Distributors Entering/Viewing/Editing Notifications (Article 13(3))

A Distributor who makes available in a Member State a cosmetic product already marketed in another Member State and, for that purpose, translates, at his initiative, any element of labelling in order to comply with national law is obliged to notify this in CPNP after finding the Responsible Person who first notified the product. All this information is managed in the dedicated Distribution menu.

Entering New Notifications Pursuant To Article 13(3)

♦ **To enter a distribution notification, proceed as follows:**

1. Select **Notify a product** in the **Distribution** tab:

2. Select **Yes** or **No** to indicate whether you know the unique CPNP reference of the product that you wish to notify.

3. If you have selected '**Yes**', enter the CPNP Product Reference in the next input box, and then select it in the list of matching Product References found in CPNP:

Or,

If you do not know the CPNP Product Reference and you have selected '**No**' above:

– Enter (the first characters of the) name of the Responsible Person for the product that you want to distribute.

Result: Based on this information, CPNP will display a limited list of results of matching Responsible Person's name:

– Select the Responsible Person from the list of matching results.

– Enter at least 5 characters of the searched product in tne **Product name in the Member State of dispatch** box.
(The Member State of the dispatch is the country where the product was brought on the market by the Responsible Person).

Result: Based on this information, a limited list of matching product names is displayed.

– Select the desired product in the list of the proposed results.

4. Select the **Member State in which it is made available**.
(The Member State where the product is made available is the Member State where you are bringing the product on the market).

5. Specify an **End date of distribution** if required.

6. In the **Comments** box, enter any comments or remarks about the distribution if necessary.

7. In the **Distributor product name** box, enter the name of the product as given by the distribtor in the selected country, in the specified language. (The same product in the same country can be distributed under different names in different languages):

8. If the product is distributed in more than one country, the system foresees a tab per country: click the **Add country** button to enter the translations per country.

9. To save the notification as draft, click **Save as draft**.
Or,
When the information on the distribution notification is complete, click **Notify** and confirm. The information will then be made available to Competent Authorities and Poison Centres. It will be linked to the original notification of the product being distributed. Please note that it will no longer be possible to delete the notification by that time. Only updates will be possible.

Consulting Notifications Pursuant To Article 13(3)

Using the dedicated **My notifications** option in the **Distribution** menu, Distributors can look for products/notifications based on any combination of the following criteria: Responsible Person name, CPNP Product reference, Member State in which the product is made available by the Distributor and/or Status of the related notification (i.e. 'Draft' or 'Notified'):

Editing Notifications Pursuant To Article 13(3)

Once a search for notifications pursuant to Article 13(3) has been performed, click [icon] next to the notification that you wish to edit, update or correct, make your changes and then click **Save**.

Replying to CA/PIC Comments

Using the **CAs/PICs Comments** tab on a product notification page, national Competent Authorities and Poison Centres can raise points / initiate discussions with a responsible person in case they need any clarifications or have any queries or comments about the product at hand. Competent Authorities/Poison Centers can only see the discussions that they have personally initiated, as well as the feedback to these, given by the responsible person. Responsible Persons, on the other hand, are expected to provide feedback to any such comments left by national Competent Authorities and/or Poison Centres on the notifications that they are in charge of.

♦ **To reply to a comment:**

1. Either click the link in the comment received notification that you have received by email.

   Or,

   Perform a search and open the commented product to which you wish to reply.

2. Select the **CAs/PICs Comments** tab.

3. Click **Reply** next to the desired comment.

4. Type your reply in the **Your Reply to (…)** box.

5. Click **Send**.

   Result: Your reply is added to the *CAs/PICs Comments* tab; simultaneously, an email is sent to Competent Authority or to the PIC who posted the comment.

Using the Search Tools

The **Products** menu offers 2 search options for finding products, organisations and notifications i.e.

- Simple search
- Advanced search

In addition to these standard product/notification search features, a dedicated Search option is available in the **Distribution** menu to look for a product/notification based on: i) the Product Name in the Member State where the Distributor made it available, ii) the Member State where the product is made available by the Distributor and/or iii) the status of the notification (i.e. 'Draft' or 'Notified').

Simple Search

The **Simple search** option in the **Products** menu allows you to quickly search for a notification using key words. To reduce the amount of data returned at least five characters must be entered and the number of results is limited to 100.

Simple search

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

Keyword search

Reset   Search

As a Responsible Person, you can find only notifications that you (or users acting on your behalf) have entered into the system. A Responsible Person with several users acting on his/her behalf can find any notifications entered by these users. A Responsible Person can search for <u>draft and submitted</u> notifications.

The Simple search searches on product names (including Distributed Product names), component names, responsible person names, distributor names, CPNP references, etc.

Advanced Search

The **Advanced search** option in the **Products** menu allows you to search products within CPNP by combining multiple search criteria.

The Advanced search criteria are organized on two different tabs i.e. **General information** and **Category & formulation**:
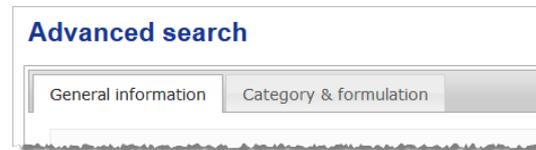
- The **General information** tab allows you to search on the following general information criteria about the product:

- The **Category & formulation** tab allows you to search on the following criteria related to the category and the formulation of the product:

When multiple versions exist for a notification, any previous (i.e. historic) versions will show on a row with a grey background, and the word '**Old**' will appear in the Version'

column. The current version of a notification, on the other hand, is always displayed with a white background.

At the bottom right of each search, the Reset and Search buttons are available to either reset the search criteria or launch the search based on the criteria that you have entered.

Consulting Notifications

Once a simple search or an advanced search has been performed, CPNP will display a list of matching notifications:

When more than 10 results are found, they are distributed over a number of pages. Use the page browse button at the bottom of each page to quickly navigate from one page to another:

Please note that a product can appear on several lines with the same CPNP Ref. These are products for which the Name has been supplied in more than one language. In the example below, the same hair product appears in English and French:


Please note as well that the 'Category' column shows level-3 categories only.

Different symbols may appear for some notifications in the **Product Name** column. These include:

SYMBOL	MEANING
	The original labelling of the product (and the photograph of the packaging, if reasonably legible) has not yet been notified. The product has therefore not yet been placed on the market.
	Some comments are available about the notification
	The product has been transferred to another Responsible Person
	The product received from another Responsible Person

You can further customise the number of results that you want to see on each page using the **Show** selection box at the top right of the page:
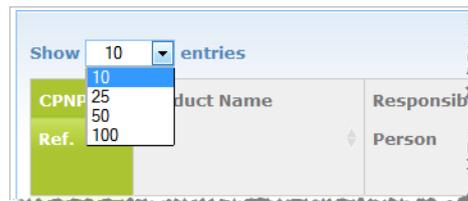
Two icons, i.e. and , are available at the top right of the result table for exporting the list in PDF or XLS format.