

COLAs Online

Create an Application

The following document describes how to create a new application:

- Step 1 of 3: Application Type See <u>Step 1 of 3: Application Type</u>
- Step 2 of 3: COLA Information See Step 2 of 3: COLA Information
- Step 3 of 3: Upload Labels See Step 3 of 3: Upload Labels

Step 1 of 3: Application Type

The Create Application Step 1 of 3: Application Type page allows you enter product information for the application. Figure 64 and Figure 65 detail the Create Application Step 1 of 3: Application Type page.

► Note: All fields in Step 1 are required.

Follow these steps to create an application:

1. Select the <u>Create an eApplication</u> link from the menu box on any page. The Create Application Step 1 or 3: Application Type page displays. See Figure 1 and Figure 2.

Figure 1: Create Application Step 1 of 3: Application Type (Top)

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Figure 2: Create Application Step 1 of 3: Application Type (Bottom)

► Note: Select the <u>list of acceptable changes that do not require a new COLA</u> link if you believe that you might not need to file a new application but update an existing COLA.

- 2. Select the Type of Product: Wine, Domestic SAKE Application, Distilled Spirit, or Malt Beverage.
- 3. Select the Source of Product: Domestic or Imported.

► Note: This indicates if the finished alcohol beverage was produced in the US or somewhere else.

4. Select the Type of Application- Certificate of Label Approval or Certificate of Exemption from Label Approval.

► Note: Certificate of Label Approval is the default.

► Note: If you select Certificate of Exemption from Label Approval, select the state the product will be sold in from the drop-down list.

5. If this is a resubmission of a previously rejected application, select the TTB ID from the drop-down list or enter the TTB ID in the field provided.

- ► Note: "No" is the default.
- ► Note: If you select "Yes," you must select or enter a TTB ID.
- ► Note: The drop-down list contains rejected e-applications.
- ► Note: The text field allows a rejected electronic or paper application for the past two years.
- 6. Select the **Next** button to proceed to the next step in the create process. See <u>Step 2 of 3</u>: <u>COLA Information</u>.
- 7. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.

► Note: Select the 🕜 icon for field-level help.

Step 2 of 3: COLA Information

The Create Application Step 2 of 3: COLA Information page allows you to enter COLA information for the application. Figure 3, Figure 4, and Figure 5 detail the Create Application Step 2 of 3: COLA Information page.

Figure 3: Create Application Step 2 of 3: COLA Information (Top)

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Fanciful Name 🛿 (if any)		
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Figure 4: Create Application Step 2 of 3: COLA Information (Middle)

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Figure 5: Create Application Step 2 of 3: COLA Information (Bottom)

▶ Note: Field names suffixed by (if any) are optional. All other fields in Step 2 are required.

Follow these steps to continue creating an application:

- 1. From the Create Application Step 1 of 3: Application Type page, select the **Next** button. The Create Application Step 2 of 3: COLA Information page displays. See Figure 3, Figure 4, and Figure 5.
- 2. If the application is for Distinctive Liquor Bottle Approval, select the Yes radio option and enter the Total Bottle Capacity before closure.

► Note: Distinctive Liquor Bottle Approval only appears for Distilled Spirit applications.

- 3. Enter the Serial Number of your application.
- 4. If you have more than one valid permit for this type of application, select the appropriate Plant Registry/Basic Permit/Brewer's No. from the drop-down list and select the <u>Select and add</u> link.
- ► Note: Repeat this step to assign additional permits (except wineries).
- ► Note: To remove a permit from the list, select the <u>Remove</u> link.

► Note: If you have only one valid permit for this application type, it will be selected for you.

5. Enter a DBA/Trade Name if one is used on the label.

► Note: You must get approval from the TTB NRC <u>before</u> using the Trade Name on the label.

► Note: The DBA/Trade Name must match the label. This information must be added to the application each time it is used in the label. The DBA is added when the bottler's or importer's company name is different from the operating name. The operating name is listed on the permit and the DBA must be registered with the NRC before use.

- 6. Enter the Brand Name.
- 7. Enter the Fanciful Name, if applicable.

► Note: Do not enter a Product Class/Type or Wine Appellation in the Brand Name or Fanciful Name field. You are not required to tell TTB the class/type designation that appears on your label. Putting this information in the Brand Name or Fanciful Name field (or any other field) will result in your application being returned to you for correction.

8. If you have a valid TTB Formula ID, select the appropriate TTB Formula ID from the dropdown list and select the <u>Select and add</u> link. Otherwise, select the Permit Number from the drop-down list and enter the Company Formula/SOP # and select the <u>Add</u> link.

► Note: TTB Formula IDs only appear for electronically available Formulas.

► Note: Multiple Formulas (TTB Formula ID, Company Formula #/SOP #, or Lab No./Pre-Import No./Lab Approval Letter Date/Pre-Import Date) may be added per COLA eApplication.

9. If you have a valid Sulfite Analysis Submission ID, select the appropriate Sulfite Analysis Submission ID from the drop-down list and select the <u>Select and add</u> link.

► Note: Only <u>one</u> Sulfite Analysis Submission ID may be added per COLA eApplication.

10. Enter the Lab No./Pre-Import No., if applicable.

11. Enter Lab Approval Letter Date/Pre-Import Date, if applicable.

► Note: Lab Approval Letter Date/Pre-Import Date is required if a Lab No./Pre-Import No. is entered.

► Note: The format is MM/DD/YYYY. Select the icon to display a pop-up calendar to find the correct date.

12. Select the Net Contents from the drop-down list and select the Select and add link.

► Note: To remove a Net Content from the list, select the <u>Remove</u> link.

► Note: Repeat this step to add more than one Net Contents value, if this label will be used on multiple size containers.

13. Enter the Alcohol Content.

14. Enter the Wine Vintage date if it is shown on the label.

► Note: Wine Vintage only appears for Wine applications.

15. Enter the Grape Varietal(s) if it is shown on the label.

► Note: Grape Varietal(s) only appears for Wine applications.

16. Enter the Wine Appellation if it is shown on the label.

► Note: Wine Appellation only appears for Wine applications.

► Note: You must enter a Wine Appellation if you have entered a Wine Vintage date or the system will not allow you to proceed to the next step.

- 17. Select the **Previous** button to return to Step 1.
- 18. Select the **Next** button to proceed to the next step in the create process. See <u>Step 3 of 3:</u> <u>Upload Labels</u>.
- 19. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.

Note: Select the $\mathbf{0}$ icon for field-level help.

Step 3 of 3: Upload Labels

The Create Application Step 3 of 3: Upload Labels page allows you to upload labels to the application. Figure 6 and Figure 7 detail the Create Application Step 3 of 3: Upload Labels page.

Figure 6: Create Application Step 3 of 3: Upload Labels (Top)

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DEFINITION D			Alcohol and T	obacco Tax and Trade Bureau, 2003	Contact us at webmaster@ttb.treas.gov
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Figure 7: Create Application Step 3 of 3: Upload Labels (Bottom)

Follow these steps to continue creating an application:

- 1. From the Create Application Step 2 of 3: COLA Information page, select the **Next** button. The Create Application Step 3 of 3: Upload Labels page displays. See Figure 6 and Figure 7.
- 2. Enter a translation of any foreign text or any special wording or designs that appear on the materials affixed to the container (e.g., label, bottle, cork, etc.) in the field provided if applicable.
- 3. Select the add/remove Images button to upload label images. See Upload Label Images.
- 4. Select the **add/remove Attachments** button to upload attachments. See <u>Upload Other</u> <u>Attachments</u>.
- 5. Select the **Previous** button to return to the Create Application Step 2 of 3: COLA Information page. See <u>Step 2 of 3: COLA Information</u>.
- 6. Select the **Next** button to proceed to the next step in the create process. See <u>Verify</u> <u>Application</u>.
- 7. Select the **Cancel application** button to cancel the create application process and return to the Home: My eApplications page.