

هَيْئَةُ الدَّوَاءِ الْمِصْرِيَّة



# Egyptian Drug Authority

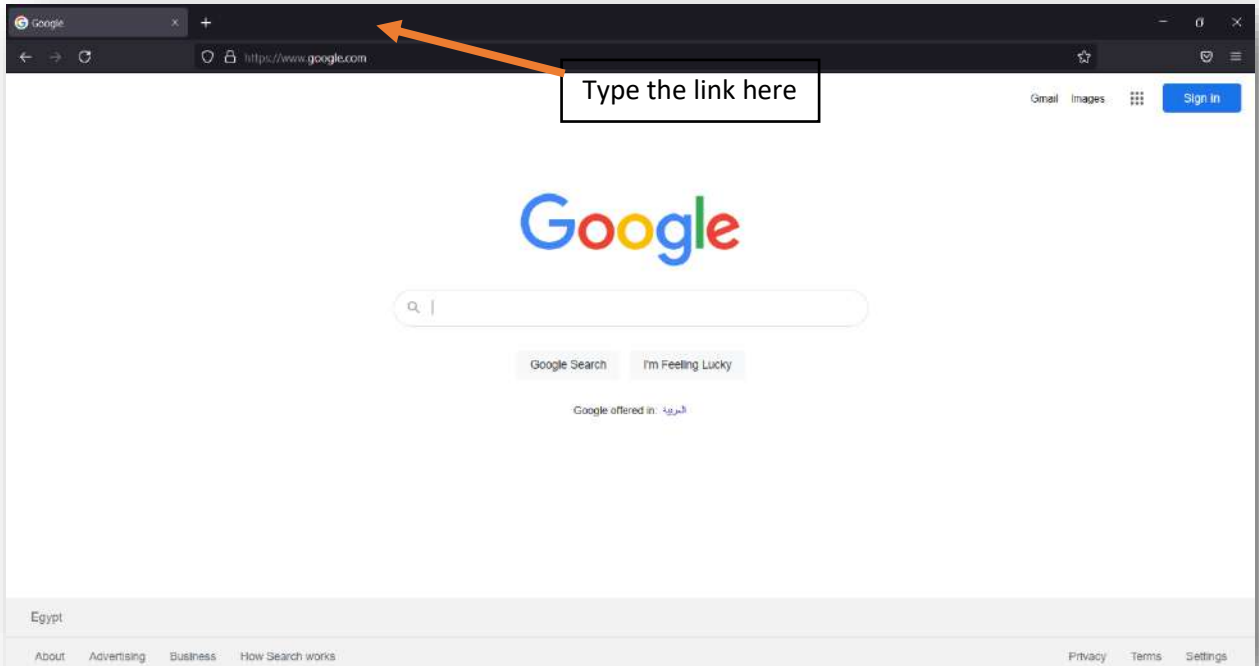
## Cosmetics Companies Portal

### User manual

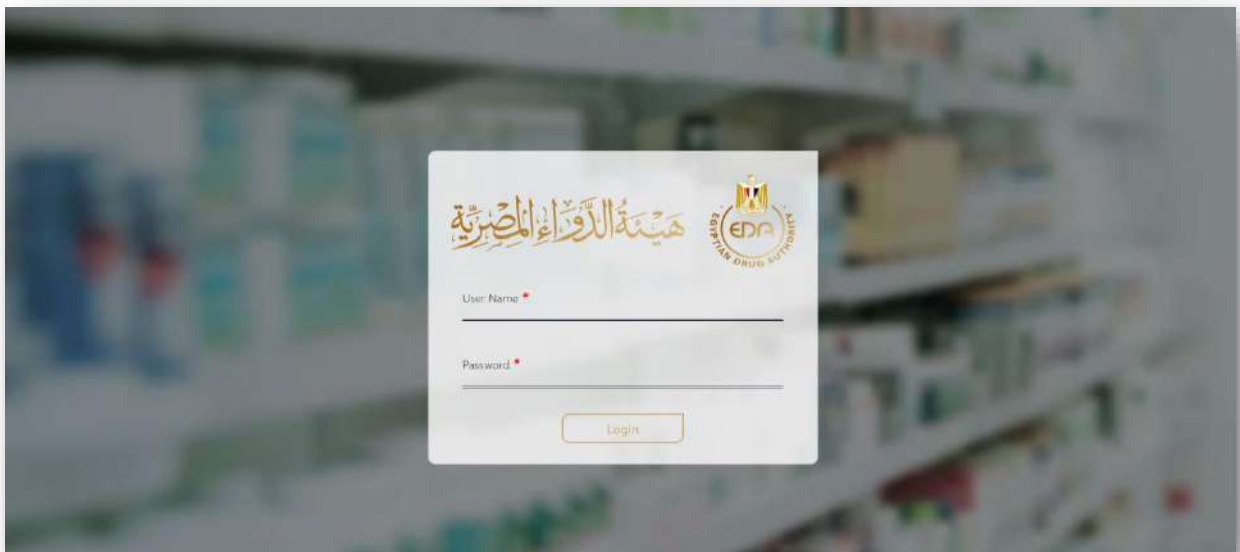
## 1- login screen

To login the portal , follow these steps :

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



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



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

Type your **USER NAME** here

1

Type your **PASSWORD** here

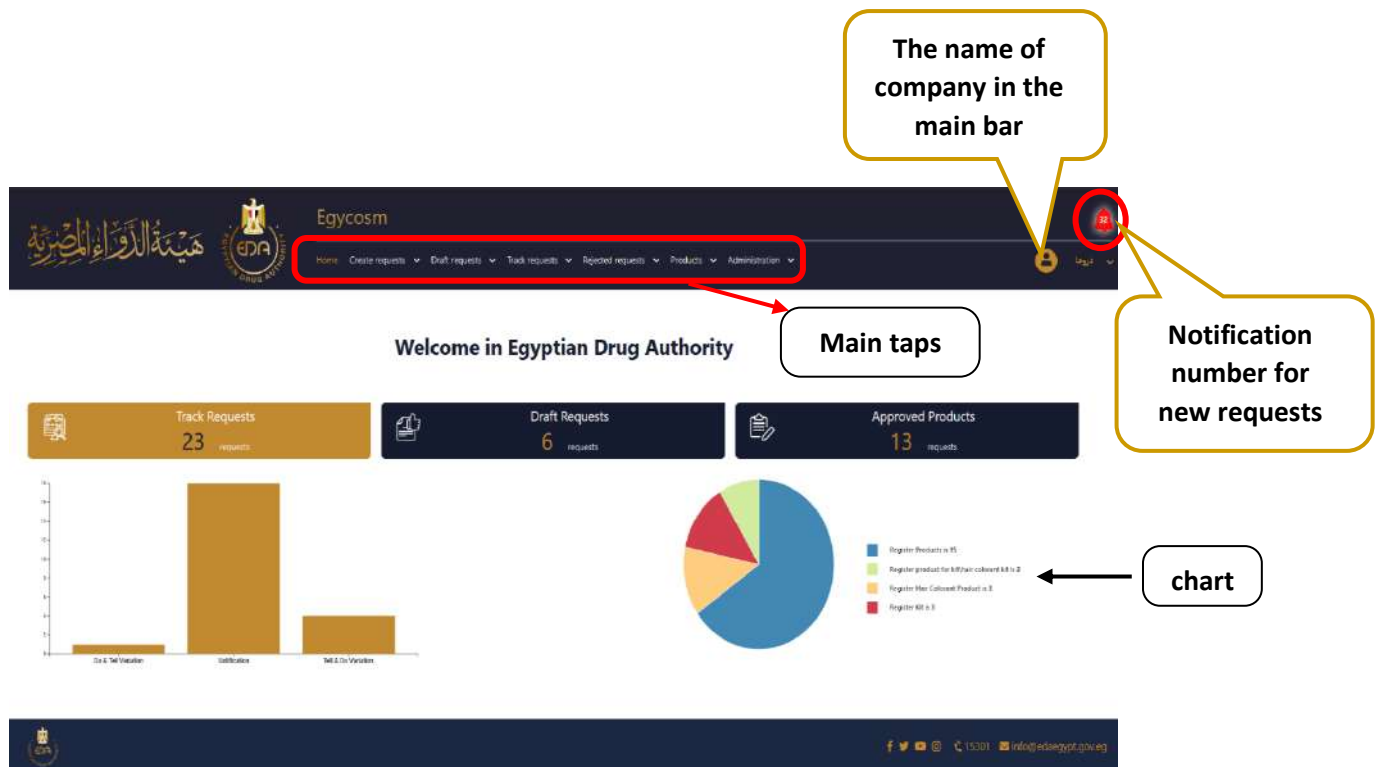
2

Click on **LOGIN**

3

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

## 2- home page screen



### 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**.

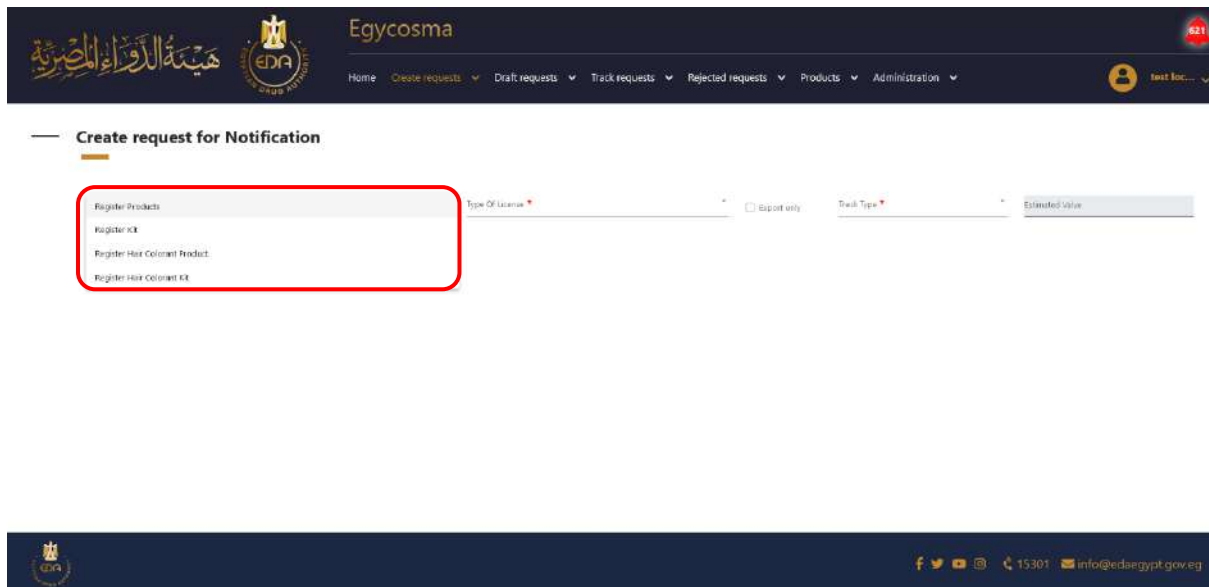


b) Then you will transfer to the page for the **Creat request for Notification**.

The screenshot shows the 'Create request for Notification' form. The form has a title bar 'Create request for Notification' and a navigation bar with 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', 'Products', and 'Administration'. The form fields are: 'Type Of Notification' (mandatory), 'Type Of License' (mandatory), 'Export only' (checkbox), 'Track Type' (mandatory), and 'Estimated Value' (text field). The form is currently empty.

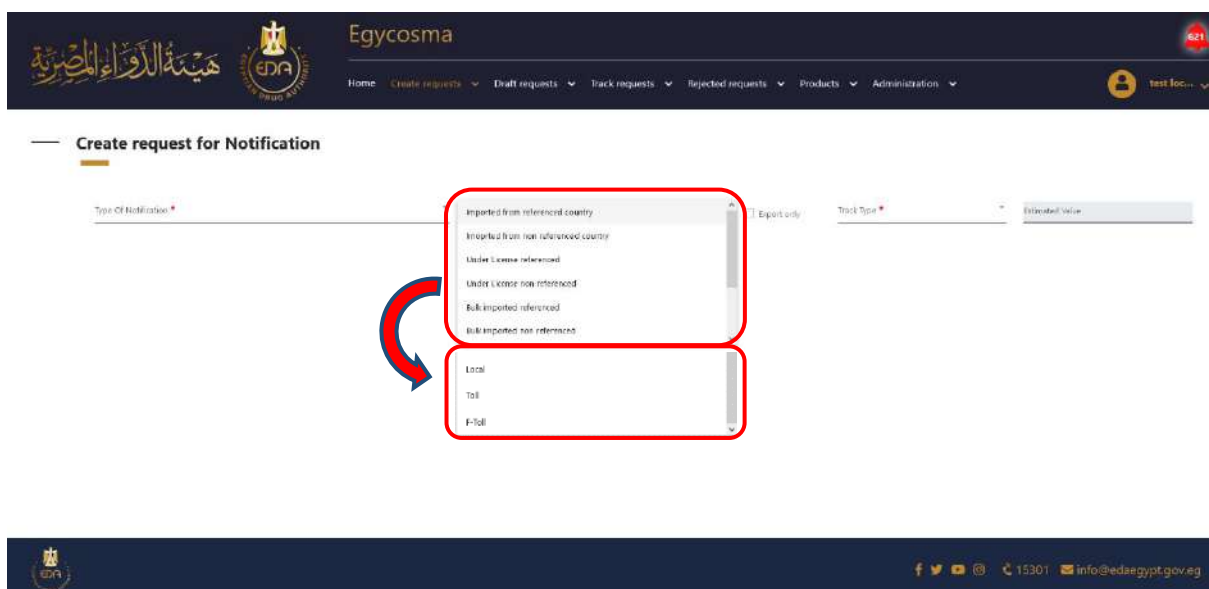
**NOTE:** All fields marked with an (\*) are mandatory fields that must be filled, in order for the New Request to be saved and submit.

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



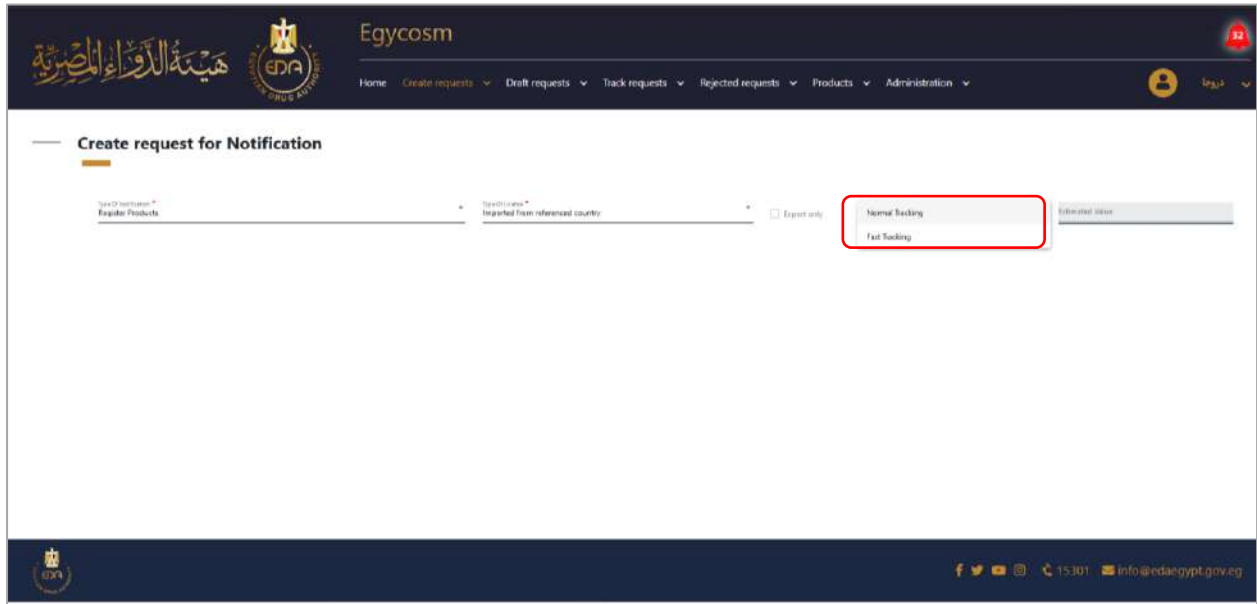
The screenshot shows the 'Egycosma' web application interface. The header includes the EDA logo and navigation links: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. The main section is titled 'Create request for Notification'. A dropdown menu for 'Type Of Notification' is open, displaying four options: 'Register Products', 'Register CK', 'Register New Colomant Product', and 'Register New Colomant CK'. The dropdown menu is highlighted with a red box. Other fields visible include 'Type Of License', 'Export only', 'Track Type', and 'Estimated Value'.

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



The screenshot shows the 'Egycosma' web application interface. The header includes the EDA logo and navigation links: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. The main section is titled 'Create request for Notification'. A dropdown menu for 'Type Of License' is open, displaying nine options: 'Imported from referenced country', 'Imported from non referenced country', 'Under License referenced', 'Under License non referenced', 'Bulk imported referenced', 'Bulk imported non referenced', 'Local', 'Toll', and 'F-Toll'. The dropdown menu is highlighted with a red box. Other fields visible include 'Type Of Notification', 'Export only', 'Track Type', and 'Estimated Value'. A red curved arrow points from the 'Type Of License' dropdown to the 'Type Of Notification' dropdown.

E) choose the tracking type for the new product request from the drop-down list **Track Type** field.



The screenshot shows the 'Egycosm' web application interface. The header includes the EDA logo and navigation links: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. The main section is titled 'Create request for Notification'. It contains several input fields: 'Type of notification' (with a dropdown menu showing 'Regular Products'), 'Type of license' (with a dropdown menu showing 'Imported from referenced country'), 'Export only' (checkbox), 'Track Type' (dropdown menu with 'Normal Tracking' and 'Fast Tracking' options, where 'Normal Tracking' is highlighted with a red box), and 'Estimated value' (text field). The footer includes the EDA logo, social media icons, and contact information: 15301, info@eda.egypt.gov.eg.

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**

**Create request for Notification**

Products fields 2 Details fields 3 Attachments

**Notification Product Request**

Product Name (Arabic) Product Name (English)

Short Name Field

Short Name

License holder Country of License Holder

Trade Mark Physical State Purpose of use

Storage Place SNB Life Receipt Number

Receipt Value

**Manufacturing data**

Manufacturing Company Manufacturing Country Actions

There is no data ...

1 Next Forward 4 Save 5 Submit

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 field 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 button (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 \*  
Local

☐ Export only

Track Type \*  
Normal Tracking

Estimated Value  
EGP90.00

Product Details Packaging/Ingredient Data Attachments

Product Details

Product Name (Arabic)

Product Name (English) \*  
TEST 1 C

Short Name Field

Short Name \*  
TESTT SHT NAME33333

Add Short Name Validation Short Name

You must click here to validate short name

Applicant  
test local cosm 1

License Holder \*

Country of License Holder \*

Trade Mark

Physical State \*

Purpose of use \*

Type Of Notification \*  
Register Products

Type Of License \*  
Local

☐ Export only

Track Type \*  
Normal Tracking

Estimated Value  
EGP90.00

Product Details Packaging/Ingredient Data Attachments

Product Details

Product Name (Arabic)

Product Name (English) \*  
TEST 1 C

Short Name Field

Short Name \*  
TESTT

the value is not valid

Add Short Name Validation Short Name

Applicant  
test local cosm 1

License Holder \*

Country of License Holder \*

If there is a similarity, this message appears, and then the name must be changed for approval



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

The screenshot shows a 'Manufacturing Form' pop-up with fields for 'Manufacturing Company' and 'Manufacturing Country', and an 'Add Manufacturing' button. Below the pop-up, the 'Manufacturing data' table is visible, showing a table with columns 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table currently contains no data, with a message 'There is no data ...'.

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

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Draft request for Notification**

Filter Data

Which column do you want to search in?

search for the product here

Add Filter

Request Number	Send date	Type Of Notification	Product English name	Product Arabic name	Track Type	Action
1401	Jul 7, 2021	Register hair colorant product for kit	teaxal		Normal Tracking	<a href="#">edit</a> <a href="#">delete</a>
1256	Jul 26, 2021	Register product for kit/hair colorant kit	project white serum		Fast Tracking	<a href="#">edit</a> <a href="#">delete</a>

Previous Next

You will find the product here

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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**

### 1- The tap of **Details fields** is divided into two parts **packaging data**, **Details data**

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create request for Notification**

Type Of Notification: Register Products

Type Of License: Imported from referenced country

Expert only: ☐

Track type: Normal Tracking

Shipment value: EGP10.00

Products fields Details fields Attachments

**Packaging data**

Add new packaging

Volumes	Unit of measure	type of packaging	Actions
There is no data ...			

**Details data**

Add new detail

Colour	Fragrance	Flavor	BarCode	Actions
There is no data ...				

Back Forward Next Forward Save Submit

15301 info@edaegypt.gov.eg

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

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

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

If there are similar ingredient data, you can press a **copy button** instead of rewriting

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 )**

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create request for Notification**

Type Of Medication\* Register Products Type Of License\* Imported from referenced country Export only Track Type\* Normal Tracking Estimated Value\* EGP10.00

Products fields Details fields Attachments

**Attachement**

Free Sale: Choose file Download Browse

Art Work\*: Choose file Download Browse

Method of Analysis: Choose file Download Browse

Manufacturing Contract: Choose file Download Browse

receipt\*: Choose file Download Browse

GMP: Choose file Download Browse

leaflet: Choose file Download Browse

Specifications of Finished Product\*: Choose file Download Browse

Storage Contract: Choose file Download Browse

other fees\*: Choose file Download Browse

CoA: Choose file Download Browse

reference: Choose file Download Browse

Authorization Letter\*: Choose file Download Browse

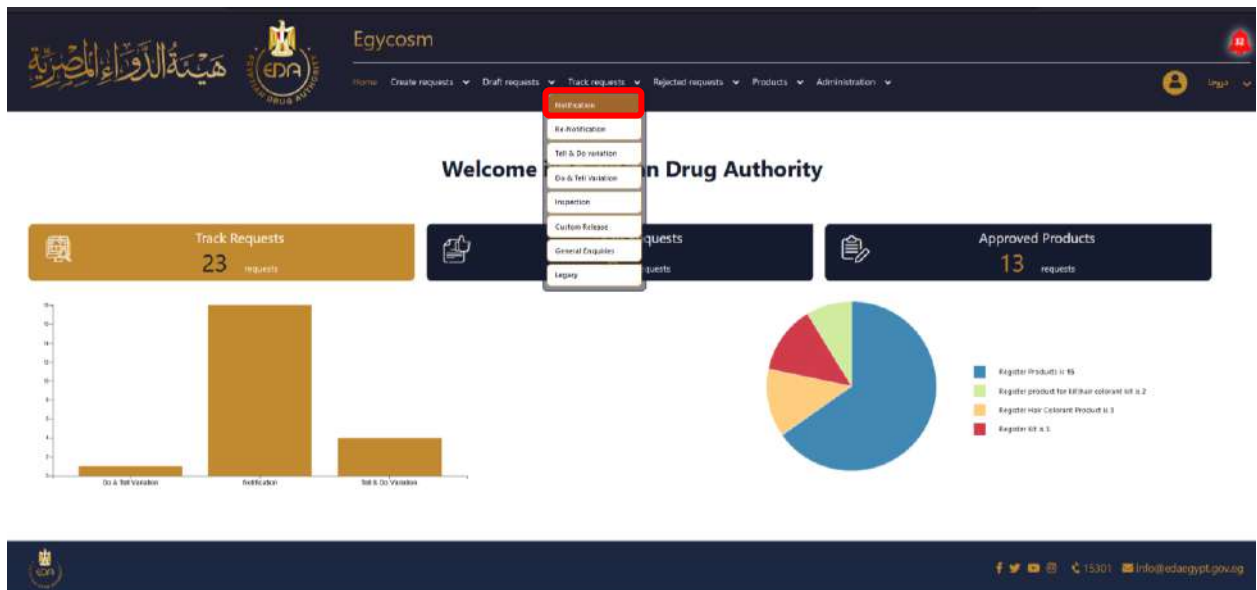
others: Choose file Download Browse

Back Forward Save Submit

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1- At the end you make sure that all the mandatory 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**

**Track requests for Notification**

Filter Data

search for the product here

You will find the product here

Request Number #	Submission date #	Type Of Notification #	Product English name #	Type Of Request #	Status #	Track Type #	Action
1404	Jul 8, 2021	Register Kit	test1	New Request	Initiated	Normal Tracking	🔗
1405	Jul 8, 2021	Register Products	test2444	Appeal 1	Waiting Company response	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	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	test18		Initiated	Normal Tracking	🔗
1491	Jul 12, 2021	Register Kit	test18	New Request	Initiated	Normal Tracking	🔗
1587	Jul 15, 2021	Register Products	test1	New Request	Waiting Company response	Normal Tracking	🔗
1589	Jul 15, 2021	Register Products	test12	New Request	Initiated	Normal Tracking	🔗
1594	Jul 15, 2021	Register Products	test18	New Request	In progress	Normal Tracking	🔗
1761	Jul 29, 2021	Register Hair Colorant Product	eva hair clinic colorant cream	Appeal 2	Initiated	Fast Tracking	🔗

\* In case the type of Notification is **Register Kit**








 15301
  [info@edaegypt.gov.eg](mailto:info@edaegypt.gov.eg)

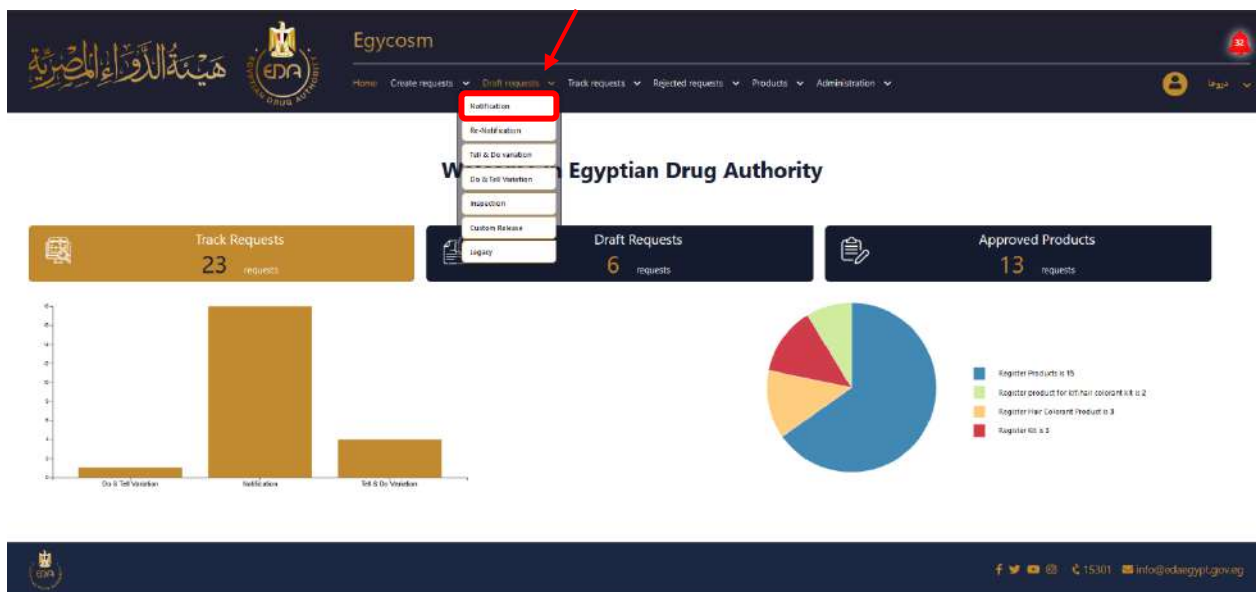
14

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

The screenshot shows a 'Manufacturing Form' pop-up with fields for 'Manufacturing Company' and 'Manufacturing Country', and an 'Add Manufacturing' button. Below the pop-up, the 'Manufacturing data' table is visible, showing a list of manufacturing entries with columns for 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table currently displays 'There is no data ...'.

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

**Draft request for Notification**

Filter Data

search for the product here

Request Number #	Save date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1401	Jul 7, 2021	Register hair colorant product for kit	testat		Normal Tracking	 
1256	Jul 26, 2021	Register product for kit/hair colorant kit	project white serum		Fast Tracking	 

You will find the product here

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**

❖ 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

**Create request for Notification**

Register kit

Exported from referenced country

Export only

Track Type

Normal Tracking

Extraction value

EGP750.00

Kit Details

Products in kit

Attachments

Products in Kit

Product Notification Number

Apply Product

Back

Next (optional)

Save

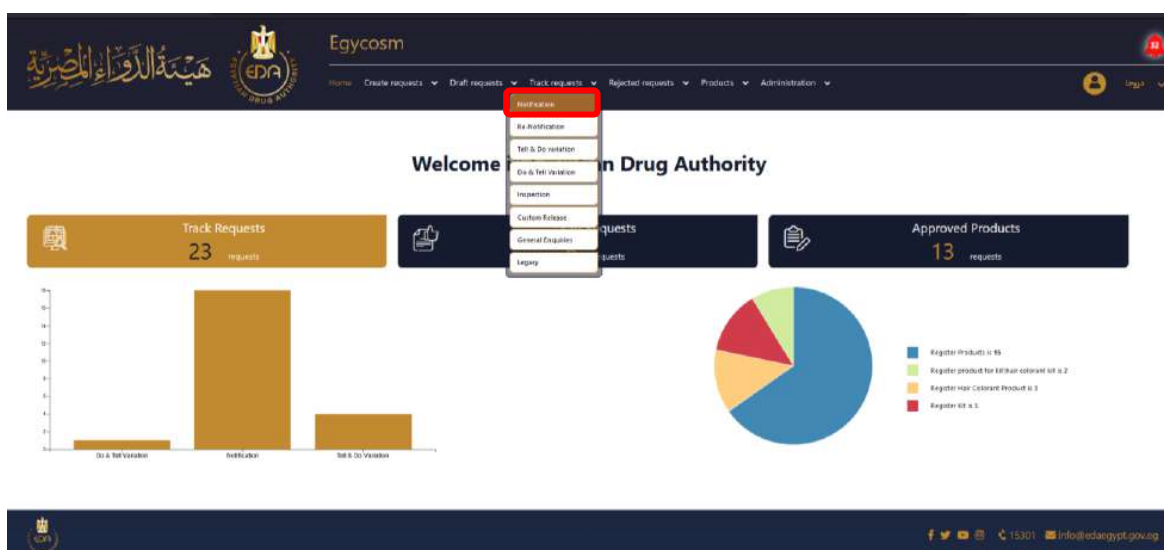
Submit

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 )**

⬆ 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**

**Egycosm**

Home Create requests Draft requests **Track requests** Rejected requests Products Administration

**Track requests for Notification**

Filter Data

Which column do you want to search in ?

search for the product here

You will find the product here

Request Number	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
1404	Jul 8, 2021	Register Kit	test1	New Request	Initiated	Normal Tracking	
1405	Jul 8, 2021	Register Products	test2444	Appeal 1	Waiting Company response	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	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	test11	New Request	Waiting Company response	Normal Tracking	
1589	Jul 15, 2021	Register Products	test12	New Request	Initiated	Normal Tracking	
1594	Jul 15, 2021	Register Products	test6	New Request	In progress	Normal Tracking	
1761	Jul 29, 2021	Register Hair Colorant Product	eva hair clinic colorant cream	Appeal 2	Initiated	Fast Tracking	

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- 6- When you submit the request status updated to **Initiated**
- 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.

The dashboard shows the 'Rejected requests' dropdown menu with options: Notification, Re-Notification, Tell & Do variation, Do & Tell Variation, Inspection, Custom Release, and General Enquiries. Summary cards show 11 Track Requests, 4 Draft Requests, and 22 Approved Products.

The page shows two filter tabs: 'Final Rejected' and 'Could be appealed' (highlighted with a red box). Below is a 'Filter Data' section and a table of requests.

Request Number	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
6269	Nov 1, 2021	Register Products	TEST FLAGGFE	Reject and can appeal once	Rejected	Normal Tracking	
6077	Oct 14, 2021	Register Products	test ff marw 778ffewrrrrrr78	Reject and can appeal twice	Rejected	Fast Tracking	

By clicking on the **action** icon here, the page will be transferred to **Create requests for Notification**, as appearing in the picture in the next page.



If you click on any product, you can see the **reject reason** here

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**\* In case the type of Notification is Register Hair Colorant Product**

The screenshot displays the 'Create request for Notification' interface in the Egycosm system. At the top, there's a navigation bar with the EDA logo and user profile. The main form is titled 'Create request for Notification' and includes a progress indicator. Below the title, there are input fields for 'Type of Notification' (set to 'Register Hair Colorant Product'), 'Type of License' (set to 'Imported from referenced country'), 'Track Type' (set to 'Normal Tracking'), and 'Submitted Value' (set to 'EGP10.00'). A 'Product Details' tab is active, showing a form with various fields marked with a red asterisk (\*). These fields include 'Product Name (Arabic)', 'Product Name (English)', 'Short Name Field' (with an 'Add Short Name' button), 'Product Color', 'Country of License Holder', 'Purpose of use', 'Receipt Number', 'Shelf Life' (with a 'Months' unit), 'Product Color', 'Country of License Holder', 'Purpose of use', 'Receipt Number', and 'Shelf Life'. Below this, there's a 'Manufacturing data' section with a table for 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table currently shows 'There is no data ...'. At the bottom, there are buttons for 'Next Forward', 'Save', and 'Submit'.

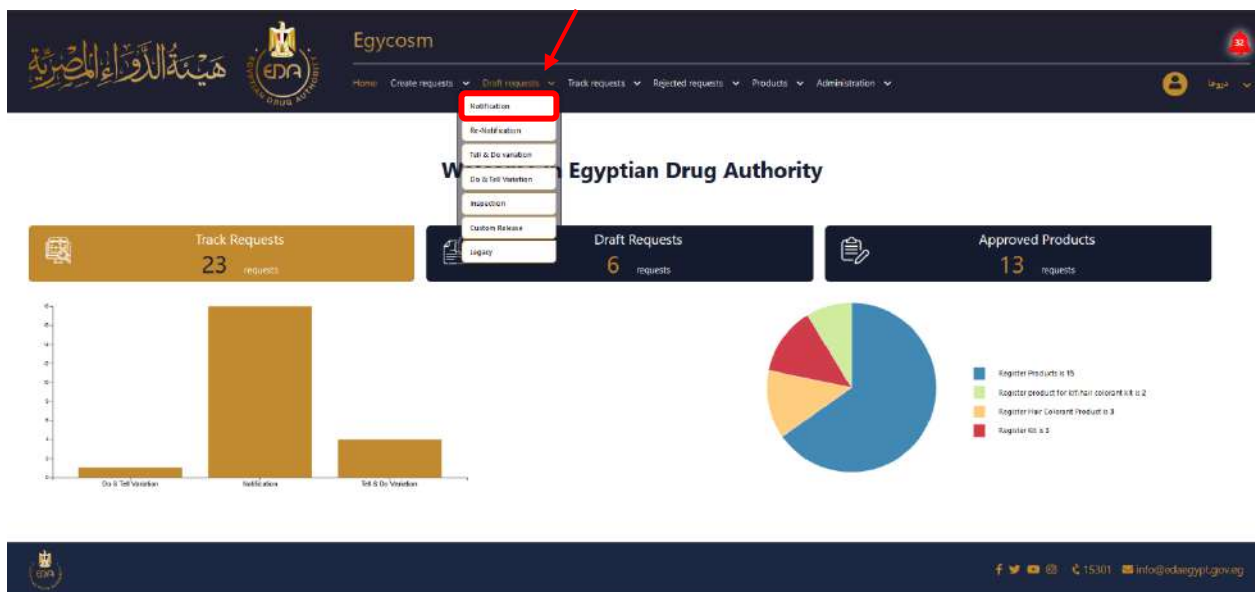
- ❖ after fill at least one field with its custom data the save button will be activated and the request will be saved in draft requests menu > notification tap until you complete all mandatory fields which have small red star on it (\*) in the Type of Notification page , Type of license page and Track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

The screenshot shows a 'Manufacturing Form' pop-up with fields for 'Manufacturing Company' and 'Manufacturing Country', and an 'Add Manufacturing' button. Below the pop-up, the 'Manufacturing data' table is visible, showing a list of manufacturing data with columns for 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table currently displays 'There is no data ...'.

❖ 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

**Draft request for Notification**

Filter Data

search for the product here

Request Number #	Save date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1401	Jul 7, 2021	Register hair colorant product for kit	teaxat		Normal Tracking	 
1756	Jul 26, 2021	Register product for kit/hair colorant kit	project white serum		Fast Tracking	 

You will find the product here

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**

- ❖ The tap of **Packaging/Ingredient Data** is divided into two parts **packaging data** , **Ingredient data**

**Create request for Notification**

Product Details

Packaging/Ingredient Data

Attachments

**Packaging data**

Volumes #	Unit of measure #	type of packaging #	Actions
There is no data ...			

**Ingredients data**

Colour #	Fragrance #	Flavor #	Bar-Code #	Actions
There is no data ...				

Back

Next Forward

Save

Submit

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

The screenshot shows the 'Create request for registration' form. A 'Packaging Form' pop-up is displayed in the center. The pop-up has the following fields: 'Volume', 'Unit of measure', 'Type of Packaging', and 'Packaging Description'. There is also a checkbox for 'Carton box'. Below the pop-up, there is a table for packaging data with columns: 'Volume', 'Unit of measure', 'type of packaging', and 'Actions'. The table is currently empty, showing 'There is no data...'. On the right side of the main form, there is a red box around the 'Add new packaging' button.

Click on add new **add new Ingredient** then a pop-up will appears including the form of details data Consists of

The screenshot shows the 'Create request for registration' form. An 'Ingredient Form' pop-up is displayed in the center. The pop-up has the following fields: 'Colour', 'Fragrance', 'Flavor', 'BarCode', 'Ingredient', 'Concentration', and 'Function'. There are buttons for 'Add detail' and 'Delete detail'. Below the pop-up, there is a table for ingredient data with columns: 'Colour', 'Fragrance', 'Flavor', 'BarCode', and 'Actions'. The table is currently empty, showing 'There is no data...'. On the right side of the main form, there is a red box around the 'Add new ingredient' button.

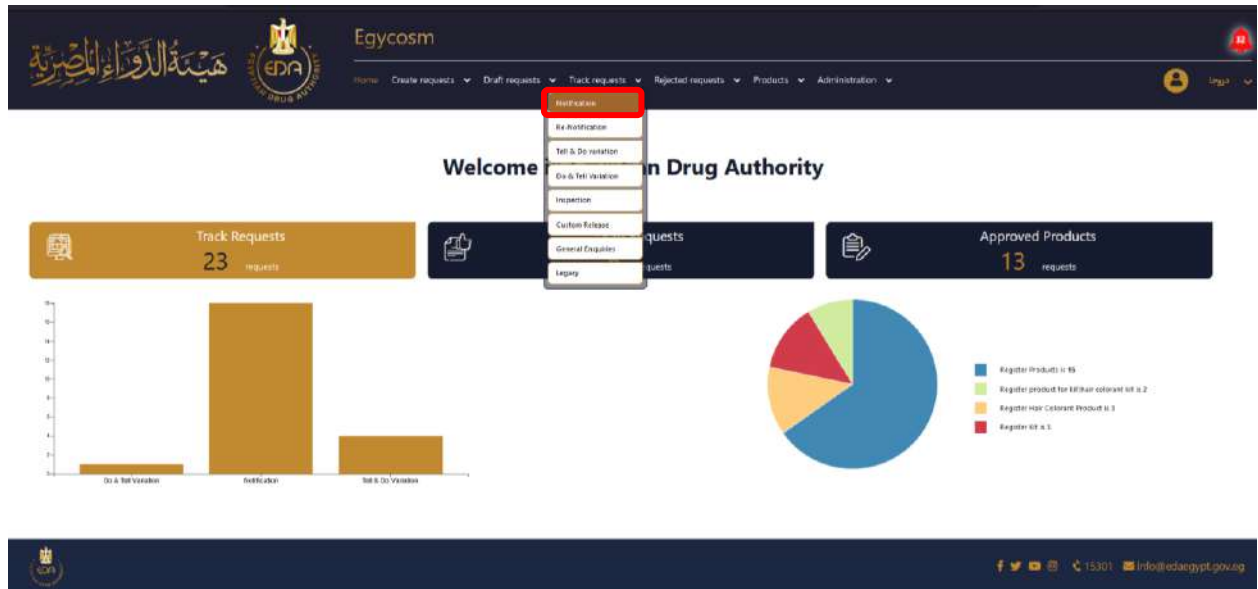
You can add many ingredients or delete them from those buttons and after finishing this step click on add details button

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)

➤ 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**

**Egycosm**

Home Create requests Draft requests **Track requests** Rejected requests Products Administration

**Track requests for Notification**

Filter Data

Which column do you want to search in ?

search for the product here

You will find the product here

Request Number	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
1404	Jul 8, 2021	Register Kit	test1	New Request	Initiated	Normal Tracking	
1405	Jul 8, 2021	Register Products	test2444	Appeal 1	Waiting Company response	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	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	test18		Initiated	Normal Tracking	
1491	Jul 12, 2021	Register Kit	test18	New Request	Initiated	Normal Tracking	
1587	Jul 15, 2021	Register Products	test11	New Request	Waiting Company response	Normal Tracking	
1589	Jul 15, 2021	Register Products	test12	New Request	Initiated	Normal Tracking	
1594	Jul 15, 2021	Register Products	test16	New Request	In progress	Normal Tracking	
1761	Jul 29, 2021	Register Hair Colorant Product	eva hair clinic colorant cream	Appeal 2	Initiated	Fast Tracking	

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## ❖ Create requests for Re-Notification,

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

### Egycosm

- Home
- Create requests
- Draft requests
- Track requests
- Rejected requests
- Products
- Administration

1325

Weiser ...

#### Create request for Re-Notification

type the product notification number here

After typing the notification number click **Get Product** here

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EGYPTIAN DRUG AUTHORITY

[f](#)
[t](#)
[y](#)
[i](#)
[15301](#)
[info@edaegypt.gov.eg](mailto:info@edaegypt.gov.eg)

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

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create request for Re-Notification**

Product Notification Number: CDSMREC21100431 **Get Product** Estimated value: EGP2,685.00

Type of Notification: Register Products Type of License: Imported from referenced country ☐ Export only

**Product Details** Packaging/Ingredient Data Attachments

**Product Details**

Product Name (Arabic): Product name (English): test VARIA

**Short Name Field** Add Short Name

Short Name: test VARIA Remove

Applicant: Weiser Laboratory License holder: Zhuhai United Laboratories Country of License Holder: AFGHANISTAN

Trade Mark: Physical Type: Absorbable Mesh Package of use: Acne Prone skin Care

Storage Place: Shelf Life: 31 Months Receipt Number:

Receipt Value:

**Manufacturing data** Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	

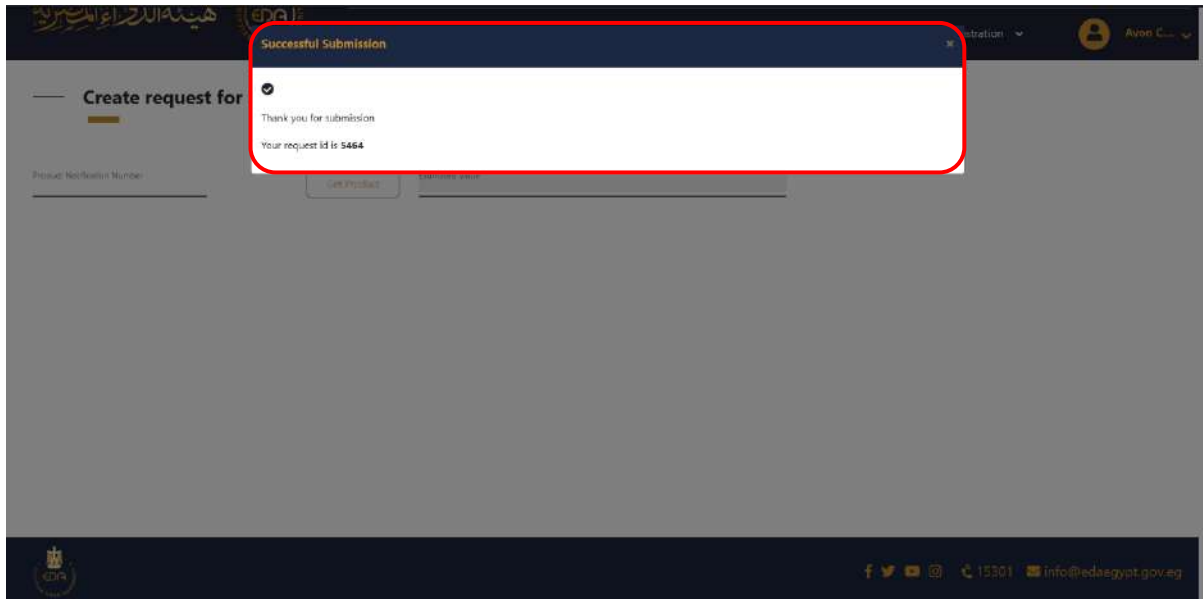
Next Forward Save **Re-Notification Product**

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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.



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.



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.

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

Weiser ...

### Track request for Re-Notification

Filter Data

Which column do you want to search in? Submission date

Choose a date

Add Filter

Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREC21100431	Aug 26, 2021	Register Products	test VARIA		Initiated	
COSMREC21100432	Aug 25, 2021	Register Products	test VARIA 1		Need Unflag Action	
COSMREC21100432	Aug 25, 2021	Register Products	test VARIA 1		Need Unflag Action	
COSMREC21100432	Aug 25, 2021	Register Products	test VARIA 1		Need Unflag Action	
COSMREC21100432	Aug 25, 2021	Register Products	test VARIA 1		Need Unflag Action	
COSMREC21100429	Aug 25, 2021	Register Products	test RE 111		Initiated	
COSMREC21100354	Aug 24, 2021	Register Products	test REN 8		Initiated	
COSMREC21100353	Aug 24, 2021	Register Products	test REN 9		Initiated	
COSMREC21100352	Aug 24, 2021	Register Products	test REN 4		Waiting Company response	
COSMREC21100346	Aug 23, 2021	Register Products	test REN 2		Initiated	
COSMREC21100348	Aug 23, 2021	Register Products	test REN		Need Unflag Action	
COSMREC21100348	Aug 23, 2021	Register Products	test REN		Need Unflag Action	
COSMREC21100348	Aug 23, 2021	Register Products	test REN		Need Unflag Action	
COSMREC21100348	Aug 23, 2021	Register Products	test REN		Need Unflag Action	
COSMREC21100289	Aug 21, 2021	Register Products	test re 4		Need Unflag Action	
COSMREC21100289	Aug 21, 2021	Register Products	test re 4		Need Unflag Action	
COSMREC21100289	Aug 21, 2021	Register Products	test re 4		Need Unflag Action	
COSMREC21100289	Aug 21, 2021	Register Products	test re 4		Need Unflag Action	
COSMREC2121892567	Jul 25, 2021	Register Products	producttt1		Initiated	
COSMREC2121892500	Jul 14, 2021	Register Products	test renotification		Initiated	
COSMREC2121892492	Jun 19, 2021	Register Products	test130		Initiated	
COSML2121892489	Jun 17, 2021	Register Products	ihelwbfjkhfb djhwebfllhwebfk...		Initiated	
COSML2121892489	Jun 17, 2021	Register Products	ihelwbfjkhfb djhwebfllhwebfk...		Initiated	
COSML2121892486	Jun 17, 2021	Register Products	test80		Initiated	
COSML2121892483	Jun 16, 2021	Register Products	test100		Initiated	
COSM_586	Jun 2, 2021	Register Products	test attachment save 2	مرفق بعد الحفظ	draft	

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

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

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Rejected requests for Re-Notification**

Final Rejected Could be appealed

**Filter Data**

Which column do you want to search in ? Add Filter

Request Number	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
3364	Aug 15, 2021	Register Products	test re 2	Reject and can appeal twice	Rejected	Normal Tracking	
3569	Aug 21, 2021	Register Products	test re 5	Reject and can appeal twice	Rejected	Normal Tracking	
3573	Aug 21, 2021	Register Products	test re 1	Reject and can appeal once	Rejected	Normal Tracking	
3688	Aug 23, 2021	Register Products	test REN 1	Reject and can appeal twice	Rejected	Normal Tracking	
3697	Aug 24, 2021	Register Products	test REN 5	Reject and can appeal twice	Rejected	Normal Tracking	
3746	Aug 24, 2021	Register Products	test REN 7	Reject and can appeal twice	Rejected	Normal Tracking	
3749	Aug 24, 2021	Register Products	test REN 6	Reject and can appeal twice	Rejected	Normal Tracking	

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By clicking on the **action** icon here, the page will be transferred to **Create requests for Re-Notification**, as appearing in the picture in the next page.

Request Number #	Submission date #	Type Of Notification #	Product English name #	Type Of Request #	Status #	Track Type #	Action
5128	Sep 12, 2021	Register Products	test sh	Reject and can appeal once	Rejected	Normal Tracking	
5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twice	Rejected	Normal Tracking	
4878	Sep 7, 2021	Register Products	test reject reason 1	Reject and can appeal twice	Rejected	Normal Tracking	
<div> Request id : 4878  Product English name : test reject reason 1  Track Type : Normal Tracking  Submission date : Sep 7, 2021  Type Of Request : Reject and can appeal twice  Type Of Notification : Register Products  Status : Rejected  Reject Reasons :  1. تحتوي على بيانات غير مطابقة أو غير صحيحة.  2. ينتهي الصلاحية. </div>							
4725	Sep 3, 2021	Register Products	test 555	Reject and can appeal twice	Rejected	Normal Tracking	
4705	Sep 2, 2021	Register Products	test	Reject and can appeal twice	Rejected	Normal Tracking	
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal once	Rejected	Normal Tracking	
4157	Aug 30, 2021	Register Products	test 756	Reject and can appeal twice	Rejected	Normal Tracking	

If you click on any product, you can see the **reject reason** here

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Home

Create requests

Draft requests

Track requests

Rejected requests

Products

Administration

Weiser ...

Create request for Re-Notification

Product notification Number

COSMREC21100288

Get Product

Estimated value

EGP2,685.90

Type Of Notification

Register Products

Type Of license

Imported from referenced country

Report only

Product Details

Packaging/Ingredient Data

Attachments

Product Details

Product Name (Arabic)

test re 2

Product Name (English)

test re 2

Short Name Field

Short Name

test re 2

Add Short Name

Manufacturer

Weiser Laboratory

License holder

SANTA MARGHERITA

Country of License holder

ALBANIA

Trade Mark

Absorbable Mash

Product of use

Acne Prone skin Care

Storage Place

Shelf Life

31 Months

Product Number

942323

Product value

22

Manufacturing data

Manufacturing Company #

Manufacturing Country #

Actions

SANTA MARGHERITA

ALBANIA

Next Forward

Save

Re-Notification Product

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Approved products will appear here

Approved products with comments will appear here

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Home Create requests Draft requests Track requests Rejected requests Products test loc...

### Registered products

Approved Product

Approved Product With Comments

Hold Products

Filter Data

Which column do you want to search in ?

Add Filter

Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
COSMREC21100490	Aug 30, 2021	Register Products	test RE-N 1			
COSMREC21100489	Aug 30, 2021	Register Products	test RE-N 0			
COSMREC21100477	Aug 30, 2021	Register Kit	test kit 1			
COSMREC21100476	Aug 30, 2021	Register Products	test 100			
COSMREC21100473	Aug 29, 2021	Register Kit	test kit 3			
COSMREC21100470	Aug 29, 2021	Register Products	test 0			

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Color guide for Appealed Product

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Approved products with comments from registration ( **FLAG** ) as in the below picture. and these products need (**UNFLAG**) action

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

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests

Products Administration

test loc...

**Registered products**

Approved Product Approved Product With Comments Hold Products

Approved Product With Comments from Registration Approved Product With Comments from Variation

**Filter Data**

Which column do you want to search in?

Add Filter

Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666ww	Need Unflag Action		

Previous 1 Next

Color guide for Appealed Product

First step click on the **action** icon here, the page will be transferred to **unflag product**, as appearing in the picture in the next page.

In this step you need to **check all comments** you have and click **submit** after you replay the required changes

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration test loc...

### Create request for Notification

Type of Notification: Request Products Type of License: Imported from not-allowed country Export only: ☐ Track Type: National Tracking Estimated Value: EGP10.00

Product Details Packaging/Ingredient Data Attachments

#### Product Details

Product Name (Arabic): test Flag 00 Product Name (English): test Flag 00

#### Short Name Field

Short Name: test Flag 00 **Review**

Address: test local coast 1 License Holder: SANTA MARGHERITA Country of License Holder: AFGHANISTAN **change**



Trade Mark: Physical State: solid **change** Purpose of Use: Acne prone skin care

Storage Place: Shelf Life: 44 Months Request Number: 7452546

Serial Value: 525712

#### Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	 


Next Forward Save Submit

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



test loc... ▼

## Registered products

Approved Product

Approved Product With Comments

Hold Products

Hold Product from Registration

Hold Product from Variation

### Filter Data

Which column do you want to search in ? ▼

Notification ◅	Notification date ◅	Type of Notification ◅	Product English name ◅	Need Action ◅	Update Product ◅	Add Batch
COSMREC21101051	Oct 30, 2021	Register Products	TEST HOLD ASS	Initiated	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666ww	Initiated	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21101016	Oct 22, 2021	Register Products	TEST NNMM4	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21101015	Oct 22, 2021	Register Products	TEST LLHHN1	Initiated	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21101014	Oct 22, 2021	Register Products	TEST HHHIOI	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21101012	Oct 21, 2021	Register Products	TEST LLLLOOX1	Initiated	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21101010	Oct 21, 2021	Register Products	TEST LLOCC NO	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21100972	Oct 12, 2021	Register Products	AMR FL 1	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMLOC21100971	Oct 12, 2021	Register Products	TEST LIST	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>
COSMREC21100938	Oct 11, 2021	Register Products	TEST 12	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="button" value="⌵"/>

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[Next](#)

Color guide for Appealed Product



In this step you need to **check all comments**

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration test loc...

### Create request for Notification

Type of product:  Request Name:  ☐ Export only

**Product Details** Packaging/Ingredient Data Attachments

**Product Details**

Product Name (Arabic):

**Short Name Field**

Short Name:

Address:  Licence Holder:  Country of Licence Holder:

Trade Mark:  Purpose of Use:

Storage Place:  Shelf Life:  Receipt Number:

**Manufacturing data**

Manufacturing Company	Manufacturing Country	Actions
Zhuohai United Laboratories	ALGERIA	<input type="button" value="edit"/> <input type="button" value="delete"/>

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you have to enter receipt number,  
and receipt value

You need to save first to enable add  
receipt attachment

You need to add receipt attachment  
once you complete this step you can  
click **submit**

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create request for Notification**

Type of notification: Regular Products Type of license: Imported from reference country Export only: ☐ Tax type: Normal Tracking Estimated value: EGP10.00

Product Details Packaging/ingredient Data Attachments

**Attachement**

Free Sale	Choose file	Browse	GMP	Choose file	Browse	CoA	Choose file	Browse
Art Work *	Choose file	Browse	Isotret	Choose file	Browse	reference	Choose file	Browse
Method of Analysis	Choose file	Browse	Specifications of Finished Product *	Choose file	Browse	Authorization Letter *	Choose file	Browse
Manufacturing Contract	Choose file	Browse	Specifications of Finished product.pdf	Choose file	Browse	Authorization letter.pdf	Choose file	Browse
Factory license	Choose file	Browse	Storage Contract	Choose file	Browse	others	Choose file	Browse
Commercial Record For Buyer	Choose file	Browse	Manufacturing Agreement	Choose file	Browse	Commercial Record For Seller	Choose file	Browse
Letter of variation from license holder	Choose file	Browse	Stability study	Choose file	Browse	Shelf life	Choose file	Browse
Registration License	Choose file	Browse	receipt *	Choose file	Browse	other fees *	Choose file	Browse
						other fees.pdf	Choose file	Browse

Back Save Submit

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**blocked products** in the below picture, once product reject from unhold process the product appear direct in **blocked product** and **You cannot take any action.**



**Blocked products**

Filter Data

Which columns do you want to search in?

Add Filter

Notification ID	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
COSMREC21100662	Sep 14, 2021	Register Products	test RB-3		Blocked	Normal Tracking	[X]
COSMREC21100670	Sep 12, 2021	Register Products	test H 1		Blocked	Normal Tracking	[X]
COSMREC21100658	Sep 11, 2021	Register Products	test ET2		Blocked	Normal Tracking	[X]
COSMREC21100649	Sep 11, 2021	Register Products	test E3		Blocked	Normal Tracking	[X]
COSMREC21100634	Sep 10, 2021	Register Products	test N6		Blocked	Normal Tracking	[X]
COSMREC21100628	Sep 8, 2021	Register Products	test N1		Blocked	Normal Tracking	[X]
COSMREC21100621	Sep 8, 2021	Register Products	test Flag 2		Blocked	Normal Tracking	[X]
COSMREC21100599	Sep 6, 2021	Register Products	test 200		Blocked	Normal Tracking	[X]
COSMREC21100593	Sep 2, 2021	Register Products	test 43		Blocked	Normal Tracking	[X]
COSMREC21100579	Sep 1, 2021	Register Products	test test 2		Blocked	Normal Tracking	[X]

Approved 2 Not

Color guide for Appeared Product

**Product read only in blocked product**  
**You cannot take any action**

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## ❖ 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.

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create Request for Tell & Do variation**

Product Notification Number

Get Product

Estimated Value

type the product notification number here

After typing the notification number click **Get Product** here

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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.

Here is the page of Product details

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Here is the page of  
Packaging/Ingredients Data

Egycosm

Home Create requests Draft requests Track requests Rejected requests Products Administration

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Weiser ...

Create Request for Tell & Do variation

Product Identification Number  
COSMREC21100440

Get Product

Variation Group Name

Estimated Value

Type of Modification  
Register Products

Type of License  
Imported from referenced country

Export only

Track Type  
Normal Tracking

Product Details Packaging/Ingredient Data Attachments

Packaging data

Add new packaging

Volumes	Unit of measure	type of packaging	Actions
23	Kg	Aluminium Sachet	

Ingredients data

Add new ingredient

Colour	Fragrance	Flavor	BarCode	Actions

Back Next Forward Save Submit

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Here is the page of attachment ( must be pdf )



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[t](#)
[v](#)
[i](#)
[d](#)
[e](#)

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Choose the track from here (normal tracking or fast tracking)

# Egycosm

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[Create requests](#)
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[Administration](#)

Weiser ...

## Create Request for Tell & Do variation

Product Identification Number  
COSMIREC21100440

Get Product

Variation Group Name

Estimated Value

Type Of Variation  
Register Products

Type Of License  
Imported from referenced country

☐ Export only

Track type  
Normal Tracking

Product Details

Packaging/Ingredient Data

Attachments

### Product Details

Product Name (Arabic)

Product Name (English)  
test 406



## Create Request for Tell & Do variation

Product Notification Number  
COSML0C21100999

Get Product

Product Details

Estimated Value

Products

Product Name (Arabic)

Product Name (English)

prout band test all 4466

Short Name Field

Short Name

prout band test all 4466

Remove

Add Short Name

Validation Short Name

ownership transfer(Local/Intl) ...

- ❖ If company need to choose a type of variation ( **ownership transfer** )
- ❖ Please go to the admin of variation in the authority and follow the procedures for that process .

when you choose group of variation you need to **click apply variation group** to open fields of this groups

Here are the appeared fields for what we choose from the list in **variation group name**,

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create Request for Tell & Do variation**

Product Identification Number: COSMREQ21100440 [Get Product](#)

Variation Group Name: Product Name change ( Product Name (Arabic) , Product Name (English) , Short Name Field , Trade Mark , Receipt Number ... ) Estimated value: EGP11,900.00

Type Of Variation: Register Products Type Of License: Imported from referenced country ☐ Export only Track Type: Normal Tracking

**Product Details** Packaging/Ingredient Data Attachments

**Product Details**

Product Name (Arabic): test 446 Product Name (English): test 446

**Short Name Field** [Add Short Name](#)

Short Name: test 446 [Remove](#)

App. Cent: Welser Laboratory License Holder: SANTA MARGHERITA Country of License Holder: AFGHANISTAN

Trade Mark: Physical State: Aerosol Purpose of Use: AFTERSHAVE BALM

Storage Place: Shelf Life: 24 Months Receipt Number: 2213253

Receipt value: 5,000.00

**Manufacturing data** [Add new manufacturing](#)

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALGERIA	<a href="#">Edit</a> <a href="#">Delete</a>

[Next Forward](#) [Save](#) [Submit](#)

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

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

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create Request for Tell & Do variation**

Product Identification Number: COSME07100440 **Get Product** Variation Group Name: Product Name change ( Product Name (Arabic) , Product Name (english) , Short Name Field , Trade Mark , Receipt Number , ... Estimated value: EGP10,400.00

Type Of Variation: Regular Products Type Of license: Imported from referenced country ☐ Export only Track Type: Normal Tracking

Product Details Packaging/Ingredient Data **Attachments**

**Attachement**

Free Sale	GMP	CoA *
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Art Work *	leaflet *	reference
الصور الفنية <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Method of Analysis *	Specifications of Finished Product *	Authorization Letter *
Choose file <b>Download</b> <b>Browse</b>	specificationsOfFinishedProduct.pdf <b>Download</b> <b>Browse</b>	authorizationLetter.pdf <b>Download</b> <b>Browse</b>
Manufacturing Contract	Storage Contract	others
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
receipt *	other Fees *	Factory license
Choose file <b>Download</b> <b>Browse</b>	otherFees.pdf <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Manufacturing Assignment	Commercial Record For Seller	Commercial Record For Buyer
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Stability study	Shelf life	letter of variation from license holder *
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>

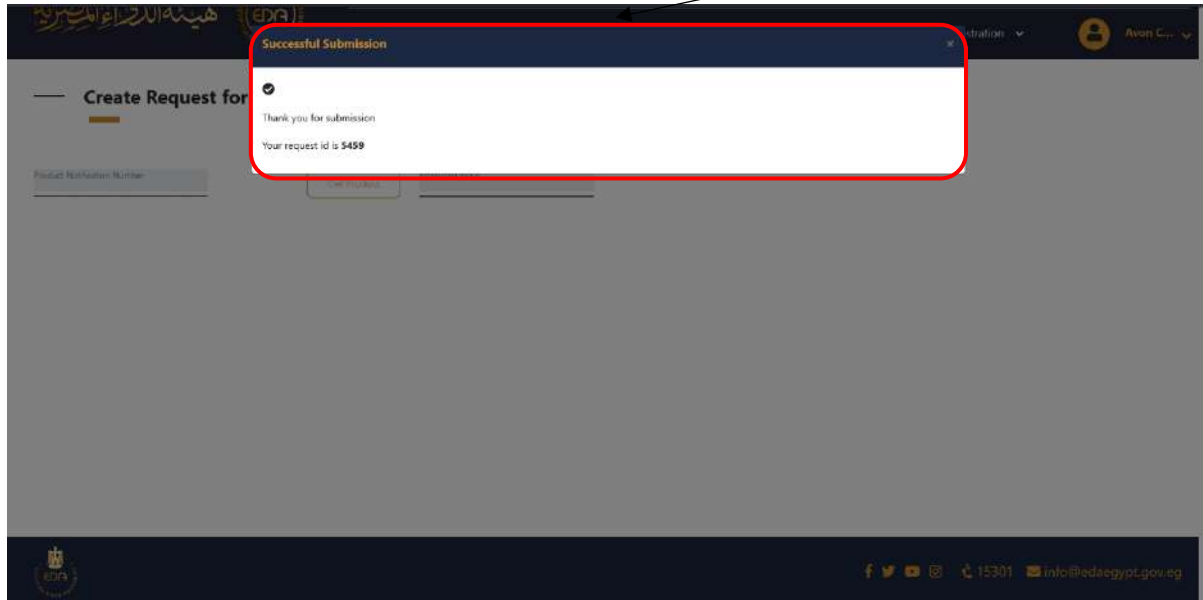
**Back** **Save** **Submit**

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After filling all fields click **submit**



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



-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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Home Create requests Draft requests Track requests Rejected requests Products Administration

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Weiser ...

## Track requests for Tell & Do variation

Filter Data

Which column do you want to search in ?

Add Filter

Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREC21100443	Aug 26, 2021	Register Products	test varia 62	تستيت	Initiated	<a href="#">✍</a>
COSMREC21100444	Aug 26, 2021	Register Products	test varia 631		Initiated	<a href="#">✍</a>
COSMREC21100442	Aug 26, 2021	Register Products	test varia 61		Initiated	<a href="#">✍</a>
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Initiated	<a href="#">✍</a>
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Waiting Company response	<a href="#">✍</a>
COSMREC21100409	Aug 26, 2021	Register Products	test 205		Initiated	<a href="#">✍</a>
COSMREC21100410	Aug 26, 2021	Register Products	test 2061		Initiated	<a href="#">✍</a>
COSMREC21100439	Aug 26, 2021	Register Products	test 7771		Initiated	<a href="#">✍</a>
COSMREC21100404	Aug 25, 2021	Register Products	test product variation 3		Initiated	<a href="#">✍</a>
COSMREC21100438	Aug 25, 2021	Register Products	test varia 121		Initiated	<a href="#">✍</a>

After that, you will see the response in the status column as in the below picture.

**Egycosm**

Home Create requests Draft requests Track requests Rejected requests Products Administration

Weiser ...

### Track requests for Tell & Do variation

Filter Data

Which column do you want to search in ?

Add Filter

Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREC21100443	Aug 26, 2021	Register Products	test varia 62	تستيف 62	Initiated	<input checked="" type="checkbox"/>
COSMREC21100444	Aug 26, 2021	Register Products	test varia 631		Initiated	<input checked="" type="checkbox"/>
COSMREC21100442	Aug 26, 2021	Register Products	test varia 61		Initiated	<input checked="" type="checkbox"/>
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Initiated	<input checked="" type="checkbox"/>
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Waiting Company response	<input checked="" type="checkbox"/>
COSMREC21100409	Aug 26, 2021	Register Products	test 205		Initiated	<input checked="" type="checkbox"/>
COSMREC21100410	Aug 26, 2021	Register Products	test 2061		Initiated	<input checked="" type="checkbox"/>
COSMREC21100439	Aug 26, 2021	Register Products	test 7771		Initiated	<input checked="" type="checkbox"/>
COSMREC21100404	Aug 25, 2021	Register Products	test product variation 3		Initiated	<input checked="" type="checkbox"/>
COSMREC21100438	Aug 25, 2021	Register Products	test varia 121		Initiated	<input checked="" type="checkbox"/>

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**

## ❖ Create request for Tell & Do Variation for (KIT )

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

Choose the **variation group name** ( KIT Name change , ARTWORK Change ) from the list here, and please note that the fields which will be appeared in the page are depends on your choices from the

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration Avon C...

### Create Request for Tell & Do variation

Product Notification Number: COSMREC21101171

Get Product

☒ KIT Name change ... ☒ Artwork Change ...

Apply variation group

Estimated Value

Type Of Notification: Register Kit

Type Of License: Imported from referenced country

☐ Export only

Track Type: Normal Tracking

variationFieldsStatus: true

KIT Details Products In Kit Attachments

#### KIT Details

Kit Name (Arabic):

Product Name (English): K V

#### Short Name Field

Short Name: K V

Add Short Name

Applicant: Avon Cosmetics Egypt

License Holder: ( JPC ) JOHNSON PRODUCTS COMPANY

Country of License Holder: ALBANIA

Trade Mark:

Storage Place:

Shelf Life: 35 Months

Receipt Number:

Receipt Value:

#### Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
( JPC ) JOHNSON PRODUCTS COMPANY	AFGHANISTAN	

Next Forward Save Submit

- ❖ **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.

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

**Create Request for Do & Tell Variation**

Product Notification Number

Get Product

Estimated Value

type the product notification number here

After typing the notification number click **Get Product** here

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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.

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

**Create Request for Do & Tell Variation**

Product Notification Number: COSMREC21100490

Get Product

Variation Group Name

Estimated Value

Type of Variation: Register Products

Type of license: imported from referenced country

Export only

Track Type: Normal Tracking

**Product Details**

Packaging/Ingredient Data

Attachments

**Product Details**

Product Name (Arabic): test RE-N 1

Product Name (English): test RE-N 1

**Short Name Field**

Short Name: test RE-N 1

Add Short Name

Remove

Applicant: test local cosm 1

License Holder: (JPC) JOHNSON PRODUCTS COMPANY

Country of License Holder: ANGOLA

Here is the page of  
Packaging/Ingredients Data

**Egycosma**

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[Products](#)

test loc...

### Create Request for Do & Tell Variation

Product Identification Number  
 COSMREC21100490

[Get Product](#)

Variation Group Name

Estimated Value

Type Of Variation  
 Register Products

Type Of Variation  
 Imported from referenced country

☐ Export only

Track Type  
 Normal Tracking

Product Details

Packaging/Ingredients Data

Attachments

#### Packaging data

[Add new packaging](#)

Volumes	Unit of measure	type of packaging	Actions
23	gm	Aluminium Sachet	

#### Ingredients data

[Add new ingredient](#)

Colour	Fragrance	Flavor	BarCode	Actions

Back

Next Forward

Save

Submit

[f](#)
[t](#)
[y](#)
[i](#)

15301
 [info@edaegypt.gov.eg](mailto:info@edaegypt.gov.eg)

Here is the page of attachment

# Egycosma

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[Track requests](#)
[Rejected requests](#)
[Products](#)

[Administration](#)

test loc...

## Create Request for Do & Tell Variation

Product Registration Number  
 CDSMR021100490

Get Product

Variation Group Name

Estimated Value

Type Of Notification  
 Register Products

Type Of Usage  
 Imported from referenced country

☐ Export only

Track Type  
 Normal Tracking

Product Details

Packaging/Ingredient Data

Attachments

### Attachement

Free Sale

Choose file [Download](#) [Browse](#)

Art Work \*

Art Work.pdf [Download](#) [Browse](#)

Method of Analysis

Choose file [Download](#) [Browse](#)

Manufacturing Contract

Choose file [Download](#) [Browse](#)

Factory license

Choose file [Download](#) [Browse](#)

Commercial Record For Buyer

Choose file [Download](#) [Browse](#)

letter of variation from license holder

Choose file [Download](#) [Browse](#)

GMP

Choose file [Download](#) [Browse](#)

leaflet

Choose file [Download](#) [Browse](#)

Specifications of Finished Product \*

Specifications of finished product.pdf [Download](#) [Browse](#)

Storage Contract

Choose file [Download](#) [Browse](#)

Manufacturing Assignment

Choose file [Download](#) [Browse](#)

Stability study

Choose file [Download](#) [Browse](#)

receipt \*

Choose file [Download](#) [Browse](#)

CoA

Choose file [Download](#) [Browse](#)

reference

Choose file [Download](#) [Browse](#)

Authorization Letter \*

Authorization letter.pdf [Download](#) [Browse](#)

others

Choose file [Download](#) [Browse](#)

Commercial Record For Seller

Choose file [Download](#) [Browse](#)

Shelf life

Choose file [Download](#) [Browse](#)

other fees \*

other fees.pdf [Download](#) [Browse](#)

[Back](#)
[Save](#)
[Submit](#)

[f](#)
[t](#)
[y](#)
[i](#)

15301

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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.

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create Request for Do & Tell Variation**

Product Registration Number: COSMREC21100490

Get Product

Add volumes less than 2Litres ...

Add/Remove Carton Box with no change in data on one or both packs ...

Estimated Value

Type of Variation: Single Products

Type of License: Imported from referenced country

Export only

Track Type: Normal Tracking

Product Details

Packaging/Ingredient Data

Attachments

**Product Details**

Product Name (Arabic):

Product Name (English): test RE-N 1

Choose the track from here (normal tracking or fast tracking)

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create Request for Do & Tell Variation**

Product Registration Number: COSMREC21100490

Get Product

Variation Group Name

Estimated Value

Type of Variation: Single Products

Type of License: Imported from referenced country

Export only

Track Type: Normal Tracking

Product Details

Packaging/Ingredient Data

Attachments

**Product Details**

Product Name (Arabic):

Product Name (English): test RE-N 1

Here we have only two options of **variation group name**, (add volumes less than 5 liters & add/remove carton box with no change in data on one both packs & shelf life reduction/ extension max 5 years & Add/remove packaging material in case of upgrade)

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests test loc...

**Create Request for Do & Tell Variation**

Product Notification Number: COSMREC21101178

Get Product

shelf life reduction/ extension max to 5 years ...  
Add/Remove Packaging material in case of upgrade ...  
Add volumes less than 5Litres ...  
Add/Remove Carton Box with no change in data on one or both packs ...

Apply variation group

Estimated Value

Tracking

Product Details Packaging/Ingredient Data Attachments

**Product Details**

Product Name (Arabic) Product Name (English) TETBBFFF%AA

**Short Name Field**

Short Name TETBBFFF%AA Remove

Applicant test local cosm 1 License Holder (JPC) JOHNSON PRODUCTS COMPANY Country of License Holder AFGHANISTAN

Trade Mark Physical State AEROSOL SPRAY Purpose of use AFTERSHAVE BALM

Storage Place Shelf Life 52 Months Receipt Number

Receipt Value

**Manufacturing data**

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
(JPC) JOHNSON PRODUCTS COMPANY	ALBANIA	

Next Forward Save Submit

when you choose group of variation you need to **click apply variation group** to open fields of this groups

Here are the appeared fields for what we choose from the list in **variation group name**,

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

### Create Request for Do & Tell Variation

Product Notification Number  
COSMREC21100490

Get Product

Add volumes less than 2Litres ...  
Add/Remove Carton Box with no change in data on one or both packs ...

Estimated Value  
EGP2,953.00

Type Of Notification  
Regular Products

Type Of License  
Imported from referenced country

Export only

Track Type  
Normal Tracking

Product Details Packaging/Ingredient Data Attachments

#### Product Details

Product Name (Arabic)

Product Name (English)  
test RE-N 1

Short Name Field

Short Name  
test RE-N 1

Add Short Name

Remove

Applicant  
test local cosm 1

License Holder  
( JPC ) JOHNSON PRODUCTS COMPANY

Country of License Holder  
ANGOLA

Trade Mark

Physical Data  
AEROSOL SPRAY

Purpose of Use  
Acne Prone skin Care

Storage Place

Shelf Life  
42 Months

Receipt Number

Receipt Value

#### Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	

Next Forward Save Submit

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

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

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products test loc...

**Create Request for Do & Tell Variation**

Product Registration Number: COSMAREC21100490 **Get Product**

Variation Group Name: Add volumes less than 2Litres ( Receipt Number , Receipt Value , Packaging Form , receipt , LETTER\_OF\_VARIATION\_FROM\_LL... Estimated value: EGP2,953.00

Type Of Variation: Register Products Type Of Variation: Imported from referenced country ☐ Export only Track type: Normal Tracking

Product Details Packaging/Ingredient Data **Attachments**

**Attachment**

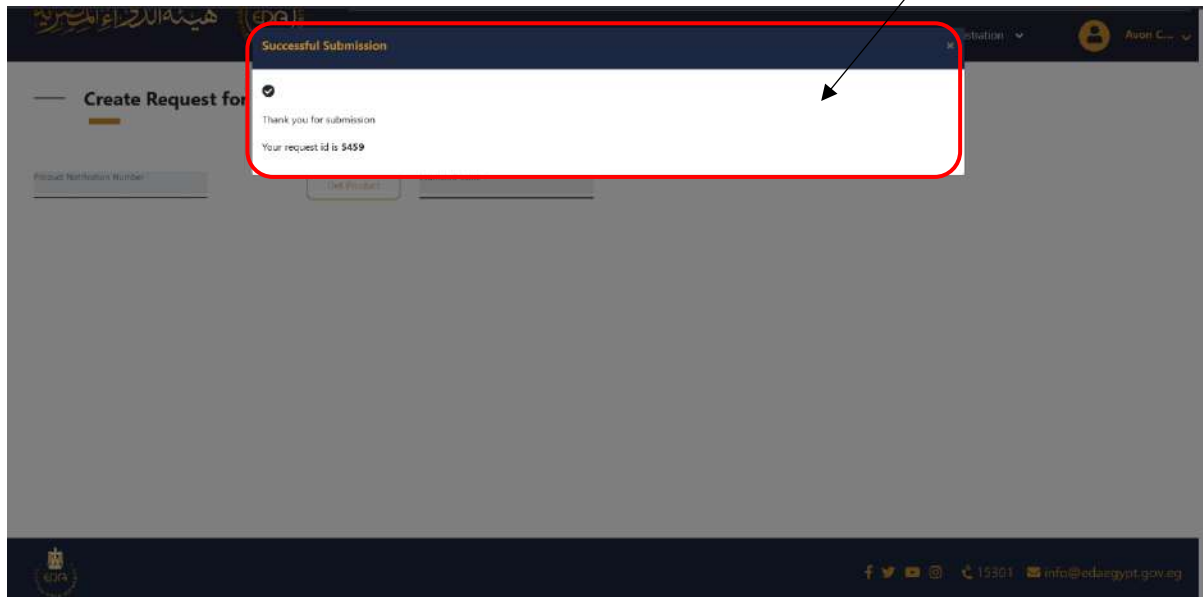
Free Sale	GMP	CoA
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Art Work *	leaflet	reference
Art Work.pdf <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Method of Analysis	Specifications of Finished Product *	Authorization Letter *
Choose file <b>Download</b> <b>Browse</b>	Specifications of finished product.pdf <b>Download</b> <b>Browse</b>	authorizationLetter.pdf <b>Download</b> <b>Browse</b>
Manufacturing Contract	Storage Contract	others
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Factory license	Manufacturing Assignment	Commercial Record For Seller
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Commercial Record For Buyer	Stability study	Shell file
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>
Letter of variation from license holder *	receipt *	otherFees *
Choose file <b>Download</b> <b>Browse</b>	Choose file <b>Download</b> <b>Browse</b>	otherFees.pdf <b>Download</b> <b>Browse</b>

**Back** **Save** **Submit**

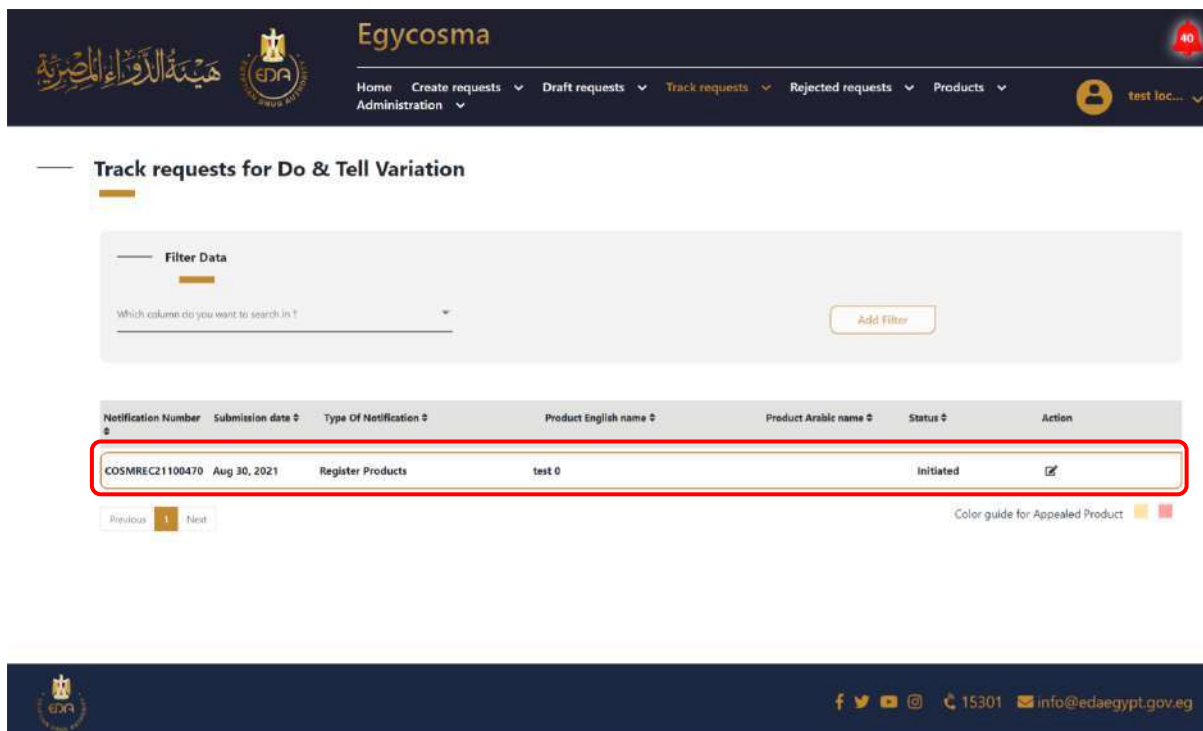
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After filling all fields click **submit**

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



-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.



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

**Egycosm**

Home Create requests Draft requests **Track requests** Rejected requests Products Weiser ...

**Track requests for Do & Tell Variation**

Filter Data

Which column do you want to search in ? Add Filter

Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREC21100443	Aug 26, 2021	Register Products	test varia 62	تست	Initiated	<input checked="" type="checkbox"/>
COSMREC21100444	Aug 26, 2021	Register Products	test varia 631		Initiated	<input checked="" type="checkbox"/>
COSMREC21100442	Aug 26, 2021	Register Products	test varia 61		Initiated	<input checked="" type="checkbox"/>
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Initiated	<input checked="" type="checkbox"/>
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Waiting Company response	<input checked="" type="checkbox"/>
COSMREC21100409	Aug 26, 2021	Register Products	test 205		Initiated	<input checked="" type="checkbox"/>
COSMREC21100410	Aug 26, 2021	Register Products	test 2061		Initiated	<input checked="" type="checkbox"/>
COSMREC21100439	Aug 26, 2021	Register Products	test 7771		Initiated	<input checked="" type="checkbox"/>
COSMREC21100404	Aug 25, 2021	Register Products	test product variation 3		Initiated	<input checked="" type="checkbox"/>
COSMREC21100438	Aug 25, 2021	Register Products	test varia 121		Initiated	<input checked="" type="checkbox"/>

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 these products need (**UNFLAG**) action

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

**Registered products**

Approved Product With Comments from Variation

**Filter Data**

Which column do you want to search in ?

Add Filter

Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666ww	Need Unflag Action		

Previous 1 Next

Color guide for Appealed Product

First step clicks on the **action** icon here, the page will be transferred to **unflag product**, as appearing in the picture in the next page.



In this step you need to **check all comments** you have and click **submit** after you replay the required changes

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration test loc...

### Create request for Notification

Type of Notification: Request Products Type of License: Imported from not-allowed country Export only: ☐ Track Type: National Tracking Estimated Value: EGP10.00

Product Details Packaging/Ingredient Data Attachments

#### Product Details

Product Name (Arabic): test Flag 00 Product Name (English): test Flag 00

#### Short Name Field

Short Name: test Flag 00 **Required**

Address: test local coast 1 License Holder: SANTA MARGHERITA Country of License Holder: **change** **AFGHANISTAN**



Trade Mark: Physical State: **change** **solid** Purpose of Use: **change** **Acne prone skin care**

Storage Place: Shelf Life: 44 Months Request Number: 7452546

Serial Value: 525712

#### Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	 

Next Forward Save Submit

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

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

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

**Registered products**

Approved Product Approved Product With Comments Hold Products

Hold Product from Registration Hold Product from Variation

Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
There is no data ...						

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In this step you need to **check all comments**

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration test loc...

### Create request for Notification

Type of product:  Request Name:  ☐ Export only

**Product Details** Packaging/Ingredient Data Attachments

**Product Details**

Product Name (Arabic):

**Short Name Field**

Short Name:

Address:  Licence Holder:  Country of origin:

Trade Mark:  Purpose of use:

Storage Place:  Shelf Life:  Receipt Number:

**Manufacturing data**

Manufacturing Company:  Manufacturing Country:  Actions:

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you have to enter receipt number,  
and receipt value

You need to save first to enable add  
receipt attachment

You need to add receipt attachment  
once you complete this step you can  
click **submit**

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration test loc...

**Create request for Notification**

Type of notification: Regional Products Type of license: Imported from reference country Export only: ☐ Fee type: Normal Tracking Estimated value: EGP10.00

Product Details Packaging/ingredient Data Attachments

**Attachement**

Free Sale: Choose file Browse  
Art Work: Art Work.pdf Download Browse  
Method of Analysis: Choose file Browse  
Manufacturing Contract: Choose file Browse  
Factory license: Choose file Browse  
Commercial Record For Buyer: Choose file Browse  
Letter of variation from license holder: Choose file Browse  
Registration License: Choose file Browse

GMP: Choose file Browse  
Isotest: Choose file Browse  
Specifications of Finished Product: Specifications of finished product.pdf Download Browse  
Storage Contract: Choose file Browse  
Manufacturing Assignment: Choose file Browse  
Stability study: Choose file Browse  
receipt: Choose file Browse

CoA: Choose file Browse  
reference: Choose file Browse  
Authorization Letter: Authorization letter.pdf Download Browse  
others: Choose file Browse  
Commercial Record For Seller: Choose file Browse  
Shelf life: Choose file Browse  
other fees: other fees.pdf Download Browse

Back Save Submit

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The last step for request rejection **Hold of variation**



- ❖ company in this step (**do unhold request**)
- ❖ when Authority rejects (**the request return in this step**) and **do unhold request again (forever)**

## ❖ 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.

The screenshot shows the 'Egycosma' web application interface. At the top, there is a navigation bar with the EDA logo and the text 'Egycosma'. Below the navigation bar, there is a menu with options: Home, Create requests, Draft requests, Track requests, Rejected requests, and Products. A user profile icon labeled 'test loc...' is also visible. The main content area is titled 'Create Request for General Enquiries'. It contains several input fields: 'Title', 'Receipt Number', 'Receipt Value', 'Attachment & Receipt', and 'Description'. The 'Attachment & Receipt' field has a 'Choose file' button and a 'Browse' button. The 'Receipt Value' field shows a pre-filled value of 'EGP150.00'. A 'Submit' button is located at the bottom right of the form. The footer of the page includes the EDA logo, social media icons, a phone number '15301', and an email address 'info@edaegypt.gov.eg'.

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.





# Egycosma

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[test loc...](#)

## Track request for General Enquiries

Request Number	Submission date	Title	Status	Submission Date
4363	Aug 31, 2021	testss	Initiated	tsssssssss

Previous 1 Next

## ❖ 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.

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Legacy products**

Filter Data

Which column do you want to search in ? Add Filter

Notification #	Submission date #	Product English name #	Product Arabic name #	Update Product #	Add Batch
14433		l'oreal paris casting creme glo...		<input checked="" type="checkbox"/>	🗑
14432		l'oreal paris casting creme glo...		<input checked="" type="checkbox"/>	🗑
14431		l'oreal paris casting creme glo...		<input checked="" type="checkbox"/>	🗑
14359		garnier		<input checked="" type="checkbox"/>	🗑
14879		garnier skin naturals essentials...		<input checked="" type="checkbox"/>	🗑
14878		kerastase nutritive oleo curl in...		<input checked="" type="checkbox"/>	🗑
22544		loreal paris excellence mousse ...		<input checked="" type="checkbox"/>	🗑
22545		loreal paris excellence mousse ...		<input checked="" type="checkbox"/>	🗑
22543		loreal paris excellence mousse ...		<input checked="" type="checkbox"/>	🗑
22835		la roche posay anthelios derm...		<input checked="" type="checkbox"/>	🗑

Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Next

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After clicking on **update product** icon here, the page will be moved to **Create request for Legacy**, as appear in the picture in next page.



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

**Egycosma**

Home Create requests Draft requests Track requests Rejected requests Products Administration

**Create request for Legacy**

Type Of Notification \* Register Products Type Of License \* Imported from referenced country ☐ Export only

**Product Details** Packaging/Ingredient Data Attachments

**Product Details**

Product Name (Arabic) Product Name (English) \* Loreal paris casting creme gloss colouring cream

**Short Name Field** Add Short Name

Short Name LOREAL Remove

Applicant Loreal Cosmetics Industry S.A.E License Holder \* شركة لورال كوسميتيكس للصناعات الدوائية Country of License Holder \* FRANCE

Trade Mark Physical State \* CREAM Purpose of use \*

Storage Place Shelf Life \* 36 Months

**Manufacturing data** Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
There is no data ...		

Next Forward Save Submit

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Here are the available fields that you can update it, but the basic fields which have been filled before can't be edited like (type of notification/ type of license/ product name "English"/ short name field/ applicant/ license holder/ country of license holder/ physical state/ shelf life)

# Egycosma

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Loreal ...

## Create request for Legacy

Type Of Registration \*  
Register Products

Type Of License \*  
Imported from referenced country

☐ Export only

Product Details    Packaging/Ingredient Data    **Attachments**

### Attachment

<p>Free Sale</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Art Work *</p> <p>الملكية.pdf <input type="button" value="Download"/> <input type="button" value="Browse"/></p> <p>Method of Analysis</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Manufacturing Contract</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Factory license</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Commercial Record For Buyer</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Letter of variation from license holder</p> <p>Choose file <input type="button" value="Browse"/></p>	<p>GMP</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Leaflet</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Specifications of Finished Product *</p> <p>الملكية.pdf <input type="button" value="Download"/> <input type="button" value="Browse"/></p> <p>Storage Contract</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Manufacturing Assignment</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Stability study</p> <p>Choose file <input type="button" value="Browse"/></p>	<p>CoA</p> <p>Choose file <input type="button" value="Browse"/></p> <p>reference</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Authorization Letter *</p> <p>الملكية.pdf <input type="button" value="Download"/> <input type="button" value="Browse"/></p> <p>others</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Commercial Record For Seller</p> <p>Choose file <input type="button" value="Browse"/></p> <p>Shelf life</p> <p>Choose file <input type="button" value="Browse"/></p>
--	--	---

Then go to **attachment** fields, and upload your documents (must be pdf)

# Egycosma

- Home
- Create requests
- Draft requests
- Track requests
- Rejected requests
- Products
- Administration

Loreal ...

## Create request for Legacy

Type Of Notification  
Register Products

Type Of License  
Imported from referenced country

☐ Export only

Product Details

Packaging/Ingredient Data

Attachments

### Packaging data

Add new packaging

Volumes	Unit of measure	type of packaging	Actions
5	Litre	Aluminium Pan	

### Ingredients data

Add new ingredient

Colour	Fragrance	Flavor	BarCode	Actions

Back

Next Forward

Save

Submit

15301
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Then go to packing/ ingredients data fields, and update it

After filling all fields click **submit**.

After clicking **submit**, the page will be moved to **Track request for Legacy**, and you will find your product in the list as appear in the picture below.

**Egycosma**

Home Create requests Draft requests **Track requests** Rejected requests Products Administration

Loreal ...

### Track Legacy products

Notification Number	Submission date	Product English name	Product Arabic name	Status	Track Type	Action
14433	Aug 31, 2021	L'oreal paris casting creme glo...		Initiated	Normal Tracking	<input checked="" type="checkbox"/>

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EGYPTIAN DRUG AUTHORITY

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## ❖ ADD Manufacturing company / license holder

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

The screenshot shows the Egycosma dashboard. The 'Administration' menu is highlighted, and a dropdown list is shown with the following options: 'Manufacturing company / license holder', 'Adding Batch', and 'Users/Roles'. Below the menu, there are three cards: 'Track Requests' with 47 requests, 'Draft Requests' with 18 requests, and 'Approved Products' with 91 requests.

The screenshot shows the Egycosma dashboard with the 'Administration' menu highlighted. The dashboard also displays the number of requests in each status: 47 Track Requests, 18 Draft Requests, and 91 Approved Products.

### — Manufacturing company / license holder Form

The form for adding a manufacturing company includes the following fields:

- Manufacturing Company \***: A text input field for the company name.
- Manufacturing Country \***: A dropdown menu for selecting the country.
- Attachment \***: A file upload section with 'Choose file' and 'Browse' buttons.
- Submit**: A button to submit the form.

Here you can upload attachment (manufacturing list)

Here you can choose the country

Here you can add the name of the manufacturing company

After clicking **submit**, will You will wait for the authority's response within 3 working days

## General Notes

- ❖ يجب التأكد من عمل اي متغير على المستحضر قبل التقدم لإعادة الادراج فلا يمكن اجراء اي متغير خلال الإعادة وفي حال وجود متغير اثناء الإعادة يتم رفض الطلب والتقدم لقسم المتغيرات وإعادة تقديم طلب الإعادة برسوم جديدة.
- ❖ 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 .
- ❖ في حالة ادراج ال kit يتم ادراج كل مستحضر على حدة ثم التقدم بطلب ادراج ال kit في حال رغبة الشركة
- ❖ يجب التأكد من نوع التسجيل ونوع المستحضر ونوع الطلب 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 ) او نوع الطلب (fast or normal) يتم رفض الطلب وإعادة تقديمه برسوم جديده.
- ❖ لا يتم تقديم التماس لتعديل بيان التركيب للمستحضرات المستوردة وفي حالة تقديم الالتماس يتم رفضه.
- ❖ يجب التأكد من وجود خط انتاج موضح في رخصة المصنع قبل التقدم للإدراج وفي حالة عدم وجود خط انتاج تلتزم الشركة بتغيير مكان التصنيع مع دفع الرسوم المقررة لنقل التصنيع حسب نوع الملف (normal or fast).
- ❖ في حال رفض طلب الادراج للشركة الحق في تقديم التماسين للطلب الواحد ثم يتم بعدها اسقاط الطلب وتقديمه من جديد برسوم جديده.
- ❖ لا يتم اجراء أكثر من عمليه على المستحضر في نفس الوقت.

- ❖ في حالة مستحضر (approve with comment(flag) لا يتم اجراء اي عمليه عليه الا بعد استيفاء (comment (unflag).
- ❖ يجب تقديم طلب اعاده ادراج المنتج قبل ٣ شهور من انتهاء صلاحية 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.
- ❖ اي التماس مقدم من الشركة الى الهيئة اثناء الادراج المدة الزمنية المحددة له ٣٠ يوم بعدها يتم اسقاط الطلب ولا يمكن استكمالها ويقدم كمستحضر جديد.
- ❖ في حالة الاحتكام الى مرجعيه التداول تكون شهادة التداول اجباريه وموثقة من السفارة المصرية.
- ❖ وفي حال الاحتكام الى مرجعيه التصنيع تكون قائمه المصانع اجباريه وموثقة من الغرفة التجارية.
- ❖ في حالة تسجيل مستحضرات الصبغة او hair colorant kit يجب اضافته اسم الجروب مع اسم المستحضر في long&short name.
- ❖ في حالة reject of variation مدة استيفاء ال comments هي ١٥ يوم في حالة الرفض الأولي و ١٥ يوم في حالة الرفض الثانية ولا يمكن للشركة في حالة الرفض الثالث التقدم بالتماس بل يجب تقديم الطلب مرة اخرى برسوم جديدة .
- ❖ في حالة ادراج مستحضر متعدد الالوان او الروائح او النكهات او جميعهم يتم اضافة مقابل الخدمة التابع لكل فئة الى رسوم الادراج الموضحة في ال Estimated value وفقا لقائمة مقابل الخدمات المقررة .
- ❖ تتم مراجعته طلب الادراج وارسال comment للشركة بدون مقابل مادي لمرة واحدة فقط لما يخص استيفاء الطلب لمتطلبات الادراج وفقا للدليل التنظيمي (check list) ويستوجب على الشركة الاستكمال خلال 15 يوم ثم تتم المراجعة الفنية للطلب واصدار القرار النهائي اما بالموافقة وصدور رقم الادراج او الرفض وفي هذه الحالة من حق الشركة الالتماس مرتين للطلب الواحد
- ❖ يجب دفع مقابل الخدمات وتسليم اصل ايصال الدفع للاداري المختص قبل ارسال طلب الادراج



❖ يجب على الشركة احضار الاصول الموثقة للتبادل للصيادلة العاملين بالادارة للاطلاع على  
الاصول قبل رفعها على البرنامج