

# USER GUIDE: BIORIUS APP

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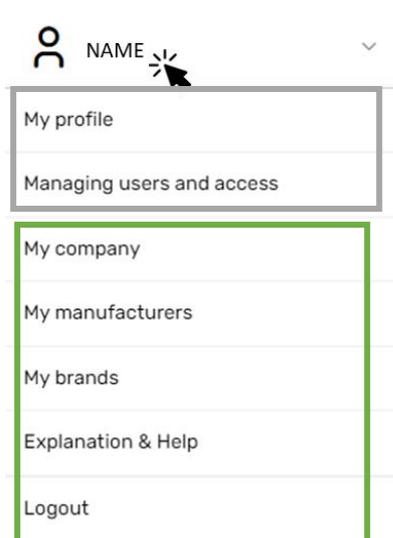
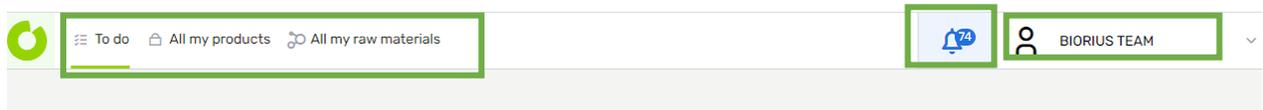
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- You create dreams, we protect them -

## 1. THE HEADER

The header allows you to:

- Quickly navigate to the different pages of the application ( [“To do”](#); [“All my products”](#); [“All my raw materials”](#))
- Check your [notifications](#) at any time
- Have access to:
  - [Your profile](#)
  - [The creation and management of users of your company](#)<sup>1</sup>
  - [Your company](#)
  - [Your manufacturers](#)
  - [Your brands](#)
- See the user guide and useful tutorials by clicking on the “Explanation & Help” tab
- Log out



### 1.1. Notifications

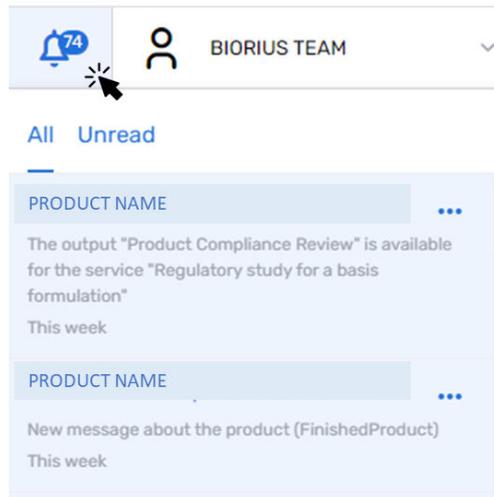
By clicking on the bell, you will see all your notifications.

The BIORIUS app has two different types of notifications:

---

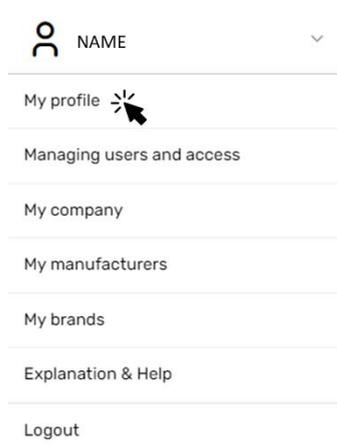
<sup>1</sup> This feature is only available if the Account Manager gives you access to this function.

1. A notification message from the expert concerning your finished product.
2. A notification of a deliverable for a specific service.



1.2. My profile and the notification reception by mail

Header -> click on your name -> my profile



If the administrator gives you access to this, you will be able to see and edit the following information<sup>2</sup>:

- First name
- Last name
- Phone
- Job function
- Mobile
- **Reception of notification by mail**

<sup>2</sup> If you want to have access to this screen, please ask to the person within your company who has the right to create users or contact your dedicated Account Manager.

You will not be able to edit the following information list:

- Login
- Email
- Language
- Company name

**Personal information**

Firstname	Lastname
Login	Email
Phone -	Mobile -
Job function -	Language

**Access management and company information** Active user

Company name

**Notifications**

Receives activity reminder by mail	Yes
------------------------------------	-----

1.3. Creation and management of users of my company

Header -> click on your name -> Managing users and access

NAME

- My profile
- Managing users and access
- My company
- My manufacturers
- My brands
- Explanation & Help
- Logout

If the administrator gives you access to this function, you will be able to see the different users of your company, edit them and create new users<sup>3</sup>.

<sup>3</sup> If you want to have access to this function, please contact your dedicated Account Manager with your manager in copy.

To create a user, simply click on “+ Create User” and complete all the required information

Home > Managing users and access

< **Managing users and access**

Home > Managing users and access > External user creation

< **External user creation**

Cancel Create user

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The new user will then receive an email inviting them to log into the BIORIUS APP for the first time and they will be prompted to follow the instructions given by the application.

To edit a user, simply click on the name of the user to see their profile. You can then:

- Consult:
  - the login
  - the email
  - the language
  - the company name
- Modify

- first name
- last name
- job function
- reception of notification by mail
- deactivate the user

Home > Managing users and access

< Managing users and access

Search in profiles... + Create User

Full name	Email	Username	Company
NAME	EMAIL	USERNAME	COMPANY

NAME Deactivate user Edit user

**Personal information**

Firstname Lastname

Login Email

Phone Mobile

Job function Language

**Access management and company information** Active user

Company name

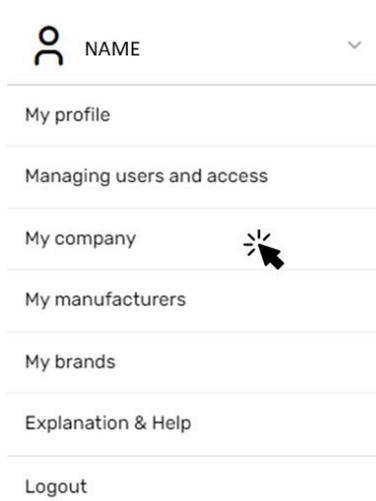
**Notifications**

Receives activity reminder by mail  Yes

1.4. My company

Header -> click on your name -> My company

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This screen is split in three parts:

1. General information containing the name of the company.
2. The contact information
3. The document linked to the company:
  - a. These documents will be considered for each product when you are listed as being the manufacturer

By clicking on “Edit Company” you can:

- Modify the company name in General information.
- Edit the contact information.
- Upload documents linked to the company and not to a specific product:
  - ID batch number
  - Metrology/e-Mark statement
  - Quality control, SOPs GMPc – Finished product
  - Procedure for Packaging and Filling
  - Quality control, SOP, GMPCS-Ingredients

**Edit company**

**General information**

Name \* Manscaped Can ask a quote No

**Contact**

Email Ex: info@biorius.be Function Ex: CEO

Mobile Ex: +32 497 123 456 Phone Ex: +32 2 232 56 45

Comment Ex: This is a comment sample Language Ex: English

Street Ex: 41, Main Street Street 2 Ex: 41, Main Street

Zip Ex: 10001 City Ex: New York

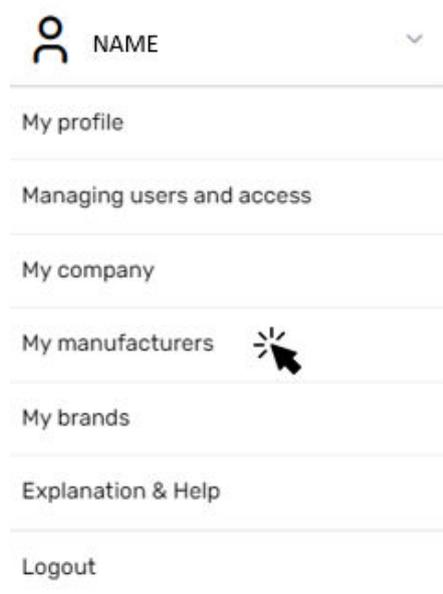
Country Ex: USA

**Documents**

DOCUMENTS	Upload
<b>Id Batch Number</b> 2 files	↑ Upload
<b>Metrology/e-Mark Statement</b> No file	↑ Upload
<b>Quality control, SOP, GMPc - Finished product</b> No file	↑ Upload
<b>Procedure for Packaging and Filling</b> No file	↑ Upload

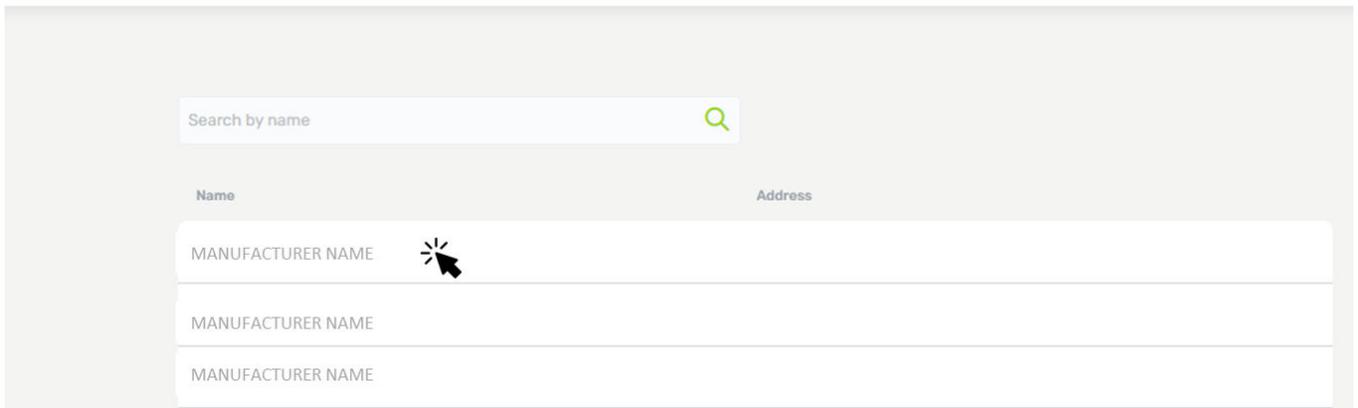
1.5. My manufacturers

Header -> click on your name -> My manufacturer



In this screen, you can see the contact information of the manufacturers that are linked to your product:

### My manufacturers



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MANUFACTURER NAME

General information			
Name	MANUFACTURER NAME	Can ask a quote	No

Contact			
Email	-	Function	-
Mobile	-	Phone	-
Comment	-	Language	-
Street	-	Street 2	-
Zip	-	City	-
Country	-		

1.6. My brands

Header -> click on your name -> My brands

NAME
My profile
Managing users and access
My company
My manufacturers
My brands
Explanation & Help
Logout

In the BIORIUS App, it's possible to manage different brands by the same company (or person). In this screen, you will be able to see each different brand:

**My brands**

Name	Company
BRAND NAME	COMPANY NAME
BRAND NAME	COMPANY NAME

By clicking on the brand, you will be able to see:

- The general information:
  - Company (not editable)
  - Product prefix<sup>4</sup> (not editable)
  - Phone and email (editable)
- The address (editable)
- The contact person number 1 and number 2 (editable)

COMPANY NAME

Edit

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## 2. MY JOURNEY

The BIORIUS APP is designed to guide the users in their actions and ensure effective communication between BIORIUS and the users.

In this chapter you will see the common path of a user through the application.

<sup>4</sup> The product prefix is the first letters of your brand used to create your product code in the BIORIUS APP

## 2.1. The “To do” tab

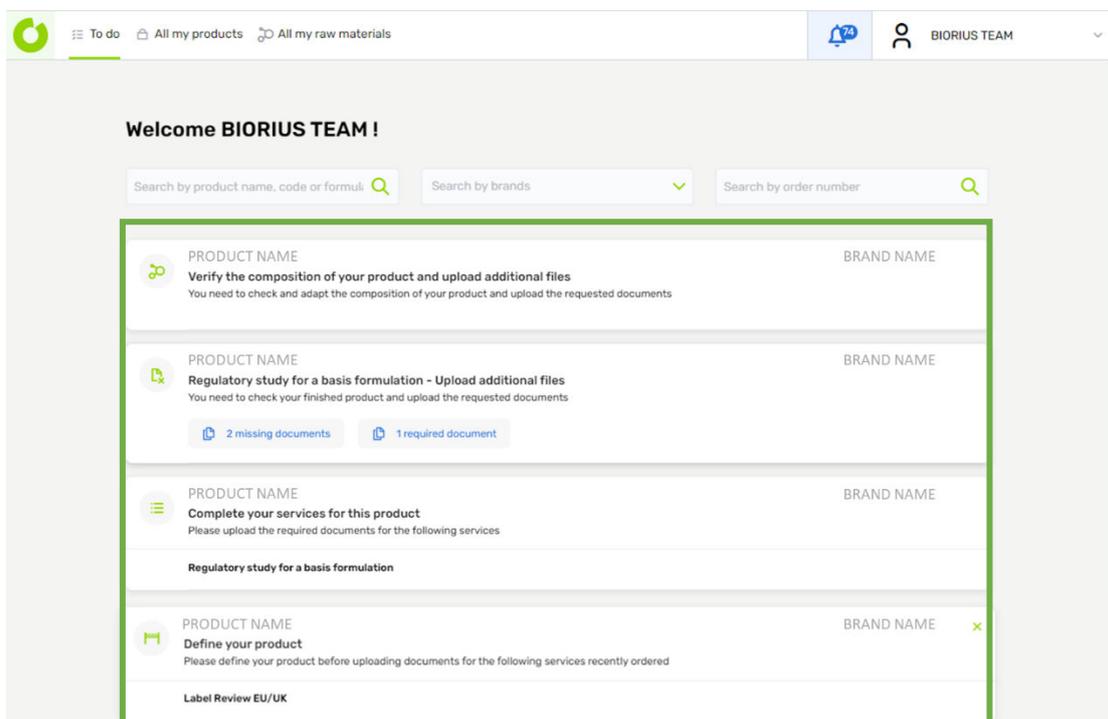
Header -> click on “To do”

This tab contains a list of tasks that your company should perform to advance in the different projects.

You can filter these tasks by searching by product code, product name and formula or you can also filter by brand and order number.

There are four different types of tasks:

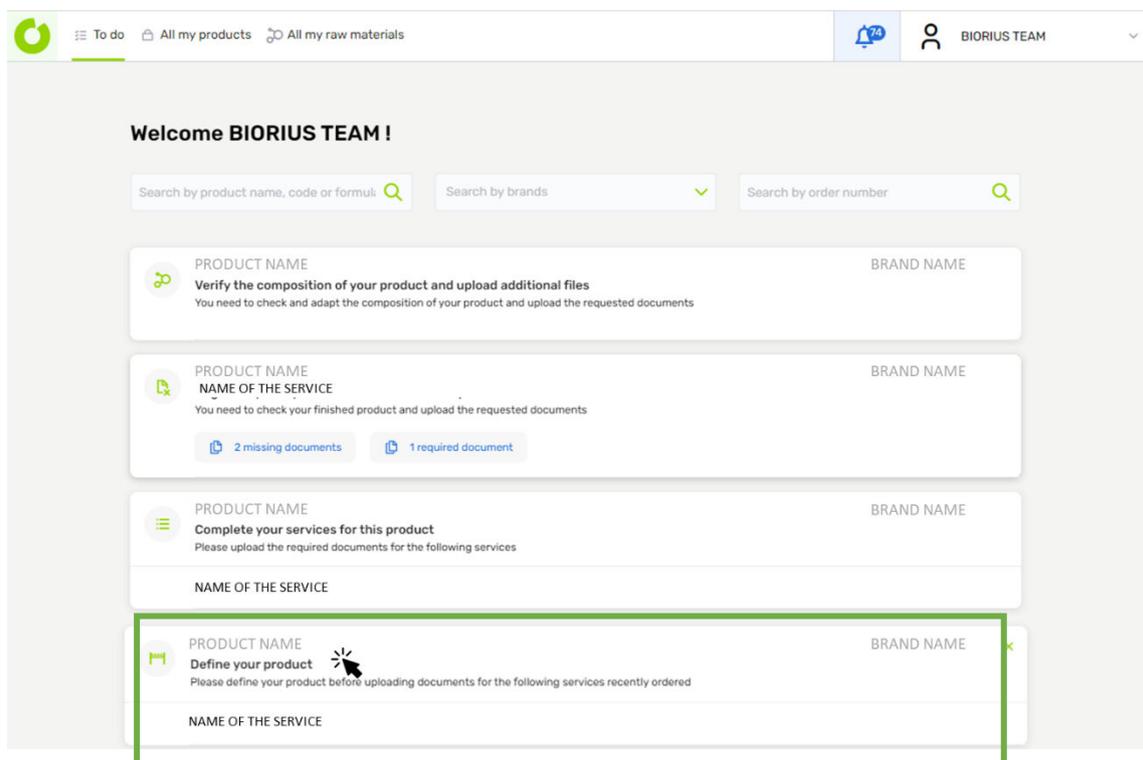
1. [“Define your product”](#): By clicking on this task, the system will ask you to complete some general information about your **new** product such as the commercial name, the composition owner, etc. This step is mandatory to continue in the process.
2. [“Complete your services for this product”](#): By clicking on this task, the system will ask you to upload some required documentation to allow our experts to begin their analysis.
3. [“Verify the composition of your product and upload additional files”<sup>5</sup>](#): By clicking on this task, the system may ask you to change your composition or to add other information and documents according to the recommendation of our expert.
4. [“\[Name of the service\] – Upload additional files”](#): By clicking on this task, the system will ask you to upload more documents concerning your finished product to allow the expert to finish their analysis.



<sup>5</sup> This task appears only if you bought a service where the encoding of the composition on the BIORIUS APP is required.

## Define your product

Header -> click on "To do" -> task: define your product



By clicking on the task, you will reach a form where you should complete general information about your product such as:

- The category of your product (selection via a drop-down list)
- If your product contains shades (yes or not)
- The target population of your product
- If your product is for single use (yes or no)

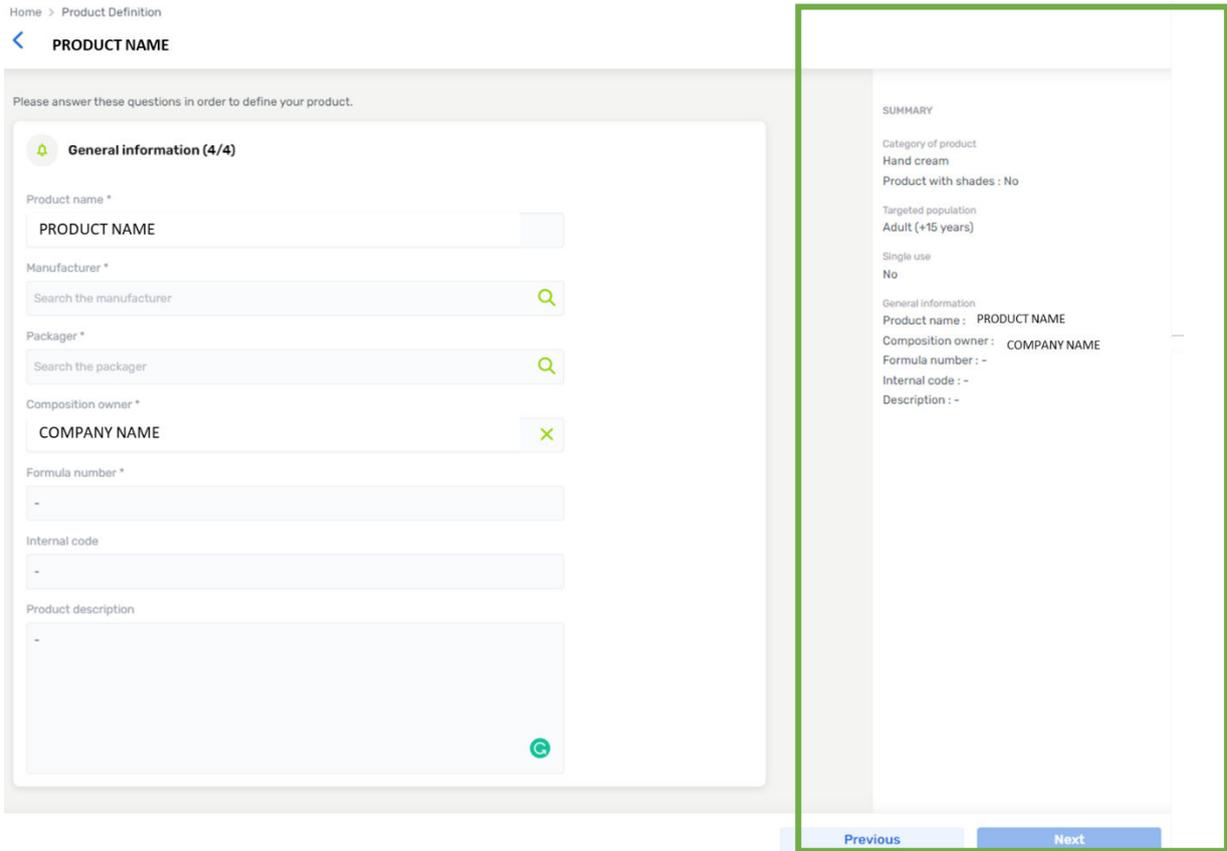
**The responses to these questions are important since they will have an impact on the analysis of our expert concerning the compliance of your product.**

You will then need to complete the below information:

- The product name: the commercial name of your cosmetic product
- Manufacturer: the company who produces your product
- Packager: the company that puts products into containers so that they can be sold
- Composition owner: the company who has access (=own) to the composition of your product, **if you are not the composition owner, this product will be defined as confidential and you will not be able to upload or see the composition of the product and/or any document containing confidential information**
- Formula number: the formula number of your product
- Internal code (optional): you can put your internal reference here
- Product description: you are invited to give a description of your product.

Before clicking "next", you will see a summary at the right of the screen:

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By clicking “next”, you will arrive at the workspace and be able to upload more documents and information. For more details see [Complete your services for your product](#).

**Edit your product**

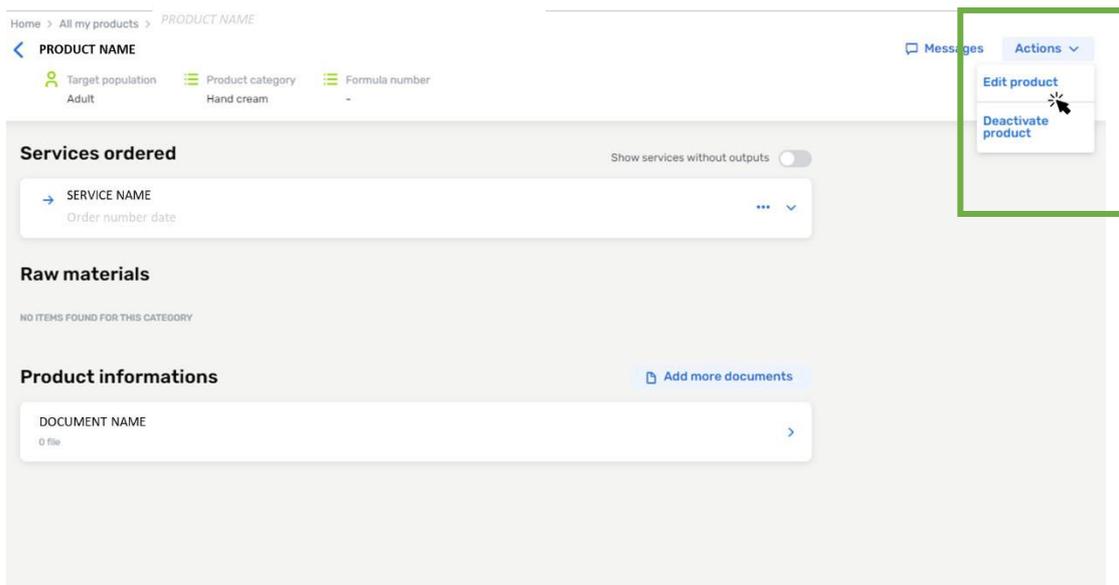
Header -> click on “All my products” -> select your product-> click on “Actions” -> click on “Edit product”

You can edit the general information in the “[Define product](#)” section until you request [any review](#) of document for this product.

If this button does not appear and you need to change information about your product, **please contact your dedicated Account Manager.**

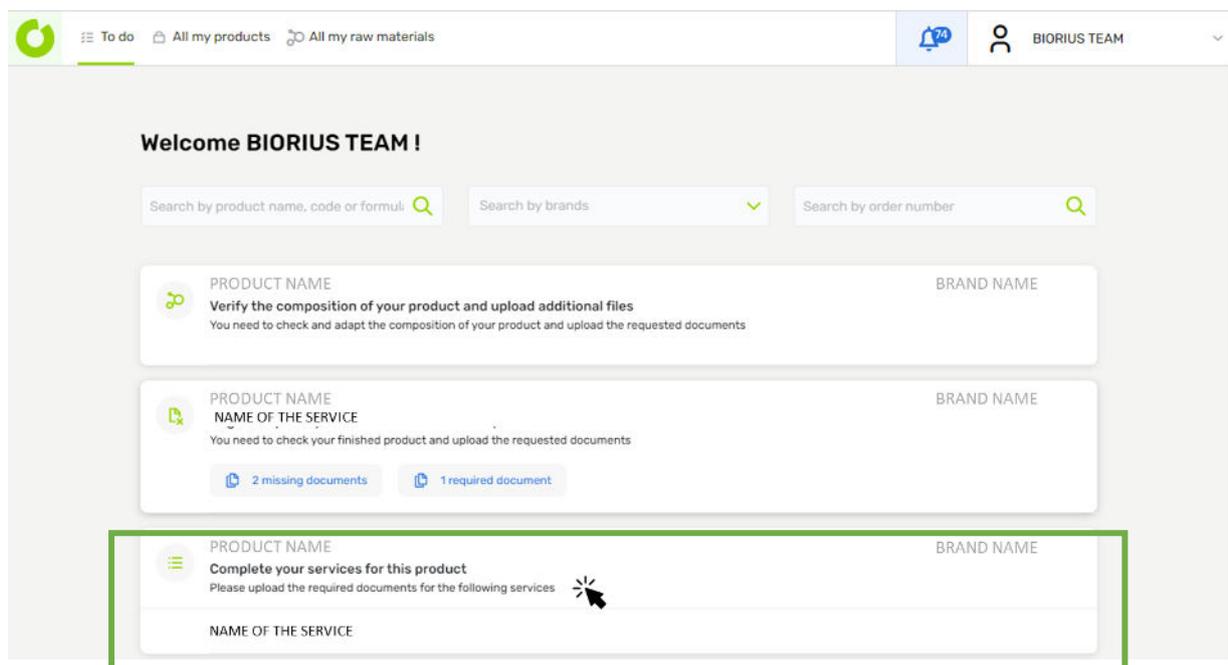
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### Complete your services for this product

Header -> click on "To do" -> task: Complete your services for this product



After clicking on the task, you will be directed to the workspace screen for your product. The workspace tells you what kind of document you need to upload<sup>6</sup> for each service and allows you to rapidly upload documents.

Documents can have different status and remarks.

<sup>6</sup> By default, the system will ask you only for the document with the status "required" and "needed in case of inspection" for each service. If you have more documents, BIORIUS advises you to add them.

Different status:

- Required: the document is required to perform this service
- Optional: this document is not always required to perform this service. However, you are encouraged to upload it if you have it
- Needed in case of inspection: the document is not required to perform the service, but needs to be available within 48 hours in the event of an inspection

Different remarks:

- File uploaded: you upload the file, but it is not yet approved.
- Approved: our expert has approved the file
- Rejected: our expert has rejected the file and cannot use it to perform the service
- Missing information: the file is correct, but our expert needs some missing information to be provided before they can approve it

**Complete your composition and add documents for your raw materials**

To do tab -> click on the task

If you order a service where the composition in raw materials is needed in the BIORIUS APP, the system will ask you to encode the composition. To encode the composition, you have two options:

1. [Encode the composition from scratch](#) by choosing, importing, or creating raw materials in the system
2. Recover the composition from an existing product by clicking on [“Recover from an existing product”](#)

Once the composition has been encoded, the system will ask you to add the necessary document(s) to perform the service. If you have previously uploaded documents for these raw materials, the system will automatically retrieve them so you won't have to upload them a second time.

Raw Materials - 100 % Actions

Please enter the composition of your product and upload the required documents for the different raw materials.

	COFA	MSDS	NON ANIMAL TESTING	TECHNICAL DATA SHEET
+ Add raw materials				
RM NAME SUPPLIER NAME %	+ Drop files here Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional
RM NAME SUPPLIER NAME %	✓ All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional
RM NAME SUPPLIER NAME %	+ Drop files here Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional
RM NAME SUPPLIER NAME %	✓ All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	

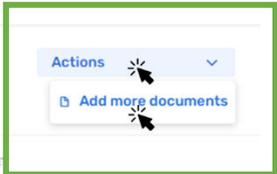
If you want to upload more documents than those shown in the application (recommended) you can do the following:

1. click on “Action” -> “Add more documents”.
2. Then select the type of document you would like to add in the “category field”, if you don't find your desired category you can choose “Other”.

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3. Lastly, you must choose if you want to add this type of document for all the raw materials or only for specific ones.
4. Then click on confirm.

Raw Materials - 100 %				
Please enter the composition of your product and upload the required documents for the different raw materials.				
+ Add raw materials	COFA	MSDS	NON ANIMAL TESTING	TECHNICAL DATA SHEET
RM NAME SUPPLIER NAME %	✓ All files validated <small>Required</small>	✓ All files validated <small>Required</small>	+ Drop files here <small>Needed in case of inspection</small>	✓ All files validated <small>Optional</small>
RM NAME SUPPLIER NAME %	+ Drop files here <small>Required</small>	✓ All files validated <small>Required</small>	+ Drop files here <small>Needed in case of inspection</small>	✓ All files validated <small>Optional</small>
RM NAME SUPPLIER NAME %	✓ All files validated <small>Required</small>	✓ All files validated <small>Required</small>	+ Drop files here <small>Needed in case of inspection</small>	
RM NAME SUPPLIER NAME %	✓ All files validated <small>Required</small>	✓ All files validated <small>Required</small>	+ Drop files here <small>Needed in case of inspection</small>	✓ All files validated <small>Optional</small>



**Add documents for "test4"** ✕

Please choose the category of document you want to add to your product

**Select a category of document**

Category of document \*

Other ✕ ✓

---

All raw materials

Yes  No

Raw material\*

Select the raw material ✓

- RM NAME
- RM NAME
- RM NAME
- RM NAME

**Confirm** ✕

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Raw Materials - 100 %

Please enter the composition of your product and upload the required documents for the different raw materials.

Actions

	MSDS	NON ANIMAL TESTING	TECHNICAL DATA SHEET	OTHER
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional
RM NAME SUPPLIER NAME %	+ Drop files here Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	+ Drop files here Optional
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	+ Drop files here Optional

To upload documents for your raw materials you can do either of the following:

- Drag and drop
- Select file

**Drag and drop**

1. Select your file to drag and drop on the screen
2. Then select your file with your mouse and drop it into the desired section

The screenshot shows the same interface as above, but with a file named 'test - Copie' being dragged over the 'Drop files here' button in the 'NON ANIMAL TESTING' column of the second row. A mouse cursor is visible over the file icon, and a 'Copier' tooltip is shown.

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**Raw Materials - 100 %** Actions

Please enter the composition of your product and upload the required documents for the different raw materials.

	MSDS	NON ANIMAL TESTING	TECHNICAL DATA SHEET	OTHER
+ Add raw materials				
RM NAME SUPPLIER NAME %	All files validated Required	All files validated Required	+ Drop files here Needed in case of inspection	All files validated Optional
RM NAME SUPPLIER NAME %	+ Drop files here Required	All files validated Required	+ Drop files here Needed in case of inspection	All files validated Optional
RM NAME SUPPLIER NAME %	All files validated Required	All files validated Required	+ Drop files here Needed in case of inspection	+ Drop files here Optional
RM NAME SUPPLIER NAME %	All files validated Required	All files validated Required	+ Drop files here Needed in case of inspection	+ Drop files here Optional

Uploaded files (2) Delete all files

test - Copie.docx X test.docx X + Drop files here  
or select files on your computer

**Select file**

- Click on the document type you would like to upload
- Click on “+ Add files”

PRODUCT NAME Go to detail Messages Ask a review

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**Raw Materials - 100 %** Actions

Please enter the composition of your product and upload the required documents for the different raw materials.

	MSDS	NON ANIMAL TESTING	TECHNICA
+ Add raw materials			
RM NAME SUPPLIER NAME %	All files validated Required	All files validated Required	+ Drop files here Needed in case of inspection
RM NAME SUPPLIER NAME %	+ Drop files here Required	All files validated Required	+ Drop files here Needed in case of inspection
RM NAME SUPPLIER NAME %	All files validated Required	All files validated Required	+ Drop files here Needed in case of inspection
RM NAME SUPPLIER NAME %	All files validated Required	All files validated Required	+ Drop files here Needed in case of inspection

Non Animal Testing for RM NAME

Priority  
Needed in case of inspection

No files uploaded  
You can upload one or more file(s) for that categ

+ Add file(s)

**Encode the composition from scratch**

To do tab -> click on the task of the product

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**First option**

To encode a composition:

1. Click on the button “+ add raw materials”
2. Select your raw materials
  - a. you can create a raw material by clicking on “+ Create a raw material”
3. Enter the percentage of your raw materials in the product
4. Click on “Confirm”

PRODUCT NAME Go to detail Messages Ask a review

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Recover information from an existing product ?

Recover from an existing product

Raw Materials - 0 %  
Please enter the composition of your product and upload the required documents for the different raw materials.

+ Add raw materials

Information about your product Add more documents  
In order to deliver the ordered services, please upload the requested documents related to your product.

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**Add raw materials**

Select raw materials Use a template

**Select your raw material**

Search in raw materials

<input checked="" type="checkbox"/>	RM NAME	SUPPLIER NAME
<input type="checkbox"/>	RM NAME	SUPPLIER NAME
<input type="checkbox"/>	RM NAME	SUPPLIER NAME
<input type="checkbox"/>	RM NAME	SUPPLIER NAME
<input checked="" type="checkbox"/>	RM NAME	SUPPLIER NAME
<input type="checkbox"/>	RM NAME	SUPPLIER NAME
<input checked="" type="checkbox"/>	RM NAME	SUPPLIER NAME
<input checked="" type="checkbox"/>	RM NAME	SUPPLIER NAME
<input type="checkbox"/>	RM NAME	SUPPLIER NAME

**SUMMARY**

RM NAME	25	%

TOTAL 100 %

**Second option**

To enter a composition by importing a CSV file:

1. Click on the button “+ add raw materials”
2. Select “Use a template”
3. Download the template to use
4. Write the name of the raw material, the supplier’s name and the percentage in your CSV file
5. Upload the CSV file
6. Click “Confirm”

- You create dreams, we protect them -

< PRODUCT NAME

Go to detail

Messages

Ask a review

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Recover information from an existing product ?

Recover from an existing product

Raw Materials - 0 %

Please enter the composition of your product and upload the required documents for the different raw materials.

+ Add raw materials

Information about your product

In order to deliver the ordered services, please upload the requested documents related to your product.

Add more documents

Add raw materials

X

Select raw materials

Use a template

Upload the raw materials of your product

SUMMARY



Drop your template here  
Or [select a file](#) on your computer

You don't have a template yet ?

Download the template to use

TOTAL  
25 %

Confirm

### Recover from an existing product

To do tab -> click on the task of the right product

To build the composition of your new product from an existing one you can:

1. Click on “Recover from an existing product”<sup>7</sup>
2. Choose the product to recover
3. Click “Next”
4. Select the raw materials you would like to retrieve and correct the composition percentage if needed
5. Click “Next”
6. Select “yes” if you want to recover some of the documents of the finished product
7. If yes, add the document(s) you would like to see for your new product

PRODUCT NAME Go to detail Messages Ask a review

Regulatory study for a basis formulation

Recover information from an existing product ?

**Recover from an existing product**

Raw Materials - 0 %  
Please enter the composition of your product and upload the required documents for the different raw materials.

+ Add raw materials

Information about your product Add more documents  
In order to deliver the ordered services, please upload the requested documents related to your product.

Select the existing product you want to recover

PRODUCT NAME x

<input checked="" type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code
<input type="radio"/>	PRODUCT NAME	product code

Previous Next

<sup>7</sup> This button appears only if the composition is totally empty

Select the raw materials you want to recover

Search in your raw materials

<input type="radio"/>	RM NAME	Ineos
<input checked="" type="radio"/>	RM NAME	Ineos
<input checked="" type="radio"/>	RM NAME	Sensient
<input checked="" type="radio"/>	RM NAME	Sonneborn
<input checked="" type="radio"/>	RM NAME	Nisshin
<input type="radio"/>	RM NAME	Nisshin
<input type="radio"/>	RM NAME	Nisshin
<input type="radio"/>	RM NAME	nanogen co., ltd.
<input type="radio"/>	RM NAME	EXXON
<input type="radio"/>	RM NAME	sunchemical
<input type="radio"/>	RM NAME	Nippon Fine Chemical
<input type="radio"/>	RM NAME	KAO CORPORATION
<input type="radio"/>	RM NAME	Samyang

SUMMARY

RM NAME SUPPLIER NAME	25	%
RM NAME SUPPLIER NAME	25	%
RM NAME SUPPLIER NAME	25	%
RM NAME SUPPLIER NAME	25	%

TOTAL 100% [Previous](#) [Next](#)

Recover the finished product's files about this existing product

**Informations files**

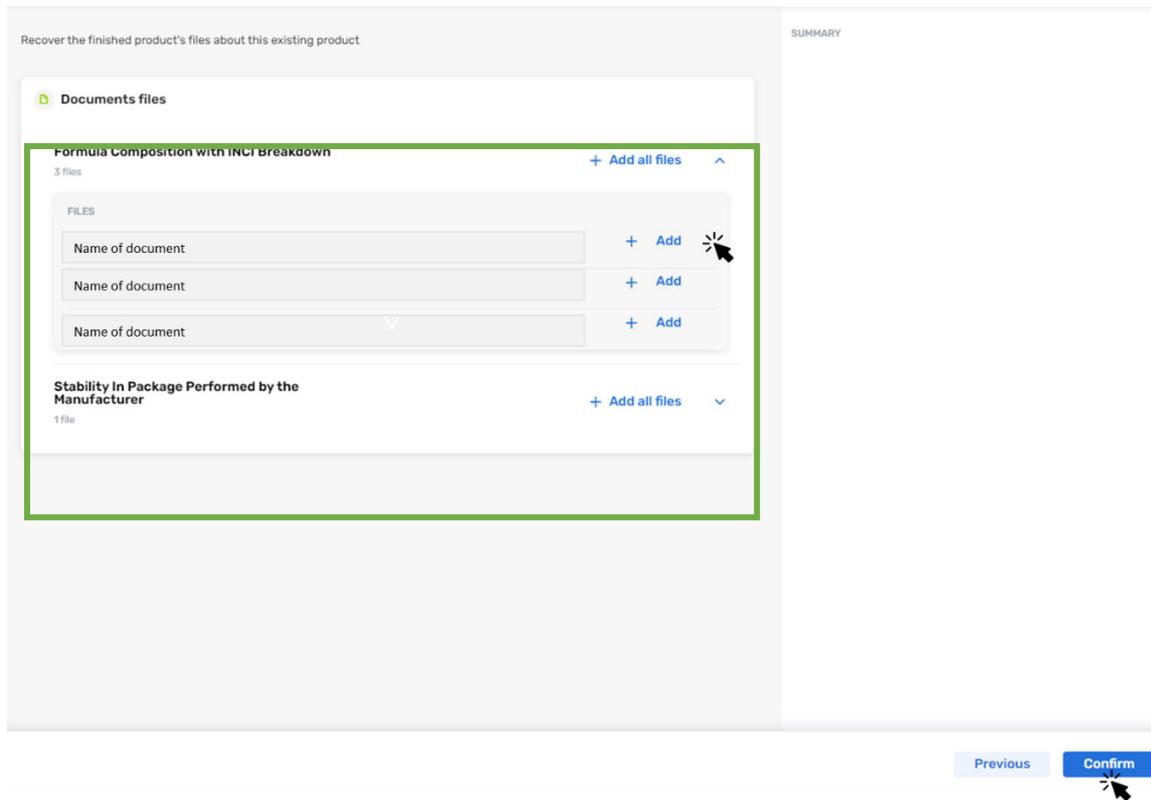
Do you want to recover the informations files about this product ?

Yes  No

[Previous](#) [Next](#)

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**Ask for the review of your composition**

*To do tab -> click on the task*

After uploading the composition and all the necessary documents to perform the review of the composition of your product, you need to:

1. Click "Ask a review"
2. Choose the option "for the product's composition" if you only put the documents for the composition
3. Click "Next"



PRODUCT NAME Go to detail Messages Ask a review

Regulatory study for a basis formulation

Raw Materials - 100 % Actions

Please enter the composition of your product and upload the required documents for the different raw materials.

	MSDS	NON ANIMAL TESTING	TECHNICA
+ Add raw materials			
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of Inspection
RM NAME SUPPLIER NAME %	Drop files here Required	✓ All files validated Required	+ Drop files here Needed in case of Inspection
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of Inspection
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of Inspection

Ask for a review

What kind of review do you want to ask ?

- For the product's composition ✓ Required documents complete
- For the complete product ⚠ Required documents incomplete

In case of inspection, some additional documents might be requested within 48h

[I want to upload other documents](#)

Next

**Add documents for your finished product and ask a review for your finished product document**

To do tab -> click on the task

To add documents for your finished product, go to the section "Information about your product" (see image).

In this example for the service "Label Review", the system asks you to upload a file called "Primary Packaging Artwork". If you want to upload more documents, you can click on "add more documents."

- You create dreams, we protect them -

Label Review EU/UK

Raw Materials

No raw materials documents needed  
The current service does not need a composition

Information about your product

In order to deliver the ordered services, please upload the requested documents related to your product.

Add more documents

Primary Packaging Artwork

+ Drop files here  
Required

Add documents for PRODUCT NAME

Please choose the category of document you want to add to your product

Select a category of document

Category of document \*

Leaflet

Service(s)

Label Review EU/UK

Cancel

Confirm

Label Review EU/UK

Raw Materials

No raw materials documents needed  
The current service does not need a composition

Information about your product

In order to deliver the ordered services, please upload the requested documents related to your product.

Add more documents

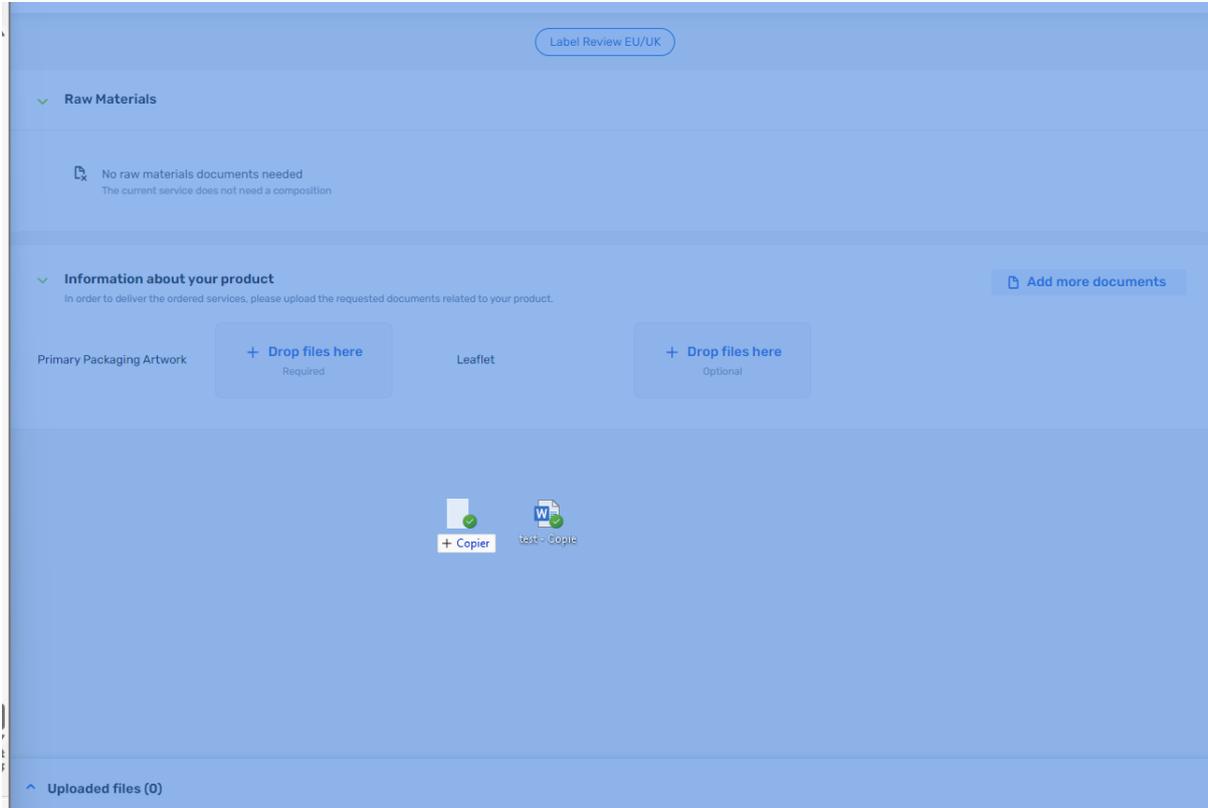
Primary Packaging Artwork

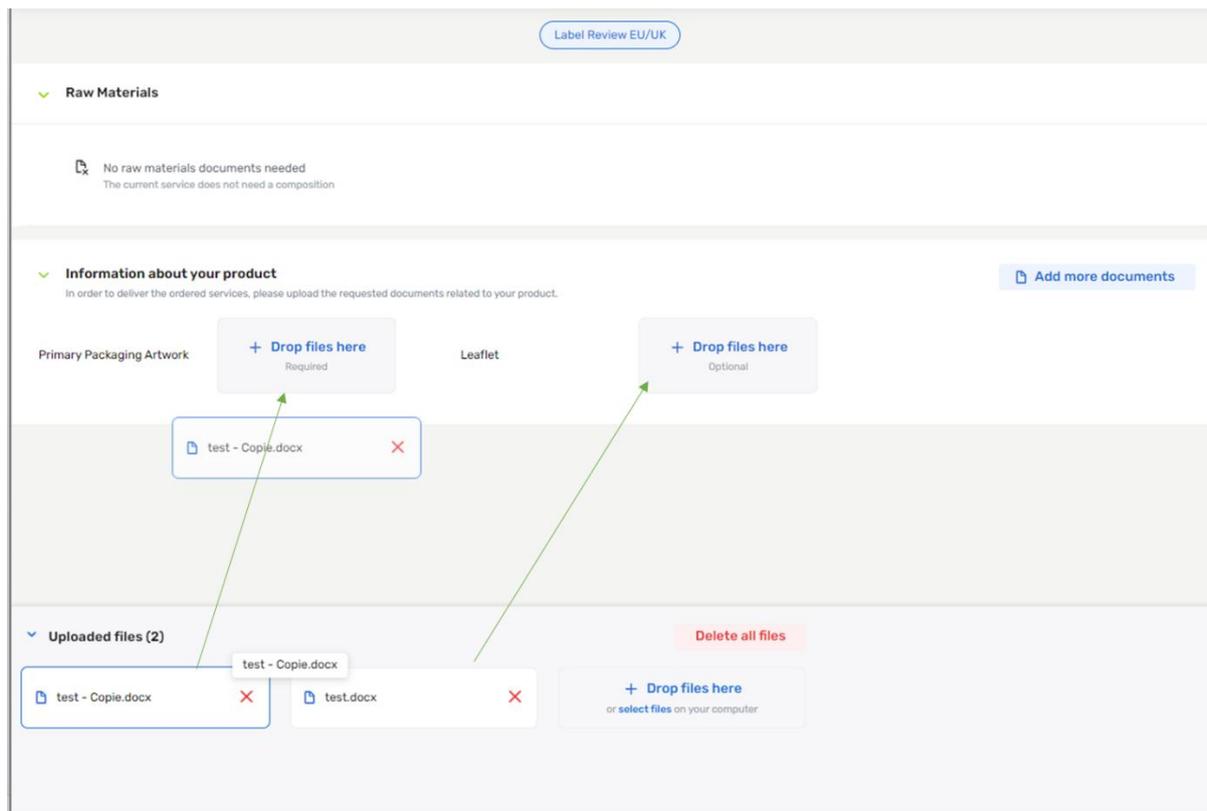
+ Drop files here  
Required

Leaflet

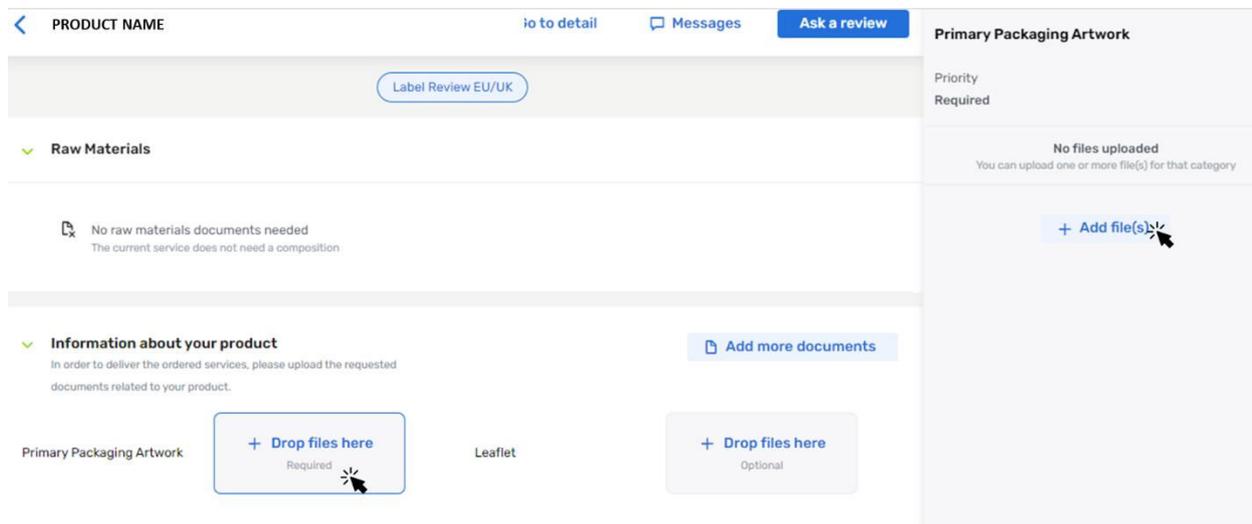
+ Drop files here  
Optional

To upload your documents, you can simply use drag and drop to move your documents to the correct section:





Another way to add documents is to click on the document type and click “add files”.



Once you add all the necessary documentation, you can ask for a review by clicking “Ask a review” and clicking “next”. The system will then block your access to the documents until our expert finishes their review.

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PRODUCT NAME

Go to detail

Messages

Ask a review

Label Review EU/UK

Raw Materials

No raw materials documents needed  
The current service does not need a composition

Information about your product

In order to deliver the ordered services, please upload the requested documents related to your product.

Add more documents

Primary Packaging Artwork

+ 1 file uploaded  
Required

Leaflet

+ 1 file uploaded  
Optional

Ask for a review



What kind of review do you want to ask ?



No services available for a composition review



For the complete product



Required documents complete

I want to upload other documents

Next

Label Review EU/UK

Raw Materials

No raw materials documents needed  
The current service does not need a composition

Information about your product

In order to deliver the ordered services, please upload the requested documents related to your product.

Add more documents

Primary Packaging Artwork

Review in progress

Leaflet

Review in progress

## Verify the composition of your product and upload additional files

To do tab

After you click “Ask a review” and confirm it, an expert will receive the task to check the documents of your raw materials and the composition.

If everything is in order, our expert will validate all your documents, if not our expert will make [some remarks and status](#) on the documents; the system will then send you back to the task called : “verify the composition of your product and upload additional files”.

Clicking on the task will take you to the workspace where you can see the rejected document or the missing information.

You will need to read the advice of our expert and [upload](#) all the necessary document and finally click on [“Ask review”](#).

The screenshot shows a task interface for "Regulatory study for a basis formulation". Under the "Raw Materials - 100 %" section, there is a table with the following columns: COFA, MSDS, NON ANIMAL TESTING, TECHNICAL DATA SHEET, and OTHER. The table lists four raw materials, each with a status for each category. The first material has all files validated. The second material has 1/2 rejected file in COFA and 2/3 rejected files in MSDS. The third material has all files validated. The fourth material has 1/2 rejected file in COFA, 2 files uploaded with missing information in MSDS, and 1 file uploaded in OTHER. A green box highlights the "Ask a review" button at the top right. Another green box highlights the rejected file status in the second row. A third green box highlights the missing information status in the fourth row.

## [Name of the service] – Upload additional files

To do tab

After you click on “Ask a review” and confirm it, an expert will receive the task to check the documents of your finished product.

If everything is in order, our expert will validate all your documents, if not our expert will make [some remarks and status](#) on the documents; the system will then send you back to the task called : “[Name of the service] – Upload additional files”

Clicking on the task will take you to the workspace where you can directly see the rejected document or the missing information.

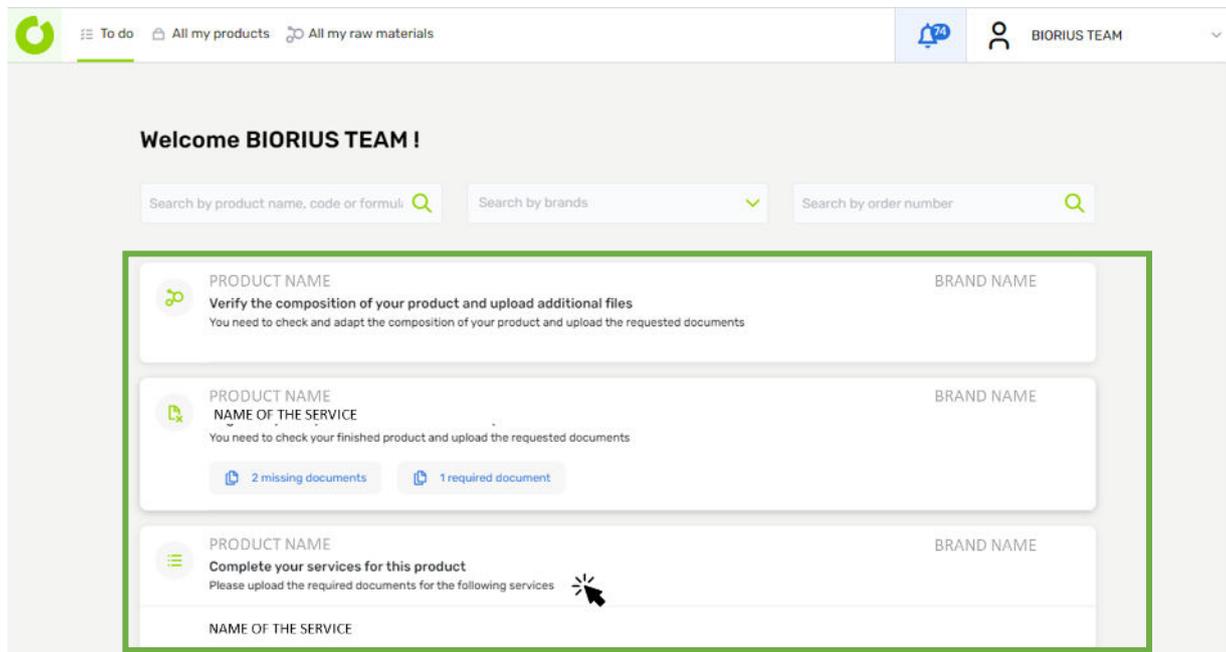
You will need to read the advice of our expert and [upload](#) all the necessary document(s) and finally click on [“Ask a review”](#).

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## How to access the workspace

### First option (To do tab)

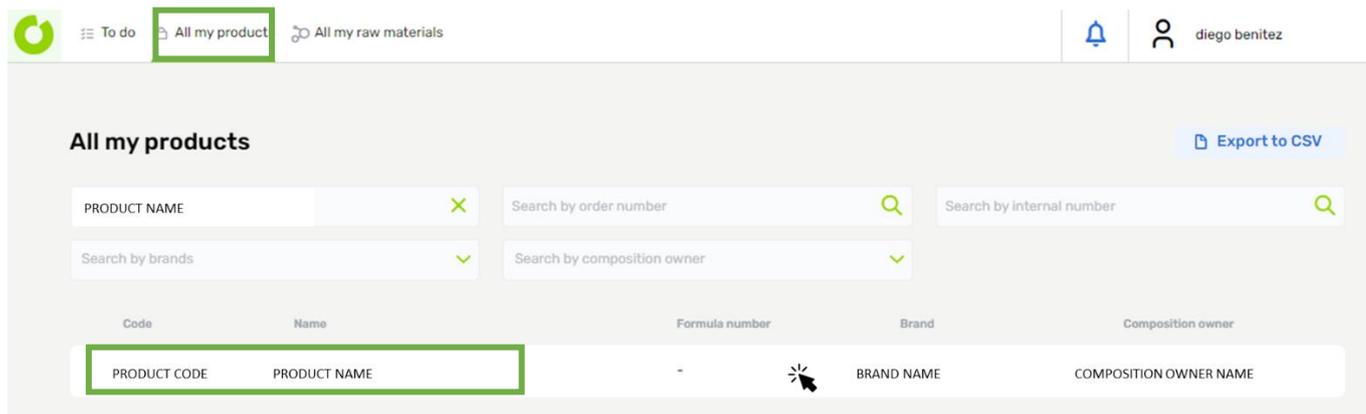
As explained in this user guide, you can have access to the workspace through the “to do” tab by clicking on a task.



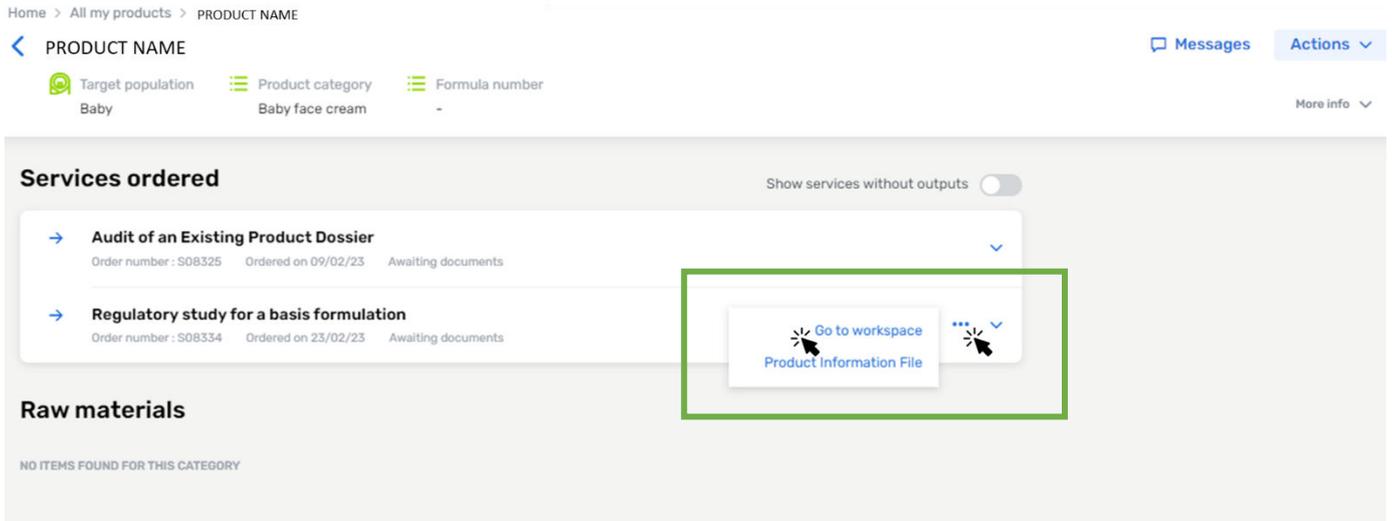
### Second option

The second option is to follow this path:

*All my products -> select your product -> select the service -> go to workspace<sup>8</sup>*



<sup>8</sup> This option will not be shown if the service is closed.



### 3. THE MAIN PAGES

#### 3.1. All my products

Home -> All my products

The screen “all my products” allows you to have a look at all your products belonging to your different brands.

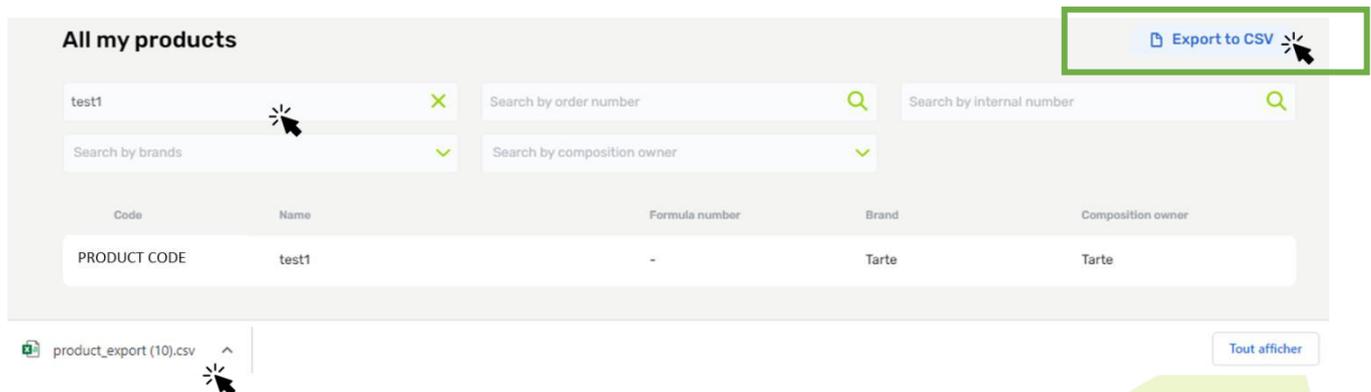
From this screen you can have access to:

- [the export of the advancement of your product](#)
- [the detail information of a product](#)

#### Export the advancement of my project (status)

In the BIORIUS APP, you can export a file with the progress of all your projects, if you want to have the information for a specific product you should:

1. Enter the product in the filter as in the example (see images)
2. Click on “Export to CSV”
3. Open the file



A	B	C	D	E	F	G	H	I	J	K	L	M	N
Brand	Order Number	Creation date	Service	Product Code	Product Name	Internal Reference	Formula Number	Status	Delivered output	Expected output	Latest output upload date	Manufacturer	Composition Owner
Biorius	S08334	02/23/2023 13:	Regulatory study for a basis formulation	TART-1350	test1		-	Awaiting documents	0	4		Biorius	Biorius

In the file you will see the following for each product:

- The brand of the products
- The order numbers linked to this product
- The services linked to this product
- The product code + the product name + the internal reference + the formula number
- The status<sup>9</sup>
- The output delivered (=number of reports delivered from BIORIUS)
- The expected output (=number of reports to deliver from BIORIUS according to the service)
- Latest output date
- Manufacturer
- Composition Owner

### Product detail

All my products -> click on the product -> product detail

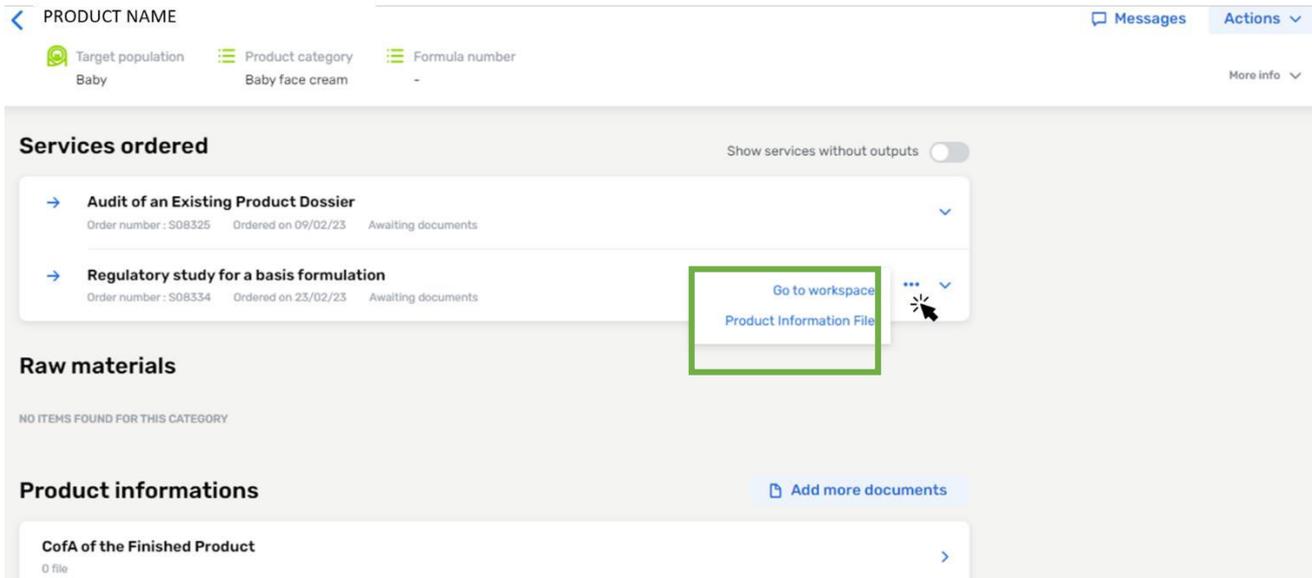
In the product detail you will see all the information about your products such as:

- The general information completed in the task [“Define your product”](#)
  - Target population
  - Product category
  - Formula number
  - Producer
  - Composition Owner
  - Manufacturer
  - Packager
  - Single use

To edit the general information please go to the section [edit my product](#).
- The services ordered:
  - Order number and date
  - Status (see note [9](#))
  - If the service allows it, you can export the PIF (Product Information File)
  - If the status allows it, you can have access to the workspace

<sup>9</sup> There are 3 different status:

- Awaiting documents: BIORIUS is waiting for the requested document(s).
- Performing review: BIORIUS is performing the review and/or the deliverables.
- Completed: the service is complete for this product

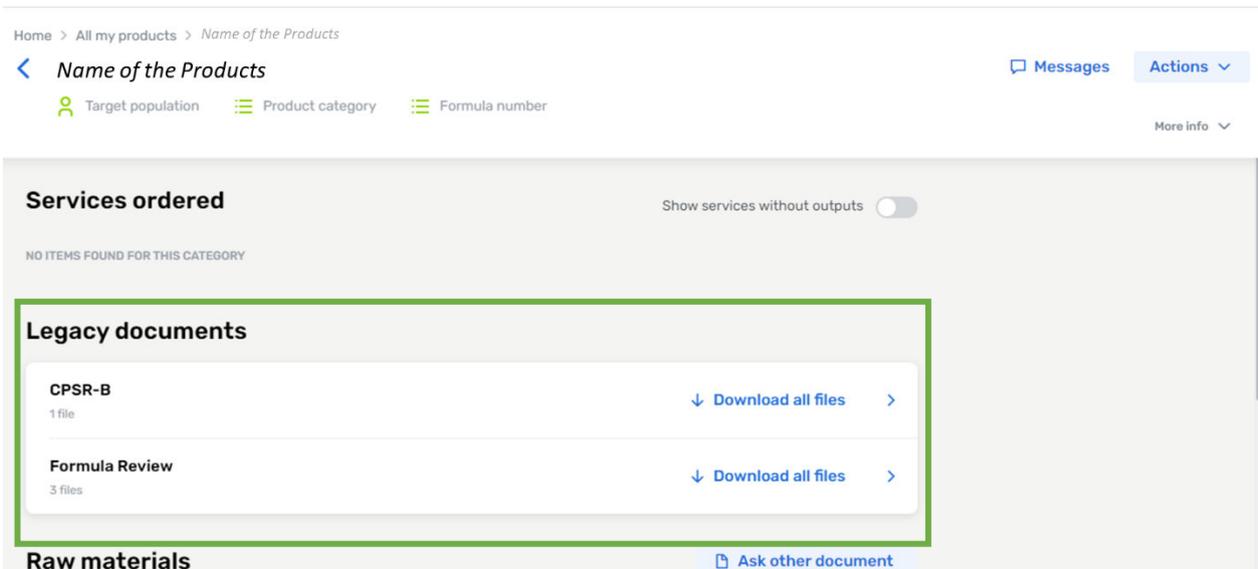


- [The old documents from Cosmos](#)
- The composition and the raw material information and documents
- [The documents about the finish product](#)
- [The message exchanges with the expert concerning this product.](#)

**Old documents from Cosmos:**

All my products -> click on the product -> Legacy document

Due to the importation from Cosmos to the new BIORIUS APP we noticed some documents were missing, you can now find these documents by following these steps:



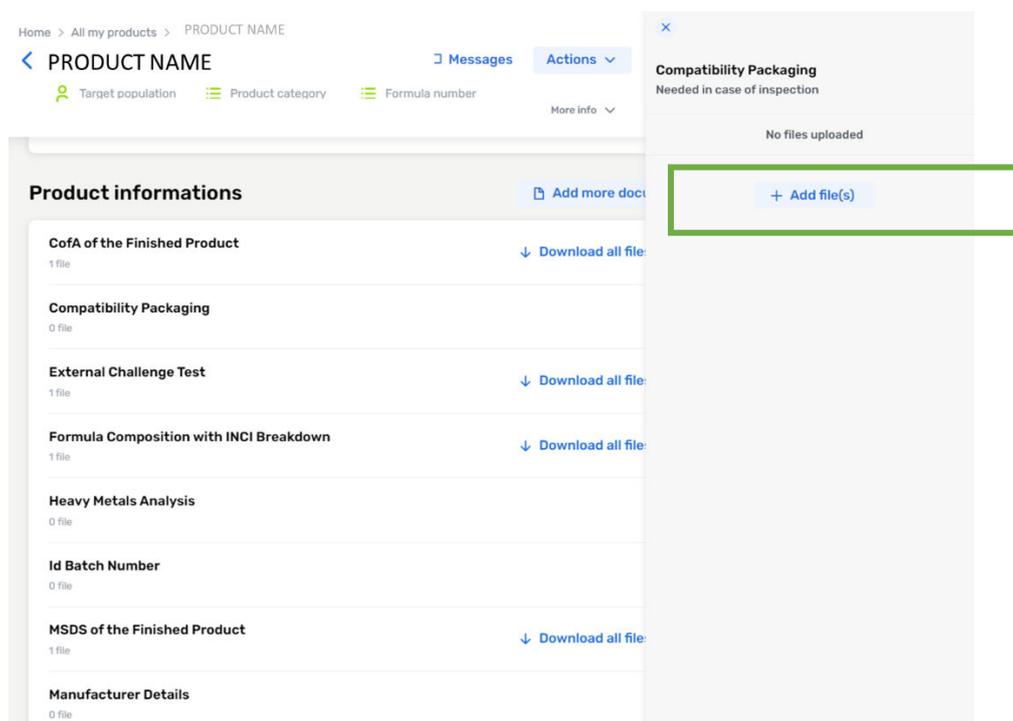
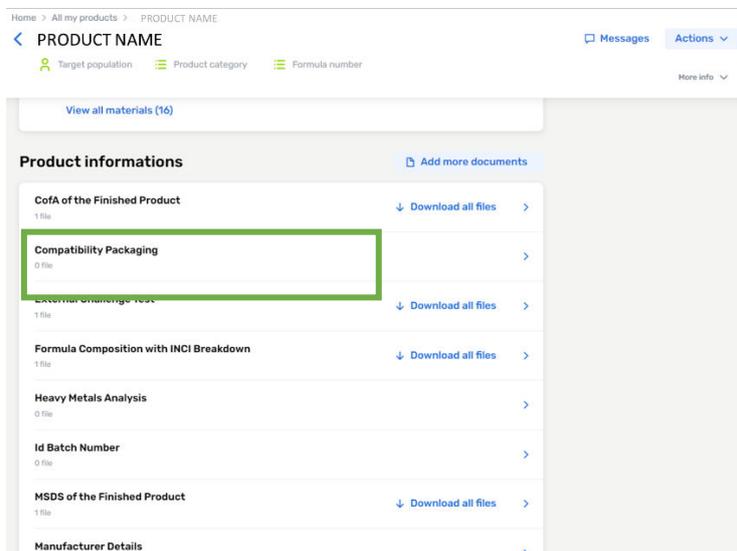
**The documents about the finished product: How to upload documents for the product independently of a task**

All my products -> click on the product -> Product Information

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This part of the screen shows you all the files uploaded for your product, if you want to upload another file product independently of a task, you can do so by following these steps:

1. Click on the document type you want to upload, for ex.: “Compatibility Packaging”
2. Click “Add file”



If the document type that you want is not present, you can:

1. Click “Add more documents”
2. Select the document type desired
3. Specify for which service you are uploading this document
4. Click "confirm"

- You create dreams, we protect them -

Home > All my products > . PRODUCT NAME

< PRODUCT NAME

Messages Actions

Target population Product category Formula number

More info

View all materials (16)

**Product informations**

Add more documents

CofA of the Finished Product  
1 file Download all files

Compatibility Packaging  
0 file

External Challenge Test  
1 file Download all files

Formula Composition with INCI Breakdown  
1 file Download all files

Heavy Metals Analysis  
0 file

Id Batch Number  
0 file

MSDS of the Finished Product  
1 file Download all files

Manufacturer Details

Add documents for "Awake pineapple polish"

Please choose the category of document you want to add to your product

Select a category of document

category of document \*

Select the category

- bulk stability in glass
- CofA Material Packaging
- Efficacy Tests
- Food Contact Statement
- Free Sale Request Certificate
- Full Dossier
- Human Tests (RIPT, ...)

Confirm

Remark: All the documents uploaded will only be validated by an expert during the execution of a service bought.

**Messages: My Messages and the history**

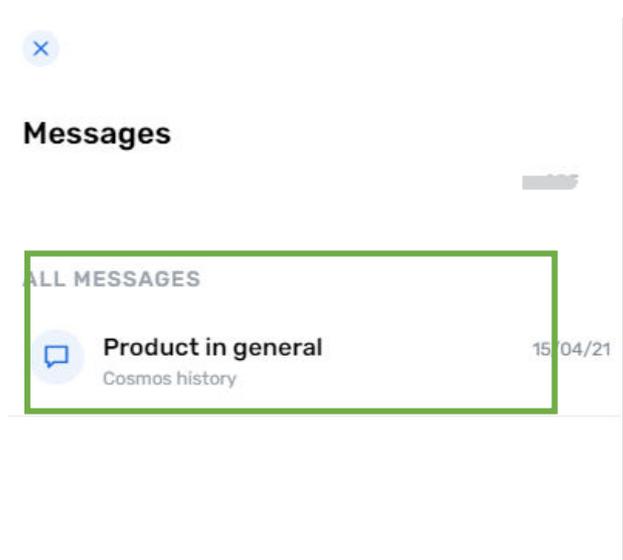
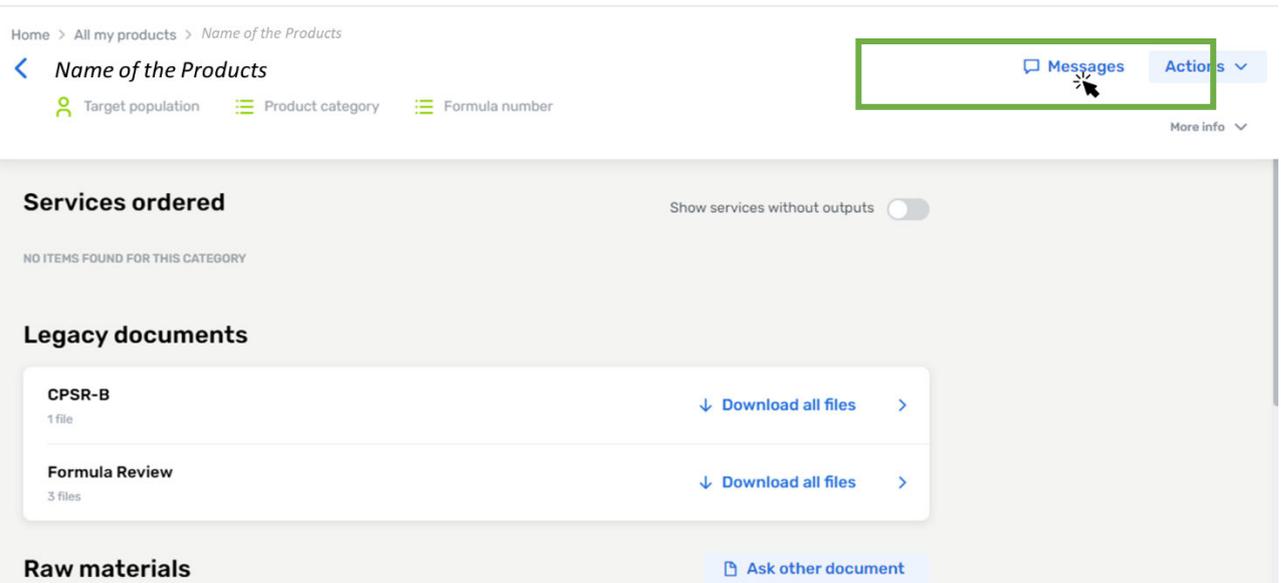
All my products -> click on the product -> message

By clicking on the message icon of [your product detail](#), you can have access to your messages.

To have access to the history of the workflow from the Cosmos you must follow these steps:

- All my products -> click on the product -> message -> Product in general Cosmos history

- You create dreams, we protect them -



- You create dreams, we protect them -

### 3.2. All my raw materials

Home -> All my raw materials

This screen allows you to:

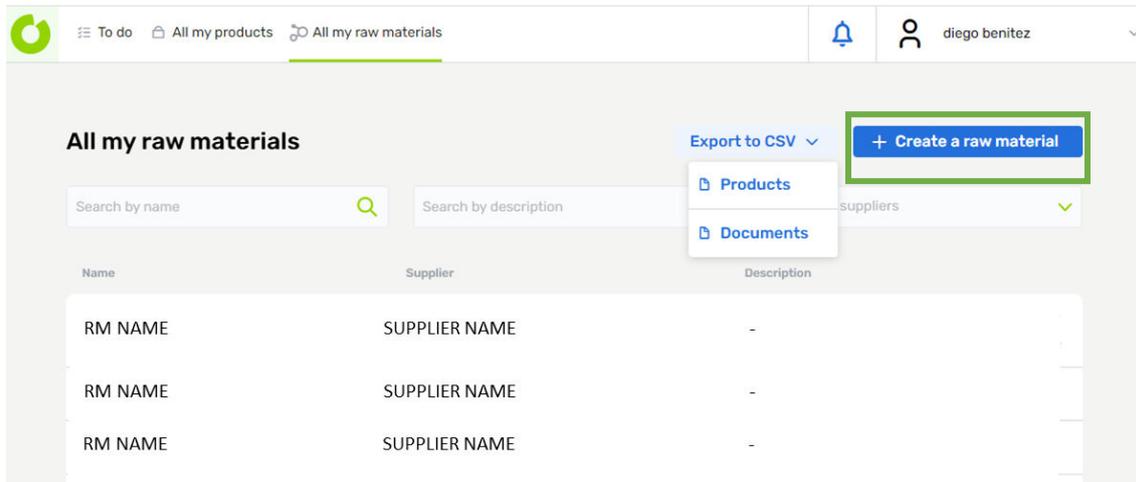
- have a view on all your raw materials
- [create a raw material](#)
- [know which products, contain which raw materials](#)
- [know the status of my document for each raw material](#)
- [access to the information of one raw material and upload documents](#)

#### Create raw materials independently of a product

Home -> All my raw materials

You can create a new raw material by clicking on the button “+ Create a raw material” on the top right of the screen.





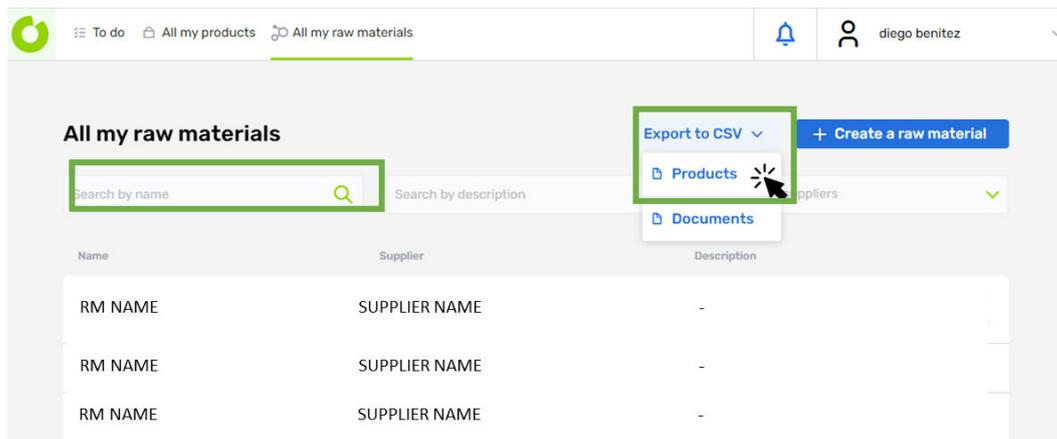
### How to know which products contain which raw materials?

To know which products contain your raw material “x” you can follow these steps:

1. Filter by entering the name of your raw material in “Search by name”
2. Click on “Export to CSV”
3. Click on “Products”

The system will download a CSV file with the products containing the raw material that you filtered.

To access all the cross-checking of raw materials and products you can simply click on “Export CSV”-> “Product” without applying any filter.



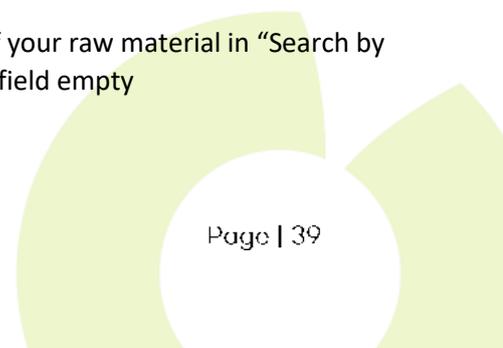
### How to know the status of my documents for each raw material or for all my raw materials?

Home -> All my raw materials

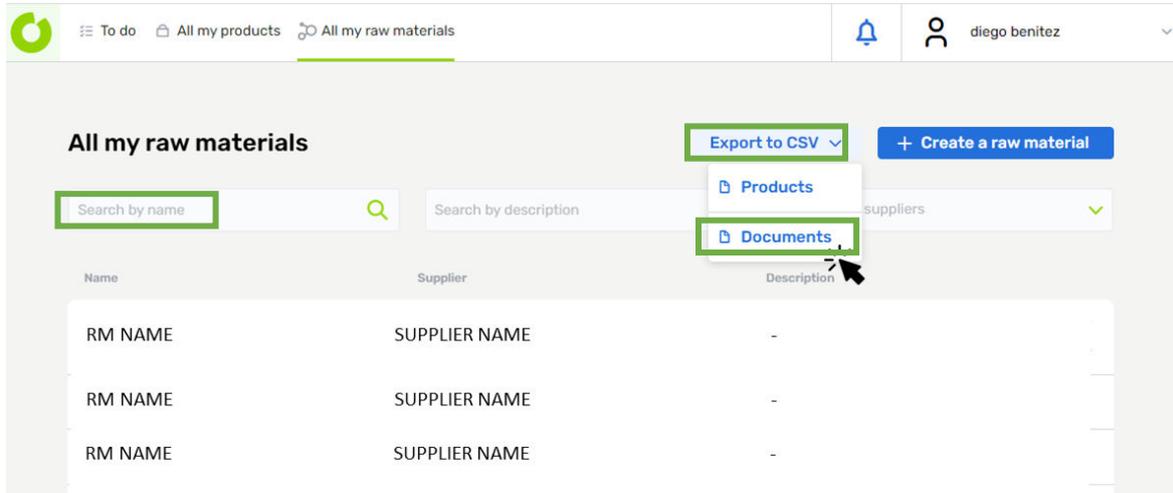
To know the status of your documents by raw material or for all your raw materials, follow these steps:

1. If you want to have the result for a specific raw material write the name of your raw material in “Search by name”, if you want to have the result for all your raw materials, leave this field empty
2. Click on “Export to CSV”
3. Click on “Documents”

- You create dreams, we protect them -



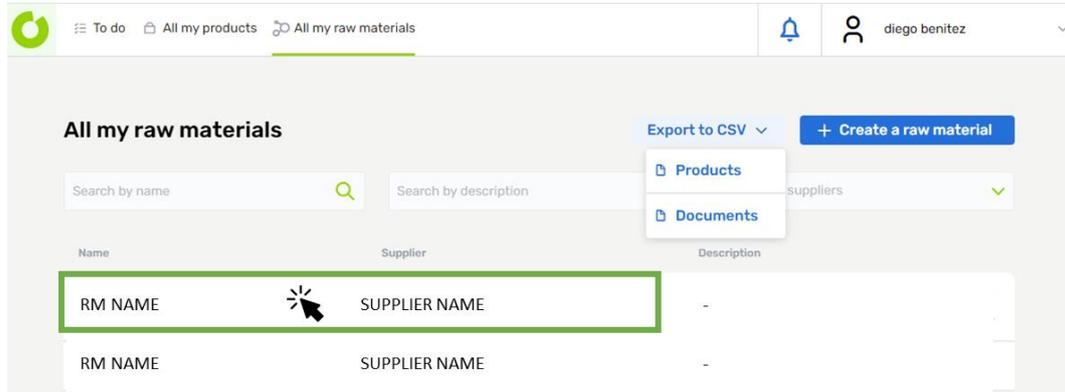
The system will download a CSV file with the raw material name, the documents existing on the platform and the status of the documents (In progress, validated, rejected).



### How to add documents for my raw materials independently of a product or a service?

Home -> All my raw materials

By creating or clicking on an existing raw material, you will be able to find or complete general information about your raw material (name, supplier name and description) and you will be able to add documents by clicking on “Add more documents”.



- You create dreams, we protect them -

**General information** Active raw material

Trade name of the raw material

Supplier of the raw material

Description

**Documents** Add more documents

DOCUMENTS	
CofA 1 file	↑ Upload
MSDS 1 file	↑ Upload

Remarks: these documents will be validated by an expert during the execution of a service bought.