

Central Administration of Pharmaceutical Products
General Administration For Cosmetic Products Registration

Cosmetics Companies Portal

User Manual

2023

Code: EDREX:GL.CAPP.011

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Issue Date: 22 march 2023

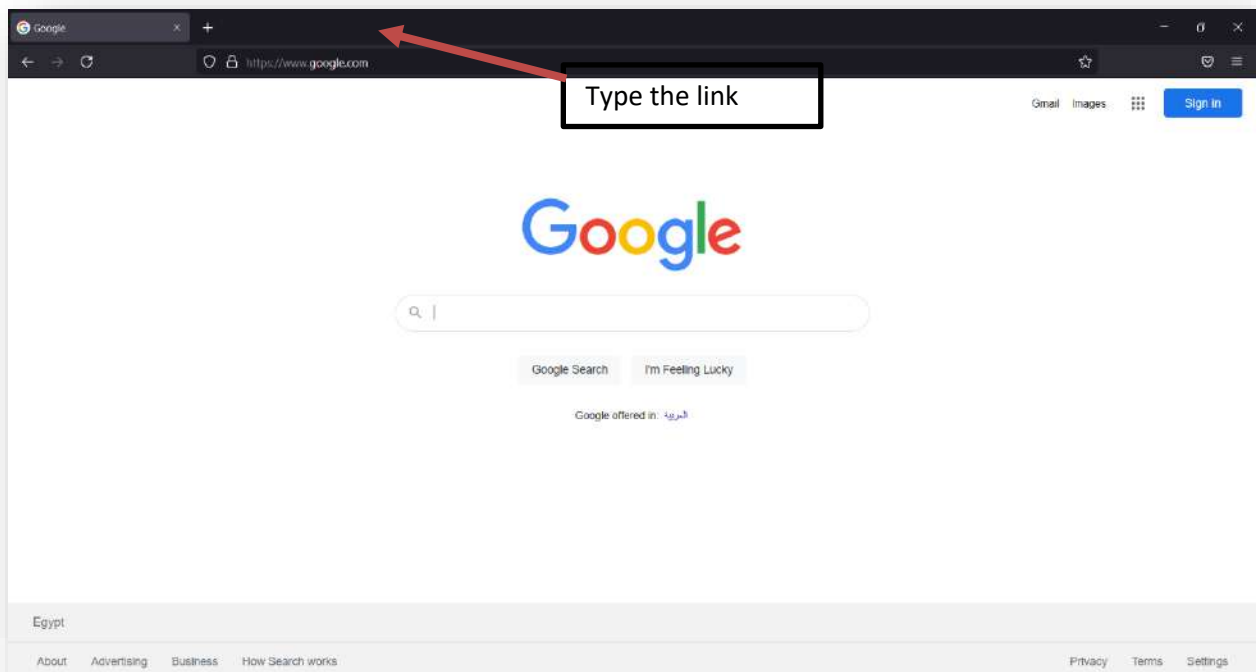
Effective date: 22 march 2023

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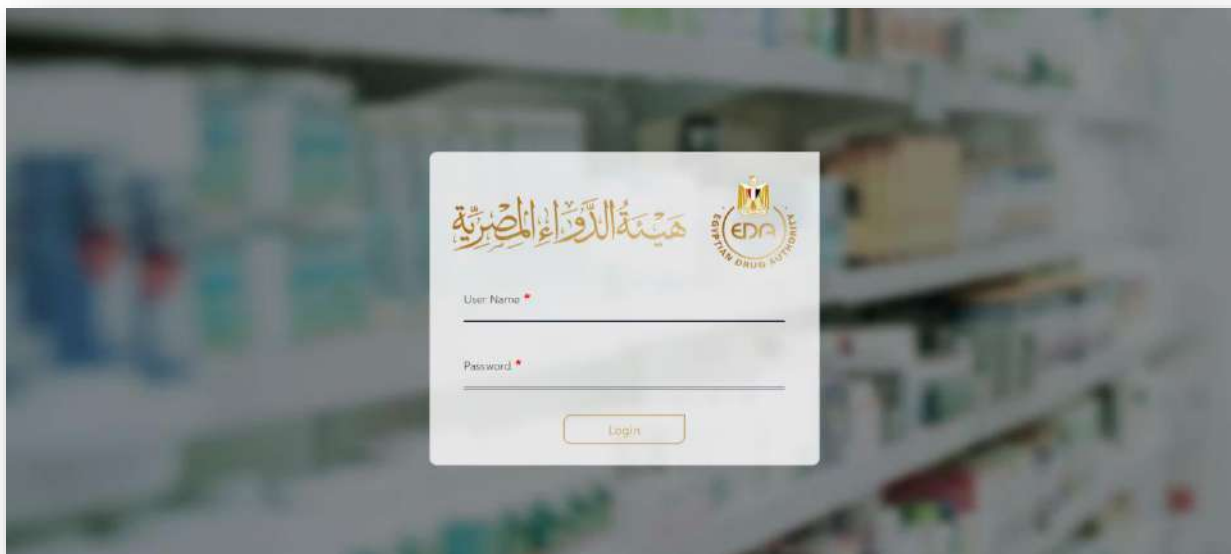
1- Login Screen

To login the portal , follow these steps :

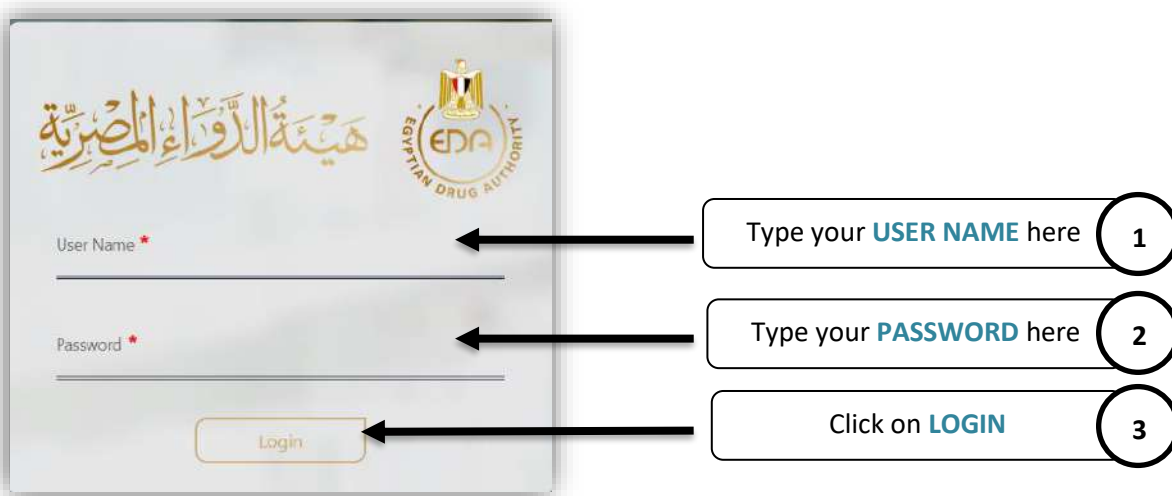
- a) User starts with internet browser prefer (**mozilla firefox browser**) then type the link: <https://egycosma.edaegypt.gov.eg>



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

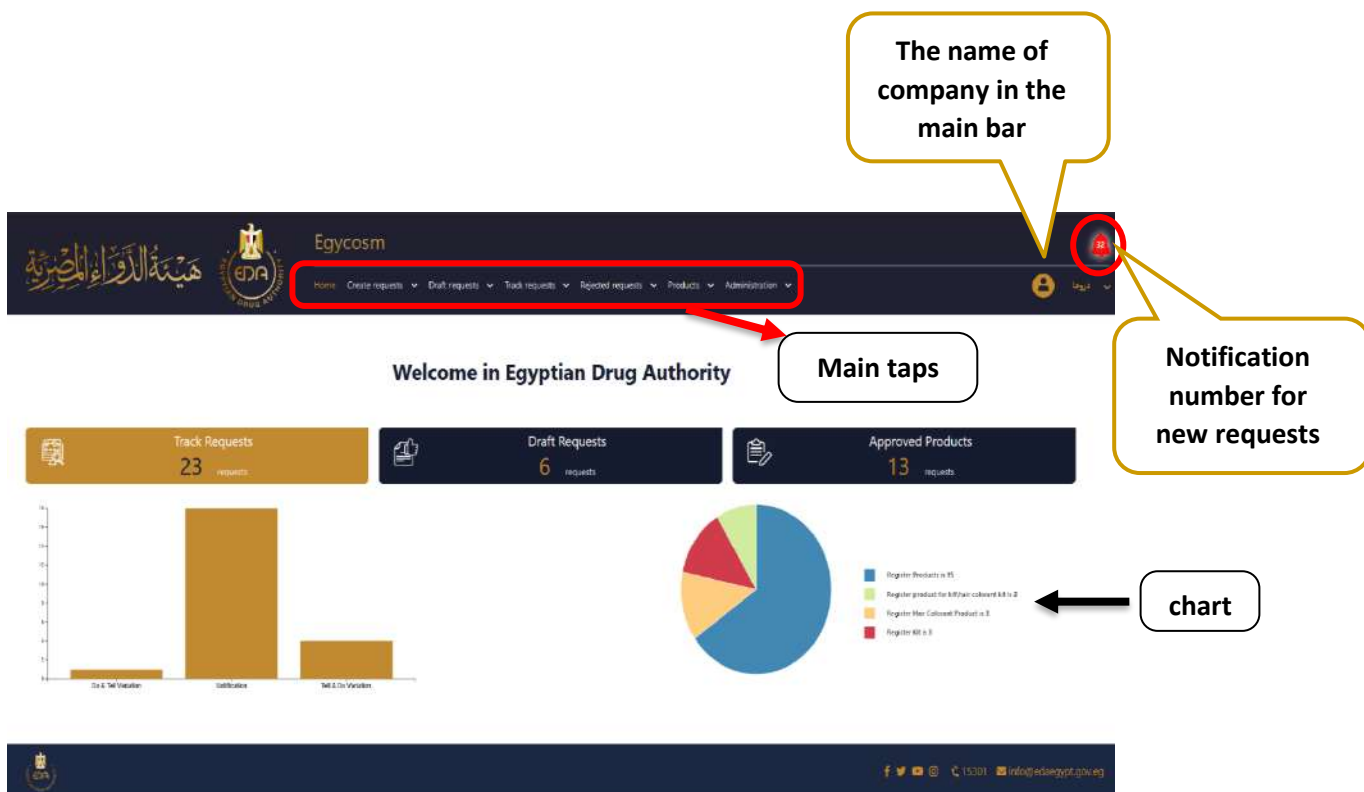


- c) Type your pre delivered **user name and password** as shown down.



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

2- Home Page Screen



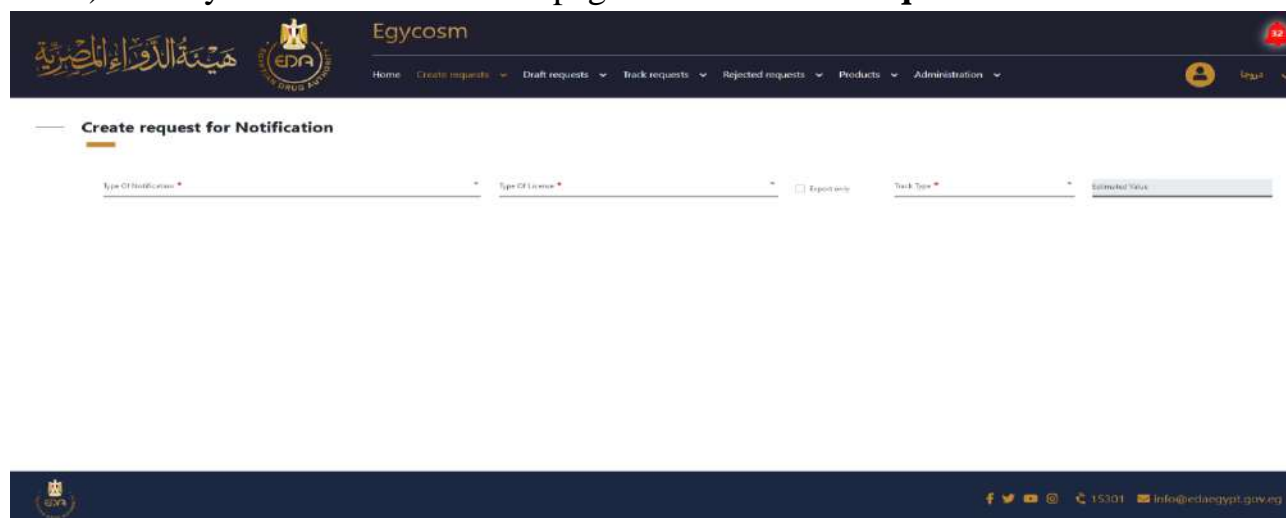
3- Create Request

To register a new request, follow these steps:

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

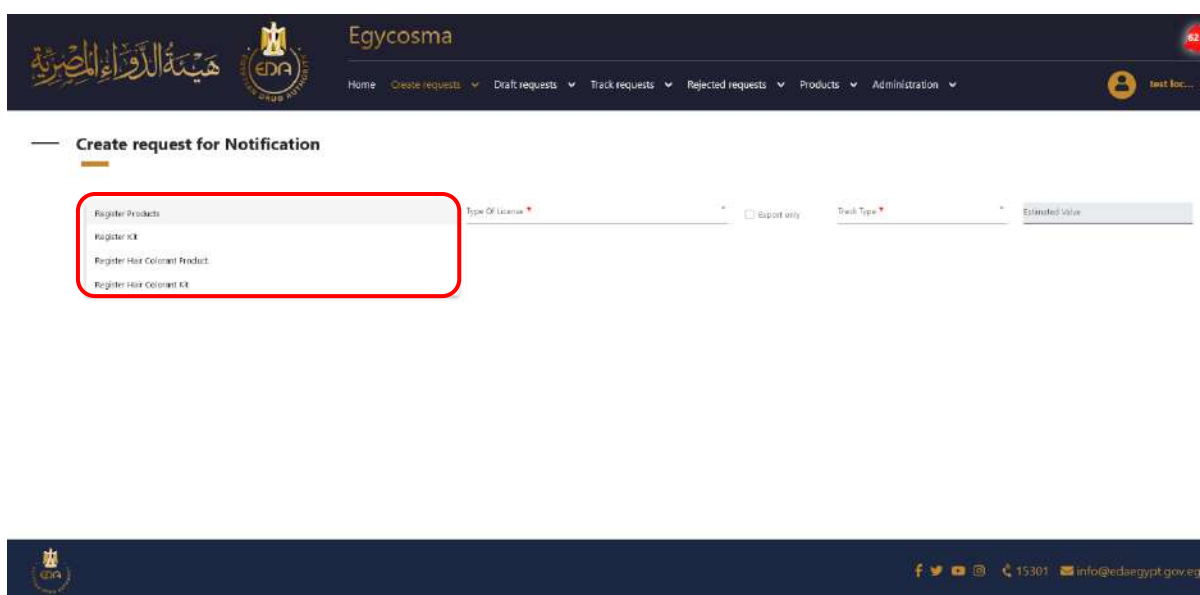


- Then you will transfer to the page for the **Create request for Notification**.

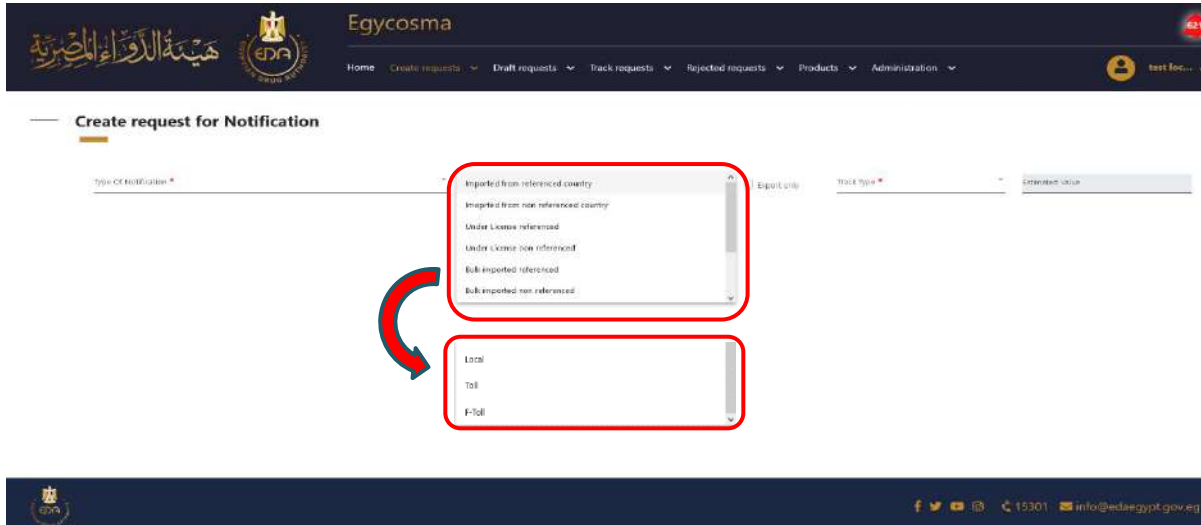


NOTE: All fields marked with an (*) are mandatory fields that must be filled, in order for the New Request to be saved and submit.

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



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



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Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

Type of Notification *

Imported from referenced country
Imported from non referenced country
Under License referenced
Under License non referenced
Bulk imported referenced
Bulk imported non referenced

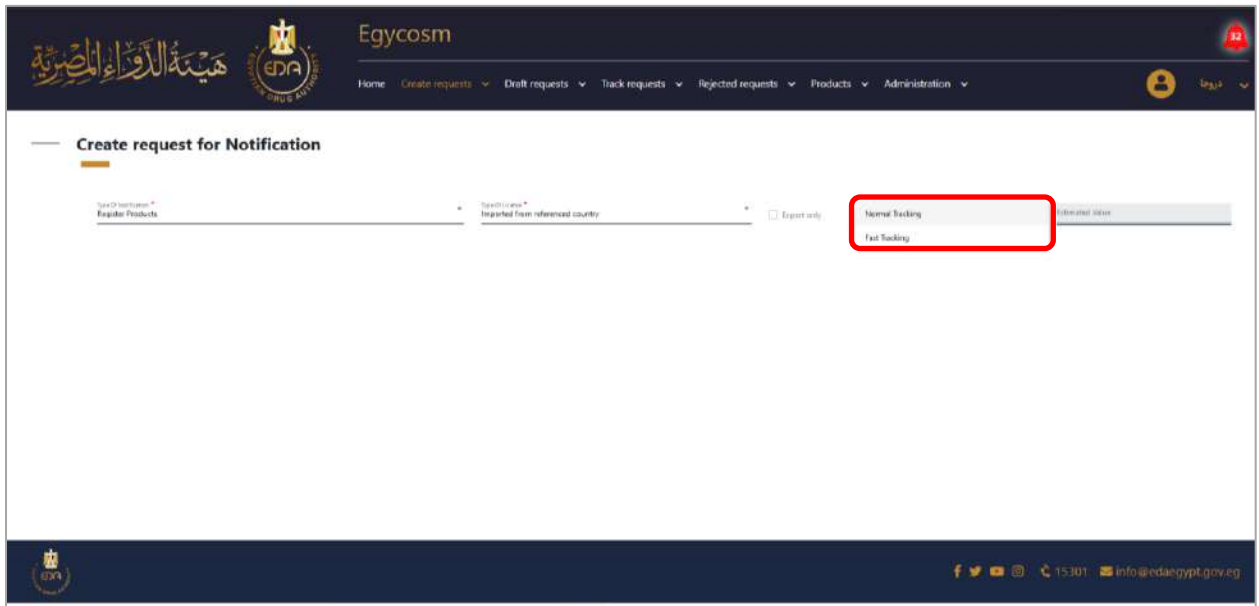
Track type *

Local
Toll
F-Toll

Estimated value

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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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Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

Type of Notification *

Regular Products

Track type *

Imported from referenced country

Export only

Internal Tracking
Fast Tracking

Estimated value

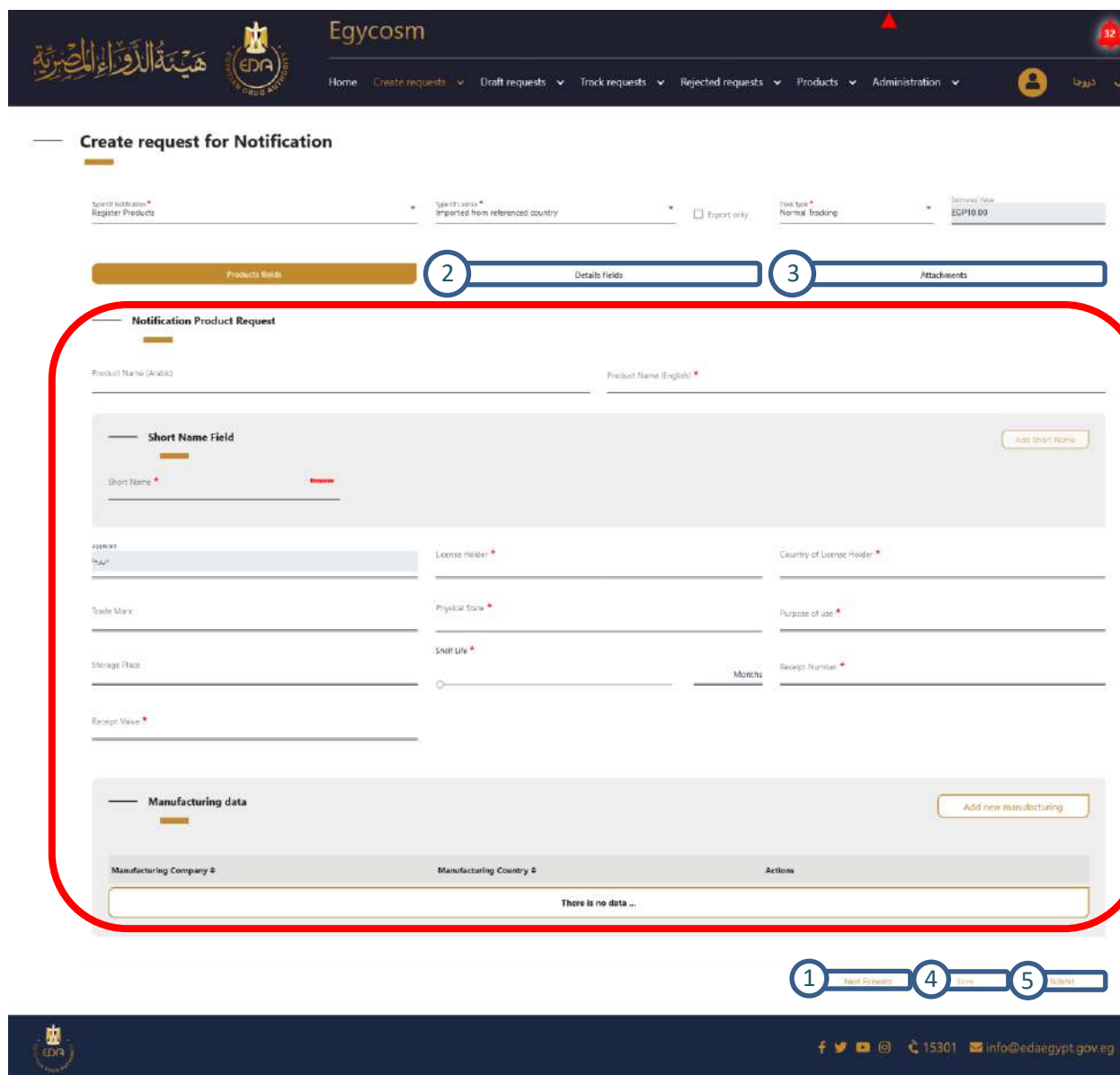
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f) After choosing the **type of notification**, **type of license** and **track type**, the following will appear:

- 1- Estimated fees 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: 1

Notification Product Request

Product Name (Arabic) Product Name (English)

Short Name Field: Add Short Name

License Holder: Country of License Holder

Trade Mark: Physical State: Purpose of use

Shelf Life: Storage Place: Receipt Number

Receipt Value

Manufacturing data: Add new manufacturing

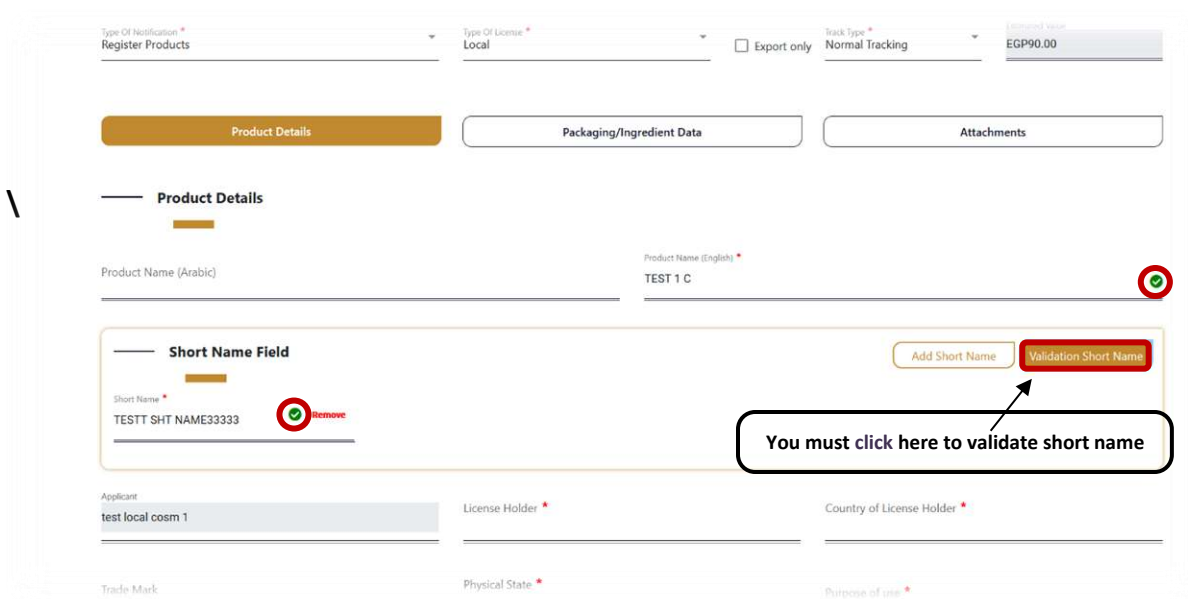
Manufacturing Company	Manufacturing Country	Actions
There is no data ...		

1 Next Forward 4 Back 5 Cancel

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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 filling 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**

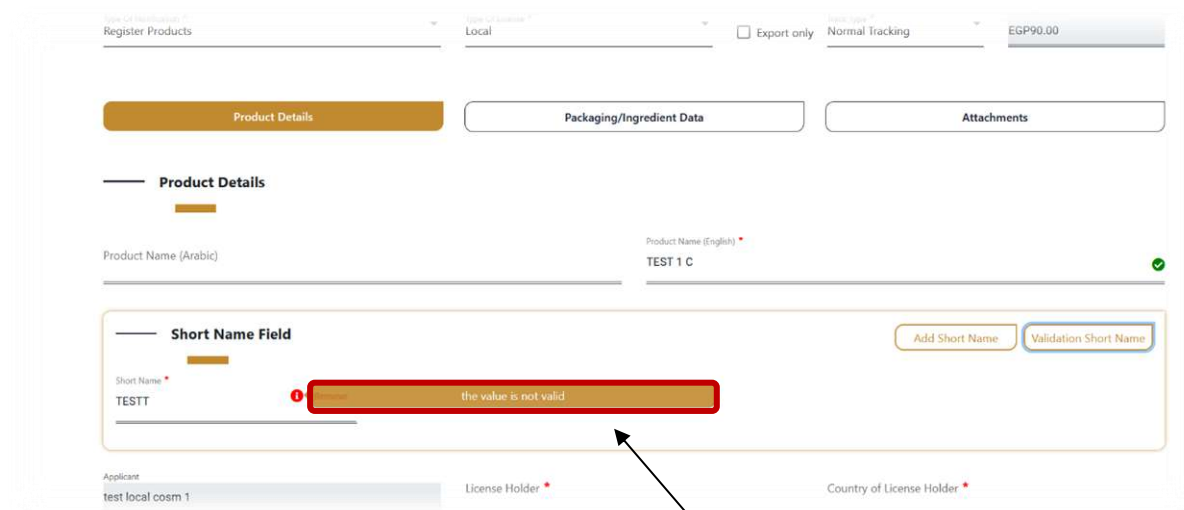


The screenshot shows the 'Product Details' section of the EDA portal. At the top, there are dropdown menus for 'Type Of Notification' (set to 'Register Products'), 'Type Of License' (set to 'Local'), 'Track Type' (set to 'Normal Tracking'), and a 'Licensed value' field (set to 'EGP90.00'). Below these are three tabs: 'Product Details' (active), 'Packaging/Ingredient Data', and 'Attachments'.

In the 'Product Details' section, there are two main input fields: 'Product Name (Arabic)' and 'Product Name (English)'. The 'Product Name (English)' field contains 'TEST 1 C' and has a red star (*) indicating it is mandatory. A red circle highlights the 'Validation Short Name' button next to it.

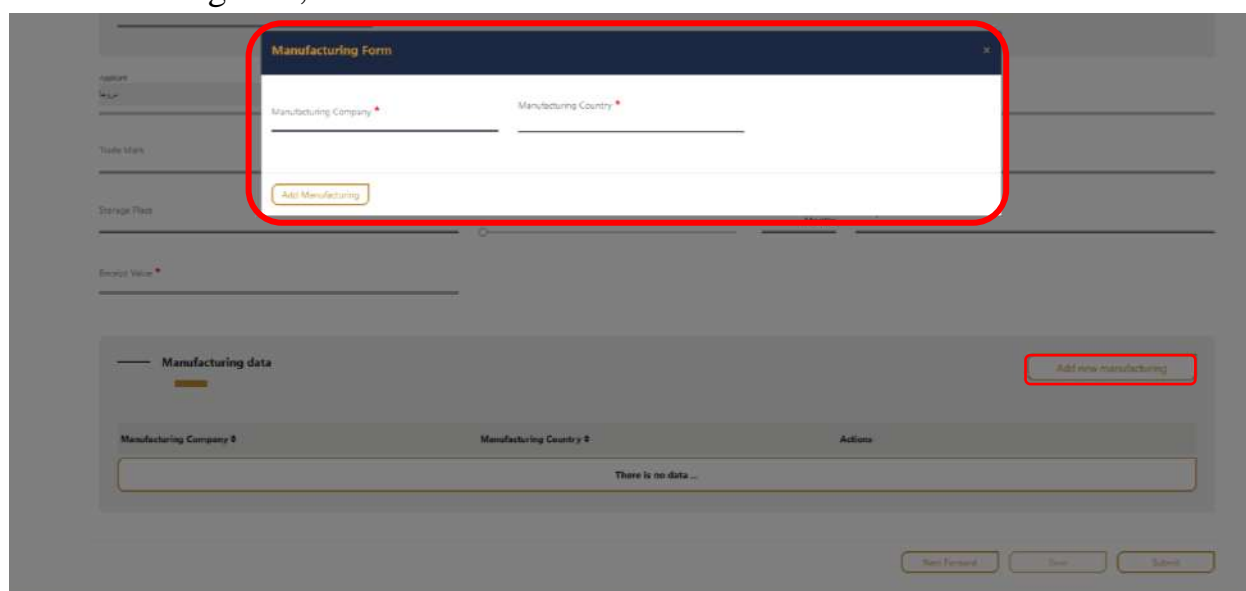
Below these is a 'Short Name Field' section. It contains a 'Short Name' field with the value 'TESTT SHT NAME33333' and a red star (*). A red circle highlights the 'Validation Short Name' button next to it. A callout box points to this button with the text: 'You must click here to validate short name'.

At the bottom, there are several other fields: 'Applicant' (set to 'test local cosm 1'), 'License Holder', 'Country of License Holder', 'Trade Mark', 'Physical State', and 'Purpose of use'. Each of these fields has a red star (*) indicating it is mandatory.



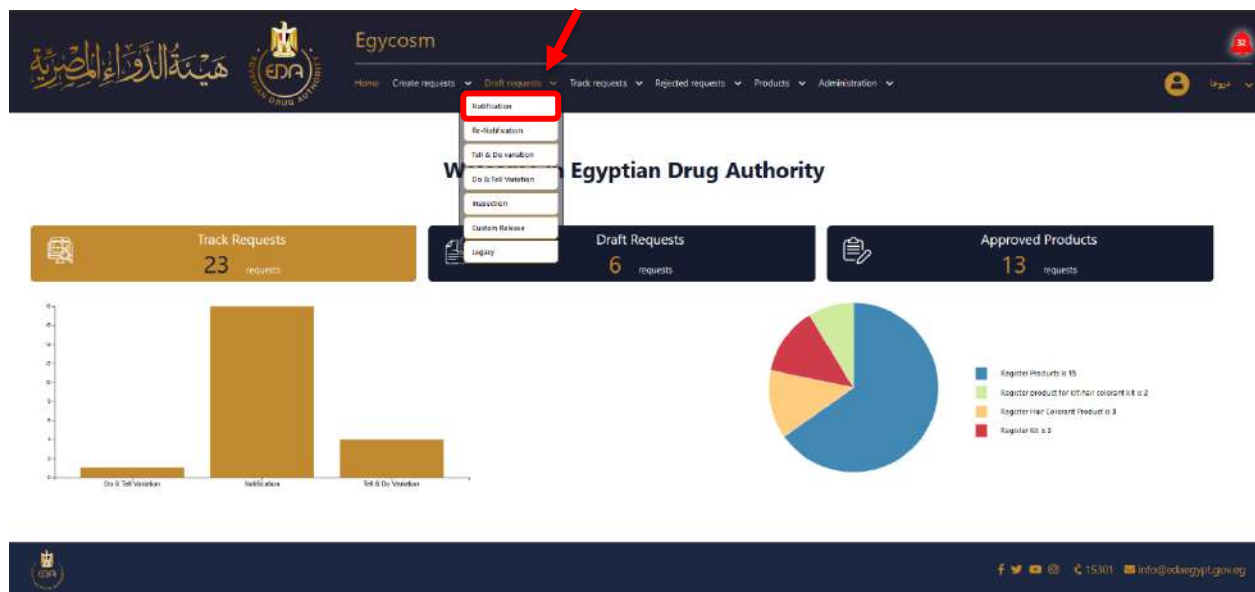
If there is a similarity, this message appears, and then the name must be changed for approval

Click on **add new manufacturing** then a pop-up will appear including the form of manufacturing data, consists of:

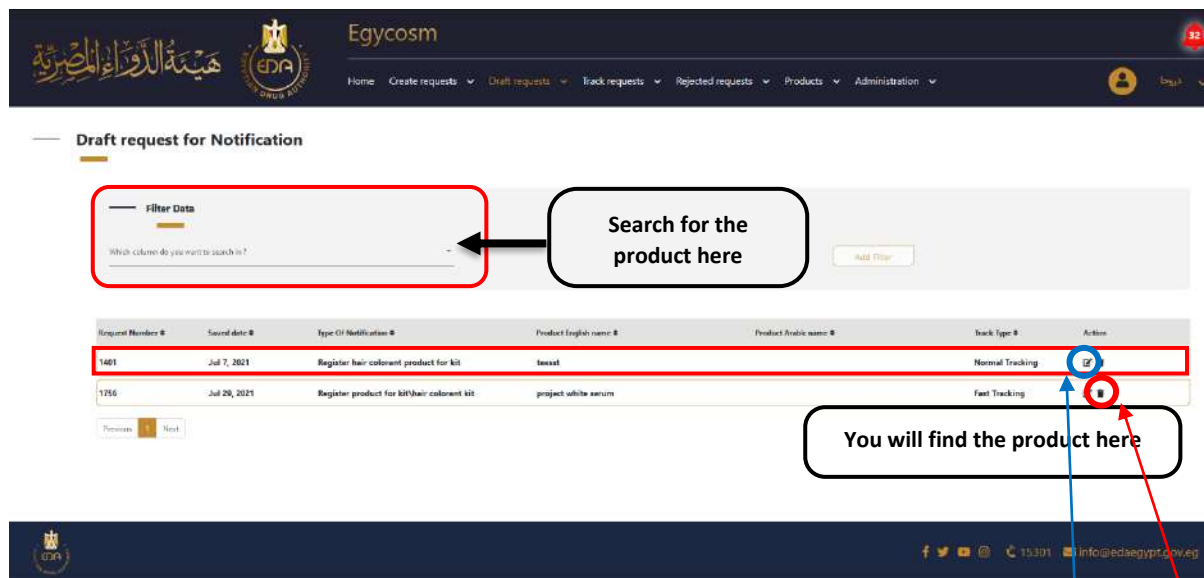


You must save the product and it will go directly to **Draft requests**

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



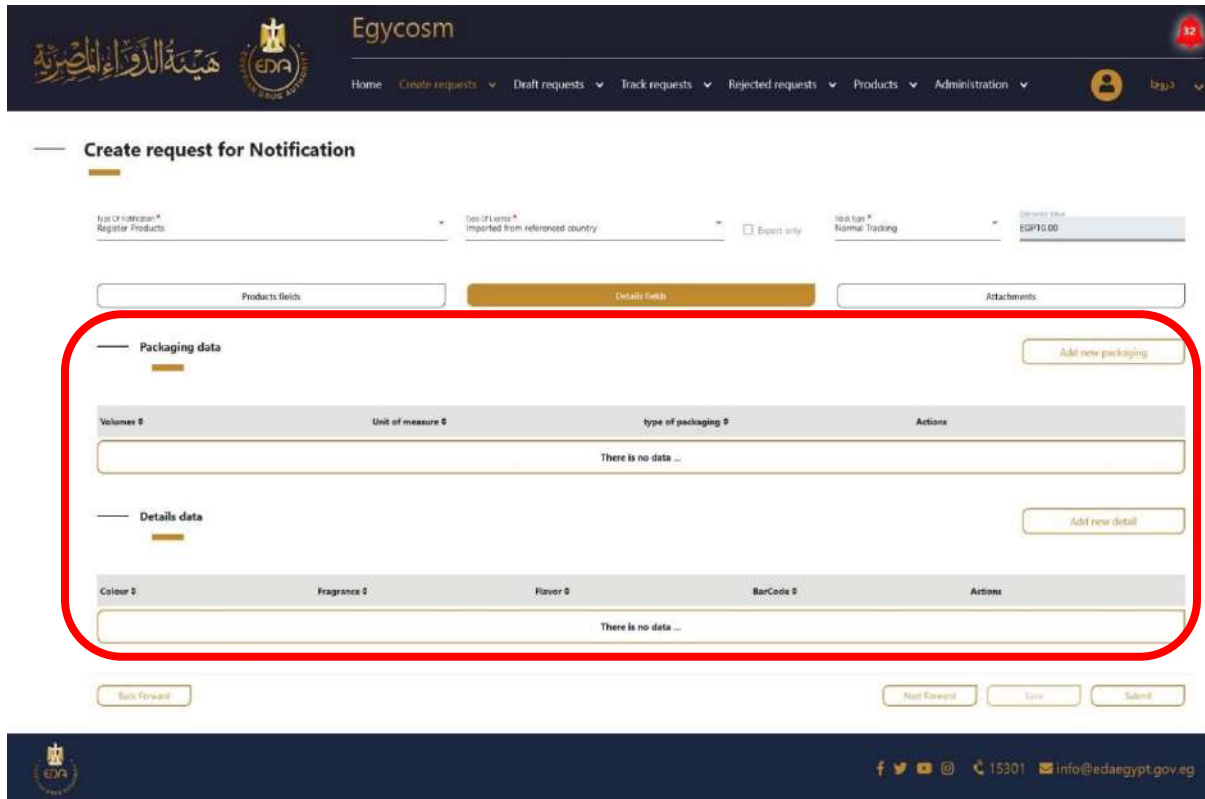
Draft requests > Notification page



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**



Create request for Notification

Type of notification*
Register Products

Type of license*
Imported from referenced country

☐ Export only

Track type*
Normal Tracking

Document 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 ...			

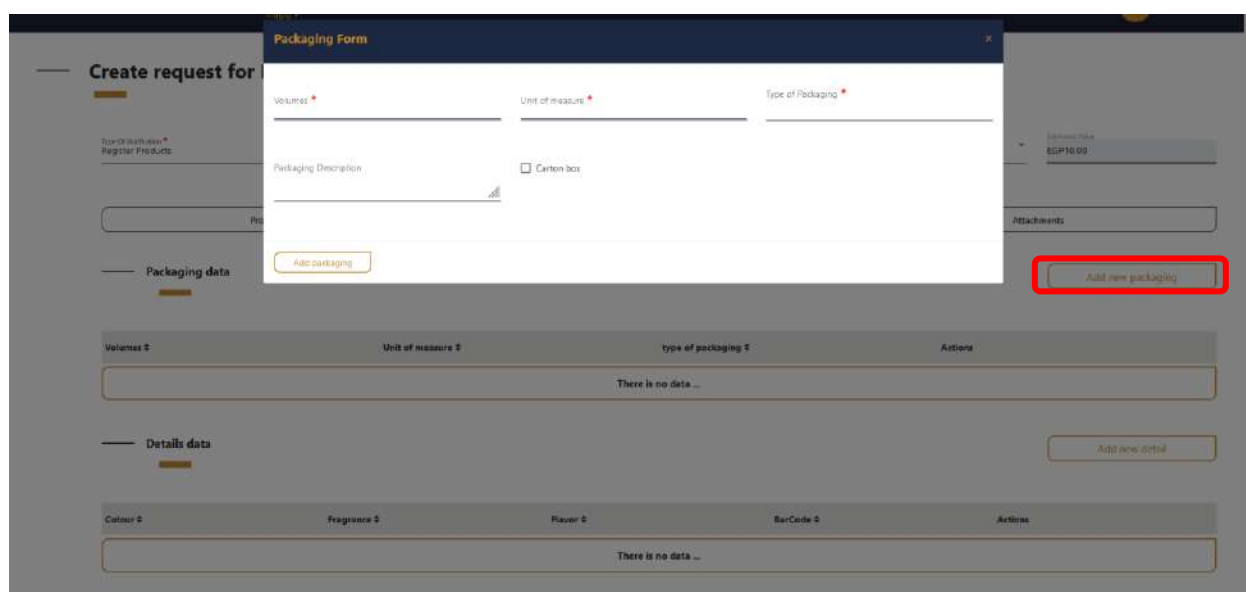
Details data Add new detail

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

Back Forward Next Forward Save Submit

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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:

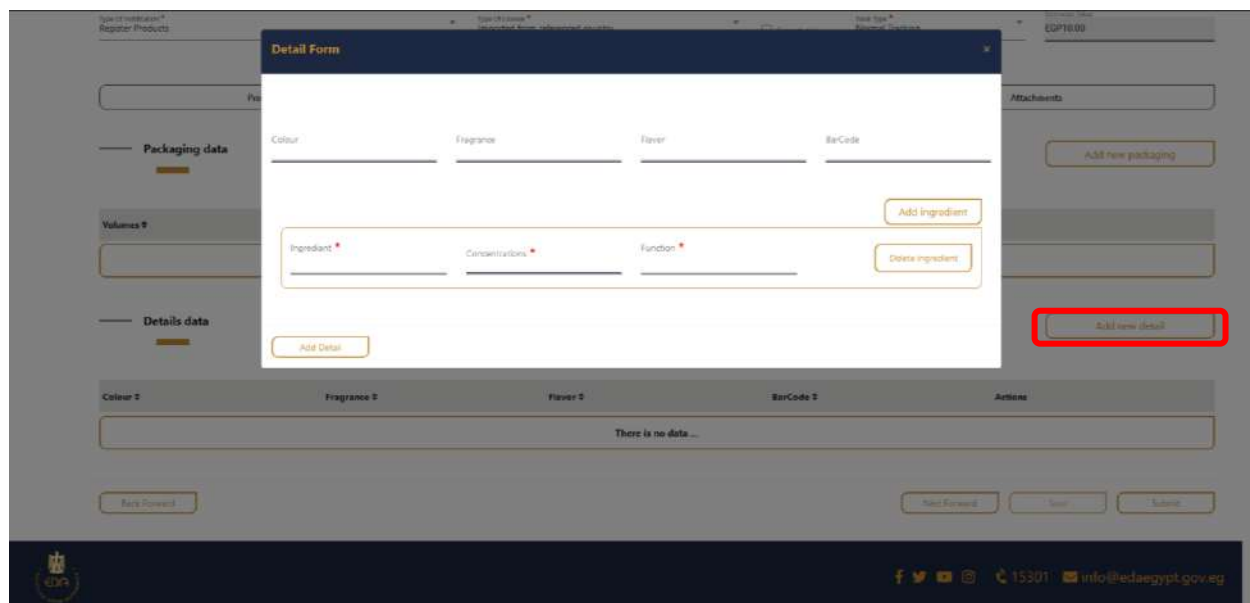


The screenshot shows a web application interface for creating a request. A 'Packaging Form' pop-up is displayed over the main form. The pop-up has the following fields:

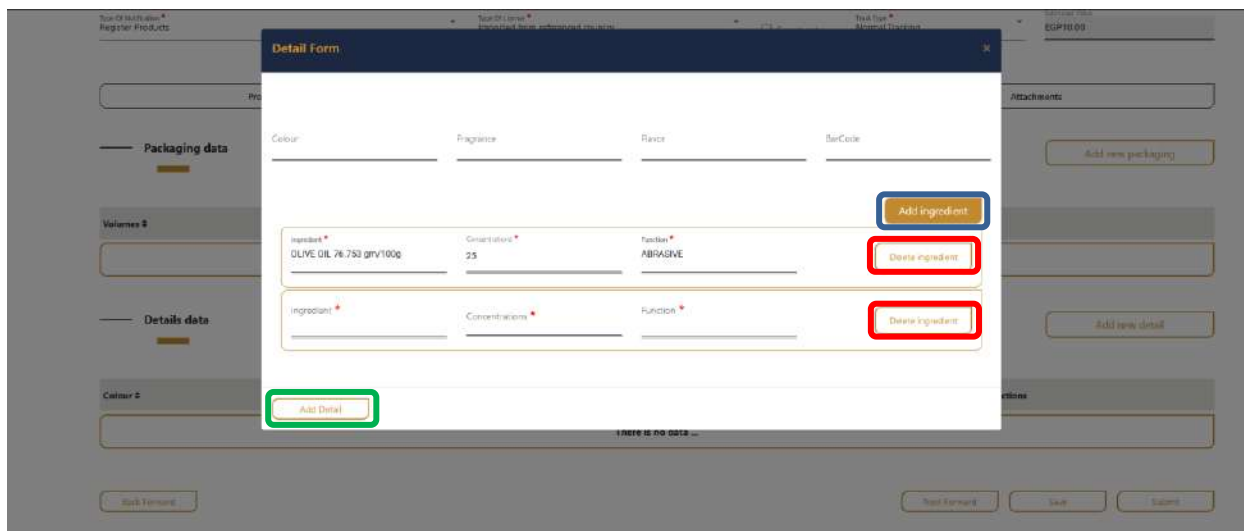
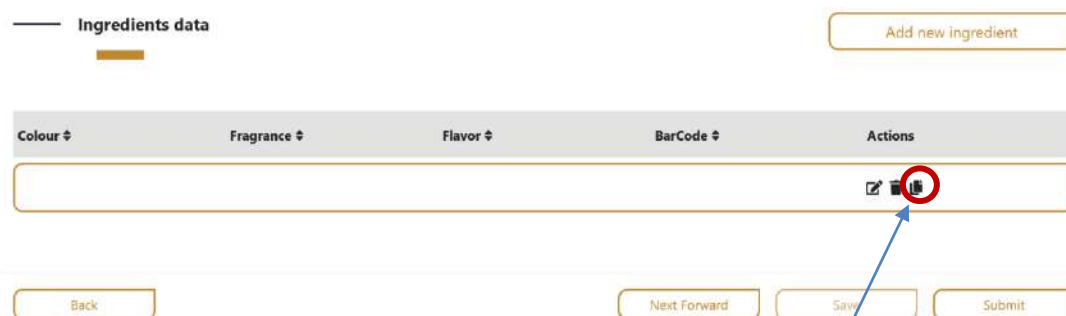
- Volume *
- Unit of measure *
- Type of Packaging *
- Packaging Description
- ☐ Carton box
- Auto packaging button

The main form has a section for 'Packaging data' with a table that is currently empty, showing 'There is no data ...'. The 'Add new packaging' button is highlighted with a red box.

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

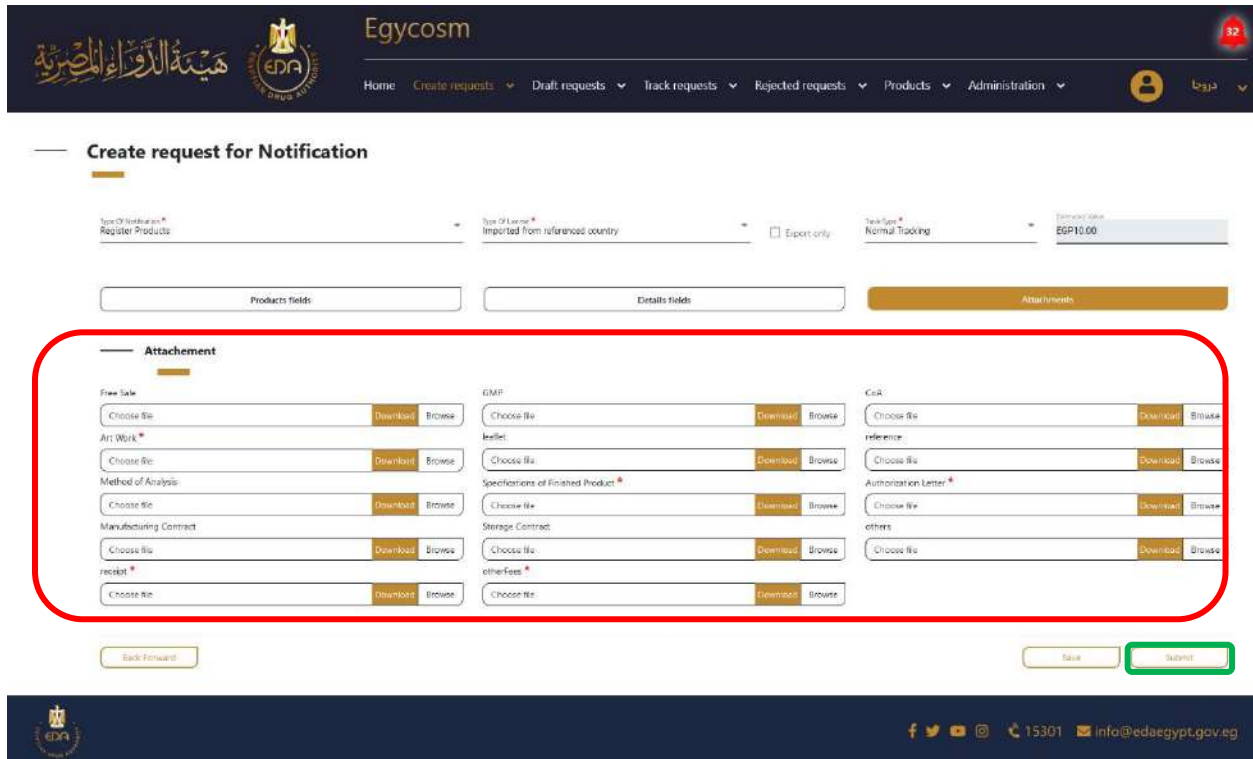


You can add many ingredients or delete them from those buttons and after finishing this step click on add details button

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)



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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 ☐ Export only Task type* Normal Tracking Primary Value EGP10.00

Products fields Details fields Attachments

Attachement

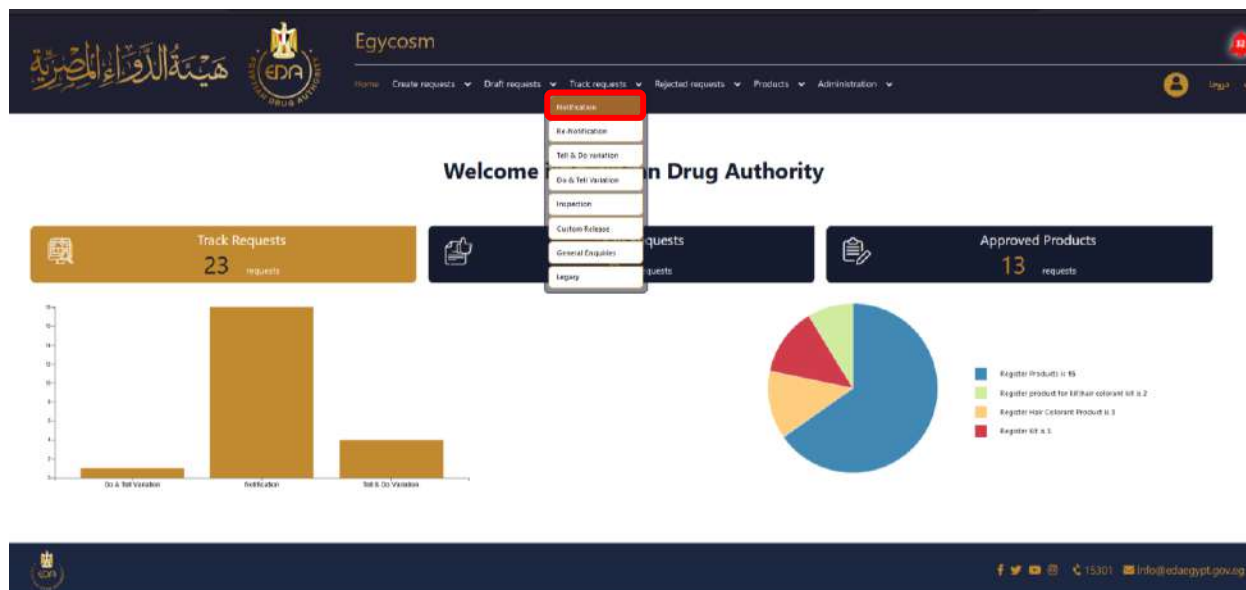
Free Sale	GMP	CoA
Choose file <input type="button" value="Download"/> <input type="button" value="Browse"/>	Choose file <input type="button" value="Download"/> <input type="button" value="Browse"/>	Choose file <input type="button" value="Download"/> <input type="button" value="Browse"/>
Art Work* <input type="button" value="Download"/> <input type="button" value="Browse"/>	Label <input type="button" value="Download"/> <input type="button" value="Browse"/>	reference <input type="button" value="Download"/> <input type="button" value="Browse"/>
Method of Analysis <input type="button" value="Download"/> <input type="button" value="Browse"/>	Specifications of Finished Product* <input type="button" value="Download"/> <input type="button" value="Browse"/>	Authorization Letter* <input type="button" value="Download"/> <input type="button" value="Browse"/>
Manufacturing Contract <input type="button" value="Download"/> <input type="button" value="Browse"/>	Storage Contract <input type="button" value="Download"/> <input type="button" value="Browse"/>	others <input type="button" value="Download"/> <input type="button" value="Browse"/>
receipt* <input type="button" value="Download"/> <input type="button" value="Browse"/>	other fees* <input type="button" value="Download"/> <input type="button" value="Browse"/>	

Back Forward Save

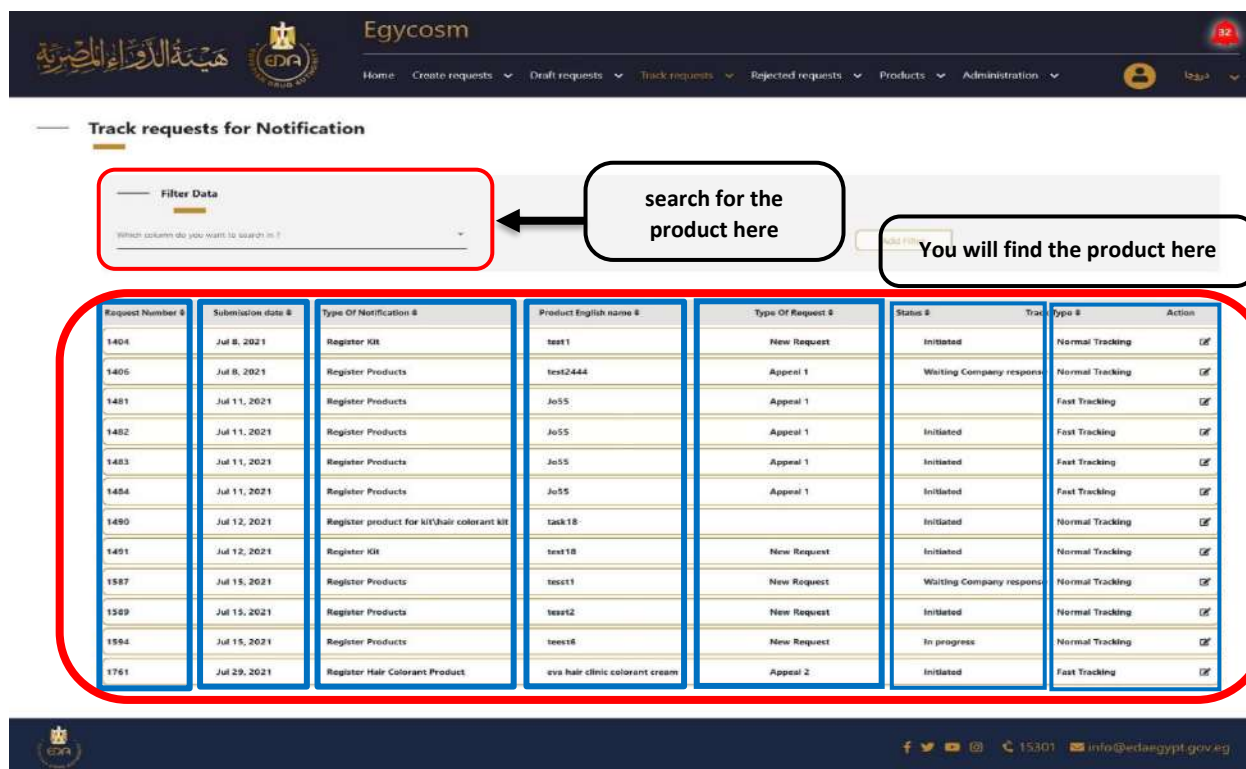
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At the end you make sure that all the mandatory fields are filled with its costume data then click on **Submit button**

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 an attribute table for all the finished requests 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

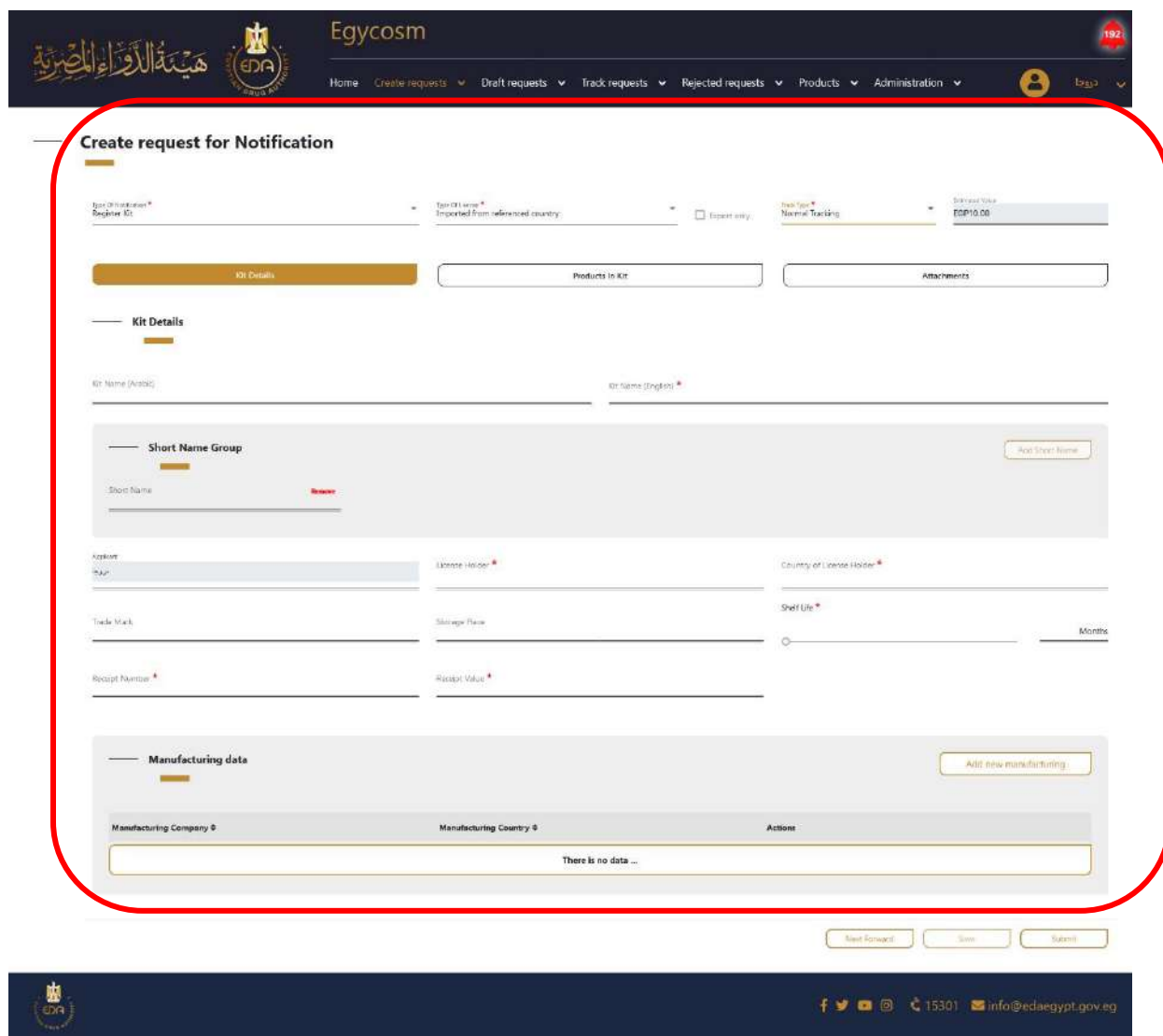
Filter Data

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	🗑
1406	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	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	🗑

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



Create request for Notification

Kit Name (Arabic) Kit Name (English) Kit Type Normal Tracking Kit Value EGP10.00

Kit Details

Kit Name (Arabic) Kit Name (English)

Short Name Group

Short Name * Add Short Name

License Holder

License Holder Country of License Holder Trade Mark Storage Place Shelf Life Months Receipt Number Receipt Value

Manufacturing data

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

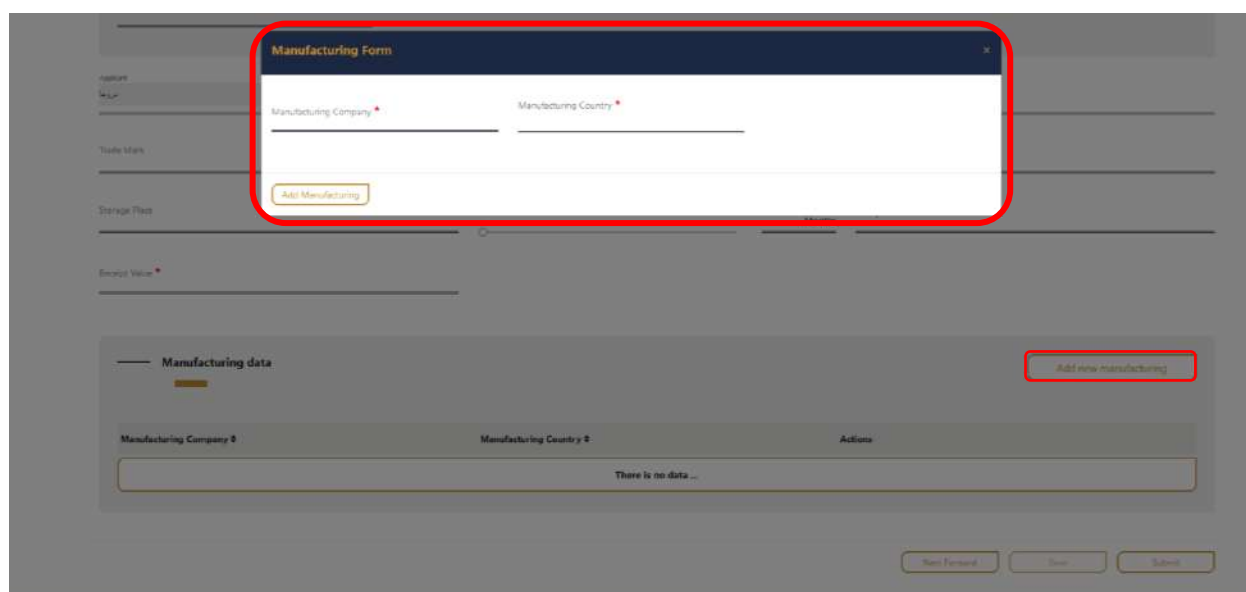
Next Forward Save Submit

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- 1- After filling 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:

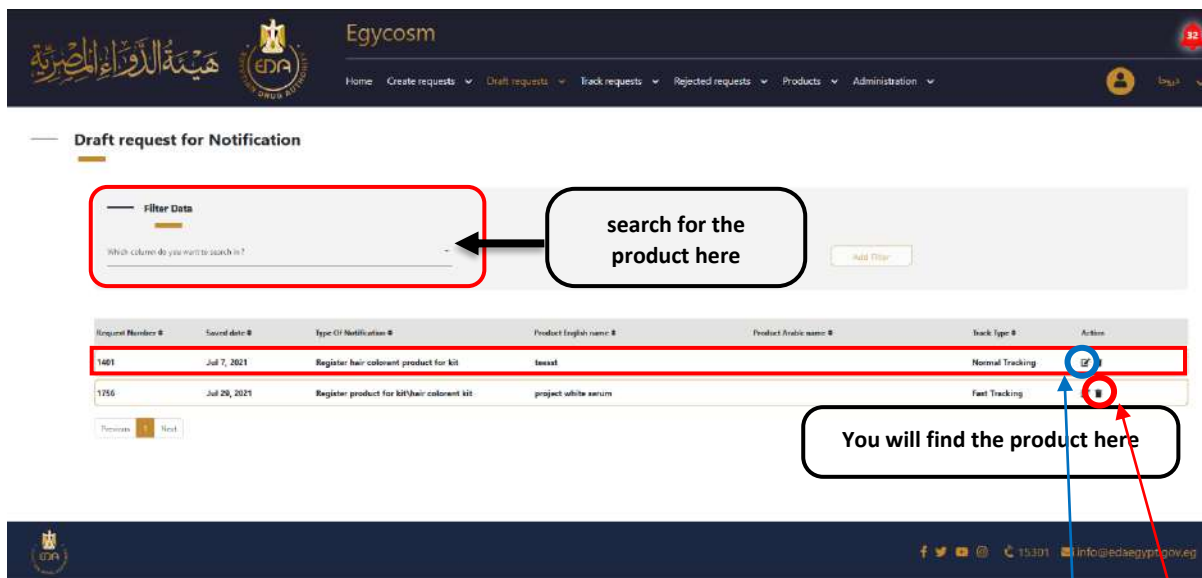


The screenshot shows a web application interface. A 'Manufacturing Form' pop-up is displayed, containing two input fields: 'Manufacturing Company' and 'Manufacturing Country', each with a red asterisk indicating a required field. Below these fields is a yellow 'Add Manufacturing' button. In the background, the 'Manufacturing data' table is visible, showing columns for 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table is currently empty, displaying the message 'There is no data ...'. A red box highlights the 'Add new manufacturing' button in the top right corner of the table area. At the bottom of the page, there are three buttons: 'Next Forward', 'Cancel', and 'Submit'.

2- 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 request for Notification

Filter Data
Which column do you want to search in?

search for the product here

Request Number #	Issued date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1481	Jul 7, 2021	Register hair colorant product for kit	basel		Normal Tracking	
1756	Jul 29, 2021	Register product for kit(hair colorant kit)	project white serum		Fast Tracking	

You will find the product here

Or remove the request from draft by clicking on delete sign

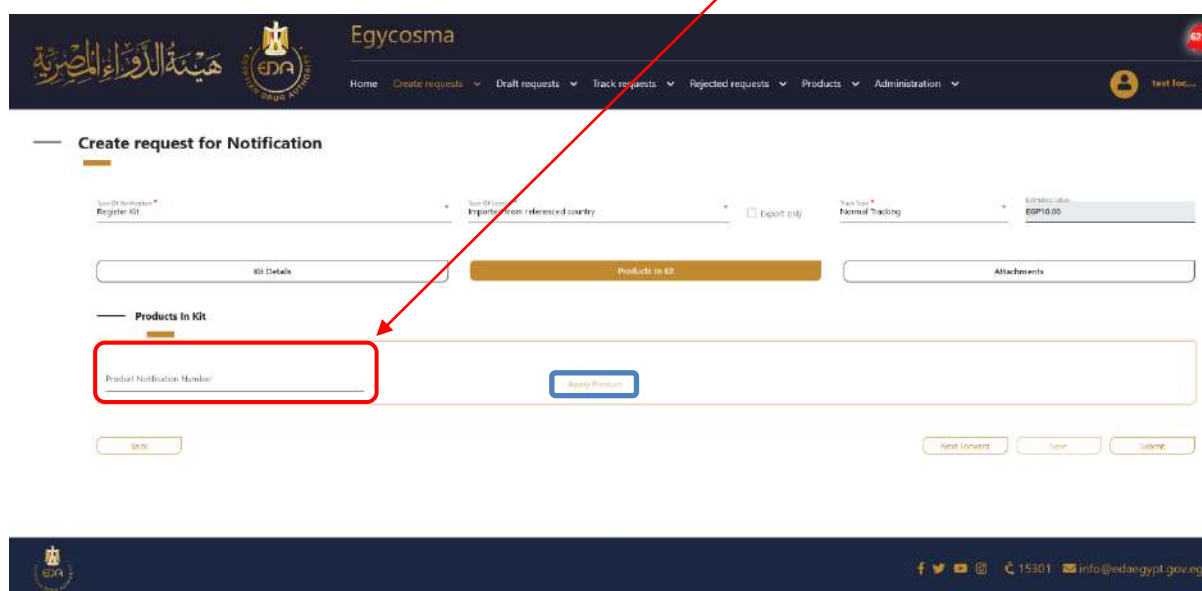
Then you can go back to complete your request by clicking on **edit sign**

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

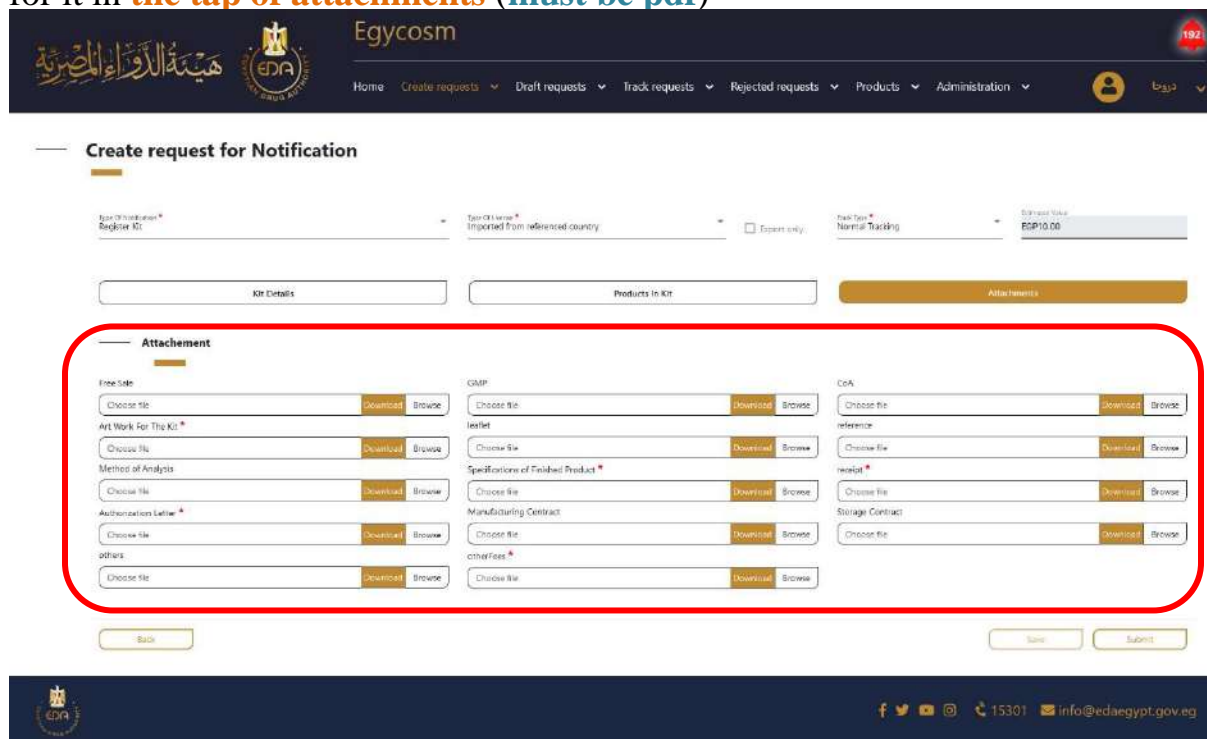
When choose the product from approved products

Type the notification number of the product here



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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Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

App/Notification* Register Kit - Type of license* Imported from referenced country - Export only - Track type* Normal Tracking - Estimated Value EGP10.00

Kit Details Products In Kit **Attachments**

Attachment

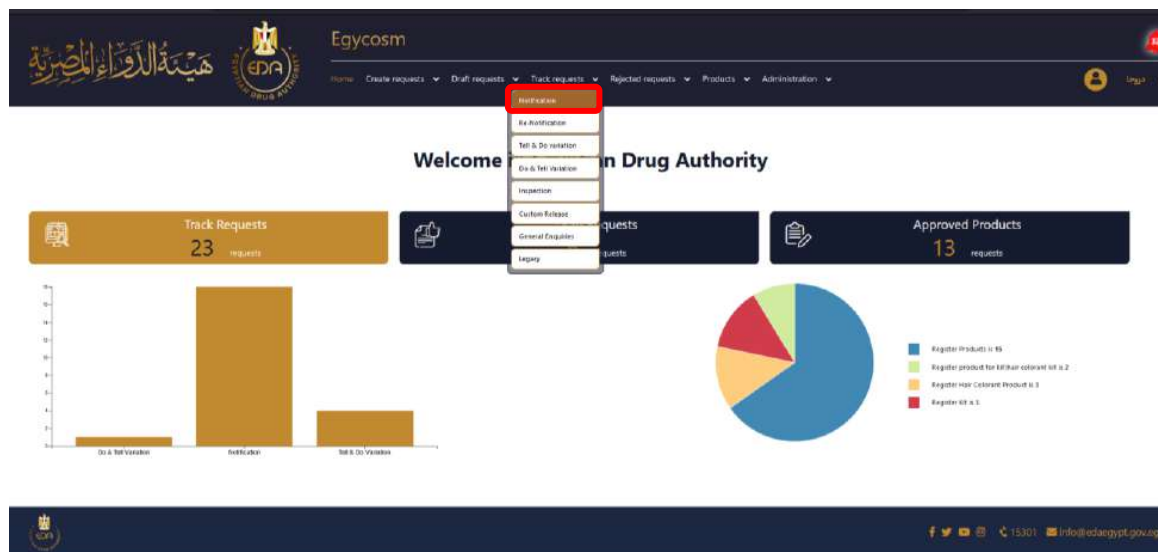
Free Sale	GMP	CoA
Choose file	Choose file	Choose file
Download	Download	Download
Browse	Browse	Browse
Art Work For This Kit *	Iextlet	reference
Choose file	Choose file	Choose file
Download	Download	Download
Browse	Browse	Browse
Method of Analysis	Specifications of Finished Product *	receipt *
Choose file	Choose file	Choose file
Download	Download	Download
Browse	Browse	Browse
Authorization Letter *	Manufacturing Contract	Storage Contract
Choose file	Choose file	Choose file
Download	Download	Download
Browse	Browse	Browse
Others	other Fees *	
Choose file	Choose file	
Download	Download	
Browse	Browse	

Back Save Submit

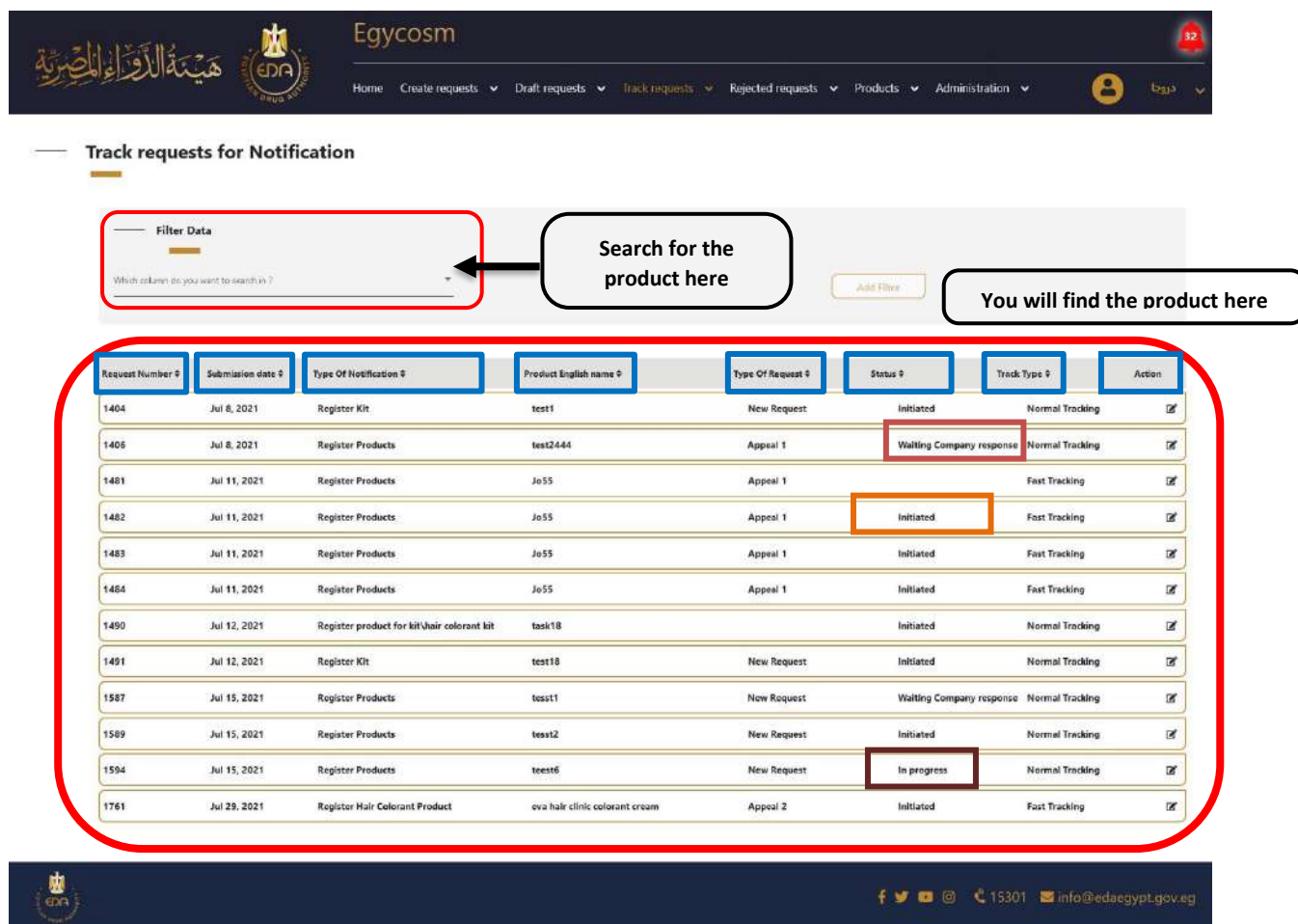
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- At the end you make sure that all the mandatories' fields are filled with its costume data then click on **Submit button**

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**



Track requests for Notification

Filter Data

Which column do you want to search in ?

Search for the product here

Add Filter

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 6, 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/Vhair colorant kit	task18		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	test2	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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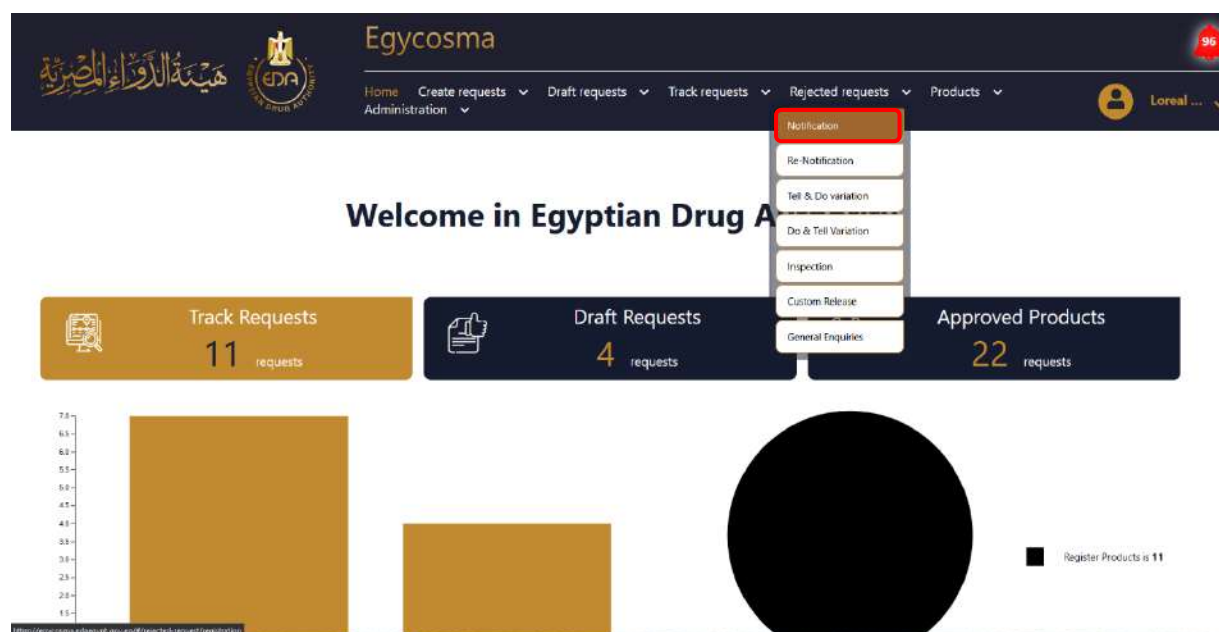
1- When you submit the request status updated to **Initiated**

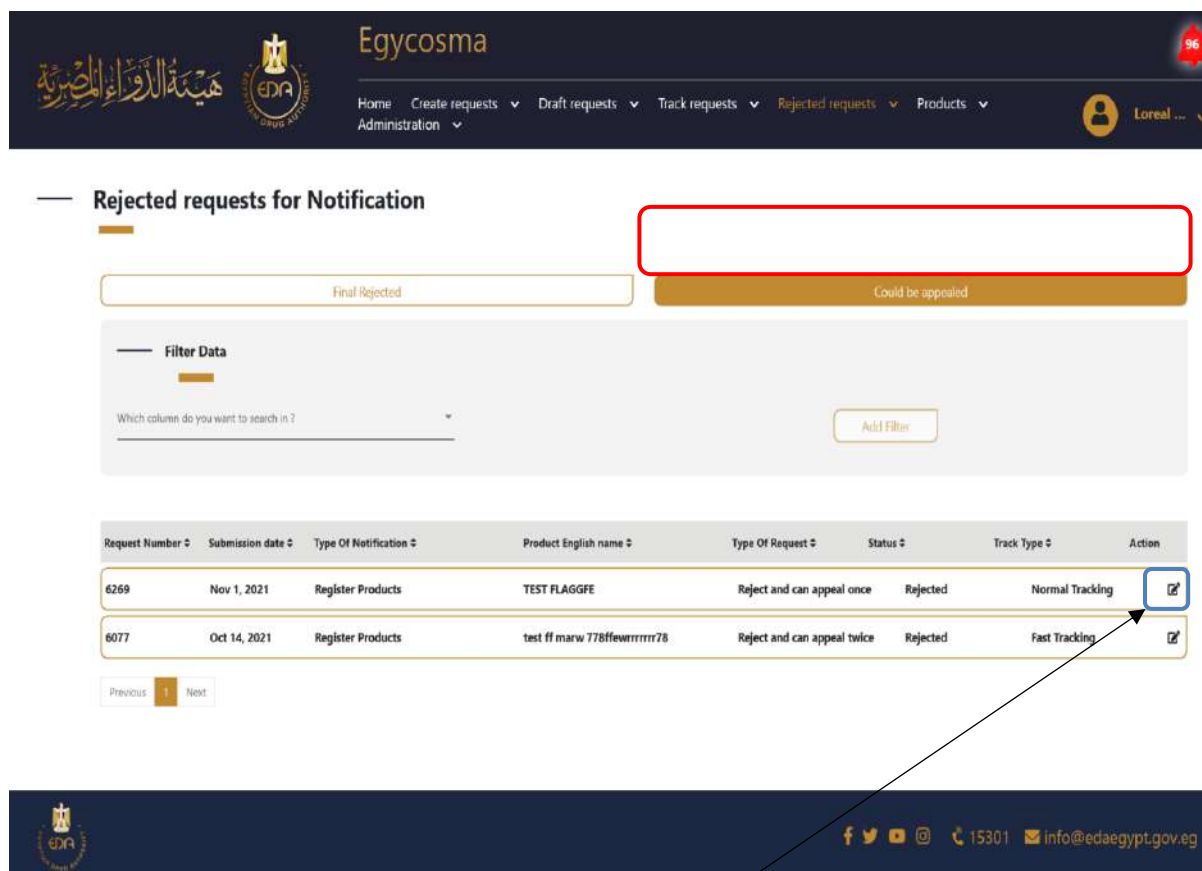
2- In case you get first comment from the authority status updated to **waiting company response** and you need to replay comments you got and re-submit the request

3- 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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
Home Create requests Administration Draft requests Track requests Rejected requests Products Loreal ...

Rejected requests for 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
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	

Previous 1 Next


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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.

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	<input checked="" type="checkbox"/>
5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4878	Sep 7, 2021	Register Products	test reject reason 1	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
<div> <div>Request id : 4878</div> <div>Submission date : Sep 7, 2021</div> <div>Type Of Notification : Register Products</div> <div>Product English name : test reject reason 1</div> <div>Type Of Request : Reject and can appeal twice</div> <div>Status : Rejected</div> <div>Track Type : Normal Tracking</div> <div> Reject Reasons : <ol style="list-style-type: none"> 1. تحتوي على بيانات غير مطابقة أو غير صحيحة. 2. ينتهي الصلاحية. </div> </div>							
4725	Sep 3, 2021	Register Products	test 555	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4705	Sep 2, 2021	Register Products	test	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal once	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4157	Aug 30, 2021	Register Products	test 756	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>

Previous 1 2 Next

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
test loc...

Create request for Notification

Type Of Notification
Register Products

From/To Source
Local

☐ export only

From/To
Normal Products

Registered No.
EDP40000

Product Details

Packaging/Ingredient Data

Attachments

Product Details

Product Name (Arabic)
TEST INODE

Product Name (English)
TEST INODE

Short Name Field

Add Short Name
Validation Short name

Short Name
TEST INODE

Manufacturer
test local room 1

Company Name
(IPC) JOHNSON PRODUCTS COMPANY

Country (if known) Name
AFGHANISTAN

Trade Mark
BETASOL

Original Name
Aqua Promo skin Care

Storage Area
Storage 1

Shelf Life
99 Months

Receipt Number

Receipt Value

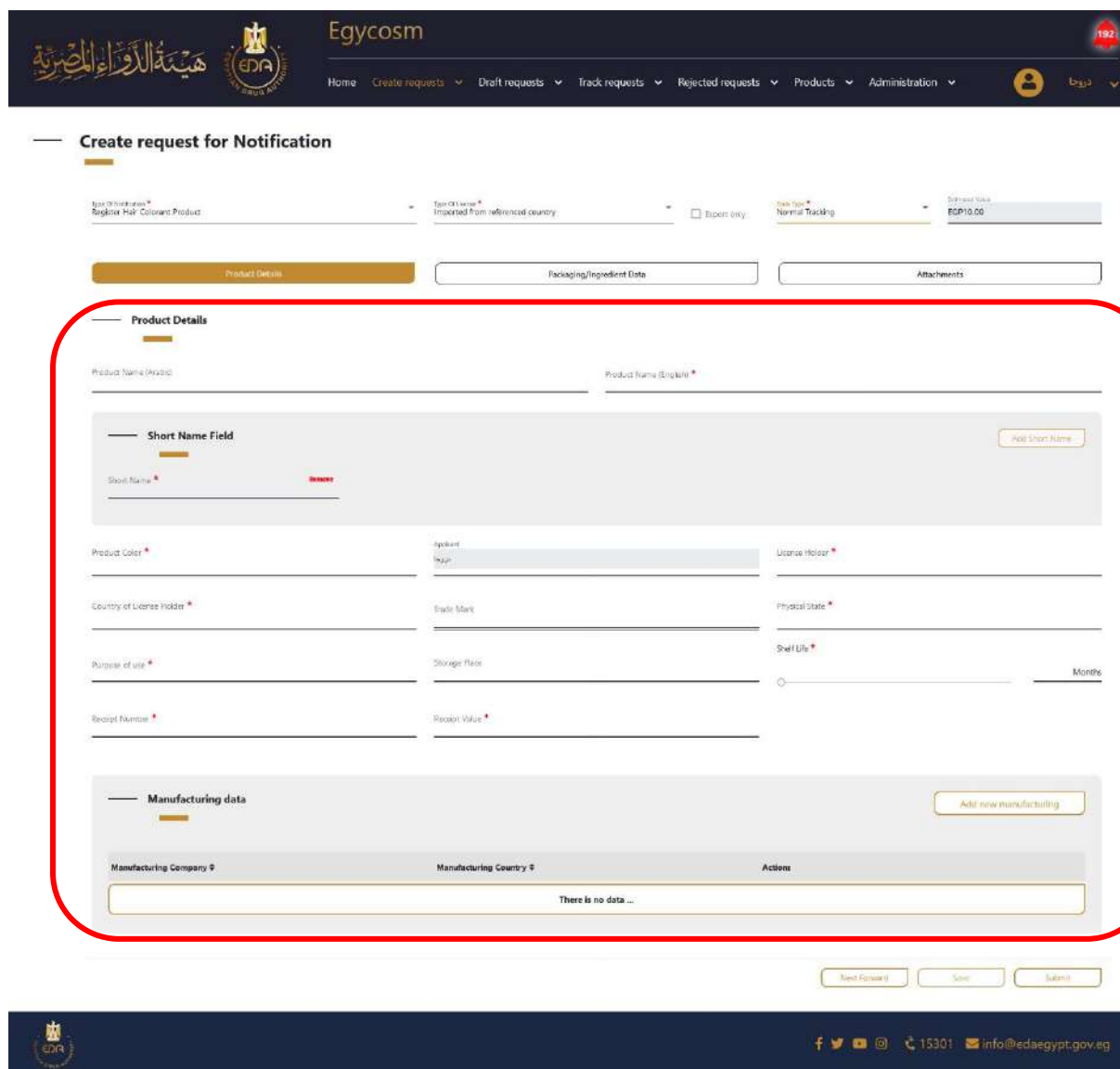
Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
(IPC) JOHNSON PRODUCTS COMPANY	ALBANIA	<input checked="" type="checkbox"/>

Add Forward
Save
Submit

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



Egycosm

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

Product Name (Arabic) Product Name (English)

Short Name Field

Short Name

Product Color Applicant License Holder

Country of License Holder Trade Mark Physical State

Purpose of use Storage Place Shelf Life

Receipt Number Receipt Value

Manufacturing data

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

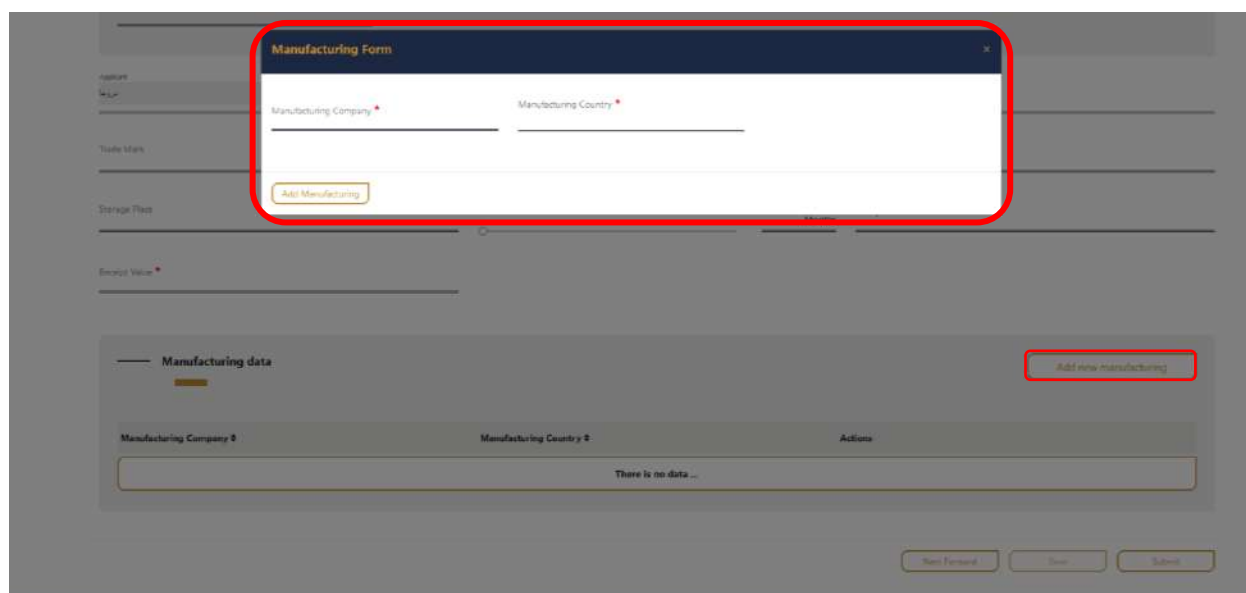
Next Forward Save Submit

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- ❖ After filling 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.

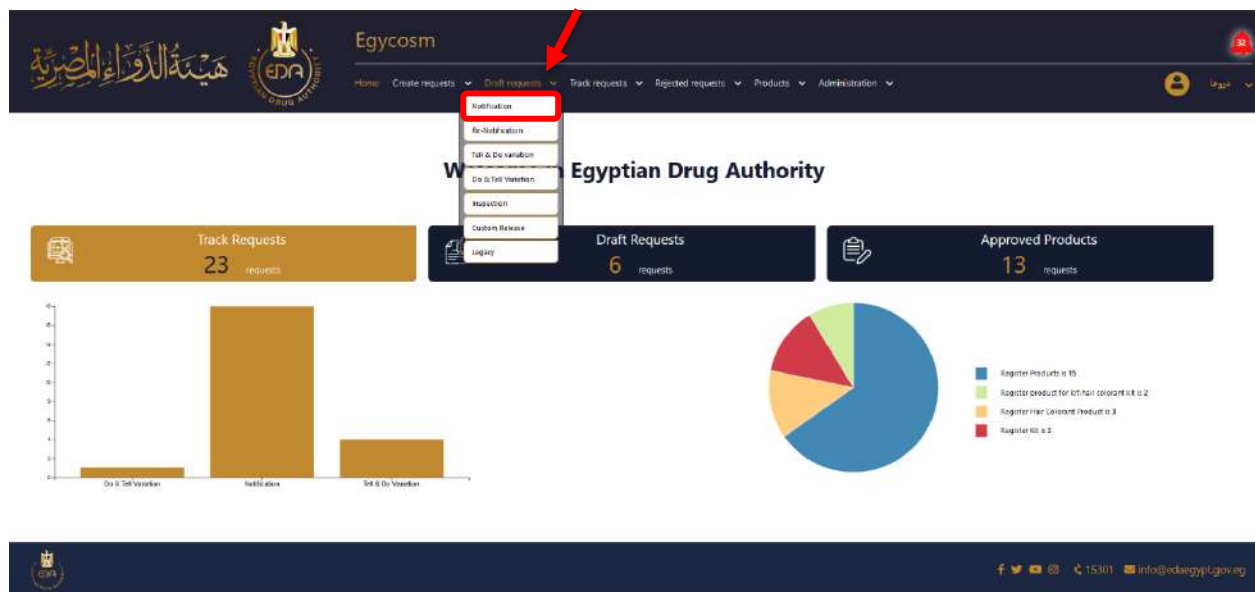
Click on **add new manufacturing** then a pop-up will appears including the form of manufacturing data Consists of:



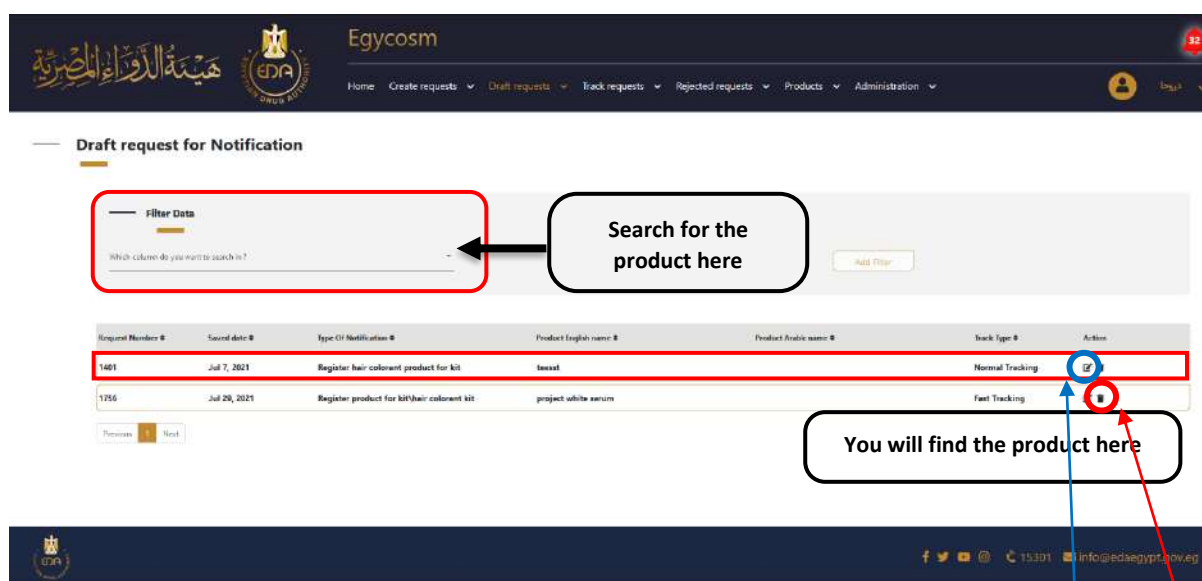
The screenshot shows a 'Manufacturing Form' pop-up window with two input fields: 'Manufacturing Company' and 'Manufacturing Country', both marked with a red asterisk (*). Below these fields is a button labeled 'Add Manufacturing'. The background shows a 'Manufacturing data' table with columns 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table is currently empty, displaying 'There is no data ...'. A button labeled 'Add new manufacturing' is visible in the top right corner of the table area. At the bottom of the screen, there are three buttons: 'Back', 'Forward', and 'Submit'.

❖ 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

Which column do you want to search in?

Search for the product here

Request Number #	Sourced date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1401	Jul 7, 2021	Register hair colorant product for kit	basel		Normal Tracking	 
1256	Jul 20, 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**

Egycosm

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

Product Name* Required Hair Colorant Product Type* Imported from referenced country ☐ Export only Pack type* Normal Tracking Business Value EGP10.00

Product Details Packaging/Ingredient Data Attachments

Packaging data Add new packaging

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

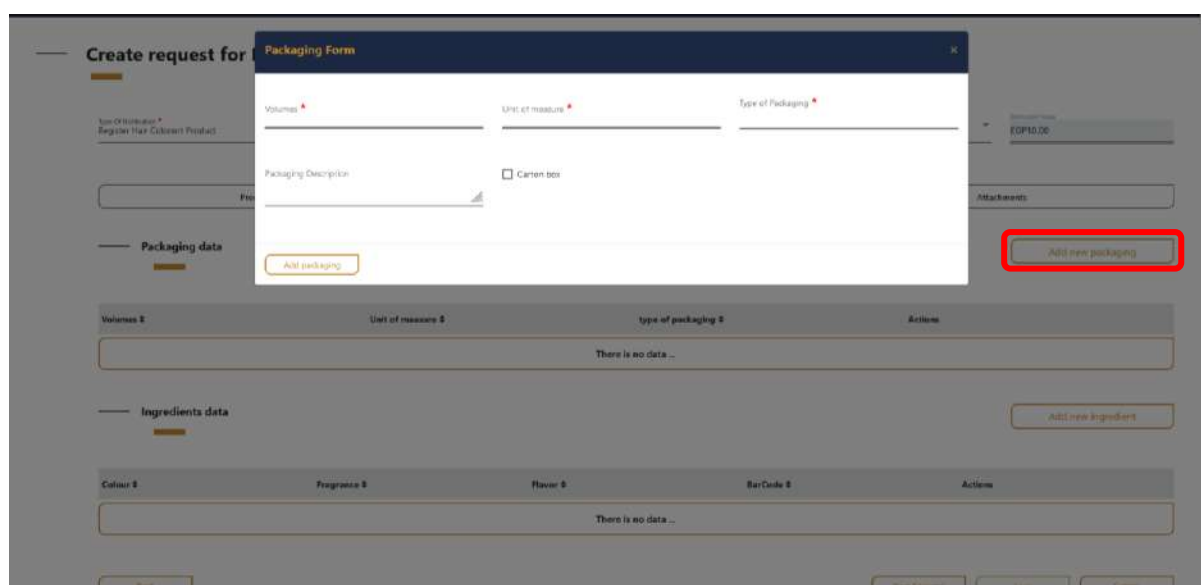
Ingredients data Add new ingredient

Colour	Fragrance	Flavour	Bar-Code	Actions
There is no data ...				

Back Next Forward Save Submit

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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

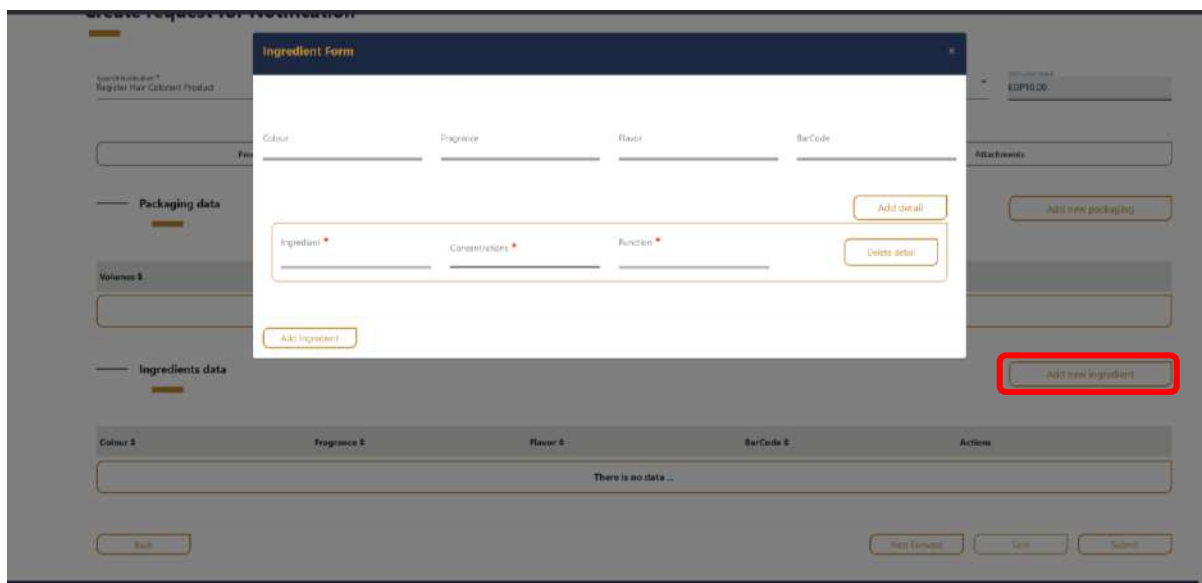


The screenshot displays the 'Create request for' portal interface. A 'Packaging Form' pop-up is open, showing the following fields:

- Volume *
- Unit of measure *
- Type of Packaging *
- Packaging Description
- ☐ Carton box
- Add packaging** (button)

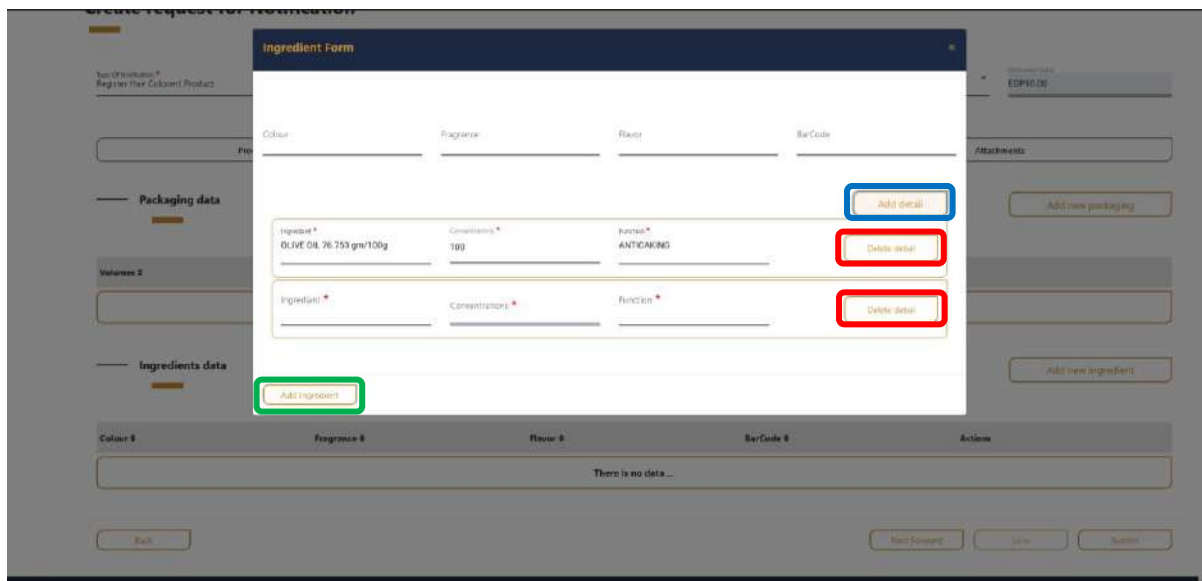
In the background, the 'Packaging data' section is visible, featuring a table with columns: Volume \$, Unit of measure \$, type of packaging \$, and Actions. The table currently shows 'There is no data ...'. To the right of this table, the **Add new packaging** button is highlighted with a red rectangle.

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



The screenshot shows a web application interface for creating a registration request. A modal window titled 'Ingredient Form' is open, displaying several input fields: 'Colour', 'Fragrance', 'Flavor', 'BarCode', 'Ingredient', 'Concentration', and 'Function'. There are 'Add detail' and 'Delete detail' buttons within the modal. In the background, the main form has a section for 'Ingredients data' with a table that currently has no data. The 'Add new Ingredient' button in the background is highlighted with a red rectangle.

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



Ingredient Form

Colour: _____ Fragrance: _____ Flavor: _____ Bar Code: _____

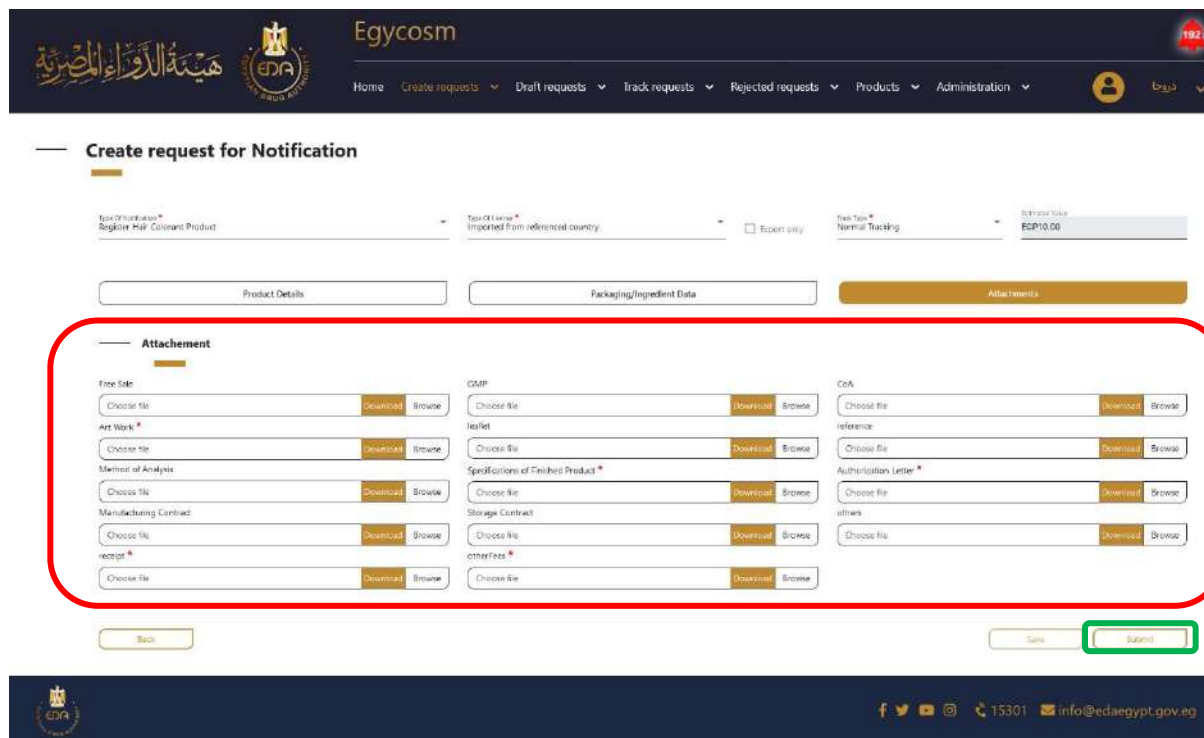
Ingredients

Ingredient *	Concentration *	Function *	Action
OLIVE OIL 26.753 gm/100g	100	ANTICAKING	Add details (blue) Delete detail (red)
Ingredient *	Concentration *	Function *	Delete detail (red) Add new ingredients (green)

There is no data ...

Buttons: Back, Next Step, Save, Submit

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

Product Details Packaging/Ingredient Data **Attachments**

Attachment

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

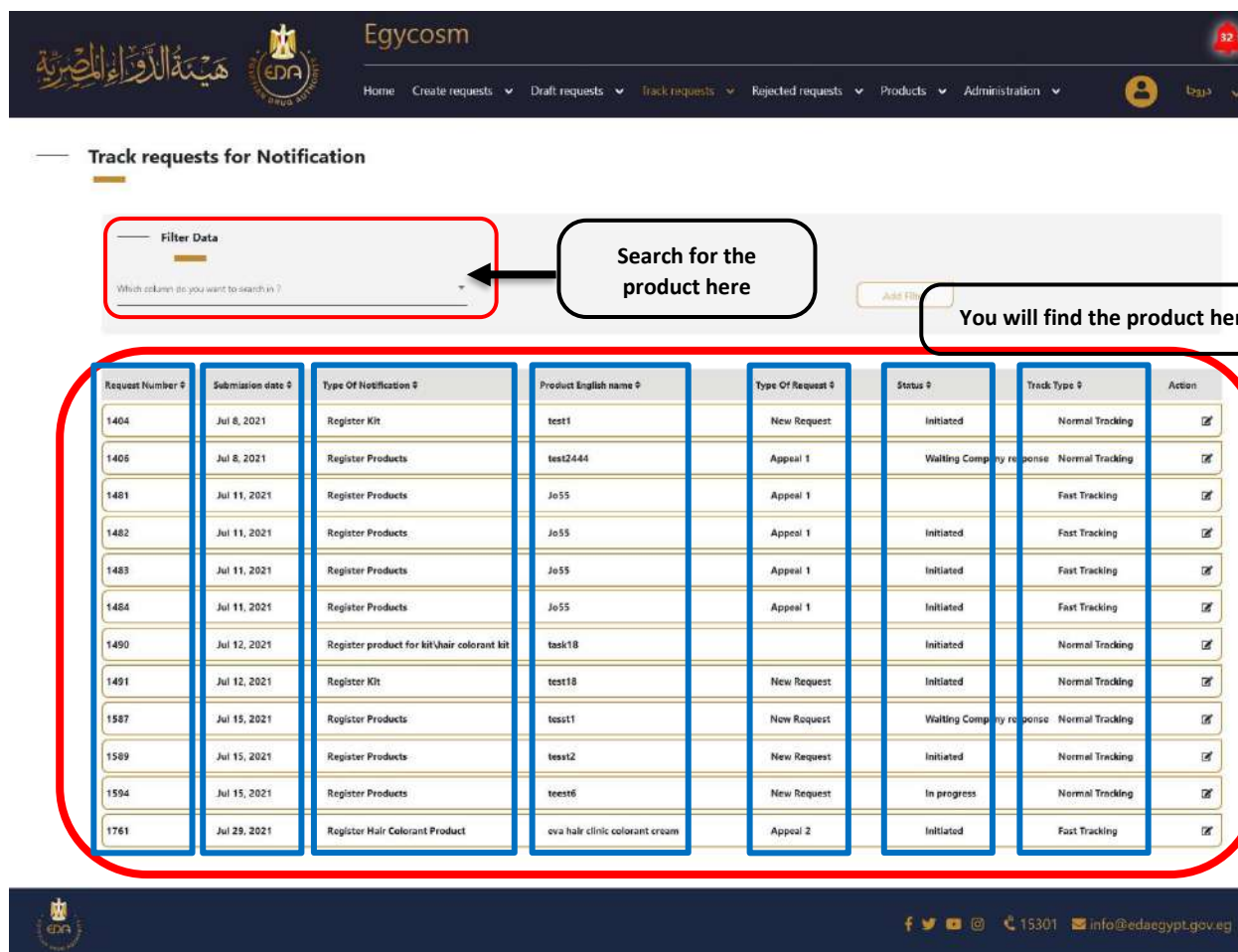
Back Save **Submit**

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

The screenshot displays the Egycosm portal dashboard. At the top, the header includes the EDA logo and navigation links. A dropdown menu for 'Notifications' is open, showing options like 'Ex-Inspection', 'Tell & Do variation', 'Ex & Tell variation', 'Inspection', 'Custom Release', 'General Enquiries', and 'Legacy'. The main content area features a 'Welcome to the Egyptian Drug Authority' message. Below this, there are two main sections: 'Track Requests' and 'Approved Products'. The 'Track Requests' section shows a bar chart with 23 requests, categorized by 'Ex & Tell Variation', 'Inspection', and 'Tell & Do Variation'. The 'Approved Products' section shows a pie chart with 13 products, categorized by 'Register Product in 16', 'Register product for 16 than colorant in 2', 'Register New Colorant Product in 3', and 'Register 40 & 5'. The footer contains social media links and contact information.

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**



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

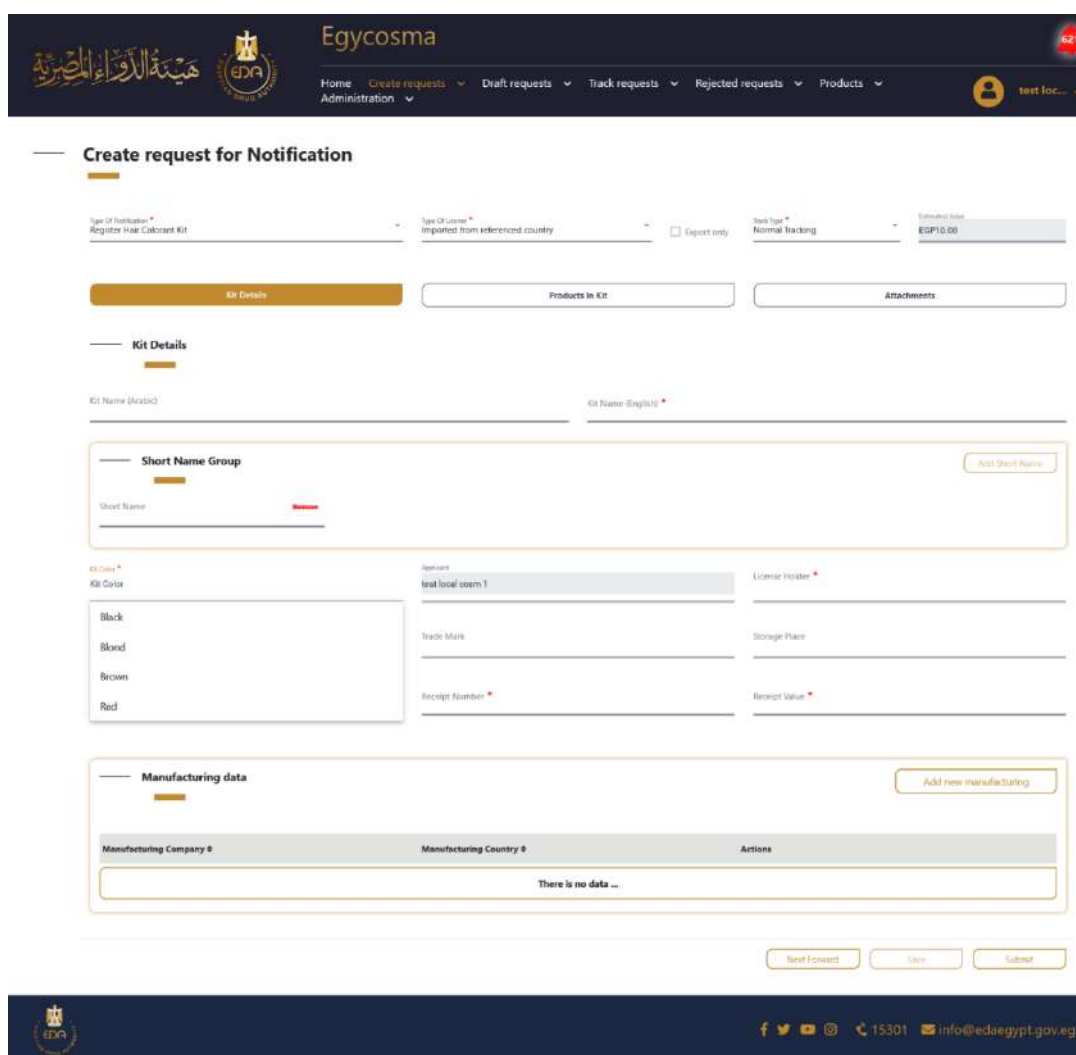
Request Number	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
1404	Jul 8, 2021	Register Kit	test1	New Request	Initiated	Normal Tracking	
1405	Jul 8, 2021	Register Products	test2444	Appeal 1	Waiting Company response	Normal Tracking	
1481	Jul 11, 2021	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/Vhair 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	test2	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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* In case the type of Notification is **Register Hair Colorant KIT**:

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

❖ **Register Hair Colorant KIT** Same steps of **Register kit**



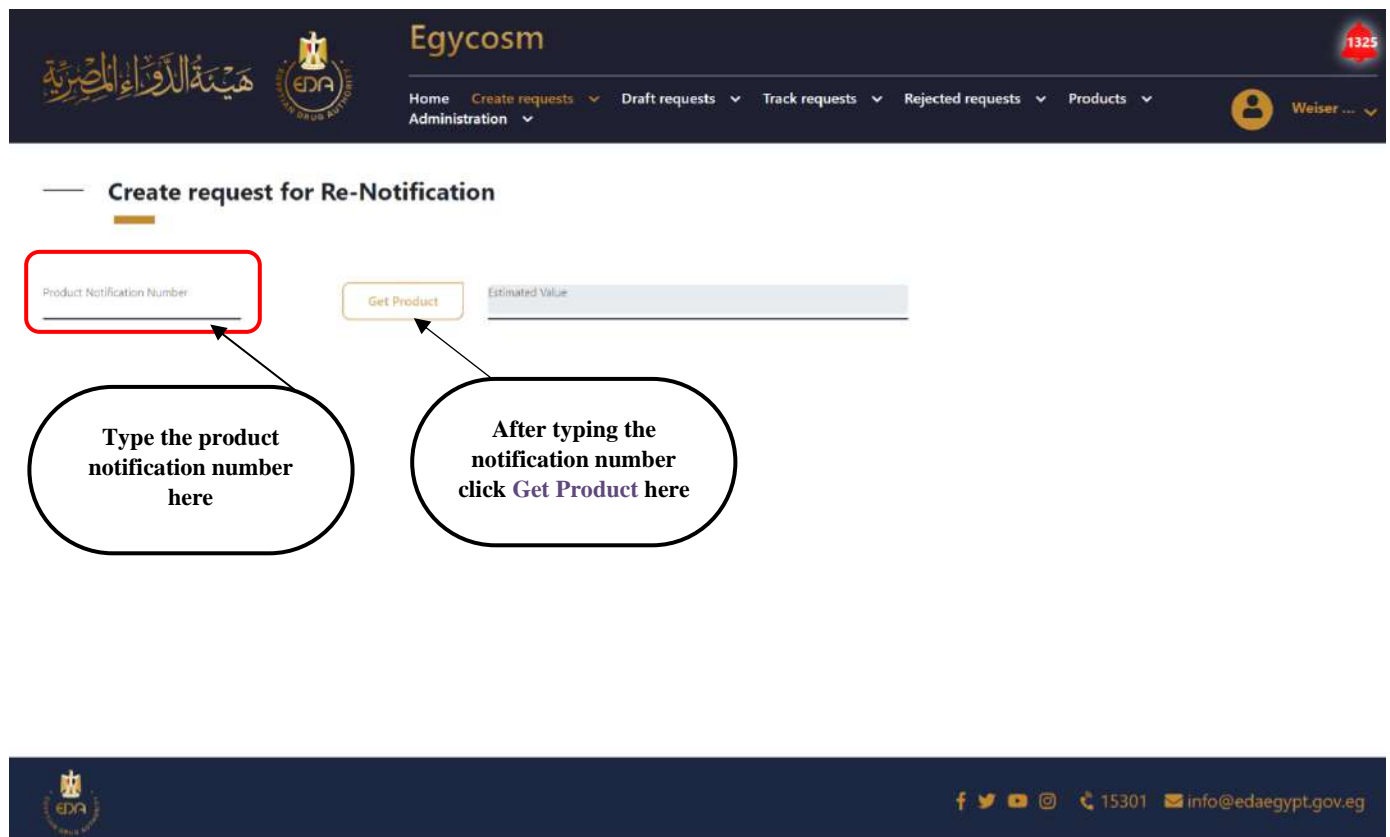
The screenshot displays the 'Create request for Notification' form in the Egycosma portal. The form is titled 'Create request for Notification' and includes a navigation bar with links: Home, Create requests, Draft requests, Track requests, Rejected requests, and Products. The user is logged in as 'test loc...'. The form fields include:

- Type of Notification:** Register Hair Colorant KIT
- Type of License:** Imported from referenced country
- Export only:** ☐
- Track Type:** Normal tracking
- Estimated Price:** EGP10.00
- Kit Details:**
 - Kit Name (Arabic):** [Field]
 - Kit Name (English):** [Field]
 - Short Name Group:** [Field]
 - Kit Color:** [Dropdown menu with options: Black, Blond, Brown, Red]
 - Applicant:** test local osom 1
 - License Holder:** [Field]
 - Trade Mark:** [Field]
 - Storage Place:** [Field]
 - Receipt Number:** [Field]
 - Receipt Value:** [Field]
- Manufacturing data:**
 - Manufacturing Company:** [Field]
 - Manufacturing Country:** [Field]
 - Actions:** [Field]

At the bottom of the form, there are buttons for 'Send Forward', 'Save', and 'Submit'. The footer of the portal includes the EDA logo, social media icons, and contact information: 15301, info@edaegypt.gov.eg.

❖ Create requests for Re-Notification,

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



The screenshot shows the 'Egycosm' system interface. The header includes the EDA logo, the title 'Egycosm', and a navigation menu with options: Home, Create requests (selected), Draft requests, Track requests, Rejected requests, and Products. A user profile 'Weiser ...' is visible in the top right corner.

The main section is titled 'Create request for Re-Notification'. It contains a form with the following elements:

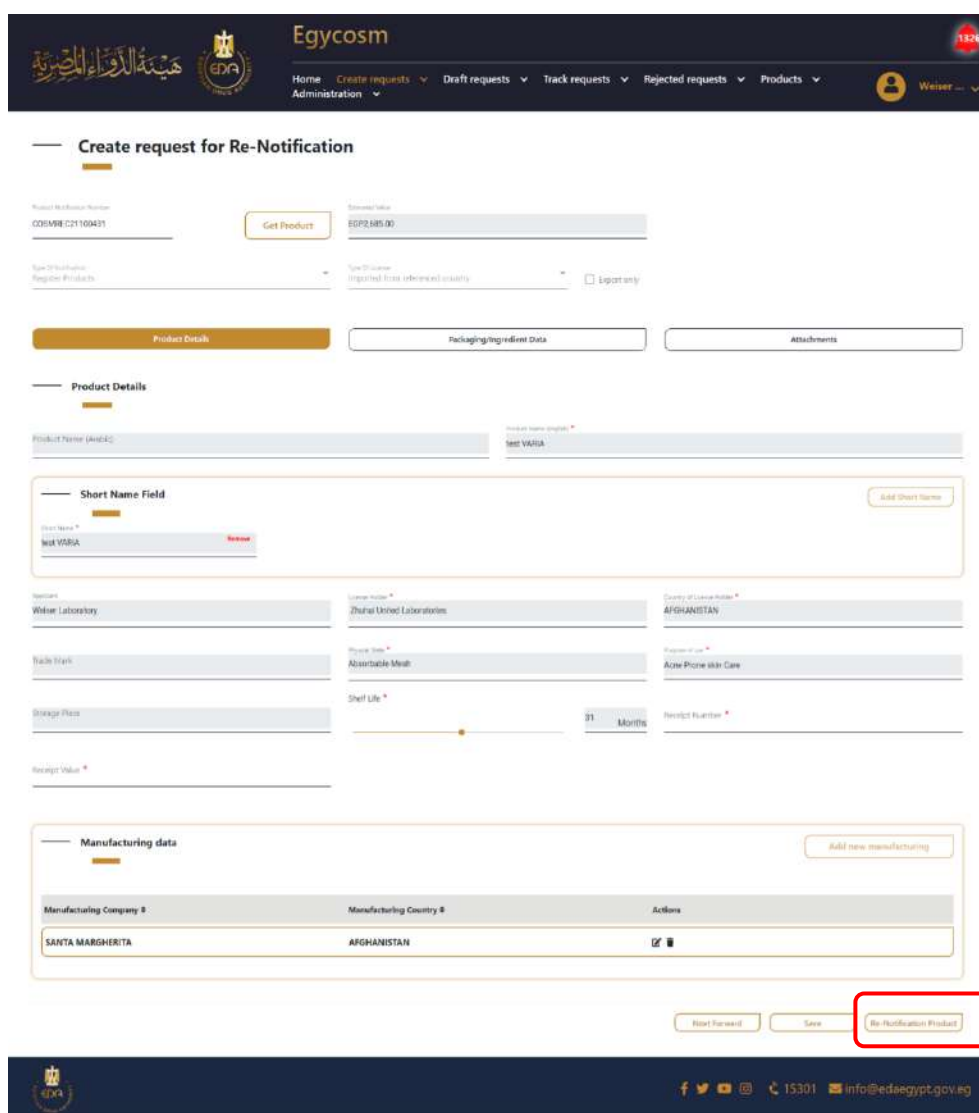
- A text input field labeled 'Product Notification Number' (highlighted with a red box).
- A button labeled 'Get Product'.
- A text input field labeled 'Estimated Value'.

Two callout boxes provide instructions:

- A callout box pointing to the 'Product Notification Number' field: "Type the product notification number here".
- A callout box pointing to the 'Get Product' button: "After typing the notification number click **Get Product** here".

The footer includes the EDA logo, social media icons, the phone number 15301, and the email address 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 Name: COSMEC2110431 **Get Product** Estimated Value: EGP2,585.00

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

Product Details Packaging/Ingredient Data Attachments

Product Details

Product Name (INCI): Not VARIA **See VARIA**

Short Name Field **Add Short Name**

Short Name: Not VARIA **Remove**

Manufacturer: Wise Laboratory License holder: Zhafar United Laboratories Country of License holder: AFGHANISTAN

Trade Name: Absorbable Mesh Product Use: Acne, Pimple skin Care

Storage Place: Shelf Life: 31 Months Rejection Number:

Rejection Value:

Manufacturing data **Add new manufacturing**

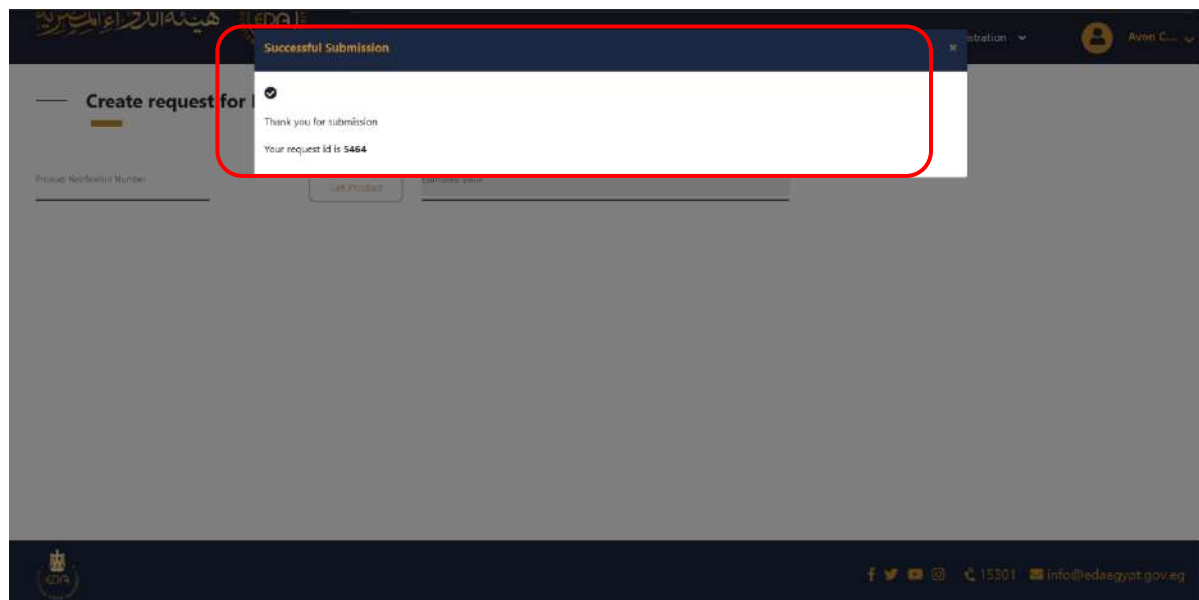
Manufacturing Company *	Manufacturing Country *	Actions
SANTA MARGHERITA	AFGHANISTAN	✎

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.

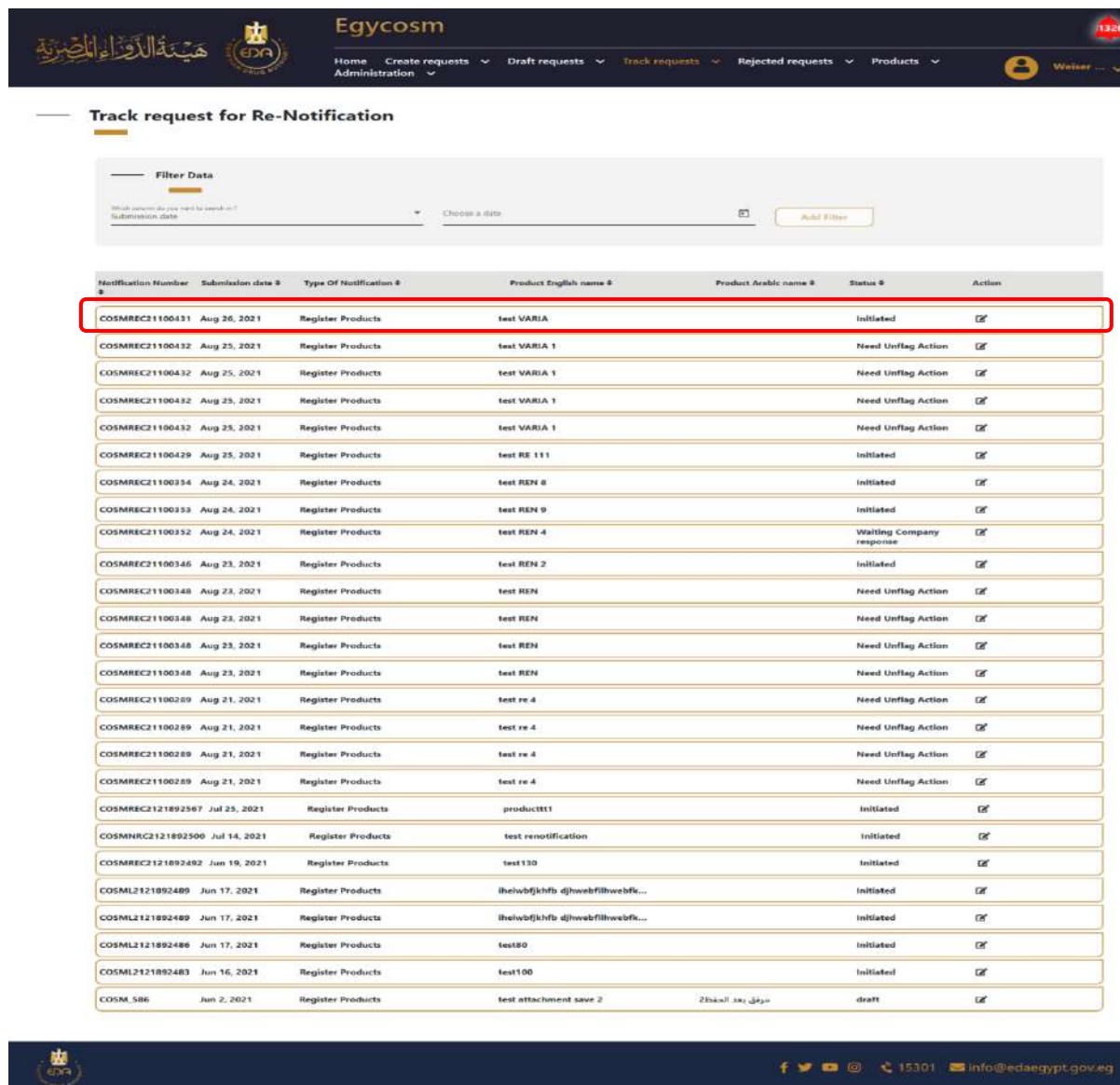
After clicking on **Re-Notification Product**, you will get a pop-up message as in the picture below.



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.



Track request for Re-Notification

Filter Data

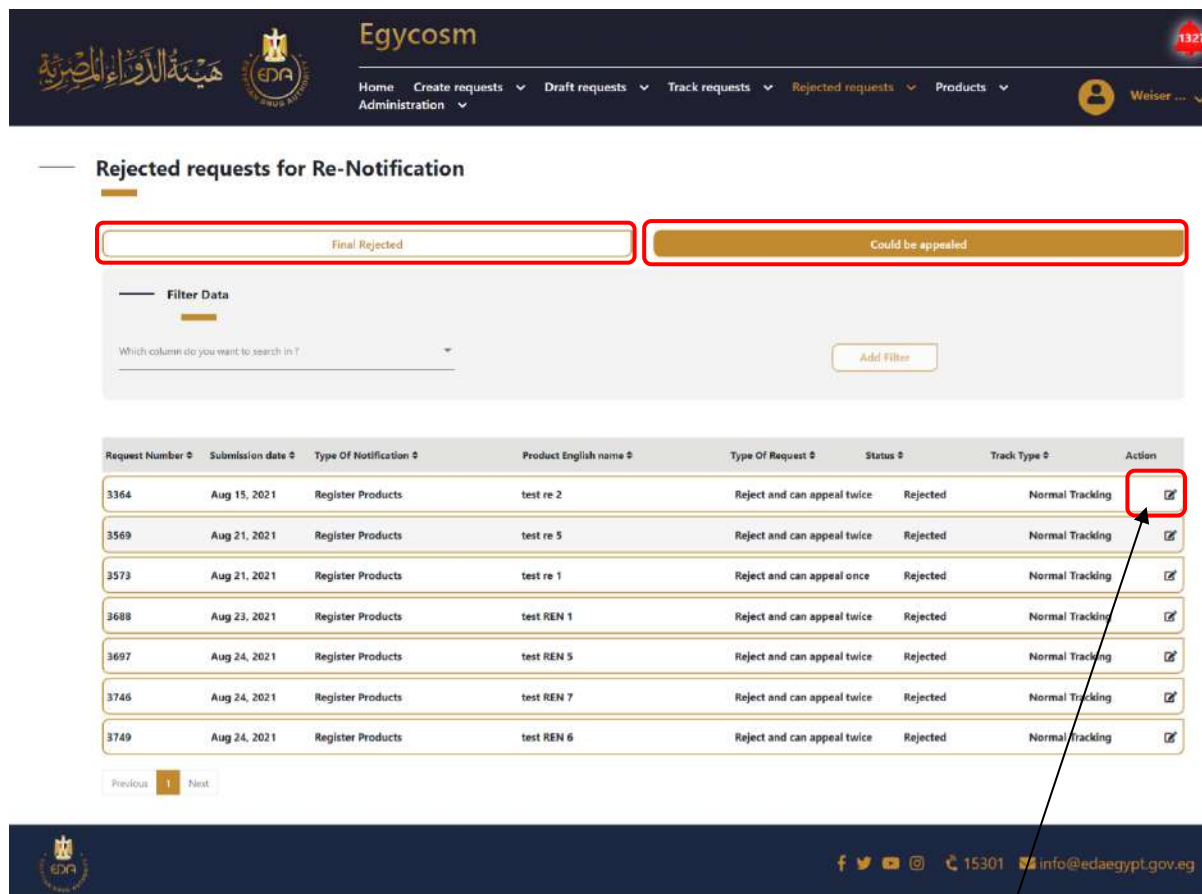
Which request do you want to search on? Submission date Choose a date Add Filter

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	
COSMREC21100289	Aug 21, 2021	Register Products	test re 4		Need Unflag Action	
COSMREC2121892567	Jul 25, 2021	Register Products	productt11		Initiated	
COSMNR2121892500	Jul 14, 2021	Register Products	test renotification		Initiated	
COSMREC2121892482	Jun 19, 2021	Register Products	test130		Initiated	
COSML2121892489	Jun 17, 2021	Register Products	ihelwbjkhfb djhwebfllhwebfk...		Initiated	
COSML2121892489	Jun 17, 2021	Register Products	ihelwbjkhfb djhwebfllhwebfk...		Initiated	
COSML2121892486	Jun 17, 2021	Register Products	test80		Initiated	
COSML2121892483	Jun 16, 2021	Register Products	test100		Initiated	
COSM_SB6	Jun 2, 2021	Register Products	test attachment save 2	مرفق بعد المصادق	draft	

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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.










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	
3745	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	<input checked="" type="checkbox"/>
5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4878	Sep 7, 2021	Register Products	test reject reason 1	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
<div> <div>Request id : 4878</div> <div>Submission date : Sep 7, 2021</div> <div>Type Of Notification : Register Products</div> </div> <div> <div>Product English name : test reject reason 1</div> <div>Type Of Request : Reject and can appeal twice</div> <div>Status : Rejected</div> </div> <div>Track Type : Normal Tracking</div> <div> Reject Reasons : 1. تحتوي على بيانات غير مطابقة أو غير صحيحة. 2. منتهى الصلاحية. </div>							
4725	Sep 3, 2021	Register Products	test 555	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4705	Sep 2, 2021	Register Products	test	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal once	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
4157	Aug 30, 2021	Register Products	test 756	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>

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



Egycosm
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[Home](#)
[Create requests](#)
[Draft requests](#)
[Track requests](#)
[Rejected requests](#)
[Products](#)

[Administration](#)

Weiser

Create request for Re-Notification

Product Notification Number:
COSMREG21100288

Get Product

Estimated value:
EGP2685.00

Type Of Notification:
Regulate Products

Type Of License:
(Imported) from referenced country

☐ Export only

Product Details
Packaging/Ingredient Data
Attachments

Product Details

Product Name (Arabic):
Product Name (English):
twist re 2

Short Name Field
Add Short Name

Short Name:
twist re 2
Remove

Manufacturer:
Weiser Laboratory

License Holder:
SANTA MARGHERITA

Country of License Holder:
ALBANIA

Trade Mark:

Product Name:
Absorbable Mesh

Purpose of use:
Acne Prone skin Care

Storage Place:



Shelf Life:
31 Months

Device Number:
sd2323



Medical device:
22

Manufacturing data

Add new manufacturing

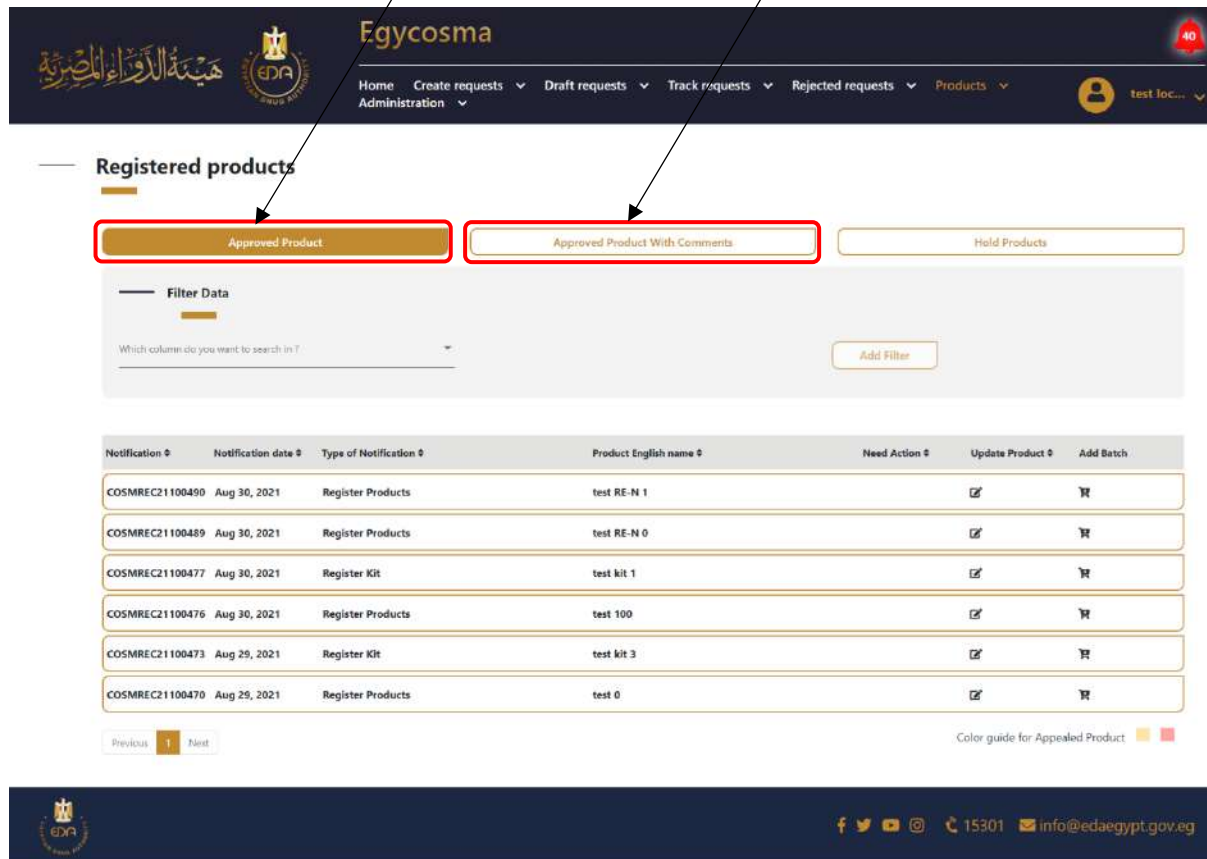
Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALBANIA	 

Next Forward
Save
Re-Notification Product



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Approved products will appear here

Approved products with comments will appear here



Egycosma

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

Registered products

Approved Product Approved Product With Comments Hold Products

Filter Data

Which column do you want to search in ? Add Filter

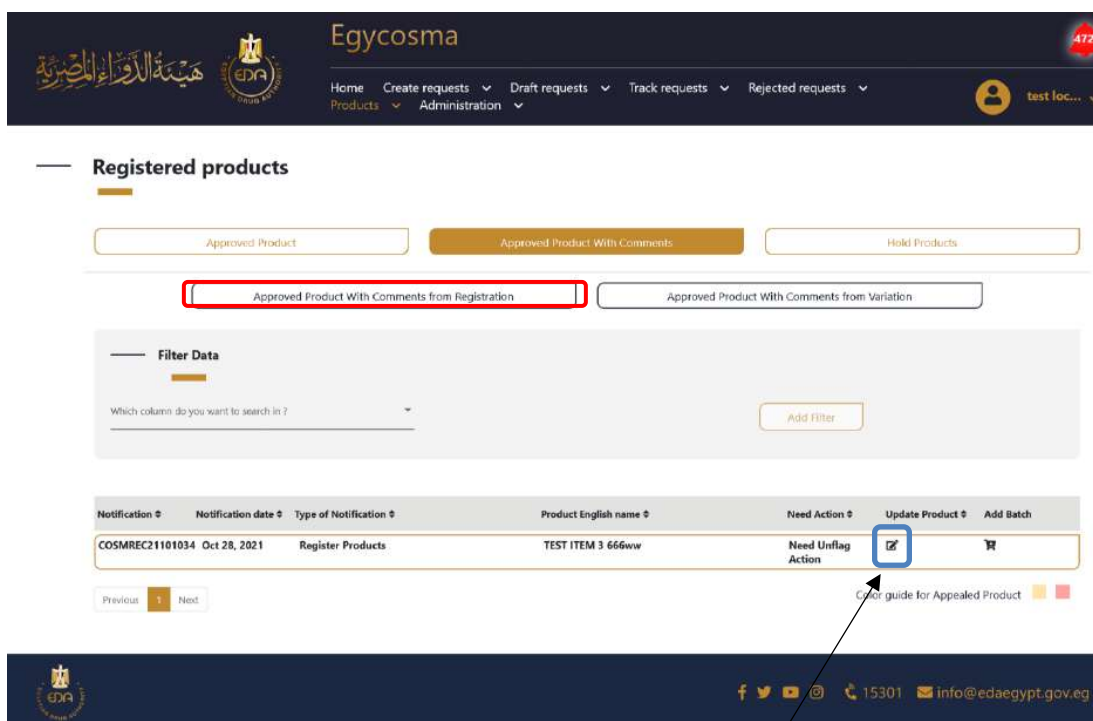
Notification #	Notification date #	Type of Notification #	Product English name #	Need Action #	Update Product #	Add Batch
COSMREC21100490	Aug 30, 2021	Register Products	test RE-N 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COSMREC21100489	Aug 30, 2021	Register Products	test RE-N 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COSMREC21100477	Aug 30, 2021	Register Kit	test kit 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COSMREC21100476	Aug 30, 2021	Register Products	test 100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COSMREC21100473	Aug 29, 2021	Register Kit	test kit 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COSMREC21100470	Aug 29, 2021	Register Products	test 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Previous 1 Next

Color guide for Appealed Product

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





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 ?

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: Register Products | Type of License: Importation from non-registered country | ☐ Export only | Trade Type: National Trade | Estimated Value: EGP10.00

Product Details | Packaging/Ingredient Data | Attachments

Product Details

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

Short Name Field

Short Name: test Flag 00



Appl. Ref: test local cosm 1 | License Holder: SANTA MARGHERITA | Country of License Holder: AFGHANISTAN

Trade Name: | Physical State: external | Active Ingredient: Acne prone skin Care

Storage Place: | Shelf Life: 44 Months | Country of Origin: 7453Syd

Sample Value: 325792

Manufacturing data

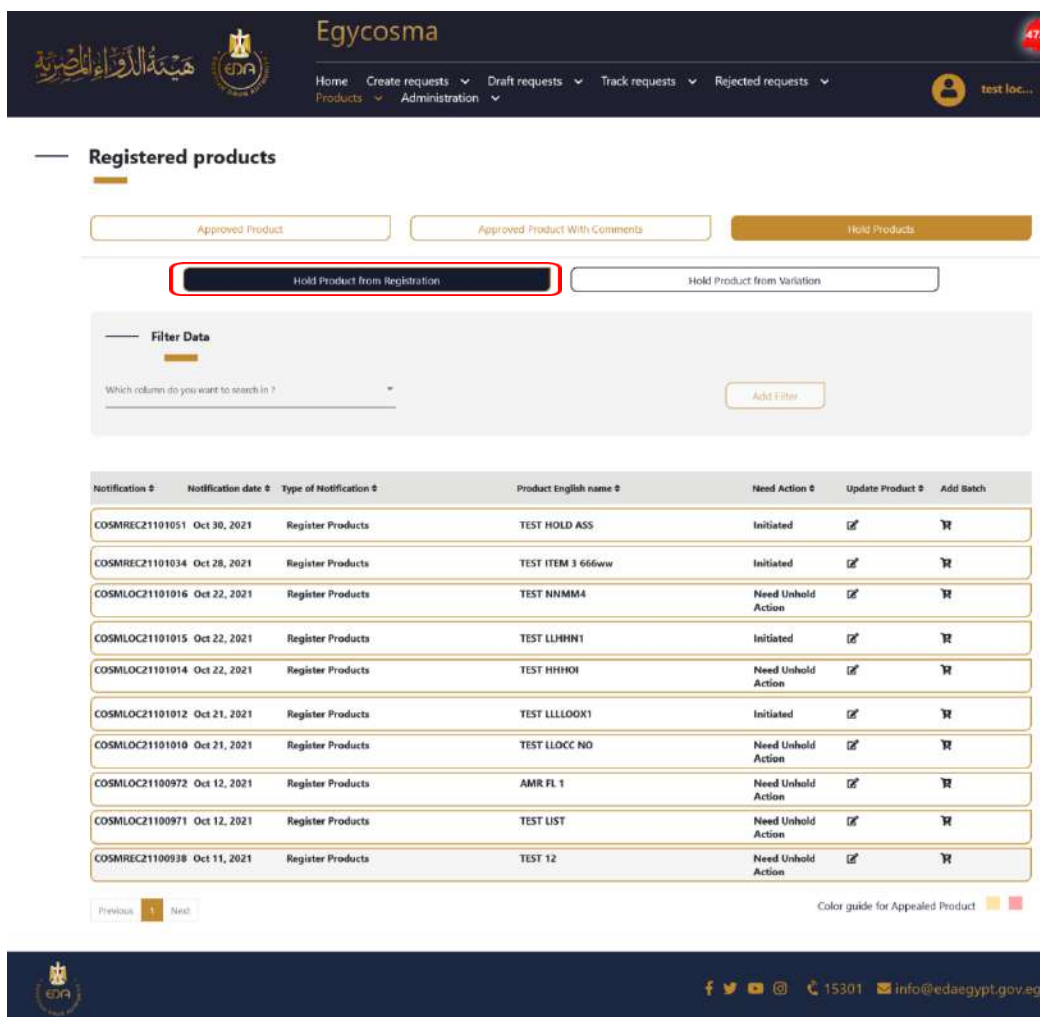
Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	 

Next Forward Save Submit

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

- ❖ 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



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 ? Add Filter

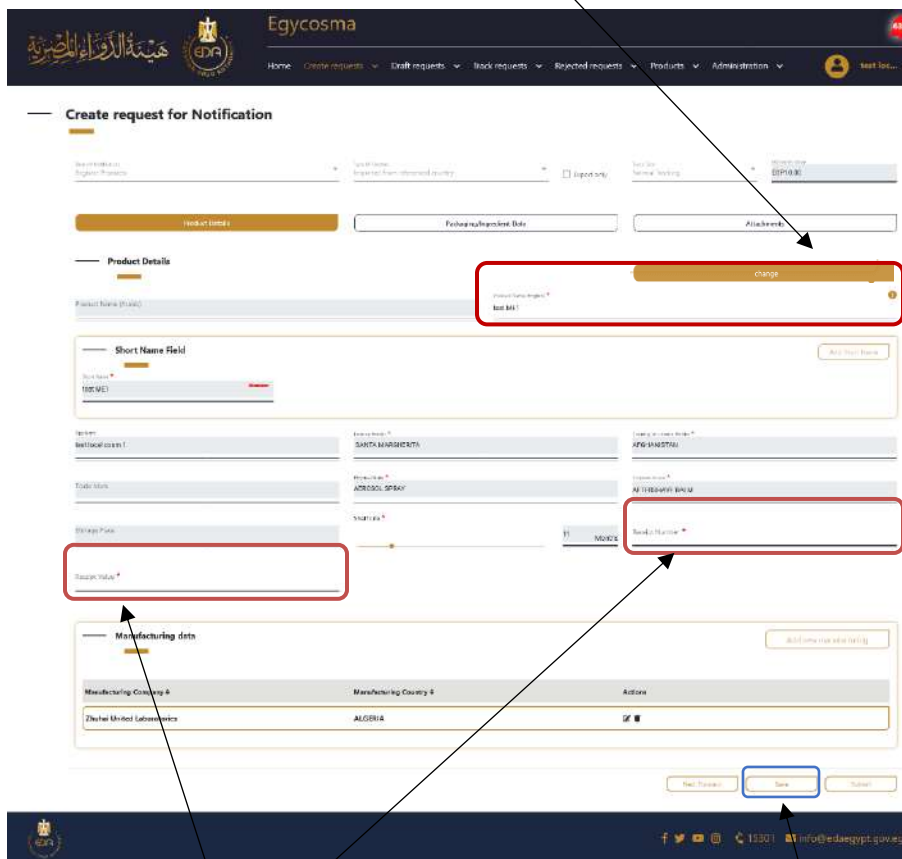
Notification #	Notification date #	Type of Notification #	Product English name #	Need Action #	Update Product #	Add Batch
COSMREC21101051	Oct 30, 2021	Register Products	TEST HOLD ASS	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666wew	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101016	Oct 22, 2021	Register Products	TEST NNM4	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101015	Oct 22, 2021	Register Products	TEST LLHNN1	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101014	Oct 22, 2021	Register Products	TEST HHH0I	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101012	Oct 21, 2021	Register Products	TEST LLLLOOX1	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101010	Oct 21, 2021	Register Products	TEST LLOCC NO	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21100972	Oct 12, 2021	Register Products	AMR FL 1	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21100971	Oct 12, 2021	Register Products	TEST LIST	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMREC21100938	Oct 11, 2021	Register Products	TEST 12	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous 1 Next

Color guide for Appealed Product

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



Create request for Notification

Search Institution: Egyptian Pharmacists | Search Name: Imported from abroad country | Support only | Search Date: Select date | Search Type: SPIN 80

Product Name (English): **change**

Short Name Field

Short Name: **add short name**

Manufacturing data

Manufacturing Company #	Manufacturing Country #	Action
Zachet United Laboratories	ALGERIA	OFF

Receipt Value:

Save

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: Register Product Type of license: Imported from reference country ☐ Export only Task Type: Normal Tracking Estimated Value: EGP10.00

Product Details Packaging/Ingredient Data Attachments

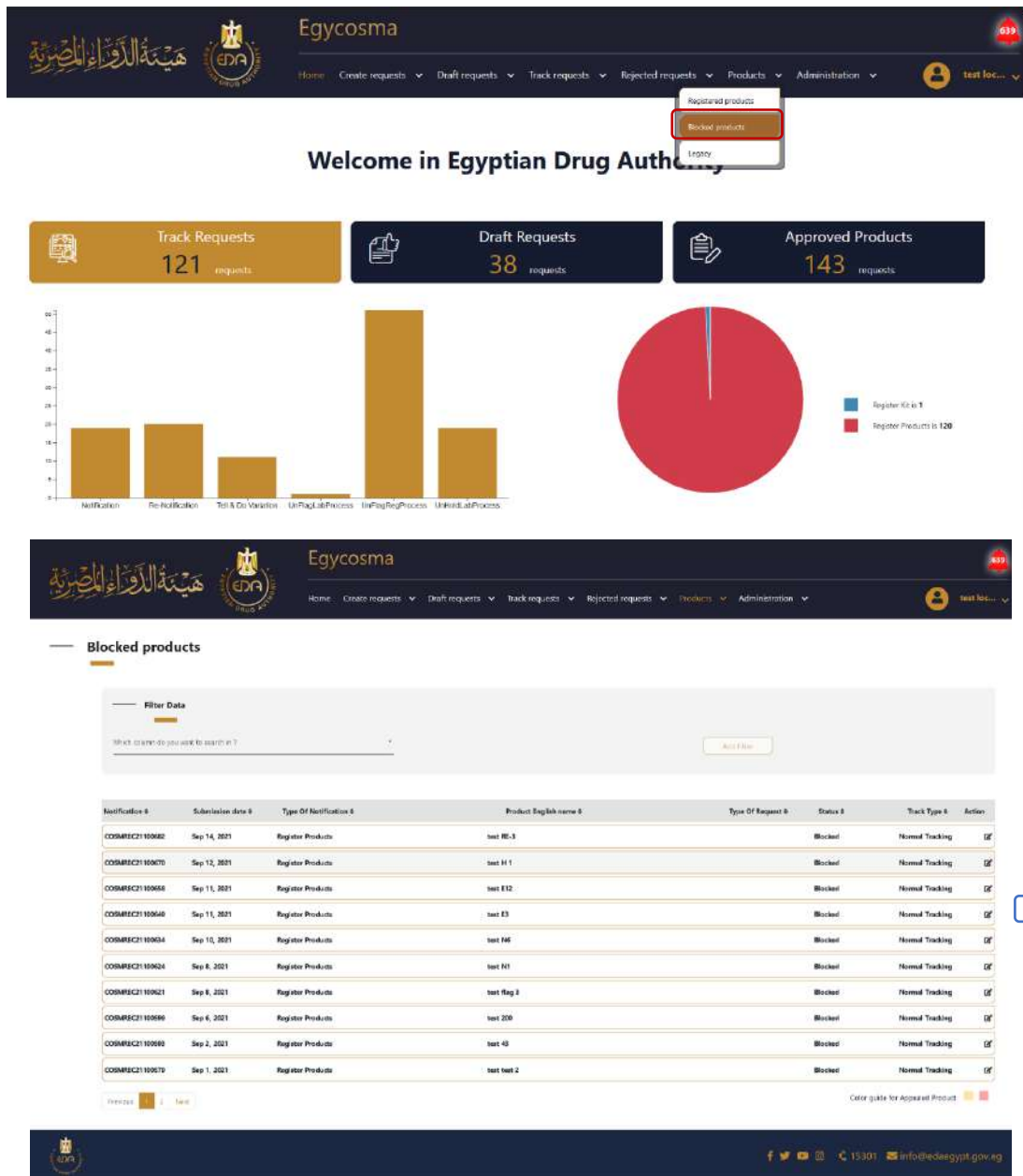
Attachment

Free Sale	Choose file	Browse	GMP	Choose file	Browse	CoA	Choose file	Browse
Art Work *	Choose file	Download Browse	Isotef	Choose file	Browse	reference	Choose file	Browse
Method of Analysis	Choose file	Browse	Specifications of Finished Product *	Choose file	Download Browse	Authorization Letter *	Choose file	Download Browse
Manufacturing Contract	Choose file	Browse	Specifications of Finished product.pdf	Choose file	Download Browse	Authorization letter.pdf	Choose file	Download 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	Short life	Choose file	Browse
Registration License	Choose file	Browse	Receipt *	Choose file	Browse	Other fees *	Choose file	Download Browse
						Other fees.pdf	Choose file	Download 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

Select criteria to search in

Apply Filter

Notification ID	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
COSMBSC21100602	Sep 14, 2021	Register Products	test RE-3		Blocked	Normal Tracking	✕
COSMBSC21100670	Sep 12, 2021	Register Products	test H 1		Blocked	Normal Tracking	✕
COSMBSC21100658	Sep 15, 2021	Register Products	test E12		Blocked	Normal Tracking	✕
COSMBSC21100640	Sep 11, 2021	Register Products	test E3		Blocked	Normal Tracking	✕
COSMBSC21100634	Sep 10, 2021	Register Products	test F45		Blocked	Normal Tracking	✕
COSMBSC21100624	Sep 8, 2021	Register Products	test F11		Blocked	Normal Tracking	✕
COSMBSC21100621	Sep 8, 2021	Register Products	test flag 2		Blocked	Normal Tracking	✕
COSMBSC21100690	Sep 6, 2021	Register Products	test 200		Blocked	Normal Tracking	✕
COSMBSC21100689	Sep 2, 2021	Register Products	test 43		Blocked	Normal Tracking	✕
COSMBSC21100679	Sep 1, 2021	Register Products	test test 2		Blocked	Normal Tracking	✕

Color guide for Approved Product

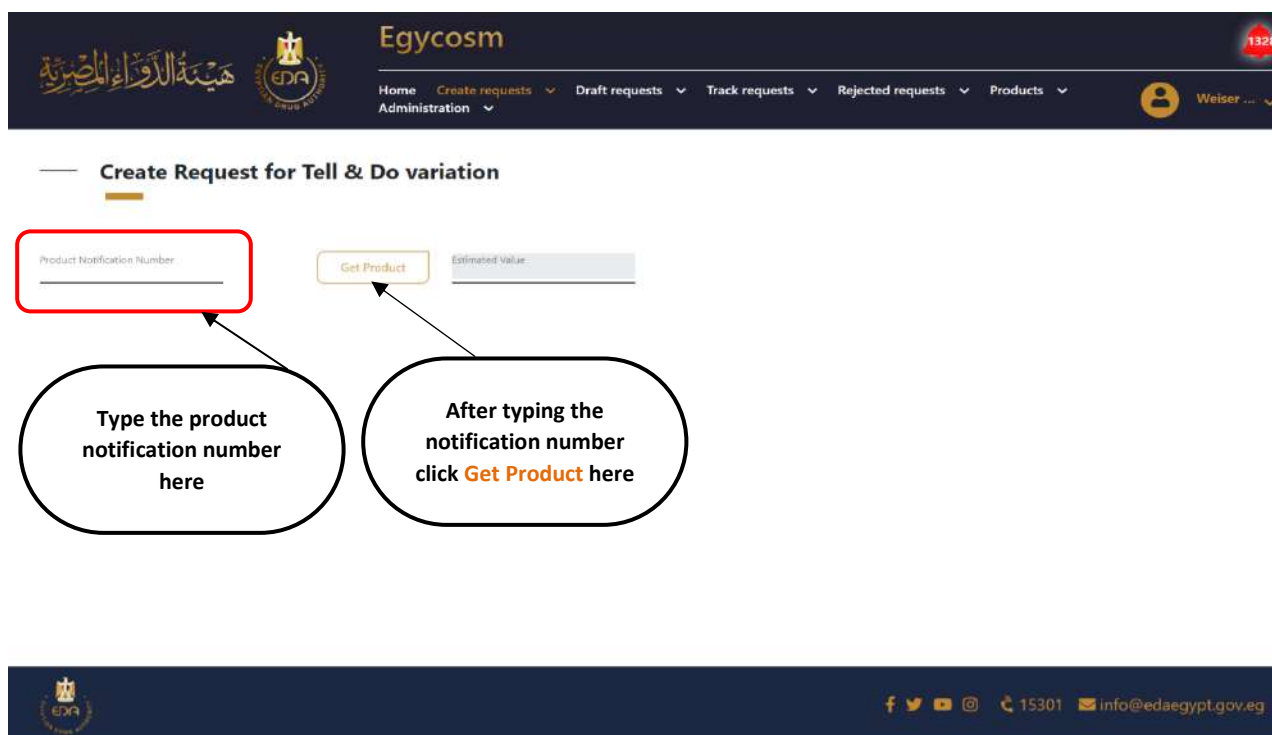
Product read only in blocked product
You cannot take any action

60

❖ 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

Egycosm

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

Create Request for Tell & Do variation

Product Identification Number: COSMABEC1100440 **Go Product** Variation Group Name Estimated Value

Type Of Variation: Regular Product Type Of Variation: (required) New referenced country ☐ Export only **Track Type**: Normal Tracking

Product Details Packaging/Ingredient Data Attachments

Product Details

Product Name (Arabic): Product Name (English): test-445

Short Name Field Add Short Name

Short Name: test-445 Remove

Supplier: Weber Laboratory License Holder: SANTA MARGHERITA Country Of License Holder: AFGHANISTAN

Trade Mark: Aftersun Region Of Use: AFTER-SUN BALM

Storage Place: Shelf Life: 34 Months Receipt Number:

Receipt Value:


Manufacturing data Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALGERIA	<input checked="" type="checkbox"/> <input type="checkbox"/>

Next Forward Save Submit

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Here is the page of
Packaging/Ingredients Data


Egycosm
1337

[Home](#)
[Create requests](#)
[Draft requests](#)
[Track requests](#)
[Rejected requests](#)
[Products](#)
[Administration](#)
Weiser ...

Create Request for Tell & Do variation

Product Registration Number
COSMREC21100440

Get Product

Variation Group Name

Estimated Value

Type Of Notification
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	Edit Delete

Ingredients data

Add new ingredient


Colour	Fragrance	Flavor	BarCode	Actions
				Edit Delete

Back

Next Forward


Save

Submit



[f](#)
[t](#)
[y](#)
[i](#)
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Here is the page of attachment (must be pdf)



Egycosm

Home
Create requests
Draft requests
Track requests
Rejected requests
Products
Administration

1337
Weiser

Create Request for Tell & Do variation

Product Notification Number
COSM/REC21100440

Get Product

Variation Group Name

Estimated Value

Type Of Notification
Register Products

Type Of license
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

receipt *

Choose file

Download

Browse

Manufacturing Assignment

Choose file

Download

Browse

Stability study

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

otherFees *

other fees.pdf

Download

Browse

Commercial Record For Seller

Choose file

Download

Browse

Shelf life

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

Factory license

Choose file

Download

Browse

Commercial Record For Buyer

Choose file

Download

Browse

letter of variation from license holder

Choose file


Download

Browse

Back

Save

Submit

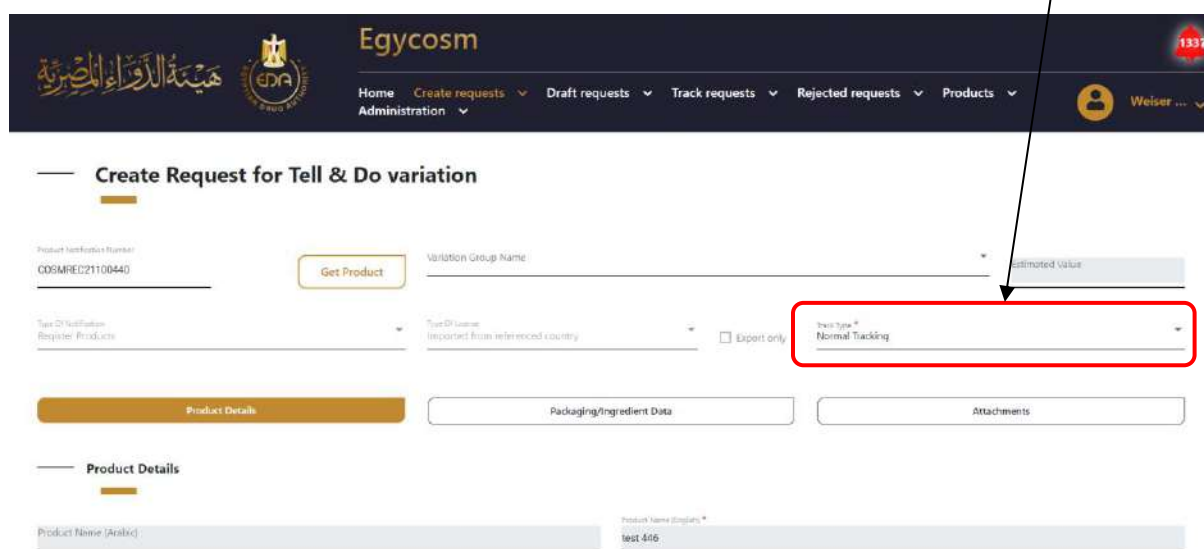


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t
y
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Choose the track from here (normal tracking or fast tracking)



Egycosm

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create Request for Tell & Do variation

Product Identification Number: COSMREC21100440 **Get Product** Variation Group Name: Estimated Value: 1337

Type Of Modification: 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 446

Here is we choose from the list of **variation group name**, (Product name change & add leaflet & composition change)






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Create Request for Tell & Do variation

Product Modification Number
COSMLOC21100999

Get Product

Estimated Value

Register Products

Product Details

ownership transfer(Local/oll) ...

Product Name (Arabic)

Product Name (English)

prout band test all 4466

Short Name Field

Short Name

prout band test all 4466

Remove

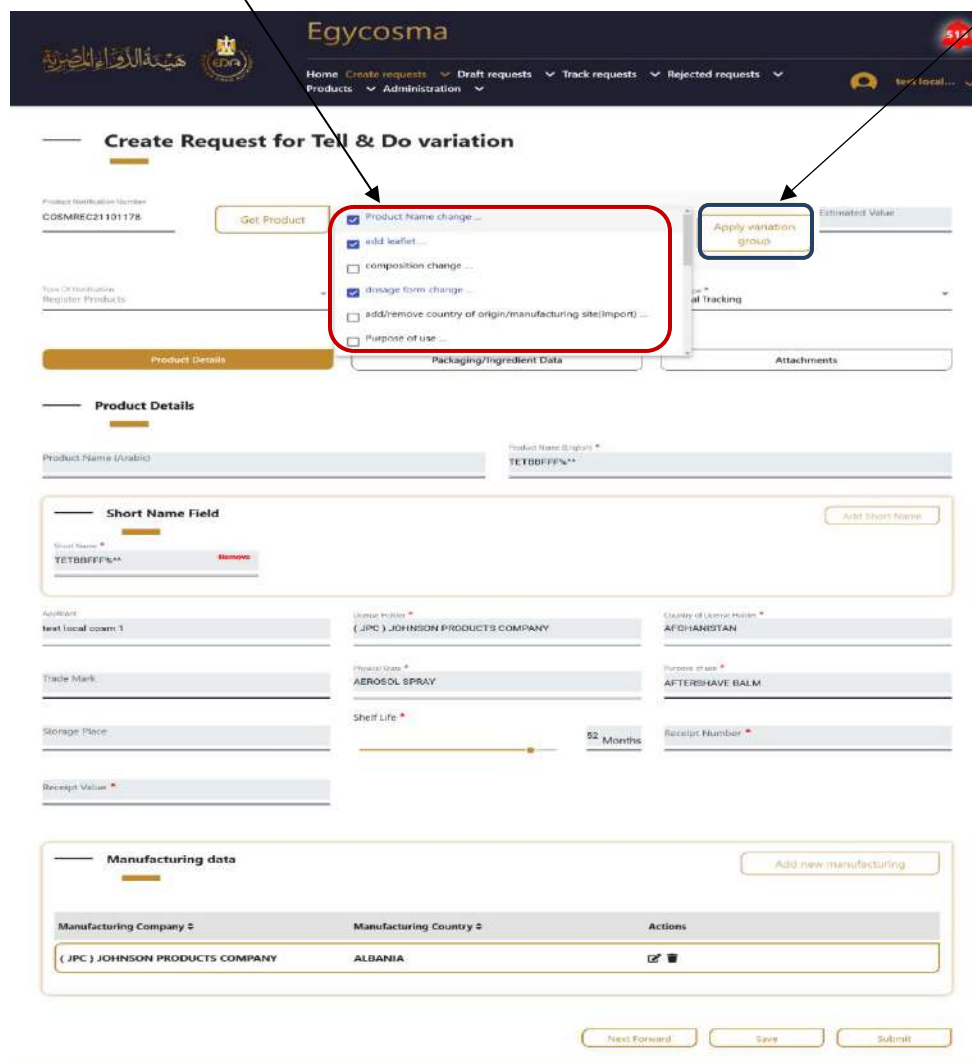
Add Short Name

Validation Short Name

- ❖ 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 .

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.

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



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Home Create requests Draft requests Track requests Rejected requests Products Administration

Create Request for Tell & Do variation

Product Registration Number: COSMREG21101178 [Get Product](#)

Type Of Variation: Register Products

Product Details

Product Name (Arabic): Product Name (English): TETDFFFF**

Short Name Field

Short Name: TETDFFFF** [Add Short Name](#)

Product Details

Applicant: test local com 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:

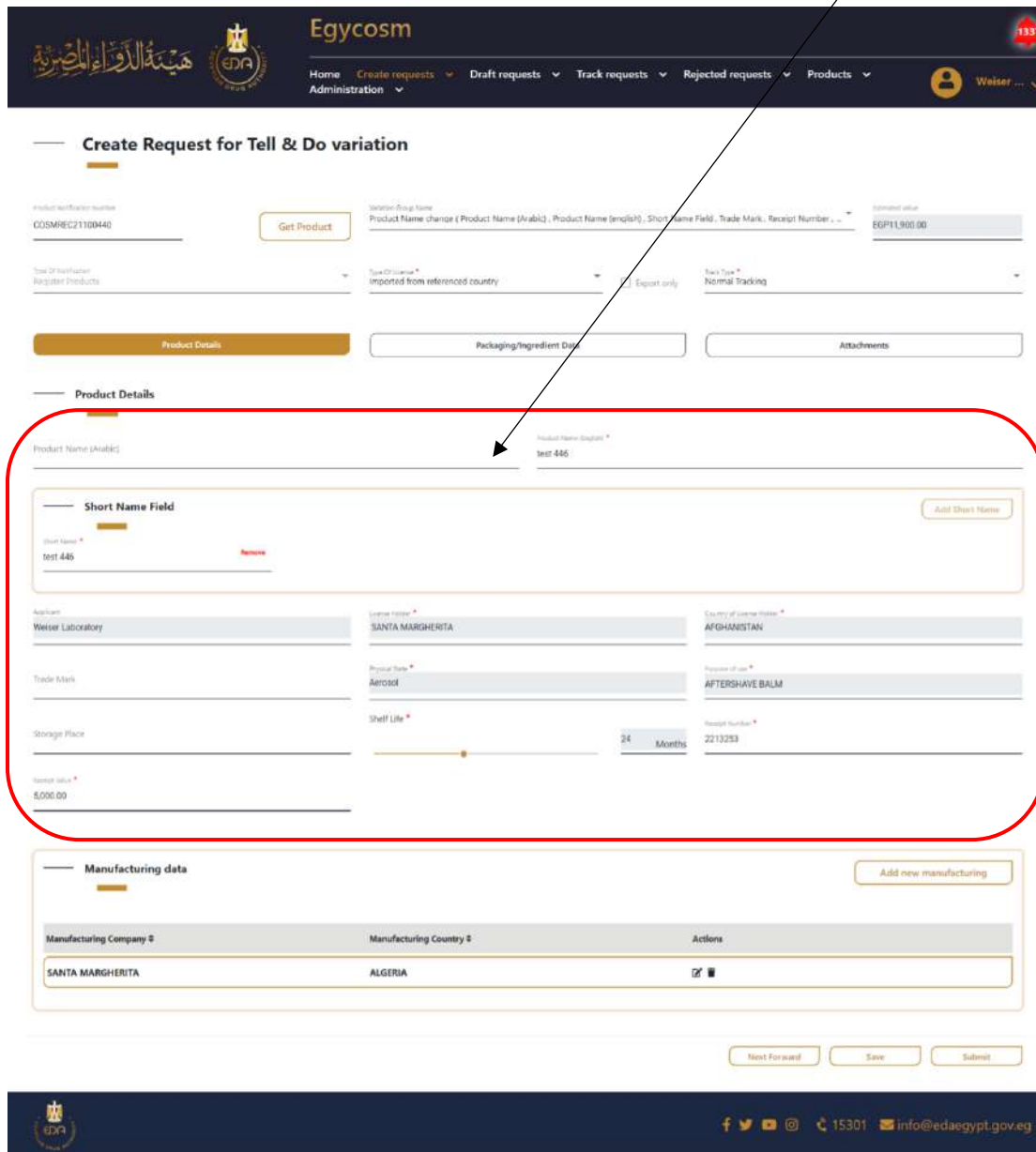
Manufacturing data

[Add new manufacturing](#)

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

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

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 Weiser ...

Create Request for Tell & Do variation

Product registration number: COSMREG21100440 Get Product

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

Type Of Variation: Register Products Type Of License: Imported from referenced country Export only 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

Applicant: Weiser 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

Taxation value: 5,000.00

Manufacturing data Add new manufacturing

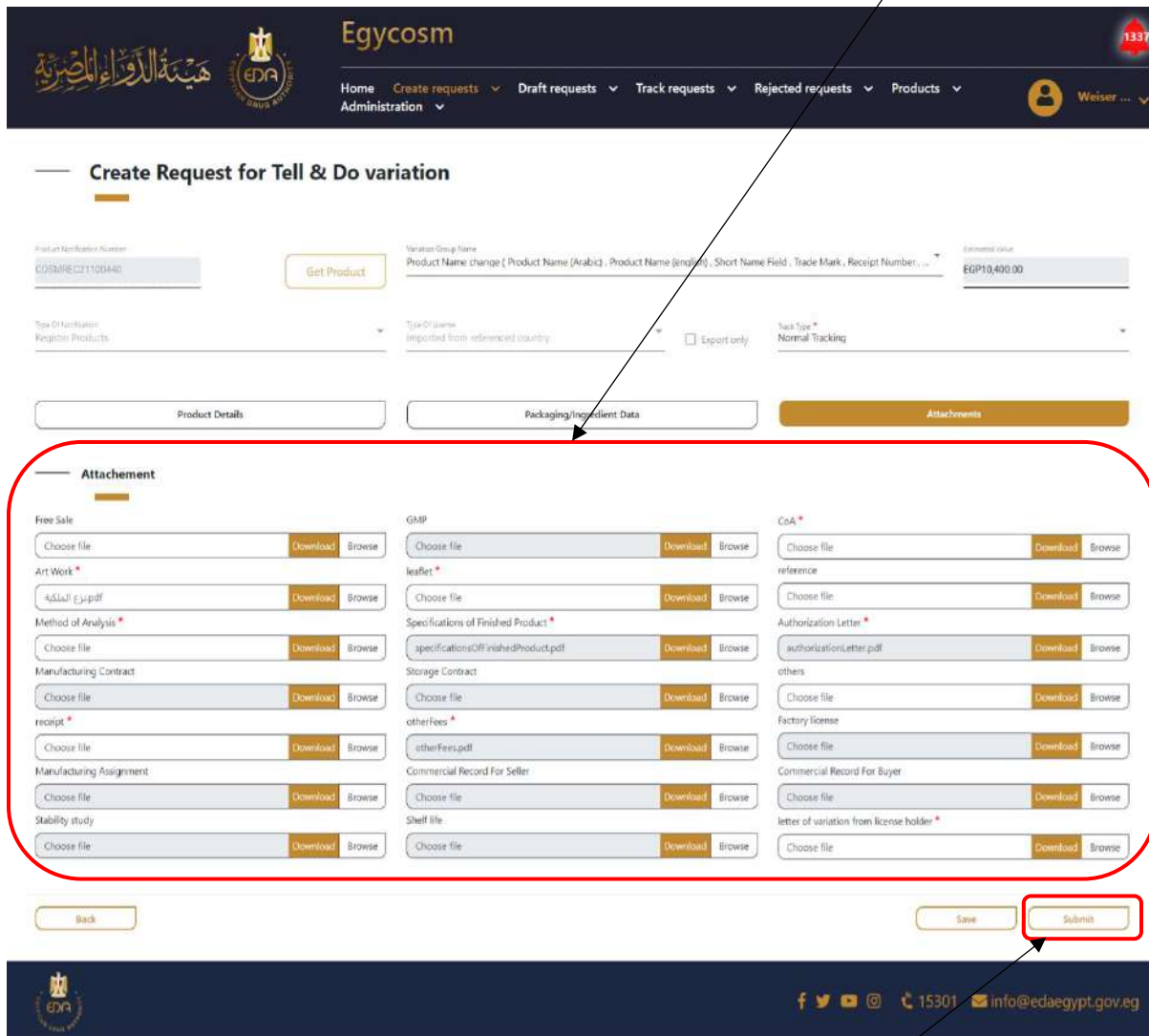
Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALGERIA	✕ +

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 Application Number: COSMREG21100440 **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: Register Products Type Of license: Imported from referenced country ☐ Export only Task Type: Normal Tracking

Product Details Packaging/Ingredient Data **Attachments**

Attachment

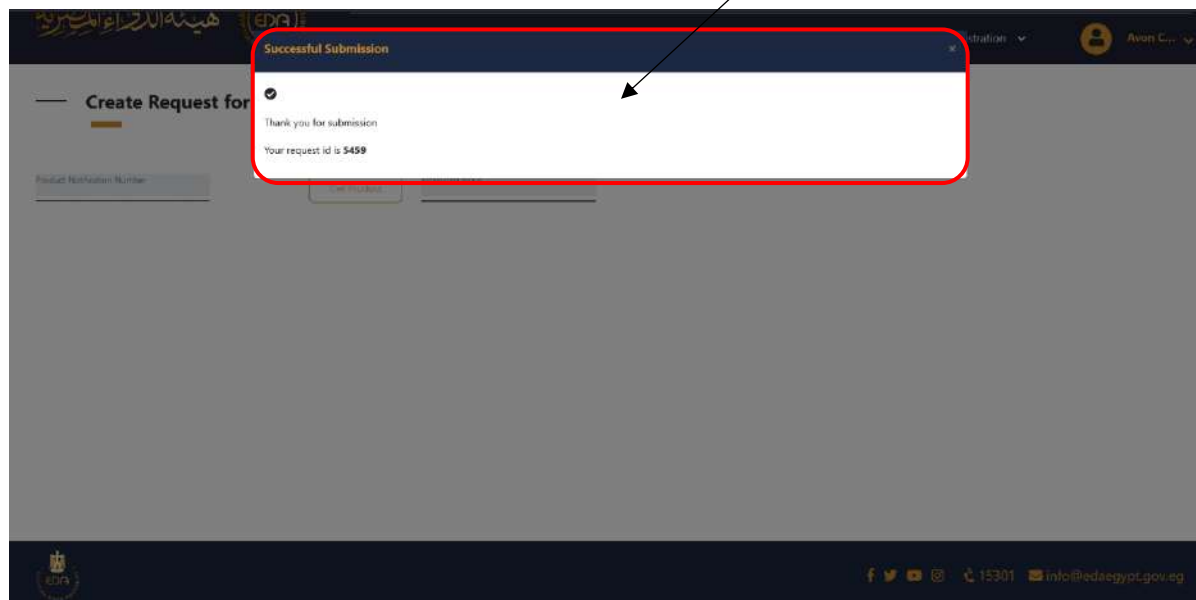
Free Sale	GMP	CoA *
Choose file Download Browse	Choose file Download Browse	Choose file Download Browse
Art Work *	Leaflet *	reference
أفكار العمل Download Browse	Choose file Download Browse	Choose file Download Browse
Method of Analysis *	Specifications of Finished Product *	Authorization Letter *
Choose file Download Browse	specificationsOf finishedProduct.pdf Download Browse	authorizationLetter.pdf Download Browse
Manufacturing Contract	Storage Contract	others
Choose file Download Browse	Choose file Download Browse	Choose file Download Browse
receipt *	otherFees *	Factory license
Choose file Download Browse	otherFees.pdf Download Browse	Choose file Download Browse
Manufacturing Assignment	Commercial Record For Seller	Commercial Record For Buyer
Choose file Download Browse	Choose file Download Browse	Choose file Download Browse
Stability study	Shelf life	letter of variation from license holder *
Choose file Download Browse	Choose file Download Browse	Choose file Download Browse

Back **Save** **Submit**

EGYPTIAN DRUG AUTHORITY f t y i 15301 info@edaegypt.gov.eg

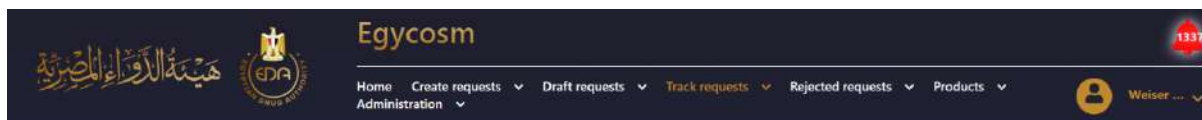
After filling all fields click **submit**

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.













Track requests for Tell & Do variation

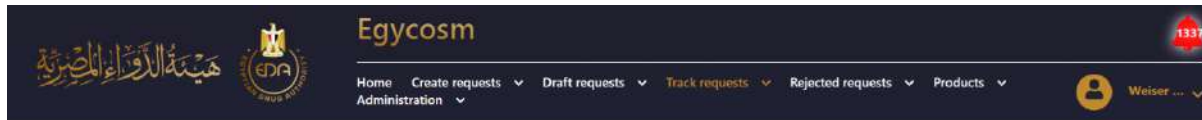
Filter Data

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	تست	Initiated	
COSMREC21100444	Aug 26, 2021	Register Products	test varia 631		Initiated	
COSMREC21100442	Aug 26, 2021	Register Products	test varia 61		Initiated	
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Initiated	
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Waiting Company response	
COSMREC21100409	Aug 26, 2021	Register Products	test 205		Initiated	
COSMREC21100410	Aug 26, 2021	Register Products	test 2061		Initiated	
COSMREC21100439	Aug 26, 2021	Register Products	test 7771		Initiated	
COSMREC21100404	Aug 25, 2021	Register Products	test product variation 3		Initiated	
COSMREC21100438	Aug 25, 2021	Register Products	test varia 121		Initiated	

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



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	تست	Initiated	
COSMREC21100444	Aug 26, 2021	Register Products	test varia 631		Initiated	
COSMREC21100442	Aug 26, 2021	Register Products	test varia 61		Initiated	
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Initiated	
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Waiting Company response	
COSMREC21100409	Aug 26, 2021	Register Products	test 205		Initiated	
COSMREC21100410	Aug 26, 2021	Register Products	test 2061		Initiated	
COSMREC21100439	Aug 26, 2021	Register Products	test 7771		Initiated	
COSMREC21100404	Aug 25, 2021	Register Products	test product variation 3		Initiated	
COSMREC21100438	Aug 25, 2021	Register Products	test varia 121		Initiated	

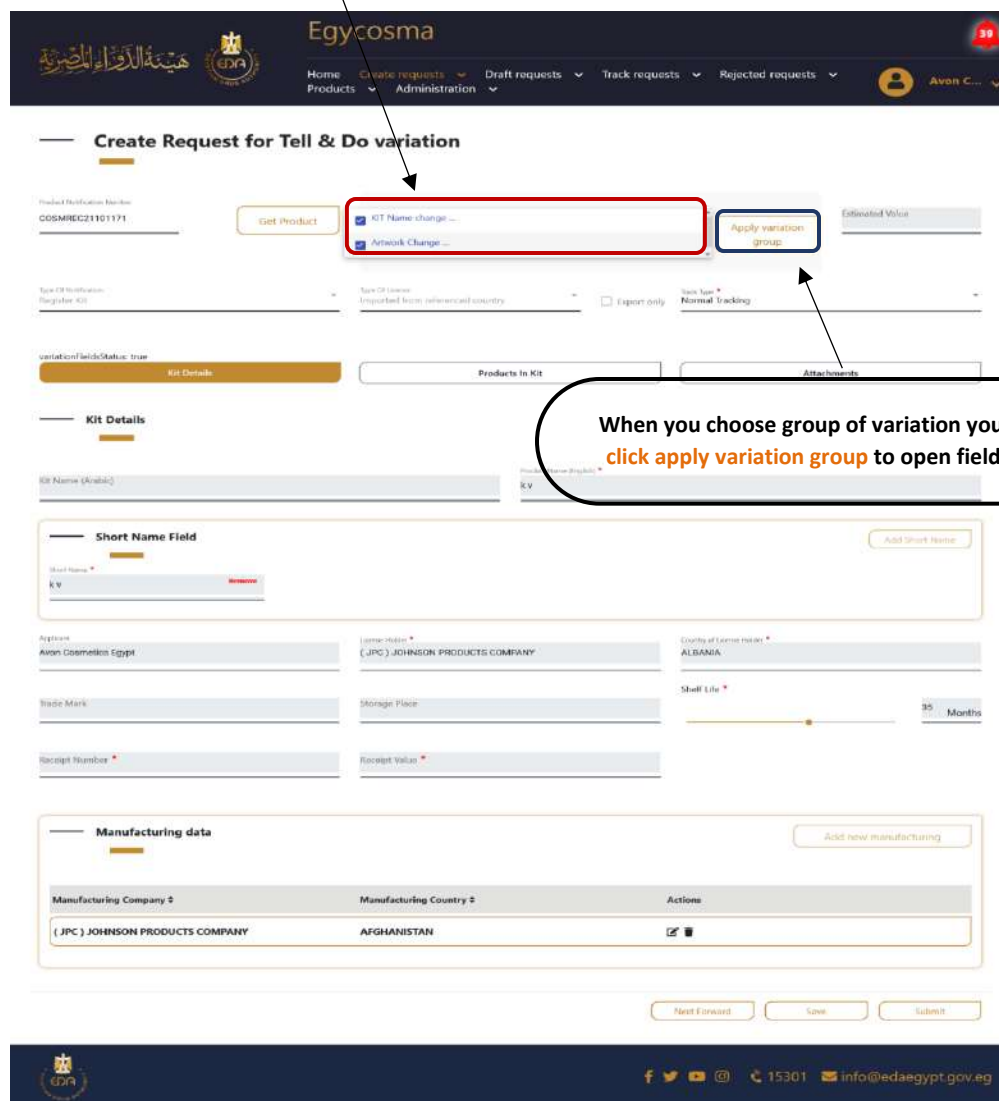
Then after the EDA revision user approve, the product will be moved to the **Register Products** list as in the picture in the next page.

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

Create Request for Tell & Do variation

Product Notification Number: COSMREC21101171

Get Product

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

Estimated Value

Type Of Notification: Regular KIT

Type Of License: Imported from commercial country

☐ Export only

Track type: Normal tracking

variationFieldsStatus: true

Kit Details

Kit Details

Products In Kit

Attachments

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 2	Manufacturing Country 2	Actions
(JPC) JOHNSON PRODUCTS COMPANY	AFGHANISTAN	 

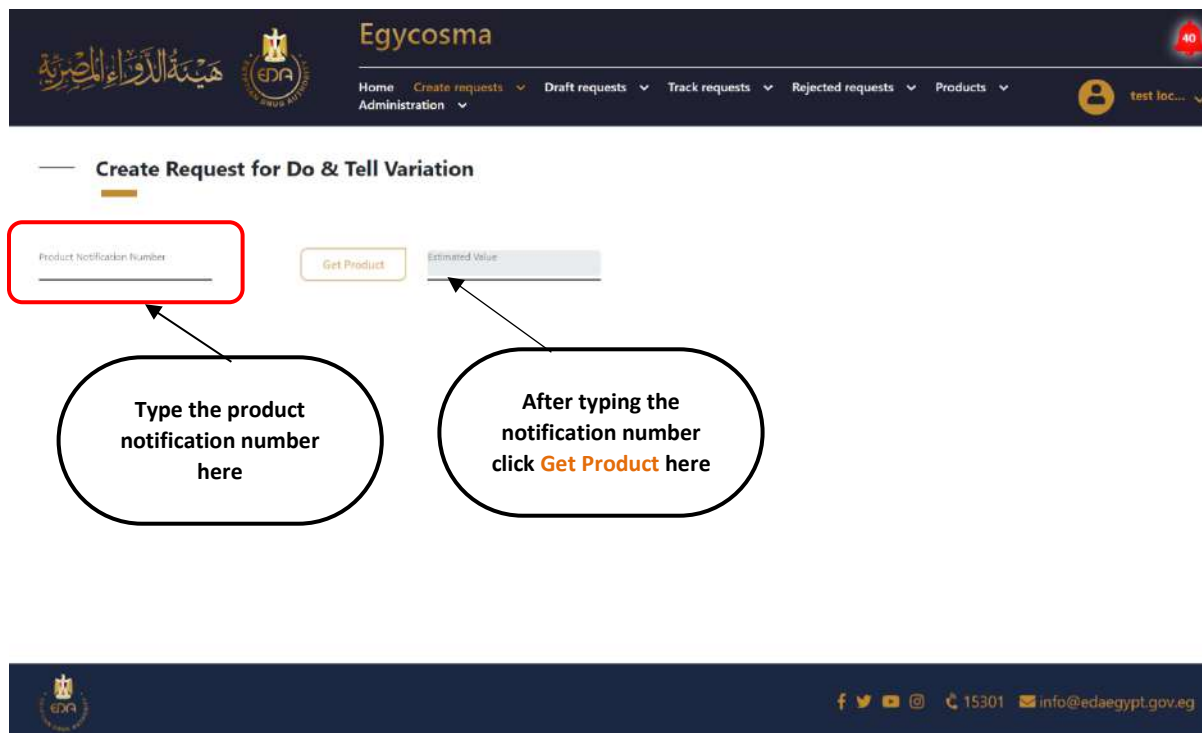
Next Forward Save Submit

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❖ 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

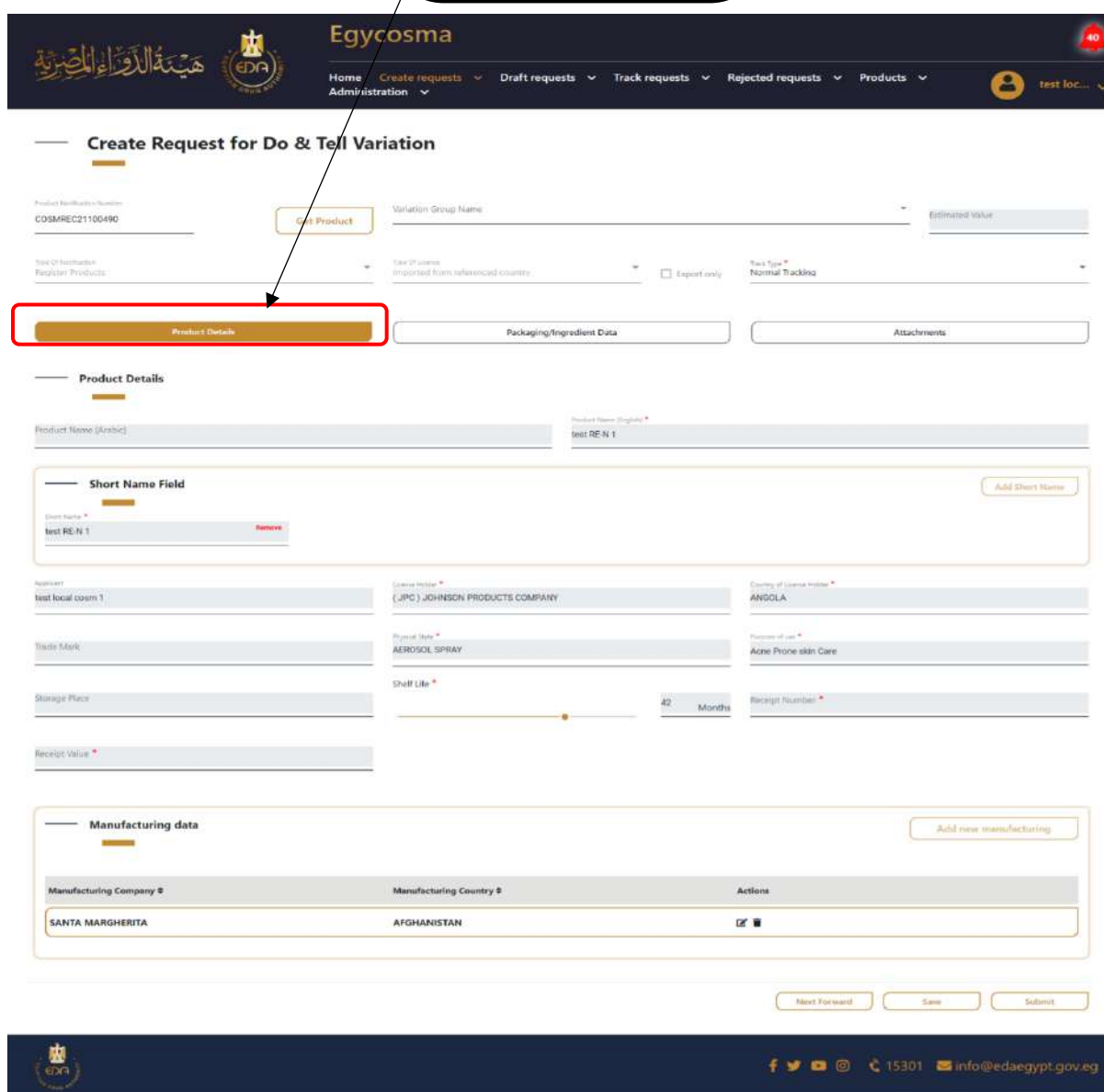
After typing the notification number click **Get Product** here

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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.

Here is the page of Product details



The screenshot shows the 'Product Details' page in the Egycosma system. The page is titled 'Create Request for Do & Tell Variation' and features a navigation bar with links: Home, Create requests, Draft requests, Track requests, Rejected requests, and Products. A user profile 'test loc...' is visible in the top right.


The main form area includes a 'Product Notification Number' field with the value 'CDSMREC21100490' and a 'Get Product' button. Below this, there are fields for 'Variation Group Name', 'Estimated Value', 'Type of Variation' (set to 'Register Products'), 'Use of license' (set to 'Imported from referenced country'), 'Export only' checkbox, and 'Task Type' (set to 'Normal Tracking').

The 'Product Details' section is highlighted with a red box. It contains a 'Product Name (Arabic)' field, a 'Product Name (English)' field with the value 'test RE N 1', and a 'Short Name Field' with the value 'test RE N 1'. Below these are fields for 'Applicant' (test local coun 1), 'License Holder' ((JPC) JOHNSON PRODUCTS COMPANY), 'Country of license holder' (ANGOLA), 'Trade Mark', 'Physical State' (AEROSOL SPRAY), 'Purpose of use' (Acne prone skin Care), 'Storage Place', 'Shelf Life' (42 Months), and 'Receipt Number'.

The 'Manufacturing data' section includes a table with columns 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table contains one entry: 'SANTA MARGHERITA' from 'AFGHANISTAN'. A 'Add new manufacturing' button is located at the top right of this section.


At the bottom of the page, there are buttons for 'Next Forward', 'Save', and 'Submit'. The footer includes the EDA logo, social media icons, and contact information: 15301 and info@edaegypt.gov.eg.

Here is the page of
Packaging/Ingredients Data



Egycosma

[Home](#)
[Create requests](#)
[Draft requests](#)
[Track requests](#)
[Rejected requests](#)
[Products](#)


Test loc...

Create Request for Do & Tell Variation

Product Registration Number
COSM/REC21100490

Get Product

Variation Group Name

Estimated Value

Type Of Notification
Register Products

Type Of Goods
Imported from referenced country

☐ Export only



Track type
Normal Tracking

Product Details

Packaging/Ingredient Data



Attachments

Packaging data

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

Add new packaging

Ingredients data

Colour	Fragrance	Flavor	BarCode	Actions
				 


Add new ingredient


Back


Next Forward

Save

Submit



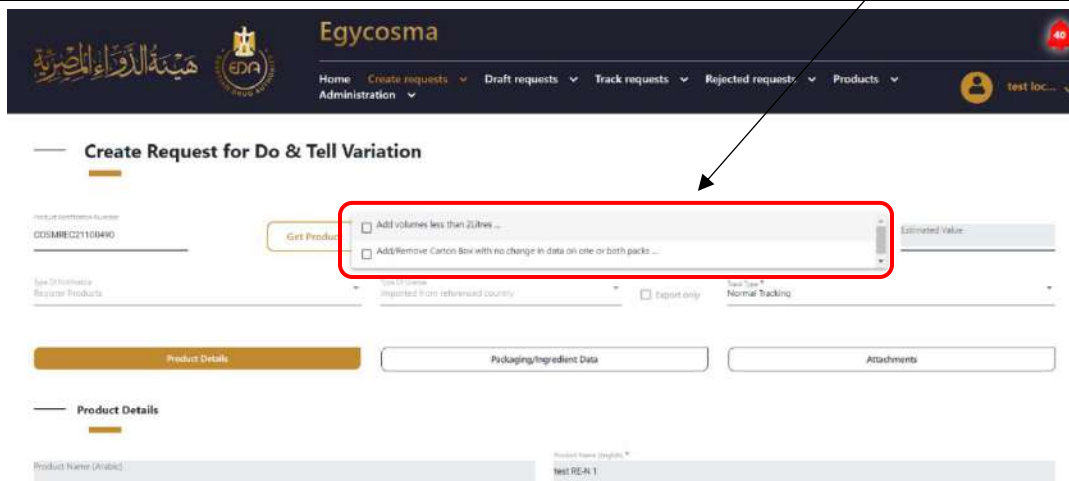

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Here is the page of attachment

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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 test loc...

Create Request for Do & Tell Variation

Product Identification Number
COSMREC21103490

Get Product

☐ Add volumes less than 200mls ...
☐ Add/Remove Carton Box with no change in data on one or both packs ...

Estimated Value

Source of Variation
Register Products

Source of Name
Imported from referenced country

Export only

Test Type
Normal Tracking

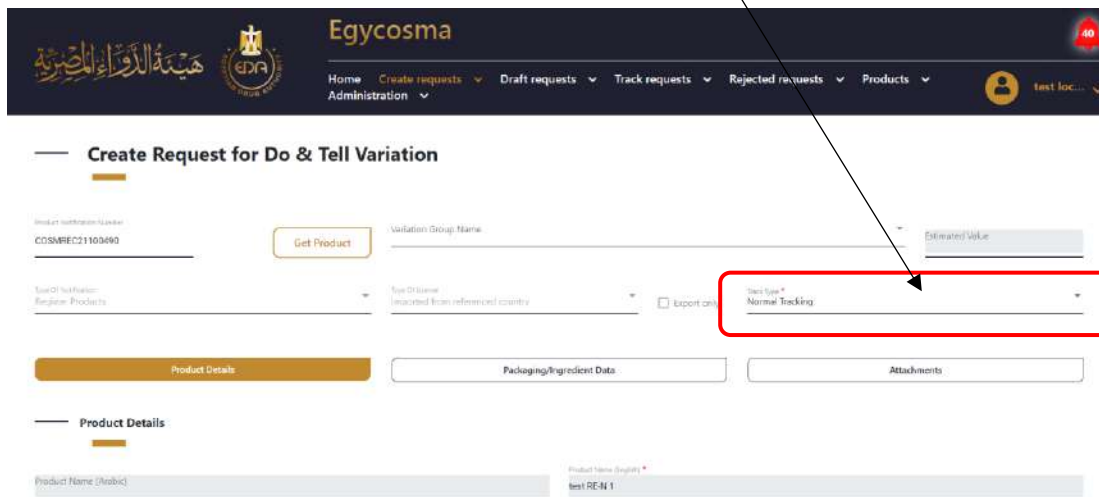
Product Details Packaging/Ingredient Data Attachments

Product Details

Product Name (Arabic)

Product Name (English)
test RE-A 1

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



Egycosma

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

Create Request for Do & Tell Variation

Product Identification Number
COSMREC21103490

Get Product

Variation Group Name

Estimated Value

Source of Variation
Register Products

Source of Name
Imported from referenced country

Export only

Test Type
Normal Tracking

Product Details Packaging/Ingredient Data Attachments

Product Details

Product Name (Arabic)

Product Name (English)
test RE-A 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 Products Administration

Create Request for Do & Tell Variation

Product Registration Number: CDSMR6C21101178

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

Type Of Variation: Register Products

Tracking

Product Details

Product Name (Arabic): TETBOFF%^{AA}

Short Name Field

Short Name: TETBOFF%^{AA}

Applicant: test local cosm 1
 License Holder: (JPC) JOHNSON PRODUCTS COMPANY
 Country of License Holder: AFGHANISTAN
 Trade Mark: AEROSOL SPRAY
 Purpose of use: AFTERSHAVE BALM
 Storage Place: 52 Months
 Receipt Number:
 Receipt Value:

Manufacturing data

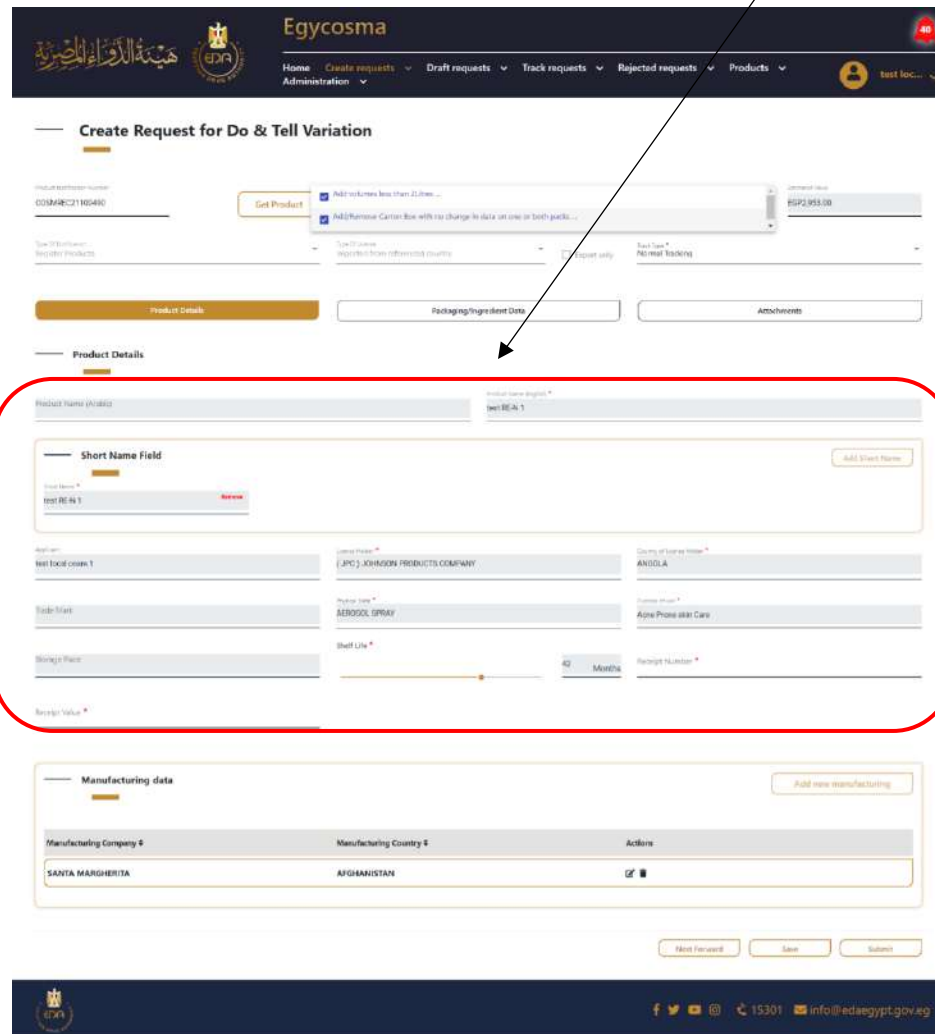
Manufacturing Company	Manufacturing Country	Actions
(JPC) JOHNSON PRODUCTS COMPANY	ALBANIA	

Next Forward Save Submit

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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**,



Create Request for Do & Tell Variation

Product Reference Number: COSMAREC21100480 Get Product Add volumes less than 2 Litres... Add/Remove Carton Box with no change in data on one or both packs... Comment Note: BGP2365.00

Type Of Variation: See other Products Type Of course: requested from referenced country Request only Test Type: Normal testing

Product Details

Product Name (Arabic): test REJA 1 Add Short Name

Short Name Field

Short Name: test REJA 1 Review

Applicant: test local cosm 1 Local Product: (JPC) JOHNSON PRODUCTS COMPANY Country of Source Material: ANJOLA

Trade Mark: Product Name: AEROSOL SPRAY Product Alias: Aloe Phone skin Care

Storage Place: Shelf Life: 42 Months Product Number


Receipt Value

Manufacturing data

Add new manufacturing

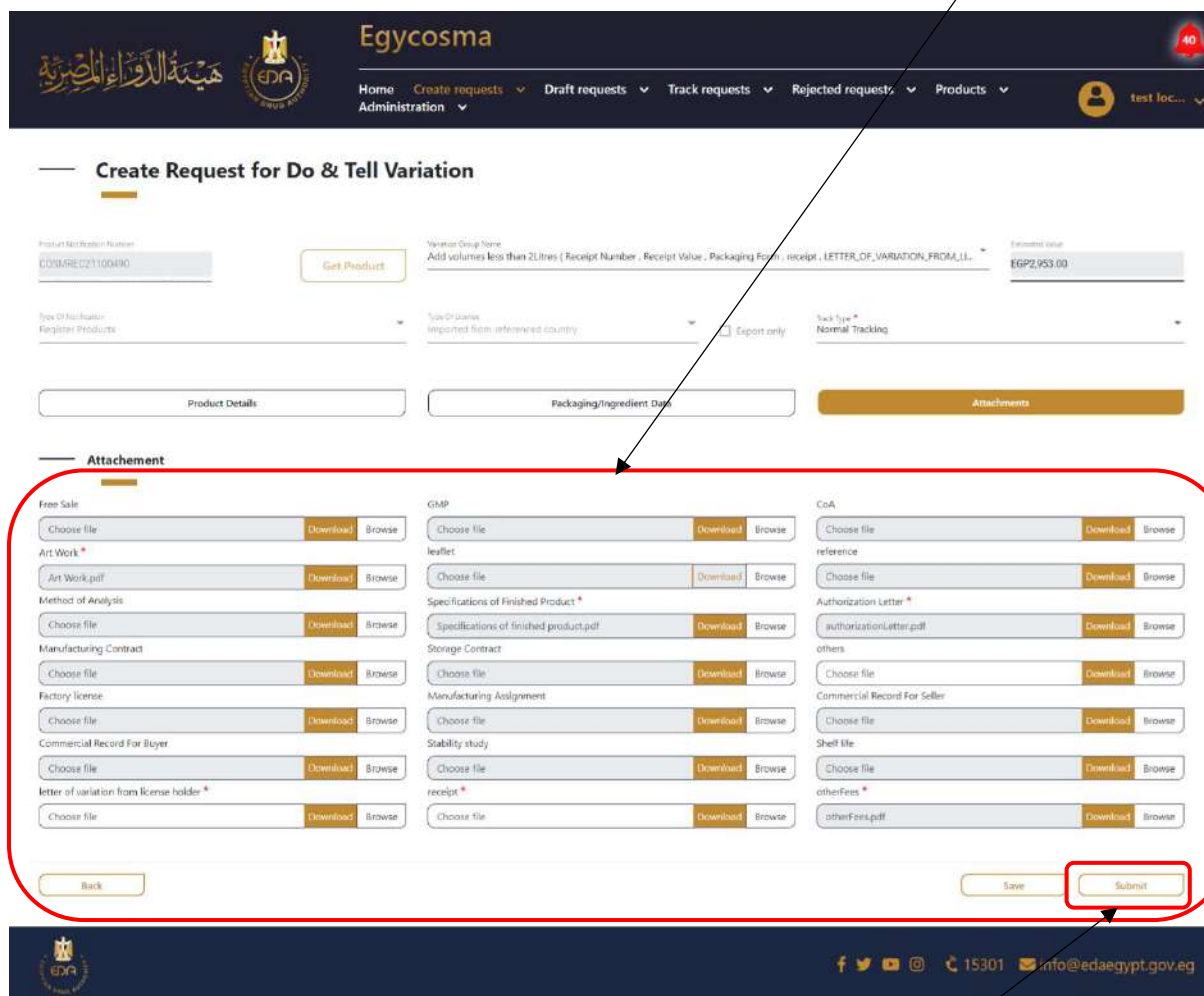
Manufacturing Company	Manufacturing Country	Action
SANTA MARGHERITA	AFGHANISTAN	✕ +

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 Administration

Create Request for Do & Tell Variation

Product Registration Number: COSM/REC/21100490 **Get Product** Version Group Name: Add volumes less than 2Litres (Receipt Number , Receipt Value , Packaging From , receipt , LETTER_OF_VARIATION_FROM_LL... Estimated value: EGP2,953.00

Type Of Notification: Register Products Type Of License: Imported from referenced country ☐ Export only Tick type: Normal Tracking

Product Details Packaging/ingredient Data **Attachments**

Attachment

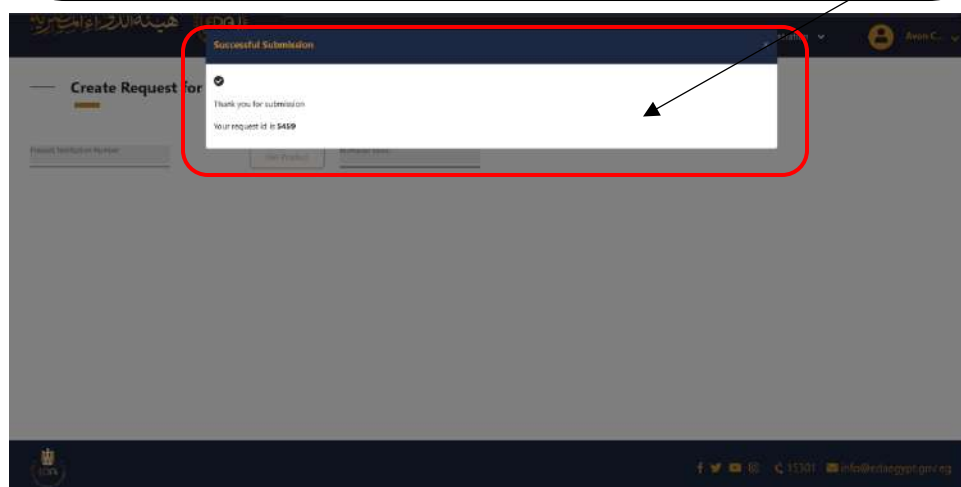
Free Sale	GMP	CoA
Choose file Download Browse	Choose file Download Browse	Choose file Download Browse
Art Work *	leaflet	reference
Art Work.pdf Download Browse	Choose file Download Browse	Choose file Download Browse
Method of Analysis	Specifications of Finished Product *	Authorization Letter *
Choose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

Back **Save** **Submit**

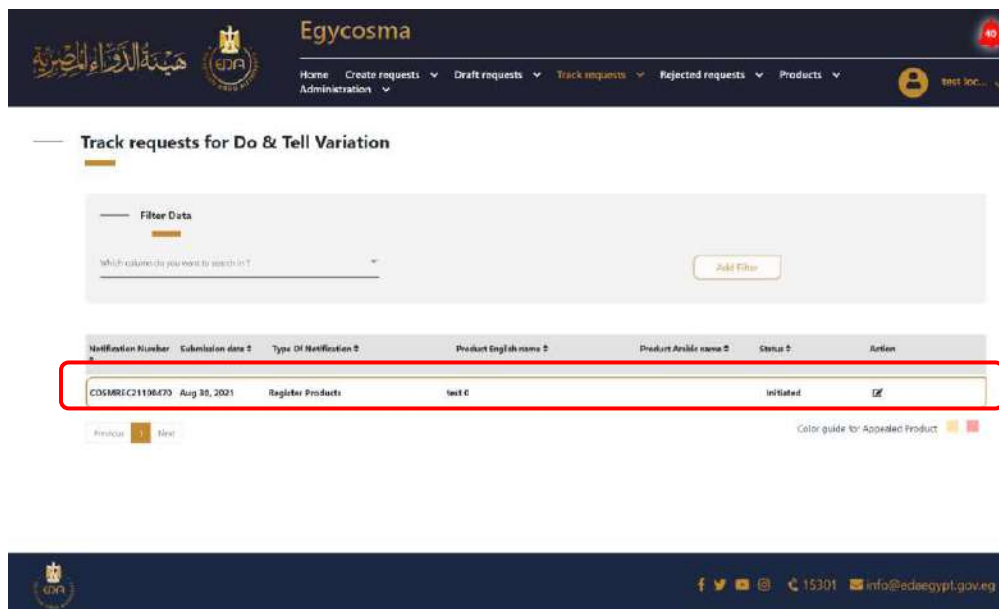
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After filling all fields click **submit**

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.



Egycosma

Home Create requests Draft requests Track requests Rejected requests Products

Administration

Track requests for Do & Tell Variation

Filter Data

Which columns do you want to search in?

Add Filter

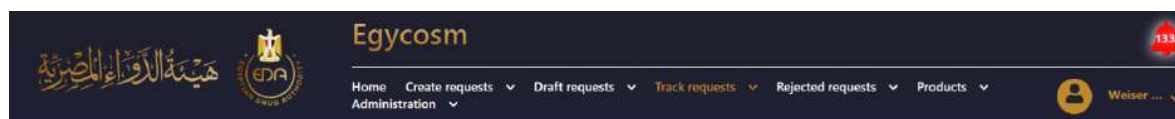
Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREG21106473	Aug 30, 2021	Register Products	test 0		initiated	Edit

Previous Next

Color guide for Appealed Product

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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.



Track requests for Do & Tell Variation

Filter Data

Which column do you want to search in ?

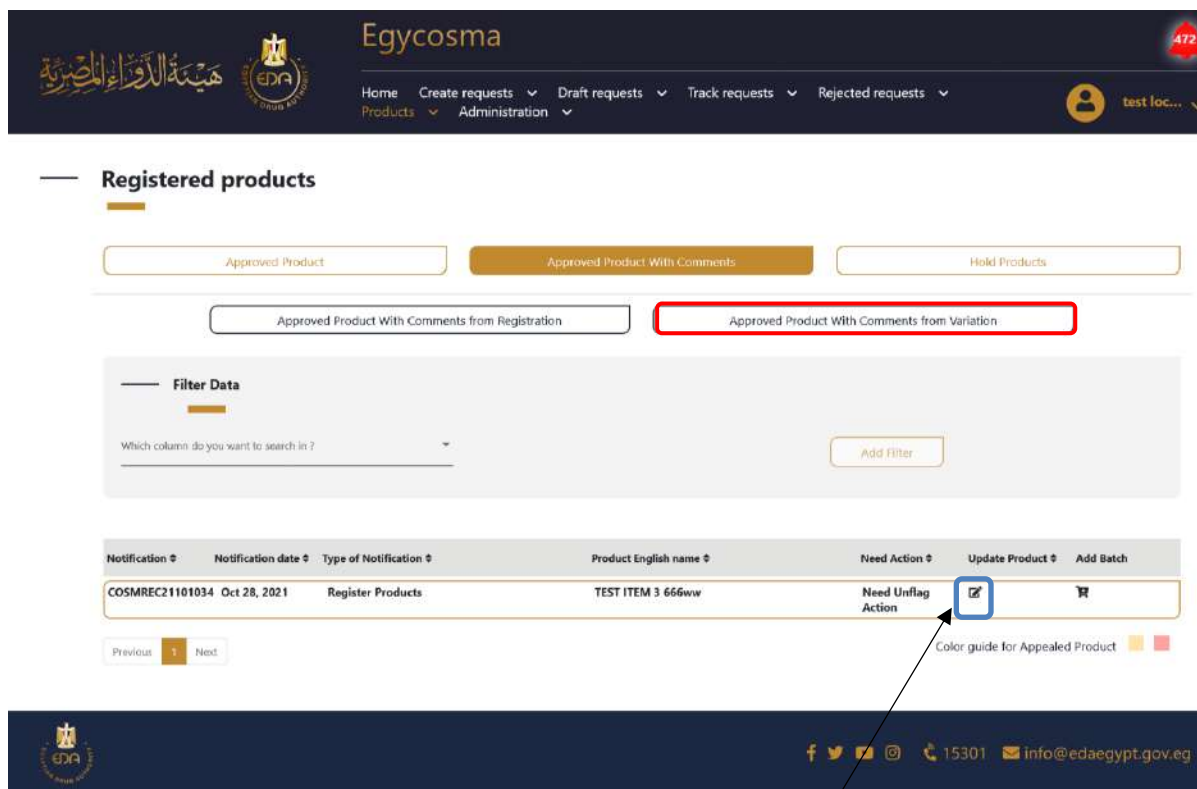
Add Filter

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	
COSMREC21100444	Aug 26, 2021	Register Products	test varia 631		Initiated	
COSMREC21100442	Aug 26, 2021	Register Products	test varia 61		Initiated	
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Initiated	
COSMREC21100441	Aug 26, 2021	Register Products	test varia 60		Waiting Company response	
COSMREC21100409	Aug 26, 2021	Register Products	test 205		Initiated	
COSMREC21100410	Aug 26, 2021	Register Products	test 2061		Initiated	
COSMREC21100439	Aug 26, 2021	Register Products	test 7721		Initiated	
COSMREC21100404	Aug 25, 2021	Register Products	test product variation 3		Initiated	
COSMREC21100438	Aug 25, 2021	Register Products	test varia 121		Initiated	

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



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 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: Register Products | Type of License: Imported from reference country | Export only: ☐ | License: New Licensing | 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

Address: test local com 1 | License Holder: SANTA MARGHERITA | Country of Origin (Arabic): **change** | Country of Origin (English): AFGHANISTAN



Trade Name: | Physical State: solid | Purpose of Use: Acne prone skin care

Storage Place: | Shelf Life: 44 Months | License Number: 74535h4

Sample Value: 525212

Manufacturing data

Add new manufacturing

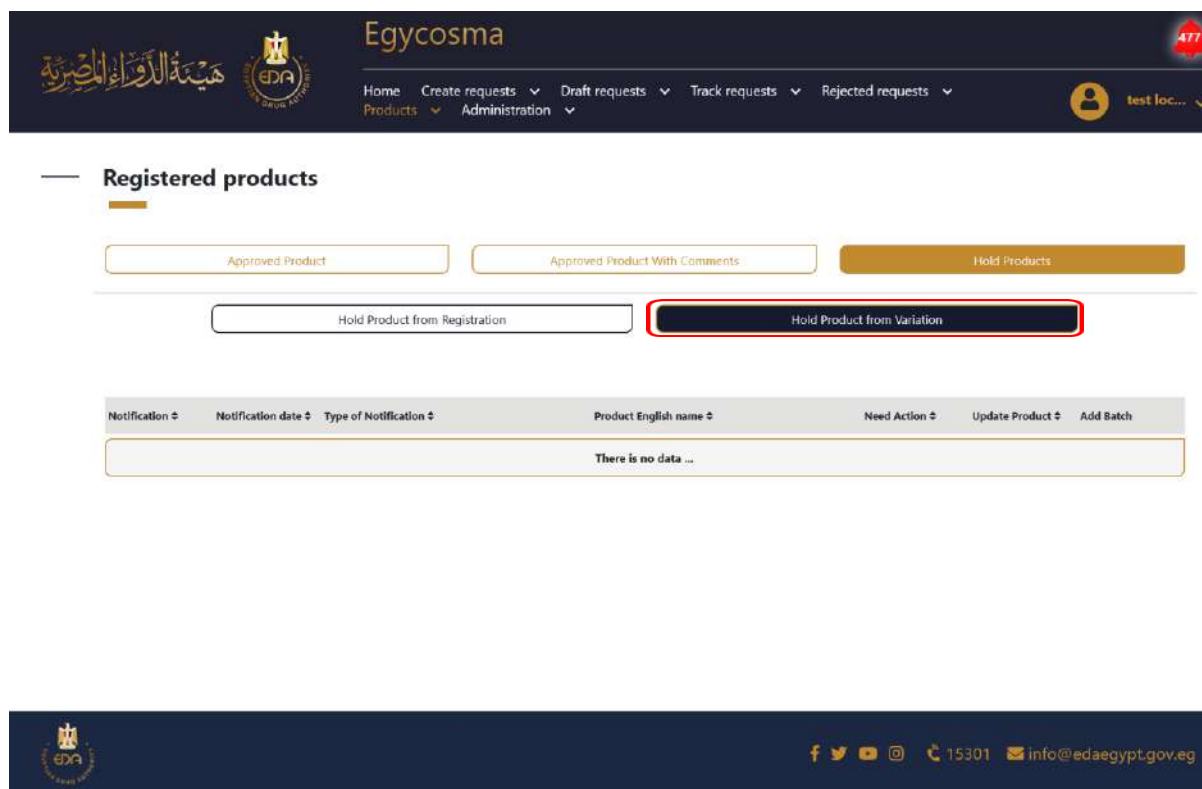
Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	 

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 unhold the product
- ❖ You need to fulfill the request by responding to the comments coming from the authority



The screenshot shows the Egycosma portal interface. At the top, there is a navigation bar with the EDA logo and the word 'Egycosma'. Below the navigation bar, there are several tabs: 'Home', 'Create requests', 'Draft requests', 'Track requests', and 'Rejected requests'. The 'Products' tab is selected, and it shows a sub-menu with 'Administration'. The main content area is titled 'Registered products' and contains a table with the following columns: 'Notification', 'Notification date', 'Type of Notification', 'Product English name', 'Need Action', 'Update Product', and 'Add Batch'. The table is currently empty, displaying 'There is no data ...'. Above the table, there are several buttons: 'Approved Product', 'Approved Product With Comments', 'Hold Products', 'Hold Product from Registration', and 'Hold Product from Variation'. The 'Hold Product from Variation' button is highlighted with a red border.

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 notification: Register Products | Type of issue: Imported from relevant country | Export only: ☐ | Category: Normal Facking | License Fee: EGP10.00

Product Details | Packaging/Ingredient Data | Attachments

Product Details

Product Name (English): test ME1 change

Short Name Field

Short Name: test ME1 Review



Available: test local case 1 | License holder: SANTA MARGHERITA | Country of origin holder: AFGHANISTAN

Trade Mark: | Physical form: AEROSOL SPRAY | Purpose of use: AFTERSHAVE BALM

Storage Place: | Shelf Life: 11 Months | Receipt Number: Receipt Value:

Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
Zhuhal United Laboratories	ALGERIA	 

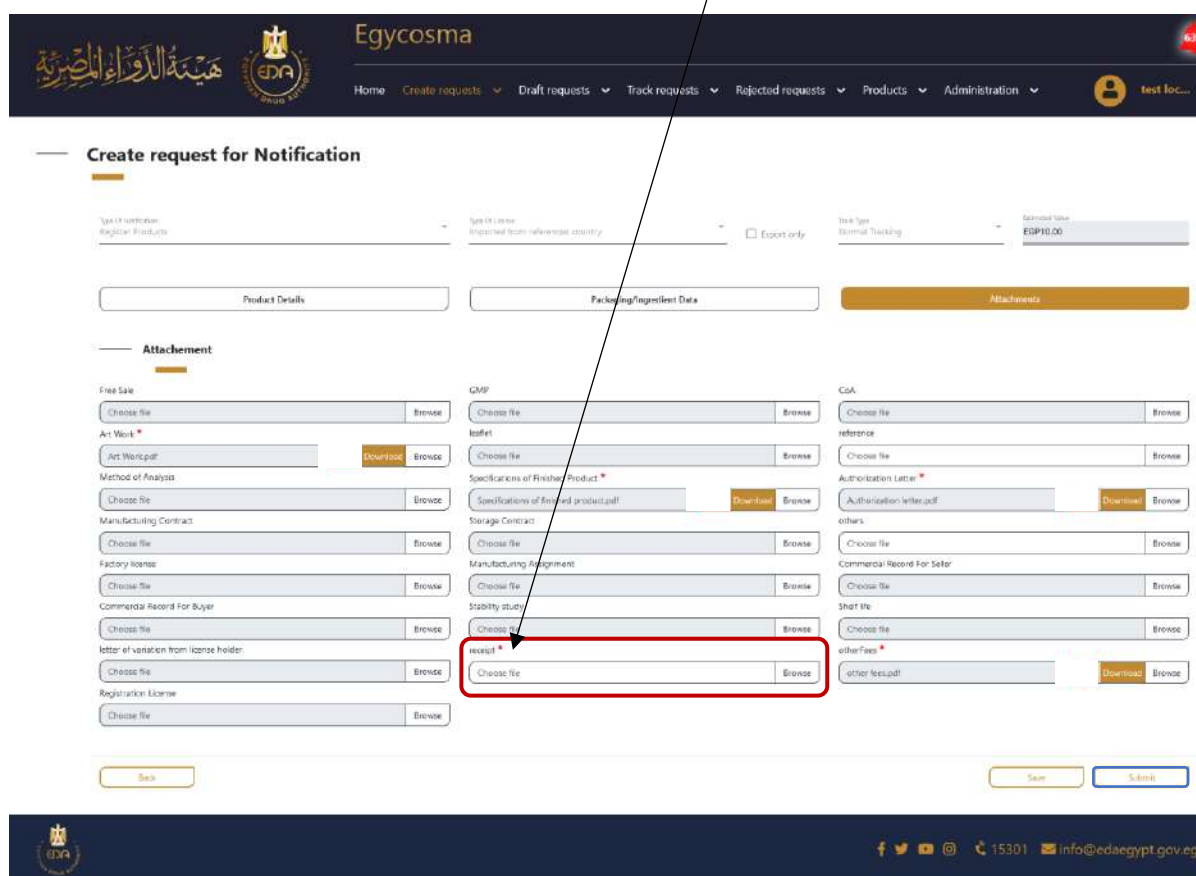
Next Forward Save Submit

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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**

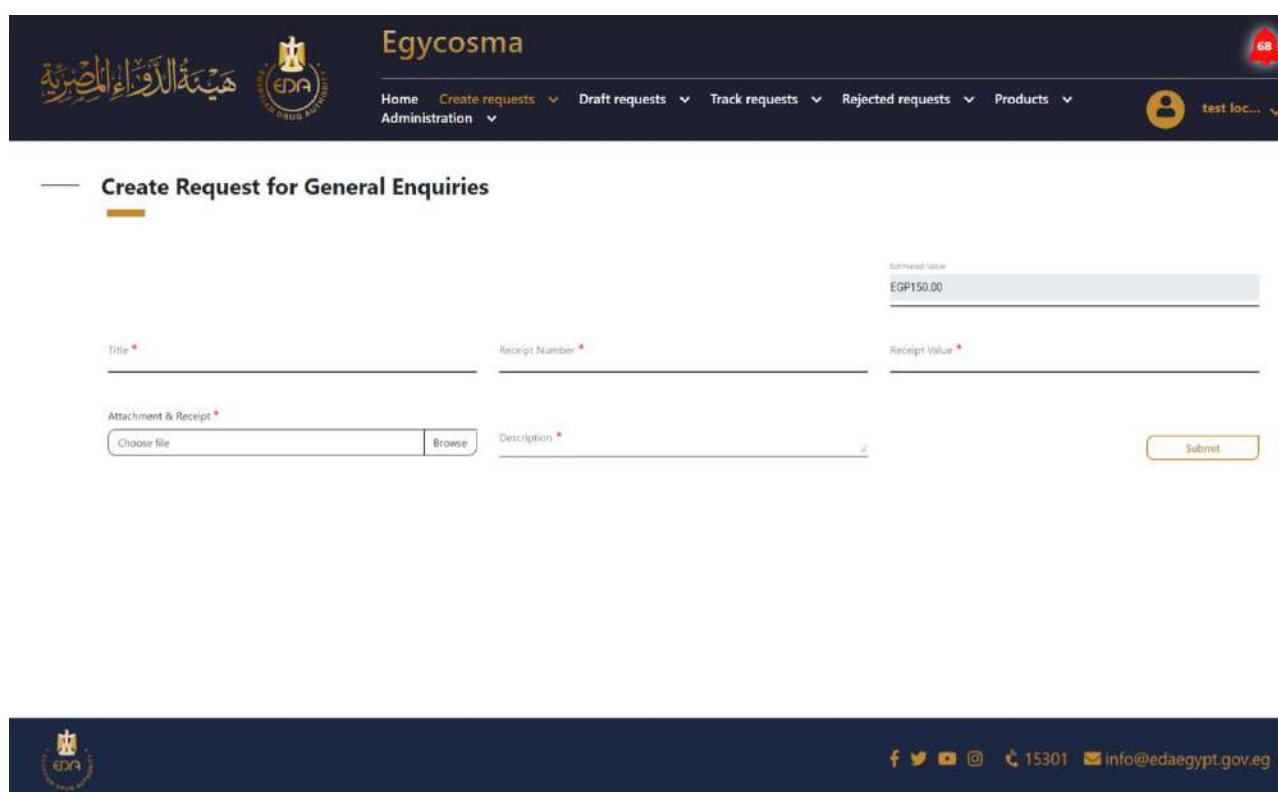


The last step for request rejection **Hold of variation**

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

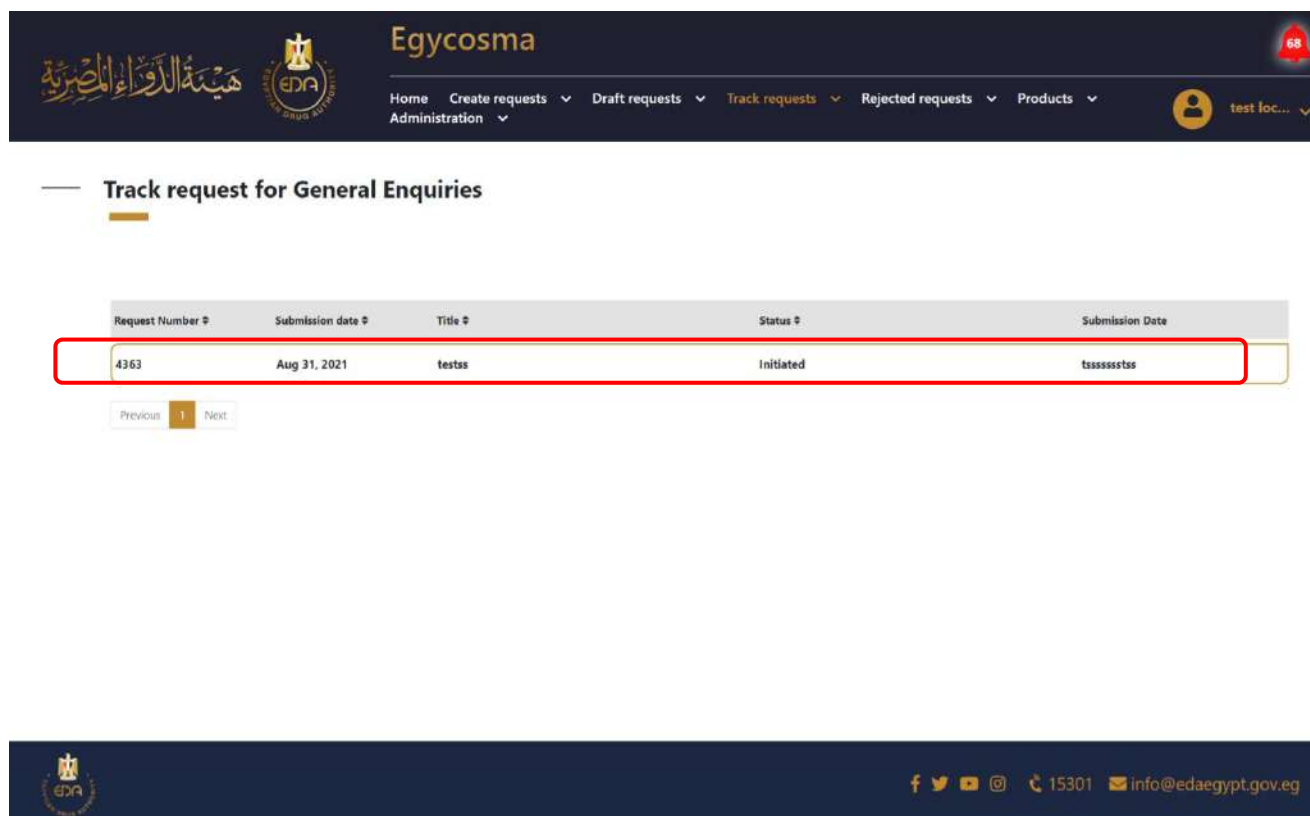
4-General Enquiries

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. The header includes the EDA logo, the name 'Egycosma', and a navigation menu with options: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. A user profile icon labeled 'test loc...' is also visible. The main content area is titled 'Create Request for General Enquiries'. It features several input fields: 'Title', 'Receipt Number', 'Receipt Value', 'Attachment & Receipt' (with a 'Choose file' button), and 'Description'. A 'Submit' button is located at the bottom right. A 'Estimated value' field shows 'EGP150.00'.

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

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

Track request for General Enquiries

Request Number	Submission date	Title	Status	Submission Date
4363	Aug 31, 2021	testas	Initiated	tsasasstas

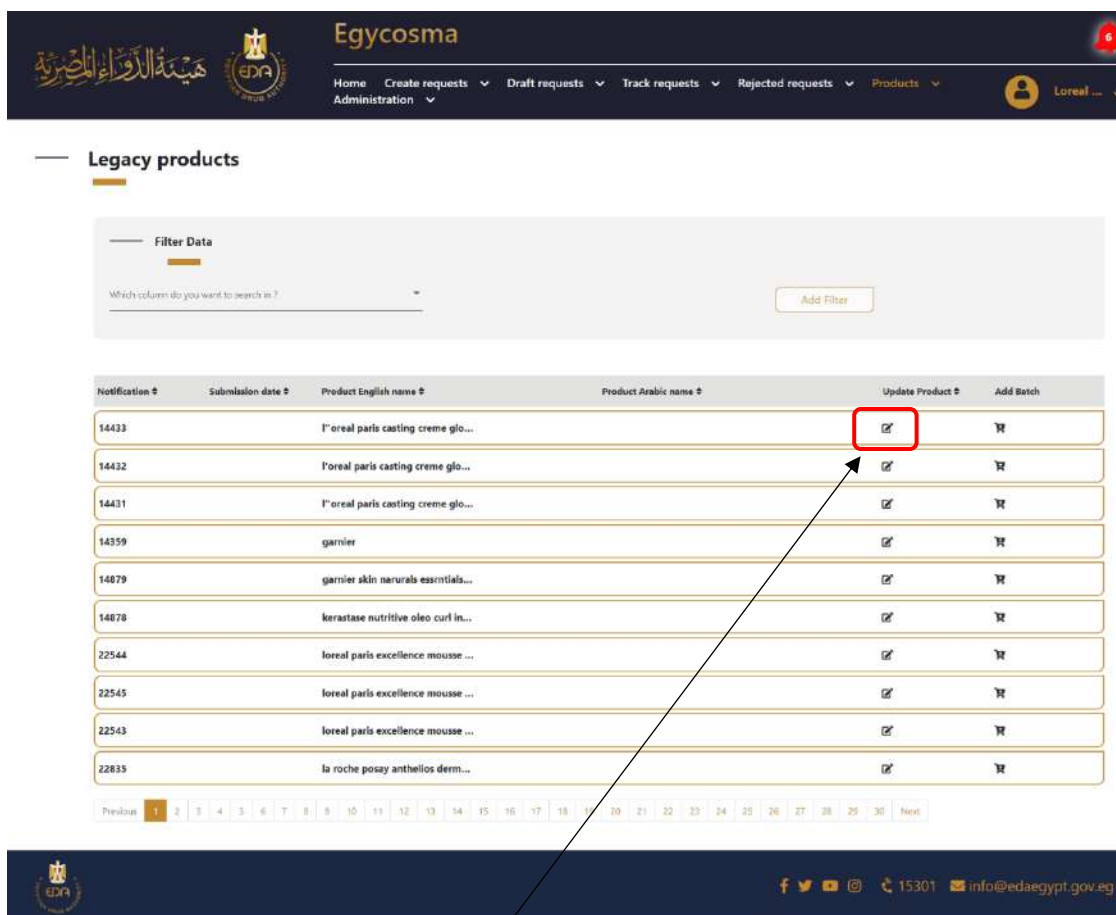
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5- Legacy

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

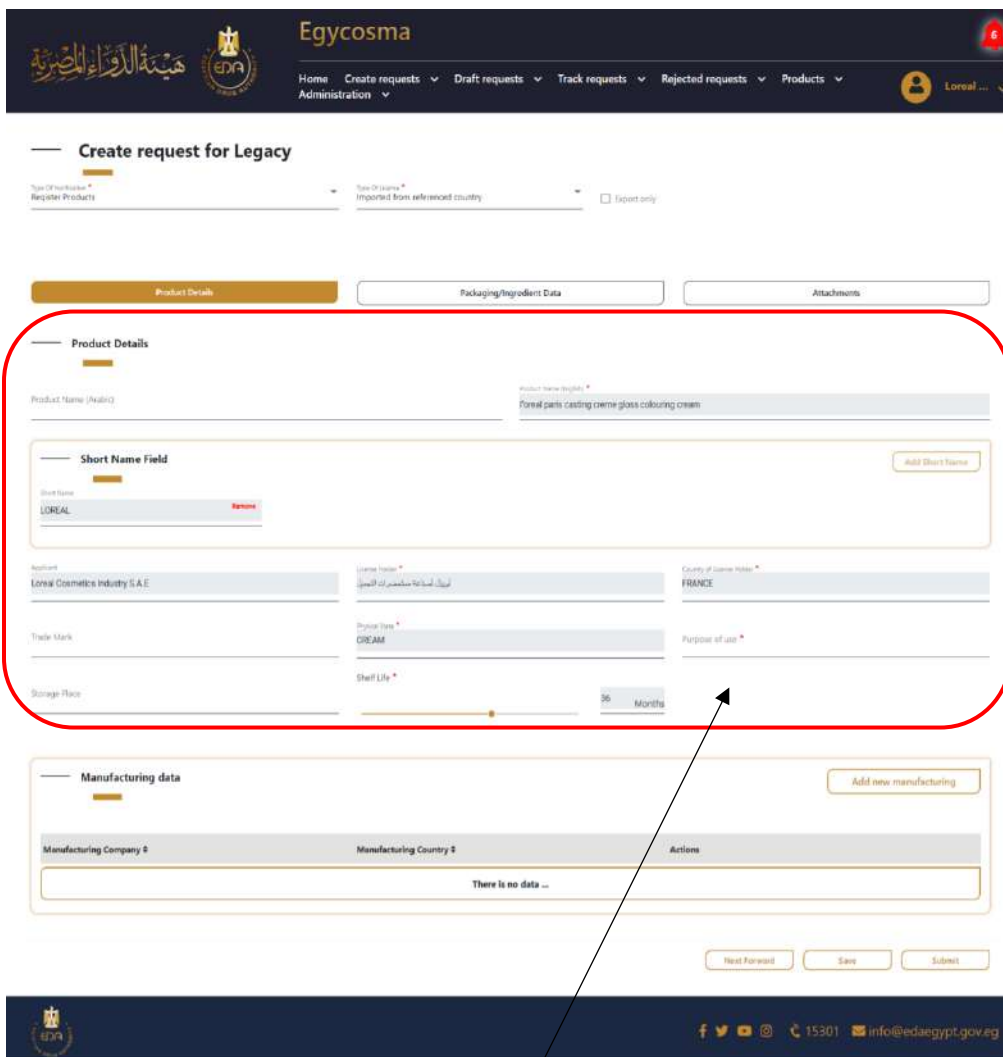
Notification #	Submission date #	Product English name #	Product Arabic name #	Update Product #	Add Batch
14433		L'oreal paris casting creme glo...			
14432		L'oreal paris casting creme glo...			
14431		L'oreal paris casting creme glo...			
14359		garnier			
14879		garnier skin naturals essentials...			
14878		kerastase nutritive oleo curl in...			
22544		loreal paris excellence mousse ...			
22545		loreal paris excellence mousse ...			
22543		loreal paris excellence mousse ...			
22835		la roche posay anthelios derm...			

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**.



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

Home Create requests Draft requests Track requests Rejected requests Products Administration

Logout

Create request for Legacy

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

Product Details Packaging/Ingredient Data Attachments

Attachment

Free Sale	GMP	CoA
Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse
Art Work *	leaflet	reference
الدفترع الملكية <input type="text"/> Download <input type="text"/> Browse	Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse
Method of Analysis	Specifications of Finished Product *	Authorization Letter *
Choose file <input type="text"/> Browse	الدفترع الملكية <input type="text"/> Download <input type="text"/> Browse	الدفترع الملكية <input type="text"/> Download <input type="text"/> Browse
Manufacturing Contract	Storage Contract	others
Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse
Factory license	Manufacturing Assignment	Commercial Record For Seller
Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse
Commercial Record For Buyer	Stability study	Shell file
Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse	Choose file <input type="text"/> Browse
letter of variation from license holder		
Choose file <input type="text"/> Browse		

Back Save Submit

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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 Authorization: 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

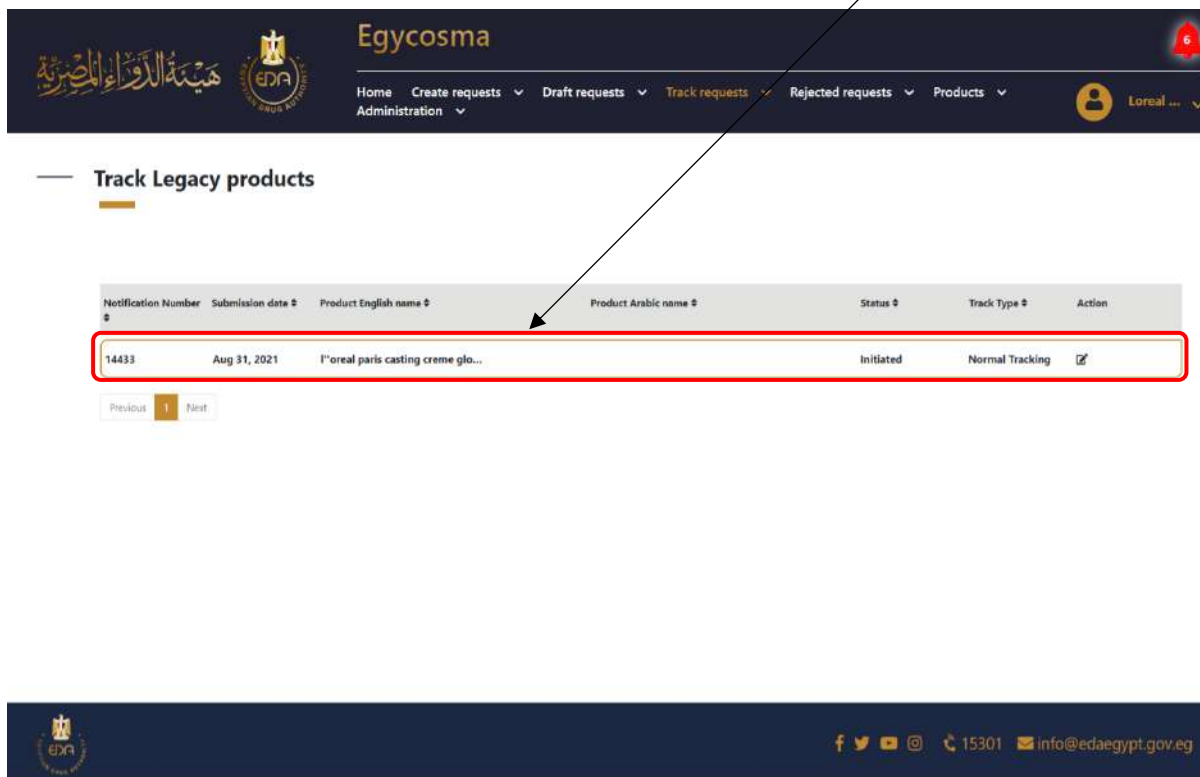
Back Next Forward Save **Submit**

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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

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	


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6- Add Manufacturing company / license holder

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





Egycosma

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

Manufacturing company / license holder Form

Manufacturing Company *

Manufacturing Country *

Attachment *

Choose file

Browse


Submit

Here you can add the name of the manufacturing company

Here you can choose the country

Here you can upload attachment (manufacturing list)

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



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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 الاعادة يتم رفض الطلب والتقدم لقسم المتغيرات واعادة تقديم طلب الاعادة 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 واعادة تقديمه **برسوم جديدة**.
- ❖ 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 .
- ❖ في حال رفض طلب الادراج للشركة الحق في تقديم التماسين للطلب الواحد ثم يتم بعدها اسقاط الطلب وتقديمه من جديد برسوم جديد.
- ❖ لا يتم اجراء أكثر من عمليه على المستحضر في نفس الوقت.
- ❖ في حاله مستحضر (flag) approve with comment 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 حاله 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 للصيادلة العاملين بالادارة للاطلاع على الاصول قبل رفعها على البرنامج