



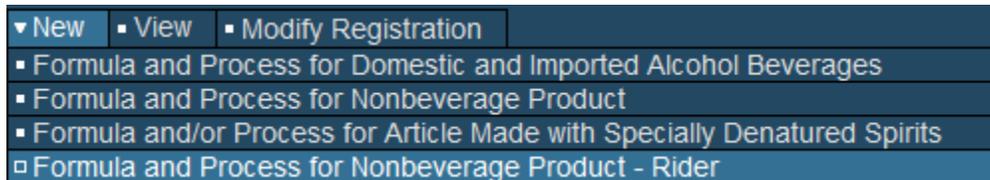
# Formulas Online

## [Create a New Rider Submission](#)

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

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

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



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

**Figure 2: Create a New Rider – Select Company Name**

## Company

\* fields are required.

\* Company Name:

<input type="text"/>	▼
POMPURE - POM PURE EXTRACTS	
PROLIQ - PRO-LIQUITECH INTERNATIONAL	
<input type="button" value="Continue"/>	<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.

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 Rider Submission

Figure 3: Create a New Rider – 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.

## Create a New Rider Submission

### Formula Action

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

## Formula Action

Formula Action

TTB Formula ID:

OR

Company Code:  Company Formula #:

Continue 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.

1. 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.
2. Select the **Continue** button and proceed to [Company/Address Detail](#). The Company tab displays with the address information added. See Figure 5.

## Create a New Rider Submission

### Company/Address Detail

**Figure 5: Create a New Rider – Company Tab with Company Address Added**

#### Rider



ADDRESS TYPE	PERMIT NUMBER / 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	1325 G Street, Washington, DC, 20005	2024532000		

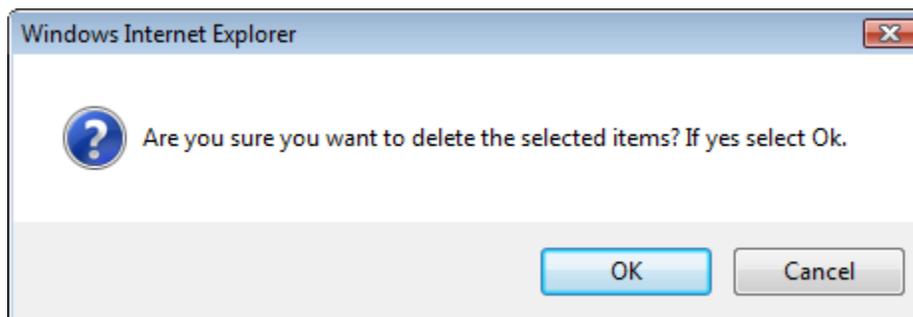
► **Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for 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 6. Select the **OK** button to confirm.

**Figure 6: Create a New Rider – Delete Address Confirmation**



## Create a New Rider Submission

2. Select the **Add** button to add a new address. The Address pop-up window displays. See Figure 7.

**Figure 7: Create a New Rider – Address Pop-Up Window**

# Address

\* fields are required.

\* Address Type:

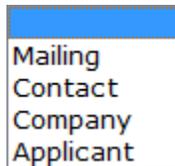
OK

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 8. The system displays the address fields. See Figure 9.

**Figure 8: Create a New Rider – Address Type**



Mailing
Contact
Company
Applicant

4. Enter the company address information in the available fields. See Figure 9. If you select **Foreign** for Address Format, additional address fields display. See Figure 10.

## Create a New Rider Submission

Figure 9: Create a New Rider – 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 10: Create a New Rider – 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 Rider 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 12.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 11.

### Contacts

**Figure 11: Create a New Rider – 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 12: Create a New Rider – Main Tab**

**Rider** ⓘ

Main | Formula | Samples | Company | Comments | Docs/Links

Print | Comment | Upload

Paper Submission

COMPANY ID: POMPURE      COMPANY NAME: POM PURE EXTRACTS

\* Product Name: POM MANGO EXTRACT

**Supersedes Formulas** ⓘ

COMPANY FORMULA #	TTB FORMULA ID
<input type="checkbox"/> POMPURE-1234567	

Add      Delete

**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. Select the **Add** button. The Superseded Formula pop-up window displays. See Figure 13.

Figure 13: Create a New Rider – Superseded Formula

## Superseded Formula

**Superseded Formula**

TTB  
Formula ID:

OR

Company  
Code:  Company  
Formula #:

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.

- a. Enter the Approved TTB Formula ID.  
or
  - b. Select the Company Code and enter the Company Formula #.
  - c. Select the **OK** button. The Main tab displays.
2. Repeat steps if necessary until you have added or reviewed all superseded formulas pertaining to this submission.
  3. Enter the Product Name in the available field.
- **Note:** The product type you specify in the Main tab will relate to the process type you work with in the Formula tab.
4. Select the **Next** button. The Formula tab displays. See Figure 14.

## Create a New Rider Submission

### Description of Revisions

Figure 14: Create a New Rider – Formula Tab

**Rider** ⓘ

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

\* Description of revisions and/or additions to original formula: ⓘ

Change in concentration

1977 characters left

< Previous Save as Draft Validate Cancel Submit Next >

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

1. Add Description of revisions and/or additions to the original formula information.
2. Select the **Next** button. The Samples tab displays. See Figure 15.

### Sample Detail

Figure 15: Create a New Rider – Samples Tab

**Rider** ⓘ

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

Sample Detail ⓘ

SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
-----------	---------	----------	------	--------	-------------------------	-----------	---------------

Add

< Previous Save as Draft Validate Cancel Submit

► **Note:** Rider 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 16.

Figure 16: Create a New Rider – Sample Pop-Up Window

# Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:

250 characters left

Date Sent:

OK Cancel

2. Enter the sample information in the available fields.

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

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 17.

Figure 17: Create a New Rider – Samples Tab with Sample Added

**Rider**

Main Formula **Samples** Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

**Sample Detail**

For Selected Samples:  Go

SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<a href="#">Pending</a>		1.0	liter		POM SAMPLE		

Add Delete

« Previous Save as Draft Validate Cancel Submit

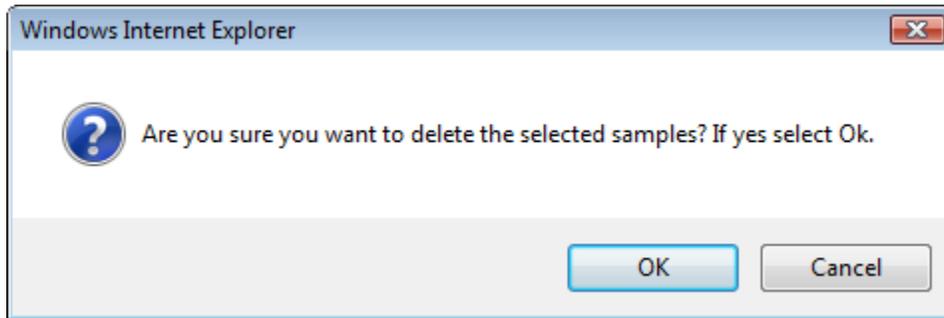
4. Repeat the steps to add each sample you are sending to TTB.

► **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.

## Create a New Rider Submission

► **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 18. Select the **OK** button to confirm.

**Figure 18: Create a New Rider – Delete Sample Confirmation**



### Validate/Saving as Draft/Submitting

Before submitting, you may either:

- 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
- 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 19.

**Figure 19: Create a New Rider – Save As Draft Confirmation**

## Rider

### 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.

[Main](#) [Formula](#) [Samples](#) [Company](#) [Comments](#) [Docs/Links](#)

Copy as New | Print | Comment | Upload

Paper Submission

Submission ID: 1318861      Date Submitted:  
Status: Draft

**Sample Detail** 

For Selected Samples:

<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input checked="" type="checkbox"/> <a href="#">1000059</a>		1.0	liter		POM SAMPLE		

## Create a New Rider Submission

### Submit Rider Submission

Follow these steps to submit your rider 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 20.

**Figure 20: Create a New Rider – 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

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.

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 rider submission is successfully submitted. See Figure 21.

**Figure 21: Create a New Rider – Submission Confirmation**

### Rider

*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: 1318861.*

*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.

## Create a New Rider 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 Rider Submissions](#)

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

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

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

### [Comments and Docs/Links for Rider 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 Rider 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 Rider Submission](#)

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

### [Print a Rider Submission](#)

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

### [Withdraw a Rider Submission](#)

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