



COLAs Online

What's New in COLAs Online 3.7 (Industry Members)

June 21, 2012

The following enhancements in functionality and interface are included in Version 3.7 of the COLAs Online system:

- **Additional Fields in Home: My eApplications and Search Results: eApplications Pages** – You may now see the following additional fields in the Home: My eApplications and the Search Results: eApplications pages in COLAs Online:
 - Fanciful Name
 - Serial No.

Additional Fields in Home: My eApplications Page

My eApplications

[Printable Version](#)

Applications shown below for your User Name "JSCFEXT" were either saved but not submitted within the last 30 days or are submitted applications pending within the last 90 days:

<u>TTB ID</u>	<u>Permit No.</u>	<u>Brand Name</u>	<u>Fanciful Name</u>	<u>Serial No.</u>	<u>Status Date</u>	<u>Status</u>
12066001000001	BWN-MA-55555	POM BRAND		122345	03/06/2012	NEEDS CORRECTION

1 to 1 of 1

Additional Fields in Search Results: eApplications Page

Search Results: eApplications

[Printable Version](#)

<u>TTB ID</u>	<u>Permit No.</u>	<u>Brand Name</u>	<u>Fanciful Name</u>	<u>Serial No.</u>	<u>Status Date</u>	<u>Status</u>
12066001000001	BWN-MA-55555	POM BRAND		122345	03/06/2012	NEEDS CORRECTION

1 to 1 of 1 (Total Matching Records: 1)

- **Save Application Search Results to File** – You may now save the results of an application search to a file by selecting the [Save Search Results to File](#) link in the Search Results: COLAs page of the Public COLA Registry. The file will be in the .csv file format and viewable through Microsoft Excel. The following detail from the search results will be included in the file:
 - **TTB ID** – This is a unique, 14 digit number assigned by TTB to track each COLA. The first 5 digits represent the calendar year and Julian date the application was received by TTB.
 - ▶ **Note:** TTB ID values will be enclosed in single quotes (').

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- **Permit No.** – This is a unique number that is assigned by TTB to each business location.
- **Serial Number** – This is a unique, sequential number assigned by the COLA holder. The first two digits reflect the calendar year the application was created. The remaining digits may be a combination of letters and numbers but may not exceed four characters in length.
- **Completed Date** – This is the date when the COLA application was approved.
- **Fanciful Name** – This is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.
- **Brand Name** – This is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.
- **Origin** – This code indicates the country (or state for domestic products) of origin for each product. Each country has been assigned a unique origin code. Enter the origin code if you know it, or use the lookup feature to find it.
- **Class/Type** – This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.

Save Search Results to File Link in Search Results: COLAs Page (Public COLA Registry)

Search Results: COLAs



The screenshot shows the search results interface for COLAs. At the top right, there is a link for 'Printable Version'. Below it, a link 'Save Search Results To File' is circled in red. The main content area shows '1 to 20 of 73 (Total Matching Records: 73) | Next >'. Below this is a table header with the following columns: TTB ID, Permit No., Serial Number, Completed Date, Fanciful Name, Brand Name, and Origin Class/Type.

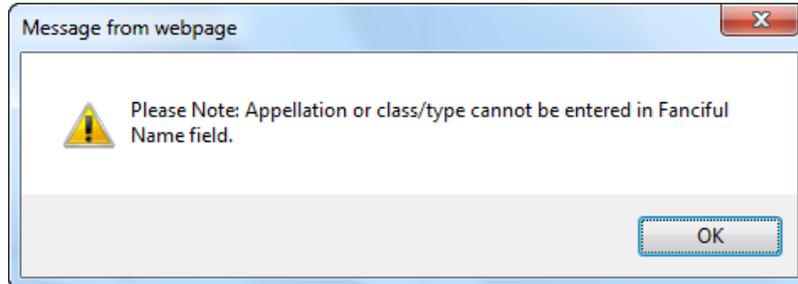
TTB ID	Permit No.	Serial Number	Completed Date	Fanciful Name	Brand Name	Origin Class/Type
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- **Change Needs Correction Status Applications Within 30 Days** – You now have up to 30 days to make the required changes to an e-filed application in “Needs Corrections” status before it is automatically rejected. Previously, if changes were not made within 15 days, the application was automatically rejected.
- **Needs Correction Status Applications Locked for Editing** – You now may be restricted from editing pages in e-filed applications in “Needs Correction” status. You can no longer edit information in the Step 1: Application Type page. In addition, you may be restricted from editing information in the Step 2: COLA Information or the Step 3: Upload Labels. If you are restricted from editing this information, the **edit step 2** or **edit step 3** buttons are not displayed.
- **Upload Images Up to 750KB** – You may now upload up to 10 label images and attachments with a maximum file size of 750KB each per application. Previously, the file size limit was 450KB per application.

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- **Notification When Exiting Fanciful Name Field** – You will now be prompted once with a notification message box when exiting the Fanciful Name field after entering a value. The notification message box states: “Please Note: Appellation or class/type cannot be entered in Fanciful Name field.”

Fanciful Name Notification Message Box



- **Updated TTB Contact Information Displayed in Application Submitted Page** – You will now view the following updated TTB contact information in the Application Submitted page after submitting an e-filed application:

**Alcohol and Tobacco Tax and Trade Bureau
Advertising, Labeling and Formulation Division
1310 G Street, NW, Box 12
Washington, DC 20005
Attention: Customer Service Team
1-866-927-ALFD (2533)
alfd@ttb.gov**