



*U.S. Department of the Treasury*

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## Alcohol and Tobacco Tax and Trade Bureau (TTB)

DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
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# Formulas Online (FONL) 1.2 Online Industry Member User Manual

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**FOR OFFICIAL USE ONLY**

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# 1 INTRODUCTION

This User Manual provides a detailed overview of the system capabilities and functions of the Formulas Online system for authenticated regulated industry members. It features the operating instructions, message handling, and help facilities of Formulas Online. This User Manual also includes an appendix that describes the definitions of terms displayed to the user. The document is written on behalf of the Office of the Chief Information Officer (OCIO) of the Alcohol and Tobacco Tax and Trade Bureau (TTB).

This section provides information on the project background and scope, points of contact, as well as the document organization, conventions, and glossary.

## 1.1 BACKGROUND

The TTB mission is to collect alcohol, tobacco, firearms, and ammunition taxes, to ensure that alcohol beverages are labeled, advertised and marketed in accordance with the law, and to administer the laws and regulations in a manner that protects the revenue, protects the consumer, and promotes voluntary compliance.

The Formulas Online system is a secure web application that enables industry members to draft, submit, and track TTB's processing of regulatory compliance submissions and associated samples for beverage and nonbeverage-related compliance actions. The system also allows an industry member to register and maintain one user ID used for both the Formulas Online system and the COLAs Online system.

For beverage-related actions, the types of submissions processed include:

- Formulas and/or Process for Domestic and Imported Alcohol Beverages (Uniform)

For nonbeverage-related actions, the types of submissions processed include:

- Formula and/or Process for Article Made with Specially Denatured Spirits (SDA)
- Formula and Process for Nonbeverage Product (Drawback)
- Formula and Process for Nonbeverage Product Rider (Rider)

For additional actions, the types of submissions processed include:

- User Registration Request

## 1.2 PURPOSE AND SCOPE

The purpose of this User Manual is to provide a brief understanding of how to operate and navigate through the Formulas Online application.

The Formulas Online system is the authenticated system requiring user name and password to submit beverage and nonbeverage forms and related documents, search for them, or change profile information.

This User Manual is intended to provide information on how to use the system for external authenticated users of Formulas Online. There are two types of authenticated public users expected to use this User Manual:

- **Submitter** – The registered industry member submits the beverage and nonbeverage submissions electronically and views the status of the submissions. The Submitter may create, update, submit, and withdraw formulas and submissions.
- **Preparer/Reviewer** – The user with this classification is responsible for drafting submissions, but does not have the ability to officially submit, withdraw, or surrender a formula or submission. The Preparer/Reviewer may create and/or update a submission and save it in the “Draft” or “Needs Correction” statuses, but cannot officially submit a new or revised submission for processing by TTB. Only an authorized Submitter for the companies included in the submission can submit for processing.

### 1.3 ORGANIZATION OF THE USER MANUAL

Table 1 lists the details of the organization of the User Manual.

**Table 1: Manual Organization**

Section Number	Section Title	Description
1	Introduction	Provides information on the project background, project objectives, and points of contact, as well as the document organization, conventions, and glossary
2	System Capabilities	Provides an overview of the Formulas Online system and its capabilities
3	System Functions	Describes each specific function including step-by-step procedures for using the function
4	Message Handling	Provides details on how messages are handled in the Formulas Online system
5	Help Facilities	Discusses the help facilities provided to users of the Formulas Online system
Appendix A	Definition of Terms	Defines important terms used in the Formulas Online system

#### 1.3.1 Conventions of the User Manual

Table 2 lists the manual conventions of the User Manual.

**Table 2: Manual Conventions**

Convention	Description
<b>Bold</b>	Bold text indicates a button or key label
► <b>Note:</b>	Indicates a note or message to the user
1. Numbered List	Numbered lists provide step-by-step procedures for performing an action
• Bulleted List	Bulleted lists provide information, not procedural steps
<a href="#">Link</a>	Indicates a link to a specific application or web page

Convention	Description
?	Question Mark – context-sensitive help

## 1.4 GLOSSARY

Table 3 provides a list of acronyms and terms used in the User Manual. For a more complete list, see Appendix A Definition of Terms.

**Table 3: Acronyms and Terms**

Acronym / Term	Description
a.k.a.	Also Known As
ABSP	Alcohol Beverage Sampling Program
ABV	Alcohol by Volume
ALFD	Advertising, Labeling and Formulation Division
BAL	Beverage Alcohol Laboratory
CFR	Code of Federal Regulations
CL	Compliance Laboratory
CM	Configuration Management
COLA	Certificate of Label Approval
COLAs Online	Certificate of Label Approval System
DSS	Distilled Spirits Specialty
EIN	Employer Identification Number
EST	Eastern Standard Time
FAA	Federal Alcohol Administration
FD&C	Food, Drug & Cosmetics
FID Sheet	Food and Drug Administration
GNS	Grain Neutral Spirits
GRAS	Generally Recognized as Safe
HFCS	High Fructose Corn Syrup
IC	Industry Circular
ID	Identification, identifier
IM	Industry Member
IRIS	Integrated Revenue Information System
LIE	Legal Instruments Examiner
LIMS	Laboratory Information Management System
MCO	Market Compliance Office
MNBP	Manufacturer of Nonbeverage Products
MOM	Method of Manufacture
N & A	Natural and Artificial

<b>Acronym / Term</b>	<b>Description</b>
N/A	Not applicable
NBA	Nonbeverage Alcohol
NPL	Nonbeverage Products Laboratory
NRC	National Revenue Center
OCIO	Office of the Chief Information Officer
OCR	Optical Character Recognition
OIM	Online Industry Member
OTS	Other Than Standard wine
PCU	Password Change Utility
POA	Power of Attorney
POC	Point of Contact
PPM	Parts Per Million
PST	Pacific Standard Time
Q.S.	Quantity Sufficient
RRD	Regulations and Rulings Division
SA	Signature Authority, Signature Authority
SDA	Specially Denatured Alcohol
SDR	Specially Denatured Rum
SIS	Sample ID Sheet
TCS	Treasury Communications Services
TIPSS	Total Information Processing Support Services
TIRNO	Department of the Treasury, Internal Revenue Service, National Office
TTB	Alcohol and Tobacco Tax and Trade Bureau
ur	Use rate
WG	Wine Gallon
WONF	With Other Natural Flavors

## 2 SYSTEM CAPABILITIES

This section provides an overview of the Formulas Online system and its capabilities.

### 2.1 GENERAL DESCRIPTION

The Formulas Online system is a web-based application that allows the drafting, submission, workflow routing, revision, review, and return of beverage and nonbeverage-related regulatory compliance submissions. From the perspective of the industry members, the high-level functions of the system can be described in terms of three processes:

- **User Registration Process** – See Section 2.1.1 User Registration Process
- **Submission Creation Process** – See Section 2.1.2 Submission Creation Process
- **Submission Workflow Process** – See Section 2.1.3 Submission Workflow Process

#### 2.1.1 User Registration Process

The system allows new industry members to request access to the system via the user registration process. These requests are routed and processed by TTB Registrars, who return company submission authorization decisions and credentials to the applicants once the user registration process is completed. Users can activate user IDs and set their passwords to access the system and generate new regulatory compliance submissions on behalf of beverage and nonbeverage companies for which they have been authorized to perform submissions. See Section 3.4 User Registration for more information.

The user registration process also allows existing users to update their credentials with revisions to the list of companies they represent, and their roles for submissions privileges according to authorities at the companies the users represent. See Section 3.4.4 Modify a User Registration for more information.

Users can also update their user profile detail directly in the system. See Section 3.17 My Profile for more information.

#### 2.1.2 Submission Creation Process

The system allows new industry members to create and submit to TTB new beverage and nonbeverage-related formula and sample submissions for the companies the users are authorized to represent in the application. A user can be fully authorized as a Submitter of these entries, or can be partially authorized to enter the content as a Preparer/Reviewer for these entries. The submission creation process is structured to guide the user through the entry of a new submission, enabling him or her to identify the companies for which the submission is associated, identify formulas for which this submission supersedes previous submissions, and then facilitates the entry of specific data items associated with each submission type.

The functionality enables the Submitter to save the entry in “Draft” status, returning later to complete the entry and validate the submission for data errors, before the user then submits the entry to TTB for further processing.

Certain submission types require the user to submit accompanying samples. In these cases, once the submission is submitted, the system reminds the user to print Sample Identification

Sheets for each of the samples listed in the submission, affix, or include those sheets with the packaged samples, and provides instructions for mailing the samples to the appropriate TTB location or laboratory for analysis of the sample and associated submission information. An e-mail notification is sent to the Submitter upon successful submission of the entry to TTB for processing.

### 2.1.3 Submission Workflow Process

The system allows authorized users to track the progress of their submissions as TTB processes them. A Notify function is available to the users to communicate ongoing comments and issues with their submissions to TTB Internal Processors responsible for processing the submissions.

The system allows the TTB Internal Processors to conduct such procedures as marking the receipt of items (typically samples) required to proceed with processing the submission, assigning the submission to Chemists where applicable (NPL submissions in particular), and reviewing the results of analysis by the appropriate Rules and Regulations Division Office (RRD) and/or Field Office (FO) participants (TID, TAD, or TAED).

In addition, the system also allows TTB processors to return the submission to the users for correction of selected issues, allowing the users to update and resubmit corrected submissions. Users can also withdraw submissions in progress and surrender approved formulations if necessary once approved.

### 2.1.4 What's New in 1.2

The following system updates and new functionality are included in Version 1.2 of the Formulas Online system:

- **Browser Compatibility Updates** – You may now submit submissions in the Formulas Online system through the Firefox, Safari, and Chrome web browsers with no issue. However, it is still recommended you utilize the Internet Explorer web browser for the best performance.
- **Cancellation of Daily System Maintenance** – The Formulas Online system is no longer unavailable daily from 10 a.m. ET to 10:15 a.m. ET for system maintenance. This daily system maintenance has been cancelled and you no longer need to save your work-in-progress and log off Formulas Online before this time period.

#### Figure 1: Retracted Daily System Maintenance Message in TTB Online Portal Page

Beginning on **April 24, 2012**, Formulas Online will be unavailable **daily** from **10 a.m. ET** to **10:15 a.m. ET** for system maintenance. Please make sure to save any work-in-progress and log off the Formulas Online application before this daily outage begins. An announcement will be posted once this daily maintenance is cancelled.

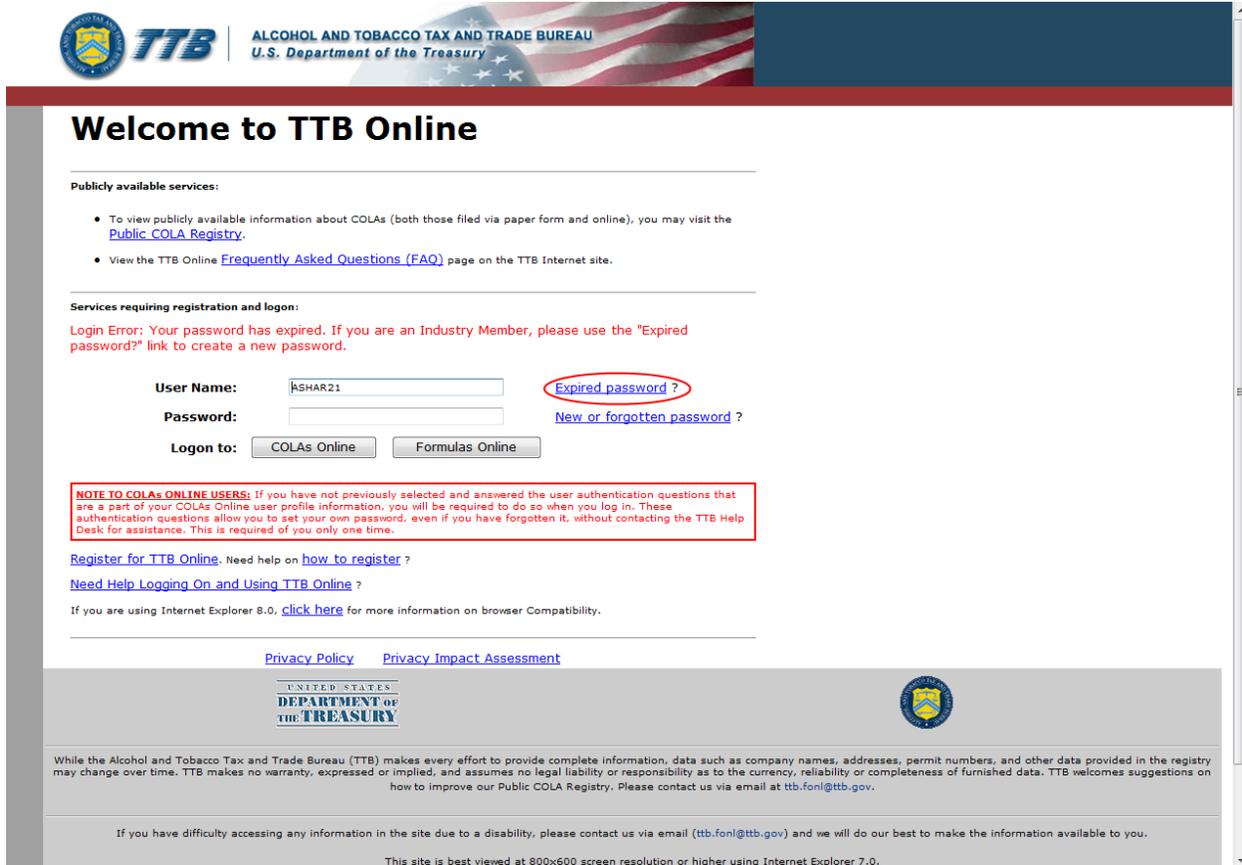
- Unlock Locked Account Through [New or Forgotten Password ? Link](#)** – You may now unlock your user account if you lock it during a failed login attempt by setting a new password through the [New or Forgotten Password ? link](#) in the TTB Online Portal page. You will need your user name, registered email address, and authentication question answers to complete the process.

**Figure 2: Unlock Locked Account**

The screenshot shows the TTB Online portal interface. At the top, there is a header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below the header, the main heading reads 'Welcome to TTB Online'. Underneath, there are sections for 'Publicly available services' and 'Services requiring registration and login'. A red error message states: 'Login Error: Your account is locked. If you are an Industry Member, please use the "New or forgotten password?" link to create a new password to unlock your account.' The login form includes fields for 'User Name' (containing 'ASHARI1'), 'Password', and 'Logon to' buttons for 'COLAs Online' and 'Formulas Online'. A link for 'New or forgotten password?' is circled in red. A red-bordered note box contains the following text: 'NOTE TO COLAs ONLINE USERS: If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.' At the bottom, there are links for 'Privacy Policy' and 'Privacy Impact Assessment', and a footer with the Department of the Treasury logo and contact information.

- **Reset Expired Password Through [Expired Password ? Link](#)** – You may now reset your expired password by setting a new password through the [Expired Password ? link](#) in the TTB Online Portal page. You will need your user name, registered email address, and authentication question answers to complete the process.

**Figure 3: Reset Expired Password**



- **View Permit Numbers in User Profile Page** – You may now view all active Formulas Online and COLAs Online permit numbers that you have registered in the User Profile page. You may NOT view requested but not yet approved, deleted, or inactive permit numbers for your user account in the User Profile page.

**Figure 4: View Permit Numbers in User Profile Page**

Formulas Online Company Access			
Formulas Online Company Access			
PERMIT NUMBER	COMPANY CODE	ACTIVE DATE	USER REGISTRATION ID
CT-I-333		05/23/2011	1001540
NC-I-888		05/23/2011	1001540
OH-W-999		08/20/2012	1333087

COLAs Company Access			
COLAs Online Company Access			
PERMIT NUMBER	SUBMITTER NAME	CREATE DATE	MODIFIED DATE
CT-I-333	Anna Sari	05/23/2011	05/23/2011
NC-I-888	Anna Sari	05/23/2011	05/23/2011

- **View Assigned Chemist in Drawback and SDA Submission Printable View** – You may now view the assigned Drawback or SDA chemist in the Results tab of the Drawback or SDA printable view.

**Figure 5: View Assigned Chemist in Results Tab Drawback or SDA Printable View**

**Results**

Paper Submission

Submission ID: 1177548      Date Submitted: 09-09-2011 01:56 PM  
 Status: Closed      Disposition: Approved

**Laboratory Analysis**

Date of Disposition:	12/22/2011
Disposition:	Approved
Analyst:	David Goran-SDA-CHMST
Reason Or Qualification:	
Description:	

- **Process User Registration Within 20 Days** – You may now allow up to 20 days for a User Registration to process. Previously, the User Registration could take up to 30 days to process. The submission confirmation message still states 30 days, but this message will be updated in a future release of Formulas Online.

**Figure 6: User Registration Submission Confirmation**

## User Registration

*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1001743. You should keep a record of this submission ID for tracking purposes.*

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.

- **Round Calculated Drawback Totals to 3 Decimal Places** – The Formulas Online system now rounds all calculated Drawback total fields to no less than 3 decimal places.
- **View Formulas Online Links in New Tabs** – It is recommended that you navigate Formulas Online using the available links in the application (i.e., [Home](#), [My Submissions](#)) and not through your web browser navigational controls (i.e., Back button, History). However, if you wish to navigate between areas of the application without using these existing links (such as viewing a submission and then returning to your My Submissions page without selecting the [Home](#) link), you may open links in new tabs by pressing the **CTRL** key and selecting the link. Opening links in new tabs will display information concurrently, allowing you to toggle back and forth between the tabs and view/review information within them.

## 2.2 PRIVACY ACT CONSIDERATIONS

The TTB privacy policy is described in the [Privacy and Security Statement page](#) linked on the TTB Online Portal page. The TTB privacy impact assessment (PIA) is available in the [Privacy Impact Assessments page](#) linked on the TTB Online Portal page. Figure 7 details the Privacy and Security Statement page. Figure 8 details the Privacy Impact Assessments page. Figure 9 details the Privacy Impact Assessment page for Formulas Online, accessed by selecting the [Formulas Online](#) link on the [Privacy Impact Assessments page](#).

Figure 7: Privacy and Security Statement

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**ABOUT TTB**

**Privacy and Security Statement**

TTB respects your right to privacy and will protect it when you visit our Web site. During your visit to our site, we will not share the information you give us or that is collected by us, unless your inquiry relates to another government agency, or is otherwise provided by law. Here are some things you should know about how we protect your privacy.

**E-mail**

1. When you send us your e-mail we will not keep or share your e-mail address with anyone outside of the TTB staff. We will use only your e-mail address to respond to your requests for information.
2. You do not have to provide any personal information to visit this Web site. If you choose to provide us with personal information, such as sending a message to an e-mail address on this Web site, or by filling out a form and submitting it through our Web site, we will use that information to respond to your message or to fulfill the stated purpose of the communication.
3. We strongly advise you not to submit any tax identifying information via e-mail. Your personal information (Social Security Number, Employer Identification Number, Permit, or Registry Number, etc.) is not protected or secure. In your email you may identify the type of business you would like to discuss, and let us know when and how we may contact you.
4. If you sign up for our emailing lists, we will only send you the kind of information you have requested. We will not maintain your name on a list and will not share your e-mail address with anyone outside of TTB.

**Information Collection**

When you visit our Web site to browse or download information, we collect certain information about your visit that does not identify you personally. We use this information to help us design and organize the site according to your needs. If you submit your resume to us electronically, we will use your personal information to consider your application for employment. The Alcohol and Tobacco Tax and Trade Bureau does not create individual profiles with the information we collect or use that information for commercial marketing. We automatically collect and store only the following information about your visit:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our Web site
2. The type of browser and operating system used to access our site
3. The date and time you access our site
4. The pages you visit
5. If you linked to TTB Gov from another web site, the address of that Web site

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Figure 8: Privacy Impact Assessments

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Student Research  
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### FOIA

#### Privacy Impact Assessments (PIA)

Privacy Impact Assessment (PIA) is a process to determine the risk of collecting, managing, and disseminating identifiable information in an electronic format. A PIA describes how the government handles information that individuals provide electronically so that personal information is protected. The E-Government of 2002 requires that agencies conduct PIA for systems that process personal identifiable information. More on guidance and procedures for conducting PIA can be found in [OMB Memorandum 03-22](#), dated September 26, 2003.

TTB has conducted a PIA for each of the following systems:

- [Automated Commercial Systems](#)
- [Auto Audit](#)
- [Caliber](#)
- [Chief Counsel Management System](#)
- [Certificate of Label Approval Formula Modernization Laboratory](#)
- [Certificate of Label Approval Online \(COLA\)](#)
- [Dimensions](#)
- [Federal Excise Tax](#)
- [Formulas Online](#)
- [Integrated Revenue Information System](#)
- [Laboratory Information Management System](#)
- [Network Infrastructure GSS](#)
- [Permits Online](#)
- [Regulatory Major Application System](#)
- [Rockville Laboratory Imaging System](#)
- [Special Occupational Tax/Floor Stocks Tax](#)
- [Sunflower System](#)
- [Tax Major Application](#)
- [TLC Library Solutions](#)
- [TTBDocs](#)

#### QUICK LINKS

- ▶ [Chief FOIA Officer](#)
- ▶ [Frequently Requested FOIA Documents](#)
- ▶ [Electronic Reading Room](#)
- ▶ [Contacts](#)
- ▶ [Privacy Impact Assessments](#)
- ▶ [Privacy Act Implementation – Final Rule](#)
- ▶ [Privacy Act - System of Records Notice \(SORN\)](#)
- ▶ [FAQs](#)

---

#### HOWDOL?

- ▶ [Making a Perfected FOIA Request?](#)
- ▶ [Making Perfected Privacy Act Request?](#)

---

#### RESOURCES

- ▶ [Executive Order 13392](#)
- ▶ [FOIA Annual Report](#)
- ▶ [FOIA Fee Schedule](#)

Figure 9: Privacy Impact Assessment (Formulas Online)

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**FOIA**  
**Formulas Online (FONL)**

**Privacy Impact Assessment**

**Information Collected and Purpose**

Formulas Online (FONL) is a web-based application that supports the online submission of applications, along with the routing and processing of submissions and sample analysis requests for beverage and non-beverage alcohol product formula. The intent of this application is to streamline the management process for the three regulatory functions vital to the mission of TTB. The regulatory functions consist of the following compliance approval processes: (i) beverage alcohol formula process and approval, (ii) certificate of label issuance approval (COLA); and (iii) non-beverage product information processes for tax and regulatory compliance. All submissions and sample analysis requests are provided with secure cross-organizational access.

**Information Use and Sharing**

FONL stores names, mailing addresses, phone numbers, and e-mail addresses for those individuals who have provided the aforementioned information on the application. FONL provides applicants with a publicly facing website enabling them to view the information in the application and to check the status of the application while it is awaiting approval. Each application is specifically linked to the individual who submits it and only designated and approved TTB officials have direct access to personally identifiable information (PII) stored within FONL. With regard to the roles assigned within the application, all individuals receive access rights based on their status.

**Information Consent**

For an individual's PII to be stored in FONL, the individual must have willingly and intentionally filled out and submitted an application. The application is subject to the Privacy Act and a Privacy Act SORN that addresses all required categories of information has been published in the Federal Register.

**Information Protection**

The Alcohol and Tobacco Tax and Trade Bureau (TTB) will take appropriate security

**QUICK LINKS**

- Chief FOIA Officer
- Frequently Requested FOIA Documents
- Electronic Reading Room
- Contacts
- Privacy Impact Assessments
- Privacy Act Implementation – Final Rule
- Privacy Act - System of Records Notice (SORN)
- FAQs

**HOWDOL?**

- Making a Perfected FOIA Request?
- Making Perfected Privacy Act Request?

**RESOURCES**

- Executive Order 13392
- FOIA Annual Report
- FOIA Fee Schedule

**Language Links**  
[En Español](#)  
[En Français](#)  
[漢語](#)  
[Italiano](#)

[Get Adobe Acrobat Reader](#)

**CONSUMER CORNER**

In addition, the following government warning displays at the bottom of the TTB Online Portal page:

**WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.**

## 3 SYSTEM FUNCTIONS

This section describes each specific system function of the Formulas Online system.

### 3.1 DETAILED FUNCTIONAL DESCRIPTIONS

Through the Formulas Online system, an industry member may:

- View all submissions he or she has authored and submitted.
- If authorized, edit all visible submissions while they are in the “Draft” or “Needs Correction” statuses.
- If authorized, create comments for all visible submissions, edit COLAs Access restriction list for all visible Uniform submissions.
- Access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page.

### 3.2 SYSTEM BASICS

This section discusses all of the basic information needed to start using the Formulas Online system. This section includes the following information:

- **Getting Started – Using the TTB Online Portal Page** – See Section 3.3 Getting Started – Using the TTB Online Portal Page
- **User Registration** – See Section 3.4 User Registration
- **Navigating the System** – See Section 3.5 Navigating the System
- **Home (My Submissions)** – See Section 3.6 Home Page (My Submissions)
- **Creating and Submitting Submissions (by Type)** – See Section 3.7 Creating and Submitting Submissions (by Type)
- **Adding, Editing, and Deleting Comments** – See Section 3.8 Adding, Editing, and Deleting Comments
- **Uploading Attachments and Linking Submissions** – See Section 3.9 Uploading Attachments and Linking Submissions
- **Editing, Correcting, and Resubmitting Submissions** – See Section 3.10 Editing, Correcting, and Resubmitting Submissions
- **Copying Existing Submissions** – See Section 3.11 Copying Existing Submissions
- **Printing Submissions** – See Section 3.12 Printing Submissions
- **Entering Sample Sent Date** – See Section 3.13 Entering Sample Sent Date
- **Printing Sample ID Sheets** – See Section 3.14 Printing Sample ID Sheets
- **Searching for Submissions, Samples, and Formulas** – See Section 3.15 Searching for Submissions, Samples, and Formulas
- **Text Menu** – See Section 3.16 Text Menu
- **My Profile** – See Section 3.17 My Profile
- **Change Password** – See Section 3.18 Change Password
- **Contact Us** – See Section 3.19 Contact Us
- **Log Off** – See Section 3.20 Log Off
- **Additional Functions** – See Section 3.21 Additional Functions

### 3.3 GETTING STARTED – USING THE TTB ONLINE PORTAL PAGE

You access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page. You may also access the Public COLA Registry or begin the user registration process for using TTB Online. Your My Submissions home page displays when you successfully log into the Formulas Online system after acknowledging the TTB Security Warning. Figure 10 details the TTB Online Portal page. Figure 11 details the TTB Security Warning. Figure 12 details the My Submissions home page.

Figure 10: TTB Online Portal

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U.S. Department of the Treasury

## Welcome to TTB Online

**Publicly available services:**

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#).
- View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site.

**Services requiring registration and login:**

**User Name:**  [Expired password ?](#)

**Password:**  [New or forgotten password ?](#)

**Logon to:**

**NOTE TO COLAs ONLINE USERS:** If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

[Register for TTB Online](#). Need help on [how to register](#) ?

[Need Help Logging On and Using TTB Online](#) ?

If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

[Privacy Policy](#)   [Privacy Impact Assessment](#)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [fonlwebmaster@ttb.treas.gov](mailto:fonlwebmaster@ttb.treas.gov).

If you have difficulty accessing any information in the site due to a disability, please contact us via email ([fonlwebmaster@ttb.treas.gov](mailto:fonlwebmaster@ttb.treas.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.  
If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE

Figure 11: TTB Security Warning

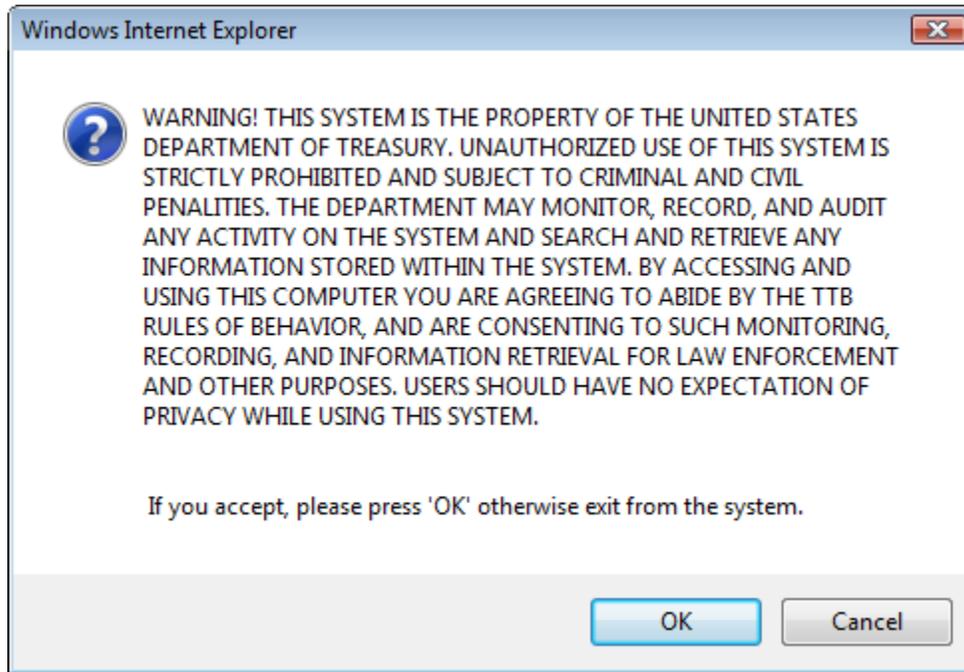


Figure 12: Home Page (My Submissions)

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1301321		-	User Registration	N	Closed	05/10/2011	TTB	
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301448		-	User Registration	N	Closed	05/27/2011	TTB	
1301461		OH-W-999 - 1234	Uniform	N	Draft	-	-	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1302004		-	Uniform	N	Draft	-	-	
1302006		-	Uniform	N	Draft	-	-	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	

### 3.3.1 Access Formulas Online through the TTB Online Portal Page

Follow these steps to access Formulas Online through the TTB Online Portal page:

1. From your web browser, enter <https://www.ttbonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 10.
3. Enter your User Name and Password in the available fields.
4. Select the **Formulas Online** button. The TTB Security Warning displays. See Figure 11.
5. Select the **OK** button. The TTB Security Warning closes and your My Submissions home page displays. See Figure 12.

► **Note:** If you do not have a user name and password, select the [How do I register for COLAs Online?](#) link to view registration FAQs. See Section 3.4.1 How Do I Register? for more information. Alternatively, you may go directly to the registration process by selecting the [Register for TTB Online](#) link. See Section 3.4.2 Create a New User Registration for more information.

► **Note:** Follow the steps in Section 3.18.1 Change Your Password to change an existing password.

► **Note:** Follow the steps in Section 3.18.2 Reset Your Forgotten Password to reset a forgotten password.

► **Note:** Follow the steps in Section 3.18.3 Reset Your Expired Password to reset an expired password.

► **Note:** Follow the steps in Section 3.18.4 Unlock Your Locked Account to unlock a locked account.

► **Note:** After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in Section 3.4.2 Create a New User Registration to re-register.

► **Note:** When you are inactive in the system for ten minutes, the system logs you out and returns you to the TTB Online Portal page. The system allows you to log back in immediately in the event you are timed out.

### 3.4 USER REGISTRATION

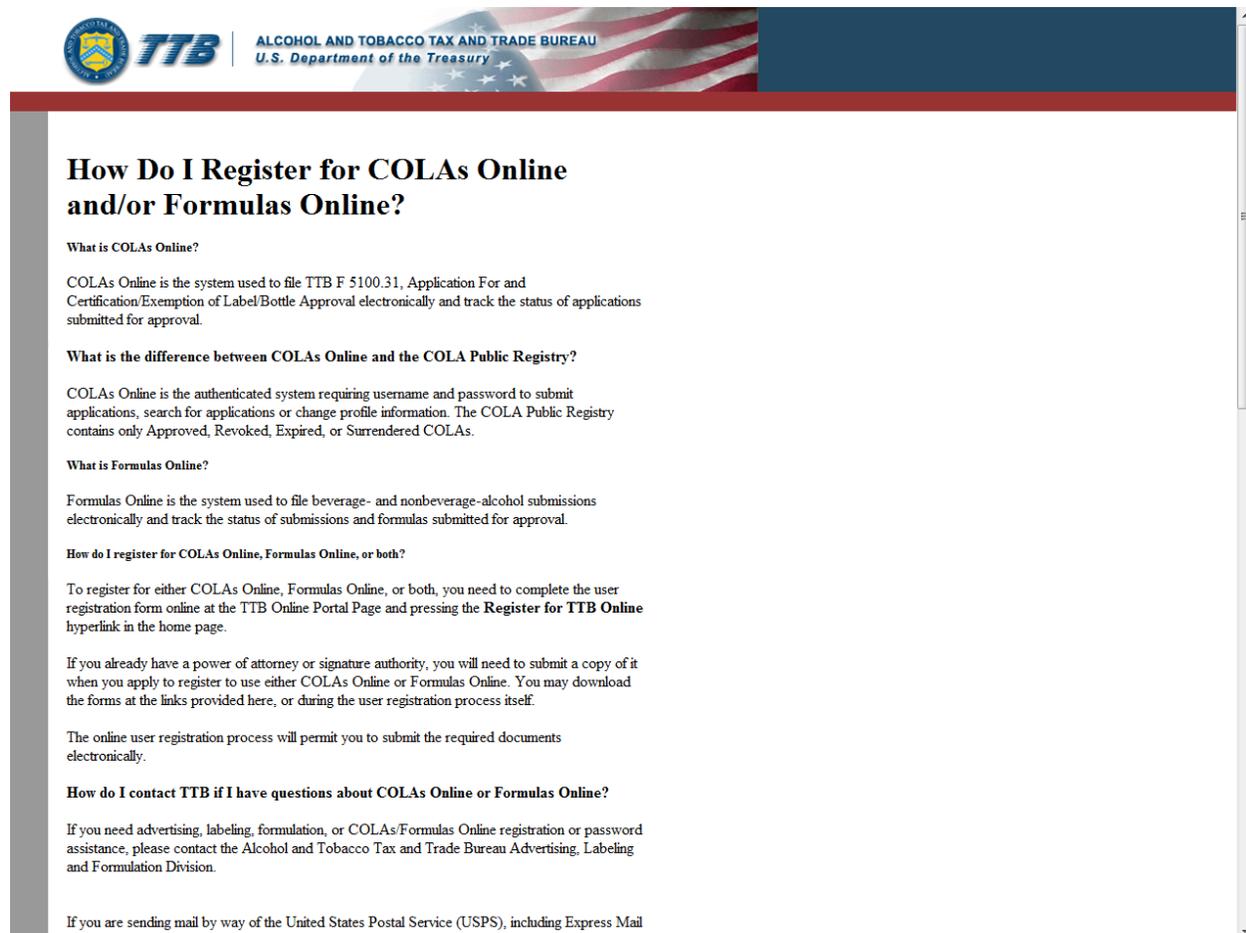
This section discusses the basic information for user registration. This section includes the following information:

- **How Do I Register?** – See Section 3.4.1 How Do I Register?
- **Create a New User Registration** – See Section 3.4.2 Create a New User Registration
- **Activate a User ID** – See Section 3.4.3 Activate a User ID
- **Modify a User Registration** – See Section 3.4.4 Modify a User Registration
- **Resubmit a Needs Correction Modify User Registration** – See Section 3.4.5 Resubmit a Needs Correction Modify User Registration
- **Deactivate Company Access** – See Section 3.4.6 Deactivate Company Access

#### 3.4.1 How Do I Register?

The How Do I Register? page provides general information on how to register for COLAs Online and/or Formulas Online. Figure 13 details the How Do I Register page.

Figure 13: How Do I Register?



**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

## How Do I Register for COLAs Online and/or Formulas Online?

**What is COLAs Online?**

COLAs Online is the system used to file TTB F 5100.31, Application For and Certification/Exemption of Label/Bottle Approval electronically and track the status of applications submitted for approval.

**What is the difference between COLAs Online and the COLA Public Registry?**

COLAs Online is the authenticated system requiring username and password to submit applications, search for applications or change profile information. The COLA Public Registry contains only Approved, Revoked, Expired, or Surrendered COLAs.

**What is Formulas Online?**

Formulas Online is the system used to file beverage- and nonbeverage-alcohol submissions electronically and track the status of submissions and formulas submitted for approval.

**How do I register for COLAs Online, Formulas Online, or both?**

To register for either COLAs Online, Formulas Online, or both, you need to complete the user registration form online at the TTB Online Portal Page and pressing the **Register for TTB Online** hyperlink in the home page.

If you already have a power of attorney or signature authority, you will need to submit a copy of it when you apply to register to use either COLAs Online or Formulas Online. You may download the forms at the links provided here, or during the user registration process itself.

The online user registration process will permit you to submit the required documents electronically.

**How do I contact TTB if I have questions about COLAs Online or Formulas Online?**

If you need advertising, labeling, formulation, or COLAs/Formulas Online registration or password assistance, please contact the Alcohol and Tobacco Tax and Trade Bureau Advertising, Labeling and Formulation Division.

If you are sending mail by way of the United States Postal Service (USPS), including Express Mail

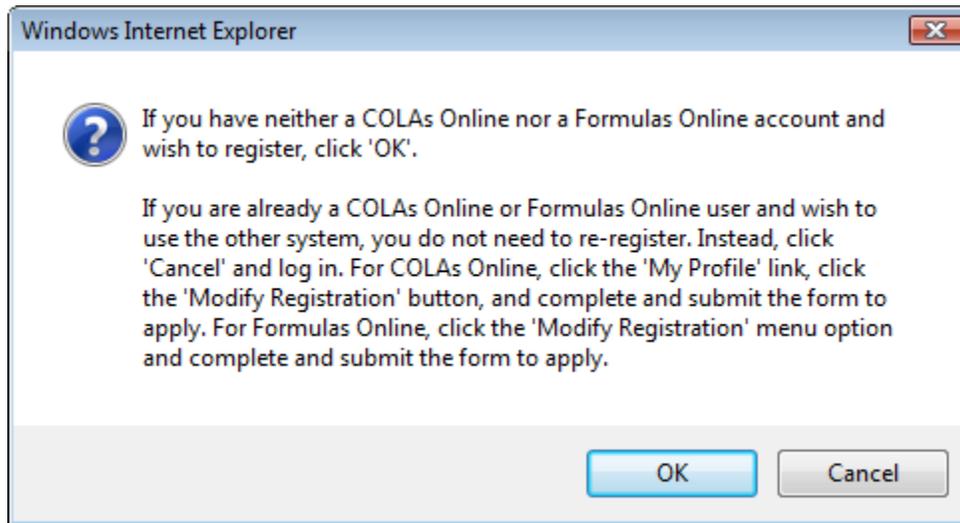
Follow these steps in Section 3.4.2 Create a New User Registration to register for COLAs Online and/or Formulas Online.

### 3.4.2 Create a New User Registration

Follow these steps to create a new user registration:

1. From your web browser, enter <https://www.ttbonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 10.
3. Select the [Register for TTB Online](#) link. A confirmation message box displays prompting you to confirm your action. See Figure 14.

**Figure 14: COLAs/FONL User Registration Confirmation**



- a. If you already use COLAs Online or Formulas Online, select the **Cancel** button.
- b. If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select **OK** button to confirm. The User Registration page displays with the Main tab selected. See Figure 15.

Figure 15: User Registration – Main Tab

Type of Application

Figure 16: User Registration – Reactivating Inactive Account

Figure 17: User Registration – New Application

4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).
  - a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user ID (if you remember it). See Figure 16.
  - b. If you are a new user, select the New Application radio button. See Figure 17.

Personal Information

Figure 18: User Registration – Personal Information (USPS Domestic)

**Personal Information** ⓘ

\* First Name: Jane M. I.:  \* Last Name: Smith Suffix:

\* Employer: TTB \* Title: Auditor Label Rep. ID:

\* Phone Number: 2024532000 Fax Number:

Address Format: USPS Domestic ▾

\* Street: 1325 G Street NW

\* City: Washington

\* State: DC ▾

\* Zip: 20005 -

Figure 19: User Registration – Personal Information (Foreign Address)

**Personal Information** ⓘ

\* First Name: Jane M. I.:  \* Last Name: Smith Suffix:

\* Employer: TTB \* Title: Auditor Label Rep. ID:

\* Phone Number: 2024532000 Fax Number:

Address Format: Foreign ▾

\* Street:

\* City:

\* Country:

Region:

Province:

Foreign Postal Code:

5. Enter your personal information in the available fields. See Figure 18. If you select **Foreign** for Address Format, additional address fields display. See Figure 19.

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

Business E-mail Addresses

Figure 20: User Registration – Business E-mail Addresses

**Business E-mail Addresses** ⓘ

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

6. Enter at least one valid business e-mail address in the available field(s). See Figure 20.

► **Note:** You may add up to three valid e-mail addresses, but then you must select which should be used as the primary contact. E-mail notification will only be sent to the primary contact e-mail address.

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

## Authentication Questions

**Figure 21: User Registration – Authentication Questions**

**Authentication Questions** ⓘ

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

	QUESTION	ANSWER
* 1:	<input type="text"/>	<input type="text"/>
* 2:	<input type="text"/>	<input type="text"/>
* 3:	<input type="text"/>	<input type="text"/>

► **Note:** The system prompts you to select three different authentication questions from among several available. It also prompts you to answer the questions you have selected. Your selections and answers are protected by encryption technology and are unavailable to others. This information is used by the system to allow you to activate your user ID by setting your initial password or change a forgotten password.

7. Select three different Authentication Questions from the drop-down lists. See Figure 21.
8. Enter your answers in the available fields.

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

9. Select the **Next** button. The Company tab displays. See Figure 22.

## Company Tab

**Figure 22: User Registration – Company Tab**

**User Registration** ⓘ

Main | **Company** | Comments | Docs/Links

Print | Comment | Upload | POA Form | SA Form

**Company Detail** ⓘ

If you are requesting access to COLAs Online, please specify  
 COLAs Online System Access: No Access ▾

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
Add								

« Previous | Validate | Cancel | Submit | Next »

10. Select the access type from the COLAs Online System Access drop-down list if you are requesting COLAs Online access. See Figure 22.
11. Select the **Add** button. The Company pop-up window displays. See Figure 23.

## Company Information/System Information

Figure 23: User Registration – Company (System Information – COLAs Online)

# Company

System Information 		
* System Requested:	<input checked="" type="radio"/> COLAs Online	<input type="radio"/> Formulas Online
* System Access:	Submitter	

Figure 24: User Registration – Company (System Information – Formulas Online)

# Company

System Information 		
* System Requested:	<input type="radio"/> COLAs Online	<input checked="" type="radio"/> Formulas Online
* System Access:	<input checked="" type="radio"/> Submitter	<input type="radio"/> Preparer / Reviewer
* Company Type:	<input checked="" type="radio"/> Alcohol Beverage	<input type="radio"/> Nonbeverage Product

► **Note:** If you selected an access type from the COLAs Online System Access drop-down list (See Figure 22), the COLAs Online radio button next to System Requested is selectable. See Figure 23. Otherwise, you may only select the Formulas Online radio button option. See Figure 24.

► **Note:** You may register to use COLAs Online or Formulas Online. Because access approval for each system is done independently, you must complete two entries for that company: one for COLAs Online access and one for Formulas Online access. This may be completed within the same user registration request.

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

12. If the System Requested is COLAs Online, the System Access displays based on the access type selected from the COLAs Online System Access drop-down list. See Figure 22.

13. If the System Requested is Formulas Online, select the Submitter or Preparer / Reviewer radio button next to System Access.

► **Note:** For Formulas Online, users may register as Submitter or Preparer/Reviewer at the company level. For COLAs Online, users can only be either a Submitter or a Preparer/Reviewer for all companies included in the user registration request.

14. If the System Requested is Formulas Online, select the Alcohol Beverage radio button or Nonbeverage Product radio button next to Company Type.

► **Note:** The Nonbeverage Product Company Type is only applicable for a Nonbeverage Product company.

## Submitter Company Information

Figure 25: User Registration – Company (Company Information – Domestic)

**Company Information** 

\* Registry, Permit, or Brewer's Notice:

Date of Permit Issue:  

Company Code: *(if known)*

\* Company Name:

Address Format:

\* Street:

\* City:

\* State:

\* Zip Code:  -

Figure 26: User Registration – Company (Company Information – Foreign)

**Company Information** 

\* Registry, Permit, or Brewer's Notice:

Date of Permit Issue:  

Company Code: *(if known)*

\* Company Name:

Address Format:

\* Street:

\* City:

\* Country:

Region:

Province:

Foreign Postal Code:

15. If registering as a Submitter or Preparer/Reviewer for an Alcohol Beverage company, enter your permit number, registry number, or brewer's number and date of permit issue in the available fields.

► **Note:** The Company Code field is only applicable for a Nonbeverage Product company.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

16. If registering as a Submitter or Preparer/Reviewer for a Nonbeverage company, enter your company code in the available field.

► **Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if you select the Nonbeverage Product radio button next to Company Type.

17. Enter your company address information in the available fields. See Figure 25. If you select **Foreign** for Address Format, additional address fields display. See Figure 26.

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

## Individual Information/Signature Authority or Power of Attorney Forms

Figure 27: User Registration – Company (Individual Information – Preparer/Reviewer)

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

Figure 28: User Registration – Company (Individual Information – Submitter)

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

Figure 29: User Registration – Company (Individual Information – SA/POA Selected)

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

**Signing Authority or Power of Attorney Files** ?

If you derive your Signature Authorization from 'Power of Attorney' or 'Signing Authority', you will need to provide TTb with a signed Power of Attorney or Signing Authority form, respectively. Forms are available for printing on the tabbed menu (click on link 'POA form' or 'SA form'). You will need to sign the form and either mail it to TTb, or scan and upload the file. To upload a file, either click the 'Upload' link on the tabbed menu, or press the 'Upload' button on the Docs/Links tab. A list of documents you have uploaded is available on the 'Docs/Links' tab.

18. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 27.

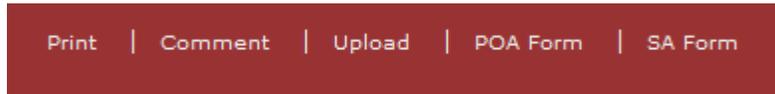
19. If registering as a Submitter, select the Employee or Representative radio button. See Figure 28.

20. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

► **Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. See Figure 29. You may download the Power of Attorney form or Signing Authority form through the Formulas Online system for completion, or you may upload your own completed, scanned form.

21. If the Signing Authority or Power of Attorney radio button was selected, select the [POA Form](#) or [SA Form](#) link in the action bar to download the form(s) required. See Figure 30.

**Figure 30: User Registration – Action Bar**



22. Complete and scan the required form(s).

23. Upload the file through the [Docs/Links Tab](#).

Approver Information

**Figure 31: User Registration – Approver Information**

A dialog box titled 'Approver Information' with a question mark icon. It contains two input fields. The first is labeled 'Title of Company Approval Official:' and the second is labeled 'Name of Company Approval Official:'. Below the fields are two buttons: 'OK' and 'Cancel'.

24. If known, enter the Title and Name of the Company Approval Official in the available fields.

25. Select the **OK** button. The Company pop-up window closes.

Docs/Links Tab

**Figure 32: User Registration – Docs/Links Tab**

The 'User Registration' interface with the 'Docs/Links' tab selected. It features a dark red action bar with buttons: 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. Below is a 'Submission Documents' section with a table. The table has columns: 'TYPE', 'DESCRIPTION', 'INVALIDATED', 'FILE', 'SIZE', and 'DATE'. Below the table is an 'Upload' button. At the bottom are buttons: '<< Previous', 'Validate', 'Cancel', and 'Submit'.

► **Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. If you do not have any attachments to upload, follow the steps in the [Comments Tab](#) if you have any comments to add to the user registration submission. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

26. Select the **Next** button. The Docs/Links tab displays. See Figure 32.

27. Select the **Upload** button. The Attachment pop-up window displays. See Figure 33.

Figure 33: User Registration – Attachment Pop-Up Window

## Attachment

**Uploaded File Information** ⓘ

\* **Description:**  100 characters left

\* **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.

28. Enter a description for the file in the available field.

29. Select a type from the Type drop-down list.

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

► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company pop-up window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company pop-up window, you must select **Power of Attorney** from the Type drop-down list.

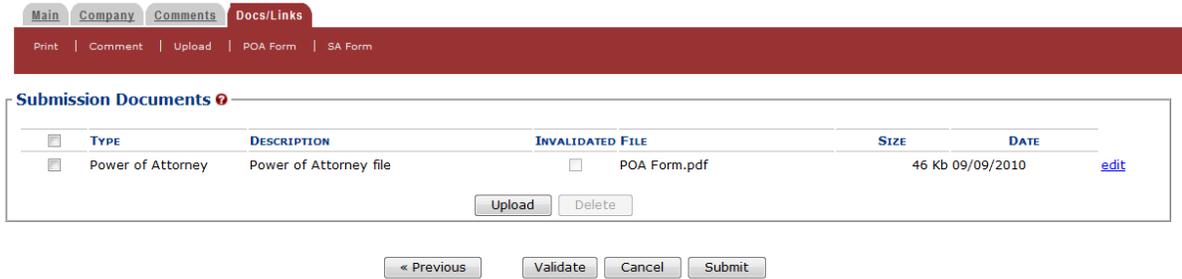
► **Note:** If you are reactivating a former COLAs Online user ID and these items are on file, you will not need to file these again.

30. Select the **Browse** button to browse and select the signed Power of Attorney or Signing Authority file.

31. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the user registration submission. See Figure 34.

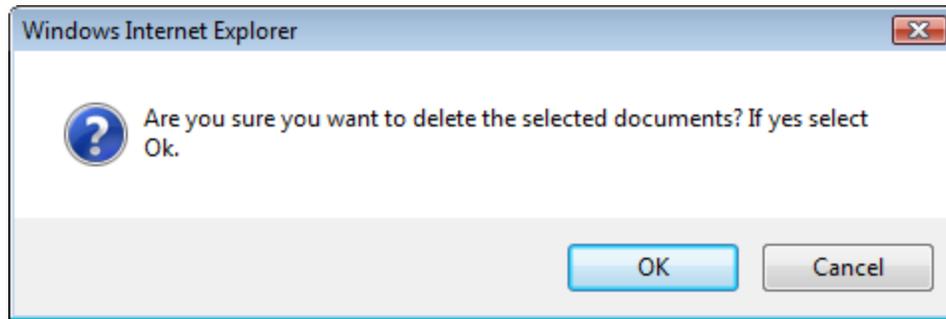
**Figure 34: User Registration – Docs/Links Tab with Attachment Uploaded**

**User Registration**



► **Note:** Select the [edit](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 35. Select the **OK** button to confirm.

**Figure 35: User Registration – Delete Attachment Confirmation**



**Comments Tab**

**Figure 36: User Registration – Comments Tab**

**User Registration**



► **Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in [User Registration Submission](#) to submit your user registration.

32. Select the Comments tab. The Comments tab displays. See Figure 36.

33. Select the **Add** button. The Comment pop-up window displays. See Figure 37.

Figure 37: User Registration – Comment Pop-Up Window

# Comment

34. Enter comments in the available field.
35. Select the **OK** button. The Comment pop-up window closes and the comments are added to the user registration submission. See Figure 38.

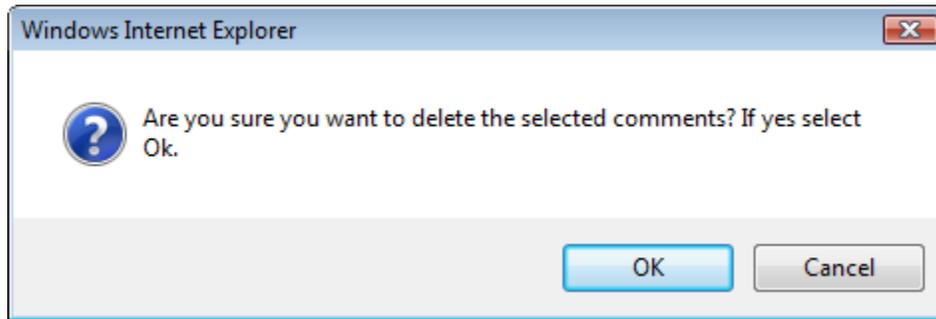
Figure 38: User Registration – Comments Tab with Comment Added

## User Registration



Comments Detail 		
<input type="checkbox"/> Select/Clear All		
Date/Time:	09-09-2011 09:27 AM	Submitted by: null null
<input type="checkbox"/> <a href="#">Comment:</a>	Please contact me if there is any issue with the user registration submission	

► **Note:** Select the [Comment](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 39. Select the **OK** button to confirm.

**Figure 39: User Registration – Delete Comment Confirmation**

### User Registration Submission

36. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 40.

**Figure 40: User Registration – 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.

37. Select the "I agree" checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
38. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 41.

### Figure 41: User Registration – Submission Confirmation

#### User Registration

*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1001743. You should keep a record of this submission ID for tracking purposes.*

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 verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

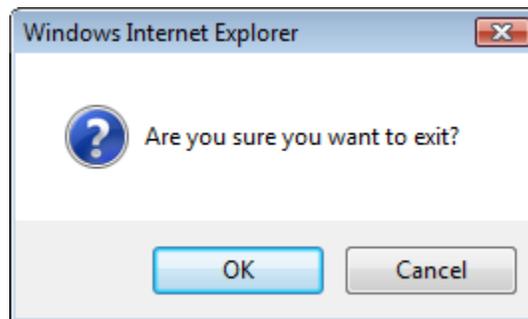
39. Select the [Exit](#) link in the main navigation banner. See Figure 42.

### Figure 42: User Registration – Exit Link



A confirmation message box displays prompting you to confirm your action. See Figure 43.

### Figure 43: User Registration – Exit Confirmation



40. Select the **OK** button to confirm. The confirmation message box closes and the TTB Online Portal page displays. See Figure 10.
41. Follow the steps in Section 3.4.3 Activate a User ID to activate your user ID once TTB has contacted you with the user ID.

### 3.4.3 Activate a User ID

► **Note:** Follow the steps in Section 3.18.1 Change Your Password to change an existing password.

► **Note:** Follow the steps in Section 3.18.2 Reset Your Forgotten Password to reset a forgotten password.

► **Note:** Follow the steps in Section 3.18.3 Reset Your Expired Password to reset an expired password.

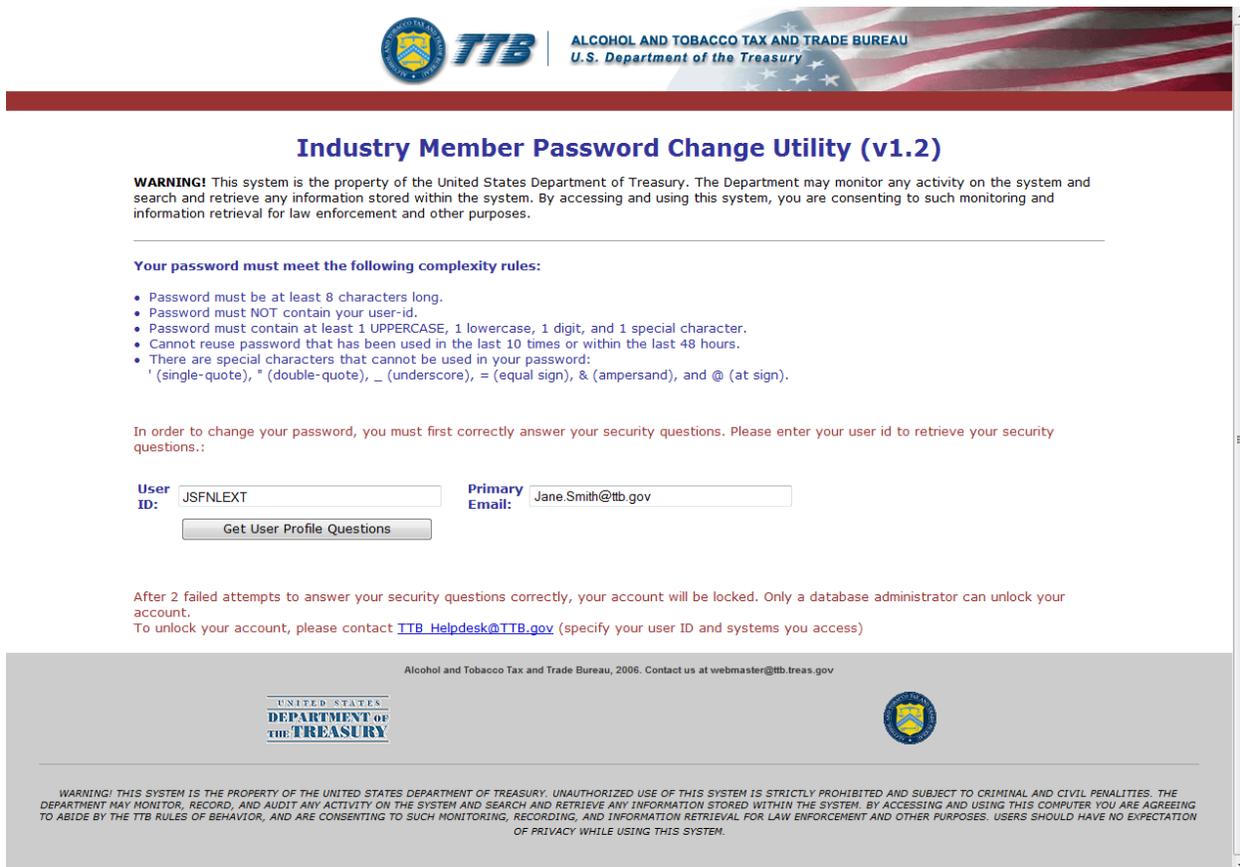
► **Note:** Follow the steps in Section 3.18.4 Unlock Your Locked Account to unlock a locked account.

► **Note:** After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in Section 3.4.2 Create a New User Registration to re-register.

Follow these steps to activate your user ID once TTB has contacted you with the user ID after processing your user registration submission:

1. From your web browser, enter <https://www.ttbonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 10.
3. Select the [New or forgotten password?](#) link. The Password Change Utility displays. See Figure 44.

Figure 44: Activate User ID – Password Change Utility Login



**Industry Member Password Change Utility (v1.2)**

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
 ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

User ID:  Primary Email:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
 To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES DEPARTMENT OF THE TREASURY

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER, YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

4. Enter the user ID you received from TTB in the User ID field.
5. Enter the e-mail address you entered during user registration as the primary e-mail in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 45.

Figure 45: Activate User ID – Password Change Utility Main Page

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

### Industry Member Password Change Utility (v1.2)

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: JSFNLEXT Primary Email: Jane.Smith@ttb.gov

The name of your favorite song?: Time Capsule

New Password: ●●●●●●

Retyped New Password: ●●●●●●

Buttons: Set New Password, Clear, Cancel

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk by e-mail at [TTB.Helpdesk@ttb.gov](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

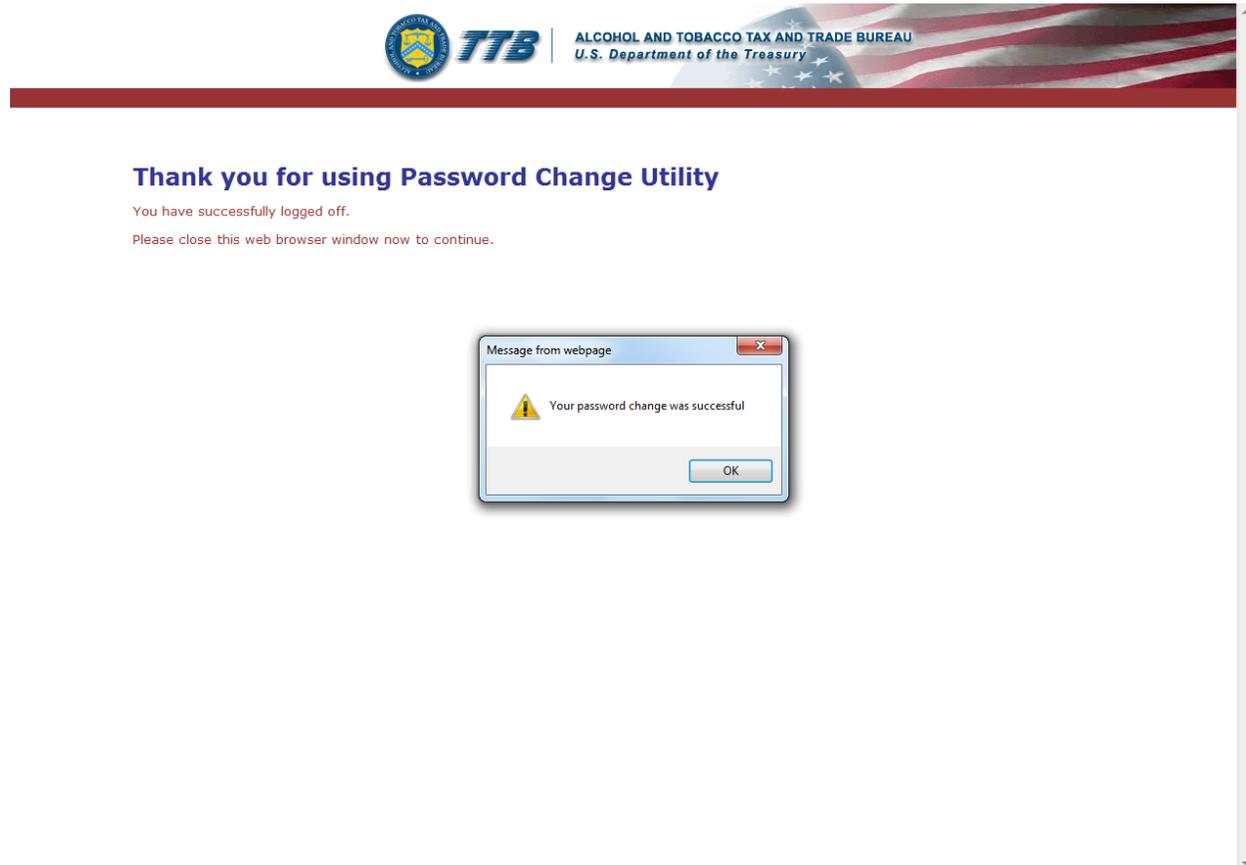
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
  - Password must not contain your user ID.
  - Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
  - You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
  - You cannot use the following special characters: ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).
10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 46.

**Figure 46: Activate User ID – Password Change Successful**



13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 10.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your newly activated user ID and password.

### 3.4.4 Modify a User Registration

You may modify your user registration to change your access to companies (adding companies or modifying roles for companies) in the Formulas Online system.

Follow these steps to modify an existing user registration:

1. Select **Modify Registration** in the drop-down menu. See Figure 47.

**Figure 47: Modify User Registration – Drop-Down Menu**



The Company tab of your existing user registration displays. See Figure 48.

► **Note:** See Section 3.5 Navigating the System for more information on the drop-down menus and Formulas Online menu options.

### Modify Company Information

**Figure 48: Modify User Registration – Company Tab**

**User Registration**

Main **Company** Comments Docs/Links

Print | Comment | Upload | POA Form | SA Form

**Company Detail**

If you are requesting access to COLAs Online, please specify  
 COLAs Online System Access: Submitter

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-77777		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMLIQ		Submitter	All	None	Pending

Add Delete

« Previous Save Validate Cancel Submit Next »

2. Select the [FONL](#) link next to the company you wish to modify. The Company pop-up window displays. See Figure 49 and Figure 50.

► **Note:** Although a **Delete** button displays below the Company Detail, you may not delete access through Modify User Registration. You must instead deactivate company access for that company. See Section 3.4.6 Deactivate Company Access for more information.



**Figure 50: Modify User Registration – Company Pop-Up Window (Bottom)**

Brewer's Notice:	FL- W- / / / /
Date of Permit Issue:	<input type="text"/>
Company Code: <i>(if known)</i>	<input type="text"/>
* Company Name:	POM PRODUCTS
Address Format:	USPS Domestic ▾
* Street:	4444 Orchard Lane
* City:	Saint Petersburg
* State:	FL ▾
* Zip Code:	33738 - <input type="text"/>

---

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

---

**Approver Information**

Title of Company Approval Official:

Name of Company Approval Official:

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. Enter the information in the available fields.

► **Note:** Previously recorded permit information will not be available and all required information must be re-entered in order to complete the modify submission.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.

► **Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if the Nonbeverage Product radio button next to Company Type is selected.

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

4. Select the **OK** button. The Company pop-up window closes and the Company tab displays. The Requested Action is changed from "None" to "Modify." See Figure 51.

Figure 51: Modify User Registration – Company Tab with Changes

### User Registration

Main
Company
Comments
Docs/Links

Print | Comment | Upload | POA Form | SA Form

**Company Detail** 

If you are requesting access to COLAs Online, please specify  
 COLAs Online System Access: Submitter

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMLIQ		Submitter	All	None	Pending

Add
Delete

« Previous
Save
Validate
Cancel
Submit
Next »

5. Repeat the steps until you have modified all companies desired.
6. Select the **Previous** button. The Main tab displays. See Figure 52.

### Modify User Information

Figure 52: Modify User Registration – Main Tab

### User Registration

Main
Company
Comments
Docs/Links

Print | Comment | Upload | POA Form | SA Form

**Modifying Personal and Contact Information** 

To modify Personal and Contact information, please use the "My Profile" link. On this page, only blank fields may be edited.

**Type of Application** 

New Application You've never had an online account with TTB

**Modify Application**  You are requesting modification of Permit / Company access to an existing account

Reactivate an Inactive Account In the past, you had an online account with TTB that has been inactivated

**Personal Information** 

\* First Name:  M. I.:  \* Last Name:  Suffix:

\* Employer:  \* Title:  Label Rep. ID:

\* Phone Number:  Fax Number:

Address Format: USPS Domestic

\* Street:

\* City:

\* State: FL

\* Zip:  -

**Business E-mail Addresses** 

Up to three e-mail addresses may be provided. COLAs Online and Formulas Online will correspond with the Primary e-mail address.

SET AS PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	<input type="text" value="Jane.Smith@ttb.gov"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

**Authentication Questions** 

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

QUESTION	ANSWER
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. Enter your Title (if not previously recorded) in the available field.

► **Note:** Previously recorded personal information will be grayed out and will not be editable. To modify Personal and Contact information, such as Authentication Questions and answers, follow the steps in Section 3.17 My Profile.

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

► **Note:** To add attachments to the modify user registration, follow the steps in [Docs/Links Tab](#). If you do not have any attachments to upload, follow the steps in [Comments Tab](#) if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in [Modify User Registration Submission](#) to submit your modify user registration.

## Docs/Links Tab

8. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 53.

**Figure 53: Modify User Registration – Docs/Links Tab**

### User Registration ⓘ

The screenshot shows the 'User Registration' interface with the 'Docs/Links' tab selected. The navigation bar includes 'Main', 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar is a red header with links for 'Print', 'Comment', 'Upload', 'POA Form', and 'SA Form'. The main content area is titled 'Submission Documents' and contains a table with columns for 'TYPE', 'DESCRIPTION', 'INVALIDATED', 'FILE', 'SIZE', and 'DATE'. Below the table is an 'Upload' button. At the bottom of the form are buttons for '< Previous', 'Validate', 'Cancel', and 'Submit'.

9. Select the **Upload** button. The Attachment pop-up window displays. See Figure 54.

Figure 54: Modify User Registration – Attachment Pop-Up Window

## Attachment

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.

10. Enter a description for the file in the available field.

11. Select a type from the Type drop-down list.

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

► **Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company pop-up window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company pop-up window, you must select **Power of Attorney** from the Type drop-down list.

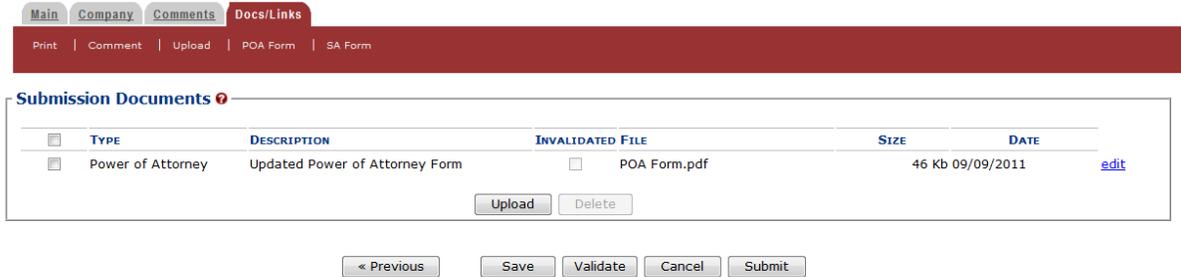
► **Note:** If you are reactivating a former COLAs Online user ID and these items are on file, you will not need to file these again.

12. Select the **Browse** button to browse and select the file.

13. Select the **OK** button. The Attachment pop-up window closes and the file is uploaded to the modify user registration submission. See Figure 55.

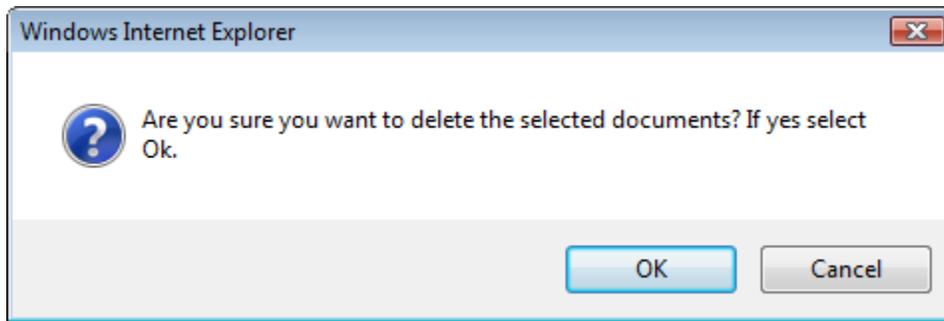
**Figure 55: Modify User Registration – Docs/Links Tab with Attachment Uploaded**

**User Registration**



► **Note:** Select the [edit](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 56. Select the **OK** button to confirm.

**Figure 56: Modify User Registration – Delete Attachment Confirmation**



Comments Tab

► **Note:** Adding comments to a modify user registration submission is optional. If you do not have any comments to add, follow steps to submit your modify user registration.

14. Select the Comments tab. The Comments tab displays. See Figure 57.

**Figure 57: Modify User Registration – Comments Tab**

**User Registration**



15. Select the **Add** button. The Comments pop-up window displays. See Figure 58.

Figure 58: Modify User Registration – Comments Pop-Up Window

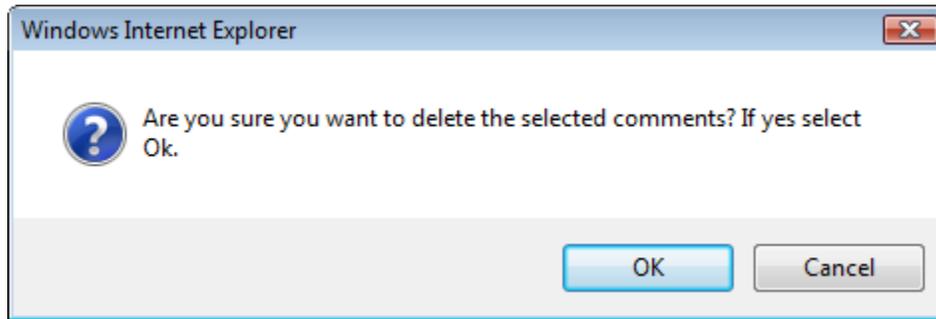
## Comment

16. Enter comments in the available field.
17. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission. See Figure 59.

Figure 59: Modify User Registration – Comments Tab with Comment Added

## User Registration ❗

► **Note:** Select the [Comment](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 60. Select the **OK** button to confirm.

**Figure 60: Modify User Registration – Delete Comment Confirmation**

### Modify User Registration Submission

18. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 61.

**Figure 61: Modify User Registration – 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.

19. Select the "I agree" checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
20. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 62.

**Figure 62: Modify User Registration – Submission Confirmation****User Registration**

*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1318888. You should keep a record of this submission ID for tracking purposes.*

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 verifies the changes to your authorizations with the companies and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

### 3.4.5 Resubmit a Needs Correction Modify User Registration

If a modify user registration submission is returned to you with a status of “Needs Correction,” you must add the necessary information to the submission as a comment and resubmit the modify user registration submission.

Follow these steps to resubmit a modify user registration submission in “Needs Correction” status:

1. In the My Submissions home page, select the [Submission ID](#) link for the modify user registration submission with a status of “Needs Correction.” The Company tab of your existing modify user registration displays. See Figure 63.

► **Note:** See Section 3.6 Home Page (My Submissions) for more information on the My Submissions home page.

**Figure 63: Resubmit Modify User Registration – Company Tab**

**User Registration**

Main Company Comments Docs/Links Return

Print | Comment | Upload | POA Form | SA Form

Submission ID: 1301810 Date Submitted: 09-09-2011 01:13 PM  
 Status: Needs Correction

**Company Detail**

If you are requesting access to COLAs Online, please specify  
 COLAs Online System Access: Submitter

SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
FO NL	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	In Process

Add

« Previous Save Validate Submit Next »

2. Select the Return tab. The Return tab displays. See Figure 64.

**Figure 64: Resubmit Modify User Registration – Return Tab**

**User Registration**

Main Company Comments Docs/Links Return

Print | Comment | Upload | POA Form | SA Form

Submission ID: 1301810 Date Submitted: 09-09-2011 01:13 PM  
 Status: Needs Correction

**Needs Correction Information**

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
<a href="#">Error in Field</a>	There is an error in the following field:	Incorrect Phone Number	<input type="checkbox"/>

Save Validate Submit

3. Review the reasons for the “Needs Correction” status of the modify user registration.
4. Select the Comments tab. The Comments tab displays. See Figure 65.

**Figure 65: Resubmit Modify User Registration – Comments Tab**

## User Registration ❗

Main Company **Comments** Docs/Links Return

Print Comment Upload POA Form SA Form

Submission ID: 1301810 Date Submitted: 09-09-2011 01:13 PM  
 Status: Needs Correction

Comments Detail ❗

Add

Save Validate Submit

5. Select the **Add** button. The Comments pop-up window displays. See Figure 66.

**Figure 66: Resubmit Modify User Registration – Comments Pop-Up Window**

## Comment

Comment

\* Comments:

2000 characters left

OK Cancel

6. Enter comments in the available field to address the reasons for the “Needs Correction” status of the modify user registration.
7. Select the **OK** button. The Comments pop-up window closes and the comments are added to the modify user registration submission. See Figure 67.

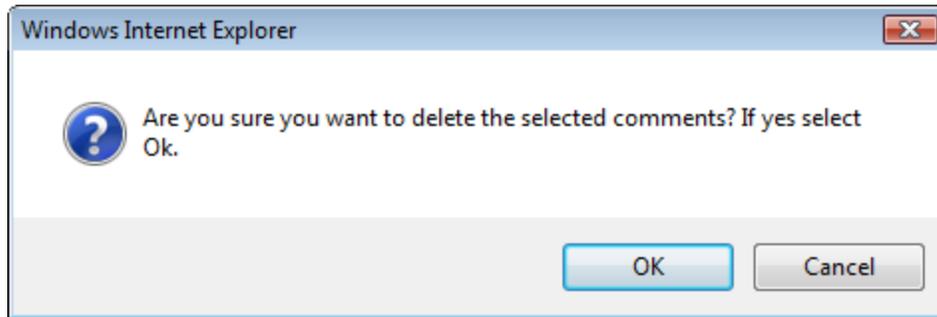
**Figure 67: Resubmit Modify User Registration – Comments Tab with Comment Added**

**User Registration**



► **Note:** Select the [Comment](#) link to display the Attachment pop-up window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 68. Select the **OK** button to confirm.

**Figure 68: Resubmit Modify User Registration – Delete Comment Confirmation**



8. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 69.

**Figure 69: Resubmit Modify User Registration – 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.

9. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
10. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 70.

**Figure 70: Resubmit Modify User Registration – Submission Confirmation**

## User Registration

*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1301810. You should keep a record of this submission ID for tracking purposes.*

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 verifies the information you provided to address the reasons for the “Needs Correction” status of the modify user registration and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

### 3.4.6 Deactivate Company Access

You may request that TTB deactivate your access to a company's data.

Follow these steps to deactivate your company access:

1. Select **Modify Registration** in the drop-down menu. See Figure 71.

Figure 71: Deactivate Permit Access – Drop-Down Menu



The Company tab of your existing user registration displays. See Figure 72.

► **Note:** See Section 3.5.3 Drop-Down Menus for more information on the drop-down menus and Formulas Online menu options.

Figure 72: Deactivate Company Access – Company Tab

#### User Registration

Company Detail

If you are requesting access to COLAs Online, please specify  
 COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMLIQ		Submitter	All	None	Pending

2. Select the [FONL](#) link next to the company access you wish to deactivate. The Company pop-up window displays. See Figure 73 and Figure 74.



Figure 74: Deactivate Company Access – Company Pop-Up Window (Bottom)

**Company Information**

Registry, Permit, or Brewer's Notice:

Company Code: (if known)

\* Company Name:

Address Format:

\* Street:

\* City:

\* State:

\* Zip Code:  -

---

**Individual Information**

\* Relationship of Applicant to Company:  Employee  Representative

\* Signature Authorization:  Owner  Signing Authority  Power of Attorney

---

**Approver Information**

Title of Company Approval Official:

Name of Company Approval Official:

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. Enter the information in the available fields.

► **Note:** Previously recorded company information will not be available and all required information must be re-entered in order to complete the submission.

► **Note:** The Date of Permit Issue field format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

► **Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if you select the Nonbeverage Product radio button next to Company Type.

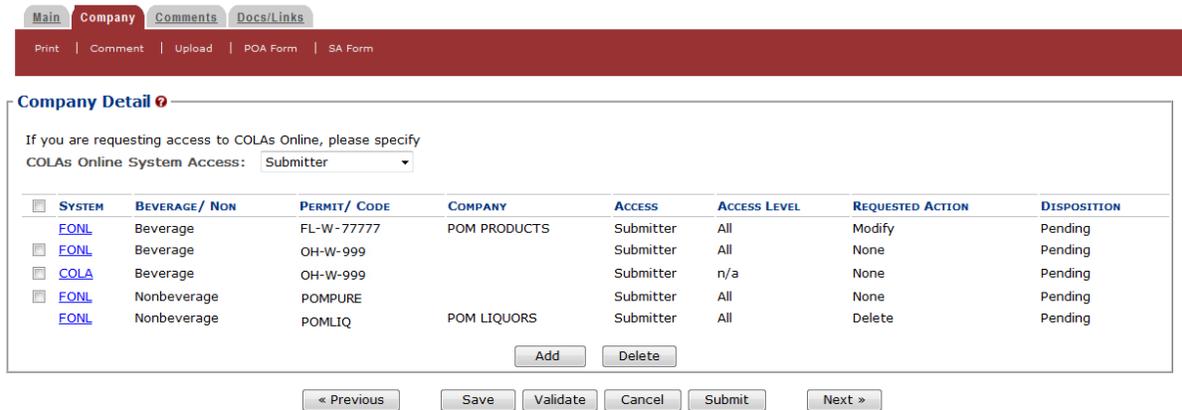
► **Note:** Fields marked with asterisks (\*) are required fields.

4. Select the "Deactivate my access" checkbox.

5. Select the **OK** button. The Company pop-up window closes and the Company tab displays. The Requested Action is changed from "None" to "Delete." See Figure 75.

Figure 75: Deactivate Company Access – Company Tab with Changes

### User Registration



**Company Detail** 

If you are requesting access to COLAs Online, please specify  
 COLAs Online System Access:

<input type="checkbox"/>	SYSTEM	BEVERAGE/ NON	PERMIT/ CODE	COMPANY	ACCESS	ACCESS LEVEL	REQUESTED ACTION	DISPOSITION
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	FL-W-77777	POM PRODUCTS	Submitter	All	Modify	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Beverage	OH-W-999		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">COLA</a>	Beverage	OH-W-999		Submitter	n/a	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMPURE		Submitter	All	None	Pending
<input type="checkbox"/>	<a href="#">FONL</a>	Nonbeverage	POMLIQ	POM LIQUORS	Submitter	All	Delete	Pending

6. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 76.

Figure 76: Deactivate Company Access – 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.

7. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
8. Select the **OK** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 77.

**Figure 77: Deactivate Company Access – Submission Confirmation****User Registration**

*Thank You. Your application has been successfully submitted. Please allow up to 30 days for processing. You will be contacted by e-mail when a determination has been reached or if additional information is needed.*

*When referring to this application, please use the following submission ID: 1319036. You should keep a record of this submission ID for tracking purposes.*

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 verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

► **Note:** To reactivate your access to a company permit/company code, you must modify the user registration and add the company. See Section 3.4.4 Modify a User Registration for more information.

### 3.5 NAVIGATING THE SYSTEM

This section discusses the basic information for navigating the Formulas Online system. This section includes the following information:

- **Main Navigation Banner** – See Section 3.5.1 Main Navigation Banner
- **Menu Options** – See Section 3.5.2 Menu Options
- **Drop-Down Menus** – See Section 3.5.3 Drop-Down Menus
- **Tabs** – See Section 3.5.4 Tabs
- **Action Bars** – See Section 3.5.5 Action Bars
- **Listing Pages** – See Section 3.5.6 Listing Pages
- **Detail Pages** – See Section 3.5.7 Detail Pages
- **Common Functions** – See Section 3.5.8 Common Functions
- **Buttons and Controls** – See Section 3.5.9 Buttons and Controls
- **Navigation Options** – See Section 3.5.10 Navigation Options
- **Average Turnaround Time Report** – See Section 3.5.11 Average Turnaround Time Report

#### 3.5.1 Main Navigation Banner

At the top of the page is the main navigation banner. Use the links and options on the banner to access the different application options. Figure 78 details the main navigation banner.

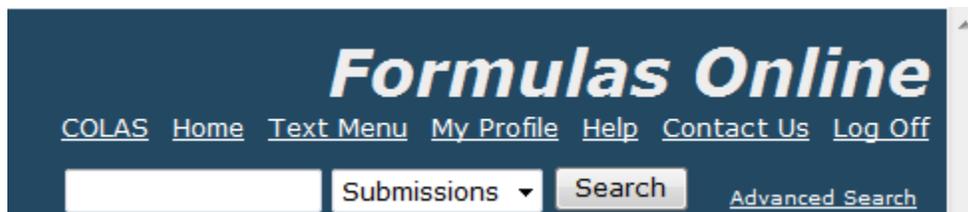
Figure 78: Main Navigation Banner



#### 3.5.2 Menu Options

At the top-right of the page are the menu options. Figure 79 details the Formulas Online menu options.

Figure 79: Menu Options



The following menu options are available:

- **COLAS** – See Section 3.5.2.1 COLAS
- **Home** – See Section 3.5.2.2 Home
- **Text Menu** – See Section 3.5.2.3 Text Menu
- **My Profile** – See Section 3.5.2.4 My Profile
- **Help** – See Section 3.5.2.5 Help

- **Contact Us** – See Section 3.5.2.6 Contact Us
- **Log Off** – See Section 3.5.2.7 Log Off
- **Search** – See Section 3.5.2.8 Search

### **3.5.2.1 COLAS**

The COLAS menu option allows Formulas Online users who have access to COLAs Online to access the COLAs Online system. If you do not have access to the COLAs Online system, the [COLAS](#) link will not display.

### **3.5.2.2 Home**

The Home menu option allows you to access your My Submissions home page. This is the default page displayed upon a successful login. See Section 3.6 Home Page (My Submissions) for more information.

### **3.5.2.3 Text Menu**

The Text Menu menu option displays a 508-compliant text version of the menu options and drop-down menus. See Section 3.16 Text Menu for more information.

### **3.5.2.4 My Profile**

The My Profile menu option allows you to view and edit your user profile information and change your system password. See Section 3.17 My Profile for more information.

### **3.5.2.5 Help**

The Help menu option allows you to access the Formulas Online system's online help or the Formulas Online Industry Member User Manual (in PDF format). See Section 5.2 Formulas Online Industry Member Online Help and Section 5.3 Formulas Online Industry Member User Manual for more information.

### **3.5.2.6 Contact Us**

The Contact Us menu option provides contact information for technical support resources. See Section 3.19 Contact Us for more information.

### **3.5.2.7 Log Off**

The Log Off menu option allows you to log off the Formulas Online system. See Section 3.20 Log Off for more information.

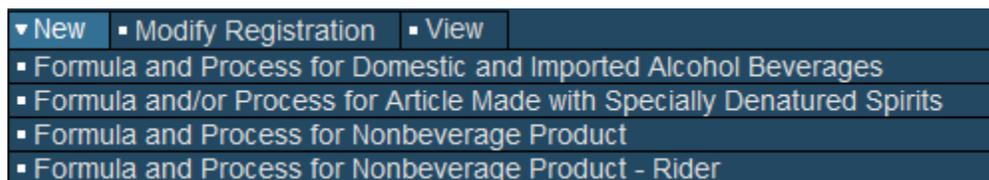
### **3.5.2.8 Search**

The Search menu option allows you to perform a quick or advanced search to locate a submission, sample, or formula. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

### 3.5.3 Drop-Down Menus

The New drop-down menu option allows you to create new submissions in the Formulas Online system. Figure 80 details the New drop-down menu option. See Section 3.7 Creating and Submitting Submissions (by Type) for more information.

**Figure 80: Drop-Down Menus – New**



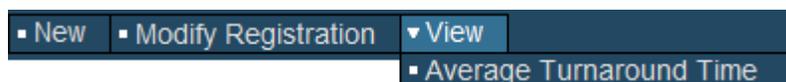
The Modify Registration drop-down menu option allows you to modify your registration information. Figure 81 details the Modify Registration drop-down menu option. See Section 3.4.4 Modify a User Registration for more information.

**Figure 81: Drop-Down Menus – Modify Registration**



The View drop-down menu option allows you to view the Average Turnaround Time report for all submission types. See Section 3.5.11 Average Turnaround Time Report for more information.

**Figure 82: Drop-Down Menus – View**



### 3.5.4 Tabs

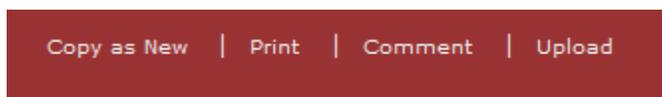
A row of tabs is at the top of every submission. Use the tabs to enter information pertaining to a submission, such as entering or viewing comments and/or attaching or viewing related documents. Tabs may vary by the operations you are allowed to perform. Figure 83 details common tab items.

**Figure 83: Common Tab Items**



### 3.5.5 Action Bars

Action bars are used to perform actions on the submission you are working with. Available actions may vary depending on the submission status. If the item displays here as an action name and is relevant to your submission status, it will be available to you in the action bar of your submission. Figure 84 details common action bar items. Table 4 lists common action bar options and their descriptions.

**Figure 84: Common Action Bar Items****Table 4: Formulas Online Action Bar Options**

Action Name	Description
Comment	Displays the Comment pop-up window for you to add a comment to the submission.
Copy as New	Creates and opens a new submission from a copy of the current submission.
Notify	Displays the Create E-Mail pop-up window for you to compose and send an e-mail notification to a TTB staff member or the Submitter.
POA Form	Downloads a .PDF Power of Attorney form for printing to be included with a User Registration Request.
Print	Displays a printer-friendly version of the submission.
SA Form	Downloads a .PDF Signature Authority form for printing to be included with a User Registration Request.
Surrender	Enables you to surrender an approved formula in "Closed" status. After a confirmation message box, the system changes the disposition to "Surrendered."
Upload	Displays the Upload pop-up window for you to upload a file and associate it with the submission.
Withdraw	Enables you to withdraw an in-process submission – before it reaches the "Closed" status. After a confirmation message box, the system changes the submission status to "Withdrawn."

### 3.5.6 Listing Pages

Once you have performed a search, the application displays results (if any) on a listing page. Listing pages display links to submissions associated with the sample, formula, or submission. Selecting a link displays the Detail page, which presents the selected record.

### 3.5.7 Detail Pages

Detail pages display specific submission-related items selected from a listing page and, if the submission is not "Closed," allow you to correct (if applicable) and resubmit the submission for validation and processing.

### 3.5.8 Common Functions

The following are common functions in the Formulas Online system:

- Checkboxes appear beneath the action bar and above the main page content on pages as appropriate. If the option is not available, the checkbox will not be selectable. See Figure 85.

**Figure 85: Common Functions – Checkboxes**

Paper Submission

- Characters left counts appear beneath text entry fields as appropriate. The system limits the number of characters you are allowed to enter in given fields and counts down to let you know when you are nearing the limit. See Figure 86.

**Figure 86: Common Functions – Characters Left Count**

## Comment

### 3.5.9 Buttons and Controls

Table 5 lists the buttons and controls available in the Formulas Online system and describes their functions.

**Table 5: Buttons and Controls**

Button/Control	Function
* (asterisk)	Indicates input that is mandatory unless the submission is being saved as draft.
?	Provides help text associated with a particular field or section.
Add	Displays a pop-up window to add another line of data to a section of the submission. For example, when you select the <b>Add</b> button in an Ingredient section, the Ingredient pop-up window is displayed for the entry of a new ingredient.
Apply Sort	Sorts selected columns in ascending/descending order.
Cancel	Deletes the draft submission after a confirmation message box.
Cancel (confirmation message box)	Cancels any changes made to the data (if editable) and closes the confirmation message box.

Button/Control	Function
CC	Use to designate a selected person (by role) as additional recipient of e-mail.
Clear	Removes the data entered. Only applicable for search screens.
Clear Sort	Clears sort criteria.
Continue	Allows user to add data to the submission and continue to the next step
Delete	After displaying a confirmation message box, deletes the rows that were selected.
Find FID	Locates the FID sheet associated with the flavor.
Get User Profile Questions	Displays the Authentication Questions from the User Registration.
Go	Executes the Surrender functions or the action selected in the For Selected Samples drop-down list (Enter Date Sent or Print Sample ID Sheet).
Group	Groups ingredients together by type.
Link	Allows you to link other submissions to this submission.
Next	Displays the next screen in the data entry sequence.
OK (confirmation message box)	Saves changes/entry and closes the confirmation message box.
Previous	Displays the previous screen in the data entry sequence.
Print	Displays the Print Submission pop-up window.
Print This Page	Prints the Sample ID Sheet in a printer-friendly format.
Save	For existing submissions being edited, validates and saves the contents of the screen. All changes to data must be saved explicitly or submitted in order for the updates to be made permanently to the submission.
Save As Draft	Saves the submission without validating or submitting it for processing. Stays on the same page – does not exit the submission.
Search	Executes a search.
Select (checkbox to left of each line item)	Selects a line item to take a specific action on. Most often used in lists to select items for deletion.
Send	Sends the e-mail message.
Set New Password	Permits you to change or reset an existing password.
Submit	Validates the entire submission and, if valid, displays and requires acknowledgement of the Perjury Statement. Once validated, the submission is saved and submitted for processing. When acknowledged, display confirmation page.
To	Designates a selected person (by role) as primary recipient of e-mail.
Tool Tip (shown when mouse moves over field)	Displays short help description for fields, section headers, labels, actions and buttons, where needed.
Ungroup	Ungroups ingredients that were grouped together by type.
Upload	Uploads items that Formulas Online will associate with the submission
Validate	Verifies field contents with Formulas Online prior to submission. Every time you select the <b>Validate</b> button, the system reviews what was entered throughout the entire submission.

### 3.5.10 Navigation Options

The following are navigation options in the Formulas Online system:

- You may use the mouse to select any button.
- You may use the **Tab** key to navigate from field to field on the screens. You cannot use Tab functions within text boxes.

- All buttons can be selected or activated using the **Enter** key. You must tab to the appropriate button and select the **Enter** key.
- To activate a radio button or checkbox tab to the option and select the **Spacebar**.
- You may view Tool Tips, which are brief descriptions of fields, by moving the mouse pointer over editable fields. Tool Tips display, only where needed, one-by-one as you place your cursor over a text box. See Figure 87.

**Figure 87: Tool Tip**

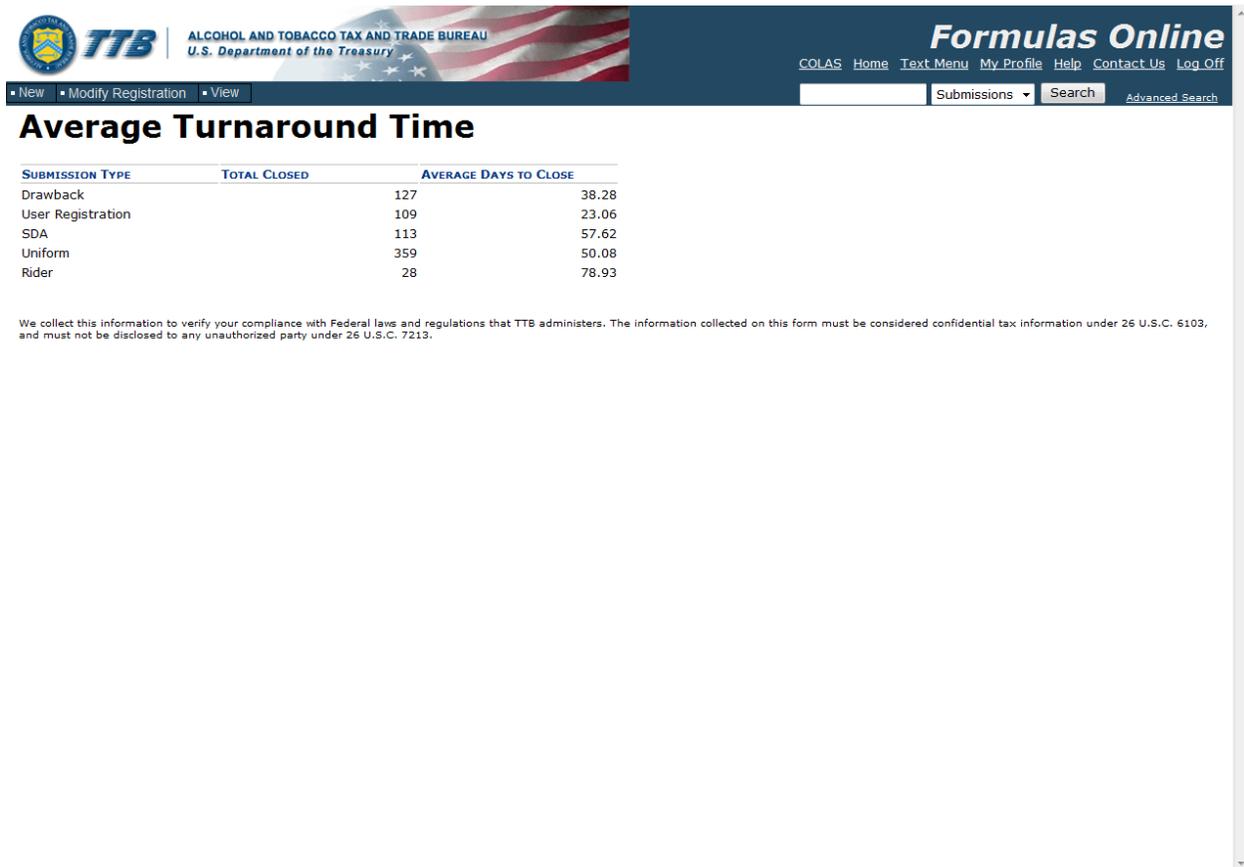


### 3.5.11 Average Turnaround Time Report

The Average Turnaround Time report details the current average number of days from open to close for all submission types. Follow these steps to view the Average Turnaround Time report:

1. Select **Average Turnaround Time** from the View drop-down menu. The Average Turnaround Time report displays. See Figure 88.

Figure 88: Average Turnaround Time Report



### 3.6 HOME PAGE (MY SUBMISSIONS)

The My Submissions home page is the default page displayed upon a successful login. You may also select the [Home](#) link in the main navigation banner to access the page at any time. The My Submissions home page displays a list of your submissions. Figure 89 details the My Submissions home page.

Figure 89: Home Page (My Submissions)

**My Submissions**

Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)

Surrender

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1301321		-	User Registration	N	Closed	05/10/2011	TTB	
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301448		-	User Registration	N	Closed	05/27/2011	TTB	
1301461		OH-W-999 - 1234	Uniform	N	Draft		-	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1302004		-	Uniform	N	Draft		-	
1302006		-	Uniform	N	Draft		-	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	

From the My Submissions home page, you will be able to:

- Create a new submission
- Edit an existing submission by selecting the [Submission ID](#) link
- Search for a submission
- View and sort a list of your submissions
- View the details of a submissions by selecting the [Submission ID](#) link

The following information is available for each type of submission:

- **Submission ID** – Link to the submission
- **TTB Formula ID** – Tells you the TTB Formula ID for the submission
- **Company Formula #** – Tells you the Company Formula # for the submission
- **Type** – Tells you the submission type
- **Paper** – Indicates if the submission was e-filed or paper-filed

- **Submission Status** – Includes the following statuses for the respective submission type:
  - **Uniform** –
    - Approved
    - Cancelled
    - Closed
    - Draft
    - Expired
    - In Process
    - Needs Correction
    - Rejected
    - Revoked
    - Surrendered
    - Withdrawn
  - **SDA** –
    - Approved
    - Cancelled
    - Closed
    - Draft
    - Disapproved
    - In Process
    - Needs Correction
    - Returned
    - Withdrawn
  - **Drawback** –
    - Approved
    - Approved for Export Only
    - Cancelled
    - Closed
    - Disapproved
    - Disapproved (Domestic)
    - Draft
    - Fit for Bev Purposes (Foreign)
    - In Process
    - Needs Correction
    - No Action
    - Returned
    - Withdrawn
  - **Rider** –
    - Approved
    - Approved for Export Only
    - Cancelled
    - Closed
    - Disapproved
    - Disapproved (Domestic)
    - Draft
    - Fit for Bev Purposes
    - In Process
    - Needs Correction
    - No Action
    - Returned

- Withdrawn
- **User Registration** –
  - Cancelled
  - Closed
  - Draft
  - In Process
  - Needs Correction
  - Withdrawn
- **Submission Date** – The date the submission was submitted; submissions in “Draft” status will not have a submission date
- **Submitter** – Name of the user who submitted the submission
- **Product** – Product or Brand Name

### Sorting Submission Listing Pages

You are able to sort submission listing pages. You may sort by more than one column. Select the column headings in the order you want to sort by. Selecting a heading once sorts the column in ascending order – the arrow points up (↑). Selecting it again sorts the column in descending order – the arrow points down (↓). Sortable columns appear to be underlined when you hover over them.

Follow these steps to perform a sort:

1. Select the column headers in the order you want to sort them. See Figure 90.

Figure 90: Sorting – Sortable Columns Selected

The screenshot shows the 'Formulas Online' interface. At the top, there is a navigation bar with the TTB logo and 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. On the right, it says 'Formulas Online' with links for COLAS, Home, Text Menu, My Profile, Help, Contact Us, and Log Off. Below this is a search bar with 'Submissions' selected and a 'Search' button. The main heading is 'My Submissions'. Below the heading are 'Apply Sort' and 'Clear Sort' buttons. A status line indicates 'Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)'. A 'Surrender' radio button is selected. The table below has the following columns: SUBMISSION ID, TTB FORMULA ID, COMPANY FORMULA#, TYPE, PAPER, SUBMISSION STATUS (with an up arrow), SUBMISSION DATE, SUBMITTER, and PRODUCT. The table contains 22 rows of submission data.

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS ↑1	SUBMISSION DATE	SUBMITTER	PRODUCT
1301321		-	User Registration	N	Closed	05/10/2011	TTB	
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301448		-	User Registration	N	Closed	05/27/2011	TTB	
1301461		OH-W-999 - 1234	Uniform	N	Draft	-	-	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1302004		-	Uniform	N	Draft	-	-	
1302006		-	Uniform	N	Draft	-	-	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	

- When you are ready to sort, select the **Apply Sort** button. The columns display the data in the desired order. See Figure 91.

Figure 91: Sorting – Sorted Columns

The screenshot shows the 'Formulas Online' interface for the Alcohol and Tobacco Tax and Trade Bureau. The page title is 'My Submissions'. Below the title are buttons for 'Apply Sort' and 'Clear Sort'. A status bar indicates 'Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)'. A radio button labeled 'Surrender' is selected. The main content is a table with the following columns: SUBMISSION ID, TTB FORMULA ID, COMPANY FORMULA#, TYPE, PAPER, SUBMISSION STATUS (with an upward arrow and '1'), SUBMISSION DATE, SUBMITTER, and PRODUCT. The table contains 22 rows of data, with the 'SUBMISSION STATUS' column sorted in ascending order.

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS ↑1	SUBMISSION DATE	SUBMITTER	PRODUCT
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1365575	1289604	POMPURE - POM PURE EXTRACTS	SDA	N	In Process	03/13/2011	Jane Smith	POM EXTRACT
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301461		OH-W-999 - 1234	Uniform	N	Draft		-	
1302004		-	Uniform	N	Draft		-	
1302006		-	Uniform	N	Draft		-	
1377435	1142012	OH-W-999 - 555555	Uniform	N	In Process	08/30/2011	Jane Smith	POM WINE
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1377431		-	User Registration	N	In Process	08/30/2011	TTB	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	

3. Select the **Clear Sort** button to clear the selected parameters.

► **Note:** If a column does not display an underline when you hover over it, it is not sortable.

### 3.7 CREATING AND SUBMITTING SUBMISSIONS (BY TYPE)

This section discusses the basic information for creating and submitting submissions (by type) in the Formulas Online system. This section includes the following information:

- **Formula and Process for Domestic and Imported Alcohol Beverages (Uniform)** – See Section 3.7.1 Formula and Process for Domestic and Imported Alcohol Beverages (Uniform)
- **Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA)** – See Section 3.7.2 Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA)
- **Formula and Process for Nonbeverage Product Request (Drawback)** – See Section 3.7.3 Formula and Process for Nonbeverage Product Request (Drawback)
- **Formula and Process for Nonbeverage Product Request (Rider)** – See Section 3.7.4 Formula and Process for Nonbeverage Product Request (Rider)

#### 3.7.1 Formula and Process for Domestic and Imported Alcohol Beverages (Uniform)

This section discusses the basic information for Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submissions in the Formulas Online system. This section includes the following information:

- **General Uniform Information** – See Section 3.7.1.1 General Uniform Information
- **Create a New Uniform Submission** – See Section 3.7.1.2 Create a New Uniform Submission

##### 3.7.1.1 General Uniform Information

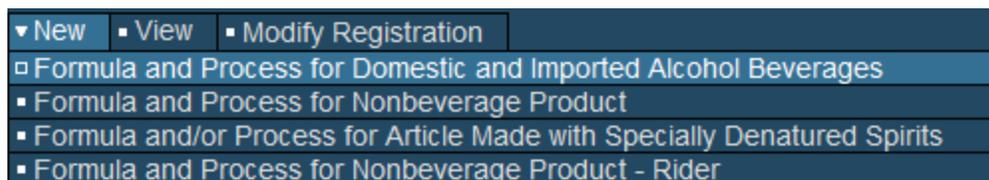
These screens allow you to create, edit, verify, and submit a new Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submission in the Formulas Online system. Uniform submissions give detailed information about the formula, ingredients, and process for the beverage alcohol submission, including any documents associated with an ingredient.

##### 3.7.1.2 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 92.

**Figure 92: Create a New Uniform – Select New Drop-Down Menu**



The Company pop-up window displays. See Figure 93.

Figure 93: Create a New Uniform – Select Company Product Source

# Company

\* fields are required.

\* Product Source:



The screenshot shows a web form with a dropdown menu for 'Product Source'. The dropdown menu is open, showing three options: 'Domestic', 'Import', and 'For Export Only'. The 'Domestic' option is currently selected. To the right of the dropdown menu are two buttons: 'Continue' and 'Cancel'.

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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 94.

Figure 94: 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-77777 - 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 95. If you select **Importer** as the product source, the Foreign Manufacturer address information also displays. See Figure 96.

Figure 95: Create a New Uniform – Company (Domestic and For Export Only)

# Company

\* fields are required.

\* Product Source: Domestic  
\* Permit Number: POM INC. - OH-W-999 - ACT

### Permit Holder Address:

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

### Submitter Mailing Address:

Address Format: USPS Domestic  
\* Street: 4444 Orchard Lane  
\* City: Saint Petersburg  
\* State: FL  
\* Zip: 33738 -

Continue Cancel

Figure 96: Create a New Uniform – Company (Import)

# Company

\* fields are required.

\* Product Source:

\* Permit Number:

## Permit Holder Address:

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

## Submitter Mailing Address:

Address Format:

\* Street:

\* City:

\* State:

\* Zip:  -

## Foreign Manufacturer Address:

Address Format:

\* Name:

Street:

City:

Country:

Region:

Province:

Foreign Postal Code:



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- 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.

5. Select the **Continue** button. The Superseded Formula pop-up window displays. See Figure 97.

Figure 97: 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 99.
  - b. If you are superseding an existing formula:
    - i. Select the Supersede Existing Formula radio button. The Superseded Formula fields display. See Figure 98.

Figure 98: 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 99.

## Company/Address Detail

Figure 99: Create a New Uniform – Company Tab with Company Address Added

**Uniform**

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

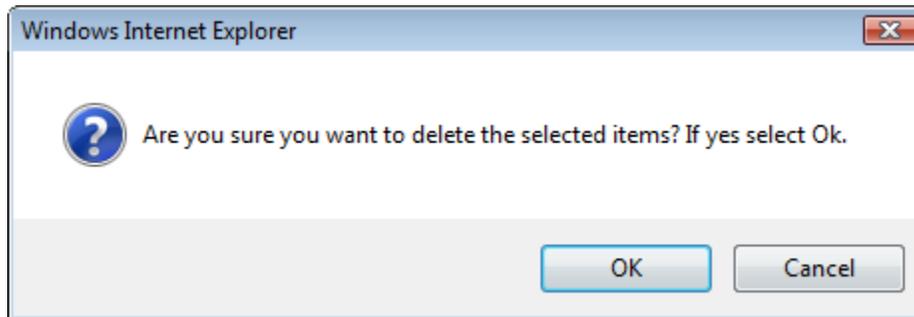
Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. 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 100. Select the **OK** button to confirm.

**Figure 100: 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 101.

Figure 101: Create a New Uniform – Address Pop-Up Window

# Address

\* fields are required.

\* Address Type:

OK

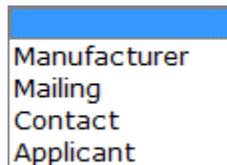
Cancel

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 104.

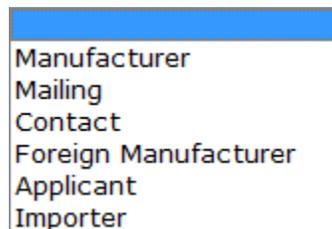
► **Note:** The address type options available depend on the product source you selected earlier. See Figure 102 for the address type options available for Domestic and For Export Only. See Figure 103 for address type options available for Import.

Figure 102: Create a New Uniform – Address Type (Domestic and For Export Only)



- Manufacturer
- Mailing
- Contact
- Applicant

Figure 103: 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 104. If you select **Foreign** for Address Format, additional address fields display. See Figure 105.

Figure 104: Create a New Uniform – Address Fields (Domestic)

# Address

*\* fields are required.*

\* **Address Type:**

**Address Format:**

\* **First Name:**

\* **Last Name:**

**Street:**

**City:**

**State:**

**Zip:**  -



Figure 105: Create a New Uniform – Address Fields (Foreign)

# Address

\* fields are required.

* Address Type:	Applicant ▼
Address Format:	Foreign ▼
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="Country"/>
Region:	<input type="text"/>
Province:	<input type="text"/>
Foreign Postal Code:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

► **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 107.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 106.

Contacts

Figure 106: 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 107: Create a New Uniform – Main Tab

### Uniform \*

Main
Formula
Samples
Company
Comments
Docs/Links

Print | Comment | Upload

Paper Submission

\*  Create New Formula \*  Supersede Existing Formula \*

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

\* Commodity:

Product Name:

\* Class/Type: \*

Type Description:

250 characters left

\* Company Formula #: OH-W-999

\* Product Source: Domestic

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.
  - 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 108.

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

COMPANY FORMULA #	TTB FORMULA ID

Add Delete

- ii. Select the **Add** button. The Superseded Formula pop-up window displays. See Figure 109.

## Superseded Formula

**Figure 109: Create a New Uniform – Superseded Formula Pop-Up Window**

# Superseded Formula

**Superseded Formula**

TTB Formula ID:

OR

Permit Number:  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.

- 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 110.

**Figure 110: Create a New Uniform – Superseded Formula Added**

Supersedes Formula	
<input type="checkbox"/> COMPANY FORMULA #	TTB FORMULA ID
<input type="checkbox"/> OH-W-999 - 2222222	
<input type="button" value="Add"/>	<input type="button" value="Delete"/>

► **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 111: Create a New Uniform – Class/Type Specified**

\*  Create New Formula  Supersede Existing Formula

TTB Formula ID: \_\_\_\_\_

Company ID: OH-W-999

Company Name: POM INC.

Company Formula #: OH-W-999 - 12345

Commodity: Wine

Product Name: POM WINE

Product Source: Domestic

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 112.

## Summary

**Figure 112: Create a New Uniform – Formula Tab (Volume/Weight Measurement Type)**

The screenshot shows the 'Uniform' form with the 'Formula' tab selected. The 'Summary' section contains the following fields and options:

- Measurement Type:** Radio buttons for 'Percentage' and 'Volume/Weight' (selected).
- Measurement Units:** Radio buttons for 'English' (selected) and 'Metric'.
- Total Yield:** A text input field with a dropdown arrow.
- Alcohol Content of Finished Product:** Three input fields labeled 'LOW', 'HIGH', and 'UNIT'. The 'UNIT' field has a dropdown menu set to '% by Volume'.

**Figure 113: Create a New Uniform – Formula Tab (Percentage Measurement Type)**

The screenshot shows the 'Uniform' form with the 'Formula' tab selected. The 'Summary' section contains the following fields and options:

- Measurement Type:** Radio buttons for 'Percentage' (selected) and 'Volume/Weight'.
- Total Yield:** A text input field containing '100' and a dropdown menu set to 'Percentage'.
- Alcohol Content of Finished Product:** Three input fields labeled 'LOW', 'HIGH', and 'UNIT'. The 'UNIT' field has a dropdown menu set to '% by Volume'.

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.

► **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 114: Create a New Uniform – Ingredients**

The screenshot displays the 'Ingredients' section of a software interface, organized into four sub-sections:

- FERMENTABLE INGREDIENTS:** Contains a table with columns: NAME, GROUP, LOW, HIGH, UNIT. One entry is 'POM Fermented Seeds' with a quantity of 1.0 and unit 'ppm'.
- FINISHED ALCOHOL:** Contains a table with columns: NAME, GROUP, LOW, HIGH, UNIT, ALCOHOL BY VOLUME (LOW, HIGH), FORMULA ID, COMMODITY. One entry is 'POM Finished Alcohol' with a quantity of 1.0, unit 'qt.', and commodity 'Wine'.
- FLAVORS:** Contains a table with columns: NAME, GROUP, LOW, HIGH, UNIT, TYPE, COMPND?, FORMULA #, FORMULA ID. Two entries are listed: 'POM Saffron Flavor' (unit 'tsp.', type 'Natural') and 'POM Rose Flavor' (unit 'pt.', type 'Natural').
- OTHER INGREDIENTS:** Contains a table with columns: NAME, GROUP, LOW, HIGH, UNIT, TYPE, DESCRIPTION. One entry is 'POM Extracted Concentrate' with a quantity of 1.0, unit 'c.', and type 'Other'.

Each sub-section includes 'Group', 'Ungroup', 'Add', and 'Delete' buttons.

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

## Ingredients (Fermentable Ingredient)

Figure 115: 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 115.
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 116.

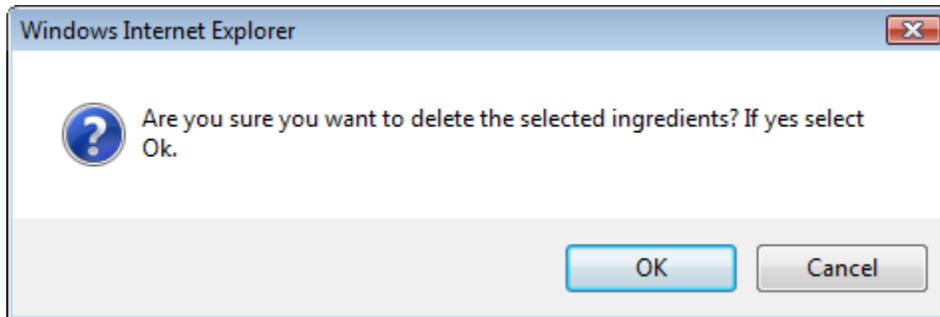
**Figure 116: Create a New Uniform – Fermentable Ingredients Information Added**

FERMENTABLE INGREDIENTS 				
			-----QUANTITY-----	
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT
<input type="checkbox"/> <a href="#">POM Fermented Seeds</a>		1.0		ppm

5. Repeat the steps to add all fermentable ingredient information to the 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 117. Select the **OK** button to confirm.

**Figure 117: Create a New Uniform – Delete Fermentable Ingredient Confirmation**



Ingredients (Finished Alcohol Ingredient)

Figure 118: 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

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

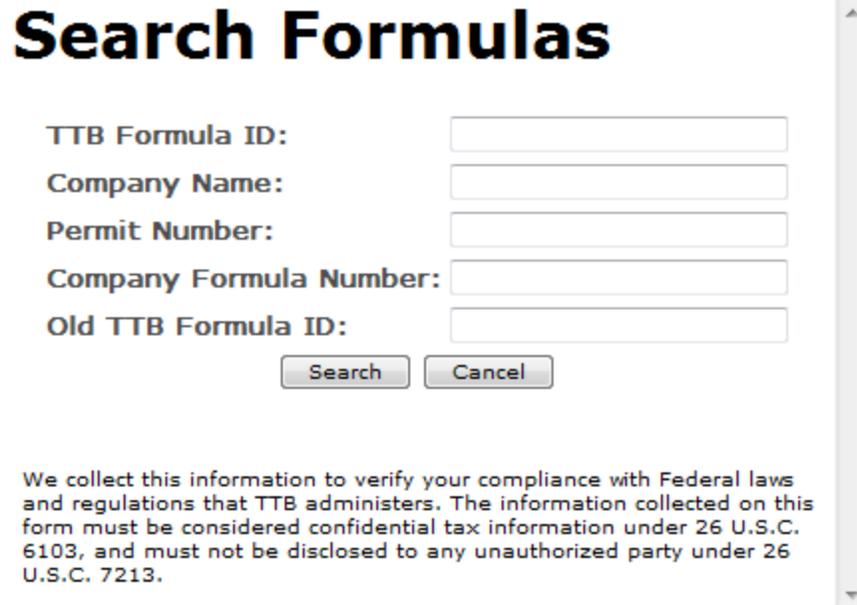
1. Select the **Add** button in the Finished Alcohol section. The Finished Alcohol Ingredient pop-up window displays. See Figure 118.
2. Enter the finished alcohol ingredient information in the available fields.

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

► **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 119.

Figure 119: 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 120.

Figure 120: 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

Clear 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.

- 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 121.

Figure 121: Create a New Uniform – Finished Alcohol Information Added

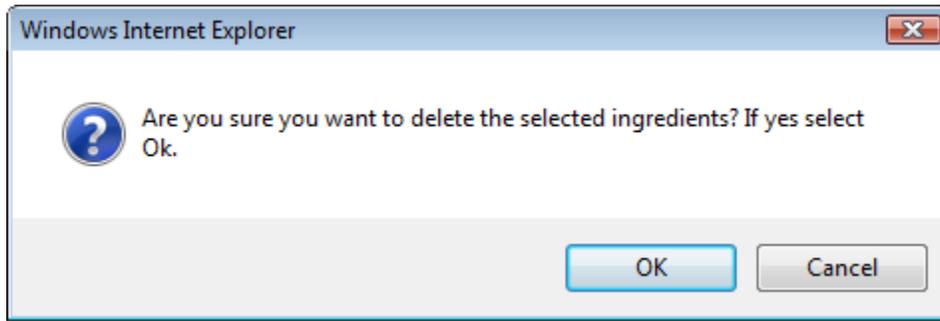
FINISHED ALCOHOL		-----QUANTITY-----			ALCOHOL BY VOLUME		TTB
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID
<input type="checkbox"/> <a href="#">POM Finished Alcohol</a>		1.0		qt.	1		Wine

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 122. Select the **OK** button to confirm.

**Figure 122: Create a New Uniform – Delete Finished Alcohol Ingredient Confirmation**



Ingredients (Flavor Ingredient)

**Figure 123: 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 123.

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 124.

**Figure 124: Create a New Uniform – 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.

- Enter the search criteria in the available fields.
- Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 125.

Figure 125: 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.

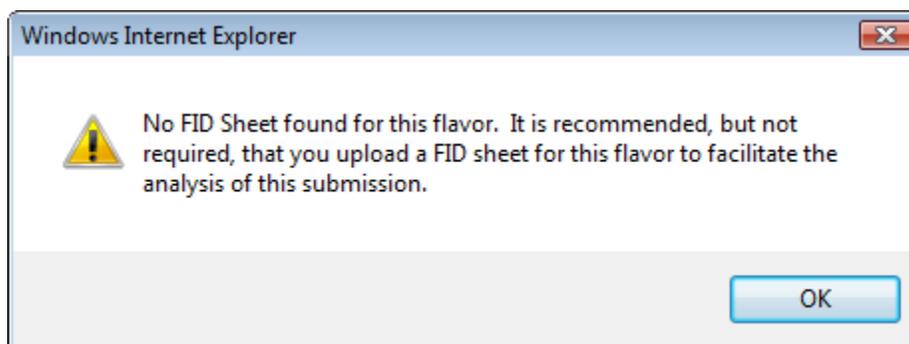
- c. Select the [TTB Formula ID](#) link. The Formulas Search Results pop-up window closes and the Flavor Alcohol Ingredient pop-up window displays. The TTB Formula ID, Permit Number, and Company Formula ID fields are populated.

► **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.

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 126.

Figure 126: 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 127.

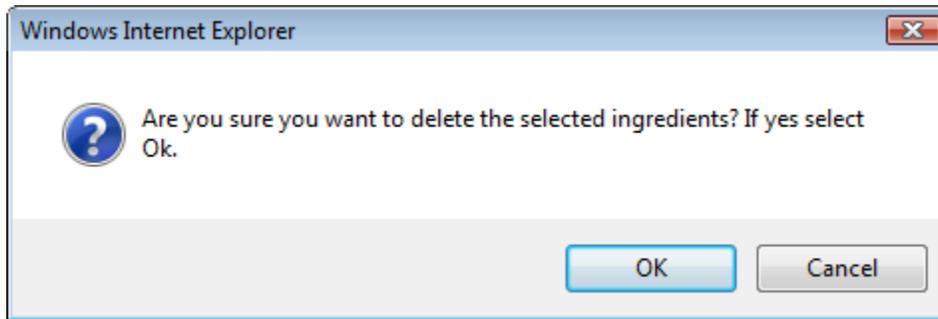
**Figure 127: Create a New Uniform – Flavor Ingredient Information Added**

FLAVORS		-----QUANTITY-----					COMPANY	TTB
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<input type="checkbox"/> <a href="#">POM Saffron Flavor</a>		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 128. Select the **OK** button to confirm.

**Figure 128: Create a New Uniform – Delete Flavor Ingredient Confirmation**



## Ingredients (Other Ingredient)

Figure 129: 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

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 129.
  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 130.

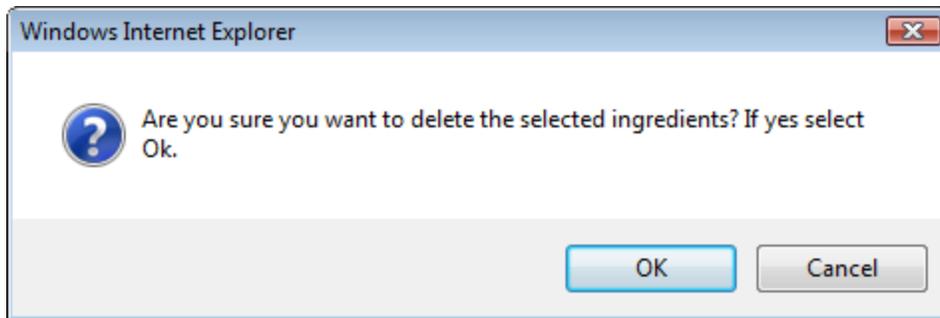
**Figure 130: Create a New Uniform – Other Ingredient Information Added**

OTHER INGREDIENTS						
NAME	GROUP	QUANTITY		UNIT	TYPE	DESCRIPTION
		LOW	HIGH			
<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 131. Select the **OK** button to confirm.

**Figure 131: Create a New Uniform – Delete Other Ingredient Confirmation**



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

**Figure 132: Create a New Uniform – Attachment Pop-Up Window**

## Attachment

**Uploaded File Information**

\* Description:

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:

1. Select the **Add** button. The Attachment pop-up window displays. See Figure 132.
  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 133: Create a New Uniform – Attachment Information Added**

Ingredient Documents			
TYPE	NAME	DATE	
Other	Attachment containing information about POM Finished Alcohol ingredient	07/19/2011	<a href="#">edit</a>

► **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

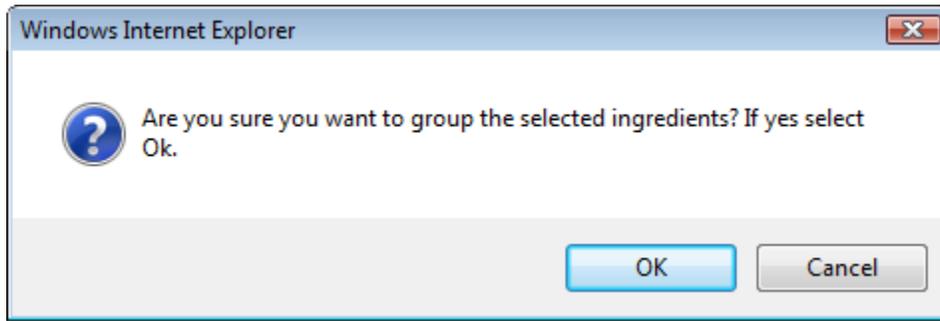
1. Select the checkboxes next to the ingredients within types. See Figure 134.

**Figure 134: Create a New Uniform – Group Ingredients Selected**

FLAVORS		QUANTITY					COMPND?	COMPANY	TTB
<input checked="" type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE		FORMULA #	FORMULA ID	
<input checked="" type="checkbox"/> <a href="#">POM Saffron Flavor</a>		1.0		tsp.	Natural	<input type="checkbox"/>	-		
<input checked="" type="checkbox"/> <a href="#">POM Rose Flavor</a>		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 135.

**Figure 135: 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 136.

**Figure 136: 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.

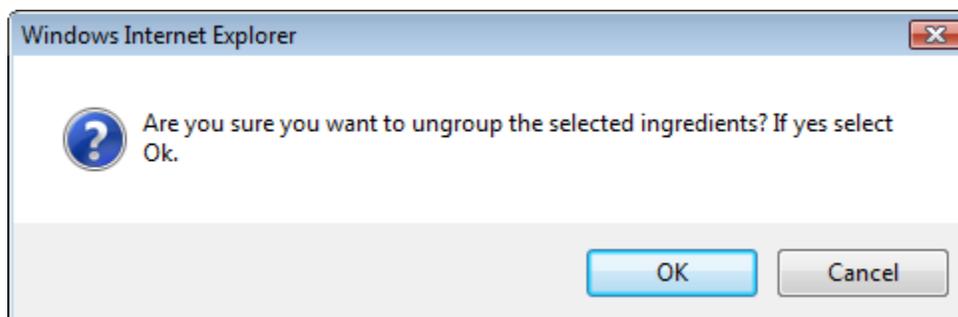
4. Enter the group information in the available fields.
- **Note:** Fields marked with asterisks (\*) are required fields.
5. Select the **OK** button. The Ingredient Group pop-up window closes and the Formula tab displays. The group name is added in the ingredient section. See Figure 137.

**Figure 137: Create a New Uniform – Ingredient Group Information Added**

FLAVORS		-----QUANTITY-----					COMPND?	COMPANY	TTB
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"/>	-		

► **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 138. Select the **OK** button to confirm. The confirmation message box closes and the group name is removed from the ingredient section.

**Figure 138: Create a New Uniform – Ungroup Ingredients Confirmation**



## Method of Manufacture/Process of Production

**Figure 139: Create a New Uniform – Method of Manufacture/Process of Production**

A screenshot of a web form titled "Method of Manufacture/Process of Production". At the top, there is a checkbox labeled "Method of Manufacture Process received separately". Below this is a text area labeled "Description:". At the bottom of the form, there are several navigation buttons: "< Previous", "Save as Draft", "Validate", "Cancel", "Submit", and "Next >".

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 Section 3.9.1 Upload Attachments 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 140.

## Sample Detail

**Figure 140: Create a New Uniform – Samples Tab**

**Uniform** 

Paper Submission

**Sample Detail** 

<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="button" value="Add"/>							

► **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 141.

Figure 141: Create a New Uniform – Sample Pop-Up Window

# Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:

250 characters left

Date Sent:

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 142.

Figure 142: 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:

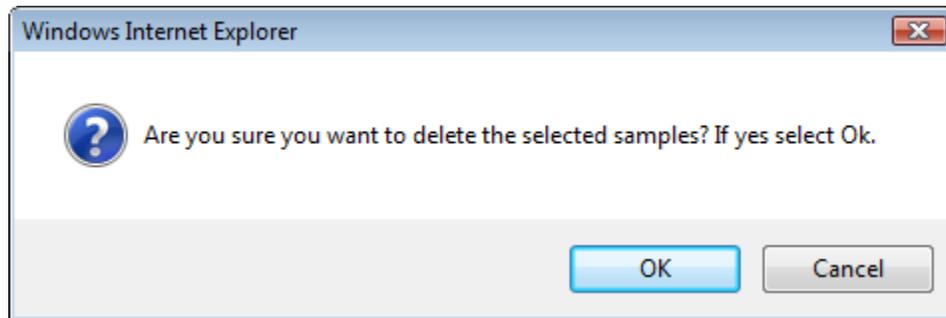
<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> Pending		1.0	liter		POM SAMPLE		

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 143. Select the **OK** button to confirm.

**Figure 143: 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
- 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 144.

Figure 144: 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.

Main
Formula
Samples
Company
Comments
Docs/Links

Copy as New
Print
Comment
Upload

Paper Submission

Submission ID: 1318863      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 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 145.

Figure 145: 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.

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 146.

**Figure 146: 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 147: Create a New Uniform – Unauthorized Users Tab**

## Uniform



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

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 148.

Figure 148: 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 149.

**Figure 149: 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

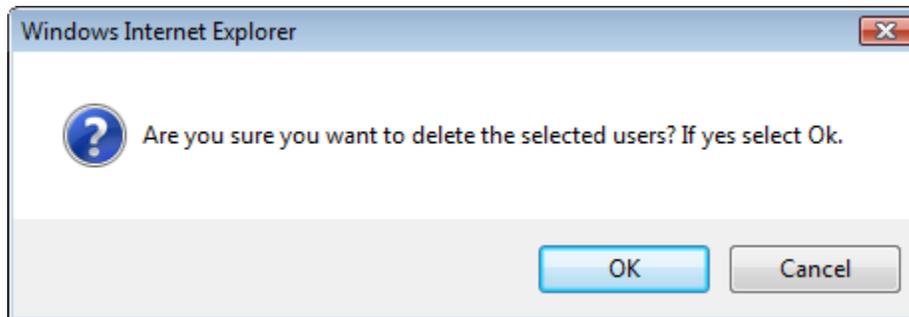
<input type="checkbox"/> COLAS User ID	USER NAME
<input type="checkbox"/> 12263	Natalia Sherman

Add Delete

Save

4. Select the **Save** button.

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

**Figure 150: Create a New Uniform – Delete Unauthorized User Confirmation**

#### 3.7.1.2.1 Enter a Sample Sent Date for Uniform Submissions

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

#### 3.7.1.2.2 Print a Sample ID Sheet for Uniform Submissions

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

#### 3.7.1.2.3 Comments and Docs/Links for Uniform Submissions

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

#### 3.7.1.2.4 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 Section 3.10 Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

#### 3.7.1.2.5 *Copy an Existing Uniform Submission*

See Section 3.11 Copying Existing Submissions for copy instructions.

#### 3.7.1.2.6 *Print a Uniform Submission*

See Section 3.12 Printing Submissions for print instructions.

#### 3.7.1.2.7 *Withdraw a Uniform Submission*

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

### 3.7.2 Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA)

This section discusses the basic information for Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submissions in the Formulas Online system. This section includes the following information:

- **General SDA Information** – See Section 3.7.2.1 General SDA Information
- **Create a New SDA Submission** – See Section 3.7.2.2 Create a New SDA Submission

#### 3.7.2.1 General SDA Information

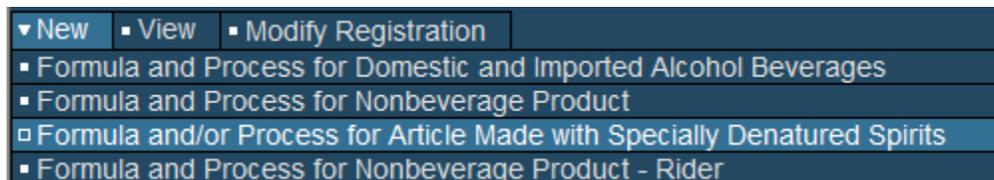
These screens allow you to create, edit, verify, and submit a new Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submission in the Formulas Online system. SDA is alcohol to which denaturing materials have been added. [Title 27 Code of Federal Regulations part 21](#) lists all the SDA formulas authorized by TTB. Manufacturers may use SDA in the manufacture of any product that is not intended for consumption. Generally, SDA is used in cosmetic products but its use extends to pharmaceuticals, chemical manufacturing, and products where SDA is the solvent or reactant.

#### 3.7.2.2 Create a New SDA Submission

Follow these steps to create a new Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submission:

1. Select **Formula and/or Process for Article Made with Specially Denatured Spirits** from the New drop-down menu. See Figure 151.

**Figure 151: Create a New SDA – Select New Drop-Down Menu**



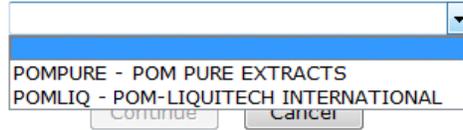
The Company pop-up window displays. See Figure 152.

Figure 152: Create a New SDA – Select Company Name

## Company

\* fields are required.

\* Company Name:



A screenshot of a web form showing a dropdown menu for selecting a company name. The dropdown is open, displaying two options: "POMPURE - POM PURE EXTRACTS" and "POMLIQ - POM-LIQUITECH INTERNATIONAL". Below the dropdown are two buttons: "Continue" and "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.

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 153.

Figure 153: Create a New SDA – 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 154.

## Formula Action

Figure 154: Create a New SDA – Formula Action Pop-Up Window

# Formula Action

\* Action:  Create New Formula  Revise 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.

1. Create a new formula or revise 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 156.
    - b. If you are revising an existing formula:
      - i. Select the Revise Existing Formula radio button. The Revised Formula fields display. See Figure 155.
      - ii. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or entering one of the following: Article Name, Manufacturer, or Date Approved.
- **Note:** This must be a closed submission formula if the formula exists in Formulas Online.
- iii. Select the **Continue** button and proceed to [Company/Address Detail](#). The Company tab displays with the address information added. See Figure 156.

Figure 155: Create a New SDA – Revise Existing Formula

# Formula Action

\* Action:  Create New Formula  Revise Existing Formula

**Formula Identifier**

TTB Formula ID:

Article Name:

Manufacturer:

Date Approved:  

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.

## Company/Address Detail

Figure 156: Create a New SDA – Company Tab with Company Address Added

### SDA

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

[Print](#) | [Comment](#) | [Upload](#)

Paper Submission

**Company/Address Detail **

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

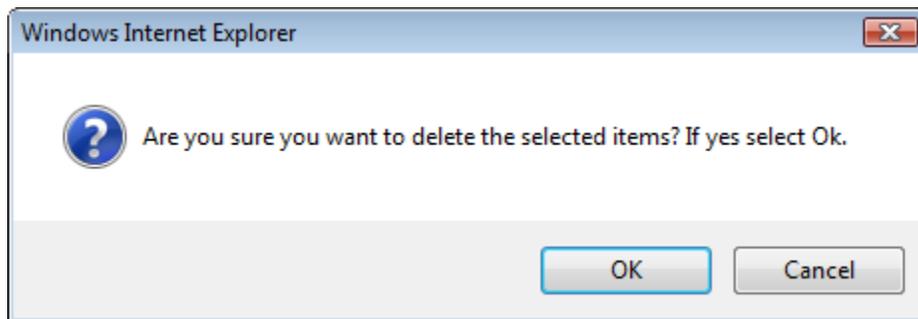
► **Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for 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 157. Select the **OK** button to confirm.

**Figure 157: Create a New SDA – Delete Address Confirmation**



2. Select the **Add** button to add a new address. The Address pop-up window displays. See Figure 158.

Figure 158: Create a New SDA – Address Pop-Up Window

# Address

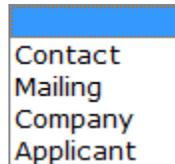
\* fields are required.

\* Address Type:

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 159. The system displays the address fields. See Figure 160.

Figure 159: Create a New SDA – Address Type



Contact
Mailing
Company
Applicant

4. Enter the company address information in the available fields. See Figure 160. If you select **Foreign** for Address Format, additional address fields display. See Figure 161.

Figure 160: Create a New SDA – Address Fields (Domestic)

# Address

*\* fields are required.*

**\* Address Type:**

**Address Format:**

**\* First Name:**

**\* Last Name:**

**Telephone:**

**E-mail Address:**

**Street:**

**City:**

**State:**

**Zip:**  -



Figure 161: Create a New SDA – Address Fields (Foreign)

# Address

\* fields are required.

* Address Type:	Contact ▾
Address Format:	Foreign ▾
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Telephone:	<input type="text"/>
E-mail Address:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="Country"/> ▾
Region:	<input type="text"/>
Province:	<input type="text"/>
Foreign Postal Code:	<input type="text"/>

► **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.

7. Select the **Next** button. The Main tab displays. See Figure 163.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 162.

Contacts

Figure 162: Create a New SDA – 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 163: Create a New SDA – Main Tab

**SDA**

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

Create New Formula  Revise Existing Formula

TTB Formula ID: \*

Company ID: \* POMPURE Company Name: POM PURE EXTRACTS

Article Name Or Use: \* POM PETRO

Article Code Number: \* 320 - PETROLEUM PRODUCTS

Article Purpose: \* LUBRICANT

**Product Packing Information**

Sizes Of Commercial Packages: \*

Product Is To Be Packaged In Pressurized Containers

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 revise an existing formula.
  - a. If you are creating a new formula:
    - i. Select the Create New Formula radio button.
  - b. If you are revising an existing formula:
    - i. Select the Revise Existing Formula radio button. The Revised Formula fields display below the radio buttons. See Figure 164.

► **Note:** You may change the submission from Revised to New by selecting the Create New Formula radio button. You will not be able to change the submission from revised to new until you remove any revised formula information.

**Figure 164: Create a New SDA – Revised Formula Fields**

ARTICLE NAME	MANUFACTURER	DATE APPROVED	TTB FORMULA ID
<input type="button" value="Add"/> <input type="button" value="Delete"/>			

- ii. Select the **Add** button. The Revised Formula pop-up window displays. See Figure 165.

Revised Formula

**Figure 165: Create a New SDA – Revised Formula Pop-Up Window**

## Revised Formula

**Formula Information**

TTB Formula ID:

Article Name:

Manufacturer:

Date Approved:

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

- i. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or entering one of the following: Article Name, Manufacturer, or Date Approved.
- **Note:** This must be a closed submission formula if the formula exists in Formulas Online.
- ii. Select the **OK** button. The Revised Formula Pop-Up window closes and the Main tab displays with the revised formula added. See Figure 166.

**Figure 166: Create a New SDA – Revised Formula Added**

ARTICLE NAME	MANUFACTURER	DATE APPROVED	TTB FORMULA ID
<a href="#">POM PETROCHEM</a>	POM PRODUCTS	07/15/2011	
<input type="button" value="Add"/> <input type="button" value="Delete"/>			

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

## Article Information/Product Packing

**Figure 167: Create a New SDA – Article Information**

* Article Name Or Use:	<input type="text" value="POM PETRO"/>
* Article Code Number:	<input type="text" value="320 - PETROLEUM PRODUCTS"/>
* Article Purpose:	<input type="text" value="LUBRICANT"/>

**Figure 168: Create a New SDA – Product Packing**

<b>Product Packing Information</b>	
* Sizes Of Commercial Packages:	<input type="text"/>
<input checked="" type="checkbox"/> Product Is To Be Packaged In Pressurized Containers	
* Type Of Propellant:	<input type="text"/>
* Ratio of Propellant To Concentrate:	<input type="text"/>

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

1. Enter the Article Name or Use in the available field. See Figure 167.
2. Select the Article Code Number from the Article Code Number drop-down list. See Figure 169.

**Figure 169: Create a New SDA – Article Code Number Drop-Down List**

730 - CUTTING OILS
740 - REFRIGERATING USES
750 - MISCELLANEOUS FLUID USES
331 - PECTIN (PROCESSING)
320 - PETROLEUM PRODUCTS
315 - MISCELLANEOUS DEHYDRATION PRODUCTS
312 - SODIUM HYDROSULFITE (DEHYDRATION)
311 - CELLULOSE COMPOUNDS (DEHYDRATION)
249 - EXTERNAL PHARMACEUTICALS (MISCELLANEOUS, USP OR NF)
244 - ANTISEPTIC SOLUTIONS (USP OR NF)
243 - LINIMENTS (USP OR NF)
241 - COLLODION (USP)
430 - PRESERVING SOLUTIONS
420 - EMBALMING FLUIDS, ETC
410 - DISINFECTANTS, FUNGICIDES, INSECTICIDES BIOCIDES
359 - MISCELLANEOUS PRODUCTS (PROCESSING)
358 - MISCELLANEOUS CHEMICALS (PROCESSING)
355 - RUBBER (LATEX) (PROCESSING)
354 - ROSIN (PROCESSING)
353 - PHOTOGRAPHIC CHEMICALS (PROCESSING)
352 - PERFUME MATERIALS (PROCESSING)
551 - ACETALDEHYDE
550 - UNKNOWN SDA CODE
540 - DYES AND INTERMEDIATES
530 - ETHYLAMINES
524 - ANHYDROUS SODIUM ETHYLATE (RESTRICTED)
523 - MISCELLANEOUS ETHYL ESTERS
522 - ETHYL CHLORIDE
521 - ETHYL ACETATE

3. Enter the Article Purpose in the available field.

4. Select the Product Is To Be Packaged In Pressurized Containers checkbox. The Product Packing Information fields display. See Figure 168.
5. Enter the Type of Propellant.
6. Enter the Ratio of Propellant To Concentrate
7. Select the **Next** button. The Formula tab displays. See Figure 170.

## SDA/SDR Formula Details

**Figure 170: Create a New SDA – Formula Tab**

**SDA** 

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

Print | Comment | Upload

Paper Submission

**Specially Denatured Alcohol(SDA) or Rum(SDR) formula** 

SDA/SDR FORMULA PROOF DENATURANTS

Add

SDA or SDR is to be recovered from the manufacturing process

\* Formula and Process: 

« Previous Save as Draft Validate Cancel Submit Next »

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

1. Select the **Add** button. The SDA/SDR Ingredient pop-up window displays. See Figure 171.

Figure 171: Create a New SDA – SDA/SDR Formula Ingredient Pop-Up Window

# Formula

**Ingredient Information**

\*SDA/SDR Formula:

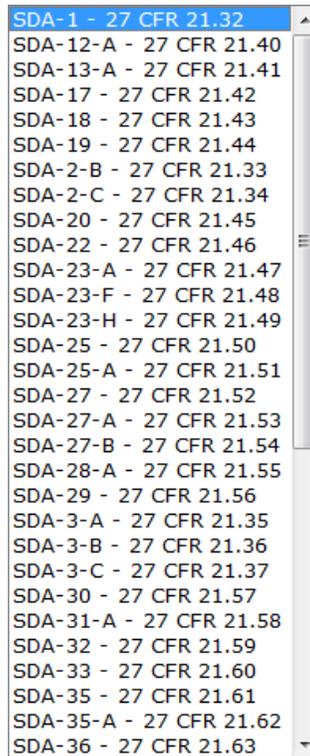
Proof:

Denaturants:

characters left

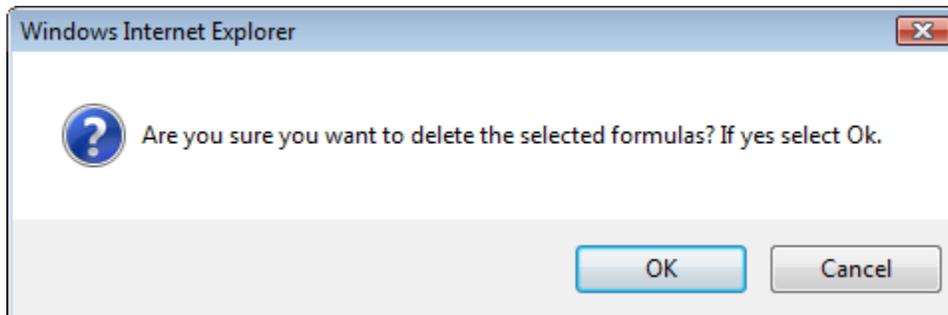
We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

2. Select SDA/SDR formula from the SDA/SDR Formula drop-down list. See Figure 172.

**Figure 172: Create a New SDA – SDA/SDR Formula Drop-Down List**

3. Enter proof and denaturants information in the available fields.
4. Select the **OK** button. The Formula tab displays. See Figure 174.
5. Repeat as many times if necessary to enter all SDA/SDR information.

► **Note:** Select the [SDA/SDR Formula](#) link to display the SDA/SDR Ingredient pop-up window and edit the SDA/SDR information. Select the checkbox next to the SDA/SDR Formula and select the **Delete** button to delete the SDA/SDR Formula. A confirmation message box displays prompting you to confirm your action. See Figure 173. Select the **OK** button to confirm.

**Figure 173: Create a New SDA – Delete SDA/SDR Formula Confirmation**

## Formula and Process

**Figure 174: Create a New SDA – Formula Tab with Formula and Process Added**

**SDA**

Main Formula Samples Company Comments Docs/Links

Print Comment Upload

Paper Submission

**Specially Denatured Alcohol(SDA) or Rum(SDR) formula**

SDA/SDR FORMULA	PROOF	DENATURANTS
<input type="checkbox"/> SDA-40-B	180	

Add Delete

SDA or SDR is to be recovered from the manufacturing process

\* Formula and Process:

1. Alcohol SD-40-2	*	60.00
2. Salicylic Acid	*	0.50
3. Polyoxypropylene Glycol	*	2.00
4. Essential Oil 27A	*	1.00
5. Deionized Water	*	36.50
Total	*	100.00

Process: the ingredients above are contained in a stainless steel tank and mixed until a clear solution is

« Previous Save as Draft Validate Cancel Submit Next »

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

1. Select the checkbox if SDA/SDR is to be recovered from the manufacturing process.
2. Describe the Formula and Process in the text box.
3. Select the **Next** button. The Samples tab displays. See Figure 175.

## Sample Detail

**Figure 175: Create a New SDA – Samples Tab**

**SDA**

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:** For SDA 39-C, oil samples are required. For SDA 38-B and SDA 38-F, samples are recommended. All other SDA 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 176.

Figure 176: Create a New SDA – Sample Pop-Up Window

# Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:

250 characters left

Date Sent:

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 177.

Figure 177: Create a New SDA – Samples Tab with Sample Added

## SDA ?

Main
Formula
Samples
Company
Comments
Docs/Links

| 
  |

Paper Submission

**Sample Detail** ?

For Selected Samples:

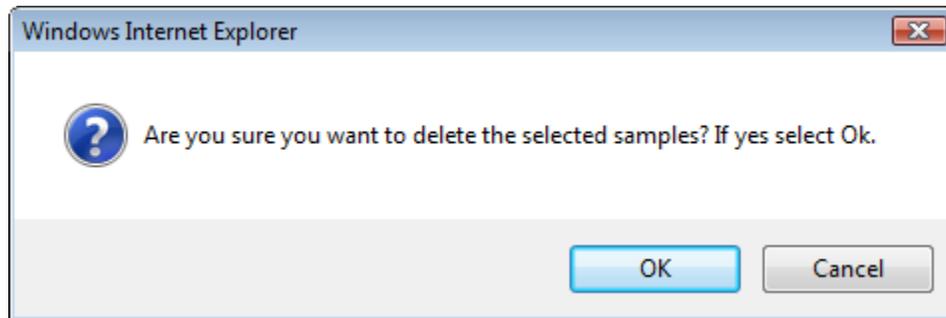
SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> Pending		1.0	liter		POM SAMPLE		

5. 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 178. Select the **OK** button to confirm.

**Figure 178: Create a New SDA – 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
- 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 179.

Figure 179: Create a New SDA – Save As Draft Confirmation

**SDA**

**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: 1318857 Date Submitted:  
Status: Draft

**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"/> 1000056		1.0	liter		POM SAMPLE		

Add Delete

< Previous Save as Draft Validate Cancel Submit

### Submit SDA Submission

Follow these steps to submit your SDA 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 180.

Figure 180: Create a New SDA – 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 SDA submission is successfully submitted. See Figure 181.

**Figure 181: Create a New SDA – Submission Confirmation**

## SDA

*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: 1318857.*

*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.

### 3.7.2.2.1 Enter a Sample Sent Date for SDA Submissions

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

### 3.7.2.2.2 Print a Sample ID Sheet for SDA Submissions

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

### 3.7.2.2.3 Comments and Docs/Links for SDA Submissions

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

### 3.7.2.2.4 Edit, Correct, and Resubmit an SDA 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 Section 3.10 Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

### 3.7.2.2.5 Copy an Existing SDA Submission

See Section 3.11 Copying Existing Submissions for copy instructions.

#### 3.7.2.2.6 *Print an SDA Submission*

See Section 3.12 Printing Submissions for print instructions.

#### 3.7.2.2.7 *Withdraw an SDA Submission*

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

### 3.7.3 Formula and Process for Nonbeverage Product Request (Drawback)

This section discusses the basic information for Formula and Process for Nonbeverage Product Request (Drawback) submissions in the Formulas Online system. This section includes the following information:

- **General Drawback Information** – See Section 3.7.3.1 General Drawback Information
- **Create a New Drawback Submission** – See Section 3.7.3.2 Create a New Drawback Submission

#### 3.7.3.1 General Drawback Information

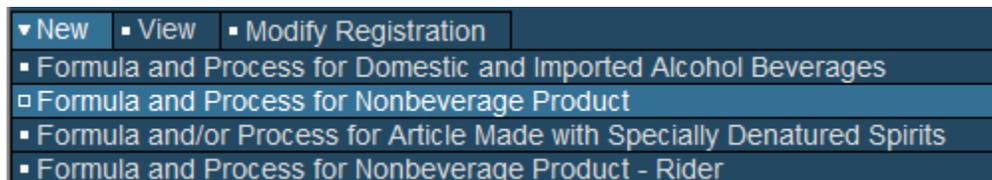
These screens allow you to create, edit, verify, and submit a new Formula and Process for Nonbeverage Product Request (Drawback) submission in the Formulas Online system. Nonbeverage drawback alcohol is pure alcohol, the same as that used for consumption. However, when a manufacturer uses that alcohol in the production of a food, flavor, medicine, or perfume that is approved by the Nonbeverage Products Laboratory as unfit for beverage purposes, he or she can claim a return on most of the distilled spirits excise tax paid. Use the Drawback submission to submit a formula for a nonbeverage product.

#### 3.7.3.2 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 182.

**Figure 182: Create a New Drawback – Select New Drop-Down Menu**



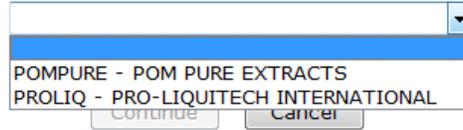
The Company pop-up window displays. See Figure 183.

Figure 183: Create a New Drawback – Select Company Name

## Company

\* fields are required.

\* Company Name:



POMPURE - POM PURE EXTRACTS  
PROLIQ - PRO-LIQUITECH INTERNATIONAL

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.

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 184.

Figure 184: 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 185.

## Formula Action

Figure 185: Create a New Drawback – Formula Action Pop-Up Window

# Formula Action

\* 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.

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 187.
  - b. If you are superseding an existing formula:
    - i. Select the Supersede Existing Formula radio button. The Supersede Formula fields display. See Figure 186.

Figure 186: 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 #:

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 187.

## Company/Address Detail

Figure 187: Create a New Drawback – Company Tab with Company Address Added

**Drawback**

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

Print | Comment | Upload

Paper Submission

**Company/Address Detail**

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 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

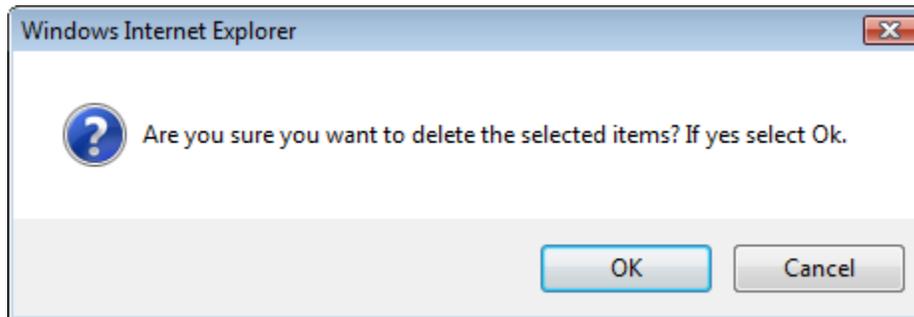
Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. 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 188. Select the **OK** button to confirm.

**Figure 188: 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 189.

Figure 189: Create a New Drawback – Address Pop-Up Window

# Address

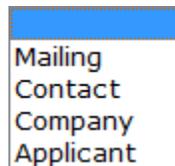
\* fields are required.

\* Address Type:

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 190. The system displays the address fields. See Figure 191.

Figure 190: Create a New Drawback – Address Type



Mailing
Contact
Company
Applicant

4. Enter the company address information in the available fields. See Figure 191. If you select **Foreign** for Address Format, additional address fields display. See Figure 192.

Figure 191: 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 192: 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.

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 194.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 193.

## Contacts

**Figure 193: 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 194: 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.

- 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 195.

► **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 195: Create a New Drawback – Supersedes Formula Fields**

COMPANY FORMULA #	TTB FORMULA ID

- ii. Select the **Add** button. The Superseded Formula pop-up window displays. See Figure 196.

### Superseded Formula

**Figure 196: Create a New Drawback – Superseded Formula Pop-Up Window**

## Superseded Formula

**Superseded Formula**

TTB Formula ID:

OR

Company Code:  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 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.

- ii. Select the **OK** button. The Superseded Formula Pop-Up window closes and the Main tab displays with the superseded formula added. See Figure 197.

**Figure 197: 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 198: 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 199.

**Figure 199: 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 200.

## Formula Tab

Figure 200: Create a New Drawback – Formula Tab

## Drawback

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

Print | Comment | Upload

Paper Submission

### Summary

\* Measurements Used:  English  Metric

\* Process Type:

	LOW	HIGH	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alcohol Content of Finished Product:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible Plus Recovered Spirits:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is calculated alcohol content of finished product not the same as declared alcohol content?

\* Density of Finished Product:  lbs per gallon

\* Number of Days to Complete Process:

	WEIGHT (LB) (LOW)	WEIGHT (LB) (HIGH)	VOLUME (GAL) (LOW)	VOLUME (GAL) (HIGH)
Theoretical Yield:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Yield:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Alcoholic Beverage Use

Is Finished Product to be Used In Alcoholic Beverages?

### Additional Details

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

Summary

Figure 201: Create a New Drawback – Summary

**Summary**

\* Measurements Used:  English  Metric

\* Process Type: Washed Extracts

	LOW	HIGH	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	<input type="text"/>
Alcohol Content of Finished Product:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	<input type="text"/>
Eligible Plus Recovered Spirits:	<input type="text"/>	<input type="text"/>	<input type="text" value="% v/v"/>	<input type="text"/>

Is calculated alcohol content of finished product not the same as declared alcohol content?

\* Density of Finished Product:  lbs per gallon

\* Number of Days to Complete Process:

	WEIGHT (LB) (LOW)	WEIGHT (LB) (HIGH)	VOLUME (GAL) (LOW)	VOLUME (GAL) (HIGH)
Theoretical Yield:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Yield:	* <input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Is calculated alcohol content of finished product not the same as declared alcohol content?

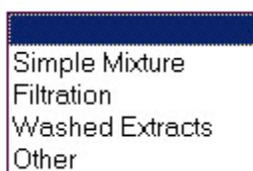
Alcohol Content of Finished Product (Declared):

Reason for Difference:

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 203.

**Figure 203: Create a New Drawback – Process Type Drop-Down List**

► **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.

► **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 204: 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 border="1"> <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.

## Alcoholic Components/Compounded Flavors

**Figure 205: 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"/>	<a href="#">Alcohol 190 Proof</a>	55	8.10	6.79	95	<input checked="" type="checkbox"/>
		<input type="button" value="Add"/>		<input type="button" value="Delete"/>		

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"/>	<a href="#">Pomegranate Flavor (disapp #15)</a>	4.1	0.5	8.2	0	5	-	-	<input checked="" type="checkbox"/>
		<input type="button" value="Add"/>		<input type="button" value="Delete"/>					

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"/>	<a href="#">Pomegranate Essence</a>	4.1	0.51	8.039	3	-	-	<input checked="" type="checkbox"/>
		<input type="button" value="Add"/>		<input type="button" value="Delete"/>				

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 206: 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 (%):

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.

**Figure 207: 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 206 and Figure 207.
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 208.

**Figure 208: Create a New Drawback – Alcoholic Components (Eligible Alcohol) Information Added**

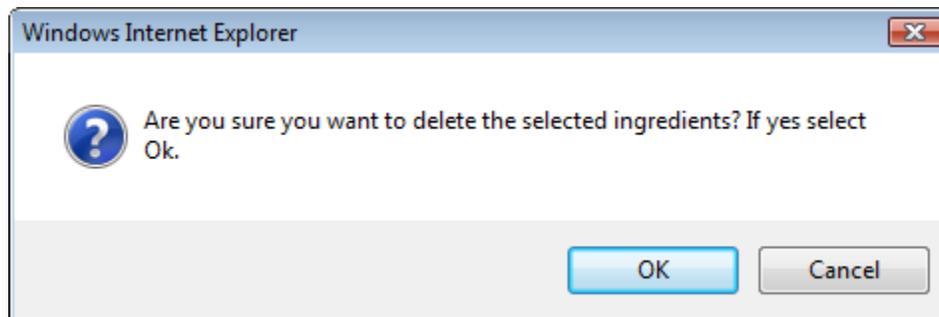
Does product contain eligible alcohol?

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

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

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

**Figure 209: Create a New Drawback – Delete Alcoholic Components (Eligible Alcohol) Ingredient Confirmation**



### Alcoholic Components (Disapproved Intermediates)

Figure 210: 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 211: 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 210 and Figure 211.
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.

► **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 212.

**Figure 212: Create a New Drawback – Search Formulas Pop-Up Window**

## Search Formulas

TTB Formula ID:	<input type="text"/>
Company Name:	<input type="text"/>
Company Code:	<input type="text"/>
Company Formula Number:	<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 213.

Figure 213: 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

Clear 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.

- 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 214.

Figure 214: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) Information Added

Does product contain disapproved intermediates?

DISAPPROVED INTERMEDIATES

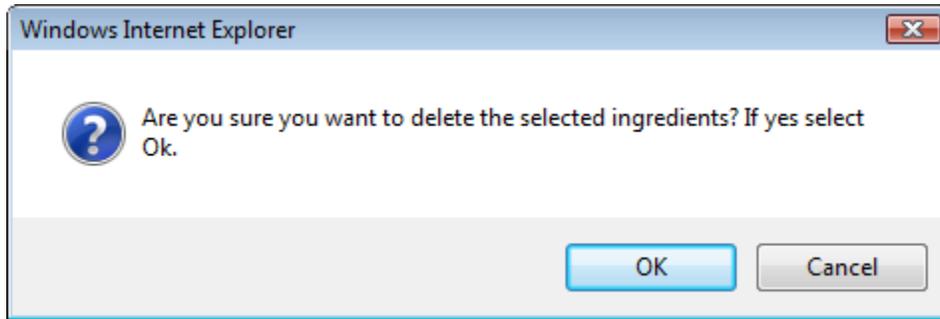
<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	TTB FORMULA ID	COMPANY FORMULA #	SOL
<input type="checkbox"/>	<a href="#">Pomegranate Flavor (disapp #15)</a>	4.1	0.5	8.2	0	5	-	-	<input checked="" type="checkbox"/>

Add Delete

- 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 209. Select the **OK** button to confirm.

**Figure 215: Create a New Drawback – Delete Alcoholic Components (Disapproved Intermediates) Ingredient Confirmation**



Alcoholic Components (Ineligible Alcohol)

**Figure 216: 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 217: 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 216 and Figure 217.
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.

4. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 218.

**Figure 218: Create a New Drawback – 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 219.

**Figure 219: 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.
- 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 220.

**Figure 220: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) Information Added**

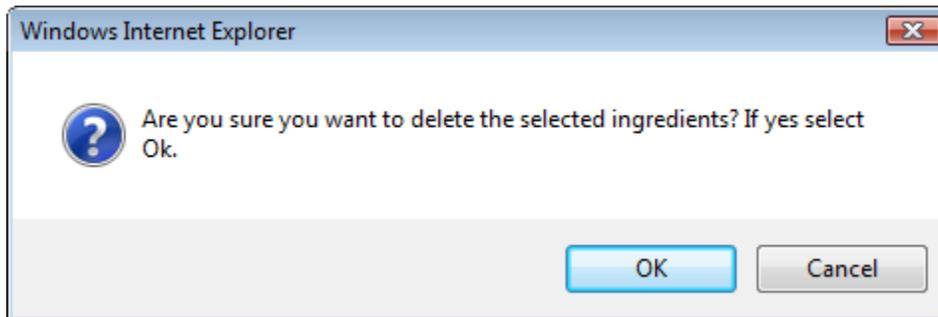
Does product contain ineligible alcohol?

INELIGIBLE ALCOHOL								
<input type="checkbox"/>	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	DENSITY (LB/GAL)	ALCOHOL(%)	TTB FORMULA ID	COMPANY FORMULA #	SOL
<input checked="" type="checkbox"/>	<a href="#">Pomegranate Essence</a>	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 209. Select the **OK** button to confirm.

**Figure 221: Create a New Drawback – Delete Alcoholic Components (Ineligible Alcohol) Ingredient Confirmation**



## Nonalcoholic Components

**Figure 222: 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)	
<a href="#">POM Grouped Extracts</a>	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)
Natural <a href="#">POM Concentrated Solid Extract</a>	2	Concentrated Solid Extract of Pomegranate	3

Does product contain individual liquid ingredients?

**INDIVIDUAL INGREDIENTS (LIQUIDS)**

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

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

2. 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 223: 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

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 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 223.
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 224.

**Figure 224: Create a New Drawback – Nonalcoholic Components (Ingredients by Group) Information Added**

Does product contain ingredients by group?

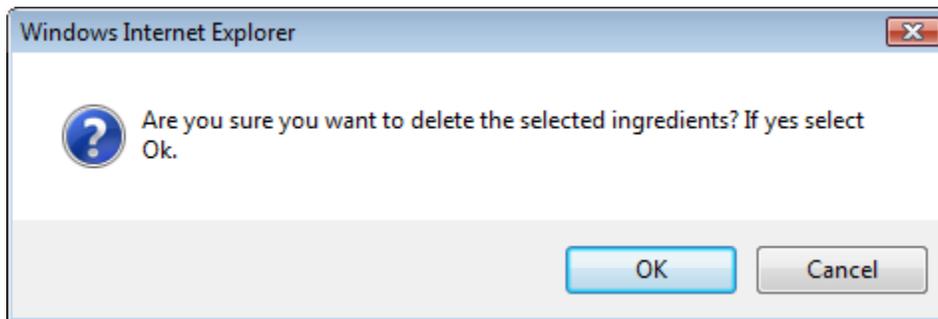
**INGREDIENTS BY GROUP**

CHEMICAL CLASS			PREDOMINANT CHEMICALS	
<input type="checkbox"/>	NAME	TOTAL WEIGHT (LB)	NATURAL / ARTIFICIAL	NAME, FEMA #, WEIGHT (LB)
<input type="checkbox"/>	<a href="#">POM Grouped Extracts</a>	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 225. Select the **OK** button to confirm.

**Figure 225: Create a New Drawback – Delete Nonalcoholic Components (Ingredients by Group) Ingredient Confirmation**



Nonalcoholic Components (Individual Solid Ingredients)

Figure 226: Create a New Drawback – Nonalcoholic Components (Individual Solid Ingredients)

# Ingredient

**Nonalcoholic - Solids**

\* Natural/Artificial:

\* Name:

FEMA #:

\* Weight (LB):

\* Additional Information:

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 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 226.
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 227.

Figure 227: Create a New Drawback – Nonalcoholic Components (Individual Solid Ingredients) Information Added

Does product contain individual solid ingredients?

**INDIVIDUAL INGREDIENTS (SOLIDS)**

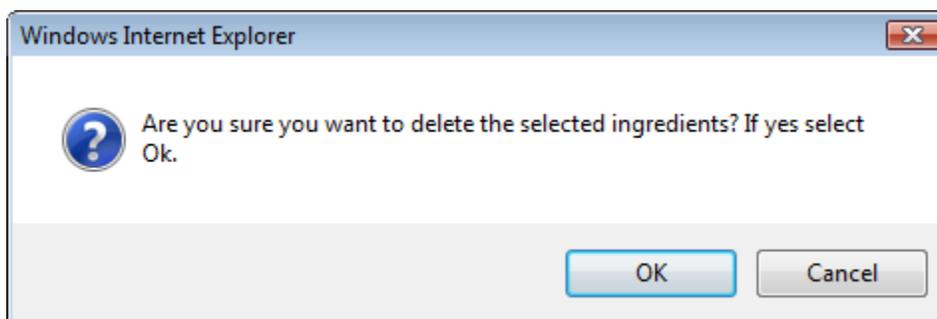
<input type="checkbox"/>	NATURAL/ARTIFICIAL NAME	FEMA #	ADDITIONAL INFORMATION	WEIGHT (LB)
<input type="checkbox"/>	Natural <a href="#">POM Concentrated Solid Extract</a>	2	Concentrated Solid Extract of Pomegranate	3

Add Delete

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

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

**Figure 228: Create a New Drawback – Delete Nonalcoholic Components (Individual Solid Ingredients) Ingredient Confirmation**



## Nonalcoholic Components (Individual Liquid Ingredients)

**Figure 229: 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 229.

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 230.

**Figure 230: Create a New Drawback – Nonalcoholic Components (Individual Liquid Ingredients) Information Added**

Does product contain individual liquid ingredients?

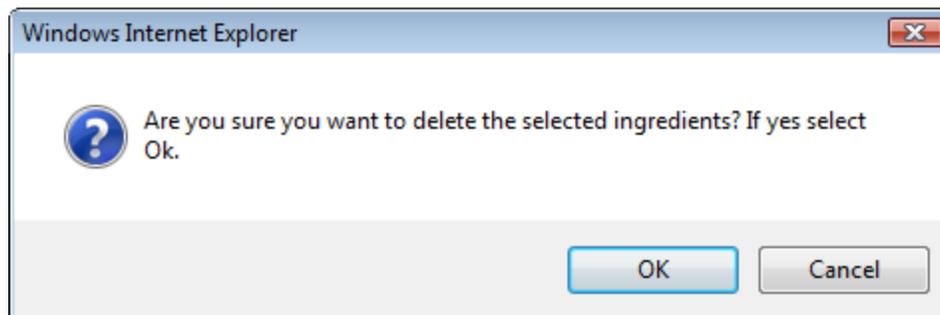
**INDIVIDUAL INGREDIENTS (LIQUIDS)** ⓘ

<input type="checkbox"/>	NATURAL/ARTIFICIAL NAME	FEMA #	WEIGHT (LB)	VOLUME (GAL)
<input type="checkbox"/>	Natural <a href="#">POM Concentrated Liquid Extract</a>	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 231. Select the **OK** button to confirm.

**Figure 231: Create a New Drawback – Delete Nonalcoholic Components (Individual Liquid Ingredients) Ingredient Confirmation**



## Dietary Supplement Components

**Figure 232: Create a New Drawback – Dietary Supplement Components**

**Dietary Supplement Components**

Does product contain herbs?

**HERBS**

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

Does product contain liquids?

**LIQUIDS**

INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
<a href="#">POM Rose Water</a>	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 233: 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 233.
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 234.

**Figure 234: Create a New Drawback – Dietary Supplement Components (Herbs) Information Added**

Does product contain herbs?

---

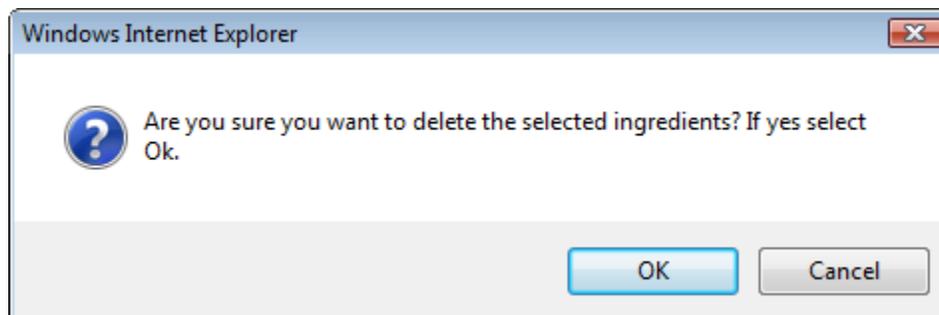
**HERBS** ?

<input type="checkbox"/> INGREDIENT	WEIGHT (LB)	MOISTURE (%)	ADDITIONAL INFORMATION
<input type="checkbox"/> <a href="#">POM Dry Spiced Clove</a>	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 235. Select the **OK** button to confirm.

**Figure 235: Create a New Drawback – Delete Dietary Supplement Components (Herbs) Ingredient Confirmation**



## Dietary Supplement Components (Liquids)

Figure 236: 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

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 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 236.
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 237.

**Figure 237: Create a New Drawback – Dietary Supplement Components (Liquids) Information Added**

Does product contain liquids?

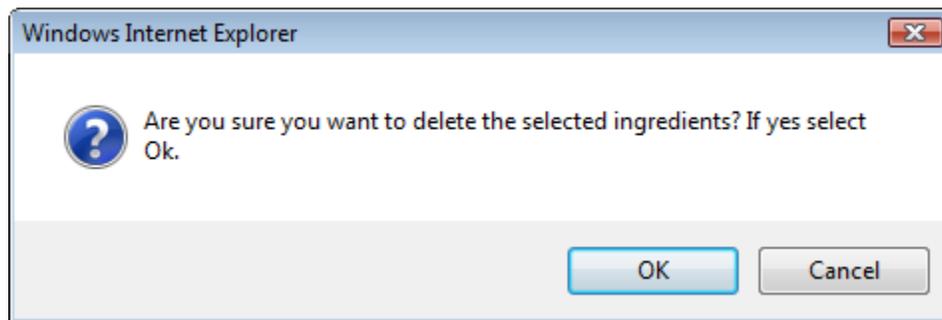
**LIQUIDS** ?

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

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

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

**Figure 238: Create a New Drawback – Delete Dietary Supplement Components (Liquids) Ingredient Confirmation**



Additional Details

**Figure 239: 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 240.

## Sample Detail

**Figure 240: Create a New Drawback – Samples Tab**

The screenshot shows the 'Drawback' application interface. At the top, there is a navigation bar with tabs: 'Main', 'Formula', 'Samples' (selected), 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar is a dark red header area containing 'Print', 'Comment', and 'Upload' options. A checkbox labeled '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 located below the table. At the bottom of the interface, there are five buttons: '<< 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 241.

Figure 241: Create a New Drawback – Sample Pop-Up Window

# Sample

**Sample Information**

Sample ID:

Quantity:  Unit of Measure:

% Fill:

\* Description:

250 characters left

Date Sent:

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 242.

Figure 242: Create a New Drawback – Samples Tab with Sample Added

## Drawback ⊕

Main
Formula
Samples
Company
Comments
Docs/Links

Print | Comment | Upload

Paper Submission

**Sample Detail** ⊕

For Selected Samples:

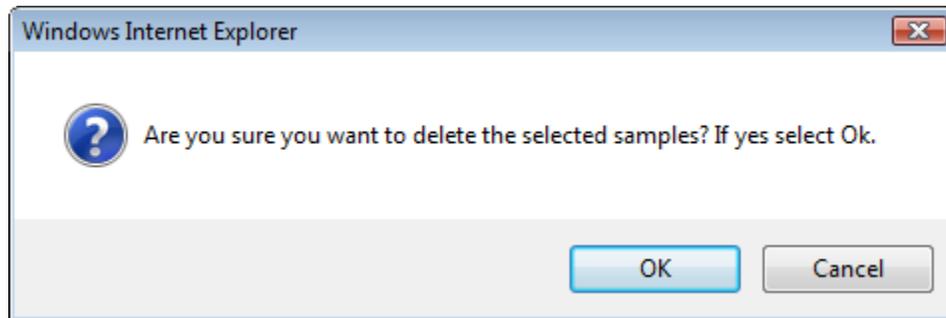
SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> Pending		1.0	liter		POM SAMPLE		

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 243. Select the **OK** button to confirm.

**Figure 243: 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
- 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 244.

Figure 244: 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.

Main
Formula
Samples
Company
Comments
Docs/Links

Copy as New
Print
Comment
Upload

Paper Submission

Submission ID: 1318860      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 type="checkbox"/> 1000058		1.0	liter		POM SAMPLE		

## 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 245.

Figure 245: 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.

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 246.

**Figure 246: 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.

### 3.7.3.2.1 *Enter a Sample Sent Date for Drawback Submissions*

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

### 3.7.3.2.2 *Print a Sample ID Sheet for Drawback Submissions*

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

### 3.7.3.2.3 *Comments and Docs/Links for Drawback Submissions*

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

### 3.7.3.2.4 *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 Section 3.10 Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

### 3.7.3.2.5 *Copy an Existing Drawback Submission*

See Section 3.11 Copying Existing Submissions for copy instructions.

#### 3.7.3.2.6 *Print a Drawback Submission*

See Section 3.12 Printing Submissions for print instructions.

#### 3.7.3.2.7 *Withdraw a Drawback Submission*

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

### 3.7.4 Formula and Process for Nonbeverage Product Request (Rider)

This section discusses the basic information for Formula and Process for Nonbeverage Product Request (Rider) submissions in the Formulas Online system. This section includes the following information:

- **General Rider Information** – See Section 3.7.4.1 General Rider Information
- **Create a New Rider Submission** – See Section 3.7.4.2 Create a New Rider Submission

#### 3.7.4.1 General Rider Information

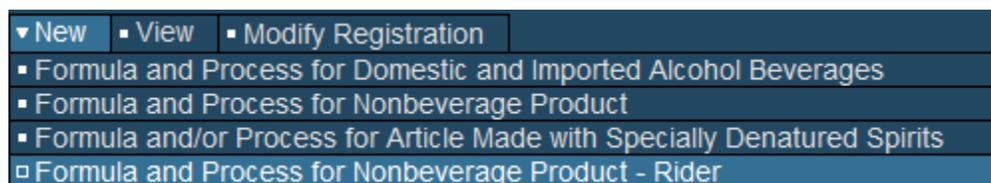
These screens allow you to create, edit, verify, and submit a new Formula and Process for Nonbeverage Product Request (Rider) submission in the Formulas Online system. Nonbeverage drawback alcohol is pure alcohol, the same as that used for consumption. However, when a manufacturer uses that alcohol in the production of a food, flavor, medicine, or perfume that is approved by the Nonbeverage Products Laboratory as unfit for beverage purposes, he or she can claim a return on most of the distilled spirits excise tax paid. Use the Rider submission to describe changes in one or more previously approved Drawback formulas or processes.

#### 3.7.4.2 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 247.

Figure 247: Create a New Rider – Select New Drop-Down Menu



The Company pop-up window displays. See Figure 248.

Figure 248: Create a New Rider – Select Company Name

# Company

\* fields are required.

\* Company Name:

A screenshot of a web form showing a dropdown menu for selecting a company name. The dropdown menu is open, displaying two options: "POMPURE - POM PURE EXTRACTS" and "PROLIQ - PRO-LIQUITECH INTERNATIONAL". Below the dropdown menu, there are two buttons: "Continue" and "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 249.

Figure 249: 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 250.

## Formula Action

Figure 250: Create a New Rider – Formula Action Pop-Up Window

### Formula Action

**Formula Action**

TTB Formula ID:

OR

Company Code:  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.

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 251.

## Company/Address Detail

**Figure 251: Create a New Rider – Company Tab with Company Address Added**

**Rider** 

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

Print | Comment | Upload

Paper Submission

**Company/Address Detail** 

<input type="checkbox"/> 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		

Add Delete

Save as Draft Validate Cancel Submit Next >

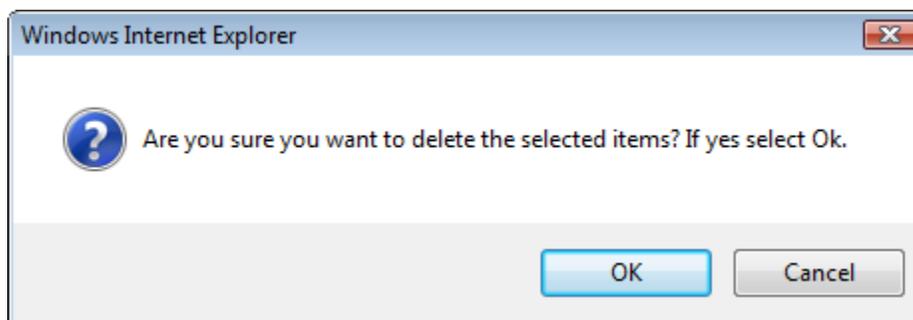
► **Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for 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 252. Select the **OK** button to confirm.

**Figure 252: Create a New Rider – Delete Address Confirmation**



2. Select the **Add** button to add a new address. The Address pop-up window displays. See Figure 253.

Figure 253: Create a New Rider – Address Pop-Up Window

# Address

\* fields are required.

\* Address Type:




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 254. The system displays the address fields. See Figure 255.

Figure 254: Create a New Rider – Address Type

Mailing
Contact
Company
Applicant

4. Enter the company address information in the available fields. See Figure 255. If you select **Foreign** for Address Format, additional address fields display. See Figure 256.

Figure 255: 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 256: 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.

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 258.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 257.

### Contacts

**Figure 257: 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 258: 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	

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. Select the **Add** button. The Superseded Formula pop-up window displays. See Figure 259.

Figure 259: 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 260.

## Description of Revisions

**Figure 260: Create a New Rider – Formula Tab**

► **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 261.

## Sample Detail

**Figure 261: Create a New Rider – Samples Tab**

► **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 262.

Figure 262: 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 263.

Figure 263: 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:

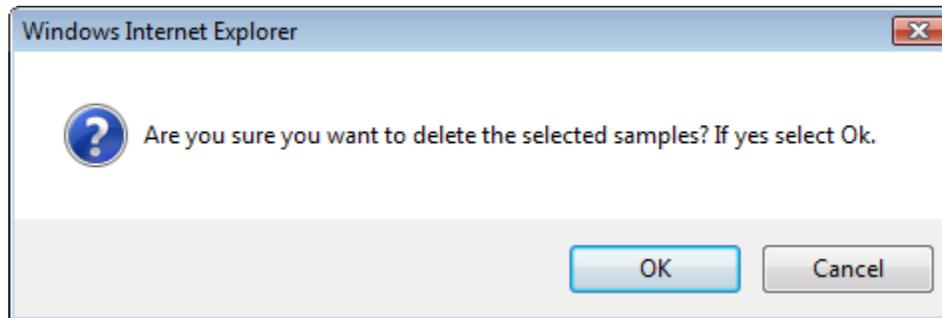
<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> Pending		1.0	liter		POM SAMPLE		

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 264. Select the **OK** button to confirm.

**Figure 264: Create a New Rider – Delete Sample Confirmation**



### Validate/Saving as Draft/Submitting

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
- 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 265.

Figure 265: 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 type="checkbox"/> 1000059		1.0	liter		POM SAMPLE		

### 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 266.

Figure 266: 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

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 267.

**Figure 267: 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.

► **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.

### 3.7.4.2.1 *Enter a Sample Sent Date for Rider Submissions*

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

### 3.7.4.2.2 *Print a Sample ID Sheet for Rider Submissions*

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

### 3.7.4.2.3 *Comments and Docs/Links for Rider Submissions*

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

### 3.7.4.2.4 *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 Section 3.10 Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

### 3.7.4.2.5 *Copy an Existing Rider Submission*

See Section 3.11 Copying Existing Submissions for copy instructions.

#### 3.7.4.2.6 *Print a Rider Submission*

See Section 3.12 Printing Submissions for print instructions.

#### 3.7.4.2.7 *Withdraw a Rider Submission*

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

### 3.8 ADDING, EDITING, AND DELETING COMMENTS

This section discusses the basic information for adding, editing, and deleting comments in the Formulas Online system. This section includes the following information:

- **Add Comments** – See Section 3.8.1 Add Comments
- **Edit Comments** – See Section 3.8.2 Edit Comments
- **Delete Comments** – See Section 3.8.3 Delete Comments

#### 3.8.1 Add Comments

Follow these steps to add comments when creating or editing a submission:

1. Select the [Comment](#) link in the action bar. Alternatively, select the Comments tab in the submission. See Figure 268.

Figure 268: Add Comments – Comments Tab

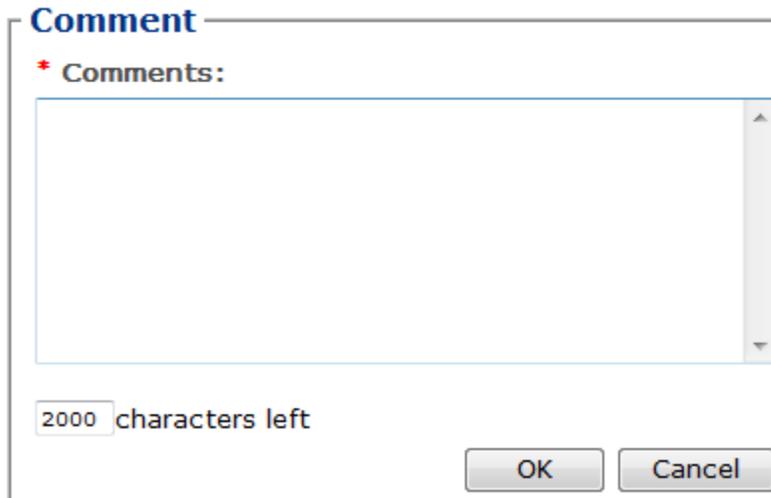


The screenshot shows the 'Uniform' interface with the 'Comments' tab selected. The navigation bar includes 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar, there is a red action bar with 'Print', 'Comment', and 'Upload' options. A checkbox labeled 'Paper Submission' is visible. The main content area is titled 'Comments Detail' and contains an 'Add' button. At the bottom of the form, there are four buttons: 'Save as Draft', 'Validate', 'Cancel', and 'Submit'.

2. Select the **Add** button. The Comment pop-up window displays. See Figure 269.

Figure 269: Add Comments – Comment Pop-Up Window

# Comment



**Comment**

\* Comments:

2000 characters left

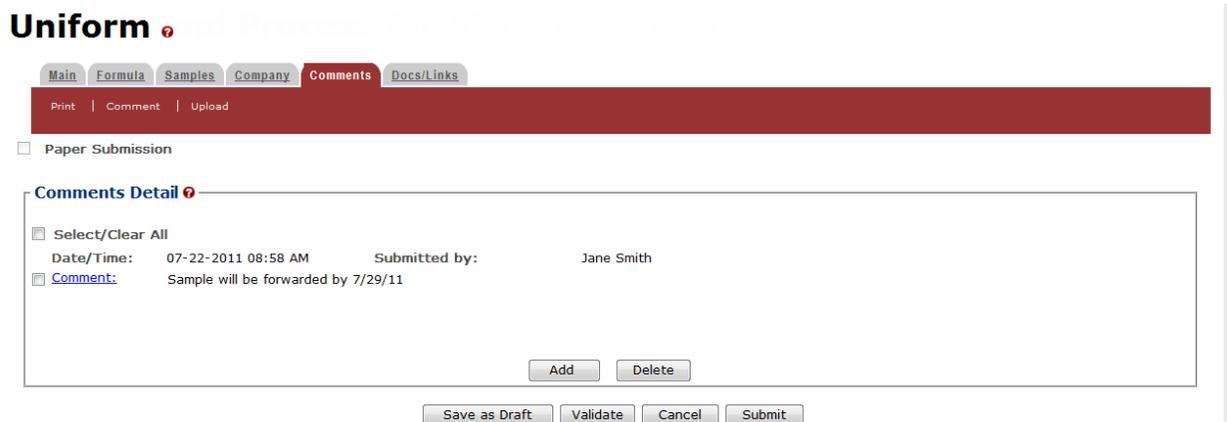
OK Cancel

3. Enter comments in the available field.

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

4. Select the **OK** button. The Comments pop-up window closes and the comments are added in the Comments Detail. See Figure 270.

Figure 270: Add Comments – Comments Tab with Comments Added



**Uniform**

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

Print | Comment | Upload

Paper Submission

**Comments Detail**

Select/Clear All

Date/Time:	07-22-2011 08:58 AM	Submitted by:	Jane Smith
------------	---------------------	---------------	------------

[Comment:](#) Sample will be forwarded by 7/29/11

Add Delete

Save as Draft Validate Cancel Submit

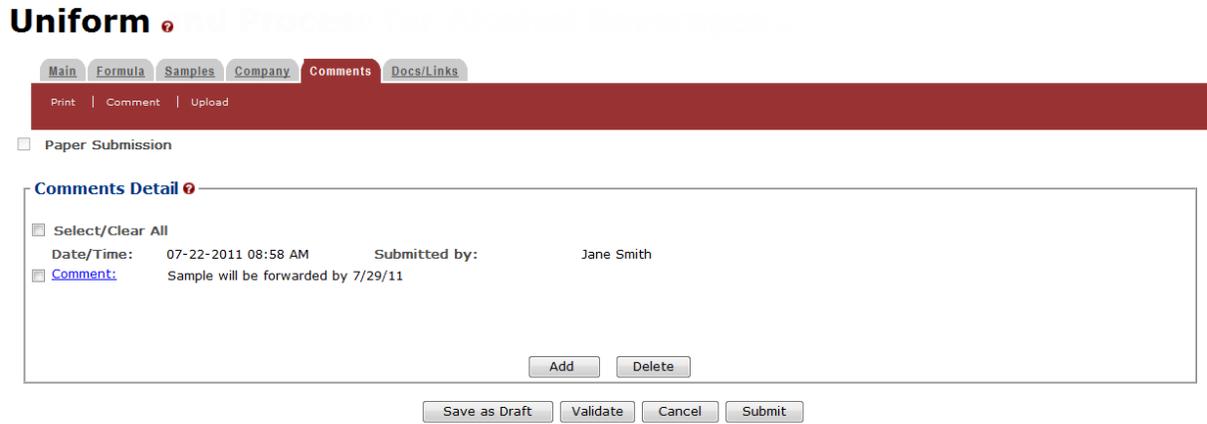
5. Repeat the steps to add additional comments.

### 3.8.2 Edit Comments

Follow these steps to edit a comment when creating or editing a submission:

1. Select the Comments tab in the submission. See Figure 271.

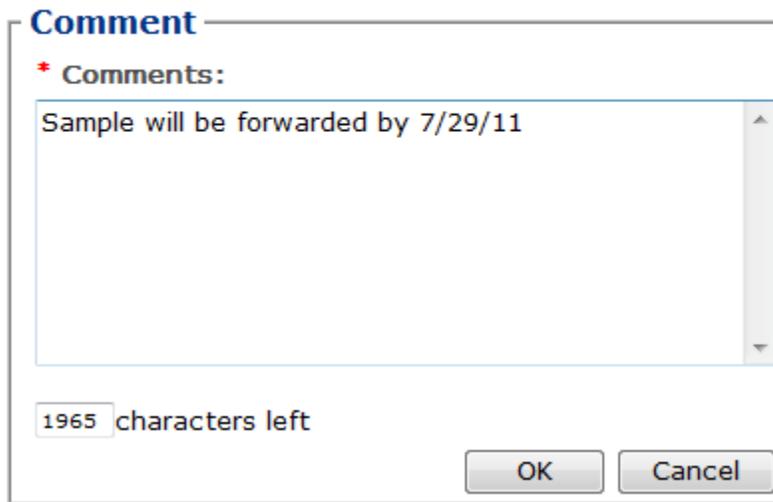
Figure 271: Edit Comments – Comments Tab



2. Select the [Comment](#) link. The Comments pop-up window displays. See Figure 272.

Figure 272: Edit Comments – Comment Pop-Up Window

## Comment



3. Edit comments in the available field.

► **Note:** You may only edit comments you have added.

4. Select the **OK** button. The Comments pop-up window closes and the comments are updated in the Comments Detail. See Figure 273.

**Figure 273: Edit Comments – Comments Tab with Comments Updated**



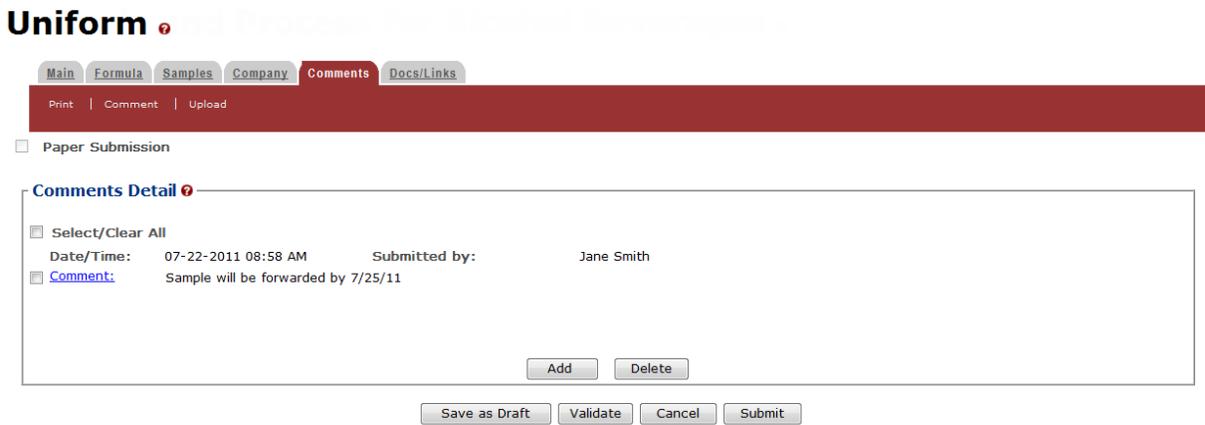
5. Repeat the steps to edit additional comments.

### 3.8.3 Delete Comments

Follow these steps to delete a comment when creating or editing a submission:

1. Select the Comments tab in the submission. See Figure 274.

**Figure 274: Delete Comments – Comments Tab**

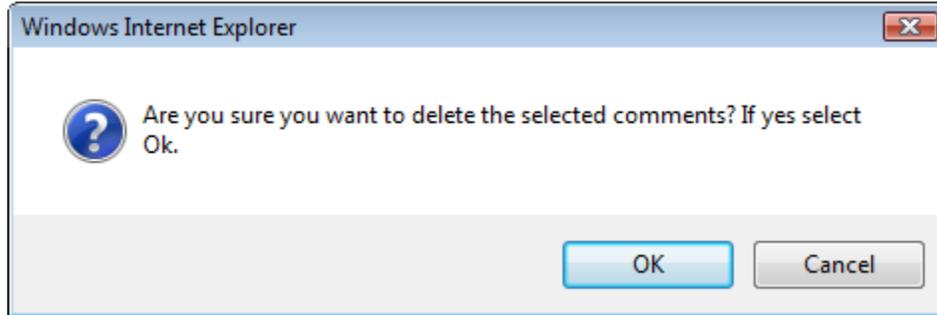


2. Select the checkbox(es) next to the comment(s) you wish to delete.

► **Note:** You may only delete comments you have added.

3. Select the **Delete** button. A confirmation message box displays prompting you to confirm your action. See Figure 275.

**Figure 275: Delete Comments – Delete Comment Confirmation**



4. Select the **OK** button to confirm. The confirmation message box closes and the comments are deleted from the Comments Detail. See Figure 276.

**Figure 276: Delete Comments – Comments Tab with Comments Deleted**



### 3.9 UPLOADING ATTACHMENTS AND LINKING SUBMISSIONS

This section discusses the basic information for uploading attachments and linking submissions in the Formulas Online system. This section includes the following information:

- **Upload Attachments** – See Section 3.9.1 Upload Attachments
- **Link Submissions** – See Section 3.9.2 Link Submissions

#### 3.9.1 Upload Attachments

Follow these steps to upload attachments to a submission:

1. Select the [Upload](#) link in the action bar. The Attachment pop-up window displays. See Figure 278. Proceed to [Submission Documents & Links](#).

Alternatively, select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 277.

#### Document & Link Detail

Figure 277: Upload Attachments – Docs/Links Tab

**Uniform** ?

Main Formula Samples Company Comments Docs/Links

Print | Comment | Upload

Paper Submission

**Submission Documents** ?

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
Upload				

**Submission Links** ?

SUBMISSION ID	DESCRIPTION
Add Delete	

Save as Draft Validate Cancel Submit

2. In the Submission Documents section, select the **Upload** button. The Attachment pop-up window displays. See Figure 278.

## Submission Documents &amp; Links

Figure 278: Upload Attachments – Attachment Pop-Up Window

# Attachment

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. Enter a description for the file in the Description field.
4. Select a type from the Type drop-down list. See Figure 279.

Figure 279: Upload Attachments – Type Drop-Down List

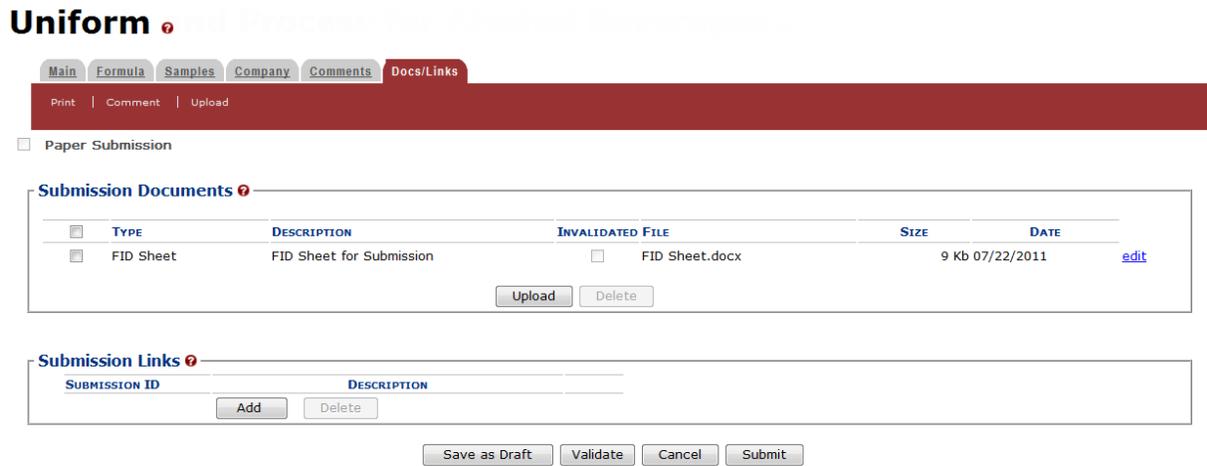
► **Note:** Make sure you select the correct type for the corresponding attachment. For example, if a Method of Manufacture attachment is required and uploaded, **Method of Manufacture** must be the selected type.

5. Select the **Browse** button next to the File field to browse and select the file.

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

6. Select the **OK** button. The Attachment pop-up window closes and the file is added in the Submission Documents. See Figure 280.

**Figure 280: Upload Attachments – Docs/Links Tab with Attachment Added**



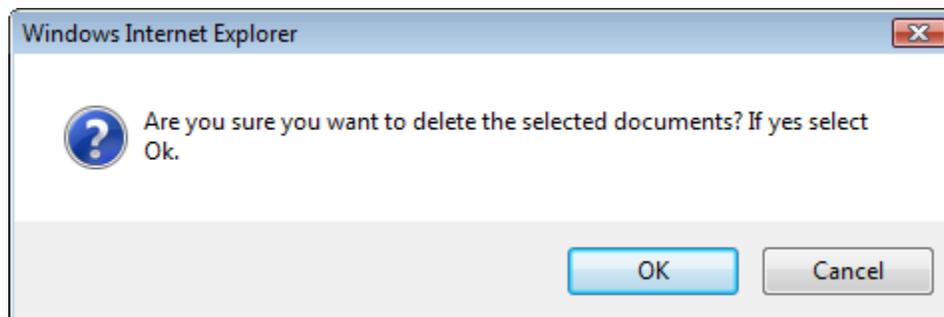
► **Note:** Virus checking is a part of the upload process. When you see a virus-related error or comment, take appropriate action. Otherwise, you will not notice anti-virus activity.

7. Repeat the steps to upload all attachments.

► **Note:** Attachments will not be available for display until the submission is saved as draft or submitted.

► **Note:** Select the [edit](#) link next to the attachment to display the Attachment pop-up window and edit the attachment. Select the checkbox(es) next to the attachment(s) and select the **Delete** button to delete the attachment(s). A confirmation message box displays prompting you to confirm your action. See Figure 281. Select the **OK** button to confirm.

**Figure 281: Upload Attachments – Delete Attachment Confirmation**

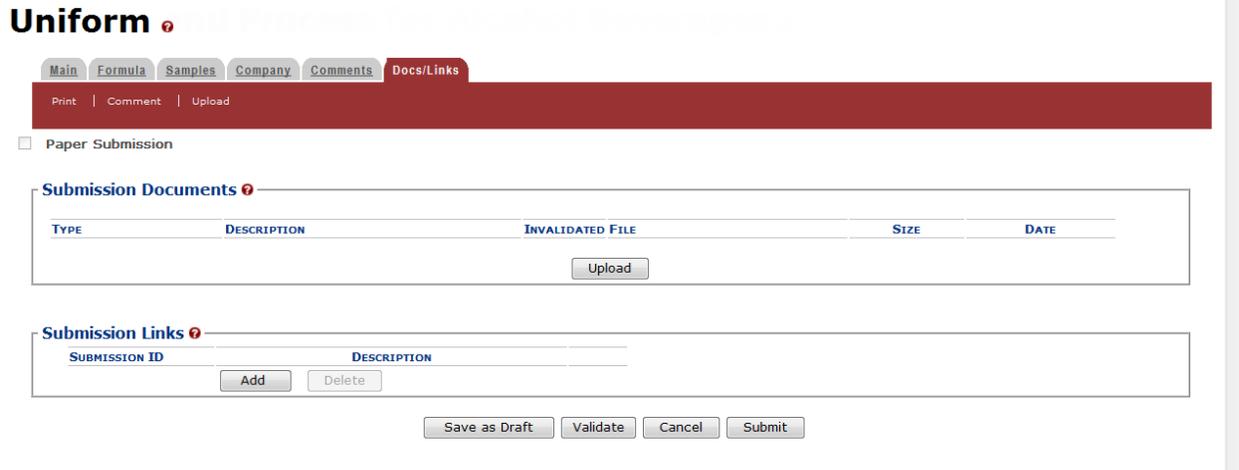


### 3.9.2 Link Submissions

Follow these steps to link a submission to another submission:

1. Select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 282.

Figure 282: Link Submissions – Docs/Links Tab



2. In the Submission Links section, select the **Add** button. The Submission Links pop-up window displays. See Figure 283.

## Submission Links

Figure 283: Link Submissions – Submission Link Pop-Up Window

# Submission Link

**Submission Link**

\* Link Submission ID:

Link Description:

100 characters left

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. Enter the Link Submission ID and Link Description in the available fields.

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

4. Select the **OK** button. The Submission Link pop-up window closes and the link is added in the Submission Links. See Figure 284.

**Figure 284: Link Submissions – Docs/Links Tab with Submission Link Added**

**Uniform** 

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

Print | Comment | Upload

Paper Submission

**Submission Documents** 

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
<input type="button" value="Upload"/>				

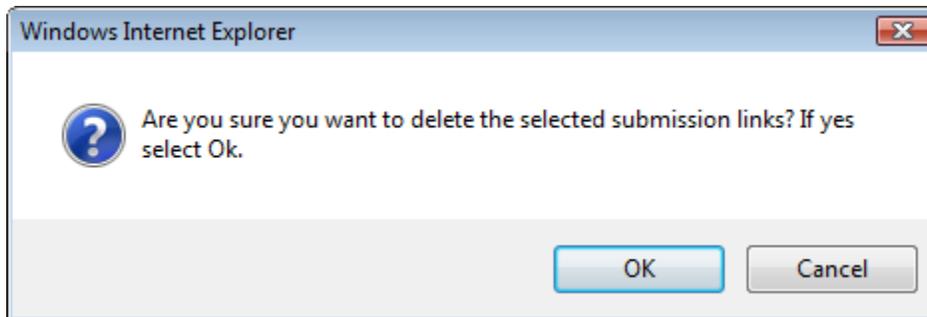
**Submission Links** 

<input type="checkbox"/> SUBMISSION ID	DESCRIPTION	
<input type="checkbox"/> 1318863		<a href="#">Edit</a>

- Repeat the steps to associate this submission with other submissions.
- Optional Step:* Select the [Submission ID](#) link to confirm that you have linked to the desired submission.

► **Note:** The [Submission ID](#) link will only display if you have read access to the submission. You do not require read access to add the submission link.

► **Note:** Select the [edit](#) link next to the link to display the Submission Link pop-up window and edit the link. Select the checkbox(es) next to the link(s) and select the **Delete** button to delete the link(s). A confirmation message box displays prompting you to confirm your action. See Figure 285. Select the **OK** button to confirm.

**Figure 285: Link Submissions – Delete Submission Link Confirmation**

### 3.10 EDITING, CORRECTING, AND RESUBMITTING SUBMISSIONS

This section discusses the basic information for editing, correcting, and resubmitting submissions in the Formulas Online system. This section includes the following information:

- **Edit Submissions Needing Correction** – See Section 3.10.1 Edit Submissions Needing Correction
- **Resubmit Submissions** – See Section 3.10.2 Resubmit Submissions

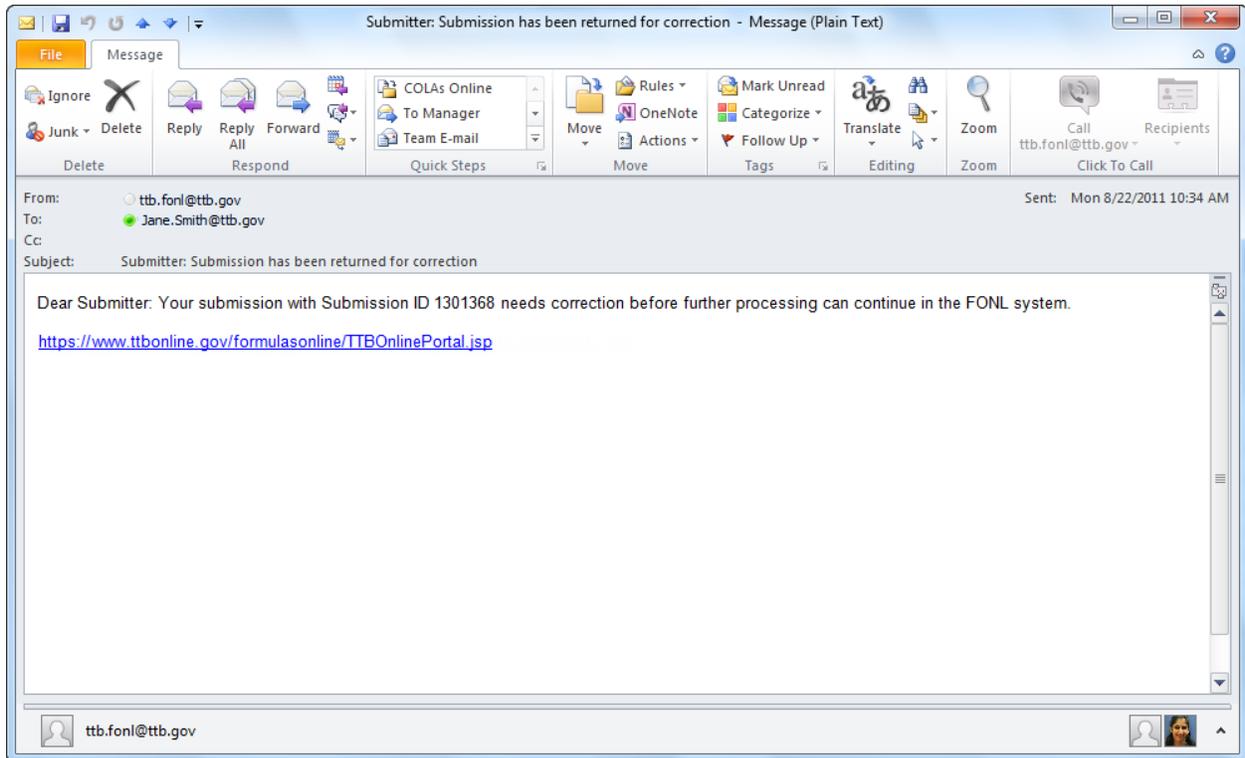
#### 3.10.1 Edit Submissions Needing Correction

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.

TTB will inform you via e-mail if your submission has been returned for correction. Beverage formula submitters have 30 days to correct their returned submissions. There are no deadlines for returned nonbeverage formula submissions. You need to pay careful attention to the information conveyed about the submission on the Return tab for the submission.

Follow these steps to correct a submission:

1. Locate the submission needing correction using one of the following methods:
  - a. Select the link in the e-mail you have received from TTB and login into Formulas Online. See Figure 286.

**Figure 286: Edit Submissions Needing Correction – E-Mail Notification**

- b. Perform a search for the submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.
- c. Locate the submission you need to correct on the My Submissions home page. The Submission Status will be "Needs Correction." See Figure 287.

Figure 287: Edit Submissions Needing Correction – Home Page (My Submissions)

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

**Formulas Online**

COLAS Home Text Menu My Profile Help Contact Us Log Off

New Modify Registration View

Submissions Search Advanced Search

## My Submissions

Apply Sort Clear Sort

Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)

Surrender

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1301321		-	User Registration	N	Closed	05/10/2011	TTB	
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301448		-	User Registration	N	Closed	05/27/2011	TTB	
1301461		OH-W-299 - 1234	Uniform	N	Draft		-	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301852	1000700	OH-W-299 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-299 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1302004		-	Uniform	N	Draft		-	
1302006		-	Uniform	N	Draft		-	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	

2. Select the [Submission ID](#) link to display the submission.
3. Select the Return tab. See Figure 288. The Return tab details the reasons why the submission is being returned for correction.

### Needs Correction Information

Figure 288: Edit Submissions Needing Correction – Return Tab

## Uniform

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

Print Comment Notify Upload Withdraw

Paper Submission

Submission ID: 1301368 TTB Formula ID: 1000650 Date Submitted: 08-23-2011 04:22 PM  
 Status: Needs Correction

### Needs Correction Information

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
<a href="#">Sample Damaged</a>	Sample has been damaged. Please submit a new sample.	Please submit a new sample	<input type="checkbox"/>

Save as Draft Validate Submit

## Return/Needs Correction Reason Description Details

4. Select [Needs Correction Reason](#) link. The Return Reason pop-up window displays. See Figure 289.

Figure 289: Edit Submissions Needing Correction – Return Reason Pop-Up Window

# Return Reason



The image shows a pop-up window titled "Return Reason" with a question mark icon. The window contains the following fields:

<b>Needs Correction Reason:</b>	<input type="text" value="Sample Damaged"/>
<b>Reason Description:</b>	Sample has been damaged. Please submit a new sample.
<b>Additional Description:</b>	Please submit a new sample
<b>Resolved?</b>	<input type="checkbox"/>

At the bottom right of the window is an "OK" button.

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.

5. Select the **OK** button. The Return Reason pop-up window closes and the Return tab displays.
6. Advance through the submission by selecting the tabs, editing the fields and making corrections, additions, or deletions as needed.
7. Resubmit when you are done following the steps in Section 3.10.2 Resubmit Submissions.

### 3.10.2 Resubmit Submissions

Follow these steps to resubmit a submission that required corrections:

1. If you are resubmitting with a new or replacement sample, you must add the new/replacement sample entry on the Samples tab. After you have submitted, enter the Sample Sent Date and print out a new sample ID sheet for that sample. See Section 3.13 Entering Sample Sent Date and Section 3.14 Printing Sample ID Sheets.
2. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 290.

**Figure 290: Edit Submissions Needing Correction – 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.

3. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
4. Select the **OK** button. The confirmation message box closes and the Submission Confirmation page displays with links to the Submission ID, Unauthorized Users tab, and the Samples tab (where applicable). The submission is successfully re-submitted. See Figure 291.

**Figure 291: Edit Submissions Needing Correction – 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 submission, please use the following submission ID: 1301368.*

*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.

### 3.11 COPYING EXISTING SUBMISSIONS

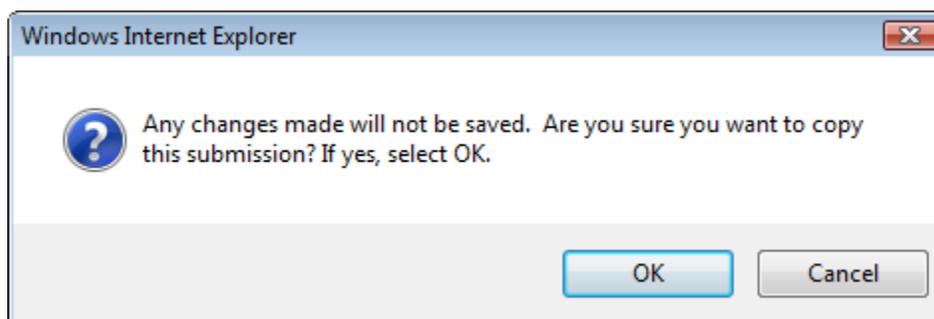
Follow these steps to copy a submission to use as a base for a new submission:

1. Perform a search for the submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.  
Alternatively, locate the submission you wish to copy on the My Submissions home page.

► **Note:** Any submission other than a User Registration submission may be copied.

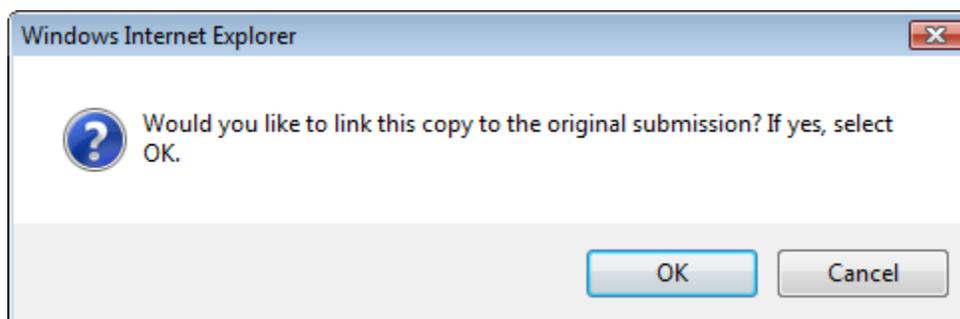
2. Select the [Submission ID](#) link to display the submission.
3. Select the [Copy as New](#) link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 292.

**Figure 292: Copying Existing Submissions – Copy as New Confirmation**



4. Select the **OK** button to confirm. The confirmation message box closes and a confirmation message box displays prompting you to link the copy to the original submission. See Figure 293.

**Figure 293: Copying Existing Submissions – Link New and Original Submissions Confirmation**



► **Note:** The link will only appear on the new submission.

5. Select the **OK** button. The confirmation message box closes and the Main tab displays with the copied submission.

► **Note:** Only those editable fields necessary to create a new submission will be copied.

6. Advance through the submission by selecting the tabs.
  - a. Make desired selections and enter new data as appropriate, just as if this were a new submission from scratch.
  - b. When a sample should be associated with the submission, you will need to re-enter sample information.
7. *Optional Step:* By default, the new submission will not have any of the Submission Documents that were associated with the original submission. You may prefer to add any or all of them. See Section 3.9.1 Upload Attachments for more information.
8. *Optional Step:* If you did not select the **OK** button earlier when asked if you wanted to link the new submission to the original one, the Submission Links section is empty. If you omitted linking the submissions initially and decide to link them later, you may also do so. See Section 3.9.2 Link Submissions for more information.
9. Make any desired changes and proceed as usual (this becomes, in effect, a new submission).

### 3.12 PRINTING SUBMISSIONS

This section discusses the basic information for printing submissions in the Formulas Online system. This section includes the following information:

- **Print Functions (Internet Explorer)** – See Section 3.12.1 Print Functions (Internet Explorer)
- **Print Functions (Submissions)** – See Section 3.12.2 Print Functions (Submissions)

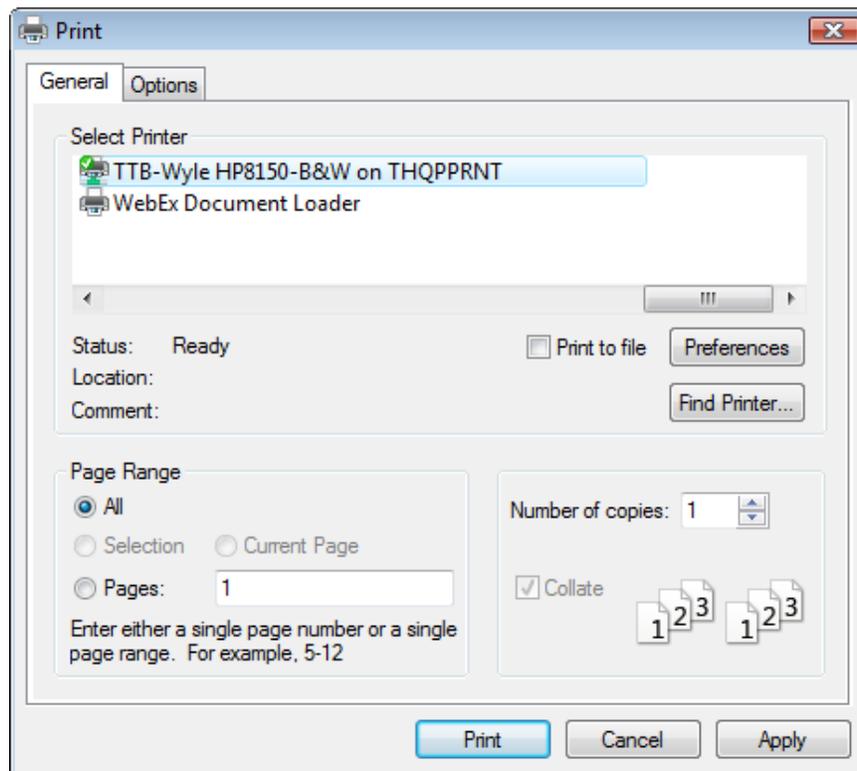
#### 3.12.1 Print Functions (Internet Explorer)

Formulas Online supports standard Internet Explorer print functions.

Follow these steps to print a page in Formulas Online:

1. Go to the page in Formulas Online you wish to print.
2. Select **File > Print** from the Internet Explorer menu or select the  icon. The Print dialog displays. See Figure 294.

Figure 294: Printing Submissions – Print Dialog



3. Select the **Print** button. The page is sent to the selected printer and printed.

### 3.12.2 Print Functions (Submissions)

Formulas Online supports printing printer-friendly versions of submissions.

Using the action bar, you can print from any tab of a submission. Follow these steps to print a submission:

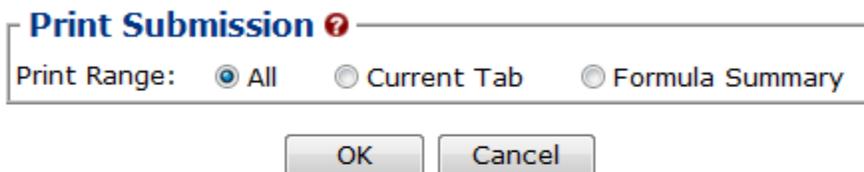
1. Perform a search for the submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

Alternatively, locate the submission you wish to print on the My Submissions home page.

2. Select the [Submission ID](#) link to display the submission.
3. Select the Print link in the action bar. The Print Submission pop-up window displays. See Figure 295. For Rider submissions, the “Formula Summary” option will not display.

Figure 295: Printing Submissions – Print Pop-Up Window

## Print



**Print Submission** ?

Print Range:  All  Current Tab  Formula Summary

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.

4. Select the radio button next to the Print Range.
  - a. “All” will display all tabs for the submission. See Figure 296 – Figure 299.
  - b. “Current Tab” will display only the tab you were viewing when you selected the [Print](#) link. See Figure 300.
  - c. “Formula Summary” will display data from the Main and Formula tabs for Drawback submissions and data from the Main, Formula, Results, and Return tabs for Uniform and SDA submissions. See Figure 301.
5. Select the **OK** button. The printable version of the submission displays.

► **Note:** Check your page orientation settings before printing. Most pages print well as Portrait, but some Formula and Sample pages are wider and print best as Landscape.

**Figure 296: Printing Submissions – All (Top)**



## Formulas Online

### Uniform

#### Main

Paper Submission

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

Create New Formula     Supersede Existing Formula

TTB Formula ID: 1576274      Company Formula #: OH-S-999 - 12345  
 Company ID: OH-S-999      Company Name: POM INC.

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

Class/Type: IMITATION WINE  
 Type Description: POM WINE

---

#### Contacts

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

Entered by: Jane Smith      Submitted by: Jane Smith  
 Created Date: 07-19-2011 10:43 AM

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.

### Formula

**Figure 297: Printing Submissions – All (Middle 1)**

**Formula**

Paper Submission

Submission ID: 1001852      Date Submitted: 08-20-2010 04:25 PM  
 Status: In Process

**Summary**

Measurement Type:	Volume/Weight
Measurement Units:	English
Total Yield:	1.0 Gallons
	<input type="checkbox"/> LOW <input type="checkbox"/> HIGH <input type="checkbox"/> UNIT
Alcohol Content of Finished Product:	1      % by Volume

**Ingredients**

FERMENTABLE INGREDIENTS								
-----QUANTITY-----								
NAME	GROUP	LOW	HIGH	UNIT				
FINISHED ALCOHOL								
-----QUANTITY-----								
ALCOHOL BY VOLUME								
NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	TTB	
							FORMULA ID	
							COMMODITY	
FLAVORS								
-----QUANTITY-----								
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	COMPANY	TTB
							FORMULA #	FORMULA ID
POM CONCENTRATE	POM FLAVOR	1.0		tsp.	Natural	<input type="checkbox"/>	-	
Flavor Name:					Group Description: POM FLAVORS			
POM EXTRACT	POM FLAVOR	1.0		tbsp.	Natural	<input type="checkbox"/>	-	
Flavor Name:					Group Description: POM FLAVORS			
OTHER INGREDIENTS								
-----QUANTITY-----								
NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION		

**Method of Manufacture/Process of Production**

Method of Manufacture Process received separately  
 Description:

**Figure 298: Printing Submissions – All (Middle 2)**

**Samples**

Paper Submission

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

**Sample Detail**

SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
1000061		1.0	quart		POM SAMPLE	07/22/2011	

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.

**Company**

Paper Submission

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

**Company/Address Detail**

ADDRESS TYPE	PERMIT NUMBER / NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE
Manufacturer	OH-W-999 - POM INC.	5555 Fordham Drive, Cincinnati, OH, 45202-0000		07/19/2011	
Mailing	Jane Smith	4444 Orchard Lane, Saint Petersberg, FL, 33738	2024532000	07/19/2011	
Contact	Anna Sari	1325 G Street NW, Washington, DC, 20005	2024532000	07/19/2011	

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.

**Comments**

Paper Submission

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

**Comments Detail**

Date/Time: 07-22-2011 03:06 PM Submitted by: Jane Smith  
 Comment: TO: ALFD QA Reviewer Cc: BAL LIE Subject: Formula ID 1576274 Please contact me regarding the sample to be provided for the above referenced formula.

**Figure 299: Printing Submissions – All (Bottom)**

**Docs/Links**

Paper Submission

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

**Submission Documents**

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
------	-------------	------------------	------	------

**Submission Links**

SUBMISSION ID	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.

**Return**

Paper Submission

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

**Needs Correction Information**

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
-------------------------	--------------------	------------------------	-----------

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.

**Unauthorized Users**

Paper Submission

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

COLAS USER ID	USER NAME
12263	KRISTOFER SPERRY

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 300: Printing Submissions – Current Tab**

[Print this page](#)




**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

## Formulas Online

### Uniform

#### Main

Paper Submission

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

Create New Formula     Supersede Existing Formula

TTB Formula ID: 1576274      Company Formula #: OH-S-999 - 12345  
 Company ID: OH-S-999      Company Name: POM INC.

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

Class/Type: IMITATION WINE  
 Type Description: POM WINE

---

#### Contacts

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

Entered by: Jane Smith      Submitted by: Jane Smith  
 Created Date: 07-19-2011 10:43 AM

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 301: Printing Submissions – Formula Summary**

### Drawback

Submission ID: 1318950      TTB Formula ID: 1576339      Date Submitted: 08-16-2011 10:14 AM  
 Status: In Process

Create New Formula     Supersede Existing Formula

Company Formula #: POMPURE - 12345      TTB Formula ID: 1576339  
 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

---

**Summary**

Measurements Used: English  
 Process Type:

	LOW	HIGH	UNIT	TOLERANCE
Eligible Absolute Alcohol Used:			% v/v	
Alcohol Content of Finished Product:			% v/v	
Eligible Plus Recovered Spirits:			% v/v	
Density of Finished Product:	lbs per gallon			
Number of Days to Complete Process:				
	<u>WEIGHT (LB)</u>	<u>WEIGHT (LB)</u>	<u>VOLUME (GAL)</u>	<u>VOLUME (GAL)</u>
	(LOW)	(HIGH)	(LOW)	(HIGH)
Theoretical Yield:				
Actual Yield:				

6. Select the **Print this page** button. The Print dialog displays. See Figure 294.
7. Select the **Print** button. The printable version of the submission is sent to the selected printer and printed.
8. Select the  in the upper right corner of the printable version of the submission to close the page.

### 3.13 ENTERING SAMPLE SENT DATE

Not every submission requires a sample. When a sample is required, however, you may enter a sample sent date and print a sample ID sheet.

In order to submit a sample to TTB, enter the date you will send the sample, print a sample ID sheet for each sample in the submission, attach the sample ID sheet to the sample, and send the sample to the appropriate laboratory.

Follow these steps to enter a sample sent date:

1. Perform a search for the submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

Alternatively, locate the submission on the My Submissions home page.

2. Select the [Submission ID](#) link to display the submission.
3. Select the Samples tab.
4. Select the checkbox next to the [Sample ID](#) for each sample you plan to send.

► **Note:** Select the top-level checkbox to select all the samples. Deselect the ones you do not wish to send or have already sent.

5. Select **Enter Date Sent** from the For Selected Samples drop-down list.
6. Enter the date in the Date field. See Figure 302.

► **Note:** The Date field format is MM/DD/YYYY. Select the  icon to display a pop-up calendar to find the correct date.

**Figure 302: Entering Sample Sent Date – Samples Tab with Enter Date Sent Selected**

**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

**Sample Detail** 

For Selected Samples: Enter Date Sent      Date: 07/22/2011 

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

7. Select the **Go** button. The Date Sent field is updated with the sample sent date. See Figure 303.

Figure 303: Entering Sample Sent Date – Samples Tab with Enter Date Sent 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

**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"/> 1000061		1.0	quart		POM SAMPLE	07/22/2011	

8. Select the **Save** button.

### 3.14 PRINTING SAMPLE ID SHEETS

Not every submission requires a sample. When a sample is required, however, you may enter a sample sent date and print a sample ID sheet.

Follow these steps to print a sample ID sheet:

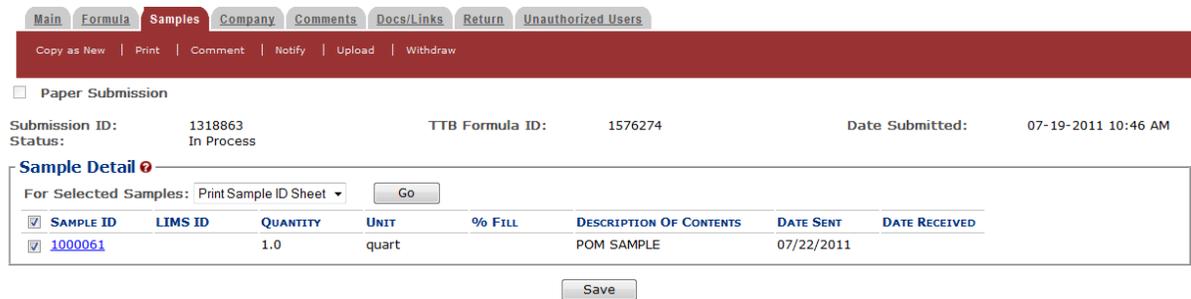
1. Enter the Sample Sent date following the steps in Section 3.13 Entering Sample Sent Date.
2. Select the checkbox next to the [Sample ID](#) for each sample you wish to send.

► **Note:** Select the top-level checkbox to select all the samples. Deselect the ones you do not wish to send or have already sent.

3. Select **Print Sample ID Sheet** from the For Selected Samples drop-down list. See Figure 304.

**Figure 304: Printing Sample ID Sheets – Samples Tab with Print Sample ID Sheet Sent Selected**

#### Uniform



The screenshot shows the 'Uniform' interface with the 'Samples' tab selected. A red navigation bar contains tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', 'Docs/Links', 'Return', and 'Unauthorized Users'. Below this is a dark red toolbar with options: 'Copy as New', 'Print', 'Comment', 'Notify', 'Upload', and 'Withdraw'. A checkbox for 'Paper Submission' is present. Submission details are displayed: Submission ID: 1318863, Status: In Process, TTB Formula ID: 1576274, and Date Submitted: 07-19-2011 10:46 AM. The 'Sample Detail' section features a dropdown menu set to 'Print Sample ID Sheet' and a 'Go' button. Below is a table with one row of sample data.

<input checked="" type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input checked="" type="checkbox"/>	<a href="#">1000061</a>		1.0	quart		POM SAMPLE	07/22/2011	

A 'Save' button is located below the table.

4. Select the **Go** button. The printable sample ID sheet displays. See Figure 305.

**Figure 305: Printing Sample ID Sheets – Printable Sample ID Sheet**

Print this page



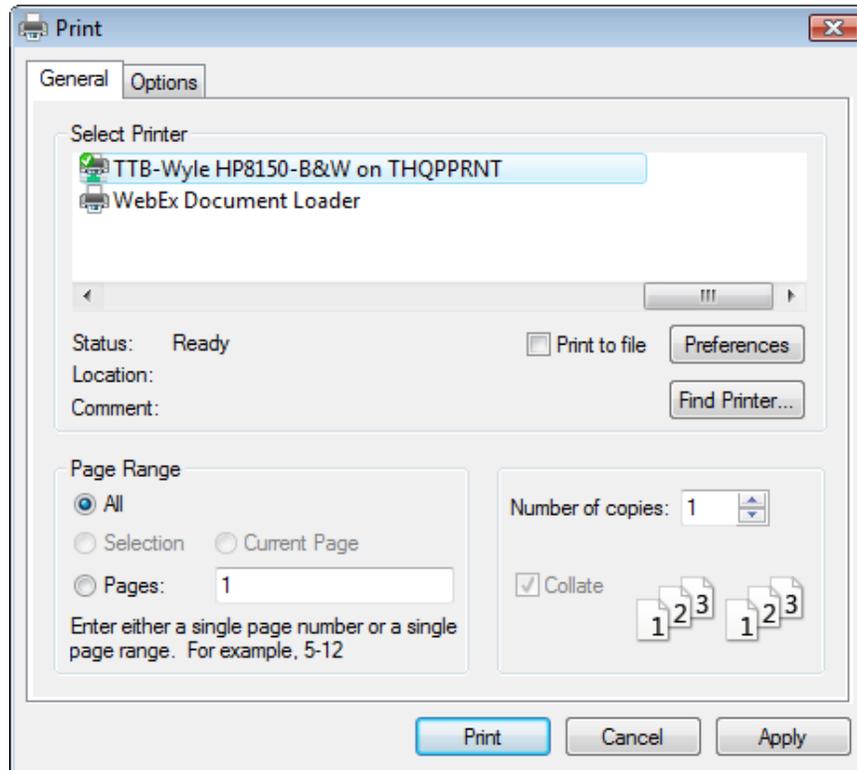
<i>Submission ID:</i> 1318863	<i>Submission Type:</i> Uniform
<i>Sample ID:</i> 1000061	<i>Sample Content:</i> POM SAMPLE
<i>Purpose of Analysis:</i>	<i>Product / Fanciful Name:</i> POM WINE
<i>Submitted By:</i> Jane Smith	<i>Submission Date:</i> 07-19-2011 10:46 AM

-----

Sample Mailing Instructions:  
 Attach the correct Sample ID Sheet to each sample and send to:  
 National Laboratory Center  
 Beverage Alcohol Laboratory  
 Attn: Uniform  
 6000 Amundale Road  
 Beltsville, MD 20705

► **Note:** If you generate this label prior to saving, the application indicates a null value for your sample ID.

5. Select the **Print this page** button. The Print dialog displays. See Figure 306.

**Figure 306: Printing Sample ID Sheets – Print Dialog**

6. Select the **Print** button. The printable version of the sample ID sheet is sent to the selected printer and printed.
7. Select the  in the upper right corner of the printable version of the sample ID sheet to close the page.
8. Attach the sample ID sheet to your sample shipment and ship the samples as directed.

### 3.15 SEARCHING FOR SUBMISSIONS, SAMPLES, AND FORMULAS

This section discusses the basic information for searching for submissions, samples, and formulas in the Formulas Online system. This section includes the following information:

- **Quick Searches** – See Section 3.15.1 Quick Searches
- **Advanced Searches** – See Section 3.15.2 Advanced Searches

#### 3.15.1 Quick Searches

There are three types of quick searches in the Formulas Online system:

- **Search for Submissions** – See Section 3.15.1.1 Search for Submissions
- **Search for Samples** – See Section 3.15.1.2 Search for Samples
- **Search for Formulas** – See Section 3.15.1.3 Search for Formulas

##### 3.15.1.1 Search for Submissions

► **Note:** You may search for submissions in the Formulas Online system for which you have the privilege to access.

Follow these steps to perform a search for a submission:

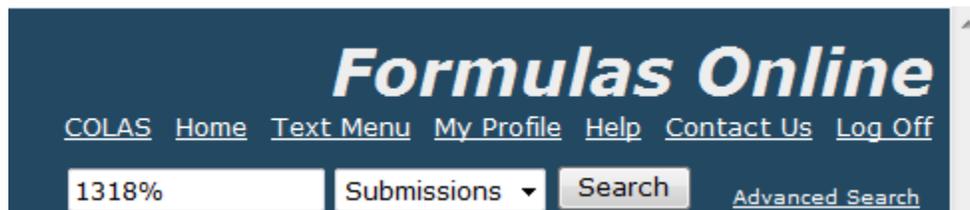
1. Enter the Submission ID in the search text field.

► **Note:** Enter a minimum of 4 numbers of the Submission ID followed by the “%” special character to perform a wildcard search.

2. Select **Submissions** from the search drop-down list. See Figure 307.

► **Note:** By default, **Submissions** will be selected.

Figure 307: Search for Submissions – Enter Search Criteria



3. Select the **Search** button. The search results display. See Figure 308.

**Figure 308: Search for Submissions – Search Results**

### Search Results

Apply Sort Clear Sort

Records 1 - 4 of 4 (Total Matching Records: 4) (Page 1 of 1)

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1318863	1576274	OH-W-999 - 12345	Uniform	N	In Process	07/19/2011	Jane Smith	POM WINE
1318861		-	Rider	N	In Process	07/18/2011	Jane Smith	POM MANGO EXTRACT
1318860		POMPURE - 123456	Drawback	N	In Process	07/18/2011	Jane Smith	POM POMEGRANATE EXTRACT
1318857		POMPURE - POM PURE EXTRACTS	SDA	N	In Process	07/15/2011	Jane Smith	POM PETRO

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 [Submission ID](#) link. The submission displays with the Main tab selected. See Figure 309.

**Figure 309: Search for Submissions – Submission Detail (Main Tab)**

### Uniform

Paper Submission

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

Create New Formula     Supersede Existing Formula

TTB Formula ID: 1576274      \* 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

---

**Contacts**

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

Entered by: Jane Smith      Submitted by: Jane Smith  
 Created Date: 07-19-2011 10:43 AM

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.

### 3.15.1.2 Search for Samples

**Note:** You may search for samples in the Formulas Online system for which you have the privilege to access.

Follow these steps to perform a search for a sample:

- Enter the Sample ID in the search text field.

► **Note:** Enter a minimum of 4 numbers of the Sample ID followed by the “%” special character to perform a wildcard search.

2. Select **Samples** from the search drop-down list. See Figure 310.

**Figure 310: Search for Samples – Enter Search Criteria**



3. Select the **Search** button. The search results display listing the submissions containing the Sample ID. See Figure 311.

**Figure 311: Search for Samples – Search Results**

### Search Results

Apply Sort Clear Sort

Records 1 - 4 of 4 (Total Matching Records: 4) (Page 1 of 1)

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1318863	1576274	OH-W-999 - 12345	Uniform	N	In Process	07/19/2011	Jane Smith	POM WINE
1318861		-	Rider	N	In Process	07/18/2011	Jane Smith	POM MANGO EXTRACT
1318860		POMPURE - 123456	Drawback	N	In Process	07/18/2011	Jane Smith	POM POMEGRANATE EXTRACT
1318857		POMPURE - POM PURE EXTRACTS	SDA	N	In Process	07/15/2011	Jane Smith	POM PETRO

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. Select the [Submission ID](#) link. The submission displays with the Main tab selected. See Figure 312.

Figure 312: Search for Samples – Submission Detail (Main Tab)

**Uniform**

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

Copy as New | Print | Comment | Notify | Withdraw

Paper Submission

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

•  Create New Formula  Supersede Existing Formula

TTB Formula ID: 1576274 • 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

**Contacts**

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

Entered by: Jane Smith Submitted by: Jane Smith  
 Created Date: 07-19-2011 10:43 AM

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.

5. Select the Samples tab. See Figure 313.

Figure 313: Search for Samples – Submission Detail (Samples Tab)

**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

**Sample Detail**

For Selected Samples:

<input type="checkbox"/> SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/> <a href="#">1000061</a>		1.0	quart		POM SAMPLE	07/22/2011	

6. Select the [Sample ID](#) link. The Sample pop-up window displays. See Figure 314.

Figure 314: Search for Samples –Sample Pop-Up Window

# Sample

**Sample Information**

Sample ID: 1000061

Quantity:  Unit of Measure:

% Fill:

\* Description: POM SAMPLE

Date Sent:

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.

### 3.15.1.3 Search for Formulas

► **Note:** You may search for formulas in the Formulas Online system for which you have the privilege to access.

Follow these steps to perform a search for a formula:

1. Enter the TTB Formula ID in the search text field.

► **Note:** Enter a minimum of 4 numbers of the TTB Formula ID followed by the “%” special character to perform a wildcard search.

2. Select **Formulas** from the search drop-down list. See Figure 315.

Figure 315: Search for Formulas – Enter Search Criteria

*Formulas Online*

[COLAS](#) [Home](#) [Text Menu](#) [My Profile](#) [Help](#) [Contact Us](#) [Log Off](#)

[Advanced Search](#)

3. Select the **Search** button. The search results display listing the submissions containing the Formula ID. See Figure 316.

**Figure 316: Search for Formulas – Search Results**

### Search Results

Apply Sort Clear Sort

Records 1 - 4 of 4 (Total Matching Records: 4) (Page 1 of 1)

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1318863	1576274	OH-W-999 - 12345	Uniform	N	In Process	07/19/2011	Jane Smith	POM WINE
1318861		-	Rider	N	In Process	07/18/2011	Jane Smith	POM MANGO EXTRACT
1318860		POMPURE - 123456	Drawback	N	In Process	07/18/2011	Jane Smith	POM POMEGRANATE EXTRACT
1318857		POMPURE - POM PURE EXTRACTS	SDA	N	In Process	07/15/2011	Jane Smith	POM PETRO

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. Select the [Submission ID](#) link. The submission displays with the Main tab selected. See Figure 317.

**Figure 317: Search for Formulas – Submission Detail (Main Tab)**

### Uniform

Main Formula Samples Company Comments Docs/Links Return Unauthorized Users

Copy as New | Print | Comment | Notify | Withdraw

Paper Submission

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

Create New Formula  Supersede Existing Formula

TTB Formula ID: 1576274 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

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

Entered by: Jane Smith Submitted by: Jane Smith  
 Created Date: 07-19-2011 10:43 AM

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.

### 3.15.2 Advanced Searches

There is one type of advanced searches in the Formulas Online system:

- **Search for Submissions/Formulas** – See Section 3.15.2.1 Search for Submissions/Formulas

#### 3.15.2.1 Search for Submissions/Formulas

► **Note:** You may search for submissions/formulas in the Formulas Online system for which you have the privilege to access.

Follow these steps to perform a search for submissions/formulas:

1. Select the [Advanced Search](#) link next to the **Search** button. See Figure 318.

**Figure 318: Search for Submissions/Formulas – Advanced Search**



The Search Submissions and Formulas page displays. See Figure 319.

Figure 319: Search for Submissions/Formulas – Search Submissions and Formulas

### Search Submissions and Formulas

2. Enter or select the search criteria in the available fields.

► **Note:** Press the **CTRL** key to select multiple values from the drop-down lists. Use the “%” special character to perform a wildcard search.

► **Note:** Product/Class Type changes based on the Commodity type selected. Other available search criteria displays based on the Submission Name selected.

3. Select the **Search** button. The search results display listing the submissions matching the search criteria. See Figure 320.

► **Note:** Select the **Clear** button to clear the available fields.

Figure 320: Search for Submissions/Formulas – Search Results

### Search Results

Apply Sort Clear Sort

Records 1 - 4 of 4 (Total Matching Records: 4) (Page 1 of 1)

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1318863	1576274	OH-W-999 - 12345	Uniform	N	In Process	07/19/2011	Jane Smith	POM WINE
1318861		-	Rider	N	In Process	07/18/2011	Jane Smith	POM MANGO EXTRACT
1318860		POMPURE - 123456	Drawback	N	In Process	07/18/2011	Jane Smith	POM POMEGRANATE EXTRACT
1318857		POMPURE - POM PURE EXTRACTS	SDA	N	In Process	07/15/2011	Jane Smith	POM PETRO

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.

### 3.16 TEXT MENU

In compliance with 508 standards, Formulas Online provides a text menu in addition to the graphic menu. Figure 321 details the Text Menu.

Figure 321: Text Menu

**My Submissions**

Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1301321		-	User Registration	N	Closed	05/10/2011	TTB	
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301448		-	User Registration	N	Closed	05/27/2011	TTB	
1301461		OH-W-999 - 1234	Uniform	N	Draft		-	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1302004		-	Uniform	N	Draft		-	
1302006		-	Uniform	N	Draft		-	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	

#### 3.16.1 Display the Text Menu

Follow these steps to display the Text Menu:

1. Select the [Text Menu](#) link in the main navigation banner. The Text Menu displays. See Figure 321.
2. Use buttons to move through the screens. Use the [Tab](#) key to move through editable fields.
3. Use submenu links to create new submissions or perform the tasks mentioned.
4. If you wish to return to Graphic Menu display, select the [Graphic Menu](#) link in the main navigation banner.

### 3.17 MY PROFILE

The User Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. This page also allows you to change your system password and view all active permit numbers that you have registered. Figure 322 and Figure 323 detail the User Profile page.

► **Note:** You may NOT view requested but not yet approved, deleted, or inactive permit numbers for your user account in the User Profile page.

Figure 322: User Profile (Top)

**User Profile**

**Personal Information**

First Name: Jane    M. I.:     Last Name: Smith [Change Password](#)  
 \* Employer: POM PRODUCTS  
 Title: Auditor  
 Label Rep. ID:   
 \* Phone Number: 2024532000    Fax Number:   
 Address Format: USPS Domestic  
 \* Address Line 1: 4444 Orchard Lane  
 Address Line 2:   
 \* City: Saint Petersburg  
 \* State: FL  
 \* Zip: 33738 -

**Business E-mail Addresses**

Select an email address as your primary email address.

PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

**Authentication Questions**

Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

QUESTION	ANSWER
* 1: The name of your favorite restaurant?	Perilla
* 2: Last name of your favorite schoolteacher?	Frey

Figure 323: User Profile (Bottom)

\* Address Line 1:   
 Address Line 2:   
 \* City:   
 \* State:   
 \* Zip:  -

**Business E-mail Addresses**  
 Select an email address as your primary email address.

PRIMARY	E-MAIL ADDRESS
<input checked="" type="radio"/>	Jane.Smith@ttb.gov
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

**Authentication Questions**  
 Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.

QUESTION	ANSWER
* 1: <input type="text" value="The name of your favorite restaurant?"/>	<input type="text" value="Perilla"/>
* 2: <input type="text" value="Last name of your favorite schoolteacher?"/>	<input type="text" value="Frey"/>
* 3: <input type="text" value="The name of your favorite television series?"/>	<input type="text" value="Arrested Development"/>

**Formulas Online Company Access**  
 Formulas Online Company Access

PERMIT NUMBER	COMPANY CODE	ACTIVE DATE	USER REGISTRATION ID
	POMPURE	07/13/2011	1318848
	PROLIQ	07/13/2011	1318848
FL-W-77777		07/15/2011	1318848
OH-W-999		07/15/2011	1318848

**COLAs Company Access**  
 COLAs Online Company Access

PERMIT NUMBER	SUBMITTER NAME	CREATE DATE	MODIFIED DATE
OH-W-999	Jane Smith	07/22/2011	07/22/2011
FL-W-77777	Jane Smith	07/22/2011	07/22/2011

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.

### 3.17.1 Update My Profile

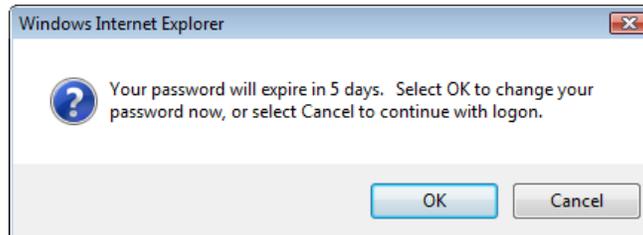
Follow these steps to view and/or edit your user profile information:

1. Select the [My Profile](#) link in the Main Navigation Menu. The User Profile page displays. See Figure 322 and Figure 323.
2. Make changes to your personal information and business e-mail addresses if applicable.
3. Make changes to your authentication questions and answers if applicable.
4. Select the **Save** button. An informational message displays at the top of the page stating your changes have been successfully saved.
5. Select the **Change Password** button to change your system password. See Section 3.18 Change Password.
6. Select the **Cancel** button to exit without making changes.

### 3.18 CHANGE PASSWORD

Passwords expire every 90 days and you will be required to change your password before expiration. You can change your password at any time through the Password Change Utility. If you login to Formulas Online when your password is due to expire, a confirmation message box displays reminding you to change your password through the Password Change Utility. See Figure 324. You may select the **Cancel** button to close the confirmation message box and proceed to your home page or you may select the **OK** button and follow the steps in Section 3.18.1 Change Your Password to change your password through the Password Change Utility.

**Figure 324: Change Password Reminder Confirmation**



If your password expires before you are able to change your password, an error message displays when you attempt to login to Formulas Online. See Figure 325.

**Figure 325: Expired Password Error Message**

**Publicly available services:**

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#).
- View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site.

**Services requiring registration and logon:**

Login Error: Your password has expired. If you are an Industry Member, please use the "Expired password?" link to create a new password.

User Name:  [Expired password ?](#)

Password:  [New or forgotten password ?](#)

Logon to:

**NOTE TO COLAs ONLINE USERS:** If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

[Register for TTB Online.](#) Need help on [how to register ?](#)

[Need Help Logging On and Using TTB Online ?](#)

If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

[Privacy Policy](#) [Privacy Impact Assessment](#)

UNITED STATES DEPARTMENT OF THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [ttb.fonl@ttb.gov](mailto:ttb.fonl@ttb.gov).

If you have difficulty accessing any information in the site due to a disability, please contact us via email ([ttb.fonl@ttb.gov](mailto:ttb.fonl@ttb.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.

You may follow the steps in Section 3.18.3 Reset Your Expired Password to reset your expired password through the Password Change Utility.

If you attempt to login to Formulas Online multiple times with an invalid user name/password combination, you will lock your account. An error message displays stating your account is locked. See Figure 326.

Figure 326: Locked Account Error Message

**Welcome to TTB Online**

Publicly available services:

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the [Public COLA Registry](#).
- View the TTB Online [Frequently Asked Questions \(FAQ\)](#) page on the TTB Internet site.

Services requiring registration and login:

**Login Error: Your account is locked. If you are an Industry Member, please use the "New or forgotten password?" link to create a new password to unlock your account.**

User Name:  [Expired password ?](#)

Password:  [New or forgotten password ?](#)

Logon to:

**NOTE TO COLAs ONLINE USERS:** If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

[Register for TTB Online.](#) Need help on [how to register ?](#)

[Need Help Logging On and Using TTB Online ?](#)

If you are using Internet Explorer 8.0, [click here](#) for more information on browser Compatibility.

[Privacy Policy](#) [Privacy Impact Assessment](#)

UNITED STATES DEPARTMENT OF THE TREASURY

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at [ttb.fonl@ttb.gov](mailto:ttb.fonl@ttb.gov).

If you have difficulty accessing any information in the site due to a disability, please contact us via email ([ttb.fonl@ttb.gov](mailto:ttb.fonl@ttb.gov)) and we will do our best to make the information available to you.

This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.

You may reset your password to unlock your account. Follow the steps in Section 3.18.4 Unlock Your Locked Account to unlock your account by resetting your password through the Password Change Utility.

If you have simply forgotten your password, but it is not expired, you may follow the steps in Section 3.18.2 Reset Your Forgotten Password to reset your forgotten password through the Password Change Utility.

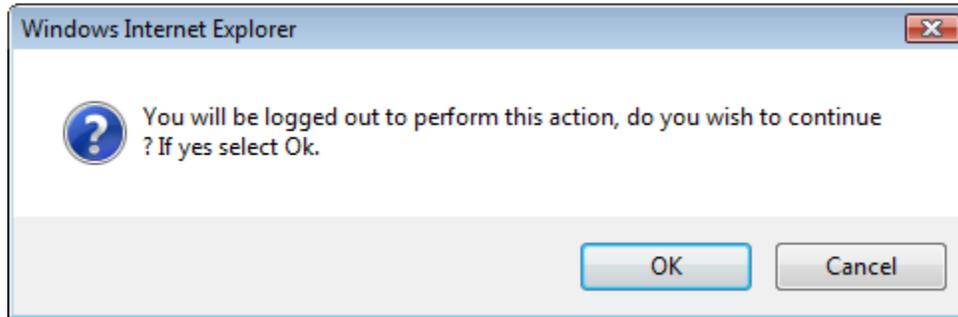
After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in Section 3.4.2 Create a New User Registration to re-register.

### 3.18.1 Change Your Password

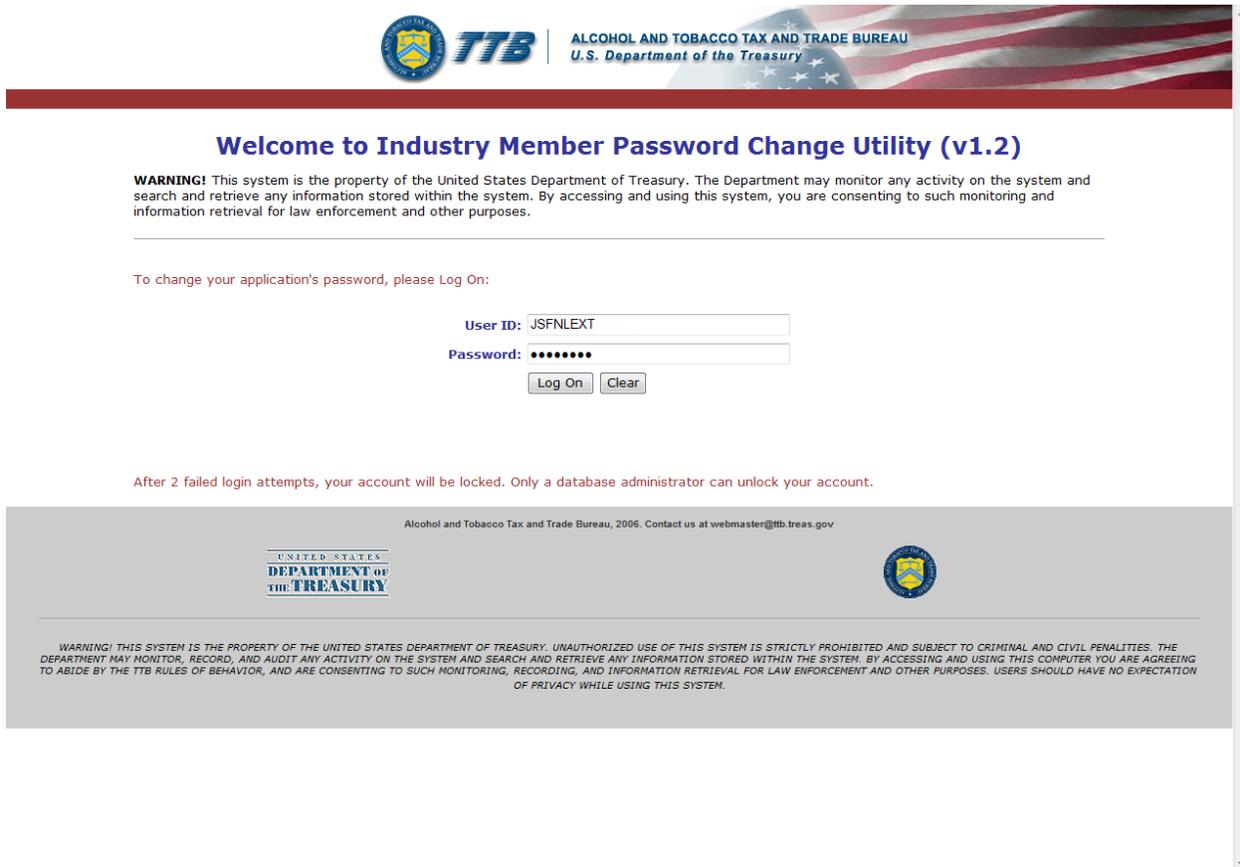
Follow these steps to change a Formulas Online system password through the Password Change Utility:

1. Select the [My Profile](#) link from the main navigation banner. The My Profile page displays. See Figure 322 and Figure 323.
2. Select the [Change Password](#) link. A confirmation message box displays stating you will be logged out to perform this action. See Figure 327.

**Figure 327: Change Password – Change Password Logout Confirmation**



3. Select the **OK** button to confirm. The confirmation message box closes and you are logged out of Formulas Online. The Password Change Utility login page displays. See Figure 328.

**Figure 328: Change Password – Password Change Utility Login**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

## Welcome to Industry Member Password Change Utility (v1.2)

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

To change your application's password, please Log On:

User ID: JSFNLEXT

Password: ●●●●●●

Log On Clear

After 2 failed login attempts, your account will be locked. Only a database administrator can unlock your account.

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER, YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

4. Enter your user ID in the User ID field.
5. Enter your current password in the Password field.
6. Select the **Log On** button. The Password Change Utility main page displays. See Figure 329.

**Figure 329: Change Password – Password Change Utility Main Page**

**Industry Member Password Change Utility** Log Off

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password: ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

Your password is good for 90 days.

**Change Password**

Old Password:

New Password:

Retype New Password:

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk by e-mail at [TTB.Helpdesk@ttb.gov](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

7. Enter your current password in the Old Password field.
8. Enter your new password in the New Password field.
9. Re-enter your new password again in the Retype New Password field.

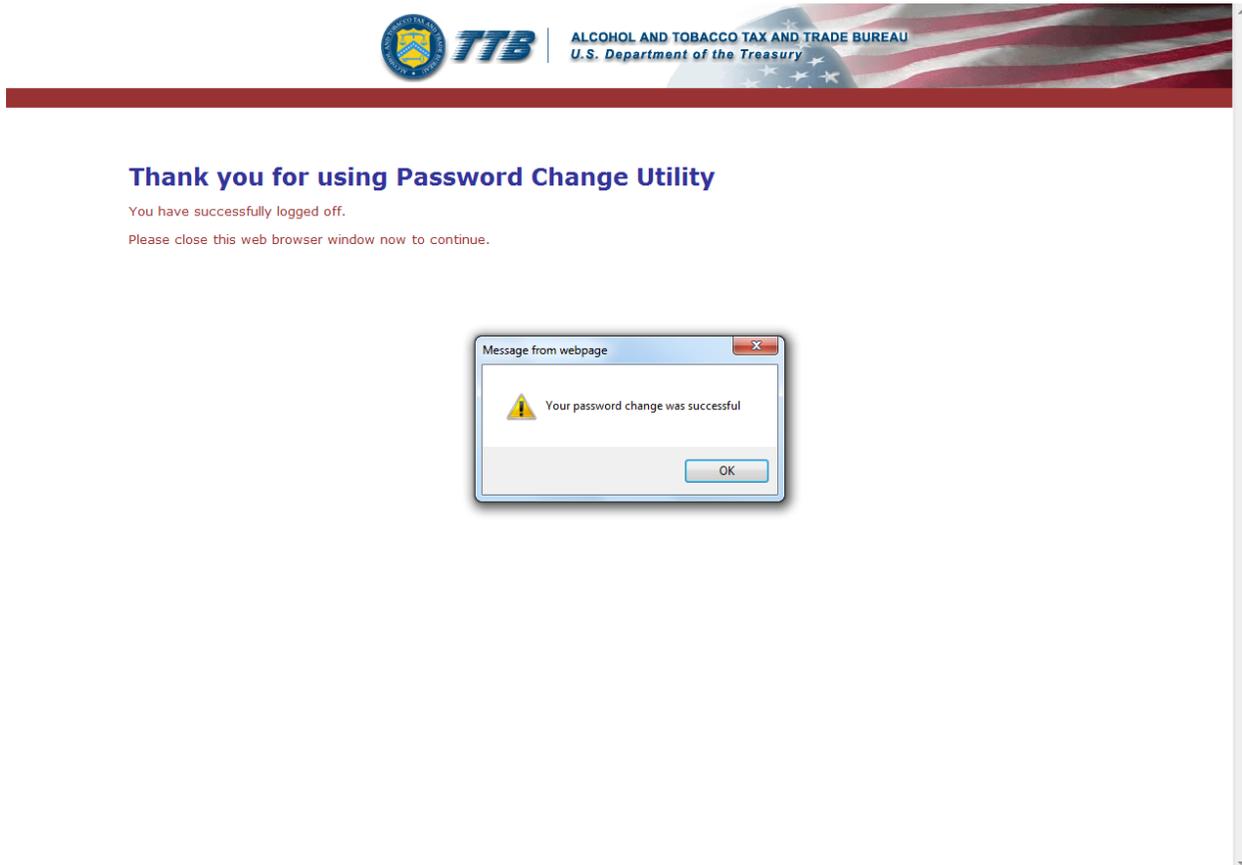
► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Submit** button. A confirmation message box displays stating your password was successfully changed. See Figure 330.

**Figure 330: Change Password – Password Change Successful**



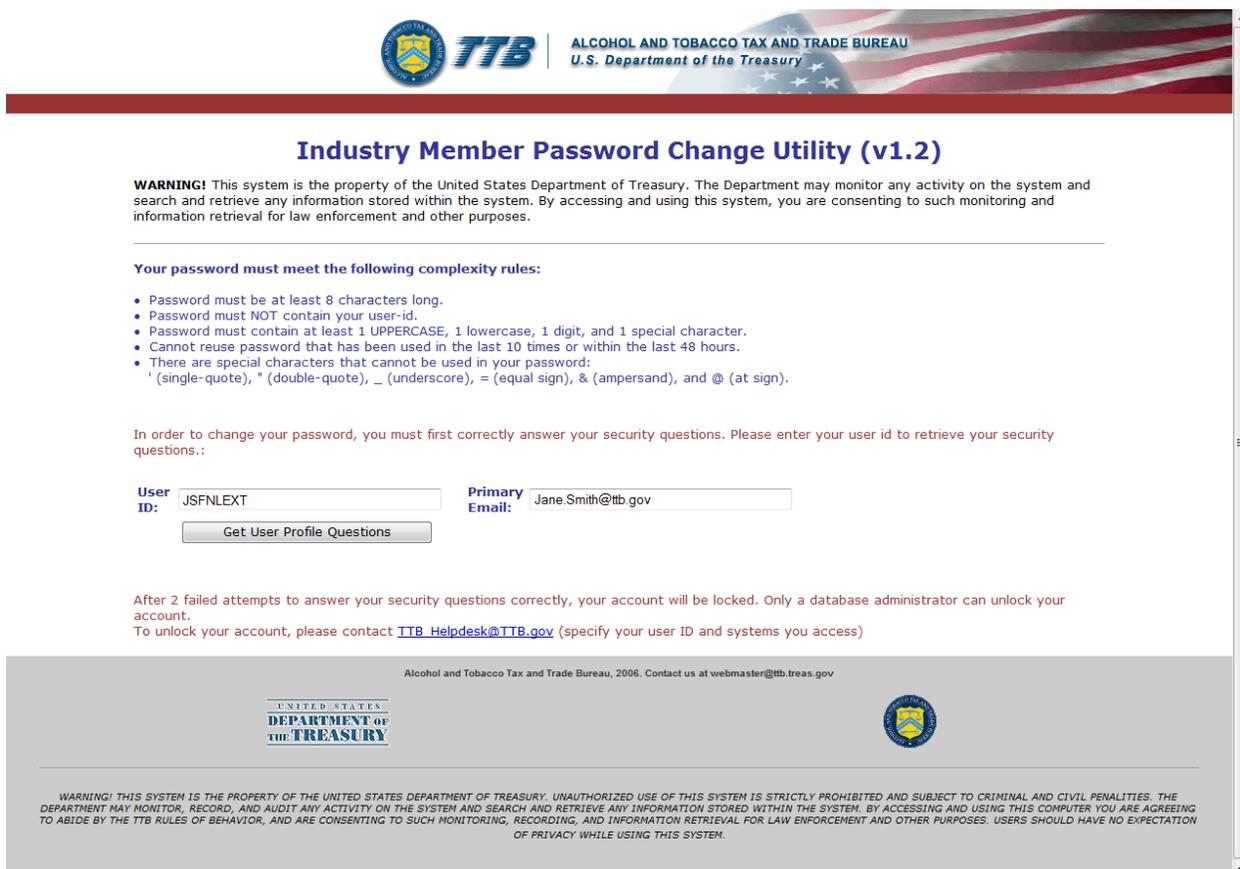
13. Select the **OK** button. The Password Change Utility closes.

### 3.18.2 Reset Your Forgotten Password

Follow these steps to reset a forgotten Formulas Online system password through the Password Change Utility:

1. From your web browser, enter <https://www.ttbonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 10.
3. Select the [New or forgotten password?](#) link. The Password Change Utility displays. See Figure 331.

**Figure 331: Reset Forgotten Password – Password Change Utility Login**



**Industry Member Password Change Utility (v1.2)**

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
 ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions:.

User ID:  Primary Email:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
 To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES DEPARTMENT OF THE TREASURY

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER, YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 332.

Figure 332: Reset Forgotten Password – Password Change Utility Main Page

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

### Industry Member Password Change Utility (v1.2)

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID:  Primary Email:

The name of your favorite song?:

New Password:

Retyped New Password:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk by e-mail at [TTB.Helpdesk@ttb.gov](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

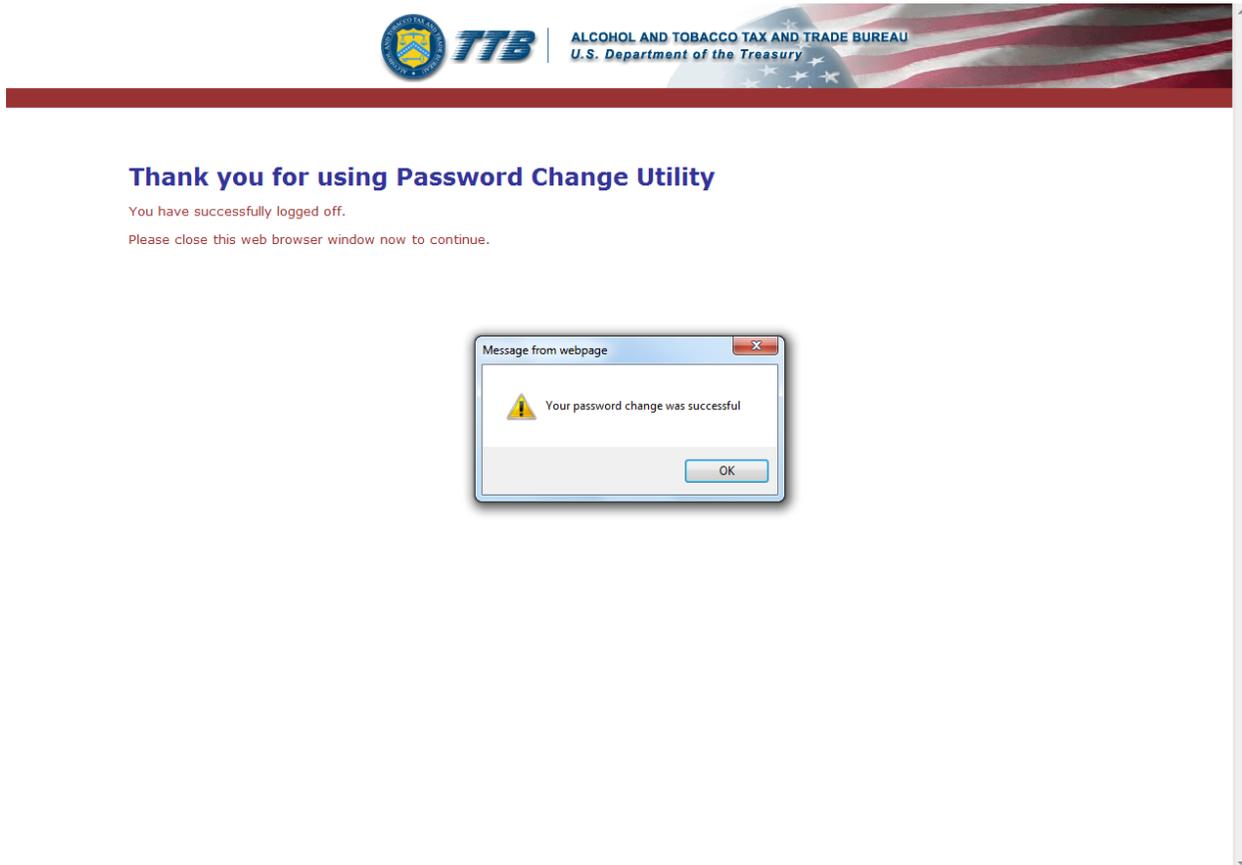
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
  - Password must not contain your user ID.
  - Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
  - You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
  - You cannot use the following special characters: ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).
10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 333.

**Figure 333: Reset Forgotten Password – Password Change Successful**



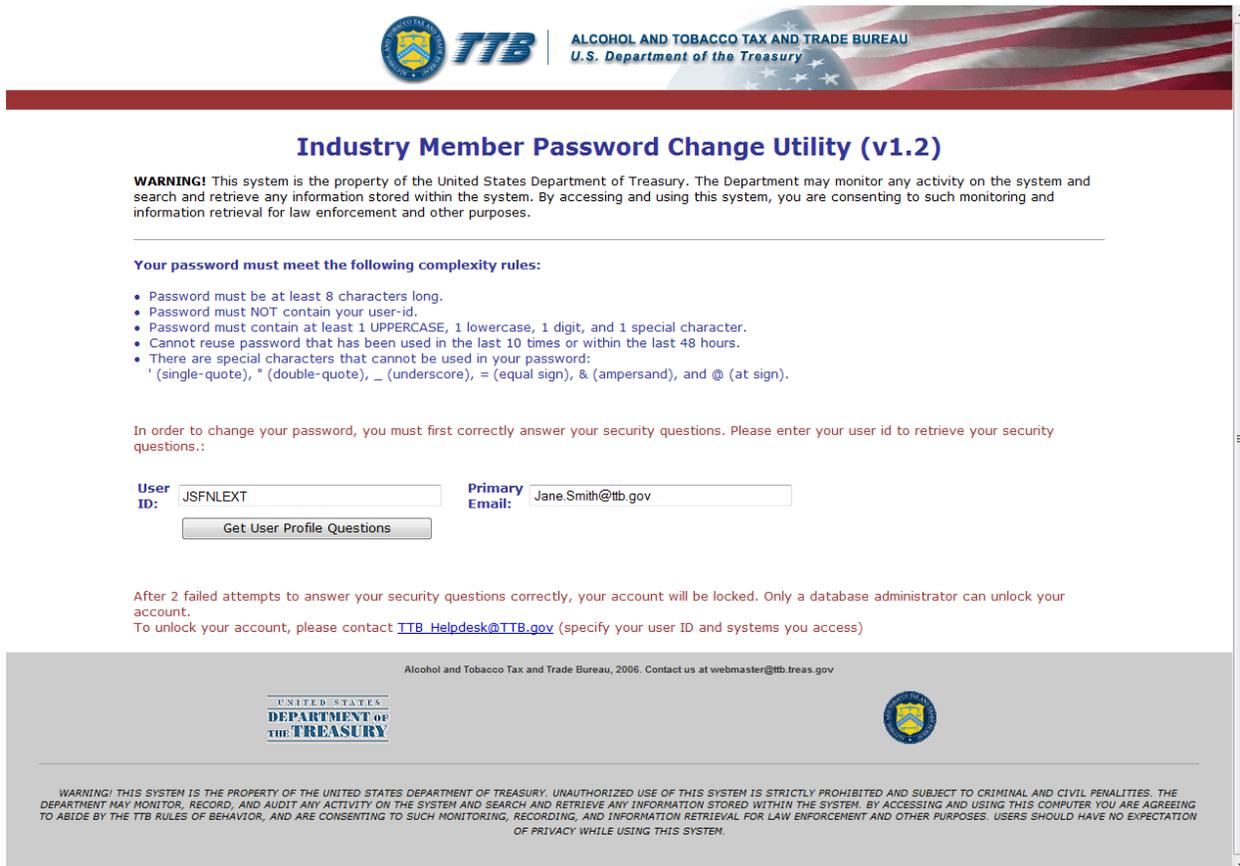
13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 10.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password.

### 3.18.3 Reset Your Expired Password

Follow these steps to reset an expired Formulas Online system password through the Password Change Utility:

1. From your web browser, enter <https://www.ttonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 10.
3. Select the [Expired password?](#) link. The Password Change Utility displays. See Figure 334.

**Figure 334: Reset Expired Password – Password Change Utility Login**



**Industry Member Password Change Utility (v1.2)**

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:
  - ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

**User ID:**  **Primary Email:**

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

**WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.**

4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 335.

**Figure 335: Reset Expired Password – Password Change Utility Main Page**

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

### Industry Member Password Change Utility (v1.2)

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: JSFNLEXT Primary Email: Jane.Smith@ttb.gov

The name of your favorite song?: Time Capsule

New Password: ●●●●●●

Retyped New Password: ●●●●●●

Set New Password Clear Cancel

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk by e-mail at [TTB.Helpdesk@ttb.gov](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

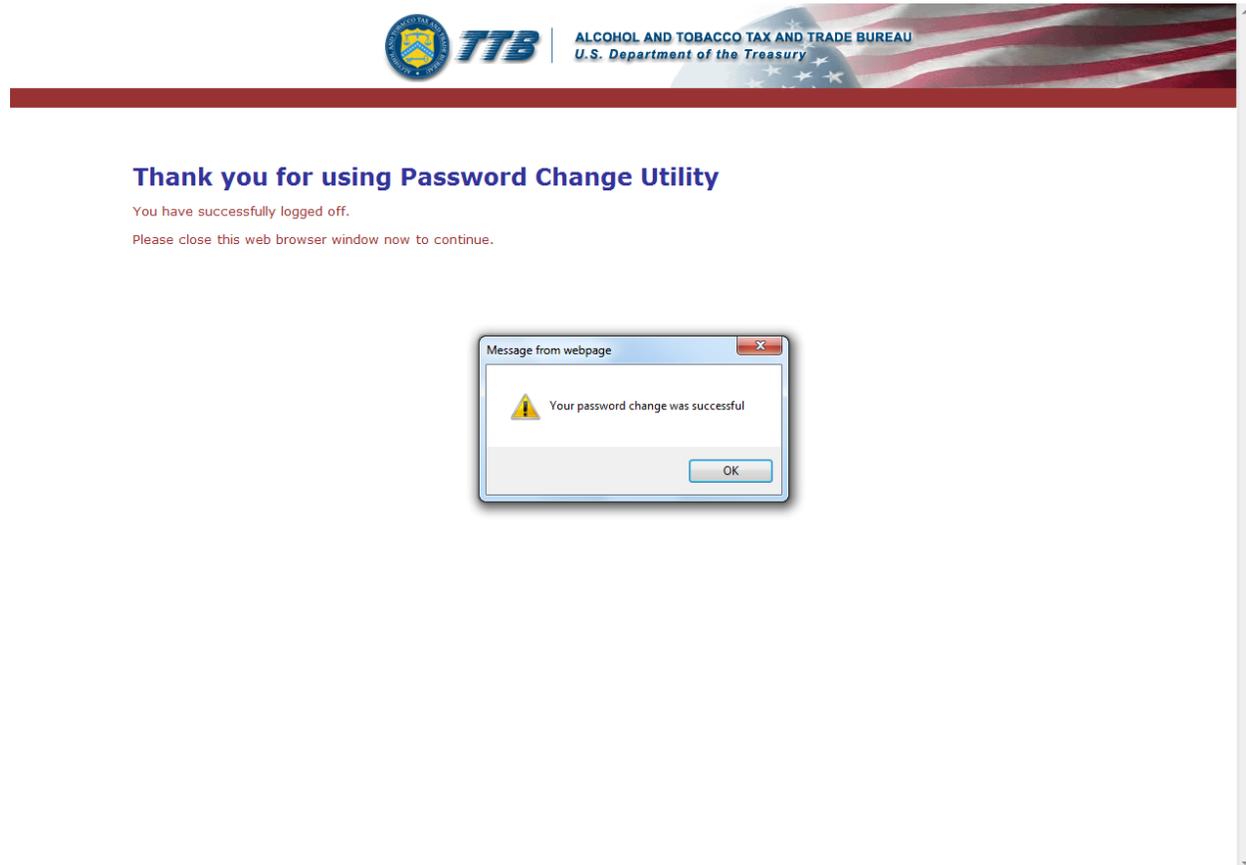
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
  - Password must not contain your user ID.
  - Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
  - You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
  - You cannot use the following special characters: ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).
10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 336.

**Figure 336: Reset Expired Password – Password Change Successful**



13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 10.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password.

### 3.18.4 Unlock Your Locked Account

Follow these steps to unlock a locked Formulas Online account through the Password Change Utility:

1. From your web browser, enter <https://www.ttbonline.gov/> in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 10.
3. Select the [New or forgotten password?](#) link. The Password Change Utility displays. See Figure 337.

**Figure 337: Unlock Locked Account – Password Change Utility Login**

**Industry Member Password Change Utility (v1.2)**

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
 ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

In order to change your password, you must first correctly answer your security questions. Please enter your user id to retrieve your security questions.:

User ID:  Primary Email:

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
 To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

WARNING! THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER, YOU ARE AGREEING TO ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 338.

Figure 338: Unlock Locked Account – Password Change Utility Main Page

**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
U.S. Department of the Treasury

### Industry Member Password Change Utility (v1.2)

**WARNING!** This system is the property of the United States Department of Treasury. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.

**Your password must meet the following complexity rules:**

- Password must be at least 8 characters long.
- Password must NOT contain your user-id.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- Cannot reuse password that has been used in the last 10 times or within the last 48 hours.
- There are special characters that cannot be used in your password:  
' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).

To reset your application's password, please answer your profile questions:

User ID: JSFNLEXT Primary Email: Jane.Smith@ttb.gov

The name of your favorite song?: Time Capsule

New Password: ●●●●●●

Retyped New Password: ●●●●●●

Buttons: Set New Password, Clear, Cancel

After 2 failed attempts to answer your security questions correctly, your account will be locked. Only a database administrator can unlock your account.  
To unlock your account, please contact [TTB\\_Helpdesk@TTB.gov](mailto:TTB_Helpdesk@TTB.gov) (specify your user ID and systems you access)

Alcohol and Tobacco Tax and Trade Bureau, 2006. Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

► **Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk by e-mail at [TTB.Helpdesk@ttb.gov](mailto:TTB.Helpdesk@ttb.gov) or voice at 866-240-0835 or 202-453-2100 to have your account unlocked.

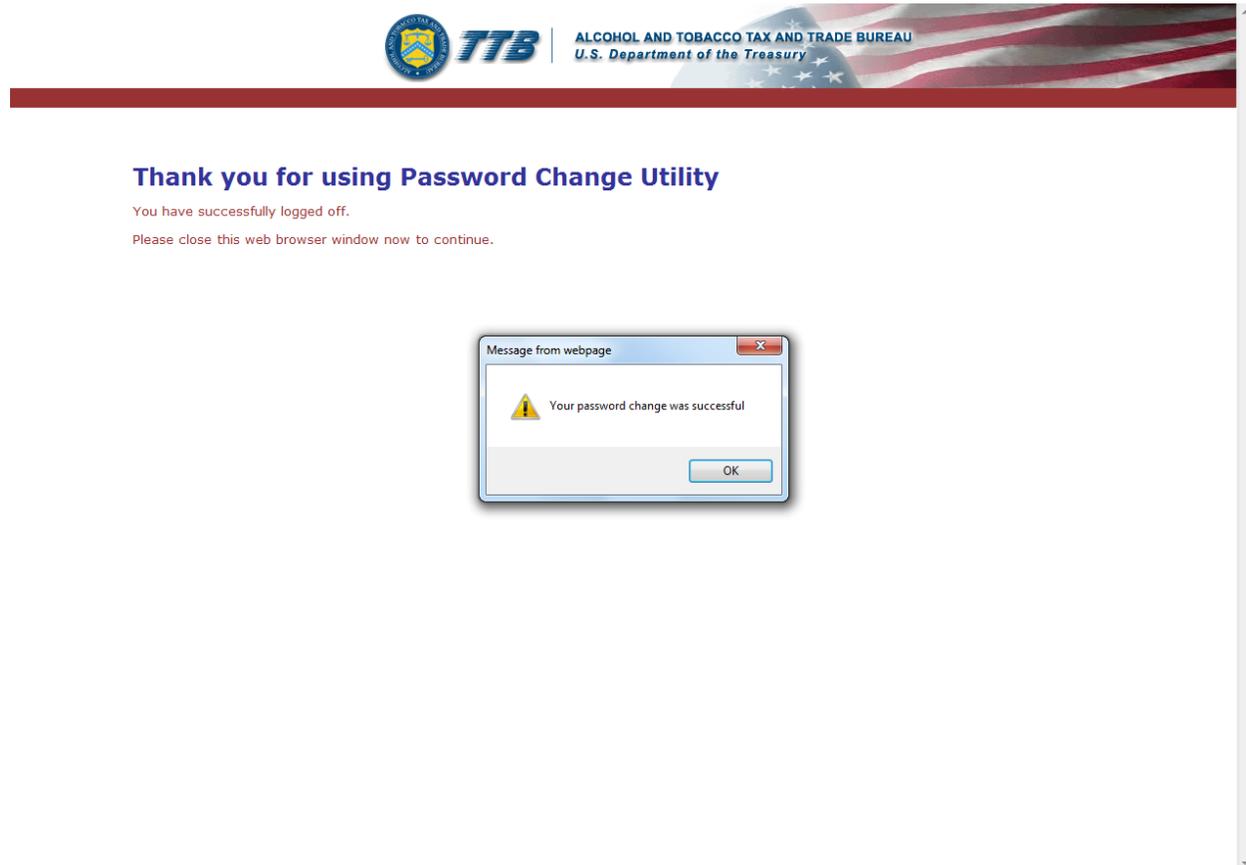
7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

► **Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
  - Password must not contain your user ID.
  - Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
  - You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
  - You cannot use the following special characters: ' (single-quote), " (double-quote), \_ (underscore), = (equal sign), & (ampersand), and @ (at sign).
10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 339.

**Figure 339: Unlock Locked Account – Password Change Successful**

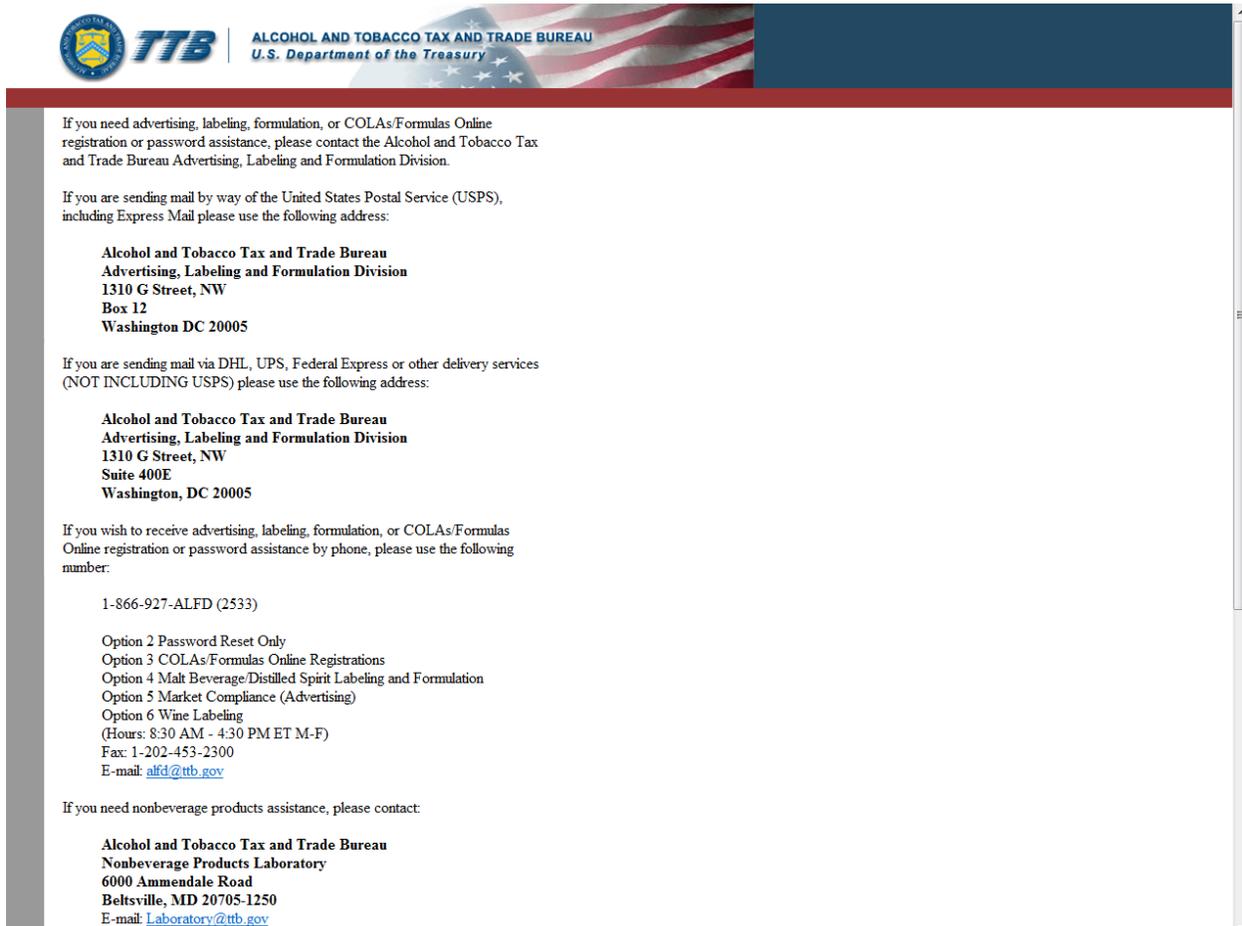


13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 10.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password.

### 3.19 CONTACT US

The Contact Us page provides information for you to contact TTB about the TTB Online Portal, COLAs Online, or Formulas Online issues. Figure 340 details the Contact Us page.

Figure 340: Contact Us



#### 3.19.1 Access Contact Us

Follow these steps to access the Contact Us page:

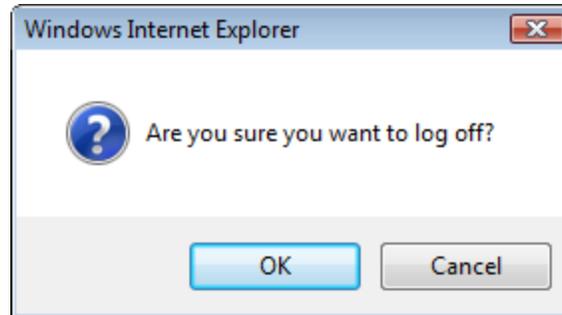
1. Select [Contact Us](#) link in the main navigation banner or the [Need Help Logging On and Using TTB Online?](#) link in the TTB Online Portal page. The Contact Us page displays. See Figure 340.

### 3.20 LOG OFF

Follow these steps to log off from Formulas Online:

1. Select the [Log Off](#) link in the main navigation banner. A confirmation message box displays prompting you to confirm your action. See Figure 341.

**Figure 341: Log Off Confirmation**



2. Select the **OK** button to confirm. The confirmation message box closes and Formulas Online logs you off and displays the TTB Online Portal page. See Figure 10.

► **Note:** To log back into Formulas Online, follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page.

### 3.21 ADDITIONAL FUNCTIONS

This section discusses the basic information for additional functions in the Formulas Online system. This section includes the following information:

- **Surrender a Formula** – See Section 3.21.1 Surrender a Formula
- **Withdraw a Submission** – See Section 3.21.2 Withdraw a Submission
- **Close a Submission** – See Section 3.21.3 Close a Submission
- **Send an E-Mail Message** – See Section 3.21.4 Send an E-Mail Message

#### 3.21.1 Surrender a Formula

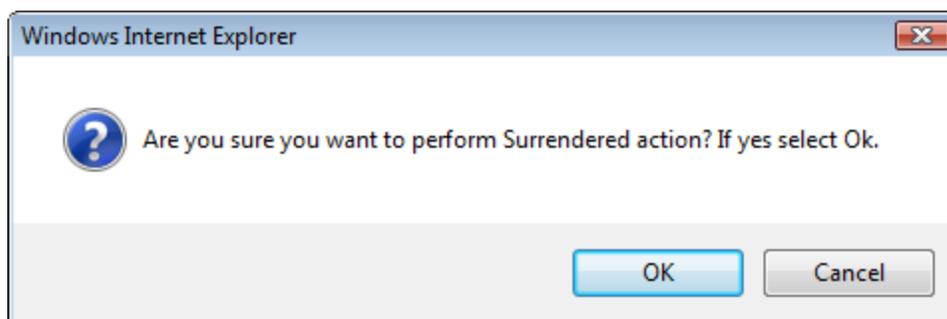
Formulas may only be surrendered using the most recent closed submission that contains the formula. If there is at least one submission eligible to be surrendered on the My Submissions home page or search results pages, the Surrender radio button displays at the top of the Submission ID column.

##### 3.21.1.1 Surrender a Single Formula

Follow these steps to surrender a single formula:

1. Perform a search for the formula in the closed submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.  
Alternatively, locate the formula in the closed submission on the My Submissions home page.
2. Select the [Submission ID](#) link.
3. Select the [Surrender](#) link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 342.

Figure 342: Surrender a Single Formula – Surrender Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and the disposition of the formula is changed to "Surrendered."

##### 3.21.1.2 Surrender Multiple Formulas

Follow these steps to surrender one or more formulas from My Submissions or Search Results pages:

1. Perform a search for the formula in the closed submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

Alternatively, locate the formula in the closed submission on the My Submissions home page.

2. Select the Surrender radio button.
3. Select the checkbox next to the Submission ID for each submission you wish to surrender. See Figure 343.

► **Note:** Select the top-level checkbox to select all the submissions.

**Figure 343: Surrender Multiple Formulas – Submissions Selected**

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

**Formulas Online**  
COLAS Home Text Menu My Profile Help Contact Us Log Off

▢ New ▢ Modify Registration ▢ View Submissions Search Advanced Search

### My Submissions

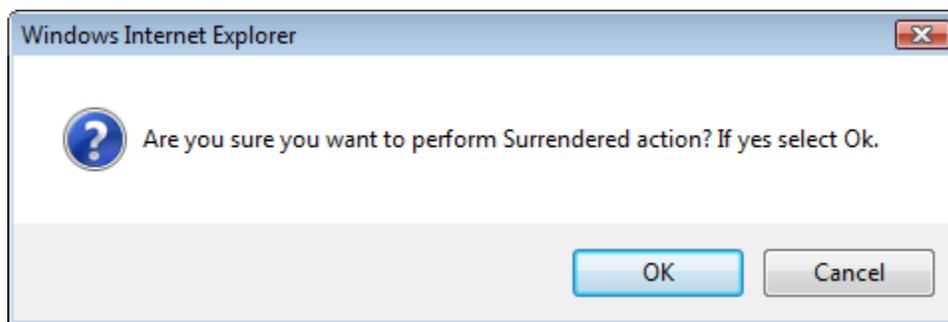
Apply Sort Clear Sort

Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)

Surrender Go

<input checked="" type="checkbox"/>	SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
<input type="checkbox"/>	1001321	-	-	User Registration	N	Closed	05/10/2010	TTB	
<input type="checkbox"/>	1001368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2010	Jane Smith	POM
<input checked="" type="checkbox"/>	1001369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2010	Jane Smith	
<input type="checkbox"/>	1001391	-	-	User Registration	N	Closed	05/19/2010	TTB	
<input type="checkbox"/>	1001429	-	-	User Registration	N	Cancelled	05/26/2010	TTB	
<input type="checkbox"/>	1001448	-	-	User Registration	N	Closed	05/27/2010	TTB	
<input type="checkbox"/>	1001461	-	OH-W-999 - 1234	Uniform	N	Draft	-	-	
<input type="checkbox"/>	1001483	-	-	User Registration	N	Closed	06/02/2010	TTB	
<input type="checkbox"/>	1001485	-	-	User Registration	N	Closed	06/02/2010	TTB	
<input type="checkbox"/>	1001634	-	-	User Registration	N	Closed	06/22/2010	TTB	
<input type="checkbox"/>	1001644	-	-	User Registration	N	Closed	06/24/2010	TTB	
<input type="checkbox"/>	1001648	-	-	User Registration	N	Closed	06/28/2010	TTB	
<input type="checkbox"/>	1001650	-	-	User Registration	N	Cancelled	06/28/2010	TTB	
<input type="checkbox"/>	1001810	-	-	User Registration	N	Cancelled	08/06/2010	TTB	
<input type="checkbox"/>	1001852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2010	Jane Smith	POM WINE
<input type="checkbox"/>	1001873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2010	Jane Smith	POM WINE
<input type="checkbox"/>	1002004	-	-	Uniform	N	Draft	-	-	
<input type="checkbox"/>	1002006	-	-	Uniform	N	Draft	-	-	

4. Select the **Go** button. A confirmation message box displays prompting you to confirm your action. See Figure 344.

**Figure 344: Surrender Multiple Formulas – Surrender Confirmation**

5. Select the **OK** button to confirm. The confirmation message box closes and the disposition of the selected formulas are changed to "Surrendered."

### 3.21.2 Withdraw a Submission

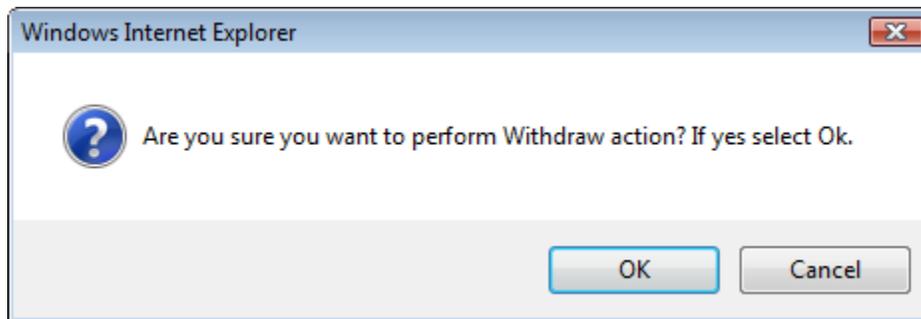
You may withdraw a submission using the Formulas Online system. This has the effect of cancelling the submission permanently.

► **Note:** A submission may not be withdrawn when in any of the following statuses: “Draft,” “Closed,” or “Cancelled.”

Follow these steps to withdraw a submission:

1. Perform a search for the in-process submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.  
Alternatively, locate the in-process submission on the My Submissions home page.
2. Select the [Submission ID](#) link.
3. Select the [Withdraw](#) link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 345.

**Figure 345: Withdraw a Submission – Withdraw Confirmation**



4. Select the **OK** button to confirm. The confirmation message box closes and the status of the submission is changed to “Withdrawn.”

### **3.21.3 Close a Submission**

Only TTB closes submissions. Close conditions vary depending on the submission type. Some formulas receive a disposition (e.g., "Approved," "Rejected") and all go through a review process. Non-formula submissions show a status of "Closed" but do not receive dispositions.

Should you wish to surrender a formula, you may do so yourself. See Section 3.21.1 Surrender a Formula for more information. If you cannot surrender a formula yourself for any reason, contact TTB to request that it be surrendered.

### 3.21.4 Send an E-Mail Message

You may send an ad hoc e-mail message to TTB staff using the Formulas Online system.

Follow these steps to send an e-mail message:

1. Select the [Notify](#) link in the action bar. The E-mail Notification pop-up window displays. See Figure 346.

Figure 346: Send an E-Mail Message – E-Mail Notification Pop-Up Window

## E-mail Notification

The screenshot shows a pop-up window titled "Create E-Mail". It contains the following elements:

- To:** A text input field.
- Cc:** A text input field.
- \* Subject:** A text input field.
- Message:** A large text area for composing the email body.
- 2000 characters left:** A character count indicator at the bottom left of the message area.
- Send** and **Cancel** buttons at the bottom right.

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 e-mail message recipients.
  - a. Select the **To** button. The Contact List pop-up window displays. See Figure 347.

Figure 347: Send an E-Mail Message – Contact List Pop-Up Window

## Contact List

**Contact List**

Select Recipients:

- NPL Chief
- NPL Drawback Chemist
- NPL LIE

*Hold CTRL to select multiple recipients*

To: NPL Chief

CC: NPL LIE

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.

b. Select the primary recipients (by role) from the Select Recipients list.

► **Note:** BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.

► **Note:** Press the **CTRL** key to select multiple recipients.

c. Select the **To** button to add the primary recipients to the To field.

d. Select the secondary recipients (by role) from the Select Recipients list.

► **Note:** BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.

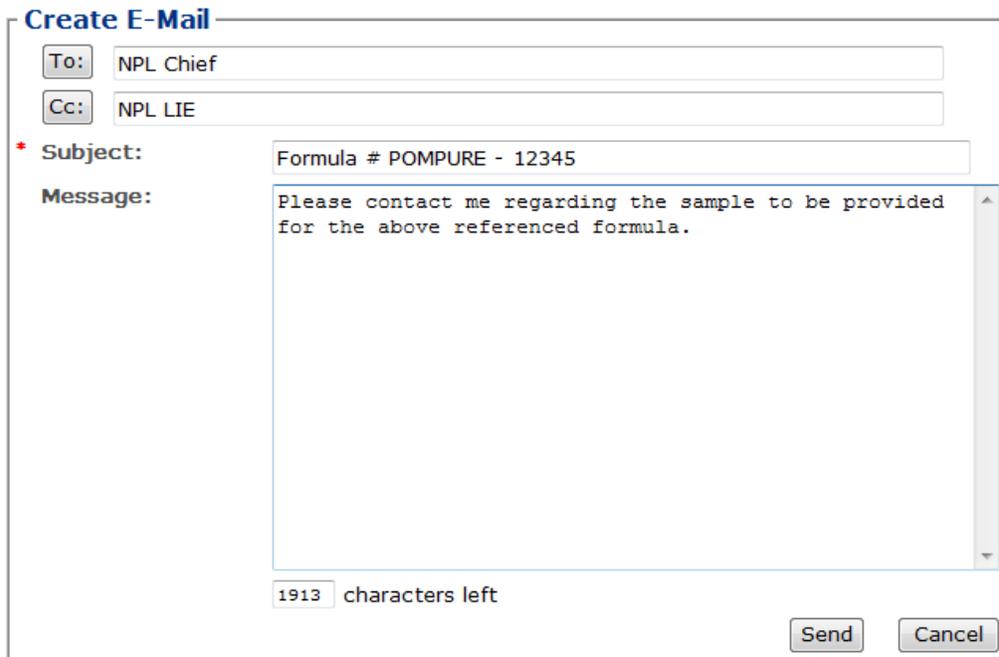
► **Note:** Press the **CTRL** key to select multiple recipients.

e. Select the **CC** button to add the secondary recipients to the CC field.

- f. Select the **OK** button. The Contact List pop-up window closes and the E-mail Notification pop-up window displays.
3. Enter the e-mail message subject in the Subject field.
4. Enter the e-mail message in the Message field. See Figure 348.

Figure 348: Send an E-Mail Message – E-Mail Subject and Message Added

## E-mail Notification



**Create E-Mail**

**To:** NPL Chief

**Cc:** NPL LIE

**\* Subject:** Formula # POMPURE - 12345

**Message:** Please contact me regarding the sample to be provided for the above referenced formula.

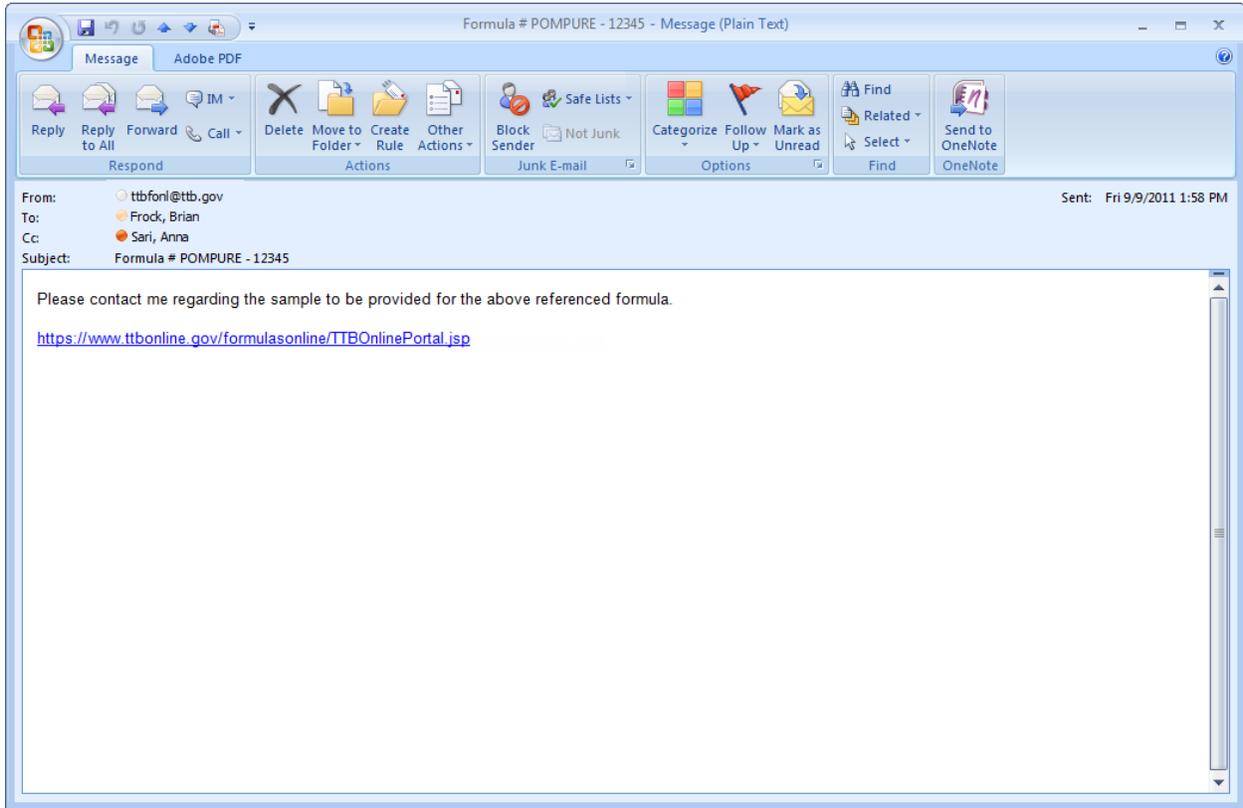
1913 characters left

Send 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.

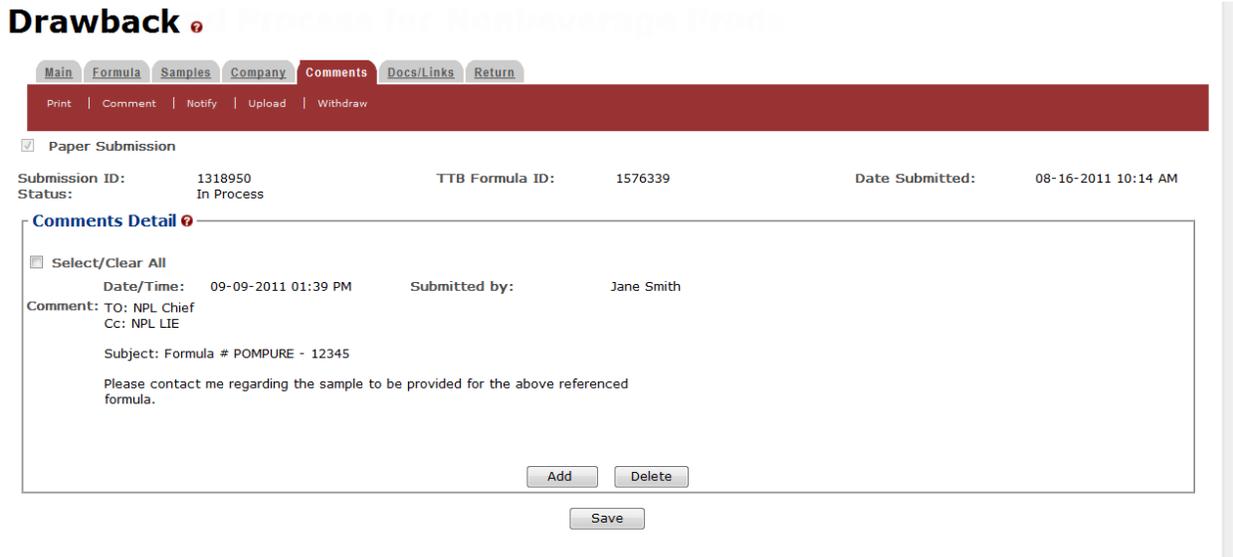
5. Select the **Send** button. The E-Mail Notification pop-up window closes and the e-mail message is sent to the selected recipients. See Figure 349. A copy of the e-mail message is added to the Comments tab associated with the submission. See Figure 350.

**Figure 349: Send an E-Mail Message – E-Mail Notification**



**Figure 350: Send an E-Mail Message – Comments Tab with E-Mail Notification Added**

**Drawback**



## 4 MESSAGE HANDLING

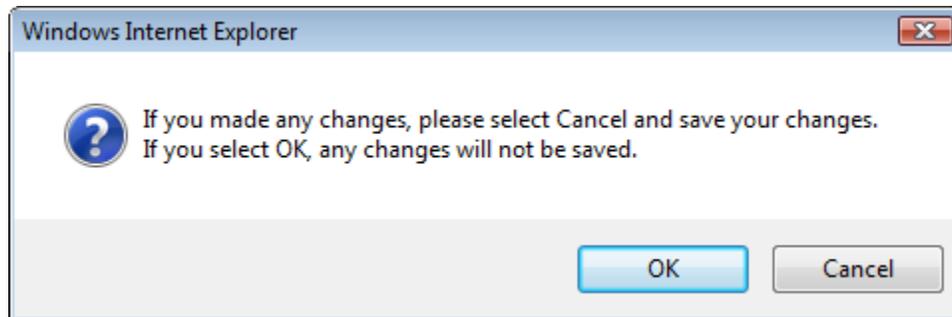
This section details how messages (confirmation, informational, and error) are handled in the Formulas Online system.

### 4.1 CONFIRMATION MESSAGES

The Formulas Online system displays a confirmation message box in front of the page when you attempt to perform an action and a confirmation is required. If you select the **OK** button, the system performs the action. If you select the **Cancel** button, the system displays the initial page, allowing you to change values in the fields, etc. and reattempt the action.

Figure 351 details a standard system confirmation message.

**Figure 351: Confirmation Message**



## 4.2 INFORMATIONAL MESSAGES

The Formulas Online system displays an informational message at the top of the page when the user successfully performs certain actions, such as saving a record. Figure 352 details a page with a standard system informational message.

Figure 352: Informational Message

The screenshot shows the 'Formulas Online' user interface. At the top, there is a navigation bar with the Alcohol and Tobacco Tax and Trade Bureau logo and name, and the 'Formulas Online' title. Below this is a secondary navigation bar with links like 'COLAS', 'Home', 'Text Menu', 'My Profile', 'Help', 'Contact Us', and 'Log Off'. A search bar and 'Submissions' dropdown are also present.

The main content area is titled 'User Profile' and contains an 'Informational Messages' section with a single message: 'Your changes have been successfully saved.' Below this are three main sections:

- Personal Information:** A form with fields for First Name (Jane), M. I., Last Name (Smith), Employer (POM PRODUCTS), Title (Auditor), Label Rep. ID, Phone Number (2024532000), Fax Number, Address Format (USPS Domestic), Address Line 1 (4444 Orchard Lane), Address Line 2, City (Saint Petersburg), State (FL), and Zip (33738). A 'Change Password' link is visible.
- Business E-mail Addresses:** A section titled 'Select an email address as your primary email address.' It features a table with columns for 'PRIMARY' and 'E-MAIL ADDRESS'. The first row shows 'Jane.Smith@ttb.gov' as the primary address.
- Authentication Questions:** A section titled 'Select three questions and provide answers. These answers will enable you to create your initial password, and will be used for authentication should you ever forget your password.' It includes a table with columns for 'QUESTION' and 'ANSWER'.

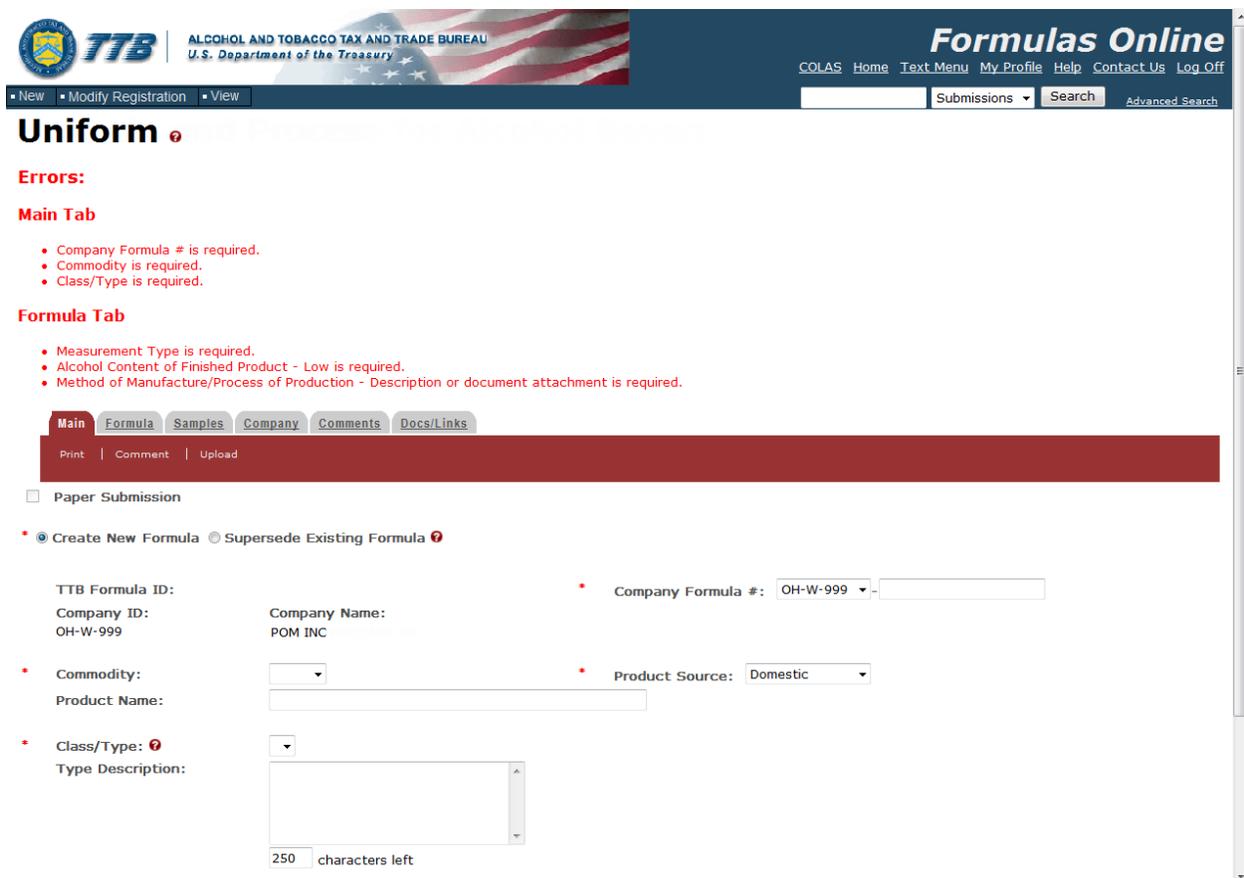
### 4.3 ERROR MESSAGES

The Formulas Online system displays an error message at the top of the page when the user attempts to validate data and encounters one of the following scenarios:

- A value is not entered or selected in a required field
- Invalid information is entered in a field
- Valid information is entered in a field in an invalid format
- A system error occurs

Figure 353 details a page with a standard system error message.

**Figure 353: Error Message**



Error messages contain detail about the specific error encountered by the user. For example, if the user has not entered or selected a required field, the error message states the field is required and the user cannot proceed before resolving the issue.

## 5 HELP FACILITIES

This section discusses the help facilities provided to users of the Formulas Online system.

### 5.1 FIELD LEVEL TOOL TIPS

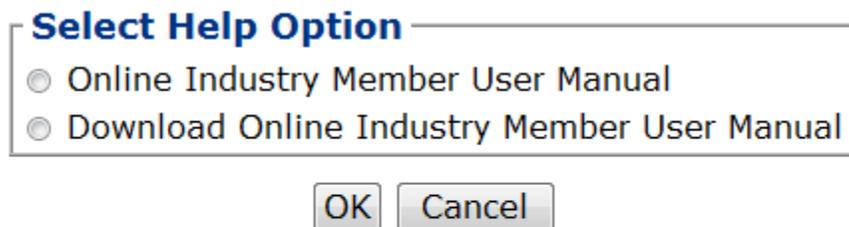
Tool tips are small rectangles of text that describes a field. Field level tool tips will be provided in the system when the user places the cursor over certain system field labels.

### 5.2 FORMULAS ONLINE INDUSTRY MEMBER ONLINE HELP

There are two ways to display online help in the Formulas Online system:

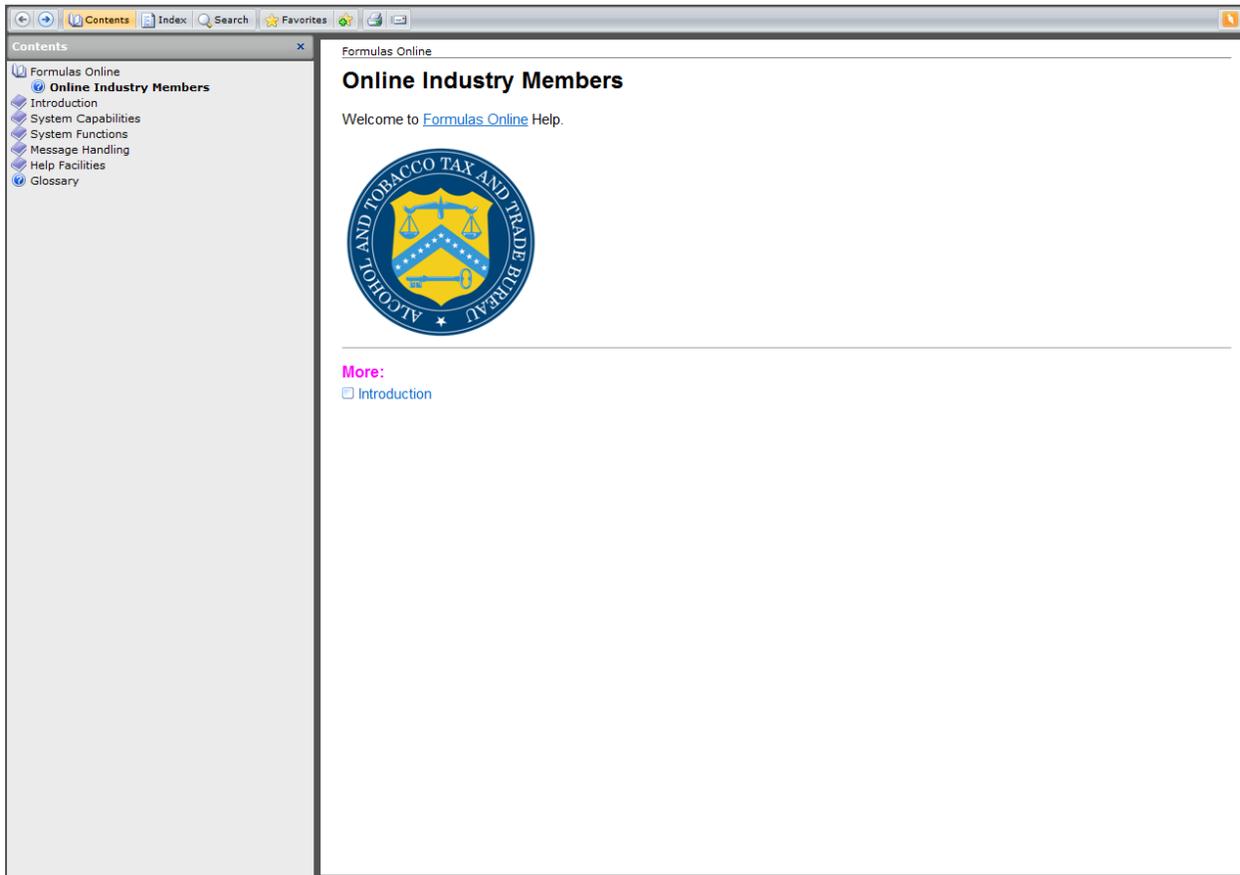
1. Select the [Help](#) link in the main navigation banner. The Help pop-up window displays. See Figure 354.

Figure 354: Help Pop-Up Window



- a. Select the Online Industry Member User Manual radio button.
- b. Select the **OK** button. The Online Industry Member Online Help displays. See Figure 355.

Figure 355: Online Industry Member Online Help



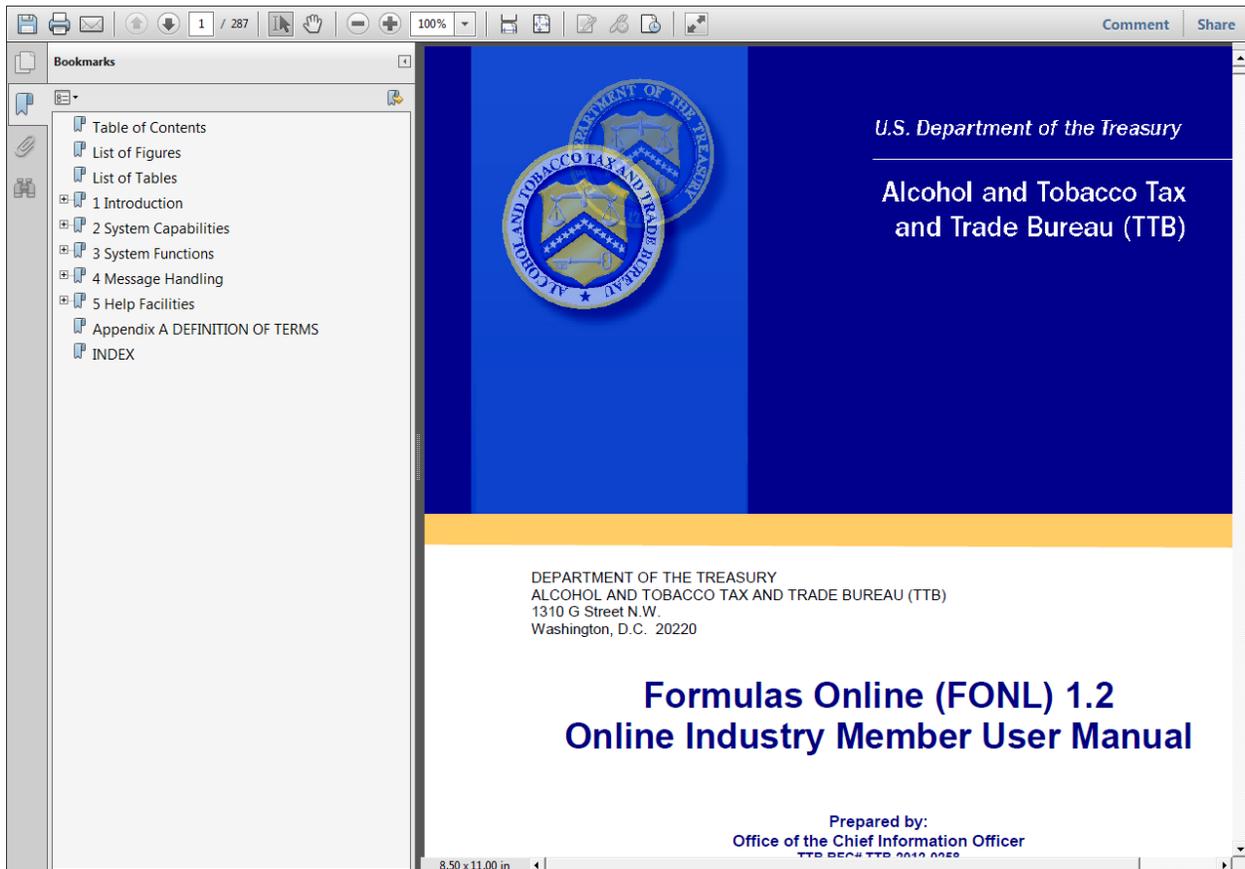
Alternatively, you may:

2. Select the question mark icons ( ? ) you see throughout the Formulas Online system. These display context-sensitive help, information that is specifically meant to assist you with a given field, screen, submission.

### 5.3 FORMULAS ONLINE INDUSTRY MEMBER USER MANUAL

The Formulas Online Industry Member User Manual is available (in PDF format). Follow these steps to display the Formulas Online Industry Member User Manual:

1. Select the [Help](#) link in the main navigation banner. The Help pop-up window displays. See Figure 354.
  - a. Select the Download Online Industry Member User Manual radio button.
  - b. Select the **OK** button. The Online Industry Member User Manual displays in PDF format. See Figure 356.

**Figure 356: Online Industry Member User Manual**

## 5.4 ALFD CUSTOMER SERVICE

If you need assistance with the Formulas Online system, please contact ALFD Customer Service.

If you are sending mail by way of the United States Postal Service (USPS), including Express Mail please use the following address:

**Alcohol and Tobacco Tax and Trade Bureau  
Advertising, Labeling and Formulation Division  
1310 G Street, NW  
Box 12  
Washington DC 20005**

If you are sending mail via DHL, UPS, Federal Express or other delivery services (NOT INCLUDING USPS) please use the following address:

**Alcohol and Tobacco Tax and Trade Bureau  
Advertising, Labeling and Formulation Division  
1310 G Street, NW  
Suite 400E  
Washington, DC 20005**

If you wish to receive advertising, labeling, formulation, or COLAs/Formulas Online registration or password assistance by phone, please use the following number:

**1-866-927-ALFD (2533)**

Option 2 Password Reset Only

Option 3 COLAs/Formulas Online Registrations

Option 4 Malt Beverage/Distilled Spirit Labeling and Formulation

Option 5 Market Compliance (Advertising)

Option 6 Wine Labeling

(Hours: 8:30 AM - 4:30 PM ET M-F)

Fax: 1-202-453-2300

E-mail: [alfd@ttb.gov](mailto:alfd@ttb.gov)

If you need nonbeverage products assistance, please contact:

**Alcohol and Tobacco Tax and Trade Bureau**

**Nonbeverage Products Laboratory**

**6000 Ammendale Road**

**Beltsville, MD 20705-1250**

E-mail: [Laboratory@ttb.gov](mailto:Laboratory@ttb.gov)

**5.5 DEFINITION OF TERMS**

The most common Formulas Online system terms (field names) used and their definitions can be found in Appendix A.

## APPENDIX A DEFINITION OF TERMS

This section provides the definitions of common terms used in the Formulas Online system. Click on a letter below to go to the terms beginning with that letter.

<#> | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

### #

#### % Fill

Indicate how much of the container is filled, in percentages.

#### 5100.51

Formula and Process for Domestic and Imported Alcohol Beverages. Every person who is required to file a formula under 27 CFR Parts 4, 5, 7, 19, 24, 25, and 26 must submit this form. Permit approval and formula approval are required prior to manufacture/importation of any product requiring a formula. Production/importation may commence upon receipt by the proprietor of an approved formula on TTB Uniform.

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## A

#### a.k.a.

Also Known As.

#### ABSP

Alcohol Beverage Sampling Program.

#### ABV

Alcohol by Volume.

#### Access Level

[User Registration] Indicates whether the user will be able to see all submissions made by his or her companies, or only those that he or she has authored [created/submitted] personally.

#### Act, the

Homeland Security Act of 2002.

#### Action Bar Items

See Action Bar Items. Items accessible on most screen tabs in the application: COLAs, Comment, Copy as New, Link, Notify, Power of Attorney Form (user registration only), Print, Signature Authority Form (user registration only), Surrender, Upload, and Withdraw.

#### ad hoc

Latin, "for this purpose only". It generally signifies a solution designed for a specific problem or task. In this case, e-mail that is generated specifically about, and tied to, a specific submission.

#### Address Format

Addresses will either display in domestic (street, city, state, zip) or foreign (street, city, country, region, etc.) formats.

#### Alcohol Content

Formula information field in Uniform on the Formula tab. Alcohol content of finished product (multiple fields). Depending on type of submission, some values are calculated for you and some need to be entered. Where a range exists, the low must always be either equal to or less than the high value.

**ALFD**

Advertising, Labeling and Formulation Division.

**AN**

All Natural.

**Approval Date**

The date on which the formula submission was approved by TTB.

**Approval Provision**

Conditions under which the approval has been granted. Example: approval contingent on meeting legal criteria as specified.

**Approved**

This disposition indicates a final action regarding a particular submission. Submissions enter this status when both the submission and the associated materials, if any, meet all applicable requirements.

**Approved Class/Type**

Class/type codes indicate the class and/or type designation for a product. Each product is assigned a unique class/type code. The approved class/type only applies if the value is different from the class/type the submitter entered.

**Approved Classification**

The approved classification only applies if the value is different from the classification the submitter entered. Examples include malt beverage, porter, wine, stout, whisky, etc.

**Approved Type**

The approved type only applies if the value is different from the type the submitter entered. Examples include diluted whisky, dessert flavor wine, etc.

**Attachment ID**

The Attachment ID is the identifier used to associate image files scanned at TTB to a submission in the system. All scanned files associated with a given submission are scanned with that submission's Attachment ID.

**Attest**

[Perjury Statement] To affirm to be correct, true, or genuine.

**Authentication Questions**

[User Registration] Authentication questions are used in the application to give you a way to set or change your password and some types of user profile information.

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**B****BAL**

Beverage Alcohol Laboratory.

**Basic Permit**

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

**Brewer's Number**

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

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**C****CC**

Person to be copied via e-mail/hardcopy.

**CFR**

Code of Federal Regulations.

**Characters Left**

For text fields, the application counts the number of characters you are permitted to enter in that field and displays the information. This is set to prevent you from overwriting the textbox.

**CL**

Compliance Laboratory.

**Class/Type Description**

This is a free-format field used to provide addition detail about the TTB alcohol classification and type designations provided on a Uniform submission.

**Closed**

Formulas Online Status. Indicates that submission processing and follow-up have been completed.

**CM**

Configuration Management.

**COLA**

Certificate of Label Approval.

**COLAs Access**

The application permits authorized users to restrict access to COLAs formula information.

**COLAs Online**

TTB's Certificate of Label Approval System.

**Commodity**

[Uniform] Refers to the type of alcoholic beverage product include in the submission. Commodities included are either wine, distilled spirits, or malt beverages.

**Commodity Type**

TTB maintains a list of the pre-COLA evaluations required for specific products or product categories. The list is divided into three commodity-specific charts—one each for wine, distilled spirits, and malt beverages. If you are unsure of the classification, please contact the Advertising Labeling and Formulation Division (ALFD) Customer Service Team at 1-866-927-ALFD or by e-mail at [alfd@ttb.gov](mailto:alfd@ttb.gov).

► **Note:** Sake is classified as wine for labeling purposes.

**Company**

Collectively refers to Industry Members.

**Company Approval Official**

A company approval official is someone in the company who has TTB signing authority.

**Company Code**

The Company code that represents the original code of the company originating a formula. Used in conjunction with the Company Formula Number to represent a nonbeverage formulation. This is not supported in the current Formulas Online release.

**Company Formula ID**

This is made up of the company code plus the company formula number (assigned by the company; sequential). One of the three ways formulas can be identified by the submitter.

**Company Formula Number**

This is a manually assigned sequential number the company itself assigns to a given formula. With the company's permit number, this makes up the Company Formula ID.

**Company ID**

This is a combination of the company's name and company code. Industry Members select these from pick lists; TTB processors input these manually.

**Company Name**

The official corporate or business name or the name under which the company is doing business (DBA – doing business as).

**Created Date**

Date on which the submission was created. Used to "age" submissions.

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**D****Date Approved**

Date on which the submission was approved.

**Date of Permit Issue**

[User Registration] The date on which TTB issued the permit to the company and/or the permit went into effect.

**Date Received**

Date on which the samples were received by TTB.

**Date Submitted**

Date on which the submission was submitted to TTB.

**Disposition**

The determination (e.g., "Approved," "Pending," "Rejected") of a given submission. Not to be confused with Status.

**Draft**

Formulas Online Status. Indicates that submission is in progress (has not yet been submitted).

**Drawback**

Formula and Process for Nonbeverage Alcohol (Drawback). This form must be filed within 6 months after the end of the quarter in which distilled spirits were first used to manufacture the product for drawback. One form must be filled out per formula.

Industry members seek to receive a partial return of taxes, known as a drawback, paid on products by proving that the alcohol in their products has been rendered unfit for beverage purposes, and thus the majority of the distilled spirits excise tax paid on the spirits should be returned to them. Nonbeverage products must meet two criteria. They must be unfit for beverage purposes and they must fall within one of the six eligible product classes. The six classes are foods, flavors, flavoring extracts, medicines, medicinal preparations, and perfumes.

**Drawback Rider**

See Rider.

**DSS**

Distilled Spirits Specialty.

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**E****EIN**

Employer Identification Number.

**Employee**

[User Registration] The user is an employee of the company for which he or she is requesting access to Formulas Online.

**EST**

Eastern Standard Time.

**Expired (Import Formula)**

Formulas older than five years are expired by the system. Formulas less than five years old may be expired at the discretion of an authorized user.

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**F****FAA**

Federal Alcohol Administration.

**FD&C**

Food, Drug & Cosmetics.

**FDA**

Food and Drug Administration.

**FID Sheet**

Flavor Ingredient Data (FID) Sheet.

**Find FID**

[Uniform] Visible when an FID is not already associated with this ingredient and when Compound Flavor is checked. TTB Formula ID or Company Formula Number must be entered. Pressing this button causes the application to obtain the most recent FID and display it. (It does not link the FID to the ingredient). Existing FID must have been submitted by the one of the submitting companies.

If the FID is not found, the application immediately displays a message that advises the submitter to upload a FID. This message is also displayed when the **OK** button is pressed on the Flavor Ingredient pop-up when the FID is not found.

**First Name**

The first (given/birth) name of an individual. This field is used in many places throughout the application. In some cases, it refers to a contact person; in others, it refers to complainant. Used in multiple places throughout the application.

**Form 5100.17**

The TTB form after which the Sample ID Sheet was derived. This sheet must be printed by the submitter and included with each sample sent to TTB for analysis. See also Sample ID Sheet.

**Form 5100.51**

Formula and Process For Domestic and Imported Alcohol Beverages. Every person who is required to file a formula under 27 CFR Parts 4, 5, 7, 19, 24, 25, and 26 must submit this form. Permit approval and formula approval are required prior to manufacture/importation of any product requiring a formula. Production/importation may commence upon receipt by the proprietor of an approved formula on TTB 5100.51/Uniform.

**Form 5190.19**

The paper version of what is now the Formula and/or Process for Article Made With Specially Denatured Spirits (SDA) in the Formulas Online application.

**Form 5154.1**

Formula and Process for Nonbeverage Alcohols (Drawback). This form must be filed within 6 months after the end of the quarter in which distilled spirits were first used to manufacture the product for drawback. One form must be filled out per formula.

**Formula**

Refers to alcohol beverage formulas. Also referred to as Formulations.

**Formula Adoption**

The process in which companies transfer to or include other companies in the ownership of their formulas, and therefore have need to access their formulas.

**Formula ID**

See Formula Identifier.

**Formula Identifier**

The TTB identifier that uniquely identifies a formula for which a company has provided Uniform submissions.

**Formula Load**

Formula load is the process in which old formulas previously processed in their paper form are loaded to the system for historical reference.

**Formulas Online**

TTB's Formulas Online system.

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**G****GNS**

Grain Neutral Spirits.

**GRAS**

Generally Recognized as Safe.

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**H****HFCS**

High Fructose Corn Syrup.

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**I****IC**

Industry Circular.

**ID**

Identification, identifier.

**IM**

a.k.a. Industry Member. See Industry Member.

**In Process**

Formulas Online Status. The submission has been submitted to TTB and is being evaluated.

**Inactive User**

[User Registration] An inactive user is someone who was issued a user ID formerly but has either asked to be inactivated at some point in the past or was otherwise deactivated in the system. If you wish to inactivate a user ID, please contact TTB.

**Industry Member**

a.k.a. IM. A distiller, brewer, rectifier, blender, or other producer, or importer or wholesaler of distilled spirits, wine, or malt beverages.

**Ingredient Name**

[Uniform] If TTB Formula ID is not specified, enter the name of the finished alcohol ingredient.

**IRIS**

Integrated Revenue Information System.

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**L****Label Representative ID**

Third-party filers (consultants, label representatives, trade associations, etc.) are given a unique ID number by TTB. If you wish to limit your search to items that were filed by a particular representative, enter the representative ID number when performing an advanced search.

**Last Name**

The last name (the patronymic). This field is used in many places throughout the application. In some cases, it refers to a contact person; in others, it refers to complainant.

**LIE**

Legal Instruments Examiner.

**LIMS**

Laboratory Information Management System from LabLynx.

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**M****MCO**

Market Compliance Office.

**Measurement Unit**

Ounces, drams, etc. Depends also on whether measuring in English or metric units.

**MNBP**

Manufacturer of Nonbeverage Products.

**MOM**

Method of Manufacture. In this context, MOM primarily refers to method of manufacture/statement of procedure from alcohol beverage manufacturer to describe ingredients and method of manufacture for input to Form Uniform (Uniform) items 6 and 7.

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**N**

**N & A**

Natural and Artificial.

**N/A**

Not applicable.

**NBA**

Nonbeverage Alcohol. Also used to refer to the Drawback form.

**Needs Correction**

Submissions in this status have been reviewed by TTB but cannot be approved as submitted. The submission is returned to the Submitter with a list of corrections in the Return Reasons tab of the electronic submission that need to be made either to the submission or to the supporting materials (documents, samples, etc.). If it is a beverage-related submission, the Submitter has a certain number of days to make the corrections. If the submission and/or supporting materials are not returned to TTB within the specified period, the submission is returned then the status changes to "Cancelled." If the Submitter makes the corrections and resubmits the submission to TTB within the specified period, the status changes to "Corrected." Submissions in the "Needs Correction" status may also be "Withdrawn" by the applicant.

**New User**

[User Registration] A new user is someone who has never been issued an individual user ID.

**Nonbeverage Company**

A manufacturer of nonbeverage products.

**NPL**

Nonbeverage Products Laboratory.

**NRC**

National Revenue Center. The NRC collects tax revenues; screens applications; issues permits and approves notices or registrations; reconciles returns, reports, and claims; and provides technical assistance to Bureau employees and industry members on related laws and regulations.

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**O****OCIO**

Office of the Chief Information Officer.

**OCR**

Optical Character Recognition.

**OIM**

Online Industry Member. A registered user of the Formulas Online and/or COLAs Online systems. An Industry Member becomes an authorized FONL Online Industry User through a formal TTB User Registration process.

**OTS**

Other Than Standard wine. The Beverage Alcohol Lab may request that an OTS formula be loaded to the Formulas Online system for reference when processing a formula submission that includes OTS wine as an ingredient in the formula.

**Owner**

[User Registration] The owner of the company.

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**P****page orientation**

Page orientation is the way in which a rectangular page is oriented for normal viewing. The two most common types of orientation are portrait and landscape.

**Password Change Utility**

a.k.a. PCU. The pop-up function that allows the user to change or reset his/her password.

**PCU**

a.k.a. Password Change Utility. See Password Change Utility.

**Pending**

The application does not generate sample IDs until the submission has either been saved as draft or submitted. Therefore, sample IDs remain as "Pending" until then.

This disposition indicates continuing action regarding a particular submission. Submissions remain in this status until approved or rejected.

**Permit**

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

**Permit Name**

The operating name and/or owner name associated with a Plant Registry/Basic Permit/Brewer's Number.

**PG**

Proof Gallon.

**Plant Registry**

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

**POA**

Power of Attorney.

**POC**

Point of Contact.

**PPM**

Parts Per Million. [Uniform] Parts Per Million are part of the TTB Limited Ingredients listed in Uniform submissions.

**Preparer/Reviewer**

A registered Industry Member user of the Formulas Online and/or COLAs systems who has the ability to create and save but not submit or submit electronic applications.

**Primary Contact**

[User Registration] The primary contact is the e-mail address you want TTB to use whenever sending you e-mail.

**Product Class/Type**

This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.

**Product Source**

This indicates whether the finished alcohol beverage was produced in the United States or somewhere else. For example, wine produced in France is imported while whiskey made in Kentucky is domestic.

**Product Type**

[Uniform] Product Type refers to the various types of nonbeverage formulas, including Flavor, Medicine, Perfume, Food, or Dietary Supplement.

**Product/Brand Name**

Product Brand Name is the name under which a product is sold. If there is no 'brand name', the product is sold under the name of the bottler, packer, or importer.

**PST**

Pacific Standard Time.

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**Q****Q.S**

Quantity Sufficient. When adding a liquid ingredient, if the process type is "Other," you will see the quantity sufficient (Q.S) checkmark. This field should only be checked when you have added a liquid Q.S to bring up the total yield. Remember, do not check this box if you are not entering a liquid ingredient in a Process Type "Other" Drawback or Rider submission.

**qualification**

See stamp.

**Query**

When you perform a search, the application sends a 'query' to the database to find records that match your search parameters.

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**R****Reasons for Correction**

These are reasons for which the Formulas Online submission needs to be corrected. If the time permitted for corrections passes without any changes from the Formulas Online Submitter, the submission will automatically be rejected, and these reasons will become the reasons for which the submission was rejected.

**Registrar**

Registrars return company submission authorization decisions and credentials to the applicants once the registration process is completed.

**Rejected**

This disposition indicates a final action regarding a particular submission. Submissions enter this status when the submission and the associated materials, if any, have not met all applicable requirements.

**Representative**

[User Registration.] Generally a third-party filer. Required to submit a signing authority or power of attorney in order to be registered as Submitter on behalf of the company in the Formulas Online application.

**RRD**

Regulations and Rulings Division.

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**S****SA**

Signature Authority, Signature Authority.

**Sample**

Any material submitted to the laboratory for analysis, primarily alcoholic beverage or nonbeverage products such as flavors.

**Sample ID**

The unique identifier that was automatically assigned to the sample. Opens the sample edit screen.

**Sample ID Sheet**

Sample ID Sheet (based on the original paper 5100.17 Submission Form).

**Saved but Not Submitted**

A submission in this status has been either completely or partially created but has not yet been submitted to TTB for review. TTB cannot view submissions in this status. A submission may only remain in this status for a specific (configurable) number of days. After [those specified number of days] in this status, the submission is automatically deleted. If the submission is submitted, the status changes to "In Process."

**SDA**

Specially Denatured Alcohol. Alcohol to which denaturing materials have been added. Also used to refer to Form 5150.19.

**SDR**

Specially Denatured Rum.

**SIS**

Sample ID Sheet (5100.17 Submission Form).

**Source**

Product Source. This indicates whether the finished alcohol beverage was produced in the United States or somewhere else. For example, wine produced in France is imported while whiskey made in Kentucky is domestic.

**Source of Product**

This indicates whether the finished alcohol beverage was produced in the United States or somewhere else. For example, wine produced in France is imported while whiskey made in Kentucky is domestic.

**stamp**

Standard qualifying descriptions used by formula reviewers when evaluating a formula for approval.

**Status**

The workflow status of a given submission.

**Submission Date**

Date on which the submission was submitted to TTB.

**Submission ID**

Unique identifier provide on each submission when created. Not to be confused with the Formula ID.

**Submission Number**

See Submission ID.

**Submission Status**

The status of a given submission.

**Submitter**

A registered Industry Member user of the Formulas Online and/or COLAs systems. An Industry Member becomes a Formulas Online (FONL) Online Industry Member (OIM) User through a formal TTB User Registration process.

An authenticated Online Industry Member (OIM) is granted a user ID and password. Submitters have the ability to withdraw, surrender, review status, and correct electronic applications in addition to creating and saving.

The authorized user who submitted a Form. Generally refers to those who submit electronically through Formulas Online, but can also stand for a paper-based Submitter, depending on the context in which it is used.

**Surrender**

Enables the user to surrender an approved formula in Closed status. After a confirmation message box, the system changes the disposition to Surrendered and returns the user to his/her home page.

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**T****Tab**

Similar to tabs on manila folders in a filing cabinet, these appear on the display of a submission and organize the content of the submission into specific sections.

**Taste Panel Results**

One of three parts of the Additional Details available for Formula information in Drawback and Rider submissions.

**TBD**

To be done. To be determined.

**TCS**

Treasury Communications Services.

**Third-Party Filers**

Trade associations, law firms, and consultants who file submissions on behalf of online industry members. Each third-party filer must contact ALFD for a Label Representative ID before he or she makes a submission. Third-party filers should also enter contact information for themselves as part of each submission process.

**TIPSS**

Total Information Processing Support Services.

**TIRNO**

Department of the Treasury, Internal Revenue Service, National Office.

**Title**

[User Registration] The job title of an individual. Used in User Registration for the user (his or her job title) and the company approval official.

**Tool Tip**

Used to display short help description for each field.

► **Note:** If the information is lengthy, it may appear in Help rather than being displayed as a tool tip.

**TTB**

Alcohol and Tobacco Tax and Trade Bureau.

**TTB Formula ID**

See Formula Identifier.

**TTB ID, old TTB formula number**

This is a unique, 14-digit number assigned by TTB to track each COLA. The first five digits represent the calendar year and Julian date the application was received by TTB. One of the three ways formulas can be identified by the submitter.

**TTB Terms Glossary**

TTB Terms Glossary. This contains useful terms used in alcohol beverage forms. Available at [http://www.ttb.gov/forms\\_tutorials/glossary\\_nf.shtml](http://www.ttb.gov/forms_tutorials/glossary_nf.shtml) and subsequent pages.

**Type of Commodity**

See Commodity Type.

**Type of Measurement**

English (gallons, etc.) or Metric (liters, etc.).

**Type of Product**

See Product Type.

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**U****Unfit for Beverage Statement**

One of three parts of the Additional Details available for Formula information in Drawback and Rider submissions.

**Uniform**

Formula and Process for Domestic and Imported Alcohol Beverage (5100.51). Every person who is required to file a formula under 27 CFR Parts 4, 5, 7, 19, 24, 25, and 26 must submit this form. Permit approval and formula approval are required prior to manufacture/importation of any product requiring a formula. Production/importation may commence upon receipt by the proprietor of an approved formula on TTB 5100.51 (09/2006).

**Unit of Measurement**

Varies depending on measurement type: English or Metric. If English, all weight and volume fields will be expressed in pounds and gallons, respectively; if metric, all weight and volume fields will be expressed in kilograms and liters, respectively.

**ur**

Use Rate (when referring to flavor ingredients).

**User**

Collectively refers to Formulas Online users. By definition, a user is registered and authorized to use a given system, which is in contrast with the public, who may use a system without registration and approval.

**User Information**

[User Registration] New user information includes, but is not limited to, the following:

- Name
- Address
- Employer Information
- Company Information pertaining to application
- Individual information pertaining to application

**User Registration Request**

User Registration Request (online; replacing paper requests). Using the TTB Online Portal Page, a qualified person seeking authorized access to either the Formulas Online or COLAs Online applications may register. In addition, registered users of either system may use the user registration process to update their credentials with revisions to the list of companies they represent, and their roles for submissions privileges according to authorities at the companies the users represent.

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**W****Withdraw**

Allows the user to withdraw an in-process submission. After a confirmation prompt, the system changes the submission status to *Withdrawn* and returns the user to his or her home page.

**WONF**

With Other Natural Flavors.

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