هَيْ مَةُ الْرُضَاءِ الْمُحْ



Egyptian Drug Authority Cosmetics Companies Portal User manual



1-login screen

To login the portal , follow these steps :

1. User starts with internet browser prefer (mozilla firefox browser) then type the link: https://egycosma.edaegypt.gov.eg

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bout Advertising Business How Search works			Privacy Ter	ms Settings

2. Click enter button to open the login page of portal system as shown in the next picture .

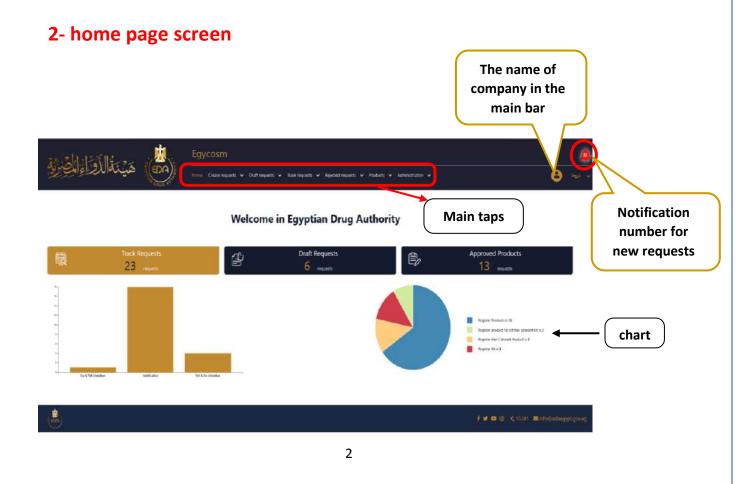
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User Name *	Conception of the local division of the loca
Password *	1000
Login	



C) Type your pre delivered user name and password as shown down >

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User Name *	Type your USER NAME here
Password *	Type your PASSWORD here 2
Login	Click on LOGIN 3

1. Then you will transfer for the Home page (system interface) as shown in the next page.





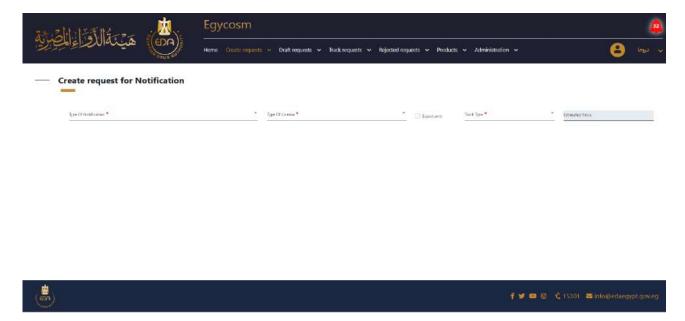
3- Create Request

To register a new request, follow these steps:

a) Open **Create requests tap** from the main tap as shown in the next picture then choose from the drop-down list **Notification**.



b) Then you will transfer to the page for the Creat request for Notification.



NOTE: All fields marked with an (*) are mandatory fields that must be filled, in order for the New Request to be saved and submit.



C) choose the type of the product that you want to register it from the drop-down list Type Of Notification field.

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D) choose the type of the product license that you want to register it from the drop-down list Type Of License field.

(DA) هَيْنَةُ الدَّاءِ الْحِبْرَةِ	Egycosma	4
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E) choose the tracking type for the new product request from the drop-down list Track Type field.

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D) After choosing the type of notification, type of license and track type will appear the following:

1- estimated fee for this registration in the Estimated Value field.

2- all the required details about this registration that depends on the type of notification.



* In case the type of Notification is Register Product

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- 1. The next forward button will transfer you to the next page(1) (details fields) or you can click directly on the details fields(2) tap or on the attachments(3)
- 2. after fill at least one filed with its custom data the save button(4) will be activated and the request will be saved in draft requests menu > notification tap until you complete all mandatory fields which have small red star on it (*) in the Type of Notification page , Type of license page and Track type page you can able to submit by clicking on submit buttom (5) and the request will transfer to track requests menu > notification tap.



3. when entering english name and short name There is a matching process that happens to the names, and in the event that there are similarities in the names, the name must be change to be approved

Type Of Notification * Register Products	* Type Of License *	Export only	Irack Type * Normal Tracking	EGP90.00
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Click on add new manufacturing then a pop-up will appears including the form of manufacturing data Consists of:

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1. You must save the product and it will go directly to Draft requests

In order to make sure that the product has been saved and return to complete it again in anticipation of any technical malfunction





Draft requests > Notification page

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Or remove the request from draft by clicking on delete sign —

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Click on add new add new packaging then a pop-up will appears including The form of packaging data Consists of

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Click on add new add new detail then a pop-up will appears including The form of details data Consists of

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You can add many ingredients or delete them from those buttons and after finishing this step click on add details button

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Here you add all the documents related to the product, each in the place designated for it in the tap of attachments (must be pdf)

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1. At the end you make sure that all the mandatories fields are filled with its costume data then click on Submit button

After you have finished entering all the data for the product and press submit then the product will go directly to Track requests > Notification





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At the Track requests for Notification page there was a attribute table for all the finished request and submitted successfully classified its Request Number, Submission date, Type Of Notification, Product English name, Type Of Request, Status and Track Type

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1406	Jul 8, 2021	Register Products	test2444	Appeni 1	Waiting Company respons	Normal Tracking
1481	Jul 11, 2021	Register Products	Jo55	Appeal 1		Fast Tracking
1482	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking
1483	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Feat Tracking
1404	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking
1490	jul 12, 2021	Register product for kit\hair colorant kit	task18		Initiated	Normal Tracking
1401	Jul 12, 2021	Register Kit	test 18	New Request	Initiated	Normal Tracking
1587	Jul 15, 2021	Register Products	tessti	New Request	Waiting Company respons	Normal Tracking
1509	Jul 15, 2021	Register Products	teost2	New Request	Initiated	Normal Tracking
1594	Jul 15, 2021	Register Products	tees16	New Request	In progress	Normal Tracking
1761	Jul 29, 2021	Rogister Hair Colorant Product	eva hair clinic colorant cream	Appeal 2	Initiated	Fast Tracking
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* In case the type of Notification is Register Kit



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2. after fill at least one filed with its custom data the save button will be activated and the request will be saved in draft requests menu > notification tap until you complete all mandatory fields which have small red star on it (*) in the Type of Notification page , Type of license page and Track type page you can able to submit by clicking on submit buttom and the request will transfer to track requests menu > notification tap.



Click on add new manufacturing then a pop-up will appears including the form of manufacturing data Consists of:

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3. You must save the product and it will go directly to Draft requests

In order to make sure that the product has been saved and return to complete it again in anticipation of any technical malfunction





Draft requests > Notification page

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Then you can go back to complete your request by clicking on edit sign

Or remove the request from draft by clicking on delete sign-

4. The tap of Product in Kit page choose the product status is approved products

When choose the product from approved products

Type the notification number of the product here

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Then click on Apply	Product button				

Here you add all the documents related to the product, each in the place designated for it in the tap of attachments (must be pdf)

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5. At the end you make sure that all the mandatories fields are filled with its costume data then click on Submit button

After you have finished entering all the data for the product and press submit then the product will go directly to Track requests > Notification





At the Track requests for Notification page there was a attribute table for all the finished request and submitted successfully classified its Request Number, Submission date, Type Of Notification, Product English name, Type Of Request, Status and Track Type

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1482	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking
1483	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking
1484	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking
1490	Jul 12, 2021	Register product for kit\hair colorant kit	task18		Initiated	Normal Tracking
1491	Jul 12, 2021	Register Kit	test18	New Request	initiated	Normal Tracking
1587	Jul 15, 2021	Register Products	tesst1	New Request	Waiting Company r	esponse Normal Tracking
1589	Jul 15, 2021	Register Products	tesst2	New Request	Initiated	Normal Tracking
1594	Jul 15, 2021	Register Products	teestő	New Request	In progress	Normal Tracking
	Jul 29, 2021	Register Hair Colorant Product	eva hair clinic colorant cream	Appeal 2	Initiated	Fast Tracking

6. When you submit the request status updated to Initiated

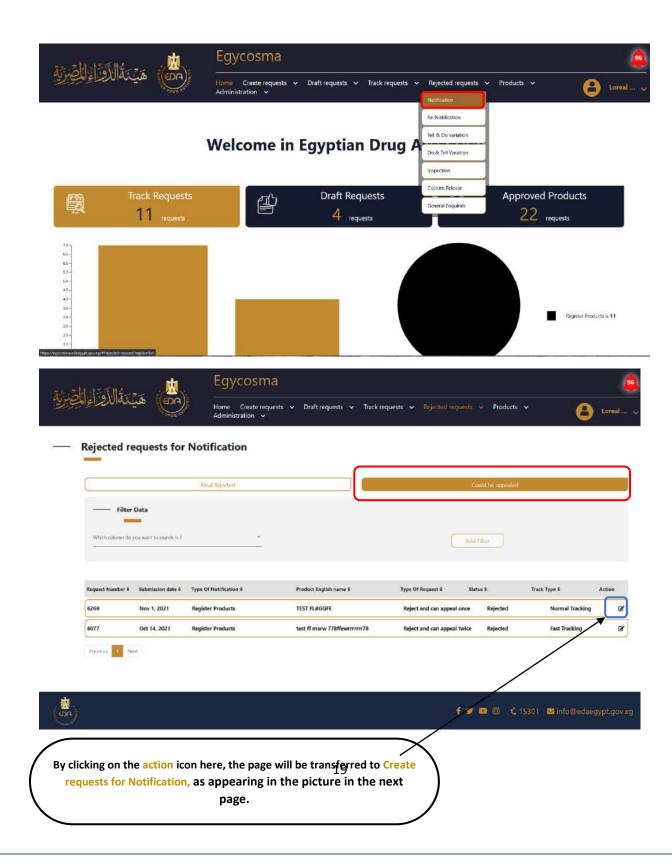
(CDA

- 7. In case you get first comment from the authority status updated to waiting company response and you need to replay comments you got and re-submit the request
- 8. when you re-submit request status updated to In progress



And here in the Rejected requests for Notification page, you will get two taps (Final rejected & could be appealed)

- 1. Final Rejected requests are not able to be appealed.
- 2. Could be appealed requests, you can appeal for once or twice as appearing in the Type of request column in the page.





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5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twice	Rejected	Normal Track
4878	Sep 7, 2021	Register Products	test reject reason 1	Reject and can appeal twice	Rejected	Normal Track
Track Type : Reject Reason	th name : test reject r Normal Tracking s : بیانات عبر مطابقة أو عبر		Submission date : Sep 7, 2021 Type Of Request : Reject and can appe		Notification : Reg! Rejected	ster Products
4725	Sep 3, 2021	Register Products	test 555	Reject and can appeal twice	Rejected	Normal Track
4705	Sep 2, 2021	Register Products	fest	Reject and can appeal twice	Rejected	Normal Track
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal once	Rejected	Normal Track
4157	Aug 30, 2021	Register Products	test 756	Reject and can appeal twice	Rejected	Normal Track
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* In case the type of Notification is Register Hair Colorant Product

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Create request for Notificat	ion	
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Manufacturing data		Add: now manufactuating
Manufacturing Company 9	Manufacturing Country 9	Actions
	There is no data	
		NetFolaari Soo Saint

3. after fill at least one filed with its custom data the save button will be activated and the request will be saved in draft requests menu > notification tap until you complete all mandatory fields which have small red star on it (*) in the Type of Notification page , Type of license page and Track type page you can able to submit by clicking on submit buttom and the request will transfer to track requests menu > notification tap.



Click on add new manufacturing then a pop-up will appears including the form of manufacturing data Consists of:

	Manufacturing Form			
Autor	Manufacturing Company *	Manufacturing Country *		
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Manufacturing Company 0		Menufacturing Country #	Actions	
		There is no data		
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4. You must save the product and it will go directly to Draft requests

In order to make sure that the product has been saved and return to complete it again in anticipation of any technical malfunction





Draft requests > Notification page

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				uest by clicking		

Or remove the request from draft by clicking on delete sign

5. The tap of Packaging/Ingredient Data is divided into two parts packaging data , Ingredient data

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Click on add new add new packaging then a pop-up will appears including The form of packaging data Consists of

tun Officialistics * Register Har Californit Product	Volumes *	VHC of measure *		yşiv at Padaging *	- KOP10.00
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Click on add new add new Ingredient then a pop-up will appears including The form of details data Consists of

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ver of kind den f	Cabor	Pagence	flavor	BarCode	- E0P10.00
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You can add many ingredients or delete them from those buttons and after finishing this step click on add details button

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Ingredients data					. Add rest legendie
Coluur 8	Fragments &	Flavar 9		BarCade 8	Action
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Here you add all the documents related to the product, each in the place designated for it in the tap of attachments (must be pdf)

ication					
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6. At the end you make sure that all the mandatories' fields are filled with its costume data then click on Submit button



After you have finished entering all the data for the product and press submit then the product will go directly to Track requests > Notification





At the Track requests for Notification page there was an attribute table for all the finished request and submitted successfully classified its Request Number, Submission date, Type Of Notification, Product English name, Type Of Request, Status and Track Type

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1405	Jul 8, 2021	Register Products	test2444	Appeal 1	Waiting Comp n	y re ponse Normal Tracking	ß
1481	Jul 11, 2021	Register Products	Jo55	Appeal 1		Fast Tracking	2
1482	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking	Z
1483	Jul 11, 2021	Register Products	J055	Appeal 1	Initiated	Fast Tracking	8
1484	Jul 11, 2021	Register Products	Jo55	Appeal 1	Initiated	Fast Tracking	3
1490	Jul 12, 2021	Register product for kit\hair colorant kit	task18		Initiated	Normal Tracking	Z
1491	Jul 12, 2021	Register Kit	test18	New Request	Initiated	Normal Tracking	ß
1587	Jui 15, 2021	Register Products	tesst1	New Request	Waiting Comp m	y re ponse Nermal Tracking	38
	Jul 15, 2021	Register Products	tesst2	New Request	Initiated	Normal Tracking	ø
1589	Jul 15, 2021	Register Products	teestő	New Request	in progress	Normal Tracking	2
1589							

(BDA)

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* In case the type of Notification is Register Hair Colorant KIT:

We find that the difference between <u>Register kit and Register Hair</u> <u>Colorant KIT</u> in the field of color kit ... and <u>Register Hair Colorant</u> <u>KIT</u> can apply register product and register hair colorant product

7. <u>Register Hair Colorant KIT</u> Same steps of <u>Register kit</u>

Create request for Notifica	ition	
hen citilettration * Register Heir Colorant Kit	hips of Leves * Imported from referenced country	Ind Tax Tracking ECP10.00
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Kit Details		
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1. Create requests for Re-Notification,

(EDA)

This page is created for Products which reached or passed 9/10 years on the system.

(EDA)) هَيْنَةُ الأَوْرَاءِ الْمُعْبِرَيْةِ	Egycosm	4
الم	Home <u>Create requests</u> v Draft requests v Track requests v Rejected requests v Products v Administration v	8 Weiser 🗸
Create request for Re-No	otification	
Product Notification Number	t Product Estimated Value	
type the product notification number here	After typing the notification number click Get Product here	

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After clicking on Get Product icon, the screen will appear as in the below picture.

	Egycosm			
(DA) هَيْنَةُ الْأَوْ إِوَالِحِ	Home Create requests v Draft requests v Track reque Administration v	sts ∽ Rejec	ted requests 👻 Prod	ucts v 🙆 Weiser
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This page containing the Product details, first you should fill the fields and attachments that marked with (*) and at the down right side of the page you will find Re-Notification Product icon, click on it.



After clicking on Re-Notification Product, you will get a pop-up message as in the picture below.

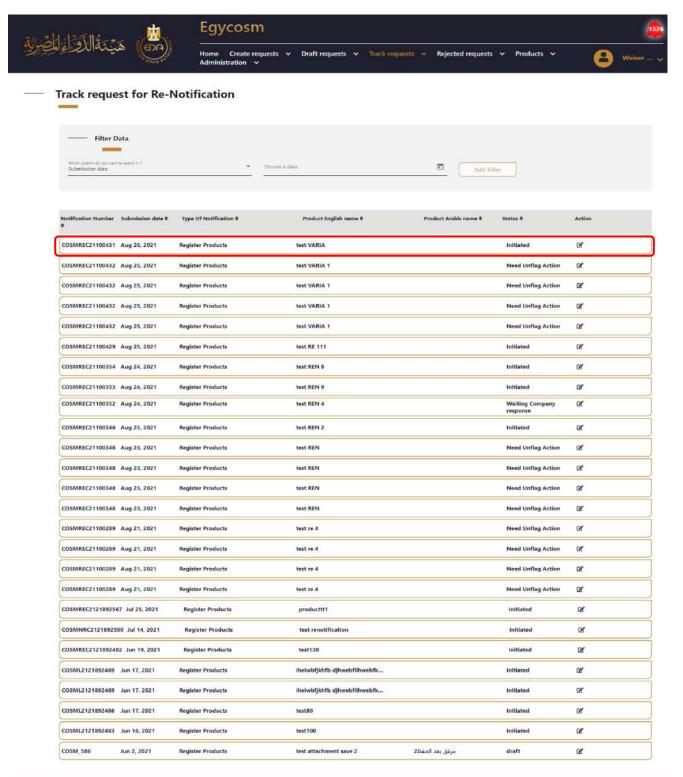
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Create request for	♥ Thank you for submitsion	
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Take a copy of the request notification number which in the pop-up message to follow the status of your request in the Track request for Re-Notification page.

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And here is your request appears at the top of the list as in the picture below.

Ps: the list already sorted by default from newest to oldest.





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And here in the Rejected requests for Re-Notification page, you will get two taps (Final rejected & could be appealed)

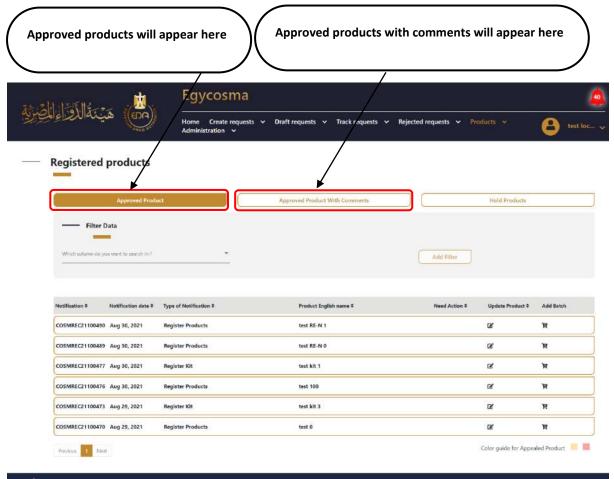
- 2. Final Rejected requests are not able to be appealed.
- 3. Could be appealed requests, you can appeal for once or twice as appearing in the Type of request column in the page.

		Final Rejected		Could be a	spealed
Which column do	Data you want to search in T			Add filter]
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3364	Aug 15, 2021	Register Products	test re 2	Reject and can appeal twice Reject	ted Normal Tracking
3569	Aug 21, 2021	Register Products	test re 5	Reject and can appeal twice Reject	ted Normal Tracking
3573	Aug 21, 2021	Register Products	test re 1	Reject and can appeal once Reject	ted Normal Tracking
3688	Aug 23, 2021	Register Products	test REN 1	Reject and can appeal twice Reject	ted Normal Tracking
3697	Aug 24, 2021	Register Products	test REN 5	Reject and can appeal twice Reject	ted Normal Tracking
3746	Aug 24, 2021	Register Products	test REN 7	Reject and can appeal twice Reject	ted Normal Tracking
3749	Aug 24, 2021	Register Products	test REN 6	Reject and can appeal twice Reject	ted Normal Tracking
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5128	Sep 12, 2021	Register Products	test sH	Reject and can appeal once	Rejected	Normal Tracki
5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twice	Rejected	Normal Tracki
Track Type : 1 Reject Reasons	name : test reject i Normal Tracking ;		test reject reason 1 Submission date : Sep 7, 2021 Type Of Request : Reject and can appeal t		Rejected Notification : Regist Rejected	Normal Tracki
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4705	Sep 2, 2021	Register Products	test	Reject and can appeal twice	Rejected	Normal Track
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal once	Rejected	Normal Track
A157 Previous 1 2	Aug 30, 2021	Register Products	test 756	Reject and can appeal twice	Rejected	Normal Track
ou click or	n any produ	ct you can see th	ne reject reason here)		
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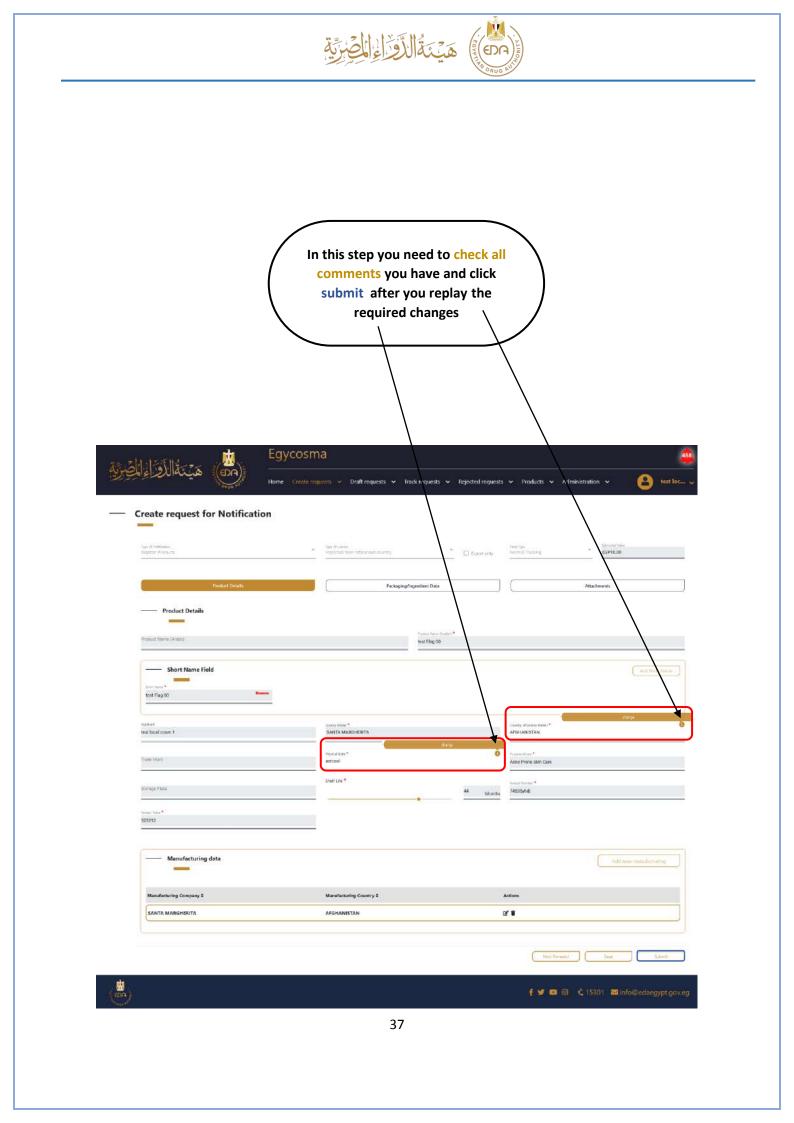
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Approved products with comments from registration (FLAG) as in the below picture. and these products need (UNFLAG) action

- 1. In this process You don't have to pay extra fees to unflag the product
- 2. You only need to fulfill the request by responding to the comments coming from the authority

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		ct , as appearing in th		
	picture in the	next page.		





Hold products from registration as in the below picture , and these products need (UNHOLD) action.

- 3. In this process, you will have to pay extra fees to unhold the product
- 4. You need to fulfill the request by responding to the comments coming from the authority

· Augus Port	Egycosma Home Create request Products ~ Adminis		Rejected requests 🗸		8
Registered products					
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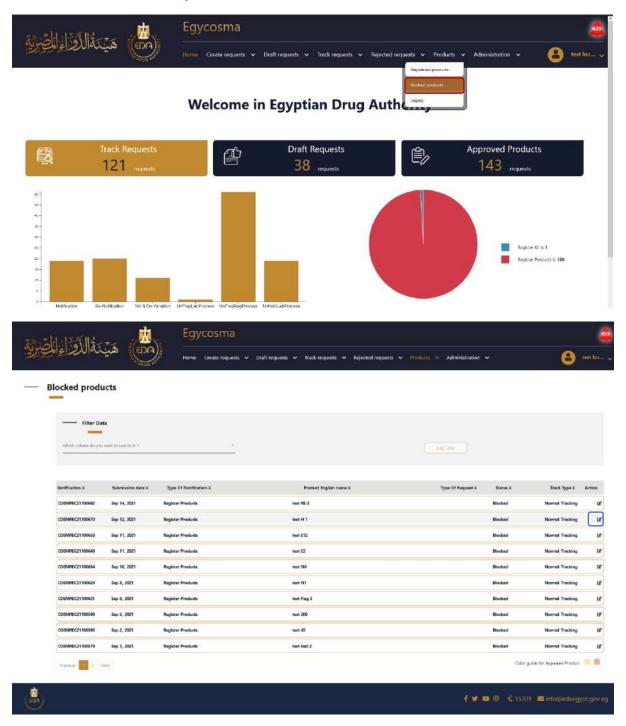
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1. Create request for Tell & Do Variation,

And here if you want to make some changes on a product:

-Select Tell & Do Variation from Create requests list and it will take you to the below page in the picture.

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After typing the product notification number, and click Get product, the screen will be as is in the picture in the next page.

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and also attach the files for fields which have (*) in the attachment page as appear in the page below. (must be pdf)

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After clicking submit, a pop-up message will appear confirmed that your submission is successfully done, as appearing in the below picture.

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-then we will go to Tell & Do Variation in the Track requests list, and we will find the product appears as is in the below picture.

Ps: the list already sorted by default from newest to oldest.



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Then after the EDA revision user approve, the product will be moved to the **Register Products** list as in the picture in the next page.

Ps: it might be final approve, or reject if the revision user added some comments on your request. There are two times the authority allows them to wait for the company's response to the required comments, and the third time, the request will be rejected



4. Create request for Tell & Do Variation for (KIT)

And here if you want to make some changes on a KIT :

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5. Create request for Do & Tell Variation,

-Select Do & Tell Variation from Create requests list and it will take you to the below page in the picture.

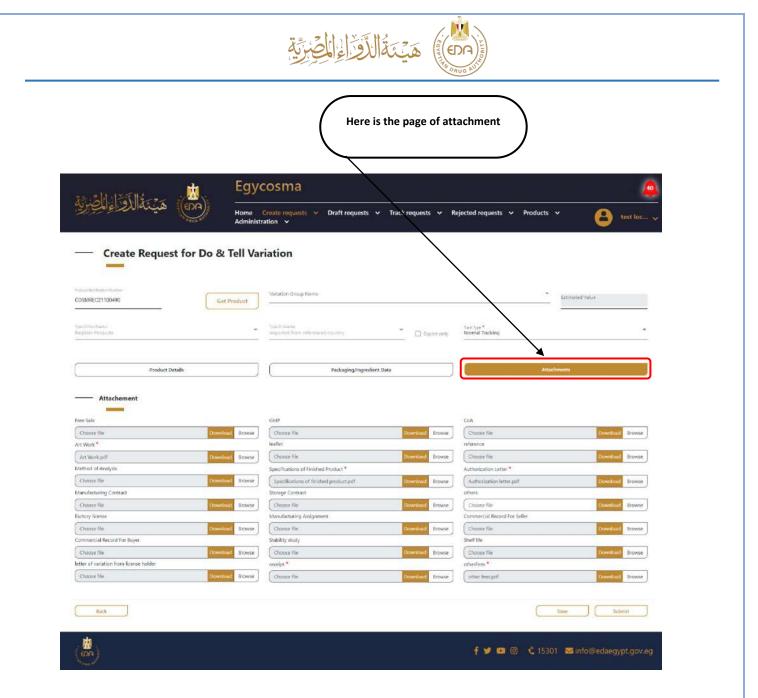
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After typing the product notification number, and click Get product, the screen will be as is in the picture in the next page.

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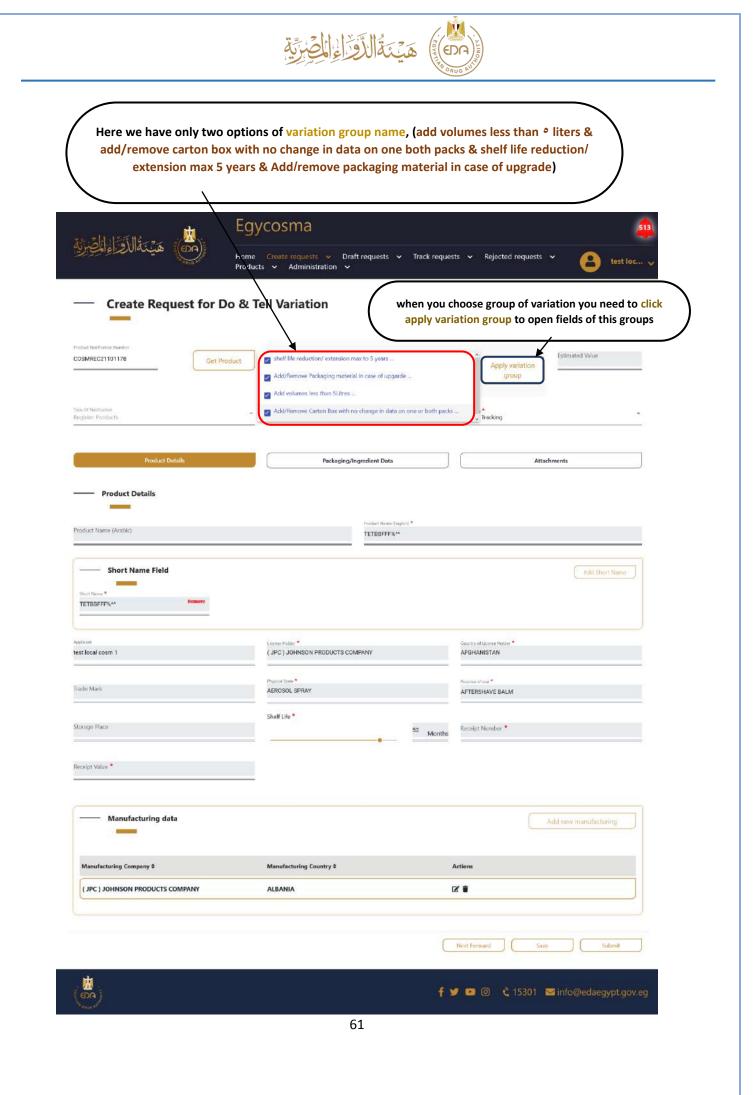
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Choose the variation group name from the list here, and please note that the fields which will be appeared in the page are depends on your choices from the list.

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You must fill all the fields which have (*) mark.



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After clicking submit, a pop-up message will appear confirmed that your submission is successfully done, as appearing in the below picture.

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-then we will go to Do & Tell Variation in the Track requests list, and we will find the product appears as is in the below picture.

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After the EDA revision user approve, the product will be moved to the **Register Products** list as in the picture below.

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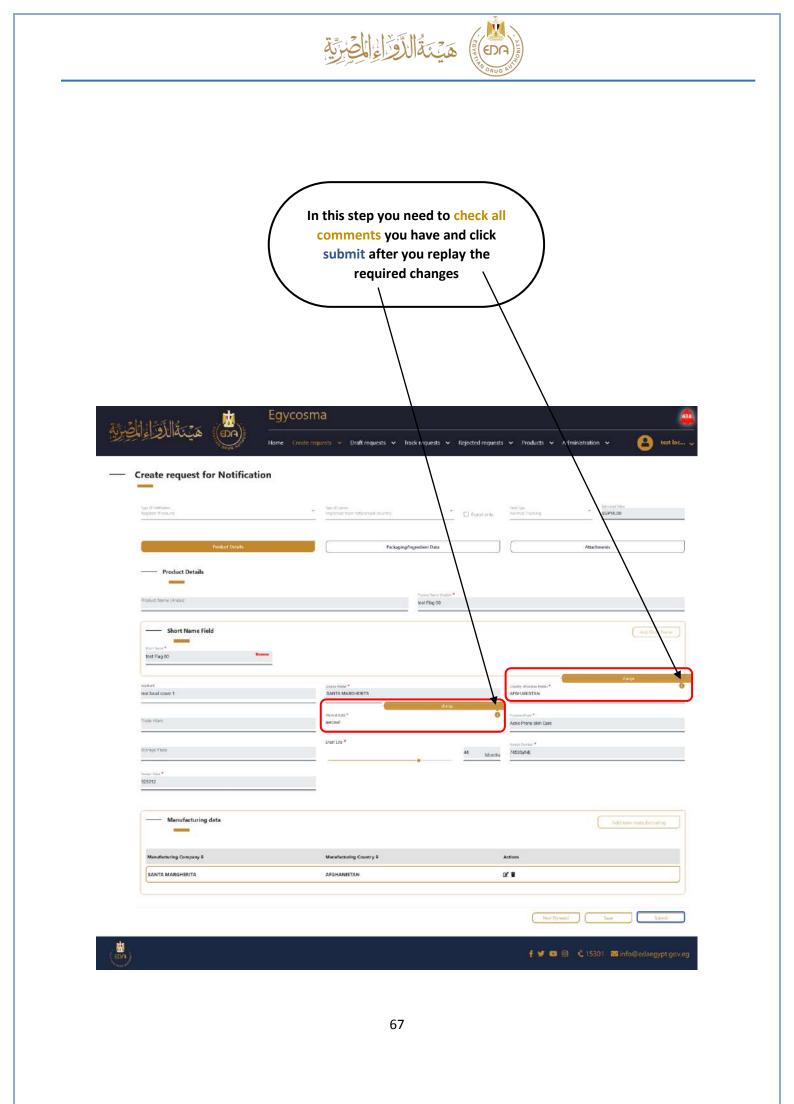
Ps: it might be final approve, or reject if the revision user added some comments on your request. There are two times the authority allows them to wait for the company's response to the required comments, and the third time, the request will be rejected



Approved products with comments variation (FLAG) as in the below picture. and this products need (UNFLAG) action

- 6. In this process You don't have to pay extra fees to unflag the product
- 7. You only need to fulfill the request by responding to the comments coming from the authority

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	picture in the next page.	
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Hold products from variation as in the below picture. and these products need (UNHOLD) action.

- 8. In this process, you will have to pay extra fees to unhold the product
- 9. You need to fulfill the request by responding to the comments coming from the authority

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The last step for request rejection Hold of variation

- 1. company in this step (do unhlold request)
- 2. when Authority reject (the request return in this step) and do unhlold request again (forever)



3. General Enquiries,

And here if you have any enquiry from the EDA, go to Create request list, then click on General Enquiries, and the screen will appear as in the picture below.

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All of the fields are mandatory, after filling it all click submit, then go to Track request list, then click on General Enquiries, and you will find your enquiry as in the picture in the next page.







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4. Legacy,

And here you will find all of products that have been recorded and approved before on the system, so you can update any product you want.

-Go to Products tap, then click on Legacy, and the screen will appear as in the picture below.

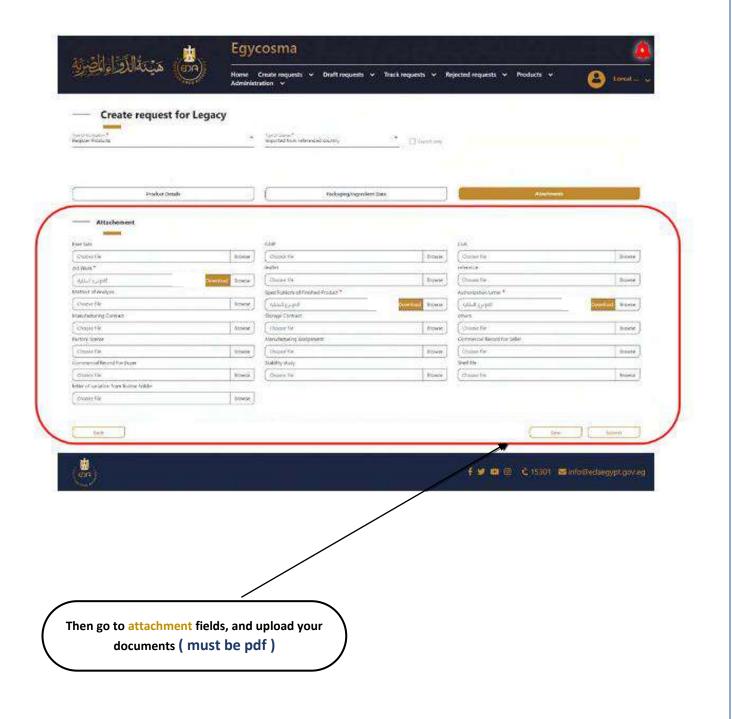
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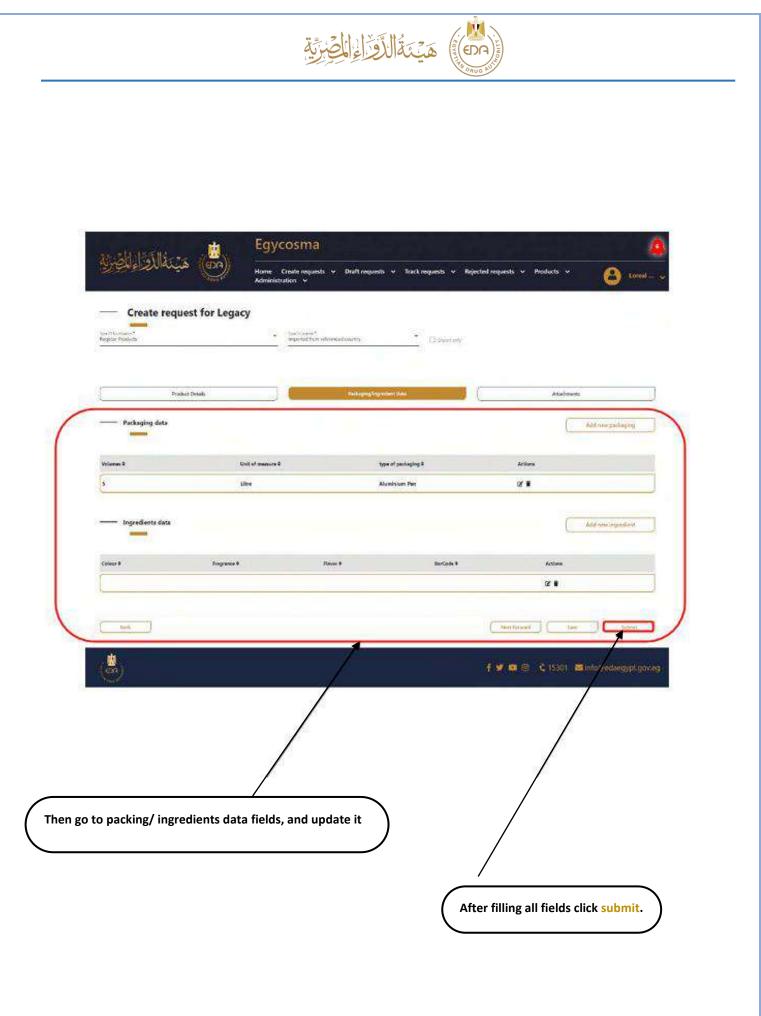
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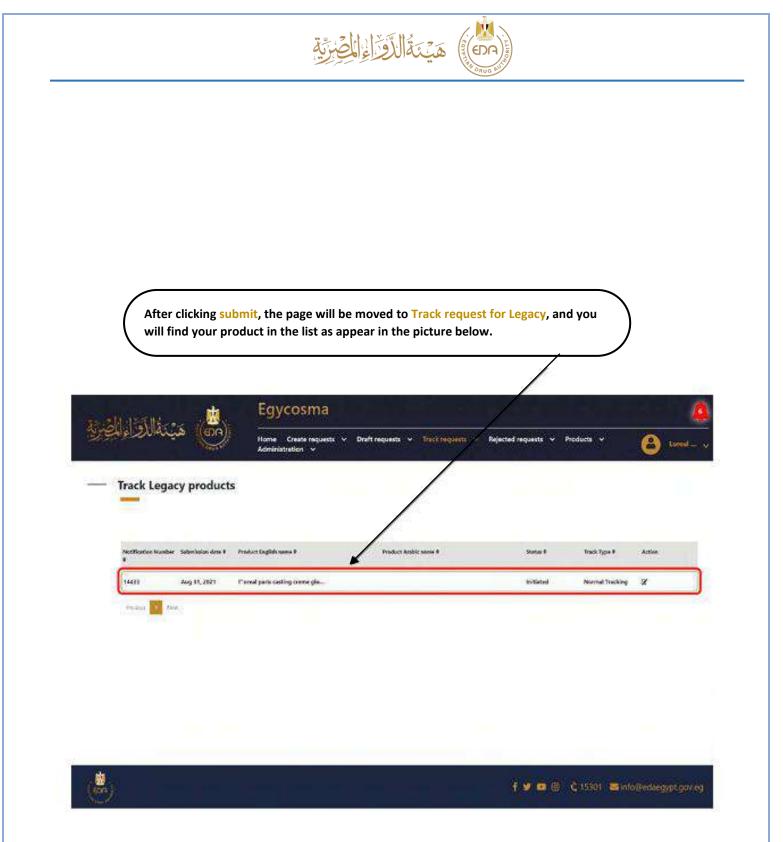
Here is the same process as creating request for notification, so you can fill the fields, and after that click on Submit.

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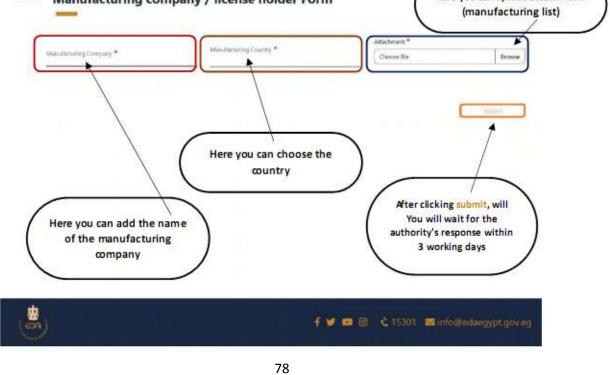




1. ADD Manufacturing company / license holder

In the case of adding manufacturing company, you can add from this list .

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- ١. يجب التأكد من عمل اي متغير على المستحضر قبل التقدم لإعادة الادراج فلا يمكن اجراء اي متغير خلال الإعادة.
- ٢. يجب ان يكون ال short name جزء من long name ويجب التأكد من كتابته في الجزء الخاص ب short name في البرنامج.
 - ". في حالة التنازل ونقل ملكية المستحضرات لشركة اخرى لا يجوز لكل من الشركتين عمل line extension الا في حالة التنازل عن ال brand كله.
- ٤. يجب التأكد من نوع التسجيل ونوع المستحضر وفي حالة خطأ الشركة في تقديم نوع التسجيل (مستورد مرجعي او غير مرجعي او محلي او مصنع لدى الغير) او نوع المستحضر (مستحضر عادي او صبغه او kit) يتم رفض الطلب واعادة تقديمه برس______
 - لا يتم تقديم التماس لتعديل بيان التركيب للمستحضرات المستوردة وفي حالة تقديم الالتماس يتم رفضه.
 - ٢. نرجو التأكد من وجود خط انتاج في المصنع قبل التقدم للإدراج وفي حالة عدم وجود خط انتاج تلتزم الشركة بتغير مكان التصنيع مع دفع الرسوم المقررة لنقل التصنيع حسب نوع الملف (normal or fast).
 - ٧. للشركة الحق في تقديم التماسين للطلب الواحد ثم يتم بعدها اسقاط الطلب وتقديمه من جديد برسوم جديده.
 - ٨. لا يتم اجراء أكثر من عمليه على المستحضر في نفس الوقت.



- ٩. في حاله مستحضر approve with comment(flag) لا يتم اجراء اي عمليه عليه الا بعد استيفاء (comment (unflag).
 - ١٠ يجب تقديم طلب اعاده ادراج المنتج قبل ٣ شهور من انتهاء صلاحيه الادراج
 حتى تتمكن الشركة من تقديم ٢ التماس للمستحضر في حالة الحاجة لأنه في
 حالة انتهاء مده الاعادة لا يتم عمل اي اجراء على المستحضر.
 - ١١. اي استيفاء او التماس مقدم من الشركة الى الهيئة اثناء الادراج المدة الزمنية المحددة له ٣٠ يوم عمل بعدها يتم اسقاط الطلب ولا يمكن استكماله ويقدم كمستحضر جديد.
 - ١٢. في حاله الاحتكام الى مرجعيه التداول تكون شهادة التداول اجباريه.
 - ١٣. وفي حال الاحتكام الى مرجعيه التصنيع تكون قائمه المصانع اجباريه.
- ١٤. في حاله تسجيل مستحضرات الصبغة او hair colorant kit يجب اضافه اسم الجروب مع اسم المستحضر في long&short name.
- ١٠ في حالة reject of variation مدة استيفاء ال comments هي ١٠ يوم في
 حالة الرفض الأولي و ١٠ يوم في حالة الرفض الثانية .
 - ١٦. في حالة ادراج مستحضر متعدد الالوان اوالروائح او النكهات او جميعهم يتم اضافة مقابل الخدمة التابع لكل فئة الى رسوم الادراج الموضحة في Estimated value وفقا لقائمة مقابل الخدمات المقررة.