USER GUIDE: BIORIUS APP

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COSMETIC SAFETY ASSESSMENT & REGULATORY COMPLIANCE

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COSMETIC SAFETY ASSESSMENT & REGULATORY COMPLIANCE

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[1]
  - Your company
  - Your manufacturers
  - Your brands
- See the user guide and useful tutorials by clicking on the "Explanation & Help" tab
- Log out
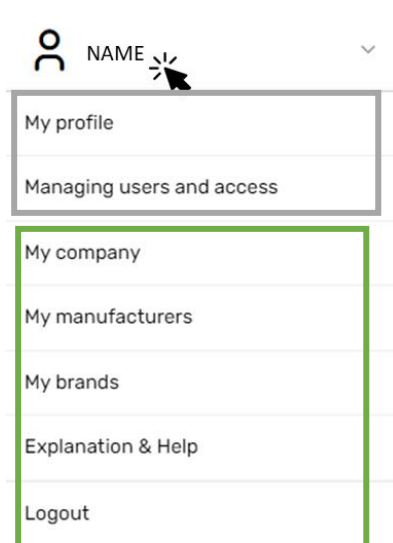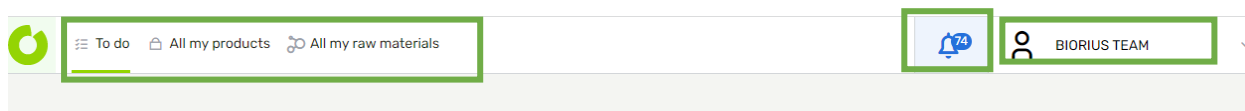
1.1. Notifications

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

The BIORIUS app has two different types of notifications:

1. A notification message from the expert concerning your finished product.

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[1] **This feature is only available if the Account Manager gives you access to this function.**

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2. A notification of a deliverable for a specific service.
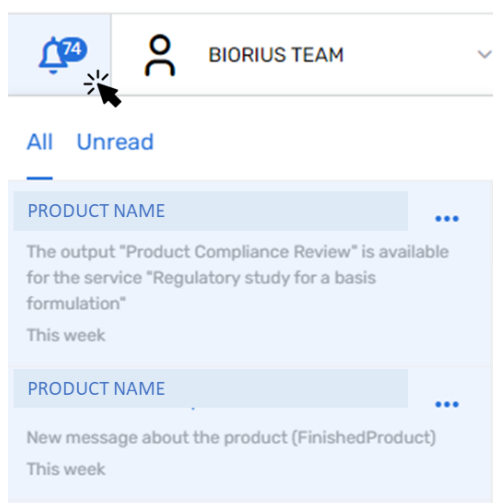
1.2. My profile and the notification reception by mail

Header -> click on your name -> my profile
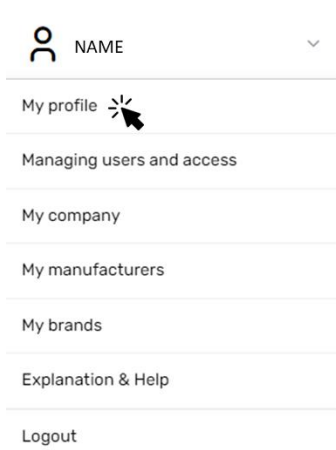
If the administrator gives you access to this, you will be able to see and edit the following information[2]:

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

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

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[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.**

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- Login
- Email
- Language
- Company name

1.3. Creation and management of users of my company

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

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[3].

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

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[3] **If you want to have access to this function, please contact your dedicated Account Manager with your manager in copy.**

The new user will then receive an email inviting them to log into MyApps 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

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- o job function
- o reception of notification by mail
- o deactivate the user

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1.4. My company

Header -> click on your name -> My company
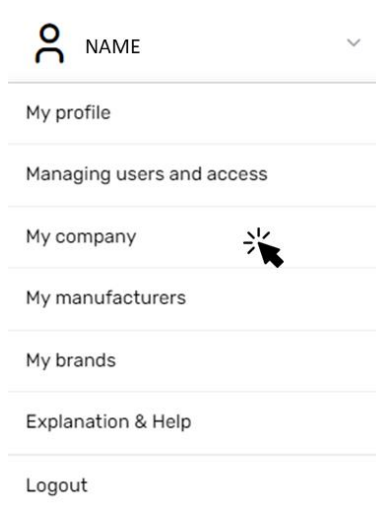
This screen is split in three parts:

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

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1.5. My manufacturers

Header -> click on your name -> My manufacturer
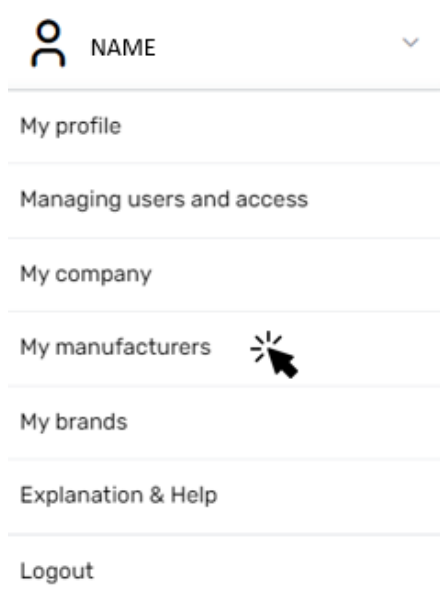
In this screen, you can see the contact information of the manufacturers that are linked to your product:

My manufacturers
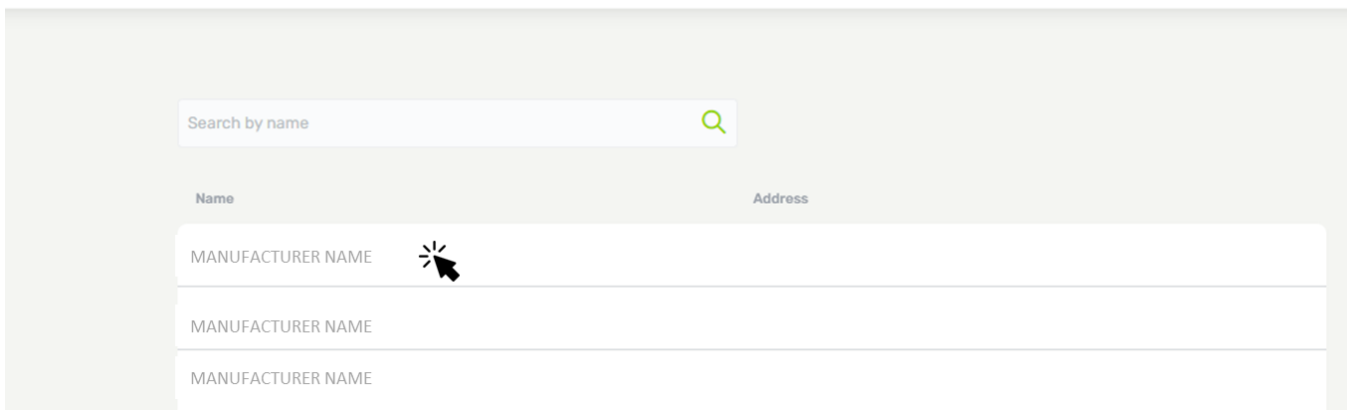
MANUFACTURER NAME

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

Search by name   Search by company

Name   Company

BRAND NAME   COMPANY NAME

BRAND NAME   COMPANY NAME

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

- The general information:
    o Company (not editable)
    o Product prefix[4] (not editable)
    o Phone and email (editable)
- The address (editable)
- The contact person number 1 and number 2 (editable)

COMPANY NAME

Edit

---

[4] **The product prefix is the first letters of your brand used to create your product code in the BIORIUS APP**

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.

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"[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.

[5] **This task appears only if you bought a service where the encoding of the composition on the BIORIUS APP is required.**

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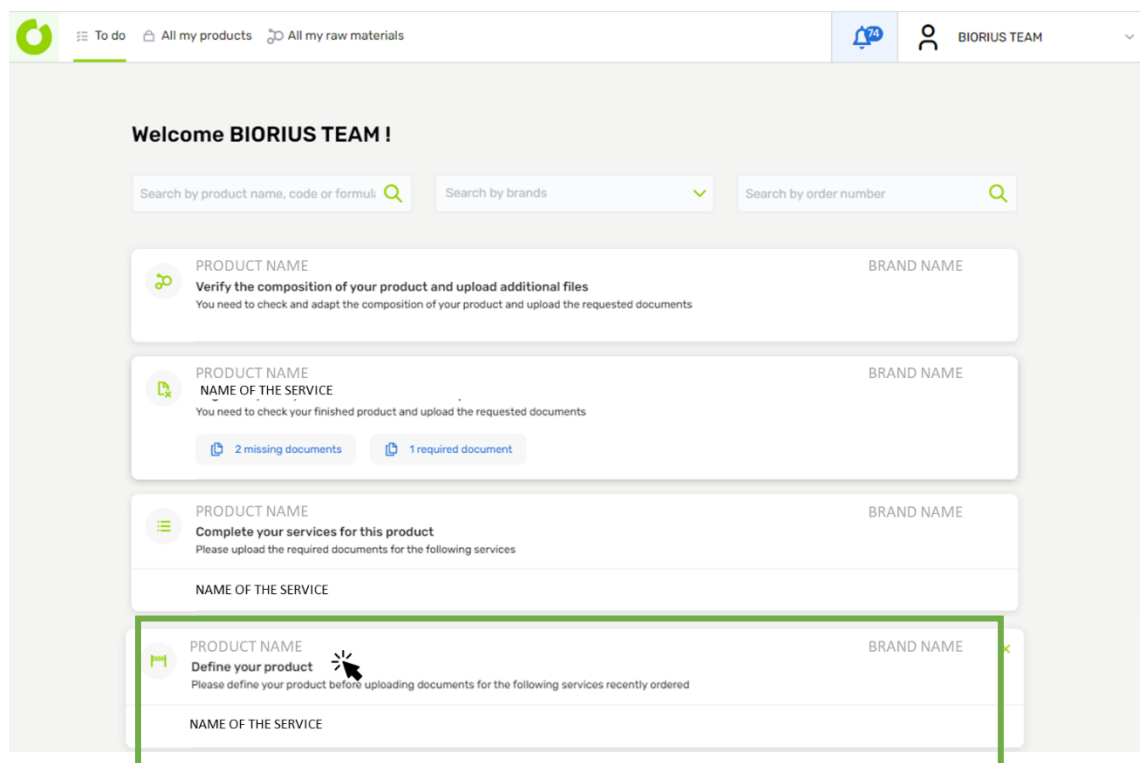
Define your product

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)
- 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 information below:

- 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:
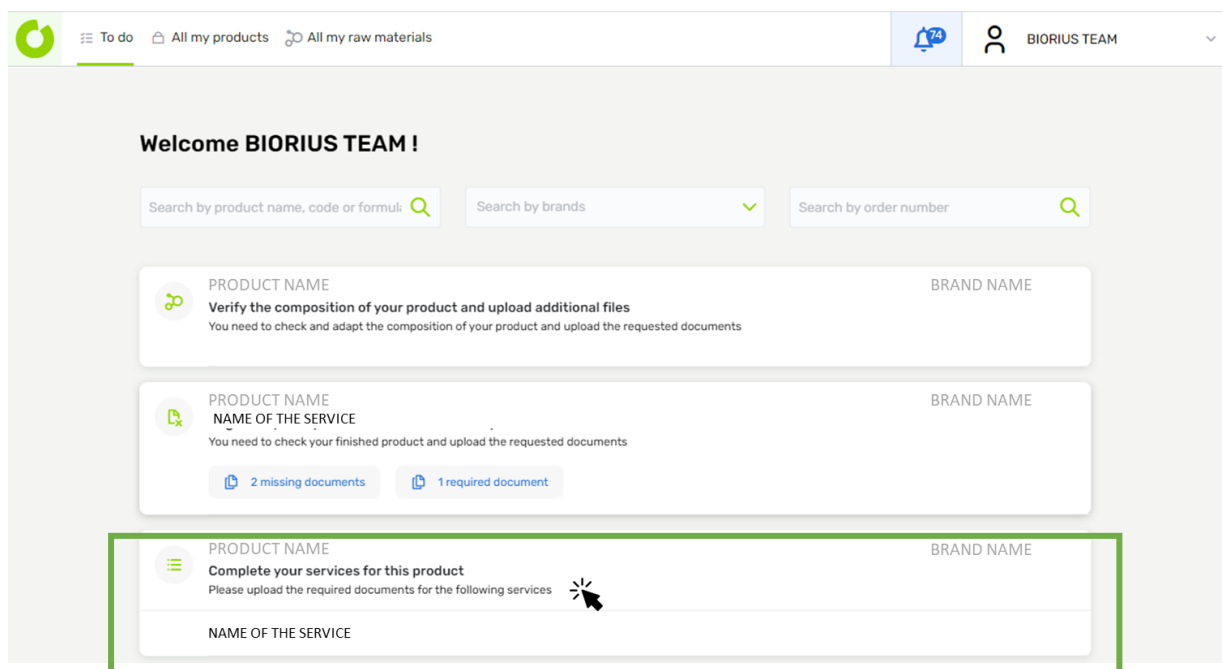
COSMETIC SAFETY ASSESSMENT & REGULATORY COMPLIANCE

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

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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[6] for each service and allows you to rapidly upload documents.

Documents can have different status and remarks.

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

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[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.**

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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 MyApps, the system will ask you to insert the composition. To insert the composition, you have three options:

1. Insert the composition from scratch by choosing, importing, or creating raw materials in the system
2. Encode the composition with a CSV file
3. Recover the composition from an existing product by clicking on "Recover from an existing product"

Once the composition has been inserted, 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 or if you used validated raw materials, the system will automatically retrieve them so you won't have to upload them a second time. If you used checked raw materials the system **might** ask you for documents. For the proposed raw materials, the system **will** ask you documents. You can learn more about these types of raw materials here: The different types of raw materials

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 %

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
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	
RM NAME SUPPLIER NAME %	✓ All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional

Actions ⌄   📄 Add more documents

+ Add raw materials

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

Raw Materials - 100 %

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

Actions ⌄

+ Add raw materials

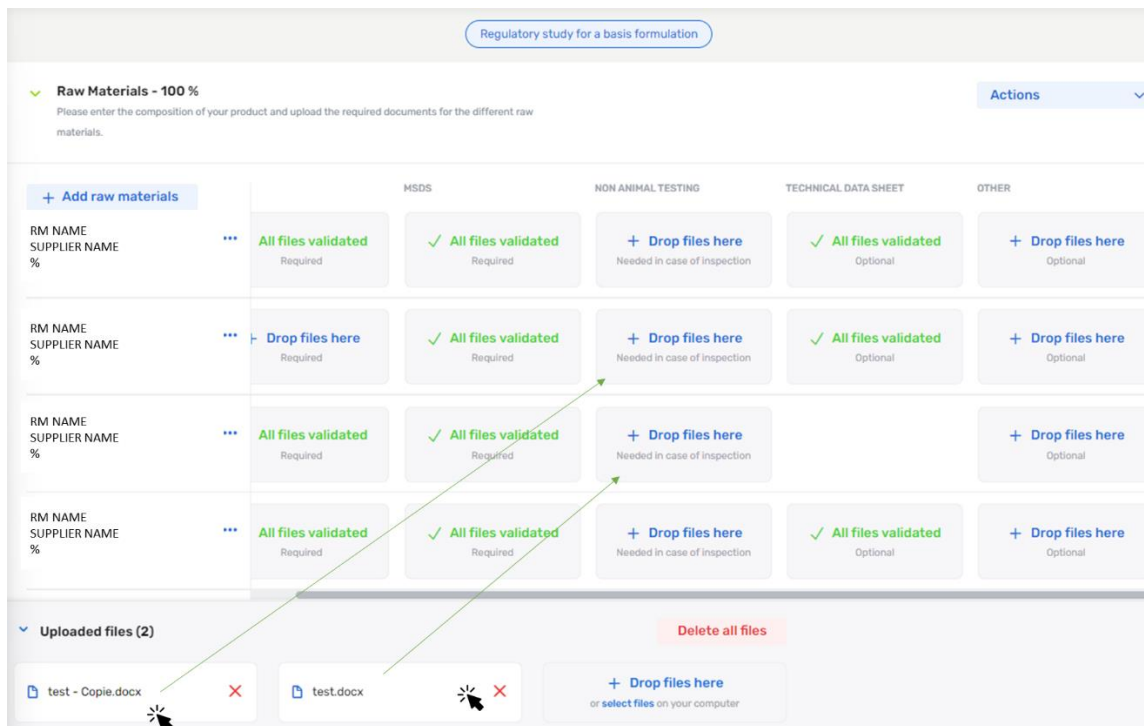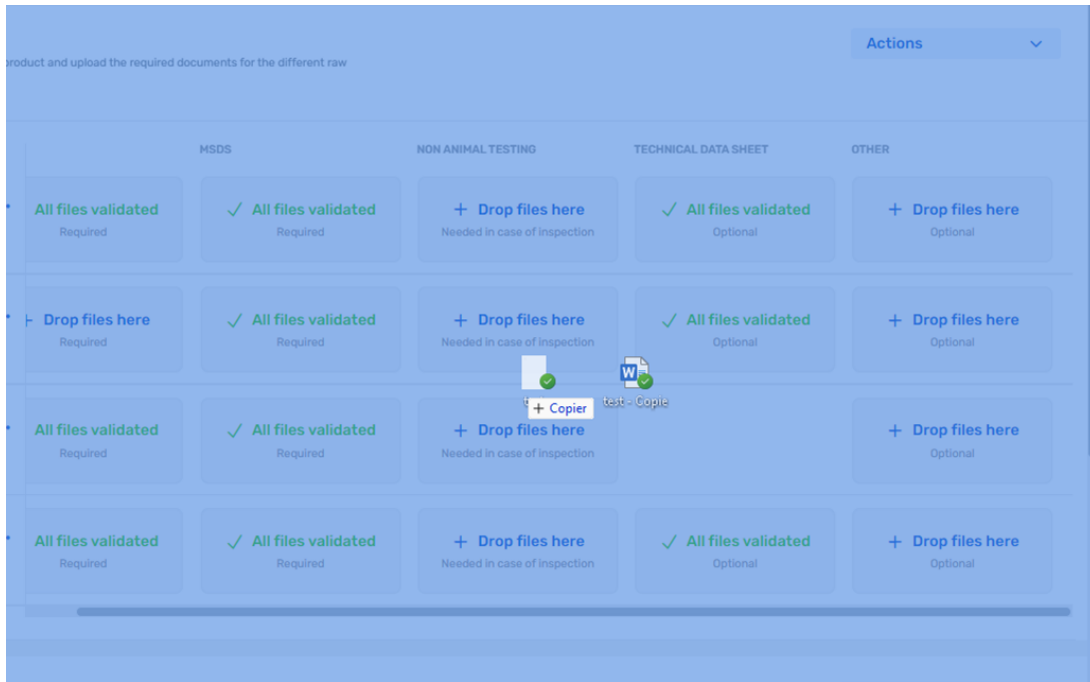|		MSDS	NON ANIMAL TESTING	TECHNICAL DATA SHEET	OTHER
RM NAME SUPPLIER NAME %	All files validated Required	✓ All files validated Required	+ Drop files here Needed in case of inspection	✓ All files validated Optional	+ Drop files here Optional
RM NAME SUPPLIER NAME %	Drop files here Required	✓ All files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

Select file

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

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The different types of raw materials

Before going into the details of how to insert the composition of your product, it is important to understand the different t ypes of raw materials that you will encounter on MyApps.

- **Validated raw materials**: The validated raw materials have a checked composition in ingredients, impurities, and all the required documents. **So, you won't need to provide any document if you select a validated raw material.**

- **Checked raw materials**: The checked raw materials have a checked composition in ingredients and impurities, however, some additional documents could be asked to continue the process.

- **Proposed raw materials:** The proposed raw materials are raw materials without a composition or having a composition in ingredients and impurities not checked**, also some additional documents will certainly be asked to continue the process.**

Insert the composition from scratch

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

To insert a composition:

1. Click on the button "+ add raw materials"
2. Select your raw materials (prioritize selecting validated and checked raw materials as it will speed up the process)
   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"
5. If your product has shades, you will need to complete the concentration of each raw material in every shade in the "Shades" tab
   a. Go in the "shades" tab
   b. Fill in a name and a code for each shade
   c. you have to fill in the concentration for each raw material for each shades. You can use tools to copy the concentration of a raw material to different shades or copy all the concentrations of a shade to another shade.

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Encode the composition with a CSV file

To enter a composition by importing a CSV file:

1. Click on the button "Import composition"
2. Download the template to use
3. Write the name of the raw material, the supplier's name and the percentage in your CSV file
4. Upload the CSV file
5. Click "Confirm"
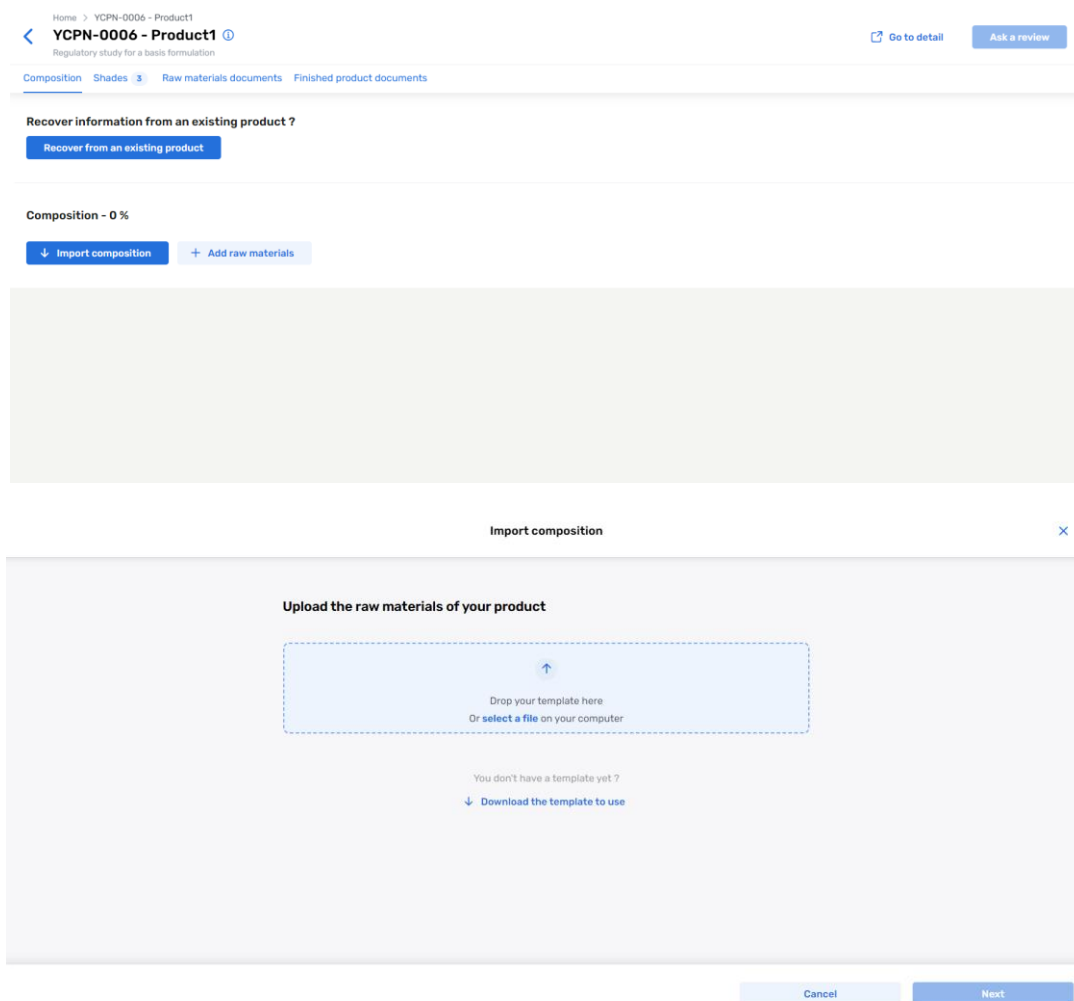
You can also use that option to fill the composition of your shades. Just follow the same steps, the system will detect that your product has shades, and the only difference is that the Excel Template will be. Then, will need to complete the concentration of each raw material in every shade in the template.

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"[7]
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
8. If your product has shades, you will need to complete the concentration of each raw material in every shade in the "Shades" tab :
   a. Go in the "shades" tab
   b. Fill in a name and a code for each shade
   c. Then you have to fill in the concentration for each raw material for each shades. You can use tools to copy the concentration of a raw material to different shades or copy all the concentrations of a shade to another shade.

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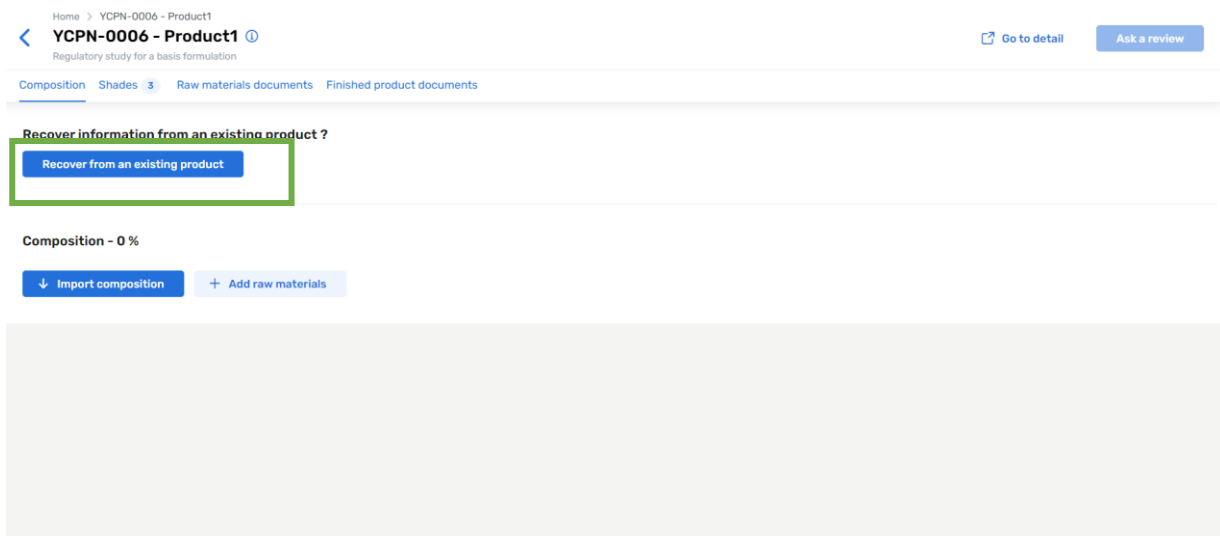
[7] **This button appears only if the composition is totally empty**

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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

Recover the finished product's files about this existing product

SUMMARY

Documents files

Formula Composition with INCI Breakdown
3 files

+ Add all files   ^

FILES

Name of document	+ Add
Name of document	+ Add
Name of document	+ Add

Stability In Package Performed by the Manufacturer
1 file

+ Add all files   v

Previous   Confirm

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PN-0004 - Louis ⓘ

tory study for a basis formulation

🔗 Go to detail   🗩 Messages   See activity   **Confirm review**

n   Shades **3**   Raw materials documents   Finished product documents

shades concentration of your product

Edit shades

	- ⧉	- ⧉	- ⧉
	-	-	-
	80 %	75 %	70 %
- Syn. Fluorphlogopite... ⧉	20 %	15 %	10 %
- CAPRYLYL GLYCOL ⧉	15 %	15 %	20 %
inc Stear... Deactivated ⧉	10 %	10 %	15 %
YLGLYCERIN TOCOPH... ⧉	15 %	15 %	10 %
- Red IronOxide ⧉	10 %	10 %	5 %
langanes Violet ⧉	5 %	5 %	5 %
itanium dioxid ⧉	2.5 %	2.5 %	2.5 %
l 77000 - Silica ⧉	2.5 %	2.5 %	2.5 %
TD Silver Holo Cosmet... ⧉	%	%	%

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COSMETIC SAFETY ASSESSMENT & **REGULATORY COMPLIANCE**

Add the composition of your proposed raw material

When you select a proposed raw material or created a new raw material, you will be able to add the composition of your raw materials in components by following theses steps:

1. Select the "…" button next to the raw material and click on "edit"
2. Select all the components you would like to add and confirm
3. It will send you to a page when you will need to add details
4. Precise :
   a. The concentration in the raw material (Range or exact concentration) (% or ppm)
   b. The role in the raw material
   c. Incidental or not
   d. The function in the raw material
   e. The origin in the raw material
   f. Nanomaterial or not

5. Then you need to confirm your composition

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 for which service you want to ask the review
3. Click "Next"

Ask for a review   ✕

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

For which services do you want to ask a review ?

✓ Label Review EU/UK   ✓ Required documents complete

Cancel   **Validate**

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 "Finished product documents" (see image).

In this example for the service "Global Formula check", the system asks you to upload a file called "Formula Composition with INCI Breakdown". If you want to upload more documents, you can click on "add other documents."
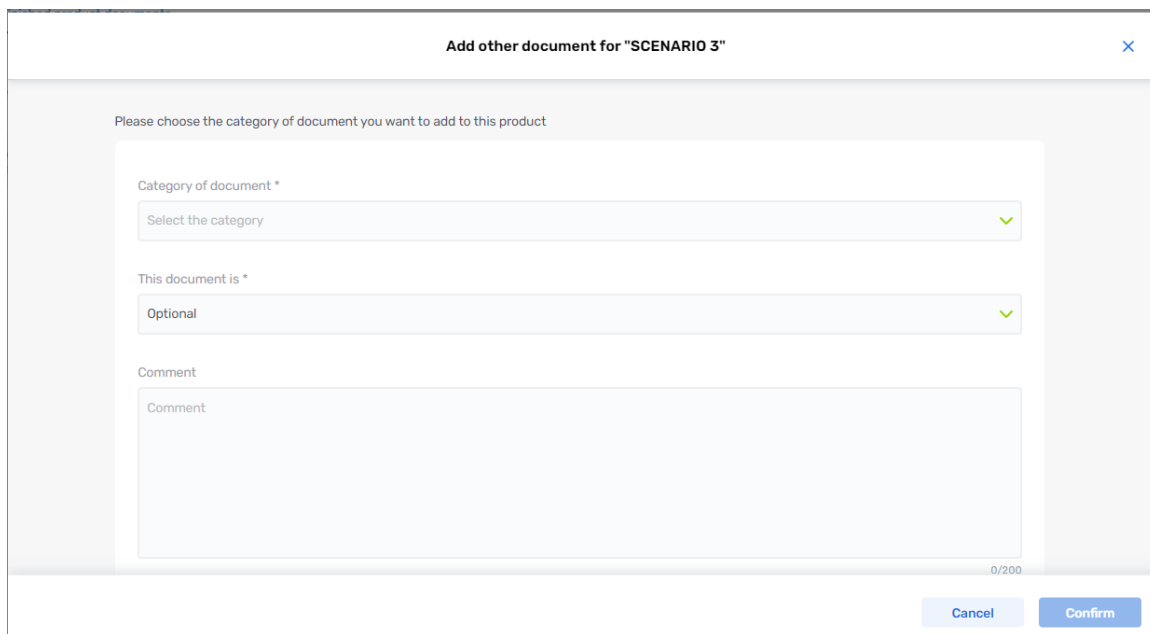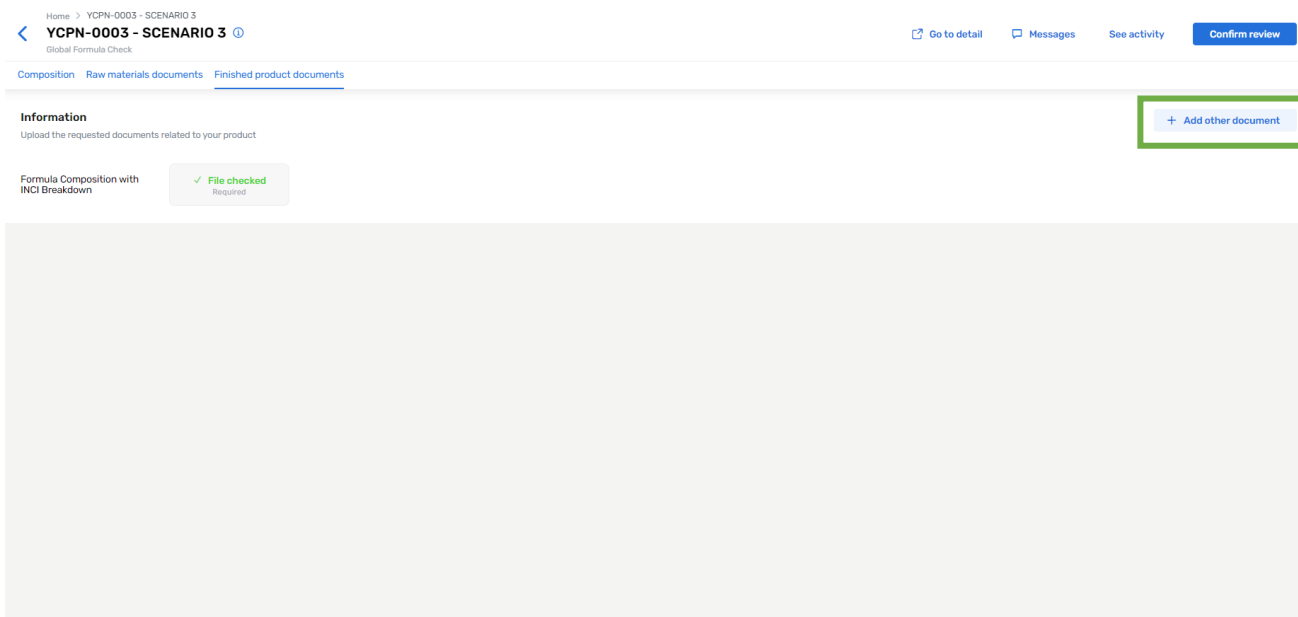
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To upload your documents, you can simply use drag and drop to move your documents to the correct section:
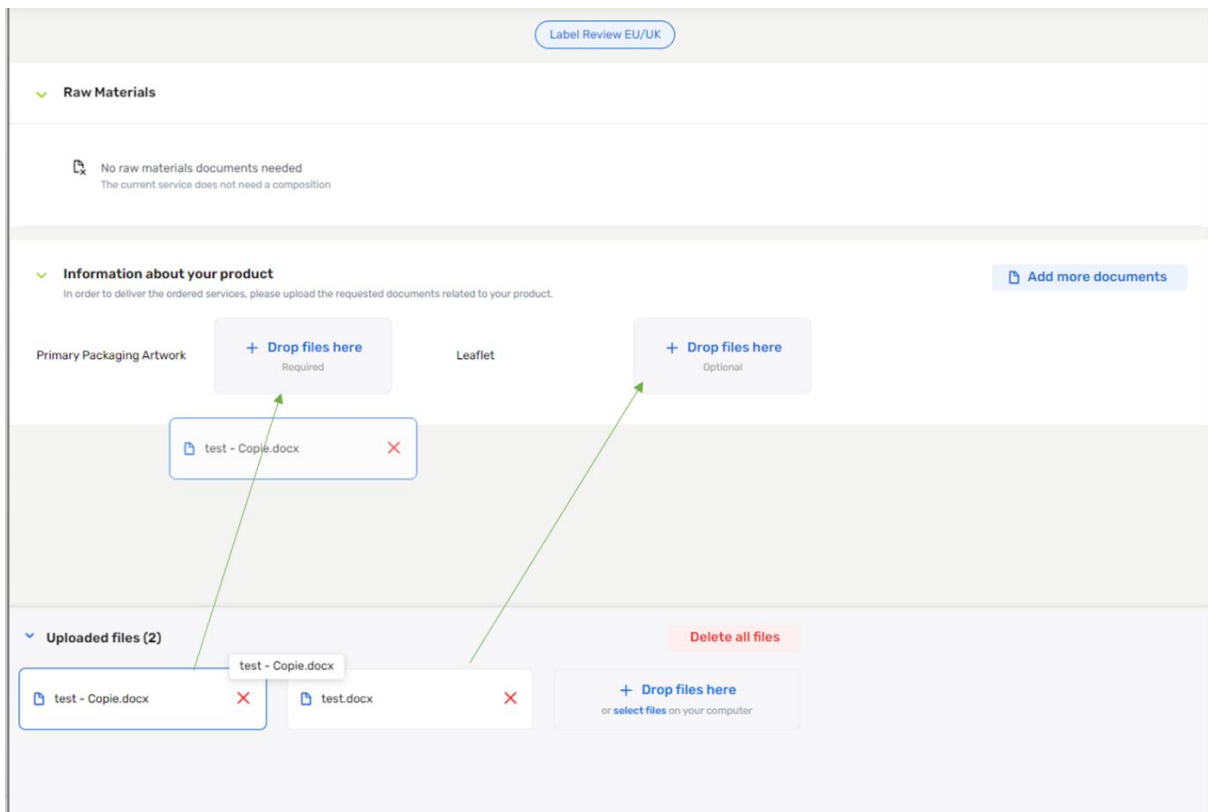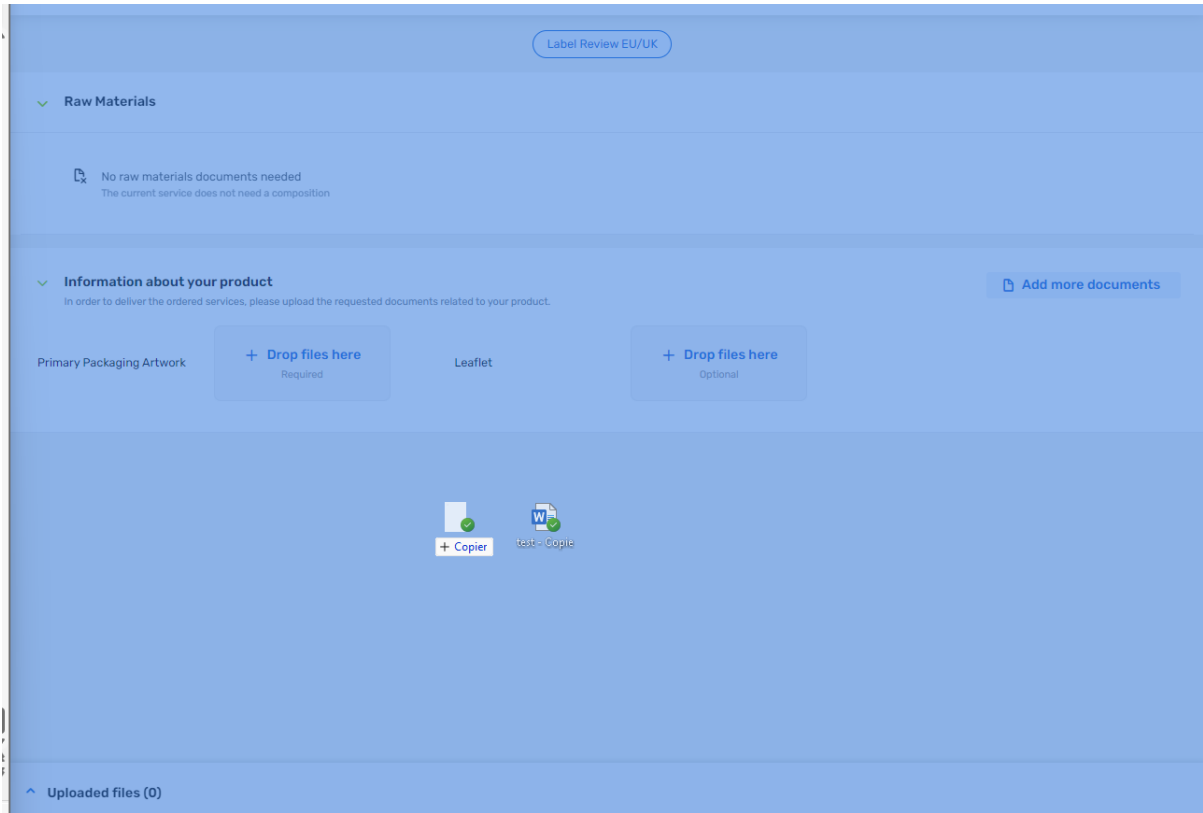
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Another way to add documents is to click on the document type and click "add files".
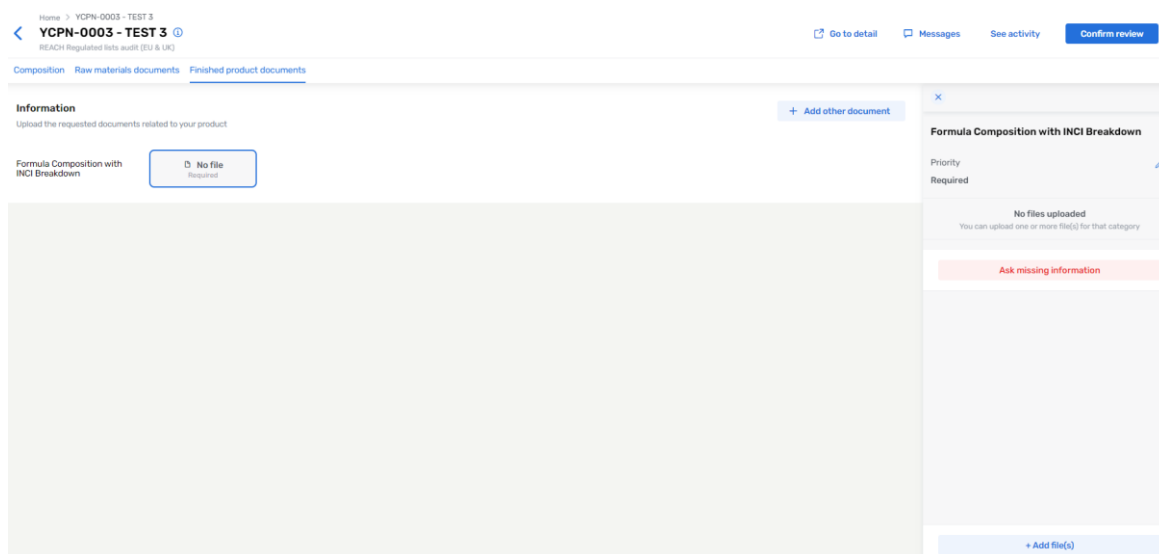
Once you add all the necessary documents, you can ask for a review by clicking "Ask a review" and clicking "next". The system will then block your access to the documents until our expert finishes their review.

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YCPN-0003 - TEST 3 ⓘ

REACH Regulated lists audit (EU & UK)

Composition   Raw materials documents   Finished product documents

⎘ Go to detail   **Ask a review**

Information

Upload the requested documents related to your product

+ Add other document

Formula Composition with INCI Breakdown   Review in progress
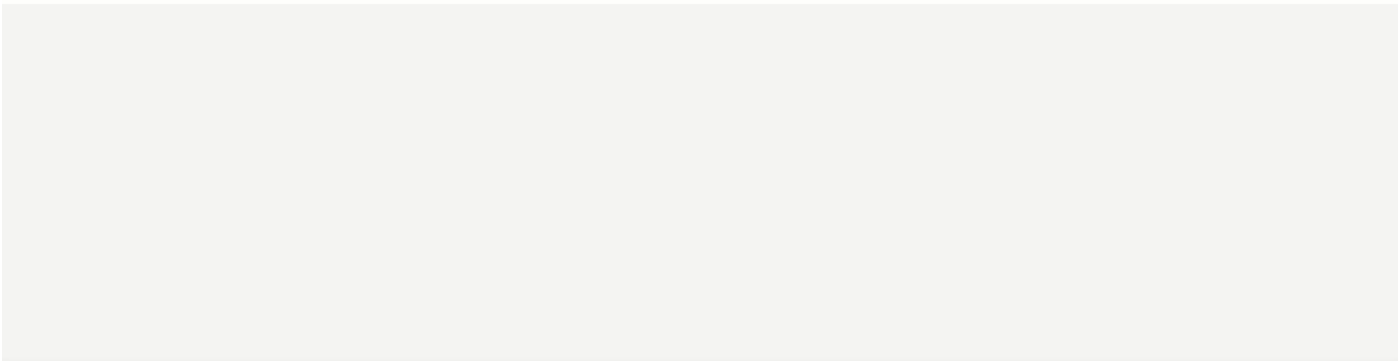
Label Review EU/UK

⌄ 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

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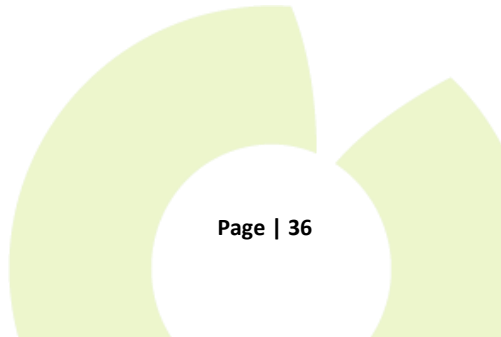
Verify the composition of your product and upload additional files
"To do" tab

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". You will find all your documents in your raw materials. In addition, you can find other validated documents owned by BIORIUS for checked and validated raw materials. These documents are collected by BIORIUS to not ask you to provide the documents and thus **speed up the advancement of your project**, however, some of these Biorius documents are not readable. But you can add your own documents if you want to stock your files in MyApps even if there is already a validated document owned by Biorius.

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".

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[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".

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.
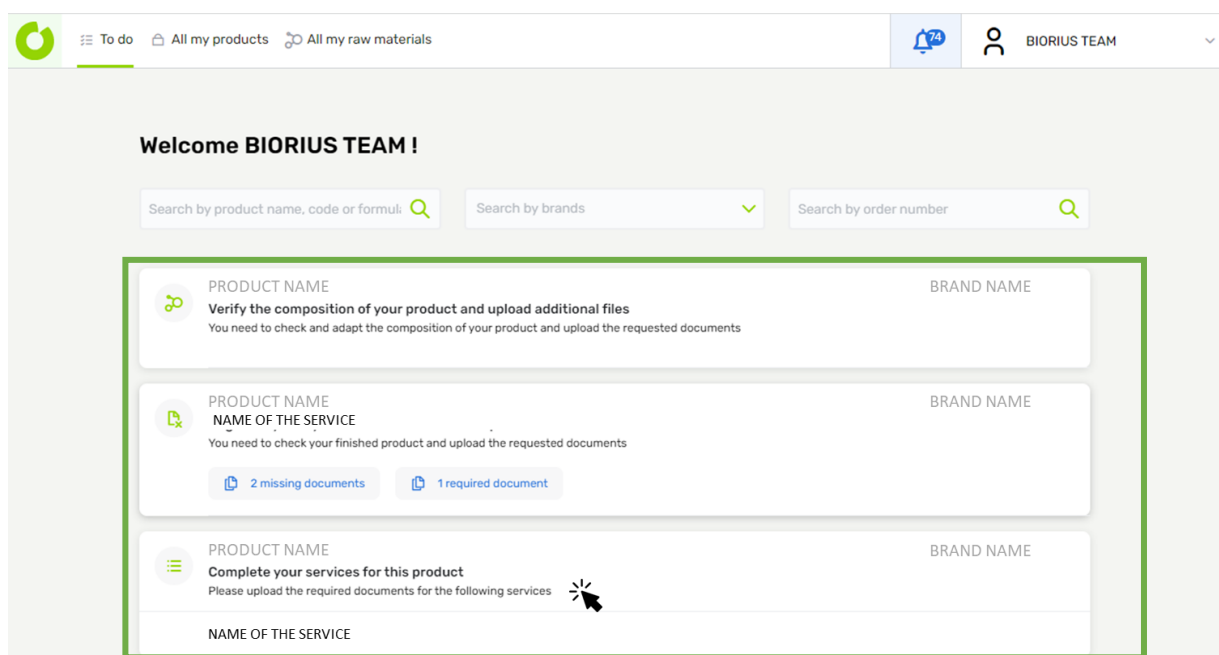
Second option

The second option is to follow this path:

All my products -> select your product -> select the service -> go to workspace[8]

---

[8] **This option will not be shown if the service is closed.**

All my products

All my products

Export

Product name, code, formula or order number 🔍   Active status Active ✕   Add filter ✕

Code	Name	Formula number	Brand	Composition owner	Confidential	Composition status	Active status
YCPN-0001	TEST 1	-	your company	Tarte	🔒 Confidential	Not inserted	● Active
YCPN-0002	TEST2	-	your company	Your Company		Inserted	● Active
YCPN-0003	TEST 3	-	your company	Your Company		Inserted	● Active
YCPN-0004	Louis	-	your company	Your Company		Inserted	● Active
YCPN-0005	TEST4	-	your company	Your Company		Inserted	● Active
YCPN-0006	Louis2	-	your company	Your Company		Not inserted	● Active

Home > All products > YCPN-0001 - TEST 1

YCPN-0001 - TEST 1 🔒 Confidential Composition inserted

💬 Messages   Actions ⌄

PRODUCT CATEGORY	TARGET POPULATION	FORMULA NUMBER	COMPOSITION OWNER	PRODUCER	MANUFACTURER	
Baby face cream	Baby (0-1 year)	-	Tarte	Your Company	Your Company	More info ⌄

Services ordered **2**   Composition   Shades **2**   Quali-quantitative formula   Ingredients list   Raw materials documents   Finished product documents

Only services with outputs ⬤
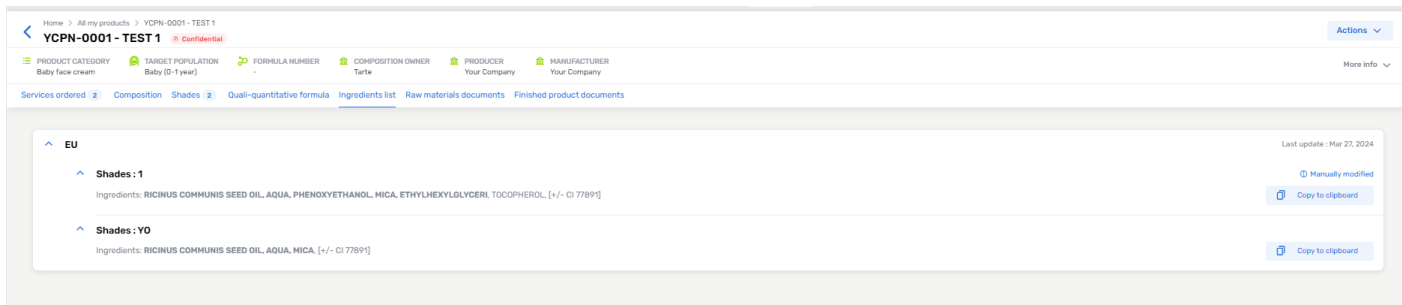
⌄ **Additional Shades - Existing Product**
  Order number : S80149   Ordered on Mar 27, 2024   Awaiting documents

  Go to workspace ···
  Download Documentary check
  Cancel the service ···

⌄ **Regulatory study for a basis formulation**
  Order number : S80148   Ordered on Mar 27, 2024   Awaiting documents

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Consulting my INCI list

Once, the composition is set on MyApps in raw materials and components, the expert will be able to generate the INCI list according to the region of the service bought. Here are the information of the INCI List:

- In bold: all the ingredients or allergens (according to the concentration) higher or equal to 1 %

- In normal: all the ingredients or allergens (according to the concentration) lower than 1%

- At the end, you will find all the colorants

COSMETIC SAFETY ASSESSMENT & REGULATORY COMPLIANCE

Quali-Quantitative formula

Once, the composition is set on **MyApps in raw materials and components**, you will be able to see the quali-quantitative formula on your product details.

This formula grouped all the components spread among several raw materials in one component.

You can see on this screen the following information:

- The INCI name and CASE of the components
- The concentration of the component in the product
- The quantity considered to generate the ingredient list (= INCI quantity)
- The function of the component if the component is an ingredient
- Some tags about the components

If your product contains shades, you can display tha quali-quantitative formula per shade. By using the "see in shade tool". You can also Export the formula of all your shade in an Excel file by clicking the "Export shades" button.
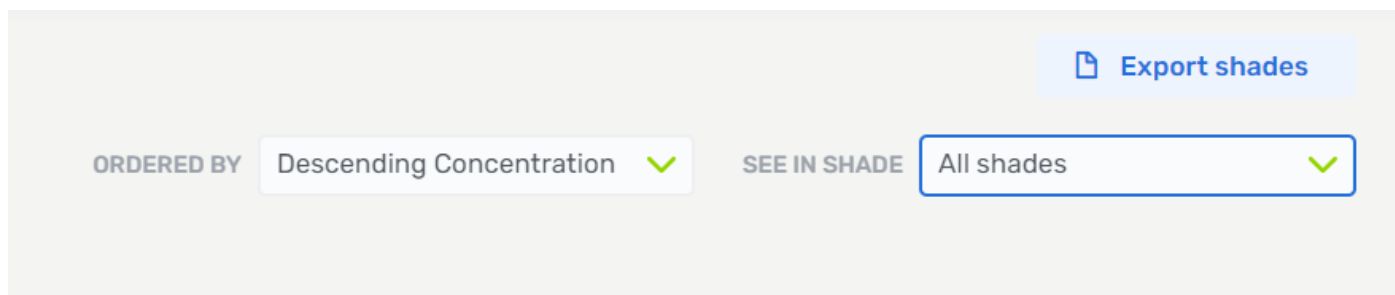
Home > All my products > YCPN-0007 - Louis3

YCPN-0007 - Louis3 Composition inserted

Actions

| PRODUCT CATEGORY | TARGET POPULATION | FORMULA NUMBER | COMPOSITION OWNER | PRODUCER | MANUFACTURER |
| Face and body lotion | Adult (+15 years) | - | Your Company | Your Company | Your Company |

More info

Services ordered 1 | Composition | Quali-quantitative formula | Ingredients list | Raw materials documents | Finished product documents

INCI name or CAS number

ORDERED BY Descending Concentration

Filter

Ingredients

INCI Name EU	Concentration in product	INCI Quantity	CAS Number	Function	Tags
PERLITE	30 %	30 %	130885-09-5	BULKING	-
ZINC STEARATE	15 %	15 %	557-05-1	ANTICAKING	-
CI 77891	14 %	12.75 %	13463-67-7	COLORANT	Monitored
SYNTHETIC FLUORPHLOGOPITE	12.5 %	10.25 %	12003-38-2	VISCOSITY CONTROLLING	-
CAPRYLYL GLYCOL	5 %	5 %	1117-86-8	EMOLLIENT	-
CI 77000	4.75 %	4.5 %	7429-90-5	COLORANT	-
CI 77491	2.75 %	1.875 %	1317-61-9	COLORANT	Monitored
(+)-trans-3,3-dimethyl-5-(2,2,3-trimethyl-cyclopent-3-en-1-yl)pent-4-en-2-ol	2.5 %	4.5454545455 %	244626-73-1	ANTICAKING	-
SILICA	0.75 %	0.5 %	7631-86-9	VISCOSITY CONTROLLING	Monitored
TIN OXIDE	0.25 %	0.125 %	18282-10-5	VISCOSITY CONTROLLING	Monitored
(3R,5Z)-3-METHYL-5-CYCLOPENTADECEN-1-ONE	0.15 %	0.2727272727 %	464207-51-0	ANTIDANDRUFF	-
(+)-(1S,2S,3S,5R)-2,6,6-trimethylbicyclo[3.1.1]heptane-3-spiro-1-(cyclohex-2-en-4-one)	0.1 %	0.1818181818 %	133636-82-5	PERFUMING	-

Impurities

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Downloading your PIF

You can download the product information file of your product directly from the product's details. Follow these steps to do it:

1. From the details tab of your product, click on "Actions"
2. Click "Download Product Information File

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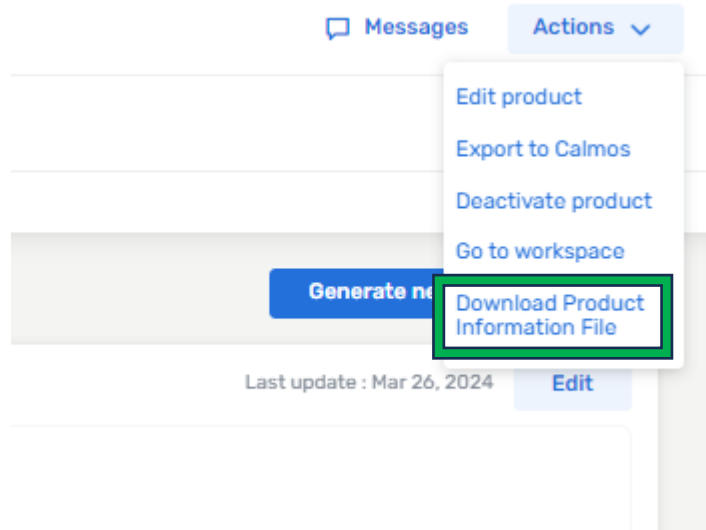
3. THE MAIN PAGES

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

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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[9]
- 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

---

[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**

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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 status allows it, you can have access to the workspace
- [The old documents from Cosmos]
- The composition
- The raw material information and documents
- [The documents about the finish product]
- [The message exchanges with the expert concerning this product.]
- The INCI list
- The quali-quantitative formula
- The shades if your ordered some

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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:

1. Go in your product details
2. Go in "Service ordered"
3. You will see the subdivision "Legacy Documents

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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 product file independently of a task, you can do so by following these steps:
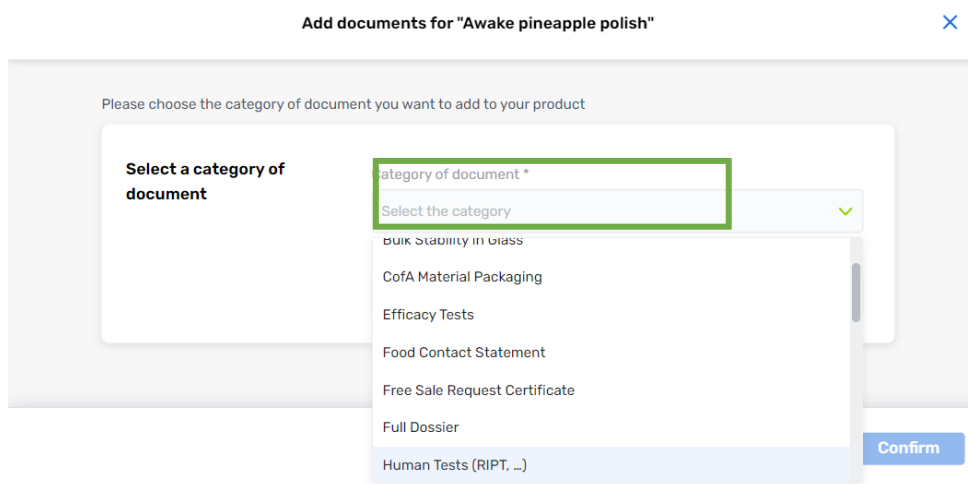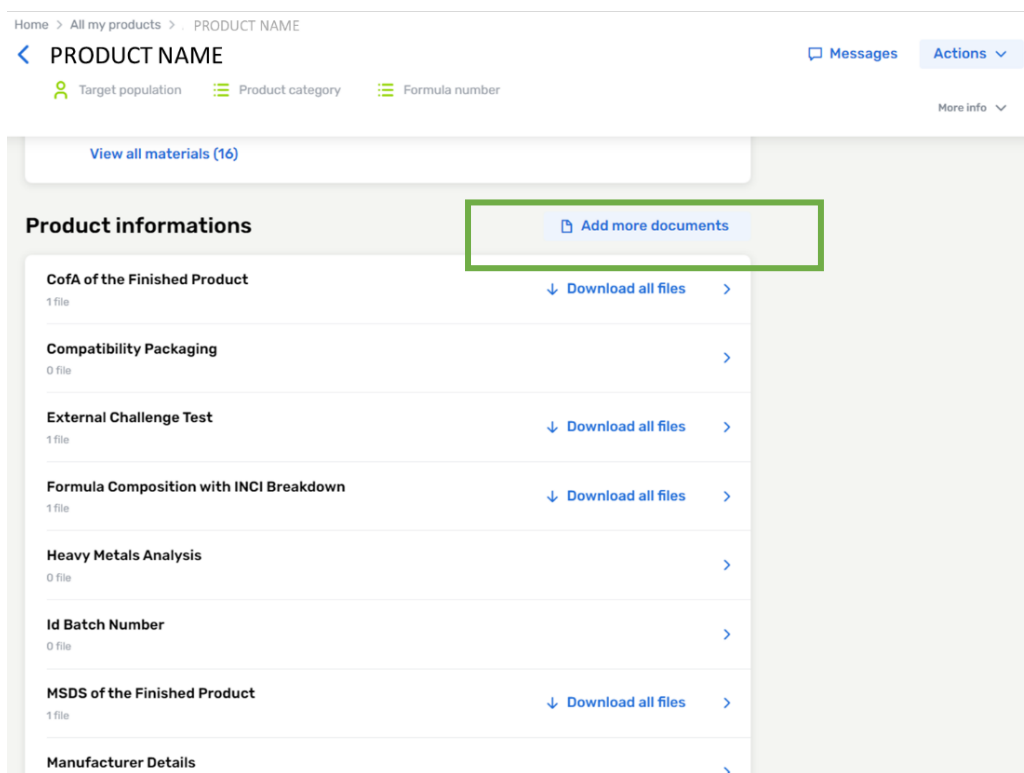
1. Click on the document type you want to upload, for ex.: "Compatibility Packaging"
2. Click "Add file"
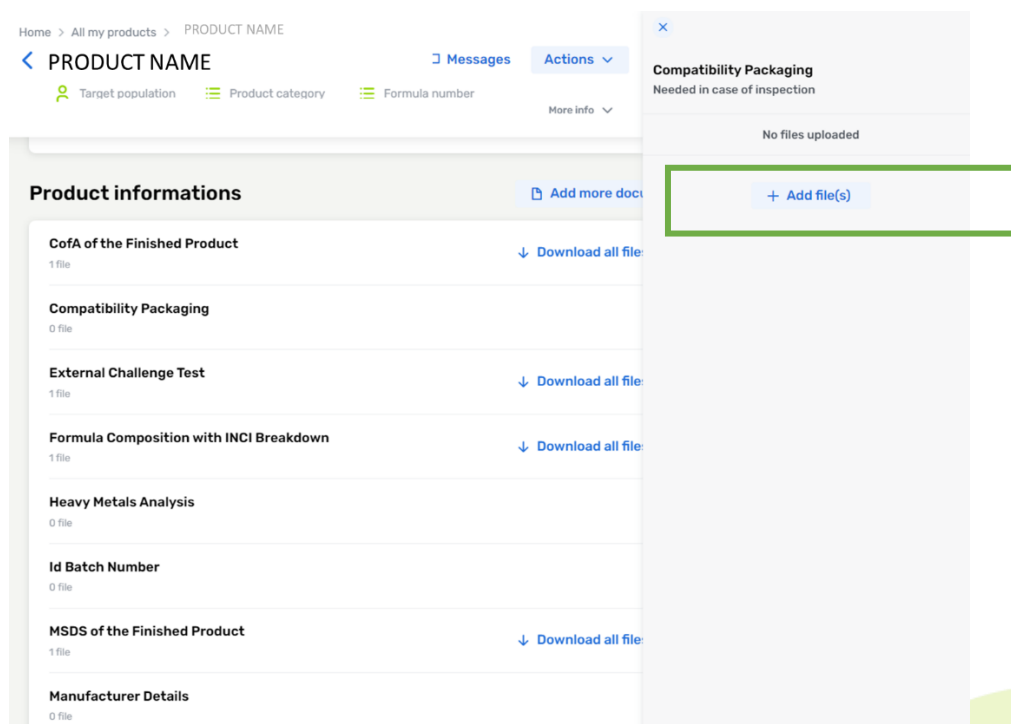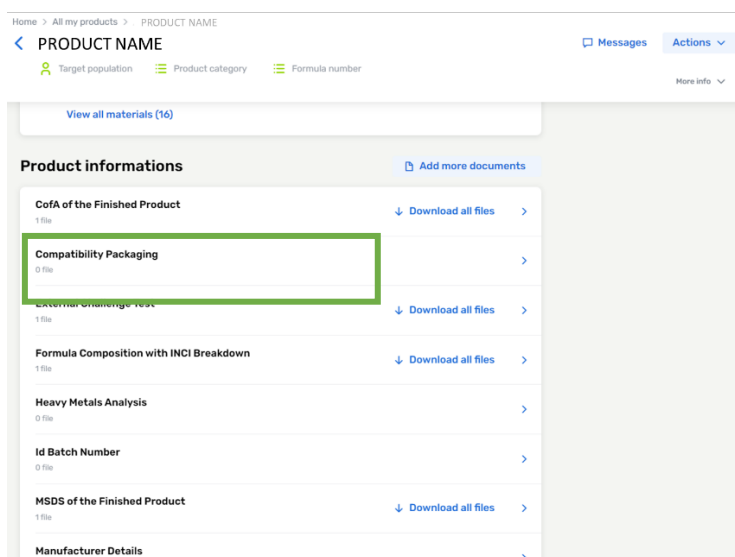
If the document type that you want is not present, you can:

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

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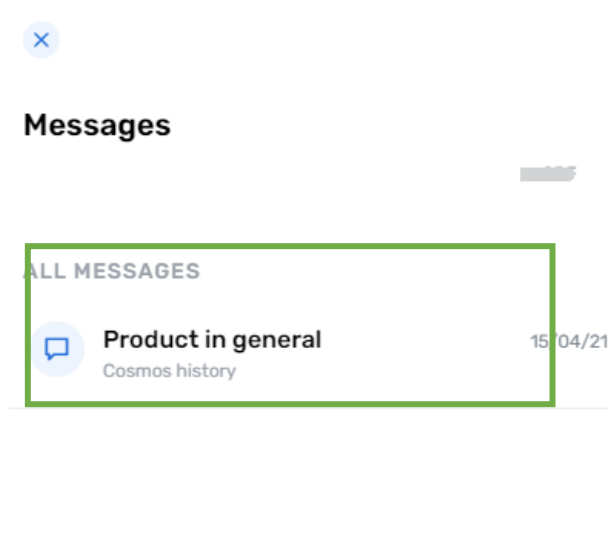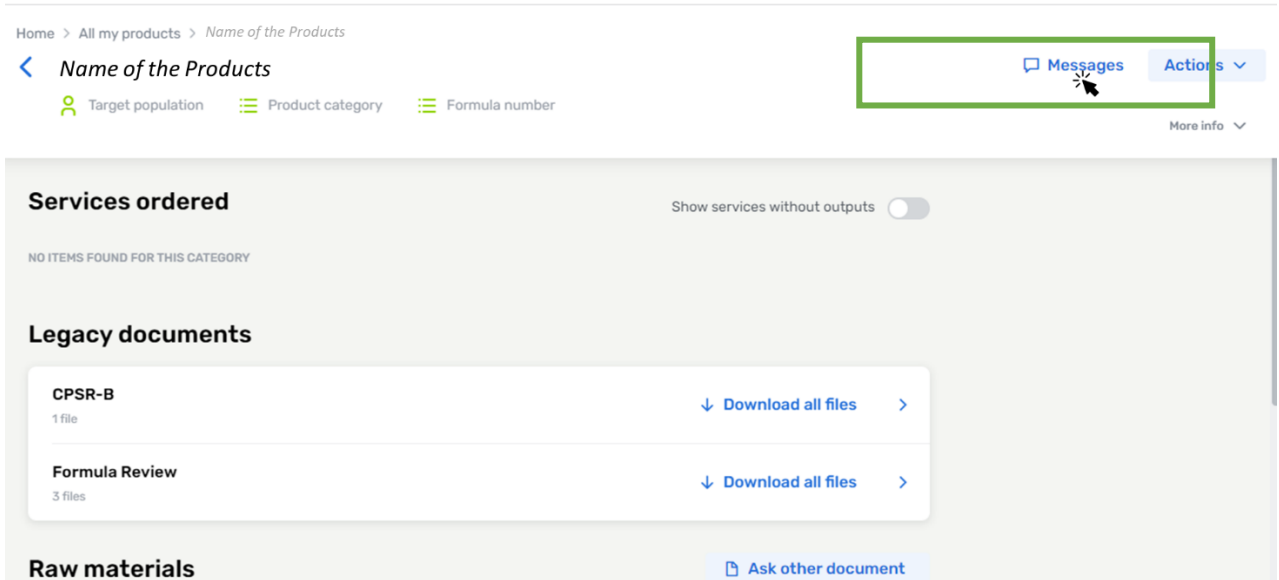
Messages: My Messages and the history

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

By clicking on the message icon of <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*

3.2.   All my raw materials

Home -> All my raw materials

This screen allows you to:

- have a view on all your raw materials

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- [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.

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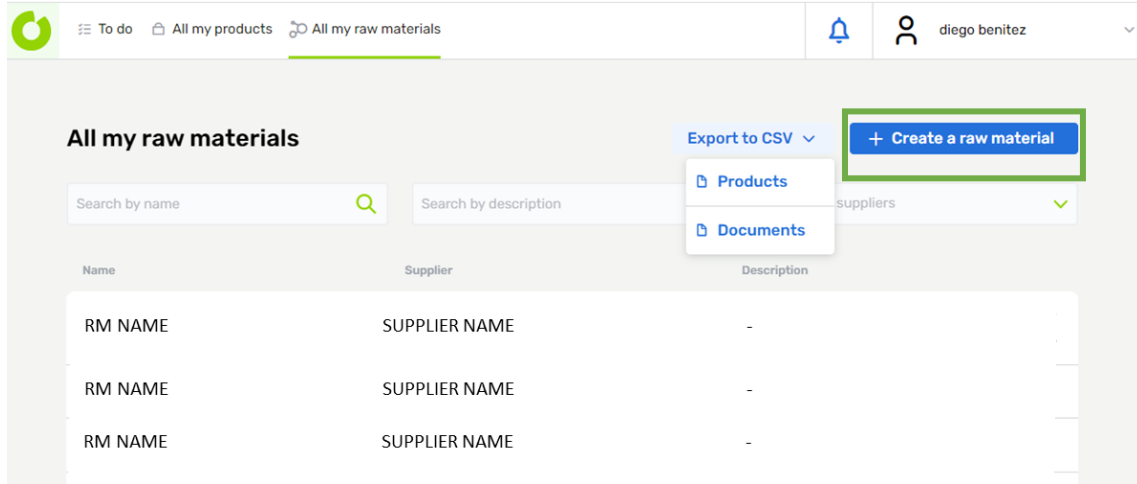
How to know which products contain which raw materials?

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.

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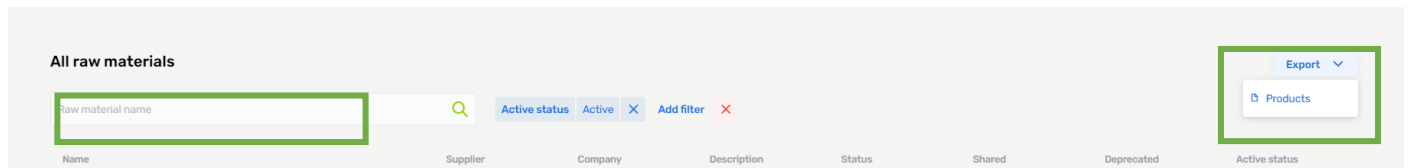
How to add documents for my raw materials independently of a product or a service?
Home -> All my raw materials

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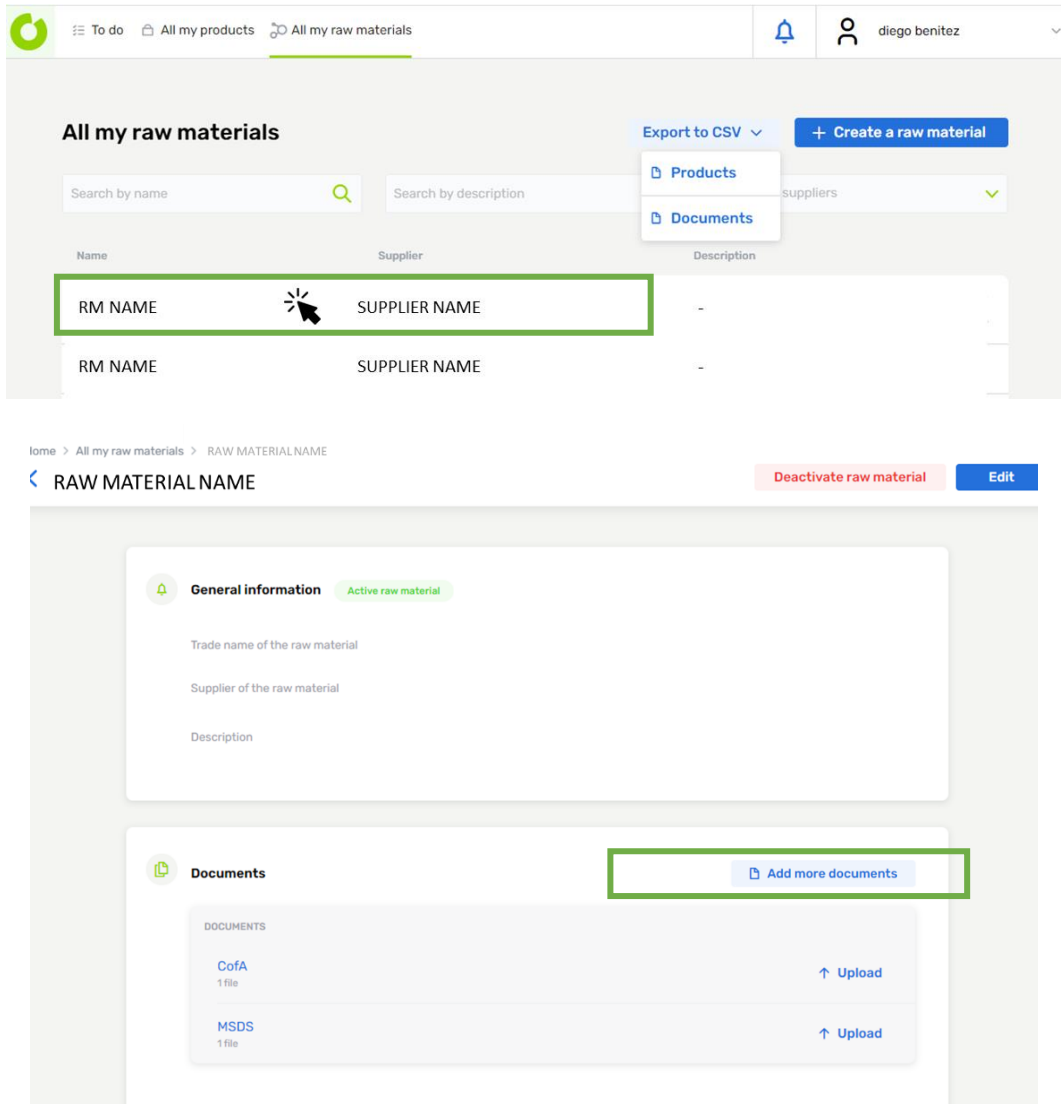
Remarks: these documents will be validated by an expert during the execution of a service bought.

COSMETIC SAFETY ASSESSMENT & REGULATORY COMPLIANCE