



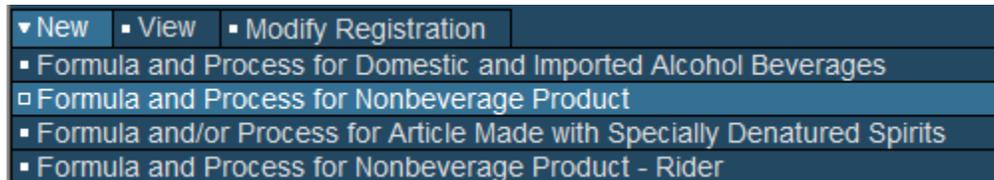
Formulas Online

Create a New Drawback Submission

Follow these steps to create a new Formula and Process for Nonbeverage Product Request (Drawback) submission:

1. Select **Formula and Process for Nonbeverage Product** from the New drop-down menu. See Figure 1.

Figure 1: Create a New Drawback – Select New Drop-Down Menu



The Company pop-up window displays. See Figure 2.

Figure 2: Create a New Drawback – Select Company Name

Company

* fields are required.

* Company Name:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

► **Note:** Fields marked with asterisks (*) are required fields.

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 3.

Create a New Drawback Submission

Figure 3: Create a New Drawback – Address Fields

Company

* fields are required.

* Company Name:

Company:

Name: POM PURE EXTRACTS
Street: 1234 MAIN STREET
City: FAIRFAX
State: VA
Zip: 22032

Submitter Mailing Address:

Address Format:

* Street:

* City:

* State:

* Zip: -

3. Edit Submitter mailing address information if applicable.

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** Company address information is not editable.

4. Select the **Continue** button. The Formula Action pop-up window displays. See Figure 4.

Formula Action

Figure 4: Create a New Drawback – Formula Action Pop-Up Window

Formula Action

* Action: Create New Formula Supersede Existing Formula

Continue Cancel

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► **Note:** Fields marked with asterisks (*) are required fields.

1. Create a new formula or supersede an existing formula.
 - a. If you are creating a new formula:
 - i. Select the Create New Formula radio button.
 - ii. Select the **Continue** button and proceed to [Company/Address Detail](#). The Company tab displays with the address information added. See Figure 6.
 - b. If you are superseding an existing formula:
 - i. Select the Supersede Existing Formula radio button. The Supersede Formula fields display. See Figure 5.

Figure 5: Create a New Drawback – Supersede Existing Formula

Formula Action

* Action: Create New Formula Supersede Existing Formula

Formula Action

TTB Formula ID:

OR

Company Code: Company Formula #:

Continue Cancel

Create a New Drawback Submission

- ii. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or by selecting the Company Code from the drop-down list and then entering Company Formula Number.

► **Note:** This must be a closed submission formula if the formula exists in Formulas Online.

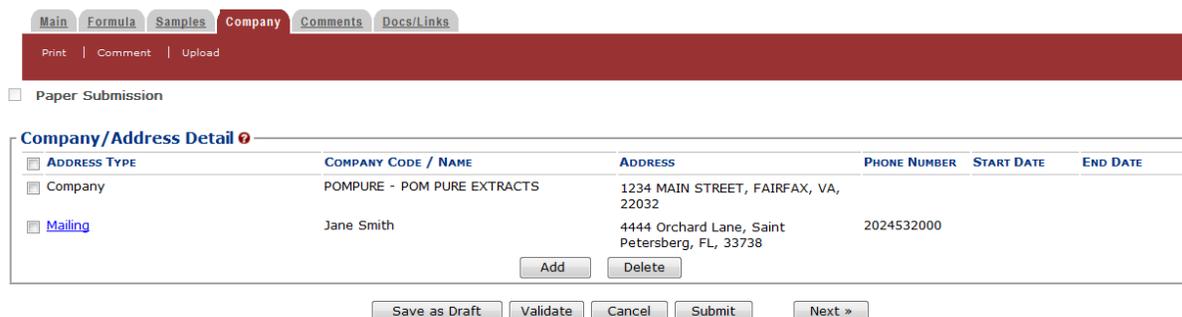
► **Note:** You may also add additional superseded formulas through the [Main tab](#) of the submission. A single formula may supersede multiple formulas.

- iii. Select the **Continue** button and proceed to [Company/Address Detail](#). The Company tab displays with the address information added. See Figure 6.

Company/Address Detail

Figure 6: Create a New Drawback – Company Tab with Company Address Added

Drawback



ADDRESS TYPE	COMPANY CODE / NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE
<input type="checkbox"/> Company	POMPURE - POM PURE EXTRACTS	1234 MAIN STREET, FAIRFAX, VA, 22032			
<input type="checkbox"/> Mailing	Jane Smith	4444 Orchard Lane, Saint Petersberg, FL, 33738	2024532000		

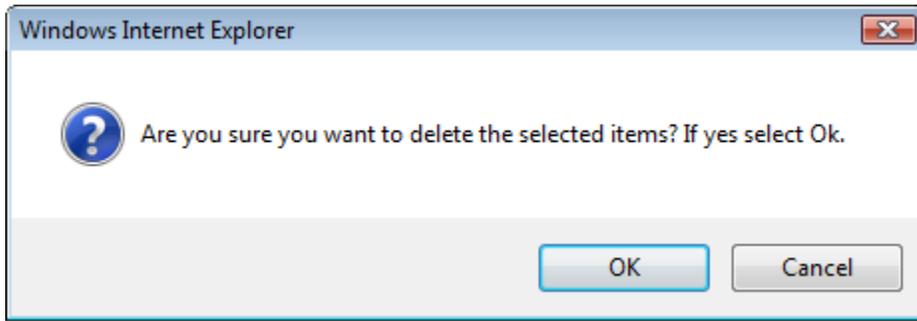
► **Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

► **Note:** Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

► **Note:** Select the [Address Type](#) link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the **Delete** button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 7. Select the **OK** button to confirm.

Figure 7: Create a New Drawback – Delete Address Confirmation



2. Select the **Add** button to add a new address. The Address pop-up window displays. See Figure 8.

Figure 8: Create a New Drawback – Address Pop-Up Window

Address

* fields are required.

* Address Type:

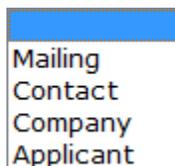
OK

Cancel

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

3. Select the address type from the Address Type drop-down list. See Figure 9. The system displays the address fields. See Figure 10.

Figure 9: Create a New Drawback – Address Type



4. Enter the company address information in the available fields. See Figure 10. If you select **Foreign** for Address Format, additional address fields display. See Figure 11.

Figure 10: Create a New Drawback – Address Fields (Domestic)

Address

** fields are required.*

* **Address Type:**

Address Format:

* **Street:**

* **City:**

* **State:**

* **Zip:** -

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Figure 11: Create a New Drawback – Address Fields (Foreign)

Address

** fields are required.*

* **Address Type:**

Address Format:

* **Street:**

* **City:**

* **Country:**

Region:

Province:

Foreign Postal Code:

► **Note:** Fields marked with asterisks (*) are required fields.

Create a New Drawback Submission

5. Select the **OK** button. The Address pop-up window closes and the Company tab displays with the address information added.
6. Repeat the steps for all additional addresses needed for the submission.

► **Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

7. Select the **Next** button. The Main tab displays. See Figure 13.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 12.

Contacts

Figure 12: Create a New Drawback – Contacts

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	2024532000	Anna.Sari@ttb.gov

1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in [Company/Address Detail](#).

Main Tab

Figure 13: Create a New Drawback – Main Tab

Drawback ⓘ

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

Create New Formula ⓘ Supersede Existing Formula

* Company Formula #: POMPURE - 123456 TTB Formula ID:
Company ID: POMPURE Company Name: POM PURE EXTRACTS

* Product Name: POM POMEGRANATE EXTRACT
* Product Type: Flavor/Flavoring Extract

* Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	2024532000	Anna.Sari@ttb.gov

« Previous Save as Draft Validate Cancel Submit Next »

► **Note:** Fields marked with asterisks (*) are required fields.

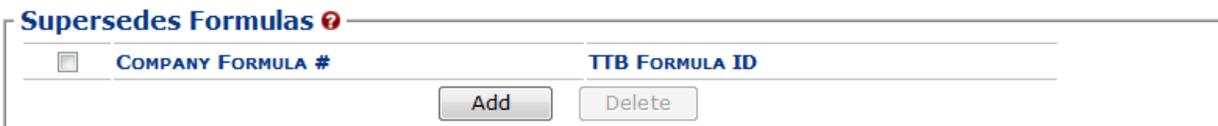
1. Create a new formula or supersede an existing formula.

Create a New Drawback Submission

- a. If you are creating a new formula:
 - i. Enter the Company Formula Number in the text box to the right of the Company Formula #. *This must be a numeric value.*
- b. If you are superseding an existing formula:
 - i. Select the Supersede Existing Formula radio button. The Supersedes Formula fields display below the radio buttons. See Figure 14.

► **Note:** If you initially superseded an existing formula during the submission creation, the superseded formula would display in the Supersedes Formula section. You may add additional superseded formulas to the list. A single formula may supersede multiple formulas.

Figure 14: Create a New Drawback – Supersedes Formula Fields

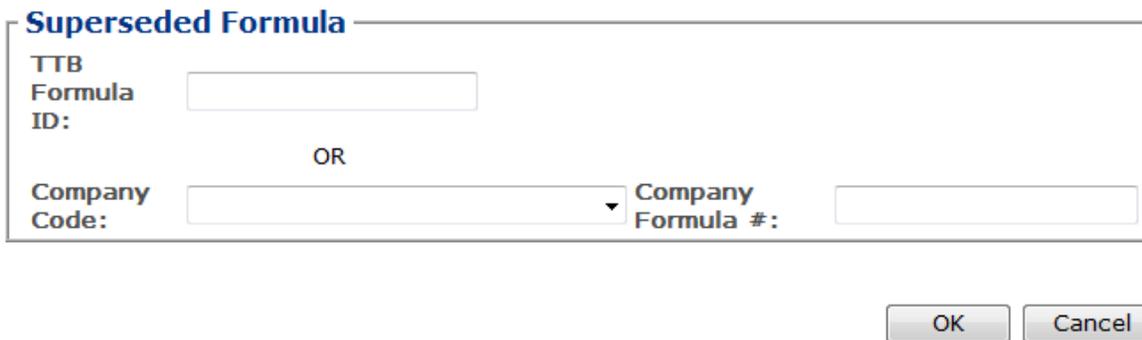


- ii. Select the **Add** button. The Superseded Formula pop-up window displays. See Figure 15.

Superseded Formula

Figure 15: Create a New Drawback – Superseded Formula Pop-Up Window

Superseded Formula



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- iii. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or by selecting the Company Code from the drop-down list and then entering Company Formula Number.

► **Note:** This must be a closed submission formula if the formula exists in Formulas Online.

Create a New Drawback Submission

- iv. Select the **OK** button. The Superseded Formula Pop-Up window closes and the Main tab displays with the superseded formula added. See Figure 16.

Figure 16: Create a New Drawback – Superseded Formula Added

<input type="checkbox"/>	COMPANY FORMULA #	TTB FORMULA ID
<input type="checkbox"/>	POMPURE- 123456	

► **Note:** Select the checkbox next to the superseded formula and select the **Delete** button to delete the superseded formula. You may add additional superseded formulas by selecting the **Add** button to display the Superseded Formula pop-up window and following Steps i – ii.

Product Type

Figure 17: Create a New Drawback – Product Type Specified

Create New Formula Supersede Existing Formula

* Company Formula #: POMPURE - 123456 TTB Formula ID:
* Company ID: POMPURE Company Name: POM PURE EXTRACTS
* Product Name: POM POMEGRANATE EXTRACT
* Product Type: Flavor/Flavoring Extract
* Kind of Spirits On Which Drawback Will Be Claimed: Alcohol 190 Proof

► **Note:** Fields marked with asterisks (*) are required fields.

1. Enter the Product Name in the available field.
2. Select the Product Type from the Product Type drop-down list. See Figure 18.

Figure 18: Create a New Drawback – Product Type Drop-Down List

- Flavor/Flavoring Extract
- Medicine/Medicinal Preparation
- Perfume
- Food Product
- Dietary Supplement

► **Note:** If you select the product type “Dietary Supplement,” it will automatically default the [process type](#) of the Drawback submission to “Dietary Supplement” in the Formula tab. This will display Dietary Supplement-specific fields.

3. Enter the Kind of Spirits On Which Drawback Will Be Claimed in the available field.
4. Select the **Next** button. The Formula tab displays. See Figure 19.

Formula Tab

Figure 19: Create a New Drawback – Formula Tab

Formula and Process for Nonbeverage Product

The screenshot shows a web form titled "Formula and Process for Nonbeverage Product". At the top, there are navigation tabs: "Main", "Formula" (selected), "Samples", "Company", "Comments", and "Docs/Links". Below the tabs is a dark red bar with "Print", "Comment", and "Upload" options. A checkbox labeled "Paper Submission" is present. The main content area is divided into three sections:

- Summary:** Includes a language selector (English/Metric), a "Process Type" dropdown, and a table for alcohol content. The table has columns for "LOW", "HIGH", "UNIT", and "TOLERANCE". Rows include "Eligible Absolute Alcohol Used", "Alcohol Content of Finished Product", and "Eligible Plus Recovered Spirits". There are also checkboxes for "Is calculated alcohol content of finished product not the same as declared alcohol content?", "Density of Finished Product" (lbs per gallon), and "Number of Days to Complete Process". At the bottom of this section are fields for "Theoretical Yield" and "Actual Yield" with sub-labels for "WEIGHT (LB) (LOW)", "WEIGHT (LB) (HIGH)", "VOLUME (GAL) (LOW)", and "VOLUME (GAL) (HIGH)".
- Alcoholic Beverage Use:** Contains a checkbox "Is Finished Product to be Used In Alcoholic Beverages?".
- Additional Details:** Contains a text area labeled "Unfit for Beverage Statement".

Follow these steps to add formula information to the submission:

1. Select your [process type](#).
2. Enter information applicable to your selected [process type](#). Required fields and sections vary depending upon the selected process type. The sections available are as follows:
 - a. [Summary](#) – All process types
 - b. [Alcoholic Beverage Use](#) – All process types
 - c. [Alcoholic Components/Compounded Flavors](#) – All process types except Dietary Supplements
 - d. [Nonalcoholic Components](#) – All process types except Dietary Supplements
 - e. [Dietary Supplement Components](#) – Dietary Supplements only
 - f. [Additional Details](#) – All process types

Create a New Drawback Submission

Summary

Figure 20: Create a New Drawback – Summary

The screenshot shows a 'Summary' form with the following fields and options:

- Language selection: English (selected) and Metric.
- Process Type: Washed Extracts (dropdown).
- Eligible Absolute Alcohol Used: Input fields for LOW, HIGH, UNIT (dropdown), and TOLERANCE.
- Alcohol Content of Finished Product: Input fields for LOW, HIGH, UNIT (dropdown), and TOLERANCE.
- Eligible Plus Recovered Spirits: Input fields for LOW, HIGH, UNIT (dropdown).
- Checkbox: Is calculated alcohol content of finished product not the same as declared alcohol content?
- Density of Finished Product: Input field (1) lbs per gallon.
- Number of Days to Complete Process: Input field (30).
- Theoretical Yield: Input fields for WEIGHT (LB) (LOW), WEIGHT (LB) (HIGH), VOLUME (GAL) (LOW), and VOLUME (GAL) (HIGH).
- Actual Yield: Input field with a red asterisk (*) and value 1.

Follow these steps to add summary information to the submission:

1. Enter summary information applicable to your selected [process type](#).

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** Measurements Used will pre-populate the type of Units of Measurement used in the Ingredients pop-up windows.

2. *Optional Step:* Select the checkbox next to Is calculated alcohol content of finished product not the same as declared alcohol content? to display applicable and complete fields.

Figure 21: Create a New Drawback – Calculated Not Same As Declared Alcohol Content Fields

The screenshot shows the following fields:

- Checkbox: Is calculated alcohol content of finished product not the same as declared alcohol content?
- Alcohol Content of Finished Product (Declared): Input field, dropdown menu, and tolerance field.
- Reason for Difference: Input field.

Process Type

Follow these steps to add process type information to the submission:

1. Select the process type from the Process Type drop-down list. See Figure 22.

Figure 22: Create a New Drawback – Process Type Drop-Down List

The screenshot shows a drop-down list with the following options:

- Simple Mixture
- Filtration
- Washed Extracts
- Other

► **Note:** The default selection is “Dietary Supplements” if “Dietary Supplements” was selected as a [product type](#) in the Main tab. “Dietary Supplements” will not display as an option in the Process Type drop-down list if it was not selected as a product type.

Create a New Drawback Submission

► **Note:** The primary difference between pop-up windows fields between Simple Mixture/Filtration and Washed Extracts is that Washed Extracts pop-up windows will include a checkbox for whether the ingredient is soluble. A process type of “Other” will contain all possible fields except Dietary Supplement-specific fields.

Alcoholic Beverage Use

Figure 23: Create a New Drawback – Alcoholic Beverage Use

Alcoholic Beverage Use											
<input checked="" type="checkbox"/> Is Finished Product to be Used In Alcohol Beverages?											
<input type="checkbox"/> Product Contains Natural Flavoring											
<input type="checkbox"/> Product Contains > 0.1% Artificial Flavoring (excludes Vanillin, Ethyl Vanillin, Maltol, Ethyl Maltol)											
<input checked="" type="checkbox"/> Product Contains Color Additive If Yes, which? <input type="text"/>											
<input type="checkbox"/> All FDA Approved Ingredients Are Without Limitation											
	<table><thead><tr><th>TTB LIMITED INGREDIENT</th><th>PARTS PER MILLION</th></tr></thead><tbody><tr><td>Synthetic Vanillin:</td><td><input type="text"/></td></tr><tr><td>Ethyl Vanillin:</td><td><input type="text"/></td></tr><tr><td>Synthetic Maltol:</td><td><input type="text"/></td></tr><tr><td>Ethyl Maltol:</td><td><input type="text"/></td></tr></tbody></table>	TTB LIMITED INGREDIENT	PARTS PER MILLION	Synthetic Vanillin:	<input type="text"/>	Ethyl Vanillin:	<input type="text"/>	Synthetic Maltol:	<input type="text"/>	Ethyl Maltol:	<input type="text"/>
TTB LIMITED INGREDIENT	PARTS PER MILLION										
Synthetic Vanillin:	<input type="text"/>										
Ethyl Vanillin:	<input type="text"/>										
Synthetic Maltol:	<input type="text"/>										
Ethyl Maltol:	<input type="text"/>										

Follow these steps to add alcoholic beverage use information to the submission:

1. Add alcoholic beverage use information.
 - a. Select the checkbox to indicate whether the finished product is to be used in alcoholic beverage. The subsequent fields only display if this checkbox is selected.
 - b. Select the checkbox to indicate whether the product contains natural flavoring.
 - c. Select the checkbox to indicate whether the product contains > 0.1% artificial flavoring.
 - d. Select the checkbox to indicate whether the product contains a color additive and, if so, enter name of additive. The additive field only displays if this checkbox is selected.
 - e. Select the checkbox to indicate whether all FDA Approved Ingredients are without limitation.
 - f. Enter the Parts Per Million (PPM) for the TTB Limited Ingredients listed.

Create a New Drawback Submission

Alcoholic Components/Compounded Flavors

Figure 24: Create a New Drawback – Alcoholic Components/Compounded Flavors

Alcoholic Components/Compounded Flavors

Does product contain eligible alcohol?

ELIGIBLE ALCOHOL					
<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ALCOHOL(%)	SOL
<input type="checkbox"/> Alcohol 190 Proof	55	8.10	6.79	95	<input checked="" type="checkbox"/>

Does product contain disapproved intermediates?

DISAPPROVED INTERMEDIATES								
<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	TTB FORMULA ID	COMPANY FORMULA #	SOL
<input type="checkbox"/> Pomegranate Flavor (disapp #15)	4.1	0.5	8.2	0	5	-	-	<input checked="" type="checkbox"/>

Does product contain ineligible alcohol?

INELIGIBLE ALCOHOL					
<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ALCOHOL(%)	SOL
<input type="checkbox"/> Pomegranate Essence	4.1	0.51	8.039	3	<input checked="" type="checkbox"/>

Follow these steps to add alcoholic components/compounded flavors ingredient information to the submission:

1. Add all alcoholic components/compounded flavors ingredient information.
 - a. [Alcoholic Components \(Eligible Alcohol\)](#)
 - b. [Alcoholic Components \(Disapproved Intermediates\)](#)
 - c. [Alcoholic Components \(Ineligible Alcohol\)](#)

Alcoholic Components (Eligible Alcohol)

Figure 25: Create a New Drawback – Alcoholic Components (Eligible Alcohol) for Simple Mix or Filtration

Ingredient

Simple Mix or Filtration - Eligible Alcohol

* Ingredient Name:

* Weight (LB):

* Volume (GAL):

* Alcohol (%):

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Figure 26: Create a New Drawback – Alcoholic Components (Eligible Alcohol) for Washed Extracts

Ingredient

Washed Extracts - Eligible Alcohol

* Ingredient Name:

* Weight (LB):

* Volume (GAL):

* Alcohol (%):

Soluble:

OK Cancel

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add alcoholic components (eligible alcohol) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains eligible alcohol.
2. Select the **Add** button. The Alcoholic Components (Eligible Alcohol) pop-up window displays. See Figure 25 and Figure 26.
3. Enter the required alcoholic components (eligible alcohol) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Alcoholic Components (Eligible Alcohol) pop-up window closes and the Formula tab displays. The ingredient is added in the Eligible Alcohol section. See Figure 27.

Figure 27: Create a New Drawback – Alcoholic Components (Eligible Alcohol) Information Added

Does product contain eligible alcohol?

ELIGIBLE ALCOHOL						
<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ALCOHOL(%)	SOL
<input type="checkbox"/>	Alcohol 190 Proof	55	8.10	6.79	95	<input checked="" type="checkbox"/>

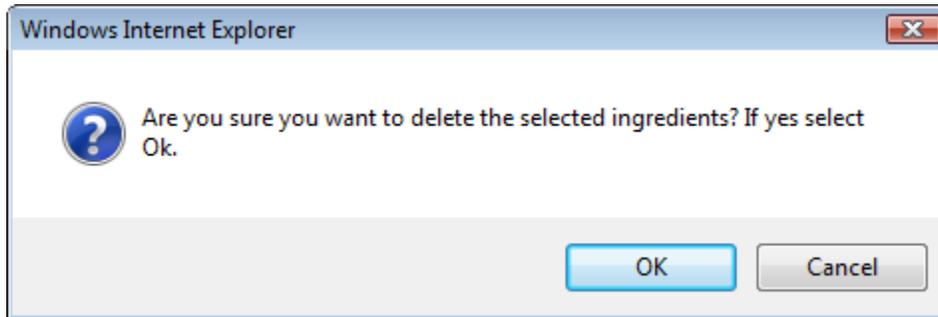
Add Delete

5. Repeat the steps to add all alcoholic components (eligible alcohol) ingredient information.

Create a New Drawback Submission

► **Note:** Select the [Ingredient](#) link to display the Alcoholic Components (Eligible Alcohol) pop-up window and edit the alcoholic components (eligible alcohol) ingredient information. Select the checkbox next to the alcoholic components (eligible alcohol) ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 28. Select the **OK** button to confirm.

Figure 28: Create a New Drawback – Delete Alcoholic Components (Eligible Alcohol) Ingredient Confirmation



Create a New Drawback Submission

Alcoholic Components (Disapproved Intermediates)

Figure 29: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) for Simple Mix or Filtration

Ingredient

Simple Mix or Filtration - Disapproved Intermediates

* Ingredient Name:

* Weight (LB):

* Volume (GAL):

* Eligible Alcohol (%):

* Total Alcohol (%):

TTB Formula ID:

Company Code:

Company Formula #:

Contains Colors:

* FDA Designation:

Limited Ingredients:

* Names and % by Weight:
250 characters left

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Figure 30: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) for Washed Extracts

Ingredient

Washed Extracts - Disapproved Intermediates

* Ingredient Name:

* Weight (LB):

* Volume (GAL):

* Eligible Alcohol (%):

* Total Alcohol (%):

TTB Formula ID:

Company Code:

Company Formula #:

Contains Colors:

* FDA Designation:

Limited Ingredients:

* Names and % by Weight:
250 characters left

Soluble:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add alcoholic components (disapproved intermediates) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains disapproved intermediates.
2. Select the **Add** button. The Alcoholic Components (Disapproved Intermediates) pop-up window displays. See Figure 29 and Figure 30.
3. Enter the required alcoholic components (disapproved intermediates) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** If the alcoholic components (disapproved intermediates) ingredient is a previously submitted formula, you may provide formula identifying information to help facilitate the processing of the Drawback submission.

Create a New Drawback Submission

► **Note:** You may search for a submission and populate the existing formula information (e.g., TTB Formula ID, Company Code, and Company Formula ID). Alternately, you may enter the Company Code and Company Formula # directly on the Alcoholic Components (Disapproved Intermediates) pop-up window.

4. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 31.

Figure 31: Create a New Drawback – Search Formulas Pop-Up Window

Search Formulas

TTB Formula ID:

Company Name:

Company Code:

Company Formula Number:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

- a. Enter the search criteria in the available fields.
- b. Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 32.

Figure 32: Create a New Drawback – Formulas Search Results Pop-Up Window

Formulas Search Results

TTB FORMULA ID	COMPANY CODE	PERMIT NUMBER	COMPANY FORMULA #
1576274		OH-S-999	123456

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Create a New Drawback Submission

- c. Select the [TTB Formula ID](#) link. The Formulas Search Results pop-up window closes and the Alcoholic Components (Disapproved Intermediates) pop-up window displays. The TTB Formula ID, Company Code, and Company Formula ID fields are populated.
5. Select the **OK** button. The Alcoholic Components (Disapproved Intermediates) pop-up window closes and the Formula tab displays. The ingredient is added in the Disapproved Intermediates section. See Figure 33.

Figure 33: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) Information Added

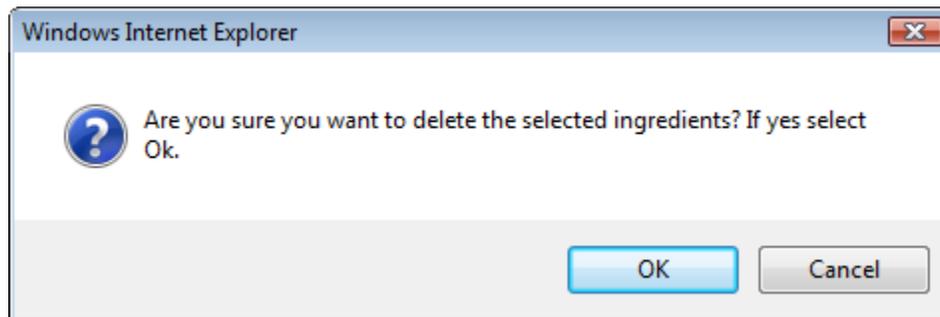
Does product contain disapproved intermediates?

DISAPPROVED INTERMEDIATES									
<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	TTB FORMULA ID	COMPANY FORMULA #	SOL
<input type="checkbox"/>	Pomegranate Flavor (disapp #15)	4.1	0.5	8.2	0	5		-	<input checked="" type="checkbox"/>

6. Repeat the steps for all alcoholic components (disapproved intermediates) ingredients.

► **Note:** Select the [Ingredient](#) link to display the Alcoholic Components (Disapproved Intermediates) pop-up window and edit the alcoholic components (disapproved intermediates) ingredient information. Select the checkbox next to the alcoholic components (disapproved intermediates) ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 28. Select the **OK** button to confirm.

Figure 34: Create a New Drawback – Delete Alcoholic Components (Disapproved Intermediates) Ingredient Confirmation



Create a New Drawback Submission

Alcoholic Components (Ineligible Alcohol)

Figure 35: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) for Simple Mixture or Filtration

Ingredient

Simple Mix or Filtration - Ineligible Alcohol

* Ingredient Name:

* Weight (LB):

* Volume (GAL):

* Alcohol (%):

TTB Formula ID:

Company Code:

Company Formula #:

Contains Colors:

* FDA Designation:

Limited Ingredients:

* Names and % by Weight:

250 characters left

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Figure 36: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) for Washed Extracts

Ingredient

Washed Extracts - Ineligible Alcohol

* Ingredient Name:

* Weight (LB):

* Volume (GAL):

* Alcohol (%):

TTB Formula ID:

Company Code:

Company Formula #:

Contains Colors:

* FDA Designation:

Limited Ingredients:

* Names and % by Weight:

250 characters left

Soluble:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add alcoholic components (ineligible alcohol) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains ineligible alcohol.
2. Select the **Add** button. The Alcoholic Components (Ineligible Alcohol) pop-up window displays. See Figure 35 and Figure 36.
3. Enter the required alcoholic components (ineligible alcohol) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** If the finished alcohol ingredient is a previously submitted formula, you may provide formula identifying information to help facilitate the processing of the Drawback submission.

► **Note:** You may search for a submission and populate the existing formula information (e.g., TTB Formula ID, Company Code, and Company Formula ID). Alternately, you may enter the Company Code and Company Formula # directly on the Alcoholic Components (Ineligible Alcohol) pop-up window.

Create a New Drawback Submission

4. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 37.

Figure 37: Create a New Drawback – Search Formulas Pop-Up Window

Search Formulas

TTB Formula ID:	<input type="text"/>
Company Name:	<input type="text"/>
Permit Number:	<input type="text"/>
Company Formula Number:	<input type="text"/>
Old TTB Formula ID:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

- a. Enter the search criteria in the available fields.
- b. Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 38.

Figure 38: Create a New Drawback – Formulas Search Results Pop-Up Window

Formulas Search Results

TTB FORMULA ID	COMPANY CODE	PERMIT NUMBER	COMPANY FORMULA #
1576274		OH-S-999	123456

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

- c. Select the [TTB Formula ID](#) link. The Formulas Search Results pop-up window closes and the Alcoholic Components (Ineligible Alcohol) pop-up window displays. The TTB Formula ID, Company Code, and Company Formula ID fields are populated.

Create a New Drawback Submission

5. Select the **OK** button. The Alcoholic Components (Ineligible Alcohol) pop-up window closes and the Formula tab displays. The ingredient is added in the Ineligible Alcohol section. See Figure 39.

Figure 39: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) Information Added

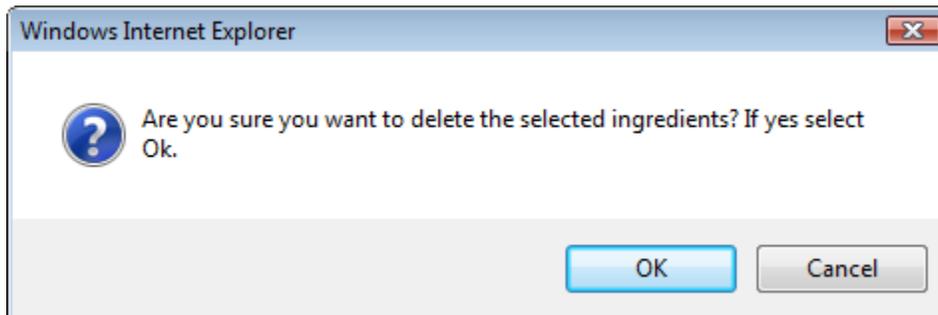
Does product contain ineligible alcohol?

INELIGIBLE ALCOHOL								
<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ALCOHOL(%)	TTB FORMULA ID	COMPANY FORMULA #	SOL
<input type="checkbox"/>	Pomegranate Essence	4.1	0.51	8.039	3		-	<input checked="" type="checkbox"/>

6. Repeat the steps for all alcoholic components (ineligible alcohol) ingredients.

► **Note:** Select the [Ingredient](#) link to display the Alcoholic Components (Ineligible Alcohol) pop-up window and edit the alcoholic components (ineligible alcohol) ingredient information. Select the checkbox next to the alcoholic components (ineligible alcohol) ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 28. Select the **OK** button to confirm.

Figure 40: Create a New Drawback – Delete Alcoholic Components (Ineligible Alcohol) Ingredient Confirmation



Create a New Drawback Submission

Nonalcoholic Components

Figure 41: Create a New Drawback – Nonalcoholic Components

Nonalcoholic Components

Does product contain ingredients by group?

INGREDIENTS BY GROUP

CHEMICAL CLASS			PREDOMINANT CHEMICALS	
NAME	TOTAL WEIGHT (LB)	NATURAL / ARTIFICIAL	NAME, FEMA #, WEIGHT (LB)	
<input type="checkbox"/> POM Grouped Extracts	3	Natural	POM Grouped Extracts, FEMA #2, 3 (LB)	

Does product contain individual solid ingredients?

INDIVIDUAL INGREDIENTS (SOLIDS)

NATURAL/ARTIFICIAL NAME	FEMA #	ADDITIONAL INFORMATION	WEIGHT (LB)
<input type="checkbox"/> Natural POM Concentrated Solid Extract	2	Concentrated Solid Extract of Pomegranate	3

Does product contain individual liquid ingredients?

INDIVIDUAL INGREDIENTS (LIQUIDS)

NATURAL/ARTIFICIAL NAME	FEMA #	WEIGHT (LB)	VOLUME (GAL)
<input type="checkbox"/> Natural POM Concentrated Liquid Extract	2	3	1

Follow these steps to add nonalcoholic components ingredient information to the submission:

1. Enter all nonalcoholic components ingredient information.
 - a. [Nonalcoholic Components \(Ingredients by Group\)](#)
 - b. [Nonalcoholic Components \(Individual Solid Ingredients\)](#)
 - c. [Nonalcoholic Components \(Individual Liquid Ingredients\)](#)

Nonalcoholic Components (Ingredients by Group)

Figure 42: Create a New Drawback – Nonalcoholic Components (Ingredients by Group)

Ingredient

Nonalcoholic - Group

* Chemical - Class Name:

* Chemical Class - Total Weight (LB):

* Natural/Artificial:

* Predominant Chemical Information:
Name, FEMA #, Weight (LB)

500 characters left

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Create a New Drawback Submission

Follow these steps to add nonalcoholic components (ingredients by group) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains ingredients by group.
2. Select the **Add** button. The Nonalcoholic Components (Ingredients by Group) pop-up window displays. See Figure 42.
3. Enter the required nonalcoholic components (ingredients by group) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** Enter the Predominant Chemical Information in the following order, separated by commas: (1) Name, (2) FEMA #, and (3) Weight (which varies depending on units of measurement used).

4. Select the **OK** button. The Nonalcoholic Components (Ingredients by Group) pop-up window closes and the Formula tab displays. The ingredient is added in the Ingredients by Group section. See Figure 43.

Figure 43: Create a New Drawback – Nonalcoholic Components (Ingredients by Group) Information Added

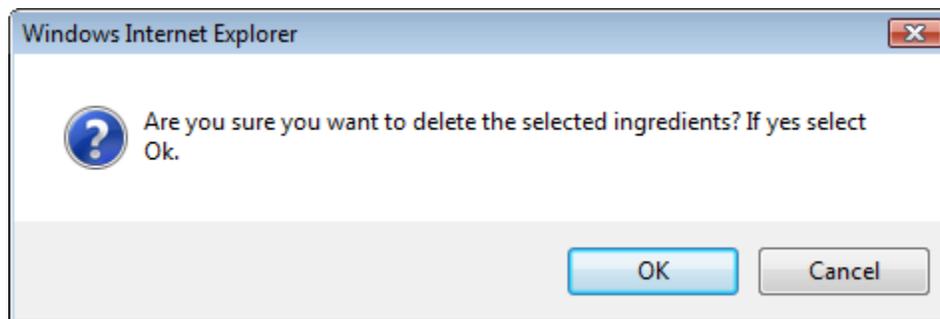
Does product contain ingredients by group?

INGREDIENTS BY GROUP			PREDOMINANT CHEMICALS	
	CHEMICAL CLASS			
<input type="checkbox"/>	NAME	TOTAL WEIGHT (LB)	NATURAL / ARTIFICIAL	NAME, FEMA #, WEIGHT (LB)
<input type="checkbox"/>	POM Grouped Extracts	3	Natural	POM Grouped Extracts, FEMA #2, 3 (LB)

5. Repeat the steps for all nonalcoholic components (ingredients by group) ingredients.

► **Note:** Select the [Ingredient](#) link to display the Nonalcoholic Components (Ingredients by Group) pop-up window and edit the nonalcoholic components (ingredients by group) ingredient information. Select the checkbox next to the nonalcoholic components (ingredients by group) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 44. Select the **OK** button to confirm.

Figure 44: Create a New Drawback – Delete Nonalcoholic Components (Ingredients by Group) Ingredient Confirmation



Create a New Drawback Submission

Nonalcoholic Components (Individual Solid Ingredients)

Figure 45: Create a New Drawback – Nonalcoholic Components (Individual Solid Ingredients)

Ingredient

Nonalcoholic - Solids

* Natural/Artificial:

* Name:

FEMA #:

* Weight (LB):

* Additional Information:

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add nonalcoholic components (individual solid ingredients) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains individual solid ingredients.
2. Select the **Add** button. The Nonalcoholic Components (Individual Solid Ingredients) pop-up window displays. See Figure 45.
3. Enter the required nonalcoholic components (individual solid ingredients) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Nonalcoholic Components (Individual Solid Ingredients) pop-up window closes and the Formula tab displays. The ingredient is added in the Individual Ingredients (Solids) section. See Figure 46.

Figure 46: Create a New Drawback – Nonalcoholic Components (Individual Solid Ingredients) Information Added

Does product contain individual solid ingredients?

INDIVIDUAL INGREDIENTS (SOLIDS) ⓘ

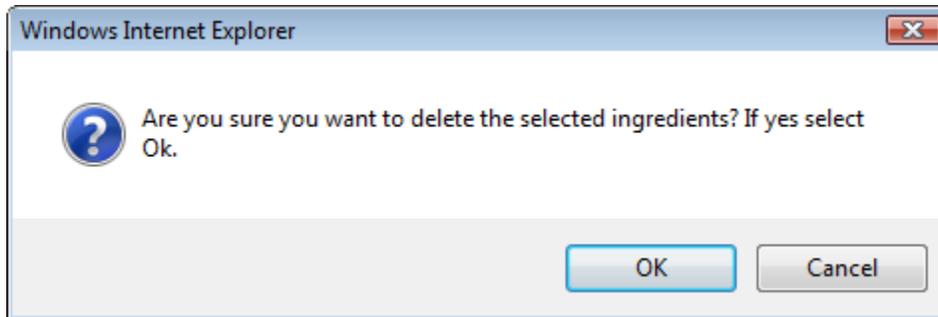
<input type="checkbox"/>	NATURAL/ARTIFICIAL NAME	FEMA #	ADDITIONAL INFORMATION	WEIGHT (LB)
<input type="checkbox"/>	Natural POM Concentrated Solid Extract	2	Concentrated Solid Extract of Pomegranate	3

5. Repeat the steps for all nonalcoholic components (individual solid ingredients) ingredients.

Create a New Drawback Submission

► **Note:** Select the [Ingredient](#) link to display the Nonalcoholic Components (Individual Solid Ingredients) pop-up window and edit the nonalcoholic components (individual solid ingredients) ingredient information. Select the checkbox next to the nonalcoholic components (individual solid ingredients) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 47. Select the **OK** button to confirm.

Figure 47: Create a New Drawback – Delete Nonalcoholic Components (Individual Solid Ingredients) Ingredient Confirmation



Nonalcoholic Components (Individual Liquid Ingredients)

Figure 48: Create a New Drawback – Nonalcoholic Components (Individual Liquid Ingredients)

Ingredient

Nonalcoholic - Liquids

* Natural/Artificial:

* Name:

FEMA #:

Q.S:

* Weight (LB):

Volume (GAL):

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add nonalcoholic components (individual liquid ingredients) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains individual liquid ingredients.
2. Select the **Add** button. The Nonalcoholic Components (Individual Liquid Ingredients) pop-up window displays. See Figure 48.

Create a New Drawback Submission

3. Enter the required nonalcoholic components (individual liquid ingredients) information.

► **Note:** Fields marked with asterisks (*) are required fields.

► **Note:** When adding a liquid ingredient, if the process type is “Other,” you will see the quantity sufficient (Q.S) checkbox. This field may be selected when you have added a liquid Q.S to display the total yield.

4. Select the **OK** button. The Nonalcoholic Components (Individual Liquid Ingredients) pop-up window closes and the Formula tab displays. The ingredient is added in the Individual Ingredients (Liquids) section. See Figure 49.

Figure 49: Create a New Drawback – Nonalcoholic Components (Individual Liquid Ingredients) Information Added

Does product contain individual liquid ingredients?

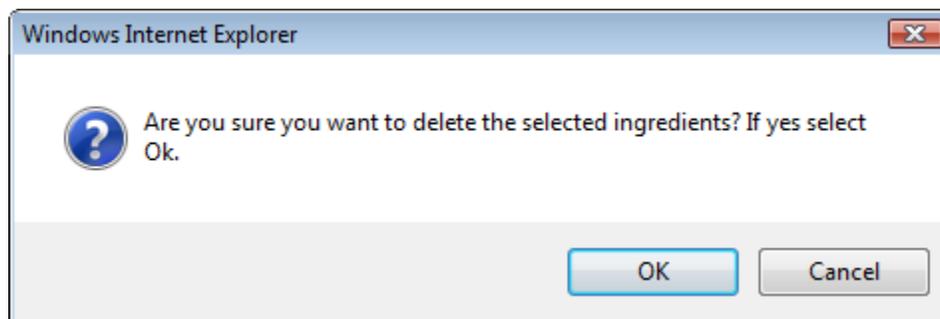
INDIVIDUAL INGREDIENTS (LIQUIDS) ⓘ

<input type="checkbox"/>	NATURAL/ARTIFICIAL NAME	FEMA #	WEIGHT (LB)	VOLUME (GAL)
<input type="checkbox"/>	Natural POM Concentrated Liquid Extract	2	3	1

5. Repeat the steps to add all nonalcoholic components (individual liquid ingredients).

► **Note:** Select the [Ingredient](#) link to display the Nonalcoholic Components (Individual Liquid Ingredients) pop-up window and edit the nonalcoholic components (individual liquid ingredients) ingredient information. Select the checkbox next to the nonalcoholic components (individual liquid ingredients) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 50. Select the **OK** button to confirm.

Figure 50: Create a New Drawback – Delete Nonalcoholic Components (Individual Liquid Ingredients) Ingredient Confirmation



Create a New Drawback Submission

Dietary Supplement Components

Figure 51: Create a New Drawback – Dietary Supplement Components

Dietary Supplement Components

Does product contain herbs?

HERBS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> POM Dry Spiced Clove	2.5	0	40 ounces with no moisture indicated

Does product contain liquids?

LIQUIDS

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> POM Rose Water	2.187	1	0	0	35 fluid ounces

Follow these steps to add dietary supplement components ingredient information to the submission:

1. Enter all dietary supplement components ingredient information.
 - a. [Dietary Supplement Components \(Herbs\)](#)
 - b. [Dietary Supplement Components \(Liquids\)](#)

Dietary Supplement Components (Herbs)

Figure 52: Create a New Drawback – Dietary Supplement Components (Herbs)

Ingredient

Dietary Supplement - Herbs

* Ingredient:

* Weight (LB):

* Moisture (%):

Additional Information:

250 characters left

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add dietary supplement components (herbs) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains herbs.
2. Select the **Add** button. The Dietary Supplement Components (Herbs) pop-up window displays. See Figure 52.

Create a New Drawback Submission

3. Enter required dietary supplement components (herbs) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Dietary Supplement Components (Herbs) pop-up window closes and the Formula tab displays. The ingredient is added in the Herbs section. See Figure 53.

Figure 53: Create a New Drawback – Dietary Supplement Components (Herbs) Information Added

Does product contain herbs?

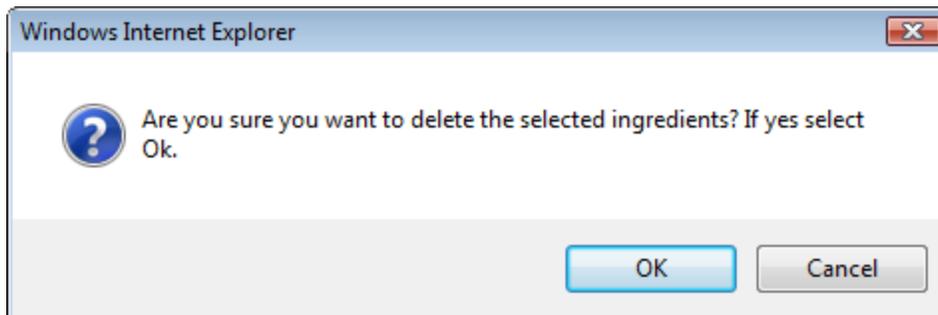
HERBS ?

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> POM Dry Spiced Clove	2.5	0	40 ounces with no moisture indicated

5. Repeat the steps for all dietary supplement components (herbs) ingredients.

► **Note:** Select the [Ingredient](#) link to display the Dietary Supplement Components (Herbs) pop-up window and edit the dietary supplement components (herbs) ingredient information. Select the checkbox next to the dietary supplement components (herbs) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 54. Select the **OK** button to confirm.

Figure 54: Create a New Drawback – Delete Dietary Supplement Components (Herbs) Ingredient Confirmation



Dietary Supplement Components (Liquids)

Figure 55: Create a New Drawback – Dietary Supplement Components (Liquids)

Ingredient

Dietary Supplement - Liquids

* Ingredient:

* Weight (LB):

* Volume (GAL):

* Eligible Alcohol (%):

* Total Alcohol (%):

Additional Information:

250 characters left

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Follow these steps to add dietary supplement components (liquids) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains liquid ingredients.
2. Select the **Add** button. The Dietary Supplement Components (Liquids) pop-up window displays. See Figure 55.
3. Enter the required dietary supplement components (liquids) ingredient information.

► **Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Dietary Supplement Components (Liquids) pop-up window closes and the Formula tab displays. The ingredient is added in the Liquids section. See Figure 56.

Figure 56: Create a New Drawback – Dietary Supplement Components (Liquids) Information Added

Does product contain liquids?

LIQUIDS ?

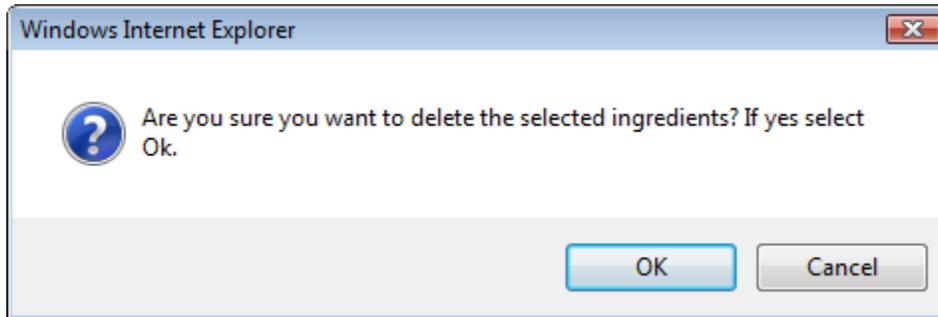
	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> POM Rose Water	2.187	1	0	0	35 fluid ounces

5. Repeat the steps to add all dietary supplement components (liquids) ingredients.

Create a New Drawback Submission

► **Note:** Select the [Ingredient](#) link to display the Dietary Supplement Components (Liquids) pop-up window and edit the dietary supplement components (liquids) ingredient information. Select the checkbox next to the dietary supplement components (liquids) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 57. Select the **OK** button to confirm.

Figure 57: Create a New Drawback – Delete Dietary Supplement Components (Liquids) Ingredient Confirmation



Additional Details

Figure 58: Create a New Drawback – Additional Details

Additional Details ⓘ

Unfit for Beverage Statement:

1000 characters left

Taste Panel Results:

1000 characters left

Formula Information and Process:

Unlimited

1. Enter any additional details.
 - a. Unfit for Beverage Statement
 - b. Taste Panel Results
 - c. Formula Information and Process
2. Select the **Next** button. The Sample tab displays. See Figure 59.

Sample Detail

Figure 59: Create a New Drawback – Samples Tab

The screenshot shows the 'Drawback' application interface. At the top, there are tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'. Below the tabs is a dark red header bar with 'Print', 'Comment', and 'Upload' options. A checkbox for 'Paper Submission' is visible. The main content area is titled 'Sample Detail' and contains a table with the following columns: 'SAMPLE ID', 'LIMS ID', 'QUANTITY', 'UNIT', '% FILL', 'DESCRIPTION OF CONTENTS', 'DATE SENT', and 'DATE RECEIVED'. An 'Add' button is centered below the table. At the bottom of the interface are buttons for '< Previous', 'Save as Draft', 'Validate', 'Cancel', and 'Submit'.

► **Note:** Drawback submissions require samples for any products not produced in the United States and for all dietary supplements. All other Drawback submissions do not require any samples but may include them.

Follow these steps to add a sample to the submission:

1. Select the **Add** button. The Sample pop-up window displays. See Figure 60.

Figure 60: Create a New Drawback – Sample Pop-Up Window

Sample

The screenshot shows the 'Sample Information' pop-up window. It has a title bar and contains the following fields: 'Sample ID:' (text input), 'Quantity:' (text input) and 'Unit of Measure:' (text input), '% Fill:' (text input), '* Description:' (text area with a vertical scrollbar and a '250 characters left' indicator), and 'Date Sent:' (text input with a calendar icon). At the bottom right are 'OK' and 'Cancel' buttons.

2. Enter the sample information in the available fields.

► **Note:** Fields marked with asterisks (*) are required fields.

Create a New Drawback Submission

3. Select the **OK** button. The Sample pop-up window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 61.

Figure 61: Create a New Drawback – Samples Tab with Sample Added

Drawback



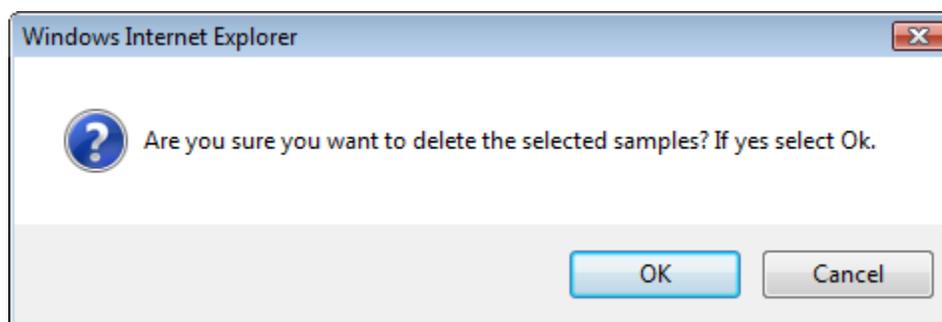
The screenshot shows the 'Drawback' interface with the 'Samples' tab selected. Below the navigation tabs, there are buttons for 'Print', 'Comment', and 'Upload'. A checkbox for 'Paper Submission' is present. The 'Sample Detail' section includes a dropdown for 'For Selected Samples:' and a 'Go' button. Below this is a table with columns: SAMPLE ID, LIMS ID, QUANTITY, UNIT, % FILL, DESCRIPTION OF CONTENTS, DATE SENT, and DATE RECEIVED. One row is visible with 'Pending' in the SAMPLE ID column, '1.0' in QUANTITY, and 'liter' in UNIT. The DESCRIPTION OF CONTENTS is 'POM SAMPLE'. There are 'Add' and 'Delete' buttons below the table. At the bottom, there are buttons for '< Previous', 'Save as Draft', 'Validate', 'Cancel', and 'Submit'.

4. Repeat the steps to add each sample you are sending to TTB.

► **Note:** The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as “Pending.” The system prompts you to generate the sample ID sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

► **Note:** Select the [Sample ID](#) link to display the Sample pop-up window and edit the sample. Select the checkbox next to the sample and select the **Delete** button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 62. Select the **OK** button to confirm.

Figure 62: Create a New Drawback – Delete Sample Confirmation



Validate/Save as Draft

Before submitting, you may either:

- a. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the **Validate** button and Formulas Online displays red error messages indicating any issues found with the submission. You may save as draft with errors, but you must correct all errors before submitting a draft.

or

Create a New Drawback Submission

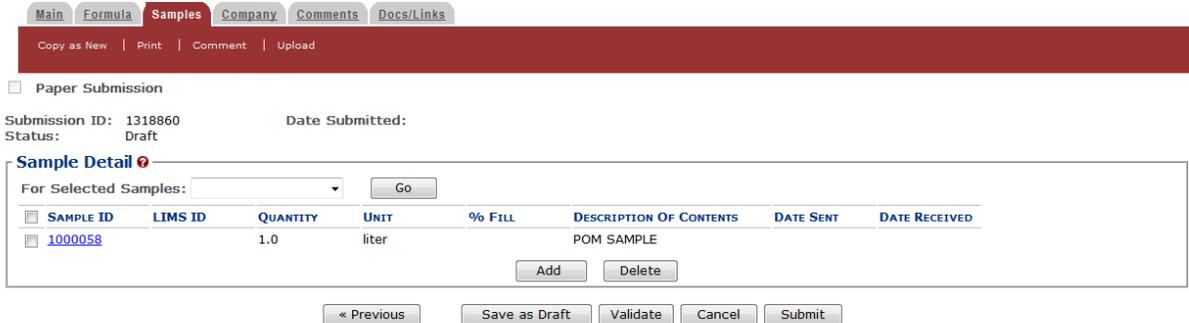
- b. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button and Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 63.

Figure 63: Create a New Drawback – Save As Draft Confirmation

Drawback

Informational Messages

- Your submission was successfully saved as a draft. It will not be forwarded to TTB for review until you submit. If it remains a draft for over 30 days, it will be automatically deleted.



The screenshot shows a web interface for drawback submissions. At the top, there are navigation tabs: Main, Formula, Samples (selected), Company, Comments, and Docs/Links. Below the tabs is a dark red bar with buttons for Copy as New, Print, Comment, and Upload. A checkbox for Paper Submission is present. The submission details are: Submission ID: 1318860, Status: Draft, and Date Submitted: (blank). The Sample Detail section shows a table with columns: SAMPLE ID, LIMS ID, QUANTITY, UNIT, % FILL, DESCRIPTION OF CONTENTS, DATE SENT, and DATE RECEIVED. One sample is listed with ID 1000058, LIMS ID (blank), QUANTITY 1.0, UNIT liter, and DESCRIPTION OF CONTENTS POM SAMPLE. Below the table are Add and Delete buttons. At the bottom, there are buttons for Previous, Save as Draft, Validate, Cancel, and Submit.

Submit Drawback Submission

Follow these steps to submit your drawback submission:

1. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 64.

Figure 64: Create a New Drawback – Perjury Statement Pop-Up Window

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

I agree

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

Create a New Drawback Submission

2. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
3. Select the **OK** button. The Submission Confirmation page displays with links to the Submission ID and the Samples tab (where applicable). The drawback submission is successfully submitted. See Figure 65.

Figure 65: Create a New Drawback – Submission Confirmation

Drawback

Thank You. Your submission has been successfully completed. You will be contacted by e-mail when analysis has been completed or if additional information is needed.

When referring to this submission, please use the following submission ID: 1318860.

To mail your samples, return to the Samples screen to display printable sample identification labels with mailing instructions.

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

4. Select the [return to the Samples](#) link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

► **Note:** Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

[Enter a Sample Sent Date for Drawback Submissions](#)

See [Entering Sample Sent Date](#) for sample sent date instructions.

[Print a Sample ID Sheet for Drawback Submissions](#)

See [Printing Sample ID Sheets](#) for sample sending instructions.

[Comments and Docs/Links for Drawback Submissions](#)

See [Adding, Editing, and Deleting Comments](#) for comment instructions. See [Uploading Attachments and Linking Submissions](#) for upload and link instructions.

[Edit, Correct, and Resubmit a Drawback Submission](#)

Before submitting, you may edit the submission at will. After submitting, you will be unable to edit until/unless TTB informs you that your submission needs correction. See [Editing, Correcting, and Resubmitting Submissions](#) for editing, correction, and resubmission instructions.

[Copy an Existing Drawback Submission](#)

See [Copying Existing Submissions](#) for copy instructions.

Create a New Drawback Submission

[Print a Drawback Submission](#)

See [Printing Submissions](#) for print instructions.

[Withdraw a Drawback Submission](#)

See [Withdraw a Submission](#) for instructions on how to withdraw an active submission prior to TTB process completion.