



Formulas Online

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](#)
- [Resubmit Submissions](#)

Edit Submissions Needing Correction

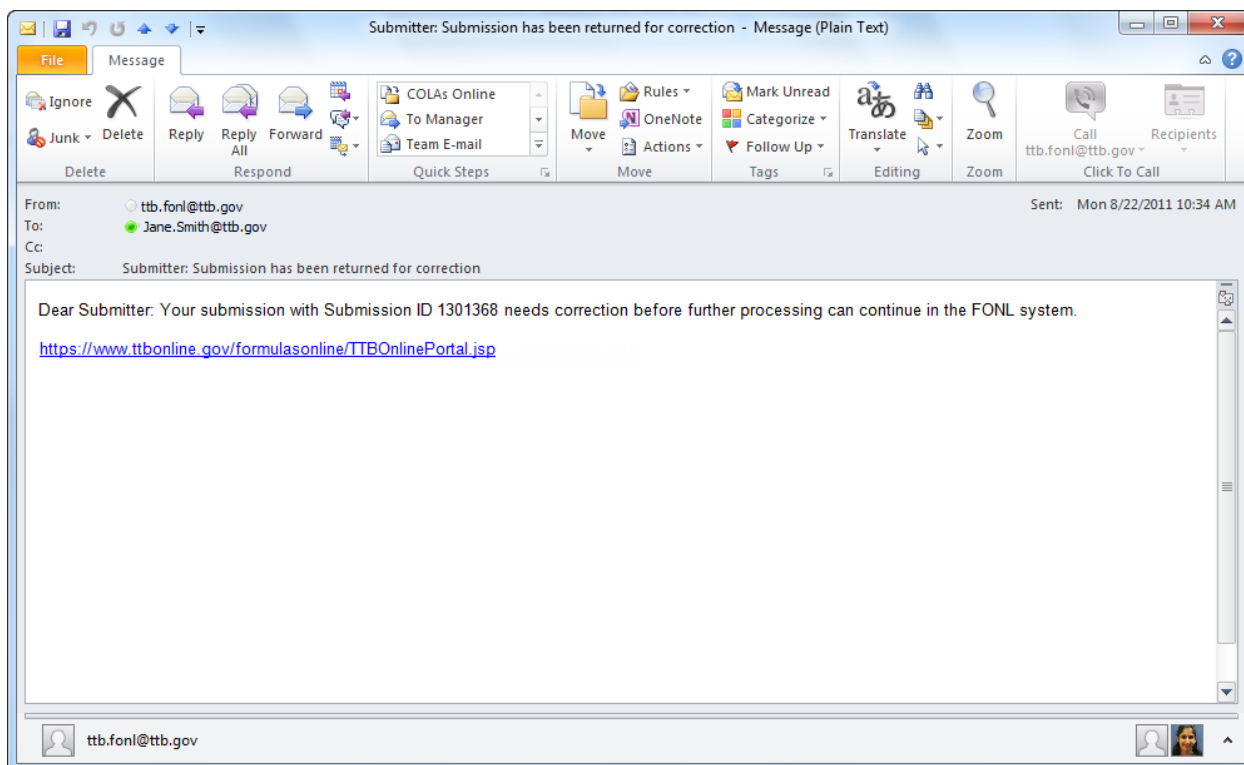
Before submitting, you may edit the submission at will. After submitting, you will be unable to edit until/unless TTB informs you that your submission needs correction.

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 Return 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 1.

Figure 1: Edit Submissions Needing Correction – E-Mail Notification



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- b. Perform a search for the submission. See [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 2.

Figure 2: Edit Submissions Needing Correction – Home Page (My Submissions)

The screenshot shows the 'Formulas Online' interface for 'My Submissions'. At the top, there is a navigation bar with the TTB logo and 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. The page title is 'My Submissions'. Below the title, there are buttons for 'Apply Sort' and 'Clear Sort'. A status bar indicates 'Records 1 - 22 of 22 (Total Matching Records: 22) (Page 1 of 1)'. A table of submissions is displayed with the following columns: SUBMISSION ID, TTB FORMULA ID, COMPANY FORMULA#, TYPE, PAPER, SUBMISSION STATUS, SUBMISSION DATE, SUBMITTER, and PRODUCT. Submission 1301368 is highlighted in blue and has a 'Needs Correction' status.


SUBMISSION ID	TTB FORMULA ID	COMPANY FORMULA#	TYPE	PAPER	SUBMISSION STATUS	SUBMISSION DATE	SUBMITTER	PRODUCT
1301321		-	User Registration	N	Closed	05/10/2011	TTB	
1301368	1000650	FL-W-77777 - 11111	Uniform	Y	Needs Correction	08/23/2011	Jane Smith	POM
1301369	1000651	FL-W-77777 - 2222222	Uniform	Y	Approved	05/14/2011	Jane Smith	
1301391		-	User Registration	N	Closed	05/19/2011	TTB	
1301429		-	User Registration	N	Cancelled	05/26/2011	TTB	
1301448		-	User Registration	N	Closed	05/27/2011	TTB	
1301461		OH-W-299 - 1234	Uniform	N	Draft	-	-	
1301483		-	User Registration	N	Closed	06/02/2011	TTB	
1301485		-	User Registration	N	Closed	06/02/2011	TTB	
1301634		-	User Registration	N	Closed	06/22/2011	TTB	
1301644		-	User Registration	N	Closed	06/24/2011	TTB	
1301648		-	User Registration	N	Closed	06/28/2011	TTB	
1301650		-	User Registration	N	Cancelled	06/28/2011	TTB	
1301810		-	User Registration	N	Cancelled	08/06/2011	TTB	
1301852	1000700	OH-W-299 - 12345	Uniform	N	Needs Correction	08/20/2011	Jane Smith	POM WINE
1301873	1000958	OH-W-299 - 5678	Uniform	Y	Pending	10/05/2011	Jane Smith	POM WINE
1302004		-	Uniform	N	Draft	-	-	
1302006		-	Uniform	N	Draft	-	-	
1302156		-	User Registration	N	In Process	10/25/2011	TTB Gov'mnt	

2. Select the [Submission ID](#) link to display the submission.
3. Select the Return tab. See Figure 3. The Return tab details the reasons why the submission is being returned for correction.

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Needs Correction Information

Figure 3: Edit Submissions Needing Correction – Return Tab


Uniform 

Main Formula Samples Company Comments Docs/Links **Return** Unauthorized Users

Print | Comment | Notify | Upload | Withdraw

Paper Submission

Submission ID: 1301368 TTB Formula ID: 1000650 Date Submitted: 08-23-2011 04:22 PM
Status: Needs Correction

Needs Correction Information 

NEEDS CORRECTION REASON	REASON DESCRIPTION	ADDITIONAL DESCRIPTION	RESOLVED?
Sample Damaged	Sample has been damaged. Please submit a new sample.	Please submit a new sample	<input type="checkbox"/>

Save as Draft Validate Submit

Return/Needs Correction Reason Description Details

4. Select [Needs Correction Reason](#) link. The Return Reason pop-up window displays. See Figure 4.

Figure 4: Edit Submissions Needing Correction – Return Reason Pop-Up Window

Return Reason



The image shows a pop-up window titled "Return Reason" with a question mark icon. It contains the following fields:

Needs Correction Reason:	Sample Damaged
Reason Description:	Sample has been damaged. Please submit a new sample.
Additional Description:	Please submit a new sample
Resolved?	<input type="checkbox"/>

An "OK" button is located at the bottom right of the window.

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.

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 [Resubmit Submissions](#).

[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

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Sample Sent Date and print out a new sample ID sheet for that sample. See [Entering Sample Sent Date](#) and [Printing Sample ID Sheets](#).

2. Select the **Submit** button. The Perjury Statement pop-up window displays, which requires that you attest to the correctness of your application. See Figure 5.

Figure 5: Edit Submissions Needing Correction – Perjury Statement Pop-Up Window

Perjury Statement

Under the penalties of perjury, I declare that all the statements appearing on this application, including supplemental documents, are true and correct to the best of my knowledge and belief. I also certify that I have read, understood, and complied with the conditions and instructions for filing this application.

I agree

OK

Cancel

We collect this information to verify your compliance with Federal laws and regulations that TTB administers. The information collected on this form must be considered confidential tax information under 26 U.S.C. 6103, and must not be disclosed to any unauthorized party under 26 U.S.C. 7213.

3. Select the “I agree” checkbox to acknowledge you have read, understood, and complied with instructions for filing the application. The **OK** button is enabled.
4. Select the **OK** button. The confirmation message box closes and 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 6.

Figure 6: Edit Submissions Needing Correction – Submission Confirmation

Uniform

Thank You. Your submission has been successfully completed. You will be contacted by e-mail when analysis has been completed or if additional information is needed.

When referring to this submission, please use the following submission ID: 1301368.

To mail your samples, return to the Samples screen to display printable sample identification labels with mailing instructions.

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