

In this step-by-step guide, we'll walk you through the different ways to insert your INCI formula in MyApps. The INCI formula is only required for some services.

Access the “Composition” tab in the workspace of your product

1. Log In to your MyApps account.
2. Then, you can either click on a task linked to your product to access the workspace or you can directly go on the product and click on “Go to workspace” in the menu that appears when you click on the three dots next to the service you wish to work on.
3. From the composition tab you will have 3 options to insert your composition.

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Pre-validation

Composition Raw materials documents Finished product documents

Recover information from an existing product ?

Recover from an existing product **3**

Composition - 0 % ⓘ

↓ Import composition **2** Add components **1**

Option 1: Insert components individually

1. Click "Add Components" within the composition tab.
2. Choose your source :
 - **From Raw Materials:** Select this to add components derived from raw materials already listed
 - **Stand-Alone components:** Select this to add specific components directly.
3. Add component :
 - Choose between adding ingredients or impurities. Indicate whether the components includes nanomaterials
 - Specify the concentration unit as either ppm or %

1. Select the type of components you want to define

Role in the product

Ingredient

Impurity

Nanomaterial

Yes

No

Concentration unit

%

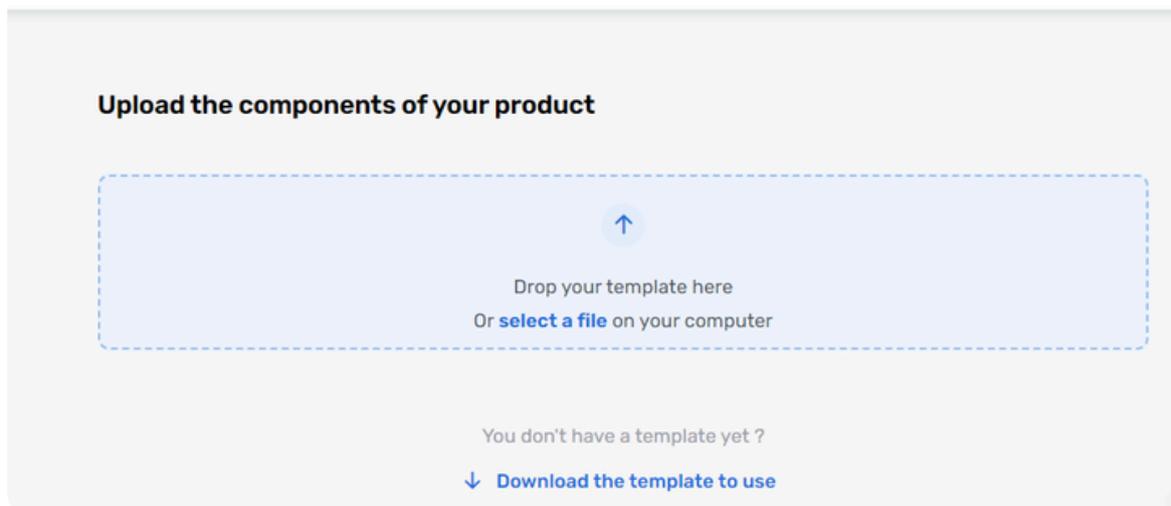
PPM

4. Select and Insert Components:
 - Pick the components to add with your chosen settings.
 - To use different configurations, adjust the settings and continue adding components.
 - If a component does not exist on MyApps, you won't be able to create it. To create the missing component, send a message to Biorius' experts using the chat available on your product.

Option 2: Import INCI composition via Excel

1. **Select "Import Composition"** from the composition tab
2. **Download the template :** If needed download the Excel template by clicking "Download the template".
3. **Upload your completed template**
4. **Resolve missing components:** If any components aren't recognized, you'll be prompted to search and replace them.
5. **Review and confirm:** Once all components are correctly uploaded, a summary of the inserted items will be displayed

Import composition



Option 3: Recover composition from another product

1. **Click “Recover from an existing product”**
2. **Select the Product:** Choose the existing product from which you wish to retrieve the INCI composition.
3. **Select components and files:** if the chosen product has an INCI composition, select the elements to import and decide whether to include associated files.
4. **Alternative outcome:** If the selected product lacks an INCI composition, only the documents can be retrieved, and you'll need to insert the new composition manually.

