



# COLAs Online

## What's New in COLAs Online 4.13 (Industry Members)

The following system updates and new functionalities are included in Version 4.13 of the COLAs Online system:

- Display Image File Upload Guidelines for label compliance on the right side of the screen.**
  - In Step 3 of the COLAs Online application while uploading a label image file, an Industry Member will no longer have to exit out of the file upload pop up for guidelines, as it will display on the right hand side of the screen. They can also choose to close out the guideline.

**COLAs Online**  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 3100.31: Application For and Certification/Exemption of Label/Bottle Approval

**Upload Label Images**  
\*Fields are required

**Upload Label Image:**

**\* Step 1: Click Browse to Select Attachment**  
Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and PNG (.png).

No file chosen

**\* Step 2: Indicate Type of Image**  
TTB may designate any image you upload as the brand label, if an image other than the one you uploaded as the brand label meets the brand label requirements. This change will NOT affect the actual image, only the designation of the upload.

[-Select Type of Attachment-]

**\* Step 3: Specify the Actual Dimensions of the Printed Label**  
This is the size of the **actual printed label**, which may be different than the image size. Only the image should be uploaded. If label is scanned you will need to crop the image before uploading to remove unwanted "white space" surrounding image.

width  inches height  inches

**\* Step 4: Click Attach File**  
You may attach up to 10 files per product. Each file may not exceed 1.5 MB.

**Label Images: Successfully Uploaded**

File Name	File Size	Type	Dimensions	Remove?
Repeat steps 1-4 to attach more files				

**Step 5: Click Done when finished**

Formulas Online

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**Are Your Wine Labels in Compliance?** ✕

Wine sold in interstate commerce must comply with labeling requirements in [27 CFR part 4](#) and [27 CFR part 16](#). Here is the commonly required information:

**Information that must appear on the BRAND label:**

- Brand name** [27 CFR 4.33](#) - Must match brand name entered on this application.
- Class & Type** [27 CFR 4.34](#) & [27 CFR 4.21](#) - Must be consistent across labels and with any labeling guidance received during formula approval.
- Percentage of Foreign Wine** [27 CFR 4.32 \(g\)\(4\)](#) - Required only if reference is made to the presence of foreign wine for American/foreign blends.
- Appellation of Origin** [27 CFR 4.23](#)
  - Required only if label(s) contain a grape varietal, vintage date, or semi-generic designation, or wine is estate bottled.
  - Must be consistent across labels and match appellation(s) entered on this application.

**Information that must appear on ANY label:**

- Alcohol content** [27 CFR 4.36](#)
- Net contents** [27 CFR 4.37](#) - Approved metric standards of fill only.
- Name and address** [27 CFR 4.35](#) - Must be a name (company or DBA/trade) from your TTB permit record.
- Declaration of sulfites** [27 CFR 4.32\(c\)](#) - Required if used at concentrations of 10 ppm or more.
- Declaration of colors** [27 CFR 4.32\(c\)\(8\)\(d\)](#) - Required if using cochineal extract, carmine, FD&C Yellow No. 5.
- Country of origin** [19 CFR part 134](#) - Required for imports.
- Health warning statement** [27 CFR part 16](#) - Must appear as a single statement using this exact wording:

**GOVERNMENT WARNING:** (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.

**More Information**

- [Beverage Alcohol Manual \(BAM\)](#): A Practical Guide to Basic Mandatory Labeling Information for Wine
- [Prohibited labeling practices](#) 27 CFR 4.39

- **Addition of DBA Trade Name Drop Down List**

- An Industry Member submitting a COLAs Online application has the option to select a DBA Trade Name from a drop down list if it is available under their Permit ID. The list is populated with Trade Names the Industry Member has on file for that permit in Permits Online.

TTB F 5100.31: Application For and Certification/  
Exemption of Label/Bottle Approval

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## Create Application

### Step 2 of 3 : COLA Information

\* fields are required

[Step 1](#) | [Step 2](#) | [Step 3](#)

#### Application Information:

\* **Serial Number**  21-   
Four alphanumeric characters of your choice.

\* **Plant Registry/Basic Permit/Brewer's No.**  
Select **one permit only**; chosen permit will appear in the list below.

1234ABC 8383 Hudson Drive, Mars 204993 

No.	Address	Select Principal Place of Business	Remove?
1234ABC	8383 Hudson Drive, Mars 204993	<input checked="" type="radio"/>	<a href="#">Remove</a>

**Doing Business As (DBA) or Trade Name**  (if any)  
Complete this field if you are using a **name other than your official company name** in the "bottled/packed/imported by" statement on your label:

-- Select TTB-approved DBA/trade name -- 

-- Select TTB-approved DBA/trade name -- / TTB (so isn't in this drop down list).

HUDSON DRIVE MARS TRADE

Enter exactly as it appears on the brand label.

\* Plant Registry/Basic Permit/Brewer's No.

No.	Address	Select Principal Place of Business
ZYCJSJ-28482	112233 MAPPLE DRIVE, MARS 000111	<input type="radio"/>

**Doing Business As (DBA) or Trade Name**  (if any)

Complete this field if you are using a **name other than your official company name** in the "bottled/packed/imported by" statement on your label:

The name we're using hasn't yet been approved by TTB (so isn't in this drop down list).

\* **Brand Name** 

Name from the brand label under which product (line) is sold.

- If there is no DBA Trade Name in the drop down list, it can be added in the free text field by clicking on the checkbox underneath the drop down list. **Please note** that if COLAs is sent back for correction and industry member wants to select DBA Trade Name from the drop down list, the box needs to be unchecked.

**Plant Registry/ basic Permit/ brewer's no.**  
Select **one permit only**; chosen permit will appear in the list below.

ABC-123 123-4 Mars Ave, South

No.	Address	Select Principal Place of Business	Remove?
ABC-123	123-4 Mars Ave, South	<input type="radio"/>	<a href="#">Remove</a>

**Doing Business As (DBA) or Trade Name** (if any)

Complete this field if you are using a **name other than your official company name** in the "bottled/packed/imported by" statement on your label:

-- Select TTB-approved DBA/trade name --

The name we're using hasn't yet been approved by TTB (so isn't in this drop down list).

Enter exactly as it appears on the label.

80 Characters remaining

**Reminder:** DBA/trade names you wish to use must be [listed on your TTB permit record](#) prior to being released from bond or Customs. Once listed on your permit record, they will appear in the drop down box for selection when using this permit in the future.

**\* Brand Name**

Name from the brand label under which product (line) is sold.

Enter exactly as it appears on the brand label.

- **Qualification when DBA Trade Name is added**

- When an industry member manually enters a DBA Trade Name not available in the drop down selection, a DBA Trade Name qualification will be included in the COLAs Online application. When the Industry member submits the application, member will not see the qualification until the COLAs Online Application is approved or is sent back for correction, then they will be able to open up the printable version displaying the qualification.

IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

**PART II - APPLICANT'S CERTIFICATION**

Under the penalties of perjury, I declare: that all statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.

<b>16. DATE OF APPLICATION</b> 01/08/2021	<b>17. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT</b> (Application was e-filed)	<b>18. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT</b> sanzedah rahman
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**PART III - TTB CERTIFICATE**

This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.

<b>19. DATE ISSUED</b> 01/08/2021	<b>20. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU</b> 
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**FOR TTB USE ONLY**

<p><b>QUALIFICATIONS</b></p> <p>Please ensure that the Doing Business As (DBA)/Trade Name that is depicted on your label in the "bottled/packed/imported by" statement has been approved by TTB's National Revenue Center (NRC) and listed on your permit prior to being released from bond or Customs. To add a DBA/Trade Name to your permit record, submit an amendment through Permits Online. If you need help adding the name to your permit record, please visit our Permits Online Help Center (<a href="https://www.ttb.gov/ponl/permits-online-help">https:// www.ttb.gov/ponl/permits-online-help</a>) or contact NRC (<a href="https://www.ttb.gov/nrc/contact-nrc">https://www.ttb.gov/nrc/contact-nrc</a>).</p> <p>TTB has not reviewed this label for type size, characters per inch or contrasting background. The responsible industry member must continue to ensure that the mandatory information on the actual labels is displayed in the correct type size, number of characters per inch, and on a contrasting background in accordance with the TTB labeling regulations, 27 CFR parts 4, 5, 7, and 16, as applicable.</p> <p><b>STATUS</b></p> <p>THE STATUS IS APPROVED.</p> <p><b>CLASS/TYPE DESCRIPTION</b></p> <p>TABLE RED AND ROSE WINE</p>	<p><b>EXPIRATION DATE (if any)</b></p>
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