

Adobe Interactive Forms in the Use Alignment Process

User Guide for Customers

Dear customer,

Since you are browsing this document we assume that you have received at least one Adobe Interactive Form from Biesterfeld Chemiedistribution. We will use Adobe Interactive Forms in the Use Alignment Phase under REACH as an instrument to collect information on uses that have to be considered for the registration.

One Adobe Interactive Form has been sent to you for each product that your company has bought from the Biesterfeld Chemiedistribution since January 1st 2008. While we have tried to keep the Adobe Interactive Form simple this guide may provide additional help where this is desired. If you need assistance beyond the scope of this guide please contact Biesterfeld Chemiedistribution directly via phone or e-mail.

Please note that in order to correctly display the content of the Adobe Interactive Form we recommend to use Adobe Reader version 9.1.x. or higher. You can download it for free from the [Adobe Reader web site](#).

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1. Structure of the Document

The Adobe Interactive Form used for the use alignment process with our customers consists of up to five parts that are in detail:

Introduction	In this part you get some basic information on how to use the Adobe Interactive Form as well as the opportunity to communicate any changes in your contact data.
Product & Customer Details	In this section details about the product, like product name or product number are provided. Also, details about our business partner, your company in that case, can be found here. Last but not least, if a product was an exempt from registration under REACH this would be indicated here as well.
Standard Uses	In the third part headed with "Uses that are registered or will be registered" any uses that are – according to information we received from our suppliers – already in the scope of evaluation regarding a registration are listed.
Additional Uses	In the fourth part headed "Additional uses of you" you can specify any uses for the product that are relevant for your company and that are not listed in the previous section.
Disclaimer & Submit Button	On the last page you will find the legal disclaimer as well as the submit button that allows you to send the filled form back to Biesterfeld Chemiedistribution where it will be processed.

2. Introduction

The first page of the introduction gives a basic outline what to do with the Adobe Interactive Form (AIF). You have also found the link that led you to this help document there.

On the second page of the introduction you will find a recommendation on what information you should provide when specifying additional uses (see chapter [Additional uses](#) for more details on additional uses).

Finally, you may specify any change of the REACH contact data for this product. To do so, please click the checkbox "Our contact data has changed." This will open a box with three fields where you can provide the updated contact information. The current values for the REACH contact are preselected:

1. Click the checkbox
 Our contact data has changed.

My contact data	
First name / Last name	Jane Doe
E-Mail-Address	jane.doe@anycompany.xx

After you have provided updated data you may continue to fill in the rest of the AIF. The changed contact information will be send to Biesterfeld Chemiedistribution along with the rest of the document when you click the SUBMIT button in the last step.

3. Product & Customer Details

On this page it will be specified which product an individual AIF refers to. In the header you will therefore find information on the product name and number. Where reasonable (e.g. substances, but not for preparations) also the CAS- and EINECS-number of the product will be provided:

Our Product Name:	Philosopher's Stone	CAS-Number:	777-77-7
Our Product Number:	1234567890	EINECS-Number:	777-777-7

Article code of the product you have bought

Name of the product that you have bought

EINECS-number of the product if available

CAS-number of the product if available

Furthermore, you will find information on the business partner that this AIF was sent to. This has purely informational character and may not be edited:

Our Business partner:
 Anycompany
 Customer ID: 654321
 Anyroad 28B
 12345 Anytown
 Anycountry

Being our business partner, your company data will be provided here

One last information that may be drawn from this page is whether a product is an exempt from the registration. In the case that this applies below shown box we be visible and the sections Standard Uses and Additional Uses will be omitted. In cases where the product is not an exempt this box will not be visible in the AIF:

Exemption Status	
<input checked="" type="checkbox"/>	According to our supplier this product is an exempt from REACH and does not have to be registered.

4. Standard Uses

In this section that is headed with "Uses that are registered or will be registered" all so called standard uses will be listed. A use is considered a standard use when it has already been identified as relevant for registration by our supplier(s). Each standard use is uniquely defined by up to five use descriptors as recommended in the top-down approach published by CEFIC.

Please browse through the list of standard uses and check whether your requirements are already covered there. While doing this, please indicate any use that is relevant for your company with a checkmark in the respective box:

Uses that are registered or will be registered

This use matches to my company

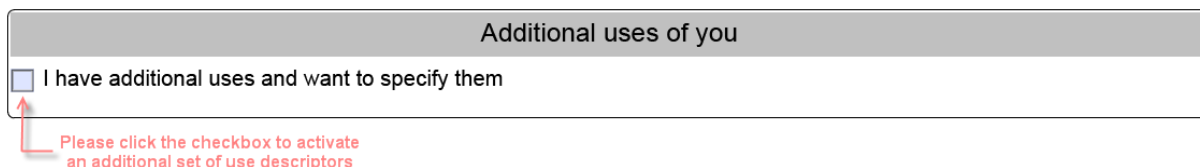
Sector of use	SU1: Agriculture, forestry, fishery
Product category	PC1: Adhesives, Sealants
Process category	PROC1: Use in closed process, no likelihood of exposure; Industrial setting;
Article category	AC 1-1: Passenger cars and motor cycles
Environm. Release	ERC1: Production of chemicals

Click to activate checkbox

If any uses required by you are missing among the standard uses please specify them in the next section (see following chapter [Additional uses](#)).

5. Additional uses

When you want to specify additional uses that should be considered for the registration by our suppliers this section will offer you the possibility to do so. To activate an empty set of use descriptors please click on the checkbox "I have additional uses and want to specify them":

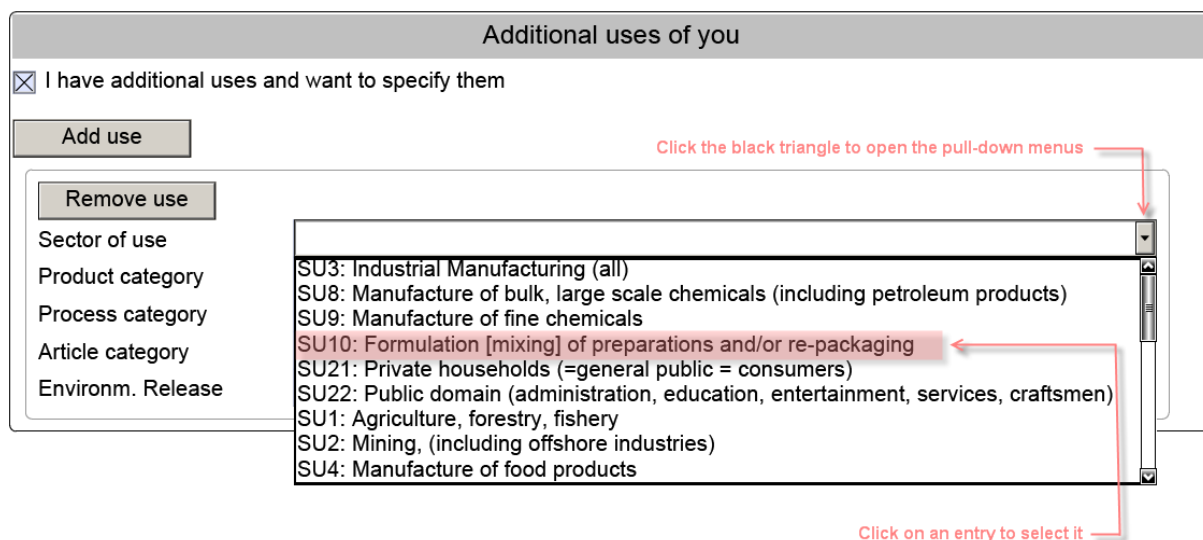


Additional uses of you

I have additional uses and want to specify them

Please click the checkbox to activate an additional set of use descriptors

Specify your first additional use by selecting appropriate entries from the use descriptor pull down menus:



Additional uses of you

I have additional uses and want to specify them

Add use

Remove use

Sector of use

Product category

Process category

Article category

Environm. Release

SU3: Industrial Manufacturing (all)
 SU8: Manufacture of bulk, large scale chemicals (including petroleum products)
 SU9: Manufacture of fine chemicals
 SU10: Formulation [mixing] of preparations and/or re-packaging
 SU21: Private households (=general public = consumers)
 SU22: Public domain (administration, education, entertainment, services, craftsmen)
 SU1: Agriculture, forestry, fishery
 SU2: Mining, (including offshore industries)
 SU4: Manufacture of food products

Click the black triangle to open the pull-down menus

Click on an entry to select it

Please follow the below outlined guidance for the specification of your additional uses where possible:

1. It is recommended to choose among below listed sectors of use. You will find them on top of the sector of use pull down list – as shown in above screenshot – before the rest of the use descriptor follows in numerical order:

SU8/9	Manufacture of substances
SU10	Formulation
SU3	Industrial uses
SU21	Private household
SU22	Professional uses

2. Depending on the chosen sector of use please select the following required other categories of use descriptors:

- SU8/9 Also select "Process category" (PROC) and "Environm. Release" (ERC).
- SU10 Also select "Process category" (PROC) and "Environm. Release" (ERC).
- SU3 Also select "Process category" (PROC) and "Environm. Release" (ERC).
- SU21 Also select "Product category" (PC) and "Environm. Release" (ERC).
- SU22 Also select "Process category" (PROC) and "Environm. Release" (ERC).

In addition to those sectors of use we recommend to also select "Article category" (AC) and "Environm. Release" (ERC) when you are manufacturing an article or creating waste.

Should you have more than one additional use please click the "Add use" button to create more blank sets of use descriptors that you may modify according to your requirements. You may also delete any previously created additional use by clicking on the "Remove use" button in the respective use descriptor set:

Additional uses of you

I have additional uses and want to specify them

Add use

← Click to obtain more empty sets of use descriptors

Remove use

← Click to remove previously created additional uses

Sector of use	SU9: Manufacture of fine chemicals
Product category	
Process category	PROC3: Use in closed batch process (synthesis or formulation); Industrial setting;
Article category	
Environm. Release	ERC6a: Industrial use of intermediates

6. Disclaimer & Submit Button

On the last page you will find the legal disclaimer and in the footer the submit button. Please use the submit button after you have completely filled in the AIF according to your requirements.

After you have clicked on the submit button an e-mail to Biesterfeld Chemiedistribution will be created with your AIF attached. Please note that in the body of this e-mail no comments or remarks from your side should be made as the AIFs will be processed automatically and any changes in the e-mail body would not be recognised. Simply send the e-mail in due time to the already specified address and your additional uses will be forwarded to our suppliers in order to consider them for registration.