

## Renewal Process

### Original Formulations

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

### Blender License

Blenders are required to submit an annual production sample for all blender licenses. The annual production sample (renewal sample) is to be submitted 10 months after the initial license approval date and every year thereafter on the 10 month anniversary. 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 received after the one-year license length the license will be terminated. To initiate a renewal sample find the submission for the approved license on the dexosESubmission.org submission screen, click on Select for that record. Once on the dashboard screen click the button Log Sample.

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

Log Sample    Sample Analytical							
Batch #	Date Shipped	Date Received by TMC	Date Shipped to GM	Sample ID	TMC Status/GM Status	Reprint Label	Comment

Enter another sample as the Annual Production Sample. The 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. The TMC and GM will analysis the sample once received. GM CCA will then respond via email regarding the license renewal.

### Brand License

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.

- 1. When Blender and Brand Company are the same, select the record corresponding to the license.**
  - a. If there is no Label Artwork change do the following:
    - i. 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:
    - i. Upload a revised Label Artwork file and submit the record for approval.
  
- 2. When Blender and Brand Company are different, select the record corresponding to the license.**
  - a. If there is no Label Artwork change do the following:
    - i. Upload a new Affidavit form in the supplemental section of the dashboard. 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 and a new Affidavit form in the supplemental section of the dashboard. Then submit the record for approval.