## PROCEDURE FOR MANAGING GPSR REGULATIONS

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## 1. Manufacturer and EU Responsible Party Registration

To register the Manufacturer and Responsible Party in the EU on the Miravia platform, you can do it manually or in batch through the Seller Center. Below are the steps to register this information:

## 1.1. Registration of Manufacturer and Responsible Party in the EU via Seller Center (manual)

#### Step 1: Log in to the Miravia Seller Center

Log in to your seller account on the Miravia platform through the Seller Center.

#### Step 2: Access the Manufacturer Management section

• From the main menu, go to "My Account" > "Settings" > "Manufacturer Information Management" > "Manufacturer Information".

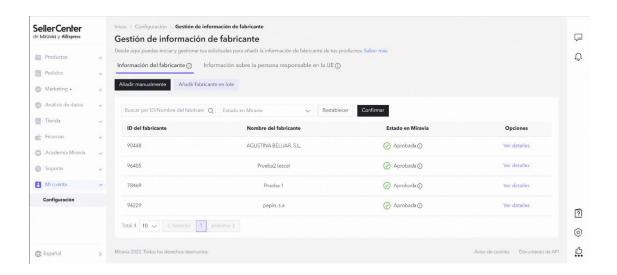


#### Step 3: Add a new manufacturer

- If the manufacturer isn't registered, select the "Add manually" option.
- Complete the necessary information from the manufacturer:
  - Manufacturer Name
  - Trade name or registered trademark
  - Full address (includes country)
  - Contact Email
  - Telephone

#### Step 4: Register the Controller in the EU

- If the Manufacturer is located outside the European Union, you must add the information of the Controller in the EU. This can be a person or entity that represents the Manufacturer within the EU and ensures that the products comply with European regulations.
- Add the required information from the controller in the EU:
  - o Full name of the person in charge
  - o Postal address in the EU
  - Contact Email
  - Telephone



#### Step 5: Save the information

 Check that all the information is correct and save it. Make sure that both the Manufacturer and the Controller in the EU are correctly registered and validated in the system.

## 1.2. Registration of the Manufacturer and Responsible in the EU in batch

If you have many products and want to register several Manufacturers at once, you can do so using Excel files that contain several Manufacturers/Processors in the EU:

#### Step 1: Log in to the Miravia Seller Center

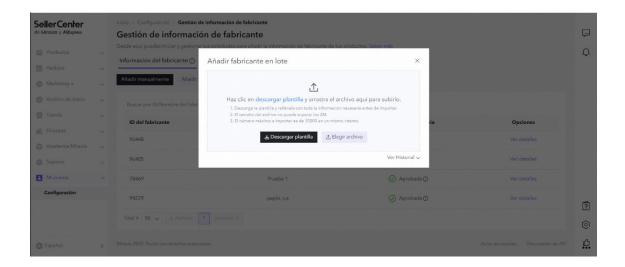
• Log in to your seller account on the Miravia platform through the **Seller Center**.

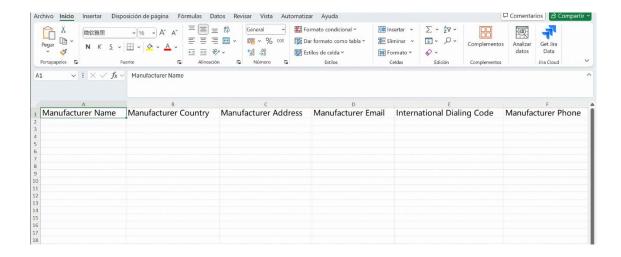
#### Step 2: Access the Manufacturer Management section

• From the main menu, go to "My Account" > "Settings" > "Manufacturer Information Management" > "Manufacturer Information".

#### Step 3: Add manufacturer in batch

- Download the "Add Manufacturers in Batch" template and include the required information.
- Do the same in the "Information about the controller in the EU" tab.





#### Step 4: Verify the Registration

• After uploading the file, verify in the Seller Center that the Manufacturer and Processor data in the EU have been registered correctly.

#### Important note:

 The Controller in the EU is mandatory if the Manufacturer is outside the European Union. If the manufacturer is within the EU, the same Manufacturer can act as a Controller.

This process ensures that products comply with European Union regulations, including the **GSPR** (General Product Safety Regulation).

# 2. How to link the Manufacturer, EU Responsible and Package/Product Label Information with your products already present in Miravia?

#### 2.1. Manually entering the product sheet

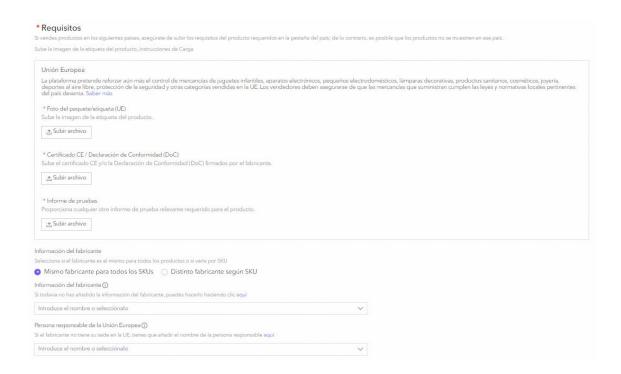
Within the product sheet, you can manually enter the corresponding information for Manufacturer, EU Responsible and product label.

#### Step 1: Log in to the Miravia Seller Center

• Log in to your seller account on the Miravia platform through the Seller Center.

#### Step 2: Access the Manage Products section

- From the main menu, go to "Products" > "Manage Products"
- Include the corresponding Manufacturer, EU Responsible and Product Label information within the product sheet.
- If you choose "Same manufacturer for all SKUs," two drop-down menus will appear for you to select the appropriate manufacturer and responsible person for that product.
- In case the EU Manufacturer and Responsible vary depending on the SKU, you can select them individually.



#### 2.2. Using manual Excel templates

If you have a lot of active products in Miravia and want to link multiple Manufacturers, EU Processors, and Product Labels at once, you can do so using Excel files that contain multiple Manufacturers/Processors in the EU:

#### Step 1: Log in to the Miravia Seller Center

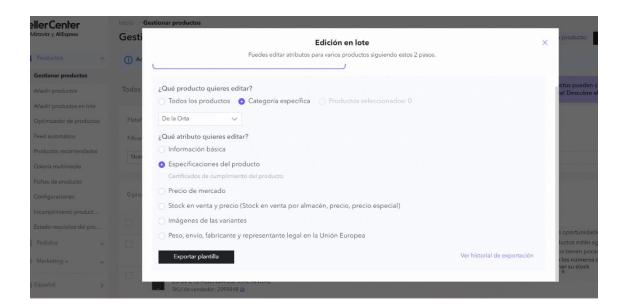
• Log in to your seller account on the Miravia platform through the **Seller Center**.

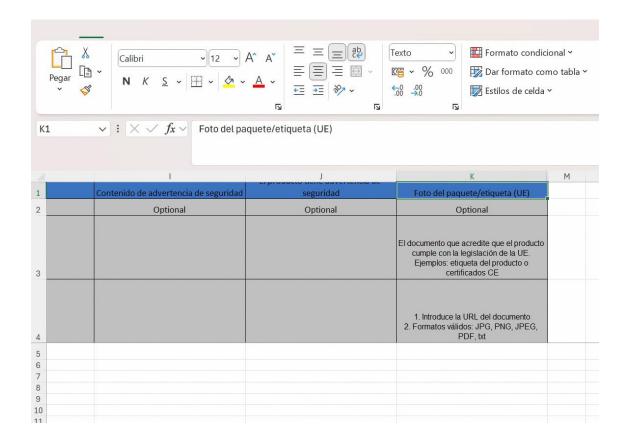
#### Step 2: Access the Batch Edit section

• From the main menu, go to "Products" > "Manage Products" > "Batch Editing." You will find this option in the upper right corner of the screen.

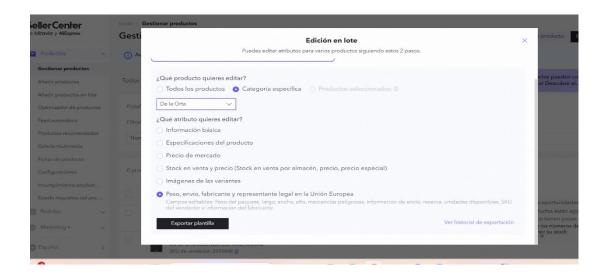
#### Step 3: Download the corresponding templates

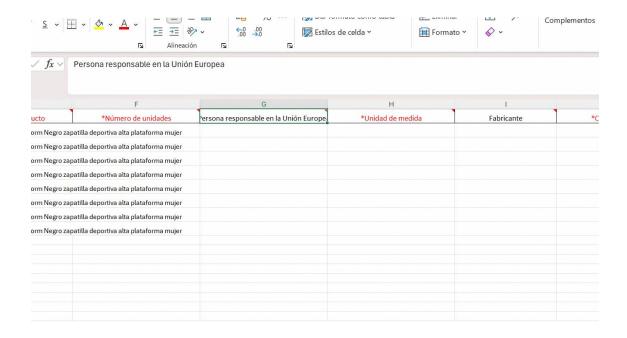
 Download the "Product Specifications" Batch Edit template and fill in the Package Photo/Label (EU) information.





 To provide the Manufacturer and Representative information in the EU, download the Batch Edition template for "Weight and Shipping" and fill in both fields with the options available in the drop-down.





#### Step 4: Verify the upload

- Check that both the names of Manufacturers and EU Managers are exactly the same as those previously registered to avoid errors.
- Once you have provided all the information, upload the Excel file in the option that appears available.
- After uploading the file, verify in the Seller Center that your products contain the manufacturer's data, EU responsible and product label.

## 3. How to link Manufacturer, EU Responsible and Package/Product Label Information to your new products?

To add GPSR information to your new products, you can do it in a few different ways:

### 3.1. Manually entering the product sheet

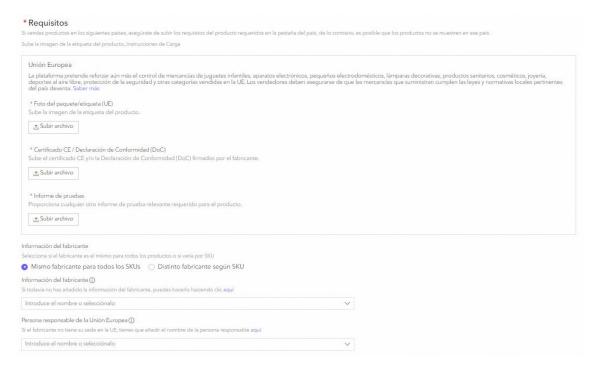
Within the product sheet, you can manually enter the corresponding manufacturer, EU responsible and product label information.

#### Step 1: Log in to the Miravia Seller Center

• Log in to your seller account on the Miravia platform through the Seller Center.

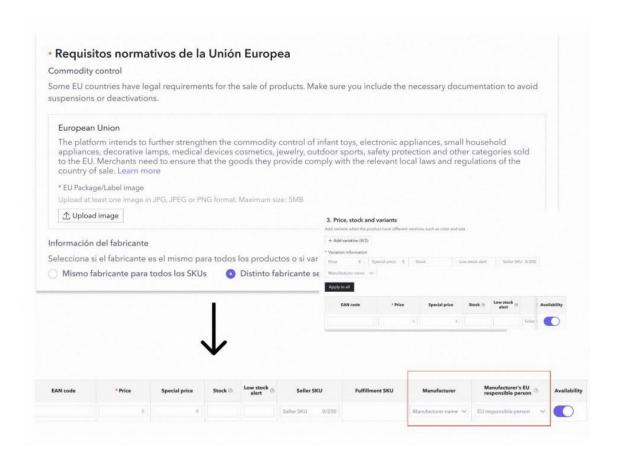
#### Step 2: Access the Add Products section

- From the main menu, go to "Products" > "Add Products"
- It includes the corresponding manufacturer, EU responsible and product label information.



• If you choose "Same manufacturer for all SKUs," two drop-down menus will appear for you to select the appropriate manufacturer and responsible person for that product.

• In case the manufacturer and EU manager vary depending on the SKU, you can select them individually.



### 3.2. Using manual Excel templates

If you have a lot of products and want to link multiple manufacturers, EU controllers, and labels at once, you can do this using Excel files that contain multiple manufacturers/controllers in the EU:

#### Step 1: Log in to the Miravia Seller Center

• Log in to your seller account on the Miravia platform through the Seller Center.

#### Step 2: Access the Add Products in Bulk section

From the main menu, go to "Products" > "Add products in bulk"

#### Step 3: Download the corresponding template

 Download the template corresponding to your product category and include the required information of the options that appear in the drop-down menu.

#### Step 4: Verify the upload

• After uploading the file, verify in the Seller Center that your products contain the Manufacturer, EU Responsible and Product Label data.

AG	АН	AI	
tributos adicionales	Foto del paquete/etiqueta (UE)	Tamaño	
Optional	Optional	Optional	
tos no cubren todos los atributos to, puedes añadir más en este y se mostrarán en la parte de sticas del producto. Ejemplo: la: Primavera; tipo de piel: Piel sensible.	El documento que acredite que el producto cumple con la legislación de la UE. Ejemplos: etiqueta del producto o certificados CE	La talla del producto. Y   combinarse con la "fam colores" para generar un S faldas XL verdes, faldas X)	
solo con palabras clave y una e 200 caracteres. Por ejemplo: a: Primavera; Tipo de piel: Piel sensible.	1. Introduce la URL del documento  2. Formatos válidos: JPG, PNG, JPEG, PDF,  txt	Puedes seleccionar u estándar existente o cre propio.  Si un grupo tiene varia: este campo del mismo gru obligatorio para cada	

onsable en la Unión Europea									
	BE	BF	BG						
r	Fabricante	Mapear al color estándar	Persona responsable en la Unión Europea	N					
ue	Optional	Optional Optional	Optional						
narios los n sitios tados de valores aje. El nente.	El nombre del fabricante del producto, responsable en el centro de vendedores de Miravia.	talla/capacidad/color, para que los usuarios los encuentren fácilmente en la app o en sitios web externos, y puedan filtrar los resultados de la búsqueda. Si estos valores ya son valores estándar puedes ignorar este mensaje. El sistema los convertirá automáticamente.	El nombre de la persona responsable de la fabricación del producto en la UE, incluida en el centro de vendedores de Miravia.	una informa peligrosos, sobrecargo realización d los líquidos productos po					
la lista stándar	Il dentificación del fabricante. 2. El estado del fabricante solo puede ser "aprobado".	Selecciona solo valores estándar de la lista desplegable o consigue los valores estándar de la hoja de valores estándar	Identificación de la persona responsable de la fabricación en la UE. 2. El estado de la persona responsable de la fabricación en la UE solo puede ser "aprobado".						

#### 3.3. Using automatic files

If you want to link several Manufacturers, EU Managers and Labels to several products at the same time, you can do so using automatic files through the tool available in Miravia:

#### Step 1: Log in to the Miravia Seller Center

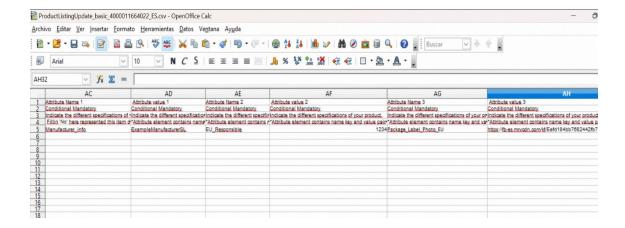
• Log in to your seller account on the Miravia platform through the **Seller Center**.

#### Step 2: Access the Auto Feed section

• From the main menu, go to "Products" > "Automatic Feed"

#### Step 3: Download the Product Listing Template

- Download the product template and fill in the information by including
  "Manufacturer\_info" in the first "Attribute Name" column you have available and the
  Manufacturer ID in the next "Attribute Value" column.
- To include the EU Controller information, type "EU\_Responsible" in the next column of "Attribute Name" and include the "EU Manufacturer Responsible Person Identification" code.
- To include the Product Tag, type "Package\_Label\_Photo\_EU" in the next column of "Attribute Name" and include the URL of the photo in question in the next column of "Attribute Value".



It should be noted that, depending on the category of your products, the documentation required may vary, so we suggest you contact your account manager so that they can inform you about it.

# 4. How to link Manufacturer, EU Responsible and Package/Product Label Information via the Miravia API?

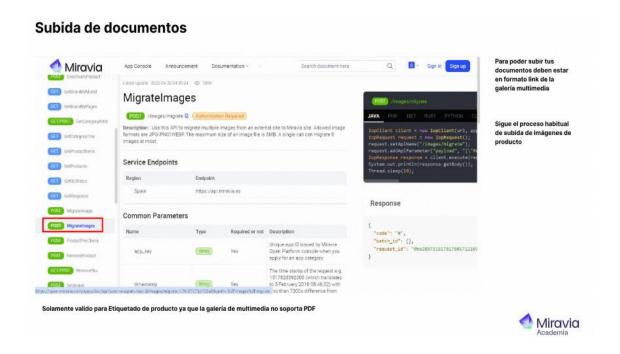
To manage GPSR regulation information using APIs, you can do so using the method provided by Miravia. For the full details on how to implement it, I suggest you check out the link provided on their platform, which outlines the step-by-step process:

https://sellercenter.miravia.es/academy/course/learn?spm=a2a4n.academy\_course\_learn.mo\_dule\_lecture.5.5fb8705fkXxSWY&id=100003624&type=article\_

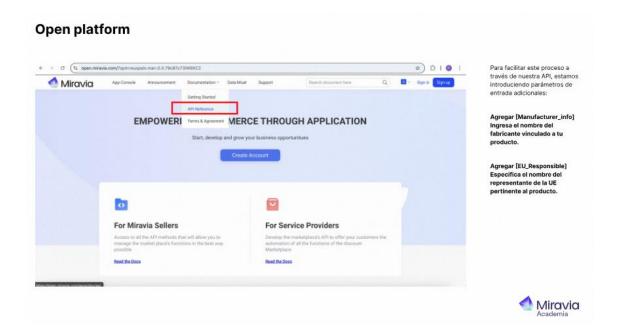
There you will find detailed information on how to use the API to manage Manufacturer information, EU Representative, Product Labels and special security documentation.

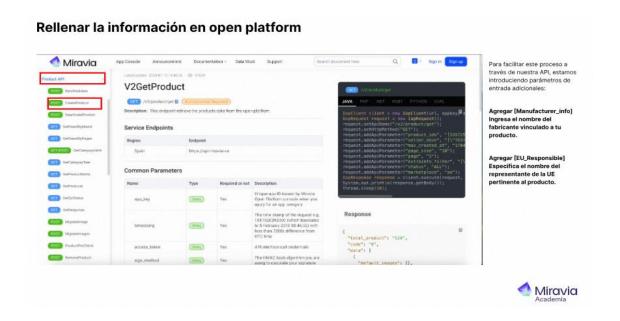
Here's how to upload GPSR documentation through the Miravia API:

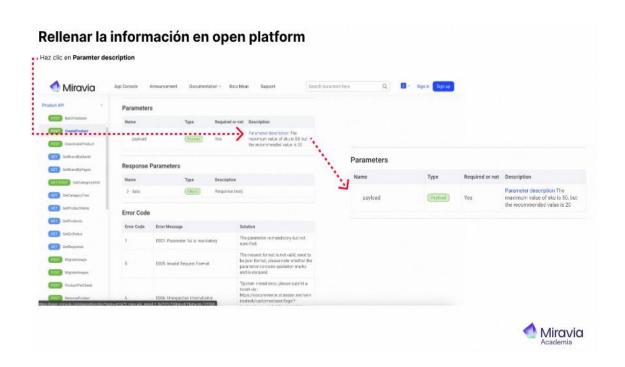
## 4.1. API Documentation Upload

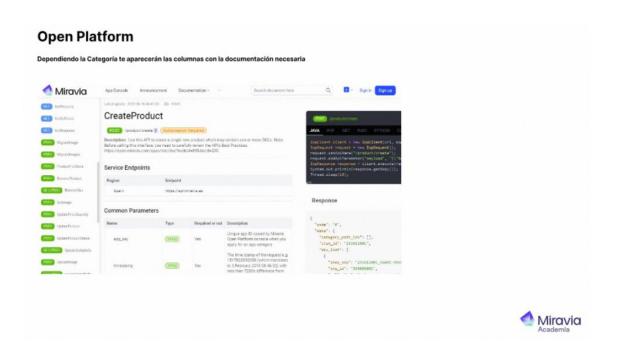


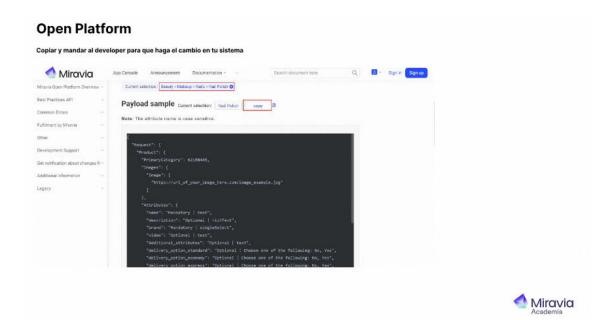
## 4.2. Upload API documentation for new products



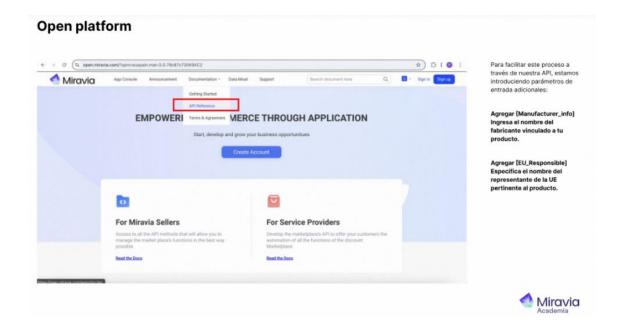


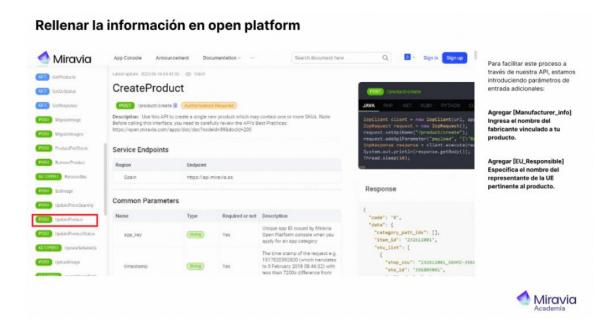




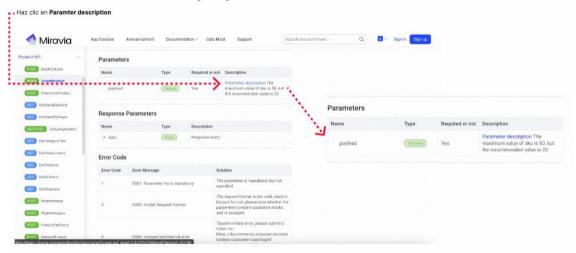


## 4.3. API documentation upload for existing products





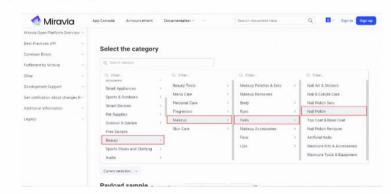
#### Rellenar la información en open platform



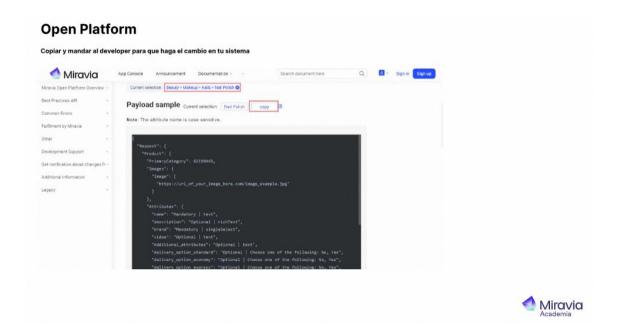


#### **Open Platform**

Dependiendo la Categoría te aparecerán las columnas con la documentación necesaria



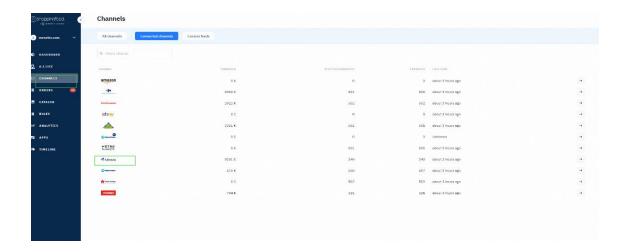




# 5. How to link Manufacturer, EU Responsible and Package/Product Label Information through MCAs?

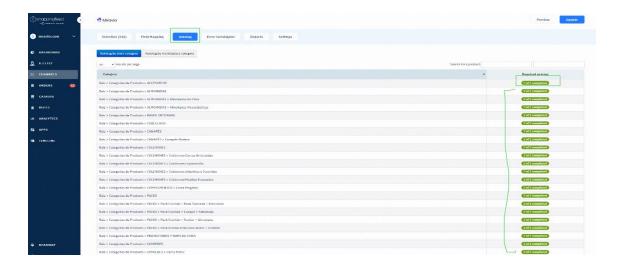
#### Step 1: Go to the Channels section

Within your MCA account, go to the Channels section and select Miravia.



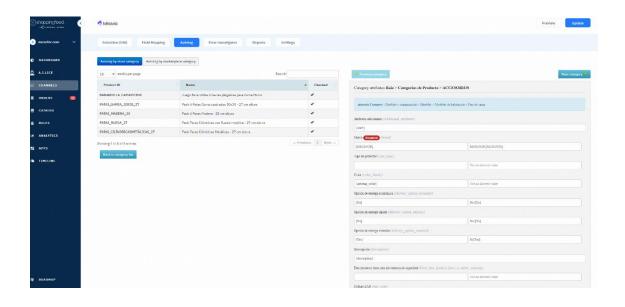
Step 2: Access the "Autotag" section by category

 Select the "Autotag" option and, from the available options, go to "Autotag by store category".



## Step 3: Attach the required information of "Package/Label Photo(EU)", "EU Responsible" and "Manufacturer Info"

• In the available fields, attach the documentation and information.



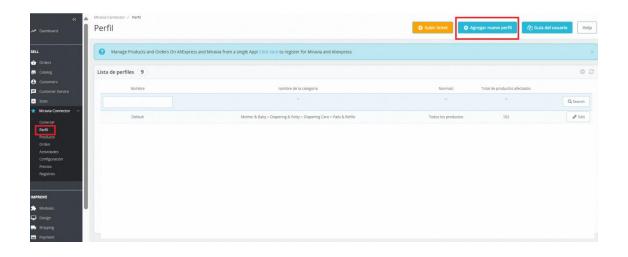
# 6. How to link Manufacturer, EU Responsible and Package/Product Label Information through ecommerce modules?

To map the fields of Manufacturer, Responsible in the EU and Product Label, as well as the documentation referring to product safety aspects we can do it in two ways: either by categories (i.e. by profiles), or product by product within the product sheet in the module:

### 6.1. Rise by category

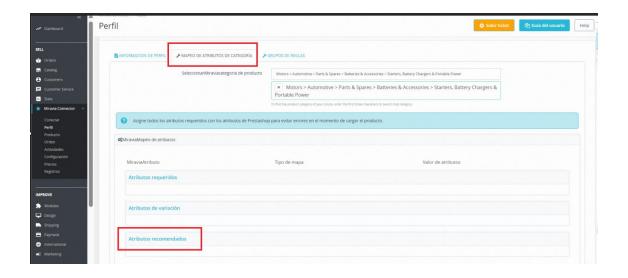
#### Step 1: Enter the profile in question

• Within your Prestashop/Shopify/Woocommerce account, access the Miravia connector in the **Miravia Connector** section and enter the "**Profile**" section.



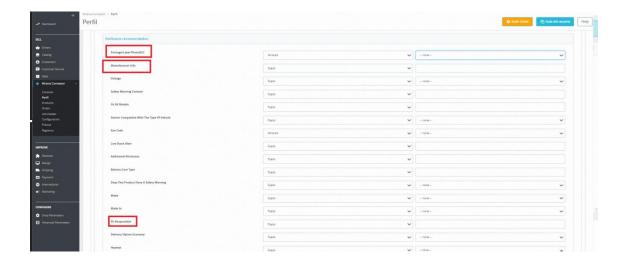
Step 2: Access the "Recommended Attributes" section

Go to the "Mapping of Category Attributes" section, and then to the "recommended attrbiutes" section. Once there, locate the fields in question ("Package/Label Photo(EU)", "EU Responsible" and "Manufacturer Info").



Step 3: Map the values for "Package/Label Photo(EU)", "EU Responsible" and "Manufacturer Info"

- Here we have the option to set a value in these fields or map them with an attribute created in the product file within your Prestahsop, which collects the requested information from "Package/Label Photo(EU)", "EU Responsible" and "Manufacturer Info".
- It is not advisable to "set" a value because within the same category there are different manufacturers, different representatives and different product photographs.



### 6.2. Product-by-product upload

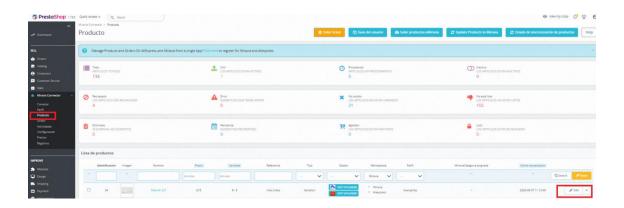
To attach the information of "Package/Label Photo(EU)", "EU Responsible" and "Manufacturer Info" product by product you must follow the steps below.

#### Step 1: Log in to the Miravia Seller Center

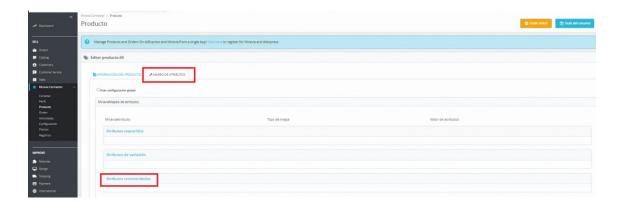
• Within your Prestashop/Shopify/Woocommerce account, access the Miravia Connector and enter the Products section.

## Step 2: Upload the "Package/Label Photo(EU)", "EU Responsible" and "Manufacturer Info" information

• Within the **file of each product**, it is possible to set values, since the information of the Manufacturer, the Representative and the photograph on the Label will correspond to that product.



• This option is the most recommended if the GSPR information is not available in the database.

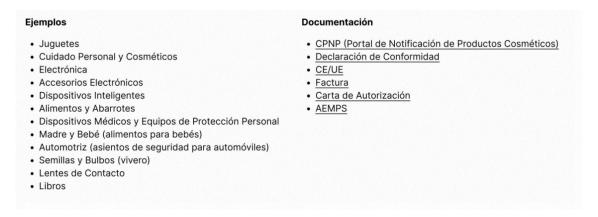


 Changes made to the connector will overwrite the information provided in the profiles.



## 7. Special Category

There are products on Miravia that must comply with specific regulations due to health or safety risks.



To provide the relevant documentation and apply for authorisation to use these categories, you must follow these steps:

#### Step 1: Log in to the Miravia Seller Center

Log in to your seller account on the Miravia platform through the Seller Center.

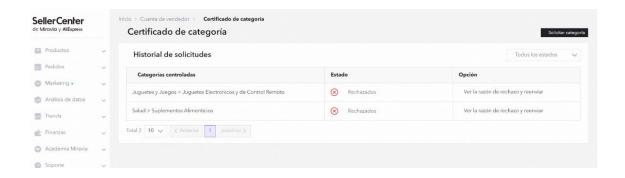
#### Step 2: Access the Category Certifications section

• From the main menu, go to "My Account" > "Settings" > "Category Certifications"

#### Step 3: Apply for Category

 You must apply for the category you want to use and provide the documentation that is required.





## 8. Product Breach

If any of your products do not meet the requirements of the GPSR regulation, Miravia will suspend them and they will not be available for sale.

To comply with the regulations and provide the documentation correctly, you must follow the steps below:

#### Step 1: Log in to the Miravia Seller Center

• Log in to your seller account on the Miravia platform through the Seller Center.

#### Step 2: Access the Product Infringement section

From the main menu, go to "Products" > "AliExpress Product Default"

#### **Step 3: Provide documentation**

 Review the reason for the suspension of your products in the panel shown in the screenshot and provide any missing or incorrect documents.

