



U.S. Department of the Treasury

Alcohol and Tobacco Tax and Trade Bureau (TTB)

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
1310 G Street N.W.
Washington, D.C. 20220

Certificate of Label Approval System (COLAs) Online 3.8 Public COLA Registry User Manual

Prepared by:
Office of the Chief Information Officer
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FOR OFFICIAL USE ONLY

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Table of Contents

1	INTRODUCTION	1
1.1	BACKGROUND	1
1.2	PURPOSE AND SCOPE	1
1.3	ORGANIZATION OF THE USER MANUAL	1
1.3.1	<i>Conventions of the User Manual</i>	2
1.4	GLOSSARY	2
2	SYSTEM CAPABILITIES	4
2.1	GENERAL DESCRIPTION	4
2.2	PRIVACY ACT CONSIDERATIONS	4
3	SYSTEM FUNCTIONS	7
3.1	SYSTEM BASICS	7
3.2	GETTING STARTED – USING THE TTB ONLINE PORTAL PAGE	7
3.2.1	<i>Access the Public COLA Registry</i>	8
3.3	PUBLIC COLA REGISTRY MENU OPTIONS	9
3.3.1	<i>Search Public COLA Registry</i>	10
3.3.2	<i>COLAs Online FAQs</i>	11
3.3.3	<i>Contact Us</i>	12
3.3.3.1	Report Problems with the Public COLA Registry	12
3.3.4	<i>Public COLA Registry Manual</i>	14
3.3.5	<i>Download Public COLA Registry Manual</i>	15
3.3.6	<i>COLAs Online Logon</i>	16
3.4	SEARCH THE REGISTRY	17
3.4.1	<i>Public COLA Registry Basic Search</i>	18
3.4.1.1	Search for COLA (Basic)	18
3.4.2	<i>Product/Class Type Lookup</i>	20
3.4.2.1	Search for Product/Class Type	20
3.4.3	<i>Origin Code Lookup</i>	22
3.4.3.1	Search for Origin Code	22
3.4.4	<i>Public COLA Advanced Registry Search</i>	24
3.4.4.1	Search for COLA (Advanced)	25
3.4.5	<i>Vendor Code Lookup</i>	27
3.4.5.1	Search for Vendor Code	27
3.4.6	<i>Search Results COLAs</i>	29
3.4.6.1	View Search Results COLAs	30
3.4.6.2	Save Search Results COLAs	31
3.4.7	<i>COLA Detail</i>	32
3.4.7.1	View COLA Detail	33
3.5	PRINTABLE VERSION OF COLA	34
3.5.1	<i>Printable E-filed COLA</i>	34
3.5.1.1	Print an E-filed COLA	35
3.5.2	<i>Printable Paper Filed COLA</i>	36
3.5.2.1	Print a Paper Filed COLA	37

4 HELP FACILITIES.....38

4.1 FIELD LEVEL TOOL TIPS.....38

4.2 PUBLIC COLA REGISTRY ONLINE HELP.....38

4.3 PUBLIC COLA REGISTRY USER MANUAL.....38

4.4 ALFD CUSTOMER SERVICE.....38

4.5 DEFINITION OF TERMS.....39

APPENDIX A DEFINITION OF TERMS.....40

INDEX.....I

List of Figures

Figure 1: Privacy and Security Statement 5

Figure 2: Privacy Impact Assessments 6

Figure 3: TTB Online Portal..... 7

Figure 4: Public COLA Registry Basic Search..... 8

Figure 5: Public COLA Registry Menu Options..... 9

Figure 6: Public COLA Registry Basic Search.....10

Figure 7: COLAs Online FAQs.....11

Figure 8: Contact Us.....12

Figure 9: Public COLA Registry Online Help.....14

Figure 10: Public COLA Registry User Manual.....15

Figure 11: TTB Online Portal.....16

Figure 12: Public COLA Registry Basic Search.....18

Figure 13: Product/Class Type Lookup.....20

Figure 14: Show All Codes (Product Class/Type Codes).....21

Figure 15: Origin Code Lookup.....22

Figure 16: Show All Codes (Origin Codes).....23

Figure 17: Public COLA Registry Advanced Search (Top).....24

Figure 18: Public COLA Registry Advanced Search (Bottom).....25

Figure 19: Vendor Code Lookup.....27

Figure 20: Search Results: COLAs (Top).....29

Figure 21: Search Results: COLAs (Bottom).....30

Figure 22: COLA Detail (Top).....32

Figure 23: COLA Detail (Bottom).....33

Figure 24: Printable E-filed COLA (Top).....34

Figure 25: Printable E-filed COLA (Bottom).....35

Figure 26: Printable Paper Filed COLA.....36

List of Tables

Table 1: Manual Organization 1

Table 2: Manual Conventions..... 2

Table 3: Acronyms and Terms..... 2

1 INTRODUCTION

This Public COLA Registry User Manual provides information on how to operate the Public Certificate of Label Approval (COLA) Registry for public users. The Public COLA Registry will enable a user to view approved, expired, surrendered, and revoked COLAs. This document is written on behalf of the Advertising, Labeling and Formulation Division (ALFD), Office of the Chief Information Officer (OCIO), Alcohol and Tobacco Tax and Trade Bureau (TTB).

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

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 NRC mission is to process returns, reports, and claims, screen applications and promptly issue permits, and provide expert technical assistance for industry, the public and government agencies to ensure fair and proper revenue collection and public safety.

1.2 PURPOSE AND SCOPE

The purpose of the Public COLA Registry User Manual is to provide a brief understanding of how to operate and navigate through the Public COLA Registry.

The Public COLA Registry is used by Industry Members (IM), Industry Representatives and the general public to view information on approved, expired, surrendered, and revoked COLAs, as required by law. The public module of the COLAs Online system requires no user name and password and contains, as required by the Freedom of Information Act (FOIA), details of only approved, expired, surrendered, or revoked COLAs for viewing by the general public, as well as a printable version of the COLA if available.

This manual discusses who should use this manual and reviews the menu options, screens available and step-by-step procedures for the system interfaces.

This manual is intended to provide information on how to use the system for the public users of the Public COLA Registry.

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, as well as the document organization and conventions

Section Number	Section Title	Description
2	System Capabilities	Provides an overview of the Public COLA Registry system and its capabilities
3	System Functions	Describes each specific function including step-by-step procedures for using the function
4	Help Facilities	Discusses the help facilities provided to users of the Public COLA Registry system
Appendix A	Definition of Terms	Defines important terms used in the Public COLA Registry 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
Bold	Bold text indicates a button or key label
► Note:	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
Link	Indicates a link to a specific application or web page
	Question Mark – field-level 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
ALFD	Advertising, Labeling and Formulation Division
COLA	Certificate of Label Approval
COLAs Online	Certificate of Label Approval System
FAQs	Frequently Asked Questions
FOIA	Freedom of Information Act
FONL	Formulas Online
IM	Industry Member
OIM	Online Industry Member
NRC	National Revenue Center
PIA	Privacy Impact Assessment

Acronym / Term	Description
PCR	Public COLA Registry
SDLC	Systems Development Life Cycle
TTB	Alcohol and Tobacco Tax and Trade Bureau

2 SYSTEM CAPABILITIES

This section provides an overview of the Public COLA Registry system and its capabilities.

2.1 GENERAL DESCRIPTION

The following functions are provided to general public users of the Public COLA Registry system:

- Search for and view approved, expired, revoked, or surrendered COLAs
- Save search results to a .csv file (viewable through Microsoft Excel or other associated application)
- View COLA Details (only limited data fields available as public information via the FOIA)
- Display and print completed COLA forms (approved, expired, revoked, or surrendered)
- View COLAs Online Frequently Asked Questions (FAQs)
- Report problems and contact ALFD Customer Service

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 and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page. The TTB privacy impact assessment (PIA) is available in the [Privacy Impact Assessments page](#) linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page. Figure 1 details the Privacy and Security Statement page. Figure 2 details the Privacy Impact Assessments page.

Figure 1: Privacy and Security Statement

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HOME BEER WINE DISTILLED SPIRITS OTHER ALCOHOL TOBACCO FIREARMS & AMMUNITION

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

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Figure 2: Privacy Impact Assessments

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[HOME](#) | [BEER](#) | [WINE](#) | [DISTILLED SPIRITS](#) | [OTHER ALCOHOL](#) | [TOBACCO](#) | [FIREARMS & AMMUNITION](#)

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](#)
- [Integrated Revenue Information System](#)
- [Laboratory Information Management System](#)
- [Network Infrastructure GSS](#)
- [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 - System of Records Notice \(SORN\)](#)
- [FAQs](#)
- [FOIA Handbook](#)

HOWDOL?

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

RESOURCES

- [Executive Order 13392](#)
- [FOIA Annual Report](#)
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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 Public COLA Registry system.

3.1 SYSTEM BASICS

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

- **Getting Started – Using the TTB Online Portal Page** – See Section 3.2 Getting Started
- **Public COLA Registry Menu Options** – See Section 3.3 Public COLA Registry Menu Options
- **Search the Registry** – See Section 3.4 Search the Registry
- **Print Filed COLAs** – See Section 3.5 Printable Version of COLA

3.2 GETTING STARTED – USING THE TTB ONLINE PORTAL PAGE

You may access the Public COLA Registry through the TTB Online Portal page. Figure 3 details the TTB Online Portal page. Figure 4 details the Public COLA Registry entry point, the Public COLA Registry Basic Search page.

Figure 3: TTB Online Portal

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
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](#)

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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 fonwebmaster@ttb.treas.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (fonwebmaster@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.

Figure 4: Public COLA Registry Basic Search

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

- Search Public COLA Registry
- COLAs Online FAQs
- Contact Us
- Public COLA Registry Manual
- Download Public COLA Registry Manual
- COLAs Online Logon

Search for COLAs

Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

Basic Search | [Advanced Search](#)

Basic Search Criteria
Note: Wild card character for a search is represented by a "%"

Date Completed:
From 10/01/2006 To 10/05/2012

Product Name:

Brand Name Fanciful Name Either

Product Class/Type: to

Origin Code:

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

3.2.1 Access the Public COLA Registry

Follow these steps to access the Public COLA Registry through the TTB Online Portal page:

1. Open your Internet Explorer web browser.
2. Enter <https://www.ttbonline.gov/> in the address field.
3. Press the **Enter** key. The TTB Online Portal page displays. See Figure 3.
4. Select the [Public COLA Registry](#) link. The Public COLA Registry entry point, the Public COLA Registry Basic Search page, displays. See Figure 4.

3.3 PUBLIC COLA REGISTRY MENU OPTIONS

The Public COLA Registry menu options are available in the menu box in the upper right of every page. Figure 5 details the Public COLA Registry menu options.

Figure 5: Public COLA Registry Menu Options



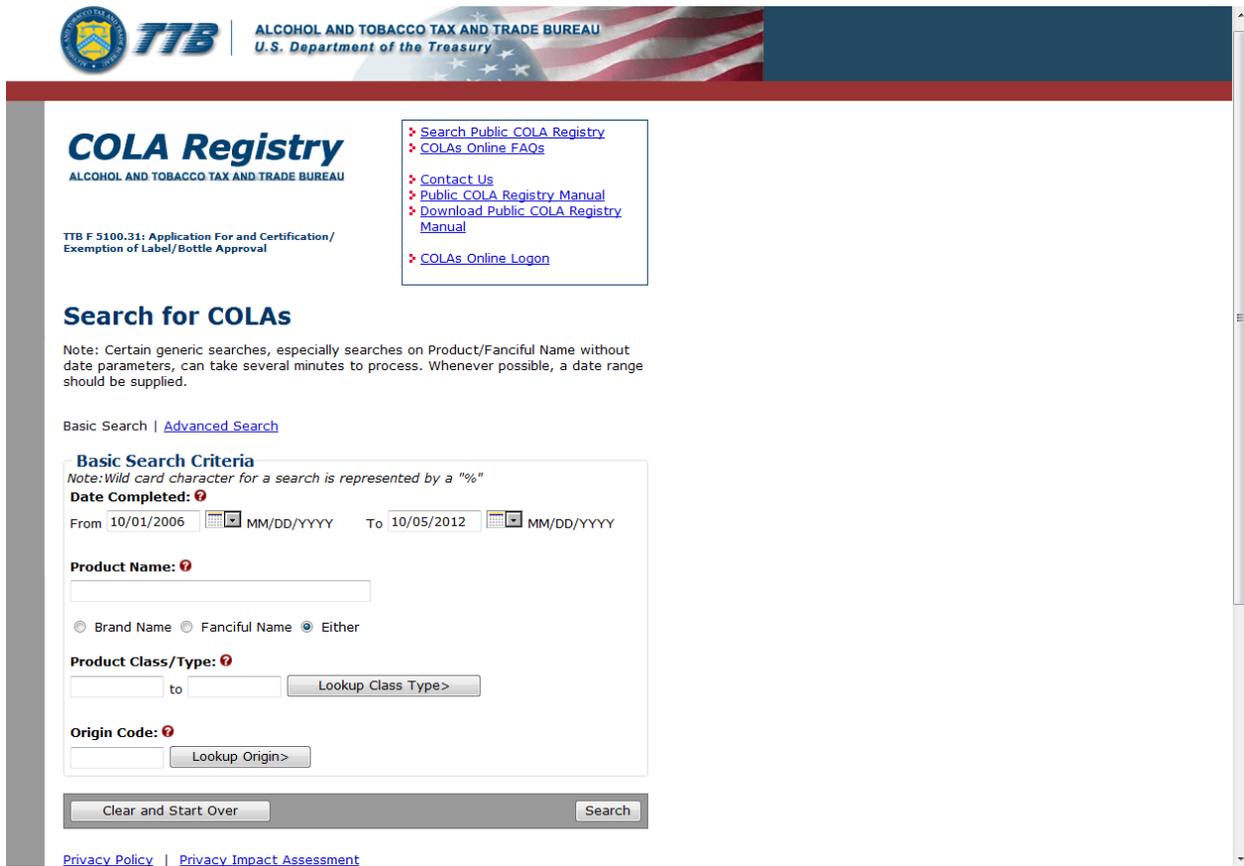
The following menu options are available in the Public COLA Registry:

- **Search Public COLA Registry** – See Section 3.3.1 Search Public COLA Registry
- **COLAs Online FAQs** – See Section 3.3.2 COLAs Online FAQs
- **Contact Us** – See Section 3.3.3 Contact Us
- **Public COLA Registry Manual** – See Section 3.3.4 Public COLA Registry Manual
- **Download Public COLA Registry Manual** – See Section 3.3.5 Download Public COLA Registry Manual
- **COLAs Online Logon** – See Section 3.3.6 COLAs Online Logon

3.3.1 Search Public COLA Registry

The Search Public COLA Registry menu option allows you to search for approved, expired, revoked, and surrendered COLAs. Figure 6 details the Public COLA Registry Basic Search page that displays when the Search COLA Public Registry menu option is selected.

Figure 6: Public COLA Registry Basic Search

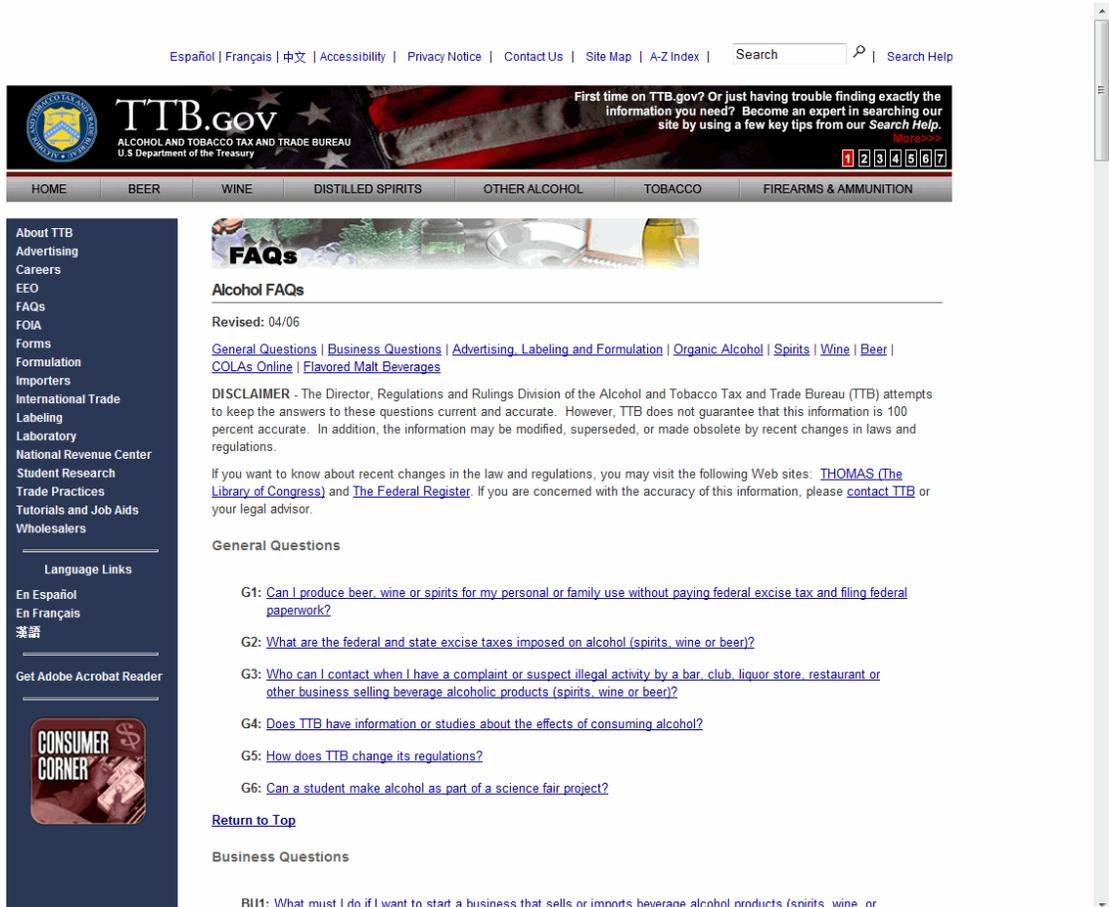


See Section 3.4 Search the Registry for information on searching the Public COLA Registry.

3.3.2 COLAs Online FAQs

The COLAs Online FAQs menu option displays the COLAs Online Frequently Asked Questions page. Figure 7 details the COLAs Online FAQs page.

Figure 7: COLAs Online FAQs



3.3.3 Contact Us

The Contact Us menu option displays the Contact Us page. The Contact Us page provides information on how to contact ALFD Customer Service via the ALFD mailing address, Phone Number, Fax Number, ALFD e-mail address as well as submit a problem report. Figure 8 details the Contact Us page.

Figure 8: Contact Us

Contact Us

To report problems or issues with COLAs Online / Public COLA Registry, you may send us an email by filling out the information below. Additional contact information is provided at the bottom of the page.

Trouble Logging On

If you have lost or forgotten your password, or locked your account, please use this [New or forgotten password?](#) link to create a new password. If your password has expired, please use the [Expired password?](#) link to create a new password.

If you have forgotten your User ID, or you were not able to successfully create a new password with the [New or forgotten password?](#) or [Expired password?](#) link, please refer to the additional contact information at the bottom of the page.

Select a Subject

I filed an e-application and it's no longer in my in-box
 I'm having trouble uploading label images and/or attachments
 How do I add/modify/delete my user and/or company information?
 I'm experiencing problems searching the Public COLA Registry
 I have a question regarding my label application

Other:

Comments

Your Contact Information

Name:
 E-mail Address:
 Phone Number:
 Fax Number:

3.3.3.1 Report Problems with the Public COLA Registry

Follow these steps to report a problem with the Public COLA Registry:

1. From the Public COLA Registry, select the [Contact Us](#) link from the menu box. The Contact Us page displays. See Figure 8.
2. Select one or more subject areas.

► **Note:** If your problem is not listed, enter the problem in the Other field.

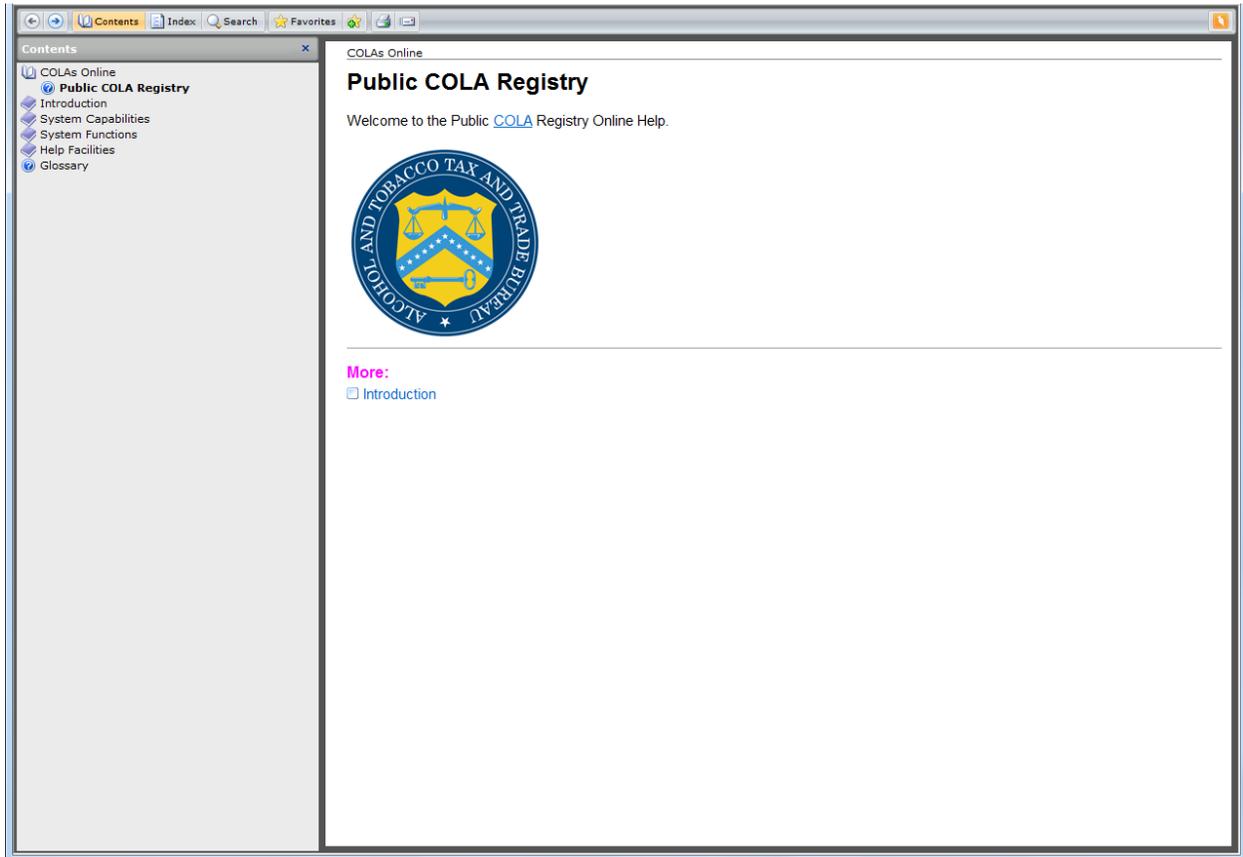
3. Enter Comments (if any).

4. Enter the Name.
5. Enter the E-mail Address.
6. Enter the Phone Number.
7. Enter the Fax Number.
8. Enter the TTB ID Number (if any).
9. Select the **Submit** button to submit your e-mail problem report to ALFD.
10. Select the **Close** button to close the Contact Us page.
11. Select the **Clear and Start Over** button to reset all data fields.

3.3.4 Public COLA Registry Manual

The Public COLA Registry Manual menu option displays a new browser window with the Public COLA Registry Online Help. Figure 9 details the Public COLA Registry Online Help.

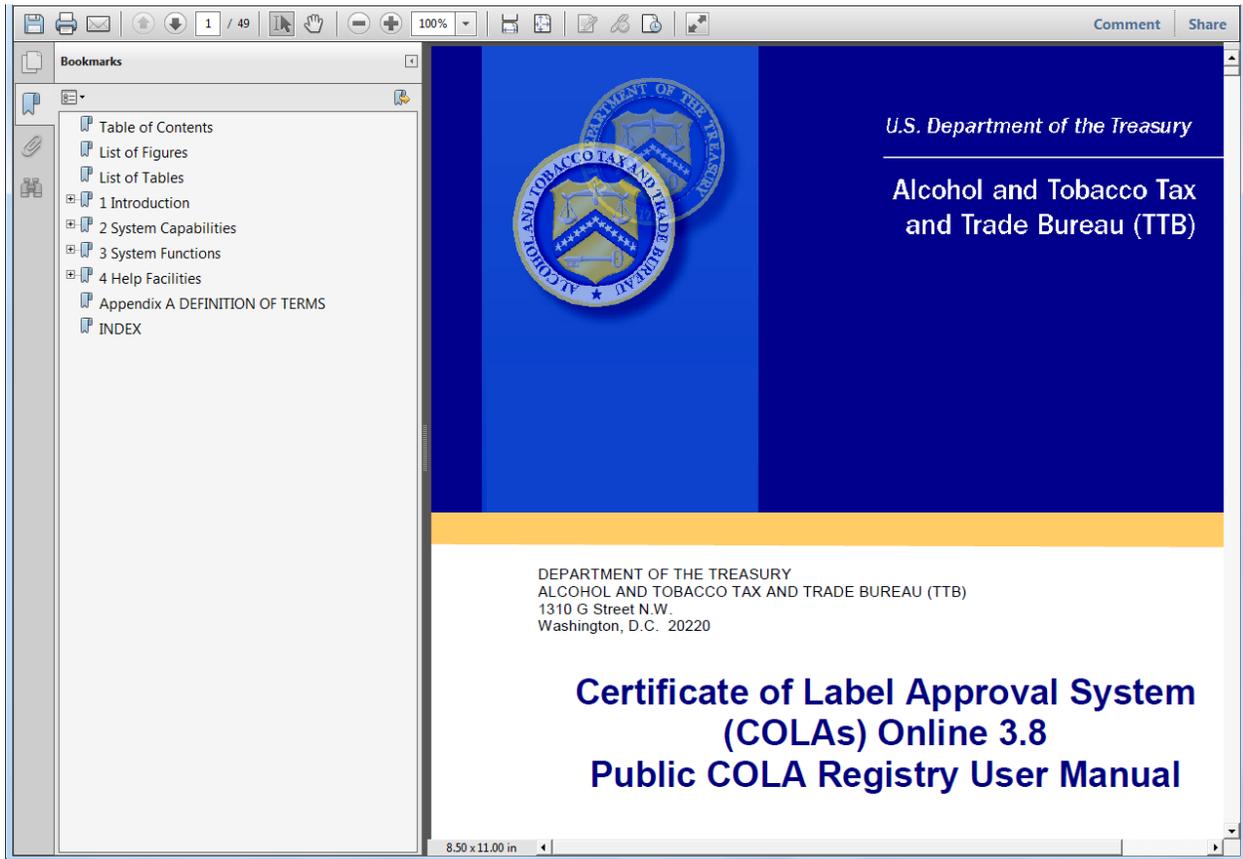
Figure 9: Public COLA Registry Online Help



3.3.5 Download Public COLA Registry Manual

The Public COLA Registry Manual menu option displays the Public COLA Registry User Manual in PDF format. Figure 10 details the Public COLA Registry User Manual.

Figure 10: Public COLA Registry User Manual



3.3.6 COLAs Online Logon

The COLAs Online Logon menu option displays the TTB Online Portal page, to allow access for registered COLAs Online users only. Figure 11 details the TTB Online Portal page.

Figure 11: TTB Online Portal

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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 logon:

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](#)

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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.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (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.

3.4 SEARCH THE REGISTRY

This section discusses all of the basic information for searching in the system. This section includes the following information:

- **Public COLA Registry Basic Search** – See Section 3.4.1 Public COLA Registry Basic Search
- **Product/Class Type Lookup** – See Section 3.4.2 Product/Class Type Lookup
- **Origin Code Lookup** – See Section 3.4.3 Origin Code Lookup
- **Public COLA Registry Advanced Registry Search** – See Section 3.4.4 Public COLA Advanced Registry Search
- **Vendor Code Lookup** – See Section 3.4.5 Vendor Code Lookup
- **Search Results COLAs** – See Section 3.4.6 Search Results COLAs
- **COLA Detail** – See Section 3.4.7 COLA Detail

3.4.1 Public COLA Registry Basic Search

The Public COLA Registry Basic Search page allows you to search for approved, expired, revoked, and surrendered COLAs. Figure 12 details the Public COLA Registry Basic Search page.

Figure 12: Public COLA Registry Basic Search

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval

- Search Public COLA Registry
- COLAs Online FAQs
- Contact Us
- Public COLA Registry Manual
- Download Public COLA Registry Manual
- COLAs Online Logon

Search for COLAs

Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

Basic Search | [Advanced Search](#)

Basic Search Criteria
Note: Wild card character for a search is represented by a "%"

Date Completed:
From To

Product Name:
 Brand Name Fanciful Name Either

Product Class/Type: to

Origin Code:

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

3.4.1.1 Search for COLA (Basic)

Follow these steps to perform a basic search for a COLA:

► **Note:** Enter one or more fields of search criteria. Public searches process a great deal of data; therefore entering more search criteria will produce faster results.

1. Enter Date Completed time frame (From Date and To Date).

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

► **Note:** The Date Completed range is defaulted to the first of the month of the current date minus six years. These values can be modified before submitting the search.

► **Note:** If a value is entered in the Date Completed (From) field a value must be entered in the Date Completed (To) field.

► **Note:** Because of changes made to the COLA database in 1996, searches for data prior to 1996 may not produce a complete result set.

2. Enter the Product Name if applicable.

3. Choose the Brand Name, Fanciful Name or Either radio option to search.

► **Note:** Certain generic searches, especially searches on Product Name/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

4. Select the **Lookup Class Type** button to search for Product/Class Type. See Section 3.4.2 Product/Class Type Lookup.

5. Enter the Product Class Type range in the fields provided if applicable.

6. Select the **Lookup Origin** button to search for an Origin Code. See Section 3.4.3 Origin Code Lookup.

7. Enter the Origin Code value in the field provided if applicable.

8. Select the **Search** button to view your search results. See Section 3.4.6 Search Results COLAs.

► **Note:** Search results are limited to a maximum of 500 items.

9. Select the **Clear and Start Over** button to reset all data fields to perform a new search.

► **Note:** To perform a wildcard search, enter a “%” at the beginning or end of the search criteria value.

3.4.2 Product/Class Type Lookup

The Product/Class Type Lookup page allows you to search for product/class type codes and descriptions to be used to search for COLAs. Figure 13 details the Product/Class Type Lookup page.

Figure 13: Product/Class Type Lookup

Product Class/Type Lookup

Search for Class/Type by:

Note: Wild card character for a search is represented by a "%"

Product Class/Type Code: ?

Product Class/Type Description:

Show All Codes

Close Clear and Start Over Search

3.4.2.1 Search for Product/Class Type

Follow these steps to search for Product/Class Type:

1. Select the **Lookup Class Type** button. The Product Class/Type Lookup page displays. See Figure 13.
2. Enter search criteria value(s) in the appropriate fields. The following fields are available:
 - Product Class/Type Code
 - Product Class/Type Description

► **Note:** To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

3. Select the **Search** button. The search results based on the value entered display at the bottom of the page.

► **Note:** Search results are limited to a maximum of 500 items.

- To view all product class/type codes, select the **Show All Codes** button. The product class/type codes display at the bottom of the page. See Figure 14.

Figure 14: Show All Codes (Product Class/Type Codes)

Search Results:	
Class/Type Code	Description
!	IV&V CODE AS SPECIAL SYMBOL
100	STRAIGHT WHISKY
1000	IV&V GOOD STUFF
101	STRAIGHT BOURBON WHISKY
102	STRAIGHT RYE WHISKY
103	STRAIGHT CORN WHISKY
109	OTHER STRAIGHT WHISKY
110	WHISKY BOTTLED IN BOND (BIB)
111	BOURBON WHISKY BIB
112	RYE WHISKY BIB
113	CORN WHISKY BIB
119	OTHER WHISKY BIB
120	STRAIGHT WHISKY BLENDS
121	STRAIGHT BOURBON WHISKY BLENDS
122	STRAIGHT RYE WHISKY BLENDS
123	STRAIGHT CORN WHISKY BLENDS
129	OTHER STRAIGHT BLENDED WHISKY
130	WHISKY BLENDS
131	BLENDED BOURBON WHISKY

- Select the **Close** button to return to the Search page.

► **Note:** To perform another search select the **Clear and Start Over** button to reset all the fields and repeat Steps 2 and 3.

3.4.3 Origin Code Lookup

The Origin Code Lookup page allows you to search origin codes and descriptions to be used to search for COLAs. Figure 15 details the Origin Code Lookup page.

Figure 15: Origin Code Lookup

Origin Lookup

Search for Origin by:

Note: Wild card character for a search is represented by a "%"

Origin Code: ?

Origin Description:

Show All Codes

Close Clear and Start Over Search

3.4.3.1 Search for Origin Code

Follow these steps to search for an Origin Code:

1. Select the **Lookup Origin** button. The Origin Code Lookup page displays. See Figure 15.
2. Enter search criteria value(s) in the appropriate fields. The following fields are available for the search
 - Origin Code
 - Origin Description

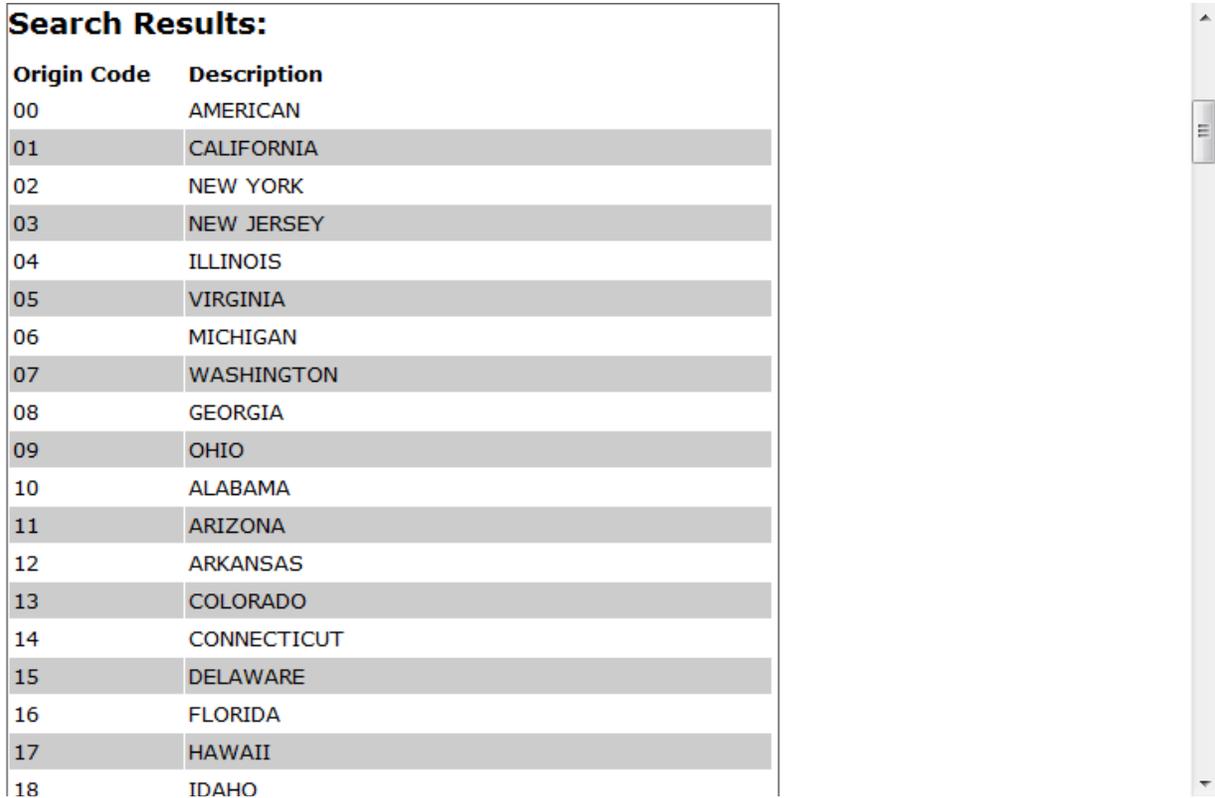
► **Note:** To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

3. Select the **Search** button. The search results based on the value entered will appear at the bottom of the page.

► **Note:** Search results are limited to a maximum of 500 items.

- To view all origin codes, select the **Show All Codes** button. The origin codes display at the bottom of the page. See Figure 16.

Figure 16: Show All Codes (Origin Codes)



Origin Code	Description
00	AMERICAN
01	CALIFORNIA
02	NEW YORK
03	NEW JERSEY
04	ILLINOIS
05	VIRGINIA
06	MICHIGAN
07	WASHINGTON
08	GEORGIA
09	OHIO
10	ALABAMA
11	ARIZONA
12	ARKANSAS
13	COLORADO
14	CONNECTICUT
15	DELAWARE
16	FLORIDA
17	HAWAII
18	IDAHO

- Select the **Close** button to return to the Search page.

► **Note:** To perform another search select the **Clear and Start Over** button to reset all the fields and repeat Steps 2 and 3.

3.4.4 Public COLA Advanced Registry Search

The Public COLA Registry Advanced Search page allows you to search for approved, revoked, expired, and surrendered COLAs with advanced search criteria values compared to the basic search. Figure 17 and Figure 18 detail the Public COLA Registry Advanced Search page.

Figure 17: Public COLA Registry Advanced Search (Top)

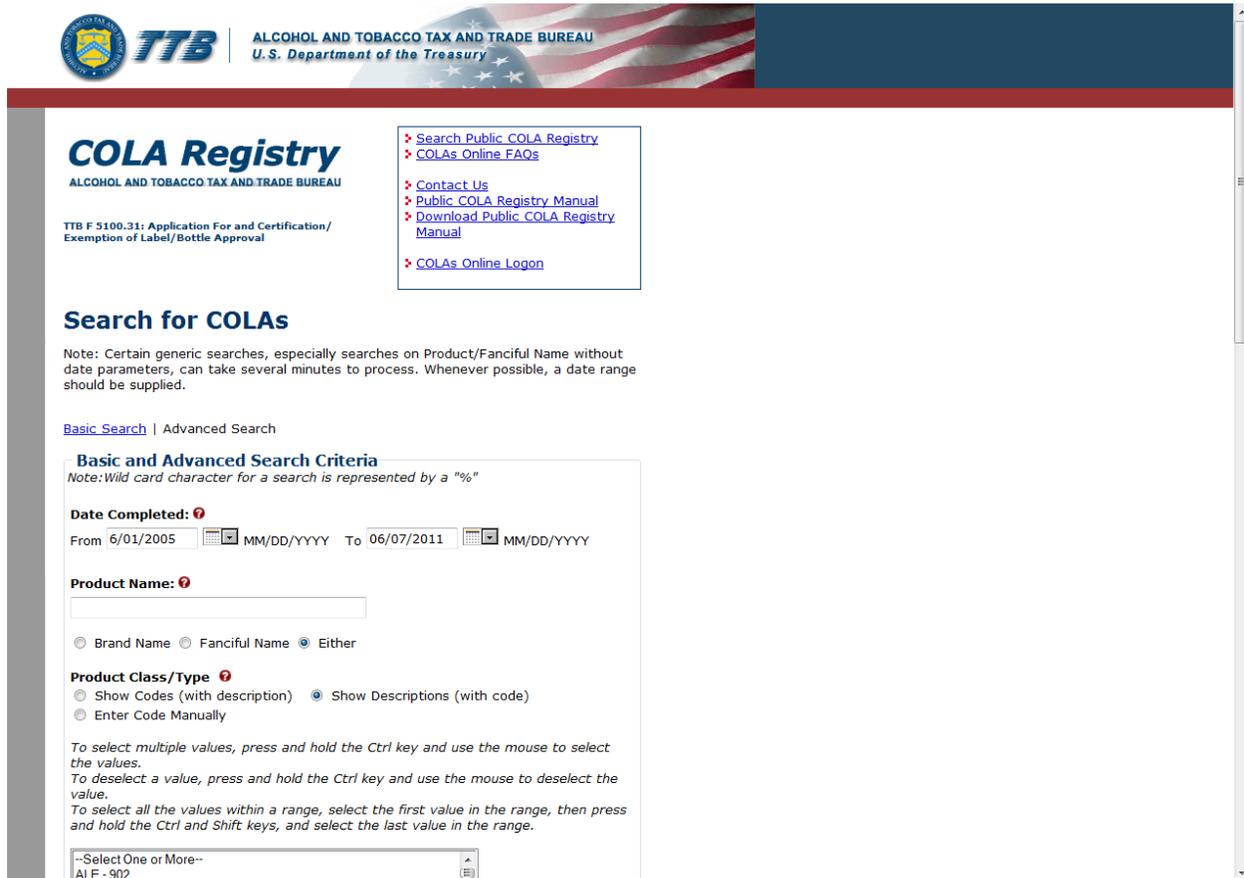


Figure 18: Public COLA Registry Advanced Search (Bottom)

Origin Code

To select multiple values, press and hold the Ctrl key and use the mouse to select the values.
To deselect a value, press and hold the Ctrl key and use the mouse to deselect the value.
To select all the values within a range, select the first value in the range, then press and hold the Ctrl and Shift keys, and select the last value in the range.

--Select One or More--
ALABAMA - 10
ALASKA - 4E
ALBANIA - 60
ALGERIA - 61
AMERICAN - 00
ANGUILLA (BWI) - 7Q
ANTIGUA AND BARBUDA - 4Y
ARGENTINA - 62
ARIZONA - 11

Lookup Origin>

Received Code

(Check all that apply)

000 - FRONT DESK (PAPER)
 001 - ELECTRONIC SUBMISSION
 002 - MAIL (PAPER)
 003 - OVERNIGHT (PAPER)

TTB ID:

to

Serial #:

to

Plant Registry/Basic Permit/Brewer's No.:

Note: Search Results will only include data after 04/26/2003

Vendor Code:

Note: Search Results will only include data prior to 04/26/2003

3.4.4.1 Search for COLA (Advanced)

Follow these steps to perform an advanced search for a COLA:

1. Select the [Advanced Search](#) link on the Public COLA Registry Basic Search page. The Public COLA Registry Advanced Search page displays. See Figure 17 and Figure 18.
2. Enter Date Completed time frame (From Date and To Date).

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

► **Note:** The Date Completed range is defaulted to the first of the month of the current date minus six years. These values can be modified before submitting the search.

► **Note:** Entering the same date in the "To" and "From" date fields will perform a search for that date only.

► **Note:** Because of changes made to the COLA database in 1996, searches for data prior to 1996 may not produce a complete result set.

3. Enter the Product Name if applicable.

4. Choose the Brand Name, Fanciful Name or Either radio option to search.

► **Note:** Certain generic searches, especially searches on Product Name/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

5. Select the method to choose Product Class/Types - either by code selection, by description selection, or by entering the code manually. Depending on the method selected, choose the Product Class/Type(s) from the choice box or enter the Product Class/Type value(s) in the field provided if applicable. If necessary, select the **Lookup Class Type** button to search for product/class types. See Section 3.4.2 Product/Class Type Lookup.

6. Select the Origin Code(s) from the choice box if applicable. Select the **Lookup Origin** button to search for an origin code. See Section 3.4.3 Origin Code Lookup.

7. Select the Received Code(s) if applicable.

8. Enter the TTB ID value(s) if applicable.

9. Enter the Serial # value(s) if applicable.

10. Enter the Plant Registry/Basic Permit/Brewer's No. value in the field provided if applicable.

11. Select the **Lookup Vendor Code** button to search for a Vendor Code. See Section 3.4.5 Vendor Code Lookup.

► **Note:** Searches by Vendor Code will only return results for records filed before April 2003.

12. Enter the Vendor Code value in the field provided if applicable.

13. Select the **Search** button to view your search results. See Section 3.4.6 Search Results COLAs.

► **Note:** Search results are limited to a maximum of 500 items.

14. Select the **Clear and Start Over** button to reset all data fields to perform a new search.

► **Note:** To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

3.4.5 Vendor Code Lookup

The Vendor Code Lookup page allows you to search for the Vendor Code, Vendor Name, and/or for Plant Registry/Basic Permit/Brewer's No. to be used in search for COLAs. Vendor Code searches will only return results prior to April 2003. Figure 19 details the Vendor Code Lookup page.

Figure 19: Vendor Code Lookup

Vendor Code Lookup

Search for Vendor Code by:
Note: Wild card character for a search is represented by a "%"

Vendor Code:

Vendor Name:

Plant Registry/Basic Permit/Brewer's No.:

3.4.5.1 Search for Vendor Code

Follow these steps to search for a Vendor Code:

1. Select the **Lookup Vendor Code** button. The Vendor Code Lookup page displays. See Figure 19.
2. Enter search criteria value(s). The following fields are available for the search:
 - Vendor Code
 - Vendor Name
 - Plant Registry/Basic Permit/Brewer's No.

► **Note:** To perform a wildcard search, enter a "%" at the beginning or end of the search criteria value.

3. Select the **Search** button. The search results based on the value entered display at the bottom of the page.

► **Note:** Search results are limited to a maximum of 500 items.

4. Select the **Close** button to return to the Search page.

► **Note:** To perform another search select the **Clear and Start Over** button to reset all the fields and repeat Steps 2 and 3.

3.4.6 Search Results COLAs

The Search Results: COLAs page allows public users the ability to view their search results based on criteria entered and save the search results to a .csv file (viewable through Microsoft Excel or other associated application). Figure 20 and Figure 21 detail the Search Results: COLAs page.

Figure 20: Search Results: COLAs (Top)

The screenshot shows the top portion of the COLA Registry search results page. At the top left is the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this is the "COLA Registry" header and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU" and "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". On the right side, there is a navigation menu with links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon".

The main content area is titled "Search Results: COLAs" and includes a "Printable Version" link and a "Save Search Results To File" link. Below these links, it shows "1 to 20 of 44 (Total Matching Records: 44) | Next >". The search results are presented in a table with the following columns: TTb ID, Permit No., Serial Number, Completed Date, Fanciful Name, Brand Name, Origin, and Class/Type.

TTb ID	Permit No.	Serial Number	Completed Date	Fanciful Name	Brand Name	Origin	Class/Type
09343001003333	BWN-VA-17777	09B066	01/05/2010	POM HAUS JOY	POM OAK WINERY	05	80
09352001007777	BWN-VA-15555	092033	01/05/2010		POM CELLAR VINTNERS	05	81
09364001004444	BW-VA-222	09JR66	01/05/2010	POM CREEK WHITE	POM CREEK VINEYARDS	05	81
09364001003333	BW-VA-222	09JR77	01/05/2010	POM CREEK RED	POM CREEK VINEYARDS	05	80
09364001004444	BW-VA-222	09JR88	01/05/2010		POM CREEK VINEYARDS	05	80
09364002001111	BW-VA-999	090011	01/05/2010		POM HILL VINEYARDS	05	80
09364002002222	BW-VA-999	090022	01/05/2010		POM HILL VINEYARDS	05	80
09365001006666	BW-VA-888	090055	01/05/2010		POM VINEYARDS	05	81
10004000001111	BW-VA-555	090022	01/06/2010		POMCRAFT	05	81

Figure 21: Search Results: COLAs (Bottom)

12222	BWN-VA-12222	10VI11	01/11/2010		POM RIDGE	05	81
10004001002222							
12222	BWN-VA-12222	10SM11	01/08/2010		POM RIDGE	05	80
10004001006666							
12222	BWN-VA-12222	10RR11	01/08/2010		POM RIDGE	05	80
10004001007777							
12222	BW-VA-555	100011	01/08/2010	POM TIME	POM VINEYARDS	05	80
1000500005555							
12222	BWN-VA-18888	100011	01/06/2010		POM WORKS RED	05	80
10005001001111							
12222	DSP-VA-15555	100011	01/11/2010	POM STONE RYE	POM CREEK	05	142
10005003005555							
12222	DSP-VA-15555	100022	01/11/2010	POM SHED GIN	POM CREEK	05	209
10005003006666							

[Printable Version](#)

1 to 20 of 44 (Total Matching Records: 44) | [Next >](#)

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov



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 accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at afd@ttb.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (webmaster@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.

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3.4.6.1 View Search Results COLAs

Follow these steps to view your search results:

1. Select the [Search Public COLA Registry](#) link from the menu box on any page.
2. Enter search criteria.
3. Select the **Search** button. The Search Results: COLAs page displays with search results based on the value entered. See Figure 20 and Figure 21.

► **Note:** Search results are limited to a maximum of 500 items.

4. To sort the search results, select on any column heading to sort on that attribute.
5. To view more search results, select the [Next](#) link.
6. To view the details of a COLA, select the [TTB ID](#) link. See Section 3.4.7 COLA Detail.
7. To save your search results, select the [Save Search Results To File](#) link. See Section 3.4.6.2 Save Search Results COLAs.
8. Select the **New Search** button to return to the Search page.

3.4.6.2 Save Search Results COLAs

Follow these steps to save your search results to a .csv file:

1. Follow the steps in Section 3.4.6.1 View Search Results COLAs.
2. Select the [Save Search Results To File](#) link above the search results. See Figure 20. The File Download dialog displays.
3. Select the **Save** button or select the **Open** button.
 - a. If you select the **Save** button: Save the file when prompted and then select the **Open** button. The search results display in the associated application (i.e., Microsoft Excel).

► **Note:** It is recommended you select the **Save** button in the File Download dialog, save the file in the Save As dialog, and then select the **Open** button in the Download Complete dialog to display the search results file in the associated application faster.

- b. If you select the **Open** button: The search results display in the associated application (i.e., Microsoft Excel).

► **Note:** Opening the search results directly without saving first may take longer to display the search results in the associated application.

► **Note:** Search results saved are limited to a maximum of 500 items returned from the search.

The following detail from the search results will be included in the file:

- TTB ID

► **Note:** TTB ID values will be enclosed in single quotes (').

- Permit No.
- Serial Number
- Completed Date
- Fanciful Name
- Brand Name
- Origin
- Class/Type

3.4.7 COLA Detail

The COLA Detail page allows you to view the details of an approved, expired, surrendered, or revoked COLA. Figure 22 and Figure 23 detail the COLA Detail page.

Figure 22: COLA Detail (Top)

The screenshot shows the top portion of the COLA Detail page. At the top left is the TTB logo (Alcohol and Tobacco Tax and Trade Bureau, U.S. Department of the Treasury) next to an American flag graphic. Below the logo is the text "COLA Registry" and "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". To the right of the logo is a navigation menu with links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon". Below the navigation menu is the text "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". The main heading "COLA Detail" is centered. Below the heading is a table of details for a specific COLA, including fields like TTB ID, Status, Vendor Code, Serial #, Class/Type Code, Origin Code, Brand Name, Fanciful Name, Type of Application, For Sale In, Total Bottle Capacity, Grape Varietal(s), Wine Vintage, and Formula/SOP No. Each field has a question mark icon next to it. A "Printable Version" link is located to the right of the TTB ID field.

TTB ID: ?	10005003006666	Printable Version
Status: ?	APPROVED	
Vendor Code: ?		
Serial #: ?	100222	
Class/Type Code: ?	OTHER DISTILLED GIN	
Origin Code: ?	VIRGINIA	
Brand Name: ?	POM CREEK	
Fanciful Name: ?	POM GIN	
Type of Application: ?	LABEL APPROVAL	
For Sale In: ?		
Total Bottle Capacity: ?		
Grape Varietal(s): ?		
Wine Vintage: ?	2003	
Formula/SOP No.: ?		

Figure 23: COLA Detail (Bottom)

<p>Lab No./Lab Date: ?</p> <p>Approval Date: 01/11/2010</p> <p>Qualifications: ?</p>
<p>Plant Registry/Basic Permit/Brewers No (Principal Place of Business): ?</p> <p>DSP-VA-15555 POM CREEK DISTILLING COMPANY, LLC 37777 RICHARDSON LN , STE 200 PURCELLVILLE, VA 20132</p> <p>Plant Registry/Basic Permit/Brewers No (Other): ?</p> <p>Contact Information:</p> <p>Phone Number: Fax Number:</p> <p>If you want to obtain a copy of the entire Certificate of Label Approval, you will need to make a request under the Freedom of Information Action (FOIA). For more information click here. Please include CFM ID/TTB ID number in your request.</p> <p style="text-align: right;"><input type="button" value="Back"/></p>

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at webmaster@ttb.treas.gov




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 accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

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

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3.4.7.1 View COLA Detail

Follow these steps to view COLA details:

1. Select the [TTB ID](#) link. The COLA Detail page displays. See Figure 22 and Figure 23.
2. Use the scroll bar to view all the details of the COLA.
3. For e-filed applications, select the [Printable Version](#) link to view a printable version of an e-filed COLA. See Section 3.5.1 Printable E-filed COLA.

► **Note:** e-filed COLAs are identified by a “001” in positions 6-8 of the TTB ID.

► **Note:** Older COLA applications may not have an available printable version. If you want to obtain a copy of the entire COLA, you will need to make a request under FOIA. For more information, go to <http://www.ttb.gov/foia/index.shtml>. Please include CFM ID/TTB ID number in your request.

4. For paper filed applications, select the [Printable Version](#) link to view a scanned image of a paper filed COLA. See Section 3.5.2 Printable Paper Filed COLA.
5. Select the **Back** button to return to the search results page.

3.5 PRINTABLE VERSION OF COLA

This section discusses all of the basic information for printing COLAs in the system. This section includes the following information:

- **Printable E-filed COLA** – See Section 3.5.1 Printable E-filed COLA
- **Printable Paper Filed COLA** – See Section 3.5.2 Printable Paper Filed COLA

3.5.1 Printable E-filed COLA

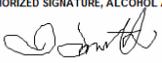
The Printable E-filed COLA page provides you a printable version of an e-filed COLA. Figure 24 and Figure 25 detail the Printable E-file COLA page.

Figure 24: Printable E-filed COLA (Top)

OMB No. 1513-0020 (01/31/2009)

FOR TTB USE ONLY		DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL <small>(See Instructions and Paperwork Reduction Act Notice on Back)</small>	
TTB ID 09365001006666			
1. REP. ID. NO. (If any)	CT 81	OR 05	
PART I - APPLICATION			
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required) BW-VA-6666		3. SOURCE OF PRODUCT (Required) <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Imported	
4. SERIAL NUMBER (Required) 090555		5. TYPE OF PRODUCT (Required) <input checked="" type="checkbox"/> WINE <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> MALT BEVERAGE	
6. BRAND NAME (Required) POM VINEYARDS		8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON LABEL (Required) POM VINEYARDS LTD 3777 HARRELS CORNER RD LINDEN VA 22642	
7. FANCIFUL NAME (If any)		8a. MAILING ADDRESS, IF DIFFERENT	
9. EMAIL ADDRESS WINE@POMVINEYARDS.COM		10. FORMULA/SOP NO. (If any)	
12. NET CONTENTS 375 MILLILITERS		11. LAB. NO. & DATE / PREIMPORT NO. & DATE (If any)	
13. ALCOHOL CONTENT 13.8		14. WINE APPELLATION IF ON LABEL VIRGINIA	
15. WINE VINTAGE DATE IF ON LABEL 2009		16. PHONE NUMBER (540) 364-1997	
		17. FAX NUMBER (540) 364-3333	
18. TYPE OF APPLICATION (Check applicable box(es))			
a. <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL			
b. <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in _____ only" (Fill in State abbreviation)			
c. <input type="checkbox"/> DISTINCTIVE LIQUOR BOTTLE APPROVAL TOTAL BOTTLE CAPACITY BEFORE CLOSURE _____ (Fill in amount)			
d. <input type="checkbox"/> RE-SUBMISSION AFTER REJECTION TTB ID NO. _____			
19. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, celloseals, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED OR EMBOSSED ON THE CONTAINER (e.g., net contents etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.			
PART II - APPLICANT'S CERTIFICATION			
Under the penalties of perjury, I declare; that all statements appearing on this application are true and correct to the best of my knowledge and belief, and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.			
20. DATE OF APPLICATION	21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT		22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT

Figure 25: Printable E-filed COLA (Bottom)

PART III - TTB CERTIFICATE	
This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.	
23. DATE ISSUED 01/05/2010	24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU 
FOR TTB USE ONLY	
QUALIFICATIONS	EXPIRATION DATE (if any)
STATUS THE STATUS IS APPROVED.	
CLASS/TYPE DESCRIPTION TABLE WHITE WINE	

AFFIX COMPLETE SET OF LABELS BELOW
Image Type: Brand (front)
Actual Dimensions: 2.25 inches W X 3.25 inches H

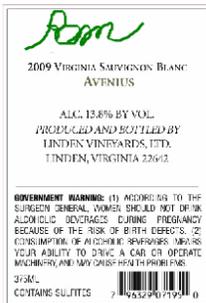


Image Type: Back
Actual Dimensions: 3.25 inches W X 3.25 inches H



3.5.1.1 Print an E-filed COLA

Follow these steps to print an e-filed COLA:

1. Select the [TTB ID](#) link. The COLA Detail page displays. See Figure 22 and Figure 23.
2. Select the [Printable Version](#) link to view a printable version of an e-filed COLA. See Figure 24 and Figure 25.

► **Note:** e-filed COLAs are identified by a “001” in positions 6-8 of the TTB ID.

► **Note:** For existing COLA applications (before COLAs Online 3.5), the “FORMULA/SOP NO.” Field is Block 10 and the “LAB. NO. & DATE / PREIMPORT NO. & DATE” Field is Block 11.

For new COLA applications (COLAs Online 3.5), the “GRAPE VARIETAL(S)” Field is Block 10 and the “FORMULA” field is Block 11. The “FORMULA” field will display the value (if any) for the Company Formula Code or TTB Formula ID and/or the Lab Sample Number and Lab Date.

3. Select the  icon from your web browser.

3.5.2 Printable Paper Filed COLA

The Printable Paper Filed COLA page provides you a scanned image of a paper filed COLA. Figure 26 details the Printable Paper Filed COLA page.

Figure 26: Printable Paper Filed COLA

FOR TTB USE ONLY				OMB No. 1513-0020 (03/31/2012)			
TTB ID 10005-003-006666				DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL <i>(See Instructions and Paperwork Reduction Act Notice Below)</i>			
1. REP. ID. NO. (If any) CT 209 OR 05		3. SOURCE OF PRODUCT (Required) <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Imported		PART I - APPLICATION			
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required) DSP-VA-15555		5. TYPE OF PRODUCT (Required) <input type="checkbox"/> WINE <input checked="" type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> MALT BEVERAGES		8. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT, OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON THE LABEL. (Required) Pom Creek Distilling Company 37777 Richardson Lane Ste 222 Purcellville, VA 20132-3505 DBA: Pom Creek Distilling Company			
4. SERIAL NUMBER (Required) YEAR: 1 0 0 0 0 2		6. BRAND NAME (Required) Pom Creek		8a. MAILING ADDRESS, IF DIFFERENT Pom Creek Distilling Company 444 Dresden Ct. Purcellville, VA 20132-3060			
7. FANCIFUL NAME (If any) Pom Gin		9. E-MAIL ADDRESS scott@pomcreek.com		10. FORMULA/SOP NO. (If any) 1		11. LAB. NO. & DATE/PRE-IMPORT NO. & DATE (If any) N/A	
12. NET CONTENTS 750 ml		13. ALCOHOL CONTENT 50% ABV		14. WINE APPELLATION (If on label) N/A		18. TYPE OF APPLICATION (Check applicable box(es)) a <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL b <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL <i>"For sale in _____ only" (Fill in State abbreviation)</i> c <input type="checkbox"/> DISTINCTIVE LIQUOR BOTTLE APPROVAL. TOTAL BOTTLE CAPACITY BEFORE CLOSURE. (Fill in amount) d <input type="checkbox"/> RESUBMISSION AFTER REJECTION TTB ID _____	
15. WINE VINTAGE DATE (If on label) N/A		16. PHONE NUMBER 540-751-8888		17. FAX NUMBER 540-751-3333		19. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, cellophane, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents, etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS. None.	
PART II - APPLICANT'S CERTIFICATION							
Under the penalties of perjury, I declare: that all statements appearing on this application are true and correct to the best of my knowledge and belief, and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood, and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.							
20. DATE OF APPLICATION 1/5/2010				21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT <i>E. Harris</i>		22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT E. Harris, Vice President	
PART III - TTB CERTIFICATE							
This certificate is issued subject to applicable laws, regulations, and conditions as set forth in the instructions portion of this form.							
23. DATE ISSUED JAN 11 2010				24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU <i>[Signature]</i>			
FOR TTB USE ONLY							
QUALIFICATIONS							
EXPIRATION DATE (If any)							
AFFIX COMPLETE SET OF LABELS BELOW (See General Instructions 4, 6, and 7)							
TTB F 5100.31 (05/2009) PREVIOUS EDITIONS ARE OBSOLETE <i>lep</i>							

3.5.2.1 *Print a Paper Filed COLA*

Follow these steps to print a paper filed COLA:

1. Select the [TTB ID](#) link. The COLA Detail page displays. See Figure 22 and Figure 23.
2. Select the [Printable Version](#) link to view a scanned image of the paper filed COLA. See Figure 26.
3. Select the  icon from your web browser.

4 HELP FACILITIES

This section discusses the help facilities provided to users of the Public COLA Registry system.

4.1 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 pauses with the cursor over any of the system field labels.

4.2 PUBLIC COLA REGISTRY ONLINE HELP

The Public COLA Registry Online Help is available through the [Public COLA Registry Manual](#) link in the menu box.

4.3 PUBLIC COLA REGISTRY USER MANUAL

The Public COLA Registry User Manual is available (in PDF format) through the [Download Public COLA Registry Manual](#) link in the menu box.

4.4 ALFD CUSTOMER SERVICE

If you need assistance with the Public COLA Registry 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 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

4.5 DEFINITION OF TERMS

The most common Public COLA Registry 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 Public COLA Registry. Select 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](#)

A

Alcohol Content

An accurate statement of the alcohol content must appear on the brand label of all wine and distilled spirits products. This statement is optional for malt beverages, but if shown must be in the correct format.

ALFD

Advertising, Labeling and Formulation Division

Approved

This status indicates a final action regarding a particular application. Applications enter this status when both the application and the labels meet all applicable requirements. At this point an application becomes a Certificate. This status authorizes the Certificate holder to either bottle or remove from Customs custody alcohol beverages that bear labels identical to those shown on the Certificate.

[Top](#)

B

Brand Name

This is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

[Top](#)

C

Capacity

This is the actual volume of the container that is required on the COLA for Distinctive Liquor Bottles.

Class/Type

This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.

COLA

Certificate of Label Approval

COLAs Online

Certificate of Label Approval System

[Top](#)

E

e-filed

Electronically filed

eApplication

An electronically submitted COLAs application.

Expired

While generally "Approved" Certificates never expire, under certain limited conditions Certificates are given an expiration date by TTB at the time of approval. The status of an "Approved" Certificates changes to "Expired" when the expiration date is reached.

[Top](#)

F**Fanciful Name**

This is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

The company must supply the Fanciful Name if one is used on the label.

FAQs

Frequently Asked Questions

FOIA

Freedom of Information Act

FONL

Formulas Online

Formula

Corresponds with Item 11 on 5100.31. The term "Formula" encompasses formulas, pre-import approval letters, lab analysis, and submissions formerly known as statements of process (SOP). A Formula is a quantitative list of ingredients and a step-by-step method of manufacture for alcohol beverage products (wine, distilled spirits, malt beverage) requiring approval from TTB prior to production or importation as per Industry Circular 2007-4. TTB's Regulatory Authority for such products may also be found at 27 CFR parts 4, 5, 7, 19, 24, 25, and 26. Please visit <http://www.ttb.gov/formulation/index.shtml> for more information. For any domestic or imported alcohol beverage products that received TTB formula approval prior to January 10, 2011, please specify the TTB ID number, or TTB lab number. A copy of the approved formula, or pre-import approval letter must accompany the label application. If formula approval for any domestic or imported alcohol beverage product was obtained after January 10, 2011, please specify the TTB Formula ID number generated by Formulas Online. DO NOT submit your COLA application until AFTER you have obtained formula approval, if required.

[Top](#)

G**Grape Varietals**

Grape Varietals are the names of the dominant grapes used in the wine. Cabernet Sauvignon, Chardonnay, Zinfandel, and Merlot are examples of grape varieties. A Grape Varietal designation on the label requires an appellation of origin and means that at least 75 percent of the grapes used to make the wine are of that variety, and that entire 75 percent were grown in the labeled appellation (except "Vitis labrusca" grapes, such as Concord, which require at least 51 percent).

[Top](#)

I**IM**

Industry Member

[Top](#)

N**NRC**

National Revenue Center

[Top](#)

O**OCIO**

Office of the Chief Information Officer

OIM

Online Industry Member

Origin

This code indicates the country (or state for domestic products) of origin for each product. Each country has been assigned a unique origin code. Enter the origin code if you know it, or use the lookup feature to find it.

[Top](#)

P**PCR**

Public COLA Registry

Permit Name

The operating name and/or owner name associated with a Plant Registry/Basic Permit/Brewer's Number.

PIA

Privacy Impact Assessment

Plant Registry/Basic Permit/Brewer's No.

This is a unique number that is assigned by TTB to each business location. Examples include BW-NY-123, DSP-KY-89, BR-WI-ABC-567 or VA-I-456.

Proprietors of domestic Distilled Spirits Plants and Breweries may obtain one COLA to cover multiple business locations if: the principle place of business is shown in the mandatory name and address statement on the label(s) AND the same label will be used for products bottled at each location.

A COLA must be obtained for each location where a domestic wine is actually bottled (i.e., one COLA may not cover multiple locations).

Beverage Alcohol Importers may not use one COLA to cover multiple locations.

When searching from the COLAs Online search screen, you may only search for COLAs filed by the companies that appear in your "My Profile" section of COLAs Online. Either select one number, or you may select "any" if you are registered to file COLAs on behalf of multiple entities.

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. Enter the class/type code if you know it, or use the lookup feature to find it.

Product Name

You may search for COLAs by “Brand Name” OR “Fanciful Name” OR both if you select “Either.”

The Brand Name is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

The Fanciful Name is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

[Top](#)

R**Received Code**

A three digit code number at the sixth, seventh and eighth positions within the TTB ID number that indicates how a label application was received. For instance, if the application was received electronically then the TTB ID # would contain the received code “001” at the sixth, seventh and eighth positions. Other receive codes used are “000” for hand delivered applications, “002” indicates that the application was received by regular USPS mail and “003” indicates that the application was received by an overnight delivery service such as UPS or FEDEX.

Revoked

“Approved” Certificates will change to this status when TTB rescinds approval because either the labeling laws or regulations have changed rendering the Certificate invalid or the Certificate was approved by TTB in error.

[Top](#)

S**SDLC**

Systems Development Life Cycle

Serial Number

This is a unique, sequential number assigned by the COLA holder. The first two digits reflect the calendar year the application was created. The remaining digits may be a combination of letters and numbers but may not exceed four characters in length.

Sulfite Analysis

Any standard wine label that does not contain a sulfite declaration or contains a Sulfite-Free declaration must be submitted to either a TTB laboratory or a TTB-certified laboratory for analysis. The results of this analysis must be included with the COLA.

Surrendered

“Approved” Certificates will change to this status when the Certificate holder voluntarily communicates to TTB that they no longer need the Certificate. Generally “Approved” Certificates do not expire, however, TTB encourages all industry members to surrender obsolete Certificates either by written communication for paper filed applications or electronically if applications were e-filed.

This code was used in the past to identify organizations who were submitting COLAs. The Vendor Code is no longer in use, but may be used to search for certain historical COLA records. Plant Registry/Basic Permit/Brewer's No. is currently used to identify the business locations for which the COLA applications are filed.

[Top](#)

T**TTB**

Alcohol and Tobacco Tax and Trade Bureau

TTB ID

This is a unique, 14 digit number assigned by TTB to track each COLA. The first 5 digits represent the calendar year and Julian date the application was received by TTB.

If you know the TTB ID number, this is the best way to search for individual COLAs. The TTB ID number for eApplications is supplied to the submitter in the "Application Submitted" confirmation message. The TTB ID number can be found in the upper left-hand corner of paper COLAs.

Type of Product

Select either Wine, Distilled Spirit or Malt Beverage.

If you are unsure of the classification of a product, please contact the Advertising, Labeling & Formulation Division Customer Service Team at 1-866-927-ALFD or by e-mail at alfd@ttb.gov.

Note: Sake is classified as wine for labeling purposes.

Type of Submission

If Distinctive Liquor Bottle is selected, enter the total bottle capacity before closure.

[Top](#)

V**Vendor Code**

This code was used in the past to identify organizations who were submitting COLAs. The Vendor Code is no longer in use, but may be used to search for certain historical COLA records. Plant Registry/Basic Permit/Brewer's No. is currently used to identify the business locations for which the COLA applications are filed.

Vendor Name

No longer in use. See "Vendor Code" for details.

[Top](#)

INDEX

C

COLA Detail33
 View COLA Detail34
Contact Us
 Report Problems with the Public COLA Registry .13

H

Help Facilities39
 ALFD Customer Service39
 Field Level Tool Tips.....39
 Public COLA Registry Online Help39
 Public COLA Registry User Manual.....39

M

Menu Options
 COLAs Online FAQs.....12
 COLAs Online Logon.....17
 Contact Us13
 Download Public COLA Registry Manual16
 Public COLA Registry Manual15
 Search Public COLA Registry.....11

O

Origin Code Lookup.....23
 Search for Origin Code23

P

Printable E-filed COLA
 Print an E-filed COLA36
Printable Paper Filed COLA
 Print a Paper Filed COLA38
Printable Version of COLA35
 Printable E-filed COLA35
 Printable Paper Filed COLA37
Privacy Act Considerations.....4
Product/Class Type Lookup.....21

Search for Product/Class Type21
Public COLA Advanced Registry Search25
 Search for COLA (Advanced)26
Public COLA Registry
 Access the Public COLA Registry.....9
 General Description4
 Getting Started.....7
 Help Facilities39
 Menu Options10
 Privacy Act Considerations.....4
 Search The Registry18
 System Basics7
 System Capabilities4
 System Functions7
Public COLA Registry Basic Search19
 Search for COLA (Basic)19

S

Search Results COLAs30
 Save Search Results COLAs.....32
 View Search Results COLAs31
Search The Registry18
 COLA Detail.....33
 Origin Code Lookup.....23
 Product/Class Type Lookup.....21
 Public COLA Advanced Registry Search.....25
 Public COLA Registry Basic Search19
 Search Results COLAs.....30
 Vendor Code Lookup.....28

T

Terms
 Definition.....41
TTB Online Portal Page7

V

Vendor Code Lookup.....28
 Search for Vendor Code28