

Renewal Process

Original Formulations

No annual requirements need to be met for approved original formulations.

Blender License

Records that are marked with a status of 'Renewal Requested by CCA' are eligible for renewal. GM CCA will initiate the renewal process by changing the status of Approved records to indicate 'Renewal Requested by CCA'.

Blenders are required to submit an annual production sample for all blender licenses at renewal time. For example, if the license approval date is April 1. The renewal sample is due February 1 of the following year. If no sample is logged and received after the one-year license length the license will be terminated.

To initiate the renewal process find the submission for the approved license on the dexosESubmission.org submission screen, click on Select for that record. A confirmation box will pop-up stating 'By selecting this submission, you will be sending an authorization request. Do you wish to continue?'

If 'Ok' is selected and the Blender is

- a different company than the original formulator an authorization will be required from the original formulator. The status of the record will be set to 'Authorization Required – Renewal'. And the display will be redirected back to the submission screen. No sample can be logged until the original formulator authorizes the request. Once authorized, the status will show 'Pending – Renewal'. Emails are sent by the system to notify the original formulator of the authorization request.
- the same company as the original formulator the status of the record will be set to "Pending – Renewal". At this point, Select the record and log a sample.

On the dashboard under Samples Shipped for Analysis:

Samples Shipped for Analysis ([show/hide](#))

Batch #	Date Shipped	Date Received by TMC	Date Shipped to GM	Sample ID	TMC Status/GM Status	Reprint Label	Comment
<input type="button" value="Log Sample"/> <input type="button" value="Sample Analytical"/>							

Enter another sample as the Annual Production Sample. Then click Save & Print. Use the shipping label displayed and send the sample to the address indicated on the label.

Once the sample is logged you can then submit the record by selecting Submit for Approval and clicking on the Submit button. Analysis of the sample by TMC and GM will begin once the sample is received by GM. GM CCA will then respond via email regarding the license renewal.

Brand License

Records that are marked with a status of 'Renewal Requested by CCA' are eligible for renewal. GM CCA will initiate the renewal process by changing the status of Approved records to indicate 'Renewal Requested by CCA'.

Brand License holders are required to initiate a license renewal request on an annual basis 10 months prior to the expiration of their current license. To initiate the renewal process find the submission for the approved license on the dexosESubmission.org submission screen, click on Select for that record. A confirmation box will pop-up stating 'By selecting this submission, you will be sending an authorization request. Do you wish to continue?'

If 'OK' is selected and the Brander is

- a different company than the blender an authorization will be required from the blender. The status of the record will be set to 'Authorization Required – Renewal' and the display will be redirected back to the submission screen. The request is locked until the blender authorizes the request. Once authorized, the status will show 'Pending – Renewal'. Emails are sent by the system to notify the blender of the authorization request. No further action can be taken until the request is authorized. Once authorized, emails will be sent indicating the status change.
 - a. If there is no Label Artwork change do the following:
 - i. Add a comment that no revisions to Label Artwork have been made. Then submit the record for approval.
 - b. If there is Label Artwork revisions do the following:
 - i. Upload a revised Label Artwork file in the supplemental section of the dashboard. Then submit the record for approval.
 - c. GM CCA will then respond via email regarding the license renewal.
- the same company as the original formulator the status of the record will be set to 'Pending – Renewal'. At this point, Select the record and follow item 2 below.
 - a. If there is no Label Artwork change do the following:
 - Add a comment that no revisions have been made to the Label Artwork and submit the record for approval.
 - b. If there is Label Artwork revisions do the following:
 - Upload a revised Label Artwork file and submit the record for approval.
 - c. GM CCA will then respond via email regarding the license renewal.