Manual
Gestautor
Version 1.1

.be

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1. Scope of the manual

The Risk management - Biocides unit (hereinafter "RMB") has developed an application via which:
- online applications can be submitted for the registration of new biocides, or the amendment of existing registered biocides, in accordance with the R.D. of 4/4/2019.
- registration/authorisation holders can consult and follow up their existing registrations and authorisations of biocides in Belgium
- registration/authorisation holders can declare the quantity of biocides which they have placed on the market in Belgium the previous year, in accordance with the R.D. of 4/4/2019.

This application is called "Gestautor" or "application" in this document.

The application (and this manual) is NOT (fully) functional for:
- applications for parallel trade with biocides
- applications for trials with biocides

These applications must always be submitted by e-mail to info.gestautor@health.fgov.be, in accordance with the R.D. of 4/4/2019.

The application has 3 interfaces:
- Front-Office: used by (future) registration/authorisation holders to submit and follow up applications, in accordance with the R.D. of 4/4/2019, and to consult and follow up existing authorisations and registrations.
- Back-Office: used by RMB for processing applications and consulting, managing and monitoring existing authorisations and registrations.
- Search engine: replaces the former interactive list of registrations/authorisations (Tableau Reader). This search function is accessible via https://apps.health.belgium.be/gestautor-public-search.

2. Configuration of the system

2.1 Operating language

Gestautor can be used in Dutch, French, German and English. The language is selected in the settings of the user's web browser and not in the application itself.

3. How do you access it?

Gestautor is accessible:
- via the website www.biocide.be

- via the link: https://appsm.health.belgium.be/gestautor-frontoffice/.[1]

You must register before using the application for the first time. This is a security measure. You can create a new account via the screen that gives you access to the application.
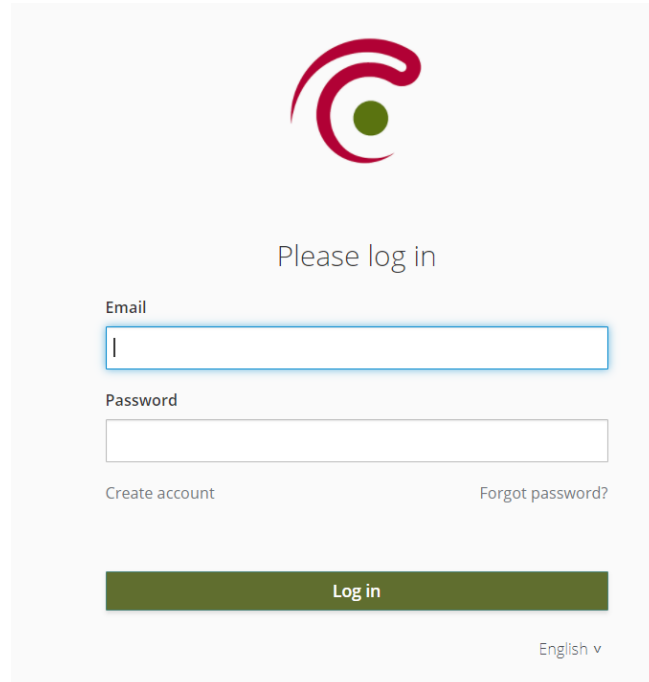
All companies using the application must appoint a "local administrator". This specific account is created by RMB. The local administrator is then responsible for managing the users within their organisation. Once the local administrator's account is created, the owner of the account can add or delete additional IDs for other users from the company.

There are 3 steps to be completed in order to access the application:
1) The user must create an account.
2) The user must obtain the user rights via RMB or via the local administrator.
3) The user can log in.

3.1 Registration/creation of an account

Users must register on the website of the FPS before they are given access. This registration can be done via: https://appsm.health.belgium.be/gestautor-frontoffice/ > "Create account"

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[1] When you save the application as a bookmark, you must register this (short) address and not the address that appears in the browser (which is much longer).

Welcome on the registration screen of the FPS

In order to register, you must provide an email address, that email address must be valid in order to receive your applications accesses.

Last Name	
First Name	
Email	
Language	English ▾

Submit

When all information has been entered and the user clicks on "Submit", a confirmation screen will appear. The user will then receive an e-mail containing their password and confirmation of their registration.

3.2 Access to companies

3.2.1 Local administrator

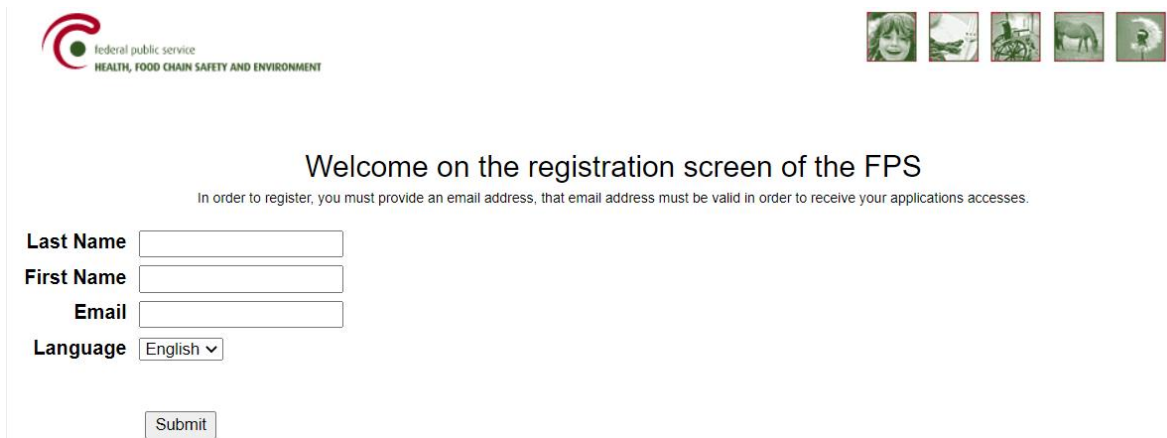Every organisation needs a "local administrator" to use the application.

The local administrator is responsible for managing the users within their organisation and as such can add users (see point 9.1). After the registration procedure as described in point 3.1, the local administrator must send the fully completed "creation of a local administrator" form via e-mail to info.gestautor@health.fgov.be.

A Word version of this document can be downloaded at www.biocide.be.

When the administrator rights are granted, the local administrator receives an e-mail and can log in. They will connect via their e-mail address and password, using the link mentioned in point 3.

3.2.2 Other users

After the registration procedure as described in point 3.1, other users can contact their local administrator to gain access. After being granted access by the local administrator, the user can log in with their e-mail address and password, using the link mentioned in point 3.

3.2.3 User with access to multiple companies

Having been granted *ad hoc* rights, a user can access 2 or more companies. After connecting with their e-mail address and password, the user must choose which company they wish to connect to via their account.

3.2.4 Lost password

Users who have lost their password can request a new one from the "Gestautor" access screen (see point 3.1). The new password will then be sent via e-mail to the e-mail address provided.

3.2.5 Changing a password

It is not currently possible to change a password.

3.2.6 Changing the email address

It is not currently possible to change the email address A new account must be created (see point 3.1).
Also contact your local administrator to cancel your rights to the application for your old account. Are you the local administrator? Send the completed form "change of local administrator" via e-mail to info.gestautor@health.fgov.be.
A Word version of this document can be downloaded at www.biocide.be.

3.3 Delegation to a consultant - principle

A company that places biocides on the Belgian market can delegate submitting their applications for registration to a consultant. The necessary steps for delegating to a consultant can be found under point 6 "Delegations".
There can be full or partial delegation, and/or specific to case type or product. The delegation is done via the application.

4. "Gestautor" - Main screen

After identification, the user is taken to the following main screen.
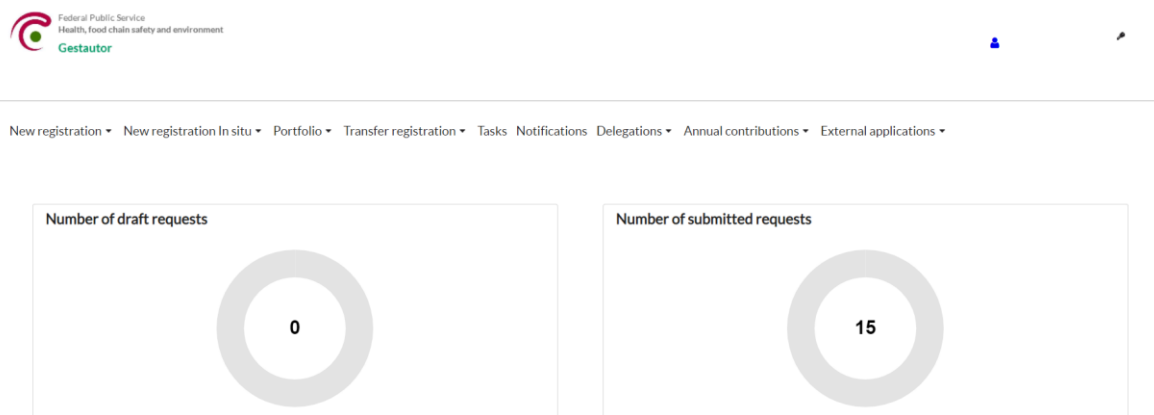
The main screen enables the following:
- "New registration" and "New registration - in situ": create application for registration of new (in situ) products
- "Portfolio": management of existing registrations/open cases and consultation of existing authorisations
- "Transfer registration": create application to transfer of an existing registration
- "Tasks" and "Notifications": overview of the tasks and notifications for the company

- "Delegations": management and overview of the delegations granted by the company
- "Annual contributions": declaration of annual sales volumes and overview of the annual contribution
- "External applications": management of the company's users (for the local administrator only)

In addition, there are two shortcuts visible on the top right of the main screen:
- Blue person icon: management of the company (see point 5)
- Key: log user out of the application

4.1 Main screen - New Registration (in situ)

Submitting a new application for registration is done via this menu.
A distinction is made, firstly, between a product that may already be placed on the market in another EU Member State (C15m1), a product that is identical to a product already registered in Belgium (C7), and a product that does not meet either of the above two conditions (C15z).
Secondly, a distinction is made between an in situ and a non-in situ product. With in situ product, the active ingredient is generated and applied/consumed on site. Once a biocide is made available on the market, it is no longer a biocide generated in situ (e.g. a biocide is generated with a machine, but this biocide is then packaged and made available on the market).

4.2 Main screen - Portfolio

4.2.1 Portfolio request

Via this "Portfolio", the user can access all applications that still need to be submitted, that have been submitted or that were submitted in the past.

4.2.2 Portfolio product

Via this "Portfolio", the user gains access to all products that are still valid or that were valid in the past.

In addition, the user can request a change/renewal/extension for an already registered product via the "New request" button. However, a transfer for an already registered product must be requested via the "Registration transfer" menu.
The user can also use the "Inactivate" button to deactivate a registered product that is still valid.

4.3 Main screen – Transfer registration

Submitting a new application for transfer is done via this menu.
A distinction is made between a product that must be transferred to another company (C61) and a product that must be transferred from another company (C62).

4.4 Main screen – Tasks

This overview gives the user access to all open tasks they still have to complete.

4.5 Main screen – Notifications

This overview gives the user access to all notifications received (past and present).

4.6 Main screen – Delegations

The management and oversight of delegations is done via this menu. See also point 6.

4.7 Main screen – Annual contribution

This menu gives the user access to the declaration form for the annual sales volumes. They can also consult historical declarations there.
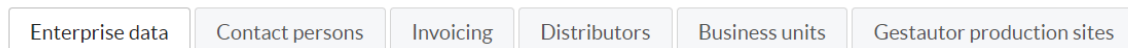In addition, the user will also find the payable contribution there, with a corresponding invoice.

5. Management of company data - Account

To access the data of the company, the user must click on the blue person icon at the top right of the main screen.
The data of the company is listed in several tabs.

Enterprise name :

Enterprise data	Contact persons	Invoicing	Distributors	Business units	Gestautor production sites

5.1 General remarks

For all of the tabs listed below, your company account may contain the company "Federal Public Service Health, Food Chain Safety and Environment" or one of its different establishments.
This is a purely technical necessity in order to fill in missing data. For any subsequent application you make, these data will be replaced by the actual data without any cost. You do not need to submit a specific file in this regard. In the meantime, however, we urge you not to remove this company and its establishments.

5.2 Tab "Enterprise data"

The tab "Enterprise data" contains all information related to the company, including the name, CBE number, address, etc.

If it is a Belgian company or a foreign company with a CBE number: the information of the company in this section is automatically taken from the Crossroads Bank for Enterprises (CBE) of the FPS Economy, SMEs, Self-Employed and Energy. Modifying these data must be done via the CBE (https://economie.fgov.be/en/themes/enterprises/crossroads-bank-enterprises).

In the case of a foreign company without a CBE number, the company's information can be changed by the user.

5.3 Tab "Contact persons"

The tab "Contact persons" contains all the contact persons of the company.

At least one contact person must be registered to be able to submit an application. The contact person can also be notified by e-mail when a notification arrives for an application for which they have been designated as contact person.
(Please note: there is no link between the data entered to create the account and this list).

5.4 Tab "Invoicing"

The tab "Invoicing" contains all the invoicing addresses.

At least one company must be registered to be able to submit an application. The invoices are made out to the company (and corresponding invoicing address) indicated in the application.
If the applicant is also the company to be invoiced, the button "Add my company as invoice" can be used. This makes it possible to automatically copy the company's data.

5.5 Tab "Distributors"

The tab "Distributors" contains all distributors.

At least one company must be registered to be able to submit an application. If the applicant is also the company that is responsible for distribution, the button "Add my company as distributor" can be used. This makes it possible to automatically copy the company's data.

5.6 Tab "Business units"

The tab "Business units" contains all the establishments of the company.

At least one establishment must be registered to be able to submit an application.
If it is a Belgian company or a foreign company with a CBE number, the button "Renew establishments via CBE" can be used. This makes it possible to automatically copy the CBE data of the establishments of the company.

5.7 Tab "Gestautor Production sites"

The tab "Gestautor production sites" contains all the production sites of the producers of a biocide and the active substance(s) in the biocide.

At least one production site must be registered to be able to submit an application.

If it is a Belgian company or a foreign company with a CBE number, the button "Renew establishments via CBE" can be used. This makes it possible to automatically copy the CBE data of the establishments of the company.

6. Delegations

A company can solicit a consultant to submit an application to RMB. Delegations to companies acting as consultants must be created in the "Delegations" menu.
There are several ways to delegate to a consultant:
- Delegation to update company data.
- Delegation to receive a copy of the notifications.
- Various levels of data access.
- Delegation to submit only applications of specific case types.
- Delegation specific to an existing registration.

Please note! Any delegation granted to an external party falls under the sole responsibility of the granting party. The FPS declines any responsibility for the possible abuse or poor functioning of the delegation function. Delegating parties are strongly advised to take the necessary legal steps to ensure the confidentiality of their data, regardless of the availability and proper functioning of the delegation function.

7. Submission and completion of an application

A new application is submitted via the menu/tab, as described in points 4.1, 4.2.2 or 4.3 respectively.
Depending on the type of application, certain data may already be available from previous applications for the product, but cannot be modified. This means that you cannot change this data in this type of application.

Completing an application is done by entering/checking all the data in the various fields on the different pages. To this end, at least 1 information button (white letter "i" surrounded by a green circle) with accompanying information is available on each page. The user must click on these in order to display this information.
In addition, a data validation ("Validate" button) is also available to users, to check whether the application has been completed. Successful validation is required before the user can submit the application.
Note that the "Save" button only saves the application in its current form. The actual submission to RMB is done via the "Submit" button. Once the file has been submitted, you can find it in the "Portfolio application" (see point 4.2.1). The user will also find the invoice to be paid in the application itself under the tab "Financial".
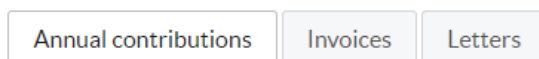
8. Annual contributions

8.1 Annual contributions - Contact

One contact person must be designated with regard to the obligations of the annual contributions and will receive a notification for every letter (see point 8.2.3) automatically generated by the application to that effect. This person must be mentioned in the company details (see point 5.3)

8.2 Annual contributions – Annual declaration

The data related to the company's annual declaration is listed in several tabs.

Annual declaration   2021 - Sold quantities 2020

Annual contributions	Invoices	Letters

8.2.1   Annual contributions

This menu gives the user access to the declaration form for the annual sales volumes. All products for which a declaration is due are presented, incl. their corresponding danger score.

The user must enter the annual sales volumes (incl. unit) for each of the products. Afterwards, the annual contribution due is automatically shown for each product. At the bottom of the page, the total amount due (incl. fines, if applicable) is shown. Once all annual sales volumes have been entered, the user submits his declaration via the 'Submit' button.

Please note! If your company is entitled to a reduced annual contribution, in accordance with Article 7 of the R.D. of 13/11/2011, the user must contact volum.gestautor@health.fgov.be prior to submission and, in any case, well before the legal deadline of January 31st.

8.2.2   Invoices

One invoicing enterprise must be designated with regard to the invoice of the annual contributions. This enterprise must be mentioned in the company details (see point 5.4)

This menu gives the user access to the invoice of the annual contributions and allows him to confirm whether or not payment has been received.

Please note! Should the declaration of the annual sales volumes or payment of the total amount due be untimely, the legal fines shall automatically apply, thus generating a new invoice. The initial invoice is automatically credited at the same time.

8.2.3 Letters

Letters, containing crucial information with regard to the annual contributions process, are automatically generated by the application. A letter is generated: to remind companies to enter their annual sales volumes, to confirm receipt of the aforementioned declaration (incl. payment invitation), to remind companies of oncoming deadlines, and to inform companies when deadlines have been missed and fines are imposed in accordance with the R.D. of 13/11/2011.

8.3 Annual contributions - History

This menu gives the user access to the historical data of the company with regard to the annual contributions. The same data is shown as for a current annual contributions process (see point 8.2). The user can navigate in time by changing the year of the declaration at the top of the page.

Please note! The historical data of the company, prior to 2021, might be incomplete due to technical reasons and should be used with caution.

9. External applications

Users of the application on behalf of the company can be added here.
Only the local administrator of the company has the right to add users, and they alone can access this menu.

9.1 Adding a user

Important note: Before the local administrator can add a user, this user must register as described in point 3.1.

To add a user, press the "Add user" button (see blue).
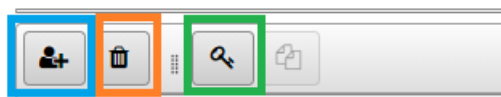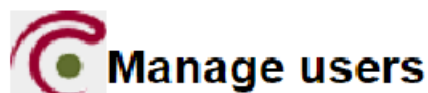
To add a new user, their e-mail address must be entered, then click on "Confirm". When the user has been successfully added, a confirmation screen appears and an e-mail is sent to the user. You need to click "Back" on the confirmation screen to return to the previous screen.

Please note! After adding the user, the specific rights for this user still have to be set (see point 9.2).

9.2 Configuration of the specific rights of the user

As soon as the user is added, their specific access rights must be granted. To do this, select the user and click on the "Manage rights" button (see green).

After clicking on "Manage rights", the screen "Applications, functionalities, roles" appears. There are two roles in the application:

- "DOSSIER_MANAGER": Gives access to the whole application, except the menu "Annual contribution".
- "RETRIBUTION_AGENT": Only gives access to the menu "Portfolio product" and "Annual contribution".

The roles to be assigned must be indicated (role colours light blue after indication), and then you must click on "Next". An overview screen appears, and then you must click on "Confirm".

When the confirmation screen appears, the external application for user administration can be closed or it is possible to return to the user administration home page by clicking on the button "Back to overview of all users".

9.3 Deleting a user

To do this, select the user and click on the "Delete user" button (see orange).

10.   Questions? Need help?

10.1 FAQ

10.1.1 What do I need to do before submitting the first application?

The company must have at least one local administrator and one user assigned the role DOSSIER_MANAGER (see points 3 and 9). After that, all data of the company must be checked/entered (see point 5), and the contact person for the annual retributions must be designated (see point 8.1).

10.1.2 Can I submit multiple applications for the same product at the same time?

If possible, it is requested that this is preferably not done. Nonetheless, it is technically possible.

10.1.3 Which data were reused from the predecessor of Gestautor? How is the data quality?

All the data were reused from the predecessor of Gestautor. However, only the data of the last 3 years before the current Gestautor was rolled out were actively checked and thus deemed to be correct. If not, you can always contact RMB.

10.1.4 I was granted local administrator status, but I can only see the "External applications" menu on the main screen (see point 4).

If you are the local administrator for your company and RMB has granted you these rights accordingly, (see points 3 and 3.2.1), you must not forget to issue yourself the necessary role(s) (see point 9.2.1). Once that is done, you should close your internet browser completely and log in to the application again.

10.1.5 The application I see does not resemble the picture shown in this manual (see point 4). It has green shades and the menu shown does not match the picture either?

You've most likely logged in to the Biocides Closed Circuit application of RMB, instead of Gestautor. Be sure to use the links mentioned in this manual (see point 3).

10.2 Contact RMB

Send your query to info.gestautor@health.fgov.be and we will try to answer your request as rapidly as possible.

11. Miscellaneous

11.1 Disclaimer

For the sake of readability, "they" or "them" is always used in the text. This of course refers to both male and female individuals.