

Central Administration of Pharmaceutical Products General Administration For Cosmetic Products Registeration

Cosmetics Companies Portal

User Manual

2023

Code: EDREX:GL.CAPP.011 Version No: 1 Issue Date: 22 march 2023 Effective date: 22 march 2023

> Cosmetics Companies Portal User manual Code: **EDREX:GL.CAPP.011** Version /year: 1/2023





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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: <u>https://egycosma.edaegypt.gov.eg</u>

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

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	User Name * Password *
and the second	Login

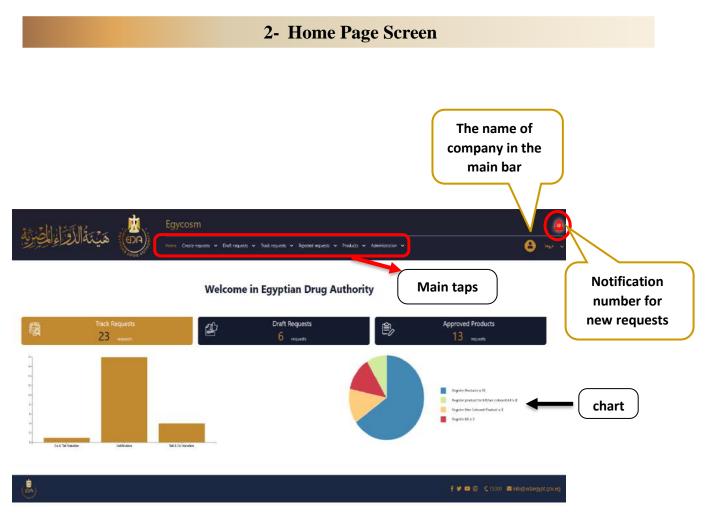
c) Type your pre delivered **user name and password** as shown down.

متينة الأوراء المصرية	
User Name *	Type your USER NAME here 1
Password *	Type your PASSWORD here 2
Login.	Click on LOGIN 3

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







3- Create Request

To register a new request, follow these steps:

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



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

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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.

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

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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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Create request for Notification		
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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**

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Short Name Field		And they film
Short Name *	<u> </u>	
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	Physical State *	
Trade Marx	Shart Life *	Purpose of use *
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Receipt Vane •		
Manufacturing data		Add new manufacturing
Manufacturing Company &	Manufacturing Country \$	Actions
	There is no data	
		1 Fact Converse

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 buttom (5) and the request will transfer to track requests menu > notification tap.
- 3- when entering English name and short name There is a matching process that happens to the names, and in the event that there are similarities in the names, the name must be change to be approved

Type Of Hanifaation * Register Products	* Type Of License * Local	Export only	nal Tracking	EGP90.00
Product Details	Packaging/Ingredient Data		Attachm	ients
Product Details				
Product Name (Arabic)	Product Name	(English) *		
Short Name Field			Add Short Name	Validation Short Na
Short Name * TESTT SHT NAME33333		You must	click here to valid	date short nam
Applicant test local cosm 1	License Holder *	Cour	ntry of License Holder *	
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Product Details	Packag	ng/Ingredient Data	Attachments
Product Details			
Product Name (Arabic)		Product Name (English)	
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Short Name Field	the value is not valid		Add Short Name Valida
Short Name *	the value is not valid		Add Short Name Valida
Short Name* TESTT O	the value is not valid	•	Add Short Name Valida
Short Name *	the value is not valid License Holder *		Add Short Name Valida
Short Name* TESTT O			

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

Table Max				
Strong Film				
forget Vaca.*				
Manufacturing data			C	Add new manufacture
Manufacturing Company 8 Manufacturing Co		Actions		
	There is no data			

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

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





Draft requests > Notification page

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- Draft request	for Notification					
Filter D	R.		Search f product			
Request Mandaer #	Saved date #	Type Of Notification #	Product English name #	Product Arabic name #	back lype # Ar	tion.
1401	Jul 7, 2021	Register heir colorent product for kit	teenst project white serum		Normal Tracking	
Previous 1 Next				You wil	l find the product	here
					f y 日 ① く15301 Elint	o@edaegypt.gov.eg
Then	you can	go back to co	omplete your	request by clic	king on edi	t sign
Or re	move th	e request from	n draft by cli	cking on delete	e sign ——	



1- The tap of **Details fields** is divided into two parts : **Packaging data**, **Details** data

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	Fragras	αŧ		here is no data	BarCode 8		Formerit	uur] 01 ⊠info@edat	



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

	Packaging Form				
Create request for	Volunces *	Unit of measure *	Type of Pockaging *		
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Volumes 8				Actions .	ht new package Add new deftod



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

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	Detail Form				
Packaging data	Per Colour	Diagrames	Davar	lis Code	Michaelta Add text packaging
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		1	here is no data		
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You can add many ingredients or delete them from those buttons and after finishing this step click on add details button

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Ingredien	ts data			Add new ingredient
Colour ‡	Fragrance \$	Flavor \$	BarCode \$	Actions
				2
Back			Next Forward	Save Submit
	If there are	similar ingre	dient data, yo	u can press
	a co	opy button in	stead of rewrit	ting



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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<u>At the end</u> you make sure that all the mandatories fields are filled with its costume data then click on **Submit button**



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





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

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Request Number &	Submission data 8	Type Of Notification #	Product English name #	Type Of Request #	Status # Trac	Type # Action
1404	Jul 8, 2021	Register Kit	test 1	New Request	Initiated	Normal Tracking
	2011 TA 1921 1			0.000		
1406	Jul 8, 2021	Register Products	test2444	Appeni 1	Waiting Company respons	Normal Tracking
1481	Jul 11, 2021	Register Products	Jo55	Appeal 1		Fast Tracking
1482	Jul 11, 2021	Register Products	J055	Appeal 1	Initiated	Fast Tracking
1483	Jul 11, 2021	Register Products	Je55	Appeal 1	Initiated	Fast Tracking
1454	Jul 11, 2021	Register Products	JoSS	Append 1	Initiated	Fast Tracking
1490	Jul 12, 2021	Register product for kit\hair colorant kit	task18		Initiated	Normal Tracking
1491	Jul 12, 2021	Register Kit	test 18	New Request	Initiated	Normal Tracking
1587	Jul 15, 2021	Register Products	tesst1	New Request	Walting Company response	Normal Tracking
1509	Jul 15, 2021	Register Products	teart2	New Request	Initiated	Normal Tracking
1594	Jul 15, 2021	Register Products	teest6	New Request	In progress	Normal Tracking
	Jul 29, 2021	Register Hair Colorant Product	eva hair clinic colorant cream	Appeal 2	Initiated	
1761	Jul 29, 2021	Register Hair Colorant Product	eva mair cimic colorant cream	Appear 2	Initiated	Fast Tracking



* In case the type of Notification is Register Kit

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Manufacturing data		
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Manufacturing Company Ø	Manufacturing Country 9	Actions
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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** buttom and the request will transfer to track requests menu > notification tap

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

	Manufacturing Form			*
namer Hour	Manufacturing Company *	Manufacturing Country *		
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Encrical Veloce*				
Manufacturin	g data			Add new manufacture
Manufacturing Company 0		Menufacturing Country #	Actions	
manufacturing continents a				





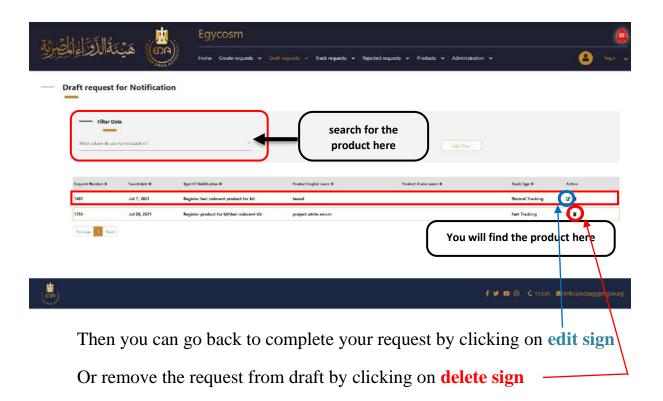
2- You must save the product and it will go directly to Draft requests

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









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

When choose the product from approved products



Type the notification number of the product here

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المعينة الكر إغراطي ريب	Page V Home Create requests ~ Draft reque	sts 🗸 Track requests 🗸 Rejected requests 🗸 Pro	ducta 🗙 Administration 🐱	😫 test loc 🗸
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Then click on Apply Product button



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

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Construction of the second sec	Described Brown	Manufacturing Centract Choose Rie crite/Fees *	Download Scowse	Storage Contract	Downs

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



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





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

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Track requ	ests for Notifi	cation					
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Which column d	s you want to search in ?		product h	ere 丿 🔽	Add Filter	ou will find th	e product b
Request Number	Submission date 9	Type Of Notification #	Product English name \$	Type Of Request \$	Status 9	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 res		18
1481	Jul 11, 2021	Register Products		Appeal 1		Fast Tracking	
1482	Jul 11, 2021	Register Products	J055	Appeal 1	Initiated	Fast Tracking	a d
1483	Jul 11, 2021	Register Products	Je55	Appeal 1	Initiated	Fast Tracking	3
1484	Jul 11, 2021	Register Products	J055	Appeal 1	Initiated	Fast Tracking	I I
1490	Jul 12, 2021	Register product for kit\hair colorant kit	task18	Abbian 1	Initiated	Normal Tracking	2
1491	Jul 12, 2021	Register Kit	test18	New Request	Initiated	Normal Tracking	ß
1587	Jul 15, 2021	Register Products	tesst1	New Request		ponse Normal Tracking	ß
1589	Jul 15, 2021	Register Products	tesst2	New Request	Initiated	Normal Tracking	a di
1594	Jul 15, 2021	Register Products	teestő	New Request	In progress	Normal Tracking	3
1761	Jul 29, 2021	Register Hair Colorant Product	eva halr clinic colorant cream	Constantiation of	Initiated	Fast Tracking	8
1761	341 29, 2021	Register Hair Colorant Product	eva nair cimic colorant cream	Appeal 2	initiated	Past tracking	

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.





		Final Rejected		Could be appealed	i
	r Data	*		Add Filter	
Request Number \$ 6269	Submission date ¢ Nov 1, 2021	Type Of Notification ¢	Product English name * TEST FLAGGFE	Type Of Request \$ Status \$ Reject and can appeal once Rejected	Track Type \$ /
6077 Previous 1 N	Oct 14, 2021	Register Products	test ff marw 778ffewrrrrr78	Reject and can appeal twice Rajected	Fast Tracking
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Request Number 9	Submission date 9	Type Of Notification #	Product English name a	Type Of Request #	Status ©	Track Type \$	Action
5128	Sep 12, 2021	Register Products	test sH	Reject and can appeal on	ce Rejected	Normal Tracking	G
5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twi	ice Rejected	Normal Tracking	G
4878	Sep 7, 2021	Register Products	test reject reason 1	Reject and can appeal twi	ice Rejected	Normal Tracking	۵
Track Type : N Reject Reasons	name : test reject n tormal Tracking : : بیانات عیر مطابقة او		Submission date : Sep 7, 2021 Type Of Request : Reject and can appeal twic		Of Notification : Rog s : Rejected	Ister Products	
4725	Sep 3, 2021	Register Products	test 555	Reject and can appeal twi	ice Rejected	Normal Tracking	
4705	Sep 2, 2021	Register Products	test	Reject and can appeal twi	ice Rejected	Normal Tracking	C
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal on	ce Rejected	Normal Tracking	0
4157	Aug 30, 2021	Register Products	test 756	Reject and can appeal twi	ice Rejected	Normal Tracking	٥
Previous 1 2	Next		an see the reject reason here	$\overline{}$			

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

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(DA) هينهاللا اوالي	Home Create requests - Draft requests - Track requests - Rejecte	id requests 🗸 Products 🖌 Administration 🖌 🙆 👦
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Product Details		
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Manufacturing data		Add new manufactuding
Manufacturing Company P	Manufacturing Country #	Actions
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		Next Former) Son Submit

✤ 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 buttom and the request will transfer to track requests menu > notification tap.

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

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

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





Draft requests > Notification page

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she	تهالك اعام	مي هي	Home Create requests 🛩 Ori	iff requests 👻 Track requests 👻 Rej	ected requests 👻 Products 👻 Administratio		🙆 👳 🗸	
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	1401	Jul 7, 2021	Register hair colorant product for kit	teesat		Normal Tracking	۲.	
	1756	Jul 28, 2021	Register product for kit\heir colorent kit	project white serum		Fast Tracking		
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	Then	you car	n go back to c	omplete your	request by clie	cking on e	dit sign	
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	Or re	move th	ne request from	n draft by cli	cking on delet	e sign –		





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

Create request fo	or Notification						
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			There is no date				
Ingredients data							Add new ingredient
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Colour #							



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

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(The	we is no data	



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

	Carrierance					
	Ingredient Form					
Neglow Hard Colorist Product					* KOPYODO	
	Page Color:	Programme	Flaxor	BarCode	Attachments	
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You can add many ingredients or delete them from those buttons and after finishing this step click on add details button

	Ingredient Form				and a second sec
Tax of Invitance * Register they Colourit Product					
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Ingredients data	Add Ingrodient				Total term in gradier
Caluur 8	Fingranae B	flavor 9		Berlande B	Actions
			There is no data		



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)

Create request for Notifica	tion					
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Method of Analysis	Reference of the	Specifications of Finished Product *		Authorization Letter *		
Choose the Manufacturing Contract	Deveload Browse	Chicose file Storage Contract	Downlant Browse	Choose Fire		Downland
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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 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**

		And The Volus	will find the pr	oduct
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ation \$ Product English name \$	Type Of Request \$	Status 9	Track Type 9	Action
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* In case the type of Notification is **Register Hair Colorant KIT:**

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

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

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Create requests for Re-Notification,

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

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Type the product	After typing the	
notification number here	notification number click Get Product here	



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

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— Create request for Re-N	otification	
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		Not Fernand Serve (Re-Rothenbert Finland)
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This page containing the Product details, first you should fill the fields and attachments that marked with (*) and at the down right side of the page you will find **Re-Notification Product** icon, click on it.



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

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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.

من مينة اللغزاء	Administration 🗸	sts 🗢 Draft requests 👻 Track rec	uesta 🤟 Rejected requests	✓ Products ✓	8
Filter Data Filter Data Filter Data		bose a dider.	E Add 10	ber	
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COSMREC21100432 Aug 25, 2021	Register Products	test VARIA 1		Need Unflag Action	of .
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COSMREC21100432 Aug 25, 2021	Register Products	test VARIA 1		Need Unflag Action	CR'
COSMREC21100429 Aug 25, 2021	Register Products	test RE 111		initiated	CK.
COSMREC21100354 Aug 24, 2021	Register Products	test REN 8		Initiated	or
COSMREC21100353 Aug 24, 2021	Register Products	test REN 9		initiated	CH'
COSMREC21100352 Aug 24, 2021	Register Products	test REN 4		Waiting Company response	CR'
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	Register Products	test80		Initiated	œ
COSML2121892486 Jun 17, 2021					

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And here in the **Rejected requests for Re-Notification** page, you will get two taps (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.

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5099	Sep 12, 2021	Register Products	test V1	Reject and can appeal twic	e Rejected	Normal Tracking	0
4878	Sep 7, 2021	Register Products	test reject reason 1	Reject and can appeal twic	e Rejected	Normal Tracking	ſ
Track Type : N Reject Reasons	name : test reject n tormal Tracking : : بیانات عیر مطابقة او		Submission date: Sep 7, 2021 Type Of Request: Reject and can appeal twice		Notification : Rog Rejected	ster Products	
4725	Sep 3, 2021	Register Products	test 555	Reject and can appeal twic	e Rejected	Normal Tracking	
4705	Sep 2, 2021	Register Products	test	Reject and can appeal twic	e Rejected	Normal Tracking	(
4488	Sep 1, 2021	Register Products	TEST 88	Reject and can appeal once	Rejected	Normal Tracking	C
4157	Aug 30, 2021	Register Products	test 756	Reject and can appeal twic	e Rejected	Normal Tracking	۵
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Cosmetics Companies Portal User manual Code: **EDREX:GL.CAPP.011** Version /year: 1/2023



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

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

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In this step you need to check all comments you have and click submit after you replay the required changes Egycosma 速 هتتةالأواءالمة EDA Drait requests v Track requests v Rejected requests v Products v Administration v Α **Create request for Notification** EGP10.00 E Export only ing/ingestient Data Attachments Product Details . Product Name (Anabid test Flag 00 ----- Short Name Field test Flag 00 SANTA MARGHERITA test local cosm 1 AFGHANISTAN Syncal Matter ō Trade Marie aercisol. Acee Prone skin Care Shelt Lite * 44 Months 74535ybd Scorage Place Sec. 10. Manufacturing data Manufacturing Company \$ Manufacturing Country \$ Actions SANTA MARGHERITA AFGHANISTAN 2'1 **8** 🛉 😏 📾 🔘 🔥 15301 📾 info@edaegypt.gov.eg

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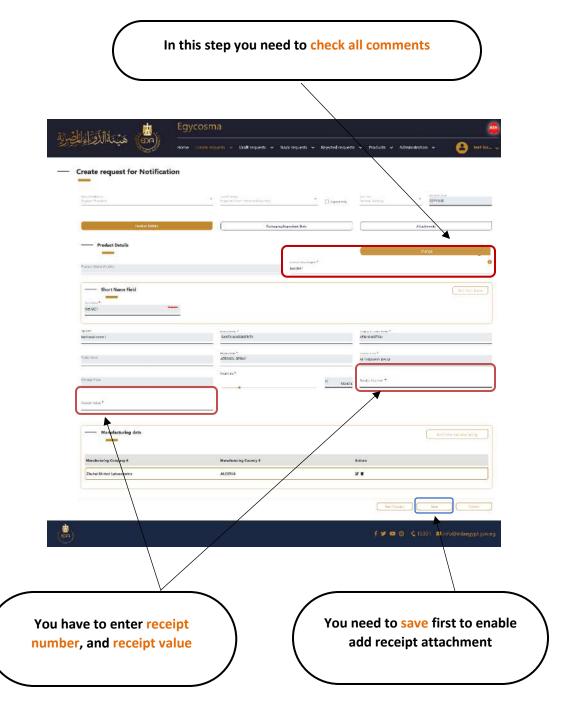


Hold products from registration as in the below picture, and these products need (**UNHOLD**) action.

- ✤ 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 produ	cts				
Approved (Product	Approved Product With Comments		Hold Products	
	Hold Product from Registration		fold Product from Variation]
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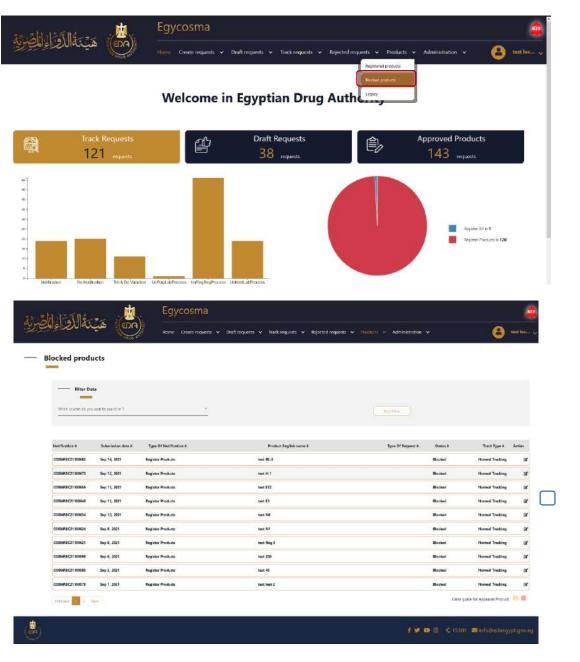




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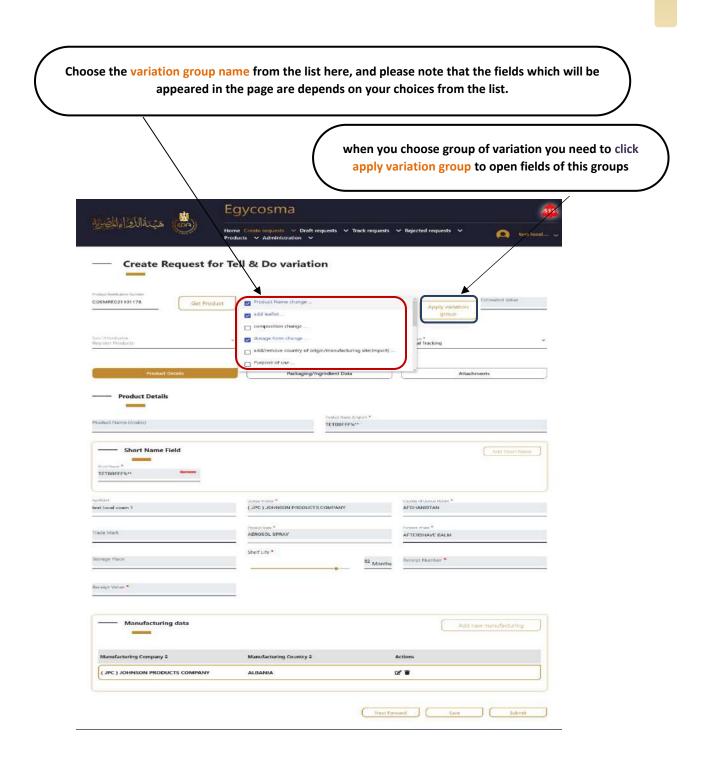


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After that, you will see the response in the status column as in the below picture.





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

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



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

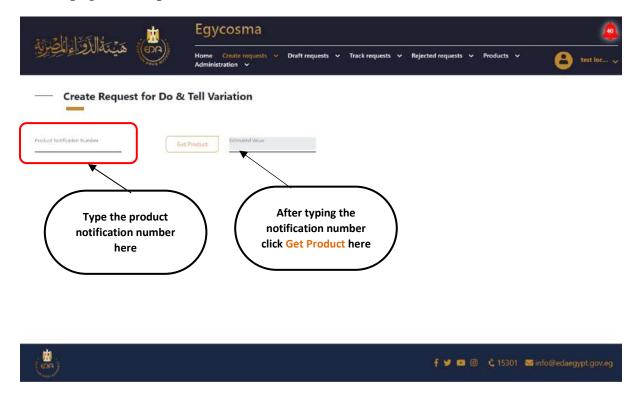
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Cosmetics Companies Portal User manual Code: **EDREX:GL.CAPP.011** Version /year: 1/2023



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.







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

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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)

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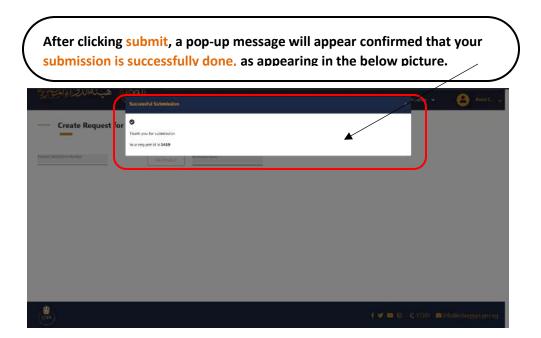
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Then we will go to Do & Tell Variation in the Track requests list, and we will find the product appears as is in the below picture.



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



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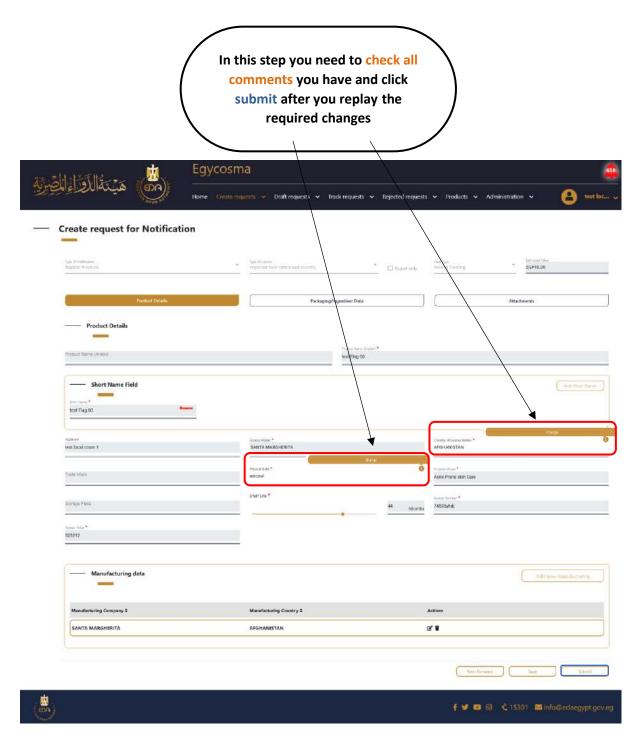


Approved products with comments variation (FLAG) as in the below picture. and these products need (UNFLAG) action

- ✤ 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

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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

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The last step for request rejection Hold of variation

- company in this step (do unhlold request)
- when Authority rejects (the request return in this step) and do unhlold 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.

22-12-12-5-16	Egycosma				
المحمد المحم محمد المحمد محمد محمد محمد المحمد محمد محمد محمد محمد محمد محمد محمد	Home Create r Administration		Rejected requests 🗸 Proc	lucts 🗸 😫 test loc 🗸	
Create Request for Gene	ral Enquiries				
_			Estimated Value		
			EGP150.00		
Title *		Receipt Number *	Receipt Value *		
Attachment & Receipt * Choose file	Browse	Description *	2	Submit	
(epa)			f y 🖬 🖂 🖒	15301 🐸 info@edaegypt.gov.eg	

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



					Egycosma		هَيْنَةُالْإِذْاءِالْمُعْرِيَة
test loc 💊	^{cts} ×	Rejected requests 🗸 Products	Track requests 💉	Draft requests 🗸	Home Create requests 🗸 Administration 🗸	EDA H	هينه الرواء المجرية
					Enquiries	for General	
							—
	Submission Date		Status \$		Title \$	Submission date #	Request Number P
	tsssssstss		Initiated		testss	Aug 31, 2021	4363
							Previous 1. Next
	tsssssstss		Initiated		testss	Aug 31, 2021	



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.



ميتنة الأواء المض			requests 🗸 Track requests 🗸 F	ejected requests 👻 🕯	Producti 👽	A Lor
	Phys. 22	Administration 🗸				
 Legacy prod 	ucts					
Filter Da	ta					
Which column do you	ward to search to 7					
				Add Elber		
Notification \$	Submission date \$	Product English name ‡	Product Arabic name #	_	Update Product \$	Add Batch
14433		l"oreal paris casting creme glo			R	R
14432		l'oreal paris casting creme glo		1	6,	R
14431		l'oreal paris casting creme glo			œ	R
14359		gamler			8,	Ħ
14879		gamier skin narurals essentials			6,	R
14878		kerastase nutritive oleo curl in	/		R,	я
22544		loreal paris excellence mousse			R,	я
22545		loreal paris excellence mousse			8,	Ŕ
22543		loreal paris excellence mousse			R,	R
22835		la roche posay anthelios derm			В,	R
Previous 1 2 3	4 5 6 7	1 8 10 11 12 13 14 15 16 17	11 1 20 20 20 20 20	15 26 27 28 29	30 Next	
.				f v m Ø	😋 15301 🔤 ir	1n@edaecwrit (
9		/		1	A CONTRACTOR AND IN	nogeologypre
		/				
After clicking	on undat	te product icon here,	the page will	\		
		quest for Legacy, as a				
picture in ne		question requery, as a		1		

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



 Create request for Legac 	Administration ¥	ack requests v Rejected requests v Products v 🕒 Loreal v
Ormitase *	Size Organise Imported biost entremode country	Gipert sely
Product Details	Packaging/Ingredient Data	Attuchments
Product Details	Fuller Tarre 1	yalı *
OREAL Remote Field	Land June *	Add Thurst Sume
es Cosmettos Industry 5.4.E	این) است. محمد به المیز 	FRANCE Purpose of an *
nge flage	Shell Ule*	96 Months
Manufacturing data		Add new manufacturing
Manufacturing Company 9	Manufacturing Country \$ There is no data	Actions
		Text Yarward Saw Submit
# PA)	/	f 🎔 🖬 🕲 🐧 15301 🖼 info@edaegypt.gov.eg

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)

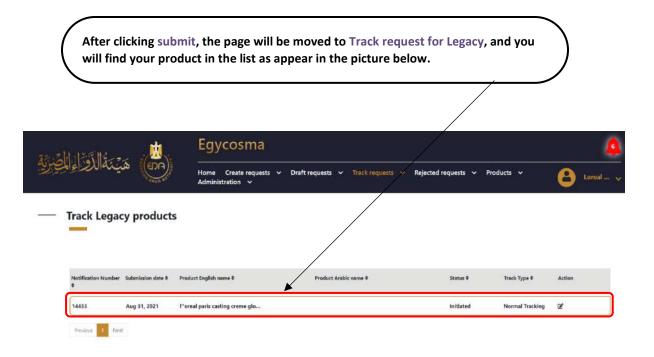


Product Details		Packaging/Ingredient Data		Attachments	
Attachement		GMP		CoA	
Choose file	Browse	Choose file leaflet	Browse	Choose file reference	Browse
pdf Downlow	Browse	Choose file	Browse	Choose file	Browse
Aethod of Analysis	provide	Specifications of Finished Product *	[seems]	Authorization Letter *	[
Choose file	Browse	Dow الملكية	miand Browse	pdf. (ي السلغية)	Download Browse
Aanufacturing Contract		Storage Contract		others	
Choose file	Browse	Choose file.	Browse	Choose file	Browse
actory license		Menufacturing Assignment		Commercial Record For Seller	
Choose file	Browse	Choose file	Browse	Choose file	firowse
commercial Record For Buyer		Stability study		Shell life	
Choose file	Browse	Choose file	Browse	Choose file	Browse
nade Cora j				f ¥ ⊠ @ € 15301 ⊠ in	fo@edaegypt.gov.eg



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هينهاللاراءالمصرية	Home C Administra		requests 🐱 Track requests 🔹	 Rejected requests 	Products 🗸	loreal
Create request	t for Legacy					
ins Of lighteen * Register Products	· ·	Type Chursense* Imported from referenced country	Export	only		
Product De	tails	Packa	ging/Ingredient Data		Atlachments	
Packaging data					A	dd new packaging
Volumes D	Unit of measure #		type of packaging \$	Actio	05	
5	Litre		Aluminium Pan	21		
Ingredients data					A	dd new ingredient
Colour \$	Fragrance ¢	Flavor \$	BarCode		Actions	
					2' T	
Back				Next Forward	Save	Submit
EDA 1				f y 🗅 0	🕻 15301 🔤 in	for_edaegypt.gov.e
	/	/				
	/					
Then go to	packing/ ingredie	ents data fields	s, and update it			
			(After filling all	fields click	submit.







f y □ @ C 15301 ⊠ info@edaegypt.gov.eg



6- Add Manufacturing company / license holder

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

مَيْنَةُ الدَّاءِ الْمُضِرَةِ	Come Create requests V Draft requests V Track requests V Rejected requests V Track requests V Rejected req	est local 🗸
W	Adding Batch Users/Roles Authority	
Track Requests 47 requests	Draft Requests 18 requests 18 requests Draft Requests 91 requests	s



sa shirizani	Egycosma	494
مَيْتَةُالْدَاءِالْمُورَةِ	Home Create requests ∨ Draft requests ∨ Track req Products ∨ Administration ∨	uests V Rejected requests V 🔘 test local 🗸
— Manufacturing o	company / license holder Form	Here you can upload attachment (manufacturing list)
Manufacturing Company *	Manufacturing Country *	Attachment * Choose file Browse
		Submit
	Here you can choose the country	
Here you can add th of the manufactu company		After clicking submit, will You will wait for the authority's response within 3 working days
(eda)	f y	Image: IS301 Image:



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.
 - بجب ان يكون ال short name جزء من long name ويجب التأكد من كتابته في الجزء الخاص ب
 short name في البرنامج.
 - ine في حالة التنازل ونقل ملكية المستحضر ات لشركة اخرى لا يجوز لكل من الشركتين عمل line الا في حالة التنازل عن ال brand كله .
 - في حالة ادراج ال kit يتم ادراج كل مستحضر على حدة ثم التقدم بطلب ادراج الkit في حال رغبة الشركة
 - بجب 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) اونوع الطلب (fast or normal) يتم رفض الطلب واعادة تقديمه يرسيوم جديميوم جديميده.
- لا يتم تقديم التماس لتعديل بيان التركيب للمستحضر ات 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 بتغير مكان التصنيع .
- في حال رفض طلب الادراج للشركة الحق في تقديم التماسين للطلب الواحد ثم يتم بعدها اسقاط الطلب
 وتقديمه من جديد برسوم جديده.
 - لا يتم اجراء أكثر من عمليه على المستحضر في نفس الوقت.
- Approve with comment(flag)
 لا يتم اجراء اي عمليه عليه الا بعد استيفاء
 comment (unflag)
- يجب تقديم طلب اعاده ادر اج المنتج قبل ٣ شهور من انتهاء صلاحيه الادر اج 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 الادر اج المدة الزمنية المحددة له ٣٠ يوم بعدها يتم اسقاط الطاب ولا يمكن استكماله 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.



- الم تسجيل مستحضر ات الصبغة او hair colorant kit يجب اضافه 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 و لا يمكن للشركة في حالة الرفض الثالث التقدم بالتماس بل يجب تقديم الطلب مرة اخرى برسوم جديدة .
- في حالة ادراج مستحضر متعدد الالوان اوالروائح 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 مراجعه 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
 - یجب دفع مقابل الخدمات وتسلیم اصل ایصال الدفع للاداري المختص قبل ارسال طلب الادر اج
- یجب على الشركة احضار الاصول الموثقة للصيادلة العاملين بالادارة للاطلاع على الاصول قبل رفعها على البر نامج