One or more >	Edit
	611284-1	PIP 2017-12-11	PIP-test	Registered	2017-12-11	One or more >	Edit
	454525-7	Kemi delprodukt	123	Registered	2017-12-11	All companies	Edit
	611283-3	Edo	5555	Registered	2017-12-11	One or more >	Edit
	611281-7	Markus test-PIP	2331	Registered	2017-12-11	One or more >	Edit
	611282-5	Agrifarm utlo mp	-	Deregistered	2017-12-11	-	Edit

Reject edits for 0 products

Send registration

Article number

The product's article number, which is optional information to be entered if the company wishes.

Status

Shows what registration status a product has: Registered, Not registered or Deregistered. Registered products are the active products you have in your list. Deregistered products are no longer active. Products indicated as Not registered need to be processed further through registering/deregistering these.

Last registered

Indicates when the latest version of the product was registered.

Visible for

Shows if the product is available for other companies, i.e. it can be searched for and used in their product composition. Note that other companies are only able to see the name, A-number and article number for the PiP. The chemical composition will not be visible to the other company.

6.2 New product-in-product

Notifying a new product-in-product (PiP) is reminiscent of registering a new product, but you only need to enter the product's name and composition, and choose for whom the PiP should be available (“visible”).

The same rules apply to reporting a PiP composition, as a regular product. See description in chapter 5.2.2, Composition.

Keep in mind that you can change the “visibility” of your PiP at any time. More about this in chapter 6.3, Share Product-in-product.

It's possible to register, update and deregister PiP by loading a file.

6.3 Share Product-in-product

In this view, you can make your Product-in-products available to other companies. The fact that the products are made “visible” means that other companies can see them and add them to their compositions. Please note that only A-number, product name, and item number are displayed for other companies. You add the products you want to change visibility for from the product list to the right, highlight visibility for them and click save.

You can either:

- Share with all companies. This means that all companies can search and use your products in their composition.
- Hide for all companies. This means that your products can not be searched by any company.
- Share with one or many companies. Here you can choose which companies will be able to use your products in their composition. You choose the companies by searching for organizational numbers or company names and adding them. Note: You can only select one product at a time and change its visibility for one/several companies.

Share product-in-products

Show instructions

Share option for added products

Share with all companies Hide for all companies Share with one or many companies

Added products

There are no products to share

Products

A-number	Name	Internal product reference	Shared with	Add
644008.6	PIP special		No companies	Add
644157.0	Testers PIP		No companies	Add
639095.9	Test		No companies	Add
634308.3	SuperPIP10	126	No companies	Add
613083.4	Product-in-Product	666151515	No companies	Add

Cancel

Update and go to Product-in-product list

6.4 Deregister Product-in-product

To deregister products, select those you wish to deregister from the product list on the right and click on Save. You will receive a message stating that your products are marked for deregistration, but not submitted. To deregister, go to the product-in-product list. Those products you have just saved are found with the status “Deregistered, not submitted”. Highlight these and click on “Submit report”.

Deregister Product-in-product

Show instructions

Select products

Products selected for deregistration
No products selected

Select products intended for deregistration

Filter

A-number	Product name	Internal product reference	
538407-8	Test7		Add +
611285-8	TokBra1	456885HGss	Add +
611284-1	PIP 2017-12-11	PIP-test	Add +
454525-7	Kemi delprodukt	123	Add +
477251-3	ny del produkt		Add +
611283-3	Edo	5555	Add +
611281-7	Markus test-PIP	2331	Add +

Save and proceed to Products

7 Annual reporting

Annually, three types of data need to be reported to the Products Register:

- Quantity data for general chemicals
- Quantity data for pesticides
- Sales values for pesticides

Note that it is data on quantities and market values for the **preceding** year that are to be reported. The deadline for reporting is 28 February each year.

The data on the product, which you have reported in the registration process (see Chapter 5 Products Register - Products), must always be updated. The reporting of quantity data is a good occasion to verify that this information is also correct and up to date.

Most users only need to report general chemicals. This applies to users that do not hold an authorisation or a parallel trade permit for a pesticide (plant protection product or biocidal product).

If you are registering a pesticide with the Products Register but you do not hold the authorisation (or parallel trade permit), you only need to report the data for these pesticides as if they were general chemicals.

If you are the holder of an authorisation or a parallel trade permit, you need to report the quantity data and sales values for these products. The pesticides shall also be registered as general chemicals. By stating the registration number in the Pesticides

field (see Section 5.2.1.1) these products will be exempted from the chemical charge. You will instead pay an annual fee based on the sales values of your pesticides.

7.1 Accounting of chemical products

You can report your general chemicals in two different ways. The first way is via the quick link “Annual reporting”, which you can also find under the heading Products Register in the left-hand menu. This way is described in this chapter. The second way to report is via an Excel file, see Chapter 7 Import file.

The reporting is done in four steps.



1. Report products

In step 1 you see a list with all your registered products, as shown below.

Accounting of chemical products						
1. Accounting chemical products						
Show instructions						
A-number	Product name	Internal product reference	Kvantitet 2015	Kvantitet 2016	Status	Filter T
600440-2	Micke testar	123	-	Enter product quantity ton	Altered	
600440-2	Micke	123	-	2 ton	Draft	Edit value
539111-5	Test nr x	-	5 ton	11 ton	Accounted	Edit value

Specify the quantity in tonnes for each product. If you have previously reported a quantity for a product, this value is displayed in the column for the year preceding the current reporting year. If the quantity reported for the year deviates greatly from the quantity the year before, a warning is given so that it is easier to discover any incorrect entries.

If you have not manufactured/imported a product during the previous year, you will need to enter the quantity as 0. The box cannot be left empty. You do not need to pay a charge for products under 0.1 tonnes (100 kg). Nor do you have to pay the charge if the total quantity of the product is under 1 tonne (1,000 kg).

The report status can be any of the following:

- Not reported: no value has been entered yet.
- Changed: a value has been entered but not saved yet.
- Draft: a value has been entered and saved.
- Reported: a value has been entered, saved and submitted to the Products Register.

When you have entered all the values and saved them, you can continue by clicking “Continue” and you will then come to a page where you are to verify your contact details.

2. Verify contact details

The company address is the one you have specified or which we have obtained directly from the Swedish Companies Registration Office, and refers to the company's registered office. This address cannot be changed in this dialogue, it has to be updated at the Companies Registration Office. However, you can freely edit the billing address on this page. You have also the choice of electronic invoice, then you need to state a Peppol ID. If all contact information is correct you can “Save and continue” to the preview.

Decision address	Invoice
Company name <input type="text" value="KEMI"/> Receiver <input type="text"/> Address line 1 <input type="text" value="NYA ALLÉN"/> Address line 2 <input type="text"/> Postal code <input type="text" value="17213"/> City <input type="text" value="SUNDBYBERG"/> Country <input type="text" value="Sweden"/>	Your reference <input type="text" value="Mikael Svensson"/> Invoice reference <input type="text"/>
Company contact person Phone number * <input type="text" value="0762902845"/> Email address * <input type="text" value="fadi@fadi.se"/>	Invoice details <input type="radio"/> Paper invoice to the registered office address <input checked="" type="radio"/> Paper invoice to another address <input type="radio"/> E-invoice Company name <input type="text" value="KEMI"/> Receiver <input type="text"/> Address line 1 * <input type="text" value="NYA ALLÉN"/> Address line 2 <input type="text"/> Postal code * <input type="text" value="17213"/> City * <input type="text" value="SUNDBYBERG"/> Country * <input type="text" value="Sweden"/>
<small>This address is automatically collected from the Swedish Companies Registration Office. The email address above is the address The Swedish Chemical Agency will use for all communication with the company. Example of use: decision regarding the annual fees, a request to report quantities or changes in the legislation. This address can also be used for simplified service of decision.</small>	<small>For companies that have multiple business units, only one invoice address can be specified.</small>

3. Preview and submit

In the preview you will see a summary of the information you have entered. The number of products and the total quantity you have reported are displayed. This data forms the basis for the calculation of the chemical charge. If everything appears correct, click “Submit”. You will then come to the confirmation page. If you choose not to continue, you are redirected back to the most recently saved list of reported products.

Preview

Products accounting

General information

Decision recipient:	
Reference-/P.O number:	PO 2345
Number of products:	37
Total accounted amount:	473.24 Ton

Address details

Decision address

Address:	NYA ALLÉN
Zip code:	17213
City:	SUNDBYBERG
Country:	Sweden

Invoice address

Address:	NYA ALLÉN
Zip code:	
City:	SUNDBYBERG
Country:	Sweden

Products

Anr	Name	Own product reference	Own product notation	Quantity last year	Quantity
600440-2	Micke testar	123	11	-	2 Ton
539111-5	Test nr x			5 Ton	11 Ton

4. Confirmation

You have now completed your annual reporting. An acknowledgement of your report has been created and will be accessible under the heading “PDF archive” in the left-hand menu.

Confirmation

✓

Thank you for submitting the Accounting report!

You will receive a message when your Accounting report has been validated.
A receipt has been created and is stored in the menu on the left, in section “PDF archive”.

Please note that it is possible to correct or update your Accounting report at any time until a decision on the chemical charge has been made. This is normally at the beginning of August.

[Download a copy of your accounting report.](#)

7.2 Report quantity data for pesticides

If you are the holder of an authorisation for a pesticide or a parallel trade permit for a pesticide, you need to report the quantity data for these. However, you do not need to report biological pesticides that contain only nematodes, insects or arachnids as active “substances”.

Since the **quantity sold** may differ from the **manufactured** or **imported quantity**, we unfortunately cannot re-use the data reported for the pesticide in connection with the reporting of general chemicals.

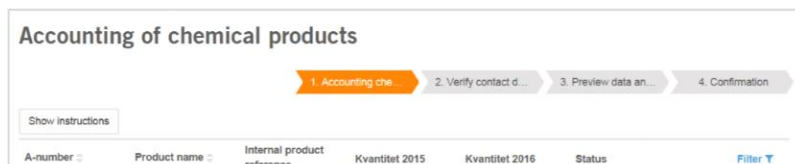
You can find the reporting page either through the quick link from the overview page or under the heading Pesticides in the left-hand menu.

The reporting is done in four steps:



1. Report products

In step 1 you see a list with all your registered products, with the headings shown below.



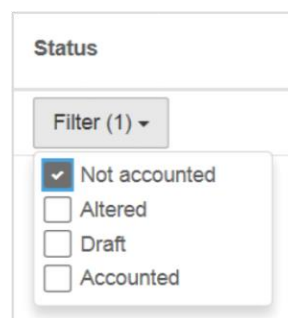
The list has ten columns, the first two identify your product (registration number and product name). The next five columns account for the areas of application for which we compile statistics:

- **Agriculture:** Refers to plant protection products: the estimated percentage used in agriculture, whether outdoor or greenhouse.
- **Forestry:** Refers to plant protection products: the estimated percentage used in forestry, whether outdoor or greenhouse.
- **Commercial fruit farming/horticulture:** Refers to plant protection products: the estimated percentage used in fruit farming or horticulture.
- **Industry:** Refers to biocidal products, the estimated percentage used in a professional context/industry, e.g. slimicides
- **Household use:** Refers to biocidal products: the estimated percentage used for consumer use (Eligibility Class 3 and “May be used by everyone”)

The next column contains the total quantity from the previous report as a comparison value, followed by a column that shows the total quantity for the current year's report. If the quantity for the year deviates greatly from the quantity the year before, a warning is given so that it is easier to discover any incorrect entries.

The report status can be any of the following:

- **Not reported:** no value has been entered yet.
- **Changed:** a value has been entered but not saved yet.
- **Draft:** a value has been entered and saved.
- **Reported:** a value has been entered, saved and submitted to the Products Register.



When you have entered all the values and saved them, you can continue by clicking “Continue” and you will then come to a page where you are to verify your contact details.

2. Verify contact details

The company address is that which you have specified or which we have obtained directly from the Swedish Companies Registration Office and refers to the company's registered office. This address cannot be changed in this dialogue but

rather must be updated by you first at the Companies Registration Office. However, you can freely edit the billing address on this page. You have also the choice of electronic invoice, then you need to state a Peppol ID. If all contact information is correct you can “Save and continue” to the preview.

Decision address

Company name:

Receiver:

Address line 1:

Address line 2:

Postal code:

City:

Country:

Company contact person

Phone number:

Email address:

This address is automatically collected from the Swedish Companies Registration Office.
The email address above is the address The Swedish Chemical Agency will use for all communication with the company.
Example of use: decision regarding the annual fees, a request to report quantities or changes in the legislation. This address can also be used for simplified service of decision.

Invoice

Your reference:

Invoice reference:

Invoice details

Paper invoice to the registered office address Paper invoice to another address E-invoice

Company name:

Receiver:

Address line 1:

Address line 2:

Postal code:

City:

Country:

For companies that have multiple business units, only one invoice address can be specified.

3. Preview and submit

In the preview you will see a summary of the information you have entered. It shows how many products and the total quantity you have reported. This data forms the basis for the calculation of the annual fee.

If everything appears correct, click on “Submit” and you will come to the confirmation page. If you choose to discontinue, you are redirected back to the most recently saved list of reported products.

Preview

Products accounting

General information

Decision recipient:

Reference-/P.O number:

Number of products:

Total accounted amount:

Address details

Decision address

Address:

Zip code:

City:

Country:

Invoice address

Address:

Zip code:

City:

Country:

Products

Anr	Name	Own product reference	Own product notation	Quantity last year	Quantity
600440-2	Micke testar	123	11	-	2 Ton
539111-5	Test nr x			5 Ton	11 Ton

4. Confirmation

You have now completed your annual reporting. An acknowledgement of your report has been created and will presently be accessible under the heading “PDF archive” in the left-hand menu.

If you later realise that you want to change something, or wish to redo the report, this is possible up until a decision is made. You then simply start again from the beginning.



A confirmation/acknowledgement is saved for each report and it is the most recent that is used for a decision regarding charge.

Note that following the decision date it is not possible to change the report yourself, instead you need to contact the Products Register with a review request. The annual charge for a pesticide must be paid no later than 31 May of the year to which the charge relates.

7.3 Report market values for pesticides

If you are the holder of an authorisation for a pesticide or a parallel trade permit for a pesticide, you need to report the market value for these. However, you do not need report biological pesticides that contain only nematodes, insects or arachnids as active “substances”.

You can find the reporting page either through the quick link from the overview page or under the heading Pesticides in the left-hand menu.

The reporting is done in four steps.



1. Report products

In step 1 you see a list with all your registered products, with the headings shown below.



The list has five columns, the first two identify your product (registration number and product name).

The next column contains the total market value from the previous report as a comparison value, followed by a column where you can enter the value for the current year's report. If the market value for the year deviates greatly from the value the year before, a warning is given so that it is easier to discover any erroneous entries.

The report status can be any of the following:

- Not reported: no value has been entered yet.
- Changed: a value has been entered but not saved yet.
- Draft: a value has been entered and saved.
- Reported: a value has been entered, saved and submitted to the Products Register.

When you have entered all the values and saved them, you can continue by clicking “Continue” and you will then come to a page where you are to verify your contact details.

2. Verify contact details

The company address is that which you have specified or which we have obtained directly from the Swedish Companies Registration Office and refers to the company's registered office. This address cannot be changed in this dialogue but

rather must be updated by you first at the Companies Registration Office.

However, you can freely edit the billing address on this page. If all contact information is

correct you can “Save and continue” to the preview.

3. Preview and submit

In the preview you will see a summary of the information you have entered. It shows how many products and the total quantity you have reported. This data forms the basis for the charge calculation. If everything appears correct, click on “Submit”.

If you choose to discontinue, you are redirected back to the most recently saved list of reported products, whereas if you submit the report you will come to the confirmation page.

Preview

Products accounting

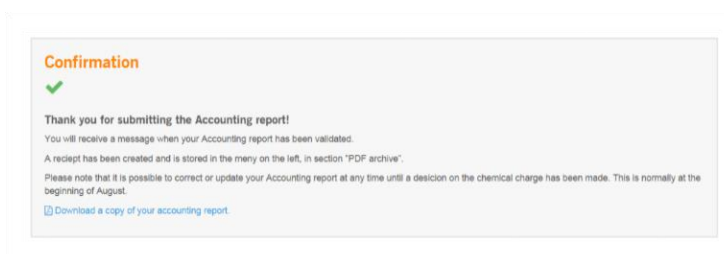
General information		Address details	
Decision recipient:		Decision address	
Reference-/P.O number:	PO 2345	Adress:	NYA ALLÉN
Number of products:	37	Zip code:	17213
Total accounted amount:	473.24 Ton	City:	SUNDBYBERG
		Country:	Sweden
		Invoice address	
		Adress:	NYA ALLÉN
		Zip code:	
		City:	SUNDBYBERG
		Country:	Sweden

Products

Anr	Name	Own product reference	Own product notation	Quantity last year	Quantity
600440-2	Micke testar	123	11	-	2 Ton
539111-5	Test nr x			5 Ton	11 Ton

4. Confirmation

You have now completed your annual reporting. An acknowledgement of your report has been created and will presently be accessible under the heading “PDF archive” in the left-hand menu.



8 File import

In particular, to make it easier for companies with many products, it is possible to register products and submit annual reports by importing a file with all the information gathered in one place. In this way you can quickly register or change several products at once.

9.1 Download the desired type of file that contains the active products for the product location you have chosen:

- Product report – General information
- Product report – Composition
- Product report – Deregistration
- Annual reporting of general chemicals
- Product report – General information for Product-in-product

9.2 Update the file with modified and new data. The file is in CSV format and can be edited in MS Excel or other text editor. Save the file on your local computer in CSV format.

9.3 Upload the file by “drag and drop” to the designated area or by clicking on the area and choose the file to upload. The system issues a warning if there are any errors in the file. Correct these and upload the file again.

9.4 When you have uploaded the file, new drafts have been created for the products. N.B. You are not finished yet. You must submit your product report/annual report. You do this from the product list by choosing which of the drafts created you intend to submit. Preview and submit.

Unfortunately, we have no support for the file management of annual reporting of pesticide quantity and market value data at present.

8.1 Download CSV file for Excel or another editor

To register products or Product-in-Product (PiP) by file import you must first download a file. In the downloaded file is the most recently saved draft version of a product/PiP if such exists; otherwise the latest applicable version.

You start by choosing a file type, depending on what data you wish to update. Please note that Products and PiPs have their own files for General information (Basic facts). Use common file for updating composition or for deregistration.

- **Product report – General information**
Here you update information on the products’ basic facts and register new products.
- **Product report – Composition**
Here you update information on the product’s composition.
- **Product report – Deregistration**
Here you can access a list with all your products and can earmark the ones you want to deregister.
- **Annual reporting of general chemicals**
Here you can enter your quantity data for general chemicals and do your annual reporting.
- **Product-in-Product report – General information PiP**
Here you update information on the basic facts concerning Product-in-Product and register new PiPs.

8.2 Edit file

The columns are sortable in Excel, otherwise there are no locks or other functions. At the top of the file is a header line that describes the data found under each field. This line must be kept unchanged, otherwise the system cannot import the rows correctly.

8.2.1 General information (Basic facts)

This file consists of 19 columns. In the table below you will find a description of the column headings. Each row in the file represents a product. To register a new product, fill in all fields in a new row but leave the field for A-number empty. An A-number will be generated automatically by the system.

COLUMN NAME	MANDATORY	OTHER INFORMATION
A-number	Yes, if existing product	Left empty if filling in a new product
Product name	Yes	Max. 255 characters. A semicolon cannot be used.
Article number	No	Max. 255 characters. A semicolon cannot be used.
Own product notes	No	Max. 255 characters. A semicolon cannot be used.
Customs tariff number	Yes	6-figure tariff number is entered
Available to consumers	Yes	“True” if the product is available to consumers, “False” if it is not
Pest Reg no.	No	The number is entered by the person who is holder/representative of a pesticide authorisation.
Origin	Yes	T for manufacturing, Inf if the product is brought into Sweden from an EU/EEA country, Imp if the product is imported from a third country or N when changing name. Where necessary, several can be listed directly after each other, separated with a #. Example: T#Inf
Percentage export	No	Indicate in percent (whole number) the share of the product that is exported from Sweden.
Functions	Yes	Enter the function code. Where necessary, several can be listed directly after each other, separated with a #. Example: M05112#T15643
Application 1	Yes	The column comprises three values separated by a # <ul style="list-style-type: none"> • Code for application

		<ul style="list-style-type: none"> Percentage (whole number) Type of application: Professional (Y), Sale(Ö) or application or both YÖ <p>Example: G45.2#50#Ö</p>
Application 2	No	Filled in as with Application 1
Application 3	No	Filled in as with Application 1
Classification	Yes	Enter hazard statements here if the product has any. Several can be listed, separated by a #. Example: H101#H314
Labelling	No	Enter one or several pictograms with the codes “GHS01” up to “GHS09”. If the product is not required to have a label, leave the row empty.
VOC	No	Main category (A or B) and subcategory (a-l) are entered for certain paint and varnish products as well as for vehicle repair varnish. Several can be listed, separated by a #. Example: A.a#A.c
Total content VOC (g/l)	No	Total content of VOC in the product is given in g/l (whole number).

8.2.2 Composition

The file consists of one row for each component in the composition. A component can either be a substance (identified with a CAS number and/or EC number), or another product or Product in product (PiP) subject to a registration obligation and which is identified with an A-number.

COLUMN NAME	MANDATORY	OTHER INFORMATION
A-number	Yes	Identifies the product to which the component relates.
Product name	Supplementary text only	The product name is only supplementary text to describe the product to which the component relates. This row is ignored during file import.
Article number	No	Max. 255 characters. A semicolon cannot be used.
Substance CAS no.	Yes, if the component is a substance	Here you enter a CAS no. if the component relates to a substance. The substance must either be specified with a CAS no. and/or an EC no.

Substance EC no.	Yes, if the component is a substance	Here you enter an EC no. if the component relates to a substance. The substance must either be specified with a CAS no. and/or an EC no.
Substance name	Supplementary text only	The substance name is only supplementary text to describe the substance to which the component relates. This row is ignored during file import.
Product A-no.	Yes, if the component is a product	Here you enter the component's A-no. in cases where the component is a product.
Product name	Supplementary text only	The product name is only supplementary text to describe the component's product name. This row is ignored during file import.
Content Low	Yes	Here you enter the content of the component in %.
Content High	No	This column is only filled in in the event of a range, where the highest content value is given in %.
Preservative	Yes	If the component is a preservative, this is marked with "True" or "False".
Active substance	Yes	If the component is an active substance, this is marked with "True", otherwise "False". Note that this only applies to biocidal products.
Impurity	No	If the component is an impurity, this is marked with "True", otherwise "False". This is only applicable for a component that is a substance. If the component is a product, the field is to be left empty.

8.2.3 Product report – Deregistration

This file consists of three columns; A-number, Product/PiP name and Dereg. Each row represents a product registered by the company.

COLUMN NAME	MANDATORY	OTHER INFORMATION
A-number	Yes	Identifies the product to which the component relates.
Product name	Supplementary text only	The product name is only supplementary text to describe the product to which the component relates. This row is ignored during file import.
Article number	No	Max. 255 characters. A semicolon cannot be used.

Dereg.	Ja	“False” is automatically stated here. Change to “True” if you want to select the product for deregistration.
A-no.	Product name	Dereg.
Here the A-number for the product is given.	Here the product’s name is given.	“False” is automatically stated here. Change to “True” if you want to earmark the product for deregistration.

8.2.4 Annual reporting

This file consists of four columns; A-no., Product name, Article number and Quantity. Each row represents a product registered by the company. To do your annual reporting, enter the quantity in tonnes per product.

A-number	Product name	Article number	Quantity
Here the A-number for the product is given.	Here the product’s name is given.	If an article number exists for the product, it is given here.	Here you enter the quantity for the product in tonnes for the previous year. This row cannot be left empty. If a product has not been manufactured/imported during the previous year, enter the quantity 0.

8.2.5 Basic facts Product-in-Product

This file consists of 3 columns. In the table below you will find a description of the column headings. Each row in the file represents a Product-in-Product. To register a new product, fill in all fields in a new row but leave the field for A-number empty. An A-number will be generated automatically by the system.

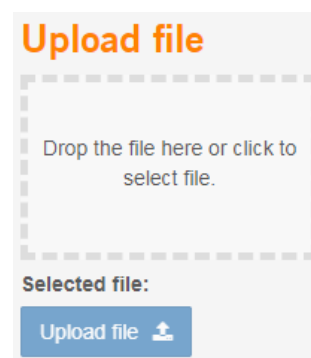
COLUMN NAME	MANDATORY	OTHER INFORMATION
A-number	Yes, if existing product	Left empty if filling in a new product
Product name	Yes	Max. 255 characters. A semicolon cannot be used.
Article number	No	Max. 255 characters. A semicolon cannot be used.

8.3 Upload file to the Products Register

To upload files to the Products Register, you drag the file you wish to upload to the designated area, or click on the area to choose a file.

For every product uploaded, a draft is created if one does not already exist, otherwise the existing draft is updated, i.e. overwritten with the information from the uploaded file.

Normally, the importing of the uploaded file goes very quickly. If something occurs during the uploading, a summary of the issues is displayed with a reference to the row in the file where the error is found.



8.4 Submit your new/modified information

After the file has been imported, new drafts have been created for the products you changed, likewise for the Product-in-Products. These must be registered in the same way as if you had created the drafts from the web form. To submit your changes, do the following:

- **Product report – Basic facts and composition**
Go to Product list, click on the button “select all unregistered” in the upper left corner and then click on “submit report” in the lower right corner. You will receive a confirmation and an acknowledgement of your registration/update.
- **Product report – Deregistration**
Go to Product list, click on the button “select all unregistered” in the upper left corner and then click on “submit report” in the lower right corner. You will receive a confirmation and an acknowledgement of your registration/update.
- **Annual reporting of general chemicals**
Go to “Annual reporting” either from the overview page or from the heading “Products Register” in the left-hand menu. From the start page (step 1), all your quantities will be filled in already. Click on “Continue” and then follow the instructions in Chapter 6.1 up to and including step 2.
- **Product-in-Product report – Basic facts and composition**
Go to Product-in-Product list, click on the button “select all unregistered” in the upper left corner and then click on “submit report” in the lower right corner. You will receive a confirmation and an acknowledgement of your registration/update.
Please note! Remember to share your PiP-information with other companies. In that way you make your PiP’s A-number and name visible for other companies. Keep in mind that you can change the visibility of your PiP at any time. More about this in chapter 6.3, Share Product-in-product.
- **Product-in-Product report – Deregistration**

Go to Product-in-Product list, click on the button “select all unregistered” in the upper left corner and then click on “submit report” in the lower right corner. You will receive a confirmation and an acknowledgement of your registration/update.