



Formulas Online

[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 1.

Figure 1: Send an E-Mail Message – E-Mail Notification Pop-Up Window

E-mail Notification

Create E-Mail

To:

Cc:

* Subject:

Message:

2000 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.

2. Select the e-mail message recipients.
 - a. Select the **To** button. The Contact List pop-up window displays. See Figure 2.

Send an E-Mail Message

Figure 2: 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

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- 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.

Send an E-Mail Message

- 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 3.

Figure 3: 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

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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 4. A copy of the e-mail message is added to the Comments tab associated with the submission. See Figure 5.

Send an E-Mail Message

Figure 4: Send an E-Mail Message – E-Mail Notification

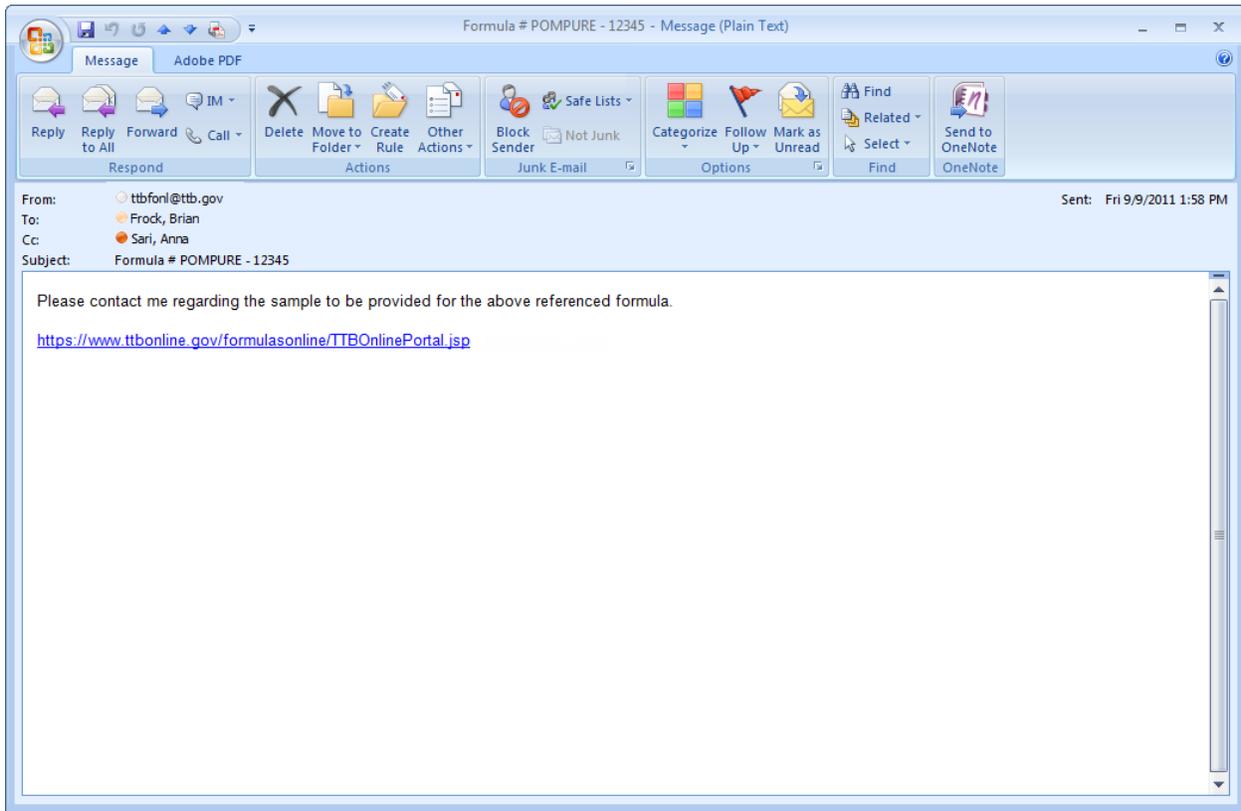


Figure 5: Send an E-Mail Message – Comments Tab with E-Mail Notification Added

Drawback

