User guide to the Product Registry – September 2019

Here is a guide on how to start to notify products to the web based system for the Danish Product Register. The user guide also describes all the other functions that are available in the system.

This is how you start

Select the type of login that matches your situation and get more instructions on how to start.

After a successful login into the system, you will find this overview:
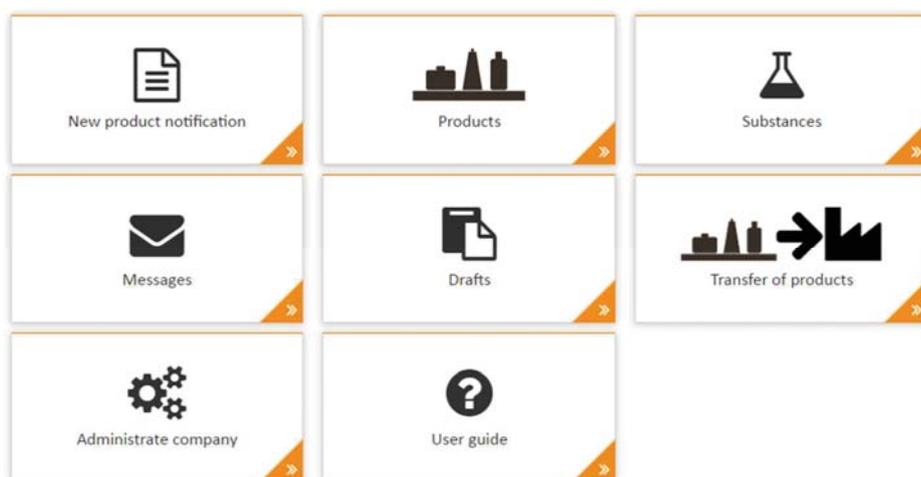
Get more information on each area below:

1. Login procedure

1.1 Login as a Danish company (Nemlog-In)

You will have to go via AMID. in order to access the Product Registry system. Your employee NemID must obtain the necessary rights to be allowed to access the Product Registry. The administrator of NemID in your company can grant these rights. Get instructions on how to obtain this here: User guide: Get help on using NemId

Once you have obtained the necessary rights for your NemID, please follow the instructions below:

1. Go to the front page of the Product Registry: https://probas.amid.dk/
2. Select "Log in with NemLog-in"
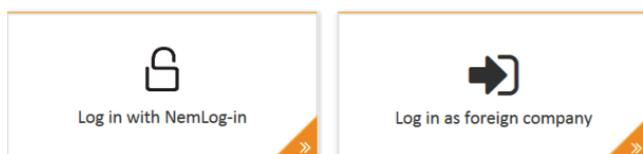
Log in with NemID using your key card or code file. Enter user-id, password and keyword.

Or with a code file:

3. You are now logged in

Welcome to the selfservice of the Product Registry

This is were you can notify hazardous substances and materials to the Product Registry.

If you want to logon for the first time as a foreign company, please contact the Product Registry at pd@at.dk to get a user profile.

4. Press 'Product Registry' and you will see the following menu:

1.2 Log in as a foreign company

You will have to go via AMID.dk in order to access the Product Registry system. I order to gain access; you will have to register a user profile with the Product Registry. Send an e-mail to pd@at.dk with information on the name of the user along with the name and address of company that you work for and a cell phone number and apply for registration as a user. You will then get a user-id and password.

When you are ready with your user-id and password, please follow the instructions below:

1. Go to the website for The Product Registry: https://probas.amid.dk/

2. Select 'Log in as foreign company'
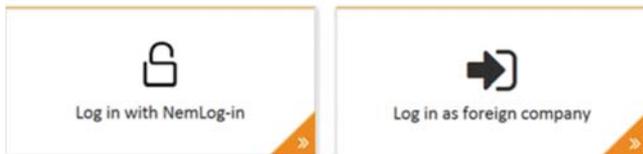
3. Log in with your user-id and password and your SMS code
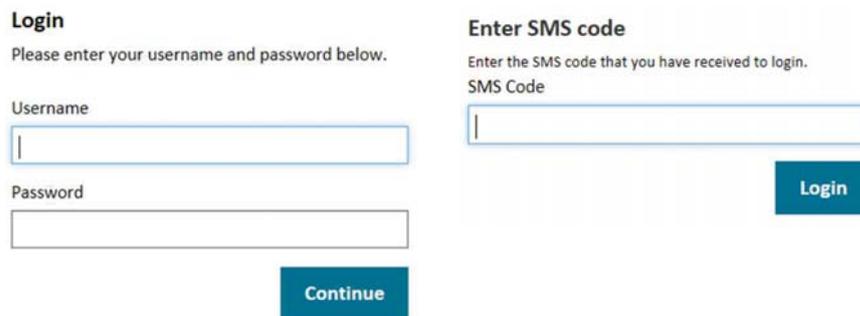
4. **You are now logged in.**

1.3 Log in as a consultant

In order for a consultant (or a company acting on behalf of another company) to notify products on behalf of another company, the consultant must first obtain the necessary rights to do so from the company in question. See more instructions about this procedure in the guide for this under administration of companies. Follow these instructions:

1. Log in the same way as a Danish or foreign company.

2. After login, select the company you will notify products on behalf of in the menu item 'Choose customer´ at the upper right corner of the window.
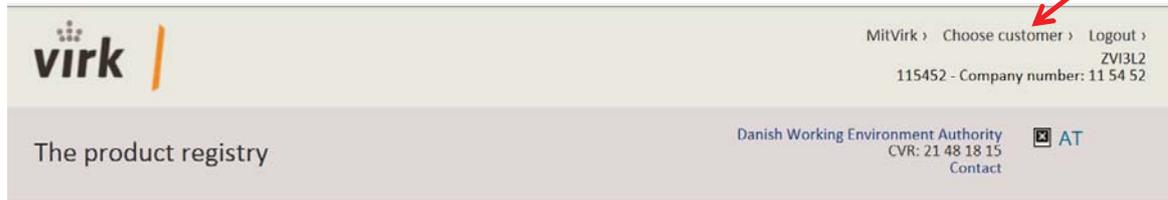

3. You are now ready to start.

2. New notification

Start a product notification

Choose the type of notification that you want to perform.
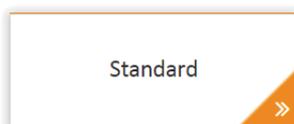
Standard	Choose this type of notification, if you produce or import a hazardous product for occupational use in quantities exceeding 100 kg. For pure chemicals only quantities between 100 and 1000 kg have to be notified. This also applies for biocides.
Raw material	Choose this type of notification if your product is part of the composition of another product, but is not independently imported to or produced in Denmark.
Offshore	Choose this type of notification if your product is used offshore according to the OSPAR regulation.
Biocide	Choose this type of notification if your product contains a biocide and is for consumer use only. If the product is for professional use in quantities below 100 kg choose this type of notification as well. If your biocide is for professional use in quantities above 100 kg per year, please use the standard notification.
Frame	Choose this type of notification if you have a series of products that are similar to each other. Eg. a product series with different shades in a color series. However, the products must have the same danger labeling and must be covered by the same safety data sheet.
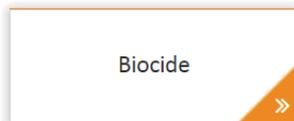
1. Select 'Product Registry' – 'New product notification' and you will have the opportunity to select 5 different notification types: Standard, Raw material, Offshore, Biocide and Frame.
2. Select the notification type you wish to use.
3. In addition to this you can notify on the basis of an existing product or perform a mass notification with an XML file.

2.1 Standard (Danish company)

1. **Trade name:** Enter trade name and any alternative trading names. Also choose physical state of the product. The company's internal code: There is a possibility that the company can enter an internal code on a product. For example, it may be an indication of a particular department in the company or a specific item number.

2. **Producer:** Click on the next section 'Producer' on the left hand side menu or press the 'Next' button. If your company is not the producer of the product, select 'The producer is situated outside Denmark' and enter the company name and country of the producer. Press 'Next'

3. **Composition:** Press the '+ Add components' button and add the components. The component can be entered as a name, PR number or a CAS/EC number. Please note that the component field is a 'Type ahead' field in which all names, PR numbers and CAS/EC numbers will be queried at the same time. The more characters you enter, the more accurate the query will be performed. Click on the product or substance component in the result list that you wish to add and enter the concentration of the component. The sum of the component concentration must add up to 100% in order to complete the registration and enable you to submit the notification. Use a dot for decimals e.g. 5.4 %. You can go to the Substance section and make more advanced queries in the substance database, allowing you to find the substance components, you wish to enter in the composition.
   Nano: State whether the product is on nano form or not. If so, it is possible to mark which components in the composition are nano components.
   Raw materials in the product: If the product contains raw materials with an unknown composition, it will be possible to enter the material with a temporary PR-no. 2515316: 'Raw material without PR number'. When the producer of this component has notified the component as a product with information of the composition, you must update your notification and replace the generic number of the component with the PR number supplied by the producer. It is the notifier's responsibility to complete the notification with the PR number of the raw material supplied by the producer. If there are more raw materials which are unknown you must add their weight percentages under the temporary PR-no.
   Alternative components: If the component is an alternative to another component, press the 'Alternative' icon: ⚭ in order to mark it as alternative. You can enter two or more components with the same concentration as alternative. Use this option if you sometime use one version of the product with one set of components, sometimes another version of the product with another set.
   Other comments on the composition: Enter comments to the composition, e.g. information on names of raw materials not identified and fully registered in the system. If there are more raw materials which are unknown, state all the trade names with their respective weight percentages.

4. **Functions and industries:** Select the 'Functions and industries section' and enter one or more technical functions by pressing the '+ add function' button and type the code or text that describes the technical function in the function field. Enter a percentage for each function. Do the same when you enter one or more industries. The sum must add up to 100 %. Find an overview of all the available functions and industries on our website.

5. **Labelling:** Select the 'Labelling' section. If CLP labelling is required, select the relevant hazard symbols, Signal word and the relevant H- and P-phrases.
6. **Expected quantities:** Select the 'Expected quantities' section and enter year and the expected produced and/or imported quantities of the product. Please note that you have to enter a value in at least one of the fields 'Imported' or 'Produced' and a value in at least one of the fields 'Delivered to the Danish market', 'Own consumption' or 'Exported'. You can only enter quantities in full kilograms.
7. **Submit:** Select the 'Submit' section and press the 'Submit' button if you want to finish and submit the notification and receive a PR number. The PR-number will be shown on the following age along with the other details regarding the product. If not all information has been completed correctly, you will receive a list of errors in red bars. Press the relevant bar and the relevant section will appear and offer you the opportunity to correct and complete the information.

2.2 Standard (Foreign company)

The same procedure as above will apply, but foreign notifiers must enter information on Danish importers of their products.

1. **Trade name:** Enter trade name and any alternative trading names. Also choose physical state of the product.
2. **Producer:** Click on the next section 'Producer' on the left hand side menu or press the 'Next' button. If your company is not the producer of the product, select 'The producer is situated outside Denmark' and enter the company name and country of the producer. Press 'Next'
8. **Composition:** Press the '+ Add components' button and add the components. The component can be entered as a name, PR number or a CAS/EC number. Please note that the component field is a 'Type ahead' field in which all names, PR numbers and CAS/EC numbers will be queried at the same time. The more characters you enter, the more accurate the query will be performed. Click on the product or substance component in the result list that you wish to add and enter the concentration of the component. Use a dot for decimals e.g. 5.4 %. The sum of the component concentration must add up to 100% in order to complete the registration and enable you to submit the notification. You can go to the Substance section and make more advanced queries in the substance database, allowing you to find the substance components, you wish to enter in the composition.
Nano: State whether the product is on nano form or not. If so, it is possible to mark which components in the composition are nano components.
Raw materials in the product: If the product contains raw materials with an unknown composition, it will be possible to enter the material with a temporary PR-no. 2515316: 'Raw material without PR number'. When the producer of this component has notified the component as a product with information of the composition, you must update your notification and replace the generic number of the component with the PR number supplied

by the producer. It is the notifier's responsibility to complete the notification with the PR number of the raw material supplied by the producer. If more raw materials are unknown you have to sum up their weight percentages under the temporary PR-no. 2515316.

Alternative components: If the component is an alternative to another component, press the 'Alternative' icon: 🔗 in order to mark it as alternative. You can enter two or more components with the same concentration as alternative. Use this option if you sometime use one version of the product with one set of components, sometimes another version of the product with another set.

Other comments on the composition: Enter comments to the composition, e.g. information on names of raw materials not identified and fully registered in the system. If there are more raw materials which are unknown, state all the trade names with their respective weight percentages.

3. **Labelling:** Select the 'Labelling' section. If CLP labelling is required, select the relevant hazard symbols, Signal word and the relevant H- and P-phrases.

4. **Importers:** Select the 'Importers' section and press the '+ Add importers' buttons to enter the Danish importers of your product. This is done by entering the CVR number of the company in the field. One company per line. If you want to add more companies click on "+ Add importer" again. You can check the CVR number at www.CVR.dk.

5. **Submit:** Select the 'Submit' section and press the 'Submit' button if you want to finish and submit the notification. If the notification is validated OK, you will receive a message that the notification has been registered. The PR-number, however, will not be visible before one of the importers has accepted import of the product. The importer(s) will automatically receive a message from the Product Register that they must log in to the system and accept the import of the product. After the acceptance, the PR-number will be visible on the product. If the importer does not accept within 4 weeks the importer will automatically be deleted. The notifier will be informed, if there are no more importers on the product.

2.3 Raw material

1. **Trade name:** Enter trade name and any alternative trading names. Also choose physical state of the product.

2. **Producer:** Click on the next section 'Producer' on the left hand side menu or press the 'Next' button. If your company is not the producer of the product, select 'The producer is situated outside Denmark' and enter the company name and country of the producer. Press 'Next'

3. **Composition:** Press the '+ Add components' button and add the components. The component can be entered as a name, PR number or a CAS/EC number. Please note that the component field is a 'Type ahead' field in which all names, PR numbers and CAS/EC numbers will be queried at the same time. The more characters you enter, the more accurate the query will be performed. Click on the product or substance component in the result list that you wish to add and enter the concentration of the component. Use a dot for decimals e.g. 5.4 %. The sum of the component concentration must add up to 100% in order to complete the registration and

enable you to submit the notification. You can go to the Substance section and make more advanced queries in the substance database, allowing you to find the substance components, you wish to enter in the composition.

Nano: State whether the product is on nano form or not. If so, it is possible to mark which components in the composition are nano components.

Raw materials in the product: If the product contains raw materials with an unknown composition, it will be possible to enter the material with a temporary PR-no. 2515316: 'Raw material without PR number'. When the producer of this component has notified the component as a product with information of the composition, you must update your notification and replace the generic number of the component with the PR number supplied by the producer. It is the notifier's responsibility to complete the notification with the PR number of the raw material supplied by the producer. If there are more raw materials which are unknown you must add their weight percentages under the temporary PR-no.

Alternative components: If the component is an alternative to another component, press the 'Alternative' icon: 🔗 in order to mark it as alternative. You can enter two or more components with the same concentration as alternative. Use this option if you sometime use one version of the product with one set of components, sometimes another version of the product with another set.

Other comments on the composition: Enter comments to the composition, e.g. information on names of raw materials not identified and fully registered in the system.

4. **Labelling:** Select the 'Labelling' section. If CLP labelling is required, select the relevant hazard symbols, Signal word and the relevant H- and P-phrases.
5. **Submit:** Select the 'Submit' section and press the 'Submit' button if you want to finish and submit the notification and receive a PR number. The PR-number will be shown on the following page along with the other details regarding the product. If not all information has been completed correctly, you will receive a list of errors in red bars. Press the relevant bar and the relevant section will appear and offer you the opportunity to correct and complete the information.

The PR number of the raw material is now available for the companies, who will have to notify products in which the raw material is a part of the composition.

2.4 Offshore

1. **Trade name:** Enter trade name and any alternative trading names. Also choose physical state of the product.
2. **Producer:** Click on the next section 'Producer' on the left hand side menu or press the 'Next' button. If your company is not the producer of the product, select 'The producer is situated outside Denmark' and enter the company name and country of the producer. Press 'Next'
3. **Composition:** Press the '+ Add components' button and add the components. The component can be entered as a name, PR number or a CAS/EC number. Please note that the component

field is a 'Type ahead' field in which all names, PR numbers and CAS/EC numbers will be queried at the same time. The more characters you enter, the more accurate the query will be performed. Click on the product or substance component in the result list that you wish to add and enter the concentration of the component. Use a dot for decimals e.g. 5.4 %. The sum of the component concentration must add up to 100% in order to complete the registration and enable you to submit the notification. You can go to the Substance section and make more advanced queries in the substance database, allowing you to find the substance components, you wish to enter in the composition.

Nano: State whether the product is on nano form or not. If so, it is possible to mark which components in the composition are nano components.

Raw materials in the product: If the product contains raw materials with an unknown composition, it will be possible to enter the material with a temporary PR-nr. 2515316: 'Raw material without PR number'. When the producer of this component has notified the component as a product with information of the composition, you must update your notification and replace the generic number of the component with the PR number supplied by the producer. It is the notifier's responsibility to complete the notification with the PR number of the raw material supplied by the producer.

Alternative components: If the component is an alternative to another component, press the 'Alternative' icon: in order to mark it as alternative. You can enter two or more components with the same concentration as alternative. Use this option if you sometime use one version of the product with one set of components, sometimes another version of the product with another set.

Other comments on the composition: Enter comments to the composition, e.g. information on names of raw materials not identified and fully registered in the system.

4. **Functions and industries:** Select the 'Functions and industries section' and enter one or more technical functions by pressing the '+ add function' button and type the code or text that describes the technical function in the function field. Enter a percentage for each function. Do the same when you enter one or more industries. The sum must add up to 100 %. Find an overview of all the available functions and industries on our website.

5. **Labelling:** Select the 'Labelling' section. If CLP labelling is required, select the relevant hazard symbols, Signal word and the relevant H- and P-phrases.

6. **Documents:** Attach the HOCNF form and the Safety Data Sheet of the product. You can also attach a 'Letter of access' if reference is made to products of other notifying companies.

7. **Submit:** Select the 'Submit' section and press the 'Submit' button if you want to finish and submit the notification and receive a PR number. The PR-number will be shown on the following age along with the other details regarding the product. If not all information has been completed correctly, you will receive a list of errors in red bars. Press the relevant bar and the relevant section will appear and offer you the opportunity to correct and complete the information.

Please note that offshore products must be re-notified every 3rd year. You can do this by editing the product, see 3.3.

2.5 Biocide

1. **Trade name:** Enter trade name and any alternative trading names. Also choose physical state of the product. The company's internal code: There is a possibility that the company can enter an internal code to the product. For example, it may be an indication of a particular department in the company or a specific item number.
2. **Producer:** Click on the next section 'Producer' on the left hand side menu or press the 'Next' button. If your company is not the producer of the product, select 'The producer is situated outside Denmark' and enter the company name and country of the producer. Press 'Next'
3. **Composition:** Press the '+ Add components' button and add the components. The component can be entered as a name, PR number or a CAS/EC number. Please note that the component field is a 'Type ahead' field in which all names, PR numbers and CAS/EC numbers will be queried at the same time. The more characters you enter, the more accurate the query will be performed. Click on the product or substance component in the result list that you wish to add and enter the concentration of the component. Use a dot for decimals e.g. 5.4 %. The sum of the component concentration must add up to 100% in order to complete the registration and enable you to submit the notification. You can go to the Substance section and make more advanced queries in the substance database, allowing you to find the substance components, you wish to enter in the composition.
   Raw materials in the product: If the product contains raw materials with an unknown composition, it will be possible to enter the material with a temporary PR-no. 2515316: 'Raw material without PR number'. When the producer of this component has notified the component as a product with information of the composition, you must update your notification and replace the generic number of the component with the PR number supplied by the producer. It is the notifier's responsibility to complete the notification with the PR number of the raw material supplied by the producer.
   Alternative components: If the component is an alternative to another component, press the 'Alternative' icon: in order to mark it as alternative. You can enter two or more components with the same concentration as alternative. Use this option if you sometime use one version of the product with one set of components, sometimes another version of the product with another set.
   Other comments on the composition: Enter comments to the composition, e.g. information on names of raw materials not identified and fully registered in the system.
4. **Functions and industries:** Select the 'Functions and industries section' and enter one or more technical functions by pressing the '+ add function' button and type the code or text that describes the technical function in the function field. Enter a percentage for each function. Do the same when you enter one or more industries. The sum must add up to 100 %. Find an overview of all the available functions and industries on our website.
5. **Labelling:** Select the 'Labelling' section. If CLP labelling is required, select the relevant hazard symbols, Signal word and the relevant H- and P-phrases.

6. **Submit:** Select the 'Submit' section and press the 'Submit' button if you want to finish and submit the notification. If not all information has been completed correctly, you will receive a list of errors in red bars. Press the relevant bar and the relevant section will appear and offer you the opportunity to correct and complete the information. A biocide will not be assigned a PR number.

2.6 Frame

A frame notification can be used for a series of products, which are very similar, eg. a series of paints.

1. **Trade name:** Enter the trade name (the common frame name) and minimum two frame names. Also choose physical state of the product. By common trade name is meant a comprehensive trade name for the whole frame, eg. "Trade name, various shades". Frame names could then be "Trade name blue" and "Trade name red".
It is possible to add and remove frame names continously. However the notification will be inactivated if there is only one trade name left. It is not possible to transfer the notification to a standard notification from a frame. If there is only one product left you have to make a new standard notification, and the product will be assigned a new PR number.

2. **Composition:** Press the '+ Add components' button and add the components. The component can be entered as a name, PR number or a CAS/EC number. Please note that the component field is a 'Type ahead' field in which all names, PR numbers and CAS/EC numbers will be queried at the same time. The more characters you enter, the more accurate the query will be performed. Click on the product or substance component in the result list that you wish to add and enter the concentration of the component. It is possible to use intervals since the composition must cover the whole series. Use a dot for decimals e.g. 5.4 %. You can go to the Substance section and make more advanced queries in the substance database, allowing you to find the substance components, you wish to enter in the composition.

The reporting of quantities for frame notifications must be done every second year as a total amount for the PR number of the frame. This means that the quantities for each shade should be added.

2.7 Bulk product notification

It is possible to make a series of notifications in one step by uploading XML files. Select 'New product notification' and press the button 'Bulk product notification' at the bottom of the page.

Bulk product notification

If you wish to notify several products in one step, this can be done by uploading XML files. Click below to do this.

Bulk product notification

The following page will allow you to download the necessary documents (XML Schema file, Code lists etc.) for creating or exporting XML files from your own system in the correct format. Please note that you can only put one notification in each file.

Bulk product notification

On this page you can notify by uploading XML files containing all necessary information for the given notification type. Format of the XML can be found here: XML Schema. Click "Choose files to upload" to select XML files containing the information for your notification. Click "Submit" to send in the chosen XML file.

Select the notifying company

Type in the identificating number of the company you are submiting on behalf of. This field is only visible for AT and myndighedsbruger.

| CVR or foreign company number |

Chosen files:

No files chosen yet.

Choose files to upload

Press 'Choose files to upload' and browse to your folder with your XML files. Mark as many files as you wish, press 'Open' and a list of the files will be shown on the page. Press the 'Submit' button to start the upload. After upload a list of successfully uploaded files will appear. If upload of some of the files fail, the files will be listed along with error messages indicating why they have failed. Correct the files and submit again.

After upload is finished, navigate to the Product page and check that the products are registered and included in your list of products.

3. Products

In the Products section, you can get an overview of the products that are associated with your company.

At the lower part of the screen, all the active products you have notified to the Product Registry will be displayed. If you are a Danish importer the list will also include products where your company is registered as an importer. The list will show a maximum of 2000 products. If more than 2000 products have been notified, use the search fields in order to narrow your search and retrieve information of the rest of the products.

It is possible to sort the product list. You can sort the list on all the headlines marked with a small arrow.

You can sort on a second level if you press "shift" while pressing the little arrow.

The list will display 10 products as default. If you want to display more entries or all, select the number of entries in the drop down list at the top right corner of the product list.

The result list of a search can be exported to Excel. The Excel sheet will include all details of each product enabling you to use the data for further analyses using Excel functions. Please note that all entries in the result list will be exported to Excel. If you only want details on part of your products, you must narrow your search and reduce the result list before export.

3.1 Go to a product

Search product

Here you can get an overview of the products connected to your company. Go directly to a product by typing the PR number or make an advanced search in the fields below.

PR number

Format: nnnnnnn

Go to product

The details of a product can be displayed by clicking on the PR number or the trade name or you can get the details of a specific product without query if you enter the PR number in the PR number search field and press the 'Go to product' button.

3.2 Search for a product

It is possible to query the company products by setting up one or more search criteria including search on the products content of a specific substance or product in the composition e.g. with a specific concentration percentage.

If and when your company has marked the products with a specific internal code, you will also be able to use this code as search criteria by entering a value in the field 'The company's internal code'.

3.3 Updating a product

If you want to update the information of a product, e.g. new hazard information, do the following:

1. Search your product in the Product section and go to the product detail page
2. Press 'Edit' at the top right corner of the page. The product will now open in update mode and you will be able to update all information on the product. The existing and updated information will be validated. If you want to cancel your update, press 'Cancel' and you will leave update mode and return to the product without any changes.
3. When you have updated the information on the product and you want to save your changes, press the 'Update' button at the lower right on your screen. You will receive a message that the changes have been saved. You may receive some message bars in red color indicating that other information must be updated or added before you can save the changes. The error messages will indicate where you will have to correct/add more information. It is not possible to save your updates until all the necessary information is entered and validated.

It is not possible to edit the expected quantities which have been entered while making the notification. However the quantities, which are reported together with the reporting that is made every second year, can be edited by the Product Registry. In this case just send a message to us.

For security reasons, it is not possible to see information on the composition of the products if the composition information is older than April 1st, 2017.

However, you will have the opportunity to confirm that the composition information registered in the Product Registry before April 1st, 2017 is still the current composition and do not have to be updated. If you tick the field 'The composition is up to date', the system will confirm that today a new date is registered for the information on the current composition.

If you cannot confirm the current composition and want to update the composition information, please note that any composition information only will be displayed if the company itself has entered the information on the composition. This implies that the first update of the composition of products notified before April 1st, 2017 will have to be a new registration of the total set of composition data on the product regardless of the fact that e.g. only one component need to be updated.

For raw materials from before April 1st 2017 it will not be possible to see the PR number until the company updates the product by entering the complete composition. The name of the product will be visible and can be used in the composition of products from other companies.

3.4 Product details - status

The processing status of the product can be found in the details of the product.

This status is marked with either a green or a yellow dot. The dots indicate two different things:

Green dot: The product is approved. The Product Registry has either approved the information on the product or has not yet looked at the information on the product.

Yellow dot: The product is missing information. The Product Registry will go through a selected number of notifications to see if the information on the product is sufficient. If anything is missing, the Product Registry will send a message to the notifier with an indication of what is missing. At the same time the processing status of the product will be changed

to yellow. The company can sort their products on the processing status to be able to find the notifications that have been marked with a yellow dot.

When the company updates their notification with the missing information, the notification will be marked with a green dot again.

The company´s internal code: The company has the possibility to state an internal code on the product. This can be e.g. an indication of a certain department in the company or a specific product number. To do this you have to go to the details of the product and press "Edit" in the upper right corner. Type the wanted text in the field and press "Save" at the bottom of the page. This will allow you to make queries on products using the parameter value stated in the internal code field.

3.5 Convert standard notification to a frame

You can convert a standard notification to a frame. Please note that you cannot undo this change. If there is only one frame name left you will have to make a new standard notification in which the product will be assigned a new PR number.

Select the product that you want to convert into a frame. Go to the product and press edit. Then press the buttom "convert product to a frame". You will be asked to confirm this. Then you will have to update the product with at least two frame names and possibly update the composition. When you have converted to a frame it will be possible to insert intervals in the composition. When you are finished press "update" and the product will now be a frame.

3.6 Acceptance of import of products

The importer receives a message in the companies' digital mailbox where they are asked to login and confirm the import of a product. If the import is not accepted within 4 weeks from the message is sent the importer will automatically be removed.

When the importer accepts the import they will be asked to add information about the expected quantities as well as technical function and the industry.

1. Login as described under login or copy the link in the letter. You can find the product by the name in the list of products for your company.
2. Go to the product.
3. Click on the tab "Importers", select "edit" in the top right corner.
4. Add expected quantities, technical function and industry.
5. Then press "Accept import".
6. You are now registered as an importer of the product and will every second year receive a message from the Product Registry about the reporting of quantities.

If your company is not an importer of the product then you should reject the import, and your company will be removed as an importer and the foreign company will receive a message.

If your company at a later point no longer imports the product, you can at the same place indicate that the import has stopped. Information on stop of import can also be made in connection with the reporting of amounts every second year.

Expected quantities: Indicate how many kg of the product your company is expecting to import. Please note that you have to enter a value in at least one of the fields 'Imported' or 'Produced' and a value in at least one of the fields 'Delivered to the Danish market', 'Own consumption' or 'Exported'. You can only enter quantities in full kilograms.

Functions and industries: Select the 'Functions and industries section' and enter one or more technical functions by pressing the '+ add function' button and type the code or text that describes the technical function in the function field. Enter a percentage for each function. Do the same when you enter one or more industries. The sum must add up to 100 %. Find an overview of all the available functions and industries on our website.

4. Substances

Here you can search for information about all the chemical substances that are recorded in the Product Register. You can use the search function to find a CAS number for a specific substance or you can use it to find further information on substances. The search function can also be used to identify the official or allocated CAS number for a polymer by querying the monomers of the polymer.

In all fields you can enter numbers with or without hyphens at your own choice.

You can find the following set of information about substances:

- CAS number
- Index number and or EC number
- Physical state
- Gross formula
- Names and name types
- Monomers, if the substance is a polymer
- Classification and labelling, if the substance has a harmonized classification
- Registration date and date for latest update

4.1 Go directly to a substance

If you know the CAS number that you wish to see details about, you can go directly to the substance details by entering the CAS number and press the 'Go to Substance' button. This will bring you to the detail page.

Search for substances

Enter CAS-number in the top search field to go directly to the substance. Choose one of the proposed substances in the dropdown-list to get an exact match of your search. Make an advanced search in the fields below by typing all or parts of the name/number or by choosing Seach for polymers.

Go directly to substance with CAS-number

Format: nnnn-nn-n

Go to substance

4.2 Search for a substance

If you do not know the CAS number you can use the search fields below the CAS number field and enter your search criteria. You are able to enter name, gross formula or Index- or EC number. Enter your search values in one or more fields and press the 'Search' button.
Name search will be performed on all the substance names and synonyms in the system and the result will include all the substances in which your search string occurs as a name or part of a name or synonym. If you make a search, e.g. with the string 'methanol', you will get the single substance Methanol, but the result list will also include natriumethanolat and 2-phenylethanol (because methanol, benzyl- is a synonym for 2-phenylethanol).

4.3 Search for polymers

The Product Registry contains CAS numbers for a range of polymers. Polymers without an official CAS number may exist with a 'generic' CAS number in the register. You may use this 'generic' CAS number to identify a polymer in the composition of a product you want to notify to the Product Register.

You can search for the system for a polymer by adding one or more monomers as search criteria. Use the button '+ Add building block' and enter the CAS number for the monomer. Press 'Search' and the result list will include all the polymers with the monomers as building blocks.

Please note that monomers may be registered with 'master' CAS numbers or subordinated CAS numbers in the polymer in question. If you do not get any result by making a search with the 'master' CAS number, try and use the subordinated CAS number one at a time instead and vice versa.

5. Messages

On all products it is possible to add short messages concerning the registration of the product. Messages can be added by both companies and the Product Register staff. If a message has been added by the Product Register staff, the front page menu 'Messages' icon will be marked with a number. The contact persons of the company will also receive an email saying that there is a message in the Product Registry.

You can open the dialog box on the top right corner on the product page of a given product. The dialog box will open automatically when there is an unread massage. Use the open/close dialog box button to open and close the dialog box. You can minimize or maximize the dialog window at your convenience with the arrow at the top right:

A company message list will include unread messages on each product. The message will be marked as read, when the product is opened by the user. If you wish, you can change the mark to unread again by clicking on the small blue triangle:

The dialogue box is designed in a way that it is only possible to see a dialogue between your own company and the Product Registry. This means that any dialogues between the registry and a consultant or importer will not be visible for the notifier. If a company deletes a consultant then the dialogue with the consultant will be removed.

6. Notification drafts

When you are preparing a new notification or updating an existing product, you are able to save a draft version. The draft will be stored and be available for later retrieval and update. Press the button 'Save draft' at the bottom of the page.

Select the section 'Drafts' where your drafts are located and open them for further update of information. Please note that you can only save one draft for each trade name.

7. Transfer of product to other companies

It is possible to transfer product notifications from one company to another. This may be relevant in situations where a company has been taken over by another company or if a part of the product line will be taken over by another company.

Transfer products

1. Log in as described in section 1
2. Go to Products
3. Mark the products you want to transfer
4. Press the Transfer products' button
5. Enter company number (CVR number or other company number) on the company that you wish to transfer the product to
6. The list of products will now wait for the approval of the receiving company of the transfer. Until this approval is given, the list of products will remain in the section 'Transfer of products' marked as waiting for approval. If you transfer many products at a time you may not be able to see it in "Transfer of products" until the next day.

Accept transfer of products

1. Log in as described in section 1
2. Go to 'Transfer of products'
3. Select the products you wish to be transferred to your company from the list
4. Press the button 'Accept products'. If you cannot accept transfer, use the button 'Reject products'.

If products are not accepted they will reappear as any other product in the usual product list of the company which initiated the transfer and they will no longer be available for the receiving company. This will also happen after 4 weeks if the transfer is not accepted or rejected by the new company.

8. Reporting of quantities (Danish companies only)

Every second year a message will be sent to the company e-boks asking for registration of quantities for the previous year. The registration must be reported by the companies themselves using the Probas web application. A section called 'Report of quantities' will appear on the Product Registry start page. The section will be marked with a red label with a number indicating the number of products the company must report quantities for. Reporting of quantities can now be prepared in two different ways:

1. Reporting quantities product-by-product
2. Bulk quantity reporting

8.1 Reporting quantities product-by-product

1. Log into the system on: https://probas.amid.dk/
2. Click on the 'Reporting of quantities' section on the Product Registry start page. A list of all the products, you will have to report quantities for will then appear. You can print the list by entering CTRL+P. Select the number of products you wish to be shown at the page. You will have to select 'Show all' if you want to include all products in your printout.
3. The quantity must be reported for each product. Click on the little arrow next to the trade name in order to open the box with the quantity fields


4. Tick the fields in order to activate them for input and enter the different quantities. You can use the Tab-key to move between the fields and use <Enter> for opening and closure of the quantity box for the product.
5. Enter quantity information for each product. Please note that you have to enter a value in at least one of the fields 'Imported' or 'Produced' and a value in at least one of the fields 'Delivered to the Danish market', 'Own consumption' or 'Exported'. You can only enter quantities in full kilograms. Thousands separator cannot be used.
6. Select 'Go to product' if you wish to go directly to the product details. Here you can check if any other information on the product needs to be updated. The button will open a new page where the details are shown. This can be opened in a new window.
7. As soon as the necessary quantity information has been entered the product will be marked with an orange tick next to the product. You can update the data at any time.

8. If the reported quantity deviates significantly from the previous value, you will receive a warning message. You will then be asked to confirm the data.

9. It is possible to tick the option 'The product is not produced/imported anymore'. Then the product notification is cancelled and the product registered as inactive. The PR number is then revoked and must not be used by the company. You will be asked to confirm this. It is possible to cancel and report quantities at the same time.

10. When a page with products has been filled in, you can push the button 'Send'. However, it is also possible to send more pages at the same time. The products marked with an orange tick will be registered and will disappear from the quantity reporting page.

11. If the composition information on the product is older than 5 years, you will be informed by a screen message when you enter quantity data. You will be encouraged to update your composition information in the system. This applies if there are changes in the composition, and if the composition is unchanged.

If the quantities are not reported within the stated deadline, the products will be cancelled and inactivated. Then you are not allowed to use the PR number.

8.2 Bulk quantity reporting

1. Log into the system on : https://probas.amid.dk/
2. Click on the 'Reporting of quantities' section on the Product Registry start page.
3. Bulk quantity is done by uploading quantity data to Probas from a csv-file. If you don't have created a data file already, e.g. from your own company It-system, you may choose to download the csv-file with a list of the products ready for quantity update prepared by the system. This is done by pressing the button 'Export quantity reports to Excel'
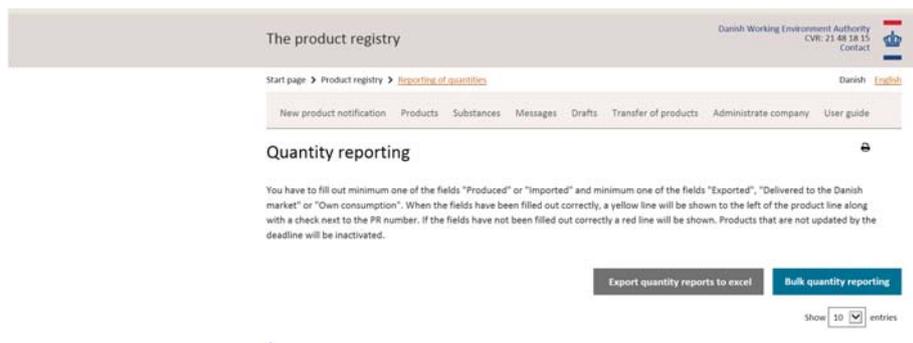
4. The system will generate a csv-file with a list of the products ready for update and offer an opportunity to save this list locally. The file can be opened in Excel and will look like this:

Product number	Trade name	Produced (Kg)	Imported (Kg)	Delivered to Denmark (Kg)	Own use (Kg)	Exported (Kg)	Will be deactivated
1234567	Product 1						
7654321	Product 2						
.	.						
.	.						

If the file is opened in edit mode, e.g. NotePad, it will look like this:

Product number;Trade name;Produced (Kg);Imported (Kg);Delivered to Denmark (Kg);Own use (Kg);Exported (Kg);Will be deactivated;
1234567;Product 1;;;;;;;
7654321;Product 2;;;;;;;
  .   ; .   ;;;;;;;
  .   ; .   ;;;;;;;

Whether the downloaded file is used as basis for updating quantities or the csv-file is generated from the company's own It-system, the file must have this csv-format after update and before upload to Probas. If the file is prepared in Excel you must save the final version in csv format.

5. The six empty columns in the file must be updated according to the same rules applicable for updating product-by-product, see section 8.1 above, e.g. you have to enter a value in at least one of the fields 'Imported' or 'Produced' and a value in at least one of the fields 'Delivered to the Danish market', 'Own consumption' or 'Exported'. You can only enter quantities in full kilograms. Thousands separator cannot be used.
Put an X in the last column if the product is not produced/imported any more. Then the product notification is cancelled and the product registered as inactive. The PR number is then revoked and must not be used by the company. It is possible to cancel and report quantities at the same time.

6. **Tip!** If you want a list of the quantities reported last time, go to the 'Products' page and make a query of all your active products and select 'Show all' rows (or tick the products you wish to select on the list). Press the button 'Export search result to Excel', open the file and select the 'Quantities' tab. Sort your list by Year in descending order and you will get a list including Pr-numbers and quantity data from your last report.

7. When the csv-file is completed and ready for upload, press the button 'Bulk quantity reporting' and you will get the following page:
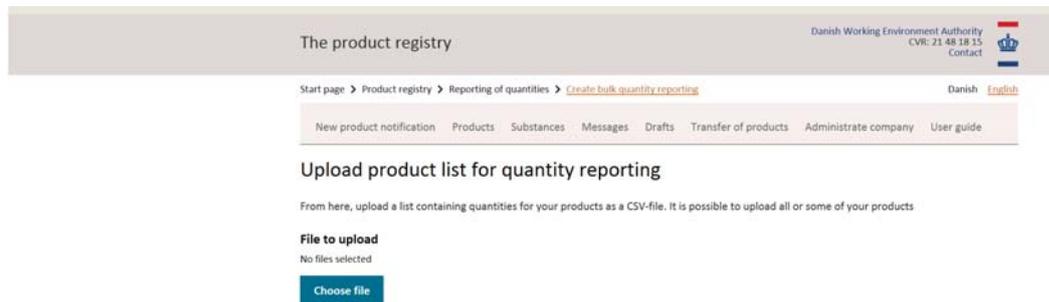
8. Press the button 'Choose file' and browse your computer for the csv-file, press 'Open' and the file name will appear on your page along with the button 'Submit'. Submitting the file will cause it to be validated and a complete list of the products will appear on the page. If there is an error in data of the products, they will be marked with a red line in the left margin and you will be able to correct data manually. Alternatively, you can generate a new csv-file and try upload again.

   If all products are OK and marked with a yellow line, you can go to the bottom of the page and press the button 'Report entered' and the quantities will be stored in the system. Depending on the number of products on the list this may take some time, so please have patience until the registration is complete.

   It is possible to create files and select upload of part of your entire product portfolio. In other words, you do not have to include all your products in the same upload, but you will have to have completed all the products selected for reporting before the final report deadline.

If the quantities are not reported within the stated deadline, the products will be cancelled and inactivated. Then you are not allowed to use the PR number.

9. Administrate company

Here you can add contact persons or consultants. There has to be at least one contact person registered with the company. In this context, the term consultant is used to describe a company acting as a notifying company on behalf of another company. For example, this is the case when a foreign branch of a company notifies products on behalf of the Danish branch of the same company.

NB! Please note that the users in the company will have access to all information send by a consultant to the Product Registry on behalf of the company. If a consultant receives information on a composition of a product from a producer and the Danish company is not allowed to see this, the composition must be provided by the foreign producer which will then receive the PR number of the raw material. This raw material PR number can then subsequently be added to the notification of the Danish company.

9.1 Assign rights to a consultant

1. Log in as described in section 1.
2. Select 'Administrate company'.
3. Press 'Edit' at the top right corner.
4. Select 'Consultants' and add consultant.
5. Enter the CVR number or other company number of the consultant company.
6. Press 'Save'. The consultant is now registered on your company.

9.2 Add contact person

1. Log in as a Danish or foreign company as described in section 1.
2. Select 'Administrate company'.
3. Press 'Edit' at the top right corner.
4. Select 'Contact persons' and press '+ Add contact person'.
5. Enter the name and e-mail of the contact person.
6. Press 'Save'. The contact person is now registered on your company.

If you want to remove a consultant or contact person, press the 'X' next to the name of the consultant or contact person and finish with 'Save'. The consultants or contact persons are now removed from your company.

Please note that there must be a minimum of one contact persons registered on your company.

10. Shortcuts in the Product Registry

Here you can find shortcuts that will make working in the Product Registry easier.

Mouse + keyboard:
Ctrl + left click = Open link in new tab*
Shift + left click = Open link in new window
Ctrl + scroll wheel on mouse = Zoom in and out
Touch scroll wheel on link = Open link in new tab
Touch scroll wheel on tab = Close tab

Windows / tabs:
Ctrl + N = Open new window
Ctrl + tab = Go to next tab
Ctrl + shift + tab = Go to previous tab
Ctrl + W = close current tab
Ctrl + shift + T = Open the last closed tab

Keyboard shortcuts:
Alt + left arrow key = Back to previous page
Alt + Right arrow key = Up to the next page
Page Down = Scroll down
Page Up = Scroll up
Ctrl + F = Search the page

* For example, when a search of products is made and you want to look into one of the products, a new tab / window can be opened. In this way you will keep the search result in the first tab. If you open the product directly the search result will disappear and must be retrieved.

11. List of generic CAS numbers

The following CAS numbers can be used if you must add a component to the composition of the product and you do not know the correct CAS number. However, please note that generic CAS numbers (except the generic number for Polymer) can only add up to a maximum of 2 pct. of the composition.

If a raw material must be added to the composition and the raw material has not been added to the Product Registry, you can use the number for "Raw material without PR number". This number is not a real PR-number. If you have several raw materials that are unknown, you will have to add the concentrations of these product, since it is only possible to add the number once in the composition. Next to the information about composition, there is a comment field where you can type the name(s) of the raw material(s).

Generic CAS number	Name	Note
100999961-59-0	Polymer without CAS number - generic	
100999899-52-0	UVCM, unresolved, variable or complex mixtures	Offshore use
PR-nr. 2515316 Temporary	Raw material without PR number, time limited*	* Must be replaced by a 'proper' raw material, when a PR number has been assigned to the raw material within 3 months.
100999969-38-9	Viscosity-altering agent	
100999969-39-0	Impurity	
100999969-40-3	Siccative	
100999969-41-4	Stabilizer, Corrosion inhibitor	
100999969-42-5	Surfactant, Emulsifier	
100999969-43-6	Sequestering agent	
100999969-44-7	Catalyst, Accelerator	
100999969-45-8	Filling agent	
100999969-46-9	Denaturant	
100999969-47-0	Carrier	
100999969-48-1	Fuel Additive	
100999969-49-2	Flame retardant	
100999969-50-5	Softener	
100999969-51-6	Defoamer	
100999994-15-9	Perfume, Fragrance,	
100999997-78-3	Pigment, Colouring agent	
100999960-25-7	Substance/Raw material with another	

	technical function	