

Finnish Food Safety Authority Evira's Electronic Service – Evira's guidelines for use

Food business operators who produce or import food supplements or foods fortified with vitamins and/or minerals or have such foods produced shall submit a written notification to the Finnish Food Safety Authority Evira. Evira is of the view that in order to make efficient control possible, the food business operator responsible for the placing of the product on the market should submit the notification before the product is placed on the market. The notification is also required, when the composition of the product is changed.

Evira considers the notification obligation to be fulfilled when the notification, including all the required information and attachments, has been successfully submitted via the electronic service. A model of the labelling of the product is a mandatory attachment to the notification. The model shall be of adequate quality with the labelling clearly legible.

Guidelines for submittal of food supplement notification:

<http://www.evira.fi/portal/en/food/manufacture+and+sales/food+supplements/food+supplement+notification/>

Guidelines for submittal of fortified food notification:

<http://www.evira.fi/portal/en/food/manufacture+and+sales/addition+of+nutrients+to+food/notification+on+bringing+to+market+fortified+foods/>

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Guidelines for use of Finnish Food Safety Authority Evira's Electronic Service

1 PREFACE

1.1 Notifications

The electronic service can be used to submit a notification of placing a food supplement or fortified food on the market, or of a change in its composition. The service can also be used to submit a notification of removal of a fortified food from the market.

2 ELECTRONIC SERVICE

2.1 Logging in the electronic service

Evira's electronic service is logged in with the usernames and passwords of the "Katso" identification system of the Finnish Tax Administration. Before logging in the system, the user selects the language for the service. Available languages include Finnish, Swedish and English. In the "Katso" identification system the companies can authorise their employees or external partners, such as a consulting firm, to use the electronic service. More information about the "Katso" identification system can be found on Finnish Tax Administration web page http://www.vero.fi/en-US/Precise_information/eFiling/Katso_Identification

When logging out from the service, the user also needs to log out from the "Katso" identification system. The user can log in the system again under the authorisation of another company, if the "Katso" session is still active.

If logging in the service fails or the company does not have a Finnish business ID code (e.g. foreign companies), the notification can be submitted using the form provided on Evira's website and sending it with the required attachments to Evira. The form for submittal of a notification outside the electronic service is provided at: <http://www.evira.fi/portal/en/about+evira/forms+and+instructions/food/>

2.2 Using the online service

When the user logs in the service, the Welcome page opens. To move on from this page, the user has to select "Continue to the electronic service".

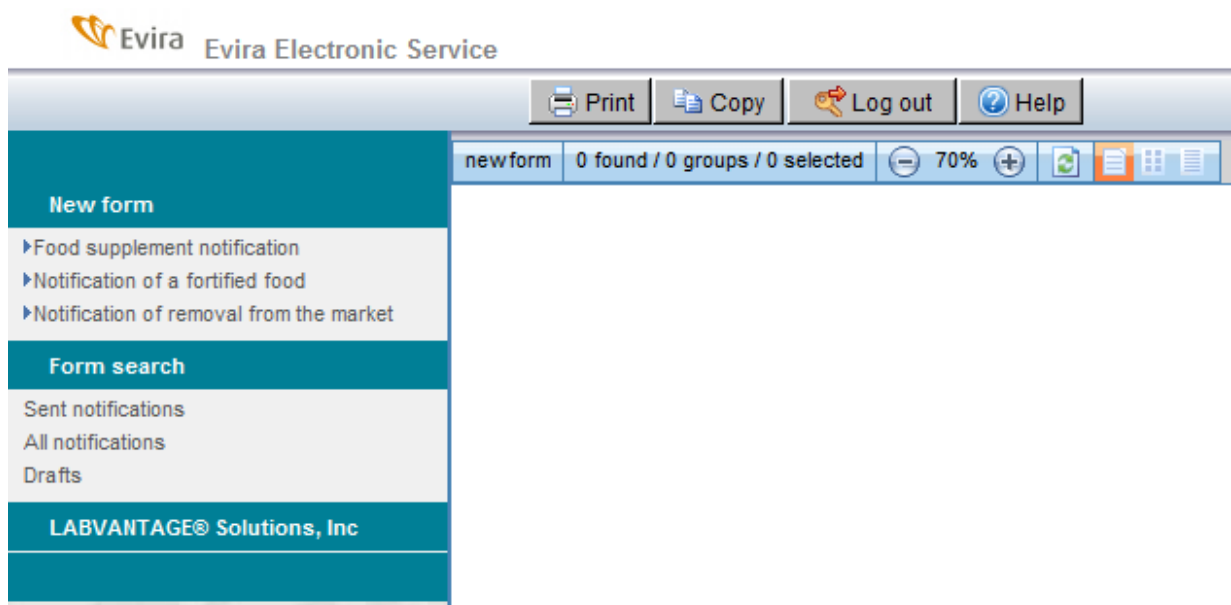
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Guidelines for use of Finnish Food Safety Authority Evira's Electronic Service**Welcome to the electronic service of the Finnish Food Safety Authority Evira.**

Use the electronic service to submit a notification on placing a food supplement or fortified food on the market, a notification on changed composition of a food supplement or fortified food, or a notification on the removal of a fortified food from the market

[Continue to the electronic service](#)

When logging in Evira's electronic service, the front page will be empty. The "New form" list in the left sidebar of the page contains the various notification forms and the "Form search" list contains the folders in which previously submitted notifications and unfinished drafts have been saved. The bar at the top of the page contains the various functions available on each page. The available functions vary depending on whether the user is about to submit a new notification or browses the information saved in the folders with form search.



The screenshot shows the Evira Electronic Service interface. At the top left is the Evira logo and the text "Evira Electronic Service". A navigation bar contains buttons for "Print", "Copy", "Log out", and "Help". Below this is a search bar with the text "newform" and "0 found / 0 groups / 0 selected", along with zoom controls (70%) and other utility icons. The left sidebar is divided into three main sections: "New form" with sub-items "Food supplement notification", "Notification of a fortified food", and "Notification of removal from the market"; "Form search" with sub-items "Sent notifications", "All notifications", and "Drafts"; and "LABVANTAGE® Solutions, Inc".

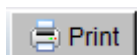
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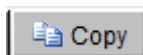
2.2.1 Functions in top bar

The functions available in the top bar of the e-form vary slightly on the different pages.

Functions available on front page and form search page:



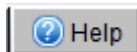
Print the notification form or draft that has been filled in. The form must be open in the main window for printing to be possible. If the user wishes to print something else, such as a list of submitted notifications, they must use the print functions of the web browser.



Copy the notification form or draft that has been filled in. The form must be open in the main window for copying to be possible. For example, if a notification is to be submitted of two or more very similar products, the user can copy the form and then change only those fields in which the information is different for the different products. The notification of a change in composition can also be made by copying the notification previously submitted of the same product and then changing the information according to the new composition. A new model of product labelling shall always be attached to a notification submitted using a copied form.



Log out from the online service and close the service.

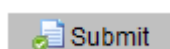
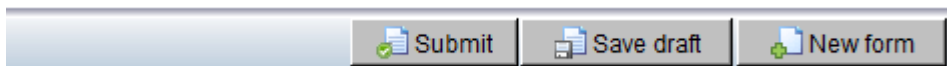


Clicking the "Help" button will open these Guidelines that provide more information and instructions for filling in the e-form and using the electronic service.

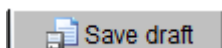
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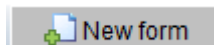
When a notification is filled in, the following functions are also available in the top bar, in addition to the functions described above:

 Evira Evira Electronic Service

Clicking the "Submit" button will submit the notification to Evira. Before submitting the notification, the user should verify that all the mandatory fields have been filled in and the mandatory attachments have been attached to the notification. The notification cannot be submitted, if all the mandatory fields have not been filled in. The model shall be of adequate quality with the labelling clearly legible.

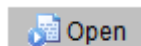
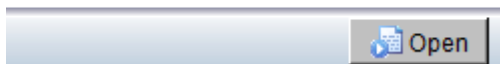


Save the notification form as a draft. The filling in of the draft can be continued later. The draft can be accessed with the form search function by clicking "Drafts" (left sidebar). It is a good practice to save the notification form at regular intervals when filling it in.



Open a new notification form. If the previous notification form is still incomplete, it should be saved as a draft before opening a new notification, if it is to be completed later. Any unsaved data are lost, when a new notification form is opened.

Function only available in the top bar on the form search page:

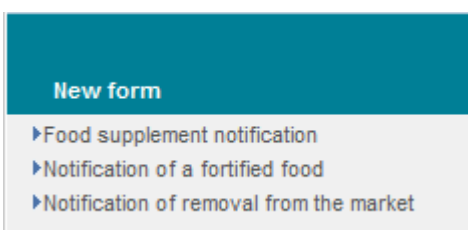
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Open the selected notification. The notification must be selected to open it.

2.2.2 Functions in left sidebar

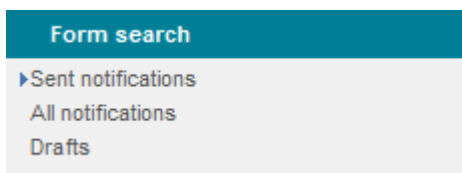
New notification

The "New form" list in the left sidebar on the front page of the electronic service shows a list of the available e-forms. The available forms include "Food supplement notification", "Notification of a fortified food" and "Notification of removal from market". The selected notification form opens on the screen as an empty form.



Form search

The "Form search" list in the left sidebar contains "Submitted notifications", "All notifications" and "Drafts".



The "Sent notifications" folder contains all the notifications that the user has submitted. An agent, consulting firm or some other partner authorised to submit notifications for another company will only see the notifications submitted by them for the company. The submitted notifications can be browsed by first selecting the desired form from the list and then clicking the "Open" button in the top bar. The status of submitted forms is "Received" and they cannot be edited. The date on which the form was submitted to Evira is recorded in the form.

The "All notifications" folder contains all the notifications submitted by the user as well as all the notifications the user is authorised to open. Such notifications can include e.g. notifications submitted by an agent, consulting firm or some other partner authorised by the company. The "All notifications" folder also contains all the drafts saved by the user.

The "Drafts" folder contains all the drafts saved by the user. The filling in of the draft can be continued by selecting the draft and opening it with the "Open" button.

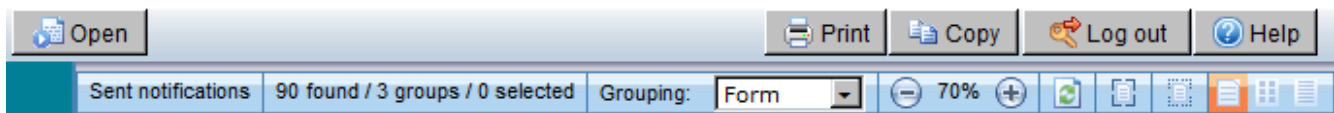
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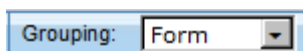
Grouping of folders in form search

A second top bar in blue colour is shown under the top bar on the form search page. The grouping and view options of this bar can be changed. Usually, however, it is not necessary.

The text shown in the blue bar tells which notifications are available. The Figure below is an example of a search of "Sent notifications". The blue bar also contains information on how many notifications have been submitted, the number of groups in which they are divided (depends on grouping criteria) and how many notifications have been selected (the number of selected notifications).

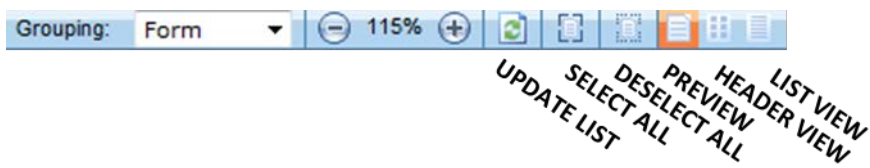


Submitted notifications or drafts can be grouped in different ways using the "Grouping" dropdown list.



Grouping according to form type divides food supplement notifications, notifications of fortified food and notifications of removal from the market in different groups. Grouping according to "Status" is useful particularly in the "All notifications" folder, where submitted notifications and drafts are divided into different groups. Grouping criterion "Created" divides notifications into groups according to the time they were first saved as a draft or submitted. "Modified" grouping divides the notifications according to the time they were last edited. This is the same as the "Created" criterion, if the user did not save the draft before submitting the notification. Other grouping criteria are of no consequence in the electronic service and there is no need to use them.

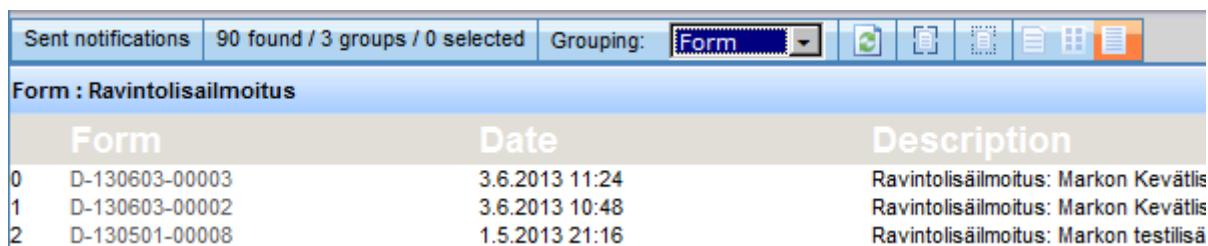
The "Update" button can be used to update form search to present updated information in the folders and notifications. The view can be edited in the form search folder by selecting various options from the blue top bar. The available views are preview, tags and list.



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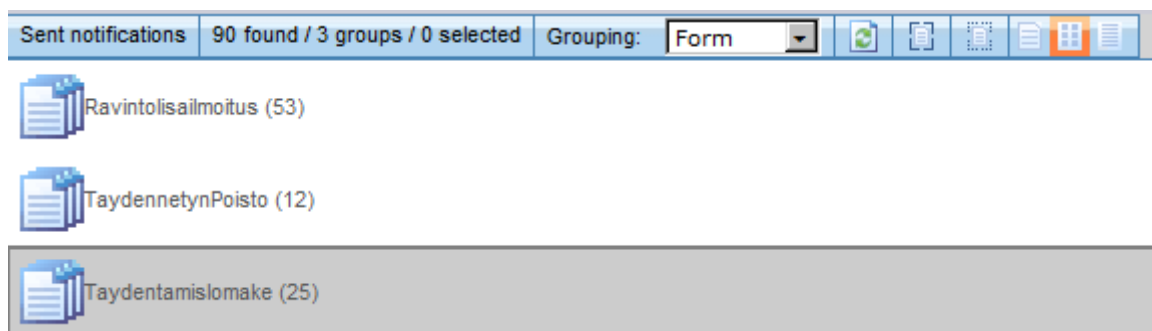
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In the list view, the notifications are listed one under the other according to the grouping criterion. This is the recommended view when browsing notifications.



	Form	Date	Description
0	D-130603-00003	3.6.2013 11:24	Ravintolisäilmoitus: Markon Kevätis
1	D-130603-00002	3.6.2013 10:48	Ravintolisäilmoitus: Markon Kevätis
2	D-130501-00008	1.5.2013 21:16	Ravintolisäilmoitus: Markon testilisä

In the tags view, the notifications can be divided into separate piles according to various grouping criteria. The number of submitted notifications is also shown in this view.



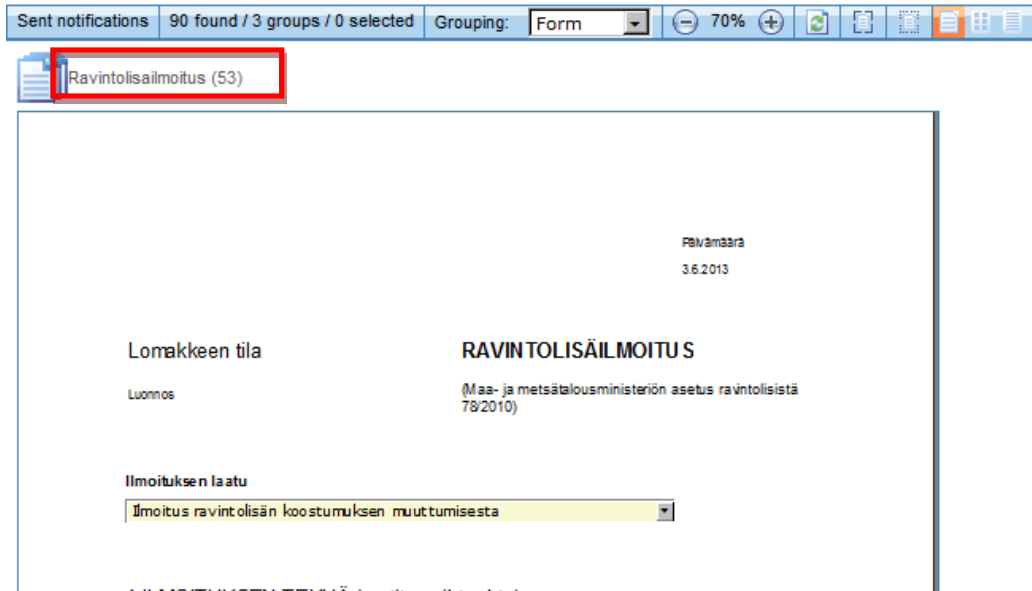
Sent notifications 90 found / 3 groups / 0 selected Grouping: Form

- Ravintolisäilmoitus (53)
- TaydennetyinPoisto (12)
- Taydentamislomake (25)

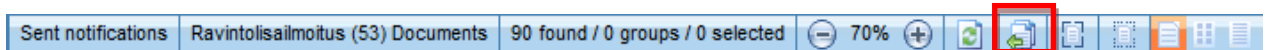
In preview, the forms are opened as such with the information saved in them also visible. Only the first form in each group is shown. If the user wishes to browse all the notifications of the group, they need to select the text shown beside the icon under the blue bar (shown in the Figure below). All the notifications included in the group are then opened under their own names.

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When notifications are open in preview, a new function appears in the blue top bar; this function allows the user to return to the screen that shows the grouped notifications (cf. previous Figure).



2.3 Filling in the notifications

The notification type is selected from the left sidebar. An empty e-form opens on the screen, with the company's business ID, street address, post code and post office as well as country already filled in. The user needs to fill in the other fields.

The mandatory fields of the notification are indicated in yellow colour and the notification cannot be submitted until all the mandatory information has been filled in. Several of the fields are filled in by selecting the proper option from the dropdown lists that open on the right side of the field.

Blue help buttons are provided next to the fields.




Instructions are shown in pop-up windows when the help button is clicked.

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2.3.1 Information on notification type (not applicable to notification of removal from market)

The filling in of a new notification is started by selecting the type of the notification


Type of notification 

The notification types available in the dropdown list include a notification of placing a food supplement or fortified food on the market and a notification of a change in composition.












2.3.2 Information on notifier


Some of the contact data are filled in automatically. The data shall be checked and corrected, if necessary.







First select the correct option in field 1, i.e. is the notification submitted by the manufacturer, the importer or an operator for whom the product is produced (contract manufacturing).

1 NOTIFIER check correct option 

MANUFACTURE CONTRACT MANUFACTURING IMPORT

Name of company 	Domicile 	Post office 
WSP testiorganisaatio	ESPOO	ESPOO
Distribution address 	Postal code 	Country 
Metsäneidonkuja 6	02130	Finland
Contact person 	Business ID 	Site 
	6650236-1	<input type="text"/>
Telephone number 	E-mail 	<input type="checkbox"/> If you cannot find the site in the list, open here
		Enter any site

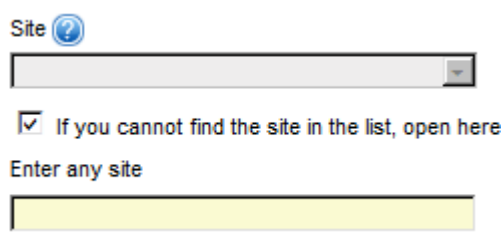
PERSON/ATTORNEY HANDLING THE MATTER (if not the same as above) 


Company handling the matter 	Distribution address 	Postal code 
Post office 	Telephone number 	E-mail 

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The user shall select in the form the location where the activities to which the notification pertains are carried out (= municipality). The list of locations is based on the company's locations entered in Evira's register. If the correct location is not included in the list, it can be entered manually in the e-form. In this case the user shall select "If you cannot find the site in the list, open here" and then enter the location in the empty field that opens in the e-form.



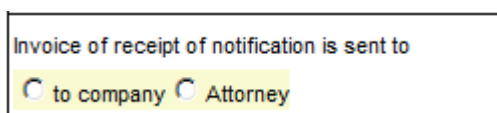
Site 

If you cannot find the site in the list, open here

Enter any site

The contact person entered in the notification form shall be the person who deals with matters related to the notification, and their telephone number is given in the form +358 40 123 4567. The email address for the company to which Evira's acknowledgment message is to be sent is entered in the field "E-mail". Usually the e-mail address is the e-mail of the contact person.

If the notification is submitted for the company by an external partner, such as a consulting firm, information on this partner is entered in the field "Person/attorney handling the matter". A Power of Attorney must in this case also be attached to the notification. Mandatory information to be filled in also includes information on whether the invoice for the receipt of the notification is to be sent to the company or to the agent. The selection options for the invoice appear on the screen when information is filled in on the agent.




Invoice of receipt of notification is sent to

to company Attorney

2.3.3 Information on food supplement or fortified food


More detailed instructions for the submittal of food supplement and fortified food notifications: <http://www.evira.fi/portal/en/about+evira/forms+and+instructions/food/> .

All the required information shall be filled in carefully. Most of the fields are filled in by selecting the proper option from the dropdown lists that open on the right side of the fields.


 buttons are used to add more lines. For example, in the food supplement notification the "+" button next to "Class of food supplement" adds a new line, and the "+" button next to "Characteristic substance" can be used to add a new characteristic substance. In the fortification notification the "+" button is used to add a new vitamin, mineral or some other substance.

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 buttons are used to delete unnecessary lines


The notifications of changes in the composition of food supplements or fortified foods and the notifications of removal of fortified foods from the market can be specified to pertain to a notification that has been submitted previously in the field "Product being notified". The dropdown list only shows notifications that have been submitted via the online service. If the food product to which the notification pertains is not included in the list, the option "Not found" is selected.

 Product being notified 


The notifications of changes in the composition of food supplements or fortified foods and the notifications of removal of fortified foods from the market shall also indicate the date on which the change in composition or the removal from the market becomes valid. It is indicated in the field at the end of the notification form by selecting the correct date from the dropdown calendar.

Effective date for the change in composition  


If the characteristic substance of the food supplement or the other substance added in the fortified food is not included in the dropdown list, it can also be entered in the notification manually. In this case, the option "If you cannot find the characteristic substance in the list, open here" is clicked. The ingredient or substance can then be entered manually in the empty field that opens in the e-form. Mandatory information includes also the amount and the unit of the characteristic substance.

Characteristic substances of food supplement and their amounts in daily dose: 

Select category of characteristic substance <input type="text"/>	Select characteristic substance <input type="text"/>	Amount on characteristic substance in daily intake <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Amount</td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Unit</td> <td style="padding: 2px;"><input type="text"/></td> </tr> </table>	Amount	<input type="text"/>	Unit	<input type="text"/>
Amount	<input type="text"/>					
Unit	<input type="text"/>					
Form of the substance <input type="text"/>		Chemical compound used <input type="text"/>				

Show the plant's Latin name

If you cannot find the characteristic substance in the list, open here

Any characteristic substance  Delete characteristic substance

The field "Additional information" is an open field for providing more detailed information about the product regarding e.g. any nutrition and health claims made on the product or instructions for use or warning statements. The "Additional information" field can also be used to indicate that the correct option is not provided in the dropdown lists of e.g. food supplement categories or foodstuffs.

2.3.4 Attachments

Models of the product labelling in both Finnish and Swedish are mandatory attachments to food supplement notifications and fortified food notifications. More information about food labelling is provided in the specific guidelines for submittal of the notifications as well as in the Labelling Guide (Evira 17005/4 – available only in Finnish).

3 ATTACHMENTS

Model of labelling used on product (in Finnish and Swedish)

Packaging label model (1) Selaa...

Packaging label model (2)* Selaa...

* Use this if the packaging label models are in two separate files.

Others

Power of attorney** Selaa...

** If the person who submits the notification is not authorised to sign for the company, a Power of Attorneys shall be attached

Files are attached to the notification by selecting the correct file using the "Browse" function. The program will not retrieve the files until the notification is being submitted. For example, if an incomplete notification is saved as a draft, the attached files are not saved.

If necessary, two labelling models at most can be attached to the notification. The other attachment can be e.g. a product brochure.

The attached labelling models shall be of adequate quality with the labelling clearly legible. If not, the control authorities can request the operator to submit a new model of the labelling.

If the notification is submitted by an external partner, such as a consulting firm, a Power of Attorney shall also be attached to the notification. The Power of Attorney is attached to the notification in the same way as the other attachments.

NOTE! If the user tries to submit the notification, but all the mandatory information has not been filled in, the attachments have to be attached to the notification again after the missing mandatory information has been added.

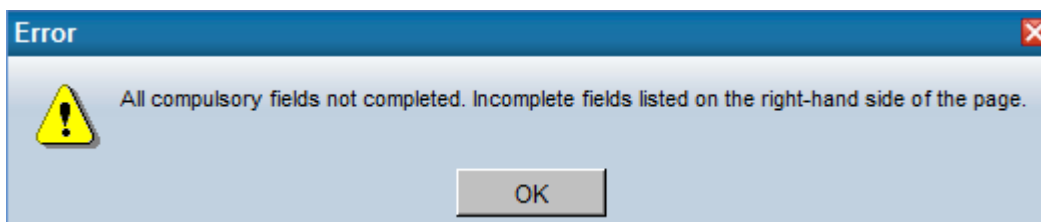
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2.4 Submittal of notification

When all the mandatory fields of the notification form have been filled in and the attachments attached to it, the notification can be submitted to Evira by clicking the "Submit" button in the top bar.

If some mandatory information is missing, the following error message will appear.



The fields that have not been filled in as well as any errors made in the form are listed in the right sidebar of the e-form. In the following example, the labelling model has not been attached to the notification, the characteristic ingredient has not been entered and the amount of the characteristic ingredient has been entered using characters other than numbers.

Document notifications
Packaging label model Mandatory field not filled out.
Characteristic substance (0) Mandatory field not filled out.
Amount of characteristic substance(0) Only numbers allowed!

The fields containing erroneous information or left empty are further enclosed in red boxes to make it easier to find them.

Model of labelling used on product (in Finnish and Swedish)

Packaging label model (1) Selaa...

The notification can be submitted again, when the indicated fields have been filled in and the attachments attached again to the notification. When the notification has been submitted successfully, the notifier will receive Evira's acknowledgment message to the email address given in the field "E-mail". If the notification is submitted by an agent for the company, the acknowledgment is sent to both the agent and the company. The notification is forwarded to the control authorities of the municipality of the location of the company for information.

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3 QUICK REFERENCE GUIDE: Submittal of a new notification

1. Select the correct notification form from the left sidebar, OR

Copy a notification that has been submitted previously: select the notification on the form search page, open it and click the "Copy" button in the top bar. Remember to replace information in the fields that change. OR

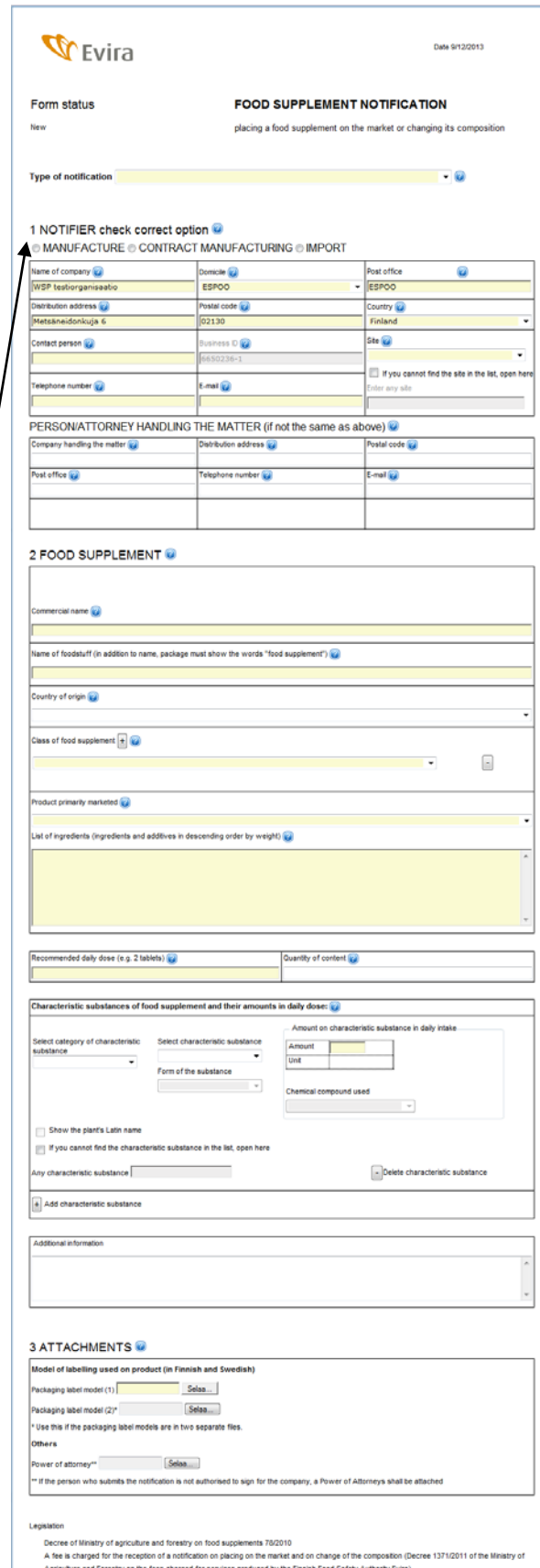
Continue to fill in a previously saved draft: select the draft from the "Drafts" folder and open it.

2. Fill in the required information according to these Guidelines, at least all the mandatory information in the fields shown in yellow colour. Note! Remember to indicate in field 1 if the operator is the producer, contract giver or importer.

More information:

- [For submittal of food supplement notification](#)
- [For submittal of fortified food notification](#)

3. Attach the required attachments, verify that all mandatory fields have been filled in and submit the notification to Evira
4. Evira will send an acknowledgment message to the indicated e-mail address and forward the notification to the municipality for information.
5. The invoice for receiving the notification is sent by post.
6. The submitted notification is saved in the folders "Submitted notifications" and "All notifications"
7. If necessary, an incomplete notification form can be saved as a draft and completed later.



The screenshot shows the Evira web interface for submitting a 'FOOD SUPPLEMENT NOTIFICATION'. The form is titled 'FOOD SUPPLEMENT NOTIFICATION' and includes a 'Form status' section indicating it is 'New'. The notification type is set to '1 NOTIFIER check correct option', with sub-options for 'MANUFACTURE', 'CONTRACT MANUFACTURING', and 'IMPORT'. The form is divided into several sections: '1 NOTIFIER', '2 FOOD SUPPLEMENT', and '3 ATTACHMENTS'. The '1 NOTIFIER' section contains fields for company information (Name, Domicile, Post office, Distribution address, Postal code, Country, Contact person, Business ID, Site, Telephone number, E-mail) and 'PERSON/ATTORNEY HANDLING THE MATTER'. The '2 FOOD SUPPLEMENT' section includes fields for Commercial name, Name of foodstuff, Country of origin, Class of food supplement, Product primarily marketed, and List of ingredients. The '3 ATTACHMENTS' section includes fields for Packaging label model (1) and (2), and Power of attorney. The form also includes a 'Legislation' section at the bottom with a note about fees.