



Central Administration of Pharmaceutical Products
General Administration For Cosmetic Products Registration

Cosmetics Companies Portal

User Manual

2023

Code: EDREX: NP. CAPP.075

Version No: 1

Issue Date: 22nd March 2023

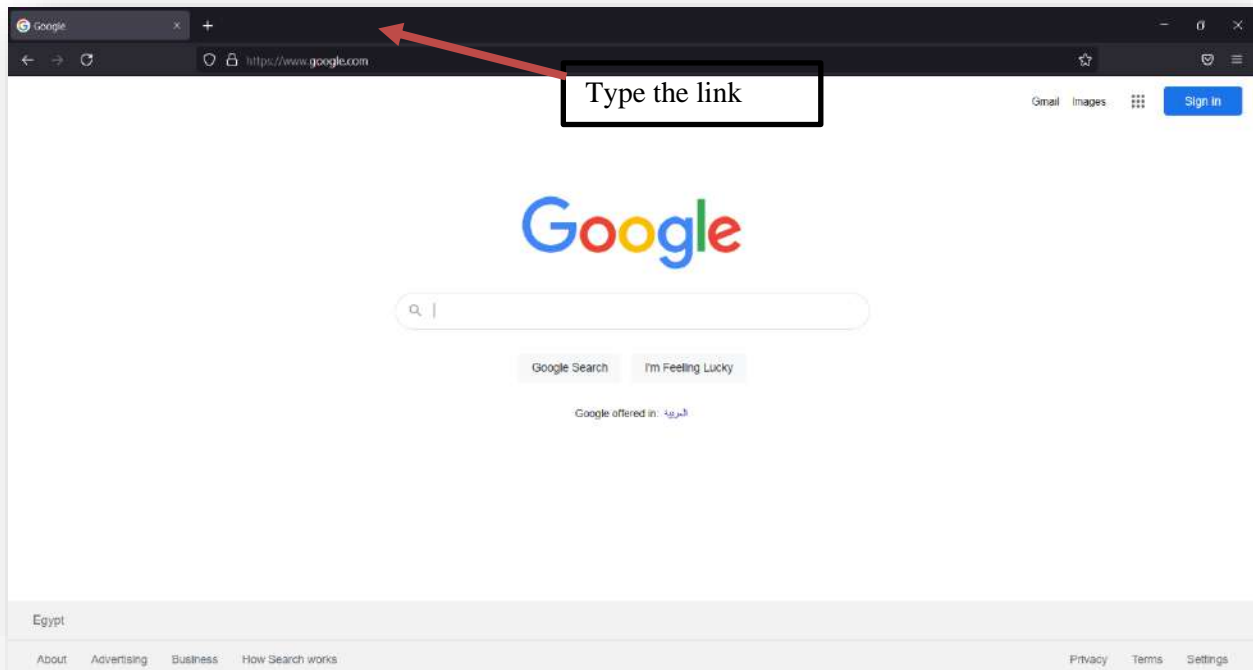
Effective date: 22nd March 2023

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1- Login Screen

To login the portal , follow these steps :

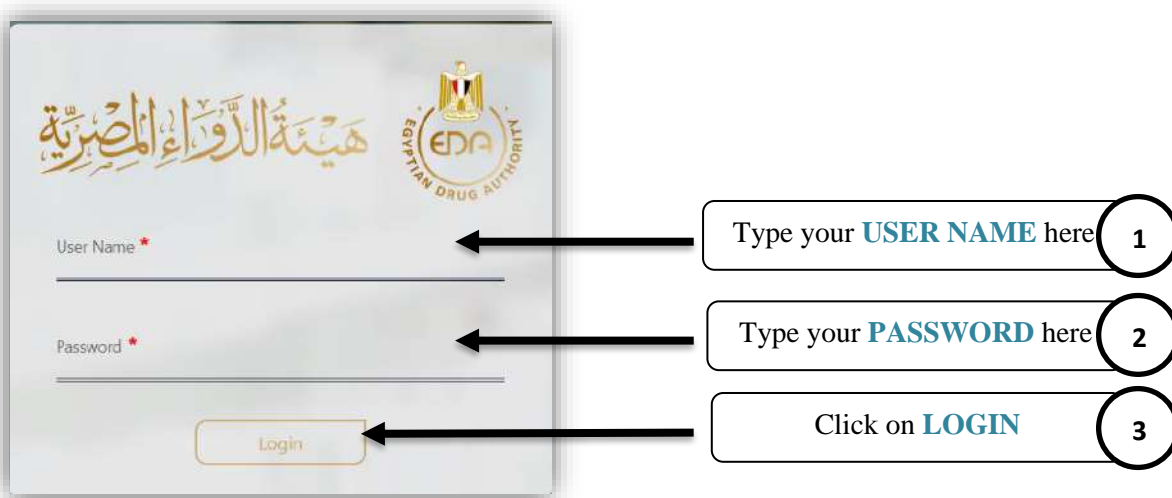
- a) User starts with internet browser prefer (**Mozilla Firefox browser**) then type the link: <https://egycosma.edaegypt.gov.eg>



- 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

The screenshot shows the home page of the Egycosm system. The top navigation bar includes the EDA logo, the user name 'Egycosm', and a menu with options: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. A red box highlights this menu, with a callout pointing to it that says 'Main taps'. To the right of the menu is a notification bell icon with the number '23', circled in red, with a callout that says 'Notification number for new requests'. Below the navigation bar, the text 'Welcome in Egyptian Drug Authority' is displayed. The main content area features three primary action cards: 'Track Requests' with 23 requests, 'Draft Requests' with 6 requests, and 'Approved Products' with 13 requests. Below these cards are two charts: a bar chart on the left and a pie chart on the right. A callout labeled 'Charts' points to the pie chart, which has a legend with four categories: 'Register Products in II', 'Register product for kit (then colored kit in II)', 'Register New Colored Product in II', and 'Register Kit in II'. At the bottom of the page is a footer with social media icons and contact information.

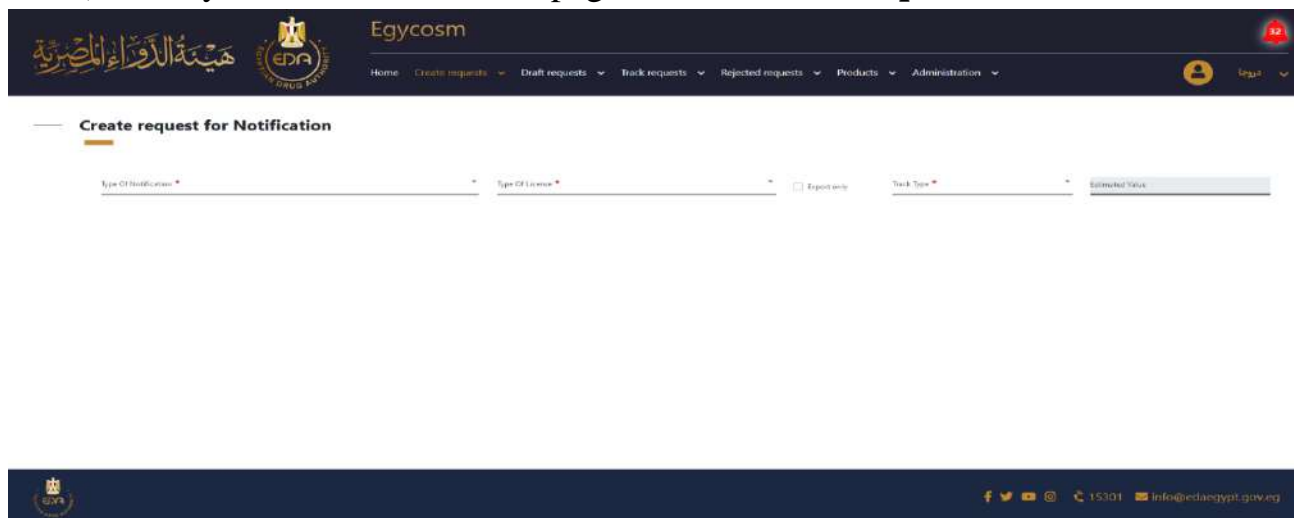
3- Create Request

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**.



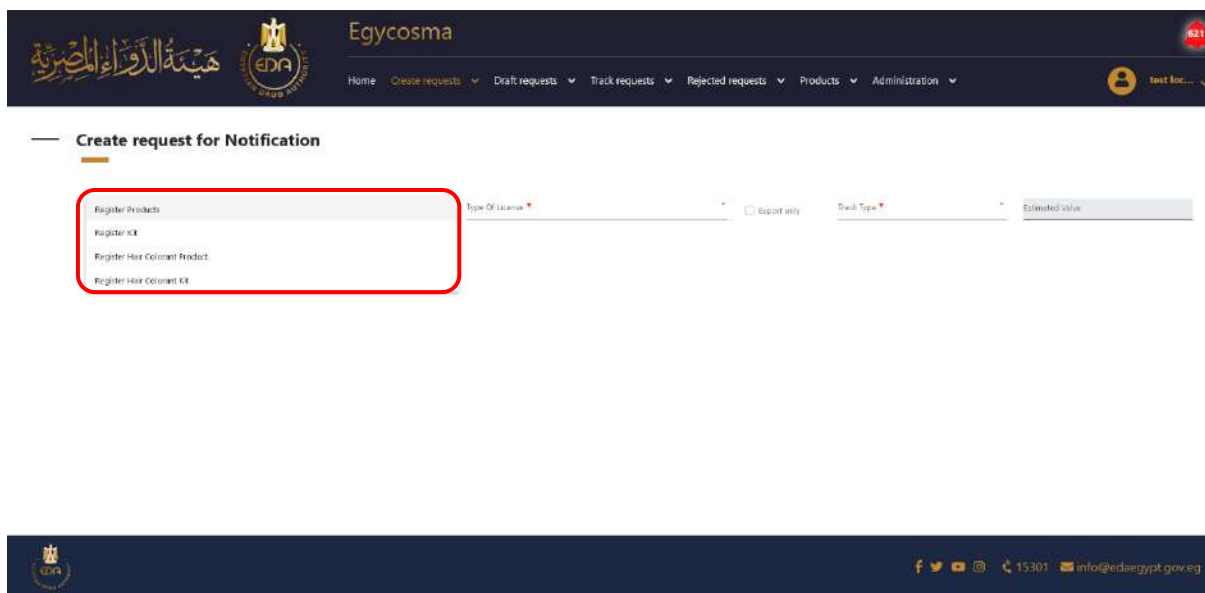
- b) Then you will transfer to the page for the **Create request for Notification**.



The screenshot shows the 'Create request for Notification' form. The form has the following fields: 'Type Of Medicines', 'Type Of License', 'Report only' (checkbox), 'Track Type', and 'Submitted Status'. The 'Type Of Medicines' and 'Type Of License' fields are currently empty.

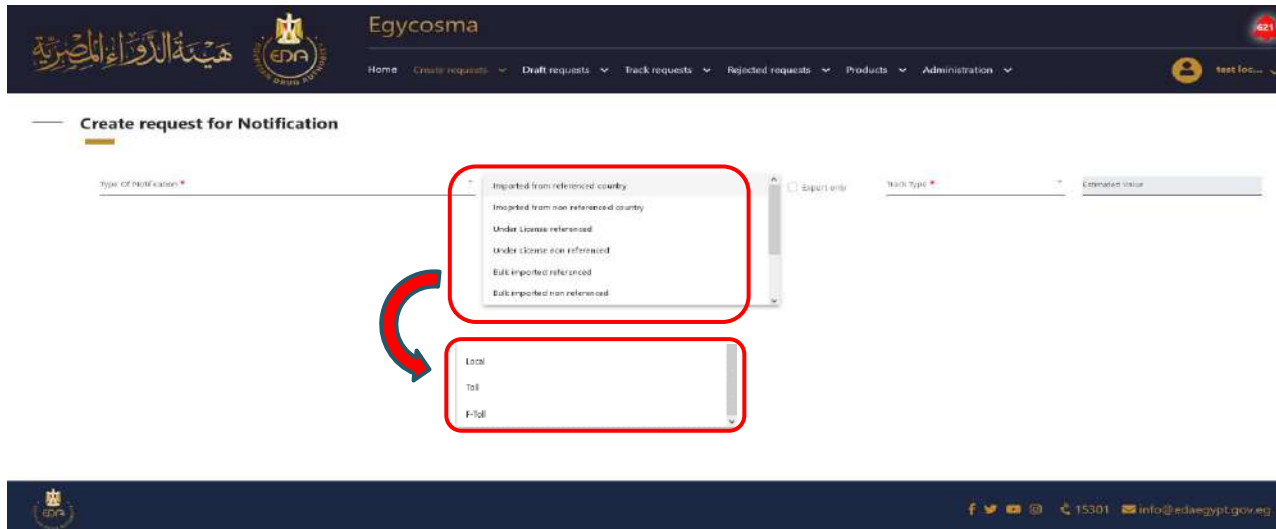
NOTE: All fields marked with an (*) are mandatory fields that must be filled, in order for the New Request to be saved and submit.

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



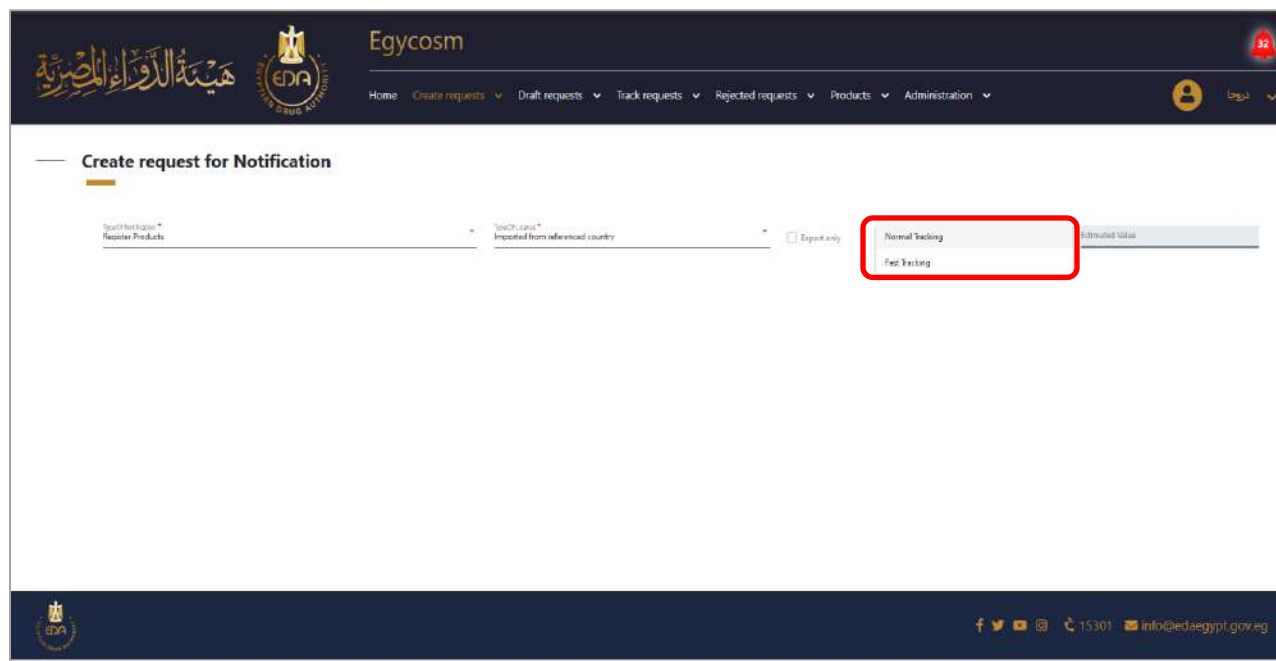
The screenshot displays the 'Egycosma' portal interface. At the top, there is a navigation bar with the EDA logo and the text 'هيئة الدواء المصرية'. Below this, a menu bar includes 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', 'Products', and 'Administration'. The main content area is titled 'Create request for Notification'. A form is visible with several fields: 'Type Of License' (highlighted with a red box), 'Export only' (checkbox), 'Track Type', and 'Estimated Value'. The 'Type Of License' dropdown menu is open, showing four options: 'Register Products', 'Register Kit', 'Register Hair Colorant Product', and 'Register Hair Colorant Kit'. The footer of the page contains the EDA logo, social media icons, the phone number '15301', and the email address 'info@edaegypt.gov.eg'.

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



The screenshot shows the 'Create request for Notification' form. The 'Type of License' dropdown menu is open, displaying the following options: Imported from referenced country, Imported from non referenced country, Under License referenced, Under License non referenced, Bulk imported referenced, Bulk imported non referenced, Local, Toll, and F-toll. A red box highlights the dropdown menu, and a red arrow points to the 'Local' option.

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

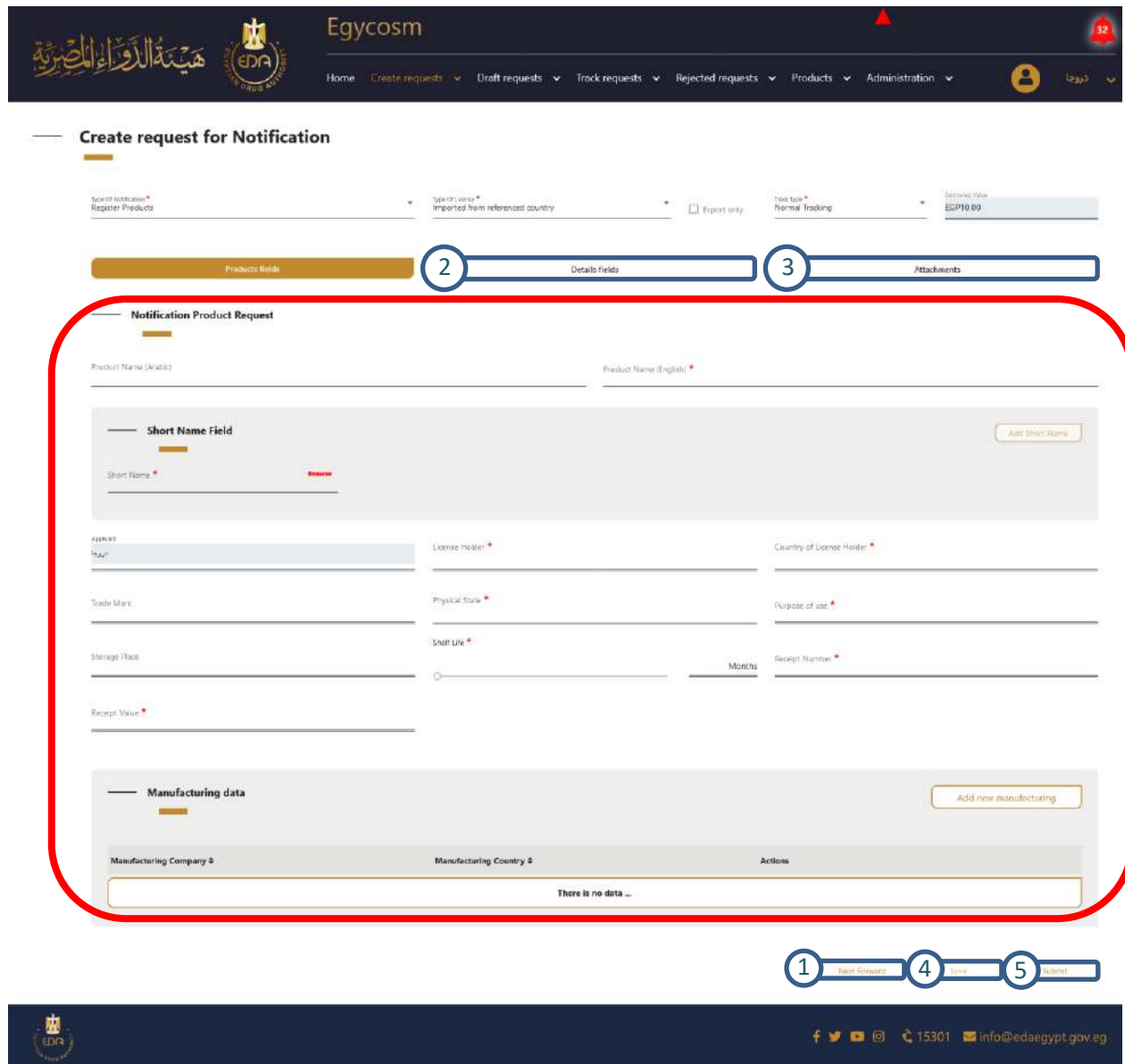


The screenshot shows the 'Create request for Notification' form. The 'Track Type' dropdown menu is open, displaying the following options: Normal Tracking and Fast Tracking. A red box highlights the dropdown menu.

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**



The screenshot shows the 'Create request for Notification' page in the Egycosm portal. At the top, there are navigation tabs: 'Products fields' (highlighted), 'Details fields', and 'Attachments'. Below these are three numbered buttons: 1 (Next forward), 2 (Details fields), and 3 (Attachments). The main form area is titled 'Notification Product Request' and contains several input fields:

- Product Name (Arabic) and Product Name (English)
- Short Name Field with an 'Add Short Name' button
- License Holder, Country of License Holder, Trade Mark, Physical State, Purpose of use, Storage Place, Shelf Life (Months), Receipt Number, and Receipt Value
- Manufacturing data section with 'Add new manufacturing' button and a table for Manufacturing Company, Manufacturing Country, and Actions.

At the bottom of the form, there are five numbered buttons: 1 (Next forward), 2 (Details fields), 3 (Attachments), 4 (Back), and 5 (Home).

- 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 a web form for product registration. At the top, there are dropdown menus for 'Type Of Notification' (Register Products), 'Type Of License' (Local), and 'Track Type' (Normal Tracking), along with an 'Export only' checkbox and a 'License Fee' field (EGP90.00). Below these are three tabs: 'Product Details' (active), 'Packaging/Ingredient Data', and 'Attachments'. The 'Product Details' section includes a 'Product Name (Arabic)' field and a 'Product Name (English)' field containing 'TEST 1 C' with a green checkmark. Below this is a 'Short Name Field' containing 'TESTT SHT NAME33333' with a red 'remove' button. A callout box with an arrow points to a red 'Validation Short Name' button, with the text 'You must click here to validate short'. At the bottom, there are fields for 'Applicant' (test local cosm 1), 'License Holder', 'Country of License Holder', 'Trade Mark', 'Physical State', and 'Purpose of use'.

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

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

5- 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 screenshot displays the Egycosm portal interface. At the top, the navigation menu includes 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', 'Products', and 'Administration'. The 'Draft requests' menu item is highlighted with a red box and a red arrow. Below the navigation, the dashboard shows three main sections: 'Track Requests' with 23 requests, 'Draft Requests' with 6 requests, and 'Approved Products' with 13 requests. A bar chart shows the distribution of requests: 23 notifications, 23 full & de variation, and 23 de & full variation. A pie chart shows the distribution of registered products: 15 registered products, 2 registered products for lot/hair colorant, 3 registered hair colorant products, and 2 registered kit.

Draft requests > Notification page

Filter Data

Which column do you want to search in?

Search for the product here

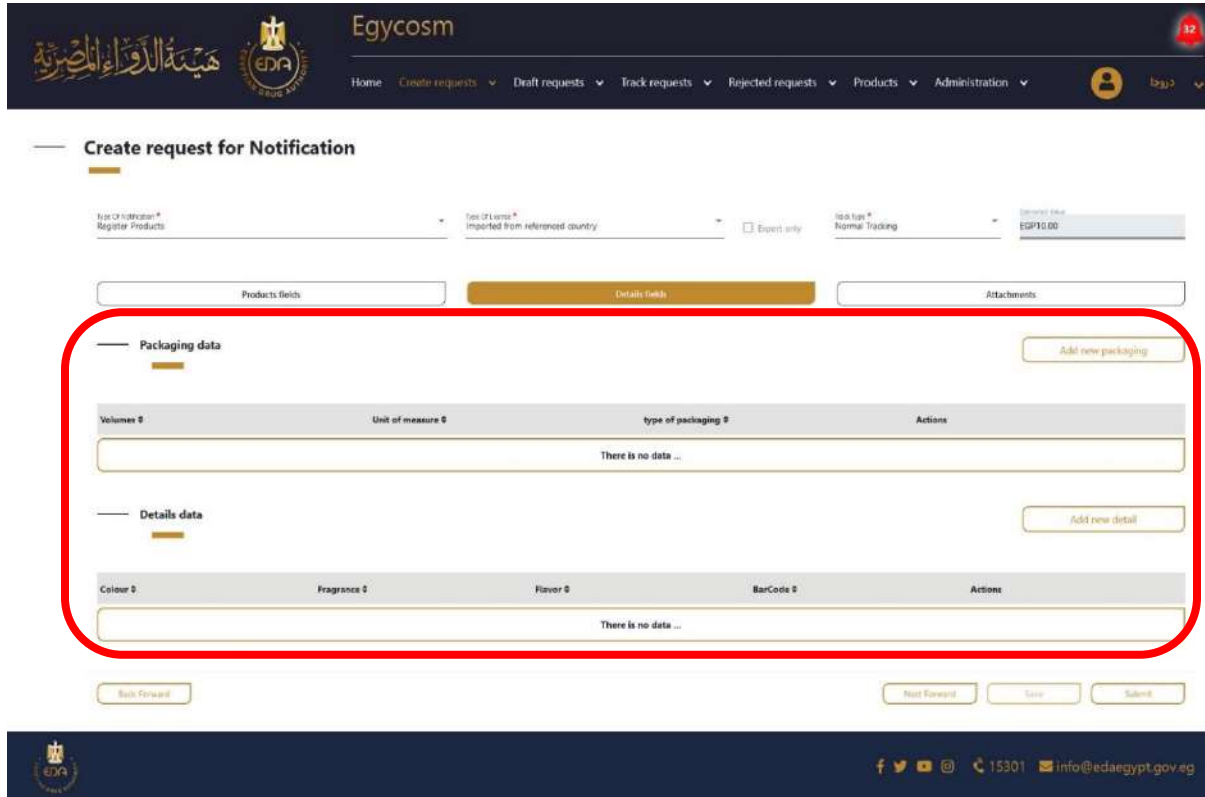
Request Number #	Search date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1401	Jul 7, 2021	Register hair colorant product for kit	lesal		Normal Tracking	 
1756	Jul 29, 2021	Register product for kit(hair colorant kit)	project white serum		Fast Tracking	 

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 **Details fields** is divided into two parts : **Packaging data** , **Details data**



Egycosm

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

Type of notification* Register Products Tax of Licence* Imported from referenced country Export only Tax type* Normal Tracking General tax EGP10.00

Products fields **Details fields** Attachments

Packaging data Add new packaging

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

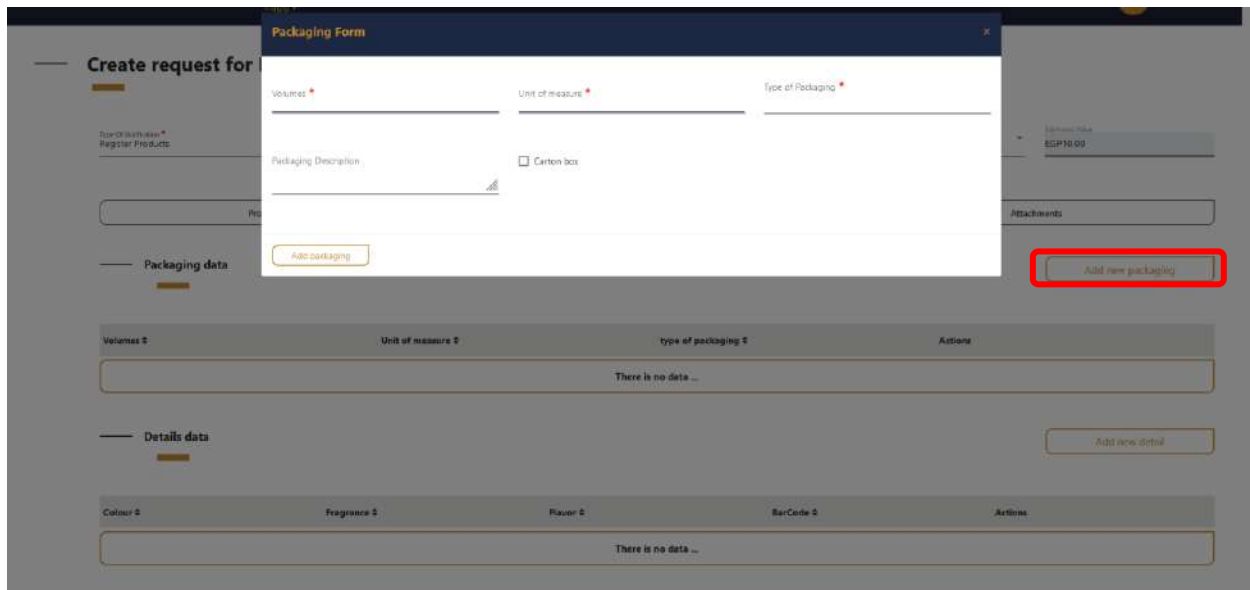
Details data Add new detail

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

Back Forward Next Forward Save Submit

EDA 15301 info@edaegypt.gov.eg

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

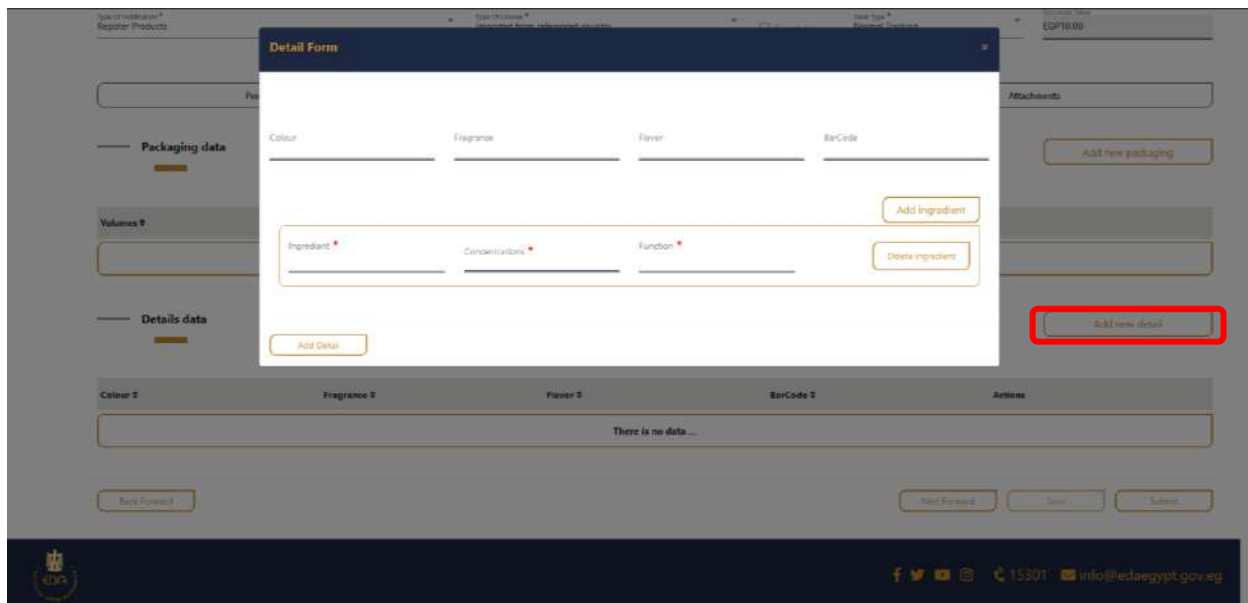


The screenshot displays a web application interface for creating a request. A modal window titled "Packaging Form" is open, containing the following fields and controls:

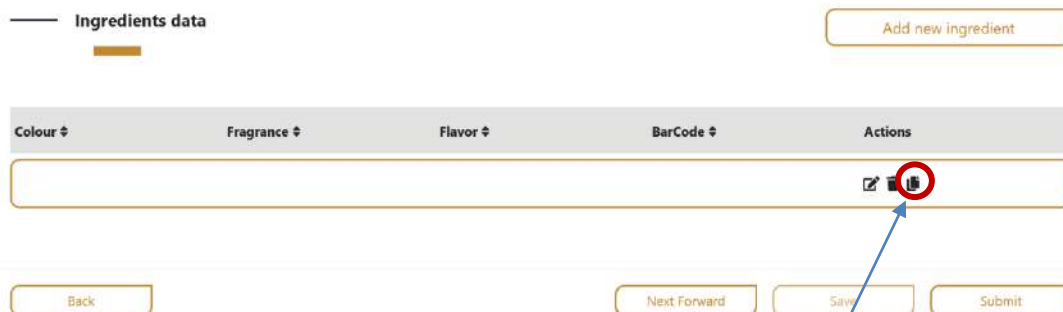
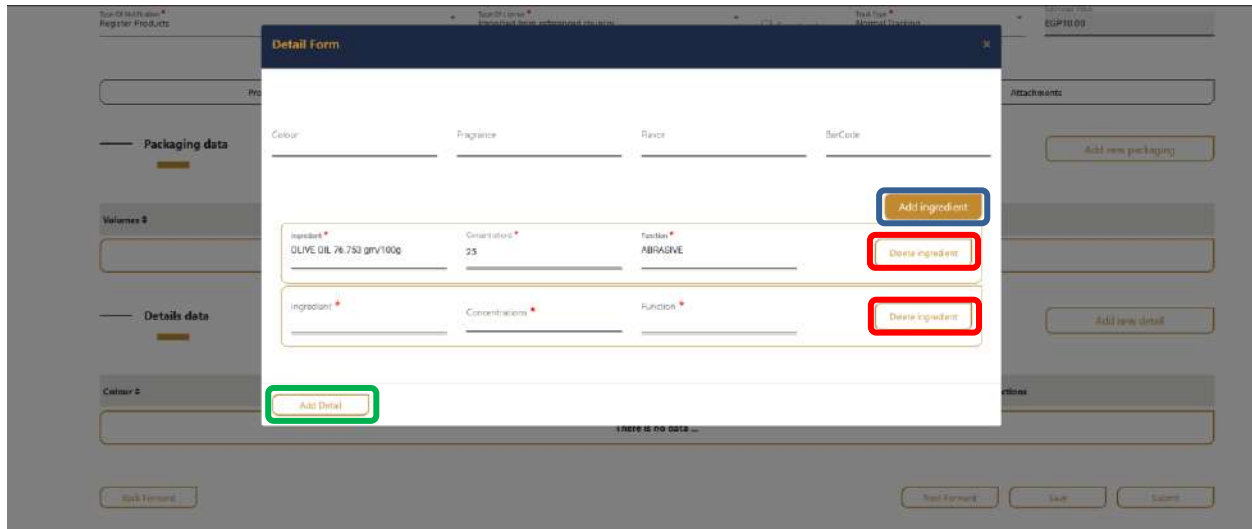
- Volume *
- Unit of measure *
- Type of Packaging *
- Packaging Description (with a text area and a small image icon)
- Carton box (checkbox)
- Auto packaging (button)

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 rectangular border.

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

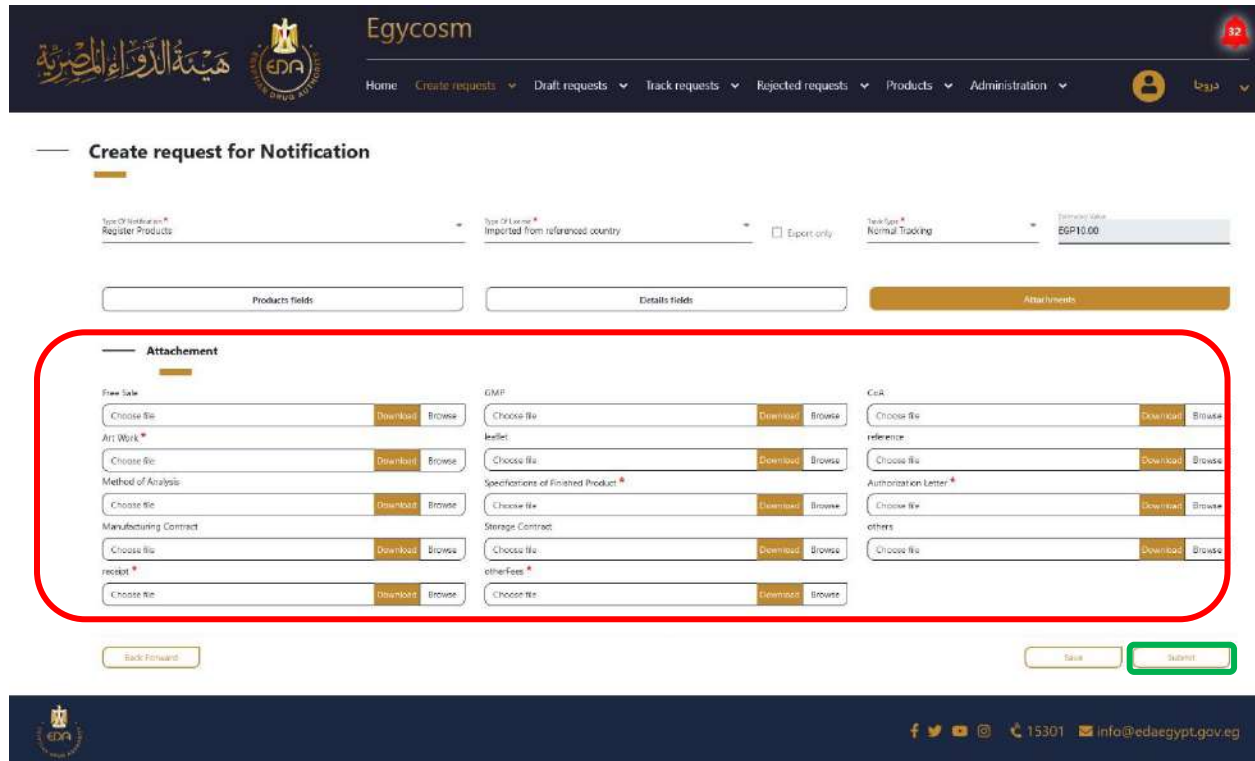


You can add many ingredients or delete them from those buttons and after finishing this step click on add details button



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)



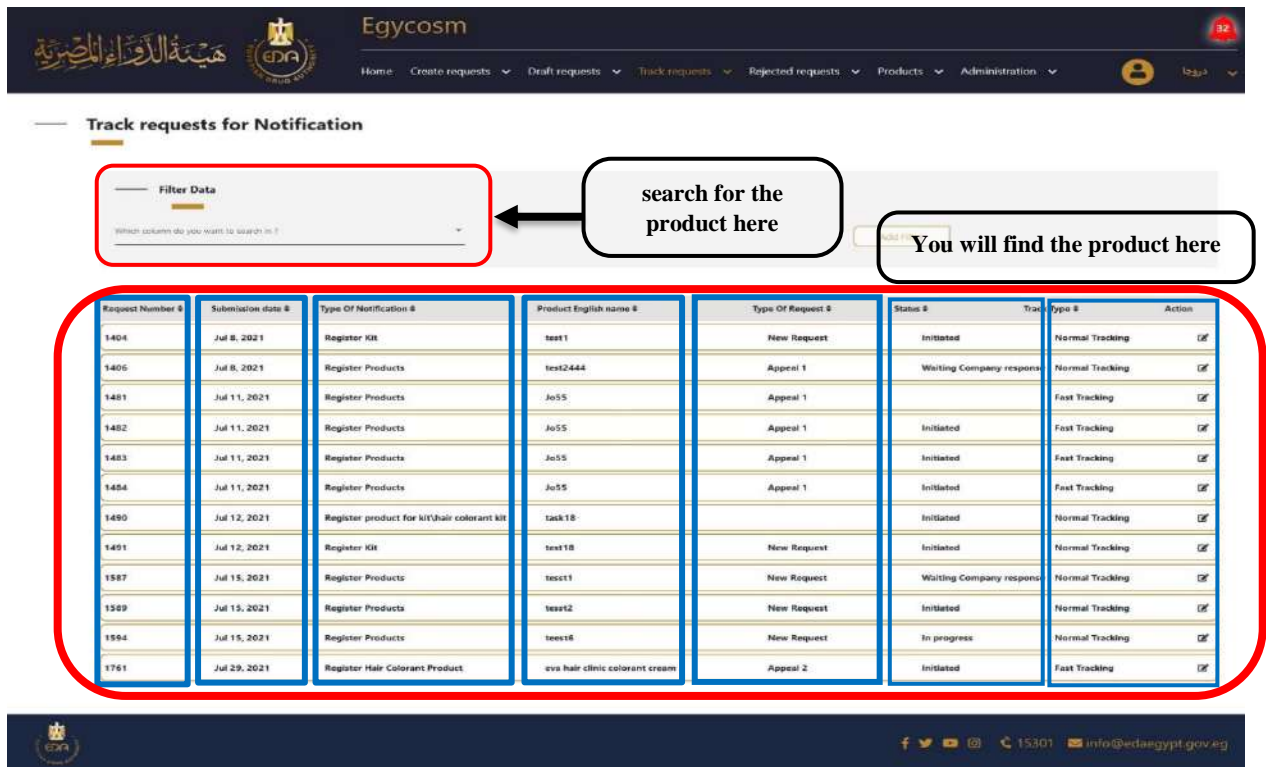
The screenshot displays the 'Create request for Notification' form in the Egycosm system. The form includes several dropdown menus for 'Type of Medication' (set to 'Register Products'), 'Type of License' (set to 'Imported from referenced country'), 'Task type' (set to 'Normal Tracking'), and 'Priority' (set to 'EGP10.00'). There are three tabs: 'Products fields', 'Details fields', and 'Attachments'. The 'Attachments' tab is active and contains a grid of document upload fields. Each field is labeled with a document type (e.g., 'Free Sale', 'Art Work', 'Method of Analysis', 'Manufacturing Contract', 'receipt', 'GMP', 'bullet', 'Specifications of Finished Product', 'Storage Contract', 'other Fees', 'CoR', 'reference', 'Authorization Letter', 'others') and includes a 'Choose file' button, a 'Download' button, and a 'Browse' button. At the bottom of the form, there are 'Back' and 'Forward' buttons, and a 'Submit' button highlighted with a green border.

At the end you make sure that all the mandatories fields are filled with its custom 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**

The screenshot displays the Egycosm portal interface. The top navigation bar includes 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', 'Products', and 'Administration'. A dropdown menu is open under 'Track requests', with 'Notification' highlighted in red. The main content area shows 'Welcome to the Egyptian Drug Authority' and two summary cards: 'Track Requests 23 requests' and 'Approved Products 13 requests'. Below these are a bar chart and a pie chart. The bar chart shows counts for 'Do & Not Version', 'Notification', and 'Not & Do Version'. The pie chart shows the distribution of 'Approved Products' by category: Register (Products) is 15, Register product for Mixture colorant of a 2, Register Mixture Colorant Product is 1, and Register of a 1.

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

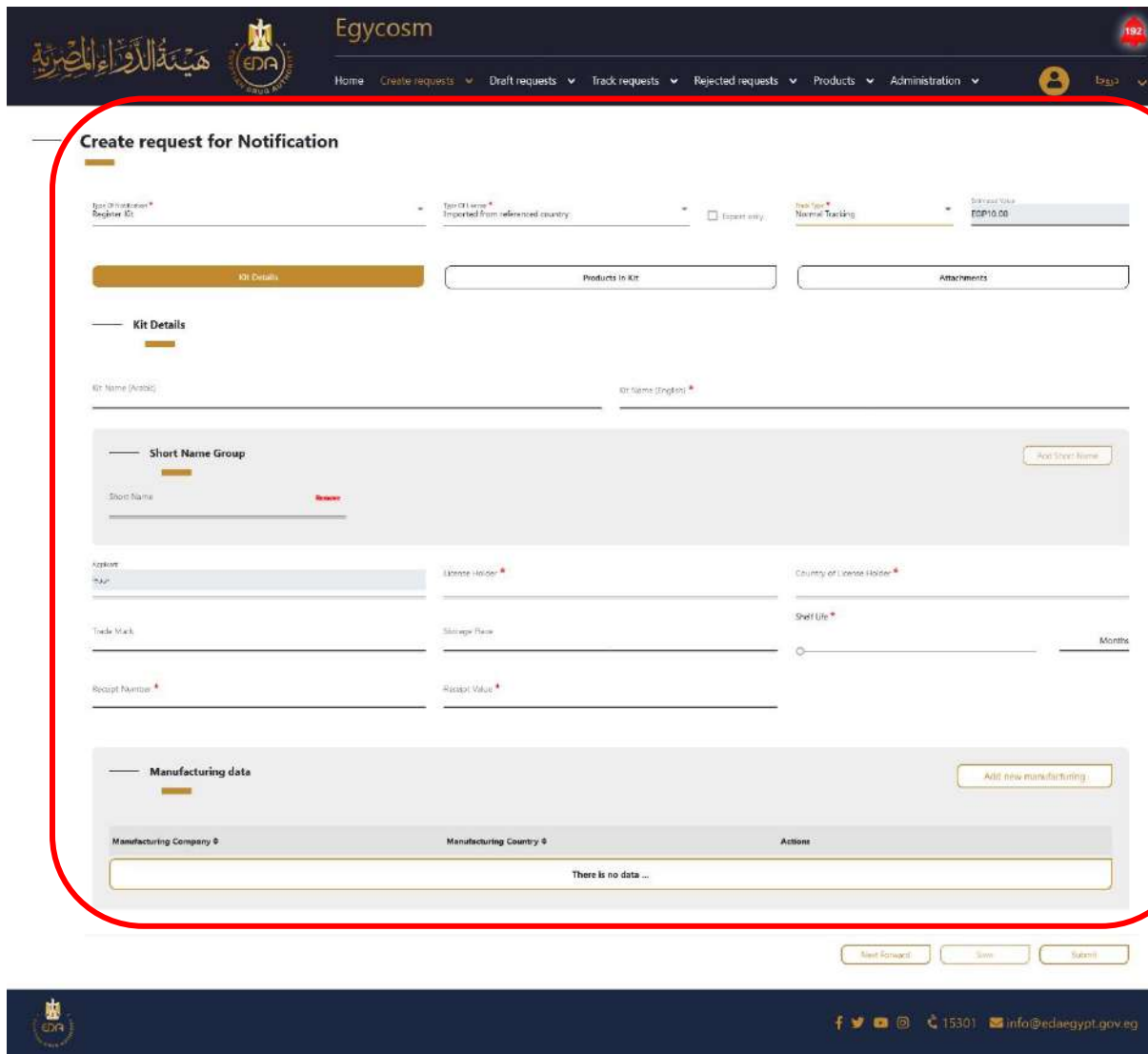
Which column do you want to search in ?

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	🗑️
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	test2	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	🗑️

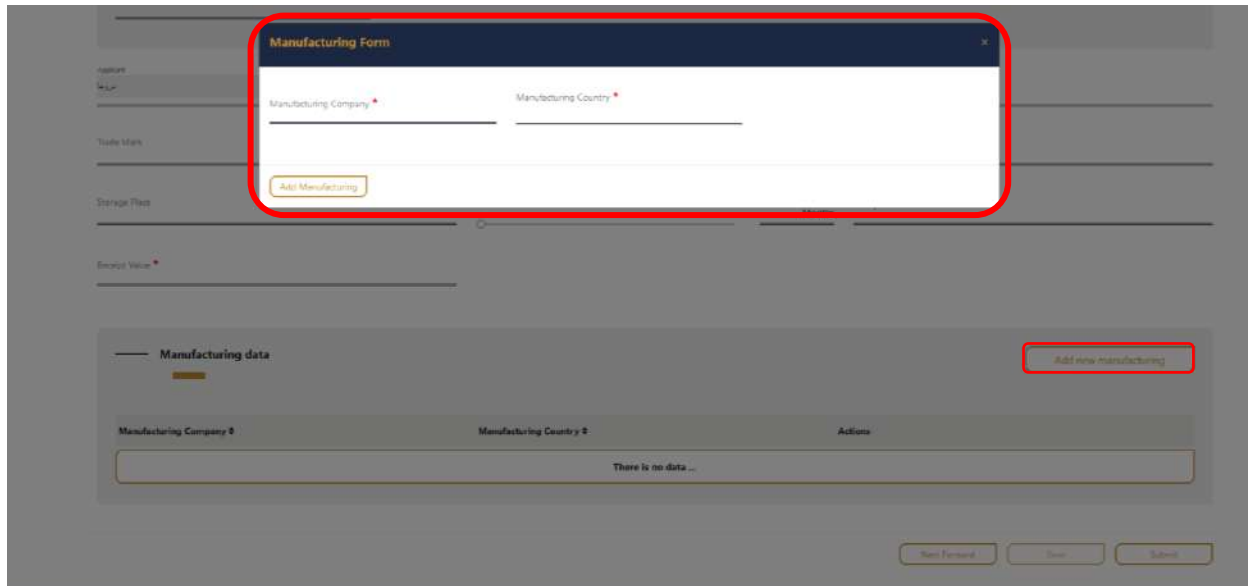
*** In case the type of Notification is Register Kit**



- 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 be 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 pop-up window titled "Manufacturing Form" is open, containing two input fields: "Manufacturing Company" and "Manufacturing Country", each with a red asterisk indicating a required field. Below these fields is a yellow button labeled "Add Manufacturing". In the background, a table titled "Manufacturing data" is visible, with columns for "Manufacturing Company", "Manufacturing Country", and "Actions". The table is currently empty, displaying "There is no data...". A yellow button labeled "Add new manufacturing" is located in the top right corner of the table area. At the bottom of the page, there are three buttons: "Next Forward", "Clear", and "Submit".

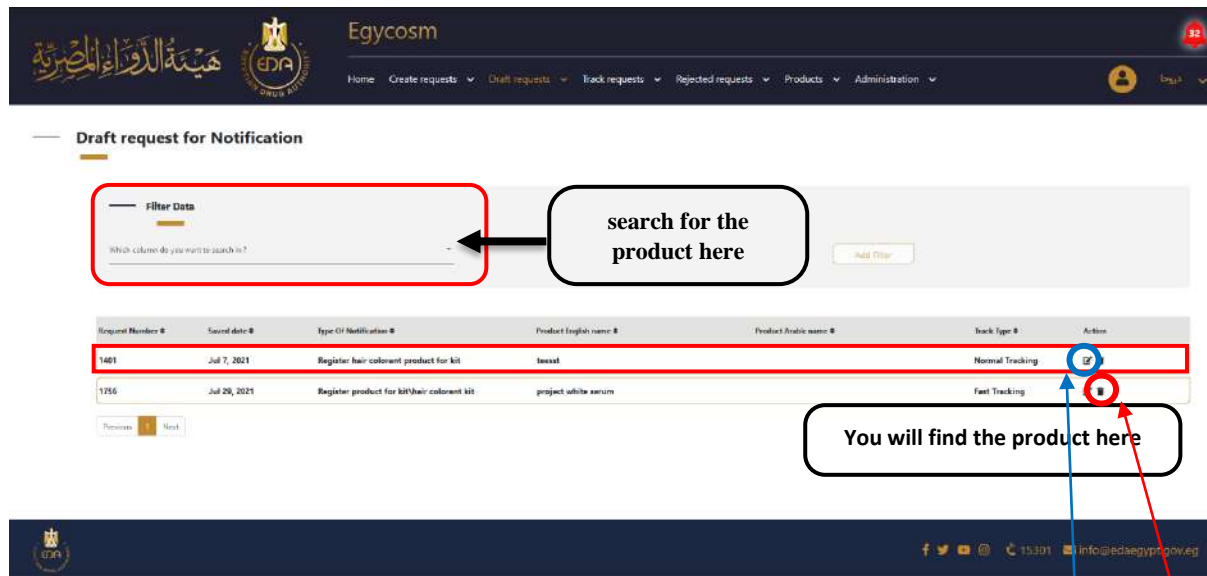
2- You must save the product and it will go directly to **Draft requests**, in order to make sure that the product has been saved and return to complete it again in anticipation of any technical malfunction

The screenshot shows the Egycosm portal interface. The top navigation bar includes 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', 'Products', and 'Administration'. A red arrow points to the 'Draft requests' menu item. Below the navigation bar, there are three main sections: 'Track Requests' (23 requests), 'Draft Requests' (6 requests), and 'Approved Products' (13 requests). A bar chart shows the distribution of requests, and a pie chart shows the distribution of approved products.

Request Type	Count
Dis & Tel Variation	~1
Notification	~21
Tel & Dis Variation	~1

Product Type	Count
Register products n 15	~10
Register product for left hand cosmetic n 8 is 2	~2
Register in her Cosmetic Product n 3	~1
Register n 2	~1





Draft requests > Notification page



Filter Data

Which column do you want to search in?

search for the product here

Request Number #	Saved date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1401	Jul 7, 2021	Register hair colorant product for kit	laxal		Normal Tracking	 
1256	Jul 29, 2021	Register product for kit(hair colorant kit)	project white serum		Fast Tracking	 

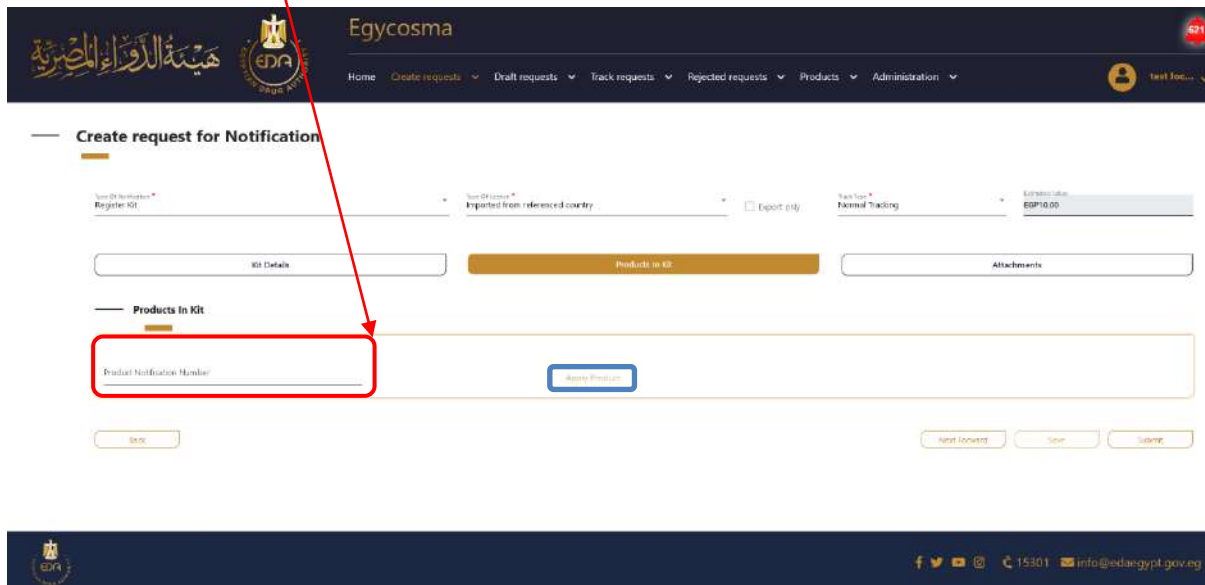
You will find the product here

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

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

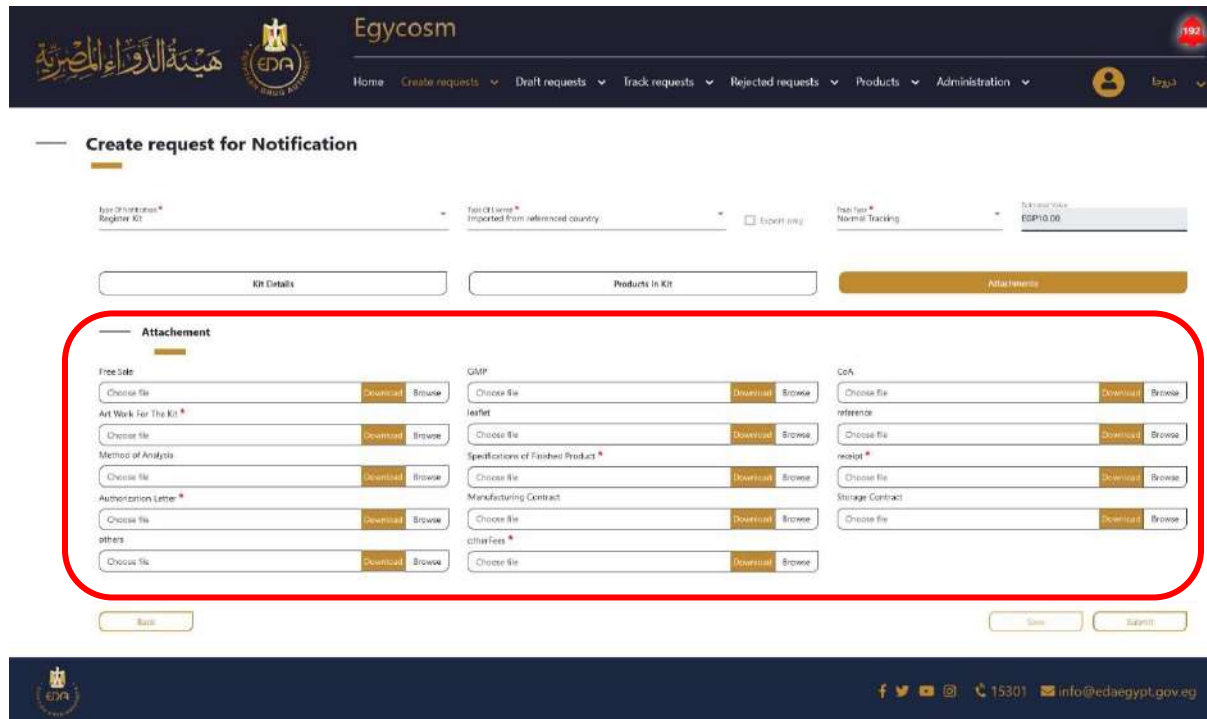
- ❖ The tap of **Product in Kit** page, choose the product status : approved products

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)**



Create request for Notification

Register Kit | Imported from referenced country | Egypt only | Normal Tracking | ESP10.D0

Kit Details | Products in Kit | Attachments

Attachment

Free Side Choose file Download Browse	GMP Choose file Download Browse	CoA Choose file Download Browse
Art Work For The Kit * Choose file Download Browse	Leaflet Choose file Download Browse	reference Choose file Download Browse
Method of Analysis Choose file Download Browse	Specifications of Finished Product * Choose file Download Browse	material * Choose file Download Browse
Authorization Letter * Choose file Download Browse	Manufacturing Contract Choose file Download Browse	Storage Contract Choose file Download Browse
others Choose file Download Browse	Other Fees * Choose file Download Browse	

Back | Save | Submit

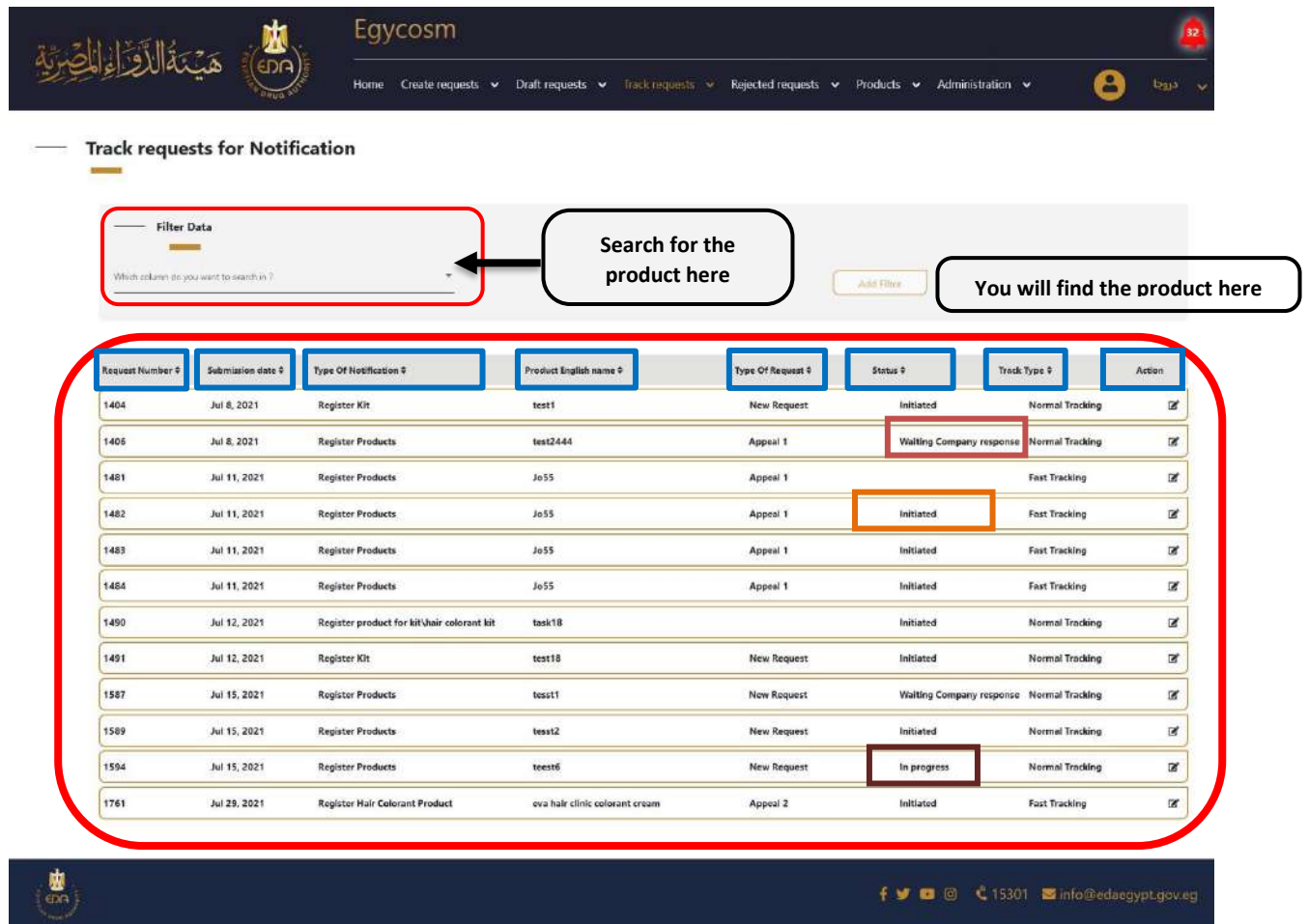
EDA | 15301 | info@edaegypt.gov.eg

- 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**

The screenshot displays the Egycosm portal interface. The top navigation bar contains the following items: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. A dropdown menu is open under 'Track requests', with 'Notification' highlighted in red. The main content area features a 'Welcome to Egyptian Drug Authority' message. Below this, there are two summary cards: 'Track Requests' with 23 requests and 'Approved Products' with 13 requests. A bar chart shows the distribution of requests across three categories: O/S & T/S Variation, New Product, and T/S & O/S Variation. A pie chart shows the distribution of registered products across four categories: Register Product in 15, Register product for Mutual contract in 2, Register new Cosmetic Product in 3, and Register in 1.

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	Initiated	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	ova hair clinic colorant cream	Appeal 2	Initiated	Fast Tracking	🗑️

15301 info@edaegypt.gov.eg

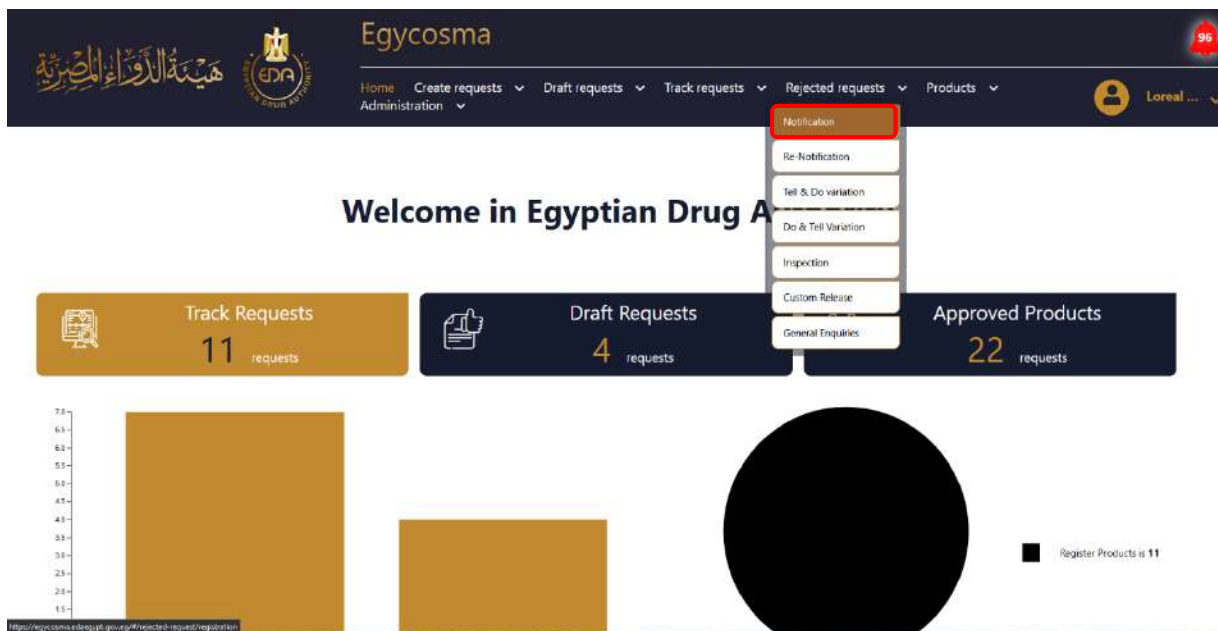
1- When you submit, the request status is updated to **Initiated**

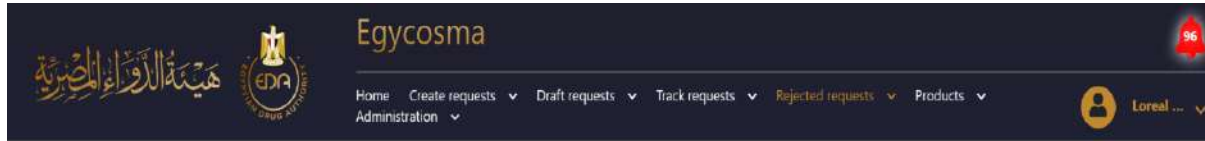
2- In case you get first comment from the authority, the request status is updated to **waiting company response** and you need to reply to the comments you got and re-submit the request.

3- When you re-submit, the request status is 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.





Egycosma



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 778fewrrrrrr78	Reject and can appeal twice	Rejected	Fast Tracking	

Previous 1 Next




EDA 15301 info@edaegypt.gov.eg

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 style="display: flex; justify-content: space-between;"> <div> <p>Request id : 4878</p> <p>Product English name : test reject reason 1</p> <p>Track Type : Normal Tracking</p> <div style="border: 1px solid red; padding: 5px;"> <p>Reject Reasons :</p> <p>1- تحتوي على بيانات غير مطابقة أو غير صحيحة.</p> <p>2- منتهى الصلاحية.</p> </div> </div> <div> <p>Submission date : Sep 7, 2021</p> <p>Type Of Request : Reject and can appeal twice</p> </div> <div> <p>Type Of Notification : Register Products</p> <p>Status : Rejected</p> </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


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

 test loc...

Create request for Notification

Type of Notification
Regular Products

New Product
Local

export only

Fee Type
Normal Products

Product ID
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

Manufacturer
[IPC] JOHNSON PRODUCTS COMPANY

Country of Origin
AFGHANISTAN

Trade Mark
MIRAZI

Original Name
Aqua Provo skin Care

Storage Time
Storage 1

Shelf Life
99 Months

Receipt Number

Receipt Value

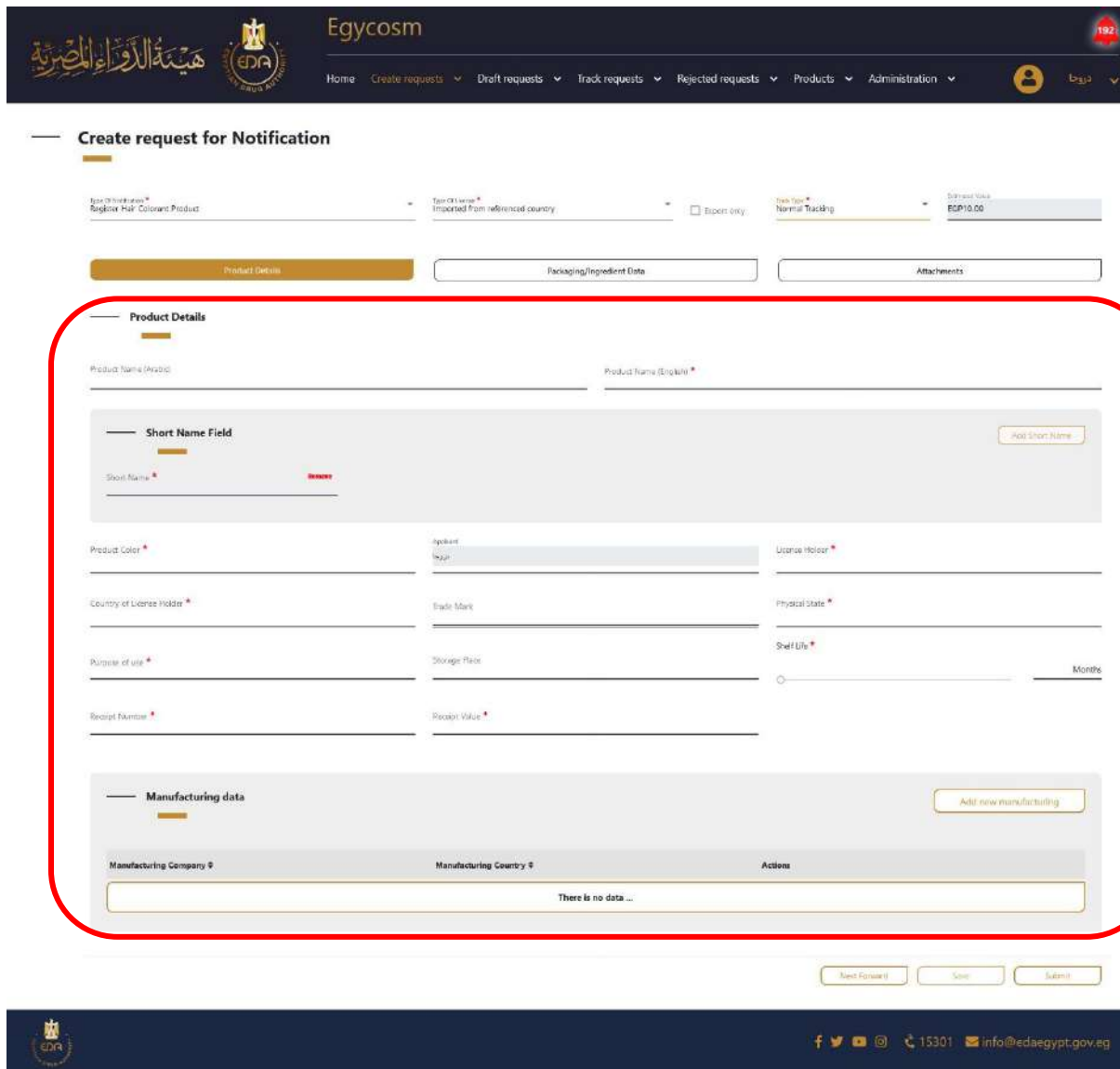
Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
[IPC] JOHNSON PRODUCTS COMPANY	ALBANIA	✕ ☰

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 Details Packaging/Ingredient Data Attachments

Product Details

Product Name (Arabic) Product Name (English)

Short Name Field Add Short Name

Short Name

Product Color Applicant License Holder

Country of License Holder Trade Mark Physical State

Purpose of use Storage Place Shelf Life

Receipt Number Product Value

Manufacturing data Add new manufacturing

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

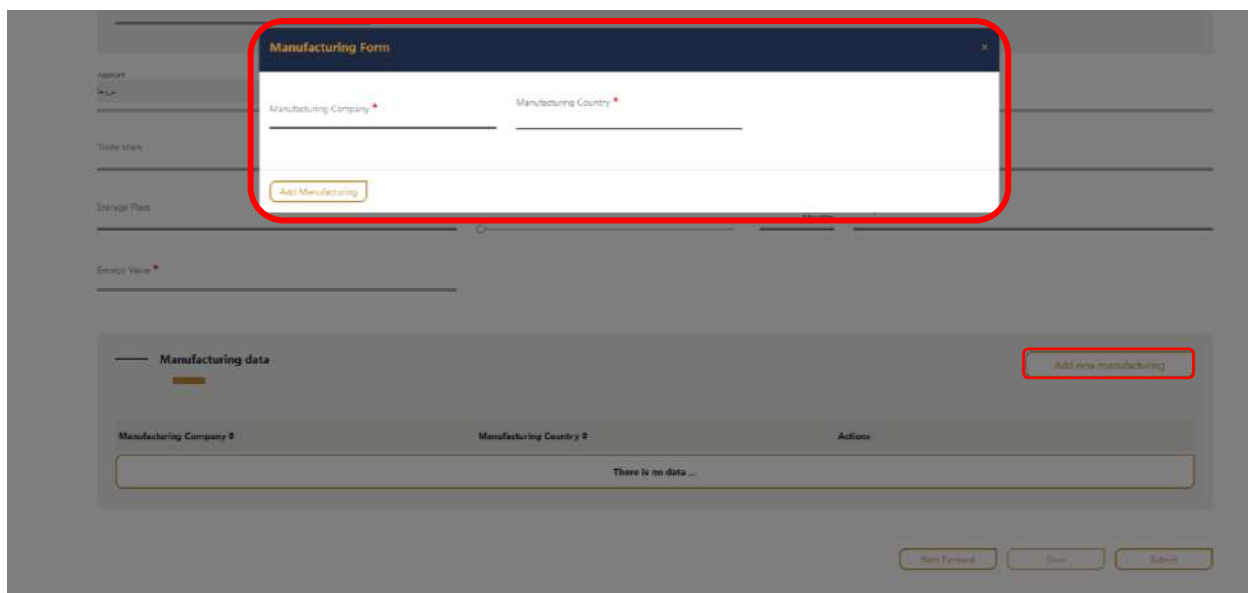
Next Forward Save Submit

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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:

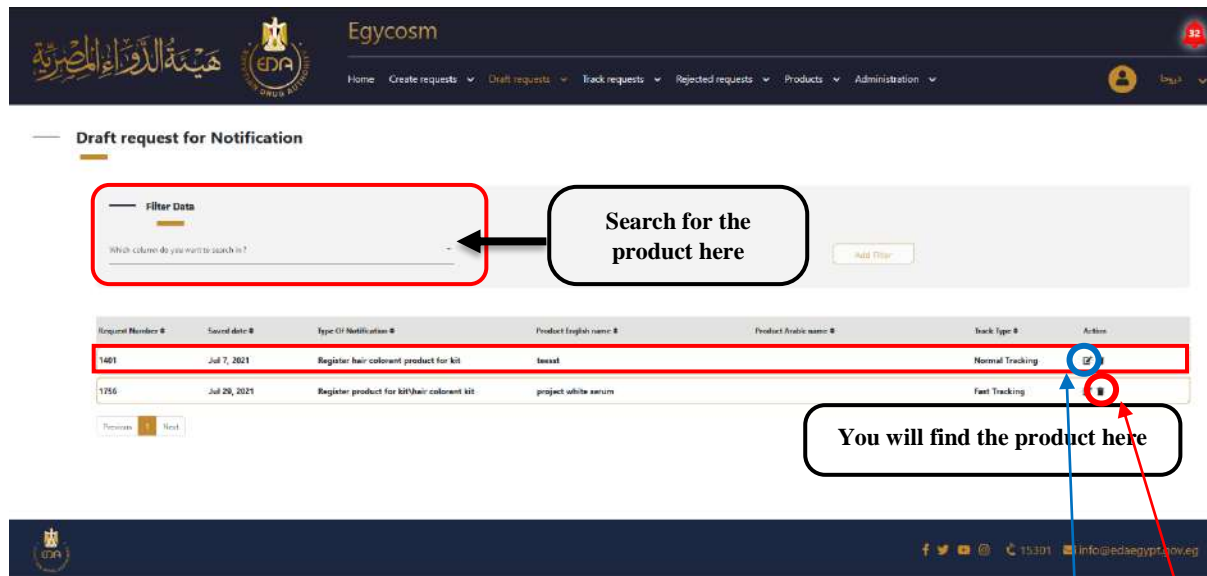


The screenshot shows a 'Manufacturing Form' pop-up window with two input fields: 'Manufacturing Company' and 'Manufacturing Country', both marked with a red asterisk (*). Below these fields is an 'Add Manufacturing' button. In the background, the 'Manufacturing data' table is visible, featuring a table with columns for 'Manufacturing Company', 'Manufacturing Country', and 'Actions'. The table currently contains no data, indicated by the text 'There is no data ...'. An 'Add new manufacturing' button is located in the top right corner of the table area. At the bottom of the page, there are three buttons: 'Next Forward', 'Clear', 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





The screenshot displays the Egycosm portal interface. At the top, there is a navigation bar with the following menu items: Home, Create requests, Draft requests, Track requests, Rejected requests, Products, and Administration. A red arrow points to the 'Notification' option in the 'Draft requests' dropdown menu. Below the navigation bar, the main content area features three summary cards: 'Track Requests' with 23 requests, 'Draft Requests' with 6 requests, and 'Approved Products' with 13 requests. A bar chart shows the distribution of requests: 23 for 'Notification', 2 for 'Full & De Variation', and 2 for 'Tel & De Variation'. A pie chart shows the distribution of approved products: 10 for 'Register products in 15', 2 for 'Register product for left-hand cosmetic in 2', 3 for 'Register in the Cosmetic Product in 3', and 2 for 'Register in 2'.

Draft requests > Notification page



Filter Data

Which column do you want to search in? Add Filter

Request Number #	Saved date #	Type Of Notification #	Product English name #	Product Arabic name #	Track Type #	Action
1401	Jul 7, 2021	Register hair colorant product for kit	laxal		Normal Tracking	 
1256	Jul 29, 2021	Register product for kit(hair colorant kit)	project white serum		Fast Tracking	 

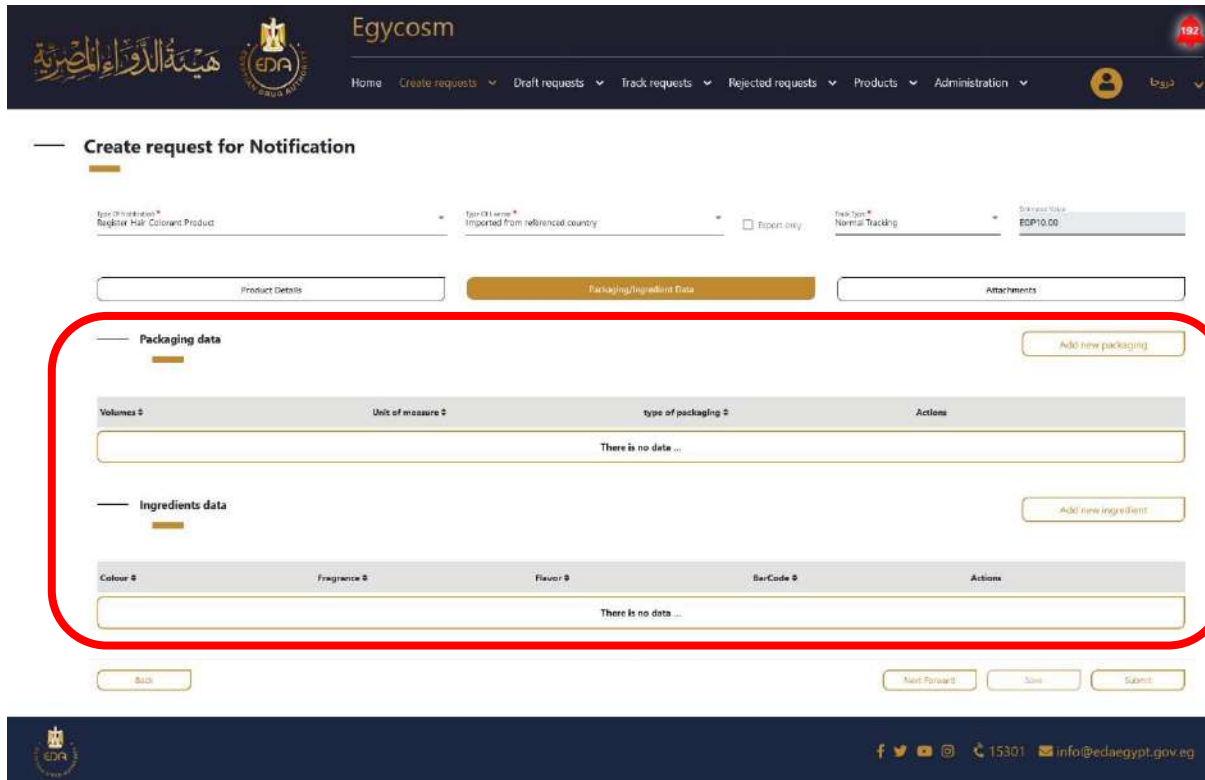
Previous Next

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

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

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



Egycosm 192

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create request for Notification

Product Name: Reginox Hair Colorant Product | Country: Imported from referenced country | Export only: | Pack Size: Normal Packing | Service Fee: EGP10.00

Product Details | **Packaging/Ingredient Data** | Attachments

Packaging data Add new packaging

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

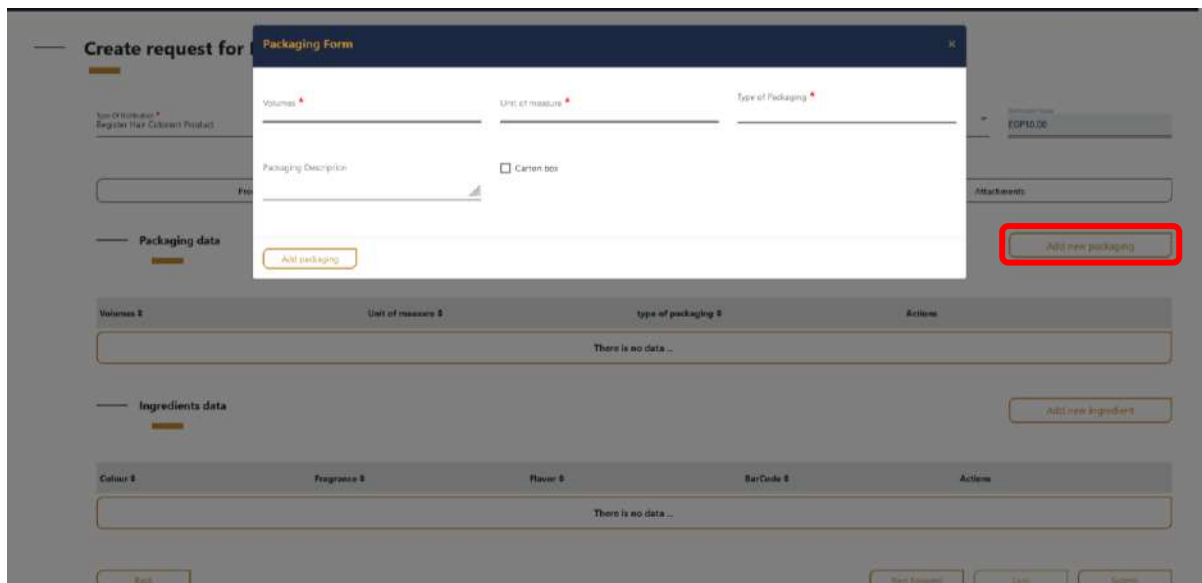
Ingredients data Add new ingredient

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

Back Next Forward Save Submit

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



The screenshot shows a web application interface for creating a request. A modal window titled "Packaging Form" is open, displaying the following fields:

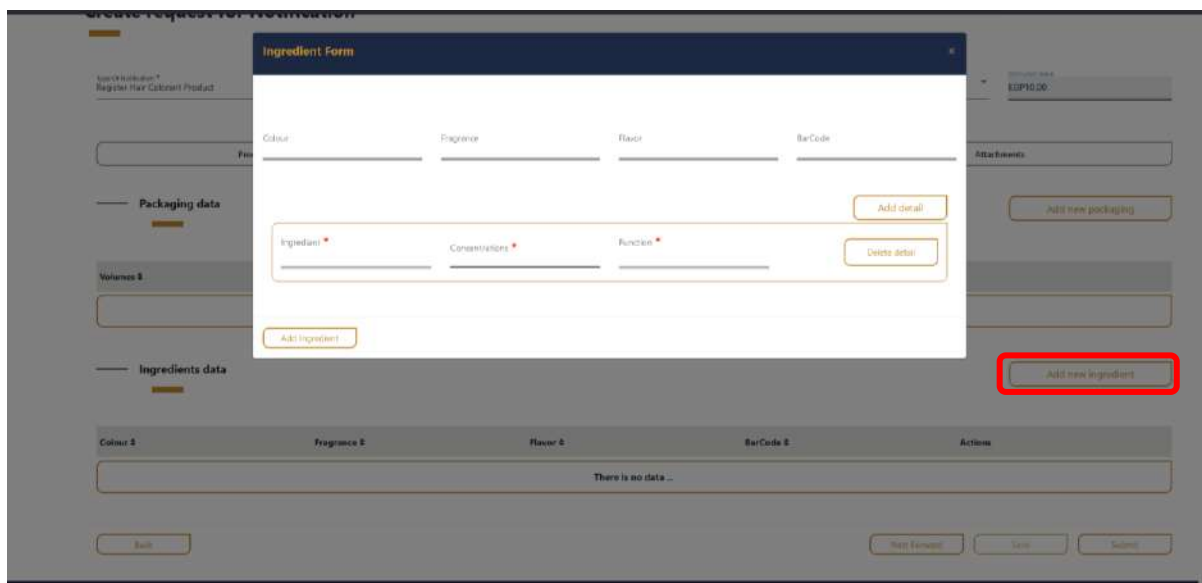
- Volume *
- Unit of measure *
- Type of Packaging *
- Packaging Description
- Carton box

The "Add packaging" button at the bottom of the modal is highlighted with a red box. In the background, the main form has a section for "Packaging data" with a table header:

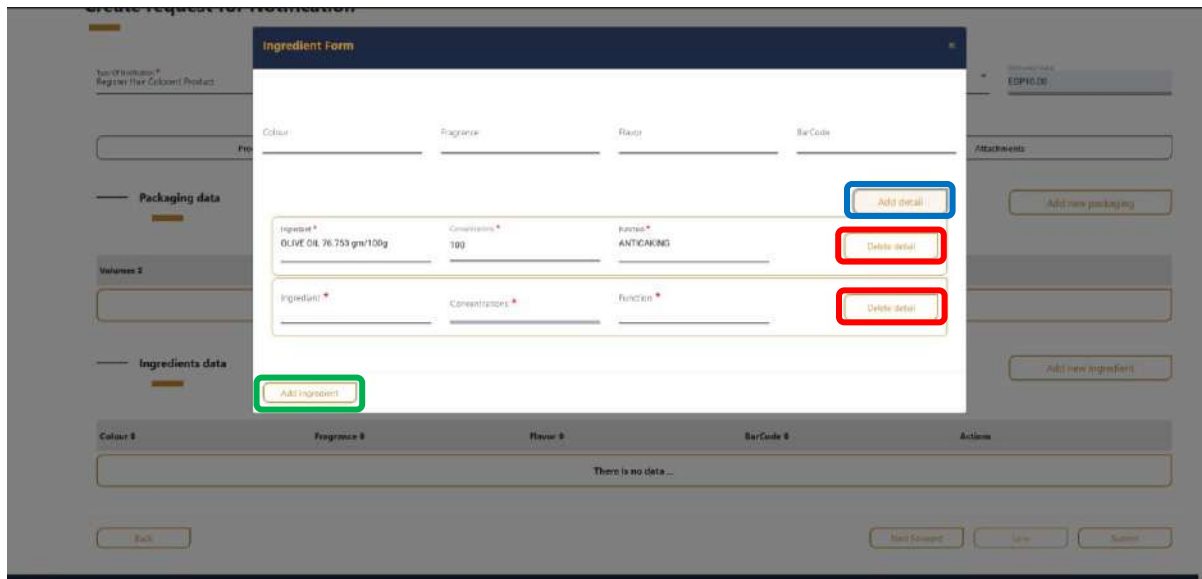
Volume #	Unit of measure #	type of packaging #	Actions
There is no data ...			

Below the table, there is an "Add new packaging" button. The "Ingredients data" section below it also has an "Add new ingredient" button.

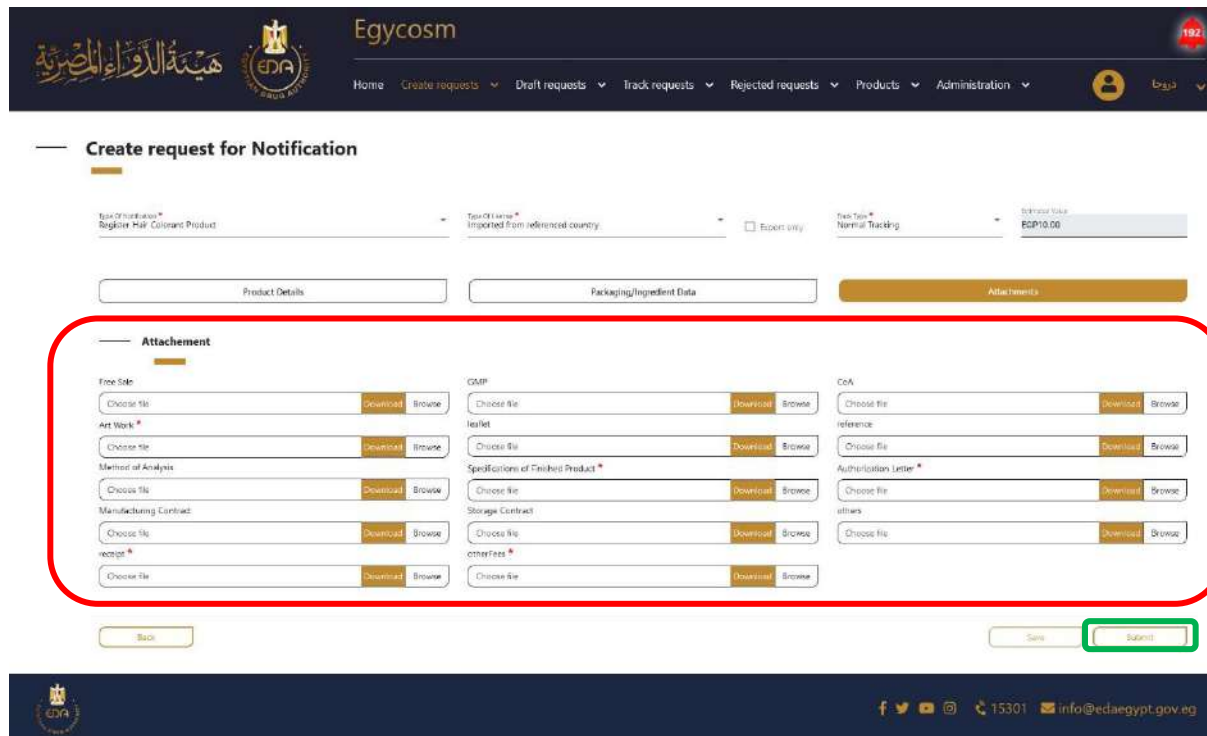
Click on **add new Ingredient** then a pop-up will appear including the form of details data, Consists of :



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



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

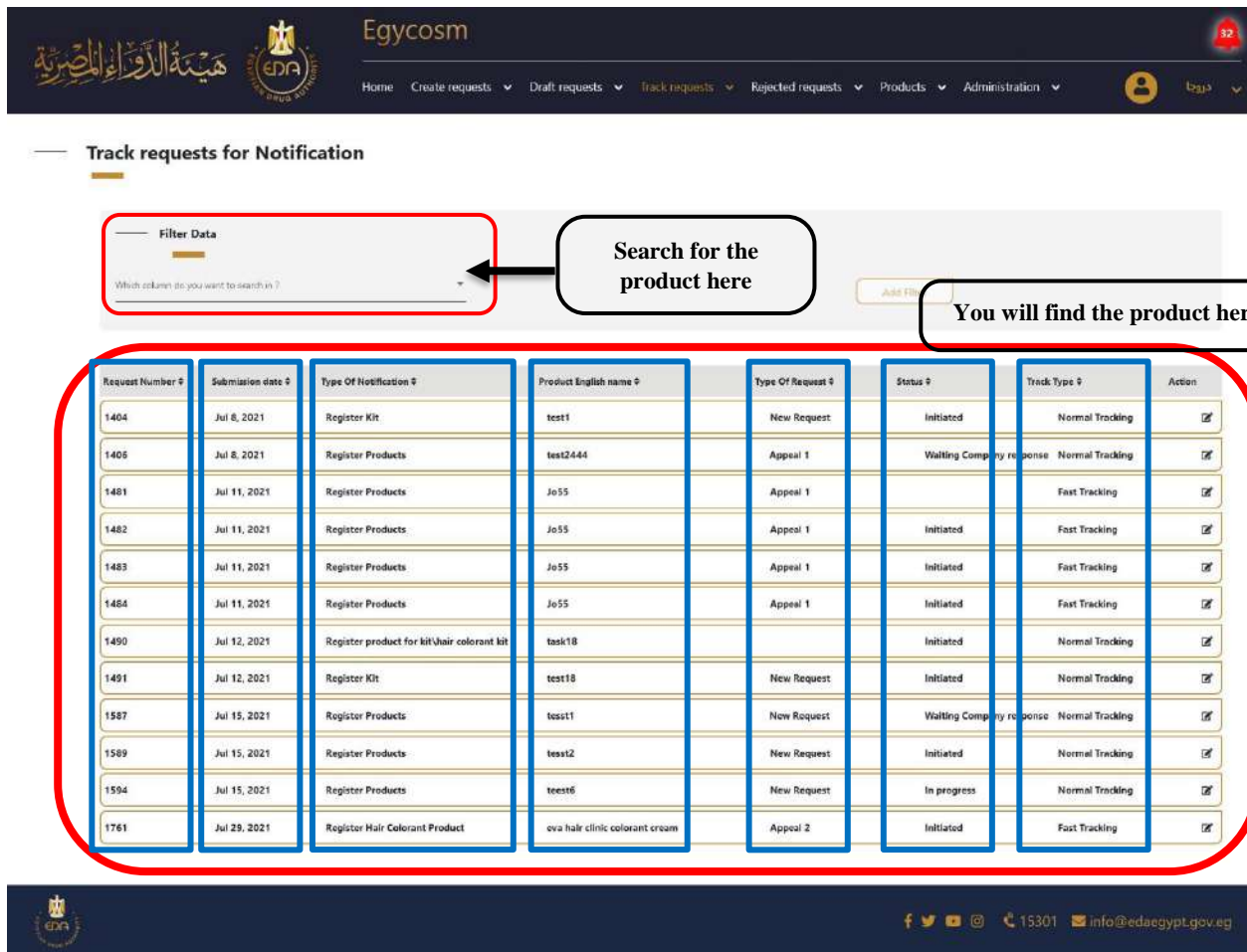


- ▲ At the end you make sure that all the mandatory fields are filled with its custom data then click on **Submit** button

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

The screenshot displays the Egycosm web application interface. The top navigation bar includes 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', 'Products', and 'Administration'. A dropdown menu is open under 'Track requests', with 'Notification' highlighted in red. The main content area shows 'Welcome to the Egyptian Drug Authority' and two summary cards: 'Track Requests 23 requests' and 'Approved Products 13 requests'. Below these are a bar chart and a pie chart. The bar chart shows 'Do & Not Visitation' (1), 'Notification' (23), and 'Not & Do Visitation' (4). The pie chart shows the distribution of approved products: Register (Products) is 9, Register product for Mixture colorant is 2, Register new Colorant Product is 1, and Register is 1.

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

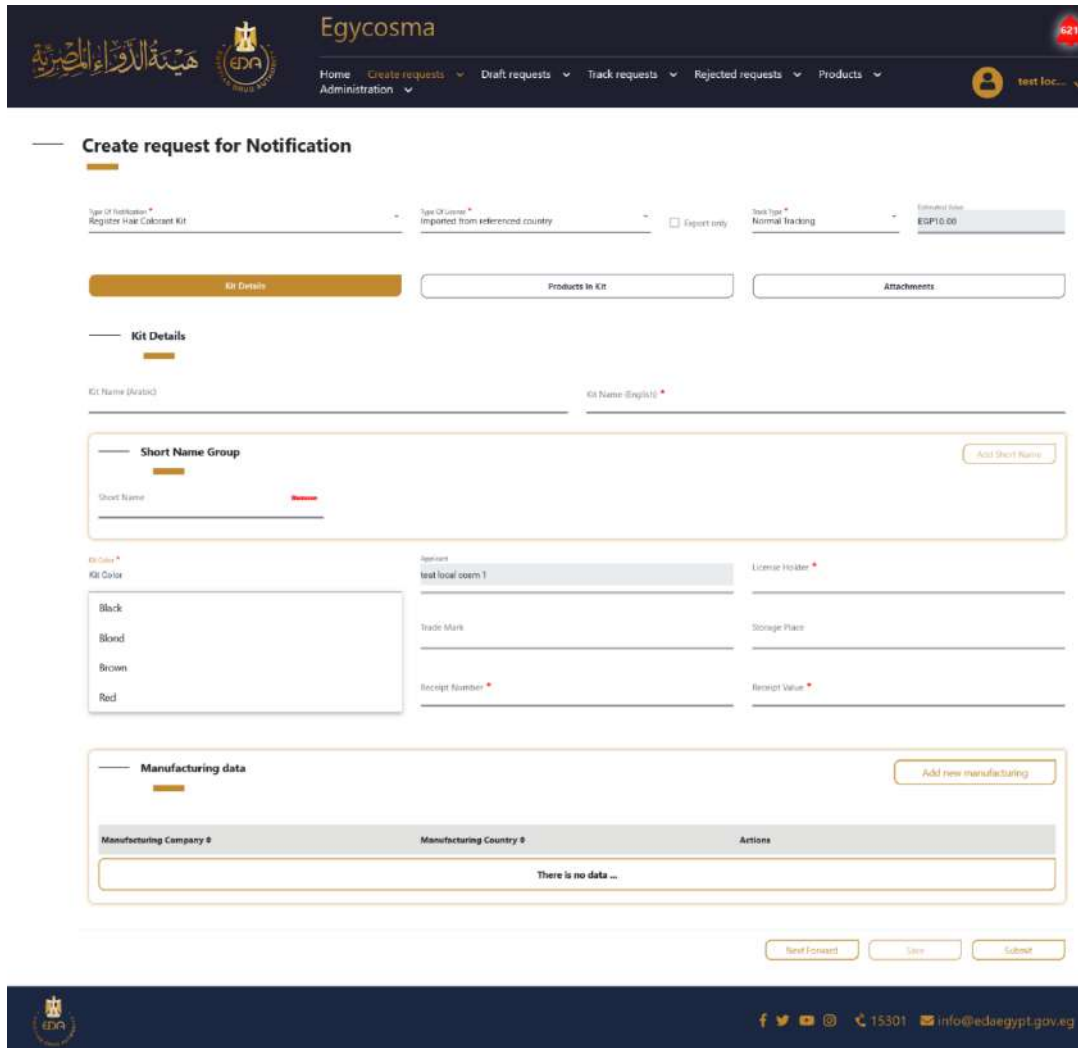
Request Number	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
1404	Jul 8, 2021	Register Kit	test1	New Request	Initiated	Normal Tracking	🗑️
1405	Jul 8, 2021	Register Products	test2444	Appeal 1	Waiting Company response	Normal Tracking	🗑️
1481	Jul 11, 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/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	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

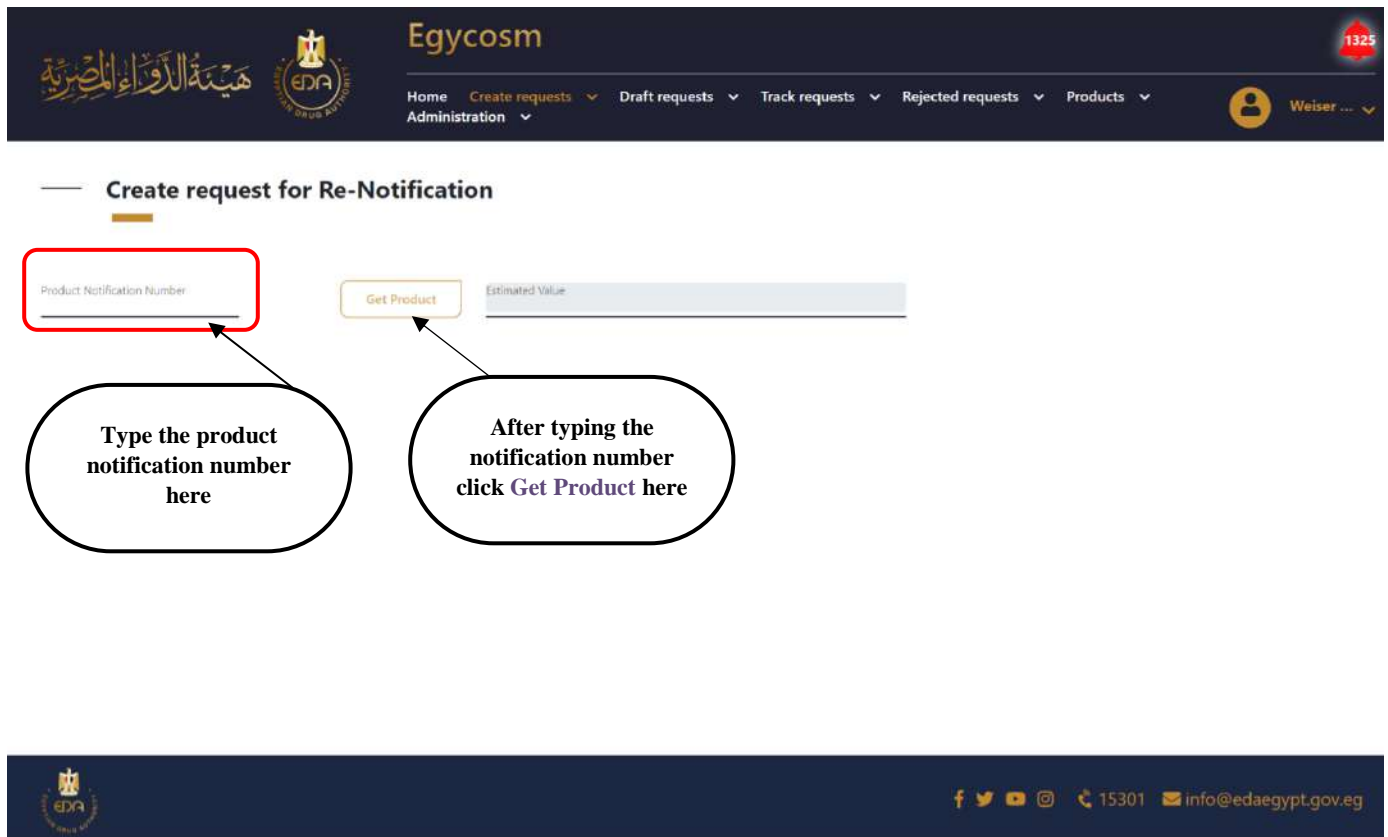
❖ **Register Hair Colorant KIT** Same steps of **Register kit**



The screenshot displays the 'Egycosma' portal interface for creating a notification request. The main heading is 'Create request for Notification'. The form includes several fields: 'Type of Notification' (set to 'Register Hair Colorant Kit'), 'Type of License' (set to 'Imported from referenced country'), 'Export only' (checkbox), 'Track Type' (set to 'Normal Tracking'), and 'Estimated Value' (EGP16.00). Below these are three tabs: 'Kit Details', 'Products in Kit', and 'Attachments'. The 'Kit Details' section contains 'Kit Name (Arabic)' and 'Kit Name (English)'. A 'Short Name Group' section has an 'Add Short Name' button. The 'Kit Color' section features a dropdown menu with options: Black, Blond, Brown, and Red. Other fields include 'Applicant' (test local coor 1), 'License Holder', 'Storage Place', 'Trade Mark', 'Receipt Number', and 'Receipt Value'. The 'Manufacturing data' section has an 'Add new manufacturing' button and a table with columns for 'Manufacturing Company', 'Manufacturing Country', and 'Actions', which is currently empty with the message 'There is no data ...'. At the bottom, there are 'Back Forward', 'Save', and 'Submit' buttons. The footer contains the EDA logo, social media icons, and contact information: 15301 and 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' portal interface. At the top, there is a navigation bar with the EDA logo and the text 'Egycosm'. Below the navigation bar, there is a menu with options: Home, Create requests, Draft requests, Track requests, Rejected requests, and Products. A user profile icon is visible on the right side of the navigation bar.

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

- A text input field labeled 'Product Notification Number' which is highlighted with a red border.
- A button labeled 'Get Product'.
- An input field labeled 'Estimated Value'.

Two callout boxes provide instructions:

- The first callout, 'Type the product notification number here', points to the 'Product Notification Number' input field.
- The second callout, 'After typing the notification number click Get Product here', points to the 'Get Product' button.

At the bottom of the page, there is a footer with the EDA logo, social media icons (Facebook, Twitter, YouTube, Instagram), and contact information: 15301 and info@edaegypt.gov.eg.

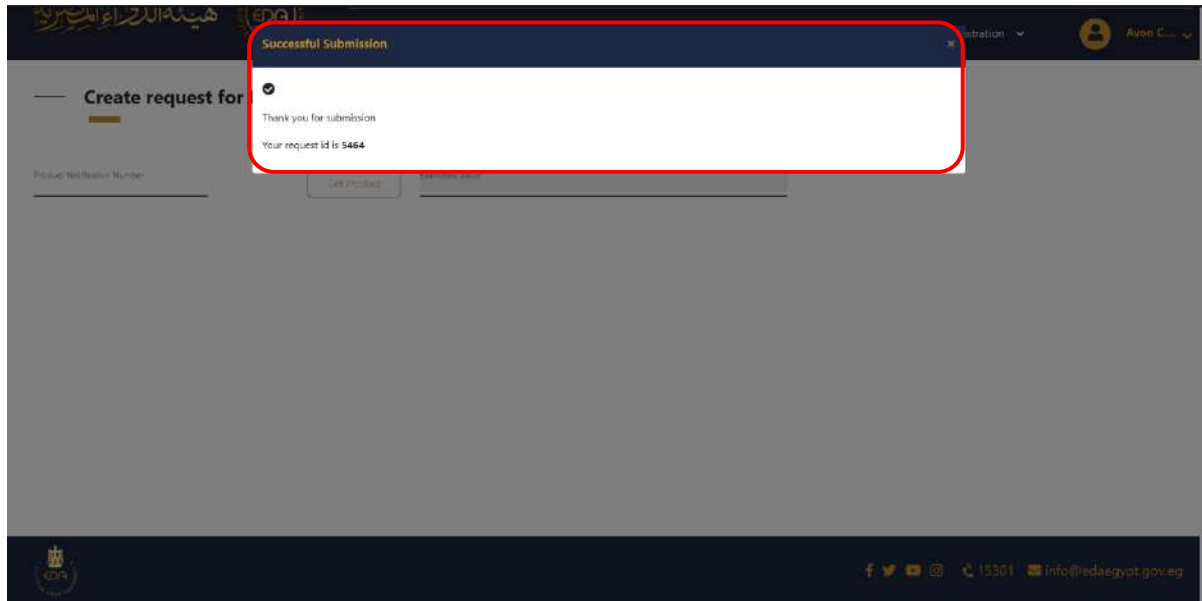
After clicking on **Get Product** icon, the screen will appear as in the below picture.

The screenshot displays the 'Create request for Re-Notification' page in the Egycosm system. At the top, there is a navigation bar with the EDA logo and user information. The main content area includes:

- Product Identification:** Fields for 'Product Reference Number' (COSMREG2110421) and 'Reference Value' (EGP2485.00), with a 'Get Product' button.
- Product Classification:** 'Type of Products' (Registre Products) and 'Type of License' (Imported from referenced country).
- Product Details Section:**
 - Product Name (ARABIC):** 'SANT MARGHERITA'.
 - Short Name Field:** A section for 'Short Name' with 'SANT MARGHERITA' entered and a 'Add Short Name' button.
 - Manufacturer Information:** 'Name' (Wifair Laboratory), 'License holder' (Zohair United Laboratories), and 'Country of License Holder' (AFGHANISTAN).
 - Product Description:** 'Trade Mark', 'Absorbable Mesh', 'Shelf Life' (31 Months), and 'Product Number'.
 - Manufacturing data:** A table listing 'Manufacturing Company #', 'Manufacturing Country #', and 'Actions'. The entry for 'SANTA MARGHERITA' from 'AFGHANISTAN' is shown.
- Navigation:** Buttons for 'Next Forward', 'Save', and 'Re-Notification Product' (highlighted with a red box).

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.

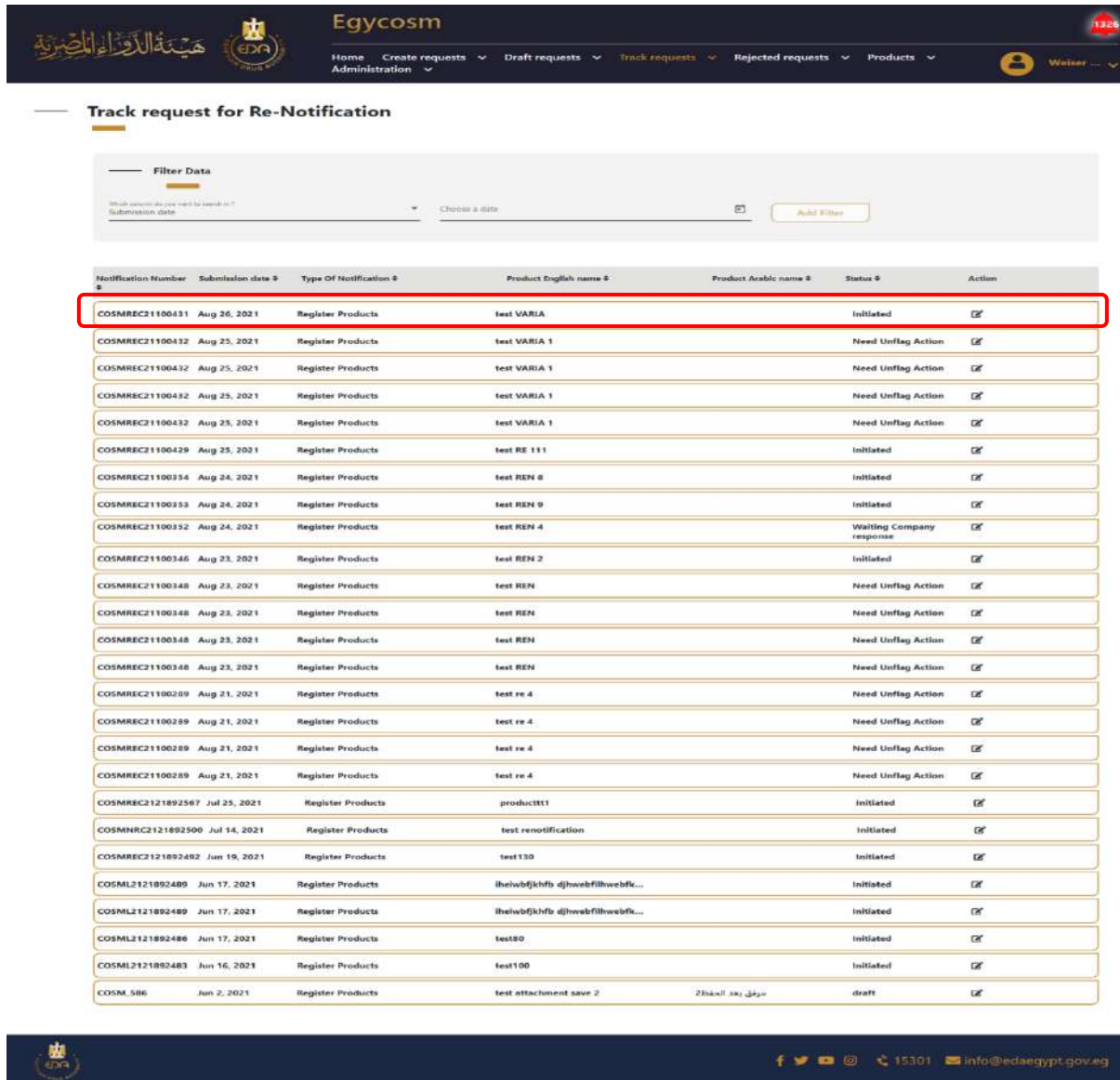
After clicking on **Re-Notification Product**, you will get a pop-up message as in the picture below.



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

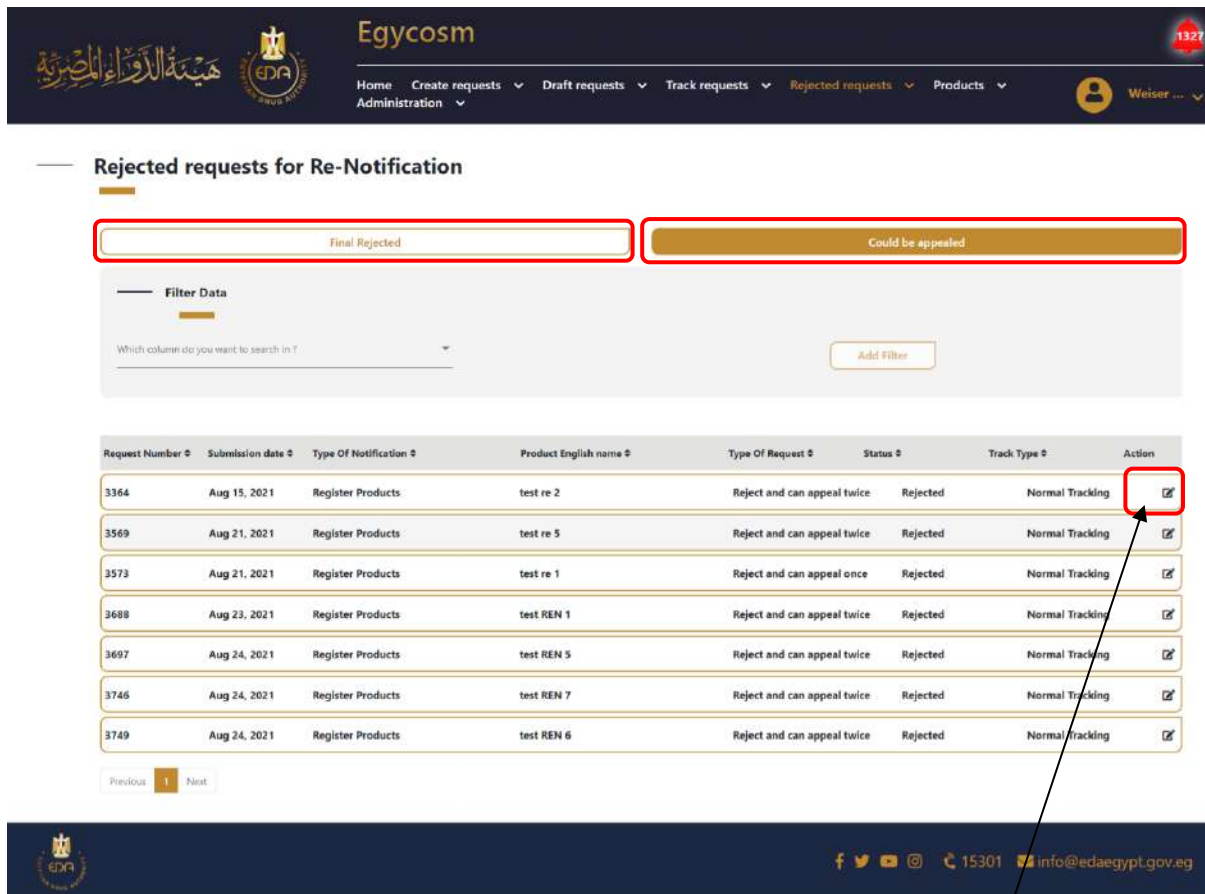
Add Filter

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	☑
COSMREC2121892587	Jul 25, 2021	Register Products	productt11		Initiated	☑
COSMREC2121892500	Jul 14, 2021	Register Products	test renotification		Initiated	☑
COSMREC2121892482	Jun 19, 2021	Register Products	test 130		Initiated	☑
COSML2121892480	Jun 17, 2021	Register Products	ihelvbjkhfb djhwebfllhwebfR...		Initiated	☑
COSML2121892480	Jun 17, 2021	Register Products	ihelvbjkhfb djhwebfllhwebfR...		Initiated	☑
COSML2121892486	Jun 17, 2021	Register Products	test80		Initiated	☑
COSML2121892483	Jun 16, 2021	Register Products	test100		Initiated	☑
COSM_586	Jun 2, 2021	Register Products	test attachment save 2	مرفق بعد الحذف	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	<input checked="" type="checkbox"/>
3569	Aug 21, 2021	Register Products	test re 5	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
3573	Aug 21, 2021	Register Products	test re 1	Reject and can appeal once	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
3688	Aug 23, 2021	Register Products	test REN 1	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
3697	Aug 24, 2021	Register Products	test REN 5	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
3746	Aug 24, 2021	Register Products	test REN 7	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>
3749	Aug 24, 2021	Register Products	test REN 6	Reject and can appeal twice	Rejected	Normal Tracking	<input checked="" type="checkbox"/>

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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"/>
<p>Request id : 4878 Submission date : Sep 7, 2021 Type Of Notification : Register Products</p> <p>Product English name : test reject reason 1 Type Of Request : Reject and can appeal twice Status : Rejected</p> <p>Track Type : Normal Tracking</p> <p>Reject Reasons :</p> <p>1- تحتوي على بيانات غير مطابقة أو غير صحيحة . 2- منتهى الصلاحية .</p>							
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

1324

Home
Create requests
Draft requests
Track requests
Rejected requests
Products

Administration


Weiser ...

Create request for Re-Notification

Product registration Number:

Get Product

Reference value:

Type Of Notification:

Type Of source:

 Export only

Product Details

Packaging/Ingredient Data

Attachments

Product Details

Product Name (Arabic):

Product Name (English):

Short Name Field

Remove

Add Short Name

Manufacturer:

Source Product:

Country of License holder:

Trade Mark:

Physical form:

Purpose of use:

Storage Place:

Shelf Life:

 Months

Batch Number:

Version Control:

Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALBANIA	✎ ✖

Next Forward

Save

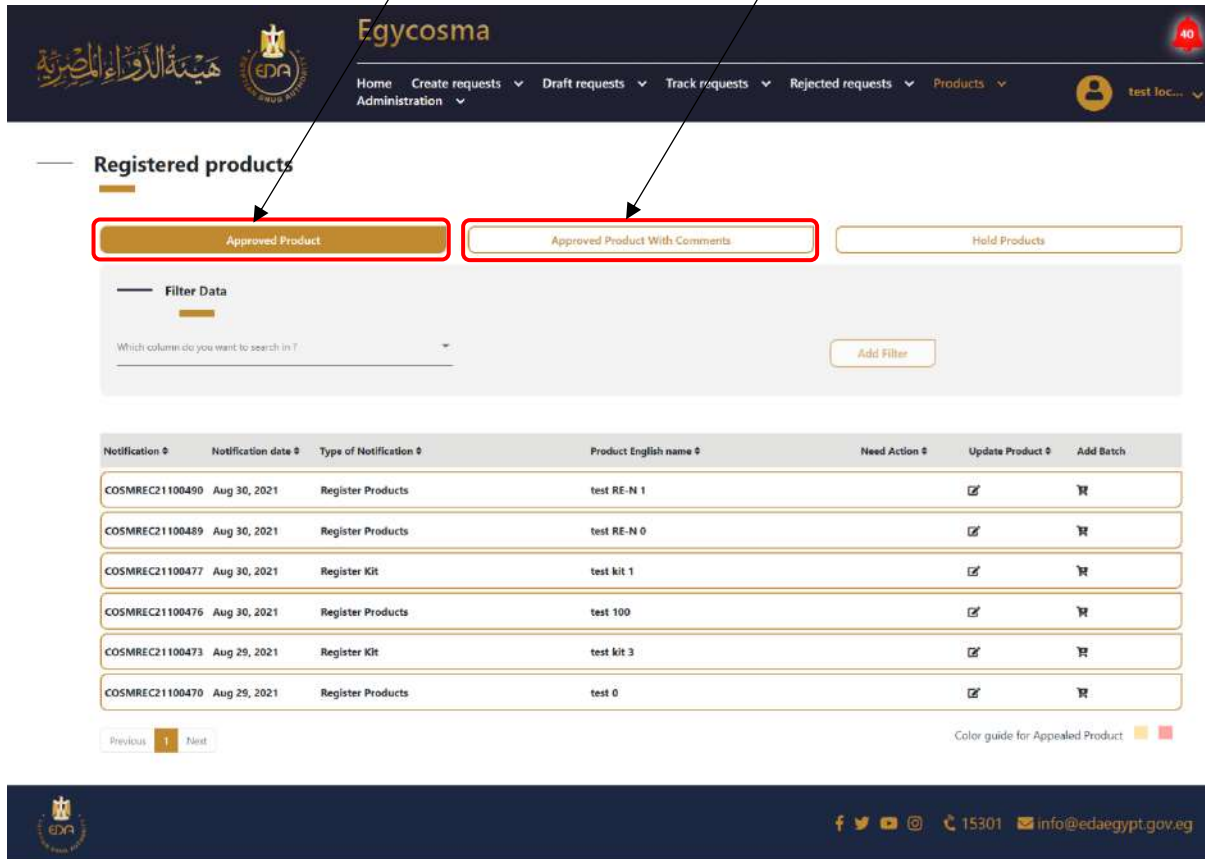
Re-Notification Product



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Approved products will appear here

Approved products with comments will appear here



Registered products

Approved Product | Approved Product With Comments | Held Products

Filter Data

Which column do you want to search in ?

Add Filter

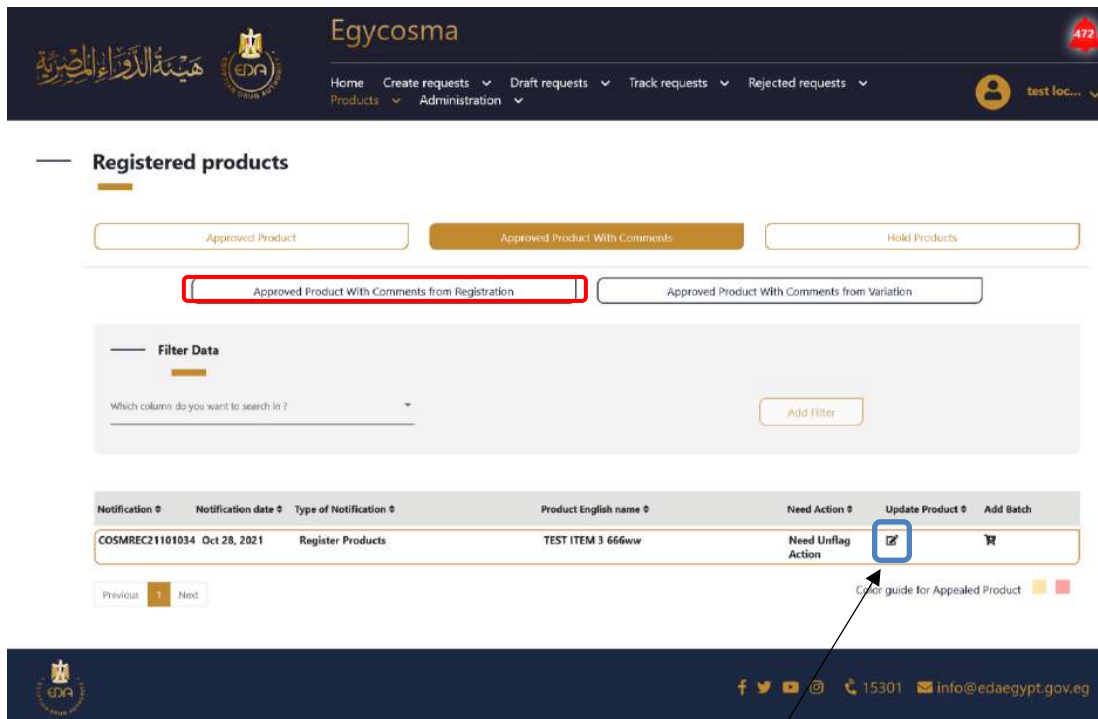
Notification #	Notification date #	Type of Notification #	Product English name #	Need Action #	Update Product #	Add Batch
COSMREC21100490	Aug 30, 2021	Register Products	test RE-N 1			
COSMREC21100489	Aug 30, 2021	Register Products	test RE-N 0			
COSMREC21100477	Aug 30, 2021	Register Kit	test kit 1		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

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



Egycosma

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

Registered products

Approved Product Approved Product With Comments Hold Products

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

Filter Data

Which column do you want to search in ? Add Filter

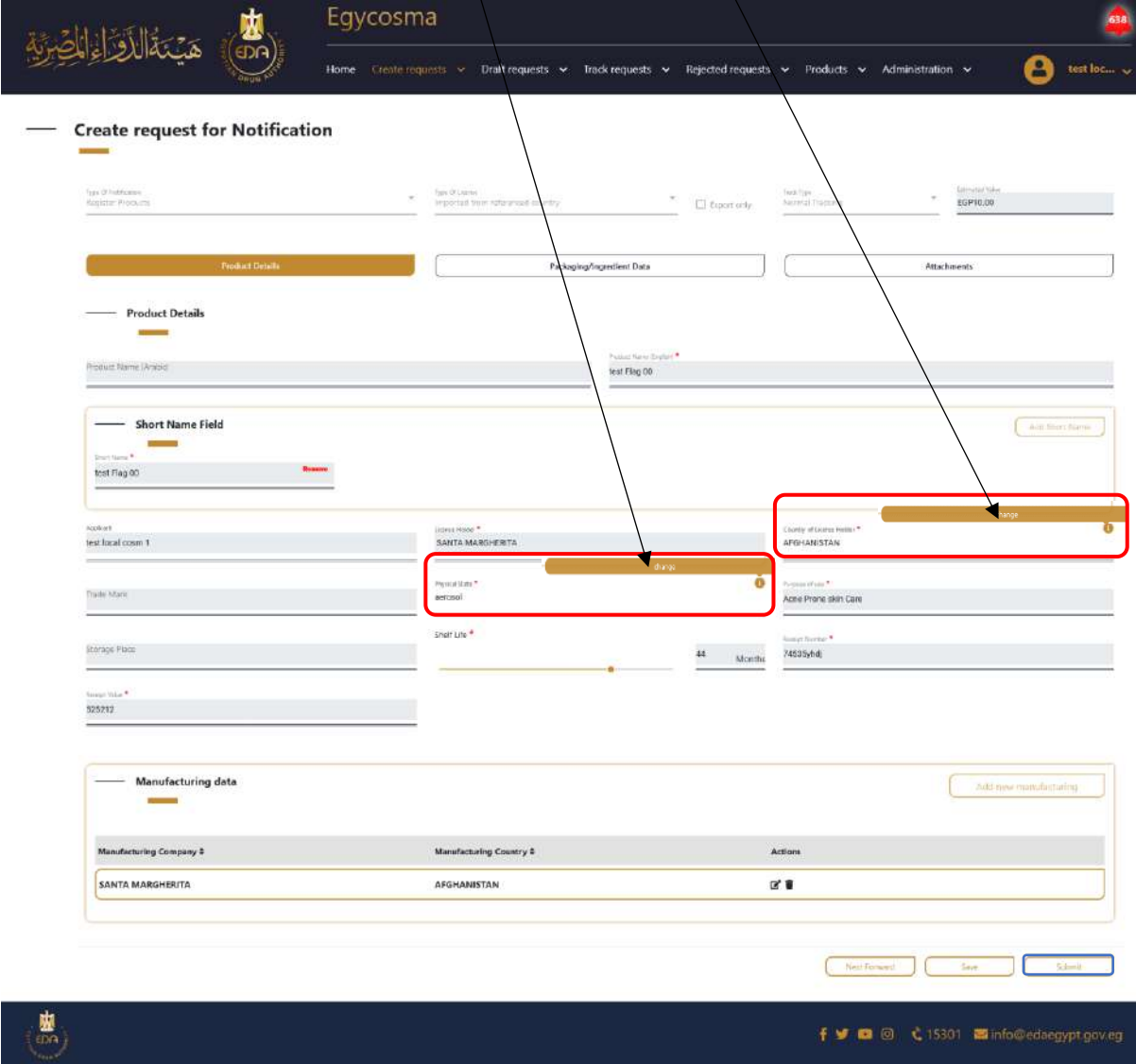
Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666ww	Need Unflag Action		

Previous 1 Next

Color guide for Appealed Product

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

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



Egycosma 638

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

Create request for Notification

Type of Medicines: Register Products | Type of License: Importation from abroad/Local Country | Export only: | Trade Type: National Trade | 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

Product Name: test Flag 00

Country of Origin: **change** (AFGHANISTAN)

Physical State: **change** (solid)

Trade Mark: test local cosm 1

Storage Place: test local cosm 1

Shelf Life: 44 Months

Manufacturing data

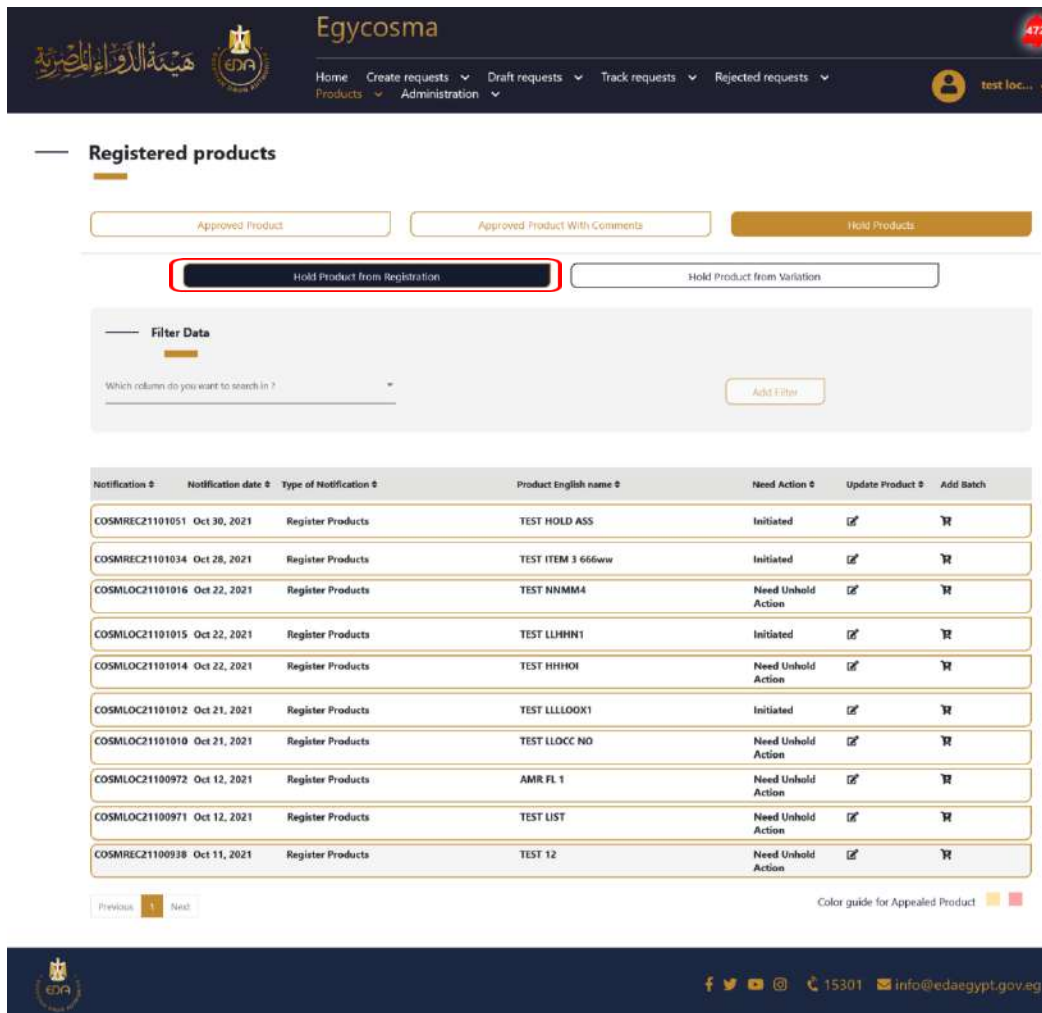
Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	[edit] [delete]

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



The screenshot shows the Egycosma portal interface. The top navigation bar includes 'Home', 'Create requests', 'Draft requests', 'Track requests', and 'Rejected requests'. Below this, there are tabs for 'Approved Product', 'Approved Product With Comments', and 'Hold Products'. A red box highlights the 'Hold Product from Registration' button. Below the tabs is a 'Filter Data' section with a search input and an 'Add Filter' button. The main content is a table of registered products with columns for Notification, Notification date, Type of Notification, Product English name, Need Action, Update Product, and Add Batch.

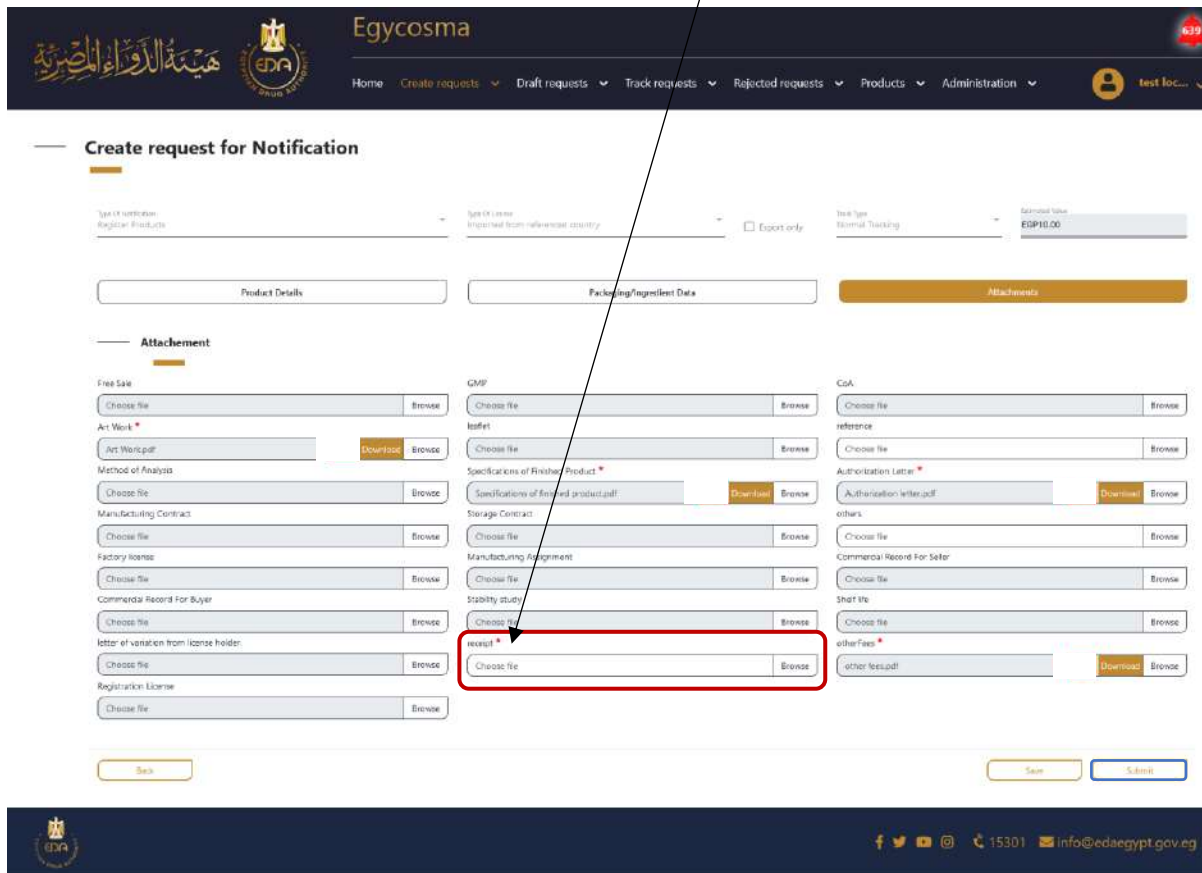
Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
COSMREC21101051	Oct 30, 2021	Register Products	TEST HOLD ASS	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666vw	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101016	Oct 22, 2021	Register Products	TEST NNMM4	Need Unhold Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101015	Oct 22, 2021	Register Products	TEST LLHHN1	Initiated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COSMLOC21101014	Oct 22, 2021	Register Products	TEST HHHOI	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"/>

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

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: | Fee 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 * Art Work.pdf Download Browse	Isotret Choose file Browse	Microbiological reference Choose file Browse
Method of Analysis Choose file Browse	Specifications of Finished Product * Specifications of finished product.pdf Download Browse	Authorization Letter * Authorization letter.pdf Download Browse
Manufacturing Contract Choose file Browse	Storage Contract Choose file Browse	others Choose file Browse
Factory license Choose file Browse	Manufacturing Agreement Choose file Browse	Commercial Record For seller Choose file Browse
Commercial Record For Buyer Choose file Browse	Stability study Choose file Browse	Short life Choose file Browse
Letter of variation from license holder Choose file Browse	receipt * Choose file Browse	Other Fees * other fees.pdf Download Browse
Registration License Choose file Browse		

Back Save **Submit**

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



Blocked products

Filter Data

What criteria do you want to search in?

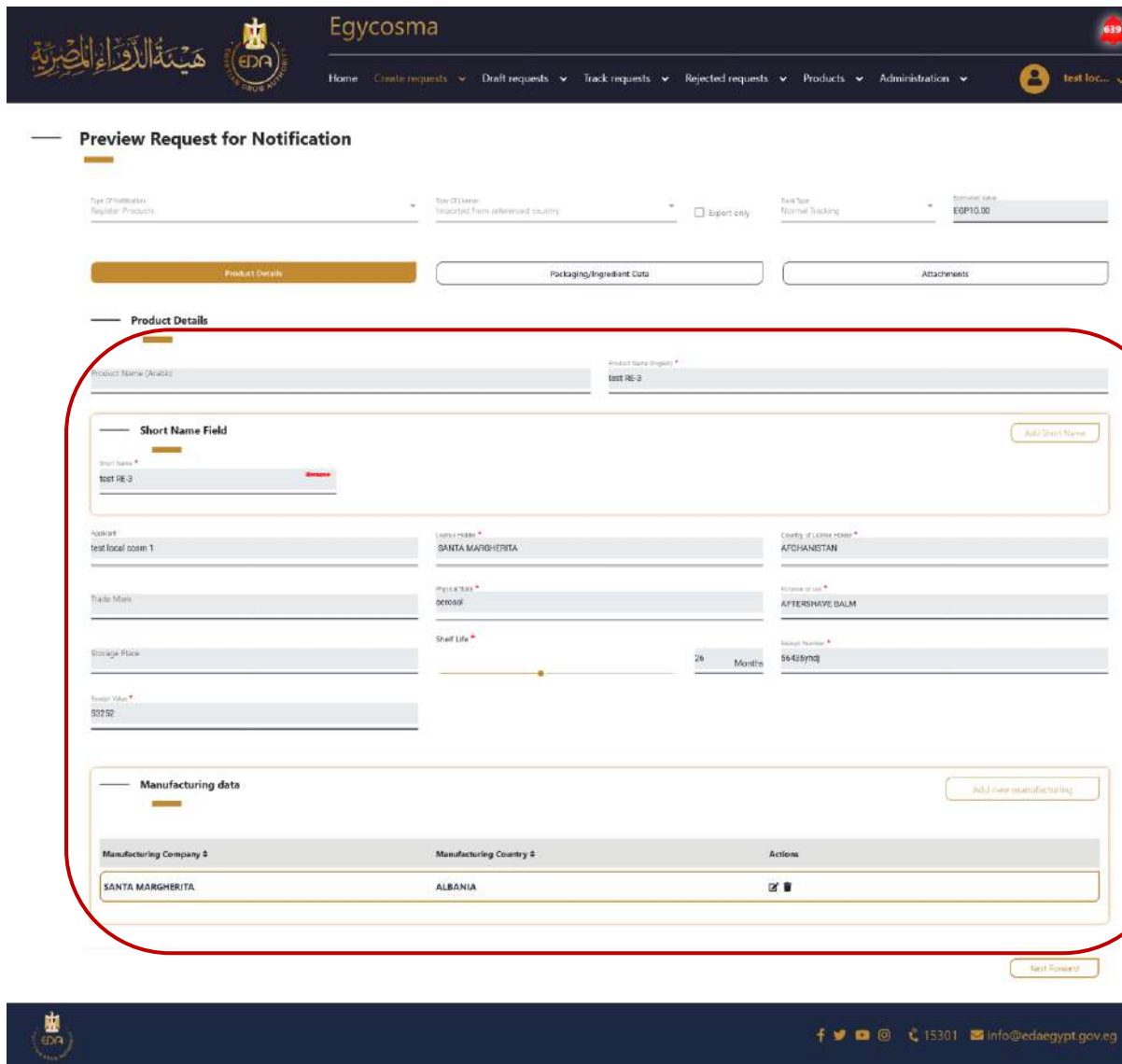
Apply Filter

Notification ID	Submission date	Type Of Notification	Product English name	Type Of Request	Status	Track Type	Action
COSMBEC2110062	Sep 14, 2021	Register Products	test RE-3	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110070	Sep 12, 2021	Register Products	test H 1	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110068	Sep 15, 2021	Register Products	test E12	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110060	Sep 11, 2021	Register Products	test E3	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110064	Sep 10, 2021	Register Products	test A6	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110024	Sep 8, 2021	Register Products	test M1	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110021	Sep 8, 2021	Register Products	test flag 2	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110090	Sep 6, 2021	Register Products	test 200	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110089	Sep 2, 2021	Register Products	test 43	Register Products	Blocked	Normal Tracking	ⓘ
COSMBEC2110079	Sep 1, 2021	Register Products	test test 2	Register Products	Blocked	Normal Tracking	ⓘ

Products: 120

Color guide for Approval Product

Product read only in blocked product
You cannot take any action



Egycosma

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

Preview Request for Notification

Type of notification: Register Products | Title Of User: Imported From reference country | Export only | Task Type: Normal Tracking | Estimated value: EGP10.00

Product Details | Packaging/Ingredient Data | Attachments

Product Details

Product Name (Arabic): | Product Name (English): test RE-3

Short Name Field Add Short Name

Short Name: test RE-3 Remove

Applicant: test local user 1 | Country Name: SANTA MARGHERITA | Country of Origin: AFGHANISTAN

Trade Name: | Physical Form: Aerosol | Purpose of Use: AFTERSHAVE BALM

Storage Place: | Shelf Life: 26 Months | Batch Number: 56429703

Expiry Date: 53252

Manufacturing data

Add new manufacturing

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALBANIA	✎ 🗑

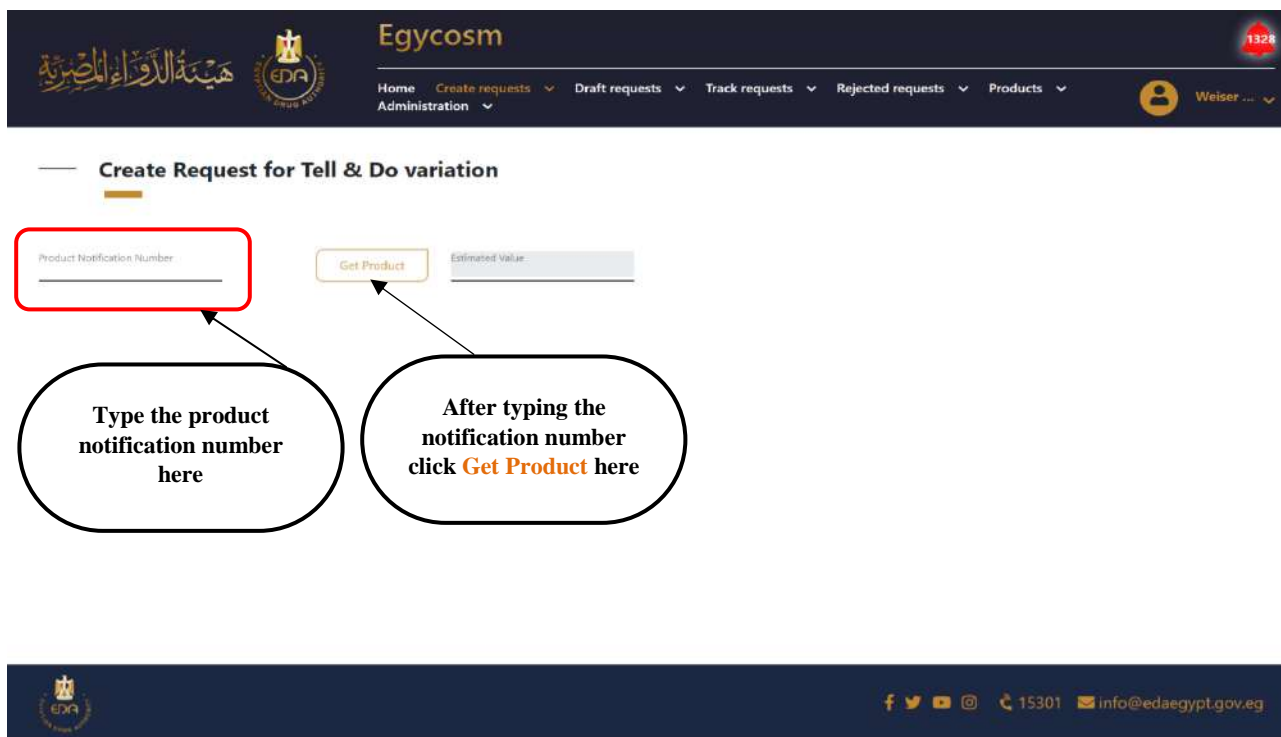
Next Forward

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❖ Create request for Tell & Do Variation,

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

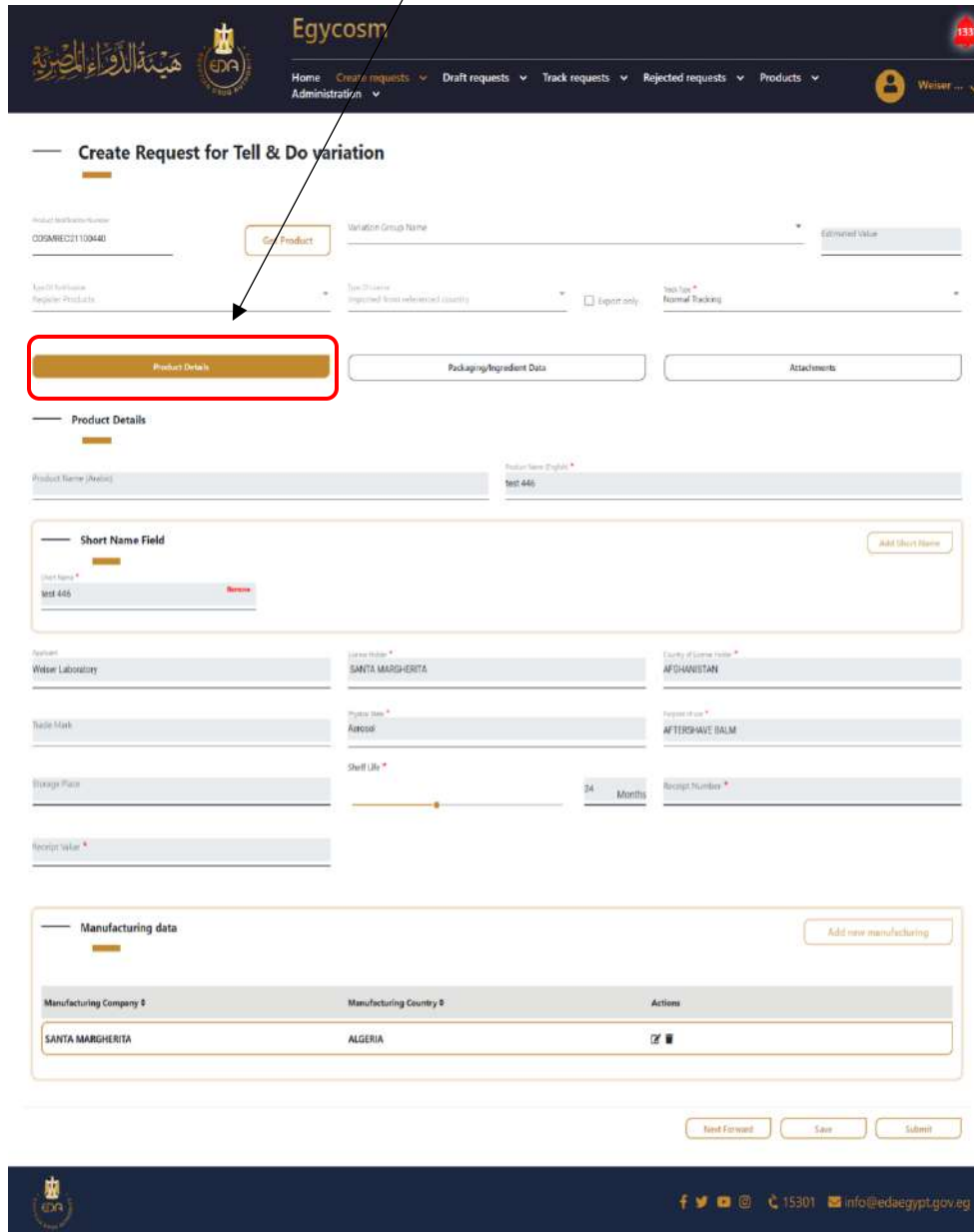
-Select **Tell & Do Variation** from **Create requests** list and it will take you to the below page in the picture.



The screenshot shows the 'Egycosm' portal interface. At the top, there is a navigation bar with the EDA logo and the text 'هيئة الدواء المصرية'. Below the navigation bar, the main heading is 'Create Request for Tell & Do variation'. The form contains a 'Product Notification Number' input field (highlighted with a red box), a 'Get Product' button, and an 'Estimated Value' input field. Two callout boxes provide instructions: 'Type the product notification number here' pointing to the input field, and 'After typing the notification number click Get Product here' pointing to the button.

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 1337

Home Create requests Draft requests Track requests Rejected requests Products Weiser

Create Request for Tell & Do variation

Product Identification Number: Variation Group Name: Estimated Value:

Type Of Variation: Type Of License: Export only

Product Details | Packaging/Ingredient Data | Attachments

Product Details

Product Name (Arabic): Product Name (English):

Short Name Field

Short Name:

Supplier:
 License Holder:
 Country of License Holder:

Trade Mark:
 Register of use:

Storage Place:
 Shelf Life:
 Receipt Number:

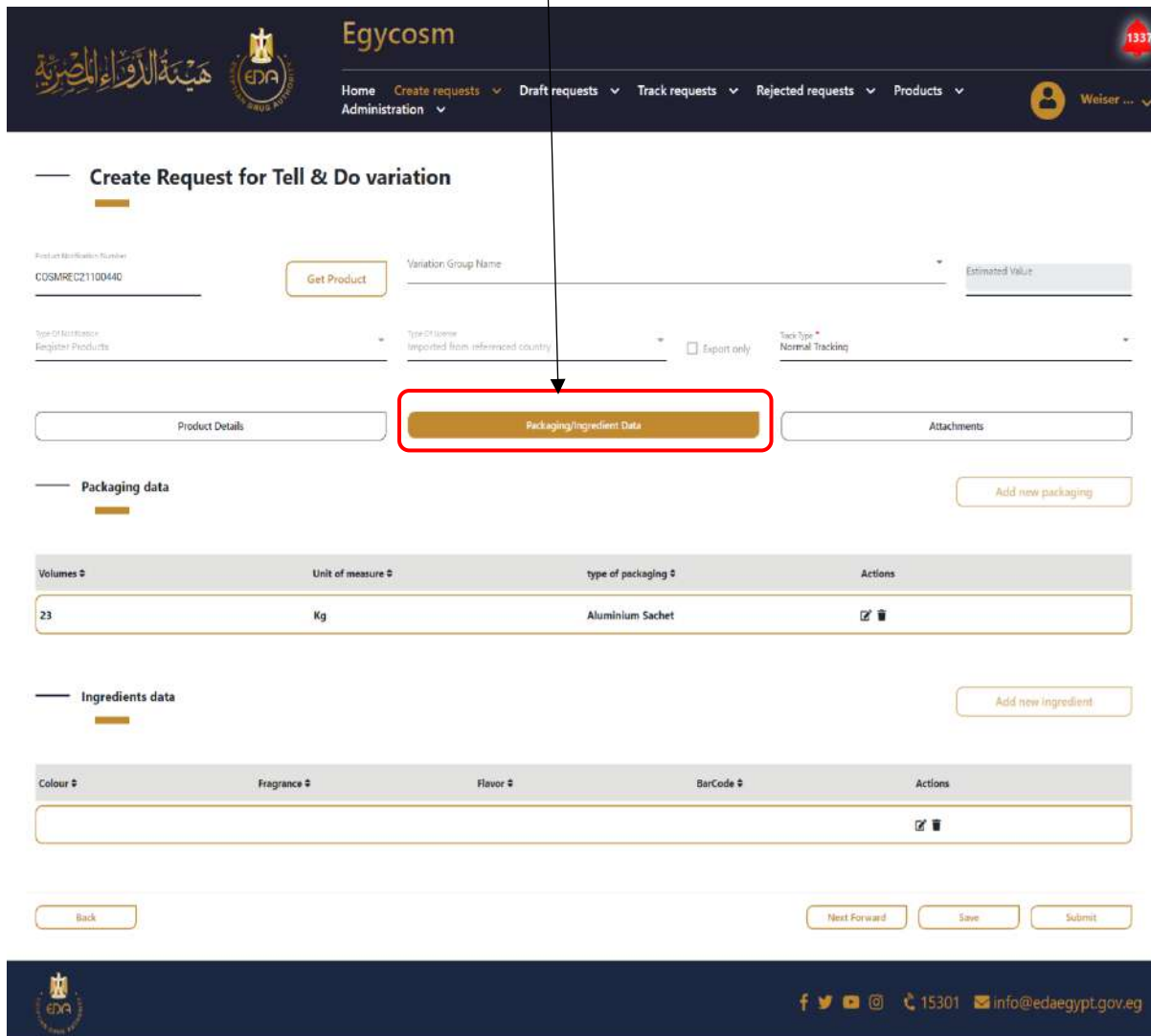
Receipt Value:

Manufacturing data

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

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Here is the page of
Packaging/Ingredients Data



Egycosm

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

Create Request for Tell & Do variation

Product Registration Number: COSMRECZ1100440 [Get Product](#) Variation Group Name: Estimated Value:

Type Of Notification: Register Products Type Of Name: 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

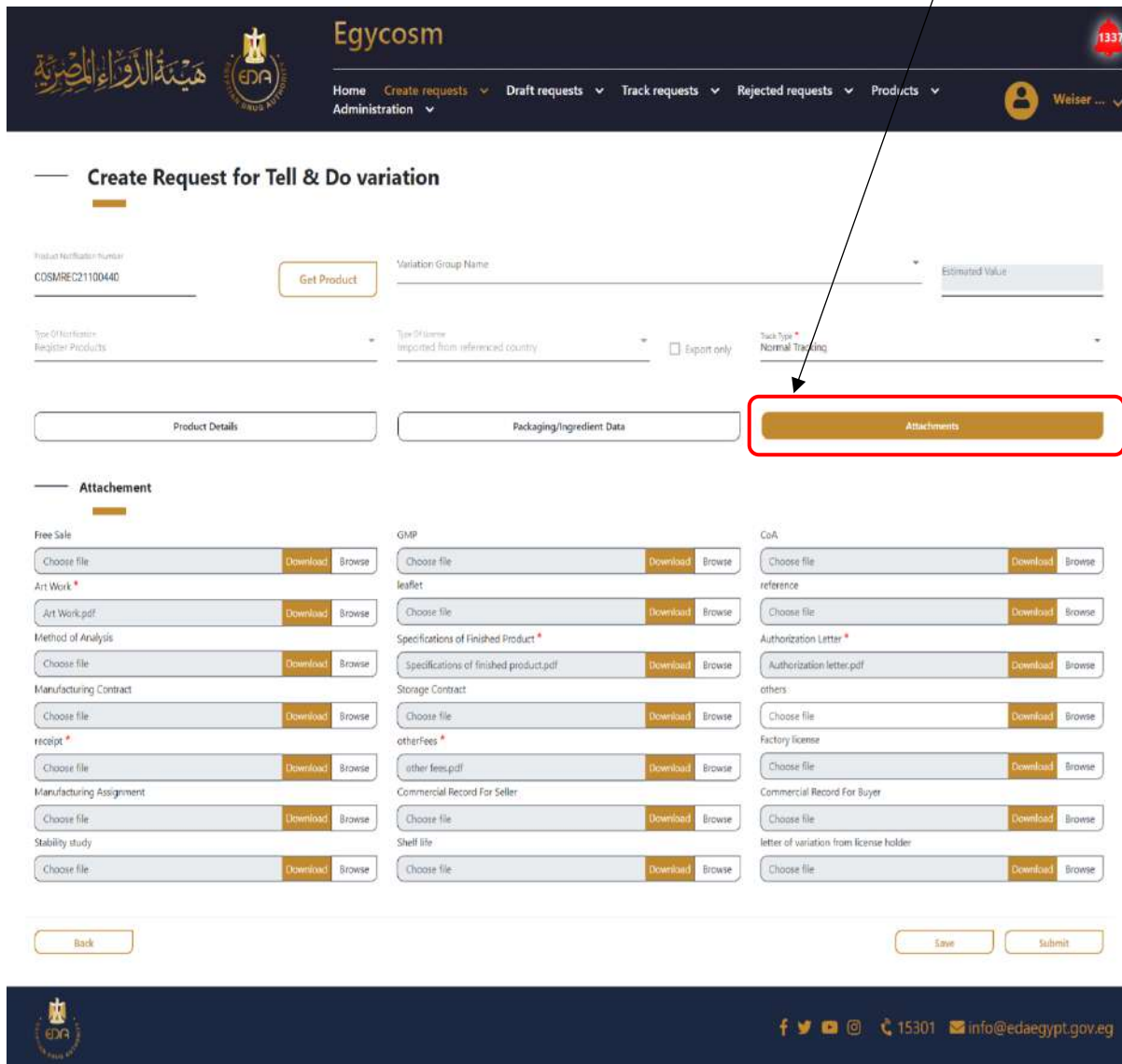
[Add new ingredient](#)

Colour	Fragrance	Flavor	BarCode	Actions
				Edit Delete

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

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Here is the page of attachment (must be pdf)



Egycosm 1337

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

Create Request for Tell & Do variation

Product Registration Number: COSM/REC21100440 **Get Product** Variation Group Name: Estimated Value: _____

Type Of Registration: Register Products Type Of license: Imported from referenced country Export only Task Type: Normal Tracking

Product Details | Packaging/Ingredient Data | **Attachments**

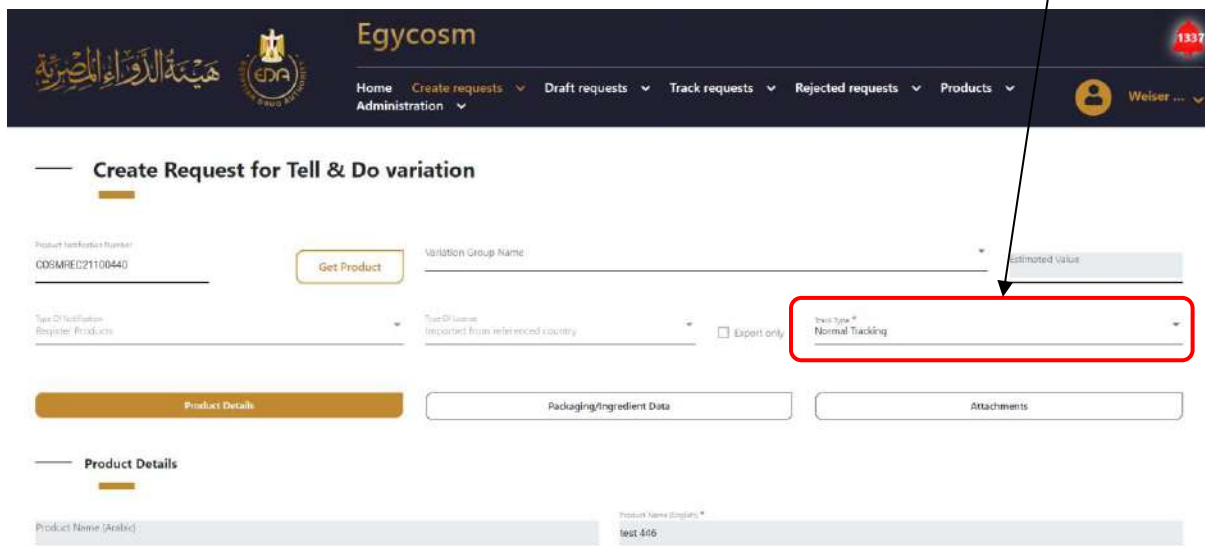
Attachement

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	Authorization letter.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	other fees.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	Shell file	letter of variation from license holder
Choose file Download Browse	Choose file Download Browse	Choose file Download Browse

Back Save Submit

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



Egycosm 1337

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create Request for Tell & Do variation

Product Identification Number: COSMREC21100440 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

Product Details

Product Name (Arabic): _____ Product Name (English): * test 416

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

Create Request for Tell & Do variation

Product Name (Arabic): COSMREC211802566

Product Name (English): test02

Short Name Field: test02

Product Data:

- Product Color: Black
- Country of Origin: ALBANIA
- Form of use: Acne Prone skin Care
- Product Type: Tablet
- Storage Place: Storage Place
- Shelf Life: 20 Months

Manufacturing data:

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	[Edit] [Delete]
SANTA MARGHERITA	AFGHANISTAN	[Edit] [Delete]

Buttons: Next Forward, Save, Submit

Create Request for Tell & Do variation

Product Modification Number
COSML0C21100999

Type Of Variation
Register Products

Get Product

- Add volumes more than 5Litres (Receipt Number, Receipt Value, Packaging Form, receipt, others)
- Add/remove of Packaging material in case of downgrade (Receipt Number, Receipt Value, Packaging Form, CAA, receipt, others)
- Add/Remove Packaging material in case of upgrade (Receipt Number, Receipt Value, Packaging Form, receipt, others)
- Add flavor / color/ odor ...
- Add Art work (Receipt Number, Receipt Value, CAA, Art Work, reference, Method of Analysis, receipt, others, Manufacturing Site/lot)
- ownership transfer(Local/GB) ...

Estimated Value

Comments

Product Details

Product Name (Arabic)

Product Name (English)
prouct band test all 4466

Short Name Field

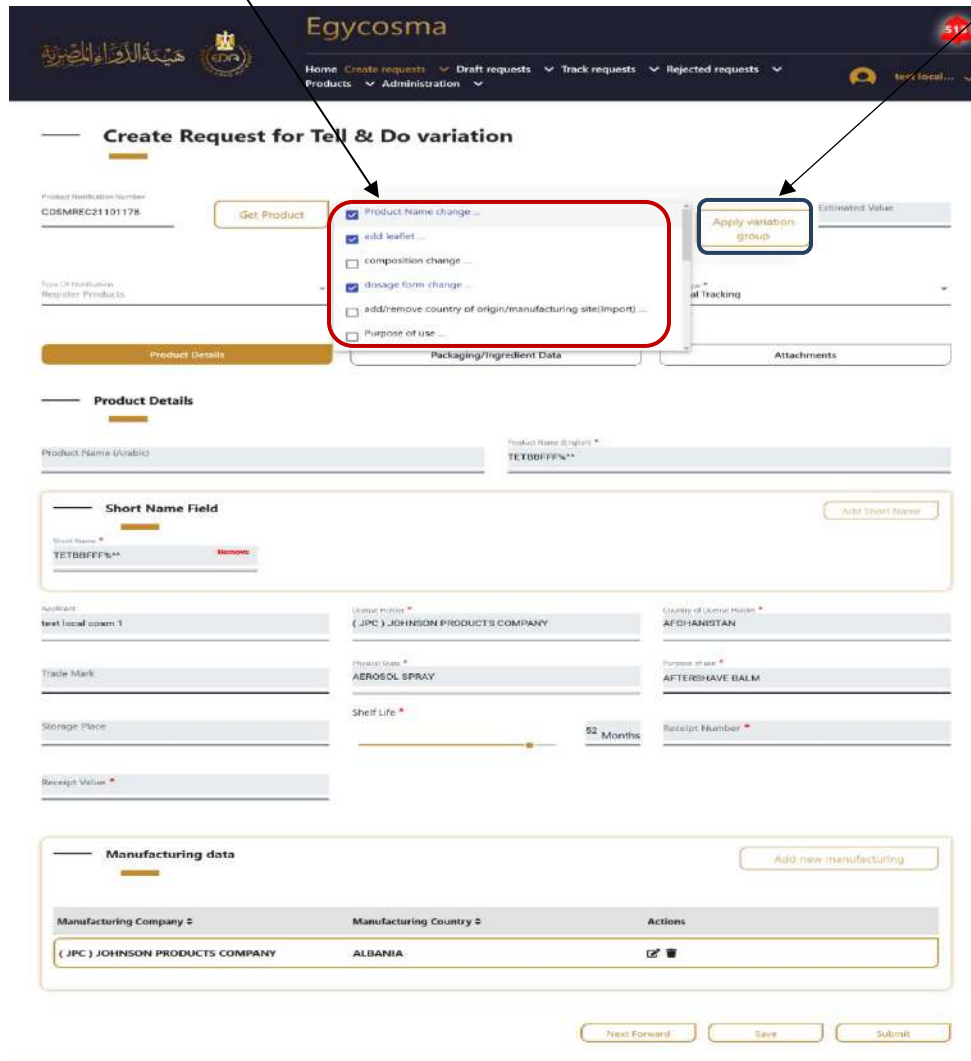
Short Name
prouct band test all 4466 Remove

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



Egycosma

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create Request for Tell & Do variation

Product Registration Number: COSMRGC21101178 Get Product

Type Of Modification: Register Products

Product Name change...
 add leaflet...
 composition change...
 dosage form change...
 add/remove country of origin/manufacturing site(import)...
 Purpose of use...

Apply variation group Estimated Value

Product Details

Product Name (Arabic): Product Name (English): TETBFFF%**

Short Name Field Add Short Name

Short Name: TETBFFF%** Remove

Applicant: text.local.com.1
 Name: (JPC) JOHNSON PRODUCTS COMPANY
 Country of Origin/Region: AFGHANISTAN

Trade Mark:
 Physical State: AEROSOL SPRAY
 Purpose of use: AFTERSHAVE BALM

Storage Place:
 Shelf Life: 52 Months
 Receipt Number:

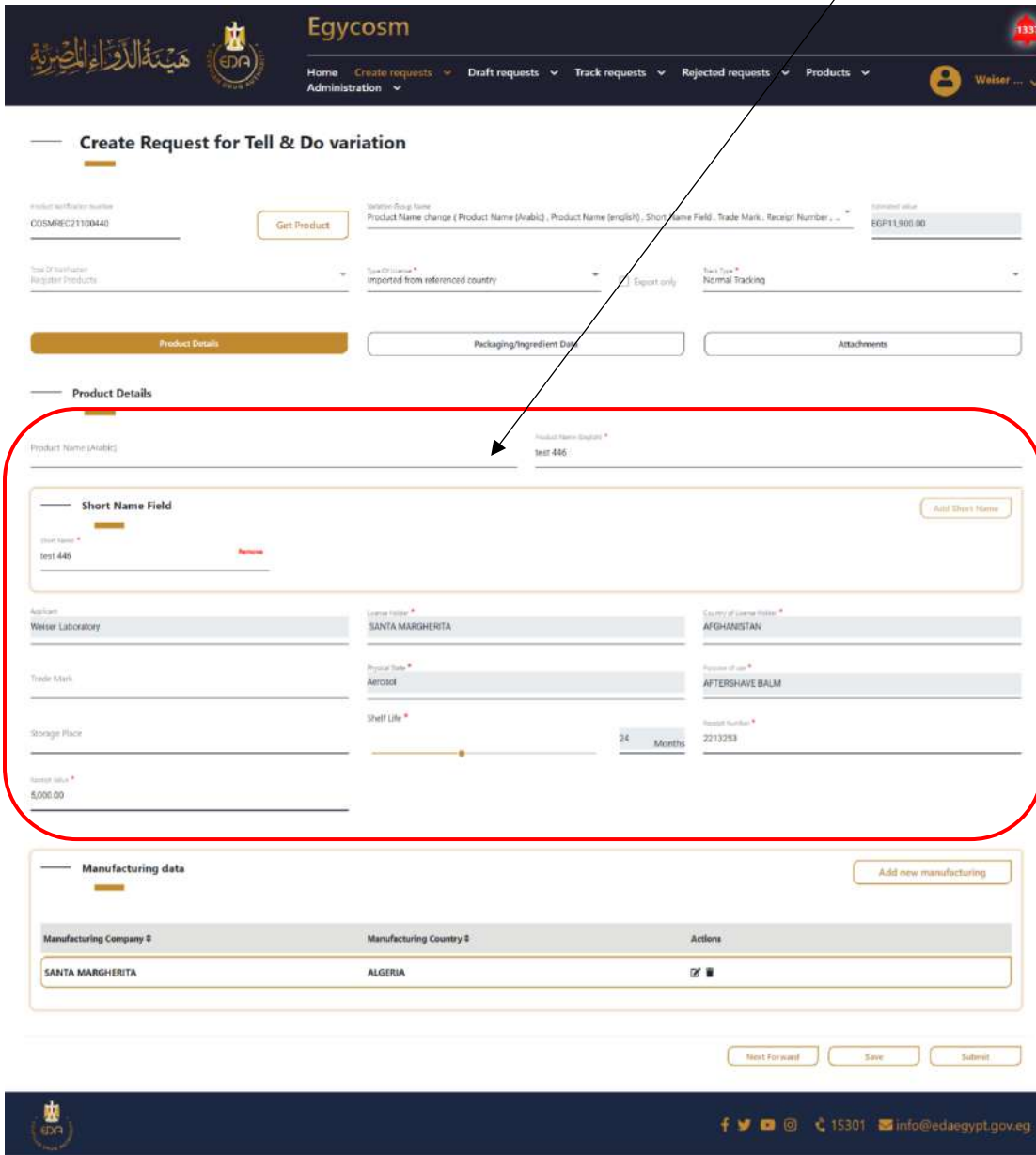
Receipt Value:

Manufacturing data Add new manufacturing

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

Next Forward Save Submit

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



Egycosm 1337

Home Create requests Draft requests Track requests Rejected requests Products Administration

Create Request for Tell & Do variation

Product registration number: COSMREC21100440 Variation Group Name: Product Name change (Product Name (Arabic), Product Name (English), Short Name Field, Trade Mark, Receipt Number, ...) Registered value: EGP11,900.00

Type Of Variation: Registered Products Type Of License: Imported from referenced country Export only: Export only Type Type: Normal Tracking

Product Details Packaging/Ingredient Data Attachments

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

Short Name Field

Short Name: test 446

Applicant: Weiser Laboratory License Holder: SANTA MARGHERITA Country of License Holder: AFGHANISTAN

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

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

Registered value: 5,000.00

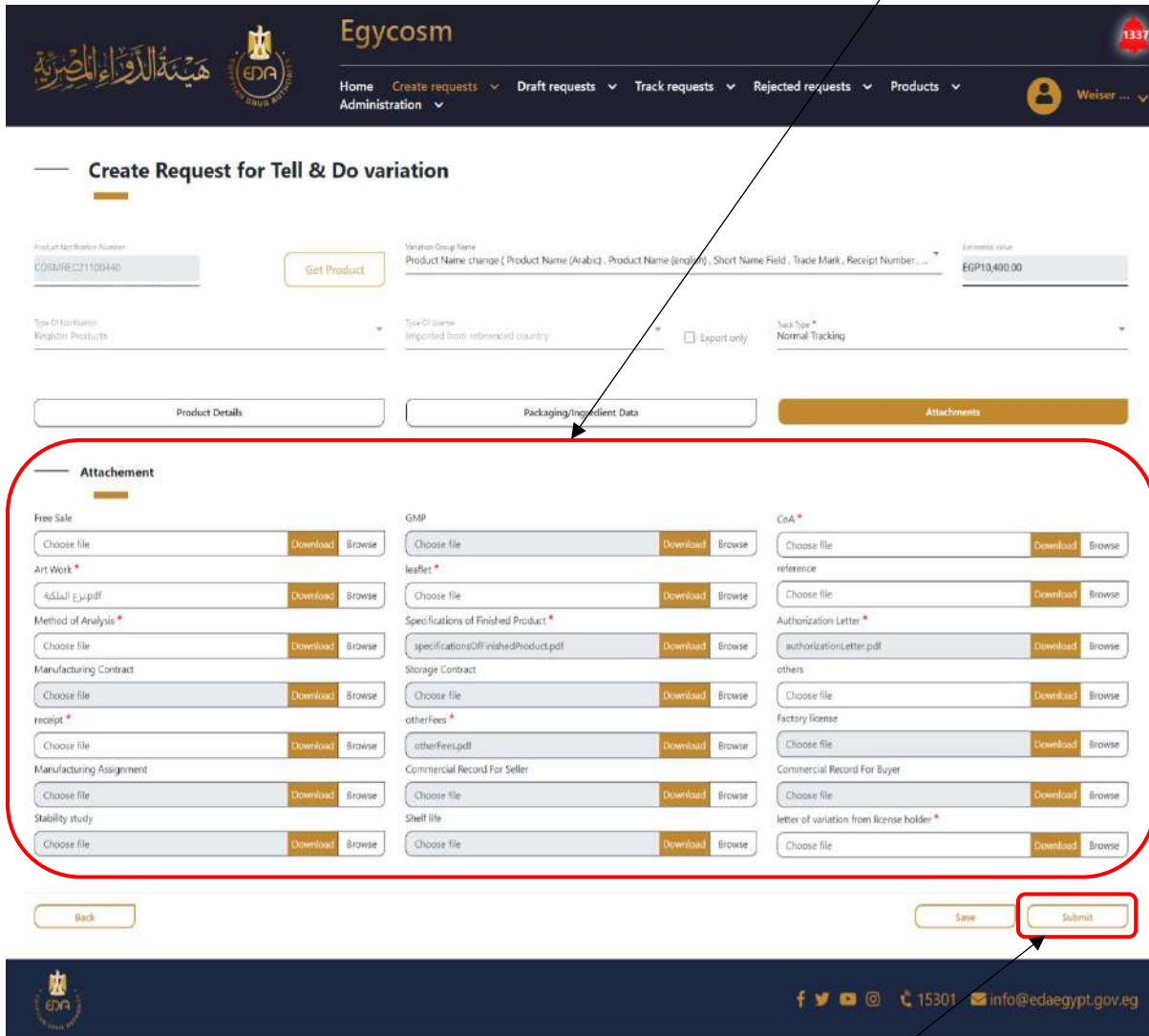
Manufacturing data

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	ALGERIA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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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 shown 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 Registration Number: EGSMRE021120440 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 Name: Imported from referenced country Export only Task Type: Normal Tracking

Product Details Packaging/Ingredient Data **Attachments**

Attachment

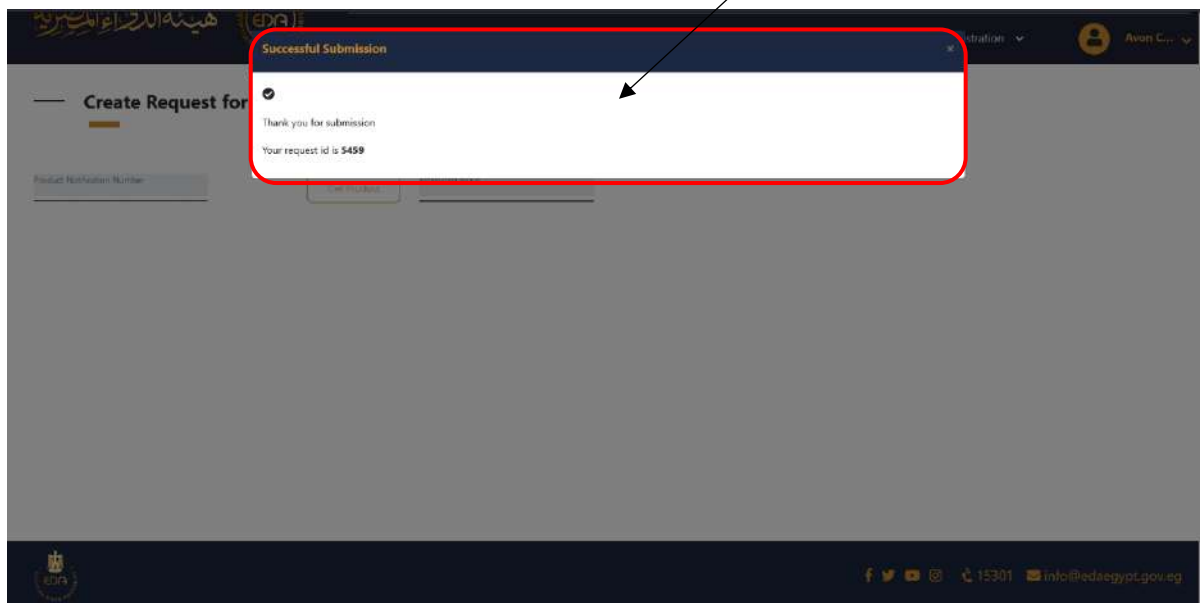
Free Sale Choose file <input type="button" value="Download"/> <input type="button" value="Browse"/>	GMP Choose file <input type="button" value="Download"/> <input type="button" value="Browse"/>	CoA* Choose file <input type="button" value="Download"/> <input type="button" value="Browse"/>
Art Work* أفكار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

Back

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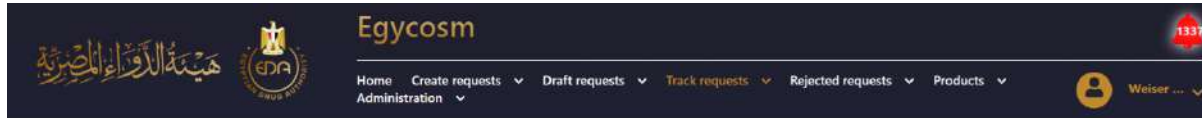
After filling all fields click **submit**

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



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

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



Track requests for Tell & Do variation

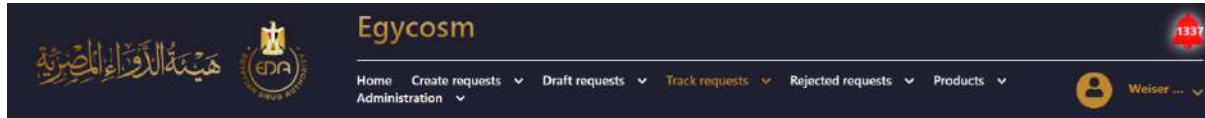
Filter Data

Which column do you want to search in ?

Add Filter

Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREC21100443	Aug 26, 2021	Register Products	test varia 62	تستيت	Initiated	
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	تستيت	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	

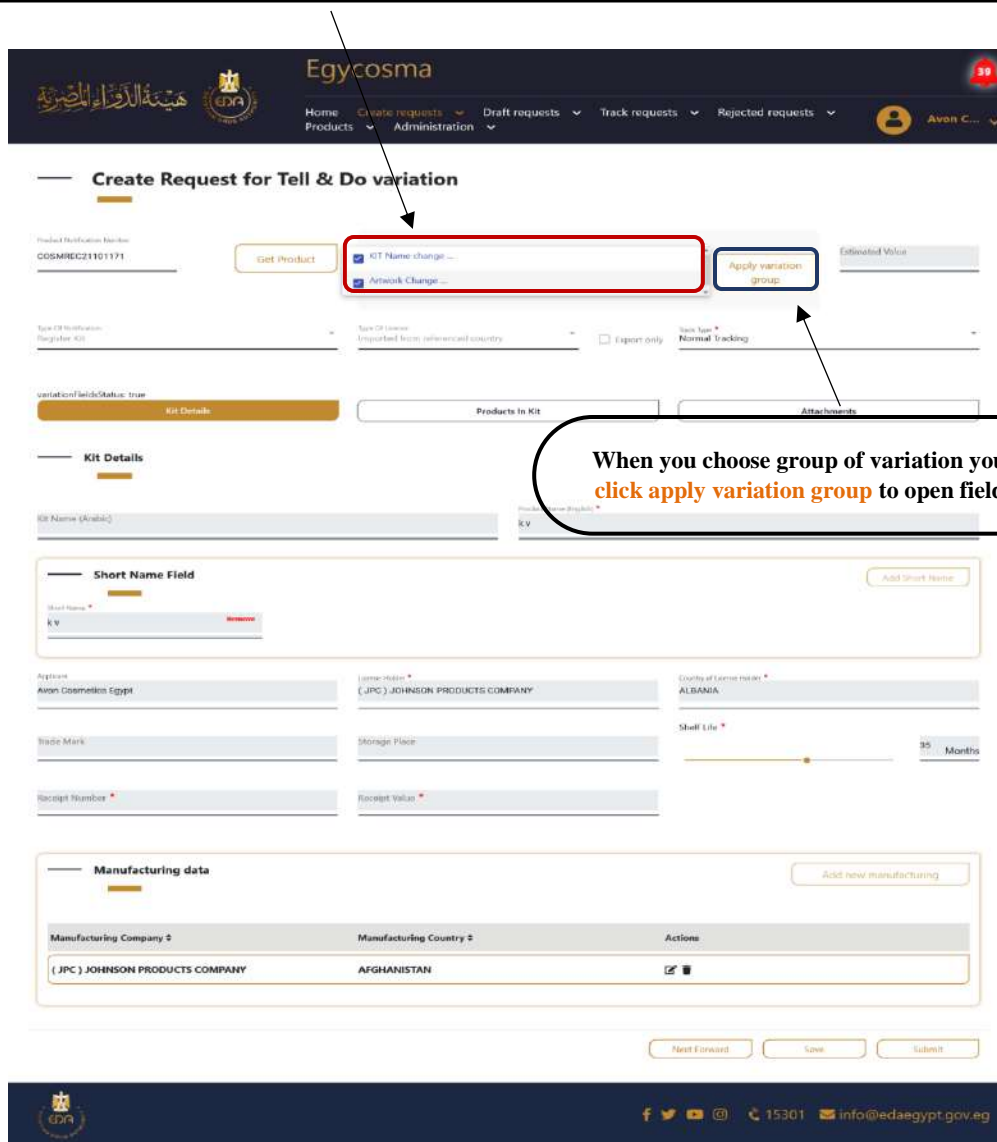
Then after the EDA revision user approve, the product will be moved to the **Register Products** list as in the picture in the next page.

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 list.



Egycosma

Home Create requests Draft requests Track requests Rejected requests
Products Administration

Create Request for Tell & Do variation

Product Registration Number: COSMRCC2101171

Get Product

KIT Name change ...
 Artwork Change ...

Apply variation group

Estimated Value

Type Of Variation: Registrar Kit

Type Of License: Imported from commercial country

Expert only:

Track Type: Normal tracking

variationFieldsStatus: true

Kit Details

Products In Kit

Attachments

Kit Details

Kit Name (Arabic): KV

Short Name Field

Short Name: KV

Apply: 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

Manufacturing Company 2: (JPC) JOHNSON PRODUCTS COMPANY

Manufacturing Country 2: AFGHANISTAN

Actions

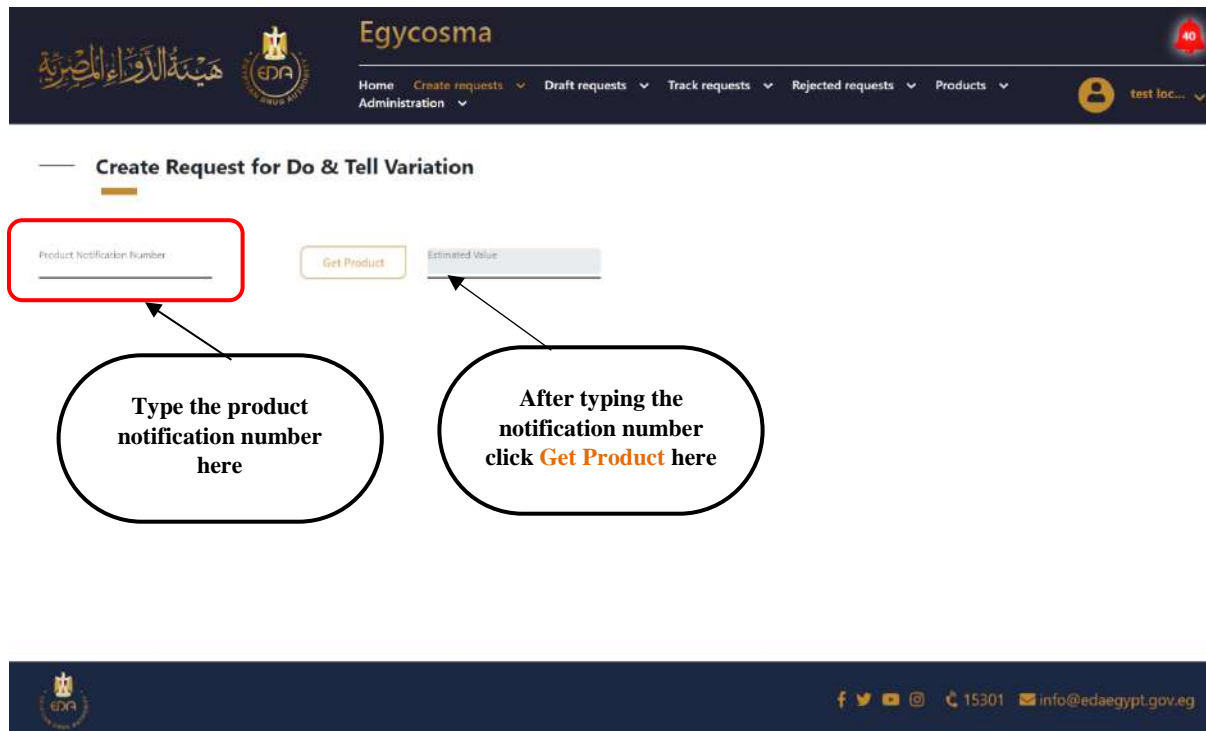
Next Forward Save Submit

EDA

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❖ Create request for Do & Tell Variation,

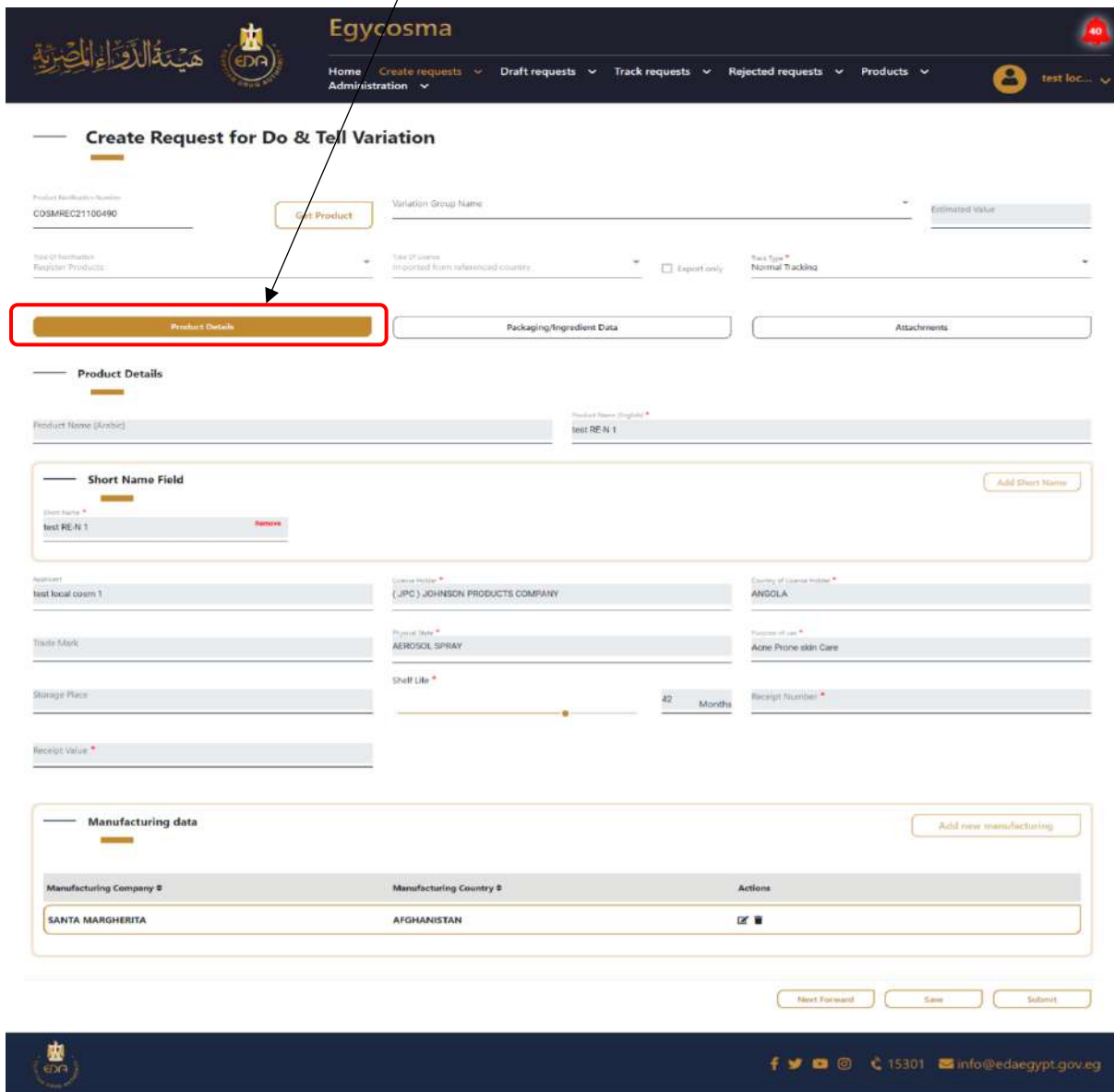
-Select **Do & Tell Variation** from **Create requests** list and it will take you to the below page in the picture.



The screenshot displays the 'Egycosma' portal interface for creating a 'Do & Tell Variation' request. The top navigation bar includes the EDA logo, the title 'Egycosma', and a menu with options: Home, Create requests, Draft requests, Track requests, Rejected requests, and Products. A user profile icon labeled 'test loc...' is visible on the right. The main content area is titled 'Create Request for Do & Tell Variation'. Below the title, there is a form with a 'Product Notification Number' input field (highlighted with a red box), a 'Get Product' button, and an 'Estimated Value' input field. Two callout boxes provide instructions: one pointing to the input field stating 'Type the product notification number here', and another pointing to the 'Get Product' button stating 'After typing the notification number click Get Product here'. The footer contains the EDA logo, social media icons, and contact information: 15301 and info@edaegypt.gov.eg.

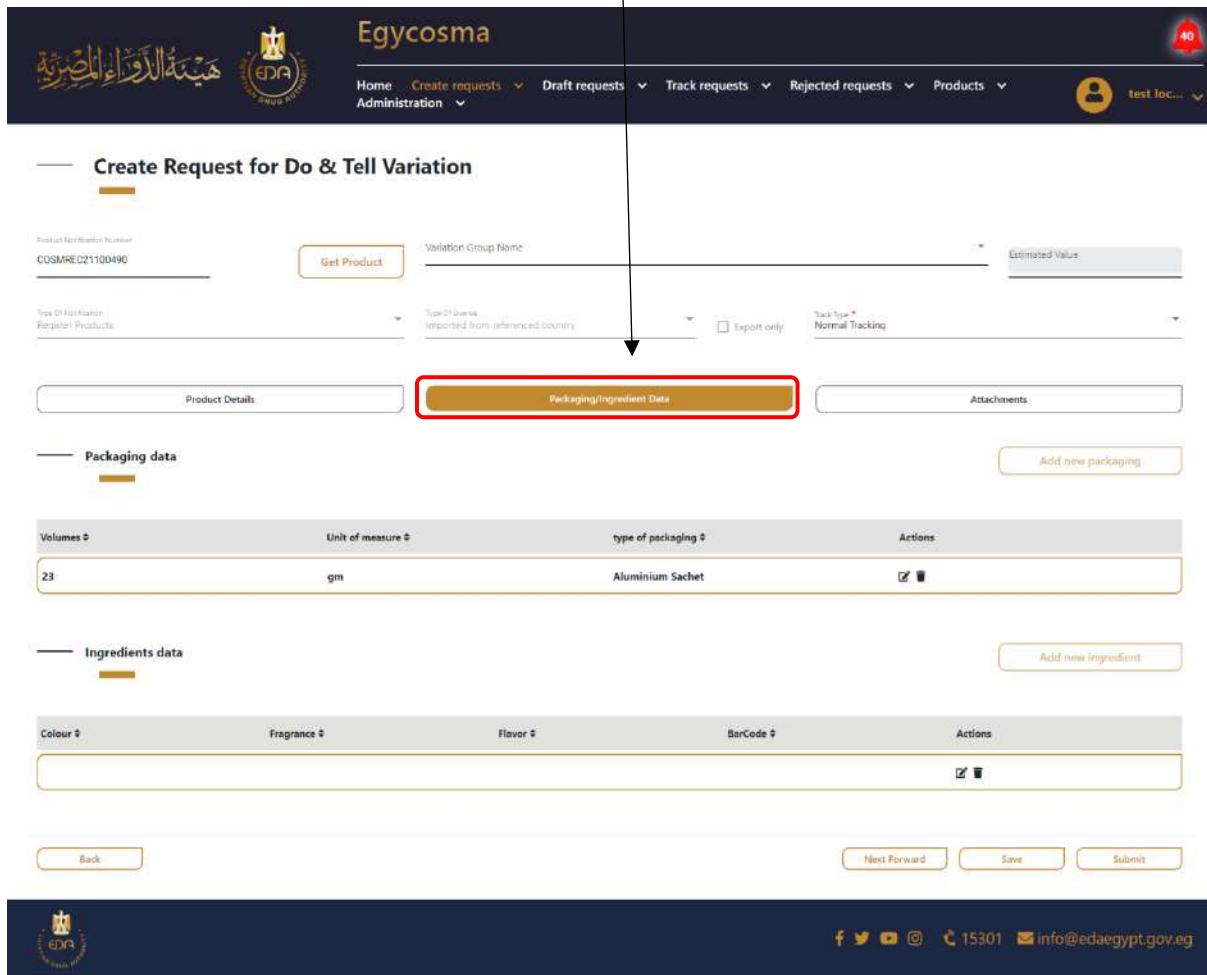
After typing the **product notification number**, and click **Get product**, the screen will be as is in the picture in the next page.

Here is the page of Product details



The screenshot shows the 'Egycosma' portal interface. At the top, there is a navigation bar with 'Home', 'Create requests', 'Draft requests', 'Track requests', 'Rejected requests', and 'Products'. The main heading is 'Create Request for Do & Tell Variation'. Below this, there are input fields for 'Product Notification Number' (COSMREC21100490), 'Variation Group Name', and 'Estimated Value'. A 'Get Product' button is highlighted with a red box. Below the main form, there are three tabs: 'Product Details' (highlighted with a red box), 'Packaging/Ingredient Data', and 'Attachments'. The 'Product Details' section includes fields for 'Product Name (Arabic)', 'Product Name (English)' (test RE-N 1), 'Short Name Field' (test RE-N 1), 'Applicant' (test local coun 1), 'License Holder' ((JPC) JOHNSON PRODUCTS COMPANY), 'Country of License Holder' (ANGOLA), 'Trade Mark', 'Physical State' (AEROSOL SPRAY), 'Form of use' (Acne prone skin Care), 'Storage Place', 'Shelf Life' (42 Months), and 'Receipt Value'. At the bottom, there is a 'Manufacturing data' table with one entry: 'SANTA MARGHERITA' from 'AFGHANISTAN'. The footer contains the EDA logo, social media icons, and contact information: 15301 and info@edaegypt.gov.eg.

Here is the page of Packaging/Ingredients Data



The screenshot shows the 'Egycosma' web application interface. At the top, there is a navigation bar with the EDA logo and the text 'هَيْئَةُ الدَّوَاءِ المَصْرِئِيَّة' and 'EGYPTIAN DRUG AUTHORITY'. The main header includes the 'Egycosma' logo and a navigation menu with options: Home, Create requests, Draft requests, Track requests, Rejected requests, and Products. A user profile icon and 'Test Loc...' are also visible.

The main content area is titled 'Create Request for Do & Tell Variation'. It contains several input fields and buttons:

- Product Registration Number: COSMREC21100490
- Get Product button
- Validation Group Name: [Empty field]
- Estimated Value: [Empty field]
- Type Of Registration: Register Products
- Type Of Goods: Imported from referenced country
- Export only:
- Track type: Normal Tracking

Below these fields are three tabs: 'Product Details', 'Packaging/Ingredient Data' (highlighted with a red box), and 'Attachments'.

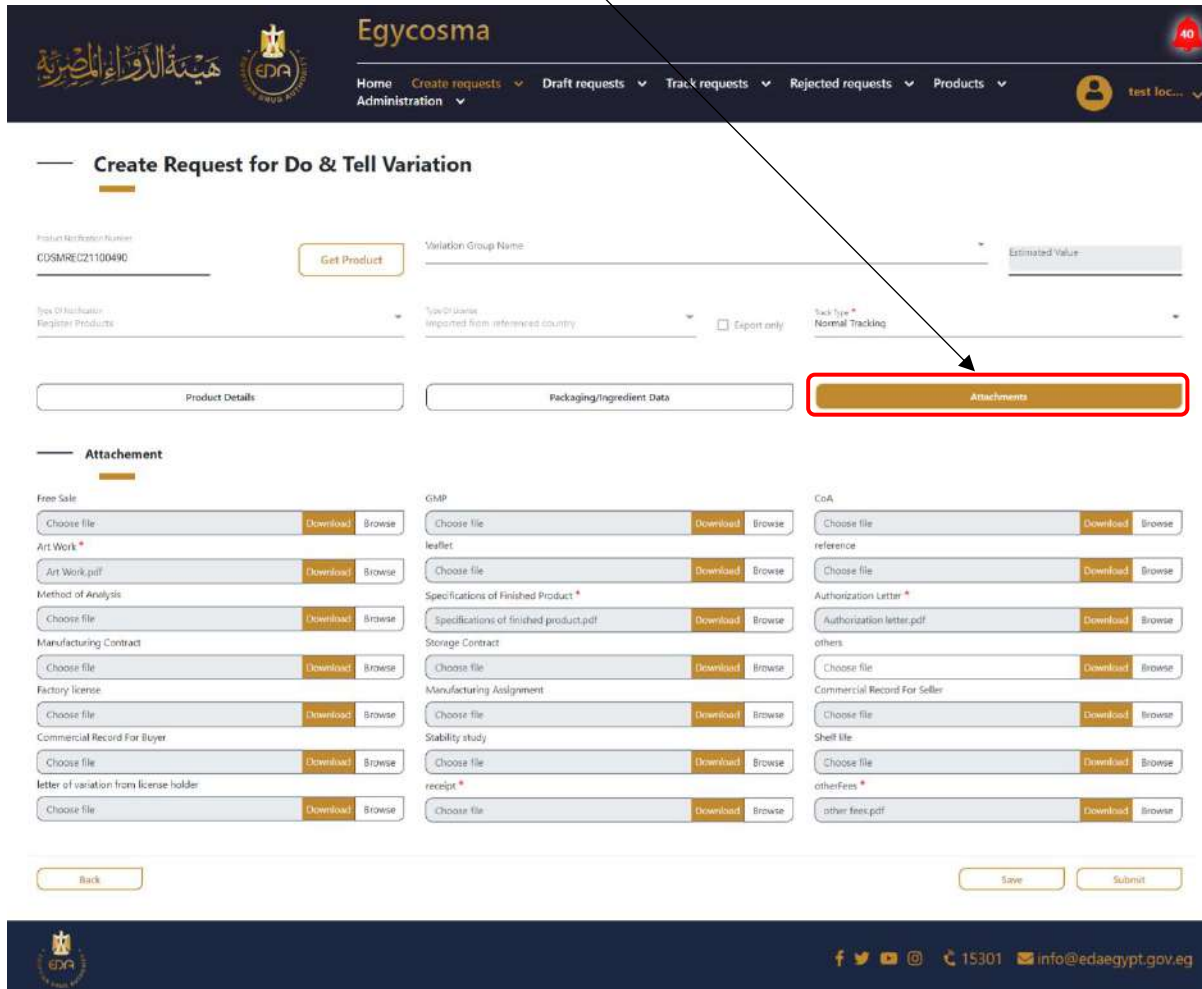
The 'Packaging data' section is active, showing a table with the following data:

Volumes	Unit of measure	type of packaging	Actions
23	gm	Aluminium Sachet	[Edit] [Delete]

Below the packaging data is the 'Ingredients data' section, which is currently empty. It has a table with columns: Colour, Fragrance, Flavor, BarCode, and Actions.

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

Here is the page of attachment



Egycosma

Home Create requests Draft requests Track requests Rejected requests Products Administration

test loc...

Create Request for Do & Tell Variation

Product Registration Number: CDSMREC21100490 **Get Product** Variation Group Name: Estimated Value:

Type Of Modification: Register Products Type Of Change: Imported from referenced country Export only Batch 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 * Art Work.pdf Download Browse	leaflet Choose file Download Browse	reference Choose file Download Browse
Method of Analysis Choose file Download Browse	Specifications of Finished Product * Specifications of finished product.pdf Download Browse	Authorization letter * Authorization letter.pdf Download Browse
Manufacturing Contract Choose file Download Browse	Storage Contract Choose file Download Browse	others Choose file Download Browse
Factory license Choose file Download Browse	Manufacturing Assignment Choose file Download Browse	Commercial Record For Seller Choose file Download Browse
Commercial Record For Buyer Choose file Download Browse	Stability study Choose file Download Browse	Shell file Choose file Download Browse
letter of variation from license holder Choose file Download Browse	receipt * Choose file Download Browse	otherFees * other fees.pdf Download Browse

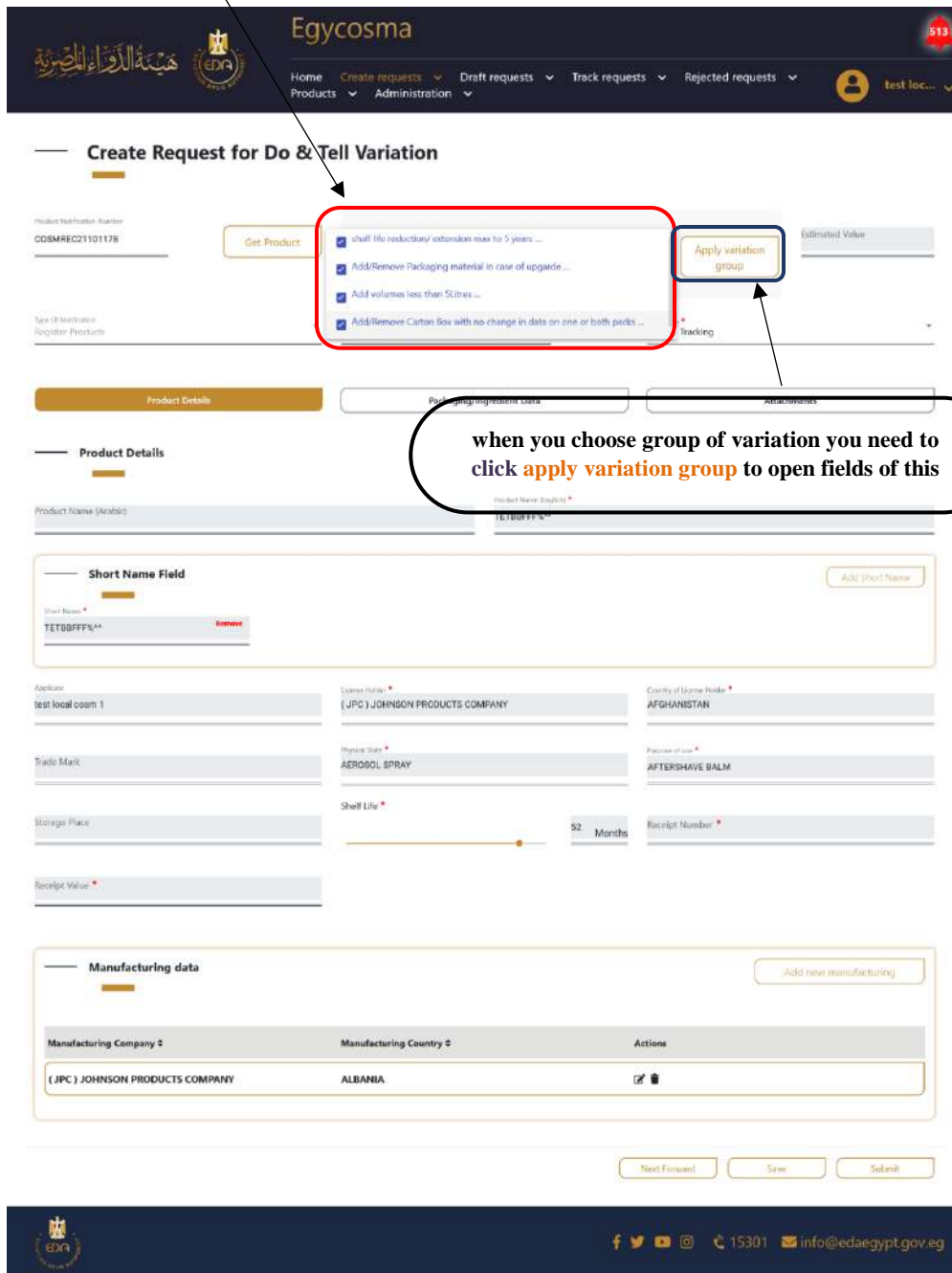
Back Save Submit

EDA 15301 info@edaegypt.gov.eg

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.

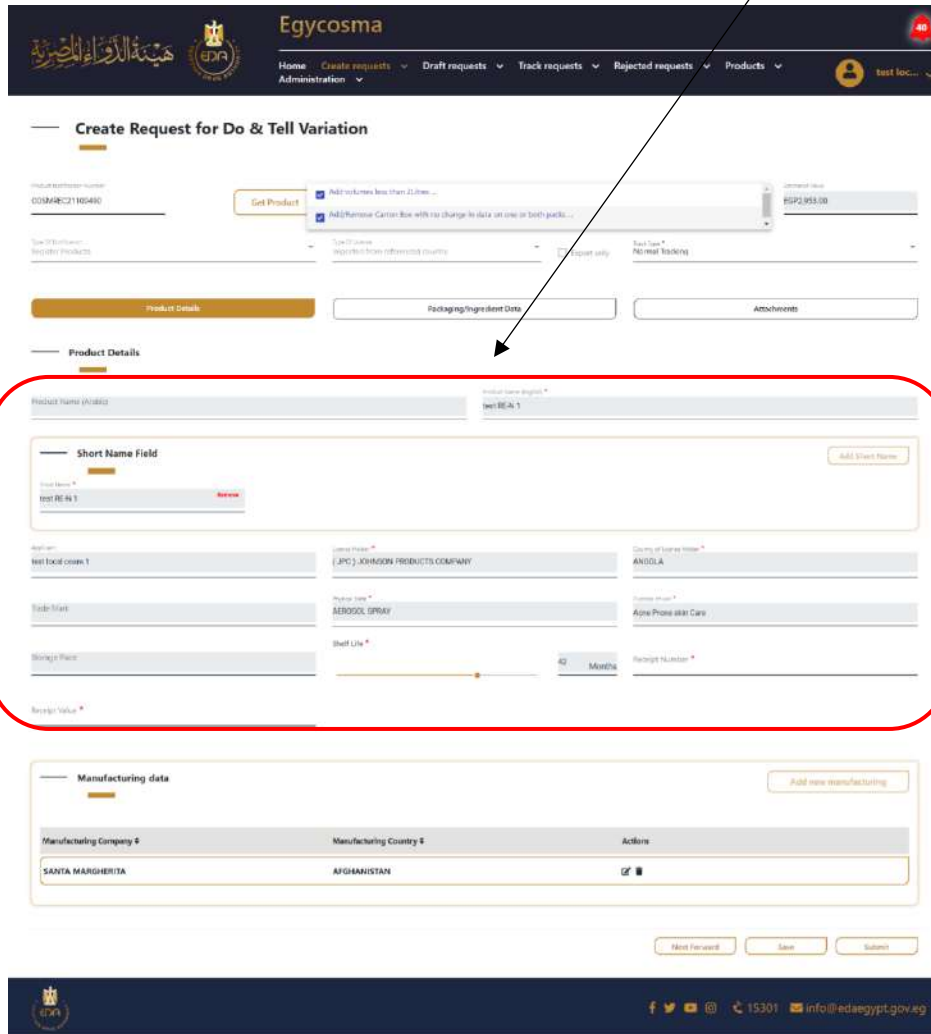
Choose the track from here (normal tracking or fast tracking)

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)



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

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



Create Request for Do & Tell Variation

Product Name (Arabic): COSMACE21100400

Get Product: Add volumes less than 2 Liters... Add Remove Carton Box with no change in data on one or both packs...

Product Details: Product Name (Arabic) test RE-N 3

Short Name Field

Short Name: test RE-N 3

Company: test local com 1 | (JPC) JOHNSON PRODUCTS COMPANY | Country of Origin: ANDOLA

Product Name: AEROSOL SPRAY | Formulation: Aloe Phos skin Care

Shelf Life: 42 Months | Receipt Number:

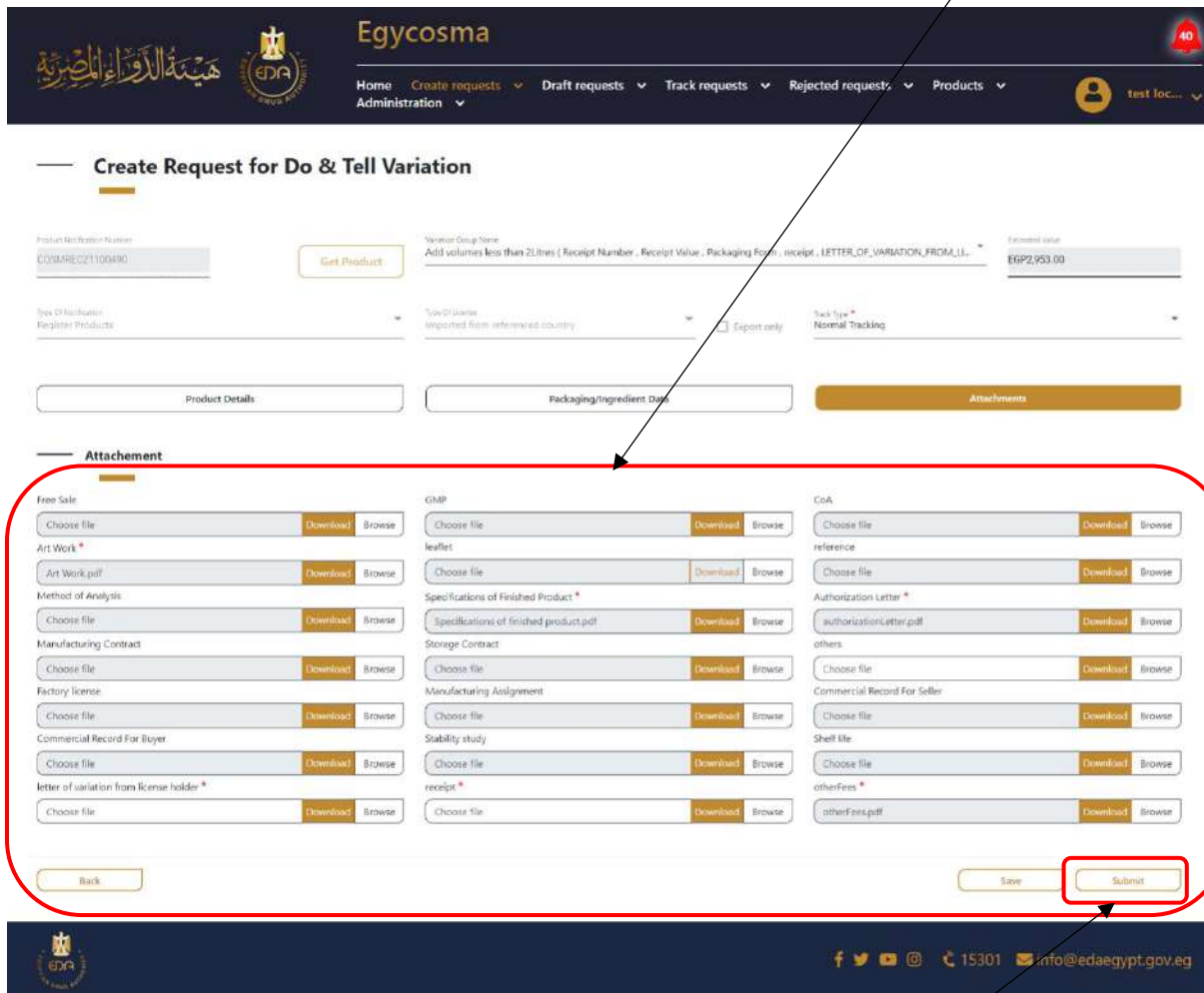
Manufacturing data

Manufacturing Company	Manufacturing Country	Action
SANTA MARGHERITA	AFGHANISTAN	[X] []

Next Forward Save Submit

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

And also attach the files for fields which have (*) in the **attachment** page as shown 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: COSMAREC21100490 Variation 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 Variation: Register Products Type Of Usage: Imported from referenced country Export only Tick Type: Normal Tracking

Product Details Packaging/Ingredient Data **Attachments**

Attachement

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

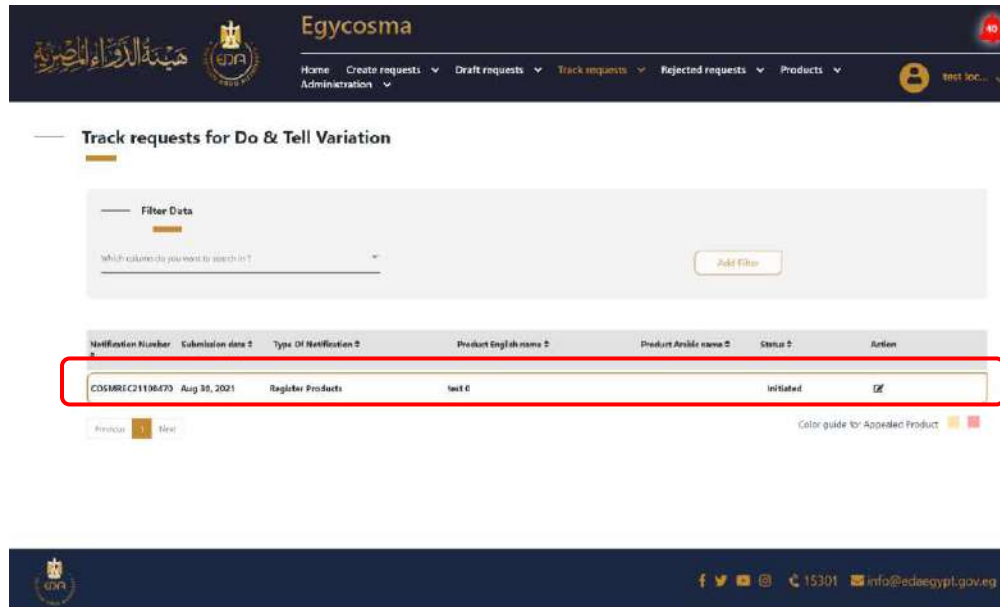
15301 info@edaegypt.gov.eg

After filling all fields click **submit**

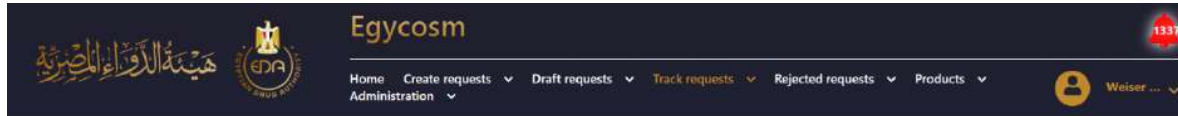
After clicking **submit**, a pop-up message will appear confirmed that your **submission is successfully done**, as appearing in the below picture.



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



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



Track requests for Do & Tell Variation

Filter Data

Which column do you want to search in ?

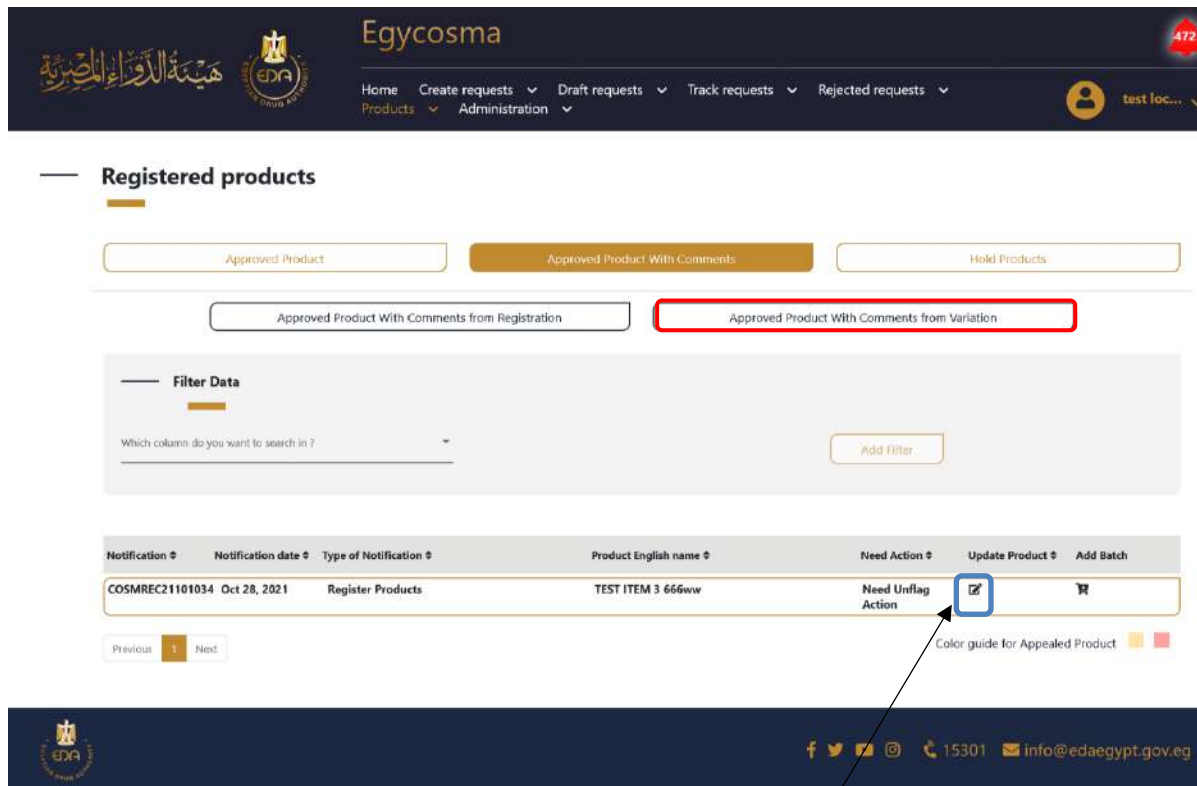
Add Filter

Notification Number	Submission date	Type Of Notification	Product English name	Product Arabic name	Status	Action
COSMREC21100443	Aug 26, 2021	Register Products	test varia 62	تستت	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

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

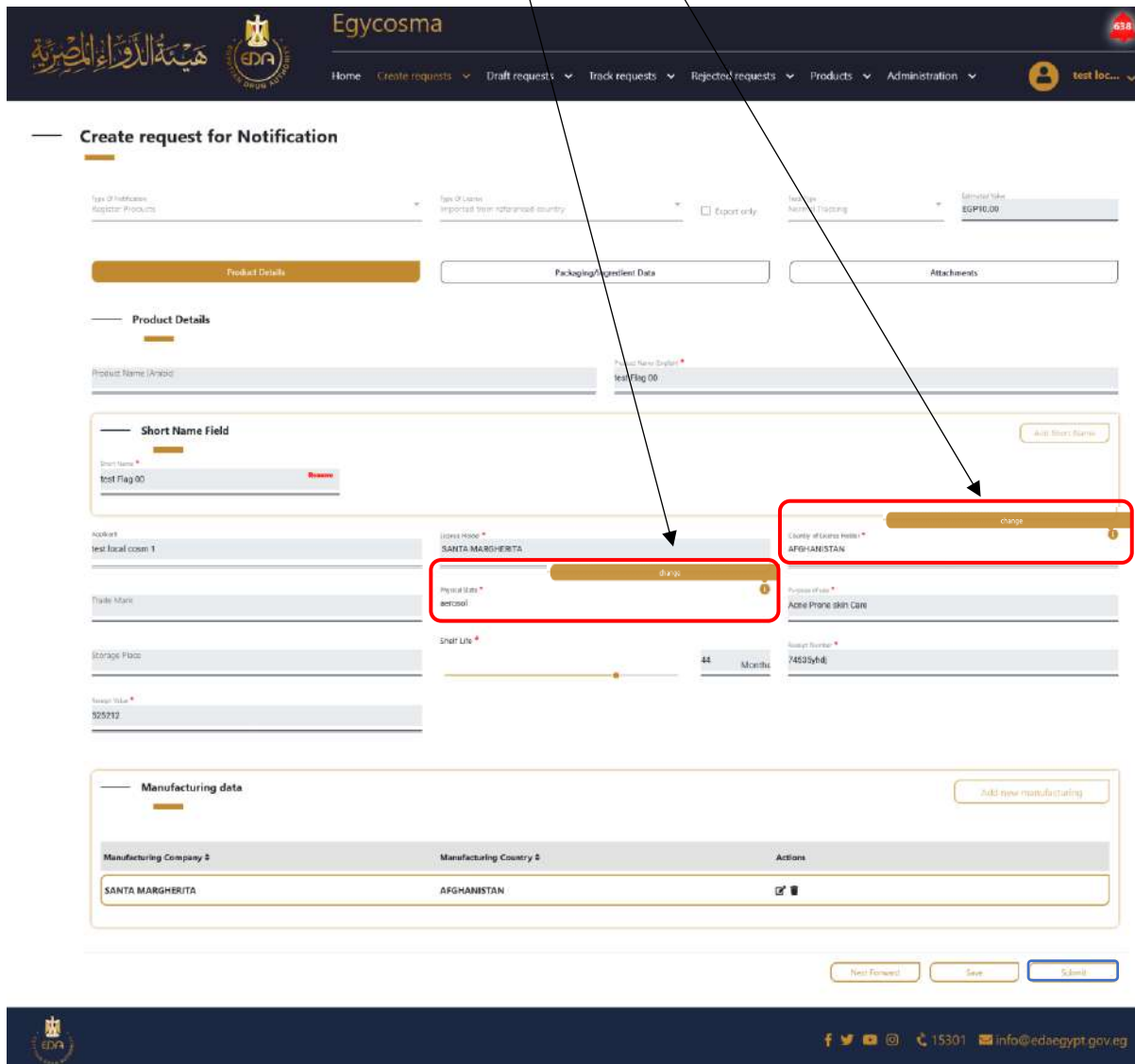
Notification	Notification date	Type of Notification	Product English name	Need Action	Update Product	Add Batch
COSMREC21101034	Oct 28, 2021	Register Products	TEST ITEM 3 666ww	Need Unflag Action <input checked="" type="checkbox"/>		

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 reply to 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 non-approved country | Export only: | Health: New Listing | Estimated Value: EGP10.00

Product Details | Packaging/Chemical 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 cosm 1 | License Holder: SANTA MARGHERITA | Country of Origin (India): **AFGHANISTAN** (change) | Physical Status: **retailed** | Product of Use: Acne-Prone skin Care | Shelf Life: 44 Months | Receipt Number: 74535yh4

Manufacturing data

Manufacturing Company	Manufacturing Country	Actions
SANTA MARGHERITA	AFGHANISTAN	 

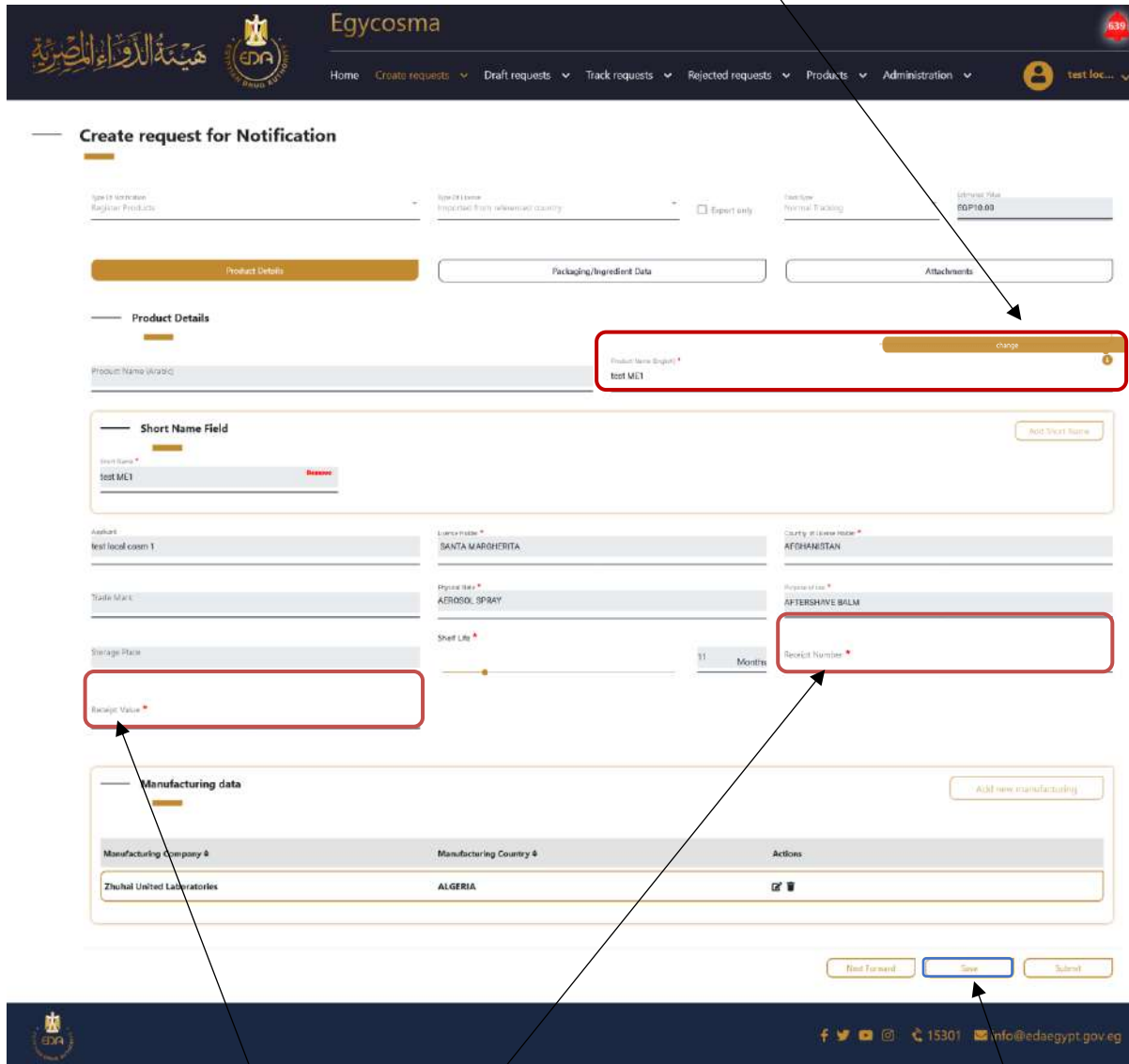
Next Forward Save Submit

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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

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

Specialization: Regular Products | Special Name: Imported from other/country | Expert only | Tracking: Normal Tracking | 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

Address: test local cosm 1 | License holder: SANTA MARHERITA | Country of license 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

Manufacturing Company	Manufacturing Country	Actions
Zhuhal United Laboratories	ALGERIA	 

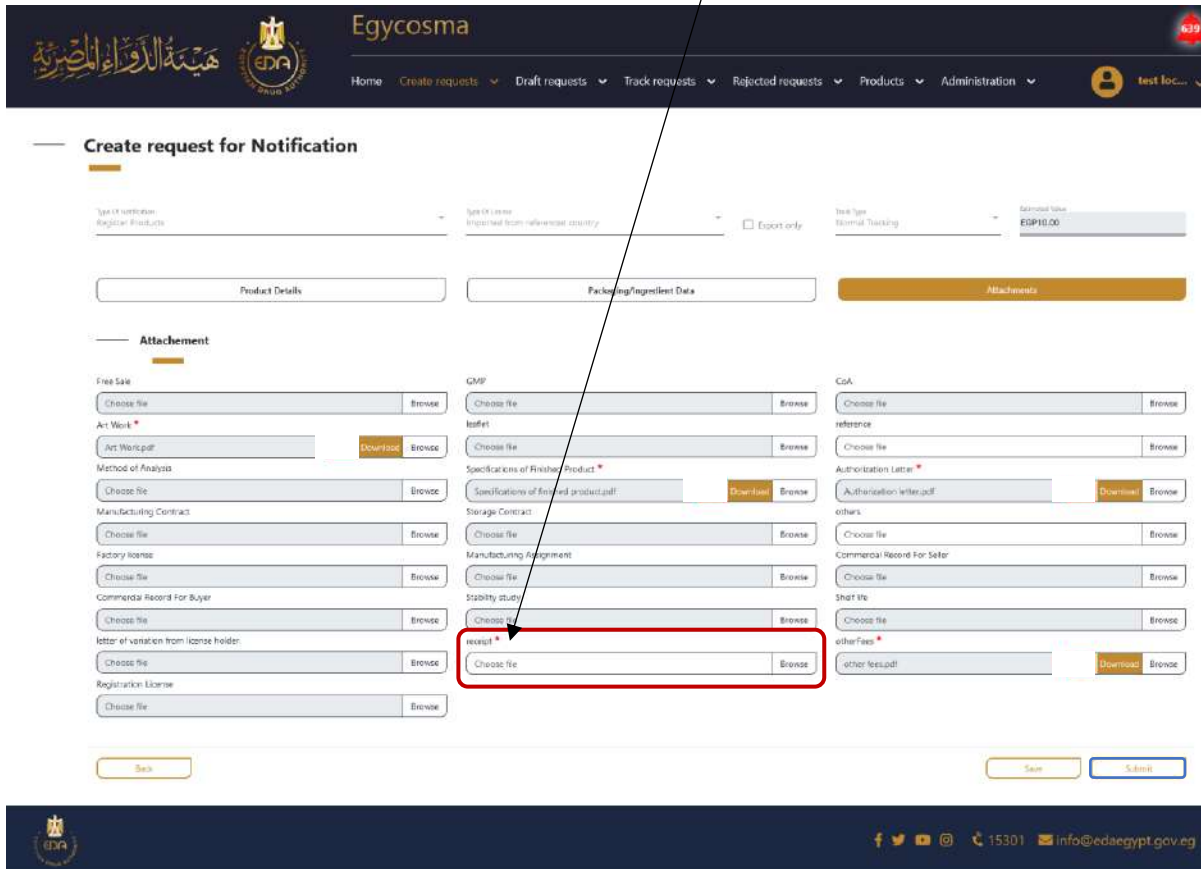
Next Forward Save Submit

EDA | 15301 | info@edaegypt.gov.eg

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**



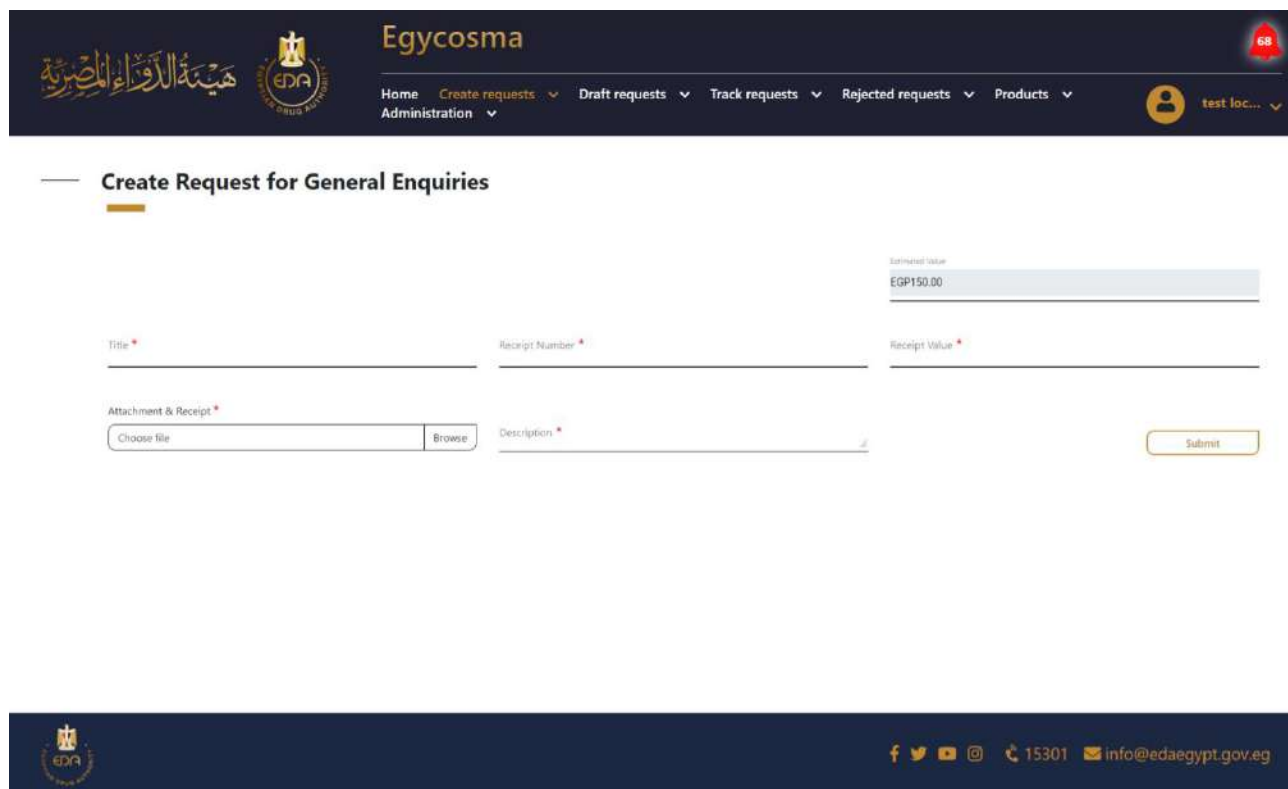
The screenshot shows the 'Create request for Notification' form in the Egycosma portal. The form includes fields for 'Type of variation', 'Type of license', 'Export only', and 'Total value'. Below these are sections for 'Product Details', 'Packaging/Ingredient Data', and 'Attachments'. The 'Attachments' section contains various document upload fields, including 'Free Sale', 'Art Work', 'Method of Analysis', 'Manufacturing Contract', 'Factory license', 'Commercial Record For Buyer', 'Letter of variation from license holder', 'Registration License', 'GMP', 'Specifications of finished product(s)', 'Storage Contract', 'Manufacturing Agreement', 'Stability study', 'Receipt', 'CoA', 'reference', 'Authorization letter', 'Commercial Record For Seller', 'Short life', and 'Other fees'. The 'Receipt' field is highlighted with a red box, and a callout bubble points to it with the text: 'You need to add receipt attachment once you complete this step you can click submit'. At the bottom of the form are 'Back', 'Save', and 'Submit' buttons.

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.

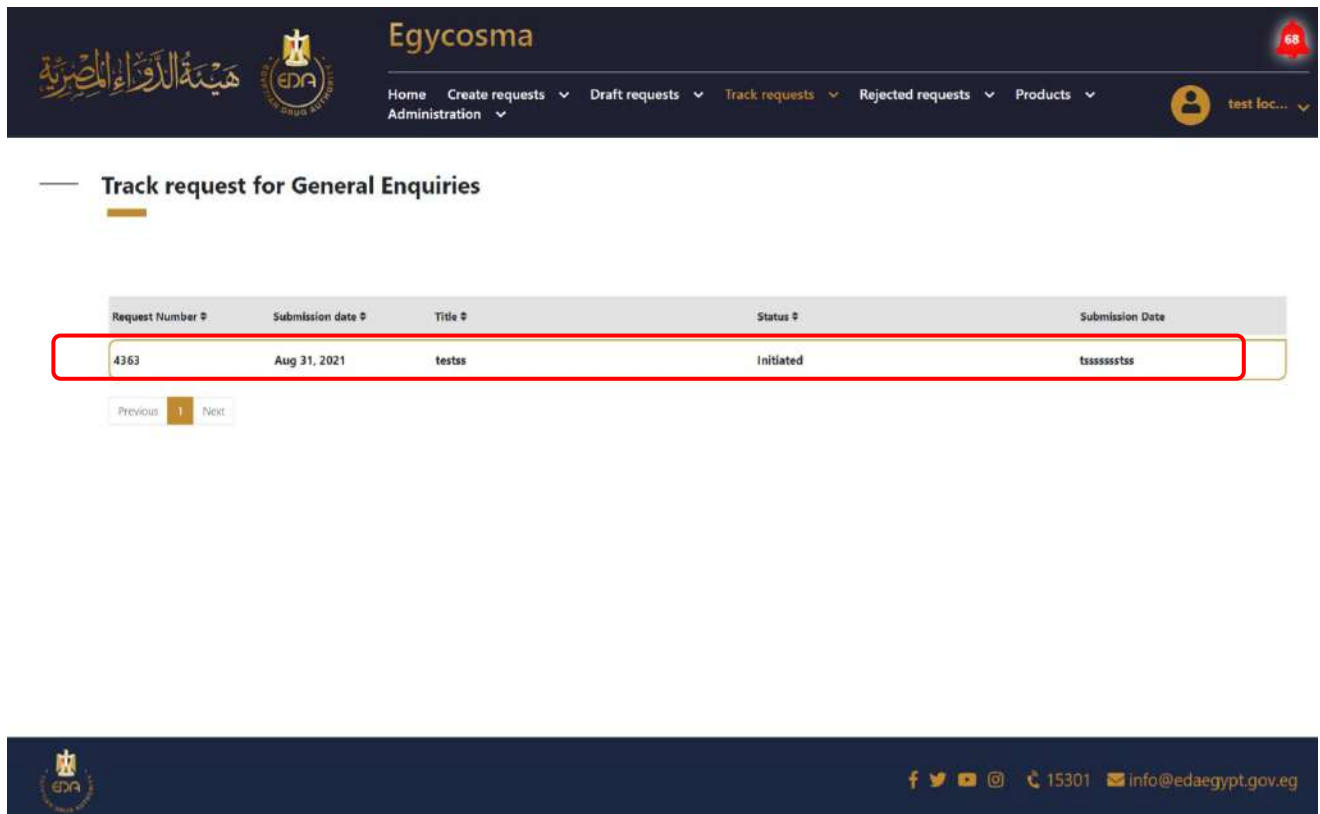


The screenshot shows the 'Create Request for General Enquiries' form in the Egycosma portal. The form includes the following fields and elements:

- Estimated value:** EGP150.00
- Title ***: A text input field.
- Receipt Number ***: A text input field.
- Receipt Value ***: A text input field.
- Attachment & Receipt ***: A section with a 'Choose file' button and a 'Browse' button.
- Description ***: A text area for providing details.
- Submit**: A yellow button to submit the request.

The footer of the page contains the EDA logo, social media icons for Facebook, Twitter, YouTube, and Instagram, a phone number (15301), and an email address (info@edaegypt.gov.eg).

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



Egycosma

Home Create requests Administration Draft requests Track requests Rejected requests Products

test loc...

Track request for General Enquiries

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

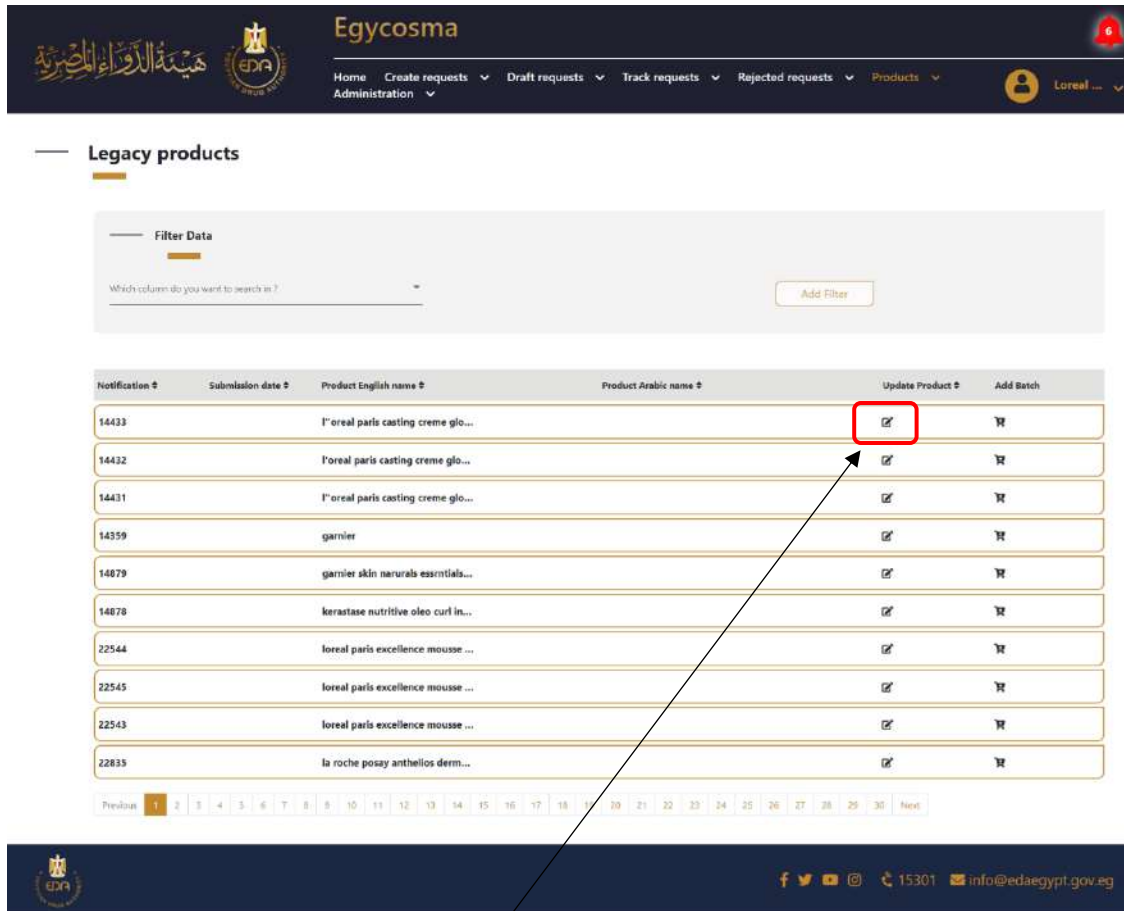
Previous 1 Next

EDA
15301 info@edaegypt.gov.eg

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

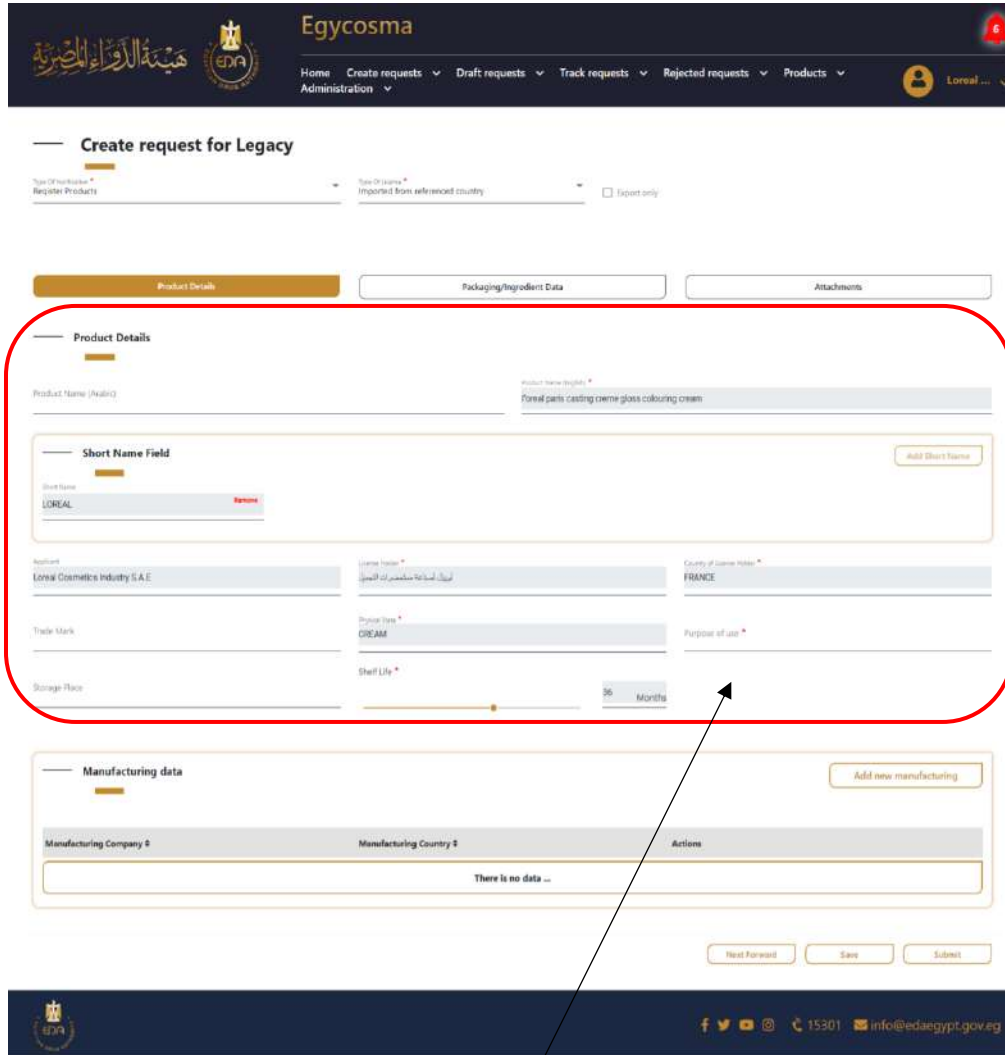
Notification #	Submission date #	Product English name #	Product Arabic name #	Update Product #	Add Batch
14423		l'oreal paris casting creme glo...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14432		l'oreal paris casting creme glo...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14431		l'oreal paris casting creme glo...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14359		garnier		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14879		garnier skin naturals essentials...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14878		kerastase nutritive oleo curl in...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
22544		loreal paris excellence mousse ...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
22545		loreal paris excellence mousse ...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
22543		loreal paris excellence mousse ...		<input checked="" type="checkbox"/>	<input type="checkbox"/>
22835		la roche posay anthellos derm...		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

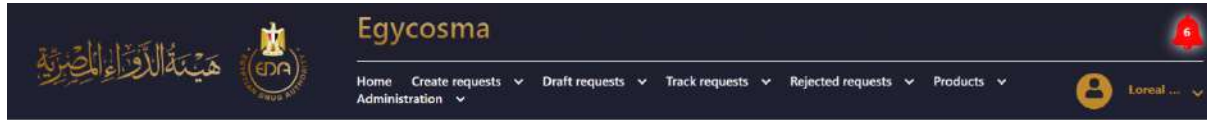
15301 info@edaegypt.gov.eg

After clicking on **update product** icon here, the page will be moved to **Create request for Legacy**, as shown 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 , 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)



Create request for Legacy

Type Of Registration* Register Products Type Of license* Imported from referenced country Export only

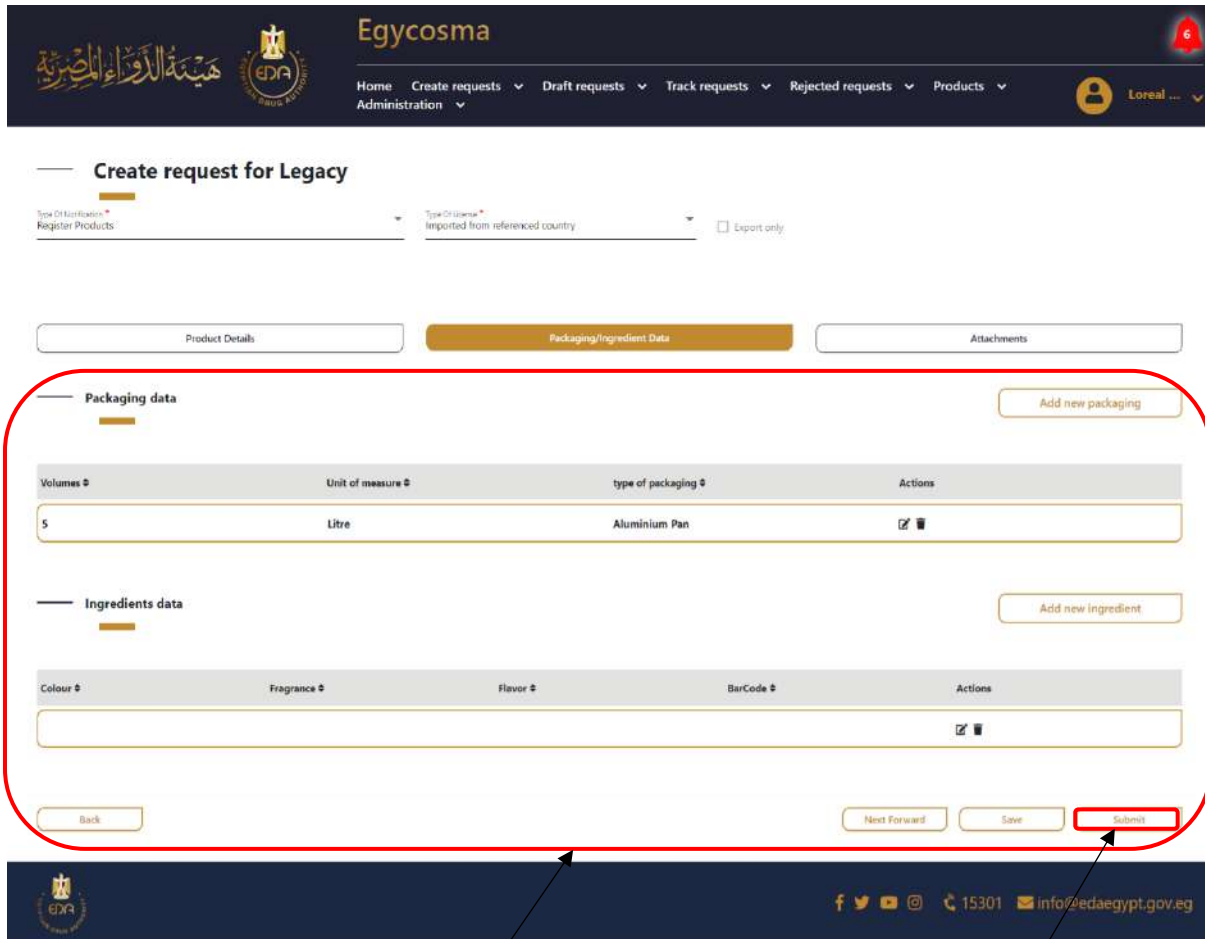
Product Details Packaging/Ingredient Data **Attachments**

Attachment

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

Back Save Submit

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



Create request for Legacy

Type Of Licenses: Register Products | Type Of License: Reported 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

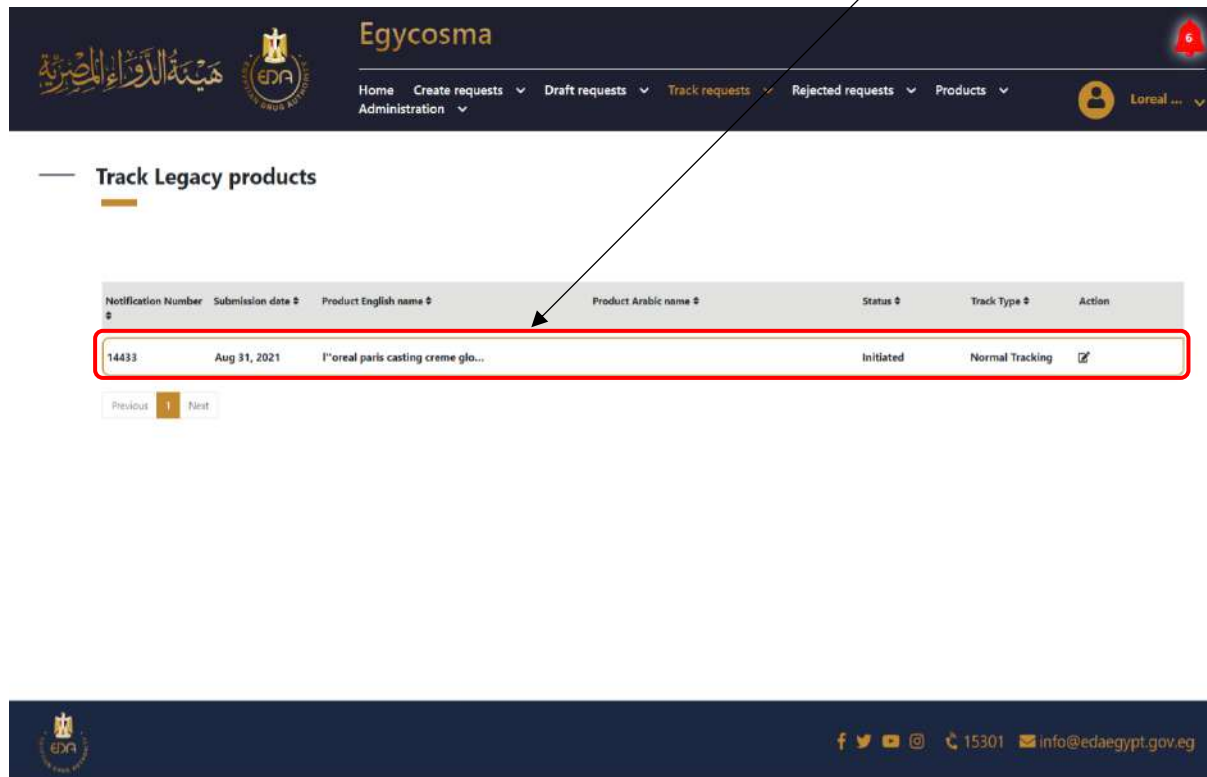
Colour	Fragrance	Flavor	BarCode	Actions

Back | Next Forward | Save | **Submit**

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 shown in the picture below.



Egycosma

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

Loreal ...

Track Legacy products

Notification Number	Submission date	Product English name	Product Arabic name	Status	Track Type	Action
14433	Aug 31, 2021	L'oreal paris casting creme glo...		Initiated	Normal Tracking	

Previous 1 Next

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6- Add Manufacturing company / license holder

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

The screenshot shows the Egycosma portal interface. The navigation menu is open, and the 'Administration' dropdown is visible, with 'Manufacturing company / license holder' highlighted. The main content area displays three summary cards:

Category	Count	Unit
Track Requests	47	requests
Draft Requests	18	requests
Approved Products	91	requests



Egycosma 494

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

Manufacturing company / license holder Form

Here you can add the name of the **manufacturing company**

Here you can choose the **manufacturing country**

Here you can upload attachment (**manufacturing list**)

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

Manufacturing Company *
Manufacturing Country *
Attachment *
Choose file Browse
Submit

EDA
EGYPTIAN DRUG AUTHORITY
هَيْئَةُ الدَوَاءِ المَصْرِئِيَّة

f t y i 15301 info@edaegypt.gov.eg

General Notes

- ❖ يجب التأكد من عمل أي متغير على المستحضر قبل التقدم لإعادة الإدراج فلا يمكن إجراء أي متغير خلال الإعادة وفي حال وجود متغير أثناء الإعادة يتم رفض الطلب والتقدم لقسم المتغيرات وإعادة تقديم طلب الإعادة برسوم جديدة.
- ❖ يجب أن 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 أخرى لا يجوز لكل من الشركتين عمل line extension إلا في حالة التنازل عن ال brand كله .
- ❖ في حالة إدراج ال kit يتم إدراج كل مستحضر على حدة ثم التقدم بطلب إدراج 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، غير مرجعي، محلي، أو مصنع لدى الغير) أو نوع المستحضر (مستحضر عادي أو صبغه او kit) أو نوع الطلب (fast or normal) يتم رفض الطلب وإعادة تقديمه **برسوم جديدة.**
- ❖ لا يتم تقديم التماس لتعديل بيان التركيب للمستحضرات المستوردة وفي حالة تقديم الالتماس يتم رفضه.



- ❖ يجب التأكد من وجود خط إنتاج موضح في رخصة المصنع قبل التقدم للإدراج وفي حالة عدم وجود خط انتاج تلتزم الشركة بتغيير مكان التصنيع .
- ❖ في حال رفض طلب الإدراج للشركة الحق في تقديم التماسين للطلب الواحد ثم يتم بعدها إسقاط الطلب وتقديمه من جديد برسوم جديدة.
- ❖ لا يتم إجراء أكثر من عملية على المستحضر في نفس الوقت.
- ❖ في حاله مستحضر (approve with comment(flag) لا يتم إجراء أي عملية عليه إلا 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 مدة الإعادة لا يتم عمل أي إجراء على المستحضر.
- ❖ أي التماس مقدم من الشركة إلى الهيئة أثناء الإدراج المدة الزمنية المحددة له ٣٠ يوم بعدها يتم إسقاط الطلب ولا يمكن استكمالها ويقدم كمستحضر جديد.
- ❖ في حاله الاحتكام إلى مرجعيه التداول تكون شهادة التداول إجبارية وموثقة من السفارة المصرية.
- ❖ وفي حال الاحتكام إلى مرجعية التصنيع تكون قائمة المصانع إجبارية وموثقة من الغرفة التجارية.

- ❖ في حالة تسجيل مستحضرات الصبغة أو hair colorant kit يجب إضافة 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 إدراج مستحضر متعدد الألوان، الروائح، النكهات، أو جميعهم يُتم إضافة مقابل الخدمة التابع لكل فئة إلى رسوم الإدراج الموضحة في ال Estimated value وفقا لقائمة مقابل الخدمات المقررة .
- ❖ تتم مراجعته طلب الإدراج وارسال comment للشركة بدون مقابل مادي لمرة واحدة فقط لما يخص استيفاء الطلب لمتطلبات الإدراج وفقا للدليل التنظيمي (check list) ويستوجب على الشركة الاستكمال خلال 15 يوم ثم تتم المراجعة الفنية للطلب وإصدار القرار النهائي إما بالموافقة و صدور رقم الإدراج أو الرفض وفي هذه الحالة من حق الشركة الالتماس مرتين للطلب الواحد
- ❖ يجب دفع مقابل الخدمات وتسليم أصل اوصول الدفع للإداري المختص قبل ارسال طلب الإدراج
- ❖ يجب على الشركة احضار الأصول الموثقة للصيادلة العاملين بالادارة للاطلاع على الاصول قبل رفعها على البرنامج