TUTORIAL: HOW TO INSERT YOUR INCI FORMULA USING THE EXCEL TEMPLATE

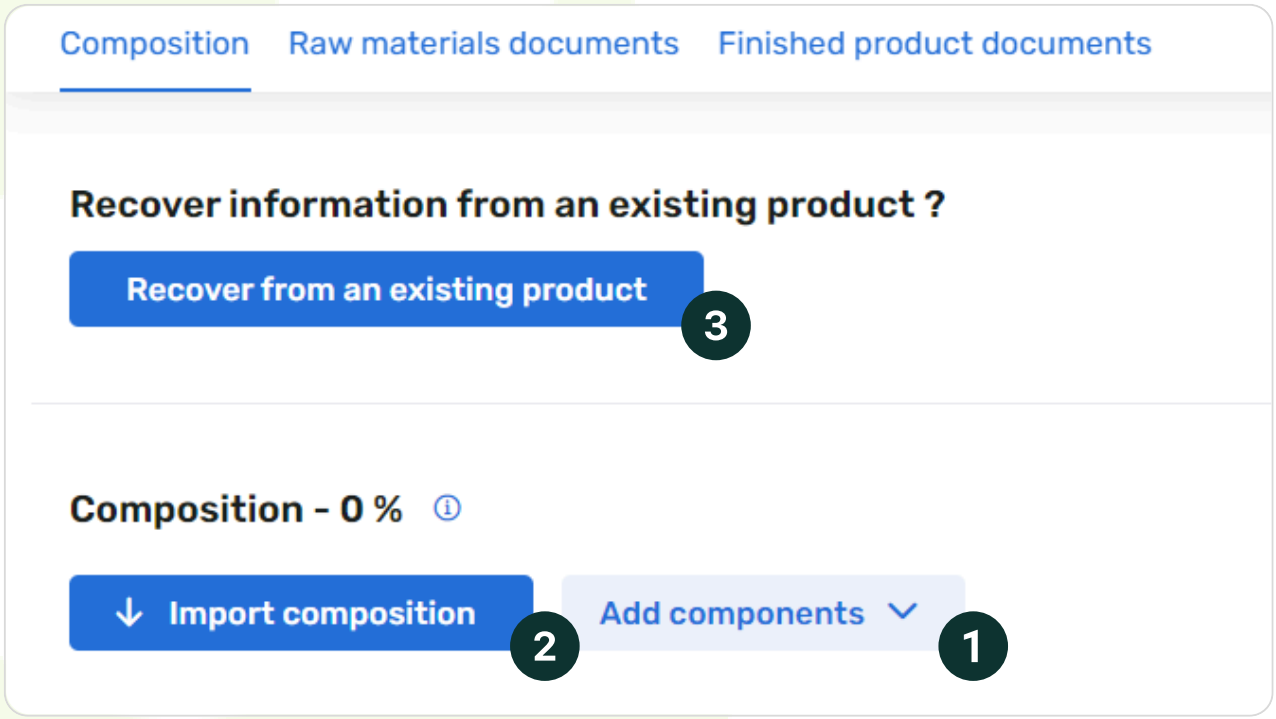
The purpose of this procedure is to add specific points to the tutorial: **HOW TO INSERT YOUR INCI FORMULA IN MYAPPS**, available at the following links:

- https://biorius.com/biorius-app-tutorials/
- https://biorius.com/wp-content/uploads/2025/02/TUTO-MYAPPS-INCI-COMPO.pdf

This document particularly focuses on the use of the Excel template.
It aims to assist you in encoding formulas in INCI nomenclature within MyApps, as part of the **CPSR-B service, INCI Pre-validation, and Formula Check.** Following these steps is essential to ensure the accuracy and compliance of the submitted formulas.

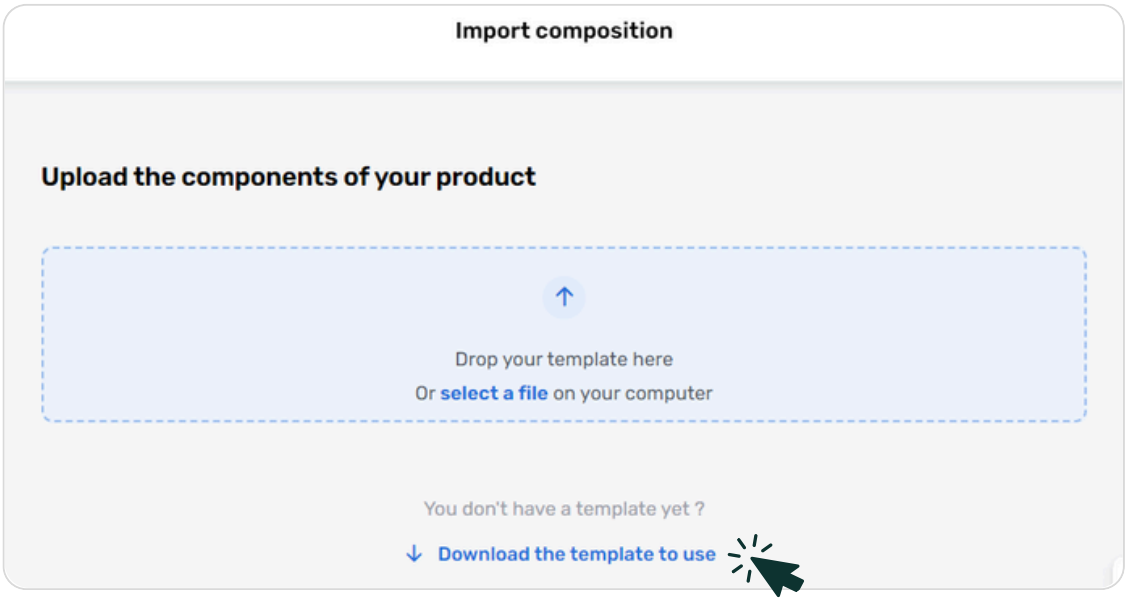
Reminder: There are three possible methods for encoding the composition, depending on your situation:

1. Manually adding components.
2. Importing a composition via the MyApps **Excel Template** (recommended method if no similar product is already registered).
3. Retrieving an existing formula (cannot be used to recover the composition of products handled by Biorius within the CPSR-B only service and Pre-validation with INCI composition before November 2024).



Importing a Composition via the MyApps Excel Template

Important: For each new formula, a new Excel Template must be downloaded and completed.



Step 1: Preparing the Excel Template

Completing the Template

- Only use the **INCI EU** denomination and avoid mixed EU/US names to facilitate ingredient recognition by MyApps.
    - Example: Use *HELIANTHUS ANNUUS SEED OIL* instead of *HELIANTHUS ANNUUS (SUNFLOWER) SEED OIL*.
- **Do not** enter CAS numbers or nano characteristics.
- Indicate all **concentrations in %.**
    - For formulas with different shades, specify the **maximum** possible concentration for each shade.
    - For formulas expressed in ranges, provide the **maximum value of the range.**
- Specify the **role of each substance** (ingredient or impurity).

Specific Rules for Ingredient Entry

- Use **AQUA** (not "Water").
- Use **PARFUM** (not "Fragrance").

Specific Rules for Impurity Entry

- Refer to the **list of relevant impurities** in the annex.
- Avoid duplicates for the same impurity.

- Prefer the **INCI name** when available.
    - Examples: ISOPROPYL ALCOHOL, DIETHYLENE GLYCOL
- Exclude non-relevant impurities:
    - **Pesticides, Phthalates, Residual solvents, Aromatic molecules, Sulfated ashes, Halogenated compounds, Water/Aqua, GMOs, Proteins, Swiss VOC, SVHC, Fatty acids/alcohols as components of vegetable oils** (e.g., *Stearic Acid, Coconut Alcohol, Coconut Fatty Acid*).

Raw Materials (RM) Containing Allergens

- Apply the **2023/1545 extended allergen list.**
- Indicate the **cumulative allergen content** if multiple RMs contain allergens.

Raw Materials (RM) Containing RCE/IFRA Substances

- Provide the **cumulative %** when multiple RMs contain these substances.

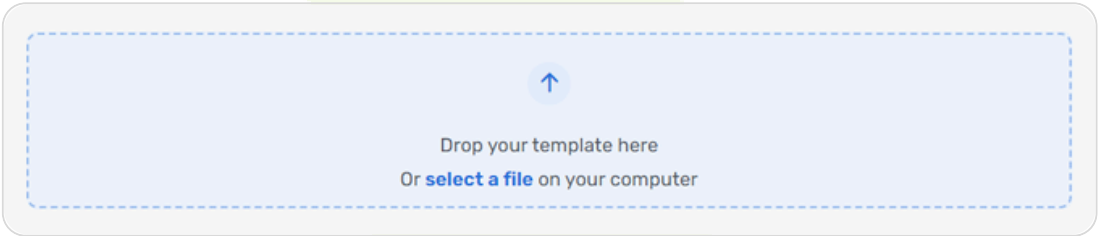
Once the template is completed, save and close the file.

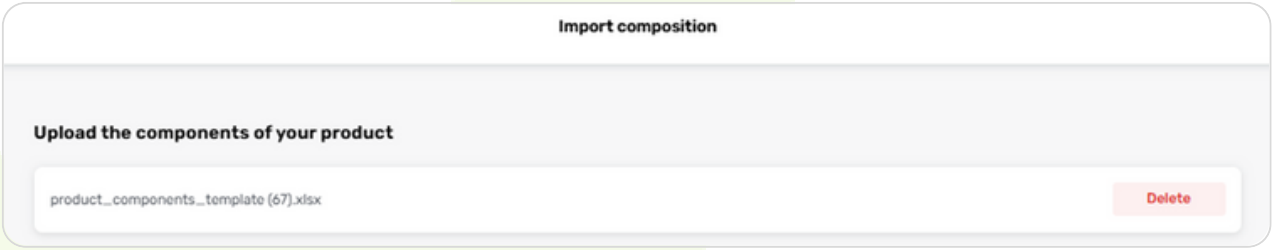
Example of a completed template:

	A	B	C	D	E
1	Component INCI Name	CAS Number	Concentration (%)	Role (ingredient or impurity)	Is nanomaterial (yes or no)
2	XXXXXXX		80	ingredient	
3	YYYYYYYY		10	ingredient	
4	ZZZZZZZZZ		10	ingredient	
5	AMIDOAMINE		0,033948	impurity	
6	CHLORIDE		0,014510312	impurity	
7	DIETHYLENE GLYCOL		0,008645	impurity	
8	1,4-DIOXANE		0,0002858	impurity	
9	DIMETHYLAMINOPROPYLAMINE		0,00011316	impurity	
10	BORON		0,0000654	impurity	
11					
12					
13					

Step 2: Uploading the Excel Template

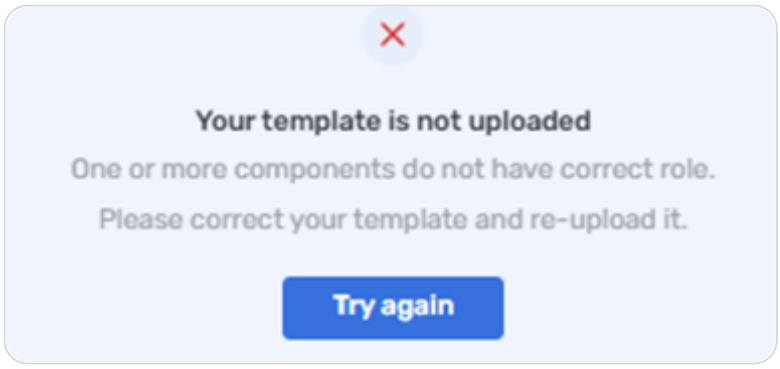
Upload the file into MyApps.



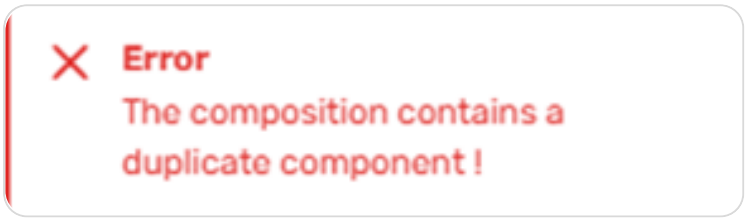


Handling Potential Errors

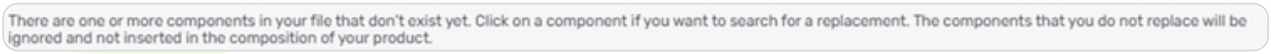
- Ensure that all roles (ingredient or impurity) are correctly entered in **Column D** of the Excel file.



- Remove **duplicates** by summing up their %.

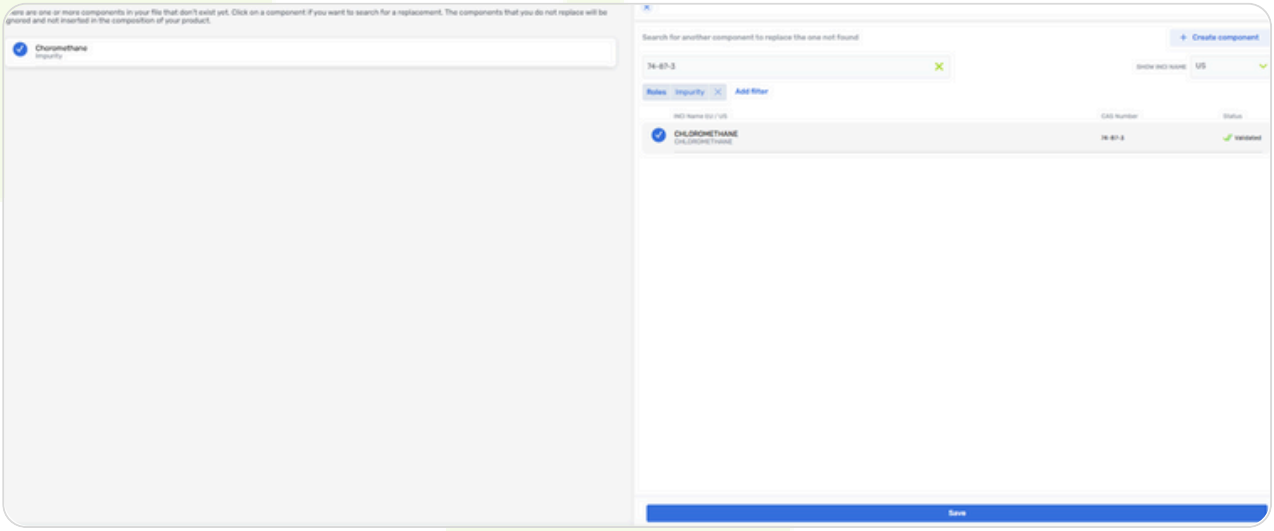


Validation and Correction of Unrecognized Substances



- **Search by CAS number** is recommended.

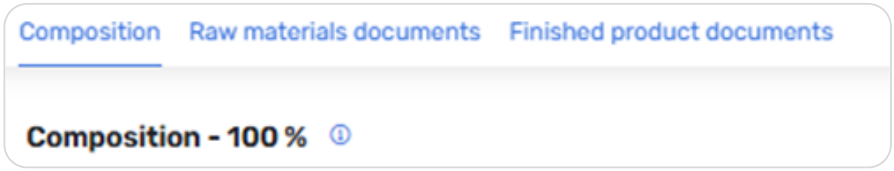
Once the substances are correctly identified, **save them** and proceed to the next step.



Step 3: Verifying the Accuracy of the Formula

Note: Biorius cannot be held responsible if the formula entered by the sponsor is incomplete or incorrect.

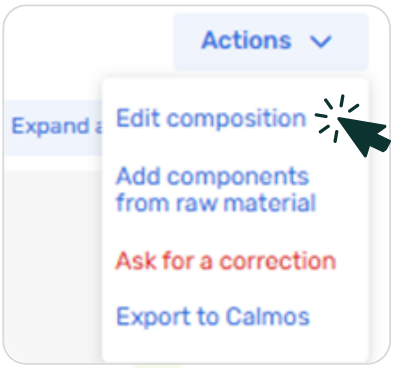
- Ensure that the **total concentrations add up to 100%.**
- Exception: For **shaded formulas or range-based formulas**, the total may exceed this limit.



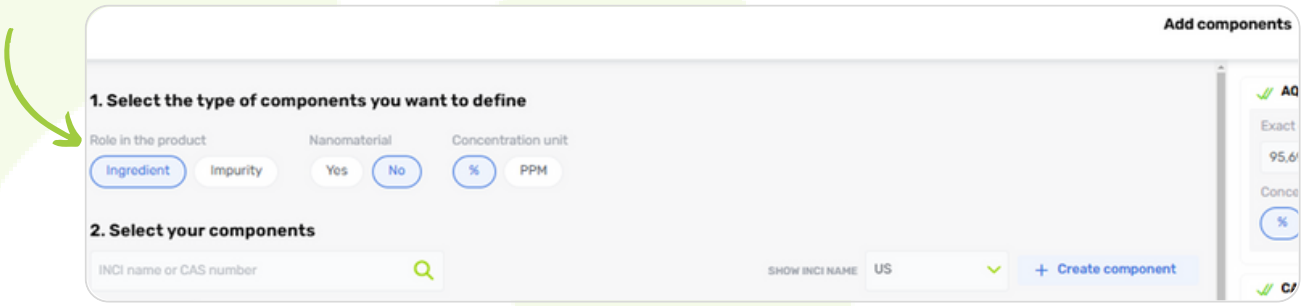
- Verify the inclusion of **relevant impurities** and add them if necessary.
- If a substance does **not exist** in the **Biorius database**, please contact your assigned expert via the **workspace messaging system**. They will create the entry, allowing you to finalize the formula submission.

Step 4: Modifying an Encoded Formula

- Access **"Edit Composition".**



- Add components, specifying their **role** (ingredient or impurity).



Annex: List of Relevant Impurities

Below is the **complete list of relevant impurities:**

- General Impurities (Non-exhaustive list)

1,4-DIOXANE	CHLORIDE
2-HYDROXYACETOPHENONE	CHLOROFORM
3-MCPD	CHROMIUM
ACETALDEHYDE	COBALT
ACETIC ACID	COPPER
ACRYLAMIDE	CYCLOHEXANE
ACRYLIC ACID	DIETHYLENE GLYCOL
AFLATOXIN	DIMETHYLAMINOPROPYLAMINE (DMAPA)
AFLATOXINS B1	ERUCIC ACID
AFLATOXINS B2	ETHYL ACETATE
ALCOHOL	ETHYLENE GLYCOL
ALDEHYDE	ETHYLENE OXIDE
ALOIN	FORMALDEHYDE
ALUMINUM	FUCOSE
AMIDOAMINE	FURFURAL
AMMONIUM	GLUCOSE
ANTHRAQUINONE	GLUTAMIC ACID
ANTIMONY	HEAVY METALS
ARSENIC	HEXANE
BARIUM	IODINE
BENZENE	IRON
BENZO[A]PYRENE	ISOPROPYL ALCOHOL
BUTANOL	LEAD
CADMIUM	MELAMINE
CALCIUM	MERCURY

METHYL ALCOHOL
NICKEL
N-NITROSODIETHANOLAMINE
OXALIC ACID
PHENOL
PLATINUM
POLYCYCLIC AROMATIC HYDROCARBON (PAH)
PROPYL ALCOHOL
PYRIDINE
QUARTZ
SAFROLE
SELENIUM
SILVER
SULFATE
SULFUR DIOXIDE
T-BUTYL ALCOHOL
TIN
TOLUENE
VANADIUM
XYLOSE
ZINC

- Impurities Specific to Fragrances, Essential Oils, and Aromas

Only include the following impurities from perfumes, essential oils, and aromas:

Allergens (2023/1545 list)
CMR Substances
EUCALYPTOL
Regulated substances according to Regulation (EC) No. 1223/2009. Including: • METHYLEUGENOL • METHYL-N-METHYLANTHRANILATE • METHYL SALICYLATE • FUROCOUMARINS

If several perfumes or essential oils are combined in the formula:

Restricted / prohibited / specified substances according to the IFRA recommendations in force