



Formulas Online

Create a New Uniform Submission

Follow these steps to create a new Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submission:

1. Select **Formula and Process for Domestic and Imported Alcohol Beverages** from the New drop-down menu. See Figure 1.

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

▼ New	▪ View	▪ Modify Registration
□ Formula and Process for Domestic and Imported Alcohol Beverages		
▪ Formula and Process for Nonbeverage Product		
▪ Formula and/or Process for Article Made with Specially Denatured Spirits		
▪ Formula and Process for Nonbeverage Product - Rider		

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

Figure 2: Create a New Uniform – Select Company Product Source

Company

* fields are required.

* Product Source:

▼
Domestic
Import
For Export Only

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2. Select **Domestic, Import, or Export Only** from the Product Source drop-down list. The Permit Number field displays. See Figure 3.

Create a New Uniform Submission

Figure 3: Create a New Uniform – Select Company Permit Number

Company

* fields are required.

* Product Source: Domestic

* Permit Number: --Select Permit Number--

--Select Permit Number--
POM INC. - OH-W-999 - ACT
POM PRODUCTS - FL-W-7777 - ACT

Continue Cancel

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3. Select the permit number for the company for which you are creating this submission. The system pre-populates the company address information.

► **Note:** If you select **Domestic** or **For Export Only** as the product source, the Permit Holder and Submitter mailing address information displays. See Figure 4. If you select **Importer** as the product source, the Foreign Manufacturer address information also displays. See Figure 5.

Create a New Uniform Submission

Figure 4: Create a New Uniform – Company (Domestic and For Export Only)

Company

* fields are required.

* Product Source:

* Permit Number:

Permit Holder Address:

Name: POM INC.
Street: 5555 Fordham Drive
City: Cincinnati
State: OH
Zip: 45202-0000

Submitter Mailing Address:

Address Format:

* Street:

* City:

* State:

* Zip: -

Create a New Uniform Submission

Figure 5: Create a New Uniform – Company (Import)

Company

* fields are required.

* Product Source: Import
* Permit Number: POM USA, INC - NC-I-888 - ACT

Permit Holder Address:

Name: POM USA, INC
Street: 777 MAIN ST
City: LENOIR
State: NC
Zip: 28645-5418

Submitter Mailing Address:

Address Format: USPS Domestic
* Street: 1325 G Street NW
* City: Washington
* State: DC
* Zip: 20005 -

Foreign Manufacturer Address:

Address Format: Foreign Address
* Name: POM IMPORTER
Street: 5555 Manchester Circle
City: Manchester
Country: UNITED KINGDOM
Region: Greater Manchester
Province:
Foreign Postal Code: M21 9LD

Continue

Cancel

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4. Edit Submitter mailing address information or Foreign Manufacturer address information if applicable.

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

► **Note:** Permit Holder address information is not editable.

Create a New Uniform Submission

5. Select the **Continue** button. The Superseded Formula pop-up window displays. See Figure 6.

Figure 6: Create a New Uniform – Superseded Formula Pop-Up Window

Superseded Formula

* Action: Create New Formula Supersede Existing 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.

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

6. 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 8.
 - b. If you are superseding an existing formula:
 - i. Select the Supersede Existing Formula radio button. The Superseded Formula fields display. See Figure 7.

Create a New Uniform Submission

Figure 7: Create a New Uniform – Supersede Existing Formula

Superseded Formula

* Action: Create New Formula Supersede Existing Formula

Superseded Formula

TTB
Formula ID:

OR

Permit
Number: Company
Formula #:

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

► **Note:** This must be an approved and 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 8.

Company/Address Detail

Figure 8: Create a New Uniform – Company Tab with Company Address Added

Uniform

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

Print | Comment | Upload

Paper Submission

Company/Address Detail 

ADDRESS TYPE	PERMIT NUMBER / NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE
<input type="checkbox"/> Manufacturer	OH-W-999 - POM INC.	5555 Fordham Drive, Cincinnati, OH, 45202-0000		08/20/2010	
<input type="checkbox"/> Mailing	Jane Smith	4444 Orchard Lane, Saint Petersburg, 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

Create a New Uniform Submission

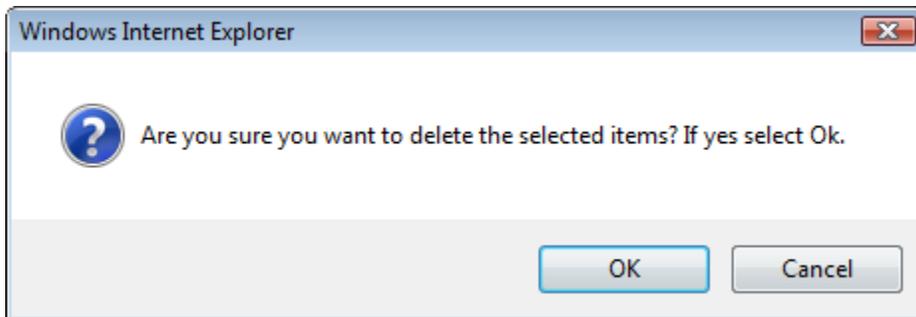
Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

► **Note:** Please contact the 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 9. Select the **OK** button to confirm.

Figure 9: Create a New Uniform – Delete Address Confirmation



2. Select the **Add** button to add a new address. The Address pop-up window displays. See Figure 10.

Figure 10: Create a New Uniform – Address Pop-Up Window

Address

* fields are required.

* Address Type:

OK

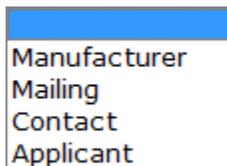
Cancel

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. The system displays the address fields. See Figure 13.

► **Note:** The address type options available depend on the product source you selected earlier. See Figure 11 for the address type options available for Domestic and For Export Only. See Figure 12 for address type options available for Import.

Figure 11: Create a New Uniform – Address Type (Domestic and For Export Only)



Manufacturer
Mailing
Contact
Applicant

Figure 12: Create a New Uniform – Address Type (Import)



Manufacturer
Mailing
Contact
Foreign Manufacturer
Applicant
Importer

4. Enter the company address information in the available fields. See Figure 13. If you select **Foreign** for Address Format, additional address fields display. See Figure 14.

Figure 13: Create a New Uniform – Address Fields (Domestic)

Address

** fields are required.*

* **Address Type:**

Address Format:

* **First Name:**

* **Last Name:**

Street:

City:

State:

Zip: -



Figure 14: Create a New Uniform – Address Fields (Foreign)

Address

* fields are required.

* **Address Type:**

Address Format:

* **First Name:**

* **Last Name:**

Street:

City:

Country:

Region:

Province:

Foreign Postal Code:

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

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.

► **Note:** Available and/or required addresses vary depending on type of Uniform submission being entered. Imported submissions have two additional address types: Foreign Manufacturer and Importer.

7. Select the **Next** button. The Main tab displays. See Figure 16.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 15.

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Contacts

Figure 15: Create a New Uniform – 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 16: Create a New Uniform – Main Tab

Uniform ?

Main Formula Samples Company Comments Docs/Links

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Paper Submission

* Create New Formula Supersede Existing Formula ?

TTB Formula ID: * Company Formula #: OH-W-999 -

Company ID: OH-W-999 Company Name: POM INC.

* Commodity: * Product Source: Domestic

Product Name:

* Class/Type: ?

Type Description:

250 characters left

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

► **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. Enter the Company Formula Number in the text box to the right of the Permit Number. *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 17.

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► **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 17: Create a New Uniform – Supersedes Formula Fields

COMPANY FORMULA #	TTB FORMULA ID
-------------------	----------------

- ii. Select the **Add** button. The Superseded Formula pop-up window displays. See Figure 18.

Superseded Formula

Figure 18: Create a New Uniform – Superseded Formula Pop-Up Window

Superseded Formula

Superseded Formula

TTB Formula ID:

OR

Permit Number: Company Formula #:

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.

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

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

- ii. Select the **OK** button. The Superseded Formula Pop-Up window closes and the Main tab displays with the superseded formula added. See Figure 19.

Figure 19: Create a New Uniform – Superseded Formula Added

COMPANY FORMULA #	TTB FORMULA ID
OH-S-999-2222222	

Create a New Uniform Submission

► **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.

Class/Type

Figure 20: Create a New Uniform – Class/Type Specified

Create New Formula Supersede Existing Formula 

TTB Formula ID: Company Formula #: OH-W-999 - 12345
Company ID: OH-W-999 Company Name: POM INC.

Commodity: Wine Product Source: Domestic
Product Name: POM WINE

Class/Type: IMITATION WINE
Type Description: POM IMITATION WINE
232 characters left

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

1. Select the options from the drop-down lists.

a. Commodity Type

- Malt
- Wine
- Distilled Spirits

► **Note:** Commodity types are available in this drop-down list according to whether the specific manufacturer produces that commodity type.

b. Product Source

- Domestic
- Import
- For Export Only

c. Class/Type

► **Note:** Class/Type options vary depending on commodity selected.

2. Enter the Product Name and Type Description in the available fields.

3. Select the **Next** button. The Formula tab displays. See Figure 21.

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Summary

Figure 21: Create a New Uniform – Formula Tab (Volume/Weight Measurement Type)

Uniform ?

Main Formula Samples Company Comments Docs/Links

Copy as New | Print | Comment | Upload

Paper Submission

Summary ?

* Measurement Type: Percentage Volume/Weight

* Measurement Units: English Metric

* Total Yield:

Alcohol Content of Finished Product:

LOW HIGH UNIT

Figure 22: Create a New Uniform – Formula Tab (Percentage Measurement Type)

Uniform ?

Main Formula Samples Company Comments Docs/Links

Copy as New | Print | Comment | Upload

Paper Submission

Summary ?

* Measurement Type: Percentage Volume/Weight

* Total Yield:

Alcohol Content of Finished Product:

LOW HIGH UNIT

1. Enter the Summary information in the available fields.

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

- a. Measurement Type
 - Percentage
 - Volume/Weight
- b. Measurement Units
 - English
 - Gallons
 - Barrels
 - Metric
 - Milliliters
 - Liters

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

Create a New Uniform Submission

► **Note:** When the Product Source is “Domestic,” then the unit of measure should be “English.” When the Product Source is “Import,” then the unit of measure should be “Metric.”

- c. Total Yield
- d. Alcohol Content of Finished Product
 - Low
 - High
 - Unit
 - % by Volume
 - Proof

Ingredients

Figure 23: Create a New Uniform – Ingredients

Ingredients									
FERMENTABLE INGREDIENTS ?									
-----QUANTITY-----									
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT					
<input type="checkbox"/> POM Fermented Seeds		1.0		ppm					
<input type="button" value="Group"/> <input type="button" value="Ungroup"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									
FINISHED ALCOHOL ?									
-----QUANTITY-----									
ALCOHOL BY VOLUME									
TTB									
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY	
<input type="checkbox"/> POM Finished Alcohol		1.0		qt.	1			Wine	
<input type="button" value="Group"/> <input type="button" value="Ungroup"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									
FLAVORS ?									
-----QUANTITY-----									
COMPANY									
TTB									
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID	
<input type="checkbox"/> POM Saffron Flavor	POM Flavor	1.0		tsp.	Natural	<input type="checkbox"/>	-		
<input type="checkbox"/> POM Rose Flavor	POM Flavor	2.0		pt.	Natural	<input type="checkbox"/>	-		
<input type="button" value="Group"/> <input type="button" value="Ungroup"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									
OTHER INGREDIENTS ?									
-----QUANTITY-----									
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION			
<input type="checkbox"/> POM Extracted Concentrate		1.0		c.	Other				
<input type="button" value="Group"/> <input type="button" value="Ungroup"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

The Ingredients section of the Formula tab contains multiple sections to add specific types of ingredients information and to group ingredients together by type.

► **Note:** If the Commodity Type is “Wine” or “Distilled Spirits,” you will see Fermentable Ingredients, Finished Alcohol, Flavors, and Other Ingredients. If Commodity Type is “Malt,” you will not see Finished Alcohol.

Follow these steps to add ingredients information to the submission:

1. Enter all ingredients information.
 - a. [Ingredients \(Fermentable Ingredient\)](#)
 - b. [Ingredients \(Finished Alcohol Ingredient\)](#)
 - c. [Ingredients \(Flavor Ingredient\)](#)

Create a New Uniform Submission

d. [Ingredients \(Other Ingredient\)](#)

[Ingredients \(Fermentable Ingredient\)](#)

Figure 24: Create a New Uniform – Fermentable Ingredient Pop-Up Window

Ingredient

Fermentable Ingredient Information

* Name:

* Quantity: -

* Unit of Measure:

Group Name:

Group Description:

Ingredient Documents

TYPE	NAME	DATE
------	------	------

Add

OK Cancel

Follow these steps to add fermentable ingredient information to the submission:

1. Select the **Add** button in the Fermentable Ingredients section. The Fermentable Ingredient pop-up window displays. See Figure 24.
2. Enter the fermentable ingredient information in the available fields.

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

3. *Optional Step:* Attach a file specific to this ingredient. See [Add/Edit Attachments \(for all ingredients\)](#).
4. Select the **OK** button. The Fermentable Ingredient pop-up window closes and the Formula tab displays. The ingredient is added in the Fermentable Ingredients section. See Figure 25.

Figure 25: Create a New Uniform – Fermentable Ingredients Information Added

NAME	GROUP	LOW	HIGH	UNIT
POM Fermented Seeds		1.0		ppm

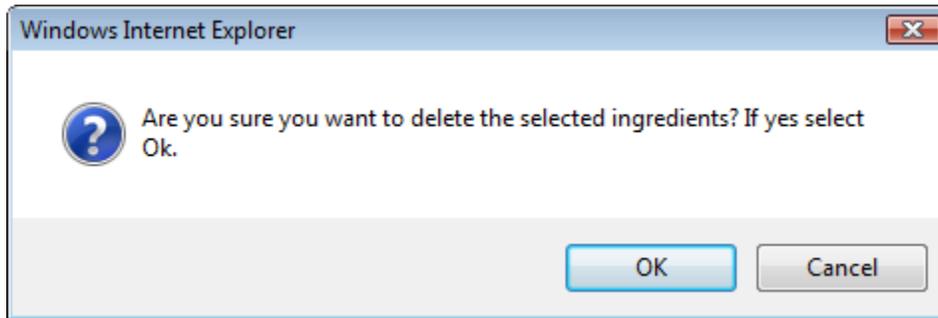
Group Ungroup Add Delete

5. Repeat the steps to add all fermentable ingredient information to the submission.

Create a New Uniform Submission

► **Note:** Select the [Ingredient Name](#) link to display the Fermentable Ingredient pop-up window and edit the ingredient. Select the checkbox next to the fermentable ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 26. Select the **OK** button to confirm.

Figure 26: Create a New Uniform – Delete Fermentable Ingredient Confirmation



Ingredients (Finished Alcohol Ingredient)

Figure 27: Create a New Uniform – Finished Alcohol Ingredient Pop-Up Window

Ingredient

Finished Alcohol Ingredient Information

TTB Formula ID:

Permit Number:

Company Formula ID:

Old TTB Formula #:

Manufacturer Name:

* Ingredient Name:

* Quantity: -

* Unit of Measure:

* Alcohol By Volume: -

Proof at Distillation: -

* Commodity:

* Process Description:
4000 characters left

Group Name:

Group Description:

Ingredient Documents

TYPE	NAME	DATE
<input type="button" value="Add"/>		

Follow these steps to add finished alcohol ingredient information to the submission:

1. Select the **Add** button in the Finished Alcohol section. The Finished Alcohol Ingredient pop-up window displays. See Figure 27.
2. Enter the finished alcohol ingredient information in the available fields.

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

Create a New Uniform Submission

► **Note:** If the finished alcohol ingredient is a previously submitted formula, this allows you to search for a submission and populate the existing formula information (e.g., TTB Formula ID, Permit Number, and Company Formula ID).

3. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 28.

Figure 28: Create a New Uniform – Search Formulas Pop-Up Window

Search Formulas

TTB Formula ID:

Company Name:

Permit Number:

Company Formula Number:

Old TTB Formula ID:

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 29.

Figure 29: Create a New Uniform – 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 Uniform Submission

- c. Select the [TTB Formula ID](#) link. The Formulas Search Results pop-up window closes and the Finished Alcohol Ingredient pop-up window displays. The TTB Formula ID, Permit Number, and Company Formula ID fields are populated.
4. *Optional Step:* Attach a file specific to this ingredient. See [Add/Edit Attachments \(for all ingredients\)](#).
5. Select the **OK** button. The Finished Alcohol Ingredient pop-up window closes and the Formula tab displays. The ingredient is added in the Finished Alcohol section. See Figure 30.

Figure 30: Create a New Uniform – Finished Alcohol Information Added

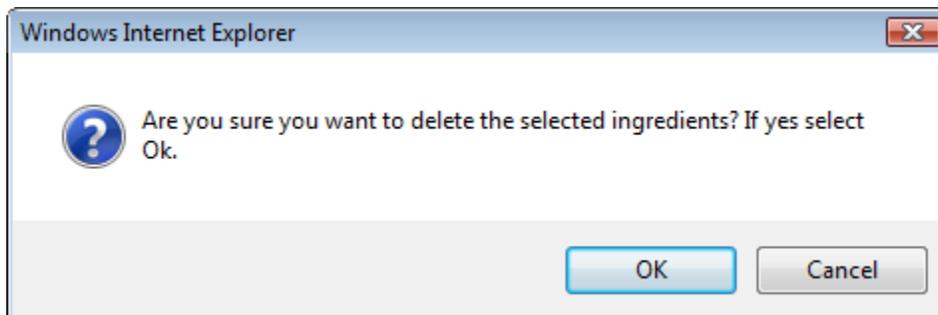
FINISHED ALCOHOL		-----QUANTITY-----			ALCOHOL BY VOLUME		TTB	
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY
<input type="checkbox"/> POM Finished Alcohol		1.0		qt.	1			Wine

Group Ungroup Add Delete

6. Repeat the steps to add all finished alcohol ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Finished Alcohol Ingredient pop-up window and edit the ingredient. Select the checkbox next to the finished alcohol ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 31. Select the **OK** button to confirm.

Figure 31: Create a New Uniform – Delete Finished Alcohol Ingredient Confirmation



Ingredients (Flavor Ingredient)

Figure 32: Create a New Uniform – Flavor Ingredient Pop-Up Window

Ingredient

Flavor Ingredient Information

Compound Flavor?

TTB Formula ID:

Company Code:

Company Formula ID:

Flavor Manufacturer Name:

* Flavor Name:

* Quantity: -

* Unit of Measure:

* Type:

Group Name:

Group Description:

Ingredient Documents

TYPE	NAME	DATE

Follow these steps to add flavor ingredient information to the submission:

1. Select the **Add** button in the Flavors section. The Flavor Ingredient pop-up window displays. See Figure 32.
2. Enter the flavor ingredient information in the available fields.
 - ▶ **Note:** Fields marked with asterisks (*) are required fields.
 - ▶ **Note:** If you select the “Compound Flavor?” checkbox, you may specify a TTB Formula ID.
 - ▶ **Note:** If the flavor alcohol ingredient is a previously submitted formula, this allows you to search for a submission and populate the existing formula information (e.g., TTB Formula ID, Permit Number, and Company Formula ID).
3. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 33.

Figure 33: Create a New Uniform – Search Formulas Pop-Up Window

Search Formulas

TTB Formula ID:

Company Name:

Permit Number:

Company Formula Number:

Old TTB Formula ID:

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.

- Enter the search criteria in the available fields.
- Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 34.

Figure 34: Create a New Uniform – 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.

- Select the [TTB Formula ID](#) link. The Formulas Search Results pop-up window closes and the Flavor Alcohol Ingredient pop-up window displays. The TTB Formula ID, Permit Number, and Company Formula ID fields are populated.

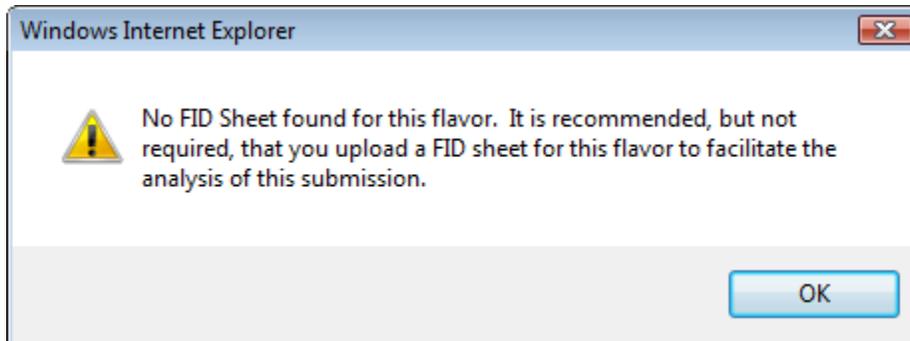
► **Note:** If you select the “Compound Flavor?” checkbox, you should upload a FID Sheet unless one has already been uploaded for this ingredient in a previous submission. This is not required but doing so would expedite the processing of the formula.

Create a New Uniform Submission

4. *Optional Step:* In the Ingredient Documents section, select the **Find FID** button to locate a FID sheet for this ingredient from a previous submission. The associated FID sheet displays, if found.

► **Note:** If there is no FID sheet found, a warning message box displays recommending that you upload a FID sheet. This warning message box does not display if a FID sheet has already been uploaded for this ingredient in a previous submission. See Figure 35.

Figure 35: Create a New Uniform – No FID Sheet Found Error



5. *Optional Step:* Attach a FID sheet or other document specific to this ingredient. See [Add/Edit Attachments \(for all ingredients\)](#).
6. Select the **OK** button. The Flavor Ingredient pop-up window closes and the Formula tab displays. The ingredient is added in the Flavors section. See Figure 36.

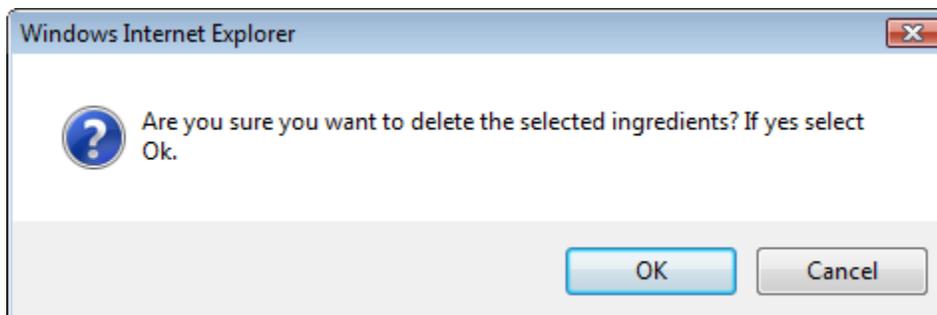
Figure 36: Create a New Uniform – Flavor Ingredient Information Added

FLAVORS		-----QUANTITY-----					COMPANY	TTB
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<input type="checkbox"/> POM Saffron Flavor		1.0		tsp.	Natural	<input type="checkbox"/>	-	

7. Repeat the steps to add all flavor ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Flavor Ingredient pop-up window and edit the ingredient. Select the checkbox next to the flavor ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 37. Select the **OK** button to confirm.

Figure 37: Create a New Uniform – Delete Flavor Ingredient Confirmation



Ingredients (Other Ingredient)

Figure 38: Create a New Uniform – Other Ingredient Pop-Up Window

Ingredient

Other Ingredient Information

* Ingredient Name:

* Quantity: -

* Unit of Measure:

* Type:

Type Description:

250 characters left

Group Name:

Group Description:

Ingredient Documents

TYPE	NAME	DATE
<input type="button" value="Add"/>		

Follow these steps to add other ingredient information to the submission:

1. Select the **Add** button in the Other Ingredients section. The Other Ingredient pop-up window displays. See Figure 38.
2. Enter the other ingredient information in the available fields.

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

3. *Optional Step:* Attach a file specific to this ingredient. See [Add/Edit Attachments \(for all ingredients\)](#).
4. Select the **OK** button. The Other Ingredient pop-up window closes and the Formula tab displays. The ingredient is added in the Other Ingredients section. See Figure 39.

Create a New Uniform Submission

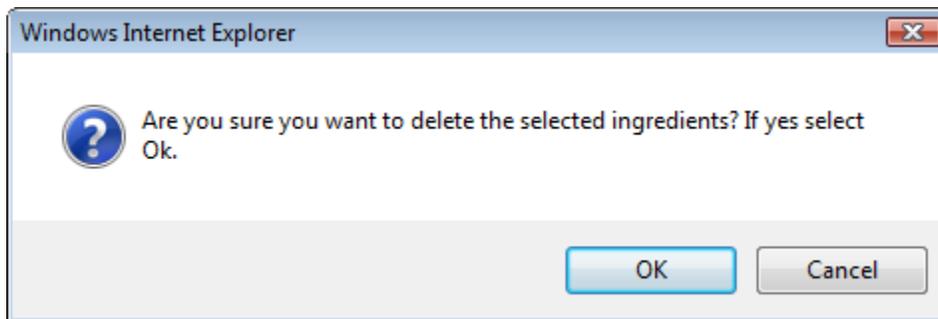
Figure 39: Create a New Uniform – Other Ingredient Information Added

OTHER INGREDIENTS ?							
-----QUANTITY-----							
<input type="checkbox"/>	NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION
<input type="checkbox"/>	POM Extracted Concentrate		1.0		c.	Other	

5. Repeat the steps to add all other ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Other Ingredient pop-up window and edit the ingredient. Select the checkbox next to the other ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 40. Select the **OK** button to confirm.

Figure 40: Create a New Uniform – Delete Other Ingredient Confirmation



[Add/Edit Attachment \(for all ingredients\)](#)

Figure 41: Create a New Uniform – Attachment Pop-Up Window

Attachment

Uploaded File Information ?

* Description:
51 characters left

Ingredient: POM Finished Alcohol

* Type: -- Select Type --

* File:

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/edit attachments for all ingredients:

Create a New Uniform Submission

1. Select the **Add** button. The Attachment pop-up window displays. See Figure 41.
2. Enter the attachment information in the available fields.

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

3. Select the **Browse** button to browse and select a file specific to this ingredient.
4. Select the **Open** button to attach the selected file.
5. Select the **OK** button. The Attachment pop-up window closes and the Ingredient pop-up window displays. The attachment is added in the ingredient documents section.

Figure 42: Create a New Uniform – Attachment Information Added

Ingredient Documents			
TYPE	NAME	DATE	
Other	Attachment containing information about POM Finished Alcohol ingredient	07/19/2011	edit

► **Note:** Select the [edit](#) link next to the attachment to display the Attachment pop-up window and edit the attachment.

Ingredients (Group Ingredients)

Follow these steps to group ingredients by type:

► **Note:** You cannot “share” ingredients across groups. You may only group ingredients within the same types (e.g., flavors with flavors). This is typically used to indicate that, for a given batch, only one of the ingredients in the group will be used. The ingredients are so similar that they are interchangeable and would not require a change in formulation

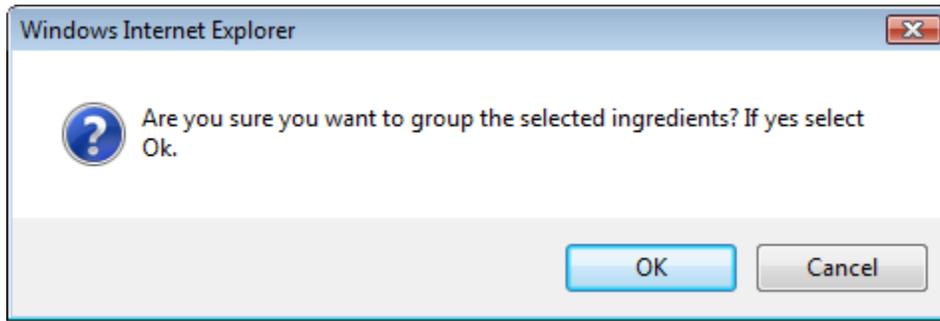
1. Select the checkboxes next to the ingredients within types. See Figure 43.

Figure 43: Create a New Uniform – Group Ingredients Selected

FLAVORS ?									
		-----QUANTITY-----						COMPANY	TTB
<input checked="" type="checkbox"/>	NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<input checked="" type="checkbox"/>	POM Saffron Flavor		1.0		tsp.	Natural	<input type="checkbox"/>	-	
<input checked="" type="checkbox"/>	POM Rose Flavor		2.0		pt.	Natural	<input type="checkbox"/>	-	

2. Select the **Group** button. A confirmation message box displays prompting you to confirm your action. See Figure 44.

Figure 44: Create a New Uniform – Group Ingredients Confirmation



3. Select the **OK** button to confirm. The confirmation message box closes and the Ingredient Group pop-up window displays. See Figure 45.

Figure 45: Create a New Uniform – Ingredient Group Pop-Up Window

Ingredient Group

Ingredient Group

* Group Name:

Group Description:

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.

4. Enter the group information in the available fields.
- **Note:** Fields marked with asterisks (*) are required fields.
5. Select the **OK** button. The Ingredient Group pop-up window closes and the Formula tab displays. The group name is added in the ingredient section. See Figure 46.

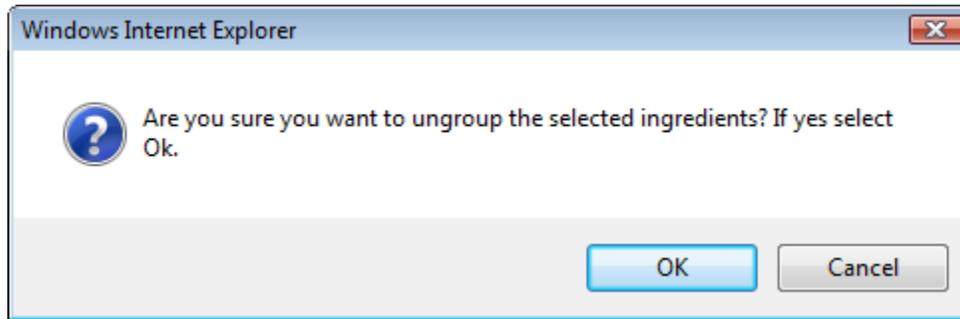
Figure 46: Create a New Uniform – Ingredient Group Information Added

FLAVORS		-----QUANTITY-----					COMPND?	COMPANY	TTB
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	<input type="checkbox"/>	FORMULA #	FORMULA ID	
<input type="checkbox"/> POM Saffron Flavor	POM Flavor	1.0		tsp.	Natural	<input type="checkbox"/>	-		
<input type="checkbox"/> POM Rose Flavor	POM Flavor	2.0		pt.	Natural	<input type="checkbox"/>	-		

- **Note:** To ungroup ingredients, select the checkboxes next to the ingredients and select the **Ungroup** button. A confirmation message box displays prompting you to confirm your action. See Figure 47. Select the **OK** button to confirm. The confirmation message box closes and the group name is removed from the ingredient section.

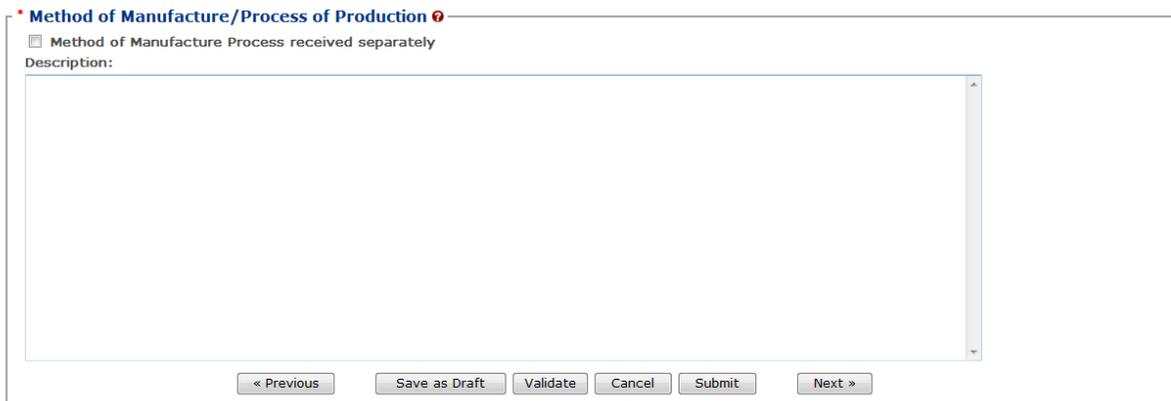
Create a New Uniform Submission

Figure 47: Create a New Uniform – Ungroup Ingredients Confirmation



Method of Manufacture/Process of Production

Figure 48: Create a New Uniform – Method of Manufacture/Process of Production



Follow these steps to add Method of Manufacture Process/Process of Production information to the submission:

1. Select the “Method of Manufacture Process will be provided separately” checkbox if it will be provided separately by the manufacturer after you submit the formula to TTB.

► **Note:** If you make this choice or if this is an import, remember to ask the manufacturer to send it directly to TTB with a reference to the Submission ID. The formula will not be processed by TTB until the method of manufacture has been received.

Alternatively, describe the method details or enter “see attached” in the text box and attach method of manufacture or process of production. See *Uploading Attachments and Linking Submissions* for information on uploading attachments. You must make sure the Type selected is **Method of Manufacture**.

2. Select the **Next** button to proceed with the submission creation. The Samples tab displays. See Figure 49.

Create a New Uniform Submission

Sample Detail

Figure 49: Create a New Uniform – Samples Tab

Uniform

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

Copy as New | 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:** Submissions may require you to mail a sample of the product for laboratory analysis, depending on the source, class and type of the product selected on the Main tab. If you will be providing a sample, it must be added to the submission through the Samples tab.

Follow these steps to add a sample to the submission:

1. Select the **Add** button in the Samples tab. The Sample pop-up window displays. See Figure 50.

Figure 50: Create a New Uniform – 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.

Create a New Uniform 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 51.

Figure 51: Create a New Uniform – Samples Tab with Sample Added

Uniform

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

Copy as New | Print | Comment | Upload

Paper Submission

Sample Detail

For Selected Samples: [Dropdown] [Go]

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

[Add] [Delete]

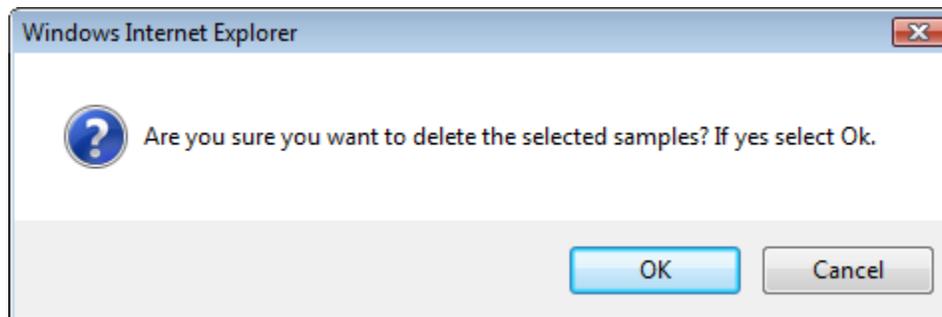
[< Previous] [Save as Draft] [Validate] [Cancel] [Submit]

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.

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

Figure 52: Create a New Uniform – 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 Uniform Submission

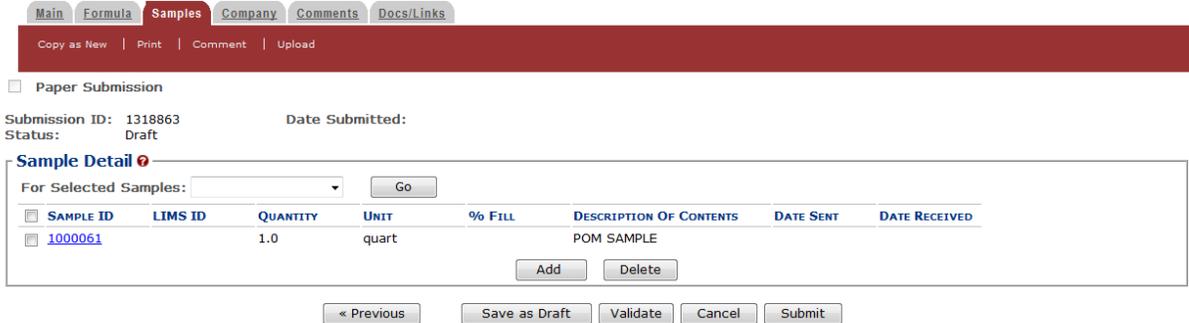
- b. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button and Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 53.

Figure 53: Create a New Uniform – Save As Draft Confirmation

Uniform

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.



For Selected Samples:

<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> 1000061		1.0	quart		POM SAMPLE		

Submit Uniform Submission

Follow these steps to submit your uniform 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 54.

Figure 54: Create a New Uniform – 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 Uniform 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, Unauthorized Users tab, and the Samples tab (where applicable). The uniform submission is successfully submitted. See Figure 55.

Figure 55: Create a New Uniform – Submission Confirmation

Uniform

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 formula in Formulas Online and COLAs Online, please use the following.
TTB Formula ID: 1576274.*

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

By default, all COLAs users who are registered for the company submitting this formula will be able to reference this formula on COLA e-applications after the formula is approved. To optionally disable certain COLAs users from referencing this formula, you may open the Unauthorized Users tab to select those users.

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.

► **Note:** Unauthorized Users data is used by COLAs Online. By default, unless you exclude them, all COLAs Online users who are registered for this company will be able to reference this approved formula on a COLAs Online e-application. You may use the Unauthorized Users function to disable given users. This is not common. See [Unauthorized Users Tab – Uniform](#) for more information.

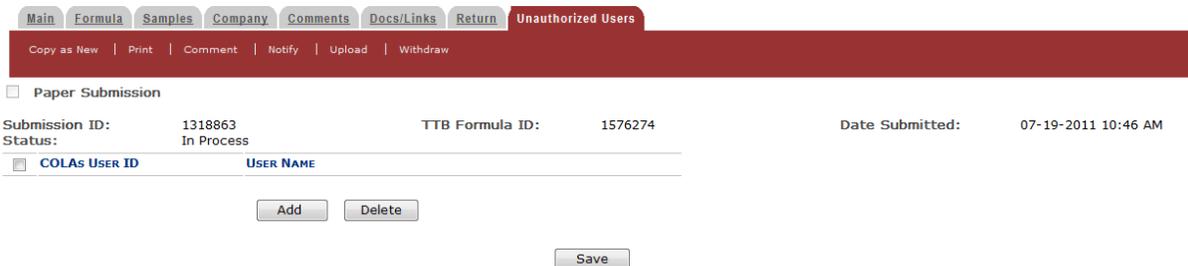
4. Select the [return to the Samples](#) link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

► **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.

Unauthorized Users Tab

Figure 56: Create a New Uniform – Unauthorized Users Tab

Uniform



The screenshot shows the 'Unauthorized Users' tab selected in a navigation bar. Below the navigation bar is a dark red header with the text 'Copy as New | Print | Comment | Notify | Upload | Withdraw'. Underneath, there is a section for 'Paper Submission' with a checkbox. Below that, submission details are displayed: Submission ID: 1318863, Status: In Process, TTB Formula ID: 1576274, and Date Submitted: 07-19-2011 10:46 AM. A table with columns 'COLAS USER ID' and 'USER NAME' is shown, with an 'Add' button and a 'Delete' button below it. A 'Save' button is located at the bottom of the form.

Create a New Uniform Submission

The Unauthorized Users tab will only display after you have submitted the submission. This tab allows you to restrict an individual's use of this formula in COLAs Online.

Follow these steps to restrict an individual's access to this formula:

1. Select the **Add** button. The Add Unauthorized User pop-up window displays. See Figure 57.

Figure 57: Create a New Uniform – Add Unauthorized Users Pop -Up Window

Add Unauthorized Users

<input type="checkbox"/> COLAs USER ID	USER NAME
<input type="checkbox"/> 13477	Jane Smith
<input type="checkbox"/> 13513	Anna Sari
<input type="checkbox"/> 13494	Natalia Sherman

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 checkbox next the user you want to designate as “unauthorized.”
3. Select the **Add** button. The Add Unauthorized Users pop-up window closes and the Unauthorized Users tab displays with the unauthorized user's name. See Figure 58.

Figure 58: Create a New Uniform – Unauthorized User Tab with User Added

Uniform ?

Main Formula Samples Company Comments Docs/Links Return **Unauthorized Users**

Copy as New | Print | Comment | Notify | Upload | Withdraw

Paper Submission

Submission ID: 1318863 TTB Formula ID: 1576274 Date Submitted: 07-19-2011 10:46 AM
Status: In Process

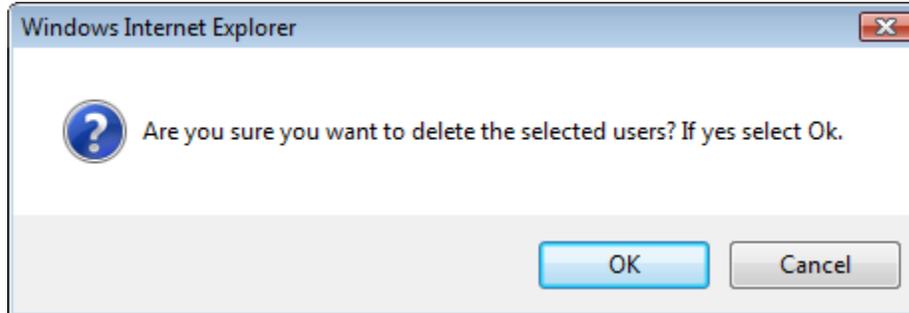
<input type="checkbox"/> COLAs USER ID	USER NAME
<input type="checkbox"/> 12263	Natalia Sherman

4. Select the **Save** button.

Create a New Uniform Submission

► **Note:** Select the checkbox next to the user and select the **Delete** button to delete the user. A confirmation message box displays prompting you to confirm your action. See Figure 59. Select the **OK** button to confirm.

Figure 59: Create a New Uniform – Delete Unauthorized User Confirmation



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

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

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

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

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

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

[Print a Uniform Submission](#)

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

[Withdraw a Uniform Submission](#)

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