



# Declaring food supplements

[MyGuichet.lu](https://www.myguichet.lu)

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## What are the advantages of the authenticated procedure?

- ✓ Pre-filling of procedures using data held by public authorities
- ✓ Procedures can be interrupted at any time and resumed at a later date
- ✓ Track the status of a procedure and consult the electronic messages you have received in your business eSpace

# What do I need in order to declare food supplements using the authenticated procedure?

## Authentication device

(LuxTrust product, Luxembourg eID or eIDAS device from another European country)

## Business eSpace on MyGuichet.lu



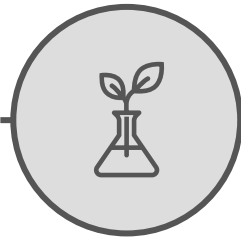
How to create a **business eSpace** on MyGuichet.lu?

# Steps in the procedure

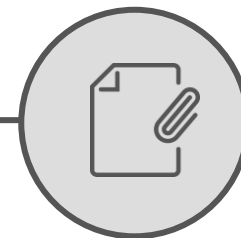
Entering the details



Ingredient search



Adding attachments



Sending



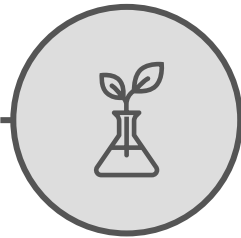
# Step 1/4

Entering the details

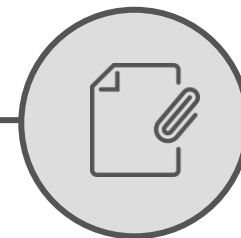


Step in progress

Ingredient search



Adding attachments

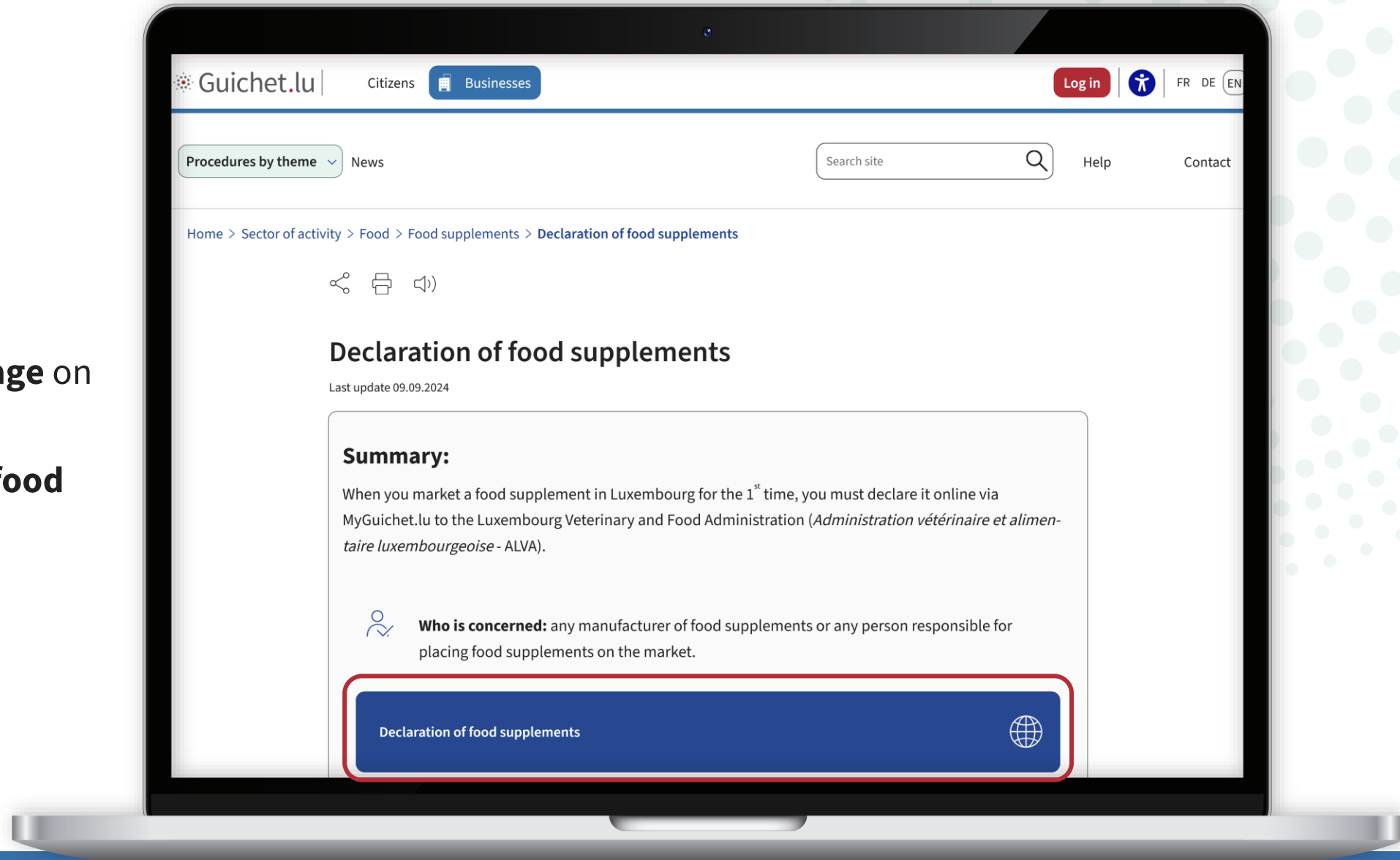


Sending



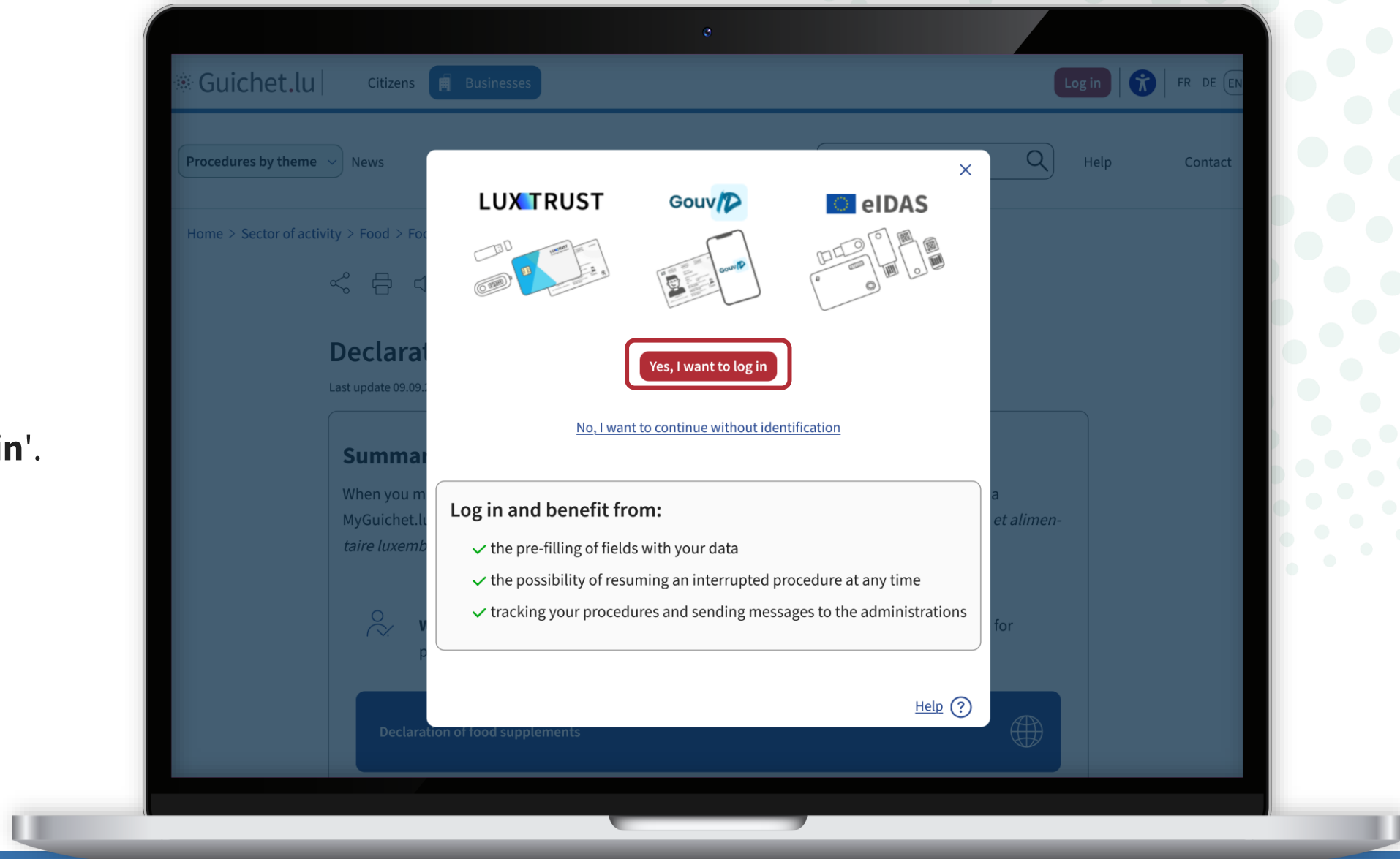
1

1. Open the **information page** on Guichet.lu.
2. Click on '**Declaration of food supplements**'.



2

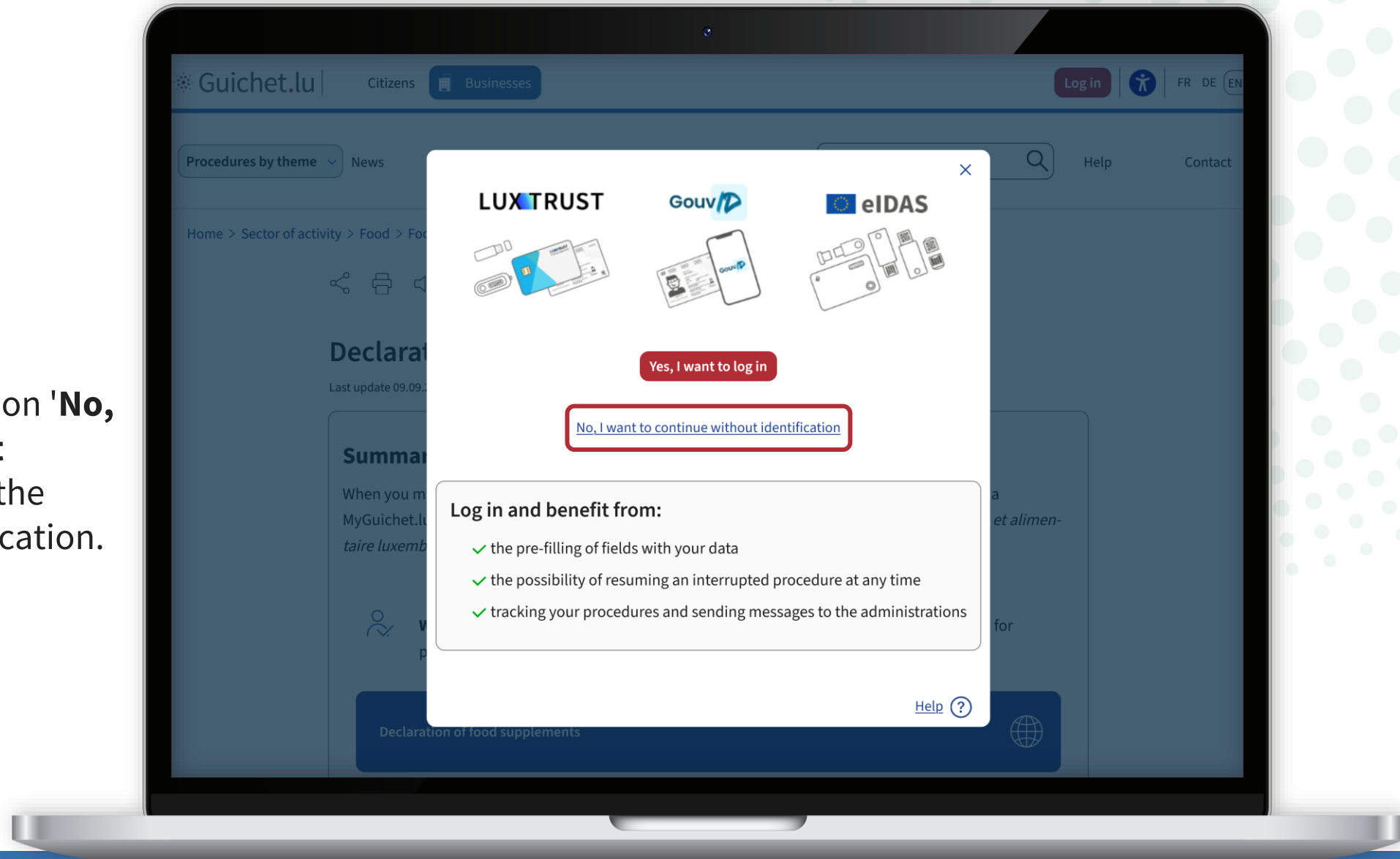
Click on 'Yes, I want to log in'.





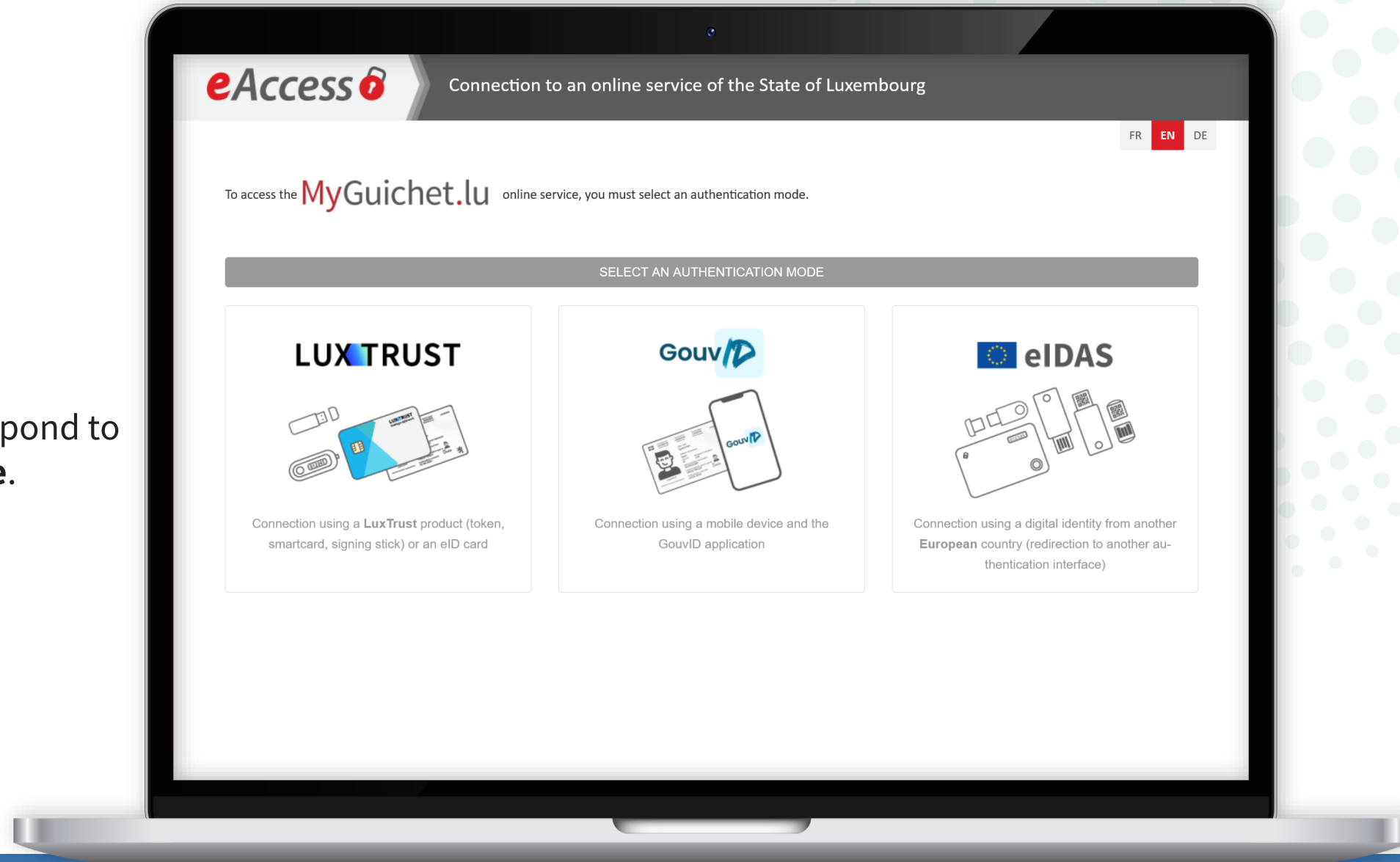


If you do not have an authentication device, click on '**No, I want to continue without identification**' to continue the procedure without authentication.



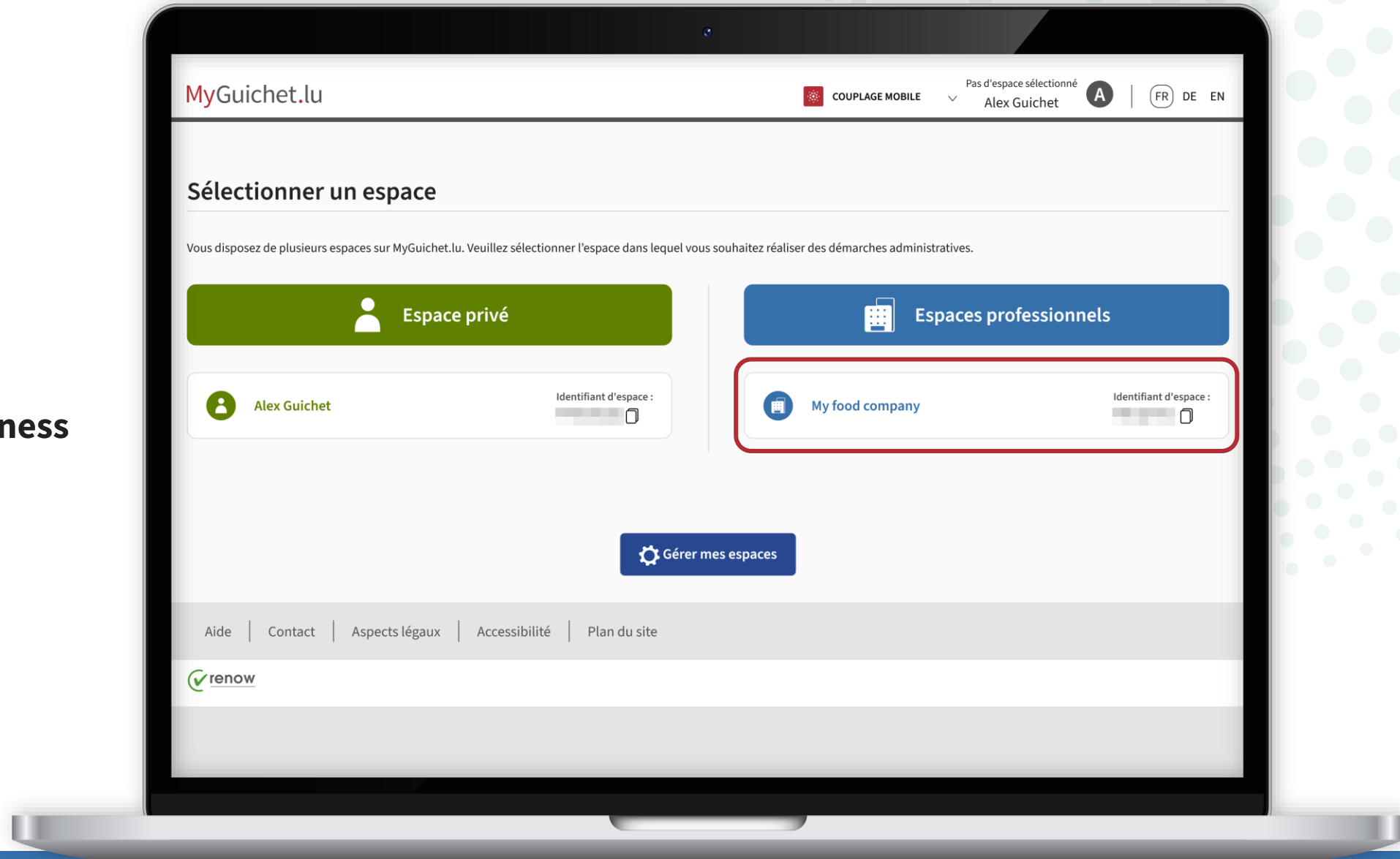
3

Follow the steps that correspond to your **authentication device**.



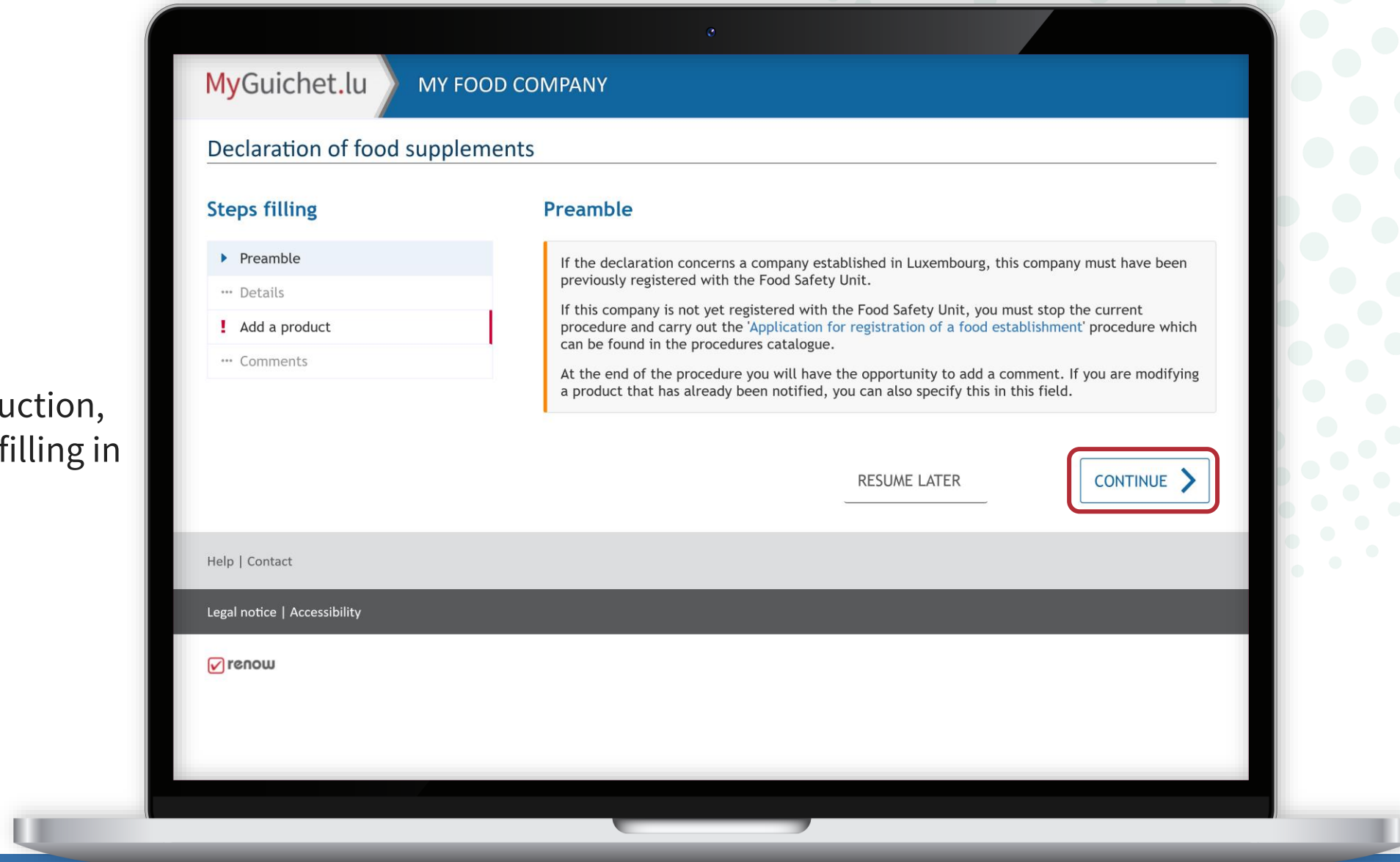
4

Select your company's **business eSpace**.



5

After having read the introduction, click on '**Next step**' to start filling in the form.



6

Specify whether you are making the declaration as:

- the company marketing the products; **or**
- an agent.

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### Declaration of food supplements

**Steps filling**

- ✓ Preamble
- ▶ Details
- ! Add a product
- ... Comments

**Declarant and company identification**

**Declarant identification**

Title\*  Mr  Ms \* ?

Surname\*  \*

First name\*  \*

Contact email\*  \*

**Activity of the declarant\***  Company selling the products \*  Agent

**Identification of the company selling the products**

Are the company headquarters in Luxembourg?\*  Yes  No \*

Company name\*  \* ?

◀ Previous RESUME LATER CONTINUE ▶



The **company marketing the products** is generally the one whose **name and address appear on the label of the product(s)**.



If you are an agent, fill in the **mandatory fields marked with a \***.

7

Please specify whether the company marketing the products has its **registered office in Luxembourg**.

Activity of the declarant\*  Company selling the products \*  Agent

**Agent**

Agent's company name\*  \* ?

Number

Street\*  \*

Town/city\*  \*

Country\*  \*

Postcode\*  \* ?

Phone  ?

Fax

Email

**Identification of the company selling the products**

Are the company headquarters in Luxembourg?\*  Yes  No \*

Company name\*  \* ?

< Previous RESUME LATER CONTINUE >



If yes, please provide the following information about the company:

- its SECUALIM number; **and**
- its corporate name.

Contact email\* @ alex.guichet@ctie.etat.lu \*

Activity of the declarant\*  Company selling the products \*  
 Agent

Agent

Agent's company name\* My food company \* ?

Number /

Street\* Rue Notre-Dame \*

Town/city\* Luxembourg \*

Country\* Luxembourg \*

Postcode\* 2240 \* ?

Phone +352 247 82 000 ?

Fax / ?

Email @ food-company@ctie.etat.lu

Identification of the company selling the products

Are the company headquarters in Luxembourg?\*  Yes  No \*

SECUALIM number LU - / \* - EN ?

Company name\* My food company \* ?

If not, please fill in the **mandatory fields marked with a \***.

Identification of the company selling the products

Are the company headquarters in Luxembourg?\*

Yes  No \*

Company name\*  \* ?

Company address

Number

Street\*  \*

Town/city\*  \*

Country\*  \*

Postcode\*  \* ?

Phone  ?

Fax  ?

Email

[Previous](#) [RESUME LATER](#) [CONTINUE](#)

Help | Contact

Click on '+' to **add a product**.

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ▶ **Add a product**
- … Comments

#### Add a product

You have the possibility to add a product. If you do not want to add another, click on 'Continue' to continue.

Add a product

You have to declare at least one product:

[← Previous](#) [RESUME LATER](#) [CONTINUE →](#)

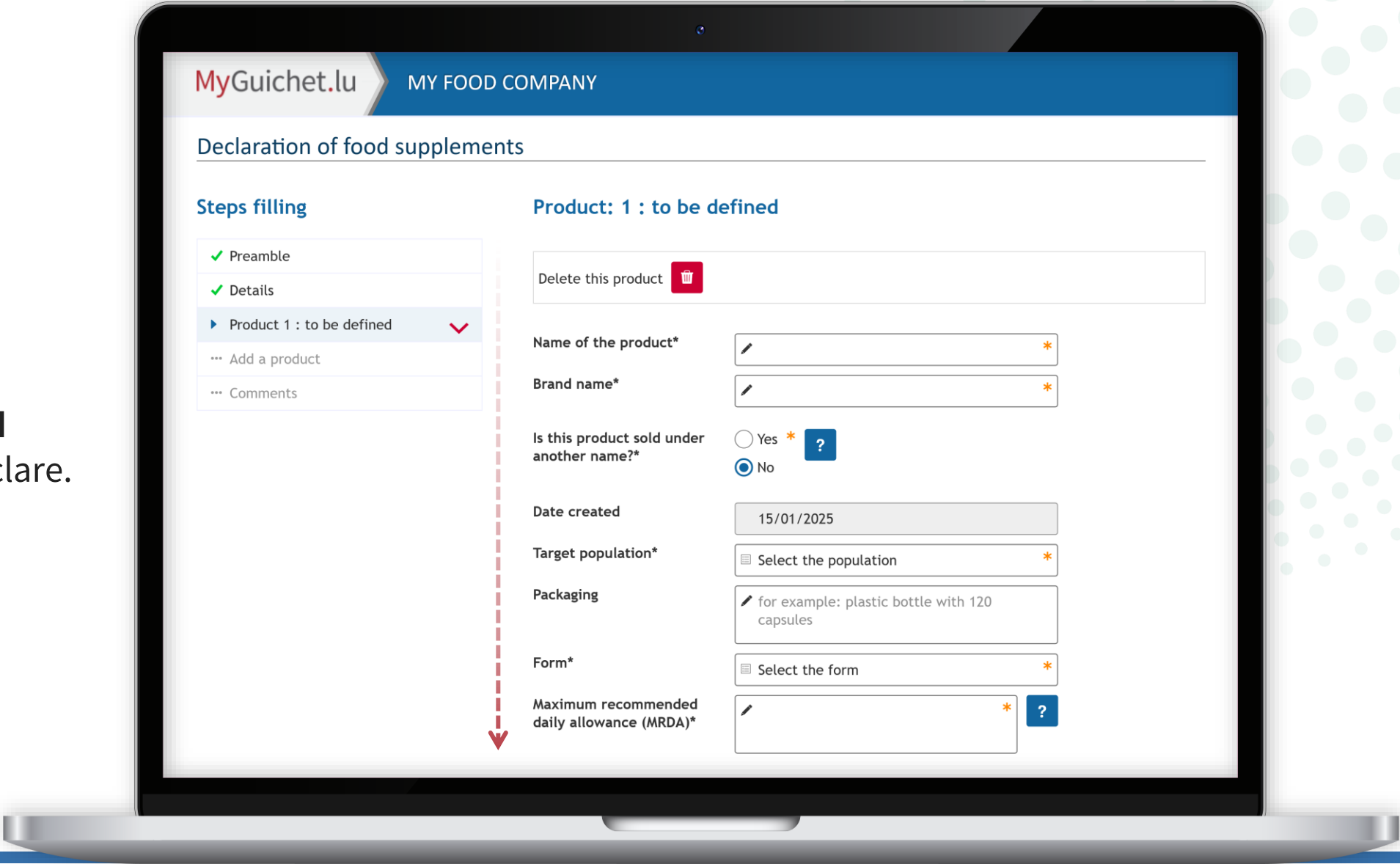
Help | Contact

Legal notice | Accessibility

renow

10

Enter the **details of the food supplement** you wish to declare.



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Enter the details of the **manufacturer**.

Product 1 : to be defined

- ... Add a product
- ... Comments

Name of the product\*

Brand name\*

Is this product sold under another name?\*  Yes \*  No \* ?

Date created

Target population\*

Packaging

Form\*

Maximum recommended daily allowance (MRDA)\*

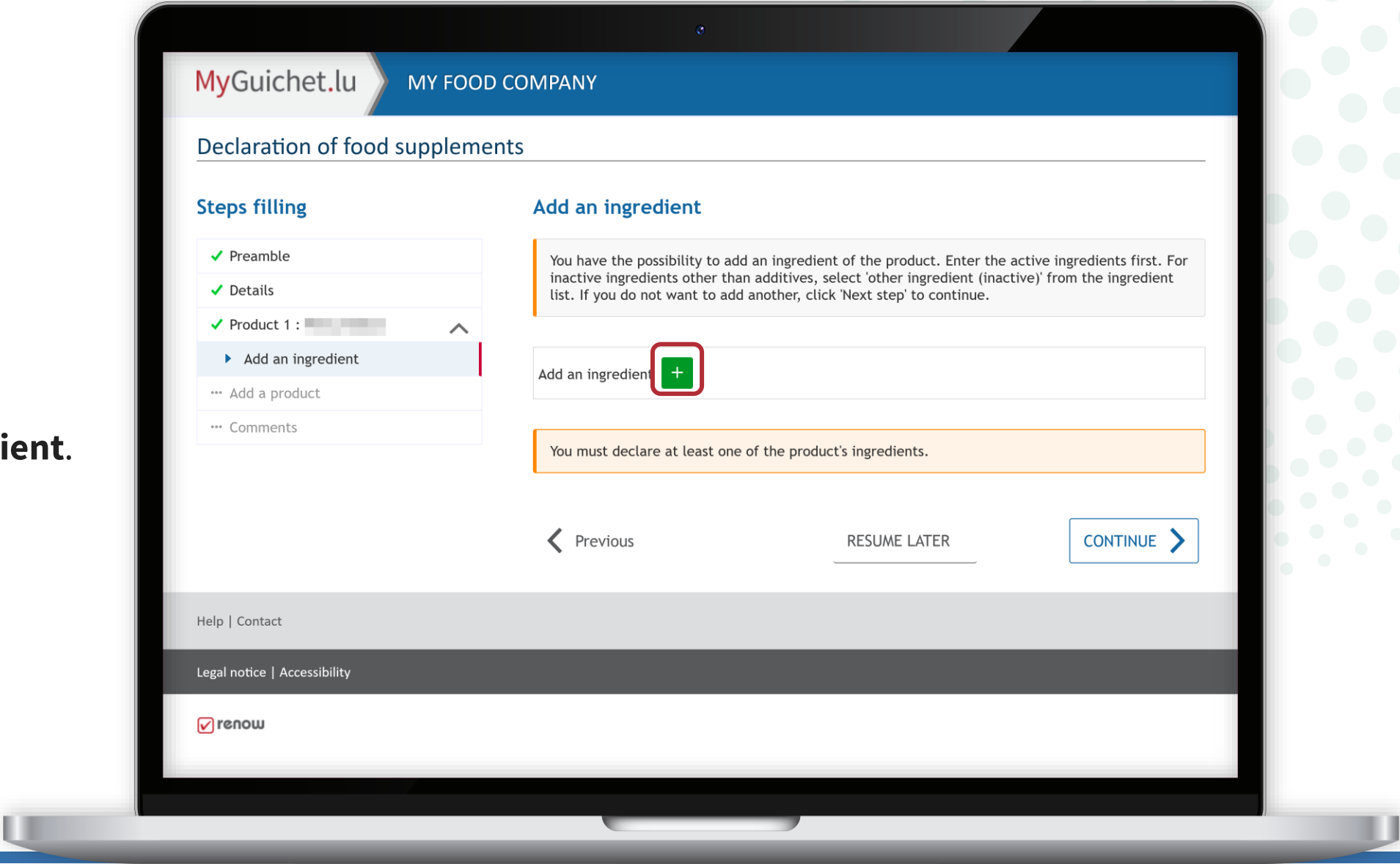
**Manufacturer**

Same contact information as the company selling the product?\*  Yes  No \* ?

Select a manufacturer\*

< Previous RESUME LATER CONTINUE >

Click on '+' to **add an ingredient.**



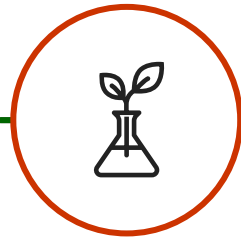
# Step 2/4

Entering the details



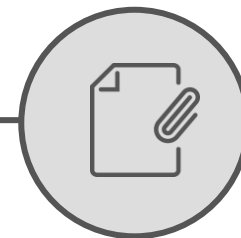
Step completed

Ingredient search



Step in progress

Adding attachments



Sending



# How do I search for ingredients in the database of the ALVA?

The following pages provide a step-by-step explanation of how to efficiently search for ingredients of the following types in the database of the Luxembourg Veterinary and Food Administration (ALVA):

- [Nutrient](#)
- [Plant](#)
- [Other substance](#)
- [Additive](#)
- [Other ingredient \(inactive\)](#)





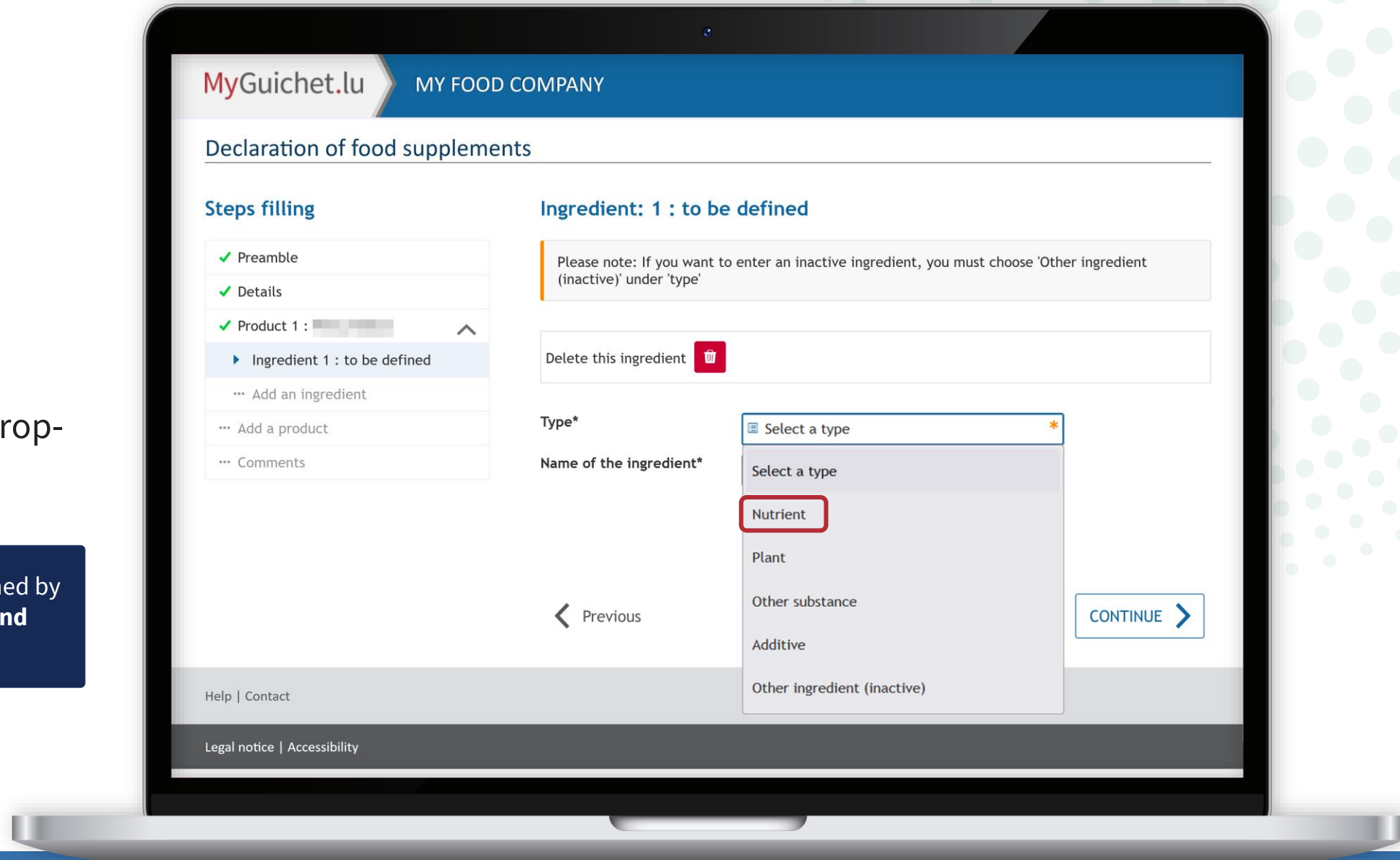


# Nutrient

13

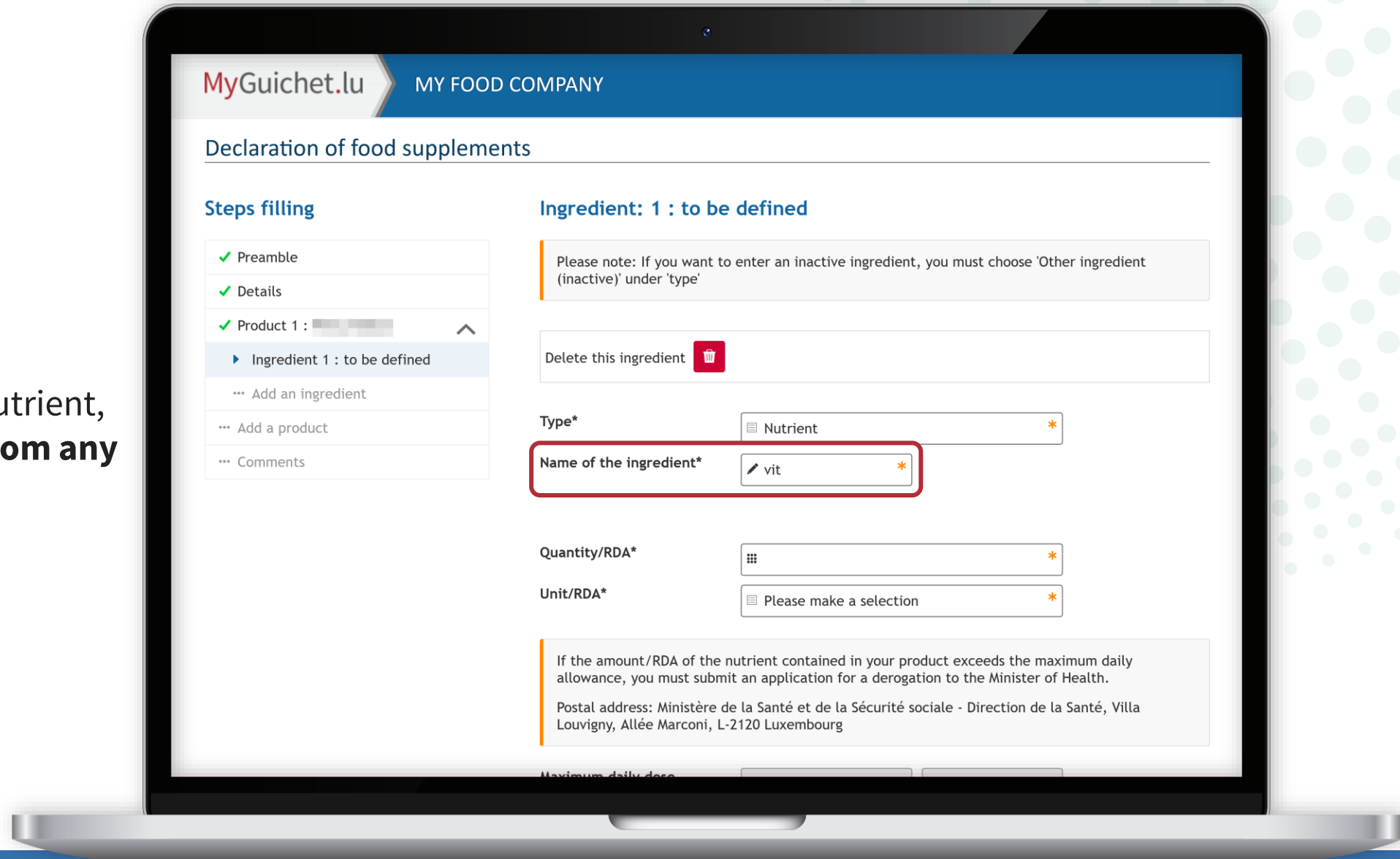
Select '**Nutrient**' from the drop-down menu.

This type includes nutrients as defined by **DIR 2002/46** (i.e. only vitamins **and** minerals).



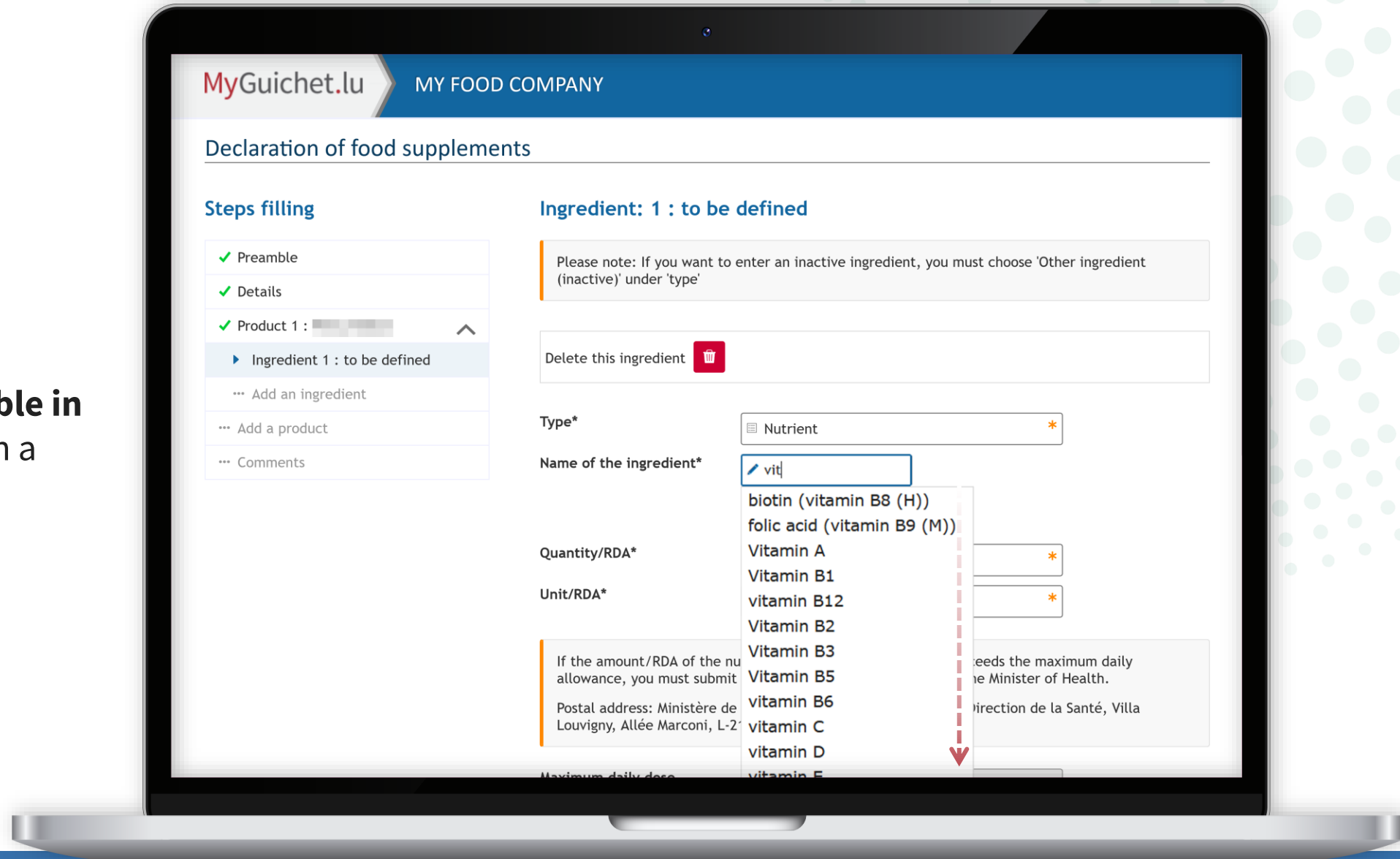


To effectively search for a nutrient, simply **type a few letters from any part of the term.**



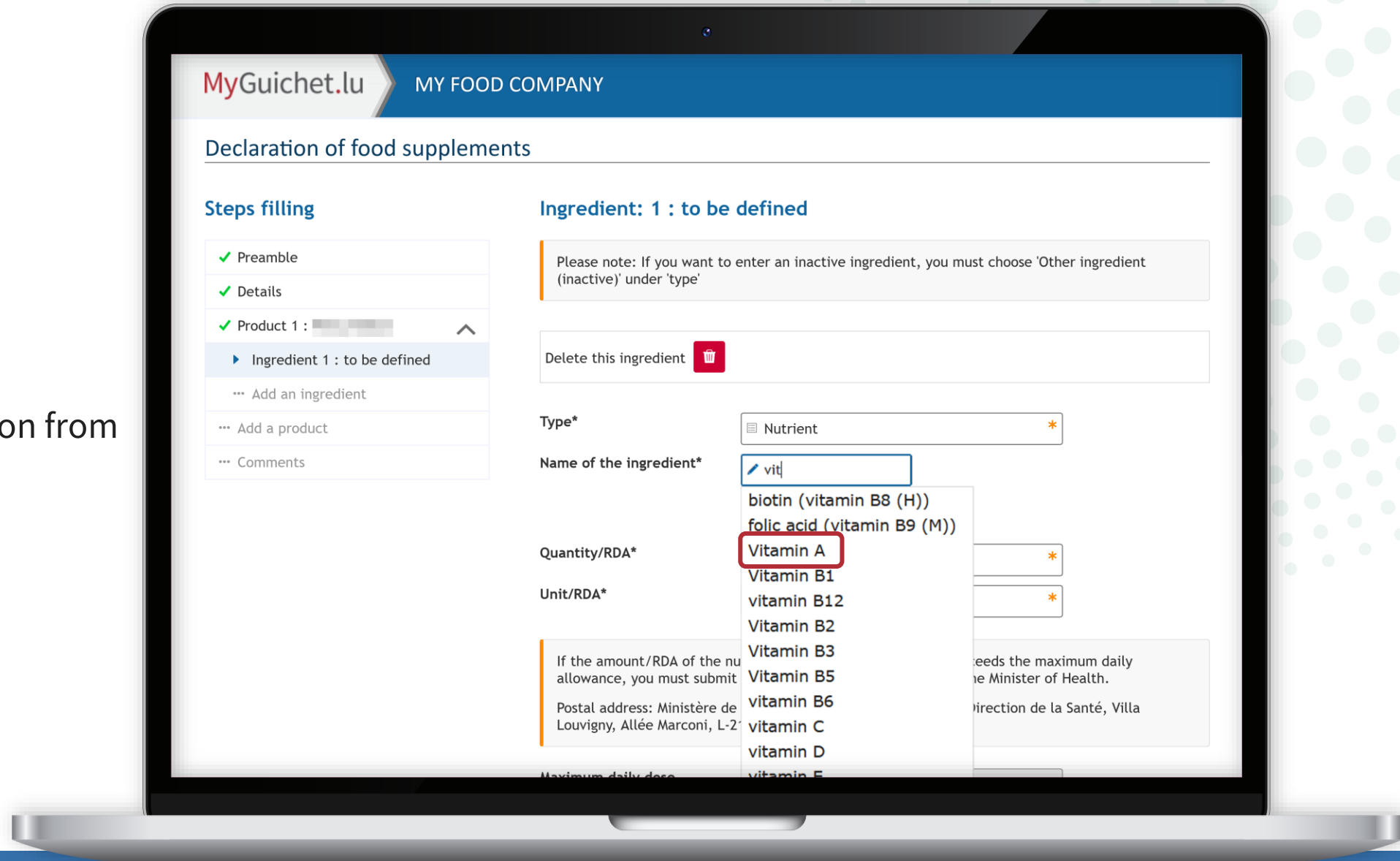


The **list of nutrients available in the database** is displayed in a drop-down menu.



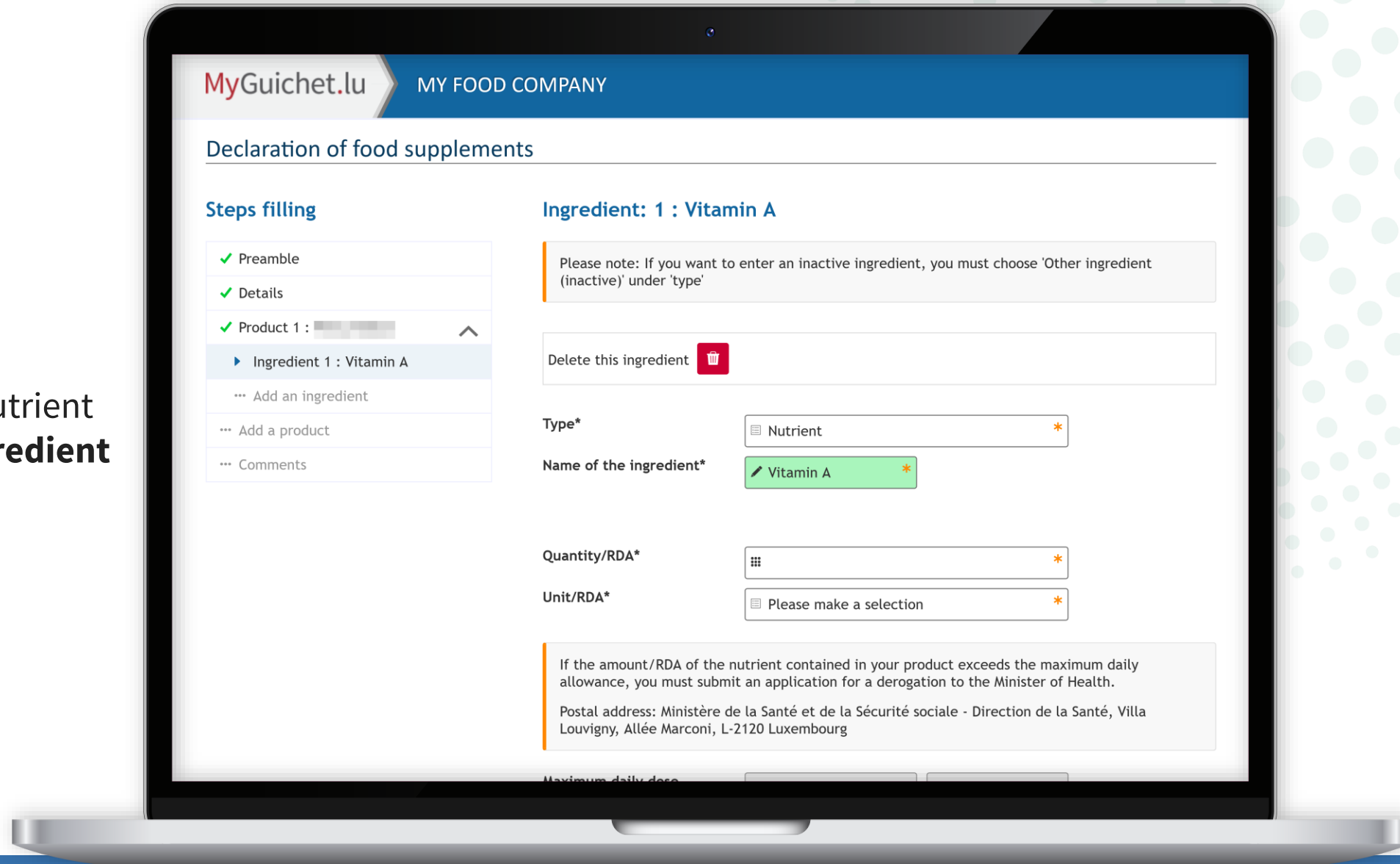


Select the nutrient in question from the **drop-down menu**.





Once you have selected a nutrient from the database, the '**Ingredient name**' field will turn **green**.





If you enter a nutrient that does not exist in the database with the spelling you used, the field remains yellow and **you cannot move on to the next step in the form.**

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ▶ Ingredient 1 : Vitamine A
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 1 : Vitamine A

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Name of the ingredient\*  \*

Quantity/RDA\*

Unit/RDA\*  \*

If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health.

Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg



To effectively search for a chemical form, simply **type a few letters from any part of the term.**

... Comments

Name of the ingredient\*

Quantity/RDA\*

Unit/RDA\*

If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health.  
Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg

Maximum daily dose

Chemical forms - Please enter the list of chemical forms with details.

Label *	Quantity/RDA	Unit/RDA
<input type="text" value="a"/>	<input type="text" value=""/>	<input type="text" value="Please make a s"/>

Add a chemical form

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For example, if you are looking for the chemical form 'zinc L-ascorbate', you can simply type 'asc'.

The screenshot displays the 'Ingredient 5 : zinc' entry page. On the left, a sidebar shows a list of ingredients: 'Ingredient 4 : Plain caramel' (checked), 'Ingredient 5 : zinc' (selected), 'Add an ingredient', 'Add a product', and 'Comments'. The main form contains the following fields:

- Name of the ingredient\***: A text input field containing 'zinc'.
- Quantity/RDA\***: A numeric input field containing '14,500'.
- Unit/RDA\***: A dropdown menu set to 'mg/daily dose'.

Below these fields is a grey informational box with the text: "If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health. Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg".

Further down, there are two input fields: 'Maximum daily dose' with the value '15' and a unit dropdown set to 'mg/daily dose'.

The section 'Chemical forms - Please enter the list of chemical forms with details.' contains a table with the following structure:

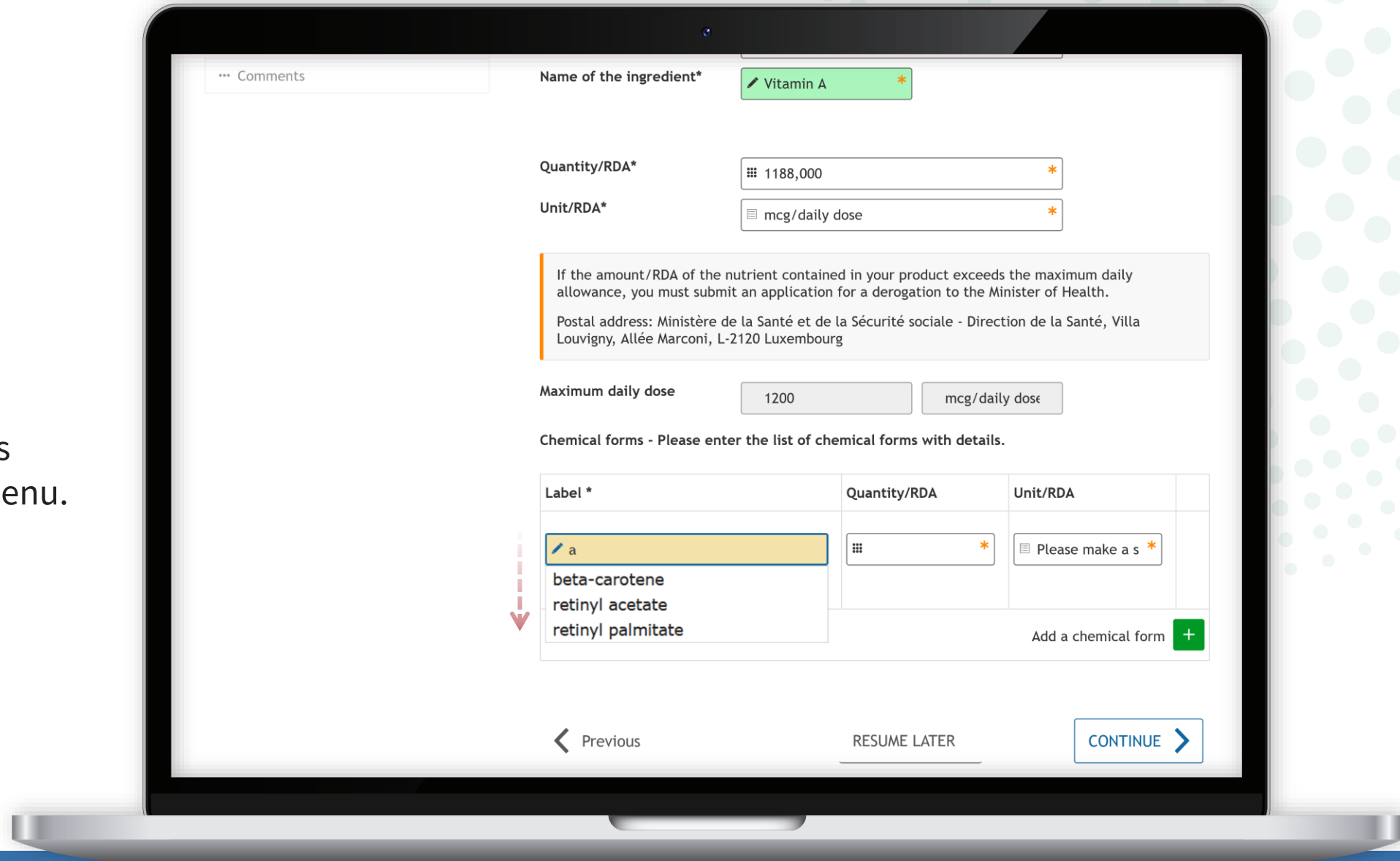
Label *	Quantity/RDA	Unit/RDA
<input type="text" value="asc"/> zinc L-ascorbate	<input type="text" value=""/>	<input type="text" value="Please make a s"/>

At the bottom right of the table is a green button with a plus sign and the text 'Add a chemical form'.

At the bottom of the page, there are three navigation options: a 'Previous' button with a left arrow, a 'RESUME LATER' button, and a 'CONTINUE' button with a right arrow.



The **list of chemical forms available in the database** is displayed in a drop-down menu.



Select the item in question from the **drop-down menu**.

The screenshot shows a web form for entering product information. At the top, there is a 'Comments' field. The main section is titled 'Name of the ingredient\*' and contains a green button with 'Vitamin A' and an asterisk. Below this are two input fields: 'Quantity/RDA\*' with the value '1188,000' and 'Unit/RDA\*' with the value 'mcg/daily dose'. A grey box contains a warning: 'If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health. Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg'. Below the warning are two buttons for 'Maximum daily dose': '1200' and 'mcg/daily dose'. The 'Chemical forms' section is titled 'Please enter the list of chemical forms with details.' and contains a table with three columns: 'Label \*', 'Quantity/RDA', and 'Unit/RDA'. The table has one row with a dropdown menu for 'Label \*' showing 'a', 'beta-carotene', 'retinyl acetate' (highlighted with a red box), and 'retinyl palmitate'. The 'Quantity/RDA' column has a dropdown menu with '1188,000' and an asterisk. The 'Unit/RDA' column has a dropdown menu with 'Please make a s' and an asterisk. At the bottom right of the table is a green button with a plus sign and the text 'Add a chemical form'. At the bottom of the form are three buttons: 'Previous', 'RESUME LATER', and 'CONTINUE'.

Label *	Quantity/RDA	Unit/RDA
<input type="text" value="a"/> beta-carotene <b>retinyl acetate</b> retinyl palmitate	<input type="text" value="1188,000"/>	<input type="text" value="Please make a s"/>



Once you have selected an item from the database, the '**Label**' field will turn **green**.

... Comments

Name of the ingredient\*

Quantity/RDA\*

Unit/RDA\*

If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health.  
Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg

Maximum daily dose

Chemical forms - Please enter the list of chemical forms with details.

Label *	Quantity/RDA	Unit/RDA
<input type="text" value="retinyl acetate"/>	<input type="text"/>	<input type="text" value="Please make a s"/>

Add a chemical form

[← Previous](#) [RESUME LATER](#) [CONTINUE →](#)



If you enter a nutrient that does not exist in the database with the spelling you used, the field remains yellow and **you cannot move on to the next step in the form.**

... Comments

Name of the ingredient\*

Quantity/RDA\*

Unit/RDA\*

If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health.  
Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg

Maximum daily dose

Chemical forms - Please enter the list of chemical forms with details.

Label *	Quantity/RDA	Unit/RDA
<input type="text" value="retinyl-acetate"/>	<input type="text"/>	<input type="text" value="Please make a s"/>

Add a chemical form

[Previous](#) [RESUME LATER](#) [CONTINUE](#)



To move on to the next step in the form, it is not enough for the 'Label' field to be marked with a green tick.

... Comments

Name of the ingredient\*

Quantity/RDA\*

Unit/RDA\*

If the amount/RDA of the nutrient contained in your product exceeds the maximum daily allowance, you must submit an application for a derogation to the Minister of Health.  
Postal address: Ministère de la Santé et de la Sécurité sociale - Direction de la Santé, Villa Louvigny, Allée Marconi, L-2120 Luxembourg

Maximum daily dose

Chemical forms - Please enter the list of chemical forms with details.

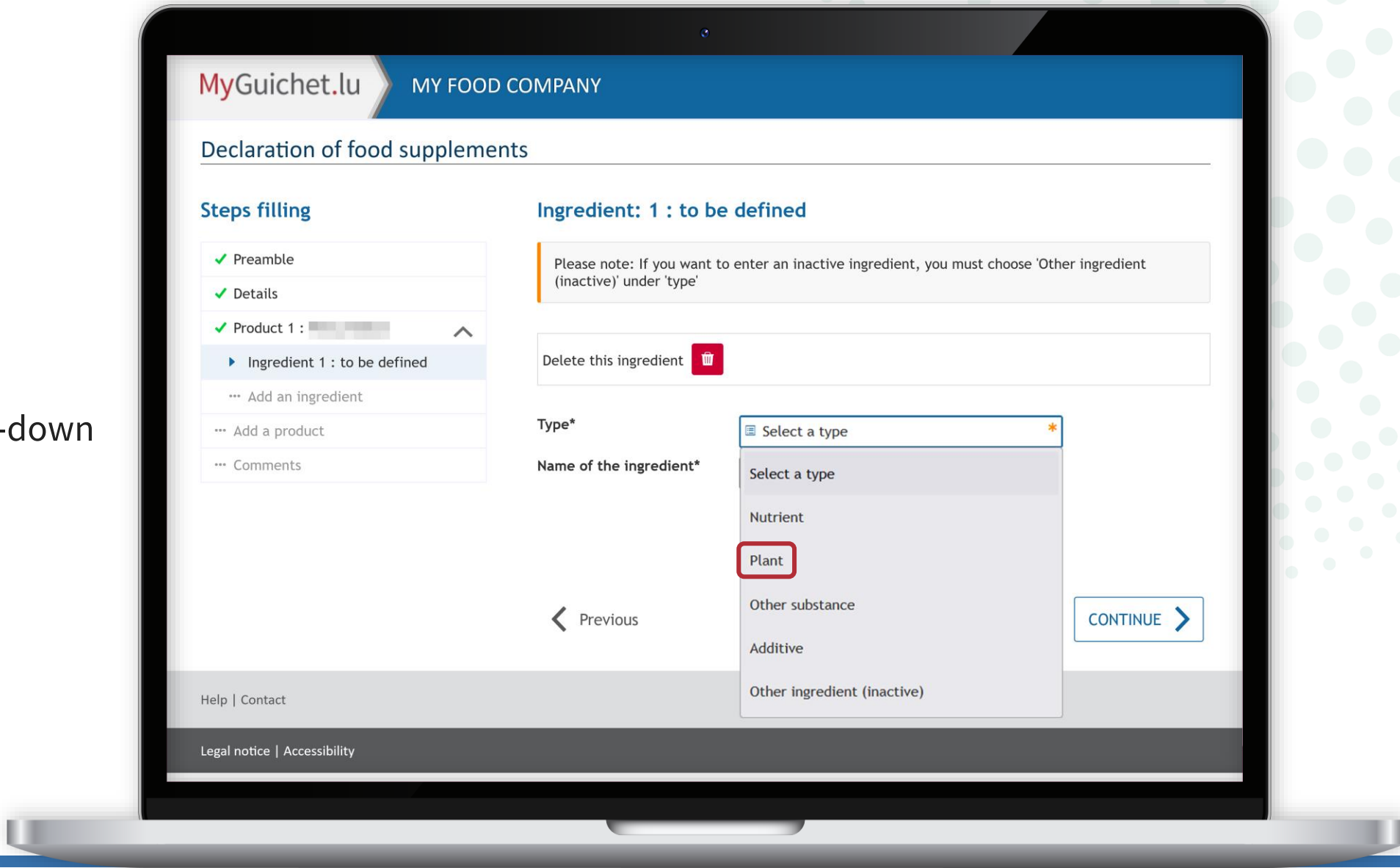
Label *	Quantity/RDA	Unit/RDA
<input type="text" value="retinyl-acetate"/>	<input type="text" value="1188,000"/>	<input type="text" value="mcg/daily dose"/>
Add a chemical form <input type="button" value="+"/>		

Previous RESUME LATER



# Plant

Select '**Plant**' from the drop-down menu.





To easily find the name of a plant in Latin, simply **type in a few letters from any part of the term.**

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [REDACTED] ^
- ✓ Ingredient 1 : Vitamin A
- ▶ Ingredient 2 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 2 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Latin name of the plant\*  \*

Usual name of the plant

Part used\*  \*

Quantity/RDA\*

Unit/RDA\*  \*

Preparation\*  \*

The **list of names available in the database** is displayed in a drop-down menu.

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### Declaration of food supplements

**Steps filling**

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ▶ Ingredient 2 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

**Ingredient: 2 : to be defined**

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Latin name of the plant\*

Usual name of the plant

Part used\*

Quantity/RDA\*

Unit/RDA\*

Preparation\*

- Diospyros virginiana L.
- Ginkgo biloba L.
- Hamamelis virginiana L.
- Handroanthus impetiginosus (Mart. ex DC.) Mattos
- Juniperus virginiana L.
- Panax ginseng C.A. Meyer
- Panax notoginseng (Burkill) F.H.Chen
- Panax pseudoginseng Wall.
- Rosa rubiginosa L.
- Vaccinium uliginosum L.
- Wolfiporia extensa (Peck) Ginns

Select the name you are looking for from **the drop-down menu**.

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### Declaration of food supplements

**Steps filling**

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [REDACTED]
- ✓ Ingredient 1 : Vitamin A
- ▶ **Ingredient 2 : to be defined**
- ... Add an ingredient
- ... Add a product
- ... Comments

**Ingredient: 2 : to be defined**

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*

Latin name of the plant\*

Usual name of the plant

- Diospyros virginiana L.
- Ginkgo biloba L.**
- Hamamelis virginiana L.
- Handroanthus impetiginosus (Mart. ex DC.) Mattos
- Juniperus virginiana L.
- Panax ginseng C.A. Meyer
- Panax notoginseng (Burkill) F.H.Chen
- Panax pseudoginseng Wall.
- Rosa rubiginosa L.
- Vaccinium uliginosum L.
- Wolfiporia extensa (Peck) Ginns

Part used\*

Quantity/RDA\*

Unit/RDA\*

Preparation\*



Once you have selected a name from the database, the '**Latin name of the plant**' field will turn green.

**MyGuichet.lu** MY FOOD COMPANY

### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ▶ Ingredient 2 : Ginkgo biloba L.
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 2 : Ginkgo biloba L.

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Latin name of the plant\*  \*

Usual name of the plant

Part used\*  \*

Quantity/RDA\*  \*

Unit/RDA\*  \*

Preparation\*  \*



If the part of the plant used is not in the list, choose '**Other**' and specify.

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted]
- ✓ Ingredient 1 : Vitamin A
- ▶ Ingredient 2 : Ginkgo biloba L.
- ... Add an ingredient
- ... Add a product
- ... Comments

**Ingredient: 2 : Ginkgo biloba L.**

Please note: If you want to enter an inactive ingredient, please specify '(inactive)' under 'type'

Delete this ingredient

Type\*

Latin name of the plant\*

Usual name of the plant

Part used\* Other

Quantity/RDA\*

Unit/RDA\* Please make a selection \*

Preparation\* Please make a selection \*

root (tuber, rhizome, bulb...)

sapwood

sclerotium

seeds

spores

sporophore/carpophore

stigma

tegument

thallus

Totum (whole plant)

young shoot

Other

Please make a selection \*

er ingredient



If the preparation is not in the list, choose '**Other**' and specify.

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted]
- ✓ Ingredient 1 : Vitamin A
- ▶ Ingredient 2 : Ginkgo biloba L.
- ... Add an ingredient
- ... Add a product
- ... Comments

Ingredient: 2 : Ginkgo biloba L.

Please note: If you want to enter an inactive ingredient, please specify '(inactive)' under 'type'

Delete this ingredient

Type\*

Latin name of the plant\*

Usual name of the plant

Part used\*

Quantity/RDA\*

Unit/RDA\*

Preparation\*

Please make a selection

- concentrate
- cut, grinded or powdered plant
- dry extract
- essential oil
- exsudat/oil/juice
- freeze-dried (lyophilized )
- hydrolat
- juice powder
- liquid extract
- sap
- spraying (atomization)
- Other**

Please make a selection \*



In the '**Quantity/RDA for dry plant equivalent**' field, enter the quantity of plant **material used to produce the quantity indicated under 'Preparation'**.

Part used\*  \*

Quantity/RDA\*  \*

Unit/RDA\*  \*

Preparation\*  \*

If the preparation is not an extract, select 'without solvent' from the list below.

If applicable, solvent used\*  \*

**Quantity/RDA for the dry plant equivalent\***

Unit/RDA for the dry plant equivalent  \*

Active substances - Please list the active substances with details.

Label	Quantity/RDA	Unit/RDA	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Please make a s"/>	

Add an active substance

[← Previous](#) [RESUME LATER](#) [CONTINUE >](#)



If **no active substance** has been quantified for the product in question, leave the fields under '**Active substances**' empty.

Part used\*  \*

Quantity/RDA\*  \*

Unit/RDA\*  \*

Preparation\*  \*

If the preparation is not an extract, select 'without solvent' from the list below.

If applicable, solvent used\*  \*

Quantity/RDA for the dry plant equivalent\*  \*

Unit/RDA for the dry plant equivalent  \*

Active substances - Please list the active substances with details.

Label	Quantity/RDA	Unit/RDA	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Please make a s"/>	

Add an active substance

Previous RESUME LATER CONTINUE



If an active substance has been quantified for the product in question, **type a few letters of any part of the term** to search for it in the database.

Part used\*

Quantity/RDA\*

Unit/RDA\*

Preparation\*

If the preparation is not an extract, select 'without solvent' from the list below.

If applicable, solvent used\*

Quantity/RDA for the dry plant equivalent\*

Unit/RDA for the dry plant equivalent

Active substances - Please list the active substances with details.

Label	Quantity/RDA	Unit/RDA
<input type="text" value="Flavo"/>	<input type="text"/>	<input type="text" value="Please make a s"/>

Add an active substance

[Previous](#) [RESUME LATER](#) [CONTINUE](#)

The **list of active substances available in the database** is displayed in a drop-down menu.

Part used*	<input type="text" value="Please make a selection"/>	*
Quantity/RDA*	<input type="text" value="120,000"/>	*
Unit/RDA*	<input type="text" value="mg/daily dose"/>	*
Preparation*	<input type="text" value="dry extract"/>	*

If the preparation is not an extract, select 'without solvent' from the list below.

If applicable, solvent used*	<input type="text" value="Please make a selection"/>	*
Quantity/RDA for the dry plant equivalent*	<input type="text"/>	*
Unit/RDA for the dry plant equivalent	<input type="text" value="Please make a selection"/>	*

Active substances - Please list the active substances with details.

Label	Quantity/RDA	Unit/RDA
<input type="text" value="flavo"/>	<input type="text"/>	<input type="text" value="Please make a s"/>
<input type="text" value="citrus bioflavonoid complex"/>		
<input type="text" value="flavoglycosides"/>		
<input type="text" value="flavones"/>		
<input type="text" value="flavonoids from Glycyrrhiza glabra L."/>		
<input type="text" value="flavonoids (or bioflavonoids)"/>		
<input type="text" value="flavonol glycosides"/>		
<input type="text" value="flavonolignans"/>		
<input type="text" value="flavonols"/>		

ESUME LATER

Add an active substance

Select the item in question from the **drop-down menu**.

Part used\*

Quantity/RDA\*

Unit/RDA\*

Preparation\*

If the preparation is not an extract, select 'without solvent' from the list below.

If applicable, solvent used\*

Quantity/RDA for the dry plant equivalent\*

Unit/RDA for the dry plant equivalent

Active substances - Please list the active substances with details.

Label	Quantity/RDA	Unit/RDA
<input type="text" value="flavo"/>	<input type="text" value=""/>	<input type="text" value="Please make a s"/>
<input type="text" value="citrus bioflavonoid complex"/>		
<input type="text" value="flavoglycosides"/>		
<input type="text" value="flavones"/>		
<input type="text" value="flavonoids from Glycyrrhiza glabra L."/>		
<input type="text" value="flavonoids (or bioflavonoids)"/>		
<input type="text" value="flavonol glycosides"/>		
<input type="text" value="flavonolignans"/>		
<input type="text" value="flavonols"/>		

ESUME LATER

Add an active substance



Once you have selected an item from the database, the '**Label**' field will turn **green**.

Part used\*  \*

Quantity/RDA\*  \*

Unit/RDA\*  \*

Preparation\*  \*

If the preparation is not an extract, select 'without solvent' from the list below.

If applicable, solvent used\*  \*

Quantity/RDA for the dry plant equivalent\*  \*

Unit/RDA for the dry plant equivalent  \*

Active substances - Please list the active substances with details.

Label	Quantity/RDA	Unit/RDA	
<input type="text" value="flavonoids (or bioflavonoids)"/>	<input type="text" value=""/>	<input type="text" value="Please make a s"/>	
Add an active substance			<input type="button" value="+"/>

Previous RESUME LATER CONTINUE



# Other substance

Select '**Other substance**' in the drop-down menu.

MyGuichet.lu MY FOOD COMPANY

### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ▶ Ingredient 1 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 1 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*

Name of the ingredient\*

< Previous

CONTINUE >

Help | Contact

Legal notice | Accessibility

Select a type

- Select a type
- Nutrient
- Plant
- Other substance**
- Additive
- Other ingredient (inactive)

To effectively search for a substance, simply **type a few letters from any part of the term.**

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ▶ Ingredient 3 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 3 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Name of the ingredient\*  \* ?

Quantity/RDA\*  \*

Unit/RDA\*  \*

[← Previous](#) [RESUME LATER](#) [CONTINUE >](#)

The **list of names available in the database** is displayed in a drop-down menu.

**MyGuichet.lu** MY FOOD COMPANY

### Declaration of food supplements

**Steps filling**

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ▶ Ingredient 3 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

**Ingredient: 3 : to be defined**

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Name of the ingredient\*  ?

Quantity/RDA\*

Unit/RDA\*

← Previous



Select the name you are looking for from the **drop-down menu**.

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### Declaration of food supplements

**Steps filling**

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ▶ **Ingredient 3 : to be defined**
- ... Add an ingredient
- ... Add a product
- ... Comments

**Ingredient: 3 : to be defined**

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Name of the ingredient\*  ?

Quantity/RDA\*

Unit/RDA\*

← Previous

- Ashitaba (*Angelica keiskei*) stem juice
- Bacillus bifidum
- Bacillus breve
- Bacillus coagulans
- Bacillus infantis
- Bacillus lactis**
- Bacillus longum
- Bacillus subtilis
- bacteria
- Bambara (*Vigna subterranea*) seeds/nut/bean/groundnut

Once you have selected a name from the database, the '**Ingredient name**' field will turn **green**.

**MyGuichet.lu** MY FOOD COMPANY

### Declaration of food supplements

**Steps filling**

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ▶ **Ingredient 3 : to be defined**
- ... Add an ingredient
- ... Add a product
- ... Comments

**Ingredient: 3 : to be defined**

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

Name of the ingredient\*  \*

Quantity/RDA\*

Unit/RDA\*  \*

[← Previous](#) [RESUME LATER](#) [CONTINUE >](#)



You must not choose a name that is already in the database. You can also **freely enter another name** and move on to the next step without the field turning green.



# Additive

Select '**Additive**' from the drop-down menu.

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ▶ Ingredient 1 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 1 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*

Name of the ingredient\*

< Previous

CONTINUE >

Help | Contact

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Select a type

- Select a type
- Nutrient
- Plant
- Other substance
- Additive**
- Other ingredient (inactive)

To search for the E number, **enter the 3 or 4 digits** of the number.

MyGuichet.lu MY FOOD COMPANY

### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [REDACTED]
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ✓ Ingredient 3 : Bacillus lactis
- ▶ Ingredient 4 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 4 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*

E number

Name of the ingredient

Quantity in ppm (mg/kg or mg/l)\*

[Previous](#) [RESUME LATER](#) [CONTINUE](#)

Help | Contact

The **list of available E numbers in the database** is displayed in a drop-down menu.

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ✓ Ingredient 3 : Bacillus lactis
- ▶ Ingredient 4 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 4 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

E number

Name of the ingredient

Quantity in ppm (mg/kg or mg/l)\*  \*

E 150a

E 150b

E 150c

E 150d

E 1505

< Previous RESUME LATER CONTINUE >

Help | Contact

Select the E number in question from the **drop-down menu**.

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### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ✓ Ingredient 3 : Bacillus lactis
- ▶ Ingredient 4 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 4 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

E number 

- E 150a
- E 150b
- E 150c
- E 150d
- E 1505

Name of the ingredient

Quantity in ppm (mg/kg or mg/l)\*  \*

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The '**Ingredient name**' field is filled in automatically if the 'E number' is valid, i.e. if the '**E number**' field turns green.

**MyGuichet.lu** MY FOOD COMPANY

### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ✓ Ingredient 3 : Bacillus lactis
- ▶ Ingredient 4 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 4 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient

Type\*  \*

E number

Name of the ingredient

Quantity in ppm (mg/kg or mg/l)\*

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Enter the quantity of additive in **parts per million (ppm)**, i.e. in milligrams of additive:

- per kilogram of finished product for products in solid form; **or**
- per litre of finished product for products in liquid form.

MyGuichet.lu MY FOOD COMPANY

### Declaration of food supplements

#### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted]
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ✓ Ingredient 3 : Bacillus lactis
- ▶ Ingredient 4 : to be defined
- ... Add an ingredient
- ... Add a product
- ... Comments

#### Ingredient: 4 : to be defined

Please note: If you want to enter an inactive ingredient, you must choose 'Other ingredient (inactive)' under 'type'

Delete this ingredient [trash icon]

Type\* Additive \*

E number E 150A

Name of the ingredient Plain caramel

Quantity in ppm (mg/kg or mg/l)\* [input field]

◀ Previous RESUME LATER CONTINUE ▶

Help | Contact



Use the '**Other ingredient (inactive)**' type only if the ingredient in question does not appear in any of the databases available for the other types.

If you wish to **add an ingredient to the product**, click on '+'.

Otherwise, click on '**Next step**'.

MyGuichet.lu MY FOOD COMPANY

## Declaration of food supplements

### Steps filling

- ✓ Preamble
- ✓ Details
- ✓ Product 1 : [redacted] ^
- ✓ Ingredient 1 : Vitamin A
- ✓ Ingredient 2 : Ginkgo biloba L.
- ✓ Ingredient 3 : Bacillus lactis
- ✓ Ingredient 4 : Plain caramel
- ▶ Add an ingredient
- ... Add a product
- ... Comments

### Add an ingredient

You have the possibility to add an ingredient of the product. Enter the active ingredients first. For inactive ingredients other than additives, select 'other ingredient (inactive)' from the ingredient list. If you do not want to add another, click 'Next step' to continue.

Add an ingredient +

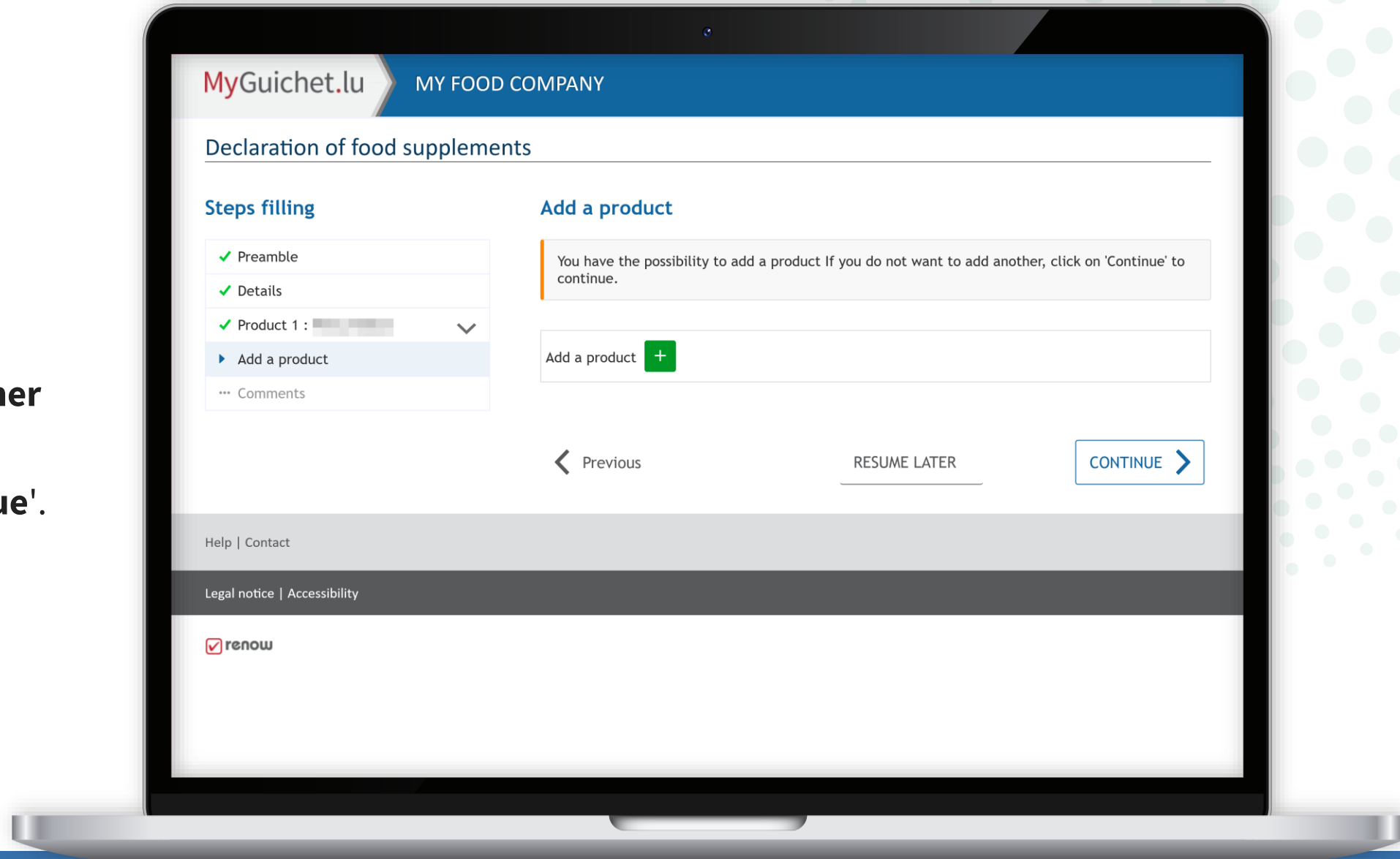
◀ Previous RESUME LATER CONTINUE ▶

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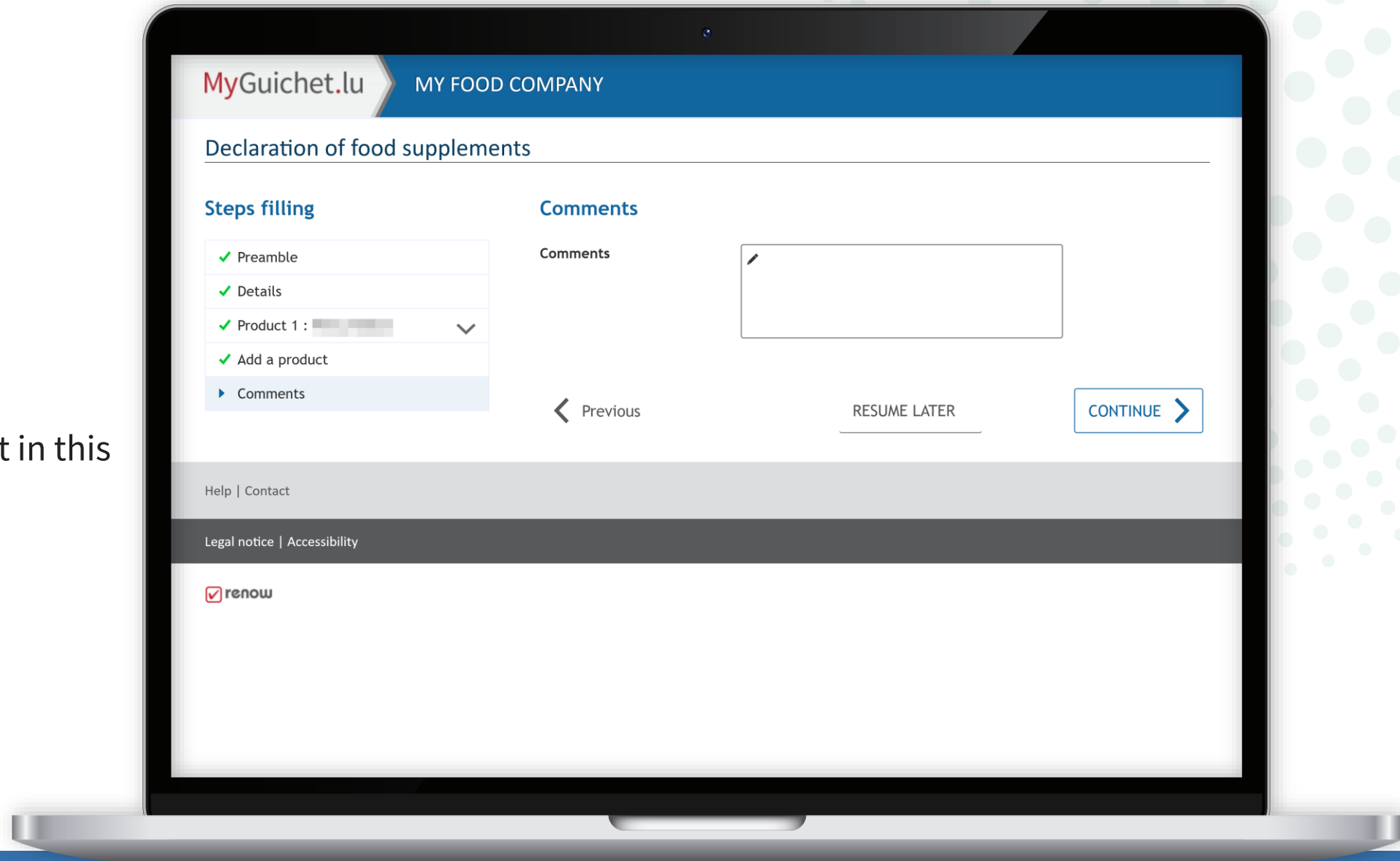
Legal notice | Accessibility

renow

If you wish to **declare another product**, click on '+'.  
Otherwise, click on '**Continue**'.



If you wish to add any other information, you can enter it in this **free text field**.



Click on '**Next step**' to start adding attachments.

The screenshot shows a web form on a laptop screen. The form is divided into two main sections: 'Steps filling' and 'Validation'.

**Steps filling:** This section contains a list of steps, each with a green checkmark indicating completion. The steps are: Preamble, Details, Product 1 : [redacted], Add a product, Comments, and Confirm the entry. The 'Confirm the entry' step is highlighted with a blue background and a right-pointing arrow.

**Validation:** This section contains a message: 'You have now completed the form. Please check one last time before submitting your data.' Below the message is a list of form sections, each with a blue header and a downward-pointing arrow: Preamble, Declarant and company identification, Product: 1 : [redacted], Ingredient: 1 : Vitamin A, Ingredient: 2 : Ginkgo biloba L., Ingredient: 3 : Bacillus lactis, Ingredient: 4 : Plain caramel, Add an ingredient, Add a product, and Comments.

At the bottom of the form, there are two buttons: a 'Back' button with a left-pointing arrow and a 'CONTINUE' button with a right-pointing arrow. The 'CONTINUE' button is highlighted with a red border.

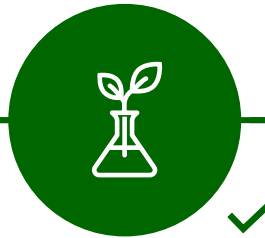
# Step 3/4

Entering the details



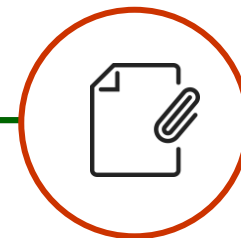
Step completed

Ingredient search



Step completed

Adding attachments



Step in progress

Sending

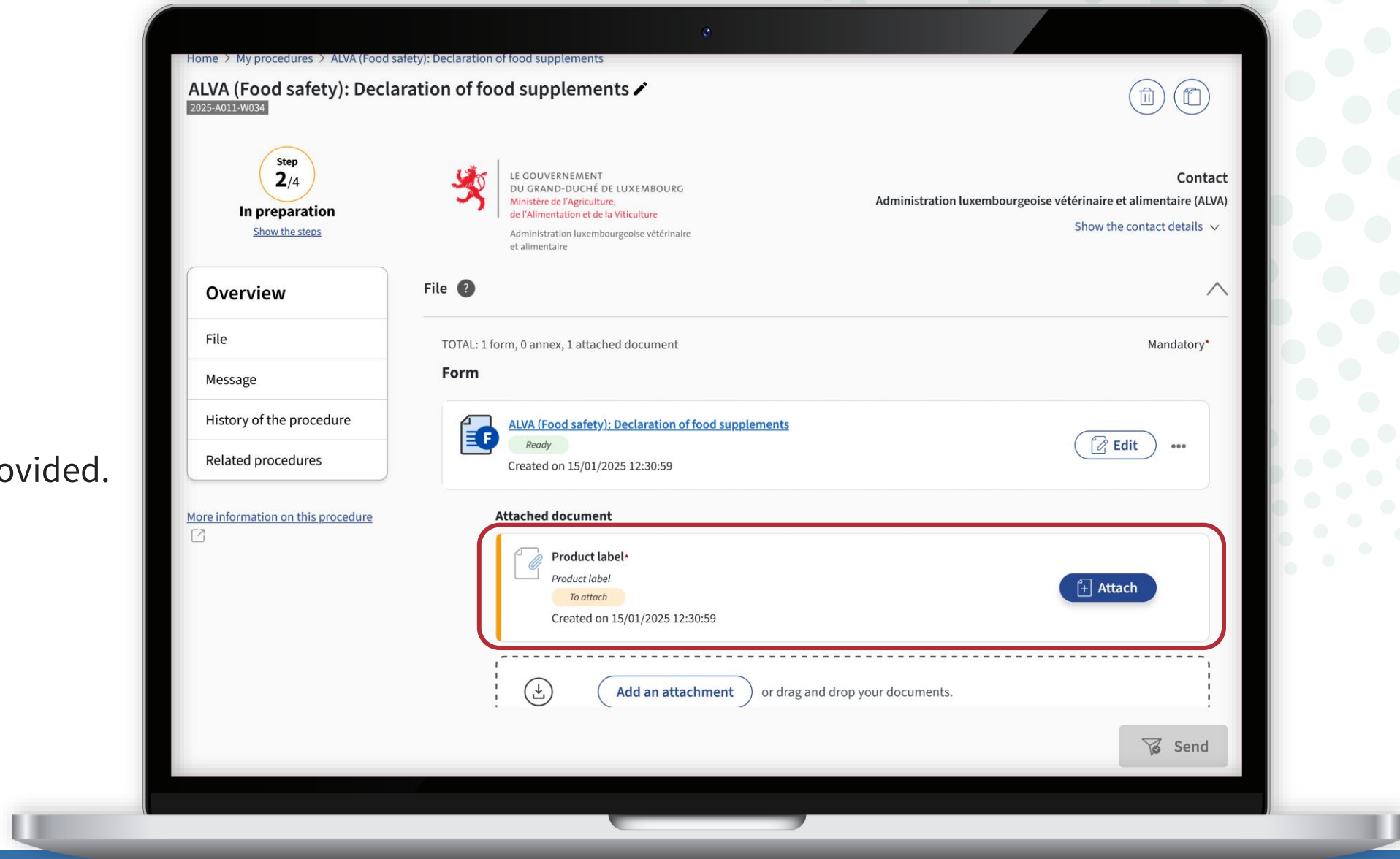






In this tutorial, **only the addition of attachments in authenticated mode is explained in detail.** In the procedure without authentication, the steps are slightly different, but work on the same principle.

Drag and drop the required attachment into the field provided.





You can also click on '**Attach**' to add an attachment.

The screenshot shows a web interface for a procedure titled "ALVA (Food safety): Declaration of food supplements" with ID "2025-A011-W034". The interface is in French and indicates the user is at "Step 2/4" and the procedure is "In preparation".

On the left, there is a navigation menu with options: Overview, File, Message, History of the procedure, and Related procedures. Below the menu is a link for "More information on this procedure".

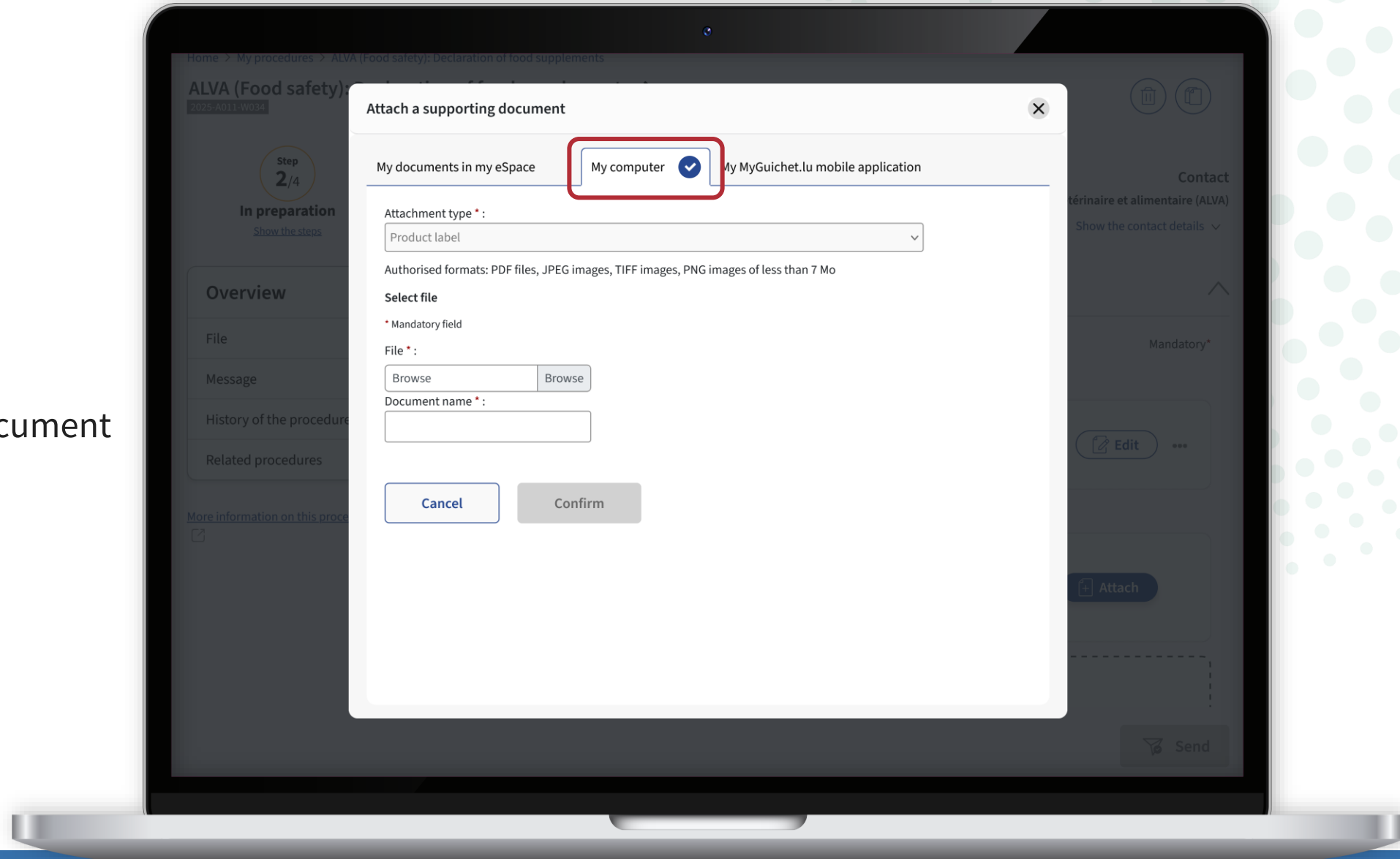
The main content area includes:

- A "File" section showing a total of 1 form, 0 annexes, and 1 attached document, marked as "Mandatory\*".
- A "Form" section with one entry: "ALVA (Food safety): Declaration of food supplements" (Ready), created on 15/01/2025 12:30:59, with an "Edit" button.
- An "Attached document" section with one entry: "Product label\*" (To attach), created on 15/01/2025 12:30:59. This entry has a red-bordered "Attach" button.
- A dashed box at the bottom containing a download icon, an "Add an attachment" button, and the text "or drag and drop your documents.".
- A "Send" button in the bottom right corner.

At the top right, there is a "Contact" section for the "Administration luxembourgeoise vétérinaire et alimentaire (ALVA)" with a "Show the contact details" link.



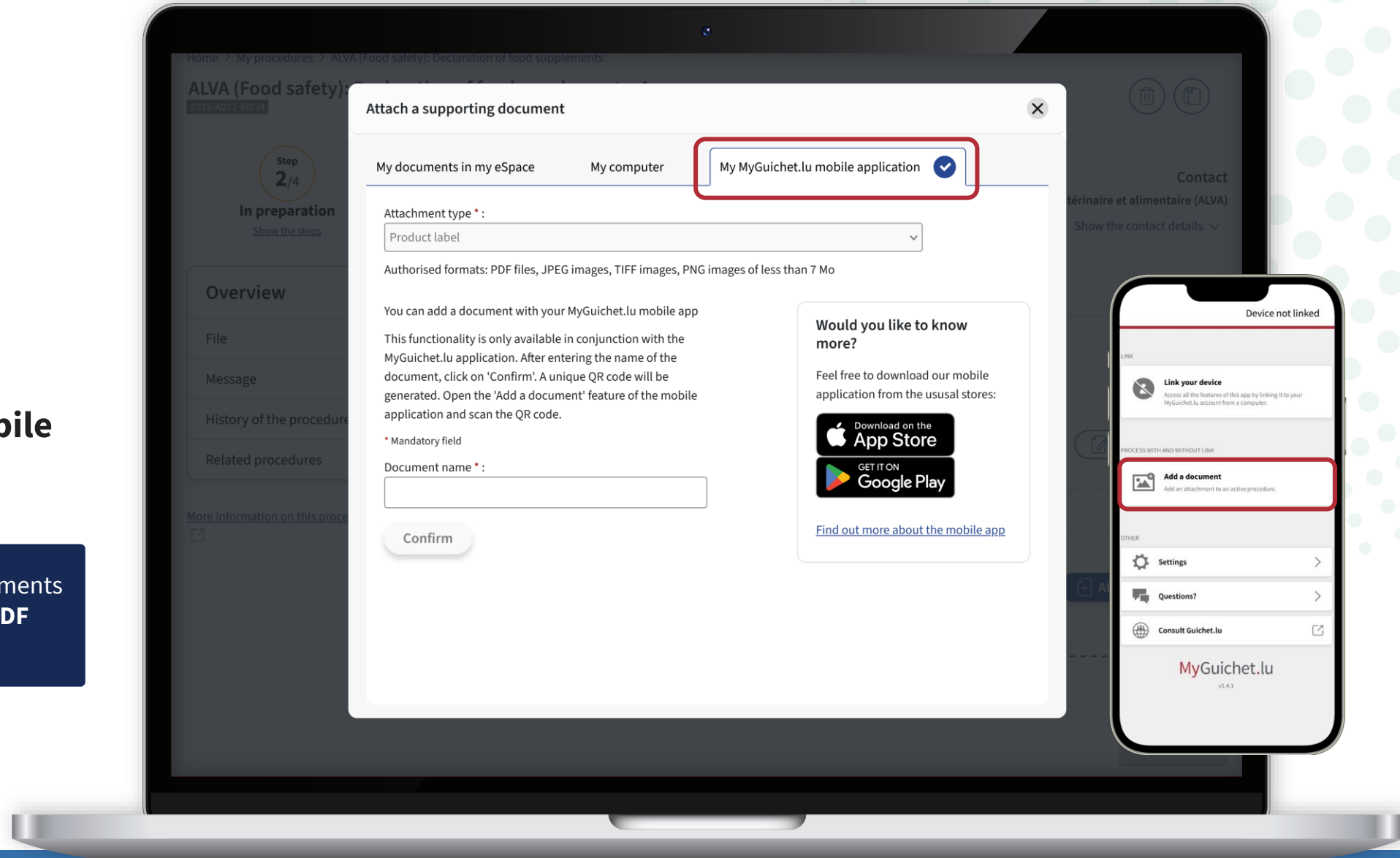
You can then upload the document from **your computer** ...





## ... or the MyGuichet.lu mobile application.

When you use the application, documents are automatically converted to **PDF format**.





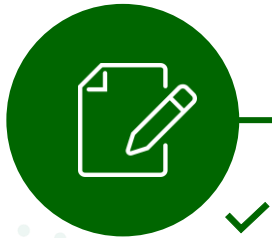
When you have added all your attachments, your declaration can be **sent to ALVA**.

The screenshot displays the 'ALVA (Food safety): Declaration of food supplements' page. At the top, a green notification box says 'Attachment added.' Below it, a yellow banner states: 'Your procedure is ready to be sent to the administration. Click on the 'Send' button.' The page is divided into several sections:

- Step 3/4 In preparation:** A circular progress indicator shows 'Step 3/4' and 'In preparation' with a 'Show the steps' link.
- Government Information:** The logo of the Government of Luxembourg and the text: 'LE GOUVERNEMENT DU GRAND-DUCHÉ DE LUXEMBOURG, Ministère de l'Agriculture, de l'Alimentation et de la Viticulture, Administration luxembourgeoise vétérinaire et alimentaire'.
- Contact:** 'Administration luxembourgeoise vétérinaire et alimentaire (ALVA)' with a 'Show the contact details' link.
- Overview:** A sidebar menu with options: Overview, File, Message, History of the procedure, and Related procedures.
- File:** A section showing 'TOTAL: 1 form, 0 annex, 1 attached document' and a 'Mandatory\*' label.
- Form:** A card for the 'ALVA (Food safety): Declaration of food supplements' form, marked 'Ready' and 'Created on 15/01/2025 12:30:59', with an 'Edit' button.
- Attached document:** A card for the 'product-label' document, marked 'Attached' and 'Edited on 15/01/2025 14:43:59', with a 'Replace' button.
- Send Button:** A large blue button with a paper plane icon and the text 'Send' at the bottom right.

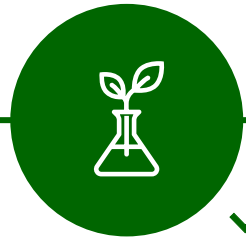
# Step 4/4

Entering the details



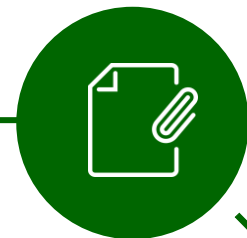
Step completed

Ingredient search



Step completed

Adding attachments



Step completed

Sending



Step in progress

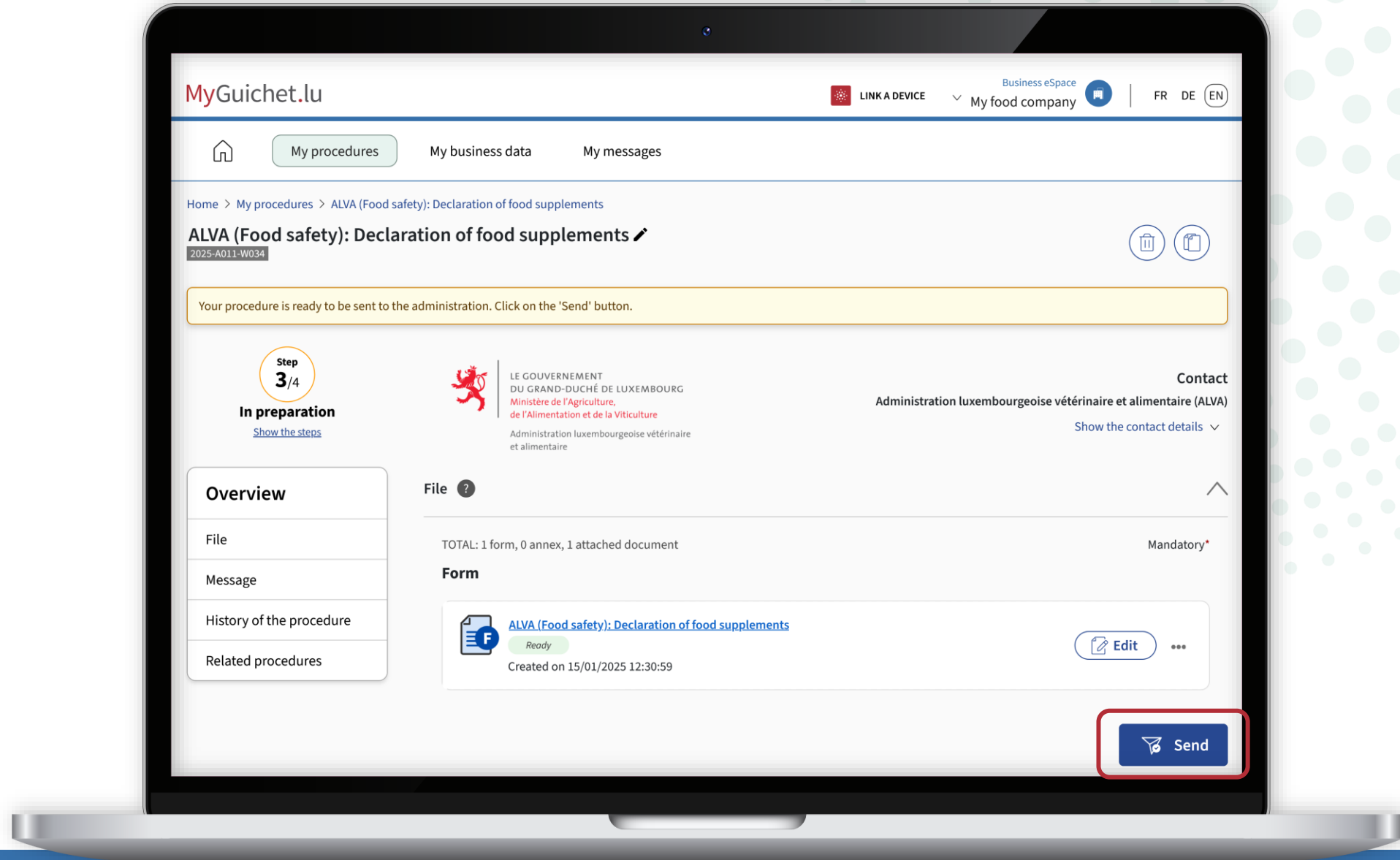


In this tutorial, **only transmission in authenticated mode is explained in detail.** In the procedure without authentication, the steps are slightly different, but work on the same principle.



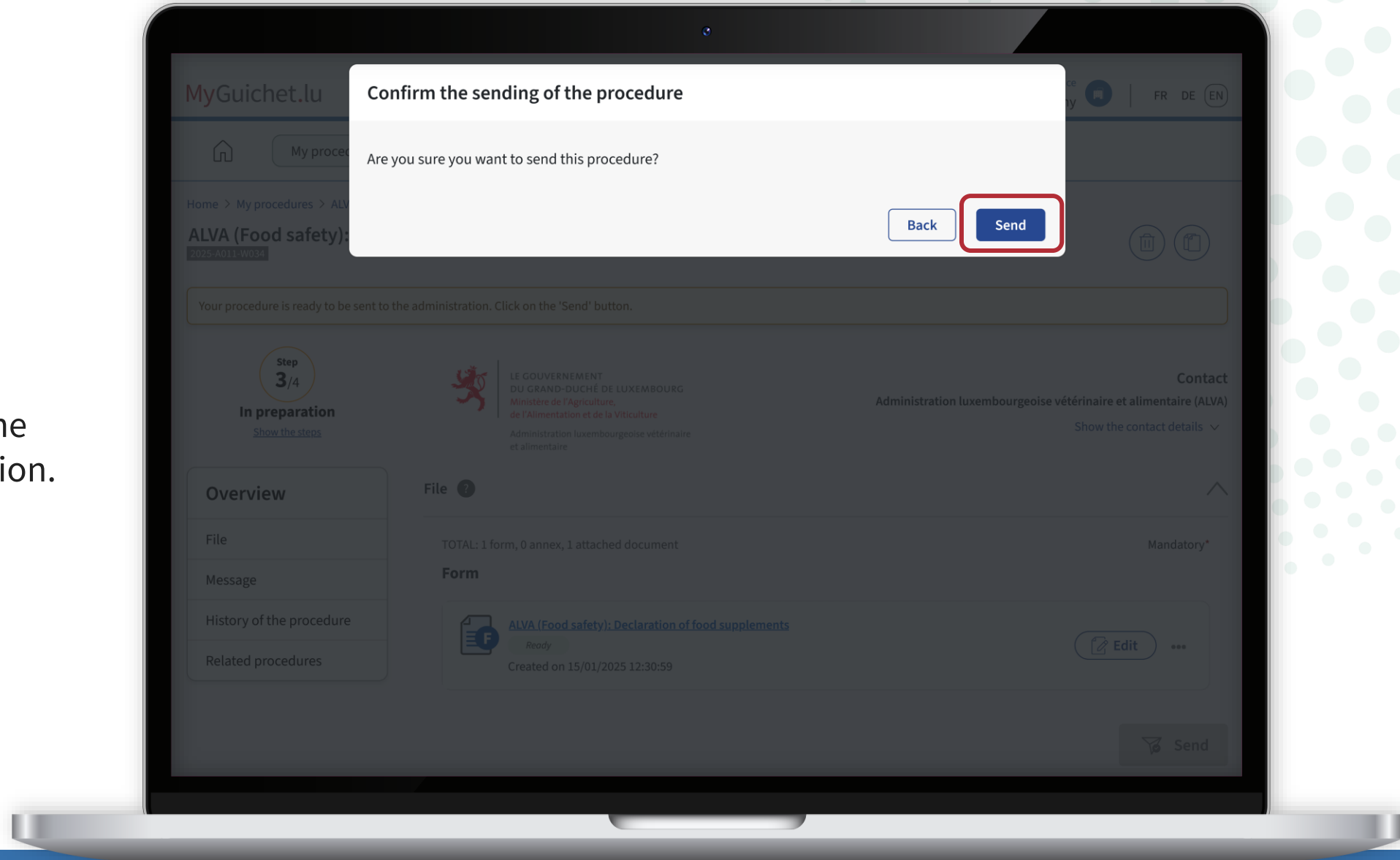


Click on 'Send'.





Click on '**Send**' to confirm the submission of your declaration.



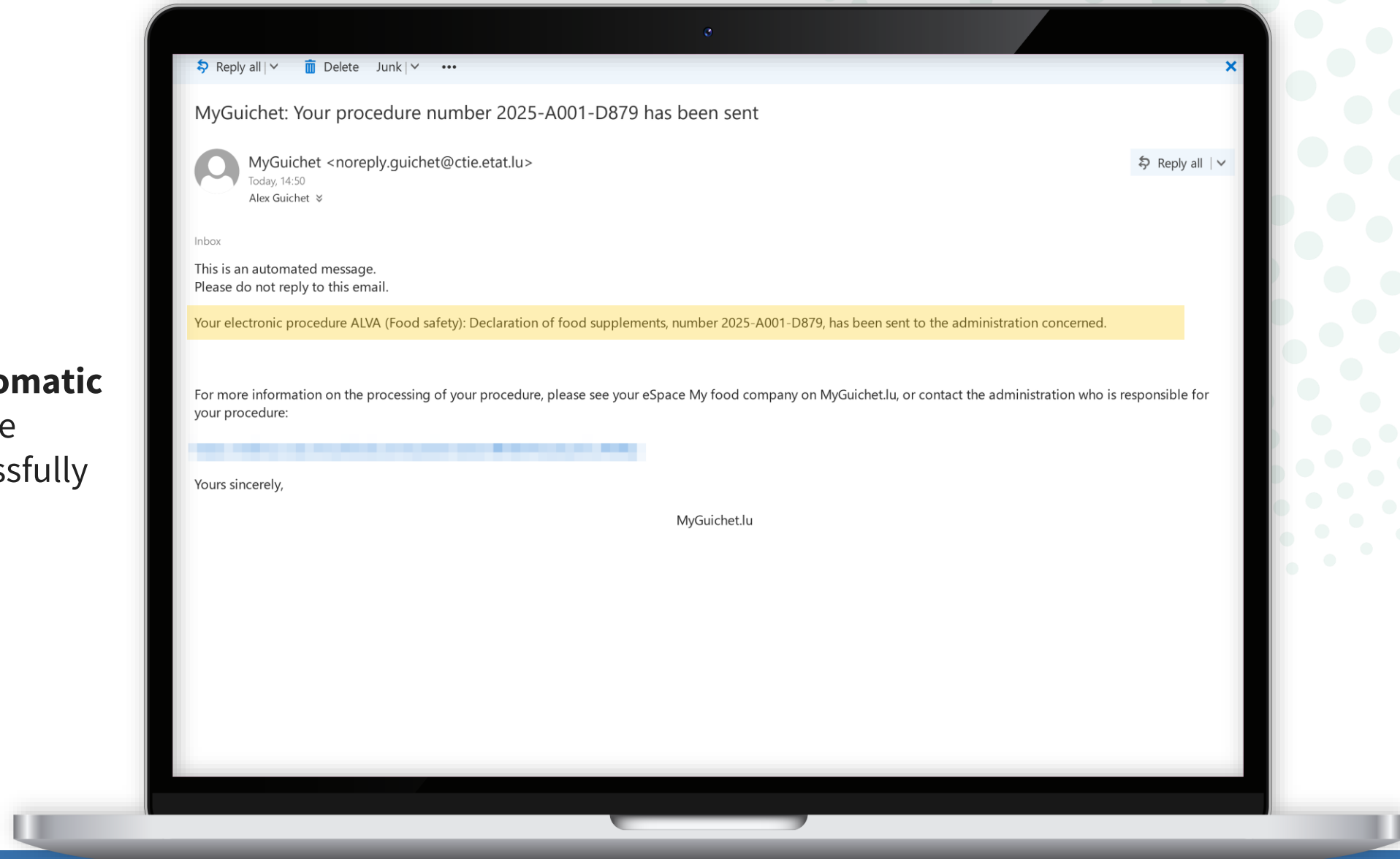


You have **successfully submitted** your declaration to ALVA!

The screenshot displays the MyGuichet.lu interface. At the top, a green notification box states "Procedure sent to the competent body." The user is logged in as "Business eSpace My food company" with language options for FR, DE, and EN. The navigation menu includes "My procedures", "My business data", and "My messages". The current page is titled "ALVA (Food safety): Declaration of food supplements" with ID "2025-A001-D879". A light blue message box indicates that no further action is needed. A yellow message box notes that there is at least one unread message. The progress indicator shows "Step 4/4 Sent" with a link to "Show the steps". The contact information for the "Administration luxembourgeoise vétérinaire et alimentaire (ALVA)" is provided. A sidebar menu on the left lists "Overview", "File", "Message" (with a blue badge showing "1"), "History of the procedure", and "Related procedures". The main content area has sections for "File" and "Message", with a search bar for messages. A "New message" button and a notification for "1 message, 1 unread" are also visible.

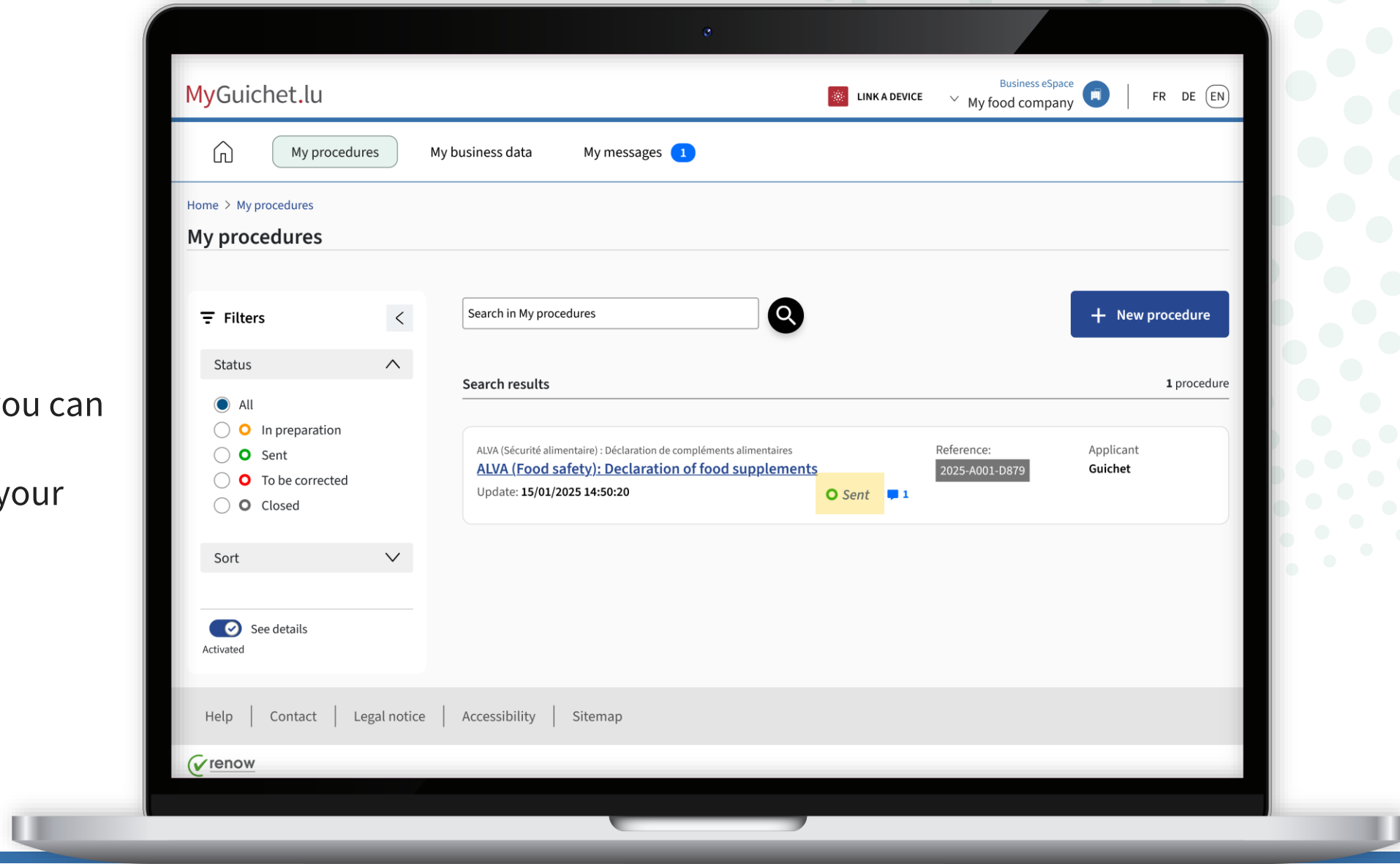


You will also receive an **automatic email** informing you that the declaration has been successfully submitted.





If you have chosen the authentication procedure, you can **check the status of your declaration at any time** in your business eSpace.

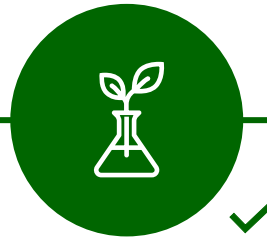


# You have successfully completed all the steps of the procedure!

Entering the details



Ingredient search



Adding attachments



Sending



# Need help?



Contact form

**(+352) 247 82 000**  
Monday to Friday from  
8.00 to 18.00



**11, rue Notre-Dame**  
**L-2240 Luxembourg**  
Monday to Friday from  
8.00 to 17.00





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