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 in 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

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

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

8. Select the **Save** button.