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Alcohol and Tobacco Tax and Trade Bureau (TTB)

1310 G Street NW., Box 12
Washington, D.C. 20005

Formulas Online 1.6 Online Industry Member User Manual

Prepared by:
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1 INTRODUCTION

This User Manual provides a detailed overview of the system capabilities and functions of the Formulas Online system for authenticated regulated industry members. It features the operating instructions, message handling, and help facilities of Formulas Online. This User Manual also includes an appendix that describes the definitions of terms displayed to the user. The document is written on behalf of the Office of the Chief Information Officer (OCIO) of the Alcohol and Tobacco Tax and Trade Bureau (TTB).

This section provides information on the project background and scope, points of contact, as well as the document organization, conventions, and glossary.

1.1 BACKGROUND

The TTB mission is to:

- Collect alcohol, tobacco, firearms, and ammunition taxes
- Ensure that alcohol beverages are labeled, advertised and marketed in accordance with the law
- Administer the laws and regulations in a manner that protects the revenue, protects the consumer, and promotes voluntary compliance

The Formulas Online system is a secure web application that enables industry members to draft, submit, and track TTB's processing of regulatory compliance submissions and associated samples for beverage and nonbeverage-related compliance actions. The system also allows an industry member to register and maintain one user ID used for both the Formulas Online system and the COLAs Online system.

For beverage-related actions, the types of submissions processed include:

- Formulas and/or Process for Domestic and Imported Alcohol Beverages (Uniform)

For nonbeverage-related actions, the types of submissions processed include:

- Formula and/or Process for Article Made with Specially Denatured Spirits (SDA)
- Formula and Process for Nonbeverage Product (Drawback)
- Formula and Process for Nonbeverage Product Rider (Rider)

For additional actions, the types of submissions processed include:

- User Registration Request

1.2 PURPOSE AND SCOPE

The purpose of this User Manual is to provide a brief understanding of how to operate and navigate through the Formulas Online application.

The Formulas Online system is the authenticated system requiring user name and password to submit beverage and nonbeverage forms and related documents, search for them, or change profile information.

This User Manual is intended to provide information on how to use the system for external authenticated users of Formulas Online. There are two types of authenticated public users expected to use this User Manual:

- **Submitter** – The registered industry member submits the beverage and nonbeverage submissions electronically and views the status of the submissions. The Submitter may create, update, submit, and withdraw formulas and submissions.
- **Preparer/Reviewer** – The user with this classification is responsible for drafting submissions, but does not have the ability to officially submit, withdraw, or surrender a formula or submission. The Preparer/Reviewer may create and/or update a submission and save it in the "Draft" or "Needs Correction" statuses, but cannot officially submit a new or revised submission for processing by TTB. Only an authorized Submitter for the companies included in the submission can submit for processing.

1.3 ORGANIZATION OF THE USER MANUAL

Table 1 lists the details of the organization of the User Manual.

Table 1: Manual Organization

Section Number	Section Title	Description
1	Introduction	Provides information on the project background, project objectives, and points of contact, as well as the document organization, conventions, and glossary
2	System Capabilities	Provides an overview of the Formulas Online system and its capabilities
3	System Functions	Describes each specific function including step-by-step procedures for using the function
4	Message Handling	Provides details on how messages are handled in the Formulas Online system
5	Help Facilities	Discusses the help facilities provided to users of the Formulas Online system
Appendix A	Definition of Terms	Defines important terms used in the Formulas Online system

1.3.1 Conventions of the User Manual

Table 2 lists the manual conventions of the User Manual.

Table 2: Manual Conventions

Convention	Description
Bold	Bold text indicates a button or key label
►Note:	Indicates a note or message to the user
1. Numbered List	Numbered lists provide step-by-step procedures for performing an action
• Bulleted List	Bulleted lists provide information, not procedural steps

Convention	Description
Link	Indicates a link to a specific application or web page
	Question Mark – context-sensitive help

1.4 GLOSSARY

Table 3 provides a list of acronyms and terms used in the User Manual. For a more complete list, see Appendix A Definition of Terms.

Table 3: Acronyms and Terms

Acronym / Term	Description
a.k.a.	Also Known As
ABSP	Alcohol Beverage Sampling Program
ABV	Alcohol by Volume
ALFD	Advertising, Labeling and Formulation Division
BAL	Beverage Alcohol Laboratory
CFR	Code of Federal Regulations
CL	Compliance Laboratory
CM	Configuration Management
COLA	Certificate of Label Approval
COLAs Online	Certificate of Label Approval System
DSS	Distilled Spirits Specialty
EIN	Employer Identification Number
EST	Eastern Standard Time
FAA	Federal Alcohol Administration
FD&C	Food, Drug & Cosmetics
FID Sheet	Food and Drug Administration
GNS	Grain Neutral Spirits
GRAS	Generally Recognized as Safe
HFCS	High Fructose Corn Syrup
IC	Industry Circular
ID	Identification, identifier
IM	Industry Member
IRIS	Integrated Revenue Information System
LIE	Legal Instruments Examiner
LIMS	Laboratory Information Management System
MCO	Market Compliance Office
MNBP	Manufacturer of Nonbeverage Products
MOM	Method of Manufacture

Acronym / Term	Description
N & A	Natural and Artificial
N/A	Not applicable
NBA	Nonbeverage Alcohol
NPL	Nonbeverage Products Laboratory
NRC	National Revenue Center
OCIO	Office of the Chief Information Officer
OCR	Optical Character Recognition
OIM	Online Industry Member
OTS	Other Than Standard wine
PCU	Password Change Utility
POA	Power of Attorney
POC	Point of Contact
PPM	Parts Per Million
PST	Pacific Standard Time
Q.S.	Quantity Sufficient
RRD	Regulations and Rulings Division
SA	Signature Authority, Signature Authority
SDA	Specially Denatured Alcohol
SDR	Specially Denatured Rum
SIS	Sample ID Sheet
TCS	Treasury Communications Services
TIPSS	Total Information Processing Support Services
TIRNO	Department of the Treasury, Internal Revenue Service, National Office
TTB	Alcohol and Tobacco Tax and Trade Bureau
ur	Use rate
WG	Wine Gallon
WONF	With Other Natural Flavors

2 SYSTEM CAPABILITIES

This section provides an overview of the Formulas Online system and its capabilities.

2.1 GENERAL DESCRIPTION

The Formulas Online system is a web-based application that allows the drafting, submission, workflow routing, revision, review, and return of beverage and nonbeverage-related regulatory compliance submissions. From the perspective of the industry members, the high-level functions of the system can be described in terms of three processes:

- **User Registration Process** – See Section 2.1.1 User Registration Process
- **Submission Creation Process** – See Section 2.1.2 Submission Creation Process
- **Submission Workflow Process** – See Section 2.1.3 Submission Workflow Process

2.1.1 User Registration Process

The system allows new industry members to request access to the system via the user registration process. These requests are routed and processed by TTB Registrars, who return company submission authorization decisions and credentials to the applicants once the user registration process is completed. Users can activate user IDs and set their passwords to access the system and generate new regulatory compliance submissions on behalf of beverage and nonbeverage companies for which they have been authorized to perform submissions. See Section 3.4 User Registration for more information.

The user registration process also allows existing users to update their credentials with revisions to the list of companies they represent, and their roles for submissions privileges according to authorities at the companies the users represent. See Section 3.4.4 Modify a User Registration for more information.

Users can also update their user profile detail directly in the system. See Section 3.17 My Profile for more information.

2.1.2 Submission Creation Process

The system allows new industry members to create and submit to TTB new beverage and nonbeverage-related formula and sample submissions for the companies the users are authorized to represent in the application. A user can be fully authorized as a Submitter of these entries, or can be partially authorized to enter the content as a Preparer/Reviewer for these entries. The submission creation process is structured to guide the user through the entry of a new submission, enabling him or her to identify the companies for which the submission is associated, identify formulas for which this submission supersedes previous submissions, and then facilitates the entry of specific data items associated with each submission type.

The functionality enables the Submitter to save the entry in “Draft” status, returning later to complete the entry and validate the submission for data errors, before the user then submits the entry to TTB for further processing.

Certain submission types require the user to submit accompanying samples. In these cases, once the submission is submitted, the system reminds the user to print Sample Identification

Sheets for each of the samples listed in the submission, affix, or include those sheets with the packaged samples, and provides instructions for mailing the samples to the appropriate TTB location or laboratory for analysis of the sample and associated submission information. An e-mail notification is sent to the Submitter upon successful submission of the entry to TTB for processing.

2.1.3 Submission Workflow Process

The system allows authorized users to track the progress of their submissions as TTB processes them. A Notify function is available to the users to communicate ongoing comments and issues with their submissions to TTB Internal Processors responsible for processing the submissions.

The system allows the TTB Internal Processors to conduct such procedures as marking the receipt of items (typically samples) required to proceed with processing the submission, assigning the submission to Chemists where applicable (NPL submissions in particular), and reviewing the results of analysis by the appropriate Rules and Regulations Division Office (RRD) and/or Field Office (FO) participants (TID, TAD, or TAED).

In addition, the system also allows TTB processors to return the submission to the users for correction of selected issues, allowing the users to update and resubmit corrected submissions. Users can also withdraw submissions in progress and surrender approved formulations if necessary once approved.

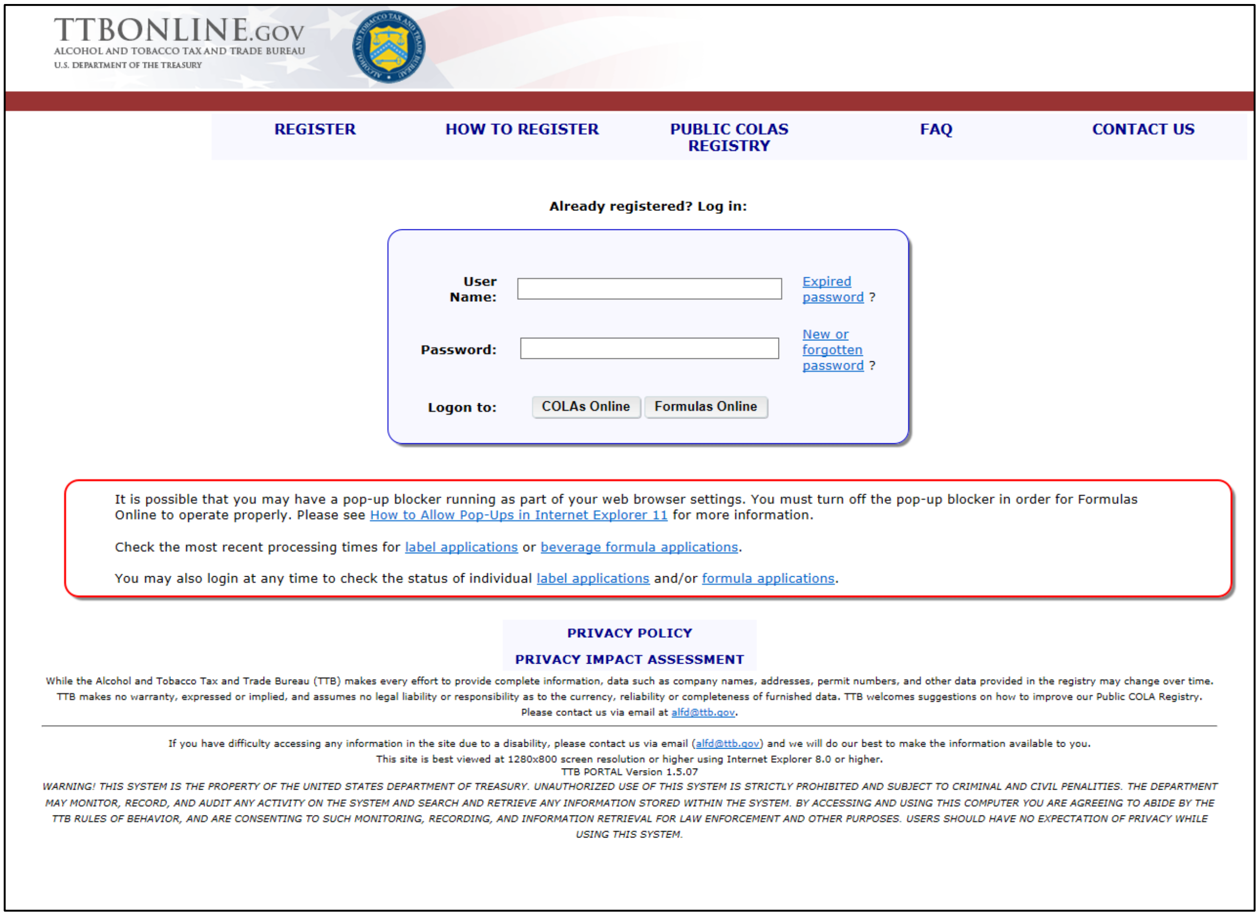
2.1.4 What's New in 1.6

The following system updates and new functionality are included in Version 1.6 of the Formulas Online system:

- Updated System Entry Point
- My Submissions Home Page Enhancements
- Search Results Enhancements
- General Submission Enhancements
- User Registration Submission Enhancements
- Uniform Submission Enhancements
- Drawback Submission Enhancements
- SDA Submission Enhancements
- Rider Submission Enhancements

- **Updated System Entry Point** – The TTB Online Portal now includes a vertical menu to streamline access to the most commonly accessed areas, such as the Public COLAs Registry and TTB contact information.

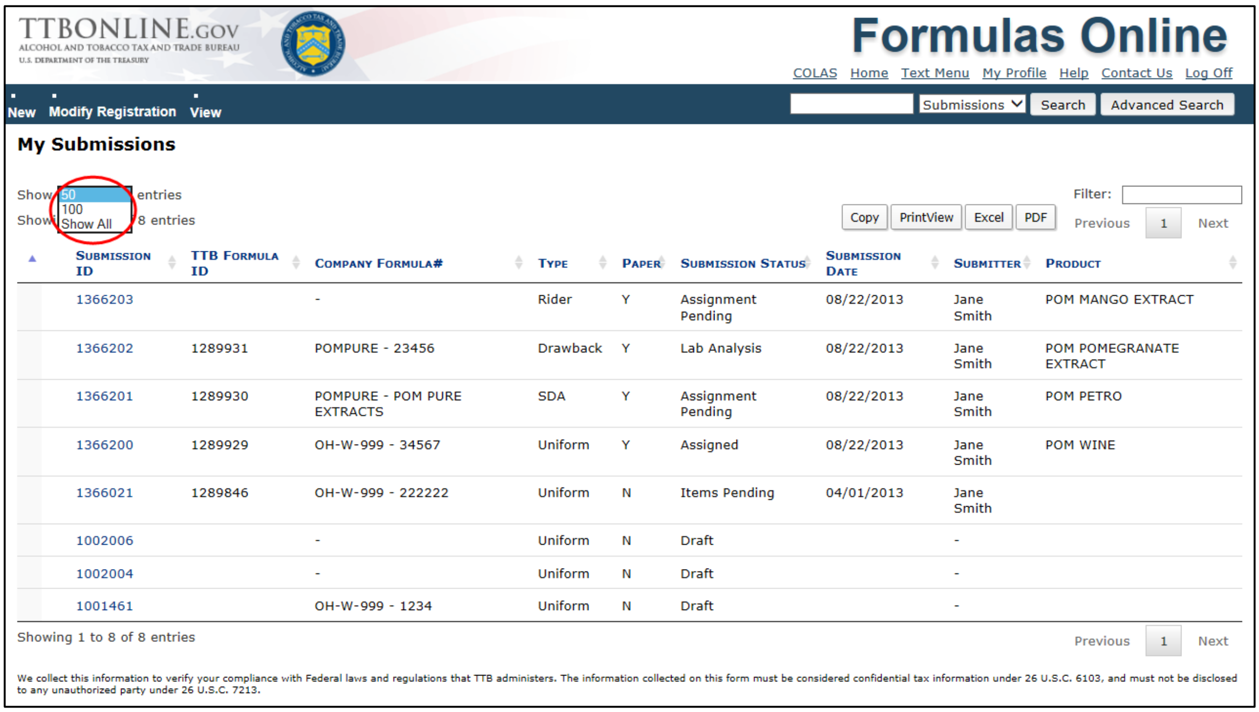
Figure 1: TTB Online Portal Page



- **My Submissions Home Page Enhancements** – The My Submissions home page now includes the following enhancements in functionality:

    - **Display My Submissions Home Page** – You may now display the contents of your My Submissions home page in increments of 50 or 100 or show all using the Show drop-down list. By default, Formulas Online will display the contents of your My Submissions home page in increments of 50.

Figure 2: Display My Submissions



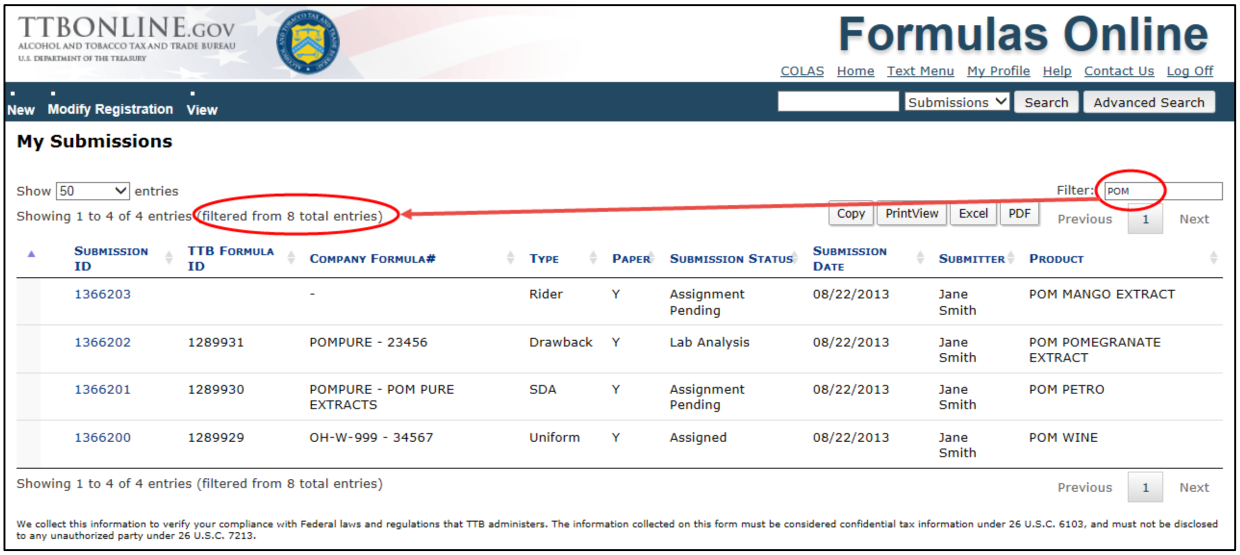
Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE
1366021	1289846	OH-W-999 - 222222	Uniform	N	Items Pending	04/01/2013	Jane Smith	
1002006		-	Uniform	N	Draft		-	
1002004		-	Uniform	N	Draft		-	
1001461		OH-W-999 - 1234	Uniform	N	Draft		-	

    - **Display Only Open Submissions** – You may now view your open submissions (i.e., “In Process” or “Draft” status) in your My Submissions home page. You may view your cancelled, withdrawn, or closed submissions by performing an Advanced Search.

    - **Sort My Submissions Home Page** – You may now sort the columns in your My Submissions list by selecting the column header. You may toggle between ascending and descending order for a column by selecting the arrow next to the column header. You may also select multiple columns to sort by pressing the **Shift** key on your keyboard while selecting the column headers.

- **Filter My Submissions Home Page** – You may now enter filter criteria in the Filter field to automatically filter the contents of your My Submissions home page. This filter criteria must match the contents of your My Submissions home page; it will not apply to the contents within a particular submission.

Figure 3: Filter My Submissions


TTBONLINE.GOV
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. DEPARTMENT OF THE TREASURY
Formulas Online
COLAS Home Text Menu My Profile Help Contact Us Log Off
New Modify Registration View
Submissions Search Advanced Search
My Submissions
Show 50 entries
Filter: POM
Showing 1 to 4 of 4 entries (filtered from 8 total entries)
Copy PrintView Excel PDF
Previous 1 Next

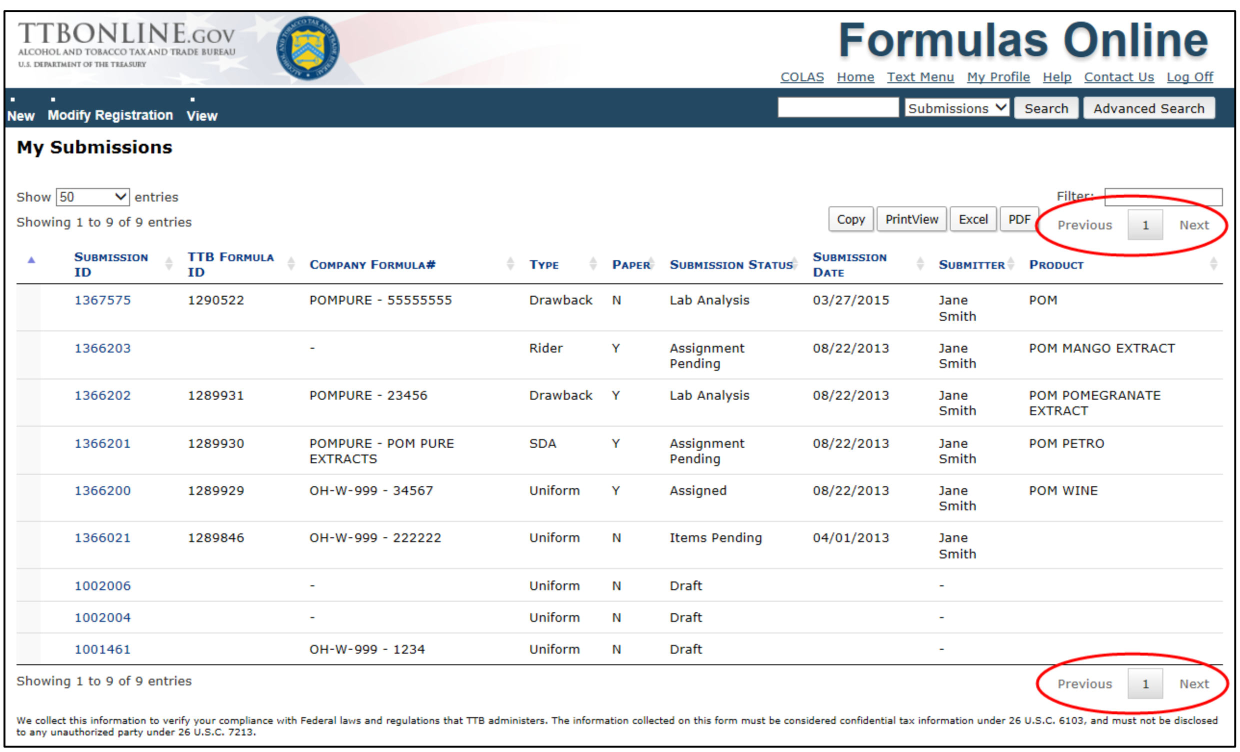
Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE

Showing 1 to 4 of 4 entries (filtered from 8 total entries)
Previous 1 Next

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.

- **Navigate My Submissions** – You may now navigate your My Submissions home page using page number links as well as Previous and Next links. These links are located at the top and bottom of your My Submissions home page.

Figure 4: Navigate My Submissions


TTBONLINE.GOV
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. DEPARTMENT OF THE TREASURY
Formulas Online
COLAS Home Text Menu My Profile Help Contact Us Log Off
New Modify Registration View
Submissions Search Advanced Search
My Submissions
Show 50 entries
Filter:
Showing 1 to 9 of 9 entries
Copy PrintView Excel PDF
Previous 1 Next

Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1367575	1290522	POMPURE - 55555555	Drawback	N	Lab Analysis	03/27/2015	Jane Smith	POM
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE
1366021	1289846	OH-W-999 - 222222	Uniform	N	Items Pending	04/01/2013	Jane Smith	
1002006		-	Uniform	N	Draft		-	
1002004		-	Uniform	N	Draft		-	
1001461		OH-W-999 - 1234	Uniform	N	Draft		-	

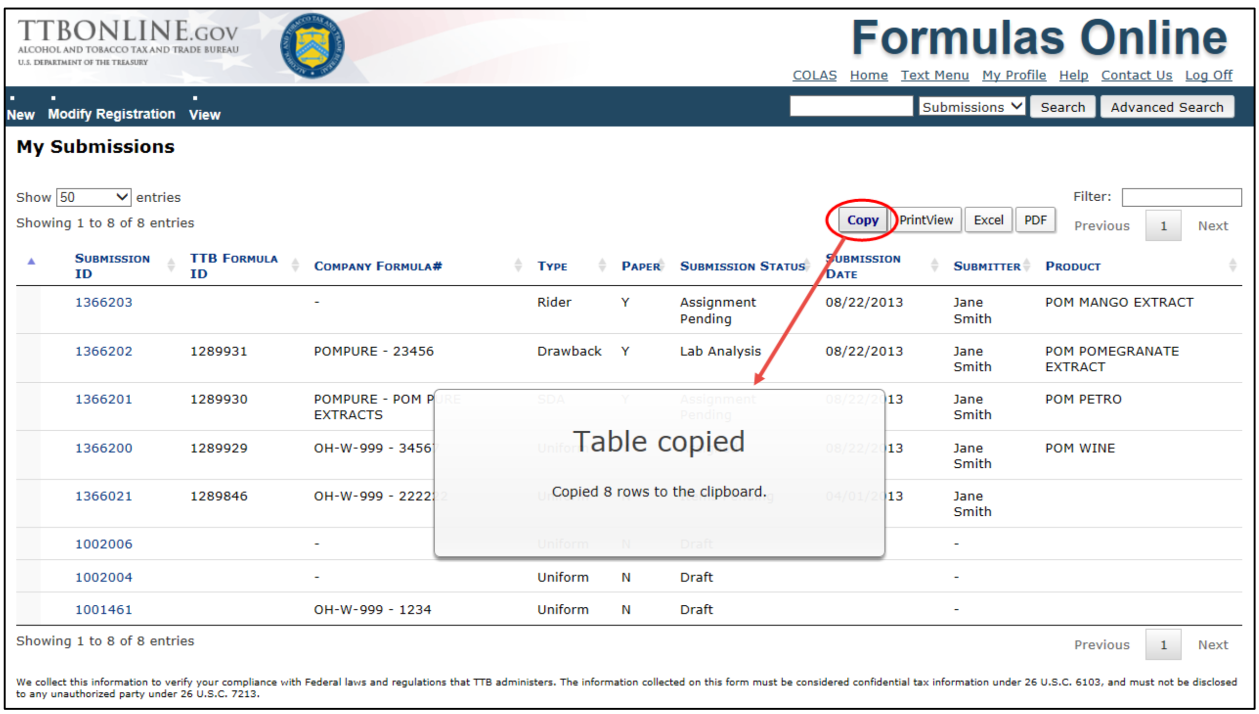
Showing 1 to 9 of 9 entries
Previous 1 Next

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.

- **View Internal Statuses of Submissions** – You may now view the internal statuses of nonbeverage submissions on your My Submissions home page. This gives you more visibility on the progress of your submissions in Formulas Online.
  - When you initially submit a Nonbeverage submission with samples, you will see the submission status as "Items Pending" instead of "In Process."
  - When the sample has been received, you will see the submission status as "Assignment Pending."
  - When the nonbeverage submission has been assigned for processing, you will see the submission status "Lab Analysis."
  - If the assignment is complete but additional quality assurance is being performed, you will see the submission status as "QA Review."

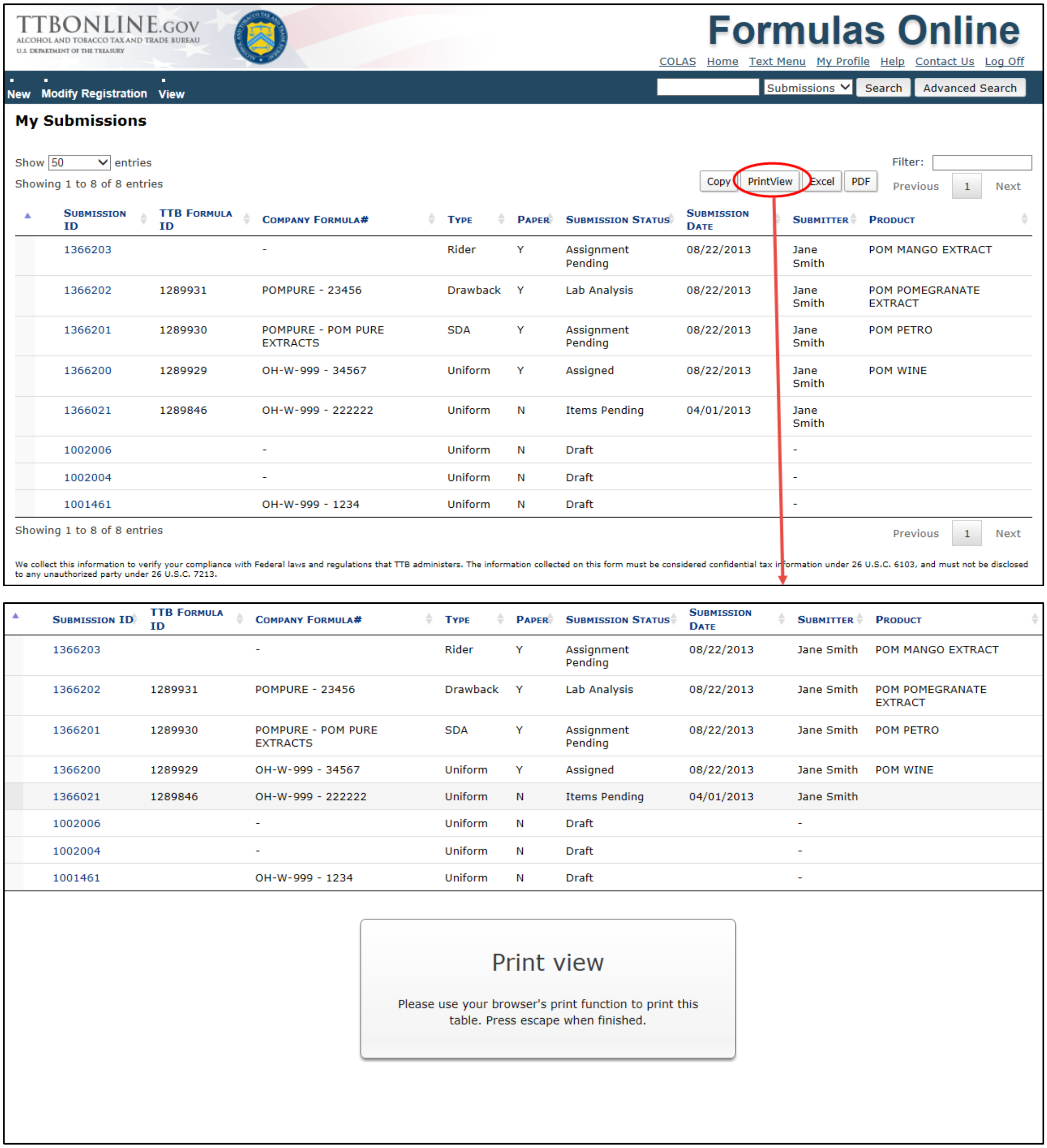
- **Copy to Clipboard** – You may now select the **Copy** button to copy the contents of your My Submissions home page to the clipboard, allowing you to paste this data into another application, such as Microsoft Word.

Figure 5: Copy to Clipboard



- **Print View** – You may now select the **PrintView** button to display a printable view of your My Submissions home page, allowing you to use your web browser's print function to print the data. You may press the **Esc** key on your keyboard to close the printable view and return to your My Submissions home page.

Figure 6: Print View



- **Export to Excel or PDF** – You may now select the **Excel** or **PDF** button to export the contents of your My Submissions home page into a Microsoft Excel file or an Adobe Acrobat PDF file.

Figure 7: Export to Excel

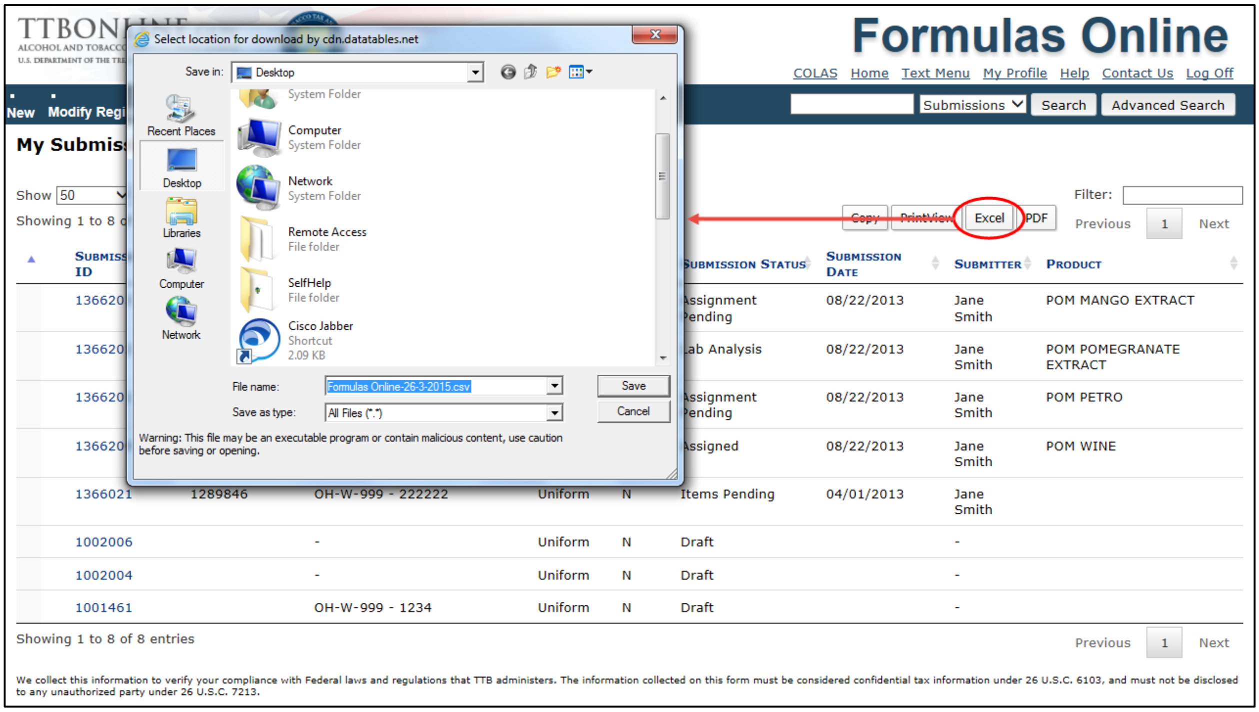
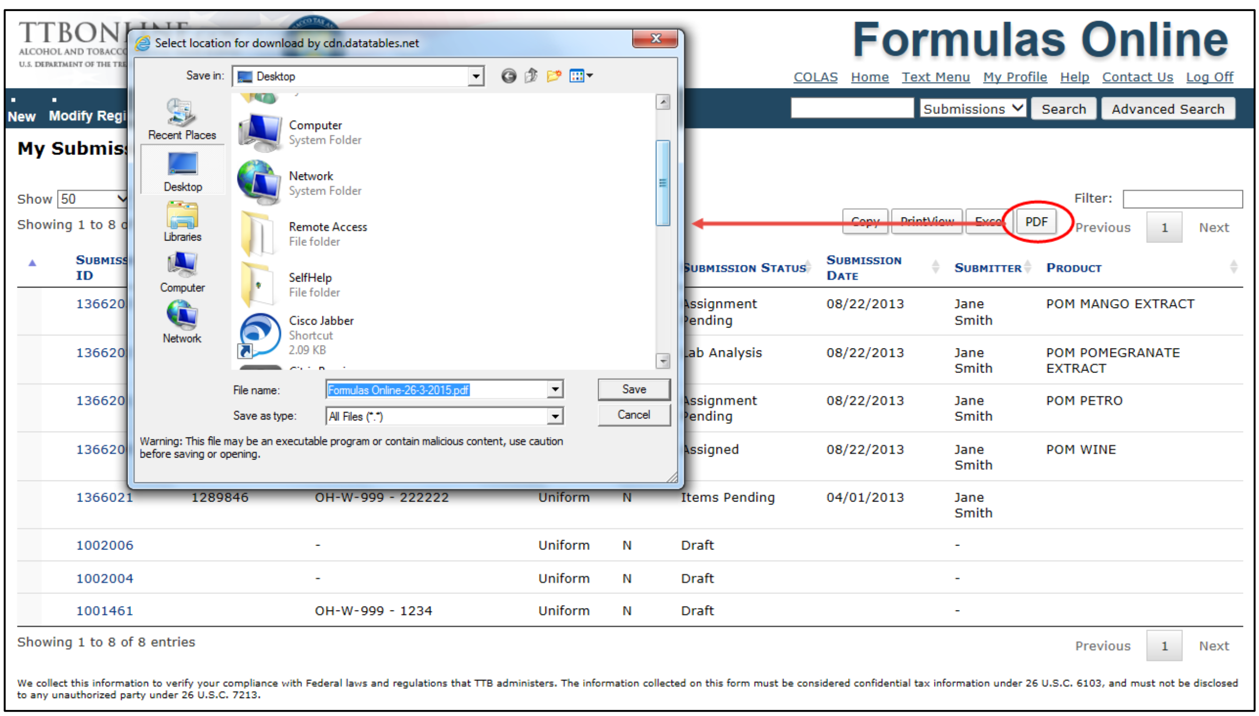


Figure 8: Export to PDF



- **Search Results Enhancements –** The results of a Quick or Advanced Search now include the following enhancements in functionality, similar to the enhancements in your My Submissions home page:

    - **Display Search Results** – You may now display the search results in increments of 50 or 100 or show all using the Show drop-down list. By default, Formulas Online will display the search results in increments of 50.

    - **Sort Search Results** – You may now sort the columns in the search results by selecting the column header. You may toggle between ascending and descending order for a column by selecting the arrow next to the column header. You may also select multiple columns to sort by pressing the **Shift** key on your keyboard while selecting the column headers.

    - **Filter Search Results** – You may now enter filter criteria in the Filter field to automatically filter the contents the search results. This filter criteria must match the contents of the search results; it will not apply to the contents within a particular submission.

    - **Navigate My Work List** – You may now navigate the search results using page number links as well as Previous and Next links. These links are located at the top and bottom of the search results.

    - **Copy to Clipboard** – You may now select the **Copy** button to copy the contents of the search results to the clipboard, allowing you to paste this data into another application, such as Microsoft Word.

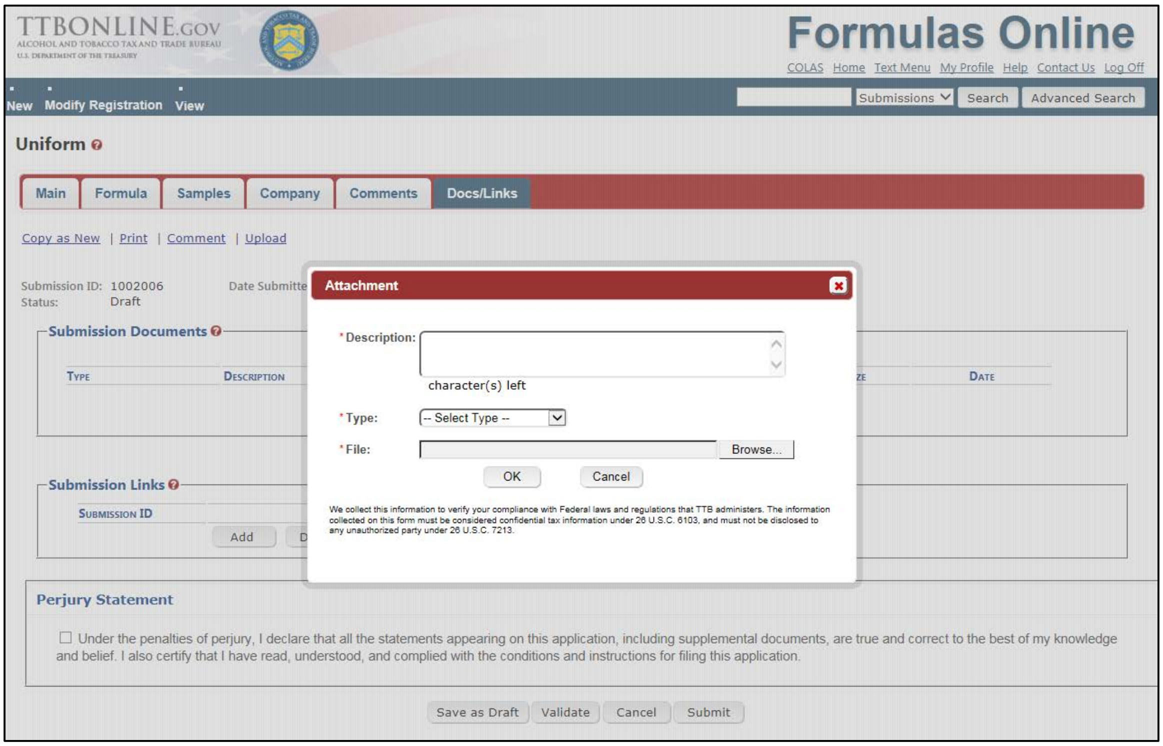
    - **Print View** – You may now select the **PrintView** button to display a printable view of the search results, allowing you to use your web browser's print function to print the data. You may press the **Esc** key on your keyboard to close the printable view and return to the search results.

    - **Export to Excel or PDF** – You may now select the **Excel** or **PDF** button to export the contents of the search results into a Microsoft Excel file or an Adobe Acrobat PDF file.

- **General Submission Enhancements** – Formulas Online 1.6 includes the following general submission enhancements:

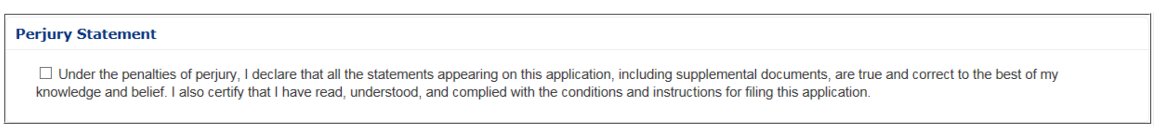
  - **Modal Windows Replace Pop-Up Windows** – The majority of pop-up windows in Formulas Online have been replaced with modal windows. A modal window displays within the current browser window – unlike a pop-up window, which displays outside the current browser window and resembles ads that your browser may be set up to block and are easy to miss or dismiss.

Figure 9: Modal Window



  - **Perjury Statement Update** – The Perjury Statement now displays at the bottom of all tabs within a submission. Previously, the Perjury Statement displayed in a pop-up window when you selected the **Submit** button to submit after you successfully validated the submission.

Figure 10: Perjury Statement

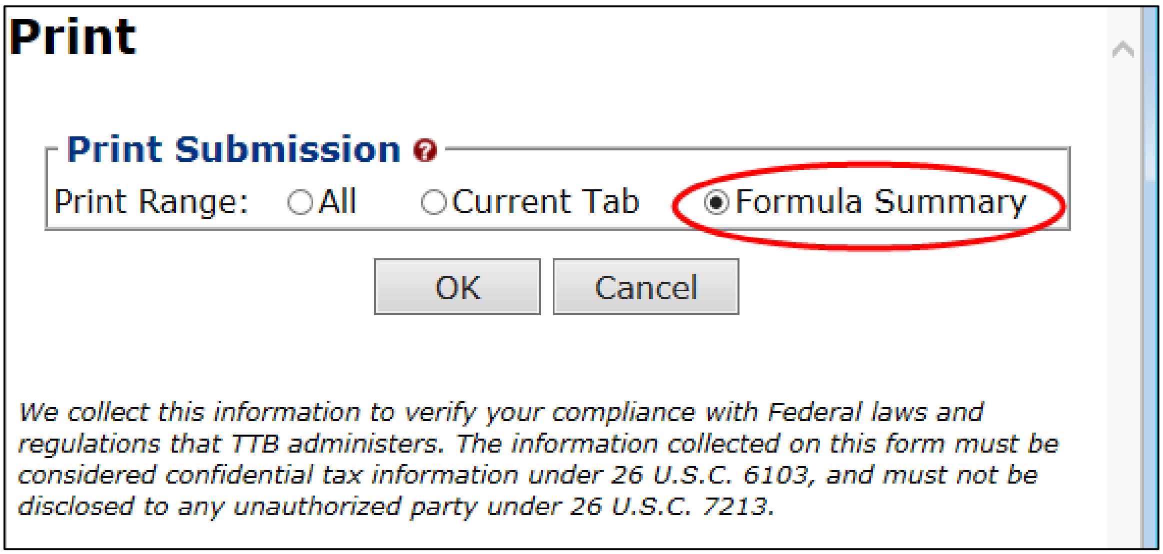


- **Tab Content Indicator** – If you have content in the Comments tab or Docs/Links tab of your submission, Formulas Online now displays an asterisk (*) next to the tab to indicate it includes content.

Figure 11: Tab Content Indicator

- **Print Range Default Update** – You may now print a submission and Formulas Online will automatically default the Print Range to "Formula Summary." This displays data from the Main and Formula tabs for Drawback submissions and data from the Main, Formula, Results, and Needs Correction tabs for Uniform, Rider, and SDA submissions. Previously, Formulas Online defaulted the Print Range to the less commonly utilized option "All," which displays all tabs for the submission.

Figure 12: Print Range Default Update



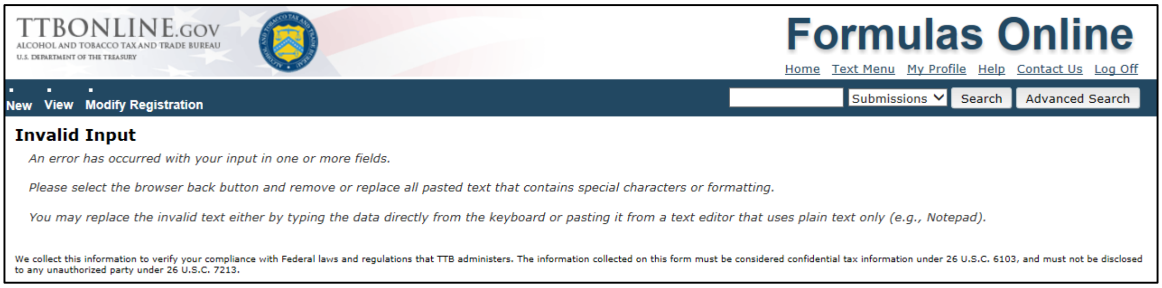
- **Invalid Character Validation** – You may now validate if an invalid character (i.e., certain special characters such as Ã or formatting) has been entered in a field in Formulas Online. If you enter an invalid character in a field and attempt to commit the change (i.e., select the **OK** or **Submit** button), the following error message displays, prompting you to select the web browser back button and remove the invalid character by entering it directly or pasting it from a plain text editor such as Notepad:

  An error has occurred with your input in one or more fields.

  Please select the browser back button and remove or replace all pasted text that contains special characters or formatting.

  You may replace the invalid text either by typing the data directly from the keyboard or pasting it from a text editor that uses plain text only (e.g., Notepad).

Figure 13: Invalid Character Error Message

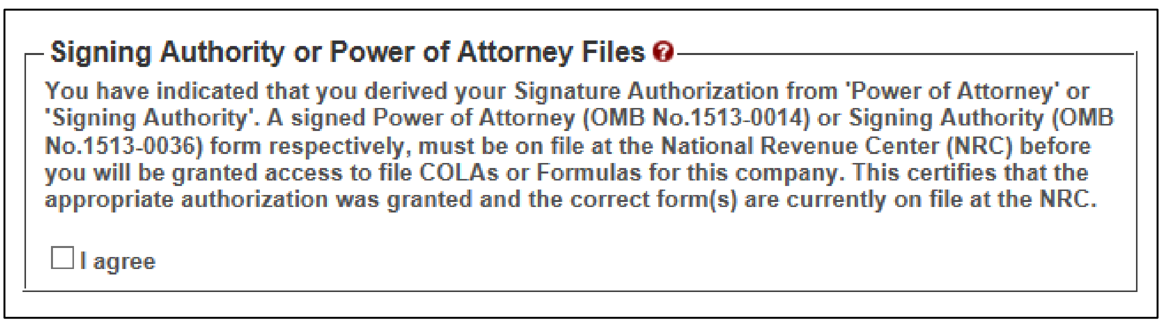


- **Advanced Search Issue Resolved** – You may now perform an Advanced Search for submissions with a “Withdrawn” or “Cancelled” status and successfully return search results that match your search criteria. Previously, there was an issue where an Advanced Search for “Withdrawn” or “Cancelled” submissions incorrectly returned no search results.

- **User Registration Submission Enhancements** – Formulas Online 1.6 includes the following User Registration submission enhancements:

  - **SA or POA Acknowledgement for Beverage User Registration** – You must now acknowledge you have a valid Signing Authority (SA) or Power of Attorney (POA) on file at the National Revenue Center (NRC) if you select “Signing Authority” or “Power of Attorney” as your Signature Authorization when registering an Alcohol Beverage company in Formulas Online.

Figure 14: SA or POA Acknowledgement for Beverage User Registration



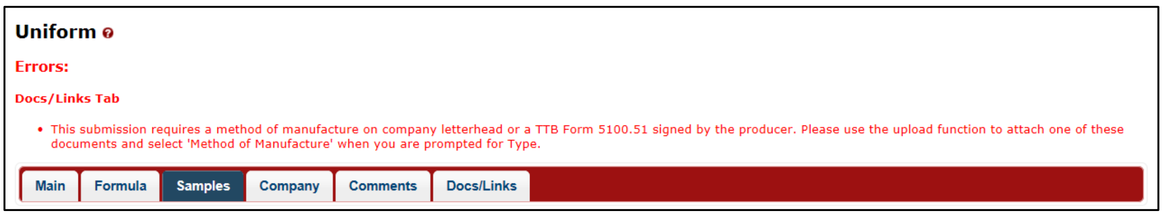
- **Uniform Submission Enhancements** – Formulas Online 1.6 includes the following Uniform submission enhancements:

  - **Method of Manufacture Attachment Required for Uniform Submission with Samples** –You must now attach a Method of Manufacture (MOM) before you may submit a Uniform submission with samples. If you attempt to validate or submit a Uniform submission with samples without attaching a MOM, the following error message displays:

    This submission requires a method of manufacture on company letterhead or a TTB Form 5100.51 signed by the producer. Please use the upload function to attach one of these documents and select 'Method of Manufacture' when you are prompted for Type.

    You must go to the Docs/Links tab and attach a document with the Type "Method of Manufacture" in order to proceed with the submission.

Figure 15: Method of Manufacture Attachment Required Error Message

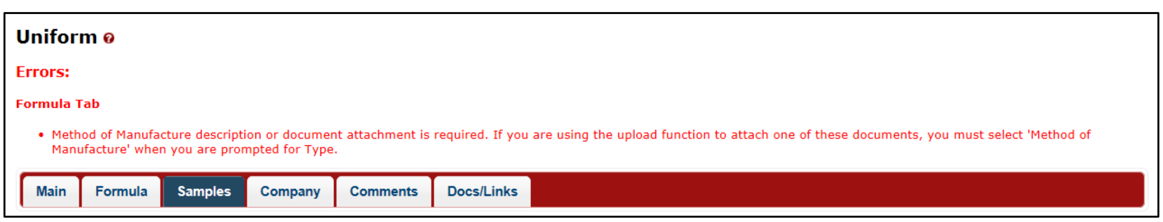


  - **Method of Manufacture Attachment or Description Required for Uniform Submission without Samples** –You must now enter a MOM description OR attach a MOM before you may submit a Uniform submission without samples. If you attempt to validate or submit a Uniform submission without samples without entering a MOM description OR attaching a MOM, the following error message displays:

    Method of Manufacture description or document attachment is required. If you are using the upload function to attach one of these documents, you must select 'Method of Manufacture' when you are prompted for Type.

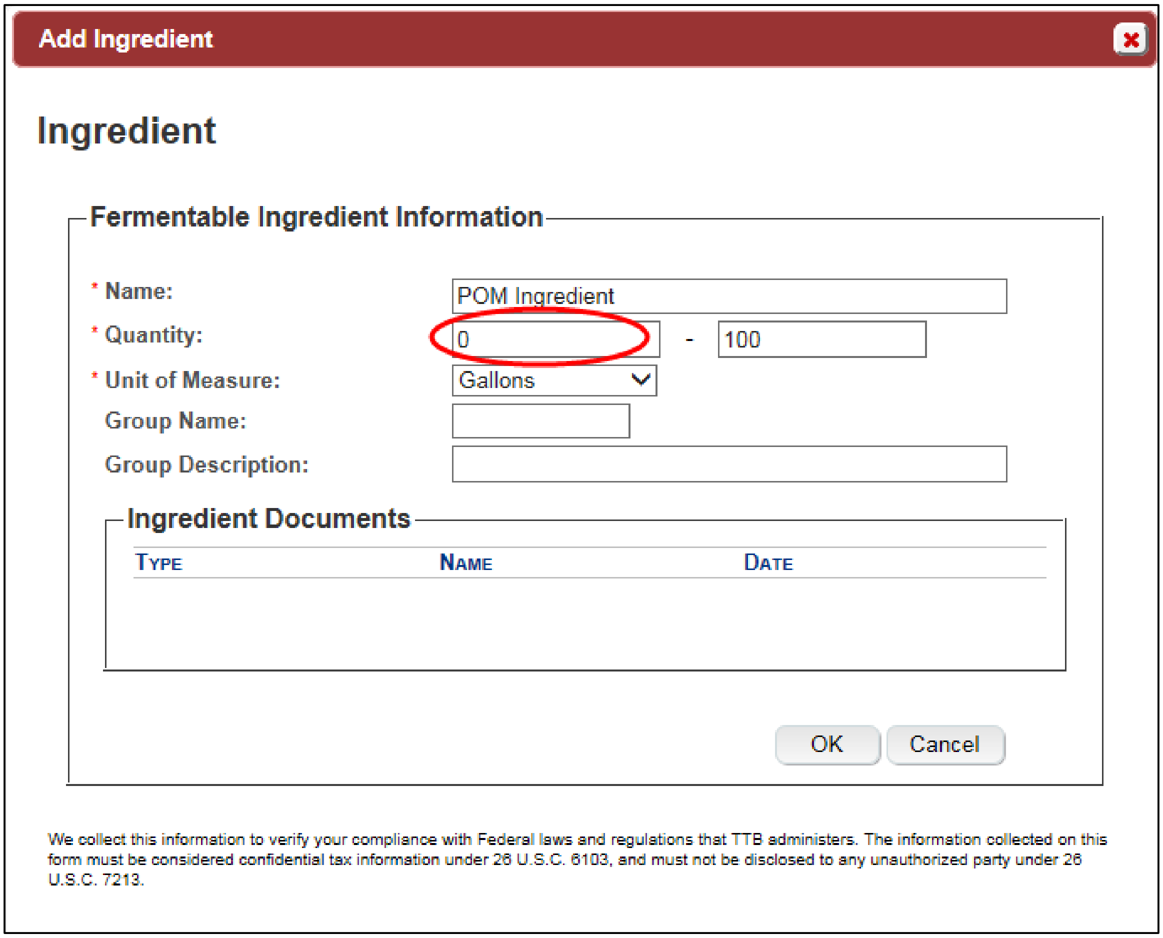
    You must go to the Formula tab and enter a Method of Manufacture description OR you must go to the Docs/Links tab and attach a document with the Type "Method of Manufacture" in order to proceed with the submission.

Figure 16: Method of Manufacture Description or Attachment Required Error Message



- **Uniform Ingredient Quantity (Low) Validation** – You may now enter a Quantity (Low) value of 0 (Zero) for Uniform Fermentable, Finished Alcohol, Flavor, and Other Ingredients. Previously, this value had to be greater than 0 (Zero).

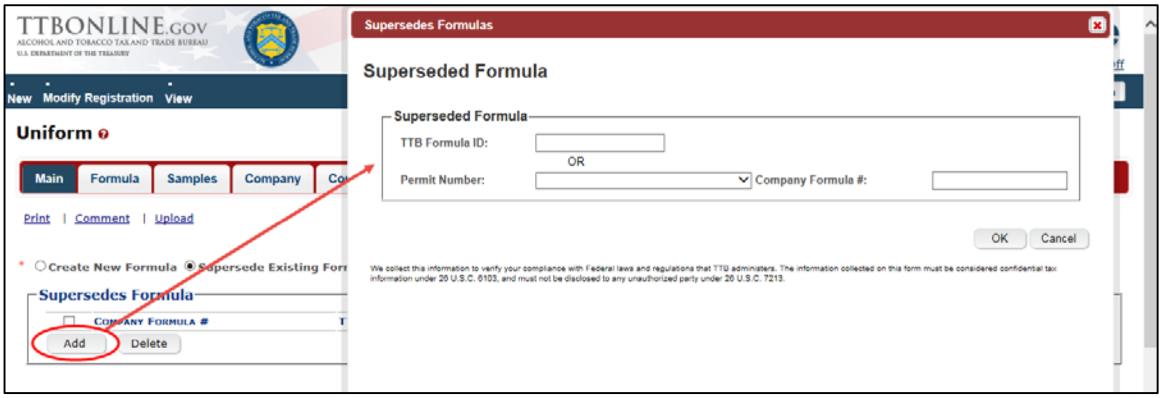
Figure 17: Uniform Ingredient Quantity (Low) Validation



- **Import Uniforms New TTB Formula ID Issue Resolved** – Formulas Online has resolved the issue where Import Uniform submissions with no Company Formula Numbers were getting new TTB Formula IDs generated when you resubmitted after the submission was sent back to you in “Needs Correction” status.

- o **Supersedes Fields Removed from Create New Uniform Pop-Up Window** – You may now only enter supersede information through the Main tab when creating a new Uniform submission. You may no longer enter supersede information on the Create New Uniform pop-up window; these fields have been removed to streamline functionality.

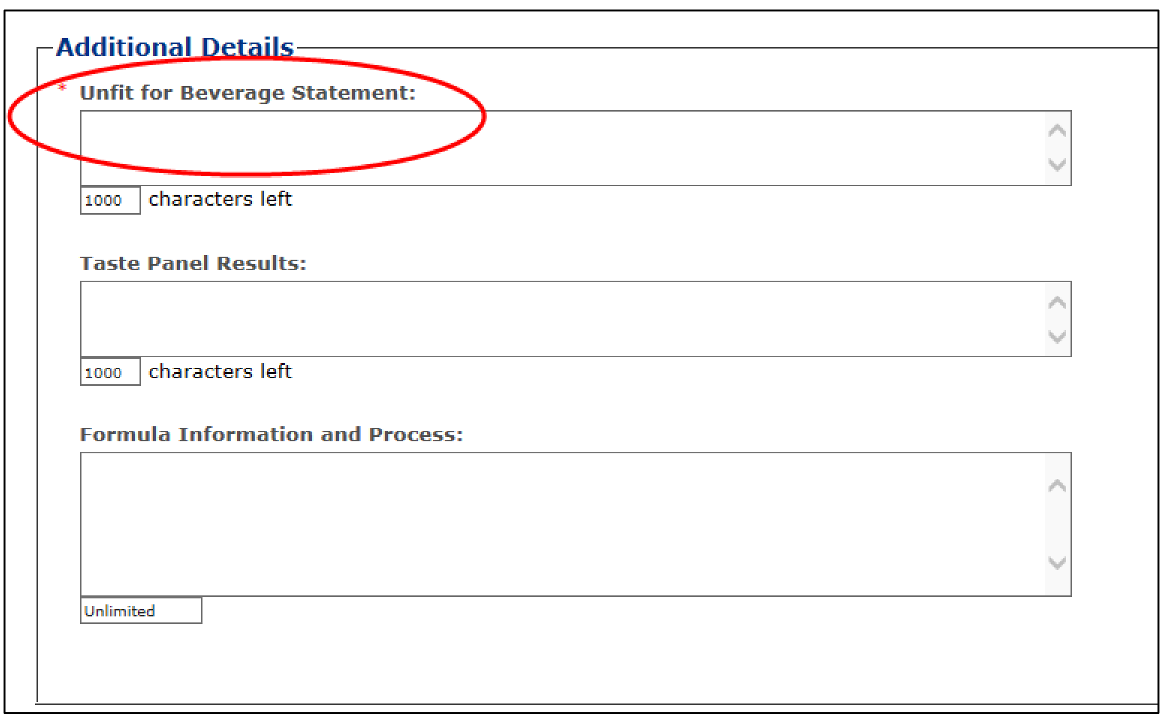
Figure 18: Supersedes Fields on Main Tab (Uniform)



- **Drawback Submission Enhancements** – Formulas Online 1.6 includes the following Drawback submission enhancements:

  - o **Unfit for Beverage Statement Required for Drawback Submission** – You must now complete the Unfit for Beverage Statement field under Additonal Details in the Formula tab for a Drawback submission. Unfit for Beverage Statement is now a required field, indicated by a red asterisk (*).

Figure 19: Unfit for Beverage Statement Required for Drawback Submission



- **Contains Colors and Limited Ingredients Fields Updated** – You may now enter information in the updated Contains Colors and Limited Ingredient fields in the Alcoholic Components (Disapproved Intermediates) and Alcoholic Components (Ineligible Alcohol) ingredient modal windows for a Drawback submission. Instead of checkboxes, these fields are drop-down lists with **Yes** or **No** values. If you select **Yes** in the Contains Colors field, the FDA Approved field displays allowing you to enter the information. If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

Figure 20: Alcoholic Components (Disapproved Intermediates) for Simple Mix or Filtration

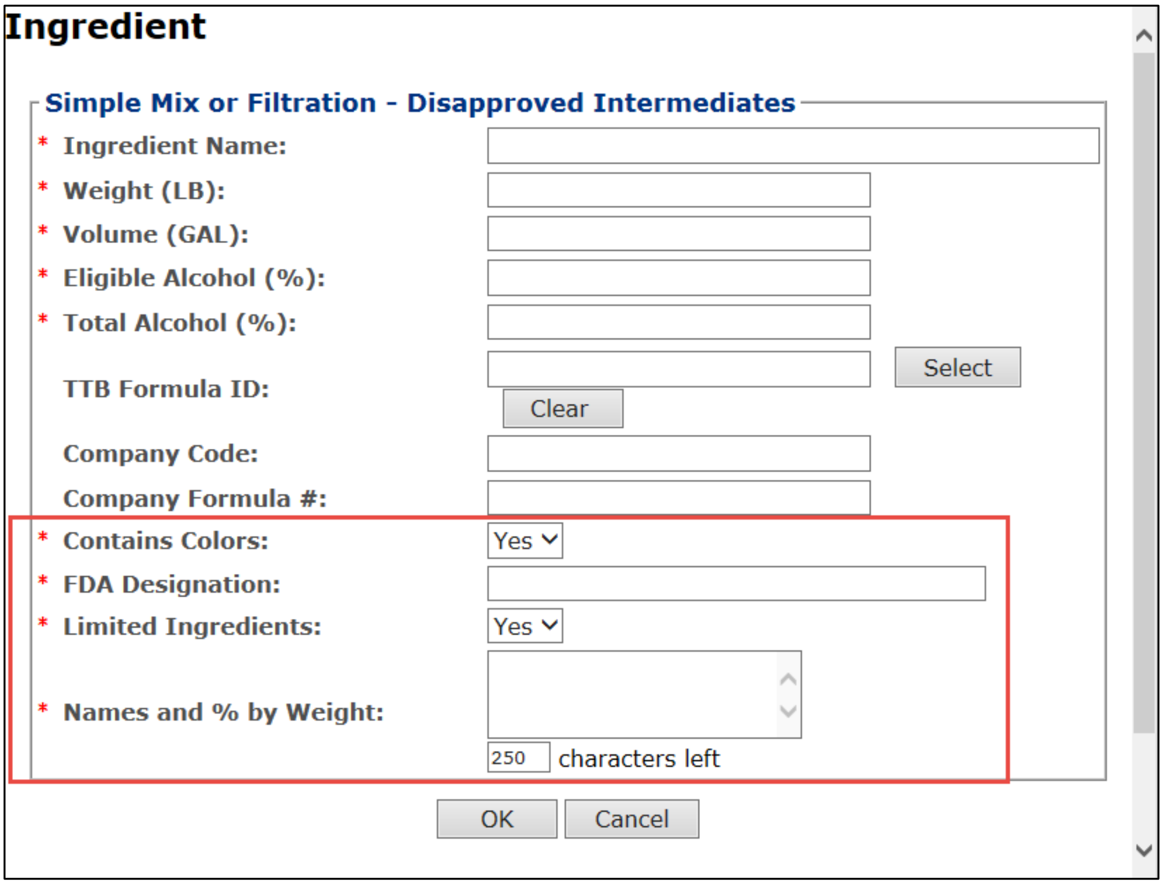


Figure 21: Alcoholic Components (Disapproved Intermediates) for Washed Extracts

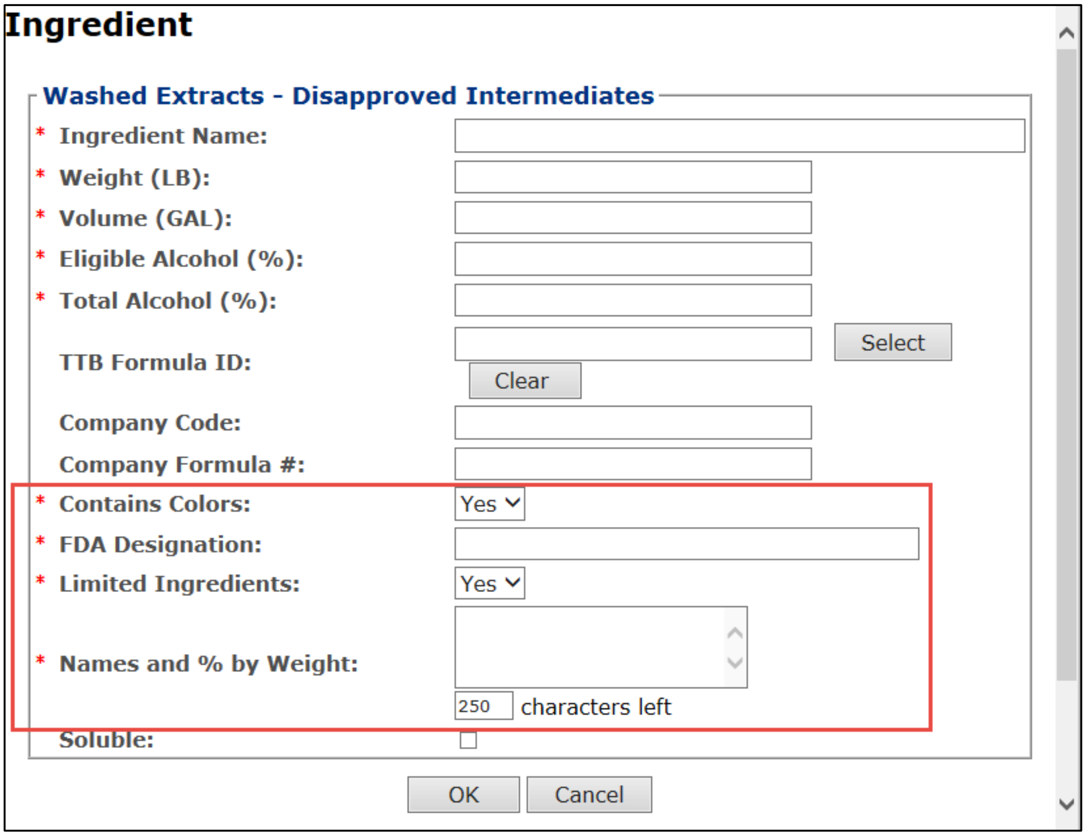


Figure 22: Alcoholic Components (Ineligible Alcohol) for Simple Mixture or Filtration

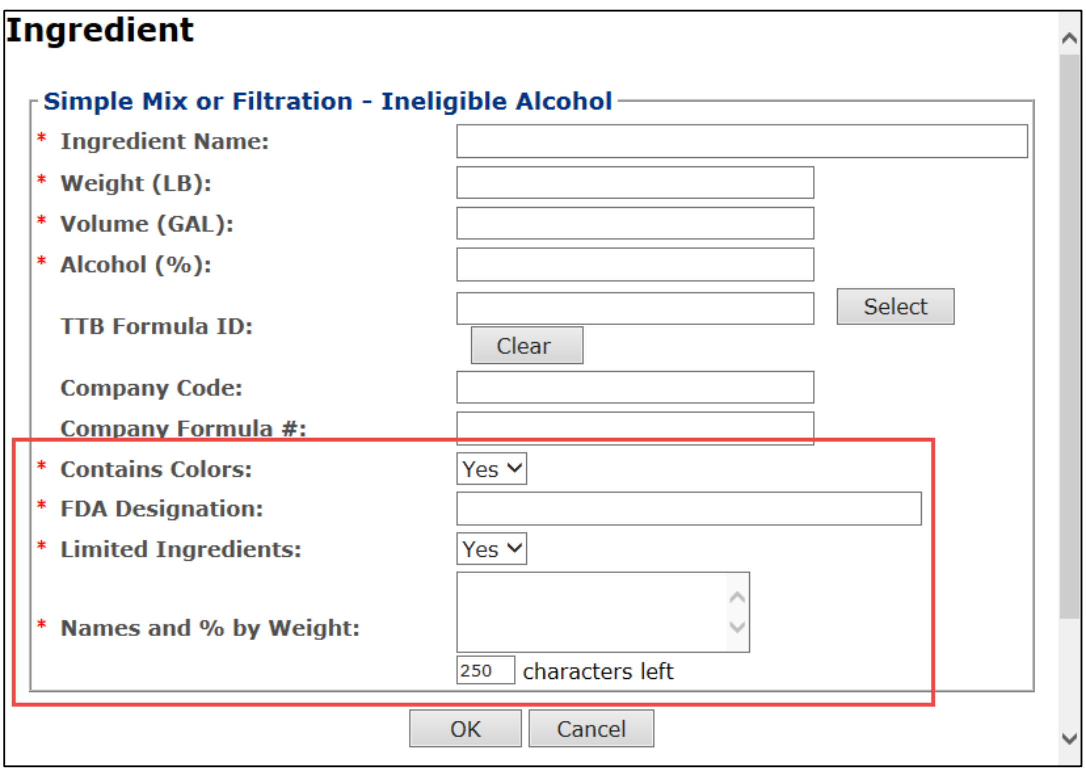
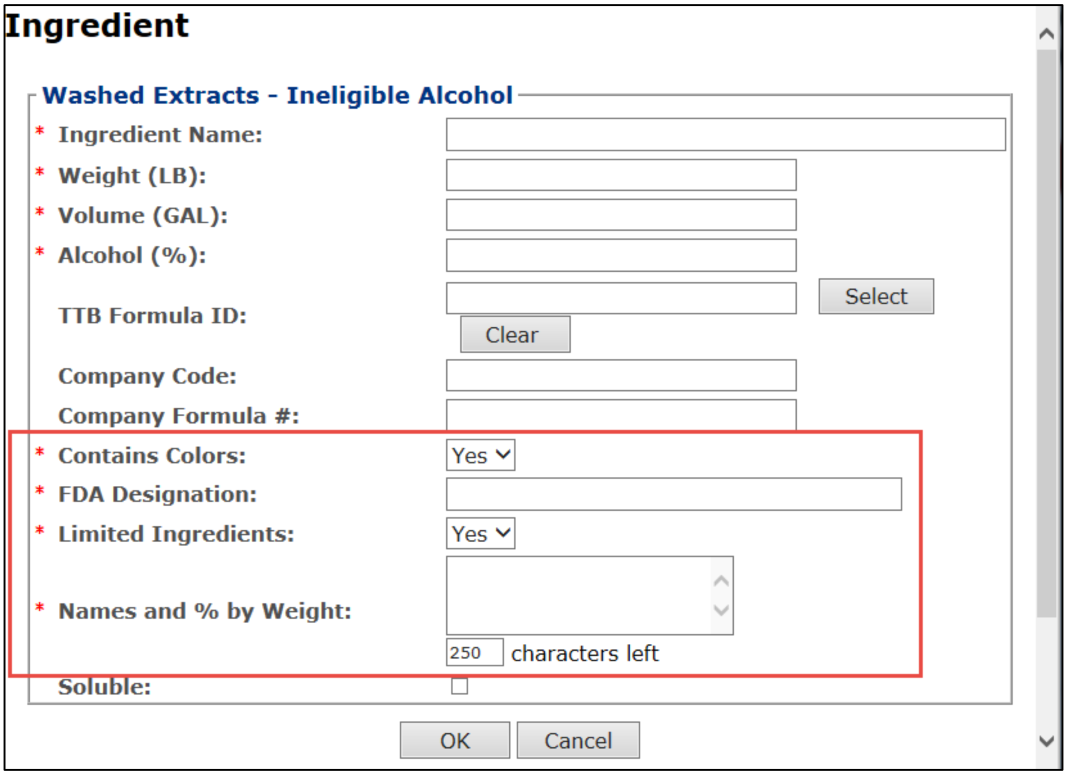


Figure 23: Alcoholic Components (Ineligible Alcohol) for Washed Extracts



- **Limited Ingredients Field Added for Individual Liquids and Individual Solids** – You may now enter Limited Ingredient information for nonalcoholic components (individual liquid ingredients and individual solid ingredients) for a Drawback submission. Instead of checkboxes, this field is a drop-down list with **Yes** or **No** values. If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

Figure 24: Nonalcoholic Components (Individual Liquid Ingredients)

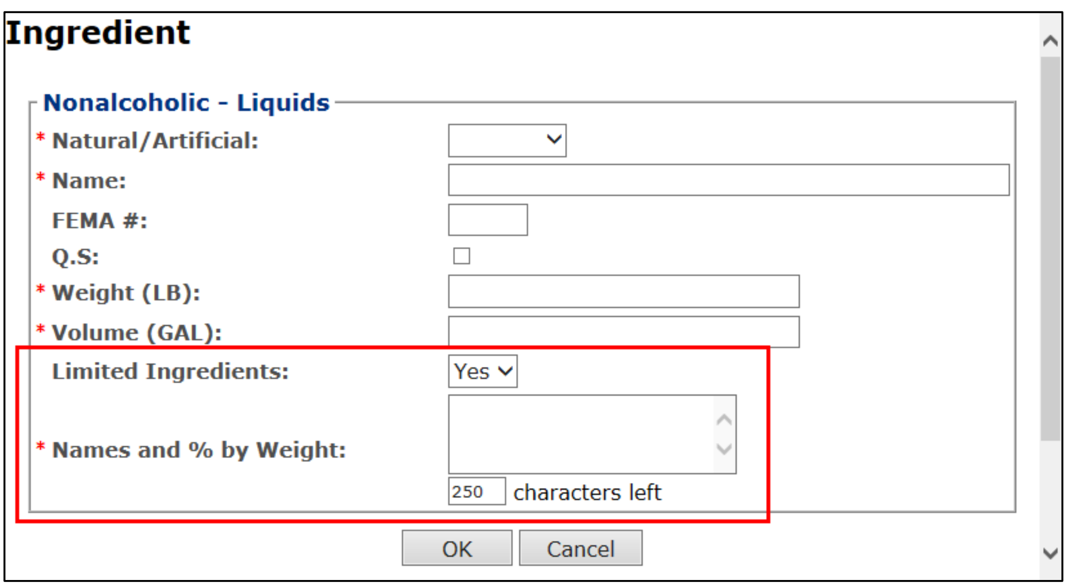
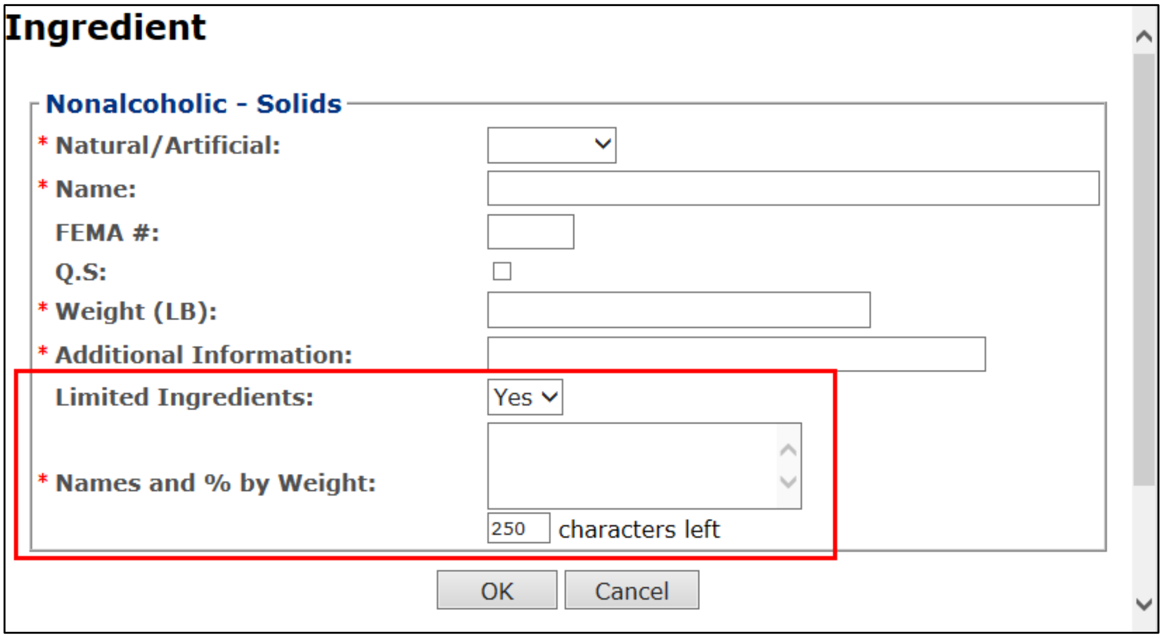
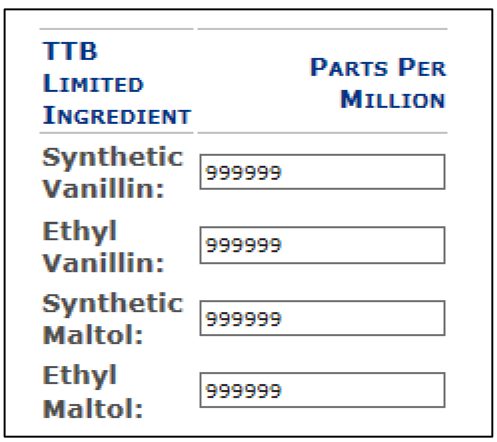


Figure 25: Nonalcoholic Components (Individual Solid Ingredients)



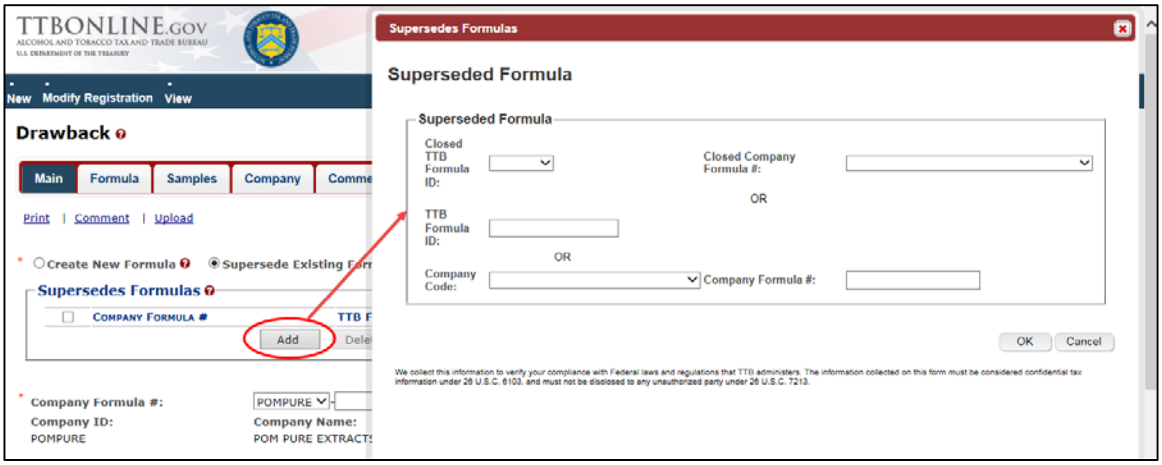
- o **TTB Limited Ingredients Parts Per Million Value Increase** – You may now enter a Parts Per Million (PPM) value of up to 999,999 in all TTB Limited Ingredients fields for a Drawback submission. Previously, the limit was a PPM value of up to 99,999.

Figure 26: TTB Limited Ingredients Parts Per Million Value Increase



- **Supersedes Fields Removed from Create New Drawback Pop-Up Window** – You may now only enter supersede information through the Main tab when creating a new Drawback, submission. You may no longer enter supersede information on the Create New Drawback pop-up window; these fields have been removed to streamline functionality.

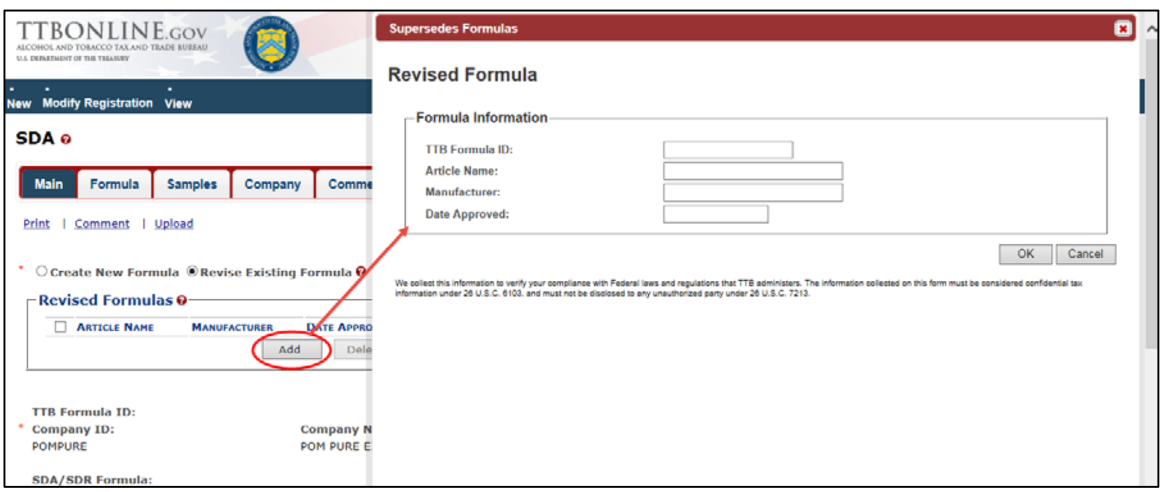
Figure 27: Supersedes Fields on Main Tab (Drawback)



- **SDA Submission Enhancements** – Formulas Online 1.6 includes the following SDA submission enhancements:

  - **Revise Existing Formula Fields from Create New Pop-Up Window (SDA)** – You may now only enter revised existing formula information through the Main tab when creating a new SDA submission. You may no longer enter revised existing formula information on the Create New SDA pop-up window; these fields have been removed to streamline functionality.

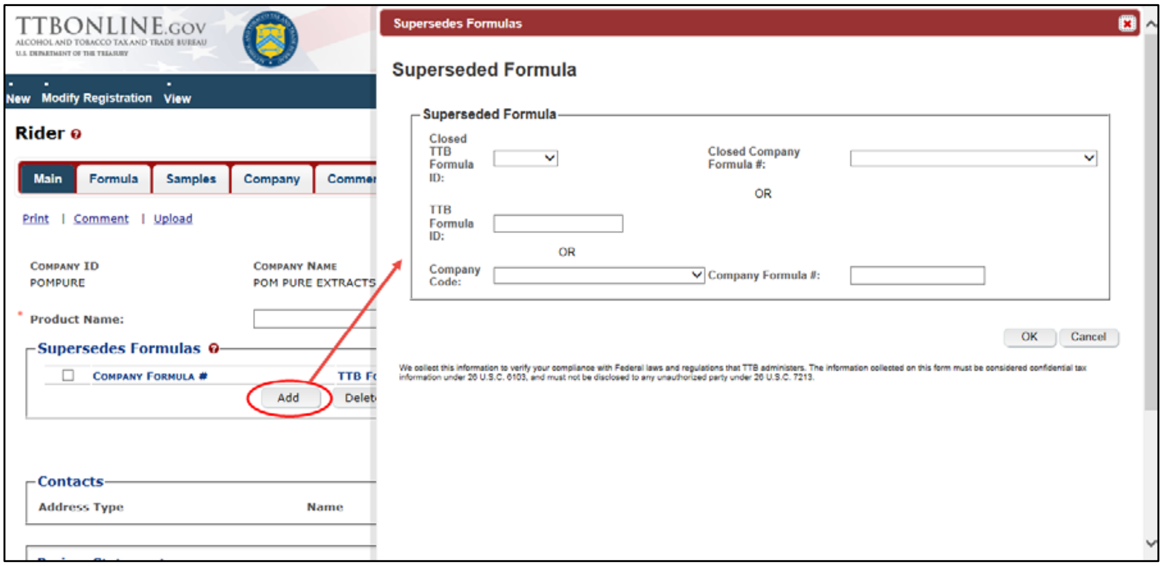
Figure 28: Revise Existing Formula Fields on Main Tab (SDA)



- **Rider Submission Enhancements** – Formulas Online 1.6 includes the following Rider submission enhancements:

    - **Supersedes Fields Removed from Create New Rider Pop-Up Window** – You may now only enter supersede information through the Main tab when creating a new Rider submission. You may no longer enter supersede information on the Create New Rider pop-up window; these fields have been removed to streamline functionality.

Figure 29: Supersedes Fields on Main Tab (Rider)



2.2 PRIVACY ACT CONSIDERATIONS

The TTB privacy policy is described in the Privacy Policy page linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page. The TTB privacy impact assessment (PIA) is available in the Privacy Impact Assessments page linked on the TTB Online Portal page and on the Public COLA Registry entry point, the Public COLA Registry Basic Search page.

Figure 30 details the Privacy Policy page. Figure 31 details the Privacy Impact Assessments page. Figure 32 details the Privacy Impact Assessment page for Formulas Online, accessed by selecting the Formulas Online link on the Privacy Impact Assessments page.

Figure 30: Privacy Policy

Figure 31: Privacy Impact Assessments

Figure 32: Privacy Impact Assessment (Formulas Online)

In addition, the following government warning displays at the bottom of the TTB Online Portal page:

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 PENALITIES. 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 ABIDE BY THE TTB RULES OF BEHAVIOR, AND ARE CONSENTING TO SUCH MONITORING, RECORDING, AND INFORMATION RETRIEVAL FOR LAW ENFORCEMENT AND OTHER PURPOSES. USERS SHOULD HAVE NO EXPECTATION OF PRIVACY WHILE USING THIS SYSTEM.

3 SYSTEM FUNCTIONS

This section describes each specific system function of the Formulas Online system.

3.1 DETAILED FUNCTIONAL DESCRIPTIONS

Through the Formulas Online system, an industry member may:

- View all submissions he or she has authored and submitted.
- If authorized, edit all visible submissions while they are in the “Draft” or “Needs Correction” statuses.
- If authorized, create comments for all visible submissions, edit COLAs Access restriction list for all visible Uniform submissions.
- Access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page.

3.2 SYSTEM BASICS

This section discusses all of the basic information needed to start using the Formulas Online system. This section includes the following information:

- **Getting Started – Using the TTB Online Portal Page** – See Section 3.3 Getting Started – Using the TTB Online Portal Page
- **User Registration** – See Section 3.4 User Registration
- **Navigating the System** – See Section 3.5 Navigating the System
- **Home (My Submissions)** – See Section 3.6 Home Page (My Submissions)
- **Creating and Submitting Submissions (by Type)** – See Section 3.7 Creating and Submitting Submissions (by Type)
- **Adding, Editing, and Deleting Comments** – See Section 3.8 Adding, Editing, and Deleting Comments
- **Uploading Attachments and Linking Submissions** – See Section 3.9 Uploading Attachments and Linking Submissions
- **Editing, Correcting, and Resubmitting Submissions** – See Section 3.10 Editing, Correcting, and Resubmitting Submissions
- **Copying Existing Submissions** – See Section 3.11 Copying Existing Submissions
- **Printing Submissions** – See Section 3.12 Printing Submissions
- **Entering Sample Sent Date** – See Section 3.13 Entering Sample Sent Date
- **Printing Sample ID Sheets** – See Section 3.14 Printing Sample ID Sheets
- **Searching for Submissions, Samples, and Formulas** – See Section 3.15 Searching for Submissions, Samples, and Formulas
- **Text Menu** – See Section 3.16 Text Menu
- **My Profile** – See Section 3.17 My Profile
- **Change Password** – See Section 3.18 Change Password
- **Contact Us** – See Section 3.19 Contact Us
- **Log Off** – See Section 3.20 Log Off
- **Additional Functions** – See Section 3.21 Additional Functions

3.3 GETTING STARTED – USING THE TTB ONLINE PORTAL PAGE

You access both the COLAs Online system and the Formulas Online system from the same main page: the TTB Online Portal page. You may also access the Public COLA Registry or begin the user registration process for using TTB Online. Your My Submissions home page displays when you successfully log into the Formulas Online system after acknowledging the TTB Security Warning. Figure 33 details the TTB Online Portal page. Figure 34 details the TTB Security Warning. Figure 35 details the My Submissions home page.

Figure 33: TTB Online Portal

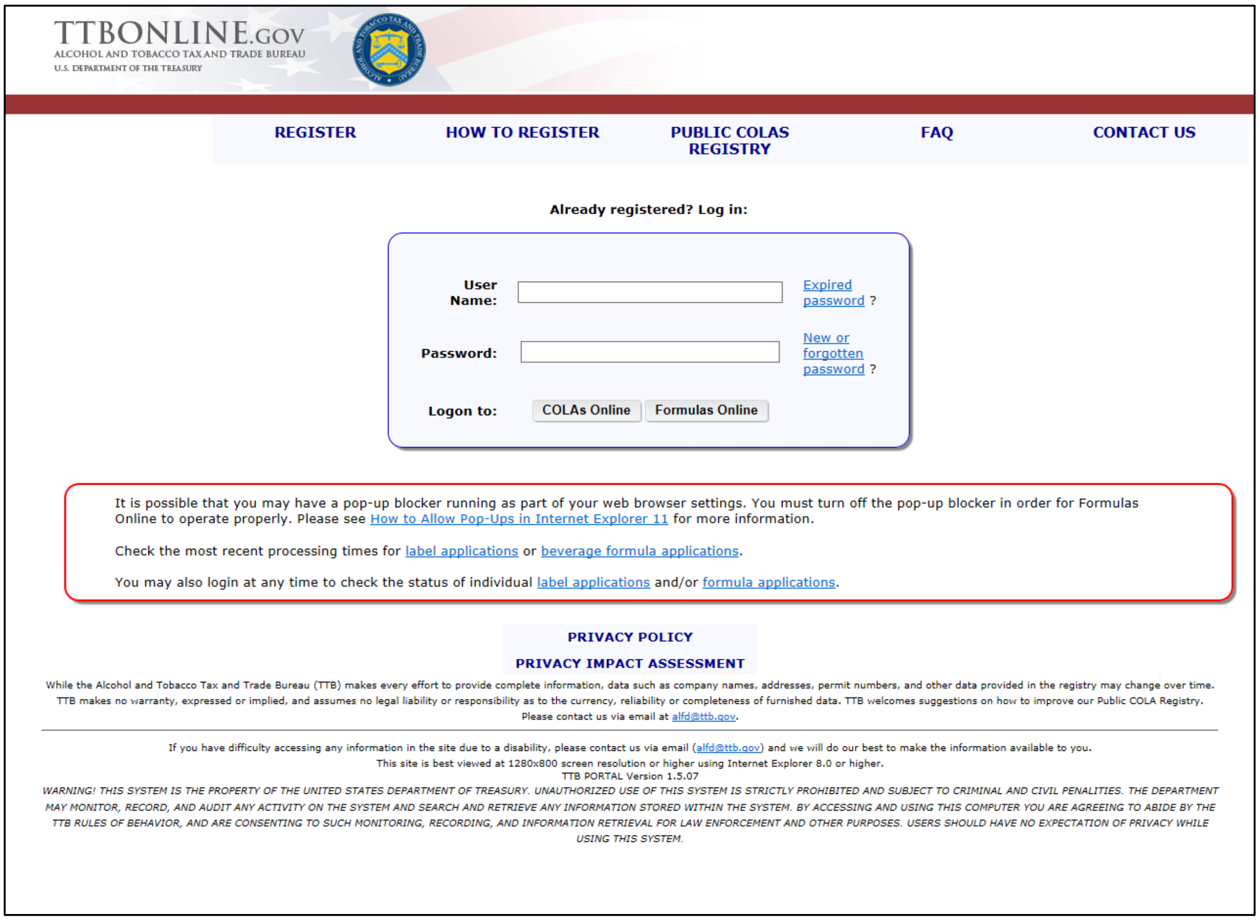


Figure 34: TTB Security Warning

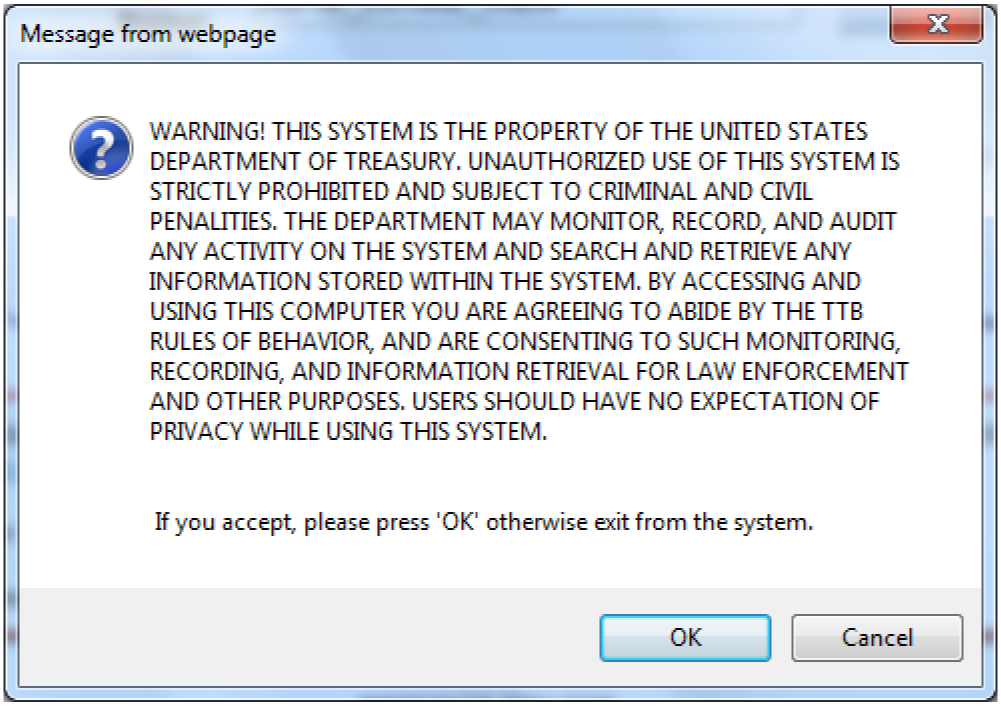
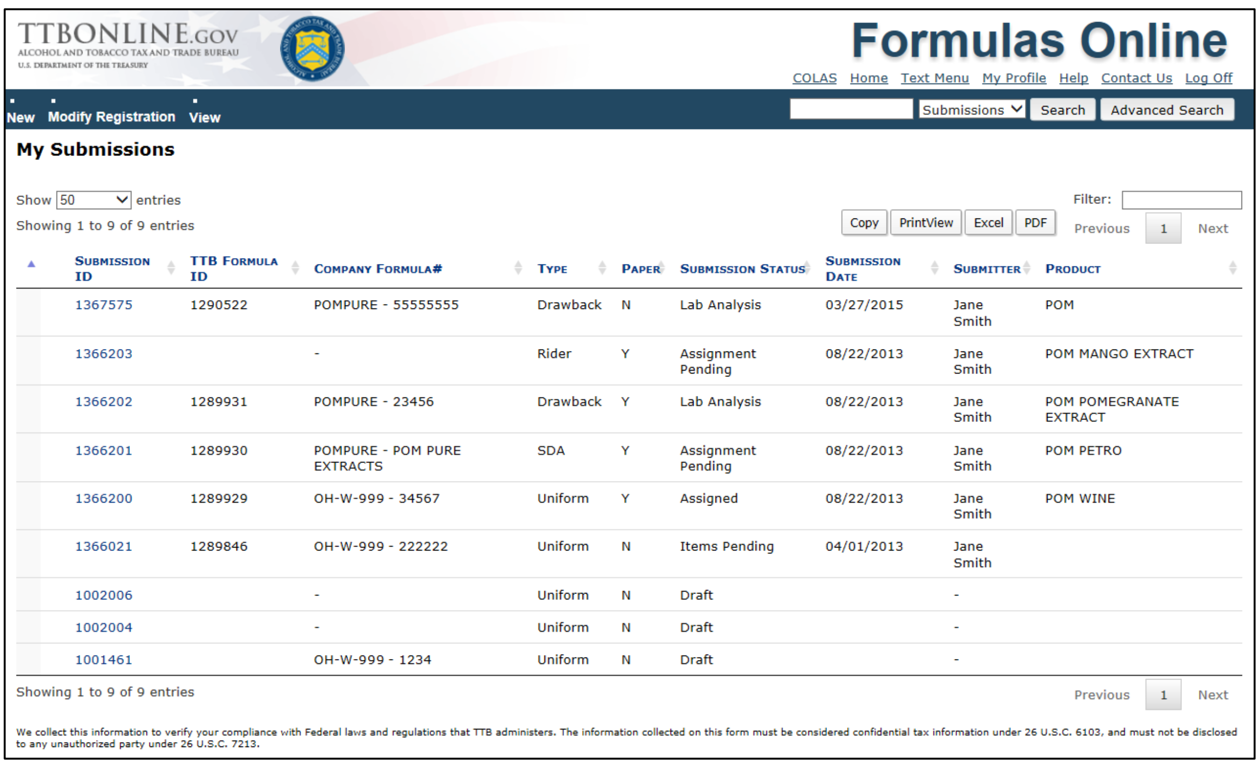


Figure 35: Home Page (My Submissions)



Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1367575	1290522	POMPURE - 55555555	Drawback	N	Lab Analysis	03/27/2015	Jane Smith	POM
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE
1366021	1289846	OH-W-999 - 222222	Uniform	N	Items Pending	04/01/2013	Jane Smith	
1002006		-	Uniform	N	Draft		-	
1002004		-	Uniform	N	Draft		-	
1001461		OH-W-999 - 1234	Uniform	N	Draft		-	

3.3.1 Access Formulas Online through the TTB Online Portal Page

Follow these steps to access Formulas Online through the TTB Online Portal page:

1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 33.
3. Enter your User Name and Password in the available fields.
4. Select the **Formulas Online** button. The TTB Security Warning displays. See Figure 34.
5. Select the **OK** button. The TTB Security Warning closes and your My Submissions home page displays. See Figure 35.

►**Note:** If you do not have a user name and password, select the How do I register for COLAs Online? link to view registration FAQs. See Section 3.4.1 How Do I Register? for more information. Alternatively, you may go directly to the registration process by selecting the Register for TTB Online link. See Section 3.4.2 Create a New User Registration for more information.

►**Note:** Follow the steps in Section 3.18.1 Change Your Password to change an existing password.

►**Note:** Follow the steps in Section 3.18.2 Reset Your Forgotten Password to reset a forgotten password.

►**Note:** Follow the steps in Section 3.18.3 Reset Your Expired Password to reset an expired password.

►**Note:** Follow the steps in Section 3.18.4 Unlock Your Locked Account to unlock a locked account.

►**Note:** After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in Section 3.4.2 Create a New User Registration to re-register.

►**Note:** When you are inactive in the system for ten minutes, the system logs you out and returns you to the TTB Online Portal page. The system allows you to log back in immediately in the event you are timed out.

3.4 USER REGISTRATION

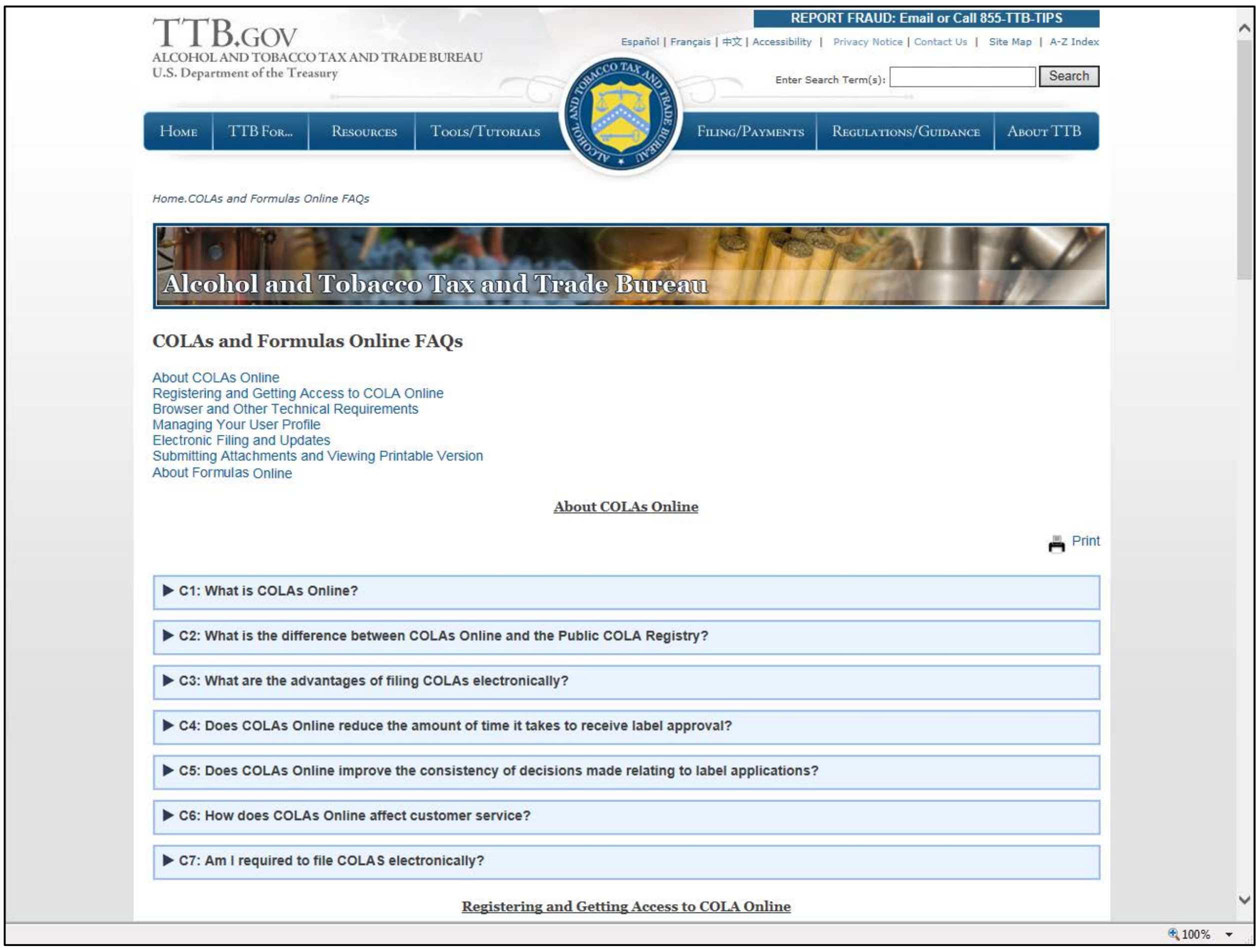
This section discusses the basic information for user registration. This section includes the following information:

- **How Do I Register?** – See Section 3.4.1 How Do I Register?
- **Create a New User Registration** – See Section 3.4.2 Create a New User Registration
- **Activate a User ID** – See Section 3.4.3 Activate a User ID
- **Modify a User Registration** – See Section 3.4.4 Modify a User Registration

3.4.1 How Do I Register?

The how to register? link displays the COLAs and Formulas Online FAQs page and provides general information on how to register for COLAs Online and/or Formulas Online. Figure 36 details the COLAs and Formulas Online FAQs page.

Figure 36: COLAs and Formulas Online FAQs



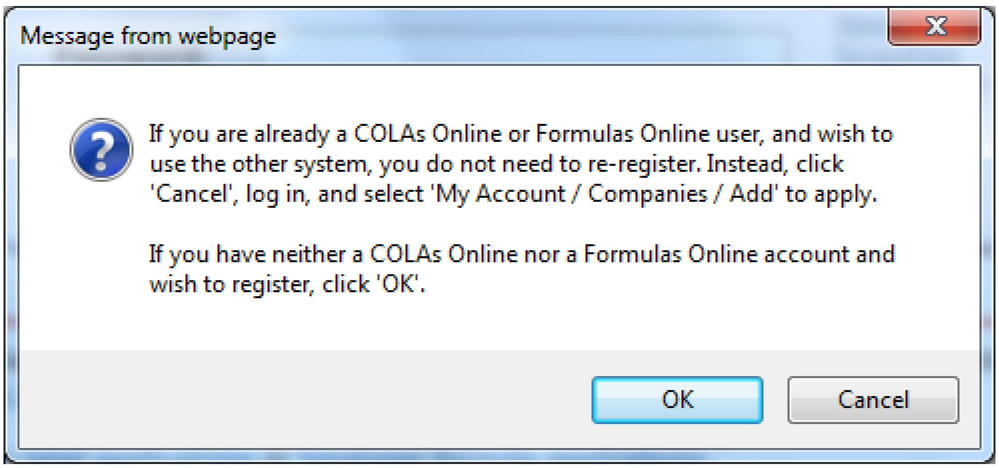
Follow these steps in Section 3.4.2 Create a New User Registration to register for COLAs Online and/or Formulas Online.

3.4.2 Create a New User Registration

Follow these steps to create a new user registration:

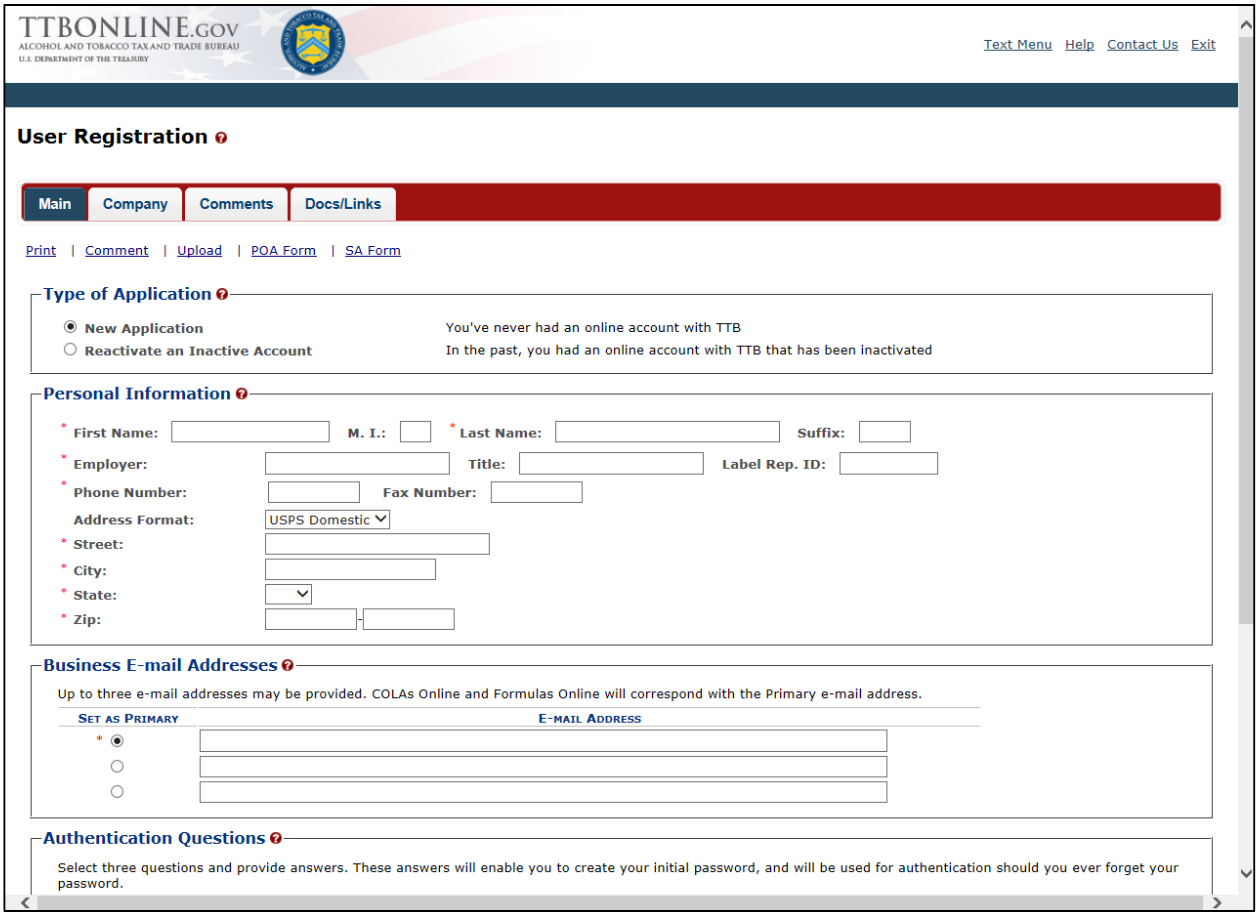
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 33.
3. Select the Register for TTB Online link. A confirmation message box displays prompting you to confirm your action. See Figure 37.

Figure 37: COLAs/FONL User Registration Confirmation



   a. If you already use COLAs Online or Formulas Online, select the **Cancel** button.
   b. If you are new to COLAs Online or Formulas Online or wish to reactivate an inactive account, select **OK** button to confirm. The User Registration page displays with the Main tab selected. See Figure 38.

Figure 38: User Registration – Main Tab



Type of Application

Figure 39: User Registration – Reactivating Inactive Account

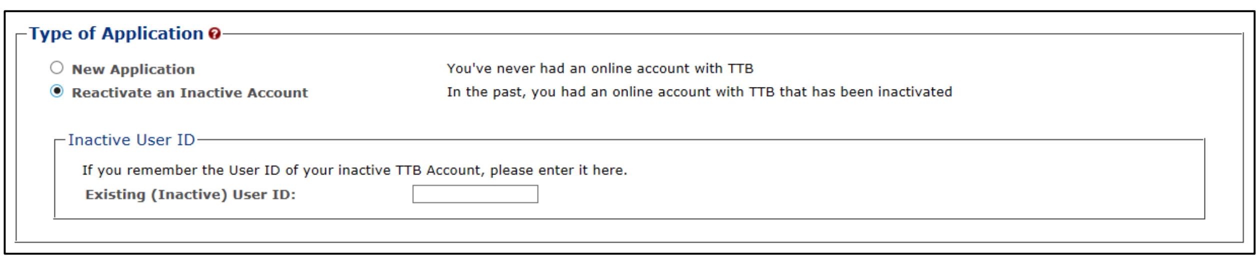
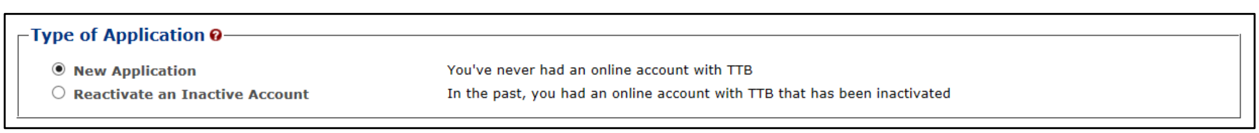


Figure 40: User Registration – New Application



4. Select the radio button next to Type of Application (New Application or Reactivate an Inactive Account).

a. If you are an existing COLAs Online user or an inactive Formulas Online user, select the Reactivate an Inactive Account radio button and enter your user ID (if you remember it). See Figure 39.

b. If you are a new user, select the New Application radio button. See Figure 40.

Personal Information

Figure 41: User Registration – Personal Information (USPS Domestic)

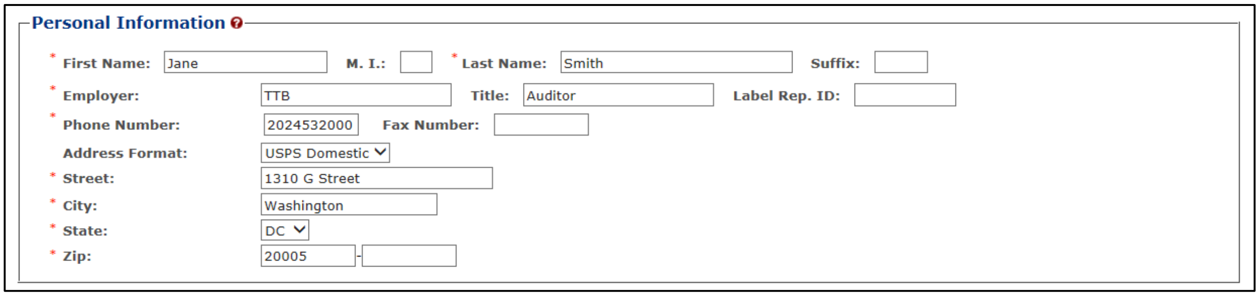
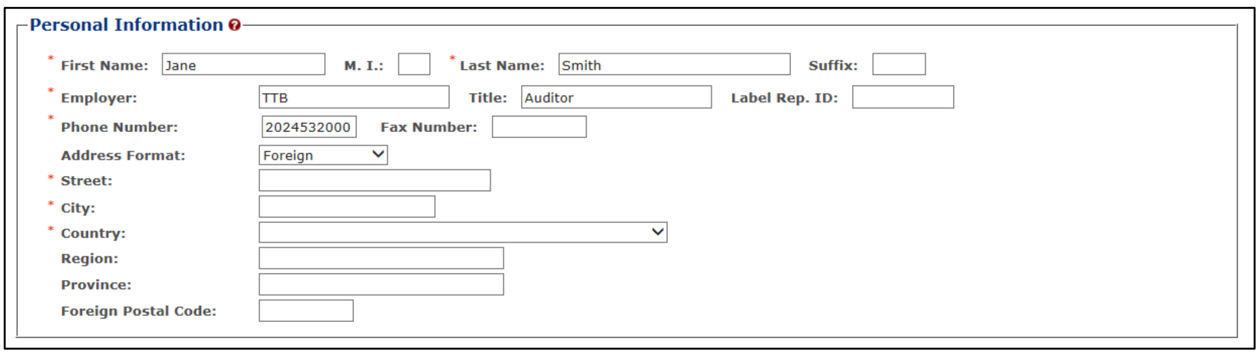


Figure 42: User Registration – Personal Information (Foreign Address)

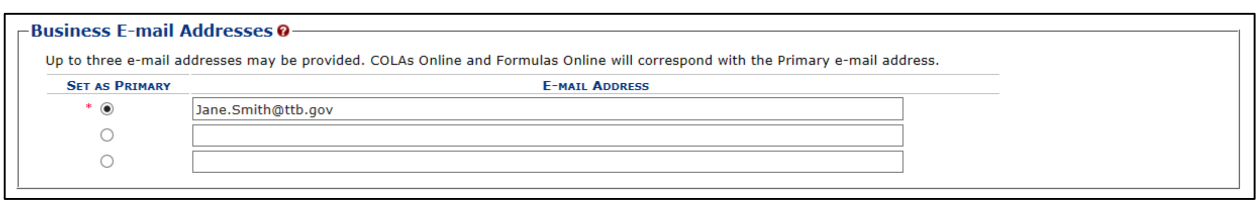


5. Enter your personal information in the available fields. See Figure 41. If you select **Foreign** for Address Format, additional address fields display. See Figure 42.

►**Note:** Fields marked with asterisks (*) are required fields.

Business E-mail Addresses

Figure 43: User Registration – Business E-mail Addresses



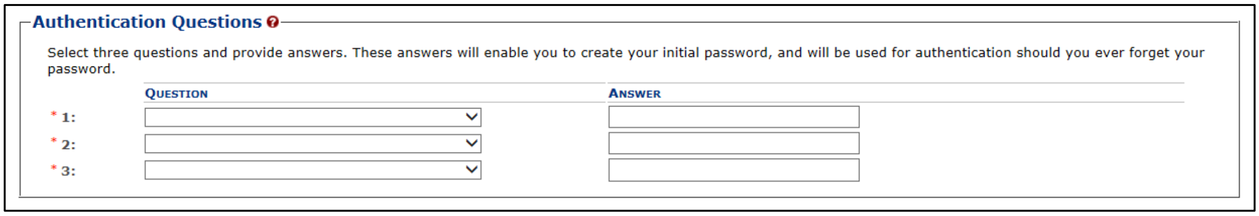
6. Enter at least one valid business e-mail address in the available field(s). See Figure 43.

►**Note:** You may add up to three valid e-mail addresses, but then you must select which should be used as the primary contact. E-mail notification will only be sent to the primary contact e-mail address.

►**Note:** Fields marked with asterisks (*) are required fields.

Authentication Questions

Figure 44: User Registration – Authentication Questions



►**Note:** The system prompts you to select three different authentication questions from among several available. It also prompts you to answer the questions you have selected. Your selections and answers are protected by encryption technology and are unavailable to others. This information is used by the system to allow you to activate your user ID by setting your initial password or change a forgotten password.

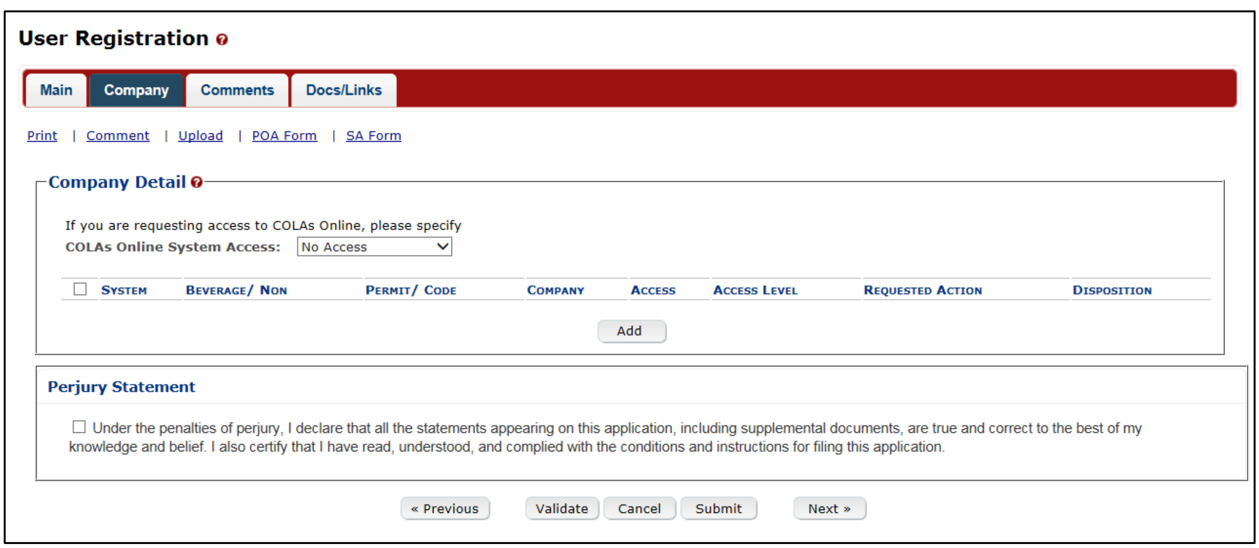
7. Select three different Authentication Questions from the drop-down lists. See Figure 44.
8. Enter your answers in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

9. Select the **Next** button. The Company tab displays. See Figure 45.

Company Tab

Figure 45: User Registration – Company Tab



10. Select the access type from the COLAs Online System Access drop-down list if you are requesting COLAs Online access. See Figure 45.
11. Select the **Add** button. The Company modal window displays. See Figure 46.

Company Information/System Information

Figure 46: User Registration – Company (System Information – COLAs Online)

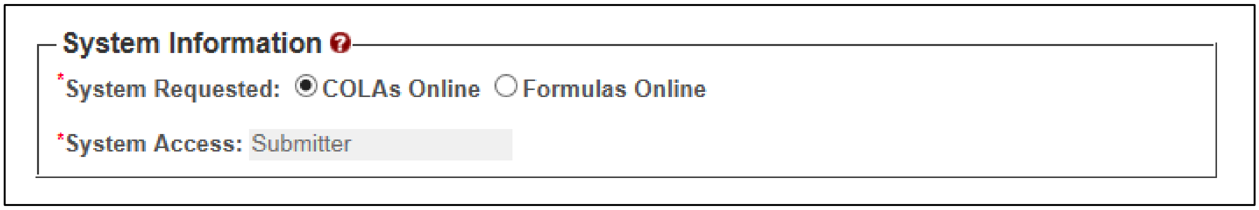
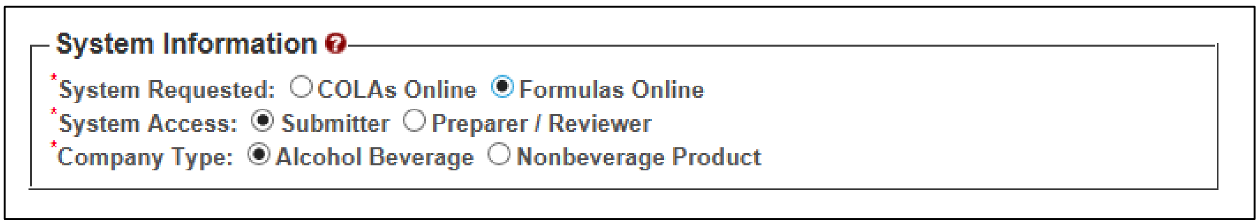


Figure 47: User Registration – Company (System Information – Formulas Online)



►**Note:** If you selected an access type from the COLAs Online System Access drop-down list (See Figure 45), the COLAs Online radio button next to System Requested is selectable. See Figure 46. Otherwise, you may only select the Formulas Online radio button option. See Figure 47.

►**Note:** You may register to use COLAs Online or Formulas Online. Because access approval for each system is done independently, you must complete two entries for that company: one for COLAs Online access and one for Formulas Online access. This may be completed within the same user registration request.

►**Note:** Fields marked with asterisks (*) are required fields.

12. If the System Requested is COLAs Online, the System Access displays based on the access type selected from the COLAs Online System Access drop-down list. See Figure 45.
13. If the System Requested is Formulas Online, select the Submitter or Preparer / Reviewer radio button next to System Access.

►**Note:** For Formulas Online, users may register as Submitter or Preparer/Reviewer at the company level. For COLAs Online, users can only be either a Submitter or a Preparer/Reviewer for <u>all</u> companies included in the user registration request.

14. If the System Requested is Formulas Online, select the Alcohol Beverage radio button or Nonbeverage Product radio button next to Company Type.

►**Note:** The Nonbeverage Product Company Type is only applicable for a Nonbeverage Product company.

Submitter Company Information

Figure 48: User Registration – Company (Company Information – Domestic)

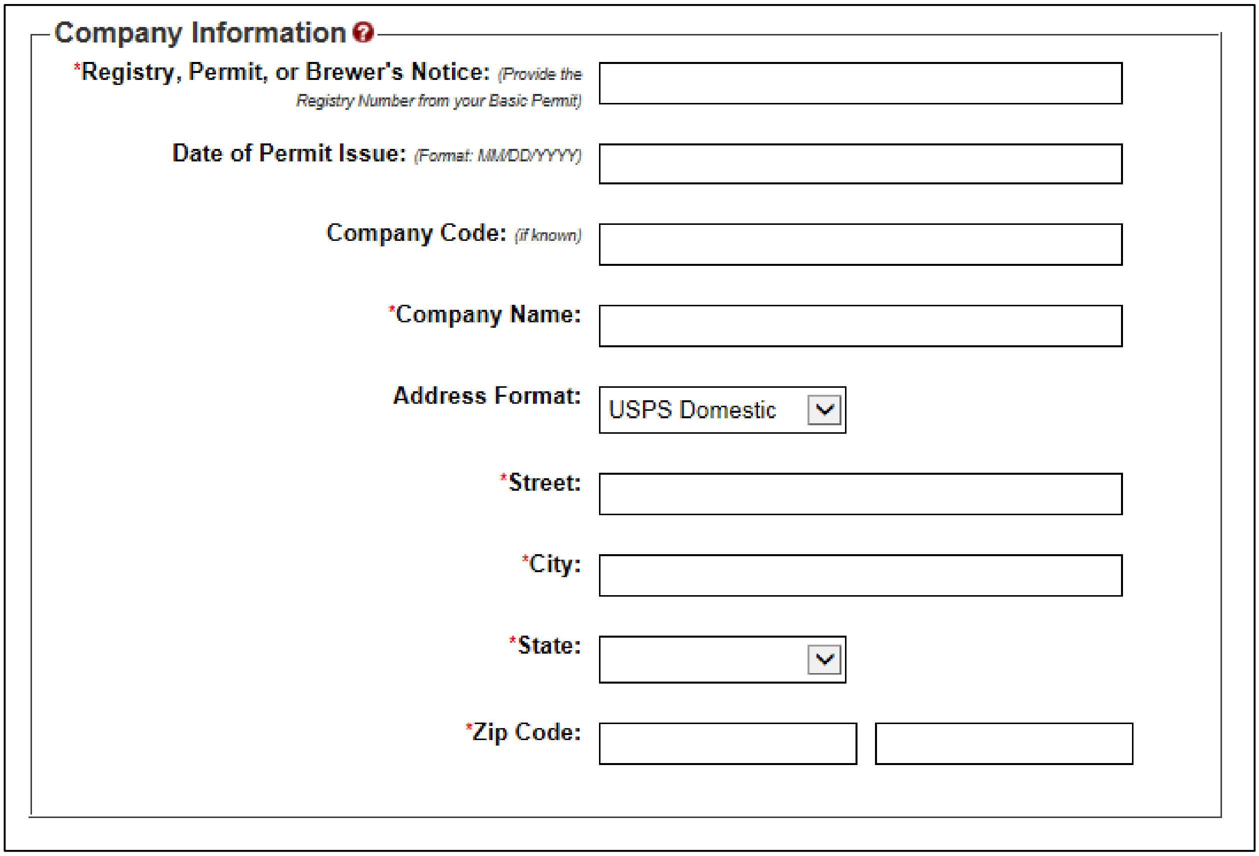
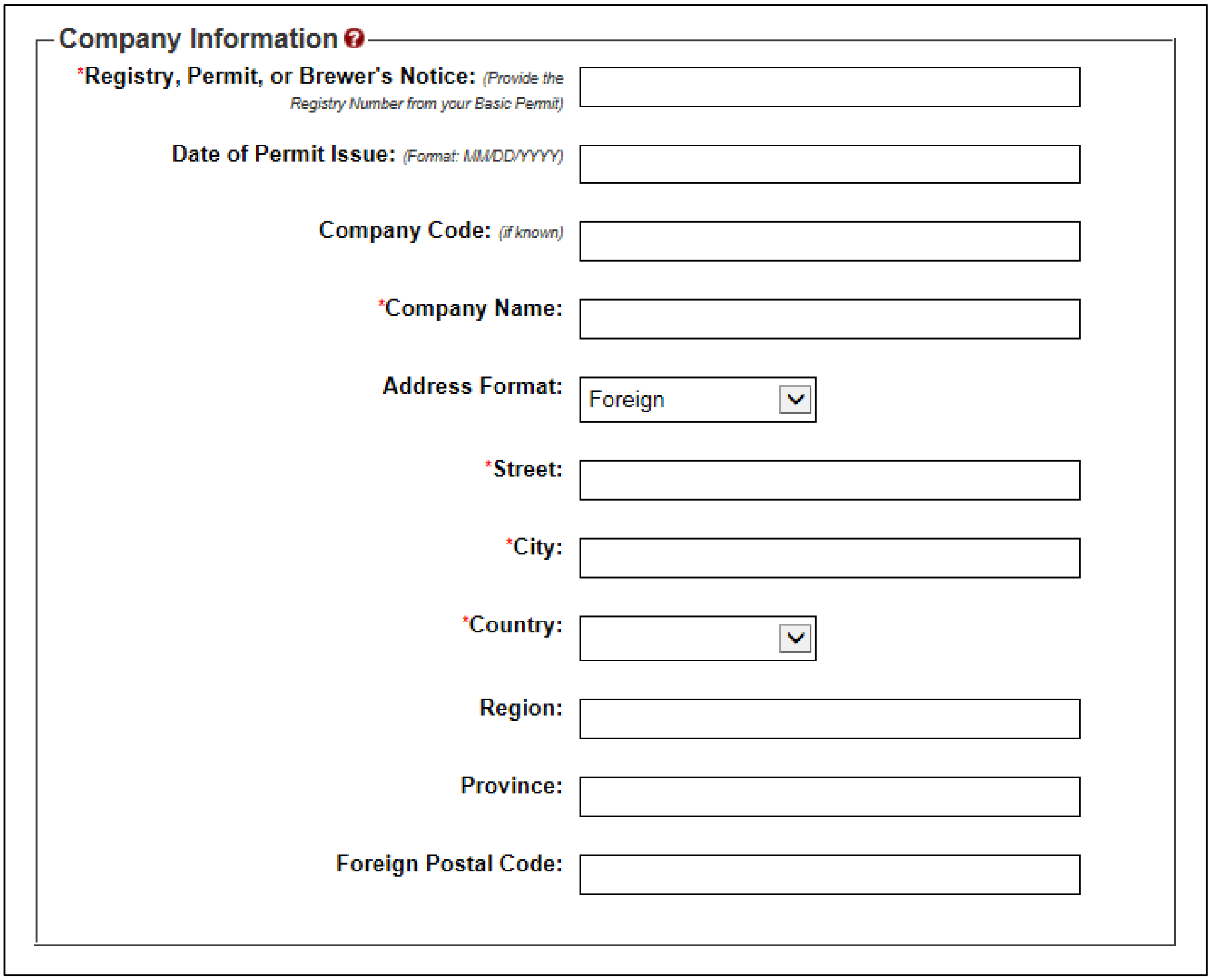


Figure 49: User Registration – Company (Company Information – Foreign)



15. If registering as a Submitter or Preparer/Reviewer for an Alcohol Beverage company, enter your permit number, registry number, or brewer's number and date of permit issue in the available fields.

►**Note:** The Company Code field is only applicable for a Nonbeverage Product company.

►**Note:** The Date of Permit Issue 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.

16. If registering as a Submitter or Preparer/Reviewer for a Nonbeverage company, enter your company code in the available field.

►**Note:** The Registry, Permit, or Brewer's Notice field will not be required and the Date of Permit Issue field will be hidden if you select the Nonbeverage Product radio button next to Company Type.

17. Enter your company address information in the available fields. See Figure 48. If you select **Foreign** for Address Format, additional address fields display. See Figure 49.

►**Note:** Fields marked with asterisks (*) are required fields.

Individual Information/Signature Authority or Power of Attorney Forms

Figure 50: User Registration – Company (Individual Information – Preparer/Reviewer)

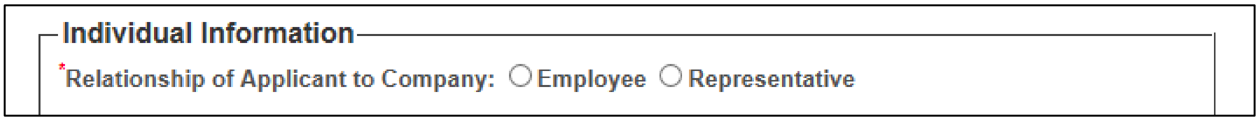


Figure 51: User Registration – Company (Individual Information – Submitter)

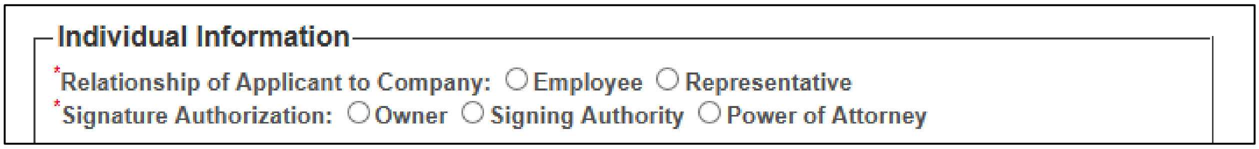


Figure 52: User Registration – Company (Individual Information – SA/POA Selected, Beverage)

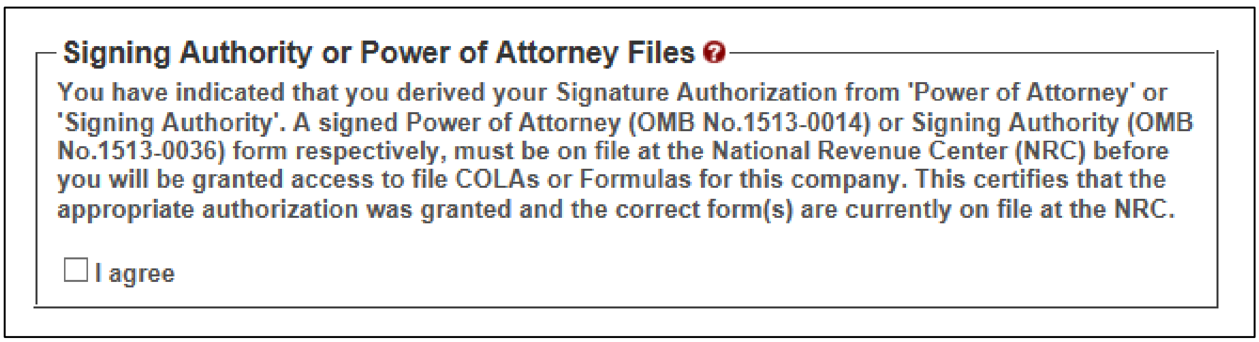
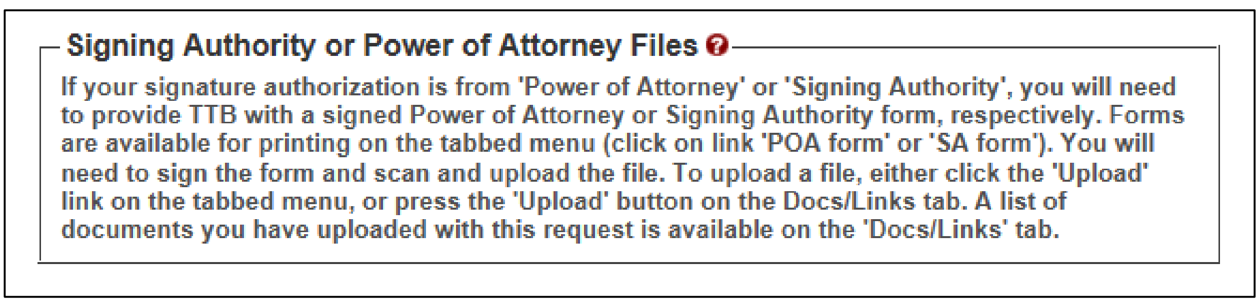


Figure 53: User Registration – Company (Individual Information – SA/POA Selected, Nonbeverage)



18. If registering as a Preparer/Reviewer, select the Employee or Representative radio button. See Figure 50.
19. If registering as a Submitter, select the Employee or Representative radio button. See Figure 51.
20. If registering as a Submitter, select the Owner, Signing Authority, or Power of Attorney radio button.

►**Note:** If you are registering for the first time as a Submitter on behalf of a beverage company, unless you are an owner, you must acknowledge you have a valid SA or POA on file at the NRC by selecting the "I agree" checkbox. See Figure 52. If registering for the first time as Submitter on behalf of a nonbeverage company, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. See Figure 53. You may download the Power of Attorney form or Signing Authority form through the system for completion, or you may upload your own completed, scanned form.

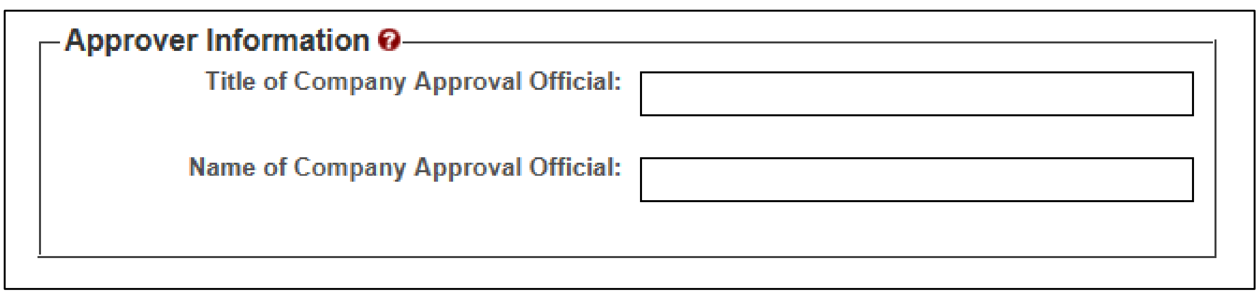
21. If the Signing Authority or Power of Attorney radio button was selected for a nonbeverage company, select the POA Form or SA Form link in the action bar to download the form(s) required. See Figure 54.

Figure 54: User Registration – Action Bar

22. Complete and scan the required form(s).
23. Upload the file through the Docs/Links Tab.

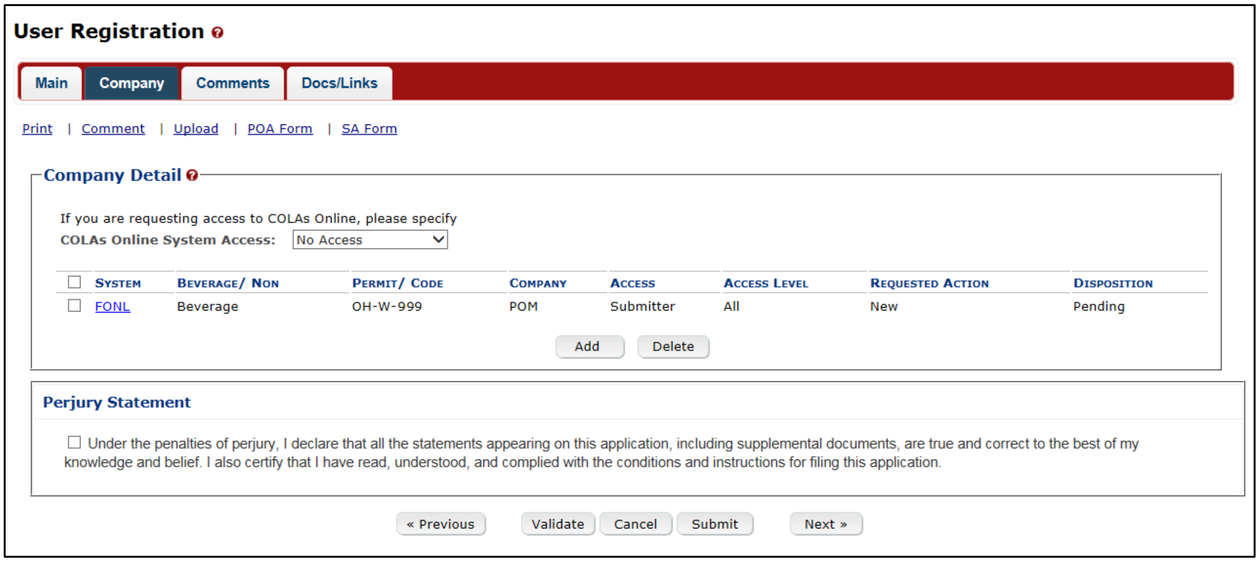
Approver Information

Figure 55: User Registration – Approver Information



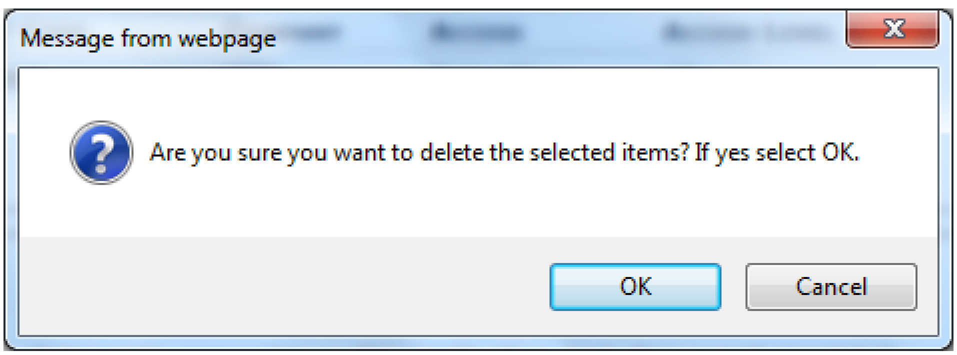
24. If known, enter the Title and Name of the Company Approval Official in the available fields.
25. Select the **OK** button. The Company modal window closes and the company is added to the user registration submission. See Figure 56.

Figure 56: User Registration – Company Tab with Company Added



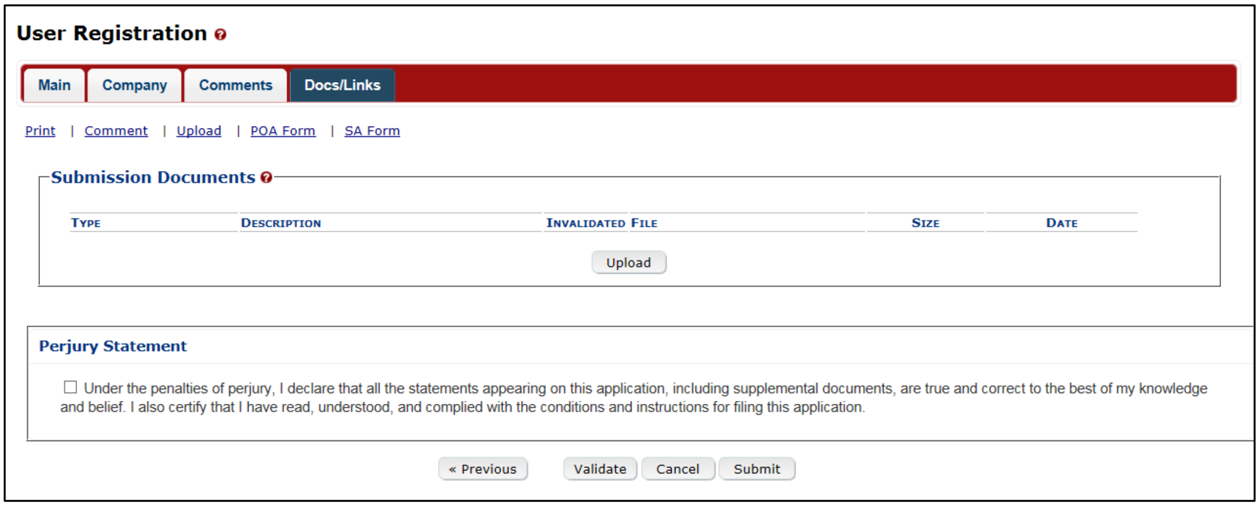
►**Note:** Select the System link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 57. Select the **OK** button to confirm.

Figure 57: User Registration – Delete Company Confirmation



Docs/Links Tab

Figure 58: User Registration – Docs/Links Tab

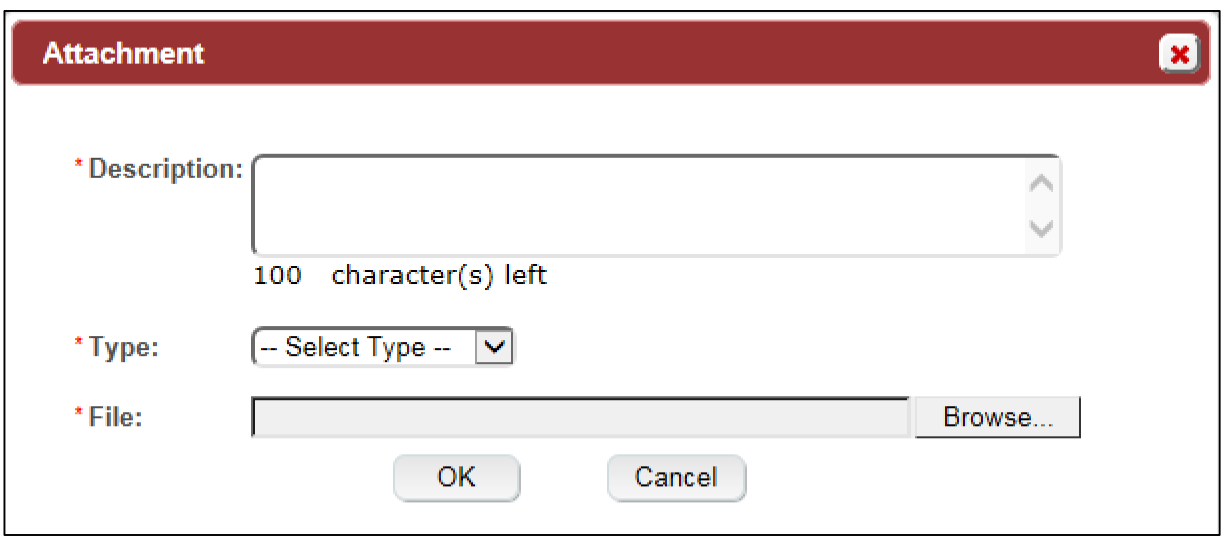


►**Note:** If registering for the first time as Submitter, unless you are an owner, you need to upload a signed Power of Attorney form or a Signing Authority form. If you do not have any attachments to upload, follow the steps in the Comments Tab if you have any comments to add to the user registration submission. If you do not have any comments to add, follow the steps in User Registration Submission to submit your user registration.

26. Select the **Next** button. The Docs/Links tab displays. See Figure 58.

27. Select the **Upload** button. The Attachment modal window displays. See Figure 59.

Figure 59: User Registration – Attachment Modal Window



28. Enter a description for the file in the available field.

29. Select a type from the Type drop-down list.

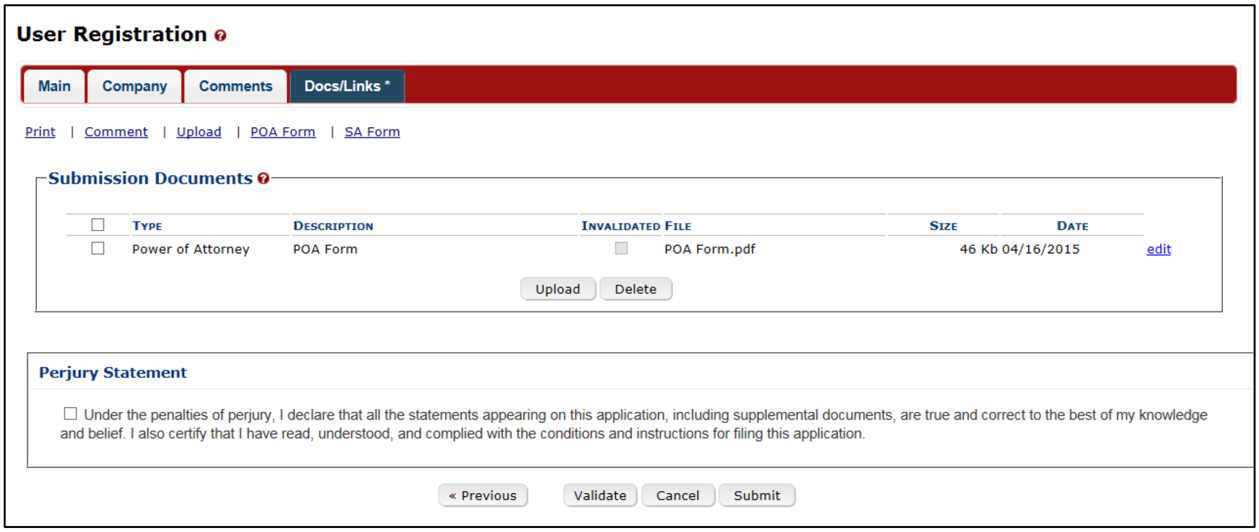
►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company modal window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company modal window, you must select **Power of Attorney** from the Type drop-down list.

►**Note:** If you are reactivating a former COLAs Online or Formulas Online user ID and these items are on file, you will not need to file these again.

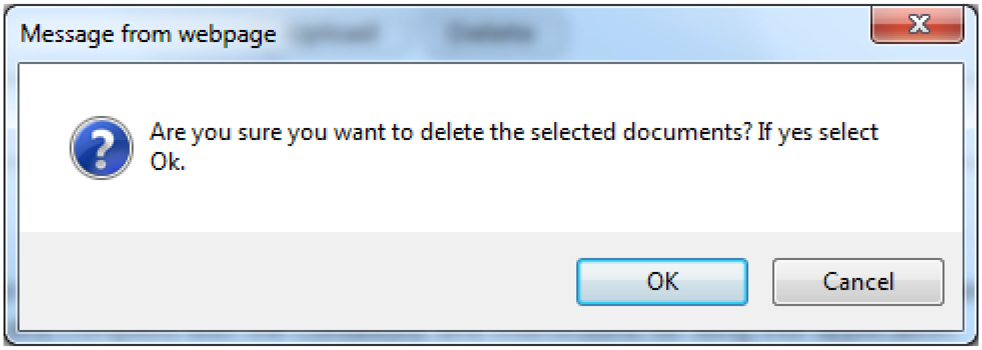
30. Select the **Browse** button to browse and select the signed Power of Attorney or Signing Authority file.
31. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the user registration submission. See Figure 60.

Figure 60: User Registration – Docs/Links Tab with Attachment Uploaded



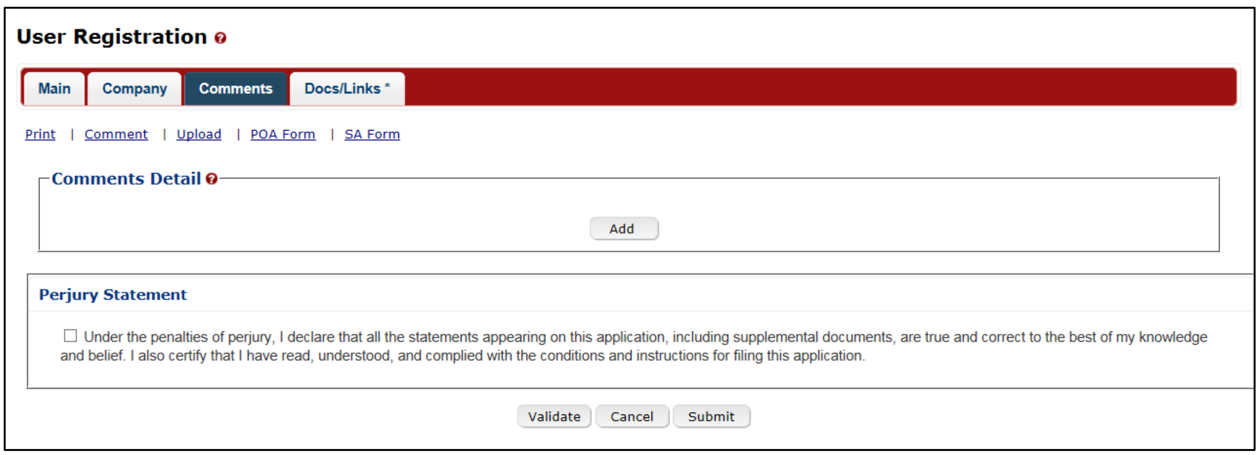
►**Note:** Select the edit link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 61. Select the **OK** button to confirm.

Figure 61: User Registration – Delete Attachment Confirmation



Comments Tab

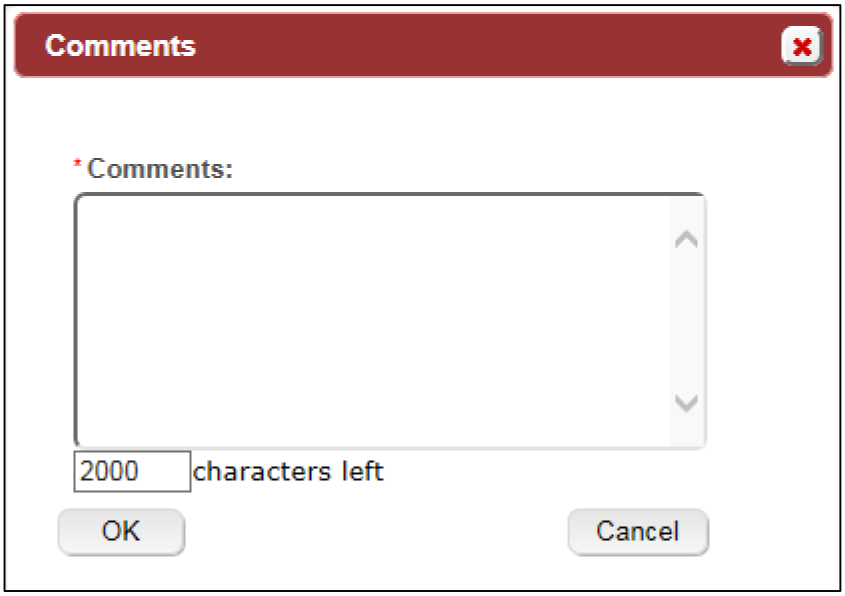
Figure 62: User Registration – Comments Tab



►**Note:** Adding comments to a user registration submission is optional. If you do not have any comments to add, follow the steps in User Registration Submission to submit your user registration.

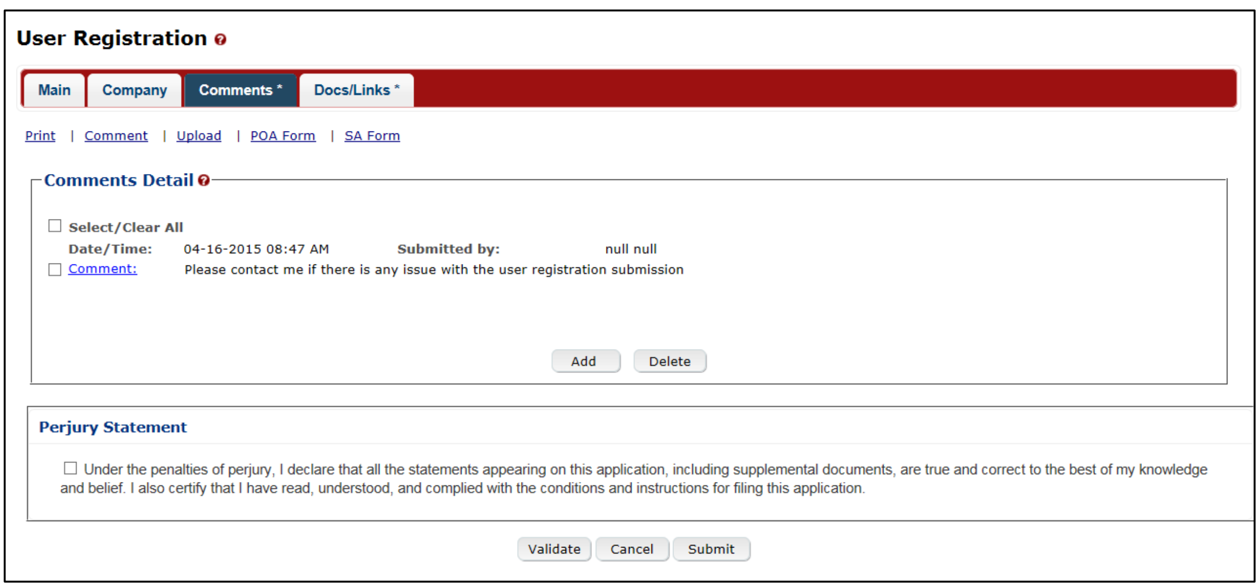
32. Select the Comments tab. The Comments tab displays. See Figure 62.
33. Select the **Add** button. The Comment modal window displays. See Figure 63.

Figure 63: User Registration – Comment Modal Window



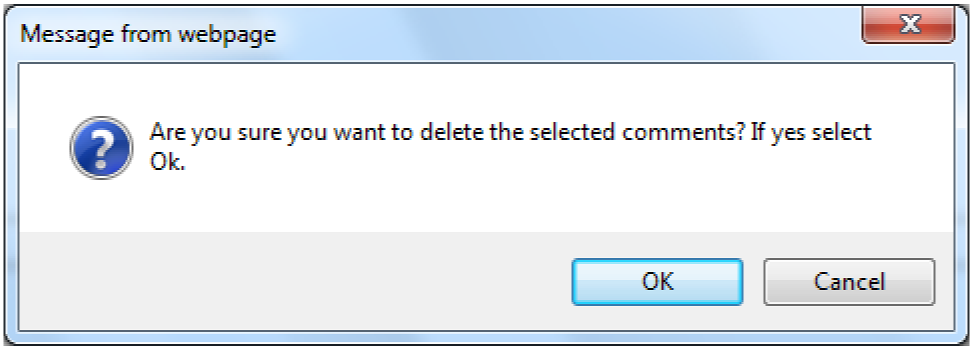
34. Enter comments in the available field.
35. Select the **OK** button. The Comment modal window closes and the comments are added to the user registration submission. See Figure 64.

Figure 64: User Registration – Comments Tab with Comment Added



►**Note:** Select the Comment link to display the Comment modal window and edit the comment information. Select the checkbox next to the comment and select the **Delete** button to delete the comment. A confirmation message box displays prompting you to confirm your action. See Figure 65. Select the **OK** button to confirm.

Figure 65: User Registration – Delete Comment Confirmation



User Registration Submission

36. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. Fields with errors will also be highlighted red. See Figure 66. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 67. Correct any errors and repeat this step until the user registration submission is successfully validated.

Figure 66: User Registration – Unsuccessful Validation Message

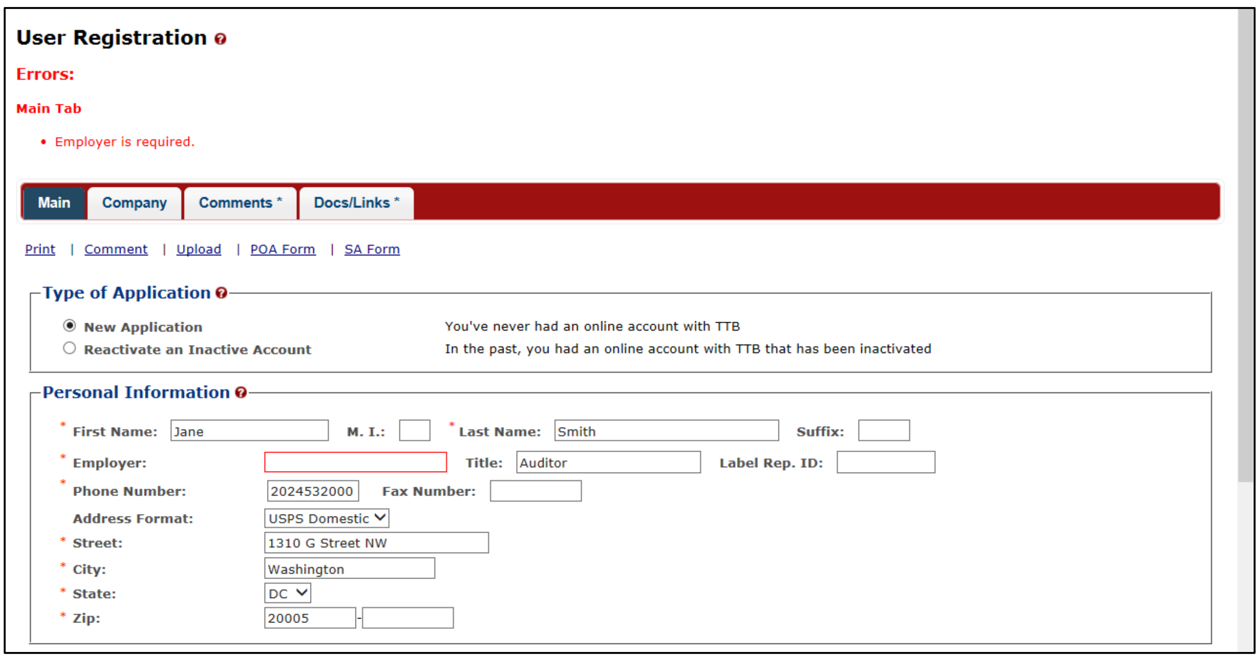
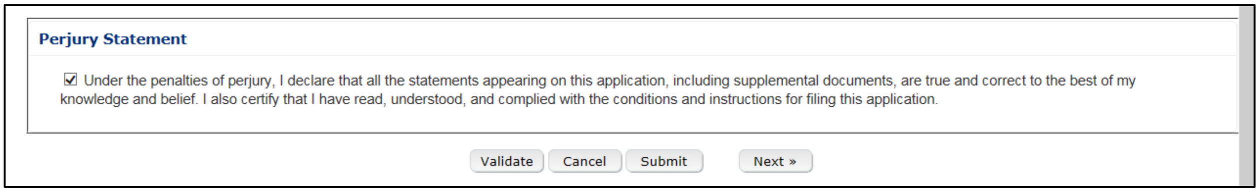


Figure 67: User Registration – Successful Validation Message

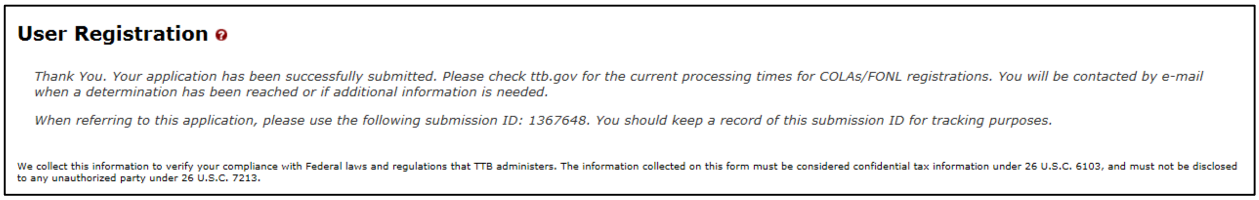
37. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 68.

Figure 68: User Registration – Perjury Statement



38. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the user registration submission is successfully submitted. See Figure 69.

Figure 69: User Registration – Submission Confirmation



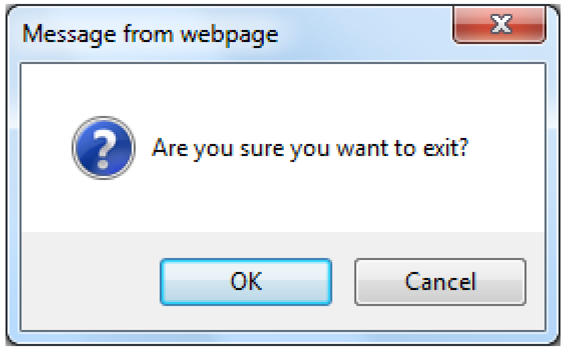
TTB verifies your authorizations with the companies you are registering for and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

39. Select the Exit link in the main navigation banner. See Figure 70.

Figure 70: User Registration – Exit Link

A confirmation message box displays prompting you to confirm your action. See Figure 71.

Figure 71: User Registration – Exit Confirmation



40. Select the **OK** button to confirm. The confirmation message box closes and the TTB Online Portal page displays. See Figure 33.
41. Follow the steps in Section 3.4.3 Activate a User ID to activate your user ID once TTB has contacted you with the user ID.

3.4.3 Activate a User ID

►**Note:** Follow the steps in Section 3.18.1 Change Your Password to change an existing password.

►**Note:** Follow the steps in Section 3.18.2 Reset Your Forgotten Password to reset a forgotten password.

►**Note:** Follow the steps in Section 3.18.3 Reset Your Expired Password to reset an expired password.

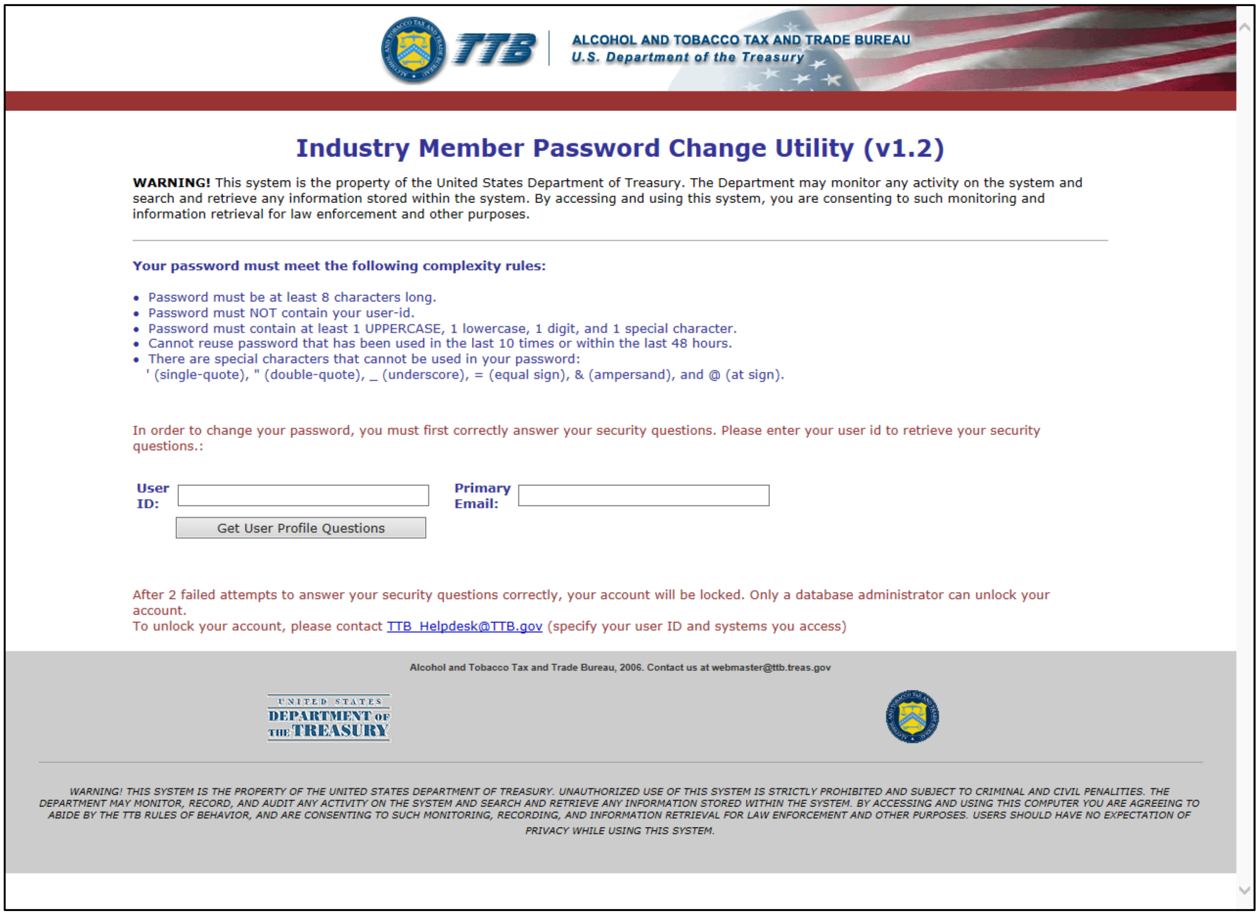
►**Note:** Follow the steps in Section 3.18.4 Unlock Your Locked Account to unlock a locked account.

►**Note:** After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in Section 3.4.2 Create a New User Registration to re-register.

Follow these steps to activate your user ID once TTB has contacted you with the user ID after processing your user registration submission:

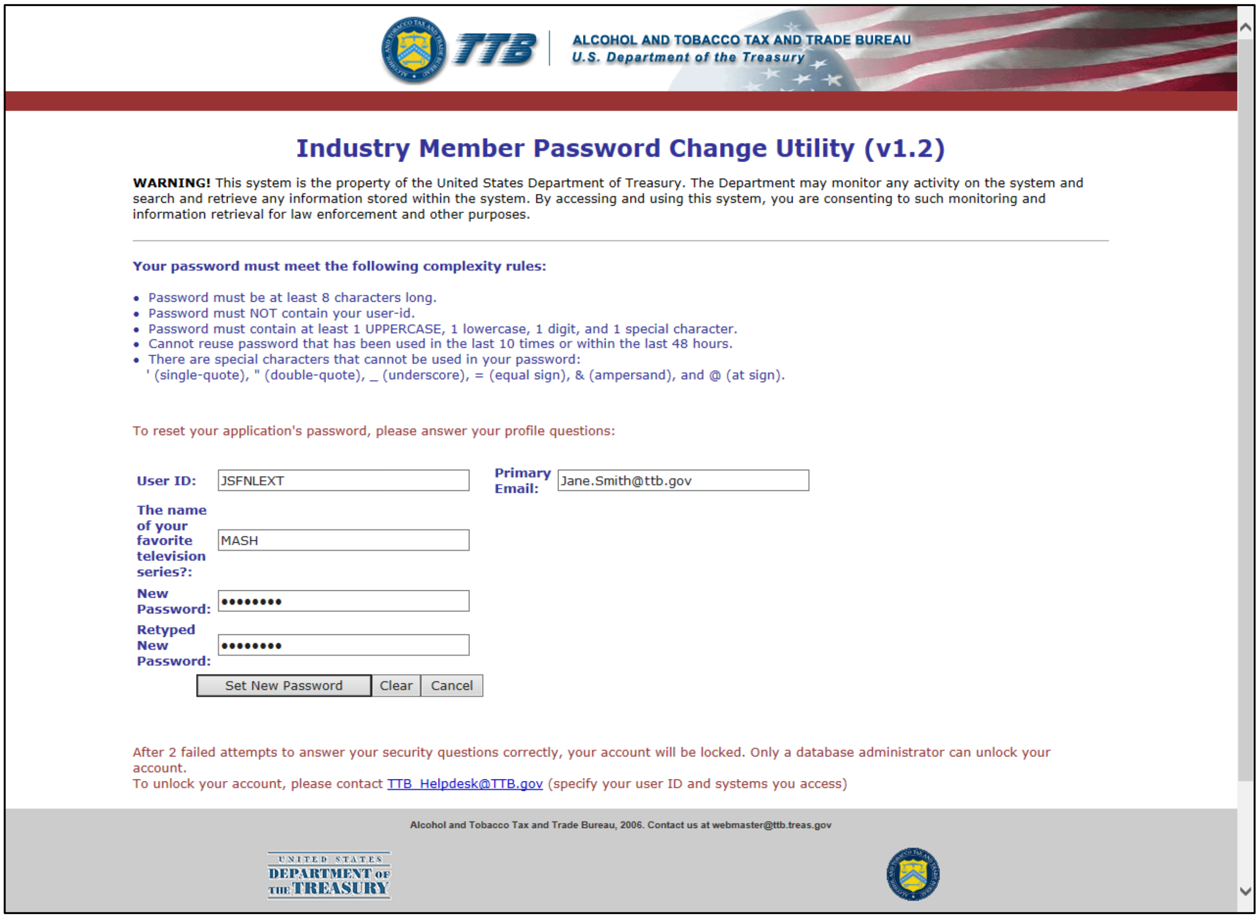
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 33.
3. Select the New or forgotten password? link. The Password Change Utility displays. See Figure 72.

Figure 72: Activate User ID – Password Change Utility Login



4. Enter the user ID you received from TTB in the User ID field.
5. Enter the e-mail address you entered during user registration as the primary e-mail in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 73.

Figure 73: Activate User ID – Password Change Utility Main Page



►**Note:** If you fail two login attempts or if you fail two times to answer your security questions correctly, your account will be locked. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

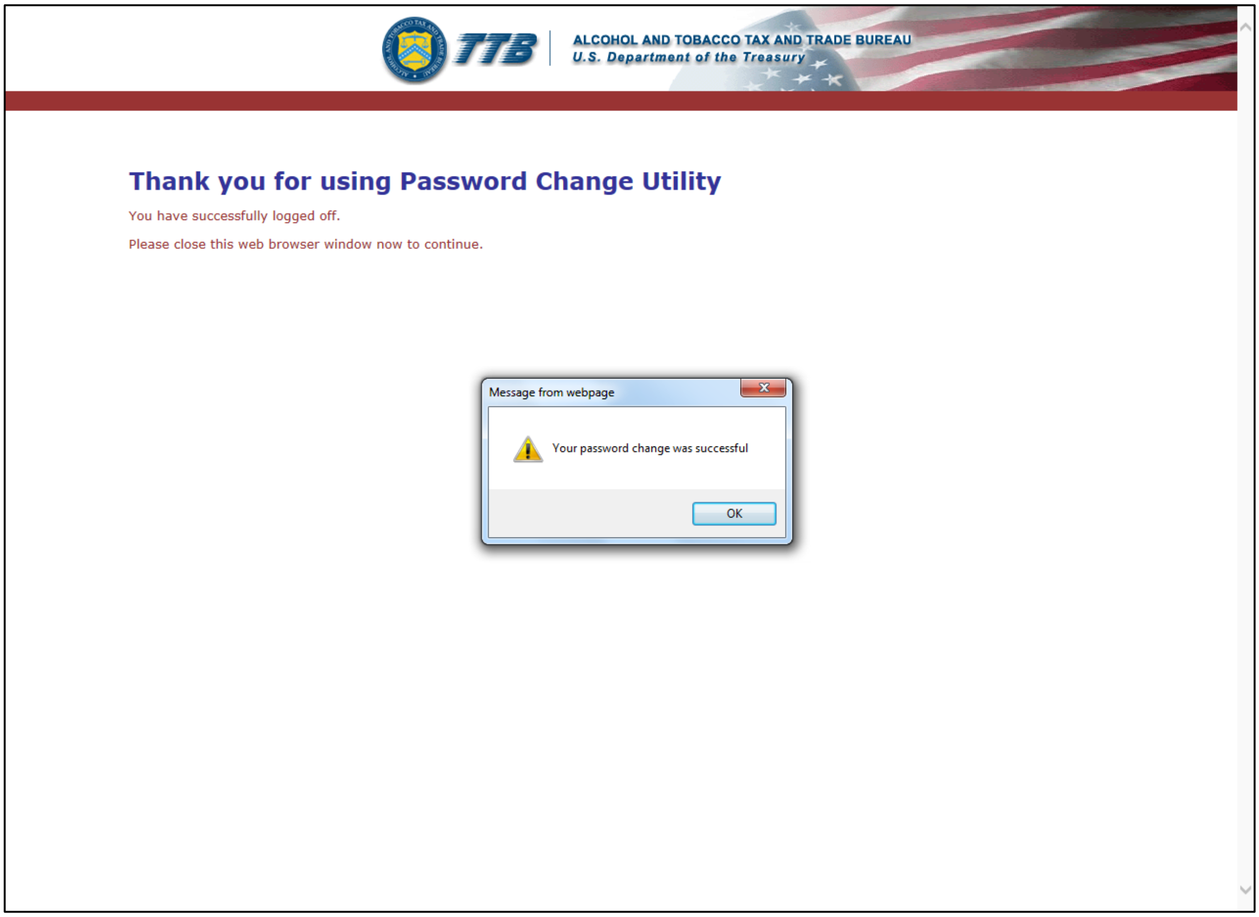
►**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 74.

Figure 74: Activate User ID – Password Change Successful



13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 33.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your newly activated user ID and password.

3.4.4 Modify a User Registration

You may modify your user registration to add access to companies in the Formulas Online system.

Follow these steps to modify an existing user registration:

1. Select **Modify Registration** in the drop-down menu. See Figure 75.

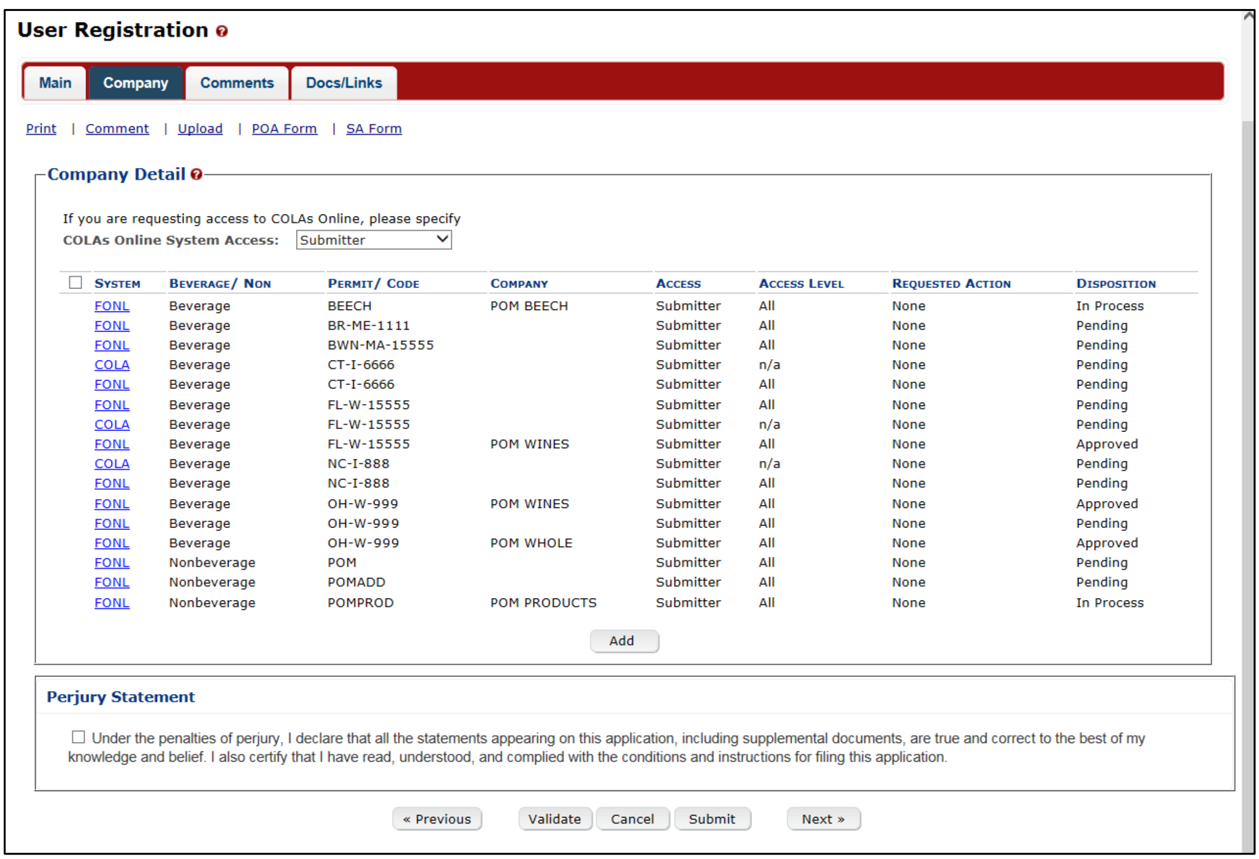
Figure 75: Modify User Registration – Drop-Down Menu

The Company tab of your existing user registration displays. See Figure 76.

►**Note:** See Section 3.5 Navigating the System for more information on the drop-down menus and Formulas Online menu options.

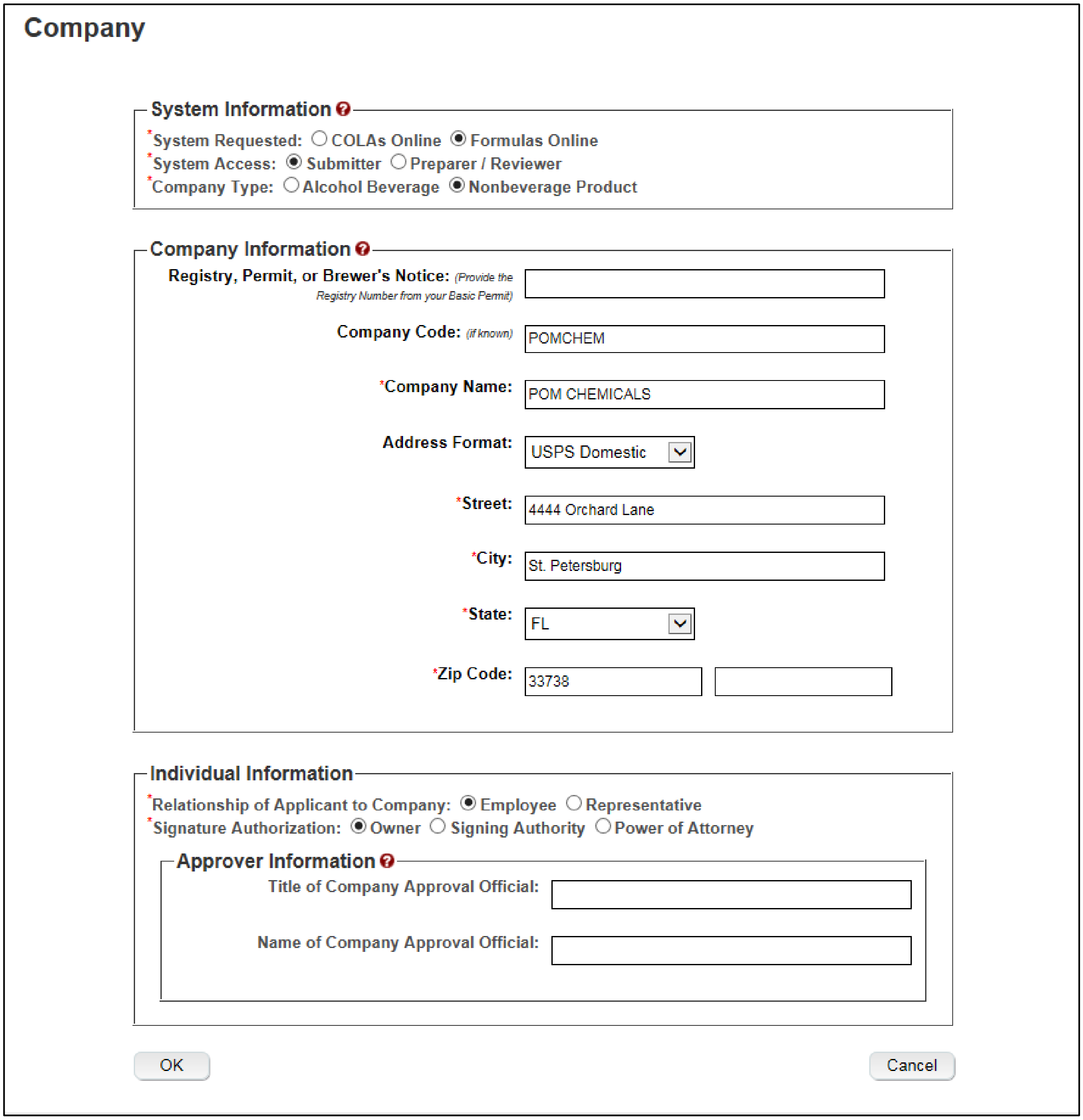
Modify Company Information

Figure 76: Modify User Registration – Company Tab



2. Select the **Add** button. The Company modal window displays. See Figure 77.

Figure 77: Modify User Registration – Company Modal Window



3. Enter the information in the available fields.

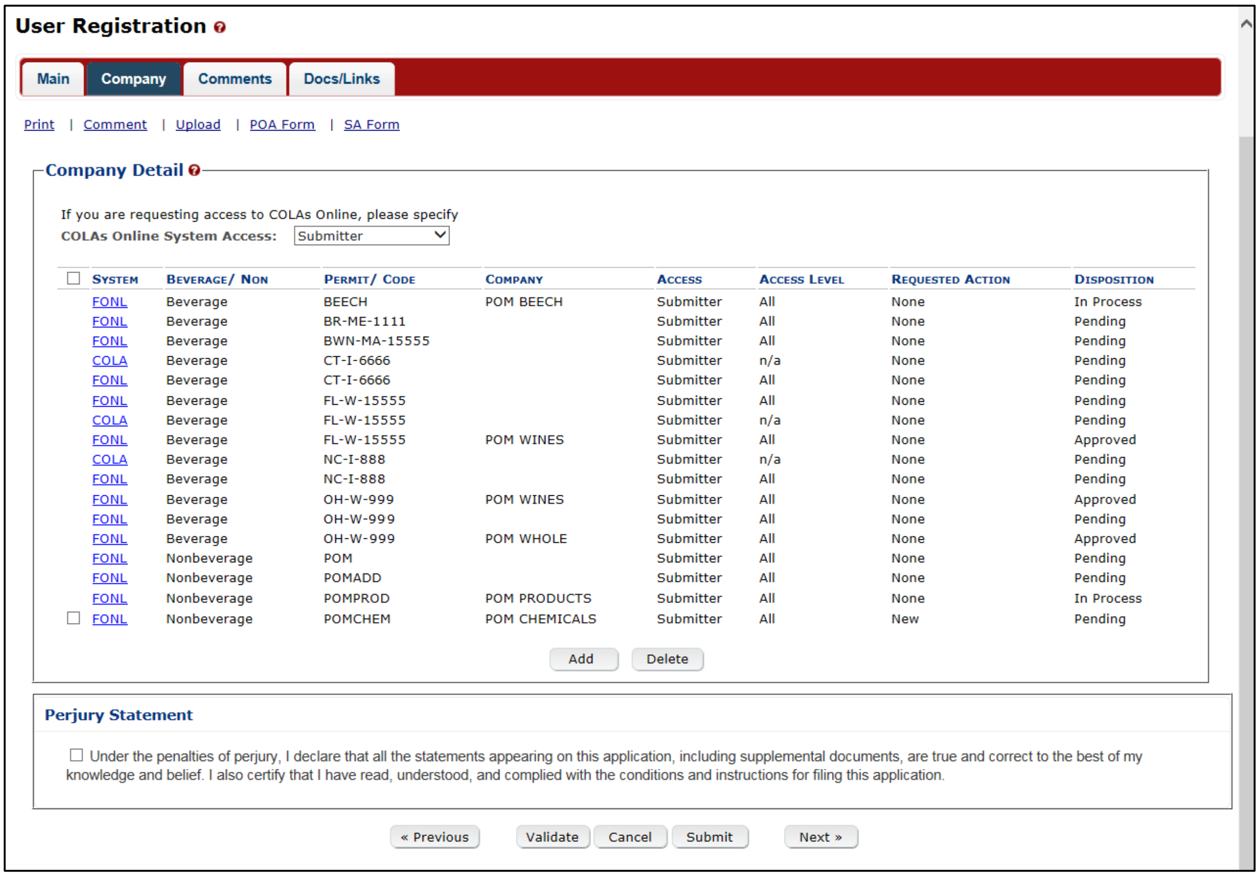
►**Note:** The Date of Permit Issue field format is MM/DD/YYYY. Enter it in manually or place your cursor in the field to display a pop-up calendar to find the correct date.

►**Note:** The Registry, Permit, or Brewer's Notice field will <u>not</u> be required and the Date of Permit Issue field will be hidden if the Nonbeverage Product radio button next to Company Type is selected.

►**Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Company modal window closes and the Company tab displays. See Figure 78.

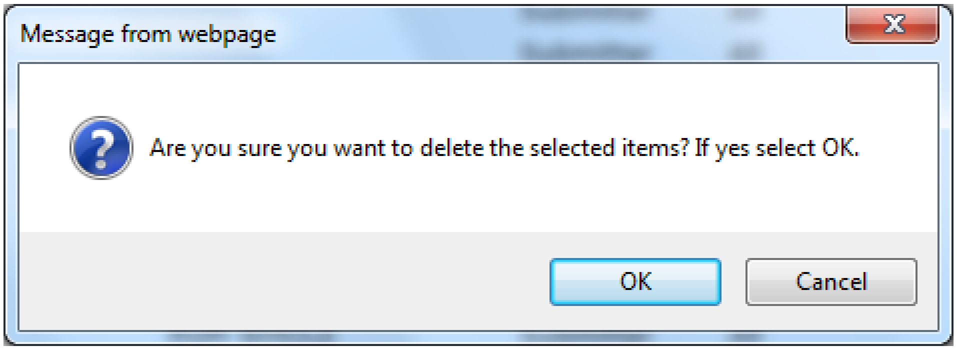
Figure 78: Modify User Registration – Company Tab with Changes



System	Beverage/ Non	Permit/ Code	Company	Access	Access Level	Requested Action	Disposition
FONL	Beverage	BEECH	POM BEECH	Submitter	All	None	In Process
FONL	Beverage	BR-ME-1111		Submitter	All	None	Pending
FONL	Beverage	BWN-MA-15555		Submitter	All	None	Pending
COLA	Beverage	CT-I-6666		Submitter	n/a	None	Pending
FONL	Beverage	CT-I-6666		Submitter	All	None	Pending
FONL	Beverage	FL-W-15555		Submitter	All	None	Pending
COLA	Beverage	FL-W-15555		Submitter	n/a	None	Pending
FONL	Beverage	FL-W-15555	POM WINES	Submitter	All	None	Approved
COLA	Beverage	NC-I-888		Submitter	n/a	None	Pending
FONL	Beverage	NC-I-888		Submitter	All	None	Pending
FONL	Beverage	OH-W-999	POM WINES	Submitter	All	None	Approved
FONL	Beverage	OH-W-999		Submitter	All	None	Pending
FONL	Beverage	OH-W-999	POM WHOLE	Submitter	All	None	Approved
FONL	Nonbeverage	POM		Submitter	All	None	Pending
FONL	Nonbeverage	POMADD		Submitter	All	None	Pending
FONL	Nonbeverage	POMPROD	POM PRODUCTS	Submitter	All	None	In Process
FONL	Nonbeverage	POMCHEM	POM CHEMICALS	Submitter	All	New	Pending

►**Note:** Select the System link to display the Company modal window and edit the company information. Select the checkbox next to the company and select the **Delete** button to delete the company. A confirmation message box displays prompting you to confirm your action. See Figure 79. Select the **OK** button to confirm.

Figure 79: Modify User Registration – Delete Company Confirmation



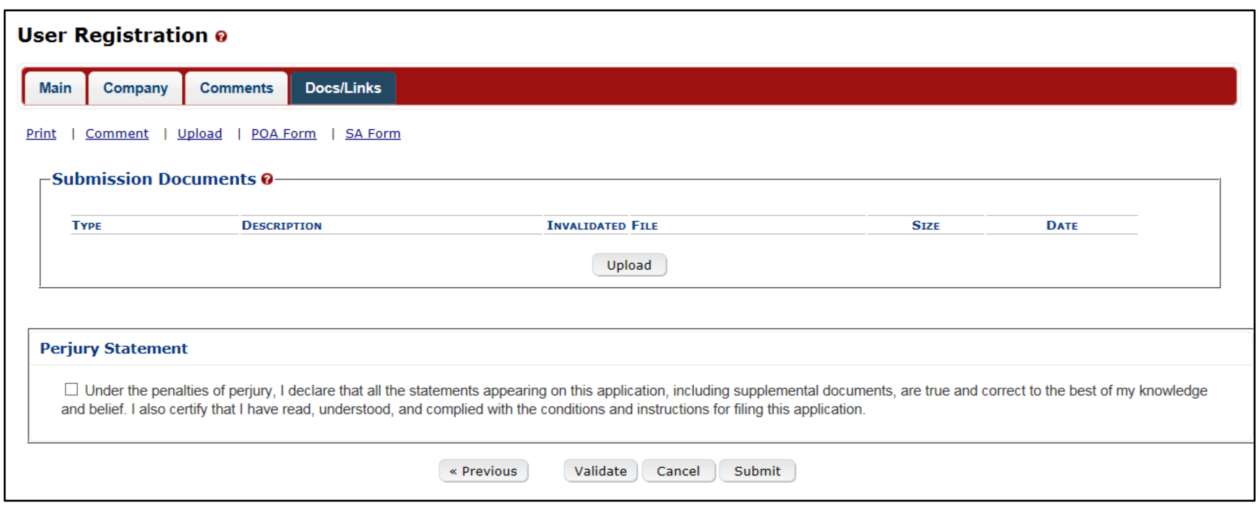
5. Repeat the steps until you have added all companies desired.

►**Note:** To add attachments to the modify user registration, follow the steps in Docs/Links Tab. If you do not have any attachments to upload, follow the steps in Comments Tab if you have any comments to add to the modify user registration submission. If you do not have any comments to add, follow the steps in Modify User Registration Submission to submit your modify user registration.

Docs/Links Tab

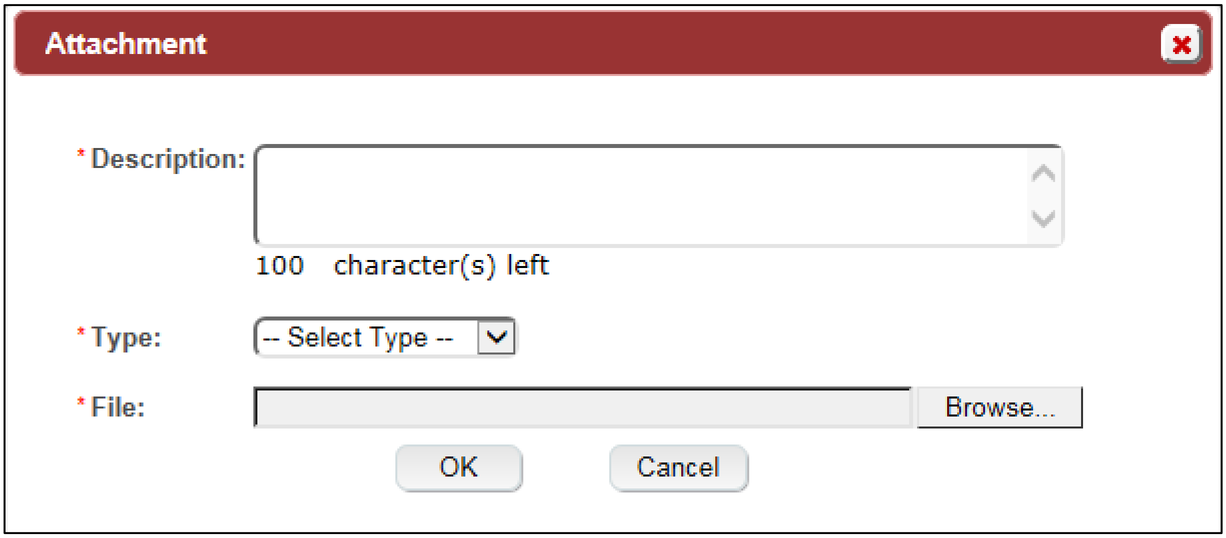
6. Select the Docs/Links tab. The Docs/Links tab displays. See Figure 80.

Figure 80: Modify User Registration – Docs/Links Tab



7. Select the **Upload** button. The Attachment modal window displays. See Figure 81.

Figure 81: Modify User Registration – Attachment Modal Window



8. Enter a description for the file in the available field.
9. Select a type from the Type drop-down list.

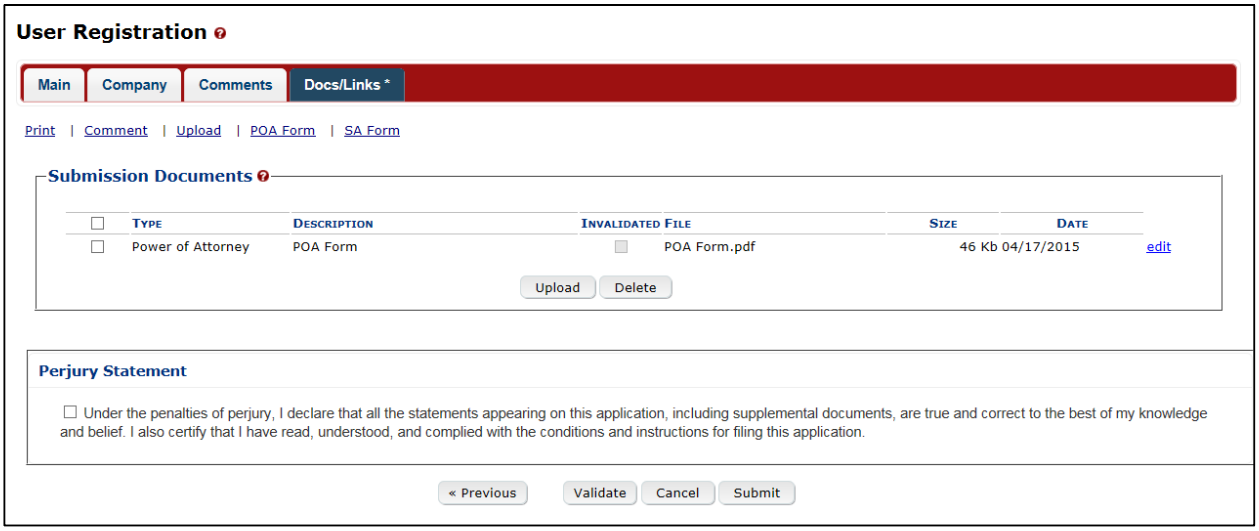
►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** You must select the correct type. For example, if you selected **Signing Authority** as the Signature Authorization in the Company modal window, you must select **Signing Authority** from the Type drop-down list. If you selected **Power of Attorney** as the Signature Authorization in the Company modal window, you must select **Power of Attorney** from the Type drop-down list.

►**Note:** If you are reactivating a former Formulas Online user ID and these items are on file, you will not need to file these again.

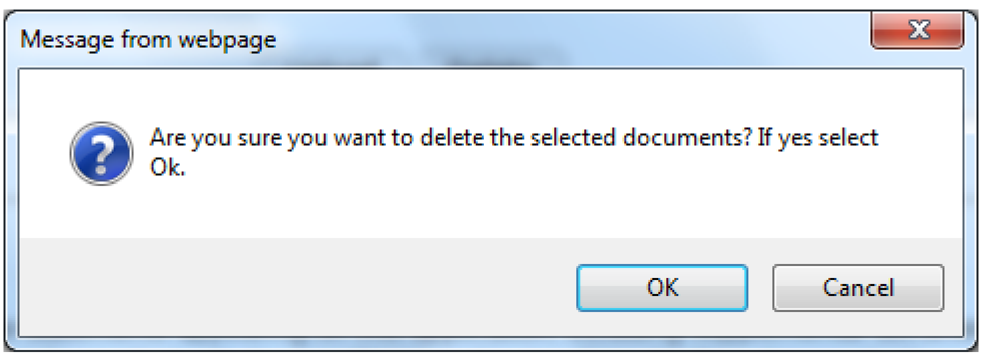
10. Select the **Browse** button to browse and select the file.
11. Select the **OK** button. The Attachment modal window closes and the file is uploaded to the modify user registration submission. See Figure 82.

Figure 82: Modify User Registration – Docs/Links Tab with Attachment Uploaded



►**Note:** Select the edit link to display the Attachment modal window and edit the attachment information. Select the checkbox next to the attachment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 83. Select the **OK** button to confirm.

Figure 83: Modify User Registration – Delete Attachment Confirmation

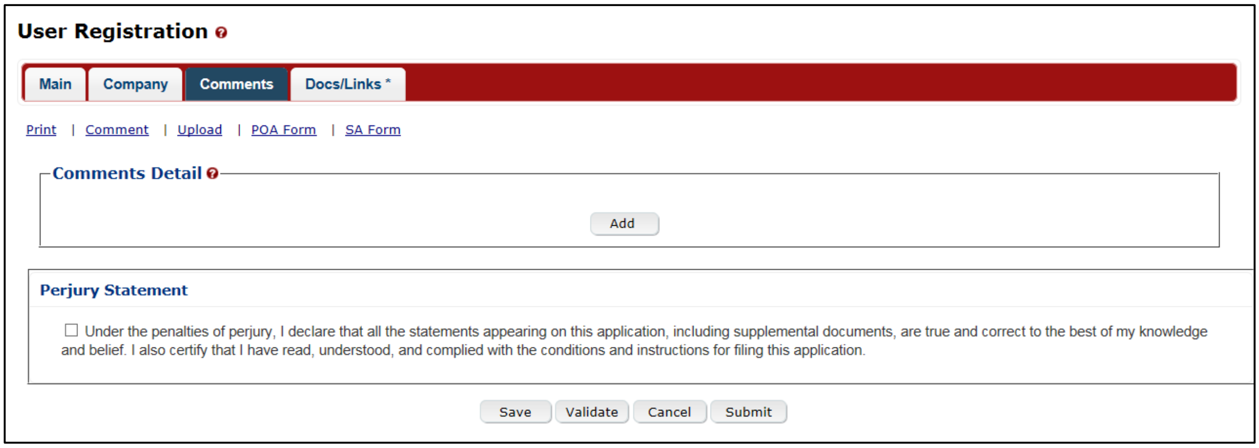


Comments Tab

►**Note:** Adding comments to a modify user registration submission is optional. If you do not have any comments to add, follow the steps in Modify User Registration Submission to submit your modify user registration.

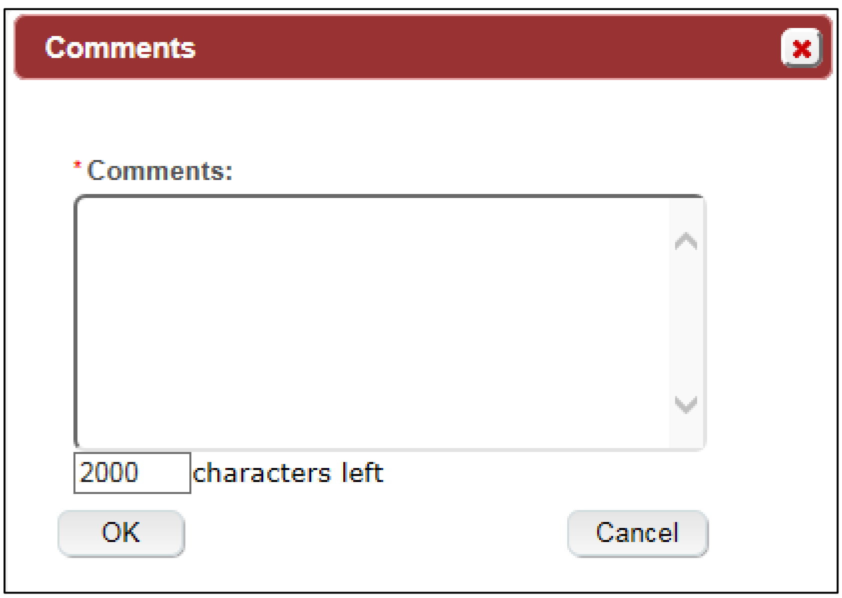
12. Select the Comments tab. The Comments tab displays. See Figure 84.

Figure 84: Modify User Registration – Comments Tab



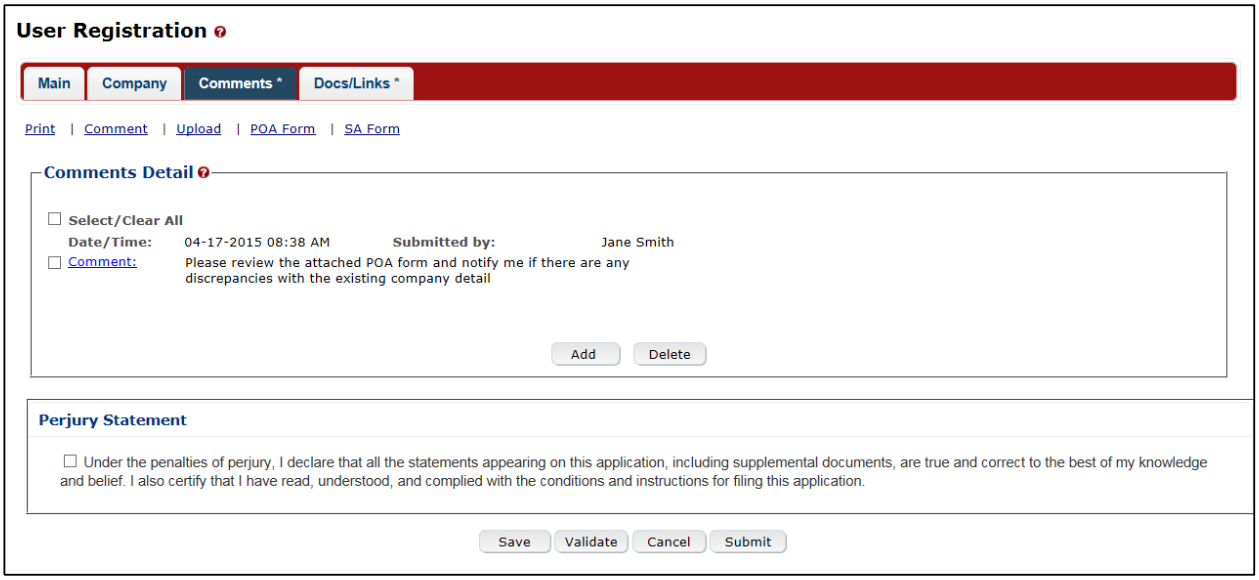
13. Select the **Add** button. The Comments modal window displays. See Figure 85.

Figure 85: Modify User Registration – Comments Modal Window



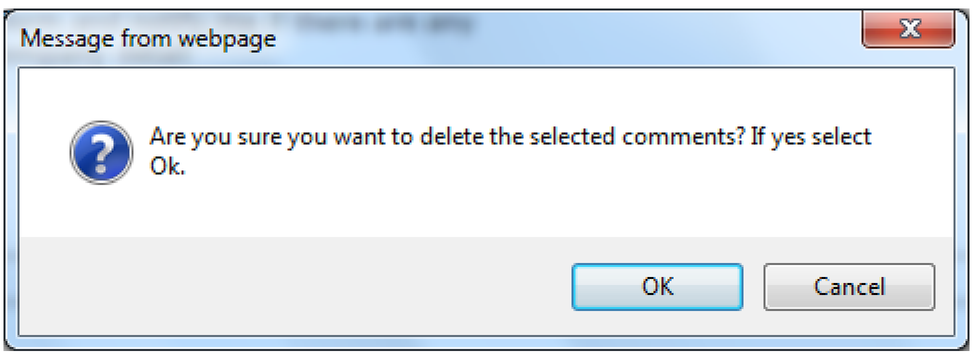
14. Enter comments in the available field.
15. Select the **OK** button. The Comments modal window closes and the comments are added to the modify user registration submission. See Figure 86.

Figure 86: Modify User Registration – Comments Tab with Comment Added



►**Note:** Select the Comment link to display the Comments modal window and edit the comment information. Select the checkbox next to the comment and select the **Delete** button to delete the attachment. A confirmation message box displays prompting you to confirm your action. See Figure 87. Select the **OK** button to confirm.

Figure 87: Modify User Registration – Delete Comment Confirmation



Modify User Registration Submission

16. Select the **Validate** button. Red error messages display indicating any issues found with the user registration submission. See Figure 88. Alternatively, a green message displays indicating no issues were found with the user registration submission. See Figure 89. Correct any errors and repeat this step until the user registration submission is successfully validated.

Figure 88: Modify User Registration – Unsuccessful Validation Message

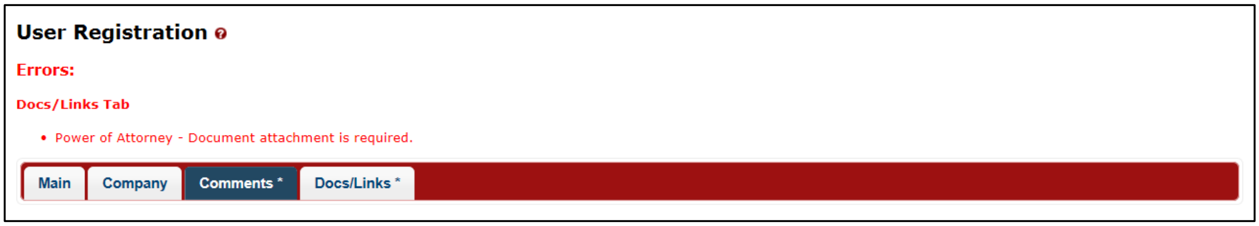
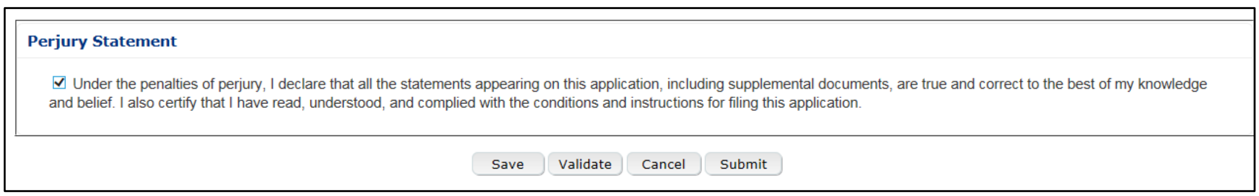


Figure 89: Modify User Registration – Successful Validation Message

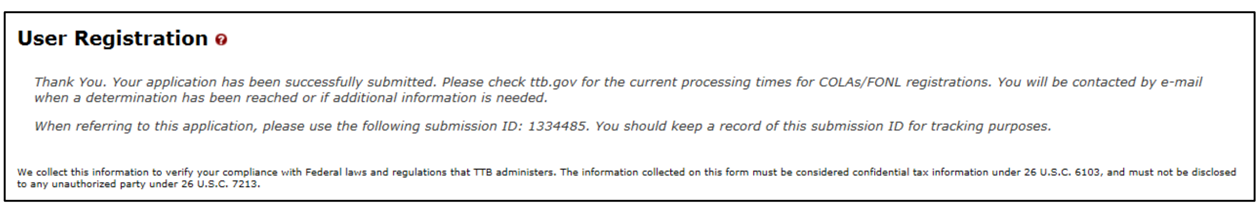
17. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 90.

Figure 90: Modify User Registration – Perjury Statement



18. Select the **Submit** button. The Submission Confirmation page displays with a submission ID and the modify user registration submission is successfully submitted. See Figure 91.

Figure 91: Modify User Registration – Submission Confirmation



TTB verifies the changes to your authorizations with the companies and will contact you by e-mail when a determination has been reached or if additional information is needed. You should allow up to 20 days for processing and keep a record of the submission ID for tracking purposes.

3.5 NAVIGATING THE SYSTEM

This section discusses the basic information for navigating the Formulas Online system. This section includes the following information:

- **Main Navigation Banner** – See Section 3.5.1 Main Navigation Banner
- **Menu Options** – See Section 3.5.2 Menu Options
- **Drop-Down Menus** – See Section 3.5.3 Drop-Down Menus
- **Tabs** – See Section 3.5.4 Tabs
- **Action Bars** – See Section 3.5.5 Action Bars
- **Listing Pages** – See Section 3.5.6 Listing Pages
- **Detail Pages** – See Section 3.5.7 Detail Pages
- **Common Functions** – See Section 3.5.8 Common Functions
- **Buttons and Controls** – See Section 3.5.9 Buttons and Controls
- **Navigation Options** – See Section 3.5.10 Navigation Options

3.5.1 Main Navigation Banner

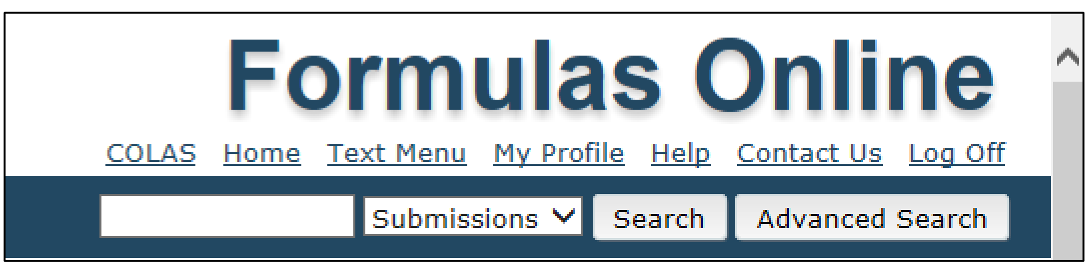
At the top of the page is the main navigation banner. Use the links and options on the banner to access the different application options. Figure 92 details the main navigation banner.

Figure 92: Main Navigation Banner

3.5.2 Menu Options

At the top-right of the page are the menu options. Figure 93 details the Formulas Online menu options.

Figure 93: Menu Options



The following menu options are available:

- **COLAS** – See Section 3.5.2.1 COLAS
- **Home** – See Section 3.5.2.2 Home
- **Text Menu** – See Section 3.5.2.3 Text Menu
- **My Profile** – See Section 3.5.2.4 My Profile

- **Help** – See Section 3.5.2.5 Help
- **Contact Us** – See Section 3.5.2.6 Contact Us
- **Log Off** – See Section 3.5.2.7 Log Off
- **Search** – See Section 3.5.2.8 Search

3.5.2.1 COLAS

The COLAS menu option allows Formulas Online users who have access to COLAs Online to access the COLAs Online system. If you do not have access to the COLAs Online system, the COLAS link will not display.

3.5.2.2 Home

The Home menu option allows you to access your My Submissions home page. This is the default page displayed upon a successful login. See Section 3.6 Home Page (My Submissions) for more information.

3.5.2.3 Text Menu

The Text Menu menu option displays a 508-compliant text version of the menu options and drop-down menus. See Section 3.16 Text Menu for more information.

3.5.2.4 My Profile

The My Profile menu option allows you to view and edit your user profile information and change your system password. See Section 3.17 My Profile for more information.

3.5.2.5 Help

The Help menu option allows you to access the Formulas Online system's online help or the Formulas Online Industry Member User Manual (in PDF format). See Section 5.2 Formulas Online Industry Member Online Help and Section 5.3 Formulas Online Industry Member User Manual for more information.

3.5.2.6 Contact Us

The Contact Us menu option provides contact information for technical support resources. See Section 3.19 Contact Us for more information.

3.5.2.7 Log Off

The Log Off menu option allows you to log off the Formulas Online system. See Section 3.20 Log Off for more information.

3.5.2.8 Search

The Search menu option allows you to perform a quick or advanced search to locate a submission, sample, or formula. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

3.5.3 Drop-Down Menus

The New drop-down menu option allows you to create new submissions in the Formulas Online system. Figure 94 details the New drop-down menu option. See Section 3.7 Creating and Submitting Submissions (by Type) for more information.

Figure 94: Drop-Down Menus – New

The Modify Registration drop-down menu option allows you to modify your registration information. Figure 95 details the Modify Registration drop-down menu option. See Section 3.4.4 Modify a User Registration for more information.

Figure 95: Drop-Down Menus – Modify Registration

3.5.4 Tabs

A row of tabs is at the top of every submission. Use the tabs to enter information pertaining to a submission, such as entering or viewing comments and/or attaching or viewing related documents. Tabs may vary by the operations you are allowed to perform. Figure 96 details common tab items.

Figure 96: Common Tab Items

►**Note:** If you have content in the Comments tab or Docs/Links tab of your submission, Formulas Online displays an asterisk (*) next to the tab to indicate it includes content.

3.5.5 Action Bars

Action bars are used to perform actions on the submission you are working with. Available actions may vary depending on the submission status. If the item displays here as an action name and is relevant to your submission status, it will be available to you in the action bar of your submission. Figure 97 details common action bar items. Table 4 lists common action bar options and their descriptions.

Figure 97: Common Action Bar Items

Table 4: Formulas Online Action Bar Options

Action Name	Description
Comment	Displays the Comment modal window for you to add a comment to the submission.
Copy as New	Creates and opens a new submission from a copy of the current submission.
Notify	Displays the Create E-Mail pop-up window for you to compose and send an e-mail notification to a TTB staff member or the Submitter.
POA Form	Downloads a .PDF Power of Attorney form for printing to be included with a User Registration Request.
Print	Displays a printer-friendly version of the submission.
SA Form	Downloads a .PDF Signature Authority form for printing to be included with a User Registration Request.
Surrender	Enables you to surrender an approved formula in “Closed” status. After a confirmation message box, the system changes the disposition to “Surrendered.”
Upload	Displays the Upload pop-up window for you to upload a file and associate it with the submission.
Withdraw	Enables you to withdraw an in-process submission – before it reaches the “Closed” status. After a confirmation message box, the system changes the submission status to “Withdrawn.”

3.5.6 Listing Pages

Once you have performed a search, the application displays results (if any) on a listing page. Listing pages display links to submissions associated with the sample, formula, or submission. Selecting a link displays the Detail page, which presents the selected record.

3.5.7 Detail Pages

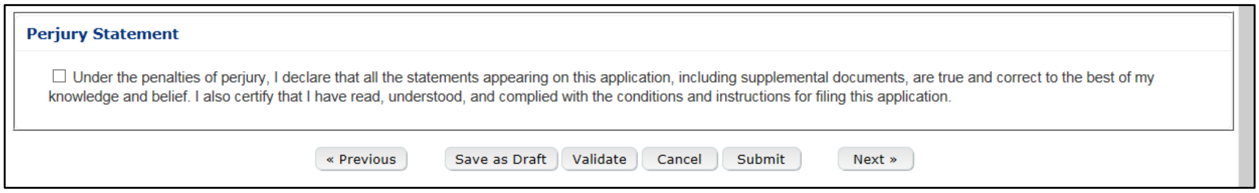
Detail pages display specific submission-related items selected from a listing page and, if the submission is not “Closed,” allow you to correct (if applicable) and resubmit the submission for validation and processing.

3.5.8 Common Functions

The following are common functions in the Formulas Online system:

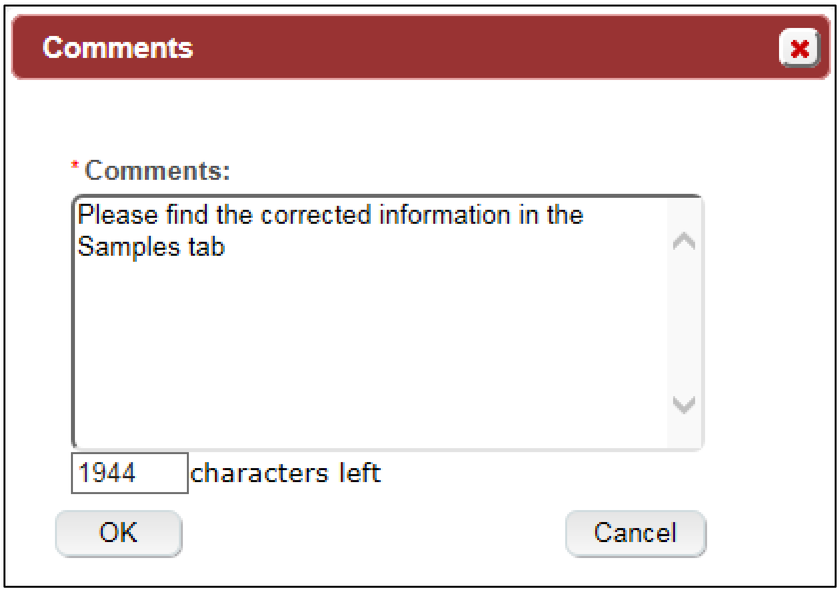
- Checkboxes appear beneath the action bar and above the main page content on pages as appropriate. If the option is not available, the checkbox will not be selectable. See Figure 98.

Figure 98: Common Functions – Checkboxes



- Characters left counts appear beneath text entry fields as appropriate. The system limits the number of characters you are allowed to enter in given fields and counts down to let you know when you are nearing the limit. See Figure 99.

Figure 99: Common Functions – Characters Left Count



3.5.9 Buttons and Controls

Table 5 lists the buttons and controls available in the Formulas Online system and describes their functions.

Table 5: Buttons and Controls

Button/Control	Function
* (asterisk)	Indicates input that is mandatory unless the submission is being saved as draft.
	Provides help text associated with a particular field or section.
Add	Displays a modal window to add another line of data to a section of the submission. For example, when you select the **Add** button in an Ingredient section, the Ingredient modal window is displayed for the entry of a new ingredient.
Apply Sort	Sorts selected columns in ascending/descending order.
Cancel	Deletes the draft submission after a confirmation message box.
Cancel (confirmation message box)	Cancels any changes made to the data (if editable) and closes the confirmation message box.

Button/Control	Function
CC	Use to designate a selected person (by role) as additional recipient of e-mail.
Clear	Removes the data entered. Only applicable for search screens.
Clear Sort	Clears sort criteria.
Continue	Allows user to add data to the submission and continue to the next step
Delete	After displaying a confirmation message box, deletes the rows that were selected.
Find FID	Locates the FID sheet associated with the flavor.
Get User Profile Questions	Displays the Authentication Questions from the User Registration.
Go	Executes the Surrender functions or the action selected in the For Selected Samples drop-down list (Enter Date Sent or Print Sample ID Sheet).
Group	Groups ingredients together by type.
Link	Allows you to link other submissions to this submission.
Next	Displays the next screen in the data entry sequence.
OK (confirmation message box)	Saves changes/entry and closes the confirmation message box.
Previous	Displays the previous screen in the data entry sequence.
Print	Displays the Print Submission pop-up window.
Print This Page	Prints the Sample ID Sheet in a printer-friendly format.
Save	For existing submissions being edited, validates and saves the contents of the screen. All changes to data must be saved explicitly or submitted in order for the updates to be made permanently to the submission.
Save As Draft	Saves the submission without validating or submitting it for processing. Stays on the same page – does not exit the submission.
Search	Executes a search.
Select (checkbox to left of each line item)	Selects a line item to take a specific action on. Most often used in lists to select items for deletion.
Send	Sends the e-mail message.
Set New Password	Permits you to change or reset an existing password.
Submit	Validates the entire submission and, if valid, displays and requires acknowledgement of the Perjury Statement. Once validated, the submission is saved and submitted for processing. When acknowledged, display confirmation page.
To	Designates a selected person (by role) as primary recipient of e-mail.
Tool Tip (shown when mouse moves over field)	Displays short help description for fields, section headers, labels, actions and buttons, where needed.
Ungroup	Ungroups ingredients that were grouped together by type.
Upload	Uploads items that Formulas Online will associate with the submission
Validate	Verifies field contents with Formulas Online prior to submission. Every time you select the **Validate** button, the system reviews what was entered throughout the entire submission.

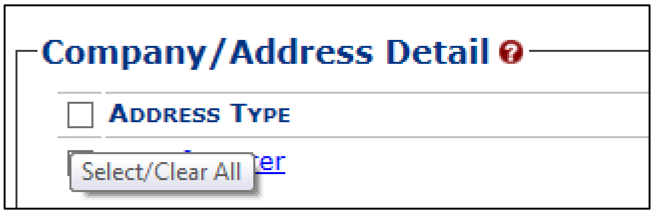
3.5.10 Navigation Options

The following are navigation options in the Formulas Online system:

- You may use the mouse to select any button.
- You may use the **Tab** key to navigate from field to field on the screens. You cannot use Tab functions within text boxes.

- All buttons can be selected or activated using the **Enter** key. You must tab to the appropriate button and select the **Enter** key.
- To activate a radio button or checkbox, tab to the option and then select the **Spacebar.**
- You may view Tool Tips, which are brief descriptions of fields, by moving the mouse pointer over editable fields. Tool Tips display, only where needed, one-by-one as you place your cursor over a text box. See Figure 100.

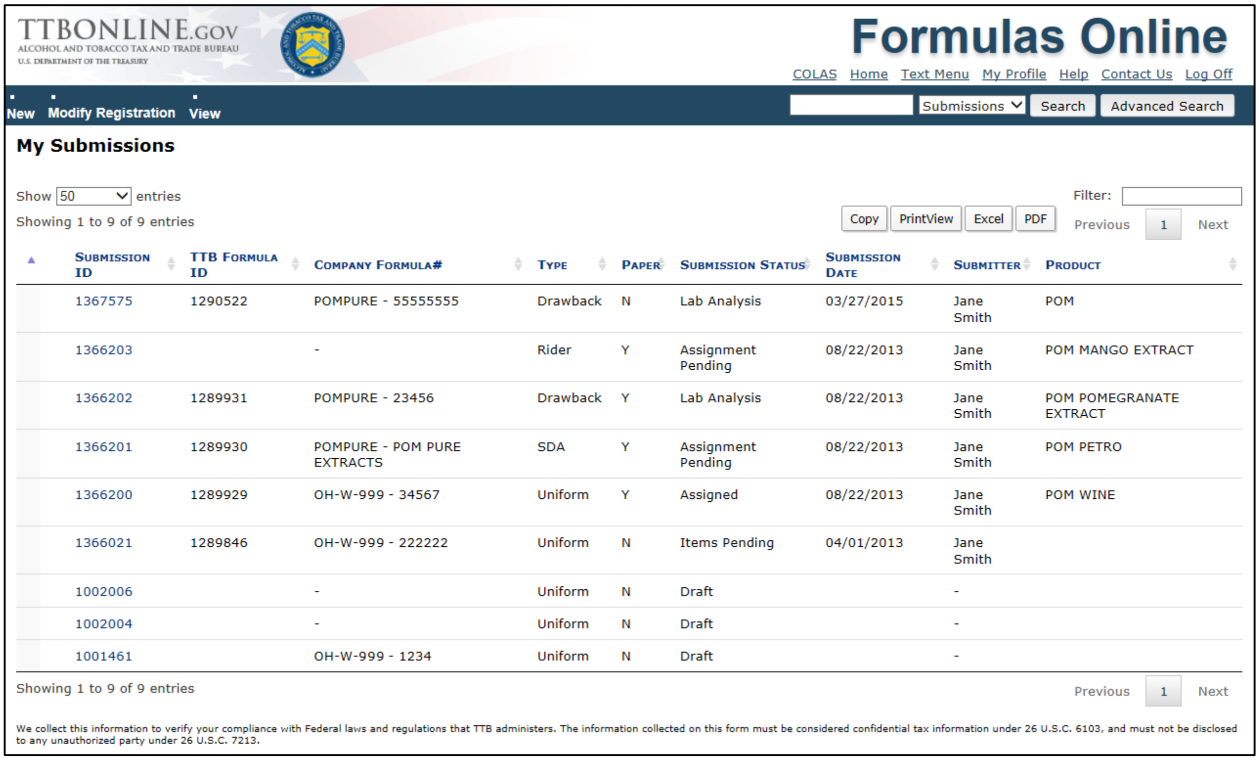
Figure 100: Tool Tip



3.6 HOME PAGE (MY SUBMISSIONS)

The My Submissions home page is the default page displayed upon a successful login. You may also select the Home link in the main navigation banner to access the page at any time. The My Submissions home page displays a list of your open submissions. Figure 101 details the My Submissions home page.

Figure 101: Home Page (My Submissions)



Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1367575	1290522	POMPURE - 55555555	Drawback	N	Lab Analysis	03/27/2015	Jane Smith	POM
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE
1366021	1289846	OH-W-999 - 222222	Uniform	N	Items Pending	04/01/2013	Jane Smith	
1002006		-	Uniform	N	Draft		-	
1002004		-	Uniform	N	Draft		-	
1001461		OH-W-999 - 1234	Uniform	N	Draft		-	

From the My Submissions home page, you will be able to:

- Create and submit a new submission. See Section 3.7 Creating and Submitting Submissions (by Type).
- View the details of an open submission by selecting the Submission ID link.
- Edit an existing open submission by selecting the Submission ID link. See Section 3.10 Editing, Correcting, and Resubmitting Submissions.
- Search for a cancelled, withdrawn, or closed submission through a Quick or Advanced Search. See Section 3.15 Searching for Submissions, Samples, and Formulas.
- Display the contents of your My Submissions home page in specified increments. See Displaying My Submissions Home Page and Listing Pages.
- Sort your submissions. See Sorting My Submissions Home Page and Listing Pages.
- Filter your submissions. See Filtering My Submissions Home Page and Listing Pages.
- Navigate using page number links as well as Previous and Next links located at the top and bottom of your My Submissions home page. See Navigating My Submissions Home Page and Listing Pages.

- Copy the contents to the clipboard. See Copying My Submissions Home Page and Listing Pages.
- Display a printable view of your My Submissions home page. See Print View My Submissions Home Page and Listing Pages.
- Export the contents of your My Submissions home page. See Exporting My Submissions Home Page and Listing Pages.

►**Note:** Navigating, filtering, sorting, copying, exporting, viewing, and displaying content in a printable view in your My Submission home page is the same for all listing pages (i.e., Search Results pages).

The following information is available for each type of submission:

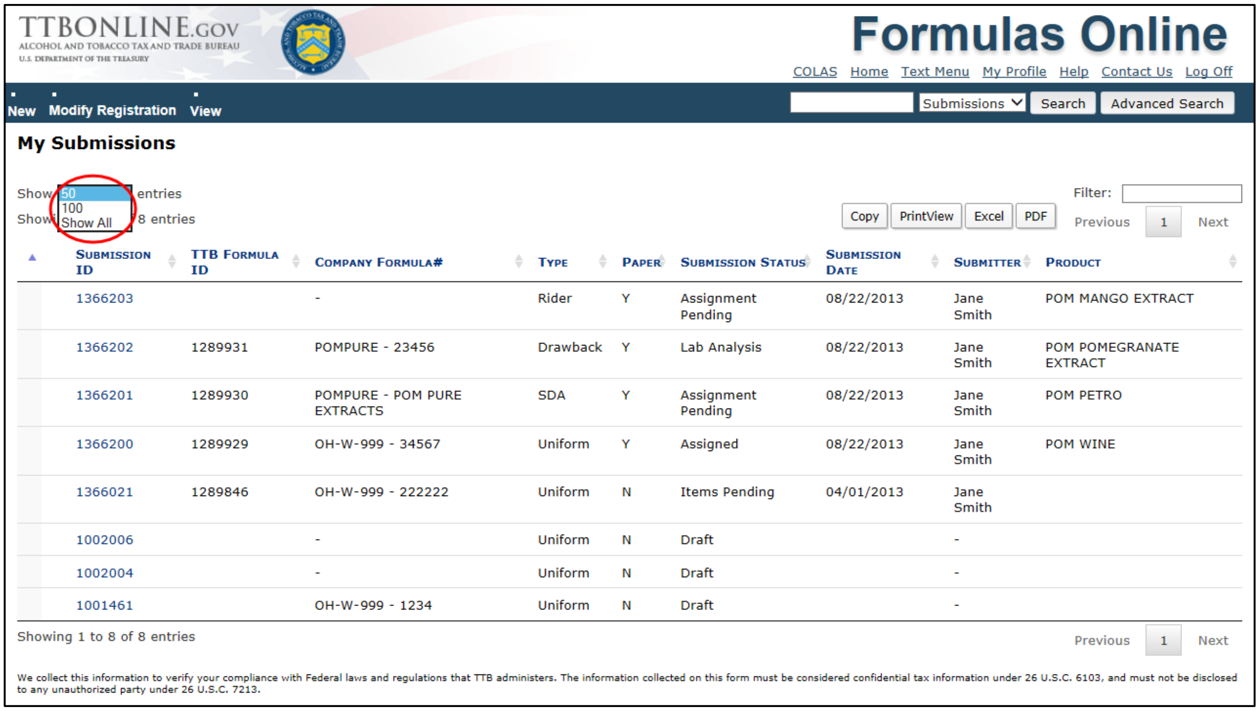
- **Submission ID** – Link to the submission
- **TTB Formula ID** – Tells you the TTB Formula ID for the submission
- **Company Formula #** – Tells you the Company Formula # for the submission
- **Type** – Tells you the submission type
- **Paper** – Indicates if the submission was e-filed or paper-filed
- **Submission Status** – Includes the following statuses for the respective submission type:
  - **Drawback** –
    - Approved
    - Approved for Export Only
    - Assignment Pending
    - Cancelled
    - Closed
    - Correction Review
    - Disapproved (Domestic)
    - Draft
    - Fit for Bev Purposes (Foreign)
    - Items Pending
    - Lab Analysis
    - Needs Correction
    - No Action
    - QA Review
    - Withdrawn
  - **Rider** –
    - Approved
    - Approved for Export Only
    - Assignment Pending
    - Cancelled
    - Closed
    - Correction Review
    - Disapproved (Domestic)
    - Draft
    - Fit for Bev Purposes (Foreign)
    - Items Pending
    - Lab Analysis
    - Needs Correction
    - No Action

        - QA Review
        - Withdrawn
    - **SDA** –
        - Approved
        - Assignment Pending
        - Cancelled
        - Closed
        - Correction Review
        - Disapproved
        - Draft
        - Items Pending
        - Lab Analysis
        - Needs Correction
        - QA Review
        - Withdrawn
    - **Uniform** –
        - Approved
        - Assigned
        - Assignment Pending
        - Cancelled
        - Closed
        - Draft
        - Expired
        - Hold for Research
        - Items Pending
        - Lab Analysis
        - Needs Correction
        - Pending Closed
        - QA Review
        - Received
        - Rejected
        - Revoked
        - Surrendered
        - Withdrawn
    - **User Registration** –
        - Cancelled
        - Closed
        - Draft
        - In Process
        - Withdrawn
- **Submission Date** – The date the submission was submitted; submissions in “Draft” status will not have a submission date
- **Submitter** – Name of the user who submitted the submission
- **Product** – Product or Brand Name

Displaying My Submissions Home Page and Listing Pages

You may display the contents of your My Submissions home page or listing pages in increments of 50 or 100 or show all using the Show drop-down list. By default, Formulas Online will display the contents of your My Submissions home page in increments of 50.

Figure 102: Display My Submissions



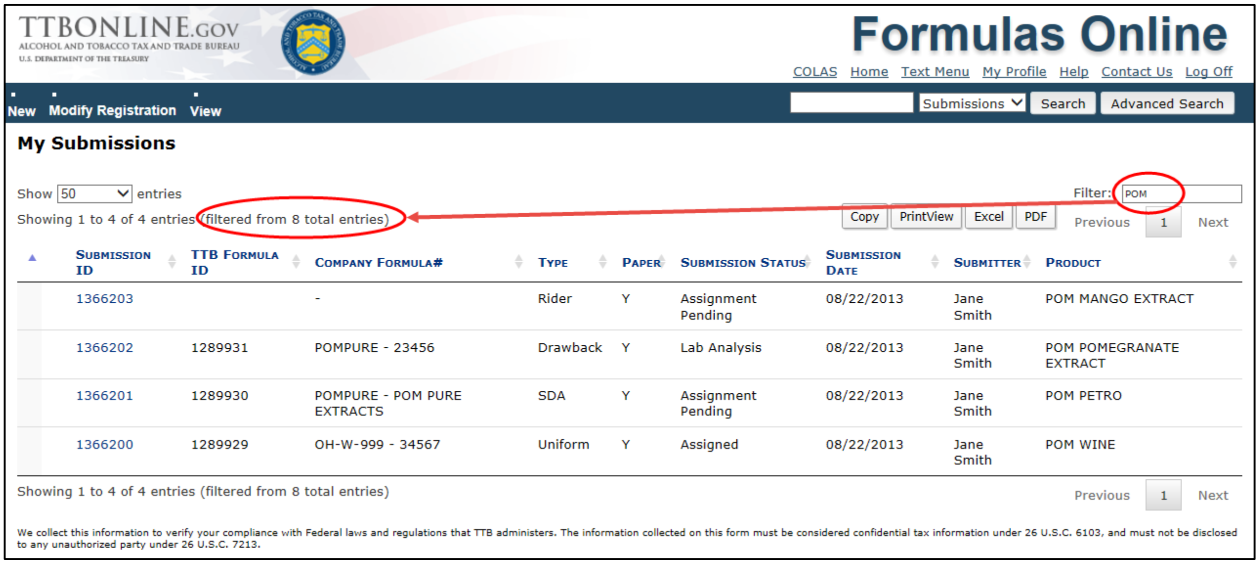
Sorting My Submissions Home Page and Listing Pages

You may sort the content in your My Submissions home page and listing pages. Select the column headings in the order you want to sort by. Select a heading once to sort the column in ascending order and the arrow points up (▲). Select it again to sort the column in descending order and the arrow points down (▼). You may also select multiple columns to sort by pressing the **Shift** key on your keyboard while selecting the column headers.

Filtering My Submissions Home Page and Listing Pages

You may filter the content in your My Submissions home page and listing pages. Enter filter criteria in the Filter field to automatically filter the contents of the page. This filter criteria must match the contents of your page; it will not apply to the contents within a particular submission.

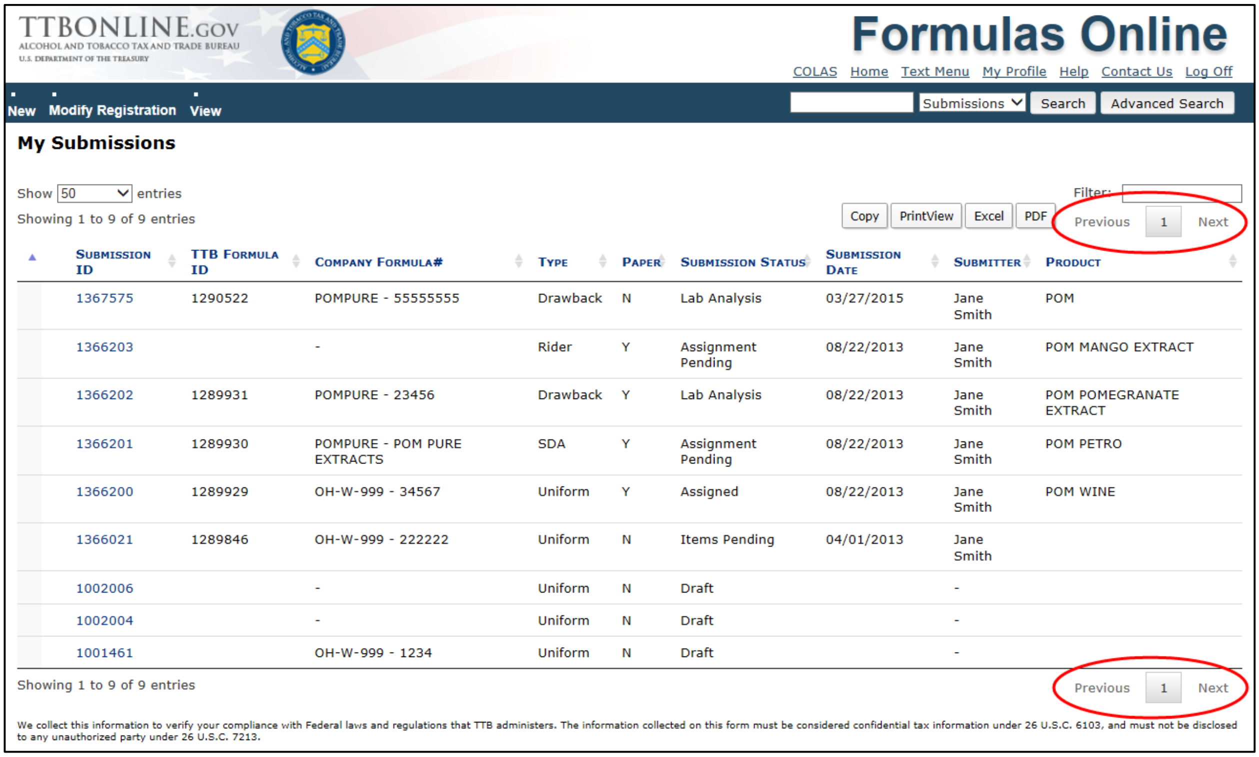
Figure 103: Filter My Submissions



Navigating My Submissions Home Page and Listing Pages

You may navigate in your My Submissions home page and listing pages using page number links as well as Previous and Next links. These links are located at the top and bottom of your page.

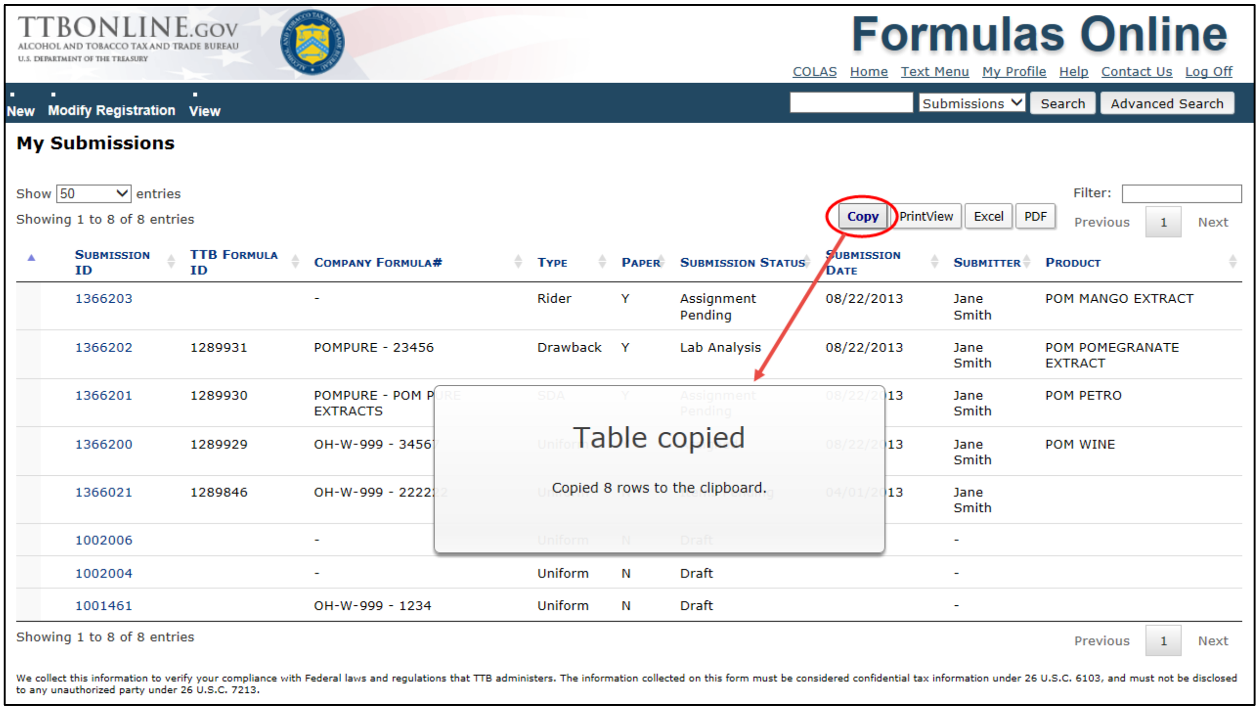
Figure 104: Navigate My Submissions



Copying My Submissions Home Page and Listing Pages

You may copy the content in your My Submissions home page and listing pages. Select the **Copy** button to copy the contents of your page to the clipboard, allowing you to paste this data into another application, such as Microsoft Word.

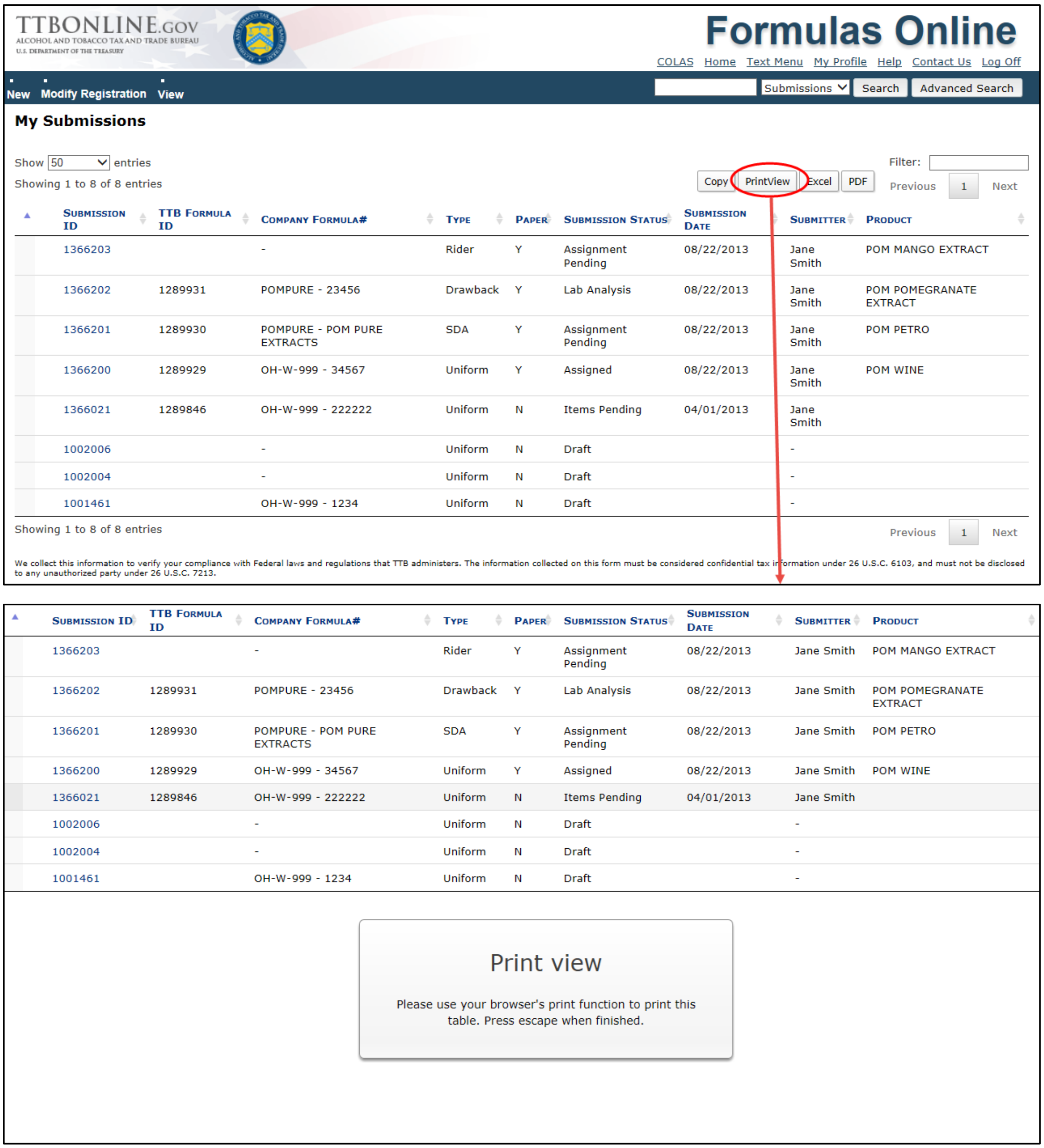
Figure 105: Copy to Clipboard



Print View My Submissions Home Page and Listing Pages

You may display a printable view of your My Submissions home page and listing pages. Select the **PrintView** button to display a printable view of your page, allowing you to use your web browser's print function to print the data. You may press the **Esc** key on your keyboard to close the printable view and return to your page.

Figure 106: Print View



Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE
1366021	1289846	OH-W-999 - 222222	Uniform	N	Items Pending	04/01/2013	Jane Smith	
1002006		-	Uniform	N	Draft		-	
1002004		-	Uniform	N	Draft		-	
1001461		OH-W-999 - 1234	Uniform	N	Draft		-	

Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1366203		-	Rider	Y	Assignment Pending	08/22/2013	Jane Smith	POM MANGO EXTRACT
1366202	1289931	POMPURE - 23456	Drawback	Y	Lab Analysis	08/22/2013	Jane Smith	POM POMEGRANATE EXTRACT
1366201	1289930	POMPURE - POM PURE EXTRACTS	SDA	Y	Assignment Pending	08/22/2013	Jane Smith	POM PETRO
1366200	1289929	OH-W-999 - 34567	Uniform	Y	Assigned	08/22/2013	Jane Smith	POM WINE
1366021	1289846	OH-W-999 - 222222	Uniform	N	Items Pending	04/01/2013	Jane Smith	
1002006		-	Uniform	N	Draft		-	
1002004		-	Uniform	N	Draft		-	
1001461		OH-W-999 - 1234	Uniform	N	Draft		-	

Exporting My Submissions Home Page and Listing Pages

You may export the content in your My Submissions home page and listing pages. Select the **Excel** or **PDF** button to export the contents of your page into a Microsoft Excel file or an Adobe Acrobat PDF file.

Figure 107: Export to Excel

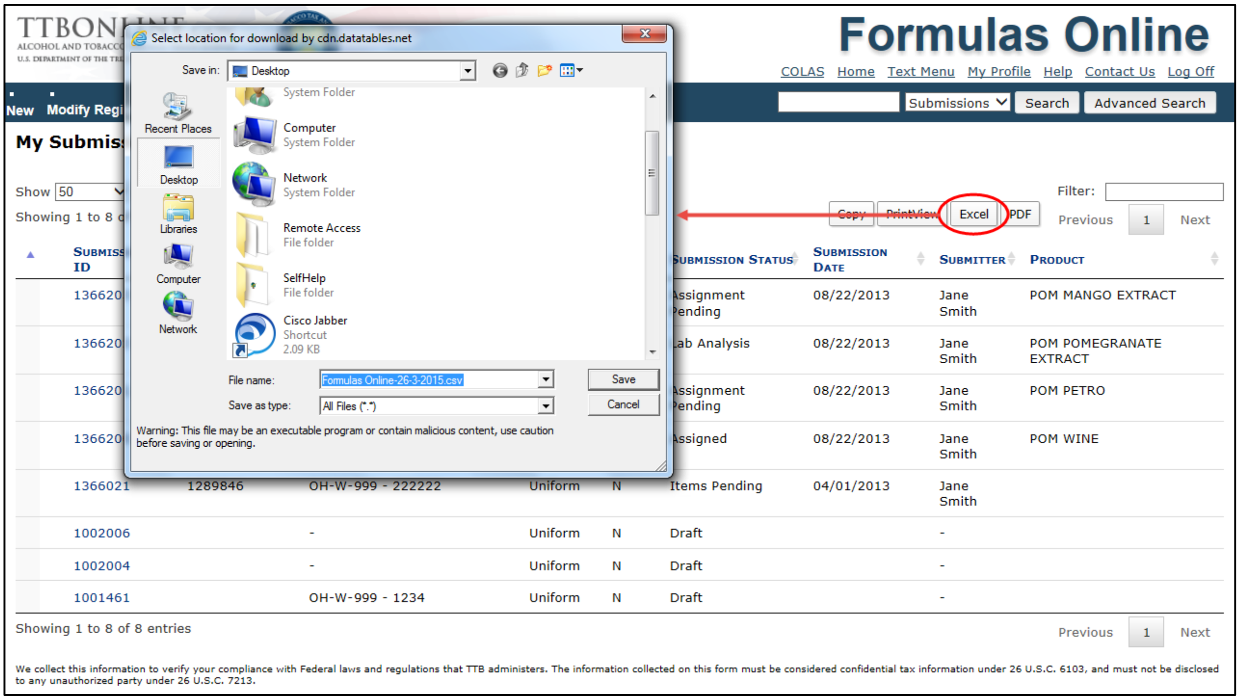
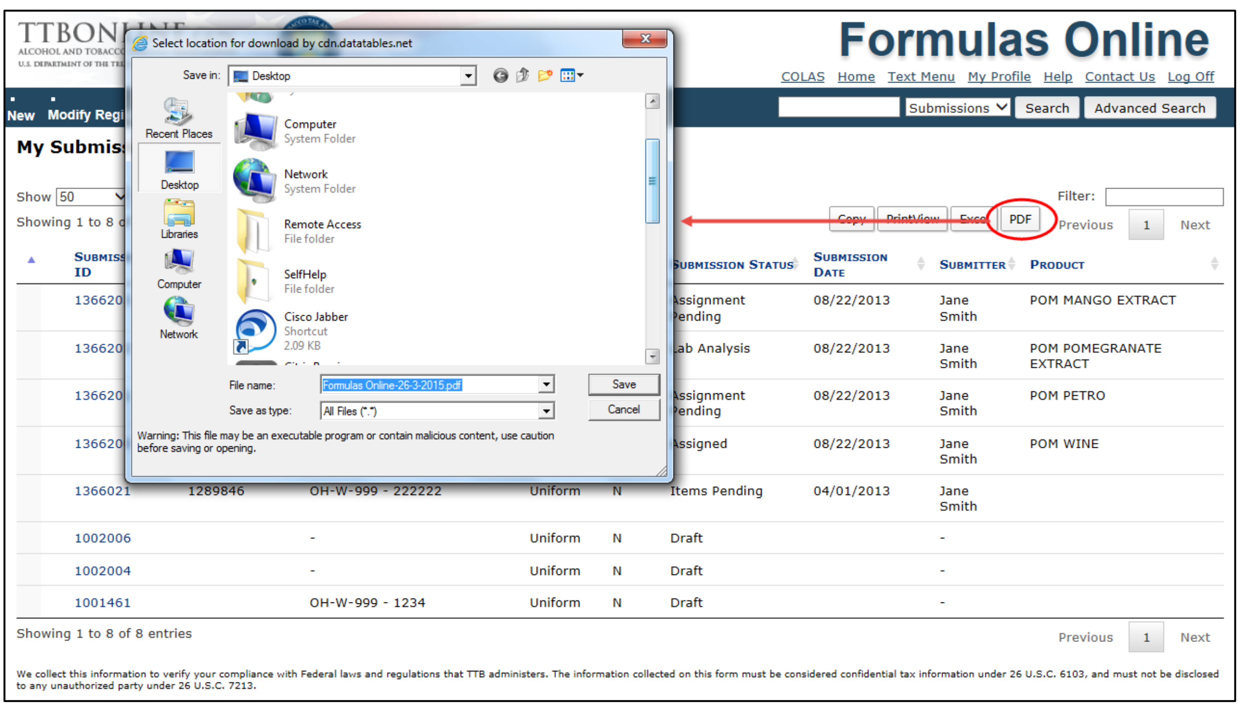


Figure 108: Export to PDF



3.7 CREATING AND SUBMITTING SUBMISSIONS (BY TYPE)

This section discusses the basic information for creating and submitting submissions (by type) in the Formulas Online system. This section includes the following information:

- **Formula and Process for Domestic and Imported Alcohol Beverages (Uniform)** – See Section 3.7.1 Formula and Process for Domestic and Imported Alcohol Beverages (Uniform)
- **Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA)** – See Section 3.7.2 Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA)
- **Formula and Process for Nonbeverage Product Request (Drawback)** – See Section 3.7.3 Formula and Process for Nonbeverage Product Request (Drawback)
- **Formula and Process for Nonbeverage Product Request (Rider)** – See Section 3.7.4 Formula and Process for Nonbeverage Product Request (Rider)

3.7.1 Formula and Process for Domestic and Imported Alcohol Beverages (Uniform)

This section discusses the basic information for Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submissions in the Formulas Online system. This section includes the following information:

- **General Uniform Information** – See Section 3.7.1.1 General Uniform Information
- **Create a New Uniform Submission** – See Section 3.7.1.2 Create a New Uniform Submission

3.7.1.1 General Uniform Information

These screens allow you to create, edit, verify, and submit a new Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submission in the Formulas Online system. Uniform submissions give detailed information about the formula, ingredients, and process for the beverage alcohol submission, including any documents associated with an ingredient.

3.7.1.2 Create a New Uniform Submission

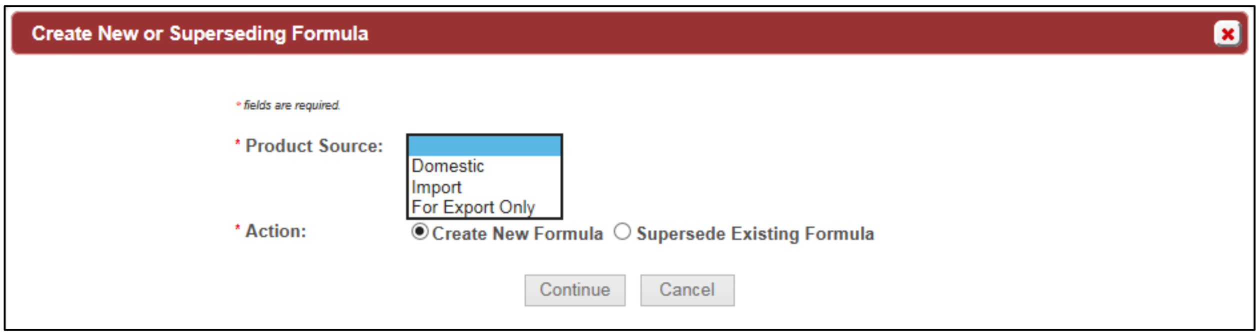
Follow these steps to create a new Formula and Process for Domestic and Imported Alcohol Beverages (Uniform) submission:

1. Select **Formula and Process for Domestic and Imported Alcohol Beverages** from the New drop-down menu. See Figure 109.

Figure 109: Create a New Uniform – Select New Drop-Down Menu

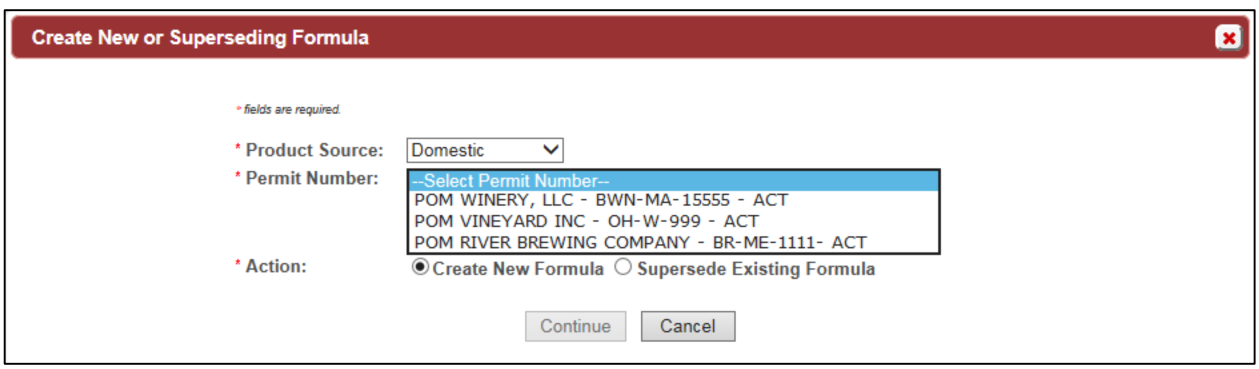
The Company modal window displays. See Figure 110.

Figure 110: Create a New Uniform – Select Company Product Source



2. Select **Domestic, Import,** or **Export Only** from the Product Source drop-down list. The Permit Number field displays. See Figure 111.

Figure 111: Create a New Uniform – Select Company Permit Number



3. Select the permit number for the company for which you are creating this submission. The system pre-populates the company address information.

►**Note:** If you select **Domestic** or **For Export Only** as the product source, the Permit Holder and Submitter mailing address information displays. See Figure 112. If you select **Importer** as the product source, the Foreign Manufacturer address information also displays. See Figure 113.

Figure 112: Create a New Uniform – Company (Domestic and For Export Only)

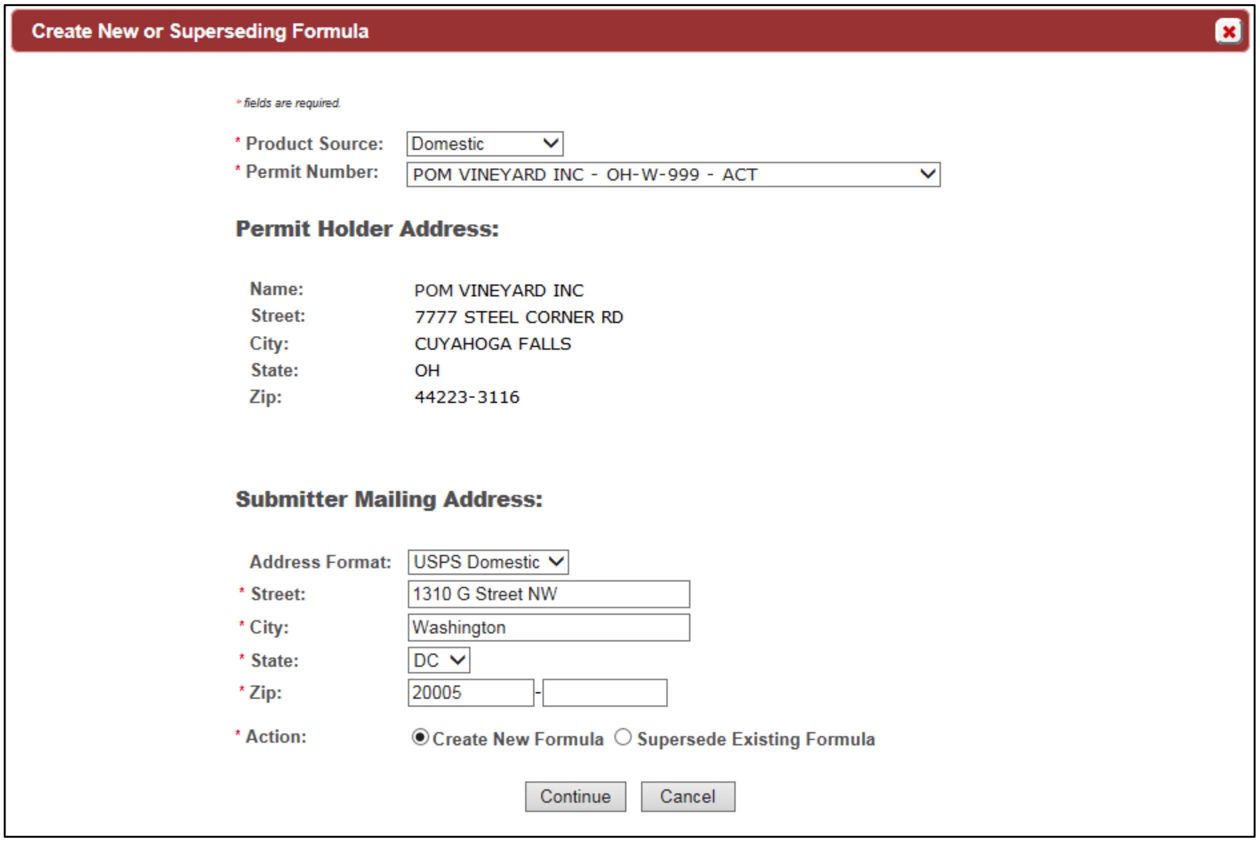
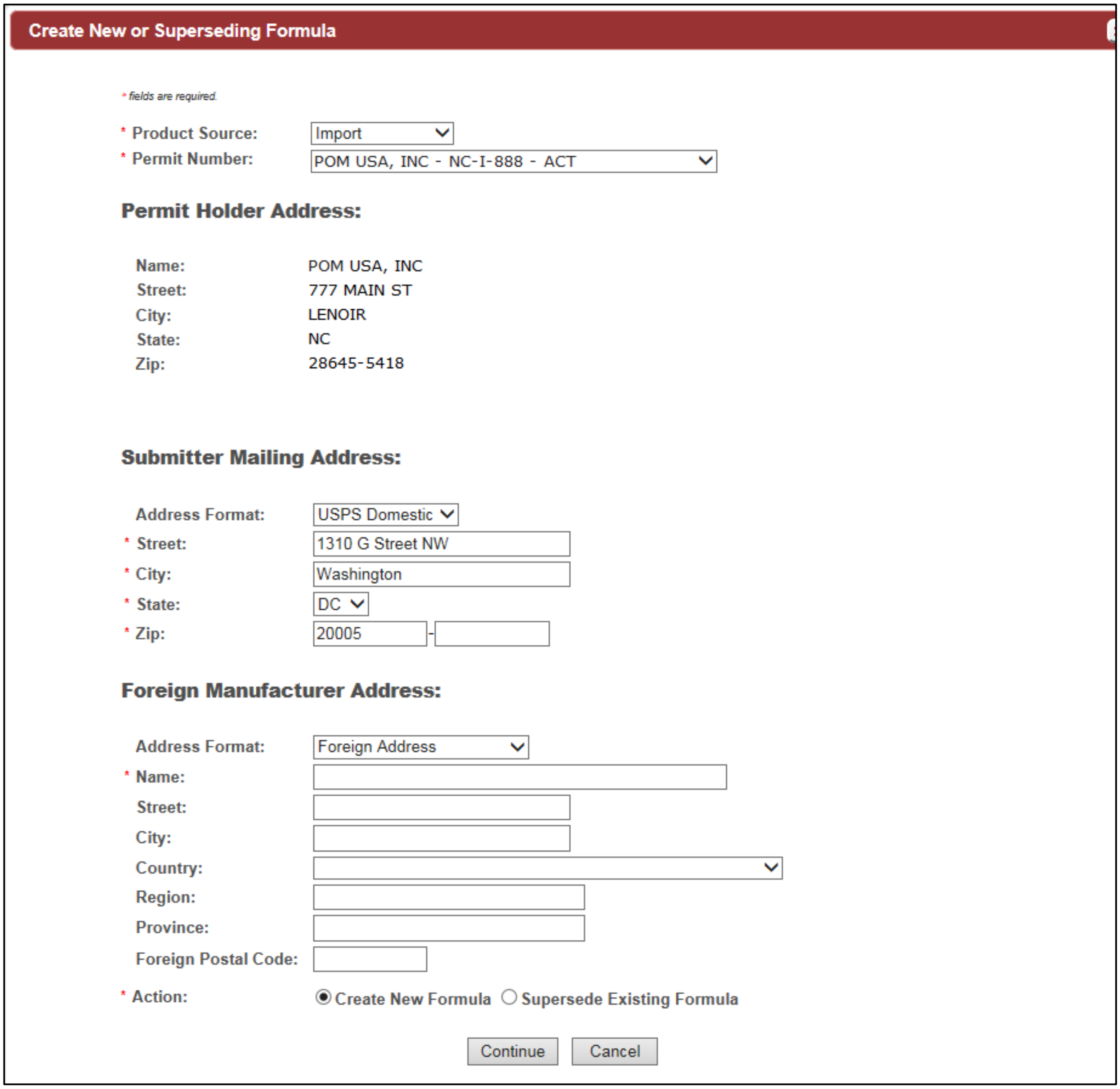


Figure 113: Create a New Uniform – Company (Import)



4. Edit Submitter mailing address information or Foreign Manufacturer address information if applicable.

►**Note:** Fields marked with asterisks (*) are required fields.

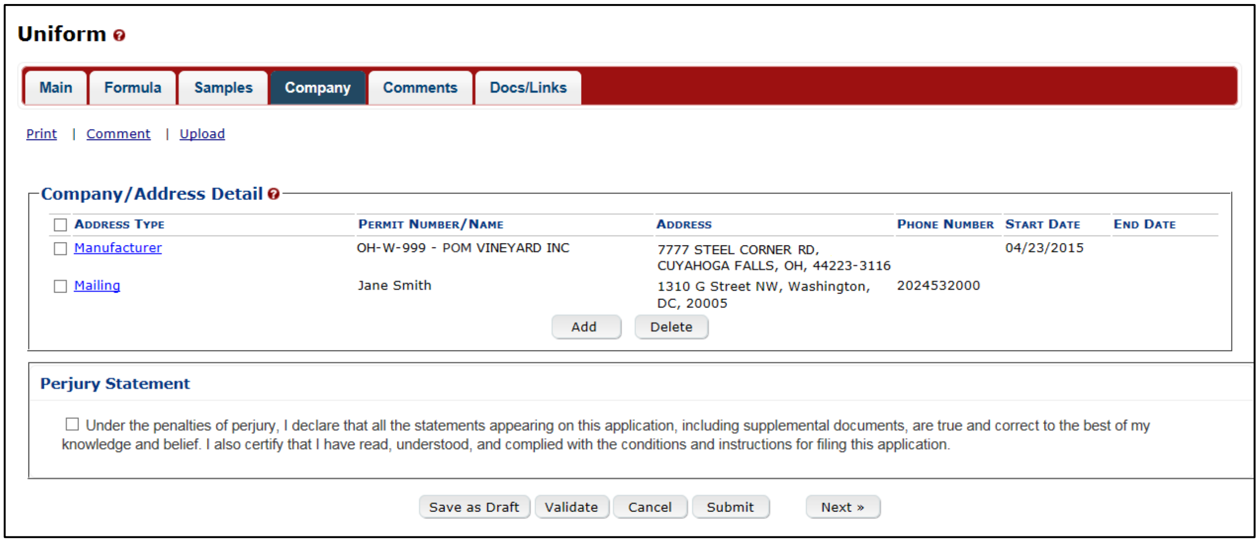
►**Note:** Permit Holder address information is not editable.

►**Note:** By default, the Create New Formula radio button is selected. If you wish to supersede an existing formula, select the Supersede Existing Formula radio button. You will be prompted to populate the information noted in Superseded Formula.

5. Select the **Continue** button. The Company modal window closes and the Company tab displays with the address information added. See Figure 114.

Company/Address Detail

Figure 114: Create a New Uniform – Company Tab with Company Address Added



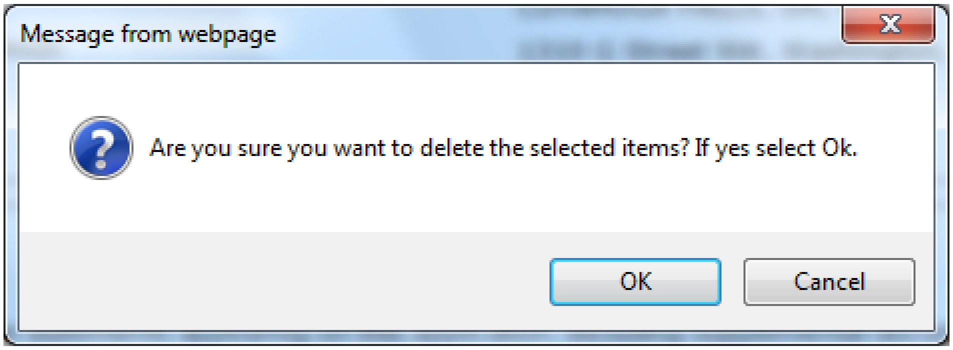
►**Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

►**Note:** Please contact the ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

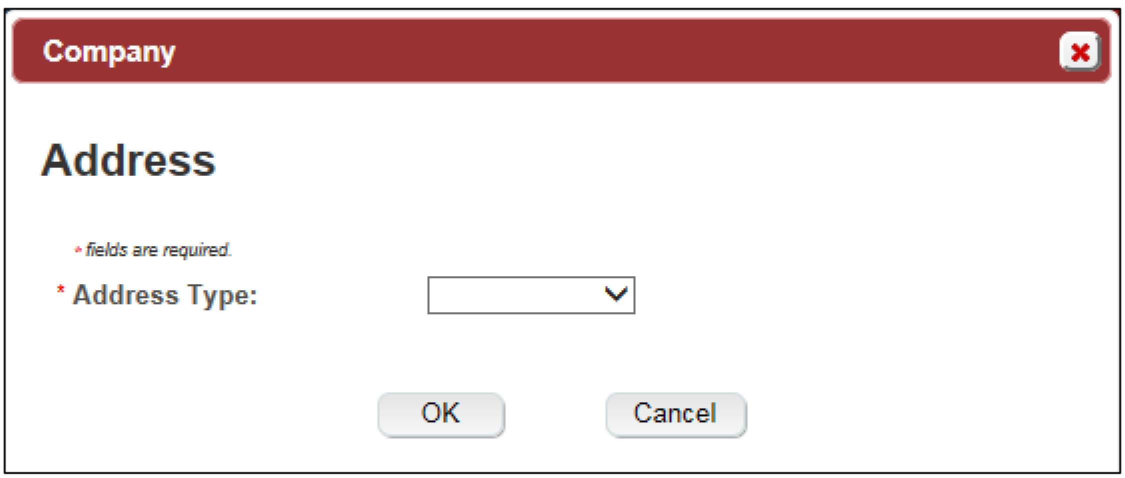
►**Note:** Select the Address Type link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the **Delete** button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 115. Select the **OK** button to confirm.

Figure 115: Create a New Uniform – Delete Address Confirmation



2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 116.

Figure 116: Create a New Uniform – Address Modal Window



3. Select the address type from the Address Type drop-down list. The system displays the address fields. See Figure 119.

►**Note:** The address type options available depend on the product source you selected earlier. See Figure 117 for the address type options available for Domestic and For Export Only. See Figure 118 for address type options available for Import.

Figure 117: Create a New Uniform – Address Type (Domestic and For Export Only)

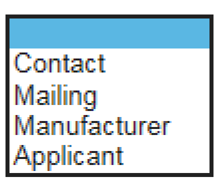


Figure 118: Create a New Uniform – Address Type (Import)

4. Enter the company address information in the available fields. See Figure 119. If you select **Foreign** for Address Format, additional address fields display. See Figure 120.

Figure 119: Create a New Uniform – Address Fields (Domestic)

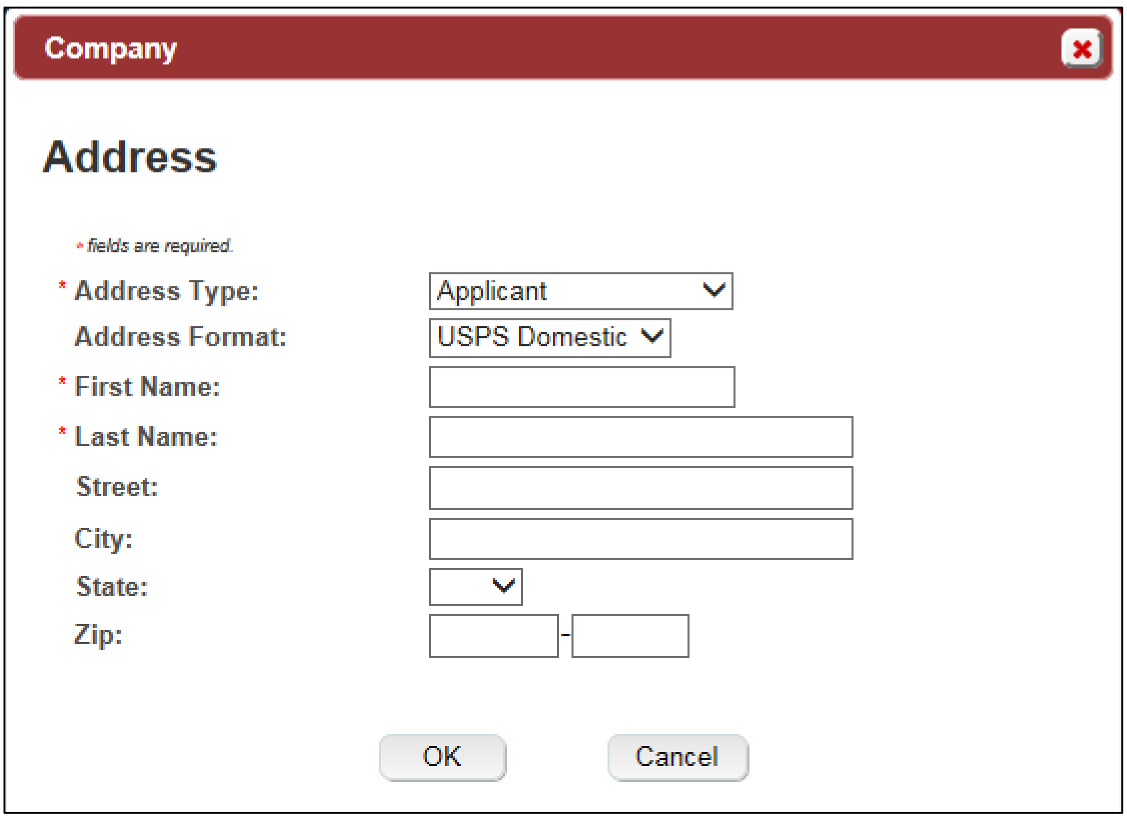
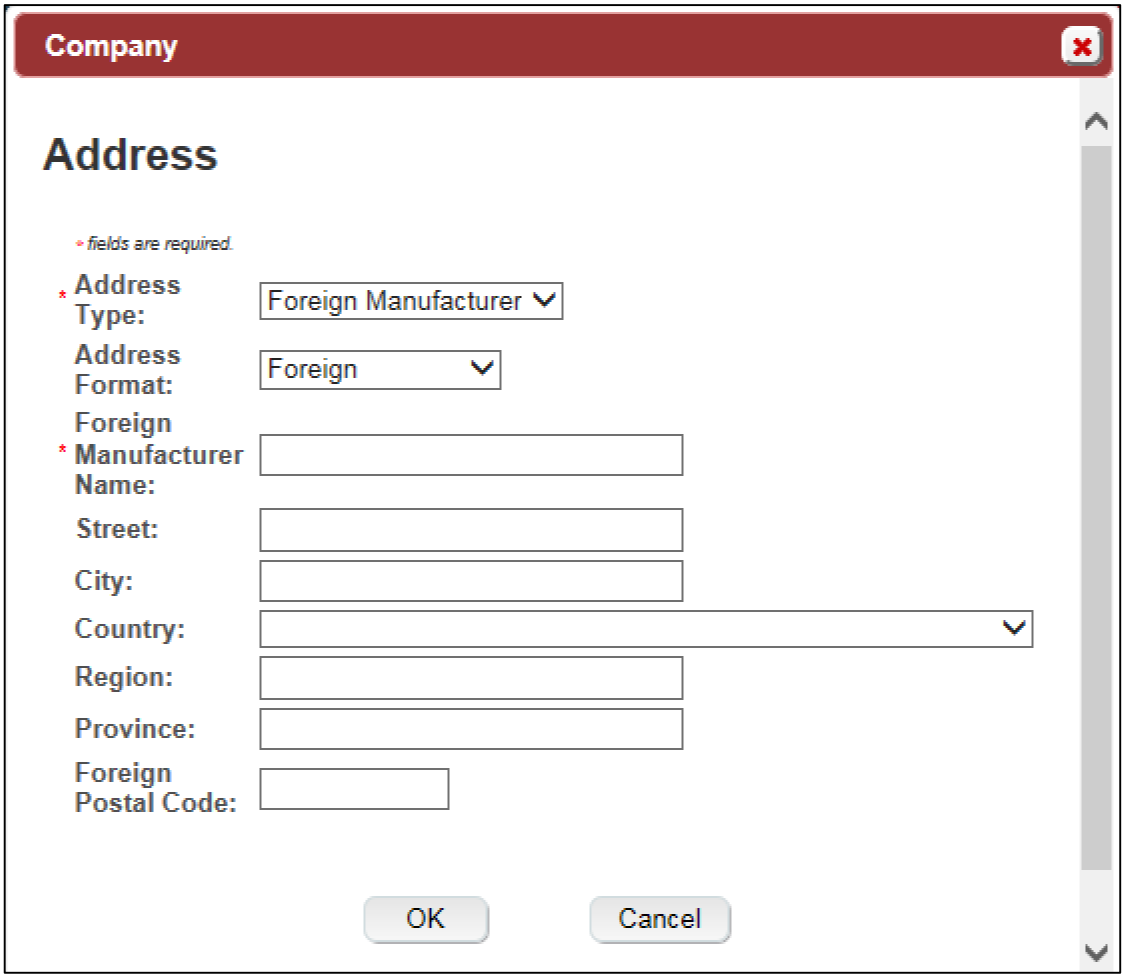


Figure 120: Create a New Uniform – Address Fields (Foreign)



►**Note:** Fields marked with asterisks (*) are required fields.

5. Select the **OK** button. The Address modal window closes and the Company tab displays with the address information added.
6. Repeat the steps for all additional addresses needed for the submission.

►**Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

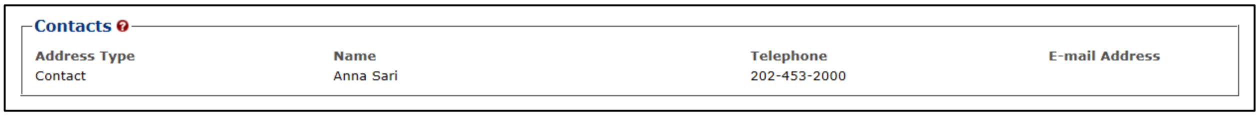
►**Note:** Available and/or required addresses vary depending on type of Uniform submission being entered. Imported submissions have two additional address types: Foreign Manufacturer and Importer.

7. Select the **Next** button. The Main tab displays. See Figure 122.

►**Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 121.

Contacts

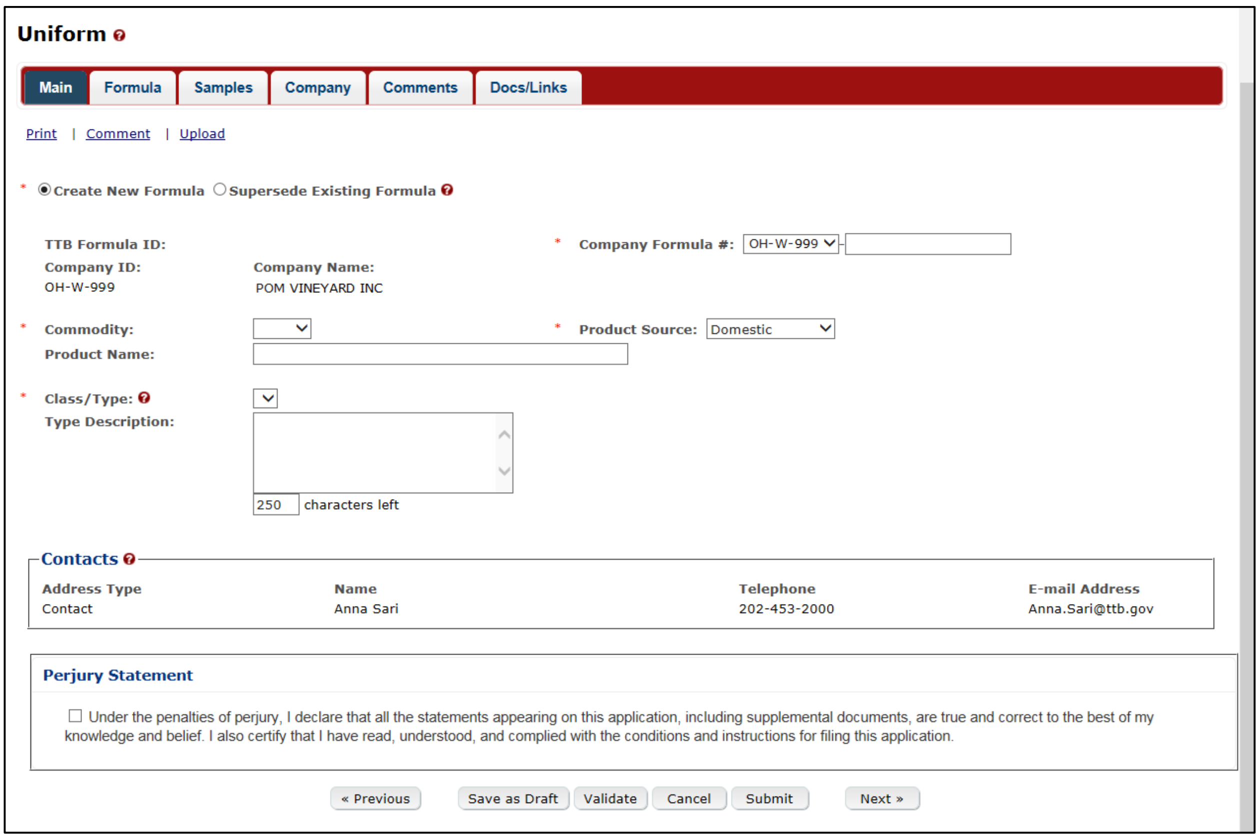
Figure 121: Create a New Uniform – Contacts



1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in Company/Address Detail.

Main Tab

Figure 122: Create a New Uniform – Main Tab



►**Note:** Fields marked with asterisks (*) are required fields.

1. Create a new formula or supersede an existing formula.
   a. If you are creating a new formula:
      i. Enter the Company Formula Number in the text box to the right of the Permit Number. *This must be a numeric value.*
   b. If you are superseding an existing formula:

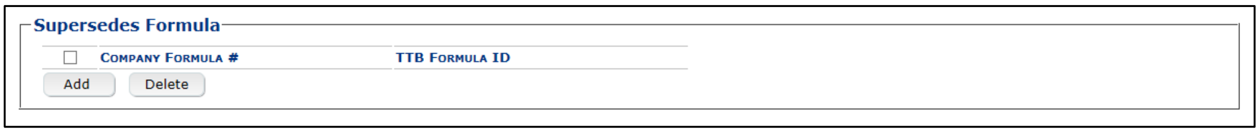
i. Select the Supersede Existing Formula radio button. The Supersedes Formula fields display below the radio buttons. See Figure 123.

Superseded Formula

►**Note:** You may change the submission from Supersede to New by selecting the Create New Formula radio button. You will not be able to change the submission from Supersede to New until you delete any superseded formula information.

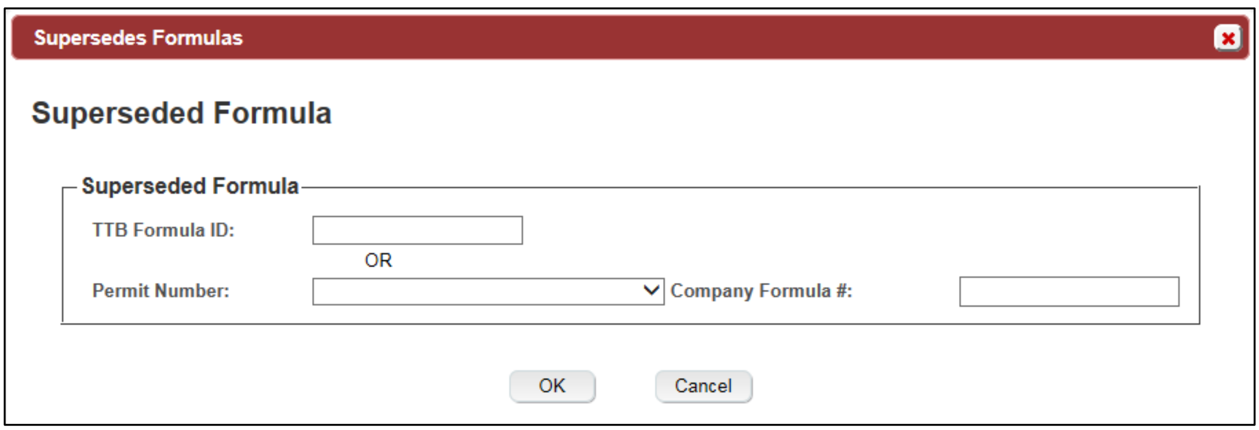
►**Note:** A single formula may supersede multiple formulas.

Figure 123: Create a New Uniform – Supersedes Formula Fields



1. Select the **Add** button. The Superseded Formula modal window displays. See Figure 124.

Figure 124: Create a New Uniform – Superseded Formula Modal Window



2. Enter the TTB Formula ID.

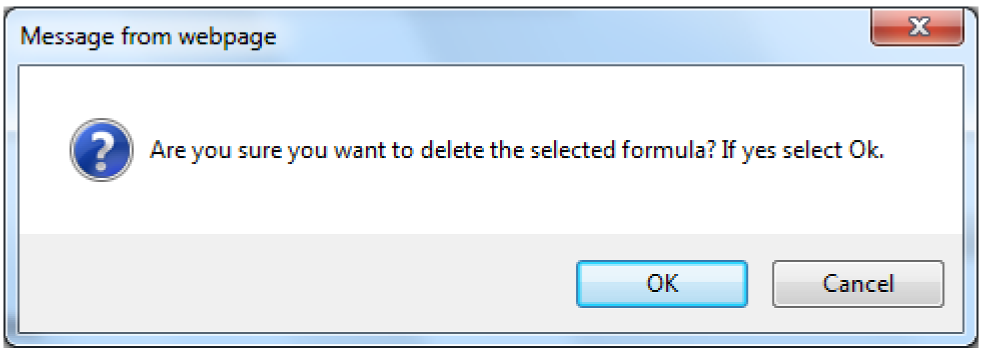
   or

3. Select the Company Code and enter the Company Formula #.
4. Select the **OK** button. The Superseded Formula modal window closes and the Main tab displays with the superseded formula added. See Figure 125.

Figure 125: Create a New Uniform – Superseded Formula Added

►**Note:** Select the checkbox next to the superseded formula and select the **Delete** button to delete the superseded formula. A confirmation message box displays prompting you to confirm your action. See Figure 126. Select the **OK** button to confirm.

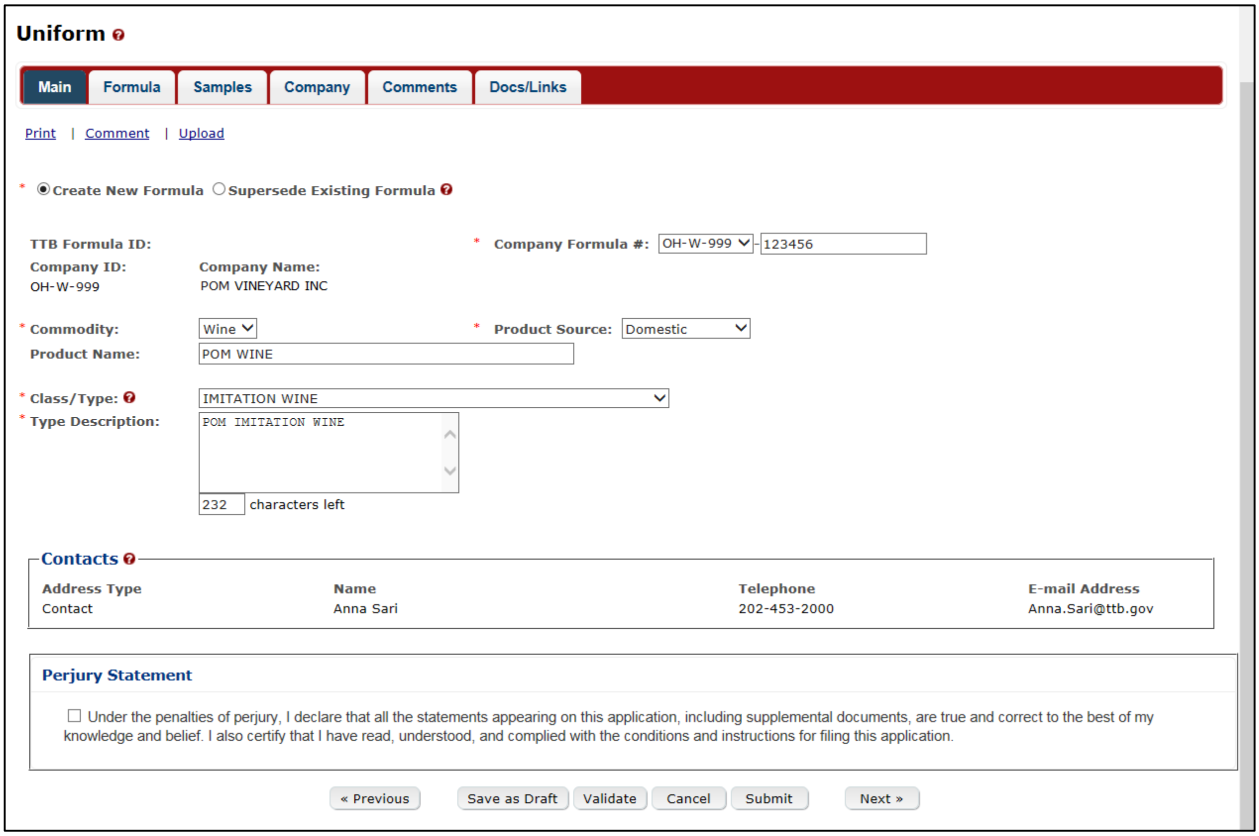
Figure 126: Create a New Uniform – Delete Superseded Formula Confirmation



►**Note:** You may add additional superseded formulas by selecting the **Add** button to display the Superseded Formula modal window and following Steps 1 – 4.

Class/Type

Figure 127: Create a New Uniform – Class/Type Specified



1. Select the options from the drop-down lists.
   a. Commodity Type
      - Malt
      - Wine
      - Distilled Spirits

►**Note:** Commodity types are available in this drop-down list according to whether the specific manufacturer produces that commodity type.

   b. Product Source
      - Domestic
      - Import
      - For Export Only
   c. Class/Type

►**Note:** Class/Type options vary depending on commodity selected.

2. Enter the Product Name and Type Description in the available fields.
3. Select the **Next** button. The Formula tab displays. See Figure 128.

Summary

Figure 128: Create a New Uniform – Formula Tab (Volume/Weight Measurement Type)

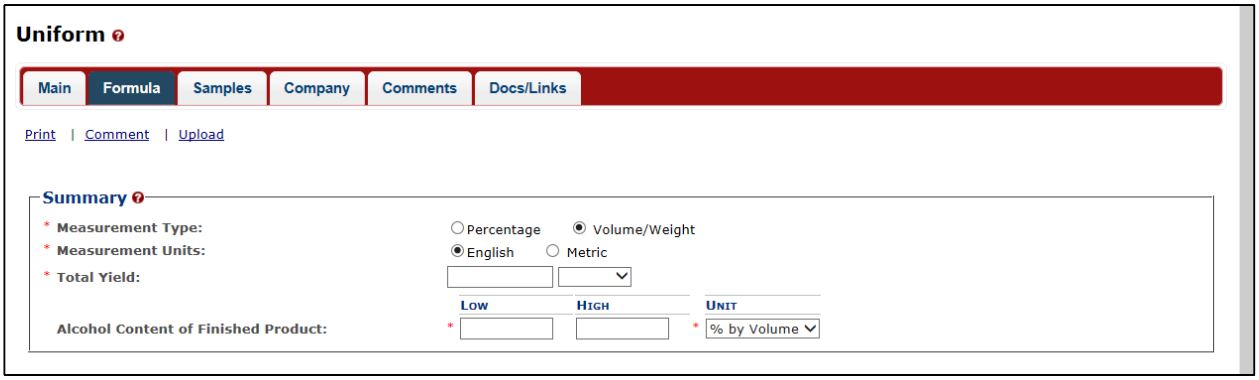
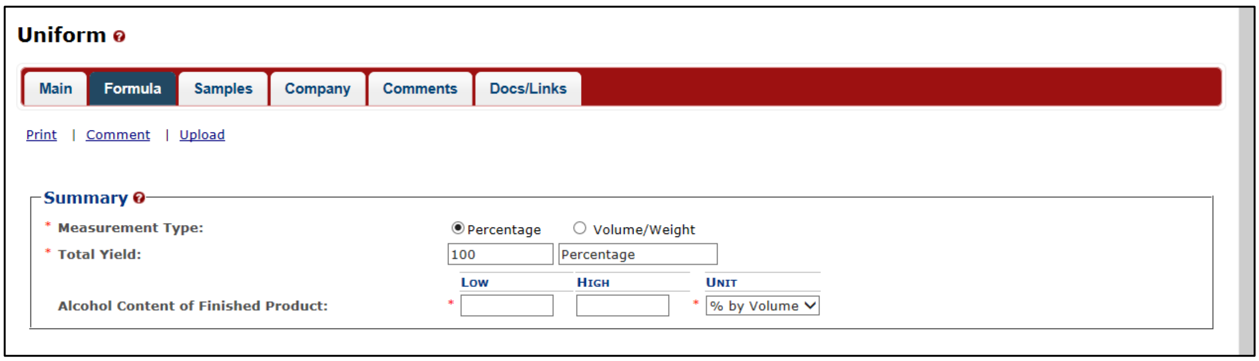


Figure 129: Create a New Uniform – Formula Tab (Percentage Measurement Type)



1. Enter the Summary information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

   a. Measurement Type
      - Percentage
      - Volume/Weight
   b. Measurement Units
      - English
         - Gallons
         - Barrels
      - Metric
         - Milliliters
         - Liters

►**Note:** Measurement Type and Measurement Units will pre-populate the type of Units of Measurement used in the Ingredients pop-up windows.

►**Note:** When the Product Source is "Domestic," then the unit of measure should be "English." When the Product Source is "Import," then the unit of measure should be "Metric."

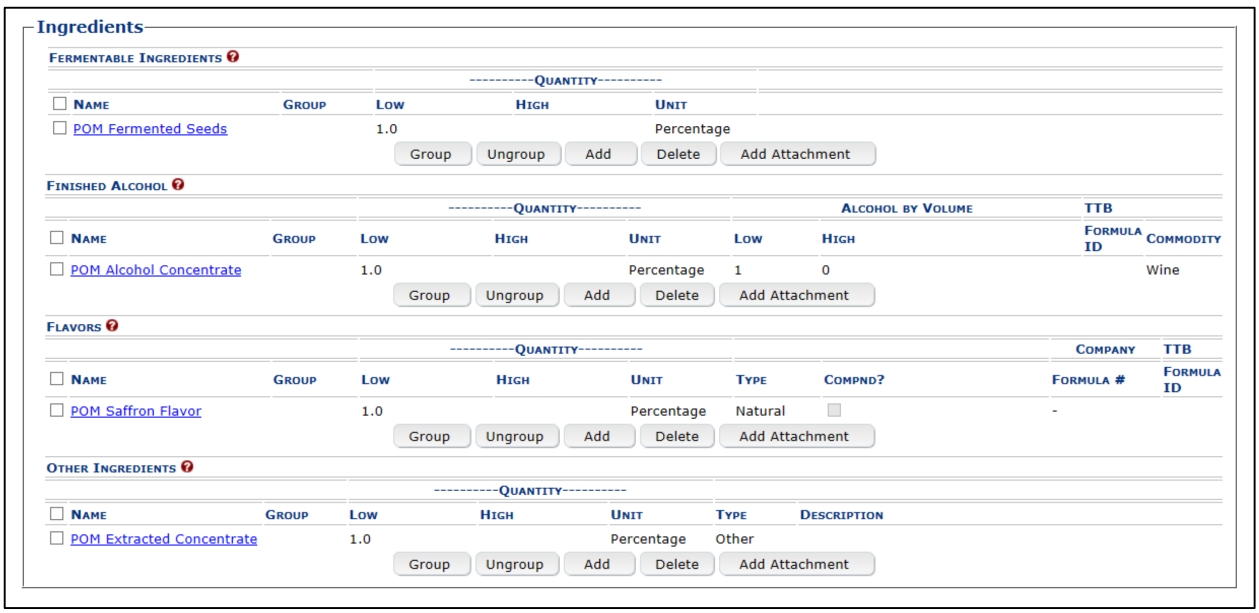
c. Total Yield

d. Alcohol Content of Finished Product

- Low
- High
- Unit
  - o % by Volume
  - o Proof

Ingredients

Figure 130: Create a New Uniform – Ingredients



The Ingredients section of the Formula tab contains multiple sections to add specific types of ingredients information and to group ingredients together by type.

►**Note:** If the Commodity Type is "Wine" or "Distilled Spirits," you will see Fermentable Ingredients, Finished Alcohol, Flavors, and Other Ingredients. If Commodity Type is "Malt," you will not see Finished Alcohol.

Follow these steps to add ingredients information to the submission:

1. Enter all ingredients information.

a. Ingredients (Fermentable Ingredient)

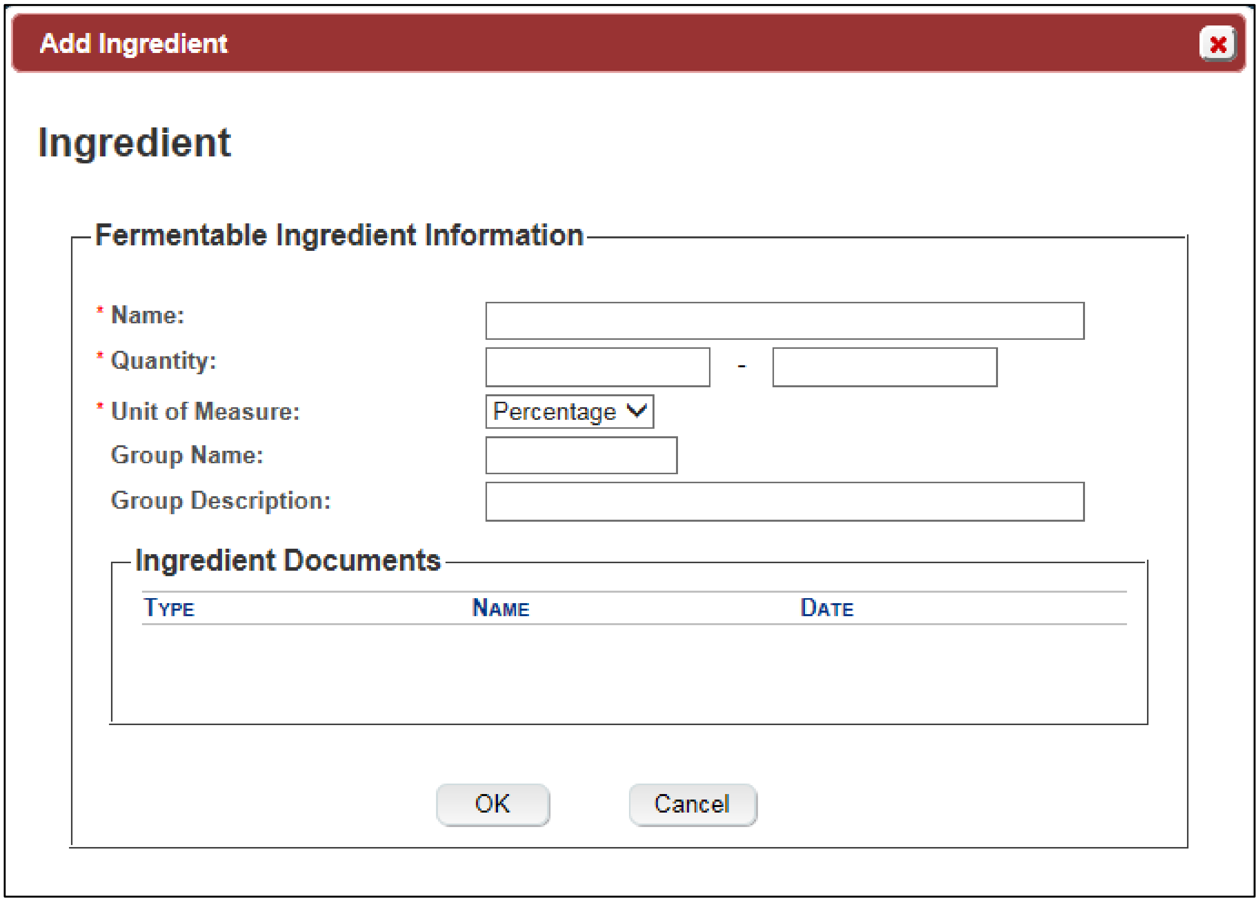
b. Ingredients (Finished Alcohol Ingredient)

c. Ingredients (Flavor Ingredient)

d. Ingredients (Other Ingredient)

Ingredients (Fermentable Ingredient)

Figure 131: Create a New Uniform – Fermentable Ingredient Modal Window



Follow these steps to add fermentable ingredient information to the submission:

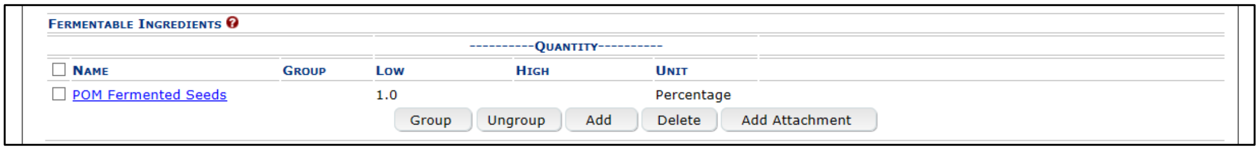
1. Select the **Add** button in the Fermentable Ingredients section. The Fermentable Ingredient modal window displays. See Figure 131.
2. Enter the fermentable ingredient information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** You may enter a Quantity (Low) value of 0 (Zero).

3. Select the **OK** button. The Fermentable Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Fermentable Ingredients section. See Figure 132.

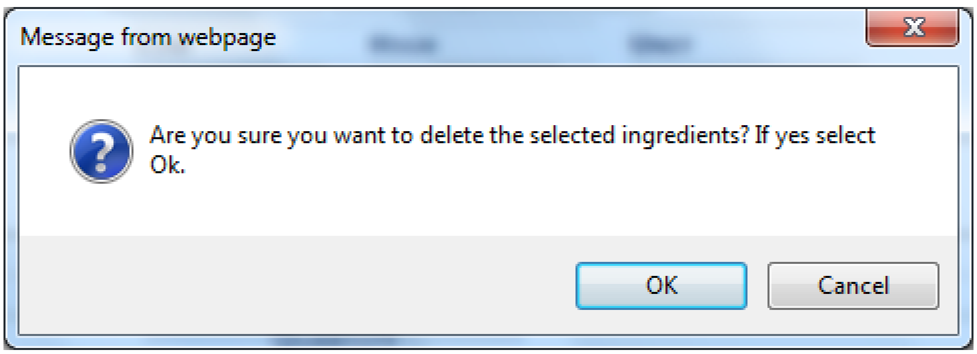
Figure 132: Create a New Uniform – Fermentable Ingredients Information Added



4. Repeat the steps to add all fermentable ingredient information to the submission.

►**Note:** Select the Ingredient Name link to display the Fermentable Ingredient modal window and edit the ingredient. Select the checkbox next to the fermentable ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 133. Select the **OK** button to confirm.

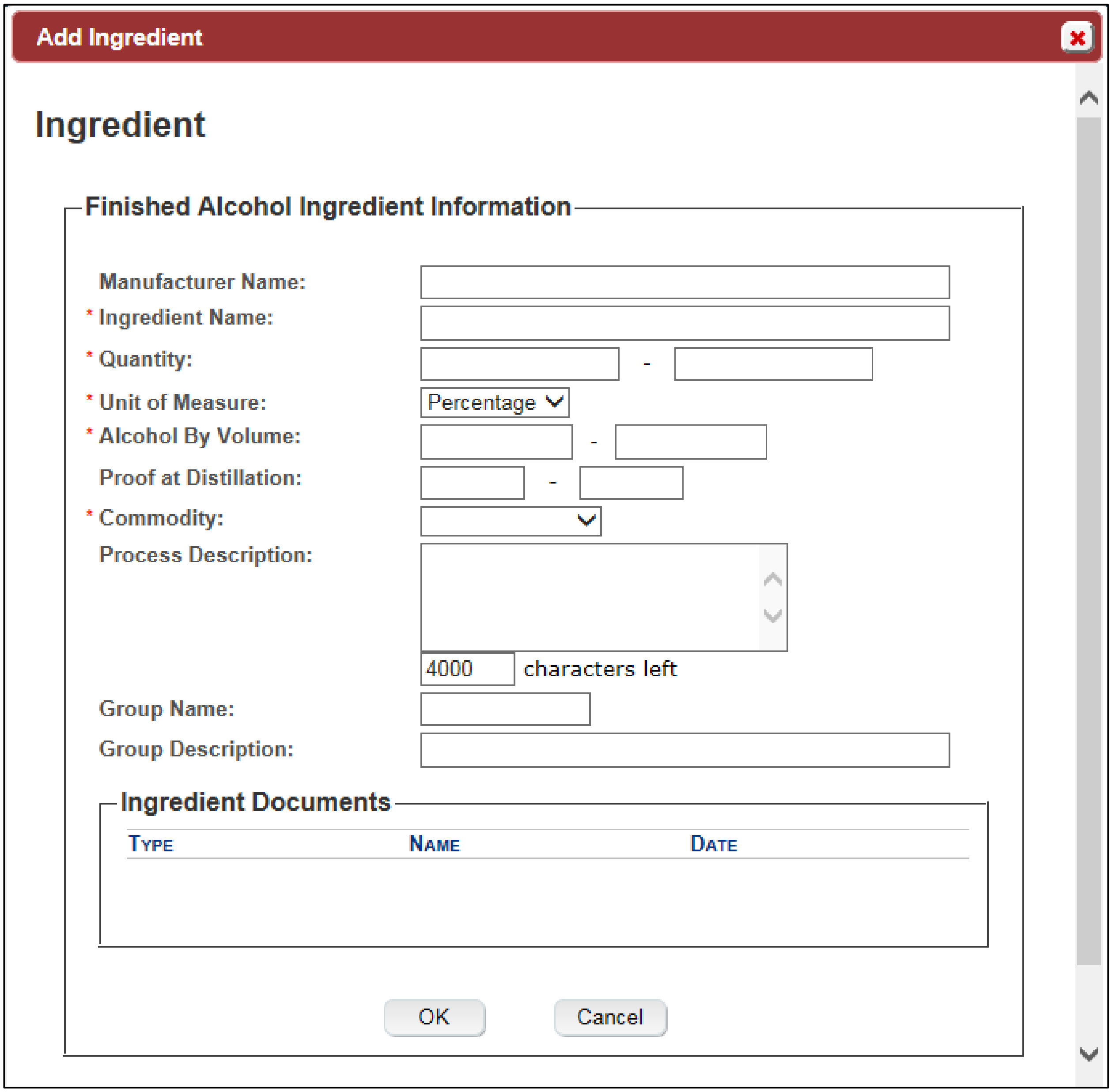
Figure 133: Create a New Uniform – Delete Fermentable Ingredient Confirmation



►**Note:** See Add/Edit Attachments (for all ingredients) to attach a file specific to this ingredient.

Ingredients (Finished Alcohol Ingredient)

Figure 134: Create a New Uniform – Finished Alcohol Ingredient Modal Window



Follow these steps to add finished alcohol ingredient information to the submission:

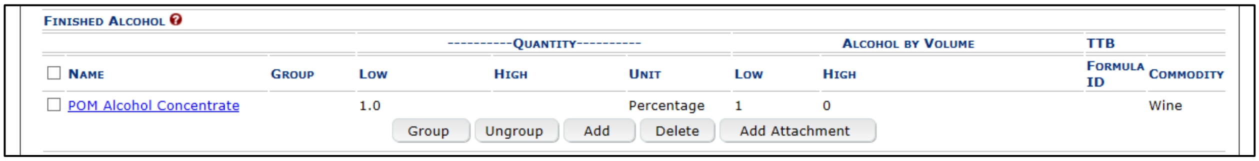
1. Select the **Add** button in the Finished Alcohol section. The Finished Alcohol Ingredient modal window displays. See Figure 134.
2. Enter the finished alcohol ingredient information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** You may enter a Quantity (Low) value of 0 (Zero).

3. Select the **OK** button. The Finished Alcohol Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Finished Alcohol section. See Figure 135.

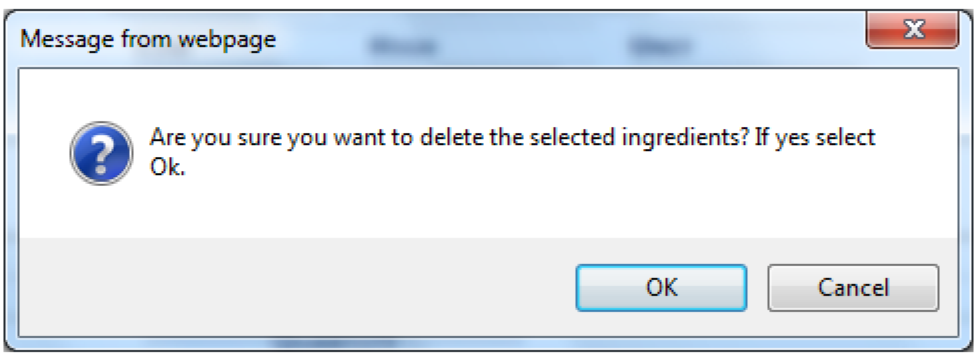
Figure 135: Create a New Uniform – Finished Alcohol Information Added



4. Repeat the steps to add all finished alcohol ingredient information to the submission.

►**Note:** Select the Ingredient Name link to display the Finished Alcohol Ingredient modal window and edit the ingredient. Select the checkbox next to the finished alcohol ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 136. Select the **OK** button to confirm.

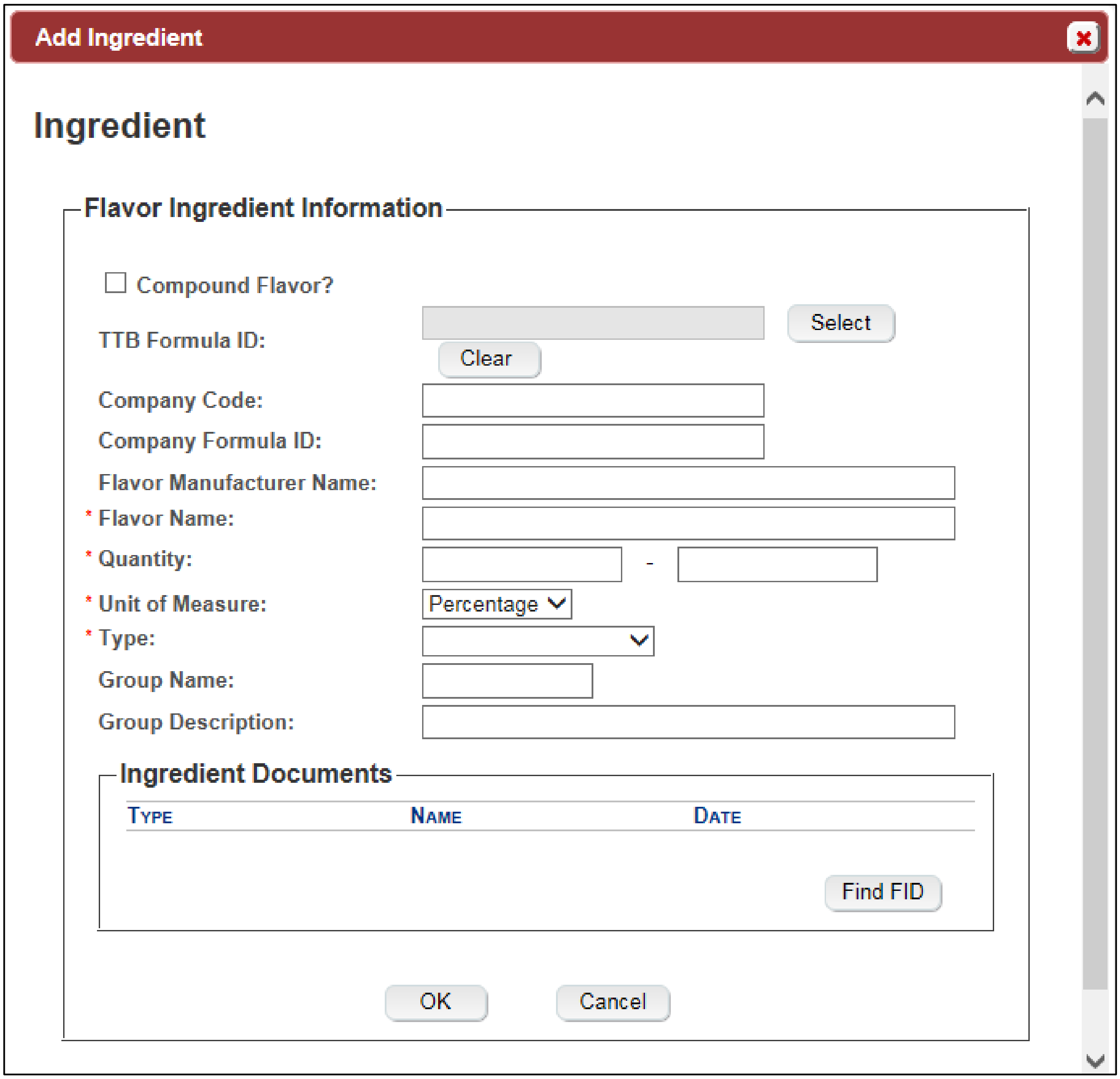
Figure 136: Create a New Uniform – Delete Finished Alcohol Ingredient Confirmation



►**Note:** See Add/Edit Attachments (for all ingredients) to attach a file specific to this ingredient.

Ingredients (Flavor Ingredient)

Figure 137: Create a New Uniform – Flavor Ingredient Modal Window



Follow these steps to add flavor ingredient information to the submission:

1. Select the **Add** button in the Flavors section. The Flavor Ingredient modal window displays. See Figure 137.
2. Enter the flavor ingredient information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

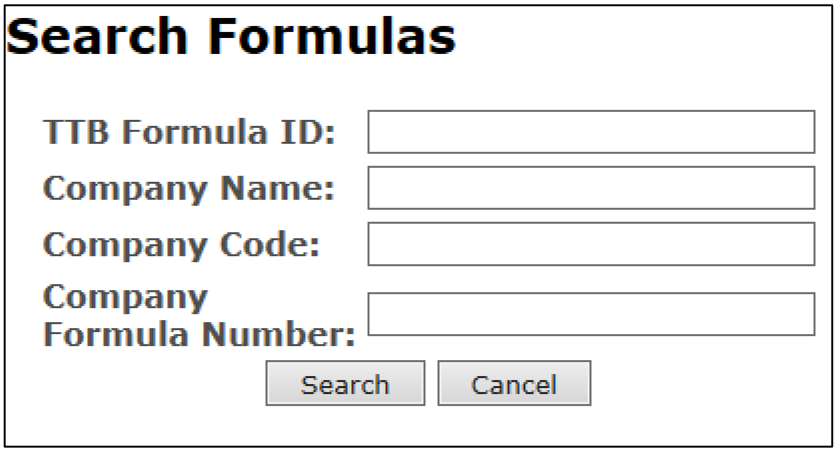
►**Note:** You may enter a Quantity (Low) value of 0 (Zero).

►**Note:** If you select the "Compound Flavor?" checkbox, you may specify a TTB Formula ID.

►**Note:** If the flavor alcohol ingredient is a previously submitted formula, this allows you to search for a submission and populate the existing formula information (e.g., TTB Formula ID, Permit Number, and Company Formula ID).

3. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 138.

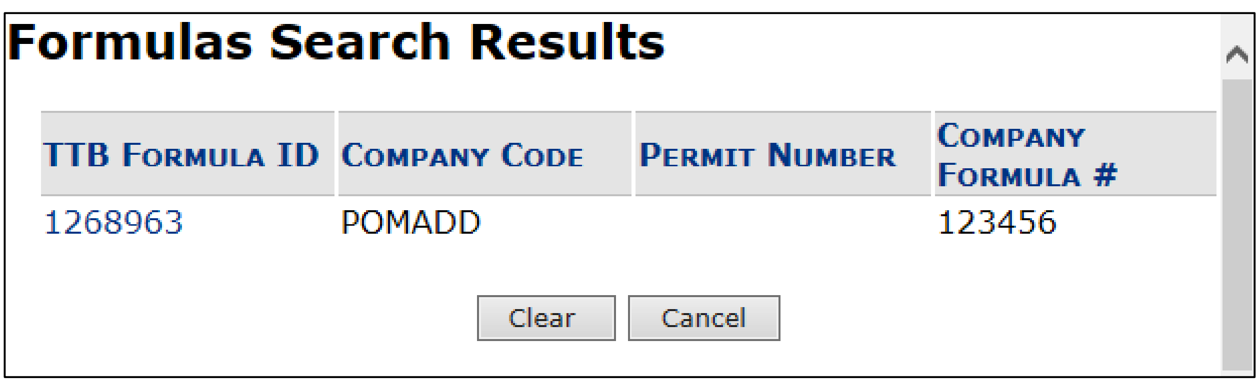
Figure 138: Create a New Uniform – Search Formulas Pop-Up Window



a. Enter the search criteria in the available fields.

b. Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 139.

Figure 139: Create a New Uniform – Formulas Search Results Pop-Up Window



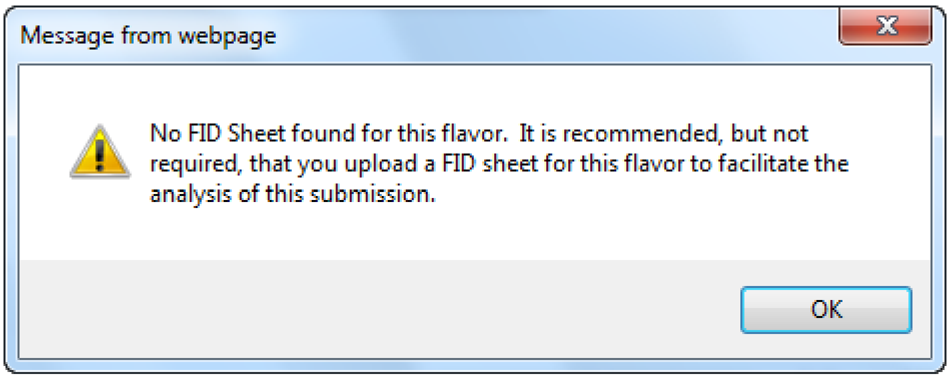
c. Select the TTB Formula ID link. The Formulas Search Results pop-up window closes and the Flavor Alcohol Ingredient modal window displays. The TTB Formula ID, Permit Number, and Company Formula ID fields are populated. Select the **Clear** button to clear the fields.

►**Note:** If you select the “Compound Flavor?” checkbox, you should upload a FID Sheet unless one has already been uploaded for this ingredient in a previous submission. This is not required but doing so would expedite the processing of the formula.

4. *Optional Step:* In the Ingredient Documents section, select the **Find FID** button to locate a FID sheet for this ingredient from a previous submission. The associated FID sheet displays, if found.

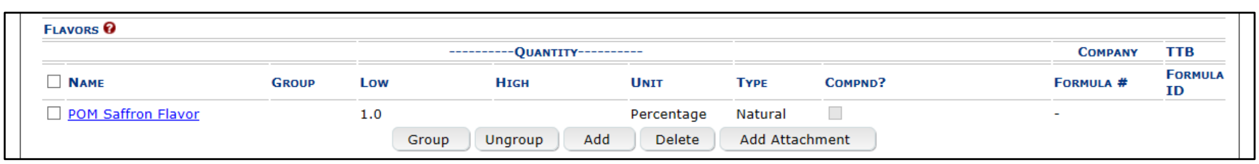
►**Note:** If there is no FID sheet found, a warning message box displays recommending that you upload a FID sheet. This warning message box does not display if a FID sheet has already been uploaded for this ingredient in a previous submission. See Figure 140.

Figure 140: Create a New Uniform – No FID Sheet Found Error



5. *Optional Step:* Attach a FID sheet or other document specific to this ingredient. See Add/Edit Attachments (for all ingredients).
6. Select the **OK** button. The Flavor Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Flavors section. See Figure 141.

Figure 141: Create a New Uniform – Flavor Ingredient Information Added



Flavors

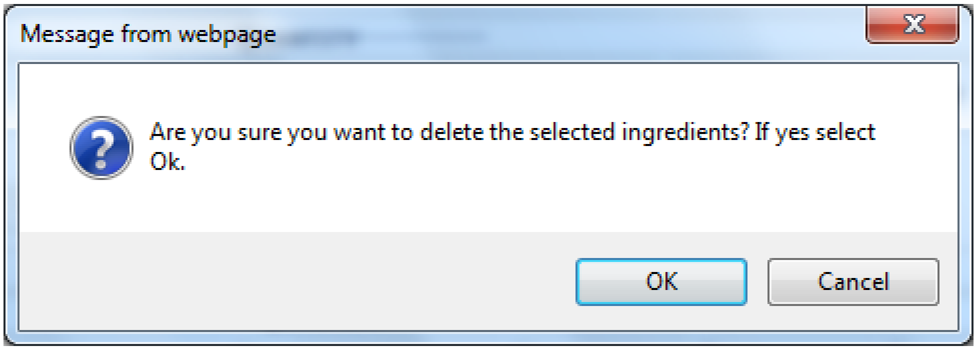
		----------Quantity----------					Company	TTB
Name	Group	Low	High	Unit	Type	Compnd?	Formula #	Formula ID
POM Saffron Flavor		1.0		Percentage	Natural		-	

Group Ungroup Add Delete Add Attachment

7. Repeat the steps to add all flavor ingredient information to the submission.

►**Note:** Select the Ingredient Name link to display the Flavor Ingredient modal window and edit the ingredient. Select the checkbox next to the flavor ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 142. Select the **OK** button to confirm.

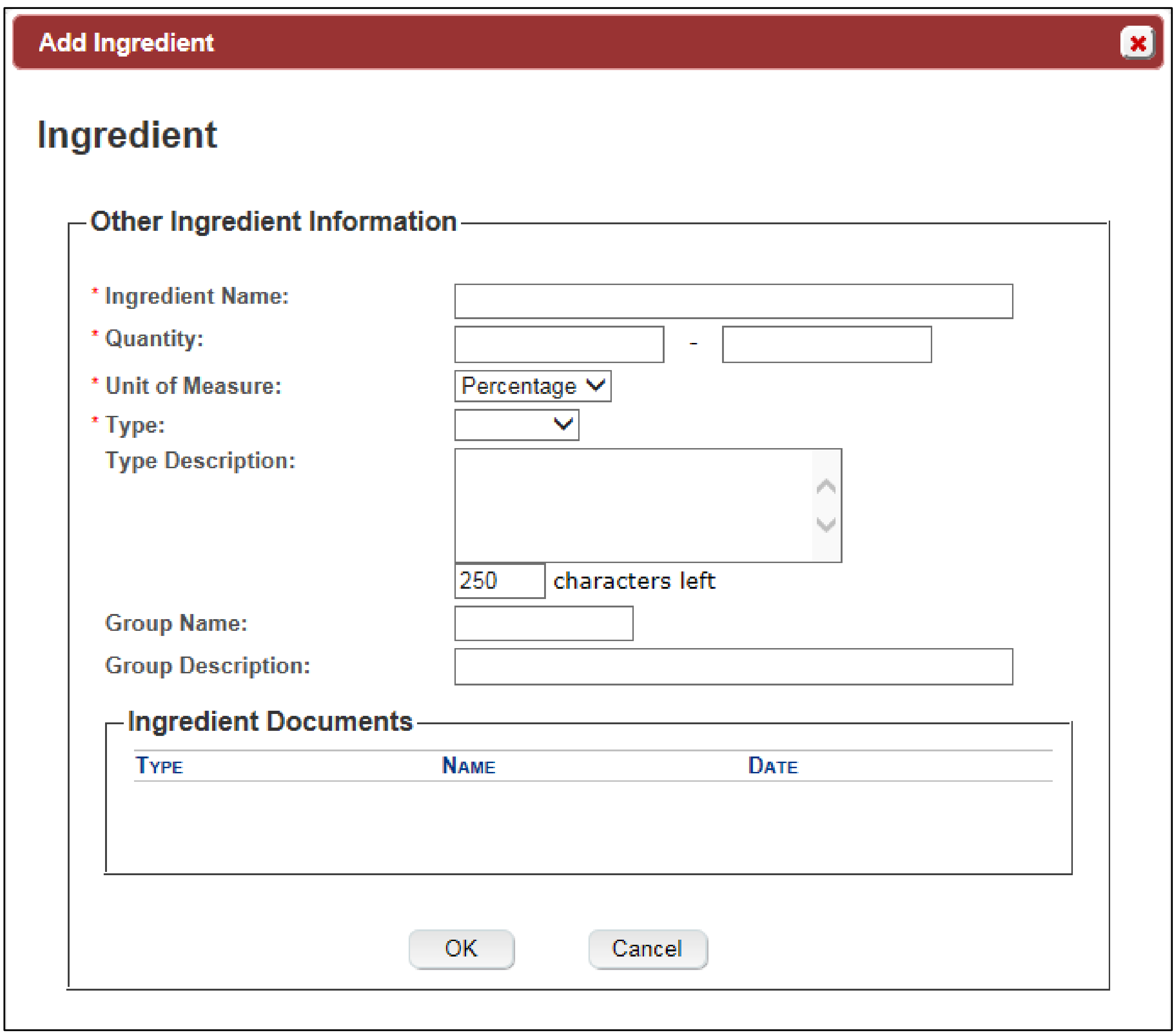
Figure 142: Create a New Uniform – Delete Flavor Ingredient Confirmation



►**Note:** See [Add/Edit Attachments (for all ingredients)]() to attach a file specific to this ingredient.

Ingredients (Other Ingredient)

Figure 143: Create a New Uniform – Other Ingredient Modal Window



Follow these steps to add other ingredient information to the submission:

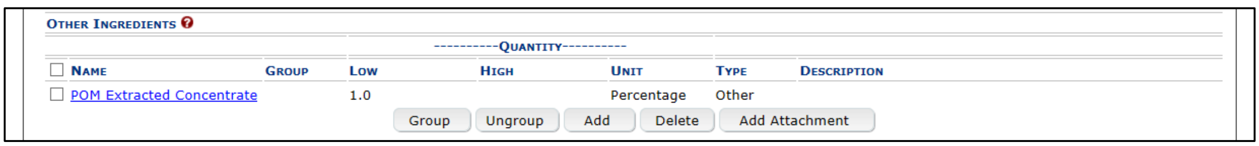
1. Select the **Add** button in the Other Ingredients section. The Other Ingredient modal window displays. See Figure 143.
2. Enter the other ingredient information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** You may enter a Quantity (Low) value of 0 (Zero).

3. Select the **OK** button. The Other Ingredient modal window closes and the Formula tab displays. The ingredient is added in the Other Ingredients section. See Figure 144.

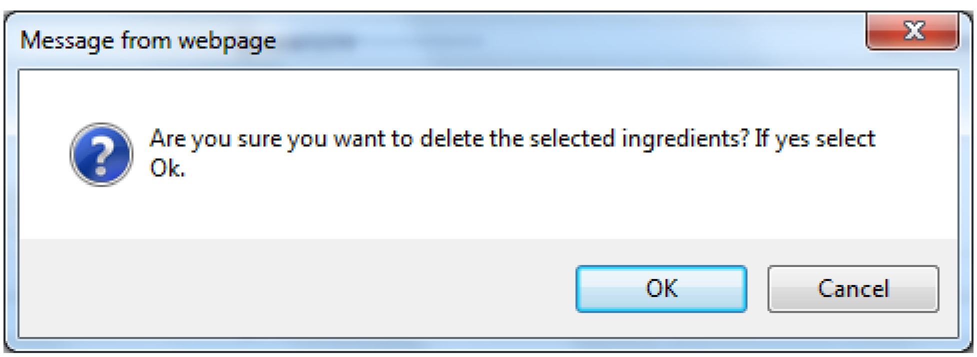
Figure 144: Create a New Uniform – Other Ingredient Information Added



4. Repeat the steps to add all other ingredient information to the submission.

►**Note:** Select the Ingredient Name link to display the Other Ingredient modal window and edit the ingredient. Select the checkbox next to the other ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 145. Select the **OK** button to confirm.

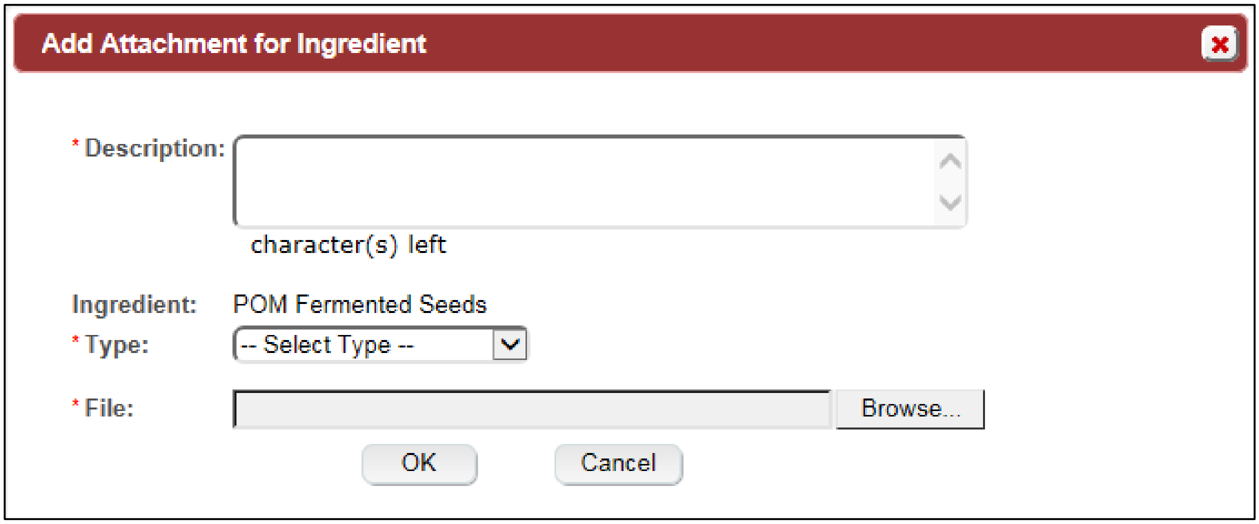
Figure 145: Create a New Uniform – Delete Other Ingredient Confirmation



►**Note:** See Add/Edit Attachments (for all ingredients) to attach a file specific to this ingredient.

Add/Edit Attachment (for all ingredients)

Figure 146: Create a New Uniform – Attachment Modal Window



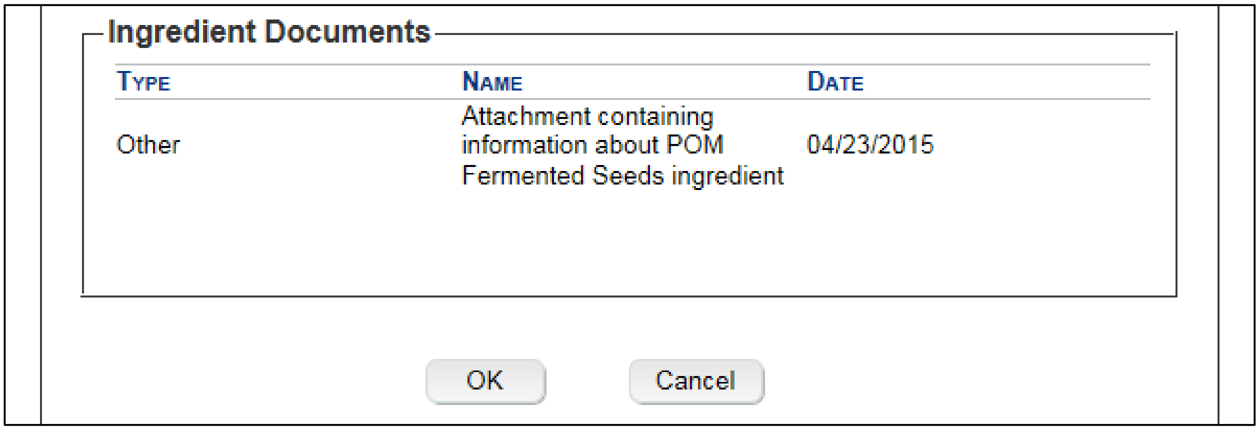
Follow these steps to add/edit attachments for all ingredients:

1. Select the checkbox next to the ingredient.
2. Select the **Add Attachment** button. The Attachment modal window displays. See Figure 146.
3. Enter the attachment information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

4. Select the **Browse** button to browse and select a file specific to this ingredient.
5. Select the **Open** button to attach the selected file.
6. Select the **OK** button. The Attachment modal window closes and the Ingredient modal window displays. The attachment is added in the ingredient documents section. See Figure 147.

Figure 147: Create a New Uniform – Attachment Information Added



►**Note:** Select the edit link next to the attachment to display the Attachment modal window and edit the attachment.

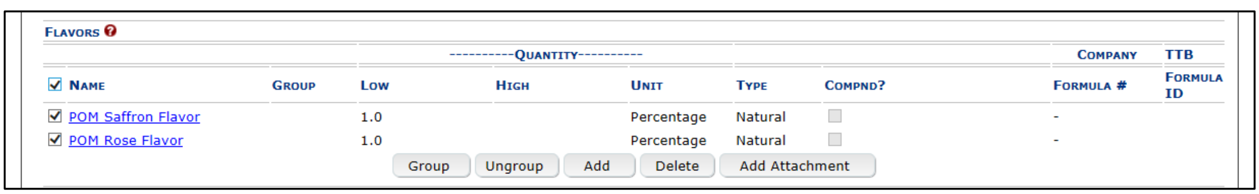
Ingredients (Group Ingredients)

Follow these steps to group ingredients by type:

►**Note:** You cannot "share" ingredients across groups. You may only group ingredients within the same types (e.g., flavors with flavors). This is typically used to indicate that, for a given batch, only one of the ingredients in the group will be used. The ingredients are so similar that they are interchangeable and would not require a change in formulation

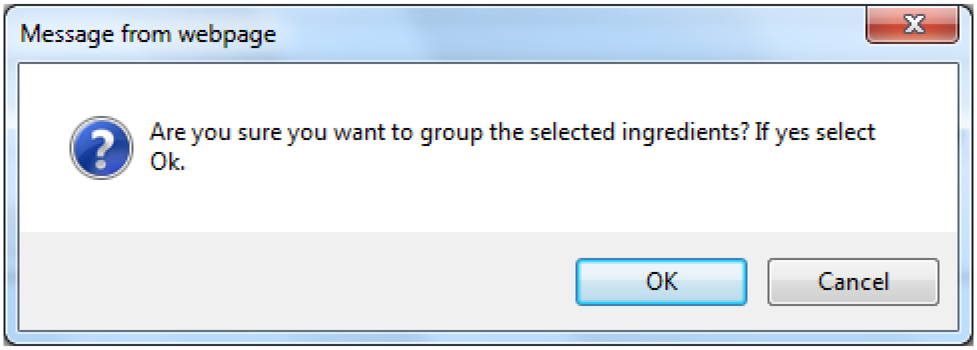
1. Select the checkboxes next to the ingredients within types. See Figure 148.

Figure 148: Create a New Uniform – Group Ingredients Selected



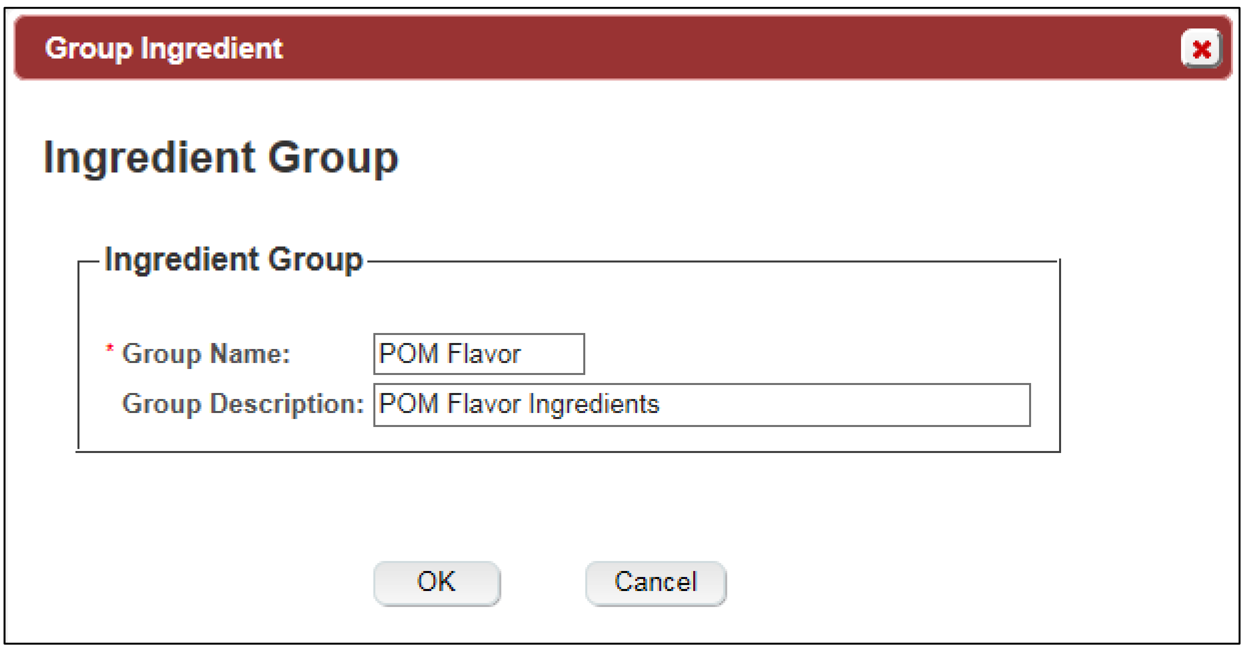
2. Select the **Group** button. A confirmation message box displays prompting you to confirm your action. See Figure 149.

Figure 149: Create a New Uniform – Group Ingredients Confirmation



3. Select the **OK** button to confirm. The confirmation message box closes and the Ingredient Group modal window displays. See Figure 150.

Figure 150: Create a New Uniform – Ingredient Group Modal Window

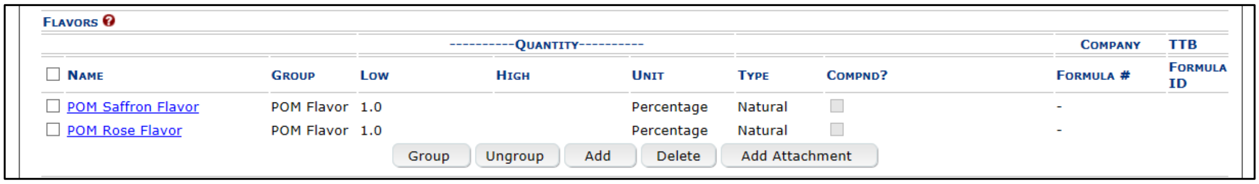


4. Enter the group information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

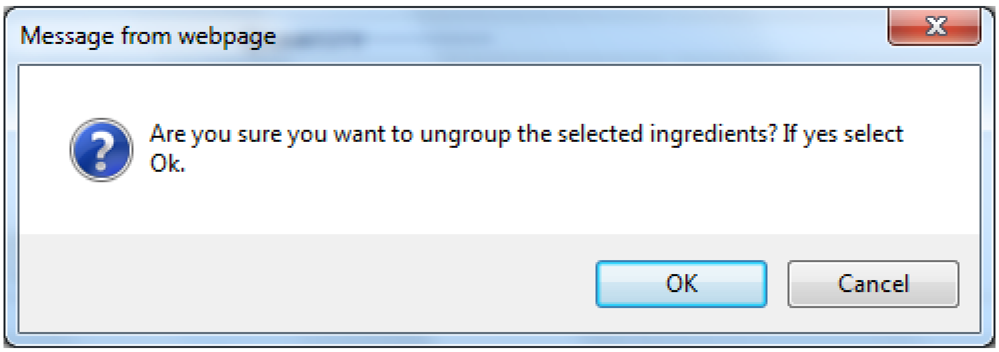
5. Select the **OK** button. The Ingredient Group modal window closes and the Formula tab displays. The group name is added in the ingredient section. See Figure 151.

Figure 151: Create a New Uniform – Ingredient Group Information Added



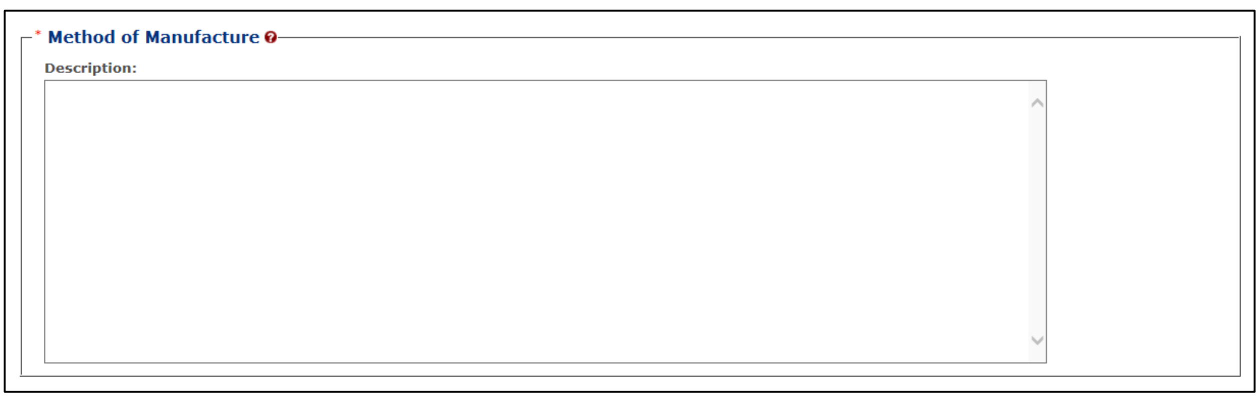
►**Note:** To ungroup ingredients, select the checkboxes next to the ingredients and select the **Ungroup** button. A confirmation message box displays prompting you to confirm your action. See Figure 152. Select the **OK** button to confirm. The confirmation message box closes and the group name is removed from the ingredient section.

Figure 152: Create a New Uniform – Ungroup Ingredients Confirmation



Method of Manufacture

Figure 153: Create a New Uniform – Method of Manufacture



Follow these steps to add Method of Manufacture information to the submission:

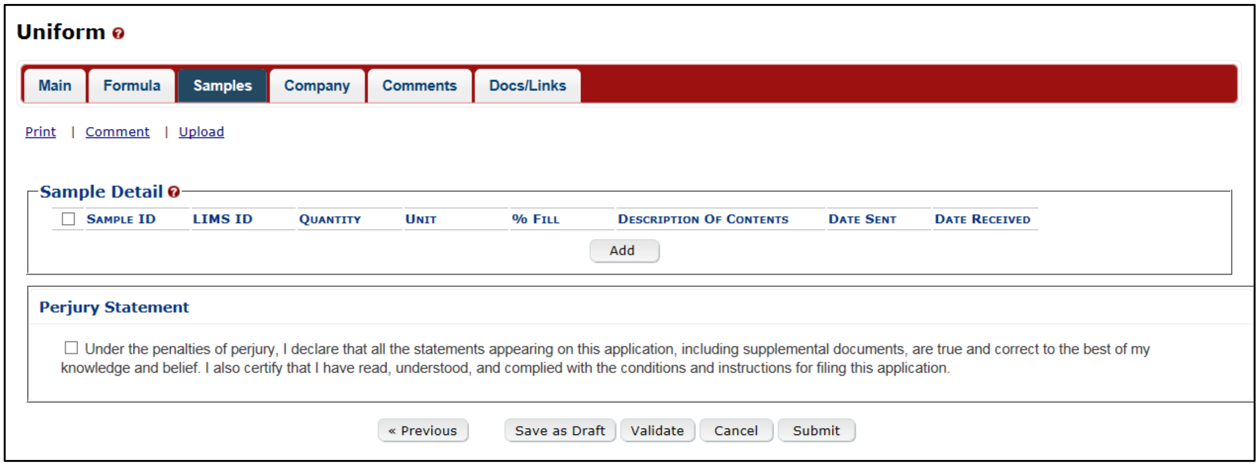
1. Enter the method of manufacture description or enter "see attached" in the text box and attach method of manufacture. See Section 3.9.1 Upload Attachments for information on uploading attachments. You must make sure the Type selected is **Method of Manufacture.**

►**Note:** You must attach a Method of Manufacture before you may submit a Uniform submission with samples. You must enter a Method of Manufacture description OR attach a Method of Manufacture before you may submit a Uniform submission without samples.

2. Select the **Next** button to proceed with the submission creation. The Samples tab displays. See Figure 154.

Sample Detail

Figure 154: Create a New Uniform – Samples Tab

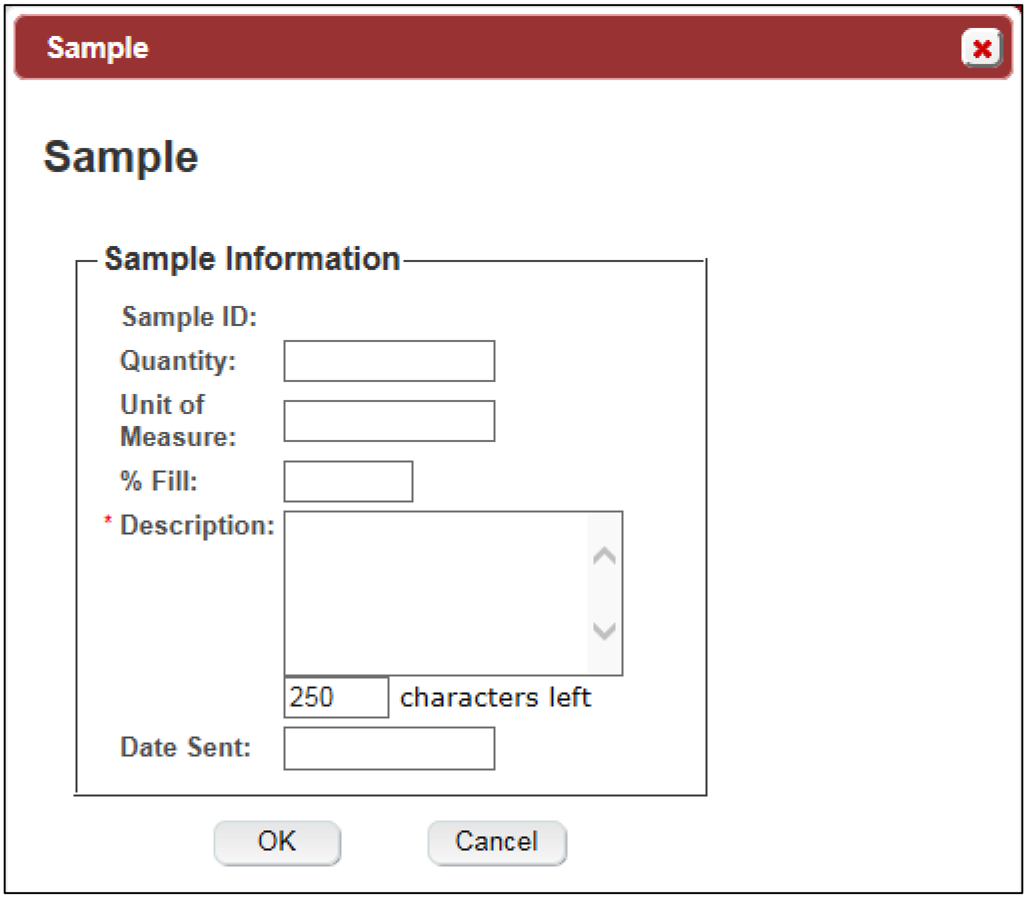


►**Note:** Submissions may require you to mail a sample of the product for laboratory analysis, depending on the source, class and type of the product selected on the Main tab. If you will be providing a sample, it must be added to the submission through the Samples tab.

Follow these steps to add a sample to the submission:

1. Select the **Add** button in the Samples tab. The Sample modal window displays. See Figure 155.

Figure 155: Create a New Uniform – Sample Modal Window

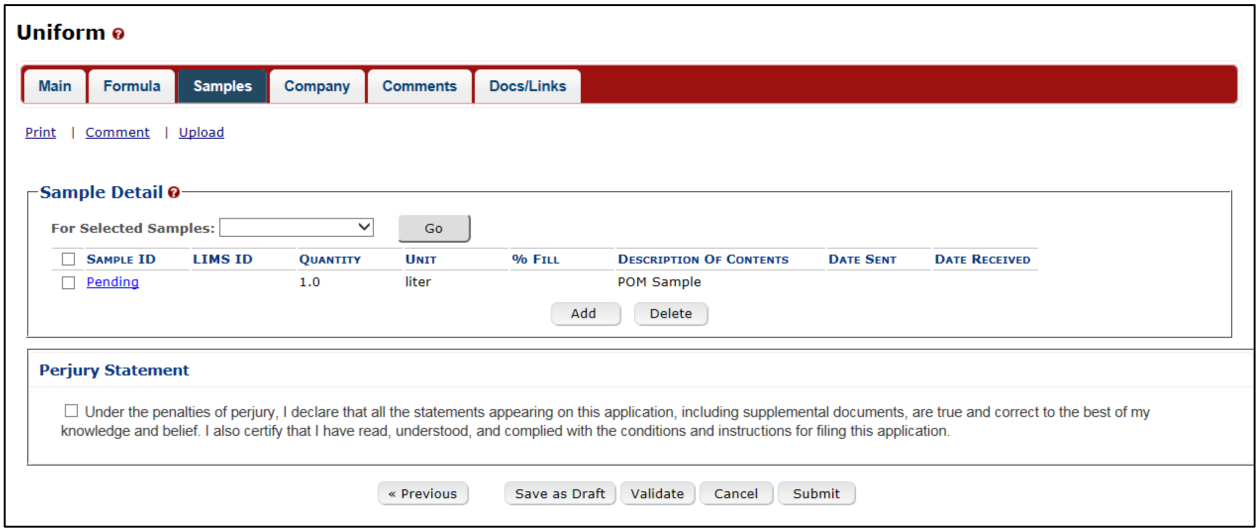


2. Enter the sample information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

3. Select the **OK** button. The Sample modal window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 156.

Figure 156: Create a New Uniform – Samples Tab with Sample Added

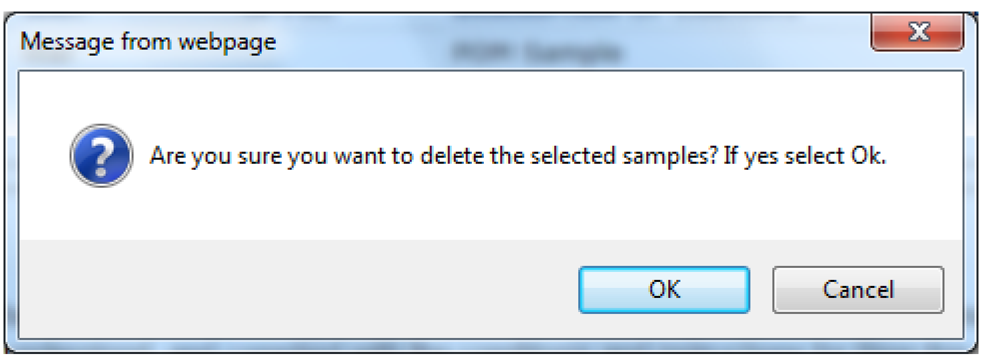


4. Repeat the steps to add each sample you are sending to TTB.

►**Note:** The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as “Pending.” The system prompts you to generate the sample ID sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

►**Note:** Select the Sample ID link to display the Sample modal window and edit the sample. Select the checkbox next to the sample and select the **Delete** button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 157. Select the **OK** button to confirm.

Figure 157: Create a New Uniform – Delete Sample Confirmation



Validate/Save as Draft

Before submitting, you may either:

1. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the **Validate** button. Red error messages display indicating any issues found with the submission. See Figure 158. Alternatively, a

green message displays indicating no issues were found with the submission. See Figure 159. Correct any errors and repeat this step until the submission is successfully validated. You may save as draft with errors, but you must correct all errors before submitting a draft.

Figure 158: Create a New Uniform – Unsuccessful Validation Message

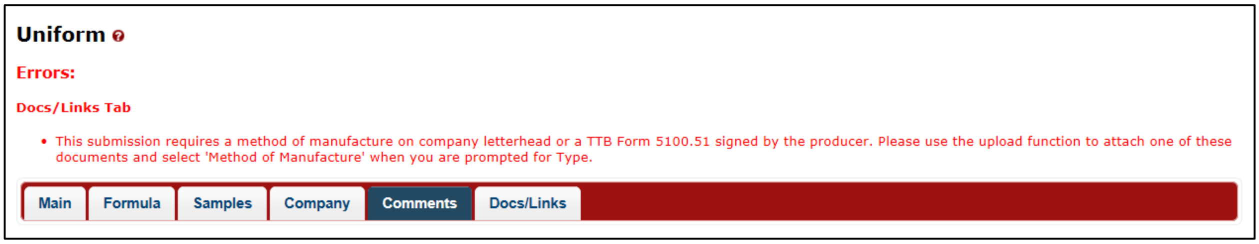
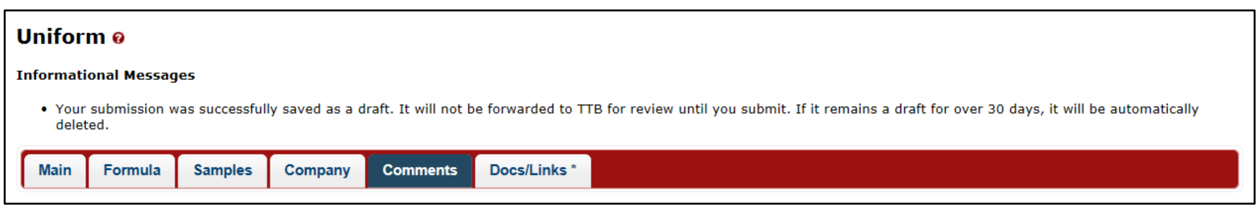


Figure 159: Create a New Uniform – Successful Validation Message

or

2. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button. Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 160.

Figure 160: Create a New Uniform – Save As Draft Confirmation

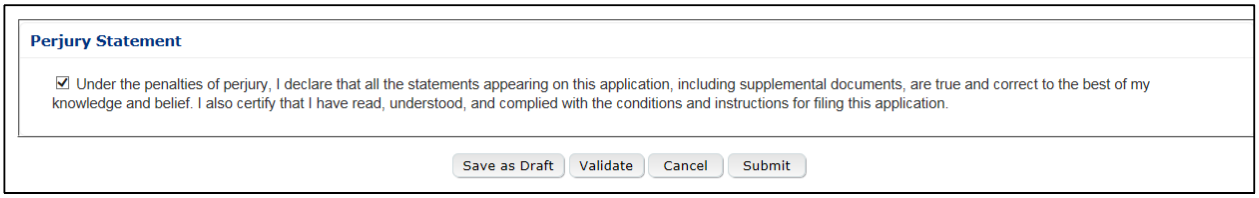


Submit Uniform Submission

Follow these steps to submit your uniform submission:

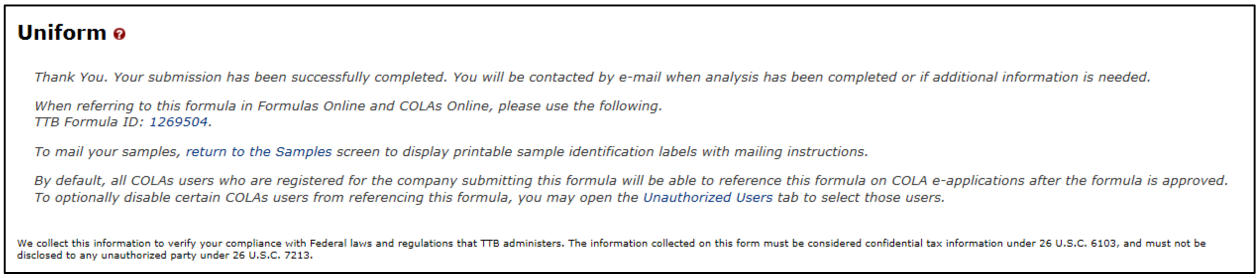
1. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 161.

Figure 161: Create a New Uniform – Perjury Statement



2. 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 uniform submission is successfully submitted. See Figure 162.

Figure 162: Create a New Uniform – Submission Confirmation



TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

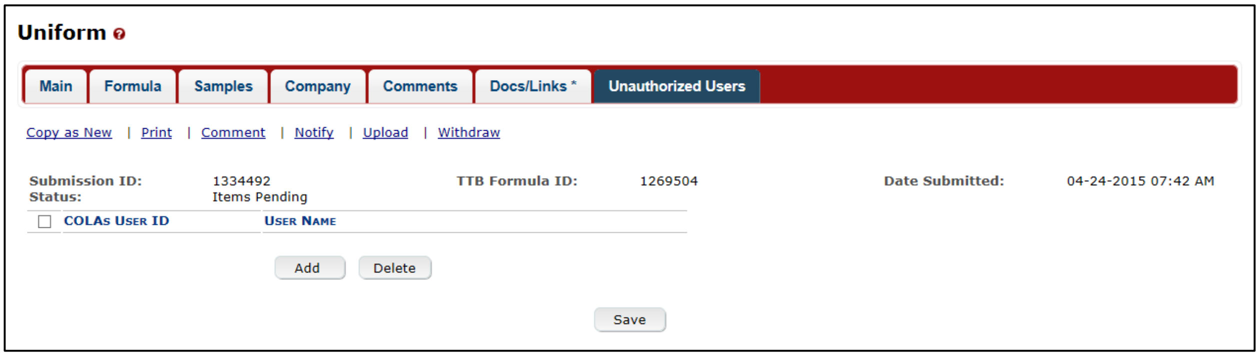
►**Note:** Unauthorized Users data is used by COLAs Online. By default, unless you exclude them, all COLAs Online users who are registered for this company will be able to reference this approved formula on a COLAs Online e-application. You may use the Unauthorized Users function to disable given users. This is not common. See Unauthorized Users Tab – Uniform for more information.

3. Select the return to the Samples link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

►**Note:** Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

Unauthorized Users Tab

Figure 163: Create a New Uniform – Unauthorized Users Tab

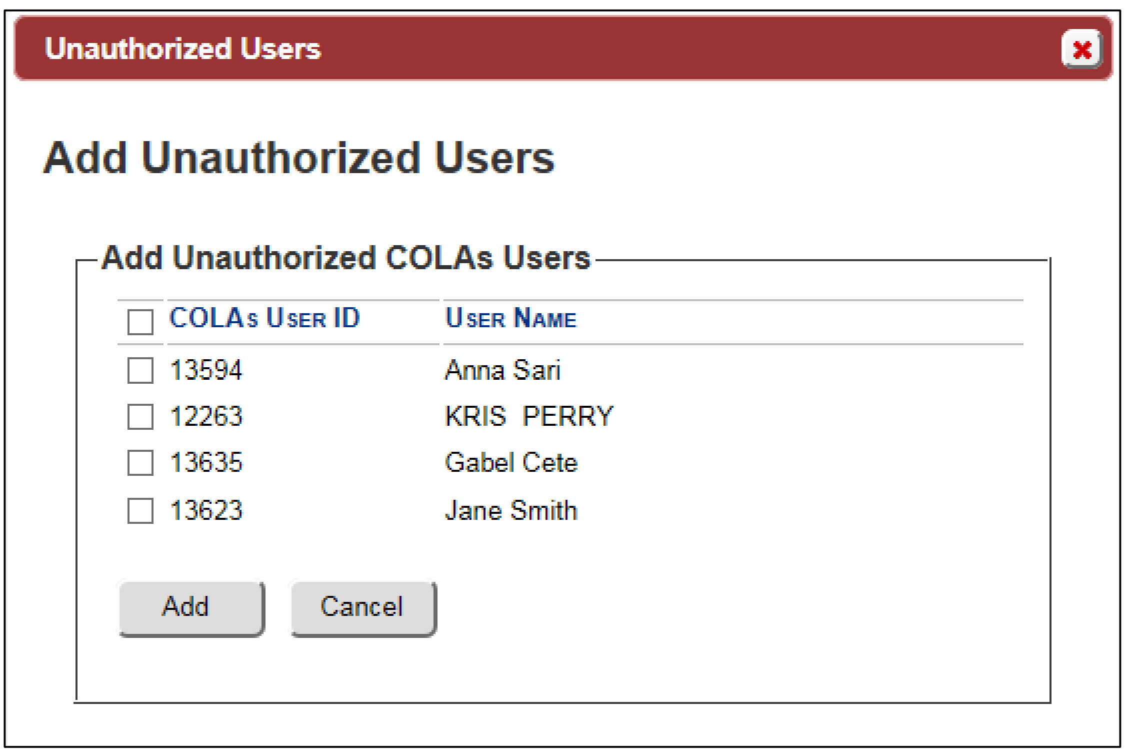


The Unauthorized Users tab will only display after you have submitted the submission. This tab allows you to restrict an individual's use of this formula in COLAs Online.

Follow these steps to restrict an individual's access to this formula:

1. Select the **Add** button. The Add Unauthorized User modal window displays. See Figure 164.

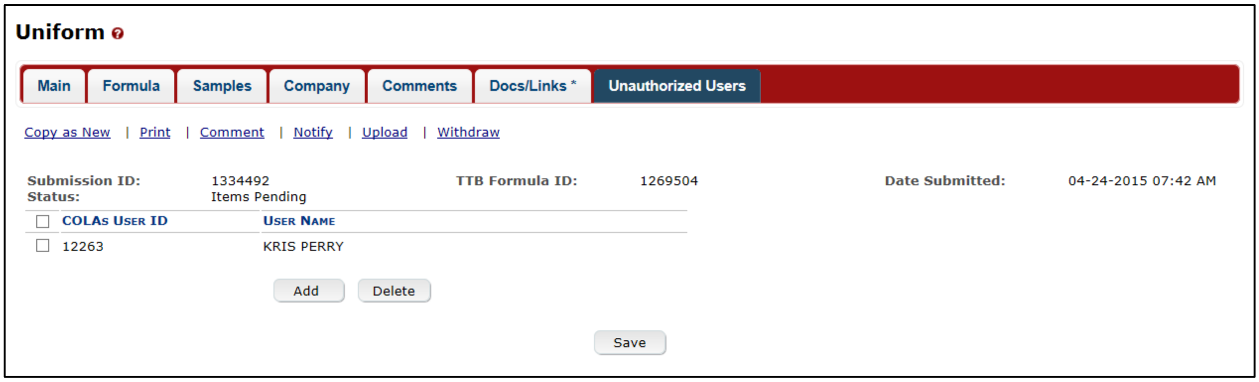
Figure 164: Create a New Uniform – Add Unauthorized Users Modal Window



2. Select the checkbox next the user you want to designate as "unauthorized."

3. Select the **Add** button. The Add Unauthorized Users modal window closes and the Unauthorized Users tab displays with the unauthorized user's name. See Figure 165.

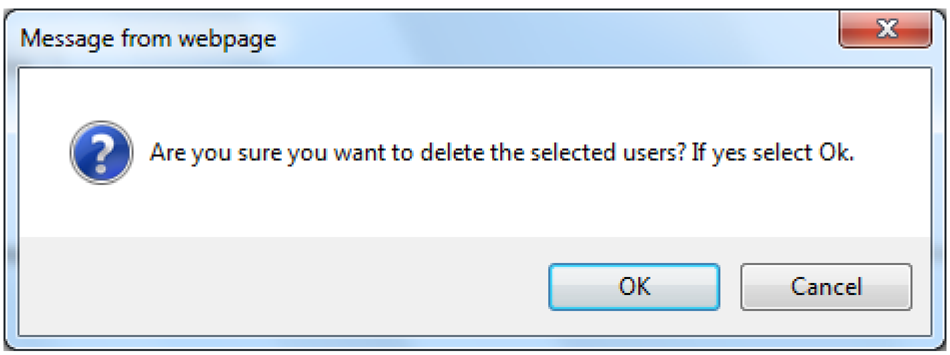
Figure 165: Create a New Uniform – Unauthorized User Tab with User Added



4. Select the **Save** button.

►**Note:** Select the checkbox next to the user and select the **Delete** button to delete the user. A confirmation message box displays prompting you to confirm your action. See Figure 166. Select the **OK** button to confirm.

Figure 166: Create a New Uniform – Delete Unauthorized User Confirmation



3.7.1.2.1 Enter a Sample Sent Date for Uniform Submissions

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

3.7.1.2.2 Print a Sample ID Sheet for Uniform Submissions

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

3.7.1.2.3 Comments and Docs/Links for Uniform Submissions

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

3.7.1.2.4 Edit, Correct, and Resubmit a Uniform Submission

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. See Section 3.10 Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

3.7.1.2.5 Copy an Existing Uniform Submission

See Section 3.11 Copying Existing Submissions for copy instructions.

3.7.1.2.6 Print a Uniform Submission

See Section 3.12 Printing Submissions for print instructions.

3.7.1.2.7 Withdraw a Uniform Submission

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

3.7.2 Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA)

This section discusses the basic information for Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submissions in the Formulas Online system. This section includes the following information:

- **General SDA Information** – See Section 3.7.2.1 General SDA Information
- **Create a New SDA Submission** – See Section 3.7.2.2 Create a New SDA Submission

3.7.2.1 General SDA Information

These screens allow you to create, edit, verify, and submit a new Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submission in the Formulas Online system. SDA is alcohol to which denaturing materials have been added. Title 27 Code of Federal Regulations part 21 lists all the SDA formulas authorized by TTB. Manufacturers may use SDA in the manufacture of any product that is not intended for consumption. Generally, SDA is used in cosmetic products but its use extends to pharmaceuticals, chemical manufacturing, and products where SDA is the solvent or reactant.

3.7.2.2 Create a New SDA Submission

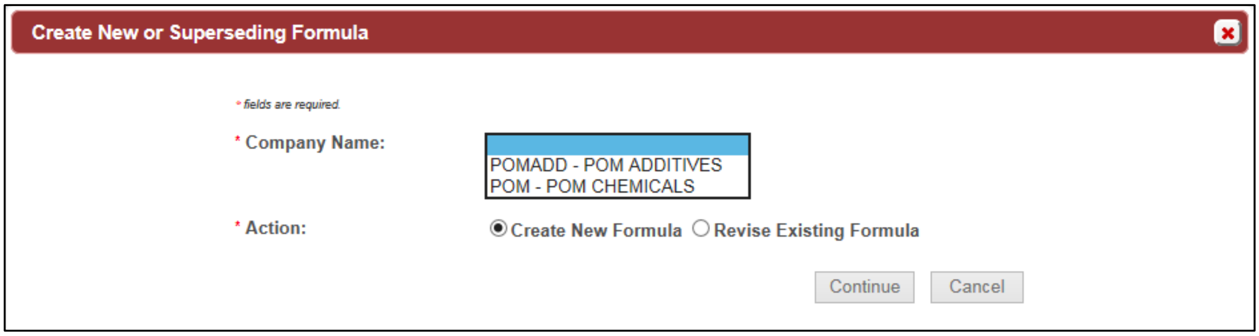
Follow these steps to create a new Formula and/or Process for Article Made With Specially Denatured Spirits Request (SDA) submission:

1. Select **Formula and/or Process for Article Made with Specially Denatured Spirits** from the New drop-down menu. See Figure 167.

Figure 167: Create a New SDA – Select New Drop-Down Menu

The Company modal window displays. See Figure 168.

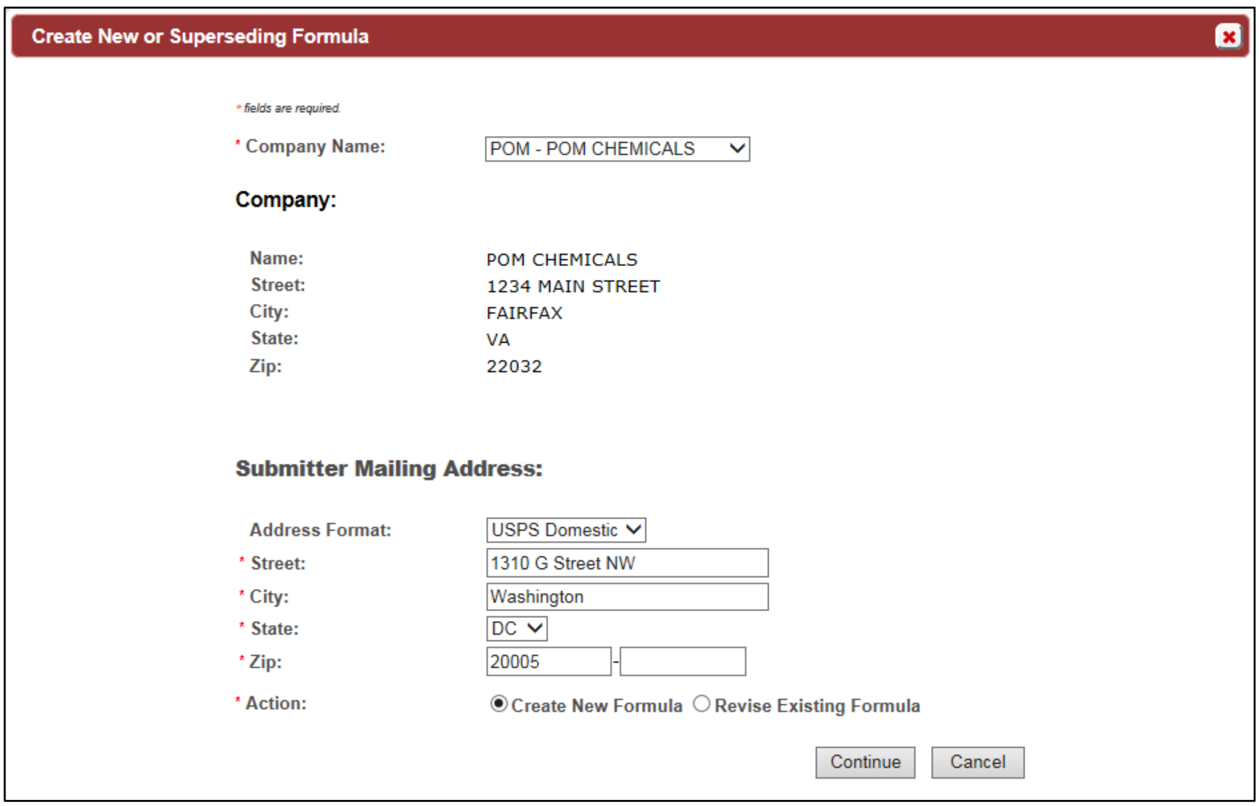
Figure 168: Create a New SDA – Select Company Name



►**Note:** Fields marked with asterisks (*) are required fields.

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 169.

Figure 169: Create a New SDA – Address Fields



3. Edit Submitter mailing address information if applicable.

►**Note:** Fields marked with asterisks (*) are required fields.

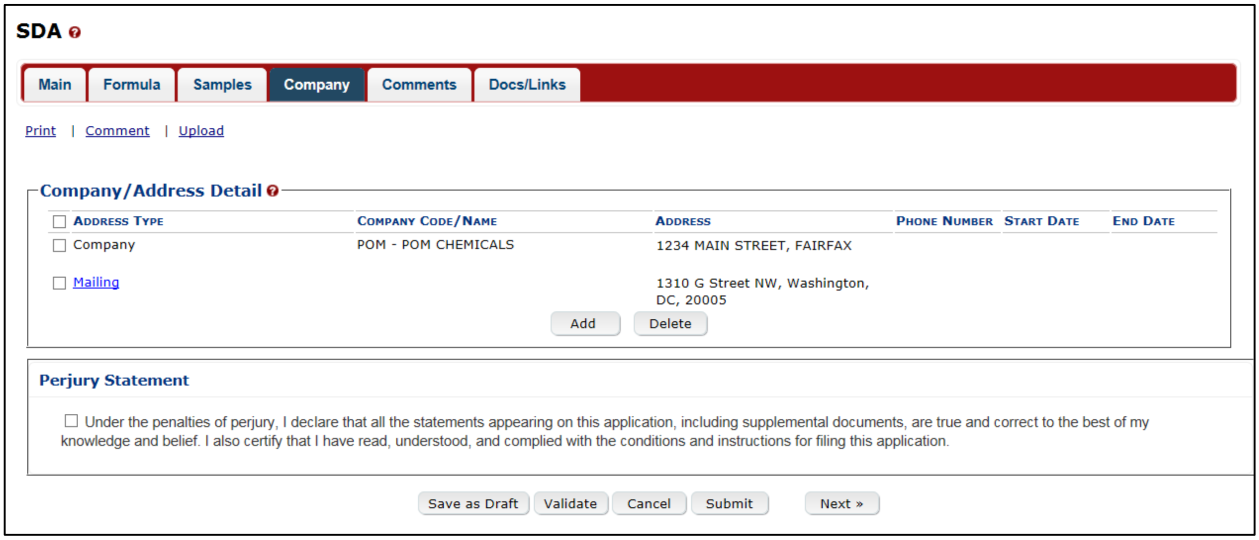
►**Note:** Company address information is not editable.

►**Note:** By default, the Create New Formula radio button is selected. If you wish to revise an existing formula, select the Revise Existing Formula radio button. You must populate the information noted in Revised Formula.

4. Select the **Continue** button. The Company modal window closes and the Company tab displays with the address information added. See Figure 170.

Company/Address Detail

Figure 170: Create a New SDA – Company Tab with Company Address Added



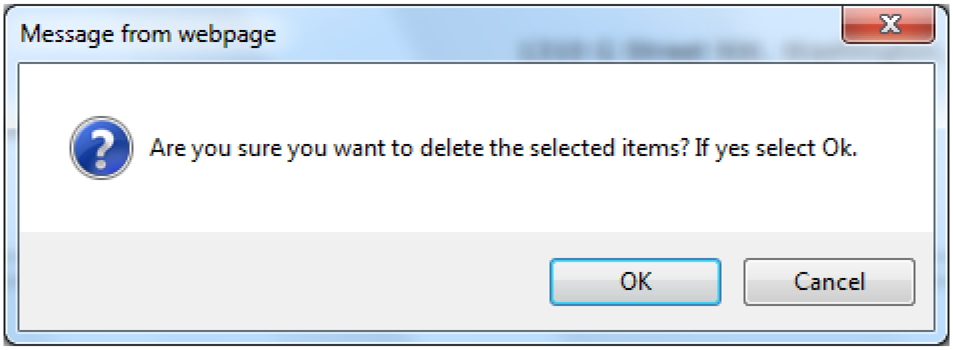
►**Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

►**Note:** Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

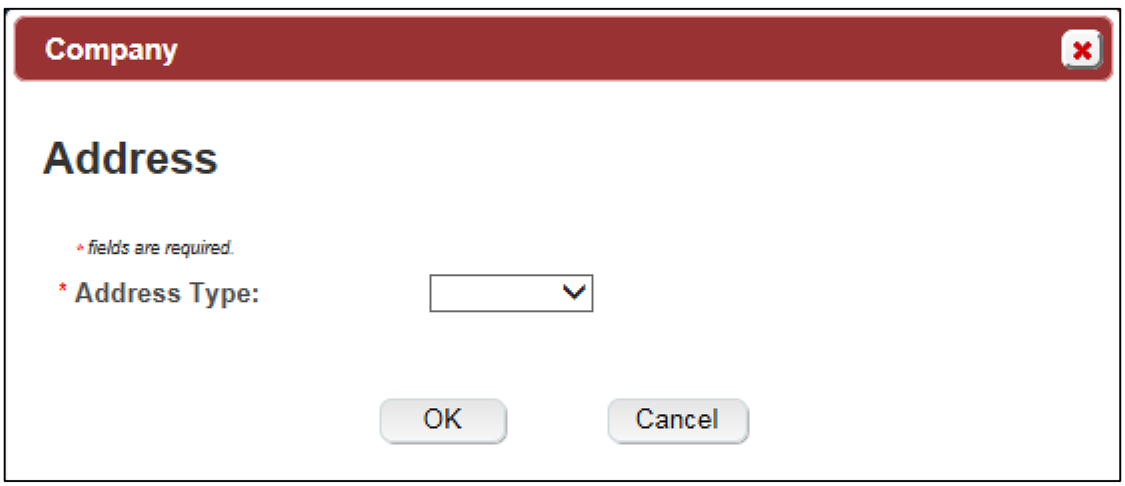
►**Note:** Select the Address Type link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the **Delete** button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 171. Select the **OK** button to confirm.

Figure 171: Create a New SDA – Delete Address Confirmation



2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 172.

Figure 172: Create a New SDA – Address Modal Window



3. Select the address type from the Address Type drop-down list. See Figure 173. The system displays the address fields. See Figure 174.

Figure 173: Create a New SDA – Address Type

4. Enter the company address information in the available fields. See Figure 174. If you select **Foreign** for Address Format, additional address fields display. See Figure 175.

Figure 174: Create a New SDA – Address Fields (Domestic)

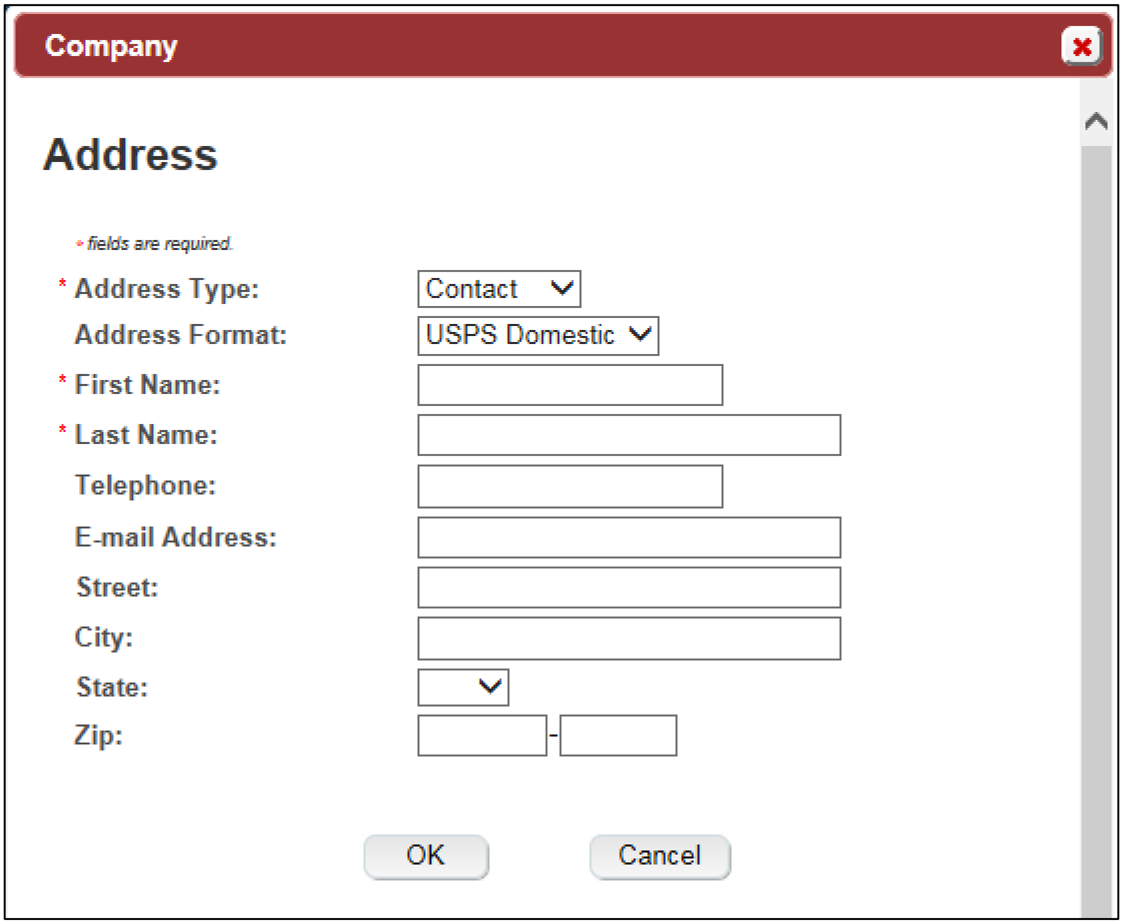
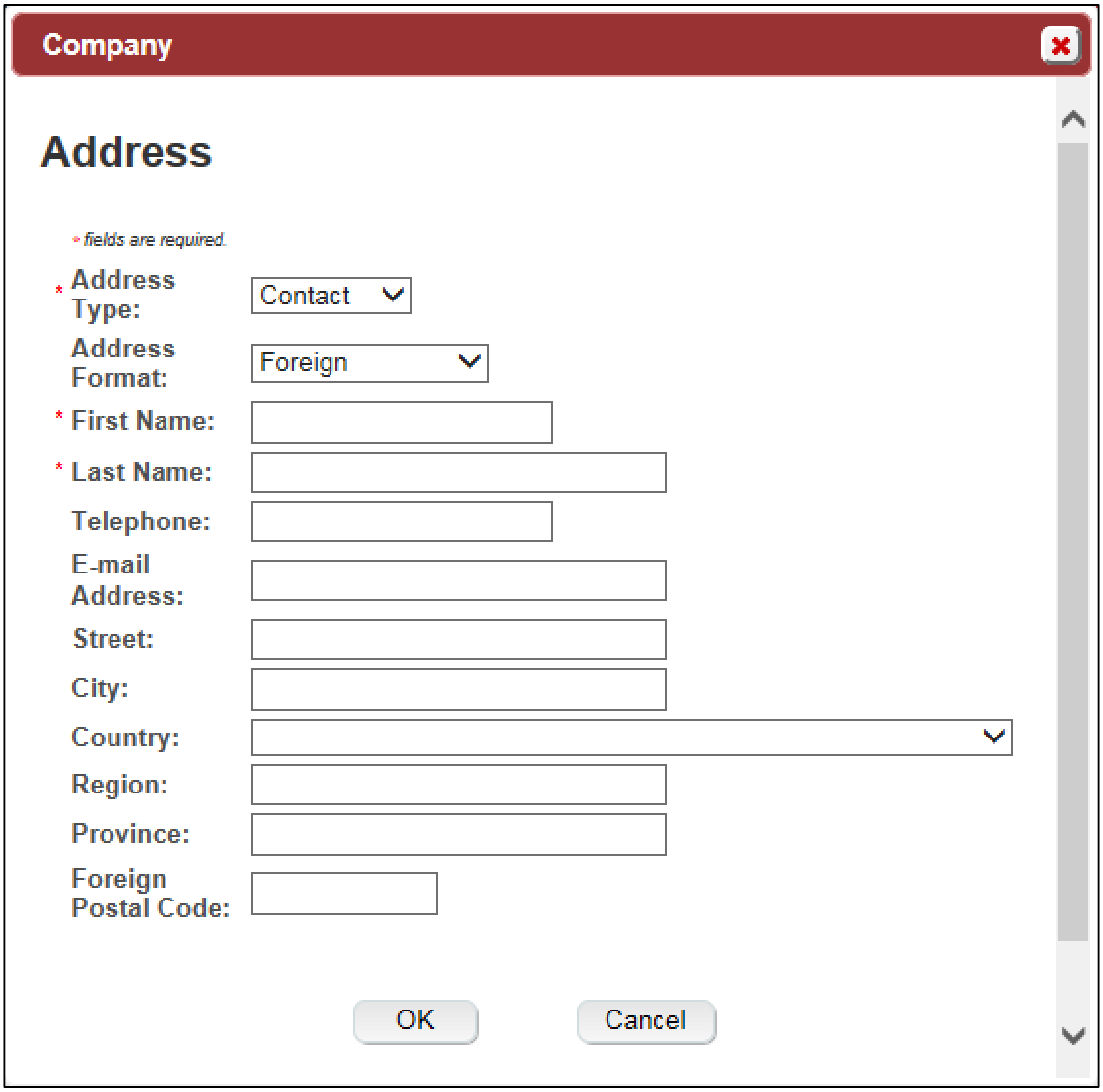


Figure 175: Create a New SDA – Address Fields (Foreign)



►**Note:** Fields marked with asterisks (*) are required fields.

5. Select the **OK** button. The Address modal window closes and the Company tab displays with the address information added.
6. Repeat the steps for all additional addresses needed for the submission.

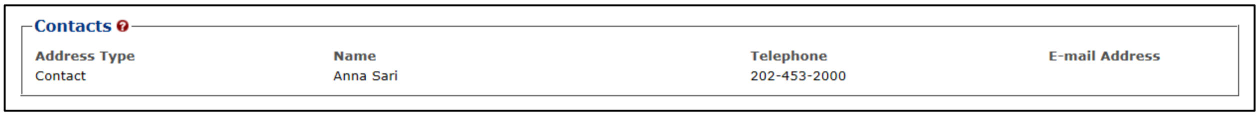
►**Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

7. Select the **Next** button. The Main tab displays. See Figure 177.

►**Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 176.

Contacts

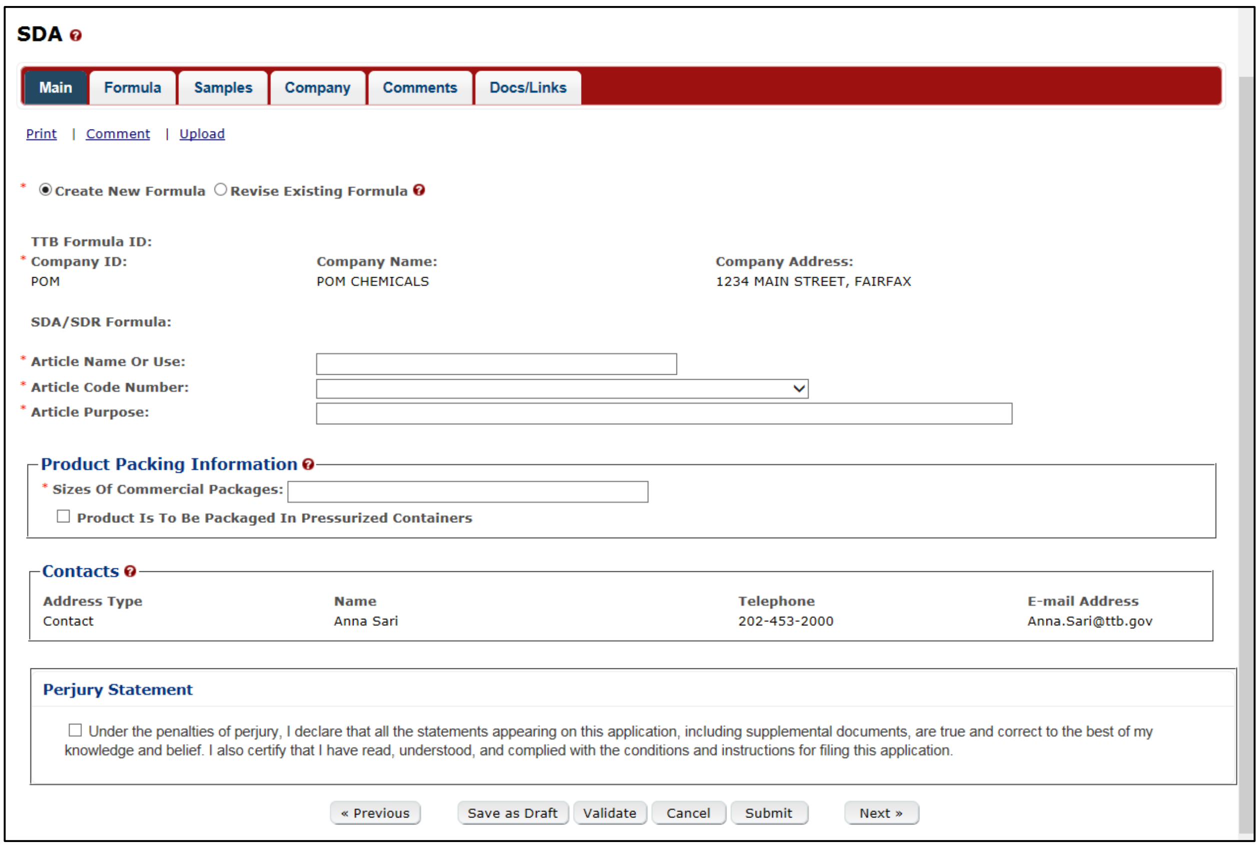
Figure 176: Create a New SDA – Contacts



1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in [Company/Address Detail](#).

Main Tab

Figure 177: Create a New SDA – Main Tab



►**Note:** Fields marked with asterisks (*) are required fields.

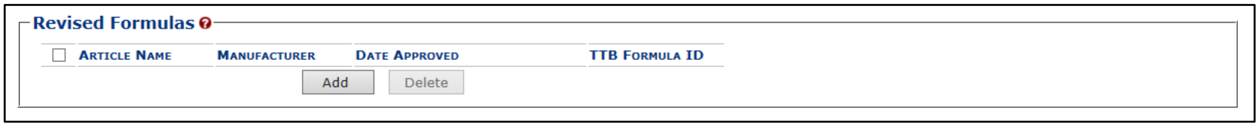
1. Create a new formula or revise an existing formula.
   a. If you are creating a new formula:
      i. Select the Create New Formula radio button.
   b. If you are revising an existing formula:

i. Select the Revise Existing Formula radio button. The Revised Formula fields display below the radio buttons. See Figure 178.

Revised Formula

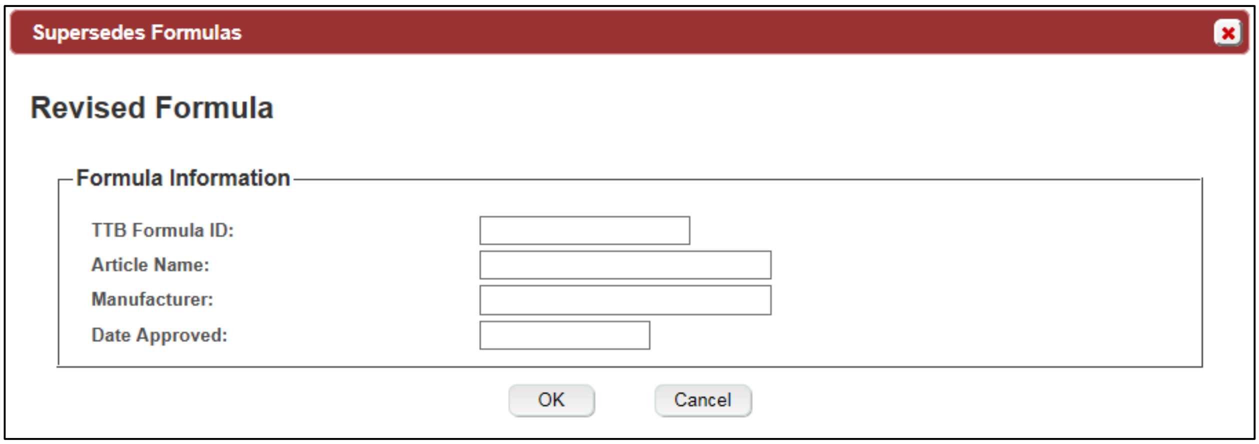
►**Note:** You may change the submission from Revise to New by selecting the Create New Formula radio button. You will <u>not</u> be able to change the submission from Revise to New until you remove any revised formula information.

Figure 178: Create a New SDA – Revised Formula Fields



1. Select the **Add** button. The Revised Formula modal window displays. See Figure 179.

Figure 179: Create a New SDA – Revised Formula Modal Window

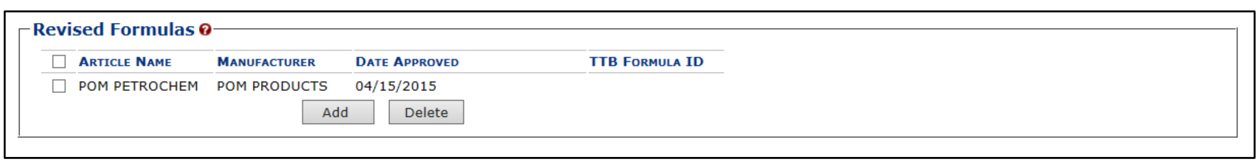


2. Enter the Formula Identifier by either entering the TTB Formula ID (if known) or entering one of the following: Article Name, Manufacturer, or Date Approved.

►**Note:** This must be a closed submission formula if the formula exists in Formulas Online.

3. Select the **OK** button. The Revised Formula modal window closes and the Main tab displays with the revised formula added. See Figure 180.

Figure 180: Create a New SDA – Revised Formula Added



►**Note:** Select the checkbox next to the revised formula and select the **Delete** button to delete the revised formula.

►**Note:** You may add additional revised formulas by selecting the **Add** button to display the Revised Formula modal window and following Steps 1 – 3.

Article Information/Product Packing

Figure 181: Create a New SDA – Article Information

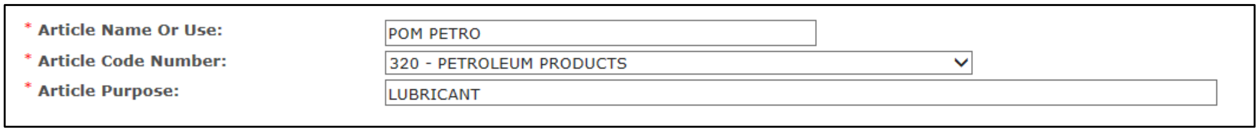
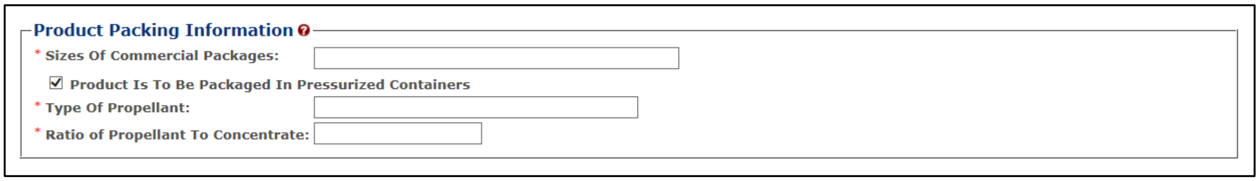


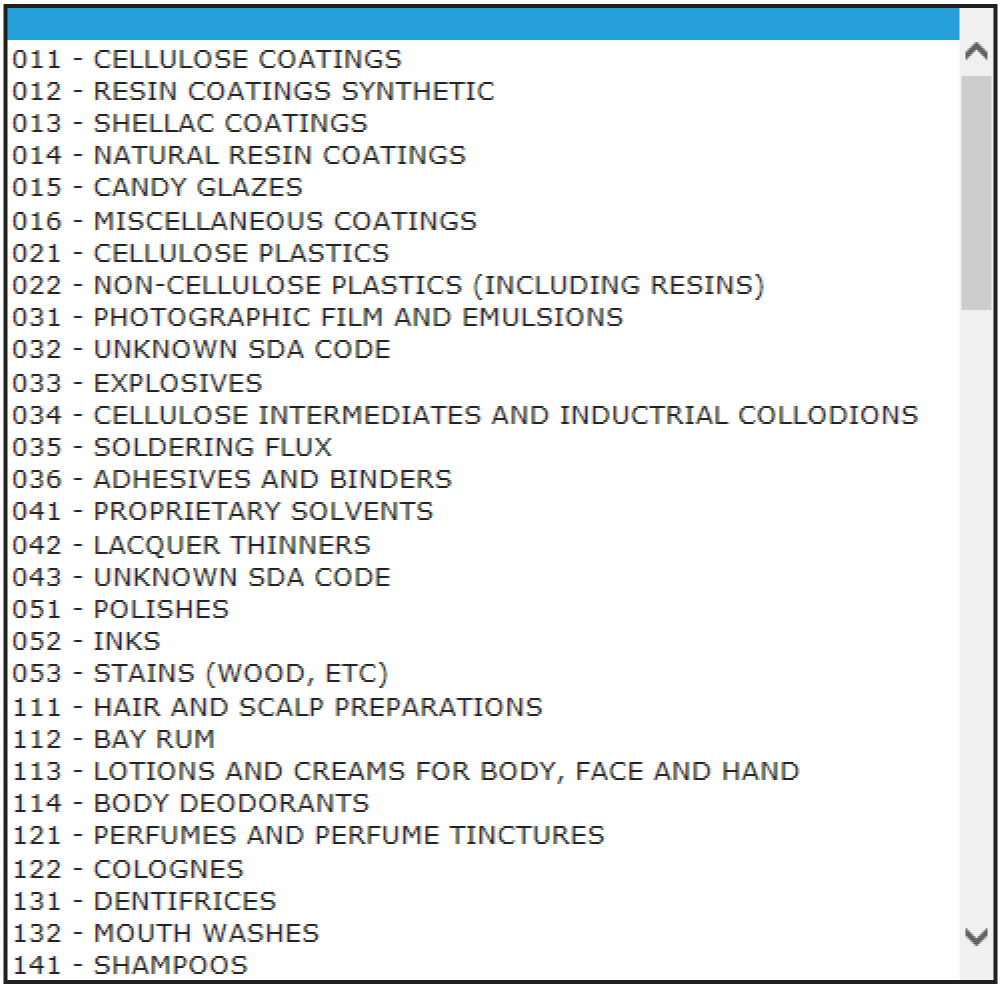
Figure 182: Create a New SDA – Product Packing



►**Note:** Fields marked with asterisks (*) are required fields.

1. Enter the Article Name or Use in the available field. See Figure 181.
2. Select the Article Code Number from the Article Code Number drop-down list. See Figure 183.

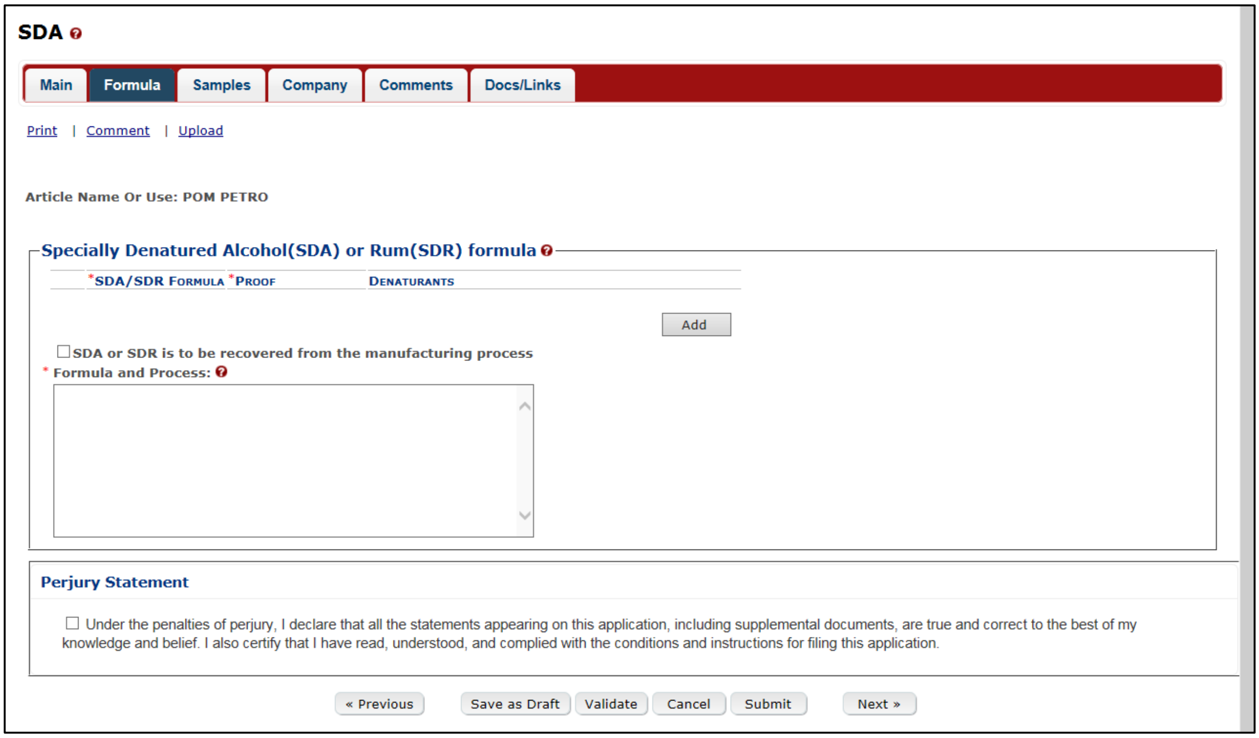
Figure 183: Create a New SDA – Article Code Number Drop-Down List



3. Enter the Article Purpose in the available field.
4. Select the Product Is To Be Packaged In Pressurized Containers checkbox. The Product Packing Information fields display. See Figure 182.
5. Enter the Type of Propellant.
6. Enter the Ratio of Propellant To Concentrate
7. Select the **Next** button. The Formula tab displays. See Figure 184.

SDA/SDR Formula Details

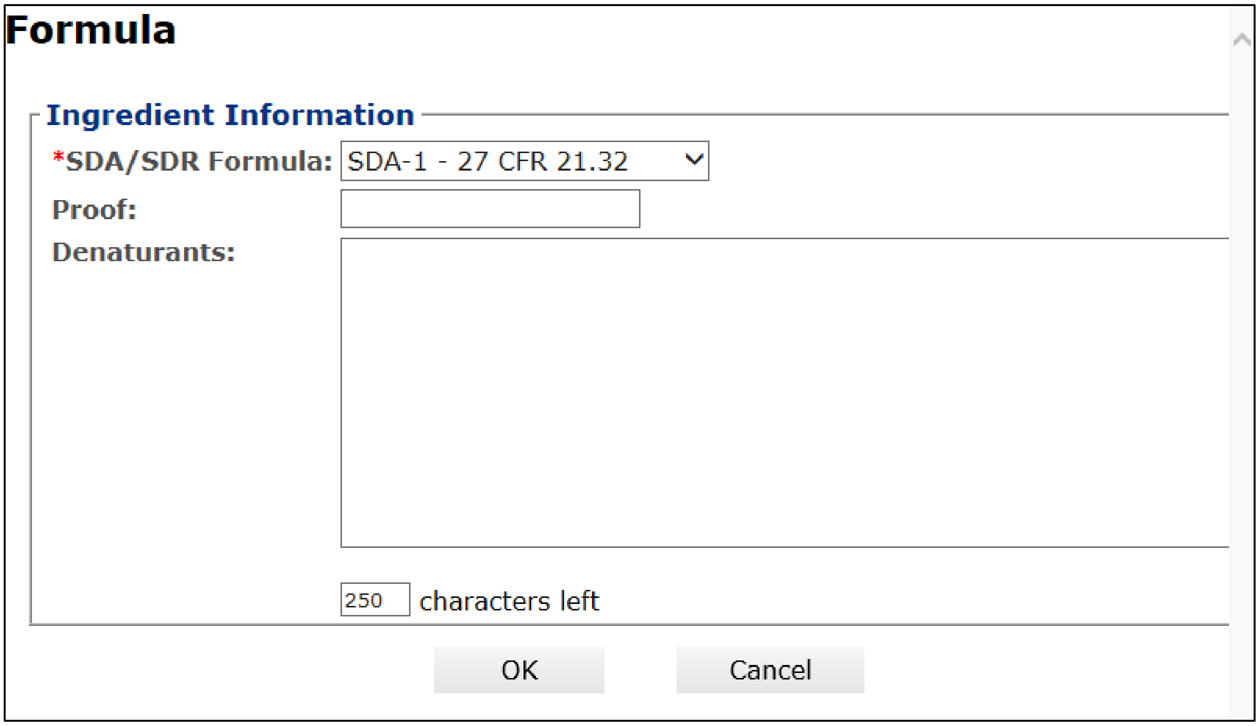
Figure 184: Create a New SDA – Formula Tab



►**Note:** Fields marked with asterisks (*) are required fields.

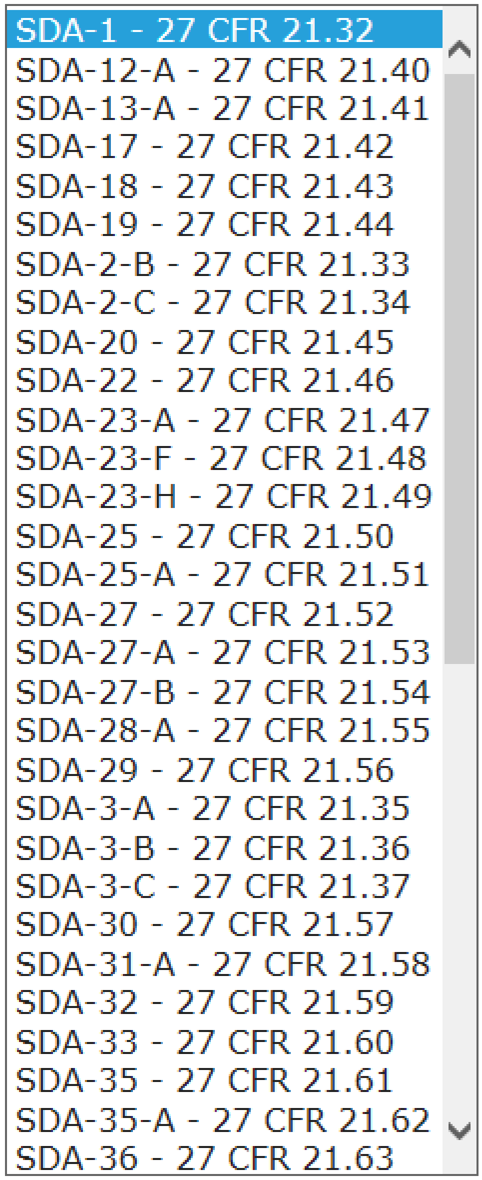
1. Select the **Add** button. The SDA/SDR Ingredient pop-up window displays. See Figure 185.

Figure 185: Create a New SDA – SDA/SDR Formula Ingredient Pop-Up Window



2. Select SDA/SDR formula from the SDA/SDR Formula drop-down list. See Figure 186.

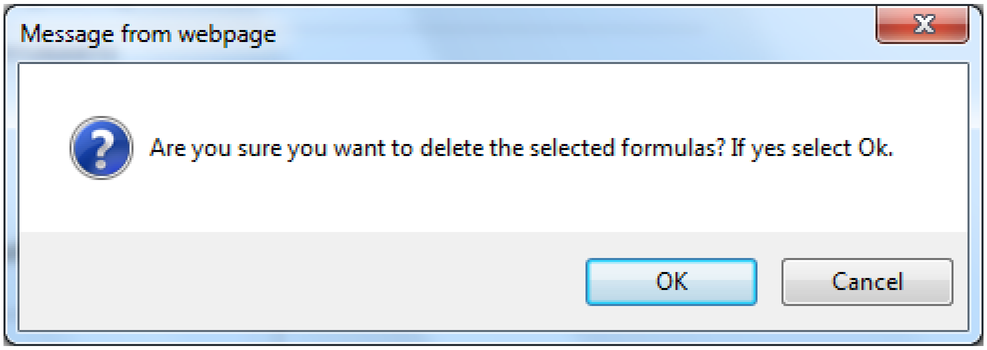
Figure 186: Create a New SDA – SDA/SDR Formula Drop-Down List



3. Enter proof and denaturants information in the available fields.
4. Select the **OK** button. The Formula tab displays. See Figure 188.
5. Repeat as many times if necessary to enter all SDA/SDR information.

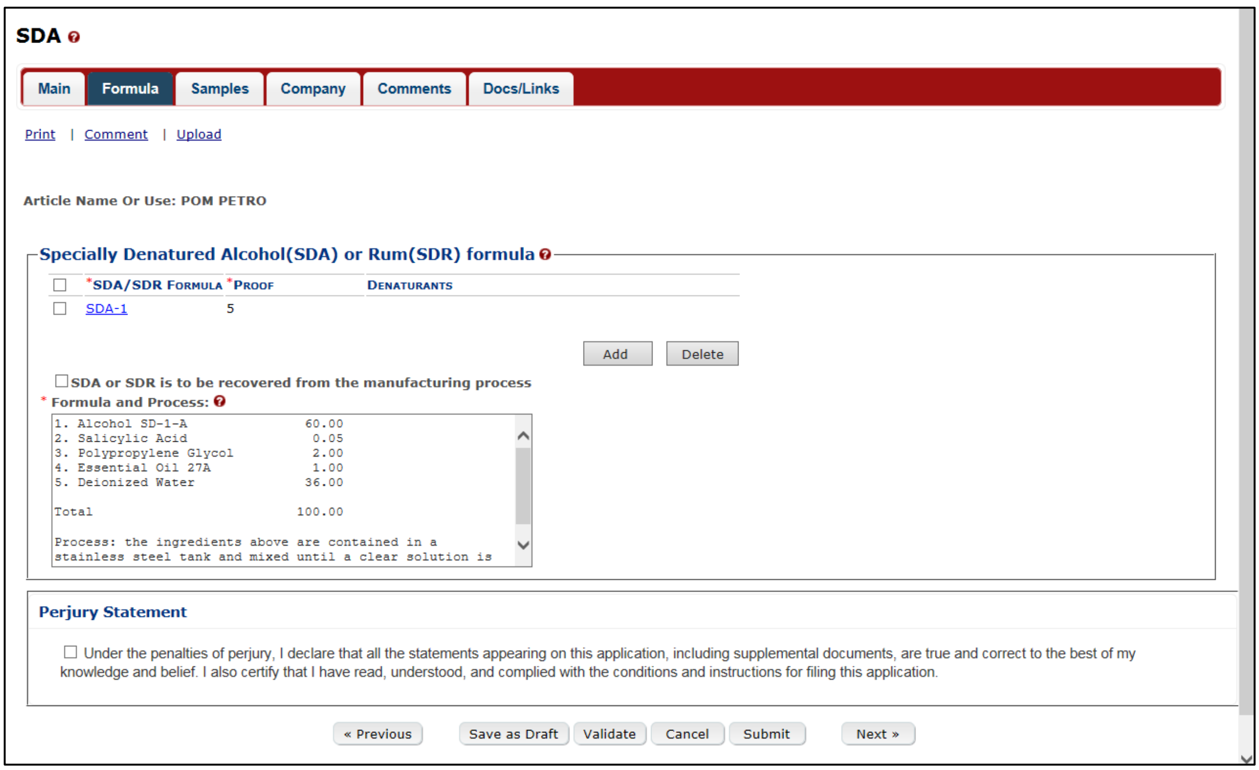
►**Note:** Select the SDA/SDR Formula link to display the SDA/SDR Ingredient pop-up window and edit the SDA/SDR information. Select the checkbox next to the SDA/SDR Formula and select the **Delete** button to delete the SDA/SDR Formula. A confirmation message box displays prompting you to confirm your action. See Figure 187. Select the **OK** button to confirm.

Figure 187: Create a New SDA – Delete SDA/SDR Formula Confirmation



Formula and Process

Figure 188: Create a New SDA – Formula Tab with Formula and Process Added

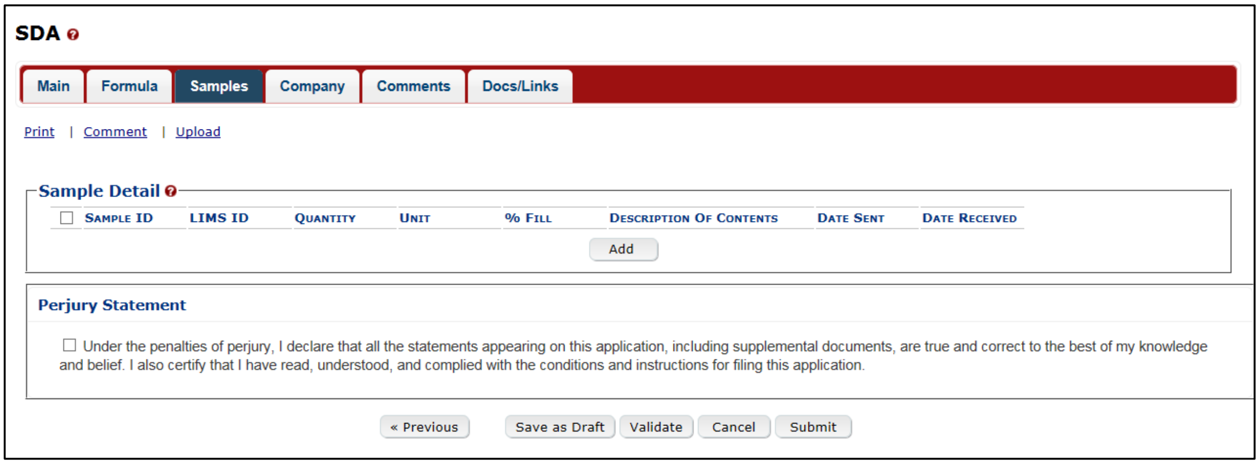


►**Note:** Fields marked with asterisks (*) are required fields.

1. Select the checkbox if SDA/SDR is to be recovered from the manufacturing process.
2. Describe the Formula and Process in the text box.
3. Select the **Next** button. The Samples tab displays. See Figure 189.

Sample Detail

Figure 189: Create a New SDA – Samples Tab

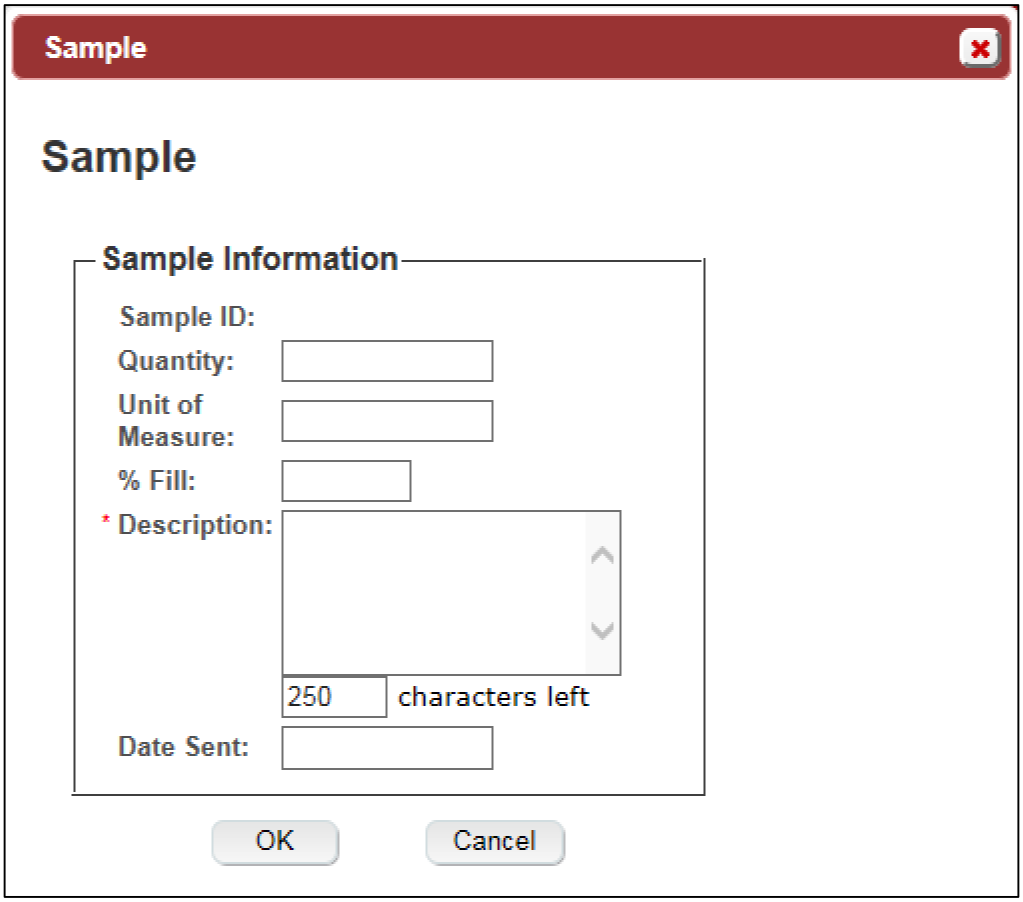


►**Note:** For SDA 39-C, oil samples are required. For SDA 38-B and SDA 38-F, samples are recommended. All other SDA submissions do not require <u>any</u> samples but may include them.

Follow these steps to add a sample to the submission:

1. Select the **Add** button. The Sample modal window displays. See Figure 190.

Figure 190: Create a New SDA – Sample Modal Window

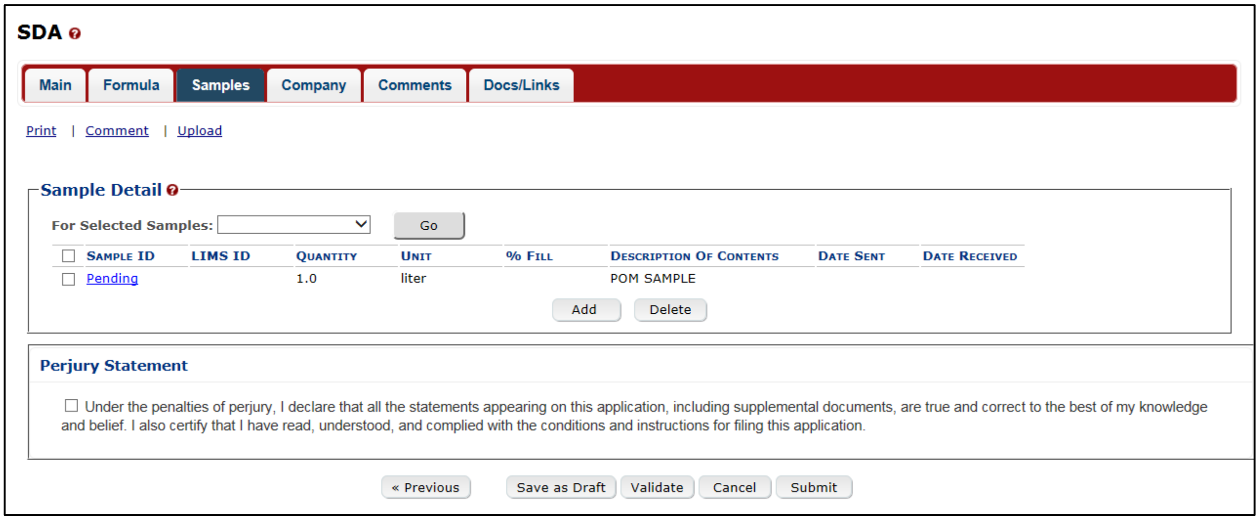


2. Enter the sample information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

3. Select the **OK** button. The Sample modal window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 191.

Figure 191: Create a New SDA – Samples Tab with Sample Added

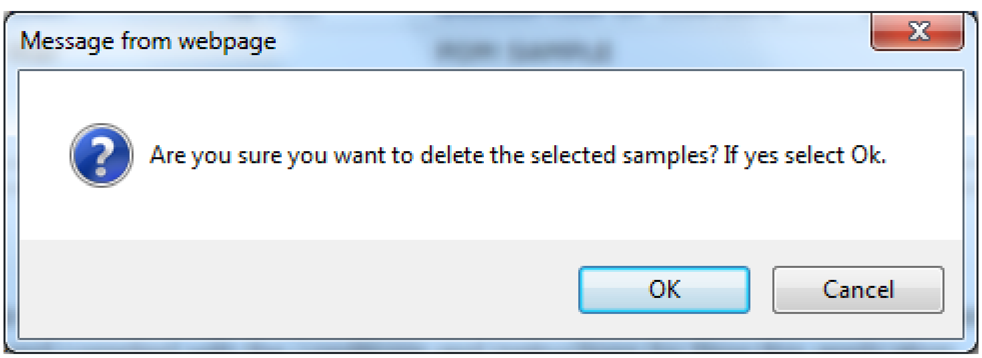


4. Repeat the steps to add each sample you are sending to TTB.

►**Note:** The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as “Pending.” The system prompts you to generate the sample ID sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

►**Note:** Select the Sample ID link to display the Sample pop-up window and edit the sample. Select the checkbox next to the sample and select the **Delete** button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 192. Select the **OK** button to confirm.

Figure 192: Create a New SDA – Delete Sample Confirmation



Validate/Save as Draft

Before submitting, you may either:

1. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the **Validate** button. Red error messages display indicating any issues found with the submission. See Figure 193. Alternatively, a

green message displays indicating no issues were found with the submission. See Figure 194. Correct any errors and repeat this step until the submission is successfully validated. You may save as draft with errors, but you must correct all errors before submitting a draft.

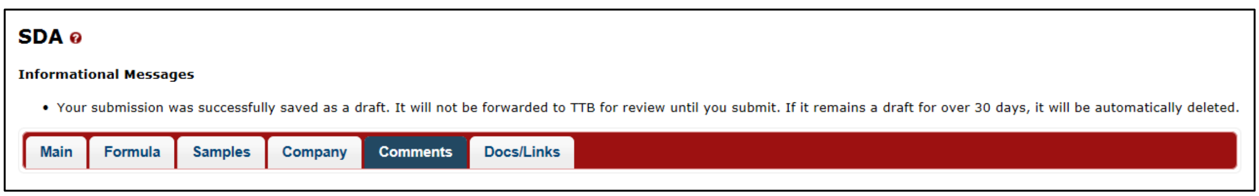
Figure 193: Create a New SDA – Unsuccessful Validation Message

Figure 194: Create a New SDA – Successful Validation Message

or

2. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button. Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 195.

Figure 195: Create a New SDA – Save As Draft Confirmation

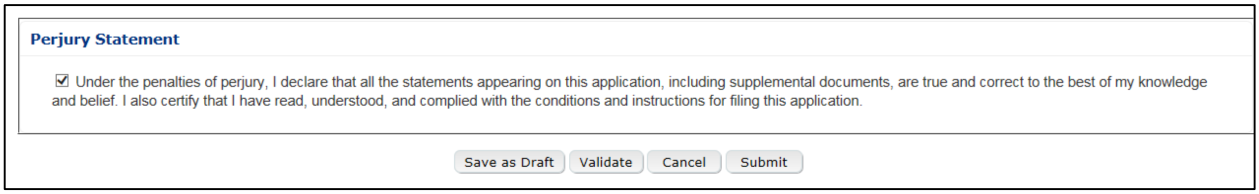


Submit SDA Submission

Follow these steps to submit your SDA submission:

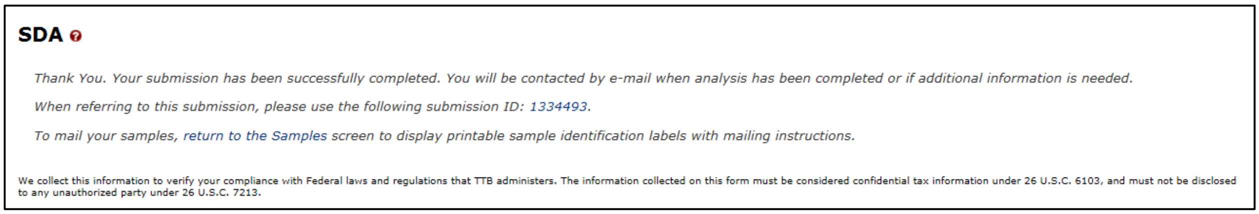
1. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 196.

Figure 196: Create a New SDA – Perjury Statement



2. Select the **Submit** button. The Submission Confirmation page displays with links to the Submission ID and the Samples tab (where applicable). The SDA submission is successfully submitted. See Figure 197.

Figure 197: Create a New SDA – Submission Confirmation



TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

3. Select the return to the Samples link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

►**Note:** Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

3.7.2.2.1 Enter a Sample Sent Date for SDA Submissions

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

3.7.2.2.2 Print a Sample ID Sheet for SDA Submissions

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

3.7.2.2.3 Comments and Docs/Links for SDA Submissions

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

3.7.2.2.4 Edit, Correct, and Resubmit an SDA Submission

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. See Section 3.10

Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

3.7.2.2.5 Copy an Existing SDA Submission

See Section 3.11 Copying Existing Submissions for copy instructions.

3.7.2.2.6 Print an SDA Submission

See Section 3.12 Printing Submissions for print instructions.

3.7.2.2.7 Withdraw an SDA Submission

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

3.7.3 Formula and Process for Nonbeverage Product Request (Drawback)

This section discusses the basic information for Formula and Process for Nonbeverage Product Request (Drawback) submissions in the Formulas Online system. This section includes the following information:

- **General Drawback Information** – See Section 3.7.3.1 General Drawback Information
- **Create a New Drawback Submission** – See Section 3.7.3.2 Create a New Drawback Submission

3.7.3.1 General Drawback Information

These screens allow you to create, edit, verify, and submit a new Formula and Process for Nonbeverage Product Request (Drawback) submission in the Formulas Online system. Nonbeverage drawback alcohol is pure alcohol, the same as that used for consumption. However, when a manufacturer uses that alcohol in the production of a food, flavor, medicine, or perfume that is approved by the Nonbeverage Products Laboratory as unfit for beverage purposes, he or she can claim a return on most of the distilled spirits excise tax paid. Use the Drawback submission to submit a formula for a nonbeverage product.

3.7.3.2 Create a New Drawback Submission

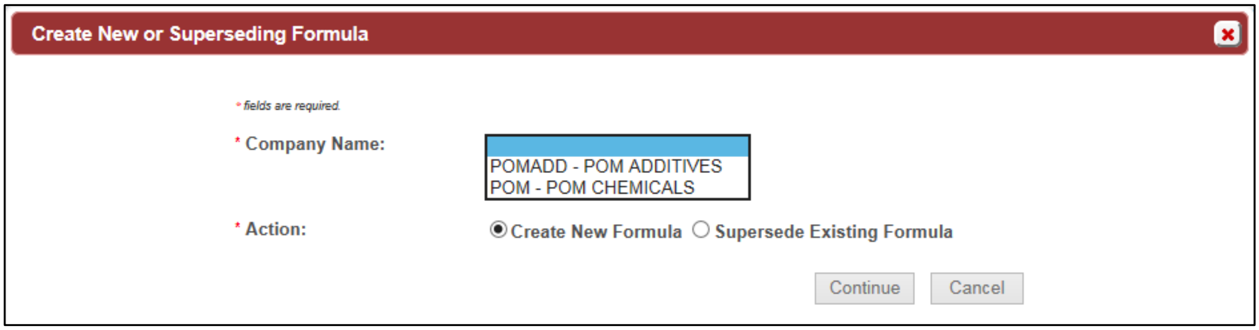
Follow these steps to create a new Formula and Process for Nonbeverage Product Request (Drawback) submission:

1. Select **Formula and Process for Nonbeverage Product** from the New drop-down menu. See Figure 198.

Figure 198: Create a New Drawback – Select New Drop-Down Menu

The Company modal window displays. See Figure 199.

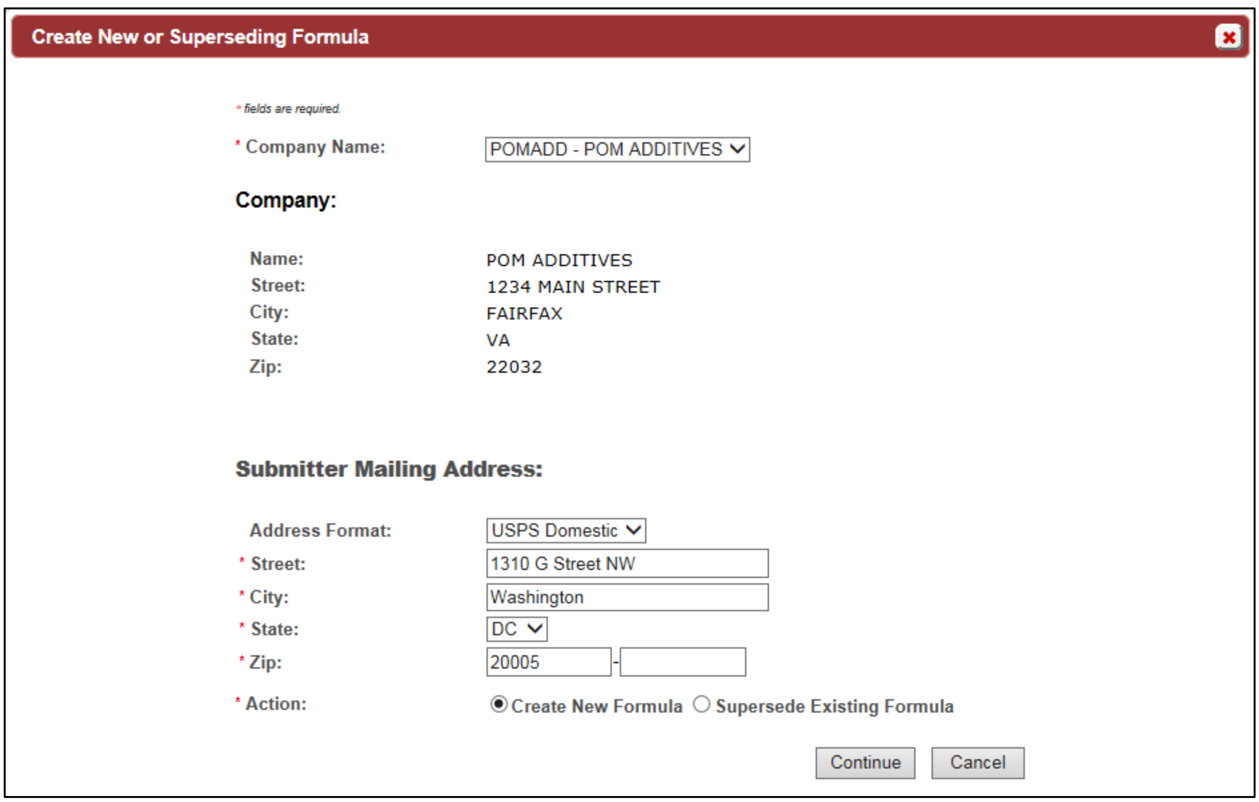
Figure 199: Create a New Drawback – Select Company Name



►**Note:** Fields marked with asterisks (*) are required fields.

2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 200.

Figure 200: Create a New Drawback – Address Fields



3. Edit Submitter mailing address information if applicable.

►**Note:** Fields marked with asterisks (*) are required fields.

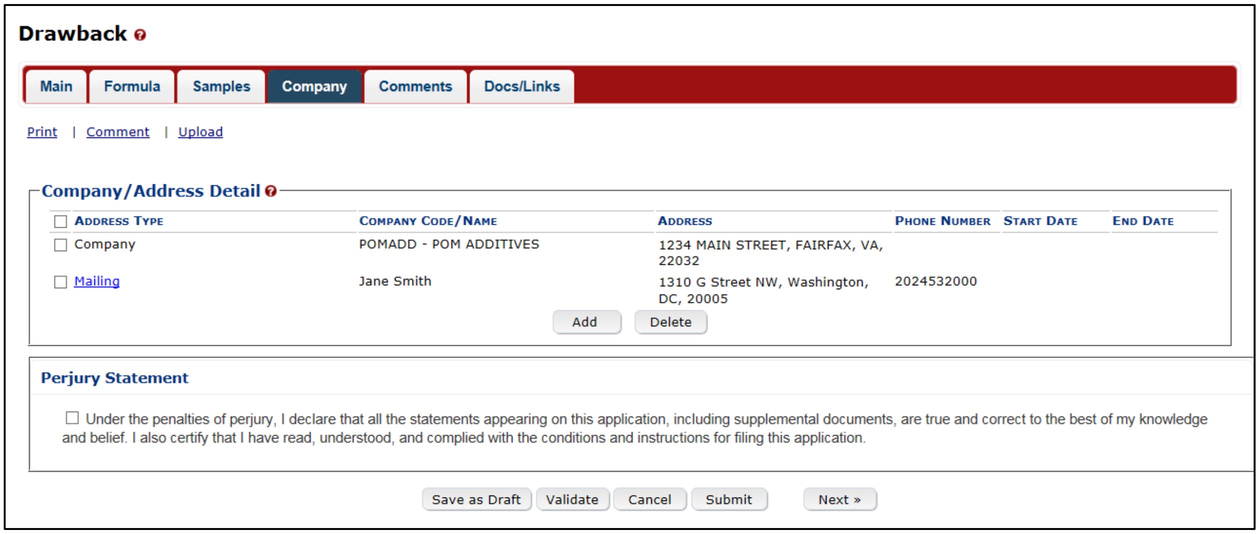
►**Note:** Company address information is not editable.

►**Note:** By default, the Create New Formula radio button is selected. If you wish to supersede an existing formula, select the Supersede Existing Formula radio button. You will be prompted to populate the information noted in Superseded Formula.

4. Select the **Continue** button and proceed to Company/Address Detail. The Company tab displays with the address information added. See Figure 201.

Company/Address Detail

Figure 201: Create a New Drawback – Company Tab with Company Address Added



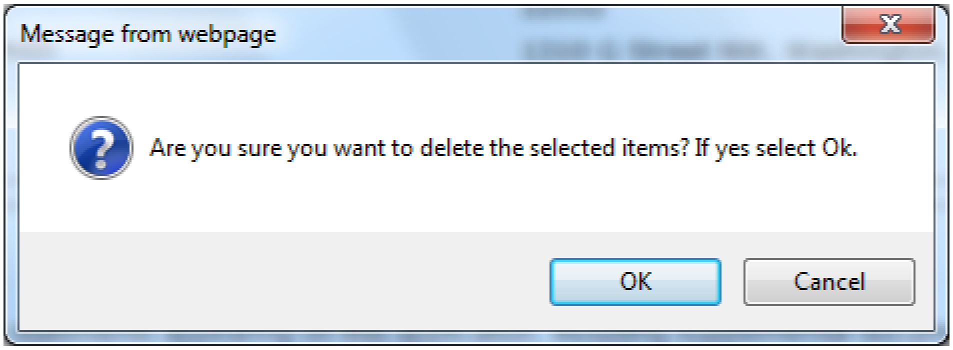
►**Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

►**Note:** Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

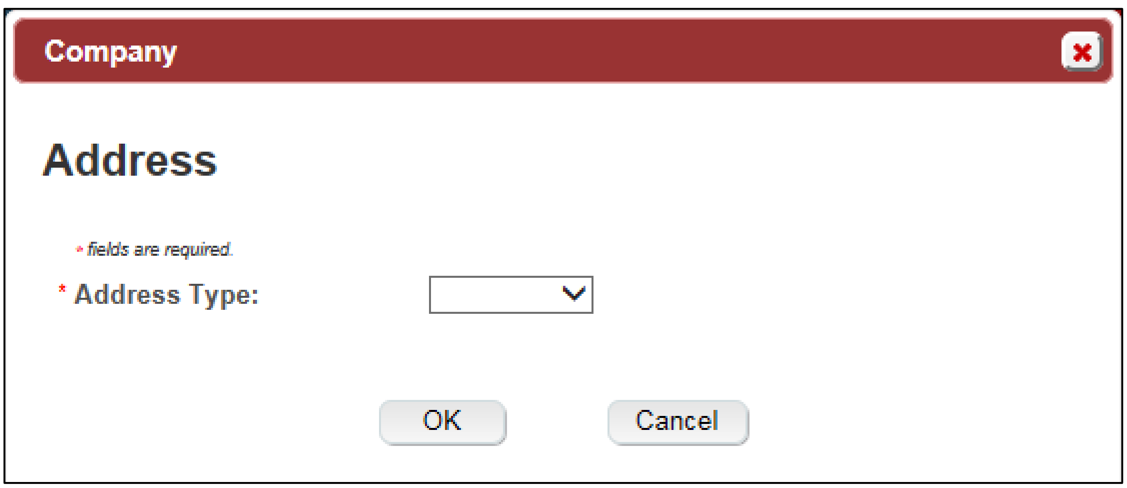
►**Note:** Select the Address Type link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the **Delete** button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 202. Select the **OK** button to confirm.

Figure 202: Create a New Drawback – Delete Address Confirmation



2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 203.

Figure 203: Create a New Drawback – Address Modal Window



3. Select the address type from the Address Type drop-down list. See Figure 204. The system displays the address fields. See Figure 205.

Figure 204: Create a New Drawback – Address Type

4. Enter the company address information in the available fields. See Figure 205. If you select **Foreign** for Address Format, additional address fields display. See Figure 206.

Figure 205: Create a New Drawback – Address Fields (Domestic)

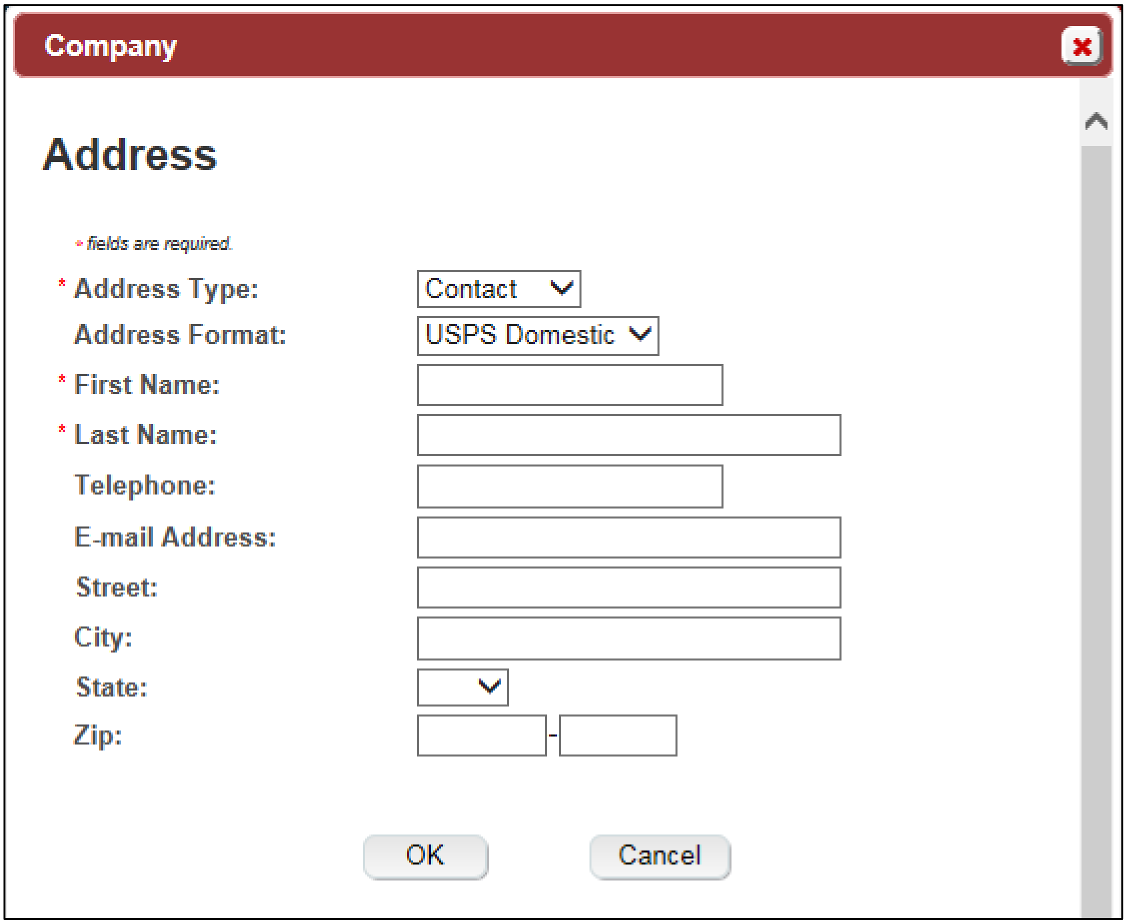
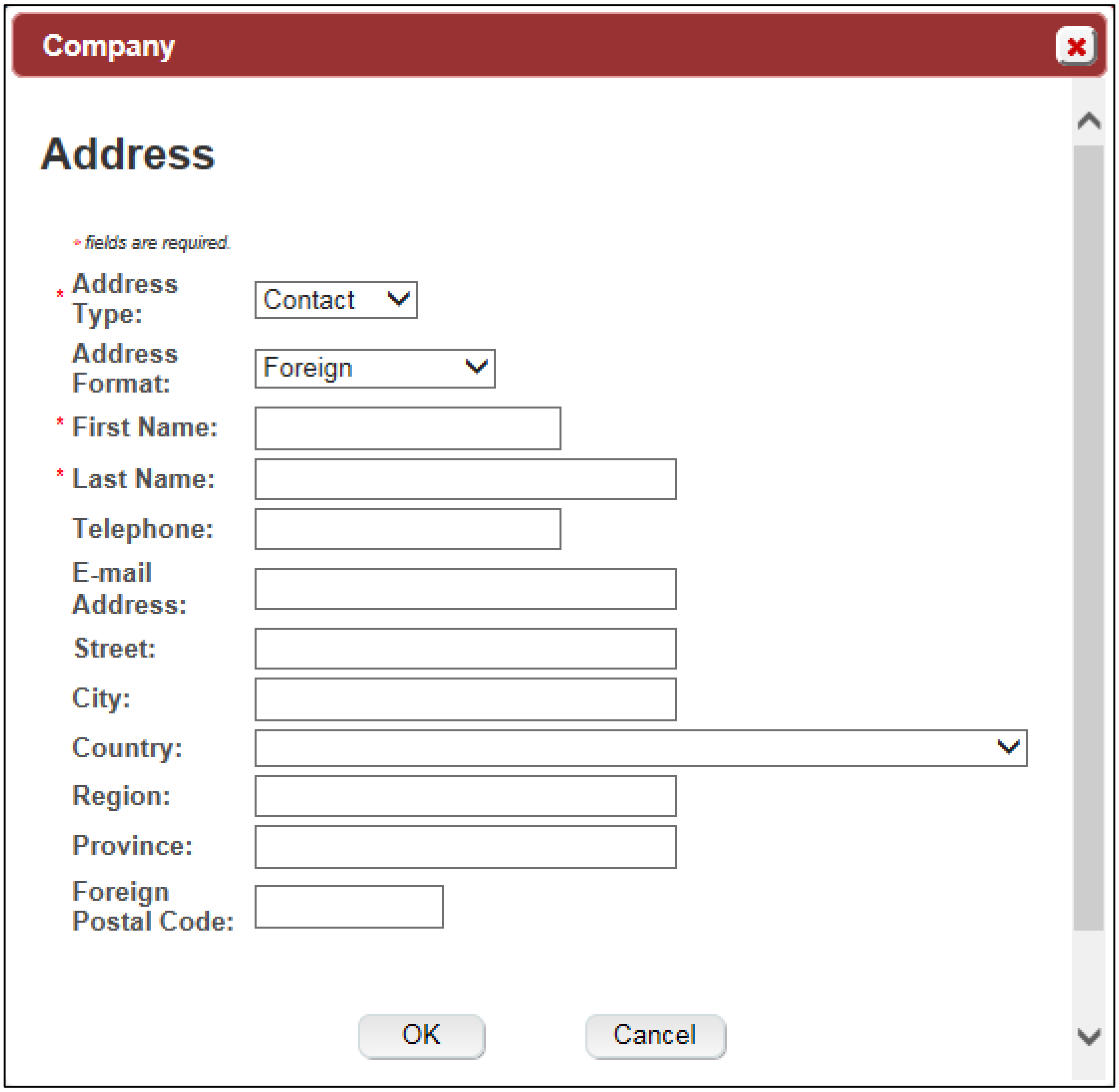


Figure 206: Create a New Drawback – Address Fields (Foreign)



►**Note:** Fields marked with asterisks (*) are required fields.

5. Select the **OK** button. The Address modal window closes and the Company tab displays with the address information added.
6. Repeat the steps for all additional addresses needed for the submission.

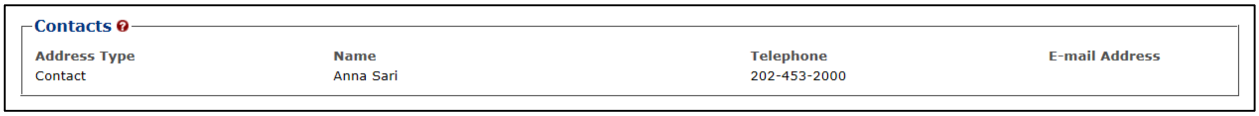
►**Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

7. Select the **Next** button. The Main tab displays. See Figure 208.

►**Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 207.

Contacts

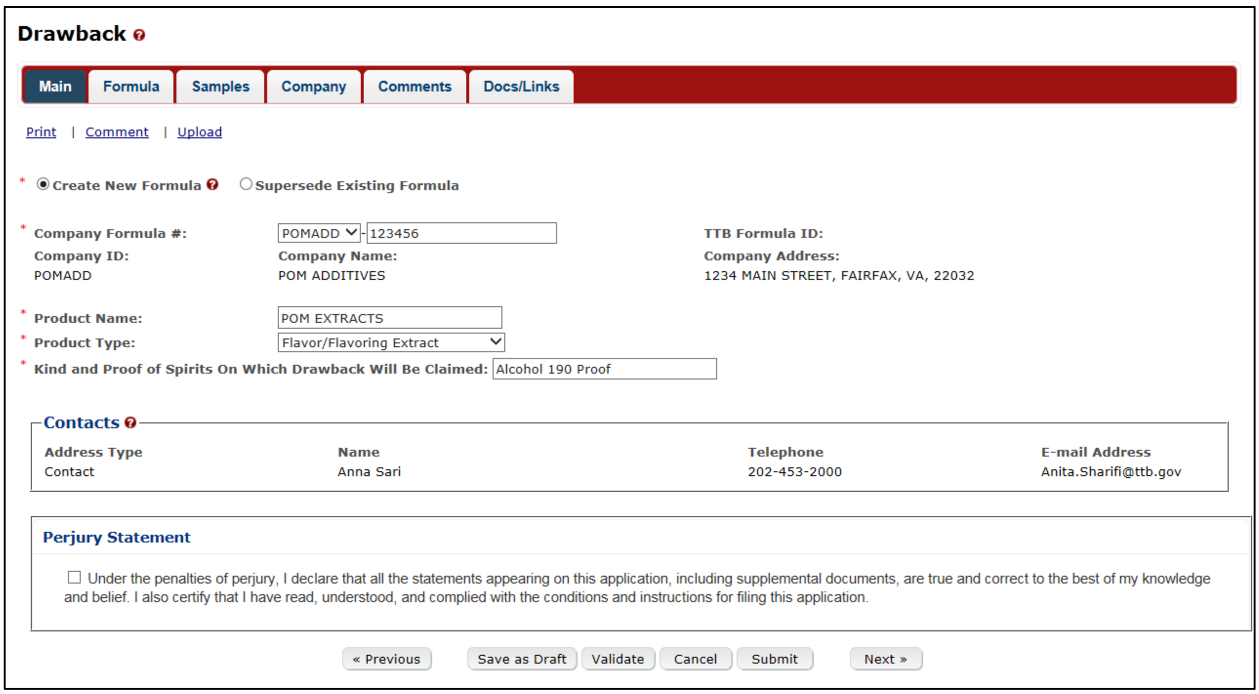
Figure 207: Create a New Drawback – Contacts



1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in Company/Address Detail.

Main Tab

Figure 208: Create a New Drawback – Main Tab



►**Note:** Fields marked with asterisks (*) are required fields.

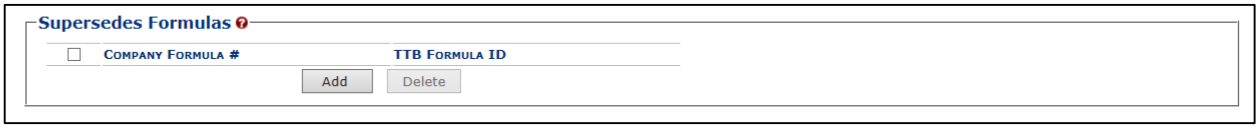
1. Create a new formula or supersede an existing formula.
   a. If you are creating a new formula:
      i. Enter the Company Formula Number in the text box to the right of the Company Formula #. *This must be a numeric value.*
   b. If you are superseding an existing formula:
      i. Select the Supersede Existing Formula radio button. The Supersedes Formula fields display below the radio buttons. See Figure 209.

Superseded Formula

►**Note:** You may change the submission from Supersede to New by selecting the Create New Formula radio button. You will not be able to change the submission from Supersede to New until you delete any superseded formula information.

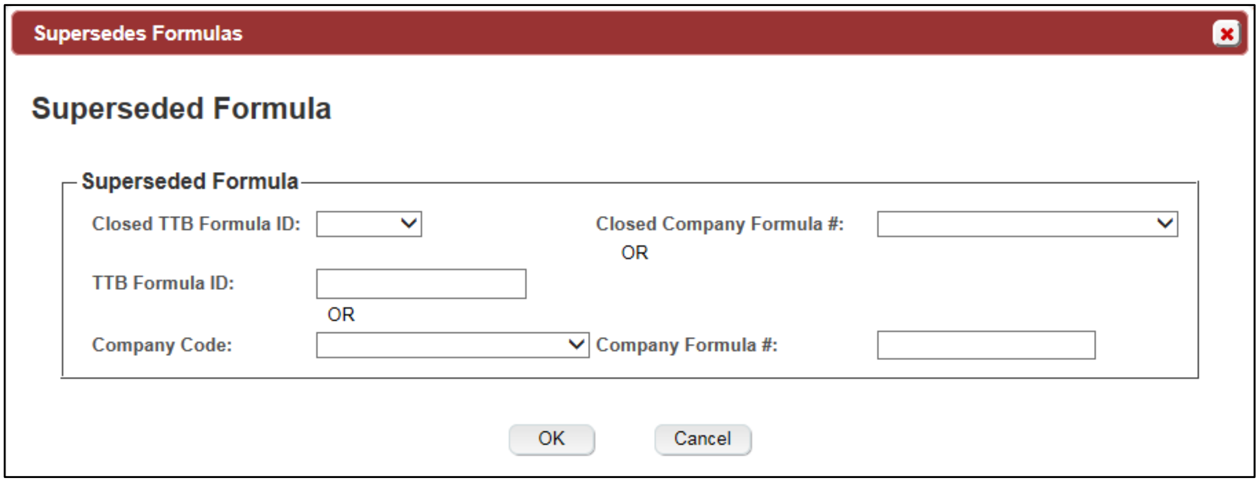
►**Note:** A single formula may supersede multiple formulas.

Figure 209: Create a New Drawback – Supersedes Formula Fields



1. Select the **Add** button. The Superseded Formula modal window displays. See Figure 210.

Figure 210: Create a New Drawback – Superseded Formula Modal Window



2. Select the Closed TTB Formula ID or Closed Company Formula #.

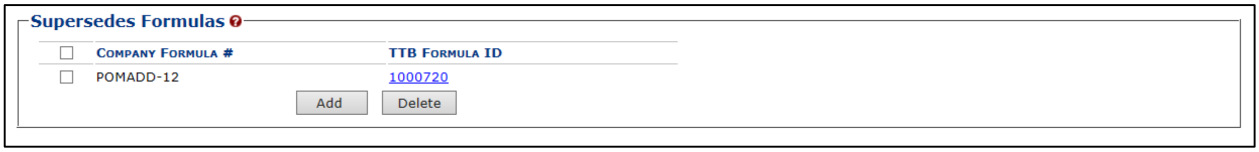
   or

3. Enter the TTB Formula ID.

   or

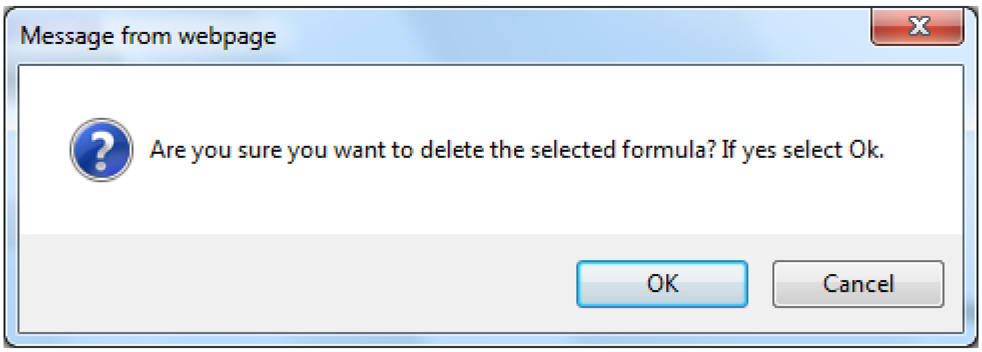
4. Select the Company Code and enter the Company Formula #.
5. Select the **OK** button. The Superseded Formula modal window closes and the Main tab displays with the superseded formula added. See Figure 211.

Figure 211: Create a New Drawback – Superseded Formula Added



►**Note:** Select the checkbox next to the superseded formula and select the **Delete** button to delete the superseded formula. A confirmation message box displays prompting you to confirm your action. See Figure 212. Select the **OK** button to confirm.

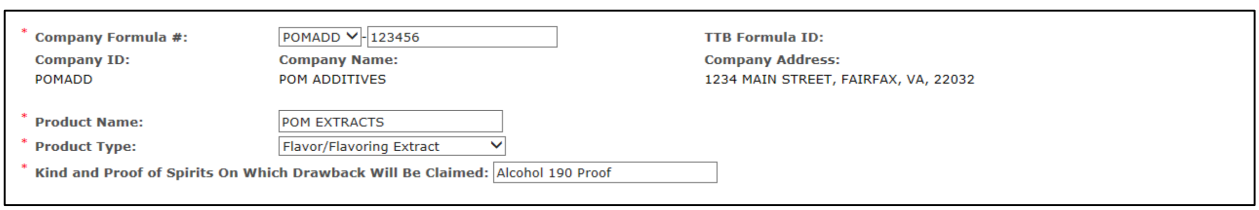
Figure 212: Create a New Drawback – Delete Superseded Formula Confirmation



►**Note:** You may add additional superseded formulas by selecting the **Add** button to display the Superseded Formula modal window and following Steps 1 – 5.

Product Type

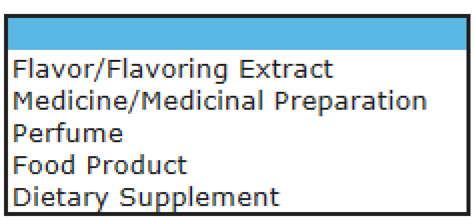
Figure 213: Create a New Drawback – Product Type Specified



►**Note:** Fields marked with asterisks (*) are required fields.

1. Enter the Product Name in the available field.
2. Select the Product Type from the Product Type drop-down list. See Figure 214.

Figure 214: Create a New Drawback – Product Type Drop-Down List



►**Note:** If you select the product type “Dietary Supplement,” it will automatically default the process type of the Drawback submission to “Dietary Supplement” in the Formula tab. This will display Dietary Supplement-specific fields.

3. Enter the Kind of Spirits On Which Drawback Will Be Claimed in the available field.
4. Select the **Next** button. The Formula tab displays. See Figure 215 and Figure 216.

Formula Tab

Figure 215: Create a New Drawback – Formula Tab (Top)

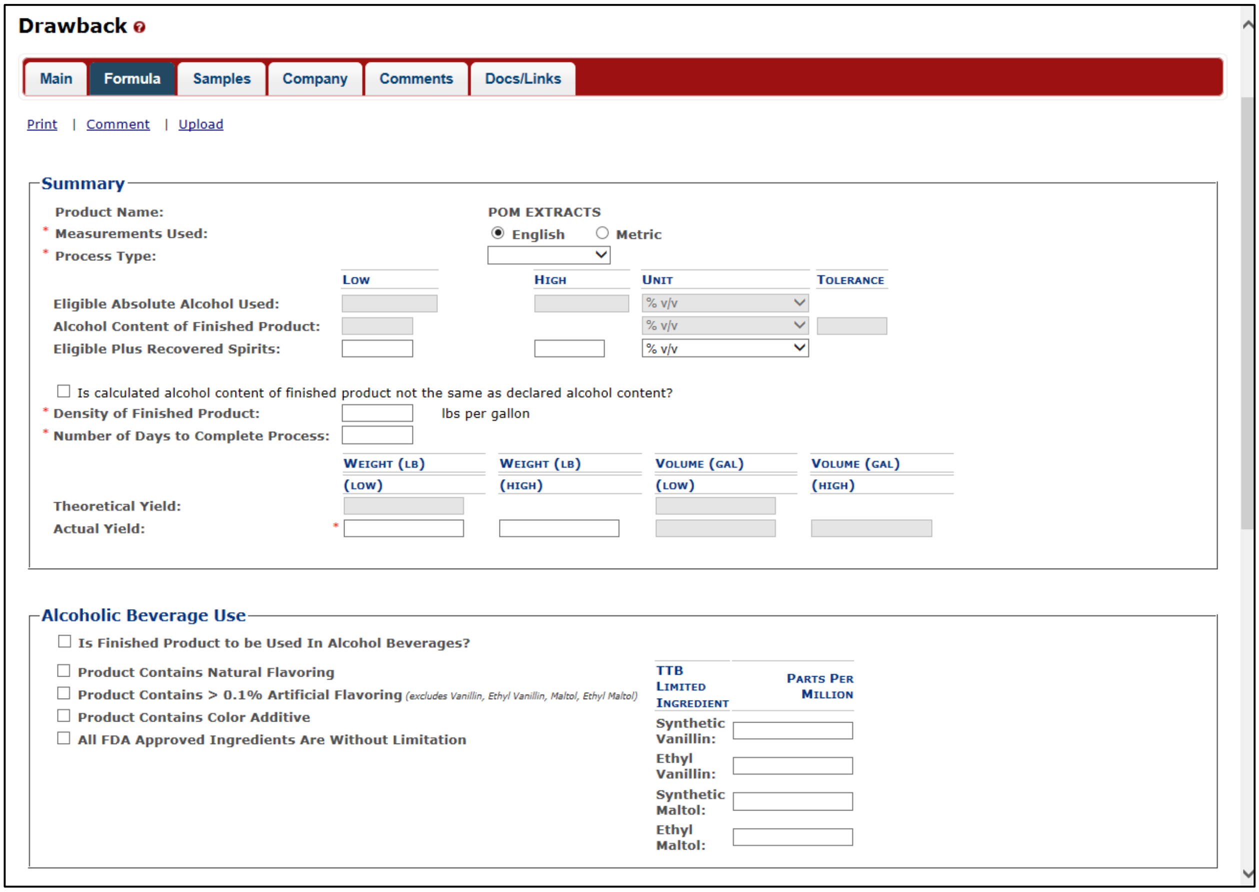
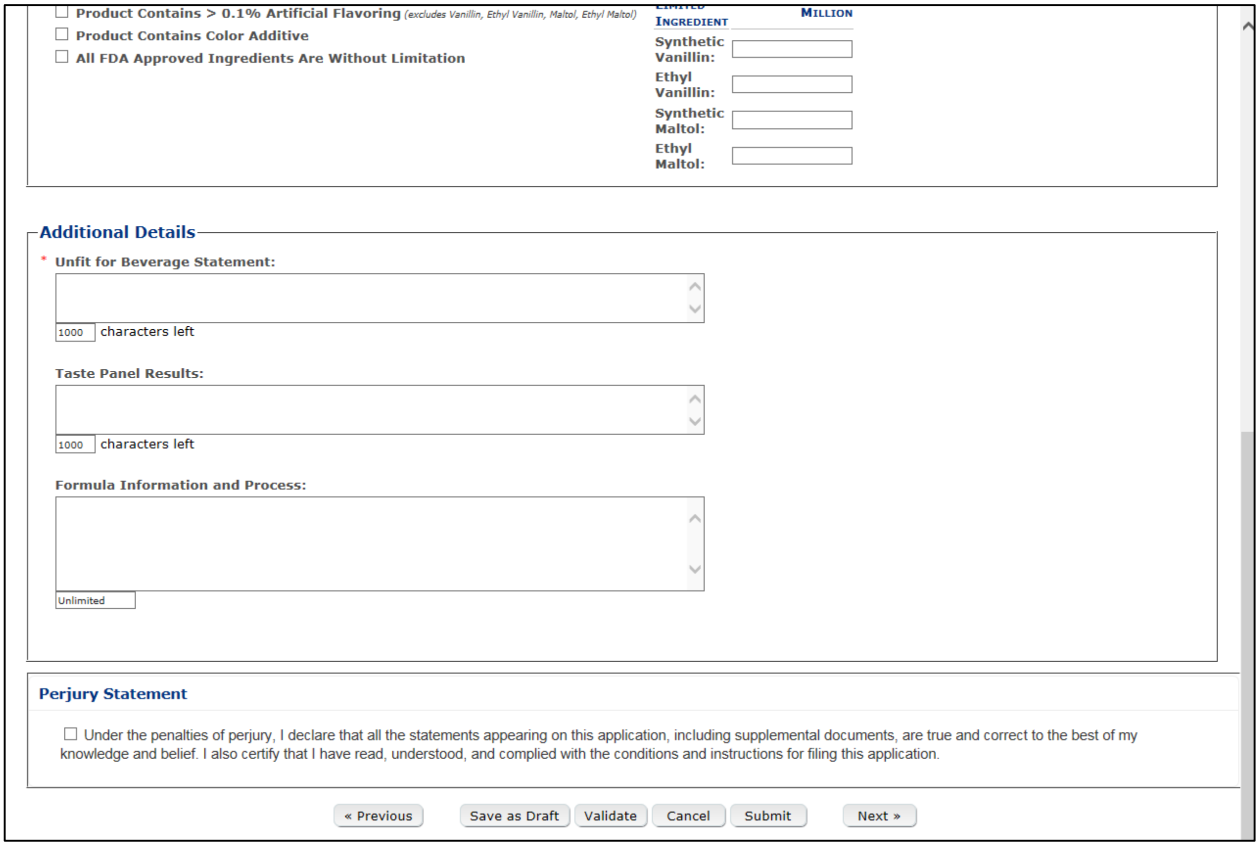


Figure 216: Create a New Drawback – Formula Tab (Bottom)

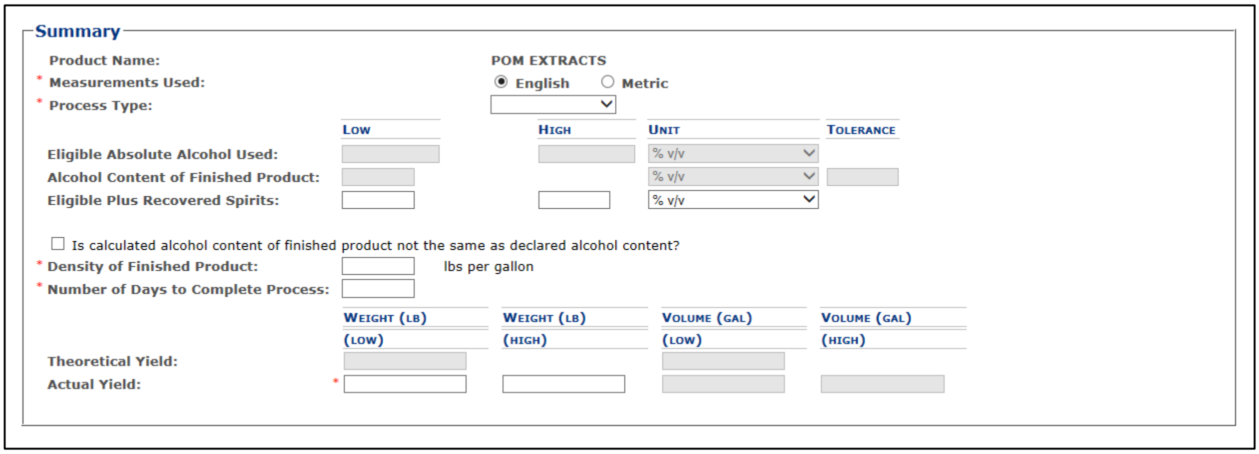


Follow these steps to add formula information to the submission:

1. Select your process type.
2. Enter information applicable to your selected process type. Required fields and sections vary depending upon the selected process type. The sections available are as follows:
   a. Summary – All process types
   b. Alcoholic Beverage Use – All process types
   c. Alcoholic Components/Compounded Flavors – All process types except Dietary Supplements
   d. Nonalcoholic Components – All process types except Dietary Supplements
   e. Dietary Supplement Components – Dietary Supplements only
   f. Additional Details – All process types

Summary

Figure 217: Create a New Drawback – Summary



Follow these steps to add summary information to the submission:

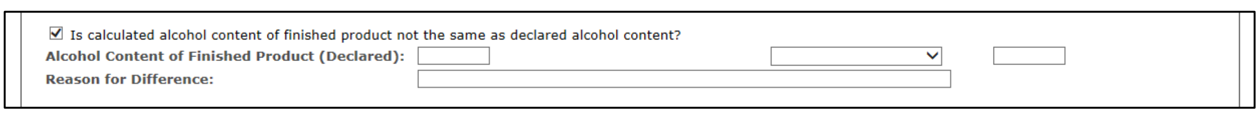
1. Enter summary information applicable to your selected process type.

►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** Measurements Used will pre-populate the type of Units of Measurement used in the Ingredients pop-up windows.

2. *Optional Step:* Select the checkbox next to Is calculated alcohol content of finished product not the same as declared alcohol content? to display applicable and complete fields.

Figure 218: Create a New Drawback – Calculated Not Same As Declared Alcohol Content Fields

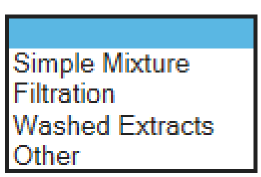


Process Type

Follow these steps to add process type information to the submission:

1. Select the process type from the Process Type drop-down list. See Figure 219.

Figure 219: Create a New Drawback – Process Type Drop-Down List

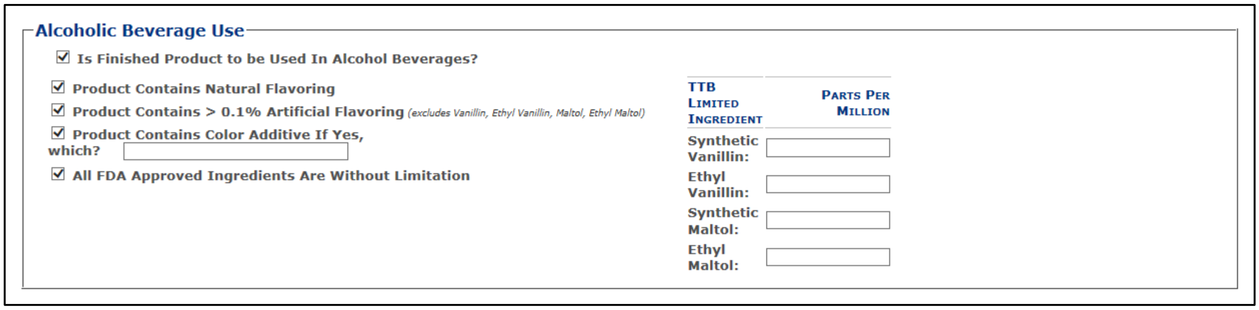


►**Note:** The default selection is “Dietary Supplements” if “Dietary Supplements” was selected as a product type in the Main tab. “Dietary Supplements” will not display as an option in the Process Type drop-down list if it was not selected as a product type.

►**Note:** The primary difference between pop-up windows fields between Simple Mixture/Filtration and Washed Extracts is that Washed Extracts pop-up windows will include a checkbox for whether the ingredient is soluble. A process type of “Other” will contain all possible fields except Dietary Supplement-specific fields.

Alcoholic Beverage Use

Figure 220: Create a New Drawback – Alcoholic Beverage Use



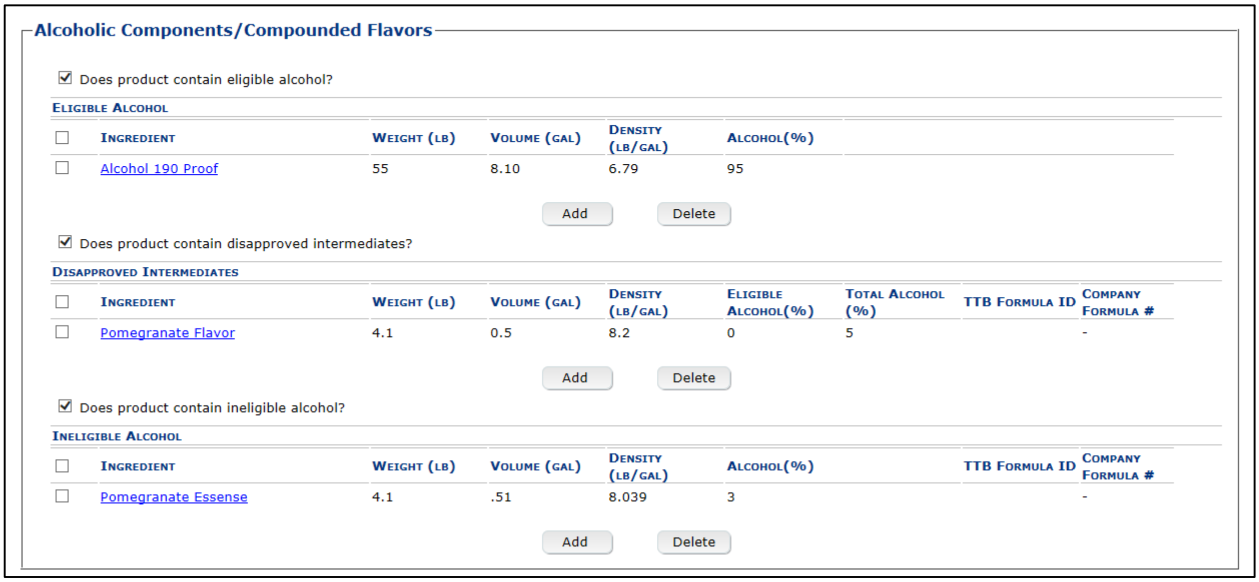
Follow these steps to add alcoholic beverage use information to the submission:

1. Add alcoholic beverage use information.
   a. Select the checkbox to indicate whether the finished product is to be used in alcoholic beverage. The subsequent fields only display if this checkbox is selected.
   b. Select the checkbox to indicate whether the product contains natural flavoring.
   c. Select the checkbox to indicate whether the product contains > 0.1% artificial flavoring.
   d. Select the checkbox to indicate whether the product contains a color additive and, if so, enter name of additive. The additive field only displays if this checkbox is selected.
   e. Select the checkbox to indicate whether all FDA Approved Ingredients are without limitation.
   f. Enter the Parts Per Million (PPM) for the TTB Limited Ingredients listed.

►**Note:** You may enter a Parts Per Million (PPM) value of up to 999,999 in all TTB Limited Ingredients fields.

Alcoholic Components/Compounded Flavors

Figure 221: Create a New Drawback – Alcoholic Components/Compounded Flavors



Follow these steps to add alcoholic components/compounded flavors ingredient information to the submission:

1. Add all alcoholic components/compounded flavors ingredient information.
   a. Alcoholic Components (Eligible Alcohol)
   b. Alcoholic Components (Disapproved Intermediates)
   c. Alcoholic Components (Ineligible Alcohol)

Alcoholic Components (Eligible Alcohol)

Figure 222: Create a New Drawback – Alcoholic Components (Eligible Alcohol) for Simple Mix or Filtration

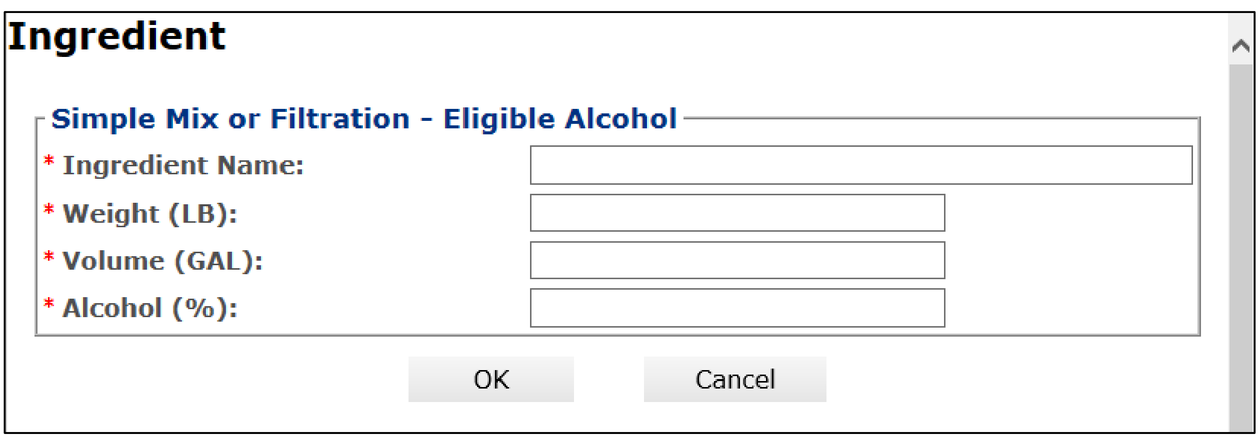
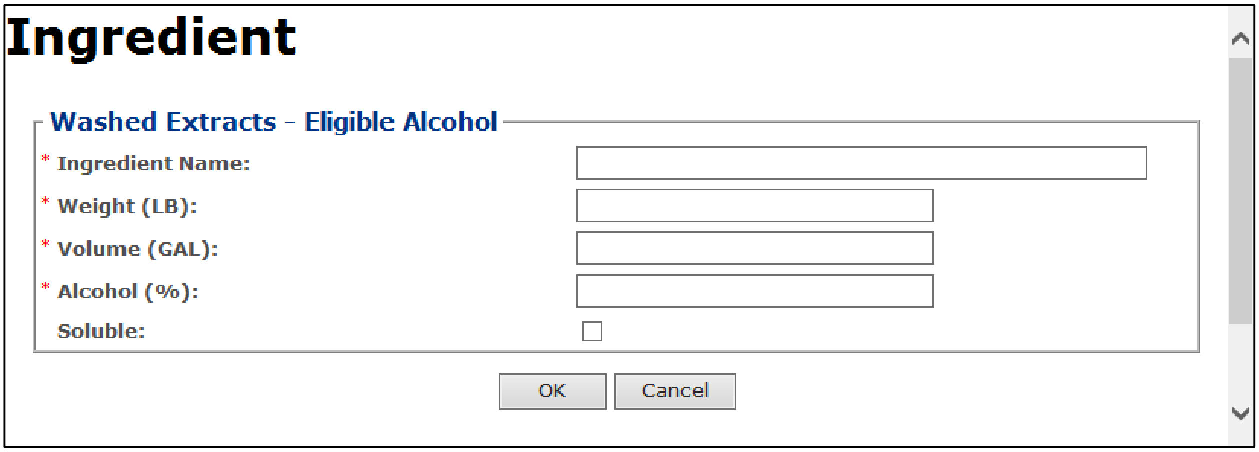


Figure 223: Create a New Drawback – Alcoholic Components (Eligible Alcohol) for Washed Extracts



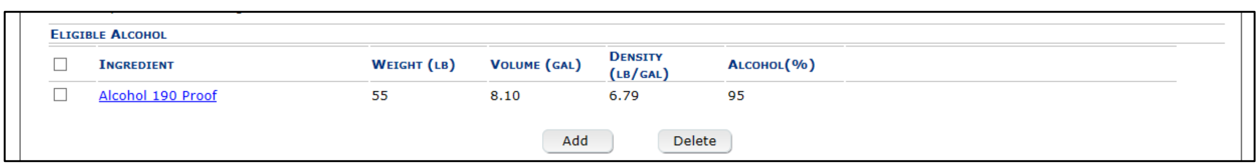
Follow these steps to add alcoholic components (eligible alcohol) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains eligible alcohol.
2. Select the **Add** button. The Alcoholic Components (Eligible Alcohol) pop-up window displays. See Figure 222 and Figure 223.
3. Enter the required alcoholic components (eligible alcohol) ingredient information.

►**Note:** Fields marked with asterisks (*****) are required fields.

4. Select the **OK** button. The Alcoholic Components (Eligible Alcohol) pop-up window closes and the Formula tab displays. The ingredient is added in the Eligible Alcohol section. See Figure 224.

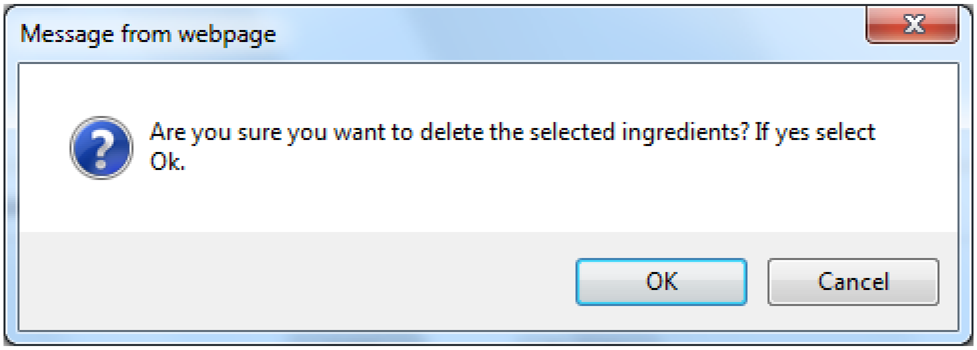
Figure 224: Create a New Drawback – Alcoholic Components (Eligible Alcohol) Information Added



5. Repeat the steps to add all alcoholic components (eligible alcohol) ingredient information.

►**Note:** Select the Ingredient link to display the Alcoholic Components (Eligible Alcohol) pop-up window and edit the alcoholic components (eligible alcohol) ingredient information. Select the checkbox next to the alcoholic components (eligible alcohol) ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 225. Select the **OK** button to confirm.

Figure 225: Create a New Drawback – Delete Alcoholic Components (Eligible Alcohol) Ingredient Confirmation



Alcoholic Components (Disapproved Intermediates)

Figure 226: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) for Simple Mix or Filtration

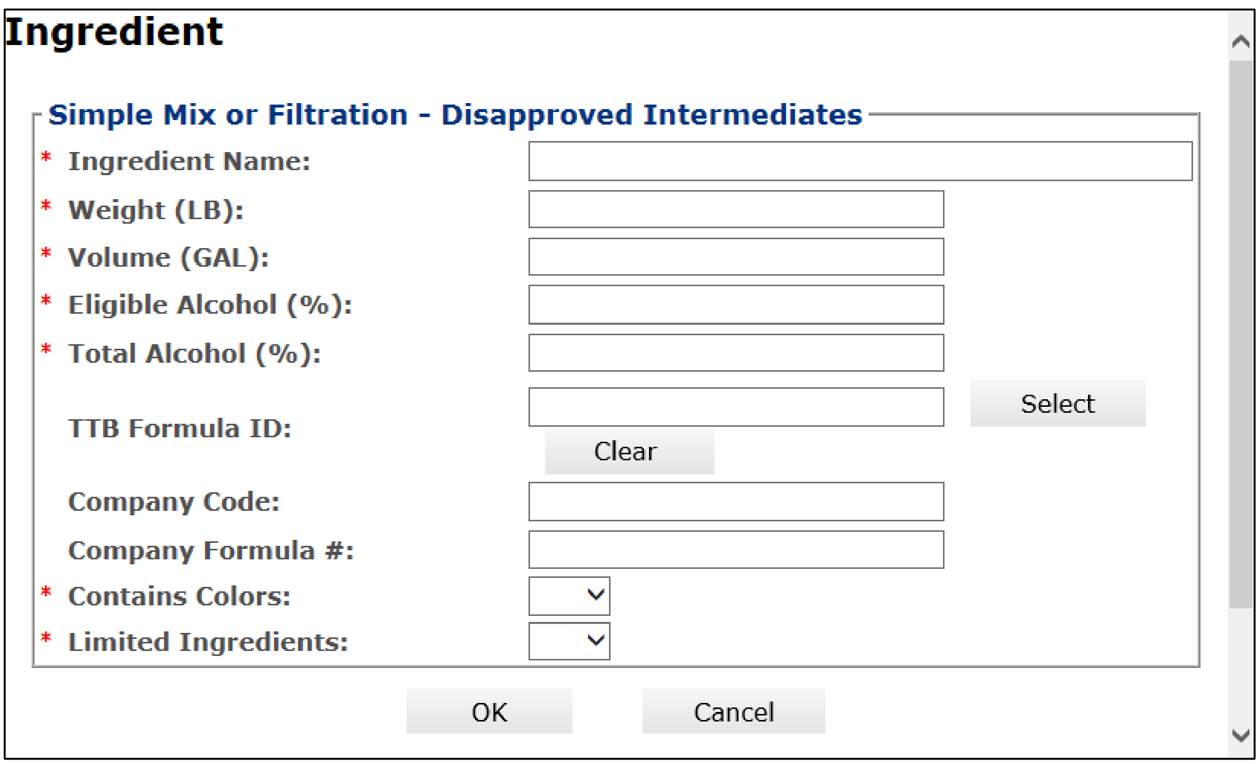
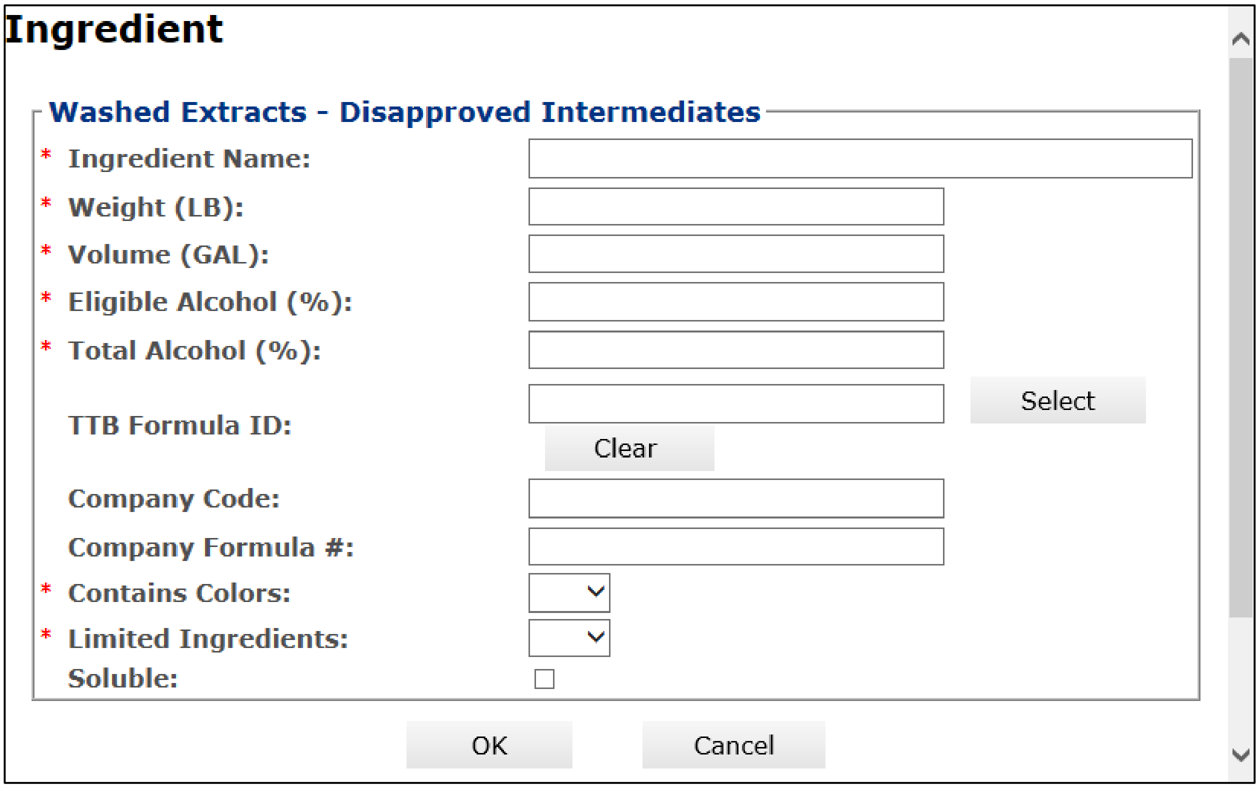


Figure 227: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) for Washed Extracts



Follow these steps to add alcoholic components (disapproved intermediates) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains disapproved intermediates.
2. Select the **Add** button. The Alcoholic Components (Disapproved Intermediates) pop-up window displays. See Figure 226 and Figure 227.
3. Enter the required alcoholic components (disapproved intermediates) ingredient information.

►**Note:** Fields marked with asterisks (*) are required fields.

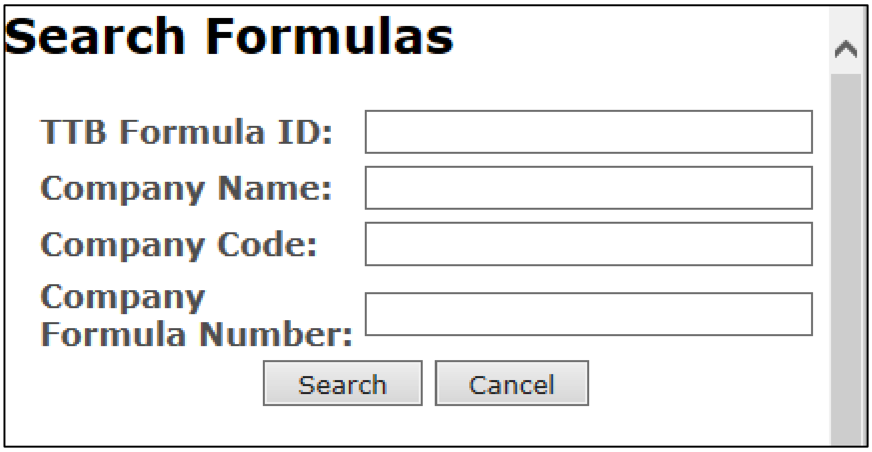
►**Note:** If you select **Yes** in the Contains Colors field, the FDA Approved field displays allowing you to enter the information. If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

►**Note:** If the alcoholic components (disapproved intermediates) ingredient is a previously submitted formula, you may provide formula identifying information to help facilitate the processing of the Drawback submission.

►**Note:** You may search for a submission and populate the existing formula information (e.g., TTB Formula ID, Company Code, and Company Formula ID). Alternately, you may enter the Company Code and Company Formula # directly on the Alcoholic Components (Disapproved Intermediates) pop-up window.

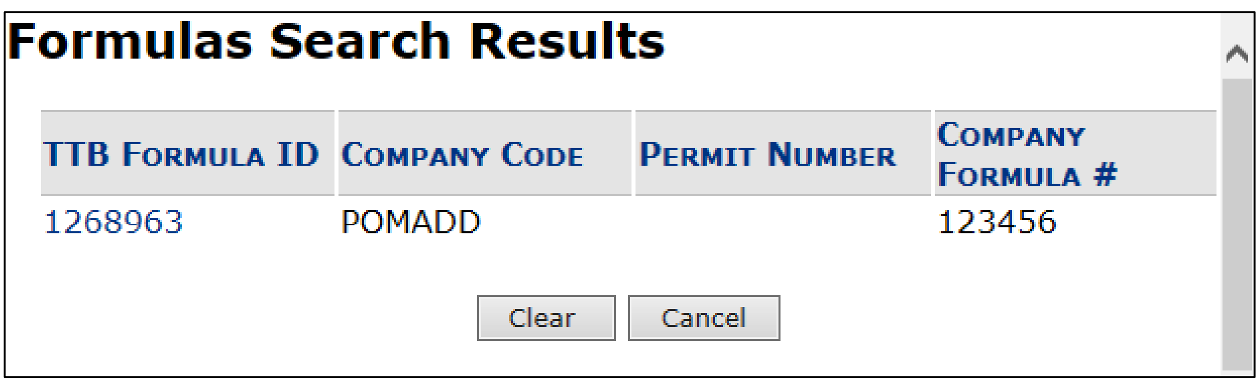
4. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 228.

Figure 228: Create a New Drawback – Search Formulas Pop-Up Window



   a. Enter the search criteria in the available fields.
   b. Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 229.

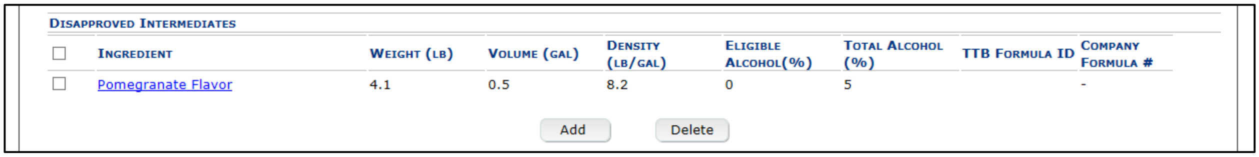
Figure 229: Create a New Drawback – Formulas Search Results Pop-Up Window



   c. Select the TTB Formula ID link. The Formulas Search Results pop-up window closes and the Alcoholic Components (Disapproved Intermediates) pop-up window displays. The TTB Formula ID, Company Code, and Company Formula ID fields are populated. Select the **Clear** button to clear the fields.

5. Select the **OK** button. The Alcoholic Components (Disapproved Intermediates) pop-up window closes and the Formula tab displays. The ingredient is added in the Disapproved Intermediates section. See Figure 230.

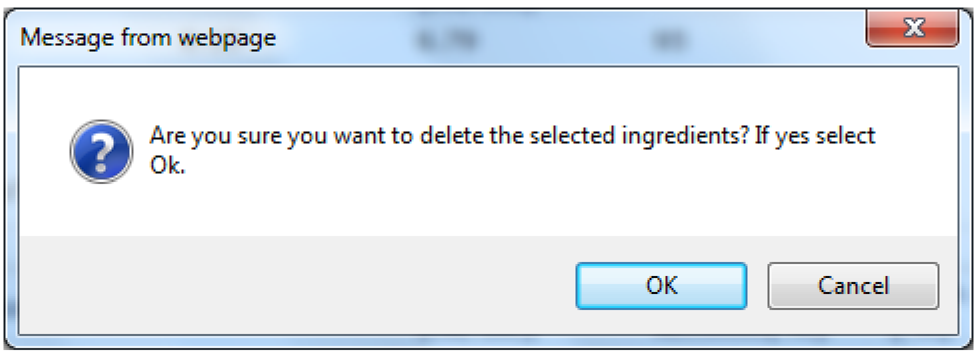
Figure 230: Create a New Drawback – Alcoholic Components (Disapproved Intermediates) Information Added



6. Repeat the steps for all alcoholic components (disapproved intermediates) ingredients.

►**Note:** Select the Ingredient link to display the Alcoholic Components (Disapproved Intermediates) pop-up window and edit the alcoholic components (disapproved intermediates) ingredient information. Select the checkbox next to the alcoholic components (disapproved intermediates) ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 225. Select the **OK** button to confirm.

Figure 231: Create a New Drawback – Delete Alcoholic Components (Disapproved Intermediates) Ingredient Confirmation



Alcoholic Components (Ineligible Alcohol)

Figure 232: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) for Simple Mixture or Filtration

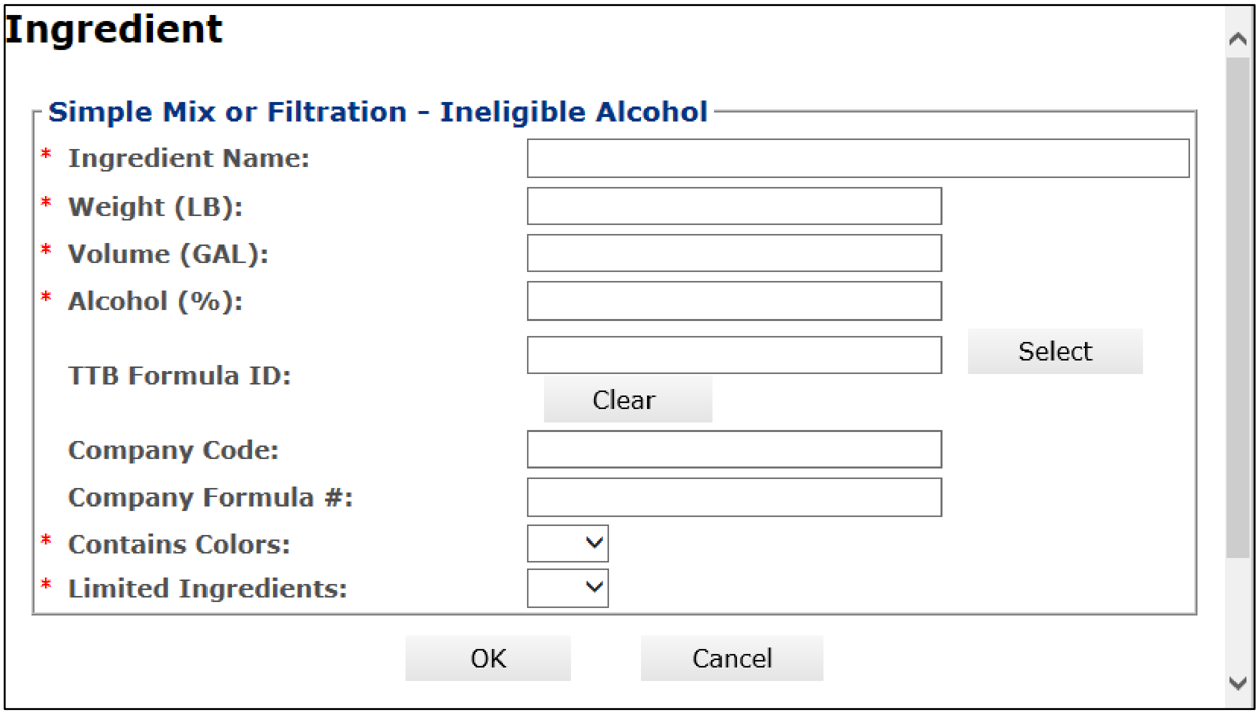
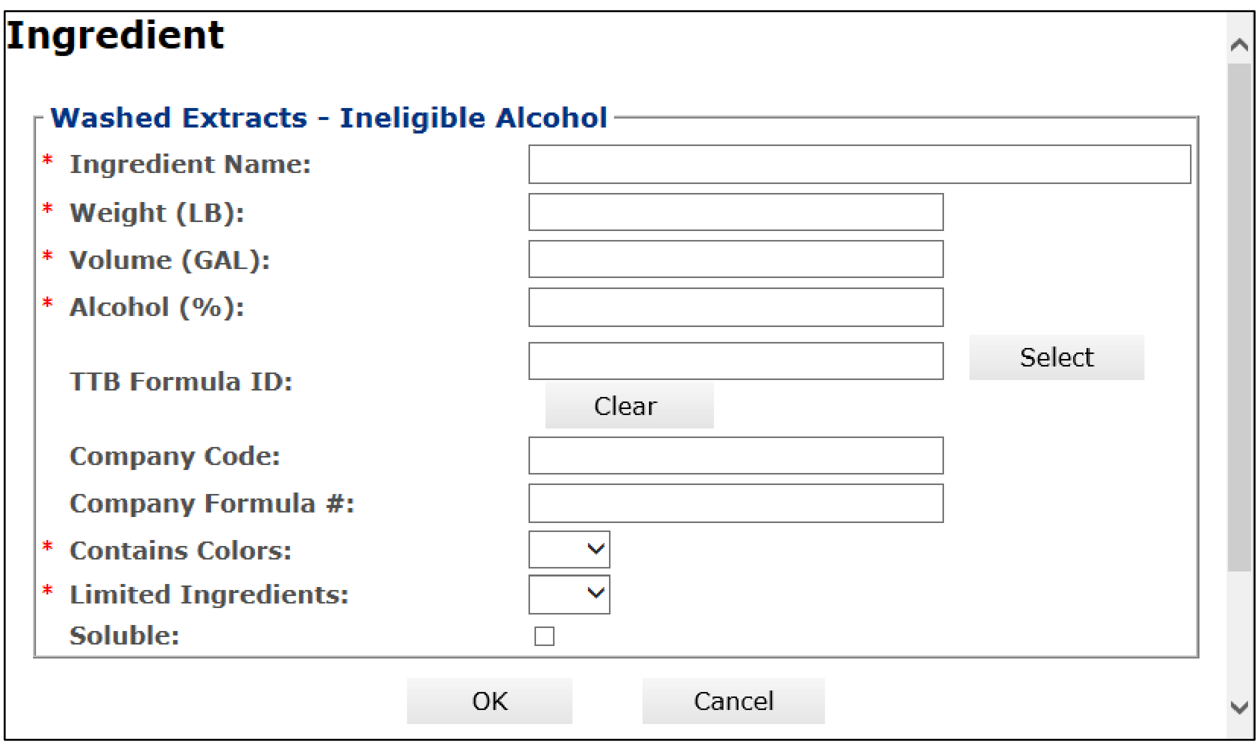


Figure 233: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) for Washed Extracts



Follow these steps to add alcoholic components (ineligible alcohol) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains ineligible alcohol.
2. Select the **Add** button. The Alcoholic Components (Ineligible Alcohol) pop-up window displays. See Figure 232 and Figure 233.
3. Enter the required alcoholic components (ineligible alcohol) ingredient information.

►**Note:** Fields marked with asterisks (*) are required fields.

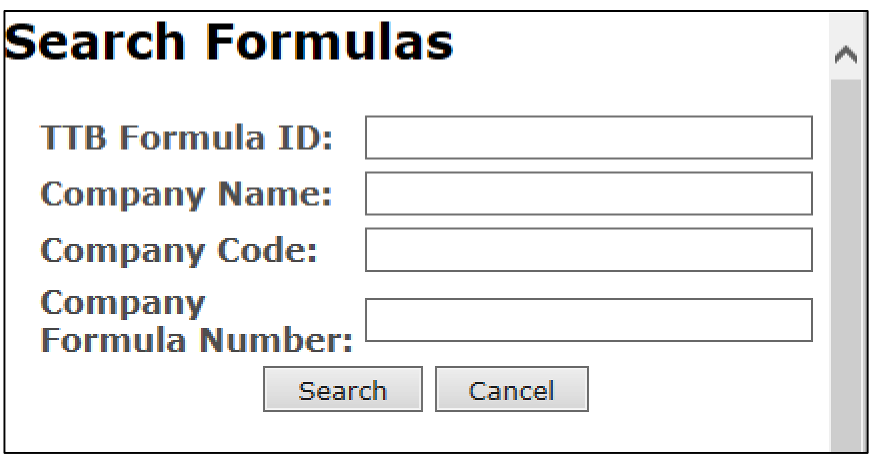
►**Note:** If you select **Yes** in the Contains Colors field, the FDA Approved field displays allowing you to enter the information. If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

►**Note:** If the finished alcohol ingredient is a previously submitted formula, you may provide formula identifying information to help facilitate the processing of the Drawback submission.

►**Note:** You may search for a submission and populate the existing formula information (e.g., TTB Formula ID, Company Code, and Company Formula ID). Alternately, you may enter the Company Code and Company Formula # directly on the Alcoholic Components (Ineligible Alcohol) pop-up window.

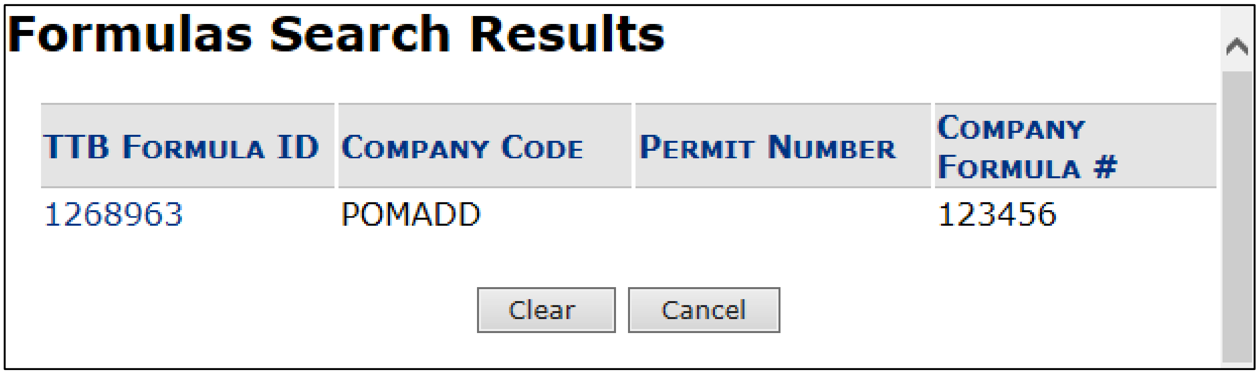
4. *Optional Step:* Select the **Select** button next to TTB Formula ID. The Search Formulas pop-up window displays. See Figure 234.

Figure 234: Create a New Drawback – Search Formulas Pop-Up Window



   a. Enter the search criteria in the available fields.
   b. Select **Search** button. The Formulas Search Results pop-up window displays. See Figure 235.

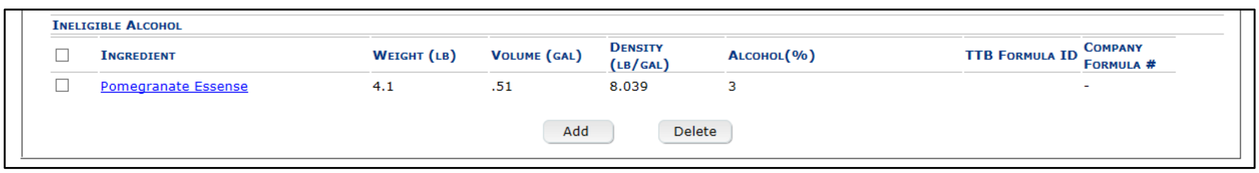
Figure 235: Create a New Drawback – Formulas Search Results Pop-Up Window



c. Select the TTB Formula ID link. The Formulas Search Results pop-up window closes and the Alcoholic Components (Ineligible Alcohol) pop-up window displays. The TTB Formula ID, Company Code, and Company Formula ID fields are populated. Select the Clear button to clear the fields.

5. Select the **OK** button. The Alcoholic Components (Ineligible Alcohol) pop-up window closes and the Formula tab displays. The ingredient is added in the Ineligible Alcohol section. See Figure 236.

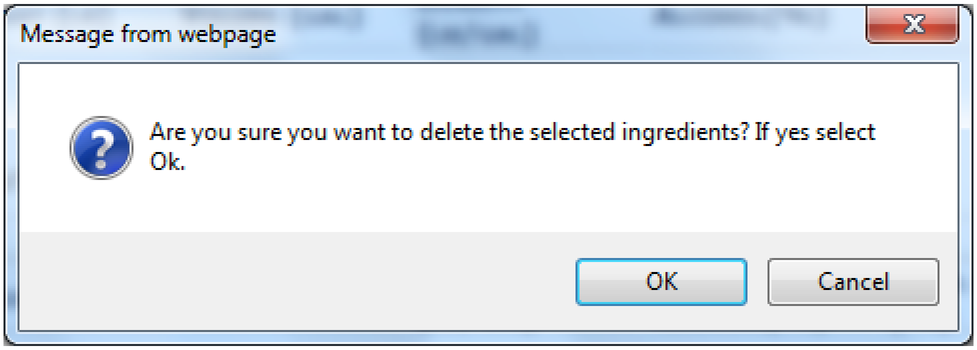
Figure 236: Create a New Drawback – Alcoholic Components (Ineligible Alcohol) Information Added



6. Repeat the steps for all alcoholic components (ineligible alcohol) ingredients.

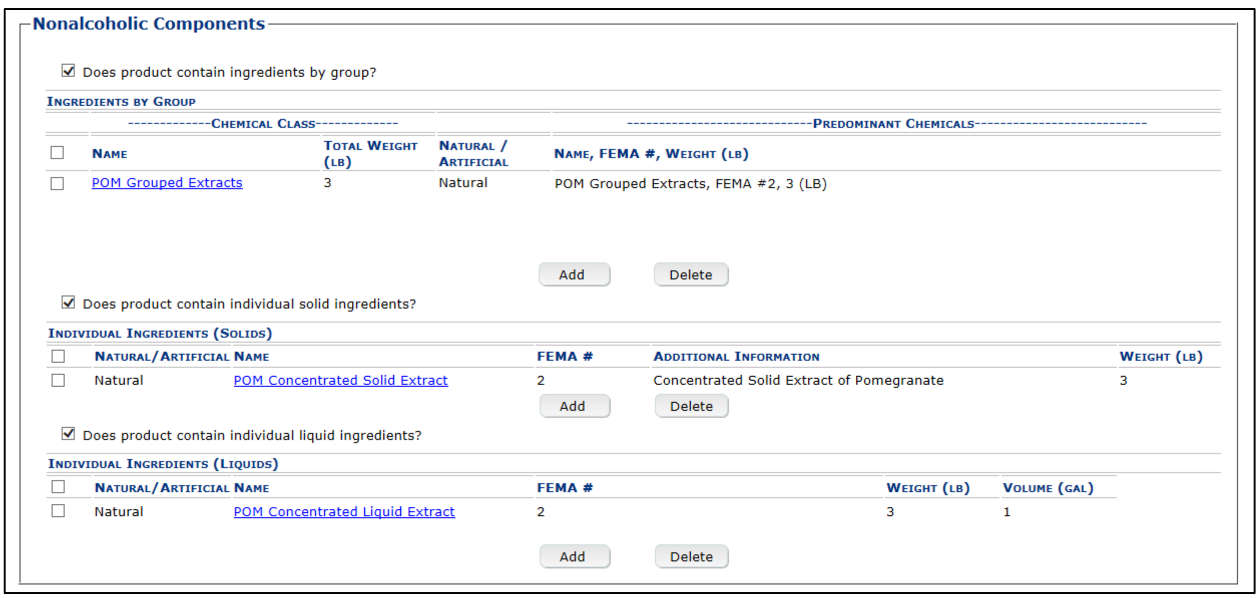
►**Note:** Select the Ingredient link to display the Alcoholic Components (Ineligible Alcohol) pop-up window and edit the alcoholic components (ineligible alcohol) ingredient information. Select the checkbox next to the alcoholic components (ineligible alcohol) ingredient and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 225. Select the **OK** button to confirm.

Figure 237: Create a New Drawback – Delete Alcoholic Components (Ineligible Alcohol) Ingredient Confirmation



Nonalcoholic Components

Figure 238: Create a New Drawback – Nonalcoholic Components

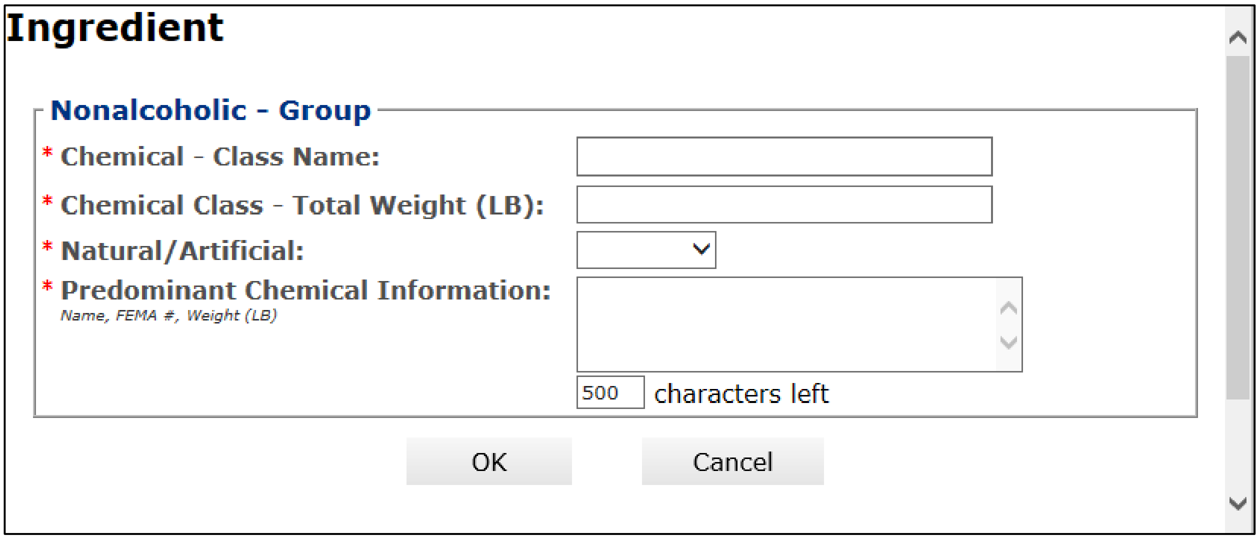


Follow these steps to add nonalcoholic components ingredient information to the submission:

1. Enter all nonalcoholic components ingredient information.
   a. Nonalcoholic Components (Ingredients by Group)
   b. Nonalcoholic Components (Individual Solid Ingredients)
   c. Nonalcoholic Components (Individual Liquid Ingredients)

Nonalcoholic Components (Ingredients by Group)

Figure 239: Create a New Drawback – Nonalcoholic Components (Ingredients by Group)



Follow these steps to add nonalcoholic components (ingredients by group) ingredient information to the submission:

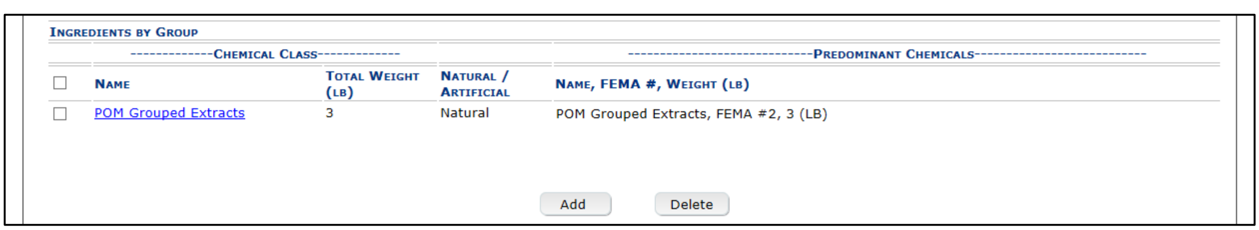
1. Select the checkbox to indicate that the product contains ingredients by group.
2. Select the **Add** button. The Nonalcoholic Components (Ingredients by Group) pop-up window displays. See Figure 239.
3. Enter the required nonalcoholic components (ingredients by group) ingredient information.

►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** Enter the Predominant Chemical Information in the following order, separated by commas: (1) Name, (2) FEMA #, and (3) Weight (which varies depending on units of measurement used).

4. Select the **OK** button. The Nonalcoholic Components (Ingredients by Group) pop-up window closes and the Formula tab displays. The ingredient is added in the Ingredients by Group section. See Figure 240.

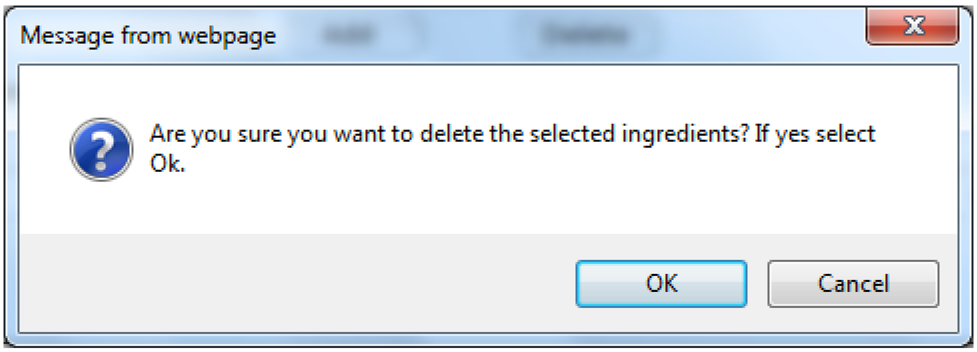
Figure 240: Create a New Drawback – Nonalcoholic Components (Ingredients by Group) Information Added



5. Repeat the steps for all nonalcoholic components (ingredients by group) ingredients.

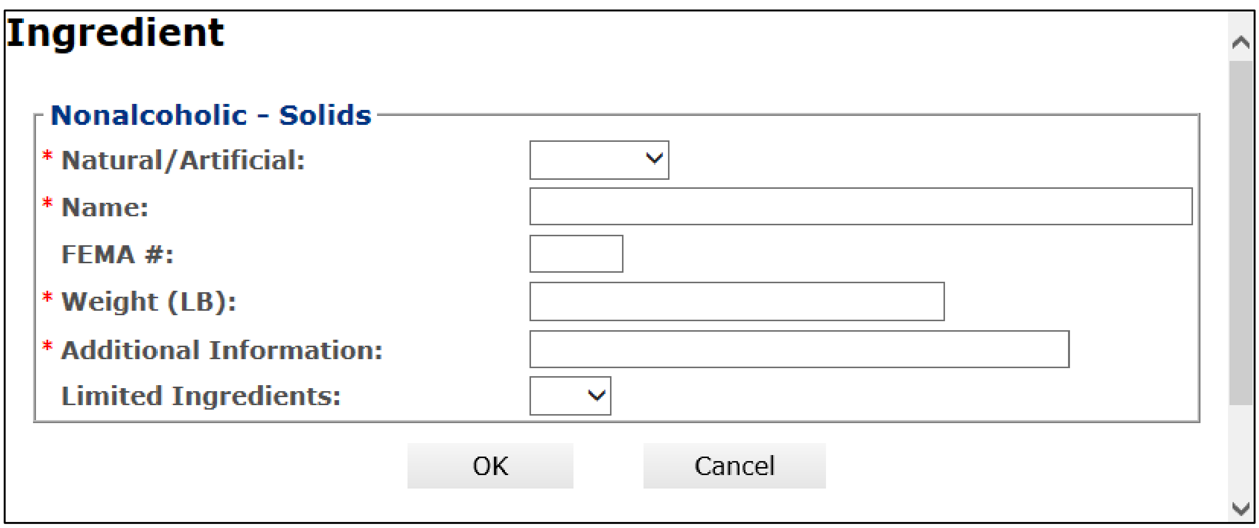
►**Note:** Select the Ingredient link to display the Nonalcoholic Components (Ingredients by Group) pop-up window and edit the nonalcoholic components (ingredients by group) ingredient information. Select the checkbox next to the nonalcoholic components (ingredients by group) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 241. Select the **OK** button to confirm.

Figure 241: Create a New Drawback – Delete Nonalcoholic Components (Ingredients by Group) Ingredient Confirmation



Nonalcoholic Components (Individual Solid Ingredients)

Figure 242: Create a New Drawback – Nonalcoholic Components (Individual Solid Ingredients)



Follow these steps to add nonalcoholic components (individual solid ingredients) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains individual solid ingredients.

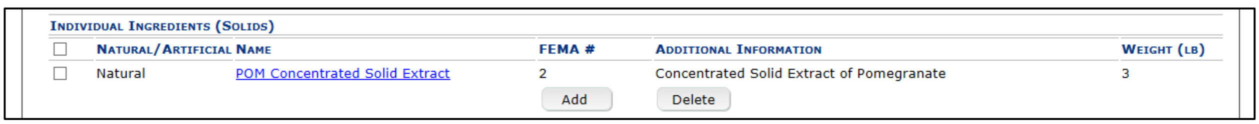
2. Select the **Add** button. The Nonalcoholic Components (Individual Solid Ingredients) pop-up window displays. See Figure 242.
3. Enter the required nonalcoholic components (individual solid ingredients) ingredient information.

►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

4. Select the **OK** button. The Nonalcoholic Components (Individual Solid Ingredients) pop-up window closes and the Formula tab displays. The ingredient is added in the Individual Ingredients (Solids) section. See Figure 243.

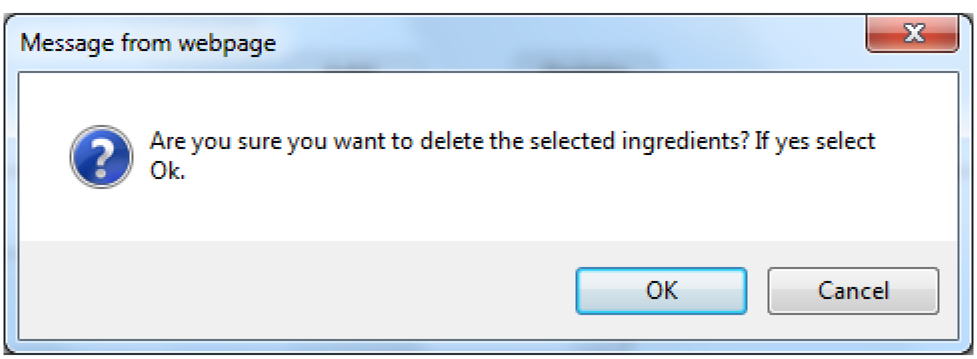
Figure 243: Create a New Drawback – Nonalcoholic Components (Individual Solid Ingredients) Information Added



5. Repeat the steps for all nonalcoholic components (individual solid ingredients) ingredients.

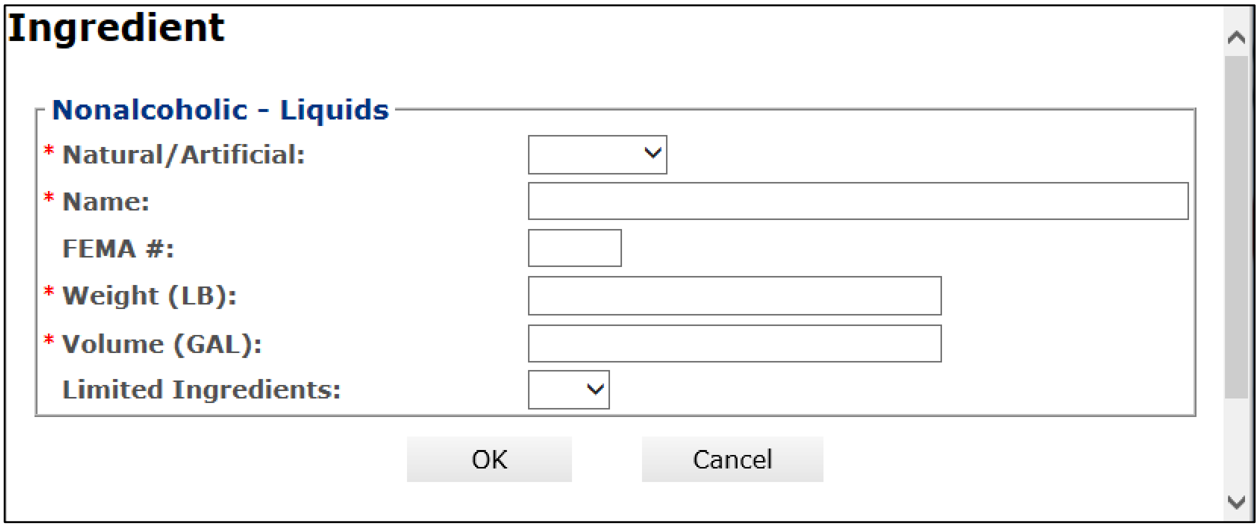
►**Note:** Select the Ingredient link to display the Nonalcoholic Components (Individual Solid Ingredients) pop-up window and edit the nonalcoholic components (individual solid ingredients) ingredient information. Select the checkbox next to the nonalcoholic components (individual solid ingredients) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 244. Select the **OK** button to confirm.

Figure 244: Create a New Drawback – Delete Nonalcoholic Components (Individual Solid Ingredients) Ingredient Confirmation



Nonalcoholic Components (Individual Liquid Ingredients)

Figure 245: Create a New Drawback – Nonalcoholic Components (Individual Liquid Ingredients)



Follow these steps to add nonalcoholic components (individual liquid ingredients) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains individual liquid ingredients.
2. Select the **Add** button. The Nonalcoholic Components (Individual Liquid Ingredients) pop-up window displays. See Figure 245.
3. Enter the required nonalcoholic components (individual liquid ingredients) information.

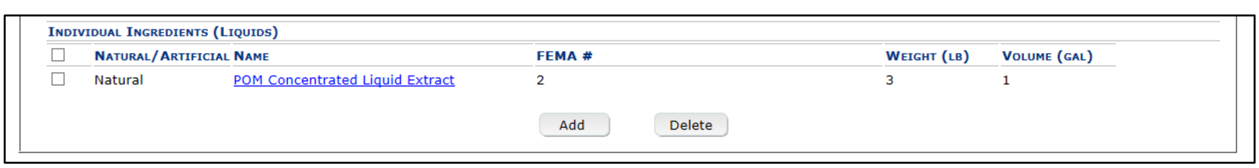
►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

►**Note:** When adding a liquid ingredient, if the process type is "Other," you will see the quantity sufficient (Q.S) checkbox. This field may be selected when you have added a liquid Q.S to display the total yield.

4. Select the **OK** button. The Nonalcoholic Components (Individual Liquid Ingredients) pop-up window closes and the Formula tab displays. The ingredient is added in the Individual Ingredients (Liquids) section. See Figure 246.

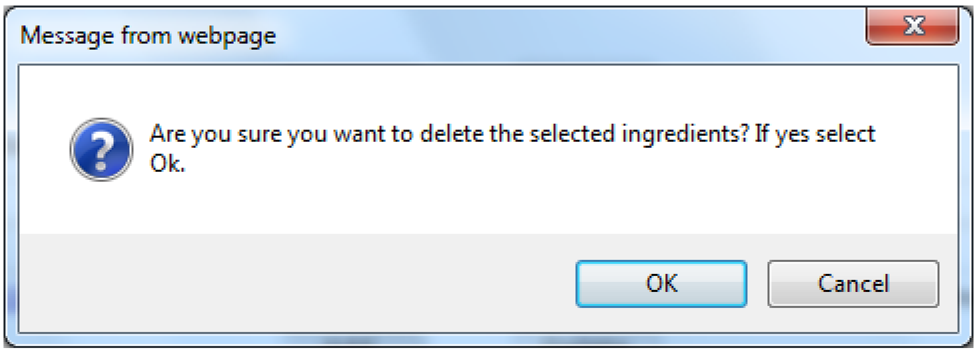
Figure 246: Create a New Drawback – Nonalcoholic Components (Individual Liquid Ingredients) Information Added



5. Repeat the steps to add all nonalcoholic components (individual liquid ingredients).

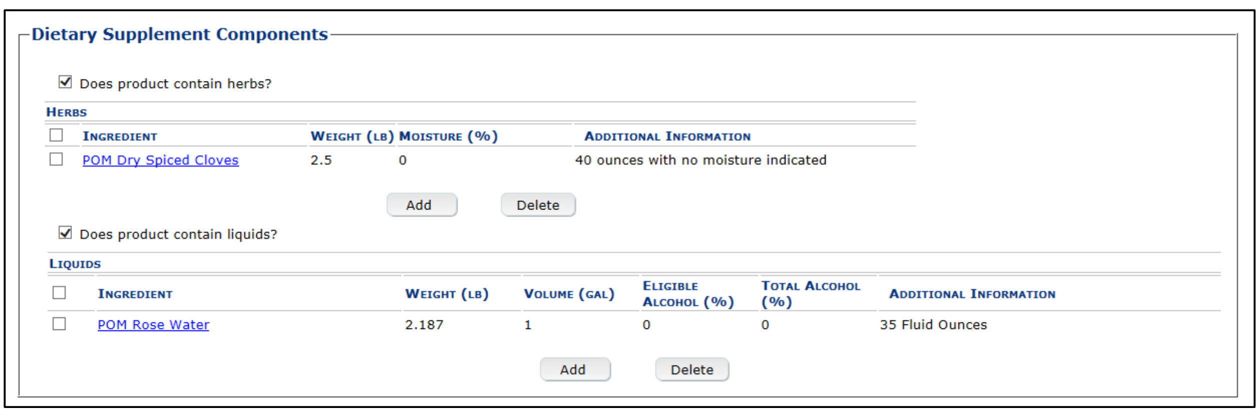
►**Note:** Select the Ingredient link to display the Nonalcoholic Components (Individual Liquid Ingredients) pop-up window and edit the nonalcoholic components (individual liquid ingredients) ingredient information. Select the checkbox next to the nonalcoholic components (individual liquid ingredients) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 247. Select the **OK** button to confirm.

Figure 247: Create a New Drawback – Delete Nonalcoholic Components (Individual Liquid Ingredients) Ingredient Confirmation



Dietary Supplement Components

Figure 248: Create a New Drawback – Dietary Supplement Components

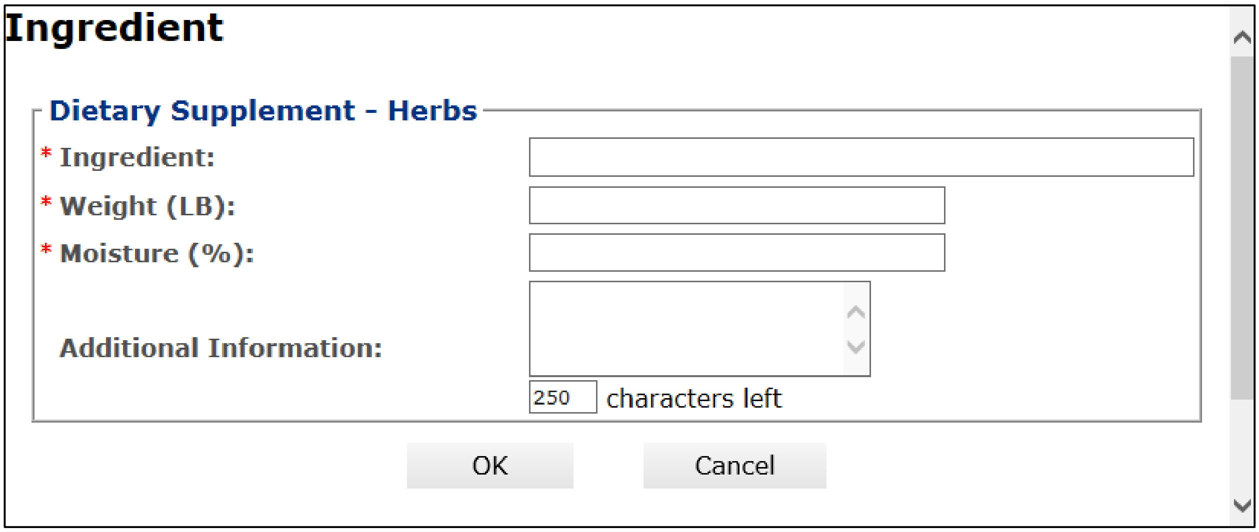


Follow these steps to add dietary supplement components ingredient information to the submission:

1. Enter all dietary supplement components ingredient information.
   a. Dietary Supplement Components (Herbs)
   b. Dietary Supplement Components (Liquids)

Dietary Supplement Components (Herbs)

Figure 249: Create a New Drawback – Dietary Supplement Components (Herbs)



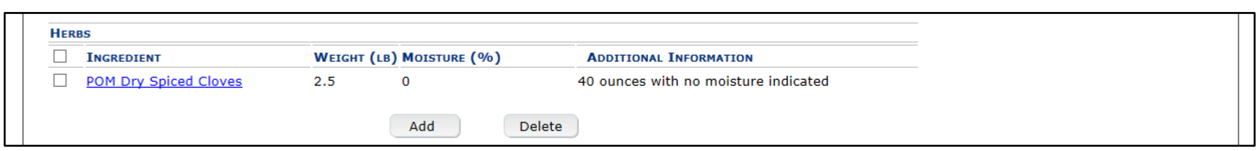
Follow these steps to add dietary supplement components (herbs) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains herbs.
2. Select the **Add** button. The Dietary Supplement Components (Herbs) pop-up window displays. See Figure 249.
3. Enter required dietary supplement components (herbs) ingredient information.

►**Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Dietary Supplement Components (Herbs) pop-up window closes and the Formula tab displays. The ingredient is added in the Herbs section. See Figure 250.

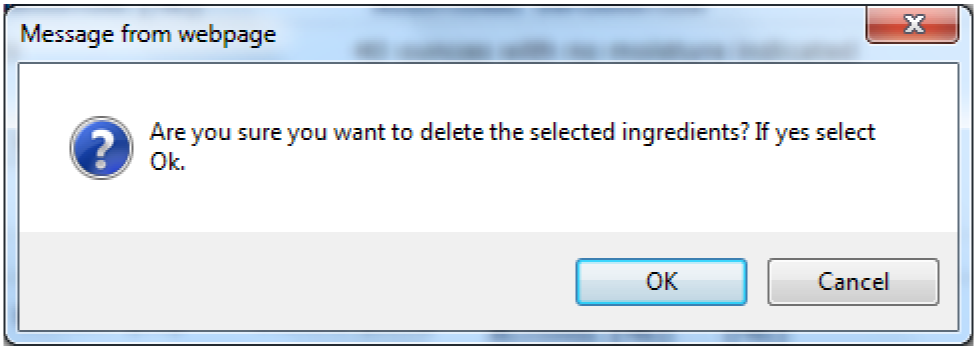
Figure 250: Create a New Drawback – Dietary Supplement Components (Herbs) Information Added



5. Repeat the steps for all dietary supplement components (herbs) ingredients.

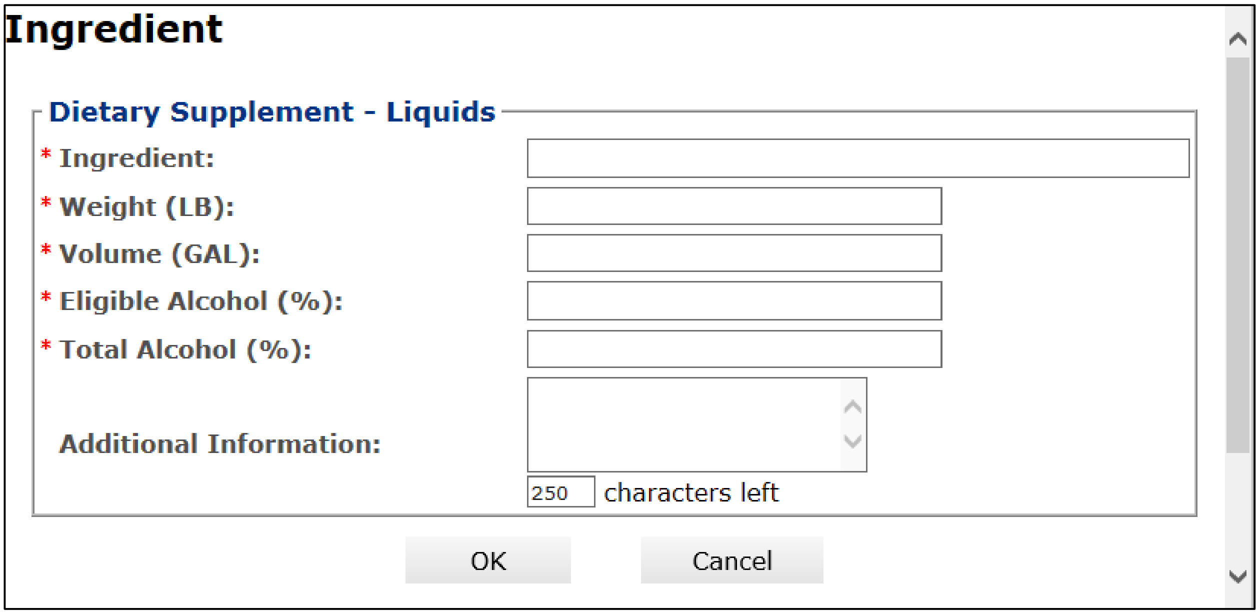
►**Note:** Select the Ingredient link to display the Dietary Supplement Components (Herbs) pop-up window and edit the dietary supplement components (herbs) ingredient information. Select the checkbox next to the dietary supplement components (herbs) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 251. Select the **OK** button to confirm.

Figure 251: Create a New Drawback – Delete Dietary Supplement Components (Herbs) Ingredient Confirmation



Dietary Supplement Components (Liquids)

Figure 252: Create a New Drawback – Dietary Supplement Components (Liquids)



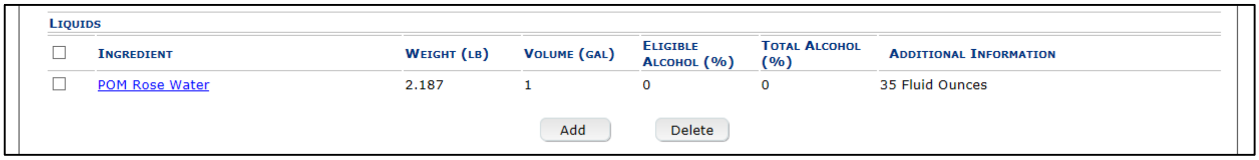
Follow these steps to add dietary supplement components (liquids) ingredient information to the submission:

1. Select the checkbox to indicate that the product contains liquid ingredients.
2. Select the **Add** button. The Dietary Supplement Components (Liquids) pop-up window displays. See Figure 252.
3. Enter the required dietary supplement components (liquids) ingredient information.

►**Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Dietary Supplement Components (Liquids) pop-up window closes and the Formula tab displays. The ingredient is added in the Liquids section. See Figure 253.

Figure 253: Create a New Drawback – Dietary Supplement Components (Liquids) Information Added



LIQUIDS

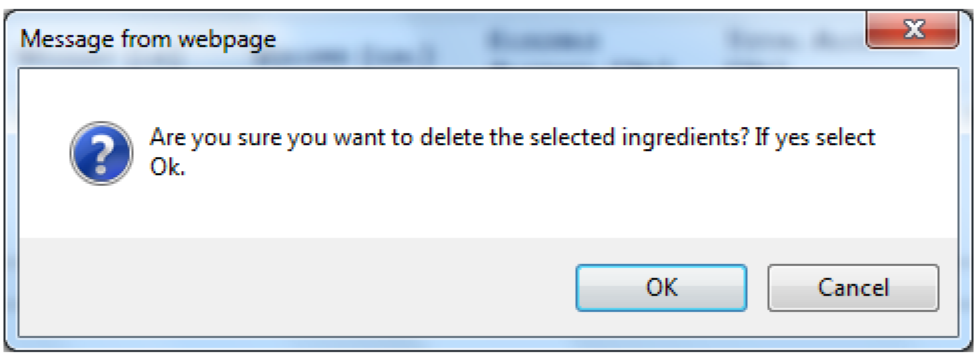
	INGREDIENT	WEIGHT (LB)	VOLUME (GAL)	ELIGIBLE ALCOHOL (%)	TOTAL ALCOHOL (%)	ADDITIONAL INFORMATION
	POM Rose Water	2.187	1	0	0	35 Fluid Ounces

Add Delete

5. Repeat the steps to add all dietary supplement components (liquids) ingredients.

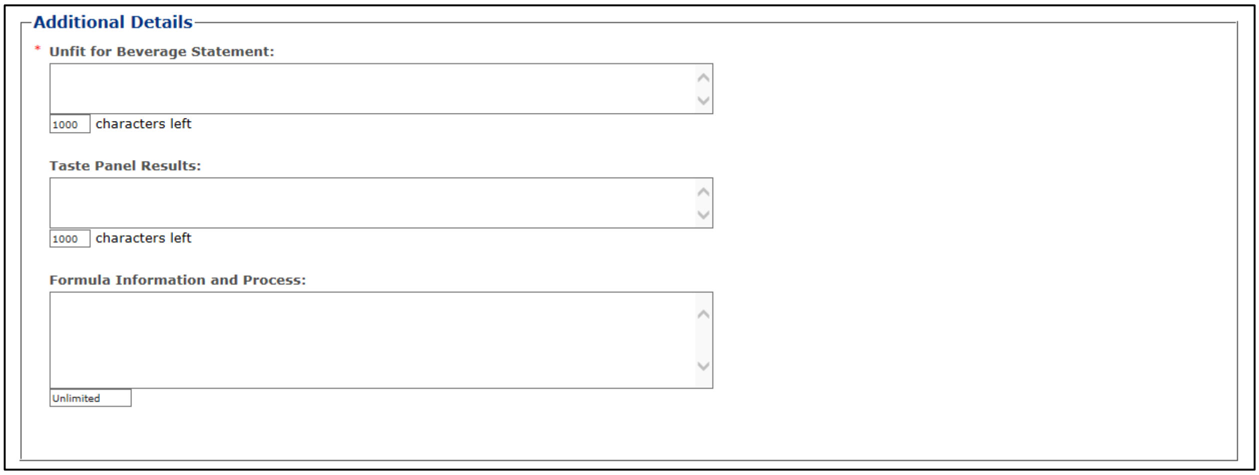
►**Note:** Select the Ingredient link to display the Dietary Supplement Components (Liquids) pop-up window and edit the dietary supplement components (liquids) ingredient information. Select the checkbox next to the dietary supplement components (liquids) ingredient information and select the **Delete** button to delete the ingredient. A confirmation message box displays prompting you to confirm your action. See Figure 254. Select the **OK** button to confirm.

Figure 254: Create a New Drawback – Delete Dietary Supplement Components (Liquids) Ingredient Confirmation



Additional Details

Figure 255: Create a New Drawback – Additional Details



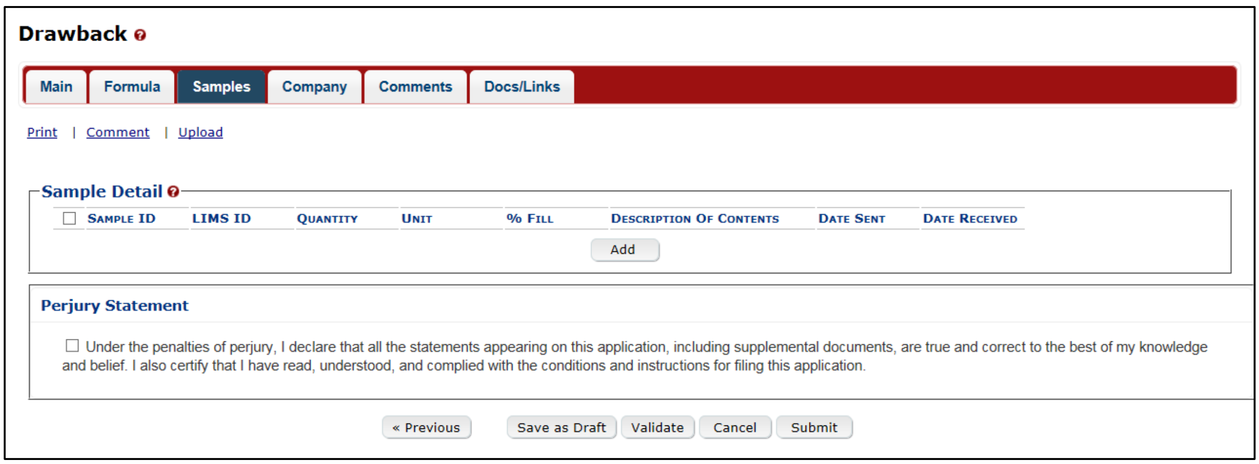
1. Enter any additional details.
    a. Unfit for Beverage Statement
    b. Taste Panel Results
    c. Formula Information and Process

►**Note:** Fields marked with asterisks (*) are required fields.

2. Select the **Next** button. The Samples tab displays. See Figure 256.

Sample Detail

Figure 256: Create a New Drawback – Samples Tab

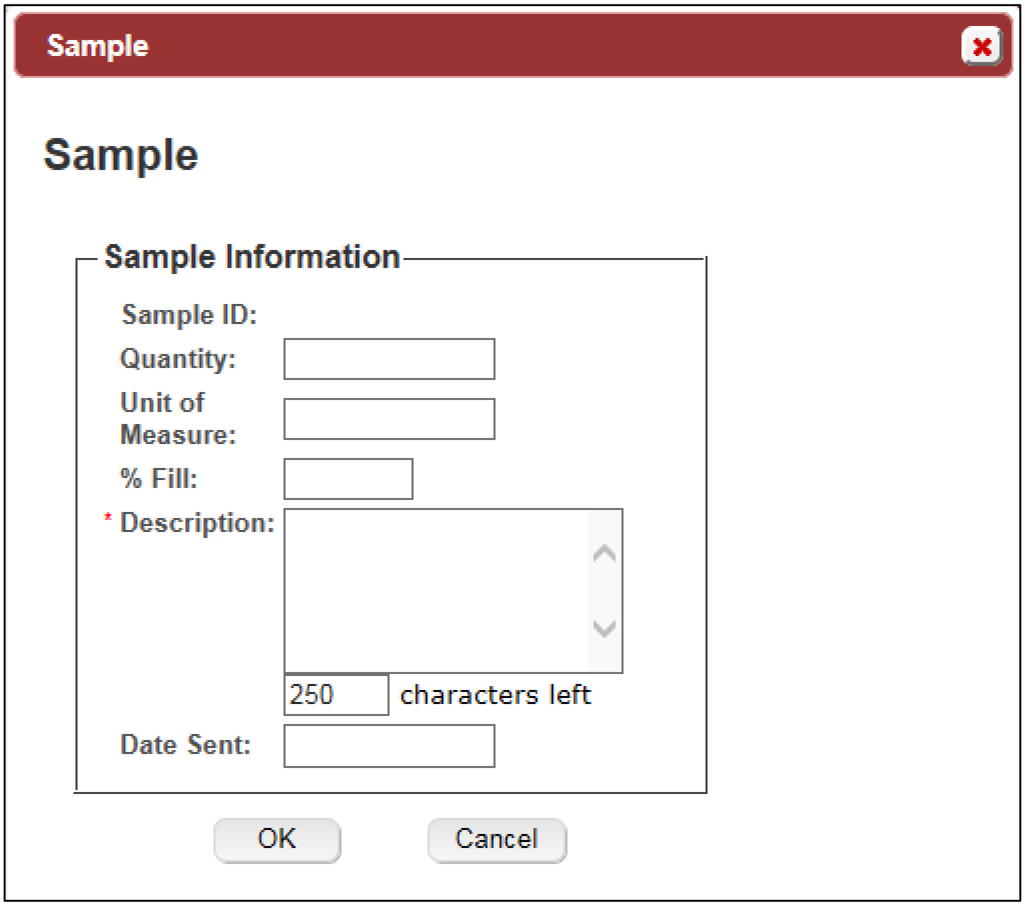


►**Note:** Drawback submissions require samples for any products not produced in the United States and for all dietary supplements. All other Drawback submissions do not require any samples but may include them.

Follow these steps to add a sample to the submission:

1. Select the **Add** button. The Sample modal window displays. See Figure 257.

Figure 257: Create a New Drawback – Sample Modal Window

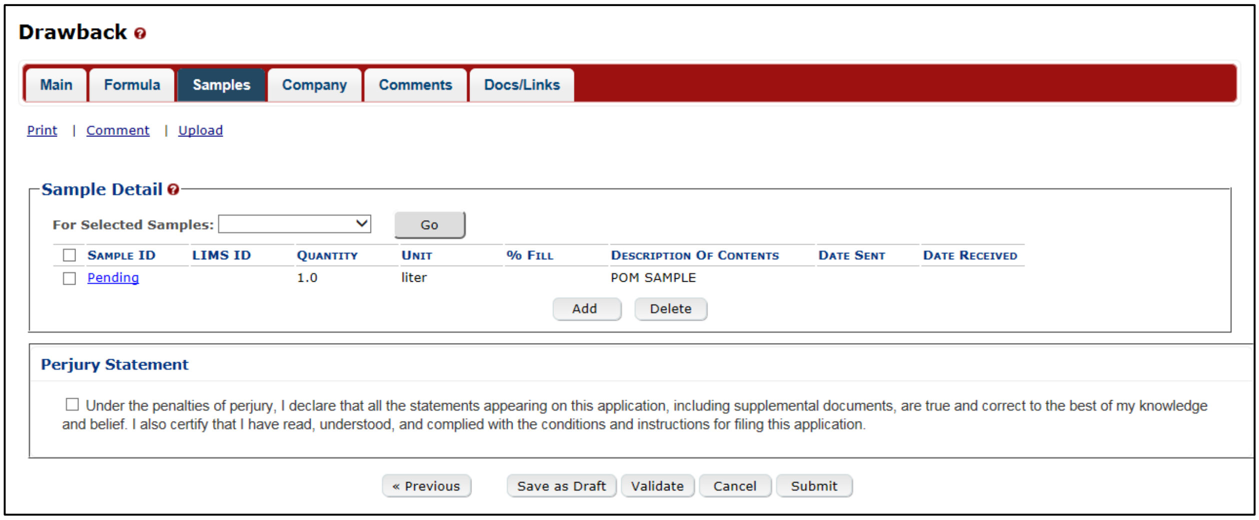


2. Enter the sample information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

3. Select the **OK** button. The Sample modal window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 258.

Figure 258: Create a New Drawback – Samples Tab with Sample Added

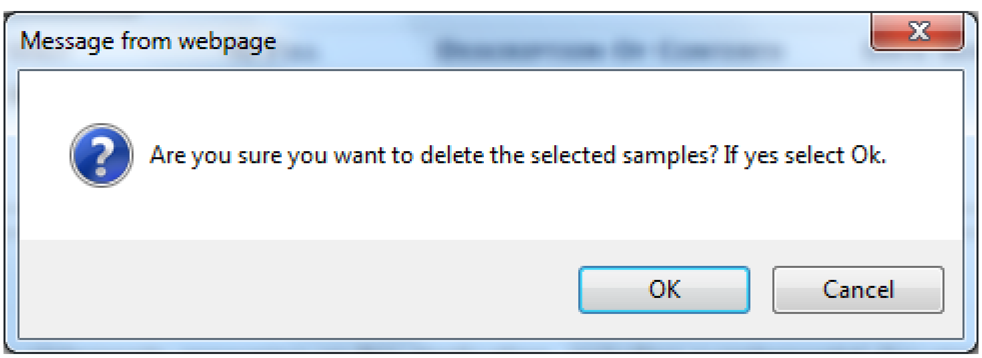


4. Repeat the steps to add each sample you are sending to TTB.

►**Note:** The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as “Pending.” The system prompts you to generate the sample ID sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

►**Note:** Select the Sample ID link to display the Sample modal window and edit the sample. Select the checkbox next to the sample and select the **Delete** button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 259. Select the **OK** button to confirm.

Figure 259: Create a New Drawback – Delete Sample Confirmation



Validate/Save as Draft

Before submitting, you may either:

1. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the **Validate** button. Red error messages display indicating any issues found with the submission. See Figure 260. Alternatively, a

green message displays indicating no issues were found with the submission. See Figure 261. Correct any errors and repeat this step until the submission is successfully validated. You may save as draft with errors, but you must correct all errors before submitting a draft.

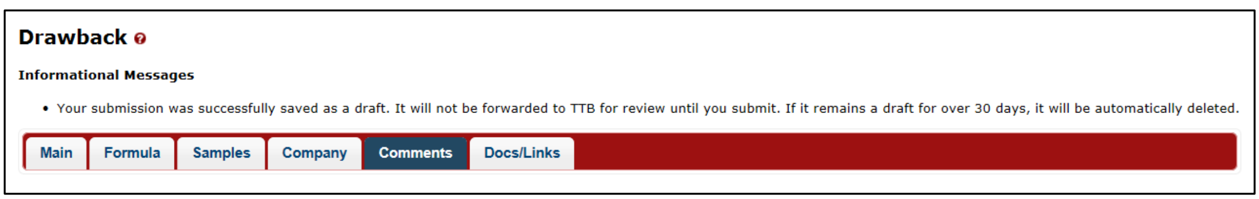
Figure 260: Create a New Drawback – Unsuccessful Validation Message

Figure 261: Create a New Drawback – Successful Validation Message

or

2. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button and Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 262.

Figure 262: Create a New Drawback – Save As Draft Confirmation

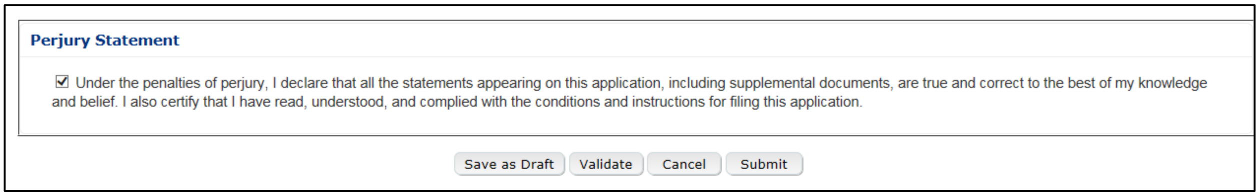


Submit Drawback Submission

Follow these steps to submit your drawback submission:

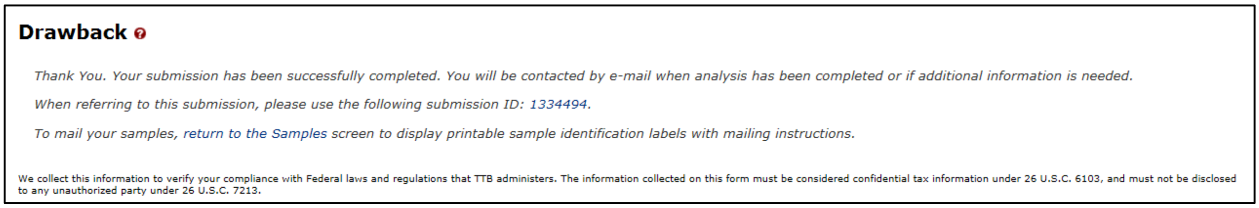
1. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 263.

Figure 263: Create a New Drawback – Perjury Statement



2. Select the **Submit** button. The Submission Confirmation page displays with links to the Submission ID and the Samples tab (where applicable). The drawback submission is successfully submitted. See Figure 264.

Figure 264: Create a New Drawback – Submission Confirmation



TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

3. Select the return to the Samples link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

►**Note:** Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

3.7.3.2.1 Enter a Sample Sent Date for Drawback Submissions

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

3.7.3.2.2 Print a Sample ID Sheet for Drawback Submissions

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

3.7.3.2.3 Comments and Docs/Links for Drawback Submissions

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

3.7.3.2.4 Edit, Correct, and Resubmit a Drawback Submission

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. See Section 3.10

Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

3.7.3.2.5 Copy an Existing Drawback Submission

See Section 3.11 Copying Existing Submissions for copy instructions.

3.7.3.2.6 Print a Drawback Submission

See Section 3.12 Printing Submissions for print instructions.

3.7.3.2.7 Withdraw a Drawback Submission

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

3.7.4 Formula and Process for Nonbeverage Product Request (Rider)

This section discusses the basic information for Formula and Process for Nonbeverage Product Request (Rider) submissions in the Formulas Online system. This section includes the following information:

- **General Rider Information** – See Section 3.7.4.1 General Rider Information
- **Create a New Rider Submission** – See Section 3.7.4.2 Create a New Rider Submission

3.7.4.1 General Rider Information

These screens allow you to create, edit, verify, and submit a new Formula and Process for Nonbeverage Product Request (Rider) submission in the Formulas Online system. Nonbeverage drawback alcohol is pure alcohol, the same as that used for consumption. However, when a manufacturer uses that alcohol in the production of a food, flavor, medicine, or perfume that is approved by the Nonbeverage Products Laboratory as unfit for beverage purposes, he or she can claim a return on most of the distilled spirits excise tax paid. Use the Rider submission to describe changes in one or more previously approved Drawback formulas or processes.

3.7.4.2 Create a New Rider Submission

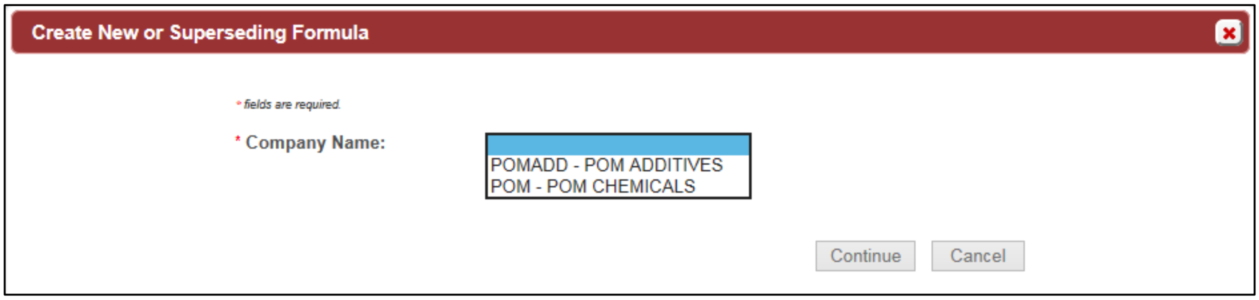
Follow these steps to create a new Formula and Process for Nonbeverage Product Request (Rider) submission:

1. Select **Formula and Process for Nonbeverage Product – Rider** from the New drop-down menu. See Figure 265.

Figure 265: Create a New Rider – Select New Drop-Down Menu

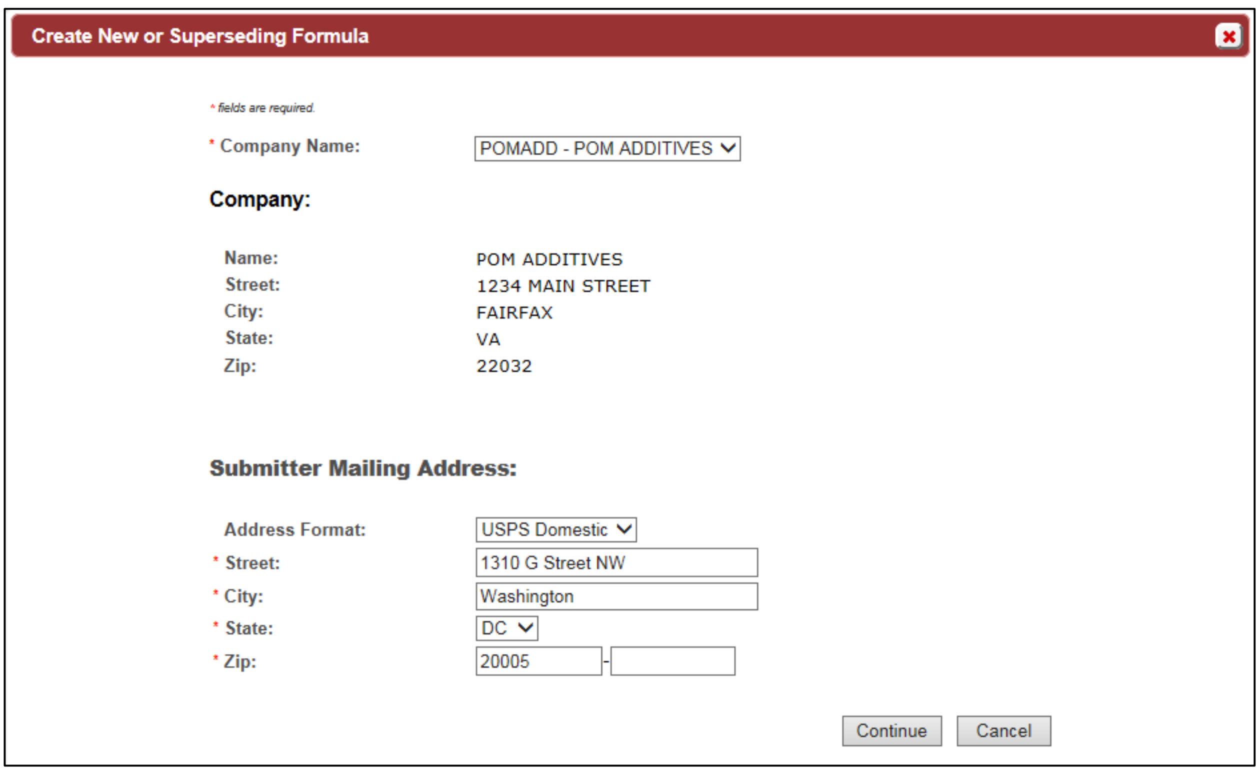
The Company modal window displays. See Figure 266.

Figure 266: Create a New Rider – Select Company Name



2. Select the name for the company for which you are creating this submission. The system pre-populates the company address information. See Figure 267.

Figure 267: Create a New Rider – Address Fields



3. Edit Submitter mailing address information if applicable.

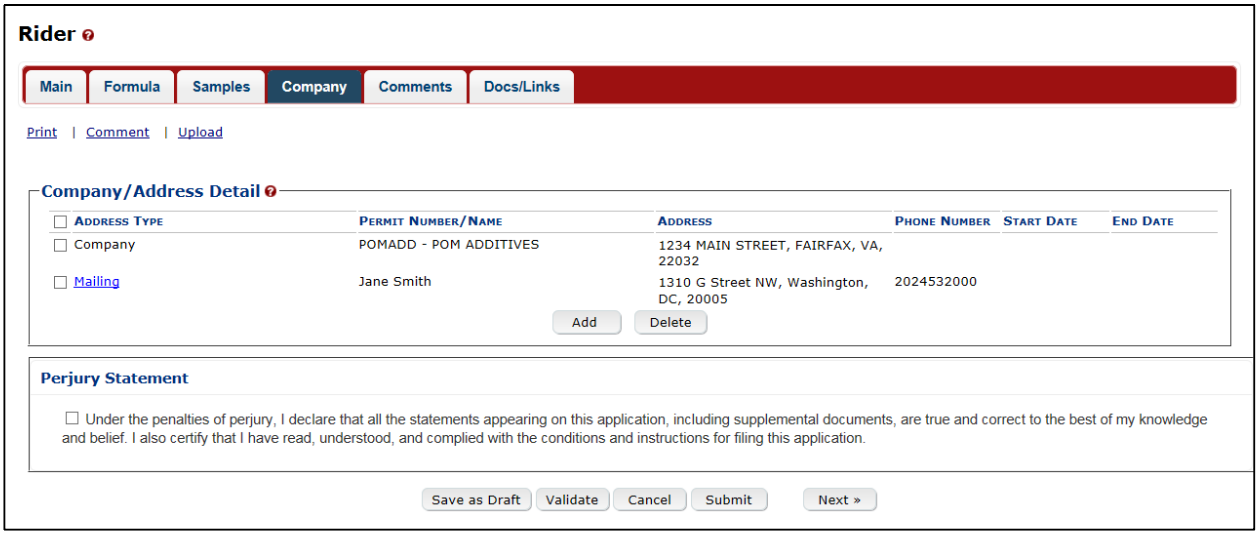
►**Note:** Fields marked with asterisks (*) are required fields.

►**Note:** Company address information is not editable.

1. Select the **Continue** button. The Company modal window closes and the Company tab displays with the address information added. See Figure 268.

Company/Address Detail

Figure 268: Create a New Rider – Company Tab with Company Address Added



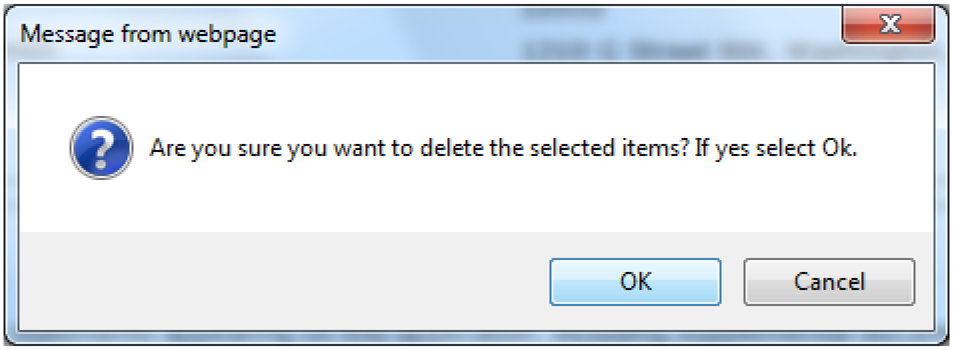
►**Note:** Whenever you see a Company or Address screen, you will also see the Start Date and End Date fields. These fields indicate the dates during which the entity (generally the Manufacturer) had ownership of a given submission or formula and/or when a given address was active and/or valid (for any submission type). The majority of submissions will never show an End Date. End Dates are generated only when formulas are adopted by, transferred to, or removed from, a given company. This is referred to as formula adoption.

►**Note:** Please contact ALFD directly if you need assistance with formula adoption. Your e-mail request should include information for both the sending and receiving companies (company names, company codes, permit numbers, formula numbers, and dates of adoption, removal, or transfer) involved for both the sending and receiving companies.

1. Confirm the Company/Address Detail information.

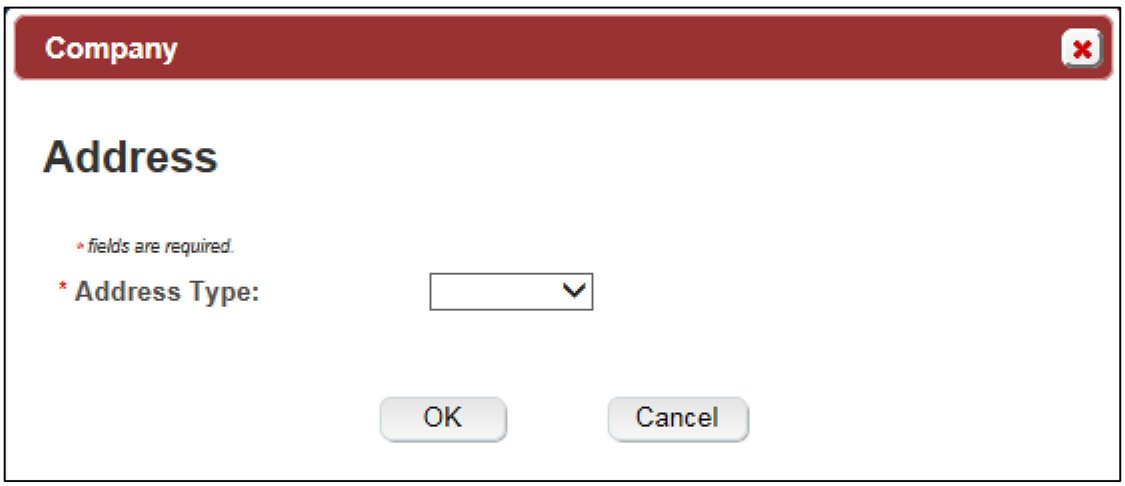
►**Note:** Select the Address Type link to edit any necessary information for the address type. You cannot edit the Manufacturer address, but you may add a different one and then delete the one you have selected. Select the checkbox next to the address and select the **Delete** button to delete the address. A confirmation message box displays prompting you to confirm your action. See Figure 269. Select the **OK** button to confirm.

Figure 269: Create a New Rider – Delete Address Confirmation



2. Select the **Add** button to add a new address. The Address modal window displays. See Figure 270.

Figure 270: Create a New Rider – Address Modal Window



3. Select the address type from the Address Type drop-down list. See Figure 271. The system displays the address fields. See Figure 272.

Figure 271: Create a New Rider – Address Type

4. Enter the company address information in the available fields. See Figure 272. If you select **Foreign** for Address Format, additional address fields display. See Figure 273.

Figure 272: Create a New Rider – Address Fields (Domestic)

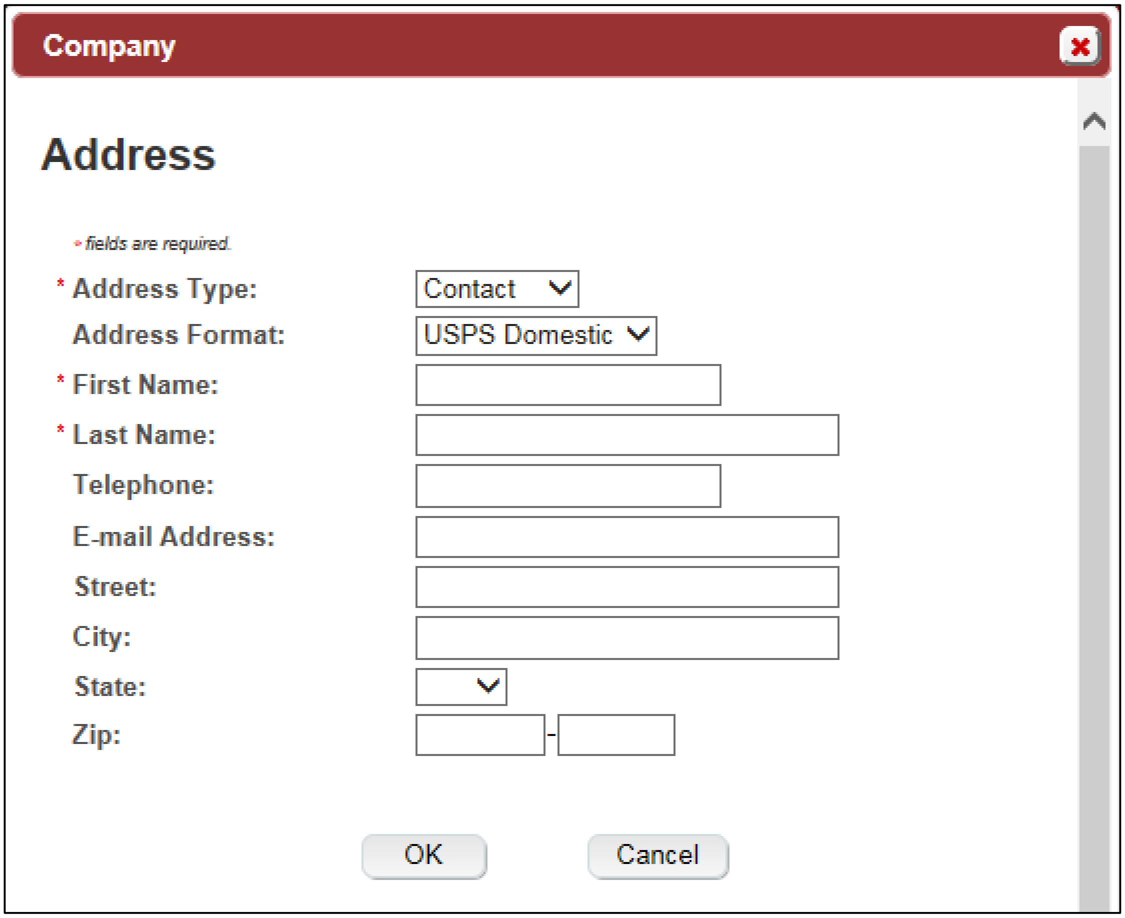
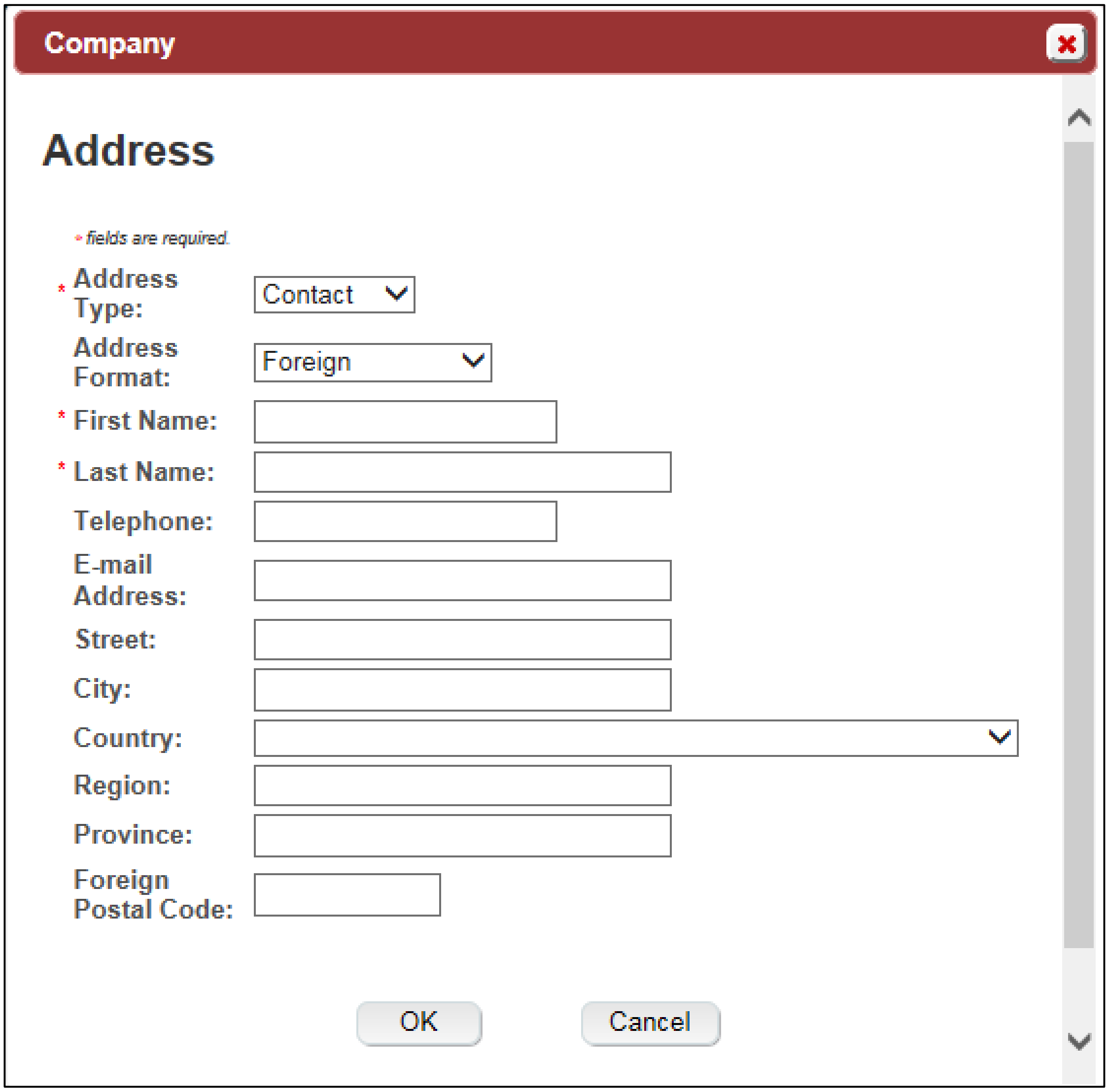


Figure 273: Create a New Rider – Address Fields (Foreign)



►**Note:** Fields marked with asterisks (*) are required fields.

5. Select the **OK** button. The Address modal window closes and the Company tab displays with the address information added.
6. Repeat the steps for all additional addresses needed for the submission.

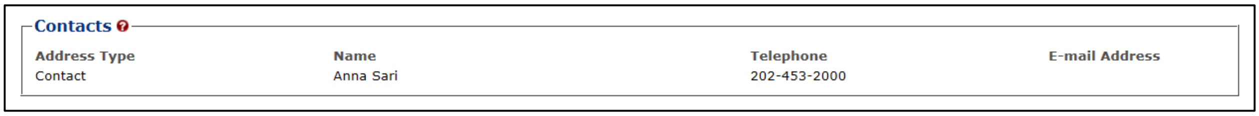
►**Note:** If you add any company for which you are not an authorized Submitter, even after you have either started with or entered one for which you are an authorized Submitter, you will not be able to submit the submission. You will only be able to save as draft.

7. Select the **Next** button. The Main tab displays. See Figure 275.

►**Note:** For convenience, the system displays Contacts information at the bottom of the Main tab as well as on the Company tab. See Figure 274.

Contacts

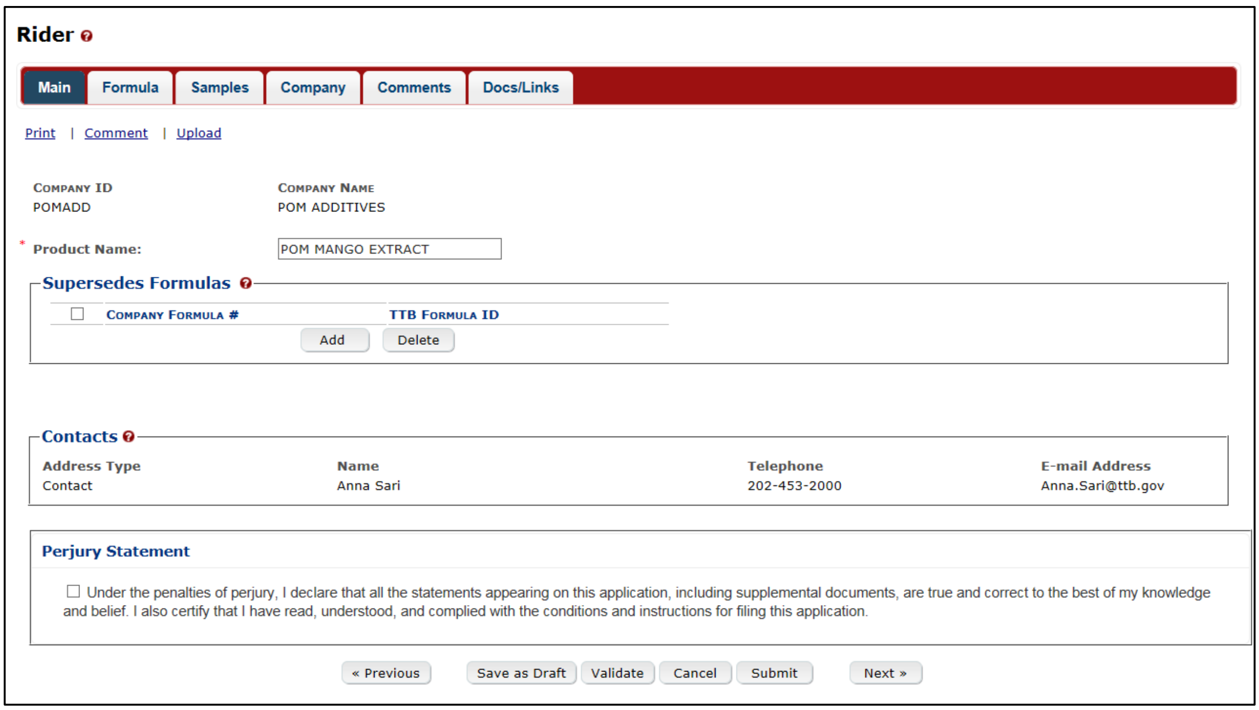
Figure 274: Create a New Rider – Contacts



1. Confirm Contacts information (if any).
2. Add, edit, or delete Contacts through the Company tab if applicable following the steps in Company/Address Detail.

Main Tab

Figure 275: Create a New Rider – Main Tab



►**Note:** Fields marked with asterisks (*) are required fields.

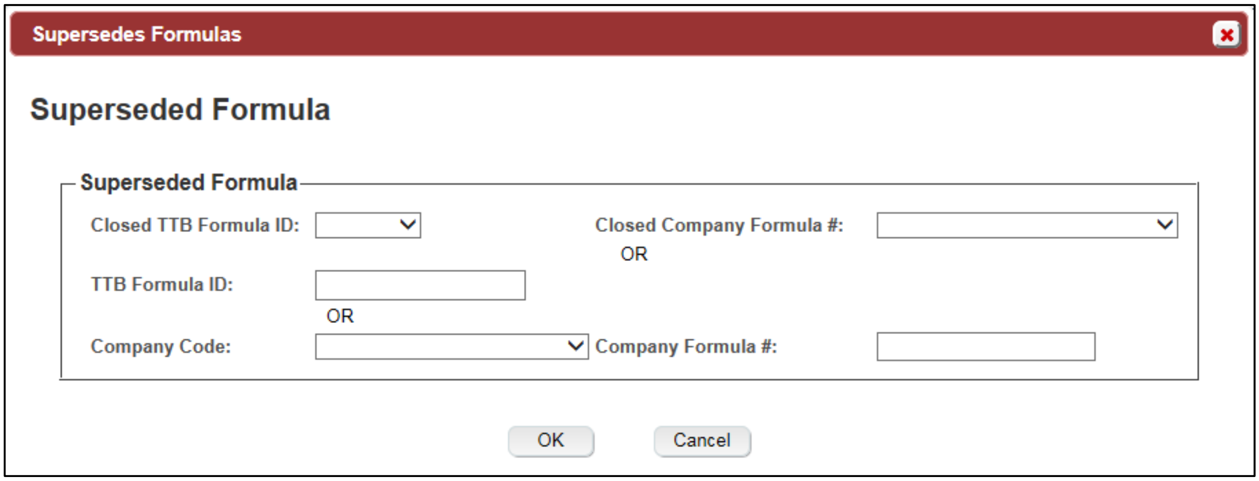
1. Enter the Product Name in the available field.
2. If you are superseding an existing formula, follow the steps in Superseded Formula.
3. Select the **Next** button. The Formula tab displays. See Figure 279.

Superseded Formula

►**Note:** A single formula may supersede multiple formulas.

1. Select the **Add** button. The Superseded Formula modal window displays. See Figure 276.

Figure 276: Create a New Rider – Superseded Formula

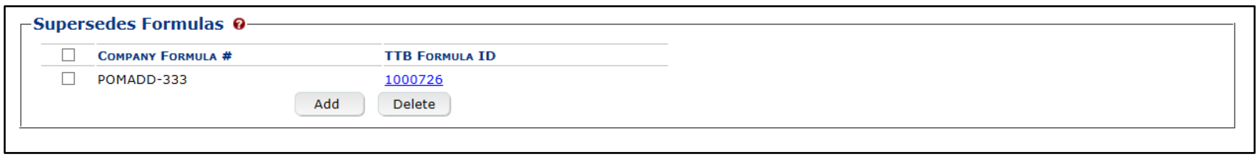


2. Select the Closed TTB Formula ID or Closed Company Formula #.

   or
3. Enter the TTB Formula ID.

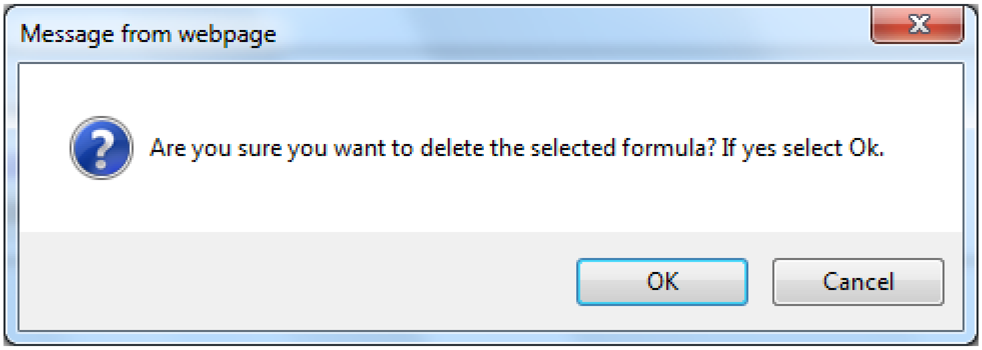
   or
4. Select the Company Code and enter the Company Formula #.
5. Select the **OK** button. The Main tab displays The Superseded Formula modal window closes and the Main tab displays with the superseded formula added. See Figure 277.

Figure 277: Create a New Rider – Superseded Formula Added



►**Note:** Select the checkbox next to the superseded formula and select the **Delete** button to delete the superseded formula. A confirmation message box displays prompting you to confirm your action. See Figure 278. Select the **OK** button to confirm.

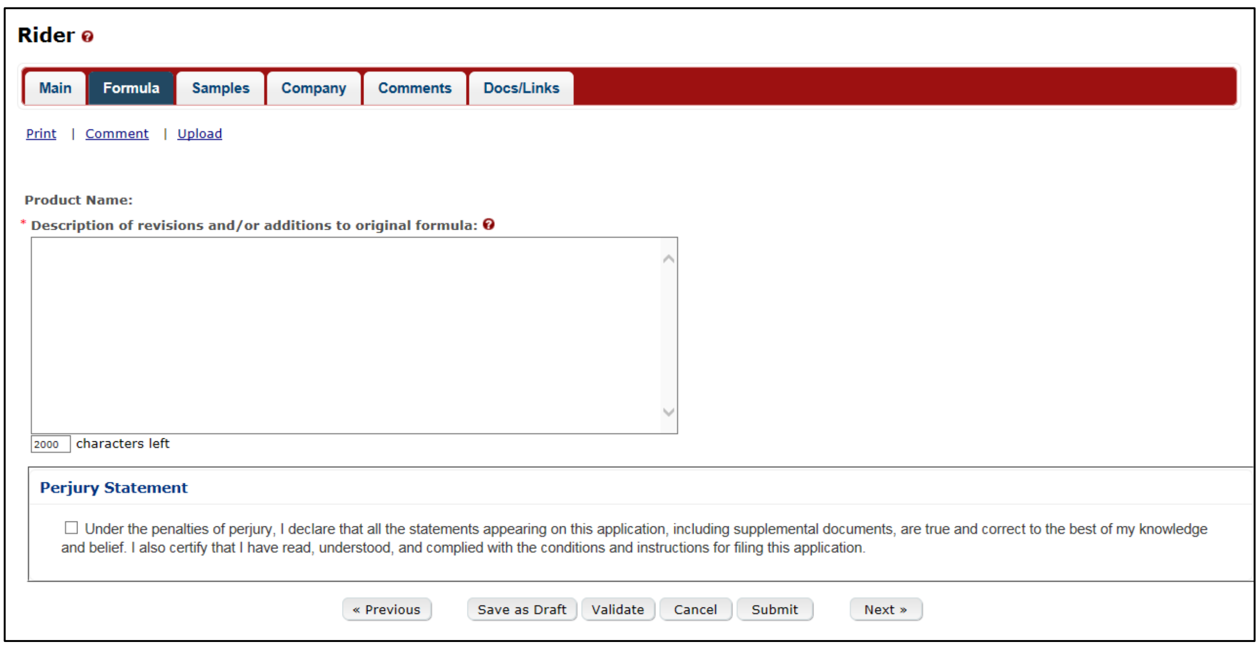
Figure 278: Create a New Rider – Delete Superseded Formula Confirmation



►**Note:** You may add additional superseded formulas by selecting the **Add** button to display the Superseded Formula modal window and following Steps 1 – 5.

Description of Revisions

Figure 279: Create a New Rider – Formula Tab

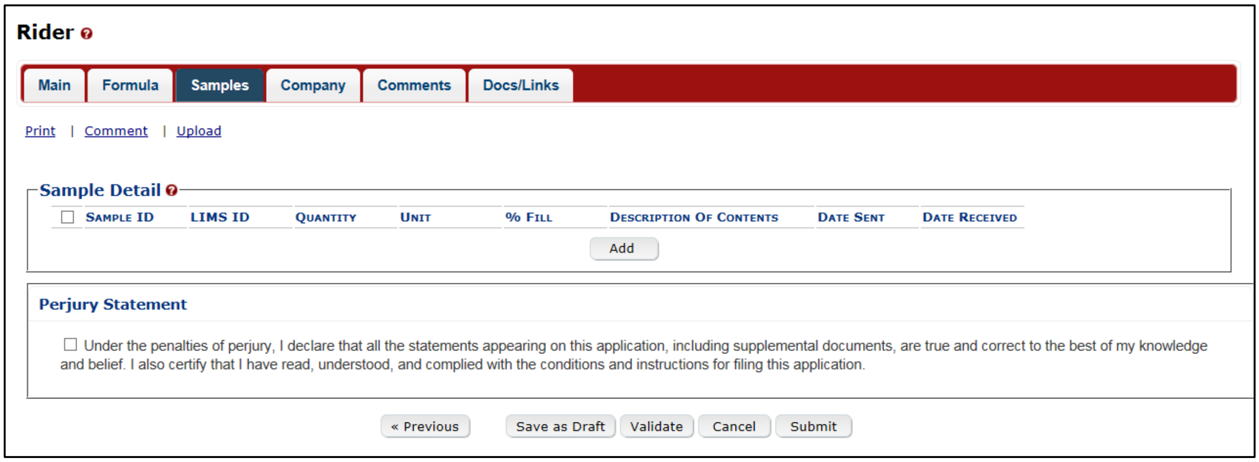


►**Note:** Fields marked with asterisks (*) are required fields.

1. Add Description of revisions and/or additions to the original formula information.
2. Select the **Next** button. The Samples tab displays. See Figure 280.

Sample Detail

Figure 280: Create a New Rider – Samples Tab

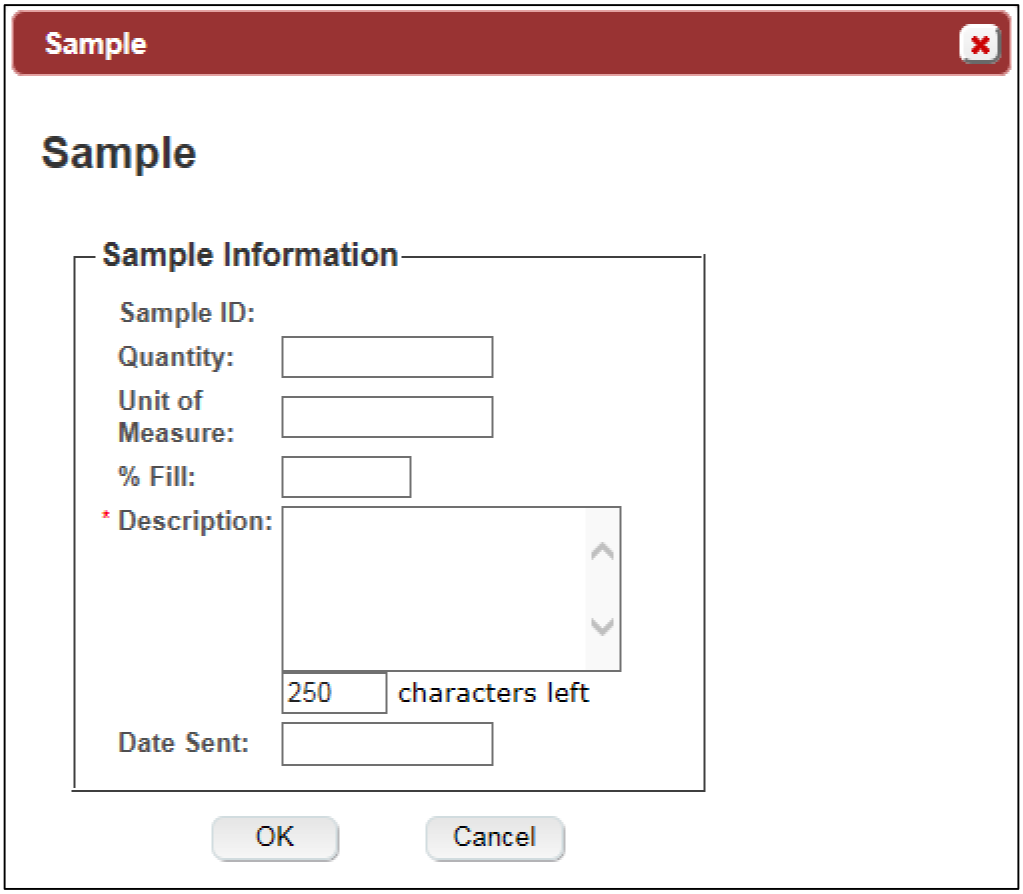


►**Note:** Rider submissions do not require <u>any</u> samples but may include them.

Follow these steps to add a sample to the submission:

1. Select the **Add** button. The Sample modal window displays. See Figure 281.

Figure 281: Create a New Rider – Sample Modal Window

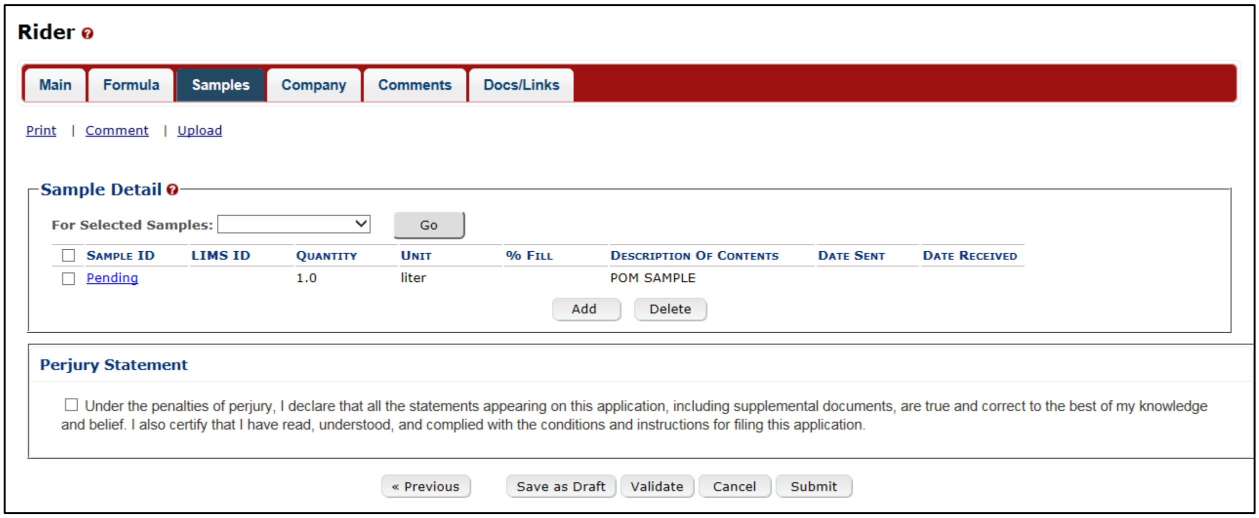


2. Enter the sample information in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

3. Select the **OK** button. The Sample pop-up window closes and the Sample tab displays. The sample is added in the Sample Detail section. See Figure 282.

Figure 282: Create a New Rider – Samples Tab with Sample Added

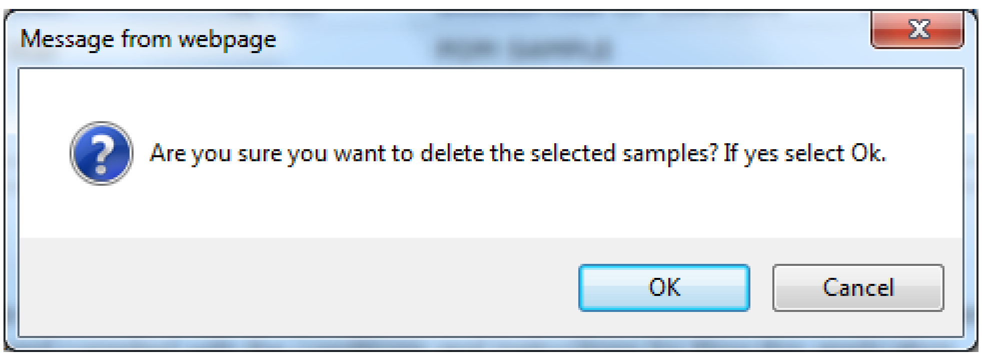


4. Repeat the steps to add each sample you are sending to TTB.

►**Note:** The system generates submission ID and sample IDs after you save as draft or submit. Until then, sample IDs appear as "Pending." The system prompts you to generate the sample ID sheet once you submit. When it does, enter dates sent, print sample ID sheets, and affix them to the physical samples or include them in the mailing package.

►**Note:** Select the Sample ID link to display the Sample pop-up window and edit the sample. Select the checkbox next to the sample and select the **Delete** button to delete the sample. A confirmation message box displays prompting you to confirm your action. See Figure 283. Select the **OK** button to confirm.

Figure 283: Create a New Rider – Delete Sample Confirmation



Validate/Saving as Draft/Submitting

Before submitting, you may either:

1. Validate (check for errors without saving or submitting as final to TTB) to ensure that you have completed the submission correctly. Select the **Validate** button. Red error messages display indicating any issues found with the submission. See Figure 284. Alternatively, a

green message displays indicating no issues were found with the submission. See Figure 285. Correct any errors and repeat this step until the submission is successfully validated. You may save as draft with errors, but you must correct all errors before submitting a draft.

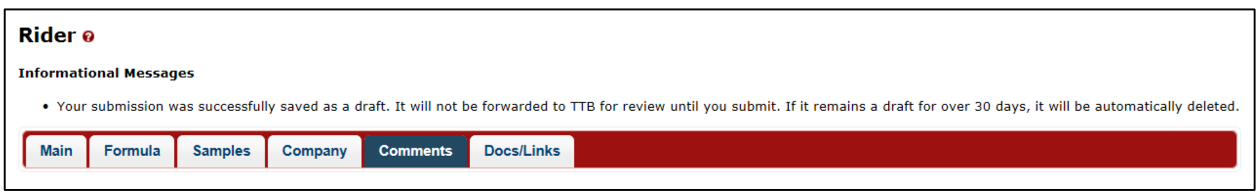
Figure 284: Create a New Rider – Unsuccessful Validation Message

Figure 285: Create a New Rider – Successful Validation Message

or

2. Save as Draft if you are not yet ready to submit, or if you are the Preparer/Reviewer (since only a Submitter may actually submit the submission). Select the **Save as Draft** button and Formulas Online stores your submission until you or an authorized Submitter return to finalize the submission. See Figure 286.

Figure 286: Create a New Rider – Save As Draft Confirmation

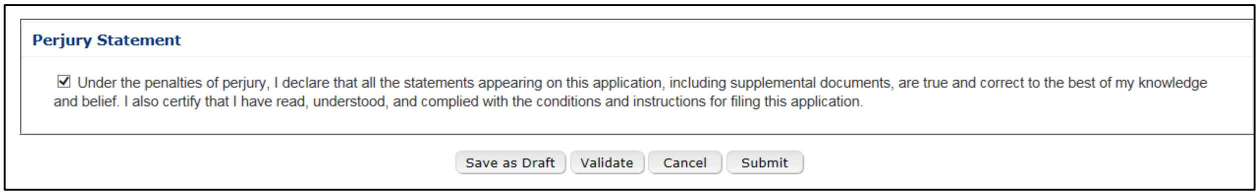


Submit Rider Submission

Follow these steps to submit your rider submission:

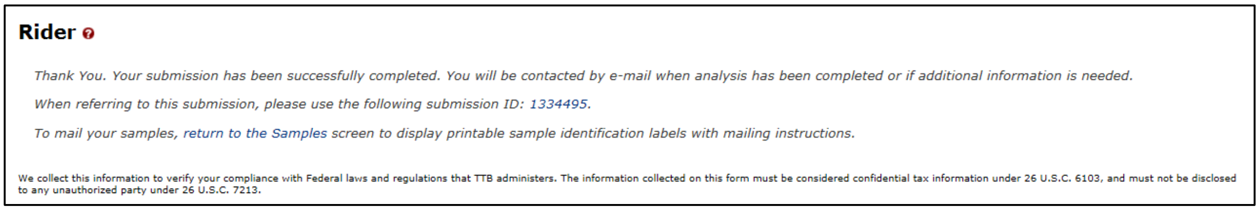
1. Select the Perjury Statement checkbox at the bottom of any tab to acknowledge you have read, understood, and complied with instructions for filing the application. See Figure 287.

Figure 287: Create a New Rider – Perjury Statement



2. Select the **Submit** button. The Submission Confirmation page displays with links to the Submission ID and the Samples tab (where applicable). The rider submission is successfully submitted. See Figure 288.

Figure 288: Create a New Rider – Submission Confirmation



TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

3. Select the return to the Samples link in the submission confirmation to enter sample sent dates and print sample ID sheets if you included samples in the submission.

►**Note:** Only users with authenticated Submitter roles may submit submissions. Users with authenticated Preparer/Reviewer roles for any of the permit numbers included with the submission may perform all other submission preparation functions, but are not allowed to submit as final to TTB for processing.

3.7.4.2.1 Enter a Sample Sent Date for Rider Submissions

See Section 3.13 Entering Sample Sent Date for sample sent date instructions.

3.7.4.2.2 Print a Sample ID Sheet for Rider Submissions

See Section 3.14 Printing Sample ID Sheets for sample sending instructions.

3.7.4.2.3 Comments and Docs/Links for Rider Submissions

See Section 3.8 Adding, Editing, and Deleting Comments for comment instructions. See Section 3.9 Uploading Attachments and Linking Submissions for upload and link instructions.

3.7.4.2.4 Edit, Correct, and Resubmit a Rider Submission

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. See Section 3.10

Editing, Correcting, and Resubmitting Submissions for editing, correction, and resubmission instructions.

3.7.4.2.5 Copy an Existing Rider Submission

See Section 3.11 Copying Existing Submissions for copy instructions.

3.7.4.2.6 Print a Rider Submission

See Section 3.12 Printing Submissions for print instructions.

3.7.4.2.7 Withdraw a Rider Submission

See Section 3.21.2 Withdraw a Submission for instructions on how to withdraw an active submission prior to TTB process completion.

3.8 ADDING, EDITING, AND DELETING COMMENTS

This section discusses the basic information for adding, editing, and deleting comments in the Formulas Online system. This section includes the following information:

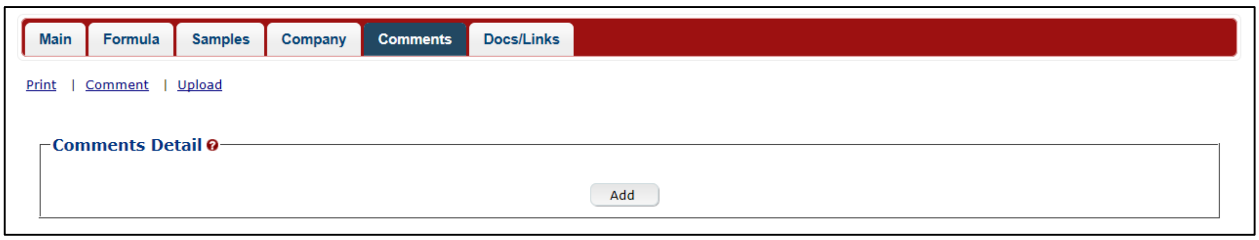
- **Add Comments** – See Section 3.8.1 Add Comments
- **Edit Comments** – See Section 3.8.2 Edit Comments
- **Delete Comments** – See Section 3.8.3 Delete Comments

3.8.1 Add Comments

Follow these steps to add comments when creating or editing a submission:

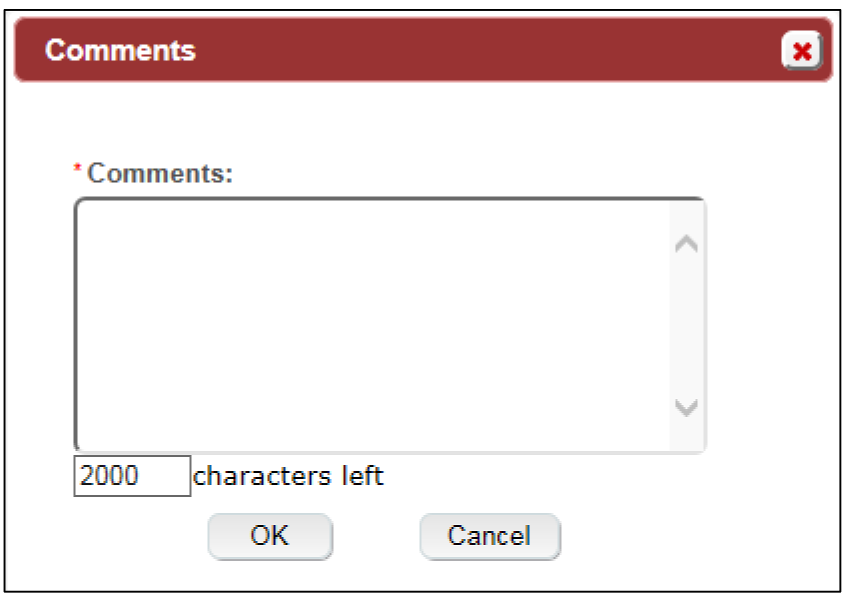
1. Select the Comment link in the action bar. Alternatively, select the Comments tab in the submission. See Figure 289.

Figure 289: Add Comments – Comments Tab



2. Select the **Add** button. The Comment modal window displays. See Figure 290.

Figure 290: Add Comments – Comment Modal Window

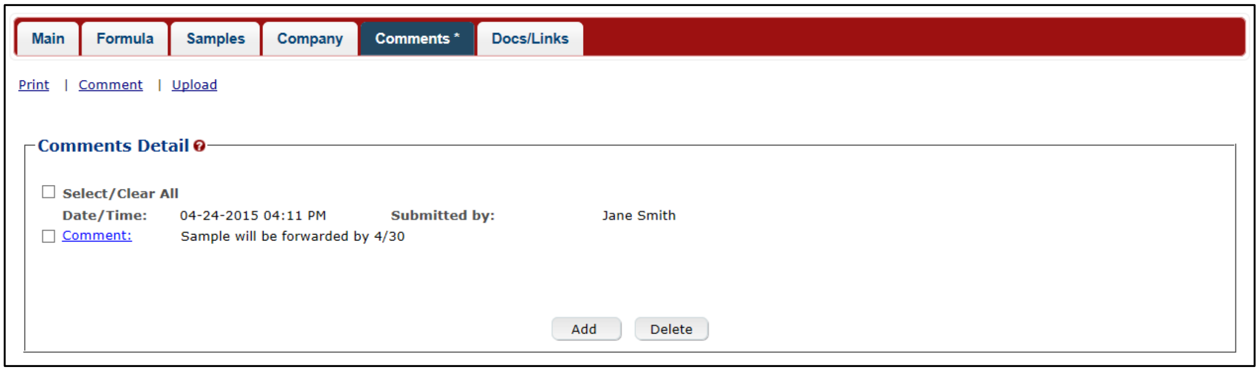


3. Enter comments in the available field.

►**Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Comments modal window closes and the comments are added in the Comments Detail. See Figure 291.

Figure 291: Add Comments – Comments Tab with Comments Added



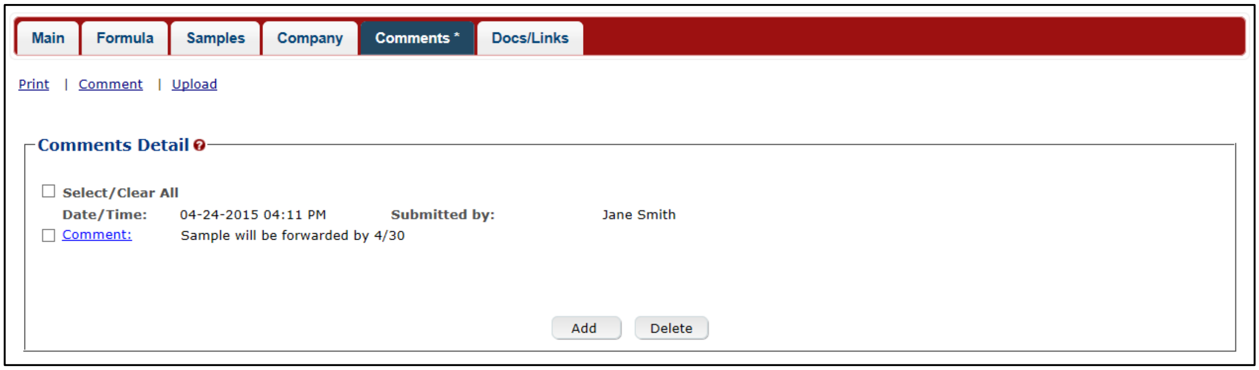
5. Repeat the steps to add additional comments.

3.8.2 Edit Comments

Follow these steps to edit a comment when creating or editing a submission:

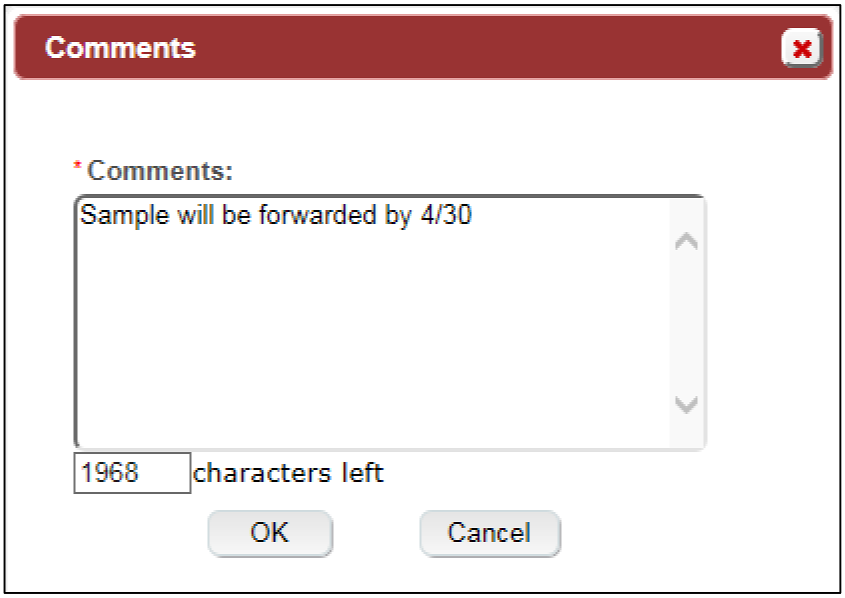
1. Select the Comments tab in the submission. See Figure 292.

Figure 292: Edit Comments – Comments Tab



2. Select the Comment link. The Comments modal window displays. See Figure 293.

Figure 293: Edit Comments – Comment Modal Window

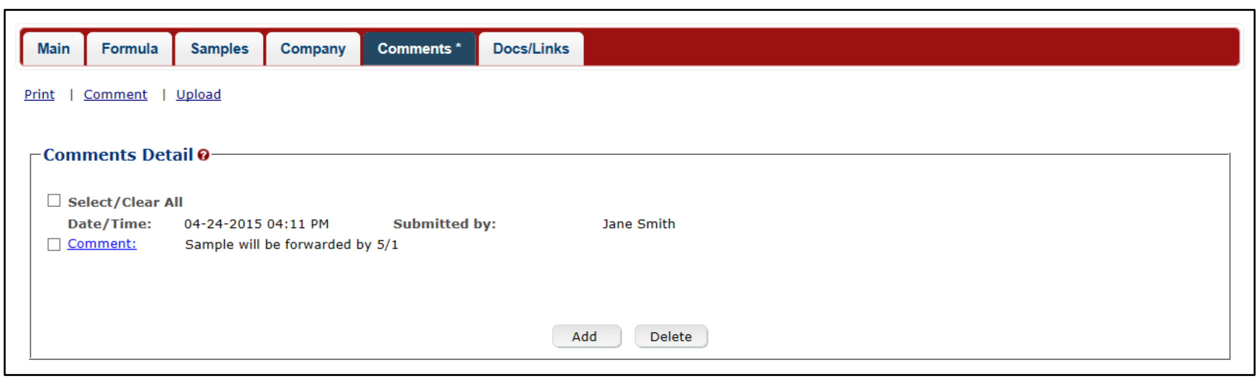


3. Edit comments in the available field.

►**Note:** You may only edit comments you have added.

4. Select the **OK** button. The Comments modal window closes and the comments are updated in the Comments Detail. See Figure 294.

Figure 294: Edit Comments – Comments Tab with Comments Updated



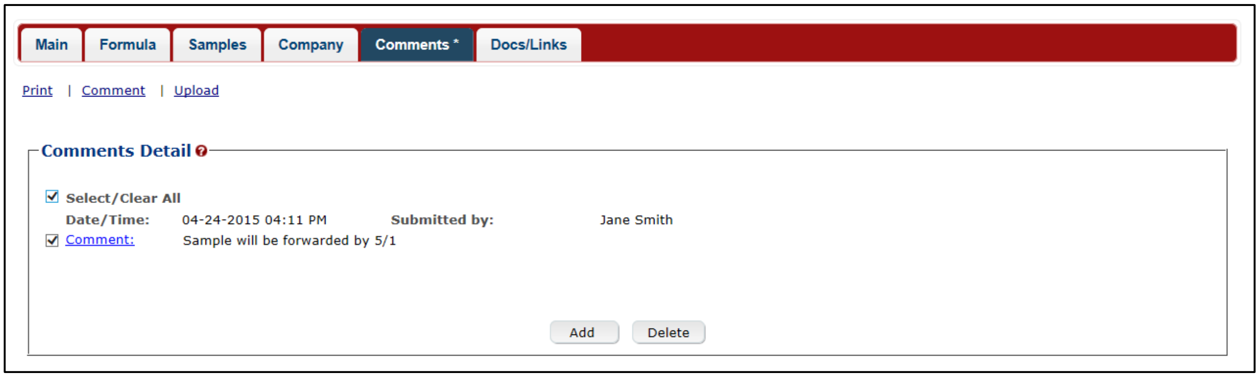
5. Repeat the steps to edit additional comments.

3.8.3 Delete Comments

Follow these steps to delete a comment when creating or editing a submission:

1. Select the Comments tab in the submission. See Figure 295.

Figure 295: Delete Comments – Comments Tab

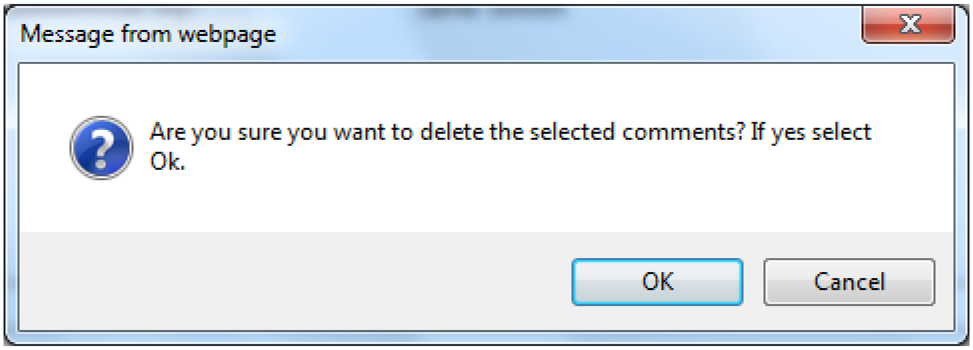


2. Select the checkbox(es) next to the comment(s) you wish to delete.

►**Note:** You may only delete comments you have added.

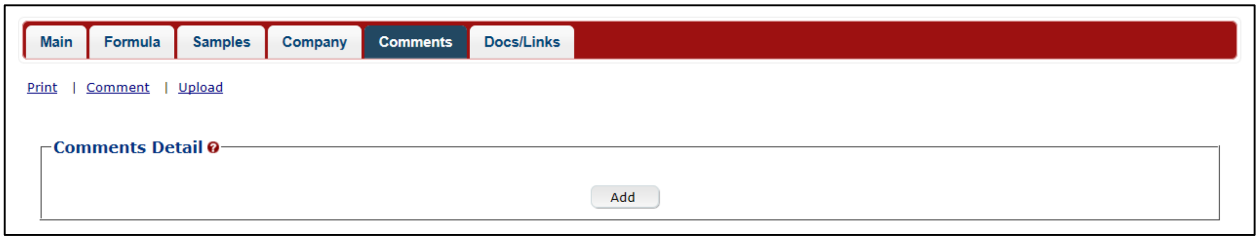
3. Select the **Delete** button. A confirmation message box displays prompting you to confirm your action. See Figure 296.

Figure 296: Delete Comments – Delete Comment Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and the comments are deleted from the Comments Detail. See Figure 297.

Figure 297: Delete Comments – Comments Tab with Comments Deleted



3.9 UPLOADING ATTACHMENTS AND LINKING SUBMISSIONS

This section discusses the basic information for uploading attachments and linking submissions in the Formulas Online system. This section includes the following information:

- **Upload Attachments** – See Section 3.9.1 Upload Attachments
- **Link Submissions** – See Section 3.9.2 Link Submissions

3.9.1 Upload Attachments

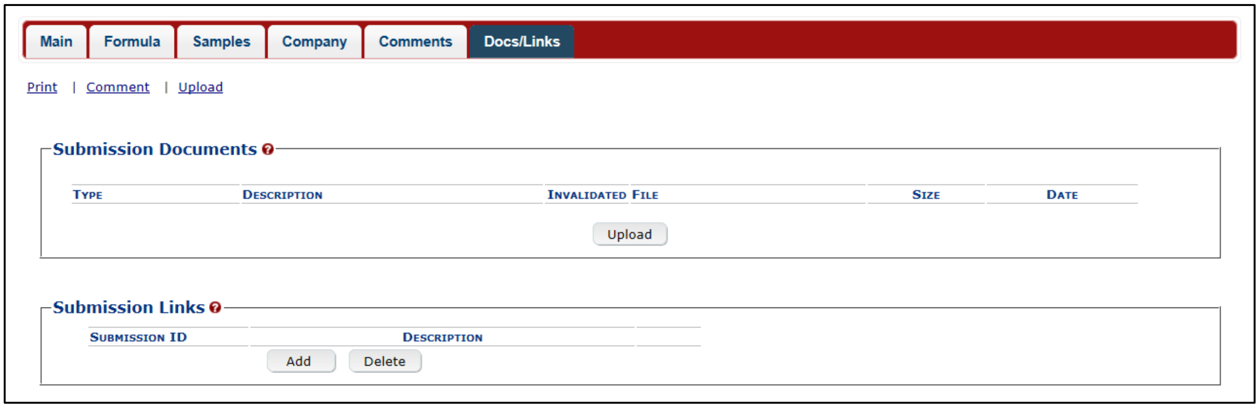
Follow these steps to upload attachments to a submission:

1. Select the Upload link in the action bar. The Attachment modal window displays. See Figure 299. Proceed to Submission Documents & Links.

   Alternatively, select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 298.

Document & Link Detail

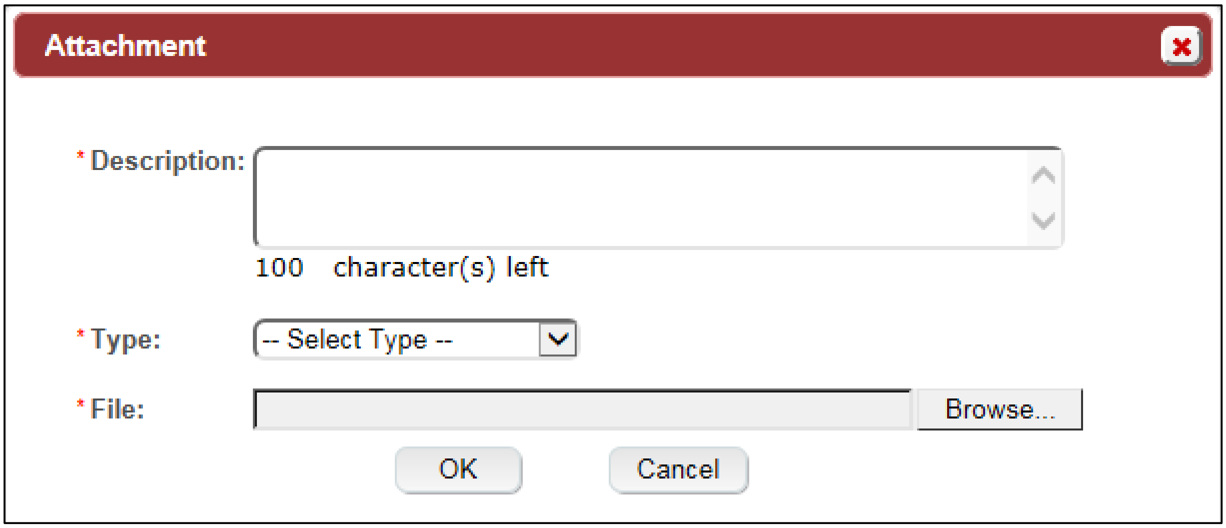
Figure 298: Upload Attachments – Docs/Links Tab



2. In the Submission Documents section, select the **Upload** button. The Attachment modal window displays. See Figure 299.

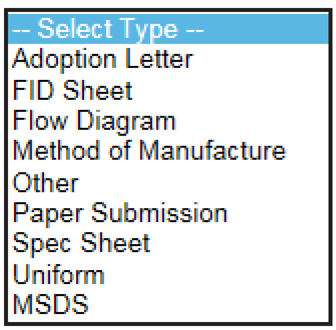
Submission Documents & Links

Figure 299: Upload Attachments – Attachment Modal Window



3. Enter a description for the file in the Description field.
4. Select a type from the Type drop-down list. See Figure 300.

Figure 300: Upload Attachments – Type Drop-Down List



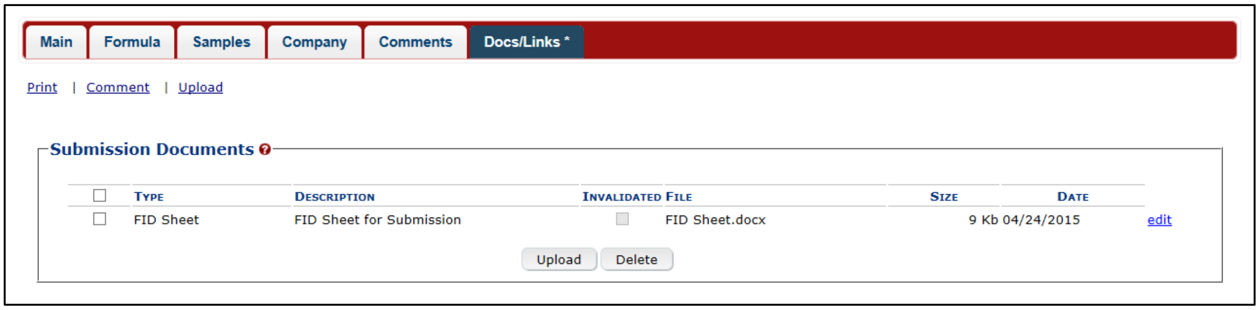
►**Note:** Make sure you select the correct type for the corresponding attachment. For example, if a Method of Manufacture attachment is required and uploaded, **Method of Manufacture** must be the selected type.

5. Select the **Browse** button next to the File field to browse and select the file.

►**Note:** Fields marked with asterisks (*) are required fields.

6. Select the **OK** button. The Attachment modal window closes and the file is added in the Submission Documents. See Figure 301.

Figure 301: Upload Attachments – Docs/Links Tab with Attachment Added



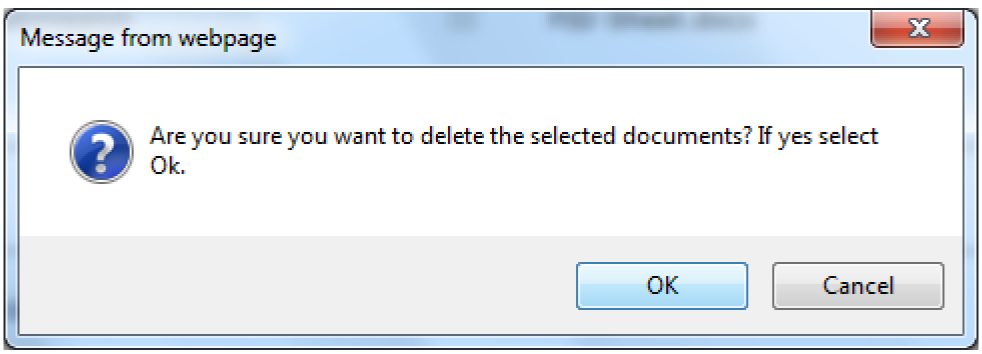
►**Note:** Virus checking is a part of the upload process. When you see a virus-related error or comment, take appropriate action. Otherwise, you will not notice anti-virus activity.

7. Repeat the steps to upload all attachments.

►**Note:** Attachments will not be available for display until the submission is saved as draft or submitted.

►**Note:** Select the edit link next to the attachment to display the Attachment modal window and edit the attachment. Select the checkbox(es) next to the attachment(s) and select the **Delete** button to delete the attachment(s). A confirmation message box displays prompting you to confirm your action. See Figure 302. Select the **OK** button to confirm.

Figure 302: Upload Attachments – Delete Attachment Confirmation



3.9.2 Link Submissions

Follow these steps to link a submission to another submission:

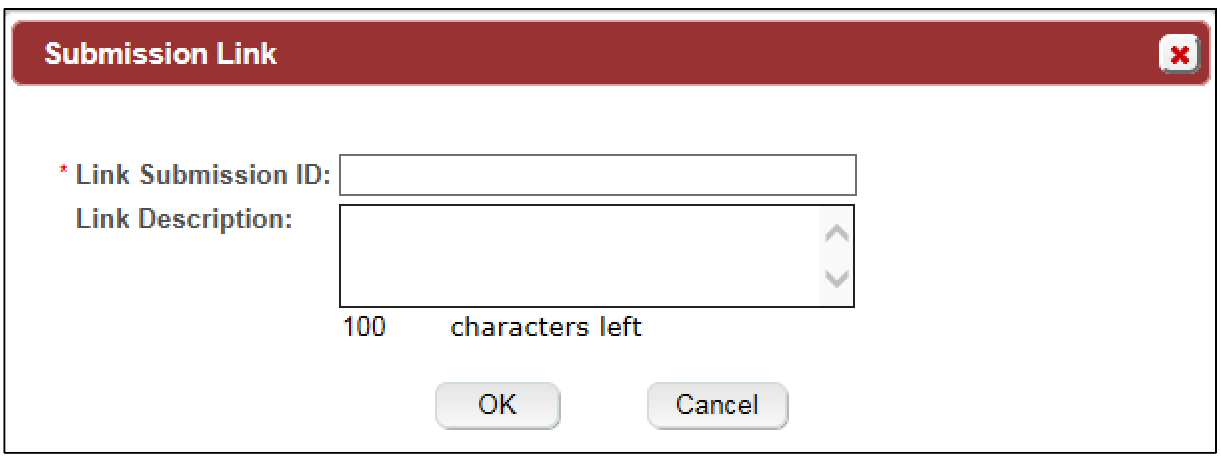
1. Select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 303.

Figure 303: Link Submissions – Docs/Links Tab

2. In the Submission Links section, select the **Add** button. The Submission Links modal window displays. See Figure 304.

Submission Links

Figure 304: Link Submissions – Submission Link Modal Window

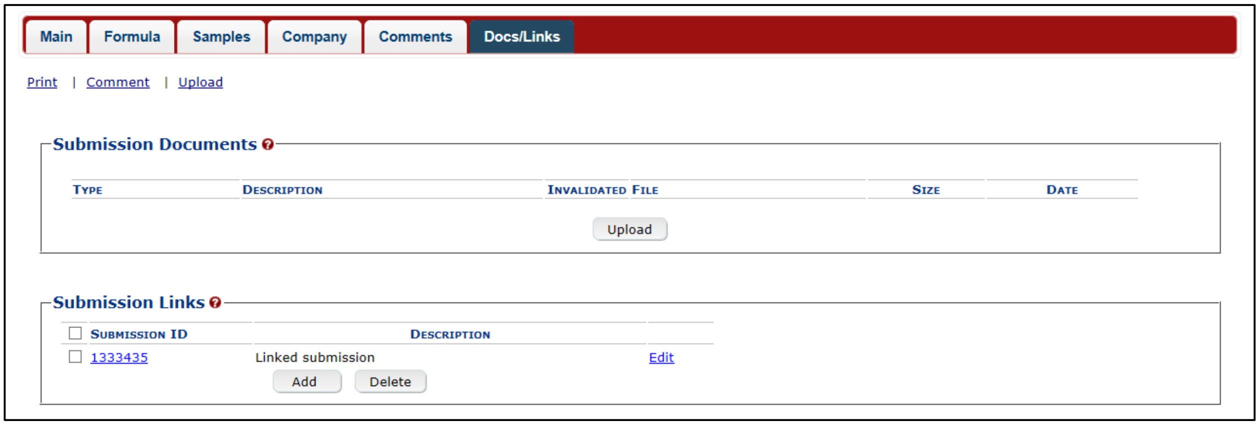


3. Enter the Link Submission ID and Link Description in the available fields.

►**Note:** Fields marked with asterisks (*) are required fields.

4. Select the **OK** button. The Submission Link modal window closes and the link is added in the Submission Links. See Figure 305.

Figure 305: Link Submissions – Docs/Links Tab with Submission Link Added

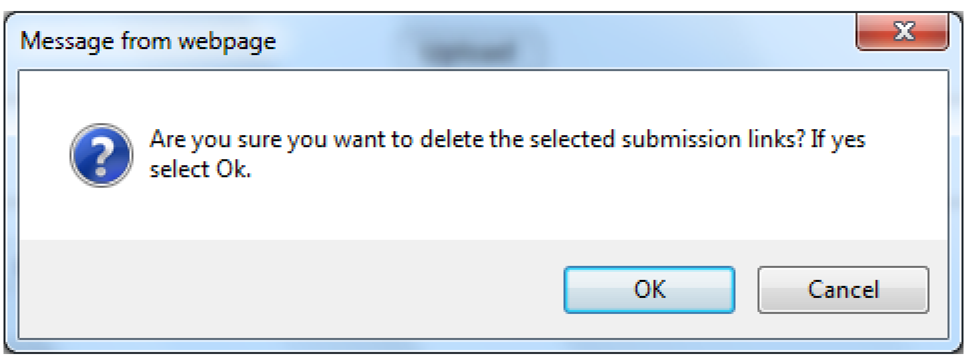


5. Repeat the steps to associate this submission with other submissions.
6. *Optional Step*: Select the Submission ID link to confirm that you have linked to the desired submission.

►**Note:** The Submission ID link will only display if you have read access to the submission. You do not require read access to add the submission link.

►**Note:** Select the edit link next to the link to display the Submission Link modal window and edit the link. Select the checkbox(es) next to the link(s) and select the **Delete** button to delete the link(s). A confirmation message box displays prompting you to confirm your action. See Figure 306. Select the **OK** button to confirm.

Figure 306: Link Submissions – Delete Submission Link Confirmation



3.10 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** – See Section 3.10.1 Edit Submissions Needing Correction
- **Resubmit Submissions** – See Section 3.10.2 Resubmit Submissions

3.10.1 Edit Submissions Needing Correction

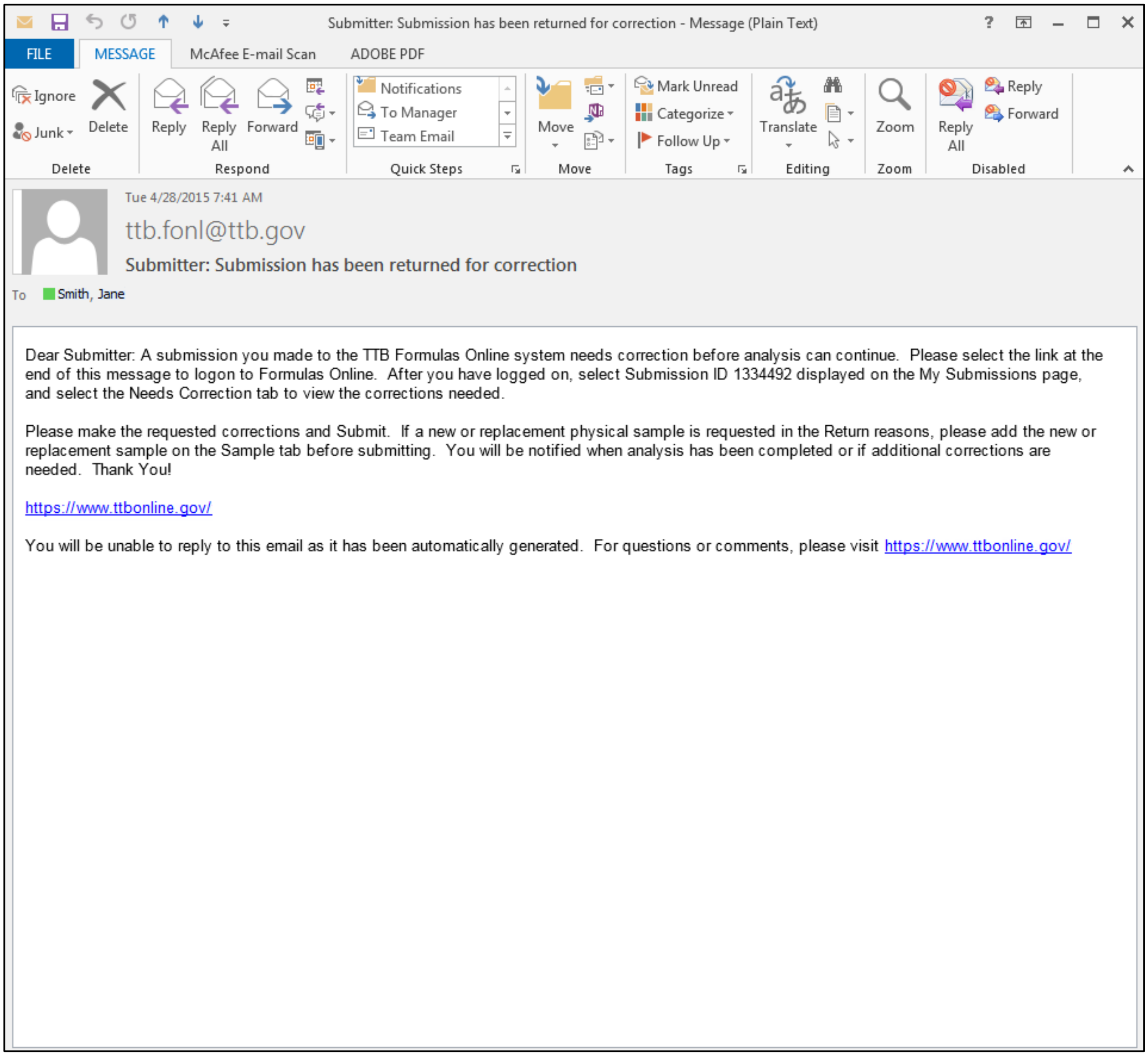
Before submitting, you may edit the submission at will. After submitting, you will be unable to edit until/unless TTB informs you that your submission needs correction.

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 307.

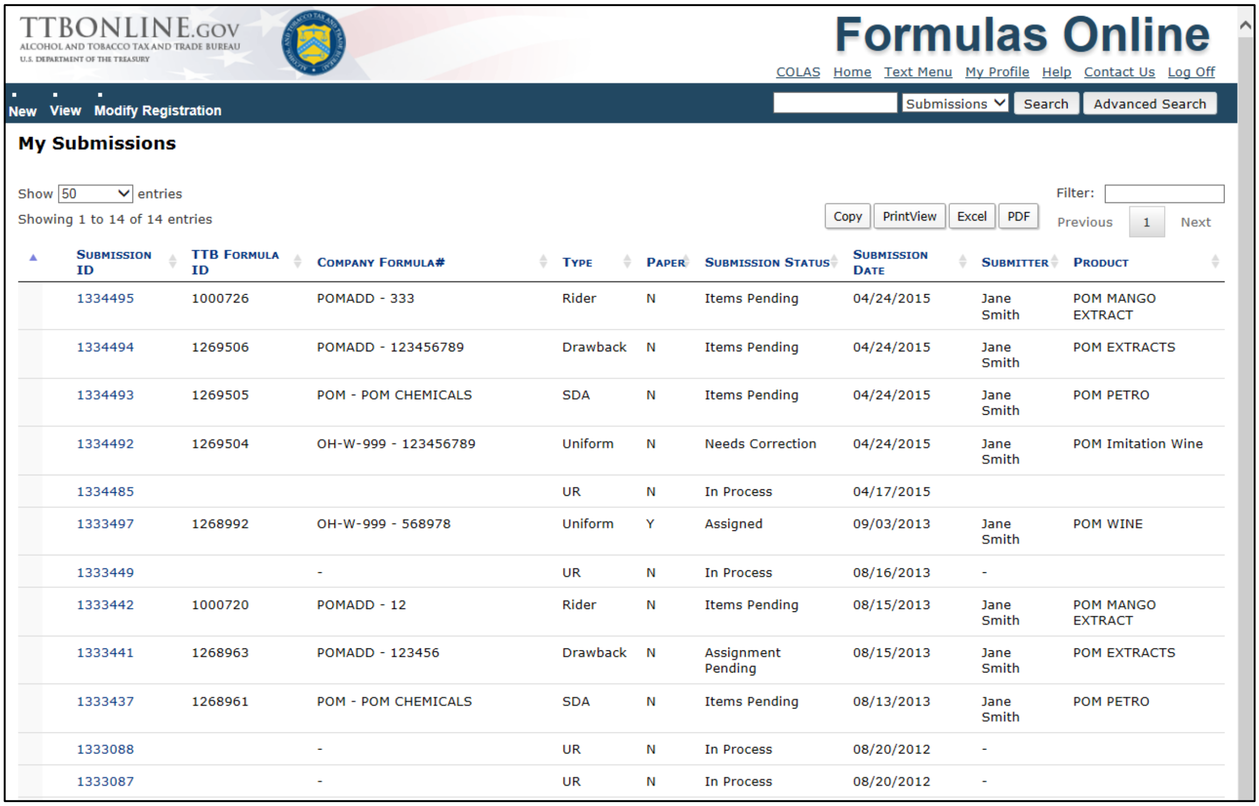
Figure 307: Edit Submissions Needing Correction – E-Mail Notification



b. Perform a search for the submission. See Section 3.15 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.” See Figure 308.

Figure 308: Edit Submissions Needing Correction – Home Page (My Submissions)

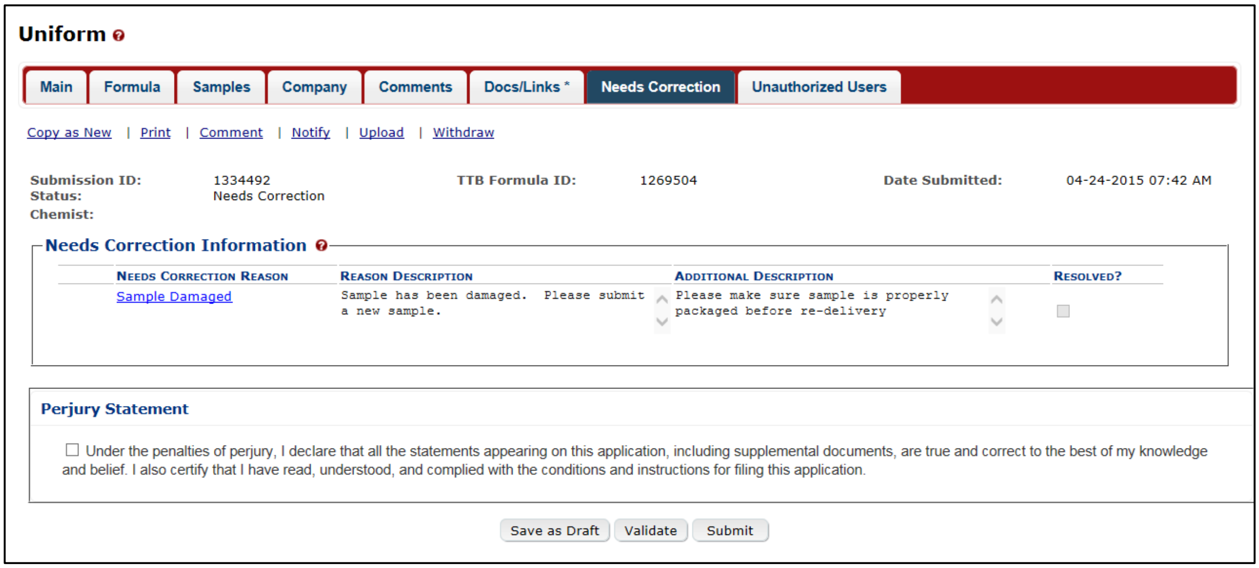


Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1334495	1000726	POMADD - 333	Rider	N	Items Pending	04/24/2015	Jane Smith	POM MANGO EXTRACT
1334494	1269506	POMADD - 123456789	Drawback	N	Items Pending	04/24/2015	Jane Smith	POM EXTRACTS
1334493	1269505	POM - POM CHEMICALS	SDA	N	Items Pending	04/24/2015	Jane Smith	POM PETRO
1334492	1269504	OH-W-999 - 123456789	Uniform	N	Needs Correction	04/24/2015	Jane Smith	POM Imitation Wine
1334485			UR	N	In Process	04/17/2015		
1333497	1268992	OH-W-999 - 568978	Uniform	Y	Assigned	09/03/2013	Jane Smith	POM WINE
1333449		-	UR	N	In Process	08/16/2013	-	
1333442	1000720	POMADD - 12	Rider	N	Items Pending	08/15/2013	Jane Smith	POM MANGO EXTRACT
1333441	1268963	POMADD - 123456	Drawback	N	Assignment Pending	08/15/2013	Jane Smith	POM EXTRACTS
1333437	1268961	POM - POM CHEMICALS	SDA	N	Items Pending	08/13/2013	Jane Smith	POM PETRO
1333088		-	UR	N	In Process	08/20/2012	-	
1333087		-	UR	N	In Process	08/20/2012	-	

2. Select the Submission ID link to display the submission.
3. Select the Needs Correction tab. See Figure 309. The Needs Correction tab details the reasons why the submission is being returned for correction.

Needs Correction Information

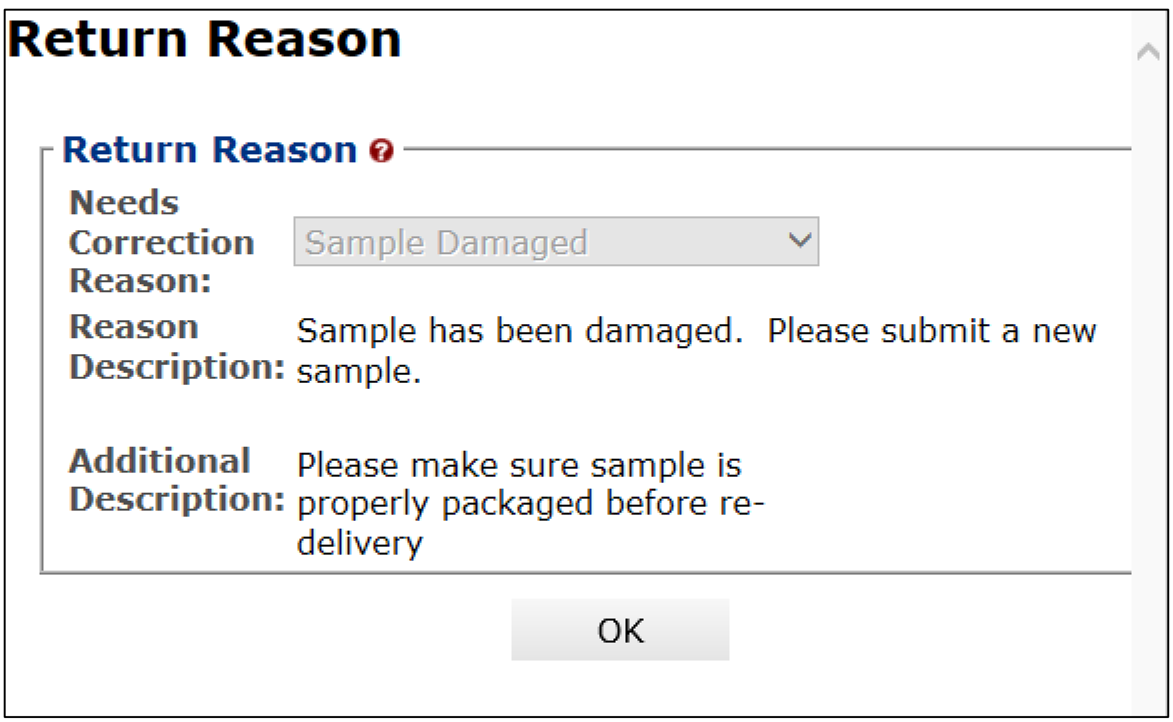
Figure 309: Edit Submissions Needing Correction – Needs Correction Tab



Return/Needs Correction Reason Description Details

4. Select Needs Correction Reason link. The Return Reason pop-up window displays. See Figure 310.

Figure 310: Edit Submissions Needing Correction – Return Reason Pop-Up Window



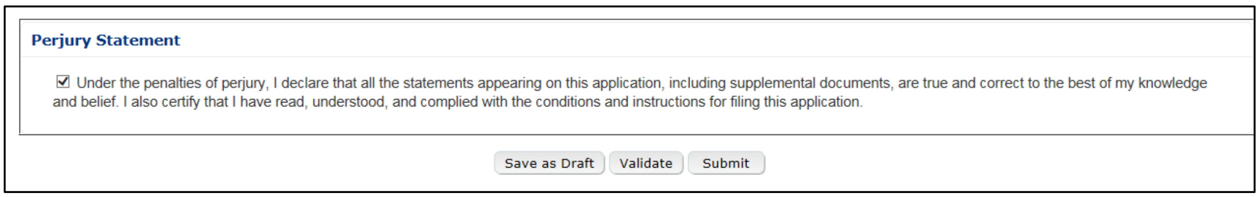
5. Select the **OK** button. The Return Reason pop-up window closes and the Return tab displays.
6. Advance through the submission by selecting the tabs, editing the fields and making corrections, additions, or deletions as needed.
7. Resubmit when you are done following the steps in Section 3.10.2 Resubmit Submissions.

3.10.2 Resubmit Submissions

Follow these steps to resubmit a submission that required corrections:

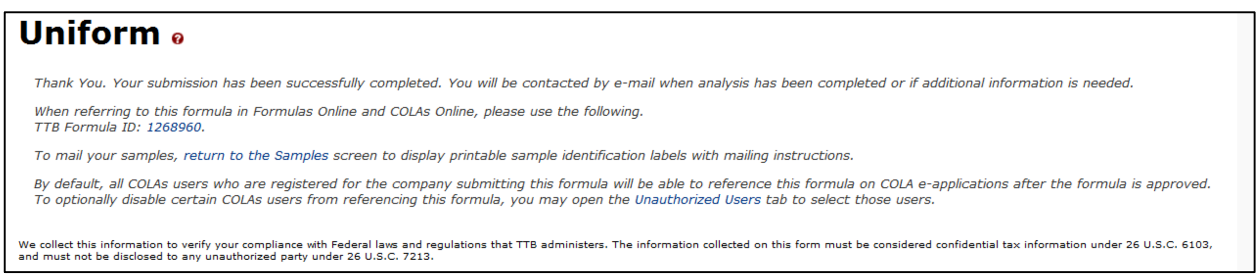
1. If you are resubmitting with a new or replacement sample, you must add the new/replacement sample entry on the Samples tab. After you have submitted, enter the Sample Sent Date and print out a new sample ID sheet for that sample. See Section 3.13 Entering Sample Sent Date and Section 3.14 Printing 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 311.

Figure 311: Edit Submissions Needing Correction – Perjury Statement



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 312.

Figure 312: Edit Submissions Needing Correction – Submission Confirmation



TTB will contact you by e-mail when analysis has been completed or if additional information is needed.

3.11 COPYING EXISTING SUBMISSIONS

Follow these steps to copy a submission to use as a base for a new submission:

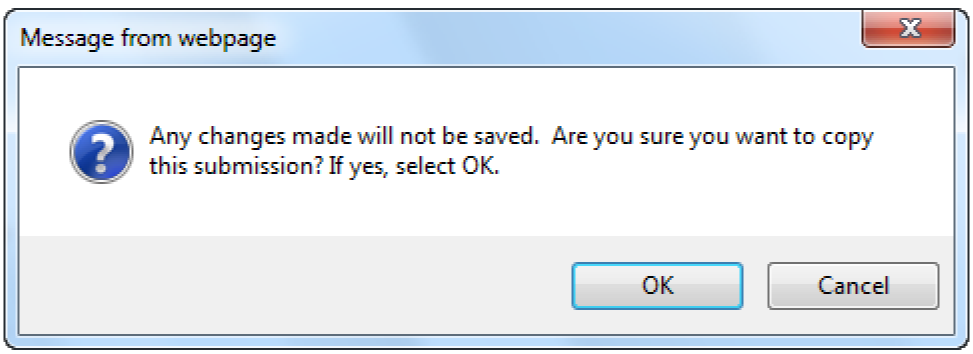
1. Perform a search for the submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

   Alternatively, locate the submission you wish to copy on the My Submissions home page.

►**Note:** Any submission other than a User Registration submission may be copied.

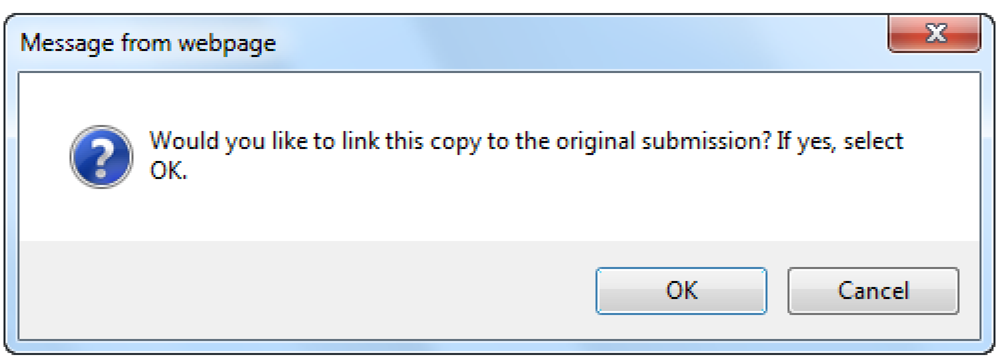
2. Select the Submission ID link to display the submission.
3. Select the Copy as New link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 313.

Figure 313: Copying Existing Submissions – Copy as New Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and a confirmation message box displays prompting you to link the copy to the original submission. See Figure 314.

Figure 314: Copying Existing Submissions – Link New and Original Submissions Confirmation



►**Note:** The link will only appear on the new submission.

5. Select the **OK** button. The confirmation message box closes and the Main tab displays with the copied submission.

►**Note:** Only those editable fields necessary to create a new submission will be copied.

6. Advance through the submission by selecting the tabs.
   a. Make desired selections and enter new data as appropriate, just as if this were a new submission from scratch.
   b. When a sample should be associated with the submission, you will need to re-enter sample information.
7. *Optional Step*: By default, the new submission will not have any of the Submission Documents that were associated with the original submission. You may prefer to add any or all of them. See Section 3.9.1 Upload Attachments for more information.
8. *Optional Step*: If you did not select the **OK** button earlier when asked if you wanted to link the new submission to the original one, the Submission Links section is empty. If you omitted linking the submissions initially and decide to link them later, you may also do so. See Section 3.9.2 Link Submissions for more information.
9. Make any desired changes and proceed as usual (this becomes, in effect, a new submission).

3.12 PRINTING SUBMISSIONS

This section discusses the basic information for printing submissions in the Formulas Online system. This section includes the following information:

- **Print Functions (Internet Explorer)** – See Section 3.12.1 Print Functions (Internet Explorer)
- **Print Functions (Submissions)** – See Section 3.12.2 Print Functions (Submissions)

3.12.1 Print Functions (Internet Explorer)

Formulas Online supports standard Internet Explorer print functions. Follow these steps to print a page in Formulas Online:

1. Go to the page in Formulas Online you wish to print. If you are on the My Submissions home page or a listing page (i.e., Search Results), select the **PrintView** button to display a printable view of your page.

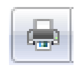
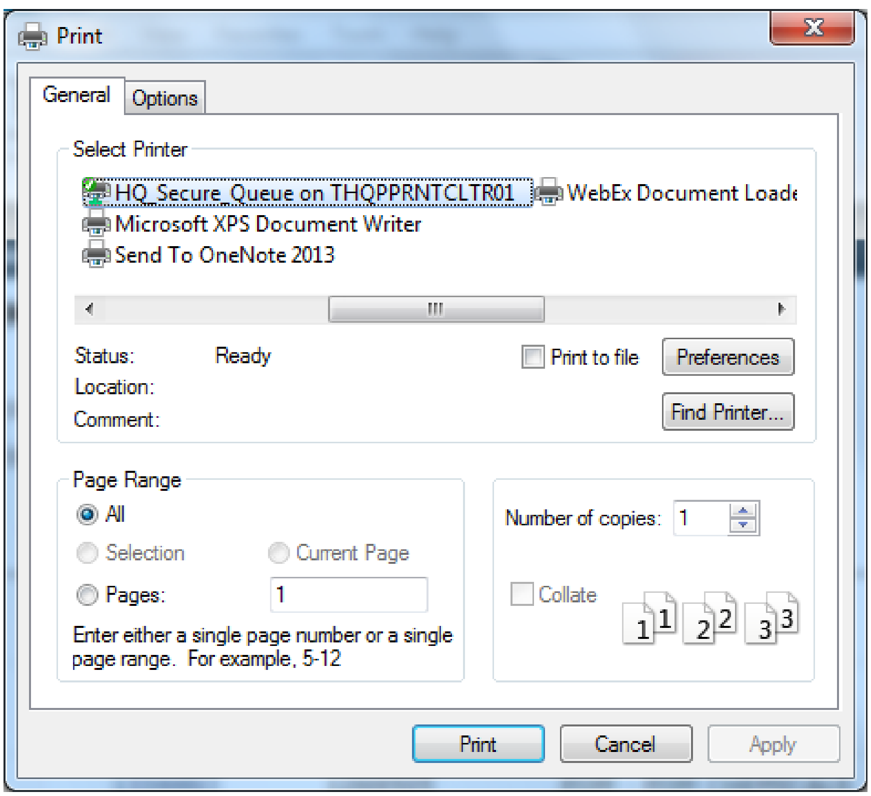
2. Select **File > Print** from the Internet Explorer menu or select the  icon. The Print dialog displays. See Figure 315.

Figure 315: Printing Submissions – Print Dialog



3. Select the **Print** button. The page is sent to the selected printer and printed.

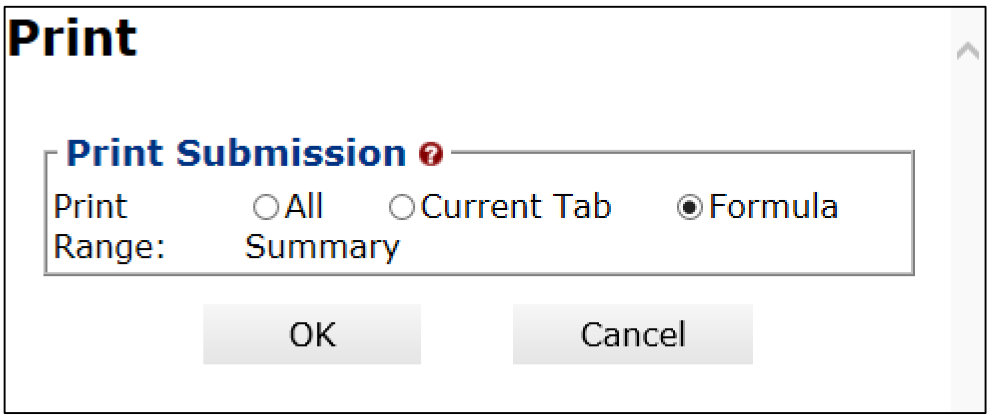
3.12.2 Print Functions (Submissions)

Formulas Online supports printing printer-friendly versions of submissions. Using the action bar, you can print from any tab of a submission. Follow these steps to print a submission:

1. Perform a search for the submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

   Alternatively, locate the submission you wish to print on the My Submissions home page.
2. Select the Submission ID link to display the submission.
3. Select the Print link in the action bar. The Print Submission pop-up window displays. See Figure 316.

Figure 316: Printing Submissions – Print Pop-Up Window



4. Select the radio button next to the Print Range.
   a. “All” will display all tabs for the submission. See Figure 317 – Figure 320.
   b. “Current Tab” will display only the tab you were viewing when you selected the Print link. See Figure 321.
   c. “Formula Summary” will display data from the Main and Formula tabs for Drawback submissions and data from the Main, Formula, Results, and Needs Correction tabs for Uniform, Rider, and SDA submissions. See Figure 322 and Figure 323.
5. Select the **OK** button. The Print Submission pop-up window closes and the printable version of the submission displays.

►**Note:** Check your page orientation settings before printing. Most pages print well as Portrait, but some Formula and Sample pages are wider and print best as Landscape.

Figure 317: Printing Submissions – All (Top)

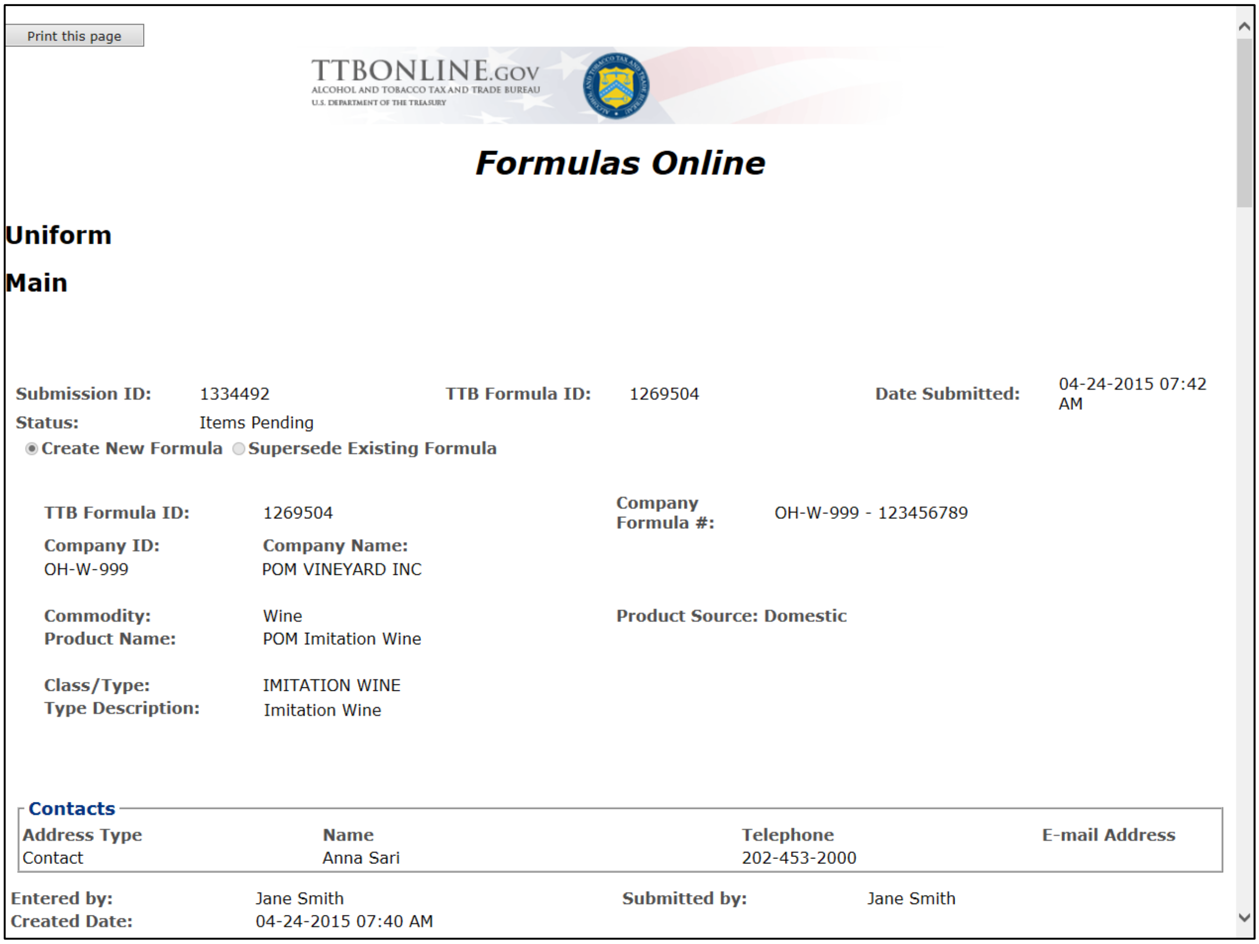
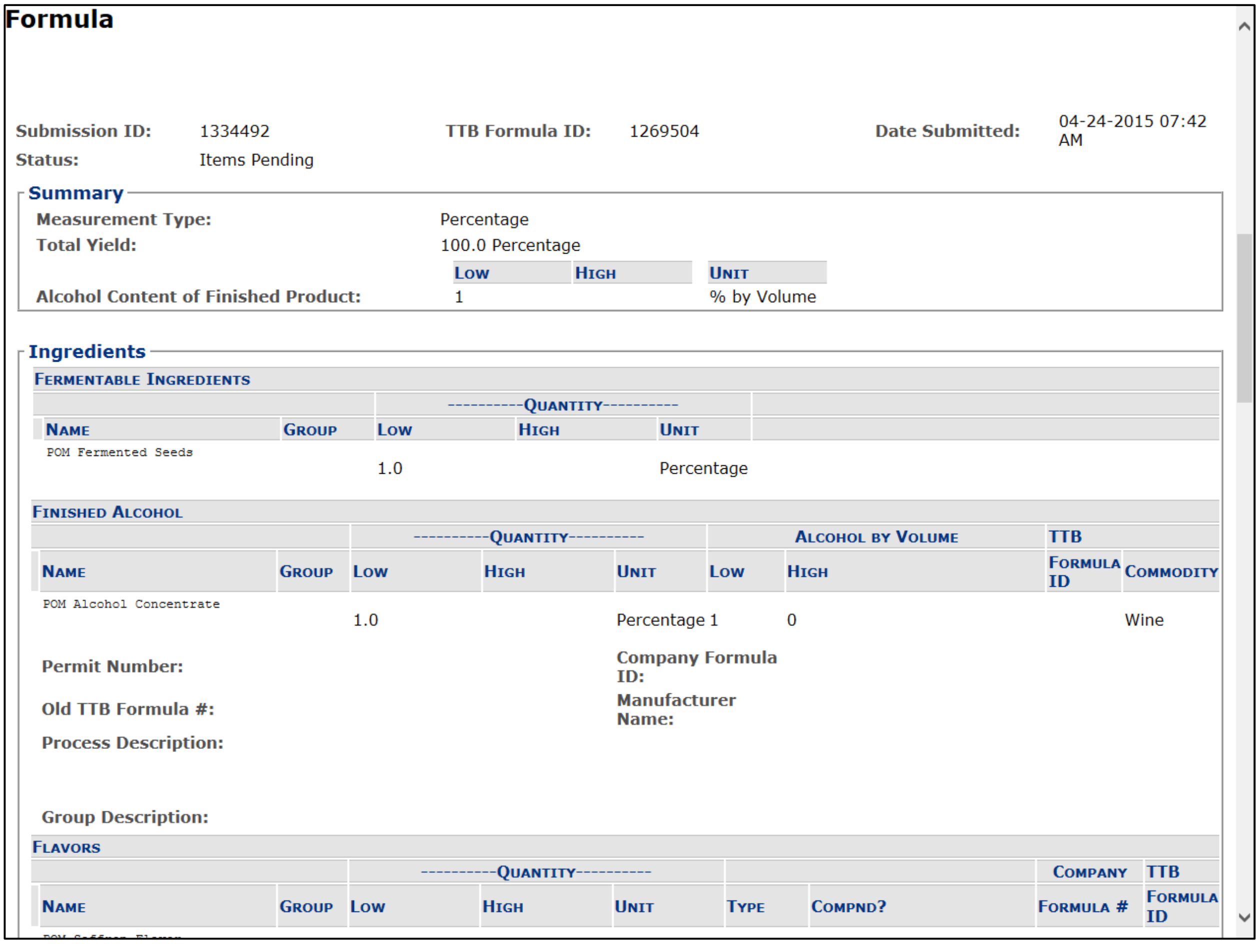


Figure 318: Printing Submissions – All (Middle 1)



Formula

Submission ID:	1334492	**TTB Formula ID:**	1269504	**Date Submitted:**	04-24-2015 07:42 AM
Status:	Items Pending				

Summary

Measurement Type:	Percentage		
Total Yield:	100.0 Percentage		
	Low	**High**	**Unit**
Alcohol Content of Finished Product:	1		% by Volume

Ingredients

Fermentable Ingredients

		----------Quantity----------		
Name	**Group**	**Low**	**High**	**Unit**
POM Fermented Seeds		1.0		Percentage

Finished Alcohol

		----------Quantity----------			Alcohol by Volume		TTB	
Name	**Group**	**Low**	**High**	**Unit**	**Low**	**High**	**Formula ID**	**Commodity**
POM Alcohol Concentrate		1.0		Percentage	1	0		Wine

Permit Number:	**Company Formula ID:**
Old TTB Formula #:	**Manufacturer Name:**

Process Description:

Group Description:

Flavors

		----------Quantity----------					Company	TTB
Name	**Group**	**Low**	**High**	**Unit**	**Type**	**Compnd?**	**Formula #**	**Formula ID**

Figure 319: Printing Submissions – All (Middle 2)

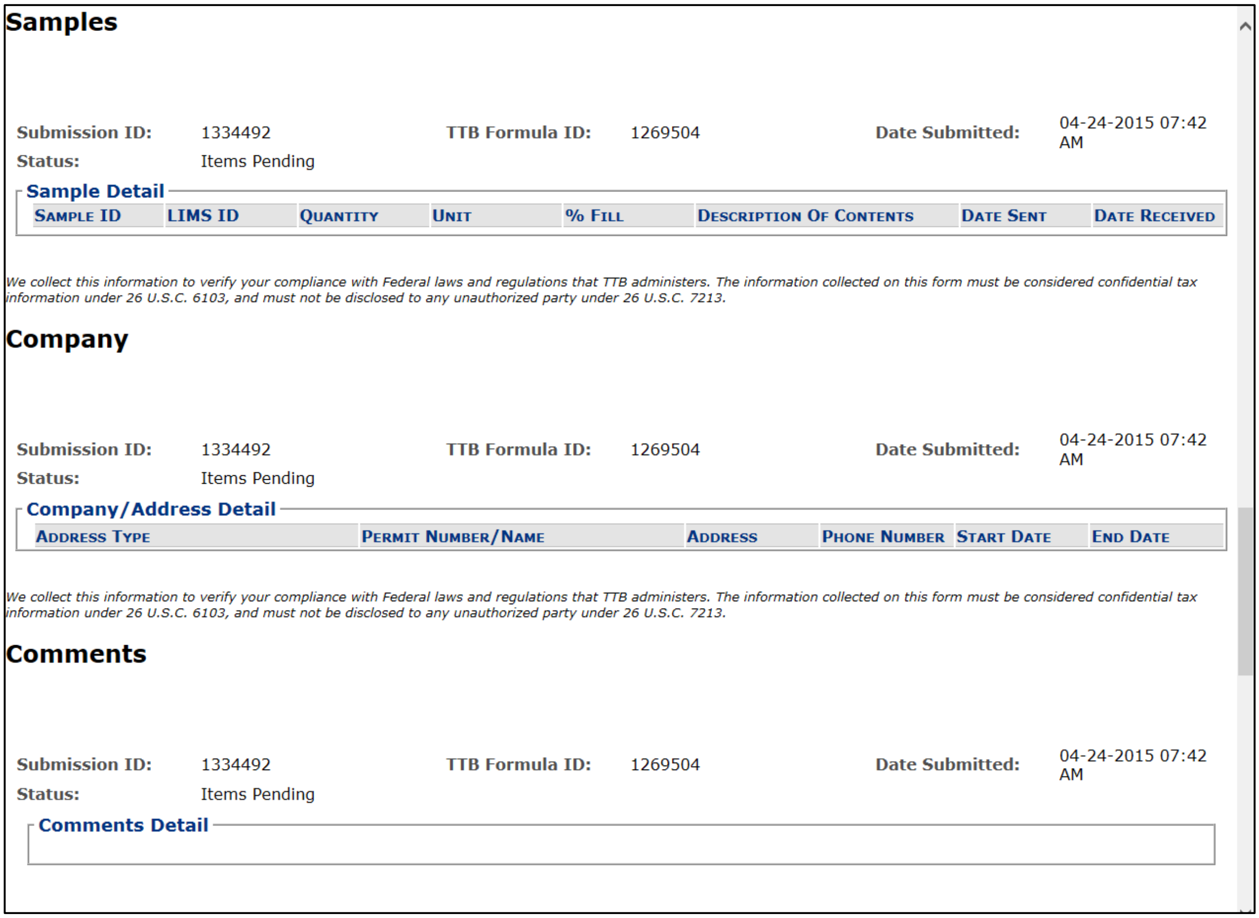


Figure 320: Printing Submissions – All (Bottom)

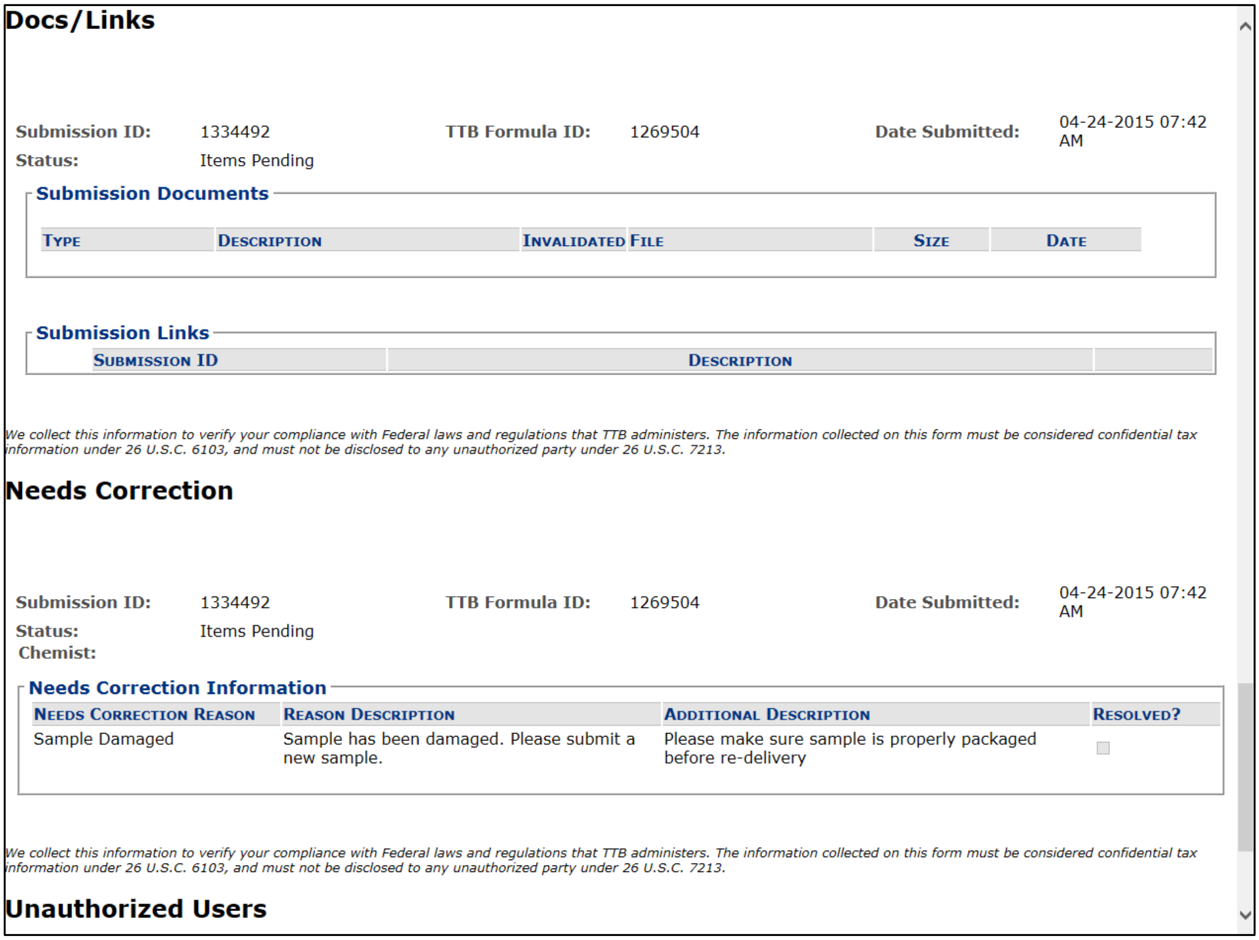


Figure 321: Printing Submissions – Current Tab

Print this page

TTBONLINE.GOV
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. DEPARTMENT OF THE TREASURY

Formulas Online

Uniform

Main

Submission ID: 1334492 **TTB Formula ID:** 1269504 **Date Submitted:** 04-24-2015 07:42 AM

Status: Items Pending

◉ **Create New Formula** ○ **Supersede Existing Formula**

TTB Formula ID: 1269504 **Company Formula #:** OH-W-999 - 123456789

Company ID: OH-W-999 **Company Name:** POM VINEYARD INC

Commodity: Wine **Product Source: Domestic**

Product Name: POM Imitation Wine

Class/Type: IMITATION WINE

Type Description: Imitation Wine

Contacts

Address Type	Name	Telephone	E-mail Address
Contact	Anna Sari	202-453-2000	

Entered by: Jane Smith **Submitted by:** Jane Smith

Created Date: 04-24-2015 07:40 AM

Figure 322: Printing Submissions – Formula Summary (Top)

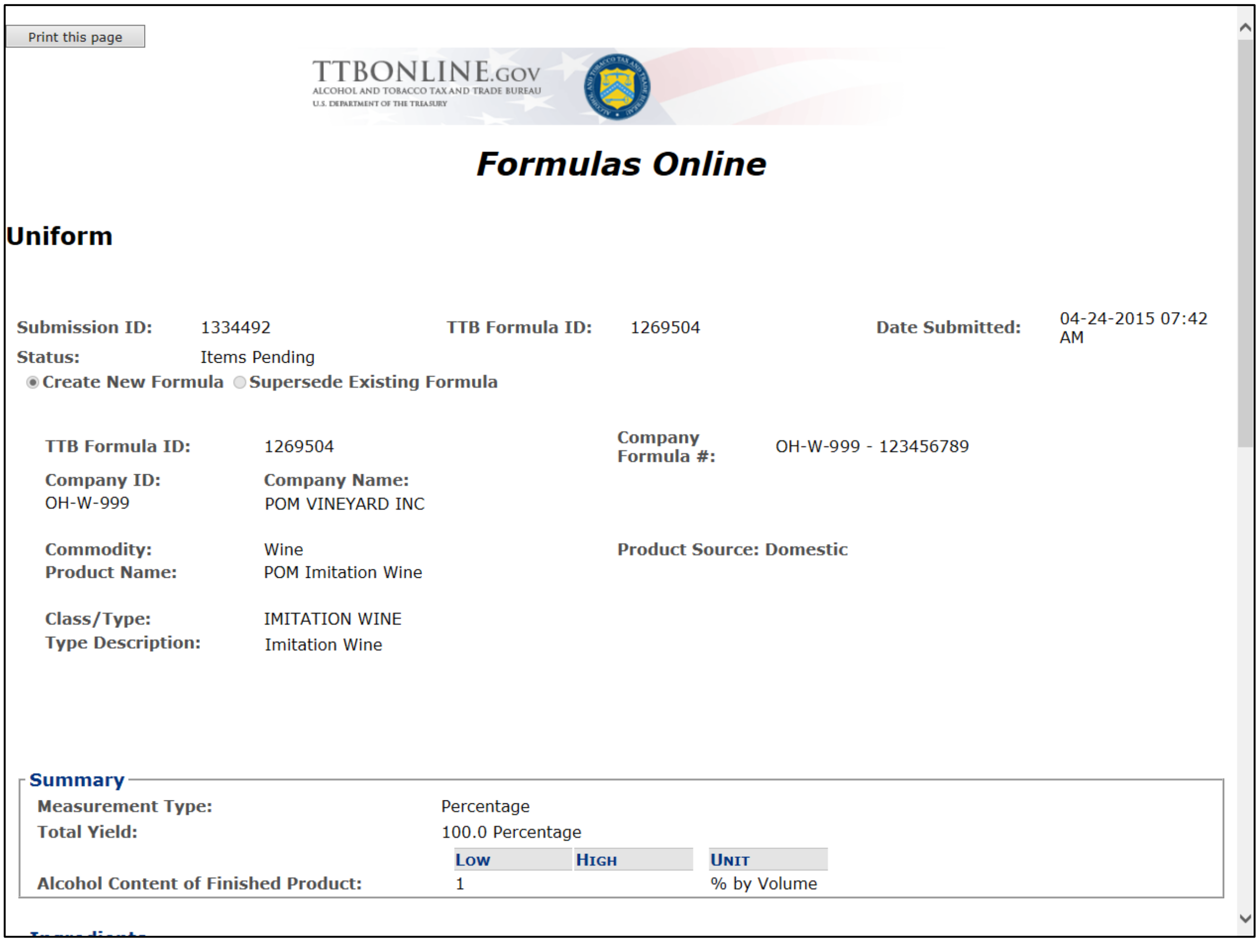
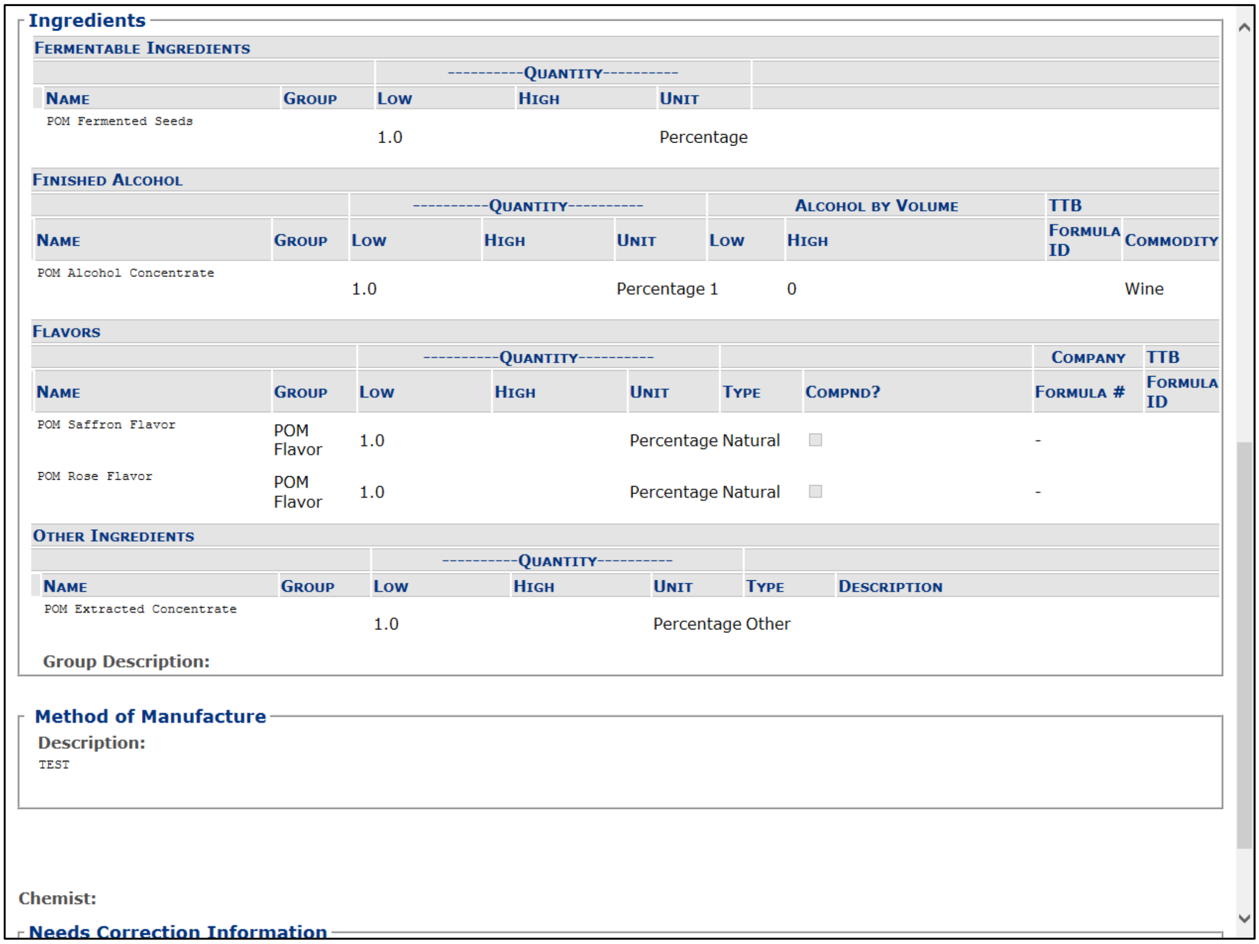


Figure 323: Printing Submissions – Formula Summary (Bottom)



Ingredients

Fermentable Ingredients

Name	Group	Quantity Low	Quantity High	Quantity Unit
POM Fermented Seeds		1.0		Percentage

Finished Alcohol

Name	Group	Quantity Low	Quantity High	Quantity Unit	Alcohol by Volume Low	Alcohol by Volume High	TTB Formula ID	Commodity
POM Alcohol Concentrate		1.0		Percentage	1	0		Wine

Flavors

Name	Group	Quantity Low	Quantity High	Quantity Unit	Type	Compnd?	Company Formula #	TTB Formula ID
POM Saffron Flavor	POM Flavor	1.0		Percentage	Natural	☐	-	
POM Rose Flavor	POM Flavor	1.0		Percentage	Natural	☐	-	

Other Ingredients

Name	Group	Quantity Low	Quantity High	Quantity Unit	Type	Description
POM Extracted Concentrate		1.0		Percentage	Other	

Group Description:

Method of Manufacture

Description:

TEST

Chemist:

Needs Correction Information

6. Select the **Print this page** button. The Print dialog displays. See Figure 315.
7. Select the **Print** button. The printable version of the submission is sent to the selected printer and printed.
8. Select the  in the upper right corner of the printable version of the submission to close the page.

3.13 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 Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

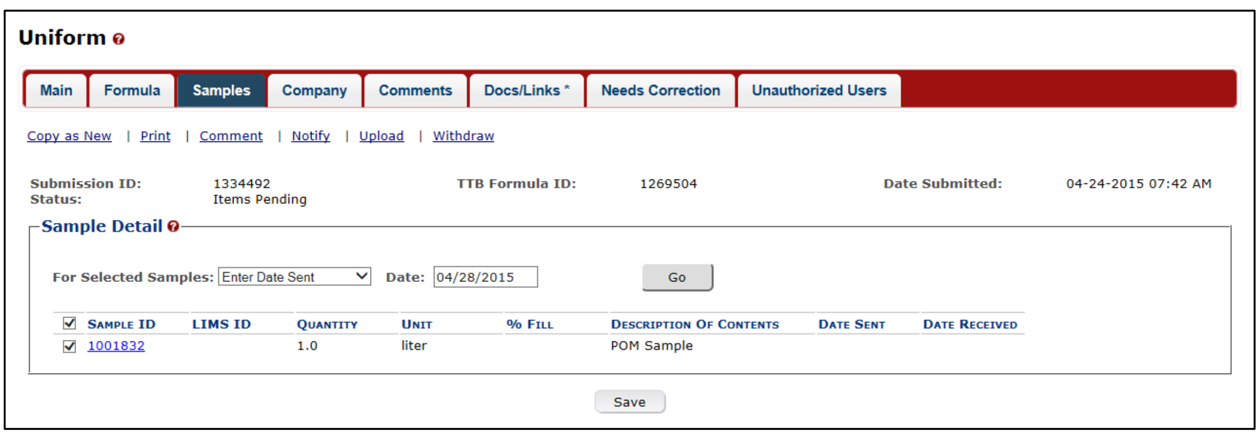
   Alternatively, locate the submission on the My Submissions home page.
2. Select the Submission ID link to display the submission.
3. Select the Samples tab.
4. Select the checkbox next to the Sample ID for each sample you plan to send.

►**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 324.

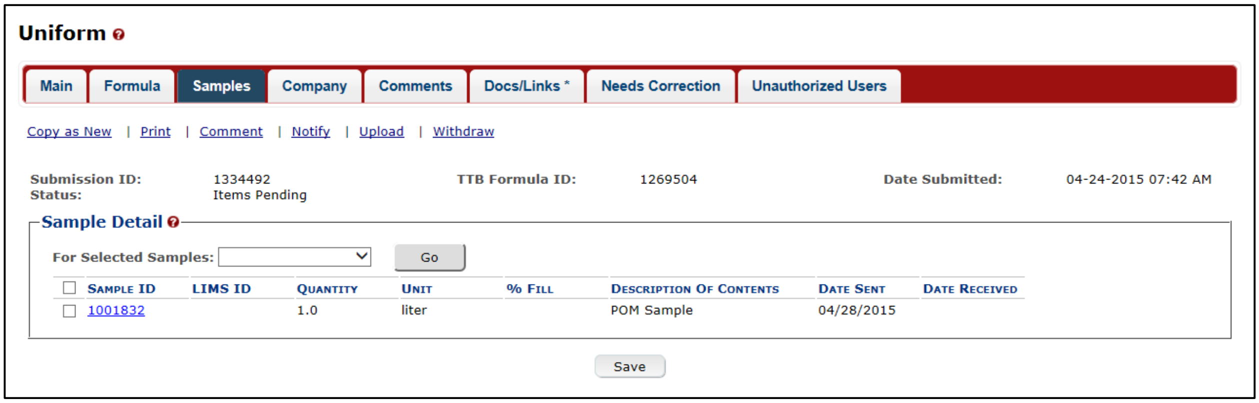
►**Note:** The Date field format is MM/DD/YYYY. Enter it in manually or place your cursor in the field to display a pop-up calendar to find the correct date.

Figure 324: 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 325.

Figure 325: Entering Sample Sent Date – Samples Tab with Enter Date Sent Added



8. Select the **Save** button.

3.14 PRINTING SAMPLE ID SHEETS

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.

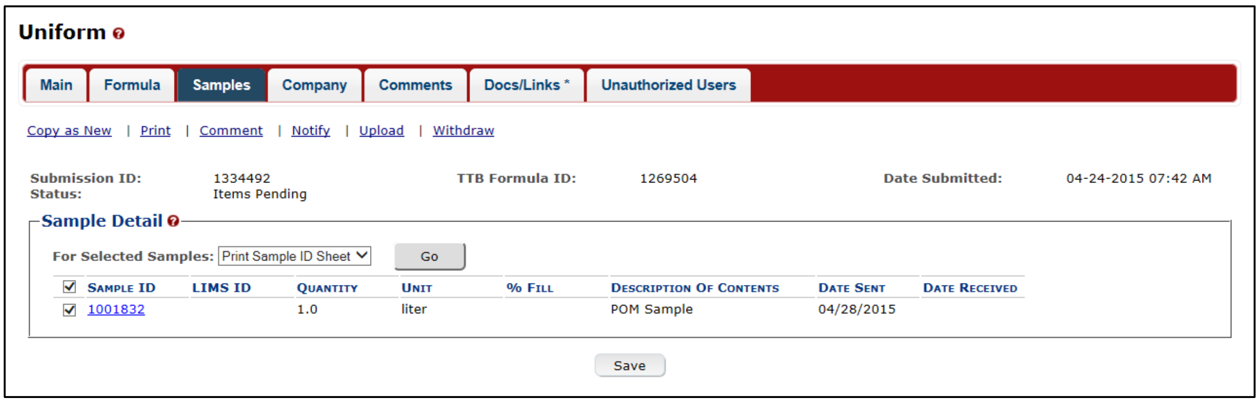
Follow these steps to print a sample ID sheet:

1. Enter the Sample Sent date following the steps in Section 3.13 Entering Sample Sent Date.
2. Select the checkbox next to the Sample ID for each sample you wish 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.

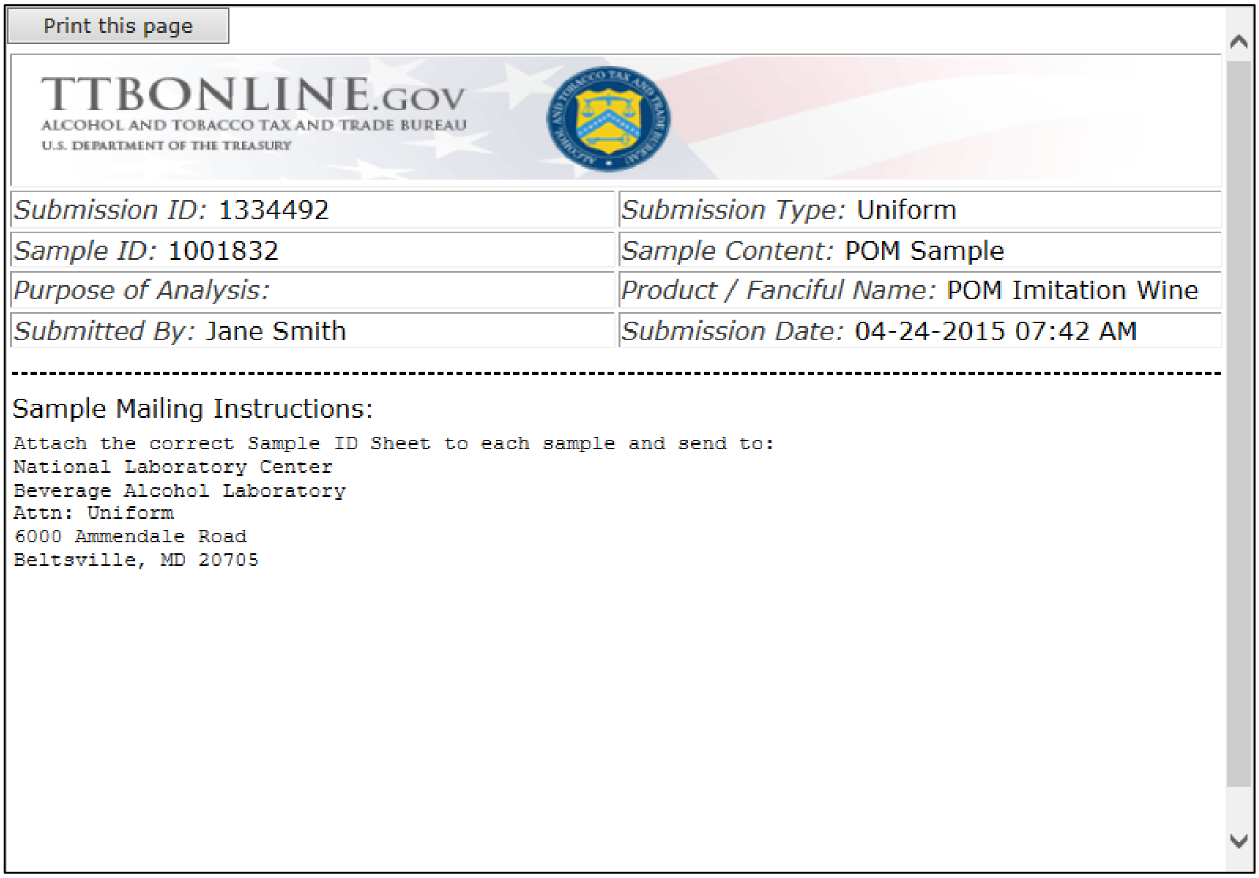
3. Select **Print Sample ID Sheet** from the For Selected Samples drop-down list. See Figure 326.

Figure 326: Printing Sample ID Sheets – Samples Tab with Print Sample ID Sheet Sent Selected



4. Select the **Go** button. The printable sample ID sheet displays. See Figure 327.

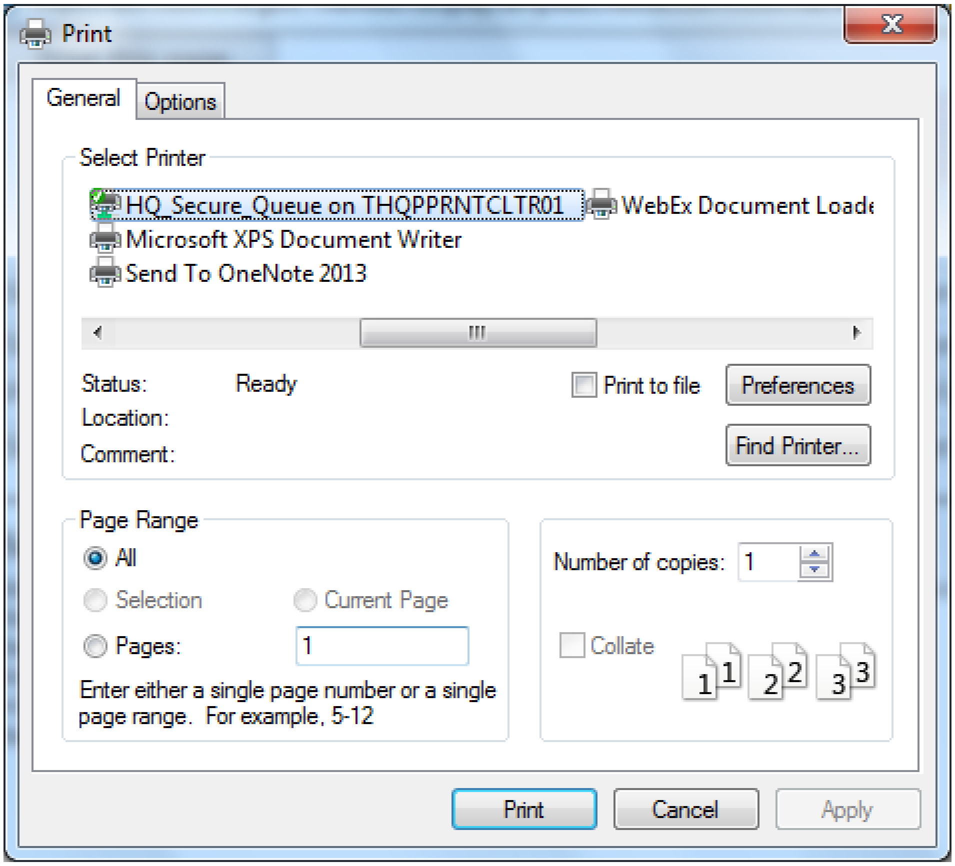
Figure 327: Printing Sample ID Sheets – Printable Sample ID Sheet



►**Note:** If you generate this label prior to saving, the application indicates a null value for your sample ID.

5. Select the **Print this page** button. The Print dialog displays. See Figure 328.

Figure 328: Printing Sample ID Sheets – Print Dialog



6. Select the **Print** button. The printable version of the sample ID sheet is sent to the selected printer and printed.
7. Select the  in the upper right corner of the printable version of the sample ID sheet to close the page.
8. Attach the sample ID sheet to your sample shipment and ship the samples as directed.

3.15 SEARCHING FOR SUBMISSIONS, SAMPLES, AND FORMULAS

This section discusses the basic information for searching for submissions, samples, and formulas in the Formulas Online system. This section includes the following information:

- **Quick Searches** – See Section 3.15.1 Quick Searches
- **Advanced Searches** – See Section 3.15.2 Advanced Searches

3.15.1 Quick Searches

There are three types of quick searches in the Formulas Online system:

- **Search for Submissions** – See Section 3.15.1.1 Search for Submissions
- **Search for Samples** – See Section 3.15.1.2 Search for Samples
- **Search for Formulas** – See Section 3.15.1.3 Search for Formulas

3.15.1.1 Search for Submissions

►**Note:** You may search for submissions in the Formulas Online system for which you have the privilege to access.

Follow these steps to perform a search for a submission:

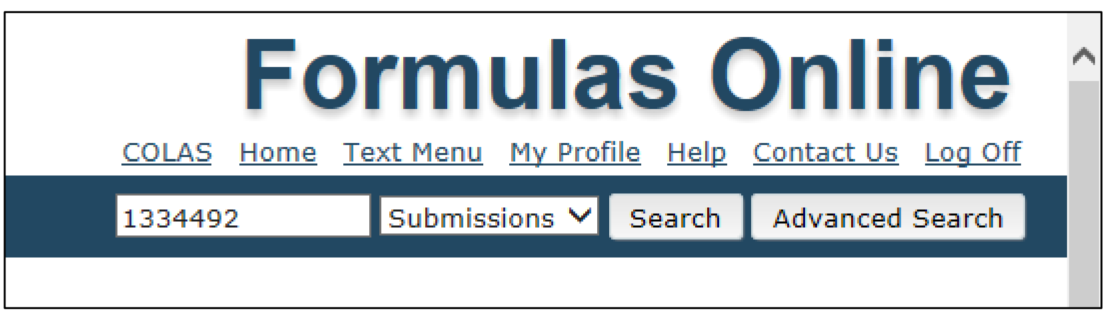
1. Enter the Submission ID in the search text field.

►**Note:** Enter a minimum of 4 numbers of the Submission ID followed by the "%" special character to perform a wildcard search.

2. Select **Submissions** from the search drop-down list. See Figure 329.

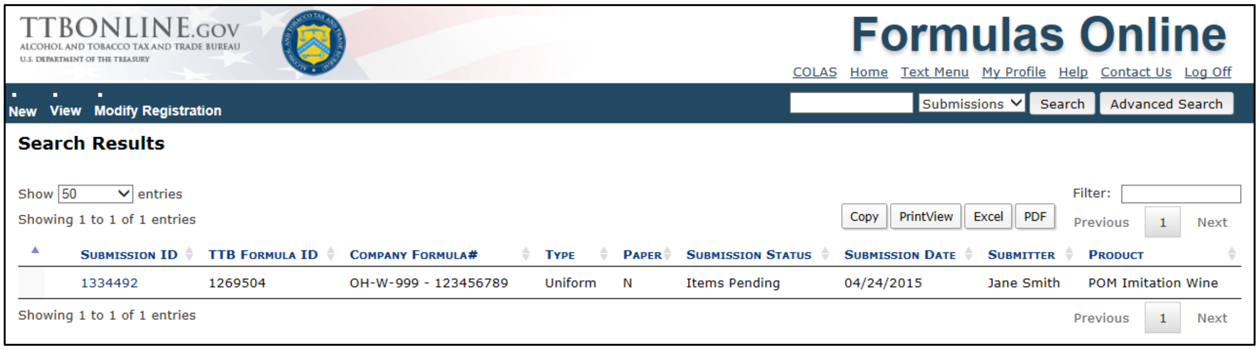
►**Note:** By default, **Submissions** will be selected.

Figure 329: Search for Submissions – Enter Search Criteria



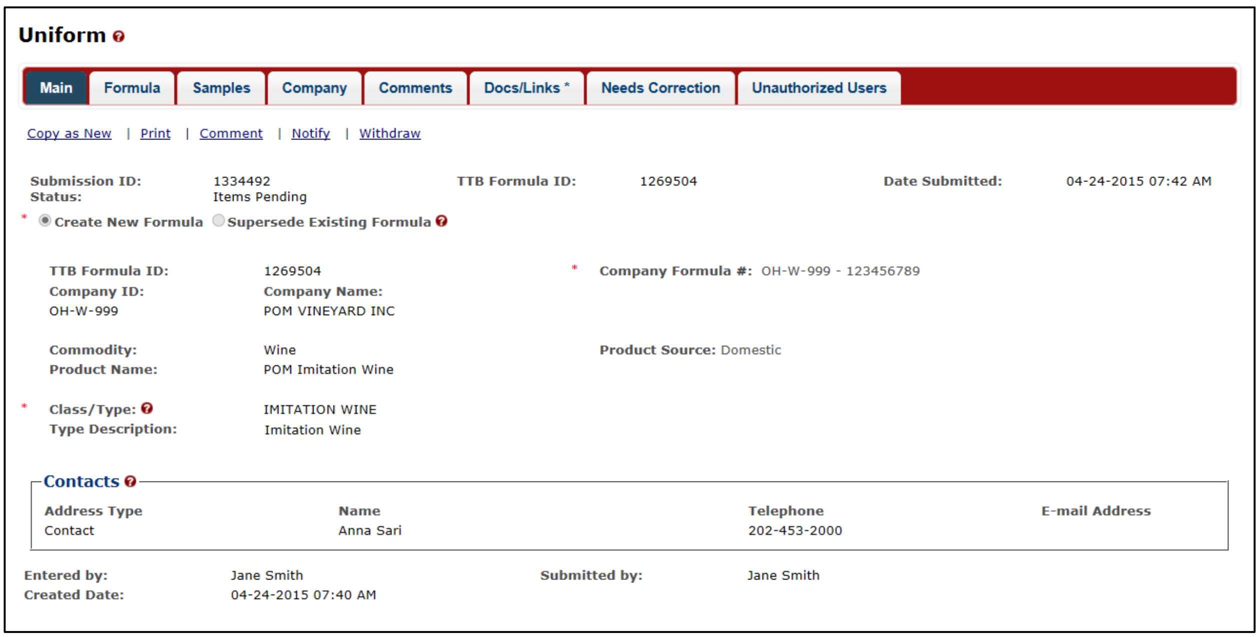
3. Select the **Search** button or press the **Enter** key. The search results display. See Figure 330.

Figure 330: Search for Submissions – Search Results



4. Select the Submission ID link. The submission displays with the Main tab selected. See Figure 331.

Figure 331: Search for Submissions – Submission Detail (Main Tab)



3.15.1.2 Search for Samples

►**Note:** You may search for samples in the Formulas Online system for which you have the privilege to access.

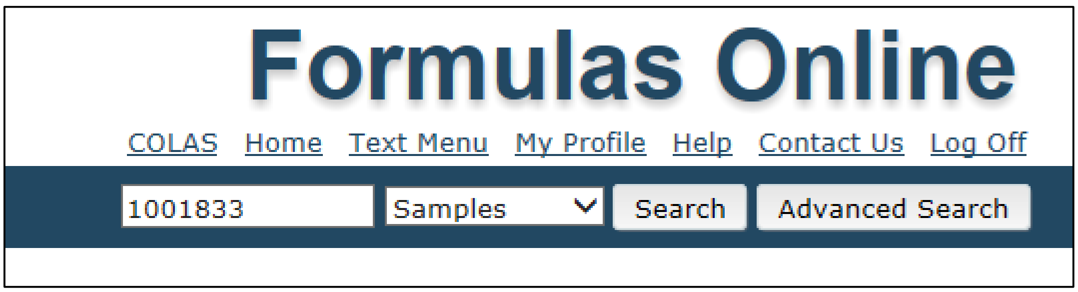
Follow these steps to perform a search for a sample:

1. Enter the Sample ID in the search text field.

►**Note:** Enter a minimum of 4 numbers of the Sample ID followed by the “%” special character to perform a wildcard search.

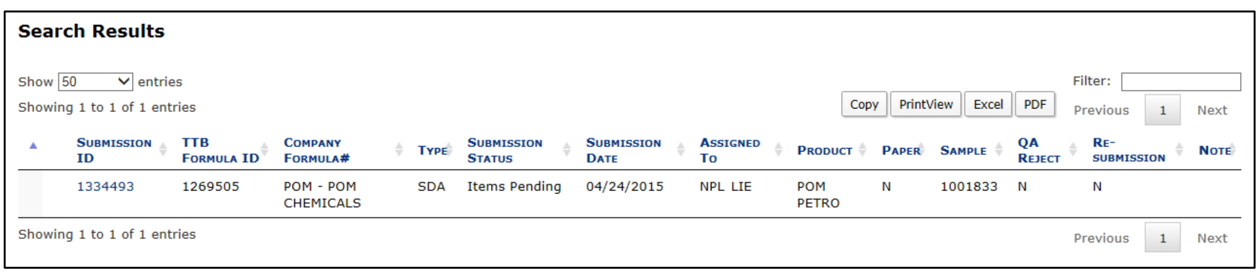
2. Select **Samples** from the search drop-down list. See Figure 332.

Figure 332: Search for Samples – Enter Search Criteria



3. Select the **Search** button or press the **Enter** key. The search results display listing the submissions containing the Sample ID. See Figure 333.

Figure 333: Search for Samples – Search Results



Search Results

Show 50 entries

Showing 1 to 1 of 1 entries

Copy PrintView Excel PDF

Filter:

Previous 1 Next

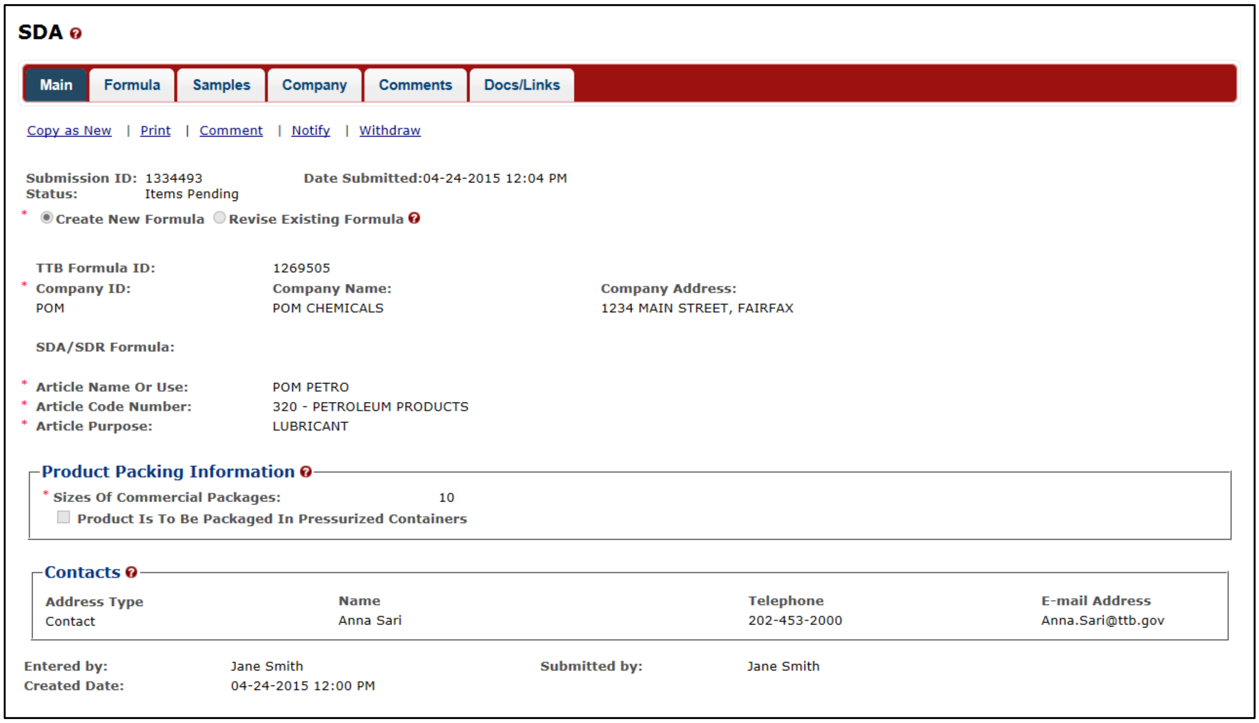
Submission ID	TTB Formula ID	Company Formula#	Type	Submission Status	Submission Date	Assigned To	Product	Paper	Sample	QA Reject	Re-submission	Note
1334493	1269505	POM - POM CHEMICALS	SDA	Items Pending	04/24/2015	NPL LIE	POM PETRO	N	1001833	N	N	

Showing 1 to 1 of 1 entries

Previous 1 Next

4. Select the Submission ID link. The submission displays with the Main tab selected. See Figure 334.

Figure 334: Search for Samples – Submission Detail (Main Tab)

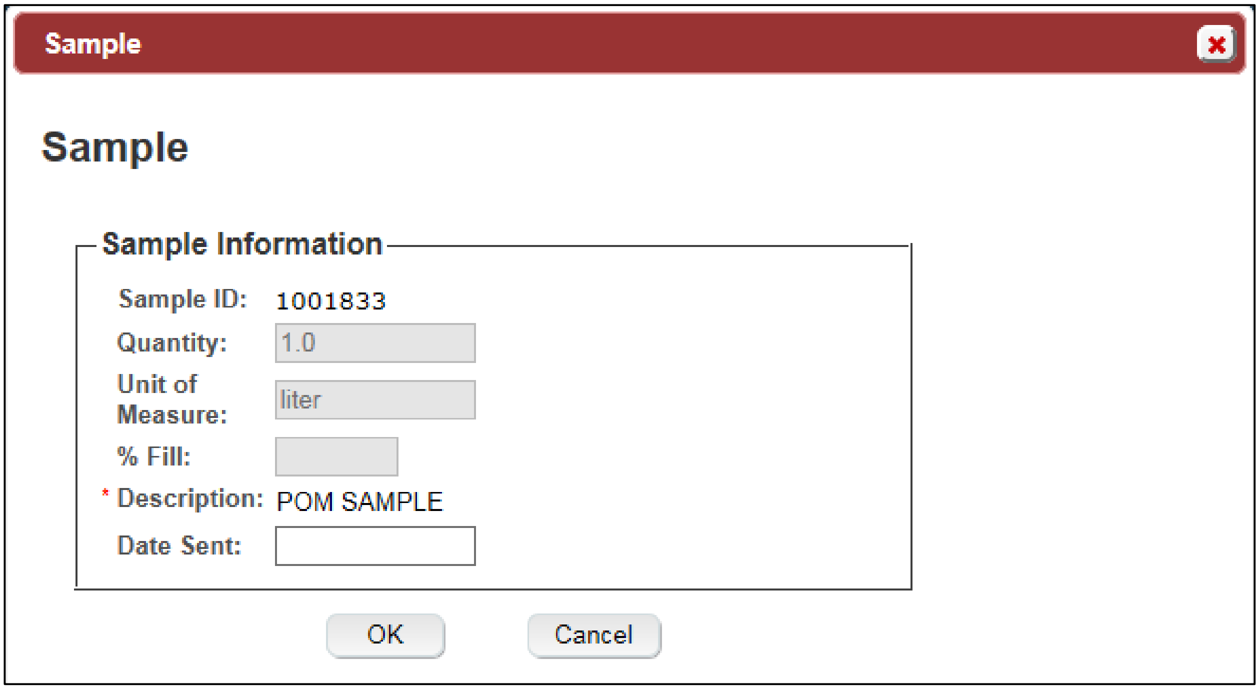


5. Select the Samples tab. See Figure 335.

Figure 335: Search for Samples – Submission Detail (Samples Tab)

6. Select the Sample ID link. The Sample modal window displays. See Figure 336.

Figure 336: Search for Samples – Sample Modal Window



3.15.1.3 Search for Formulas

►**Note:** You may search for formulas in the Formulas Online system for which you have the privilege to access.

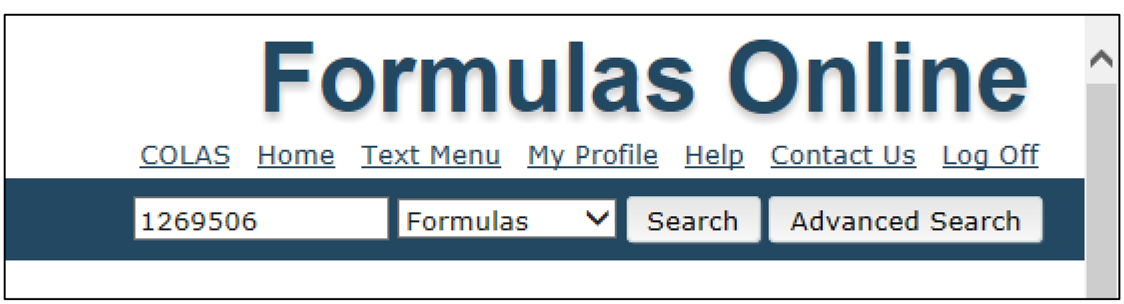
Follow these steps to perform a search for a formula:

1. Enter the TTB Formula ID in the search text field.

►**Note:** Enter a minimum of 4 numbers of the TTB Formula ID followed by the "%" special character to perform a wildcard search.

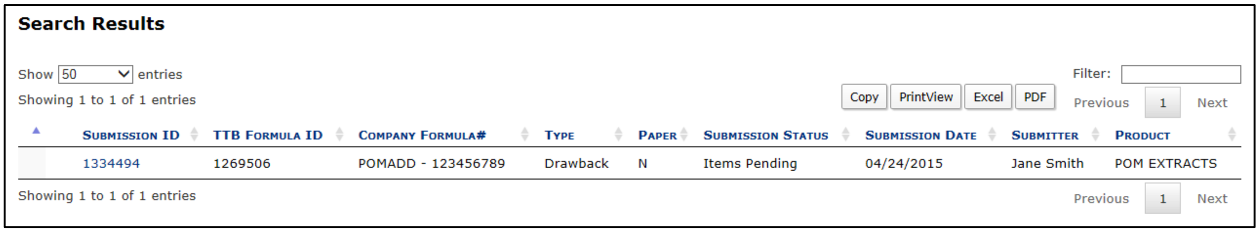
2. Select **Formulas** from the search drop-down list. See Figure 337.

Figure 337: Search for Formulas – Enter Search Criteria



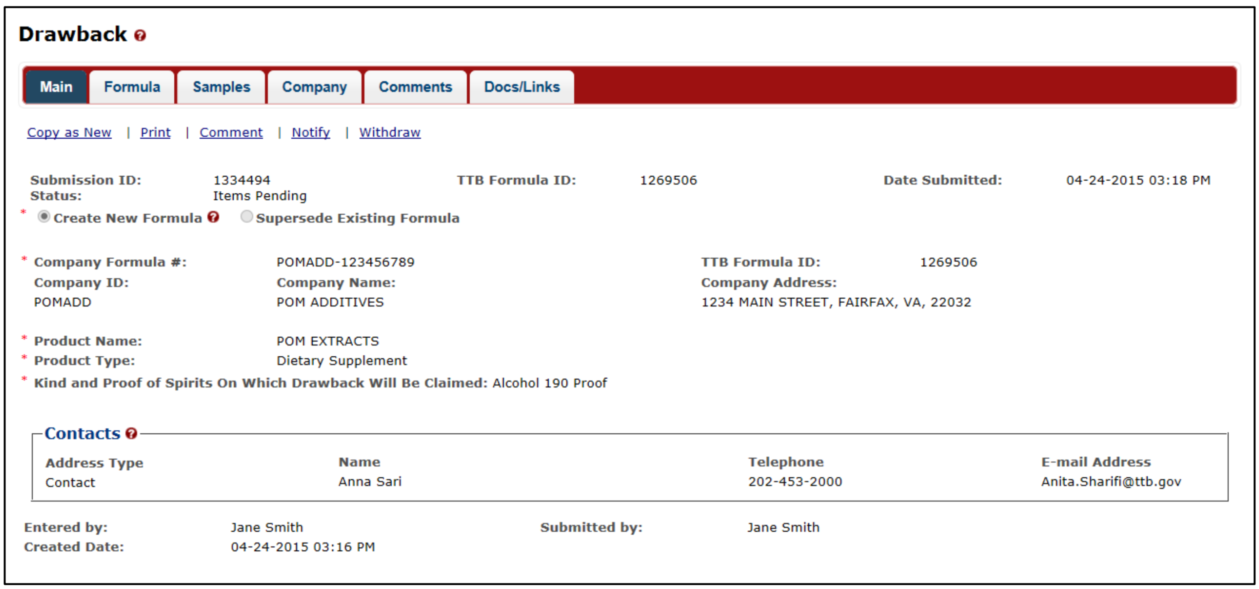
3. Select the **Search** button or press the **Enter** key. The search results display listing the submissions containing the Formula ID. See Figure 338.

Figure 338: Search for Formulas – Search Results



4. Select the Submission ID link. The submission displays with the Main tab selected. See Figure 339.

Figure 339: Search for Formulas – Submission Detail (Main Tab)



3.15.2 Advanced Searches

There is one type of advanced searches in the Formulas Online system:

- **Search for Submissions/Formulas** – See Section 3.15.2.1 Search for Submissions/Formulas

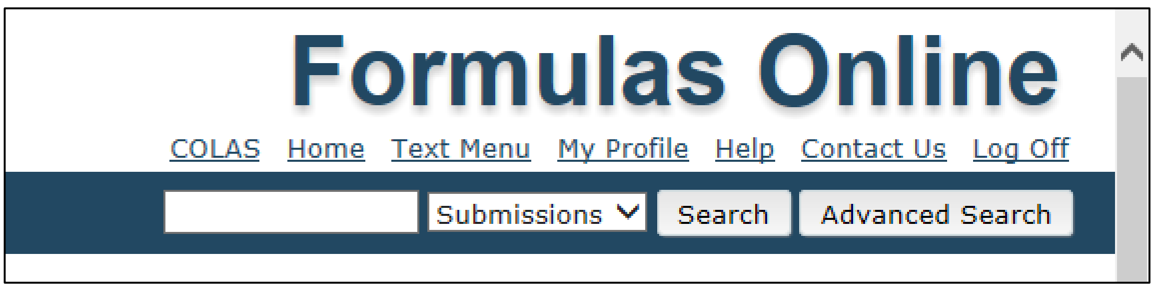
3.15.2.1 Search for Submissions/Formulas

►**Note:** You may search for submissions/formulas in the Formulas Online system for which you have the privilege to access.

Follow these steps to perform a search for submissions/formulas:

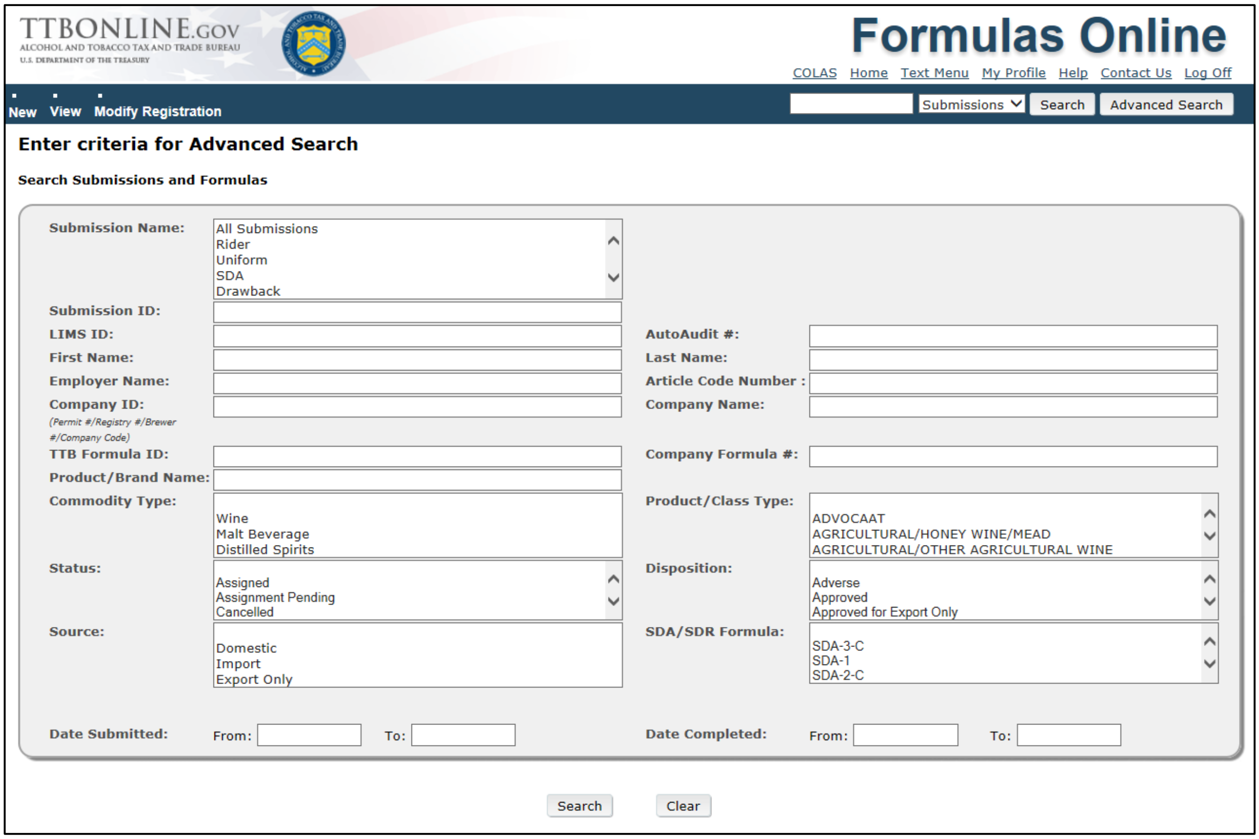
1. Select the **Advanced Search** button next to the **Search** button. See Figure 340.

Figure 340: Search for Submissions/Formulas – Advanced Search



The Search Submissions and Formulas page displays. See Figure 341.

Figure 341: Search for Submissions/Formulas – Search Submissions and Formulas



2. Enter or select the search criteria in the available fields.

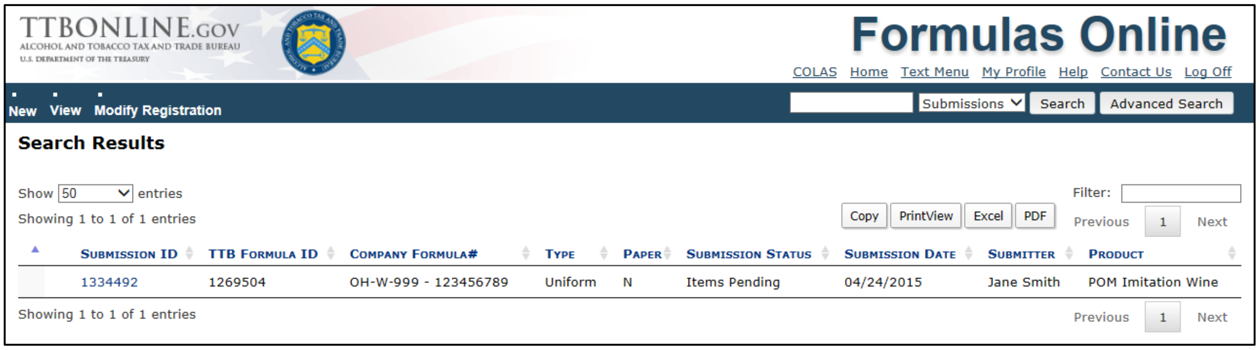
►**Note:** Press the **CTRL** key to select multiple values from the drop-down lists. Use the "%" special character to perform a wildcard search.

►**Note:** Product/Class Type changes based on the Commodity type selected. Other available search criteria displays based on the Submission Name selected.

3. Select the **Search** button. The search results display listing the submissions matching the search criteria. See Figure 342.

►**Note:** Select the **Clear** button to clear the available fields.

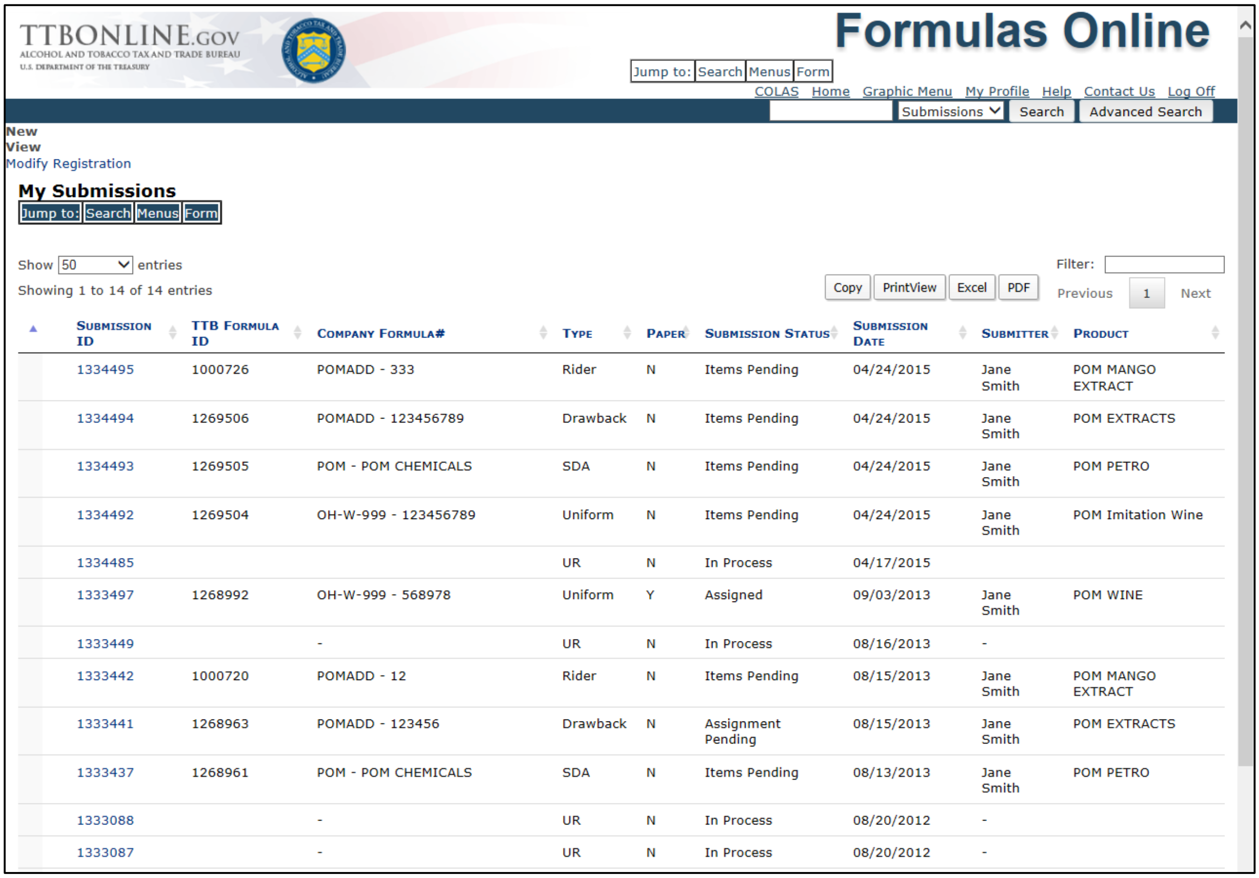
Figure 342: Search for Submissions/Formulas – Search Results



3.16 TEXT MENU

In compliance with 508 standards, Formulas Online provides a text menu in addition to the graphic menu. Figure 343 details the Text Menu.

Figure 343: Text Menu



Submission ID	TTB Formula ID	Company Formula#	Type	Paper	Submission Status	Submission Date	Submitter	Product
1334495	1000726	POMADD - 333	Rider	N	Items Pending	04/24/2015	Jane Smith	POM MANGO EXTRACT
1334494	1269506	POMADD - 123456789	Drawback	N	Items Pending	04/24/2015	Jane Smith	POM EXTRACTS
1334493	1269505	POM - POM CHEMICALS	SDA	N	Items Pending	04/24/2015	Jane Smith	POM PETRO
1334492	1269504	OH-W-999 - 123456789	Uniform	N	Items Pending	04/24/2015	Jane Smith	POM Imitation Wine
1334485			UR	N	In Process	04/17/2015		
1333497	1268992	OH-W-999 - 568978	Uniform	Y	Assigned	09/03/2013	Jane Smith	POM WINE
1333449		-	UR	N	In Process	08/16/2013	-	
1333442	1000720	POMADD - 12	Rider	N	Items Pending	08/15/2013	Jane Smith	POM MANGO EXTRACT
1333441	1268963	POMADD - 123456	Drawback	N	Assignment Pending	08/15/2013	Jane Smith	POM EXTRACTS
1333437	1268961	POM - POM CHEMICALS	SDA	N	Items Pending	08/13/2013	Jane Smith	POM PETRO
1333088		-	UR	N	In Process	08/20/2012	-	
1333087		-	UR	N	In Process	08/20/2012	-	

3.16.1 Display the Text Menu

Follow these steps to display the Text Menu:

1. Select the Text Menu link in the main navigation banner. The Text Menu displays. See Figure 343.
2. Use buttons to move through the screens. Use the Tab key to move through editable fields.
3. Use submenu links to create new submissions or perform the tasks mentioned.
4. If you wish to return to Graphic Menu display, select the Graphic Menu link in the main navigation banner.

3.17 MY PROFILE

The User Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. This page also allows you to change your system password and view all active permit numbers that you have registered. Figure 344 and Figure 345 detail the User Profile page.

►**Note:** You may NOT view requested but not yet approved, deleted, or inactive permit numbers for your user account in the User Profile page.

Figure 344: User Profile (Top)

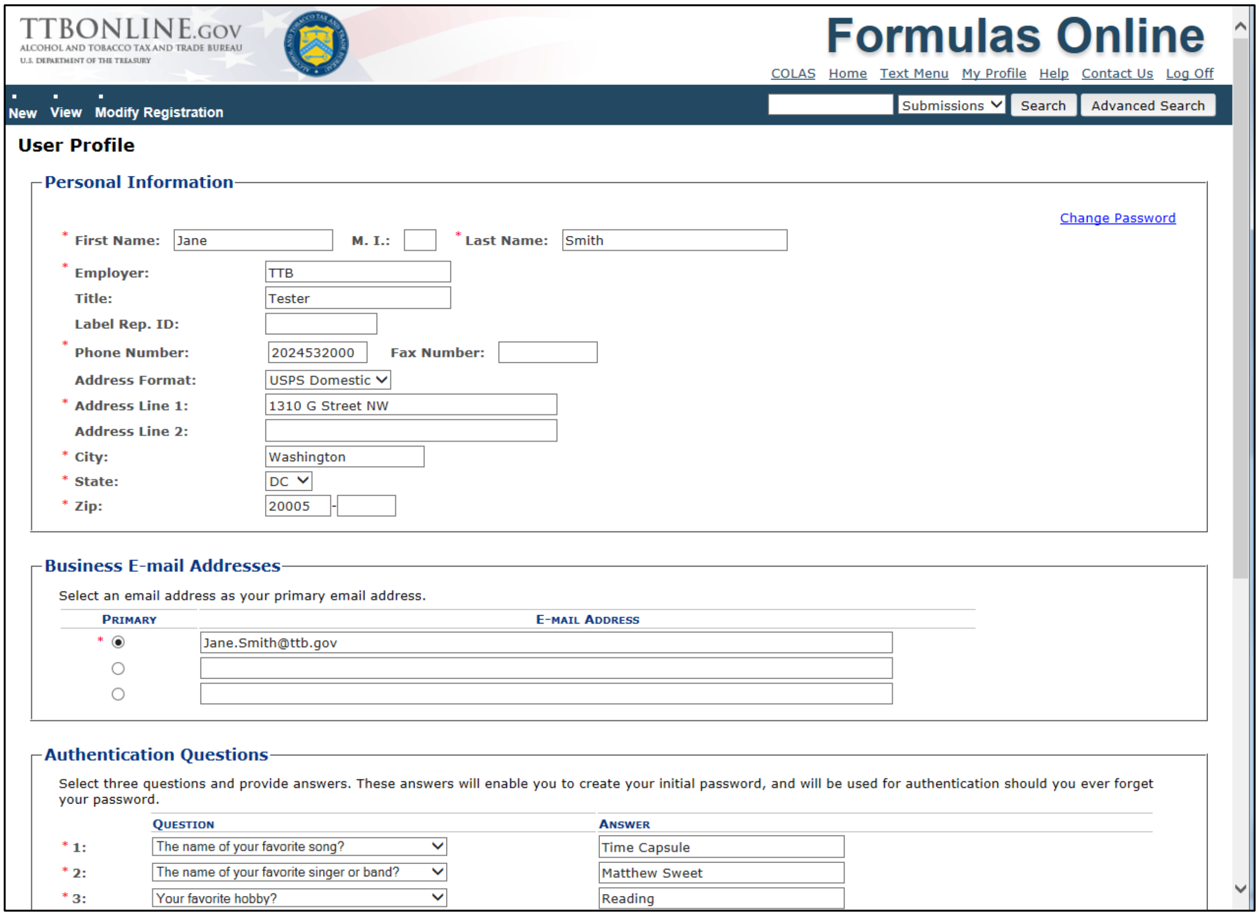
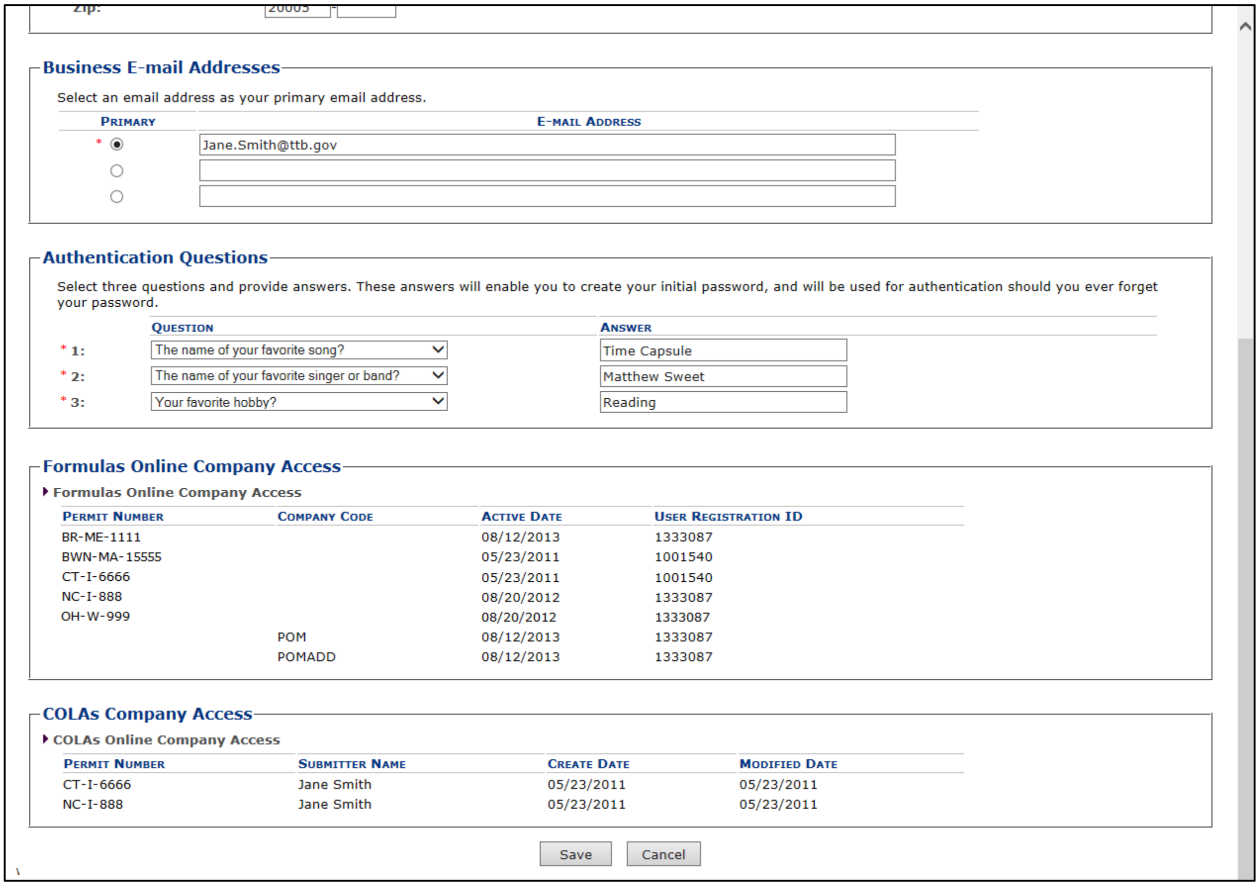


Figure 345: User Profile (Bottom)



3.17.1 Update My Profile

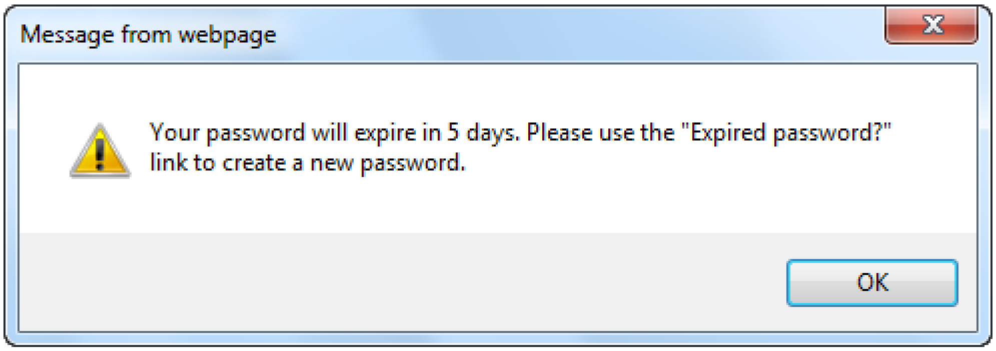
Follow these steps to view and/or edit your user profile information:

1. Select the My Profile link in the Main Navigation Menu. The User Profile page displays. See Figure 344 and Figure 345.
2. Make changes to your personal information and business e-mail addresses if applicable.
3. Make changes to your authentication questions and answers if applicable.
4. Select the **Save** button. An informational message displays at the top of the page stating your changes have been successfully saved.
5. Select the **Change Password** button to change your system password. See Section 3.18 Change Password.
6. Select the **Cancel** button to exit without making changes.

3.18 CHANGE PASSWORD

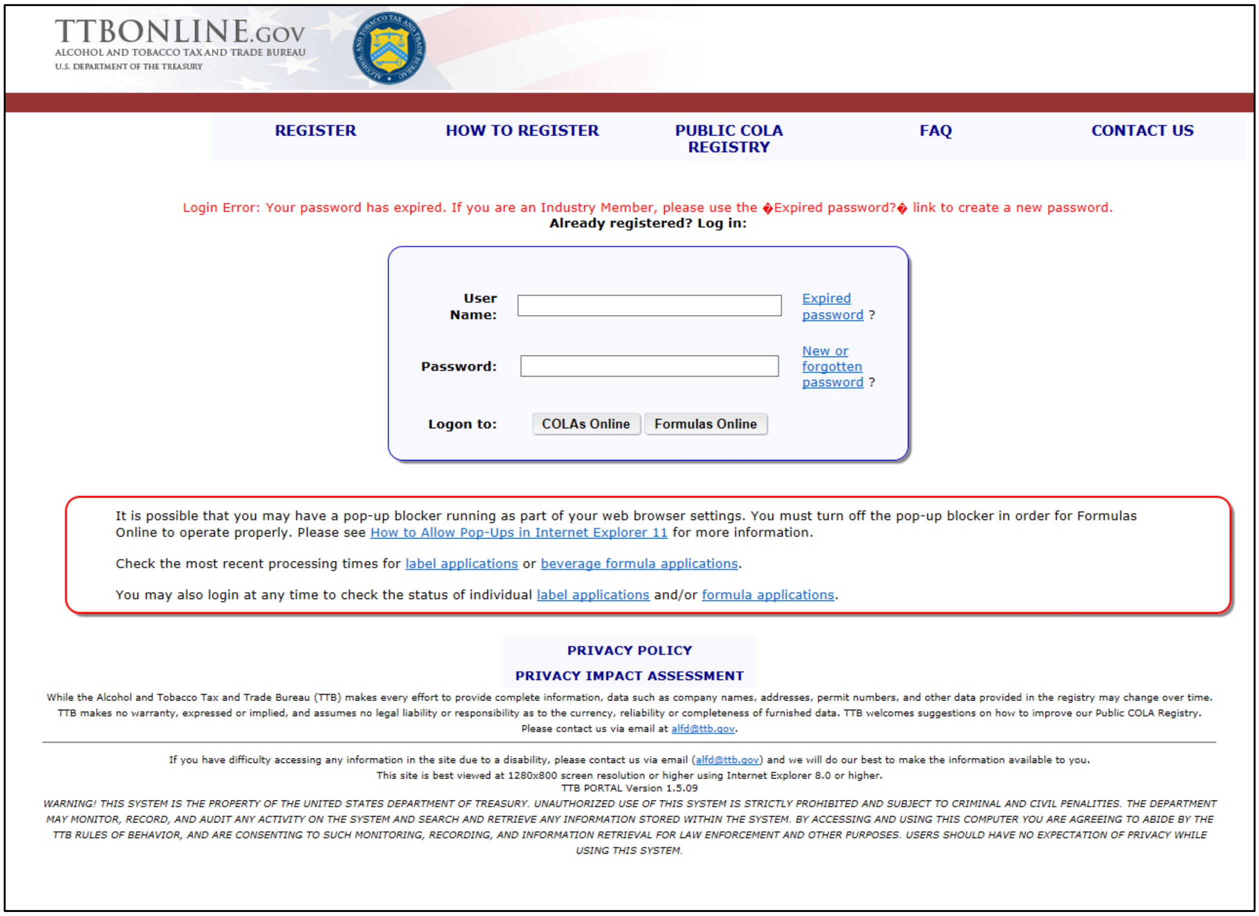
Passwords expire every 90 days and you will be required to change your password before expiration. You can change your password at any time through the Password Change Utility. If you login to Formulas Online when your password is due to expire, a confirmation message box displays reminding you to change your password through the Password Change Utility. See Figure 346. You may select the **OK** button and follow the steps in Section 3.18.3 Reset Your Expired Password to change your password through the Password Change Utility.

Figure 346: Change Password Reminder Confirmation



If your password expires before you are able to change your password, an error message displays when you attempt to login to Formulas Online. See Figure 347.

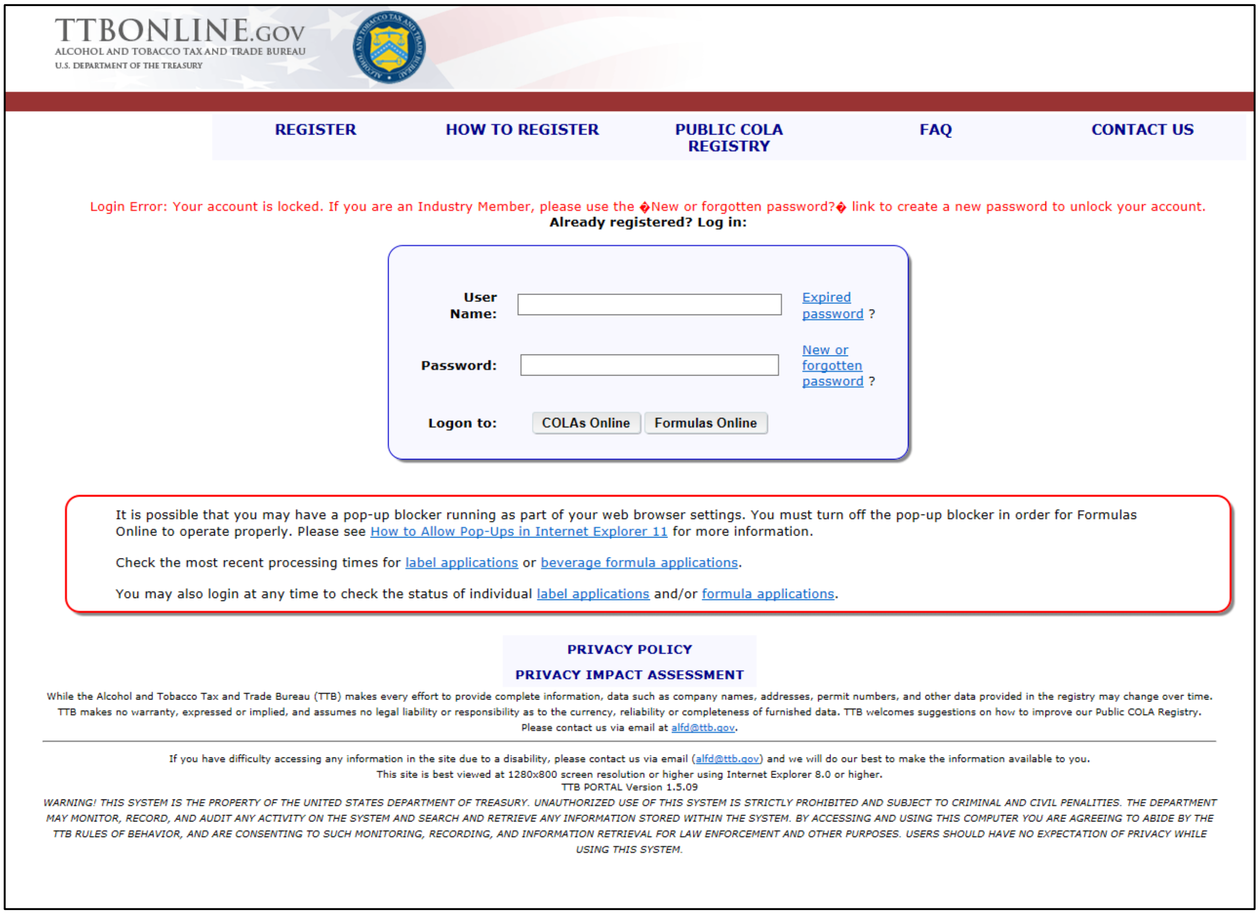
Figure 347: Expired Password Error Message



You may follow the steps in Section 3.18.3 Reset Your Expired Password to reset your expired password through the Password Change Utility.

If you attempt to login to Formulas Online multiple times with an invalid user name/password combination, you will lock your account. An error message displays stating your account is locked. See Figure 348.

Figure 348: Locked Account Error Message



You may reset your password to unlock your account. Follow the steps in Section 3.18.4 Unlock Your Locked Account to unlock your account by resetting your password through the Password Change Utility.

If you have simply forgotten your password, but it is not expired, you may follow the steps in Section 3.18.2 Reset Your Forgotten Password to reset your forgotten password through the Password Change Utility.

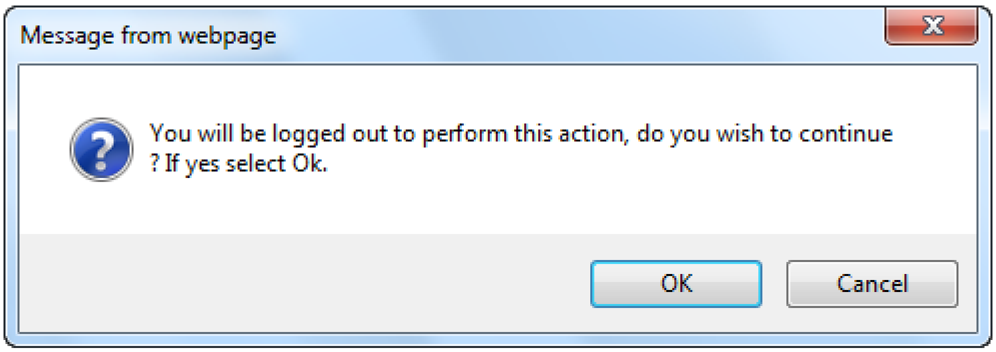
After one year of inactivity, your user ID will also be deleted and you will need to re-register if you wish to resume using Formulas Online. Follow the steps in Section 3.4.2 Create a New User Registration to re-register.

3.18.1 Change Your Password

Follow these steps to change a Formulas Online system password through the Password Change Utility:

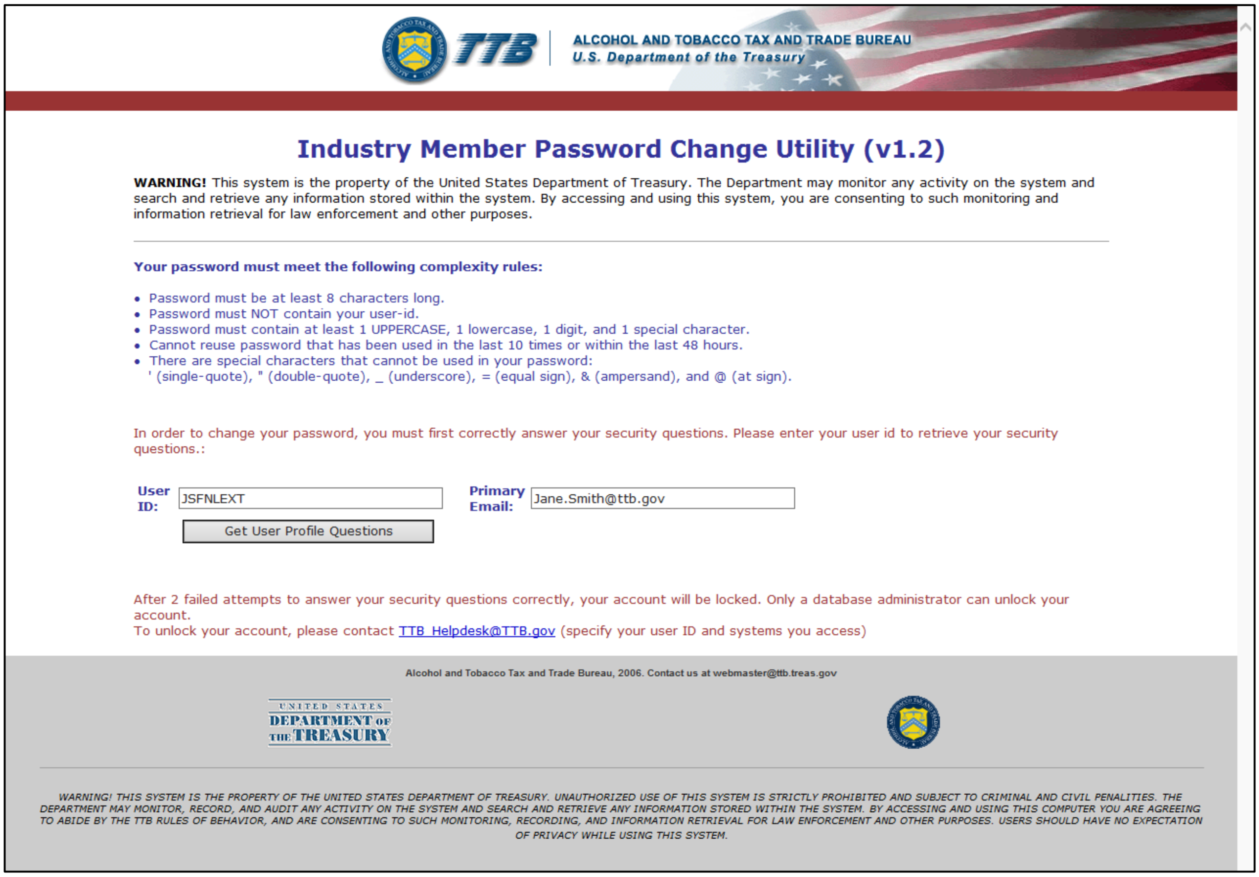
1. Select the My Profile link from the main navigation banner. The My Profile page displays. See Figure 344 and Figure 345.
2. Select the Change Password link. A confirmation message box displays stating you will be logged out to perform this action. See Figure 349.

Figure 349: Change Password – Change Password Logout Confirmation



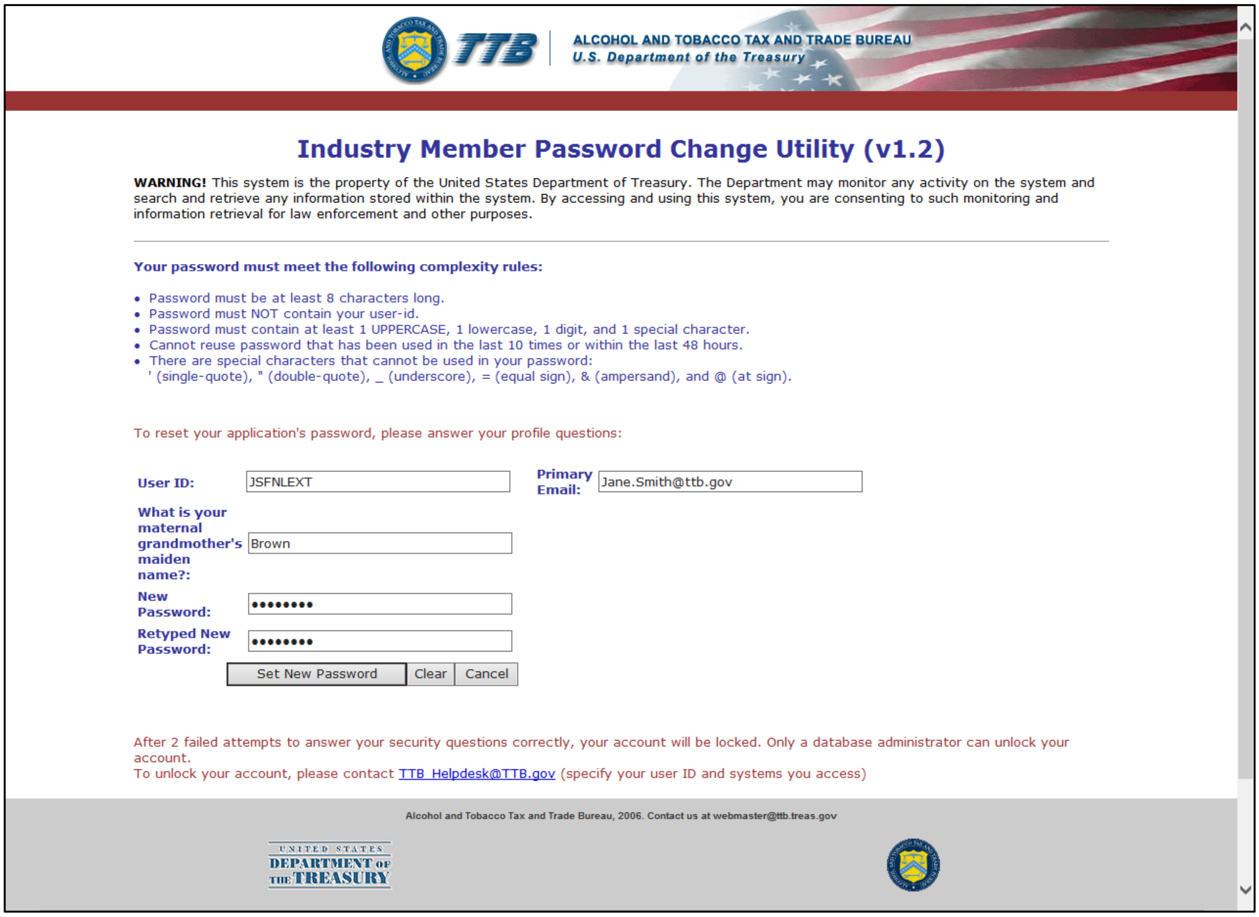
3. Select the **OK** button to confirm. The confirmation message box closes and you are logged out of Formulas Online. The Password Change Utility login page displays. See Figure 350.

Figure 350: Change Password – Password Change Utility Login



4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 351.

Figure 351: Change Password – Password Change Utility Main Page



►**Note:** If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

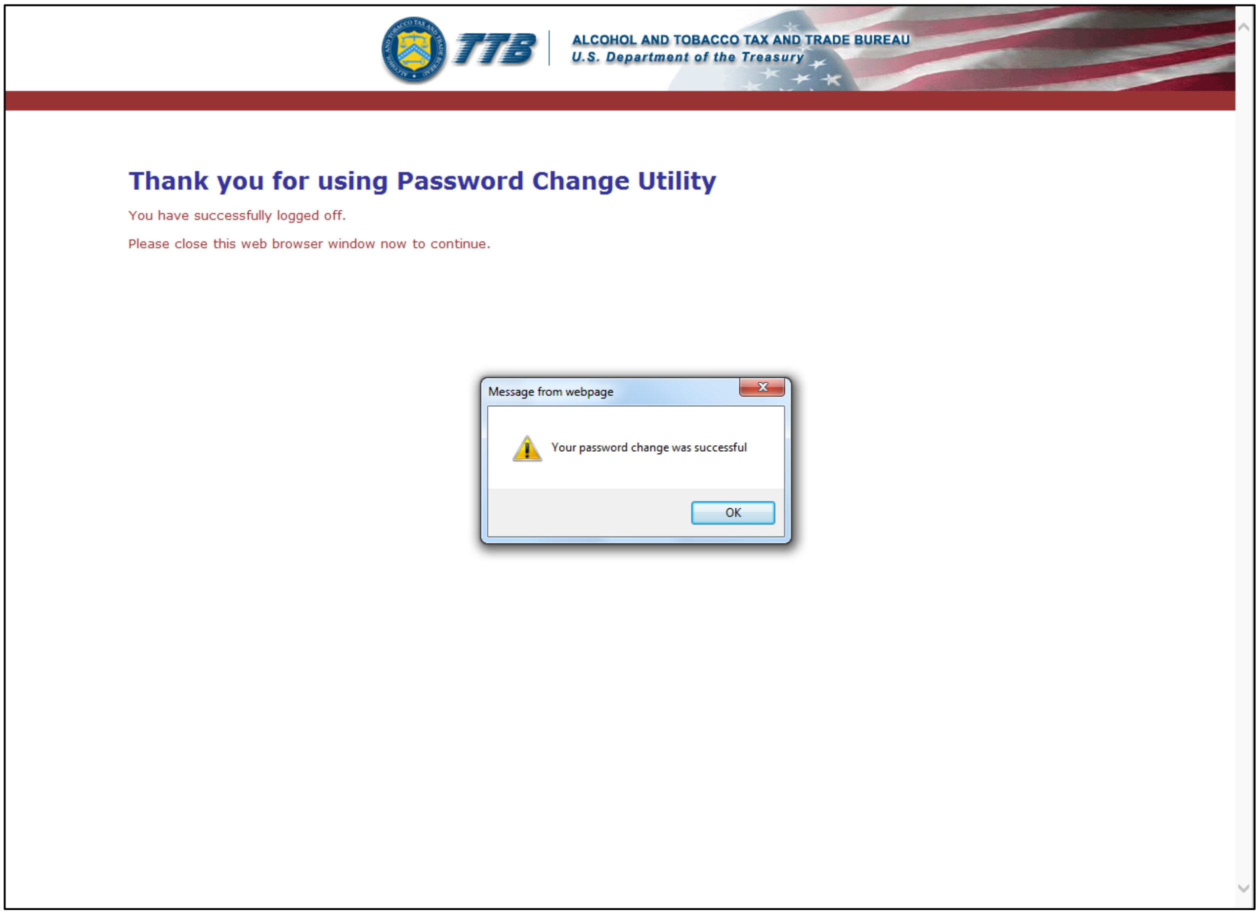
►**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Submit** button. A confirmation message box displays stating your password was successfully changed. See Figure 352.

Figure 352: Change Password – Password Change Successful



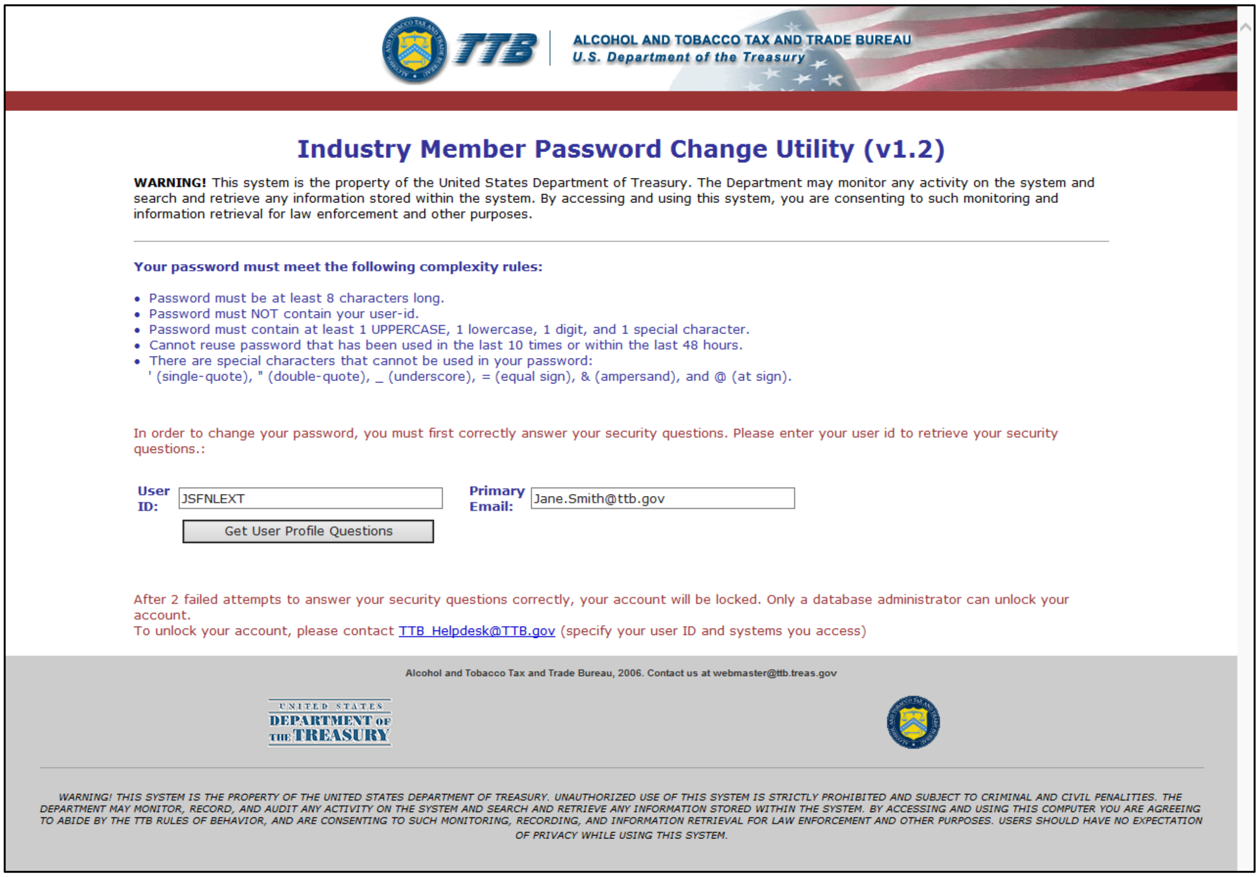
13. Select the **OK** button. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 33.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password

3.18.2 Reset Your Forgotten Password

Follow these steps to reset a forgotten Formulas Online system password through the Password Change Utility:

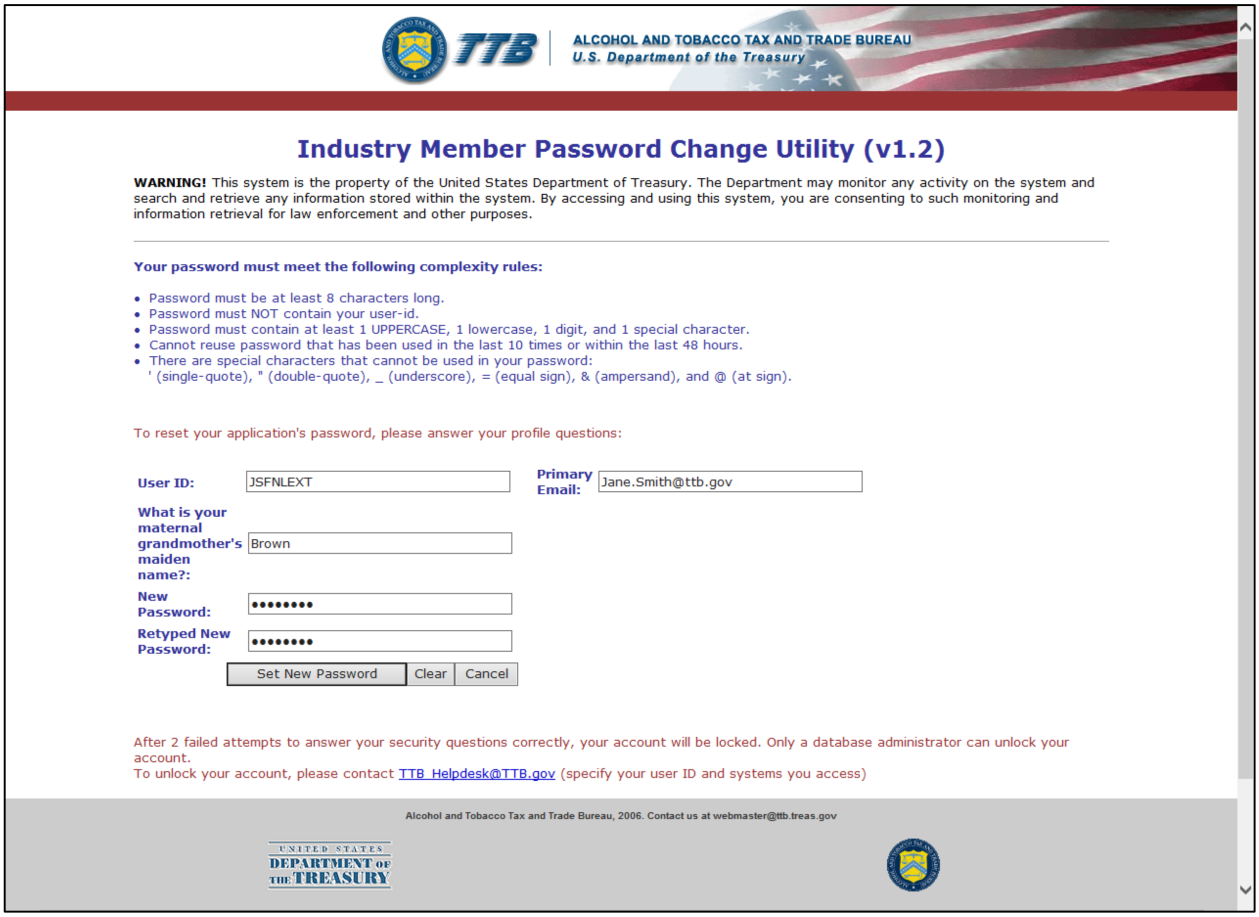
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 33.
3. Select the New or forgotten password? link. The Password Change Utility displays. See Figure 353.

Figure 353: Reset Forgotten Password – Password Change Utility Login



4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 354.

Figure 354: Reset Forgotten Password – Password Change Utility Main Page



►**Note:** If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

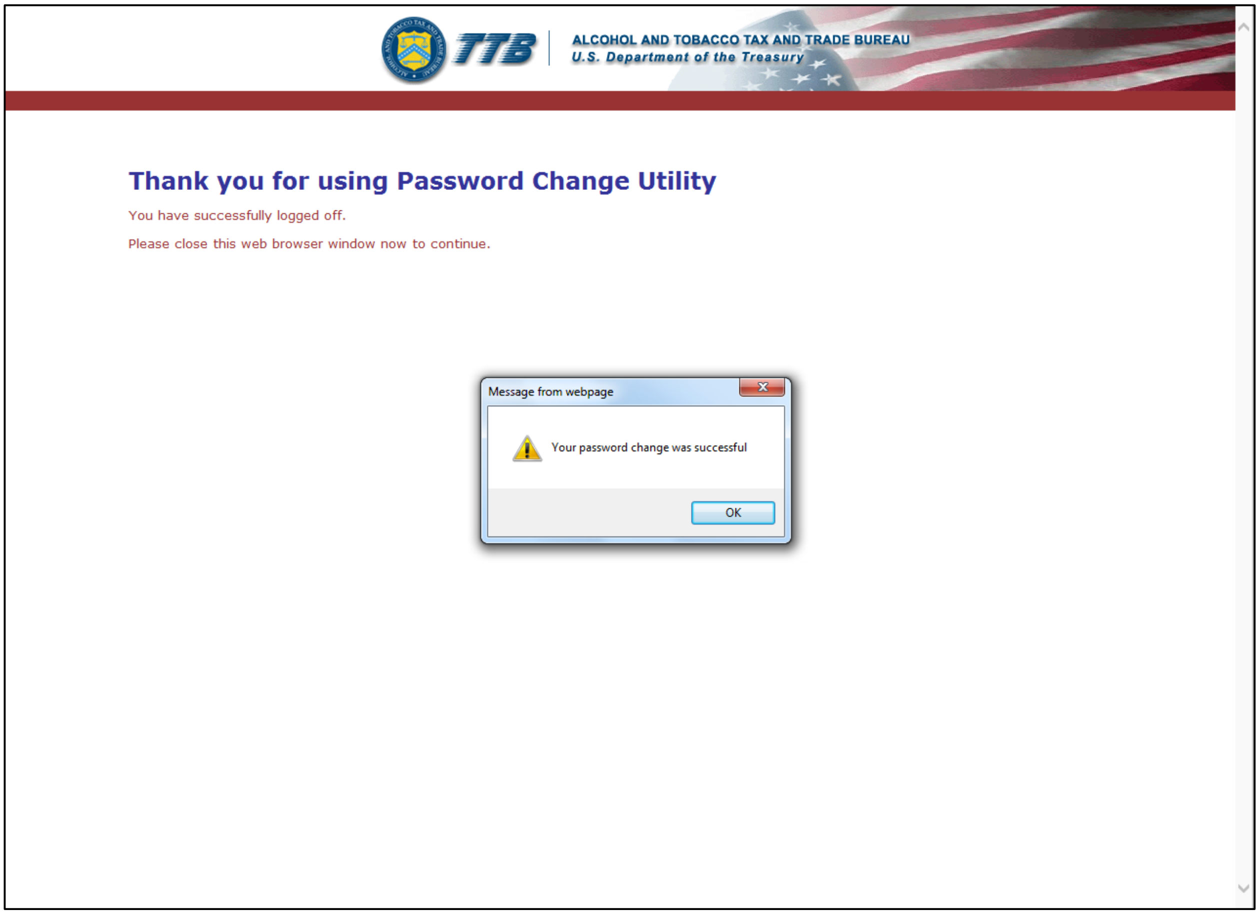
►**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 355.

Figure 355: Reset Forgotten Password – Password Change Successful



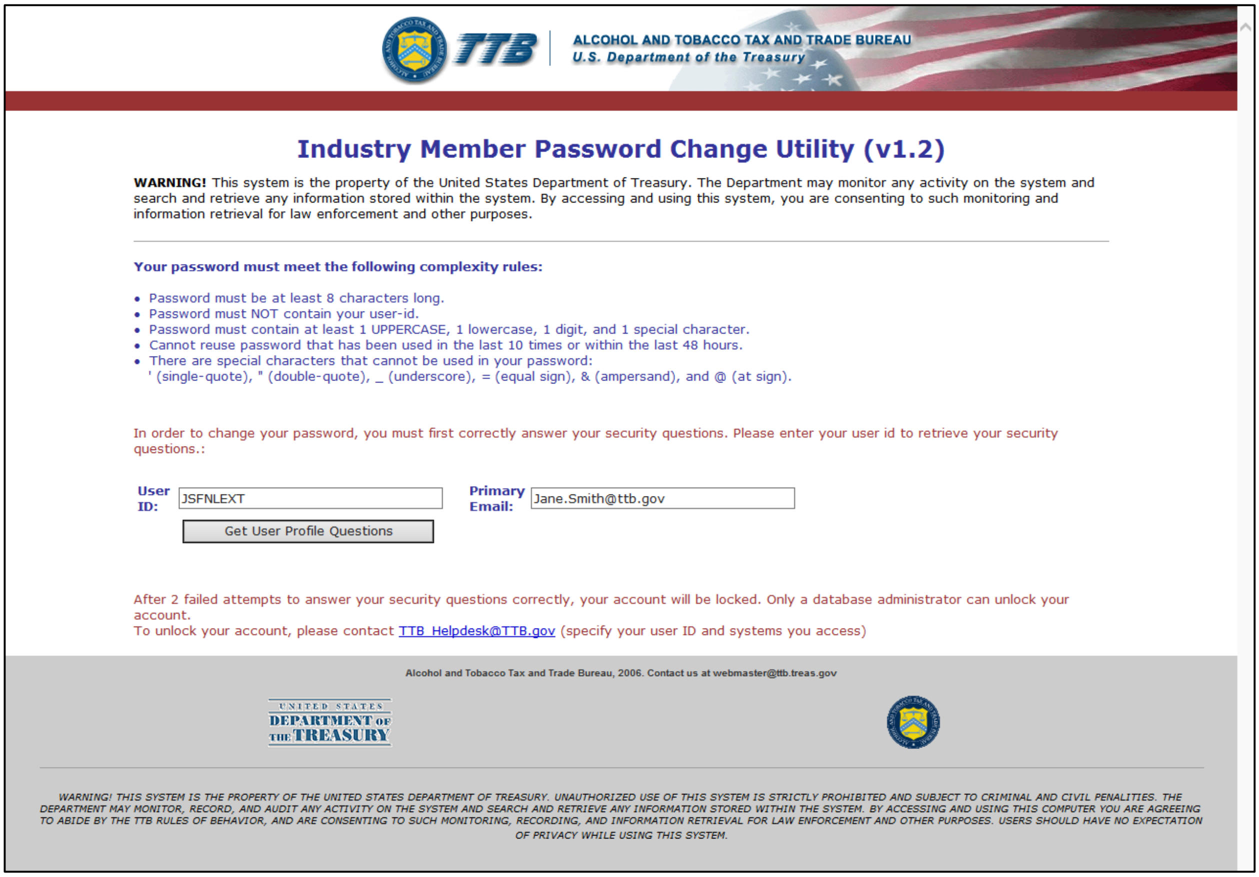
13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 33.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password.

3.18.3 Reset Your Expired Password

Follow these steps to reset an expired Formulas Online system password through the Password Change Utility:

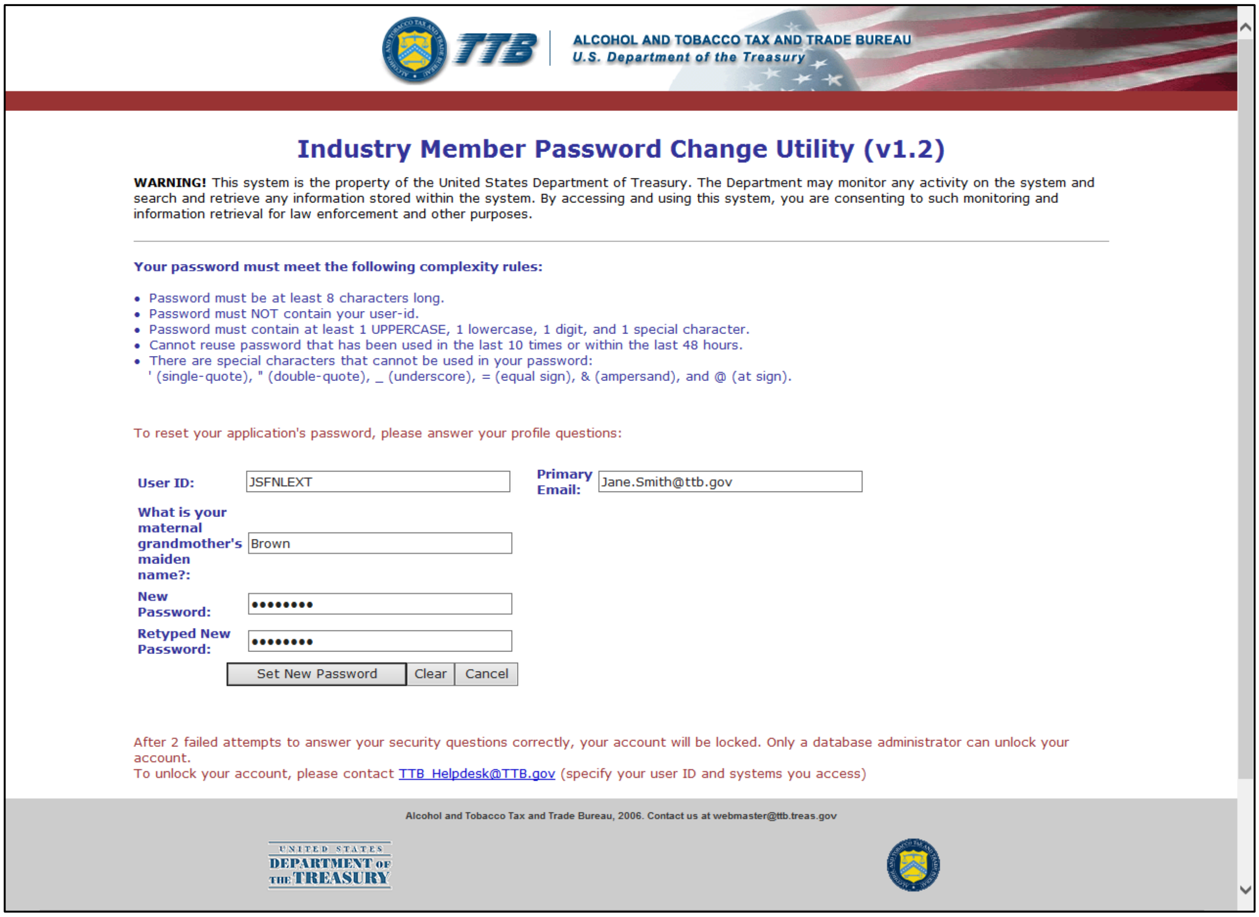
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 33.
3. Select the Expired password? link. The Password Change Utility displays. See Figure 356.

Figure 356: Reset Expired Password – Password Change Utility Login



4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 357.

Figure 357: Reset Expired Password – Password Change Utility Main Page



►**Note:** If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

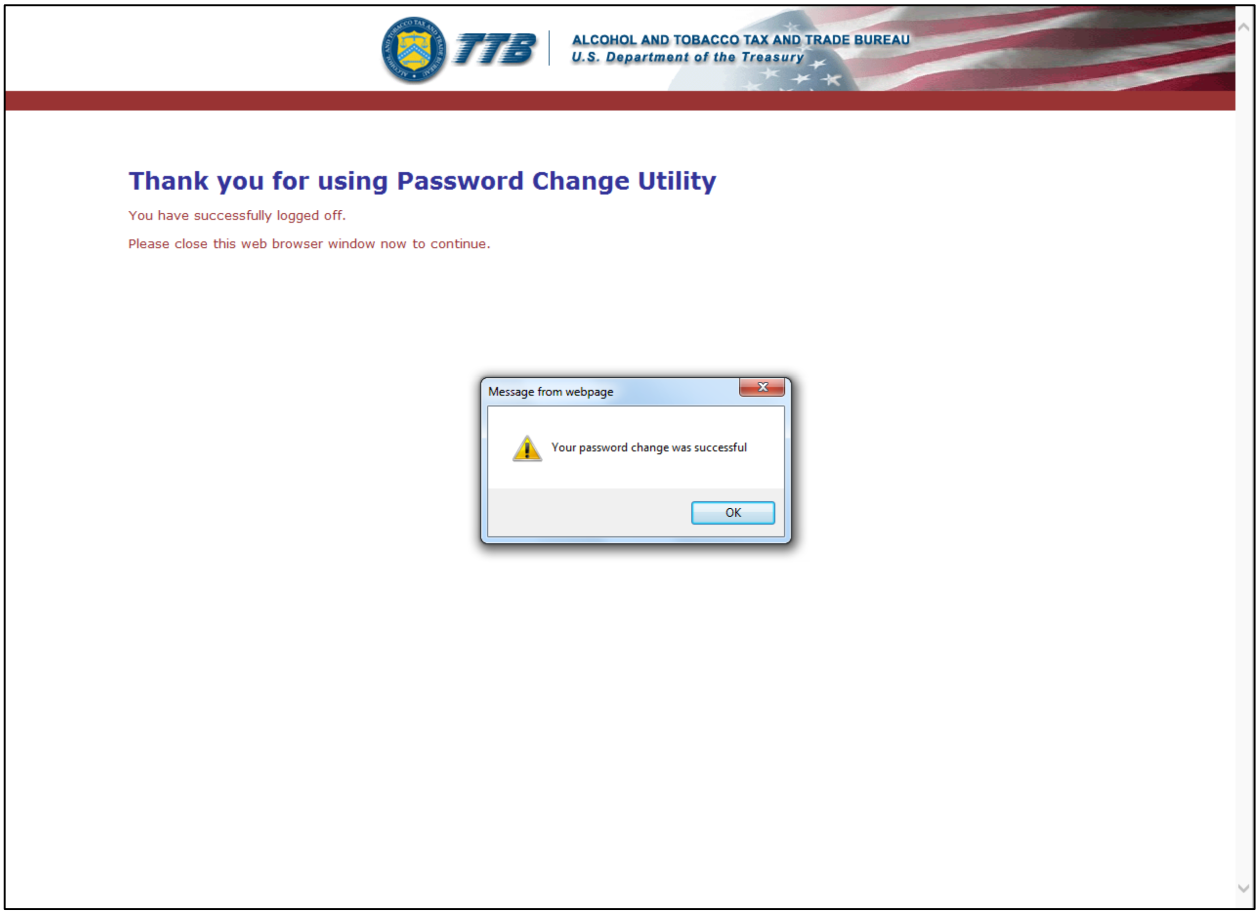
►**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must not contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 358.

Figure 358: Reset Expired Password – Password Change Successful



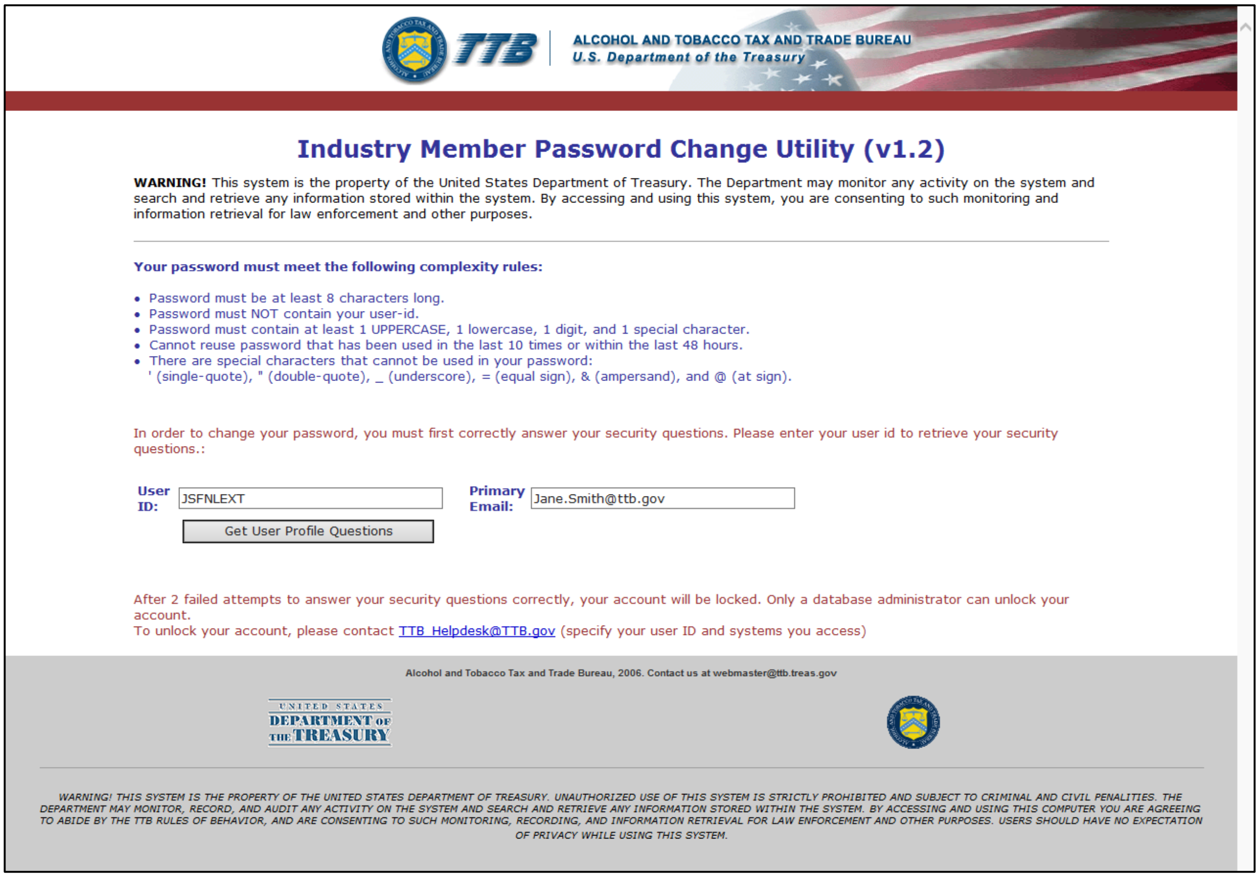
13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 33.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password.

3.18.4 Unlock Your Locked Account

Follow these steps to unlock a locked Formulas Online account through the Password Change Utility:

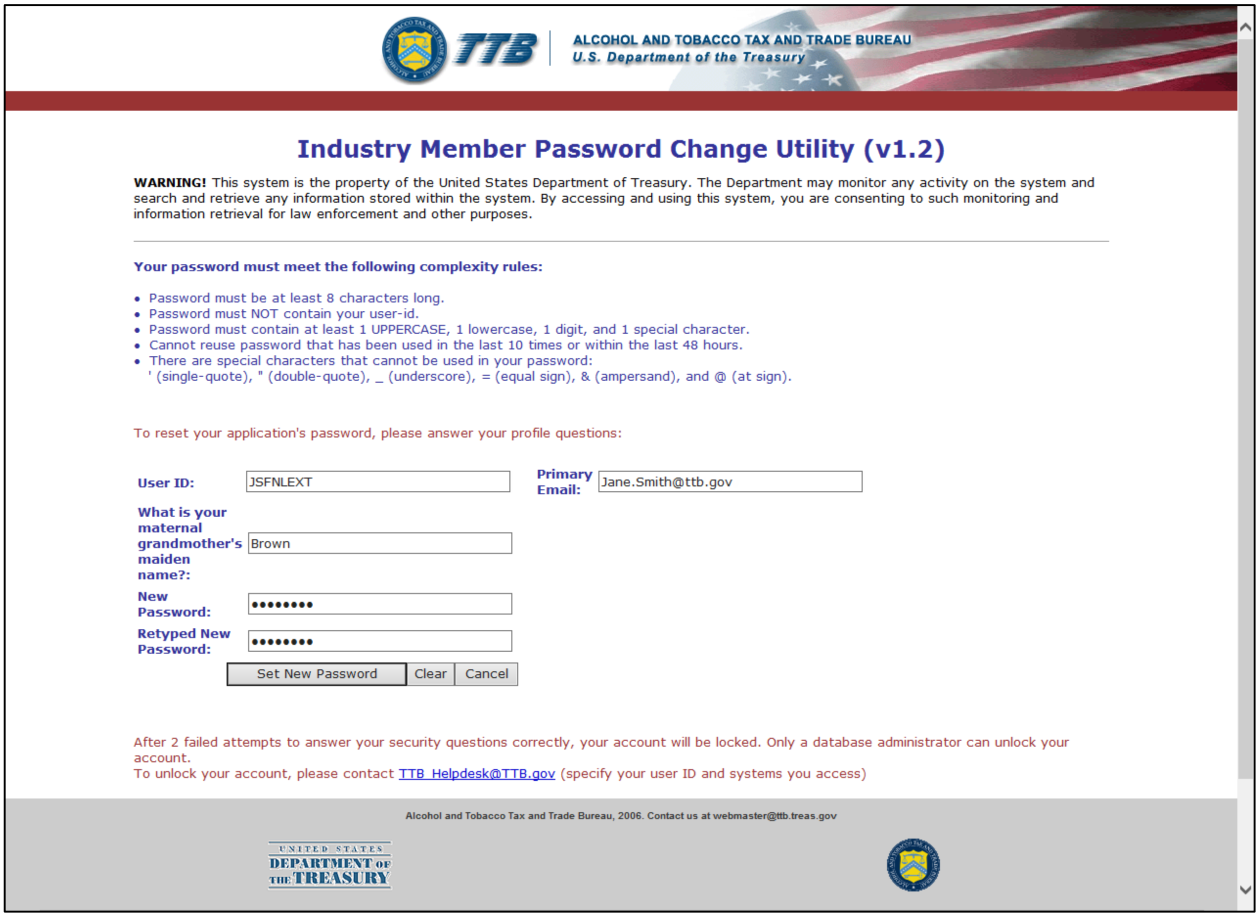
1. From your web browser, enter https://www.ttbonline.gov/ in the address field.
2. Press the **Enter** key. The TTB Online Portal page displays. See Figure 33.
3. Select the New or forgotten password? link. The Password Change Utility displays. See Figure 359.

Figure 359: Unlock Locked Account – Password Change Utility Login



4. Enter your user ID in the User ID field.
5. Enter your e-mail address in the Primary Email address field.
6. Select the **Get User Profile Questions** button. The system displays one of the three authentication questions you answered when you filled out the user registration initially. See Figure 360.

Figure 360: Unlock Locked Account – Password Change Utility Main Page



►**Note:** If you fail two times to answer your security questions correctly, your account will be locked in the application. Please contact the TTB Help Desk at 866-927-2533 (Option 2) to have your account unlocked in the application.

7. Enter the answer for your security question in the available field.
8. Enter the password in the New Password field.
9. Enter the password in the Retyped New Password field.

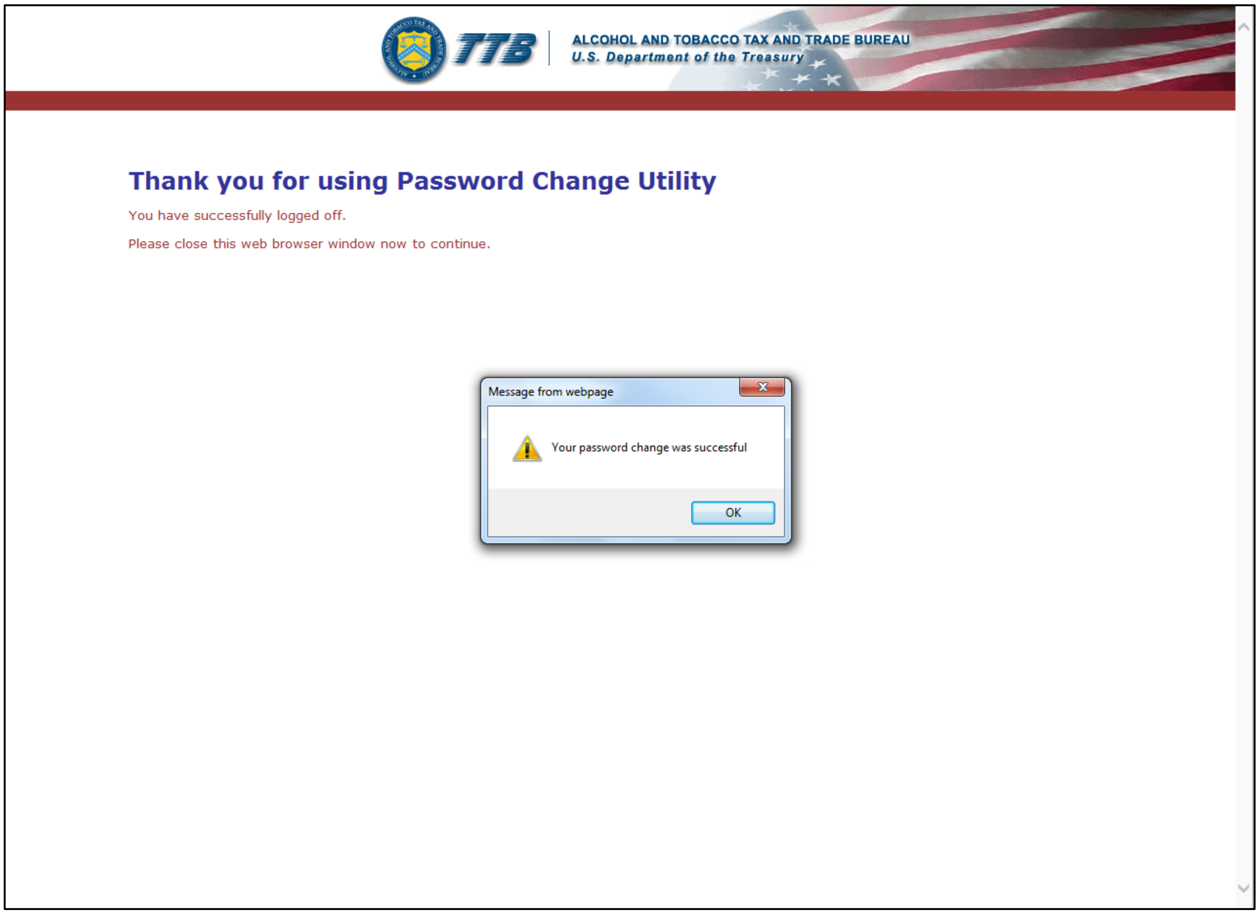
►**Note:** Passwords must meet the following complexity rules:

- Password must be at least 8 characters long.
- Password must <u>not</u> contain your user ID.
- Password must contain at least 1 UPPERCASE, 1 lowercase, 1 digit, and 1 special character.
- You cannot reuse a password that has been used in the last 10 times or within the last 48 hours.
- You cannot use the following special characters: ' (single-quote), " (double-quote), _ (underscore), = (equal sign), & (ampersand), and @ (at sign).

10. If you make a mistake, select the **Clear** button to clear the entry before setting your new password.

11. If you change your mind, select the **Cancel** button to cancel before setting your new password.
12. Select the **Set New Password** button. A confirmation message box displays stating your password was successfully changed. See Figure 361.

Figure 361: Unlock Locked Account – Password Change Successful

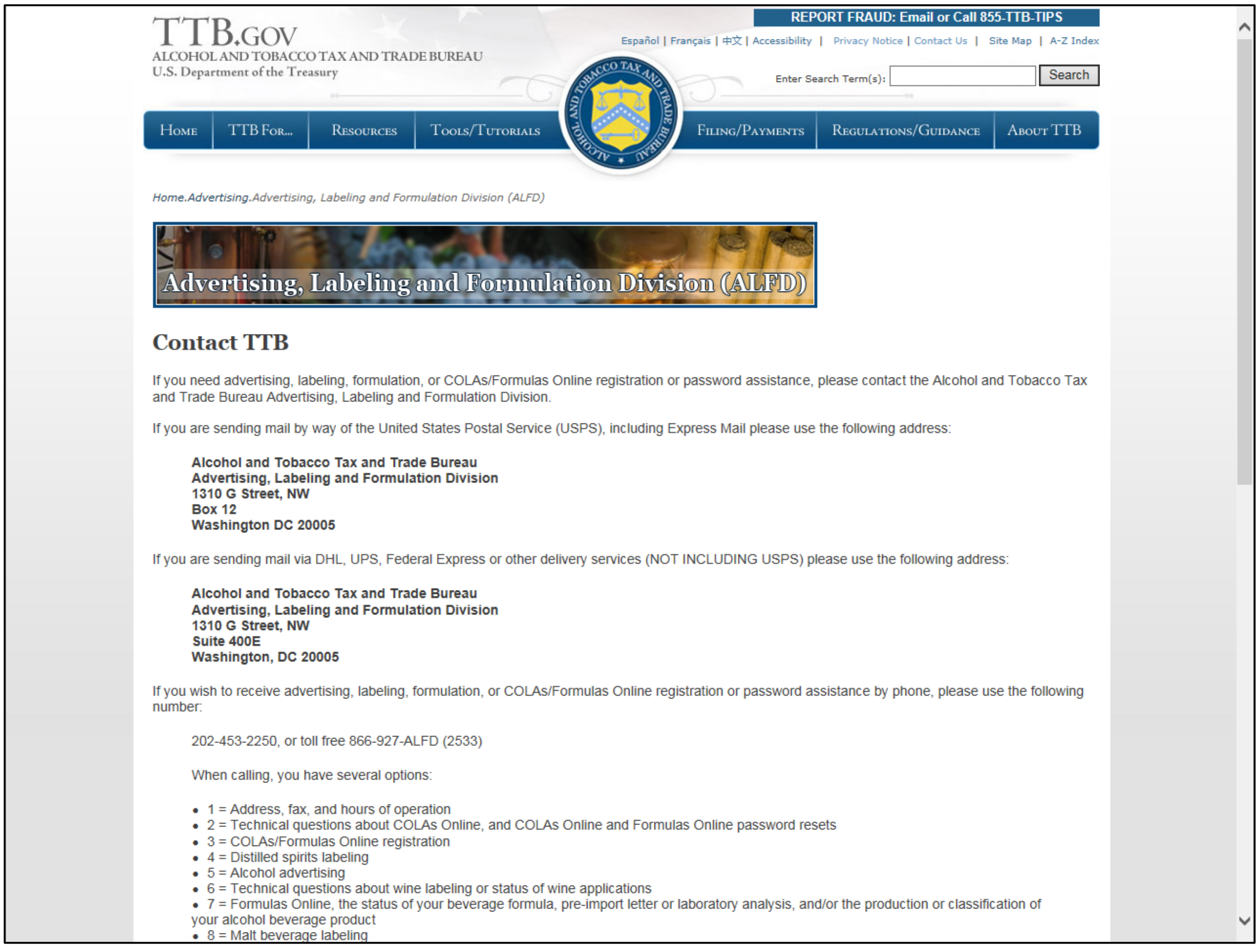


13. Select the **OK** button to confirm. The Password Change Utility closes and the TTB Online Portal page displays. See Figure 33.
14. Follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page to login to Formulas Online using your user ID and new password.

3.19 CONTACT US

The Contact Us link displays the Contact TTB page. The Contact TTB page provides information on how to contact ALFD Customer Service via the ALFD mailing address, Phone Number, Fax Number, or ALFD e-mail address. Figure 362 details the Contact TTB page.

Figure 362: Contact TTB



3.19.1 Access Contact Us

Follow these steps to access the Contact TTB page through the Contact Us link:

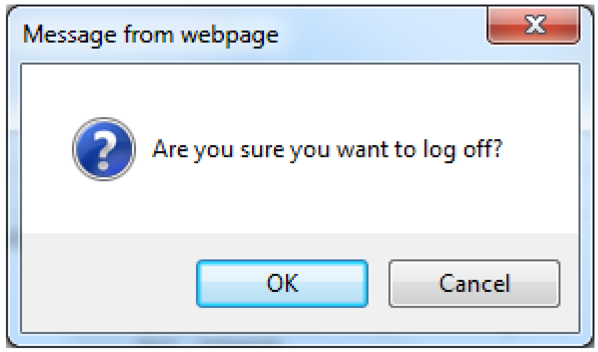
1. Select Contact Us link in the main navigation banner or the Need Help Logging On and Using TTB Online? link in the TTB Online Portal page. The Contact TTB page displays. See Figure 362.

3.20 LOG OFF

Follow these steps to log off from Formulas Online:

1. Select the Log Off link in the main navigation banner. A confirmation message box displays prompting you to confirm your action. See Figure 363.

Figure 363: Log Off Confirmation



2. Select the **OK** button to confirm. The confirmation message box closes and Formulas Online logs you off and displays the TTB Online Portal page. See Figure 33.

►**Note:** To log back into Formulas Online, follow the steps in Section 3.3.1 Access Formulas Online through the TTB Online Portal Page.

3.21 ADDITIONAL FUNCTIONS

This section discusses the basic information for additional functions in the Formulas Online system. This section includes the following information:

- **Surrender a Formula** – See Section 3.21.1 Surrender a Formula
- **Withdraw a Submission** – See Section 3.21.2 Withdraw a Submission
- **Close a Submission** – See Section 3.21.3 Close a Submission
- **Send an E-Mail Message** – See Section 3.21.4 Send an E-Mail Message

3.21.1 Surrender a Formula

Formulas may only be surrendered using the most recent closed submission that contains the formula. If there is at least one submission eligible to be surrendered on the My Submissions home page or search results pages, the Surrender radio button displays at the top of the Submission ID column.

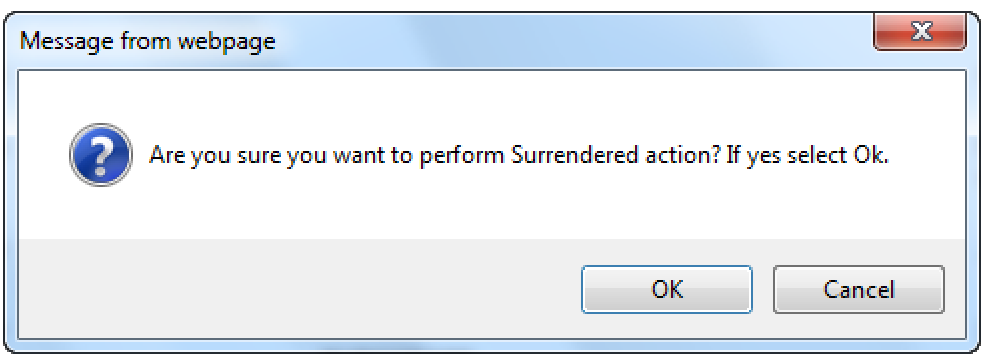
3.21.1.1 Surrender a Single Formula

Follow these steps to surrender a single formula:

1. Perform a search for the formula in the closed submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

   Alternatively, locate the formula in the closed submission on the My Submissions home page.
2. Select the Submission ID link.
3. Select the Surrender link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 364.

Figure 364: Surrender a Single Formula – Surrender Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and the disposition of the formula is changed to "Surrendered."

3.21.1.2 Surrender Multiple Formulas

Follow these steps to surrender one or more formulas from My Submissions or Search Results pages:

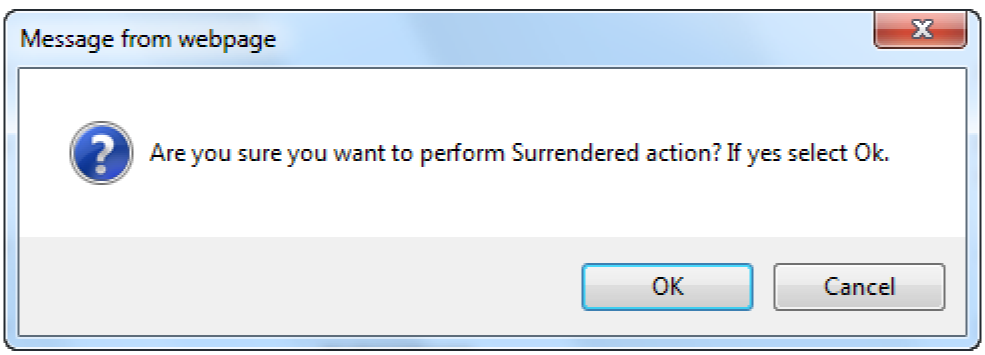
1. Perform a search for the formula in the closed submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

   Alternatively, locate the formula in the closed submission on the My Submissions home page.
2. Select the Surrender radio button.
3. Select the checkbox next to the Submission ID for each submission you wish to surrender.

►**Note:** Select the top-level checkbox to select all the submissions.

4. Select the **Go** button. A confirmation message box displays prompting you to confirm your action. See Figure 365.

Figure 365: Surrender Multiple Formulas – Surrender Confirmation



5. Select the **OK** button to confirm. The confirmation message box closes and the disposition of the selected formulas are changed to "Surrendered."

3.21.2 Withdraw a Submission

You may withdraw a submission using the Formulas Online system. This has the effect of cancelling the submission permanently.

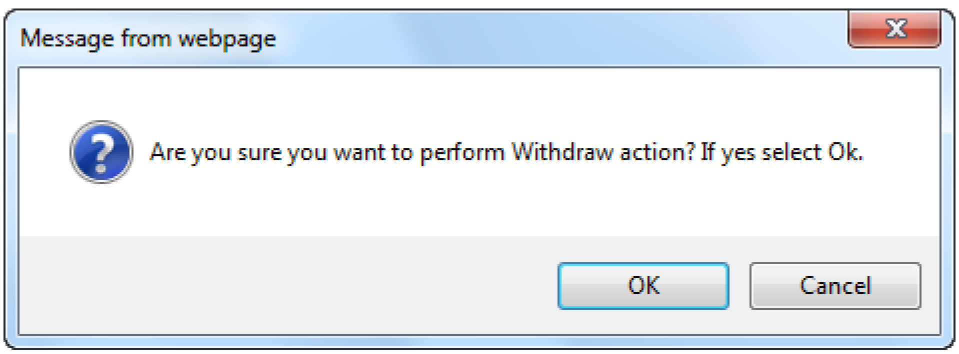
►**Note:** A submission may not be withdrawn when in any of the following statuses: “Draft,” “Closed,” or “Cancelled.”

Follow these steps to withdraw a submission:

1. Perform a search for the in-process submission. See Section 3.15 Searching for Submissions, Samples, and Formulas for more information.

   Alternatively, locate the in-process submission on the My Submissions home page.
2. Select the Submission ID link.
3. Select the Withdraw link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 366.

Figure 366: Withdraw a Submission – Withdraw Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and the status of the submission is changed to “Withdrawn.”

3.21.3 Close a Submission

Only TTB closes submissions. Close conditions vary depending on the submission type. Some formulas receive a disposition (e.g., “Approved,” “Rejected”) and all go through a review process. Non-formula submissions show a status of “Closed” but do not receive dispositions.

Should you wish to surrender a formula, you may do so yourself. See Section 3.21.1 Surrender a Formula for more information. If you cannot surrender a formula yourself for any reason, contact TTB to request that it be surrendered.

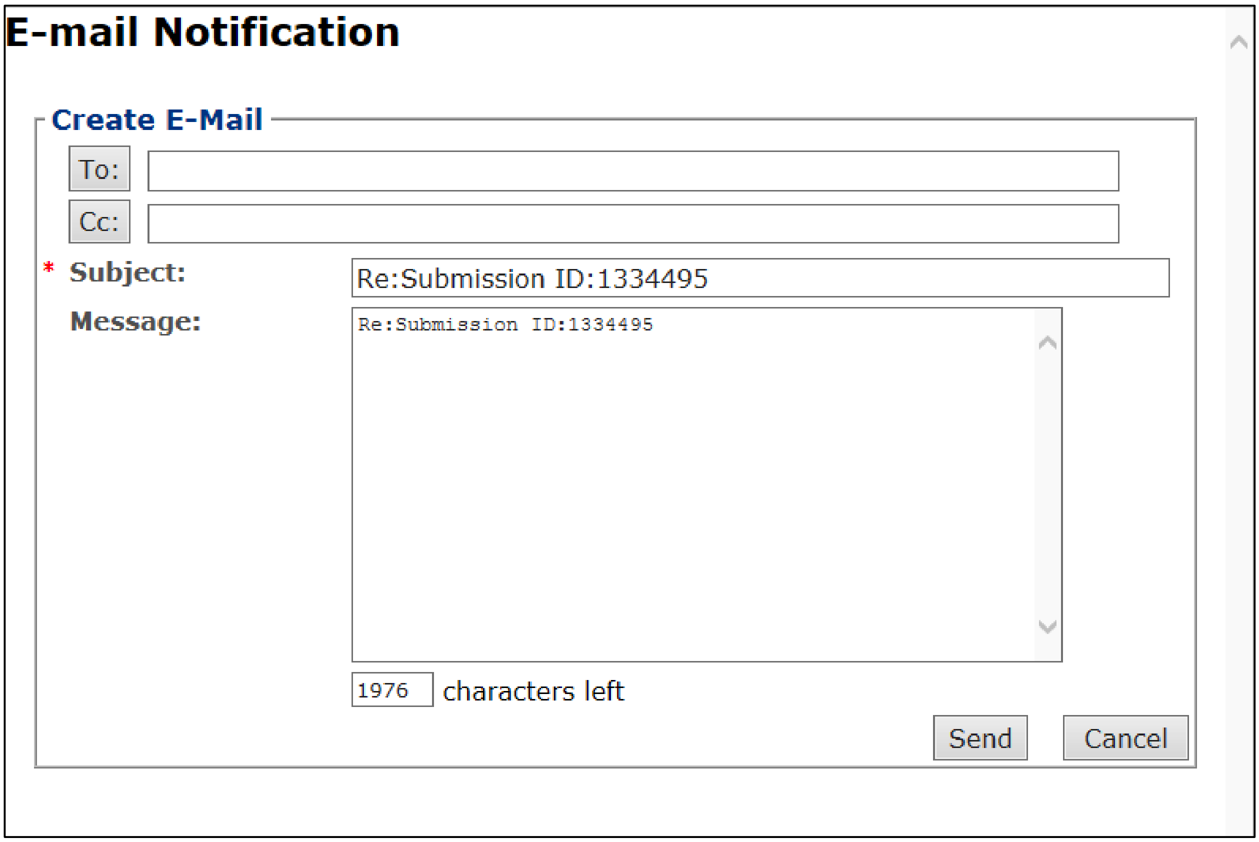
3.21.4 Send an E-Mail Message

You may send an ad hoc e-mail message to TTB staff using the Formulas Online system.

Follow these steps to send an e-mail message:

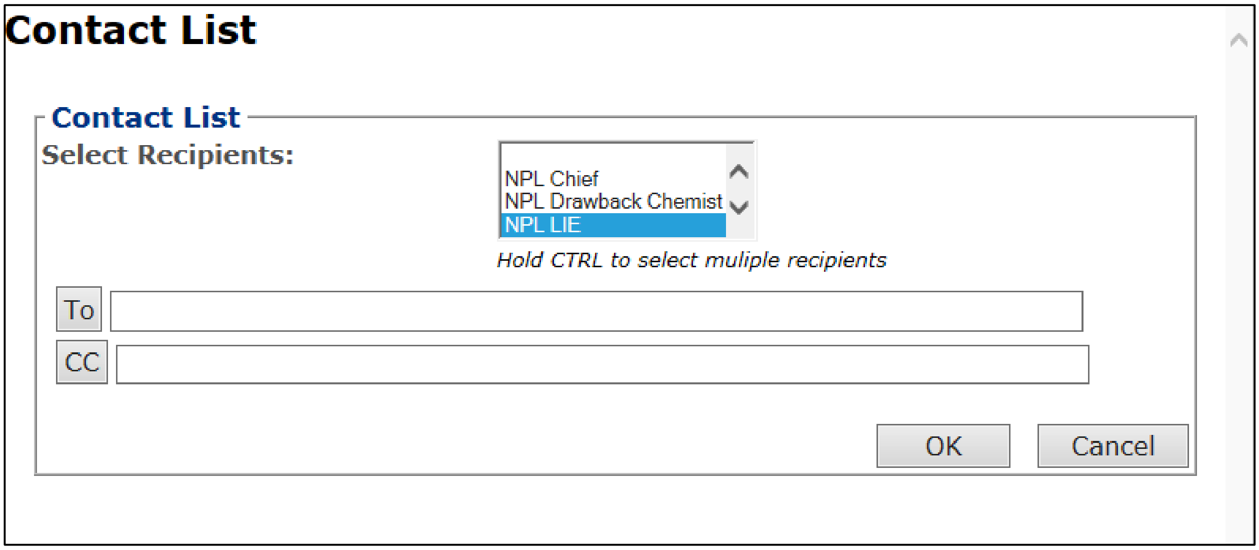
1. Select the Notify link in the action bar. The E-mail Notification pop-up window displays. See Figure 367.

Figure 367: Send an E-Mail Message – E-Mail Notification Pop-Up Window



2. Select the e-mail message recipients.
   a. Select the **To** button. The Contact List pop-up window displays. See Figure 368.

Figure 368: Send an E-Mail Message – Contact List Pop-Up Window



b. Select the primary recipients (by role) from the Select Recipients list.

►**Note:** BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.

►**Note:** Press the **CTRL** key to select multiple recipients.

c. Select the **To** button to add the primary recipients to the To field.

d. Select the secondary recipients (by role) from the Select Recipients list.

►**Note:** BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.

►**Note:** Press the **CTRL** key to select multiple recipients.

e. Select the **CC** button to add the secondary recipients to the CC field.

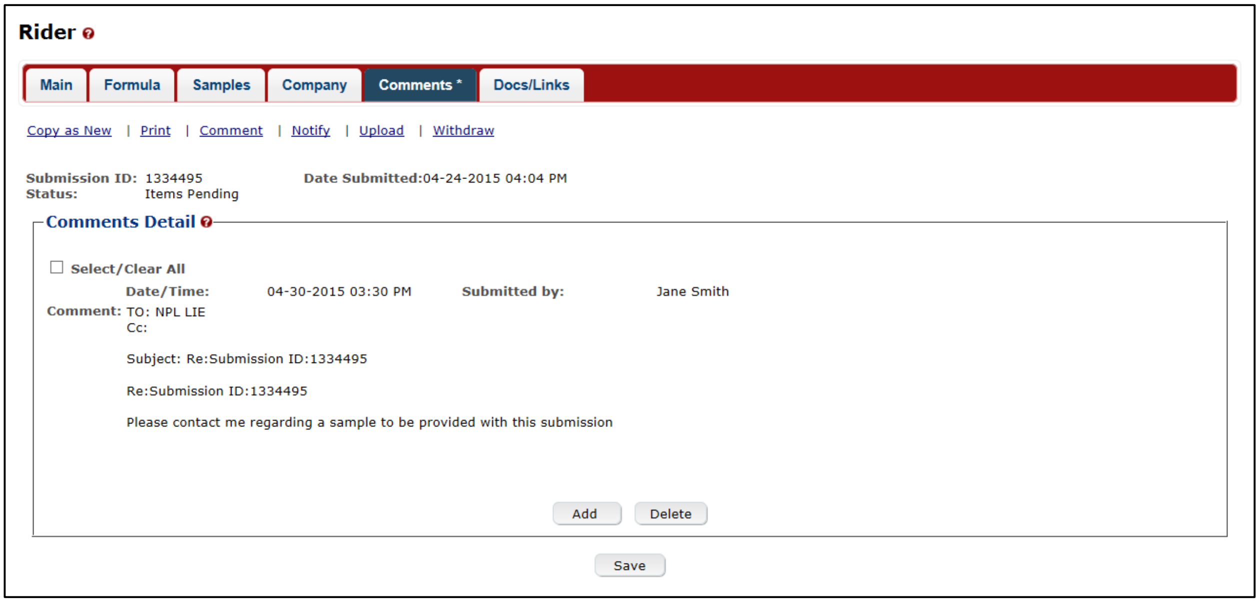
f. Select the **OK** button. The Contact List pop-up window closes and the E-mail Notification pop-up window displays.

3. Enter the e-mail message subject in the Subject field.
4. Enter the e-mail message in the Message field. See Figure 369.

Figure 369: Send an E-Mail Message – E-Mail Subject and Message Added

5. Select the **Send** button. The E-Mail Notification pop-up window closes and the e-mail message is sent to the selected recipients. A copy of the e-mail message is added to the Comments tab associated with the submission. See Figure 370.

Figure 370: Send an E-Mail Message – Comments Tab with E-Mail Notification Added



4 MESSAGE HANDLING

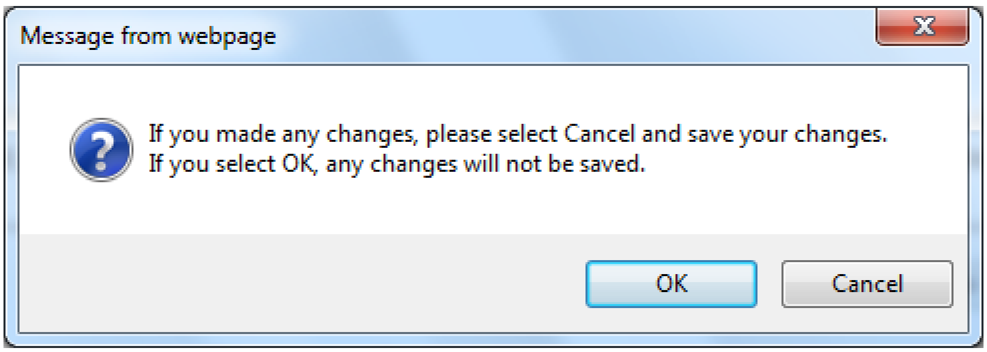
This section details how messages (confirmation, informational, and error) are handled in the Formulas Online system.

4.1 CONFIRMATION MESSAGES

The Formulas Online system displays a confirmation message box in front of the page when you attempt to perform an action and a confirmation is required. If you select the **OK** button, the system performs the action. If you select the **Cancel** button, the system displays the initial page, allowing you to change values in the fields, etc. and reattempt the action.

Figure 371 details a standard system confirmation message.

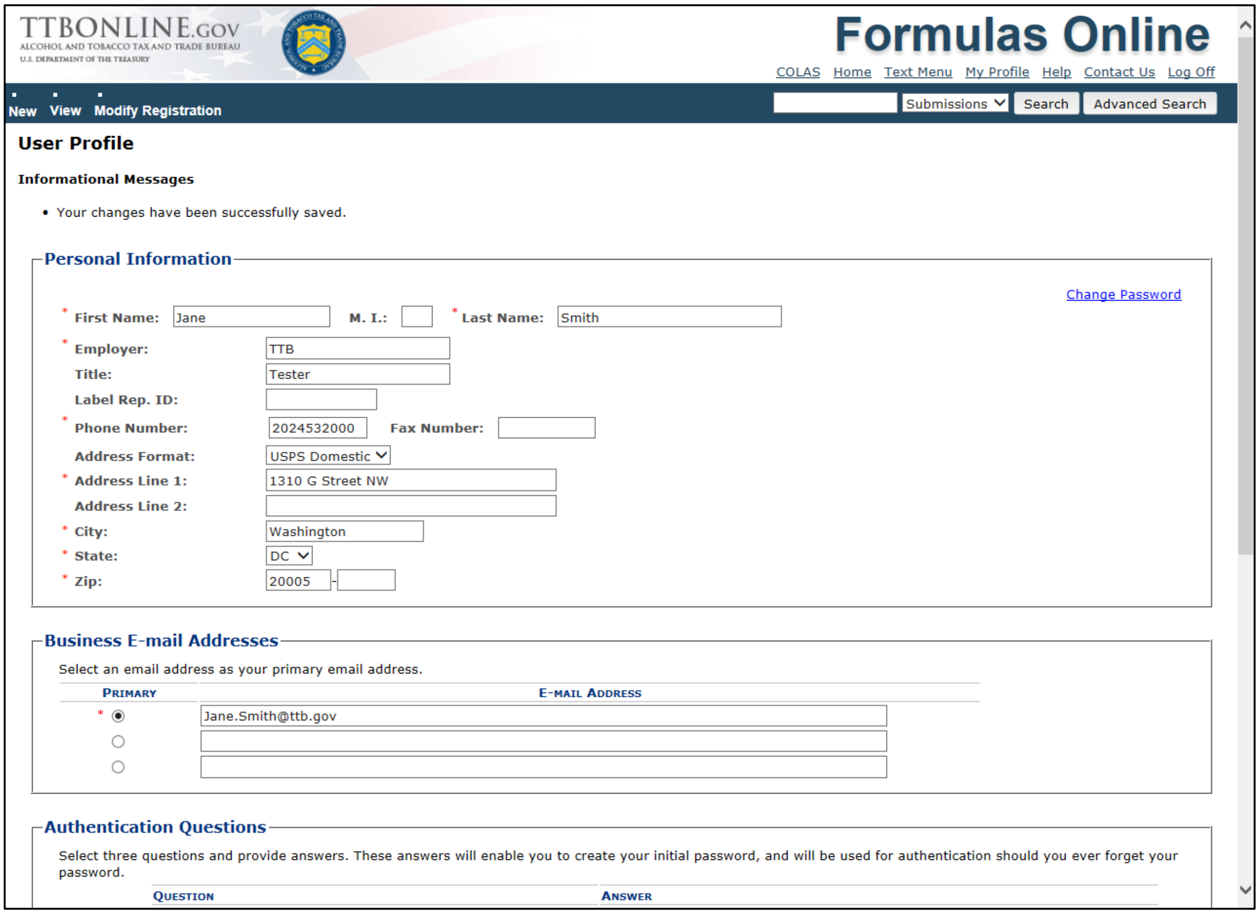
Figure 371: Confirmation Message



4.2 INFORMATIONAL MESSAGES

The Formulas Online system displays an informational message at the top of the page when the user successfully performs certain actions, such as saving a record. Figure 372 details a page with a standard system informational message.

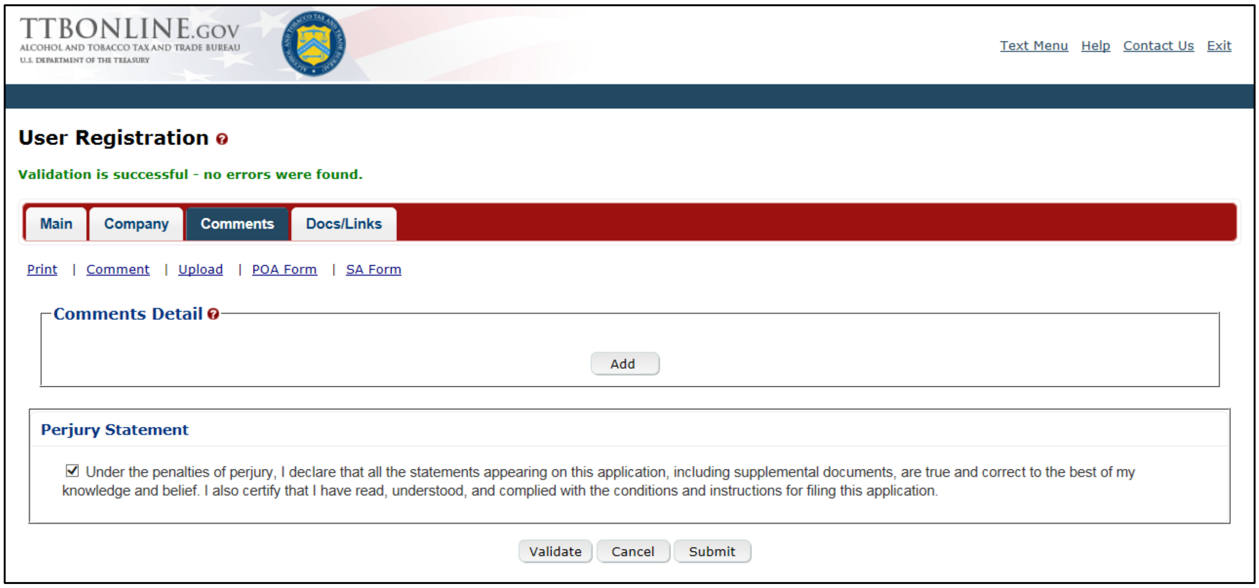
Figure 372: Informational Message



4.3 VALIDATION MESSAGES

The Formulas Online system displays a validation message at the top of the page when the user successfully performs a validation of a submission. Figure 373 details a page with a standard system validation message.

Figure 373: Validation Message



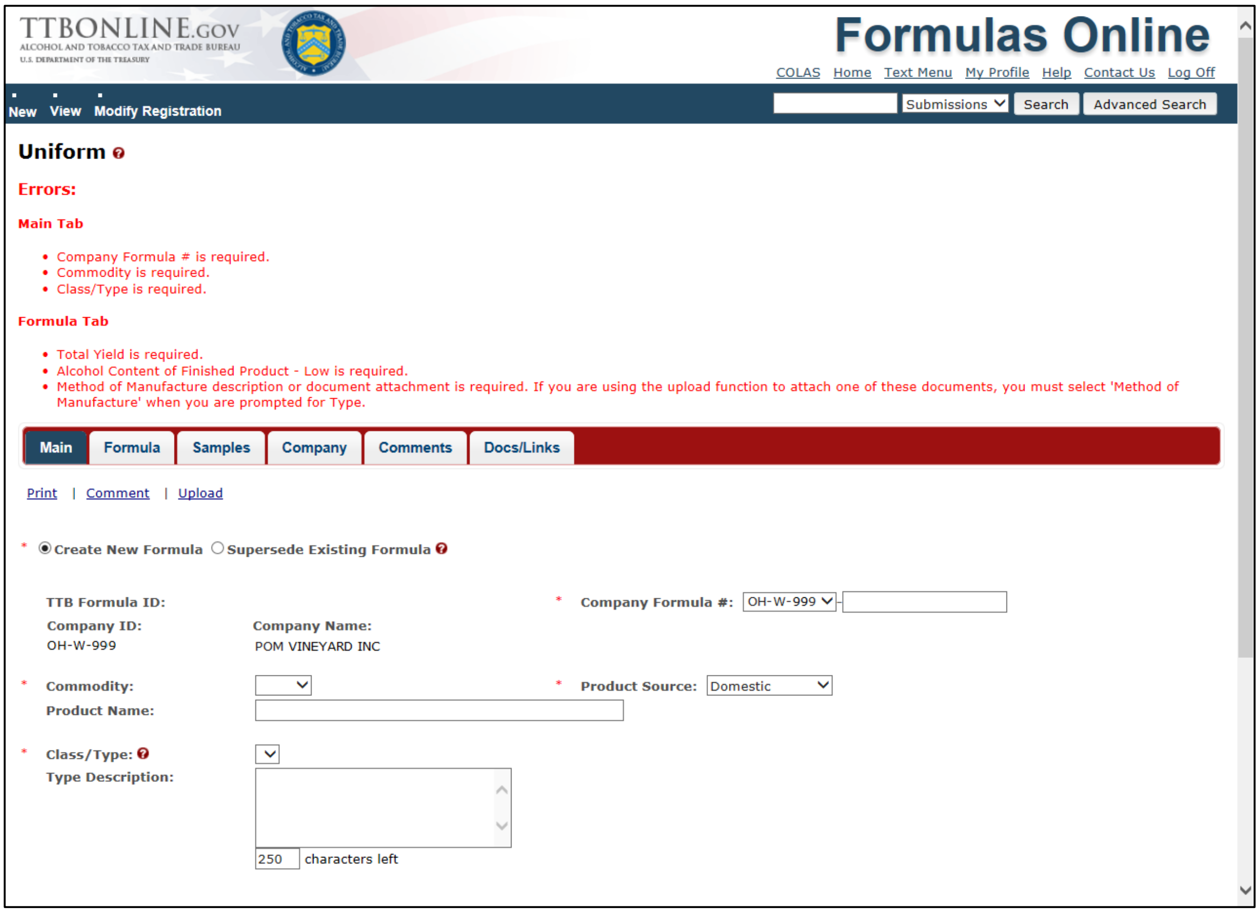
4.4 ERROR MESSAGES

The Formulas Online system displays an error message at the top of the page when the user attempts to validate data and encounters one of the following scenarios:

- A value is not entered or selected in a required field
- Invalid information is entered in a field
- Valid information is entered in a field in an invalid format
- A system error occurs

Figure 374 details a page with a standard system error message.

Figure 374: Error Message



Error messages contain detail about the specific error encountered by the user. For example, if the user has not entered or selected a required field, the error message states the field is required and the user cannot proceed before resolving the issue.

5 HELP FACILITIES

This section discusses the help facilities provided to users of the Formulas Online system.

5.1 FIELD LEVEL TOOL TIPS

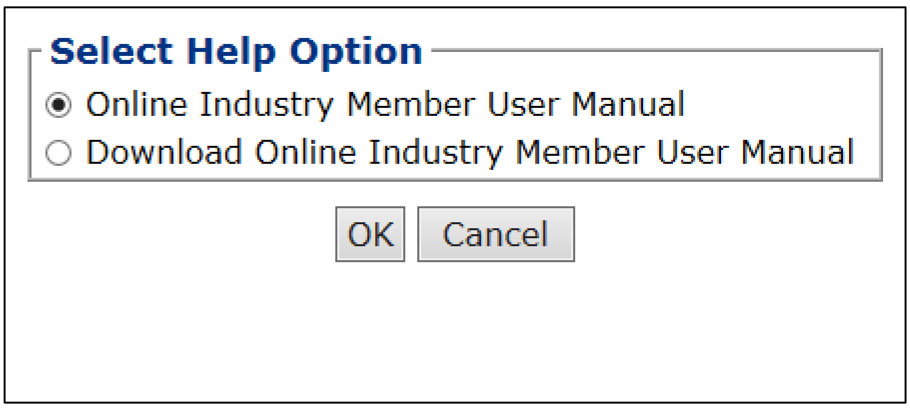
Tool tips are small rectangles of text that describes a field. Field level tool tips will be provided in the system when the user places the cursor over certain system field labels.

5.2 FORMULAS ONLINE INDUSTRY MEMBER ONLINE HELP

There are two ways to display online help in the Formulas Online system:

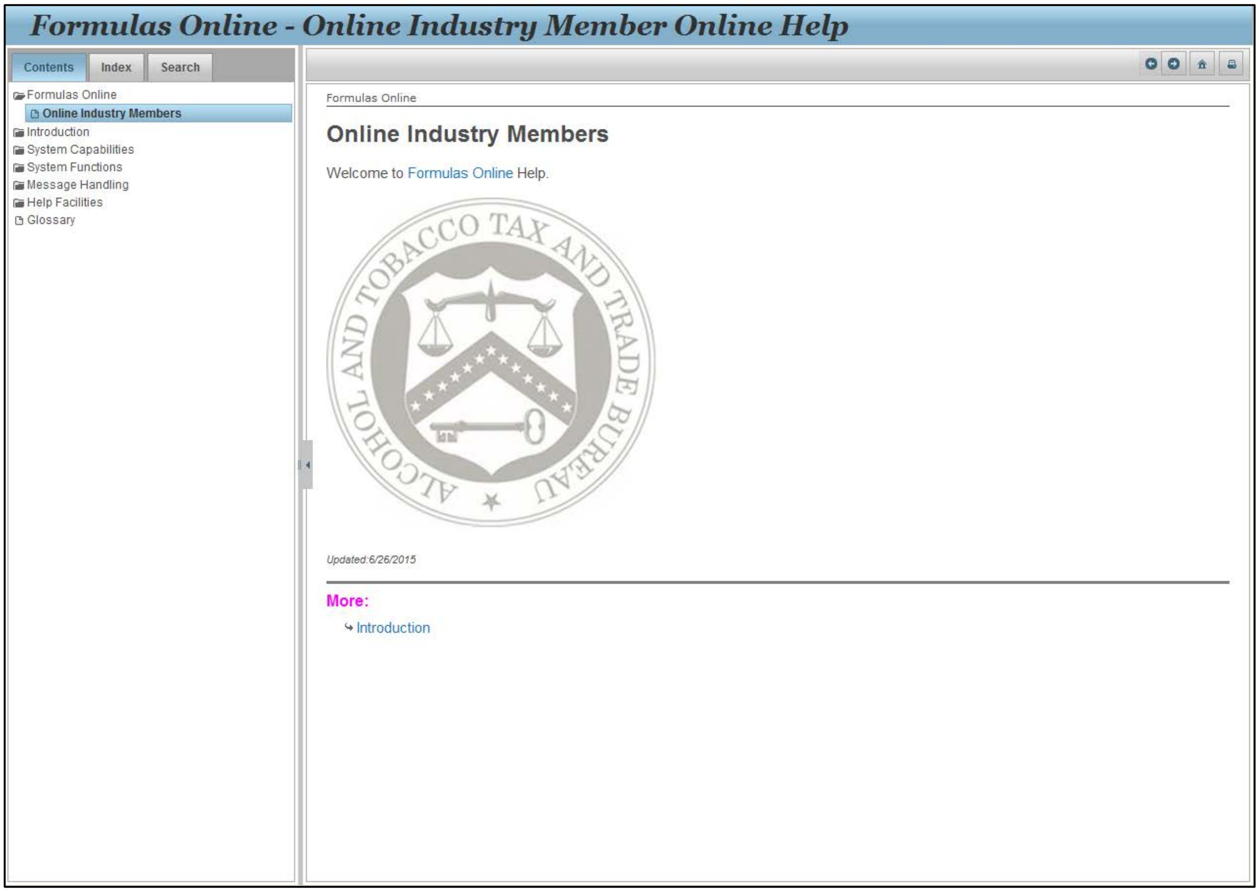
1. Select the Help link in the main navigation banner. The Help pop-up window displays. See Figure 375.

Figure 375: Help Pop-Up Window



   a. Leave the Online Industry Member User Manual radio button selected.
   b. Select the **OK** button. The Online Industry Member Online Help displays. See Figure 376.

Figure 376: Online Industry Member Online Help



Alternatively, you may:

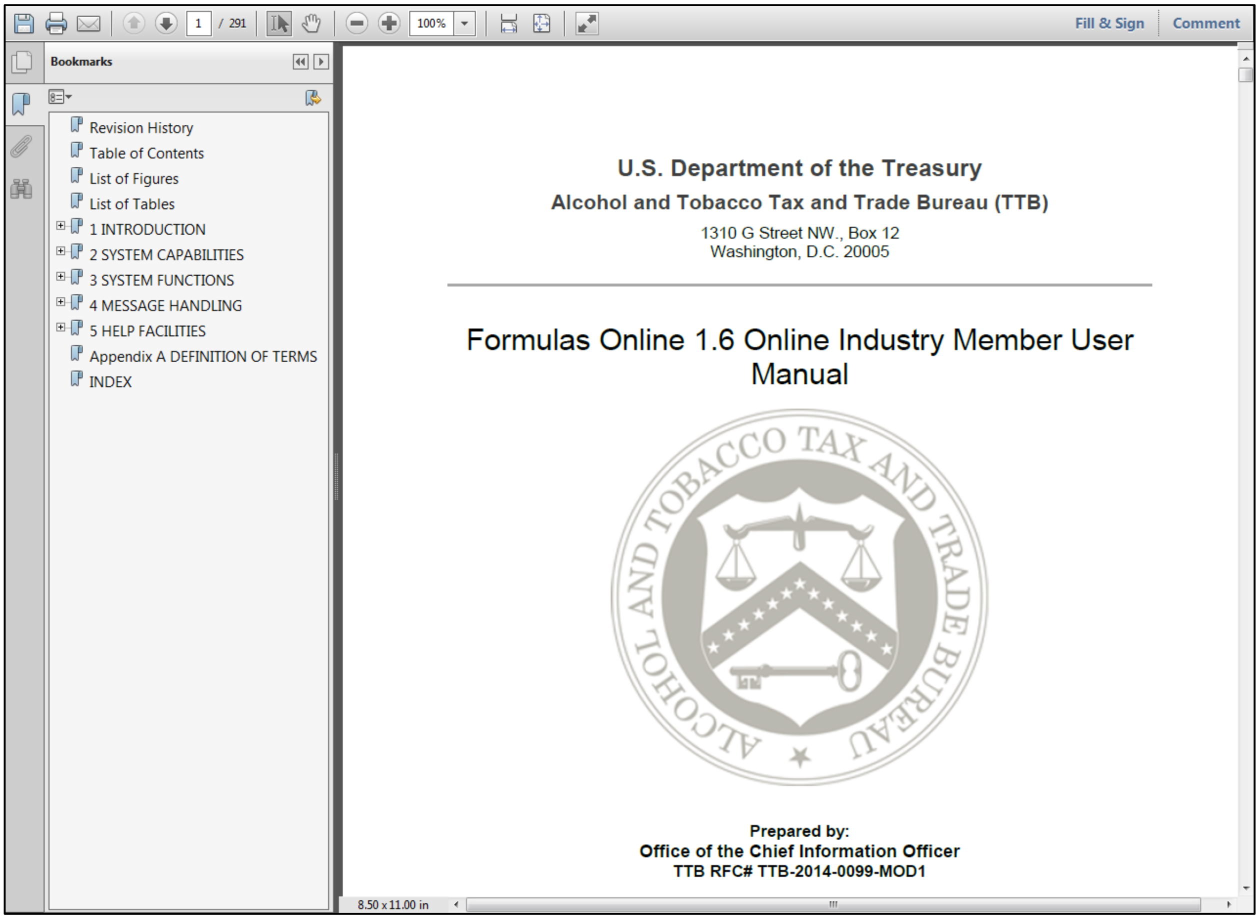
2. Select the question mark icons ( ) you see throughout the Formulas Online system. These display context-sensitive help, information that is specifically meant to assist you with a given field, screen, submission.

5.3 FORMULAS ONLINE INDUSTRY MEMBER USER MANUAL

The Formulas Online Industry Member User Manual is available (in PDF format). Follow these steps to display the Formulas Online Industry Member User Manual:

1. Select the Help link in the main navigation banner. The Help pop-up window displays. See Figure 375.
   a. Select the Download Online Industry Member User Manual radio button.
   b. Select the **OK** button. The Online Industry Member User Manual displays in PDF format. See Figure 377.

Figure 377: Online Industry Member User Manual



5.4 ALFD CUSTOMER SERVICE

If you need assistance, please contact ALFD Customer Service.

5.5 DEFINITION OF TERMS

The most common Formulas Online system terms (field names) used and their definitions can be found in Appendix A.

APPENDIX A DEFINITION OF TERMS

This section provides the definitions of common terms used in the Formulas Online system. Click on a letter below to go to the terms beginning with that letter.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

#

% Fill

Indicate how much of the container is filled, in percentages.

5100.51

Formula and Process for Domestic and Imported Alcohol Beverages. Every person who is required to file a formula under 27 CFR Parts 4, 5, 7, 19, 24, 25, and 26 must submit this form. Permit approval and formula approval are required prior to manufacture/importation of any product requiring a formula. Production/importation may commence upon receipt by the proprietor of an approved formula on TTB Uniform.

Top

A

a.k.a.

Also Known As.

ABSP

Alcohol Beverage Sampling Program.

ABV

Alcohol by Volume.

Access Level

Indicates whether the user will be able to see all submissions made by his or her companies, or only those that he or she has authored [created/submitted] personally.

Act, the

Homeland Security Act of 2002.

Action Bar Items

Items accessible on most screen tabs in the application: COLAs, Comment, Copy as New, Link, Notify, Power of Attorney Form (user registration only), Print, Signature Authority Form (user registration only), Surrender, Upload, and Withdraw.

ad hoc

Latin, "for this purpose only". It generally signifies a solution designed for a specific problem or task. In this case, e-mail that is generated specifically about, and tied to, a specific submission.

Address Format

Addresses will either display in domestic (street, city, state, zip) or foreign (street, city, country, region, etc.) formats.

Alcohol Content

Formula information field in Uniform on the Formula tab. Alcohol content of finished product (multiple fields). Depending on type of submission, some values are calculated for you and some need to be entered. Where a range exists, the low must always be either equal to or less than the high value.

ALFD

Advertising, Labeling and Formulation Division.

AN

All Natural.

Approval Date

The date on which the formula submission was approved by TTB.

Approval Provision

Conditions under which the approval has been granted. Example: approval contingent on meeting legal criteria as specified.

Approved

This status indicates a final action regarding a particular submission. Submissions enter this status when both the submission and the associated materials, if any, meet all applicable requirements.

Approved Class/Type

Class/type codes indicate the class and/or type designation for a product. Each product is assigned a unique class/type code. The approved class/type only applies if the value is different from the class/type the submitter entered.

Approved Classification

The approved classification only applies if the value is different from the classification the submitter entered. Examples include malt beverage, porter, wine, stout, whisky, etc.

Approved for Export Only

This status indicates a final action regarding a particular submission. Submissions enter this status when both the submission and the associated materials, if any, meet all applicable requirements for exports only.

Approved Type

The approved type only applies if the value is different from the type the submitter entered. Examples include diluted whisky, dessert flavor wine, etc.

Assigned

This status indicates that the submission has been assigned to an ALFD specialist for evaluation.

Assignment Pending

This status indicates that the submission is awaiting assignment within the laboratory.

Attachment ID

The Attachment ID is the identifier used to associate image files scanned at TTB to a submission in the system. All scanned files associated with a given submission are scanned with that submission's Attachment ID.

Attest

[Perjury Statement] To affirm to be correct, true, or genuine.

Top

B

BAL

Beverage Alcohol Laboratory.

Basic Permit

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

Brewer's Number

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

Top

C

Cancelled

This status indicates that the submission and/or supporting materials were not returned to TTB within the specified period and the submission is “Cancelled” by the system or the submission was cancelled by the submitter.

CC

Person to be copied via e-mail/hardcopy.

CFR

Code of Federal Regulations.

Characters Left

For text fields, the application counts the number of characters you are permitted to enter in that field and displays the information. This is set to prevent you from overwriting the textbox.

CL

Compliance Laboratory.

Class/Type Description

This is a free-format field used to provide addition detail about the TTB alcohol classification and type designations provided on a Uniform submission.

Closed

This status indicates that the submission processing has been completed and a determination has been made (Uniform). This status indicates that the submission processing and follow-up have been completed (SDA, Drawback, Rider, and User Registration).

CM

Configuration Management.

COLA

Certificate of Label Approval.

COLAs Access

The application permits authorized users to restrict access to COLAs formula information.

COLAs Online

Certificate of Label Approval System.

Commodity

Refers to the type of alcoholic beverage product include in the submission. Commodities included are either wine, distilled spirits, or malt beverages.

Commodity Type

TTB maintains a list of the pre-COLA evaluations required for specific products or product categories. The list is divided into three commodity-specific charts—one each for wine, distilled spirits, and malt beverages. If you are unsure of the classification, please contact the Advertising Labeling and Formulation Division (ALFD) Customer Service Team at 1-866-927-ALFD or by e-mail at alfd@ttb.gov.

►**Note:** Sake is classified as wine for labeling purposes.

Company
Collectively refers to Industry Members.

Company Approval Official
A company approval official is someone in the company who has TTB signing authority.

Company Code
The Company code that represents the original code of the company originating a formula. Used in conjunction with the Company Formula Number to represent a nonbeverage formulation. This is not supported in the current Formulas Online release.

Company Formula ID
This is made up of the company code plus the company formula number (assigned by the company; sequential). One of the three ways formulas can be identified by the submitter.

Company Formula Number
This is a manually assigned sequential number the company itself assigns to a given formula. With the company's permit number, this makes up the Company Formula ID.

Company ID
This is a combination of the company's name and company code. Industry Members select these from pick lists; TTB processors input these manually.

Company Name
The official corporate or business name or the name under which the company is doing business (DBA – doing business as).

Correction Review
This status indicates that the submission is being reviewed by NPL to confirm the submission needs to be returned for correction.

Created Date
Date on which the submission was created. Used to "age" submissions.

Top

D

Date Approved
Date on which the submission was approved.

Date of Permit Issue
The date on which TTB issued the permit to the company and/or the permit went into effect.

Date Received
Date on which the samples were received by TTB.

Date Submitted
Date on which the submission was submitted to TTB.

Disapproved
This status indicates a final action regarding a particular submission. Submissions enter this status when the submission and the associated materials, if any, have not met all applicable requirements.

Disapproved (Domestic)
This status indicates a final action regarding a particular submission. A Submission enters this status when it has been determined that the product is fit for beverage purposes and therefore not eligible for drawback of tax, except when use by claimant in eligible nonbeverage products.

Disposition

The determination (e.g., "Approved," "Pending," "Rejected") of a given submission. Not to be confused with Status.

Draft

This status indicates that the submission is in progress (is created, but has not yet been properly submitted).

Drawback

Formula and Process for Nonbeverage Alcohol (Drawback). This form must be filed within 6 months after the end of the quarter in which distilled spirits were first used to manufacture the product for drawback. One form must be filled out per formula.

Industry members seek to receive a partial return of taxes, known as a drawback, paid on products by proving that the alcohol in their products has been rendered unfit for beverage purposes, and thus the majority of the distilled spirits excise tax paid on the spirits should be returned to them. Nonbeverage products must meet two criteria. They must be unfit for beverage purposes and they must fall within one of the six eligible product classes. The six classes are foods, flavors, flavoring extracts, medicines, medicinal preparations, and perfumes.

Drawback Rider

See Rider.

DSS

Distilled Spirits Specialty.

Top

E

EIN

Employer Identification Number.

Employee

The user is an employee of the company for which he or she is requesting access to Formulas Online.

EST

Eastern Standard Time.

Expired

This status indicates that the imported formula older than five years (if approved prior to 10/1/2012) or ten years (if approved on or after 10/1/2012) was expired by the system.

Top

F

FAA

Federal Alcohol Administration.

FD&C

Food, Drug & Cosmetics.

FDA

Food and Drug Administration.

FID Sheet

Flavor Ingredient Data (FID) Sheet.

Find FID

Visible when an FID is not already associated with this ingredient and when Compound Flavor is checked. TTB Formula ID or Company Formula Number must be entered. Pressing this button causes the application to obtain the most recent FID and display it. (It does not link the FID to the ingredient). Existing FID must have been submitted by the one of the submitting companies.

If the FID is not found, the application immediately displays a message that advises the submitter to upload a FID. This message is also displayed when the **OK** button is pressed on the Flavor Ingredient modal window when the FID is not found.

First Name

The first (given/birth) name of an individual. This field is used in many places throughout the application. In some cases, it refers to a contact person; in others, it refers to complainant. Used in multiple places throughout the application.

Fit for Bev Purposes (Foreign)

This status indicates a final action regarding a particular submission. A Submission enters this status when it has been determined that the product is fit for beverage purposes and must comply with alcoholic beverage regulations if imported into the U.S. If this product is used in alcoholic beverages produced outside the U.S., it is not eligible for flavor credit under 26 USC 5010.

Form 5100.17

The TTB form after which the Sample ID Sheet was derived. This sheet must be printed by the submitter and included with each sample sent to TTB for analysis. See also Sample ID Sheet.

Form 5100.51

Formula and Process For Domestic and Imported Alcohol Beverages. Every person who is required to file a formula under 27 CFR Parts 4, 5, 7, 19, 24, 25, and 26 must submit this form. Permit approval and formula approval are required prior to manufacture/importation of any product requiring a formula. Production/importation may commence upon receipt by the proprietor of an approved formula on TTB 5100.51/Uniform.

Form 5190.19

The paper version of what is now the Formula and/or Process for Article Made With Specially Denatured Spirits (SDA) in the Formulas Online application.

Form 5154.1

Formula and Process for Nonbeverage Alcohols (Drawback). This form must be filed within 6 months after the end of the quarter in which distilled spirits were first used to manufacture the product for drawback. One form must be filled out per formula.

Formula

Refers to alcohol beverage formulas. Also referred to as Formulations.

Formula Adoption

The process in which companies transfer to or include other companies in the ownership of their formulas, and therefore have need to access their formulas.

Formula ID

See Formula Identifier.

Formula Identifier

The TTB identifier that uniquely identifies a formula for which a company has provided Uniform submissions.

Formula Load

Formula load is the process in which old formulas previously processed in their paper form are loaded to the system for historical reference.

Formulas Online
TTB's Formulas Online system.

Top

G

GNS
Grain Neutral Spirits.

GRAS
Generally Recognized as Safe.

Top

H

HFCS
High Fructose Corn Syrup.

Hold for Research
This status indicates that the submission is being temporarily held by ALFD for further research.

Top

I

IC
Industry Circular.

ID
Identification, identifier.

IM
a.k.a. Industry Member. See Industry Member.

In Process
This status indicates that the submission has been submitted to TTB and is being evaluated.

Inactive User
An inactive user is someone who was issued a user ID formerly but has either asked to be inactivated at some point in the past or was otherwise deactivated in the system. If you wish to inactivate a user ID, please contact TTB.

Industry Member
a.k.a. IM. A distiller, brewer, rectifier, blender, or other producer, or importer or wholesaler of distilled spirits, wine, or malt beverages.

Ingredient Name
If TTB Formula ID is not specified, enter the name of the finished alcohol ingredient.

IRIS
Integrated Revenue Information System.

Items Pending
This status indicates that the physical samples (if any) have not been received by the laboratory.

Top

L

Lab Analysis

This status indicates that laboratory analysis is in progress.

Label Representative ID

Third-party filers (consultants, label representatives, trade associations, etc.) are given a unique ID number by TTB. If you wish to limit your search to items that were filed by a particular representative, enter the representative ID number when performing an advanced search.

Last Name

The last name (the patronymic). This field is used in many places throughout the application. In some cases, it refers to a contact person; in others, it refers to complainant.

LIE

Legal Instruments Examiner.

LIMS

Laboratory Information Management System.

Top

M

MCO

Market Compliance Office.

Measurement Unit

Ounces, drams, etc. Depends also on whether measuring in English or metric units.

MNBP

Manufacturer of Nonbeverage Products.

MOM

Method of Manufacture. MOM primarily refers to method of manufacture/statement of procedure from alcohol beverage manufacturer to describe ingredients and method of manufacture for input to Form Uniform (Uniform) items 6 and 7.

Top

N

N & A

Natural and Artificial.

N/A

Not applicable.

NBA

Nonbeverage Alcohol. Also used to refer to the Drawback form.

Needs Correction

This status indicates that the submission has been reviewed by TTB but cannot be approved as submitted. The submission is returned to the submitter with a list of corrections in the Needs Correction tab of the electronic submission that need to be made either to the submission or to the supporting materials (documents, samples, etc.). Submissions in the “Needs Correction” status may also be “Withdrawn” by the submitter.

New User

A new user is someone who has never been issued an individual user ID.

No Action

This status indicates a final action regarding a particular submission. A Submission enters this status when it has been determined that there is no alcohol eligible for drawback of tax. Use is subject to compliance with U.S. Food and Drug Administration regulations.

Nonbeverage Company

A manufacturer of nonbeverage products.

NPL

Nonbeverage Products Laboratory.

NRC

National Revenue Center. The NRC collects tax revenues; screens applications; issues permits and approves notices or registrations; reconciles returns, reports, and claims; and provides technical assistance to Bureau employees and industry members on related laws and regulations.

Top

O

OCIO

Office of the Chief Information Officer.

OCR

Optical Character Recognition.

OIM

Online Industry Member. A registered user of the Formulas Online and/or COLAs Online systems. An Industry Member becomes an authorized FONL Online Industry User through a formal TTB User Registration process.

OTS

Other Than Standard wine. The Beverage Alcohol Lab may request that an OTS formula be loaded to the Formulas Online system for reference when processing a formula submission that includes OTS wine as an ingredient in the formula.

Owner

The owner of the company.

Top

P

page orientation

Page orientation is the way in which a rectangular page is oriented for normal viewing. The two most common types of orientation are portrait and landscape.

Password Change Utility

a.k.a. PCU. The application that allows the user to change or reset his/her password.

PCU

a.k.a. Password Change Utility. See Password Change Utility.

Pending

The application does not generate sample IDs until the submission has either been saved as draft or submitted. Therefore, sample IDs remain as "Pending" until then.

This disposition indicates continuing action regarding a particular submission. Submissions remain in this status until approved or rejected.

Pending Closed

This status indicates that a determination by ALFD is being finalized.

Permit

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

Permit Name

The operating name and/or owner name associated with a Plant Registry/Basic Permit/Brewer's Number.

PG

Proof Gallon.

Plant Registry

A unique identifier assigned by TTB to certain Industry Member types and stored in IRIS. In this document, it often collectively refers to any Industry Member holding a Permit, Registry, or Brewers Notice.

POA

Power of Attorney.

POC

Point of Contact.

PPM

Parts Per Million. Parts Per Million are part of the TTB Limited Ingredients listed in Drawback submissions.

Preparer/Reviewer

A registered Industry Member user of the Formulas Online and/or COLAs systems who has the ability to create and save but not submit or submit electronic applications.

Primary Contact

The primary contact is the e-mail address you want TTB to use whenever sending you e-mail.

Product Class/Type

This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code.

Product Source

This indicates whether the finished alcohol beverage was produced in the United States or somewhere else. For example, wine produced in France is imported while whiskey made in Kentucky is domestic.

Product Type

Product Type refers to the various types of nonbeverage formulas, including Flavor, Medicine, Perfume, Food, or Dietary Supplement.

Product/Brand Name

Product Brand Name is the name under which a product is sold. If there is no 'brand name', the product is sold under the name of the bottler, packer, or importer.

PST

Pacific Standard Time.

Top

Q

QA Review

This status indicates that the ALFD determination is in review.

Q.S

Quantity Sufficient. When adding a liquid ingredient, if the process type is “Other,” you will see the quantity sufficient (Q.S) checkmark. This field should only be checked when you have added a liquid Q.S to bring up the total yield. Remember, do not check this box if you are not entering a liquid ingredient in a Process Type ”Other” Drawback or Rider submission.

qualification

See stamp.

Query

When you perform a search, the application sends a ‘query’ to the database to find records that match your search parameters.

Top

R

Reasons for Correction

These are reasons for which the Formulas Online submission needs to be corrected. If the time permitted for corrections passes without any changes from the Formulas Online Submitter, the submission will automatically be rejected, and these reasons will become the reasons for which the submission was rejected.

Received

This status indicates that the submission has been received by ALFD but has not yet been assigned to an ALFD specialist.

Registrar

Registrars return company submission authorization decisions and credentials to the applicants once the registration process is completed.

Rejected

This status indicates a final action regarding a particular submission. Submissions enter this status when the submission and the associated materials, if any, have not met all applicable requirements or a submission was not required.

Representative

Generally a third-party filer. Required to submit a signing authority or power of attorney in order to be registered as Submitter on behalf of the company in the Formulas Online application.

Revoked

This status indicates that an approved formula in “Closed” status was revoked by TTB.

RRD

Regulations and Rulings Division.

Top

S

SA

Signature Authority, Signature Authority.

Sample

Any material submitted to the laboratory for analysis, primarily alcoholic beverage or nonbeverage products such as flavors.

Sample ID

The unique identifier that was automatically assigned to the sample. Opens the sample edit screen.

Sample ID Sheet

Sample ID Sheet (based on the original paper 5100.17 Submission Form).

SDA

Specially Denatured Alcohol. Alcohol to which denaturing materials have been added. Also used to refer to Form 5150.19.

SDR

Specially Denatured Rum.

SIS

Sample ID Sheet (5100.17 Submission Form).

Source

Product Source. This indicates whether the finished alcohol beverage was produced in the United States or somewhere else. For example, wine produced in France is imported while whiskey made in Kentucky is domestic.

Source of Product

This indicates whether the finished alcohol beverage was produced in the United States or somewhere else. For example, wine produced in France is imported while whiskey made in Kentucky is domestic.

stamp

Standard qualifying descriptions used by formula reviewers when evaluating a formula for approval.

Status

The workflow status of a given submission.

Submission Date

Date on which the submission was submitted to TTB.

Submission ID

Unique identifier provide on each submission when created. Not to be confused with the Formula ID.

Submission Number

See Submission ID.

Submission Status

The status of a given submission.

Submitter

A registered Industry Member user of the Formulas Online and/or COLAs systems. An Industry Member becomes a Formulas Online (FONL) Online Industry Member (OIM) User through a formal TTB User Registration process.

An authenticated Online Industry Member (OIM) is granted a user ID and password. Submitters have the ability to withdraw, surrender, review status, and correct electronic applications in addition to creating and saving.

The authorized user who submitted a Form. Generally refers to those who submit electronically through Formulas Online, but can also stand for a paper-based Submitter, depending on the context in which it is used.

Surrender

Enables the user to surrender an approved formula in Closed status. After a confirmation message box, the system changes the disposition to Surrendered and returns the user to his/her home page.

Surrendered

This status indicates that an approved formula in "Closed" status was surrendered by the Submitter.

Top

T

Tab

Similar to tabs on manila folders in a filing cabinet, these appear on the display of a submission and organize the content of the submission into specific sections.

Taste Panel Results

One of three parts of the Additional Details available for Formula information in Drawback and Rider submissions.

TBD

To be done. To be determined.

TCS

Treasury Communications Services.

Third-Party Filers

Trade associations, law firms, and consultants who file submissions on behalf of online industry members. Each third-party filer must contact ALFD for a Label Representative ID before he or she makes a submission. Third-party filers should also enter contact information for themselves as part of each submission process.

TIPSS

Total Information Processing Support Services.

TIRNO

Department of the Treasury, Internal Revenue Service, National Office.

Title

The job title of an individual. Used in User Registration for the user (his or her job title) and the company approval official.

Tool Tip

Used to display short help description for each field.

►**Note:** If the information is lengthy, it may appear in Help rather than being displayed as a tool tip.

TTB

Alcohol and Tobacco Tax and Trade Bureau.

TTB Formula ID

See Formula Identifier.

TTB ID, old TTB formula number

This is a unique, 14-digit number assigned by TTB to track each COLA. The first five digits represent the calendar year and Julian date the application was received by TTB. One of the three ways formulas can be identified by the submitter.

TTB Terms Glossary

TTB Terms Glossary. This contains useful terms used in alcohol beverage forms. Available at http://www.ttb.gov/forms_tutorials/glossary_nf.shtml and subsequent pages.

Type of Commodity

See Commodity Type.

Type of Measurement

English (gallons, etc.) or Metric (liters, etc.).

Type of Product

See Product Type.

Top

U

Unfit for Beverage Statement

One of three parts of the Additional Details available for Formula information in Drawback and Rider submissions.

Uniform

Formula and Process for Domestic and Imported Alcohol Beverage (5100.51). Every person who is required to file a formula under 27 CFR Parts 4, 5, 7, 19, 24, 25, and 26 must submit this form. Permit approval and formula approval are required prior to manufacture/importation of any product requiring a formula. Production/importation may commence upon receipt by the proprietor of an approved formula on TTB 5100.51.

Unit of Measurement

Varies depending on measurement type: English or Metric. If English, all weight and volume fields will be expressed in pounds and gallons, respectively; if metric, all weight and volume fields will be expressed in kilograms and liters, respectively.

ur

Use Rate (when referring to flavor ingredients).

User

Collectively refers to Formulas Online users. By definition, a user is registered and authorized to use a given system, which is in contrast with the public, who may use a system without registration and approval.

User Information

New user information includes, but is not limited to, the following:

- Name
- Address
- Employer Information
- Company Information pertaining to application
- Individual information pertaining to application

User Registration Request

User Registration Request (online; replacing paper requests). Using the TTB Online Portal Page, a qualified person seeking authorized access to either the Formulas Online or COLAs Online applications may register. In addition, registered users of either system may use the user registration process to update their credentials with revisions to the list of companies they represent, and their roles for submissions privileges according to authorities at the companies the users represent.

Top

W

Withdraw

Allows the user to withdraw an in-process submission. After a confirmation prompt, the system changes the submission status to Withdrawn and returns the user to his or her home page.

Withdrawn

This status indicates that an in-process submission has been withdrawn by the submitter or a specialist.

WONF

With Other Natural Flavors.

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