Declaring food supplements

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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?

To declare food supplements using the authenticated procedure on MyGuichet.lu, you need:

* an authentication device (LuxTrust product, Luxembourg eID or   
  eIDAS device from another European country);
* a business eSpace on MyGuichet.lu.

[How to create a business eSpace on MyGuichet.lu](https://guichet.public.lu/en/entreprises/support/aide/myguichet/espace-pro.html)

# Step 1/4: Entering the details

1. Open the **information page** on Guichet.lu.
2. Click on '**Declaration of food supplements**'.
3. 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.

1. Follow the steps that correspond to your **authentication device**.
2. Select your company's **business eSpace**.
3. After having read the introduction, click on '**Next step**' to start filling in the form.
4. 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 \***.

1. Please specify whether the company marketing the products has its **registered office in Luxembourg**.
2. If yes, please provide the following information about the company:

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

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

1. Click on '+' to **add a product**.
2. Enter the **details of the food supplement** you wish to declare.
3. Enter the details of the **manufacturer**.
4. Click on '+' to **add an ingredient**.

# Step 2/4: Ingredient search

How do I search for ingredients in the ALVA database?

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](#_Nutriment)
* [Plant](#_Plante)
* [Other substance](#_Autre_substance)
* [Additive](#_Additif)
* [Other ingredient (inactive)](#_Autre_ingrédient_(non)

## Nutrient

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

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

1. To effectively search for a nutrient, simply **type a few letters from any part of the term**.
2. The **list of nutrients available in the database is** displayed in a drop-down menu.
3. 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**.

1. 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'.

1. The **list of chemical forms available in the database** is displayed in a drop-down menu.
2. 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

1. Select '**Plant**' from the drop-down menu.
2. To easily find the name of a plant in Latin, simply **type in a few letters from any part of the term**.
3. The **list of names available in the database is** displayed in a drop-down menu.
4. 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.

1. 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.
2. The **list of active substances available in the database** is displayed in a drop-down menu.
3. 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

1. Select '**Other substance**' in the drop-down menu.
2. To effectively search for a substance, simply **type a few letters from any part of the term**.
3. The **list of names available in the database is** displayed in a drop-down menu.
4. Select the name you are looking for from the **drop-down menu**.

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

1. Select '**Additive**' from the drop-down menu.
2. To search for the E number, **enter the 3 or 4 digits** of the number.
3. The **list of available E numbers in the database** is displayed in a drop-down menu.
4. 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.

## Other ingredient (inactive)

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.

1. If you wish to **add an ingredient to the product**, click on '+'. Otherwise, click on '**Next step**'.
2. If you wish to **declare another product**, click on '+'. Otherwise, click on '**Next step**'.
3. If you wish to add any other information, you can enter it in this **free text field**.
4. Click on '**Next step**' to start adding attachments.

# Step 3/4: Adding attachments

*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.*

1. **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: Sending

*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.*

1. Click on '**Send**".
2. 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.

# Need help?

* [Online form](https://guichet.public.lu/en/support/aide.html)
* **Telephone:** (+352) 247-82 000 (Monday to Friday from 08.00 to 18.00)
* **Reception desk:** 11, Rue Notre-Dame, L-2240 Luxembourg (Monday to Friday from 08.00 to 17.00)