Last update: 9/27/2023



Scientific and regulatory database for health and nutrition projects

Suppliers, publish your Raw Materials in

Phinn® Raw materials

- → Make them visible to nearly 850 subscribed users
- → Make their purchase easy
- → Allow users to maintain a regulatory monitoring in EU countries







Last update: 9/27/2023



Base de données scientifique et réglementaire pour vos projets en nutrition santé

User Guide - Phinn® Raw materials

- Login and change password
- Add a raw material to your catalogue or to the Phinn® catalogue
- Create a raw material sheet
 - 3.a Case of Vitamins and Minerals
 - 3.b Case of compound ingredients
- Automatic import of raw materials into the Phinn® catalogue
- Consult and manage your catalogue
- To be contacted by users
- Getting help



Login on the page https://www.pharmanager-innovation.com/fournisseur/login



1st Login → Use Login and Password provided by the Phinn® team

Change your password → Click on Mot de passe oublié? / Forgotten password? and follow the instructions



An e-mail was sent to the address ...@.... It contains a link that you will need to click on in order to reset your password.

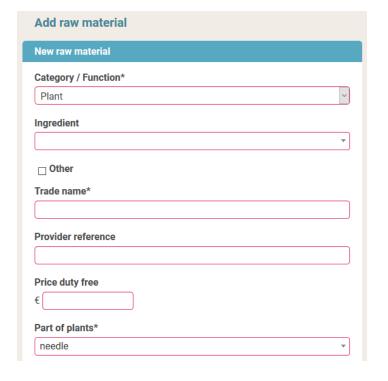


Add your raw materials

1)



2) Fill in the sheet



3) Register it in your catalogue

Add to my list

It can be modified and published later

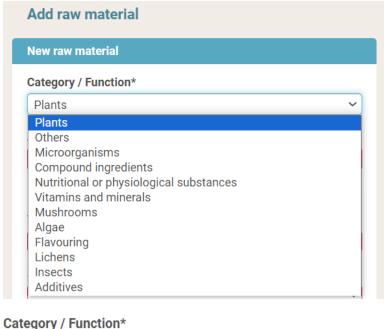
4) Publish it in Phinn®

Add to Phinn list

It will be visible to all users of the Phinn ® database



1) Choose Category/Function from the drop-down list



Compound ingredients

To add a compound ingredient*, see the point

The choice of Category defines specific fields to be filled in:

| Category / Function* | Part of plants* | |
|-----------------------|--------------------------|-------------------------------|
| Plant | needle | ¥ |
| Mushrooms | Type of preparation* | |
| Algae Lichens | Hydro-alcolic extract | • |
| Lienens | Solvent | |
| | Ratio | |
| Category / Function* | | |
| Microorganisms | Strain | v |
| Catamany / Evmation t | | For the exection of Vite mine |
| Category / Function* | | For the creation of Vitamins |
| Substances or Vita | mins and Minerals | and Minerals, see the point |
| L | Code CAS / Number EINECS | 3.a |
| | | |

^{*}raw materials that contain several categories of ingredients or several ingredients of the same category.

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Create a raw material sheet

N.B.: - Only fields marked with an * are mandatory

- Free fields (not offering a drop-down list) are not translated in the French version.

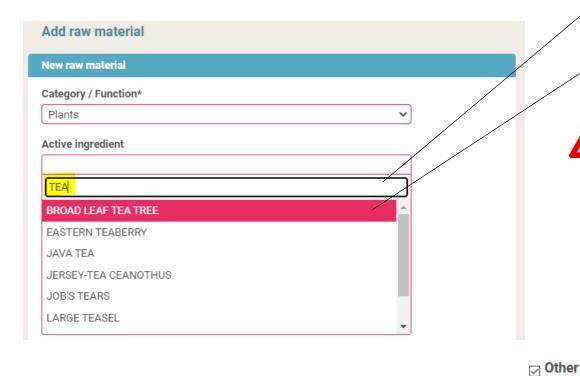
We advise you to fill in these fields "Trade name, Solvent, Composition, Labelling denomination, Comment" in both French and English in order to facilitate the understanding of the users of the French version of Phinn®.

3) Fill in supplier references

| rade name* | | |
|--------------------------------------|---|--|
| GREEN TEA EXTRACT 50 | | Enter the trade name of your raw material (Only fields marked with an * are mandatory). |
| Supplier reference | | |
| TEA50 -202003 | | Enter the product code of your raw materia (this free field is not mandatory). |
| Optionally, enter the price per Kilo | | |
| Price excluding tax (€/kg) € | • | nit €/kg, excluding VAT) tory, currently limited to 10 000 €/kg). |



2) Select Active Ingredient*



Type the name of your ingredient (common name or Latin name)

▼ Select from the list the ingredient that suits your needs.



 The proposed list depends on the selected category → Check selected category.

N.B.: Once your published raw material it is not long possible to edit sections "Category" and "Active ingredient" from your supplier space.

- A plant can have several Latin names → Check the synonyms (same for Algae, Fungi, Lichens and Microorganisms)
- The proposed ingredients are those already registered in the Phinn® database.

If you can't find your ingredient in the lists, check "Other" and name your ingredient.

Specify name

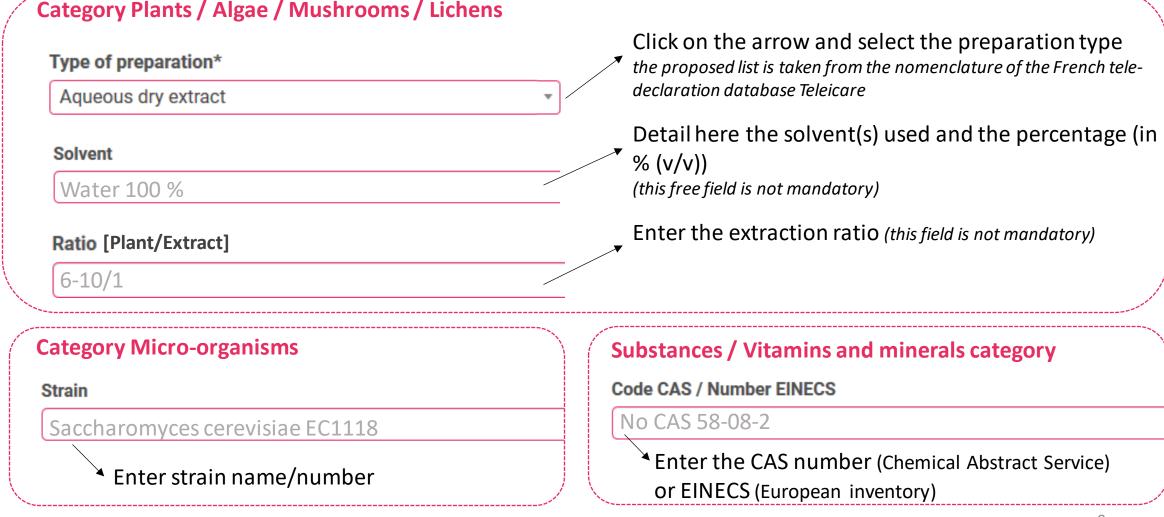


The creation of a new label requires prior validation by the Phinn® team. The Raw Material will be registered in your catalogue but cannot be published in the Phinn® database.

The Phinn® team will come back to you by email to confirm the creation of this new label, you will then be able to publish it in the Phinn® catalogue.



4) Fill in Category/Function Specific Fields





5) Fill in the composition and denomination

Composition

Dry tea extract 80%, maltodextrin 20%

Here you can fill in the exact composition of the raw

→ material, specifying whether it contains carriers or additives (this free field is not mandatory).

Labelling denomination

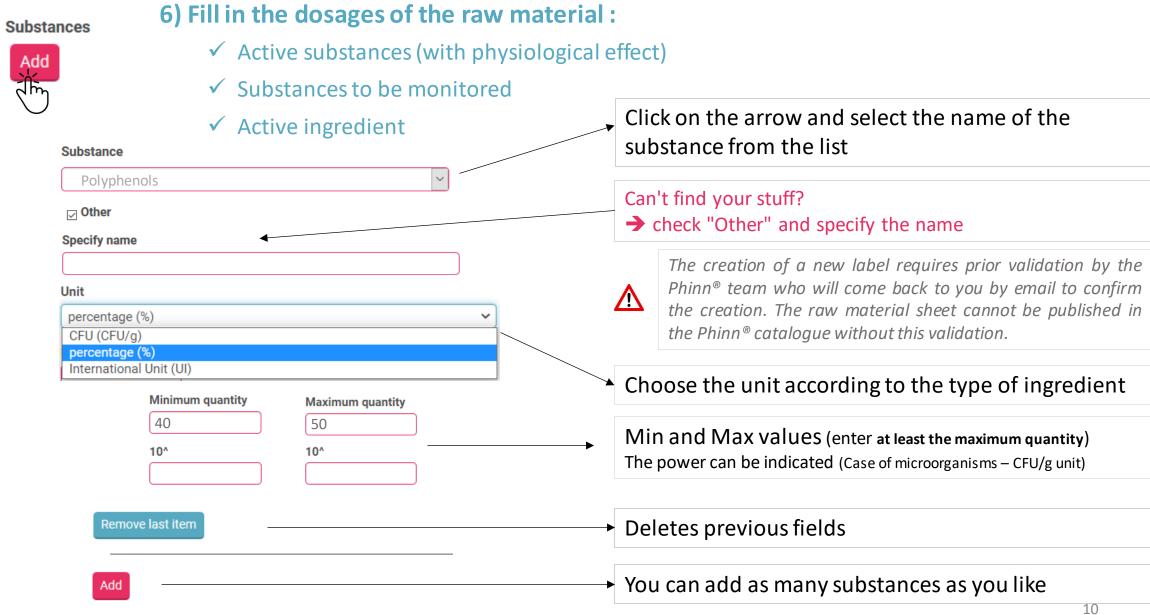
dry extract of green tea leaf (Camellia sinensis)

This free field is not mandatory. It is primarily intended for end-users and provides information on how the raw material should be listed in the list of ingredients of the finished product.

N.B.: Labelling denomination rules must comply with REGULATION (EU) No 1169/2011

- ✓ Ingredients are designated by their specific name, the physical treatment must be specified, they are listed in descending or der of weight.
- ✓ Additives shall be indicated with their technological role in the product (e.g. "anticaking agent: silicon dioxide" or "anticaking agent: E551")
- ✓ Vitamins and minerals are also expressed as a percentage of the Reference Intakes (NRVs) [e.g. calcium carbonate (Calcium: 400mg, 50% of NRVs]
- ✓ Allergens must be clearly indicated (e.g. soy lecithin, not just E322)
- ✓ Ingredients treated with ionising radiation shall bear one of the following indications: "irradiated" or "treated with ionising radiation".







8) Add more information (continued)

| Quality a | and traceability document |
|-----------|---|
| ○ yes | ○ no ● not specified |
| | |
| Other doc | uments |
| Add | |
| ٤٦١ | File |
| \bigcup | Parcourir Aucun fichier sélectionné. |
| | Url |
| | |
| | |
| | Remove last item |
| | |
| abels | |
| □ Others | □ Organic □ Fair Trade □ Internal studies (efficiency/safety) □ |
| lalal 🗆 I | Kosher 🗆 Natural 🗆 Soluble 🗆 Vegan |
| | |
| omment | |
| | |
| | |
| | .ii) |

Check "yes" if you have documents relating to the quality of your raw material (French Annex II plants, for example...).

Users will be informed and will be able to ask you directly.

The "not specified" box is ticked by default. This field is not mandatory.

Add here as many documents as you consider useful (analysis certificates, label certificates,...):

- Either in File Format → Click on Parcourir...
- Or in Web page format → Enter the URL (http://...)

It is possible to delete the fields.

and to add several data sheets.

This field is not mandatory.

Check the corresponding boxes.

This field is not mandatory.

Add here any information you think it would be useful to share with Phinn® users.

This free field is not mandatory, we recommend to use at least the English language. 11



| 7) Fill in the mandatory particulars | Click on the field and select it or the allergen(s) present in |
|--|--|
| Allergens* Peanuts and products thereof | your raw material. No allergens → Select "Allergen-free". This field is mandatory, the creation will not be validated if it is not filled in. |
| Cereals containing gluten | |
| Fish and products thereof | |
| Allergen-free | If you consider that there is a risk of contamination of |
| Risk of cross-contamination ? O yes O no O not specified Contamination allergens | your raw material by a residual allergen from your production line, for example, you can mention it here by ticking "yes" → then select the allergen(s) concerned No risk → check "no". The "not specified" box is ticked by default. This field is not mandatory. |
| Nano* Nano Without nano | |
| Irradiated* O Irradiated Not irradiated | Check the corresponding boxes. This field is mandatory, the creation will not be validated if it is not filled in. |
| GMO* O With GMO O Without GMO | |



8) Add more information

Regulatory compliances Decision 2002/994/EC with regard to the products of animal origin imported from China Regulation (EC) No 1830/2003 concerning the traceability and labelling of Regulation (EC) No 999/2001 laying down rules of certain transmissible spongiform encephalopathies Regulation (EU) 1169/2011 (substances causing allergies) Novel food Authorized Novel Food ○ Not Novel Food Not specified Technical documents File Parcourir... Aucun fichier sélectionné. Url Remove last item

Select the regulations your raw material complies with. *This field is not mandatory.*

Indicate the status of your ingredient with regard to the Novel Food Regulation Regulation (EU) 2015/2283:

- Authorised Novel Food → present in the Union list
- Not Novel Food → if you have proof of a significant consumption history in the European Union before May 1997 (including a document from a competent authority in the European Union)

The "not specified" box is ticked by default.

This field is not mandatory.

Add your technical/specifications data sheets:

- Either in File Format → Click on

Parcourir...

- Or in Web page format → Enter the UKL (http://...)

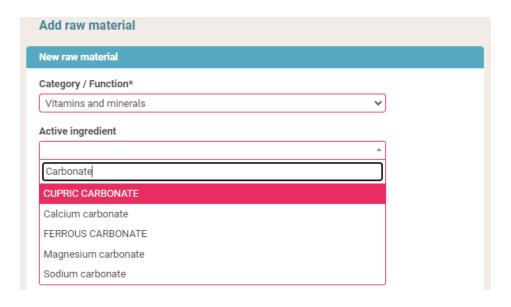
It is possible to delete the fields.

And to add several data sheets.

This field is not mandatory.







5) Indicate the unit and the relative amount of the **reference nutrient** and/or the relative equivalent amount of the chemical form if known. You must indicate at least the **maximum amount**.

See the examples on the next page

Add as many substances as necessary

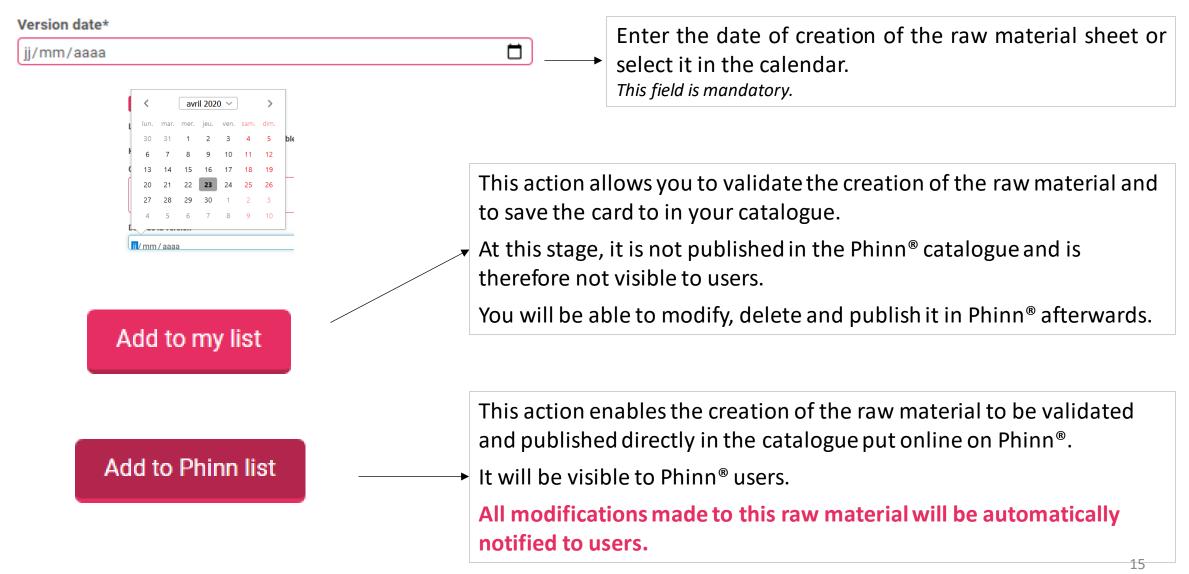


- 1) Select the Vitamins and Minerals category
- 2) Select the concerned **chemical form of nutrient**
- 3) Fill in the other fields of the sheet
- 4) Fill in the **reference nutrient** and/or the chemical form used in the part Characteristics

| Cl | naracteristics | | | |
|----|------------------|------------------|---|--|
| | Characteristic | | | |
| | COPPER | | * | |
| | ☐ Other | | | |
| | Unit | | | |
| \ | Percent (%) | | ~ | |
| | Minimum quantity | Maximum quantity | | |
| | 76 | 82 | | |
| | Remove last item | | | |

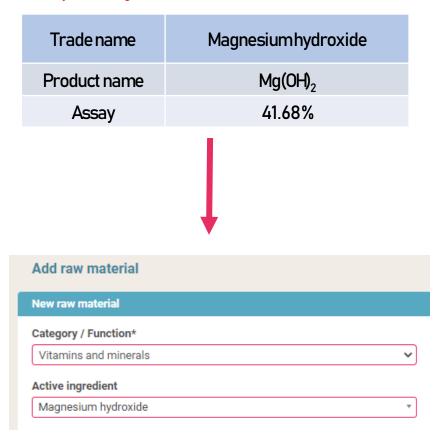


9) Validation





Example 1 of raw materials to be created



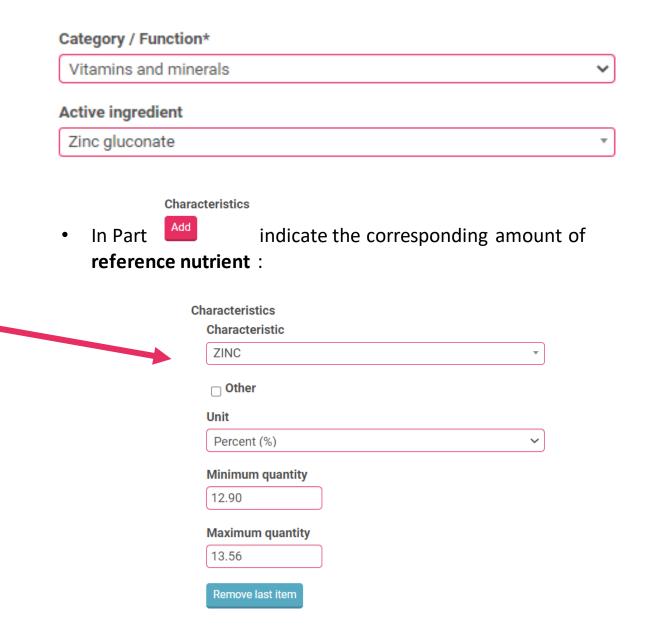
 Choose the Vitamins and Minerals category and the name of the concerned chemical form
 → Magnesium hydroxide

| Indicate the corresponding amount of reference nutrient in the Part Characteristics: Add Add |
|--|
| (Magnesium hydroxide = 41.68 % Mg) |
| Characteristics |
| Characteristic MAGNESIUM * |
| MAGNESIUM |
| ☐ Other |
| Unit |
| Percent (%) |
| Minimum quantity |
| 39.6 |
| Maximum quantity |
| 41.6 |
| Remove last item |



Example 2 of raw materials to be created

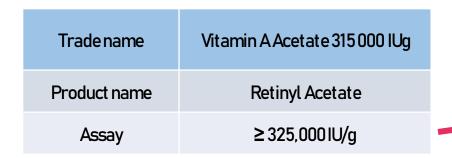
| Trade name | Zinc gluconate | | |
|--------------|----------------|--|--|
| Product name | Zinc gluconate | | |
| Assay | 97.0-102.0% | | |
| Assay Zinc | 12.90%-13.56% | | |

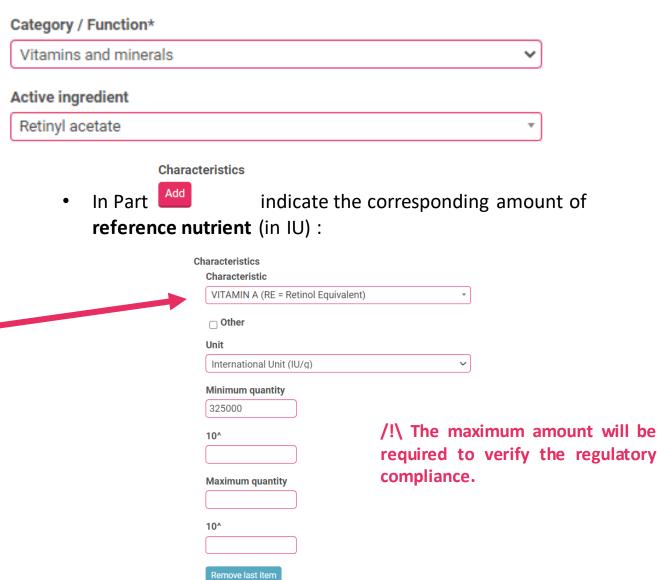




Example 3 of raw materials to be created

Cases where the reference nutrient amount is expressed in International Units (IU)

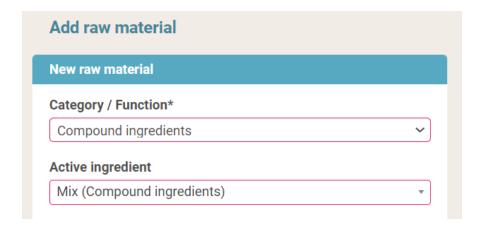




Last update: 9/27/2023



The case of compound ingredients - How to create your raw material



| Yeast B vita | min complex |
|---------------|--|
| Supplier refe | erence |
| Complex Vi | t B - Yeast |
| Price exclud | ling tax (€/kg) |
| Composition | 1 |
| Composition | yeast (Saccharomyces boulardii) standardised in vitamins B biotin, pteroylmonoglutamic acid) 80%, maltodextrin 20%. |
| Composition | yeast (Saccharomyces boulardii) standardised in vitamins B biotin, pteroylmonoglutamic acid) 80%, maltodextrin 20%. |

- 1) Ingredients composed of a mixture of active ingredients must be created with:
- The **Compound ingredients** category
- The name Phinn® Mix (Compound ingredients)

Example of an inactivated yeast vitamin complex

2) Fill in the fields of identification and possibly of composition (the information must be given in English at least, in the free fields)



Mixes (Compound ingredients) are not taken into account by the formula module algorithms. It is therefore impossible to validate them automatically in the "My formulas" module.



The case of compound ingredients - How to create your raw material

Or click on

3) In the **Substances** section, list all ingredients in the mixture and indicate the unit and the relative quantity of each in the mixture.

Add as many substances as necessary

- 4) Fill in the following fields as presented in Add to my list Then click on to save the sheet come back to it later

to publish it directly in Phinn®

Substances Substance Alkaloids ☐ Other Unit percentage (%) Minimum quantity 10^ Maximum quantity

| Substances | Example of an ir | nactivated yeast vitami | n complex |
|--|-------------------------------------|--------------------------|-----------|
| Substance | 1 | , | • |
| Saccharomyces boulardii (Saccharomyces boulard | aromyces cerevisiae var. boulardii) | | |
| □ Other | | | |
| Unit | | Substance | |
| CFU (CFU/g) | ~ | D-biotin | • |
| Minimum quantity | | □ Other | |
| 2,34 | | Unit | |
| 10^ | | percentage (%) | ~ |
| 8 | | Minimum quantity | |
| Maximum quantity | | 3 | |
| | | | |
| 10^ | | | |
| | | Substance | |
| Remove last item | | Pteroylmonoglutamic acid | ₩ |
| | | ☐ Other | |
| Substance | | Unit | |
| Riboflavin | ▼ | percentage (%) | ~ |
| ☐ Other | | Minimum quantity | |
| Init | | 3 | |
| percentage (%) | ~ | | |
| /linimum quantity | | | |

Add to Phinn list

emove last item



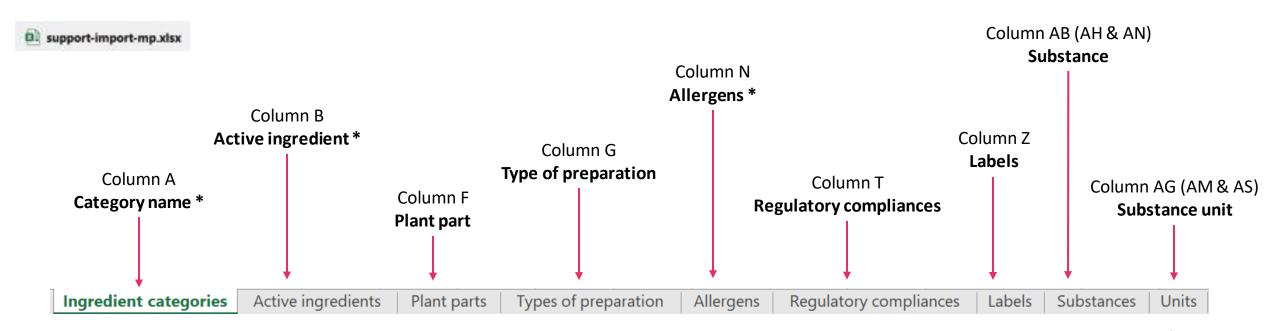
Automatic import of your raw materials into the Phinn® catalogue



2) Click on Download CSV model to access the format template of the data to be imported

Your references should be presented according to the columns of this file
The values of the following columns must correspond to those of the support file, accessible here

Download the support







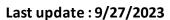


1) Fill in the CSV (model) File (named « model-import-mp.csv »)



⚠ Fields/columns marked with * are mandatory

| А | В | С | D | E | F | G | Н | 1 |
|---------------------------|--|-------------------|-------------------------------|--------------------------------|---|--|--|--------------------------|
| Category name * | Active ingredient * | Trade name * | Internal reference | Price excluding tax (€/kg) | Plant part | Type of preparation | Solvent | Ratio [Plant/Extract] |
| the list of values in the | To be selected from the list of values in | es in (mandatory) | To be completed (recommended) | o be completed To be completed | To be completed only for raw materials of the category Plants, Mushrooms, Algae and Lichens | | | |
| | the file support- import-m.xls - Column A | | | (recommended) | (not mandatory) In €/kg | To be selected from the list of values in the file | To be selected from the list of values in the file | To be completed |
| | Active ingredients | | | | support-import- m.xls | support-import- m.xls | (not mandatory) | [Plant/Extract] |
| | Columns B and C give the synonymies to help find the right ingredient. | | | | Plant parts | Types of preparation | | |







Continuation of the CSV (model) File (named « model-import-mp.csv »)



Fields/columns marked with * are mandatory

| J | K | L | M | N | 0 | Р | Q | R |
|---|--|--|-------------------------------|--|---|---|------------------------------------|------------------------------------|
| CAS code / EINECS number | Strain | Composition | Labelling denomination | Allergens (separated by) * | Risk of cross- contamination | Contamination allergens (separated by) | NANO * (yes, no) | Irradiated * (yes, no) |
| To be completed (only for substances and nutrients, not mandatory) | (only for microorganisms, not mandatory) | to be completed to give the exact composition of the raw material, specifying whether it contains supports or additives (not mandatory) | To be completed (recommended) | To be selected from the list of values in the file support-import-m.xls Allergens All allergens must be entered and separated by a (alt gr + 6) If no allergens are present, choose the value « Allergen Free » (mandatory) | Answer Yes if this is the case, otherwise put nothing (empty field) (not mandatory) | If you answered Yes in column P, select from the list of values in the file support-import- m.xls Allergens All allergens must be entered and separated by a (alt gr + 6) | Answer Yes or No (mandatory) | Answer Yes or No (mandatory) |





Continuation of the CSV (model) File (named « model-import-mp.csv »)



Fields/columns marked with * are mandatory

| S | Т | U | V | W | X | Y | Z | AA |
|------------------------------------|--|--|--|--|--|--|---|---|
| OGM * (yes, no) | Regulatory compliances (separated by) | Novel food | Novel food document | Technical documents (separated by) | Quality and traceability document | Other documents (separated by) | Labels (separated by) | Comment |
| Answer Yes or No (mandatory) | To be selected from the list of values in the file support-import-m.xls Regulatory compliances If several values, separate them by a (alt gr + 6) (not mandatory) | See p.12 Answer YES if your reference corresponds to an authorized Novel Food Answer NO if your reference is not Novel Food Don't put anything on if you don't know (empty field) | If you have ticked YES in the U column, you have the possibility to add urls (http://) sending to the web pages of your documents. Url links to be separated by an (alt gr + 6) (not mandatory) | Url links to be separated by an (alt gr + 6) (recommended) Documents in pdf format can be added manually (see p.12). They will be kept for future imports (remember to update them if necessary) | See p.13 Answer YES if you have documentation relating to the quality of your reference Answer NO if this is not the case Or put nothing (empty field) (not mandatory) | Url links (http://) to be separated by a (alt gr + 6) for all the documents you consider useful (internal studies, brochures,) (not mandatory) Documents in pdf format can be added manually (see p.12). They will be kept for future imports (remember to update them if necessary) | To be selected from the list of values in the file support-import-m.xls Labels To be separated by a (alt gr + 6) (not mandatory) | Free field to be completed (not mandatory) |







Continuation of the CSV (model) File (named « model-import-mp.csv »)



Fields/columns marked with * are mandatory

| АВ | AC | AD | AE | AF | AG | AH à AS |
|--|---|------------------------|---|---------------------------|---|--|
| Substance 1 | Minimum quantity 1 | 10^ Minimum quantity 1 | Maximum quantity 1 | 10^ Maximum quantity 1 | Substance unit 1 | Fields relating to Substances 2 and 3 |
| See p. 10 | See p.10 | If necessary | See p.10 | If necessary | To choose from | To be filled in in the same way as |
| The name of the substance is to be selected from the | Indicate the value | | Indicate the value | | the list of values in the file support-import- m.xls | the columns from AB to AF, if you wish to fill in up to 3 substances (active substances, substances to be monitored, active ingredients) |
| list of values in the file support- import-m.xls | If you have filled in column AB, you will have to fill in | | If you have filled in column AB, you will have to fill in at least | | Units | be monitored, active ingredients) |
| Substances | at least one value in AC or AE and | | one value in AC or AE and choose a unit. | | Column B : | |
| (recommended to give more visibility to your reference) | choose a unit. | | Note: You must fill in at least the maximum amount of each substance added. | | % CFU/g IU | |

Once completed, save your **model-import-mp.csv** file on your computer.





Example of filled fields in the CSV model file:

| Α | В | С | D | E | F | G | Н | I | J | K | L | M | N | 0 | P |
|-----------------|---------------------|--------------|--------------------|-------------------------------|-------------|-----------------------|-----------------------|--------------------------|-----------------------------|--------|-------------|---------------------------|---------------------------------|----|---|
| Category name * | Active ingredient * | Trade name * | Internal reference | Price excluding tax (€/kg) | Plant part | Type of preparation | Solvent | Ratio [Plant/Extract] | CAS code / EINECS number | Strain | Composition | Labelling denomination | Allergens (separated by) * | | Contamination allergens (separated by) |
| Plants | TEA | Trade name 1 | EX_TUTO_2501_1 | 45.34 | aerial part | Hydro-alcolic extract | Ethanol/Water (60/40) | [6/1] | | | | | Allergen-free | no | |

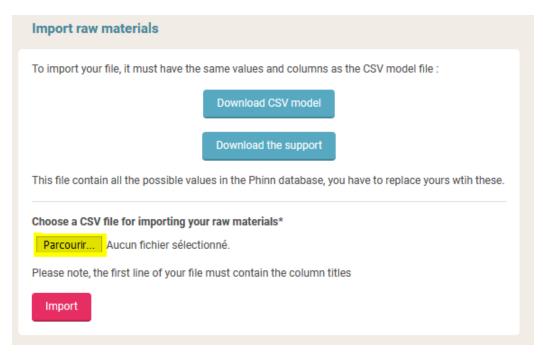
| Q | R | S | Т | U | V | W | X | Y | Z | AA |
|------------------|------------------------|-----------------|---|------------|---------------------|---|-----------------------------------|----------------------------------|-------------------------|---------|
| NANO * (yes, no) | Irradiated * (yes, no) | OGM * (yes, no) | Regulatory compliances (separated by) | Novel food | Novel food document | Technical documents (separated by) | Quality and traceability document | Other documents (separated by) | Labels (separated by) | Comment |
| no | no | yes | | | | | no | | Halal Organic Natural | |

| AB | AC | AD | AE | AF | AG | AH | Al | AJ | AK | AL | AM | AN | AO | AP | AQ | AR | AS |
|--|-----------------------|---------------------------|-----------------------|---------------------------|---------------------|-------------|-----------------------|---------------------------|----|---------------------------|---------------------|---------------------------------|-----------------------|----|------|---------------------------|---------------------|
| Substance 1 | Minimum quantity 1 | 10^ Minimum quantity 1 | Maximum quantity 1 | 10^ Maximum quantity 1 | Substance unit 1 | Substance 2 | Minimum quantity 2 | 10^ Minimum quantity 2 | | 10^ Maximum quantity 2 | Substance unit 2 | Substance 3 | Minimum quantity 3 | | | 10^ Maximum quantity 3 | Substance unit 3 |
| Camellia sinensis (L.) Kuntze (Thea sinensis L.) | 75.32 | | 86.54 | | % | caffeine | 4.5 | | | | % | EpigalloCatechineGallate (EGCG) | | | 6.77 | | % |





2) Import the CSV (model) File (model-import-mp.csv)



Click on « Parcourir »

Look for the file **model-import-mp.csv** filled with your data and saved on your computer

Click on





Your references will be directly published in the Phinn® catalogue and visible to users.

The message

The file was imported successfully Close

appears when the import was successful.

Click on **Close** and then click on

< Back to the catalog

to access your raw materials

Actions







are possible



In case of manual modification, only the added files (PDF, URL,...) will be kept for the next import.



Dealing with an import error in the model-import-mp.csv File

If the following message appears, your model-import-mp.csv file contains errors and need to be fixed



Click on <u>LignesEnErreur.csv</u> to download the error report and then click on **Close**

The error report shows you the columns and lines to be modified, as follows:

| Error message | Line | Value | Column |
|--------------------------------|------|----------------|-------------------------|
| | | | |
| This value doesn't exist | 2 | Alcea rosea L. | Active ingredient * |
| | | | |
| This value doesn't exist | 2 | Kasher | Labels (separated by) |
| | | | |
| This value doesn't exist | 2 | Alcaloïd | Substance 2 |
| This value should not be blank | 11 | | Minimum quantity 1 |

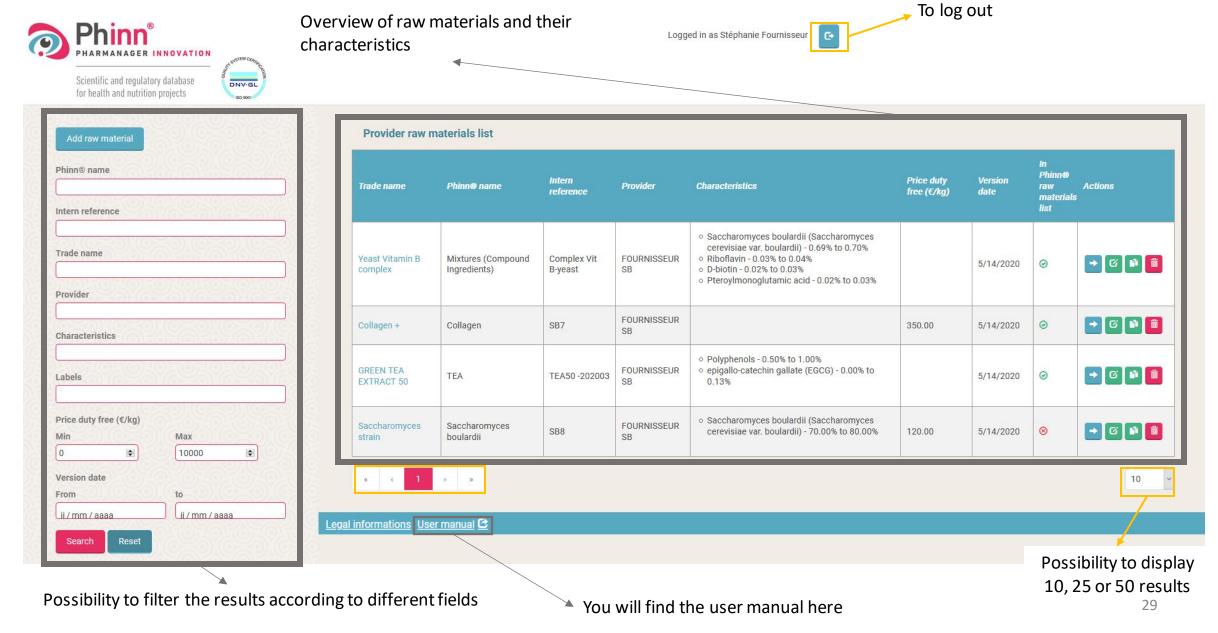
- → indicates that the ingredient name (column B) in line 2 "Alcea rosea L." is not correct, put the common name listed in column A of the support file: TEMPERATURE ROSE
- → indicates that the value in column Z" Labels " for the ingredient in line 2 does not conform to the value list of the support file Labels tab
- → indicates that the value in the AH column for the ingredient in line 2 does not conform to the value list in the support file Substances tab
- → indicates that the value in the AC or AE column has not been filled for the Substance 1

Fix your **model-import-mp.csv** file and import it again until this message appears:

The file was imported successfully Close

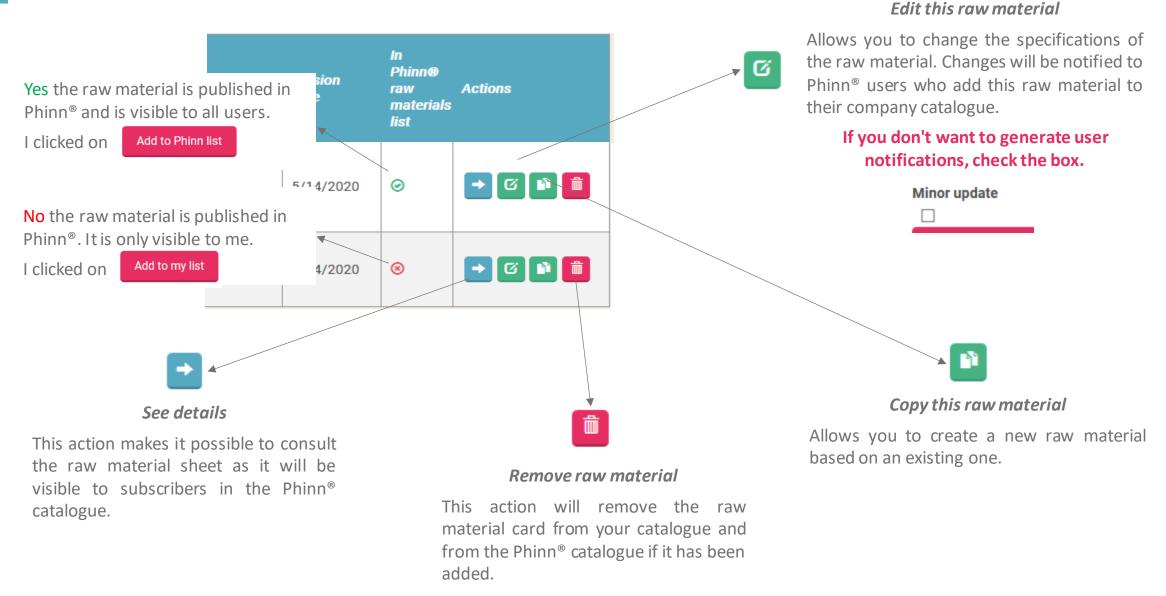


Consult and manage your catalogue





Consult and manage your catalogue

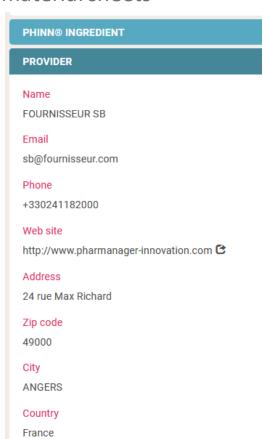




To be contacted by users

Phinn® users interested in your raw materials will be able to contact you easily:

✓ By accessing your contact details in the raw material sheets



✓ By sending an automatic email by clicking on the link



N.B.: The contact details displayed are those appearing in Annex 3 of your access contract for the creation and management of a supplier catalog.

If you wish to update them, send the amended Annex 3 to assistance@pharmanager-innovation.com

The Phinn® team is at your disposal for any technical assistance relating to the correct use of the SUPPLIER CATALOGUE.

Contact us:

@:assistance@pharmanager-innovation.com

Tel.: +33 [0]2.41.20**.15.35**



Scientific and regulatory database for health and nutrition projects

www.pharmanager-innovation.com