



Formulas Online

Entering Sample Sent Date

Not every submission requires a sample. When a sample is required, however, you may enter a sample sent date and print a sample ID sheet.

In order to submit a sample to TTB, enter the date you will send the sample, print a sample ID sheet for each sample in the submission, attach the sample ID sheet to the sample, and send the sample to the appropriate laboratory.

Follow these steps to enter a sample sent date:

1. Perform a search for the submission. See [Searching for Submissions, Samples, and Formulas](#) for more information.

Alternatively, locate the submission on the My Submissions home page.

2. Select the [Submission ID](#) link to display the submission.
3. Select the Samples tab.
4. Select the checkbox next to the [Sample ID](#) for each sample you plan to send.

► **Note:** Select the top-level checkbox to select all the samples. Deselect the ones you do not wish to send or have already sent.

5. Select **Enter Date Sent** from the For Selected Samples drop-down list.
6. Enter the date in the Date field. See Figure 1.

► **Note:** The Date field format is MM/DD/YYYY. Enter it manually or place your cursor in the field to display a pop-up calendar to find the correct date.

Figure 1: Entering Sample Sent Date – Samples Tab with Enter Date Sent Selected

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Main Formula **Samples** Company Comments Docs/Links * Needs Correction Unauthorized Users

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Submission ID: 1334492 TTB Formula ID: 1269504 Date Submitted: 04-24-2015 07:42 AM
Status: Items Pending

Sample Detail ⌵

For Selected Samples: Enter Date Sent Date:

<input checked="" type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input checked="" type="checkbox"/>	1001832		1.0	liter		POM Sample		

7. Select the **Go** button. The Date Sent field is updated with the sample sent date. See Figure 2.

Entering Sample Sent Date

Figure 2: Entering Sample Sent Date – Samples Tab with Enter Date Sent Added

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Submission ID: 1334492 TTB Formula ID: 1269504 Date Submitted: 04-24-2015 07:42 AM
Status: Items Pending

Sample Detail

For Selected Samples:

<input type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="checkbox"/>	1001832		1.0	liter		POM Sample	04/28/2015	

8. Select the **Save** button.