



COLAs Online eNews

March 2008

Greetings!

Spring has sprung here in Washington, D.C.! Summer will be here before we know it. As you are gearing up for the summer labeling season we hope you will find the articles in this month's newsletter beneficial.

You Aren't the Only One Who Asked Us...

Why do I keep getting an error message when I try to submit my electronic application (eApp) for a product with a pre-import letter? I provided the pre-import number and date in Step 2, but I still get the error message when I try to submit.

When submitting an eApp for a domestic or imported product for which you were required to obtain pre-COLA clearance via either a formula, pre-import letter, or lab analysis, you must not only supply the appropriate document number and date in step 2, but you must also upload an electronic copy of the approved formula, pre-import letter, or lab analysis in step 3. By providing us with a copy of the appropriate document you help us to expedite review of these label applications.

For a complete listing of products that require a Pre-COLA clearance, please see [TTB Industry Circular 2007-4](#). Do not submit your COLA application until after you have obtained an approved formula, pre-import letter, or lab analysis.

FYI, we are currently in the process of developing Formulas Online which will allow you to file all Pre-COLA clearance applications online and will eliminate the need to upload a copy of any e-filed formulas when you subsequently apply for label approval. We are still in the early stages of development so it will be a few years before we launch Formulas Online, but stayed tuned.

What Does it Mean?



A **TTB Rep ID** is an identification number that we assign to third party COLA filers. Most of the COLA applications that TTB receives come directly from industry members, but just like the IRS, we also accept filings by third parties, that is persons who do not hold a permit with us but who do have permission to file COLAs on behalf of persons who do. We track all COLAs filed by third parties using the **TTB Rep ID** and generally will only communicate with the third party regarding those COLAs. If you don't use a third party to file your COLAs then you don't need a **TTB Rep ID**.



Tip of the Month

Use only Latin alphabet letters in file names

When filing eApps with COLAs Online you'll have to upload one or more files to support your application, e.g., images of your label or a copy of a formula. We know many of you are importers of beverage alcohol products and that you obtain label images or files with supporting documentation from your foreign suppliers. To help avoid problems when uploading files to COLAs Online be sure that your file name only contains characters from the Latin alphabet (the alphabet used for the English language). If your file name contains characters from other alphabets, such as Cyrillic, Hebrew, or any Asian language characters, you will receive an error message when you try to upload. Simply rename your file using only Latin letters.

How Do I?

How do I view or edit my user profile information?

Users can view and/or edit their user profile information from the **My Profile** link found in the user's menu located in the upper right hand corner after logging on to the system. Follow these simple steps below:

1. Click the **My Profile** link from the main menu on any page.
 2. Makes changes to your e-mail address, telephone number, or fax number, if applicable.
 3. Click the **Save Changes** button. The Profile Update Confirmation page is displayed.
 4. Click the **Change Password** button to change your system password. The Change Password page will be displayed.
 5. Click on the **Back to My eApplications** button to return to the homepage.
 6. Click the **Change Password** button.
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Announcements

Perhaps you recently attended one of our COLAs Online workshops in Florida or Texas. If you did, we'd love to hear your comments at COLAsONLINEeNews@ttb.gov. If you haven't had a chance to attend one of these great workshops, don't worry, there are several opportunities left this year. The next workshops will be part of TTB Expo 2008, which will be held June 17th and 18th just outside Cincinnati, Ohio. We are offering a COLAs Online workshop each day of the Expo, plus we will have a COLAs Online exhibition booth where you can speak directly with a TTB label specialist and get hands-on experience with the system. TTB Expo 2008 also offers more than 40 other educational sessions designed to help you understand the Federal and State laws and regulations under which you must operate. There is no registration fee for TTB Expo 2008, but for our planning purposes we do require that you register if you plan to attend. Register online by clicking [here](#) or by visiting TTB.Gov.

Reminders

You may have noticed that we recently updated COLAs Online by adding regulatory citations when an eApp is sent back to you for correction. If you are uncertain about what is meant by the wording of the correction notice, or if you want to gain a better understanding of a specific regulatory requirement, you may look up the actual regulation on our Web site at [TTB.Gov](#). We hope this additional information helps you navigate the sometimes complicated world of alcohol labeling.

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Comments or suggestions? E-mail us at COLAsONLINEeNews@ttb.gov

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