

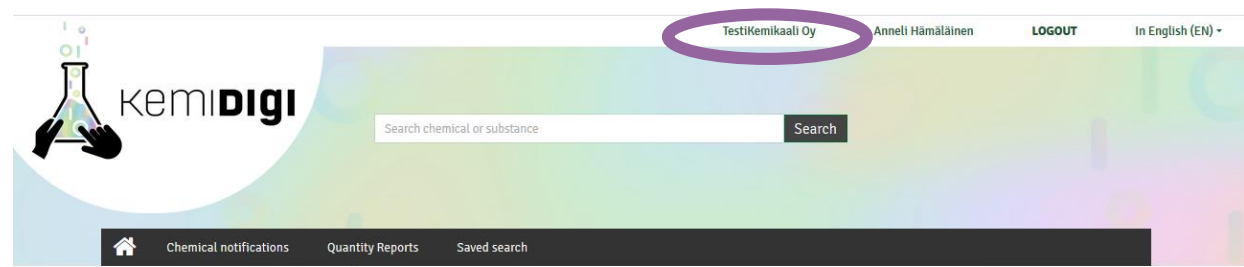


# KeMIDigi!

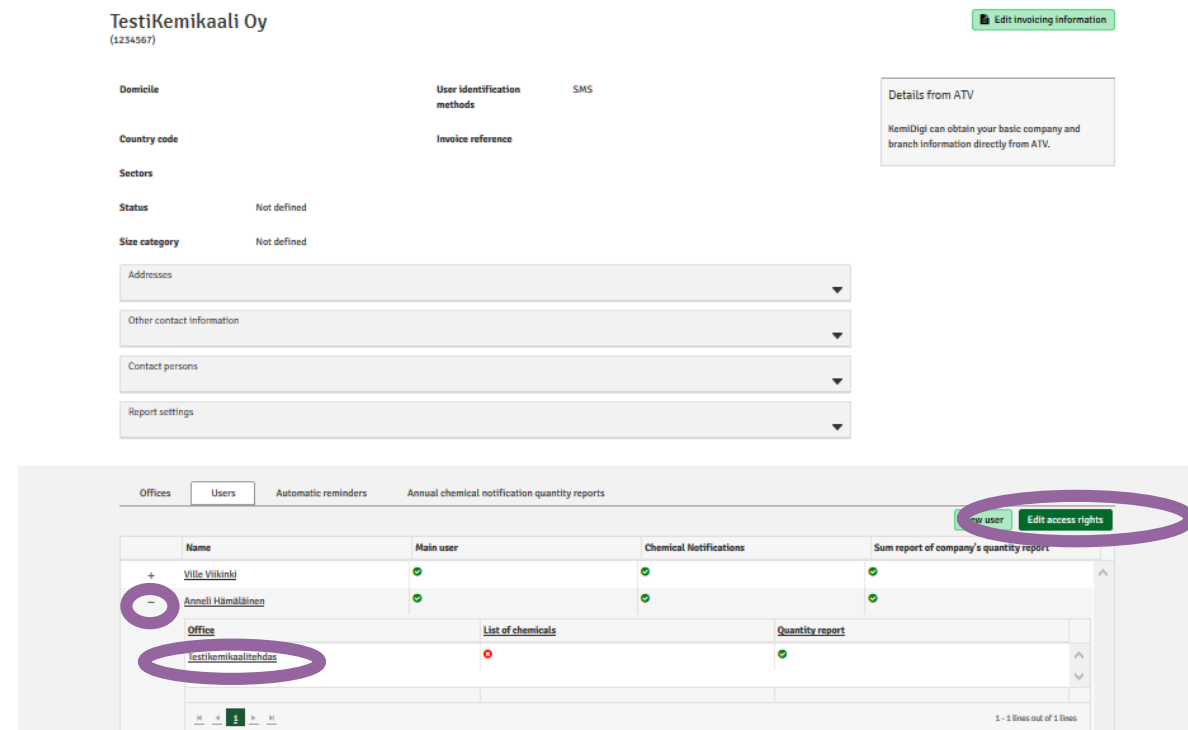
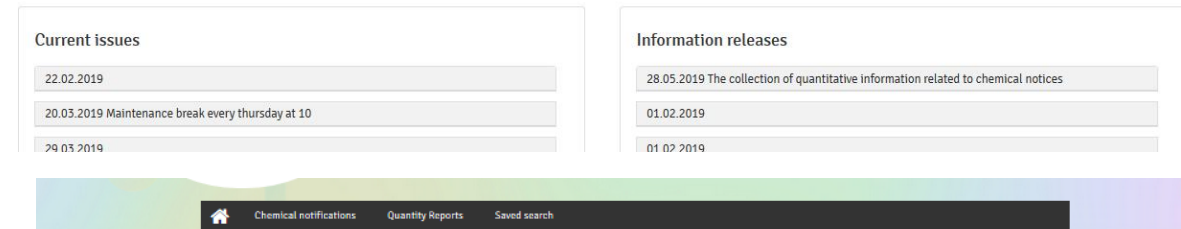
**Quantity reporting instructions**

# User rights concerning quantity reporting

- Only main user can add user rights to other users and to her/himself
- Main user sees the tab USERS by pressing company name in top of the page
- Upper lever rights concern company level rights; is the user MAIN USER, does this user has right to do the CHEMICAL NOTIFICATIONS and does this user has right to send the finished quantity gathering report to Tukes authorities (SUM REPORT OF COMPANY'S QUANTITY REPORT)
- By pressing '+' besides the user name, main user can give rights to office level functions, like LIST OF CHEMICALS and QUANTITY REPORT filling
- In order to get access to the quantity report filling, there has to be the main office added under the user in user rights here and the access to Quantity report has to be activated
- The new rights come into force in next login

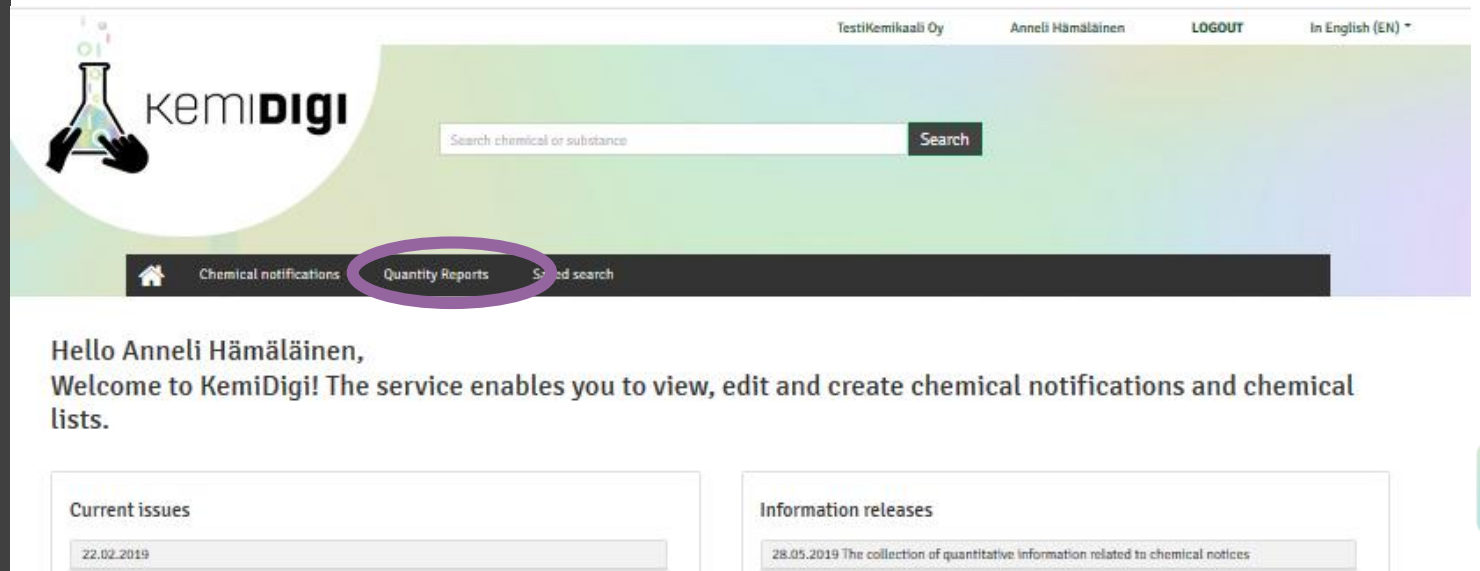


Hello Anneli Hämäläinen,  
Welcome to KemiDigi! The service enables you to view, edit and create chemical notifications and chemical lists.



# Front page

- If the user has access to Sum report of company's quantity report and the main office has been added with access to main office Quantity report to the user, then there will be seen link QUANTITY REPORT in upper menu bar on front page
- By pressing this link, the user gets straight to quantity report page

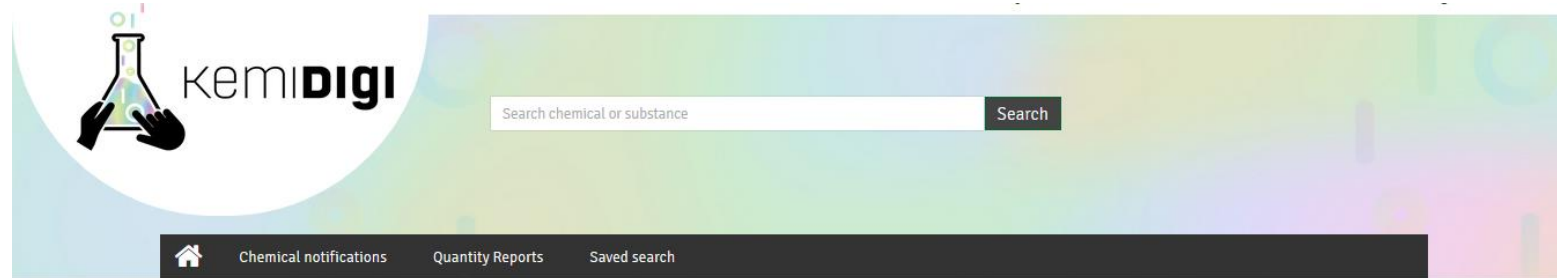


The screenshot shows the front page of the KemiDigi system. At the top right, there is user information: TestiKemikaali Oy, Anneli Hämäläinen, LOGOUT, and In English (EN). The main header features the KemiDigi logo on the left and a search bar on the right. Below the header is a dark navigation bar with three items: a home icon, 'Chemical notifications', and 'Quantity Reports' (which is circled in purple), followed by 'Speed search'. Below the navigation bar, a personalized greeting reads: 'Hello Anneli Hämäläinen, Welcome to KemiDigi! The service enables you to view, edit and create chemical notifications and chemical lists.' At the bottom, there are two sections: 'Current issues' with a date '22.02.2019' and 'Information releases' with a date '28.05.2019' and a description 'The collection of quantitative information related to chemical notices'.

# Quantity report

- Other way to get into quantity report page, is to press company name on top of the page
- Under tab OFFICES, there is a link to 'Main office' information
- By pressing 'main office' link, ANNUAL CHEMICAL NOTIFICATION QUANTITY REPORTS will open, if user has been given access to main office quantity report
- This same page should open also on straight link QUANTITY REPORTS in upper menu bar
- By pressing 'GO TO FILL IN QUANTITY REPORT', the quantity report is opened

Name ↑	Address	Sector
Testikemikaalitehdas (main office)		
testitehdas		



## ← TestiKemikaali Oy / Testikemikaalitehdas (1234567)

Office ID 709479

Ratio calculation result Toiminnalle on haettava lupaa Tukesilta.

Type Main office

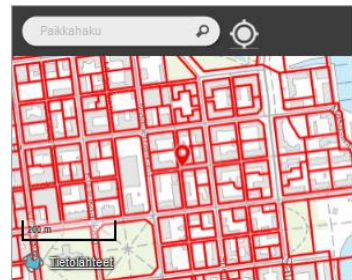
Sectors

### Aliasnimet

Osoitteet

Other contact information

Contact persons



Lists of chemicals for storage and use

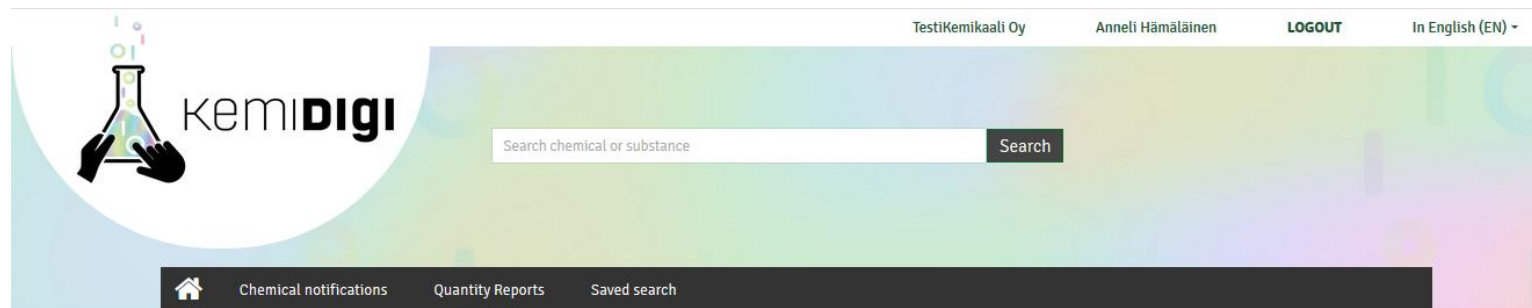
Annual chemical notification quantity reports ⓘ

! Send the quantity reports of 2018 by !

Go to fill in quantity report

# Filling the quantity report

- The quantity of chemicals manufactured for Finnish markets or imported to Finland needs to be reported as accurately as possible:
  - Between 0,1—1 tons the quantity must be reported with 0,1 ton accuracy;
  - between 1—100 tons the quantity must be reported with 1 ton accuracy;
  - between 100—1 000 tons the quantity must be reported with  $\pm 10\%$  accuracy;
  - $> 1\,000$  tons the quantity must be reported with  $\pm 20\%$  accuracy.
- If the product was not placed on the market, put a tick 'NOT PLACED ON THE MARKET'
- Next to the quantity for this year, there can be seen previous year volumes, if a product has been reported volumes in previous year



## TestiKemikaali Oy / Testikemikaalitehdas / Quantity report of chemical notification 2018

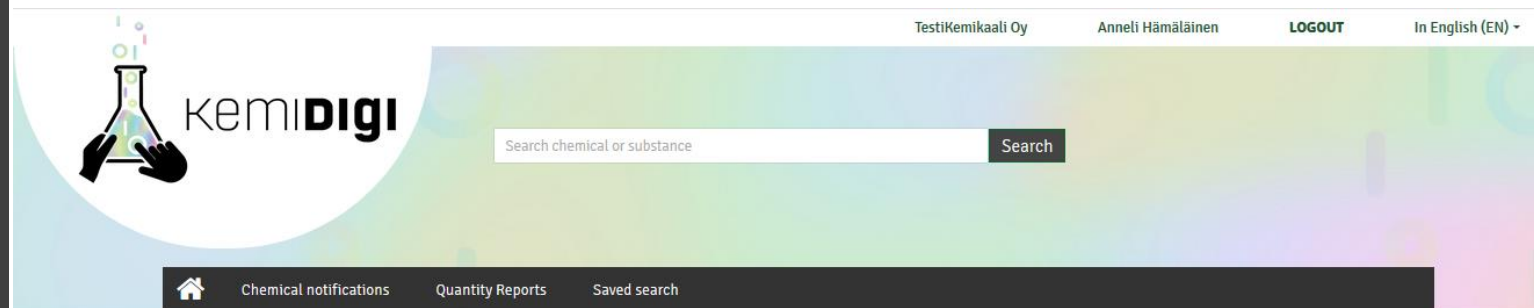
Saved  
Draft | Saved 13.05.2019 at 10:10:18  
0 Notes | 0 Messages

Export to Excel Save draft Ready Edit

Chemical notification number	Trade name ↑	Product code	Time on market	Not placed on market		Manufactured quantity [t]		Imported quantity from within the EU/EEA [t]		Imported quantity from outside the EU/EEA [t]	
				2018	2017	2018	2017	2018	2017	2018	2017
<a href="#">500069</a>	Minnan testi		01.01.2018 - 31.12.2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0		0		0
<a href="#">500067</a>	Minnan testi		01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>		0	2	0		0
<a href="#">500276</a>	nimi 1	1234	01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>		0		0	4	0
<a href="#">500276</a>	nimi 2	abcd	01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>	50	0		0		0
<a href="#">500271</a>	tes		01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>		0	30	0		0

# Functions in quantity report

- Save draft
  - Will save the unfinished draft for user, not seen by authorities yet
- Ready
  - Will publish the quantity report
  - Will be seen by authorities only
  - After pressing READY, the report cannot be processed anymore
  - Authorities can send the report back to the company for corrections
- Edit
  - Can edit the report before pressing ready
- Export to excel
  - information can be send to excel file
- READY is activated only when all the information in report is filled



## TestiKemikaali Oy / Testikemikaalitehdas / Quantity report of chemical notification 2018

Saved  
Draft | Saved 13.05.2019 at 10:10:18  
0 Notes | 0 Messages

Export to Excel Save draft Ready Edit

Chemical notification number	Trade name ↑	Product code	Time on market	Not placed on market		Manufactured quantity [t]		Imported quantity from within the EU/EEA [t]		Imported quantity from outside the EU/EEA [t]	
				2018	2017	2018	2017	2018	2017	2018	2017
<a href="#">500069</a>	Minnan testi		01.01.2018 - 31.12.2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
<a href="#">500067</a>	Minnan testi		01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	<input type="text" value="2"/>	0	<input type="text"/>	0
<a href="#">500276</a>	nimi 1	1234	01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	0	<input type="text" value="4"/>	0
<a href="#">500276</a>	nimi 2	abcd	01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="50"/>	0	<input type="text"/>	0	<input type="text"/>	0
<a href="#">500271</a>	tes		01.01.2018 - 31.12.2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0	<input type="text" value="30"/>	0	<input type="text"/>	0

# Communication

- Notes

- Will be shown only to company users who has access to quantity report

- Messages

- Company user can send a message to the Tukes authorities concerning quantity report
- Message is shown to authorities when quantity report has been published

Saved  
Draft | Saved 13.05.2019 at 10:10:18

0 Notes 0 Messages

Export to Excel Save draft Ready Edit

Chemical notification number	Trade name ↑	Product code	Time on market	Not placed on market		Manufactured quantity [t]		Imported quantity from within the EU/EEA [t]		Imported quantity from outside the EU/EEA [t]	
				2018	2017	2018	2017	2018	2017	2018	2017



# All Quantity reports

- In company information, there is a tab 'ANNUAL CHEMICAL NOTIFICATION QUANTITY REPORTS'
- There is seen all quantity reports a company has published for authorities or drafts saved for publication

TestiKemikaali Oy  
(1234567)

Edit invoicing information

**Domicile** **User identification methods** SMS

**Country code** **Invoice reference**

**Sectors**

**Status** Not defined

**Size category** Not defined

Details from ATV

KemiDigi can obtain your basic company and branch information directly from ATV.

Addresses

Other contact information

Contact persons

Report settings

Offices Users Automatic reminders **Annual chemical notification quantity reports**

Name ↑	Address	Sector
<a href="#">Testikemikaalitehdas (main office)</a>		
<a href="#">testitehdas</a>		

1 - 2 lines out of 2 lines

Offices Users Automatic reminders **Annual chemical notification quantity reports**

Quantity reports 2018

<a href="#">Testikemikaalitehdas (päätoimipaikka)</a>	Draft	-	<a href="#">2018 Quantity report of chemical notification (Testikemikaalitehdas)</a>
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# Report settings

- All companies has in report settings a default function, that only main office is allowed to report annual quantities
- Quantities can be reported also by side-offices in addition to main office, if this is preferred by a company
- Report settings can be changed only by authorities; please contact [kemidigi@tukes.fi](mailto:kemidigi@tukes.fi) if this is needed
- After this change is settings, main user can give other users access to side-offices quantity reports
- Only user with access to SUM REPORT OF COMPANY'S QUANTITY REPORT can send final report, with information from all offices in it, to authorities

## TestiKemikaali Oy (1234567)

Edit invoicing information

<b>Domicile</b>		<b>User identification methods</b>	SMS
<b>Country code</b>		<b>Invoice reference</b>	
<b>Sectors</b>			
<b>Status</b>	Not defined		
<b>Size category</b>	Not defined		

Addresses ▼

Other contact information ▼

Contact persons ▼

Report settings ▼

Can branches fill in their own quantitative information?  
No, the main office report also includes the reports of the other offices.

### Details from ATV

KemiDigi can obtain your basic company and branch information directly from ATV.



## Contact information:

Technical problems:

[kemidigi@tukes.fi](mailto:kemidigi@tukes.fi)

Questions about chemical notifications or  
quantity report:

[tuoterekisteri@tukes.fi](mailto:tuoterekisteri@tukes.fi)

*More information:*

<https://tukes.fi/en/chemicals/submitting-information-on-chemicals>

[www.kemidigi.fi](http://www.kemidigi.fi)

