• Please use the mute button or press #6 on your phones to mute the teleconference line

• If you have questions or technical problems during the presentation, please use the chat feature

• Questions will be answered during the Q&A session, if time allows
SDA Formulas Online

• Getting Started
• Registration
• Submitting Formulas and Samples
  – New Formulas
  – Existing Formulas
  – Internal Workflow
  – Returned Formulas
• Action Bar Items
• Paper Submissions
• Searching
  – Simple and Advanced
• Common Errors and FAQs
• Q&A
Getting Started
Browser Compatibility

• FONL is now compatible with most browsers!
  – If you are having trouble using Internet Explorer, you may have to enable ‘Compatibility View’
Welcome to TTB Online

Publicly available services:

- To view publicly available information about COLAs (both those filed via paper form and online), you may visit the Public COLA Registry.
- View the TTB Online Frequently Asked Questions (FAQ) page on the TTB Internet site.

Services requiring registration and login:

User Name: 
Password: 

Logon to: COLAs Online  Formulas Online

New or forgotten password?

NOTE TO COLAs ONLINE USERS: If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only once.

Register for TTB Online. Need help on how to register?

Need Help Logging On and Using TTB Online?

If you are using Internet Explorer 6.0, click here for more information on browser Compatibility.

Privacy Policy  Privacy Impact Assessment

While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the currency, reliability or completeness of furnished data. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at fonlwebmaster@ttb.tres.gov.

If you have difficulty accessing any information in the site due to a disability, please contact us via email (fonlwebmaster@ttb.tres.gov) and we will do our best to make the information available to you.

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WARNING: THIS SYSTEM IS THE PROPERTY OF THE UNITED STATES DEPARTMENT OF TREASURY. UNAUTHORIZED USE OF THIS SYSTEM IS STRICTLY PROHIBITED AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES. THE DEPARTMENT MAY MONITOR, RECORD, AND AUDIT ANY ACTIVITY ON THE SYSTEM AND SEARCH AND RETRIEVE ANY INFORMATION STORED WITHIN THE SYSTEM. BY ACCESSING AND USING THIS COMPUTER YOU ARE AGREEING TO

PORTAL - https://ttbonline.gov
Pop-Ups

• Turn off all pop-up blockers!
  – FONL utilizes pop-up windows for most functions.
Registration
Welcome to TTB Online

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If you are using Internet Explorer 8.0, click here for more information on browser Compatibility.
Enter in all required information.

* Indicates a required field

Click ‘Next’ button
Must click ‘Add’ button to add company information.
Enter in all required information.

* Indicates a required field
User Registration

Use links provided to download an electronic form

Click ‘Upload’ button

Use Docs/Links Tab to upload a Power of Attorney or Signing Authority Form
POWER OF ATTORNEY

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)

POWER OF ATTORNEY
(Please read instructions before completing this form)

1. PRINCIPAL (Name of Partnership, Corporation, Association, Limited Liability Company, Estate, or Individual)
2. BUSINESS IN WHICH ENGAGED

3. ADDRESS (Number, Street, City, State, ZIP Code) TELEPHONE NUMBER, AND E-MAIL ADDRESS

4. PRINCIPAL’S EMPLOYER IDENTIFICATION NUMBER (Employer Identification Number or Social Security Number)
5. PERMIT NUMBER / REGISTRY NUMBER (if applicable)

6. NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF APPOINTED ATTORNEY

7. ADDRESS (Number, Street, City, State, and ZIP Code)

8. The above-named principal, engaged in the business shown, has appointed the above-named attorney to: (See Instruction 2)

(a) Execute for him/her all applications, notices, bonds, tax returns, tax information disclosures, authorizations, and other instruments, claims, offers in compromise, letters, writings, and papers, and do all acts for him/her in dealing with the Alcohol and Tobacco Tax and Trade Bureau (TTB) in connection with matters relating to the laws and regulations administered by TTB. The principal authorizes the attorney appointed above to receive on his/her behalf any and all notices, papers, and letters from the Alcohol and Tobacco Tax and Trade Bureau in connection with such matters, and grants the attorney full power and authority to do and perform all acts necessary and proper in connection with such matters. TTB cannot in any way be substituted or substituted in any manner. The principal hereby ratifies and confirms all that the attorney must lawfully do or cause to be done by virtue of this appointment.

(b) Authorization limited to:

9. The power so appointed is to be exercised in the following manner: (If authority is restricted to a particular factory, plant, premises, etc., give name as: Distilled Spirits Plant. Tobacco Products Factory, Tobacco Export Warehouse, etc., and address and registry number, or if a Wholesale Import Dealer, S/OFA, or Tax-Free Alcohol User, or if this Power of Attorney may be used for manufacturing or importing firearms or ammunition, etc., give permit number.)

10. SIGNATURE OF APPOINTED ATTORNEY

11. SIGNATURE OF PRINCIPAL (Signature of Principal)

12. SIGNATURE OF PRINCIPAL IS INDIVIDUAL (Signature of Principal)

DATE

INSTRUCTIONS

1. GENERAL: This form is filed with TTB to show the appointed attorney is to represent the principal.

2. ITEM 1: A full power of attorney is granted by paragraph 9(a). The power of attorney may be limited or restricted by stating all applicable limitations on the form and stating the specific powers to be conferred in section B(1).

3. EXECUTION: This form must be signed on behalf of the principal.

(a) INDIVIDUAL, by his or her completion of item 11.

(b) CORPORATION, LIMITED LIABILITY PARTNERSHIP (LLP), LIMITED LIABILITY COMPANY (LLC), or ASSOCIATION, by completion of item 12.

(c) CORPORATION or ASSOCIATION by completion of items 12 and 13.

(d) ESTATE by completion of item 12 by the executor or administrator and all other such documents as may be required by TTB.

(h) LIMITED LIABILITY COMPANY (LLC) by completion of item 12 by all members or managers, or any member or manager who attests to the true signature of all members or all managers.

4. FILING: This form must be completed in duplicate, unless otherwise requested, and submitted to the Director, National Revenue Center, 550 Main St., Bax, 43202-2125. The original with any attachments will be retained by the Director, National Revenue Center, and all other copies will be returned to the principal.

The power of attorney is effective on the date business transaction, additional copies must be submitted for each
DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
SIGNING AUTHORITY FOR CORPORATE AND LLC OFFICIALS

NAME AND COMPLETE ADDRESS OF CORPORATION OR LLC

COMPLETE APPLICABLE INFORMATION

☐ CHECK IF YOU ARE A NEW APPLICANT

REGISTRY/PERNIT NO.

BOARD MEETING

☐ DIRECTORS ☐ TRUSTEES ☐ MANAGERS ☐ GOVERNORS

DATE OF MEETING

THE FOLLOWING CORPORATE/LLC OFFICIALS, EMPLOYEES, OR INCUMBENTS OF THE OFFICES LISTED ARE AUTHORIZED TO SIGN, OR TO APPOINT PERSONS AUTHORIZED TO SIGN, ALL DOCUMENTS UNLESS OTHERWISE SPECIFIED, SUBMITTED ON THE CORPORATION/LLC'S BEHALF TO THE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU. OUTSIDE CONSULTANTS MAY NOT APPOINT OTHERS TO SIGN ON THE CORPORATION/LLC'S BEHALF.

I certify that this is true and complete and that the above authorization was granted at the cited meeting of the board.

SIGNATURE

PRINTED NAME

TITLE

DATE

☑ NO SEAL

(If no seal, attach a resolution or meeting minutes that support the authority(ies) identified above.)

CORPORATE/LLC SEAL

INSTRUCTIONS

Prepare and submit to the Director, National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau, in duplicate. Each copy must be signed in ink by a corporate/LLC official and be embossed with the corporate/LLC seal (if any). This form may be used to list the corporate/LLC officials, or employees (if any), who are authorized by the articles of incorporation, the bylaws, or the board of directors in adopted resolutions or motions, to act on behalf of the corporation or to sign its name. If the authorization to sign is granted by position title, rather than to specific individuals by name, a new authorization will not be needed each time a change of incumbent occurs. However, if you list an individual's name along with a title/position, the authorization is limited to the period of time that the specific individual holds the specific title/position. If an individual or incumbent's authority is restricted to a certain area of expertise or specific documents, identify the limitation next to the designation. WHERE THE AUTHORIZATION IS NOT GRANTED BY THE ARTICLES OF INCORPORATION OR ORGANIZATION, THE BY-LAWS, OR ACTION BY THE BOARD OF DIRECTORS OR MANAGING MEMBERS, TTB F 5000.9, POWER OF ATTORNEY, MUST BE SUBMITTED.

PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. This information is voluntary. The estimated average burden associated with this collection of information is .50 hours per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.

TTB F 5100.1 (12/2007)
User Registration

Docs/Links

Attachment

Uploaded File Information

* Description:

100 characters left

* Type:
  -- Select Type --

* File:
  -- Select Type --
  Other
  Power of Attorney
  Signing Authority

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
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.

☑ I agree

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If you have questions about your registration, provide the Submission ID # given to you when you submitted your registration.
Windows Internet Explorer

Are you sure you want to exit?

[OK]  [Cancel]
Submitting Formulas and Samples

New Formulas
Welcome to TTB Online

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User Name: 
Password: 
Logon to: COLAs Online  Formulas Online

New or forgotten password?

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Company

* fields are required.

**Company Name:**

- POMPURE - POM PURE EXTRACTS
- POMLIQ - POM-LIQUITECH INTERNATIONAL

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Company

* fields are required.

* Company Name: POMPURE - POM PURE EXTRACTS

Company:

Name: POM PURE EXTRACTS
Street: 1234 MAIN STREET
City: FAIRFAX
State: VA
Zip: 22032

Submitter Mailing Address:

Address Format: USPS Domestic
* Street: 4444 Orchard Lane
* City: Saint Petersberg
* State: FL
* Zip: 33738

Continue  Cancel
* Action:  

☐ Create New Formula  ☐ Revise Existing Formula

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.
Company Tab:

- Company Information
  - Mailing Addresses
  - Manufacturing Addresses
  - Contact Information
Formulation and Process for Article Made with Specially Denatured Spirits

**Main Tab:**
- Basic Information
- Article Name or Use
- Article Code Number
- Article Purpose
- Commercial Package Size

**Article Code Number:** (from dropdown)

**Article Purpose:**

**Contacts**
- Address Type
- Contact

*Create New Formula*  *Revise Existing Formula*

**Product Packing Information**
- Sizes of Commercial Packages:
- Product Is To Be Packaged In Packages

**TTB Formula ID:**
- Company ID:
- Company Name:

**Article Name or Use:**

- 730 - CUTTING OILS
- 740 - REFRIGERATING USES
- 750 - MISCELLANEOUS FLUID USES
- 331 - PECTIN (PROCESSING)
- 320 - PETROLEUM PRODUCTS
- 315 - MISCELLANEOUS DEHYDRATION PRODUCTS
- 312 - SODIUM HYDROSULFITE (DEHYDRATION)
- 311 - CELLULOSE COMPOUNDS (DEHYDRATION)
- 249 - EXTERNAL PHARMACEUTICALS (MISCELLANEOUS, USP OR NF)
- 244 - ANTI-BACTERIC SOLUTIONS (USP OR NF)
- 243 - LINIMENT (USP OR NF)
- 241 - COLLOID (USP)
- 430 - PRESERVING SOLUTIONS
- 420 - EMBALMING FLUIDS, ETC
- 410 - DISINFECTANTS, FUNGICIDES, INSECTICIDES BIOCIDES
- 359 - MISCELLANEOUS PRODUCTS (PROCESSING)
- 358 - MISCELLANEOUS CHEMICALS (PROCESSING)
- 355 - RUBBER (LATEX) (PROCESSING)
- 354 - ROsin (PROCESSING)
- 353 - PHOTOGRAPHIC CHEMICALS (PROCESSING)
- 352 - PERFUME MATERIALS (PROCESSING)
- 551 - ACETALDEHYDE
- 550 - UNKNOWN SDA CODE
- 540 - DYES AND INTERMEDIATES
- 530 - ETHYLMANES
- 524 - ANHYDROUS SODIUM ETHYLATE (RESTRICTED)
- 523 - MISCELLANEOUS ETHYL ESTERS
- 522 - ETHYL CHLORIDE
- 521 - ETHYL ACETATE
Product Packing Information

Sizes Of Commercial Packages: 

☑️ Product Is To Be Packaged In Pressurized Containers

Type Of Propellant:

Ratio of Propellant To Concentrate:

Main Tab:

Basic Information
- Article Name or Use
- Article Code Number
- Article Purpose
- Commercial Package Size
**Specially Denatured Alcohol (SDA) or Rum (SDR) formula**

<table>
<thead>
<tr>
<th>SDA/SDR Formula Proof</th>
<th>Denaturants</th>
</tr>
</thead>
</table>

- Formula and Process:

- SDA or SDR is to be recovered from the manufacturing process

**Formula Tab:**
- Formula Information
- Formula and Process
Formula and Process for Article Made with Specially Denatured Spirits

**SDA/SDR Formula**

Choose from dropdown

**Ingredient Information**

* SDA/SDR Formula:
* Proof:
* Denaturants:

SDA-1 - 27 CFR 21.32
Formula and Process for Article Made with Specially Denatured Spirits

Specially Denatured Alcohol (SDA) or Rum (SDR) formula

- SDA/SDR FORMULA PROOF
- DENATURANTS

- SDA or SDR is to be recovered from the manufacturing process

* Formula and Process:

free text field – type or copy and paste
Formula and Process for Article Made with Specially Denatured Spirits

**Docs/Links Tab:**
- Upload files
- Link FONL submissions
- Reference purposes
### Sample Detail

<table>
<thead>
<tr>
<th>SAMPLE ID</th>
<th>LIMS ID</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>% FILL</th>
<th>DESCRIPTION OF CONTENTS</th>
<th>DATE SENT</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
</table>

- **Add**

- **Previous**
- **Save as Draft**
- **Validate**
- **Cancel**
- **Submit**

### Sample Information

- **Sample ID:**
- **Quantity:**
- **Unit of Measure:**
- **% Fill:**
- **Description:**
  
  [250 characters left]

- **Date Sent:**
Comments Tab:
- Comments can be added by submitter and TTB at any time.
Save as Draft:
Saves the incomplete submission to be completed later. Does not check for errors.

Validate:
Checks for errors.

Cancel:
Cancels and deletes the formula.

Submit:
Validates and submits to TTB.

NOTE: The formula cannot be edited once submitted!
Formula and Process for Article Made with Specially Denatured Spirits

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 submission, please use the following submission ID: 1318857.

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.

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Submission Confirmation screen reminds you to go back to the Samples Tab.
Back to the Samples tab...
Check the box next to the Sample ID # and use the drop down and click ‘Go’ to print a Sample ID sheet.
MUST BE MAILED WITH THE SAMPLE!
Contains ID numbers to connect the sample with the submission.

** The formula will not be processed until the sample is received. **
Email delivered after sample is received by the lab.

From: ttb.onl@ttb.gov
Sent: Monday, April 25, 2011 9:55 PM
To: Sanderoff, Rachel K.
Subject: Submitter: All of the samples that accompany your recent submission have been received at our labs.

Dear Submitter: All samples for your Submission ID 1001631 have been received by the TTB Formulas Online system. There is no additional action needed by you. You will be notified when analysis has been completed or if additional information is needed. You may view the submission at any time by selecting the link at the end of this message to logon to Formulas Online, then selecting the submission ID displayed on the My Submissions page. Thank You!

https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp
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Services requiring registration and login:

<table>
<thead>
<tr>
<th>User Name:</th>
<th>Username field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>Password field</td>
</tr>
</tbody>
</table>

Logon to: [COLAs Online](#)  [Formulas Online](#)

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Company

* fields are required.

* Company Name: POMPURE - POM PURE EXTRACTS

Company:

Name: POM PURE EXTRACTS
Street: 1234 MAIN STREET
City: FAIRFAX
State: VA
Zip: 22032

Submitter Mailing Address:

Address Format: USPS Domestic
* Street: 4444 Orchard Lane
* City: Saint Petersburg
* State: FL
* Zip: 33738

[Continue] [Cancel]
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.

### Revised Formulas

<table>
<thead>
<tr>
<th>ARTICLE NAME</th>
<th>MANUFACTURER</th>
<th>DATE APPROVED</th>
<th>TTB FORMULA ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Add**
- **Delete**
Revise Existing Formula
Enter information of existing approved formula
(Does not have to be in FONL system)
Formula and Process for Article Made with Specially Denatured Spirits

Main Tab:
Basic Information
- Article Name or Use
- Article Code Number
- Article Purpose
- Commercial Package Size

Article Name or Use

Article Code Number (from dropdown)

Article Purpose
<table>
<thead>
<tr>
<th>Product Packing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sizes Of Commercial Packages:</strong></td>
</tr>
<tr>
<td><strong>☑ Product Is To Be Packaged In Pressurized Containers</strong></td>
</tr>
<tr>
<td><strong>Type Of Propellant:</strong></td>
</tr>
<tr>
<td><strong>Ratio of Propellant To Concentrate:</strong></td>
</tr>
</tbody>
</table>

**Main Tab:**

- Basic Information
  - Article Name or Use
  - Article Code Number
  - Article Purpose
  - Commercial Package Size
**Formula and Process for Article Made with Specially Denatured Spirits**

- **Formula Tab:**
  - SDA Formula Information
  - Formula and Process
Formula and Process for Article Made with Specially Denatured Spirits

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**Docs/Links Tab:**
- Upload files
- Link FONL submissions
- Reference purposes
Formula and Process for Article Made with Specially Denatured Spirits

Comments Tab:
- Comments can be added by submitter and TTB at any time.
Save as Draft:
Saves the incomplete submission to be completed later. Does not check for errors.

Validate:
Checks for errors.

Cancel:
Cancels and deletes the formula.

Submit:
Validates and submits to TTB.

NOTE: The formula cannot be edited once submitted!
Once Submitted...

Formula and Process for Article Made with Specially Denatured Spirits

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Submission Confirmation screen reminds you to go back to the Samples Tab.
Back to the Samples tab…
Check the box next to the Sample ID # and use the drop down and click ‘Go’ to print a Sample ID sheet.
<table>
<thead>
<tr>
<th><strong>Submission ID:</strong></th>
<th>1001631</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample ID:</strong></td>
<td>100111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Submission Type:</strong></th>
<th>Drawback</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample Content:</strong></td>
<td>TTB #78</td>
</tr>
<tr>
<td><strong>Product / Fanciful Name:</strong></td>
<td>Rasperry Flavor WONF</td>
</tr>
<tr>
<td><strong>Submitted By:</strong></td>
<td>Rachel Sanderoff</td>
</tr>
<tr>
<td><strong>Submission Date:</strong></td>
<td>04-22-2011 10:30 AM</td>
</tr>
</tbody>
</table>

**Sample Mailing Instructions:**
Attach the correct Sample ID Sheet to each sample and send to:
National Laboratory Center
Nonbeverage Products Laboratory
Attn: Drawback
6000 Ammendale Road
Beltsville, MD 20705

**MUST BE MAILED WITH THE SAMPLE!**
Contains ID numbers to connect the sample with the submission.

**The formula will not be processed until the sample is received.** **
Email delivered after sample is received by the lab.

From: ttb.foni@ttb.gov
Sent: Monday, April 25, 2011 9:55 PM
To: Sanderoff, Rachel K.
Subject: Submitter: All of the samples that accompany your recent submission have been received at our labs.

Dear Submitter: All samples for your Submission ID 1001631 have been received by the TTB Formulas Online system. There is no additional action needed by you. You will be notified when analysis has been completed or if additional information is needed. You may view the submission at any time by selecting the link at the end of this message to logon to Formulas Online, then selecting the submission ID displayed on the My Submissions page. Thank You!

https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp
Submitting Formulas and Samples

Internal Workflow
Paper Submissions

Electronic Submissions

With a Sample?

Status: Items Pending

Status: In Process
(formula assigned to chemist)

Status: In Process
(chemist processing formula)

Status: In Process
(formula is in final review)

Status: Closed

Status: Needs Correction
Submitting Formulas and Samples

Returned Formulas
If the submission is returned for correction, you will receive an email notification.

From: ttb.fonl@ttb.gov
Sent: Monday, April 25, 2011 10:57 AM
To: Sanderoff, Rachel K.
Subject: Submitter: Submission has been returned for correction

Dear Submitter: A submission you made to the TTB Formulas Online system needs correction before analysis can continue. Please select the link at the end of this message to logon to Formulas Online. After you have logged on, select Submission ID 1001631 displayed on the My Submissions page, and select the Return tab to view the corrections needed.

Please make the requested corrections and Submit. If a new or replacement physical sample is requested in the Return reasons, please add the new or replacement sample on the Sample tab before submitting. You will be notified when analysis has been completed or if additional corrections are needed. Thank You!

https://test.ttbonline.gov/formulasonline/TTBOnlinePortal.jsp
Return Tab:
- Only visible if the submission is returned for correction
- Contains reason and description of error(s)
The lab will check the ‘Resolved?’ check box after the formula is resubmitted.

The Return tab and reasons for the return will remain with the submission even after the error is corrected and final action is taken.

Needs Correction Status

The formula can be edited and resubmitted to TTB.
Action Bar Items
**Action Bar:**
- Available actions depend on the status of the submission

**Copy as New:**
Create a new submission by copying the formula.

**Print:**
Print entire submission or specific tabs.

**Comment:**
Displays the Comment pop-up window to add a comment to the submission.

**Notify:**
Displays the Create E-Mail pop-up window. Allows user to send TTB staff an email.

**Withdraw:**
Can withdraw an in-process submission and cancel it permanently.
Notify Function

• The Notify function allows a user to send an email through the FONL system

• Email can be sent to TTB staff
  – Ex: chemist assigned to a formula

• Messages can be sent while the formula is in the In Process, Needs Correction, or Closed status.
Notify E-Mail pop-up:
Click on “To” to display contact list.

Contact List
Select Recipients:
- NPL Chief
- NPL ASS
- NPL QA Reviewer

Hold CTRL to select multiple recipients

To
CC

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.
After message is sent, a copy of the email message is added to the Comments Tab
Paper Submissions

- Electronic and paper submissions are processed through FONL
  - If the submitter is a registered user...
    - Email notifications of submission disposition or needs correction status
    - Will not receive a copy in the mail
  - If the submitter is not a registered user...
    - No longer receive a stamped formula
      - Mail a copy of the FONL Formula Summary
        » Shows disposition and date of disposition
      - Mail a copy of the FONL Formula Correction Summary
        » Similar to return sheets
### FONL Formula Summary

- **FONL ID #:** 1135824
- **Submission ID:** 1012587
- **Status:** Closed
- **Company Name:**

### Formula Information

- **Article Name Or Use:**
  - **Article Code Number:** 113 - LOTIONS AND CREAMS FOR BODY, FACE AND HAND
  - **Article Purpose:** After Shave

#### Product Packing Information

- **Sizes Of Commercial Packages:** Up to 10.0 fluid ounces
- **Product Is To Be Packaged In Pressurized Containers:**

### Specially Denatured Alcohol (SDA) or Rum (SDR) formula

<table>
<thead>
<tr>
<th>SDA/SDR Formula</th>
<th>Proof</th>
<th>Denaturants</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDA-40-B</td>
<td>190</td>
<td></td>
</tr>
</tbody>
</table>

- **SDA or SDR is to be recovered from the manufacturing process:**

#### Laboratory Analysis

- **Date of Disposition:** 09/04/2012
- **Disposition:** Approved
- **Analyst:** Rachel K Sanderoff
- **Reason Or Qualification:**
- **Description:**

### Disposition and Date of Disposition

- **Date:** 09/04/2012
- **Disposition:** Approved
FONL Formula Correction Summary

FONL ID #s

Formula Information

Needs Correction Information (Return reasons)

<table>
<thead>
<tr>
<th>Needs Correction Reason</th>
<th>Reason Description</th>
<th>Additional Description</th>
<th>Resolved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error In Field</td>
<td>There is an error in the following field:</td>
<td>The correct code number for this product is 113.</td>
<td>❌</td>
</tr>
</tbody>
</table>
Simple Search

Search by:
- Submission ID #
- Sample ID #
- Formula ID #
My Submissions

Advance Search
Many more search options
More specific search options are available when a 'Submission Name' is selected.

Can only search for your company’s submissions.
Common Errors and Frequently Asked Questions
Common Errors

• Not completing required fields - marked with asterisks (*)
• Not adding the SDA Formula and Proof
• Not specifying weight or volume percentages
Frequently Asked Questions

- Submission ID # vs. Formula ID #
- Multiple submitters from the same company
- FONL Help
Submission ID # vs. Formula ID #

• Submission ID #
  – Unique identifier on each submission
  – Given when the submission is created

• Formula ID #
  – Unique identifier for a formula for which a company has provided submissions
  – Formula can have multiple submission ID#s

• Example:
  – Approved formula resubmitted with ingredient quantity changes
    • Same Formula ID #
    • Different Submission ID #
Multiple submitters from the same company

- If multiple people from the same company register for FONL, will they be able to see all submitted formulas from the company?
  - Yes.
  - But, formulas will only show up on your ‘My Submissions’ page if you are listed as the submitter.
  - Use the search functions to view submissions.
FONL HELP

- Help files
Clicking on the ‘Help’ link in the menu brings up a pop-up to open a user manual.

Clicking on the ? will bring up the help files specific to that subject.

Hovering your cursor over certain fields may pop-up a help tip.

Select Help Option
- Online Industry Member User Manual
- Download Online Industry Member User Manual

(Press <CTRL> + click each entry to select multiple entries)

Disposition:
- Approved
- Approved for Export Only
- Disapproved (Domestic)
Benefits of using FONL

- Ability to quickly and easily submit formulas
- Faster turnaround times
- Email notifications when formulas are completed or returned for corrections
Q & A
Questions?

• Please send any questions to formulasonline@ttb.gov

• Presentation and question responses will be posted on the TTB.gov website

• Subscribe to the TTB Newsletter at www.ttb.gov