USER GUIDE: BIORIUS APP

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1. THE HEADER

The header allows you to:

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

To do 🗠 All my products 🐎 All my raw materials	BIORIUS TEAM
My profile	
Managing users and access	
My company	
My manufacturers	
My brands	
Explanation & Help	
Logout	

1.1. Notifications

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

The BIORIUS app has two different types of notifications:

¹ 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 information²:

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

² 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

8	Personal information	
	Firstname	Lastname
	Login	Email
	Phone -	Mobile
	Job function -	Language
	Access management and company information 🥏	Active user
	Company name	
4	Notifications	
L	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

C 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 users³.

- You create dreams, we protect them -

³ 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

access > Extern	Email		Username	Company	\$
ad access > Extern	EMAIL		username	Company	
nd access > Extern			USERNAME	COMPANY	
er creation	al user creation			Can	cel Create u
ersonal informat	ion				
rstname *	John		Lastname *	Doe	
ogin *	John.Doe		Email *	info@biorius.be	
hone	+32 2 232 56 45		Mobile	+32 497 123 456	
ob function	Choose a job function	~	Language	English	~
ccess managem	ent and company information	ation			
	ersonal informat rstname * : ogin * : : hone : : ob function : : ccess manageme ompany name : : :	ersonal information rstname * John ogin * John.Doe +32 2 232 56 45 ob function Choose a job function ccess management and company inform ompany name COMPANY NAME	ersonal information rstname * John ogin * John.Doe hone +32 2 232 56 45 bb function Choose a job function ccess management and company information mpany name COMPANY NAME	ersonal information rstname* John John Lastname* John John Doe Email* Language t+32 2 232 56 45 Mobile Language ccess management and company information Choose a job function COMPANY NAME	ersonal information rstname* John Lastname* Doe ogin* John.Doe Enail* info@biorius.be hone +32 2 232 56 45 Mobile +32 497 123 456 bb function Choose a job function Choose a job function Language English ccess management and company information

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:
 - $\circ \quad \text{the login} \quad$
 - $\circ \quad \text{the email} \quad$
 - o the language
 - \circ the company name
- Modify

- o first name
- o last name
- o job function

Home > Managing users and access

- \circ reception of notification by mail
- o deactivate the user

Searc	ch in profiles	c	L.	+ Create Us	ser
Full	name	Email	Username	Company	
NAM	1E 💥	EMAIL	USERNAME	COMPANY	
1E				Deactivate user	Ed
8	Personal informat	ion			
	Firstname		Lastname		
	Login		Email		
	Phone		Mobile		
	Job function		Language		
E	Access manageme	ent and company information	Active user		
	Company name				
٩	Notifications				
	Receives activity				

1.4. <u>My company</u>

Header -> click on your name -> My company

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

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:
 - o ID batch number
 - Metrology/e-Mark statement
 - Quality control, SOPs GMPc Finished product
 - Procedure for Packaging and Filling
 - o Quality control, SOP, GMPCS-Ingredients

	General information			
	Name *	Manscaped	Can ask a quote	No
2	Contact			
	Email	Ex: info@bionus.be	Function	Ex-DED
	Mobile	Ex: +32.497 123.455	Phone	Ex: +32 2 232 50 45
		Ex: This is a comment sample	Language	Ex: English 👻
	Comment			
	Street	Ex: 41. Main Street	Street 2	Exc 41, Main Street
	Zo	Ea: 10001	City	Esc New York
	Country	Ex USA		
5	Documents			
	DOCUMENTS			
	ld Batch Number 2 files			↑ Upload
	Metrology/e-Mar Nofile	k Statement		↑ Upload
	Quality control. S	OP, GMPc - Finished product		1 Unload

1.5. <u>My manufacturers</u>

Header -> click on your name -> My manufacturer

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

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

My manufacturers

Search by name	Q
Name	Address
MANUFACTURER NAME	
MANUFACTURER NAME	

bior	ius	

MANUFACTURER	NAME				
	=	General inform	ation		
		Name	MANUFACTURER NAME	Can ask a quote	No
	8	Contact			
		Email		Function	
		Mobile	-	Phone	-
		Comment	-	Language	-
		Street		Street 2	
		Zip		City	
		Country	-		

1.6. My brands

Header -> click on your name -> My brands

O 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
----	--------

Search by name	Q Search by company	Q
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 prefix⁴ (not editable)
 - Phone and email (editable)
- The address (editable)
- The contact person number 1 and number 2 (editable)

COMPANY NAME

	nation			
Company	COMPANY NAME	Products prefix		
Phone	-	Email 1	-	
Email 2	-			
Q Address				
Street	-	Street 2	-	
Zip	-	City	-	
Country	-			
Contact 1				
Email	-	Function	-	
Mobile	-	Phone	-	
Comment	-	Language	-	
Street	-	Street 2	-	
Zip	-	City		

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.

Edit

⁴ 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:

- "<u>Define your product</u>": 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. "<u>Complete your services for this product</u>": By clicking on this task, the system will ask you to upload some required documentation to allow our experts to begin their analysis.
- 3. "<u>Verify the composition of your product and upload additional files</u>"⁵: 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.

Search	by product name, code or formule Q Search by brands	Search by order number	Q
æ	PRODUCT NAME Verify the composition of your product and upload additional files You need to check and adapt the composition of your product and upload the requested documents	BRAND N/	AME
C _x	PRODUCT NAME Regulatory study for a basis formulation - Upload additional files You need to check your finished product and upload the requested documents 2 missing documents 1 required document	BRAND N/	4ME
	PRODUCT NAME Complete your services for this product Please upload the required documents for the following services	BRAND N/	AME

⁵ 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

Search	by product name, code or formul: Q Search by brands	 Search by order number 	Q
R	PRODUCT NAME Verify the composition of your product and upload additional files You need to check and adapt the composition of your product and upload the requested documents	BRANE) NAME
C.	PRODUCT NAME NAME OF THE SERVICE You need to check your finished product and upload the requested documents 2 missing documents 1 required document	BRANE	O NAME
	PRODUCT NAME Complete your services for this product Please upload the required documents for the following services NAME OF THE SERVICE	BRANE) NAME

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:

	•		•		
D		0	ſ	U	S
-	-	<u> </u>			-

ease answer these questions in order to define your product.			
General information (4/4) Product name * PRODUCT NAME		SUMM Catego Hand Produ Target Adult Sinolo	Inty of product cream ict with shades : No ed population (+15 years)
Manufacturer *	Q	Ange No Genera Produ	Information cct name : PRODUCT NAME
Search the packager	Q	Comp Formu Intern	osition owner : COMPANY NAME ula number : - ial code : -
Composition owner* COMPANY NAME	×	Descr	iption : -
Formula number *			
internal code			
- Product description			
-			
	e		

By clicking "next", you will arrive at the workspace and be able to upload more documents and information. For more details see <u>Complete your services for your product</u>.

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 "<u>Define product</u>" section until **you request** <u>any review</u> 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.**

C Target population E Product category Formula number Adult Hand cream -		Edit product
ervices ordered	Show services without outputs	Product
SERVICE NAME Order number date		
Raw materials		
Raw materials o ITEMS FOUND FOR THIS CATEGORY Product informations	Add more documents	

Complete your services for this product

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

ome BIORIUS TEAM !			
by product name, code or formuli Q Search by brands	~	Search by order number	Q
PRODUCT NAME Verify the composition of your product and upload additional files You need to check and adapt the composition of your product and upload the requested docu	ments	BRAND NA	ME
PRODUCT NAME NAME OF THE SERVICE You need to check your finished product and upload the requested documents 2 missing documents 1 required document		BRAND NA	ME
PRODUCT NAME Complete your services for this product		BRAND NA	ME
	by product name, code or formul: by product name, code or formul: C Search by brands PRODUCT NAME Verify the composition of your product and upload additional files You need to check and adapt the composition of your product and upload the requested docu PRODUCT NAME NAME OF THE SERVICE You need to check your finished product and upload the requested documents C PRODUCT NAME PRODUCT NAME PRODUCT NAME Complete your services for this product	by product name, code or formul: Search by brands PRODUCT NAME Verify the composition of your product and upload additional files You need to check and adapt the composition of your product and upload the requested documents PRODUCT NAME NAME OF THE SERVICE You need to check your finished product and upload the requested documents PRODUCT NAME PRODUCT NAME PRODUCT NAME Complete your services for this product	Dime DIORIOS TEAM I by product name, code or formul:

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 upload⁶ for each service and allows you to rapidly upload documents.

Documents can have different status and remarks.

⁶ 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.



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".

- 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 9 Please enter the composition materials. 	Raw Materials - 100 % Please enter the composition of your product and upload the required documents for the different raw materials.							
+ Add raw materials			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	+ Drop files here Optional		
RM NAME SUPPLIER NAME %		 Drop files here Required 	✓ All files validated Required	+ Drop files here Needed in case of inspection	V All files validated Optional	+ 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		
RM NAME SUPPLIER NAME %	•	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	V All files validated Optional	+ 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

rod	duct and upload the required do	scuments for the different raw			Actions 🗸
		MSDS	NON ANIMAL TESTING	TECHNICAL DATA SHEET	OTHER
	All files validated Required	✓ All files validated Required	+ Drop files here Needed In case of inspection	✓ All files validated Optional	+ Drop files here Optional
	+ Drop files here Required	V All files validated Required	+ Drop files here Needed in case of inspection	V All files validated Optional	+ Drop files here Optional
	All files validated Required	V All files validated Required	4 + Copier + Drop files here Needed in case of inspection	t - Copie	+ Drop files here Optional
	All files validated Required	V All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional	+ Drop files here Optional

			Regulatory study	for a basis formulation		
 Raw Materials - 100 % Please enter the composition materials. 	of your proc	duct and upload the required doc	suments for the different raw			Actions
+ Add raw materials			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	V All files validated Optional	+ Drop files here Optional
RM NAME SUPPLIER NAME %		Drop files here Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	V All files validated Optional	+ 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
RM NAME SUPPLIER NAME %		All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	V All files validated Optional	+ Drop files here Optional
Vploaded files (2)	/			Delete all files	2	
test - Copie.docx	×	🗅 test.docx	* ×	+ 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	D Messages	Ask a review	Non Animal Testing for RM N	AME	
		Regulatory st	udy for a basis formulation			Priority Needed in case of inspection		
Raw Materials - 100 % lease enter the composition of ocuments for the different raw	your proi material	duct and upload the required s.		Actions	*	No files upload You can upload one or more file(s	ded s) for that	
Add raw materials			MSDS	NON ANIMAL TESTING	TECHNICA	+ Add file(s	s)	
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IME IER NAME		 Drop files here Required 	V All files validated Required	+ Drop files here	e on			
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	RODUCT NAME aw Materials - 100 % asse enter the composition of cuments for the different raw Add raw materials ME ER NAME ME ER NAME ME ER NAME ME ER NAME	aw Materials - 100 % ease enter the composition of your pro- cuments for the different raw material Add raw materials ME ER NAME ME ER NAME ME ER NAME ME ER NAME ME ER NAME ME ER NAME ME ER NAME	RODUCT NAME Regulatory st aw Materials - 100 % ease enter the composition of your product and upload the required cuments for the different raw materials. Add raw materials All files validated Required ME •••• All files validated Required ME •••• Prop files here Required ME •••• All files validated Required	RODUCT NAME Regulatory study for a basis formulation aw Materials - 100 % asse enter the composition of your product and upload the required cuments for the different raw materials. Mdd raw materials Mdd raw materials Mdd raw materials ME RNAME *** All files validated Required *** All files validated Required ME RNAME *** All files validated Required *** All files validated Required *** All files validated Required	RODUCT NAME C Go to detail Messages Regulatory study for a basis formulation Actions aw Materials - 100 % aw Materials - 100 % Actions aw Materials - 100 % Actions Messages MALE MSDS NON ANIMAL TESTING All files validated Prop files here Required MSDS NON ANIMAL TESTING ME and anterials All files validated Required ME Drop files here Required All files validated Prop files here Required All files validated Required <td< td=""><td>RODUCT NAME C Go to detail Messages Ask a review Regulatory study for a basis formulation Actions Actinitics validated <td colsp<="" td=""><td>RODUCT NAME C 60 to detail Messages Ask a review Non Animal Testing for RM N Regulatory study for a basis formulation Priority Reded in case of Inspection Priority aw Materials - 100 % Actions Non Animal Testing for RM N aw Materials - 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Encode the composition from scratch

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

biorius[®]

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	D 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 In order to deliver the ordered services, please upload the requested documents related to your product. 		🕒 Add mor	e documents

biorius[,]

Select ye	our raw mate	rial	SUMMARY		
Search in ra	aw materials 🛛 🔍	+ Create a raw material	RM NAME	25	%
🕑 RN	I NAME	SUPPLIER NAME	RM NAME	25	%
	I NAME	SUPPLIER NAME	RM NAME	25	%
	I NAME	SUPPLIER NAME	RM NAME	25	%
	I NAME	SUPPLIER NAME			
💙 RN	/ NAME	SUPPLIER NAME			
	I NAME	SUPPLIER NAME			
🕑 RN	I NAME	SUPPLIER NAME			
	I NAME	SUPPLIER NAME			

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"

<	PRODUCT NAME				🖸 Go to detail	D Messages	Ask a review
			Regulatory study for a basi	s formulation			
Red	cover information from an exis	sting product ?					
	Recover from an existing prod	uct					
*	Raw Materials - 0 % Please enter the composition of your pro materials.	oduct and upload the required documents for	the different raw				
+	- Add raw materials						
~	Information about your produ In order to deliver the ordered services, p	uct please upload the requested documents relat	ed to your product.			🕒 Add m	ore documents
			Add raw mate	erials		×	
	Se	elect raw materials Use a temp	late				
	U	pload the raw materials	of your product	su	IMMARY		
		Drop yo Or select a f	↑ ur template here file on your computer				
		You don't h	ave a template yet ?				
		↓ Download	the template to use				
				T0T 2	5 % Confir	m	

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:

- 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 revie
	Regulatory study for a basis formulation		
over information fi	rom an existing product ?		
ecover from an ex	isting product		
Raw Materials - 0 9 Please enter the composi materials.	% Ition of your product and upload the required documents for the different raw		
Add raw materials	5		
Information about	t your product		Add more documents
n order to deliver the ord	ered services, please upload the requested documents related to your product.		
	Salert the existing product you want to recover		
		product code	
		product code	
	PRODUCT NAME	product code	
		product code	
		product code	
	PRODUCT NAME	product code	
	O PRODUCT NAME	product code	
	O PRODUCT NAME	product code	
	PRODUCT NAME	product code	
	PRODUCT NAME	product code	
	O PRODUCT NAME	product code	
	PRODUCT NAME	product code	
			515

⁷ This button appears only if the composition is totally empty

biorius[,] I

Searci	h in your raw materials Q		SUPPLIER NAME	25	
	RM NAME	Ineos	SUPPLIER NAME	25	
0	RM NAME	Ineos	RM NAME SUPPLIER NAME	25	
0	RM NAME	Sensient	RM NAME SUPPLIER NAME	25	
0	RM NAME	Sonneborn			
0	RM NAME	Nisshin			
	RM NAME	Nisshin			
	RM NAME	Nisshin			
	RM NAME	nanogen co., Itd.			
	RM NAME	EXXON			
	RM NAME	sunchemical			
	RM NAME	Nippon Fine Chemical			
	RM NAME	KAO CORPORATION			
	RM NAME	Samyang			
			TOTAL 100%	; Previous	Nex
e finish ormat you war	ed product's files about this existing product clons files Int to recover the informations files about this product ? No				

- You crecte dreams, we protect them -

Previous Next



 $\textbf{COSMETIC SAFETY ASSESSMENT} \And \textbf{REGULATORY COMPLIANCE}$

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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"

		(Regulatory stud	A PARTY AND A PART		
		Cusanita	by for a basis formulation		
 Raw Materials - 100 Please enter the composition documents for the different 	% on of your prod t raw material	duct and upload the required S.		Actions	~
+ Add raw materials			MSDS	NON ANIMAL TESTING	TECHNIC
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	~
		Askt	for a review		×
W	hat kind of	review do you want to ask	?		
	For	the product's composit	tion 🗸 Required da	ocuments complete	
	O For	the complete product	Required doc	uments incomplete	
	In case o	of inspection, some additi	onal documents might be requ	ested within 48h	

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."

FRODUC	CT NAME			🖸 Go to detail	D Messages	Ask a review
		Label Re	view EU/UK			
🗸 Raw Mater	ials					
C No rav	w materials documents needed rrent service does not need a composition					
✓ Informatio In order to deliv	on about your product wer the ordered services, please upload the requested dr	ocuments related to your product.			C Ado	I more Accuments
Primary Packagin	g Artwork + Drop files here Required		-			
	Add d	locuments for PROD	JCT NAME			×
	Please choose the category of d	ocument you want to add	to your product			
	Select a category of	Category of docur	nent*			
	uocument	Leaflet			× 🗸	
		Jahal Paviaw 511/				
		Laber Review EU/				
				Con		Confirm
				Can	Cei	
		Label Rev	iew EU/UK			
Materials						
No raw material The current service	is documents needed e does not need a composition					
rmation about	your product red services, please upload the requested docume	ents related to your product.				Add more docur
or co denver che orde			+ Drop files here			
ackaging Artwork	+ Drop files here Required	Leaflet	Optional			

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

Label Review EU/UK										
V 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.										
Primary Packaging Artwork	+ Drop files here Required	Leaflet	+ Drop files here Optional							
		+ Copier								
	Raw Materials No raw materials doc The current service does Information about your In order to deliver the ordered set Primary Packaging Artwork	Raw Materials Raw Materials Image: Second secon	Raw Materials Raw Materials Raw Materials 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. Primary Packaging Artwork + Drop files here Required Leaflet • Copier • Uploaded files (0)	Label Review EUUK 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 nelated to your product. Primary Packaging Artwork Prop files here Required Leaflet Primary Packaging Artwork Primary Packaging Artwork Leaflet 						

	La	abel 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 do 	cuments related to your product.		Add more documents
Primary Packaging Artwork + Drop files here Required	Leaflet	+ Drop files here Optional	
test - Copie.docx	:		
Vploaded files (2) test - Copie.docx		Delete all files	
🗈 test - Copie.docx X 🗅 test.docx	×	+ Drop files here or select files on your computer	

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

<	PRODUCT NAME	io to detail	D Messages	Ask a review	Primary Packaging Artwork
	Label Review EU/U	к			Priority Required
~	Raw Materials				No files uploaded You can upload one or more file(s) for that category
	No raw materials documents needed The current service does not need a composition				+ Add file(s)
~	Information about your product In order to deliver the ordered services, please upload the requested documents related to your product.		🗅 Add n	nore documents	
Pri	nary Packaging Artwork	et	+ Drop f	files here	

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.

<	PRODUCT NAME	🖸 Go to detail	Messages
	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
Prir	hary Packaging Artwork + 1 file uploaded Required Leaflet + 1 file upload Optional	led	

	Ask for a n	eview	×
	What kind of review do you want to ask ?		
	Q	D	
	No services available fo	or a composition review	
	For the complete product	Required documents complete	
I want to u	pload other documents		Next
	Label Rev	riew EU/UK	
Raw Materials			
C No raw materials doo The current service doe	cuments needed is not need a composition		
Information about you In order to deliver the ordered s	IF product ervices, please upload the requested documents related to your product.		Add more documents
nary 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 <u>some remarks and</u> <u>status</u> 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".



[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 <u>some remarks and</u> <u>status</u> 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 <u>upload</u> all the necessary document(s) and finally click on <u>"Ask a</u> <u>review".</u>

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 workspace⁸

C	🚌 To do 🕒 All my produc	t 👌 All my raw materials	S			1 diego benitez
	All my products					Export to CSV
	PRODUCT NAME		×	Search by order number	Q	Search by internal number Q
	Search by brands		~	Search by composition owner	~	
	Code	Name		Formula number	Brand	d Composition owner
	PRODUCT CODE	PRODUCT NAME		- 🔧	BRAND NAM	IE COMPOSITION OWNER NAME

 $^{\rm 8}$ This option will not be shown if the service is closed.

Home > All my products > PRODUCT NAME PRODUCT NAME	🖵 Messag	es Actions V
Baby Baby face cream -		More info 🗸
Services ordered	Show services without outputs	
→ Audit of an Existing Product Dossier Order number : S08325 Ordered on 09/02/23 Awaiting documents	~	
→ Regulatory study for a basis formulation Order number : S08334 Ordered on 23/02/23 Awaiting documents	Go to workspace	
Raw materials		
NO ITEMS FOUND FOR THIS CATEGORY		

3. THE MAIN PAGES

3.1. <u>All my products</u>

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

All my product	ts				🕒 Export to CSV
test1	*	×s	earch by order number	Q Search by interna	l number Q
Search by brands		× 9	Search by composition owner	×	
Code	Name		Formula number	Brand	Composition owner
PRODUCT CODE	test1		-	Tarte	Tarte
product_export (10).csv	^				Tout afficher
	-				

Α	В	С	D	E	F	G	н	1	J	К	L	м	N
	Order			Broduct	Broduct	Internal	Formula		Delivered	Exported	Latest output		
Brand	Number 🔻	Creation dat v	Service	Code T	Name v	Reference	Number 🔻	Status	output	output *	unload date	Manufacturer 💌	Composition Owner T
brand	Number	creation da	Bogulatory study for a basis	COUE	Ivanie	nererence	Number	Awaiting	output	output	upidad date	Manufacturer	composition owner
Riorius	\$09224	02/22/2022 12	formulation	TAPT-1250	tort1			documents	0			Riorius	Piorius
biorius	300334	02/23/2023 13.	Tormulation	TART-1350	testi		-	uocuments	0	-		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 status⁹
- 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 "<u>Define your product</u>"
 - Target population
 - Product category
 - o Formula number
 - o Producer
 - o Composition Owner
 - o Manufacturer
 - o Packager
 - o Single use

To edit the general information please go to the section <u>edit my product.</u>

- The services ordered:
 - Order number and date
 - Status (see note <u>9</u>)
 - \circ If the service allows it, you can export the PIF (Product Information File)
 - \circ $\;$ If the status allows it, you can have access to the workspace

⁹ 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

PRODUCT NAME Image: Product category Baby Baby Baby Formula number	D Mess	Actions V More info V
Services ordered	Show services without outputs	
Audit of an Existing Product Dossier Order number : S08325 Ordered on 09/02/23 Awaiting documents	~	
Regulatory study for a basis formulation Order number : S08334 Ordered on 23/02/23 Awaiting documents	Go to workspace Product Information File	
Raw materials		
Product informations	Add more documents	
CofA of the Finished Product Ofile	>	

- <u>The old documents from Cosmos</u>
- 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:

All my products > Name of the Products Name of the Products P Target population E Product category		D Messages	Actions ~
Services ordered	Show services without outputs		More info 🗸
NO ITEMS FOUND FOR THIS CATEGORY			
CPSR-B 1 file	↓ Download all files >		
Formula Review 3 files	↓ Download all files >		
Raw materials	Ask other document		

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 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"

those documents ad all files
ad all files ad all files ad all files ad all files > ad all files > > ad all files > > ad all files > > > <tr< th=""></tr<>
ad all files > ad all files > ad all files > ad all files > > ad all files > > > > > > > > > >
ad all files > ad all files > > ad all files > > xtions ~ xtions
ad all files > ad all files > > ad all files > > ad all files > > ad all files > > > > > > > > > > > > > >
ad all files Ad all files Ad all files Ad all files Ad all files Ad all files Ad all files Ad all files Ad all files Ad all files Ad all files Ad all files
ad all files > > tions ~ Compatibility Packaging Needed in case of inspection No files uploaded
ad all files > > > > > > > > > >
ad all files > tions > Compatibility Packaging Needed in case of inspection No files uploaded
ctions V are info V Compatibility Packaging Needed in case of inspection No files uploaded
tions Compatibility Packaging Needed in case of inspection No files uploaded
dd more doci + Add file(s)
vnload all file:
vnload all file
vnload all 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"

PRODUCT NAME			D Messages	Actions ~
R Target population 🗄 Product category	E Formula number			More info 🦄
View all materials (16)				
roduct informations	🕒 Add more docume	ents		
CofA of the Finished Product	↓ Download all files	>		
Compatibility Packaging 0 file		>		
External Challenge Test	↓ Download all files	>		
Formula Composition with INCI Breakdown	↓ Download all files	>		
Heavy Metals Analysis Ofile		>		
Id Batch Number Ofile		>		
MSDS of the Finished Product	↓ Download all files	>		
Manufacturer Details		>		
Add Please choose the category of doc	d documents for "Awake pineapple polish" ument you want to add to your product			×
Select a category of document	ategory of document *		~	
	Buik Stability in Glass			
	CofA Material Packaging			
	CofA Material Packaging Efficacy Tests			

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

Full Dossier Human Tests (RIPT, ...)

Messages: My Messages and the history

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

By clicking on the message icon of <u>your product detail</u>, 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

Name of the Products	C Messages Action
🗙 Target population 🗮 Product category 🗮 Formula number	More in
ervices ordered	Show services without outputs
ITEMS FOUND FOR THIS CATEGORY	
egacy documents	
CPSR-B 1 file	↓ Download all files >
Formula Review	↓ Download all files >

Messages	
LI MESSAGES	
Product in general Cosmos history	15 '04/21

3.2. All my raw materials

Home -> All my raw materials

This screen allows you to:

- have a view on all your raw materials
- <u>create a raw material</u>
- 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.

Ú	≅ To do 🛛 All my products 💭 All my ra	w materials	Ţ	O diego benitez ~
	All my raw materials		Export to CSV 🗸 🕂	- Create a raw material
	Search by name	Search by description	D Documents	ars 🗸
	Name	Supplier	Description	
	RM NAME	SUPPLIER NAME	~	
	RM NAME	SUPPLIER NAME		
	RM NAME	SUPPLIER NAME	-	

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.

🚺 🔅 To do 🛛 All my products	o All my raw materials	¢	e diego benitez	~
All my raw materia	ls	Export to CSV V	+ Create a raw material	
Search by name	Q Search by description	D Documents	iers 🗸	
Name	Supplier	Description		
RM NAME	SUPPLIER NAME	-		
RM NAME	SUPPLIER NAME	121		
RM NAME	SUPPLIER NAME			

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"

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).

🚺 🔅 To do 🗠 All my products	o All my raw materials	1 diego benitez	
All my raw materia	als	Export to CSV 🗸 🕂 Create a raw material	
Search by name	Q Search by description	D Documents	
Name	Supplier	Description	
RM NAME	SUPPLIER NAME		
RM NAME	SUPPLIER NAME	-	
RM NAME	SUPPLIER NAME		

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".

Ú	≣ To do 🛛 All my products	🔊 All my raw ma	iterials		Ç diege	o benitez	~
	All my raw materials			Export to CSV 🗸	+ Create a ra	aw material	
	Search by name	Q	Search by description	l' Products	suppliers	~	
				Documents			
	Name		Supplier	Description			
	RM NAME	💥 si	JPPLIER NAME	-			
	RM NAME	SU	JPPLIER NAME				

CAW MATERIAL NAME Ceneral information two raw material Supplier of the raw material Description Counters Documents Docu	Iome > All my raw materia	Is > RAW MATERIAL NAME	
Ceneral information Active raw material Supplier of the raw material Description Active raw material Description Active raw material Description Active raw material Counters Active raw material Counters C	RAW MATERI	ALNAME	Deactivate raw material Edit
Ceneral information Active raw material Trade name of the raw material Supplier of the raw material Description C Add more documents Docu			
Trade name of the raw material Supplier of the raw material Description C Add more documents DOCUMENTS	٩	General information Active raw material	
Supplier of the raw material Description C Add more documents DOCUMENTS		Trade name of the raw material	
Description Description C Add more documents DOCUMENTS		Supplier of the raw material	
Documents DOCUMENTS DOCUMENTS		Description	
Documents DOCUMENTS			
Documents DOCUMENTS DOCUMENTS			
DOCUMENTS	C	Documents	Add more documents
		DOCUMENTS	
CotA ↑ Upload		CofA 1 file	↑ Upload
		MSDS 1 file	↑ Upload

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