Create a New Rider Submission

Follow these steps to create a new Formula and Process for Nonbeverage Product Request (Rider) submission:

1. Select **Formula and Process for Nonbeverage Product – Rider** from the New drop-down menu. See Figure 1.

   **Figure 1: Create a New Rider – Select New Drop-Down Menu**

The Company modal window displays. See Figure 2.

   **Figure 2: Create a New Rider – Select Company Name**

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 3.
3. Edit Submitter mailing address information if applicable.

► Note: Fields marked with asterisks (*) are required fields.

► Note: Company address information is not editable.

1. Select the Continue button. The Company modal window closes and the Company tab displays with the address information added. See Figure 4.
Company/Address Detail

Figure 4: Create a New Rider – Company Tab with Company Address Added

►Note: Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

►Note: Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

►Note: Select the Address Type link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the Delete button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 5. Select the OK button to confirm.
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Figure 5: Create a New Rider – Delete Address Confirmation

2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 6.

Figure 6: Create a New Rider – Address Modal Window

3. Select the address type from the Address Type drop-down list. See Figure 7. The system displays the address fields. See Figure 8.

Figure 7: Create a New Rider – Address Type

4. Enter the company address information in the available fields. See Figure 8. If you select Foreign for Address Format, additional address fields display. See Figure 9.
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Figure 8: Create a New Rider – Address Fields (Domestic)
5. Select the **OK** button. The Address modal window closes and the Company tab displays with the address information added.

6. Repeat the steps for all additional addresses needed for the submission.

**Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

7. Select the **Next** button. The Main tab displays. See Figure 11.

**Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 10.
Contacts

Figure 10: Create a New Rider – Contacts

1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in Company/Address Detail.

Main Tab

Figure 11: Create a New Rider – Main Tab

►Note: Fields marked with asterisks (*) are required fields.

1. Enter the Product Name in the available field.
2. If you are superseding an existing formula, follow the steps in Superseded Formula.
3. Select the Next button. The Formula tab displays. See Figure 15.

Superseded Formula

►Note: A single formula may supersede multiple formulas.

1. Select the Add button. The Superseded Formula modal window displays. See Figure 12.
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Figure 12: Create a New Rider – Superseded Formula

2. Select the Closed TTB Formula ID or Closed Company Formula #.
   or
3. Enter the TTB Formula ID.
   or
4. Select the Company Code and enter the Company Formula #.
5. Select the OK button. The Main tab displays The Superseded Formula modal window closes and the Main tab displays with the superseded formula added. See Figure 13.

   Figure 13: Create a New Rider – Superseded Formula Added

►Note: Select the checkbox next to the superseded formula and select the Delete button to delete the superseded formula. A confirmation message box displays prompting you to confirm your action. See Figure 14. Select the OK button to confirm.

   Figure 14: Create a New Rider – Delete Superseded Formula Confirmation
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► Note: You may add additional superseded formulas by selecting the Add button to display the Superseded Formula modal window and following Steps 1 – 5.

Description of Revisions

Figure 15: Create a New Rider – Formula Tab

► Note: Fields marked with asterisks (*) are required fields.

1. Add Description of revisions and/or additions to the original formula information.
2. Select the Next button. The Samples tab displays. See Figure 16.

Sample Detail

Figure 16: Create a New Rider – Samples Tab
Create a New Rider Submission

►Note: Rider submissions do not require any samples but may include them.

Follow these steps to add a sample to the submission:

1. Select the Add button. The Sample modal window displays. See Figure 17.

   Figure 17: Create a New Rider – Sample Modal Window

   ![Sample Modal Window]

2. Enter the sample information in the available fields.

   ►Note: Fields marked with asterisks (*) are required fields.

3. Select the OK button. The Sample pop-up window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 18.
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4. Repeat the steps to add each sample you are sending to TTB.

►Note: The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as “Pending.” The system prompts you to generate the sample ID sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

►Note: Select the Sample ID link to display the Sample pop-up window and edit the sample. Select the checkbox next to the sample and select the Delete button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 19. Select the OK button to confirm.

Validate/Saving as Draft/Submitting

Before submitting, you may either:

1. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the Validate button. Red error messages display indicating any issues found with the submission. See Figure 20. Alternatively, a green message displays indicating no issues were found with the submission. See Figure 21.
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Correct any errors and repeat this step until the submission is successfully validated. You may save as draft with errors, but you must correct all errors before submitting a draft.

Figure 20: Create a New Rider – Unsuccessful Validation Message

Figure 21: Create a New Rider – Successful Validation Message

or

2. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the Save as Draft button and Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 22.

Figure 22: Create a New Rider – Save As Draft Confirmation

Submit Rider Submission

Follow these steps to submit your rider submission:

1. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 23.

Figure 23: Create a New Rider – Perjury Statement

2. Select the Submit button. The Submission Confirmation page displays with links to the Submission ID and the Samples tab (where applicable). The rider submission is successfully submitted. See Figure 24.
TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

3. Select the return to the Samples link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

► Note: Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

Enter a Sample Sent Date for Rider Submissions

See Entering Sample Sent Date for sample sent date instructions.

Print a Sample ID Sheet for Rider Submissions

See Printing Sample ID Sheets for sample sending instructions.

Comments and Docs/Links for Rider Submissions

See Adding, Editing, and Deleting Comments for comment instructions. See Uploading Attachments and Linking Submissions for upload and link instructions.

Edit, Correct, and Resubmit a Rider Submission

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. See Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

Copy an Existing Rider Submission

See Copying Existing Submissions for copy instructions.

Print a Rider Submission

See Printing Submissions for print instructions.

Withdraw a Rider Submission

See Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.