



# Formulas Online

## 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.

### Surrender a Single Formula

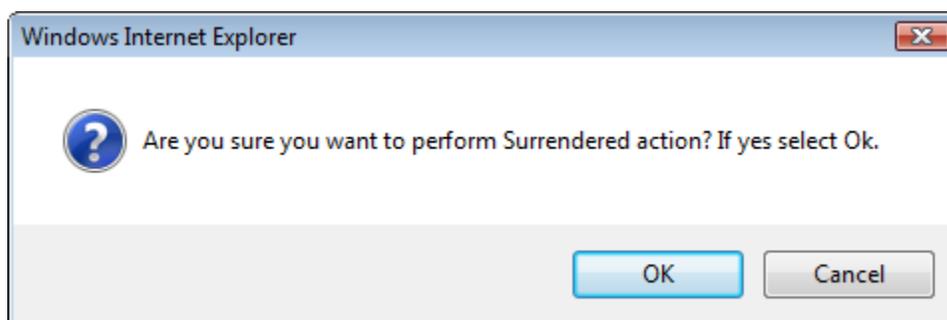
Follow these steps to surrender a single formula:

1. Perform a search for the formula in the closed submission. See [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 1.

**Figure 1: Surrender a Single Formula – Surrender Confirmation**



4. Select the **OK** button. The confirmation message box closes and the disposition of the formula is changed to “Surrendered.”

### 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 [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.

## Surrender a Formula

► **Note:** Select the top-level checkbox to select all the submissions.

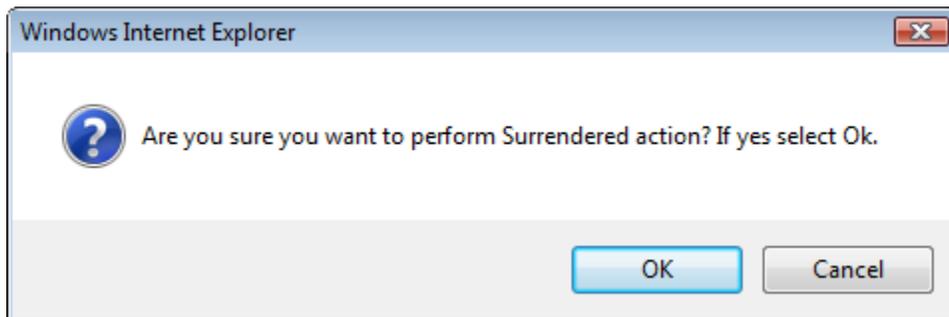
**Figure 2: Surrender Multiple Formulas – Submissions Selected**

The screenshot shows the 'Formulas Online' interface for the Alcohol and Tobacco Tax and Trade Bureau. The page title is 'My Submissions'. There are navigation buttons for 'New', 'Modify Registration', and 'View'. A search bar is present with a dropdown menu set to 'Submissions'. Below the search bar, there are buttons for 'Apply Sort' and 'Clear Sort'. The main content area displays a table of submissions with columns for Submission ID, TTB Formula ID, Company Formula#, Type, Paper, Submission Status, Submission Date, Submitter, and Product. The table contains 22 records. The first record (1001321) is selected. The second record (1001368) is not selected. The third record (1001369) is selected. The fourth record (1001391) is not selected. The fifth record (1001429) is not selected. The sixth record (1001448) is not selected. The seventh record (1001461) is not selected. The eighth record (1001483) is not selected. The ninth record (1001485) is not selected. The tenth record (1001634) is not selected. The eleventh record (1001644) is not selected. The twelfth record (1001648) is not selected. The thirteenth record (1001650) is not selected. The fourteenth record (1001810) is not selected. The fifteenth record (1001852) is not selected. The sixteenth record (1001873) is not selected. The seventeenth record (1002004) is not selected. The eighteenth record (1002006) is not selected. The table also includes a 'Surrender' button and a 'Go' button.

SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1001321	-	-	User Registration	N	Closed	05/10/2010	TTB	
1001368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2010	Jane Smith	POM
1001369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2010	Jane Smith	
1001391	-	-	User Registration	N	Closed	05/19/2010	TTB	
1001429	-	-	User Registration	N	Cancelled	05/26/2010	TTB	
1001448	-	-	User Registration	N	Closed	05/27/2010	TTB	
1001461	OH-W-999 - 1234	-	Uniform	N	Draft	-	-	
1001483	-	-	User Registration	N	Closed	06/02/2010	TTB	
1001485	-	-	User Registration	N	Closed	06/02/2010	TTB	
1001634	-	-	User Registration	N	Closed	06/22/2010	TTB	
1001644	-	-	User Registration	N	Closed	06/24/2010	TTB	
1001648	-	-	User Registration	N	Closed	06/28/2010	TTB	
1001650	-	-	User Registration	N	Cancelled	06/28/2010	TTB	
1001810	-	-	User Registration	N	Cancelled	08/06/2010	TTB	
1001852	1000700	OH-W-999 - 12345	Uniform	N	Needs Correction	08/20/2010	Jane Smith	POM WINE
1001873	1000958	OH-W-999 - 5678	Uniform	Y	Pending	10/05/2010	Jane Smith	POM WINE
1002004	-	-	Uniform	N	Draft	-	-	
1002006	-	-	Uniform	N	Draft	-	-	

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

**Figure 3: Surrender Multiple Formulas – Surrender Confirmation**



5. Select the **OK** button. The confirmation message box closes and the dispositions of the selected formulas are changed to “Surrendered.”