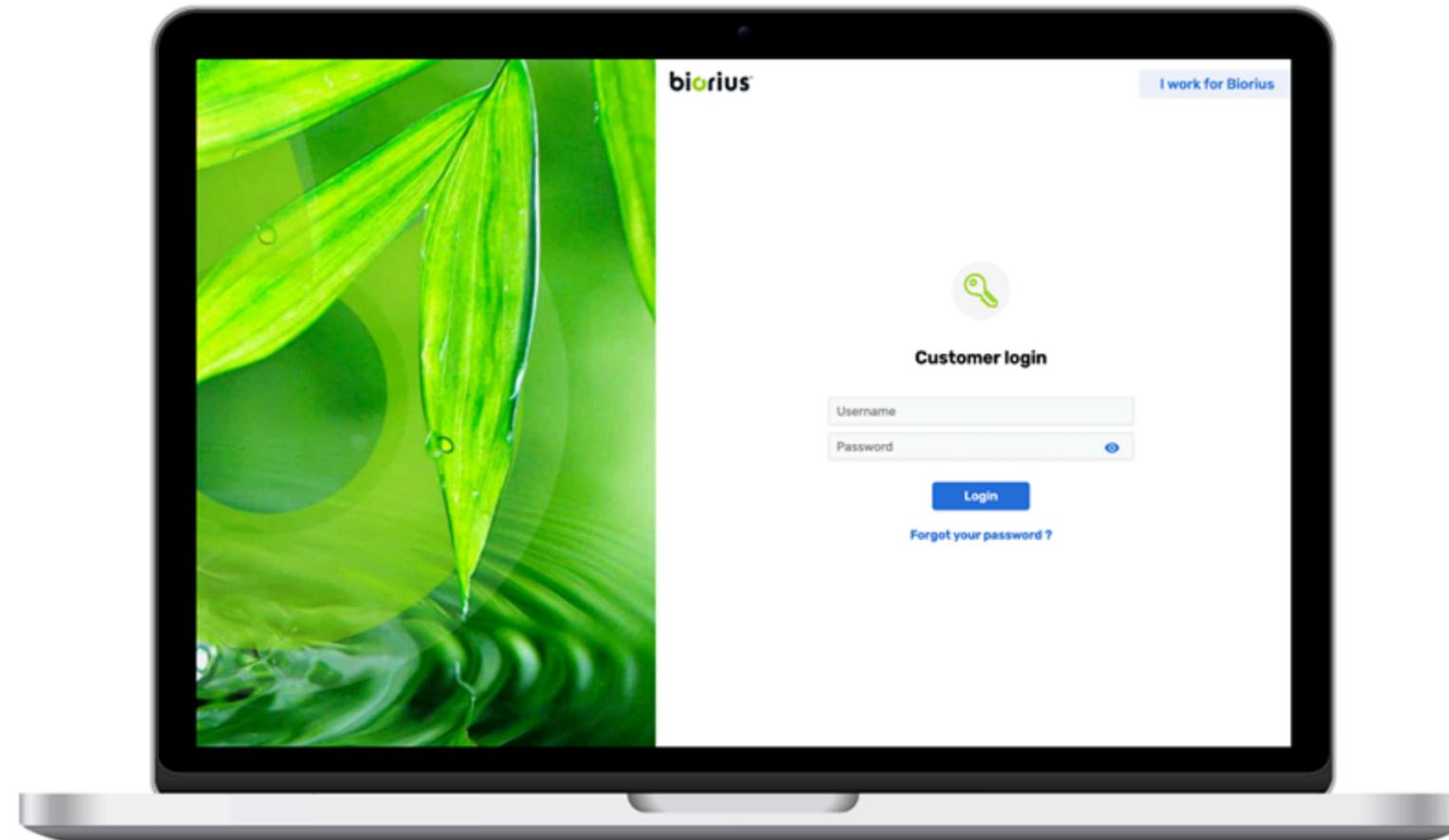


Getting Started with MyApps: A Quick Tutorial

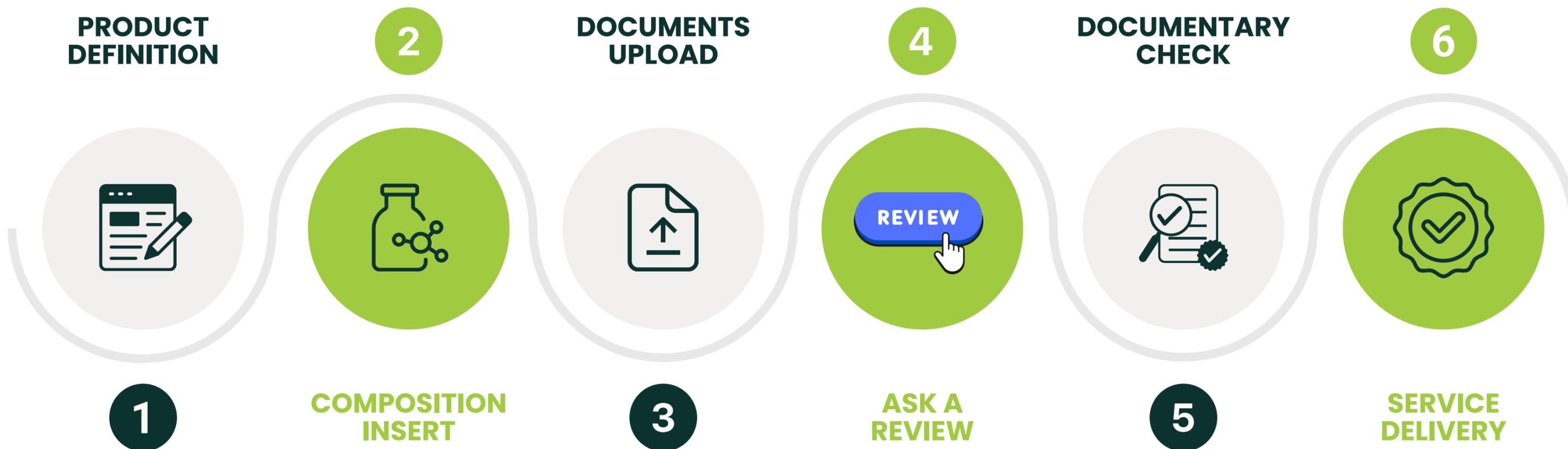


Content table

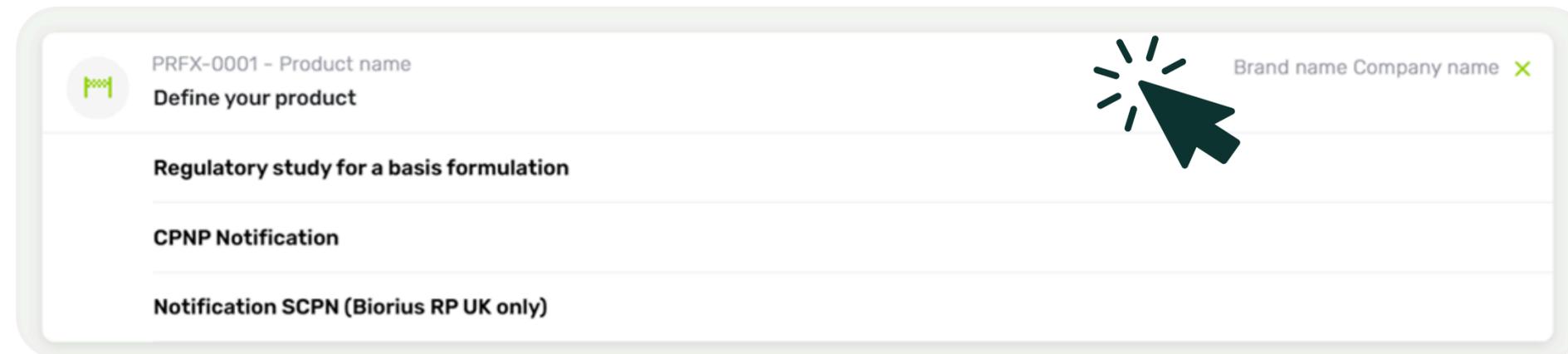
- 1 Product definition
The Workspace
- 2 Composition insert
- 3 Document upload (Raw materials & finished product).
- 4 Ask a review
Using the workspace: key steps
- 5 Documentary check
Messages
- 6 Your deliverables (Service delivery).



Process journey: 6 steps



Product definition



PRFX-0001 - Product name
Define your product

Regulatory study for a basis formulation

CPNP Notification

Notification SCPN (Biorius RP UK only)

Brand name Company name ✕

The first step for all new products is defining the product. To begin, select the task from your to-do list to access and complete the form.

Form Information:

- **Product Category:** select from a drop-down list
- **Target Population:** specify the audience
- **Single Use:** indicate if for single use (Yes/No)

Additional Details:

- **Product Name:** commercial name
- **Manufacturer:** producing company
- **Packager:** company packaging the product
- **Composition Owner:** company with composition ownership (affects confidentiality)
- **Formula Number:** identification code for the formula
- **Internal Code:** optional internal reference
- **Product Description and Usage Instructions:** provide necessary details



Responses affect the expert's analysis on product compliance

The Workspace

To begin a composition insert or upload documents, you need to access the product's workspace. You can do this by either selecting a task from your to-do list or navigating to a specific service on the product's details page.

The workspace becomes accessible only when an active task is assigned to you.

A screenshot of a user interface showing a list of services. At the top, there is a toggle switch labeled "Only services with outputs" which is turned on. Below this, two service entries are visible:

- Regulatory study for a basis formulation**
Order number : S17470 | Ordered on May 30, 2024 | Customer action
- Vegan Certification**
Order number : S17470 | Ordered on May 30, 2024 | Customer action

For each service, there is a three-dot menu icon on the right. A callout box is shown over the first service's menu, containing two options: "Go to workspace" (with a cursor icon) and "Download Documentary check". A green arrow points from the menu icon to the callout box.

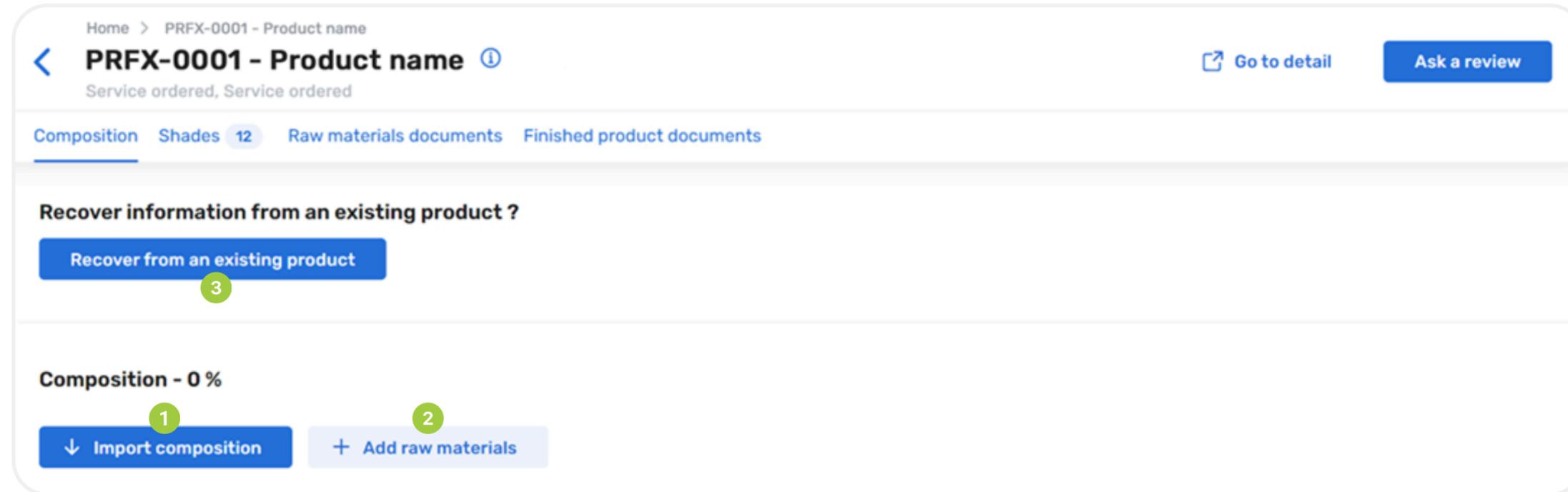
If multiple services have been ordered for a single product, the workspace will display separate tabs for each service. This organized layout provides a clear overview of the requirements for each process.

A screenshot of a workspace navigation bar. It features three main tabs: "Composition", "Raw materials documents" (which is currently selected and underlined), and "Finished product documents". Below these tabs, there is a row of five filter buttons: "All", "GMO-Free Certification", "REACH Regulated lists audit (EU & UK)", "Regulatory Study - Canada", and "Regulatory study for a basis formulation".



If the composition is confidential, you won't be able to access the workspace for the raw materials.

Composition insert



Once your product is defined, you can now easily insert the raw materials composition of your product.

How to add raw materials:

- 1 Use the template:** download our template and simply fill in the names and percentages. Import the file to complete the insert.
- 2 Browse the database to select raw materials:** select raw materials by choosing from your own library as well as from the Biorius database.
- 3 Recover composition from an existing product:** select a product and the raw materials to retrieve. Adjust the percentages if needed to complete the insert.

Composition insert

Browse the database

Add raw materials

Select your raw material

glycerin X Search by supplier Q

Validated raw materials only

<input type="radio"/> 311245 - Glycerin Intercos	Used in 20 products ✓
<input type="radio"/> 211652 - Ethylhexylglycerin Intercos	Used in 7 products ✓
<input type="radio"/> Glycerine 99.5% PF K G995E RSP0 MB Gamma Chimica	Used in 3 products ✓
<input type="radio"/> GLYCERINE 99.5% USP Emery Oleochemicals	Used in 3 products ✓

SUMMARY

✓ ABS Coconut Water PF Active Concepts, LLC	5 %	X
✓ Glycerin 99.7% USP Jeen International Corporation	10 %	X

TOTAL 15 % **Confirm**

Manually select items from our database or your own library, and easily input the percentage for each entry (the percentage is not requested for products with multiple shades).

Use search bars to filter by trade name or supplier. Frequently used materials are conveniently listed at the top.

If a material isn't listed, you can quickly create and add it to your composition.

Composition insert

Raw materials

Understand the different types of raw materials available on MyApps:



- **Validated raw materials:** the validated raw materials have a completed composition in ingredients, impurities, and all the required documents are available. You won't need to provide any document when selecting a validated raw material.



- **Checked raw materials:** the checked raw materials have a completed 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 with no composition or having an incomplete composition in ingredients and impurities. Additional documents will be asked to continue the process.



Prioritizing **Validated** and **Checked** raw materials will reduce the number of documents you need to upload and will significantly speed up the process.

Composition insert

Shades

If your product has multiple shades, you'll need to complete an additional step to provide details for each one. In the designated tab, enter the shade names, codes, and their specific compositions.

Composition **Shades 2** Raw materials documents Finished product documents

Shades
Handle the shades concentration of your product

Edit shades

Name	-	-
Code		
Total	100 %	100 %
SYNCRYSTAL JADE 35676	%	24.55 %
COLORONA PATINA GOLD 117288	21.5 %	%

Use the Copy/Paste button to easily copy a raw material percentage to each shade or to copy the entire composition.

Documents upload

Raw materials

Home > PRFX-0001 - Product name

PRFX-0001 - Product name Service ordered

Go to detail Ask a review

Composition Shades **Raw materials documents** Finished product documents

Composition - 100 %
Upload the required documents

Documents to upload only + Add other document

	COFA	SDS	NON ANIMAL TESTI...	OTHER	TECHNICAL DATA S...	COMPOSITION BRE...	ALLERGEN R
Raw Material name <input type="text"/> Supplier name <input type="text"/> %	+ 1 file uploaded Required	+ 1 file uploaded Required	+ Drop files Needed in case of inspection				
Raw Material name <input checked="" type="text"/> Supplier name <input type="text"/> %	+ 1 file uploaded Required	+ 1 file uploaded Required	+ Drop files Needed in case of inspection				
Raw Material name <input checked="" type="text"/> Supplier name <input type="text"/> %	+ 3 files uploaded Optional	✓ Files checked Optional	✓ Files checked Optional	+ Drop files Optional	✓ Files checked Optional		
Raw Material name <input checked="" type="text"/> Supplier name <input type="text"/> %	+ 1 file uploaded Required	✓ Files checked Required	✓ Files checked Needed in case of inspection	+ Drop files Optional	✓ Files checked Optional		

Uploaded files (0)

Once the composition has been inserted, you can now add the necessary document(s) to perform the service in the Raw materials documents tab. Simply drag and drop from your folders to add the document to the desired category.



Use the filter "Documents to upload only" for a clear view of the documents still needed for the service

Automated Documentary Check

ABOUT THIS DOCUMENT'S CATEGORY

 **Missing information**

Automated comments

Could you please send us the IFRA 51 statement?

Once your composition is submitted, an automated checklist is instantly triggered based on the ingredients and their concentrations. This generates specific requirements for each raw material with a detailed comment on the document needed to complete the service chosen.

The process is now even faster, providing an initial review in just seconds allowing you to request the documents from your supplier as early as possible.



A document is only requested once. After being reviewed and approved by your CDM, the automated comment will never appear again for your products.

Documents upload

Add other Raw Material document

Home > PRFX-0001 - Product name

< PRFX-0001 - Product name ⓘ Service ordered

Go to detail Ask a review

Composition Shades Raw materials documents Finished product documents

Composition - 100 %
Upload the required documents

Documents to upload only + Add other document

	COFA	SDS	NON ANIMAL TESTL...	OTHER	TECHNICAL DATA S...	COMPOSITION BRE...	ALLERGEN R
Raw Material name ⓘ Supplier name %	+ 1 file uploaded Required	+ 1 file uploaded Required	+ Drop files Needed in case of inspection				
Raw Material name ✓ Supplier name %	+ 1 file uploaded Required	+ 1 file uploaded Required	+ Drop files Needed in case of inspection				
Raw Material name ✓ Supplier name %	+ 3 files uploaded Optional	✓ Files checked Optional	✓ Files checked Optional	+ Drop files Optional	✓ Files checked Optional		
Raw Material name ✓ Supplier name %	+ 1 file uploaded Required	✓ Files checked Required	✓ Files checked Needed in case of inspection	+ Drop files Optional	✓ Files checked Optional		

Uploaded files (0)

If you want to upload more documents than those shown in the workspace, you can do so by clicking "+ Add other document", select the document type from the "Category field" or choose "Other," specify if it's for all or specific raw materials, and then click "Confirm."

Documents upload

Finished product

Home > PRFX-0001 - Product name

PRFX-0001 - Product name ⓘ
Service ordered, Service ordered

Go to detail Ask a review

Composition Raw materials documents Finished product documents

Information
Upload the requested documents related to your product

+ Add other document

CofA of the Finished Product	+ Drop files Required	Formula Composition with INCI Breakdown	+ 1 file uploaded Required
Primary Packaging Artwork	+ Drop files Required	Stability In Package Performed by the Manufacturer	+ Drop files Required
Compatibility Packaging	+ Drop files Needed in case of inspection	Id Batch Number	+ Drop files Needed in case of inspection

^ Uploaded files (0)

To upload finished product documents, navigate to the corresponding tab and either select the files or drag and drop them, just as you did for the raw materials.

Additional document categories can be added through the "+ Add other document" button.

Documents upload

Levels of requirement and status

On the workspace, you'll notice that documents can have different levels of requirement and status.

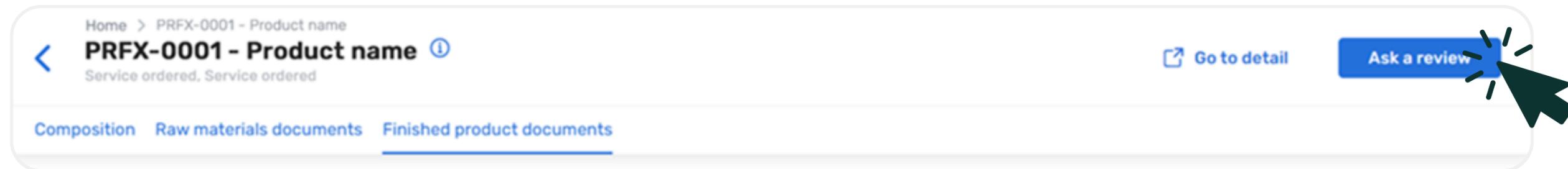
Levels of requirement:

- **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

Additional Details:

- **File uploaded:** you have uploaded the file, but it hasn't been approved yet
- **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 approving it

Ask a review



After uploading all the required documents for the service selected, you may now start the review process by transferring the task to Biorius.

Simply do so by clicking on the “Ask a Review” button at the top of your page.

Using the workspace

Key steps

The screenshot shows a workspace for product PRFX-0001. The interface includes a breadcrumb trail (Home > PRFX-0001 - Product name), a back button, and a title 'PRFX-0001 - Product name' with an information icon. Below the title is the subtitle 'Regulatory study for a basis formulation'. There are three tabs: 'Composition', 'Raw materials documents', and 'Finished product documents'. A toggle switch for 'Documents to upload only' is visible, along with a '+ Add other document' button. A table lists raw materials with columns for 'COMPOSITION BRE...', 'PURITY STATEMENT', 'CHEMICAL ORIGIN', 'ALLERGEN REPORT', and 'IFRA CE'. The table rows show 'Supplier name' and 'Raw material name' with percentages. Some cells contain 'Fulfilled Optional' or '+ Drop files Optional'. A 'Missing information Required' alert is shown. On the right, a panel titled 'Purity Statement for Raw material name' contains an 'Automated comments' section with a text input field. At the bottom right, a 'No files uploaded' message and a '+ Add file(s)' button are present. A blue 'Ask a review' button is in the top right corner.

Home > PRFX-0001 - Product name

PRFX-0001 - Product name ⓘ
Regulatory study for a basis formulation

Composition Raw materials documents Finished product documents

Composition - 100
Upload the required documents

Documents to upload only + Add other document

COMPOSITION BRE... PURITY STATEMENT CHEMICAL ORIGIN ALLERGEN REPORT IFRA CE

Supplier name
0,2%

Raw material name
Supplier name
0,2%

Raw material name ✓
Supplier name
0,2%

Raw material name
Supplier name
0,02%

✓ Fulfilled Optional + Drop files Optional + Drop files Optional

Mis Missing information Required

Uploaded files (0)

Purity Statement for Raw material name

Priority
Required

ABOUT THIS DOCUMENT'S CATEGORY

Missing information

Automated comments

Could you please send us the Peroxide content? (Optional if IFRA provided)

No files uploaded

+ Add file(s)

Ask a review

Once you've uploaded all available documents, click "Ask a review" to confirm.

Make sure to activate this setting to improve visibility of the requested documents.

Before proceeding, take a moment to check the finished product documents.

"Optional" documents help complete the product file but are not mandatory.

Documents labeled "Required" are necessary to complete the service.

Click on a document box to see more details on the right side of your screen.

Documentary Check

The task has now been transferred to Biorius, where your CDM or an expert is currently reviewing the uploaded information and documents.

During this review process, access to the service documents will be temporarily restricted.

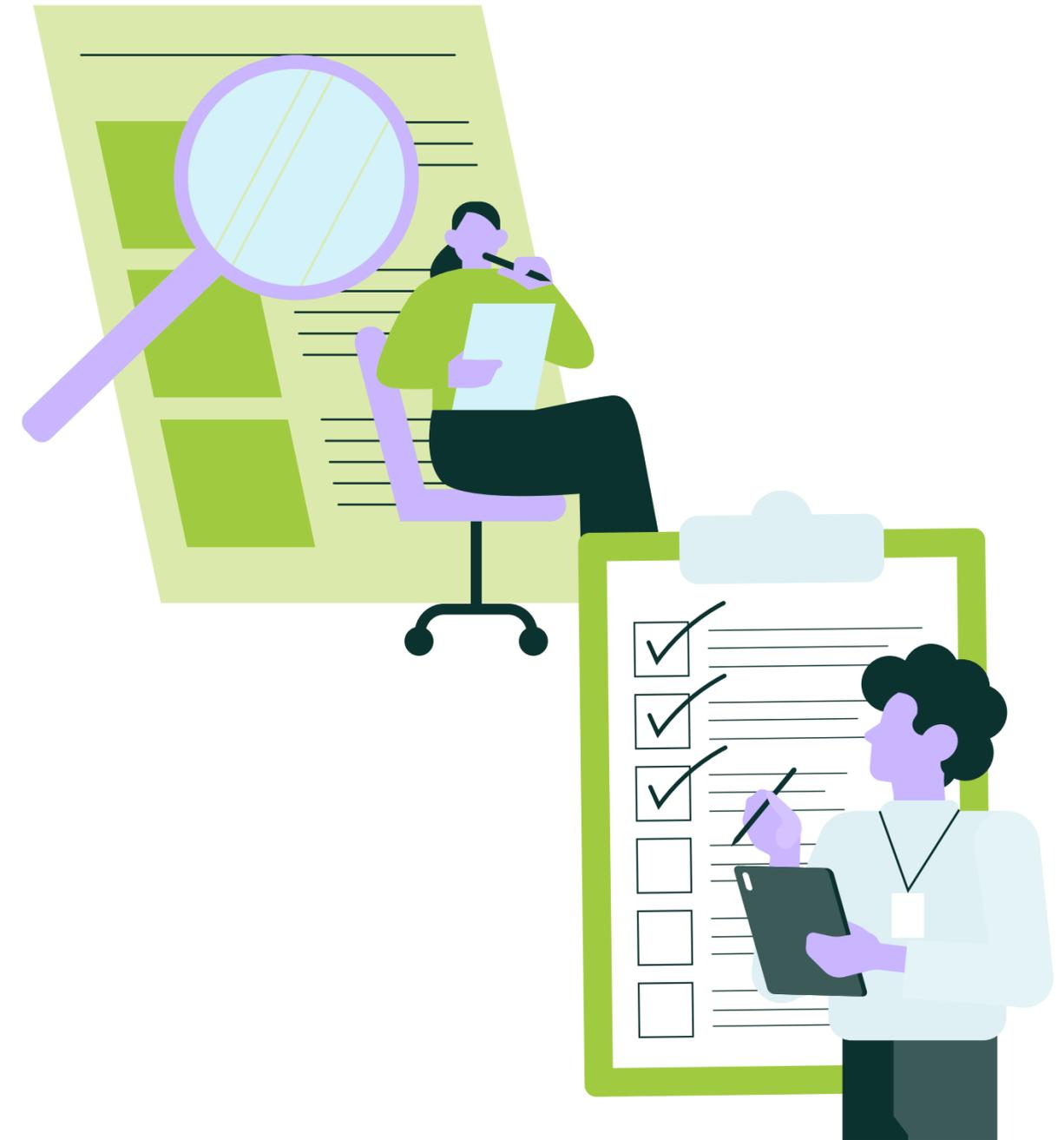
The next step will depend on the outcome of the review.



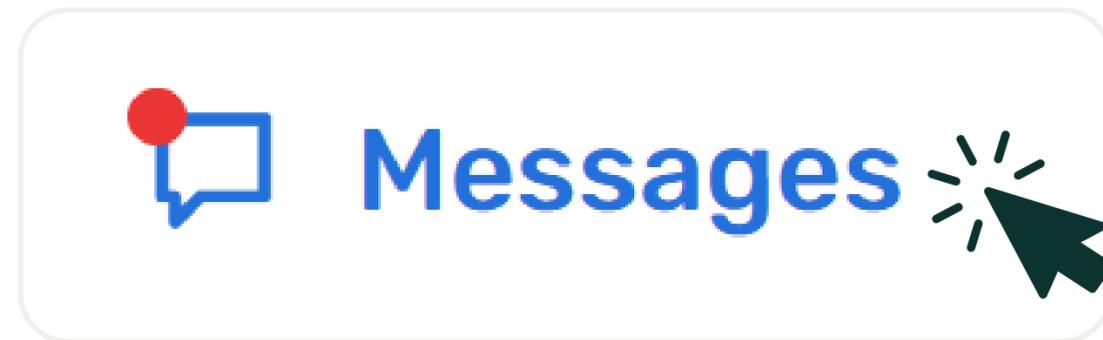
Unsuccessful review: a new task to **rework your composition** or to **upload documents** is created for you. Details on the missing documents or additional information required, are provided.



Successful review: all the required information is received and the review process is complete. The reports are now being prepared during the **Service Delivery**.



Messages



At any point during the process, including after the documentary check, you can use the Messages feature to communicate about a specific product. This chat function provides a direct line to your CDM, ensuring efficient and seamless collaboration.

To initiate a message, simply navigate to the product's details page.

By centralizing all product-related conversations in one chat, you avoid the pitfalls of lost emails or fragmented information. Every message, update, and discussion is securely stored in one place, making it easily accessible to all authorized users within your company. This keeps everyone informed, promotes better coordination, and ensures a smoother workflow across your team.

Service Delivery

Your deliverables

Service delivery marks the final step in the service process. Upon completion, you will receive all associated deliverables, such as CPSR A/B, CPNP compliance certificate, Vegan certificate, and more.

You will be notified via email, and the documents will be available for download under each service.

Regulatory study for a basis formulation

Order number : S12516 Ordered on Oct 19, 2023 Completed on Jun 7, 2024

DOCUMENT CATEGORIES

CPSR-A 1 file	
CPSR-B 1 file	↓ Download
Label Review 1 file	↓ Download
Final INCI List 1 file	↓ Download



Documents with confidential information are only available to the Composition Owner.

If you have any questions or need further assistance, feel free to reach out to your CRM or CDM.

Stay tuned for more updates !

