



Formulas Online

Uploading Attachments and Linking Submissions

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

- [Upload Attachments](#)
- [Link Submissions](#)

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 2. Proceed to [Submission Documents & Links](#).

Alternatively, select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 1.

Document & Link Detail

Figure 1: 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 2.

Submission Documents & Links

Figure 2: Upload Attachments – Attachment Pop-Up Window

Attachment

Uploaded File Information ⓘ

* Description: 100 characters left

* Type: -- Select Type --

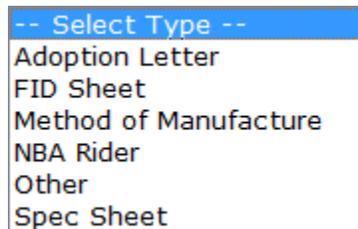
* File: Browse...

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 a description for the file in the Description field.
4. Select a type from the Type drop-down list. See Figure 3.

Figure 3: 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.

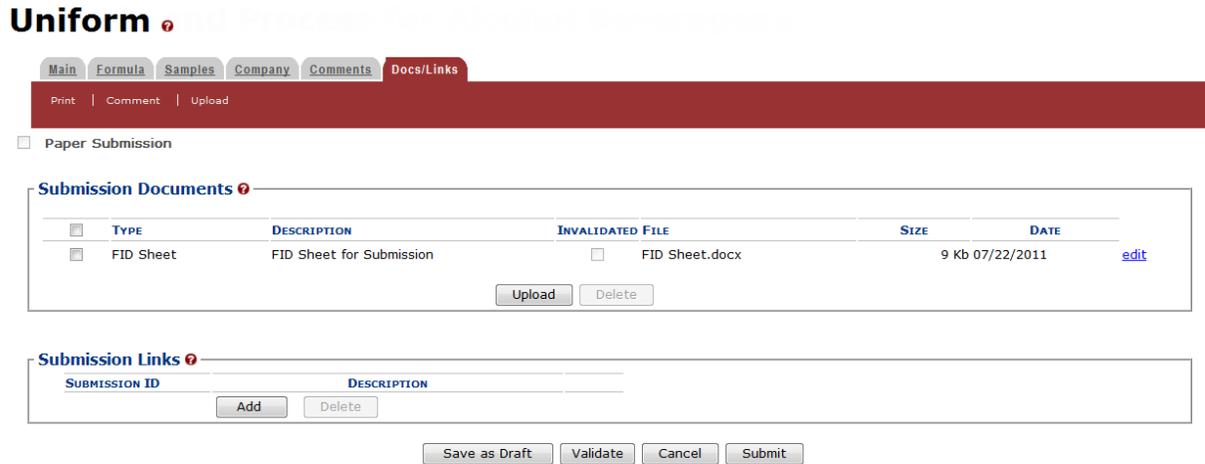
5. Select the **Browse** button next to the File field to browse and select the file.

► **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 4.

Uploading Attachments and Linking Submissions

Figure 4: Upload Attachments – Docs/Links Tab with Attachment Added



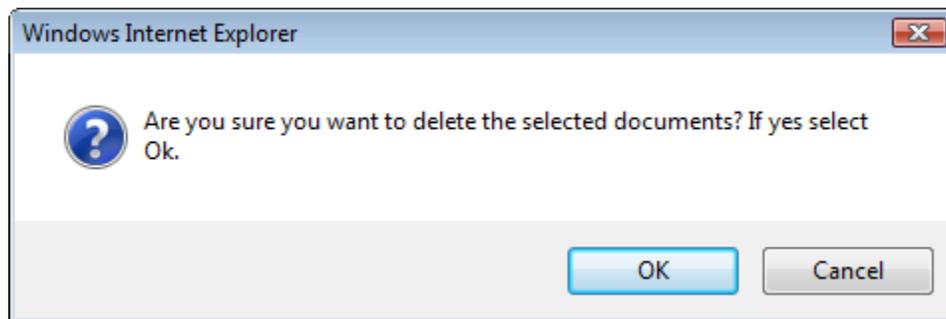
► **Note:** Virus checking is a part of the upload process. When you see a virus-related error or comment, take appropriate action. Otherwise, you will not notice anti-virus activity.

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

Figure 5: Upload Attachments – Delete Attachment Confirmation



Uploading Attachments and Linking Submissions

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 6.

Figure 6: Link Submissions – Docs/Links Tab

The screenshot shows the 'Docs/Links' tab selected in a submission interface. The interface includes a navigation bar with tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'. Below the navigation bar, there are buttons for 'Print', 'Comment', and 'Upload'. A checkbox labeled 'Paper Submission' is present. The 'Submission Documents' section contains a table with columns for 'TYPE', 'DESCRIPTION', 'INVALIDATED FILE', 'SIZE', and 'DATE', and an 'Upload' button. The 'Submission Links' section contains a table with columns for 'SUBMISSION ID' and 'DESCRIPTION', and 'Add' and 'Delete' buttons. At the bottom, there are buttons for 'Save as Draft', 'Validate', 'Cancel', and 'Submit'.

2. In the Submission Links section, select the **Add** button. The Submission Links pop-up window displays. See Figure 7.

Submission Links

Figure 7: Link Submissions – Submission Link Pop-Up Window

Submission Link

The screenshot shows the 'Submission Link' pop-up window. It has a title bar that says 'Submission Link'. Inside the window, there is a form with two fields: '* Link Submission ID:' and 'Link Description:'. The 'Link Submission ID' field is a text input box. The 'Link Description' field is a text area with a vertical scrollbar. Below the text area, there is a counter that says '100 characters left'. At the bottom of the window, there are two buttons: 'OK' and 'Cancel'.

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Uploading Attachments and Linking Submissions

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 8.

Figure 8: 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
------	-------------	------------------	------	------

Upload

Submission Links

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

Add Delete

Save as Draft Validate Cancel Submit

5. Repeat the steps to associate this submission with other submissions.

6. *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 9.

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

Figure 9: Link Submissions – Delete Submission Link Confirmation

