Declaring food supplements

MyGuichet.lu

Contents of this tutorial

- What are the advantages of the authenticated procedure?
- What do I need in order to declare food supplements using the authenticated procedure?
- Entering the details
- Ingredient search
- Adding attachments
- Sending

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

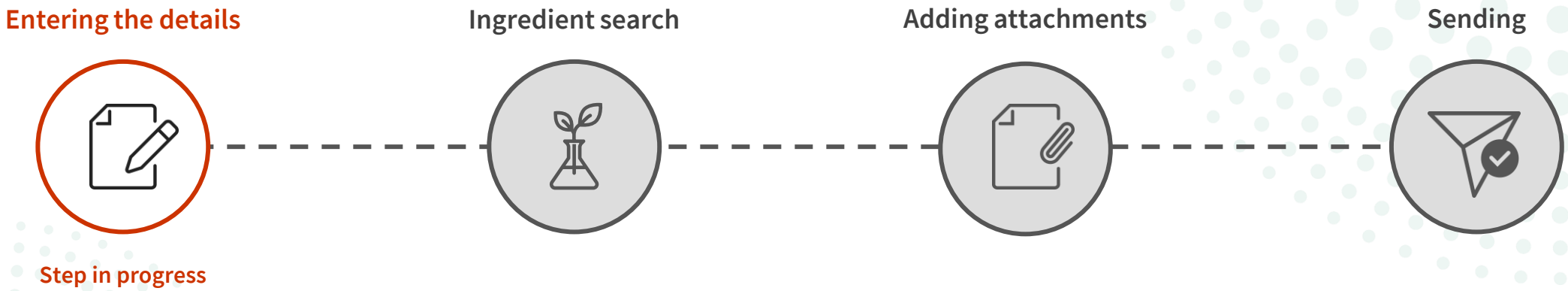
(LuxTrust product, Luxembourg eID or eIDAS device from another European country)

Business eSpace on MyGuichet.lu

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

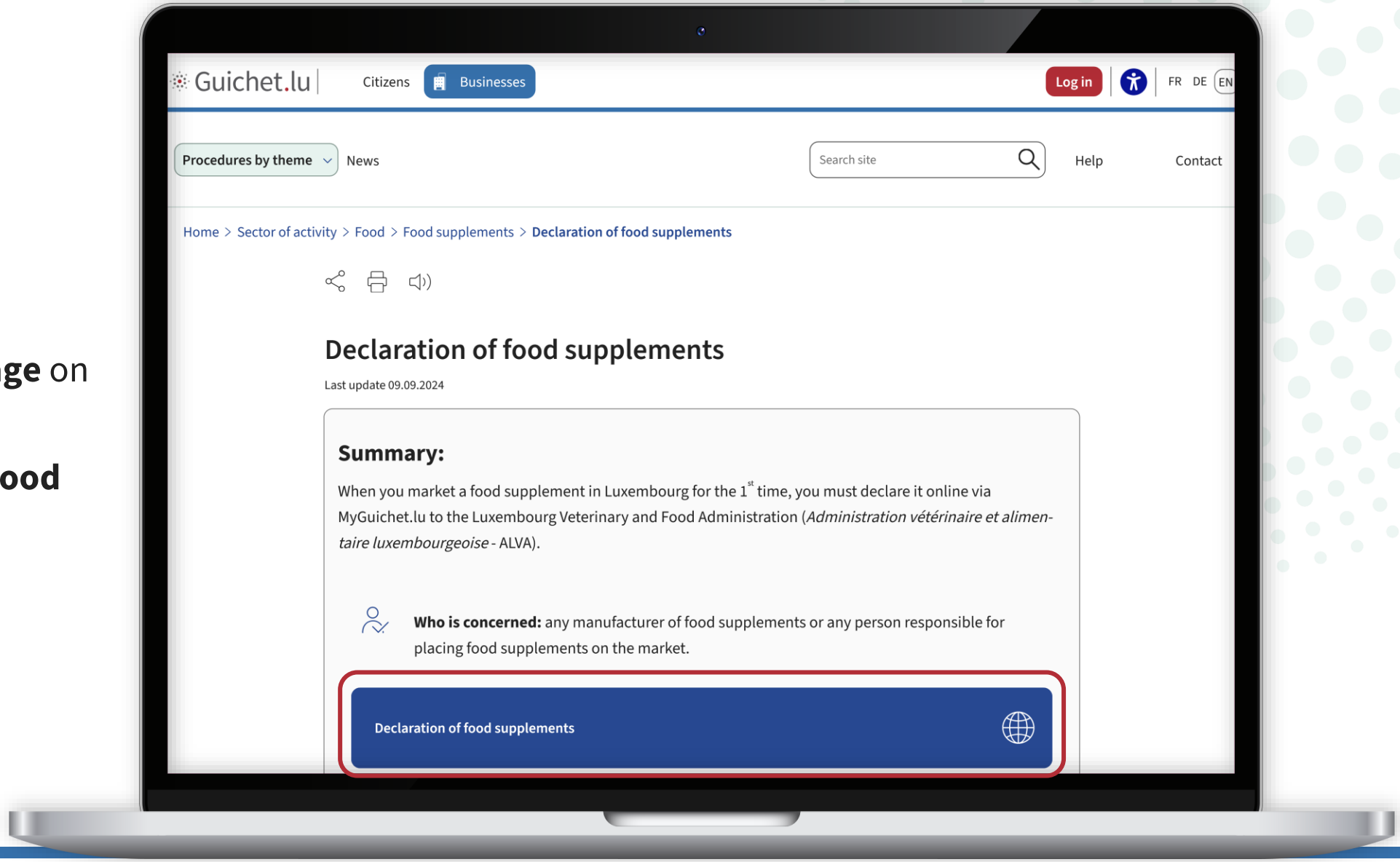
Steps in the procedure

Step 1/4


Entering the details
Ingredient search
Adding attachments
Sending
Step in progress

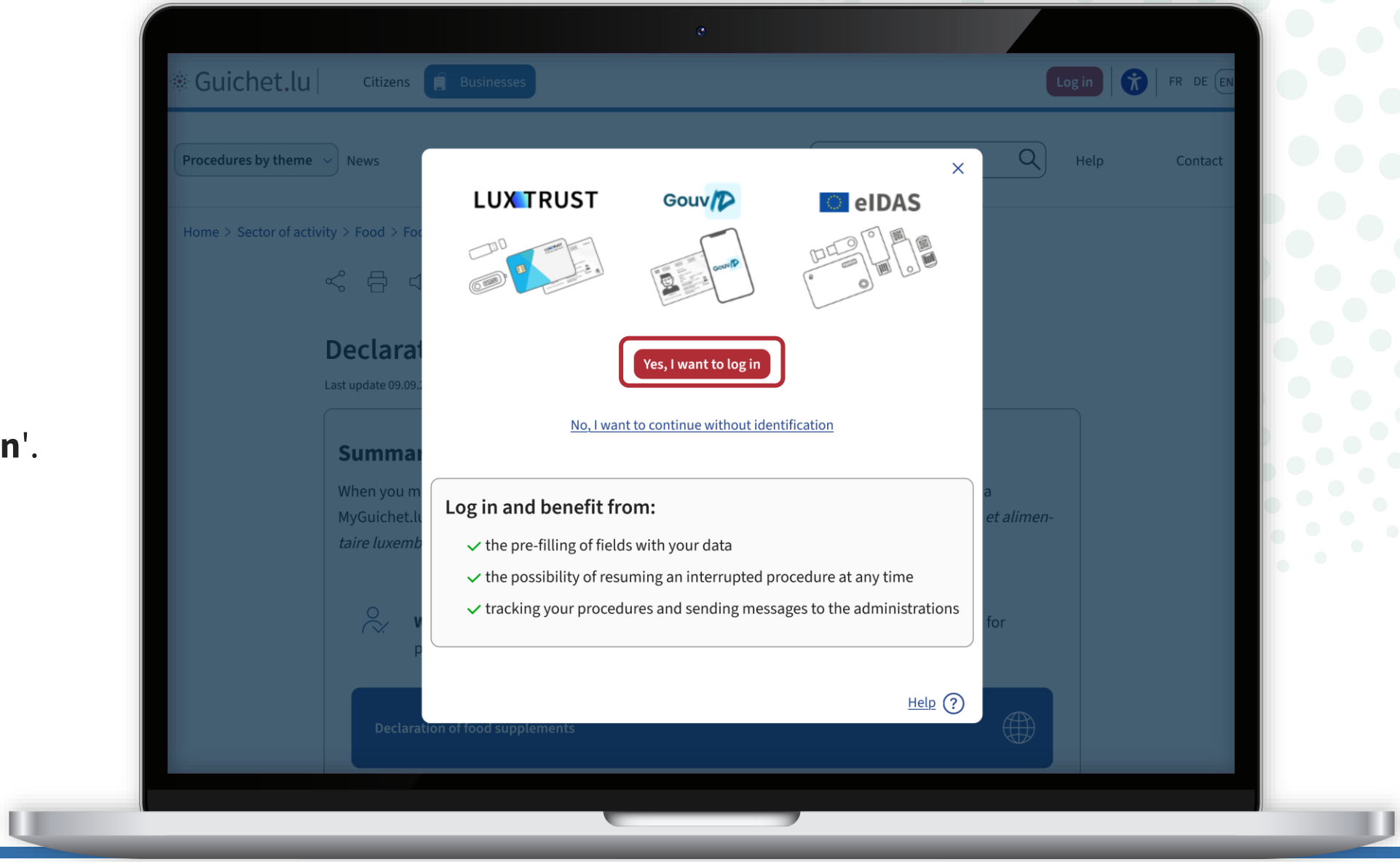
1

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

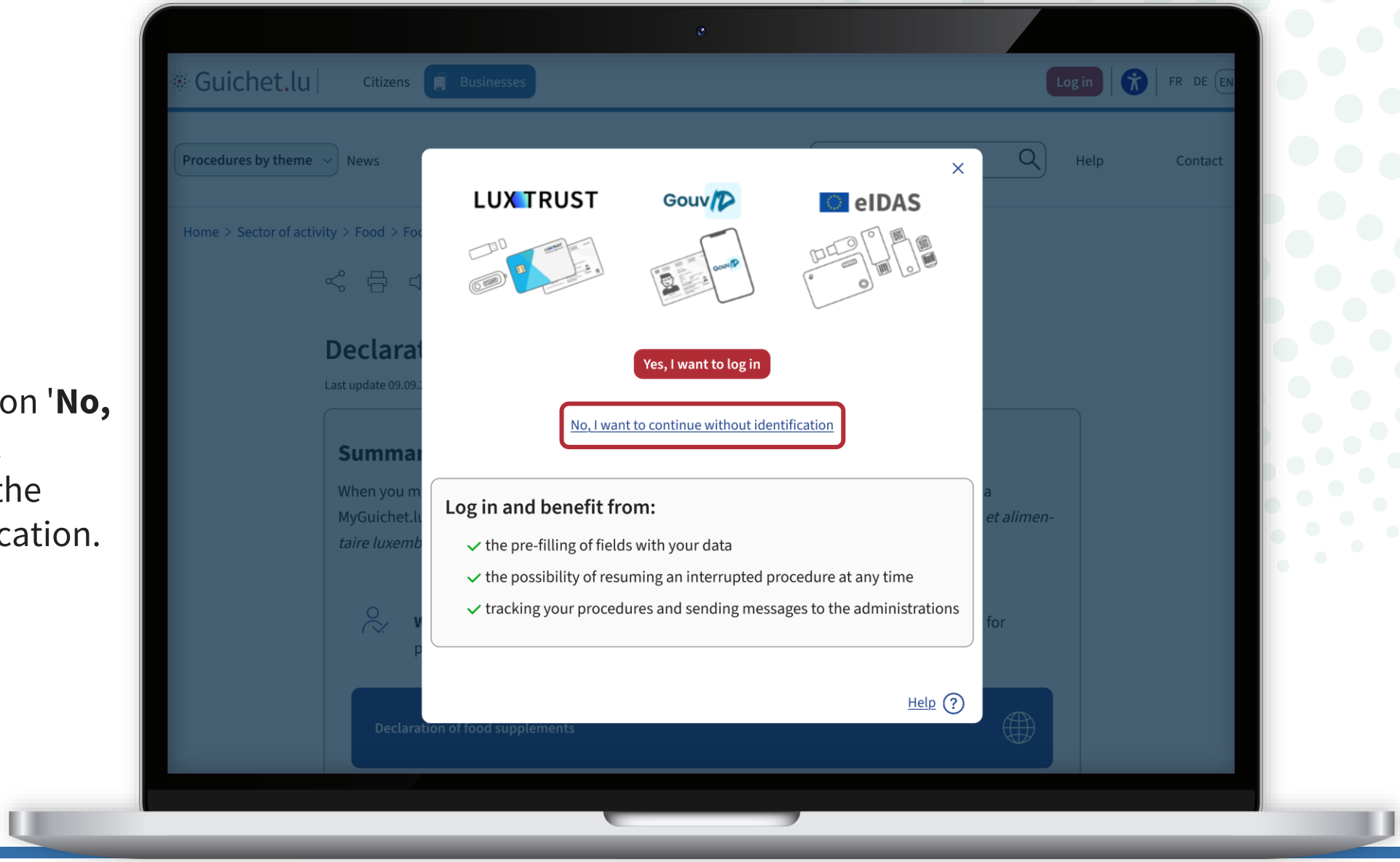


2

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

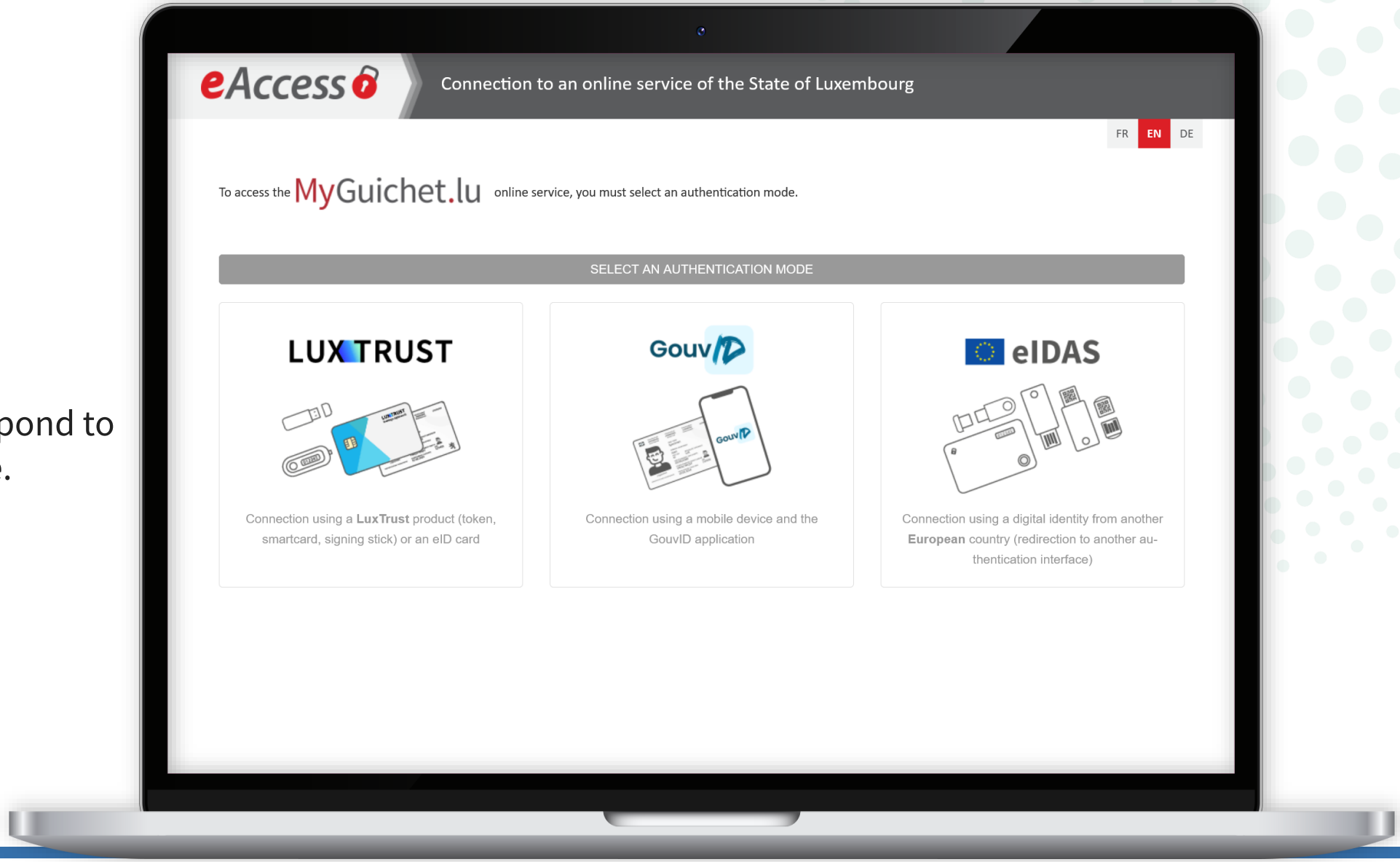


If you do not have an authentication device, click on '**No, I want to continue without identification**' to continue the procedure without authentication.



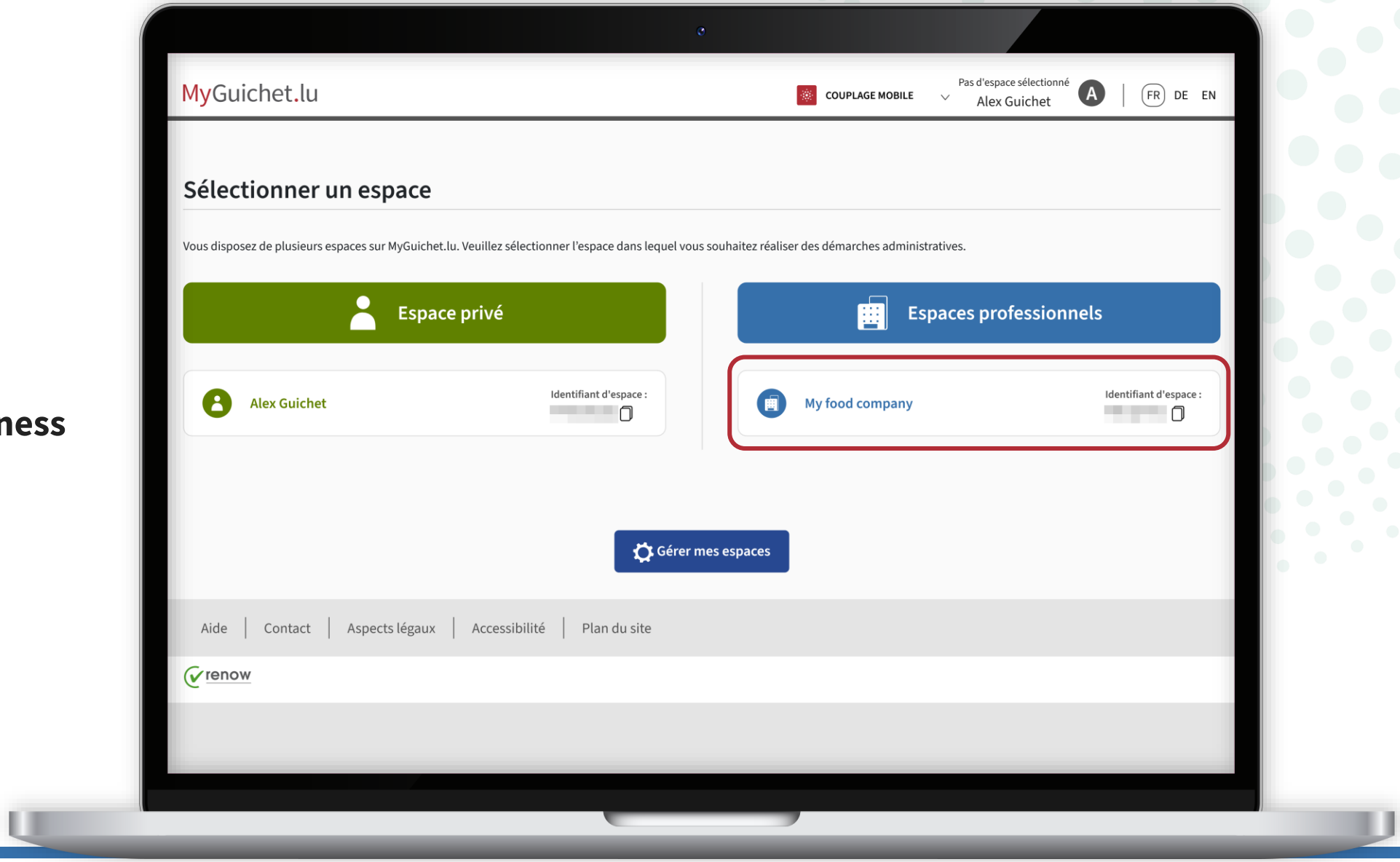
3

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



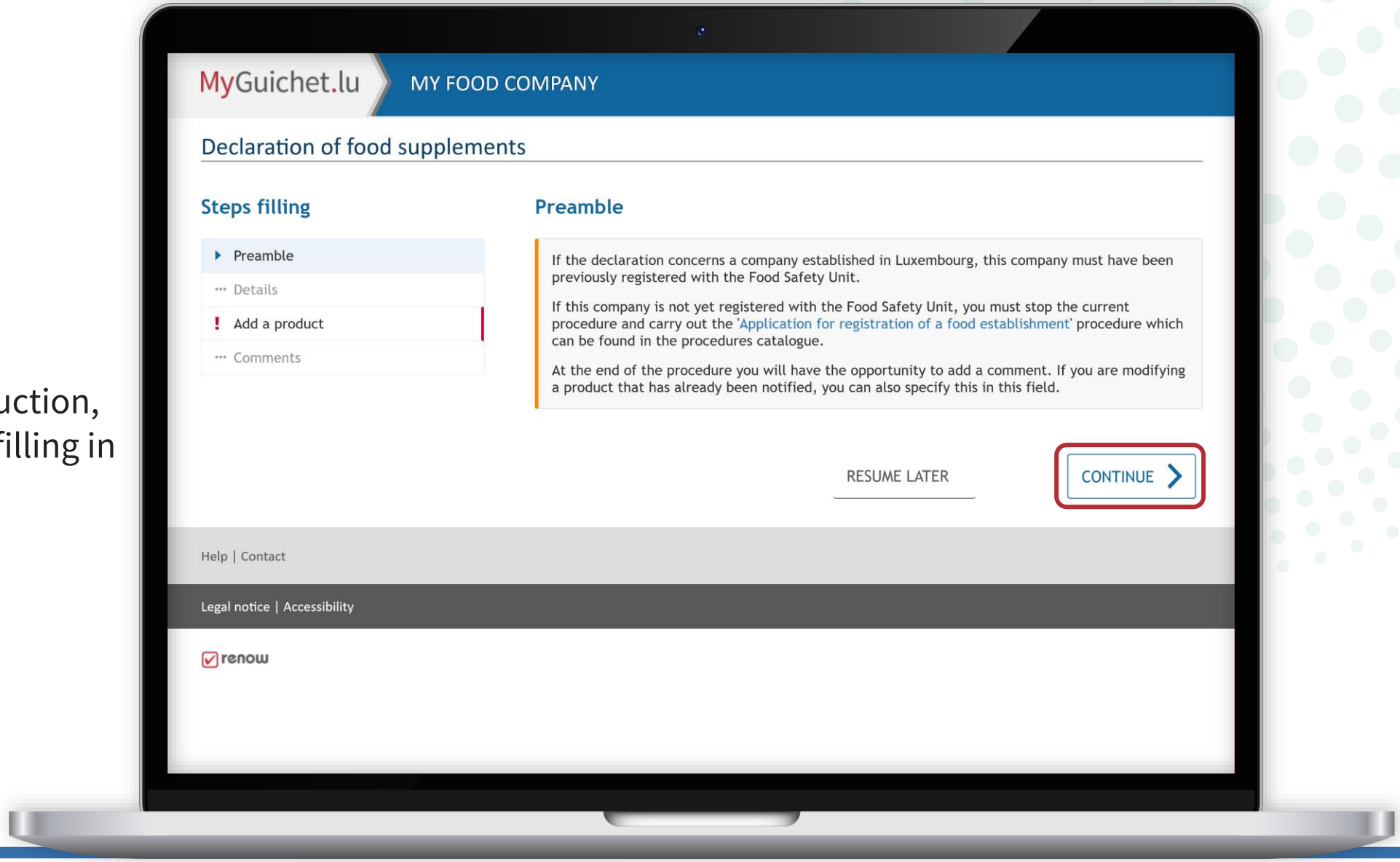
4

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



5

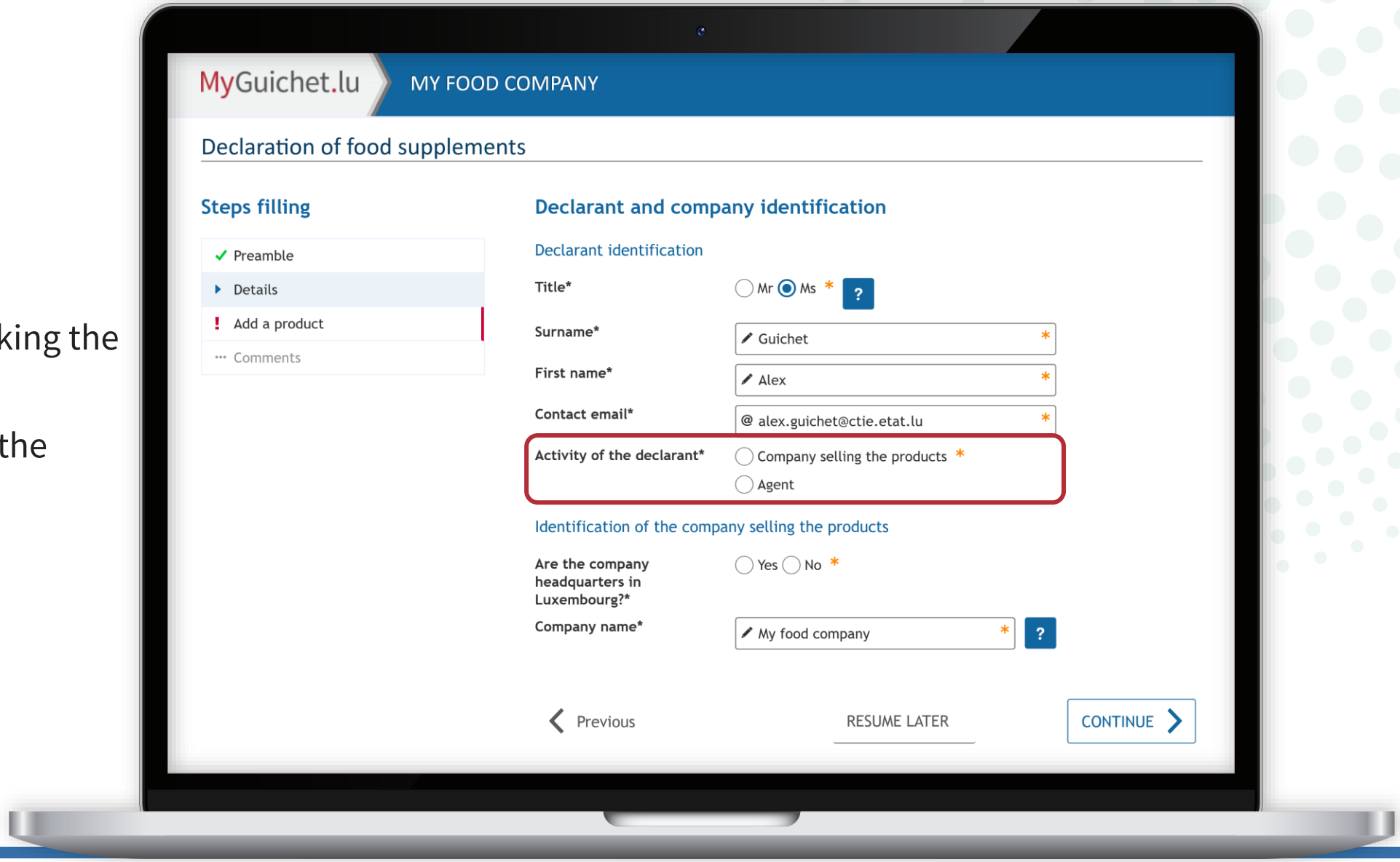
After having read the introduction, click on '**Next step**' to start filling in the form.



6

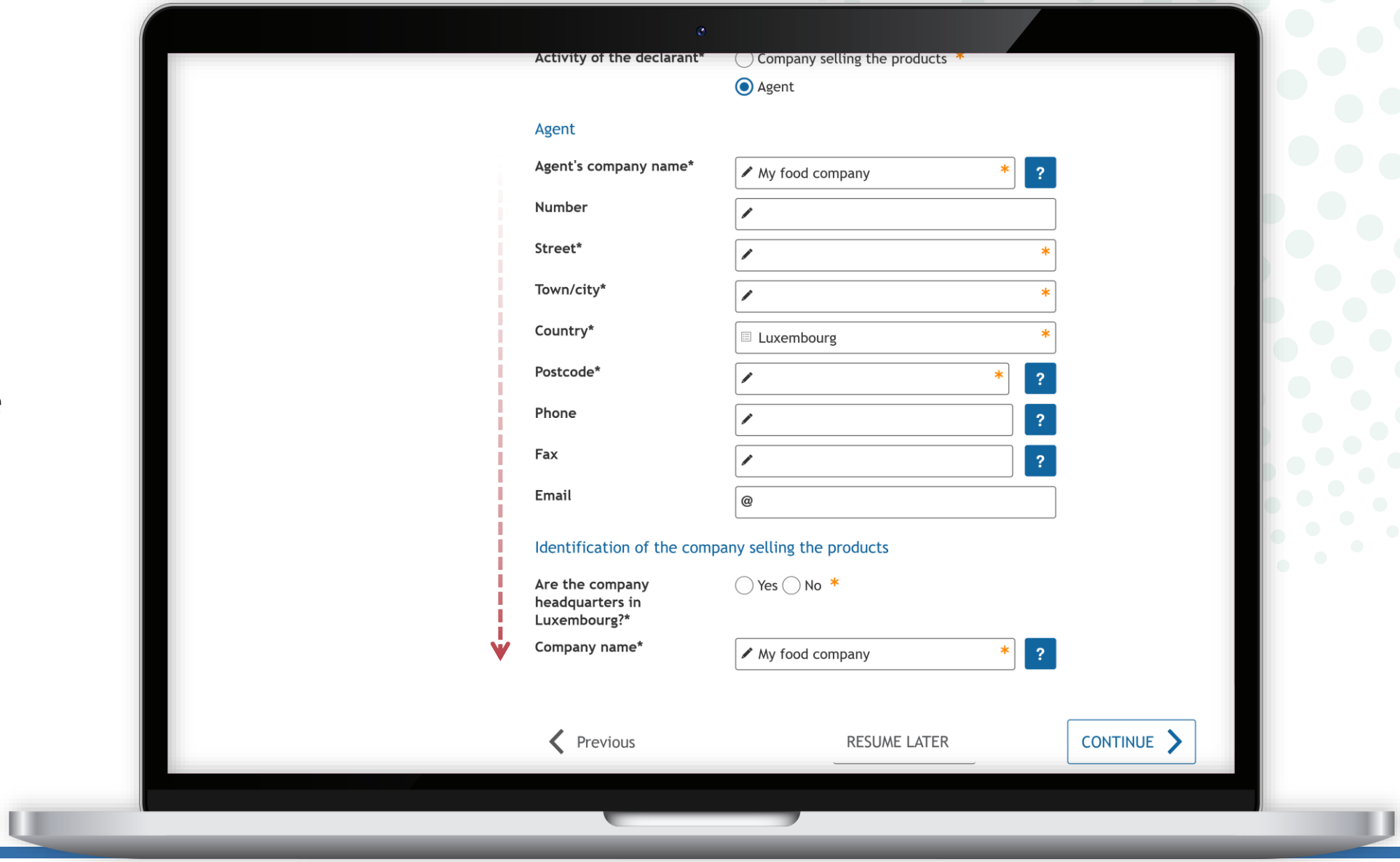
Specify whether you are making the declaration as:

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



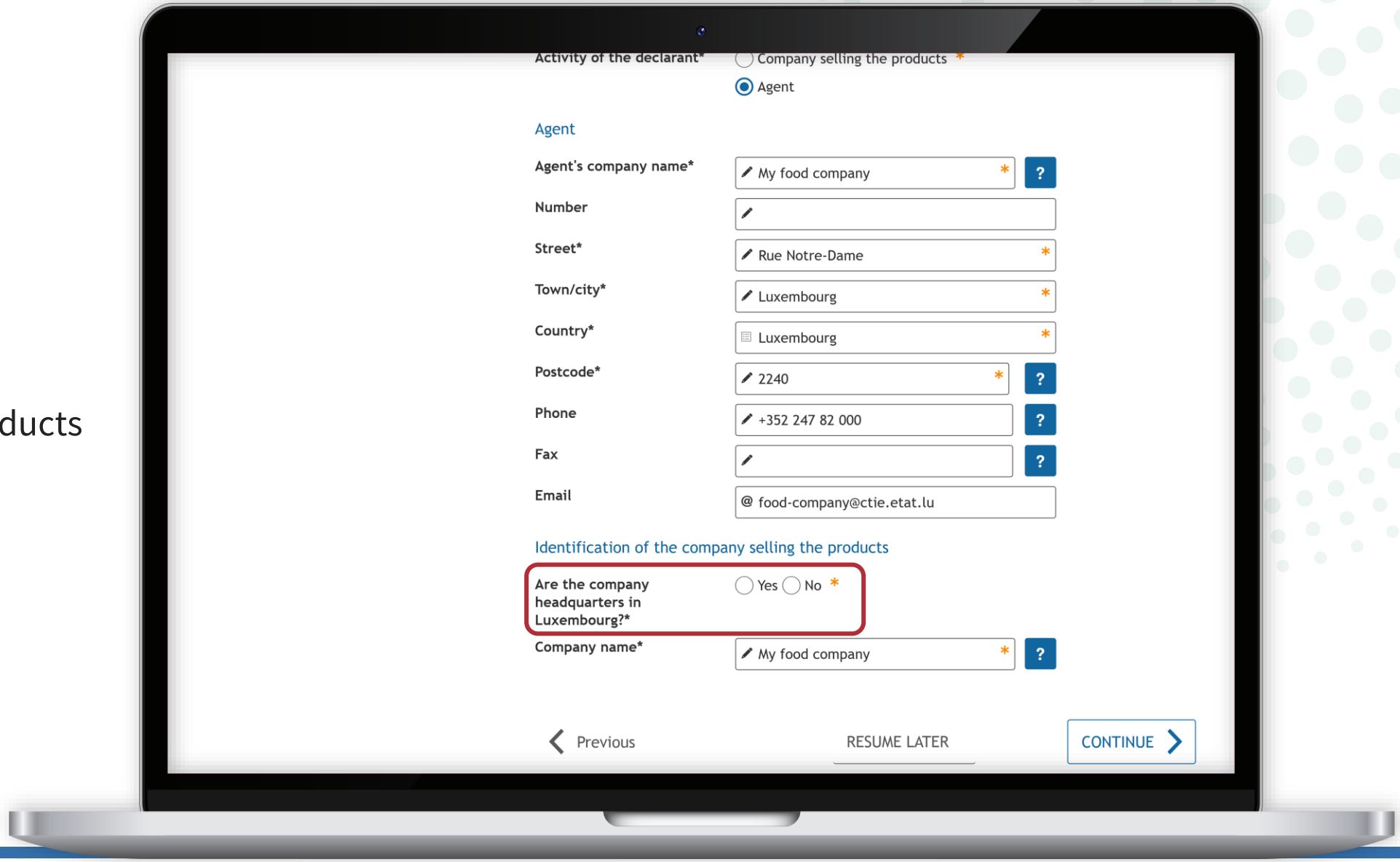
The **company marketing the products** is generally the one whose **name and address appear on the label of the product(s)**.

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



7

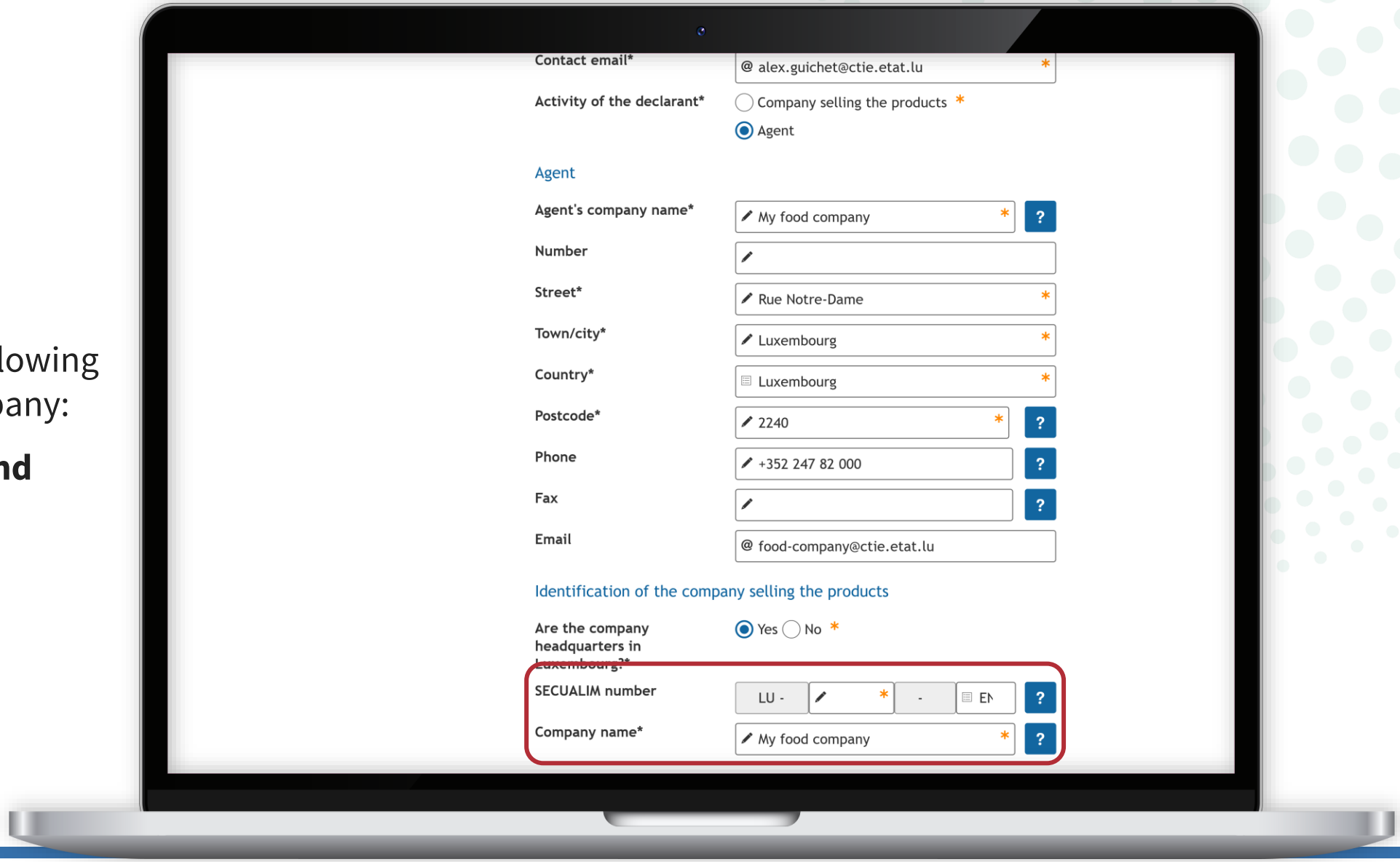
Please specify whether the company marketing the products has its **registered office in Luxembourg**.



8

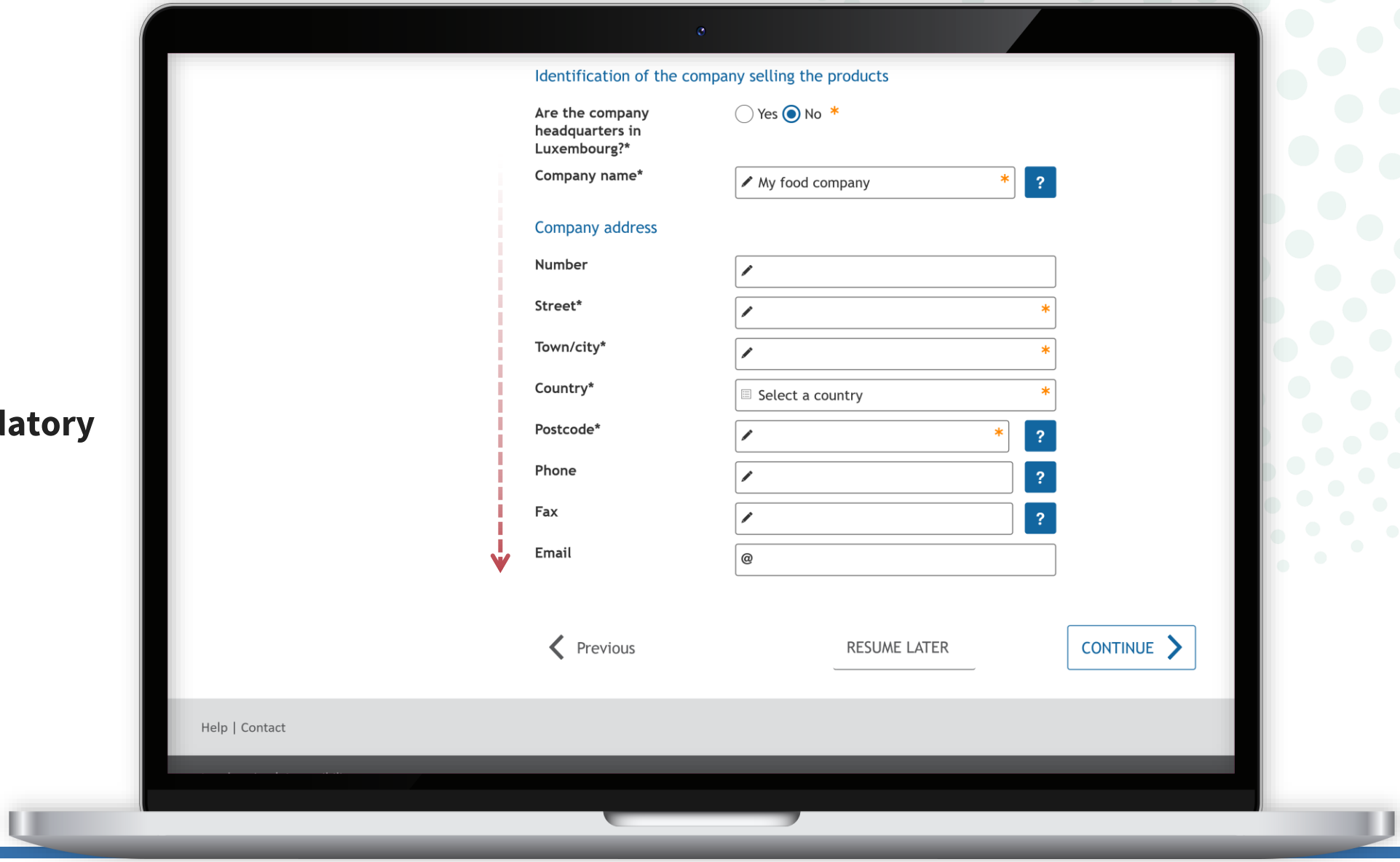
If yes, please provide the following information about the company:

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



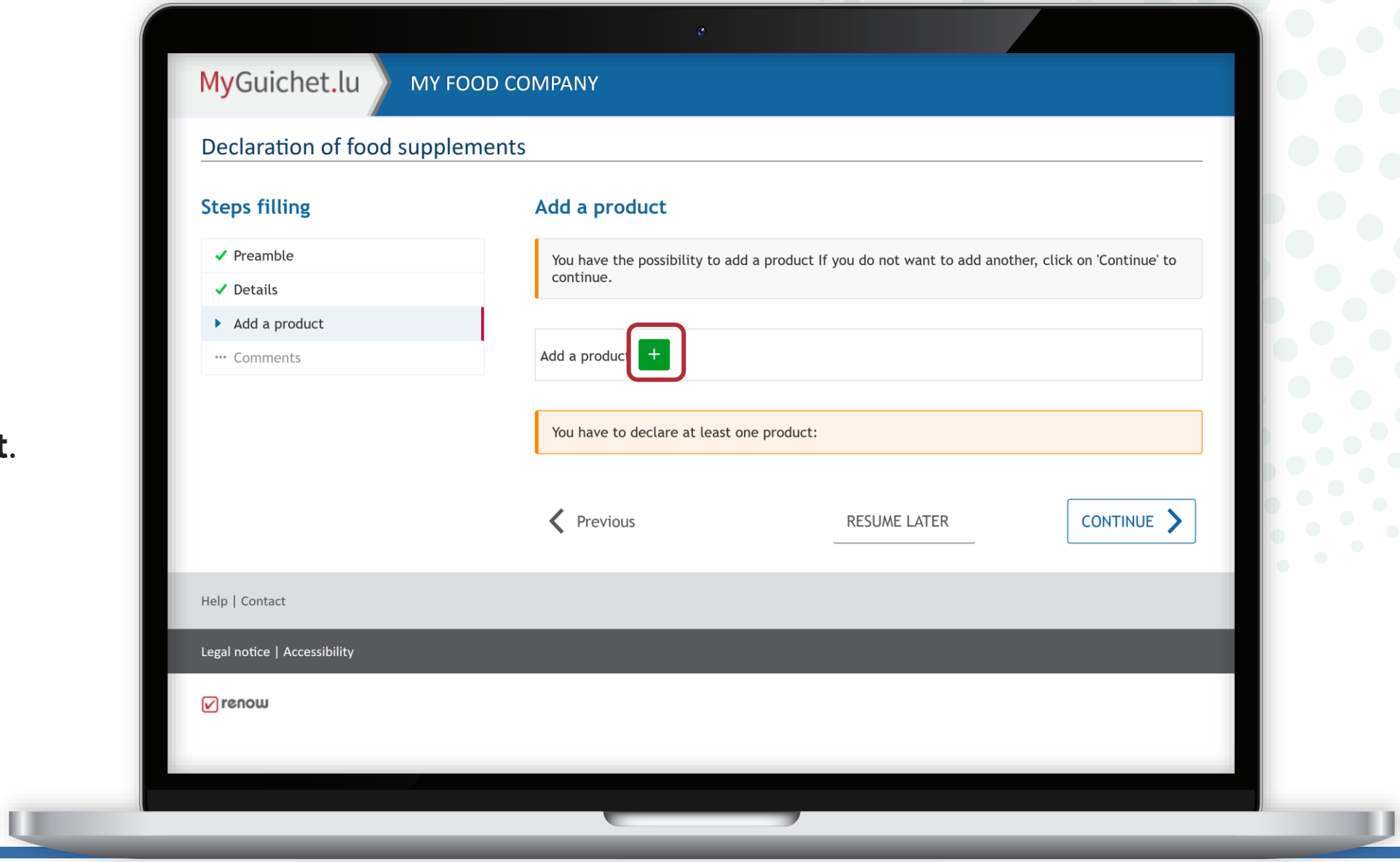
8

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



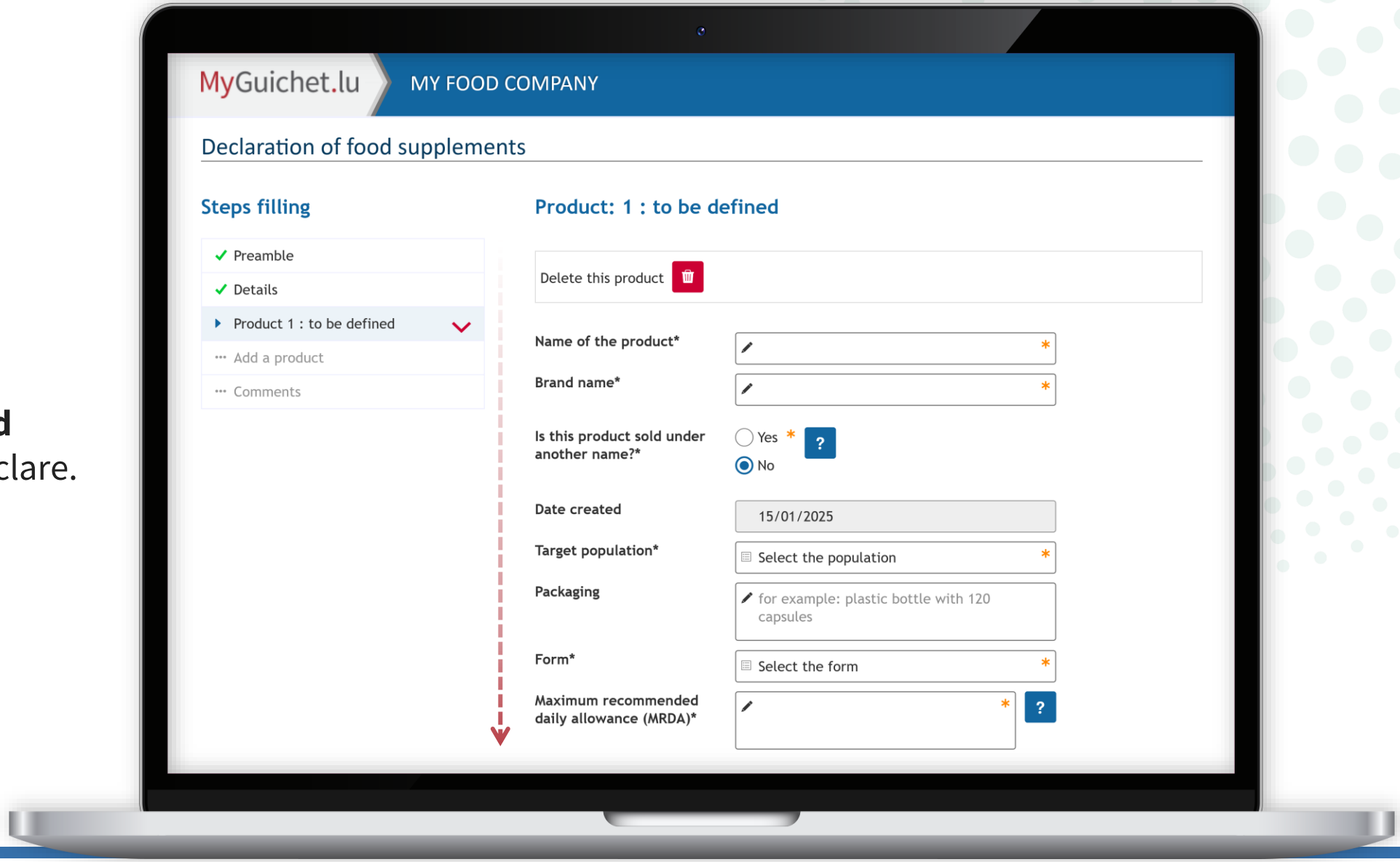
9

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



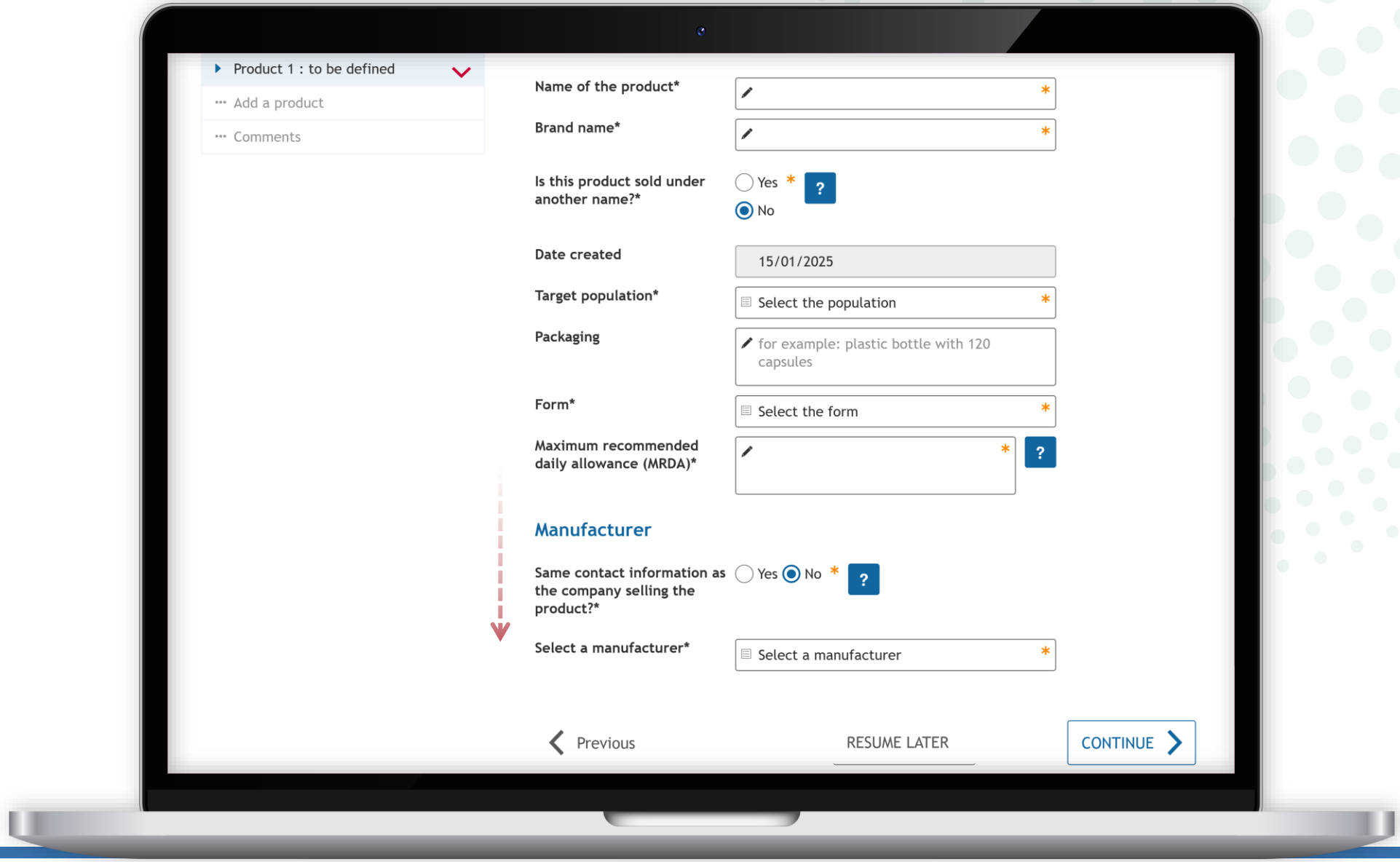
10

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



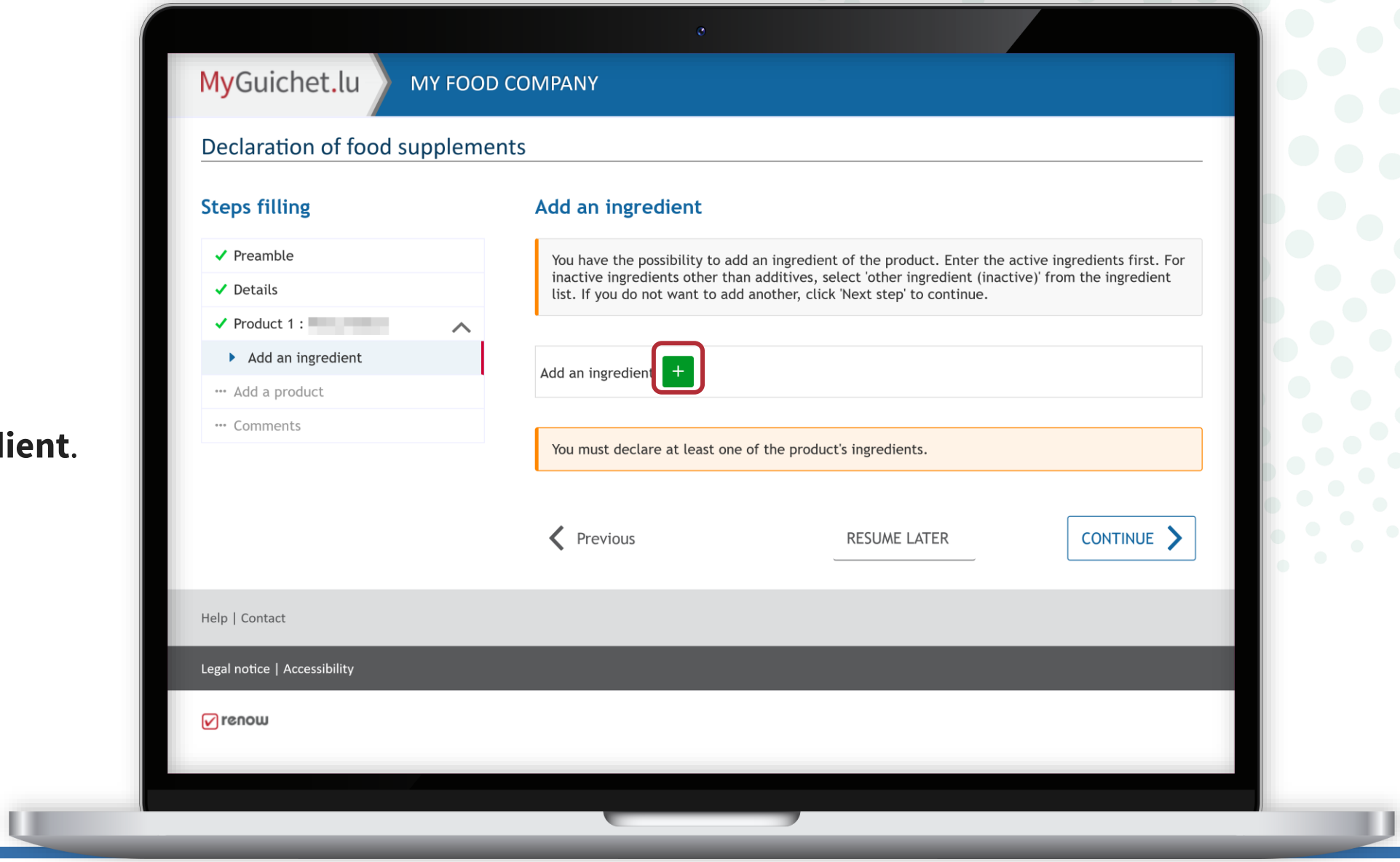
11

Enter the details of the **manufacturer**.

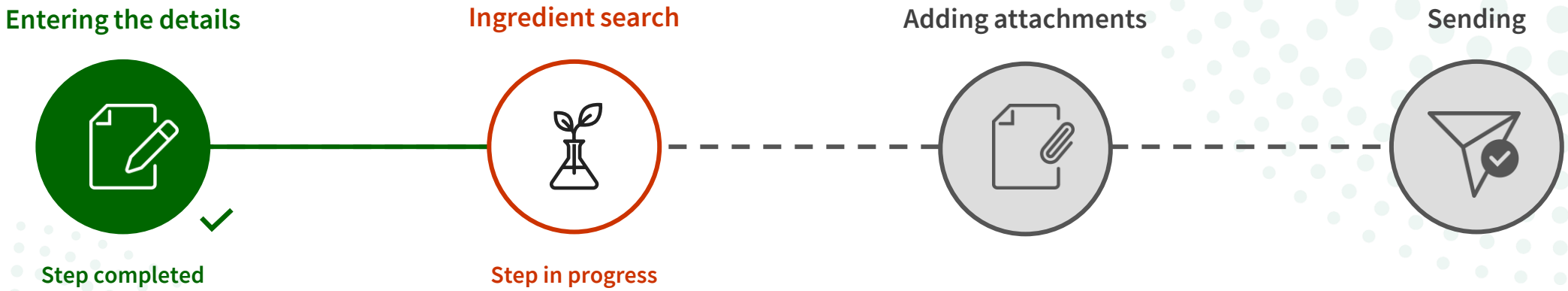


12

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



Step 2/4


Entering the details
Ingredient search
Adding attachments
Sending
Step completed
Step in progress

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):

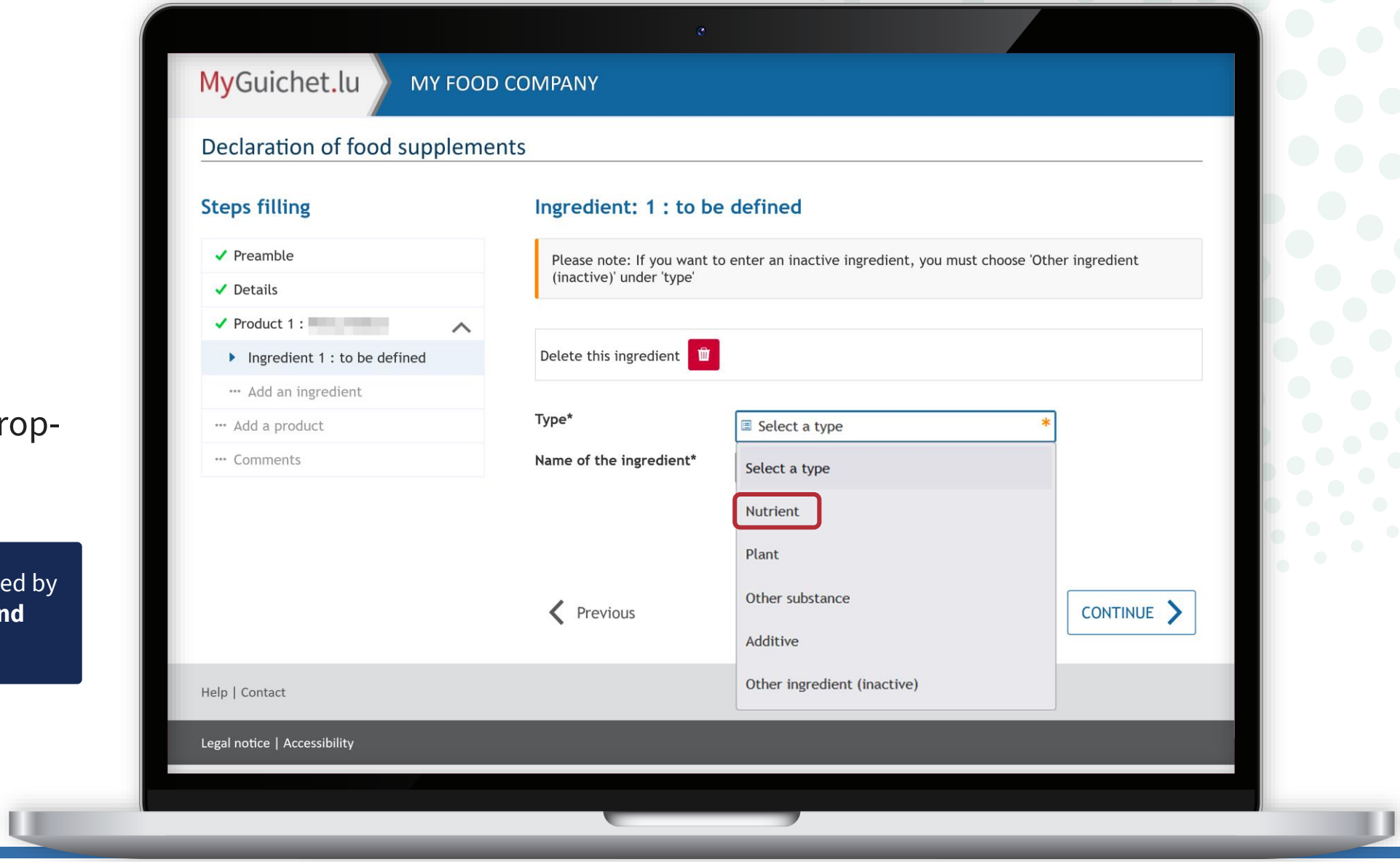
- Nutrient
- Plant
- Other substance
- Additive
- Other ingredient (inactive)

Nutrient

13

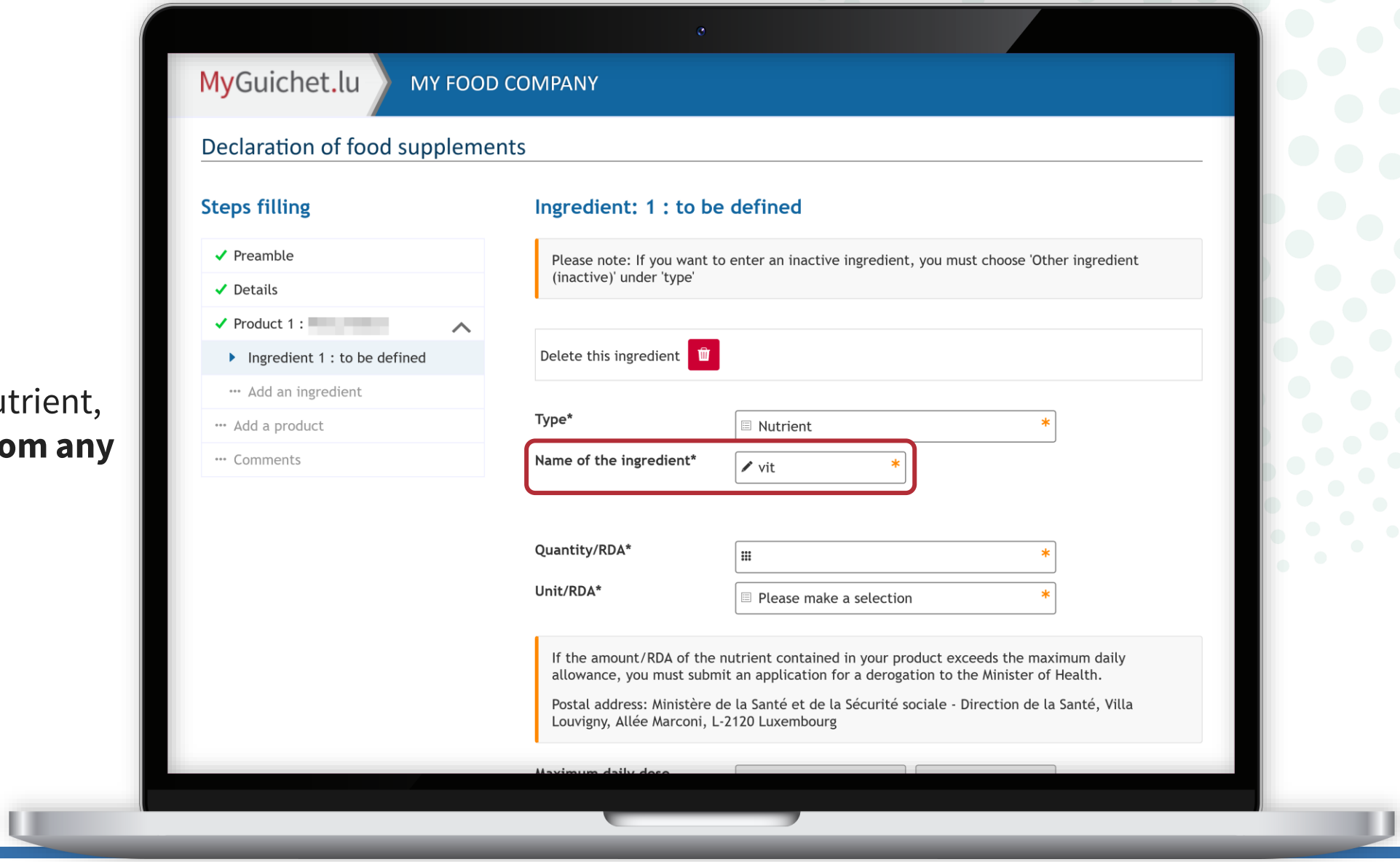
Select '**Nutrient**' from the drop-down menu.

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



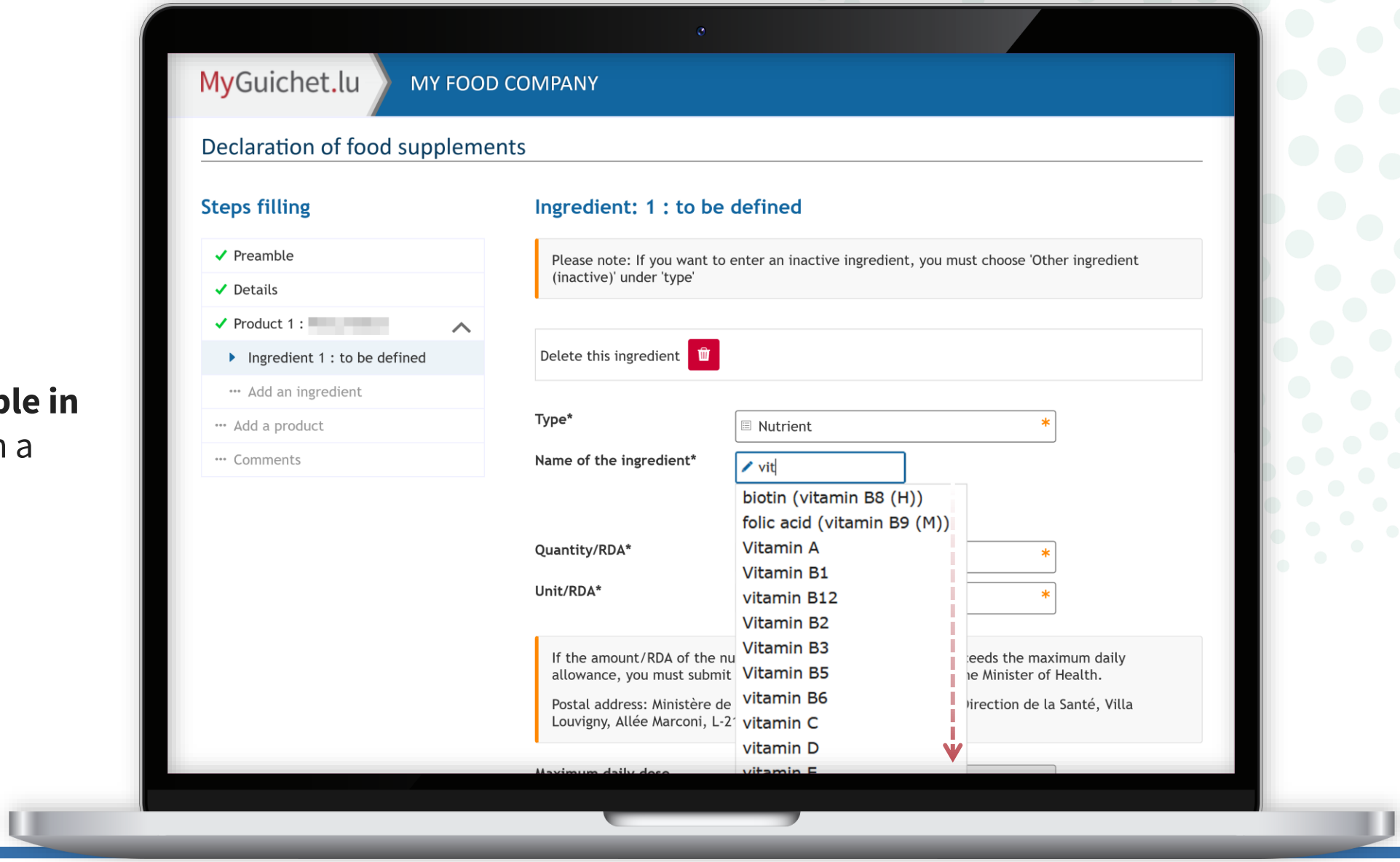
14

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



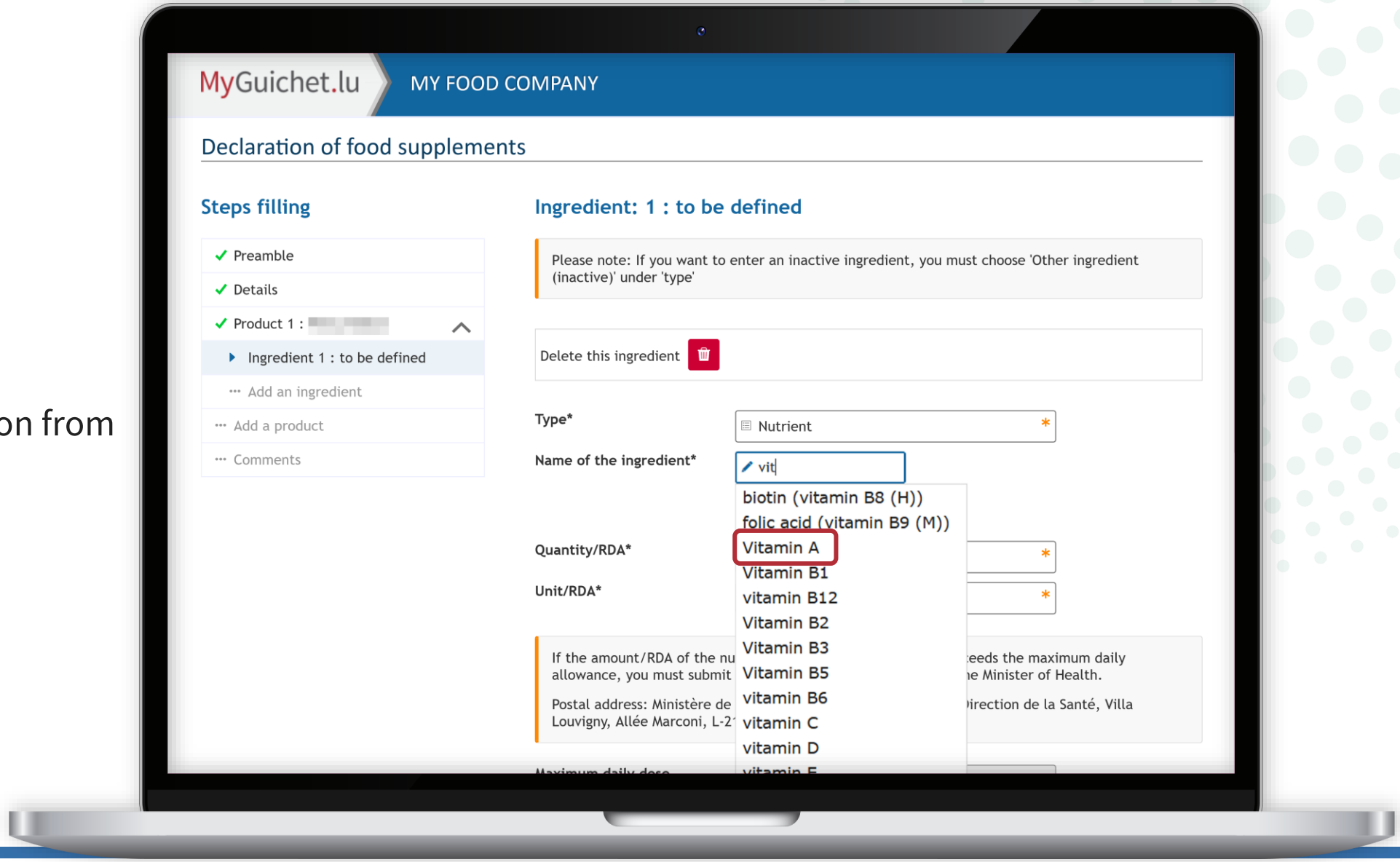
15

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

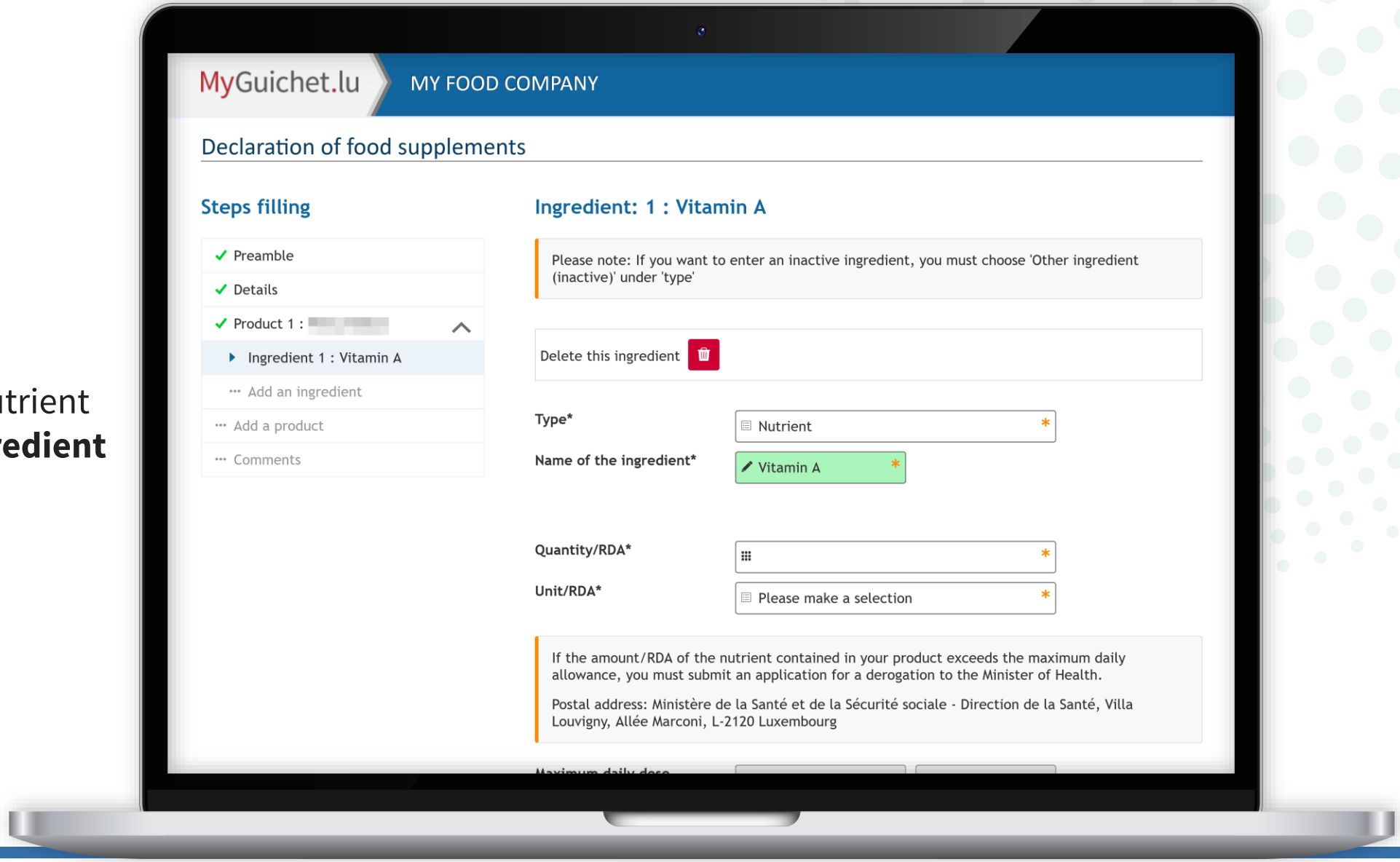


16

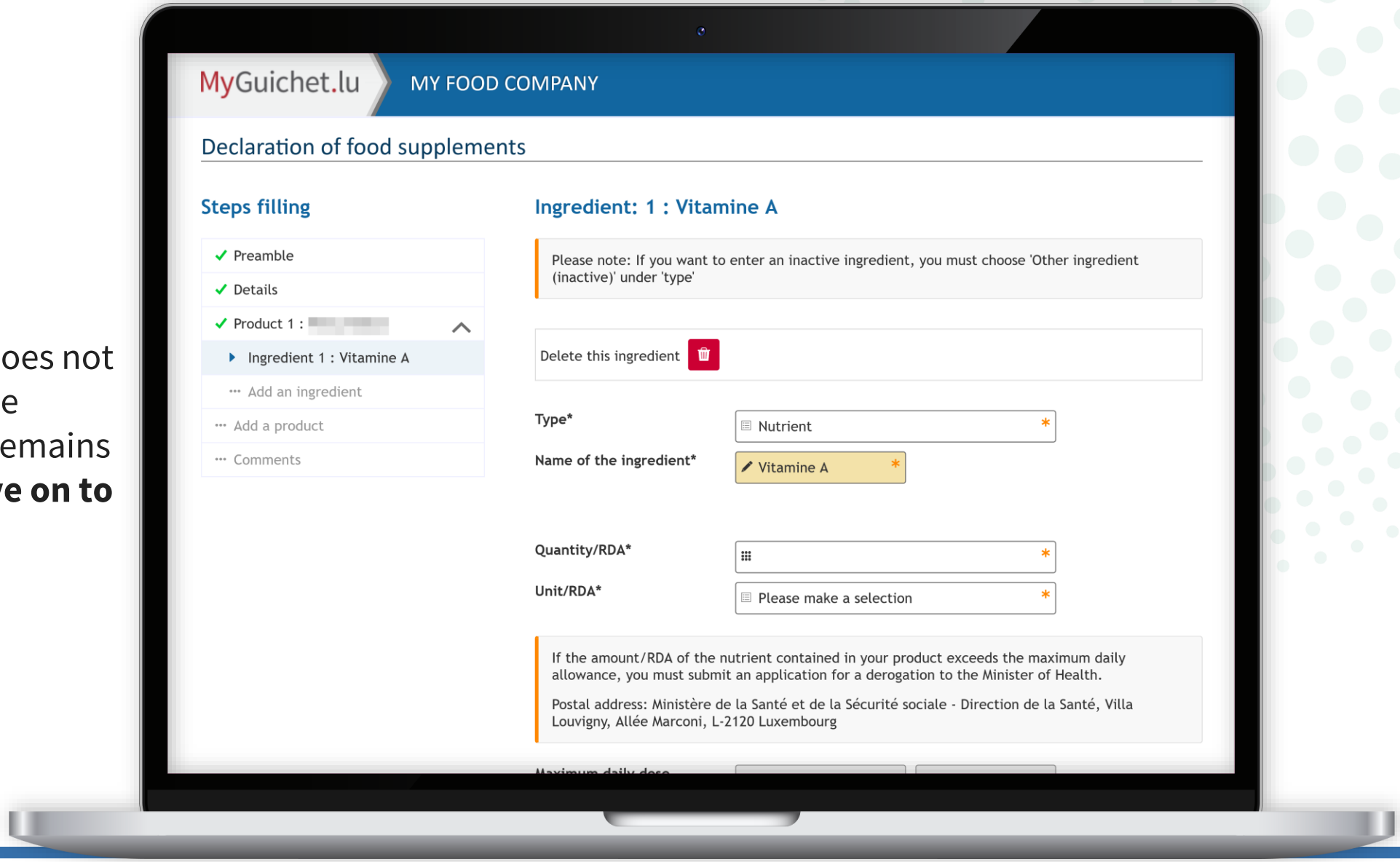
Select the nutrient in question from the **drop-down menu**.



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

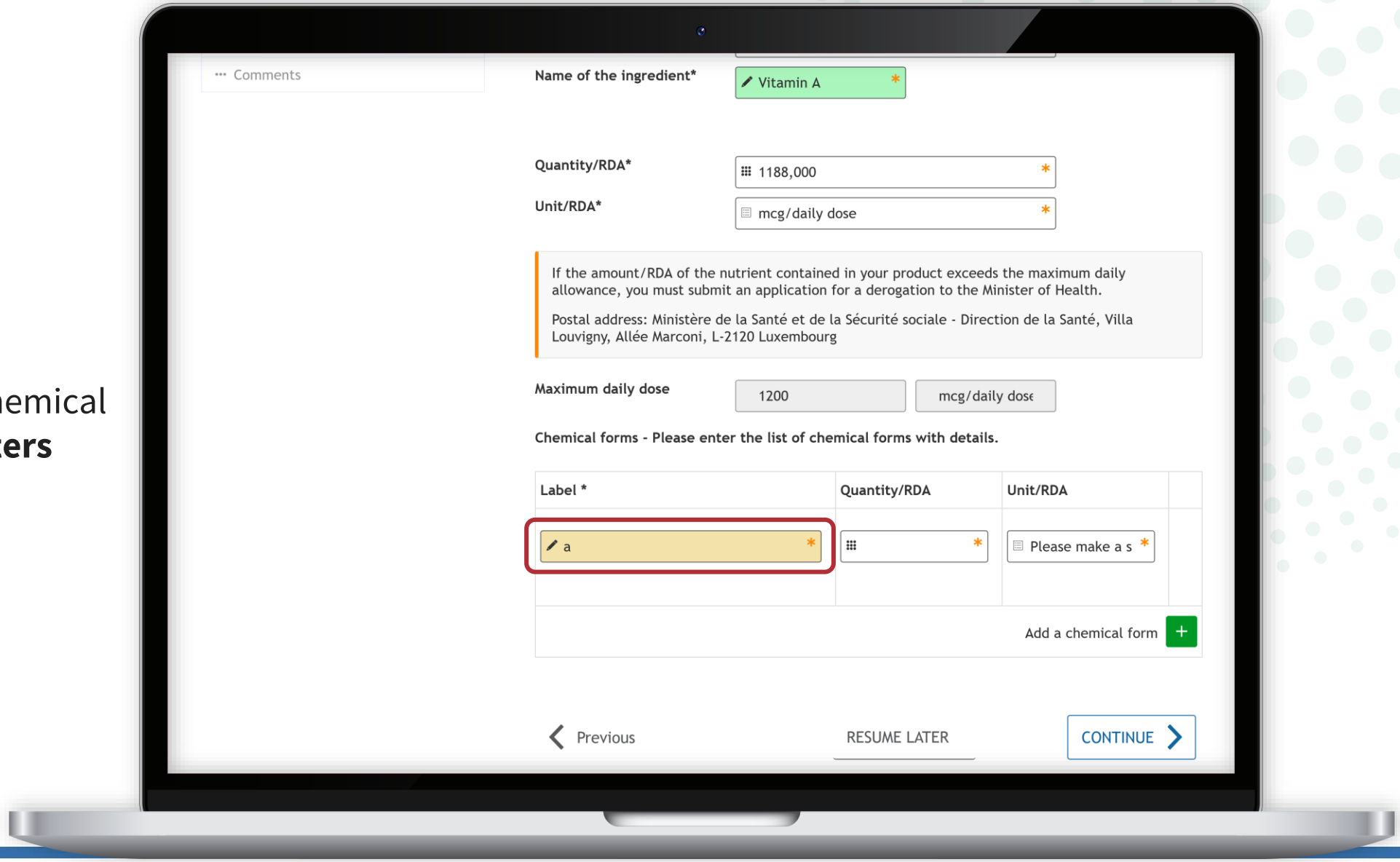


If you enter a nutrient that does not exist in the database with the spelling you used, the field remains yellow and **you cannot move on to the next step in the form**.

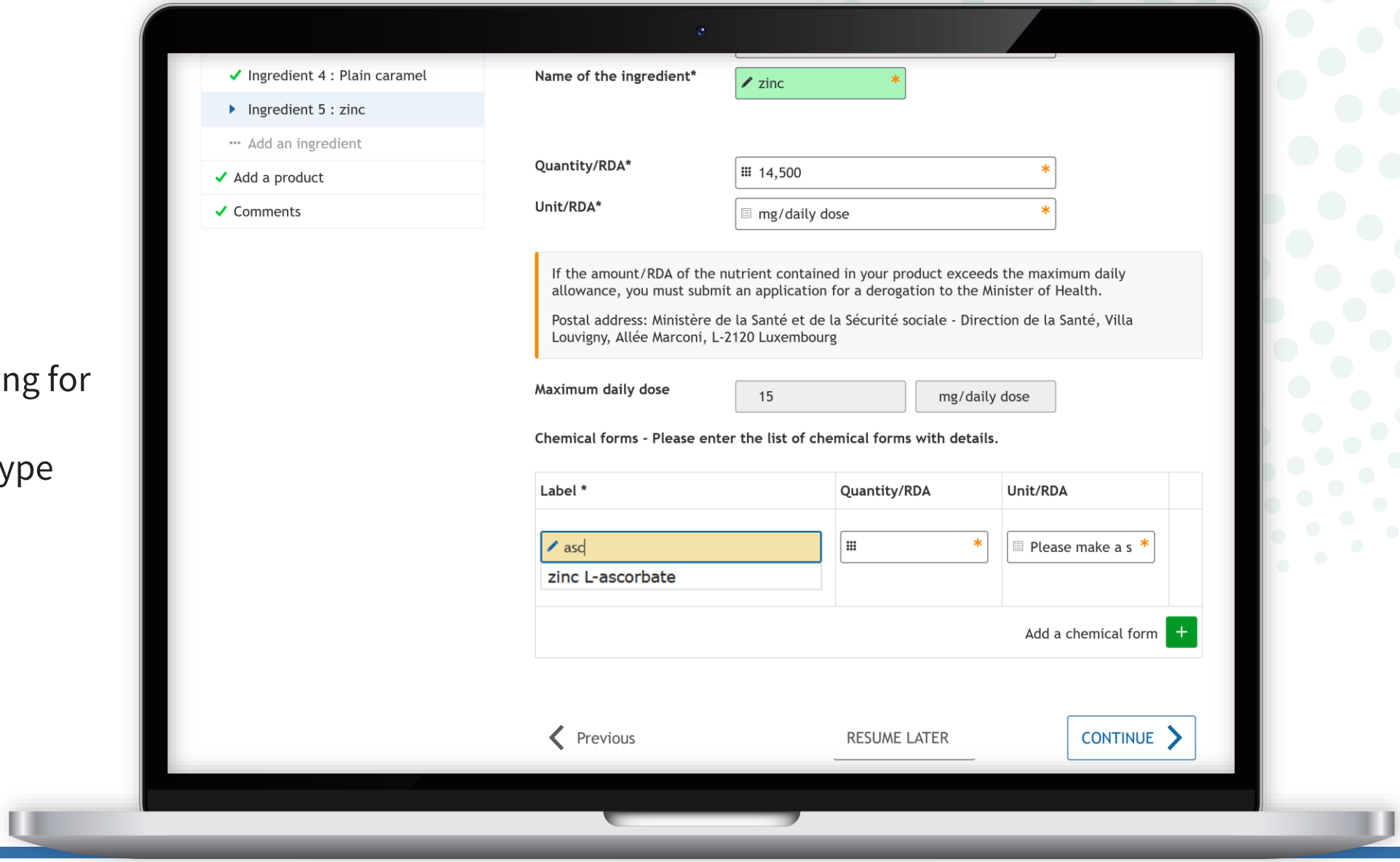


17

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

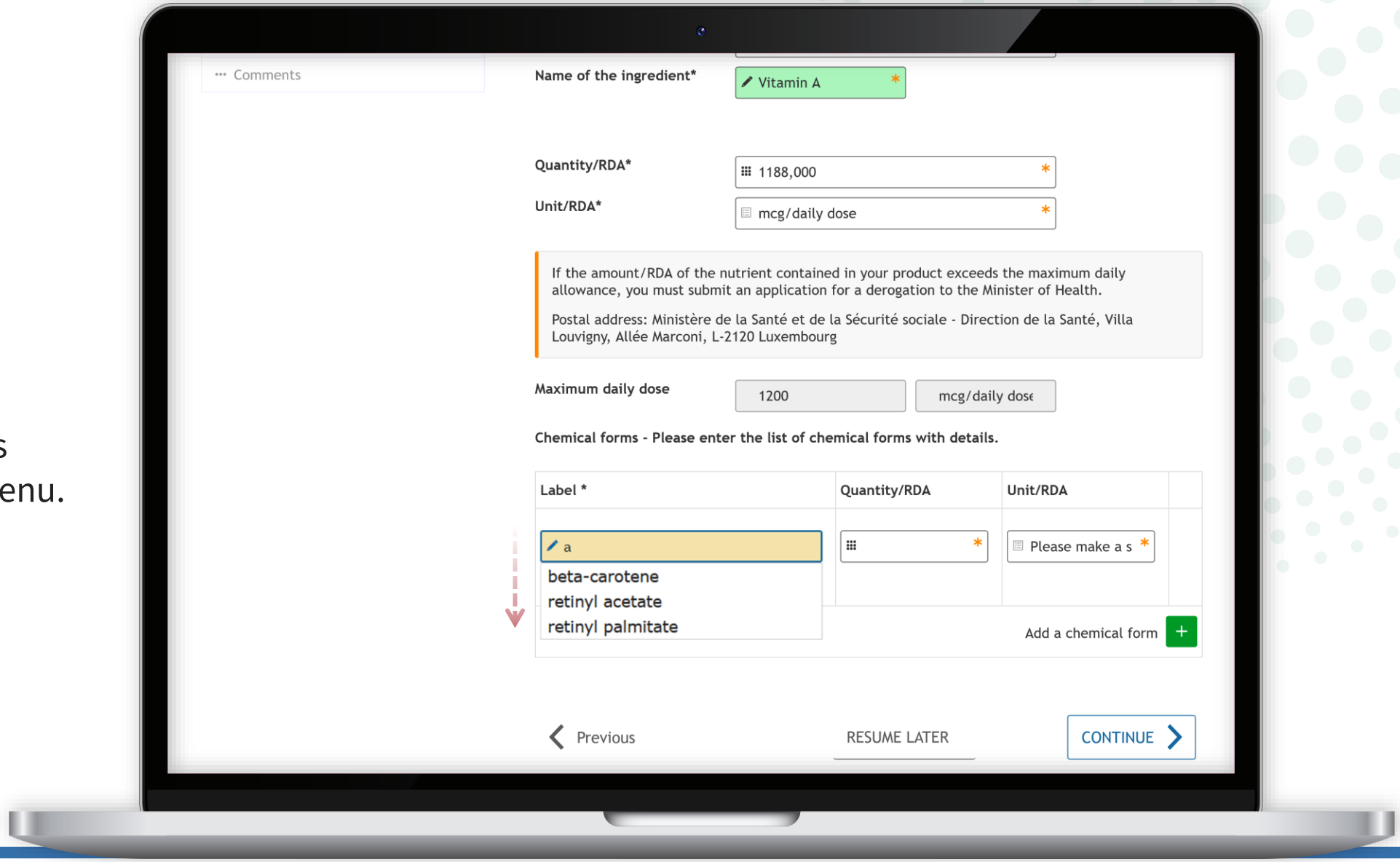


For example, if you are looking for the chemical form 'zinc L-ascorbate', you can simply type 'asc'.



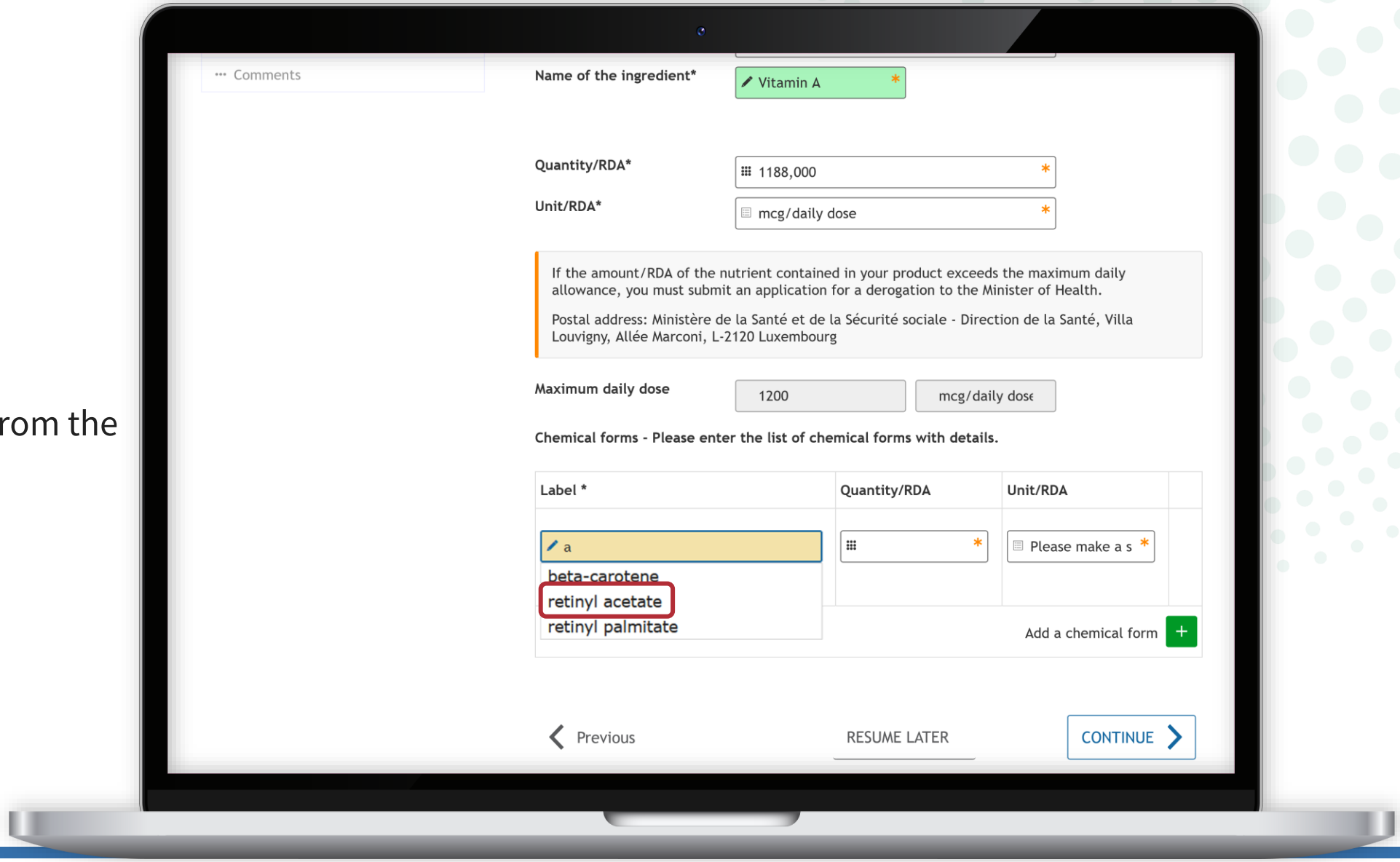
18

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

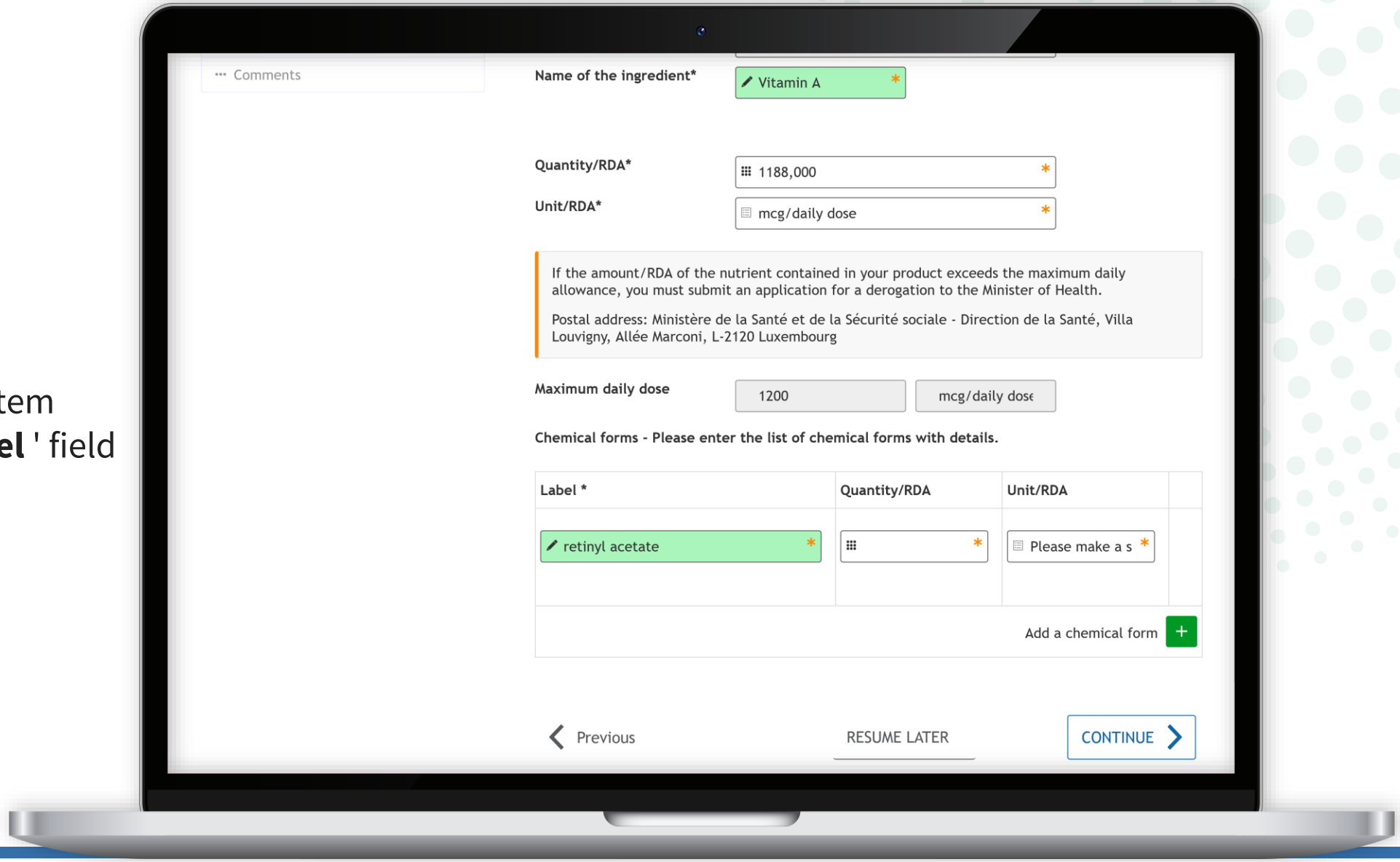


19

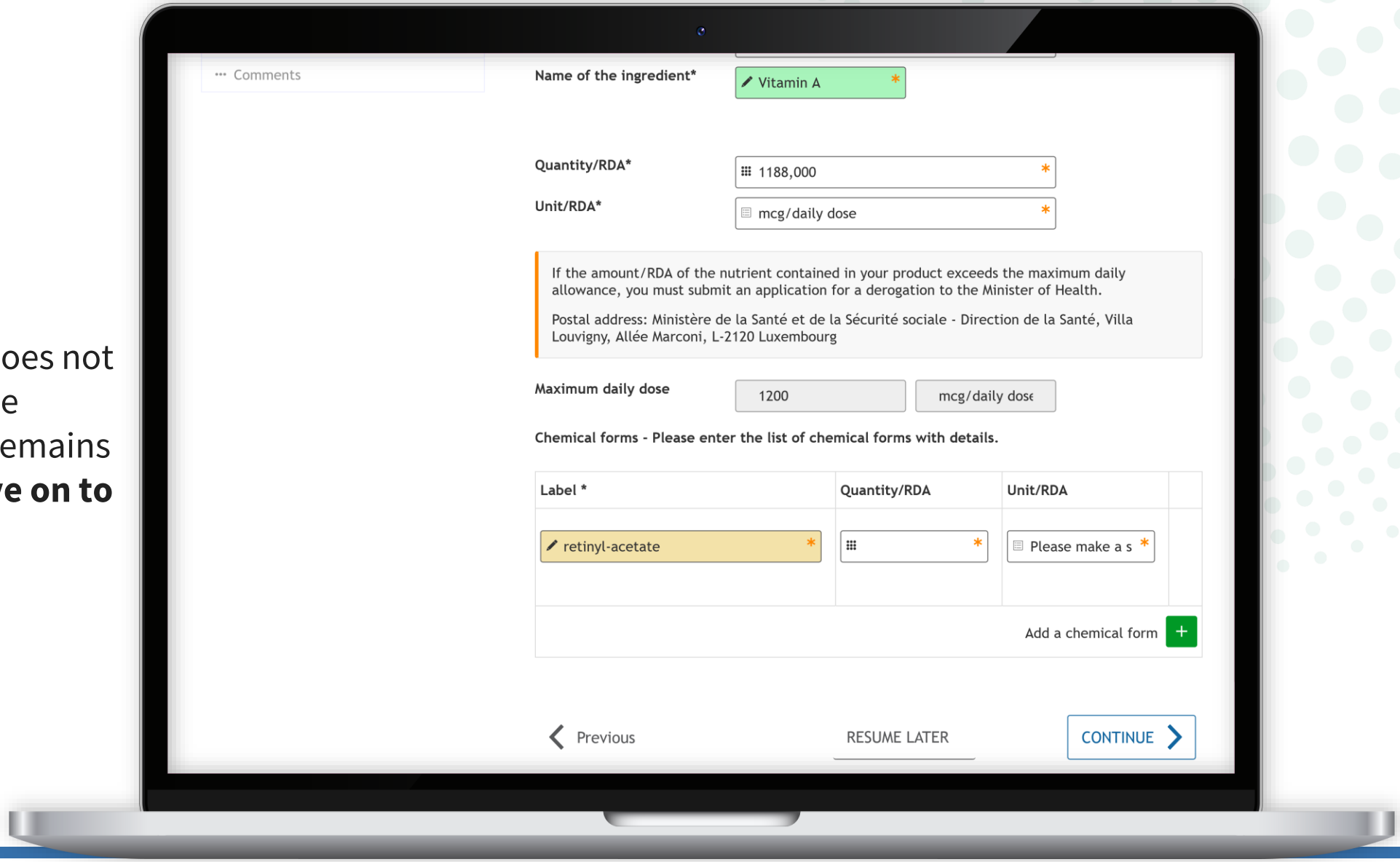
Select the item in question from the **drop-down menu**.



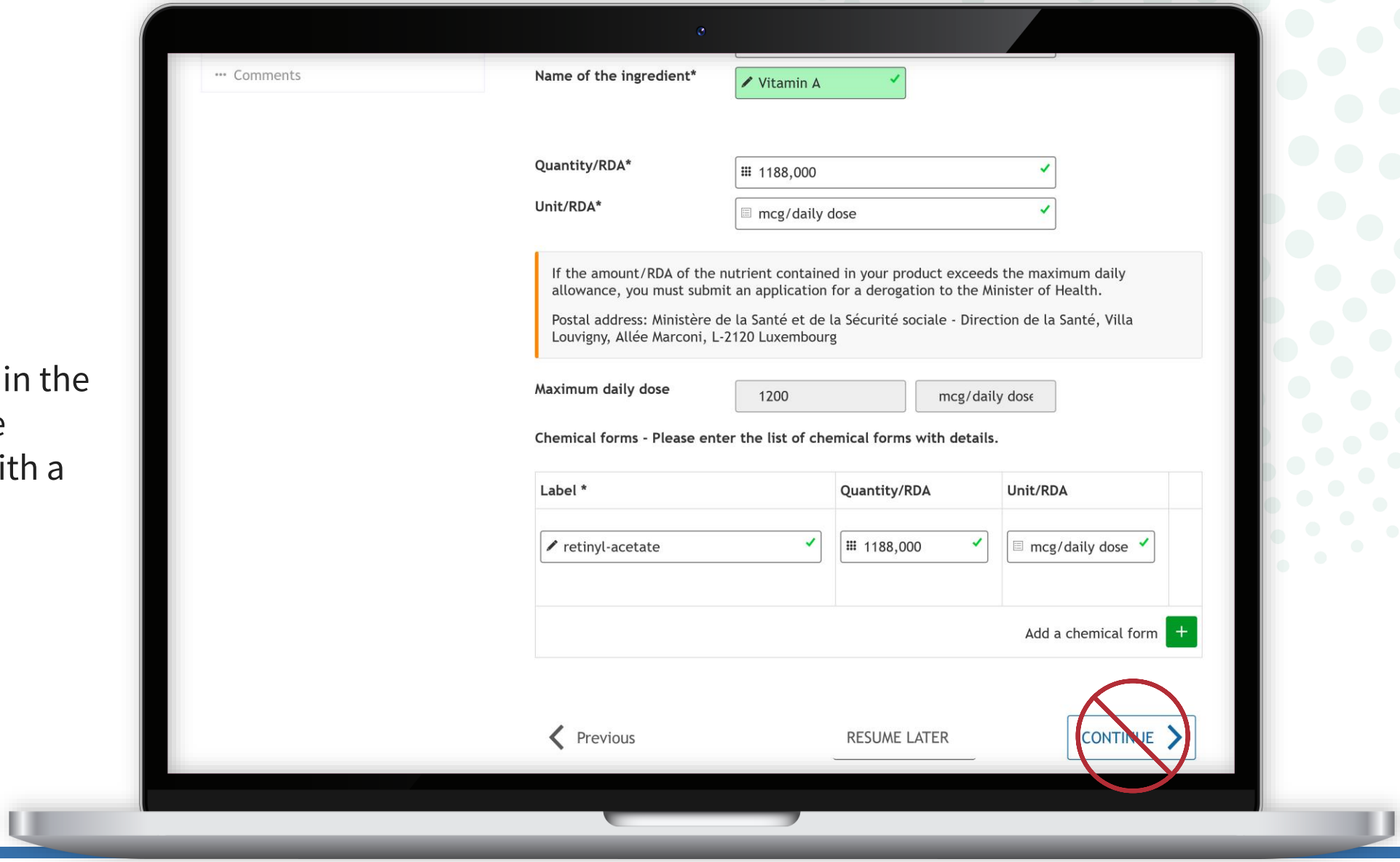
Once you have selected an item from the database, the '**Label** ' field will turn **green**.



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**.



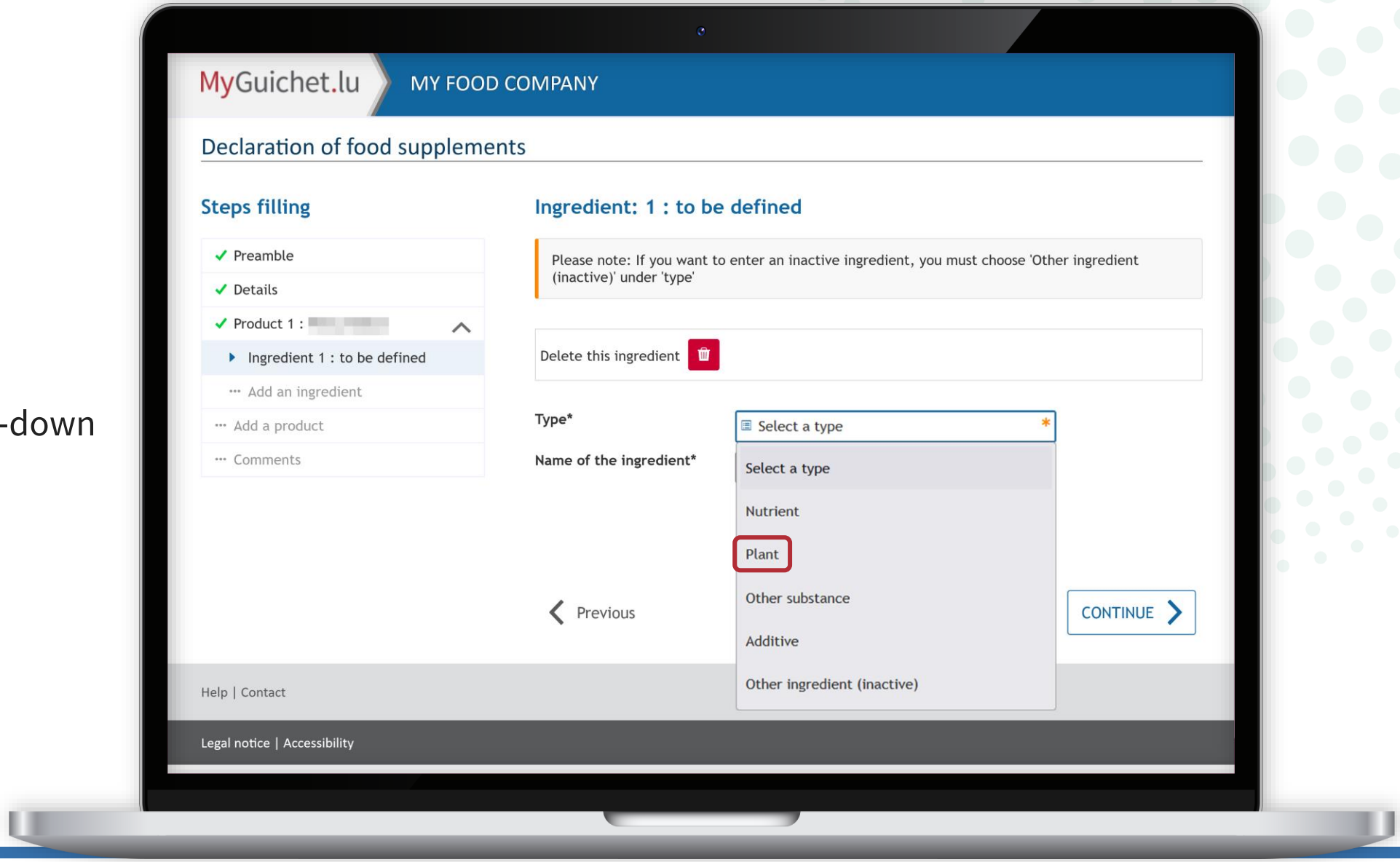
To move on to the next step in the form, it is not enough for the '**Label**' field to be marked with a green tick.



Plant

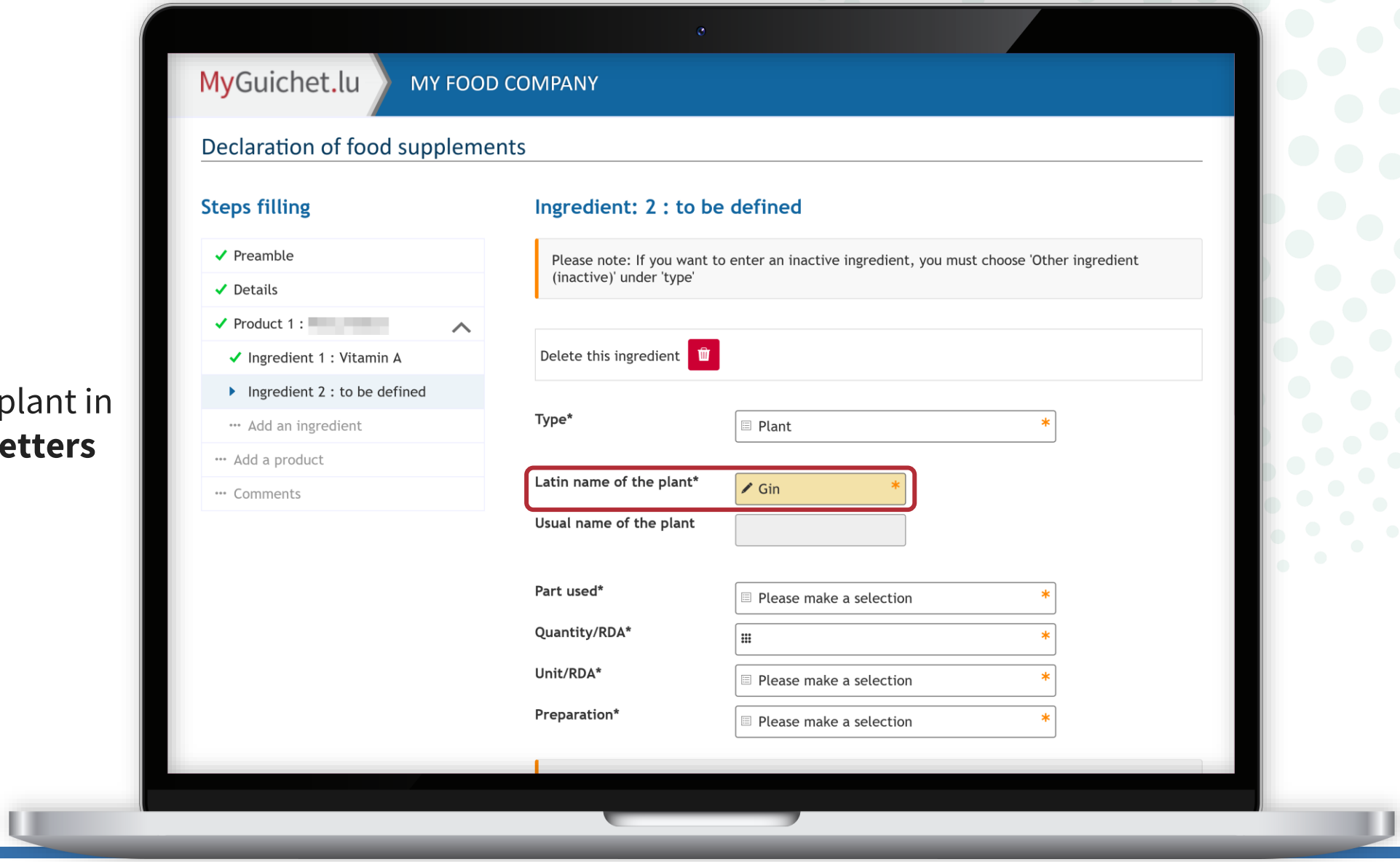
20

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



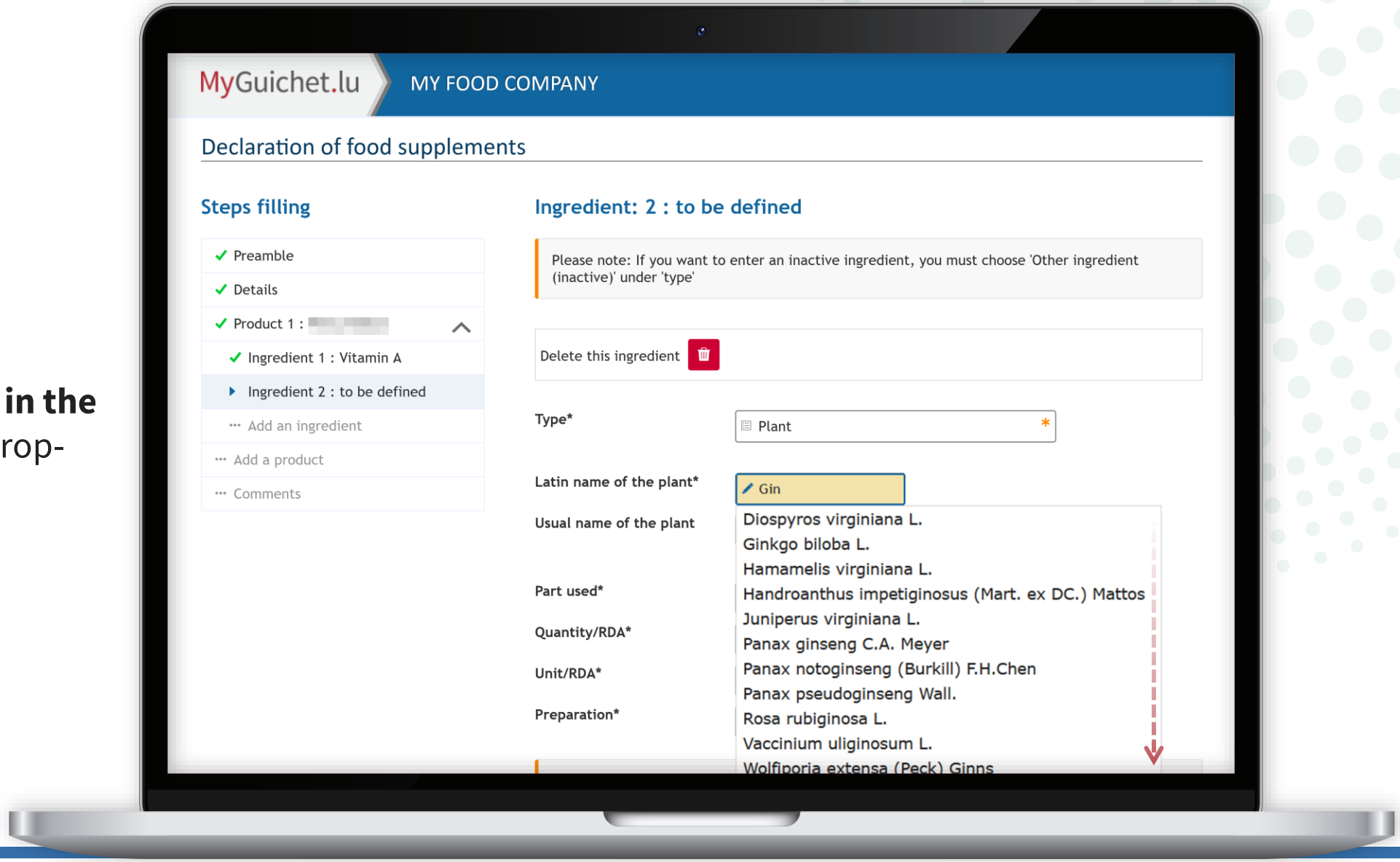
21

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



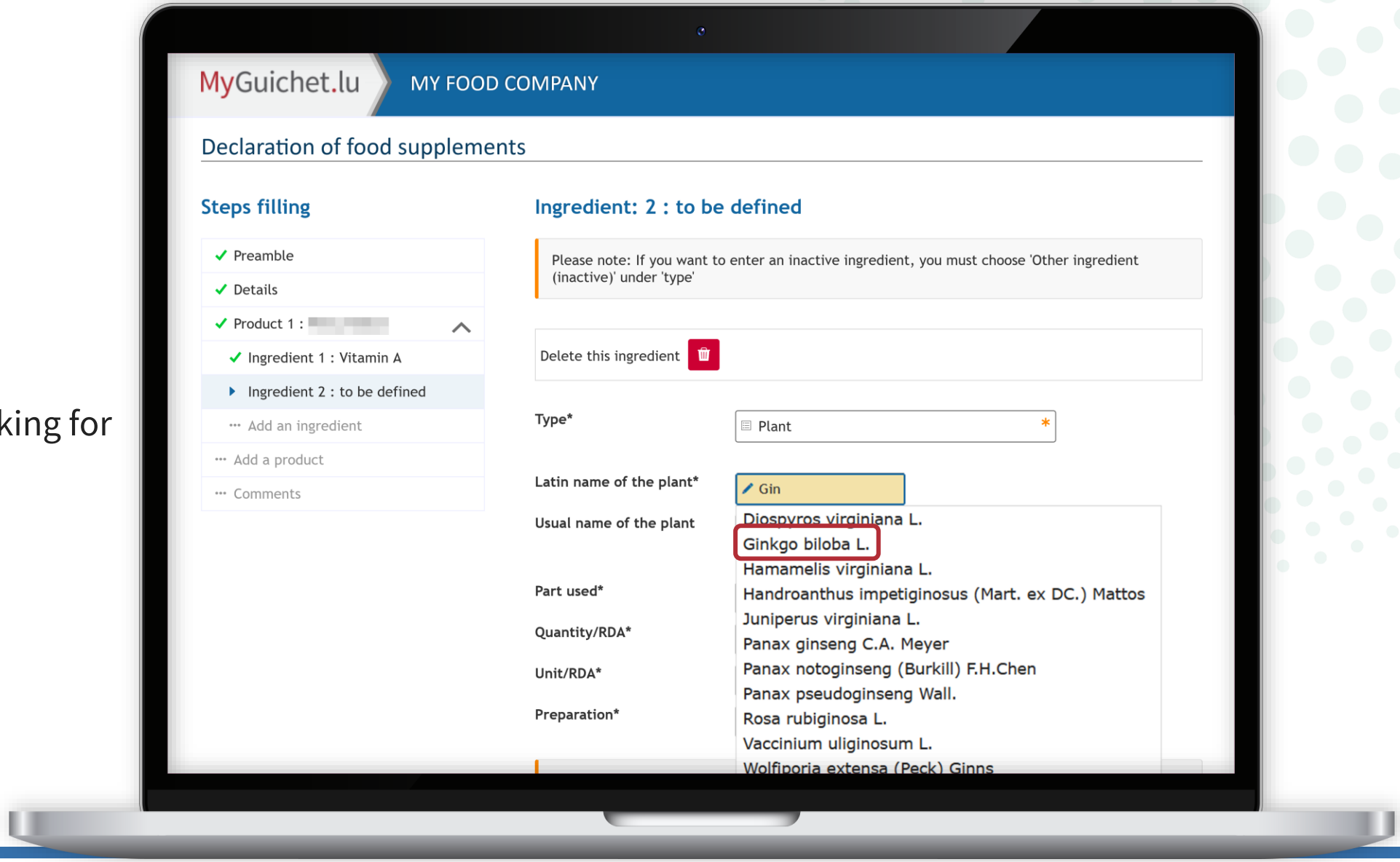
22

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

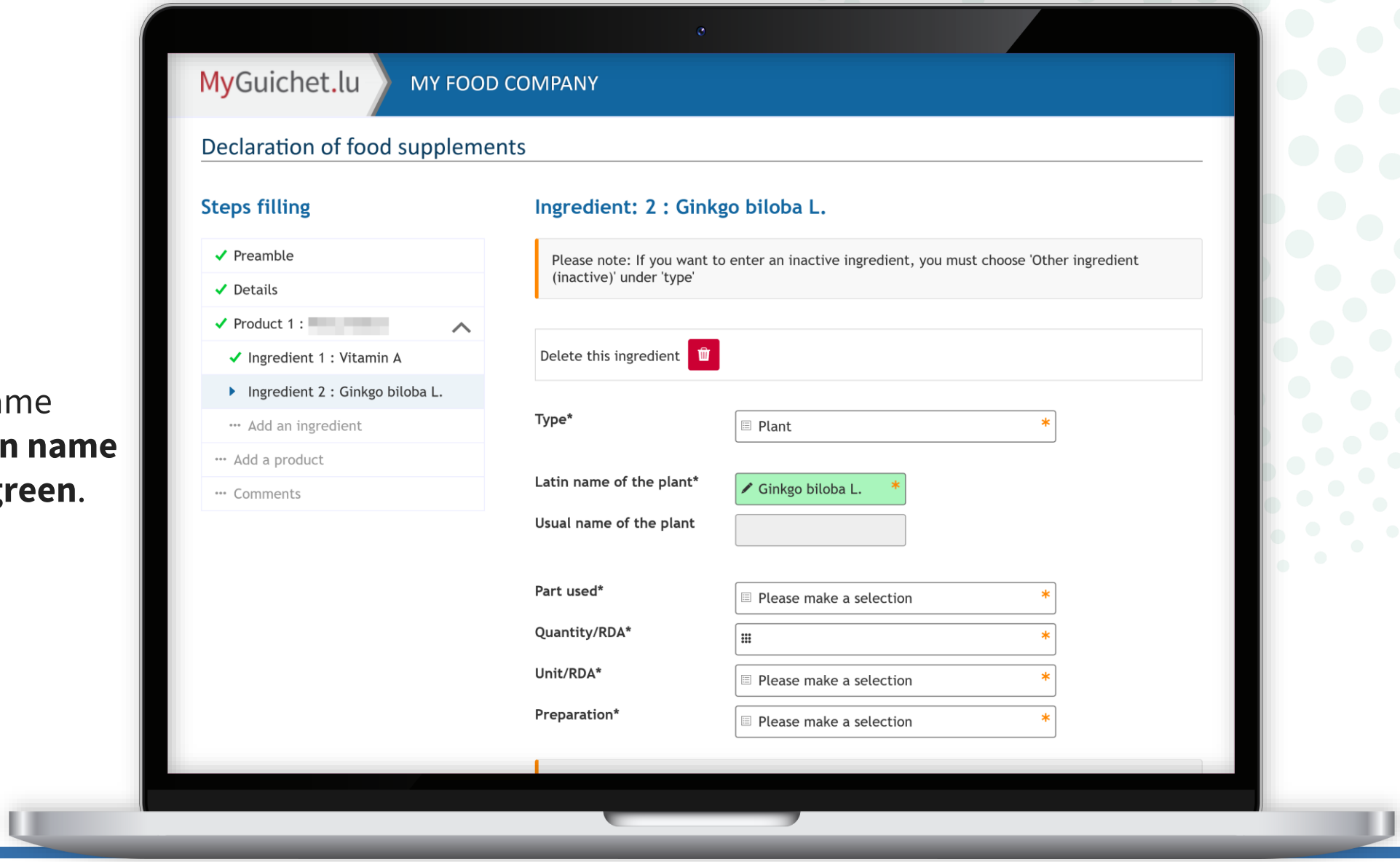


23

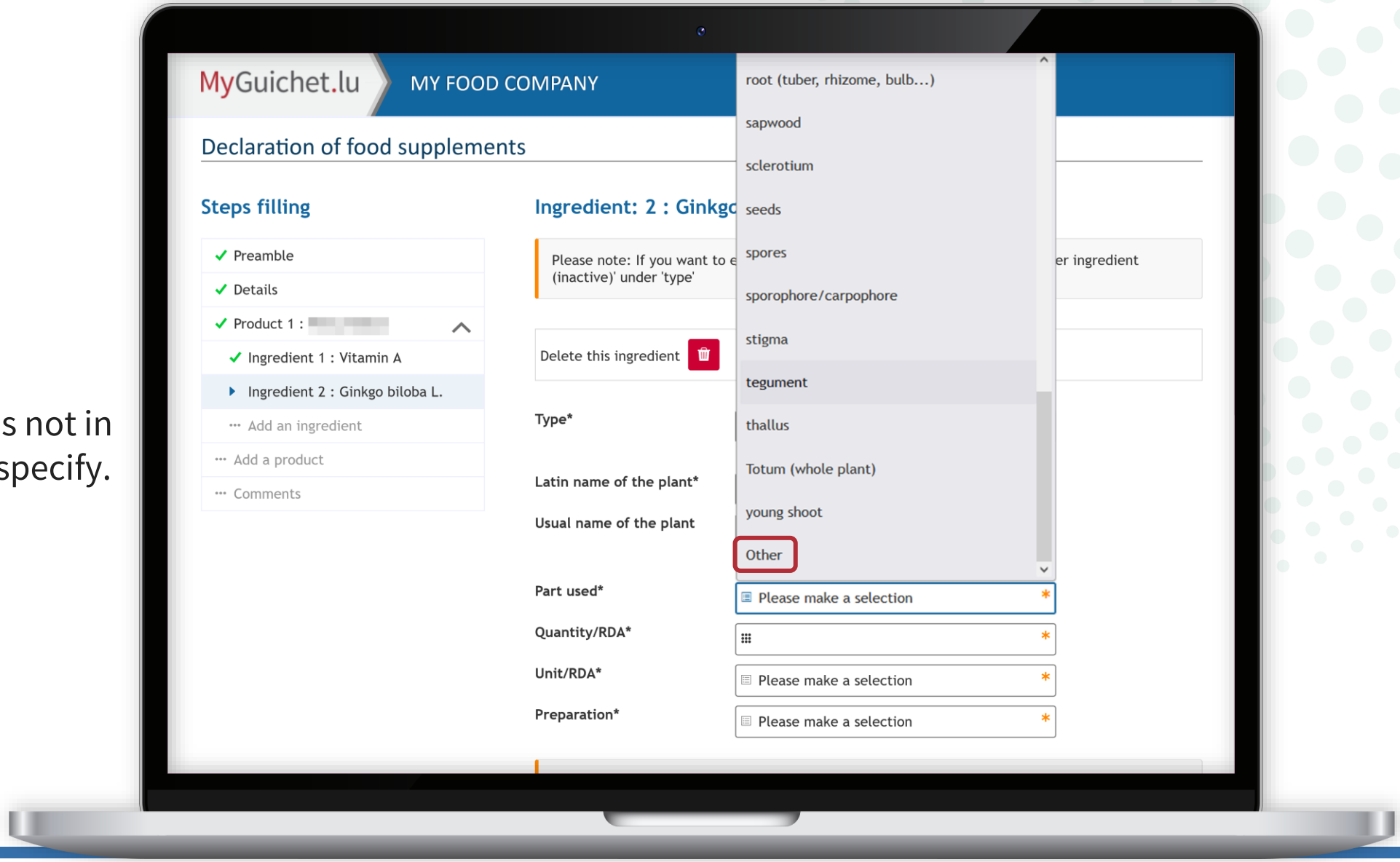
Select the name you are looking for from **the drop-down menu**.



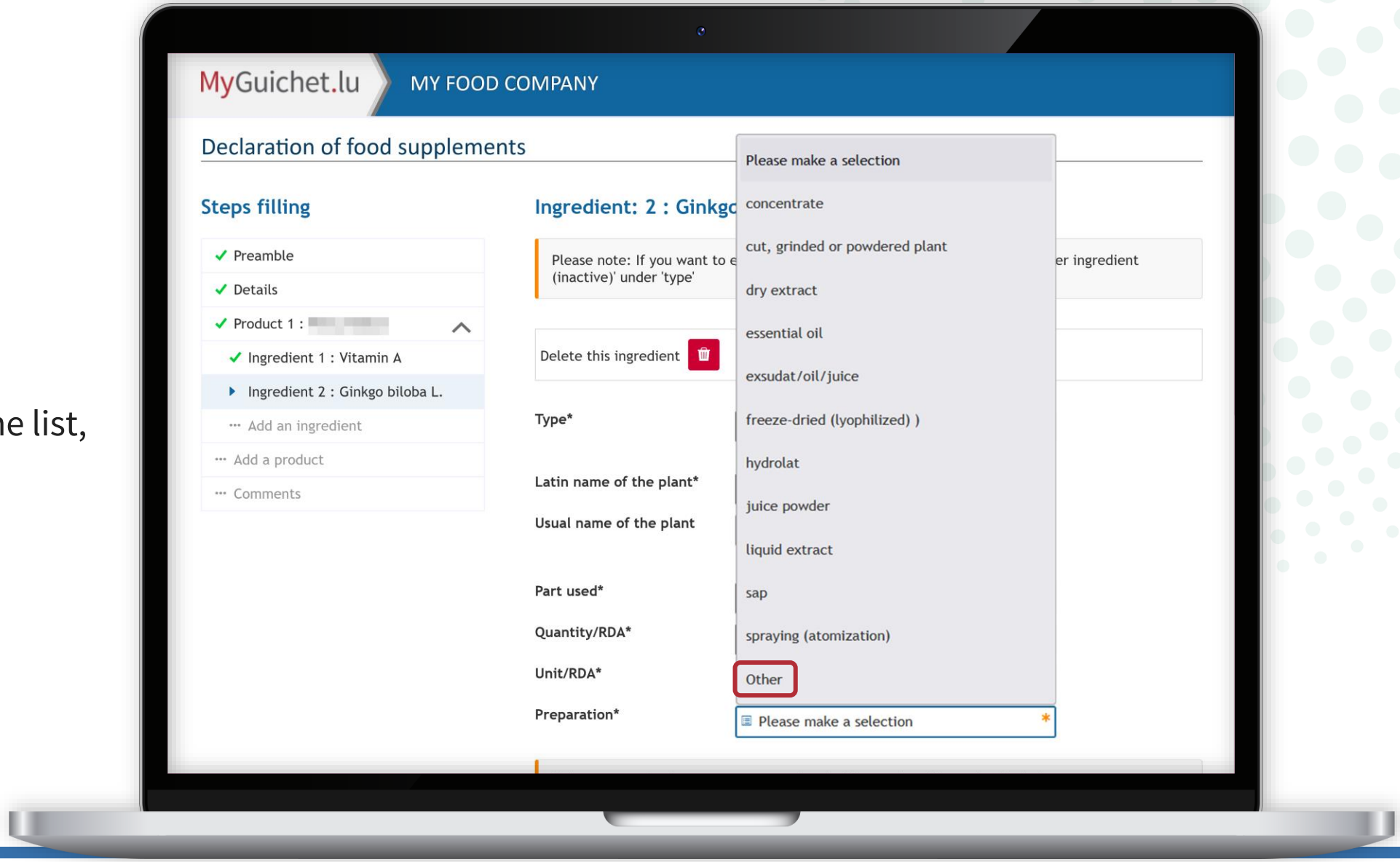
Once you have selected a name from the database, the '**Latin name of the plant**' field will turn **green**.



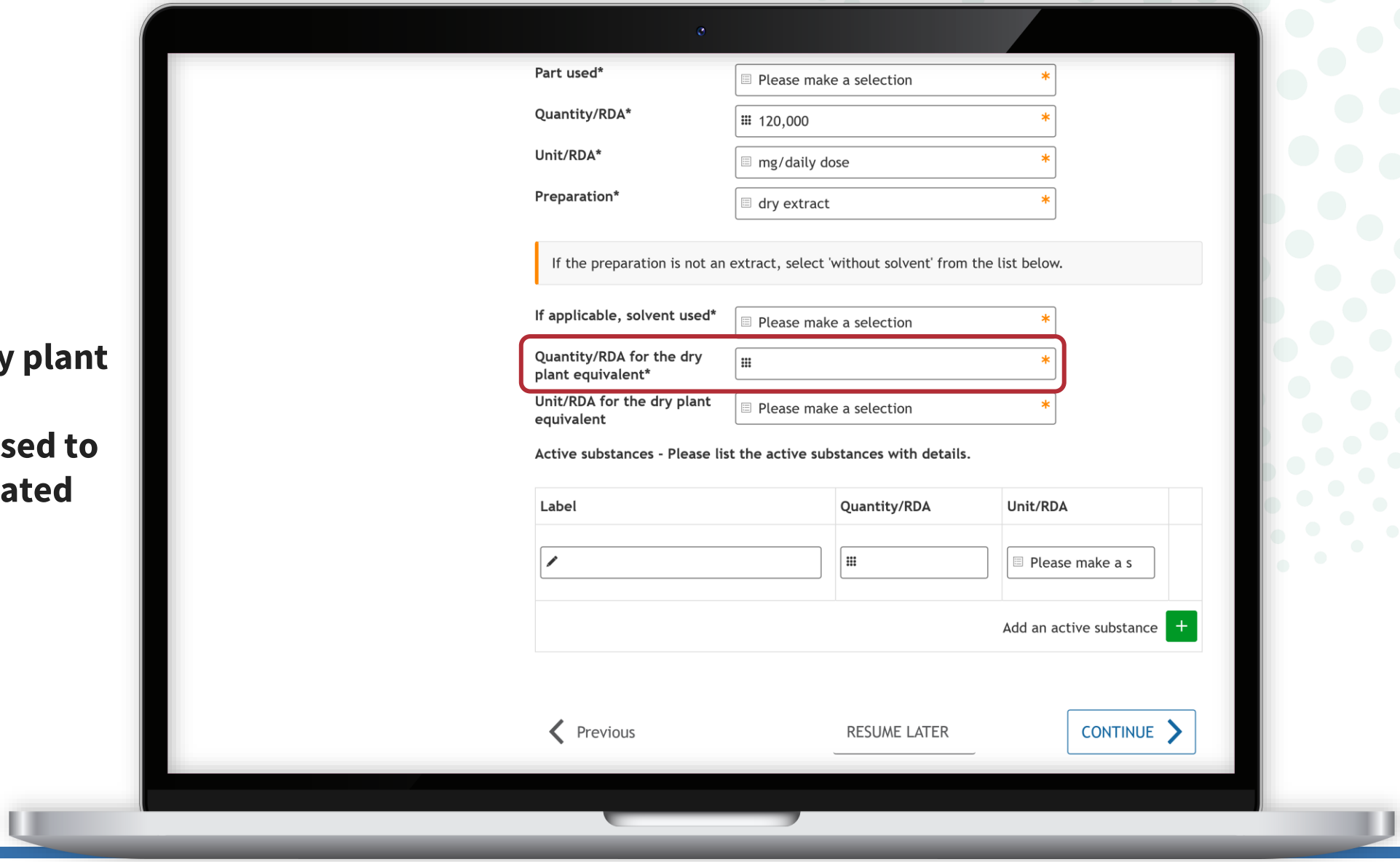
If the part of the plant used is not in the list, choose '**Other**' and specify.



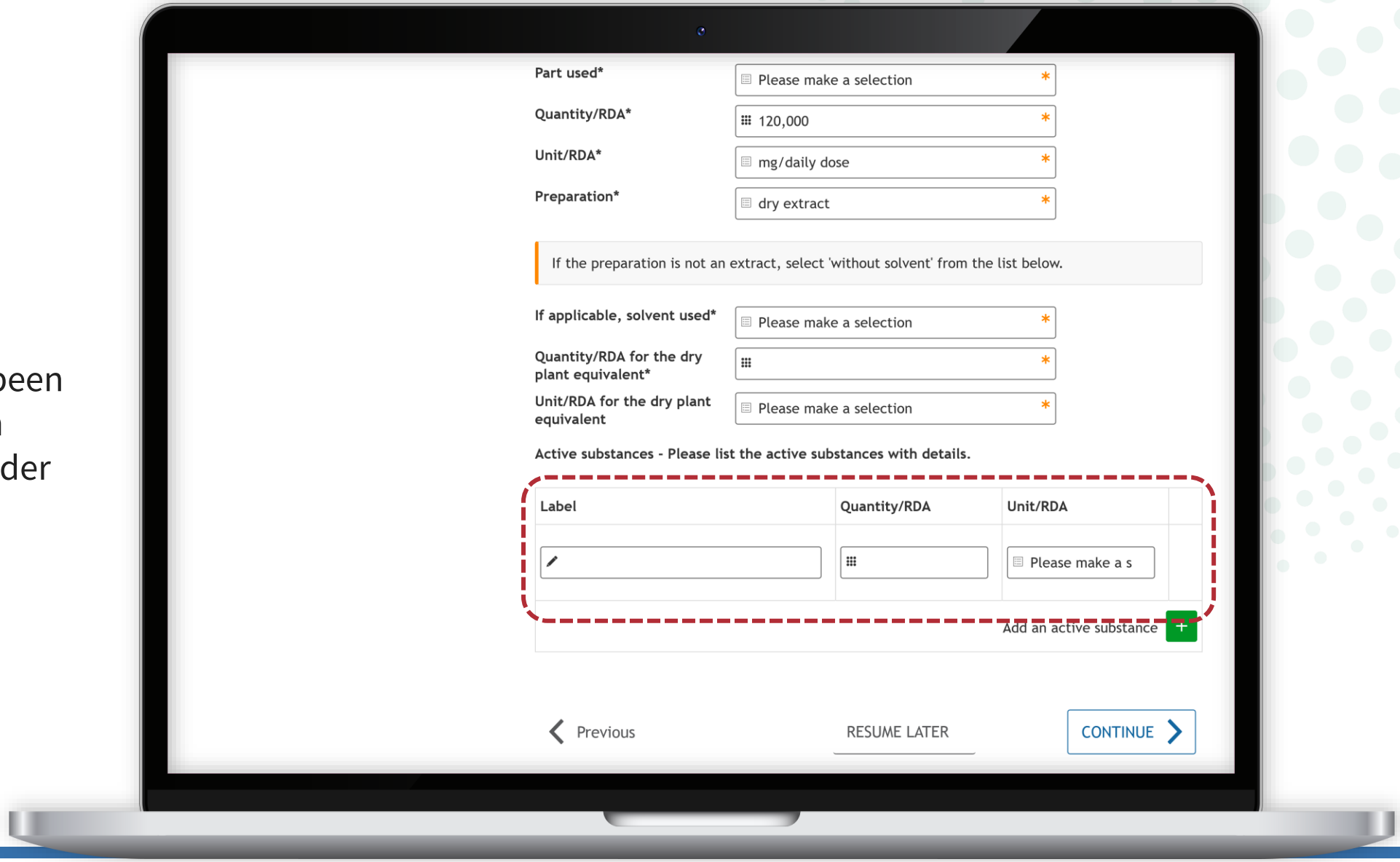
If the preparation is not in the list, choose '**Other**' and specify.



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

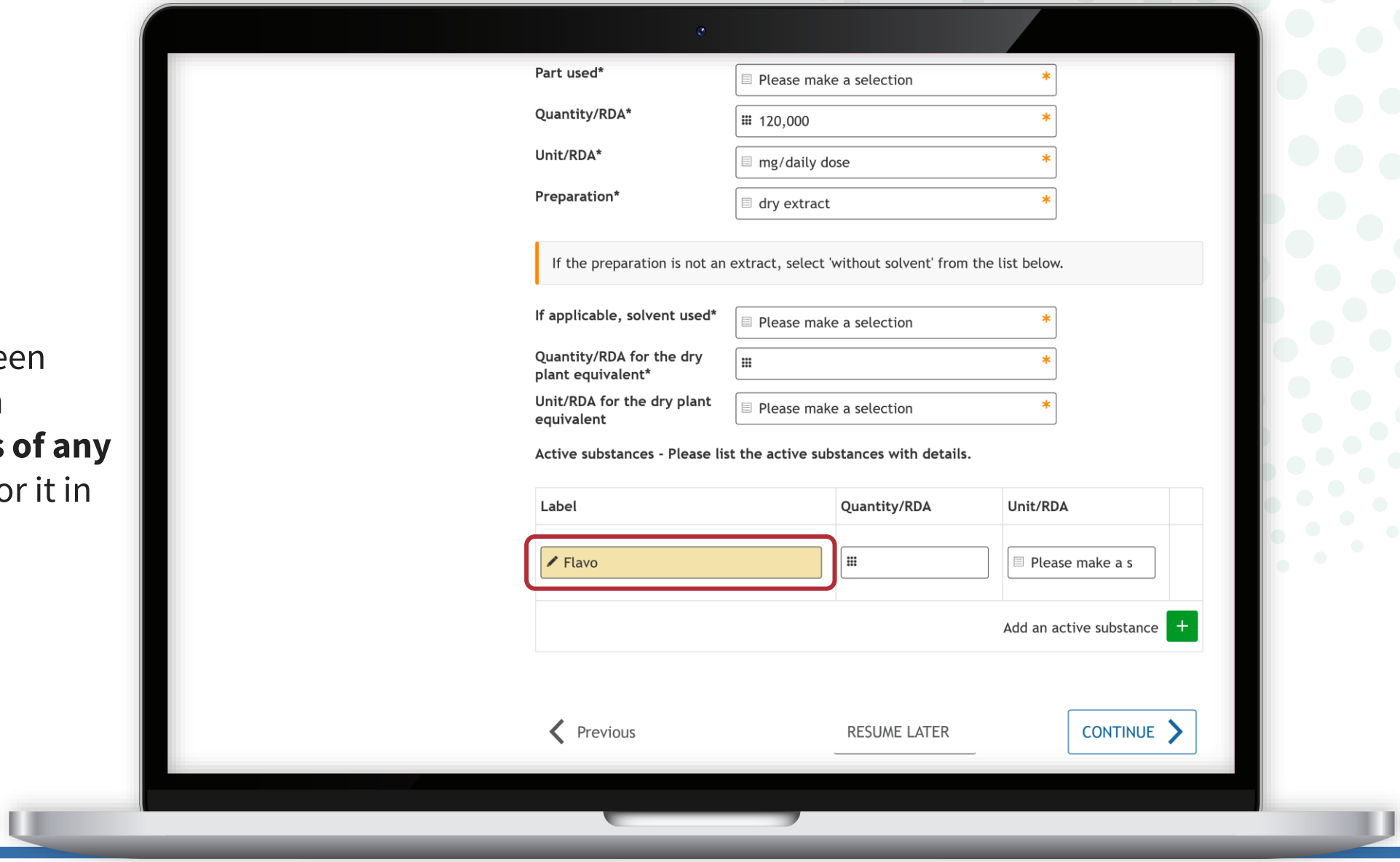


If **no active substance** has been quantified for the product in question, leave the fields under '**Active substances**' empty.



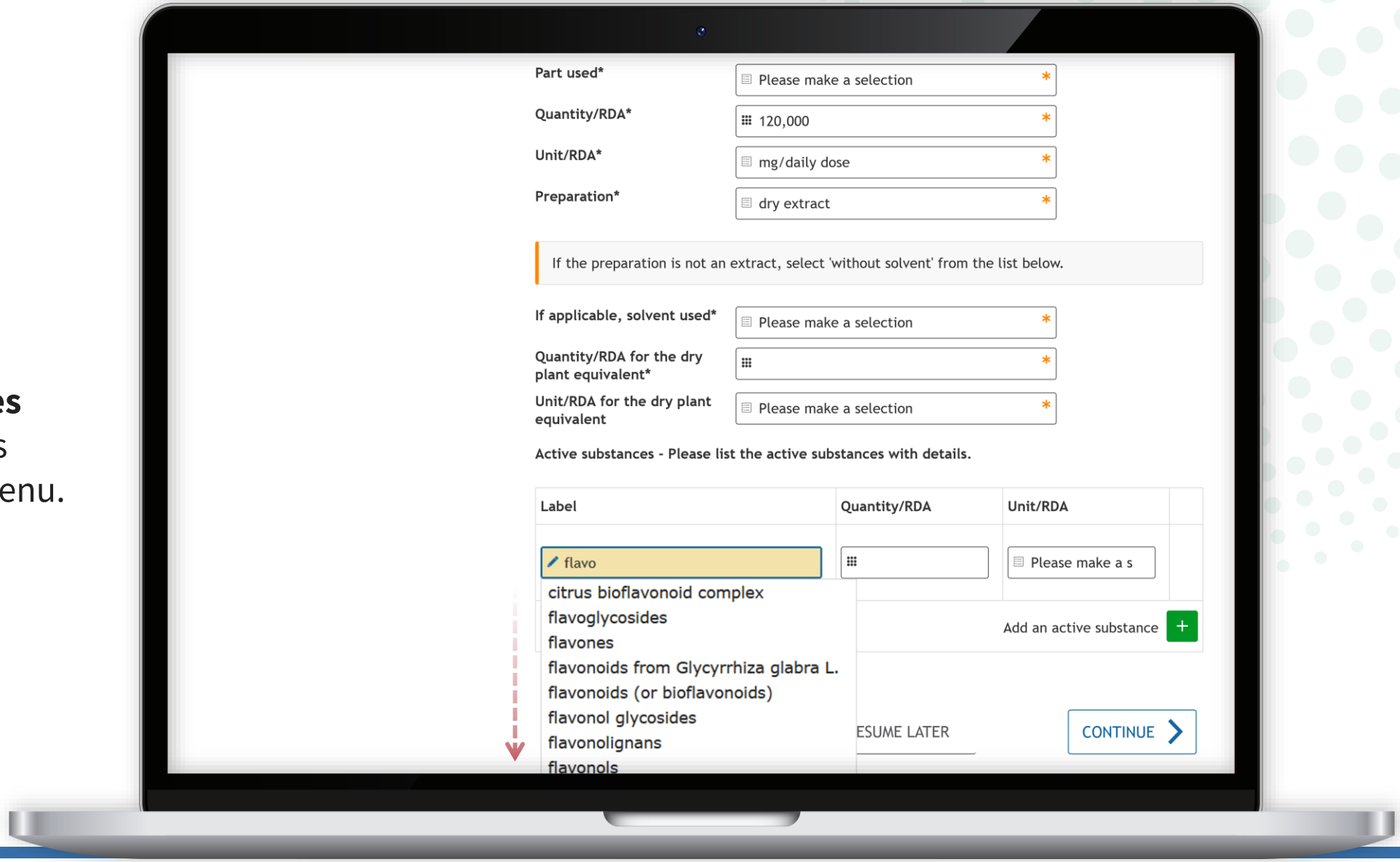
24

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.



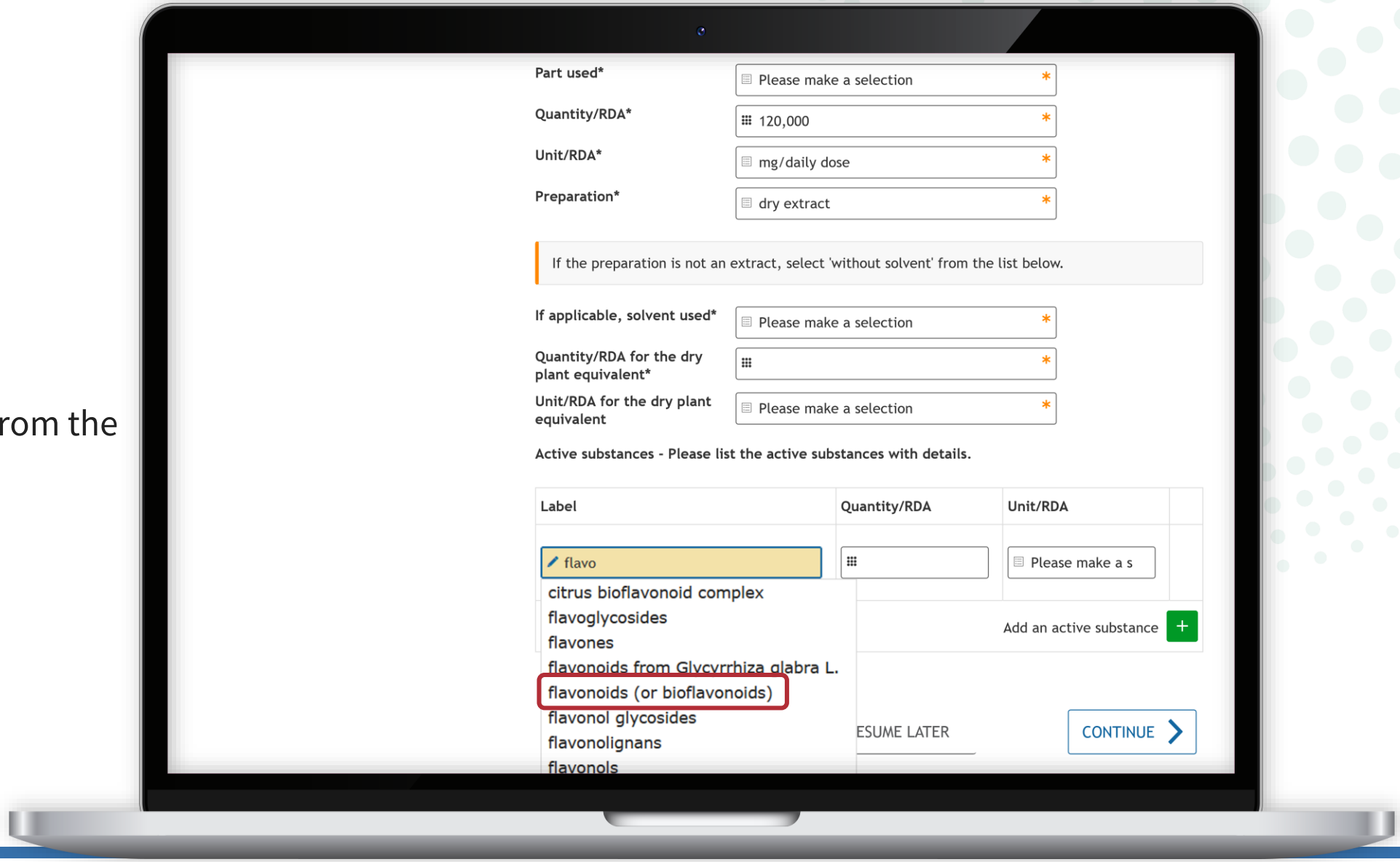
25

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

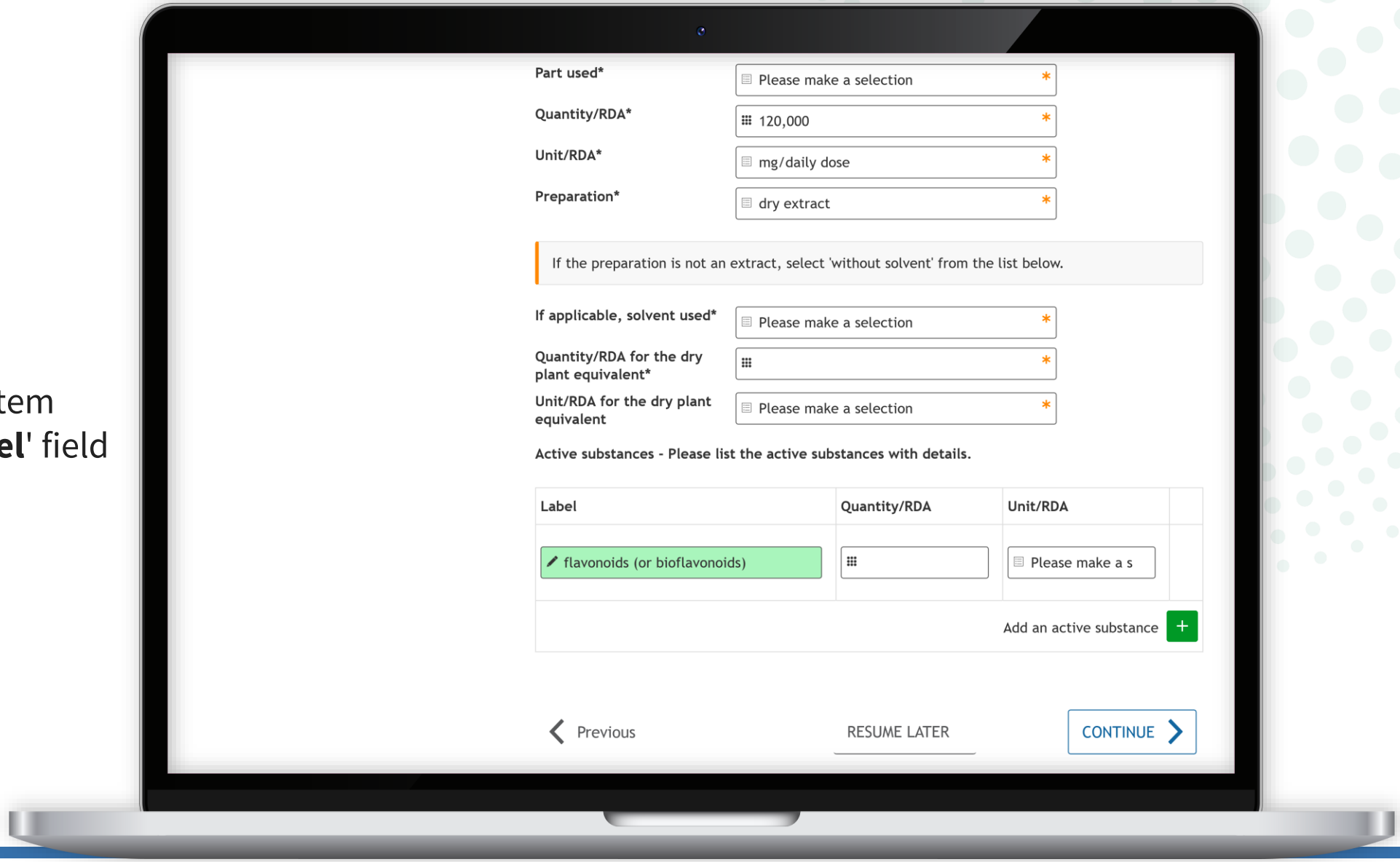


26

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



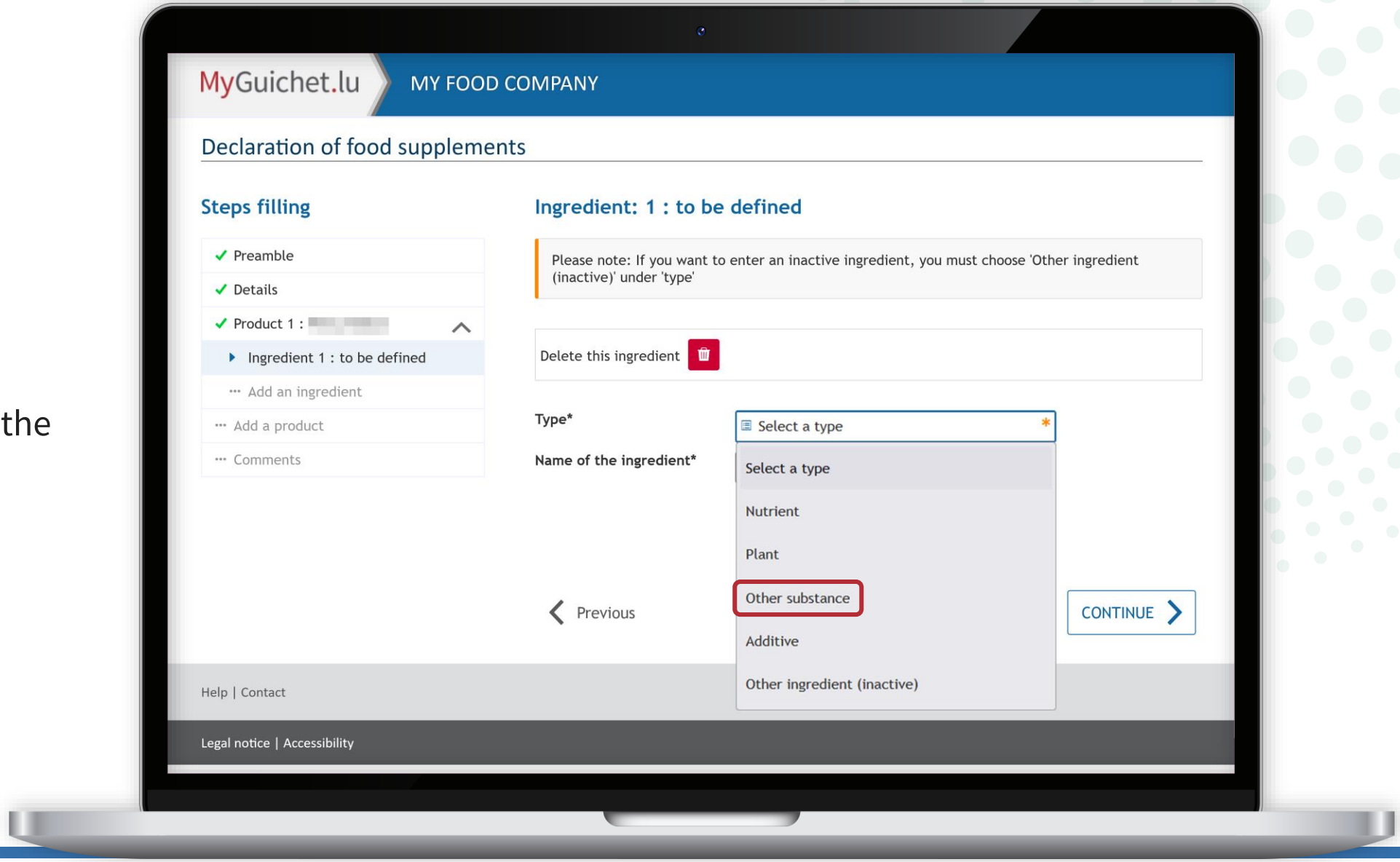
Once you have selected an item from the database, the '**Label**' field will turn **green**.



Other substance

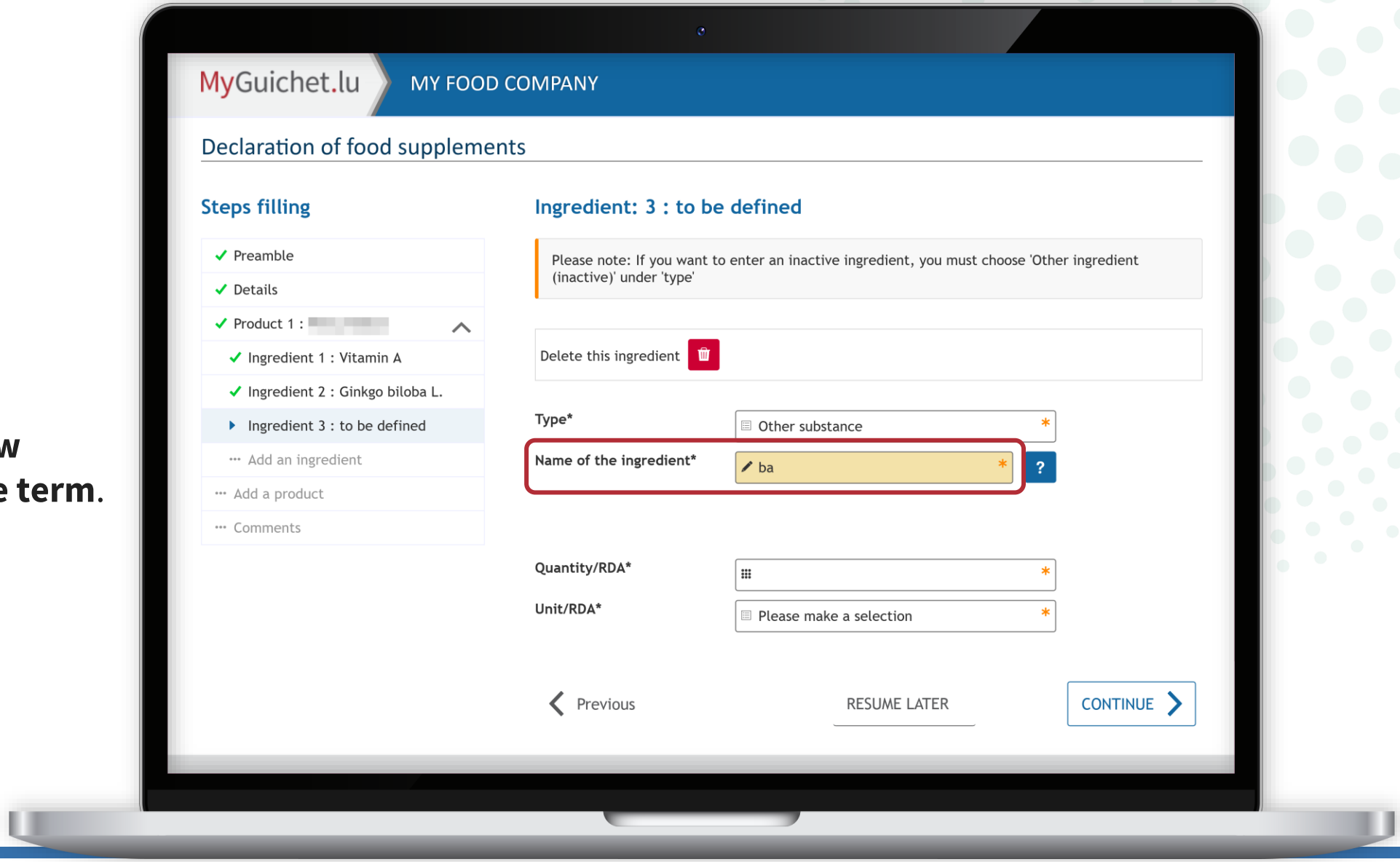
27

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



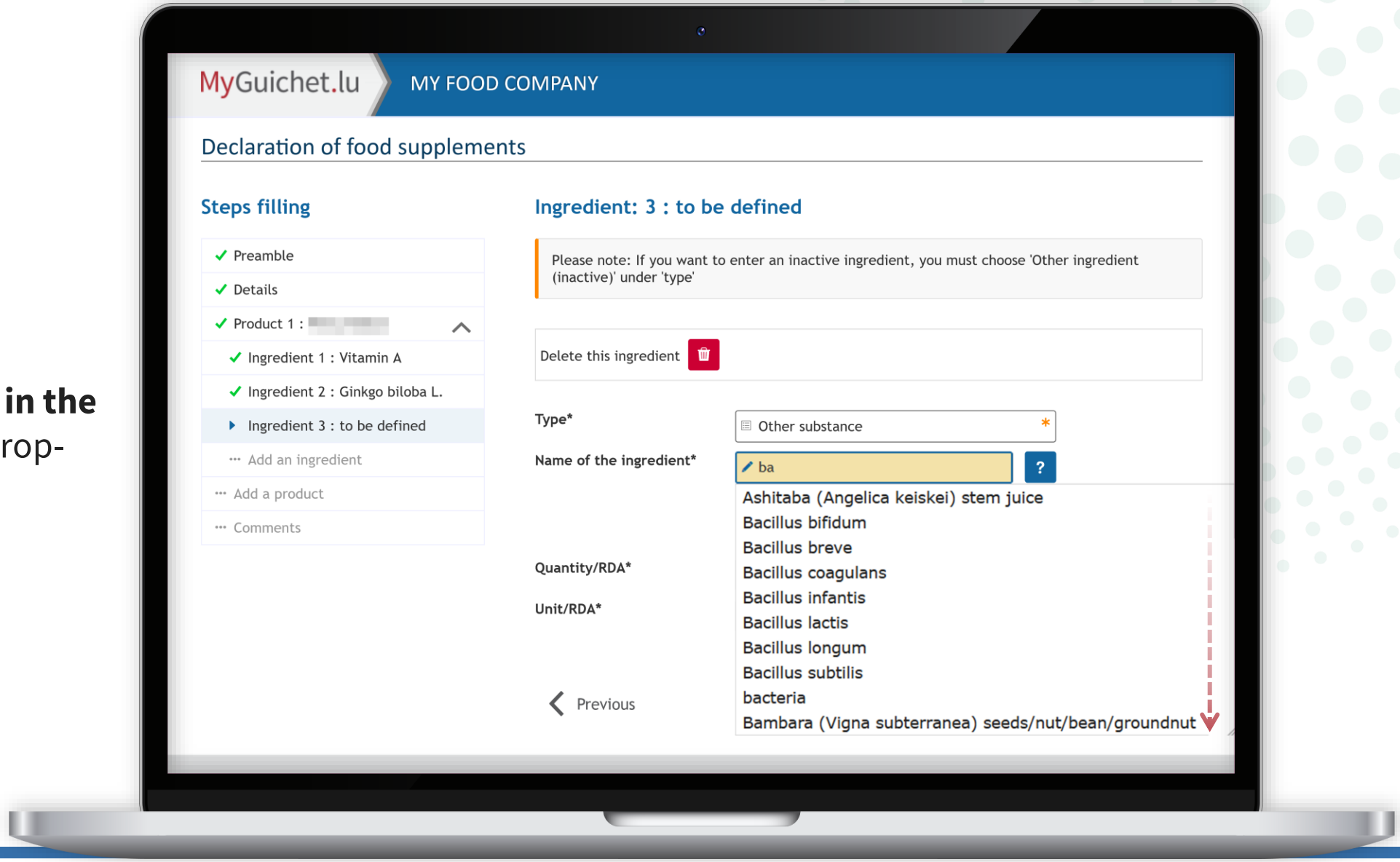
28

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



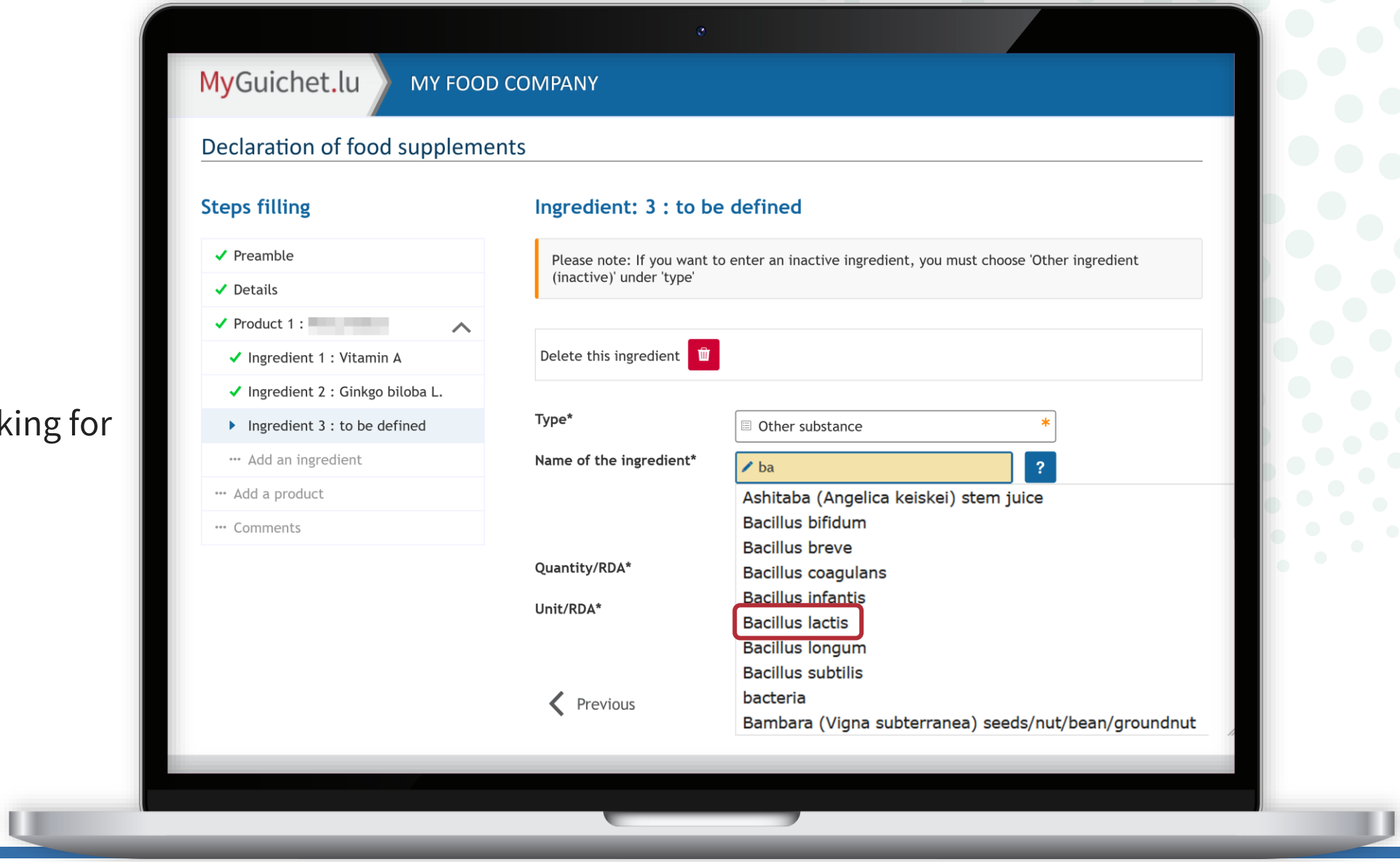
29

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



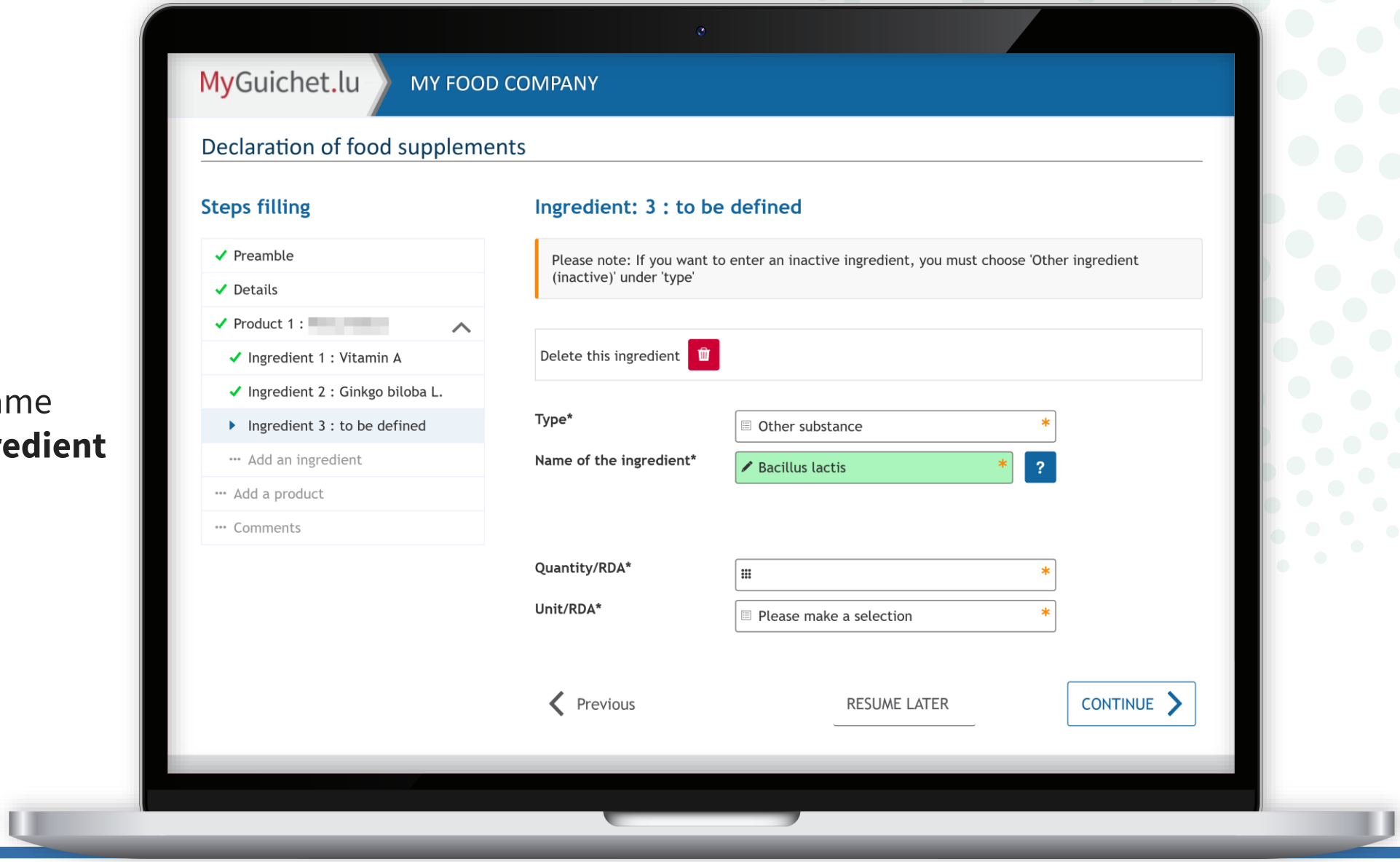
30

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



31

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

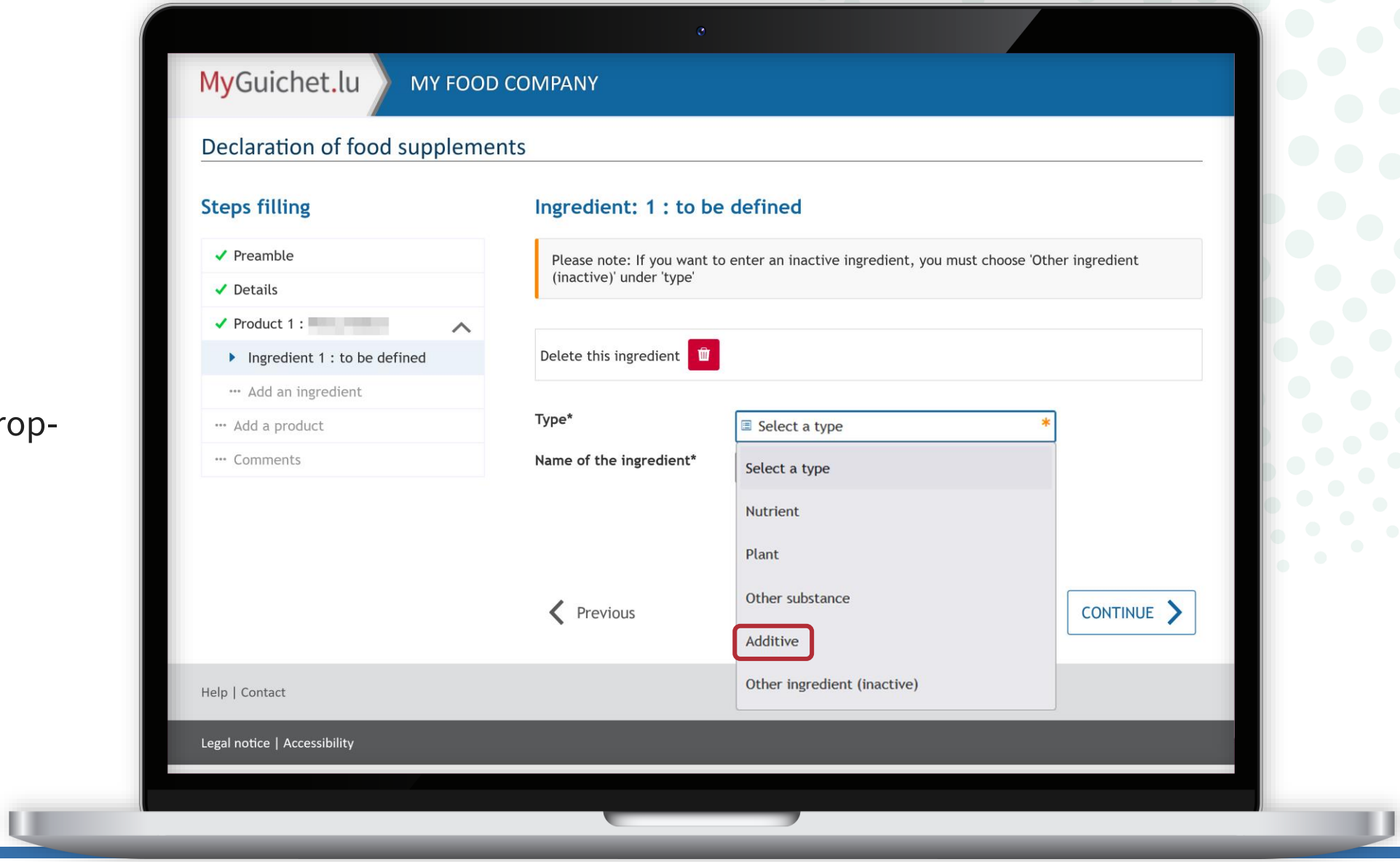


You must not choose a name that is already in the database. You can also **freely enter another name** and move on to the next step without the field turning green.

Additive

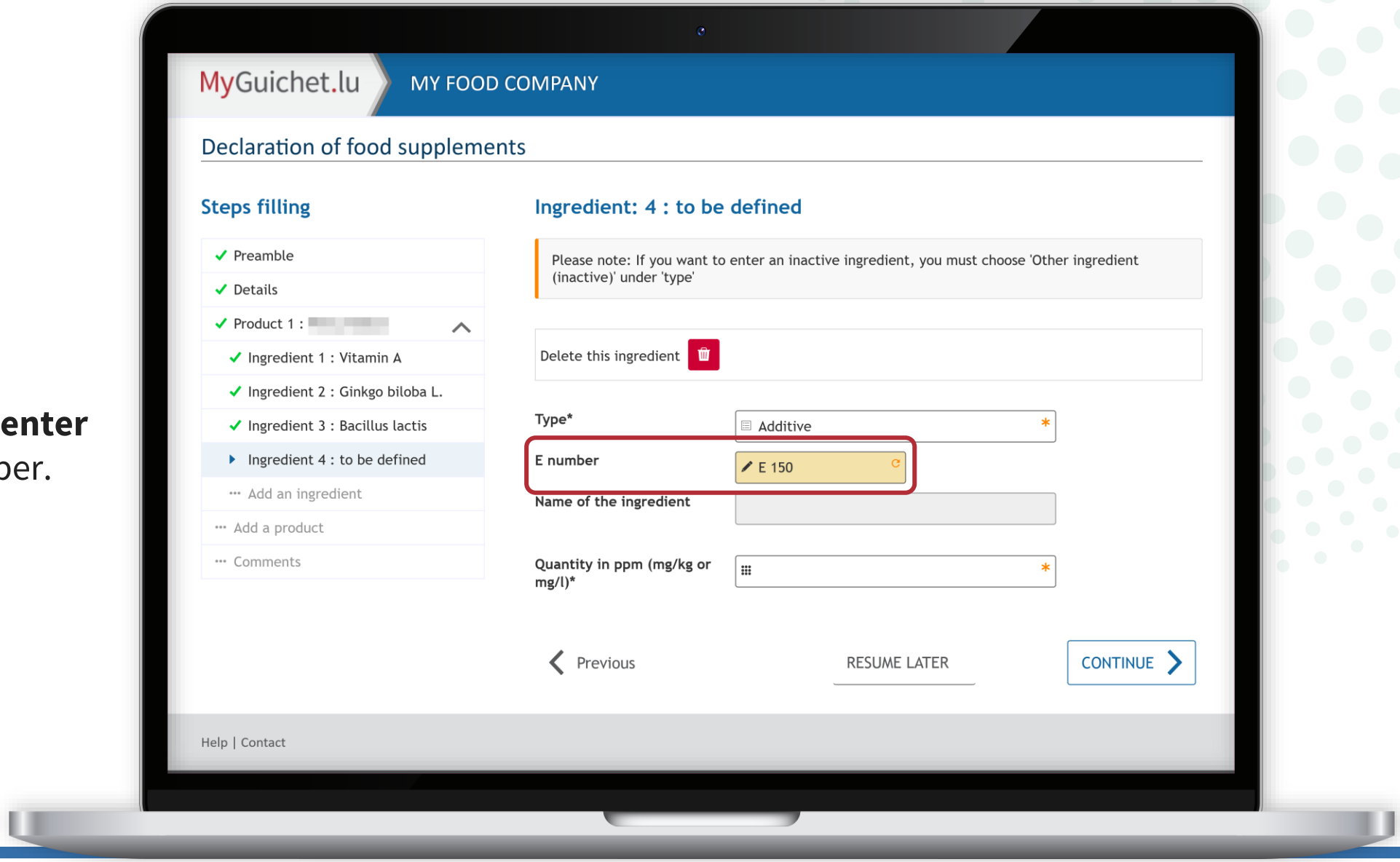
32

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



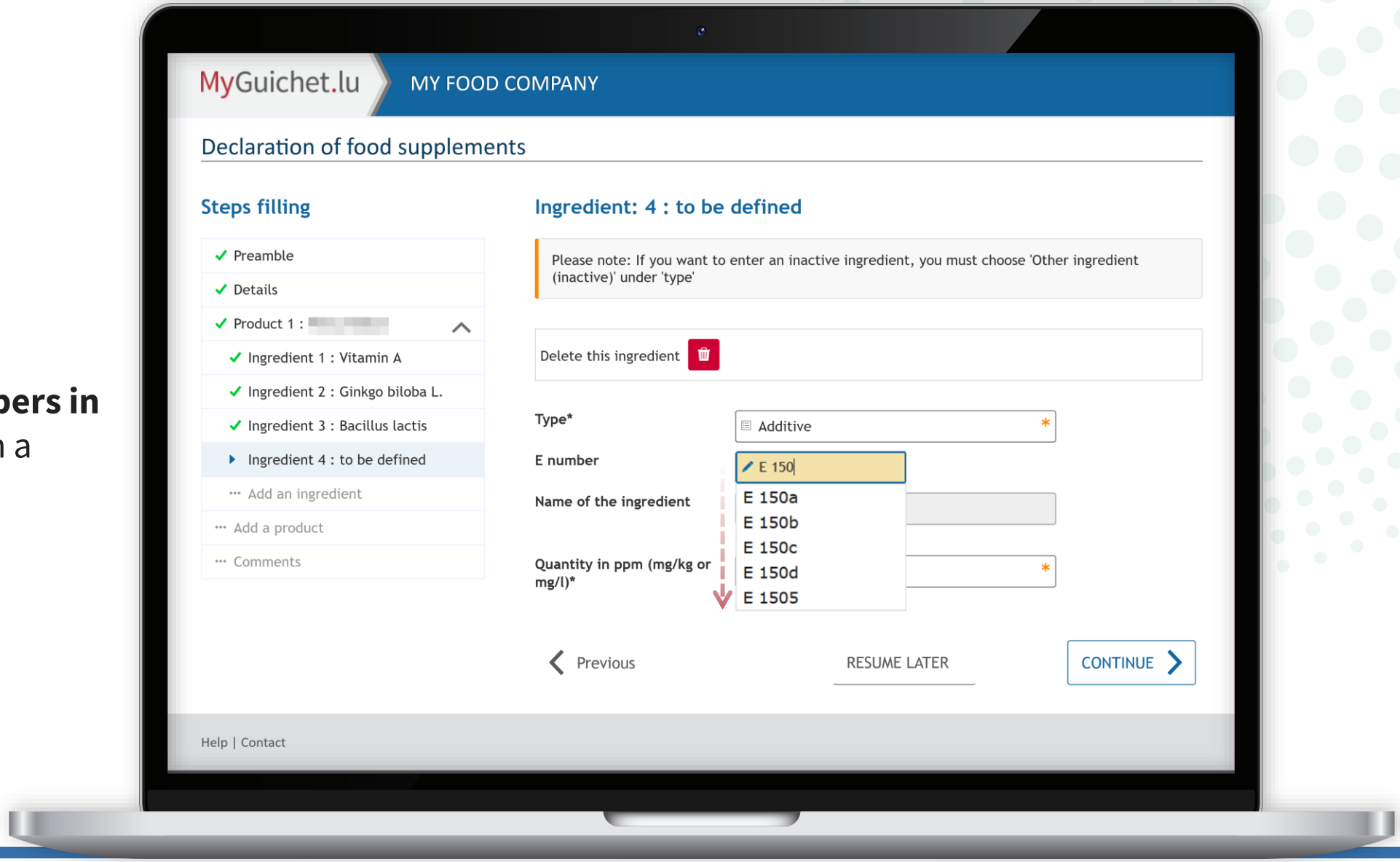
33

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



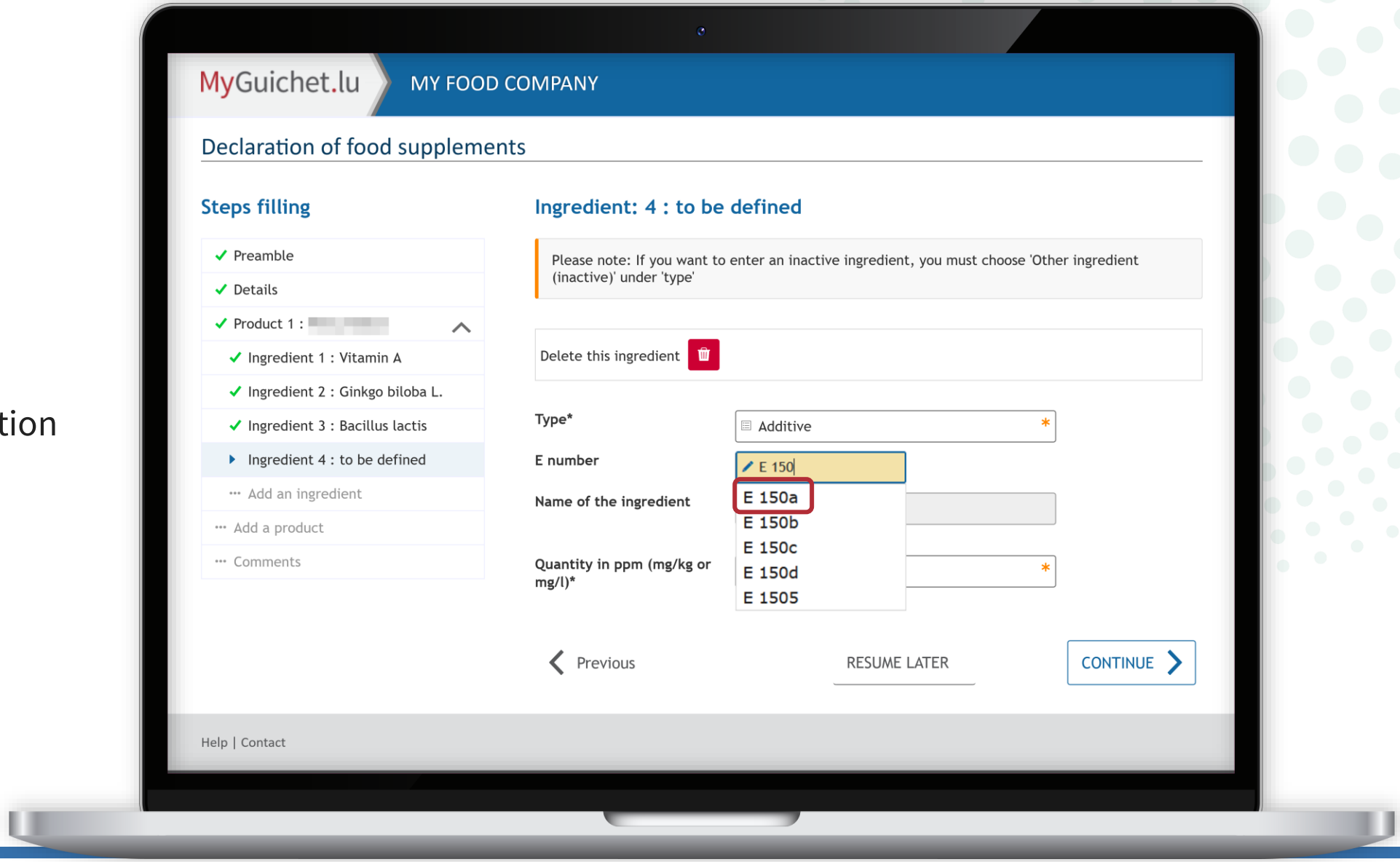
34

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

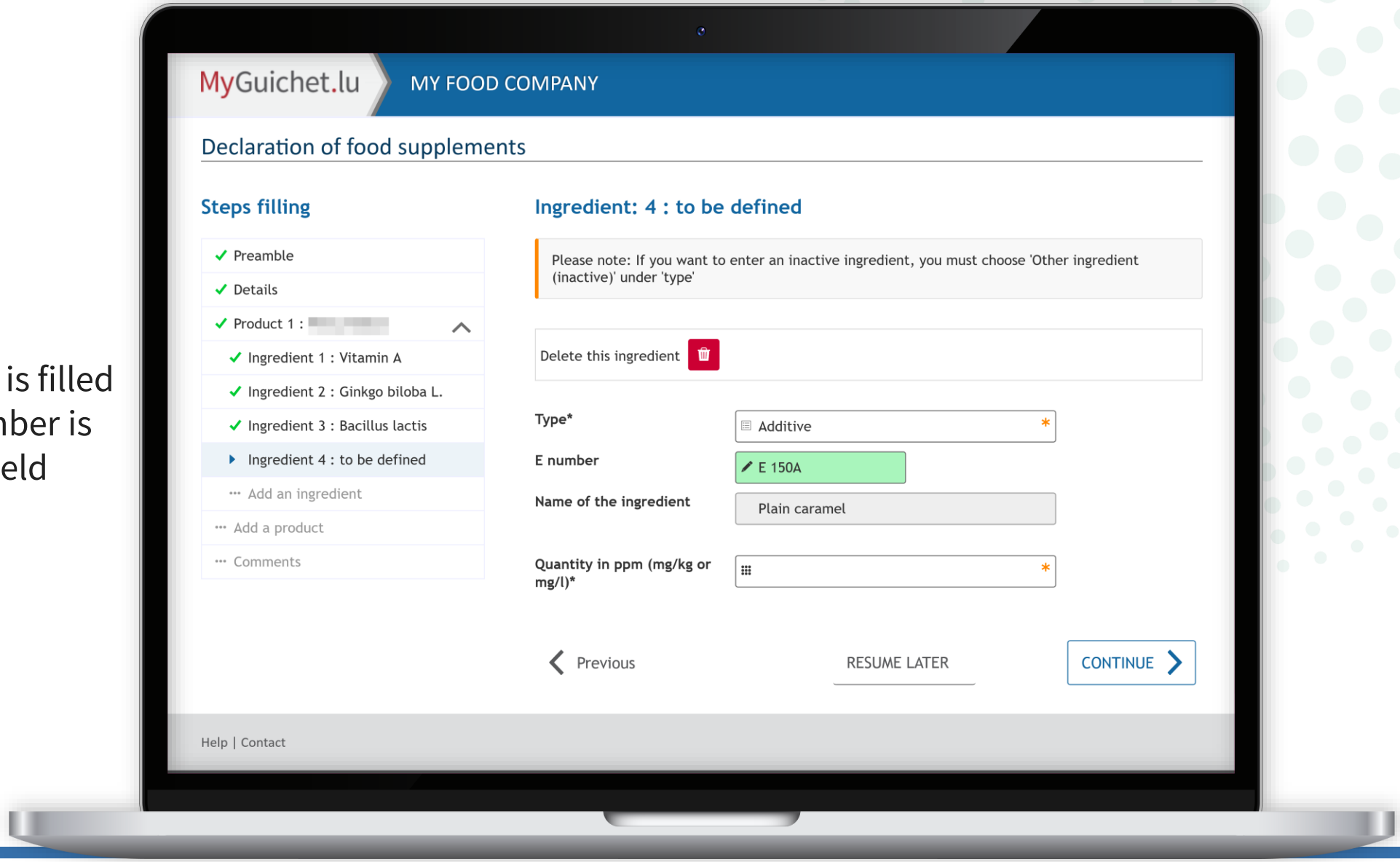


35

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

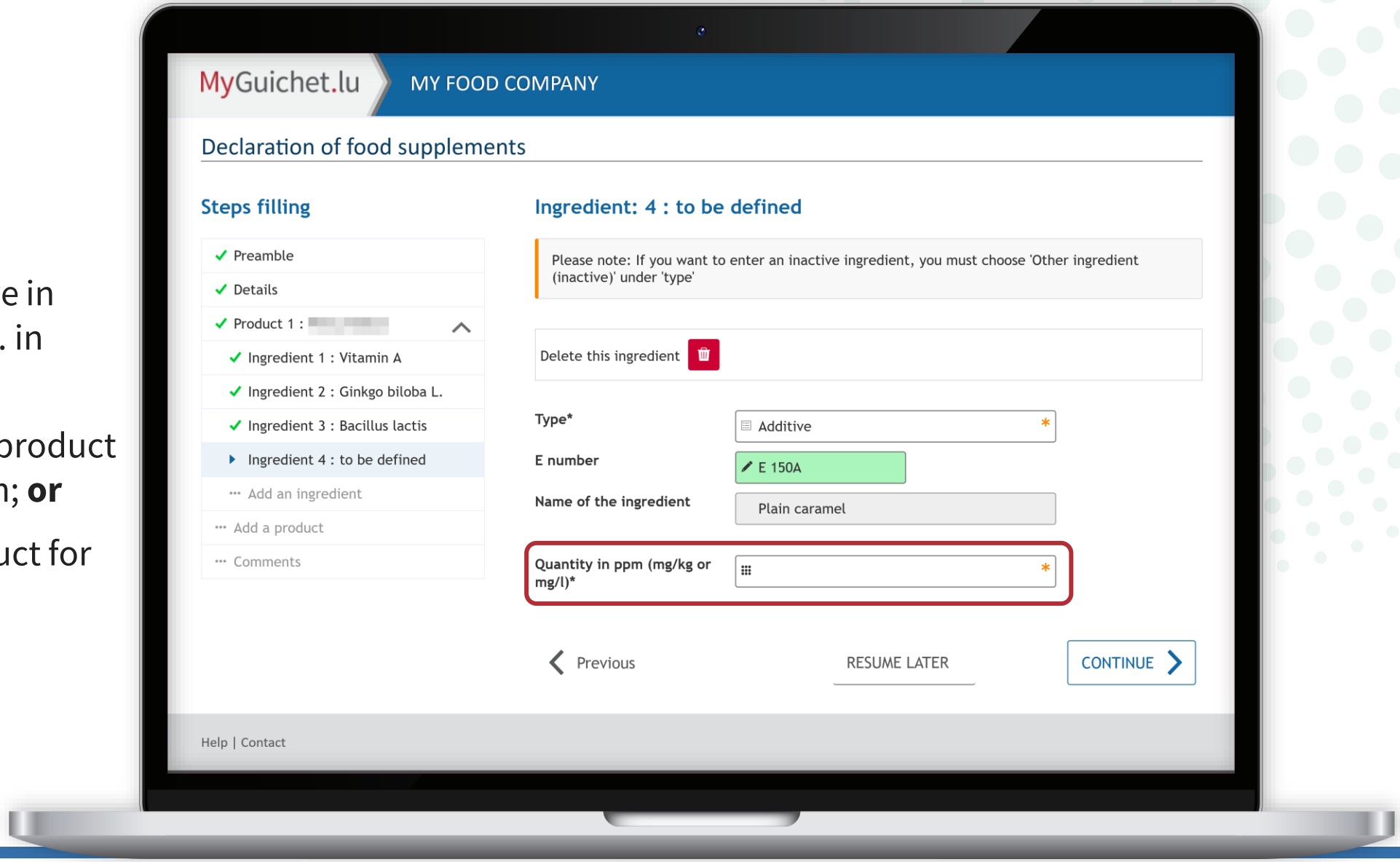


The '**Ingredient name**' field is filled in automatically if the E number is valid, i.e. if the '**E number**' field turns green.



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.

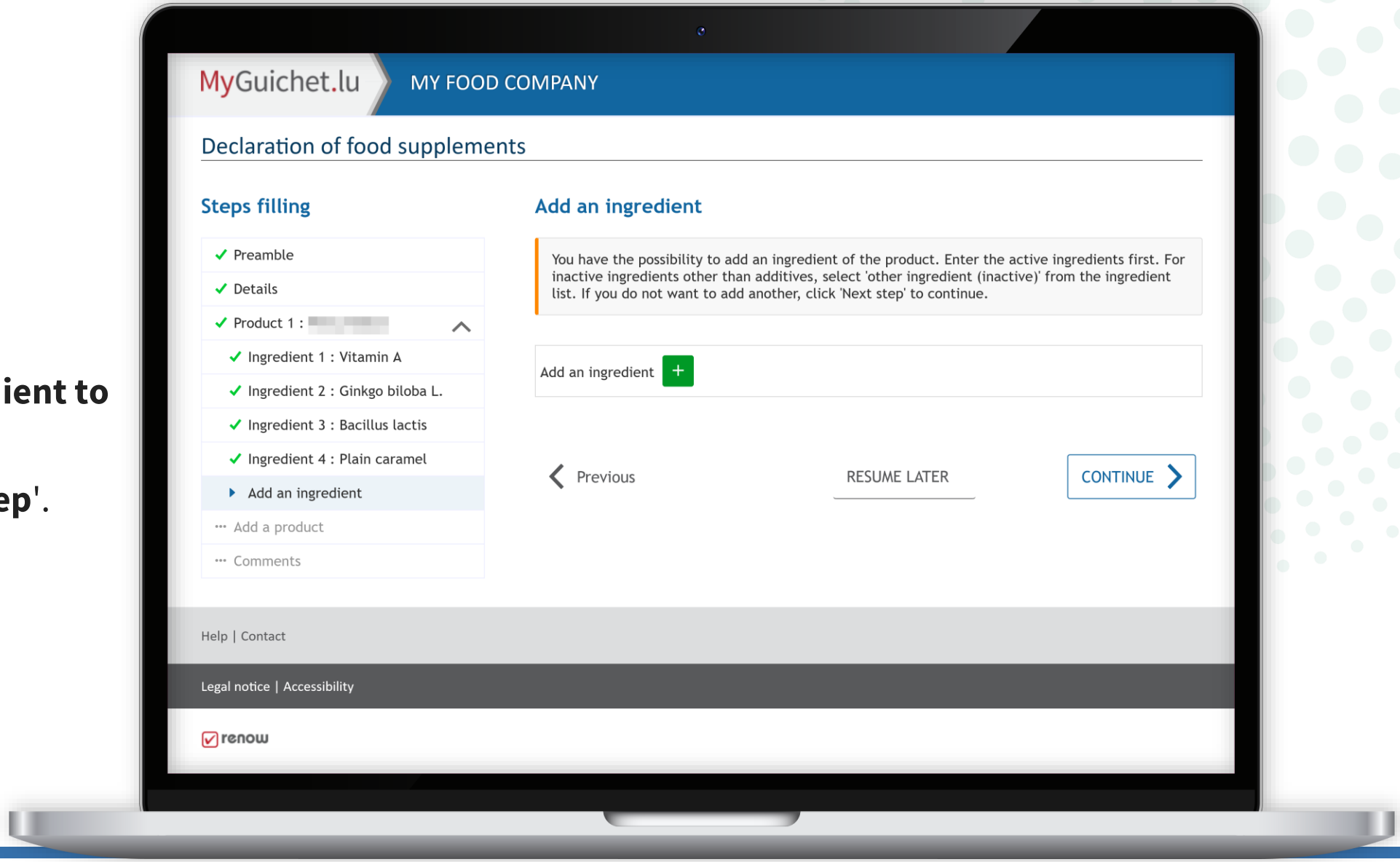


Use the '**Other ingredient (inactive)**' type only if the ingredient in question does not appear in any of the databases available for the other types.

36

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

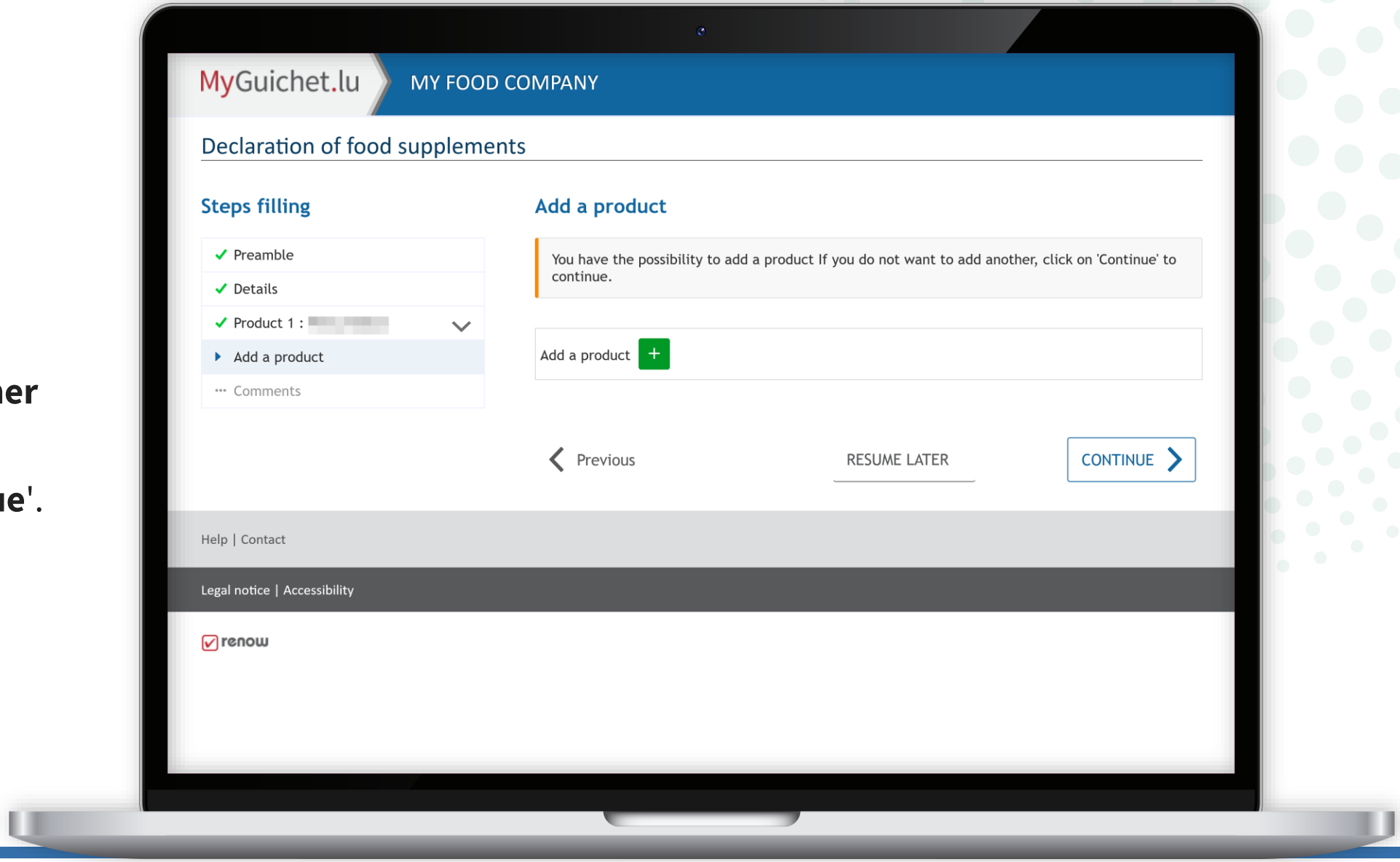
Otherwise, click on '**Next step**'.



37

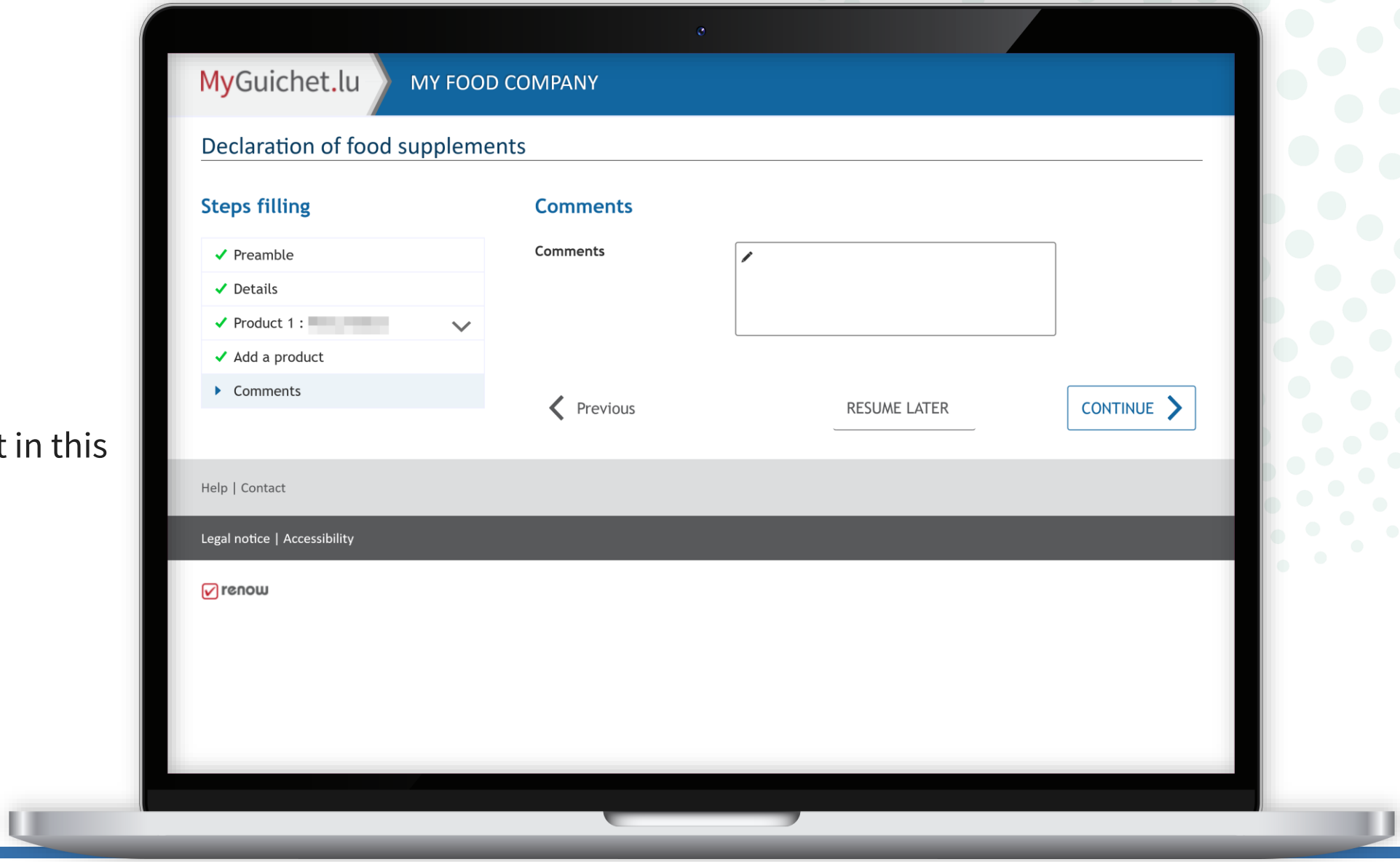
If you wish to **declare another product**, click on '+'.

Otherwise, click on '**Continue**'.



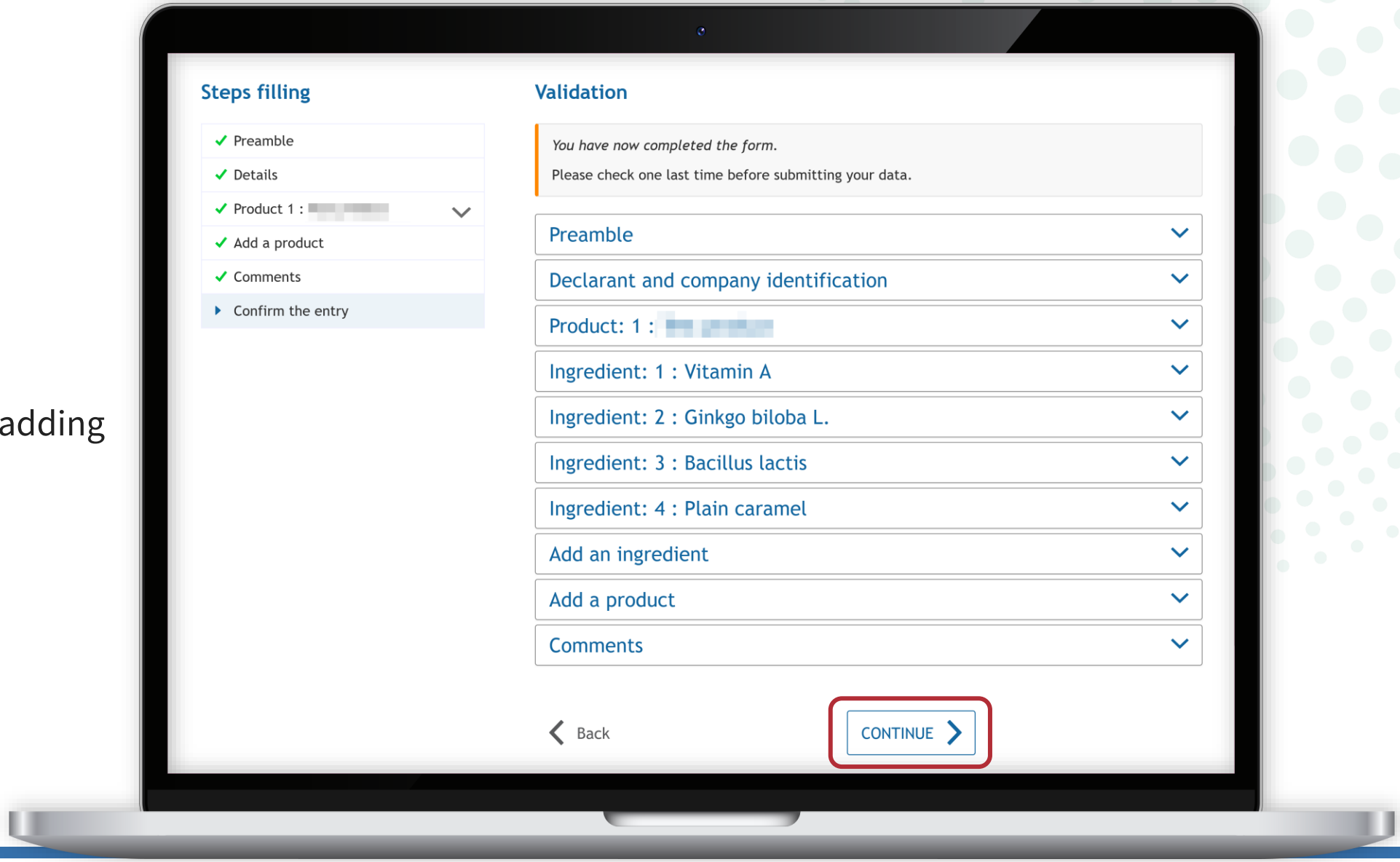
38

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

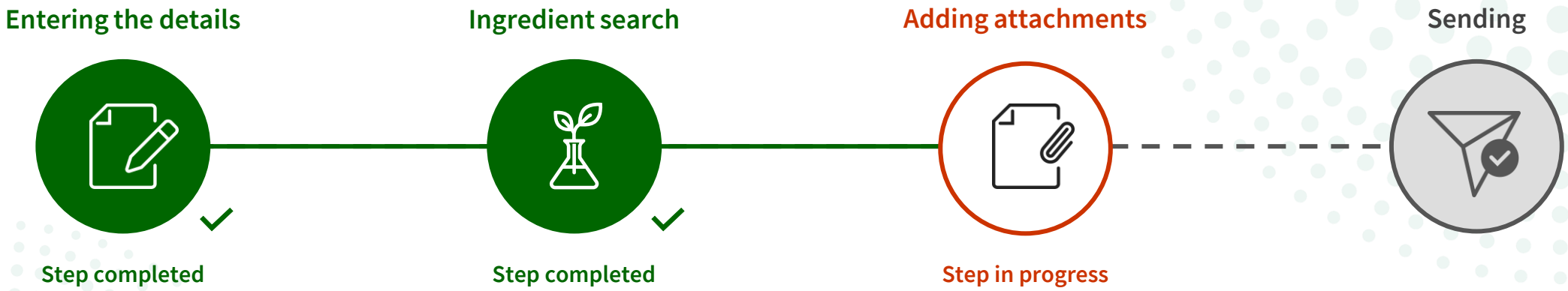


39

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



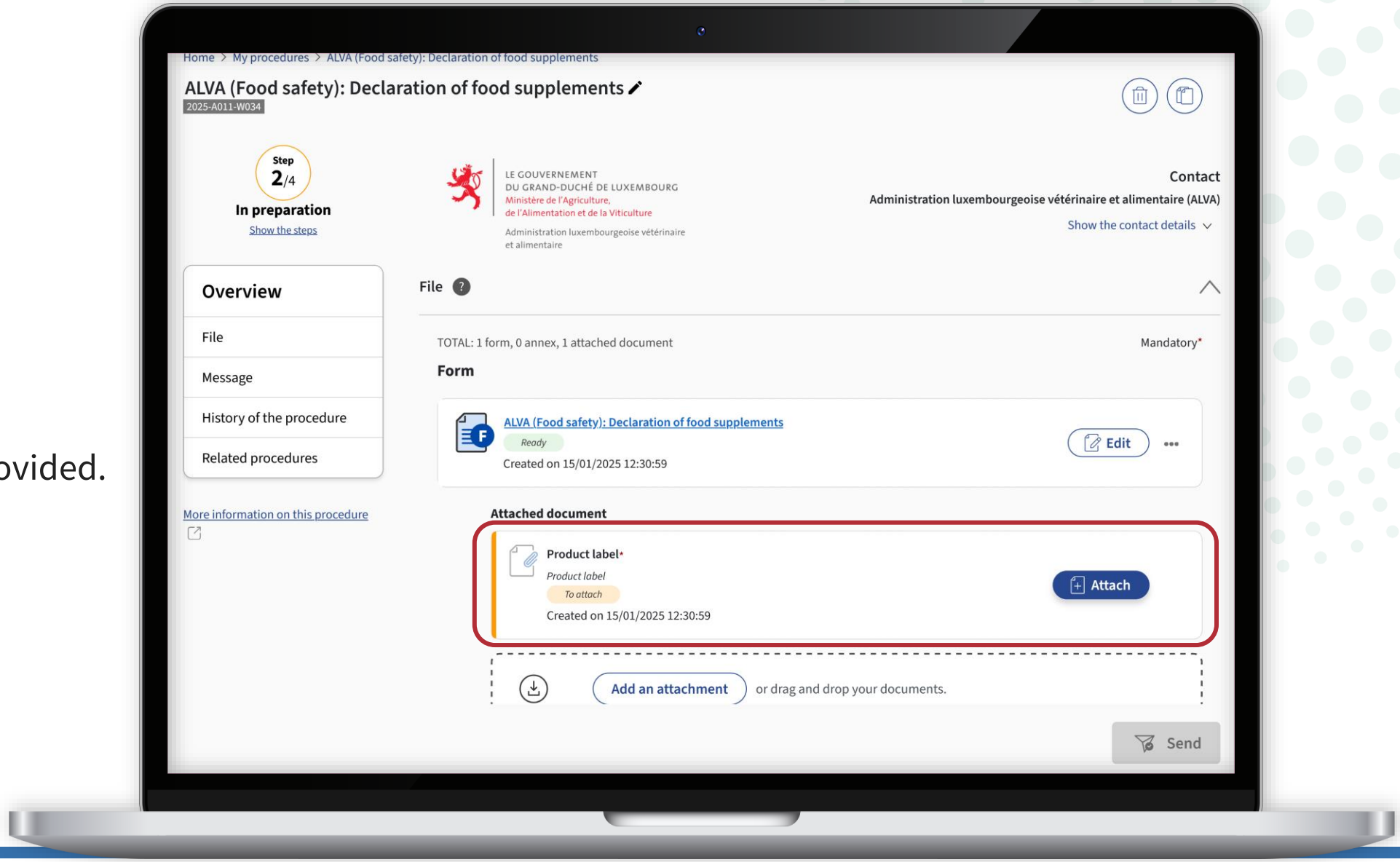
Step 3/4


Entering the details
Ingredient search
Adding attachments
Sending
Step completed
Step completed
Step in progress

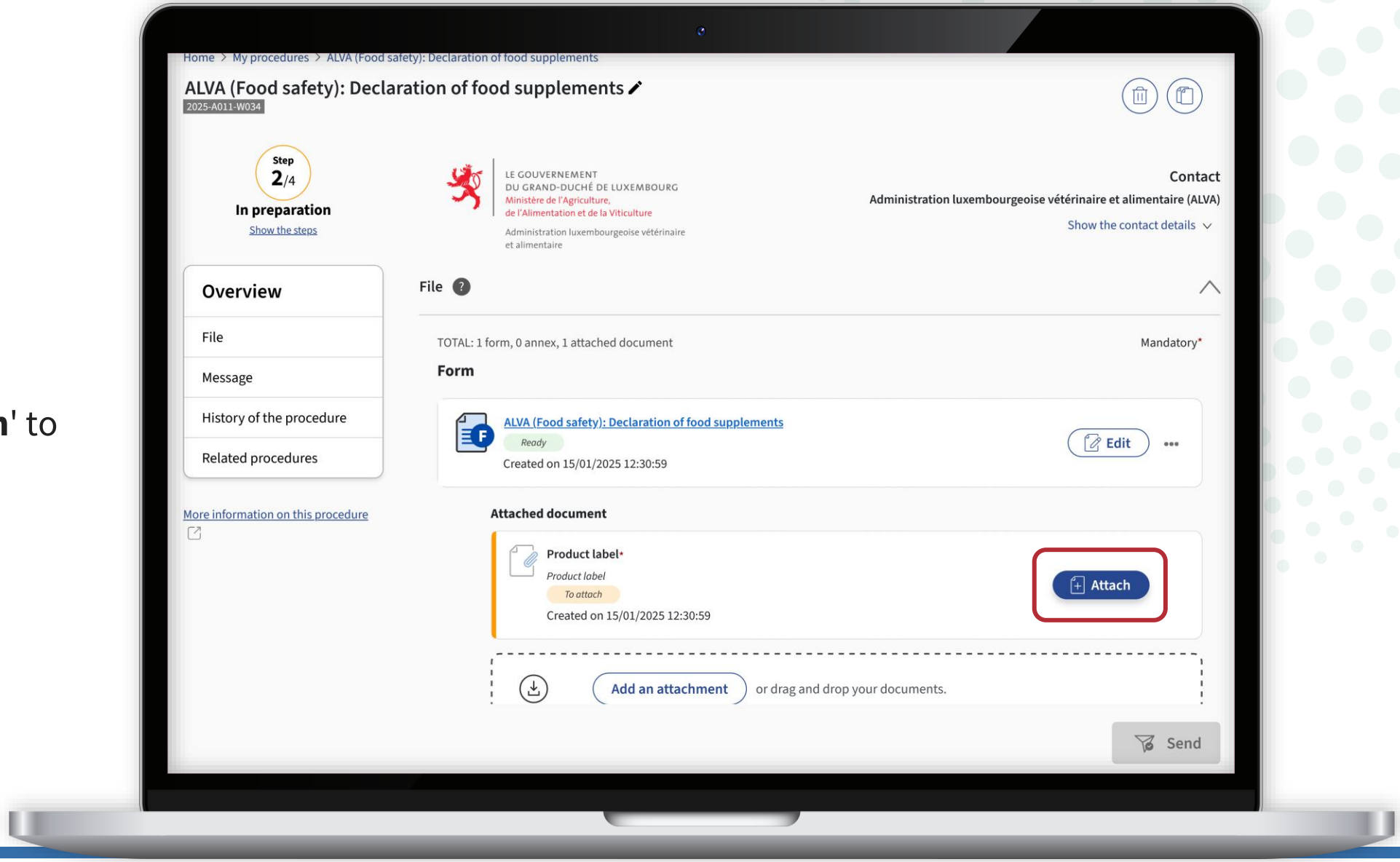
In this tutorial, **only the addition of attachments in authenticated mode is explained in detail**. In the procedure without authentication, the steps are slightly different, but work on the same principle.

40

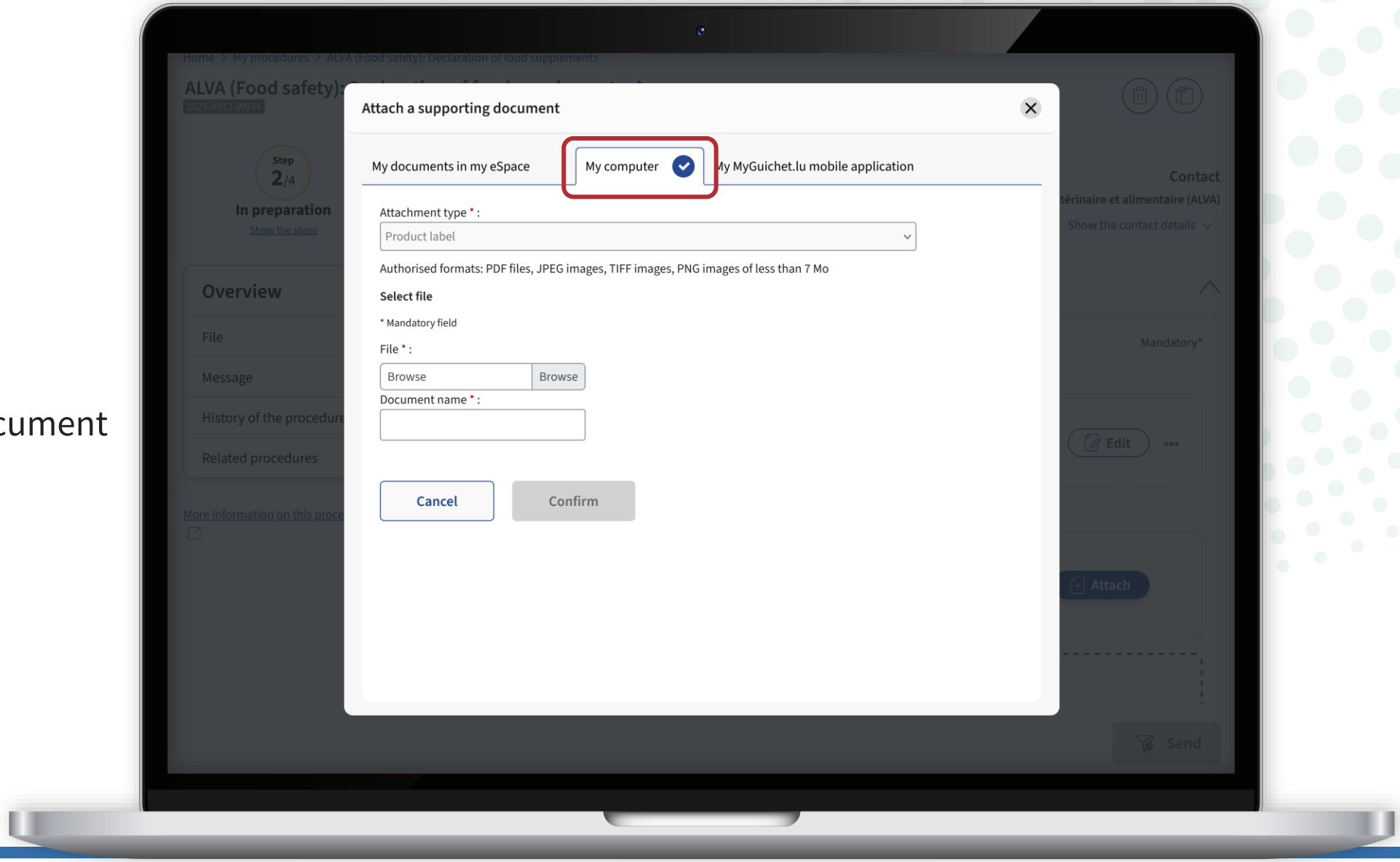
Drag and drop the required attachment into the field provided.



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

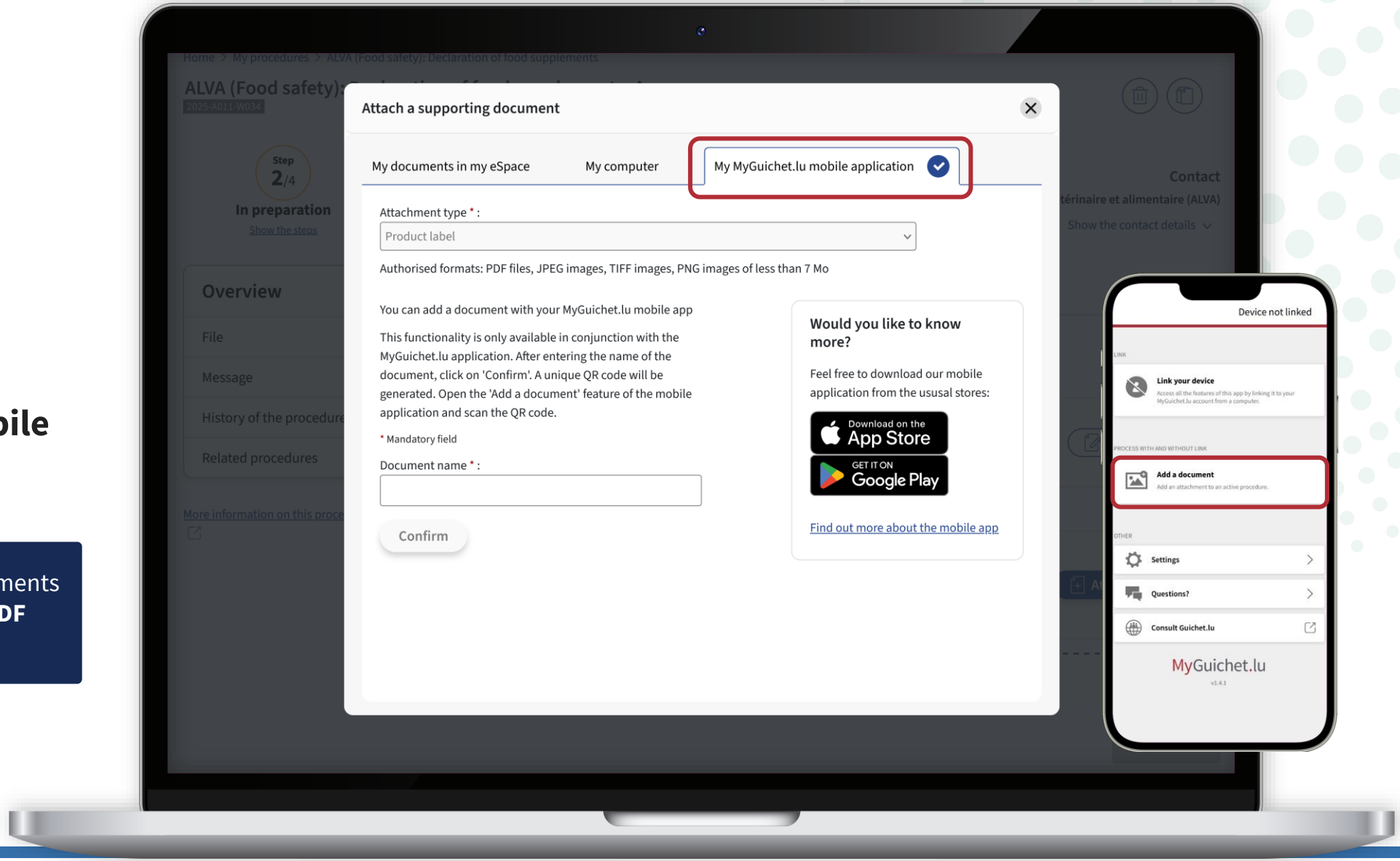


You can then upload the document from **your computer …**

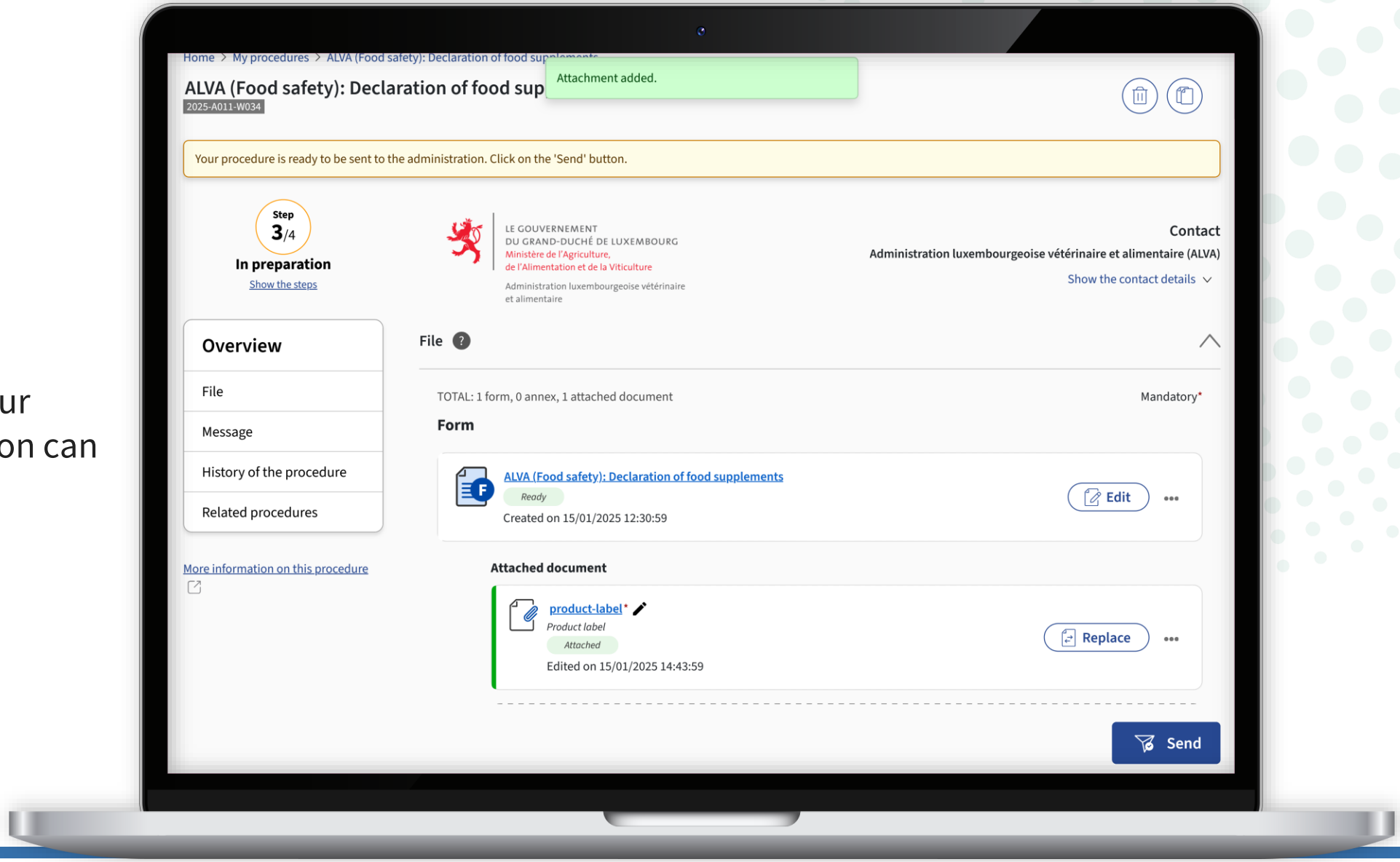


… or **the MyGuichet.lu mobile application**.

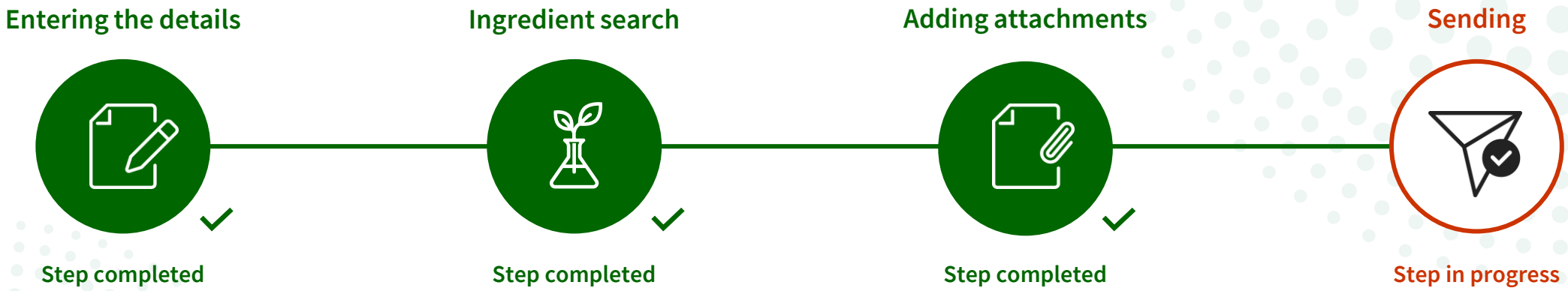
When you use the application, documents are automatically converted to **PDF format**.



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



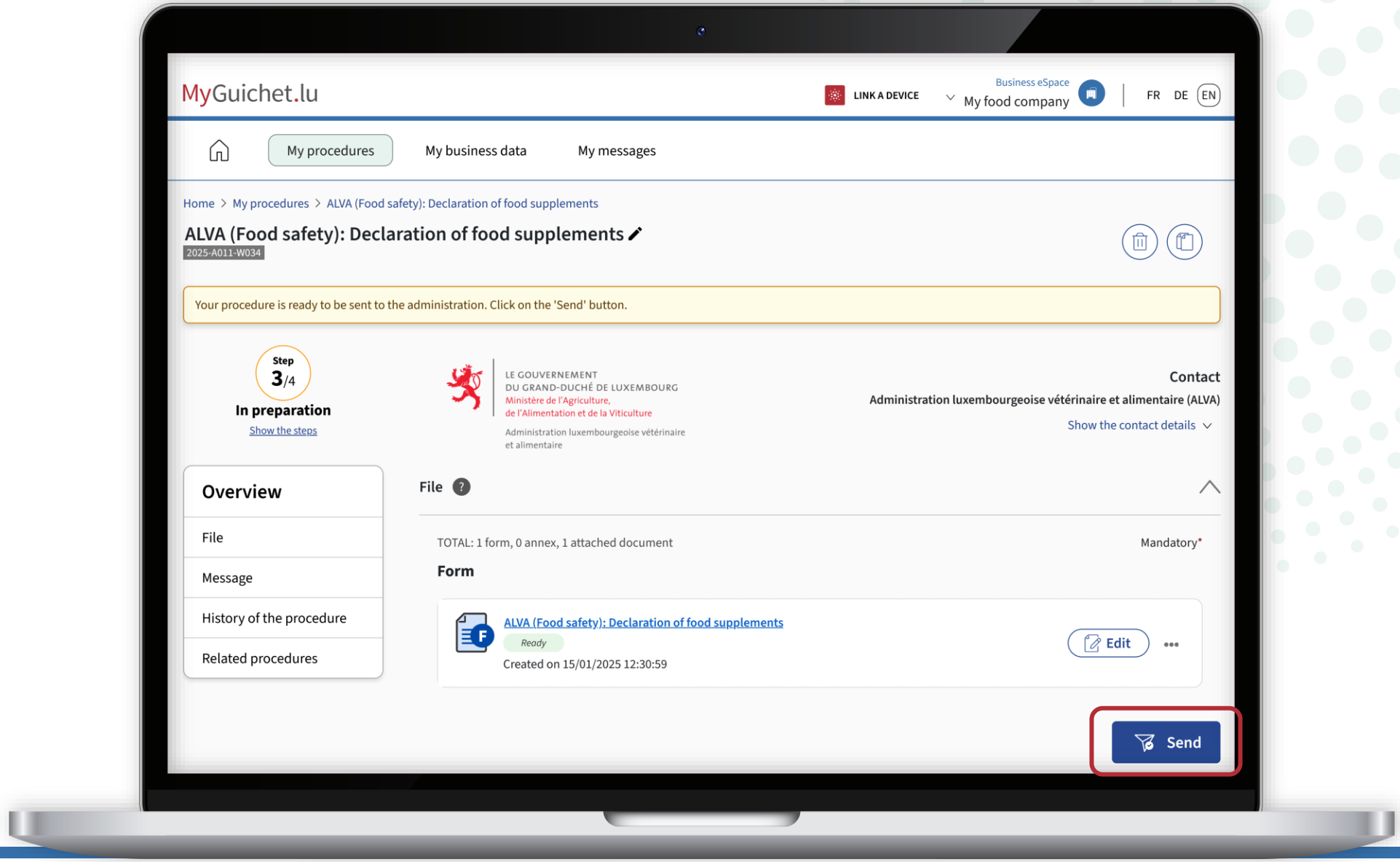
Step 4/4


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.

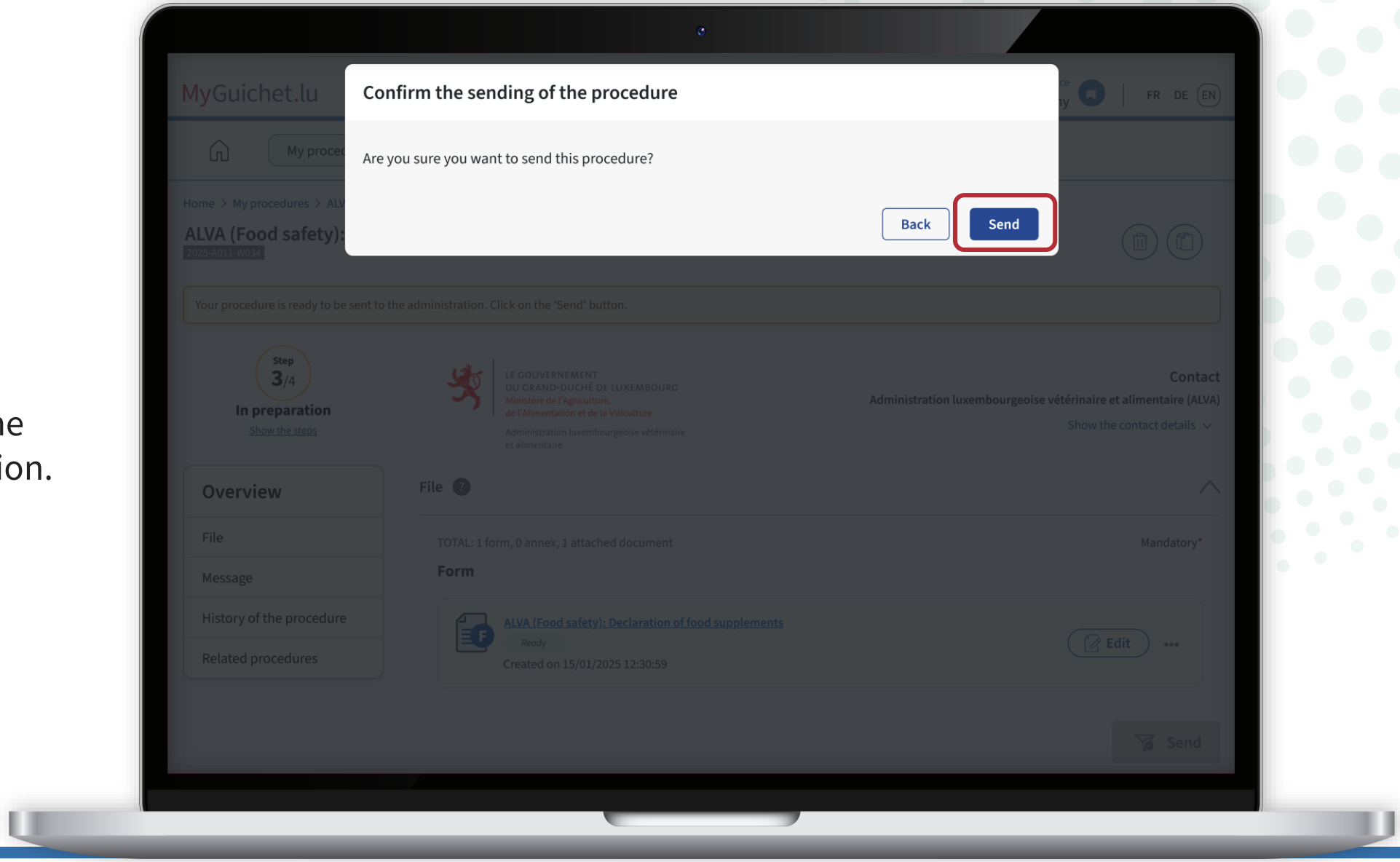
41

Click on '**Send**'.

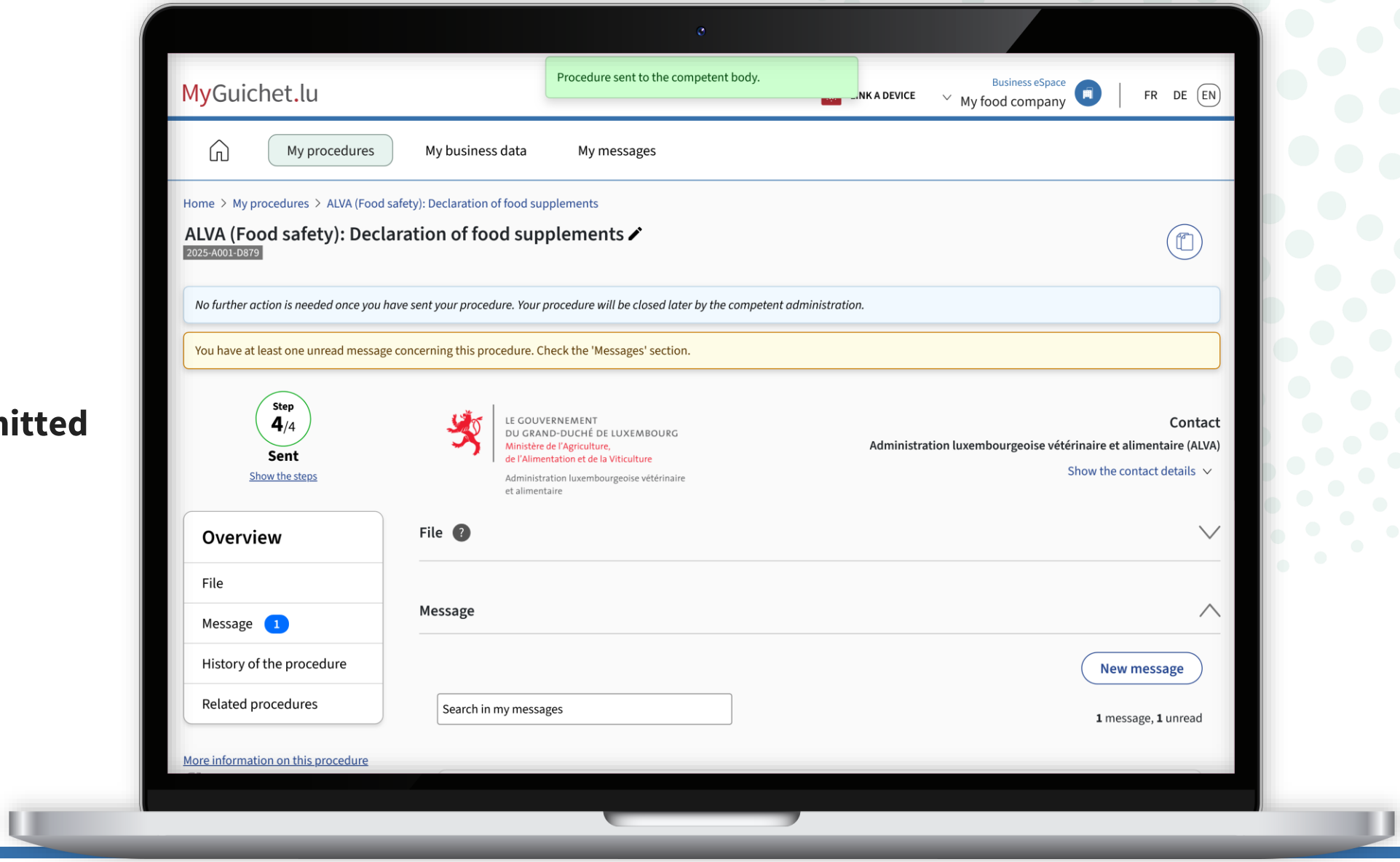


42

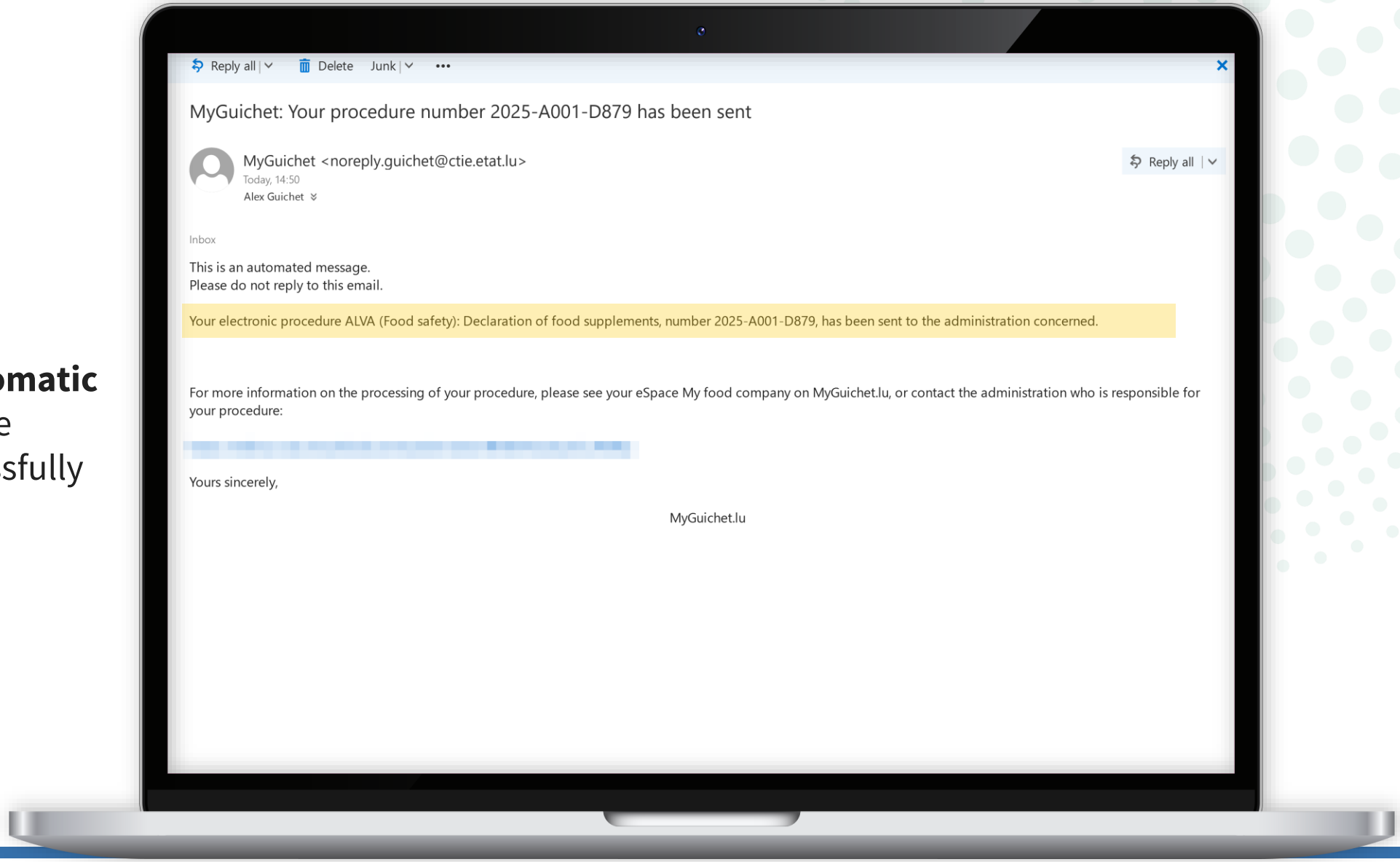
Click on '**Send**' to confirm the submission of your declaration.



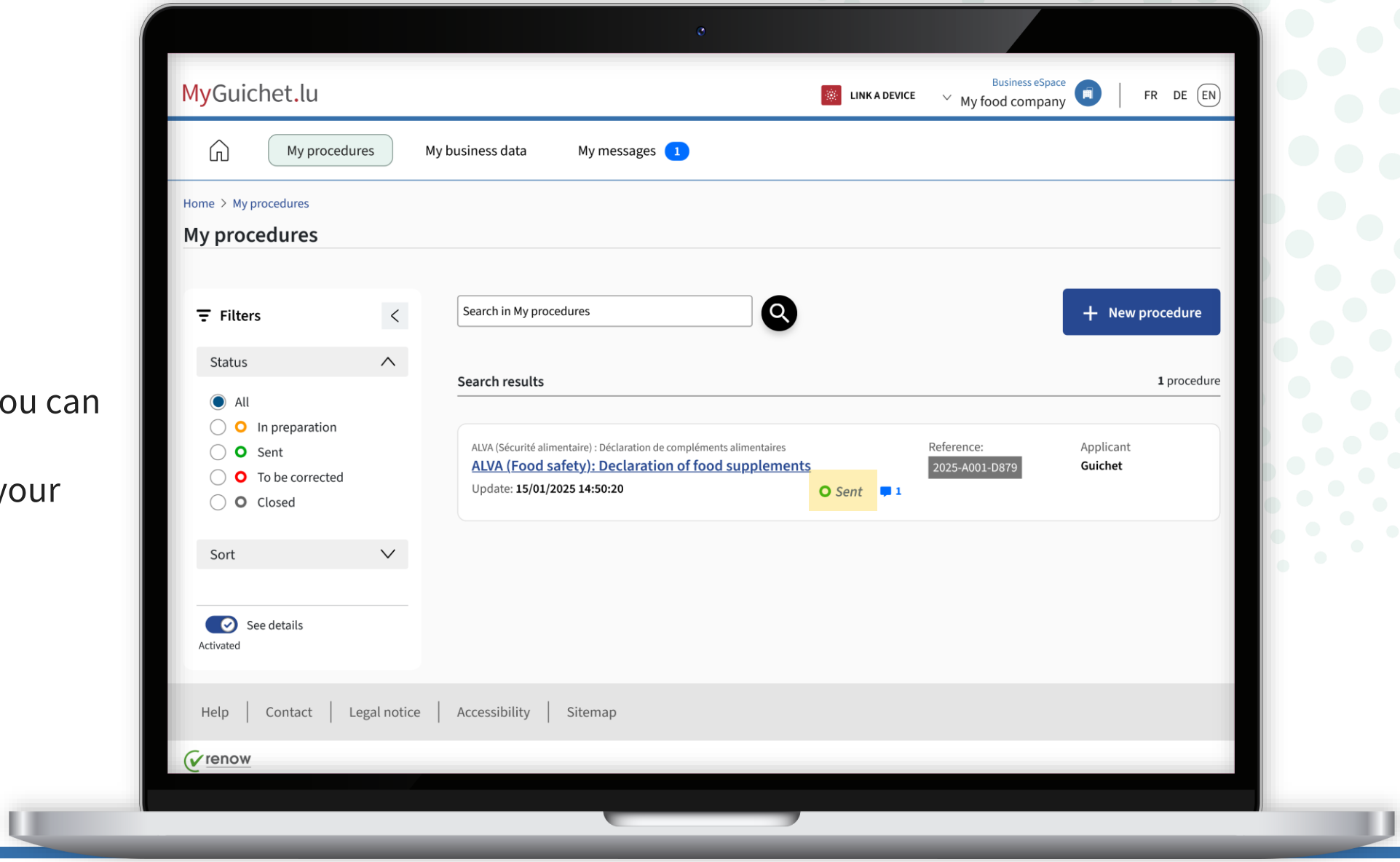
You have **successfully submitted** your declaration to ALVA!



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!

Need help?

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8.00 to 18.00

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8.00 to 17.00

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