

Formulas Online

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.

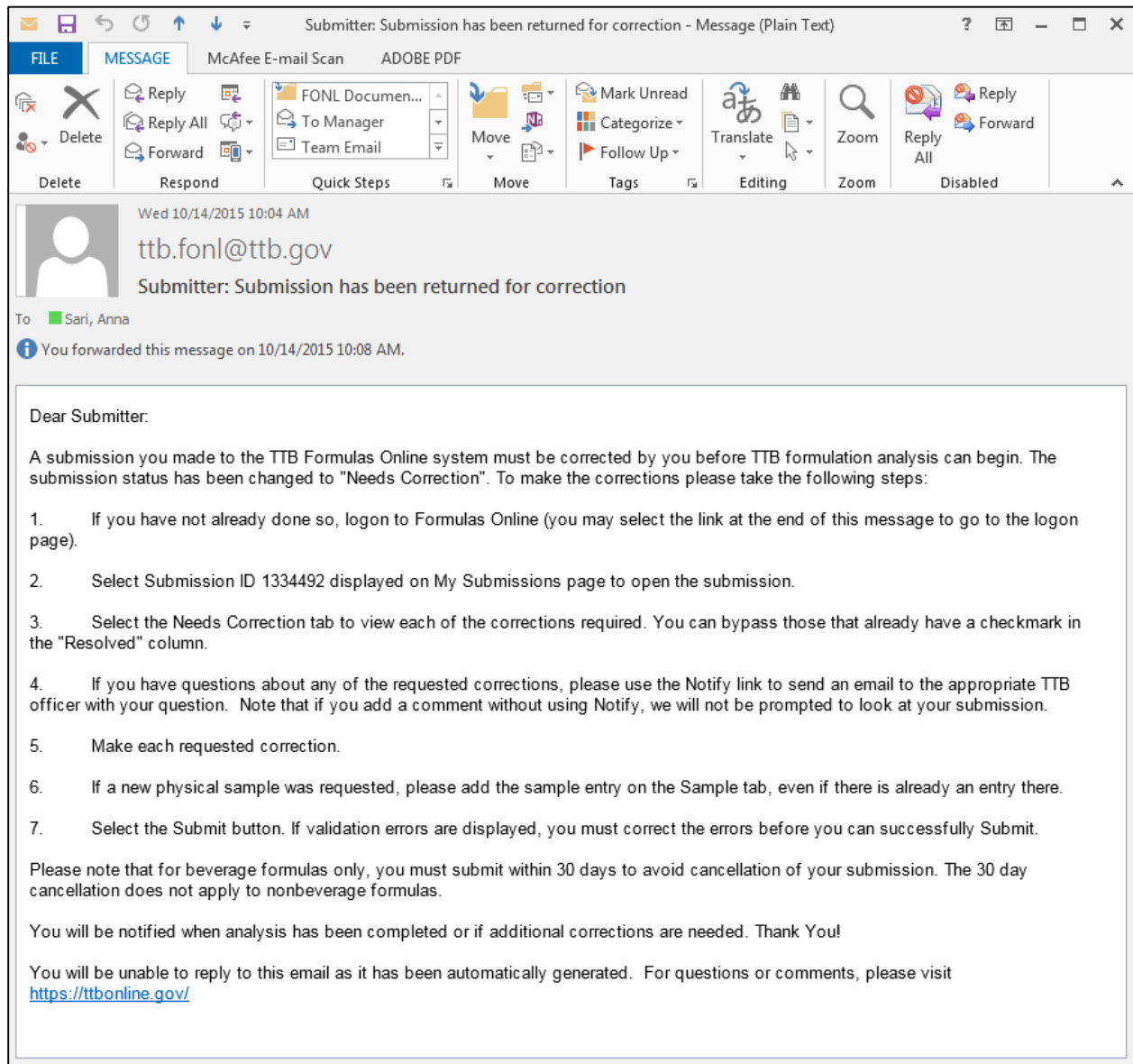
TTB will inform you via e-mail if your submission has been returned for correction. Beverage formula submitters have 30 days to correct their returned submissions. There are no deadlines for returned nonbeverage formula submissions. You need to pay careful attention to the information conveyed about 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.

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Figure 1: Edit Submissions Needing Correction – E-Mail Notification



- 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.

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Needs Correction Information

Figure 2: Edit Submissions Needing Correction – Needs Correction Tab

Uniform

Main Formula Samples Company Comments Docs/Links * **Needs Correction** 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: Needs Correction
Chemist:

Needs Correction Information

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
Sample Damaged	Sample has been damaged. Please submit a new sample.	Please make sure sample is properly packaged before re-delivery	<input type="checkbox"/>

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.

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

Return Reason

Needs Correction Reason:

Reason Description: Sample has been damaged. Please submit a new sample.

Additional Description: Please make sure sample is properly packaged before re-delivery

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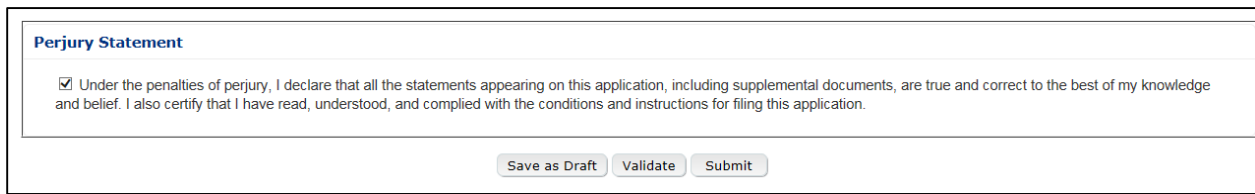
5. Select the **OK** button. The Return Reason pop-up window closes and the Return tab displays.
6. Advance through the submission by selecting the tabs, editing the fields and making corrections, additions, or deletions as needed.
7. Resubmit when you are done following the steps in [Resubmit Submissions](#).

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.

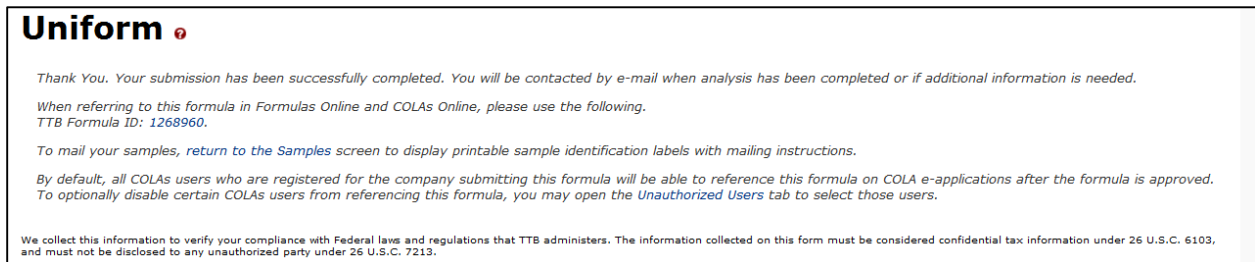
Figure 4: Edit Submissions Needing Correction – Perjury Statement



The screenshot shows a form titled "Perjury Statement". It contains a checkbox that is checked, 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 text are three buttons: "Save as Draft", "Validate", and "Submit".

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



The screenshot shows a confirmation page titled "Uniform". It contains the following text: "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: 1268960. 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." At the bottom, there is a small disclaimer: "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.