



# Formulas Online

## [Create a New Uniform Submission](#)

Follow these steps to create a new Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submission:

1. Select **Formula and Process for Domestic and Imported Alcohol Beverages** from the New drop-down menu. See Figure 1.

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



The Company modal window displays. See Figure 2.

**Figure 2: Create a New Uniform – Select Company Product Source**

2. Select **Domestic, Import, or Export Only** from the Product Source drop-down list. The Permit Number field displays. See Figure 3.

**Figure 3: Create a New Uniform – Select Company Permit Number**

3. Select the permit number for the company for which you are creating this submission. The system pre-populates the company address information.

## Create a New Uniform Submission

► **Note:** If you select **Domestic** or **For Export Only** as the product source, the Permit Holder and Submitter mailing address information displays. See Figure 4. If you select **Importer** as the product source, the Foreign Manufacturer address information also displays. See Figure 5.

**Figure 4: Create a New Uniform – Company (Domestic and For Export Only)**

Create New or Superseding Formula ✕

\* fields are required.

\* Product Source: Domestic

\* Permit Number: POM VINEYARD INC - OH-W-999 - ACT

**Permit Holder Address:**

Name: POM VINEYARD INC  
Street: 7777 STEEL CORNER RD  
City: CUYAHOGA FALLS  
State: OH  
Zip: 44223-3116

**Submitter Mailing Address:**

Address Format: USPS Domestic

\* Street: 1310 G Street NW

\* City: Washington

\* State: DC

\* Zip: 20005  -

\* Action:  Create New Formula  Supersede Existing Formula

## Create a New Uniform Submission

**Figure 5: Create a New Uniform – Company (Import)**

**Create New or Superseding Formula**

\* fields are required.

\* Product Source:

\* Permit Number:

**Permit Holder Address:**

Name: POM USA, INC  
Street: 777 MAIN ST  
City: LENOIR  
State: NC  
Zip: 28645-5418

**Submitter Mailing Address:**

Address Format:

\* Street:

\* City:

\* State:

\* Zip:  -

**Foreign Manufacturer Address:**

Address Format:

\* Name:

Street:

City:

Country:

Region:

Province:

Foreign Postal Code:

\* Action:  Create New Formula  Supersede Existing Formula

4. Edit Submitter mailing address information or Foreign Manufacturer address information if applicable.

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

► **Note:** Permit Holder address information is not editable.

► **Note:** By default, the Create New Formula radio button is selected. If you wish to supersede an existing formula, select the Supersede Existing Formula radio button. You will be prompted to populate the information noted in [Superseded Formula](#).

## Create a New Uniform Submission

5. Select the **Continue** button. The Company modal window closes and the Company tab displays with the address information added. See Figure 6.

### Company/Address Detail

**Figure 6: Create a New Uniform – Company Tab with Company Address Added**

The screenshot shows the 'Uniform' application interface. At the top, there is a navigation bar with tabs: Main, Formula, Samples, Company (selected), Comments, and Docs/Links. Below the navigation bar, there are links for Print, Comment, and Upload. The main content area is titled 'Company/Address Detail' and contains a table with the following data:

ADDRESS TYPE	PERMIT NUMBER/NAME	ADDRESS	PHONE NUMBER	START DATE	END DATE
<input type="checkbox"/> <a href="#">Manufacturer</a>	OH-W-999 - POM VINEYARD INC	7777 STEEL CORNER RD, CUYAHOGA FALLS, OH, 44223-3116		04/23/2015	
<input type="checkbox"/> <a href="#">Mailing</a>	Jane Smith	1310 G Street NW, Washington, DC, 20005	2024532000		

Below the table are 'Add' and 'Delete' buttons. Underneath the table is a 'Perjury Statement' section with a checkbox and the text: 'Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.' At the bottom of the form are buttons for 'Save as Draft', 'Validate', 'Cancel', 'Submit', and 'Next >'.

► **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.

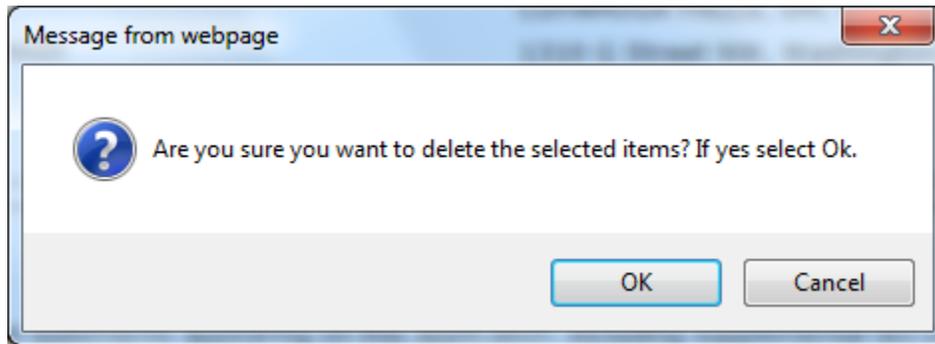
► **Note:** Please contact the ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved 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 7. Select the **OK** button to confirm.

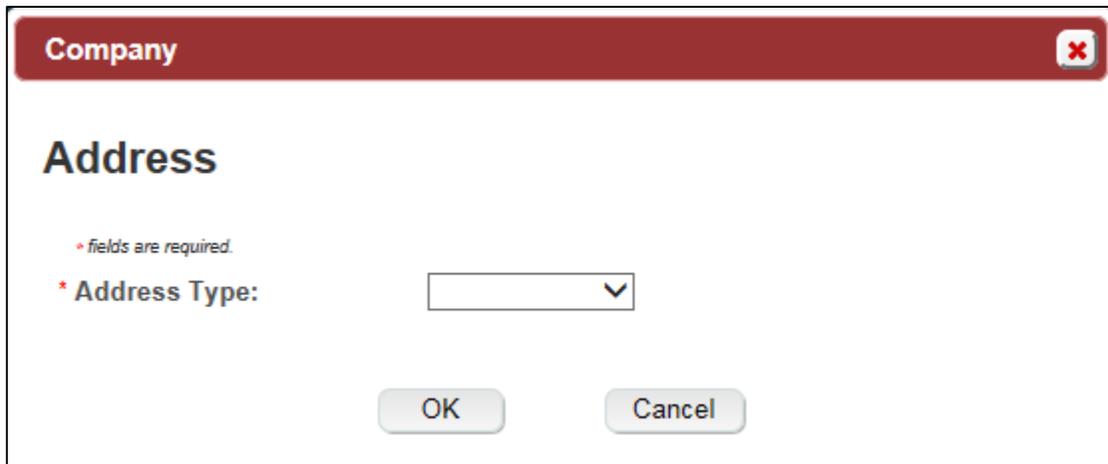
## Create a New Uniform Submission

**Figure 7: Create a New Uniform – Delete Address Confirmation**



2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 8.

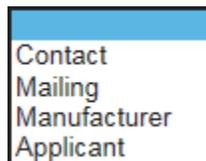
**Figure 8: Create a New Uniform – Address Modal Window**



3. Select the address type from the Address Type drop-down list. The system displays the address fields. See Figure 11.

► **Note:** The address type options available depend on the product source you selected earlier. See Figure 9 for the address type options available for Domestic and For Export Only. See Figure 10 for address type options available for Import.

**Figure 9: Create a New Uniform – Address Type (Domestic and For Export Only)**



Create a New Uniform Submission

Figure 10: Create a New Uniform – Address Type (Import)



4. Enter the company address information in the available fields. See Figure 11. If you select **Foreign** for Address Format, additional address fields display. See Figure 12.

Figure 11: Create a New Uniform – Address Fields (Domestic)

A screenshot of a software dialog box titled "Company" with a red header bar and a close button (X) in the top right corner. The main heading is "Address". Below the heading, there is a note: "\* fields are required." The form contains the following fields:

- \* Address Type: A dropdown menu with "Applicant" selected.
- Address Format: A dropdown menu with "USPS Domestic" selected.
- \* First Name: A text input field.
- \* Last Name: A text input field.
- Street: A text input field.
- City: A text input field.
- State: A dropdown menu.
- Zip: Two text input fields separated by a hyphen.

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Figure 12: Create a New Uniform – Address Fields (Foreign)

The screenshot shows a modal window titled "Company" with a red header bar. Below the header, the word "Address" is displayed in a large font. A small note reads "\* fields are required." The form contains the following fields:

- \* Address Type:** A dropdown menu with "Foreign Manufacturer" selected.
- Address Format:** A dropdown menu with "Foreign" selected.
- \* Foreign Manufacturer Name:** A text input field.
- Street:** A text input field.
- City:** A text input field.
- Country:** A dropdown menu.
- Region:** A text input field.
- Province:** A text input field.
- Foreign Postal Code:** A text input field.

At the bottom of the window are two buttons: "OK" and "Cancel".

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

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.

► **Note:** Available and/or required addresses vary depending on type of Uniform submission being entered. Imported submissions have two additional address types: Foreign Manufacturer and Importer.

7. Select the **Next** button. The Main tab displays. See Figure 14.

► **Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 13.

## Create a New Uniform Submission

### Contacts

Figure 13: Create a New Uniform – Contacts

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	202-453-2000	

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 14: Create a New Uniform – Main Tab

#### Uniform

- Main
- Formula
- Samples
- Company
- Comments
- Docs/Links

[Print](#) | [Comment](#) | [Upload](#)

\*  Create New Formula  Supersede Existing Formula

TTB Formula ID: Company ID: OH-W-999  
Company Name: POM VINEYARD INC  
Company Formula #: OH-W-999

\* Commodity: Product Name: Product Source: Domestic

\* Class/Type: Type Description: 250 characters left

Contacts			
Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	202-453-2000	Anna.Sari@ttb.gov

**Perjury Statement**

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

[« Previous](#) [Save as Draft](#) [Validate](#) [Cancel](#) [Submit](#) [Next »](#)

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

1. Create a new formula or supersede an existing formula.
  - a. If you are creating a new formula:
    - i. Enter the Company Formula Number in the text box to the right of the Permit Number. *This must be a numeric value.*
  - b. If you are superseding an existing formula:

## Create a New Uniform Submission

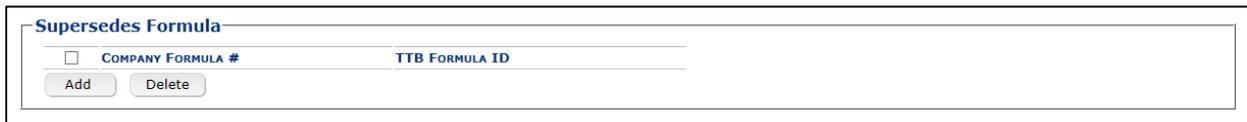
- i. Select the Supersede Existing Formula radio button. The Supersedes Formula fields display below the radio buttons. See Figure 15.

### Superseded Formula

► **Note:** You may change the submission from Supersede to New by selecting the Create New Formula radio button. You will not be able to change the submission from Supersede to New until you delete any superseded formula information.

► **Note:** A single formula may supersede multiple formulas.

**Figure 15: Create a New Uniform – Supersedes Formula Fields**



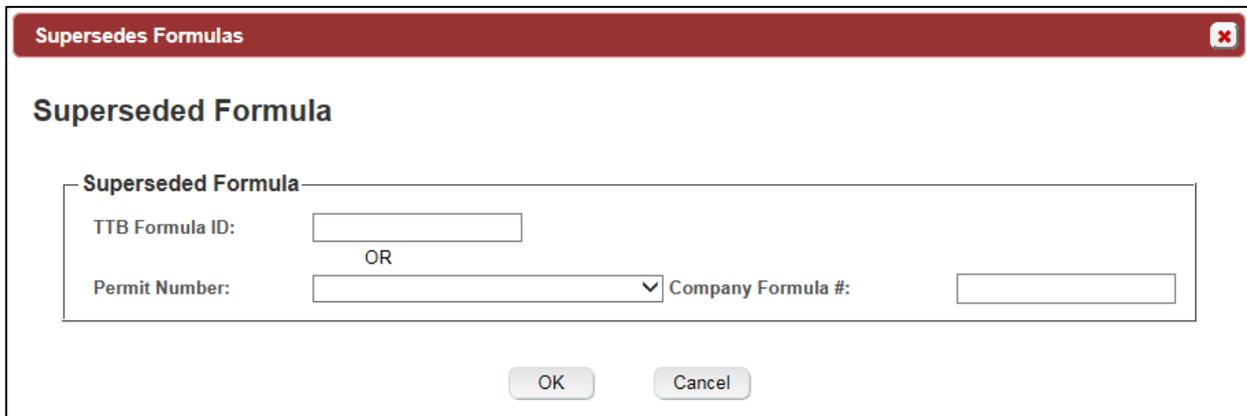
Supersedes Formula

COMPANY FORMULA #      TTB FORMULA ID

Add      Delete

1. Select the **Add** button. The Superseded Formula modal window displays. See Figure 16.

**Figure 16: Create a New Uniform – Superseded Formula Modal Window**



Supersedes Formulas

Superseded Formula

TTB Formula ID:

OR

Permit Number:  Company Formula #:

OK      Cancel

2. Enter the TTB Formula ID.
- or
3. Select the Company Code and enter the Company Formula #.
4. Select the **OK** button. The Superseded Formula modal window closes and the Main tab displays with the superseded formula added. See Figure 17.

**Figure 17: Create a New Uniform – Superseded Formula Added**



Supersedes Formula

COMPANY FORMULA #      TTB FORMULA ID

OH-W-999-11111

Add      Delete

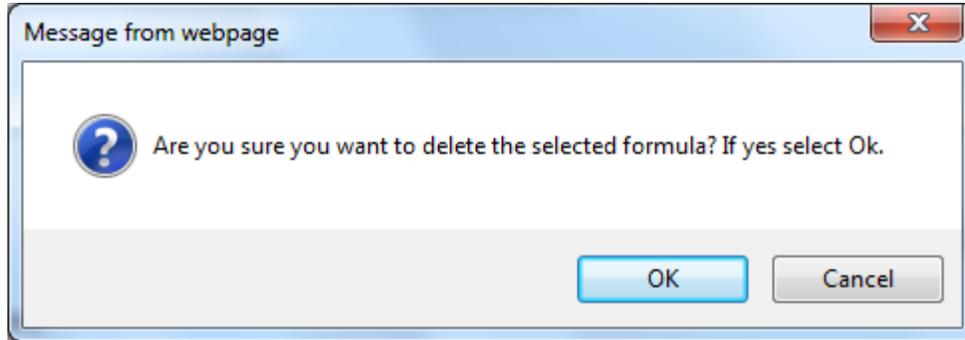
TTB Formula ID:      Company Name:      \* Company Formula #: OH-W-999 11111

OH-W-999      POM VINEYARD INC

## Create a New Uniform Submission

► **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 18. Select the **OK** button to confirm.

**Figure 18: Create a New Uniform – Delete Superseded Formula Confirmation**



► **Note:** You may add additional superseded formulas by selecting the **Add** button to display the Superseded Formula modal window and following Steps 1 – 4.

### Class/Type

**Figure 19: Create a New Uniform – Class/Type Specified**

#### Uniform ?

[Main](#) [Formula](#) [Samples](#) [Company](#) [Comments](#) [Docs/Links](#)

[Print](#) | [Comment](#) | [Upload](#)

\*  Create New Formula  Supersede Existing Formula ?

TTB Formula ID:   
Company ID: OH-W-999

Company Name: POM VINEYARD INC

\* Company Formula #: OH-W-999 | 123456

\* Commodity: Wine   
Product Name: POM WINE

\* Product Source: Domestic

\* Class/Type: ? IMITATION WINE

\* Type Description: POM IMITATION WINE

232 characters left

#### Contacts ?

Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	202-453-2000	Anna.Sari@ttb.gov

#### Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

[« Previous](#) [Save as Draft](#) [Validate](#) [Cancel](#) [Submit](#) [Next »](#)

1. Select the options from the drop-down lists.

## Create a New Uniform Submission

a. Commodity Type

- Malt
- Wine
- Distilled Spirits

► **Note:** Commodity types are available in this drop-down list according to whether the specific manufacturer produces that commodity type.

b. Product Source

- Domestic
- Import
- For Export Only

c. Class/Type

► **Note:** Class/Type options vary depending on commodity selected.

2. Enter the Product Name and Type Description in the available fields.

3. Select the **Next** button. The Formula tab displays. See Figure 20.

### Summary

**Figure 20: Create a New Uniform – Formula Tab (Volume/Weight Measurement Type)**

The screenshot shows a web interface for creating a new uniform submission. At the top, there is a navigation bar with tabs: Main, Formula (selected), Samples, Company, Comments, and Docs/Links. Below the navigation bar, there are links for Print, Comment, and Upload. The main content area is titled 'Summary' and contains the following fields:

- Measurement Type:** Radio buttons for Percentage and Volume/Weight (selected).
- Measurement Units:** Radio buttons for English (selected) and Metric.
- Total Yield:** A text input field followed by a dropdown arrow.
- Alcohol Content of Finished Product:** A label followed by three input fields: 'LOW', 'HIGH', and 'UNIT'. The 'UNIT' field has a dropdown menu showing '% by Volume'.

## Create a New Uniform Submission

**Figure 21: Create a New Uniform – Formula Tab (Percentage Measurement Type)**

The screenshot shows the 'Uniform' form with the 'Formula' tab selected. The 'Summary' section contains the following fields:

- Measurement Type:** Radio buttons for 'Percentage' (selected) and 'Volume/Weight'.
- Total Yield:** A text input field containing '100' and a dropdown menu set to 'Percentage'.
- Alcohol Content of Finished Product:** Three text input fields labeled 'Low', 'High', and 'UNIT'. The 'UNIT' dropdown is set to '% by Volume'.

1. Enter the Summary information in the available fields.

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

a. Measurement Type

- Percentage
- Volume/Weight

b. Measurement Units

- English
  - Gallons
  - Barrels
- Metric
  - Milliliters
  - Liters

► **Note:** Measurement Type and Measurement Units will pre-populate the type of Units of Measurement used in the Ingredients pop-up windows.

► **Note:** When the Product Source is “Domestic,” then the unit of measure should be “English.” When the Product Source is “Import,” then the unit of measure should be “Metric.”

c. Total Yield

d. Alcohol Content of Finished Product

- Low
- High
- Unit
  - % by Volume
  - Proof

## Create a New Uniform Submission

### Ingredients

**Figure 22: Create a New Uniform – Ingredients**

**Ingredients**  
Specify the kind and quantity of each and every material or ingredient to be used in the formulation of a batch of the product.. [Read more](#)

**FERMENTABLE INGREDIENTS** ⓘ

QUANTITY				
NAME	GROUP	LOW	HIGH	UNIT
<a href="#">POM FERMENTED SEEDS</a>		1.0	5.0	tbsp.

**FINISHED ALCOHOL** ⓘ

QUANTITY					ALCOHOL BY VOLUME		TTB	
NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY
<a href="#">POM ALCOHOL CONCENTRATE</a>		1.0	10.0	tsp.	1	0		Wine

**FLAVORS** ⓘ

QUANTITY							COMPANY	TTB
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<a href="#">POM SAFFRON FLAVOR</a>		1.0	100.0	oz.	Natural	<input type="checkbox"/>	-	

**OTHER INGREDIENTS** ⓘ

QUANTITY						
NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION
<a href="#">POM EXTRACTED CONCENTRATE</a>		1.0	10.0	c.	Other	

Specify the kind and quantity of each and every material or ingredient to be used in the formulation of a batch of the product, e.g., 100 gallons, 1000 gallons, 100 barrels, etc.

Identify all coloring agents added directly to the product or contained in flavor materials. Certified food colors must be identified by FD&C number, for example "FD&C Yellow No. 5."

Identify flavoring or blending materials by the name of the flavor or blender, name of the flavor or blender proprietor, proprietor product number (if none, so indicate), drawback formula number (if none, so indicate), city and state of the flavor manufacturer, date of approval of the nonbeverage formula, alcohol content of the flavor or blender (if nonalcoholic, so indicate), and a description of any coloring material contained in the flavor or blender.

Identify all allergens added directly to the product or contained in the flavor materials. Allergens may include Crustacean shellfish, fish, soy (soybean(s), soya), wheat, milk, eggs, peanuts, or tree nuts. For shellfish and tree nuts, the label and formula must indicate the specific type or species.

Identify the use of aspartame. Approved for use in malt beverages only.

### **Distilled Spirits Only**

If any type of wine (including vermouth) is to be used in the product, state the kind, percentage of wine to be used, whether the wine is domestic or imported, whether the wine contains added wine spirits, and the percentage of alcohol by volume of the wine.

If the finished product is to be labeled as containing a particular class and type of distilled spirits (such as "Blackberry Liqueur & Brandy" or "Coffee Liqueur & Non-Dairy Creamer") the ingredients used to produce the particular class and type of distilled spirits must be listed in a manner so that they are distinguishable from the remaining ingredients for the finished product.

See Figure 23 – Figure 25 for Distilled Spirits, Wine, and Malt Beverage ingredient examples.

Create a New Uniform Submission

Figure 23: Distilled Spirits Ingredient Example

Example
✕

---

**Ingredients**

**FERMENTABLE INGREDIENTS**

-----QUANTITY-----				
NAME	GROUP	LOW	HIGH	UNIT

**FINISHED ALCOHOL**

-----QUANTITY-----					ALCOHOL BY VOLUME		TTB	
NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY
<a href="#">Grain Neutral Spirits</a>		100.0	200.0	gal.	75	80		Distilled Spirits
<a href="#">Grape wine</a>		35.0	40.0	gal.	7	14		Wine
<a href="#">Rum</a>		35.0	45.0	gal.	40	50		Distilled Spirits

**FLAVORS**

-----QUANTITY-----							COMPANY	TTB	
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID	VERIFICATN
<input type="checkbox"/> <a href="#">Raspberry Puree</a>		25.0	50.0	lb.	Natural	<input type="checkbox"/>	-		
<input type="checkbox"/> <a href="#">Raspberry Flavor</a>		2.0	3.0	gal.	Natural	<input checked="" type="checkbox"/>	FLAV-1195666		

**OTHER INGREDIENTS**

-----QUANTITY-----						
NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION
<a href="#">FD&amp;C yellow 5</a>		1.0	5.0	gal.	Color	Coloring Material

Figure 24: Wine Ingredient Example

Example
✕

---

**Ingredients**

**FERMENTABLE INGREDIENTS**

-----QUANTITY-----				
NAME	GROUP	LOW	HIGH	UNIT

**FINISHED ALCOHOL**

-----QUANTITY-----					ALCOHOL BY VOLUME		TTB	
NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY
<a href="#">Grape wine</a>		50.0	75.0	gal.	7	14		Wine

**FLAVORS**

-----QUANTITY-----							COMPANY	TTB	
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID	VERIFICATN
<input type="checkbox"/> <a href="#">Green Beans (crushed)</a>		2.0	3.0	c.	Natural	<input type="checkbox"/>	-		
<input type="checkbox"/> <a href="#">Coriander (powdered)</a>		2.0	4.0	c.	Natural	<input type="checkbox"/>	-		

**OTHER INGREDIENTS**

-----QUANTITY-----						
NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION
<a href="#">Vegetable Juice (black carrots/cabbage)</a>	Color	1.0	2.0	gal.	Color	
<a href="#">Potassium Sulfite</a>		0.5	0.75	gal.	Sulfite	
<a href="#">Carbon Dioxide</a>				q.s.	Other	Not less than .392 grams per 100 mL

## Create a New Uniform Submission

**Figure 25: Malt Beverage Ingredient Example**

Example
✕

---

**Ingredients**

**FERMENTABLE INGREDIENTS**

-----QUANTITY-----				
NAME	GROUP	LOW	HIGH	UNIT
<a href="#">Malted Barley</a>	Grains	250.0	500.0	lb.
<a href="#">Rice</a>	Grains	200.0	400.0	lb.
<a href="#">Wheat</a>	Grains	150.0	250.0	lb.

**FINISHED ALCOHOL**

-----QUANTITY-----					ALCOHOL BY VOLUME		TTB	
NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY

**FLAVORS**

-----QUANTITY-----								COMPANY	TTB
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID	VERIFICATN

**OTHER INGREDIENTS**

-----QUANTITY-----						
NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION
<a href="#">Hops</a>		25.0	30.0	lb.	Other	
<a href="#">Caramel Color</a>		1.0	2.0	lb.	Color	

► **Note:** If the Commodity Type is “Wine” or “Distilled Spirits,” you will see Fermentable Ingredients, Finished Alcohol, Flavors, and Other Ingredients. If Commodity Type is “Malt,” you will not see Finished Alcohol.

Follow these steps to add ingredients information to the submission:

1. Enter all ingredients information.
  - a. [Ingredients \(Fermentable Ingredient\)](#)
  - b. [Ingredients \(Finished Alcohol Ingredient\)](#)
  - c. [Ingredients \(Flavor Ingredient\)](#)
  - d. [Ingredients \(Other Ingredient\)](#)

## Create a New Uniform Submission

### Ingredients (Fermentable Ingredient)

Figure 26: Create a New Uniform – Fermentable Ingredient Modal Window

The screenshot shows a modal window titled "Add Ingredient" with a red header bar and a close button. The main content area is titled "Ingredient" and contains a section for "Fermentable Ingredient Information". This section includes five input fields: "Name" (required, marked with an asterisk), "Quantity" (required, marked with an asterisk), "Unit of Measure" (required, marked with an asterisk, with a dropdown menu currently showing "Percentage"), "Group Name", and "Group Description". Below this section is a table titled "Ingredient Documents" with columns for "TYPE", "NAME", and "DATE". At the bottom of the modal are "OK" and "Cancel" buttons.

Follow these steps to add fermentable ingredient information to the submission:

1. Select the **Add** button in the Fermentable Ingredients section. The Fermentable Ingredient modal window displays. See Figure 26.
2. Enter the fermentable ingredient information in the available fields.

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

► **Note:** You may enter a Quantity (Low) value of 0 (Zero).

3. Select the **OK** button. The Fermentable Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Fermentable Ingredients section. See Figure 27.

Figure 27: Create a New Uniform – Fermentable Ingredients Information Added

The screenshot shows a table titled "FERMENTABLE INGREDIENTS" with a red question mark icon. The table has columns for "NAME", "GROUP", "LOW", "HIGH", and "UNIT". A single row is visible with the following data: "POM Fermented Seeds", "Group", "1.0", and "Percentage". Below the table are five buttons: "Group", "Ungroup", "Add", "Delete", and "Add Attachment".

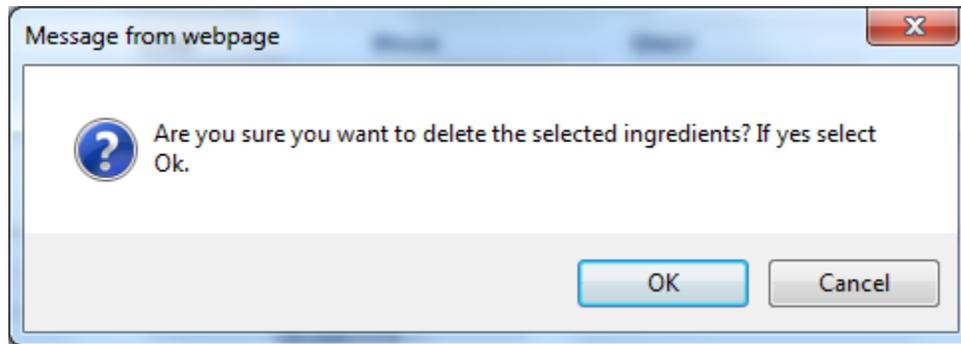
NAME	GROUP	LOW	HIGH	UNIT
POM Fermented Seeds	Group	1.0		Percentage

## Create a New Uniform Submission

4. Repeat the steps to add all fermentable ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Fermentable Ingredient modal window and edit the ingredient. Select the checkbox next to the fermentable ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 28. Select the **OK** button to confirm.

**Figure 28: Create a New Uniform – Delete Fermentable Ingredient Confirmation**



► **Note:** See [Add/Edit Attachments \(for all ingredients\)](#) to attach a file specific to this ingredient.

## Create a New Uniform Submission

### Ingredients (Finished Alcohol Ingredient)

Figure 29: Create a New Uniform – Finished Alcohol Ingredient Modal Window

The screenshot shows a modal window titled "Add Ingredient" with a red header bar and a close button (X) in the top right corner. The main content area is titled "Ingredient" and contains a section for "Finished Alcohol Ingredient Information". This section includes several input fields: "Manufacturer Name" (text box), "\* Ingredient Name" (text box), "\* Quantity" (two text boxes separated by a hyphen), "\* Unit of Measure" (dropdown menu showing "Percentage"), "\* Alcohol By Volume" (two text boxes separated by a hyphen), "Proof at Distillation" (two text boxes separated by a hyphen), "\* Commodity" (dropdown menu), and "Process Description" (text area with a character count of "4000 characters left"). Below these fields are "Group Name" and "Group Description" text boxes. At the bottom of the modal is an "Ingredient Documents" table with columns for "TYPE", "NAME", and "DATE". The table is currently empty. At the very bottom of the modal are "OK" and "Cancel" buttons.

Follow these steps to add finished alcohol ingredient information to the submission:

1. Select the **Add** button in the Finished Alcohol section. The Finished Alcohol Ingredient modal window displays. See Figure 29.
2. Enter the finished alcohol ingredient information in the available fields.

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

► **Note:** You may enter a Quantity (Low) value of 0 (Zero).

### Create a New Uniform Submission

3. Select the **OK** button. The Finished Alcohol Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Finished Alcohol section. See Figure 30.

**Figure 30: Create a New Uniform – Finished Alcohol Information Added**

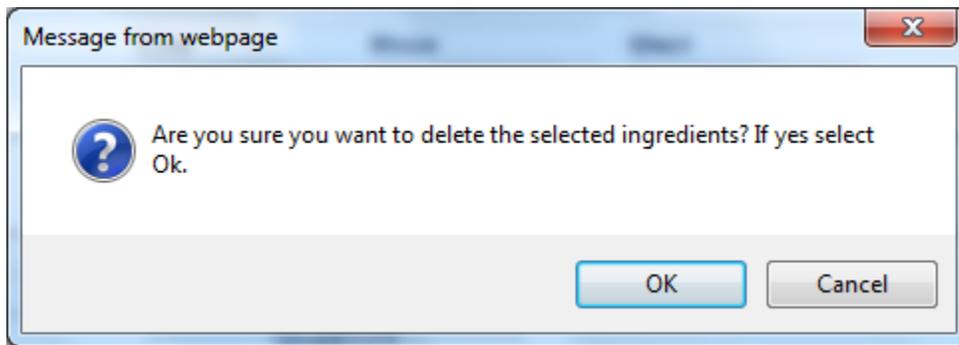
FINISHED ALCOHOL		QUANTITY			ALCOHOL BY VOLUME		TTB	
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	LOW	HIGH	FORMULA ID	COMMODITY
<input type="checkbox"/> <a href="#">POM Alcohol Concentrate</a>		1.0		Percentage	1	0		Wine

Group Ungroup Add Delete Add Attachment

4. Repeat the steps to add all finished alcohol ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Finished Alcohol Ingredient modal window and edit the ingredient. Select the checkbox next to the finished alcohol ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 31. Select the **OK** button to confirm.

**Figure 31: Create a New Uniform – Delete Finished Alcohol Ingredient Confirmation**



► **Note:** See [Add/Edit Attachments \(for all ingredients\)](#) to attach a file specific to this ingredient.

## Create a New Uniform Submission

### Ingredients (Flavor Ingredient)

Figure 32: Create a New Uniform – Flavor Ingredient Modal Window

The screenshot shows a modal window titled "Add Ingredient" with a red header bar. The main content area is titled "Ingredient" and contains two sections: "Flavor Ingredient Information" and "Ingredient Documents".

**Flavor Ingredient Information**

- Compound Flavor?
- TTB Formula ID: [Text Field] [Select] [Clear]
- Company Code: [Text Field]
- Company Formula ID: [Text Field]
- Flavor Manufacturer Name: [Text Field]
- \* Flavor Name: [Text Field]
- \* Quantity: [Text Field] - [Text Field]
- \* Unit of Measure: [Percentage] ▾
- \* Type: [Text Field] ▾
- Group Name: [Text Field]
- Group Description: [Text Field]

**Ingredient Documents**

TYPE	NAME	DATE

[Find FID]

[OK] [Cancel]

Follow these steps to add flavor ingredient information to the submission:

1. Select the **Add** button in the Flavors section. The Flavor Ingredient modal window displays. See Figure 32.
2. Enter the flavor ingredient information in the available fields.

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

► **Note:** You may enter a Quantity (Low) value of 0 (Zero).

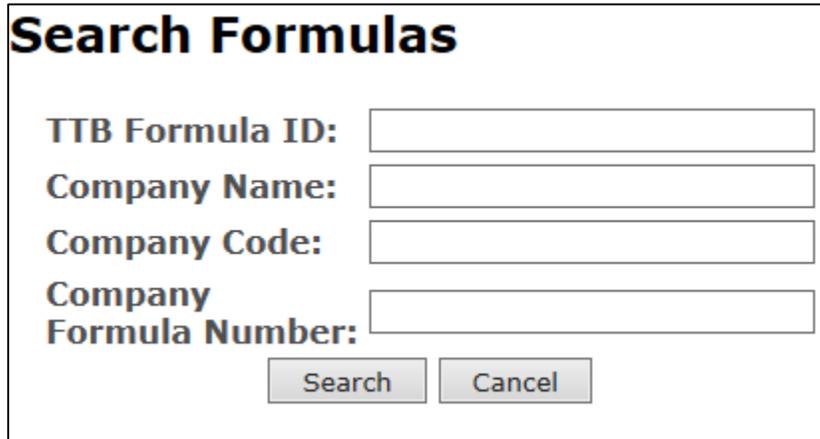
## Create a New Uniform Submission

► **Note:** If you select the “Compound Flavor?” checkbox, you may specify a TTB Formula ID.

► **Note:** If the flavor alcohol ingredient is a previously submitted formula, this allows you to search for a submission and populate the existing formula information (e.g., TTB Formula ID, Permit Number, and Company Formula ID).

3. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 33.

**Figure 33: Create a New Uniform – Search Formulas Pop-Up Window**



**Search Formulas**

TTB Formula ID:

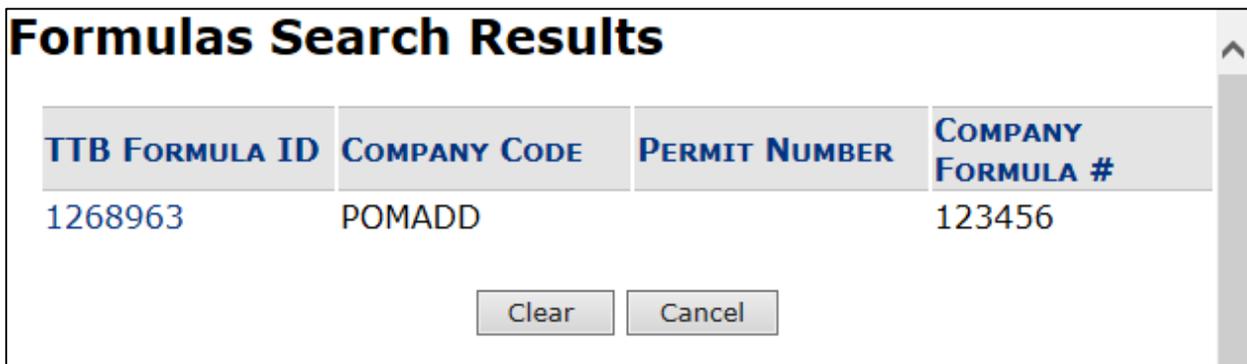
Company Name:

Company Code:

Company Formula Number:

- a. Enter the search criteria in the available fields.
- b. Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 34.

**Figure 34: Create a New Uniform – Formulas Search Results Pop-Up Window**



**Formulas Search Results**

TTB FORMULA ID	COMPANY CODE	PERMIT NUMBER	COMPANY FORMULA #
1268963	POMADD		123456

- c. Select the [TTB Formula ID](#) link. The Formulas Search Results pop-up window closes and the Flavor Alcohol Ingredient modal window displays. The TTB Formula ID, Permit Number, and Company Formula ID fields are populated. Select the **Clear** button to clear the fields.

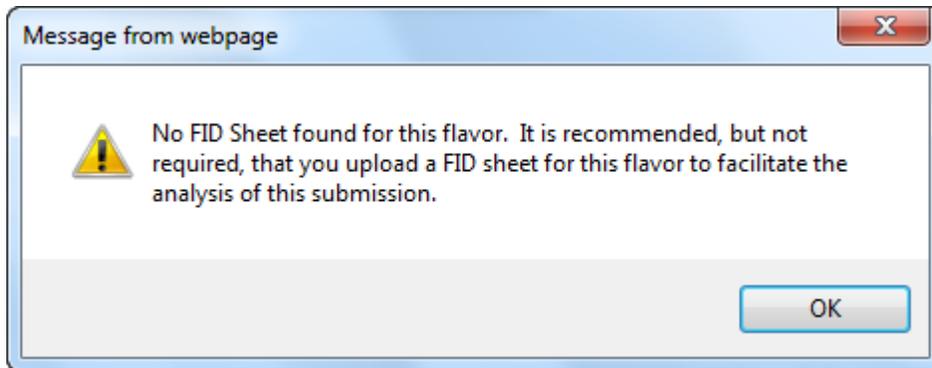
► **Note:** If you select the “Compound Flavor?” checkbox, you should upload a FID Sheet unless one has already been uploaded for this ingredient in a previous submission. This is not required but doing so would expedite the processing of the formula.

## Create a New Uniform Submission

- Optional Step:* In the Ingredient Documents section, select the **Find FID** button to locate a FID sheet for this ingredient from a previous submission. The associated FID sheet displays, if found.

► **Note:** If there is no FID sheet found, a warning message box displays recommending that you upload a FID sheet. This warning message box does not display if a FID sheet has already been uploaded for this ingredient in a previous submission. See Figure 35.

**Figure 35: Create a New Uniform – No FID Sheet Found Error**



- Optional Step:* Attach a FID sheet or other document specific to this ingredient. See [Add/Edit Attachments \(for all ingredients\)](#).
- Select the **OK** button. The Flavor Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Flavors section. See Figure 36.

**Figure 36: Create a New Uniform – Flavor Ingredient Information Added**

FLAVORS		QUANTITY					COMPANY	TTB
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<input type="checkbox"/> <a href="#">POM Saffron Flavor</a>		1.0		Percentage	Natural	<input type="checkbox"/>	-	

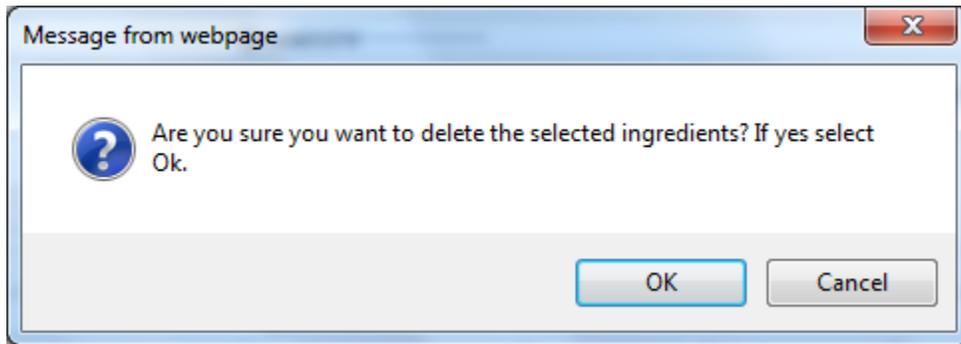
Group Ungroup Add Delete Add Attachment

- Repeat the steps to add all flavor ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Flavor Ingredient modal window and edit the ingredient. Select the checkbox next to the flavor ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 37. Select the **OK** button to confirm.

## Create a New Uniform Submission

**Figure 37: Create a New Uniform – Delete Flavor Ingredient Confirmation**



► **Note:** See [Add/Edit Attachments \(for all ingredients\)](#) to attach a file specific to this ingredient.

## Create a New Uniform Submission

### Ingredients (Other Ingredient)

Figure 38: Create a New Uniform – Other Ingredient Modal Window

The screenshot shows a modal window titled "Add Ingredient" with a red header bar and a close button in the top right corner. The main content area is titled "Ingredient" and contains a section for "Other Ingredient Information". This section includes several input fields: a text field for "Ingredient Name" (marked with an asterisk), a quantity field with a minus sign and another text field (marked with an asterisk), a dropdown menu for "Unit of Measure" (currently set to "Percentage", marked with an asterisk), and another dropdown menu for "Type" (marked with an asterisk). Below these is a text area for "Type Description" with a character count of "250 characters left". Further down are text fields for "Group Name" and "Group Description". At the bottom of the modal is a section titled "Ingredient Documents" which contains a table with three columns: "TYPE", "NAME", and "DATE". The table is currently empty. At the very bottom of the modal are two buttons: "OK" and "Cancel".

Follow these steps to add other ingredient information to the submission:

1. Select the **Add** button in the Other Ingredients section. The Other Ingredient modal window displays. See Figure 38.
2. Enter the other ingredient information in the available fields.

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

► **Note:** You may enter a Quantity (Low) value of 0 (Zero).

3. Select the **OK** button. The Other Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Other Ingredients section. See Figure 39.

## Create a New Uniform Submission

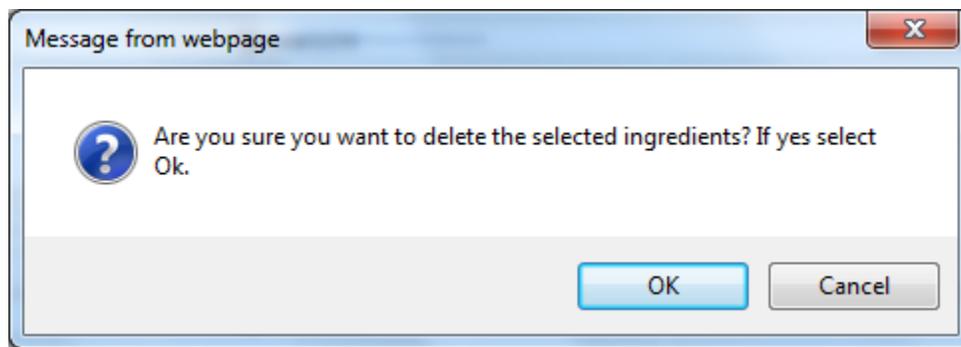
**Figure 39: Create a New Uniform – Other Ingredient Information Added**

OTHER INGREDIENTS ?						
-----QUANTITY-----						
<input type="checkbox"/> NAME	GROUP	LOW	HIGH	UNIT	TYPE	DESCRIPTION
<input type="checkbox"/> POM Extracted Concentrate		1.0		Percentage	Other	

4. Repeat the steps to add all other ingredient information to the submission.

► **Note:** Select the [Ingredient Name](#) link to display the Other Ingredient modal window and edit the ingredient. Select the checkbox next to the other ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 40. Select the **OK** button to confirm.

**Figure 40: Create a New Uniform – Delete Other Ingredient Confirmation**



► **Note:** See [Add/Edit Attachments \(for all ingredients\)](#) to attach a file specific to this ingredient.

[Add/Edit Attachments \(for all ingredients\)](#)

**Figure 41: Create a New Uniform – Attachment Modal Window**

**Add Attachment for Ingredient** [Close]

\* Description:   
character(s) left

Ingredient: POM Fermented Seeds

\* Type:

\* File:

Follow these steps to add/edit attachments for all ingredients:

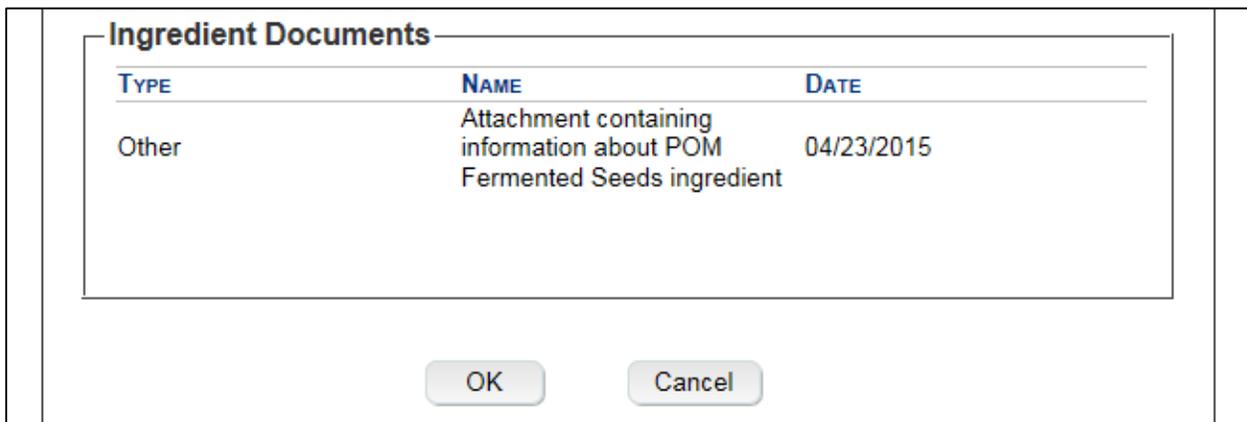
## Create a New Uniform Submission

1. Select the checkbox next to the ingredient.
2. Select the **Add Attachment** button. The Attachment modal window displays. See Figure 41.
3. Enter the attachment information in the available fields.

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

4. Select the **Browse** button to browse and select a file specific to this ingredient.
5. Select the **Open** button to attach the selected file.
6. Select the **OK** button. The Attachment modal window closes and the Ingredient modal window displays. The attachment is added in the ingredient documents section. See Figure 42.

**Figure 42: Create a New Uniform – Attachment Information Added**



The screenshot shows a modal window titled "Ingredient Documents". Inside the window is a table with three columns: "TYPE", "NAME", and "DATE". The table contains one row of data. Below the table are two buttons: "OK" and "Cancel".

TYPE	NAME	DATE
Other	Attachment containing information about POM Fermented Seeds ingredient	04/23/2015

► **Note:** Select the [edit](#) link next to the attachment to display the Attachment modal window and edit the attachment.

### Ingredients (Group Ingredients)

Follow these steps to group ingredients by type:

► **Note:** You cannot “share” ingredients across groups. You may only group ingredients within the same types (e.g., flavors with flavors). This is typically used to indicate that, for a given batch, only one of the ingredients in the group will be used. The ingredients are so similar that they are interchangeable and would not require a change in formulation

1. Select the checkboxes next to the ingredients within types. See Figure 43.

## Create a New Uniform Submission

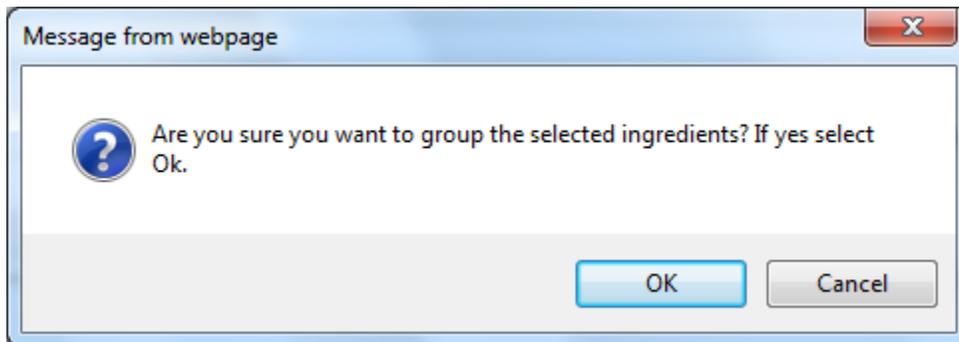
**Figure 43: Create a New Uniform – Group Ingredients Selected**

FLAVORS		QUANTITY					COMPANY	TTB
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<input checked="" type="checkbox"/> POM Saffron Flavor		1.0		Percentage	Natural	<input type="checkbox"/>	-	
<input checked="" type="checkbox"/> POM Rose Flavor		1.0		Percentage	Natural	<input type="checkbox"/>	-	

Group   Ungroup   Add   Delete   Add Attachment

2. Select the **Group** button. A confirmation message box displays prompting you to confirm your action. See Figure 44.

**Figure 44: Create a New Uniform – Group Ingredients Confirmation**



3. Select the **OK** button to confirm. The confirmation message box closes and the Ingredient Group modal window displays. See Figure 45.

**Figure 45: Create a New Uniform – Ingredient Group Modal Window**

**Group Ingredient**

### Ingredient Group

Ingredient Group

\* Group Name:

Group Description:

OK   Cancel

4. Enter the group information in the available fields.

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

## Create a New Uniform Submission

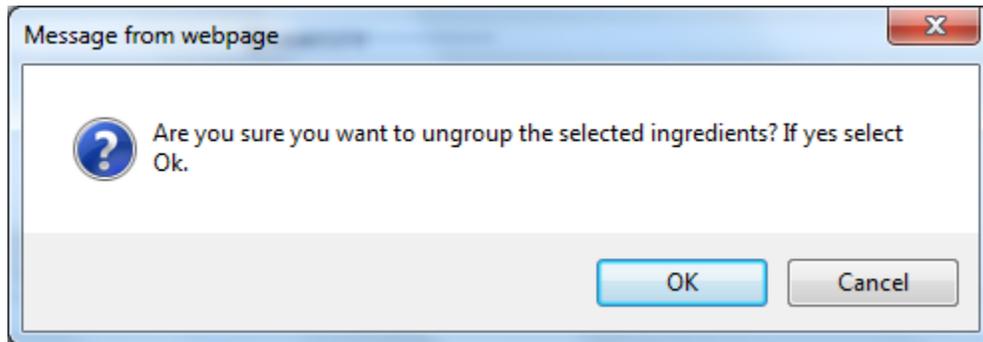
5. Select the **OK** button. The Ingredient Group modal window closes and the Formula tab displays. The group name is added in the ingredient section. See Figure 46.

**Figure 46: Create a New Uniform – Ingredient Group Information Added**

FLAVORS		QUANTITY				COMPANY	TTB	
NAME	GROUP	LOW	HIGH	UNIT	TYPE	COMPND?	FORMULA #	FORMULA ID
<input type="checkbox"/> POM Saffron Flavor	POM Flavor	1.0		Percentage	Natural	<input type="checkbox"/>	-	
<input type="checkbox"/> POM Rose Flavor	POM Flavor	1.0		Percentage	Natural	<input type="checkbox"/>	-	

► **Note:** To ungroup ingredients, select the checkboxes next to the ingredients and select the **Ungroup** button. A confirmation message box displays prompting you to confirm your action. See Figure 47. Select the **OK** button to confirm. The confirmation message box closes and the group name is removed from the ingredient section.

**Figure 47: Create a New Uniform – Ungroup Ingredients Confirmation**



## Method of Manufacture

**Figure 48: Create a New Uniform – Method of Manufacture**

**Method of Manufacture**

Show in sequence each step employed in producing the product including the step at which the specified materials will be added and the approximate period of time to complete production ... read more

**Description:**

The Pomegranate Wine is added to the blending tank. The ingredients listed in the formula are added. The mixture is refrigerated for approximately 1-2 hours until solid. Product is then thawed at room temperature and bottled.

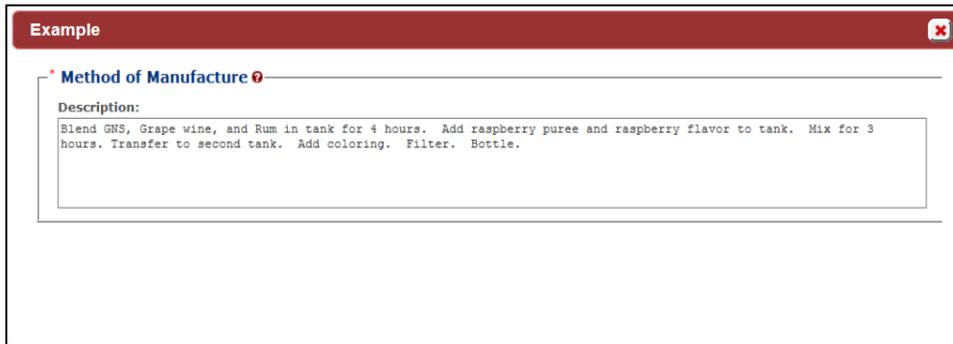
Show in sequence each step employed in producing the product including the step at which the specified materials will be added and the approximate period to complete production.

## Malt Beverages Only

Describe in detail each special process used to produce a beer product. Omit processes customarily used in brewing such as pasteurization or ordinary filtration.

See Figure 49 – Figure 51 for Distilled Spirits, Wine, and Malt Beverage method of manufacture examples.

**Figure 49: Distilled Spirits Method of Manufacture Example**



Example

**Method of Manufacture**

Description:

Blend GNS, Grape wine, and Rum in tank for 4 hours. Add raspberry puree and raspberry flavor to tank. Mix for 3 hours. Transfer to second tank. Add coloring. Filter. Bottle.

**Figure 50: Wine Method of Manufacture Example**



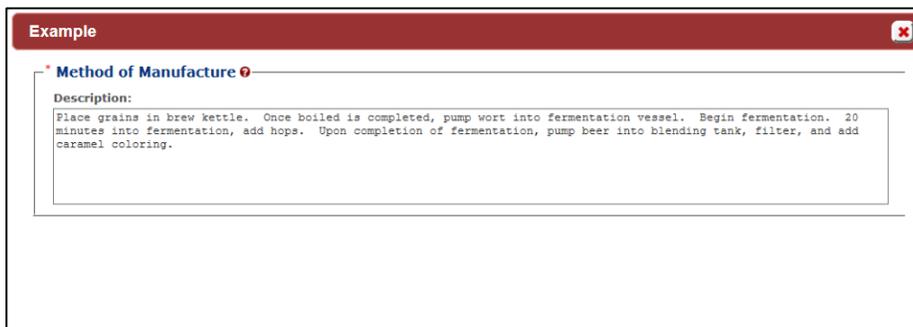
Example

**Method of Manufacture**

Description:

We take Grape wine and add it to blending tank. We add flavor ingredients, green beans and coriander. We let stand for 15 hours under constant mixing. We filter wine and add coloring, and sulfite. Product is force carbonated to not less than .392 grams per 100 mL. Product is pasteurized and bottled.

**Figure 51: Malt Beverage Method of Manufacture Example**



Example

**Method of Manufacture**

Description:

Place grains in brew kettle. Once boiled is completed, pump wort into fermentation vessel. Begin fermentation. 20 minutes into fermentation, add hops. Upon completion of fermentation, pump beer into blending tank, filter, and add caramel coloring.

► **Note:** You must attach a Method of Manufacture before you may submit a Uniform submission with samples. You must enter a Method of Manufacture description OR attach a Method of Manufacture before you may submit a Uniform submission without samples.

Follow these steps to add Method of Manufacture information to the submission:

1. Enter the method of manufacture description or enter “see attached” in the text box and attach method of manufacture. See [Uploading Attachments and Linking Submissions](#) for information on uploading attachments. You must make sure the Type selected is **Method of Manufacture**.
2. Select the **Next** button to proceed with the submission creation. The Samples tab displays. See Figure 52.

## Create a New Uniform Submission

### Sample Detail

Figure 52: Create a New Uniform – Samples Tab

**Uniform**

Main Formula **Samples** Company Comments Docs/Links

[Print](#) | [Comment](#) | [Upload](#)

**Sample Detail**

<input type="checkbox"/>	SAMPLE ID	LIMS ID	QUANTITY	UNIT	% FILL	DESCRIPTION OF CONTENTS	DATE SENT	DATE RECEIVED
<input type="button" value="Add"/>								

**Perjury Statement**

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

► **Note:** Submissions may require you to mail a sample of the product for laboratory analysis, depending on the source, class and type of the product selected on the Main tab. If you will be providing a sample, it must be added to the submission through the Samples tab.

Follow these steps to add a sample to the submission:

1. Select the **Add** button in the Samples tab. The Sample modal window displays. See Figure 53.

Figure 53: Create a New Uniform – Sample Modal Window

The image shows a modal window titled "Sample" with a close button in the top right corner. The main heading inside the window is "Sample". Below this is a section titled "Sample Information" which contains several input fields: "Sample ID:" (no input), "Quantity:" (text box), "Unit of Measure:" (text box), "% Fill:" (text box), "\* Description:" (text area with a vertical scrollbar and a character count of "250 characters left"), and "Date Sent:" (text box). At the bottom of the window are two buttons: "OK" and "Cancel".

2. Enter the sample information in the available fields.

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

3. Select the **OK** button. The Sample modal window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 54.

## Create a New Uniform Submission

Figure 54: Create a New Uniform – Samples Tab with Sample Added

**Uniform**

Main Formula **Samples** Company Comments Docs/Links

[Print](#) | [Comment](#) | [Upload](#)

**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"/>	<a href="#">Pending</a>		1.0	liter		POM Sample		

**Perjury Statement**

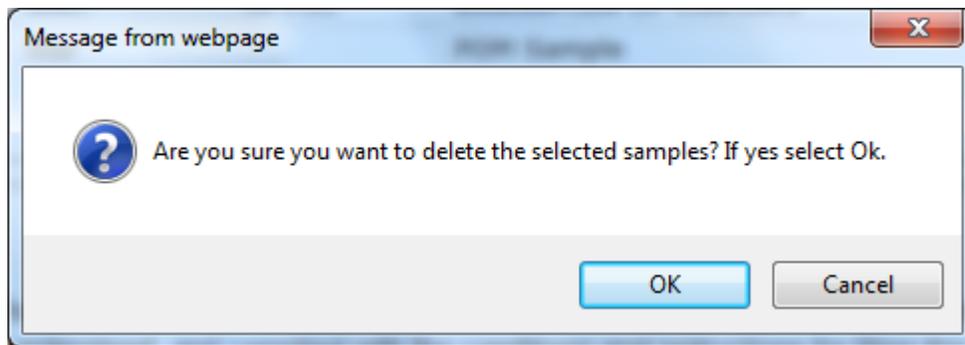
Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

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 modal 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 55. Select the **OK** button to confirm.

Figure 55: Create a New Uniform – Delete Sample Confirmation



### Validate/Save as Draft

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 56. Alternatively, a green message displays indicating no issues were found with the submission. See Figure 57.

## Create a New Uniform Submission

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 56: Create a New Uniform – Unsuccessful Validation Message**

The screenshot shows the 'Uniform' submission page. At the top, there is a red banner with the text 'Errors:'. Below this, under the 'Docs/Links Tab', a red message states: 'This submission requires a method of manufacture on company letterhead or a TTB Form 5100.51 signed by the producer. Please use the upload function to attach one of these documents and select 'Method of Manufacture' when you are prompted for Type.' At the bottom, there is a navigation bar with tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'.

**Figure 57: Create a New Uniform – Successful Validation Message**

The screenshot shows the 'Uniform' submission page. At the top, there is a green banner with the text 'Validation is successful - no errors were found.' Below this, there is a navigation bar with tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'.

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. Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 58.

**Figure 58: Create a New Uniform – Save As Draft Confirmation**

The screenshot shows the 'Uniform' submission page. At the top, there is a red banner with the text 'Informational Messages'. Below this, a red message states: 'Your submission was successfully saved as a draft. It will not be forwarded to TTB for review until you submit. If it remains a draft for over 30 days, it will be automatically deleted.' At the bottom, there is a navigation bar with tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'.

## Submit Uniform Submission

Follow these steps to submit your uniform 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 59.

**Figure 59: Create a New Uniform – Perjury Statement**

The screenshot shows the 'Perjury Statement' form. It contains a checkbox with the text: 'Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.' Below the checkbox are four buttons: 'Save as Draft', 'Validate', 'Cancel', and 'Submit'.

2. 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 uniform submission is successfully submitted. See Figure 60.

## Create a New Uniform Submission

**Figure 60: Create a New Uniform – Submission Confirmation**

**Uniform**

*Thank You. Your submission has been successfully completed. You will be contacted by e-mail when analysis has been completed or if additional information is needed.*

*When referring to this formula in Formulas Online and COLAs Online, please use the following.  
TTB Formula ID: 1269504.*

*To mail your samples, return to the Samples screen to display printable sample identification labels with mailing instructions.*

*By default, all COLAs users who are registered for the company submitting this formula will be able to reference this formula on COLA e-applications after the formula is approved. To optionally disable certain COLAs users from referencing this formula, you may open the Unauthorized Users tab to select those users.*

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

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

► **Note:** Unauthorized Users data is used by COLAs Online. By default, unless you exclude them, all COLAs Online users who are registered for this company will be able to reference this approved formula on a COLAs Online e-application. You may use the Unauthorized Users function to disable given users. This is not common. See [Unauthorized Users Tab](#) for more information.

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.

### Unauthorized Users Tab

**Figure 61: Create a New Uniform – Unauthorized Users Tab**

**Uniform**

Main Formula Samples Company Comments Docs/Links \* **Unauthorized Users**

[Copy as New](#) | [Print](#) | [Comment](#) | [Notify](#) | [Upload](#) | [Withdraw](#)

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

<input type="checkbox"/> COLAs USER ID	USER NAME

The Unauthorized Users tab will only display after you have submitted the submission. This tab allows you to restrict an individual's use of this formula in COLAs Online.

Follow these steps to restrict an individual's access to this formula:

1. Select the **Add** button. The Add Unauthorized User modal window displays. See Figure 62.

## Create a New Uniform Submission

**Figure 62: Create a New Uniform – Add Unauthorized Users Modal Window**

<input type="checkbox"/> COLAs USER ID	USER NAME
<input type="checkbox"/> 13594	Anna Sari
<input type="checkbox"/> 12263	KRIS PERRY
<input type="checkbox"/> 13635	Gabel Cete
<input type="checkbox"/> 13623	Jane Smith

2. Select the checkbox next the user you want to designate as “unauthorized.”
3. Select the **Add** button. The Add Unauthorized Users modal window closes and the Unauthorized Users tab displays with the unauthorized user’s name. See Figure 63.

**Figure 63: Create a New Uniform – Unauthorized User Tab with User Added**

**Uniform** ⌵

Main Formula Samples Company Comments Docs/Links \* **Unauthorized Users**

[Copy as New](#) | [Print](#) | [Comment](#) | [Notify](#) | [Upload](#) | [Withdraw](#)

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

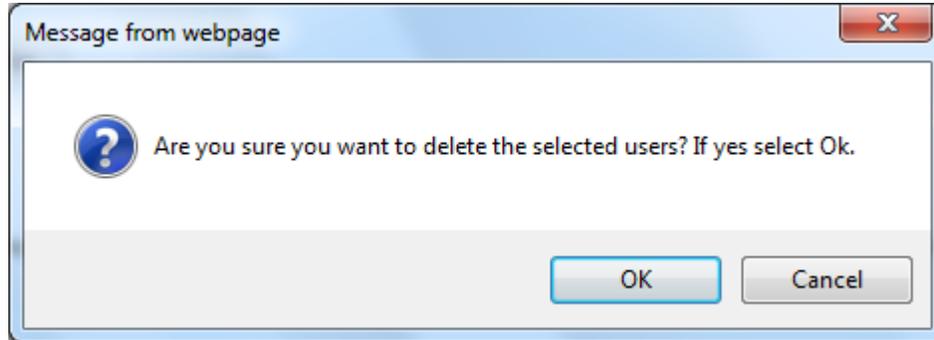
<input type="checkbox"/> COLAs USER ID	USER NAME
<input type="checkbox"/> 12263	KRIS PERRY

4. Select the **Save** button.

## Create a New Uniform Submission

► **Note:** Select the checkbox next to the user and select the **Delete** button to delete the user. A confirmation message box displays prompting you to confirm your action. See Figure 64. Select the **OK** button to confirm.

**Figure 64: Create a New Uniform – Delete Unauthorized User Confirmation**



### [Enter a Sample Sent Date for Uniform Submissions](#)

See [Entering Sample Sent Date](#) for sample sent date instructions.

### [Print a Sample ID Sheet for Uniform Submissions](#)

See [Printing Sample ID Sheets](#) for sample sending instructions.

### [Comments and Docs/Links for Uniform 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 Uniform 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 Uniform Submission](#)

See [Copying Existing Submissions](#) for copy instructions.

### [Print a Uniform Submission](#)

See [Printing Submissions](#) for print instructions.

### [Withdraw a Uniform Submission](#)

See [Withdraw a Submission](#) for instructions on how to withdraw an active submission prior to TTB process completion.