

Guide to registering and transferring CPNP notifications to a new EU Responsible Person

When the UK leaves the EU, UK RP accounts will be deleted from the CPNP.

On the day after BREXIT UK notifications will not be deleted from the Cosmetics Product Notification Portal (CPNP) but UK RP accounts will be de-activated. Notifications can be copied and pasted from one RP to the other, one-by-one, and new artwork must be uploaded with the new labelling – these notifications can be kept in draft form until the day of exit.

This guide provides step-by-step instructions to prepare for EU Exit where:

- the current RP is in the UK; and
- products will be marketed outside of the UK in EU/EEA markets after Exit from the EU.

The steps must be followed in sequence.

IMPORTANT

- Notifications **MUST** be copied to the new RP prior to 29 March 2019 or the end of 2020 if there is a transition period agreed.
- The Commission manually approves RP accounts, so creation of an EU RP account should not be left to the last minute (but it is important to note that RP accounts without notified product are automatically de-activated by the Commission after 6 months).

The UK CPNP equivalent is currently being developed. As an additional contingency measure, CTPA recommends that members not using the EU machine-to-machine also download an 'xml' copy of each notification prior to the EU Exit date.

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A recap - the 3 EU websites involved

ECAS (European Commission Authentication Service) website

<https://webgate.ec.europa.eu/cas>

To register individual users

SAAS (DG Sanco Authentication Authorisation System) website

<https://webgate.ec.europa.eu/saas>

To set up organisation profiles (e.g. the RP)

To link individual users to organisations

CPNP (Cosmetic Product Notification Portal) website

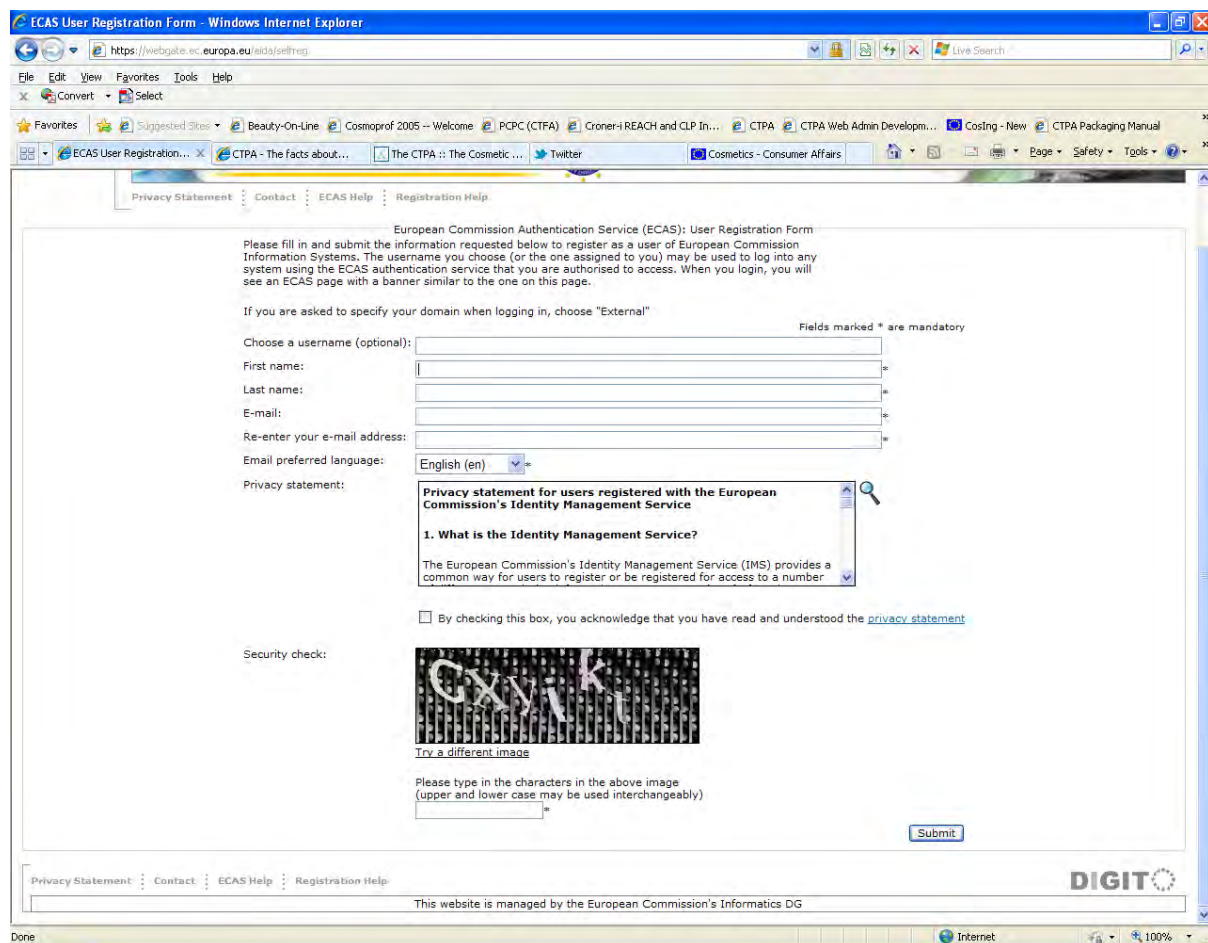
<https://webgate.ec.europa.eu/cpnp>

To notify products

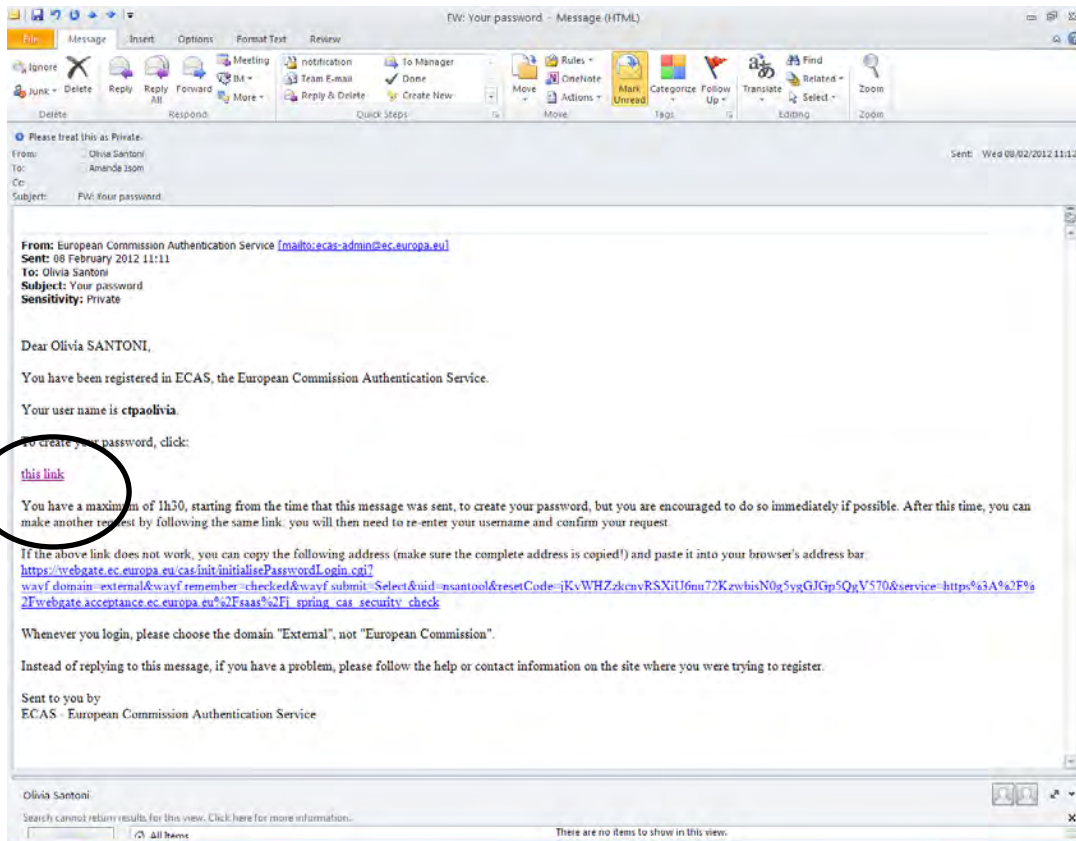
DRAFT

1. Registering a new user

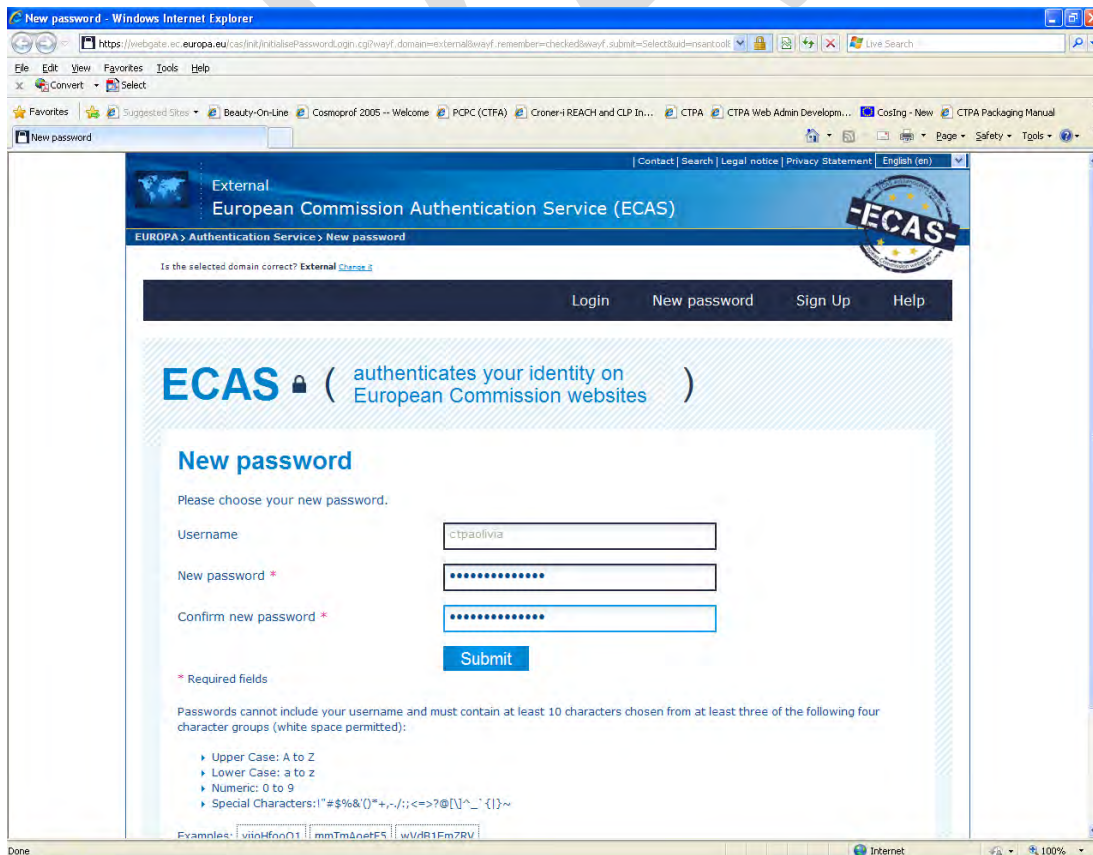
If the user does not already have a SAAS/CPNP individual username and password, firstly register for a personalised login. <https://webgate.ec.europa.eu/cas>



Wait for an email to set password and then click 'this link'.

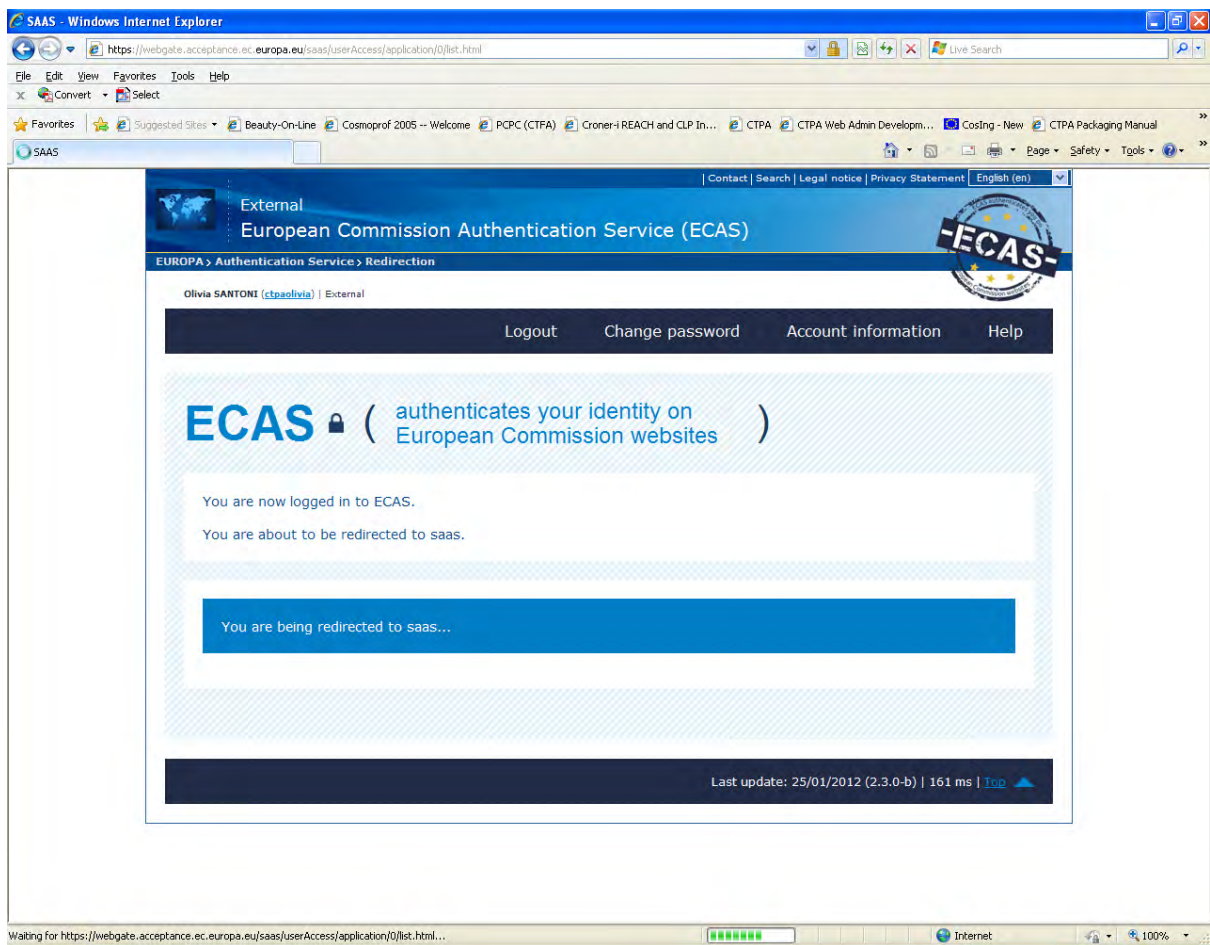


Create password



The user will then be redirected to SAAS.

e.g. SAAS (to go on to link to/create an organisation)

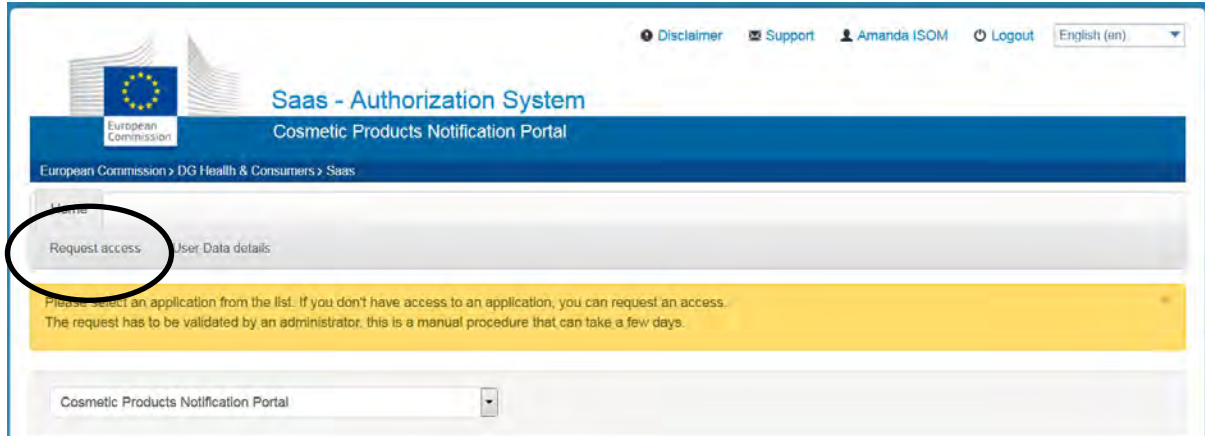


NB. When registering with ECAS the user is registering as an individual person. Therefore, if a user works for more than one organisation (e.g. as a consultant or within a main organisation and its sub-organisations), the user can 'attach' themselves to more than one organisation profile – they do not need to re-register for a separate login.

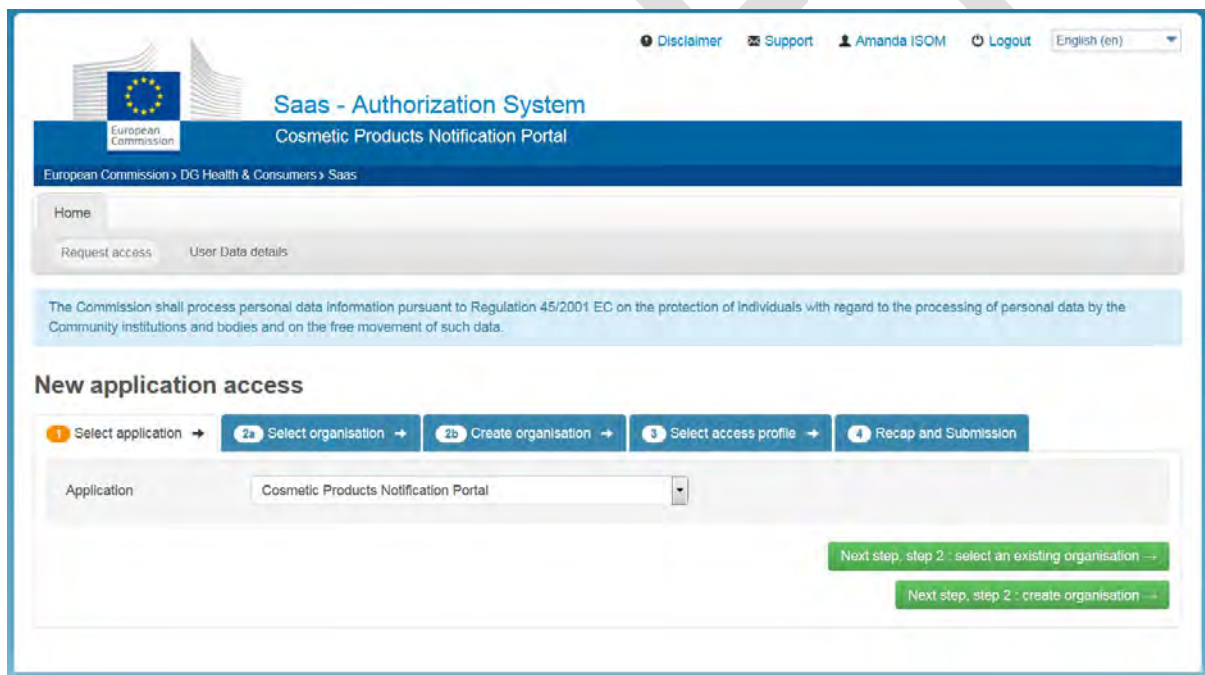
2. Creating a new (primary) organisation e.g. RP

After the user has registered their user account and password they will be directed to SAAS

Select 'Request Access' to move to the 'new application access' area.



The user will then work through tabs 1, 2b, 3 and 4 to create a new organisation.



Tab 1

Select the application 'Cosmetic Products Notification Portal'

Tab 2b

Fill out the details of the organisation

The screenshot shows the 'New application access' form, specifically the '2b: Create organisation' step. The form is titled 'Organisation details' and includes a 'Create new Organisation' checkbox. Below this, there are several input fields: 'Name', 'Gen. mail', 'Gen. phone', 'Gen. fax', 'Address', 'Zip code', 'City', and 'Country'. The 'Country' field is a dropdown menu currently showing '[No value selected]'. The form is part of a multi-step process indicated by a progress bar at the top with steps: 1 Select application, 2a Select organisation, 2b Create organisation (highlighted), 3 Select access profile, and 4 Recap and Submission.

NB. All contact details are likely to be generic for the company rather than for an individual person e.g. a general email address.

This information is the Responsible Person (company) record and will be attached to all notifications. Ensure the mailbox is monitored on a regular basis.

Tab 3

Assign the profile type (e.g. Responsible Person) to the organisation.

The screenshot shows the 'New application access' form, specifically the '3 Select access profile' step. The form is titled 'Access Profile' and lists five radio button options: 'Acting under Competent Authority profile', 'Acting under Delegate profile', 'Acting under Distributor profile', 'Acting under Poison Centre profile', and 'Acting under Responsible Person profile'. The 'Acting under Responsible Person profile' option is selected. Below the list, there is a text input field containing the text 'I work in a business and am responsible for the safety of the product'. A green button labeled 'Step 4: type a comment' is visible at the bottom right. The form is part of a multi-step process indicated by a progress bar at the top with steps: 1 Select application, 2a Select organisation, 2b Create organisation, 3 Select access profile (highlighted), and 4 Recap and Submission.

Tab 4

Finally, add any additional comments and submit.

The screenshot shows the 'New application access' form. At the top, there is a progress bar with five steps: 1. Select application, 2a. Select organisation, 2b. Create organisation, 3. Select access profile, and 4. Recap and Submission. The 'Recap' section contains the following information:

- Application: Cosmetic Products Notification Portal
- Organisation: Not selected
- Access Profile: (empty)
- Comments: (empty text box)

Below the recap is a yellow warning box titled 'Before submitting' with the text: 'A request to get access to an application will be validated by the administrators, this is a manual process and can take a few days.' At the bottom, there are two buttons: 'Cancel' and 'Submit request access'.

An organisation profile is beginning to build in SAAS

The screenshot shows the 'Saas - Authorization System' interface for the 'Cosmetic Products Notification Portal'. The top navigation bar includes links for Disclaimer, Support, Amanda ISOM, Logout, and a language dropdown set to English (en). The breadcrumb trail is: European Commission > DG Health & Consumers > Saas. Below this, there are tabs for Home, Request access, and User Data details. A dropdown menu is set to 'Cosmetic Products Notification Portal'. The 'User Profiles' section shows a table with 25 records per page and a search field. The table contains the following data:

Status *	Organisation	Access Profile *
rejected	/ RESPONSIBLE PERSONS (RP) / Colipa TechReg Department	Acting under Responsible Person profile
active	/ Cosmetic, Toiletry & Perfumery Association	Acting under Responsible Person profile (Local Admin.)

Please note the creation of an organisation must be validated by the European Commission and there may be a delay until access is granted. The first user is by default the administrator and will be contacted once the validation has taken place.

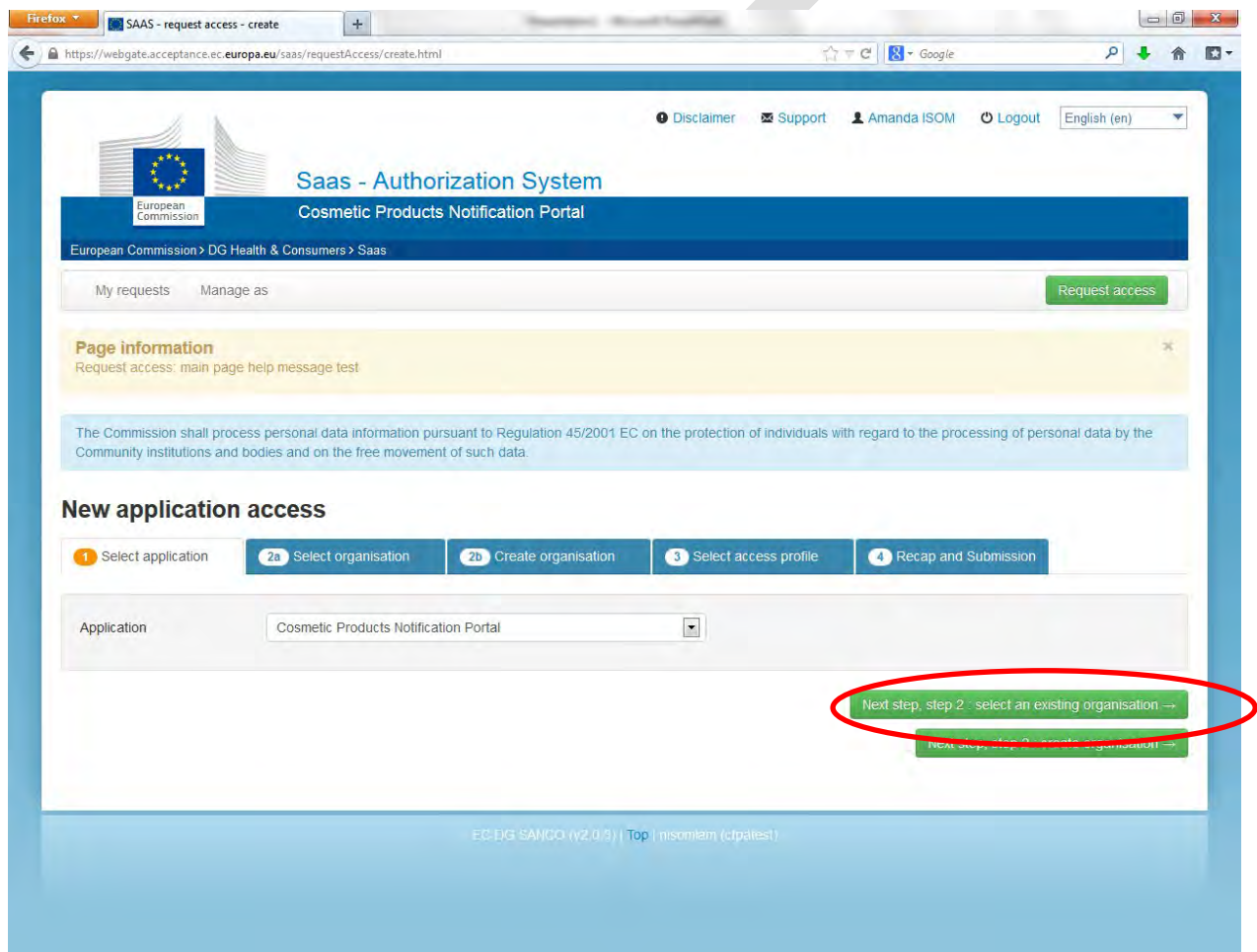
a. Adding additional users under the main organisation

Once a user and organisation have been created, additional staff members of the main organisation can be added (using their own user login credentials). It is recommended this is carried out for at least one other member of staff and that they are also assigned as administrators for the account.

Using the ECAS system, they should [register for their own username/password](#) after which they are directed to the SAAS website.

Select 'Request Access' to move to the 'new application access' area.

This time click on 'select an existing organisation', **Tab 2a**



The screenshot shows the SAAS - Authorization System interface. The page title is "Saas - Authorization System" and "Cosmetic Products Notification Portal". The user is logged in as Amanda ISOM. The page is titled "New application access" and shows a progress bar with four steps: 1. Select application, 2a. Select organisation, 2b. Create organisation, 3. Select access profile, and 4. Recap and Submission. The "Application" dropdown menu is set to "Cosmetic Products Notification Portal". A red circle highlights the "Next step, step 2 : select an existing organisation ->" button.

Tab 2a

Search and select the organisation name.

My requests Manage as Request access

Page information
Request access: main page help message test

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

New application access

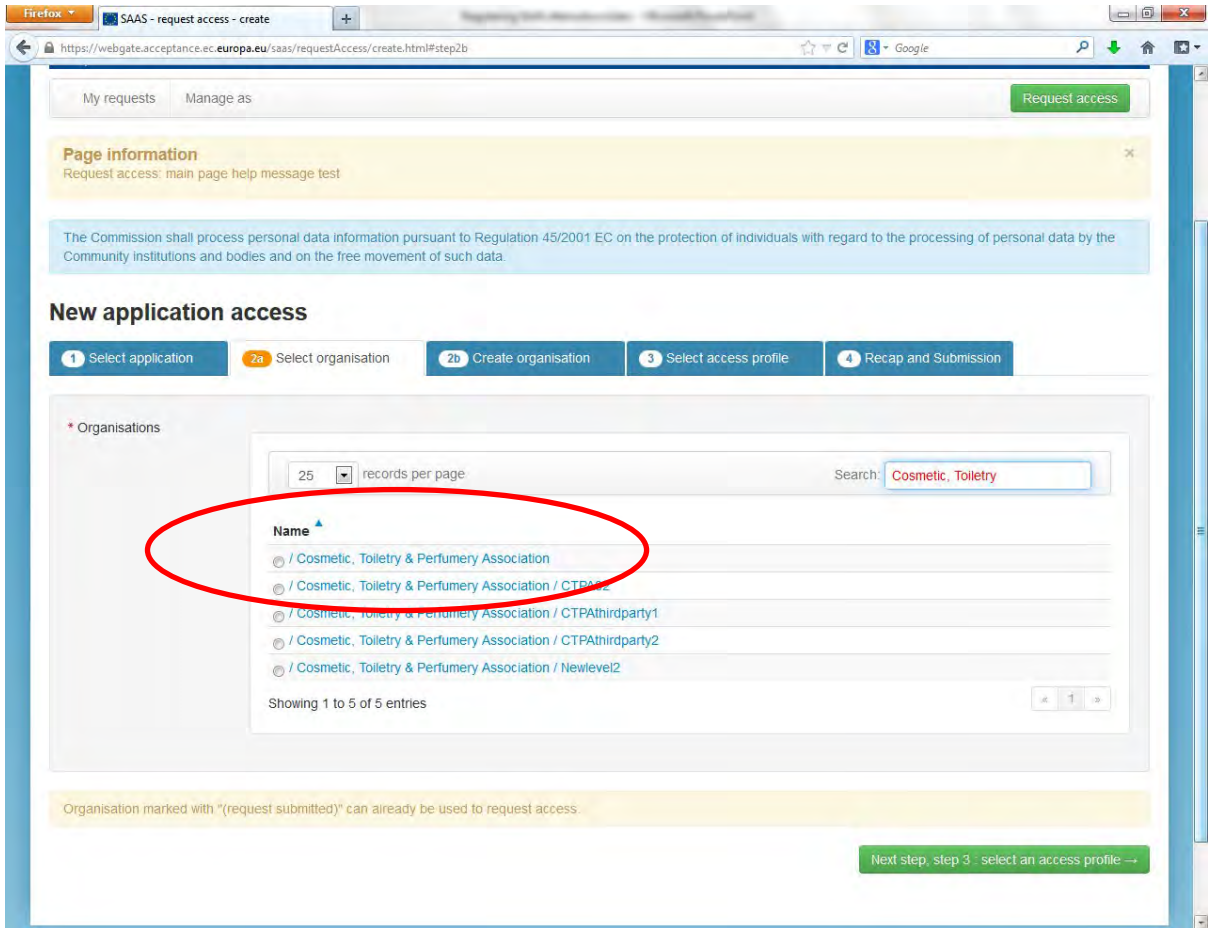
1 Select application 2a Select organisation 2b Create organisation 3 Select access profile 4 Recap and Submission

* Organisations

25 records per page Search:

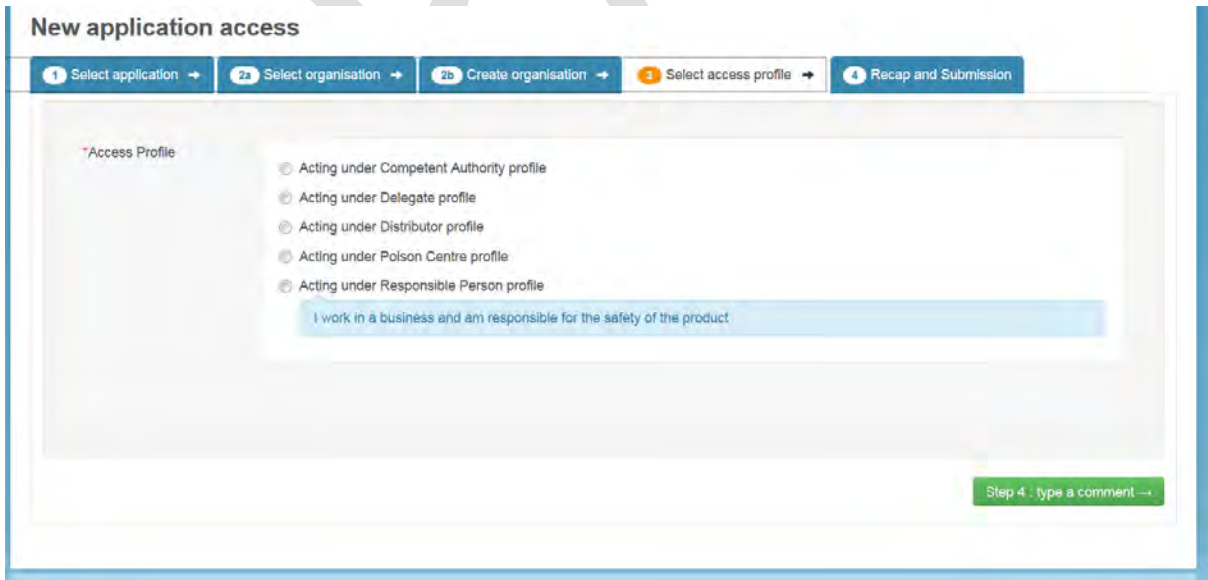
Name

- / 11111111111111111111 (request submitted)
- / 11155 (request submitted)
- / 123
- / 123 / The Dezac Group (request submitted)
- / 143 (request submitted)
- / 4 South Africa (request submitted)
- / 8B-BPN prova1
- / ACADEMIE SCIENTIFIQUE DE BEAUTE (request submitted)
- / Actavis Troyan (request submitted)
- / AICPORTUGAL
- / AKD (request submitted)
- / ALCA CHEMICAL sr (request submitted)
- / Alecs
- / Alecs / Aldem



Tab 3

Assign the profile type (Responsible Person) to the organisation.



Tab 4

Finally, add any additional comments and submit.

The screenshot shows a web interface for 'New application access'. At the top, there is a progress bar with five steps: 1. Select application, 2a. Select organisation, 2b. Create organisation, 3. Select access profile, and 4. Recap and Submission. The current step is 4. Below the progress bar, there is a 'Recap' section with the following details: Application: Cosmetic Products Notification Portal; Organisation: Not selected; Access Profile: (empty); Comments: (empty text box). Below the recap is a yellow warning box titled 'Before submitting' with the text: 'A request to get access to an application will be validated by the administrators, this is a manual process and can take a few days.' At the bottom, there are two buttons: 'Cancel' and 'Submit request access'.

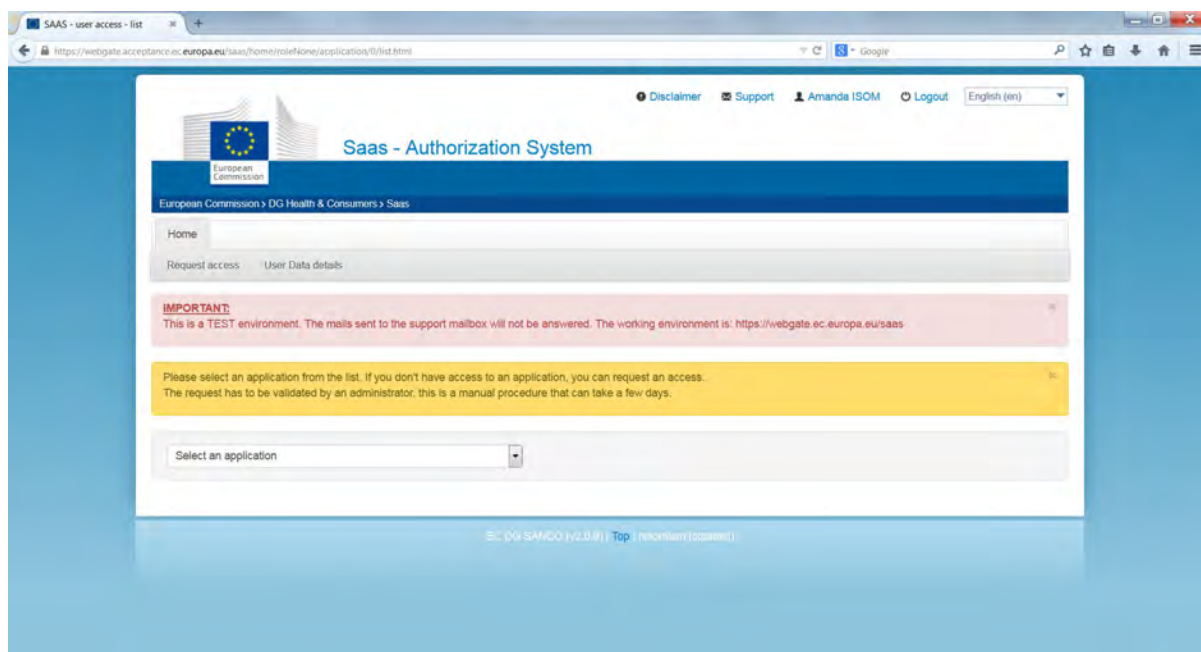
The primary administrator for the organisation now has to validate and accept this request. It may be worth alerting them to the request in case the automatic notification is not received.

The user awaiting verification will then see that they have requested access.

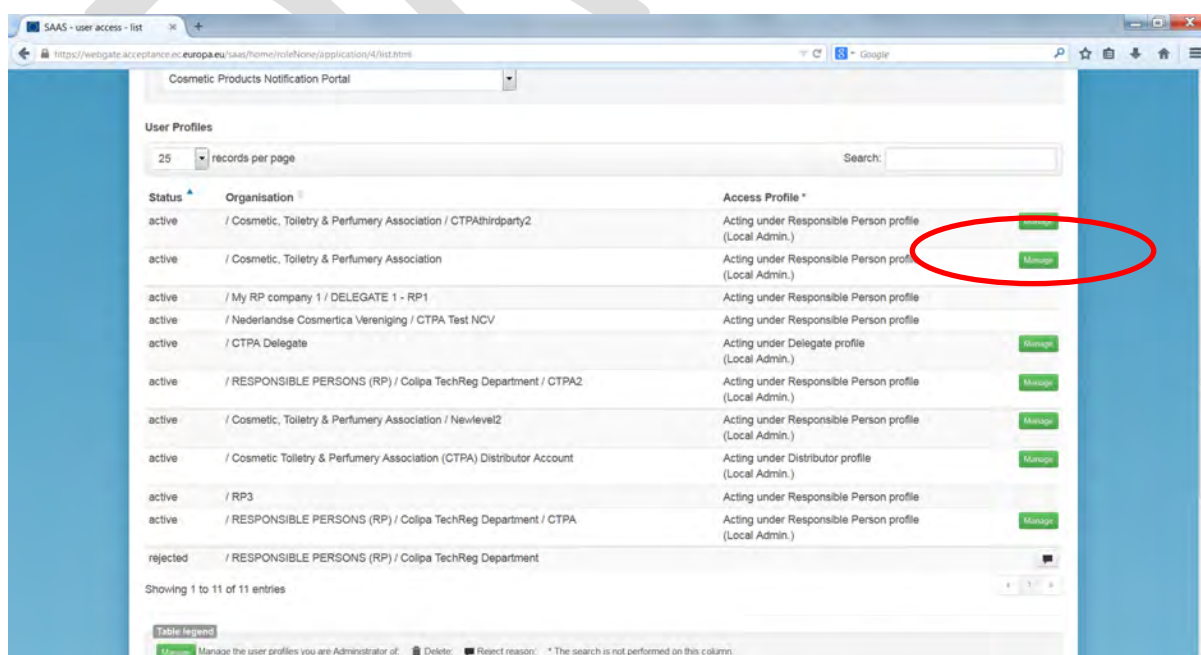
b. Accepting a user under the primary organisation

Once the administrator of the primary organisation receives an email that a user has requested access to the organisation, they need to visit the SAAS website to access the primary organisation profile.

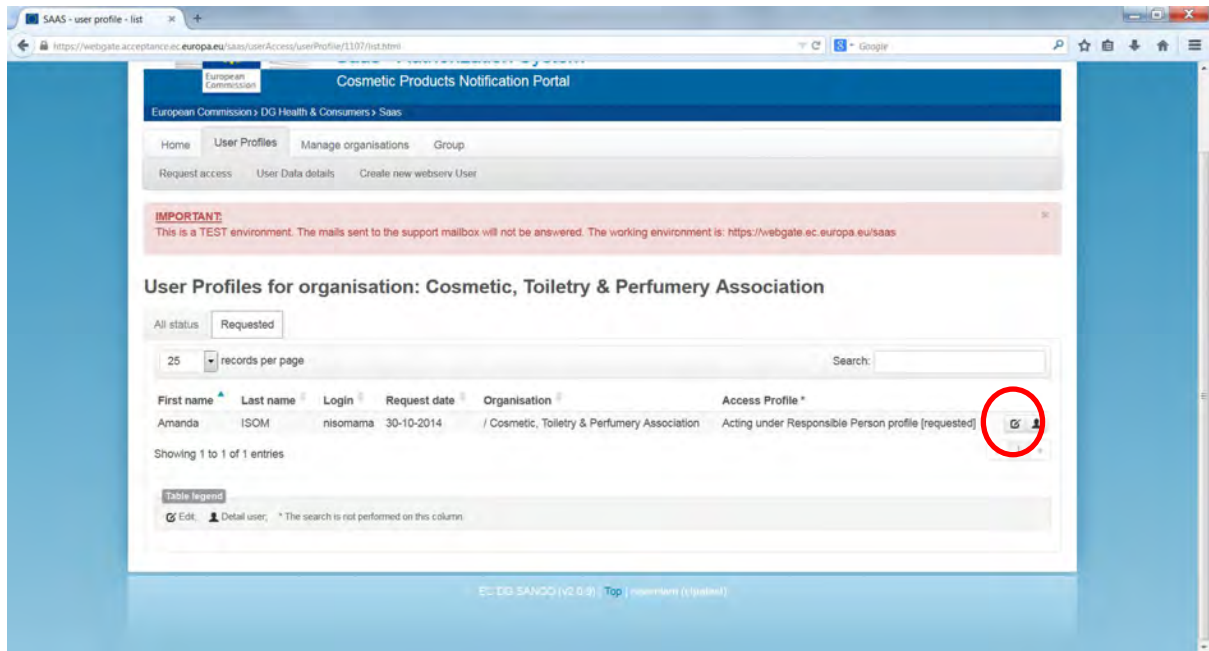
Select the application in SAAS and options will then become available (request access, validate)



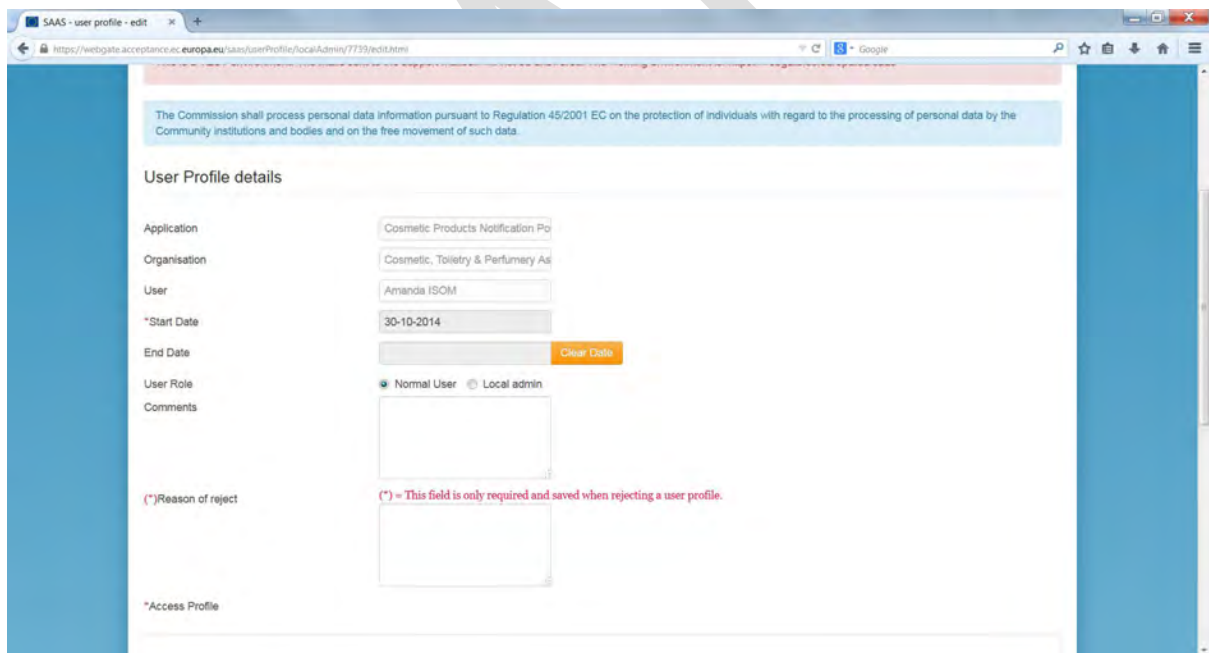
The organisation profiles attached to the administrator are available to view. Select 'manage' on the appropriate organisation.



Then select to view the requested profiles tab and edit the request.

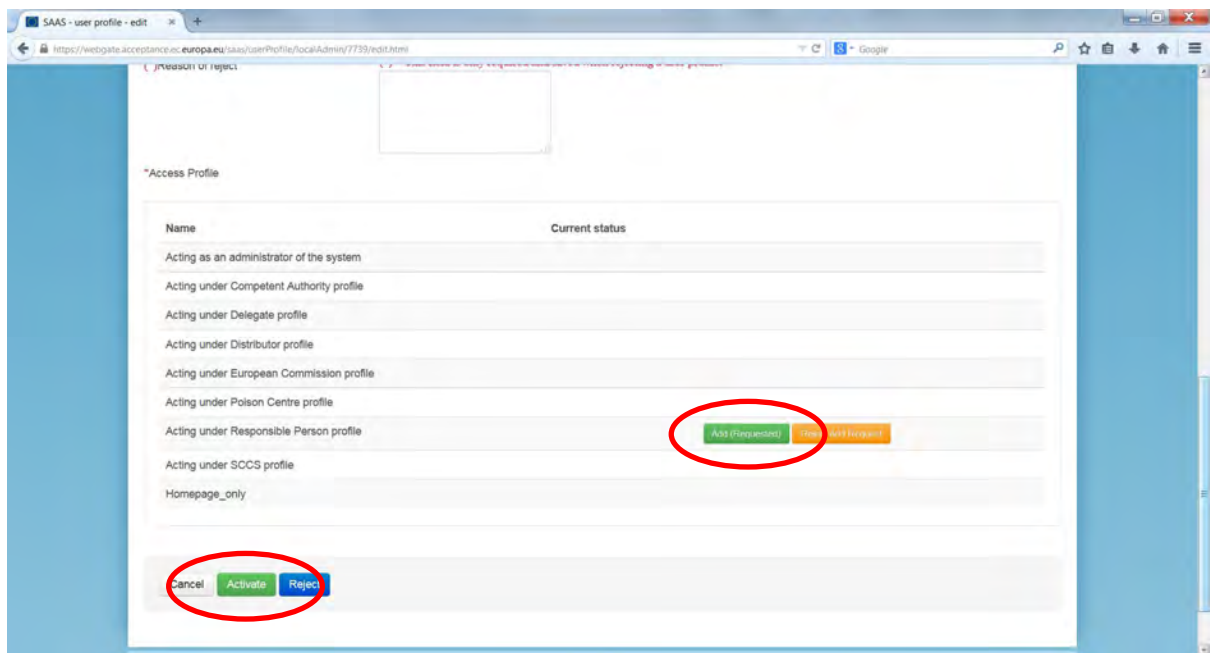


The user profile is then available to view. The administrator can choose to assign them as a normal user or whether they should have administrator privileges.

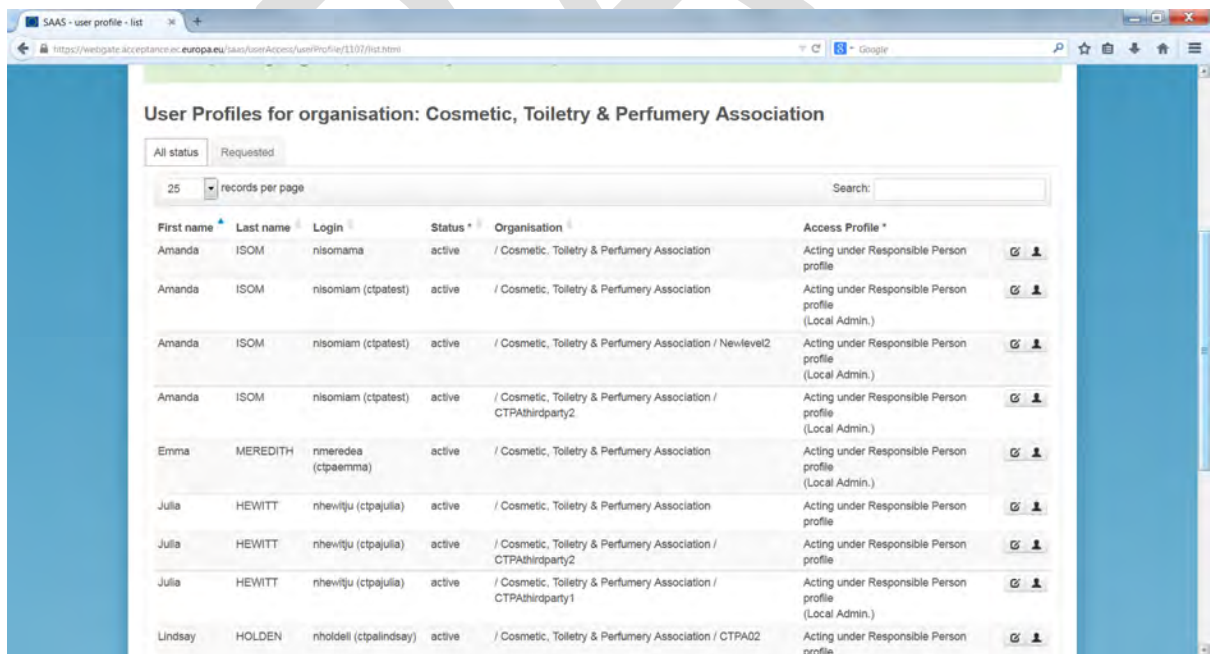


Confirm addition of access profile

Activate the request

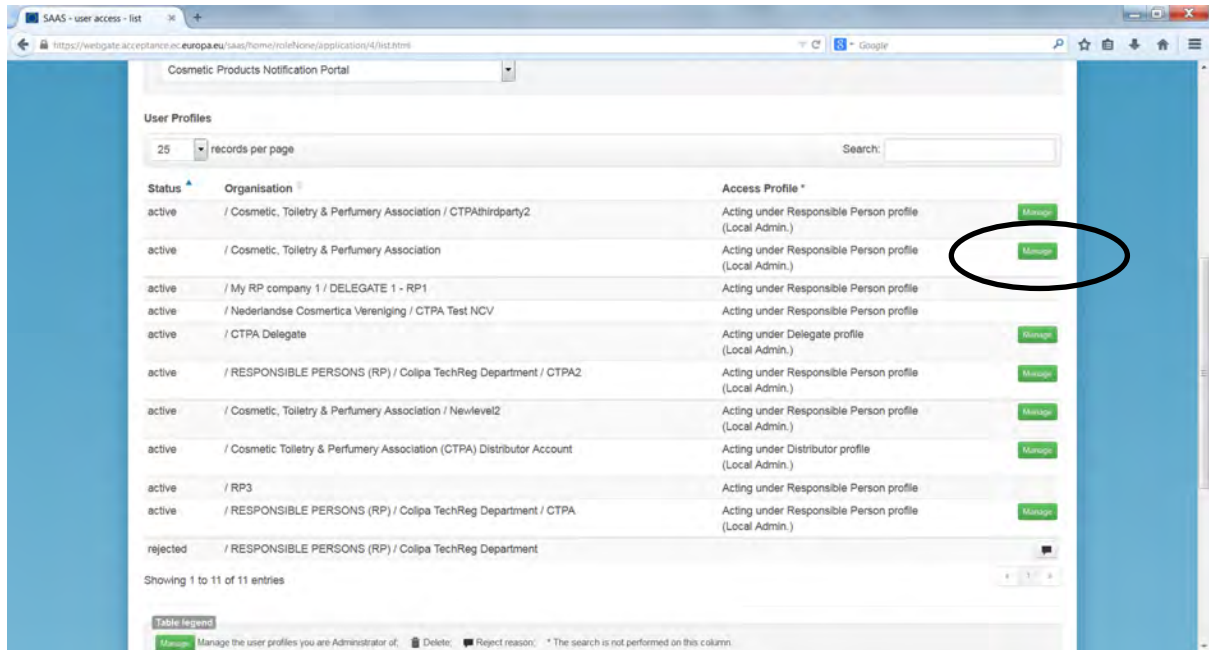


The profile then moves from the requested area to the main profile list for that organisation.



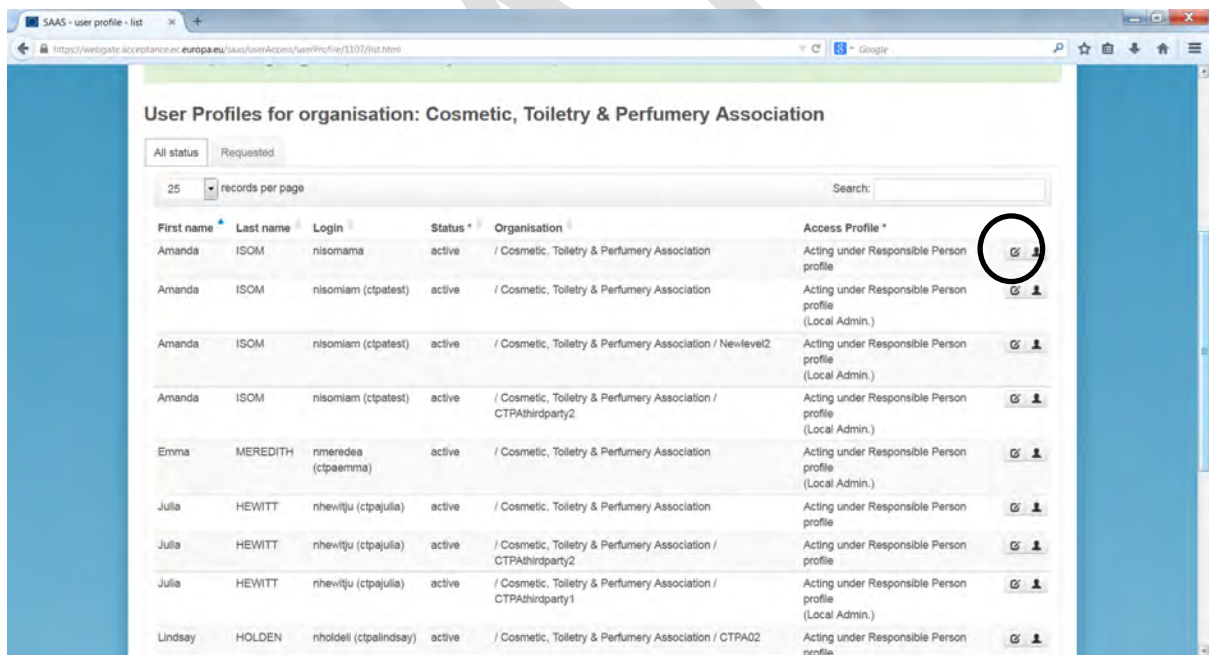
c. Deleting a person from a (main) organisation

In SAAS, Manage the organisation and select the user profile to edit



The screenshot shows the 'SAAS - user access - list' page. The browser address bar indicates the URL: <https://webgate.acceptance.ec.europa.eu/saas/home/role/home/application/4/list.html>. The page title is 'Cosmetic Products Notification Portal'. Below the title, there is a 'User Profiles' section with a search bar and a 'records per page' dropdown set to 25. A table lists 11 user profiles with columns for Status, Organisation, and Access Profile. Each row has a green 'Manage' button. The second row's 'Manage' button is circled in black. At the bottom, a 'Table legend' explains the icons: a green square for 'Manage the user profiles you are Administrator of', a trash can for 'Delete', and a square with a diagonal line for 'Reject reason'. A note states: '* The search is not performed on this column.'

Status	Organisation	Access Profile	Manage
active	/ Cosmetic, Toiletry & Perfumery Association / CTPAthirdparty2	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ Cosmetic, Toiletry & Perfumery Association	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ My RP company 1 / DELEGATE 1 - RP1	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ Nederlandse Cosmerica Vereniging / CTPA Test NCV	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ CTPA Delegate	Acting under Delegate profile (Local Admin.)	Manage
active	/ RESPONSIBLE PERSONS (RP) / Colipa TechReg Department / CTPA2	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ Cosmetic, Toiletry & Perfumery Association / Newlevel2	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ Cosmetic Toiletry & Perfumery Association (CTPA) Distributor Account	Acting under Distributor profile (Local Admin.)	Manage
active	/ RP3	Acting under Responsible Person profile (Local Admin.)	Manage
active	/ RESPONSIBLE PERSONS (RP) / Colipa TechReg Department / CTPA	Acting under Responsible Person profile (Local Admin.)	Manage
rejected	/ RESPONSIBLE PERSONS (RP) / Colipa TechReg Department		



The screenshot shows the 'SAAS - user profile - list' page. The browser address bar indicates the URL: <https://webgate.acceptance.ec.europa.eu/saas/userAccess/userProfile/1107/list.html>. The page title is 'User Profiles for organisation: Cosmetic, Toiletry & Perfumery Association'. Below the title, there is a 'User Profiles' section with a search bar and a 'records per page' dropdown set to 25. A table lists 10 user profiles with columns for First name, Last name, Login, Status, Organisation, and Access Profile. Each row has a 'Manage' button (a trash can icon) and a 'Reject' button (a square with a diagonal line). The first row's 'Manage' button is circled in black.

First name	Last name	Login	Status	Organisation	Access Profile	Manage	Reject
Amanda	ISOM	nisomama	active	/ Cosmetic, Toiletry & Perfumery Association	Acting under Responsible Person profile	Manage	Reject
Amanda	ISOM	nisomiam (ctpatest)	active	/ Cosmetic, Toiletry & Perfumery Association	Acting under Responsible Person profile (Local Admin.)	Manage	Reject
Amanda	ISOM	nisomiam (ctpatest)	active	/ Cosmetic, Toiletry & Perfumery Association / Newlevel2	Acting under Responsible Person profile (Local Admin.)	Manage	Reject
Amanda	ISOM	nisomiam (ctpatest)	active	/ Cosmetic, Toiletry & Perfumery Association / CTPAthirdparty2	Acting under Responsible Person profile (Local Admin.)	Manage	Reject
Emma	MEREDITH	nmerede (cpaemma)	active	/ Cosmetic, Toiletry & Perfumery Association	Acting under Responsible Person profile (Local Admin.)	Manage	Reject
Julia	HEWITT	nhewitju (cpajulia)	active	/ Cosmetic, Toiletry & Perfumery Association	Acting under Responsible Person profile	Manage	Reject
Julia	HEWITT	nhewitju (cpajulia)	active	/ Cosmetic, Toiletry & Perfumery Association / CTPAthirdparty2	Acting under Responsible Person profile	Manage	Reject
Julia	HEWITT	nhewitju (cpajulia)	active	/ Cosmetic, Toiletry & Perfumery Association / CTPAthirdparty1	Acting under Responsible Person profile (Local Admin.)	Manage	Reject
Lindsay	HOLDEN	nholdell (cpalindsay)	active	/ Cosmetic, Toiletry & Perfumery Association / CTPA02	Acting under Responsible Person profile	Manage	Reject

To remove a user - add an end date

The screenshot shows a web browser window with the URL `https://webgate.acceptance.ec.europa.eu/saas/userProfile/localAdmin/7739/edit.html`. At the top, there is a red banner with the text: **IMPORTANT:** This is a TEST environment. The mails sent to the support mailbox will not be answered. The working environment is: `https://webgate.ec.europa.eu/saas`. Below this is a blue banner with text regarding data protection. The main content area is titled "User Profile details" and contains the following fields:

- Application: Cosmetic Products Notification Po
- Organisation: Cosmetic, Toiletry & Perfumery As
- User: Amanda ISOM
- *Start Date: 30-10-2014
- End Date: (empty) with a "Clear Date" button
- User Role: Normal User Local admin
- Comments: (empty text area)
- *Access Profile: (empty dropdown)

Below the "Access Profile" section, there is a table with two columns: "Name" and "Current status".

Name	Current status
Acting as an administrator of the system	
Acting under Competent Authority profile	

There is also a delete option at the bottom of the window.

This screenshot shows the "Access Profile" section of the user profile edit page. It features a table with "Name" and "Current status" columns. The table lists several profiles, with the "Acting under Responsible Person profile" having a status of "active" and a "Remove" button next to it.

Name	Current status
Acting as an administrator of the system	
Acting under Competent Authority profile	
Acting under Delegate profile	
Acting under Distributor profile	
Acting under European Commission profile	
Acting under Poison Centre profile	
Acting under Responsible Person profile	active
Acting under SCCS profile	
Homepage_only	

At the bottom of the form, there are four buttons: "Cancel", "Save", "Lock", and "Delete".

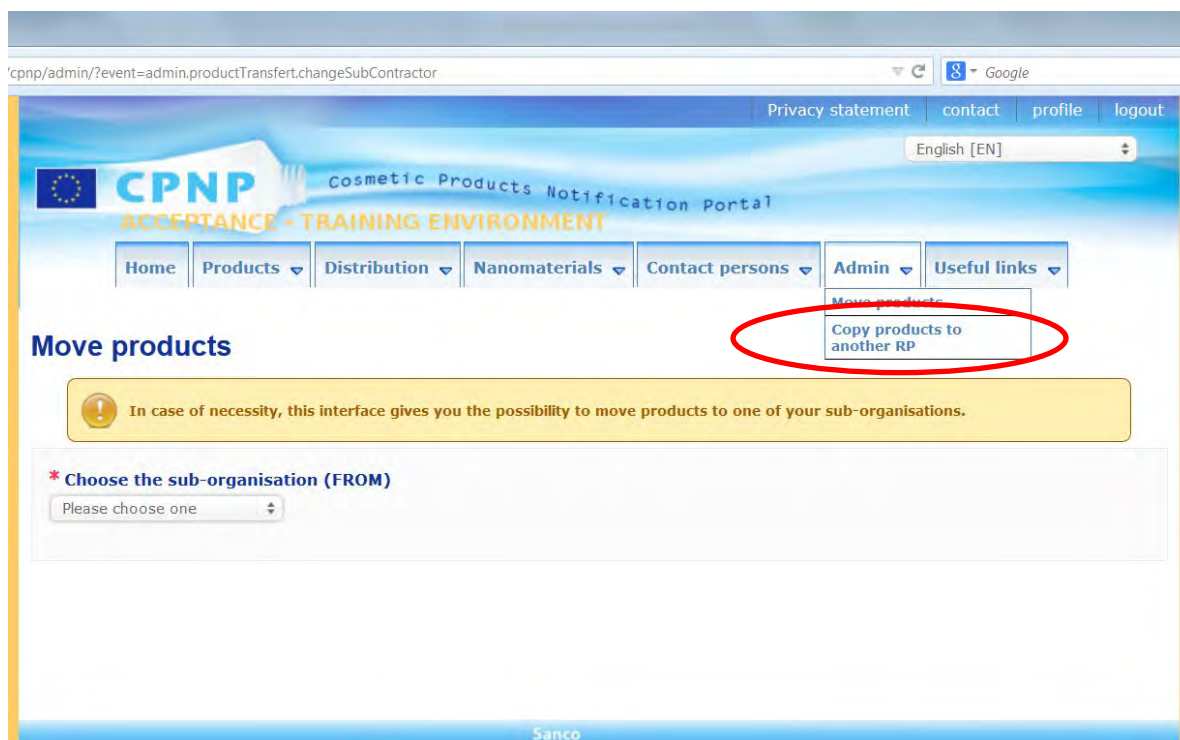
At the very bottom of the page, there is a footer: "EC DG SANCO (v2.0.9) | Top | Help/Feedback (copied)"

3. Copying notifications to the new RP

Transferring notifications to a new RP places a copy of the notification under the new RP (in draft). The original notification will remain in its original position under the initial RP (for historical purposes).

Once logged-in to the CPNP, this function is located in the 'Admin Tab'.

Choose the option to copy products to another RP (logged in as the original RP at this stage)



Type in the ROOT organisation the new RP details and the system will look for a match.

etic Products Noti... x New Tab

/webgate.ec.europa.eu/cnpn/admin/?event=admin.mergeRP.mergeRP

Privacy statement | contact | profile | logout

English [EN]

Home | Products | Distribution | Nanomaterials | Contact persons | Admin | Useful links

Copy products to another RP

In case of necessity, this tool helps you to transfer your products to a new Responsible Person (in case of merger, for instance). A copy of the selected products will be saved, in DRAFT, under the new designated Responsible Person. Please note that all the information is copied, except the packaging and labeling information, as well as the contact person details.

* Choose a ROOT organisation for destination

Including products already transferred

Only the 1000 first rows are available.

Show 10 entries Search:

CPNP	Product Name	Responsible	Category	Formulation	Versi	1st	Status
------	--------------	-------------	----------	-------------	-------	-----	--------

eu/cnpn/admin/?event=admin.mergeRP.mergeRP

Privacy statement | contact | profile | logout

English [EN]

Home | Products | Distribution | Nanomaterials | Contact persons | Admin | Useful links

Copy products to another RP

In case of necessity, this tool helps you to transfer your products to a new Responsible Person (in case of merge, for instance). A copy of the selected products will be saved, in DRAFT, under the new designated Responsible Person. Please note that all the information are copied, except the packaging and labeling information, as well as the contact person details.

* Choose a ROOT organisation for destination

STANPA

STANPA actuando como distribuidor
STANPA Asociacion Nacional de Perfumeria y Cosmetica

Copy products

Show 10 entries Search:

CPNP Ref.	Product Name	Responsible Person	Category	Formulation Name	Versi on	1st notification date	Status
1000093	CTPA moisture shampoo edited	Cosmetic, Toiletry & Perfumery Association	Shampoo	Shampoo - Liquid, Cream, Paste	1	08/02/2012	Notified
1000094	CTPA moisture	Cosmetic,	Hair conditioner	Hair	1	08/02/2012	Notified

Then select the relevant products from your list of products and select 'copy products'.

Ref.	Person	Name	on	notification date		
1000093	CTPA moisture shampoo edited	Cosmetic, Toiletry & Perfumery Association	Shampoo	Shampoo - Liquid, Cream, Paste	1 08/02/2012 Notified	<input type="checkbox"/>
1000094	CTPA moisture conditioner	Cosmetic, Toiletry & Perfumery Association	Hair conditioner	Hair Conditioner	1 08/02/2012 Notified	<input type="checkbox"/>
1000095	CTPA hair gel	Cosmetic, Toiletry & Perfumery Association	Products for temporary hair styling	Hair Shine / Styling Gel	1 08/02/2012 Notified	<input checked="" type="checkbox"/>
1000103	Visible Difference Oil Control Clarifying Toner Tonique Clarifiant Equilibrant	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Tonic, Cosmetic Water	1 10/02/2012 Notified	<input type="checkbox"/>
1000124	Nivea Visage Anti-wrinkle Q10 plus light day cream with SPF 30	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Skin Care Cream, Lotion, Gel - With High Level Of Uv Filters	1 01/03/2012 Notified	<input type="checkbox"/>
1001547	Nivea Visage Anti-wrinkle Q10 Plus Light Day Cream SPF 15	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Skin Care Cream, Lotion, Gel - With High Level Of Uv Filters	1 26/11/2012 Notified	<input type="checkbox"/>
1001827	CTPA Test	Cosmetic, Toiletry &	Face care products other	Skin Care Cream, Lotion,	1 05/12/2012 Notified	<input type="checkbox"/>

In case of necessity, this tool helps you to transfer your products to a new Responsible Person (in case of merge, for instance). A copy of the selected products will be saved, in DRAT, under the new designated Responsible Person. Please note that all the information are copied, except the packaging and labelling information, as well as the contact person details.

* Choose a ROOT organisation for destination
 STANPA Asocacion Nacional de Perfumera y Cosmetica

Only the 1000 first rows are available

Warning: Are you sure you want to send these products to another organisation?


OK Cancel

CPNP Ref.	Product Name	Person	Name	on	notification date	Status
1000093	CTPA moisture shampoo edited	Cosmetic, Toiletry & Perfumery Association	Shampoo	Shampoo - Liquid, Cream, Paste	1 08/02/2012	Notified
1000094	CTPA moisture conditioner	Cosmetic, Toiletry & Perfumery Association	Hair conditioner	Hair Conditioner	1 08/02/2012	Notified
1000095	CTPA hair gel	Cosmetic, Toiletry & Perfumery Association	Products for temporary hair styling	Hair Shine / Styling Gel	1 08/02/2012	Notified
1000103	Visible Difference Oil Control Clarifying Toner	Cosmetic, Toiletry &	Face care products other	Tonic, Cosmetic	1 10/02/2012	Notified

Confirmation will display on screen.

The original notification will remain in the originating RP list of notifications. The transfer is indicated in the list of notifications.

a.eu/cpnp/admin/index.cfm?event=admin.mergeRP.mergeRP&p=Y

id	name	category	product	sub-product	quantity	date	status	checkbox	checkbox
1000093	CTPA moisture shampoo edited	Cosmetic, Toiletry & Perfumery Association	Shampoo	Shampoo - Liquid, Cream, Paste	1	08/02/2012	Notified	<input type="checkbox"/>	
1000094	CTPA moisture conditioner	Cosmetic, Toiletry & Perfumery Association	Hair conditioner	Hair Conditioner	1	08/02/2012	Notified	<input type="checkbox"/>	
1000095	CTPA hair gel	Cosmetic, Toiletry & Perfumery Association	Products for temporary hair styling	Hair Shine / Styling Gel	1	08/02/2012	Notified	<input type="checkbox"/>	
1000103	Visible Difference Oil Control Clarifying Toner Tonique Clarifiant Equilibrant	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Tonic, Cosmetic Water	1	10/02/2012	Notified	<input type="checkbox"/>	
1000124	Nivea Visage Anti-wrinkle Q10 plus light day cream with SPF 30	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Skin Care Cream, Lotion, Gel - With High Level Of Uv Filters	1	01/03/2012	Notified	<input type="checkbox"/>	
1001547	Nivea Visage Anti-wrinkle Q10 Plus Light Day Cream SPF 15	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Skin Care Cream, Lotion, Gel - With High Level Of Uv Filters	1	26/11/2012	Notified	<input type="checkbox"/>	
1001827	CTPA Test	Cosmetic, Toiletry & Perfumery Association	Face care products other than face mask	Skin Care Cream, Lotion, Gel	1	05/12/2012	Notified	<input type="checkbox"/>	

A copy of the notification is made under the new RP (as a draft). This enables the opportunity to amend the notification and upload the required artwork/photograph and new contact details before notifying the product.

Log out and log back in to the CPNP as the new RP. Perform a search for the notification(s) that were copied across and complete the missing fields:

- required artwork/photograph
- new contact details

The notification will not be 'live' under the new RP until the notification is submitted.

Notifications under the new RP must be submitted before 29 March 2019 (or end of 2020 if there is a transition period agreed).

Simple search

This field allows you to search for a product (on product name, component name, responsible person name, distributor name, category level 3, formulation name, CPNP reference). In order to reduce the amount of data returned, please enter words of at least 5 characters.


Keyword search

CTPA Hair Gel

Reset

Search

Show entries Search:

CPNP Ref.	Product Name	Responsible Person	Category	Formulation Name	Version	1st notification date	Status	
1005355	CTPA hair gel	STANPA Asociacion Nacional de Perfumeria y Cosmetica	Products for temporary hair styling	Hair Shine / Styling Gel	1	2014/12/18	Draft	 

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

4. Downloading notification data

As a contingency, it may be prudent to also take a back-up copy of notification data. The following instructions provide information on how to download an xml copy of each notification (excluding labelling and photograph).

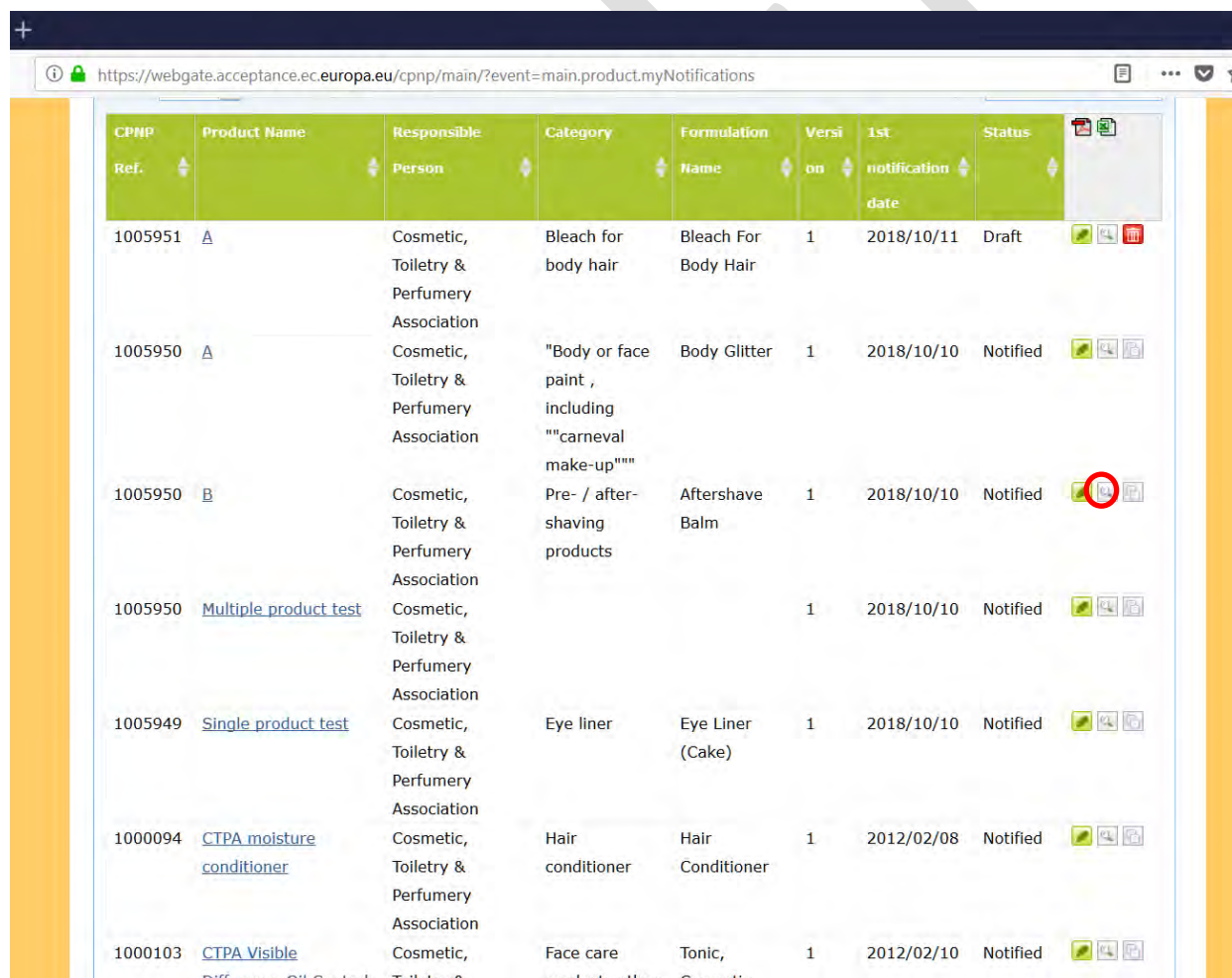
A pdf file copy of the notification is also available to download.






















Both xml and pdf copies can only be downloaded one-by-one with the notification open in view mode.

Users should also keep in mind that the CPNP is currently limited in the number of search results that can be returned during any search function. Search terms may need to be narrow in order to ensure all notifications can be viewed across multiple searches.

xml

Select the notification in 'view' mode from the search results



CPNP Ref.	Product Name	Responsible Person	Category	Formulation Name	Version	1st notification date	Status	
1005951	A	Cosmetic, Toiletry & Perfumery Association	Bleach for body hair	Bleach For Body Hair	1	2018/10/11	Draft	  
1005950	A	Cosmetic, Toiletry & Perfumery Association	"Body or face paint , including ""carneval make-up"""	Body Glitter	1	2018/10/10	Notified	  
1005950	B	Cosmetic, Toiletry & Perfumery Association	Pre- / after-shaving products	Aftershave Balm	1	2018/10/10	Notified	  
1005950	Multiple product test	Cosmetic, Toiletry & Perfumery Association			1	2018/10/10	Notified	  
1005949	Single product test	Cosmetic, Toiletry & Perfumery Association	Eye liner	Eye Liner (Cake)	1	2018/10/10	Notified	  
1000094	CTPA moisture conditioner	Cosmetic, Toiletry & Perfumery Association	Hair conditioner	Hair Conditioner	1	2012/02/08	Notified	  
1000103	CTPA Visible Difference Oil Control	Cosmetic, Toiletry & Perfumery Association	Face care products other	Tonic, Cosmetic	1	2012/02/10	Notified	  

When viewing the notification, the 'export' option is available

The screenshot shows a web browser window with the URL <https://webgate.acceptance.ec.europa.eu/cprnp/main/?event=main.product.viewcomponent&identifier=AE72F417-9C4C-5C62-9F0E5B5AE3456C22-BB8C833E60AD8F9...>. The page displays the following information:

Last modification date: 10/10/2018 15:50:59

Product Name	Shades (if applicable)	Language
Single product test	blue, green, brown	English

Product specifically intended for children under 3 years of age: No

ID: 765
Responsible person: Cosmetic, Toiletry & Perfumery Association
Responsible person address: 5-7 John Princes Street W1G 0JN London United Kingdom
Phone: 02074918891
Fax: 02074938061
Email: info@ctpa.org.uk

Contact person: Julia Hewitt
Contact person address: 5-7 John Princes Street W1G 0JN London Ireland
Phone: 02074918891
Additional phone 1:
Additional phone 2:
Fax:
Email: aisom@ctpa.org.uk

Product imported in the Community: No
Member State of first placing on the market: United Kingdom

At the bottom of the page, there are five buttons: "Back", "Duplicate product", "PDF", "Export", and "Edit". The "Export" button is circled in red.

Optimized for Internet Explorer 9, Firefox 17 and Chrome 18.

A zip folder of xml files for each field within the notification is available to save.

The screenshot shows a file dialog box titled "Opening AE72F417-9C4C-5C62-9F0E5B5AE3456C22-BB8C833E60AD8F9...". The dialog displays the following information:

You have chosen to open:

- File:** ...33E60AD8F91B297F2F0AC7249B2_173750368_20181029.zip
- which is:** Compressed (zipped) Folder
- from:** <https://webgate.acceptance.ec.europa.eu>

What should Firefox do with this file?

Open with: Windows Explorer (default) [v]

Save File

Do this automatically for files like this from now on.

Buttons: OK, Cancel

Alternatively, a printable pdf can be downloaded for filing.

https://webgate.acceptance.ec.europa.eu/cprnp/main/?event=main.product.viewcomponent&identifier=AE72F417-9C4C-5C62-9F0E5E

Last modification date: 10/10/2018 15:50:59

Product Name	Shades (if applicable)	Language
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Contact person: Julia Hewitt
Contact person address: 5-7 John Princes Street W1G 0JN London Ireland
Phone: 02074918891
Additional phone 1:
Additional phone 2:
Fax:
Email: aisom@ctpa.org.uk

Product imported in the Community: No
Member State of first placing on the market: United Kingdom

Back Duplicate product **PDF** Export Edit

Optimized for Internet Explorer 9, Firefox 17 and Chrome 18.