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
- Resubmit Submissions

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 Needs Correction 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 1.
b. Perform a search for the submission. See 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.”

2. Select the Submission ID link to display the submission.

3. Select the Needs Correction tab. See Figure 2. The Needs Correction tab details the reasons why the submission is being returned for correction.
Needs Correction Information

Figure 2: Edit Submissions Needing Correction – Needs Correction Tab

Return/Needs Correction Reason Description Details

4. Select Needs Correction Reason link. The Return Reason pop-up window displays. See Figure 3.

Figure 3: Edit Submissions Needing Correction – Return Reason Pop-Up Window
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 Resubmit Submissions.

**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 Entering Sample Sent Date and Printing Sample ID Sheets.

2. Select the Perjury Statement checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 4.

   **Figure 4: Edit Submissions Needing Correction – Perjury Statement**

3. Select the **Submit** button. 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 5.

   **Figure 5: Edit Submissions Needing Correction – Submission Confirmation**

TTB will contact you by e-mail when analysis has been completed or if additional information is needed.